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<tr><td><i>BY ORDER OF THE
SECRETARY OF THE AIR FORCE</i></td><td><i>AIR FORCE INSTRUCTION 10-401
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Operations

AIR FORCE OPERATIONS
PLANNING AND EXECUTION

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This instruction implements Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP)*. AFI 10-401 prescribes and explains how the Air Force participates in the Joint Planning and Execution Community (JPEC), including force presentation and Deliberate and Crisis Action Planning and Execution Segment (DCAPES), for the planning, deployment, employment, sustainment, redeployment and reconstitution of forces. It covers the procedures and standards that govern operations planning and execution throughout the Air Force. It also carries out the tenets of Executive Order (E.O.) 12861, *Elimination of One-Half of Executive Branch Internal Regulations*, September 11, 1993; and E.O. 12866, *Regulatory Planning and Review*, September 30, 1993. It applies to all Air Force, including Air Reserve Component (ARC) personnel, who participate in the JPEC, including the planning, deployment, employment, sustainment, redeployment and reconstitution of forces. If this publication is in conflict with DOD or Joint guidance, then the joint publication will take precedence. Refer recommended changes and conflicts between this and other publications to AF/A5XW, 1480 Air Force Pentagon, Washington, DC 20330-1480, on Air Force (AF) Form 847, *Recommendation for Change of Publication;* route AF IMT 847s from the field through the appropriate functional's chain of command. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their printed supplement to AF/A5XW and an electronic copy to **afa5xw.plans@pentagon.af.mil**; other organizations send one copy of each printed supplement to the next higher headquarters. 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* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at **https://afrims.amc.af.mil**. **Note:** Any reference to MAJCOMs and FOAs also includes DRUs and Air Reserve Component (ARC). See **Attachment 1** for a glossary of references and supporting information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. **Note:** This volume references Air Force publications under the old publications scheme (Air Force regulations [AFR] and manuals [AFM]) that remain in force until converted to the new types of publications.

SUMMARY OF CHANGES

This change deletes references to Rotational Force Schedule and Rotational Force Allocation Plan; adds a section on the global force management (GFM) request for forces/capabilities process (paragraph **1.10.4.**); redesignates WMP-3, Part 4 as AEFPP Capabilities Annexes and deletes WMP-3, Part 5 (paragraph **2.14.4.**); replaces Expeditionary Combat Support System (ECSS) with Enhanced Contingency-Rotational AEF Scheduling Tool (ECAST)(paragraph **4.4.7.**); expands and clarifies UTC Development process (paragraph **5.12.**); establishes guidelines for developing cross-functional and blended unit UTCs (paragraph **5.12.**); expands UTC development roles and responsibilities (paragraph **5.15.**); clarifies the use of Deployment Echelon Codes (paragraph **5.18.9.**); significantly modifies UTC Functional Areas (**Table 5.1.**); replaces DEPID Code definitions to reflect Joint guidance (**Table 5.3.**); adds a Robust the Base AETF Force Module (FM)(paragraph **6.3.1.** and **6.3.9.**); adds lead organizations for the six AETF FMs (paragraph **6.3.**); modifies number of aircraft supported by mission support packages (**Table 6.1.**); deletes references to number of "Generate the Mission" FMs (paragraph **6.3.11.** and **Table 6.2.**) and cross-references WMP 3 Part 4; adds section on AETF Support FMs (paragraph **6.5.**); adds a section on Operational Capability Packages (OCPs) (paragraph **6.7.**); adds section on contingency sourcing (paragraphs **8.10.4.** and **8.13.**) and the use of the Collaborative Force Analysis, Sustainment and Transportation (CFAST) System (paragraph **8.13.1.**); modifies and clarifies the criteria for teaming (paragraph **8.12.3.**); deletes specific timelines for TPFDD sourcing in the Contingency Planning Process (paragraphs **8.14.6.** and **8.14.7.**); adds events to the force rotation TPFDD development timeline (**Figure 9.3.**); clarifies roles and responsibilities with respect to the Expeditionary Combat Support (ECS) Target Base Alignment Template, the Combat Air Forces (CAF) Consolidated Planning Order (CPO), and the Mobility Air Forces (MAF) Schedule (paragraphs **9.7.1.** through **9.7.4.**); clarifies policy on using line remarks (paragraph **9.10.**); adds section on voluntary extension of deployed forces (paragraph **9.20.**); clarifies procedures, roles and responsibilities in the change/deviation/waiver process for the AEF schedule (paragraphs **10.3.** through **10.7.**); adds a process to obtain waiver to dual-posture authorizations in UTCs (paragraph **10.19.**); revises the reclama process (paragraph **10.21.**); expands roles and responsibilities section for AF/A3/5 and COMACC (paragraphs **11.8.** and **11.11.**); deletes wing commander approval authority to change an individual's AEF alignment for career progression; adds a Glossary of Terms to **Attachment 1**; deletes **Attachment 2** (AEF Rubrics) and cross-references A5XW website; WMP 3 Part 4; significantly expands **Attachment 3**, Sample FAM Guidance; and adds **Attachment 2** (Sample Operational Capability Package Template), 4 (UTC Development Instruction), 5 (UTC Posturing and Coding Steps and Timelines), 6 (Enabler Posturing), and 7 (Sample Two-Hit Waiver Package), and. Subsequent references to the above topics have also been updated.

Chapter 7 is significantly changed. Substantive changes to this chapter include eliminating the "Out" category for AEF posturing; expanding guidance on FAM Posturing Guidance; changing AFSC substitution rules for posturing to mirror the rule sets for deployment and execution; adding the DP* posturing codes to highlight those forces required to fill an in-place wartime mission; and clarifying the definitions and rule sets for the use of posturing codes.

Throughout document, changes references of "wing level units" to "base level units;" removes JSCP as force apportionment document; and deletes references to primary wings.

This AFI is current and applicable as of the release date, but will require periodic update due to the continuing revisions in the Joint and Air Force planning and execution processes, new system fielding and enhancements, and the evolving Air & Space Expeditionary Force (AEF) operational con-

struct. This "evolving" document will continue to be modified through interim changes, as applicable. Through the coordination process, every effort was made to incorporate all pertinent and reasonable inputs.

Chapter 1

AN OVERVIEW OF JOINT PLANNING

Section 1A—Purpose

1.1. Purpose. To provide an overview of the joint planning process and the interrelationships of the associated national level systems that produce national security policy, military strategy, force and sustainment requirements, and plans. The four major interrelated systems affecting the development of joint operational plans are the National Security Council System (NSCS), the Joint Strategic Planning System (JSPS), the Planning, Programming, Budgeting, and Execution Process (PPBE), and the Joint Operations Planning and Execution System (JOPES). Subsequent chapters in this instruction will provide detailed planning guidance.

Section 1B—Background

1.2. Joint Planning. A coordinated process used by commanders, decision-makers, and supporting staffs to determine the best method of accomplishing assigned tasks and missions. Joint planning is conducted within JOPES, but has its origins in and is related to the NSCS, JSPS, and PPBE. To provide decision makers with information to support these processes and systems, wartime deployment and in-place requirements are quantified and documented for the combatant commanders and compared to available resources.

1.3. National Security Council System (NCSC). The National Security Council (NSC), established by the National Security Act of 1947, is the principal forum for deliberation of national security policy issues requiring Presidential decision. The NSCS provides the framework for establishing national strategy and policy objectives, developing policy options, considering problems requiring interdepartmental consideration, developing recommendations for the President, and monitoring policy implementation

   1.3.1. **National Security Council (NSC).** The President chairs the NSC. In addition to the President, its statutory members are the Vice President and the Secretaries of State and Defense. The Chairman of the Joint Chiefs of Staff (CJCS) is the statutory military advisor to the Council, and the Director of National Intelligence is the intelligence advisor. The NSCS provides the institutional channels through which the CJCS discharges a substantial part of his statutory responsibilities. The CJCS regularly attends NSC meetings and presents the views, including dissenting and minority views, of the Joint Chiefs of Staff (JCS). The NSCS generates Presidential Decision Directives (PDD), which are NSC documents established to inform US Government departments of presidential action. NSCS policy decisions provide the basis for military planning and programming.

   1.3.2. **National Security Strategy (NSS).** The NSS is a broad document published by the President and the NSC, outlining the defense, economic, internal and international security objectives of the United States.

1.4. Joint Strategic Planning System (JSPS). As described in CJCSI 3100.01A, *Joint Strategic Planning System*, JSPS is the primary formal means by which the CJCS, in consultation with the other members of the JCS and the combatant commanders, carries out planning and policy responsibilities within the Department of Defense (DOD). These responsibilities include:

1.4.1. Providing advice and assistance to the President and Secretary of Defense (SecDef) as to the strategic direction of the Armed Forces and the preparation of policy guidance.

1.4.2. Preparing military strategy, strategic plans, and strategic assessments.

1.4.3. Providing advice to the SecDef on the effect that critical force capability deficiencies and strengths will have on accomplishing national security objectives, implementing policy, and executing strategic plans.

1.4.4. Providing advice on program recommendations and budget proposals to conform to priorities established for the combatant commanders and in strategic plans.

1.4.5. **JSPS Components.** The JSPS provides the means to systematically review the national security environment and United States (US) national security objectives, evaluate risks and threats, assess current strategy and existing or proposed programs and budgets, and propose military strategy, forces, and programs necessary to achieve our national security objectives in a resource-limited environment. Its components are shown in **Figure 1.1.** The Joint Strategy Review (JSR) is the principal mechanism for this study. During the JSR process, a series of papers and briefings (intermediate products) are developed by the Joint Staff, staffed with the Services and unified commands, and presented to the CJCS and the other members of the JCS.

1.4.5.1. **National Military Strategy (NMS).** A decision to modify the strategic direction of the Armed Forces based on the JSR would be reflected in the NMS. The NMS articulates the Chairman's recommendations on how the United States should employ the military element of power in support of the NSS. The NMS defines the national military objectives, establishes the strategy to accomplish these objectives, and addresses the military capabilities required to execute the strategy. The NMS also describes the strategic landscape and includes a discussion of the potential threats and risks.

1.4.5.2. **Joint Planning Document (JPD)** The JPD is one of the documents the Chairman uses to communicate advice to the SecDef. The JPD contains recommendations to the SecDef on the content of the SecDef's Strategic Planning Guidance (SPG) in terms of broad capabilities required to support the NMS.

1.4.5.3. **Strategic Planning Guidance (SPG).** The SPG is the plan for the development and employment of future forces. The SPG articulates the SecDef's defense strategy and force structure requirements.

1.4.5.4. **Joint Programming Guidance (JPG).** The JPG provides programming guidance to military and defense agencies to develop their Program Objective Memorandums (POM). It provides the SecDef's threat assessment, policy, strategy, force planning, and resource planning guidance within broad fiscal constraints. It is the link between the JSPS and the PPBE. This relationship is shown in **Figure 1.2.**

Figure 1.1. JSPS Components
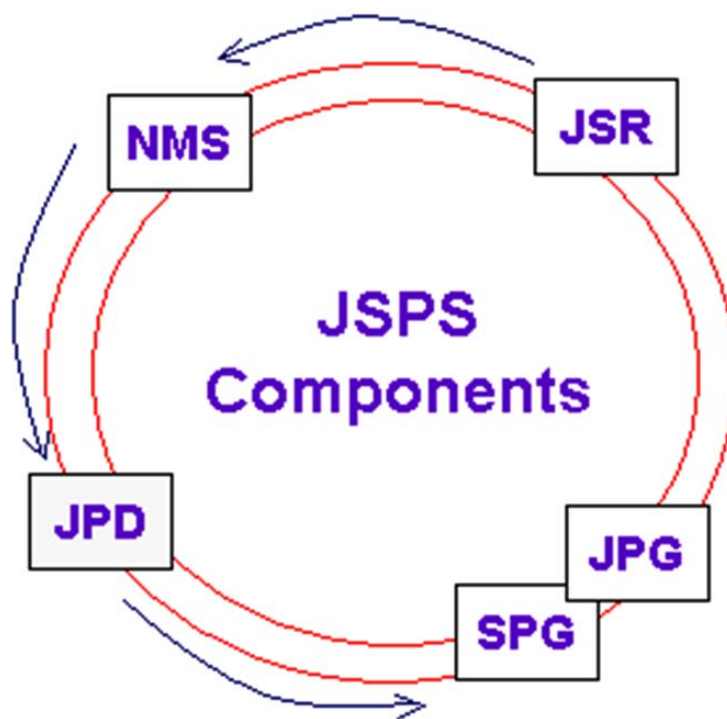
1.5. Planning, Programming, Budgeting, and Execution (PPBE). The PPBE is the third major system related to the overall joint planning and execution process. Planning, Programming and Budgeting is an on-going process which enables senior leadership to assess alternative ways to achieve the best mix of force, requirements, and support attainable within fiscal constraints. A major goal is to strategically link any major decision for acquisition, force structure, operational concepts, and infrastructure, for example, both to the JPG and to program and budget development. The PPBE is concerned with allocating resources (force, equipment, and support) to meet the war fighting needs of the combatant commanders. It translates strategy and force requirements developed by the military in the NMS into budgetary requirements that are presented to Congress. Key products in the PPBE include the Program Objective Memorandum (POM), Budget Estimate Submission (BES), the President's Budget (PB), Program Change Proposal (PCP), and Budget Change Proposal (BCP).

1.5.1. **Program Objective Memorandum (POM).** DOD formulates 2-year budgets and uses the off year to focus on budget execution and program performance. In even-numbered years, the JPG kicks off development of the POMs. Each military department and defense agency prepares and submits its POM to the SecDef. The POM identifies total program requirements for the next six years and includes rationale for planned changes to the Future Years Defense Program (FYDP) baseline. It is based on the JPG's strategic concepts and guidance and includes an assessment of the risk associated with the current and proposed forces and support program. A key objective of POM development is to provide requisite capabilities and meet critical needs within a balanced program weighted by mission area needs.

1.5.2. **Budget Estimate Submission (BES).** BES is the Service budget estimate that is submitted for joint review by the Office of the Secretary of Defense (OSD) Comptroller and the Office of Management and Budget (OMB) analysts. Within the Air Force, the BES cycle begins with preparatory analysis in the spring, but it goes into high gear with receipt of the Program Decision Memorandum (PDM) and BES guidance from OSD in late summer. It normally ends when the budget estimate is submitted. The entire budget is reviewed to ensure the requests are properly priced, program schedules are appropriate, and performance goals are in line with the objectives of the SecDef. Program Budget Decisions (PBD) document approval of the estimates for inclusion in the President's Budget. These decisions evaluate, adjust, and approve all resources in the budget request. If the Air Force appeals a PBD, the reclama is processed through the Deputy Secretary of Defense who makes the final decision.

1.5.3. **President's Budget (PB).** Once all the final budget decisions are made, the DOD budget then becomes a part of the PB that will be submitted to the Congress. Once the President has signed Congress's appropriation act into law, OMB can begin apportioning funds to the federal departments. The Services execute the budget, new forces and capabilities are procured, and the combatant commanders update their operation plans (OPLAN), as required.

1.5.4. **Program Change Proposal (PCP).** During the off year, a PCP is submitted instead of a POM to accommodate real world changes, and as part of the continuing need to align the defense program with the defense strategy.

1.5.5. **Budget Change Proposal (BCP).** During the off year, a BCP is submitted instead of a BES. BCPs accommodate fact-of-life changes (e.g., cost increases, schedule delays, management reform savings, workload changes, etc.) as well as changes resulting from congressional actions.

Figure 1.2. JSPS and PPBE System Linkage.
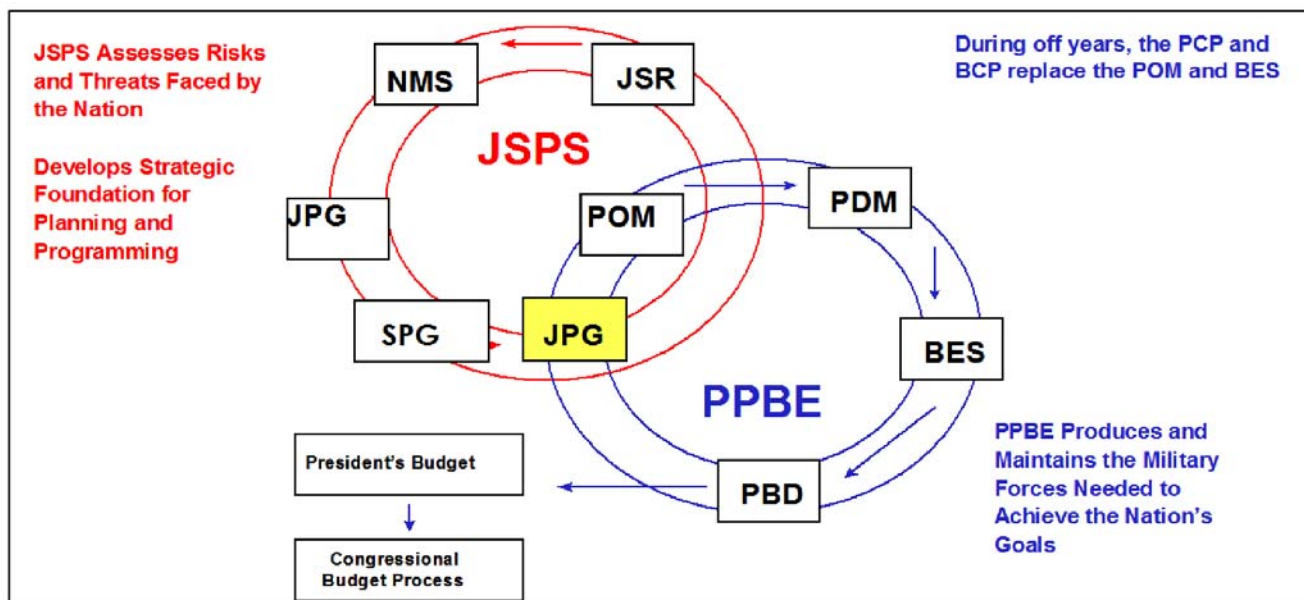
1.6. Joint Strategic Capabilities Plan (JSCP). CJCSI 3100.01F, *Joint Strategic Capabilities Plan (JSCP)*, provides guidance to the combatant commanders, Services Chiefs, and Defense agencies to accomplish tasks and missions based on near-term military capabilities. The JSCP implements deliberate

planning guidance reflected in the Contingency Planning Guidance (CPG) and provides updated strategic guidance developed after publication of the CPG.

1.6.1. **The JSCP Basic Volume:**

1.6.1.1. Provides a strategic planning direction for contingency plans to be developed following JSCP distribution. The Joint Staff will coordinate the publication schedule and effective dates of plans.

1.6.1.2. Details planning guidance, force apportionment guidance, assumptions, constraints, and tasks. Supplemental instructions are issued separately.

1.6.1.3. Tasks the combatant commanders to prepare contingency plans by level of detail and apply security cooperation guidance.

1.6.1.4. Establishes synchronizing, supported and supporting relationships.

1.6.1.5. Supports and implements, through resultant combatant command OPLANs, the objectives of the National Security Strategy, the National Defense Strategy, and the National Military Strategy.

1.6.1.6. Serves as a coherent framework for providing military advice to the President and the Secretary of Defense and follows, implements, and augments the President and Secretary of Defense's guidance forwarded in the CPG and the Unified Command Plan (UCP), as well as the Secretary of Defense's Security Cooperation Guidance and Global Force Management Guidance.

1.6.2. **JSCP Supplemental Instructions.** Previous JSCP Annexes have been renamed supplemental instructions and are listed in Enclosure E to the JSCP. The supplements provide guidance that will result in plans balanced between the details necessary for specific contingencies tasked and the breadth and flexibility required for unknown or unforeseen contingencies that may be necessary during contingencies. CJCS instructions in the 3110 series (see **Attachment 1**) identify current supplements to the JSCP.

1.7. Joint Planning and Execution Community (JPEC). The JPEC consists of headquarters, commands and agencies involved in the training, preparation, movement, reception, employment, support and sustainment of military forces.

1.8. Joint Operation Planning and Execution System (JOPES). JOPES is the DOD directed single, integrated joint command and control system for conventional operation planning and execution (to include theater-level nuclear and chemical plans). It includes policies, procedures, reporting structures, and personnel, supported by the command, control, communications, computers and intelligence (C4I) systems and is used by the joint community to conduct joint planning during peace and crisis. Joint operation planning is a process coordinated through all levels of the national structure for joint planning and execution. The focus of the joint operation planning process is at the combatant commanders, who use it to determine the best method of accomplishing assigned tasks and direct the actions necessary to accomplish the mission. JOPES is designed to facilitate rapid building and timely maintenance of plans and rapid development of effective options through adaptation of approved operation plans during crisis. JOPES allows for the effective management of operations in execution across the spectrum of mobilization, deployment, employment, sustainment, redeployment and demobilization. JOPES is supported by a networked suite of Automated Data Processing (ADP) applications, tools, and databases, which reside on the Global Command and Control System (GCCS). JOPES ADP systems include the mechanisms to cre-

ate and maintain time-phased force deployment data (TPFDD) and to submit CCDR movement require-ments to USTRANSCOM. JOPES ADP is commonly referred to as JOPES, including throughout this AFI. All joint, conventional Time Phased Force Deployment Data (TPFDD) are developed by and reside in JOPES ADP. JOPES also assists in identifying shortfalls, which are converted to joint operation requirements to the PPBE. JOPES ADP is detailed in **Chapter 4**. The term "the use of JOPES is directed" in JOPES orders directs all tasked organizations to use JOPES in developing plans/order to accomplish the tasked mission(s). This means organizations must follow the guidance set out in Joint Pub 5.0 and well as all of the CJCS Instructions governing JOPES. There are various CJCS manuals (CJCSM) that govern JOPES:

1.8.1. CJCSM 3122.01A, *JOPES Volume I (Planning Policies and Procedures)*, provides policy guid-ance and procedures for the peacetime and crisis action development, coordination, dissemination, review, approval and implementation of joint OPLANs and CONPLANs tasked by the JSCP or other CJCS directives.

1.8.2. CJCSM 3122.03B, *JOPES Volume II (Planning Formats and Guidance),* along with its classi-fied supplement, CJCSM 3122.04A, *JOPES Volume II Supplemental Planning and Execution For-mats and Guidance*, is functionally oriented. It prescribes standard formats and minimum content requirements for OPLANs and CONPLANs. CJCSM 3122.03B supplements JOPES Volume I with planning guidance and CJCSM 3122.04A provides formats for selected classified appendices and tabs.

1.8.3. CJCSM 3122.02C, *JOPES Volume III (Crisis Action TPFDD Development and Deployment Execution)*, establishes procedures for the development of TPFDD and the deployment of forces within the context of JOPES in support of joint military operations.

1.8.4. CJCSM 3150.16A, *JOPES Reporting Structure (JOPESREP)* sets forth guidelines and stan-dards to be used in the organization and development of information reporting to the JOPES database. This CJCSM encompasses only JOPES-related Joint Planning and Execution Community (JPEC) data.

1.8.5. JOPES Volumes I and III are reviewed periodically by the Joint Staff (JS) and Service head-quarters. Recommended changes may be submitted at any time to the War and Mobilization Plans Division (AF/A5XW). Air Force component headquarters are required to send an information copy of these recommendations to their parent unified command.

1.9. Adaptive Planning. Adaptive Planning (AP) is now the process supporting contingency planning within DOD. AP represents a major departure from previous approaches and cuts across established func-tional areas. AP provides more and better options, establishes increased opportunities for consultation and guidance during plan development, triggers updates of existing plans, and promotes increased agility in plan implementation.

1.9.1. Adaptive Planning allows the combatant commander to develop a full range of flexible options and respond to rapidly changing strategic and military conditions. It increases emphasis on "front end" elements of planning - threat analysis, mission analysis, assumption development, feasibility assessment, and concept of operations development.

1.9.2. DOD is using spiral development to implement AP through three transitional stages: an Initia-tion Stage, an Implementation Stage, and an Integration Stage. As AP is implemented, these three stages may overlap.

1.9.3. AP entered the Initiation Stage upon Contingency Planning Guidance (CPG) 05 approval.

1.9.4. Only top priority plans will use the AP process during the Initiation Stage.

1.9.5. At maturity, AP will create and revise plans rapidly and systematically, as circumstances require; they will be "living" plans. Living plans will provide a foundation for transition to crisis planning. AP requires the regular involvement of senior leaders and will result in contingency plans containing a range of viable options.

1.9.6. Combatant commanders will use Adaptive Planning Technology to develop force and sustainment requirements, and Force Flows for the appropriate contingency plans tasked in the JSCP.

1.10. Global Force Management (GFM). GFM is a process to align force apportionment, assignment, and allocation methodologies in support of the defense strategy and in support of joint force availability requirements; present comprehensive insight into the global availability of U.S. military forces; and provide senior decision makers a vehicle to quickly and accurately assess the impact and risk of proposed allocation, assignment, and apportionment changes.

1.10.1. Within the GFM, the force allocation process allocates the Services' rotational forces to satisfy combatant commander operational requirements for military capabilities to support the defense strategy and the President's NSS. The GFM allocation process has two specific supporting processes, allocation in support of specific requests for capabilities and allocation in support of combatant command rotational force needs.

1.10.1.1. The Rotational Force Allocation Annex, approved by the SecDef, allocates specific rotational forces to regional combatant commanders. In the event of an emerging crisis, the allocation annex may be adjusted or suspended by the SecDef.

1.10.2. **GFM Rotational Forces Allocation Process (RFAP).** The RFAP establishes a formal process to allocate Services' rotational forces to meet combatant commander demands for military capabilities.

1.10.3. **Global Force Management Board (GFMB).** The GFMB is charged with assessment of force allocation, apportionment, and assignment proposals in support of the GFM process. The GFMB consists of representatives from the Joint Staff, Office of Secretary of Defense agencies, Services and combatant commands and is chaired by a flag officer or equivalent representative.

1.10.3.1. The GFMB establishes strategic guidance prior to developing force management options and recommendations.

1.10.3.2. The GFMB prioritizes operational requirements globally and provides a prioritized list of rotational requirements for supplying trained and ready forces and capabilities to support combatant commander requirements.

1.10.3.3. The GFMB will assess and evaluate the continued allocation of rotational forces for incorporation into a revised rotational schedule.

1.10.4. **Joint Force Provider.** Joint Staff (JS) directly tasks JFCOM, as primary Joint Force Provider (JFP), or other Joint Force Providers (i.e., TRANSCOM, SOCOM, or STRATCOM), to develop recommended global sourcing solutions. This formal process sources emerging Unified Combatant commander (UCC) requirements. JFCOM endorses the RFF/RFC and forwards with any additional sourcing guidance to the Service components to determine sourcing recommendation and issues. AF/

A3OO, working with HAF and MAJCOM FAMs, will develop and provide the Air Force position to ACC as the JFCOM Service component to distribute the recommended sourcing solution (including Reserve Components) to the primary JFP. ACC has a clear component role with JFCOM to assist in distributing and monitoring AF sourcing availability to execute Combatant Commander (CCDR) missions and forecast sourcing challenges or issues. (See figure below).

Figure 1.3. Request for Forces/Capabilities and Joint Staff Process
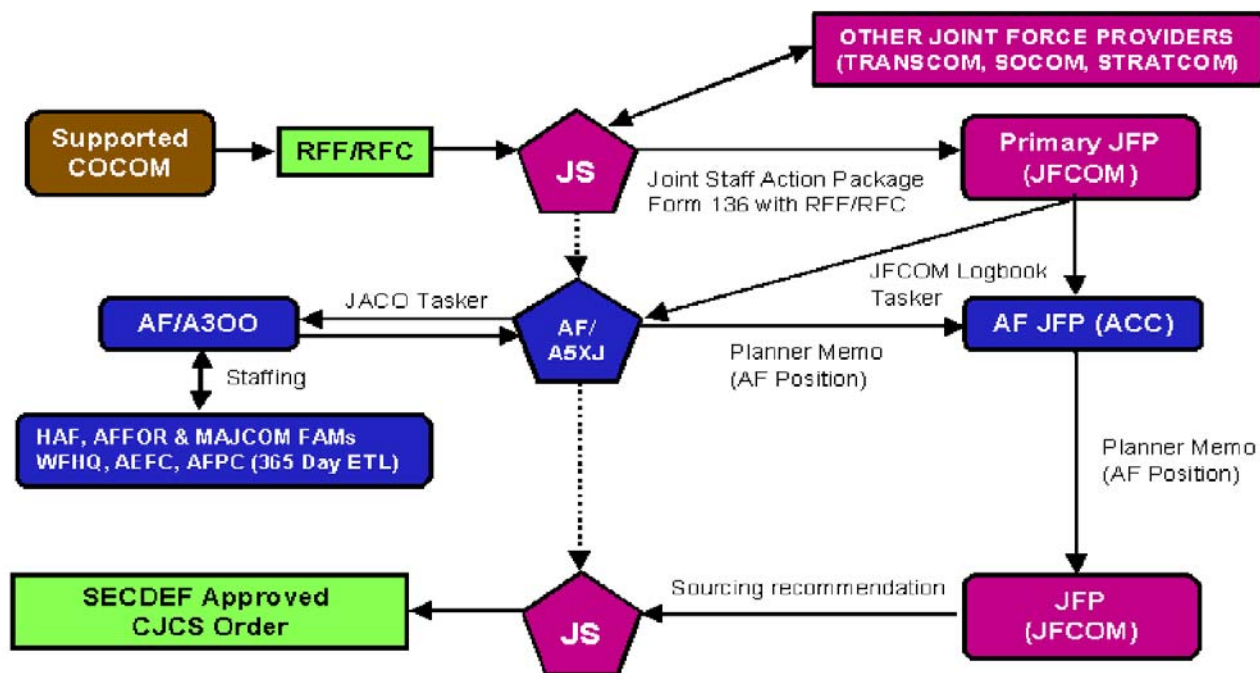
1.10.4.1. Request for Forces/Capabilities and Joint Staff Process. The process is initiated when the CCDR determines a requirement and submits a Request for Forces/Capability (RFF/RFC) to JS. The RFF/RFC provides CCDRs with a means to obtain required support not already assigned or allocated to the command. Prior to the CCDR forwarding to JS, Air Force component headquarters will review all RFFs/RFCs for USAF capabilities being requested and translate the request into potential unit type codes (UTCs), Air Force Specialty Codes (AFSC), or closest organic AF capability. In response to an RFF/RFC the JS generates a draft Execute/Deployment Orders (EXORD/DEPORDs) allocating forces from a force provider to the requesting CCDR for a set period of time and sends validated RFF/RFC in a Joint Staff Action Package to JFCOM and a carbon copy to Headquarters Air Force and supporting combatant commands. Force apportionment, assignment, and allocation processes are defined in the "Global Force Management (GFM) Guidance" document; the force allocation process used to satisfy RFF/RFC is endorsed and executed with any additional sourcing guidance by JFCOM to the Service Components via a Logbook Tasker to determine sourcing recommendation and issues. Generally, this is a three step AF Service level process beginning with sourcing feasibility (action officer to action officer), formal sourcing, and culminating with an EXORD/DEPORD or Modification (MOD) to EXORD. The AF recommended sourcing solution is delivered to ACC, as AF JFP, to JFCOM for final input and

to prepare rotational force schedule, rotational force allocation plan and military risk assessment for JS to submit to the SecDef for approval. Reference flow diagrams in **Figure 1.4.** through **Figure 1.6.** for detailed force provider and Air Force actions during the RFF/RFC sourcing processes.

Figure 1.4. Sourcing Solution Process
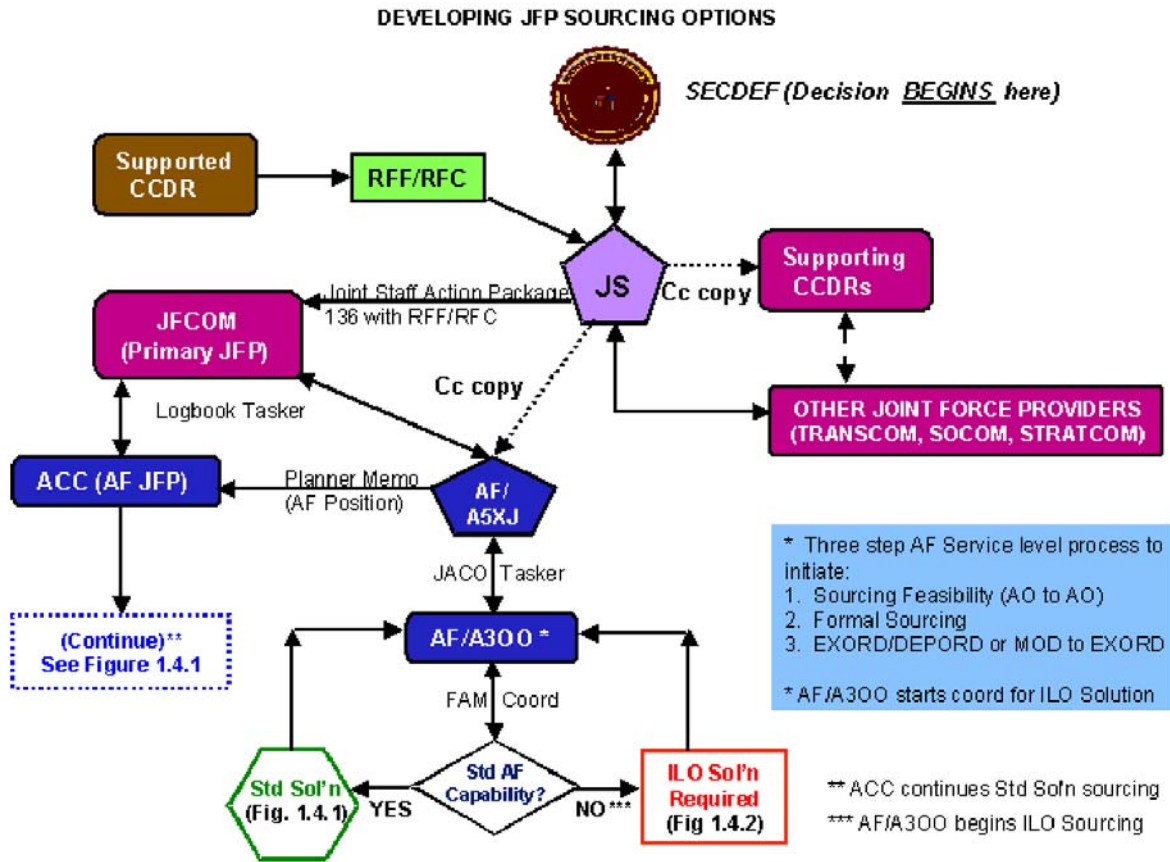
Figure 1.4.1. Standard Sourcing Solution Process

STANDARD SOURCING SOLUTION PROCESS
(continued from Figure 1.4)
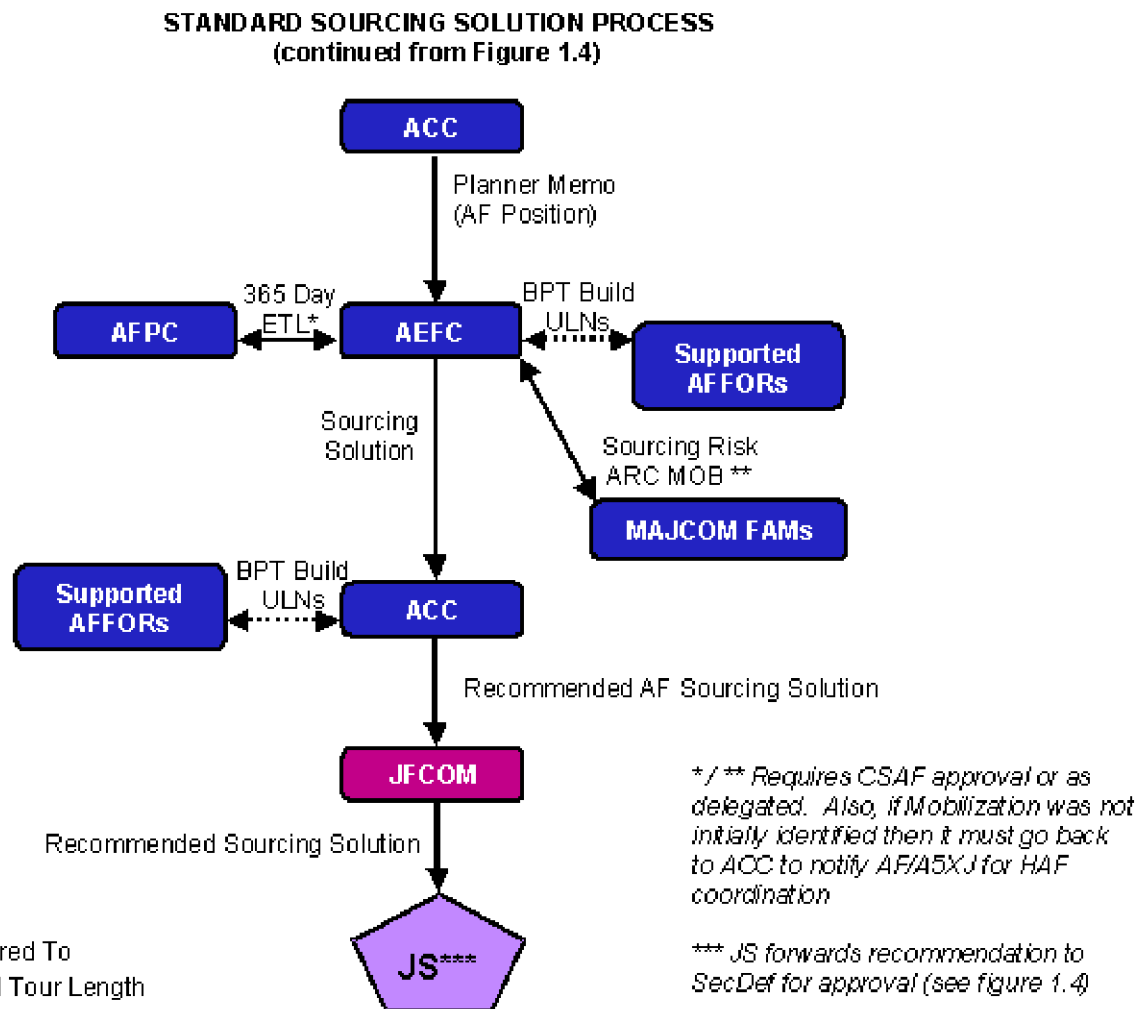
Figure 1.4.2. In Lieu Of Sourcing Solution Process

ILO SOURCING SOLUTION PROCESS
(continued from Figure 1.4)

BPT: Be Prepared To
ETL: Estimated Tour Length
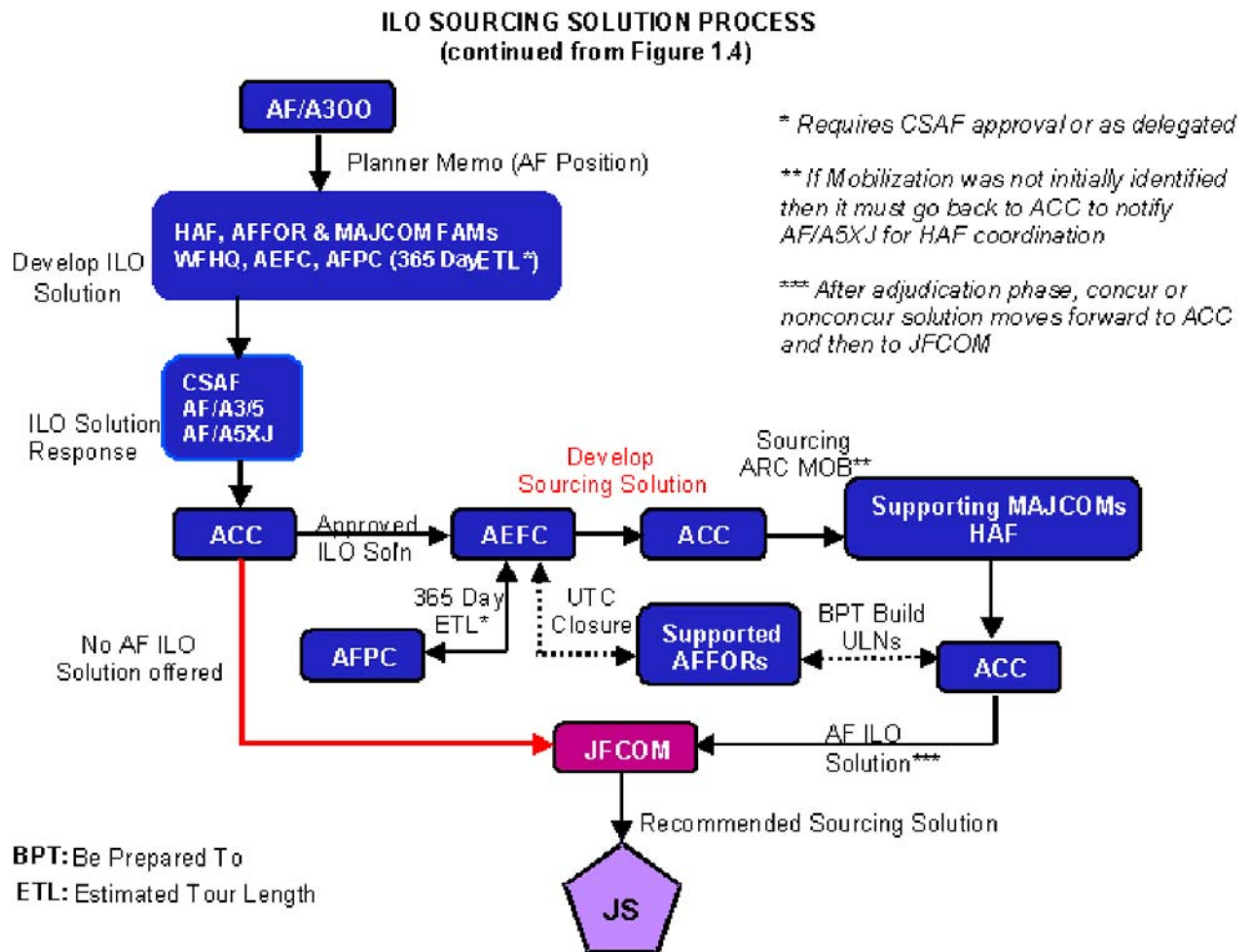
Figure 1.5. Executing Allocation Decision

EXECUTING ALLOCATION DECISION
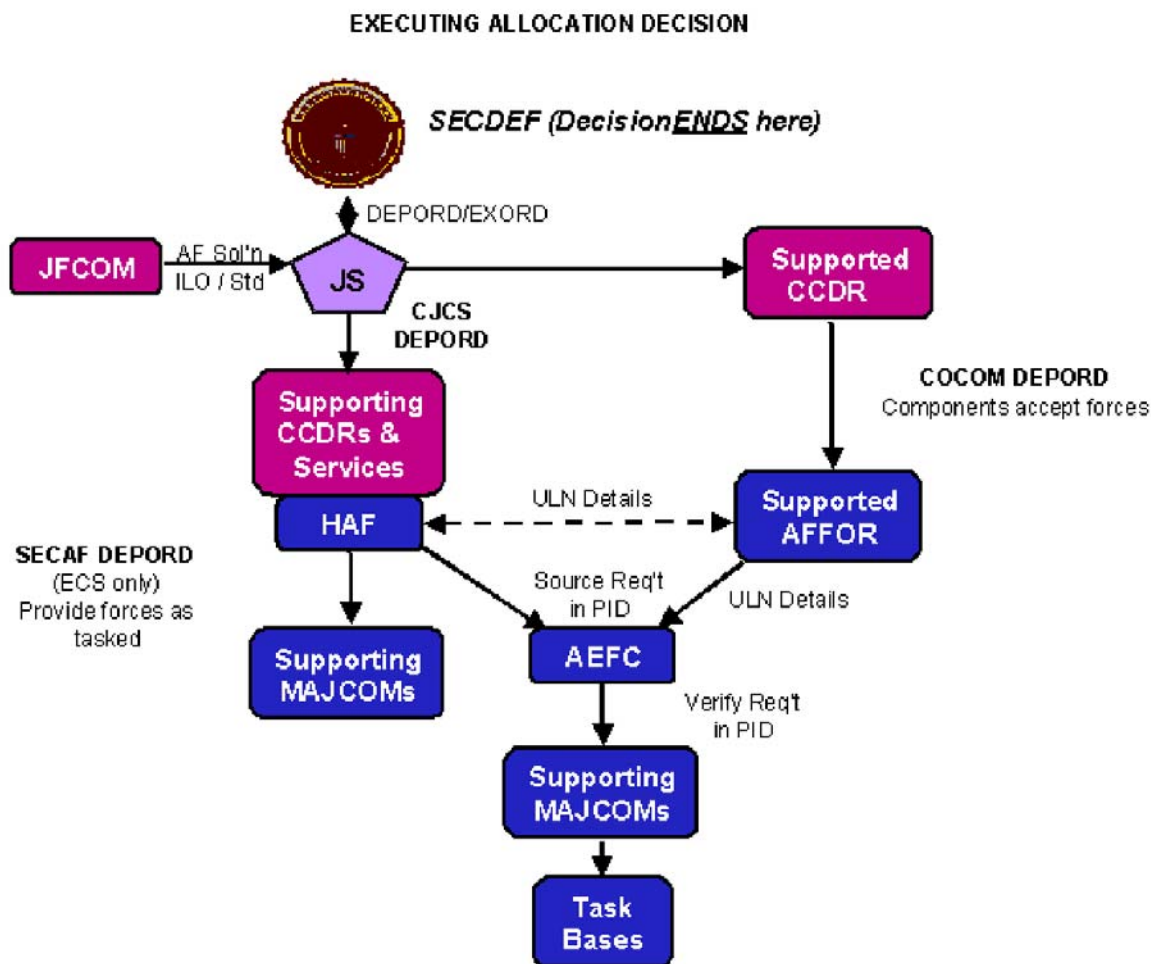
1.10.4.1.1. The JS references the GFM Guidance, Section II, Assignment of Forces (Forces For Unified Commands) and clarifies/defines requirements. The JS will task JFCOM to iden-tify and recommend sourcing solutions, in coordination with the Services and other CCDRs from all forces and capabilities to the CJCS. (Except designated forces sourced by USTRANSCOM, USSOCOM and USSTRATCOM, JS will coordinate and develop sourcing recommendations with supporting CCDR).

1.10.4.1.2. JFCOM tasks ACC (AF JFP) as the single Service voice to provide a global sourc-ing solution for all AF equities. ACC may need to send a request for information (RFI) if the RFF/RFC requires further clarity.

1.10.4.1.3. AF/A3OO works with AF/A5XJ as well as collecting inputs from the HAF and MAJCOM FAMs and Air and Space Expeditionary Force Center (AEFC) to develop an initial recommended sourcing solution (position). If a standard Air Force capability can meet the requirement, (Reference **Figure 1.5.**) then AF/A5XJ will forward a Planner Memorandum stating the AF Position to ACC to develop a recommended sourcing solution. If a standard Air Force capability cannot meet the requirement, AF/A3OO (with inputs from HAF FAMs) will

evaluate the RFF/RFC for possible joint In-Lieu-Of (ILO) sourcing solutions (reference **Figure 1.6.** and section **1.10.4.2.**) and forward approved ILO sourcing solution through AF/A5XJ to ACC. Once a translation and subsequent AEFC sourcing solution is known, ACC coordinates with the applicable component headquarters and MAJCOMs to obtain their risk assessment. Finally, ACC will submit the sourcing package back to JFCOM and info AF/A3OO (Reference **Figure 1.6.** and sections **8.14.6.** thru **8.14.8.**). **Note:** If HAF does not have an AF ILO sourcing solution, ACC will immediately forward response back to JFCOM for resolution.

1.10.4.1.4. COMACC and AEFC/CC will adjudicate any sourcing issues with applicable component headquarters and MAJCOM commanders.

1.10.4.1.5. AF/A3OO, working with HAF and MAJCOM FAMs, will develop the Air Force position/recommended sourcing solutions and forward to ACC with CSAF approval or as delegated. **Note:** All non-concurred solutions require General Officer endorsement before forwarding to ACC (reference **1.10.4.1.9.**).

1.10.4.1.6. ACC provides JFCOM the Air Force sourcing recommendation, to include, sourcing risks and an Air Force Planner Memo (provided by AF/A3OO via AF/A5XJ).

1.10.4.1.7. ACC must continue to track all Air Force sourcing recommendations and/or non-concurs and the SecDef approved EXORDs/DEPORDs. This will allow HAF leadership the ability to comment on both final recommendation/resolution order (if changes have occurred) before SecDef signature and during the execution/deployment phases.

1.10.4.1.8. JFCOM coordinates with supporting CCDRs and Services for operational/sourcing risk assessments, respectively, and recommended solutions. JFCOM provides recommended sourcing solution and risk assessment for JS to submit to the SecDef for approval.

1.10.4.1.9. The JS coordinates with the affected Service/CCDR to articulate/attempt adjudication of non-concurrences (through AO SVTC, GO/FO SVTC, and OPSDEP Tank).

1.10.4.1.10. Finally, the JS forwards SecDef approved EXORD/DEPORD to supporting CCDRs and Services. AF/A3OO will notify component headquarters to build final Unit Line Numbers (ULNs) and AEFC to source requirements via the AF EXORD (Reference section **1.10.4.2.4.**).

1.10.4.2. In-Lieu-Of Sourcing Solution. The In-Lieu-Of (ILO) solution becomes a factor when the traditional force provider for the requested force or capability cannot fill the requirement. This type of solution will most likely not be requested in either USAF Unit Type Codes (UTCs) and/or Air Force Specialty Codes (AFSCs) and will require the requester to provide the necessary information to convert the requested force, capability, or military occupational specialty (MOS) into capabilities that identify what personnel and specific training are required to meet the tasking. The process used to source ILO forces follows the same procedure as sourcing traditional forces but usually requires more staffing time. (**Figure 1.6.** depicts the additional staffing and coordination required.) This time is used to understand the capability being requested, translate it into AFSCs or UTCs, and arrange for training, sourcing, equipping and deploying.

1.10.4.2.1. ILO is the overarching methodology that provides alternative force sourcing when the preferred force solution is not an option. There are three ILO sourcing categories: (1) Joint Sourcing Solution, (2) Remission Solution and (3) Retrained Ad Hoc Solution.

1.10.4.2.1.1. Joint Sourcing Solution (JSS) ILO. A Service providing a like capability, within its core competency, in place of another service's core mission. JSS ILO requires no special training, outside of a functional area, beyond combat skills training. Examples include RED HORSE replacing an Army Combat Engineering Heavy Battalion, AF EOD Detachment replacing Army EOD Company, and a Tailored Logistics Element operating a base camp. JSS is the default category for ILO sourcing solutions.

1.10.4.2.1.2. Remission Solution ILO. A Service retraining an existing unit to perform a mission that is not within its core competency. Example would be changing the flag and DOC statement of a unit. This is a very rare category for the Air Force.

1.10.4.2.1.3. Retrained Ad Hoc Solution ILO. Forming an ad hoc unit from a group of individuals, who are trained, equipped, and deployed to support a CCDR requirement. Specialized unit pre-deployment training requirements are necessary to prepare these individuals to perform their mission. Examples include Interrogation Teams, Weapons Intelligence Teams, and AF Combat Convoy Detachments.

1.10.4.2.2. Coordination begins immediately upon receipt of a JS/JFCOM tasking. AF/A3OO coordinates with HAF and MAJCOM FAMs and the AEFC to accurately assess the availability of assets, the risk associated with sourcing the requirement, necessary training, and appropriate Latest Arrival Date (LAD). AF/A3OO forwards a recommendation through AF/A5XJ to ACC who forwards a fully coordinated response to JFCOM (Reference **Figure 1.3.**).

Figure 1.6. HAF Actions for RFF/RFC Sourcing
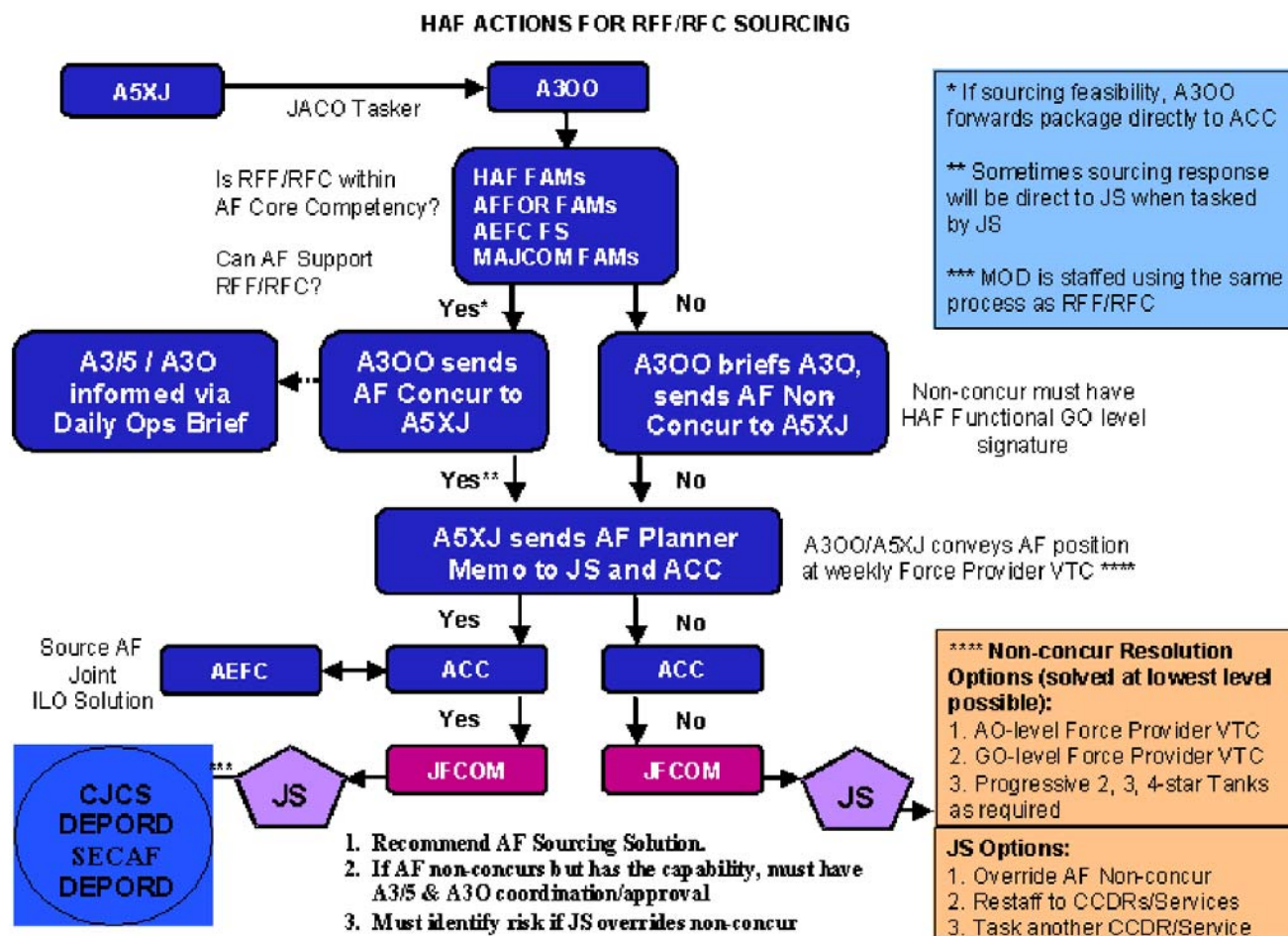
1.10.4.2.3. FAMs will not finalize ILO solutions without HAF leadership guidance and CSAF approval (or as delegated). HAF concurrence gives ACC approval to continue with draft sourcing solution.

1.10.4.2.4. ACC must continue to track all ILO recommendations and/or non-concurs after forwarding to JFCOM.

1.10.4.2.5. An "AF EXORD" (information collected and submitted by HAF FAMs) should contain the following informational items: (1) List of AFSCs or UTCs and total number of personnel; (2) Minimum rank and/or grade for positions when required; (3) If request requires 365 days, include a job description (if available) for EQUAL PLUS ad; (4) Tour lengths: routine rotations or CSAF approved 179/365-day rotations; (5) Predeployment training requirements; (6) Include type and duration of training and specific locations; (7) Any specialized equipment; (8) AOR duty location / destination; (9) Command relationships; and (10) Any agreed upon changes in LAD from RFF/RFC/URF LAD. The AF EXORD is transmitted by AF/A3OO to ACC, AEFC, affected component headquarters/MAJCOMs and supporting AFFOR after release of the SEDEF approved CJCS EXORD modification.

1.10.4.3. Sourcing Risk Assessment. Once the sourcing recommendation is approved and released via JS EXORD/DEPORD, the gaining and losing MAJCOM must finish populating sourcing databases, tracking deployment status of personnel/equipment and reporting problems (including potential missed LADs) to AF/A3OO, ACC, and AEFC. ACC/A3X will notify the affected component headquarters and CCDR via newsgroup or DMS message of any potential missed LADs in accordance with CCDR business rules. Lastly, the gaining component headquarters accepts, commands, and provides ADCON support to the forces upon arrival in theater. The gaining component headquarters will report problems (to include potential missed LADs) to AF/A3OO, ACC, and AEFC. ACC will send the AEFC's sourcing solution to the applicable MAJCOM(s), and MAJCOM(s) will coordinate with the appropriate ARC headquarters if applicable, obtain their sourcing risk assessment. COMACC will adjudicate as necessary between MAJCOMs to resolve sourcing issues, then send a single Air Force sourcing solution back to JFCOM that will incorporate the MAJCOM(s) risk assessment and Air Force Planner's Memo guidance. All risk assessments must have assessed risk levels, reason(s) and risk justifications. Sourcing recommendations include risks (Operational, Future Challenges, Force Management, and Institutional) to sourcing other requirements, force rotation sustainability assessments, and other issues identified by CCDR/service providing the force(s). **Note:** Operational risk assessments are completed by CCDRs only.

1.10.4.3.1. Future Challenges Risk. The ability to invest in new capabilities and develop new operational concepts needed to dissuade or defeat mid- to long-term challenges.

1.10.4.3.2. Force Management Risk: The ability to recruit, retain, train, and equip sufficient numbers of quality personnel and sustain the readiness of the force while accomplishing its many operational tasks.

1.10.4.3.3. Institutional Risk: The ability to develop management practices and controls that use resources efficiently ad promote the effective operation of the Defense establishment. The risk categories/justifications use the following metrics or levels when assessing the sourcing requirements:

1.10.4.3.3.1. LOW (Low Risk): Recommended sourcing <u>adequately</u> addresses requirements; unanticipated issues can be easily managed with minimal impacts.

1.10.4.3.3.2. MOD (Moderate Risk): Recommended sourcing <u>partially</u> addresses requirements with <u>minimal</u> shortfalls; unanticipated issues <u>may</u> necessitate adjustments to plans.

1.10.4.3.3.3. HIGH (High Risk): Recommended sourcing <u>partially</u> addresses requirements with <u>significant</u> shortfalls; unanticipated issues <u>will</u> necessitate adjustments to plans.

1.10.4.3.3.4. EXTREME (Extreme Risk – may not achieve commander's end state): Recommended sourcing <u>does</u> not source requirements or only <u>partially</u> addresses requirements with <u>major</u> shortfalls; unanticipated issues <u>will</u> necessitate major adjustments to plans.

Chapter 2

OVERVIEW OF AIR FORCE PLANNING

Section 2A—Purpose

2.1. Purpose. To provide an overview of the Air Force's force presentation and the planning policies, processes, and systems used to support the joint planning process. This includes the Air & Space Expeditionary Force (AEF), War and Mobilization Plan (WMP), Deliberate and Crisis Action Planning and Execution Segments (DCAPES), and the Air & Space Expeditionary Task Force (AETF) force modules.

Section 2B—Background

2.2. Air & Space Expeditionary Force (AEF). The AEF is the Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. Through the AEF, the Air Force supports defense strategy requirements using a combination of both permanently assigned and rotational (allocated) forces.

Section 2C—Guidance

2.3. AEF Structure. The Air Force's Total Force is organized into 10 AEFs and Enablers. Temporary deviations to the AEF construct may be implemented on a case-by-case basis with CSAF approval. These 10 AEFs are grouped into 5 pairs that each contains a relatively equivalent capability from which the USAF can provide forces. This balance is achieved by aligning Air Force installations and available unit type codes (UTC) into the 10 AEF libraries so that each AEF pair possesses roughly equal capabilities. The resulting 10 AEFs plus Enabler libraries provide the forces available to meet the AEF schedule.

   2.3.1. The AEF libraries contain a finite capability that at any given time identifies forces that constitute the total force that has been made available or allocated for scheduling. These libraries provide a composite of capabilities from which AETFs are task organized to meet mission requirements.

      2.3.1.1. To maximize unit integrity and cohesion, the Expeditionary Combat Support (ECS) and aviation UTCs will be aligned to the same libraries to the maximum extent possible so they can train, deploy, and redeploy as a team.

   2.3.2. In addition to the 10 AEFs, the AEF includes strategic "enabler" or common user assets, such as long-range mobility, special operations forces (SOF), space forces, and other uniquely categorized forces that provide support to authorized organizations within and outside of the Department of Defense (DOD), including Air Force movements of AEF forces. These Enablers are described in **Chapter 7**.

   2.3.3. Most low density/high demand (LD/HD) assets, as defined in Global Military Force Policy (GMFP), and Theater Air Control System (TACS) elements are postured in the Enabler library and will rotate as operational requirements dictate. In order to enhance deployment predictability, many are aligned against the AEF cycle. Deployment levels must be consistent with GMFP guidelines.

   2.3.4. Space, inter-theater airlift, and Air Mobility Operations (formerly called Global Mobility) forces normally will not be allocated to the 10 rotational AEFs.

2.3.4.1. Air refueling forces and intra-theater airlift forces (currently consisting of C-130 units) support Air Mobility Operations and AEF operations. The Active duty assets are aligned to the Enabler E-GRL or E-EUR libraries. HQ AMC/A33 (MAF SIPT) will schedule these Enabler assets against AEF 1-10 requirements and USTRANSCOM/AMC-directed Global Mobility Missions. ARC forces are aligned against the 10 AEFs.

2.3.5. For forces not formally aligned against the AEF deployment schedule, MAJCOM/CVs or Wing/CCs will develop and publish a deployment schedule that provides a measure of predictability to assigned Airmen.

2.4. AEF Life Cycle/Battle Rhythm. The AEF normally operates on a 20-month life cycle. This cycle includes periods of normal training, preparation, and on-call/deployment eligibility.

2.4.1. An approximately 14-month normal training period concentrates on unit missions and basic proficiency events in accordance with applicable Air Force directives and Air Force Specialty Code (AFSC) requirements, and may include Joint, Air Force, or MAJCOM exercise participation (exercises of less than 30 days duration) such as Red Flag, Eagle Flag, and Silver Flag. Most contingency and deployment training should take place during this period. This period is also used to fill CCDR requirements with forces that are employed from home station, those filling contingency requirements for 30 days or less and crisis response (including HUMRO and OPLAN) needs.

2.4.2. 2-month final deployment preparation period focuses unit activities on specific deployment preparation activities and area of responsibility (AOR) specific events required, if known. Exercises of less than 30 days may be supported if the training is appropriate to AEF preparation.

2.4.3. The 4-month deployment/on-call period is the "vulnerability" or "eligibility" window when forces aligned to the tasked AEF are available to deploy to meet known requirements, other operational TDY requirements, or Joint Chief of Staff (JCS) exercises of 30 days or more duration. During approved surge operations, deployment commitments may extend outside the scheduled AEF deployment window to meet mission requirements. Individuals and equipment must not participate in any activity that directly impacts their availability to deploy during their AEF window unless specifically approved by appropriate authority (see **Chapter 10**). **Figure 2.1.** Illustrates the 20-month AEF cycle.

2.4.4. Enabler forces and forces included under alternative battle rhythms do not operate within a 20-month life cycle/battle rhythm.

2.4.4.1. The Enabler battle rhythm is determined and by the owning MAJCOM/CV or at a minimum the Wing/CC. The battle rhythm for each Enabler category should be included in the Enabler posturing, coding, and utilization guidance.

2.4.4.2. Forces operating under CSAF-approved alternative battle rhythms operate under the approved battle rhythm.

2.4.4.3. The published battle rhythm is developed to provide a measure of predictability and stability to the associated forces/units and their Airmen. However, operational requirements may force deviations from the applicable battle rhythm. MAJCOM/CVs will ensure appropriate mechanisms are in place to ensure the Airmen postured in Enabler or CSAF-approved alternative battle rhythms are provided a measure of predictability/stability.

Figure 2.1. 20-Month AEF Cycle/Battle Rhythm.
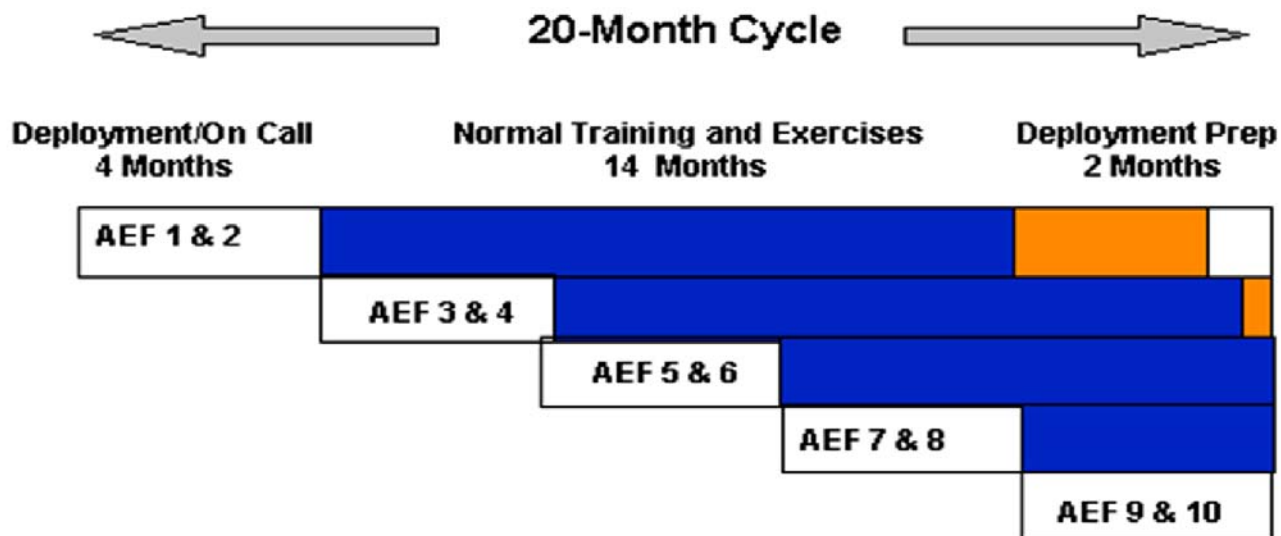
2.5. AEF Availability. At any given time, two AEFs (one pair) are in the 4-month eligibility period. Forces postured in these two AEFs will be used to meet known rotational expeditionary requirements and emerging operational requirements across the ROMO from humanitarian and disaster relief operations up to and including operations plans (OPLAN) execution.

2.5.1. Forces allocated to the vulnerable AEFs but not tasked to deploy will remain in an on-call status to reinforce forward-deployed forces or provide additional capability.

2.5.2. All AEF forces are vulnerable for OPLAN tasking at all times including the month immediately following redeployment.

2.6. AEF Surge. If requirements exceed forces available in the two AEFs normally available, the AEF is designed to surge to meet increased requirements. In accordance with AFPD 10-4, *Operation Planning: Air & Space Expeditionary Force Presence Policy (AEFPP)*, surge requires SecDef approval because surge operations may impact the ability of the Air Force to satisfy other combatant commanders' requirements and/or sustain sufficient ready forces to meet SPG and JSCP requirements. Surging, by definition, requires forces in their scheduled 14-month normal training period to be deployed/employed for operational requirements.

2.6.1. Through surge operations, the Air Force can make available up to all 10 AEFs plus available Enablers, but will require a sustained period after this level of effort to reconstitute the force during which time Air Force capabilities will be severely curtailed.

2.6.1.1. Surge operations will not be used to support exercises or rotational presence, unless specifically directed by approval authority as directed in AFPD 10-4.

2.6.1.2. Some capabilities may need to surge at different rates and durations to meet combatant commander requirements.

2.6.1.3. Enabler assets, except those coded for specific operations, (ref. paragraphs **7.12.8.** and **9.9.1.**), are also used for sourcing.

2.7. Airmen and the AEF. Airmen are warriors, trained and equipped to provide the required capabilities enabling the CCDR to accomplish the mission. The AEF construct is the means by which the Air Force presents capability. The AEF's primary purpose is warfighter support. Its secondary purpose is to provide predictability and stability to Airmen.

2.7.1. Airmen are assigned to unit manpower document (UMD) authorizations. All UMD authorizations are postured in UTCs. These UTCs are aligned in one the AEF or Enabler libraries. Therefore, every Airman will be aligned against an AEF (AEF 1-10, or Enabler AEF).

2.7.2. Airmen normally will not be on-call/deployed more than once during an AEF Cycle.

2.7.3. Airmen will be assigned to an AEF upon arrival at a base. AEF alignment will be documented in MilPDS / DIMHRS and each Airman will be issued an AEF Identification Card. **Note:** AEF association in MilPDS / DIMHRS does not apply to ARC. This alignment will only change for two reasons: PCS, PCA or UTC realignment.

2.7.3.1. PCS. The Airman should be assigned to the base's AEF that allows the most time before deploying.

2.7.3.2. PCA. The Airman should be assigned to the same AEF as previously assigned.

2.7.3.3. UTC realignment. HQ/USAF may direct an AEF realignment between AEF Cycles. This occurs in order to better balance capabilities across the AEF. Entire bases may be realigned, certain functional areas may be directed to rebalance their UTCs, or AEF deviations may be approved. When executing these realignments, every effort should be made to move as few Airmen as necessary. No waiver is required for these realignments.

2.7.3.4. Airman should not deploy more than once every 20 months unless the capability/functional area is surging or the individual volunteers to deploy as a part of the member's new UTC/AEF alignment. Airmen normally will have a minimum of 8 months (2 AEF rotations) between deployments unless surge operations have been approved.

2.7.4. **Enablers.** The Enabler on-call/deployment schedule differs from capabilities postured in the 10 AEFs. The restrictions in **2.7.3.** do not apply. Airmen in UTCs aligned in the Enabler libraries must understand their operations tempo, on-call and deployment schedules.

2.7.4.1. MAJCOMs will provide Airmen in the Enabler on-call/deployment expectation. Ideally, this will be accomplished with a schedule and accompanying guidance.

2.7.5. An Airman may voluntarily deploy outside the aligned AEF. The Airman remains vulnerable to deploy as assigned. The AEF association for individuals who voluntarily deploy outside their associated AEF is not changed in MilPDS / DIMHRS (not applicable to ARC). Commanders must carefully evaluate the impact of these voluntary deployments on the individual's assigned UTC to ensure the UTC is not negatively impacted by the voluntary deployment.

2.7.6. Units will not require an Airman to deploy outside their associated AEF deployment period without first gaining a MAJCOM/CV waiver. **Note:** AEF association in MilPDS / DIMHRS does not apply to ARC. Approved waivers must be maintained on file in the unit. **Note:** This restriction does not apply to AEFC sourced UTCs in approved surge mode.

2.7.7.   The Air Force assignment process will be managed to coincide with the AEF rhythm to the maximum extent possible. Commanders will make every effort to schedule voluntary PCS/ PCA departure dates, terminal leave dates for retirement, and separation dates, to occur during the 3-month period immediately following the unit's deployment eligibility period. See AFPD 10-4, paragraph 6.2.1. and AFI 36-2110, Chapter 4 (paragraph 4.6 and Table 4.2.).

2.7.8.   Unit and UTC readiness SORTS and ART reporting must be timely and accurate.

2.7.9.   Airmen will be ready to immediately deploy during their AEF eligibility period. New CCDR requirements can be sourced any time during the AEF period.

2.7.9.1.   If deployed near the end of the AEF eligibility period, the Airman must be prepared to remain deployed through the end of the next AEF rotation.

2.7.10.   If unable to fill AEF requirements, AEF reclama rule sets apply. See **Chapter 10**. **Note:** Reclamas will only occur under the most extenuating circumstances. Reclamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

2.8. AEF Presence. The command, operations, and ECS elements required to provide capabilities to the combatant commanders are resident in each AEF. Those capabilities could include aircraft-oriented or non-aircraft-oriented responses.

2.9. Presentation and Command & Control (C2) of AEF Forces. The Air Force presents the full range of Air Force capabilities to the Joint Task Force (JTF) Commander via an Air & Space Expeditionary Task Force (AETF). The AETF is presented under the command of a single Commander of Air Force Forces (COMAFFOR).

2.9.1.   AETFs are sized and tailored to meet the specific mission requirements. AETFs are sized as Air Expeditionary Groups (AEG), Air Expeditionary Wings (AEW) or Numbered Expeditionary Air Forces (NEAF). Reference AFPD 10-4 for further detail.

2.9.2.   The AETF commander (COMAFFOR) must be ready to quickly assume the C2 functions necessary to command, control and coordinate air, space and information operations (IO).

2.9.2.1.   The component NAF is organized and trained to support the UCC across the full range of military operations, with a core C2 capability that can be readily adapted to a specific theater requirement. The component NAF headquarters with it's AOC weapons system will provide the required operational-level C2 capability, tailored for a specific AETF.

2.9.2.2.   Due to the unique characteristics of air, space and information power (speed, range, flexibility, etc.), if there are multiple simultaneous JTF operations in a given theater, the AETF will normally be organized at the theater level, to optimize AF capabilities across all JTFs.

2.9.3.   AETF forces (wings, groups, and/or squadrons) will be under the command of the COMAFFOR.

2.9.3.1.   Administrative control (ADCON) and specified ADCON are Service responsibilities and will be detailed in the appropriate G-series orders.

2.9.3.2. Operational Control (OPCON) and Tactical Control (TACON) are combatant command authorities and will be delegated by the combatant commander (CCDR), as required, to the JTF commander and then to the COMAFFOR.

2.10. AEF Command and Control (C2). Air Force C2 operates under two central themes: the principle of unity of command and the tenet of centralized control and decentralized execution. Deployed active duty AEF force packages are operationally and administratively allocated to the COMAFFOR. Operational control of ARC forces is assigned to the theater command elements; however, administrative control of ARC forces remains with the National Guard Bureau and HQ/AFRC. Detailed C2 concepts are contained in the AFPD 10-4; AFDD 2, *Operations and Organizations;* and AFDD 2-8, *Command and Control*.

2.11. AETF Deployment. AETFs may deploy to meet known rotational, crisis response and combatant commander theater engagement and theater security cooperation (TSC) requirements. Unit readiness, proper positioning of air mobility assets, TPFDD development, deployment requirements manning document (DRMD) development, and expeditionary site planning for reception, beddown, and employment are keys to the process.

2.11.1. CJCS orders provide the mission and authority to task and deploy forces to support operations. MAJCOM/USAF component/unit supporting plans, installation deployment plans (IDPs), and expeditionary site plans (ESPs) provide procedural deployment details.

2.11.2. Although CJCS taskings will not always match the requirements established during the planning process, this prior preparation will enhance time-critical execution of AETF operations.

2.12. AEF and the GFM. The JPEC uses the GFM Rotational Forces Allocation Process (RFAP) to manage global force requirements. AFPD 10-4 directs implementation of a rotational force schedule that supports this GFM process. The war and mobilization plan (WMP) fills this requirement. See **2.14.4.** below.

2.12.1. The CSAF and SecDef approved comprehensive AEF rotational force schedule is the Air Force's commitment to support known combatant commander requirements that exceed the combatant commander's organic and/or permanently assigned capabilities. It provides a schedule for current and next fiscal year. Changes to the schedule will be coordinated through CJCS to the SecDef for approval.

2.13. AEF Agile Combat Support. Agile Combat Support (ACS) underpins the ability of the AEF to provide force capabilities that can rapidly respond by creating, sustaining, and protecting all air and space power capabilities to accomplish mission objectives. ACS produces the combat support capabilities critical to decisive air and space power. By focusing on the expeditionary capabilities of ACS, expeditionary combat support (ECS) concepts assure AEFs are supported and are able to operate with a small support footprint and streamlined infrastructure requirements.

2.13.1. ECS is the tailored ACS capability deployed to expeditionary sites, which supports AEFs employed in global operations. ECS functions include, but are not limited to the following: air traffic control and airfield management, chaplain, civil engineer (crash rescue, fire protection, explosive ordnance disposal (EOD), power production, and nuclear, biological, and chemical (NBC)), communications and information, contracting, financial management and comptroller, historian, judge advocate,

logistics readiness (logistics plans, supply, fuels, vehicle operations, vehicle maintenance, traffic management and aerial port operations), maintenance and munitions, manpower, medical, military equal opportunity, counterintelligence (AFOSI), personnel, postal services, protocol, public affairs, safety, security forces, and services.

2.14. The USAF War and Mobilization Plan (WMP). The WMP consists of five volumes and is the Air Force's supporting document to the JSCP. The five WMP volumes provide the Air Staff, Air Force planners, and Air Force commanders with current policies, planning factors, and CJCS apportioned forces for conducting and supporting operations. The WMP establishes requirements for developing mobilization and planning programs to support and sustain contingency operations of the programmed forces. It encompasses all basic functions necessary to match facilities, personnel, and materiel resources with planned wartime activity.

2.14.1. The WMP volumes, access instructions, and restrictions are available electronically using either the GCCS or the A5XW SIPRNet homepage at: **http://c2www.af.pentagon.smil.mil/xoxw/**.

2.14.1.1. AF/A5XW is the Air Staff agency responsible for maintenance and update of information contained in the classified WMP volumes.

2.14.2. **Volume 1 (WMP-1), Basic Plan and Supporting Supplements.** WMP 1 provides a consolidated reference source for general policies and guidance for mobilization planning and the support of combat forces in time of war. The Basic Plan addresses the general situation, mission, concept of operations, and execution tasks for Air Force forces in regional conflicts. WMP-1 functional supplements provide a more detailed guidance for near-term support forces to aid Air Force planners in developing war and contingency plans. It provides the basic guidelines, references, and considerations needed to develop Air Force plans and to conduct operations during war and contingencies. As a central reference source, WMP-1, along with this document, aids in standardizing Air Force plans and the planning process.

2.14.2.1. Logistics supplement to WMP-1 provides guidance for directing Logistics Sustainability Analysis (LSA) as directed by CJCSM 3122.03B and CJCSI 3110.03C, *Logistics Supplement to the JSCP*. The LSA anticipates combat support challenges and resolves them before they become showstoppers. The LSA addresses the areas of materiel, infrastructure, logistics support forces, and lift in detail. It identifies deficiencies, assesses the risk or impact on operations and any known get-well dates or alternative solutions, and assigns a level of risk associated with the deficiency. Only significant deficiencies requiring external assistance need addressing.

2.14.2.2. Other Air Force providers of combat forces, resources and capabilities also provide their assessment of sustainability to the A-4. The entire intent of the LSA is to provide a broad assessment of key combat logistics support and enabler capabilities required to execute the combatant commander's planned operation.

2.14.2.3. It is the responsibility of functional areas managers (FAMs) and planners at all levels to analyze and review WMP-1 guidance for their respective functional areas. FAMs will work closely with Air Staff to ensure compliance with guidance, resolve any contentious issues, and ensure the most effective management of forces.

2.14.2.3.1. MAJCOM inputs to WMP-1 supplements will be submitted to the Air Staff FAM for revision. It is the MAJCOM/DRU/FOA staff FAMs' responsibility to ensure their respective units receive any new guidance pertaining to their functional areas.

2.14.3. **Volume 2 (WMP-2), Plans Listing and Summary. W**MP-2 is the single-source document that provides the listing of all active plans with TPFDDs. At a minimum, this list will include JSCP tasked plans and their associated "working slices" (the Air Force portion of the TPFDD).

2.14.3.1. The WMP 2 is made up of two parts. Part 1 consists of a listing of Combatant Commander plans required by the JSCP. This listing is provided and maintained by the Joint Staff/J7 directorate staff.

2.14.3.2. Part 2 consists of the supporting plans that are written by component headquarters in support of part 1. Component headquarters will provide WMP-2 updates by forwarding plan details (i.e., plan name, number, description, with or without TPFDD, office of primary responsibility (OPR), date, and classification) to AF/A5XW. AF/A5XW will maintain an updated listing on their Global Command and Control System (GCCS)/ Secret Internet Protocol Routing Network (SIPRNET) homepage at: **http://c2www.af.pentagon.smil.mil/xoxw/**.

2.14.4. **Volume 3 (WMP-3), Combat and Support Forces.** WMP-3 has four parts. Part 1 contains combat forces. Part 2 is the Air Force Unit Type Code (UTC) Availability and contains all postured UTC capability in the Air Force. Part 3 contains the Air Force Readiness Spares Package (RSP) authorization document. Part 4 is the Capability Annexes to the Air & Space Expeditionary Force Presence Policy (AEFPP).

2.14.4.1. WMP-3, Part 1, lists all available combat forces by type aircraft, unit identification, unit availability date, and scenarios or theaters for which they are apportioned in accordance with the CJCS force apportionment for contingency planning. The forces listed are a snapshot of available Air Force aircraft (current or programmed) apportioned to each combatant command as of the 1st quarter of each fiscal year (FY) as specified in the WMP-3 Part 1 database and that correspond to the CJCS force apportionment.

2.14.4.1.1. Once the JSCP has been finalized, combatant commands' force apportionment may change based on deactivation of units, conversion of units from one mission design series (MDS) to another, or additions to the Air Force's force structure. If there are differences between JCSP apportionment and WMP-3 Part 1, WMP will take precedence.

2.14.4.1.2. The WMP-3 Part 1 is maintained by AF/A5XW with inputs on force structure from AF/A8P and input on specific data elements, wartime information, and unit selections from the MAJCOMs and component headquarters.

2.14.4.1.3. When building OPLAN/CONPLAN TPFDDs, component headquarters will use only the forces identified in the WMP-3 Part 1 for their apportioned theater/scenario.

2.14.4.2. WMP-3, Part 2, UTC Availability, is the official comprehensive data source for identifying all Air Force UTCs. It contains all postured UTC capability in the Air Force listed by UTC/ unit identification code (UIC)/Record Number. This UTC availability represents the Air Force's commitment to support CJCS requirements, combatant commander, and Service unique requirements, and documents all conventional and Single Integrated Operational Plan (SIOP) capabilities for all active, guard and reserve units.

2.14.4.2.1. The UTC Availability will be maintained by each force-providing organization

2.14.4.2.2. Each listed UTC contains the mission capability statement as well as deployment characteristics of the UTC in terms of personnel and cargo tonnage requiring transportation.

2.14.4.3. WMP-3, Part 3, formerly Mission Capability Statements (MISCAPs), is the RSP and contains the wartime spares authorized for aviation units for wartime contingencies. The type of RSP each aviation unit is authorized is identified in the WMP-3 Part 1 database.

2.14.4.4. WMP-3, Part 4 (new) is the Capability Annexes associated with the AEFPP. The AEFPP Capability Annexes describe how the Air Force makes its forces available in the assignment, apportionment, and allocation to combatant commanders.

2.14.5. **Volume 4 (WMP-4), Wartime Aircraft Activity (WAA).** WMP-4 is governed by this instruction and AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedure*. WMP-4 documents the deployment, positioning, and employment of activity of Air Force aviation units for each geographical location (GEOLOC) having aircraft passing through or operation from it in support of all regional operation plans (OPLAN) and certain concept plans (CONPLAN). WMP-4 also contains Mission Oriented Items (MOI) and Non-Aircraft Unit Related Ration Requirements.

2.14.5.1. The WAA is presented in WMP-4, Parts 1 and 2. Part 1 (Current Year) and Part 2 (Out-year 1) correspond to the JSCP planning cycle. The WAA resides in the Wartime Aircraft Activity Report database that is updated using the Logistics Feasibility Analysis Capability (LOGFAC) system, which is accessible using GCCS. See **Chapter 4**.

2.14.5.2. The MOI is presented in WMP-4, Part 3. This portion of WMP-4 identifies missile prep-osition requirements by type and quantity in support of OPLANs/CONPLANs.

2.14.5.3. The Non-Aircraft Unit Related Rations Requirement is presented in WMP-4, Part 4. This portion of WMP-4 has the capability of identifying meals ready-to-eat (MRE) requirements at deployment and employment locations. It also includes MRE requirements in support of per-sonnel assigned to, and/or being deployed to missile sites. MRE requirements to support aircrews associated with wartime aircraft activity in Parts 1 and 2 are contained the War Consumables Dis-tribution Objectives (WCDO).

2.14.5.4. As necessary, MAJCOMs will reproduce applicable portions of WMP-4 and distribute them to subordinate units, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units.

2.14.6. **Volume 5 (WMP-5), Basic Planning Factors and Data.** WMP-5 provides approved US Air Force planning factors by aircraft type and theater, serving as a basis for establishing worldwide sup-port for programmed force levels. These factors, derived for aircraft apportioned in WMP-3 in support of the JSCP, are used to develop the WMP-4, providing the basis for planning and pre-positioning of war reserve material. They indicate the USAF position on supportable sustainment levels for USAF aviation assets, but are not intended to restrict employment options of Unified Combatant Command commanders. However, exceeding WMP-5 sortie rates/flying hours will shorten the sustainable dura-tion below that prescribed in strategic planning guidance.

2.15. Deliberate and Crisis Action Planning and Execution Segments (DCAPES). DCAPES is the Air Force's war planning system and provides an Air Force feed to JOPES automated data processing (ADP). The objective of DCAPES is to enable improved and streamlined operations planning and execu-tion processes which include associated policy and procedures, along with organizational and technology improvements. DCAPES provides standard data files, formats, application programs, and management procedures that are Air Force unique and joint guidance compliant and used primarily for force planning,

sourcing equipment and personnel requirements, transportation feasibility estimation, civil engineering support, and medical planning. DCAPES is detailed in **Chapter 4**.

2.15.1. DCAPES supports all phases of operations planning and execution at the HAF, major command, component, and wing/squadron level. It provides data manipulation capability to Air Force planners to perform rapid OPLAN development, conduct feasibility and capability analyses, and support mobilization, deployment, sustainment, redeployment, demobilization, reconstitution, and personnel accounting of forces.

2.15.2. JOPES provides the joint architecture for establishing and communicating Air Force requirements supporting the JSCP and Air Force WMP. The primary means of communicating planning data among Air Force commands and agencies will be through the exchange of JOPES TPFDDs, DCAPES detailed plan requirements data, and Logistics Planning Files (LPF).

2.15.3. DCAPES and JOPES share common business rules and automated data processing (ADP) procedures and policies to plan and execute joint military operations. Air Force planners at all levels will use DCAPES to support the combatant commander's selected course of action (COA) in a timely manner.

2.15.4. DCAPES is CJCSM 3150.16 compliant, and supports JOPES ADP by establishing a standard Air Force support system in GCCS for joint operation planning and execution. DCAPES uses the JOPESREP for exchanging formatted data among the unified commands, Services, Service components, United States Transportation Command (USTRANSCOM), the JS, and DOD agencies. DCAPES transactions that support JOPES procedures are the mechanisms for submitting movement requirements to USTRANSCOM.

2.15.5. DCAPES supports accurate and timely sourcing which includes validation and verification. DCAPES also supports sourcing and tailoring of lower levels of detail beyond the JOPES level of detail.

2.16. Packaging Air Force Capability. The Air Force will use the AETF force modules (FM) and Operational Capability Packages (OCP) for standardized force packaging. Standardizing the planning and execution of how forces are presented will ensure a repeatable and effective process. The Air Force implements this requirement through the multiple AETF FMs. The AETF FMs incorporate a balance of required combat, ECS, and C2 UTCs required to accomplish the mission to open, establish, operate, and sustain an airbase. Currently, the AETF FMs consist of Open the Airbase, Command and Control, Establish the Airbase, Generate the Mission, Operate the Airbase, and Robust the Airbase.

2.16.1. Planning will be accomplished using the AETF FMs and OCPs. Air Force planners who build and submit TPFDD requirements will use the AETF FMs as a starting point for TPFDD development. The AETF FMs are discussed in detail in **Chapter 6**.

2.16.2. These are not the only FMs in JOPES. Planners will continue to use additional/different FMs to link capabilities together in contingency and operational plans**.**

2.16.3. The AETF FMs provide a baseline for Air Force planners. Variations to the force modules, to include capability to close an airbase, are contained in operational capability packages (OCPs). OCPs are discussed in detail in **Chapter 6.**

2.17. Training for Air Force Planners. War planners and functional area managers at all levels play a significant role in support of the operational planning process. They are responsible for supporting, devel-

oping, and managing planning and execution requirements to support all possible wartime contingencies. Continual involvement in the war planning process is essential to accomplishing the Air Force's wartime mission. There are several formal and informal courses available to provide individuals basic operational and wartime planning instruction.

2.17.1. **Contingency Wartime Planning Course (CWPC).** CWPC teaches the basic planning process to war planners at all levels. The depth of instruction is sufficient to bring students to a level of comprehension that enables them to carry out their duties more effectively and decrease the steep learning curve associated with war planning. CWPC is highly desired for individuals seeking fundamental knowledge as war planners. AF/A5XW is the Air Staff CWPC sponsor.

2.17.2. **DCAPES Functional Training.** This training is for DCAPES functional users (logistics, manpower, personnel, and/or operations planners) who currently use JOPES Editing Tool (JET) and/or DCAPES on a regular basis. Additional users include data analysts from headquarters staff positions, and MAJCOM Manpower and Equipment Force Packaging (MEFPAK) System managers currently involved in the UTC MEFPAK management process. MAJCOM and HQ level DCAPES and JOPES functional managers are OPRs for scheduling DCAPES functional training.

2.17.3. **JOPES Editing Tool (JET) Users.** Current JET users will preferably be graduates of the Joint Deployment Training Center (JDTC) courses (discussed below) or will have one-year experience on JET at HAF, MAJCOM, or component level. Candidates and attendees should be CWPC graduates. Students who are not CWPC graduates but require this class may take the CWPC online primer available on the Air University CADRE CWPC website. **http://www.cadre.maxwell.af.mil/ warfarestudies/cwpc/cwpcprimer/ crsmap.htm**. As a minimum, students should accomplish the "Planning Systems and Tools" segment. All students must have basic computer skills (e.g., mouse, keyboard, and editing tools facility). MAJCOM and HQ level DCAPES and JOPES functional managers are OPRs for scheduling JET training. The JDTC at Fort Eustis, Virginia is the OPR for this course.

2.17.4. **JOPES Support Personnel Course (JSPC).** JSPC is a course designed for JOPES support personnel who use JOPES applications in the support of the Joint Planning and Execution Process. The course emphasizes the role and use of JOPES applications in support of the six Crisis Action Planning phases, with special emphasis on procedures and applications outlined in CJCSM 3122.02B. Students are taught to build, modify, and delete TPFDD requirements, participate in TPFDD validation, and then monitor the deployment execution. The JDTC at Fort Eustis, Virginia is the OPR for this course.

2.17.5. **JOPES Action Officer Course (JAOC).** JAOC is a course designed in response to the Joint Planning and Execution Community's request for JOPES training for action officers from all Services directly working in or in support of a unified command. Candidates use their working knowledge of JOPES systems in order to write and enforce sound TPFDD guidance, find and correct errors, perform update functions, perform all phases in the Validation and Movement process, and produce TPFDD-based decision support information. The JDTC at Ft Eustis Virginia is the OPR for this course.

2.17.6. **COMAFFOR Senior Staff Course (CSSC).** CSSC is a mentored seminar for Air Force Colonels exercising executive responsibilities, recommending force application and movement, maintaining situational awareness, developing responsive courses of action and adaptive plans in command and control organizations above base level. COMAFFOR Special and A-Staff Directors are specifi-

cally targeted, as are Air Force colonels supporting combatant commander staffs. In a seminar setting, senior officers examine critical COMAFFOR and combatant commander situations and lessons learned thru case studies and mentor interaction. AF/A4RC is the Air Staff CSSC sponsor.

Chapter 3

OPERATIONS PLAN DEVELOPMENT AND EXECUTION

Section 3A—Purpose

3.1. Purpose. Provide an overview of operational plan development and execution in support of the joint planning process**.** This chapter will provide a fundamental understanding of contingency, crisis action, and sustainment plan development, the hierarchy of plans, and the processes that support them.

Section 3B—Background

3.2. Planning Processes. Planning is a continuous, iterative, and highly structured process that allows for an orderly transition from peace to war and post-hostilities operations. Planning enables proactive, risk-informed global force management decisions resulting in the timely allocation of forces/capabilities necessary to execute a combatant commander's mission. Planning ensures the systematic deployment, employment, sustainment, and redeployment of U.S. Forces to meet commander requirements across the Range of Military Options (ROMO). The Joint Planning and Execution Community (JPEC) utilizes two general planning processes: crisis action and contingency planning (formerly called deliberate planning). Crisis action planning is driven by current events in real time and normally occurs in emergencies and in the context of time-sensitive situations. Contingency planning is accomplished in the absence of an active crisis in response to scenarios and threats identified by combatant commanders and in national guidance such as the JSCP. Global Force Management (GFM) processes will increasingly govern the planning process. Currently, crisis action and contingency planning use different planning cycles.

3.2.1. The JPEC accomplishes planning. The JPEC includes the CJCS, Joint Staff and Services, the supported and supporting commands and their components, defense agencies, non-DOD departments and agencies, and Allied Commands and agencies.

3.2.2. The resulting plans are implemented through a series of universally understood orders. These orders provide the mechanism for bringing together the resources, equipment, and personnel needed in a military response. Both contingency and crisis planning are driven by joint processes and conducted within JOPES.

3.2.3. This chapter provides an overview of the planning process. CJCSM 3122.01A, CJCSM 3122.03B, and CJCSM 3122.02C provide detailed guidance and instructions on the planning process. Subsequent chapters in this instruction augment the JOPES volumes with detailed Air Force guidance and instructions.

3.2.4. **Future Planning Processes.** The Joint Staff is leading the development of Adaptive Planning to replace crisis action and contingency planning processes with a single collaborative, responsive, flexible planning and execution process. This single process will yield contingency and crisis action plans. Adaptive Planning is scheduled to be complete in FY06-FY07. When Adaptive Planning is implemented, there will still be "on the shelf" contingency plans and the ability to conduct crisis action planning. The JPEC is also developing new tools to support Adaptive Planning (e.g., Collaborative Force Analysis, Sustainment and Transportation (CFAST)). This instruction will be updated as required to reflect changes in Air Force operations planning and execution requirements and pro-

cesses. During the transition, some combatant commands will be using the new planning processes and the developing tools.

Section 3C—Types of Plans

3.3. Types of Plans. Planning results in different types of plans depending on the level of detail required. These are operational plans (OPLANs), concept plans (CONPLANs), functional plans (FUNCPLANs), supporting plans and operation orders (OPORDS).

 3.3.1. **OPLANs.** An OPLAN is a written description of the combatant commander's concept of operations to counter a perceived threat. An OPLAN includes all required annexes, appendices, and a supporting TPFDD. It may be used as the basis of a campaign plan (if required) and then developed into an operations order (OPORD).

 3.3.2. **CONPLANs.** A CONPLAN is an operational plan in an abbreviated format that may require considerable expansion or alteration to convert it into an OPLAN. The objective of concept planning is to develop sound operational and support concepts that can be rapidly expanded into an OPORD if necessary. Unless specified in the JSCP, detailed support requirements are not calculated and TPFDD files are not prepared. A CONPLAN may or may not have an associated TPFDD.

 3.3.3. **Functional Plans (FUNCPLAN).** Functional plans involve military operations in a peacetime or permissive environment. These types of plans are tasked by the JSCP for humanitarian assistance, disaster relief, peacekeeping, or counter-drug operations. Functional plans are written using the JOPES procedures and formats specified for a CONPLAN without a TPFDD.

 3.3.4. **Supporting Plans.** Supporting plans are prepared as tasked by the supported combatant commanders in support of their contingency plans. They are prepared by supporting combatant commanders, subordinate joint force commanders, component commanders, or other agencies. These commanders may, in turn, assign their subordinates the task of preparing additional supporting plans.

 3.3.5. **Operation Order (OPORD).** OPORDs are prepared under joint procedures in prescribed formats during crisis action planning. They appear in the form of a directive issued by a commander to subordinates to effect the coordinated execution of an operation (e.g. air operations, training exercises, etc.). Normally, a combatant commander issues OPORDs to the Service component headquarters to effect the coordinated execution of an operation.

Section 3D—Planning

3.4. DCAPES, Force Modules, and UTCs. Air Force planners, regardless of organization, will use DCAPES, force modules, and UTCs during the planning process. DCAPES is the Air Force feeder to JOPES. DCAPES use is directed because it provides a variety of capabilities to Air Force planners and agencies not found in JOPES that are necessary for management and oversight of Air Force planning and execution. Force modules and UTCs are the building blocks of AEWs, AEGs, and AESs -- the way the Air Force presents and sources capabilities to the JPEC. DCAPES, force modules, and UTCs are detailed in later chapters of this instruction.

3.5. Air Force Planning. Planning, whether legacy or Adaptive has contingency and crisis action components.

3.5.1. **Contingency Planning (formerly referred as Deliberate Planning).** Combatant commanders, their components, and supporting commands accomplish contingency planning during peacetime conditions. Planners use scenarios and threats identified in national guidance, such as the JSCP, along with the combatant commander's evaluation of their AOR, to develop a series of plans that span a wide range of operations.

3.5.1.1. This formal process develops responses to potential crises, determines forces required to achieve objectives, prepares deployment plans, and continually evaluates selected courses of action (COAs). This process results in a series of formal plans within each theater that contain lists of apportioned forces and their time-phased deployment schedules.

3.5.1.2. The process for contingency planning is cyclic and continual and is almost identical whether the resulting operation plan is a fully developed OPLAN, CONPLAN, or FUNCPLAN. Operations plans remain in effect until canceled or superceded by another approved plan. While in effect, they are continuously maintained and updated.

3.5.2. **Crisis Action Planning.** Crisis action planning is driven by current events in real time and normally occurs in emergencies and in the context of time-sensitive situations. Planners base their efforts on the actual circumstances that exist when crisis action planning occurs. Detailed guidance and instructions are located in JOPES Volumes I-III.

3.5.2.1. Ideally, an existing contingency plan addresses the crisis situation. If there is not a contingency plan that can be used or modified to respond to the crisis, planners must start from scratch.

3.5.2.2. Each MAJCOM must establish complementary procedures and must ensure adequate procedures exist for subordinate command and agency use.

3.5.2.3. These procedures must be periodically exercised during joint and unilateral command post exercises and field training exercises to ensure the required capability is available.

3.5.2.4. The JPEC's Global Force Management (GFM) process developed policy and procedures in support of Commander, U.S. Joint Forces Command (CDRUSJFCOM) as the DOD primary joint force provider (JFP). Commander, Air Combat Command (COMACC), as the Air Force component commander to USJFCOM, is the Air Force's primary Service force provider. MAJCOM and AEFC roles in sourcing crisis requirements will mature under GFM. The GFMB and CDRUSJFCOM will establish complementary procedures to determine sourcing recommendations and issues related to risk to sourcing other requirements, sustainability assessment and issues identified by other combatant commanders and JFCOM Service components. The AEFC and each MAJCOM must establish complementary procedures. MAJCOMs must ensure adequate procedures exist for subordinate command and agency use.

3.5.2.5. The primary JFP, in coordination with other combatant commanders and Services:

3.5.2.5.1. Determines global joint combat and ECS (joint term: combat support and combat service support) sourcing solutions that satisfy validated combatant command requests for capability/forces (RFC/RFF) of conventional forces. The sourcing solutions are provided as a recommendation to the JCS for SecDef approval and include: capability substitution options, mobilization requirements, and an assessment of applicable military risk associated with the recommended sourcing options.

3.5.2.5.2. Coordinates and recommends actions to sustain the level of capabilities or globally available forces to respond to validated combatant commander requirements.

3.5.3. **General tasks, roles and responsibilities for Air Force planners.**

3.5.3.1. **The Air Force Planning and Execution Community (AFPEC).** The AFPEC is the Air Force complement to the JPEC. The AFPEC membership includes HAF, Air Force component headquarters, MAJCOMs, AEFC, and ARC.

3.5.3.2. **Headquarters, U.S. Air Force (HAF):**

3.5.3.2.1. HAF advises component headquarters planners, via the WMP-3 Parts 1-4, of the resources available to support joint requirements.

3.5.3.2.2. HAF Regional Plans and Issues (AF/A5XX) is the Air Force POC for contingency plan reviews. AF/A5XX tasks HAF and relevant Air Force component and MAJCOM OCRs to review plans and provide comments in accordance with CJCSM 3141.01C, *Procedures for the Review of Operation Plans*. Tasked HAF Agencies and OCRs determine whether the scope and concept of operations are sufficient to accomplish the task assigned; assess the validity of the assumptions; evaluate compliance with CJCS tasking, guidance, and consistency with joint and Air Force doctrine; and evaluate acceptability in regards to expected costs and military and political supportability. AF/A5XX tasks HAF OCRs to review plans in accordance with CJCSM 3141.01C.

3.5.3.3. **Component Headquarters:**

3.5.3.3.1. Component commanders, joint task force commanders, and subordinate unified commanders support concept development, COA development, and other tasks as directed by the supported command and the JFP.

3.5.3.3.2. Planners from various functional areas may be tasked to produce "estimates of the situation." These estimates help determine supportability of courses of action by appropriate staff directors. The format for the estimate of the situation may be tailored to suit the functional area and specific needs of the OPLAN being supported.

3.5.3.3.3. The commander's estimate and other planning guidance should be used by the planner as a reference document for drafting the functional area input to the plan.

3.5.3.3.3.1. CJCSM 3122.02B gives sample formats.

3.5.3.3.4. The combatant command and its components develop an executable operational plan in support of the concept of operations. The forces and capabilities necessary to execute the plan are identified in a detailed transportation-feasible force flow (the TPFDD).

3.5.3.3.5. In contingency planning, the combat and support units, materiel and personnel are entered into the TPFDD using the AEFPP Capability Annexes (WMP 3, Part 4) as a baseline. The normal process consists of sequentially refining forces, logistics, and transportation data in a series of conferences to develop a TPFDD that supports a feasible and adequate plan. Under the adaptive planning construct, the supported CCDR may combine any of these Force Flow Conferences to meet planning timelines. Supporting commands and MAJCOMs will assist with TPFDD sourcing, verification and validation and supporting plan development (see **Chapter 8**).

3.5.3.3.5.1. **Forces conference.** Services source and tailor major combat forces for the plan. The Expeditionary Combat Support (ECS) capabilities (for Air Force forces) and combat support and combat service support forces (for other Services) are sourced next.

AF/A5XW sources ECS requirements in the Air Force slice of contingency plans except for in-theater assets that are sourced by the component headquarters.

3.5.3.3.5.2. **Logistics conference.** Participants identify the quantities of supplies, equipment, and replacement personnel required to sustain the forces selected during force planning.

3.5.3.3.5.3. **Transportation conference.** Participants ensure the strategic movement of forces and supplies is transportation feasible. This includes adherence to diplomatic clearance requirements outlined in the DOD 4500.54-G, *DOD Foreign Clearance Guide (FCG)*, as well as Joint doctrinal guidance and Host Nation agreements and arrangements.

3.5.3.3.5.4. The supported component headquarters planners develop the total force package required for the operation starting with the major combat forces selected from those apportioned for planning in the CJCS force apportionment and identified in the WMP-3 Part 1.

3.5.3.3.5.5. Planners will coordinate with their ARC counterparts to the maximum extent possible regarding the usage of ARC forces.

3.5.3.3.5.6. The supported component headquarters will ensure that contingency and crisis planning factors comply with HN agreements and DOD 4500.54-G. This planning must include deployment, employment and sustainment requirements across the regional combatant command area of responsibility (AOR), including en route countries as necessary. Ensure that US Embassy or US Defense Representative receive a copy of CJCS Orders to assure that U.S. Embassies have sufficient time, input and manpower to support coordination with HN.

3.5.3.3.6. For contingency planning, component headquarters planners identify requirements for all Air Force forces and sustainment. Requirements for contingency plans will be forwarded to A5XW for sourcing using procedures outlined in **Chapter 8**.

3.5.3.3.7. In crisis action planning, potential supporting force providers monitor COA development and begin preliminary planning for providing forces, including necessary mobilization and sustainment. The supported component headquarters will use TPFDDs developed during the contingency planning process, if available, as a starting point to refine force requirements. If a contingency TPFDD is unavailable, component headquarters planners will use the Military Decision Making Process in Joint Pub 5.0 to determine the force, support, and transportation requirements to build, deploy, and support the AETF required to complete the tasked mission.

3.5.3.3.8. In execution, the supported component headquarters directly aids the combatant commander's OPORD execution, force flow scheduling and monitoring, and force employment.

3.5.3.3.9. In execution, the supporting Air Force force providers execute their supporting plans, providing forces and movement visibility within DCAPES.

3.5.3.3.10. Supported component headquarters complete a CRM code review 180 days prior to each AEF pair. CRM codes are changing on a routine basis as they accommodate changing deployed command ACR requests.

3.5.3.4. **MAJCOMs:**

3.5.3.4.1. Supporting MAJCOMs will submit supporting plans according to the instructions of the component headquarters with primary planning responsibility. The component headquarters will review the submitted OPLANs and advise the MAJCOMs if the OPLANs require changes. MAJCOMs will adjust supporting plans as required. Necessary planning guidance is published in this instruction, JOPES Volume I-III, and the U.S. Air Force WMP.

3.5.3.4.2. Supporting MAJCOMs providing supplemental guidance to this instruction will include guidance and procedures for command-gained units to review OPLAN and identify discrepancies between taskings and actual unit capabilities/authorizations. Mission-limiting discrepancies are to be identified to the MAJCOM OPLAN OPR and appropriate functional area managers through command channels. Such reviews are commonly referred to as unit supportability estimates or feasibility studies.

Section 3E—Crisis Action Planning Orders

3.6. Crisis Action Planning Orders. Several orders are used to direct preparations, planning, deployment, and execution of plans in response to crises. A brief discussion of each order follows. See CJCSM 3122.01A for a more detailed discussion.

3.6.1. **The Warning Order (WARNORD).** The CJCS Warning Order initiates COA development and applies to the supported command and supporting commands. It is normally published by the CJCS during Phase II planning. The WARNORD establishes command relationships (designating supported and supporting commanders) and provides the mission, objectives, and known constraints. It establishes a tentative C-day and L-hour. It may apportion capabilities for planning purposes or task the combatant commander to develop a list of forces required to confront the crisis. **A warning order does not authorize movement of forces unless specifically stated.** If the crisis is progressing rapidly, a planning order or alert order may be issued instead.

3.6.1.1. When a WARNORD is issued, the Air Force component headquarters commander prepares a TPFDD in DCAPES for the Air Force portion of the supported commander's TPFDD in JOPES in accordance with CJCSM 3122.01A and CJCSM 3122.02B. The AEFC sources for Air Force requirements. . See **Chapter 8** for details.

3.6.2. **The Planning Order (PLANORD).** The CJCS can send a PLANORD to the supported commander and JPEC to direct execution planning before a COA is formally approved by the SecDef and President of the United States (POTUS). If the PLANORD is used in lieu of a WARNORD, the PLANORD will include a COA, provide combat forces and strategic lift for planning purposes, and establish a tentative C-day and L-hour. The PLANORD will not be used to deploy forces or increase readiness unless approved by the SecDef.

3.6.2.1. When a PLANORD is issued, the Air Force component headquarters commander prepares a TPFDD in DCAPES for the Air Force portion of the supported commander's JOPES TPFDD in accordance with CJCSM 3122.01A and CJCSM 3122.02B. The AEFC sources Air Force requirements. See **Chapter 8** for details.

3.6.3. **The Alert Order (ALERTORD).** The SecDef approves and transmits an ALERTORD to the supported commander and JPEC announcing the selected COA. This order will describe the COA sufficiently to allow the supported commander and JPEC to begin or continue the detailed planning nec-

essary to deploy forces. If the ALERTORD is used in lieu of a WARNORD, the PLANORD will include a COA, provide combat forces and strategic lift for planning purposes, and establish a tentative C-day and L-hour. In a time-sensitive crisis, an Execute Order may be issued in lieu of an ALERTORD.

3.6.4. **The Execute Order (EXORD).** This order is issued by the authority and direction of the SecDef and directs the deployment and/or employment of forces. If the EXORD was preceded by a detailed Alert Order or PLANORD, then the EXORD simply directs the deployment and employment of forces. If nature of the crisis results in an EXORD being the only order dispatched, then the EXORD must include all the information normally contained in the warning, alert, and planning orders. The goal of the crisis action planning system is to reserve the EXORD solely for initiating or terminating the employment of U.S. military forces. The DEPORD is the appropriate instrument to change force structure during an operation.

3.6.5. **The Prepare to Deploy Order (PTDO), Deployment Order (DEPORD) and Redeployment Order.** Issued by the SecDef, these orders are used to prepare forces to deploy or deploy forces without approving the execution of a plan or OPORD. Prior to issuance, JFCOM develops a draft DEPORD with recommended sourcing solutions. The Joint Staff coordinates the draft DEPORD with agencies and OSD then forwards the proposed DEPORD to SecDef for approval.

3.6.5.1. When a PTDO or DEPORD is issued, the AEFC, through ACC, sources Air Force requirements. See **Chapter 8**.

3.6.6. Upon receipt of the CJCS Orders, the HAF Crisis Action Team (AFCAT) (or Air Force Operations Group (AFOG) if the CAT is not stood up) will transmit an order to all U.S. Air Force components and commands. This order will delineate all Air Force assets and taskings as well as relationships and tasking authority between the supported component headquarters and supporting Air Force commands and agencies.

Section 3F—Air Force Planning and Crisis Execution

3.7. Transition from Rotational Operations to Crisis. A thorough understanding of the AEF alignments, sustainable force levels, and surge trigger points is essential for all Air Force planners. Armed with this information, Air Force planners can meet crisis action requirements while minimizing the impact on current operations.

3.7.1. **Preparing to Deploy Forces.** When OPLANs are not executed in their entirety, draft DEPORDs and EXORDs will normally flow from the Joint Staff to the Services via the Service Joint Action Office (JACO). AFCAT (AFOG) will coordinate with FAMs, AEFC, ARC and MAJCOMs to determine feasibility of proposed action. Air Force requirements will be coordinated through AFCAT Director (AF/A3O).

3.7.2. **Notification to Deploy Forces or Individuals.** Initial notification to deploy forces or individuals will be an authorized CJCS order (e.g., alert, deployment) after the President or SecDef approves a combatant commander's course of action (COA) in accordance with CJCSM 3122.02A. The specific type of order will be situation dependent and will identify all combatant commanders with Air Force apportioned forces as supporting commanders as well as the CSAF for Service assets. Regardless of the type of order, the coordination instructions within the order will direct TPFDD development and unit sourcing to meet the approved COA. The AFCAT (AFOG) will create an AF order that

breaks out all Air Force taskings and will transmit this order to AF/A5XW, AEF Center, supported component headquarters, and MAJCOMs, adding any unique Air Force guidance. Collectively, these orders, in conjunction with a SecDef-approved CJCS order, authorize the use of allocated supported and supporting combatant commander forces in the AEF and available Enabler libraries (or CSAF-approved deviation) to meet crisis requirements. In accordance with CJCSI 1301.01C, *Individual Augmentation Procedures,* AF/A1PR will transmit the decision of the Prioritization and Sourcing Review Board giving the AEFC authority to use Air Force resources from the AEF and Enabler libraries to meet individual augmentation requirements.

3.7.3. **Crisis Action TPFDD Development.** Supported combatant commander planners have two options in Crisis Action TPFDD development: create a Crisis Action TPFDD by using or modifying an existing TPFDD, or develop a new TPFDD (no-plan scenario). Supported component headquarters should request AEFC participation in Crisis Action TPFDD development or modification prior to execution, for supportability or feasibility assessment, and to maximize the use of forces presented in the on-call AEF pair. See **Chapter 8**.

3.7.4. **Sourcing Crisis Action and Rotational Requirements.** Per AFPD 10-4, tasking authority for the SECAF rests with the CSAF. The CSAF through the AF/A3/5 develops a single Air Force position and directs MAJCOMs, in coordination with the AEFC, to source capabilities to meet requirements. The AEFC sources and the applicable MAJCOM/FOA or designee verifies sourcing solutions to meet crisis action requirements using a hierarchical progression that first examines whether residual forces available in the two on-call AEFs are suitable, capable, or in sufficient numbers for teaming. **Note**: Reclamas will only occur under the most extenuating circumstances and require MAJCOM/CV approval (Category 5) unless the unit does not have the capability (Category 1 - 4). See **Section 10C**. When Crisis Action requirements exceed capabilities in the on-call AEFs and available Enablers, then the Air Force either submits a reclama for the tasking(s) or requests approval to transition to surge operations. See **Chapter 10**.

  3.7.4.1. **AEF lead wings.** Lead wings provide forces and AEW/AEG leadership. All expeditionary wing and group commanders should be selected from current "sitting" wing/group commanders, or from a current command list and approved by the gaining COMAFFOR. The designated lead wings will fill AEW/ AEG senior leadership positions from their wing's current commanders and command NCOs unless permanent party leadership is in place at the deployed location. For example, the lead Wing/CC will be the AEW/CC and subordinate group commanders/command chiefs from the lead wing will fill the AEW Operations Group, Maintenance Group, Mission Support Group, and Medical Group commander and senior enlisted positions.

  3.7.4.2. Expeditionary squadron commanders should be selected from sitting commanders, then graduated commanders. MAJCOM vice commanders (or equivalent) may select a qualified officer from the MAJCOM Squadron Commander Selection List if there are no other qualified and available sitting or graduated commanders.

3.7.5. **Surge Operations and Trigger Points.** The AEF aligns existing capabilities into maximum sustainable rotational force packages of two AEFs in rotations of 4 months per 20 months (Maximum sustainable surge is four AEFs). When combatant commander requirements exceed those forces readily available in the sustainable (on-call) AEF pair, the trigger point is passed and the force enters surge operations. Low Density (LD)/High Demand (HD) assets are in surge when requirements exceed the limits specified in the Global Military Force Policy (GMFP).

3.7.5.1. Surge operations are required when an accumulation of commitments supporting a single operation (e.g., Operation ENDURING FREEDOM or ALLIED FORCE) or a number of smaller contingencies exceed the current on-call force packages. Entering surge normally requires a subsequent period of force reconstitution that may affect support for future rotational requirements. Specific functional areas may enter surge operations or surpass trigger points at different times (e.g., military working dog teams may enter surge before other security forces UTCs). See **Chapter 9** for detailed surge operations guidance.

3.7.5.2. Identifying when a functional area enters surge is an AEFC and HAF FAM responsibility. This information must flow rapidly to the AFCAT (AFOG), which is responsible for notifying HAF senior leaders. The AEF Center, in concert with HAF, ARC (if activated) and MAJCOM FAMs, must develop systematic processes to ensure surge entry is a deliberate decision presented to and approved by senior leadership.

3.7.6. **Disengagement.** Entering a surge period requires an analysis of all Air Force commitments in order to determine if the Air Force can disengage from other commitments to minimize surge operations or its effects. This information must flow rapidly to the AFCAT (AFOG), which is responsible for notifying senior leaders. When required, the CSAF will address the issue of disengagement from rotational commitments with the theater combatant commander and the CJCS. If disengagement is not an option, CSAF may order currently deployed forces to remain in-place. History has shown that as one theater escalates into a crisis response, other theater combatant commanders may increase their rotational requirements to offset potential increased risks.

3.7.7. **Rotation of Crisis Forces.** The AEF structure allows the Air Force to maximize its available combat and ECS capability for the warfighter. Standardized AEF rotations are a key component of the AEF. Even during crisis operations, Air Force capabilities rotate within the standard AEF battle rhythm to the maximum extent possible while still meeting SecDef-approved DEPORD criteria. In cases where a HAF FAM determines their forces are stressed, the FAM may request an increase in tour length. This request must be routed through the AEFC, COMACC, and AF/A3/5 for CSAF's approval. See **Chapter 10.** Standard AEF rotations will resume at the earliest opportunity in order to maximize the Air Force's total combat potential. The supported component headquarters, in coordination with the AEFC, will plan the rotation of crisis forces and build replacement ULN requirements in an operational TPFDD using the AEF battle rhythm. See **Chapter 9**.

3.7.8. **Sourcing Crisis Action Capability Requirements.** Support for a crisis is based on established SecDef, CJCS, and AF/A3/5 directives. In response to the supported combatant commander's request for capability/forces and the component headquarters' identification of requirements, the AEFC sources capabilities/forces to fill requirements in support of crisis operations using the comprehensive AEF rotation schedule. Owning MAJCOMs will verify the sourcing solution and the supported component headquarters will validate the sourcing matches the requirement. Finally, the supported combatant commander will validate the requirements and transportation plan after which the United States Transportation Command (USTRANSCOM) plans the necessary strategic lift. The gaining MAJCOM may use mobilized or volunteer Air Reserve Component (ARC) forces in accordance with the procedures outlined in paragraph **3.8.** and AFI 10-402, *Mobilization Planning*. See **Chapter 8** for detailed sourcing guidance.

3.7.9. **Shortfalls and Reclamas.** When a sourced capability becomes unavailable or cannot meet the capability required, the unit/MAJCOM/FOA must initiate the reclama/shortfall process only in the event that they cannot sustain or do not have the requirement. Ultimately, if the Air Force cannot pro-

vide the capability requested, then the Air Force submits a reclama to the Joint Staff. See **Chapter 10**. **Note**: Reclamas will only occur under the most extenuating circumstances and require MAJCOM/CV approval (Category 5) unless the unit does not have the capability (Category 1 - 4). See **Section 10C**. Reclamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

3.7.10. **Sourcing Air Force Reserve and Air National Guard Forces.** Air Reserve Component (ARC) forces are available for tasking in accordance with this instruction, AFI 10-402 and the AFPD 10-4. See **Chapter 8**.

3.8. Mobilization Planning. A substantial part of the Total Air Force capability resides in the Air Force Reserve and the Air National Guard. As such, the Air Force relies on its Total Force to meet its taskings. While they may seamlessly operate alongside the active US Air Force, they are subject to different levels of activation and different degrees of operational and administrative control. The four levels of activation are:

3.8.1. **Volunteerism** : The Secretary of the Air Force (SECAF) is allowed to place a member of a reserve component under SECAF jurisdiction on active duty, or retain Airman on active duty, with the consent of that member. However, a member of the Air National Guard of the United States may not be ordered to active duty under this authority (10 USC 12301(d)) without the consent of the governor or other appropriate authority of the State concerned.

3.8.2. **Presidential Reserve Call-up** : The President can authorize up to a total of 200,000 Selected Reserve, with up to 30,000 Individual Ready Reserve members.

3.8.3. **Partial Mobilization:** In time of a national emergency declared by the President, or when otherwise authorized by law, up to 1 million Ready Reserve members may be involuntarily activated for not more than 24 cumulative months.

3.8.4. **Full Mobilization:** In time of war or a national emergency declared by Congress, or when otherwise authorized by law, all reserves may be activated for the duration of the war or emergency and for 6 months thereafter.

3.8.5. When mobilization is required, the mobilization processes, procedures and systems outlined in AFI 10-402 apply.

3.9. Base Level Planning. Base level planning is required for contingency and crisis action planning. As a minimum, base-level plans must address mobility, mobilization (if appropriate), reception, employment, deployment, sustainment, and redeployment planning required for the combat forces to accomplish its mission. All installations with a wartime mission, regardless of size or location must develop base support plans according to AFI 10-404, *Base Support and Expeditionary Site Planning*.

3.10. Sustainment Planning Responsibilities. HQ AFMC/A4R validates all logistics planning factors developed by Air Force and other DOD organizations. HAF DCS Installations, Logistics and Mission Support (AF/A4/7) reviews these planning factors to ensure they are consistent with policy guidance. **Table 3.1.** identifies OPRs for determining materiel consumption rates and developing factors for specific JOPES classes and subclasses of supply.

Table 3.1. Air Force Wartime Resupply Planning Factor Development.

CLASS/ SUBCLASS	ITEM		RESPONSIBLE AGENCY
I	Subsistence	OPR	HQ AFSVA/SVOHF
			9504 IH 35 North, Suite 320,
			San Antonio, TX 78233-6635
IW	Water	OPR	Air Force Civil Engineering Support Agency HQ AFCESA/CEX
			139 Barnes Drive, Suite 1
			Tyndall AFB, FL 32403-5319
		OCR	AF/A4RM
			1260 Air Force Pentagon
			Washington, DC 20330-1260
II	General Support Items	OPR	HQ AFMC/A4R
			44375 Chidlaw Rd, Rm B-113
			Wright-Patterson AFB, OH 45433-5006
III	Petroleum, Oil, and Lubricants	OPR	HQ AFMC/A4R
			44375 Chidlaw Rd, Rm B-113
			Wright-Patterson AFB, OH 45433-5006
IV	Construction and Barrier Material	OPR	Air Force Civil Engineering Support Agency HQ AFCESA/CEX
			139 Barnes Drive, Suite 1
			Tyndall AFB, FL 32403-5319
		OCR	AF/A4RM
			1260 Air Force Pentagon
			Washington, DC 20330-1260
V (A)	Ammunition (Air)		(See Paragraph 3.11.4.)
V (W)	Ammunition (Ground)		
	(1) Security Forces Air Base Defense Requirements	OPR	HQ AFSFC/SFX
			1517 Billy Mitchell Blvd.
			Lackland AFB, TX 78236-0119

CLASS/ SUBCLASS	ITEM		RESPONSIBLE AGENCY
	(2) Engineering Prime BEEF and RED HORSE) ground defense requirements	OPR	Air Force Civil Engineering Support Agency HQ AFCESA/CEX 139 Barnes Drive, Suite 1 Tyndall AFB, FL 32403-5319
		OCR	AF/A4RM 1260 Air Force Pentagon Washington, DC 20330-1260
VI	Personal Demand Items	OPR	HQ Army and Air Force Exchange Service HQ AAFES/PL 3911 S. Walton Walker Blvd Dallas, TX 75266-1598
VII	Major End Items	OPR	HQ AFMC/A4R 44375 Chidlaw Rd, Rm B-113 Wright-Patterson AFB, OH 45433-5006
VIIJ	TRAP	OPR	(See Para **3.11.4.**)
VIIX	Aircraft Engines	OPR	HQ AFMC/A4R 44375 Chidlaw Rd, Rm B-113 Wright-Patterson AFB, OH 45433-5006
VIII	Medical Materiel	OPR	Headquarters United States Air Force AF/SGXR 170 Luke Avenue, Suite 400 Bolling AFB, Wash DC 20332-5113
VIIIA		OCR	Air Force Medical Logistics Office AFMLO/ FOCW 1423 Sultan Street Fort Detrick, MD 21702-5006
VIIIB	Blood	OCR	Headquarters United States Air Force AF/SGXR 170 Luke Avenue, Suite 400 Bolling AFB, Wash DC 20332-6188

CLASS/ SUBCLASS	ITEM		RESPONSIBLE AGENCY
IX	Repair Parts (less medical peculiar repair parts)	OPR	HQ AFMC/A4R 44375 Chidlaw Rd, Rm B-113 Wright-Patterson AFB, OH 45433-5006
O	Mail	OPR	Secretary of the Air Force, SAF/XCIFO, 1030 Air Force Pentagon, Washington DC 20330-1030

3.10.1. HAF Director of Logistics Readiness (AF/A4R) Responsibilities:

3.10.1.1. Approves changes to US Air Force supply data files.

3.10.1.2. AF/A4RM provides policy and guidance for managing wartime resupply planning factors, coordinating proposed sustainment policy changes at HAF, maintaining liaison with the Joint Staff, and coordinating proposed changes in joint operation planning concepts with affected Air Force agencies.

3.10.1.3. The Director of Logistics Readiness, Materiel Management Division (AF/ A4RM) approves changes to US Air Force supply data files.

3.10.2. **HQ AFMC Responsibilities.** The Chief, Logistics Readiness Division, Director of Logistics and Sustainment is the Air Force central manager for Logistics Sustainability Analysis (see paragraph **3.12.**), development, validation and dissemination of wartime resupply planning factors. This office provides planners with approved wartime resupply planning factors for determining logistics support strategic lift requirements based on force structure, length of generation, and other scenario conditions. HQ AFMC/A4R:

3.10.2.1. Provides functional guidance relative to use, development, computation, validation, and management of wartime resupply planning factors.

3.10.2.2. Coordinates wartime resupply planning factor policy decisions.

3.10.2.3. Keeps affected agencies informed on proposed planning factor program changes.

3.10.2.4. Maintains liaison with the respective Air Force collateral managers of classes and subclasses of supply (see **Table 3.1.**) and other military Services and DOD agencies involved in development and use of wartime resupply planning factors.

3.10.2.5. Documents lessons learned and maintains audit trails on methods, rationale, and data sources used for development of planning factors.

3.10.2.6. Functions as the lead Air Force activity for updating wartime resupply planning factors.

3.10.2.7. Validates all Air Force wartime resupply planning factors prior to their inclusion in the Logistics Factors File (LFF) in JOPES.

3.10.2.8. Transmits sustainment planning data for the Air Force.

3.10.2.9. Develops new methods and ADPS capabilities to improve data collection and computation of wartime resupply planning factors.

3.10.2.10. Interacts with other military Services, DOD organizations, Air Force MAJCOMs, and agencies for data exchange to support existing and improved methods for sustainment planning factor development.

3.10.2.11. Acts as the focal point for developing the capability to link sustainment requirements with wholesale item asset availability.

3.10.2.12. Verifies consumption factor updates to the JOPES Logistics Factors File (LFF).

3.10.3. **MAJCOM/ARC Responsibilities.** The MAJCOMs:

3.10.3.1. Assist the HQ AFMC/A4R in computing Air Force wartime resupply planning factors, in logistics data collection, ADPS development for wartime resupply planning factors, and interface of ADPS with existing MAJCOM logistics capability assessment models.

3.10.3.2. Provide information to the HQ AFMC/A4R on factor use during field training and command post exercises, operational readiness exercises, JOPES processes, and real-world deployments and employments.

3.10.3.3. Provide quantified rationale for changing Air Force factors during TPFDD refinements.

3.10.3.4. Keep the HQ AFMC/A4R apprised of anticipated changes in environmental conditions, theater policies, operational concepts, or mission requirements that may influence planning factors.

3.10.3.5. Provide annual theater multiplier updates to the HQ AFMC/A4R as requested.

3.10.4. **Offices of Primary Responsibility.** Each DOD agency and Air Force activity which develops wartime resupply planning factors:

3.10.4.1. Develop methods for logistics data collection and factor computation.

3.10.4.2. Coordinate all sustainment planning factor improvement efforts with the HQ AFMC/LGR.

3.10.4.3. Provide annual updates with computational methodologies, rationale, and supporting documentation to the HQ AFMC/A4R by the end of July. After validation, HQ AFMC/A4R inputs the updated factors to the LFF become CJCSM 3150.23B, *Joint Reporting Structure (JRS) Logistics Factors Report*.

3.10.4.4. Inform the Air HQ AFMC/A4R on proposed policy changes relative to commodity management, authorization tables, and wartime consumption factors affecting wartime resupply planning factors.

3.11. Non-unit Related Sustainment Planning. JOPES sustainment planning is used to develop information to estimate materiel movement requirements generated during the operation. This process is used to determine the feasibility of the planned concept of operations and to show the size of the logistics effort required

3.11.1. Wartime resupply planning factors are used solely for transportation feasibility analysis. They are used to assess strategic lift requirements when actual requirements cannot be determined. They are

not to be considered standards to be used in accomplishing actual movement of materiel in the execution of any plan.

3.11.2. Sustainment is distinguished by two categories: actual sustainment and JOPES notional sustainment. Actual sustainment begins as soon as forces arrive at employment bases. JOPES notional sustainment, however, is artificially constrained to provide sustainment only after PWRMS are depleted. The PWRMS cutoff day depends on the pre-positioning policy for a given class of supply.

3.11.3. Wartime resupply planning factors are based on anticipated wartime consumption rates for each class of supply. If actual wartime requirements and sourcing data can be developed by class of supply for a given OPLAN, estimated wartime consumption rates and notional factors are not used. An example of the approach to development and use of actual requirements in lieu of notional factors is presented in paragraph 3.11.4. below which addresses sustainment planning for air munitions, tanks, racks, adapters, and pylons (TRAP).

3.11.4. Air munitions and TRAP planning has been facilitated through the use of the wholesale supply system capability to support actual time-phased requirements. To quantify movement requirements of an OPLAN, specific air munitions and TRAP requirements are separately developed by the applicable component headquarters. When specific air munitions and TRAP requirements are developed by required delivery date, information necessary to source the munitions and TRAP is provided to the appropriate commodity manager (ACP Hill), in the proper format, by the component headquarters. Since actual time-phased air munitions and TRAP requirements can be forecasted, notional factors are not used for air munitions and TRAP sustainment classes VA and VIIJ, respectively.

3.11.5. Air munitions requirements computation methodologies are outlined in the Non-nuclear Consumables Annual Analysis, Part Two, Section II.

3.11.6. The Precision Engagement Division (AF/A5RW) is the OPR for questions about planning strategic lift of air munitions and TRAP in wartime.

3.12. Sustainment Planning. ACS sustainment planning is a crucial element of crisis action and contingency planning. The Air Force accomplishes this planning via a Logistics Sustainability Analysis (LSA). LSA is an analytical process used to predict ACS operational capability requirements, gaps and priorities. The process and methodology support Defense Planning Guidance and major theater OPLAN assessments, Crises Action Planning, Supplemental Budgeting estimates. Air Force Material Command AFMC/A4R validates all logistics planning factors developed by Air Force and other DOD organizations. HAF Deputy Chief of Staff (DCS) Installations, Logistics and Mission Support (AF/A4/7) reviews these planning factors to ensure they are consistent with policy guidance, ACS CONOPS Objectives, Capability Review and Risk Assessment (CRRA) scenarios and priorities. This assessment provides a broad assessment of key ACS support and enabler capabilities required to execute the DPG and combatant commander's plans. As a general rule, the Air Force uses the supported component headquarters' directorate of logistics, or equivalent, as its agent for analysis.

3.12.1. The LSA is accomplished in accordance with JSCP, CJCSI 3110.03C, and CJCSM 3122.03B.

3.12.2. The LSA must be submitted to the supported commander for inclusion in the theater LSA for the OPLAN.

3.12.3. Air Force supporting commands are also required to accomplish an LSA and submit results to supported COMAFFOR.

3.12.4. The LSA addresses the four pillars of ACS sustainability (Materiel, Infrastructure, Expeditionary Combat Support (ECS) Forces, and Lift). It highlights deficiencies and their associated risk to supporting the warfighting air component.

3.12.4.1. Supporting the four pillars are sustainment elements that need to be examined for sustainability. Those include, but are not limited to the following:

Table 3.2. Logistics Sustainability Analysis (Materiel).

Materiel. The assessment must examine the initial availability, long term sustainment, and availability of host nation support of the following:	
Fuel	WRM and pre-positioned assets
Ammunition	BEAR assets
Medical support	WRM spares
Repair part availability for major end items	UCC Critical Items deemed appropriate
Major end items - vehicles, HME, etc.	
Engines	

Table 3.3. Logistics Sustainability Analysis (Infrastructure).

Infrastructure. Examine theater facilities and installations capabilities:	
Ports	NEO and refugee handling facilities
Airfields	POL storage and distribution
Warehouses	Utility production and capability
CONUS depot resupply using reachback	Munitions Storage
Maintenance facilities	Communication facilities
Concept of Repair	Lines of communication
Weapon System Support	Main supply routes
Medical facilities	BEAR assets
Beddown capabilities	Identify en route support infrastructure deficiencies.

Table 3.4. Logistics Sustainability Analysis (Expeditionary Combat Support Forces).
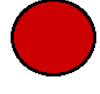
Expeditionary Combat Support (ECS) Forces. The assessment must take into account the ability to perform (Joint) Reception, Staging, Onward Movement and Integration (RSOI) of forces and equipment in the operational area. At a minimum, assess:	
Sea port opening and handling for munitions Aerial port, air cargo handling, expeditionary airfield operations, and en route support (strategic mobility). Tactical fixed wing airlift, rail assets, dry cargo trucking, container handling capability, POL storage/ distribution. Military heavy construction, specialized military construction, airfield and port operations support, real estate acquisition teams, contract construction and engineering services, environmental units, topographic units, and maintenance and munitions support structures. Security Forces, airfield force protection, joint security area (JSA), and port security. Billeting and force beddown	Hospitalization, tactical and strategic evacuation, class VIII resupply, host-nation support, and elements of force health protection. Water production and distribution, laundry, bath, food, shelter, mortuary, and decontamination services. Aircraft availability, general support theater maintenance, intermediate maintenance (i.e. Centralized Intermediate Repair Facilities (CIRFs), and CONUS depot capability. Degradation of the Aerial Ports of Debarkation (APODs) and Sea Ports of Debarkation (SPODs), impact on Host Nation (HNS), and contractor support based on Nuclear, Biological, and Chemical (NBC) defense

Table 3.5. Logistics Sustainability Analysis (Lift).

Lift. Assess lift in terms of resources engaged in the movement of forces and associated supplies. The assessment must take into account the ability to perform (Joint) Reception, Staging, Onward Movement and Integration (RSOI) of forces and equipment in the operational area and link the JRSOI assessment with other portions of the LSA to assist in determining adequacy of JRSOI and transportation feasibility of the plan.	
Strategic air	Battlefield Distribution
Global Reach Laydown	Land transport
Theater air	Sea lift

3.12.4.2. Each of these areas is assessed individually as well as synergistically to obtain an accurate sustainability picture. Criteria will normally be provided by the unified combatant commander and should be followed. If criteria are not specified then the following may be used:

Table 3.6. Logistics Sustainability Analysis Stoplight Chart.

🟢	Green =	90 – 100% supportable
🟡	Amber =	75 – 89% supportable
🔴	Red =	50 – 74% supportable
⚫	Black =	< 50% supportable

3.12.5. In addition, risk must be assigned to each evaluation area that is less than supportable. Use the definitions of Unacceptable, High, Moderate, or Low, defined in CJCSI 3110.03C.

3.13. Transition from Crisis Action Surge to Sustainable Operations. The component headquarters and the AEFC must continuously and adaptively assess and plan for forces necessary to meet current and future operations. When conditions allow, the Air Force objective is always to return to a lower, sustainable operations tempo in order to ensure our readiness to respond to the next crisis. Forces may require reconstitution and the combatant commander may require long-term capabilities supported by rotational forces. Because transitioning to a sustainable reduced operations level may not occur over a timeframe that allows for the systematic drawdown of deployed forces and the reconstitution of returning forces, LSA best practices require reconstitution planning to occur at the same time ACS planning is done to support crises action support assessments. This planning enables the ACS community to more accurately fuse business and warfighting domain demands with the ability to forecast and respond to supplemental funding requests, predict equipment stress, and adaptively adjust global supply chain activities which reach back into production.

3.13.1. **Reconstitution.** Functional areas that entered surge operations must be reconstituted. Reconstitution is the restoration of combat capability following operations. Reconstituting capability to meet future threats sets the force and presents a tremendous challenge; one that must be met within the constraints of budgetary realities with an eye toward our transformational force and the demands of ongoing deployed operations. The Air Staff FAM, MAJCOM, ARC, and AEFC will develop and execute a reconstitution plan. In cases where reconstitution is necessary for multiple functional areas or across the AEF construct, AF/A5XW will work with the AEFC to provide the AFCAT (AFOG) an overall assessment and COA for CSAF approval. Response to crises and expeditious reconstitution (when necessary) to a rotational posture with the least possible impact on the AEF schedule remains critical to the AEF concept. See **9.17.** and **Chapter 12**, for further guidance.

3.13.1.1. Several agencies are invaluable to the component headquarters, AEFC, and MAJCOM staffs in evaluating reconstitution plans (e.g., for CAF aviation, the CAF SIPT; for CONUS-based

MAF aviation, HQ AMC/A3 in association with AFRC and ANG; for ECS, the ECS IPT and AEFC functional schedulers).

3.13.1.2. Planners must balance post-crisis or post-contingency redeployment requirements with the need to repopulate the AEFs. Planners should attempt to execute a first-in, first-out replacement plan while continuing to meet combatant commander mission requirements (e.g., one unit/UTC may have been first to deploy to a crisis, but because its capability is still required or due to its position in the AEF schedule, may redeploy after a unit/UTC that arrived later in the crisis). In coordination with AF/A3O, MAJCOMs and ARC, the AEFC will monitor residual AEF capability, and AEF UTC Reporting Tool (ART) assessments, to measure the impact on AEF forces.

3.13.1.3. Air Staff, MAJCOM, ARC FAMs and the AEFC will monitor current and emerging requirements to ensure anticipated rotational requirements are supportable.

3.13.2. **Establishing Standing Rotational Operations.** A component headquarters should identify requirements that necessitate sustained rotation support to the AEFC, AFCAT (AFOG) and AF/A3/5. Missions not previously supported by the AEF require AFCAT confirmation that the SecDef order (e.g. DEPORD, EXORD) or modification to the order allows the support with AEF scheduled forces. The AEFC will work with the component headquarters to incorporate new requirements into the requisite PID. The component headquarters must provide reporting and funding instructions. See **Chapter 9**.

3.14. Establishing Contingency Organizations. Planners will use existing organizational structures. Organizational structures at each employment location will parallel peacetime structures. Provisional units will be identified during planning by the component headquarters to expedite their use during contingency execution. Refer to AFI 38-101.

3.15. AEF After Action Report (AAR). AEF commanders will submit After Action Reports in accordance with supported component headquarters guidance.

Chapter 4

PLANNING AND EXECUTION SYSTEMS

Section 4A—Purpose

4.1. Purpose. This chapter provides basic information on war planning and execution information technology (IT) systems used by in the U.S. Air Force. It provides an overview of IT management and administration, including information on system access and training.

Section 4B—Systems

4.2. Overview.

4.2.1. **Definitions**

4.2.1.1. **Family Of Systems (FOS) –** A set or arrangement of independent (not interdependent) systems that can be arranged or interconnected in various ways to provide different capabilities. The mix of systems can be tailored to provide desired capabilities dependent on the situation. Under today's warfighting, assembly of forces for contingencies is primarily ad hoc, based on a generic set of requirements rather than preplanning that designates specific forces for a particular contingency. Thus, interoperability of the independent platforms is a key consideration in the ad hoc deployment of a "family-of-systems".

4.2.1.2. **System of Systems (SOS) –** A key principal to the understanding of a "system-of-systems" is the notion that a system performs a function not possible with any of the individual parts acting alone. A "system-of-systems" may be physically bounded in a single platform or consist of a collection of separate, but interdependent, interconnected platforms performing different functions. Thus, a system can be viewed as any organized assembly of resources and procedures united and regulated by interaction or interdependence to accomplish a set of specific functions. In this context, a "system-of-systems" can be viewed as a set or arrangement of interdependent systems that are related or connected to provide a given capability. The loss of any part of the system will degrade the performance or capabilities of the whole.

4.2.1.3. **Umbrella Systems –** System providing a single interface to access, interpret, and/or manipulate data from multiple functionally independent systems. This use of the term can be viewed as the "front end" of a SoS as defined above.

4.2.1.4. **Applications -** Programs written to perform a specific task or function, i.e. a word processor or spreadsheet. This is in contrast to the operating system, a general-purpose program to control the computing environment.

4.2.1.5. **Support Tools –** A specific module of capability programmed into an application.

4.2.1.6. **Reference Files -** Present data created and maintained outside the umbrella system for use by the system in interpreting and presenting native data to the user. For example, these files specify codes for locations, readiness status of units, movement details for UTCs or individual equipment items and are available to translate those codes to "plain English."

4.2.2. **Architecture.** Global Command and Control System (GCCS) is the DOD's automated system that integrates the strategic command, control, communications, and intelligence functions (See **Fig-**

ure 4.1.). GCCS is based on strict compliance with the Defense Information Infrastructure Common Operating Environment (DII COE) and Configuration Management. GCCS is a secret level system that makes planning information available at all levels (including base level). Access to GCCS is provided through the SIPRNET, the secret layer of the Defense Information Systems Network (DISN). GCCS supports planning for mission areas such as operations, mobilization, deployment, employment, sustainment, and intelligence. It enables joint force commanders to synchronize the actions of air, sea, land, space, and special operations forces. Its flexible range enables operational use from actual combat to humanitarian assistance. GCCS is a standard platform for a large group of software applications. These software applications provide senior-level decision makers and their staffs with enhanced capability to plan and conduct joint military operations. They also provide unique capabilities and functions to assist planners in retrieving, assessing, sharing, and transmitting information. The JOPES, DCAPES, and WMP System applications are available through GCCS. GCCS provides a single integrated Command, Control, Communications, Computers and Intelligence (C4I) application environment on which JOPES resides. GCCS is the joint data sharing/collaborative system supporting both secret (GCCS) and top secret (GCCS-TS) information. GCCS supports the Common Operational Picture, Global Status of Resources and Training System (GSORTS), GCCS Newsgroups, JOPES related data and other systems.

4.3. Joint War Planning & Execution Systems and Applications

4.3.1. **Joint Operational Planning and Execution System (JOPES) Automated Data Processing (ADP)**

4.3.1.1. **Overview.** The JOPES ADP mission applications and files described below are used for joint command and control. These applications interface with Service applications for essential joint planning data. The Air Force interface is accomplished by DCAPES, which will be discussed later in this chapter. These systems reside on GCCS.

4.3.1.2. **Major Capabilities**

4.3.1.2.1. **Time Phase Force Deployment Data (TPFDD).** The TPFDD is the database used to coordinate the movement of forces into their operational locations. The TPFDD includes forces from all Services and their movement requirement. These forces compete for the limited available lift to have their assets in-place first. JOPES Volume III establishes the methods and procedures the JPEC will follow to coordinate its efforts to develop a TPFDD.

4.3.1.2.2. **JOPES Edit Tool (JET).** JET provides a capability for the planner to create and modify a TPFDD file and build a force list. JET provides the means for planners to build the force list in the TPFDD. Planners use JET to define the force requirements by unit type codes (UTC), associate these UTCs with tasked units, routing from origin to destination, and route UTC into the theater.

4.3.1.2.3. **Rapid Query Tool (RQT).** RQT provides a capability for the planner to query and produce reports from a TPFDD file. RQT provides the means for planners to produce relevant time phased force deployment listings (TPFDL). These TPFDLs are used to coordinate the deployment flow and ensure each UTC's movement is in the proper sequence. A TPFDL can be sorted by different data fields. Common data sorts used by planners are by Service, UTC, dates (ALD, LAD, RDD, etc.), destination, origin, transportation mode, and functional area.

4.3.1.2.4. **Scheduling and Movement (S&M).** S&M enables the planner to report and track movement of TPFDD requirements.

4.3.1.2.5. **Medical Analysis Tool (MAT).** MAT provides medical planners with a means of determining the overall medical feasibility of an existing or proposed OPLAN. This is a JOPES direct support tool.

4.3.1.2.6. **Joint Engineer Planning and Execution System (JEPES).** Provides the planner a means to analyze facility, material, and force level support requirements for civil engineering personnel. This is a **JOPES direct support tool.**

4.3.1.2.7. **Web Hoc Query (WHQ).** WHQ provides users with a means to develop, save, and print tailored queries extracting data from the JOPES core database via the SIPRNET.

4.3.1.2.8. **Airfield Information.** Airfield information is provided via access to the National Geospatial-Intelligence Agency website. (**JOPES direct support tools)**

4.3.1.2.9. **Standard Reference Files.** These standard reference files specify codes for locations, cargo and passenger movement details for UTCs or large equipment items, movement details for UTCs or individual equipment items.

4.3.1.2.9.1. **Geographic Location File (GEOFILE).** The GEOFILE provides codes for specific locations. Properly used, these codes aid force movement planning. Planners must be careful they use the correct code to ensure the required location is listed. For example, Charleston seaport, airport, and military airport each have different geographic codes.

4.3.1.2.9.2. **Type Unit Characteristics (TUCHA) file.** The TUCHA file contains the deployment data for all approved DOD UTCs, including the number of passengers and the cargo increments and the weights and dimensions. This standard reference file is used when planners develop the TPFDD. When a planner enters a UTC in a TPFDD, the information from this file is copied into the TPFDD. This cargo data is the level four information needed to plan the forces movement.

4.3.1.2.9.3. **Type Unit Equipment Detail File (TUDET).** The TUDET contains the dimensional and weight data for large pieces of equipment. It may be looked up using the nomenclature or national stock number.

4.3.2. **Global Status of Resources and Training (GSORTS).** The GSORTS database record provides unit readiness status and current location. The GSORTS database record reflects the readiness level of selected units in terms of training, equipment, and personnel against the level required to undertake assigned missions. Planners may review the data in this database while selecting units to support an operation

4.3.3. **Joint Flow and Analysis System for Transportation (JFAST).** While not a JOPES tool, JFAST complements JOPES by assisting the planner with analyzing OPLAN feasibility in terms of intertheater movement. It also provides a capability to generate non-unit-related cargo (CIN) and personnel (PIN) requirement estimates based on the forces to be supported and the duration of the planned operation.

4.3.4. **Collaborative Force Analysis Sustainment Transportation (CFAST).** CFAST is a web-enabled suite of applications designed to aid in quickly developing a "transportation feasible" TPFDD. It is a candidate tool for inclusion in the Adaptive Planning construct. Although CFAST is

not a system of record it is fielded and accredited for operations on SIPRNET. Selected combatant commands use CFAST to build TPFDDs for Contingency (Deliberate) Plans.

4.4. Air Force War Planning and Execution Systems (WPES)

4.4.1. **Deliberate and Crisis Action Planning and Execution Segments (DCAPES).**

4.4.1.1. **Overview.** The Air Force planning and execution community supports JOPES by feeding Air Force unique data through DCAPES. DCAPES is the standard automated data processing (ADP) system designed to provide communication of OPLAN requirements and resource monitoring capability by integrating planning data with operations, logistics, manpower, and personnel processes to enable planners to develop and access near-real time data from Service and joint systems.

Figure 4.1. War Planning & Execution Systems (WPES).
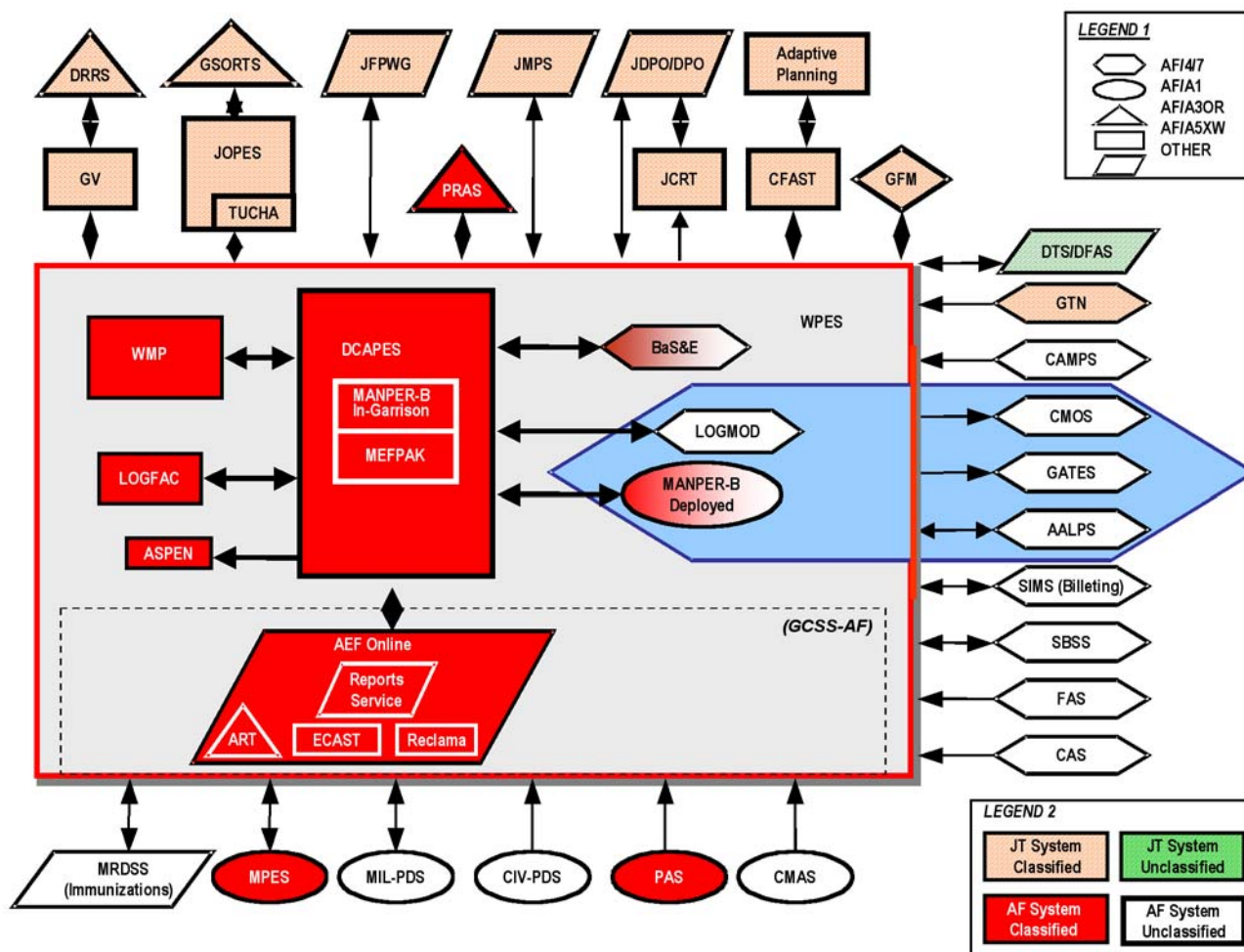
4.4.1.2. **Major Capabilities.** The supported component headquarters will communicate the employment resource requirements to the supporting commands and wings/bases using DCAPES. Communication with units at base level is necessary to ensure unit deployment planning supports the component headquarters' requirements and identifies and compensates for shortages. Air

Force planners and readiness offices use DCAPES at various command levels to translate contingency planning, JCS exercise, real world crisis execution, or local exercise taskings into detailed unit requirements down to the AFSC and tool box level. Air Force planners, readiness personnel, FAMs, and unit deployment managers (UDMs) use the data in DCAPES to prepare resources for movement and accomplish force accountability at the deployment and employment locations. Command or base-level unique systems may be used only if a request for incorporation of the system into DCAPES is evaluated, approved, and filed at AF/A5XW. If the request is rejected, use of the unique system must be terminated. As depicted in Figure 4.1, DCAPES is the cornerstone system and will migrate to the Air Force's WPES under increment 2b. Additionally, many of the systems depicted in the diagram are discussed in greater detail in this chapter.

4.4.1.2.1. **Manpower and Equipment Force Packaging (MEFPAK).** The Manpower And Equipment Force Packaging (MEFPAK) is the **process** for developing and describing standard, predefined manpower and equipment force capabilities and determining the deployment characteristics of these capabilities in support of JOPES and DCAPES, LOGMOD, AND MANPER. These standard descriptions of the units and elements are used for wartime, contingency, and force planning to all levels of command. MEFPAK operates within the DCAPES software on GCCS.

4.4.1.2.1.1. Standard force capabilities are uniquely identified in MEFPAK by UTCs, which are integral parts of contingency and crisis action planning. UTCs are the data records identified in TPFDDs that identify what forces are deploying.

4.4.1.2.1.2. UTCs depict a force capability with personnel and/or equipment requirements. The unique five-character UTC designator is controlled by the Joint Staff. A UTC becomes standard when it's registered in MEFPAK and entered in the TUCHA with complete movement characteristics. These standard unit descriptions/force capabilities are collected in two components of the MEFPAK: the MANFOR and the LOGFOR. UTC packages are the basic building blocks for determining detailed planned manpower and equipment requirements data.

4.4.1.2.1.3. The MANFOR is a component of DCAPES. Standard UTCs are used in DCAPES and JOPES to identify manpower and logistics requirements for deployment, movement planning, and plan execution. UTCs are available through UTC Availability and maintained in the WMP-3, Part 2 by AF/A5XW.

4.4.1.2.1.4. The MEFPAK summary report reflects standard Air Force UTC personnel and cargo movement characteristics used by Air Force planners for general war planning.

4.4.1.2.1.5. DCAPES supports MEFPAK and provides the capability to update GCCS files containing personnel/logistics deployment capabilities available for deployment. DCAPES specifically provides unit type management functions to the Air Staff. These functions allow selected Air Staff users to aggregate data related to Air Force standard unit types, create summary products, and feed the data to joint systems.

4.4.1.2.1.6. DCAPES assimilates data from MEFPAK, converting the data into a format needed by JOPES.

4.4.1.2.1.7. The process starts when UTCs are registered in the Headquarters Air Force (HAF) Manpower Force Packaging System (MANFOR) system. Next the manpower and logistics detail are built by the MEFPAK responsible agency in DCAPES and LOGMOD.

4.4.1.2.1.8. MEFPAK generates summary information for the JCS in the Type Unit Data Report (TYPREP) file. The JCS distributes the TYPREP as the TUCHA to the Combatant commanders for use in JOPES for developing the TPFDD and in determining OPLAN transportation feasibility. **Note**: Joint planning above the component level doesn't require the personnel and equipment detail contained in the MEFPAK.

4.4.1.2.2. **Manpower Force Packaging System (MANFOR)**

4.4.1.2.2.1. MANFOR is a component of MEFPAK and DCAPES. It's a database containing the UTC and title, MISCAP, and manpower detail for each applicable UTC. The MANFOR subsystem automates creating and maintaining manpower details for the Manpower Force Elements (MFE) associated with UTC packages.

4.4.1.2.2.2. MANFOR passes UTC data to the master Air Force file maintained by the Air Force Manpower Agency Readiness Branch. It interfaces with the Manpower and Personnel Module - base-level (MANPER-B) module to permit unit involvement in the UTC manpower requirements development process.

4.4.1.2.2.3. **Objectives of the MANFOR** :

4.4.1.2.2.3.1. Provide joint and Air Force planners with standardized force capabilities documenting manpower requirements for execution, operations, and deployment planning documents.

4.4.1.2.2.3.2. Provide a means to communicate standard wartime, force planning, and contingency manpower requirements to all levels of command within the Air Force.

4.4.1.2.2.3.3. Provide Air Force input to the JOPES TUCHA database.

4.4.1.2.2.3.4. Establish a baseline for communication among the MEFPAK responsible commands.

4.4.1.2.2.3.5. Serve as the foundation for individual requirements documentation by operations planners at all levels.

4.4.1.2.2.3.6. The objective of MANFOR is achieved through the development of an Air Force-level approved, standard master database of force capabilities available in joint and Air Force command and control systems.

4.4.1.2.3. **Logistics Forces (LOGFOR)**

4.4.1.2.3.1. LOGFOR is used to collect and store the material requirements (called the logistics detail (LOGDET)) for UTCs. The LOGDET defines the standard equipment requirements for each UTC. The LOGDET is provided at the national stock number (NSN) level. LOGFOR functions include:

4.4.1.2.3.1.1. Providing equipment planning data for deploying units.

4.4.1.2.3.1.2. Providing the foundation for individual force capability strategic airlift requirements estimates for planning.

4.4.1.2.3.1.3. Providing inputs to the JOPES TUCHA database.

4.4.1.2.3.1.4. Equipment planning data for use by Air Force units in their deployment plans. Standard UTC LOGDET data is developed and maintained by pilot units in the

LOGFOR module of LOGMOD. UTC suffix zero denotes standard equipment requirements for all like units and serves as a baseline for non-pilot units when initially developing and maintaining their LOGPLAN files based on OPLAN/CONPLAN and AEF tasking.

4.4.1.2.3.1.5. A baseline for communication among the MEFPAK responsible commands.

4.4.1.2.3.1.6. LOGDET is generic and capable of worldwide deployment.

4.4.1.2.3.1.7. Detailed logistics force definition data are available in the DCAPES LOGFOR subsystem and LOGPLAN system of each MAJCOM.

4.4.1.2.3.1.8. Detailed manpower force definition data for standard UTCs are available in the DCAPES MANPER MANFOR located in each MAJCOM and base with a MANPER system. Force definition data for specific plans, reflecting the actual use of standard UTC data as well as tailored and nonstandard requirements, are contained in the plan requirements database prepared for each plan either at the supported component headquarters, intermediate headquarters or employment base.

4.4.1.2.4. **Air Force JOPES Editing Tool (AFJET).** AFJET provides the United States Air Force with the ability to view or edit OPLAN related data from the JOPES Level 2 data down to the personnel Line Level Detail (LLD) and the Increment, Item and Suffix cargo detail. The DCAPES Increment I AFJET User's Guide, located on the DCAPES main window, is an authoritative description of the DCAPES AFJET functions that are available to DCAPES users.

4.4.1.2.5. **Air Force Query Tool (AFQT).** The AFQT module provides the United States Air Force with a user-friendly, fast and efficient user interface to accomplish the following capabilities:

4.4.1.2.5.1. Dynamic Query Tool (DQT). JOPES and DCAPES core database query creation, report generation.

4.4.1.2.5.2. Storing, execution and maintainability of user-defined queries coupled with any associated retrieval parameters.

4.4.1.2.5.3. Scheduling and Movement retrieval and reporting capability.

4.4.1.2.5.4. Predefined reports generation.

4.4.1.2.5.5. Management and control of deferred job scheduling.

4.4.1.2.5.6. Creation, generation and maintainability of user defined ad-hoc and tabular reports.

4.4.1.2.6. **Scheduling and Movement (S&M).** S&M is the JOPES application that handles command and control information on deployment activity and status. It functions as a vehicle for reporting and tracking movement of TPFDD requirements. S&M allows you to review, update, schedule, and create manifests for both Transportation Component Command (TCC) carrier and organic movement before and during deployment. It provides the capability to review and analyze an extensive variety of requirement and movement data.

4.4.1.2.7. **Unit Type Management (UTM) Module.** The UTM is the DCAPES module for managing UTCs. The module has three tools, one for registration, one for UTC maintenance, and one for reports. The UTC Registration Tool allows users to request a new UTC, request a change to an existing UTC, or request that an existing UTC be cancelled. When a request is approved, the registration of that request creates or changes the title record for that UTC. UTM allows users to add a new UTC or change a working copy of an existing UTC. This tool also allows selected users to import and view logistics data from the Logistics Module (LOGMOD) Logistics Force Packaging System (LOGFOR) system, create or maintain manpower data, and create or maintain MISCAPS.

4.4.1.2.8. **The Analysis and Feasibility Tool (AFT).** AFT provides the Air Force with the ability to perform analysis of operational requirements and comparisons of operational requirements to the various Manpower and Personnel resources available to the Air Force planner. The DCAPES Increment I AFT User's Guide document is an authoritative description of the DCAPES AFT functions that are available to DCAPES users.

4.4.1.2.9. **Air Force System Services (AFSS).** AFSS provides importable and exportable data in stand alone files. This includes LOGMOD, TUCHA, WMP, and MANPER-B. Other features include Purge Data Utility (PDU), toggle to external systems, throttle user accounts and roles, and User Account Maintenance (UAM).

4.4.2. **War and Mobilization Planning (WMP).**

4.4.2.1. **Overview.** While the WMP documents were discussed earlier in this instruction, the WMP system is an automated planning tool which includes an integrated database containing WMP-3 Part 1 (Combat Forces), WMP-3 Part 2 (UTC Availability (formerly AFWUS) and Multiple UTC Groups (MUG), WMP-3 Part 3 (RSP), WMP 4, (NSAU and MISPRO), WMP-5 (Rates & Factors), and a TPFDD Development tool. In addition, it contains a capability to create a data file that uses the WMP-3 Part 1 apportionment and MUGs that can be imported into a DCAPES/ JOPES TPFDD. The WMP System also includes sourcing methodology that supports the AF's contingency planning process. The WMP-1, WMP-2, and WMP–3, Part 4 are stand-alone documents.

4.4.2.2. **Major Capabilities.** Planning Guidance in the WMP Volumes: Volumes 1, 3, and 5 provide planning policy/guidance, forces, and planning factors/data, respectively, to assist the Air Force planner in developing supporting OPLANs, CONPLANs, or FUNCPLANs. Volumes 2 and 4 are products of plans. They are produced and managed by the Air Staff but usually maintained or developed at the MAJCOM and/or air component command level.

4.4.2.2.1. WMP Volume 1 is not a system and is discussed in detail in **Chapter 2**.

4.4.2.2.2. WMP Volume 2 is not a system and is discussed in detail in **Chapter 2**.

4.4.2.2.3. WMP Volume 3 lists the combat and support UTC availability and is the reference for forces planning. It is produced in four parts: Combat Forces, Support Forces, Readiness Spares Package (RSP) Authorization Document, and AEFPP Capability Annexes. **Note**: The current WMP-3 Part 2is the UTC Availability (Formerly Air Force Wide UTC Availability System (AFWUS)), which will be integrated into DCAPES.

4.4.2.2.3.1. **WMP-3 Part 1.** As mentioned earlier, the WMP-3 Part 1 is the Air Force's supporting plan to the JSCP. WMP-3 Part 1 converts the CJCS force apportionment, listed

by number of squadrons, elements and/or primary mission aircraft inventory (PMAI) into the specific units that will support the combatant commanders. The units identified in the WMP-3 Part 1 for each combatant commander must be the same units utilized in each combatant commander's TPFDD. Due to the dynamic nature of force structure changes, budget revisions, and combatant commander requirements, the WMP-3 Part 1 data is constantly updated. The WMP-3 Part 1 module consists of 4 main functions; edit, command updates, HQ review, and modify PPBES/FY.

4.4.2.2.3.1.1. The edit function provides the capability to add, delete and modify records in the database, a function accomplished by AF/A5XW. The programmed force structure, obtained through the "force tabs" from AF/A8P, is provided for the POM, BES and PB for an eight year period and is used to update the WMP-3 Part 1 force structure.

4.4.2.2.3.1.2. The command update function enables the MAJCOMs and component headquarters to provide "recommended" changes to individual data elements in the WMP-3 Part 1 database. In addition, users are able to provide "general comments" concerning any record/unit within the database. Requests for WMP-3 Part 1 review are sent out by AF/A5XW on a regular basis, but mainly during a new JSCP update cycle. Recommended changes to WMP-3 Part 1 are encouraged at any time.

4.4.2.2.3.1.3. The HQ review module enables AF/A5XW to review the commands' "recommended" changes. These "recommended" changes are either "accepted" or "rejected" and those that are "accepted" are automatically updated in the database.

4.4.2.2.3.1.4. The modify PPBES/FY function allows AF/A5XW to copy one PPBES to another and either add or delete FYs for any PPBES.

4.4.2.2.3.2. **WMP-3 Part 2 - UTC Availability.** The corresponding owning force provider maintains all UTC availability records. The MUGs are maintained by AF/A5XW; however, the owning force provider may have access to update. The goal is to maintain a current listing of all Air Force UTCs available to rapidly support combatant commander requirements and other contingencies. For specific guidance on UTC availability and posturing, see **Chapter 7**.

4.4.2.2.3.2.1. **Overview.** The single-source official, master database that lists Air Force capability, in terms of UTCs, for use in contingency and crisis action planning

4.4.2.2.3.2.2. **Major Capabilities.** UTC Availability provides the users with the following capabilities and functions:

4.4.2.2.3.2.2.1. Capability to view any/all database records regardless of MAJCOM or Component (Active/ANG/AFRC).

4.4.2.2.3.2.2.2. Capability to add single or multiple records with the same UTC/UIC.

4.4.2.2.3.2.2.3. Capability to delete individual or multiple records with the same UTC/UIC.

4.4.2.2.3.2.2.4. Capability to modify individual data element cells or a single data element for multiple records.

4.4.2.2.3.2.2.5. Capability to add new "FRAGGED" records using the fragmentation code (FRAG) function.

4.4.2.2.3.3. **WMP-3 Part 3 - RSP.** The WMP-3 Part 3 identifies the authorizations for Readiness Spares Packages (RSP) for airborne assets. The WMP System generates an RSP report that includes authorizations and computations. The report is used to generate the RSP Authorization Document, commonly referred to as the Blue Book.

4.4.2.2.3.4. WMP-3 Part 4 – AEFPP Capability Annexes is not a system and is discussed in detail in Chapter 2.

4.4.2.2.4. **WMP Volume 4 WAA.** This five-part document reflects the most current MAJCOM planning, positioning, and employment activity of aviation forces tasked in support of OPLANs and CONPLANs with TPFDDs. It shows planning, positioning, and employment of programmed Air Force aircraft by OPLAN/CONPLAN, base, MDS, and mission.

4.4.2.2.5. **WMP Volume 5- Basic Planning Factors.** It is a programming document comprised of planning factors and data. It includes the only U.S. Air Force-approved wartime sortie rates, attrition rates, sortie duration, and crew ratio rates by MDS used for War Reserve Materiel (WRM) planning. It provides approved US Air Force wartime planning factors, (e.g., sortie rates and sortie duration) from which the expenditure of many war consumables (e.g., fuel, oil, lubrication, chaff, flares, operational rations (Meals Ready to Eat, MRE), etc.) can be estimated.

4.4.2.2.5.1. The WMP-5 module consists of the WMP-5 Calculation Program and the WMP-5 sortie rates and factors modifications function. The WMP-5 calculation program combines WMP-3 Part 1 force structure and the WMP-5 rates and factors to produce flying hours and sorties for wartime assets determination. The WMP-5 rates and factors are maintained by AF/A5XW and are the source for the WMP-5 document. The WMP-5 calculation program is normally run by AF/A5XW; however, if other users need calculations, access may be granted upon request.

4.4.2.2.5.2. AF/A5XW will maintain the WMP-5 database and the WMP-5 system tables that support the WMP-5 Calculation Program.

4.4.2.2.5.3. MAJCOMs will verify that the rates are supportable by their aviation units.

4.4.2.2.6. **TPFDD Data File Creation.** This process provides users the ability to build a data file in the appropriate TPFDD format using apportioned forces from the WMP-3 Part 1 or specific units desired for an exercise or contingency. Expeditionary Combat Support (ECS) requirements are inserted into the data file using the support UTCs in the aviation MUGs, base operating support (BOS) MUGs, Functional MUGs and BDR MUGs. Once all MUGs are placed in the data file, the requirements can be adjusted as necessary.

4.4.3. **Logistics Module (LOGMOD).**

4.4.3.1. **Overview.** A logistics-planning program that receives and maintains the cargo and personnel details for UTCs and taskings. It maintains detailed cargo records as well as personnel records (levy file positions and the personnel to fill them) and provides a command and control capability through the Deployment Schedule of Events (DSOE) module.

4.4.3.2. **Major Capabilities.** There are four modules: Logistics Force Packaging (LOGFOR), Logistics Planning Module (LOGPLAN), Deployment Schedule of Events (DSOE), and Unit Deployment Management. LOGMOD-Stand Alone (LSA) is used as a back up to LOGMOD. This system is a unit level program that manages personnel and cargo data in an off-line mode. LSA contains similar capabilities as LOGMOD and is a tool available when LOGMOD is not. LOGMOD operates in unclassified mode. There is no direct interface between LOGMOD and DCAPES.

4.4.3.2.1. The Logistics Force Packaging Subsystem (LOGFOR) provides the **capability** to create and maintain the standard logistics details consisting of supplies and equipment for each UTC in the Air Force. The product of LOGFOR is called the Logistics Detail (LOGDET).

4.4.3.2.2. The Logistics Planning Subsystem (LOGPLAN) provides the capability to tailor or customize the plan **unique** UTC database of equipment and supplies for each tasking (OPLAN/CONPLAN) that includes Air Force assets. Tailored UTC information developed in LOGPLAN must be manually transferred to DCAPES to ensure TPFDD includes correct movement requirements data. This database is called the Logistics Plan File (LPF). LOGPLAN subsystem capabilities:

4.4.3.2.2.1. The Deployment Schedule of Events (DSOE) module provides users with an automated capability to plan, schedule, and monitor the deployment actions that support the movement of forces.

4.4.3.2.2.2. The Unit Deployment Management module is used by the UDM in preparation for and execution of deployment taskings.

4.4.4. **Manpower Personnel – Base Level (MANPER-B).**

4.4.4.1. **Overview.** A manpower and personnel program application on GCCS that allows base level personnel access to manpower and personnel tasking requirements. It is currently scheduled to be replaced by DCAPES software increments 4.0.2.0 and 4.0.3.0 scheduled for FY06.

4.4.4.2. **Major Capabilities**

4.4.4.2.1. It operates within the SECRET environment on the GCCS platform.

4.4.4.2.2. It can be accessed through the GCCS platform at both the home station unit by PRF/MO or by deployed PERSCO teams.

4.4.4.2.3. It manages force package (UTC) data at Base Level.

4.4.4.2.4. It provides requirements/ personnel data to LOGMOD

4.4.4.2.5. It exports files to CMOS and GATES for automated passenger manifest.

4.4.4.2.6. It compiles and routes requirements and personnel data at all levels of Air Force military personnel deployment tracking.

4.4.4.2.7. It maintains requirements/ tasking by TPFDD and ULN and automates selection and reporting of personnel data for deployments.

4.4.4.2.8. It creates TDY Mini-records.

4.4.4.2.9. It produces TDY Orders: Automates Travel Orders (TDY and NATO).

4.4.4.2.10. It tracks duty status for personnel accountability/reporting for all military/civilian personnel (All Air Force components, U.S. Services, and other countries) and provides duty status update files for the Military Personnel Data System (MilPDS).

4.4.5. **Military Personnel Data System (MilPDS).**

4.4.5.1. **Overview.** As highlighted in **Figure 4.1.**, MilPDS feeds DCAPES with all personnel information required to support the War Planning and Execution process. Mil-PDS supports over 250 processes throughout the life cycle that incorporates personnel transactions at the squadron, wing, MAJCOM, and Air Force Personnel Center level.

4.4.5.2. **Major Capabilities.** MilPDS is used in the management of every aspect of an Airman's career from Accessions, Reenlistments, Retraining, Career Field Management, Assignments, Employments, Quality Force Management, Evaluations and Retirements. It collects, processes, and provides Personnel Data where and when it is needed through relational databases to reduce data redundancy and ensure that data is current, accurate, and available. Application "business rules" protect data integrity from data mismatches. Data is now shared by various other Air Force systems versus transferred, thus the most accurate data is always available. It contains an AEF Association data field for documenting a member's aligned AEF. **Note:** AEF association in MilPDS/ DIMHRS does not apply to ARC. Much of the functionality in MilPDS is programmed for transfer to the Defense Integrated Military Human Resources System (DIMHRS) over the next several years

4.4.6. **AEF UTC Reporting Tool (ART).**

4.4.6.1. **Overview.** CSAF-directed system at the AEF Center that was developed to measure AEF readiness. It is a secure, web-based tool that resides on the SIPRNET. It addresses readiness at the UTC level.

4.4.6.2. **Major Capabilities.** ART enables commanders to report the ability of a standard UTC to perform its Mission Capability Statement (MISCAP) anywhere in the world at the time of the assessment and identify capability through the next AEF pair. It highlights missing resources and helps to quantify missing requirements for additional justification when submitting budgets. It also provides the ability to evaluate a UTC prior to tasking, picks the UTC with the best capability to meet the tasking, and helps to forecast shortfalls. Unlike SORTS, ART is the only assessment system that goes down to the UTC level. **Note**: ART does not measure a UTCs availability to deploy, only its ability to meet its MISCAP should it be tasked.

4.4.7. **Enhanced Contingency-Rotational AEF Scheduling Tool (ECAST).**

4.4.7.1. **Overview.** ECAST is a functionality based, UTC management and scheduling system. It provides the AEF Center with a tool to "schedule" or "initiate sourcing of" rotational or contingency requirements and manage AEF Library linkage. ECAST manages residual forces, supports scheduler's decision making, and meets deployed commander's missions. It is a permission-based, role-oriented application residing on the SIPRNET.

4.4.7.2. **Major Capabilities.** ECAST is an automated tool enabling AEFC Functional Schedulers to schedule UTCs for contingency/exercise, links scheduled UTCs to AEF Library resources, and manages residual lists of full and partial UTCs. It also accesses ART data for decision-making and provides access to links and lookup tables. ECAST can also handle shortfall/reclama processing data and maintain visibility of new requirements. It keeps track of daily transaction reports for ver-

ification of updates and allows users to look up requirements and scheduling status. ECAST also uses data and reports for analytical needs and management of processes. It receives data from DCAPES, maintains history of scheduling actions, and maintains detailed notes about scheduling decisions.

4.4.8. **Predictive Readiness Assessment System (PRAS).**

4.4.8.1. **Overview.** The Air Force is currently concluding the third year of development for a Predictive Readiness Assessment System (PRAS) capable of assessing and predicting future Air Force unit combat readiness. The system will provide the Air Force with a tool to predict the readiness implications of combat and combat support forces as they change and respond to taskings.

4.4.8.2. **Major Capabilities.** Key input variables will include demand for forces, funding, logistics, personnel, infrastructure, and readiness reporting indicators. Final development will result in a tool that analyzes leading readiness indicators and provides the Air Force with a set of interrelated impacts to help us make future operational and resource allocation decisions.

4.4.9. **Logistics Feasibility Analysis Capability (LOGFAC).**

4.4.9.1. **Overview.** Logistics Feasibility Analysis Capability (LOGFAC) supports logistics and operational planning staffs at Headquarters United States Air Force (HAF), Major Command, and unit level. LOGFAC enables users to develop assessments of the capability of available stocks to support contingency operations. Users can develop the command War Consumable Distribution Objective, answer "what-if" materiel requirement and supportability questions, develop cost analysis of various support options, and monitor WRM stock levels. LOGFAC also provides MAJCOMs the capability to develop their respective inputs to the WMP-4.

4.4.9.2. **Major Capabilities.**

4.4.9.2.1. War Consumables capability is used to generate the War Consumables Distribution Objective (WCDO). The WCDO is a report printed by base identifying how much fuel, munitions, bullets, and other consumables are required for storage to support the planned aircraft activity identified in the WMP-4 at each base.

4.4.9.2.2. Force Supportability capability is used to "what if" the war/scenario. Using this capability, a MAJCOM can decide if they have enough munitions, bullets, fuel, and other consumables on hand to support a given TPFDD force or operations plan.

4.4.9.2.3. Assets and Material Rating (AMR) capability provides asset visibility. This capability is used much like SORTS to provide information on the status of consumables and BEAR Assets. The AMR capability provides reports showing on-hand versus required quantities for war consumables and reports showing the in-commission status of Basic Expeditionary Airfield Resources (BEAR) sets such as the 550i and 550f.

4.4.9.2.4. Wartime Aircraft Activity Reporting capability is used to update the WMP-4 Wartime Aircraft Activity (WAA) that displays for each planned operating base the wartime aircraft activity by major command and Operations Plan.

4.4.10. **AeroSpace Planning and Execution Network (ASPEN).**

4.4.10.1. **Overview.** The AeroSpace Planning and Execution Network (ASPEN) is an enterprise-wide architecture for conducting dynamic, distributed and collaborative planning and execu-

tion. ASPEN is designed to deliver effects-based capabilities across the full spectrum of air and space operations and all phases of conflict by integrating all tasks and echelons.

4.4.10.2. **Major Capabilities.** Current capabilities consist of a mobilization module used by Air Staff and Force Providers to request, staff, and track Presidential Recall Mobilization authorizations. Future capabilities will include an interface between ASPEN and MilPDS, which will link the authorizations with the mobilized individual actually fulfilling the requirement. Additional capability planned is force module creation, staffing, and tracking of capability packages in standardized formats to support the combatant commander.

4.5. Systems Management and Administration

4.5.1. **Joint**

4.5.1.1. **Oversight.** The responsible agent for the Joint Operational Planning & Execution System (JOPES) Automated Data Processing is the Joint Staff J3 directorate.

4.5.1.2. **Access.** The website for access to JOPES training can be viewed on the SIPRNet at **http://www.jdtc.jfcom.smil.mil**. For any other joint application training requirements, you must contact the applicable joint agency.

4.5.2. **Air Force**

4.5.2.1. **Oversight.** The responsible functional communities for the War Planning and Execution Systems that are depicted in this chapter are primarily AF/A5XW, AF/A4RX, AF/A1PR and AF/A1MR.

4.5.2.2. **Access.** Initially, individuals must obtain a GCCS account through the local GCCS Terminal Area Security Officer (GTASO). Second, individuals must request a DCAPES account (associated with the GCCS account ID) through their MAJCOM Functional Readiness POC and System Administrator. The process for obtaining account access is:

4.5.2.2.1. MAJCOMs will ensure all users attend in-residence DCAPES user training prior to receiving write permissions to the DCAPES database. The in-residence training consists of a traveling team or the formal AETC DCAPES Planners and DCAPES FAM Course. These are technical training courses that focus on the utilization of DCAPES applications. If a user has not completed in-residence DCAPES training, MAJCOMS can give users read-only privileges provided a user has completed the respective Computer-Based Training (CBT) for their area of responsibility. Information on applying to the schoolhouse or gaining access to the CBTs will be posted on **http://www.a3a5.hq.af.smil.mil/a5x/a5xw/index.htm** as it becomes available.

4.5.2.2.2. Write permission must be limited to trained users whose duties justify the level of access.

4.5.2.2.3. Under no circumstance should an untrained or novice user be given unmonitored access to an account with write capabilities.

4.5.2.2.4. Each Service, combatant commander, or MAJCOM is responsible for determining access request procedures for that portion of GCCS under their operational control.

4.5.2.2.5. The SIPRNET web page of the applicant's parent command typically provides the appropriate procedures or point of contact for requesting a GCCS account.

4.5.2.2.6. Air Staff and 11th Wing personnel must fill out the user access request form linked to the drop down menu at the bottom of the GCCS-AF SIPRNET homepage, **http://c2 www.af.pentagon.smil.mil**. Instructions for completion and routing are included as the last page of the form.

4.5.2.2.7. All MAJCOM or combatant headquarters requests for Headquarters Air Force level permissions must be submitted via SIPRNET email to **afxoxw.systems@af.pentagon.smil.mil**.

4.5.3. **Key DCAPES Roles And Responsibilities.** The following details key roles and responsibilities in support of DCAPES functional management.

4.5.3.1. MAJCOM, Component Headquarters, and ARC Roles and Responsibilities in DCAPES.

4.5.3.1.1. Will designate a DCAPES Functional Manager (FM) to manage allocated "08" series Plan IDs (PIDs) and respective user accounts.

4.5.3.1.2. Will designate a DCAPES Sub Functional Manager (Sub-FM) to assist the FM in managing allocated "08" series Plan IDs (PIDs) and respective Userids.

4.5.3.1.2.1. FMs may designate specific User Account Managers (UAMs) to assist and facilitate the management of user accounts in DCAPES.

4.5.3.1.3. Component headquarters DCAPES FM will manage the air component portions of their respective combatant commander's PIDs.

4.5.3.2. **DCAPES Super User.** A super user is an individual that understands and has the ability to apply knowledge in cross-functional areas (e.g., Operations and Logistics, Logistics and Personnel, Personnel and Operations).

4.5.3.2.1. To be designated as a Super User, the individual will possess the following qualifications and knowledge and accomplish the following as a minimum:

4.5.3.2.1.1. Expertise in at least two functional areas in DCAPES (AFJET and AFQT, AFQT and AFT, UTM and AFQT, etc)

4.5.3.2.1.1.1. Expertise is primarily from Operations Planning or a similar Capabilities/Requirements Planning Section

4.5.3.2.1.2. Super users will perform the duties of FM/Sub-FM as prescribed in this instruction.

4.5.3.2.1.3. Manages/oversees "08" series PID maintenance.

4.5.3.2.1.4. Manages/oversees userid maintenance.

4.5.3.2.1.5. Participates in and provides inputs to the DCAPES User Advisor Group (UAG).

4.5.3.2.1.6. Participates in DCAPES system testing as requested.

4.5.3.3. **Functional Manager (FM) & Sub Functional Manager (Sub-FM) Roles and Responsibilities**

4.5.3.3.1. Manage the applicable "08" series PIDs as prescribed in this instruction.

4.5.3.3.2. Liaison for User ID requirements (such as access to other PIDs) from their organization to other agencies such as:

4.5.3.3.2.1. Headquarters, U.S. Air Force

4.5.3.3.2.2. JOPES FMs

4.5.3.3.2.3. Other DCAPES FMs

4.5.3.3.2.4. HQ AFSOC

4.5.3.3.3. Coordinate the security verification of each user with respective GTASO and security manager.

4.5.3.3.3.1. Ensure time line (72 hours) for security verification is met.

4.5.3.3.4. Coordinate and validate with respective user and functional area the specific roles and permissions.

4.5.3.3.4.1. Ensure time line for roles and permissions verification is 72 hours.

4.5.3.3.5. Interpret and support this instruction's responsibilities.

4.5.3.3.6. Assisting in determining user-training requirements.

4.5.3.3.7. Finding, researching, and discovering Regulatory and security violations in DCAPES and taking appropriate actions against suspected users.

4.5.3.3.8. Providing reports to HAF User Account Manager, DCAPES UAG, and HHQ as needed.

4.5.3.3.9. Above responsibilities can be delegated to the DCAPES UAM.

4.5.3.4. **User Account Manager (UAM) Roles and Responsibilities.**

4.5.3.4.1. Validate account access.

4.5.3.4.1.1. Ensures the request for access is valid and needed prior to inputting in DCAPES.

4.5.3.4.2. Create JPERMS User ID.

4.5.3.4.2.1. Manage the respective Userid in JPERMS.

4.5.3.4.3. Create User IDs in DCAPES.

4.5.3.4.3.1. Manage the respective Userids in DCAPES (roles and permissions).

4.5.3.4.4. Perform daily account maintenance.

4.5.3.4.5. Assist in finding, researching, and analyzing user security violations and taking appropriate actions.

4.5.3.4.6. Providing reports to HAF User Account Manager, DCAPES UAG, and HHQ as needed.

4.5.4. **DCAPES/JPERMS Account Set-Up Process.** The following is the standard process that will be utilized by the Air Force Planning and Execution Community. This process is designed to ensure standardization of user access yet allows MAJCOMs the flexibility to adapt to their unique processes

(e.g. MAJCOMs are authorized to utilize and adapt a classified electronic method for account set up as long as the steps below are adhered to).

4.5.4.1. **The user will request access from ISSO/GTASO.**

4.5.4.1.1. User completes MAJCOM GCCS Security Briefing/Training

4.5.4.2. ISSO/GTASO will verify user's security clearance with security manager.

4.5.4.3. ISSO/GTASO/User (respectively) will fill out the GCCS Access Request Letter. The Access Request Letter is available at HQ GCCS SIPERNET Website (**http://c2www.af.penta-gon.smil.mil**).

4.5.4.3.1. MAJCOMs are authorized to utilize their DAA approved electronic version of gen-erating request (e.g. ACC WAM).

4.5.4.3.2. ISSO/GTASO will ensure the DCAPES/JPERMS permissions are properly requested and justified.

4.5.4.4. ISSO/GTASO will transmit (i.e. fax, mail, or e-mail) the GCCS Access Request Letter to the DCAPES Functional Manager (FM) or Sub-FM for verification/validation.

4.5.4.4.1. MAJCOMs are authorized to utilize their DAA approved electronic version of transmitting request (e.g. ACC WAM).

4.5.4.5. FM/Sub-FM validates the user's requested roles and permissions to ensure the user can only accomplish what they are assigned to do; FM/Sub-FM will ensure users are properly trained.

4.5.4.5.1. **Special Access procedures.** FM/Sub-FM approves special access to DCAPES.

4.5.4.5.1.1. Examples of this include: Special Ops permission to view "0V" records, AEFC permissions to utilize "0N" HQAF permissions, and access to the WMP data.

4.5.4.5.2. FM/Sub-FM will ensure utilization of DCAPES user list and creation of a DCAPES Global Access List that captures all users assigned to their respective agency.

4.5.4.5.2.1. This user list will be used to send out messages/information (via e-mail, etc.) to all DCAPES users managed by the respective FM/Sub-FM dealing with any GCCS/DCAPES issues (i.e. database unavailable, communication out, database maintenance, etc.).

4.5.4.5.2.2. The list facilitates in userid reconciliation. For example, if e-mail distribution lists are used, "undeliverable" e-mails identify a user who has moved from one location to another, and identifies personnel who may no longer need GCCS/DCAPES access.

4.5.4.5.3. FM/Sub-FM will notify ISSO/GTASO verification is complete or needs to be re-accomplished.

4.5.4.5.4. ISSO/GTASO will notify the User Account Manager (UAM) that verification pro-cess is complete or needs to be re-accomplished.

4.5.4.5.4.1. The FM/Sub-FM and UAM may be the same individual. However, there are many instances in the AFPEC that they are not, therefore requiring this level of coordina-tion

4.5.4.5.5. UAM builds an account for the user in DCAPES/JPERMS.

4.5.4.5.5.1. UAM also coordinates with appropriate Work Group Manager (WGM) to ensure user has a profile (USERID and password) built on the PC client (Windows).

4.5.4.5.6. Once User ID is built, FM to FM/Sub-FM to Sub-FM will coordinate for user access to applicable OPLANs from respective war-fighting combatant commander.

4.5.4.5.7. Sub-FMs will notify UAMs permission has been granted.

4.5.4.5.8. UAM notifies ISSO/GTASO that account set-up process has been complete.

4.5.4.5.9. UAM provides the User ID and default password to the ISSO/GTASO via secure communications.

4.5.4.5.10. ISSO/GTASO notifies user and directs user to change password upon initial Login.

4.5.4.5.10.1. If user doesn't change password, UAM or GTASO will disable account.

4.5.4.5.10.2. User secures and stores default password for future use.

4.5.4.5.10.3. If the user's account is disabled, the UAM/WGM resets the account password.

4.5.4.5.11. User will ensure password is marked with proper security classification.

4.5.4.5.12. User will ensure password is stored in the appropriate classification storage container/facility/electronic medium.

Chapter 5

UNIT TYPE CODE (UTC) DEVELOPMENT, REGISTRATION, AND MAINTENANCE

Section 5A—Purpose

5.1. Purpose. The purpose of this section is to provide the background, guidance and procedures for the development, registration, maintenance, and reporting of UTCs.

5.1.1. Air Force Planners and FAMs will use the DCAPES module, Unit Type Management (UTM) for all UTC development, registration, and maintenance activities. Users with DCAPES UTM permissions can find specific instructions in the UTM User's Guide.

Section 5B—Background

5.2. UTC Definition. A UTC is a potential capability focused upon accomplishment of a specific mission that the military Service provides. It can consist of manpower force element (MFE) only, equipment (LOGDET) only, or both manpower and equipment.

5.2.1. UTCs are represented by a 5-character alphanumeric code. The assignment of a UTC categorizes each type organization into a class or kind of unit having common distinguishing characteristics, controlled by the Joint Staff and AF/A5XW. The first character of the UTC and the function it represents are provided in CJCSM 3150.24B Vol I and II, *Type Unit Characteristics Report (TUCHAREQ)*. For some functional areas, the Air Force further defines the first two or three character in order to identify distinct capabilities within that functional area (see **Table 5.1.**).

5.2.2. War planners use UTCs to document total Air Force manpower and logistics requirements needed to support the national military strategy during operational planning and execution activities. These requirements are documented in a JOPES/DCAPES TPFDD (See **Chapter 8** for details) in support of an OPLAN, CONPLAN or OPORD.

5.2.3. The Mission Capabilities Statement (MISCAP) associated with a UTC defines the basic mission the UTC is capable of accomplishing. More information on MISCAPs is detailed later in this chapter.

5.2.4. UTCs by definition define capabilities. Generally, one and two person UTCs are discouraged unless they represent a stand-alone capability essential to support the warfighter. One and two person UTCs will be carefully evaluated during the Manpower and Equipment Force Packages (MEFPAK) approval process to ensure the stand-alone standard is met before approval is granted.

5.2.5. Right Sized. A right-sized UTC is one that provides a generic building block capability. This provides greater flexibility to planners and enables optimal support to the warfighting combatant commander or component.

5.2.6. Modular/scalable. UTCs can be used across the range of military operations (ROMO), whether for peacekeeping operations, humanitarian relief operations (HUMRO), rotational operations, small-scale contingencies, or combined with additional UTCs to meet OPLAN requirements. Small UTCs that build upon each other may be necessary to provide greater capability at a given location. A key element in modular/scalable UTCs is that the resources that make up a UTC are mutually exclusive of each other, in other words, no authorization is in more than one UTC. There are exceptions

such as aviation and maintenance UTCs that support USSTRATCOM requirements (formerly known as SIOP), which could be dual postured; these are not mutually exclusive.

5.2.7. A UTC is usable when it has been registered in DCAPES with MFE and/or equipment estimates. It is considered complete when it is registered in TUCHA, with all MFE and/or equipment detail. Once the UTC has been registered in the manpower and equipment force packaging (MEFPAK), the UTC can then be postured by an organization in the UTC Availability and with the exception of A-UTCs, can be used in a TPFDD for planning and execution purposes. (See **Chapter 7**)

5.2.8. A cross-functional UTC is one made up of MFE from different functional areas. A cross-functional force module (See **Chapter 6**) is one made up of standard UTCs from different functional areas.

5.3. Types of UTCs

5.3.1. There are two types of UTCs - standard and non-standard

5.3.1.1. Standard

5.3.1.1.1. A standard UTC is a UTC in the MEFPAK and Type Unit Characteristics (TUCHA) data file that has complete movement characteristics in both files. Such UTC would be of fixed composition.

5.3.1.1.2. Standard UTCs are used in JOPES/DCAPES to identify manpower and logistics requirements for deployment, movement planning, and plan execution.

5.3.1.1.3. The Deployment Indicators (DEPIDS) for this UTC are generally E, P, 1, 2, or 3. (See **Table 5.3.**)

5.3.1.1.4. A deployable UTC is one in which the MFE and/or equipment can be deployed to another location.

5.3.1.1.5. A non-deployable UTC is one that is inherently not deployable, i.e. moveable to another location, generally ends in AAA, AA or A and has a DEPID of 9.

5.3.1.1.5.1. There is no MISCAP, MFE, or equipment for these UTCs.

5.3.1.1.5.2. These UTCs generally end with "AA". Examples are PFAAA, 1DAAA, and 7FSAA

5.3.1.1.5.3. A unit is assigned a non-deployable UTC when the unit is created and documented in the Personnel Accounting Symbol (PAS) file.

5.3.1.1.5.3.1. Staffs responsible for establishing UICs will review the MEFPAK list of DEPID 9 UTCs and select the one best describing the type of organization.

5.3.1.1.5.3.2. The DEPID 9 UTC defines the organization type and allows each type organization to be categorized into a kind or class with common distinguishing characteristics. They are important to SORTS and appear as the Unit UTC on AF Form 723, SORTS DOC Statement. Unit UTCs facilitate the rapid categorization of like units by filtering. For example: filtering for UTC 3FAAA will produce all tactical fighter units.

5.3.1.1.5.4. Non-deployable UTCs are used when units create the Basic Identity Data Element (BIDE) data necessary for registration in SORTS.

5.3.1.1.5.5. DEPID 9 UTCs will not be placed in TPFDD or in UTC Availability to indicate in place requirements/capabilities.

5.3.1.2. Non-Standard.

5.3.1.2.1. A non-standard UTC is a UTC in the MEFPAK and TUCHA file that does not have complete movement characteristics. The two types of non-standard UTCs are "Z99" and "Associate" UTCs. Examples are 3FZ99 and QFZZZ.

5.3.1.2.2. There are occasions when a planner does not have a standard UTC in which to move his manpower and/or equipment. A "Z99" non-standard UTC in the TUCHA will allow a planner to enter the UTC "shell" into a TPFDD. The planner can then build specific detailed requirements in the TPFDD using DCAPES. Non-Standard UTCs should never be used to define cross-functional requirements. Planners should always use the appropriate functional "Z99" UTC.

5.3.1.2.3. Unit manpower that provides excess capability and cannot be captured in a standard UTC will be postured into an "Associate" UTC (A-UTC). A-UTCs are placeholders for all deployable positions that cannot be described or do not fit into an existing standard deployable UTC. At units above base level (nontraditional force providing units), the A-UTC represents AEF-aligned capability or positions not in a standard deployable UTC, but available to fill "Request for Capability" requirements for individuals, individual augmentation (IA) requirements, or other requirements not normally met using standard UTCs. Each functional area has an A-UTC to represent that functional area. The Associate UTCs themselves are not deployable, but the authorizations that are postured within the UTC are deployable (See **Chapter 7** for UTC utilization and posturing guidance).

5.3.1.2.4. An A-UTC is a placeholder for deployable capability. In other words, the UTC itself is not deployable and cannot be put into a TPFDD. This type of UTC is used during the UTC posturing process to indicate authorizations that an organization has *and* cannot posture in a standard UTC or to posture above base level staff authorizations not in standard UTCs

5.3.1.2.5. A-UTCs have DEPID of 6. There is no MISCAP, MFE, or equipment for these UTCs in the MEFPAK.

5.3.1.2.5.1. The MEFPAK Responsible Agency (MRA) for all Associate UTCs is AF/A5XW. AF/A5XW will ensure Air Staff FAMs are involved in the development process.

5.3.1.2.5.2. These UTCs end with a ZZZ, ZZ, or Z, such as 3BZZZ, 9ACZZ, or 9ACPZ. The current list of approved A-UTCs can be obtained through DCAPES or AF/A5XW website (**https://www.xo.hq.af.mil/xox/xoxw/index.htm**).

5.4. UTC Attributes. UTCs have many attributes, which provide the description, status, responsible organization, type, and transportation requirements.

5.4.1. MEFPAK Responsible Agency (MRA) – Formerly known as the MEFPAK Responsible Command, is an organization designated by a HAF FAM to develop and maintain detailed data on a UTC for use throughout the Air Force.

5.4.2. Deployment Indicator (DEPID) - DEPID is a code identifying the deployment status of a UTC. (**Table 5.3.**)

5.4.3. Unit level code (ULC) - The ULC indicates the relative organizational level of the unit or element (**Table 5.4.**).

5.4.4. Authorized Personnel (AUTH) - AUTH is the sum of the specific manpower required to perform the mission defined in the MISCAP.

5.4.5. Passengers (PAX) - PAX is the portion of AUTH that requires transportation. Generally, it differs from AUTH only for 3-series UTCs (aviation) in which aircrew fly the aircraft to the deployed location, hence requiring no separate transportation.

5.4.6. Total Short Tons (ST) - Total weight of the equipment in the UTC in short tons. A short ton equals 2000 pounds.

5.4.6.1. Bulk ST - Total weight of the bulk equipment in the UTC in short tons. Cargo suitable for a 463L pallet.

5.4.6.2. Oversized ST - Total weight of the oversized equipment in the UTC in short tons. Cargo that exceeds the usable dimension of a 463L pallet.

5.4.6.3. Outsized ST - Total weight of the outsized equipment in the UTC in short tons. Cargo requiring wide-bodied aircraft.

5.4.6.4. Non-Air Transportable ST - Total weight of the equipment in the UTC that is not air transportable in short tons. Cargo too large for airlift.

5.4.6.5. Table Of Allowance Total ST - Total weight of the Table of Allowance equipment in the UTC in short tons.

5.4.6.6. Organic ST - Total weight of the equipment in the UTC that is moved organically, i.e., carried in the aircraft in the UTC, in short tons.

5.4.7. The MISCAP is used by War planners to determine which UTCs can fill their requirements. (See paragraph **5.12.3.1.7.** for details).

5.4.8. Pilot Unit - A pilot unit is responsible for developing and maintaining standard manpower and or logistics detail for each UTC for which it has been assigned responsibility by the MRA. Each and every UTC that has been approved and registered in the MEFPAK and TUCHA will have a Pilot Unit assigned. This is a change from previous guidance where UTCs with LOGDETs were the only UTCs with an assigned Pilot Unit.

5.4.9. Aviation UTC information will include Primary Mission Aircraft Inventory (PMAI), Mission Prefix, Mission Basic, Design Number, and Design Series.

5.4.10. Title Description - The title of a UTC consists of a brief description and is constructed using the instructions in **Table 5.2.** below and is standardized for data automation purposes. For aviation and maintenance UTCs, the title description usually includes the PMAI, Mission Design Series (MDS), component, etc.

5.5. Packaging of Air Force UTCs. These standard unit descriptions/force packages are collected in MEFPAK through its two components: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR). These are described in paragraphs **5.7.** and **5.8.** below.

5.6. Manpower and Equipment Force Packages (MEFPAK). The MEFPAK supports the Air Force in developing and describing standard, predefined manpower and equipment force capabilities and determining the deployment characteristics of these force capabilities in support of JOPES and DCAPES, Logistics Module (LOGMOD), and Manpower and Personnel Module –Base (MANPER-B). MEFPAK operates within the DCAPES software on GCCS. DCAPES supports MEFPAK and provides the capability to update GCCS files containing personnel/logistics deployment capabilities available for deployment. DCAPES specifically provides unit type management functions to the Air Staff. These functions allow selected Air Staff users to aggregate data related to Air Force standard unit types, create summary products, and feed the data to joint systems.

5.6.1. MEFPAK was established to provide standard descriptions of the units and elements to be used for wartime, contingency, and force planning at all levels of command. Force packages are uniquely identified in MEFPAK with a 5-character alphanumeric designator called a UTC. Full UTC capability is not reached until a UTC is made available in the UTC Availability. A UTC becomes usable when it appears in the MEFPAK. Because MEFPAK data are distributed Service-wide, using a pre-coordinated UTC, at any stage in its development, reduces the amount of detailed planning and coordination needed during OPLAN development, review, and execution. This process should greatly reduce the use of "Z99" non-standard UTCs. The UTC will be considered complete only when registered in the Joint Type Unit Characteristics (TUCHA).

5.7. Personnel - Manpower Force Packaging System (MANFOR)

5.7.1. The MANFOR is a component of MEFPAK and DCAPES. It is a database containing the UTC, UTC title, mission capability statement (MISCAP), and manpower detail for each applicable UTC. The MANFOR provides Air Force planners with standardized force capability outlining manpower requirements for operations planning, execution documents, and readiness measurement. It also provides an easy way to communicate standard planning manpower requirements to all Air Force units. MANFOR lists the specific manpower required to perform the mission defined in the UTC's MIS-CAP.

5.7.2. UTCs are generally built to accommodate 30-days of sustained capability before having to be augmented with new supplies or personnel. Personnel UTCs are generally built to accommodate 30-days of sustained capability before having to be resupplied or augmented with new supplies or personnel. Sustaining capability is based on 30-days of consumable supplies to support personnel working the wartime sustaining Manpower Availability Factor of six (6) 10-hour shifts. Surge operations typically last the first 30 days of an operation and entail (6) 12-hour shifts. Consumable supplies to support surge may be above and beyond normal UTC configurations. In developing UTCs, the FAM must ensure they have considered the difference between 24-hour availability and 24 hour coverage. The distinction is whether or not the mission requires personnel to be present around the clock vice mission accomplishment by recalling personnel when they are technically off-shift. The difference can mean tremendous costs in personnel resources to meet the capability. The Manpower plans function should assist in making these determinations and will help compute actual manpower costs

5.7.2.1. **Manpower Force Element (MFE).** Manpower detail contains the following elements:

5.7.2.1.1. Standard AF Functional Account Code must be reflective of the employment function (mandatory).

5.7.2.1.2. AFSC (mandatory)

5.7.2.1.3. Grade (mandatory for officer and civilian requirements; enlisted may be omitted)

5.7.2.1.4. Special Experience Identifier (if necessary)

5.7.2.1.5. Command Remarks (if applicable)

5.7.2.1.6. Quantity (mandatory)

5.7.2.2. The objectives of MANFOR are achieved through the development of Air Force-level approved, force packages, built in DCAPES, and available to joint and Air Force command and control systems. MANFOR:

5.7.2.2.1. Provides joint and Air Force planners with standardized force capabilities documenting manpower requirements for execution, operations, and deployment planning documents.

5.7.2.2.2. Provides a means to communicate standard wartime, force planning, and contingency manpower requirements to all levels of command within the Air Force.

5.7.2.2.3. Provides Air Force input to the JOPES TUCHA database.

5.7.2.2.4. Establishes a baseline for communication among the MEFPAK responsible agencies.

5.7.2.2.5. Serves as the foundation for individual requirements documentation by operations planners at all levels.

5.7.2.3. The Air Force Manpower Agency (AFMA) provides the updated MANFOR file.

5.8. Logistics Force Packaging Subsystem (LOGFOR). LOGFOR is a component of MEFPAK and resides in LOGMOD. LOGFOR is updated by the LOGMOD system. It is used to collect and store the materiel requirements (called the logistics detail (LOGDET)) for UTCs. The LOGDET defines the standard passenger and equipment movement requirements for each UTC. Pilot units develop and maintain UTCs for 30-days of sustainment, bare base capability, generic to all like units, using the UTC MISCAP, Weapon/Non-Weapon System Allowance Standard mobility-coded (Use Code "A") assets, Equipment Supply List (ESL), direction from HAF FAMs and/or MAJCOM UTC FAMs, and non-pilot unit inputs. The only time UTCs will be developed with less than 30-days of sustainment; (bare base capability) is when the situation is identified in the MISCAP. The UTC MISCAP, Allowance Standard, HAF FAM direction, and/or MAJCOM UTC FAM approval may authorize additional UTC requirements (such as general/special purpose vehicles, aircraft fire bottles, Meals Ready-to-Eat, bottled water, weapons, and mobility bags) in standard Air Force LOGDETs. The ESL is the primary source document used by Civil Engineering to establish equipment requirements in LOGDET. For further guidance see AFI 10-209, *RED HORSE Program* and AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*.

5.8.1. LOGFOR functions include:

5.8.1.1. Providing passenger and equipment planning data for deploying units.

5.8.1.2. Serving as a UTC standard for communications among MEFPAK responsible agencies (those commands designated with pilot unit responsibility).

5.8.1.3. Providing the foundation for individual force capability strategic airlift requirements estimates for planning.

5.8.1.4. Providing inputs to the JOPES TUCHA database.

5.8.1.5. LOGFOR is used to collect and store logistics detail (LOGDET) for UTCs. LOGFOR provides equipment-planning data for use by Air Force units in their mobility plans.

5.8.1.6. Standard UTC LOGDET data is developed and maintained by pilot units in the LOGFOR module of LOGMOD.

5.8.1.6.1. Non-Pilot units are required to procure and maintain the UTC equipment and supplies authorizations in order to provide the sustained 30 days of bare base capabilities required to support contingency and wartime missions.

5.8.1.7. LOGMOD UTC suffix. LOGMOD systems at both the MAJCOM- and base-level include a suffix to the UTC, which denotes various stages of development for the UTC. Definitions of UTC suffixes are in **Table 5.6.**

5.8.2. Following are descriptions of the levels of detail contained within LOGMOD.

5.8.2.1. Aggregate (Level 1) includes total number of personnel, total short tons, total measurement tons, and total square feet.

5.8.2.2. Summary (Level 2) includes total number of authorized personnel and number of passengers requiring transportation, total short tons, measurement tons (including barrels), and total square feet of bulk, oversize, outsize, and non-air-transportable cargo (by UTC and cargo increment number (CIN)).

5.8.2.3. Cargo Category Code (Level 3) includes total number of authorized personnel by Officer, Enlisted, and Civilian (by UTC), total short tons and/or measurement tons (including barrels), total square feet of cargo as identified by the UTC, or CIN three-position cargo category code.

5.8.2.4. Increment (Level 4) includes total number of passengers by Service specialty code (i.e., AFSC), by UTC, individual dimensional data (expressed in length, width, and height in number of inches) of cargo by equipment (as defined by individual national stock number) by UTC, and further defined as a group of equipment (consolidated) or single piece of cargo planned for shipment.

5.8.2.5. Item Number (Level 5) includes total number of passengers by Service specialty code (i.e., AFSC) in deployment sequence (by line number), individual weight (in pounds) and dimensional data (expressed in length, width, and height in number of inches) of equipment in deployment sequence number by line number. Further defined as a piece of cargo on an increment. An item is normally a single piece of equipment, or loaded container of equipment, that is loaded on an increment.

5.8.2.6. Level 6. Increment includes total individual weight (in pounds) and dimensional data (expressed in length, width, and height in number of inches), as defined by individual national stock number of equipment in deployment sequence number by ULN.

5.8.2.7. Level 7. Item Number further defines pieces of cargo on an increment. An item is normally a single piece of equipment, or loaded container of equipment, that is loaded on an increment.

5.8.2.8. Suffix Item (Level 8) includes something loaded in an item (when the item is a container) and placed on an increment.

5.8.3. LOGDET is the Air Force logistics input to the TUCHA. Upon completion by pilot units and approval by the MRA and Air Staff UTC FAM, standard UTC equipment requirements (as reflected

in suffix zero LOGDET) are captured via the Type Unit Data Report (TYPREP) file and given to joint planners as the Air Force's input to the TUCHA file. AF/A4RX (HAF LOGDET Manager) provides Defense Information Systems Agency (DISA)/Joint Staff Support Center (JSSC) with Air Force inputs for inclusion in the joint TUCHA database. MEFPAK responsible agencies submit LOGFOR updates to AF/A4RX in accordance with this manual. The mandatory annual validation is reported in the 1 March update.

5.8.4. Air Force logistics input to the TUCHA. The TUCHA is used to update Joint Operations Planning and Execution System (JOPES) using personnel strength and short ton information developed by the pilot unit. Without these movement characteristics, the United States Transportation Command (USTRANSCOM) cannot determine or validate accurate airlift requirements for units identified within the Time Phased-Force Deployment Data (TPFDD) development/refinement process.

5.9. Type Unit Characteristics (TUCHA). Using DCAPES, MEFPAK updates occur continuously in real time and the TUCHA is updated as often as the joint community allows. Currently this is done quarterly; however, with the flexibility of the DCAPES/MEFPAK process, it is possible, and the goal is, to update the TUCHA seamlessly. There could be some delay before a UTC that is useable in DCAPES becomes visible in the joint TUCHA. The MEFPAK Summary Report, able to be produced on demand in DCAPES, reflects standard Air Force UTC personnel and cargo movement characteristics used by Air Force planners for general war planning.

5.9.1. UTCs with DEPID codes of 1, 2, 3, 6, 9, E, or P and required detail data are registered in TUCHA. UTCs that fail critical edit checks will not be reported in TUCHA until the error is corrected.

5.9.2. UTCs registered in MEFPAK without required detail data will be canceled if detail data is not received within the time frames stated in **Table 5.5.**

5.10. Type Unit Data Report (TYPREP). Joint planning above the component level does not require the amount of personnel and equipment detail contained in the MEFPAK. The Air Force provides UTC level 1, 3, and 4 details to the Joint Staff (JS) in the TYPREP. The Joint Staff distributes the TYPREP as the TUCHA to the combatant commanders for use in JOPES for developing the TPFDD and in determining OPLAN transportation feasibility.

5.11. UTC Utilization. UTCs are the primary means for identifying forces described in JOPES and DCAPES. They are also used for Air Force support of Status of Resources and Training System (SORTS) reporting, AEF UTC Reporting Tool (ART) reporting, Air National Guard (ANG) and Air Force Reserve Command (AFRC) force structuring, and as building blocks to task organize AETFs.

5.11.1. As stated earlier, joint and Air Force war planners use UTCs to document total Air Force manpower and logistics requirements needed to support the national military strategy during contingency planning. These requirements are documented in JOPES TPFDDs and within DCAPES. The TPFDD listing is identified in Annex A, Appendix 1, of the OPLAN and lists total requirements (expressed in UTCs) and units tasked to fill those requirements represented as UICs. **Chapter 8** and **Chapter 9** of this manual provide instructions on how UTCs are used in OPLAN and TPFDD development. As a rule, only UTCs with a DEPID of 1, 2, 3, E, or P are used in TPFDD files. UTCs with a DEPID 6 (Z99) may be used in a TPFDD if no standard UTC provides the required capability (see **5.3.1.2.2.**). However, A-UTCs (DEPID 6) will not be used in TPFDD development for contingency planning until:

5.11.1.1. The MRA has coordinated with all the other commands providing forces to the UTC, including ANG and AFRC, ensuring that it can be postured.

5.11.1.2. UTC availability is provided to AF/A5XW upon inclusion into the MEFPAK.

Section 5C—Guidance

5.12. UTC Development. UTC Development is the process of adding a UTC to the MEFPAK, building the manpower and or equipment detail, and getting the UTC added to the TUCHA.

5.12.1. New UTCs will be requested when a desired capability does not exist in a standard UTC. In addition, the following guidelines will help determine when a UTC must be developed:

5.12.1.1. New equipment types enter the inventory.

5.12.1.2. Deployable units experience a significant change in either operational concept or mission.

5.12.1.3. Significant program changes occur in manpower or equipment.

5.12.1.4. Significant program or operational changes occur.

5.12.1.5. Air Force organization requires a change in the way an existing capability functions.

5.12.2. A HAF FAM, MAJCOM, ANG, FOA, or DRU usually initiates the development of a UTC. Using the guidelines in paragraph **5.12.1.1.** through **5.12.1.5.**, request new UTCs as soon as you know, at least 120 days prior to initial operational capability (IOC) or if a capability has been deployed during at least two AEF rotations without an existing UTC. Requests for new UTCs will be submitted to AF/A5XW via DCAPES. Following AF/A5XW review, AF/A5XW will forward the UTC request to the appropriate Air Staff FAM, or equivalent, for concurrence/non-concurrence. The MRA will ordinarily be assigned to the command making the UTC request; however, this is not always the case. MRA assigns a pilot unit to develop the UTC and again, it may not always be from the same command. In this case, coordination between the two commands must take place. See paragraph **5.15.** for process details and **Attachment 4**, UTC Development Instructions.

Figure 5.1. UTC Development Flow.
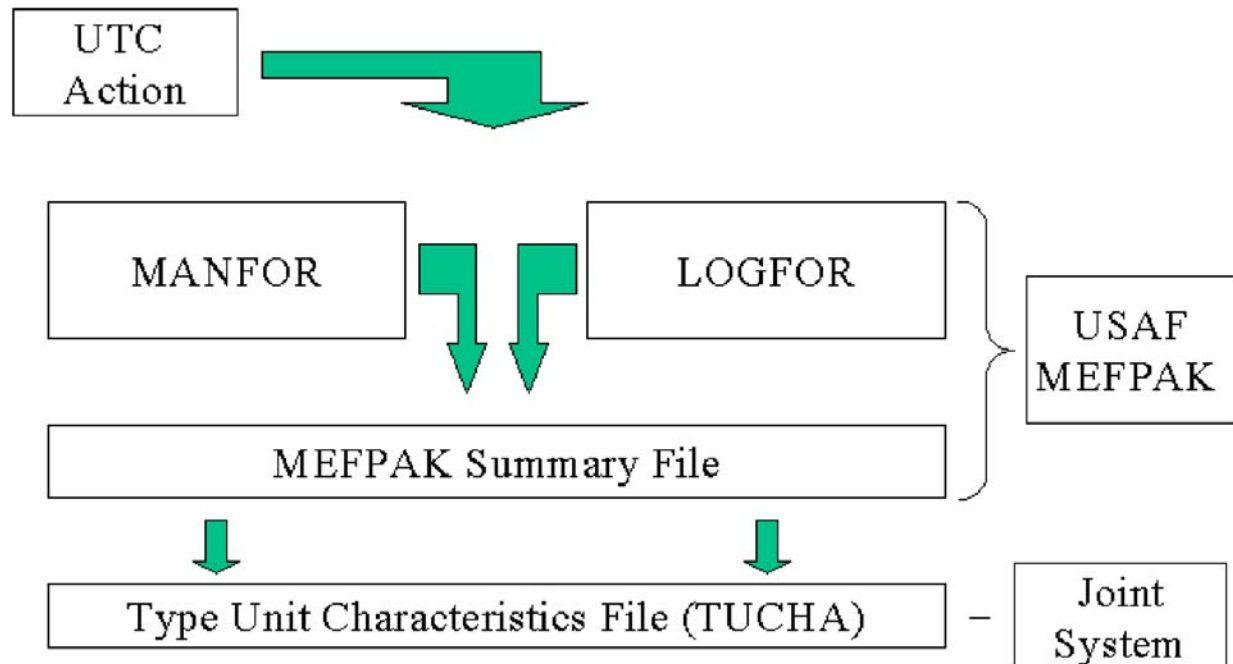
5.12.3. New UTC requests are created in the Unit Type Management (UTM) module utilizing the UTM registration function in DCAPES. In the UTM Registration function, the "Action" choice button gives the user the option of "ADD", "CHG", or "CNX".

5.12.3.1. "ADD" is the default option for a new request. The user will be prompted to supply and enter all of the following mandatory information:

5.12.3.1.1. Proposed UTC designation. The proposed UTC designation can include the full five positions or any part thereof; e.g., 3F, 3FG, 3FGA5.

5.12.3.1.2. Proposed UTC title. The title is constructed using the instructions in Table 5.2 and is standardized for data automation purposes. It is built using the Aviation, or Non-Aviation templates in the UTM tool in DCAPES.

5.12.3.1.3. Deployment indicator code (DEPID), which identifies the deployment capability and composition of the UTC (**Table 5.3.**).

5.12.3.1.4. Unit level code (ULC), which indicates the relative organizational level of the unit or element (**Table 5.4.**).

5.12.3.1.5. Approximate authorized strength. Include hours of operation if not included in MISCAP.

5.12.3.1.6. Summary level logistics data (approximate number of short tons).

5.12.3.1.7. Proposed MISCAP. The MISCAP defines the mission the UTC is capable of accomplishing. Clearly define substitution rules, as needed, i.e. AFSC, skill level requirement, grade, SEIs, equipment. Spell-out all acronyms and abbreviations used in the title and MIS-

CAPs. Include any other pertinent information. Aviation UTCs must reference the WMP 5 for sortie and attrition rates and durations. Crew ratios are unclassified and may be placed in the MISCAP, but the authoritative source is AFI 65-503. **Note**: The MISCAP is the only part of the UTC that could be classified. Air Force UTCs are generally not classified, but if they must be classified, MISCAPs containing monthly flying hour utilization must be classified at least CONFIDENTIAL. Classification of MISCAPs must not exceed SECRET. Executive Order (EO) 12958 requires originator data to be contained in all classified MISCAPS.

NOTE: Pilot units will ensure secure transmission (i.e. SIPRNET, classified FAX, etc) of UTC detail with classified MISCAPs when transmitting from base to MRA. Although many aviation MISCAPs are classified, the manpower detail (MANFOR) is not. If classified MISCAPs are combined with the UTC MANFOR in a single document or transmission, both will be marked according to the level of classification of the UTC MISCAP. UTC LOGDETs will never be classified, as pilot units develop them in an unclassified system (LOGMOD).

5.12.3.1.8. For aviation UTCs, indicate the number of crew members that must be subtracted from authorized personnel to obtain an accurate passenger count.

5.12.3.1.8.1. A reference to the WMP-5 rates will be entered also.

5.12.3.1.9. Rationale or justification for UTC development (see **Attachment 4**, Item 14).

5.12.3.1.10. Proposed pilot unit. A pilot unit is responsible for developing and maintaining standard manpower and logistics detail for each UTC it has been assigned. The goal is a uniform capability for all units that will use the UTC. Refer to paragraph **5.15.12.** of this instruction for more details about Pilot Unit Responsibilities. Ensure you inform the proposed pilot unit of your intentions.

5.12.3.1.11. Office symbol of HAF FAM with whom the requirement was coordinated or the HAF agency directing the development.

5.12.3.1.12. Office symbol and phone number of the Command FAM/Agency POC who is responsible for the request and can answer specific questions concerning request activities.

5.12.3.1.13. Listing of all points of contact at the command for cross-functional UTCs.

5.12.3.1.14. Impact on AETF force modules (FMs), if any. If there are none, so state. If the UTC is in an FM (See **Chapter 6** for details), then indicate the FMID.

5.12.3.2. As indicated before, all registration and maintenance actions for UTCs are accomplished in DCAPES so that referring to the "state" or "status" of the UTC can follow the tracking of a UTC. (**Table 5.7.**)

5.12.3.2.1. The "Working" state indicates that a UTC request is in its initial stage of development and has not yet been staffed for coordination beyond its developer.

5.12.3.2.2. The "Published" state indicates that the UTC request has been published by the initiator for coordination and all agencies can now review it for accuracy and approval to be submitted.

5.12.3.2.3. The "Submitted" state indicates that the UTC request has been submitted to the HAF MEFPAK Manager for Air Staff FAM coordination and approval.

5.12.3.2.4. The "Coordinated" state indicates that the HAF MEFPAK Manager has initiated actions on the air staff to gain approval of the UTC request. This usually means that a "UTC Coordination Report" has been e-mailed to the Air Staff FAM or other approving agency.

5.12.3.2.5. The "Incomplete" state can mean two things. First of all, it can indicate that a problem was discovered with the UTC request and it has been sent back for resolution. Second, if the request has been determined to be invalid, but the five-character UTC will be used at a later time, the request can be cancelled. It is the responsibility of the requesting agency to take action to "clean up" the "Incomplete" UTCs; e.g., whether they are to be resolved or deleted from the system.

5.12.3.2.6. The "Approved" state indicates that all coordination activities at the Air Staff have been completed. The HAF MEFPAK Manager is the agency that places the request in this state.

5.12.3.2.7. The "Disapproved" state indicates that the UTC request has been disapproved. This state will ensure the UTC and its five character designation will never be used again. This is a very dangerous state since the five characters may need to be used at a later time. The "Incomplete" state is often the better selection.

5.12.3.2.8. The "Registered" state indicates that the UTC request has been approved, and registered into the MEFPAK. This will now allow MFE and LOGDET activities to take place for "New" UTC requests. The HAF MANFOR Manager usually places the request into this state. At this point, the UTC can be used for planning and execution purposes.

5.12.3.2.8.1. Once a "new" UTC has been registered in the MEFPAK, the MRA has 60 days to update the MFE and LOGDET.

5.12.3.3. New UTCs and changes to UTCs automatically send a message to the DCAPES newsgroup: c2news.af.pentagon.smil.mil - hqaf.mefpak.updates.

5.12.4. Validated manpower and logistics detail data will be submitted within 60 days of UTC registration in MEFPAK. Based on amount of anticipated LOGDET, MAJCOM LOGDET Manager may set a suspense less than 60 days. If there are fewer than 60 days until that update, manpower and logistics detail will be included in the following update. See **Table 5.5.**

5.12.5. **Rule sets for building UTCs:**

5.12.5.1. UTC Right Sizing. A right-sized UTC is one that provides a generic building block capability. This provides greater flexibility to planners and enables optimal support to the warfighting combatant commander or component. When integrated with other right-sized UTCs, it provides greater mission capability needed to support an AEG, AEW, or AETF. Right-sized UTCs will minimize the need for fragging and tailoring in both the contingency and crisis action planning processes. In order for a UTC to be considered right sized, it must meet the following criteria:

5.12.5.1.1. Modular/Scalable. UTCs will be modular/scalable. They can be used across the range of military operations (ROMO), whether for peacekeeping operations, humanitarian relief operations (HUMRO), rotational operations, small-scale contingencies, or combined with additional UTCs to meet OPLAN requirements. Small UTCs that build upon each other may be necessary to provide greater capability at a given location. A key element in modular/scalable UTCs is that the resources that make up a UTC are mutually exclusive of each other. For aviation units, squadrons will be tasked with a lead element and one to three follow-on ele-

ments depending on number and type of aircraft. Unless specifically designed otherwise, a UTC can be deployed to any AOR and originate from a unit from any MAJCOM.

5.12.5.1.2. UTCs should be developed so that the entire UTC can be tasked from a single organization. This will eliminate the need to fragment the UTC across multiple units. For aviation UTCs, it will still be necessary to task resources from other key organizations (e.g., maintenance, intelligence, supply, etc.).

5.12.5.1.2.1. The single organization rule also applies to blended units, Reserve/Guard associate or Active -associate units, and other future total force organizational initiatives. For these units, separate UTCs must be developed for the Active component and the Air Reserve component portions of the unit.

5.12.5.1.3. Unless specifically designed otherwise, UTCs must be capable of stand-alone operations within their functional area. The UTC should be able to perform its mission from a bare base or established main operating base or, if designed to meet main operating base requirements, must be able to combine with additional UTCs to meet requirements of bare base operations.

5.12.5.2. Parent/Child UTCs. Parent/child UTCs will not be approved and should no longer be postured; however, to understand this concept, the following is provided. UTCs are considered to be parent/child UTCs when the same manpower position is in more than one UTC in the UTC Availability. A funded Air Force manning position will be aligned to no more than one UTC. When posturing additional UTCs, it is imperative not to create parent/child relationships. The following definitions are provided to avoid the creation of parent/child UTCs:

5.12.5.2.1. A UTC is a parent if any of the authorizations in the larger parent UTC are also aligned to one or more corresponding subset or children UTCs.

5.12.5.2.2. Child UTCs are UTCs that provide a partial capability of the parent and in which all the authorizations in the child UTC are also found in the parent UTC.

5.12.5.2.3. A UTC is also considered to be a child if, when combined with other child UTCs, the compilation of all authorizations and capability in the child UTCs approximates the authorizations and capability of the parent.

5.12.5.3. As stated earlier, one- and two-person standard deployable UTCs should be avoided unless the UTC represents the logical team or package size to support combatant commander TPFDD requirements (i.e., chaplains, historians, comptrollers, public affairs, PERSCO teams, aircraft battle damage repair, etc.) These types of UTCs will be scrutinized to determine if they are necessary.

5.12.5.4. Creation of cross functional UTCs should be avoided unless they comprise a unique mission capable "team" that depends on the integrated use of several functional disciplines. Members of cross-functional team 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. The alternative is to create cross-functional force modules, created from standard UTCs from each of the functional areas. .

5.12.5.5. **3-Level limitations.** The establishment of an apprentice level deployable "requirement" in UTCs is discouraged except where AFSC specific technical skills can be applied in the deploy-

ment environment. While the use of 3 Levels for deployments is not common, the Air Force does utilize them, e.g., Third Country National (TCN) escort or postal augmentation UTC requirements during rotational operations. In addition, it is also important to point out additional limitations:

5.12.5.5.1. Trainee practice on combat ready equipment may have a negative impact. Asset(s) may become operationally unusable.

5.12.5.5.2. The need to forward deploy an infrastructure to ensure trainees meet testing gates.

5.12.5.5.3. Procedures to disqualify trainees who do not pass training requirements under hostile environments.

5.12.5.5.4. Time off from the work center to accomplish CDCs. **Note**: They are already in 10-hour sustainment duty days. Web access constraints and consumption of bandwidth needed for operational purposes make downrange training of 3-levels impractical.

5.12.5.5.5. The potential to increase UTC manning because every 3 skill level requires direct supervision that limits supervisors from duties they were there to perform in the first place.

5.12.5.5.6. A few functional areas have postured 3 Levels in A-UTCs (see **Chapter 7**) that are nondeployable by definition and do not represent a deployable capability by policy.

5.12.5.5.7. Establishing a UTC requirement for a 3 level resource means the person tasked to deploy can be anywhere on the training timeline. They could be fresh out of school or nearing award of their journeyman AFSC. It also impacts the decision-making authority of the commander in assessing qualifications of individual personnel to deploy. Additional guidance can be found in AFI 10-403, *Deployment Planning and Execution* for deployment policy.

5.12.5.6. Vehicles should not be included in functional area UTCs. All vehicles will be postured in UF-series UTCs only. A waiver for this policy may be requested through AF/A4/7. **Exception**: special units (e.g. RED HORSE, Combat Comm, ASOS/ASOG, CRC) postured in Enabler libraries may have vehicles imbedded within their functional UTCs.

5.12.6. **Registration.** Registration in this context is the final step or end result in the UTC development process - getting the UTC into the MEFPAK/TUCHA.

5.12.6.1. When all the details of a UTC are developed (personnel data and/or logistics data), the UTC is then registered in the TUCHA file maintained by the Joint Staff. **Figure 5.1.** provides an overview of the UTC development flow and responsible agencies. The UTC is registered in the TUCHA that provides standard planning data and movement characteristics for personnel, cargo, and accompanying supplies associated with type units. Since the Air Force utilizes the Pilot Unit concept above, the TUCHA updates JOPES using personnel strength and short ton information developed at pilot unit level in most cases. Without these movement characteristics, USTRANSCOM cannot determine or validate accurate airlift requirements for units identified within the TPFDD development/refinement process.

5.12.6.2. A UTC registered in the MEFPAK can be used at any stage of development. This allows the Air Force to minimize the use of "Z99" non-standard UTCs while taking advantage of any initial UTC development actions already underway. To ensure JOPES acceptance of this level of data is achieved, the standard indicator code in the TPFFD will reflect an "8" indicating Unit reported data. For specific details, see **Chapter 7**.

5.13. UTC Maintenance. The Maintenance module within DCAPES allows the user to view all UTC information: UTC, CMD (Major Command), UTC Title, DEPID (Deployment Indicator), ULC (Unit Level Code), MISCAP Class (Mission Capability Classification), Last Reg Update, Last MFE Updated, and Last Log update. In addition, the MISCAP, LOGDET, and MFE details can be viewed from this tool.

5.13.1. With the appropriate roles and permissions in the UTM tool, changes to the UTC can be accomplished in this module. This level of permission is reserved for HAF and MRA MEFPAK Managers. It is important to note that LOGDET changes are currently accomplished via LOGMOD with the intent to incorporate this function into DCAPES.

5.13.2. The end result of this maintenance is a changed UTC, but without electronic coordination. It is possible, with "appropriate roles and permissions", to change any UTC.

5.14. UTC Registration. UTC Registration requests are accomplished in the UTM module utilizing the UTM registration function in DCAPES. This function provides three Actions and the choice button gives the user the option of "ADD", "CHG", or "CNX". Since "ADD" is the default option, the user must select "CHG", or "CNX".

5.14.1. "ADD" is used to create a new UTC in the MEFPAK.

5.14.2. "CNX" cancels the UTC.

5.14.2.1. When a UTC is no longer needed, the MRA can request that the UTC be canceled. Since this is a registration action, it must be coordinated with other commands that are using the UTC.

5.14.2.1.1. If a UTC is submitted for cancellation, but in fact is used by other commands, a formal request can be made to that command to assume MEFPAK responsibility for the UTC. The request is submitted to the HAF MEFPAK Manager for approval and the HAF MANFOR Manager for registration.

5.14.2.1.2. If it is determined that the UTC is indeed no longer necessary and is not used by other commands in OPLANs (the HAF MANFOR Manager will conduct a review of the entire DCAPES/JOPES database), the request for cancellation will be submitted to the HAF MEFPAK Manager and the HAF MANFOR Manager.

5.14.2.1.3. If the UTC is in an OPLAN, the HAF MEFPAK Manager will inform the HAF FAM of actions to take to replace the UTC.

5.14.2.1.4. UTCs that are canceled (DEPID 0) will remain in the MEFPAK and TUCHA for one year. This should provide sufficient time for the TPFDD to be updated with the current UTC and, if the details are needed, they will still be available. The delete action will be automatic after one year in DCAPES. The UTC will have to be manually deleted from the TUCHA and this process requires coordination with the Joint Staff.

5.14.2.2. "CHG" allows the user to change any of the UTC attributes (but not LOGDET).

5.15. UTC Development Duties & Responsibilities

5.15.1. This section lists responsibilities of major players in the UTC development process: AF/A5XW (HAF MEFPAK Manager), AF/A4RX (HAF LOGDET Manager), AFMA (HAF MANFOR Manager), Air Staff FAMs, MEFPAK Responsible Agencies (including, command FAMs, Manpower Function, Supply, and Logistics Plans offices), Pilot/Non-Pilot Units, and using MAJCOMs.

5.15.2. **AF/A5XW:**

5.15.2.1. Acts as approving and coordinating agency for all UTC requests.

5.15.2.2. Acts as the HAF MEFPAK Manager for the Air Force.

5.15.2.3. Missing, incomplete, erroneous UTC data "Submitted" will be sent back to the submitting organization as "Incomplete". Errors will be identified in the memo.

5.15.2.4. In coordination with AF/A4RC, AFMA/MASR and the JS (JOSC), determine when Air Force will request the next TUCHA update.

5.15.2.5. For those UTCs that have surpassed the 60-day suspense for having incomplete manpower and/or logistics detail, AF/A5XW will notify corresponding MRA MEFPAK Manager of discrepancies. After 90 days, A5XW division chief will notify senior AF leadership for further actions.

5.15.3. **AF/A4RX (Plans and Integration Division):**

5.15.3.1. Acts as LOGFOR OPR for the Air Force.

5.15.3.2. Receives, updates, and reviews LOGDET data from MEFPAK Responsible Agency.

5.15.3.3. Provides TYPREP submission to Defense Information Systems Agency (DISA)/Joint Staff Support Center (JSSC) for updating TUCHA.

5.15.3.3.1. Type Unit Data Report (TYPREP). Joint planning above the component level does not require the amount of personnel and equipment detail contained in the MEFPAK. The Air Force provides UTC level 1, 3, and 4 details to JS in the TYPREP. JS distributes the TYPREP as the TUCHA to the combatant commanders for use in JOPES for developing the TPFDD and in determining OPLAN transportation feasibility. UTCs with DEPID codes of 1, 2, 3, 6, 9, E, or P and required detail data are registered in TUCHA (DEPID 6 & 9 do not have detailed data). UTCs that fail critical edit checks will not be reported in TUCHA until the error is corrected.

5.15.3.4. Conducts review of accuracy of LOGFOR data submitted by MEFPAK responsible agencies and identifies critical edit errors for timely correction.

5.15.3.5. Approves Air Force standard LOGDET.

5.15.3.6. Updates the MEFPAK with LOGFOR data on a monthly basis.

5.15.4. **HAF FAMs:**

5.15.4.1. Act as Air Force validator of all new, changed, and canceled UTCs. Coordinate with AF/A1MR and AF/A4RX and forward UTC action requests to AF/A5XW.

5.15.4.2. Conduct an annual review of MEFPAK data to ensure manpower and logistics detail are at least the minimum needed to fulfill the MISCAP. Ensure that data is accurately recorded in MANFOR and LOGFOR.

5.15.4.3. Assign a MEFPAK Responsible Agency (MRA) to develop UTC detail data.

5.15.5. **AFMA:**

5.15.5.1. Acts as MANFOR OPR for the Air Force.

5.15.5.2. Reviews and registers new UTC data in the MANFOR database.

5.15.5.3. Updates, and reviews MANFOR data from MEFPAK Responsible Agencies for administrative accuracy.

5.15.5.4. Reviews UTC update dates periodically to ensure all UTCs are being revalidated on a regular basis.

5.15.5.5. Creates MANFOR file in conjunction with AF/A4RX who creates the LOGFOR file for submission to TUCHA file.

5.15.5.6. Provides MANFOR updates as needed; data provided for MANPER-B users and posted to the REDMINI, a classified file server located at AFPC to distribute Data Pattern Traffic (DPT) packages to the appropriate MANPER system(s).

5.15.5.7. Notifies MEFPAK Responsible Agencies, Air Staff FAM, AF/A5XW/A1MR/A4RX, HQ ANG, HQ AFRC, and other interested commands and agencies of completion of each update of the MANFOR data in DCAPES.

5.15.5.8. Processes HAF updates.

5.15.5.9. Is responsible for working changes and updating UTCs for the following commands: AFESA, 11WG, USAFA, HQ USAF, and AFOSI.

5.15.5.10. Updates MISCAPs and manpower detail based on coordinated inputs of MEFPAK Manager, FAM, and pilot unit.

5.15.5.11. Analyzes specific manpower detail of UTCs submitted by FAMs and /or pilot units for UTC/UMD mismatches and accuracy.

5.15.5.12. Provides UTC manpower detail to FAMs, to include HAF and MAJCOM FAMs for review.

5.15.6. **MEFPAK Responsible Agency (MRA)**

5.15.6.1. A MEFPAK Responsible Agency is an organization designated by a HAF FAM to develop and maintain detailed data on a UTC for use throughout the Air Force.

5.15.6.2. Appoints a MEFPAK Manager, usually either the command plans or Manpower office, as a single point of contact for UTC actions.

5.15.6.3. Coordinates fully on proposed UTCs within its headquarters and with any commands possessing forces that could be represented by the proposed UTC, including HQ AFRC and ANG, to ensure UTC meets all user requirements. If a coordinated position cannot be reached, forwards issue to appropriate HAF FAM and AF/A5XW/A1MR/A4RX for resolution.

5.15.6.4. Submits requests for proposed UTCs through DCAPES to AF/A5XW and appropriate HAF FAM.

5.15.6.5. Provides a proposed implementation date for new UTCs to the FAM.

5.15.6.6. Reviews and certifies accuracy and currency of its UTCs annually, to include all DEPIDs. For UTCs without MISCAPs, place the date of the review in the MISCAP block or in the applicable "Review Date" data field in the UTC Management tool.

5.15.6.7. Coordinates fully all proposed force changes with any command possessing force avail-ability, including ANG and AFRC. This will ensure all posturing commands agree and have ade-quate time to communicate changes to their units. If a coordinated position cannot be reached, forwards issue to appropriate HAF FAM and AF/A5XW/A1MR for resolution.

5.15.6.7.1. HQ AFRC and ANG can and should be appointed MRA for their respective UTCs. However, coordination with other MAJCOMs, such as ACC and AMC is necessary when those MAJCOMS are affected by any UTC actions. MRA responsibility for gaining command UTCs will be decided between HQ AFRC, ANG, and the gaining command.

5.15.7. **The MRA MEFPAK Manager:**

5.15.7.1. Submits requests for new, changed, or canceled UTCs in DCAPES.

5.15.7.2. Notifies MEFPAK FAM of UTC designation for new UTCs.

5.15.7.3. Reviews and analyzes MANFOR and LOGFOR updates to determine UTC accuracy and ensures corrective actions are taken during the next update.

5.15.7.4. In coordination with the appropriate FAM(s), reviews and analyzes TUCHA data for UTCs the command uses but is not the MEFPAK responsible agency; and provides feedback to the responsible MRA to ensure inaccuracies are corrected.

5.15.7.5. Reviews MISCAPs annually and as required with MEFPAK FAMs. Places the review date in the MISCAP block or in the applicable "Review Date" data field in the UTC Management tool.

5.15.7.6. Develops and provides guidance and assistance to MEFPAK FAMs in UTC develop-ment and maintenance.

5.15.7.7. Oversees development for and submits the following data:

5.15.7.7.1. Planned Passenger and Equipment Detail. These data are used for a deploying unit. The supported component headquarters tailors these data, if necessary, based on asset and facility status in receiving theater at execution time.

5.15.7.7.2. LOGDET, which must be coordinated among the using commands and approved by the MRA.

5.15.7.7.3. Manpower Detail.

5.15.7.8. Conducts, in coordination with other functional areas, initial and annual MRA FAM training to all assigned FAMs. Training will include, as a minimum, manpower, logistics, MRA duties, AEF, exercise planning, and contingency and crisis action planning for equipment and per-sonnel sourcing/tailoring.

5.15.7.9. Ensures coordination between supporting MEFPAK offices (MANFOR/LOGFOR) regarding registration actions affecting their portions of the system. For example, UTC delete actions currently require a separate set of processes to remove the UTC from the LOGFOR.

5.15.7.10. Coordinate FAM UTC deletion requests with the appropriate plans office to accom-plish TPFDD screening and update as well as corrections to the UTC Availability.

5.15.7.11. Establish a risk mitigation process to address the utilization of 3-skill level requirements in MEFPAK responsible UTCs. The process should, at a minimum address risk reduction and require leadership approval.

5.15.8. **The MRA Supply:**

5.15.8.1. Approves/disapproves AF Form 601/TACR, Equipment Action Request and/or allowance change request via the TACR screen in the Air Force Equipment Management System (AFEMS), and informs pilot unit equipment management (EM) element of approval or disapproval.

5.15.8.2. Coordinates AF Form 601/TACR action with appropriate MRA agencies which forward AF Form 601/TACR to the Air Force Materiel Command (AFMC) depot for approval.

5.15.8.3. Updates applicable Allowances Standards (AS).

5.15.9. **MRA Manpower Office:**

5.15.9.1. Updates MISCAPs and manpower detail based on coordinated inputs of MEFPAK Manager, FAM, and pilot unit.

5.15.9.2. Analyzes specific manpower detail of UTCs submitted by FAMs and /or pilot units for UTC/UMD mismatches and accuracy. Ensures all aviation maintenance UTCs are built based on the command implementation of the Logistics Composite Model (LCOM) standards. However, there are other planning factors involved in the development of maintenance UTCs.

5.15.9.3. Provides UTC manpower detail to FAMs for review.

5.15.9.4. Ensures the UTC concept for manpower requirements does not exceed funded authorizations

5.15.9.5. Ensures MANFOR data are processed and input to MEFPAK in accordance with **Table 5.5.**

5.15.9.6. Reviews and validates manpower requirements in MEFPAK responsible UTCs on an annual basis with the FAM. Reference AFI 38-205

5.15.9.7. Performs AFSC and functional account code (FAC) indirect conversions in accordance with applicable conversion guidance.

5.15.10. **MRA - LOGDET Manager (usually Logistics Plans office):**

5.15.10.1. Assists MRA FAM in designating a pilot unit to develop standard logistics detail for new UTCs. MEFPAK Responsible Agencies will work closely with NGB/A4RX or HQ AFRC/LGX any time an ANG or AFRC unit needs to be designated as a pilot unit.

5.15.10.1.1. MRA FAMs and NGB/A4RX will work with ANG FAMs to select a candidate for pilot unit appointment. NGB/A4RX will coordinate, in writing, all requests for UTC registrations, cancellations, transfers, and title/DEPID changes with the MRA MEFPAK Manager.

5.15.10.1.2. NGB/A4RX will accomplish internal ANG coordination prior to pilot unit appointment, including obtaining written concurrence of The Adjutant General (TAG) of the unit's state. When coordination is complete between ANG and the MEFPAK-responsible command, NGB/A4RX will release a message appointing the pilot unit, info copying the MEFPAK Responsible LOGDET Manager and UTC FAM.

5.15.10.2. Notify Pilot Unit that UTC has been registered and the 60-day clock has started. Based on amount of anticipated LOGDET, the LOGDET manager may set suspense less than 60 days.

5.15.10.3. Monitors pilot unit's progress in developing LOGDET in accordance with **Table 5.5.** MRA Logistics Plans/LOGMOD and LOGMOD Stand Alone Manager are responsible for the command's UTCs requiring logistics detail. Units (both pilot and non-pilot) requiring LOGMOD/ LOGMOD Stand Alone procedural or technical assistance will contact the MRA LOGMOD/ LOGMOD Stand Alone Manager as their first line of defense prior to requesting assistance from the Operations and Sustainment Systems Group (OSSG) Field Assistance Branch (FAB). If the MRA LOGMOD/LOGMOD Stand Alone Manager cannot provide adequate assistance, base-level units will be directed to the FAB for resolution. LOGMOD/LOGMOD Stand Alone Training will be provided to units by the appropriate agency (see AFI 10-403). Active Duty units will contact the MRA LOGMOD Manager. ANG units will contact NGB/A4RX. (See AFI 10-403 for more details).

5.15.10.4. Reviews the pilot unit data transfer file on the HQ USAF central file server. Provides a copy of LOGDET for MRA FAM to review prior to submission to AF/A4RX. MRA LOGDET Managers will notify pilot units (i.e., telephone or electronic mail) if their LOGDETs have been disapproved and will provide appropriate information (e.g., LOGMOD Database Verification list-ings) to pilot units when the aforementioned discrepancies require corrective action. Command LOGDET Managers will disapprove LOGDETs when:

5.15.10.4.1. LOGMOD database verification errors exist.

5.15.10.4.2. Incorrect LOGMOD increment types exist.

5.15.10.4.3. LOGDET pallet increments do not list 463L pallet, top net, side nets and dunnage as items 1-4.

5.15.10.4.4. Incorrect or missing Special Handling Indicator (SHI) codes exist.

5.15.10.4.5. Incorrect or missing hazardous codes exist.

5.15.10.4.6. Incorrect deployment echelons codes exist.

5.15.10.4.7. Incorrect cargo category codes exist.

5.15.10.4.8. Internal Slingable Units (ISUs), Cadillac Bins, or Brooks and Perkins containers exist.

5.15.10.5. Forwards LOGFOR data to AF/A4RX quarterly, or as changes occur. Upon review and approval by the MRA and applicable ANG and AFRC UTC FAMs, MRA LOGDET Managers will immediately "approve" UTC LOGDETs to AF/A4RX for inclusion in the next quarterly update cycle.

5.15.10.6. Provides LOGFOR data to MRA FAM annually and as changes occur.

5.15.10.7. Provides results of quarterly LOGFOR updates to MRA MEFPAK Manager. Upon update release, identify UTC LOGDET discrepancies, as reflected in the MEFPAK Summary list-ing, to the MEFPAK Manager and MRA, ANG and AFRC FAMs. Upon completion of each quar-terly UTC update cycle, administered by, MRA LOGDET Managers will conduct a thorough review of the most current MEFPAK Summary listing and identify their respective UTCs that are marked with an asterisk. An asterisk in the MEFPAK Summary denotes that one or more UTC

data elements (MANFOR or LOGFOR) are in error or were not available at the time of TYPREP creation. Pilot units who have not developed and reported standard equipment UTC requirements (LOGDET) to the MRA UTC FAM for review and approval will be identified to the MRA Manager and the MRA UTC FAM for immediate resolution. Failure to comply with these directives will result in UTC cancellation unless otherwise directed by the MRA UTC FAM. ANG/AFRC-unique UTCs will be identified to NGB/A4RX and HQ AFRC/A4X, respectively, for immediate resolution.

5.15.10.8. Provides quarterly MANFOR/LOGFOR UTC updates to base-level Manpower and Logistics Plans offices, advising them of UTC changes. This update will identify all of the commands newly registered, cancelled, and deleted UTCs, MEFPAK transfers (UTCs transferred from one MRA to another), and UTC Title and DEPID code changes.

5.15.10.8.1. Newly registered UTCs will identify appointed pilot units and assigned suspense dates for LOGDET reporting to the MRA (ANG units are appointed as pilot units by NGB/A4RX with an info copy to the MEFPAK Responsible Agency).

5.15.10.8.2. Cancelled UTCs relieve pilot units of all responsibility for maintaining and reporting UTC LOGDET. Non-pilot units will delete cancelled UTCs from their LOGPLAN database from all LOGPLAN PIDs, to include LOGMOD DSOE. Upon cancellation of a UTC, MRA LOGDET Managers will delete the pilot unit working LOGDET (Suffix 1, 5, 8, or 9) from LOGFOR. The HAF LOGMOD Manager will change the DEPID code for the current approved LOGDET in LOGFOR to a zero. A zero DEPID code prevents all LOGMOD users from copying cancelled LOGDET detail to their LOGPLAN database. Cancelled UTCs will remain in LOGFOR for a period of one year in the event the UTC must be reinstated. Cancelled UTCs will continue to appear on unit DOC statements, the UTC Availability, and OPLAN/CONPLAN TPFDDs until the appropriate MAJCOM/ANG UTC FAM revises and publishes updated documents. Recommend all non-pilot units obtain MAJCOM UTC FAM guidance, in writing, relieving them from cancelled tasking until the aforementioned documents have been corrected.

5.15.10.8.3. Deleted UTCs are those that have been cancelled for a period of one year, are no longer on Air Force/Base level file, and will be deleted from LOGFOR by the HAF LOGMOD Manager (AF/A4RX).

5.15.10.8.4. UTCs transferred from one MRA to another will reflect a newly designated pilot unit in the MANFOR/LOGFOR Quarterly UTC Update released by the MRA LOGDET Manager. Upon receipt of this update, designated pilot units will review the existing LOGDET and ensure it is in compliance with Air Force and MAJCOM directives.

5.15.10.8.4.1. When UTCs are transferred from one MRA to another, a pilot unit transfer will follow. The previous pilot unit will be relieved of all responsibility for maintaining and reporting the UTC's LOGDET; however, the unit is not relieved of UTC tasking unless the MAJCOM UTC FAM provides written guidance to that effect or until the appropriate tasking documents have been updated (i.e., UTC Availability, OPLAN/CONPLAN TPFDDs, etc).

5.15.10.8.4.2. MRAs will not designate pilot units to maintain another MRA's UTC(s) without proper coordination with and approval from the other MRA and AF/A5XW.

5.15.10.8.4.3. The MRA LOGMOD Manager will update UTC title changes in the LOG-FOR UTC Header Record after the results of each Quarterly UTC Update are published.

5.15.10.8.4.4. When UTCs with a DEPID code change from P to 1, 2, 3, 4, or E, pilot units will have 60 days from UTC registration or DEPID Code change to develop and report the UTC in the LOGFOR module of LOGMOD to the MRA LOGDET Manager. UTCs with a DEPID change from 1, 2, 3, 4, or E to P require units to delete UTCs from their LOG-PLAN database from all LOGPLAN PIDs, to include LOGMOD DSOE. Upon changing of the DEPID Code, MRA LOGMOD Managers will delete the pilot unit working LOG-DET (Suffix 1, 5, 8, or 9) from LOGFOR. The HAF LOGMOD Manager will delete the current approved LOGDET from LOGFOR.

5.15.10.9. In accordance with AFIs 10-403 and 25-101, the MRA Command LOGDET Manager will ensure Internal Slingable Units (ISUs, Cadillac Bins or Brooks & Perkins containers) are not loaded in lieu of or as a substitute for 463L pallets within the standard Air Force LOGDET for UTCs for which it is responsible. The LOGDET OPR at MAJCOM level will direct pilot units to build standard UTC with 463L pallets and notify units not in compliance to take immediate corrective action. **Note**: Units are to develop logistics plan files for known taskings (i.e., OPLANs, CONPLANs, etc.). In these files they may outload in ISU containers provided they tailor to meet the unique mission/location and optimize their packing in a manner that prevents exceeding the gross weight of the standard UTC.

5.15.11. **The MRA FAM:**

5.15.11.1. Upon assignment, contacts MRA MEFPAK Manager to receive formal training on pilot unit responsibilities and LOGDET development/review.

5.15.11.2. Submits requests for UTC development to MRA OPR

5.15.11.3. Submits requests for UTC cancellations to MEFPAK Manager, including reason UTC is no longer required.

5.15.11.4. Fully coordinates all UTC development, changes, and cancellations with all using commands and with ANG, HQ AFRC, HAF/FAM, and pilot unit if either has tasked non-pilot units in accordance with the UTC Availability.

5.15.11.5. Develops the manpower detail for their assigned UTCs and submits changes to the command Manpower Plans Office for submission to HQ USAF (as required).

5.15.11.6. Reviews and updates MISCAPs and manpower detail annually or as required.

5.15.11.7. Designates a pilot unit from within the MRA to develop standard LOGDET for new UTCs and provides pilot unit with MISCAP. ANG and AFRC pilot unit designations will be coordinated with NGB/A4RX and HQ AFRC/A4X and applicable FAMs at those agencies. Information copies of pilot unit appointment should be provided to the MRA logistics plans office and pilot unit's local logistics plans function. MRA UTC FAMs will not designate a pilot unit from another MAJCOM without proper coordination and approval from the proposed pilot unit MAJCOM FAM and AF/A5XW.

5.15.11.8. Ensures LOGDET is accurate and consistent with current AS and policy statements in AFI 10-403 and AFI 25-101. Upon receipt of a LOGFOR Materiel Listing from the LOGDET Manager, conduct a thorough comparison of the UTC LOGDET against the appropriate AS (Use

Code "A" items) for consistency to ensure the pilot unit has not exceeded authorizations. FAMs will use Air Force Equipment Management System (AFEMS), or request assistance from the MAJCOM Allowance Standard Manager (MAJCOM Supply) when comparing the LOGDET against the appropriate AS. LOGFOR Materiel Listings will be provided to MRA FAMs on the occasion of a first-time report of a newly- developed LOGDET, when designated pilot units submit their UTCs to the LOGDET Manager as a result of semi-annual LOGDET reporting, and upon request from the MRA UTC FAM.

5.15.11.9. Develops common user lift passenger requirements and advises MRA LOGDET office.

5.15.11.10. Reviews LOGDET annually and as required. Coordinates updates with designated pilot unit and appropriate staff agencies prior to implementation. Works with pilot unit to determine requirement and frequency of pilot unit conferences to ensure all non-pilot units (users of the same UTC) validate and plan for programmed manpower and equipment changes (i.e., Force Structure, UMD, Allowance Standard, MISCAP changes, etc).

5.15.11.11. Requests assistance from MRA manpower plans office to assist in UTC management and accountability.

5.15.11.12. Works closely with MRA plans, manpower, and logistics plans offices to ensure MANFOR and LOGFOR data are complete and accurate.

5.15.11.13. Reviews LOGDET data quarterly to ensure pilot units are accurately entering data into the system. When notified by MRA LOGDET Manager of overdue or missing LOGDET reports, the MRA UTC FAM will contact the pilot unit directly to ascertain the reason for the overdue report.

5.15.11.14. Maintains copies of MANFOR and LOGFOR data for each UTC managed.

5.15.11.15. Maintains information on availability and tasking of UTCs for which they are responsible. Ensures that units can fill whole or partial UTC requirements they are being tasked to support for mobility and contingency planning purposes from manpower authorized in the unit. Units will not be tasked to provide UTCs or portions thereof that exceed unit manpower document (UMD) authorizations.

5.15.11.16. Monitor pilot unit's progress in development of LOGDET in conjunction with MRA logistics plans office. Ensure LOGDET is submitted within timelines stated in **Table 5.5.**

5.15.11.17. Accomplish MEFPAK risk mitigation processes when developing UTCs that establish 3-skil level requirements.

5.15.12. **Pilot Unit.** A pilot unit is responsible for developing and maintaining standard manpower and logistics detail for each UTC it has been assigned. The goal is a uniform package for all units that will use the UTC. Pilot units are appointed, in writing, by MRA UTC FAMs. The MRA UTC FAM will formally appoint pilot units, via message traffic, by their unit designator. If the pilot unit is a tenant unit residing on another MAJCOM's installation and is not considered a wing, MRA LOGDET Manager will identify the appropriate unit designator. The Pilot Unit Logistics Readiness Flight (LGRR) acts as the overall point of contact when tasked to develop the required UTC detail. Based on the UTC Functional Grouping (see **Table 5.1.**), the Logistics Readiness Officer in Charge (OIC) or Installation Deployment Officer (IDO) is responsible for assisting the UDM(s) in the development and reporting of UTC detail (i.e., MANFOR and LOGFOR) to the MRA. The pilot unit:

5.15.12.1. Submits and coordinates UTC changes through its MAJCOM. For ANG units, submit all UTC changes to NGB/A4RX for staffing with info to ANG OFAMO.

5.15.12.2. Develops manpower detail in conjunction with the MRA FAM, MRA Manpower office, and base Manpower office. For personnel-only UTCs (DEPID code P), units will contact the MRA UTC FAM before developing and reporting manpower detail. In many cases the MRA FAM retains control for developing and maintaining the UTC MANFOR, in which case the unit would only be required to review and provide recommended changes.

5.15.12.3. Develops LOGDET using the appropriate AS (e.g., i.e., Weapons System Table of Allowances (WSTA), Equipment Supply Listing (ESL) as the source document based on the mission capability of the UTC. The following will be included:

5.15.12.3.1. Equipment items that are coded as mobility equipment in appropriate AS.

5.15.12.3.1.1. Pilot unit UDMs or functional area representative(s) for a designated UTC will use Air Force Equipment Management System (AFEMS) to ensure all AS mobility-coded (Use Code "A") items are loaded in the standard UTC LOGDET prior to reporting to MRA LOGDET Manager. Pilot units will obtain access to AFEMS via the nearest Logistics Readiness Squadron Equipment Management Element, formerly known as Equipment Liaison Office (ELO)). Pilot units that are geographically separated and/or not collocated on a military installation with a Standard Base Supply System (SBSS) will request assistance from the nearest military installation Logistics Readiness Squadron customer service representative for AFEMS access. ANG and AFRC units may require assistance from their respective supply representatives at Numbered Air Force (NAF), ANG, HQ AFRC, or Gaining MAJCOM level.

5.15.12.3.1.2. All AS equipment LOGDET information at the item/suffix item level will reflect primary National Stock Numbers, applicable Allowance Source Codes (ASC), tasked quantities (see note), dimensional data for items (length, width, height, and weight), and all applicable hazard classes/divisions in accordance with AFMAN (I) 24-204, as well as all corresponding Special Handling Indicator (SHI) codes. **Note:** Regardless of the tasked quantity, item level weights will always be input as the single weight of one item.

5.15.12.3.2. Approved readiness spares capability, readiness spares package (RSP) for aviation UTCs.

5.15.12.3.3. Any non-equipment, non-RSP items necessary to directly support MISCAP (e.g., administrative supplies). However, do not include items in the LOGDET of one UTC that support another (e.g., do not include extra light-alls in an aviation UTC to support a security force entry control point). All non-equipment (non-AS) or non-RSP LOGDET information at item/suffix item level will reflect primary National Stock Numbers (see note 1), tasked quantities (see note 2), dimensional data at item level (length, width, height and weight), all applicable hazardous classes/divisions in accordance with AFMAN 24-204(I), as well as all corresponding Special Handling Indicator (SHI) codes. **Note 1**: While standard Air Force LOGDETs must contain primary National Stock Numbers (NSNs), not every item/suffix item is guaranteed to have an NSN as reflected in the Allowance Standard, FEDLOG, or Standard Base Supply System (SBSS). In the event an NSN does not exist, pilot units will associate the proper supply Federal Stock Class (FSC), along with a "P" and the part number for the item, to create a usable NSN (e.g. 7510P3409A). If the item does not have a stock number or part number, the

pilot unit will assign the proper supply FSC, along with a brief nomenclature of the item, to create an NSN (Ex: 7510STAPLER). For CE, use of a NSL number (Ex: 7510-00-NSL-001) will serve the same purpose when associated to a specific part. **Note 2**: Regardless of the tasked quantity, item level weights will always be input as the single weight of one item.

5.15.12.3.4. Packaging material (pallets, nets, cargo bins, etc.) to ensure the most efficient packaging method is recommended to affected units to optimize their deployment footprint.

5.15.12.3.4.1. LOGMOD automatically assigns standard planning information (weights, dimensional data, and quantities) to items 01, 02, and 03 when pilot/non-pilot units develop pallet increment types. The overall dimensions of a 463L Pallet are 88 inches by 108 inches, by 2 1/4 inches thick. However, the usable dimensions of the upper surface are 84 inches by 104 inches. This allows for two inches around the periphery to attach straps, nets, or other restraint devices. An empty 463L pallet weighs 290 pounds (355 pounds with nets) and has a maximum, netted load capacity of 10,000 pounds. The desired load capacity is 7,500 pounds (to help prolong pallet life). Internal Slingable Units (ISUs), Cadillac Bins, Brooks & Perkins containers, and married pallets/pallet trains are not considered LOGMOD Pallet Type Increments and will not be loaded as such in the LOGFOR module of LOGMOD.

5.15.12.3.4.2. Pilot/non-pilot units will load pallet dunnage as Item 04 for all pallet increments using the following movement characteristics: Length 88, Width 4, Height 4, Weight 30 pounds, with a quantity of three. Since dunnage is a local purchase item, pilot/non-pilot units will use the appropriate Federal Supply Class (FSC) to create the National Stock Number (NSN). The appropriate FSC is 5510, Lumber and Related Basic Wood Materials, which includes dimensional lumber, wood flooring, etc. Dunnage (e.g., lumber or timber) is placed under 463L pallets to prevent damage to the lower pallet surface and to aid in transportation with a forklift. The minimum dimensions of a piece of dunnage are 4x4x88 inches long. Use three pieces to support each loaded 463L pallet while on the ground. Just about any type of material can be used as dunnage. However, wood is cheapest and the most readily available type. All 463L pallets will be shipped with dunnage. This is both required for deployment and redeployment and must be provided by the user (ref TO 35D33-2-2-2 and TO 35D33-2-3-1).

5.15.12.3.4.3. Pilot units will ensure Internal Slingable Units (ISUs, Cadillac Bins, or Brooks & Perkins containers) are not loaded in lieu of, or as a substitute for 463L pallets and nets within standard Air Force LOGDETs. Possession of ISUs does not relieve a unit of their responsibility/requirement to maintain 463L pallets and nets in sufficient numbers to meet the determined requirement. Exception: in accordance with AFI 25-101, Bare Base UTCs can only be shipped containerized and are therefore exempt from this guidance for items that must be containerized. This does not include RSP for BEAR Systems and items that may be shipped in other than containers provided within the UTC buy. MRA LOGDET Managers will identify all LOGDETs that contain ISUs to the pilot unit for immediate corrective action.

5.15.12.3.4.4. Units are not prohibited from loading ISUs in LOGPLAN UTCs for OPLAN or notional tasking as long as the gross weight of the standard UTC LOGDET is not exceeded. Deviations from this guidance are prohibited.

5.15.12.3.4.5. Pilot units will ensure the palletized increments within the standard UTC LOGDET do not exceed 10,000 pounds. Non-pilot units will ensure palletized increments within the LOGPLAN Module of LOGMOD do not exceed 10,000 pounds.

5.15.12.3.4.6. Pilot units will physically build, weigh, and measure each increment of cargo when developing and maintaining standard UTC LOGDETs.

5.15.12.3.4.7. Within the UTC LOGDET, Pilot Units will list the contents (suffix items) for items identified as containers. In other words, Pilot Units must reflect the specific equipment/non-equipment requirements, to include NSN, Nomenclature, tasked quantities, Hazard/Special Handling Indicator codes, sensitive/controlled items, and ASCs, that all like units are required to deploy in order to meet the mission of the UTC MISCAP. The following exceptions apply: Do not list contents for MRSP except those that are hazardous or Use code "A" (Allowance Standard asset), Do not list the contents for Consolidated Tool Kits (CTKs) except those that are hazardous or Use code "A" (Allowance Standard asset), miscellaneous administrative supplies (pens, pencils, paper, etc.) except those that are hazardous or Use code "A" (Allowance Standard asset), medical supplies except those that are hazardous or Use code "A" (Allowance Standard asset) or individual civil engineer kits except those that are hazardous or Use code "A" (Allowance Standard asset). **Note**: LOGMOD is not designed for making frequent changes to fluctuating quantities of such expendables as pencils, forms, hand tools or narcotics. Inventory and Deployment Packing lists for CTKs and miscellaneous administrative supplies are the responsibilities of the owning unit. Logistics Readiness Squadrons and Medical units will use automated inventory and packaging lists generated by their functional systems (i.e., R-43 for supply and Defense Medical Logistics Standard Support (DMLSS) for medical). Civil Engineering pilot units will use the Equipment and Supply Listing (ESL) to define the contents of civil engineering kits; printed copies of pertinent ESL will be placed on or within individual kits.

5.15.12.4. Coordinates recommended changes to LOGDET and manpower detail with non-pilot units. To effectively coordinate all recommended changes, pilot units must know who their non-pilot units (users of the same UTC) are and in turn, non-pilot units must know who the pilot unit is for UTCs for which they are notionally tasked. Pilot units may also identify UTC non-pilot units by obtaining access to the Air Force UTC Availability, via Global Command and Control System (GCCS) platform or contacting the MRA LOGDET Managers directly for assistance.

5.15.12.5. If unit determines that mission cannot be accomplished with equipment currently authorized, the base unit equipment custodian:

5.15.12.5.1. Determines that use code "A" is applicable.

5.15.12.5.2. Prepares an AF Form 601/TACR or allowance change request via the TACR screen in the AFEMS with full justification.

5.15.12.5.3. Coordinates with base Logistics Readiness Flight.

5.15.12.5.4. Coordinates with wing Manpower office to ensure increase in equipment does not contain a manpower impact.

5.15.12.6. All manpower increases/decreases will be staffed with base Logistics Readiness Flight to ensure adjustment does not adversely affect equipment-to-operator ratio.

5.15.12.7. The unit's Logistics Readiness Flight validates AF Form 601/TACR received from custodian and determines need for requested equipment. If requirement is valid, the unit logistics plans office sends a message addressed to non-pilot units, with information copies to MRA FAM, citing specific changes required (to include stock numbers and other information that identifies the problem and recommended action).

5.15.12.8. MAJCOM LOGDET Managers will assist in disseminating recommended changes to non-pilot units.

5.15.12.9. The wing Manpower office will ensure the UTC concept for manpower requirements does not exceed funded authorizations.

5.15.12.10. If majority of units concur with recommended change and action does not involve an AS change, the pilot unit sends a message to MRA FAM requesting approval to change LOGDET/ manpower detail.

5.15.12.11. If majority of units concur with recommended change and an AS change is required, the pilot unit must ensure that unit equipment custodian prepares AF Form 601/TACR. The EM element of the pilot unit Logistics Readiness Squadron approves AF Form 601/TACR or allowance change request via the TACR screen in the AFEMS and forwards it through supply channels. Upon MAJCOM approval or disapproval of AF Form 601/TACR, the unit EM element advises unit deployment manager (UDM) and wing manpower function office of approved changes or disapproval so manpower impacts can be assessed. A request to change LOGDET can only be made if equipment is included in the applicable AS. Other pilot units possessing similar systems determine if proposed changes are relevant to their weapons systems and, if so, initiate action described in **5.18.**

5.15.12.12. If consensus is for disapproval, sends a message containing a synopsis of disapproval to all affected addressees.

5.15.12.12.1. Pilot units will not load pending AS mobility items into the LOGDET until approval of AF Form 601/TACR and addition of the item(s) is reflected in the AS. Pilot units are not prohibited from adding pending AS items into LOGPLAN for the purpose of exercising UTCs. Pilot units may also physically deploy pending AS items, if required, with MRA UTC FAM written approval. The pilot unit Logistics Readiness Flight will maintain copies of the submitted AF Form 601/TACR on file, for inspection purposes, until such time as the AF Form 601/TACR has been approved and the applicable AS has been updated.

5.15.12.12.2. Non-pilot units will not add nor deploy pending AS items to LOGPLAN UTCs without written approval from the pilot unit and MAJCOM UTC FAM.

5.15.12.13. Prepares necessary LOGMOD transactions to reflect accepted changes and informs all agencies involved via message.

5.15.12.14. Provides LOGDET data to MAJCOM logistics plans office according to established time frames.

5.15.12.15. Enters in "last report date" column the date when LOGDET is submitted to the MAJCOM.

5.15.12.16. The pilot unit will, during the annual review process, build, measure, and weigh all palletized cargo and any increments of cargo for UTCs that have had major ASC, MISCAP, PAA,

or equipment changes within the last year (since the last annual review) or has any other indication that the weights and measures have changed. Equipment end items (e.g., vehicles, AGE, trailers, home-station hard-wired/bolted down end items) are not required to be remeasured and reweighed during the annual review process as these items have static weights and dimensions that should not change.

5.15.12.17. Conduct pilot unit conferences every two years, scheduling them to maximize non-pilot unit availability. Pilot unit representation will be comprised of the Logistics Readiness Officer in Charge and/or Installation Deployment Officer (IDO), LOGMOD Administrator or designated representative, as well as the appropriate functional area representatives, to assist in the development, maintenance, and reporting of UTC detail (i.e., MISCAP, MANFOR, and LOG-FOR). Attendance at pilot unit conferences by all non-pilot units is critical. MAJCOM UTC FAMs will coordinate conference scheduling with the assistance of the MAJCOM LOGMOD Manager. **Note**: Pilot unit conferences for small, personnel only UTCs are not required every two years. For those UTCs, pilot unit conferences are required on an as needed basis when major changes are projected. Telephone, video, or other electronic means will suffice in lieu of traditional conferences.

5.15.12.18. If pilot unit can't meet the 60-day suspense to forward LOGDET to MAJCOM, they must submit an extension request. The extension must be developed by the pilot unit, signed by the wing commander, endorsed by the appropriate MAJCOM 2-digit and forwarded to AF/A5X. Extension request will include: justification, ECD, any request for assistance and POC.

5.15.13. **Non-Pilot Unit.** Non-pilot units are units having a weapon system or functional tasking the same as the pilot unit. The non-pilot unit is not normally subordinate to the pilot unit, except when the MAJCOM retains control of the UTC composition or a parent organization develops a UTC to be distributed to its subordinate units. Refer to AFI 10-403 for more details.

5.15.13.1. Advises pilot units of its correct message address for UTC information and unit identification code (UIC) (see paragraph **5.15.12.4.** above). While the LOGFOR Module of LOGMOD should accurately identify a UTC's pilot unit, units should contact their MAJCOM LOGDET Managers if there is question or for further information.

5.15.13.2. Evaluates pilot unit recommended changes to the AS and manpower detail and provides comments, concurrence, or nonoccurrence directly to the pilot unit within 30 calendar days, or one unit training assembly (UTA) for ANG and AFRC units.

5.15.13.3. Loads Air Force approved LOGDET in standard UTC reference file as standard UTC for deployment planning. On a semi-annual basis, non-pilot units will download the most current Air Force approved LOGDET (UTC suffix zero) for UTCs in which they are tasked, into a standard LOGPLAN UTC reference file (Plan ID). Units will then conduct a thorough comparison between the current downloaded UTCs and existing UTCs in their Pseudo and UTC Availability PIDs to ensure tasked Unit Deployment Managers (UDMs) are aware of standard UTC requirements. Significant differences between the LOGDET and LOGPLAN UTCs will be identified, documented, and resolved by the non-pilot unit.

5.15.13.3.1. Non-Pilot units are required to procure and maintain the UTC equipment and supplies authorizations in order to provide the sustained 30 days of bare base capabilities required to support contingency and wartime missions. All Non-pilot units will establish a process for budgeting and procuring equipment (i.e., non-expendable items) and expendable

items required to support the mission of the UTC. Documentation, such as Memo-Due Out's and Memo-Due In's, in order for unit commanders to properly account for UTC items on-hand or on order, which are required for deployment.

5.15.13.4. To accurately identify the correct pilot unit for a UTC, non-pilot units will view the pilot unit working LOGDET (UTC suffix 1, 5, 8, or 9) within the LOGFOR module of LOGMOD. It is ultimately the non-pilot units' responsibility to identify themselves and provide the pilot unit with enough information for the LOGDET coordination process to function efficiently. Non-pilot units will provide pilot units with their correct organizational information (i.e., unit designation/ office symbol, point of contact (POC) name(s), defense switched network (DSN) and commercial telephone numbers, electronic mailing address, and street address) to ensure pilot units are able to coordinate recommended LOGDET changes prior to submission to MAJCOM FAM for review and approval.

5.15.13.5. Provides feedback on the pilot unit's developed LOGDET/manpower detail to ensure data integrity.

5.15.13.6. Maintains copies of the standard UTC LOGDET.

5.15.13.7. Submits AF Form 601/TACR directly to pilot unit for consideration and coordination with other non-pilot units when originating a request for change in mobility equipment authorizations. Non-pilot unit UDMs will submit all AF Forms 601 through the wing LOGMOD Administrator or Installation Deployment Officer (IDO).

5.15.14. **Using MAJCOMs:**

5.15.14.1. Review and evaluate MANFOR data developed by MRA/pilot unit to ensure UTC adequately defines manpower force requirements.

5.15.14.2. Provide comments and coordination with MRA.

5.16. Reporting

5.16.1. **MANFOR Reporting.** Each MRA will ensure that they have completed all of their changes, cancellations, etc prior to the date that runs the MANFOR update. The semiannual AFSC conversions and functional account code (FAC) conversions are accomplished on 31 Oct and 30 Apr of each year. The MRA Manpower Office will perform all conversions provides an updated MANFOR file for the MANPER-B system as required.

5.16.2. **LOGFOR Reporting.** Each MRA will submit its LOGFOR update to AF/A4RX. LOGDET data for all newly approved UTCs must be reported in LOGFOR by the next LOGFOR update. Only those UTCs with changes need to be reported as AF/A4RX pulls data from the central file server at HQ SSG/LGX.

5.17. MEFPAK Annual Review

5.17.1. The MRAs, for their respective UTCs, are tasked annually to ensure the accuracy, consistency, and currency of the title, MISCAP, and logistics/manpower detail of its UTCs. Significant changes in UTC manpower requirements or concepts of operation must be coordinated with all potential using commands, the ANG, AFRC, AF/A1MR, and approved by AF/A5XW and the appropriate HAF functional area manager.

5.17.2. The validation will be done using the following criteria:

5.17.2.1. Is the UTC still needed?

5.17.2.2. Does the MISCAP state the true capability of the UTC?

5.17.2.3. Is the pilot unit still accurate? The accuracy of UTC detail is increased when the assigned pilot unit actually possesses, operates, or maintains the tasked capability.

5.17.2.4. Are the manpower detail and LOGDET correct for the stated mission capability?

5.17.2.5. Are all AFSCs and functional account codes still valid?

5.17.2.6. Is the manpower-to-equipment ratio adequate and valid?

5.17.2.7. Does the UTC contain enough operators for the amount of equipment identified in the LOGFOR?

5.17.2.8. If the equipment requires operators/maintainers, are the correct AFSCs listed?

5.17.2.9. Are operators/maintainers identified in the UTC but no equipment?

5.17.2.10. For aviation UTCs, have all sortie rates, crew ratios, and aircraft sortie durations (ASDs) been deleted from the MISCAP and replaced with the reference to WMP-5?

5.17.2.11. Are similar aviation UTCs (same MDS and MISCAP) consistent with regard to the number of personnel and short tons? Inconsistencies in these UTCs could impact combat readiness. In particular, these errors could lead to under-equipping a deploying unit or overstating requests for strategic lift. An example of inconsistency is a similar (same MDS and MISCAP) pair of UTCs in which one UTC is for 12 primary mission aircraft inventory (PMAI) and the other UTC is for 6 PMAI yet the larger one contains 10 times the amount of logistics support equipment (149.9 vs. 14.2 short tons). In this example, the MRA should either update the logistics data or alter the MISCAP to define the difference.

5.17.2.12. Are all cross-functional UTCs required to provide full capability identified in the MISCAP and the cross functional Table in DCAPES for inclusion in planning?

5.17.3. The review process will include coordination with:

5.17.3.1. Air Staff and MAJCOM functional area managers.

5.17.3.2. Pilot units.

5.17.3.3. Other MAJCOMs that use the UTC.

5.17.3.4. AFRC and/or ANG if applicable.

5.17.3.4.1. Any MRA which recommends a change to a UTC that applies to the ANG or AFRC or which impacts the forces of another command must coordinate the change with the ANG, HQ AFRC, the affected command, and the HAF FAM before updating the UTC.

5.17.4. After a UTC is reviewed and updated, MEFPAK responsible agencies will update the MISCAP to indicate the date of the most recent review.

5.18. LOGDET Development and Maintenance.

5.18.1. **Developing UTC LOGDET.**

5.18.1.1. Pilot units will develop new UTCs to meet worldwide deployment, 30-day bare base capability, prioritizing cargo increments as detailed below. This guidance emphasizes the need to develop UTCs as they were intended, to manage critical airlift resources to meet combatant commander taskings. The end objective is to provide TRANSCOM, supported component headquarters, and MAJCOM Crisis Action Teams the ability to most efficiently communicate and analyze movement requirements in OPLAN TPFDDs. Civil Engineering is an exception to this process, AFCESA/CEXX will work with Air Staff and MRAs in development of new UTCs and defining ESL requirements.

5.18.1.2. Pilot units will not load mobility bags, weapons, ammunition, bottled water, or Meals Ready-to-Eat (MRE) into the standard UTC LOGDET unless directed by the UTC MISCAP or the MAJCOM UTC FAM. Mobility bags, weapons, ammunition, bottled water, and MREs may be loaded into LOGPLAN UTCs as additive requirements for OPLAN or notional tasking when directed by the UTC MISCAP, HHQ guidance, or the MAJCOM UTC FAM. Weapons and ammunition will be identified as "Sensitive Cargo" at item level in all LOGFOR and LOGPLAN UTCs.

5.18.1.3. Pilot units will not load general-purpose vehicles when developing/maintaining standard LOGDET unless directed by the UTC MISCAP, by HHQ guidance, or the MAJCOM UTC FAM. Non-pilot units will not load general-purpose vehicles when developing/maintaining LOGPLAN UTC information in LOGMOD/LSA unless authorized in the UTC MISCAP, reflected in the UTC LOGDET (developed by the pilot unit), or directed by HHQ or MAJCOM UTC FAM.

5.18.2. **Maintaining and Reporting UTC LOGDET.**

5.18.2.1. Annual LOGDET Validation. Pilot units will conduct an annual validation on their LOGDET(s) to coincide with the MAJCOM LOGMOD Manager's annual LOGDET validation, NLT 1 March of each year. The premise of conducting annual LOGDET validations is to ensure pilot units are complying with Air Force and MAJCOM directives, as well as maintaining standard UTC requirements for all like units. Specifically, pilot units will conduct a thorough comparison of the existing LOGDET against the appropriate Weapon/Non-Weapon System AS, as reflected in AFEMS, to ensure both are consistent. Questions regarding Allowance Standard references should be directed to the MAJCOM UTC FAM or local Logistics Readiness Squadron Equipment Management Element. Pilot units will coordinate all LOGDET changes with all known non-pilot units prior to reporting the LOGDET to MAJCOM LOGMOD Manager for MAJCOM UTC FAM review and approval.

5.18.2.2. Annual LOGPLAN Validation. At least annually, Unit Deployment Managers (UDMs) and cargo increment monitors will validate their equipment requirements in LOGPLAN against the applicable AS and standard Air Force LOGDET. Units will conduct a thorough comparison of the existing LOGDET against the appropriate Weapon/Non-Weapon System AS, as reflected in AFEMS, to ensure consistency. UTCs with no associated AS will use the UTC MISCAP and approved LOGDET as the primary source document for LOGPLAN development. Questions regarding AS references should be directed to the MAJCOM UTC FAM or local Logistics Readiness Squadron Equipment Management Element.

5.18.2.3. UDMs and/or cargo increment monitors will ensure they provide the wing/base LOGMOD Administrator with the correct Functional Account Codes (FACs) and Supply Org/Shop Codes when validating their UTCs. This information is necessary in order for the LOGMOD

Administrator to maintain the local LOGPLAN Org/Shop table, as well as the local LOGPLAN Unit Org ID/FAC/Org Shop table.

5.18.2.3.1. Pilot units will report their LOGDET(s) out-of-cycle when major changes to the UTC occur. Major changes include the addition or deletion of whole increments/pallet positions (which can affect the overall airlift requirements for all like units when tasked to deploy the UTC), modification/re-configuration of deployment echelons and/or re-sequencing/prioritization of increment numbers, validation of AS Use Code "A" assets, or when significant weight or dimensional changes occur (either increase or decrease) that can affect the overall airlift requirements necessary to deploy the UTC.

5.18.2.3.2. Prior to reporting LOGDETs to MAJCOM LOGMOD Managers, pilot units will generate a LOGFOR Database Verification Report on each UTC being reported. UTCs reflecting errors will be corrected in each LOGDET, and all applicable LOGPLAN UTCs, prior to submission of LOGDET(s) to MAJCOM FAM for review and approval.

5.18.3. **OPLAN and Pseudo PLAN IDs (PIDs)** : Units will maintain deployment-planning data unique to their unit UTC tasking in the LOGPLAN module of LOGMOD. Individual LOGPLAN PIDs will be created for each tasked OPLAN, CONPLAN with TPFDD, and/or notional tasking such as AEF. Units will only use HAF-approved Pseudo PIDs in LOGPLAN in lieu of actual OPLAN PIDs for contingency planning to minimize the risk of classifying LOGMOD. Units tasked under specific OPLANs will build each LOGPLAN PID using the first four characters of the approved corresponding Air Force-approved Pseudo PID, and leave the 5th character blank (Example: WOTJ_). In the DSOE module of LOGMOD, units will maintain corresponding information using the full five-character Air Force-approved Pseudo PID (Example: WOTJZ). Units must use a different character in the fifth position of the LOGPLAN PID because LOGMOD will not support the use of the same PID in both LOGPLAN and DSOE. The reason units are required to use the full five-character Pseudo PID in DSOE is because units will be required to pass DSOE data to their MAJCOM in order to populate contingency and execution TPFDDs with tailored deployment data. Specific instructions regarding the passing of data from DSOE are identified in an attachment in AFI 10-403. A list of Air Force-approved Pseudo PIDs may be obtained from the MAJCOM LOGMOD Manager.

5.18.4. **Unit Line Number (ULN) Management** : A ULN is a maximum seven character alphanumeric code that uniquely describes a unit entry (line) in a JOPES TPFDD. It is made up of three elements: a force requirement number (FRN equals 2-5 characters), a fragmentation code (FRAG equals 1 character), and an insert code (INSERT equals 1 character). LOGMOD Administrators can use actual ULNs, as reflected in TPFDDs/ TPFDLs, in LOGPLAN for tasked OPLAN requirements. To minimize the risk of classifying their database, LOGMOD Administrators will ensure the correct Pseudo PID is assigned against tasked OPLAN UTCs in LOGPLAN. When using DSOE for real-world contingencies, Operational Readiness Exercises/Inspections (ORE/I), and/or local exercises, units will use tasked ULNs as they appear on the applicable tasking authorization document (Air Tasking Order (ATO), TPFDD/TPFDL, etc). When developing and maintaining the UTC Availability LOGPLAN PID, LOGMOD Administrators will designate ULNs or a series of ULNs to coincide with each unit's tasked UTCs, i.e., Civil Engineering would use ULNs CES01 through CES99.

5.18.5. **Prioritization of Cargo.** Although pilot units use deployment echelons and increment numbering to identify out-movement priority for cargo increments, non-pilot units (users of the same UTC) may have different priorities as to which cargo increments need to be available at the deployed location first. When differences between units occur, non-pilot units will use the movement priority

field within the LOGPLAN Module of LOGMOD to prioritize the out-movement of each cargo increment. As there are several ways of using the movement priority field within LOGMOD, non-pilot units will determine the most efficient method of use based on the following guidance. **Note**: Recommend units document the most efficient method of prioritizing cargo increments in their Installation Deployment Plan (IDP). Two of the most efficient ways of utilizing the movement priority field in LOGMOD are by UTC or within a UTC.

5.18.5.1. Prioritizing by UTC means based on TPFDD requirements (i.e., ALD, RLD, or RDD). For example, units would assign "0001" to every increment within the first UTC scheduled to deploy and assign "0002" to every increment within the UTC scheduled to deploy second. By doing this, DCC Schedulers would have clear visibility as to which increments needed to deploy when creating a schedule of events in the DSOE module of LOGMOD.

5.18.5.2. Prioritizing within a UTC means units will prioritize, by increment, within each UTC. To do this, units should look at each increment and determine which ones need to deploy first, second, third, etc based on unit-unique requirements. When doing so, units must consider the minimum equipment needed to support the MDS for weapons loading and/or regeneration of aircraft (for aviation UTCs) and essential equipment requirements necessary to establish base operations at the employed location (i.e., force protection, rapid runway repair, communications, billeting/ food preparations, etc). Example: Three different UTCs may all be required to be at the employment location at the same time (or on the same day), but only certain increments from each UTC need to be in-place for aircraft generation and base operations set-up. By prioritizing within each UTC, units would designate those essential increments, from each UTC, by assigning "0001" in the movement priority field. By doing this, deployment control center (DCC) Schedulers would have clear visibility over the higher priority increments (coded as 0001) as opposed to those with a lesser priority (coded as 0002, 0003, 0004, etc). Another option when using the movement priority field in LOGMOD is to assign UTC increments based on pre-planned load plans. Example: All increments scheduled to deploy on chalk 1 would have a movement priority of 0001. Those increments scheduled to deploy on chalk 2 would have a movement priority of 0002.

5.18.6. **Load and Packing Lists.** All units will use Deployment Load and Packing lists from LOGMOD/LSA when deploying cargo. Load and Packing lists must be accurate and be attached in weatherproof pouch with the pallet/container. **Note**: Accurate load and packing lists are critical to ensure unit equipment is not delayed by customs at entry into other countries. Failure by units to create accurate documentation can delay equipment arrival to the beddown location and seriously affect the mission. The exceptions are: Medical units may use DMLSS packing lists and logistics readiness units may use Standard Base Supply System listings (R-43, etc.) for MRSP packing lists. Civil Engineering units will use the ESL to identify civil engineering kits. Copies of the ESL will be placed on or within individual kits. Units will not use manual Deployment Load and Packing lists except under the most unusual of circumstances (i.e., LOGMOD/LSA system failure).

5.18.6.1. In accordance with AFI 10-403, units must include placards and military shipping labels as minimum forms of documentation/identification with each increment. Placard will be generated via LOGMOD/LSA and military shipping labels will be generated by CMOS or GATES. See AFI 10-403 for further details.

5.18.7. **UTC Tailoring.**

5.18.7.1. **Tailoring from a UTC.** Tailoring UTCs in LOGPLAN is authorized under certain circumstances. Tailoring out cargo is permitted if the deploying unit has sufficient documentation stating what required assets are in-place and available at the deployed location "for their use" or if the equipment is not required for the mission. Pre-positioned assets identified in the War Plans Additive Requirements Report (WPARR), in conjunction with the Base Support & Expeditionary Planning Tool (BaS&E) and/or TPFDD War Reserve Material (WRM) UTCs, will be tailored from the standard LOGDET UTC gross weight. Tailored weights will be based on the gross incremental weight of each item and adjusted in the appropriate TPFDD. Since LOGMOD no longer has "Tailor Key" capability, units will tailor their LOGPLAN UTCs by adding, deleting, and modifying applicable increments, items, and suffix items.

5.18.7.2. **Tailoring to a UTC.** Adding additional AS equipment items and/or vehicles of any sort to LOGPLAN UTCs is prohibited unless the pilot unit has added the item to the standard UTC or a unit has obtained MAJCOM UTC FAM approval in writing. Non-equipment items (admin supplies, weapons, mobility bags, munitions, expendables, etc.) may be added, without pilot unit or MAJCOM UTC FAM approval, to LOGPLAN UTCs if they are required to directly support the mission specified in the UTC MISCAP and the UTC does not exceed the LOGDET gross weight or total number of increment/pallet positions. When tailoring to a UTC(s), units must take care not to exceed the gross movement requirements of the UTC as airlift requirements are based on the standard UTC (LOGDET) weights, OPLAN TPFDD weights, and cube. The standard UTC should reflect the worst case, bare base capability to support the UTC MISCAP. Units will maintain documentation on equipment that has been tailored (added or deleted) from their LOGPLAN UTCs for historical and compliance inspection purposes. If non-pilot units have to add items to their LOGPLAN UTC(s) in order to meet mission requirements, the pilot unit and MAJCOM UTC FAM should be notified in case a change to the LOGDET is required for all like units. See AFI 10-403 for further details.

5.18.7.2.1. Based on standard UTC requirements, as developed by the designated pilot unit, non-pilot units/users of the same UTC(s) are prohibited from tailoring UTCs without written authorization from the MAJCOM UTC FAM or HHQ approval. This includes changing deployment echelons/increment numbers as reflected in the standard UTC LOGDET. When pilot units develop standard UTC requirements they are tasked to identify everything required to sustain a unit in a bare base environment for a period of 30 days, at which time re-supply will begin or may have already begun. As such, pilot units will develop these requirements based on the UTC MISCAP and Weapon/Non-Weapon System Allowance Standard that are the baseline for LOGDET development. Pilot units are required to prioritize the out-movement of cargo in such a manner that the minimum equipment needed to support the mission, i.e. MDS for weapons loading and regeneration, be deployed on the first available support airlift to the FOL. Pilot units prioritize the out-movement of equipment using deployment echelons and increment numbers. Once pilot units establish these priorities, for all like units who may be tasked for the same UTC, those designated non-pilot units are prohibited from changing established deployment echelons as identified in the standard UTC LOGDET. If non-pilot units have differing opinions as to what equipment should be deployed first, second, and third, they are required to identify their prioritization requirements using the Movement Priority field for each increment of cargo within the LOGPLAN Module of LOGMOD.

5.18.8. **Standardization of UTC Cargo Increment Types.** Pilot/non-pilot units will identify cargo increments, within LOGMOD, using the proper increment types.

5.18.8.1. Pilot/non-pilot units will assign 463L pallets as LOGMOD Increment Type "pallet". Special shoring is always required when deploying palletized increments when the cargo may cause physical damage to the pallet. Special shoring is used to prevent metal-to-metal contact (damage) of the pallet and cargo loaded on the pallet. **Note**: Special shoring consists of dunnage and 3/4 inch plywood. Plywood will be used to cover the surface of the pallet susceptible to damage prior to loading any equipment or non-equipment items for deployment.

5.18.8.2. Pilot/non-pilot units will assign self-propelled vehicles (i.e., equipment that is driven onto an aircraft) as LOGMOD increment type "rolling stock". Rolling stock (vehicles or vehicular cargo) has an engine and is self-propelled with at least two axles. Examples of rolling stock include vehicles such as bobtails, trucks, jeeps, forklifts, R-9/R-11 refuelers, MJ-1 bomb loaders, MB-4 Tug, etc.) Parking, roller, or sleeper shoring may be required when deploying rolling stock (vehicle) increments in order to prevent damage to Air Force assets (e.g., aircraft floor, deploying personnel, and the vehicle itself). Additional shoring (i.e., approach/bridge) may be required when deploying trailer type 1 increments.

5.18.8.3. Pilot/non-pilot units will assign single axle vehicular cargo that is non-self-propelled (equipment that is pulled or winched onto an aircraft) as LOGMOD Increment Type "Trailer Type 1". Trailer Type 1 increments have no engine (non-self-propelled vehicular cargo) and have only one axle with wheels. Trailer Type 1 increments have an axle that is usually centered or located towards the rear of the increment, with a fixed or immovable hitch that cannot be stowed or removed. The hitch itself, which may have a kickstand or caster that is part of the increment frame, rests on the ground and bears weight. **Note**: Kickstands and/or casters will not be counted as an axle in LOGMOD. Hitch location, hitch weight, and tongue length are essential elements in Automated Air Load Planning System (AALPS). (Examples of Trailer Type 1: H-1 heaters, MC-2A compressors, LOX carts, etc). Parking shoring is always used when deploying Trailer Type 1 increments. Additional shoring (i.e., rolling, sleeper, and approach/bridge) may be required when deploying Trailer Type 1 increments.

5.18.8.4. Pilot/non-pilot units will assign multi-axle vehicular cargo that is non-self-propelled (equipment that is pulled or winched onto an aircraft) as LOGMOD Increment Type "Trailer Type 2". Trailer Type 2 increments have no engine and have two or more axles. Trailer Type 2 increments have a hitch and tongue that is primarily used for movement and steering. The hitch/tongue can be fixed or positioned (removed/stowed) and bears no weight as it never touches the ground. Hitch location and tongue length are essential elements in AALPS. Examples of Trailer Type 2 increments are MHU-110 trailers, ABDR trailers, nitro carts, -60 generators, NF-2 light-alls, 3000lb engine trailers, -86 generators, 40-foot flatbed trailers, etc. Additional shoring (i.e., parking, rolling, sleeper, or approach/bridge) may be required when deploying Trailer Type 2 increments.

5.18.8.5. Pilot/non-pilot units will assign self-propelled vehicles that are driven and move using tracks vice wheels as LOGMOD Increment Type "track". Examples of track increments are M1-Abrams tank, bulldozers, etc. Rolling shoring is always required when deploying track vehicles. Additional shoring (i.e., parking, sleeper, or approach/bridge) may be required when deploying track vehicles.

5.18.8.6. Pilot/non-pilot units will assign helicopters as LOGMOD Increment Type "skidded or wheeled". The helicopter configuration will determine the exact LOGMOD Increment Type to use.

5.18.8.7. Pilot/non-pilot units will assign equipment that doesn't meet any other LOGMOD Increment Type as "other". Examples are wooden skid, nesting boxes, crates, married pallets, ISUs, Cadillac Bins, and Brooks & Perkins containers. **Note**: Married pallet increments fall under this category for two reasons: 1) Because LOGMOD calculates the second position of the cargo category code (CCC) based on Increment Type and dimensional data, in which case pallet increments are automatically assigned a length and width of 88 x 108. Since LOGMOD will not allow UDMs to modify the overall dimensional data for a pallet increment type, increment type "other" must be used to capture the true number and length of the married pallet, and 2) AALPS reads our pallet increment types as 88 x 108 but doesn't load plan the increment correctly, which causes the load planner to delete and re-add the increment to correct it. Units should use increment type "other," but include the overall dimensional data for the number of pallets trained together and input a quantity the correct number of pallets trained together for the 01 Item.

5.18.8.8. Pilot/non-pilot units will ensure the correct CCCs are loaded within each UTC, paying close attention to hazardous items. The first position in the CCC must reflect the proper code for all hazardous type items at the increment, item, and suffix item levels. Each Unit Deployment Manager and functional area representative within the designated pilot unit is overall responsible for ensuring all hazardous data input into LOGMOD is accurate. **Note**: Units should use AFMAN 24-204(I), 49 CFR, existing Shipper's Decs, and local Transportation personnel when verifying accuracy of hazardous information within a UTC. When loading hazardous information in LOGMOD, units should enter the hazard class/division identified in Key 12 of the Shipper's Declaration for Dangerous Goods (SDDG) form. When entering the hazard class/division for vehicles with engines (internal combustion), Class 9 should be reflected in Key 12 of the SDDG not Class 8 for the battery, Class 3 for gas or Class 2.2 for the permanently attached fire extinguisher. Pilot units will also ensure all 99X hazard codes are updated to reflect the correct hazard class/division in the LOGDET. **Note**: Hazard code 99X is a default code that LOGMOD assigned to hazardous items during its upgrade from TG-2 (DOS based application) to TG-3 (Windows based application). It is very important to identify the correct hazardous information, as this will feed CMOS, AALPS, and the Global Transportation Network (GTN).

5.18.8.9. To optimize airlift, increments which are too small to palletize will be physically combined into a single increment and palletized whenever possible. When combining increments and/or pallets, units must coordinate their efforts with the Deployment Control Center (DCC) Scheduler. For in-transit visibility (ITV) purposes, every increment for every deploying UTC must have its own Transportation Control Number (TCN), as reflected on the Deployment Schedule of Events (DSOE) and in the CMOS TCN Detail file created by the DCC when disseminating cargo files from LOGMOD-DSOE to the CMOS operator. Only the remarks block on the DSOE will be used to reflect combined increments and which unit has lead responsibility for those increments.

5.18.9. **Use of Deployment Echelon Codes.**

5.18.9.1. Pilot units will ensure the correct deployment echelon codes are used within UTCs to aid in the out-movement and prioritization planning of each UTC. A deployment echelon is defined as a capability within a UTC that commanders must deploy as a single entity. Deployment echelons facilitate deployment planning by identifying a unit's capabilities, material, and personnel requirements and designating the sequence of movement. Force echeloning is organizing units for movement. Force echeloning establishes a priority for movement within the deploying force to meet operational requirements and maximize available lift (surface or air). In LOGMOD, they are iden-

tified as two-position alphanumeric characters. The first position represents a type of deployment echelon relative to the equipment being deployed (Enroute Support, Initial Support, Tactical Support, etc). The second position represents an element/priority in which the equipment must be deployed (i.e., 1, 2, 3, etc).

5.18.9.2. To further prioritize the out-movement priority of cargo within the standard UTC LOGDET, pilot units will sequentially number every increment of cargo beginning with 0001, 0002, 0003, etc. Once pilot units establish these priorities, for all like units who may be tasked for the same UTC, those designated non-pilot units are prohibited from changing established increment numbers as identified in the standard UTC LOGDET. If non-pilot units have differing opinions as to what equipment should be deployed first, second, and third, they are required to identify their prioritization requirements using the Movement Priority field for each increment of cargo within the LOGPLAN Module of LOGMOD. Based on standard UTC requirements, as established by the designated UTC pilot unit, non-pilot units (i.e., users of the same UTC) are prohibited from tailoring UTCs without written authorization from the MAJCOM UTC FAM or HHQ approval. This includes changing standard UTC LOGDET deployment echelons/increment numbers in the LOGPLAN Module of LOGMOD.

5.18.9.3. **Echelon of Deployment Elements.**

5.18.9.3.1. All aviation (3-series) UTCs will be developed by pilot units using Air Staff (AF/A3/5 and AF/A4MM) right-sizing guidance for modular/scalable UTCs. 3-series UTCs will include support equipment for aircrew members, operations, life support, and intelligence personnel only. Supply and maintenance equipment previously identified in MTW-sized aviation UTCs will be removed and placed into corresponding generation maintenance UTCs. Lead packages will be designed to deploy independently. Follow-on UTCs will be dependent packages that fall in on (provide additional aircraft capabilities to) initial lead packages. **Note**: I, O, Q, U and Y are not used.

5.18.9.3.2. **A1-9 - Contingency Response Group Element (CRG-E)** (formerly referred to as Tanker/Airlift Control Element (TALCE)). A functional airlift organization (provisional) established to provide support to air elements at an air facility. Normally, it includes an operations function such as movement control and communications, a support function, which relates to the air facility itself, and a liaison with appropriate airborne or other air units.

5.18.9.3.3. **B1-9 - Base Support Element (BSE).** A deployment echelon normally composed of personnel and materiel over and above the flight and tactical support element. The BSE will include all personnel and materiel required to support the most demanding operation plan, operation order, or tasking order under which a unit is tasked. This deployment echelon is normally used in 4F, JF, LW, PF, QF, RA, UFT, XFB, XFF, and XW series UTCs.

5.18.9.3.4. **C1-9 - Base Support Element.** A deployment echelon normally composed of personnel and materiel over and above the flight and tactical support element. The BSE will include all personnel and materiel required to support the most demanding operation plan, operation order, or tasking order under which a unit is tasked. This deployment echelon is normally used in the 6K series UTCs.

5.18.9.3.5. **D1-9 - Base Support Element.** A deployment echelon normally composed of personnel and materiel over and above the flight and tactical support element. The BSE will

include all personnel and materiel required to support the most demanding operation plan, operation order, or tasking order under which a unit is tasked.

5.18.9.3.6. **E1-9 - Enroute Support Team (EST).** Used in modular/scalable fighter and intra-theater airlift aviation/maintenance UTCs. 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. If lead packages are already in place, and additional aircraft are required, the assumption is that the follow-on 6-ships will travel together and require only one EST. If they travel separately, the units will have to coordinate EST or en-route support to ferry the aircraft to the deployed location. For example, units may use FOL, sister-squadron support, main operating base (MOB) or collocated operating base (COB) support.

5.18.9.3.6.1. E1 - EST-A (Enroute Support Team A). Used in initial (lead) packages only. Provides limited aircraft support (generation maintenance purposes) and normally precedes and travels with aircraft to port of debarkation (POD). Examples: -60, Hobart, Mule, towbar, hydraulic/oil cart, etc.

5.18.9.3.6.2. E2 - EST-B. (Enroute Support Team B). Used in the first follow-on package only. Provides additional limited aircraft support (generation maintenance purposes) for first follow-on aircraft capability, which normally precedes and travels with aircraft to POD. Examples: -60, Hobart, Mule, towbar, hydraulic/oil cart, etc.

5.18.9.3.6.3. E3-9. Reserved for future use.

5.18.9.3.7. **F1-9 - Preflight Team.**

5.18.9.3.8. **G1-9 - Aerial Port Element.**

5.18.9.3.9. **H1-9 - Air Force forces (AFFOR) or Wing Headquarters.** The Headquarters Support Element (HSE) is used in planning for deployment of the AFFOR and/or Wing Headquarters elements. The HSE consists of people and materiel designed to establish command elements and a command structure for deploying forces. This deployment echelon is normally used in 7F and 9A series UTCs.

5.18.9.3.10. **J1-9 - Aircrew Members.** Newly developed, modular/scalable 3-series aviation UTCs will use J1-9 deployment echelons to identify equipment directly supporting aircrew members, operations and intelligence personnel.

5.18.9.3.11. **K1-9 - Mission Support Element.**

5.18.9.3.12. **L1-9 - Medical Support Element.** A deployment echelon used to identify medical assets within an F-series UTC.

5.18.9.3.13. **M1-9 - Munitions Support Element (MSE).** All munitions (HG- and HH-series) UTCs will be developed using deployment echelon codes M1-M4, MSE. MSE includes personnel and equipment, which normally precedes the deploying aircraft to provide munitions capability at the employed location. All MSE cargo increments will be developed to meet Initial Combined Air Operations Center (CAOC) Capability (ICC).

5.18.9.3.13.1. Fighter aircraft MSE (18 to 24 primary mission aircraft inventory (PMAI)) will be developed using the following deployment echelons:

5.18.9.3.13.1.1. M1 for 6 to 8 PMAI

5.18.9.3.13.1.2. M2 for 9 to 14 PMAI

5.18.9.3.13.1.3. M3 for 15 to 18 PMAI

5.18.9.3.13.1.4. M4 for 19 to 24 PMAI

5.18.9.3.13.1.5. Deployment echelons M1-M4 when deployed together comprise the complete 24 PMAI UTC package. If the UTC tasked required a tailored 12 PMAI, M1-M2 are the only echelons deployed. If the UTC deployed needed to increase its PMAI to 18, at the same location, them M3 is deployed.

5.18.9.3.13.2. Bomber aircraft MSE (6 to 12 PMAI) will be developed using the following deployment echelons:

5.18.9.3.13.2.1. M1 for 2 to 3 PMAI

5.18.9.3.13.2.2. M2 for 4 to 6 PMAI

5.18.9.3.13.2.3. M3 for 7 to 9 PMAI

5.18.9.3.13.2.4. M4 for 10 to 12 PMAI

5.18.9.3.13.2.5. Deployment Echelons M1-M4 when deployed together comprise a complete 12 PMAI UTC package. If the UTC tasked required a 4 PMAI, then M1-M2 deployment echelons are deployed. The basic concept is to use the second character of the deployment echelon to identify and prioritize the number of PMAI as described above.

5.18.9.3.14. **N1-9 - Nuclear Augmentation.**

5.18.9.3.15. **P1-9 - Personnel.** This deployment element is used to identify personnel tasked in RF series UTCs.

5.18.9.3.16. **R1-9 - Combat Search and Rescue (CSAR).** This deployment echelon is used to identify personnel and materiel associated with the rescue UTCs. This deployment echelon is used in 9AR, 3TR, and HRR UTCs. (Pilot units may elect to use E1, E2, S1, and T1 in the 3TR series UTCs.)

5.18.9.3.17. **S1-9 - Initial Support Element (ISE).** Used in modular/scalable fighter and intra-theater airlift aviation maintenance UTCs, this deployment echelon is organized and maintained for fighter, reconnaissance, bomber units, and other units. An ISE 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. This deployment echelon is normally used in H-series UTCs.

5.18.9.3.17.1. S1 - Advanced Echelon (ADVON) (also known as initial support element). Used in initial (lead) packages only. The ADVON portion of this UTC consists of a minimal amount of equipment required to support an initial maintenance site survey team of personnel to include Supply, Maintenance Chief and Munitions personnel to assess the FOL and prepare for initial aircraft recovery/bed down and to establish aircraft parking areas at the deployed location. Common examples of ADVON equipment are combined tool kits (CTK) to facilitate the breaking down and opening of pallets and containers, as

they arrive at the FOL, and soap sample kits. **Note**: Follow-on UTCs will have no ADVON capability.

5.18.9.3.17.2. S2 - Main Base. This portion of the UTC consists of equipment brought from home station to sustain and re/generate (turn) initial 12 Lead (6 Lead for ARC forces) tactical aircraft at an established military or civilian airfield (Main Operating Base) for Initial Combat Capability (ICC).

5.18.9.3.17.3. S3 - Bare Base –Remaining equipment not previously identified as S2 to support initial 12-ship Lead capability (initially a 6-ship lead for ARC forces). When the initial 12-ship Lead UTC deploys to a Bare Base location (runway and potable water source), all S2 and S3 equipment will be deployed simultaneously.

5.18.9.3.17.4. S4-9. Reserved for future use.

5.18.9.3.18. **T1-9 - Tactical Support Element (TSE).** Used in modular/scalable fighter and intra-theater airlift aviation maintenance UTCs. A TSE includes personnel and materiel which, when combined with ISEs and ESTs, will provide a unit with the operational capabilities prescribed by the UTC MISCAPs.T1 T2T3 echelons will be used for ANG 3-ship follow-on packages. T4-9 deployment echelons are reserved for future use.

5.18.9.3.18.1. Fighter units

5.18.9.3.18.1.1. T2 – Main Base – This portion of the UTC consists of equipment to support the first follow-on 6-ship capability. This equipment is normally comprised of the following: Air cylinders, Nitro carts, Lox carts, Hydraulic carts, 3-4 NF-2 Light-alls, aircraft jacks and generators. Also included is the remaining 20% of the authorized MRSP for a full 18/24 PMAI capability. Some assumptions should be made during development of this portion of the UTC. For instance, it should be assumed that back shop support equipment will be available at the FOL. It should also be assumed that sufficient lighting will be available in maintenance areas. These assumptions allow remaining equipment to be identified with a Dep Ech of T3

5.18.9.3.18.1.2. T3 – Bare Base – Remaining equipment not previously identified as T2 to support the 1st follow–on 6 ship. When this UTC deploys to a Bare Base location (runway and potable water source), all T2 and T3 equipment will be deployed simultaneously.

5.18.9.3.18.1.3. T4 – All remaining equipment (if any) required to support a 2nd 6-ship Follow-on capability (3-ship for ARC forces) at the same operating location as the initial 12-ship Lead and 1st Follow-on 6-ship UTC.

5.18.9.3.18.1.4. Deployment Echelons T2-T4 when deployed together comprises the complete 24 PMAI UTC package (15 PMAI for ARC forces). If the UTC tasked required a tailored 12 PMAI (6 PMAI for ARC), T-2 is the only echelons deployed. If the UTC deployed needed to increase its PMAI to 18 (12 PMAI for ARC forces), at the same location, then T3 would be deployed.

5.18.9.3.18.2. Bomber units

5.18.9.3.18.2.1. T3 items required for Intermediate Level (IL) for any number of aircraft deployed (i.e., Phase Inspection, Special Handling Equipment).

5.18.9.3.18.2.2. T4 equipment required to sustain 4-8 PMAI deployment

5.18.9.3.18.2.3. T5 equipment required to sustain Follow-on packages.

5.18.9.3.18.2.4. Deployment Echelons T3-T5, when deployed together, comprise a complete 12-16 PMAI UTC package (B-1s deploy 4x4x4, B-52s deploy 6x6, B-2 deploy 8x8).

5.18.9.3.19. **V1-9 - Air Force AudioVisual Service.**

5.18.9.3.20. **W1-9 - Air Force Weather.** This deployment echelon is used to identify personnel and materiel for weather UTCs. This deployment echelon is used in XW series UTCs.

5.18.9.3.21. **X1-9 - Miscellaneous Combat Support (CS).**

5.18.9.3.22. **Z1-9 - Others.** This deployment echelon is used 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 MREs ("additive requirements"). **Note**: When loading mobility bags in LOGPLAN, remember that deploying individuals may be tasked to bulk palletize, check as shipped baggage, or hand-carry their C-1 Bags. If the tasking order does not specify, deploying individuals will retain one ensemble from the C-1 bag and stow it in the passenger compartment, for military or civilian/commercial aircraft, for immediate access.

5.18.10. **Functional Account Codes (FAC).** Pilot units will use only standard Air Force-approved FACs when developing, maintaining, and reporting standard UTC LOGDETs to MAJCOM LOGMOD Managers. FACs originate in the manpower and personnel systems but are used in LOGMOD/LSA to denote ownership, within a squadron, for cargo increments and/or cargo packaged on or within an increment. A FAC in LOGMOD consists of six characters; HQ USAF controls the first four digits (FAC) and the Major Commands controls the last two digits (shredout). MAJCOM UTC FAMs are responsible for establishing the 2-digit FAC shredouts to be used by their units. The FAC shredout is used to further define or identify an office/shop within a unit/squadron to denote ownership of equipment. When developing/maintaining LOGDETs, pilot units will only use the standard 4-digit FAC with a shredout "00" (zero, zero). The LOG PLAN section of LOGMOD is the only place users will assign a FAC shred-out other than "00" (zero, zero). A list of Air Force approved-FACs can be obtained from the MAJCOM LOGMOD/LSA Manager.

5.18.11. For each UTC increment, and item/suffix item within each increment, UDMs are responsible for identifying the correct Unit Org ID and FAC within their unit/squadron that is responsible for packaging and deploying their respective assets. The wing LOGMOD/LSA Administrator is responsible for ensuring the Unit Org ID/FAC table is populated correctly based on UDM inputs.

5.18.12. **Functional Account Groupings and Basic Functional Accounts.** The first character of a FAC represents the major groupings of functions (1XXX - Command and Command Support, 2XXX - Mission Equipment Maintenance, 3XXX - Mission Equipment Operation, 4XXX - Direct Support, 5XXX – Medical, 6XXX - Research and Development, and 7XXX - Activities Outside the Air Force). The first and second characters of a FAC represent the basic functional account. The third and fourth characters of a FAC represent the shredouts of basic functional accounts (sub-functions) and shred-outs of sub-functions, respectively. The fifth and sixth (or last two) characters are used in the event a MAJCOM UTC FAM feels a need to further define or identify an office/shop within a unit/squadron to denote ownership of equipment, in which case they would assign two additional charac-

ters to the standard FAC. For a detailed list of all Air Force approved FACs, contact the MAJCOM LOGMOD/LSA Manager.

5.19. Tables

Table 5.1. UTC Functional Areas (FAR). Air Staff OPRs for the following Functional Areas may be reviewed at **https://www.a3a5.hq.af.mil/a5x/a5xw/index.htm**.

NOTE: The table below has many changes, some are minor and others are extensive. It is the goal of the AF to streamline the functional areas as much as possible. The table below is a first step at doing that. There are two tasks to accomplish this. The first task is UTC Title changes necessary to fall in line with the Force Type column. This task can be achieved as soon as possible. The second task will require UTC cancellations and new UTC requests to fall in line with the new FAR identified in the Force Type column. These types of changes must take place during the annual review of the specific UTC that is affected, or as soon as possible.

UTC Group	FAR	Functional Area	Overarching Functional Area
1S	SPC	Space	Space Operations
1T	SPC	Missiles	Space Operations
1U	SPC	Air Defense Space	Space Operations
3AG	ABC	Airborne C2 Aviation	Aviation
3AJ	SUR	Surveillance Aviation	Aviation
3B	BMB	Bomber Aviation	Aviation
3C	NAC	NAOC	Aviation
3D	ELK	Electronic Warfare Aviation	Aviation
3E	ADF	Air Defense Aviation	Aviation
3F	FTR	Fighter Aviation	Aviation
3H	HEL	Helicopter Ops Supt Aviation	Aviation
3M	SAL	Strategic Airlift Aviation	Aviation
3MAF	INS	AF Flight Inspection	Aviation
3MK	AME	Aeromedical Aviation	Aviation
3N	TAL	Tactical Airlift Aviation	Aviation
3NG	OSA	Operational Support Aviation	Aviation
3R	SRE	Reconnaissance Aviation	Aviation
3S	SOF	Special Operations Aviation	Aviation
3T	CSR	Search and Rescue Aviation	Aviation
3W	WXX	Weather Aviation	Aviation
3Y	ARS	Air Refueling Aviation	Aviation
4F	EN	Engineering	Civil Engineering
6A	C-E	Communications and Electronics - SOF	Communications
6F	C-E	Communications and Electronics	Communications

UTC Group	FAR	Functional Area	Overarching Functional Area
6K	C-E	Communications and Electronics	Communications
6KD	PST	Postal (Comm)	Communications
6KP	AVI	Audio Visual (Comm)	Communications
6KQ	E-I	Engineering and Installation (Comm)	Communications
6S	SPC	Space Communications	Space Communications
7E	MOB	Mobile Command and Control	Mobility
7FVA	TCS	Theater Air Control System	Theater Air Control System
7FVB	BCS	Battle Control System	GTACS
7FVC	CRC	Control and Reporting Center (CRC)	GTACS
7FVD	ADS	Air Defense Sector (ADS)	GTACS
7FVE/F/T/U/V	TCP	Tactical Air Control Party (TACP)	GTACS
7FVL	AOP	Airfield Operations	Airfield Ops
7FVM	AMD	Air Mobility Division	Air Mobility Division
7FVQ	ASC	Air Support Operations Center (ASOC)	GTACS
7FVX	AOC	Air Operations Center	GTACS
7PR	PR	Personnel Recovery; SERE; Rescue Coordination	Personnel Recovery / Rescue
7R	SRO	OPS Reconnaissance	Reconnaissance Ops
81	STT	Special Tactics	Special Tactics
9A	HQS	Headquarters (Base Level)	HQ / OSS Staff
9AC	CPO	Command Post	Command Post
9AD	ARH	Air Refueling Headquarters	HQ / OSS Staff
9AE	TCN	TCN Escorts	TCN Escort
9AF	SGT	First Sergeants/CEM	First Sergeant
9AL	ALS	Life Support (Aircrew)	Aircrew Life Support
9AM	MEO	Military Equal Opportunity	Mil Equal Opportunity
9AQ	ACQ	Acquisition	Acquisition
9AS	SCI	Scientist	Scientist
9LR	LRO	Logistics Readiness Officer	Logistic Readiness
9R	RHQ	Reconnaissance Headquarters	Reconnaissance HQ
9S	SAR	SARC	SARC

UTC Group	FAR	Functional Area	Overarching Functional Area
CA/CB/CC/CH	CMD	Command Element	HQ / OSS Staff
CQ	RTO	Rated Officers/16XX	Rated Officer
CS	M-O	Manpower	Manpower
CT	HHQ	AFFOR	HQ / OSS Staff
CTJ	HHQ	HHQ, JTF, MAJCOM	HQ / OSS Staff
EW	EWF	Electronic Warfare Support	Electronic Warfare
FF	MED	Medical	Medical
FFQ	AES	Aeromedical Evacuation	Aeromedical Evacuation
HA/HB/HC/HD/HEHF/ HM/HN/HR/HS HT/HW/HY	MNT	Maintenance	Aircraft Maintenance
HFR	MNT	Maintenance CSAR	Aircraft Maintenance
HFU	BDR	Battle Damage Repair	Aircraft Maintenance
HFW	WRM	WRM Maintenance	WRM
HG	MMS	Munitions/MX	Munitions
HH	MMS	Munitions/MX	Munitions
HHW/HHH/HHX/HHZ	WRM	WRM Munitions	WRM
HP	AED	Atomic Energy Detection	Atomic Energy Detection
JF	SUP	Supply	Supply
JFB	RSP	Readiness Spares Package (RSP)	RSP
JFA/JFD	POL	Fuels	Fuels
KA	TEV	Test and Evaluation	Test and Evaluation
KC	R&D	Research & Development	Research & Development
LBF	BND	Band	Band
LW	SVS	Services	Services
PF	INT	Intelligence	Intelligence
QF	SFS	Security Forces	Security Forces
QFA	OSI	Counterintelligence & Special Investigations	OSI
QFB	OSI	Counterintelligence & Special Investigations	OSI
RFB	PER	Personnel	Personnel
RFC	REC	Recruiting	Recruiting
RFF	FSC	Family Support Center	Personnel

UTC Group	FAR	Functional Area	Overarching Functional Area
RFG	HST	Historian	History
TF	TNG	Training	Training
TFR	EDU	Education Support	Training
TRF	TR	AFRC Training	Training
TRG	TG	ANG Training	Training
TT	TI	Instructors - Training	Training
UFB	APO	Aerial Port	Air Transportation
UFM	VEH	Vehicle Management	Vehicle Management
UFT	TMO	Traffic Management	Traffic Management
UFV	VOP	Vehicle Ops	Vehicle Operations
XFB	BBS	Bare Base Support	Bare Base / WRM
XFFA	CMP	Comptroller	Comptroller
XFFC	CHP	Chaplain	Chaplain
XFFG	PA	Public Affairs	Public Affairs
XFFJ	JAG	Legal	Legal
XFFK	CON	Contracting	Contracting
XFFL	BBS	Bare Base Support	Bare Base / WRM
XFH	LOG	Logistics Support	Logistics Plans
XFM	MDS	Military Deception	Military Deception
XFP/XFJ	OSS	Operational Support Squadron	HQ / OSS Staff
XFQ	WNG	Wing SIOP Command Post	Command Post
XMA/XMN	IO	Information Operations (Aggressor)	Information Operations
XMC	AOS	Airlift Operations Staff	HQ / OSS Staff
XSM	SFT	Safety	Safety
XW	WEA	Weather	Weather

Table 5.2. UTC Title Format.

COLUMN	DESCRIPTION
AVIATION UTCs:	
1-3	Force type (valid aviation types are listed in, **Table 5.1.** of this instruction)
4	Blank
5-6	Primary Mission Aircraft Inventory (PMAI) (right justified, zero filled)
7	Blank
8	Modified mission prefix (blank if not used)
9	Basic mission
10-12	Design number (right justified, blank filled)
13	Design series (blank if not used)
14	Blank
15-26	Freeform force description (must contain whether package is Lead or Follow, if applicable)
27	"G" (if an Air National Guard (ANG)-unique capability)
28	"R" (if an AFRC-unique capability)
29-31	"DEP" (if readiness spares capability status is dependent)
EXAMPLES:	
SOF 03 EC130E Commando Solo	
SBS 06 B 1B G DEP	
NON-AVIATION UTCS:	
1-3	Force type (e.g., "EN"). Valid non-aviation types are listed in **Table 5.1.**
4	Blank
5-31	Freeform mission description (if number of equipment items is involved, that number should be in columns 5 and 6. If UTC is for an ANG-unique capability, column 27 is "G"; for an AFRC-unique capability, column 28 is "R")
EXAMPLES:	
C-E AN/TMQ-35	
HQS WING STAFF (LEAD)	
MMS 06 B 52H RDEP	
POL 02 PMU-27 PUMPS 50 GPM	

Table 5.3. Deployment Indicator (DEPID) Code Definitions[1].

DEPID CODE	MEANING	DEFINITION	MANPOWER	LOGDET
1	Standard	Indicates a deployable organization with a standard composition that is defined and fixed by an appropriate, widely used reference document.	Yes	Yes
2	Fixed provisional	Indicates a deployable organization that is formed from existing resources and is designed to meet requirements of operation plans. When formed, the organization becomes deployable, self-administering organization that can be employed as an individual unit. UTCs with this DEPID are self-defining.	Yes	Yes
3	Augmentation	This organization is designed to augment the capability of an in-place organization to meet a specific operation plan requirement. When formed, this organization is deployable, but not self- administering. UTCS with this DEPID are self-defining.	Yes	Yes

DEPID CODE	MEANING	DEFINITION	MANPOWER	LOGDET
4	Programmed	Indicates a type organization that is programmed to be activated in the future. The activation date is not related to the implementation of operation plans but usually depends on budget or other internal Service considerations. For planning purposes, type organizations with this indicator should be considered deployable after the programmed activation date. Estimated date may be reported for programmed units. Although estimated data are valid for planning, they may not be valid for actual deployment. Since actual data are not usually available until the unit is activated and attains a combat-ready status, estimated data should be used. UTCs with this DEPID are self-defining.	Yes	Yes*
5	Non-TUCHA build	Indicates a type organization with a standard composition that is defined and fixed by an appropriate, widely used reference document. Type organizations with this DEPID provide deployable fragments or detachments that are assigned self-defining UTCs. **Use for USN and USCG units only.**		
6	Variable	Indicates type organization that is authorized by Service or joint documents. The organization is deployable. Composition is not fixed. UTCs with this DEPID are not self-defining. Also, A-UTCs will use this DEPID code; however, they are not to be used in a TPFDD.	No	No

DEPID CODE	MEANING	DEFINITION	MANPOWER	LOGDET
7	Group or category	Indicates type organization that represents a generalized group or category of more specific UTCs. The deployability of a group depends on the deployability of its members. The group UTC should be self-defining if its included members are self-defining.	No	No
8	Task organization	Indicates a type organization identified as a task organization. The composition of task organizations varies depending on the specific assigned task or mission. Service and joint documents may provide broad doctrinal guidance on task organizations, but do not specify the composition. Task organizations are deployable. UTCs are not self-defining.	No	No
9	Permanent Base	. Indicates UTCs assigned to permanent base installations, facilities, and organizations. This type organization may have been established outside the United States; however, it is not deployable. Normally, this type organization is deactivated rather than transferred.	No	No
E	Augmentation (Equipment only)	Indicates an equipment package that can be constituted from existing logistic resources to augment the capability of an in-place operations plan requirement. Equipment packages with this indicator are deployable and self-defining	No	Yes

DEPID CODE	MEANING	DEFINITION	MANPOWER	LOGDET
P	Augmentation (Personnel only)	Indicates a type organization that represents an identified current ability to form from existing resources the capability to augment an in-place organization to meet a specific operations plan requirement. When constituted, organizations with this indicator are deployable, but not self-administering. UTCs with this indicator are self-defining	Yes	Yes**
0, A-Z (Except E, P I, and O)		(Reserved for future use)		

[1]. DEPID definitions are established by Joint Staff. See CJCSM 3150.24B Vol II, Table A-A-3.

* **Note**: Since this UTC is in future activation status, the logistics detail may not be available until prime equipment is delivered.

** **Note**: Only passenger logistics detail required.

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Table 5.4. Unit Level Codes[2].

CODE	MEANING
A	Numbered Army
ABF	Advanced Base Functional Component
AC	Aircraft
ACD	Academy
ACT	Activity
ADM	Administration
AF	Numbered Air Force
AFB	Air Force Base
AFD	Airfield
AFY	Air Facility
AGF	Miscellaneous Command Ship
AGP	Army Group
AGY	Agency
ANX	Annex
AP	Air Patrol
AR	Area
ARS	Arsenal
AST	Air Station
ATM	Air Terminal
AUG	Augmentation
AVT	Training Aircraft Carrier
B	Barge
BAS	Base
BB	Battleship
BD	Board
BDE	Brigade
BKS	Barracks
BLT	Battalion Landing Team
BN	Battalion
BND	Band
BR	Branch
BSN	Basin

CODE	MEANING
BT	Boat
BTY	Battery
CAY	Corps Artillery
CEC	Communications-Electronic Complex
CEP	Communications-Electronic Package
CG	Guided Missile Cruiser
CGC	US Coast Guard Cutter
CGE	College
CGN	Guided Missile Cruiser (Nuclear Powered)
CLN	Clinic
CMD	Command
CMN	Commission
CMP	Camp
CO	Company
CPS	Corps
CRW	Crew
CTP	Port Captain
CTR	Center
CV	Aircraft Carrier
CVN	Aircraft Carrier (Nuclear Powered)
DAY	Division Artillery
DD	Destroyer
DDG	Guided Missile Destroyer
DEP	Depot
DET	Detachment
DIR	Director, Directorate
DIV	Division
DMB	Detachment for MEB
DMF	Detachment for MEF
DML	MEU Detachment Residual
DMM	MEB Detachment Residual
DMP	II MEB + MEU Detachment Residual
DMR	MEB + MEU Detachment Residual

CODE	MEANING
DMT	II MEB Detachment Residual
DMU	Detachment for MEU
DSP	Dispensary
DST	District
DTL	Detail
ELE	Element
ENL	Enlisted
EQP	Equipment
FAC	Facility
FAR	Field Army
FF	Frigate
FFG	Guided Missile Frigate
FLO	Flotilla
FLT	Numbered Fleet
FMF	Fleet Marine Force
FOR	Force
FT	Flight
FTR	Force Troops
GAR	Garrison
GRP	Group
HBD	HQ, HQ Company, and Band
HHB	HQ and HQ Battery
HHC	HQ and HQ Company
HHD	HQ and HQ Detachment
HHS	HQ, HQ and Company and Service Company
HHT	HQ and HQ Troop
HM	Home
HMC	HQ and Maintenance Company
HQ	Headquarters
HQA	Headquarters Wing Augmentation
HQC	Headquarters Company
HQD	Headquarters Detachment
HQJ	Headquarters Joint Task Force

CODE	MEANING
HQS	Headquarters and Service Company
HQW	Headquarters Element Wing
HSB	HQ, HQ and Service Battery
HSC	HQ, HQ and Support Company
HSP	Hospital
INS	Installation
ISP	Inspector
IST	Institute
LAB	Laboratory
LCC	Amphibious Command Ship (General Purpose)
LHA	Amphibious Assault Ship
LHD	Amphibious Assault Ship (Multipurpose)
LIB	Library
LKA	Amphibious Cargo Ship
LPD	Amphibious Transport Dock
LPH	Amphibious Assault Ship (Helicopter)
LSD	Dock Landing Ship
LST	Tank Landing Ship
MAA	Military Assistance Advisory Group
MAG	Marine Air Group
MAW	Marine Air Wing
MCM	Mine Countermeasure Ship
MEB	Marine Expeditionary Brigade
MEF	Marine Expeditionary Force
MER	Merchant Ship
MEU	Marine Expeditionary Unit
MGR	Manager
MGZ	Magazine
MIS	Mission
MSC	Military Sealift Command (MSC) Ship
MSF	MSC One-Time Charter
MSO	Minesweeper, Ocean
MTF	Maintenance Float

CODE	MEANING
MUS	Museum
NAL	No Assigned Level
NSC	Navy Support Craft
NSL	No Significant Level
OBS	Observatory
OFC	Office
OFF	Officer
OIC	Officer-In-Charge
OL	Operating Location
PER	Personnel
PHM	Guided Missile Patrol Combatant (Hydrofoil)
PKG	Package
PKT	Packet
PLN	Plant
PLT	Platoon
PO	Post Office
PRT	Port
PTY	Party
PVG	Proving Ground
RCT	Regimental Combat Team
REP	Representative
RES	Reserves
RGT	Regiment
RLT	Regimental Landing Team
RNG	Range
SCH	School
SCM	Support Command
SCO	Service Company
SCT	Sector
SEC	Section
SHP	Shop
SIP	Ship, Foreign or Merchant
SQ	Squadron

CODE	MEANING
SQD	Squad
SS	Shop Stores
SSB	Ballistic Missile Submarine (Nuclear Powered)
SSN	Submarine (Nuclear Powered)
SST	Substation
SSX	Submarine
STA	Station
STF	Staff
STP	Special Troops
STR	Store
SU	Subunit
SUP	Supervisor
SVC	Service
SYD	Shipyard
SYS	System
TE	Task Element
TF	Task Force
TG	Task Group
TM	Team
TML	Terminal
TRN	Train
TRP	Troop
TU	Task Unit
U	Unit
USS	US Ship
WG	Wing
WKS	Works

[2]. ULC definitions are established by Joint Staff. See CJCSM 3150.16A, Table A-7.

Table 5.5. MEFPAK Data Submission Table.

DEPID	Manpower Detail Required	LOGDET Required	Detail Developed Within	Data Submitted By
1	Yes	Yes	60 days of UTC registration	The next cycle after development
2	Yes	Yes	60 days of UTC registration	The next cycle after development
3	Yes	Yes	60 days of UTC registration	The next cycle after development
*4	Yes	Yes	90 days of UTC registration	The next cycle after development
6	No	No	Not applicable	Not applicable
9	No	No	Not applicable	Not applicable
E	No	Yes	60 days of UTC registration	The next cycle after development
P	Yes	No	60 days of UTC registration	The next cycle after development

* **Note**: UTCs for new weapon systems and their direct support will be registered as a DEPID 4 and estimated MANFOR/LOGFOR submitted within the indicated time frames. The DEPID 4 must be changed to a 1, 2, 3, E, or P and actual data reported in MANFOR/LOGFOR as soon as the detail is available but prior to the unit achieving a combat-ready status. DEPID changes will not be accomplished until both manpower and logistics detail are available for submission and coordination between manpower and logistics has been obtained. The DEPID 4 will not normally be used for indirect support UTCs.

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Table 5.6. UTC Suffix Definitions.

UTCSUFFIX	DEFINITION
0	A standard HAF-approved and distributed UTC. A UTC with this code cannot be altered or deleted. To change a UTC, it must first be duplicated in the database to a higher suffix.
1	UTC has been fully staffed at the MAJCOM and has been transmitted to HQ USAF for approval. It cannot be changed and should not be deleted.
2	UTC has been fully staffed at the MAJCOM and is ready to be transferred to HQ USAF.
3	UTC is in a fully extended condition; there is one C record on file for each position identified. It may be used to update individual lines with deployment echelon and so forth, where quantity grouping is impractical. When transferred from this code, the UTC is summarized by like records (identical data element value). This code can only be transferred to suffix 2.
4	UTC has been transferred to the pilot unit manpower and organization (MO) office for their review.
5	UTC has been updated and/or reviewed by the pilot unit Logistics Readiness Office and Manpower office and is ready for transfer or transferred to/received by the MAJCOM for review.
6	UTC is MAJCOM controlled to indicate a tailored UTC for contingencies and exercises.
7	UTC is base-level/MAJCOM controlled to indicate a tailored UTC or a MAJCOM or higher directed exercise.
8	UTC is MAJCOM/base-level controlled to indicate a tailored UTC or one in the MAJCOM coordination stages.
9	UTC was returned to the MAJCOM with changes during a HAF update or has reject conditions.

Table 5.7. UTC Registration Codes (in DCAPES).

STATUS	MEANING	RESPONSIBILITY	REVIEWS
W	Working	MRA	
P	Published	MRA	
S	Submitted	MRA	HAF MEFPAK and MANFOR Manager
C	Coordinated	AF/A5XW	HAF FAM
I	Incomplete	AF/A5XW	Agency Submitted
A	Approved	AF/A5XW	HQ MANFOR Manager
D	Disapproved	AF/A5XW	
R	Registered	AFMA	

Chapter 6

FORCE MODULES AND OPERATIONAL CAPABILITIES PACKAGES

Section 6A—Purpose

6.1. Force Module (FM)/Operational Capabilities Packages (OCP). A force module, as defined in CJCSM 3122.01A, *JOPES Volume 1 (Planning Policies and Procedures)* is a planning and execution tool that provides a means of logically grouping records, which facilitate planning, analysis and monitoring. Force modules may include both forces and sustainment. The elements of force modules are linked together or are uniquely identified so that they may be extracted from or adjusted as an entity in the Joint Operational Planning and Execution System (JOPES) databases to enhance flexibility and usefulness of the operations planning and execution process. This chapter provides the policy for development and use of force modules in four specific areas enabling force presentation: Air and Space Expeditionary Task Force (AETF) FMs, Functional Area FMs, AETF Support FMs, and OPLAN specific FMs. In addition, this chapter provides the policy for the development and use of OCPs. AETF FMs are the basis from which combatant commander functional capability requirements are sourced. Functional Area FMs provide an additional mechanism for packaging UTCs in larger groups for "teaming' of smaller/modular UTCs when needed. OCPs are a combination of pre-packaged FMs with UTCs that provide a playbook type product to support numerous response options. For force module and OCP execution guidance, see **Chapter 8**.

Section 6B—Background

6.2. Force Presentation.

6.2.1. The AETF FMs are defined as a grouping of combat and expeditionary combat support (ECS) UTCs with accompanied supplies and required non-unit re-supply and personnel necessary to sustain forces with a base population of approximately 3,000 for a minimum of 30 days.

6.2.2. The Functional Area FMs can also be a grouping of combat and expeditionary combat support (ECS) UTCs; however, they provide a more specific capability than the AETF FMs. They can be OPLAN-dependent or used for Force Tracking. (See CJCSM 3122.01A).

6.2.3. The AETF Support FMs are defined as a grouping of ECS and equipment UTCs used to open, operate and sustain the AETF.

6.2.4. OPLAN Specific FMs, which are developed and managed by supported commanders, Service components, or the AEFC, are designed to respond to a specific planning task.

6.2.5. An OCP is a collection of tailored FMs/UTCs grouped together to support numerous response options. OCPs provide a means of logically grouping records, which facilitate planning, analysis and monitoring. OCPs may include both forces and sustainment. The elements of OCPs are linked together and uniquely identified so that they may be extracted from or adjusted as an entity in DCAPES to enhance flexibility and usefulness of the operations planning and execution process.

Section 6C—Guidance

6.3. AETF Force Modules. The AETF force modules are a method of packaging command and control, operational mission, and ECS forces for presentation to a combatant commander through the commander, Air Force forces (COMAFFOR). The modules were developed to provide a standardized template optimizing initial planning through rapid requirements generation.

6.3.1. The AETF force modules consist of six scalable, modular elements: Open the Airbase, Command and Control, Establish the Airbase, Generate the Mission, Operate the Airbase, and Robust the Airbase.

6.3.2. When utilized in concert, the scalable AETF force modules provide capabilities required to open, establish, and operate an air expeditionary wing (AEW) or group (AEG). AEGs are normally formed utilizing the Generate the Mission force modules as tenant organizations at an Air Force, joint, or coalition operating location as long as the Service/nation responsible for providing base operating support can provide sufficient support capabilities for the AEG to establish adequate command and control over assigned/allocated forces.

6.3.3. Each element is built on capabilities required to accomplish specific processes necessary to achieve desired effects. The capabilities contained within each module element are designed to work synergistically. Component headquarters may modify the capabilities within the FMs based upon the situation and mission requirements. The AETF force modules are all built on the following basic planning assumptions:

6.3.3.1. Runway and taxiways must support or be repairable to support minimum weapon system operations.

6.3.3.2. MOG 2 - 24 hr Ops (C-17).

6.3.3.3. Water source that can be made potable.

6.3.3.4. Jet fuel and ground fuel are available from host nation with limited storage at location.

6.3.3.5. General purpose vehicles are available from host nation.

6.3.3.6. Limited Class IV available on local economy.

6.3.3.7. Munitions storage and build up infrastructure is limited.

6.3.3.8. Approximate Population Flow:

6.3.3.8.1. 24 hrs: 150

6.3.3.8.2. 48 hrs: 550

6.3.3.8.3. C + 14: 2000

6.3.3.8.4. C + 30: 3000

6.3.3.9. Threat Level is Semi-permissive or Uncertain, (i.e. Ground: special ops, sabotage, limited stand-off capability; CBN: localized chemical attack possibility).

6.3.3.10. Environmental: high desert, mountainous, climate.

6.3.3.11. Medical Assessment: no unusual endemic diseases, standard immunizations required, no hazardous flora and fauna.

6.3.3.12. Host nation will authorize landing and overflight rights.

6.3.3.13. Host nation has bandwidth spectrum available.

Figure 6.1. AETF FM Construct
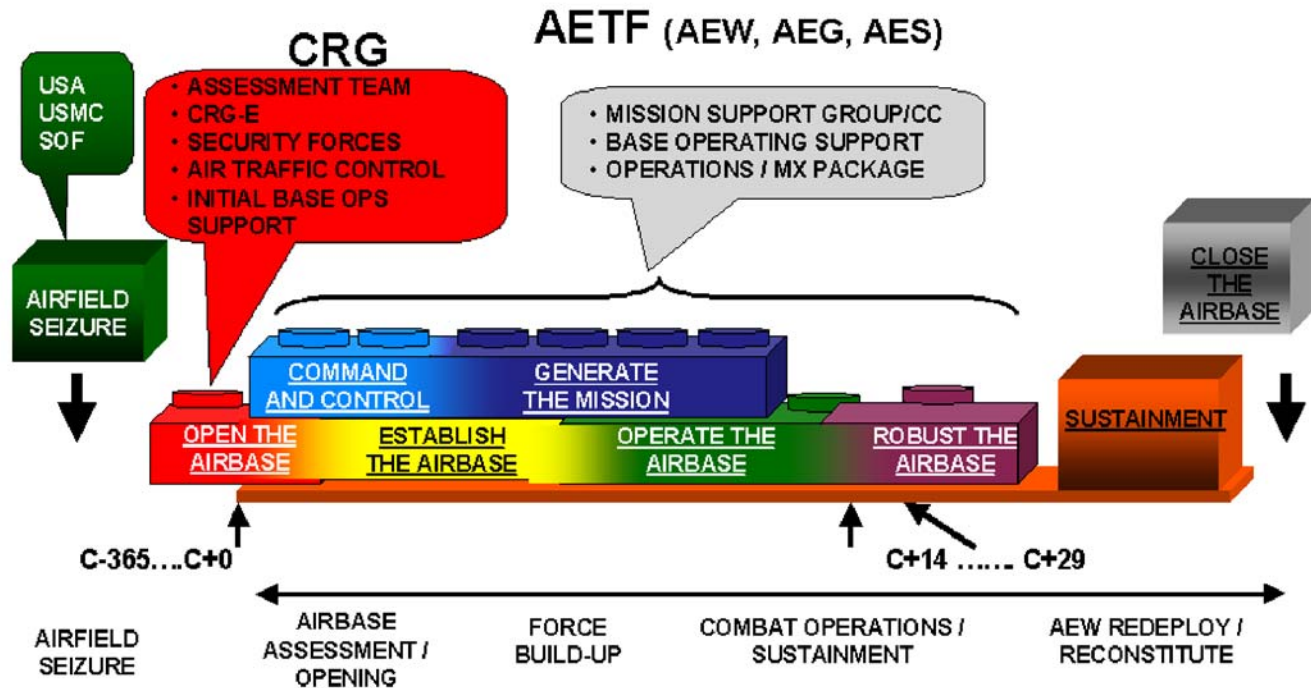
6.3.4. **Open the Airbase.** This force module provides the capabilities to open an airbase, regardless of the follow-on mission. Open the Airbase forces will normally arrive first and assess the airbase for establishment of minimum airfield operating parameters, command and control, and supporting host-nation support capabilities. The lead agency for the Open the Airbase Force Module is AMC/A3.

6.3.4.1. This module provides the initial capabilities for command and control, force protection, cargo and passengers handling, logistics, airfield operations, force accountability, finance and contracting, and reception and beddown of follow-on modules. It may support any Service or nation and provides capabilities to transition responsibilities to the follow-on forces.

6.3.4.2. The capabilities contained in this module fall under the following eight categories: assess the airbase, establish minimum operating strip (MOS), protect the forces, initial command and control of forces, conduct airfield operations, establish communications, handle cargo/passengers, receive/beddown initial forces.

6.3.4.3. The capabilities contained within the module should rapidly establish an initial operating capability (IOC) in approximately 24 hours from the arrival of forces. The primary constraint is the "Establish Minimum Operating Strip" capability. If extensive runway preparation is required then the IOC for this module is approximately 36 hours.

6.3.4.4. **Assumptions.** Basic assumptions were made in development of the Open the Airbase capabilities.

6.3.4.4.1. Base opening forces are capable of rapid recovery and redeployment to meet combatant commander requirements. Follow-on modules will assume operations and are not to be integrated with or robust this module.

6.3.4.4.2. No Explosive Ordnance Disposal (EOD).

6.3.4.4.3. No Theater Battle Management defensive capability.

6.3.4.4.4. Limited chemical, biological, radiological, nuclear, and high yield explosives (CBRNE) defensive and detection response.

6.3.4.4.5. Base Defense support available at 1 hour (IOC) provides security for airfield, defined as the runway, immediate taxiway and parking area. **Note**: Base security, in this FM, does not include security of the Joint Security Area (JSA) and areas surrounding the runway, immediate taxiway and parking area.

6.3.4.4.6. Average mean time between failures of material handling equipment (MHE) may impact offload of cargo.

6.3.4.4.7. Initial air traffic control (ATC) capability for visual flight rules (VFR) operations can be provided within an hour by Air Force Special Operations Forces (AFSOF) using rucksack portable markings and communications equipment; next increment requires 6 hours.

6.3.4.4.8. Initial airfield lighting can be provided within hour using rucksack portable equipment; next increment requires 12 hours.

6.3.4.4.9. Adverse weather impacts are magnified due to limited ATC and lighting.

6.3.4.4.10. Timely communication frequency and host nation approval (at HHQ) and limited communication bandwidth.

6.3.4.4.11. Limited fire protection (one P-19/contracted equivalent).

6.3.4.4.12. Limited medical care.

6.3.4.4.13. Potable water is available via host nation or contracting.

6.3.4.4.14. Aviation/jet fuel and ground fuel are available via host nation or contracting.

6.3.4.4.15. Only hand-carried/deployed unit basic combat load ammunition will be available.

6.3.4.4.16. **Note:** If above assumptions are not valid for the desired location, additional UTCs will be required.

6.3.4.5. **Constraints.** The following issues may inhibit utilizing the module.

6.3.4.5.1. Transition of control of airbase from seizure forces to the C2 capability within the Open the Airbase FM.

6.3.4.5.2. Effective command and control prior to establishing permanent communications.

6.3.4.5.3. Maximum on Ground (MOG) 2 / 12-hour operation limitation. Force modules do not accommodate for increases in flow of transportation requirements. **Note:** MOG - 2 assumes initial cargo flow is primarily rolling stock.

6.3.4.5.4. Equipment accountability for initial chalks.

6.3.4.5.5. Establishing refueling capability within 8 hours.

6.3.4.5.6. Minimum lighting for night operations.

6.3.4.5.7. Host nation interface without on-site legal counsel.

6.3.4.5.8. Acquiring adequate potable water

6.3.5. **Command and Control.** This module contains the capabilities to establish an AEW command and control structure to include an initial maintenance group, mission support group, operations group, and medical group staffs. If an AEG is required and established, the module can be scaled back to complete the appropriate command structure. This initial capability will be rounded out once the Establish the Airbase and Operate the Airbase FMs arrive. The leadership elements of the C2 force module will be sourced using lead/primary wing personnel to the maximum extent possible. The lead agency for the Command and Control Force Module is AF/A5X; AF/A3O is the OCR for this force module.

6.3.5.1. This module begins at some point on or after C-0 and must be in place prior to any command elements leaving from the Open the Airbase FM.

6.3.5.2. It will assume the command and control responsibilities for the airbase from the initial elements in the Open the Airbase FM upon arrival. Secure communications and intelligence are key capabilities to establishing control.

6.3.5.3. The Command and Control FM provides only minimum basic initial command and control capability. The Command and Control FM is estimated to be IOC in approximately 16 hours from arrival at destination.

6.3.5.4. **Assumptions.** A high level overview of capabilities within this module includes: Assume command and control of the airbase/establish AEW structure, establish command centers, establish interfaces and integration to support mission planning and execution, and establish permanent secure and non-secure voice and data capability.

6.3.5.5. **Constraints.**

6.3.5.5.1. Command and control capability will be adversely impacted until minimum communication links are established.

6.3.5.5.2. Timely host nation and frequency approval capability

6.3.6. **Establish the Airbase.** This module contains limited forces to bring the base to an initial operating capability. The Establish the Airbase FM contains capabilities designed to support most missions or weapon systems. It will facilitate the integration of those capabilities within the Open the Airbase and Command and Control FMs to provide the airfield's earliest capability to execute its assigned mission. The lead agency for the Establish the Airbase Force Module is AF/A5X; AF/A4R is the OCR for this force module.

6.3.6.1. This module will provide capabilities to build and modify existing and deployed support infrastructure (petroleum, oils, and lubricants (POL), munitions storage and operating sites, maintenance shelters, tents, electrical), establish 24-hour day/night mission operations and communications.

6.3.6.2. Establish the Airbase FM begins at some point after C-0 with its efforts assuming tasks from the Open the Airbase FM. The module is estimated to be IOC in approximately 4 days from arrival at destination.

6.3.6.3. This dependency on integration with preceding modules may also limit the effectiveness of the Establish the Airbase FM further emphasizing the need to right-size the capabilities in the Open the Airbase and Command and Control FMs.

6.3.6.4. In addition to integrating with or replacing capability included in Open the Base and Command and Control FMs, this FM also brings in capabilities previously excluded due to lack of immediate urgency. A high level overview of the capabilities within the module includes: 24-hour day/night mission operations, Airfield Operations, Aerial Port, Infrastructure, Site Preparation, POL, Vehicle Operations & Maintenance, Billeting, Finance, Contracting and Utilities, Force Protection, Emergency Response (Fire Crash Rescue, Medical, Security Forces, Safety and EOD), Personnel Accountability (Personnel Support for Contingency Operations (PERSCO)), Munitions Management, and Communications.

6.3.6.5. **Assumptions.** The assumptions involved in employing the Establish the Airbase FM as it is presently constructed are as follows:

6.3.6.5.1. Strategic flow of resources will be maintained at a MOG 2 / 24-hour operation with limited resource impediments.

6.3.6.5.2. Large aircraft fire fighting capability is limited.

6.3.6.5.3. Required POL available.

6.3.6.5.4. Explosive site plans and storage/operating infrastructure may be rudimentary or not exist requiring risk assessment and acceptance of explosive safety risks/constraints to meet operational mission tasking. Munitions Management Team will be tasked as part of this FM to work directly with Civil Engineering and Safety personnel to ensure capability to receive, store, and execute munitions operations upon arrival of the aviation munitions support UTCs. These personnel should be tasked from the lead wing and may be tailored out of the aviation support UTC.

6.3.6.6. **Constraints.** There is limited emergency response capability.

6.3.7. **Generate the Mission.** There are 13 Generate the Mission force modules. These force modules correspond to the 13 mission areas explained in AFTTP 3-1.1, *Air Force Tactics, Techniques, and Procedures, General Planning and Employment Considerations*. These Generate the Mission FMs will produce the desired military effects as requested by the combatant commander. These force modules are a combination of three subordinate force modules: a Multiple UTC Grouping (MUG) and two mission platform packages. The lead agency for the Generate the Mission Force Module is AF/A5X.

6.3.7.1. The MUGs contain the aviation and direct aviation support (i.e. maintenance, munitions, etc) associated with the aviation capability. The direct aviation support UTCs are those that are specifically identified on the aviation UTC's MISCAP statement.

6.3.7.1.1. The MUGs will be identified by the specific type weapon system and number of aircraft supported. If there are distinct packages amongst components and/or commands or special capabilities, then there will also be distinct MUGs. Examples of MUG titles would be: B-52, 12 PAA, ACTIVE; C-130E (AWADS), 12 PAA, USAFE, ACTIVE; F-16C, B40, 18 PAA, ACTIVE.

6.3.7.1.2. The MUGs will include the lead aviation package, any corresponding follow aviation packages, and associated direct aviation support.

6.3.7.1.3. If Munitions Management UTC deploys as part of the Establish the Base FM, these personnel may be tailored out of the munitions aviation support UTC.

6.3.7.2. The mission platform packages contain "common" operations combat support capabilities that are required to support singular or multiple "like" aviation packages. The mission platform packages contain weather, intelligence, operations support, maintenance supervision, and communications.

6.3.7.2.1. There are eight specific mission platform force modules (see **Table 6.1.**): Fighter, Bomber, Tanker, Airlift, SOF, CSAR, command, control, intelligence, surveillance and reconnaissance (C2ISR), and Electronic Warfare.

6.3.7.2.2. There is also a general mission platform package. This MPP includes common operations support UTCs that are required to support all aviation packages.

6.3.7.3. The interrelationship between the 13 Generate the Mission FMs, the MUGs, and the Mission Platform packages is detailed in paragraph **6.3.10.1.2.** below.

6.3.7.4. These force modules are intended to provide a rapid response and conduct operations within 36 hours of initial arrival and have embedded sustainment for up to 30 days of operations. Mission support elements may begin to flow before the C+0 day.

6.3.7.5. The Generate the Mission FMs are estimated to be IOC in approximately 4 days from the C+0 (the start of the Open the Airbase module). If extensive operational planning is not required, then the IOC for this module is approximately 2 days. However, planners must ensure the flow of the Generate the Mission FM does not outpace the flow of critical support elements in the Command & Control, Establish the Airbase, and initial Operate the Airbase FMs.

Table 6.1. Mission Platform Packages.

Mission Platform	Size	Generate the Mission FMs Supported [1]
Fighter	6 - 24 Aircraft	CAS, AI, SA, OCA, DCA, SEAD
Bomber	4 - 12 Aircraft	OCA, SEAD, AI, CAS, SA, CSea, IO
Tanker	4 - 15 Aircraft	Air Refueling
Airlift	4 - 16 Aircraft	Airlift
SOF	3 - 7 Aircraft	SOF, CAS, IO, C2ISR, CSAR
CSAR	2 - 10 Aircraft	CSAR
C2ISR	3 - 13 Aircraft	C2ISR, IO
Electronic Warfare	3 - 5 Aircraft	IO, SEAD

6.3.7.6. **Assumptions.** Required combat support and operational support is available upon aircraft arrival.

6.3.7.7. **Constraints.** The ability to reach IOC is dependent upon the strategic flow of combat support capabilities and the deployment of required mission aircraft and operators.

6.3.8. **Operate the Airbase.** The Operate the Airbase force module contains mission support forces needed to achieve full operating capability. Forces within this module make the initial operating capabilities of the airbase more robust with supplies and personnel to sustain forces for a minimum of 30 days. The lead agency for the Operate the Airbase Force Module is AF/A5X; AF/A4R is the OCR for this force module.

6.3.8.1. This module will provide capabilities to enhance force protection, communications, cargo handling, quality of life activities such as chaplain, fitness, library, health care, feeding and sheltering, and reach-back capabilities. This module brings the airbase into full operating capability.

6.3.8.2. The timing of forces flow begins on or after day C+2 and reaches closure on or before day C+14. The module is estimated to be IOC in approximately 7 days from arrival at destination.

6.3.8.3. **Assumptions.** No significant assumptions were made for the implementation of this force module.

6.3.8.4. **Constraints.** The following constraints may impede the utilization of this force module.

6.3.8.4.1. The ability to augment BEAR 7 days from ramp to IOC.

6.3.9. **Robust the Airbase.** The Robust the Airbase force module contains those support forces that would typically not arrive until 30 days after an operating location is established. The lead agency for the Robust the Airbase Force Module is AF/A5X; AF/A4R is the OCR for this force module.

6.3.9.1. This module provides additional ECS forces to robust the capabilities already in place from the previous FMs until a rotational operation can be implemented.

6.3.9.2. The Robust the Base FM is considered part of the baseline structure for the AETF.

6.3.10. **Guidelines for using and maintaining these AETF FMs.**

6.3.10.1. The AETF FMs will be maintained in DCAPES in 088-series PIDs as depicted in **Table 6.2.**

Table 6.2. AETF Force Module Identifiers.

AETF FM	PID	FMIDs[1]	ULN Structure
Open the Airbase	088OB	8xxOB	8OBxx
Command and Control	088C2	8xxC2	8C2xx
Establish the Airbase	088EB	8xxEB	
Operate the Airbase	088OP	8xxOP	
Generate the Mission (GTM)	088GM		
Mission Area Force Modules		See **Table 6.3.**	See **Table 6.3.**
GTM Mission Platform Packages (MPPs)		See **Table 6.4.**	See **Table 6.4.**
GTM Multiple UTC Groups (MUGs)		User defined	User defined
Robust the Base	088RB	8RB00	
Close the Base	088CB	8CB00[2]	
"Extended" Force Modules	088EF	8Exxx	User defined
Operational Capability Packages (OCPs)	088**	User defined	User defined

NOTES:

1. Standard force module will be designated with "00" in 2nd/3rd positions; rotational FMs will be designated with "0R" in 2nd/3rd positions. Similar variations across multiple FMs (e.g. key UTCs, sequence segment of FM, etc) will use the same characters in the 2nd/3rd positions.

2. New requirements for Close the Base will have FMID 8CB00. Existing requirements will maintain their original FMID.

Table 6.3. AETF Force Module Identifiers (Generate the Mission, Mission Area).

AETF FM	PID	FMIDs	ULN Structure
Air Interdiction (AI) GTM	088GM	8AI00	User defined
Air Refueling GTM	"	8AR00	"
Airlift GTM	"	8AL00	"
Close Air Support (CAS) GTM	"	8CS00	"
Combat Search and Rescue (CSAR) GTM	"	8CR00	"
Countersea (CSea) GTM	"	8SE00	"
Defensive Counterair (DCA) GTM	"	8DC00	"
Command & Control, Intelligence, Surveillance, Reconnaissance (C2ISR) GTM	"	8SR00	"
Offensive Counterair (OCA) GTM	"	8CA00	"
Information Operations (IO) GTM	"	8CI00	"
Special Operations (SOF) GTM	"	8SF00	"
Strategic Attack (SA) GTM	"	8SA00	"
Suppression of Enemy Air Defenses (SEAD) GTM	"	8SD00	"

Table 6.4. AETF Force Module Identifiers (Generate the Mission, Mission Platform Packages).

AETF FM	PID	FMIDs	ULN Structure
General MPP	088GM	8GNxx	User defined
Fighter MPP	"	8FTxx	"
Bomber MPP	"	8BRxx	"
Tanker MPP	"	8TKxx	"
Airlift MPP	"	8ATxx	"
Special Operations MPP	"	8SOxx	"
Combat Search and Rescue MPP	"	8RQxx	"
Command & Control, Intelligence, Surveillance, Reconnaissance (C2ISR) MPP	"	8C2xx	"
Electronic Warfare	"	8EAxx	"

6.3.10.1.1. The Open the Airbase, Command and Control, Establish the Airbase, Operate and Robust the Airbase force modules are all stand-alone. All of the UTCs that constitute the force module will be included in the FMID.

6.3.10.1.2. The Generate the Mission force modules will only contain the primary UTC(s) for the applicable MUG(s). Each MUG will have a unique FMID and include the primary UTC in

the force module title. Depending on the MUG chosen, the general MPP and one of the eight Mission Platform force modules will also need to be selected to complete the Generate the Mission FM. Following is an example of how to use the Generate the Mission FM.

6.3.10.1.2.1. Choose the Generate the Mission FM based on the desired effect, e.g., 8CS00, for Close Air Support.

6.3.10.1.2.2. The UTCs listed in this FMID represent all of the primary UTCs that could support the mission (e.g. CAS would have UTCs for A-10s, F-16 - Block 30s, F-16 - Block 40s, B-1s, and B-52s; each MDS might be further identified as either Active, Guard, or Reserve).

6.3.10.1.2.3. The primary UTC selected (e.g. 3FVF1 - A-10 Active) will also represent the FMID for MUG. **Note**: Some UTCs might be the primary UTC in more than one MUG.

6.3.10.1.2.4. Since the platform chosen is a fighter, the Fighter Mission Platform FM and the general MPP will also need to be selected.

6.3.10.2. The AETF FMs are designed to have limited tailoring because they are built to lowest common denominator. If a location already has a capability covered or designated to support less than a population of 3,000, then and only then, would planners tailor the force module. When tailoring force modules, entire UTCs will be tailored out.

6.3.10.3. If functional areas determine that certain capability is over- or understated in the current AETF FMs, the Air Staff FAM and/or designated FM lead agency should contact AF/A5XW to propose modification to the force module.

6.3.11. **Posturing UTCs with respect to AETF force modules.** When posturing UTCs, Air Staff FAMs should ensure there are sufficient UTCs postured as identified below. See **Chapter 7** for details on posturing UTCs. See **Chapter 10** for procedures to request a deviation to the respective Scheduling Integrated Product Team (SIPT) schedules if posturing UTCs in support of AETF FMs conflicts with the schedule(s).

6.3.11.1. Every AEF pair should contain the capability to support and operate five AEW bases (eight with mobilization). Therefore, each AEF Pair will have sufficient number of UTCs postured to fulfill eight Command and Control, eight Establish the Airbase, eight Operate the Airbase, and eight Robust the Airbase FMs. HAF FAMs are responsible for ensuring posturing guidance meets this objective. Details for the constitution of these AEW operating locations will be contained in WMP 3, Part 4.

6.3.11.2. The Enabler library (with augmentation from UTCs, in some functional areas, from the AEF pairs) will have sufficient number of UTCs postured to fulfill three Open the Airbase FMs simultaneously (four with ARC augmentation). HAF FAMs are responsible for ensuring posturing guidance meets this objective.

6.3.11.3. The Generate the Mission FM is actually a combination of a MUG and a Mission Platform Package.

6.3.11.3.1. Each base that is tasked with a primary UTC of the MUG should be able to posture all of the UTCs included in that MUG. Furthermore, all of the UTCs that constitute the MUG must be aligned to the same AEF Library.

6.3.11.3.2. Each AEF pair, plus available forces from the Enabler library, should have a sufficient number of UTCs postured to build the applicable number of Fighter, Tanker, Bomber, Theater Airlift, Rescue, Special Forces, and C2ISR/Electronic Warfare Mission Platform Packages as outlined in the WMP 3 Part 4.

6.3.11.3.3. Each AEF pair should have sufficient UTCs postured to support eight General MPP force modules.

6.3.12. The AEFC will assign a FM identification/association code to those UTCs that match the FM construct and have a P-code of "DW*."(See **Chapter 7**)

6.3.12.1. The AETF FM UTCs will not be fenced and can be used to meet any combatant commander's requirements.

6.3.12.2. All units (active, AFRC, and ANG) will be considered when the FM identifications are assigned. This is necessary to determine how many FMs can be built within each AEF Pair.

6.3.13. **Organizational Responsibilities**

6.3.13.1. **AF/A5XW**

6.3.13.1.1. AF/A5XW will oversee maintenance and upkeep of force modules. Adding and deleting UTCs as necessary, revising processes to keep pace with current weapon systems and employment strategies.

6.3.13.1.2. AF/A5XW will ensure current and future execution systems are designed and built to accommodate force modules.

6.3.13.1.2.1. The system will be used to support the development and maintenance of both types of force modules. This will ensure proper coordination is accomplished for changes and deletions of UTCs in the FM(s). Roles and permissions (access) for the AETF FMs are to be managed by AF/A5XW, while the owner of the FM or AF/A5XW as appropriate, will maintain Functional/Cross-Functional Area FMs.

6.3.13.1.3. AF/A5XW will hold conferences as needed but not less than once a year, to convert and subsequently upkeep operational plans to correspond to force module force presentation methodology.

6.3.13.1.4. AF/A5XW will provide overarching guidance to FM lead agencies on the development, usage, and maintenance of FMs.

6.3.13.2. **AF/A5XS**

6.3.13.2.1. AF/A5XS will coordinate with AF/A5XW to ensure current force presentation strategies are incorporated into force module execution development.

6.3.13.2.2. AF/A5XS will provide information regarding changes to the Task Force CONOPS to AF/A5XW.

6.3.13.3. **AF/A3OO**

6.3.13.3.1. AFCAT (AFOG) will coordinate the execution of force modules via the EXORD/DEPORD coordination process.

6.3.13.3.2. AF/A3OO, as Command Post functional area manager, will be the lead agency OCR for the Command and Control FM.

6.3.13.4. **AF/A4/7**

6.3.13.4.1. AF/A4/7 will develop and maintain Agile Combat Support (ACS) capabilities that support force module execution.

6.3.13.4.2. AF/A4/7 will develop and maintain procedures and processes to package equipment for deployment.

6.3.13.4.3. AF/A4/7 will accept vehicle requirements from functional managers and identify sourcing. See paragraph **5.12.5.6.**

6.3.13.4.4. AF/A4/7 will be the lead agency OCR for the Establish the Base, Operate the Base, and Robust the Base FMs.

6.3.13.5. **AF/A1**

6.3.13.5.1. AF/A1 will provide advice on personnel matters as requested.

6.3.13.6. **AF/JA.**

6.3.13.6.1. AF/JA will provide legal advice as requested.

6.3.13.7. **Lead Agencies**

6.3.13.7.1. Lead Agencies will be responsible for developing a CONOPS for their applicable force module. This CONOPS will expand on guidance provided in this chapter and the overarching guidance provided by AF/A5XW.

6.3.13.7.2. HAF FAMs will coordinate with Lead Agencies on proposed changes to the FMs that affect other functional areas.

6.3.13.7.3. Lead Agencies will provide recommended changes to their applicable FMs to AF/A5XW.

6.3.13.7.4. Lead Agencies may designate a FOA or MAJCOM as the executive agent for development and maintenance of the force module.

6.3.13.8. **HAF FAMS**

6.3.13.8.1. Will ensure the development of those UTCs necessary to support capabilities-based deployment as outlined in AETF force module Libraries.

6.3.13.8.2. Will maintain and update functional UTCs found within the force module libraries as changes occur.

6.3.13.8.3. Will build and manage UTCs consistent with force module policies and doctrine.

6.3.13.8.4. Will coordinate any new UTCs developed in support of meeting the AETF force module concept with applicable MAJCOM and ARC FAMs.

6.3.13.8.5. Will publish and provide clear guidance to MAJCOMs (force providers) with specific numbers of UTCs to posture and how to meet force module guidance.

6.3.13.9. **MAJCOM FAMs**

6.3.13.9.1. HQ AMC/A3 will be the lead agency for the Open the Airbase FM.

6.3.13.9.2. MAJCOM and ARC FAMs will posture UTCs to their units as necessary to support efficient distribution across the AEF while adhering to the respective Scheduling Integrated Product Team (SIPT) schedules unless a waiver is approved.

6.3.13.9.3. MAJCOM and ARC FAMs will assist HAF FAMS as necessary in developing and managing functional UTCs

6.3.13.10. **AEFC**

6.3.13.10.1. AEFC will ensure that all assigned personnel have sufficient knowledge regarding use of force modules.

6.3.13.10.2. AEFC will develop and implement procedures, to the extent possible, to ensure deployments are executed using force modules.

6.3.13.10.3. AEFC will assign FM identification/associations to the UTCs within each pair that meet the AETF FM template.

6.3.13.10.4. AEFC will source forces consistent, to the extent possible, with current force module policies and doctrine.

6.3.13.11. **MAJCOMs**

6.3.13.11.1. MAJCOMs will ensure personnel are trained and equipped as required.

6.3.13.11.2. MAJCOMs will validate/source consistent with force module policies and doctrine.

6.3.13.12. **Supported Component Headquarters**

6.3.13.12.1. Component headquarters will use AETF force modules as the initial and primary concept for TPFDD development and request of forces.

6.3.13.12.2. Air Force component headquarters will ensure that host nation (HN) agreements and arrangements outlined in the DOD FCG or through separate negotiations will support the TPFDD or other planned deployments, employment or sustainment. Ensure, through the applicable Unified Command, that US Embassy or US Defense Representative receive a copy of CJCS Orders to assure that U.S. Embassies have sufficient time, input and manpower to support coordination with HN.

6.3.13.13. **Wings**

6.3.13.13.1. Wings will ensure personnel are trained to execute air and space operations using AETF force modules.

6.4. Functional/Cross-Functional Area FMs. Functional/Cross-Functional Area FMs facilitate UTC requirements determination during TPFDD development. These FMs contain modular-scalable UTCs that are commonly combined at time of execution to form a specific capability, e.g. base transportation function, AFFOR or Air Operations Center (AOC) staff, etc. The primary purpose of these FMs is to provide the planning community the ability to package capability via UTCs. The benefit of using these FMs is the ability to capture what is needed for a specific tasking that is made up of more than one UTC. Instead of creating a large UTC, many smaller functional area UTCs can be developed and packaged in this type of FM.

6.4.1. Tailoring at execution is allowed similar to UTC tailoring in order to ensure the correct amount and types of UTCs are utilized. FM tailoring can be by whole UTC or by partial UTC.

6.4.2. With the advent of smaller, modular-scalable UTCs, Functional/Cross-Functional Area FMs are the perfect tool to minimize "parent-child" and "cross functional" UTCs. FAMs at all levels are encouraged to take advantage of this to ensure large UTCs with cross-functional capability (AFSC level) are scrutinized. The preferred method of "cross functionalizing" is by FM, not UTC. **Note**: Parent-child and Cross-functional UTCs may still exist.

6.4.3. MAJCOM, component headquarters, or Air Staff FAMs who desire to formalize a functional/cross-functional area FM should contact AF/A5XW. If it is determined that a FM is more beneficial than a new UTC, the FM with associated UTCs will be included in 08FML. In addition to the associated UTCs, FAMs should develop and provide a mission description for the FM.

6.5. AETF Support Force Modules. The AETF Force Modules provide the capability to initially stand up a deployment location. Support Force Modules accomplish a dual role. These FMs augment the AETF FMs and identify the additional capability needed to support a continual rotational presence.

6.5.1. **Augmentation, or extended, force modules.** While the AETF FMs are designed to operate under a fixed set of assumptions, the augmentation force modules provide the additional capability to meet a more demanding requirement with extended capabilities (for example: enhanced security, disaster response, RED HORSE, NEO, etc.)

6.5.2. **Rotation Force Modules.** These force modules are a sub-set of the AETF FMs with tailored out, pre-identified functional equipment and personnel that do not need to be replaced if the deployed location is supporting rotational operations (e.g. BEAR assets, Fire Trucks, Cable Installation Teams). The rotational force modules may also include "substitute" UTCs for those capabilities in the baseline AETF force modules.

6.6. OPLAN-Specific Force Modules. In addition, OPLAN Dependant FMs, which are developed and managed by supported commanders, Service components, or the AEFC, are designed to respond to a specific planning task such as flexible deterrent options (FDOs) or OPLAN FM Packages (FMPs). These FMs are groupings of force data used to manage TPFDD development and movement execution (See paragraphs **8.9.6.** and **9.9.2.**). Sample OPLAN dependent FMs include, but are not limited to:

6.6.1. Functional grouping (e.g., all medical, all air defense).

6.6.2. Geographical grouping (e.g., ULNs with SPOD of Wilmington).

6.6.3. Date grouping (e.g., forces with LAD less than 10).

6.6.4. Grouping ULNs for Movement Requirement Submission and Validation.

6.7. Operational Capabilities Packages (OCPs). OCPs are a grouping of FMs/UTCs designed for COMAFFORs to present a comprehensive pre-packaged Air Force capability to CCDRs.

6.7.1. OCPs are a method of packaging command and control, operational mission, and ECS forces for presentation to a CCDR through the COMAFFOR. The OCPs provide pre-packaged capability playbooks to optimize planning.

6.7.2. OCPs may consist of tailored elements from the AETF FMs (for example, Open the Airbase) as outlined above, and other FMs/UTCs.

6.7.3. Examples of OCPs may include, but are not limited to, Defense Support of Civil Authorities (DSCA), Humanitarian Relief Operations (HUMRO), Non-Combatant Evacuation Operations (NEO) and support to International Law Enforcement.

6.7.4. Each OCP is built on capabilities required to accomplish specific mission objectives and is designed to be initially self-sustaining.

Figure 6.2. FM to OCP Relationship
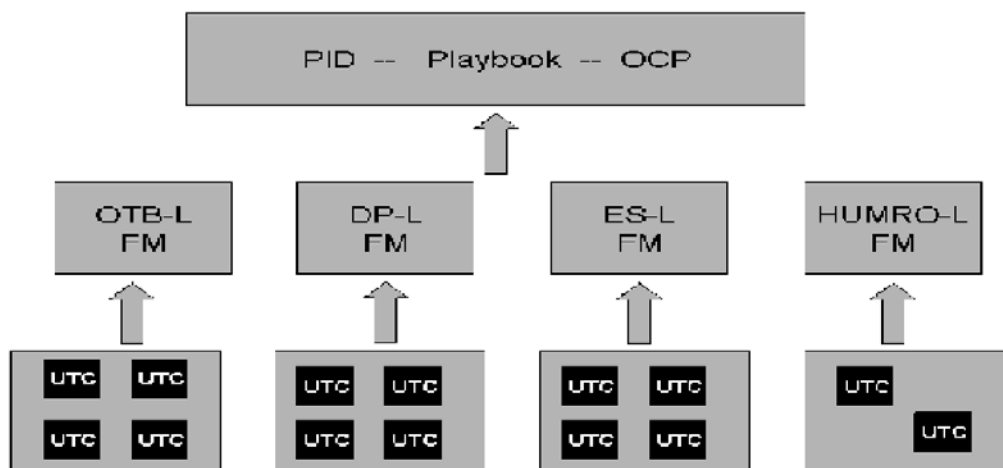
6.7.5. **Organizational Responsibilities**

6.7.5.1. **SAF/FM** will develop, as required, cost estimates to implement the OCP.

6.7.5.2. **HQ USAF** will develop and maintain capabilities that support OCP execution.

6.7.5.3. **AF/A5X** will designate OCP OPRs.

6.7.5.4. **AF/A5XW**

6.7.5.4.1. Ensure current and future planning and execution systems are designed and built to accommodate OCPs.

6.7.5.4.2. Manage roles and permissions (access) for the OCPs.

6.7.5.4.3. Ensure proper coordination is accomplished for changes and deletions of FMs/ UTCs in the OCPs.

6.7.5.4.4. Validate OCPs annually.

6.7.5.4.5. Provide overarching guidance to OCP OPRs on the development, usage, and maintenance of OCPs.

6.7.5.4.6. Maintain and post a list of OCPs and OPRs.

6.7.5.4.7. Post OCPs on A5XW web site. (Insert URL here)

6.7.5.5. **AF/A3OO (AFOG)** will coordinate the execution of OCPs via the EXORD/DEPORD coordination process.

6.7.5.6. **HAF FAMS**

6.7.5.6.1. Ensure the development of those UTCs necessary to support capabilities-based deployment as outlined in the OCPs.

6.7.5.6.2. Maintain and update functional UTCs required in the OCP as changes occur.

6.7.5.6.3. Build and manage UTCs consistent with OCP/force module policies and doctrine.

6.7.5.6.4. Coordinate any new UTCs developed in support of OCP requirements with applicable MEFPAK manager and ARC FAMs.

6.7.5.6.5. Publish and provide clear guidance to MAJCOMs with specific numbers of UTCs to posture and how to meet OCP guidance.

6.7.5.7. **MAJCOMs**

6.7.5.7.1. MAJCOM FAMs will assist HAF FAMS as necessary in developing and managing functional UTCs in support of OCPs.

6.7.5.7.2. Validate/source consistent with OCP policies.

6.7.5.8. **AEFC**

6.7.5.8.1. Assist AF/A5XW to institutionalize usage of OCPs.

6.7.5.8.2. Develop and implement procedures to ensure deployments are executed using OCPs, when applicable.

6.7.5.9. **Component Headquarters**

6.7.5.9.1. Utilize OCPs to enhance Air Force force presentation to CCDR.

6.7.5.9.2. Review those OCPs applicable to your AOR annually and provide feedback to the OPR.

6.7.5.9.3. Exercise the execution of OCPs applicable to your AOR.

6.7.5.10. **OCP OPRs**

6.7.5.10.1. Develop OCPs IAW the format in **Attachment 2**.

6.7.5.10.1.1. When determining UTCs required in the OCPs, start with the current AETF FMs. Delete UTCs that are not required to support the OCP. Determine what other UTCs are required to meet mission requirements and group them in an "extended FM."

6.7.5.10.1.2. The OCP will include the tailored AETF FMs and the "extended" FM.

6.7.5.10.2. Build and maintain OCPs in DCAPES using FMs/UTCs.

6.7.5.10.3. Conduct annual review to ensure OCP meets mission objectives to keep pace with current technology, doctrine and strategy.

6.7.5.10.4. Ensure FMs/UTCs contained in OCPs are current and considerations/assumptions are valid. Adjust FMs/UTCs and considerations/assumptions, as necessary.

6.7.5.10.5. Coordinate revisions among component headquarters FAMs.

6.7.5.10.6. Provide revisions to AF/A5XW to coordinate with HAF FAMs

Chapter 7

UTC POSTURING

Section 7A—Purpose

7.1. Purpose. The purpose of this chapter is to provide the background, guidance and procedures for the posturing of Air Force capabilities, known as unit type codes (UTCs).

Section 7B—Background

7.2. Presentation of Forces. As discussed in AFPD 10-4, the U.S. Air Force presents its forces via an Air & Space Expeditionary Task Force (AETF). The basic building block used in force planning and the deployment of AETFs is the UTC. A UTC depicts a force capability with personnel and/or equipment requirements. The assignment of a UTC categorizes each type organization into a class or kind of unit having common distinguishing characteristics.

7.3. Use of UTCs. Planners use UTCs to document total funded manpower and funded logistics requirements needed to support the national military strategy during contingency, crisis action, and rotational planning. These requirements are documented in a JOPES/DCAPES TPFDD (see **Chapter 8** on how UTCs are used in OPLAN and TPFDD development).

7.4. AEF Libraries. In order to provide trained and ready air and space forces to meet national commitments through a structured approach that enhances Total Force readiness and sustainment, the Air Force has organized its Total Force into 10 AEFs (5 AEF pairs) and 1 Enabler Force. Deviations to the AEF construct may be implemented on a case-by-case basis with CSAF approval. The UTC records aligned to the 10 AEFs (5 AEF pairs) are aligned to present relatively equal capabilities (5 AEF pairs). Alignment to the 10 AEFs is based on the comprehensive AEF rotational schedule. Certain forces that provide a unique capability or support a specific operation may not be included in one of the 10 AEF Libraries. Instead, these UTCs are aligned to the Enabler Library (See paragraph **7.12.8.**). The 10 AEFs and 1 Enable Force are referred to as AEF libraries.

  7.4.1. AEF Library data is currently resident in two locations -- the WMP-3 Part 2 (AFWUS) (see paragraph **2.14.4.**) and the TPFDD AEF Libraries, located in JOPES. The data contained in these two sources is being merged in the UTC Availability application of DCAPES with the release of DCAPES 4.0.2.0., at which point the AFWUS and TPFDD libraries (in their current form) will be phased out.

  7.4.2. Designation of which UTC records are aligned to which AEF library is contained in UTC Availability. The UTC Availability records and their corresponding AEF library represent a pool of capability from which the Air Force will provide forces to support contingencies.

Section 7C—Guidance and Procedures

7.5. UTC Posturing Concept Overview. All Air Force personnel contribute to the AEF. Therefore, all authorizations must be postured in the UTC Availability. Authorizations refer to the funded manpower requirements found on the Unit Manpower Document (UMD). The goal of current posturing guidance is to posture the maximum number of manpower authorizations into standard deployable UTCs that are

made available in the UTC Availability database. **Note**: A UTC is used to describe Air Force capability. With unit commander and Air Staff FAM coordination, MAJCOM FAMs posture UTCs based on the sequencing and priority guidance defined by each Air Staff FAM.

7.6. Overview of Different Types of UTCs. All funded authorizations will be postured in UTC Availability. For all unfunded requirements, the MAJCOMs and ARC must ensure these requirements are processed through the Corporate Process or PPBE for programming prior to being postured. Depending on the deployability of the authorization for that particular unit, authorizations will be postured in standard deployable or Associate UTCs.

7.6.1. Standard deployable UTCs represent a package of capability with a specific MISCAP, as defined in the MEFPAK, and are designed to reduce the amount of detailed planning and coordination needed during combatant commander Crisis Action TPFDD development. Standard deployable UTCs provide the most detail to Air Force planners and will be used to the greatest extent possible. Deployable UTCs may be used in TPFDDs to define an in-place capability. Details for posturing standard deployable UTCs are in paragraph **7.9.**

7.6.2. Deployable authorizations that cannot be described with or do not fit into an existing standard deployable UTC will be postured into an "Associate" UTC (A-UTC). A-UTCs identify deployable authorizations that cannot be described with or do not fit into an existing standard deployable UTC. A-UTCs do not contain MISCAPs or standard manpower/logistics detail and are not available for use by a combatant commander or its component to describe deployment requirements in an executable TPFDD. They do provide AEF association for people assigned to those authorizations in the UTC and provide a pool of capability to meet alternate or individual augmentation (IA) requirements. Details for posturing A-UTCs are in paragraph **7.10.**

7.7. Overview of UTC Posturing. Posturing a UTC consists of entering a UTC for a specific unit (UIC) into UTC Availability. Multiple occurrences of the same UTC for a unit will have separate Record Numbers (RecNums) and separate Availability Line Numbers (ALNs). The UTC-UIC-RecNum combination or ALN is referred to as the UTC Availability record or UTC record. When posturing a UTC Availability record, MAJCOM FAMs must determine the record's Posturing Code (P-Code) (see paragraph **7.14.**), align the record to a specific AEF library, and ensure supporting UTCs, if applicable, are similarly postured. When determining what types of UTCs to posture, MAJCOM FAMs should use the functional area prioritization and sequencing instruction and the following definitions:

7.7.1. *Non-deployable*. Reserved for those UTCs (identified with a DEPID of 9 in MEFPAK) used to register a unit in GSORTS. Nondeployable UTCs will not be used to posture capability in UTC Availability and cannot be used in TPFDDs.

7.7.2. *Deployable*. A capability that could fulfill the manpower and equipment requirements of a MEFPAK-registered UTC. Deployable does not necessarily indicate that the particular UTC for a specific unit is intended to deploy. All Air Force forces are inherently deployable.

7.7.3. *Available to Deploy.* Indicates that a specific UTC for a specific unit would normally be eligible for deployment given a certain set of deployment conditions and assuming full readiness. Current posturing strategy identifies two deployment conditions -- normal rotational conditions and maximum surge (surge level 3). The availability to deploy during intermediate levels of surge (i.e. minimum surge (surge level 1) and limited surge (surge level 2)) cannot be directly determined from the P-code.

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Since deployment availability, as defined in the context of this AFI is based on the assumption of 100% of authorizations filled, the actual availability of a UTC can't be inferred by the P-code.

7.7.4. **Ready to Deploy**. Indicates that a UTC record is sufficiently manned, trained, and equipped to meet the MISCAP of the UTC. Whether a UTC record is ready or not ready to deploy should not be taken into consideration when posturing UTCs. UTCs that are 'Ready to Deploy' may not necessarily be considered to be 'Available to Deploy.' For example, a UTC record coded 'DXX' may still be coded Green in ART.

7.7.5. **In-place Requirement**. A requirement that is needed at home station to conduct day-to-day operations while the base has forces deployed under one of the two deployment conditions stated above in "Available to Deploy."

7.7.6. **Employed at Homestation.** A capability that is intended to perform its CCDR in-place/in-theater mission from home station. This mission is considered that capability that is providing direct support to a combatant commander.

7.7.7. **Deployable Within Assigned Theater Only.** A specific wartime capability required by a combatant commander that must forward deploy within their assigned theater to meet an OPLAN timeline. UTC may require in-place backfill if deployed for other than its OPLAN mission.

7.8. Nondeployable UTCs. In the past, capability that cannot be postured into a deployable UTC was postured in a non-deployable UTC. Although non-deployable UTCs (DEPID 9) still exist, capability that cannot be postured into a deployable UTC will be postured in A-UTCs. If an Associate UTC does not exist for a functional area/career field, the FAM/CFM should develop an A-UTC per **Chapter 5** and submit to AF/A5XW for approval.

7.9. Posturing Standard Deployable UTCs.

7.9.1. Force providers will posture the maximum number of manpower authorizations into standard deployable UTCs. The specific UTCs to posture will be based on the Air Staff FAM prioritization and sequencing instructions that can be found on the AEFC *AEF Online* web site. These instructions provide the functional area concepts of operation and the UTC structure that supports it. The Air Staff FAM provides guidance on which UTCs should be postured by the MAJCOMs and made available for planning purposes based on component headquarters' requirements and the AETF force modules. UTCs used by component headquarters to state requirements in TPFDDs should match the UTCs that providing commands have postured. The MAJCOM FAM, based upon Air Staff FAM guidance, determines which organizations will posture the required UTCs and the quantity. The prioritization and sequencing refers to the guidance MAJCOM FAMs provide to units when they attempt to maximize the number of UTCs postured based on the units' funded manpower authorizations. MAJCOMs should contact their Air Staff FAM if they have any questions on the FAM guidance. These instructions will be reviewed and updated by the Air Staff FAMs as part of the normal AEF planning cycle, 12 months prior to the next AEF cycle, as described in **Chapter 2**. General posturing rule sets are in paragraph **7.17.**

7.9.1.1. Updates and UTC additions/deletions will be based on input from MAJCOM or component headquarters FAMs and the AEFC. MAJCOM FAMs, through their plans office or AEF Cell, will request applicable UTC records be "unlocked" by the AEFC for update via hqaf.aef.planning

newsgroup. AEFC will unlock records within 72 hours (only the Libraries from past AEF rotations and Libraries currently being sourced by the AEF Center will be locked).

7.9.1.2. FAM prioritization and sequencing instructions. Air Staff FAMs will develop functional guidance for the specifics on how their functional area will posture UTCs in accordance with **Attachment 3** and paragraph **7.9.1.3.** This guidance will be published no later than 12 months prior to the start of the next AEF Cycle. This guidance will be approved no lower than the applicable Air Staff three-digit before being published on AEFC *AEF Online* website.

7.9.1.3. AF FAM Guidance should include the following:

7.9.1.3.1. The types and recommended number of UTCs that should be postured at each level of command. Also any differences between types of installations, MAJCOMs, etc should be annotated.

7.9.1.3.2. Measurable goals for the posturing of functional UTCs, but still utilizing the 6-step process outlined in paragraph **7.14.**

7.9.1.3.3. Posturing strategy for A-UTCs within the functional area, especially for A-UTCs that will be a primary source for filling IA taskings.

7.9.1.3.4. Mitigation strategies for installations to follow to enable a greater number of forces available for deployment during the bases' on-call periods.

7.9.1.3.5. Rule sets for aligning UTCs in the Enabler library. **Note:** Functional area guidance should not conflict with the applicable Enabler posturing, coding, and utilization guidance.

7.9.1.3.6. Approved posturing waivers for the upcoming cycle.

7.9.1.3.7. Procedures for posturing functional area positions assigned to organizations outside of the functional area (e.g. Supply position in a Civil Engineering Squadron).

7.9.1.3.8. Procedures for posturing positions in functional UTCs, cross-functional UTCs, or cross-functional force modules.

7.9.1.3.8.1. Generally, if the AFSCs that make up a UTC are from the same unit, then it is not considered a cross-functional UTC, even if the AFSCs are from differing functional areas.

7.9.1.3.8.2. When the AFSCs required to provide a deployable capability do not exist on a single unit's UMD, the functional area with the preponderance of the mission should create a force module using standard UTCs and provide oversight responsibility for force module maintenance. That functional area creating the force module will include a list of supporting UTCs in the MISCAP of the primary UTC.

7.9.1.3.9. Procedures for posturing and utilization of functional personnel in TCN Escort UTCs.

7.9.1.3.10. Rule sets for grade/skill-level substitutions.

7.9.1.3.11. UTCs needed to support AETF FM construct and directions to ensure that capability is postured in the designated Lead wings where possible.

7.9.1.4. MAJCOM FAMs may supplement Air Staff guidance to address specific unique aspects within their commands.

7.9.1.5. Air Staff FAMs will ensure guidance is applied equitably across the MAJCOMs. Dissimilarities between MAJCOMs will be adjudicated by Air Staff DCS.

7.9.2. Use all funded manpower authorizations, to include commander billets, without regard to home station requirements when posturing UTC Availability records. Funded manpower authorizations will include IMA authorizations identified on the manning document File Part C. Details for posturing IMA authorizations are in paragraph **7.11.** When posturing UTC records, the AFSC/skill level/grade of the UMD positions postured should match the AFSC/skill level/grade requirements listed in the UTC MANFOR to the greatest extent possible. If UMD to UTC mismatches exist, units may use the substitution rules outlined in AFI 10-403, *Deployment Planning and Execution* for grade (one up/one down) and skill level (two up/one down) unless specifically not authorized. Posturing with grade or skill-level substitution should only be used when UMD to UTC mismatches exist **and** doing so will still meet the UTC's MISCAP. Substitutions of AFSC are allowed if specifically referenced in the MISCAP; however, the UTC must still be able to perform its MISCAP. HAF FAMs must include in their Posturing and Coding guidance thresholds for their substitution rules (e.g., no more than XX% of a UTC can be filled with a lower skill level). Additionally, when substituting AFSC/grade of postured UTC, modification of the Line Level Detail to reflect the substitution should be made **Note:** Substitution rules apply to UMD authorizations; when assigning individuals to UMD positions, commanders must ensure substitution rules are not violated.

7.9.2.1. **Exception #1:** Units are authorized to deviate, without a formal waiver, from the UMD-to-UTC MANFOR criteria in order to posture "generic UTC." Units may posture generic UTCs such as 9AAGW (Staff Action Officer) or 9AEMP (Contractor Escort Team) in lieu of posturing associate UTCs. However, posturing generic UTCs in lieu of A-UTCs should be reserved for those AFSCs that have traditionally low tasking rates.

7.9.2.2. **Exception #2:** Other UMD-to-UTC MANFOR mismatches may only be postured with AF/A5XW concurrence. See paragraph **10.18.**

7.9.3. Units above base level, and units at or below base level with non-traditional force providing roles, will posture UTCs as directed by FAM guidance. When possible, standard deployable UTCs must be used to show capability that can be coded as available for surge and rotational support.

7.9.3.1. Some above-base-level units are designed to fill a heavy deployment/employment requirement during contingencies, e.g., AOC or AFFOR staffs from NAFs, MAJCOM and Headquarters Air Force staffs filling CAT positions, etc. These requirements and the capability to fill them should be stated and postured into standard deployable UTCs. However, this does not imply that authorizations in these standard UTCs cannot be deployed to support augmentation taskings.

7.9.3.2. Positions assigned above the base level often cannot be described with standard deployable UTCs. In addition, limited availability of above-base-level positions for simultaneous deployment makes these positions assigned to above-base-level units better suited to meet individual augmentation (IA) requirements during contingencies to fill combatant commander or AFFOR staffs. These above-base-level UTCs will be aligned across the 10 AEF libraries to evenly distribute deployable capability intended to support combatant commander staff and IA requirements. For this reason, much of the above-base-level capability will be postured into A-UTCs as described below.

7.9.3.3. Positions assigned to base level units with non-traditional force providing roles are not exempt from the two-hit policy. These UTC records will be aligned to the same AEF(s) as their

servicing Military Personnel Flight/Personnel Readiness Function (MPF/PRF) unless a waiver has been approved (See **Chapter 10**).

7.9.4. Alignment of standard deployable UTCs to the 11 AEF libraries will follow the rule sets outlined in paragraph **7.12.** below.

7.9.5. Standard deployable UTCs will be given appropriate posturing coding as described in paragraphs **7.13.** and **7.14.** below.

7.9.6. When posturing UTC records into UTC Availability, FAMs must ensure funded Air Force manning positions are aligned to no more than one UTC record. Exceptions to this policy must be approved by Headquarters Air Force, War and Mobilization Division (AF/A5XW). The only waivers that will typically be granted are for UTCs supporting unique missions that are mutually exclusive from standard contingency operations (e.g., STRATCOM support, CONUS air defense). **Note**: MAJCOMs will not be authorized to double-posture UMD positions to fill TCN Escort UTCs (9AEM*).

7.9.7. The UTCs a unit has postured in UTC Availability will be reflected in the unit's DOC Statement as required by AFI 10-201, *Status of Resources and Training System (SORTS)*. However, FAMs must not delay posturing UTCs in UTC Availability pending the update of the unit's DOC statement.

7.10. Posturing "Associate" UTCs (A-UTCs).

7.10.1. Deployable manpower authorizations that cannot be described by or do not fit an existing standard deployable UTC will be postured into an A-UTC. A-UTCs have a DEPID Code of "6" and typically end in -Z. Since A-UTCs do not have standard line level detail (LLD), the number of authorizations and the LLD must be manually provided in UTC Availability. When posturing A-UTC records, the authorized AFSC/skill level/grade of the UMD positions will be used to provide the LLD. Matching LLD in the A-UTC with other than what is on the UMD will require a waiver (see **Chapter 10**). A-UTCs provide AEF library association for the people/authorizations in the UTC record. For the personnel, unit commanders will ensure each member's AEF association is kept current in MilPDS. **Note:** AEF association in MilPDS/ DIMHRS does not apply to ARC.

7.10.2. A-UTCs will be postured in the UTC Availability and aligned to the AEF libraries in accordance with paragraph **7.12.** below. Since A-UTCs have no standard manpower detail, line level detail must be manually annotated in UTC Availability. A-UTCs will be given appropriate posturing coding as described in paragraph **7.16.** below.

7.10.3. As with all UTCs, personnel assigned to authorizations linked to A-UTCs can be exchanged with authorizations linked to standard deployable UTCs to meet deployment requirements as long as the individual's AEF alignment is not changed.

7.10.4. An A-UTC's 5-character alphanumeric UTC designator will be constructed using the functional groupings appropriate to the AFSC from **Table 5.1.** of this instruction. For example, a Supply authorization assigned to a Civil Engineering unit, if not postured in a standard deployable UTC, must be postured in a JFZZZ UTC vice a 4FZZZ UTC. The UTC designator will begin with the characters defined in **Table 5.1.**, and any undefined characters will be filled with the letter "Z." The "Z" in the last character will identify the UTC as an A-UTC. Examples include 3FZZZ for fighter pilots, 9ALZZ for life support specialists, and XFFCZ for chaplains.

7.10.5. Positions postured in A-UTC at the base level provide a pool of capability for alternate backfill for, or as an additional source of deployable and available UTCs. A-UTCs postured at the base

level will be aligned to the same AEF libraries as the unit's standard deployable UTCs. Associate UTC records, which have the same UTC, UIC, AEF library, and P-Code, should be combined into one record. The AFSCs of an A-UTC must be functionally aligned; therefore units may need to posture multiple A-UTCs. The AEFC may request a position in an A-UTC before breaking a standard deployable UTC to fill an individual augmentation requirement.

7.10.6. At units above base level (nontraditional force providing units), the A-UTC represents AEF-aligned capability or positions not in a standard deployable UTC but typically used to fill IA requirements for combatant commander or AFFOR staffs. Above-base-level A-UTCs will be aligned across the 10 AEF libraries to evenly distribute deployable capability. The UTC designator is based on the functional grouping that best describes the duty AFSC or functional capability of the positions. Each unique UIC will posture A-UTCs with distribution and availability coding provided by MAJ-COM FAM with staff two-digit coordination and approval. Aggregation of capability at a higher level, such as the two-letter level, is allowed if the same deployment manager manages all positions. **Note:** "Headquarters" A-UTCs will not be used above base level since "headquarters" is not descriptive of the functional capability of positions assigned to the UTC. Associate UTC records, which have the same UTC, UIC, AEF library, and P-Code, should be combined into one record. Since many MAJ-COM and Air Staff staffs are cross-functional, each UIC may have several different A-UTCs postured per rotation. These UTCs will be postured with level 4 detail to describe the capability of the positions assigned to the A-UTC.

7.11. Posturing IMA Authorizations

7.11.1. Individual Mobilization Augmentee (IMA) authorizations are individual military Air Force Reserve personnel that function as a total force multiplier to augment the Air Force during the range of military operations. IMA authorizations may be established to support mobilization, contingency operations, operations other than war, or other specialized or technical requirements to augment the active duty component structure. Management of IMA personnel is included in AFI 36-2629, *Individual Mobilization Augmentee Management.*

7.11.1.1. There are three principal uses for IMAs under mobilization, contingency operations, and operations other than war -- (1) to backfill active duty positions, (2) fill a deployment requirement, or (3) augment above base-level staff that must expand operations during these operations. Depending on how the IMA requirement was justified will determine how the position should be postured.

7.11.1.2. Programming Action Directive 97-09 directed the reassignment of all forces of the Air Force Reserve, except those assigned to USSOCOM, to Air Force Reserve Command (AFRC). AFRC/CC delegated operational control and specified administrative control responsibility of all IMAs, except those assigned to USSOCOM, to the applicable gaining commands or central/single management agency to ensure the current relationship between the IMA and the gaining command remains unchanged.

7.11.1.3. IMAs are assigned to the IMA Readiness Management Group (RMG) at AFRC

7.11.1.4. AFRC is developing implementation procedures to posture IMAs in UTC Availability. Posturing of IMAs should follow FAM guidance when appropriate.

7.12. UTC AEF Alignment Process. All UTC records, to include A-UTCs, will be aligned to a specific AEF library and coded appropriately (see **Table 7.1.**). Aligning forces to the 10 AEFs and the Enabler Force enables teaming, systematic scheduling, and mirrors a concept in contingency and crisis action planning that seeks to minimize the transportation requirements for a plan.

7.12.1. The AEF alignment and schedule conforms to the Global Force Management (GFM) process and is developed to ensure AEF rotational forces are centrally managed under the GFM/AEFPP to best meet national defense strategy and provides a prioritized list from which to provide trained and ready forces. COMACC is responsible for execution of the AEF schedule as tasked by the CSAF. COMACC manages the AEF schedule through the AEFC; the initial cycle alignment is developed by the Combat Air Forces (CAF), Mobility Air Forces (MAF), and Expeditionary Combat Support (ECS) Scheduling Integrated Product Teams (SIPTs). The SIPTs will develop the AEF alignment NLT 12 months prior to the beginning of the next AEF cycle.

7.12.2. UTCs for aviation packages (3-series UTCs) will be aligned to the appropriate AEF library as determined by the CAF and MAF SIPTs. The CPO produced by HQ ACC/A3O provides the unit alignment by AEF for the CAF. HQ AMC/A33 chairs the MAF SIPT, which provides the MAF alignment.

7.12.3. UTCs for direct aviation support (primarily maintenance UTCs but may also include Weather, Intel, etc) will be aligned in the same AEF library as the aviation package they are supporting. Only those UTCs that are specifically identified in the aviation UTC's MISCAP may be considered direct aviation support.

7.12.4. All other UTCs for ECS forces will be aligned to one of the two AEF libraries designated for that base in accordance with the Target Base Alignment Template. **Note**: Units geographically separated from their parent wing will be aligned to the same AEF(s) as their servicing Military Personnel Flight/Personnel Readiness Function (MPF/PRF).

7.12.4.1. The ECS Target Base Alignment Template, and its inclusion in the AEF Allocation Schedule, ensures Air Force forces are postured across the AEF libraries enabling the availability of the full range of air and space capabilities to meet combatant commander requirements. In developing the Target Base Alignment Template, the ECS SIPT must take the following into consideration:

7.12.4.1.1. Bases providing ECS UTCs will only be hit twice per AEF cycle; i.e., forces from a particular base will be aligned to only two on-call periods during the AEF cycle. Furthermore, these two on-call periods will not be back-to-back. ARC bases will only be aligned to one on-call period.

7.12.4.1.2. ECS forces from aircraft-providing bases will typically be aligned to the same AEFs as the aircraft. However, ECS UTCs will not be aligned in back-to-back AEF pairs. In cases where aviation packages are aligned in back-to-back AEF pairs, ECS forces will not be aligned with one of the base's aviation packages.

7.12.4.1.3. To the maximum extent possible, each AEF pair should contain approximately the same capability as every other pair.

7.12.4.1.4. Each AEF pair should have the capability to fulfill eight each of the Establish the Base, Command and Control, and Operate the Base AETF force modules (see **Chapter 6**).

7.12.4.2. When posturing UTC records and determining AEF library alignment for each unit, MAJCOM FAMs should ensure that each of the two libraries is relatively equivalent. An exception to this rule would be if, due to limited availability, a specific UTC couldn't be spread evenly across the 10 AEFs. In such cases, FAMs will make every effort to ensure each AEF pair is relatively equivalent.

7.12.4.3. MAJCOM FAMs must align ECS forces in one of the two designated AEF libraries for that particular base. Deviations from this alignment require a waiver. Procedures for requesting an alignment waiver are contained in **Chapter 10**.

7.12.5. The Target Base Alignment Template was designed to maximize all levels of teaming (see paragraph **8.12.3.**). If posturing capability into only two AEF libraries impacts the number of UTCs a unit can make available to deploy in support of the AEF, the MAJCOM FAM will coordinate with the Air Staff FAM and the AEFC to determine if the functional area is sufficiently stressed, (i.e. there is insufficient depth of available capability postured in the AEF libraries to meet deployment requirements) to support deviations to make more of the functional capability available. Deviations from the Target Base Alignment Template and the AEF Allocation Schedule require a waiver. The waiver process is detailed in **Chapter 10**.

7.12.6. UTC records from above base level units are not limited to the two-hit policy. Force providers should evenly distribute these UTC records across the AEF libraries. This provides added depth to the on-call AEF pair, provides predictability to the individual assigned to the UTC, and does not severely pull capability from these units at one time.

7.12.7. MAJCOMs must obtain MAJCOM/CV approval prior to moving UTC records from one AEF to another. The goal is to keep balanced capabilities in AEF force presentation packages and the AEF libraries while maintaining teaming and maximizing deployment predictability and schedule stability.

7.12.8. Certain forces that provide a unique capability or support a specific operation may not be included in one of the 10 AEF Libraries. Instead, these UTCs are aligned to the Enabler Library. Due to the different OPTEMPO management standards for these forces, they may not rotate on the normal rotational schedule. Placement of UTCs into the Enabler Library should be kept to a minimum because these forces are subject to deploy at any time and as many times as required.

7.12.8.1. Enabler forces are those forces that fall into one of the following categories. **Note**: Forces that fall under one of the Enabler categories may still be aligned in the 10 AEFs:

7.12.8.1.1. **Limited Available Assets (E-LAA).** E-LAA includes low density/high demand (LD/HD) assets. LAA assets are aviation or support forces that might not be placed in one of the five AEF pairs due to their unique joint mission capabilities and/or unusually high-demand by combatant commanders. Most assets listed in the GMFP memorandum are listed as LD/HD assets. LAA should not be used to posture residual UTC records that are the result of "evening out" the AEF pairs or where there is enough capability to balance across the five pairs and meet anticipated rotational requirements. **Note:** If these UTCs exist in a single unit, this is sufficient justification for requesting an alignment waiver to be spread across the AEF library pairs.

7.12.8.1.2. **Air Mobility Operations (E-GRL).** E-GRL (formerly known as Global Mobility or Global Reach Laydown) includes airlift and tanker assets and associated support, Contingency Response Groups and AMC Enroute forces. Only those UTCs that directly support the

Global Mobility CONOPS mission should be aligned to this Enabler category. The UTCs in this category will constitute most of the Open the Base AETF force module.

7.12.8.1.3. **Special operations forces (E-SOF).** E-SOF includes special operations forces, but not necessarily those ECS forces assigned to Air Force Special Operations Command (AFSOC), unless their UTC provides unique capabilities for supported SOF forces and/or is funded by US Special Operations Command (USSOCOM).

7.12.8.1.4. **Pacific/European HUMRO forces (E-PAC/E-EUR).** E-PAC/E-EIR includes forces retained for immediate response to Humanitarian Relief Operations (HUMROs), non-combatant evacuation operations (NEO), or theater crisis and disaster responses (e.g., EUCOM medical crisis response teams). These forces are aligned to the Enabler library and used as an initial response only. UTCs not generally associated with first/early deployers should not be positioned in this category.

7.12.8.1.5. **Theater battle management (E-TBM).** E-TBM includes those command and control UTCs that due to their unique and/or limited nature (e.g., AFFOR, CRC, AMD) should not be aligned to the 10 AEF libraries.

7.12.8.1.6. **Republic of Korea (E-ROK).** E-ROK includes those in-place UTCs for units on the Korean Peninsula.

7.12.8.1.7. **Army support (E-ARY).** E-ARY includes Air Force UTCs, such as combat weather teams or TACP/ASOC UTCs, which are habitually associated with supporting specific Army units.

7.12.8.1.8. **Vehicle/Equipment (E-VEH).** E-VEH includes Air Force vehicle and equipment-only UTCs that do not directly support or deploy with specific units.

7.12.8.1.9. **Joint Enabler (E-JNT).** E-JNT includes Air Force positions assigned to joint, DOD, or other Federal agency funded billets.

7.12.8.1.10. **NORAD Support (E-NOR).** E-NOR includes assets that are only tasked to support NORAD operations.

7.12.8.1.11. **STRATCOM Support (E-NUC).** E-NUC includes those UTCs that are used for the STRATCOM Global Strike mission only. For most units in this category, this will be a secondary mission.

7.12.8.1.12. **Individual Mobilization Augmentees (E-IMA).** This Enabler category is a placeholder pending development of ARPC/AFRC policy referenced in paragraph

7.12.8.1.13. Additional Enabler categories may be created with coordination with AF/A5XW.

7.12.8.2. Enablers fall into two broad categories -- those that provide a unique capability (i.e., LAA, TBM, ARY, VEH, JNT, IMA) and those that support a specific Combatant Commander's operation (i.e., PAC/EUR, ROK, NOR, NUC, GRL, SOF). Unique capability Enablers may be sourced to fulfill contingency requirements if the capability cannot be met from within the on-call AEF pair. Since Enabler assets are used to source other missions, careful considerations must be used to determine the level of Enabler assets to be used before going into surge operations. Specific operation Enablers will normally only be sourced to fulfill their dedicated contingency requirements. Sourcing UTCs postured in the Enabler libraries requires coordination with the owning MAJCOM.

7.12.8.3. Lead agency for each Enabler category will develop and staff posturing, coding, and utilization guidance for their applicable Enabler category. AF/A3/5 will approve this Enabler guidance. Lead responsible agency may be a MAJCOM or a HAF directorate. Enabler guidance will include:

7.12.8.3.1. Expand on the criteria listed in paragraph **7.12.8.1.** on what UTCs may be postured in the applicable Enabler. Include justification criteria, if any, required by the lead agency.

7.12.8.3.2. Outline the posturing coding for how UTC records in the Enabler should be coded.

7.12.8.3.3. Describe the trigger points on when and how UTCs will be used.

7.12.8.3.4. Describe who will be responsible for scheduling capabilities within the Enabler. If a portion of the Enabler may be used to fulfill rotational requirements, describe the applicable thresholds.

7.12.8.4. Prior to the beginning of each AEF cycle, AF/A5XW will request MAJCOM validation of forces aligned in the Enabler library. This will be a coordinated between Air Staff/MAJCOM FAM and the applicable lead agency; the applicable Air Staff DCS will adjudicate discrepancies between MAJCOMs. AF/A5XW will provide the approved list of Enablers to the AEFC 1 month prior to the publication of the AEF alignment/schedule.

7.12.8.5. Once the AEF alignment and schedule is approved, any changes to the alignment, to include forces contained in the Enablers, require a waiver. See **Chapter 10**.

7.13. Posturing Codes (P-Code). Prior to P-coding units' UTCs, every level of leadership (DCS, Air Staff, MAJCOM/CV, Wing/CC and Unit/Squadron/CC) must, through the respective FAM, expressly articulate their permissions, mitigating factors and risks that are expected in order to make the maximum amount of capability available to the Combatant Commands. Resource dependent mitigations (e.g. contract dollars, IMAs) must be planned for and ready for immediate implementation during normal rotational operations and at each declared level of surge (i.e., minimum, limited, and maximum). The wing/base commander is expected to place this guidance in the base support plan and ensure their subordinate commanders are aware of the permissions, mitigating factors, and risks, and use them when validating the proposed P-codes and of the respective MAJCOM FAMs

7.13.1. Posturing codes indicate the availability of those UTCs a unit has postured within the two deployment conditions. The codes are located in the P-Code column of the UTC Availability. The specific procedures and guidelines for determining a UTC record's "P-Code" are outlined in paragraphs **7.14.** through **7.16.**

7.13.1.1. Although P-Codes are recorded for each postured UTC, they are not tied to that UTC. Instead, they are used to determine the maximum number of UTCs of that type that can be deployed simultaneously. During rotational operations, the sum of all **S coded UTCs for that rotation can be tasked. If surge is authorized, then the sum of *W* UTCs for the entire AEF cycle can be tasked. For example, UTCs coded DXX are just as deployable as a DWS UTC as long as the maximum number of simultaneously deployed UTCs has not been exceeded. UTCs are not tasked by specific UTC record, but by UTC type only.

7.13.2. The first character of the P-Code (D for "deployable" or A for "associate") shows the deployable capability as a "Standard Deployable" D-UTC or an "Associate" A-UTC.

7.13.3. The second character of the P-Code is used in determining the maximum simultaneously tasked UTC records that can be utilized under surge conditions.

7.13.3.1. For standard deployable UTCs, the second character is either "P", "W" or "X." The "P" designates the UTC records that are required to be "Employed at Homestation" to support a CCDR mission or are "Deployable Within Assigned Theater Only" (see paragraph **7.7.6.** & **7.7.7.**). The "W" is given to each UTC in a unit that, when combined or aggregated, represent the maximum simultaneous deployment capability of the unit for contingencies, up to and including major theater war. The total number of "P" and "W" coded UTCs postured by a unit, across all its aligned libraries, represents the unit's most stringent tasking capability (in-place wartime mission plus maximum surge (surge level 3)). The "X" is given to UTC records to define the minimum homestation requirement of the unit. P-coding determines what deployable UTCs go on units' DOC statements. See AFI 10-201 for current DOC and SORTS requirements. When sourcing contingency plan requirements, the Air Force can only source DW* UTCs and specific DP* coded UTCs that are assigned to the corresponding CCDR.

7.13.3.2. For Associate UTCs, the second character is either "P", "W" or "X." A "P" as the second character represents the authorizations included in the A-UTC that are required to Employ at Homestation with a Wartime Mission. A "W" as the second character represents that the authorizations included in the A-UTC would be available for tasking during all conditions. However, these positions must be tasked via a standard deployable UTC. **Note:** UTCs coded as AX* may be deployed as long as a like AW*-coded UTC record remains at home station. AP coded UTCs have a home station wartime mission.

7.13.4. The third character for both standard deployable and Associate UTCs is either "S" or "X." The "S," which stands for rotational (formerly steady-state) sustainable support, identifies the UTC Availability records that are available to support taskings within its aligned AEF rotation without exceeding the unit's capability to sustain critical home station operations. The "X" represents UTCs that are not normally available within the rotational construct without exceeding the unit's capability to sustain critical home station operations. Rotational sustainable support refers to the level of support or capability that can be provided within the AEF rotational construct.

7.13.5. The fourth character for deployable UTCs is normally blank. This position is reserved to further define the availability of the UTC record (see paragraph 7.15.5.).

7.13.6. Posturing codes will not be used to justify manpower programming actions, such as program element code (PEC) changes, nor will it be used as justification to prevent pending or potential Competitive Sourcing and Privatization (CS&P) actions.

7.14. Procedures for P-Coding Standard Deployable UTCs. The P-Code matrix described above results in 12 different Posturing Codes -- six deployable and six associate. In order to correctly P-Code records, MAJCOMs must follow the Six Step process outlined below. Ad hoc coding of UTCs could result in an overstatement or understatement of a unit's capability that is available for wartime/surge operations or for AEF rotational operations.

7.14.1. Determining P-codes require unit commanders, in coordination with MAJCOM FAMs, to make decisions in the posturing phase that would normally have to be made at the execution phase. Definition of each unit's deployment capability is beyond a simple mathematical equation because of the unique circumstances of each base or unit. The basic essence of determining P-Codes comes from how the following three questions are answered -- "What capability is required at homestation to fulfill the unit's wartime mission?" "What are the minimum home station requirements to continue critical operations during maximum surge (surge level 3) operations?", and "What are the minimum requirements needed at home station during the normal standing rotational operations (i.e. non-surge operations that can be sustained indefinitely)?"

7.14.2. An example of how UTC P-Codes are generated from start to finish for a generic unit is located on the War and Mobilization Plans' web site (**https://www.xo.hq.af.mil/xox/xoxw/index.htm**) and should be reviewed before coding deployable UTCs. The following six steps are a written interpretation of the website PowerPoint presentation.

7.14.2.1. **Step 1** - Determine what UTCs and the number of UTCs that need to be postured based on the Air Staff FAM guidance (see **https://aefcenter.acc.af.mil/aep/team.asp**) provided on the *AEF Online* web site. Posture as many standard deployable UTCs as possible. Any residual deployable authorizations will be postured into associate UTCs.

7.14.2.2. **Step 2 -** Determine Wartime Requirements that are Employed at Homestation or Deployable Within Assigned Theater Only with a Wartime Mission supporting a CCDR. This refers to the capability that is identified as wartime essential by a combatant commander but is intended to be employed at home station or deployed within assigned theater. First, determine what positions in the A-UTC are to be employed at home station or deployed within assigned theater and code these as "AP*". Second, determine which additional standard deployable UTCs are required to be employed at home station or deployed within assigned theater; these will be coded as "DP*." The third character of the P-Code will be determined in Step 6.

7.14.2.3. **Step 3 -** Determine <u>Minimum</u> Critical Home Station Requirements during Maximum Surge (surge level 3) Operation (Wartime). This refers to capability, in terms of UTCs, that must be withheld during a maximum simultaneous deployment of capability during maximum surge (surge level 3) operations. Unit commanders, in coordination with Air Staff and MAJCOM FAMs, will determine, in terms of UTCs, the wartime home station requirements that are over and above positions in the associate UTCs and civilian positions. Backfill workarounds (contingency contracts, civilian over-hire authority, individual mobilization augmentees, etc.) should be used when available to minimize required withholds. Withheld capability should not reduce what is currently shown as deployable capability in Part II of the unit's DOC. During this level of conflict, it is assumed that all deployable warfighting capability is committed and only sustainment and training directly supporting the conflict is provided. At the end of the contingency or operation, significant reconstitution and retraining of forces will be required. All UTC Availability records that are home-station required are coded DX* and all those not required are coded DW*. The third character is determined during Step 6.

7.14.2.4. **Step 4** - Align UTCs to AEF Libraries (see paragraph **7.12.**). MAJCOM FAMs will align all deployable UTCs from an installation into two AEF libraries to enhance teaming. UTCs will be aligned as equally as possible between the two AEF libraries (N/A for ARC).

7.14.2.5. **Step 5** - Determine <u>Minimum</u> Sustainable Home Station Requirements during maximum, non-surge rotational operations. Unit commanders, in coordination with Air Staff and MAJCOM FAMs, will determine, in terms of UTCs, the minimum rotational sustainable home station requirements that are over and above positions in the associate UTCs and civilian positions. As with wartime home station requirements, backfill workarounds such as contingency contracts, civilian overhire authority, individual mobilization augmentees, etc., should be considered.

7.14.2.5.1. When determining minimum home station requirements, units are expected to feel discomfort from the level of support provided during an AEF rotation without "breaking the base" to a point where future aligned AEFs would be unsupportable. Restricted services and extended workdays do not provide sufficient justification to withhold deployable capability from AEF rotational participation. Deployable capability should not be withheld unless deployment of that capability will risk or actually create significant and lasting harm to the capability and readiness of the unit to support the AEF.

7.14.2.5.2. Rotational operations assumes that the "at home" sustainment, training, and support requirements do not fully go away, even during the unit's AEF deployment. Even though MAJCOMs and commanders are expected to investigate and implement mitigation strategies and provide permissions to units to defer or reduce performance standards to allow maximum deployment participation during the unit's AEF deployment, the reality is that home station requirements do not fully go away. To assist in determining home station requirements, commanders must review the home station impact mitigation plans and FAM prioritization and sequencing instructions found on the *AEF Online* web site (**https://aefcenter.acc.af.mil/aep/team.asp**). **Note**: The minimum wartime (maximum surge) home station requirement and the minimum rotational sustainable home station requirement must be determined independently of each other.

7.14.2.6. **Step 6** - Determining the Third Character of the UTC Availability P-Code. The third character of the P-Code is dependent on the UTC AEF alignment (Step 4) and the minimum rotational home station requirements (Step 5). When one of the two AEF libraries is eligible for task-

ing, determine if UTCs in the nontasked AEF library are sufficient to satisfy minimum rotational home station requirements. If not, identify the additional required UTCs from the first AEF library and add an X as the third character to the P-Code for these UTCs. For all other UTCs in the first AEF library, add an S as the third character. Accomplish the same process for the second AEF library's UTCs. Repeat with additional AEF libraries as required.

7.14.3. Each functional area may establish standards for MAJCOMs to follow in determining the P-Codes. These standards will be included in the Air Staff FAM's Prioritization/Sequencing and Mitigation Strategies guidance.

7.14.4. Each MAJCOM FAM is responsible for determining the initial P-Codes for all UTC records within their functional areas based on the 6-step process identified in paragraph **7.14.** Wing commanders will validate the coding for their units. The MAJCOM/CV will adjudicate disparities between wings within the command.

7.14.5. To ensure an appropriate balance of available forces, the VCSAF will adjudicate disparities in posturing levels between MAJCOMs.

7.15. Definitions for P-Coding Standard Deployable UTCs. The various P-codes indicate what UTC records would generally be available during normal rotational operations or during the various levels of surge. Minimum surge (surge level 1) operations must be approved by AF/A3/5, and results when rotational requirements exceed the available D*S capability within an AEF pair and additional UTCs are required within that AEF pair. At this time, sourcing of DWX and DXX UTCs are authorized up to the total number of each UTC coded DW* across all AEFs. For limited surge (surge level 2) operations, the requirement to task UTCs in the next AEF pair must initially be approved by the SECDEF. Once overarching approval is granted by SECDEF, limited surge (surge level 2) of individual functional areas must be approved by the AF/CV. Again, sourcing of DWX and DXX UTCs are authorized up to the total number of each UTC coded DW* across all AEFs. Maximum surge (surge level 3) operations, consists of reaching forward past 2 AEF pairs and using the maximum DW* aggregate capability. The total number of DW* coded for each type of UTC across the 10 AEFs defines the total number of that UTC from a particular unit that can be deployed simultaneously during surge operations.

7.15.1. **DP*.** Authorizations that fight from home station and have a direct Combatant Commander mission. DP*-coded UTCs should be identified in a combatant commander's TPFDD as an in-place requirement. A DPX or APX coded UTC indicates a home station mission, a direct Combatant Commander mission or deployable within an assigned theater only, and therefore not normally able to deploy for AEF operations. The authorizations within the UTC are always required for the critical CCDR in-place/in-theater mission.

7.15.1.1. **DPS.** Authorizations assigned to DPS coded UTCs are required to meet combatant commander in-place missions at home station, but can be deployed in their aligned AEF during rotational operations implementing permissions, mitigating factors, or accepting risk.

7.15.1.2. **DPX.** Authorizations assigned to DPX-coded UTCs are required to meet combatant commander in-place requirements at home station or deployed within assigned theater and are not normally available for deployments.

7.15.2. **DW*.** The aggregate of DW* UTC records represents the maximum simultaneous deployment capability of the unit during maximum surge (surge level 3) operations. There should be sufficient DW* UTCs to support OPLAN tasking in support of current Strategic Planning Guidance.

Commanders must articulate "permissions", "mitigation strategies", and "risk" factors in order to provide sufficient DW* UTCs to the Combatant Commands.

7.15.2.1. **DWS.** DWS UTCs are available to support the range of military operations (ROMO) requirements to include small-scale contingencies and short-duration crises; standing, rotational operations; or major theater war.

7.15.2.2. **DWX.** DWX UTCs are not normally available to support rotational requirements within their aligned AEF library; however, they can be made available during minimum surge (surge level 1) within their AEF pair, during limited surge (surge level 2), reaching forward into the next AEF pair or during maximum surge (surge level 3), reaching beyond two AEF pair.

7.15.3. **DX*.** Represents the minimum number of UTC requirements to support critical home station operations.

7.15.3.1. **DXS.** DXS UTCs can normally deploy in support of AEF requirements within their aligned AEF rotation. DXS UTC records are usually coded as such because there is a like UTC that is coded DWS in the unit's other AEF library. A UTC record may result in a DXS, per the coding methodology, because the UTC record cannot be deployed while another UTC record of the same type is deployed.

7.15.3.2. **DXX.** UTCs coded DXX are not normally available for deployment under non-surge ops within their aligned AEF, but can be deployed during declared surge operations if the maximum number of simultaneously deployed UTC number (DW*) has not been reached. In those cases where the maximum number of DW* UTCs are reached, the AEFC may request additional DXX coded UTCs only after coordination with the MAJCOM FAM who will confirm availability with the providing commander. The AEF Center will announce when it is anticipated that it will need this capability so units can work to implement mitigation strategies and "green-up" red-assessed UTCs. A DXX-coded UTC can be deployed during rotational operations provided a similar D*S, in the same pair, does not deploy.

7.15.4. **Fourth character suffix.** Any 3-character P-Code (standard deployable or associate UTCs) may be given a suffix to better define the posturing code or to identify the specific type of asset postured (IMA, joint billet, etc).

7.15.4.1. A suffix of "E" shows that the UTC record, despite how it was coded based on funded authorizations, is chronically empty because of manning shortfalls and is expected to be empty throughout the next AEF cycle. "E" is reserved for UTCs of only one or two authorizations.

7.15.4.2. A suffix of "J" indicates that the UTC record is postured to a joint or nationally funded organization. Prior to tasking these records, the AEFC must receive approval from the owning organization.

7.15.4.3. Additional fourth-character suffixes may be added after coordination with AF/A5XW and AEFC. A list of valid suffixes, and their respective definitions, will be published, as a minimum, as part of the AEF Cycle sourcing plans and tasks guidance.

7.16. Definitions for P-Coding Associate UTCs.

7.16.1. Posturing codes for A-UTCs provide the AEFC and the unit commander with a reference on how many "residual" positions a unit has once all standard deployable UTCs have been postured. Unlike posturing codes for standard deployable UTCs, posturing codes for A-UTCs show the com-

mander's intent on how many positions and for what level of conflict he/she can make available for tasking. Air Staff FAMs, working with the MAJCOM FAMs, must ensure the minimum numbers of authorizations are postured in A-UTCs. Standard deployable UTCs must be postured to the maximum extent possible. The authorizations postured in A-UTCs must be placed in standard UTCs prior to being tasked to deploy in a TPFDD. EXCEPTION: When no standard UTC exists (e.g. many IA taskings), requirements should be tasked in TPFDD using a nonstandard - Z99 UTC.

7.16.1.1. **APS.** A-UTCs coded APS are required at homestation to fulfill a combatant commander's in-place mission. However, these positions may be used to deploy under normal rotational operations, primarily as alternates or IA fills.

7.16.1.2. **APX.** A-UTCs coded APX are required at homestation or deployed within assigned theater to fulfill a combatant commander's in-place mission. Additionally, these authorizations are not typically available to deploy during normal, rotational operations due to the homestation wartime commitment.

7.16.1.3. **AWS.** A-UTCs coded AWS contain authorizations available for requirements across the range of military operations.

7.16.1.4. **AWX.** A-UTCs coded AWX can normally be made available during levels of increased conflict, but not during routine rotational operations.

7.16.1.5. **AXS.** The authorizations (Airmen) in A-UTCs coded AXS are normally available within their rotation but may not be available during levels of increased conflict because of commitments to wartime tasks, such as CAT duty.

7.16.1.6. **AXX.** A-UTCs coded AXX are not normally available for tasking. Authorizations in AXX coded UTCs can swap or be an alternate for positions in other A-coded UTCs. For base-level units that provide deployable UTCs, it is likely that most of their A-UTCs will be coded AXX since associated positions are considered as part of the home station requirement when determining P-Codes for deployable UTCs. For above-base level units, AXX UTCs could be used to fill certain IA requirements because most IA and staff augmentation requests are very specific; therefore, the commander must be flexible in switching authorizations in an AXX coded A-UTC for a position in an available A-UTC as long as both positions are in the same rotation.

7.16.2. The fourth character suffix codes that apply to standard deployable UTCs will also apply to associate UTCs.

7.17. Rule Sets and Posturing Checklist

7.17.1. General Posturing Rule Sets**.** For a UTC to be postured by MAJCOMs, the following criteria must be met:

7.17.1.1. UTCs cannot be postured in UTC Availability until they have been registered, approved, and placed in MEFPAK.

7.17.1.2. Small one- and two-person standard deployable UTCs should be avoided unless the UTC represents the logical team or package size to support combatant commander TPFDD requirements (i.e., chaplains, historians, comptrollers, public affairs, aircraft battle damage repair, etc.).

7.17.1.3. Deployable UTCs postured in UTC Availability must contain all funded manpower authorizations as specified in the MANFOR or is an authorized substitution as listed in the MIS-CAP. In other words, a tailored UTC will not be postured unless a waiver from AF/A5XW has been approved.

7.17.1.3.1. If functional areas have overages (available personnel is greater than authorized), than these functional areas are permitted to posture above their authorizations with AF/A5XW concurrence (see **Chapter 10**). **Note:** In the MILPDS, all assigned personnel must be associated with an AEF library regardless of the decision to apply for posturing waivers. **Note:** AEF association in MilPDS / DIMHRS does not apply to ARC. If two or more individuals are assigned to an UMD authorization, then each individual is associated with the applicable UTC record with which the UMD authorization is aligned, if appropriate.

7.17.1.3.2. If authorizations are unfilled, this must be reflected in the AEF Reporting Tool (ART) (see AFI 10-244). Units will not be tasked to provide personnel resources for wartime and/or contingency requirements that exceed their unit manpower document (UMD) authorizations unless authorized to posture above their authorizations.

7.17.1.4. Deployable UTCs in UTC Availability must be authorized the full allowance standard of equipment as specified in the Logistics Force Packaging (LOGFOR) subsystem. If authorized equipment is not on hand, this must be reflected in ART.

7.17.1.4.1. EXCEPTIONS: **T**here are two exceptions to this requirement -- if the unit is posturing MANFOR-only, or if the UTC record is "fragged" across multiple units.

7.17.1.4.1.1. Units Providing MANFOR Only. Units may posture the entire manpower only portion of a UTC if the complete equipment requirement is not available. The UTC record will be coded using the standard coding procedures; however, UTC Availability must be annotated to reflect that the UTC record is providing manpower only and that the entire equipment detail has been tailored out. MANFOR Only UTC records allow the Air Force to posture additional manpower authorizations in standard deployable UTCs; these UTCs may be executed when the equipment portion is provided by another UTC, available in place, or not required. Prior to posturing a tailored UTC, the MAJCOM FAM must seek a waiver from AF/A5XW (see **Chapter 10**). FAMs may choose to develop personnel only UTCs when equipment is not authorized or funded.

7.17.1.4.1.2. Fragging UTC Records. The second exception is if a UTC record is "fragged." See paragraph **7.17.1.5.** for details on fragging UTC records.

7.17.1.4.2. In such cases as described above, the unit must still be able to provide the full compliment of manpower authorizations as described in paragraph **7.17.1.3.**

7.17.1.5. UTCs will only be filled with authorizations and equipment from the same unit (i.e., not fragged). Exceptions to this policy require a waiver (see **Chapter 10**). Fragging could occur where one unit provides the manpower and another provides the equipment or if one unit provides manning augmentation to another unit. Typically, fragging UTC records will only be allowed in cases where the two units are formally linked in DOC statements or other functional area documents.

7.17.1.6. No authorization will be counted against more than one UTC record unless a waiver is granted by AF/A5XW (see **Chapter 10**). An example of an approved dual-posturing waiver is for EWO tankers. Additionally, each UTC record will be placed into only one AEF library per cycle.

7.17.1.7. If a unit can no longer support a postured UTC (e.g., a change in authorized position or equipment), the unit must coordinate with the respective MAJCOM war planner and MAJCOM FAM. The MAJCOM war planner will accomplish the following tasks when deleting a UTC Availability record:

7.17.1.7.1. If a UTC Availability record will be deleted for the 'next' AEF cycle, place 'DELET' in the 'next' AEF cycle column. At the start of the 'next' AEF cycle, all records in UTC Availability coded 'DELET' will be deleted by AF/A5XW.

7.17.1.7.2. It is the responsibility of the MAJCOM war planner to notify any component head-quarters of records that have been deleted from UTC Availability that are sourced in any OPLAN/CONPLAN. The component headquarters will shortfall these TPFDD records and these shortfalls will be re-sourced at the next sourcing opportunity.

7.17.1.7.3. If the UTC record is in the AEF pair currently being sourced, the MAJCOM must coordinate with the AEFC.

7.17.2. **Coding and Alignment Rule Sets**

7.17.2.1. Each UTC Availability record will have a corresponding P-Code in the Posturing Code column. Paragraphs **7.15.** and **7.16.** outline the procedures for determining the appropriate code for standard deployable and associate UTCs respectively.

7.17.2.2. UTC Availability records will be aligned and coded by the owning MAJCOM to one of the 10 AEF libraries. Only UTCs that meet the guidance in paragraph **7.12.8.** will be placed in the Enabler library.

7.17.2.3. Standard, deployable UTCs (DEPIDs 1, 2, 3, E, and P) must have a P-Code beginning with "D" and must have a corresponding AEF library.

7.17.2.4. Associate UTCs (DEPID 6) must have a P-Code beginning with "A", must have a corre-sponding AEF library, specify the number of authorization in the AUTH column of UTC Avail-ability and provide AFSC detail.

7.17.2.5. The AUTH data element must be greater than zero (0) unless it is an equipment only UTC (DEPID of "E"). **Note**: The AUTH data element is populated automatically for standard deployable UTCs from the MEFPAK. For Associate UTCs, the AUTH data element is automati-cally updated when mandatory level 4 detail is manually provided.

7.17.2.6. At base-level and below, alignment of both D-coded UTCs and A-coded UTCs must match the AEF Allocation Schedule unless a waiver to the two-Hit policy is submitted and approved (**Chapter 10**).

7.17.2.7. At above base level, alignment of A-UTCs (capability designed for IA or staff augmen-tation) will be balanced across all AEF pairs.

7.17.2.8. For A-UTCs, there should be only one UTC record for each UTC/UIC/AEF library/ P-Code combination.

7.17.3. **Miscellaneous Rule Sets**

7.17.3.1. Personnel in deployable UTCs must be trained in accordance with AFI 10-403 (immu-nizations, small arms training, etc.) and be equipped or have access to equipment to maintain the UTC capability.

7.17.3.2. ART must be updated to reflect status of personnel and equipment for each standard deployable UTC in accordance with AFI 10-244.

7.17.3.3. When "assigned" personnel is less than "authorized," priority should be given to filling UTCs required to maintain maximum combat capability as described by the unit DOC statement and reported in SORTS. For most units this will put priority on filling deployable UTCs; however for units with an employed home station/in-place primary wartime mission, priority will be placed on in-place requirements. As a reminder, a UTC record coded DX* can fill a DW* requirement at execution as long as the total number of UTCs of that particular type does not exceed the total number of DW* UTCs of that type postured across all AEF libraries.

7.17.4. **Posturing Checklist.**

7.17.4.1. Was every funded manpower authorization postured? It is critical that FAMs do not posture unfunded manpower requirements. FAMs must ensure only funded requirements are identified to be postured.

7.17.4.2. Can any more standard deployable UTCs be postured from residual positions (associate UTCs)?

7.17.4.3. Was posturing based on Air Staff FAM priority and sequencing guidance?

7.17.4.4. Was alignment to AEF library in accordance with AEF Allocation Schedule as published by AEFC?

7.17.4.5. If aligned in the Enabler library, do UTCs meet the criteria for one of the Enabler categories?

7.17.4.6. Do UTC records have the appropriate P-Code and AEF library code as described in Coding Rule sets above?

7.17.4.7. Can DXX coded UTC records be further defined with a fourth character suffix code?

7.17.4.8. Are A-UTCs postured at the UIC level and in functionally designed UTCs?

7.17.4.9. Are A-UTCs aligned per designated rotation for base-level and below and across the AEF libraries for above base level?

7.17.4.10. Was line-level detail added for all A-UTC records?

7.17.4.11. Was line level detail exploded for all standard UTC records?

7.18. Sourcing UTCs in TPFDDs. The correct posturing and coding of UTCs in UTC Availability facilitates sourcing of TPFDD requirements. This includes TPFDDs that support contingency plans, crisis action plans, and TPFDDs for rotational operations. Details for sourcing TPFDD requirements across the range of military operations are in **Chapter 8** and **Chapter 9**.

7.19. Multiple UTC Groups (MUGs), Mission Platform Packages (MPPs) and AETF Force Modules (FMs). In order to facilitate UTC requirements determination, MUGs, MPPs and FMs have been developed. MUGs are listings of UTCs that correspond to a specific PAA and MDS. MPPs are listings of UTCs that support the MUGs and correspond to MDS categories (Fighters, Bombers, Airlift, Tankers, ISR, Rescue, etc). In addition to linking UTCs, MUGs, MPPs and FMs may or may not link specific units (UICs).

7.19.1. MUGs are primarily used in contingency planning. Currently, the only MUGs utilized are aviation MUGs. These MUGs include the aviation and direct combat support UTCs for a specific unit (e.g. maintenance, munitions, spares, etc.). The aviation UTCs are derived from the UTCs listed in the WMP-3 Part 1; the support UTCs are those that are specifically listed in the aviation UTCs mission capability (MISCAP) statement. Aviation MUGs, if sourced, should be sourced from the same location. MPPs are also aviation FMs, but are not directly associated with a particular PAA/MDS, but are associated with MDS categories and would not normally be sourced as a FM.

7.19.2. AETF FMs are more generic UTC combinations that provide an overarching mission. There are multiple AETF FMs: open the airbase, command and control, establish the airbase, operate the airbase, and robust the airbase. The UTCs that comprise these FMs will be equitably aligned across the AEF libraries to facilitate crisis action planning while maintaining the AEF. AETF FMs are discussed in detail in **Chapter 6**.

7.19.3. Functional Area and Cross-Functional Area Force Modules. Although not currently formalized, Functional/Cross-Functional Area FMs also facilitate UTC requirements determination during TPFDD development. These FMs contain modular-scalable UTCs that are commonly combined at time of execution to form a specific capability, e.g. base transportation function, AFFOR staff, etc. Functional/Cross-Functional Area FMs are also discussed in detail in **Chapter 6**.

Chapter 8

TIME-PHASED FORCE AND DEPLOYMENT DATA (TPFDD) MANAGEMENT

Section 8A—Purpose

8.1. Purpose. The purpose of this chapter is to provide the background information, guidance and procedures for the development, maintenance, and utilization of the Time-Phased Force Deployment Data (TPFDD) in an Air and Space Expeditionary Force presentation manner. This chapter addresses cradle-to-grave TPFDD management to include contingency planning, crisis action planning, and rotational operations. Step-by-step instructions on DCAPES functionality to support TPFFD management is available in the DCAPES AFJET user's guide located in the DCAPES launch menu. Detailed instructions for TPFDD management of rotational and sustainment operations, are located in **Chapter 9**.

8.1.1. Policy and guidance applies to all Air Force planners, FAMs, and individuals supporting the operational planning and execution process under the authority of the Chief of Staff, United States Air Force. This includes Air Force Service staffs to Combatant Commands.

8.1.2. The directions in this chapter and overall instruction must be followed. If conflicts arise between the contents of this chapter and the contents of joint publications, the specific information in the joint publication will take precedence for the activities of joint forces unless the CJCS has provided more current and specific guidance to the contrary. Also, if the conflict in question impedes the Air Force's ability to meet mission requirements, issue should be staffed to AF/A3/5 for arbitration with Joint Staff. The authoritative sources of information required by JOPES are contained in the documents listed in paragraphs **1.8.1.** through **1.8.5.**

Section 8B—Background

8.2. TPFDD Overview. A TPFDD is the electronic data portion of a plan that exists in JOPES/DCAPES. It contains detailed requirements, capabilities, and movement data that support Air Force, Joint, and Combined Plans. A TPFDD contains critical information to include the time phasing of forces by C-dates to specific destinations (called routing data). Additionally, through the use of UTCs, this information includes personnel and equipment details.

8.2.1. **Data Ownership.** The Supported Commands and designated functional managers own the data in the TPFDDs that support their JSCP taskings, operations, and exercises. They have overall control of TPFDD development, distribution, security level, maintenance, and overall quality.

8.2.2. The Supported Combatant Commands depend on their Service Component Commands, Supporting Commands, AF/A5XW, and the AEF Center (AEFC) to provide and maintain accurate data in the TPFDD.

8.2.3. Service Component Commands, Supporting Commands, AF/A5XW, and the AEFC are data stewards for most of the data elements within the ULNs; therefore, they must ensure Air Force unique guidance that supports the Air Force process of presenting forces are included in AOR-specific instructions, e.g. TPFDD Letters of Instruction (LOIs).

8.2.4. TPFDD management encompasses requirements determination, to include timing; sourcing, verification and validation of forces; and continued maintenance of the TPFDD. This initiates the joint deployment process.

8.2.5. The TPFDD enables timely operational capability assessments to facilitate joint force projection planning/execution in support of national objectives and operational missions.

8.2.6. For contingency and crisis action planning, planners at the supported component headquarters develop the Air Force requirements, by UTC, in the TPFDD to express the total expeditionary force needed to meet the specified mission objectives. These unique requirements are referred to as a Unit Line Number (ULN).

8.3. Types of TPFDDs. Joint guidance states that planning that supports JOPES is capabilities-based. This implies that military planners only employ the forces and resources specified for regional or global planning in the Global Force Management Guidance apportionment tables, CJCS orders, Service capabilities documents (e.g. U.S. Air Force WMP-3 Part 1), allied and coalition agreements, or approved operation plans/operation orders. Using these forces and resources, the Supporting Command, Supported Command, and AEFC will select the specific forces that they intend to employ to satisfy the assigned mission. This capabilities-based planning in JOPES results in specific types of TPFDDs. The two major types of TPFDDs are requirements-driven TPFDDs and capabilities-driven TPFDDs.

8.3.1. **Requirements-driven TPFDDs.** In general, requirements TPFDDs are normally associated with written OPLANs/CONPLANs/OPORDs. These types of TPFDDs contain the Air Force presentation of forces in support of a specific requirements driven plan. Air Force planners support the requirements TPFDDs by building, sourcing, verifying, and validating ULNs to the component headquarters and the supporting or supported combatant command. Examples of requirements TPFDDs include but are not limited to:

8.3.1.1. Contingency planning TPFDDs as required by the JSCP or other defense planning document.

8.3.1.2. Crisis Action Planning TPFDDs (includes but is not limited to imminent/ongoing combat operation, Humanitarian Relief Operations (HUMRO), Noncombatant Evacuation Operations (NEO), and rotational operations.

8.3.1.3. Military Operations Other Than War (MOOTW) (includes but is not limited to Olympics Support, POTUS Support Operations, Natural Disasters, and Wildfire/Forest Fire Support).

8.3.2. **Capabilities-driven TPFDDs.** Capabilities TPFDDs can be utilized to assess our methods for organizing, training, equipping, and sustaining our air and space forces to meet the defense strategy requirements

8.3.3. In general, capabilities TPFDDs are normally those that depict an Air Force capability not directly associated with a specific requirement. A capabilities TPFDD is used to illustrate a capability that represents the Air Force commitment to rapidly respond with air and space forces to fulfill war fighting and operational requirements.

8.3.4. Unlike requirements TPFDDs, capabilities TPFDDs are normally Service owned. Air Force planners at all levels support capabilities TPFDDs by building and sourcing ULNs to ensure we can support a potential operational requirement or assess overall operational and population driven Air Force capabilities. Examples of Capabilities TPFDDs include:

8.3.4.1. AETF FM "force module" and Operational Capability Packages (OCP) libraries

8.3.4.2. Base Level Assessment (BLA) to include Air Force specific exercises

8.3.4.3. TPFDDs used to support wargames and/or studies in support of strategic analyses

8.4. TPFDD Data Elements. A critical part of TPFDD management is the accuracy and timeliness associated with the data elements. All Air Force planners are responsible to ensure the use of accurate, real world UTC and unit data. This is necessary to achieve and maintain effective operational force capabilities. There are a myriad of TPFDD elements, but can be functionally categorized as follows:

8.4.1. **Force description data.** Provides force description information as well as the ULN/FRN, the UTC, unit level code (ULC), and force modules. The Air Force utilizes a sub-category known as unit data.

8.4.2. **Unit specific data.** Identifies an actual unit (i.e. UIC) and describes a type or notional unit designated to support the force requirement. JOPES/DCAPES utilizes the GSORTS and Air Force PAS reference file database to automatically populate UIC related data fields. This data includes unit name, origin, MAJCOM code (in the Service reserved code data field), and component code.

8.4.3. **Force movement characteristics.** This data includes both unit cargo and personnel data such as authorized strength (PAX/PERS/AUTH), and detailed cargo data (cargo short tons).

8.4.4. **Routing and time phasing data**. This includes origin, POE, POD, Destination, Intermediate Location (ILOC) GEO Codes, transportation mode and source and applicable commencement or C dates (RLD, ALD, EAD, LAD, RDD, and CRD).

8.4.5. **Service unique force requirement data**. Known as Service force definition data in joint publications, this provides additional information identified by the individual Services to meet force requirements. This includes Service Reserved Code (SRC) and Critical Employment Indicator (CEI) that are primarily used by the Manpower/Personnel communities. Additionally, FAMs at the supported component headquarters and force provider level use Service unique force requirement data when there is a need to tailor or specify individual personnel Line Level Detail (LLD) such as Attached Personnel Accounting Symbol (APAS) Codes, Air and Space Expeditionary Force Indicator (AEFI), and Command Remarks (CRM).

8.4.5.1. The Service Reserved Code (SRC) is a five-character data field in the TPFDD used by the Air Force to primarily identify our supporting MAJCOM/MAJCOM equivalent and component. The first two characters are the MAJCOM Code (see **Table 8.1.**), which depicts the actual force provider; the third character is the component code (see **Table 8.2.**); the fourth and fifth characters are undefined. **Note**: For ARC units, the SRC defaults to the Gaining MAJCOM.

8.4.5.2. **Attached Personnel Accounting Symbol (APAS) Codes.** Identifies the established or provisional unit that an individual is gained to during employment.

8.4.5.3. **Air and Space Expeditionary Force Indicator (AEFI).** Identifies the actual AEF deployment window that an individual deployed in.

8.4.5.4. **Command Remarks (CRM).** Identifies unique baseline data and/or special requirements for billets at the LLD. (See **Table 9.1.**).

Table 8.1. Major Command and Reporting Designator Identity Codes [1].

CODE	MAJCOM	CODE	MAJCOM
01	AF Mgmt Engineering Agency	2L	AF Tech Applications Cntr
02	AF Inspection Agency	2M	AF Review Boards Office
03	Operational Test & Eval Center	2N	AF Ctr Studies & Analy
04	AF Communications Agency	2Q	Air Force Weather Agency
05	AF Intel Analysis Agency	2R	AF Program Executive Office
06	Air Force Audit Agency	2S	AFELM NORAD
07	AF Office of Special Investigations	2T	AF Safety Center (FO)
08	AF Security Forces Center	2U	Air Force Services Agency
09	AF Personnel Center	2W	11th Wing
0B	Air Force Academy	2X	AF Real Estate Agency
0D	Air Forces In Europe	2Y	AF Pentagon Comm Agency
0J	Air Education & Training Cmd	2Z	AF Medical Ops Agency
0M	HQ Air Force Reserve Command	30	AFELM Def Info Sys Agency
0N	Headquarters USAF	31	AFELM DFAS
0R	Pacific Air Forces	33	AFELM Def Log Agency
0U	Air Intelligence Agency	34	Air National Guard
0V	AF Special Operations Command	35	AFELM Def Intel Agency
11	AF Manpower Agency	37	AFELM Def Threat Red Agency
1A	AF C2, Intel, Surv & Recon Ctr	38	AFELM Joint Chiefs of Staff
1C	Air Combat Command	39	AFELM Ofc of Sec Def
1F	USAF Ammo Control Point	3A	Defense Contract Mgmt Agency
1G	AF Logistics Management Agency	3C	AFELM US Central Cmd
1L	Air Mobility Command	3D	AFELM US Spcl Ops Cmd
1M	AF Materiel Command	3G	AF Elements - NATO
1P	AF Real Property	3I	Reserve, Central Managed
1Q	AF Flight Standard Agency	3J	AF Security Clearance Agency
1S	AF Space Command	3K	AFELM USEUCOM
1W	AF Engr & Sprt Agency	3M	AFELM US Southern Command
1Y	AF Civilian Career Training	3N	AFELM US Joint Forces Command
21	AF Nuclear Weapons Agency	3O	AFELM US Pacific Command
24	HQ AF Direct Suprt Elements	3P	Counter Intel. Field Activity
25	AF Wide Support Elements	3Q	AFELM USSTRATCOM

CODE	MAJCOM	CODE	MAJCOM
26	AF ELM BMDO	3T	AFELM USTRANSCOM
27	AF Agency Modeling & Simul	3V	AF Elements Other
29	AF Nat Sec Eme Pre	3W	AF Ctr For Envrmnt Exclnc
2A	AF Cost Analysis Agency	3Y	HQ AF Freq Management Agency
2B	AF Doctrine Center	41	Nat'l Geospatial-Intelligence Agency
2D	AF Personnel Ops Agency	4D	US Northern Command
2E	AF Legal Operations Agency	4K	AF Combat Ammunition Ctr
2F	AF Medical Support Agency	4M	AFMC Depots or ALCs
2G	AF News Agency	4R	AFROTC
2H	AF Operations Group	4W	AF Dist of Washington
2I	ANG Readiness Center	88	Defense Mapping Agency
2K	AF Hist Research Center		

[1]See AF Data Dictionary (**https://www.afbudsys.disa.mil/afdd.htm**) for current list of Major Command and Reporting Designator Identity Codes

Table 8.2. Component Codes.

A	Active
G	Guard
R	Reserve

8.4.6. **Non-unit-related cargo characteristics and routing.** Known as Cargo Increment Numbers (CINs) this data describes a cargo category, the providing unit, type of movement, and routing data for non-unit related (requirements not built by a ULN) cargo data.

8.4.7. **Non-unit related personnel characteristics and routing**. Known as Personnel Increment Numbers (PINs) this data describes the category of personnel, the providing unit, type of movement, and routing data for non-unit related (requirements not built by a ULN) personnel data.

8.4.8. **Remarks section data elements.** This data provides additional information pertaining to any other TPFDD entry. This includes Baseline and Point Of Contact (POC) information. Use of these fields will be detailed in specific TPFDD Letters of Instruction (LOIs).

8.4.9. **Data element instructions**. JOPESREP contains the technical definition of the data elements in a TPFDD. It provides the valid data entry values for each data element. The "ULN Data Management Table" expands the information in JOPESREP to support deployment/redeployment, force rotations, and exercises. Although not a classified publication, it is controlled under the provisions set forth by the joint library and is considered FOUO. The Joint Electronic Library website (**http://www.dtic.mil/doctrine/jel/**) can also be accessed through the SIPRNET: **http://www.js.smil.mil/masterfile.sjsimd/jel/Index.htm**.

Section 8C—Guidance

8.5. TPFDD Development Concept of Operation (CONOPs). TPFDD management and standardized terminology is vital to TPFDD development and enables effective and efficient support for the planning, execution, and assessment of the Air Force's force presentation. It is necessary that Air Force planners and FAMs at all levels are not only provided the necessary information, but have the ability to interpret, translate and execute accordingly to meet mission requirements.

8.5.1. This section serves two primary functions. First, it provides methods and procedures that focus on TPFDD development. Second, it provides the Air Force planning staffs at all levels with direction, guidance, and timing criteria for planning and successful execution of an operation.

8.5.2. TPFDD development has two major elements -- TPFDD initialization and TPFDD force planning.

8.6. TPFDD Initialization and Generation. Generation of a TPFDD is a process that includes the creation of a Plan Identification Designator (PID), assigning a Supported MAJCOM for the PID, and setting access permissions.

8.6.1. This first step in the TPFDD development process is assigning a PID. A PID is a five-character designator that links the TPFDD to a specific operation or capability. The Joint Staff allocates a series of PIDs to each Combatant Command, Service, and DOD agency. Supported commands may further allocate PIDs to their subordinate and/or supporting commands. Refer to JOPES Vol I for additional information and specific joint guidance.

8.6.2. The Primary Series FM (functional manager) is the steward and caretaker of specific series of Operations Plans (OPLANs) PIDs at Unified Commands, Services, and DOD agencies as specified in JOPES Vol I.

8.6.3. The Primary Series FM and sub FMs will assist in the System Management of the system by resolving user data access issues, including user account and OPLAN management.

8.6.4. The Air Force's allocated series of PIDs is 08xxx. AF/A5XW, as process owner for operational planning, is the Air Force functional manager for the 08-series PIDs. AF/A5XW delegates the management of 08 series PIDs to Air Force providers using the following construct:

Table 8.3.   Commands and PID Allocations.

CMD	PID SERIES
ACC	08Cxx
AETC	08Jxx
AFMC	08Mxx
AFSOC/AFSOF[1]	08Vxx
AFSPC/AFSTRAT-S[1]	08Sxx
AMC/AFTRANS[1]	08Lxx
PACAF/AFPAC/ AFKOR[1]	08Pxx
USAFE/AFEUR[1]	08Dxx
AFRC	08Rxx
ANG	08Ixx
AFSTRAT-GS[1]	08Txx
AFCENT[1]	08Fxx
CONR/AFNORTH[1]	084xx
AFSOUTH[1]	08Hxx
AFOSI	087xx
HAF/11WG	08Nxx
USAFA	08Bxx
AFPC	089xx
AIA	08Uxx
AF FM/OCP	088xx
OTHERS	08Zxx

NOTE: 1. Air Force elements at Unified Commands will utilize the same PID construct as their applicable component headquarters.

8.6.5. **The Supported MAJCOM Code.** AF/A5XW must be notified when a new PID is generated and TPFDD development is initiated. This is necessary to ensure Air Staff knowledge of Air Force presence in a given TPFDD and supports updating the WMP 2, Plans Listing and Summary. In DCAPES, the default supported MAJCOM code (MAC) for the PID is 0N, Headquarters United States Air Force. This prompts MAJCOMs and Air Force component headquarters to request the DCAPES FM at AF/A5XW to change the MAC code from 0N to the respective supported MAJCOM Code. Without requesting AF/A5XW to change the MAC code, the supported MAJCOM cannot effectively manage the TPFDD and all force providers cannot source requirements.

8.7. Permissions and Accessibility. Action above applies to restricted and non-restricted (networked) TPFDDs/PIDs. Refer to JOPES Vol I for additional information and specific joint guidance regarding restricted and non-restricted PIDs.

8.7.1. TPFDD accessibility is detailed in **Chapter 4**.

8.7.2. User Account Management is detailed in **Chapter 4**.

8.7.3. Roles and Permissions in DCAPES User Account Maintenance (UAM) and JOPES Permissions Software (JPERMS) that support TPFDD management are detailed in **Chapter 4**.

8.8. The Force Planning Process. The force planning process (known as step 1 of the Plan Development Phase of contingency planning) is the product of mission analysis and intelligence assessment with its foundation in the supported commander's concept of operations. Force planning consists of force requirements determination, force list development and refinement (or sourcing), and shortfall management. Shortfall management is addressed in **Chapter 10**.

8.8.1. Effective force planning by the component headquarters requires extensive coordination and data exchange among HQ Air Force, MAJCOMs, AEFC, ANG, and other applicable Air Force sourcing agencies before the TPFDD is submitted to, and approved by, the unified command. In addition, functional planners at the component headquarters level must ensure adequate coordination is achieved in situations where the requirements of one function impact on the requirements of another. It is imperative ARC coordination occurs at all phases of the Force Planning Process. This will aid in the effective and efficient utilization of ARC forces.

8.8.2. When developing a TPFDD, force planners must comply with the apportioned forces and availability times contained in the WMP-3 Part 1 and will comply with the combatant commands' TPFDD Letter of Instruction (LOI). Component headquarters must ensure Air Force-specific requirements are addressed either in the Combatant Command's LOI, component's corresponding LOI, or component's supplement to the LOI. Paragraph **8.16.** contains the minimum information that must be addressed.

8.8.3. Additionally, the TPFDD LOI gives guidance to force providers and supporting commands on how to support and manage their part of the TPFDD.

8.9. Force Requirements Determination. This is the building of requirements, identified as ULNs, in the TPFDD, to include consolidation of ULNs into force modules. When directed by the supported commander, the component headquarters planner reviews and validates the combat forces apportioned for planning and determines the applicable combat support and combat service support forces to accompany combat forces. Component headquarters planners and FAMs are ultimately responsible for determining force requirements but must coordinate these requirements with Air Staff, force provider, and AEFC counterparts. When determining these force requirements, component headquarters planners/FAMs need to ensure the standard Air Force ULN construct is followed.

8.9.1. **ULN allocation for the Air Force.** Supported commanders are authorized to allocate blocks of ULNs to their Service components and supporting commands to include Service force providers. For 08-series Air Force TPFDDs, the allocation will come from AF/A5XW.

8.9.1.1. Joint guidance states that forces will be entered by Service components and providing organizations using allocated ULNs and force modules (FMs). This achieves maximum simplicity and flexibility during operational planning and execution.

8.9.1.2. To avoid duplication of ULN allocations between multiple force providers, the unified commands allocate ULNs and reserve the first character for specific force providers.

8.9.2. **Standard Air Force ULN Construct.** Air Force ULNs are comprised of a five-character force requirement number (FRN) and a two-character fragmentation code. The same ULN must not appear more than once in a TPFDD and each FRN will only identify a single UTC capability.

8.9.2.1. Planners and FAMs build initial requirements by creating an FRN. This ensures that positions 6 and 7 are earmarked to support the JOPESREP Fragmentation Logic within DCAPES/ JOPES in support of the AEF presentation policy and the Air Force organizational structure.

8.9.2.2. This standard process supports sourcing of requirements to multiple units and locations in order to meet the capability and tasking. This process is called "fragging" and the ensuing ULNs are called "frags".

8.9.2.3. This includes sourcing in line level detail (LLD) as prescribed in this document.

8.9.2.4. The use of standard procedures that support five character FRNs and subsequent fragmentation (fragging) is vital to accurately identify data elements, define codes and allowable values, enhance processing of reported data by automated methods and:

8.9.2.4.1. Improves the accuracy of planning data.

8.9.2.4.2. Facilitates the development, review, coordination, and approval of courses of action (COAs), operation plans (OPLANs), and Operation Orders (OPORDs).

8.9.2.4.3. Assists in the identification of plan requirement shortfalls.

8.9.2.5. The first position of the ULN is assigned to Service components by each combatant commander to designate the Service or supporting command, (e.g. Air Force or USTRANSCOM).

8.9.2.5.1. Although not required during the contingency planning TPFDD process, once the plan is executed and a force rotation is approved, Air Force planners must ensure the AEF ULN construct applies unless it contradicts CCDR guidance.

8.9.2.6. Standard ULN methodology is critical to ensure data integrity and accuracy throughout the life cycle of the requirement.

8.9.2.7. **Free-Format, Seven Character ULNs.** When the ULN is entered as a free-format two to seven (2-7) character code, it may consist of any combination of alphabetic (except I and O) or numeric characters (no special characters).

8.9.2.7.1. Component headquarters must ensure that CCDRs utilize 5 character ULNs in building Air Force TPFDD records. Air Force sourcing methodology requires the 6th and 7th characters available for fragmentation. Air Force uses fragmentation logic to enable split routing (e.g., time phasing, multiple Origins/POEs/PODs/Destinations, split shipments)

8.9.2.7.2. Seven digit ULNs have a tendency to cause procedural problems when managing the TPFDD. This occurs when ULN characters are excessively utilized to reflect data that is already defined in other fields of the JOPESREP TPFDD data elements.

8.9.2.7.3. Intentionally building seven character ULNs that will need to be renumbered and fragged causes procedural problems and system degradation.

8.9.2.7.3.1. Most current operations reflected in a TPFDD are fragmented to support different time phasing and routing. The use of a seven character ULN that will be fragmented will cause unnecessary system usage and may protract the validation process since renumbering to an FRN for fragmentation logic is required.

8.9.2.7.3.2. Poor system performance and lack of application responsiveness is encountered which can result in system degradation and synchronization problems when meeting combatant commander requirements.

8.9.3. For contingency planning, component headquarters planners will only use major combat forces that are apportioned to them in GFM and WMP-3, Part 1. For AEF rotation planning, component headquarters planners will use the major combat forces identified in the WMP-3, Part 4. All combat support forces available for both contingency and crisis action planning, are identified in UTC Availability.

8.9.3.1. **Contingency Planning.** Once AF/A5XW forwards WMP-3 Part 1 to the component headquarters and MAJCOMs for review, in conjunction with the JSCP development process, the following options are available to identify changes to either the WMP-3 Part 1 or the CJCS force apportionment:

8.9.3.1.1. The component headquarters will make requests for additional forces, through the Combatant Command, to the Joint Staff who in turn provides requests to the Services (AF/A5XW).

8.9.3.1.2. The component headquarters can make unit/MDS requests and will normally provide destination and RDD recommended changes to the WMP-3 Part 1 directly to AF/A5XW.

8.9.3.1.3. MAJCOMs can make unit/MDS requests and will normally provide UTC, UIC, PMAI, DOCID, Avl Date, and Special Capability recommended changes to the WMP-3 Part 1 directly to AF/A5XW.

8.9.3.2. **Crisis Action Planning.** Once SecDef approves the capabilities annex, supported component headquarters planners will review and the following should occur:

8.9.3.2.1. The component headquarters will make requests for additional forces, if necessary, through the Global Force Management Board (GFMB); for Individual Augmentees, use the Prioritization and Sourcing Review Board (PSRB) in accordance with CJCSI 1301.01C.

8.9.3.2.2. The component headquarters will make requests directly through AF/A5XJ for prioritization against global requirements of all combatant commanders.

8.9.3.3. Using JOPES procedures and processes, component headquarters will develop OPLAN TPFDDs based on combatant command-provided planning guidance and planned employment concept. The planning guidance contained in the WMP-1, Basic Plan, should guide support force planning.

8.9.3.4. The component headquarters will select, time-phase, and determine employment and beddown location of combat forces, by UTCs, as reflected in the CJCS force apportionment and WMP-3 Part 1 (contingency planning) or AEF libraries (crisis action planning). Combat forces will not exceed the WMP-3 Part 1 identified units for each combatant command in any given OPLAN or CONPLAN scenario, unless those forces are identified as requirements but not sourced. If there are discrepancies between the CJCS force apportionment and WMP-3 Part 1,

with regard to number of units/elements or particular PMAI, the WMP-3 Part 1 will take precedence.

8.9.4. Component headquarters planners will use the "Generate the Mission" AETF force module(s) as the starting point for combat forces requirements determination (see **Chapter 6**).

8.9.5. Air Force planners supplement the combat forces by providing Expeditionary Combat Support (ECS). This is also known as Base Operating Support (BOS). The type/quantity of ECS support can be driven by base population (e.g. services, finance, personnel); aircraft number/type at the employment location (e.g. fuels, safety); or type of location (e.g. civil engineering, communications).

8.9.5.1. The component headquarters FAM will develop the initial ECS force requirements based on the AETF force modules and modify the requirements based on several assumptions and supporting documents/information such as beddown requirements, WRM, site survey and Base Support & Expeditionary (BaS&E) Planning Tool data, and theater limitations (e.g., population ceiling).

8.9.5.2. Component headquarters planners should distribute the force requirements to their functional managers to ensure accuracy and to modify requirements as necessary. Component headquarters FAMs have the responsibility of ensuring the requirements for their functional area are properly identified in the TPFDD.

8.9.5.3. Component headquarters planners will only put UTCs in the TPFDD that are registered in MEFPAK. Component headquarters FAMs should coordinate with force provider and Air Staff counterparts to ensure that force providers either already have these UTCs postured in UTC Availability or intend to posture these UTCs in UTC Availability.

8.9.6. **Force Modules (FMs).** Once the force requirements are determined, component headquarters planners will establish force modules to assist in the management of the TPFDD. FMs are the standard methodology to accomplish taskings (sourcing, verification/validation from MAJCOM to supporting Command to Supported Command to Transportation) and are planning and execution management tools used within DCAPES/JOPES to link major combat units with supporting units and to identify Air Force capability presented to the combatant commanders. Force module packages expedite quick TPFDD development, especially in a crisis situation.

8.9.6.1. Force modules are functional groupings of force data used for planning and to manage TPFDD development and movement execution. Sample FMs include:

8.9.6.1.1. Functional grouping (e.g., all medical, all air defense).

8.9.6.1.2. Geographic grouping (e.g., ULNs with "Seaport of Debarkation" (SPOD) of Wilmington).

8.9.6.1.3. Date grouping (e.g., forces with LAD less than 10).

8.9.6.1.4. Grouping ULNs for Movement Requirement Submission and Validation.

8.9.6.1.5. Capability grouping (e.g. open the base, operate the base, generate the mission).

8.9.6.1.6. **Note:** Depending on the FM construct used, a single ULN may be included in multiple FMs.

8.9.6.2. **Force module Assignment in support of verification and validation.** Supported Commands are assigned the first letter of FM identification code (FMID) as shown in joint publica-

tions. The FMID first character allocation mirrors the allocation of ULN characters. Supported Commands allocate a range of FM numbers to their Service Components to group allocated forces. Supported Commands also allocate FM assignments to Supporting Commands. The AEFC follows the FM assignments allocated to the supported component headquarters when establishing FMIDs. Supported Commands may establish any number of FMs, provided the FMIDs are within their authorized FM allocation.

Section 8D—Guidance

8.10. TPFDD Sourcing Overview. CJCSM 3122.01A refers to the sourcing process as starting with assigning a UIC (a six-digit code that uniquely identifies a unit) to a TPFDD UTC requirement through JOPES/DCAPES and concluding with verification (verification of sourcing solutions is covered in paragraph **8.14.9.**). Sourcing is the comprehensive and collaborative process of assigning actual units to force requirements. DCAPES uses the UIC to access the GSORTS and the Air Force-specific Personnel Accounting Symbol (PAS) files to extract the unit number, unit name, and current location.

8.10.1. The Air Force Planning and Execution Community (AFPEC) has the ability to take an initial requirement, or "Baseline FRN" and source the requirement to multiple units and locations in order to meet the capability and tasking. This process is called "fragging" and the ensuing ULNs are called "frags". Although necessary at times, fragging should be kept to a minimum, if possible.

8.10.2. Typically, fragging includes "drilling down" to the line-level detail (LLD) to source and continue re-sourcing single individuals by "TASKED PAS". This is accomplished without losing sight of personnel or equipment in the TPFDD because of DCAPES' LLD and LOGMOD level-6 capabilities.

8.10.3. This intricate sourcing process is accomplished in three distinct echelons: The first and second echelon can occur concurrently or in sequence and the third echelon completes the personnel-sourcing loop.

8.10.4. Contingency sourcing is a new method of sourcing and is being accomplished as an element of Contingency Planning. It is the use of currently available forces to match requirements in a contingency plan force flow, for a specified date/time frame.

8.11. TPFDD Sourcing Methodologies and Direction. DCAPES provides the Air Force with the capability to source TPFDD records in three different echelons. The following section provides information as to what qualifies as sourcing in these three different echelons.

8.11.1. In the first echelon (level 2 detail), the entire baseline FRN is sourced from the UIC. This mirrors sourcing via JOPES and is referred to as "sourcing" at level 2.

8.11.2. In the second echelon (line level detail or level 4 detail), sourcing is accomplished by linking the Air Force Personnel Accounting Symbol (PAS) file data to the AFSC-level detail pulled from MEFPAK. Sourcing via the PAS provides Air Force unique personnel data.

8.11.2.1. Sourcing from the PAS must be used when multiple bases and/or organizations are tasked to support the Baseline FRN. Data at the line-level detail is used as the Deployment Requirements Manning Document (DRMD).

8.11.2.2. Sourcing at this echelon uses the same Fragmentation Logic as JOPES but provides a higher degree of visibility for Air Force planners that manage the TPFDD personnel details in DCAPES. Fragging in JOPES is only accomplished at the level 2 details.

8.11.3. The third echelon, known as the force deployment stage, takes place in DCAPES at the Wing/ Unit when the designated wing representative (usually PRF) populates LLD with the members' SSAN. Prior to sourcing at this echelon, the FRN/ULN is already sourced either at the first or second echelon.

8.11.3.1. This process is the hook that links the Deployment Manning Requirements (DMR) space to the personnel (face) and generates the complete DRMD. An interim process in which MANPER-B and LOGMOD-B feed DCAPES a "pax detail file" is mandated and currently being utilized.

8.12. TPFDD Sourcing Methodology Overview. TPFDD sourcing conducted by Air Force planners will be achieved by two related but distinct methodologies utilizing the above three echelons as applicable:

8.12.1. **Method 1.** The first method supports TPFDD sourcing of Combatant Command requirements developed during Contingency Planning in the Plan Development Phase as detailed in JOPES, Volume I and includes contingency sourcing of Combatant Command TPFDDs.

8.12.2. **Method 2.** The second method supports TPFDD sourcing based on Combatant Command requirements primarily reliant on crisis action planning that may or may not be in a contingency plan. This is a dynamic process and the TPFDD changes as the plan is in execution as detailed in the JOPES volume III.

8.12.2.1. Method 2 sourcing is used for JCS-approved operations, JCS exercises held in excess of 30 days, and AF/A3/5 approved rotational operations supported with the AEF operational policy.

8.12.2.2. The process for supporting SecDef or combatant commander approved rotational operations is detailed in **Chapter 9**.

8.12.3. **Teaming.** One of the key factors in sourcing TPFDDs is teaming. Teaming enables individuals who train together as a unit to deploy together. Teaming in support of rotational operations focuses at the squadron-level and shifts to wing-level/home station as the AF crosses the continuum through contingency operations to OPLAN execution. The AETF force modules facilitate the transition of teaming through the entire ROMO. The teaming concept is designed to provide combatant commanders a trained and integrated team, ready to do its job with minimal AOR training, as soon as it reaches its deployed location. There are various levels that must be considered when task organizing units and sourcing UTCs for TPFDDs.

8.12.3.1. In accordance with AFPD 10-4, the leadership elements of a deploying AEF will be sourced using lead wing/ home station personnel to the maximum extent possible. See **6.1.** and **6.3.10.4.**

8.12.3.2. At the most basic level, teaming ensures that all individuals who make up a particular UTC come from the same origin or unit, i.e. these UTCs are not fragged across multiple origins.

8.12.3.3. At the deployed unit (squadron) level, teaming means that the majority of UTCs within a functional area come from the minimum number of origins. This guidance applies mostly to the base level and below but will be used when practical for teams from the NAF level and above.

8.12.3.4. At the deployed unit (wing) level, the objective is to ensure that the majority of UTCs are sourced from the wing deployed to that location with the remainder of ECS UTCs coming from as few bases as practical. Priority of ECS sourcing will be to the lead wing.

8.12.3.5. During rotational sourcing, the AEFC first fills deployed expeditionary squadron requirements for a particular functional area with as many UTCs from a single installation as possible. These initial solutions are then compared with other functional areas in order to look at teaming above the squadron level. When teaming is viewed from this aggregate wing or group level, the AEFC may determine it is more beneficial to overall wing/group teaming to accept a lesser degree of teaming in a particular functional area.

8.12.3.6. During crisis sourcing (OPLAN, HUMRO, etc), the objective is to ensure that the majority of UTCs are sourced from the appropriate lead wing/home station with the remainder of ECS UTCs coming from as few bases as practical.

8.13.   Contingency Planning Processes, Requirements, and Sourcing. (Method 1).

8.13.1. **Contingency Plan Sourcing Overview**

8.13.1.1. For contingency planning, the JSCP identifies the PID associated with a specific operation. The TPFDD will correlate to this PID and the written plan. Variations of the master TPFDD (e.g. Air Force-only requirements) will be in separate TPFDDs known as a Service slice (refer to paragraph **8.19.**).

8.13.1.1.1. Method 1 sourcing will normally be accomplished in the Air Force component headquarters' TPFDD slice. These TPFDDs are maintained under separate PIDs on GCCS. Combatant Commands may build their TPFDDs in the Collaborative Force Analysis, Sustainment and Transportation System (CFAST). If TPFDDs are built in CFAST, then the Air Force will source those TPFDDs in CFAST as well.

8.13.1.2. Access to the TPFDD in DCAPES/JOPES is equivalent to accessing the written portion of the OPLAN and the Time-Phased Force and Deployment List (TPFDL). The TPFDL is located in appendix 1 to annex A of the OPLAN and contains extracts of specific data from the TPFDD file. The TPFDL is also considered a printed version of the TPFDD.

8.13.1.2.1. Component headquarters planners will use the apportioned forces identified in the WMP-3, Part 1 when building OPLAN/CONPLAN TPFDDs. Therefore, the requirements determination and sourcing of aviation combat forces are accomplished concurrently. When conducting "contingency sourcing", "replacement" units will be identified for those units deployed in support of other contingencies. Other forces available for planning are listed in GFM annexes and Service documents (UTC Availability). For contingency sourcing, ACC will determine the replacement units for those units in a Combatant Commands' TPFDD that are not available due to current deployments or ART reporting.

8.13.1.2.2. Once the aviation combat forces and in-theater assets are sourced and all requirements are developed, the component headquarters planner will notify AF/A5XW and force providers (info), by email, that the TPFDD is ready for ECS sourcing.

8.13.1.2.3. AF/A5XW will determine whether a sourcing conference will be required or whether AF/A5XW will source the component headquarters' TPFDD.

8.13.1.2.4. If between the Forces, Logistics, Transportation or Maintenance conferences, component headquarters have additional UTC requirements, then the process is repeated and the component headquarters planner will notify AF/A5XW and force providers, by email, that the TPFDD has additional ECS to be sourced.

8.13.1.3. No contingency planning TPFDDs will be sourced without prior coordination and approval of AF/A5XW. This includes contingency sourcing of a Combatant Commands' TPFDD.

8.13.1.4. All Air Force TPFDDs will be sourced according to AF/A5XW instructions. AF/A5XW will initiate sourcing conferences when deemed appropriate, and/or if necessary.

8.13.1.5. Prior to sourcing TPFDDs, AF/A5XW will review the TPFDD for the correct apportioned forces and corresponding maintenance/munitions UTCs in accordance with the WMP-3, Part 1 and 'generate the mission' AETF force modules.

8.13.1.6. If a sourcing conference is not held, then AF/A5XW will download the TPFDD and run the automated sourcing routines that can provide POEs for each sourced record. If TPFDDs are built in CFAST, then AF/A5XW will run the automated sourcing routine that is provided in CFAST.

8.13.2. **Contingency Plan Sourcing Process.** Sourcing applied using this process is normally for planning purposes. Once component headquarters planners have completed their force requirements determination, they will source requirements from in-theater assets as required. After this step, they provide the TPFDD to AF/A5XW who will complete the sourcing process using the following step-by-step approach. This same approach will be used whether TPFDD is built in JOPES or in CFAST and will also be used during a TPFDD sourcing conference if deemed necessary.

8.13.2.1. Step 1 - Source Active Duty Aviation Origins. Each destination is sourced using only the active duty aviation units' origins that are to be deployed at each corresponding destination. This is accomplished for all destinations. In addition, as ULNs are sourced from the aviation origins, the aviation origins are identified as the POE.

8.13.2.2. Step 2 - Source ARC Aviation Origins. Each destination is sourced using only the Air National Guard and Reserve aviation units' origins that are to be deployed at each corresponding destination. This is accomplished for all destinations. In addition, as ULNs are sourced from the aviation units' origins, the aviation origins are identified as the POE.

8.13.2.2.1. The process in steps 1 and 2 is identified as "Teaming". Teaming is the process of sourcing, at any given destination, as many UTCs as feasible from the same origin as the combat aviation units. Departure from the combat aviation unit's home station, allows USTRANSCOM, in most cases, to transport the supporting UTC requirements directly into the final destination by avoiding use of a separate POE and potentially separate POD; therefore, those units do not require inter- or intra-theater transportation.

8.13.2.3. Step 3. Close Proximity to Aviation Origins. Sourcing is accomplished at origins as close to aviation units' origins as possible. This is accomplished for all destinations. POEs for ULNs sourced in this manner reflect the nearest aviation units' origin.

8.13.2.3.1. In step 3, supporting units (UTCs) that are within close proximity of aviation origins can avoid the normal delays associated with transit through the origin-APOE-APOD-destination chain. Units that travel from the combat unit's origin directly to destination are able to reduce planned travel time anywhere from 2 to 8 days.

8.13.2.4. Step 4. Maximum Teaming (maximum number of UTCs from any origin). The next step is to source, at each destination, as many unsourced ULNs as possible from one location. This sourcing of large 'chunks' of UTCs has been called 'auto-sourcing' in the past; however, the current sourcing program does not differentiate between 'teaming' and 'auto sourcing'. POEs for

ULNs sourced in this manner reflect the closest POE, identified in the combatant commanders' LOI.

8.13.2.5. Step 5. Residual Requirements. The last step is to source anything that is available, always referencing what origins have already been used in the sourcing process for each destination. POEs for these UTCs reflect the closest POE as possible or may be left blank. The goal is to always attempt to minimize the number of origins that are sourced at any given destination.

8.13.3. **Contingency Sourcing of Contingency Plans.** To ensure contingency OPLAN TPFDDs have the most available forces (aviation and ECS) identified, the Joint Staff has initiated contingency sourcing. Contingency Sourcing is the process of determining what forces in an OPLAN TPFDD are currently deployed outside of that OPLAN's AOR and backfilling those forces with available aviation and ECS forces.

8.13.3.1. Contingency Sourcing is the first step toward adaptive planning. A tenet of adaptive planning is to bridge the gap between contingency and crisis action planning.

8.13.3.2. Contingency Sourcing will be executed as a collaborative effort between the component headquarters, AEFC, ACC/A3X and AF/A5XW.

8.13.4. **Responsibilities of the Component Headquarters in Contingency Planning.**

8.13.4.1. Once AF/A5XW forwards WMP-3 Part 1 to component headquarters, MAJCOMs and ANG for review, in conjunction with the JSCP/GFM apportionment development process, component headquarters will accomplish the following:

8.13.4.1.1. Review the WMP-3, Part 1 for accuracy and make requests for unit changes directly to AF/A5XW. Component headquarters will normally provide recommended changes to destinations and RDDs as necessary. Procedures for GFM Guidance apportionment changes are identified in paragraph **8.9.3.1.**

8.13.4.1.2. Reviews will be accomplished using the "Command Updates to WMP-3, Part 1" function within the WMP system.

8.13.4.1.3. Identify the need for provisional organizations at each destination. A provisional unit will be created when a specific organization is required and no organization exists to attach personnel. Provisional units will be organized the same as regular units. Establish provisional organizations at the organization level required to meet mission requirements (i.e., wing, group, squadron) in accordance with AFI 38-101.

8.13.4.1.4. Build their TPFDDs' combat forces utilizing the WMP-3, Part 1 apportioned forces.

8.13.4.1.5. Build ECS requirements utilizing the AETF force modules, MUGs, and the functional managers to determine the mix of UTCs required at each destination.

8.13.4.2. Supported component headquarters will source requirements from their in-theater assets to the maximum extent possible prior to sending the TPFDD to AF/A5XW for sourcing. In-theater assets, to include equipment-only UTCs, must be postured in the UTC Availability. Component headquarters are not authorized to source any assets owned by the other force providers.

8.13.4.3. Component headquarters will formally notify (via email, GCCS newsgroup, message) AF/A5XW, and send a courtesy copy to the sourcing agencies, of the specific PID that is ready to

be sourced. This notifies all planners what specific PID is in the process of being sourced by AF/A5XW or to be sourced at the sourcing conference.

8.13.4.4. In order for AF/A5XW to insert POEs in the sourcing process, component headquarters will provide AF/A5XW with the approved POEs from the Combatant Commands' LOI.

8.13.4.5. The component headquarters will provide the requirements TPFDD to AF/A5XW for sourcing in sufficient time for AF/A5XW to conduct sourcing using their automated programs and return the TPFDD back to component headquarters to provide to USTRANSCOM by the required date.

8.13.4.6. The component headquarters will take the sourcing data file, provided by AF/A5XW, and enter the sourcing into the contingency plan TPFDD if accomplished in JOPES. If sourcing is accomplished in CFAST, no transfer of data is necessary.

8.13.4.7. Once all sourcing has been inserted into the TPFDD, the component headquarters will formally notify AF/A5XW and the sourcing agencies. This is required in order that the sourcing agencies can begin to validate AF/A5XW sourcing and update their databases.

8.13.4.8. The component headquarters will coordinate completion of routing data, C-dates, and any additional time phasing based on combatant commander requirements in the theater/AOR.

8.13.4.9. For Contingency Sourcing of TPFDDs, ACC/A3O staff will provide to the component headquarters the "replacement aviation units" for those units that are unavailable due to deployments. The component headquarters will replace the deployed units with the "replacement aviation units" and their corresponding maintenance and munitions UTCs.

8.13.5. **Responsibilities of the Force Providers in contingency planning.**

8.13.5.1. Once AF/A5XW forwards WMP-3, Part 1 to component headquarters, MAJCOMs and ANG for review, in conjunction with the JSCP development process, force providers will accomplish the following:

8.13.5.1.1. Review the WMP-3 Part 1 for accuracy and make requests for unit changes directly to AF/A5XW. MAJCOMs will normally provide recommended changes to UTCs, UIC, PMAI, DOCIDs, availability dates, special capabilities, etc as necessary.

8.13.5.2. Ensure that the UTC Availability is up-to-date, accurate and only includes those UTCs, to include equipment-only UTCs, which have been approved through the UTC management process in DCAPES and are identified in the MEFPAK.

8.13.5.3. Ensure that the specific UTC-UIC combinations in the TPFDD have a corresponding UTC-UIC combination in UTC Availability.

8.13.5.4. Review the OPLAN TPFDD sourcing once sourcing has been completed and component headquarters informs force providers that the TPFDD is ready for review and verification. Force providers will ensure tracking of their UTCs that have already been sourced and those still available for future sourcing. They must ensure deconfliction of those UTCs within the TPFDD and between OPLAN TPFDDs that require deconfliction.

8.13.5.5. Participate in the sourcing collaboration and if needed, the sourcing conference.

8.13.5.6. Participate in the joint Force Flow (TPFDD) conference.

8.13.5.7. As part of contingency sourcing and as the Air Force component of JFCOM, ACC/A3X staff will identify the forces that are currently in the TPFDD that are not available for contingency sourcing and provide the "replacement aviation units" to the corresponding component headquarters.

8.13.6. **Responsibilities of AF/A5XW.**

8.13.6.1. AF/A5XW will forward an email, with an attached copy of the WMP-3 Part 1, to component headquarters and force providers, with a courtesy copy to AEFC, during the JSCP development process. This email will request a review of the WMP-3, Part 1 to be conducted through the Command Updates to the WMP-3, Part 1 function in the WMP System.

8.13.6.2. AF/A5XW will ensure that the WMP-3 Part 1 is current and updated with component headquarters and Force Provider recommended changes once validated.

8.13.6.3. AF/A5XW will review TPFDDs to ensure component headquarters have used the correct apportioned forces identified in the WMP-3 Part 1 and the corresponding maintenance/ munitions UTCs in accordance with the AETF 'generate the mission' FMs.

8.13.6.4. When notified by component headquarters, AF/A5XW will either download the TPFDD and run the sourcing routines to include the identification of POEs or execute sourcing directly in CFAST or schedule a TPFDD sourcing conference prior to the joint force flow conference.

8.13.6.5. Once AF/A5XW has completed sourcing, they will notify the corresponding component headquarters with a courtesy copy to the sourcing agencies and the AEFC. If sourcing is conducted in JOPES, provide the data file; if sourcing is conducted in CFAST, notify component headquarters of completion. This notifies all planners that sourcing has been completed and provides the component headquarters with the sourcing data.

8.13.6.6. AF/A5XW will sponsor an Air Force sourcing conference if deemed necessary and will notify all sourcing agencies of details.

8.13.6.7. AF/A5XW will participate in the joint force flow conferences when deemed necessary.

8.13.6.8. For Contingency Sourcing, AF/A5XW will review all Aviation, Maintenance and Munitions UTCs to ensure UTCs are in compliance with right-sizing and that the corresponding MX and MMS UTCs are linked to their aviation counterparts.

8.13.7. **Responsibilities of the AEFC for Contingency Sourcing.**

8.13.7.1. Once supported component headquarters has updated the TPFDD with the "replacement aviation" and corresponding maintenance and munitions UTCs, AEFC will verify with AF/ A5XW that all aviation, maintenance and munitions UTC with a list of forces that will be unavailable for sourcing based on the date identified by the Joint Staff. These forces will be identified by UTC/ UIC combinations. Unavailable forces would include those forces that are currently deployed under normal rotational operations or that may be "red" in ART.

8.13.8. **TPFDD refinement.**

8.13.8.1. The plan development phases are collectively referred to as TPFDD refinement. The normal TPFDD refinement process consists of sequentially refining forces, logistics (non-unit-related personnel and sustainment), and transportation data to develop a TPFDD file that supports a feasible and adequate overlapping of several refinement phases.

8.13.8.2. For global planning, refinement conferences are conducted by the Joint Staff in conjunction with US Transportation Command. TPFDD refinement is conducted in coordination with supported and supporting commanders, Services, the Joint Staff, and other supporting agencies. Commander, US Transportation Command, will normally host refinement conferences at the request of the Joint Staff or the supported commander.

8.14. Crisis Action Planning: Sourcing and Verification (Method 2). This will include information in support of TPFDD sourcing during crisis, current operations, and transition to rotational requirements. Details for TPFDD management during rotational operations are detailed in **Chapter 9**.

8.14.1. For a crisis, the supporting TPFDD could be executed via three methods as follows:

8.14.1.1. **Execution of a Contingency Plan TPFDD.** Although unlikely, the POTUS and Sec-Def can decide to execute the contingency planned operation. If this option occurs, the CJCS issues an Execute Order to the supported and supporting combatant commanders, Services, and sourcing agencies to execute a contingency plan TPFDD.

8.14.1.2. A TPFDD already residing in GCCS via the JOPES/DCAPES database may be modified to meet current CJCS warning order and supported commander requirements.

8.14.1.2.1. The non-unit data (CINs and PINs) created during the contingency planning process are available only for contingency planning and are not used for execution. In other words once a TPFDD is executed, the CINs and PINs that were previously built are no longer available for execution. The Air Force defers the use of CINs and PINs to ULNs at execution. Force modules (FMs) from established OPLANs are also utilized.

8.14.1.3. The third method is a TPFDD built based on the Crisis Action Planning process and plan information written based on the applicable Course of Action (COA).

8.14.2. **Entering Plan Information.** As Crisis Action TPFDDs are developed and loaded into JOPES, the supported combatant commander must enter specific plan information into each TPFDD. Appendix B of JOPES Vol II lists all data elements that the supported combatant commander should enter or update when involved in a contingency and TPFDD in execution.

8.14.3. Supported Command newsgroup for a specified operation will be established and Service specific newsgroups identified. The Service newsgroups are used for supporting UTC management; sourcing actions; verification and validation actions; force rotation management; and DCAPES functional, technical, and planning support/management.

8.14.4. Once a combatant commander receives a duly authorized CJCS order (e.g. alert, warning, deployment, execute), the supported commander has 72 hours to provide a sourced and validated, level-4 detail TPFDD for at least the first 7 days of the operation.

8.14.5. **Collaborative sourcing during crisis action and execution.** Component headquarters will source requirements from their in-theater assets to the maximum extent possible before initiating an RFF/RFC to their CCDR. AEFC will work closely with the component headquarters and force providers to efficiently source and ensure timely verification by the Force Provider of UTC that may be available as postured in the UTC Availability in DCAPES and reported as ready in the AEF UTC Reporting Tool (ART).

8.14.6. **Sourcing during the Crisis Action Planning Process.** Once component headquarters planners have completed their force requirements determination and inputted the requirements in the TPFDD for that COA, the following step-by-step approach will be used.

8.14.6.1. Step 1. The component headquarters will first source requirements from their own forces identified for crisis response (e.g. unique capability enablers), if applicable. If component headquarters cannot source requirements with assigned forces, they will submit RFF/RFC through their CCDR.

8.14.6.1.1. The component headquarters will coordinate planning activities and combatant commander requirements with the AEFC and establish additional guidance for subsequent LOIs for sustainable operations (see **Chapter 9**).

8.14.6.1.2. Identify the need for provisional organizations at each destination. A provisional unit will be created when a specific organization is required and no organization exists to attach personnel. Provisional units will be organized the same as regular units. Establish provisional organizations at the organization level required to meet mission requirements (i.e., wing, group, squadron) in accordance with AFI 38-101.

8.14.6.1.2.1. After requirements are established, the supported component headquarters should request, through COMACC, AEFC's participation in developing a TPFDD based on those requirements.

8.14.6.1.2.2. This is accomplished in order to maximize the use of forces presented in the on-call or subsequent AEF pair. These forces are presented to theater commanders using the AETF. A pair of AEFs represents the maximum level of deployed forces that can be sustained.

8.14.6.1.3. Component headquarters planners and AEFC will ensure applicable Air Staff, component headquarters, MAJCOM, and ARC FAMs are fully engaged and heavily involved with these processes to establish proper integration and harmonization at all functional levels, to include actual responsibilities to perform tasks and ensure proper actions.

8.14.6.1.3.1. Coordination of planning activities between FAMs, planners and AEFC personnel will be accomplished to alleviate administrative and operational burdens that impede the verification and validation process and mitigate risk of erroneous and late requirements.

8.14.6.1.3.2. MAJCOMs (i.e., FAMs and/or war planners) will ensure Installation Deployment Readiness Cells (IDRCs) are informed of wing AEF sourcing by use of DCAPES Air Force Verification Capability (AFVC). For ANG wings, the unit level LGRR will be responsible for the wing AEF sourcing and verification.

8.14.6.2. Step 2 - AEFC sources forces (see paragraph **8.14.8.**).

8.14.6.3. Step 3 - Force providers verify to the component headquarters the readiness of sourced forces (see paragraph **8.14.9.**) to include the ability to meet the TPFDD timelines.

8.14.6.3.1. This includes supporting FAM/planner determination of capability and requirement and use of AFVC to notify units through the IDO.

8.14.6.3.2. Once base-level verification is complete in accordance with AFI 10-403, the IDO (on behalf of the installation/wing commander) will use DCAPES AFVC to verify back to respective MAJCOM the acknowledgement of task(s).

8.14.6.4. Step 4 - Supported component headquarters verifies to combatant commander who in turn validates the requirement (see paragraph **8.14.10.**).

8.14.6.5. When the requirement qualifies for force rotational management with AEFC involvement, **Chapter 9** will be applied.

8.14.7. Air Force planners and FAMs must ensure timelines established to support the sourcing process, to include verification and validation, are followed**.** Timelines will be established in accordance with TPFDD LOI guidance from the combatant commander.

8.14.7.1. Timelines from an end-to-end process will be tracked and documented to include:

8.14.7.1.1. Timelines from when a requirement is created and posted in a TPFDD to when the AEFC sources and FAM/planner verifies (using DCAPES/AFVC) to a unit via the IDRC.

8.14.7.1.2. Timelines from when a requirement is acknowledged by a unit via the IDRC and subsequently verified back to the MAJCOM utilizing DCAPES/AFVC.

8.14.7.1.3. Timelines from when the MAJCOM verifies to the supported Service component (as applicable). **Note**: After the AEFC has completed sourcing and distributed the initial verification FM, the force provider can apply verification to new/additional sourcing applied to their organization without it being placed in a verification FM.

8.14.7.2. All requirements (not just aggregate requirements) will be tracked by the AEFC and compared to the number of completed sourcing and verifications. This will be accomplished using established time standards, as the standard method to measure the effectiveness of the sourcing process. Crisis and contingency timelines will be established by TPFDD LOI prior to execution.

8.14.7.3. All reclamas from the unit/wing up to HQ Air Force level will be tracked in accordance with **Chapter 10**.

8.14.8. **AEF Crisis Sourcing Process.** The component headquarters will identify requirements via force module that require/are ready to be sourced and notify the AEFC via newsgroup. The AEFC place requirements that have been sourced into a force module and notify the MAJCOM when sourced records are ready for verification.

8.14.8.1. The Global Force Management (GFM) process and AEF Presence Policy (AEFPP) define how the Air Force will meet force presence requirements to support National Military Strategy, Defense Planning Guidance and the combatant commanders.

8.14.8.2. The AEFC sources and MAJCOMs/ARC verify sourcing solutions to meet crisis action requirements using a hierarchical progression that first examines whether residual forces available in the two on-call AEFs (to include CSAF-approved deviations to the AEF construct) are suitable or capable. If these forces are insufficient, the AEFC will look to available forces in the Enabler library as outlined in applicable Enabler guidance. If transition to crisis results in execution of an established Prepare to Deploy Order (PTDO), the hierarchical progression described above applies to support PTDO in accordance with JOPES Vol 1. When Air Force commitments to crisis requirements exceed capabilities in the AEF pair and available Enabler (which includes ECS,

CAF, MAF, LD/HD resources, and the ARC-aligned forces), then Air Force transitions to surge operations.

8.14.8.2.1. **Surge Operations and Trigger Points.** A key element of the AEF is that it aligns existing capabilities into sustainable force packages. When Air Force commitments to combatant commander requirements exceed those forces readily available in the sustainable (on-call) force packages, the trigger point is passed and the force enters surge operations.

8.14.8.2.2. Specific functional areas may enter surge operations or surpass trigger points at different times (e.g., military working dog teams may enter surge before other security forces UTCs). CAF, MAF and ECS resources enter surge periods independently as follows:

8.14.8.2.2.1. **CAF aviation.** Surge when commitments exceed the forces available in the two on-call AEFs.

8.14.8.2.2.2. **MAF aviation.** Surge when commitments exceed the HQ AMC/A3 -set tasking limits established for each MDS.

8.14.8.2.2.3. **LD/HD.** Surge when commitments exceed the limits specified in the GMFP.

8.14.8.2.2.4. ECS. Surge when commitments exceed the forces (by specific functional area) available in the two on-call AEFs and available Enabler.

8.14.8.2.3. **Available Enablers** : Enabler assets, except those coded for specific operations (ref. paragraphs **7.12.8.** and **9.9.1.6.**), are also used by the AEFC for sourcing. (Also reference paragraph **9.9.1.**).

8.14.8.3. **Sourcing ARC Forces during Crisis Action.** The AEFC will identify ARC forces by UTC as necessary to meet combatant commander requirements beyond those the Active Duty can support. Sourcing procedures utilized for rotational and/or surge operations will be utilized for both AD and the ARC for deployment during crisis action. The ARC headquarters, through the gaining MAJCOM, will verify availability and identify the ARC UTCs/UICs for mobilization, utilizing mobilization authority as needed. In accordance with AFI 10-402 and any other AF-approved ARC activation procedures, gaining MAJCOMs will request mobilization authority through the AFCAT (AFOG) so that portions of their gained ARC forces can be activated. If mobilization authority is approved, the gaining MAJCOM will direct activation of forces through the appropriate ARC headquarters and load UTC/UIC in the established TPFDD.

8.14.9. **Verification.** Verification is the process whereby MAJCOMs/DRUs/FOAs/Service Components accomplish JOPES requirements to finalize the sourcing process. During the verification process, every responsible agency ensures the sourced UTC/UIC has the required complements to meet the requirement; the applicable forces are available and ready; forces have been alerted for deployment; and the cargo is tailored to level-4 detail, if applicable. Verification completes the sourcing process. Air Force planners and FAMs at all levels must ensure that the TPFDD accurately reflects and is consistent with actual resources that units will deploy. In other words verification confirms the sourced data from the first and second echelon reflect actual data provided by the base or unit in the force deployment level. Failure to accomplish this verification could result in misstating planned airlift requirements and possibly delaying the execution of a combatant commander's plan.

8.14.9.1. When verifying ULNs, FAMs utilize AFVC in DCAPES to support information on deployment activity and data reflected in the TPFDD.

8.14.9.1.1. The purpose for providing an AFVC is to allow designated users to reflect verification of sourced requirements by performing edits; setting, changing, or overriding the ULN Project Code (PC); and generating reports. AFVC provides the ability to perform these actions on a single ULN, a selected group of ULNs, force modules (FMs), or an entire Operation Plan (OPLAN) basis.

8.14.9.1.2. AFVC will be used to reflect MAJCOM and below force provider verification actions. FAMs and planners at those levels will use AFVC to perform specified levels of verification to ensure that the record contains accurate movement data (PAX and Cargo) and does not contain fatal errors. When the MAJCOM pulls the requirements, it keys on the PC "flag" to find those records ready for the supported component verification. After the records are pulled, the PC changes to reflect the new status. As editing is completed to the requirement, this information is updated in DCAPES to display the actions which affected that ULN.

8.14.9.2. MAJCOMs will utilize AFVC to notify bases, through the IDRC, of AEF sourcing and initiate the verification process. The IDRC will acknowledge receipt of the sourcing through AFVC and determine if the base can fill.

8.14.9.3. Contacting the appropriate functional counterpart at base level to determine actual availability of assets in lieu of AFVC is an informal process to determine availability only and therefore does not constitute a tasking.

8.14.9.3.1. If the base can fill the requirement, the IDRC will verify the sourcing to the MAJCOM using AFVC.

8.14.9.3.2. If the installation/wing commander determines that the specific unit cannot support the deployment requirement, the reclama process outlined in **Chapter 10** will be initiated. **Note**: Reclamas will only occur under the most extenuating circumstances and require MAJCOM/CV approval (Category 5) unless the unit does not have the capability (Category 1 - 4). See **Section 10C**. Reclamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

8.14.9.4. Once the IDRC verifies requirements by utilizing AFVC to the MAJCOMs, MAJCOM planners or FAMS will verify, through the supporting commander, to the supported component headquarters by placing an "S" in the project code field in DCAPES.

8.14.9.5. If a MAJCOM does not verify the record with (7) days, the MAJCOM is required to submit a reclama and follow the process stated in **Chapter 10**.

8.14.9.6. Once verified by the MAJCOM, supported component headquarters will complete the verification process by putting an "SC" in the project code field in DCAPES. This indicates that the requirement is ready for supported commander validation. After component headquarters verification, the AEFC will flow the tasking to the unit. **Note**: Notification to Airmen isn't complete until the Installation Deployment Readiness Cell (IDRC), or Deployment Control Center (DCC) if activated, notifies the tasked unit commander and the commander acknowledges receipt back to the IDRC (or DCC) with a name and the date notified.

8.14.10. **Validation.** The validation process immediately begins once the force provider has verified the sourcing. This involves close coordination between supported and supporting commands and Service components.

8.14.10.1. The supported command's TPFDD letter of instruction (LOI) should set forth guidance regarding procedures and direction for TPFDD validation at the supporting and supported command level.

8.14.10.1.1. Supported component headquarters verifies force requirements to their supported command.

8.14.10.1.2. Supporting agencies will follow the JOPES validation process outlined in JOPES Volume III.

8.14.10.2. The TPFDD LOI contains specific direction for supporting commands on validation procedures.

8.14.10.3. During execution, movement data within a TPFDD must be validated in order to schedule strategic transportation. "Validate" in this context is defined in joint publications as: "Execution procedure used by combatant command components, supporting combatant commanders, and providing organizations to confirm to the supported commander that all the information records in a TPFDD are not only error-free, but also accurately reflect the current status, attributes (lower level personnel and cargo data), and availability of units and requirements".

8.15. Force Reporting. The actual units sourced in a plan must be registered in GSORTS. All Air Force units should be registered in SORTS and those with postured UTCs will report the readiness status of their UTCs in accordance with AFI 10-244. Units will measure and report Category Levels (C-Levels) in SORTS in accordance with AFI 10-201.

8.15.1. For non-SORTS reporting units, a situation report (SITREP) and ART will be used to monitor their deployability readiness and status. Actual units may be designated during either Phase III or V of CAP, if not previously designated during contingency planning. SORTS is designed to be able to provide the data specified in CJCSM 3150.01A as a result of its interface with JOPES. Thus, all force requirement numbers in the OPLAN TPFDD are matched to actual units or parent commands reported in SORTS.

8.15.2. SORTS reporting provides C-Levels, which reflect the resources and training for the full capability of a given unit. Therefore, availability of specific resources may not be sufficiently reflected if a unit is tasked for one or more smaller UTC packages. The availability and readiness of a specific UTC within the unit is reported in ART.

8.15.3. Provisional units that must be constituted or reconstituted specifically to meet the requirements of an operation are registered by the gaining MAJCOM and reported in SORTS as soon as they are activated. Mobilized units constituted or reconstituted specifically to meet the requirements of an operation are reported in SORTS as soon as they are activated.

8.16. TPFDD Letter of Instruction. As stated in paragraph **8.8.2.**, component headquarters planners must ensure that certain Service-specific information is included in a TPFFD LOI. The LOI addresses Service unique methods and procedures that will enhance TPFDD management. Additionally, the LOI will be written to prevent the use of generic guidance that can be deemed as open for interpretation.

8.16.1. The LOI identifies certain Air Force processes and standard procedures to be used in developing and executing the TPFDD in support of specific operations.

8.16.2. The LOI is directive and applies to supported Service components, and force providing organizations/agencies throughout the Air Force Planning and Execution Community during both deployment and redeployment operations.

8.16.3. Detailed instructions for requesting unlocking of transportation-validated ULNs for re-sourcing.

8.16.4. The component headquarters must ensure the following information, as a minimum, is included in a TPFDD LOI:

8.16.4.1. All transportation routing data to include GEOLOCs, Mode/Source and priority of air and sea movement for Air Force units.

8.16.4.2. Allocation of transportation assets, specifically, common user assets (known as strategic lift) are highly fluid and intensely dynamic at the execution of a TPFDD. Component headquarters is responsible for detailing rules sets that explain GEOLOCs, Mode/Source and priority of air and sea movement (to include C Dates). Movement of forces is subject to change until scheduled for movement by USTRANSCOM.

8.16.4.3. Allocation of air and sealift capability between Service components and resupply/rotation/sustainment needs.

8.16.4.4. Standard time windows for re-supply and information relevant to sustainment planning in the TPFDD.

8.16.4.5. TPFDD maintenance instructions and Security Classification Guidance.

8.16.4.6. Applicable C Dates to include specific combatant commander's RDD and reference start time of the TPFDD.

8.16.4.7. Ensure compliance with JOPESREP force requirement and routing data to include time phasing according to procedures in JOPESREP.

8.16.4.8. TPFDD points of contact. Detailed requirements and reporting methods/standards for POCs from component headquarters functional areas (i.e. FAMS, Manpower/Personnel: A1, Operations: A3, Logistics: A4, etc); MAJCOMs (i.e. FAMs, CAT POCs,); wing-level 24-hour POC, etc.

8.16.4.9. Specific ULN construct and allocation for AEF combat forces and accompanying ECS/BOS to include format for FRN construction and if applicable, specified FRAG logic.

8.16.4.10. USTRANSCOM and Combatant Command standard POEs and PODs for forces, as well as methods and process for deviations (e.g.. component headquarters selection of POEs in lieu of providing organization's selection).

8.16.4.11. The supporting PIDs (e.g. Service slices) must be included in the Supported Command's TPFDD LOI.

8.17. Transportation Feasibility of TPFDDs

8.17.1. Early Injection of Transportation Expertise. To assist in initial planning, USTRANSCOM will deploy flyaway teams to help combatant commanders in the early stages of Crisis Action Planning. Collaborating with the planners from the beginning will overcome many problems and streamline the process.

8.17.2. Timely Submission of Movement Requirements. Component headquarters will need to determine with the supporting and supported command the best method to ensure timely validation of a requirement to USTRANSCOM to include all available modes of transportation.

8.17.3. Mode/Source Analysis and Recommendation. The most effective measure for USTRANSCOM to determine transportation solutions is early identification of requirements, supported command RDD, and early collaboration with transportation/mobility planners.

8.17.4. Flexible Validation. Flexible validation of requirements primarily deals with changes to Mode/Source that drive changes to C-dates and POE/POD. Knowing the requirement early on, the RDD, and being involved in the initial stages of the planning process will facilitate the validation process as well as reduce the amount of changes in Mode/Source.

8.18. TPFDD Maintenance. This section provides instructions for maintaining the TPFDD data of contingency OPLANs. It primarily addresses Plan Identifications (PIDs), force modules (FMs), Unit Line Numbers (ULNs), Unit Type Codes (UTCs) and data elements that make up the requirements. The Supported Command will publish operation or exercise-specific data management instruction in a Supplemental TPFDD LOI that details maintenance requirements for a given TPFDD.

8.18.1. TPFDD maintenance is essential and mandatory in accordance with this instruction and joint publications. The supported component headquarters is responsible for ensuring detailed instructions to include security classification guidance are provided to HAF FAMs and planners for effective and efficient maintenance of any variation of a TPFDD (i.e. contingency and execution TPFDDs).

8.18.2. FAMS and planners must ensure that accurate and valid UTCs are used when maintaining a TPFDD. Accurate Air Force data is essential for managing the updates and changes to unit level data in support of a TPFDD. This will include UTC posturing and availability in accordance with **Chapter 7** of this instruction.

8.18.3. TPFDD maintenance will be accomplished under the following circumstances:

8.18.3.1. The supported Combatant Command determines that TPFDD maintenance is required (this includes USTRANSCOM maintenance requirement).

8.18.3.2. The component headquarters feels it is necessary.

8.18.3.3. If directed by AF/A5XW.

8.18.3.4. A year has passed since the last review/TPFDD update.

8.19. Contingency Plan TPFDD Maintenance. For Contingency Plan TPFDDs, the Air Force portion will be maintained under a separate JOPES PID on the component headquarters' GCCS host database and updated as required. Updates can be as dynamic as daily and as deliberate as annually. This is known as the "Air Force slice" referring to a TPFDD owned by the combatant commander containing only Air Force requirements.

8.19.1. All Services have a "Service slice" that is maintained and managed by the respective component. The component headquarters will ensure appropriate level of access and permissions are granted to MAJCOMs and force providers to facilitate specified maintenance.

8.19.2. These slices will provide current and updated capabilities (UTCs), correctly postured and available to support an executable Contingency Plan TPFDD.

8.19.3. Not only is this Air Force slice used at execution, it can be used by MAJCOMs and component headquarters for unit training requirements, exercises and evaluations.

Chapter 9

FORCE ROTATION MANAGEMENT

Section 9A—Purpose

9.1. Purpose. To articulate the methodology, policies, rules, and procedures the Air Force uses to meet and sustain combatant commander mission needs while maintaining the AEF battle rhythm. This chapter also identifies the organizations and considerations involved in planning and preparing deployable combat capabilities and is applicable to scheduled and tasked to deploy forces.

Section 9B—Background

9.2. Force Presence. The U.S. Air Force supports defense strategy and combatant commander requirements through the AEF, using a combination of permanently assigned and rotational forces. AEF scheduled forces/capabilities are represented in the WMP-3, Part 4 (AEFPP Capabilities Annexes). These scheduled forces are comprised of combatant command and Service assigned (Forces For Unified Commands (Forces For) and the Unified Command Plan (UCP)), apportioned (WMP 3 Part 1), or allocated (rotational) capabilities/forces. The central management, scheduling, and use of these forces in support of all combatant commander requirements is vetted and arbitrated via the Global Force Management Board (GFMB) and SecDef. The SecDef will instruct through the Forces For/GFM that all combatant commands will make their AEF scheduled forces available for deployment during the unit's scheduled eligibility period with the understanding that acceptance of increased risk in a particular theater is necessary to support overall national security requirements.

9.3. Air Force Sourcing and Tasking Priority. The Air Force uses the following priorities when responding to and supporting deployment taskings whether one time fills or rotational. These priorities also apply when submitting reclamas for shortfalls.

9.3.1. Meeting validated combatant commander requirements and deployed commanders involved in real-world contingencies in support of an authorized Chairman, Joint Chiefs of Staff (CJCS) order.

9.3.2. Meeting requirements of combatant commands and deployed commanders involved in JCS exercises.

9.3.3. Supporting Air Force level exercises.

9.3.4. Supporting MAJCOM exercises and inspections.

9.3.5. Meeting Numbered Air Force (NAF) level exercises.

9.3.6. Meeting and supporting wing and group-level exercises and events.

9.3.7. Assisting other commands with manning assistance.

Section 9C—Guidance

9.4. Force Rotation Planning. Force rotational plans support the GFM requirement of an immediate executable schedule. The approved CSAF/SecDef AEF schedule is included as one of the annexes in the WMP-3, Part 4. This schedule supports crisis operations and includes forces that combatant commanders

have authorized the Air Force to support with the AEF operational battle rhythm. CJCS orders to the supported commander, supporting commanders, and Services initiate such operations. These orders define plan details and requirements to accomplish the mission and authority to deploy forces. In accordance with CJCSM 3122.02C, such orders will specify weapons systems and a description of the ECS capability needed to sustain the operation. Additional orders may need to be issued when an operation becomes a rotational mission and the Air Force, as a Service, or all force providing combatant commanders are not identified to support. The supported component headquarters, in coordination with the AEFC, is responsible for preparing the initial force rotation plan and ensuring the plan is time-phased to meet the AEF battle rhythm. The component headquarters will coordinate with the AEFC to identify UTC capabilities from the AETF force modules and UTC Availability needed throughout the transition period from crisis to rotational operations and to sustain the crisis operation. A CJCS DEPORD will be used to task and deploy USAF forces for each AEF rotation. The supported component headquarters will not source a requirement identified in the force rotation TPFDD.

9.4.1. **Defining Rotational Requirements.** Deployed commanders and component headquarters constantly evaluate their ability to execute their missions based on the forces in theater. When there is a change to the deployed unit's mission, equipment or weapons system, operating location, or a reduction in forces, the deployed commander will evaluate the impact and notify the component headquarters of needed changes via an authorization change request (ACR) through the Employed Manpower function. See paragraph **9.4.2.** for use of an ACR. Supported component headquarters will validate and approve or disapprove all change requests. If approved, the component headquarters will state requirements using a standard UTC from the UTC Availability in the current rotation plus one force rotation TPFDD.

9.4.1.1. The first priority of the component headquarters FAM is to use standard UTCs postured in the UTC Availability to expedite timely sourcing and minimize tailoring actions. If the desired UTC is not postured in the UTC Availability, consider a suitable standard UTC in the Manpower and Equipment Force Packaging (MEFPAK). Standard UTCs may be reasonably tailored, if necessary. As a last resort, use a non-standard UTC (i.e., "Z99"). **Note**: A "ZZZ" non-standard UTC is not deployable and cannot be used. If the requirement is projected to become rotational, the AEFC scheduler should refer the requirement to the Air Staff FAM to determine if a new UTC should be developed.

9.4.1.2. New rotational requirements will be scheduled per **9.9.6.** For IA requirements, reference **9.4.3.3.**

9.4.2. **Authorization Change Request (ACR).** The ACR is used to explain additions, changes, or a deletion to the deployed commander's mission needs in support of an executed deployment order (DEPORD). The ACR will cite all original UTC and TPFDD level-4 detail, all new UTC and TPFDD level-4 detail, requirements, and the required delivery date (RDD)/date required in place (DRI). The component headquarters will make every effort to synchronize the RDD/DRI with the start of the current plus one AEF deployment period. All changes and new requirements will include a Command Remark Code (CRM) to indicate whether the estimated tour length (ETL) may be split to facilitate the support of Air Reserve Component (ARC) forces, see **Table 9.1.** If prohibited, the deployed commander will include justification explaining why the ETL cannot be split. Component headquarters will approve or disapprove all deployed commander requests. If approved, the supported component headquarters will update the TPFDD using the appropriate ULN construct and forward a copy of the ACR to the AEFC for update of the master rotational TPFDD maintained by the AEFC.

9.4.2.1. If changes are made to a requirement after the MAJCOM, FOA, or DRU has verified the tasking, the verification code must be removed. This will allow the MAJCOM the opportunity to examine the changes and ensure the originally sourced unit can meet the new requirements or can fill tasking with another unit within the timeframe. If applicable, AEFC should inform component headquarters that change in requirement may result in a delay in filling the new requirement.

Table 9.1. Command Remark Codes.

Old Code	New Code	DESCRIPTION
R1	F1	Minimum 15-Day TDY Length
R2	F2	Minimum 30-Day TDY Length
R3	F3	Minimum 40-Day TDY Length
R4	F4	Minimum 60-Day TDY Length
R5	F5	Minimum 90-Day TDY Length
R6	F6	Minimum 120-Day TDY Length
R7	F7*	Minimum 180-Day TDY Length
	F9*	Minimum 365-Day TDY Length
A1	B1	Minimum 15-Day TDY Length - Aircraft Package (3 Series UTCs And Related MISCAP Tasked UTCs)
	B2	Minimum 30-Day TDY Length - Aircraft Package (3 Series UTCs And Related MISCAP Tasked UTCs)
	B3	Minimum 40-Day TDY Length - Aircraft Package (3 Series UTCs And Related MISCAP Tasked UTCs)
	B4	Minimum 60-Day TDY Length - Aircraft Package (3 Series UTCs And Related MISCAP Tasked UTCs)
	B5	Minimum 90-Day TDY Length - Aircraft Package (3 Series UTCs And Related MISCAP Tasked UTCs)
	B6	Minimum 120-Day TDY Length - Aircraft Package (3 Series UTCs And Related MISCAP Tasked UTCs)
	B7*	Minimum 180-Day TDY Length - Aircraft Package (3 Series UTCs And Related MISCAP Tasked UTCs)
	B9*	Minimum 365-Day TDY Length - Aircraft package
J1	K1	Joint Billet, Min 15-Day TDY Length
J2	K2	Joint Billet, Min 30-Day TDY Length
J3	K3	Joint Billet, Min 40-Day TDY Length
J4	K4	Joint Billet, Min 60-Day TDY Length
J5	K5	Joint Billet, Min 90-Day TDY Length

Old Code	New Code	DESCRIPTION
J6	K6	Joint Billet, Min 120-Day TDY Length
J7	K7*	Joint Billet, Min 180-Day TDY Length
	K9*	Joint Billet Minimum 365-Day TDY Length
N1	N1	NATO Billet, Min 15-Day TDY Length
N2	N2	NATO Billet, Min 30-Day TDY Length
N3	N3	NATO Billet, Min 40-Day TDY Length
N4	N4	NATO Billet, Min 60-Day TDY Length
N5	N5	NATO Billet, Min 90-Day TDY Length
N6	N6	NATO Billet, Min 120-Day TDY Length
N7	N7*	NATO Billet, Min 180-Day TDY Length
	N9*	NATO Billet Minimum 365-Day TDY Length
NR	* = DELETED	Tour Length Must Be Approved/Coordinated IAW AFPD 10-4 NATO Rotational Between Services
C1	DELETED	Colonel Billet
	* =	Tour Length Must Be Approved/Coordinated IAW AFPD 10-4

9.4.3. **Individual Augmentation (IA) Requirements.** Individual Augmentation (IA) is a joint term and process described by CJCSI 1301.01C. Individual Augmentation represents unfunded temporary duty positions (military or civilian) requested to augment a supported combatant commander's or governmental agency's staff operations during contingencies. Similar to requests for forces (RFFs) in support of contingencies, IA requirements are inherently temporary in nature and are not to be used to solve permanent manning or capability shortages. They are not to be used to source joint training or exercise requirements. [**Note**: For the remainder of this paragraph and subparagraphs, the term "Supported Command" is intended to mean a supported combatant commander, the supported component headquarters, or a governmental agency approved by the Joint Staff to receive IA support from the Services]. Supported Commands must first evaluate their ability to fulfill contingency staff requirements using organic/ assigned manpower; only then should they request IA support to cover any identified mission gaps. Once the supported commander develops, validates and forwards an IA Joint Manning Document (JMD) to the Joint Staff, the Joint Staff initiates the prioritization and sourcing process described in CJCSI 1301.01C, and the Air Force sources IA requirements it commits to or is directed to. **Figure 9.1.** depicts Individual Augmentee sourcing procedures in accordance with CJCSI 1301.01C and internal Air Force procedures.

Figure 9.1. CJCSI 1301.01C, Individual Augmentee Sourcing Procedures
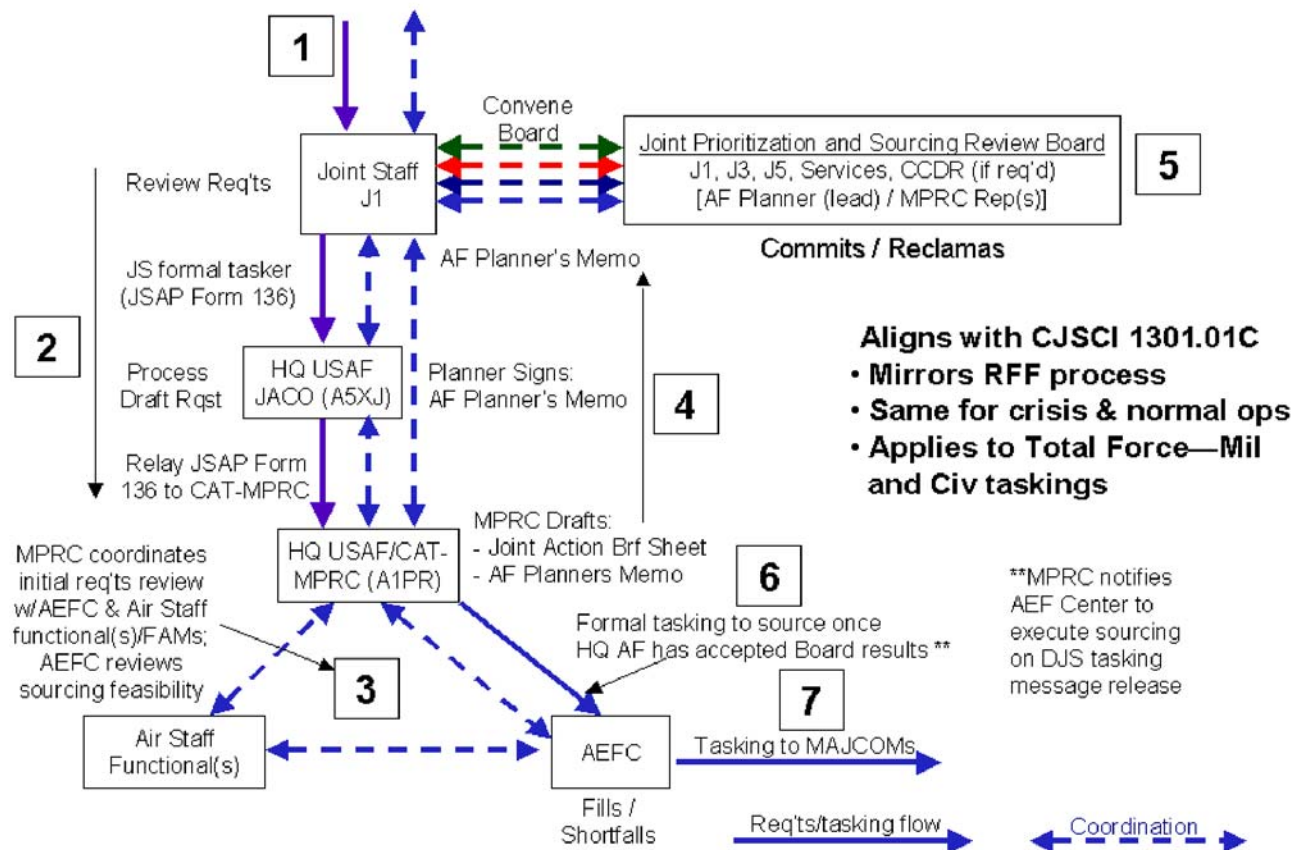
9.4.3.1. **IA Requirements** Development and Service Allocation. Individual Augmentation requirements for a particular joint operation and organization are developed by the supported commander, associated with the appropriate TPFDD, and assigned to Services for fill as a Joint Action tasking in accordance with CJCSI 1301.01C. Supported commanders will make every attempt to synchronize the RDD/DRI with the AEF pivot date and also maximize the notification time afforded deploying members. The Joint Staff relays validated joint IA requirements for Air Force fill (via a JMD formatted per CJCSI 1301.01C) to the Air Force Joint Action Coordinating Office (JACO) in AF/A5XJ as a Joint Action. Upon accepting the Joint Action tasking, the JACO relays the AF's slice of the IA JMD and the associated Joint Action instructions to the HAF Crisis Action Team Manpower & Personnel Readiness Center (AFCAT-MPRC) for further processing. If the AFCAT-MPRC is not activated, AF/A1PR assumes all MPRC duties in these paragraphs.

9.4.3.2. **Air Force Review of IA Requirements.** Upon receipt of the Joint Action from the JACO, the MPRC performs an initial JMD "scrub" to ensure format/content compliance with CJCSI 1301.01C. The MPRC then relays the JMD to the AEFC and affected HAF FAMs for detailed review and analysis. The AEFC, with HAF FAM and MPRC assistance, works with the Joint Staff and supported commander to resolve any requirements discrepancies or ambiguities, makes a preliminary determination regarding the Air Force's ability to source and sustain the requirements if rotations are authorized, and forwards its analysis back to the MPRC. With this information, the MPRC, working with JACO, develops and coordinates a formal Air Force posi-

tion and response to the Joint Staff, typically in the form of an Air Force Planner's Memo (AFPM), Air Force OpsDep Memo (AFODM), or CSAF Memo (CSAFM), as determined by the JACO. Upon compiling Service positions regarding their ability to source and sustain the requirements, the Joint Staff may choose to convene a Prioritization and Sourcing Review Board (PSRB) to address Service or supported commander issues/concerns, broker IA sourcing solutions, and/or elevate unresolved sourcing issues within the OPSDEP and JCS Tank structure (see CJCSI 1301.01C). The Air Force Planner (AF/A5XJ) is the formal Air Force representative in all PSRBs and will be assisted by the MPRC, the AEFC and HAF FAM representatives as appropriate. Once PSRB issues are resolved, the Joint Staff secures formal tasking of the Services to fill their allocated IA requirements.

9.4.3.3. **IA Rotational Tour Lengths.** IA rotational tours lengths will be in accordance with AEF rotation policy, e.g., 4-months, with exceptions approved only by CSAF or as delegated to/within AF/A3/5.

9.4.3.3.1. The supported commander may request longer/non-standard IA tour lengths to meet position continuity or other requirements. The request must include the positions and justification. The requesting command submits the request to the Joint Staff who tasks Air Force to respond via AF/A5XJ (JACO) office. The JACO assigns an Air Staff OPR and OCRs to evaluate the request and develop an Air Force position. The OPR documents the Air Force position in an Air Force Policy Memo (AFPM) and Joint Action Brief Sheet (JABS). The AFPM and JABS are routed through A3O and A3/5 for CSAF decision. **Note**: This paragraph only addresses non-standard tour length requirements based on supported commander requests; not internal Air Force decisions to extend ETLs, e.g., to meet surge requirements or manage operationally stressed AFSCs.

9.4.3.3.2. **Out of cycle requests.** When the initial RDD/DRI cannot be met, or the ETL does not meet warfighter requirements, the AEFC, component headquarters, and supporting MAJCOM (if known) will coordinate resolution. Tour length options, in order (appropriate waivers/permissions required):

9.4.3.3.2.1. ETL extends to end of current AEF rotation. Subsequent rotational tour lengths are synchronized with the AEF deployment window.

9.4.3.3.2.2. The initial tour ETL is 4 months, extending into the subsequent AEF rotation. The second rotation includes the remainder of the second AEF plus the next AEF rotation (third), not to exceed 179 days. Subsequent rotational tour lengths are synchronized with the AEF deployment window.

9.4.3.3.2.3. The initial tour ETL is 4 months, extending into the subsequent AEF rotation. The second and third IA rotations divide the remaining second AEF rotation plus next two (through the 4th AEF rotation such that the two IA rotations have approximately equal ETLs. Subsequent rotational tour lengths are synchronized with the AEF deployment window.

9.4.3.3.2.4. If 179 or longer ETLs are approved, the AEFC, in coordination with the supported and supporting commands, will schedule the first two rotations in order to align subsequent rotations with the AEF (for 179-day ETLs, every other rotation occurs during the AEF rotation window).

9.4.3.4. **IA Sourcing Procedures.** Once the supported commander, Joint Staff and the Service(s) agree to the sourcing commitments, the component headquarters ensures the requirements are entered in the appropriate TPFDD for sourcing. The requirement(s) will use standard tailored UTCs to the maximum extent possible. The use of non-standard/"Z99" UTCs is only authorized when standard tailored UTCs cannot match the requirement(s). When using a non-standard/"Z99" UTC, the component headquarters will include a brief job/mission description with the ACR to expedite sourcing since non-standard/ "Z99" requirements have no mission capability statement. In unique cases where there is no sponsoring component headquarters, the AEFC follows internal TPFDD association procedures. TPFDD maintenance of IA requirements is crucial to ensure visibility of Air Force capabilities supporting each operation. The AEFC will then follow normal force provider sourcing and verification procedures to source personnel to meet Air Force IA requirements.

9.4.3.4.1. The AEFC will develop procedures to ensure validated positions assigned to the Air Force for which a sourcing solution has not been identified are (1) examined for ability to source and sustain, and (2) filled at the earliest opportunity, but no later than before every AEF pair, if sustainable. AF/A1PR will continue efforts after sourcing messages are released to rectify AFSC/job mismatches requested by the supported commander.

9.4.3.5. **Eliminating Longstanding or Recurring IA Requirements.** Given the nature of Individual Augmentation, IA requirements, once validated and sourced, can become longstanding or "perpetual" if no mechanism exists to review them on a recurring basis and remove them once they are no longer required. CJCSI 1301.01C requires the "supported commander" to review and revalidate IA requirements every 12 months; however, it is also incumbent upon the Air Force to establish trigger points that drive an internal review of IA requirements on a recurring basis, in which longstanding requirements are either eliminated or converted to permanent positions. It is the responsibility of the HAF IA cell (AF/A1PRO), in coordination with HAF FAMs, component headquarters, AF/A1MR and the AEFC, to develop and manage this process.

9.4.3.6. **IA Requests Not IAW CJCSI 1301.01C.** To ensure global visibility and centralized management of all joint IA requirements, any requests for IA support that are not sent by a supported commander via the Joint Staff to the Services in accordance with CJCSI 1301.01C should not be supported by the AF. Air Force offices aware of such requests should redirect the requestor to the Joint Staff/J1 for further processing.

9.4.4. **Non-Rotational Requirements/Temporary Line Numbers.** Non-Rotational Requirements/ Temporary line numbers are normally the result of nonrecurring mission or workload increases that can be resolved with additional manpower or equipment for short durations. The deployed commander will evaluate the mission impact and send a request to the component headquarters with the needed workload, through the deployed Manpower function. The request must contain all TPFDD level-4, line-level detail to include purpose of TDY. Component headquarters will approve or disapprove all change requests, enter the requirement into the TPFDD using appropriate ULN construct, and forward the request to the AEFC as quickly as possible to allow for timely sourcing. **Note**: Non-mission or by name TLNs will be filled by the component headquarters directorate of personnel.

9.4.5. **Permanent Party Billets.** When permanent party billets replace rotational requirements, the component headquarters deletes the rotational requirement with the effective date to coincide with the arrival of the permanent party member. All such actions will be closely coordinated with the AEFC to ensure deployments are properly terminated. Permanent party billets include those rotational require-

ments that are outsourced and supported by a contractor force. Once outsourced these requirements must be removed from the rotational PID.

9.4.6. **Intercommand Manning Assistance.** U.S. Air Force MAJCOMs will occasionally face temporary, operations staff or unit manning requirements, CONUS or OCONUS, that are not associated with a combatant commander's TPFDD or PID and for which the MAJCOM does not posses the internal (intracommand) personnel resources to satisfy them. Validation of these requirements is a shared responsibility between the requesting (supported) MAJCOM and affected HAF FAMs. If the requirement is approved, it is filled in accordance with AF/A1 policy.

9.5. AEF Pivot Date. The AEF pivot date is the date each AEF deployment begins. The AEF pivot date is normally the 15th day of the first month of the AEF deployment eligibility window. The transportation movement window is 15-days on either side of the AEF pivot date (i.e., AEF 1 & 2 pivot date is 15 May. Transportation movement window begins 1 May and ends 30 May.) The AEFC commander establishes the AEF pivot date for use by all agencies responsible for the planning and scheduling of AEF resources (ECS and aviation). The AEFC commander may change the pivot date when necessary.

9.5.1. **Rotation of Airmen (ROA) Template.** The AEFC will work to phase all deploying ECS forces into the deployed location within the 30-day movement window to the maximum extent possible. **Note:** If initial requirement is delivered outside of the AEF movement window, it will be phased into the window during subsequent AEF rotations. Key and essential personnel, such as commanders and vice/deputy commanders would move into a deployed location during the first 8 days of the movement window. Remaining personnel will have their RDDs adjusted or realigned to rotate approximately one third of the force in 7-day intervals over 21 days. This ROA Template is designed to deliver forces in stable and predictable pattern to support the warfighter. It will also provide deploying commanders insight into what capabilities are scheduled into their units during the critical AEF transition through the unit change of command. Aviation and direct support aviation support UTCs, Individual Augmentees, and permanent party are currently excluded from the ROA Template, but will be taken into consideration.

Figure 9.2. Pivot Dates in 20-Month Cycle.
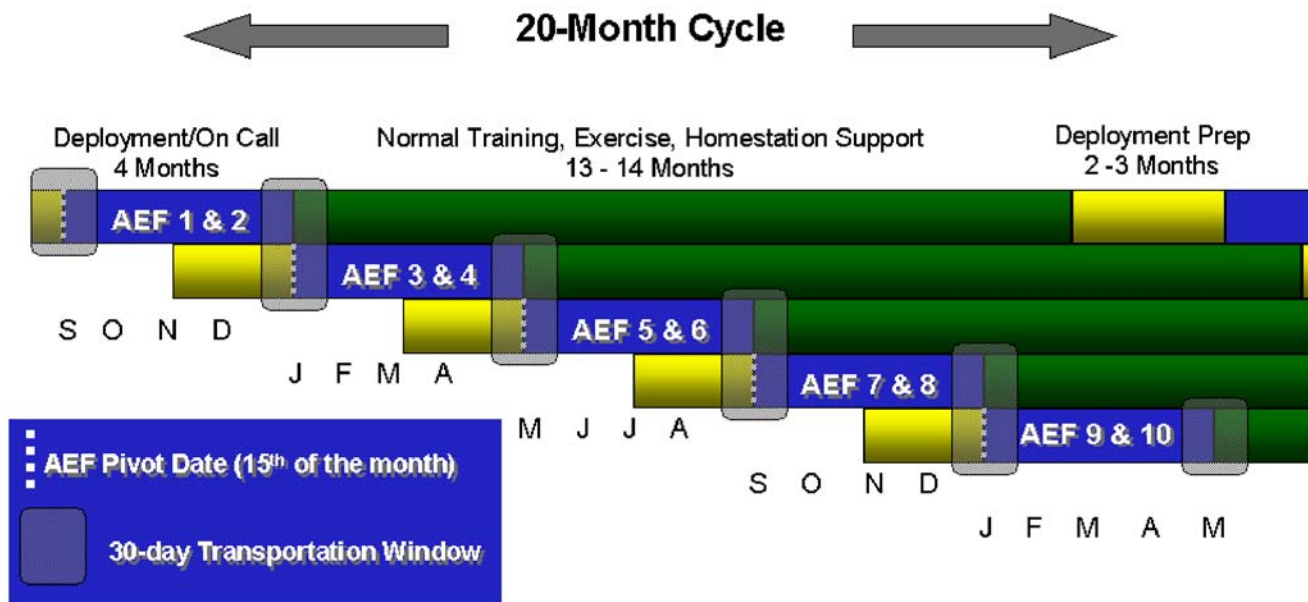
9.6. AEF Sourcing Plans and Tasks Timeline. To ensure the Air Force is ready for each AEF rotation, the AEF Center will distribute a 4-month and a 6-month AEF Sourcing Plans and Tasks message outlining critical tasks to be accomplished by responsible OPRs. All component headquarters and MAJCOMs are required to adhere to the milestones in this message to ensure the orderly presentation of capability to the combatant commanders. The timeline may be compressed for crisis action TPFDDs and during periods of deviation from the normal AEF battle rhythm. The 4-month AEF Sourcing Plans and Tasks message is distributed approximately 165 days from the pivot date and covers requirements that have an Estimated Tour Length (ETL) of approximately 4 months. To cover requirements rotating outside the normal 4-month AEF deployment period, the AEF Center will distribute a 6-month AEF Sourcing Plans and Tasks message approximately 192 days prior to the pivot date. The 6-month rotation is defined as any requirement with an ETL of approximately 6-months as stated by DEPORD, RFF, or CSAF approved wavier. In some cases the two timelines will have similar action items and suspenses. In areas where they don't, a new suspense will be established. Actual deployment time may be longer than what the ETL states due to type of mission supported, enroute travel time and functional training requirements. Each AEF Sourcing Plans and Tasks message with corresponding timeline will be posted on the AEF Center NIPR and SIPR web site. Reference **Figure 9.3.**

9.6.1. **Force Rotational TPFDDs.** Component headquarters that require AEF scheduled forces are required to synchronize the building of requirements with the AEF battle rhythm. Use of the appropriate AEF ULN is mandatory when transitioning to force rotation support.

9.6.1.1. The AEFC builds the rotational requirements into the appropriate PIDs, and provides them to the supported component headquarters for approval, prior to each AEF rotation consistent with the AEFC timeline. Additional capability or changes to existing requirements can be generated by an ACR, a new or modified DEPORD, or a vetted PSRB action, in paragraph **9.9.6.** (for IAs, see paragraph **9.4.3.1.**). Deletions will be submitted immediately upon determination that the capability is no longer required.

9.6.2. **Master Rotational TPFDDs.** The AEFC will maintain a master rotational TPFDD for each theater employing AEF scheduled forces. Once an operation's initial response has transitioned to rotational and met guidelines for sourcing with AEF scheduled forces, the AEFC will capture requirements in the master rotational TPFDD and perform daily analysis to maintain them. The AEFC will present AEF rotational requirements to the component headquarters for acceptance or comment approximately 160 days (4-Month rotations) and 191 days (6-Month rotations) prior to each AEF pivot date.

9.6.2.1. **Establishing Rotational Operations.** A component headquarters must identify requirements that necessitate sustained rotation support to the AEFC, AFCAT (AFOG) and AF/A3/5. The AEFC will incorporate new requirements into the master rotational TPFDD.

9.6.2.2. **Rotational Criteria.** All requirements must meet the following rotational criteria:

9.6.2.2.1. Established supported combatant commander rotational requirement.

9.6.2.2.2. Requirement expected to exist for greater than one calendar year.

9.6.2.2.3. Must have a executable TPFDD networked.

9.6.2.3. **Approval Process.** Once a requirement meets the rotational criteria, the following process is followed to gain approval for inclusion in the rotational TPFDD:

9.6.2.3.1. The component headquarters specifies requirement and requests inclusion in the AEF schedule through AFCAT (AFOG).

9.6.2.3.2. AFCAT (AFOG) validates that the mission meets rotational criteria and recommends its inclusion or exclusion in the AEF schedule to the SecDef after validating that the force structure in the AEFs is adequate to support the increase in rotational requirements.

9.6.2.3.3. SecDef approves inclusion or exclusion of mission in Forces For GFM Rotational Allocation Annex.

9.6.2.3.4. AFCAT (AFOG) notifies component headquarters, Air Staff, all MAJCOMs, ARC, and AEFC of approval.

9.6.2.4. **Inclusion in AEF Schedule**

9.6.2.4.1. The component headquarters provides a message with reporting and funding instructions, estimated tour lengths, and classification guidance, as a minimum.

9.6.2.4.2. The component headquarters translates requirements into standard UTCs to the maximum extent possible and ensures the TPFDD(s) are made available/networked for access by the AEFC and Air Force force providers.

9.6.3. **Non-standard UTC Requests.** The Air Force sources capabilities using standard UTCs resident in the UTC Availability. A supported combatant commander may submit a request for a capability not defined in the UTC Availability to their air component. If this capability cannot be defined by tailoring a standard UTC, the applicable component headquarters will translate the request using a non-standard UTC. The component headquarters, in coordination with the HAF FAM, will forward the non-standard requirement, using an ACR, to the AEFC. The ACR must include a brief job/mission description since non-standard UTCs have no MISCAP statement.

9.6.3.1. If the requirement is projected to become rotational, the AEFC scheduler(s), in coordination with the component headquarters FAM(s), should refer the requirement to the Air Staff FAM to determine if a new UTC should be developed.

9.6.3.2. The Air Staff FAM will work unresolved non-standard UTC issues within their functional area chain of command.

9.6.3.3. AF/A5XW, as Air Staff Office of FAM Oversight (OFAMO), will adjudicate any unresolved cross-functional non-standard UTC issues, if required.

Figure 9.3. AEF Rotation (4-Month) Planning Timeline.

AEF 4-MONTH ROTATION TIMELINE TEMPLATE

Pivot Date —————— 15th of month

MAJCOMs complete aviation tailoring ————— - 75 day
Movement plan complete

TCN Escort sourcing complete ————— - 67 day

TCN Escort sourcing start ————— - 69 day

Execution Conference Complete ————— - 87 day

Deployment-In Plan complete ————— - 94 day

MAJCOMs verification complete ————— - 107 day

- 113 day ————— MAJCOM Verification and Levy Flow Starts

- 114 day ————— Sourcing complete

- 123 day ————— Sourcing Start

- 125 day ————— ARC buy complete

- 144 day ————— Aviation requirements to MAJCOMs for tailoring

- 146 day ————— AFCC approved ECS & Aviation requirements in DCAPES

- 160 day ————— Present rotational requirements to AFCC for acceptance

- 165 day ————— Publish Sourcing Plans and Tasks Message

NOTE: Dates maybe adjusted (+/- a few days) due to Holidays/Weekends

Figure 9.4. AEF Pair Rotation (6-Month) Planning Timeline.

AEF 6-MONTH ROTATION TIMELINE TEMPLATE

Pivot Date — 15th of the first movement month

Movement plan complete (if required) — - 75 day

MAJCOMs verification complete — - 134 day

MAJCOMs verification and Levy flow start — - 140 day

- 142 day — Sourcing complete

- 151 day — Sourcing start

- 156 day — ARC buy complete (if required)

- 177 day — AFCC approved ECS requirements in DCAPES

- 191 day — Present rotational requirements to AFCC for acceptance

- 192 day — Publish Sourcing Plans and Tasks Message

Blue = Date IAW 10-401
NOTE: Dates maybe adjusted (+/- a few days) due to Holidays/Weekends

Figure 9.5. AEF Cycle Planning Timeline.

AEF CYCLE PLANNING TIMELINE

Cycle Starts (with AEF 1/2 Pair) — Pivot Date or P - 0

ARC Cycle UTC Buy Start (para 9.9.1.1.1) — P – 155

FAM Posturing Review (para 11.8.3) — P - 180

MAJCOMs Complete Posturing of UTC in UTC Availability — Per AF/A3 Msg

Cycle Waiver/Deviations Approved — Per AF/A3/5 Msg

Per AF/A3/5 Msg — MAJCOM Enabler Review (para 7.13.8.3)

P - 270 — Deviations Submitted (para 9.7.5)

P - 365 — HAF FAMs Release Posturing Guidance (para 9.7.5)

P -365 — ECS Target Base Alignment Approved (para 10.4)

Per AF/A3/5 Msg — Lead Wing Approved

P - 365 — AF/A3/5 Releases Cycle Guidance (para 11.8.2.2)

9.7. AEF Cycle and Rotation Planning and Preparation. Prior to each AEF cycle, Air Force leaders, planners, and Functional Area Managers (FAM) at every level review lessons learned from the previous cycle, make assessments of significant force structure changes that have impacted the Air Force or a particular functional area, and consider any initiatives that may impact the way we posture, schedule, present, or execute combat capability. The result of this assessment may result in the need to implement changes in the next AEF cycle. Near-term changes or a significant increase in combatant commander requirements may also warrant adjustment in the rotational battle rhythm of the AEF or a particular functional area. To ensure the efficient and timely execution of the AEF battle rhythm, AF/A3/5 and the AEFC monitor the tasks associated with planning for each AEF cycle and each AEF rotation. Air Force planners and commanders, as well as AF, MAJCOM, and component headquarters FAMs must ensure their actions are completed in accordance with published timelines.

9.7.1. **Combat Air Forces (CAF) Aviation Alignment Template.** The CAF Aviation Alignment Template is used to balance and schedule the Air Force's CAF aviation capability across the five AEF pairs. It is also used as a means to systematically respond to the combatant commander's ROMO. The template establishes the AEF battle rhythm for all active duty and ARC CAF aviation and the ECS capability that directly supports the aviation. The CAF SIPT reviews the template for needed adjust-

ments based on projected force structure changes approximately 12 months prior to the start of each AEF cycle. All changes are submitted to the CSAF for approval. Once approved, the CAF SIPT notifies the AEFC of the new CAF alignment since it serves as the catalyst for the development of the ECS Target Base Alignment Template.

9.7.2. **Expeditionary Combat Support (ECS) Target Base Alignment Template.** The ECS Target Base Alignment Template is used to schedule and balance the Air Force's deployable ECS capability across the five AEF pairs. It's also used as a means to systematically respond to the combatant commander's range of military operations including rotational requirements during peacetime operations, crisis response, and major theater war. The Target Base Alignment Template is the document that establishes the AEF battle rhythm for all active duty units and ARC forces upon activation. The AEFC prepares the template in concert with MAJCOM planners and HAF FAMs, approximately 12-months prior to the start of each cycle for approval by the CSAF. During preparation, adjustments are made from cycle-to-cycle in response to the CAF Aviation Alignment Template and feedback from planners and FAMs. Once approved, deviations from the template must be adequately justified and submitted through the AEFC and AF/A3/5 for approval by the VCSAF. See **Chapter 2** and **Chapter 10**.

9.7.2.1. **AEF lead wings.** Lead wings are designated in the approved AEF schedule and approved by the appropriate MAJCOMs to provide forces and AEW/AEG leadership. The active duty fighter wings will be designated and approved by ACC; the mobility wings will be designated and approved by AMC; and the ARC CAF wings are a shared responsibility between Air National Guard and the AF Reserve Command. Each AEF pairing will be scheduled to provide sufficient lead wings and lead "generate the mission" groups to support the anticipated force presentation requirements. All expeditionary wing and group commanders deploying for less than 365 days will be selected from current "sitting" or graduated wing/group commanders. Commanders deploying for 365 days may be selected from the current Commander Selection Board (CSB) list. Except for the vice commander and deputy group commander positions, the designated lead wings will fill AEW/AEG senior leadership positions from their wing's current commanders and command NCOs. For example, the lead Wing/CC will be the AEW/CC and subordinate group commanders/command chiefs from the lead wing will fill the AEW Operations Group, Maintenance Group, Mission Support Group, and Medical Group commander and senior enlisted positions. The vice commander and deputy group commander positions will be filled by a non-lead wing, aircraft providing base or ECS providing base. To the maximum extent possible, commanders are sourced to the deployed forward operating location where their base is providing the preponderance of forces.

9.7.2.2. Expeditionary squadron commanders should be selected from sitting commanders, then graduated commanders. MAJCOM vice commanders (or equivalent) may select a qualified officer from the MAJCOM Squadron Commander Selection list if there are no other qualified and available sitting or graduated commanders. Requirements from the supported command or AFFOR staff with a line remark specifying the need for an officer with command experience or a sitting commander will be filled first by graduated commanders and then by sitting commanders. The goal is to not involuntarily deploy a sitting squadron commander to fill non-commander positions unless there are no other qualified, available and ready-to-deploy officer in the on-call period. The AEFC will work closely with commanders of LD/HD units to preserve near to mid-term readiness in crisis response capacity while providing combatant commanders with sufficient capabilities

9.7.3. **Combat Air Forces (CAF) Consolidated Planning Order (CPO).** The CAF CPO is a complete two-year master event schedule for CAF aviation units developed by the CAF SIPT and approved by the participating MAJCOM commanders. Each CAF SIPT member is empowered by their respective commander to commit forces to the schedule in accordance with the AEF battle rhythm. The CAF CPO supports the rotational force schedule and allocation plan developed by USJF-COM as the primary Joint Force Provider under Global Force Management. The AEFC uses the CPO as a guide for development of the Installation to FOL Alignment Template.

9.7.4. **Mobility Air Forces (MAF) Schedule.** The MAF schedule is developed by HQ AMC/A33, vetted through all pertinent AF commands and components, approved by the AMC/CC, and submitted to the AEFC/CC. The schedule of MAF aviation units is not considered during the development of the ECS Target Base Alignment Template due to their global mobility mission requirements outside the AEF rotation schedule. AMC's ECS forces not directly in support of the MAF aviation mission are scheduled in accordance with the ECS Target Base Alignment Template. The Air Force supports USTRANSCOM's Air Mobility Operations ECS force rotation requirements through the AEF scheduling and sourcing process. These requirements must be reflected in the force rotation TPFDD approximately 160 days prior to each AEF pivot date.

9.7.4.1. Unless surge is approved, the total commitment of mobility aviation assets to support an AEF pair will not exceed the number of aircraft agreed to by AMC prior to the start of each AEF Cycle. At a minimum, the Consolidated AEF Force Rotation Schedule will indicate this level of support for AEF requirements.

9.7.4.2. The majority of MAF aviation assets are postured in the Enabler library and as such do not lend themselves to a long-term schedule like the CAF. Therefore, the MAF portion of the SECDEF-approved Consolidated/Comprehensive AEF Rotational Force Schedule will only consist of a force apportionment (number of aircraft available per AEF rotation) from each MAJCOM containing MAF aircraft.

9.7.5. **UTC Availability Review.** The HAF FAM, in coordination with the MAJCOM and ARC FAM counterparts, must update their functional area UTC posturing and sequencing guidance and provide it to AF/A5XW prior to posting to the AEFC AEF Online Web Site. This will be done 12 months prior to the start of each AEF cycle. Upon release of each cycle's approved ECS Target Base Alignment Template, MAJCOM and HAF FAMs must ensure all postured UTCs are reflected in the UTC Availability in accordance with guidance in **Chapter 7**. Deviation requests must be submitted and approved in accordance with procedures in **Chapter 10** at least 9 months prior to the start of each cycle.

9.7.6. **AEF Association Review.** Unit commanders must remain aware of which AEF their UTCs are expected to deploy by periodically analyzing the UTC Availability. A subsequent review of personnel AEF association should also be conducted to ensure sufficient numbers and types of personnel are associated to the same AEF(s) as the postured UTC (not applicable to ARC). In those cases where a person's AEF association must be changed in response to a UTC's changed AEF, the commander must gain a MAJCOM/CV waiver unless the UTC's alignment change is as a result of the release of a new Target Base Alignment Template for the AEF cycle. In this case, the commander is authorized to change an individual's AEF association without MAJCOM/CV approval, within 120 calendar days of release of the Target Base Alignment Template.

9.7.7. **Posturing Code (P-Code) Review.** UTC posturing codes should be reviewed by the unit and FAMs and adjustments made NLT 180 days prior to the start of each AEF rotation. The appropriate coding of UTCs should be done in accordance with **Chapter 7**, taking into consideration the AEF deployment period(s) the unit is expected to deploy. Changes to UTC P-codes will not be made to justify manpower programming actions (such as PEC changes) nor will it be used as justification to cancel pending or potential Competitive Sourcing & Privatization (CS&P) actions. However, approved CS&P may be used to justify the adjustment of UTC posturing codes throughout the gradual phase out of the unit's manpower authorizations.

9.7.8. **Rotational Requirements Review.** Component headquarters will continually review the rotational requirements throughout their area of responsibility with the goal of meeting the combatant commander's needs with the fewest forces possible. This evaluation will take place throughout the AEF cycle. However, component headquarters will capitalize on the planning and preparation for the start of a new AEF rotation to ensure ECS and aviation requirements are stated using standard UTCs; where possible, restrictive line remarks are reduced or eliminated; and all requirements have a Command Remark (CRM) code in the line-level detail. The component headquarters will review all known rotational requirements NLT 160 days (4-Month rotations) and 191 days (6-Month rotations) prior to each AEF rotation's pivot date.

9.7.9. **Installation to Forward Operating Location (FOL) Alignment Template.** The purpose of the Installation to FOL Alignment Template is to synchronize the sourcing of each installation's ECS UTCs across all functional areas thereby facilitating the AF's teaming objectives. The template is developed by the AEFC approximately 124 days (4-Month rotations) and 155 days (6-Month rotations) prior to each AEF deployment period. MAJCOMs, FOAs, and DRUs recommending changes to the AEFC's sourcing decisions must remain aware of the AF's teaming objective and recommend a UTC from the installation(s) targeted to a particular FOL.

9.7.10. **Scheduling AEF Airlift Missions for Rotating Passengers.** AMC Tanker Airlift Control Center (TACC) purchases and publishes passenger bookable contingency missions for rotating ECS passengers. The use of these designated missions ensures solid in-transit visibility of personnel on Unit Line Numbers moving in and out of the theater in support of rotational taskings. It also ensures optimum use of Air Force dollars by ensuring the maximum numbers of seats are filled by deploying forces. Component headquarters provide TACC validated data for mission purchase NLT 75-days prior to the start of each AEF movement window. TACC uses this information to update the Global Air Transportation Execution System (GATES) with bookable AEF missions NLT 45-days prior to the start of each AEF movement window. The Installation Deployment Readiness Cell (IDRC) will provide a TPFDD extract of mode/source to the Installation Transportation Management Flight (TMF). The TPFDD extract will prevent TMFs from double booking mode/source AK (i.e. via strategic AMC/AMC-contracted aircraft) passengers on mode/source AC (i.e. via Supporting Commander channel aircraft) missions. Mode/source AK passengers are booked by TACC from the designated APOE. If necessary, IDOs will direct the TMF to arrange commercial airline travel to the APOE only. If the Mode/Source is AC, the TMF will book passengers on missions loaded in the Global Air Transportation Execution System (GATES) to meet their DRI at the end destination. This entails getting the individuals to the theater APOD by the LAD in order to meet the RDD/DRI at the end destination. TMFs should use F94* missions loaded in GATES if they're provided by TACC/XOP prior to booking on the typical Patriot Express (PE) missions. The F94* missions are purchased specifically to augment the AEF deployment for AC passengers. TMF personnel need to book AC passengers when they receive the tasking from the IDO, this can be up to 60-days out, in order to ensure each person deploy-

ing gets a seat on aircraft. The TMF must have the 5 or 7 digit ULN and final destination from the PRF before making any reservation in GATES.

9.8. Sourcing Considerations and Guidelines. It is imperative that owning MAJCOMs, FOAs, and DRUs, accurately posture their UTCs, align them in the correct AEF library, accurately P-Code them, and accurately assess their readiness using the AEF UTC Reporting Tool (ART). The AEFC makes sourcing decisions using this communicated UTC status. Inaccuracies ultimately delay the timely notification of deployment taskings to a unit and its personnel. All force rotational and temporary requirements are sourced and/or un-sourced by the AEFC in accordance with the CAF, MAF, and ECS SIPT schedules using UTCs aligned to the AEF libraries in the UTC Availability.

9.8.1. MAJCOMs may provide alternative sourcing, in lieu of AEFC sourcing, for a requirement tasked to the MAJCOM by COMACC, through the AEFC. The recommended substitute unit must be from the same AEF eligibility period and when possible, follow AEFC teaming construct as outlined in paragraph **8.12.** The AEFC will change the UIC in the TPFDD.

9.8.2. When the on-call AEF library does not reflect the stated requirement, the AEFC will recommend a suitable substitute UTC or combination of UTCs that meet the capability requested by the component headquarters. Substituted UTC capability must be coordinated with the component headquarters by the AEFC before sourcing. The component headquarters must approve the use of any substitute UTC before placement in the TPFDD. Component headquarters approved substitutions must be reflected in the JOPES/DCAPES record to document authorized changes and to ensure that the tasked unit provides the requested capability. AEFC will also source temporary TRANSCOM pop-up requirements according to the AEF schedule from residual AEF forces. The following considerations and guidelines are used during the sourcing process.

9.9. UTC Sourcing Process. The AEFC coordinates Air Force sourcing to ensure the Air Force is able to immediately determine its level of committed forces, its residual capability available to meet the next national security objective, and when it is about to exhaust a particular capability.

9.9.1. **ECS Sourcing.** The AEFC sources for all known rotational and temporary, standard and non-standard UTC requirements approximately 123 days (4-Month rotation) or 151 days (6-Month rotation) prior to each AEF pivot date using standard D-coded UTCs and non-standard A-coded UTCs in the on-call AEF library for the deployment period. Enabler assets, except those coded for specific operations, (ref. paragraphs **7.12.8.** and **9.9.1.6.**), are also used for sourcing. All UTCs in the on-call AEF pair are considered for sourcing utilizing the ECS sourcing prioritization outlined below. AEFC sources for crisis operation requirements immediately upon receipt of the requirement and authorization by the approval authority to use AEF scheduled forces to support the operation. AFCAT-MPRC provides AEFC written authorization to source IA requirements requested in accordance with CJCSI 1301.01C and notifies the AEFC of sourcing priorities. In cases where the teaming objectives cannot be met, the AEFC will make reasonable efforts to ensure commands are not tasked to fill a disproportionate share of functional taskings over an entire AEF Cycle.

9.9.1.1. **ECS Sourcing Priorities.** The AEFC sources UTC requirements, and MAJCOM, FOA, and DRU staffs verify sourcing of UTC requirements in accordance with the following priorities:

9.9.1.1.1. AFRC and ANG, if selecting and supporting whole UTCs. The ARC will complete their "buy" of full UTCs for the entire cycle 155 to 180 days prior to cycle start. Combatant commander requirements continue to change throughout the cycle; therefore, the ARC

re-affirms, at an ARC conference, their "buy" 120 to 160 days prior to each rotation. In cases where the capability exists within the ARC but the CRM code prevented sourcing, the ARC will provide the component headquarters a list of recommended CRM code changes.

9.9.1.1.2. Commanders will provide UTCs aligned with the AEF rotation sourced and able to fill/meet all requirements (typically UTCs that are coded DWS, DXS, or DPS and whose ART assessment does not preclude filling a requirement). When identifying a UTC to fill a requirement, the AEFC will select a UTC assessed green, yellow, or red as long as the reason the UTC is red or yellow does not stop the UTC from fulfilling the mission or requirement. The AEFC will coordinate with the MAJCOM when the reason the UTC is red or yellow is not clearly stated.

9.9.1.1.3. After exhausting the number of D*S UTCs at the installation(s) targeted to the FOL, the AEFC will begin sourcing from remaining DWS and DXS coded UTCs considering those installations in closest proximity to the installations targeted to the FOL. Available and ready UTCs in the Enabler library, unless dedicated for a specific operation or GRL/SOF Enabler unique capabilities (ref. paragraphs **7.12.8.** and **9.9.1.6.**), are also sourced. This process is followed until all requirements are filled or all qualifying UTCs are used/considered, whichever comes first.

9.9.1.1.4. If there are remaining unfilled requirements and minimum surge is approved, the AEFC will select D*X- coded UTCs (not to exceed the total DW* coded UTCs) from the installation(s) targeted to the FOL carefully considering their ART assessment. When sourcing unfilled requirements, attempt to source UTCs that are not part of an AETF FM or from as few AETF FMs as possible. If needed, the remaining D*X- coded UTCs (not to exceed the total DW* coded UTCs) from those installations in closest proximity to the installations targeted to the FOL are exhausted until all qualifying UTCs in the on-call pair are used/considered or all requirements are filled, which ever comes first. **Note**: Use of D*X-coded UTCs requires prior approval by AF/A3/5.

9.9.1.1.5. If there are remaining unfilled requirements, the AEFC will coordinate with the ARC to determine if they can fill any additional requirements.

9.9.1.1.6. If there are remaining unfilled requirements, the AEFC will coordinate with the HAF FAM for a sourcing and tasking decision. If the HAF FAM identifies a ready and available deployable resource, the MAJCOM must carefully consider action to make the capability readily available in the future (e.g., posture a standard UTC, change UTC availability coding, accurately assess in ART, etc.). If the HAF FAM is unsuccessful in identifying a ready and available resource, the AEFC will initiate an Air Force reclama as outlined in **Chapter 10**. During shortfall resolution, the AEFC may be authorized to use extended estimated tour lengths (EETL) or reach forward into the next on-call pair to support the requirements.

9.9.1.2. **Senior Officer Sourcing Procedures.** For the purpose of sourcing, a senior officer is defined as a colonel or general officer. The AEFC sources senior officer requirements for rotational operations, JCS/joint exercise requirements, and crisis operation requirements as follows. The exception is Air and Space Operations Center/Air Force forces (AOC/AFFOR) and medical officer requirements.

9.9.1.2.1. **General Officer Scheduling.** The AEFC identifies general officer requirements directly to the Air Force Colonel's management Office (AF/A1O) General Officer's Group.

AF/A1O will provide a name and Unit Identification Code (UIC) to the AEFC for sourcing. The AEFC coordinates with the owning MAJCOM A1O staff to obtain MAJCOM CC or CV (2-digit at the Air Staff) concurrence and with the component headquarters directorate of personnel for COMAFFOR/Deputy COMAFFOR approval.

9.9.1.2.2. **Colonel Scheduling.** In a 20 June 2002 memorandum to MAJCOM CCs, CSAF designated the MAJCOM senior leader management office (A1O) as the functional manager for all deployment requirements for colonels assigned to their MAJCOM with the following exceptions.

9.9.1.2.2.1. For the ANG, the AEFC works with the NGB/A3X. For Headquarters Air Force (HAF) personnel, AF/A3OTA, the 11th Wing, and HAF functional area managers are the coordinating agencies.

9.9.1.2.2.2. For very small career fields, the AEFC will work directly with force providing functional area manager to source billets.

9.9.1.2.2.3. Once functional area managers make nominations, the AEFC must still coordinate with the appropriate A1O for the MAJCOM CC or CV (3-digit or higher at the Air Staff) as well as COMAFFOR/ Deputy COMAFFOR approval prior to entering sourcing into DCAPES.

9.9.1.2.2.4. For PA officers, the AEFC works with SAF/PAR for nominations.

9.9.1.2.2.5. For FM officers, the AEFC works with ACC/FM for nominations. **Note:** SAF/FM has delegated the responsibility to ACC/FM to work with the MAJCOMs to identify a nominee(s) to forward for SAF/FM selection and approval.

9.9.1.2.2.6. For communication-information (comm-info) officers, the AEFC will coordinate with ACC/A6O to develop a specific comm-info sourcing matrix to be incorporated into the AEFC overall sourcing matrix. **Note:** ACC/A6 is given coordinating authority by HAF comm-info functional area managers to address comm-info concerns with the matrix.

9.9.1.2.3. **Medical Officer Scheduling.** Per AFI 10-403, clinical O-6 medical officers may be tasked to fill non-colonel requirements. However, MAJCOM CC or CV approval is required prior to sourcing. The respective, MAJCOM A1O office will obtain MAJCOM CC or CV approval and forward to the AEFC.

9.9.1.2.4. **AOC/AFFOR Scheduling.**

9.9.1.2.4.1. HQ ACC/A3C sends all AOC senior officer requirements to the affected MAJCOM A1O staffs (i.e., ACC, PACAF, or USAFE). **Note:** All geographic component headquarters currently fill AFCENT AOC requirements on a rotating basis. The affected MAJCOM/A1O staff will be the staff that's component headquarters is scheduled to support the current AEF pair as determined by HQ ACC/A3YC. HQ ACC/A1O will coordinate with the CONUS-based geographic component headquarters and PACAF/USAFE will coordinate with their respective component headquarters for sourcing.

9.9.1.2.4.2. The component headquarters, through ACC and PACAF/USAFE will reclama AOC senior officer positions through the MAJCOM A1O to the AEFC. **Note**: Due to limited AOC manning at the component headquarters, the majority of CONR's AOC requirement is perpetually shortfalled.

9.9.1.2.4.3. The AEFC forwards AFFOR requirements to the affected MAJCOM/A1O staffs (i.e., ACC, PACAF, or USAFE). **Note:** AFFOR ARC LNO requirements are filled by the AFRC and ANG on a rotating basis; AFFOR Command Staff Surgeon requirement(s) is sourced by the AEFC Medical Functional Scheduler; and AFFOR Command Staff PA Director requirement(s) are immediately coordinated and sourced by the AEFC and SAF/PAR. HQ ACC/A1O will coordinate with the CONUS-based geographic component headquarters and PACAF/USAFE will coordinate with their respective component headquarters for sourcing.

9.9.1.2.4.4. The applicable supporting component headquarters will reclama AFFOR senior officer requirements through their MAJCOM A1O to the AEFC senior officer scheduling team for sourcing. The ACC/CAT will forward the reclama to the AEFC/CAT for sourcing.

9.9.1.2.5. All senior officer sourcing decisions must be approved by the respective MAJCOM CC or CV (3-digit or higher for Air Staff sourced requirements) before sourcing can be entered into DCAPES for levy to the affected unit.

9.9.1.2.5.1. For AFRC senior officers (unit personnel only), the nomination must be approved by the wing commander, NAF commander, AFRC/IG (clearance), and AFRC/CV. For Individual Mobilization Augmentees (IMAs), the nomination must be approved by the individual's supervisor, the individual's Program Manager, the IMA Readiness Management Group (RMG), AFRC/IG, and AFRC/CV.

9.9.1.2.5.2. For ANG senior officers, the unit commander and Adjutant General must approve the nomination.

9.9.1.2.5.3. For HAF personnel, the appropriate Deputy Chief of Staff (DCS) (i.e., A3/5, A1, A4/7, SG, etc.) or designated 3-digit representative (i.e. A5X, etc.) must approve the nomination.

9.9.1.2.5.4. For DRU and FOA senior officers, AF/A3OT or appropriate Air Staff functional area manager will coordinate approvals through AFSLMO.

9.9.1.2.5.5. Per AFPD 10-4, all senior officers filling component wing/group commander requirements must be approved by the gaining COMAFFOR. For component IA requirements, the senior officers must be approved by the gaining COMAFFOR or Deputy COMAFFOR. This process applies to all component theaters (AFCENT, AFNORTH, PACAF, USAFE, and AFSOUTH).

9.9.1.2.5.6. For combatant commander IA requirements (JTF HQ, Coalition Provisional Authority, etc.) on an approved Joint Manning Document (JMD), once MAJCOM CC or CV approval is received, the AEFC can enter sourcing into DCAPES. **Note:** The appropriate component A1O office should be informed of all senior officers projected into their theater of responsibility.

9.9.1.2.6. **AEF Rotational Requirements Sourcing Matrix.** Commander requirements identified by a "C" AFSC prefix are sourced from postured UTCs aligned in accordance with the ECS Target Base Alignment Template. Non-commander requirements are sourced using the AEF Rotational Requirements Sourcing Matrix.

9.9.1.2.6.1. The AEFC will use colonels from the wings in the AEF pair to fill key leadership positions. Command authority for lead wing operations is activated in deployed locations only. For Expeditionary Operations Group (EOG)/CC positions, the AEFC will identify the MAJCOM and wing for tasking and update the matrix accordingly. For Expeditionary Mission Support Group (EMSG)/CC and Expeditionary Maintenance Group (EMXG)/CC positions, the AEFC will forward the appropriate ECS Target Base Alignment Template to the MAJCOM A1Os to identify the on-call period for each wing.

9.9.1.2.6.2. The MAJCOM A1Os will review the draft matrix, vet it through their MAJCOM directorates, and forward any concerns to the AEFC.

9.9.1.2.6.3. The AEFC will address all concerns and send the matrix back to the MAJCOM DPO/A1Os so they can forward to their respective MAJCOM CC or CV (3-digit for Air Staff scheduling) for approval.

9.9.1.2.6.4. Upon MAJCOM CC or CV (3-digit at Air Staff) approval, the AEFC will use the approved matrix for sourcing throughout the AEF cycle.

9.9.1.2.6.5. For added or deleted positions, the AEFC will evaluate what AFSC/function is requested and look at the matrix to determine which MAJCOM is currently filling (if any), determine which MAJCOMs are programmed for future rotations based on the ECS SIPT Target Base Alignment Template or the CAF/MAF schedule and assign tasking(s) as appropriate.

9.9.1.3. **Aviation and Direct Aviation Support UTC Sourcing.** The AEFC will apply sourcing to aviation UTCs as depicted in the CPO, and those UTCs whose MISCAP indicates they are in direct support of a particular (MDS), during the requirement build process. This is normally done approximately 160 days prior to the AEF deployment period. Sourcing will be in accordance with the published CPO and MAF schedule and any applicable DEPORDs. Aviation and direct aviation support UTC MAJCOM FAMs, or applicable MAJCOM OPR, will receive suspense 144 days from the AEF pivot date to review and coordinate with the supported AOR then provide tailoring actions back to the AEFC, 75 days from the AEF pivot date. Once the tailoring actions are updated in the TPFDD, requirements will be placed in the applicable verification force module (FM) and suspensed.

9.9.1.4. Sourcing Associate UTCs. **R**equirements for skills or capabilities not resident in the on-call AEF pair as a standard UTC may be filled using the forces in an associate (A-coded) UTC. When such resources are identified, the AEFC will coordinate with the MAJCOM to determine the readiness of the desired resources in the A-UTC. If ready, the AEFC will source the forces in deployable UTCs.

9.9.1.5. **Personnel Early Return/Release and Replacement Sourcing.** Deployed commanders have the authority to curtail a deployment and return entire UTCs or individual members to home station. When the mission of a UTC or individual member is complete, they should be returned home regardless of the tour length specified in the CED order. When personnel are returned because of mission completion, replacements are not authorized and will not be provided. To be replaced personnel must be filling a valid DRMD/JMD requirement.

9.9.1.5.1. Deployed commanders may require the replacement of an entire UTC or individual members of a UTC prior to the completion of their tour. Reasons for return must be associated with problems beyond the member's control (medical, emergency leave, etc.), substandard

duty performance, or the member may not be qualified for duty (as defined by the UTC MIS-CAP or TPFDD's level-4 detail). If there are 30 or more days left on the tour and a replacement is required, the providing unit will deploy another qualified member or team. If there are less than 30 day left on the tour a replacement will be provided from the next AEF rotation. In cases where the requirement does not line up with the standard AEF rotation cycle the AEFC scheduler will use the above concept as a guide, but will make the final determination as how the replacement will be sourced based on the specific situation.

9.9.1.5.2. When the home unit is unable to provide a replacement, the unit will immediately send a reclama to the MAJCOM for fill from MAJCOM resources within the current AEF library. If the MAJCOM is unable to fill, the MAJCOM will immediately send a reclama to the AEFC for fill in accordance with the AEF operational policy.

9.9.1.5.3. When deployed commanders voluntarily release members for reasons other than problems beyond the member's control (medical, emergency leave, etc.), substandard duty performance, or the member is not qualified for duty (as defined by the UTC MISCAP or the TPFDD's level-4 detail) covered in paragraph **9.9.1.5.1.** above), the home station is not required to deploy a replacement.

9.9.1.5.4. In all early return cases, the DRI/RDD of the subsequent rotation will not be adjusted. Replacements will only serve the remainder of the replaced member's tour length and will be replaced as scheduled by the next rotation.

9.9.1.5.5. For all early returns, the servicing PERSCO teams must send an early release/return message to the component headquarters directorate of personnel with an informational copy to the home station PRF, home station unit commander, MAJCOM readiness branch, and the AEFC CAT advising of the member's status and request a replacement if authorized. If the component headquarters directorate of personnel decides to forward deploy the UTC/individual vice return to home station the "new" requirement must be a valid Air Force DRMD/JMD requirement. The tour length for the forward deployed UTC/individual will remain the same. The PERSCO and home station IDRC/PRF will process and manage such actions as specified in AOR reporting instructions and AFI 10-215, *Personnel Support for Contingency Operations*, keeping the component headquarters, AEFC CAT, and supporting MAJCOM informed.

9.9.1.5.6. In cases of sensitive issues such as casualties (KIAs and some VSIs), deployed commanders should work with component headquarters staff, PERSCO teams and the AEFC for backfills from other AEF postured units unless the positions for backfill require specific skill sets only available from the originally tasked unit.

9.9.1.6. **Sourcing Enabler Assets.** Enabler library capabilities coded to support specific operations (e.g., NEO/HUMRO, NORAD, Korea, SIOP, GRL, SOF) are sourced by the respective MAJCOM. MAJCOMs will exhaust all available Enabler assets to fill the MAJCOM-unique mission before notifying the AEFC of any unfilled requirements for sourcing from the on-call assets. The AEFC sources all other Enabler assets that are coded to support a unique capability (e.g., Limited Asset Availability (LAA), vehicle/equipment, Theater Battle Management, Army support).

9.9.2. **Identification of TPFDD Requirements for Sourcing.** To assist with the identification of TPFDD requirements for AEF sourcing, the AEFC establishes force modules (FMs) for new and rotational requirements, to include requirements added after the cutoff date identified in the AEFC's AEF

rotation "Sourcing Plans and Tasks" message. FMs allow the supported component headquarters to quickly identify and communicate valid requirements for Air Force sourcing. The component headquarters will place requirements reviewed and accepted in a designated FM during planning for each AEF pair's rotation. Force providing organizations delegated authority to write to the supported commanders TPFDD must adhere to these guidelines

9.9.2.1. Following initial identification of rotational requirements, any additions, changes or deletions during the current rotation window will require newsgroup notification via the hq.source newsgroup and the applicable supported TPFDD's operational newsgroup. The newsgroup should explain what has been done and why or on what authority the modifications were made, i.e., an approved ACR. On receipt of newsgroup and referenced authority for the change, the AEFC will update the "added after the cutoff FM."

9.9.2.2. The component headquarters must ensure requirements added after the FM cutoff have an EAD plus 55 on strategic (AK) movements and an EAD plus 35 for channel (AC) movements. An EAD less than 35 days should be of an urgent nature and identified as short notice by the component headquarters. This allows the AEFC to take necessary actions to ensure short notice requirements are sourced with appropriate priority.

9.9.2.3. Failure to provide a newsgroup to confirm updates could result in sourcing not being applied and requirements will not be captured in the sourcing FM by the AEFC. Component headquarters authorizing other components to build requirements (AFSOC, AMC, etc,) in their TPFDDs must provide a letter of authority to the AEFC and update prior to each AEF cycle or change.

9.9.3. **MAJCOM TPFDD Verification.** To complete the sourcing process, the AEFC places sourcing that require verification in a designated FM, in accordance with the AEFC's AEF rotation "Sourcing Plans and Tasks" message. An accompanying newsgroup will be posted for notification and to establish the verification suspense. The standard timeline for completing sourcing of rotational requirements is 10 days. Verification will be completed within 7 days of the AEFC's sourcing of forces. An additional 7 days will be used to redirect sourcing of MAJCOM/DRU/FOA shortfalls (for rotations) and to close out the sourcing and verification timeline. This makes the standard timeline for completing rotational sourcing and verification 24 days. **Note:** After the AEFC sourcing and verification FM has been suspensed, verifying agencies do not have to wait for release of the subsequent verification FMs to apply verification.

9.9.3.1. AEFC will source short notice requirements within 48 hours with a corresponding posting in the appropriate newsgroup. Verification must be completed within 48 hours, making 96 hours the standard timeline for sourcing an approved short notice requirement. Additionally, short notice requirements must be identified by the component headquarters with an accompanying newsgroup, a minimum of 14 days prior to EAD to meet the normal supported commander validation timeline for crisis action airlift movement validation. **Note:** This gives the supported component headquarters and combatant command 72 hours to validate requirement.

9.9.3.1.1. Request for RDD adjustments through the component headquarters will be made to comply with the above standard, unless a more stringent timeline is stated in the DEPORD/ RFF.

9.9.3.1.2. Reclama procedures remain unchanged and should be processed in accordance with **Chapter 10**. The AEF Center will place requirements that are identified as a shortfall(s), in a

subsequent FM, and establish a new 7 day suspense (or 2 days for short notice) for verification completion to the newly sourced MAJCOM/DRU/FOA.

9.9.3.2. In-lieu of (ILO) requirements defined in a CJCS DEPORD/EXORD may be inserted into a TPFDD at any time during the Force Rotation TPFDD Development Process Timeline. The Air Force may be tasked to support Joint sourcing/ILO sourcing solutions requiring Airmen go to pre-deployment training to obtain sister Service (e.g., Army) skills as described in line remarks (e.g. combat skills training). Because training may be required en route to the deployed location, all JOPES dates (ALD, EAD, LAD, RDD) and locations must be carefully reviewed by MAJCOM AEF Cells and IDOs. These requirements may have a short timeline from CJCS DEPORD/ EXORD approval to LAD/RDD. Short timelines make it imperative that sourcing, MAJCOM verification, and name fills by the tasked unit are accomplished within the available time to ensure deploying Airmen meet the required training dates. Requirements within 35 days of the LAD/DRI will be treated as short notice requirements per paragraph **9.9.3.1.** and will have name fills in accordance with AFI 10-215 timeline based on the RDD or first training date, whichever occurs earliest. The AEFC will monitor MAJCOM verification and name fill information. In situations where these actions are not accomplished in a timely manner thereby possibly jeopardizing meeting the LAD, the AEFC will notify the MAJCOM AEF Cells for resolution.

9.9.4. **ARC Participation.** During each AEF cycle, the deploying AEFs will have force elements provided by AFRC and ANG units. These units fill the 4-month commitment by teaming (when feasible) units and personnel and rainbowing equipment. Specific methodology for meeting this objective is managed by the AFRC and ANG. ARC force volunteerism is maximized by providing rotation flexibility and tour duration. Component headquarters should consider the appropriate rotation policy and tour length with the goal of maximizing ARC volunteerism**.**

9.9.5. **Cancellation of AFRC and ANG Sourcing.** The AEFC will immediately notify the appropriate ARC headquarters when an ARC sourced requirement is deleted or changed. At ARC discretion, the AEFC will attempt to secure an available equivalent active duty tasking during the same time frame. If one is identified, the AEFC will coordinate with all concerned parties to cancel the active duty unit tasking and redirect the tasking to the appropriate ARC unit. If an active duty UTC tasking cannot be obtained, the ARC can request component headquarters approval to deploy their volunteers on a case-by-case basis.

9.9.6. **Timelines for Sourcing/Executing Manpower Changes.** When starting a new rotational requirement, or implementing changes to existing requirements, the component headquarters will make every attempt to synchronize the initial RDD/DRI with the start of the next AEF deployment period. When impractical, the initial tour will run through the end of the aligned AEF's on-call period and must allow the sourced UTC to serve a minimum of 30 days in the AOR. Should the follow-on AEF's arrival date prohibit a 30-day or longer tour, the tasking is delayed and sourced as part of the next rotation. Short notice requirements must be identified by the component headquarters with an accompanying newsgroup a minimum of 14 days prior to EAD unless a more stringent timing is stated in the DEPORD/RFC. If execution of the requested addition or deletion action is required within 72 hours of the EAD, the AEFC will e-mail or send a message to the tasked MAJCOM and unit advising them of action. Temporary, non-recurring requirements may be executed during any period of the AEF deployment window. However, temporary, non-recurring requirements with a TDY period that overlaps AEF deployment windows will be sourced with a resource from the AEF where the longest period of the deployment will be served. Those requirements without the option of shortening the ETL

(i.e., IA taskings) may be sourced in the middle of an AEF window and subsequent rotations may have a maximum of 15 days added to the ETL until the RDD/DRI is lined up with the AEF movement window.

9.9.6.1. When sourcing a 179 day rotational requirement or making adjustments to an existing requirement based on an ACR and the RDD/DRI is within 60 days for the next AEF's pivot date, the requirement will be sourced from the next AEF. If the RDD/DRI is 60 days or greater from the next AEF's pivot date, the requirement will be sourced from the current AEF.

9.9.7. **Equipment Requirements and Sourcing.** The AEFC sources all UTCs that contain equipment to include equipment only UTCs not directly tied to a unit (e.g., vehicles) postured in the 10 AEF (to include CSAF-approved deviations to the AEF construct) or Enabler libraries. UTCs that contain both MANFOR and LOGFOR detail will be sourced by the AEFC using the same procedures and priorities as personnel only UTCs. Due to the sensitivity of AFSOC's SOF mission and AMC's global MAF support, these mission requirements will continue to be sourced by the respective MAJCOMs. HQ AMC will source unique theater requirements for munitions support. The ECS SIPT is the focal point for coordinating all issues and concerns relative to equipment sourcing.

9.9.7.1. Generic equipment only UTCs will be placed in the Enabler library in accordance with guidance in **Chapter 7**. The unit must accurately assess the readiness of the UTC using ART. For sourcing purposes, all equipment only UTCs placed in the UTC Availability are available for deployment.

9.9.7.2. The AEFC will source equipment only UTCs from the installations in the on-call AEF deployment window as identified by the ECS SIPT approved Target Base Alignment Template.

9.9.7.3. At the direction of the parent MAJCOM, units/wings will electronically pass their equipment (DCAPES cargo level detail) information to their MAJCOM FAM. Units/Wings must indicate if the equipment detail is from a UTC that contains both equipment and personnel or an equipment only UTCs.

9.9.7.4. The following procedures apply for replacement of in-place (equipment transferred to the AOR) and deployed (home station marked deployed) equipment:

9.9.7.4.1. The forward location supply authority will coordinate with the supported component headquarters FAM on the requirement. The component headquarters FAM approves the requirement and determines if an asset can be sourced within theater.

9.9.7.4.2. If the item is not supported in theater the component headquarters FAM will coordinate with component headquarters planners to include the requirement in the appropriate TPFDD for the AEFC to source.

9.9.7.4.3. The MAJCOM FAM, or other agency designated by the MAJCOM, of the unit nominated to fill the requirement verifies that the correct unit is sourced and notifies the unit of the TPFDD requirement.

9.9.7.4.4. All equipment movement will be coordinated through the supporting MAJCOM Command Equipment Management Office to affect the necessary equipment record changes prior to actual property movement.

9.9.7.4.5. All equipment movement will be coordinated through the supporting MAJCOM supply function to affect the necessary equipment record changes prior to actual movement. Standard supply operating procedures will be followed.

9.9.7.5. For replacement or rotation of deployed equipment, the supporting command providing the UTC or equipment is responsible for replacement or rotation of the UTC or equipment.

9.9.7.5.1. The supported Combat Air Forces Logistics Support Center (CAF/LSC) and MAJCOM equipment office will send a message to the supporting command CAF/LSC identifying UTC or equipment to be replaced, with information copy to the Air Staff equipment office.

9.9.7.5.2. If unable to source the requirement, the supporting command CAF/LSC will notify the supported component headquarters via reclama message, with information copy to the Air Staff equipment office.

9.9.7.5.3. If the requirement is shortfalled, the HAF FAM may direct cross-command sourcing.

9.9.7.5.4. The organization deploying the equipment will forward the information required for the parent MAJCOM to build the TPFDD line level detail in DCAPES.

9.9.7.6. **Use of War Reserve Materiel (WRM).** WRM supports the range of military operations within our National Military Strategy. Accordingly, use of WRM is restricted to ensure sufficient capability is available to support theater start or swing stock requirements. Use must be approved only after considering the impact on ability to meet emerging requirements and the ability and timeliness of reconstituting the WRM assets. WRM assets should not be used solely to support ongoing rotational operations. Prior to using WRM, requesting organizations will make every effort to satisfy the requirement using alternative means of support. If still required, the requesting organization must follow procedures for indirect mission support outlined in AFI 25-101.

9.10. Line Remark Program. Line remarks is an Air Force owned program that allows the component headquarters to further define capability requests. They do not allow the combatant command to request capabilities that the Air Force does not train to. Air Force standard line remarks are used in conjunction with the UTC to further identify unique requirements. The use of line remarks, in some cases, may invalidate the UTC; therefore the component headquarters should use line remarks judiciously to avoid this situation. Line remarks that require early arrival or end of tour overlap will be counted to determine total time spent in the AOR without adjustment to the ETL. The AEFC, with support of component headquarters, will conduct a review of force rotational requirements with line remarks prior to the start of each AEF cycle. To the maximum extent possible, component headquarters will eliminate line remarks and rely on standard UTC MISCAPs to state a requirement.

9.10.1. The AEFC manages the creation and publication of standard line remarks and is the final approval authority for additions, changes, and deletions. The AEFC makes the line remark available on the classified and unclassified AEF Online web site.

9.10.2. Prior to submitting a request for additions or changes, the component headquarters will ensure that no current line remark satisfies the requestor's needs. Coordinate requested line remark addition/change with the appropriate component headquarters FAM and then forward to the AEFC.

9.10.3. The AEFC verifies that no current line remark satisfies the requester's needs and verifies the accuracy of the requested clear text. Approved requests are announced by message. Disapproved requests are returned to the requester with rationale.

9.10.4. If a ULN's Line Remark is changed after the MAJCOM, FOA, or DRU has verified the tasking, and makes filling the tasking more restrictive, then the verification code must be removed. This will allow the MAJCOM the opportunity to examine the changes and ensure that it can meet the new requirements with the originally sourced unit, or can fill tasking with another unit within the timeframe outlined in paragraph **9.8.**

9.11. Estimated Tour Length (ETL). Rotational requirements are generally the result of a crisis operation that the combatant commander has authorized the Service to support with rotating forces. During the initial crisis response, forces will deploy on CED orders with an ETL up to 179 days to allow the Air Force to effectively respond, build up forces and plan for follow-on forces in an orderly manner. Once the Service is authorized by the combatant commander to support the operation with rotating forces, the Air Force will use 4-month ETLs for all deploying forces, unless different ETLs have been directed via the JMD or RFF/DEPORD process.

9.11.1. **ETLs during Initial Requirements Submission.** The statement of a combatant commander's rotational requirement with a tour length greater than 4 months without the option of filling with a 4-month tour is defined as a deviation to the AEF operational policy. The component headquarters must gain CSAF approval to state a requirement with an ETL greater than 4-months. A combatant commander's request should be generated as follows:

9.11.1.1. The tour length for each billet within a UTC should be the same. Therefore the request will specify the UTC(s) the component headquarters requires to deploy for greater than 4-months to maintain the mission or the specific billet in the case of an IA (IA extended tour length requests will be processed IAW paragraph **9.4.3.3.**). The request will contain specific rationale as to why the mission cannot be performed using the AF's standard 4-month tour. The minimum tour length required to perform the mission should be recommended (e.g., 135 or 179 days).

9.11.1.2. The component headquarters will submit the request to AF/A3/5 through AFCAT (AFOG). The applicable HAF FAM will validate the mission impact if the extended tour is not authorized. AF/A3/5 will review and recommend approval to the CSAF. Poorly substantiated requests will be returned to the component headquarters for further justification.

9.11.1.3. AF/A3/5 will notify the component headquarters in writing of CSAF approval with an informational copy to COMACC and the AEFC. The component headquarters will update the TPFDD line level detail with the approved ETL and provide a copy of the ACR indicating the ETL is approved, to the AEFC for update of the master plan file.

9.11.2. **Indeterminate Length Temporary Duty (TDY).** The Air Force may be tasked to fill a CCDR's rotational requirement with a tour length of 365-days without the option of requesting a shorter tour length. Rotational deployments of 365-days in length are managed by the AF Personnel Center the same as short tour assignments. These 365-day tours are still classified as rotational requirements and not PCS assignments although the selection, sourcing, reclama, and entitlements are the same as those for a short tour PCS assignment. Indeterminate length TDYs take precedence over all other type TDYs. Where a member is already projected for a TDY (contingency, exercise, PME,

etc.,) and is deemed the most eligible non-volunteer for a indeterminate length TDY, the indeterminate length TDY will take precedence.

9.12. Extended Estimated Tour Lengths (EETLs). The Air Force recognizes that there may be circumstances when EETLs are warranted. However such tour lengths deviate from the AEF operational policy and erode the AF's ability to maintain a ready, trained, and capable force. Because EETLs are not sustainable for long periods of time without risks, the AEFC will not source a requirement with an ETL greater than 4 months without CSAF approval. Approval authority may be delegated to/within AF/A3/5. The use of EETLs may be necessary to support a rotational requirement or during surge operations to extend forces currently deployed. EETLs are not used to support exercise requirements. Requests to use EETLs to support a rotational requirement are generally initiated as follows:

9.12.1. **EETLs as a Shortfall Resolution.** When an Air Force reclama is submitted for consideration, the initiating agency will include whether the requirement can be supported and sustained with a tour length greater than 4 months. The initiating agency will recommend the minimum EETL necessary to sustain the requirement (e.g., 179 or 240 days).

9.12.2. **EETLs During AEF Cycle Analysis.** At the start of each AEF cycle the AEFC will conduct an analysis, comparing the known rotational requirements of all combatant commanders against the UTCs currently postured in the 10 AEF libraries plus the available Enabler Library. The analysis will consider all DWS, DXS, DWX, and DXX coded UTCs not to exceed the total DW* coded UTCs for a unit. The analysis will not consider the UTC's current ART readiness assessment. If it's determined that the requirement(s) cannot be sustained with a 4-month ETL or the analysis shows to source all known requirements will exhaust all available capability, precluding the sourcing of any new requirements, the AEFC will initiate an EETL request for the applicable functional area for use throughout the cycle.

9.12.2.1. The AEFC will submit a consolidated request of all functional areas requiring the use of EETLs to COMACC for review and concurrence. COMACC is tasked by the CSAF to manage the scheduling and sourcing of forces to meet combatant commander requirements supported by the AEF. The AEFC request will include a statement that the request was coordinated with the HAF-FAM. The HAFFAM should determine the validity of the request or recommend an alternative solution that allows sustaining the requirement(s) with 4-month tours.

9.12.2.2. COMACC will review the EETL request and recommend approval to AF/A3/5 through AF/A5XW. Poorly substantiated requests will be returned to the AEFC.

9.12.2.3. AF/A3/5 will review the EETL request and recommend approval to the CSAF. AF/A3/5 will inform COMACC in writing of the CSAF's decision and COMACC will in turn notify the AEFC. CSAF approval to employ EETLs constitutes approval for the AEFC commander to use the minimum EETL necessary to sustain the requirement (e.g., 179 or 240 days) for the remainder of the cycle.

9.12.3. **EETLs for Special Mission Requirements.** Occasionally, special mission requirements will dictate the need for ETLs greater than the standard 4-months. A combatant commander's request should be generated as follows:

9.12.3.1. The tour length for each billet within a UTC should be the same. Therefore the request will specify the UTC(s) the AFCC requires to deploy for greater than 4-months to maintain the mission or the specific billet in the case of an IA (IA extended tour length requests will be pro-

cessed IAW paragraph **9.4.3.3.**). The request will contain specific rationale as to why the mission cannot be performed using the AF's standard 4-month tour. The minimum tour length required to perform the mission should be recommended.

9.12.3.2. The component headquarters will submit the request to AF/A3OO through AFCAT (AFOG) with an info copy to AEFC. AF/A3OO will forward to AF/A5XW to work the extension and will pass the request to the applicable HAF FAM and MAJCOM for validation and mission impact. AF/A5XW will forward recommendation to AF/A3OO who will then push notification through AF/A3/5 to CSAF in Weekly OPS Intel Update. Unless negated, HAF will publish the requirement in the next weekly AF Order. Poorly substantiated requests will be returned to the AFCC for further justification.

9.12.3.3. AF/A3OO will notify the AFCC of the final decision with an informational copy to ACC and the AEFC for update of the master plan file. The AFCC will update the TPFDD line level detail with the approved ETL.

9.13. Tasking Notification (TN/Data Pattern Traffic (DPT) Process). The AEFC manages the TN/ DPT process for all TPFDDs sourced using AEF scheduled assets. It is responsible for flowing TN/DPT for these TPFDDs and will provide automated support using DCAPES to base-level IDRC, manpower and personnel readiness offices, PERSCO teams, and central sites. The AEFC may flow the TN/DPT packages after coordination with and receiving the approval of the supported component headquarters.

9.13.1. Assigning names to requirements in MANPER-B is critical to the entire deployment process. Deploying members must be identified and updated in system in accordance with AFI 10-215 to ensure name visibility of members projected to deploy, to facilitate any advance training requirements, and schedule an appropriate airlift mission to meet the supported commander's DRI/RDD. The AEFC will provide a bi-weekly nameless ULN report to the MAJCOMs for further processing with the MAJCOM FAMs and appropriate wing staffs. Additionally, at least 45 – 60 days following an AEF rotation, the AEFC will publish metrics data depicting the percentage of names received in a specific window for the MAJCOM AEF Debriefs. Applicable window range covers 45+ days prior to the RDD, 31-44 days prior to the RDD, 0-30 days prior to the RDD or names received after the RDD has passed as of the report date.

9.14. Employment. The AEF employment objective is to meet a supported combatant commander's needs through the COMAFFOR with relevant UTC capabilities-based Air and Space Expeditionary Task Force packages (AEWs, and AEGs,) in accordance with validated theater mission requirements as identified by the TPFDD. Planning must focus on sustained execution in the area of operations (AO) for the AEF's 4-month periods by integrating AEW, AEG, and AES command, operations, and support elements into an integrated, cohesive force.

9.14.1. **Posture Concepts.** AEF on-call forces will maintain the capability to rapidly transition from normal day-to-day operations to crisis response operations. Unit posture will increase consistent with the issuance and receipt of CJCS Warning/Planning/Alert/Deployment Order, Prepare to Deploy Order, and/or Execution Order.

9.14.1.1. **On-Call Status.** Not yet tasked UTCs will assume on-call status as identified by the 4-month on-call period of the associated AEF pair. This posture enables these UTCs to rapidly transition from normal day-to-day operations to crisis response operations. MAJCOMs and the AEFC will describe on-call force actions in CONOPS and supporting plans, as appropriate. LD/

HD assets will be tasked through the GMFP process and will not be placed on call except through those procedures described in the GMFP.

9.14.1.2. **Alert Status.** Normally initiated by a CJCS Warning Order (or Prepare to Deploy Order and Alert Order with Secretary of Defense (SecDef) direction), this posture prepares forces for rapid deployment upon receipt of an execute order. However, a warning order does not authorize movement of forces unless specifically stated. Typical units specifically authorized to move under a warning order include air mobility assets. As an example, Contingency Response Groups (CRGs) and other air mobility support units may deploy to forward locations to establish enroute support and reception capabilities at the aerial port of debarkation (APOD). Tankers and essential beddown support units may deploy to forward locations in preparation for air bridge support.

9.15. Response Timing. Theater combatant commander mission requirements dictate response-timing constraints. In general, CONOPS should allow for a stair-step of response timing to reduce alert requirements. Service components must prepare to deploy forces, particularly ECS forces, during the initial phases of contingencies. Personnel should deploy only after receipt of valid contingency, exercise, and deployment (CED) orders and validation by the installation deployment officer (IDO) that the unit line number (ULN) has been validated in the TPFDD by the supported commander.

9.16. Shortfall and Reclama Procedures. Air Force active duty, AFRC, ANG, MAJCOMs, wings, groups, and units will make every effort to meet all crisis taskings. Generally, relief should only be sought when a wing or tasked unit does not possess sufficient or qualified personnel to support a crisis tasking, the deployed commander is unable to waive the requirement, or the tasking is impossible to meet or will shut down critical elements of the home-station mission, as determined by the wing commander or equivalent. Filling shortfalls in one UTC may mean moving a person from another UTC as long as the UTC and associated person are in the on-call AEF being sourced by the AEFC. Units will immediately update ART to reflect the status of the UTC(s). They will submit reclamas only after exhausting all other options. All reclamas will comply with the tasking and sourcing processes and priorities in this chapter. Paragraph **10.21.** defines shortfall and reclama. **Note**: Reclamas will only occur under the most extenuating circumstances and require MAJCOM/CV approval (Category 5) unless the unit does not have the capability (Category 1 - 4). See **Section 10C**. Reclamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

9.16.1. Organizations will submit reclamas in accordance with the procedures outlined in **Chapter 10**, **Section 10C**.

9.17. Retention Beyond Normal Tour Completion Date. Tour length or rotation guidance should be directed in the SecDef approved DEPORD. Retaining an Airman beyond the normal tour length, while not normally supported, will be coordinated between the affected combatant commander, component headquarters, parent MAJCOM and the AEFC.

9.17.1. The deployed commander, through the deployed PERSCO and the chain of command, may request the home unit commander, in writing (e.g., email), to retain the member(s) beyond the normal tour completion date. If the home unit commander non-concurs with the request, the member must be sent home as scheduled unless the component headquarters directorate of personnel coordinates an alternative solution with the affected MAJCOM, in coordination with the AEFC. If the extension issue cannot be resolved by the component headquarters and the affected MAJCOM, the authority to retain

or release the individual will be based on the CCDR's authority as specified in the applicable SecDef approved DEPORD or, if necessary, the direction of the common superior commander.

9.17.2. Mobilized ARC members will not be retained beyond their tour expiration date unless an approved AF/A1/A3/5/CAT retention policy is in effect. Affected members must be returned to their home station on schedule to ensure sufficient time to take accrued leave and complete all demobilization actions prior to their approved demobilization date. ARC members shall not be retained on active duty beyond their demobilization date unless an approved SAF/MR waiver exists. Guidance on demobilization date extensions is frequently updated and announced through SAF/MR memoranda and AF/A1 electronic messages.

9.17.3. ARC members performing voluntary active duty tours in accordance with 10 USC 12301(d), may not be extended beyond the expiration of their orders without the member's consent and a written request (e.g., email) from the deployed commander to the member's home station unit commander. If the ARC home station commander approves the extension, the PERSCO team will request an ETL adjustment through the component headquarters directorate of personnel and the AEFC. Upon component headquarters approval and adjustment of the ETL by the AEFC, the member's home unit will request additional man-days and O&M funding through established command channels, with an information copy to the appropriate ARC headquarters. Home station units must procure man-days and O&M funding prior to expiration of the original order and publish the appropriate amended orders. **Note:** Unavoidable transportation delays are not considered tour extensions; only home station notification and the necessary additional man-days to cover the delay are required.

9.17.4. Personnel filling non-rotational requirements cannot be retained without approval from the member's home station commander and the component headquarters directorate of personnel. The deployed unit commander, through PERSCO, initiates a request to the home station commander in writing (e.g., email).

9.17.5. When members are retained, the DRI/RDD of the subsequent rotation will not be adjusted. The incumbent's ETL will not be adjusted if retained for less than 25 days.

9.17.6. In accordance with AFI 33-328, *Administrative Orders,* amendments are not required for extensions of a TDY of 30 days or less except for extensions past 30 September of a given fiscal year into a new fiscal year. Amendments to extend the number of days of TDY past 30 September of a given fiscal year into a new fiscal year must be processed prior to entering the extension period.

9.18. Recovery and Reconstitution. The normal AEF battle rhythm provides sustainable rotational operations, maintains the capability of the Air Force to respond at any time with ready forces, and minimizes the need for reconstitution. Reconstitution of the force becomes a major necessity only after surge operations of more than 6 to 12 months. Generally, the longer the period and number of AEFs deployed, the greater the reconstitution requirement. During periods of reconstitution, it may be necessary to adjust the AEF battle rhythm (i.e., extended tours, freeze in place, reaching forward into subsequent AEFs, and/or coalesce remaining residual capability) to include the temporary continuation of mobilization. All such actions are approved by the CSAF before implementation.

9.18.1. **AEFC.** The AEFC commander is responsible for managing and coordinating the AEF schedule and tracking all elements of execution. The AEFC will continuously monitor and report through COMACC, the Air Force's ability to meet and sustain the global requirements of all unified combatant commanders within the AEF's normal battle rhythm. The CSAF then authorizes temporary devia-

tion from the AEF battle rhythm in order to meet or sustain combatant commander requirements, and the AEFC recommends to COMACC the best course of action for resetting the AEF battle rhythm. The AEFC also assists MAJCOMs with reconstitution planning by offering advice on the most efficient means to reset the AEFs.

9.18.2. **MAJCOMs.** Provide guidance for personnel and equipment recovery and reconstitution, to include leave and stand-down or recovery policy, prioritization of equipment purchase or replacement, and unit readiness reporting procedures. Assimilate unit reconstitution requirements and coordinate inputs through AF/A3/5, AF/XP, and the AEFC.

9.18.3. **Home Station Commanders.** Home station commanders are ultimately responsible for the rapid return of reconstituting capability to full combat ready status. Commanders will immediately identify needed training, equipment, or service and work through appropriate channels to schedule, requisition, or service the need. The status of all postured UTCs must be reported in ART. Commanders must not attempt to swap-out individuals (i.e. move individuals aligned in one AEF pair to another AEF pair) without valid permission and coordination with the AEFC through their MAJCOM readiness office. Coordination with the AEFC ensures accurate accountability of the AF's residual capability. Taking unilateral action to swap-out deployed personnel risks expending limited resources in the finite residual force, thereby undermining the overall AEF rotational capability and jeopardizing the SecDef directed missions.

9.19. Volunteer Guidance. The following section describes how Air Force personnel (military and civilian, Active and ARC) can volunteer for AEF ECS crisis taskings. All volunteers should coordinate their intent to volunteer with the unit commander to ensure their volunteer status will not adversely impact the owning unit's ability to meet its wartime mission. IMAs must have Program Manager approval before volunteering for an AEF tour.

9.19.1. **General.** The intent under the AEF operational policy is to deploy units and personnel as they train (as a cohesive fighting team) and to maintain a low tempo (OPSTEMPO and PERSTEMPO) for much of the Air Force. To accomplish this, units, UTCs and the Airmen identified to fill the UTCs are matched to combatant commander requirements based on a published schedule. There may be times when Airmen will want to volunteer to continue in a tasking or deploy more than once in an AEF cycle. However, commanders must vigilantly adhere to the AEF scheduling process and discourage Airmen from deploying outside their associated AEF deployment period. In cases where the commander deems it beneficial for mission accomplishment, Airmen may be allowed to voluntarily deploy outside their associated AEF deployment period as long as they understand they are still eligible to deploy during their AEF deployment period. Commanders at all levels will vigorously manage the tempo events of assigned Airmen to avoid exceeding tempo management thresholds that place airmen in high deployment status. The AEF battle rhythm attempts to manage the Air Force tempo impact, which is a challenge greater than that of individuals, single UTCs, or individual units.

9.19.2. **Volunteer Procedures.** During the normal AEF battle rhythm, units receive crisis taskings at least 120 days prior to the RDD/DRI. This length of time allows units to match volunteers to UTC taskings. Volunteers can ascertain what UTC positions they are qualified to support by contacting their Unit Deployment Manager (UDM) or the IDO. Volunteers should first attempt to fill UTC positions within their own unit. If none are available, they may apply to support UTCs allocated to other units within their wing or on their installation. Once volunteers have identified UTC positions they are qualified to support (to include line remarks and SEIs), they must submit their volunteer request in

writing through their chain of command, to include the wing commander or equivalent. All applications should be completed at least 90 days prior to the RDD/DRI. If the UTC tasking is allocated to another unit within the wing or on the installation, volunteers must first gain their commander's approval before routing the application to the tasked unit for consideration. Approval by the tasked commander is required for the volunteer to fill the selected position. If for any reason the volunteer is unable or unwilling to fill the requirement after approval, the originally tasked commander is required to fill the tasking as the tasking was levied based on pre-identified sourcing conditions.

9.19.3. **Implementation Guidance.** Commanders must carefully consider each request. Before accepting a volunteer's application, the tasked commander must be certain the member is fully qualified, has time to train and integrate with UTC members, and can fully support the UTC's mission capability statement. UTC reclamas cannot be submitted based on a member's approved volunteer application to support another UTC tasking.

9.19.3.1. Ideally, a volunteer should not be allowed to fill a UTC committed to an AEF different from the volunteer's associated AEF. If a volunteer is allowed to support a UTC aligned to another AEF on-call period, the applicant's commander (or support staff) must gain a wing commander (or equivalent) waiver to deploy the volunteer outside his associated AEF on-call period. Airmen who volunteer to deploy outside their associated AEF deployment period do not require a MAJCOM/ CV waiver to deploy. Volunteers will remain associated in MilPDS to their original AEF on-call period and cannot disrupt a unit or wing's ability to support UTC taskings. **Note:** AEF association in MilPDS/ DIMHRS does not apply to ARC. Commanders must be able to fill all UTC positions for each AEF regardless of the status of volunteers within their unit or wing.

9.19.3.2. In order to reference the most current PERSTEMPO policy along with AF identified thresholds and approval levels visit the Air Force TEMPO website (**https:// www.tempo.hq.af.mil**), or call AF/A3OR 703-695-0301, DSN 225-0301.

9.19.3.3. Volunteers are not permitted to split tours unless expressly approved by the COMAF-FOR. All volunteers must be able to serve the entire stated tour length.

9.19.3.4. Before approving any application, overseas commanders are reminded to evaluate the impact of the volunteer's request and whether it may result in a prorating of the applicant's tour and/or adjustment of the volunteer's overseas duty selection date or short tour return date in accordance with AFI 36-2110, *Assignments*.

9.19.3.5. Commanders must determine if the volunteer has deployed to the same location during the past 12 months. If so, and the combined tour lengths exceed 179 days in a consecutive 12 month period, the unit, via the MPF, must gain a Secretary of the Air Force waiver as specified in AFI 36-2110.

9.19.3.6. Deploying in multiple deployment periods does not automatically authorize a member to receive short-tour credit. Short-tour credit is defined in AFI 36-2110.

9.19.3.7. The originally tasked commander must fill the requirement even if an approved volunteer from another unit no longer desires to fill the requirement.

9.19.4. **Augmentee Positions (e.g. Third Country National (TCN) Escorts or Postal Augmentee).** Airmen may volunteer to fill augmentee requirements. US military personnel in any AFSC, usually in the grade of E-5 and below, are eligible. TCN escorts are responsible for accompanying and observing TCN personnel while performing contractual duties on US facilities. Postal augmentees are

responsible for sorting and pitching mail, and escorting mail shipments. The tour length for augmentee positions is normally 4 months. Based on the duties performed, any career field can fill TCN Escort UTCs 9AEMP and 9AEMQ or Postal Augmentee UTC 6KDB4. The AEFC allocates TCN escort UTC requirements to MAJCOMs in accordance with ECS SIPT approved rules.

9.20. Voluntary Extension (Deployed Forces).

9.20.1. Personnel who wish to extend their current deployment must first obtain their home unit and deployed commander concurrence and provide concurrence documentation to the PERSCO team. IMAs must receive Program Manager approval before volunteering to extend in the AOR.

9.20.1.1. Extensions must be for the entire length of the next rotation (e.g., 4-months) in order to maintain sourcing integrity under the AEF battle rhythm. ARC personnel who volunteer to remain in a deployment may volunteer for a shorter period based on the component headquarters approved CRM (e.g., 60 days of a 120 day tour); however the request may be disapproved in favor of filling the entire tour with a single individual.

9.20.1.2. Extensions should be requested no later than 60 days prior to end of member's normal TDY return date to allow time for proper processing

9.20.2. **Processing Guidance.**

9.20.2.1. The PERSCO team reviews and obtains local approval based on existing policy (e.g., Wing/Group commander) and forwards approved requests to the component headquarters directorate of personnel for further review and coordination.

9.20.2.2. The component headquarters directorate of personnel reviews and forwards approved extension requests to the AEFC Operations Center for further coordination and final approval.

9.20.2.3. The AEFC Functional Scheduler reviews and determines if the request can be supported. If the next rotation is sourced the Scheduler will coordinate with the MAJCOM FAM to ensure no hardship will be incurred for the tasked unit/individual. Non-concurrence by the MAJCOM FAM and/or the AEFC will result in disapproval.

9.20.2.4. If the extension is approved, the AEFC adjusts the current ETL and delete the next rotation. PERSCO, component headquarters directorate of personnel, owning/gaining MAJCOM Readiness Staffs, and the AEFC will be included in approval notification email.

9.21. Executive Review Process. This process provides formal coordination for the review and resolution of scheduling, sourcing, teaming, shortfalls, deviations, and other issues related to the management of the AEF schedule. The AEFC Commander is responsible for developing a comprehensive AEF rotational schedule and coordinating the efforts of the ECS, CAF, and MAF SIPTs. Specific SIPT issues will be resolved by the SIPT chairman in coordinate with the appropriate MAJCOM SIPT representative(s). The AEFC Commander adjudicates issues between the SIPTs. The AEFC Commander will also attempt to resolve issues involving the component headquarters or issues the SIPT Chairman cannot resolve. The AEF Steering Group will be engaged as required in the executive review process. COMACC adjudicates issues that cannot be resolved by the chairman of the respective SIPT or the AEFC Commander. VCSAF is the final adjudicator for Air Force Executive Review Process issues. The AEFC documents the final decision and the affected agencies act accordingly.

9.22. AEF Debrief Concept. The AEF debrief concept is developed to ensure supported combatant commanders are provided the best Airmen the Air Force has to offer. An AEF Debrief may be held by the MAJCOM Vice Commanders after each AEF rotation to establish norms and provide crosstalk for AEF planning and execution. The AEF Center is measured on sourcing timelines, unit changes, stressed career fields, teaming, and extended tour lengths. MAJCOMs will report on their Posturing and Coding, ART, verification statistics, timeliness of names in system, etc. Wing metrics will include ART, shortfall information, and timing of names in system. MAJCOM/CVs will host the AEF Debriefs on a four-month basis, approximately 45-60 days after each AEF pivot date to review common metrics to determine how well each rotational AEF was executed. **Note:** MAJCOM/CV may waive the AEF debrief requirement when cross-talk between MAJCOM/CV and Wing commander(s) is accomplished via other means and AEF Debrief information is covered.

Chapter 10

DEVIATIONS, WAIVERS, AND RECLAMA PROCEDURES

Section 10A—Purpose

10.1. Purpose. The purpose of this chapter is to outline the processes, responsibilities, and approval mechanisms for obtaining waivers to the policies and procedures addressed in this instruction and AFPD 10-4. **Table 10.1.** outlines deviation/change approval authorities. For purposes of this chapter, the following definitions apply:

10.1.1. Deviation - a temporary adjustment to published guidance.

10.1.2. Change - a permanent adjustment to published guidance.

10.1.3. Waiver - the process of requesting approval for a deviation or change from the appropriate approval authority.

Section 10B—Deviations and Waivers

10.2. AEF Operational Policy. The CSAF determines the Air Force's policy for meeting and sustaining combatant commander rotational requirements. The Air Force's established rotation policy requires all Air Force capability be placed in one of the 10 AEFs or Enabler library. Forces aligned in the 10 AEFs are eligible to deploy once in a 20-month cycle for a period of 4 months. The 4/20-month AEF cycle does not typically apply to the Enabler library forces. Deviations or changes to this AEF operational policy must be approved by the CSAF. In all cases, approved deviations must be renewed with each AEF cycle.

10.2.1. Supporting or supported commands may submit a request for a deviation or change to the AEF operational policy. Requests from supported or supporting commands must contain specific justification to substantiate a deviation or change. The request must also include the anticipated duration of the deviation.

10.2.2. All waiver requests must be submitted to the AEFC/CC for review and submission to COMACC. COMACC, through the AEFC, is responsible for management and execution of the AEF schedule.

10.2.3. COMACC will forward the written waiver request to AF/A3/5 for CSAF decision.

10.2.4. The AEFC/CC will notify the requestor of the CSAF's decision.

10.3. Comprehensive AEF Rotational Force Schedule. The Air Force supports the global force management (GFM) process by providing a schedule of forces the Air Force expects to make available to combatant commanders to support the range of military operations. The schedule is developed based on the AEF operational policy and is comprised of all Air Force forces, regardless of allocation, apportionment or assignment, that SecDef has approved for use to support the missions (peacetime, crisis, and war) of all combatant commanders. Once the AEF schedule is approved, SecDef must approve deviations or changes impacting the scheduling of any combatant commander's assigned forces.

10.3.1. The consolidated AEF rotational force schedule is a composite of the CAF, MAF, and ECS SIPT developed schedules. MAJCOM CVs will submit deviation or change requests, through the

applicable SIPT, to AEFC/CC. The AEFC will provide recommended approval/disapproval to AF/A3/5 through COMACC.

10.3.2. For changes affecting a functional area across multiple MAJCOMs, such requests will be submitted by Air Staff functional 3-digit to AF/A5X. AF/A5X will submit deviation or change requests, through the applicable SIPT, to AEFC/CC. The AEFC will provide recommended approval/disapproval to AF/A3/5 through COMACC.

10.3.3. AF/A3/5 will forward recommended changes to the consolidated AEF rotational force schedule to SecDef for approval. Requests will be routed through the CSAF and CJCS for recommendation prior to submission to the SecDef.

10.3.4. **Note:** MAF aviation assets are postured in the Enabler library and as such do not lend themselves to a long-term schedule like the CAF. Therefore, the MAF portion of the SecDef-approved Consolidated/Comprehensive AEF Rotational Force Schedule will only consist of a force apportionment (number of aircraft available per AEF rotation) from each MAJCOM containing MAF aircraft.

10.4. ECS SIPT Target Base Alignment. This section covers changes to the ECS Target Base Alignment in the development of the alignment. **Note:** Deviations or changes once approved are covered in paragraph **10.3.** Changes or deviations that impact the forces assigned to combatant commanders prior to the approval of the comprehensive AEF rotational schedule by the SecDef must be approved by the CSAF. Approval is effective throughout a single AEF cycle; afterwards a new request must be submitted.

10.4.1. The ECS SIPT develops the Target Base Alignment. Approximately 12 months prior to the start of each cycle, the ECS SIPT revalidates the alignment to ensure the criteria in paragraph **7.12.** are met.

10.4.2. Force providers should propose recommended changes through their respective SIPT members. Air Staff FAMs should propose changes through AF/A5X.

10.4.3. The AEFC/CC will provide recommended realignment to AF/A3/5 through COMACC. AF/A3/5 will provide alignment template to CSAF for approval.

10.4.4. Deviations to the Target Base Alignment are covered in paragraph **10.7.**

10.5. CAF SIPT Consolidated Planning Order (CPO). This section covers changes to the CPO in the development of the CPO. Requests to change or deviate from the published CPO are processed in accordance with paragraph **10.3.** Scheduling actions that place an installation's resources in more than two AEF rotations must be approved by the VCSAF. Changes or deviations that impact the forces assigned to combatant commanders prior to the approval of the comprehensive AEF rotational schedule by the SecDef must be approved by the CSAF. Approval is effective throughout a single AEF cycle; afterwards a new request must be submitted.

10.5.1. Request for changes or deviations to the CPO may be initiated by the supporting command, supported command, CAF SIPT member, or Air Staff FAM. The request must include rationale with substantiating data.

10.5.2. After coordination with the CAF SIPT, requests are submitted to the AEFC/CC.

10.5.3. The AEFC/CC will forward the request to COMACC for endorsement and forwarding to AF/A3/5. AF/A3/5 will, in turn, submit the request to CSAF for approval.

10.6. MAF SIPT Schedule. Mobility aviation units support every AEF pair providing a portion of unit capability during each eligibility period. The MAF SIPT internally develops a detailed schedule for AMC aviation forces, which is approved by AMC/CC, in order to support USTRANSCOM and warfighter requirements. Changes or deviations that impact MAF forces must be approved by the MAF SIPT before approval of the schedule by AMC/CC, and by the HQ AMC/A3 after approval of the schedule. Changes to the MAF section of the SecDef-approved comprehensive AEF rotational schedule must be approved by the SecDef.

10.6.1. Request for changes or deviations to the MAF schedule may be initiated by the supporting command, supported command, MAF SIPT or Air Staff FAM.

10.6.2. AMC assigned ECS forces not directly in support of the MAF aviation mission are scheduled in accordance with the ECS SIPT Target Base Alignment Template. Any requests to change or deviate from the approved ECS Target Base Alignment are processed in accordance with paragraph **10.7.**

10.7. Two-Hit Policy and ECS Target Base Alignment Waiver. Bases will be aligned in no more than two AEF rotations per AEF cycle. Waiver authority to the two-hit policy is the VCSAF. A request to deviate from the two-hit policy must include the anticipated duration of the deviation. In all cases, deviations from the two-hit policy will be renewed for each AEF cycle. **Note**: The two-hit policy is not applicable to ARC units.

10.7.1. An approved alignment deviation is effective only through the end of the applicable AEF Cycle and must be renewed with each AEF cycle.

10.7.2. If a functional area is sufficiently stressed (i.e. there is insufficient depth of available capability postured in the AEF libraries to meet deployment requirements) and deviating from the ECS Target Base Alignment will make more UTCs available to deploy in support of the AEF during all five on-call periods, then the functional area may request a deviation or change.

10.7.3. The deviation/change request may be initiated by any functional representative responsible for AEF posturing or scheduling, i.e., SIPT member, AEFC scheduler, MAJCOM FAM, or Air Staff FAM. The Air Staff FAM is responsible for developing the waiver request package based on the initiator's request. For 3-series UTCs, AF/A3O will act as the Air Staff FAM.

10.7.4. AEF alignment deviations or changes will only be processed at the beginning of every AEF cycle. Out-of-cycle deviation or change requests can only be requested in cases of force structure changes (e.g. CS&P actions, changes in unit missions, etc).

10.7.5. The FAM deviation/change request package will include the following information, as required, as part of the justification. A sample request template is at **Attachment 7**.

10.7.5.1. Degree of deviation: Is deviation for entire functional area or selected skill set within the functional area.

10.7.5.2. Manning Data: Provide authorized, assigned, and average Air Force manning level.

10.7.5.3. Posturing Data: Provide the number of authorizations for each P-code (DWS, DPS, DXS, DWX, DPX, DXX, AWS, APS, AXS, AWX, APX, AXX).

10.7.5.4. Functional Area Abnormalities/Challenges: This could include high percentage of lower skill-level individuals, limited number of bases that provide required capability, etc.

10.7.5.5. Historical deployment data: This will include information that supports the fact that the career field is sufficiently stressed, such as routine use of EETLs, recurring shortfalls, high PER-STEMPO rate, heavy dependence of ARC support, etc.

10.7.5.6. Anticipated number of requirements for sustainable operations. This will also include the number of requirements to meet the AETF FM construct. **Note**: Even if each AEF pair has sufficient forces to meet anticipated requirements, a deviation may be requested if the functional area is significantly "out-of-balance."

10.7.5.7. Home station impact mitigation strategies. Number/type of personnel required to remain at home station to conduct operations, decreased services, deferred actions, etc.

10.7.5.8. Proposed re-alignment. This could entail adjusting the alignment for a base(s) from one AEF pair to another or across multiple AEF pairs.

10.7.5.9. Anticipated duration of the requested deviation. In all cases, deviations will only be effective for one AEF cycle and must be renewed for each cycle.

10.7.5.10. Any other pertinent information necessary to justify the deviation/change.

10.7.6. The Air Staff FAM will forward the package to AF/A5XW for review and validation <u>prior to</u> formal coordination of the package. AF/A5XW will ensure the request meets the criteria for a waiver. The Air Staff FAM will send the validated package to their respective functional directorate (three-digit) for recommendation. AF/A5XW will consolidate all directorate-endorsed packages and forward to the AEFC for review.

10.7.7. The AEFC/CC, based on recommendations from the ECS SIPT, will send recommended waiver to the ECS alignment to COMACC.

10.7.8. COMACC will send the package to AF/A3/5. AF/A3/5 will, in turn, submit the request to VCSAF for approval.

10.8. Surge Operations (Reach Forward). If requirements exceed the D*S/A*S number of UTCs in the on-call pair or the total number of available UTCs in 2.0 AEFs, the AEF is designed to be able to surge. There are three surge levels: Minimum surge (Level 1- reaching deeper into current AEF pair), Limited Surge (Level 2-reaching forward into the next AEF pair), and Maximum Surge (Level 3-more than two pair of capability). Surge operations impact the ability of the Air Force to satisfy other combatant commanders' requirements and; therefore, require approval as identified below.

10.8.1. Surge requests may be initiated by any functional representative responsible for AEF posturing or scheduling, i.e. SIPT member, AEFC scheduler, MAJCOM FAM, or Air Staff FAM. The AEFC Scheduler is responsible for developing the surge request package and coordinating the request with the Air Staff FAM. For 3-series UTCs, AF/A3O will act as the Air Staff FAM.

10.8.2. The Air Staff FAM will ensure there are no options other than surge available. The Air Staff FAM will review the functional area's coding structure, possibilities for ARC volunteers, etc., prior to forwarding the surge request. Once the Air Staff FAM deems surge to be the only option, the FAM will forward the package to AF/A5XW for review and validation <u>prior to</u> formal coordination of the package. AF/A5XW will ensure the request meets the criteria for surge. The Air Staff FAM will send the validated package to their respective DCS (two-digit) for recommendation. Once the DCS has reviewed and approved the request, it will be forwarded to the AEFC for further action.

10.8.3. The AEFC/CC will send a recommendation to reach forward to COMACC.

10.8.4. COMACC will send the package to AF/A3/5; AF/A3/5 will, in turn, approve (for Surge Level 1) or submit to CSAF (for Surge Levels 2 and 3).

10.8.5. Requests will be routed through the CJCS for recommendation prior to submission to the Sec-Def.

10.9. Extended Estimated Tour Lengths (EETLs)

10.9.1. The baseline AEF deployment period (ETL) is 4 months. The Air Force recognizes there may be circumstances when EETLs are warranted. However, such tour lengths deviate from the AEF operational policy and must be approved by the CSAF. The procedures in **Chapter 9** will be followed when requesting EETLs. EETL requests must include the anticipated amount of time the EETL will be required. In all cases, requests for EETLs will be renewed with each AEF cycle.

10.10. AEF Pivot Date. The AEF pivot date is designed to establish the battle rhythm for AEF scheduled forces. Requests to begin a rotation on a date other than within 15 days of the established pivot date must be approved by the AEFC/CC.

10.10.1. The waiver request is submitted by the chairman of the respective SIPT (CAF, MAF, or ECS) 180 days prior to the start of each AEF cycle.

10.10.2. Approved pivot date deviations are effective for the duration of the AEF cycle and must be resubmitted each cycle.

10.11. TPFDD Line-level Detail/DRMD Waivers. Prior to submitting a reclama, the tasked commander will request the deployed group commander waive the requirement that precludes the unit from filling the tasking (e.g., line remarks, special experience identifier (SEI), grade, skill level, etc.) or permit substitutions. The AEFC will be informed of this waiver request. If the deployed group commander approves a waiver to a requirement, the tasked commander will certify on the tasking letter to the MPF/ PRF that their member is qualified and trained to meet the requirement as modified by the deployed group commander. The MPF/ PRF will route the approved waiver request via message, e-mail, fax, etc., to the deployed PERSCO team, in accordance with paragraph **10.21.** of this AFI and AFI 10-215. If the deployed group commander denies the waiver request, the tasked commander will either fill the requirement as requested or submit a reclama through the wing commander (or equivalent) to the MAJCOM. The written waiver submission (message, e-mail, fax, etc.,) will include PID, ULN, line number, UTC, line remarks(s), RDD/DRI, AFSC and specific justification as to why they cannot fill the shortfall position or billet. The tasked commander must keep the MAJCOM FAMs informed of all waiver requests, to include the final decision of the deployed group commander.

10.12. Non-Standard or Mid-Tour AEF Rotations (Active Duty only). The Air Force's standard tour length for AEF rotations is 4 months. Active duty forces tasked to fill either ECS or aviation requirements are expected to fulfill the entire stated tour length unless a non-standard or mid-tour rotation is approved in advance by the gaining COMAFFOR. Non-standard rotations will be used to respond to unforeseen crisis development only. **Note**: Some enabling capabilities (e.g., E-GRL, E-SOF) may not rotate on the normal 4-month tour and are exempt from the requirements of this paragraph. ARC "rainbow" rotations are specifically considered to be pre-approved and do not require approval. Procedures for waiver follow:

10.12.1. ECS or aviation unit requests must be submitted to the AEFC/CC by the respective MAJ-COM/CV for COMACC review and recommendation**.**

10.12.2. The request must include specific rationale to substantiate a non-standard or mid-tour rotation to include identification of replacement forces**.**

10.12.3. Replacement forces must be from the same unit and aligned to the same AEF pair. The tasked unit cannot reclama any portion of the rotation they cannot fill as a result of a COMAFFOR approved mid-tour swap-out**.**

10.12.4. The request must be submitted to the AEFC/CC 120 days prior to the scheduled AEF pivot date to allow sufficient time to process and notify the MAJCOM/CV of the COMAFFOR decision.

10.12.5. COMACC will forward the request to the AF/A3/5 for submission to the gaining COMAFFOR for approval.

10.12.6. The request may be disapproved and returned to the MAJCOM/CV by COMACC or AF/A3/5**.**

10.12.7. Requests for non-standard or mid-tour rotations must include the anticipated duration of the swap-out period. In all cases, non-standard or mid-tour rotation deviations must be renewed each AEF cycle.

10.12.8. If non-standard or mid-tour AEF Rotations are approved and supported by the AEFC, a new requirement (ULN) will be built in the TPFDD reflecting the rotation.

10.12.9. The "rotation for cause" functionality. The "rotation for cause" functionality in DCAPES was designed to support mission continuance with a one for one (individual personnel) substitution of an airman from the supporting unit for administrative actions (e.g., medical profile change).

10.12.9.1. The Air Force approved the use of the functionality to support ARC volunteer teaming/splitting the 4-month commitment and CSAF approved non-standard AEF rotations.

10.12.10. This functionality will not be utilized in an unauthorized manner to rotate Airmen outside of standard AEF rotations. Unauthorized use causes the loss of visibility of the combatant commander's requirement and significantly impacts the Air Force's verification process.

10.12.11. Unauthorized use also results in the following negative results:

10.12.11.1. Lack of force provider visibility required for verification.

10.12.11.2. Delays in the AEF verification process.

10.12.11.3. Arbitrary loss of personnel accountability.

10.12.11.4. Arbitrary/unauthorized movement and deployment of forces into and out of an AOR.

10.12.11.5. Inaccurate accounting of airlift and commercial transportation utilization.

10.12.12. The AEFC is responsible for ensuring AEF rotations are accomplished in accordance with air force policy and guidance.

10.12.12.1. The AEFC will identify to AF/A5XW those organizations that are utilizing the functionality in an unauthorized manner.

10.12.12.2. AF/A5XW will disable access to DCAPES and permissions based on identified users.

10.13. AETF Combat Wing Structure. The AETF force module concept is based on the Air Force's combat wing structure. Air Force component headquarters will work with the AETF/NAF and AEFC to structure their forward operating locations into expeditionary units using the AETF force module template. AF/A3/5 is the approval authority for a deviation or change to the AETF Combat Wing Structure.

10.13.1. The component headquarters directorate of operations will submit waiver requests for deviations/changes to the AETF combat wing structure to COMACC, through AEFC/CC. COMACC will recommend approval/disapproval before forwarding to Air Staff. AF/A3/5, in coordination with AF/A4/7 and AF/SG, as applicable, will approve/disapprove deviation request.

10.13.2. Approved changes from the AETF combat wing structure are for the duration of the activation. In all cases, changes to the AETF combat wing structure will be renewed upon reactivation.

10.14. Enabler Library. The Enabler library is designed to capture those assets that are common use (such as space, mobility, or equipment), those assets that are of low density/high demand (LD/HD) (also called limited asset availability (LAA)) and those assets that are retained for specific operations (such as HUMRO and NEO). The timeline outlined in **Attachment 6** will be followed for the Enabler Library validation.

10.14.1. MAJCOM FAMs will review the Enabler libraries and nominate to their MAJCOM OFAMO those UTCs that do not meet the Enabler definition but the FAM would like to place in the Enabler library. The MAJCOM list must include justification to substantiate the request. Placing UTCs in the Enabler library essentially means providing reduced predictability or stability to assigned personnel.

10.14.2. MAJCOM lists will be submitted to AF/A5XW for consolidation and Air Staff coordination.

10.14.3. AF/A5XW will coordinate the list (contents) with the appropriate HAF FAM prior to submitting to the AEFSG for approval/disapproval. The approved deviation is effective for the duration of the cycle; beyond which a new request must be submitted.

10.15. Posturing Tailored UTCs.

10.15.1. Under limited circumstances, tailored UTCs may be postured in UTC Availability. Posturing tailored UTCs in UTC Availability will only be allowed with AF/A5XW concurrence and waiver. The Tailored UTC Posturing waiver will only be effective through the end of the applicable AEF Cycle.

10.15.1.1. Typically, the only tailored UTC that will be allowed is where a unit is providing the entire manpower portion of the UTC and the entire equipment portion is tailored out (reference paragraph **7.17.1.4.**).

10.15.1.2. If the force provider plans on posturing the manpower portion of a UTC only, a formal waiver is not required. However, the MAJCOM FAM must notify AF/A5XW and the Air Staff FAM of their intent to posture a tailored UTC in lieu of an Associate UTC.

10.16. Posturing Fragged UTCs.

10.16.1. Posturing fragmented (fragged) UTCs in UTC Availability will only be allowed with AF/A5XW concurrence and waiver. The "Approval of a Fragged UTC Posturing" waiver will only be effective through the end of the applicable AEF Cycle, after which a new waiver will have to be submitted.

10.16.2. MAJCOM FAMs and/or plans offices request the required waiver. The following information is required to process the waiver.

10.16.2.1. The "primary" unit. The primary unit is the unit that will provide the preponderance of the capability. If one unit is providing all of the manpower and another unit is providing all of the equipment, the manpower-providing unit will be considered the primary.

10.16.2.2. The augmenting unit(s).

10.16.2.3. Why the primary unit cannot fulfill the entire UTC.

10.16.2.4. The line level detail for each unit.

10.16.2.5. The planning document (e.g., DOC Statement, Functional Manager Letter, etc.) that operationally links the primary and augmenting units.

10.16.2.6. If augmenting units are from another MAJCOM, that MAJCOM's concurrence is required.

10.16.3. All UTC records that make up the whole UTC must have the same UTC, posturing code and AEF Library alignment. Also, the sum of the authorizations must constitute an entire UTC.

10.16.4. AF/A5XW, in coordination with applicable Air Staff FAM(s), will review and approve request. AF/A5XW will enter the fragged records into the UTC Availability database and inform the MAJCOM FAM, the Air Staff FAM, and, if applicable, augmenting MAJCOM FAMs, of the fragged identifier in UTC Availability.

10.17. Posturing Manning Overages.

10.17.1. Functional areas that have manning overages (i.e. more assigned than authorized) may posture the excess manning into UTCs in accordance with the process outlined below. A Manning Overage Posturing deviation will only be effective through the end of the applicable AEF Cycle, after which a new deviation will have to be submitted. **Note:** Having multiple personnel assigned to one UMD position while having other UMD positions unfilled does not constitute manning overages.

10.17.2. At the beginning of each cycle, functional areas with manning overages will determine if any of the overages should be postured in UTCs. This information should be included in the FAM's Posturing Guidance.

10.17.3. Air Staff FAMs will include the career field manager, AF/A1P, AF/A1M, and AF/A5XW as a minimum on their coordination package.

10.17.4. The Air Staff DCS will approve the use of manning overages for their functional area. The Air Staff FAM will notify AF/A5XW, applicable MAJCOM FAMs, and AEFC of the use of manning overages.

10.17.5. **Rule Sets for Manning Overages** :

10.17.5.1. Manning overages can be combined with authorizations in A-UTCs to make a standard, deployable UTC or can constitute a complete standard deployable UTC.

10.17.5.2. Manning overages should not be used to posture additional Associate UTCs or standard UTC records that would be coded D*X.

10.17.5.3. All other rule sets for posturing UTCs (see paragraph **7.17.**) will be followed.

10.17.5.4. UTC records with manning overages should be annotated in ART with comments that identify the AFSC, position, and number of additional personnel.

10.18. Posturing Assigned AFSCs vs. Authorized AFSCs.

10.18.1. Posturing UTCs in UTC Availability based on assigned AFSCs will only be allowed with AF/A5XW concurrence. Functional areas/career fields that have a significant mismatch between authorized AFSCs (Duty AFSCs) and assigned AFSCs may request a waiver in accordance with the below procedures. Approval of a Duty AFSC posturing waiver will only be effective through the end of the applicable AEF Cycle, after which a new waiver will have to be submitted if required.

10.18.2. Typically, only waivers for units above base level will be approved. Also, waiver requests will only be granted for Associate UTCs.

10.18.3. The Air Staff FAM, in coordination with the applicable career field manager, will develop the waiver request package. The package must be endorsed by the applicable Air Staff DCS, or designated representative, and be coordinated with AF/A1P, AF/A1M, AF/A5X, and AEFC/CC.

10.18.4. Justification for the waiver must include why posturing on Duty AFSC will limit the number of authorizations available for deployment. Such waivers are primarily for better defining individual filling authorization (e.g. airlift pilot vs. general pilot, air and space medicine vs. general medical officer, etc); correctly categorizing individuals in historically authorized-assigned mismatches (e.g. fighter pilot authorizations); or for identifying core AFSCs for individuals in "career broadening" positions (e.g. executive officers, etc.).

10.18.5. Such waivers will only be approved for authorized-assigned mismatches. Waivers will not be approved for unassigned positions (i.e. manning shortages).

10.18.6. Once approved by AF/A5XW, the Air Staff FAM, in coordination with the career field manager, will provide guidance in the AEF FAM Posturing Guidance as to who will provide the line level detail for the UTC record in UTC Availability and for updating LLD as appropriate as assigned AFSCs change.

10.19. Dual Posturing Authorizations. Under limited circumstances, dual-posturing of authorizations in UTC Availability will be authorized with AF/A5XW concurrence and waiver. The Dual-posturing waiver will only be effective through the end of the applicable AEF Cycle.

10.19.1. Typically, the only dual-posturing waivers that will be authorized are where forces have a unique secondary mission and the UTCs postured for the primary mission cannot be utilized to support the secondary mission (e.g. conventional and OPLAN 8044 tasked aviation assets).

10.19.2. The MAJCOM OFAMO, in coordination with applicable Air Staff FAM(s), will submit request to AF/A5XW. Justification should include:

10.19.2.1. Why the primary UTCs cannot be used to fulfill secondary mission.

10.19.2.2. Proposed measures, to include readiness reporting, to ensure that both UTCs could not be tasked simultaneously.

10.19.2.3. Proposed posturing strategy to readily "flag" records in UTC Availability that UTCs are secondary UTCs.

10.19.3. **Note:** Dual posturing of "faces" to account for special qualification of individuals (e.g. linguists, inspector general, etc) will not be captured in UTC Availability.

10.20. Other Deviations or Changes. Deviations or changes to procedures not specifically outlined in this chapter or elsewhere in this instruction may still be obtained. Personnel seeking such waivers should contact AF/A5XW through either the MAJCOM planning office or applicable Air Staff FAM.

Table 10.1. Deviation/Change Approval Authority.

DEVIATION/CHANGE	APPROVAL AUTHORITY
AEF Operational Policy	CSAF
Extended Estimated Tour Lengths (EETLs)	CSAF
Two-Hit Policy	VCSAF
Non-Standard or Mid-Tour Rotations	COMAFFOR
Change to AEF association (see **11.18.**)	MAJCOM/CV
AEF Pivot Date	AEFC/CC
AETF Combat Wing Structure	AF/A3/5
ECS Target Base Alignment Template (prior to SecDef approval of comprehensive AEF rotational schedule)	CSAF
Consolidated Planning Order (prior to SecDef approval of comprehensive AEF rotational schedule)	CSAF
Mobility Air Forces AEF Schedule (prior to SecDef approval of comprehensive AEF rotational schedule)	MAF SIPT
SecDef Approved Comprehensive AEF Rotational Schedule	SecDef
Surge (Reach Forward)	SecDef
"Min-Surge" (Reach Deeper)	AF/A3/5
TPFDD Line Level Detail	Deployed Group Commander
Posturing Fragged UTCs	AF/A5XW
Posturing Tailored UTCs	AF/A5XW
Posturing Manning Overages	Air Staff Functional Area DCS
Posturing Assigned vs. Authorized UTCs	AF/A5XW
Dual Posturing Authorizations	AF/A5XW
Enabler Library	AEF Steering Group

Section 10C—Shortfall and Reclama Process

10.21. Shortfall/Reclama Procedures. Reclamas will only occur under the most extenuating circumstances. Only Condition #5 (severe impact) reclama require MAJCOM/CV approval or disapproval. Rec-

lamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

10.21.1. **Reclama** : the process to "request to duly constituted authority to reconsider its decision or its proposed action" (JP 1-02). Reclamas will be submitted when a valid shortfall exists (i.e., insufficient capability to meet a specific requirement.) The reclama process may be initiated at the unit, wing, MAJCOM, or Air Staff level.

10.21.2. **Shortfall** : The lack of forces, equipment, personnel, material, or capability reflected as the difference between the resources identified as a plan requirement [or Service asset] and those apportioned to a combatant commander [or assigned to the Service] for planning that would adversely affect the command's ability to accomplish its mission. The Air Force considers the following conditions as resulting in a shortfall:

10.21.2.1. **Condition #1** : Insufficient authorized (1A), assigned (1B), eligible (1C), qualified (1D), or trained (1E) personnel within a tasked unit or supporting units when identified on the Designed Operational Capability (DOC). Supporting units are traditionally identified on Aviation DOC statements.

10.21.2.1.1. **Supporting Units** : DOC statements may list supporting units by unit identification codes (UIC). When sourcing UTCs with supporting UICs, consideration must be taken to ensure the assets are not postured in a different AEF pair. If a MAJCOM/FOA or unit is unable to fill a UTC tasking from one UIC and the same requirement is available in a supporting UIC, as identified on the DOC statement, the unit may fill the original tasking as long as the available resource is postured in the same AEF pair. Personnel swaps between AEF pairs are discouraged and require MAJCOM/CV or equivalent approval.

10.21.2.2. **Condition #2** : Insufficient on-hand (2A) or serviceable (2B) equipment within the tasked unit or supporting units when identified on the DOC. Supporting units are traditionally identified on aviation DOC statements (see **10.21.2.1.1.**).

10.21.2.3. **Condition #3** : No capability available in the on-call AEF pair or in the available Enabler libraries within the tasked unit or supporting unit.

10.21.2.4. **Condition #4** : Desired capability not inherent within the tasked unit or supporting unit.

10.21.2.5. **Condition #5** : Wing or tasked unit has the capability, has sufficient personnel to meet requirements as defined by P-coding, but deployment of personnel would cause a severe adverse impact on the wing/unit mission. This condition is generally used when the unit is tasked to deploy more than the number of DW* coded UTCs.

10.21.3. **Wing/Unit Level Reclama Process.**

10.21.3.1. Wing commanders will develop and implement concepts of operation (CONOPs) and supporting plans to allow functional areas to make the maximum capability available during their deployment period (i.e., use of IMAs, execute services contracts, defer work orders, use of civilian over-hires, close/consolidate/defer activities, etc.) to mitigate impact of supporting the AEF.

10.21.3.1.1. Wing commanders will advise parent MAJCOM of activities specified by wing or base-level agencies that might restrict or delay AEF operations from either home or deployed locations. Recommend alternative plans as required.

10.21.3.1.2. Wing commanders will ensure unit is able to meet all deployment taskings. Forward reclama request to MAJCOM/CV or equivalent when unit is able to meet tasking, but filling tasking would cause sever mission degradation (Condition #5).

10.21.3.2. Unit commander determines if shortfall Condition #'s 1 through 5 exist and fills out the Reclama Template via the AEF Online Reclama Processing Tool (**http://aef-center.acc.af.smil.mil/**) and if necessary, begins the DRMD waiver process within **2 duty days** of shortfall identification.

Table 10.2. Reclama Submission Timelines

	WING	MAJCOM
1	6 duty days of receipt of DPT flow or identification of shortfalls that are **greater** than 30 days from RDD/DRI. (Category 1-4) and (Category 5 for MAJCOM required actions)	5 duty days of posting AF Reclama Template when RDD/DRI is **greater** than 30 days (Category 5 for MAJCOM actions, after unit completes Wg/CC approval)
2	5 duty days of receipt of DPT flow or identification of shortfalls that are **less** than 30 days from RDD/DRI	4 duty days of posted Newsgroup when RDD/DRI is **less** than 30 days

10.21.3.2.1. **DRMD Waiver Process.** Prior to submitting a reclama, tasked commanders must request a waiver from the deployed group commander if the shortfall condition is based on a DRMD requirement (e.g., line remark, special experience identifier (SEI), grade, skill level, etc.) or to request permission to substitute. Such requests must be routed through the PRF to the deployed group commander via the PERSCO Team. Actions are completed within the Reclama Processing Tool.

10.21.3.2.1.1. If the deployed group commander approves the request, the PERSCO Team will notify the tasked commander via the PRF. The AEFC will coordinate with the component headquarters to have the line remark deleted for follow-on rotations.

10.21.3.2.1.2. If the deployed group commander disapproves the request, the tasked commander must fill the requirement as specified in the DRMD or submit a reclama request through the wing commander (or equivalent) to the AEF Center via the Reclama Template.

10.21.3.2.1.3. The AEF Center will inform the component headquarters and deployed group commanders through data analysis the number of approved/disapproved waiver requests and if necessary, recommend modifying the requirement or if there is the potential for mission degradation due to the excessive number of waivers.

10.21.3.2.2. Unit forwards reclama request to the IDO on **4th duty day** by completing Reclama Template within the Reclama Processing Tool.

10.21.3.2.3. Request will include confirmation that all unused (fragmented or tailored) portions of postured UTCs and Associate UTCs were reviewed as possible fills and that ART is current/correct for all UTCs per AFPD 10-4. Request will also include manning statistics by UTC for personnel reclamas or equipment UTC status for equipment reclamas. The request will also include complete justification for release (e.g., personnel assigned but not available

(include why not available); assigned personnel do not meet requirement qualifications; personnel unavailable because they are assigned to another UTC in another AEF pair; etc) and mission degradation statement, if applicable.

10.21.3.3. The IDO (or equivalent) can look for an alternate <u>only</u> in the postured Associate UTCs (A-UTCs in the on-call pair) or unused (fragmented or tailored) portions of standard UTCs. If an alternate exists, the IDO will submit this recommendation to the wing commander (or equivalent) with an informational copy to the appropriate Squadron and group commanders. If no alternate exists continue to process the shortfall.

10.21.3.3.1. IDO convenes the Shortfall Validation Team for a Condition #5 shortfall reclama request. The team is established by the IDO and consists of members who can recommend/ identify mitigating steps and/or alternative solutions to the wing commander (i.e., Manpower Office, Military Personnel Flight, Logistics Readiness Office; AFSC Manager, or Logistics Readiness Squadron for equipment).

10.21.3.3.2. IDO endorses the Reclama Template via the Reclama Processing Tool to the wing commander for approval/disapproval for Condition #'s 1 through 4. Include a summary of the Shortfall Validation Team's recommendation for Condition #5 reclama requests. A copy is provided to the tasked unit.

10.21.3.3.3. If the DRMD waiver process was initiated and waiver request response has not been reviewed within **2-duty days** of waiver request submission, the IDO will contact the PRF. The IDO will recommend the PRF contact the deployed PERSCO team for an answer. If waiver is denied by the deployed group commander, the IDO will continue on with the reclama process. The reclama request will include status of the DRMD waiver request.

10.21.3.3.4. IDO forwards Reclama Template package via the Reclama Processing Tool to the wing commander by the **5th duty day** with recommended alternate or mitigation strategies, if applicable. IDO will also send informational copies to appropriate squadron and group commanders.

10.21.3.4. The wing commander will review the Reclama Template within the Reclama Processing Tool and determine whether to concur with the reclama or the recommendation of the Shortfall Validation Team.

10.21.3.4.1. If the wing commander nonconcurs with the reclama, The IDO will inform the unit of the wing commander's decision and any necessary actions recommended to fill the tasking.

10.21.3.4.2. If the wing commander concurs with a Condition #1 - #4 reclama, the IDO will forward the Reclama Template to the AEF Center via the Reclama Processing Tool, with informational copies to the wing and group commanders (or their equivalents), within **1 duty day**. The applicable MAJCOM FAM's email address should be included in the email notification field so that the FAM may take any proactive actions required. The AEFC schedule will allow MAJCOM FAMs 3 duty days prior to re-sourcing to another unit.

10.21.3.4.3. The IDO will forward Condition #5 reclama requests to the appropriate MAJCOM(s).

10.21.4. **MAJCOM Level Reclama Process.**

10.21.4.1. The MAJCOM will use the same reclama process as the wing/unit for direct MAJCOM taskings, with directorate 3-digit endorsement in the wing commander approval/disapproval block of the Reclama Processing Tool for Condition #'s 1 through 4. Condition #5 reclama requests require MAJCOM/CV or equivalent approval/disapproval. DRUs will follow the same procedures as direct MAJCOM taskings.

10.21.4.2. The MAJCOM office of primary responsibility (OPR) will monitor the AEF Cell organizational e-mail box for Wing Condition #5 reclama requests and inform the applicable MAJCOM FAM(s) of any shortfalls actions required.

10.21.4.2.1. MAJCOM FAMs should monitor Wing Condition #1 - #4 reclamas and take proactive measures if applicable.

10.21.4.3. MAJCOM FAM prepares and forwards Reclama Request Package for MAJCOM/CV review and decision within **3 duty days** of IDO forwarding Reclama Template.

10.21.4.4. MAJCOM/CV reviews the package and makes a decision within **2 duty days** of receiving reclama submission package.

10.21.4.5. MAJCOM will ensure a reply, via the Reclama Template, with CV decision to AEFC or IDO by the **5th duty day** of IDO reclama posting. The AEFC will notify MAJCOMs of non-compliance with timeline, by functional area, via an accountability metric titled "MAJCOM Timeline Compliance".

10.21.4.6. If MAJCOM/CV disapproves the Condition #5 reclama, IDO is informed and the tasked unit will fill requirement.

10.21.4.7. If MAJCOM/CV approves, the AEFC will begin the re-sourcing process.

10.21.5. **AEFC Reclama Process** : This process is used once a unit/organization reclama is received by the AEFC.

10.21.5.1. **Entire ULN/UTC Reclama** : When the reclama is for an entire UTC, the AEFC, in coordination with the affected MAJCOM, will remove the original unit tasking and verification data (PROJ Code) inserted by the MAJCOM and remove ULN from the applicable verification Force Module in DCAPES.

10.21.5.2. **Personnel (Line number) Reclama** : When the reclama is only for a specific line number within the ULN/UTC, the AEFC will remove the original unit tasking and verification data (PROJ code) inserted by the MAJCOM, update the PAS information in DCAPES. This will allow new MAJCOM verification and DPT to flow to the base updating the tasking information. This ensures visibility of actions taken to all levels of the chain of command. This same procedure can be followed even if the ULN has been locked by TRANSCOM.

10.21.5.2.1. When a reclama request is submitted that cannot be filled by the same unit (i.e. same UIC), the AEF Center will remove the original unit tasking data and verification data (PROJ Code) inserted by the MAJCOM and remove ULN from the applicable verification Force Module in DCAPES.

10.21.5.3. **Equipment Reclama** : When the reclama request is submitted for just the equipment portion of the ULN/UTC the AEFC Functional Area Scheduler will review the residual capability in the on-call AEF libraries to see if a whole UTC is available. When a whole UTC is not available, the AEFC will frag the UTC (i.e., personnel on one frag with original sourcing and verifica-

tion retained and equipment on another frag.) The AEFC will apply a new UIC in DCAPES to the equipment frag.

10.21.5.3.1. When a reclama request is submitted that cannot be filled by the same base and MAJCOM the AEFC will remove the original unit tasking data and verification data (PROJ Code) inserted by the MAJCOM and remove ULN from the applicable verification Force Module in DCAPES.

10.21.5.4. In some cases a previously accepted tasking may require a Reclama (e.g. medical emergency) to be submitted and the ULN is already locked by TRANSCOM (SSF code in JOPES/ DCAPES). The AEFC Reclama Manager will post a newsgroup to the applicable component headquarters requesting the ULN be unlocked for re-sourcing. Once the ULN is unlocked the AEFC will follow re-sourcing procedures.

10.21.5.5. **AEFC Re-Sourcing Process**

10.21.5.5.1. After the wing submits a reclama (Category 1-4) to the AEFC, the MAJCOM FAM will have 3 duty days to notify the AEFC scheduler of a recommended replacement unit. After notification, or after the **3 duty days**, the AEFC will re-source rotational requirements **Note:** NLT **12 hours** for crisis/surge requirements. The AEFC Reclama Manager will notify the applicable AEFC Functional Area Scheduler who will re-source. Valid requests will be re-sourced in accordance with the following AEF sourcing and tasking rule sets.

10.21.5.5.1.1. When re-sourcing, the AEF Functional Area Scheduler will consider the UTC's ART status, "teaming," and the AEFC Installation to Forward Operating Location (FOL) Alignment Template.

10.21.5.5.1.2. Full or unused portions of fragmented (fragged) or tailored UTCs, from the installation(s) targeted to the FOL.

10.21.5.5.1.3. AFRC or ANG volunteer(s), with approval of the respective ARC AEF Cell.

10.21.5.5.1.4. Full or unused portions of fragged or tailored UTCs from the installation(s) within close proximity of the installation(s) targeted to the FOL.

10.21.5.5.1.5. Full or unused portions of fragged or tailored UTCs from the remaining installations in the sourced AEF pair.

10.21.5.5.1.6. Full or unused portions of fragged or tailored UTCs from the available Enabler libraries, with MAJCOM approval.

10.21.5.5.2. The AEFC will consider the UTC readiness assessment reflected in ART and the P-code of all UTCs considered for sourcing. The AEFC will select a "red" or "yellow" UTC as long as the rationale for the assessment does not preclude the UTC from meeting the theater requirement.

10.21.5.5.3. The AEFC scheduler will initially consider residual UTCs coded DWS, AWS, DXS, AXS or DPS. When unable to find an available, qualified UTC, the AEFC scheduler will consider the remaining P-coded UTCs, not to exceed the unit's maximum sustainable capability as indicated by the total number of DW* coded UTCs and all A-coded UTCs. The AEFC scheduler will gain MAJCOM approval for all UTCs whose availability code requires prior coordination and approval to source.

10.21.5.5.4. If re-sourcing is determined, the AEFC scheduler will update the UIC/PAS in DCAPES for MAJCOM verification. The AEFC scheduler will also update Enhanced Contingency/Rotational AEF Sourcing Tool (E-CAST) to ensure accuracy of the functional area list of residual AEF capability.

10.21.5.5.5. When the reclama request is submitted with a change of sourcing from the same base and MAJCOM. AEFC Functional Area Scheduler will review the ART status of swapping UTC and ensure that no tasking has been levied upon that UTC since the time of the original tasking. The AEFC Functional Area Scheduler will also update E-CAST to ensure accuracy of the functional area list of residual AEF capability.

10.21.5.6. If alternate sourcing cannot be found, the AEFC/CC will inform COMACC, who in turn notifies AF/A3/5, that JCS assistance is required. The AEFC will, within 3 duty days of shortfall determination but not later than 30 calendar days prior to the DRI/RDD, provide the following information:

10.21.5.6.1. The data included in the initial reclama.

10.21.5.6.2. Forces in AEF and Enabler libraries.

10.21.5.6.3. Forces tasked from the on-call AEF pair to support contingency operations.

10.21.5.6.4. ART and P-code status of residual AEF on-call forces.

10.21.5.6.5. Current AEF cycle schedule.

10.21.5.6.6. Analysis on implications of emerging COAs on current operations, determining sustainability of AEF rotations, and replacement/rotation ability once personnel or weapon systems enter surge operations.

10.21.5.6.7. Options, if any, for meeting the requirement provided approval is granted by the appropriate approval authority (e.g., AF/A3/5 approval to source beyond a unit's total DW*-coded UTCs, CSAF approval to employ EETLs, SecDef approval to reach forward and/or mobilize the ARC).

10.21.6. **Air Staff Level Reclama Process.**

10.21.6.1. If sourcing of the requirement cannot be filled utilizing available forces in the on-call AEF pair or the available Enablers, COMACC will notify AF/A3/5 via the AFCAT (AFOG), with an information copy to the AEFC CAT, of conditions requiring shortfall resolution. The AF/A3/5, in coordination with the applicable Air Staff two-letter owning the affected FAMs), as well as AF/A1 (for personnel reclamas) and AF/A4/7 (for equipment reclamas), to explore available options to resolve the shortfall. This will either be to (1) place the AEF into surge or (2) request to Joint Staff that the Air Force be relieved from the tasking.

10.21.6.1.1. If the Air Force Crisis Action Team (AFCAT) is activated, shortfall resolution will be managed at the AFCAT. CAT - War and Mobilization Plans (WMP) will be the AFCAT focal point for all reclamas forwarded to AFCAT. CAT - WMP will ensure pertinent information as described in paragraph **10.21.5.3.** above is passed from AEFC to applicable CAT functional representative. CAT functional representative will validate data from AEFC and either recommends alternate sourcing from options listed in paragraph **10.21.6.2.** below or prepare a reclama message for CAT Director release to Joint Staff (see paragraph **10.21.6.3.**).

10.21.6.1.2. If the AFCAT is not activated, the AFOG will notify AF/A5XW of the reclama. AF/A5XW will route the request to the applicable Air Staff FAM for resolution. The Air Staff FAM will validate data from AEFC and, through their respective Air Staff two-digit, provide AF/A3/5 with either recommend alternate sourcing from options listed in paragraph **10.21.5.3.** below or prepare a reclama message for AF/A3/5 release to Joint Staff (see paragraph **10.21.6.3.**).

10.21.6.1.3. Air Staff FAMs/CAT functional representatives must coordinate all reclamas with AF/A5XW (CAT-WMP when CAT is activated), AF/A1P and AF/A1M for personnel shortfalls, and AF/A4R for equipment shortfalls.

10.21.6.2. The following options are available to AF/A3/5 to resolve the shortfall prior to submitting an Air Force reclama to J-1; however, each of these constitutes nonstandard tasking and would require approval by AF/A3/5, CSAF, or SecDef.

10.21.6.2.1. Utilizing Extended Estimated Tour Lengths (EETLs) for new rotations (see paragraph **10.9.**) or "freezing" forces in place.

10.21.6.2.2. Reaching forward into the next AEF pair.

10.21.6.2.3. Reaching "deeper" into the existing AEF pair by utilizing forces identified as not normally available for deployment (i.e. having a P-code of D*X/A*X or DX*/AX*). **Note**: There are risks to home station support associated with this option that may be necessary during surge.

10.21.6.2.4. Request use of ARC forces via mobilization, if available.

10.21.6.2.5. Use of civilians and/or contractors.

10.21.6.3. If the Air Force cannot resolve the shortfall, AF/A3/5, or designated representative (e.g. CAT Director), will send Joint Staff a formal reclama message requesting relief from tasking. The reclama message will:

10.21.6.3.1. Be sent to Joint Staff J-1 (Personnel and Manpower) for manning shortfalls, or J-4 (Logistics) for equipment shortfalls.

10.21.6.3.2. Contain as an Info addressee the supported combatant command operations (J-3) and personnel (J-1) or logistics (J-4) staffs, the supported component headquarters A-3 and A-1/A-4, JFCOM J-3 and J-1/J4, and COMACC. Other combatant commands and air components that may be affected by the shortfall resolution will also be addressed.

10.21.6.3.3. Identify the specific PID/ULN(s) that the Air Force cannot support, the UTC(s), and the required delivery date(s).

10.21.6.3.4. Contain appropriate justification (e.g., manning, PERSTEMPO, mission degradation, etc.) as to why the Air Force cannot provide the capability.

10.21.6.4. AF/A3/5 will ensure applicable component headquarters, COMACC, and AEFC/CC are notified of Joint Staff decision on shortfall action and direct COMACC of appropriate action.

10.21.6.5. The supported component headquarters will ensure the TPFDD Service Reserve Code is updated to reflect the U.S. Air Force is no longer tasked to support the requirement for all JCS-approved Service reclamas.

Chapter 11

ROLES AND RESPONSIBILITIES

Section 11A—Purpose

11.1. Purpose. This chapter outlines roles and responsibilities of all agencies involved in the planning and execution of deployment operations.

Section 11B—Background

11.2. Background. The increasing global demand for Air Force capabilities precludes the Air Force from effectively meeting all combatant commander needs with combat coded units apportioned for planning purposes. The U.S. Air Force has transformed the way it meets current and emerging national security objectives by centrally managing all Air Force forces in order to meet a combatant commander's needs with both theatre assigned forces and forces assigned to other combatant commanders. The global management of all Air Force forces requires coordination and cooperation between the Department of Air Force, the Joint Staff, and combatant commanders to ensure the effective deployment of Air Force capabilities. The roles, responsibilities, and expectations of the various parties are outlined in this chapter.

Section 11C—Direction

11.3. Secretary of Defense (SecDef). The SecDef is the principal defense policy adviser to the President and is responsible for the formulation of general defense policy and policy related to all matters of direct concern of the Department of Defense and for the execution of approved policy. Under the direction of the President, the Secretary exercises authority, direction, and control over the Department of Defense.

11.3.1. The SecDef is in the operational chain of the Unified Commands and therefore assigns, approves, and directs missions of the unified combatant commanders (UCC) in support of national security objectives. The SecDef also approves combatant commander requests for forces/requests for capabilities (RFF/RFC) needed to accomplish assigned missions. In accordance with Global Force Management (GFM) policy, the SecDef is responsible for the Global Force Management Schedule (GFMS), which directs forces available to combatant commanders. Each Service is responsible for developing an annex to the GFMS indicating their plan for supporting the global requirements of all combatant commanders. The Air Force comprehensive AEF rotational schedule conveys the U.S. Air Force's plan for supporting both the build up of forces in support of the range of military operations (ROMO) and rotational operations designed to sustain the combatant commander's mission over a period of time. This schedule is included in the WMP 3, Part 4.

11.3.2. Once the GFMS is approved by the SecDef, it is authoritative and directive to all military departments and commands involved in the planning and deployment of forces. Changes to the annex affecting the scheduling of forces assigned to a combatant commander must be coordinated through the CJCS to SecDef. The SecDef approves and directs the U.S. Air Force to surge in response to combatant commander requests for capabilities. Once approved by SecDef, Chief of Staff, United States Air Force (CSAF) will issue a tasking order that serves as authority for COMACC, through the AEFC, to flow sourced requirements to the appropriate MAJCOM/unit for fill in accordance with established AEF procedures.

11.4. Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff. The CJCS is the principal military adviser to the President, SecDef, and the National Security Council (NSC). The CJCS is provided a Joint Staff to assist in accomplishing responsibilities for: the unified strategic direction of combatant forces; the operation of forces under unified command; and for the integration of forces into an efficient team of land, naval, and air forces. A role of the CJCS and the Joint Staff is to facilitate the resolution of matters between Services and combatant commanders and act as a conduit for information flow requiring SecDef decision or validation. Neither the Chairman nor the Joint Staff exercise executive authority over combatant or Service forces.

11.4.1. The CJCS approves the Joint Strategic Capabilities Plan (JSCP) provided by the Joint Staff. The JSCP contains guidance to combatant commanders and the Service Chiefs for the accomplishment of military tasks. Resulting combatant commander OPLANs, including the TPFDDs, are forwarded to the CJCS for review and approval.

11.4.2. The CJCS forwards communication and direction from the President and SecDef to the combatant commanders regarding current operations and plans by issuing warning, planning, alert, prepare to deploy, deployment, and execute orders.

11.4.3. The Joint Staff manages the GFM process.

11.4.3.1. Develops and staffs the Forces For Combatant Commanders Memorandum (Forces For), outlining the assignment of forces.

11.4.3.2. Develops and staffs the Joint Strategic Capabilities Plan (JSCP), outlining the CCDRs' specific tasks and OPLAN/CONPLAN to be developed.

11.4.3.3. Chairs the Global Force Management Board (GFMB). The GFMB provides recommendations to the Commander, Joint Forces Command (CDRJFCOM) as the Joint Force Provider (JFP) for the allocation of forces.

11.4.3.3.1. Develops policy and guidance to support the JFP.

11.4.3.3.2. Develops the Global Force Management (GFM) Allocation Schedule Annexes for SecDef approval.

11.4.3.3.3. Receive and validate requests for forces/capabilities (RFFs/RFCs) from combatant commanders. Joint Staff will pass the validated RFF/RFC to JFP for action.

11.4.3.3.4. Adjudicate contentious issues arising from Services and/or combatant commanders.

11.4.4. The Joint Staff is responsible for allocating blocks of PIDs to all unified and specified commanders.

11.4.5. If detailed plan briefings to key civilian officials within the Department of Defense are required, then the Joint Chiefs of Staff, on a case-by-case basis, is responsible for determining the extent to which sensitive data will be included.

11.5. Commander, Joint Forces Command (CDRJFCOM) as the Primary Joint Force Provider (JFP)

11.5.1. Based on recommendations from the GFMB, Services, and combatant commanders, is responsible for the allocation of conventional combat, combat support, and combat service support forces, less designated forces sourced by USTRANSCOM, USSOCOM, and USSTRATCOM.

11.5.2. In coordination with the Services, provides trained and ready forces and capabilities for allocation by the Global Force Management Board to support combatant command requirements.

11.5.3. Recommends global joint sourcing solutions to satisfy validated combatant command RFFs/RFCs and prepare the DEPORD to forward, through the CJCS, to the SecDef for approval.

11.5.4. Recommends to the Global Force Management Board actions to sustain the level of capabilities of globally available forces to satisfy combatant commander requirements.

11.5.5. In coordination with the Services, orchestrates the force flow of allocated units.

11.6. Unified Combatant Commands (UCCs)

11.6.1. Provide requests for forces/capabilities (RFFs/RFCs) to Joint Chiefs for consideration by GFMB.

11.6.2. Identify immediate response and ready response forces/requirements to support JSCP assigned missions.

11.7. Secretary of the Air Force (SECAF).
The SECAF is responsible for the affairs of the Department of the Air Force, including the organizing, training, equipping, and providing for the welfare of its active duty force, Air National Guard, Air Force Reserve, civilians, and their families. The SECAF is responsible for the U.S. Air Force's functioning and efficiency, the formulation of its policies and programs, and the timely implementation of decisions and instructions of the President of the United States and the SecDef.

11.7.1. The SECAF assigns all Air Force forces to the combatant commands, except those necessary to meet its statutory functions, as directed by SecDef and documented in the Forces For Unified Commands (Forces For) memorandum. The Forces For reflects force assignment, not force apportionment for planning or force allocation for execution.

11.7.2. SECAF establishes Air Force tempo management policy and approves any deviations or waivers to established policy.

11.8. Headquarters, United States Air Force

11.8.1. **Chief of Staff, United States Air Force (CSAF).** The CSAF is the principal adviser to the SECAF on Air Force activities and provides assistance for organizing, training, and equipping air and space forces to meet combatant commander requirements. The CSAF presides over the Air Staff, transmits Air Staff plans and recommendations to the SECAF and acts as the Secretary's agent in carrying them out. The CSAF is responsible for the efficiency of the Air Force and the preparation of its forces for military operations.

11.8.1.1. CSAF is the "Global Force Provider" of Air Force air and space power capabilities. The CSAF supervises the administration of Air Force personnel allocated to combatant commands using the AEF schedule and limits established by the Global Military Force Policy (GMFP), the GFMB, and the PSRB. The CSAF develops the AEF schedule and other capabilities as outlined in the WMP 3, Part 4 for forwarding, through CJCS, to SecDef for approval as part of the GFM pro-

cess. Air Force changes affecting forces allocated to combatant commanders are coordinated with the affected combatant commander and forwarded through CJCS for SecDef approval.

11.8.1.2. The CSAF conveys instructions to all Air Staff, MAJCOM, ANG, and subordinate units to be ready to deploy at any time during their AEF deployment period per the approved AEF schedule.

11.8.1.3. The CSAF approves deviations to the AEF operational practice (e.g., the AEF battle rhythm) for meeting and sustaining combatant commander requirements. The CSAF may direct extended estimated tour length (EETLs) of up to 179 days (or as specified) for selected individuals, units, or functional areas when necessary to meet combatant commander mission requirements. The CSAF must approve/disapprove all requests to deploy on a rotation tour length greater than the U.S. Air Force's established tour length.

11.8.1.4. As a member of the Air Staff, the Vice Chief of Staff, United States Air Force (VCSAF) assists the CSAF in the administration of U.S. Air Force forces by chairing the VCSAF Forum. The members of the VCSAF Forum are the vice commander of each MAJCOM and the ANG. Collectively, they oversee the U.S. Air Force's efforts to organize, train, equip, and provide the most combat ready and skilled forces to the combatant commander. The VCSAF approves/disapproves all functional area requests to deviate from the ECS SIPT approved ECS Target Base Alignment Template.

11.8.2. **Deputy Chief of Staff (DCS), Air Space, & Information Operations, Plans & Requirements (AF/A3/5).** The AF/A3/5 is responsible to the Secretary of the Air Force and the Chief of Staff for formulating policy supporting air, space, intelligence, nuclear, counter proliferation, homeland security, weather, and information operations. As the Assistant Air Force Operations Deputy to the Joint Chiefs of Staff, he determines the operational requirements, capabilities and training necessary to support national security objectives and military strategy. The AF/A3/5 oversees and issues policy, guidance, and procedures for mission directives on Air Force war planning and readiness. The AF/A3/5 oversees AEF operational planning and concept development and assists the AEFC and Air Force component headquarters with contingency, crisis action, and rotational planning. AF/A3/5 represents the Air Force to the joint community and the Office of the Secretary of Defense (OSD) on all AEF policy and doctrine to include all matters involving the scheduling, sourcing, operations planning, and presentation of AEF capabilities. AF/A3/5 plans, programs, and budgets for operational exercises and coordinates operational training events. AF/A3/5 conducts analysis of operational concepts supporting AEF operations through the Studies and Analyses, Assessments and Lessons Learned (AF/A9). AF/A3/5 is responsible for overseeing recovery and reconstitution efforts that result from surge operations above the normal AEF battle rhythm and is the waiver authority for deviations from the Air Force Combat Wing structure of an air expeditionary wing (AEW).

11.8.2.1. Communicates SecDef and CSAF direction to COMACC on such matters as surge, approval to use EETLs, directed taskings, execution orders, and tour lengths exceeding the Service's standard.

11.8.2.2. The AF/A3/5 will send out the Cycle Posturing Guidance Message approximately 12 months prior to the start of the AEF Cycle. This message is the keystone document for all AEF Cycle implementation and outlines the necessary steps and timeline that must occur to facilitate cycle planning.

11.8.2.3. **Directorate of Operational Plans and Joint Matters (AF/A5X).** AF/A5X is the U.S. Air Force focal point for developing and integrating worldwide AEF operational strategies, requirements, policies, guidance, and plans in support of combatant commands. AF/A5X assesses the ability of AEF scheduled forces to support combatant commander planning initiatives and requests for capability or forces to accomplish assigned missions. AF/A5X maintains an interface with the Commander, Air Combat Command (COMACC) and the AEFC on scheduling, sourcing, and execution issues impacting the AEF battle rhythm. AF/A5X monitors, assesses, and provides guidance related to MAJCOM issues and inconsistencies, Air Staff Functional Area Manager (FAM) functional area issues, and AEF relationship to operation plan guidance.

11.8.2.3.1. Responsible for recommending AEF policy and conducting outreach activities inside and outside the U.S. Air Force as directed. (A5XW)

11.8.2.3.2. The Air Force office primarily responsible for policies and procedures related to the presentation of Air Force capabilities to the combatant commands, OSD, and the joint community. (A5XW)

11.8.2.3.3. Coordinates with MAJCOMs and component headquarters to ensure unity in AEF planning, preparation, and execution. (A5XW)

11.8.2.3.4. Executive agency for the VCSAF Forum and responsible for carrying out the administrative and logistical needs of the forum. (A5XW)

11.8.2.3.5. Develops general policies regarding all facets of the management of UTCs and guidelines for assigning available UTCs in the DCAPES UTC Availability and is responsible for managing the UTC Availability in DCAPES, but not for the actual update of available UTCs. (A5XW)

11.8.2.3.6. Serves as the primary U.S. Air Force representative on the Prioritization and Sourcing Review Board (PSRB), in accordance with CJCSI 1301.01C, responsible for conveying the U.S. Air Force's ability to meet the individual augmentation (IA) requirements of all combatant commanders. Along with AF/A1PR, coordinates combatant commander IA requests with the applicable Air Staff FAM and the AEFC to determine availability of needed capability to meet IA request. Coordination is accomplished between AF/A5X and A1PR using the Joint Actions Brief Sheet (JABS). AF/A5X is responsible for communicating the results of the PSRB to all affected and interested parties. (A5XJ)

11.8.2.3.7. Primary U.S. Air Force point of contact for coordinating U.S. Air Force recommendations to the GFMB. Assists component headquarters develop RFC recommendations for the combatant commander by identifying available capabilities and UTCs. (A5XW)

11.8.2.3.8. Provides contingency, crisis action, and rotational planning policies, guidance, procedures, and systems to support planning and execution processes and mobilization issues consistent with Air Force strategic direction, long-range planning, and joint planning architectures. AF/A5X is responsible for managing the Deliberate and Crisis Action Planning and Execution Segments (DCAPES) and serving as the Air Force functional office of responsibility for Joint Operation Planning and Execution System (JOPES). (A5XW)

11.8.2.3.9. Provides AEF expertise and continuity to the U.S. Air Force in operational and expeditionary combat support (ECS) areas. AF/A5X develops and maintains Air Force FAM training course material ensuring all Air Staff FAMs are trained within 3-months of assuming

the responsibility. AF/A5X coordinates AEF issues across functional areas and MAJCOMs as directed by the CSAF. Where no Air Staff FAM exists, AF/ A5X performs the minimum duty of providing posturing, coding, and sequencing strategy for the affected functional area. (A5XW)

11.8.2.3.10. Acts as the U.S. Air Force office primarily responsible for mobilization and demobilization planning and is responsible for forwarding MAJCOM/CC requests for mobilization and demobilization to the Assistant Secretary of the Air Force (Manpower and Reserve Affairs) (SAF/MR) as a coordinated request to SecDef. (A5XW)

11.8.2.3.11. Responsible for ensuring the CJCS exercise schedule includes deployment exercises and are managed in accordance with AEF procedures for stating, maintaining and sourcing requirements. (A5XW)

11.8.2.3.12. Office of primary responsibility for developing and integrating worldwide AEF operational strategies, requirements, policies, guidance, and plans to include developing and maintaining this instruction. (A5XW)

11.8.2.3.13. Primary focal point for U.S. Air Force planning and execution community for: JSCP/WMP actions, Contingency Planning, UTC Availability, UTC Management, force modules, Mobilization, DCAPES, and FAM Management. (A5XW)

11.8.2.3.13.1. The MEFPAK Manager for the Air Force, including the proving and coordinating agency for all UTC requests. (A5XW)

11.8.2.3.13.2. Responsible for the War and Mobilization Plans, providing the WMP-3 Part 1 for review during the JSCP development process and updates WMP-3 Part 1 database as necessary with component headquarters and MAJCOM comments. (A5XW)

11.8.2.3.13.3. Responsible for reviewing component headquarters TPFDDs and validating the combat forces to ensure forces match the WMP-3 Part 1 apportionment, source the TPFDD using the automated sourcing programs and provide the completed sourcing to the component headquarters. (A5XW)

11.8.2.3.13.4. Sponsors for the Air Force sourcing conference, if deemed necessary, and participates in the joint force flow conferences as the Air Staff representative. (A5XW)

11.8.2.4. **Directorate of Current Operations and Training (AF/A3O).** Provides the Current Operations function for the Air Force. As such, AF/A3O integrates the efforts of A5X, A4/7 and A1 in the execution phase of providing forces to combatant commanders.

11.8.2.4.1. Current Operations reside in AF/A3OO (Air Force Operations Group (AFOG)). Current Operations is responsible for the coordination of draft CJCS PLANORDS, DEPORDS and EXORDS in both peacetime and crisis operations. In peacetime AFOG coordinates orders with HAF FAMs, AEFC (through ACC) and MAJCOMs. When the AFCAT is activated during crisis operations, AFOG employs the CAT to perform necessary coordination. Direct liaison with the Joint Staff and combatant commander staffs is authorized.

11.8.2.4.2. Individual Augmentee shortfalls will be vetted through the CAT Director or AF/A3O. Current Operations will maintain visibility on IA requests.

11.8.2.4.3. As Global Force Management evolves, AF/A3O will continue to provide HAF guidance, policy and direction to ACC and the AEFC in the sourcing of Air Force assets in the execution phase.

11.8.3. **DCS, Manpower and Personnel (AF/A1).** Establishes policy and provides guidance for organizational structures, manpower impacts, military personnel, Department of the Air Force (DAF) civilians, and required manpower services to support AEF operations. AF/A1 establishes policy and monitors competitive sourcing and privatization (CS&P) studies to ensure they do not impact the Air Force's ability to execute AEF operations and deployment requirements. AF/A1 integrates personnel policies and strategic objectives throughout the development and coordination of plans and programs supporting AEF operations. AF/A1 establishes policies and procedures that fully support the AEF, commanders, Air Force members and their families. Suspense MAJCOM/CVs, FOA/CCs, and DRU/CCs to provide UTC posturing and coding status to VCSAF 180-days prior to each AEF cycle. AF/A1 serves as the U.S. Air Force office primarily responsible for managing the U.S. Air Force's Tail Number Accounting Program.

11.8.3.1. **Directorate of Force Management Policy (AF/A1P).** AF/A1P is the U.S. Air Force focal point for developing global Air Force personnel policy.

11.8.3.1.1. Provides a personnel presence with the Air Force CAT via the Manpower & Personnel Readiness Center (MPRC) during crisis operations. The AFCAT-MPRC is tasked with integrating personnel and manpower guidance and is the Air Force OPR for global personnel accountability for the Total Air Force. (A1PR).

11.8.3.1.2. Along with AF/A5XJ, is responsible for coordinating combatant commander Individual Augmentation (IA) requests with the applicable Air Staff FAM and the AEFC to determine availability of capability needed to meet IA requirement requests. Coordination is accomplished between AFCAT-MPRC (AF/A1PR when the MPRC is not activated) and A5XJ using the Joint Actions Briefing Sheet (JABS), in accordance with CJCSI 1301.01C. Serves as an U.S. Air Force representative on Prioritization & Sourcing Review Boards (PSRB) in conjunction with AF/A5XJ. (A1PR).

11.8.3.1.3. Serves as the OPR for the personnel functions of DCAPES. (A1PR).

11.8.3.1.4. Ensures PCS and TDY assignment and promotion/separation policies are synchronized to the maximum extent possible with AEF deployment policies. (A1PP).

11.8.3.2. **Directorate of Manpower, Organization and Resources (AF/A1M).** AF/A1M is the Air Force OPR for developing and administering the global Air Force manpower program as an integral part of the Planning, Programming, Budgeting & Execution (PPBE) System.

11.8.3.2.1. Through the Air Force Manpower Agency, serves as the Master Manpower Force Packaging System (MANFOR) office of primary responsibility for the Air Force. Oversees the MANFOR database and ensures the system interfaces with other automated planning systems. Serves as the OPR for the manpower functions of DCAPES. (AF/A1MR and AFMA).

11.8.3.2.1.1. Reviews and registers new UTC data in the MANFOR database.

11.8.3.2.1.2. Reviews UTC update dates to ensure all UTCs are being revalidated on a regular basis.

11.8.3.2.1.3. Creates MANFOR file for ultimate submission in the TUCHA.

11.8.3.2.2. Provides policy and guidance to assist MAJCOM and FOA staffs to quantify and document wartime manpower contingency and deployment planning requirements; deployment execution, employed at home station, and in-place requirements; and employment contingency organization structures in support of total force accountability and force management. (AF/A1MR and AFMA).

11.8.3.2.3. Updates MISCAPs and manpower detail based on inputs from MEFPAK Responsible Agency and/or Air Staff FAM.

11.8.4. **DCS, Logistics, Installations and Mission Support (AF/A4/7).** Develops policy and provides guidance for all logistics plans, transportation, supply and fuels, maintenance and munitions, civil engineer, and services support. HAF lead for developing Agile Combat Support (ACS) capabilities, and appropriately sizing these capabilities as ECS, to support AEF operations.

11.8.4.1. Provides direction and functional advocacy for development and funding of deployment and distribution automated information systems, deployment equipment, related studies and initiatives. Establishes policy and provides guidance to MAJCOMs on the training and equipping of personnel to support crisis operations.

11.8.4.2. Performs as the U.S. Air Force point of contact for in-transit visibility issues, policies, and programs.

11.8.4.3. Develops and implements U.S. Air Force personal property movement and passenger policies and procedures for the SECAF and the CSAF in support of the AEF. AF/A4/7 is responsible for developing and implementing Service unique personal property movement through OSD. AF/A4/7 represents Air Force MAJCOMs and installation TMOs as executive board member on the Personal Property Coordinating Council and the Passenger Advisory Group. In addition, serves as the U.S. Air Force focal point and program manager for personal property and privately owned vehicles. U.S. Air Force focal point and program manager for passenger border clearances and customs requirements, passenger forecasting, and government-wide city-pair program requirements.

11.8.4.4. Serves as the U.S. Air Force office primarily responsible for the Integrated Deployment System (IDS). Manages the Logistics Module (LOGMOD).

11.8.4.5. Serves as the LOGFOR office of primary responsibility for UTC development and maintenance. Receives, updates, and reviews LOGDET data from MEFPAK Responsible Agency; provides TYPREP submission to Defense Systems Support Organization for updating TUCHA. Detailed responsibilities are outlined in **Chapter 5**.

11.8.5. **Secretary of the Air Force Office of Warfighting Integration and Chief Information Officer (SAF/XC).**

11.8.5.1. Develops policy and provides guidance for all communication and information.

11.8.5.2. SAF/XC is designated the Air Force Executive Agent (AFEA) for Joint Expeditionary Force Experiments (JEFX). The **Air Force Command and Control and Intelligence, Surveillance and Reconnaissance Center (AFC2ISRC)**, as its subordinate AFEA, acts as the Air Force lead for planning and conducting JEFXs and small-scale experiments such as Advanced Process Technology Experiments (APTX). To accomplish the tasks, the AFEO coordinates, synchronizes, and integrates experimentation events in JEFXs and APTXs.

11.8.6. **Air Staff Functional Area Managers (FAMs).** The Air Staff FAM acts as a central coordinator of the actions of their MAJCOM counterparts to ensure their applicable functional area UTCs are postured, coded, aligned in UTC Availability in accordance with current Air Force policy and instructions. The Air Staff FAM will update their functional area's posturing, coding, sequencing, and contribution strategy for implementation by MAJCOM FAMs, 12 months prior to the start of each AEF cycle. FAM Guidance will be approved by applicable Air Staff Functional Directorate (may be delegated to no lower than General Officer). Air Staff FAMs, in coordination with MAJCOMs and the AEFC, are responsible for ensuring the capabilities represented by their UTCs are correctly balanced across the AEFs and support the functional capabilities identified in the AETF force modules. Air Staff FAMs will not make changes to the UTC Availability, but will coordinate with appropriate MAJCOM and the AEFC to ensure the guidance provided in this instruction is correctly applied throughout the functional area. Air Staff FAMs will ensure MAJCOM FAMs develop their respective portions of the WMP in support of Air Force operations requirements. The Air Staff FAM is responsible for continually evaluating the functional area's ability to perform its primary objective, which is to meet the combatant commander's needs. The Air Staff FAM will identify and suggest remedies for problems or issues requiring deviations or waivers to current policies or procedures. The Air Staff FAM will identify to the AF/A3/5, instances of inconsistent application of policies, procedures, or stated strategy. Air Staff FAMs validate the development and maintenance of UTCs within their functional area and assign a MEFPAK Responsible Agency. See **Chapter 12** for additional Air Staff FAM responsibilities.

11.9. Commander, Air Force Reserve Command (AFRC/CC) and Director, Air National Guard (NGB/CF). Establishes policy and provides guidance for the participation of AFRC and ANG forces, respectively in AEF operations. **Note**: HQ AFRC/CC is dual-hatted as the AF/RE**.**

11.10. Component Headquarters. Although Air Force forces are assigned to different combatant commanders, all Air Force units and associated capability are part of the AEF and are centrally managed to best meet the overall requirements of all combatant commands in support of the national defense strategy. For rotational operations, the component headquarters will provide all requirements (ECS, aviation, and equipment) to the AEFC for sourcing in accordance with the timelines established in **Chapter 9**. For crisis operations, the supported component headquarters will only source assigned forces, all other requirements will be provided to AEFC for sourcing solution.

11.10.1. Establish and identify AEF manpower, airframe, and equipment requirements, from the Air Force capabilities presented to the combatant commanders in the form of AETF force modules. Coordinate deployment planning activities and combatant commander requirements with the AEFC to assist identification of AETF capabilities and available UTCs in the AEF and Enabler libraries. Develop supporting plans with corresponding JOPES TPFDD and DCAPES line level detail as required to meet theater and supported combatant commander mission requirements.

11.10.2. Promote diplomatic relations for host nation support (HNS) with foreign governments to ensure base accessibility, overflight, and landing rights. Assist lead units in establishing HNS for required items. Identify in-theater prepositioned and host nation materiel available to supporting MAJCOMs to allow them to prepare required deployment packages.

11.10.3. Coordinate with combatant commander staffs to identify employment locations. Develop a Base Support & Expeditionary (BaS&E) Planning Tool for approved employment locations. Plan and coordinate communications and information support. Coordinate theater-specific intelligence prepa-

ration of the battlespace (IPB) for deploying forces and incorporate deploying forces into theater intelligence, surveillance, and reconnaissance (ISR) dissemination architecture.

11.10.4. Provide access to theater targeting lists and coordinate availability of theater targeting products, to include target system analysis, target materials, and tailored targeting products. Establish theater-level C2 nodes and responsibilities.

11.10.5. Ensure all deployed forces working in a joint or coalition organization, or those filling "in lieu of" requirements, know their Air Force command structure. Ideally, this information is provided in the AOR reporting instructions so the member is aware prior to departure.

11.10.6. Establish policy, guidance, and instructions (normally in the form of reporting instructions) to facilitate the efficient employment of forces within the theater of operation. As new FOLs are established, policy, guidance and instructions should be established and disseminated as soon as possible.

11.10.7. Responsible for ensuring that all MAJCOMs, which are tasked or might be tasked in their plan, receive sufficient copies of the plan to be supported.

11.10.8. Review WMP-3 Part 1 to ensure most current wartime beddowns and RDDs and to ensure apportioned forces are sufficient to accomplish wartime tasks.

11.10.9. Source contingency planning TPFDDs from in-theater assets, provide TPFDDs to AF/A5XW for sourcing, and provide the sourced TPFDD to the MAJCOMs for review and validation.

11.10.10. Coordinate completion of TPFDD routing data, C-dates, and any additional time phasing based on combatant commands requirements.

11.10.11. Ensure that contingency and crisis planning factors comply with HN agreements and the DOD Foreign Clearance Guide (FCG). This planning must include deployment, employment and sustainment requirements across the regional combatant command area of responsibility (AOR), including en route countries as necessary. Ensure that US Embassy or US Defense Representative receive a copy of CJCS Orders to assure that U.S. Embassies have sufficient time, input and manpower to support coordination with HN.

11.11. Commander, Air Combat Command (COMACC). COMACC is responsible for the management, sourcing, and execution of the AEF schedule as tasked by the CSAF per AFPD 10-4. COMACC will forward a fully coordinated AEF schedule to the CSAF through AF/A3/5, on a bi-annual basis to meet the GFM directed timelines for inclusion in the Forces For GFM Allocation Annex. COMACC will coordinate any changes affecting forces assigned to combatant commanders with the CSAF.

11.11.1. COMACC, in coordination with the AEFC, will task organize and transfer ready, fully mission capable AETF forces to combatant commanders in accordance with the SecDef approved AEF rotational force schedule. G-series orders and expeditionary unit designations will be in accordance with AFPD 10-4 and AFI 38-101.

11.11.2. Upon receipt of a SecDef tasking order, COMACC, through the AEFC, will pass sourced AETF requirements to force providers.

11.11.3. COMACC will maintain and provide HQ USAF, through the AEFC, total asset visibility of forces tasked to deploy, deployed forces, Air Force residual capability, readiness of forces, projected reconstitution requirements, and recommendations to reset the AEF battle rhythm after periods of surge.

11.11.4. COMACC adjudicates scheduling, sourcing, posturing, coding, and capability requirements with the affected component headquarters and MAJCOM commander when they cannot be resolved by the AEFC/CC.

11.11.5. COMACC will source conventional Air Force capabilities assigned to AFSOC, through the AEFC, to meet AEF requirements, except for those capabilities that provide unique capabilities for supported SOF forces and/or are funded by US Special Operations Command (USSOCOM).

11.11.6. COMACC will source Service capabilities assigned to AETC and AFMC, through the AEFC, to meet AEF requirements.

11.11.7. COMACC, in support of JFCOM's role as the primary JFP, will assume duties as the primary conventional USAF force provider to develop recommended global service sourcing solutions for forces and capabilities worldwide. COMACC will develop these recommended sourcing solutions with guidance from HAF, sourcing solutions from the AEFC, and risk assessments from the nominated MAJCOM(s).

11.12. Air and Space Expeditionary Force Center (AEFC). The AEFC is a direct reporting unit (DRU) under Air Combat Command, and is itself without authority to exercise operational command authority over Air Force forces. AEFC authority stems from COMACC's authority granted by the CSAF. In its role as the U.S. Air Force's primary single-source force/capability provider, the AEFC is responsible for executing the Air Force battle rhythm by centrally managing the scheduling and sourcing of forces to meet combatant commander requirements.

11.12.1. The AEFC executes the AEF battle rhythm as the enabler that delivers versatile and responsive total force air and space power to meet the warfighter's global security requirements. The AEFC incorporates AEF related processes in every step of operational planning, preparation, and execution from crisis to sustainment actions with emphasis on identifying functional trigger points that stress or break the AEF operational policy and force sourcing outside the on-call resources. The AEFC/CC establishes the AEF pivot date for each AEF rotation.

11.12.2. The AEFC coordinates with component headquarters planners during deployment/redeployment TPFDD construction. The AEFC assists the component headquarters in identifying capabilities and UTCs required in the AETF. The AEFC assists with maintenance of TPFDDs for all operations supported with AEF scheduled forces. The AEFC maintains the master rotational TPFDD after initial TPFDD build by the component headquarters.

11.12.3. The AEFC coordinates the efforts of the Expeditionary Combat Support (ECS), Combat Air Forces (CAF), and Mobility Air Forces (MAF) Scheduling Integrated Product Teams (SIPTs) and is responsible for developing a comprehensive AEF rotation schedule that supports Global Force Management. The AEFC identifies scheduling disconnects and discrepancies and initiates the process for resolution. The AEFC develops and publishes the ECS Target Base Alignment Template and the Installation to FOL Alignment Template used to schedule the deployment of all deployable units and personnel per AEF cycle and AEF deployment period.

11.12.4. The AEFC coordinates, integrates, and publishes the timelines, plans, and tasks required for each AEF cycle and each AEF rotation to include monitoring the scheduling of deployment transportation. The AEFC provides continuity throughout critical AEF prepare-to-deploy, deployment, redeployment, and transition phases of the AEF cycle. The AEFC pushes relevant and timely deployment

preparation information to the field and provides a comprehensive database of AEF-focused material through the AEF Online web page.

11.12.5. The AEFC monitors the scheduling of deployment transportation. The AEFC works with the component headquarters and USTRANSCOM to resolve any transportation problems. Provides AF/A3/5 (through COMACC), visibility over deployed forces to assess location, readiness and projected reconstitution requirements.

11.12.6. The AEFC influences the education and training of U.S. Air Force personnel through coordination with Air University, AETC, HQ USAF, and Public Affairs offices. The AEFC recommends policy to the appropriate office of responsibility and ensures the applicable publications reflect the most current information related to the planning, scheduling, sourcing, deployment, and execution process.

11.12.7. The AEFC, in conjunction with AF/A5XW, is responsible for the overall management of the AEF Library data in UTC Availability. This includes acting as the point of contact to resolve all non-policy related problems associated with the AEF Libraries.

11.12.8. The AEFC manages the data pattern traffic (DPT) levy flow process for AEF sourced requirements as identified in crisis and rotational TPFDDs. AEF Library aligned resources are used to source TPFDD requirements, including ECS UTCs scheduled by the ECS SIPT, maintenance, munitions, and aviation UTCs scheduled by the MAF and CAF SIPTs.

11.12.8.1. AMC, PACAF and USAFE will coordinate with the AEFC when accomplishing DPT levy flow processes to ensure the AEFC maintains visibility of forces in accordance with AFPD 10-4 responsibilities.

11.12.9. The AEFC provides quantitative and qualitative data to the appropriate agencies to guide efforts to configure the forces to meet the AEF operational policy. The AEFC provides a monthly report to the CSAF, through AF/A3/5, detailing UTCs not reported "green" in the AEF UTC Reporting Tool (ART). The AEFC provides Functional Area Managers (FAMs) with recommendations for reconfiguring standard UTCs into right-sized, modular, and scaleable UTCs. The AEFC identifies opportunities to maximize alignment of the available, deployable total force with UTCs and identifies disconnects between resources and requirements to U.S. Air Force leaders in order to affect appropriate force structure changes. The AEFC provides the medium to assess the readiness of postured Air Force forces with ART.

11.12.10. The AEFC recommends to the CSAF, through COMACC, courses of action to meet emerging crisis, sustain rotational requirements, redeploy forces, reset or deviate from the normal AEF battle rhythm, and to repopulate the AEF after periods of surge. The AEFC also coordinates with MAJCOM/CCs to request AF/A3/5 and SAF/MR make a coordinated mobilization recommendation to CSAF/SECAF. The AEFC will also make a coordinated recommendation to delay demobilization to allow reconstitution of the active force during efforts to reset the AEF battle rhythm.

11.12.11. The AEFC centrally manages the Air Force Deployment Processing Discrepancy Reporting Program. It articulates related processes, roles, and responsibilities of all involved agencies (i.e., the AEFC, MAJCOMs, Installation Deployment Officers, Military Personnel Flights, Unit Deployment Managers, PERSCO teams, and deployed commanders). The AEFC maintains the Deployment Processing Discrepancy Reporting Tool (DPDRT) and produces metrics to track and report discrepancies for corrective actions. The AEFC is responsible for monitoring the corrective action taken by the supporting commands through the DPDRT program.

11.12.12. The AEFC oversees and manages the UTC and IA reclama process when taskings must be reassigned between MAJCOMs. The AEFC is the central agency for adjudicating Air Force reclama and forwarding to Headquarters, Air Force as required.

11.12.13. The AEFC performs as the administrative agency for the AEF Steering Group (AEFSG) and the ECS SIPT. The AEFC Commander acts as the Chairman for these two executive bodies.

11.12.13.1. **Air and Space Expeditionary Force Steering Group (AEFSG).** Multi-MAJCOM and Air Staff, cross-functional team of colonels or civilian equivalents appointed by each MAJCOM, the ANG, and the Deputy Chiefs of Staff for Operations, Manpower and Personnel, and Installations and Logistics (includes executive agents for the ECS SIPT, CAF SIPT and MAF SIPT). The AEFSG will address AEF issues that require MAJCOM-level or above supervisory review/intervention. The AEFSG provides a link in a logical, sequential chain of peer review organizations to include base-level deployment process working groups, CAF SIPT, ECS SIPT, MAF SIPT, COMACC, VCSAF Forum and CORONA. The AEFSG operates with a strategic focus to provide a forum for reviewing and recommending policy, introducing and evaluating new ideas and concepts, and resolving problems inhibiting AEF execution. The AEFSG will review and evaluate a coordinated ECS, CAF, and MAF AEF schedule for each cycle. The AEFSG approves requests to place UTCs in the Enabler library that do not meet the Enabler criteria.

11.12.13.2. **Expeditionary Combat Support Scheduling Integrated Product Team (ECS SIPT).** Multi-MAJCOM, cross-functional team of colonels or civilian equivalents, appointed by their respective MAJCOM commander or vice commander to represent the MAJCOM commander and functional ECS UTC resource managers concerning ECS scheduling and sourcing related issues. The AEFC is designated the executive and administrative agent for the ECS SIPT. The ECS SIPT approves the ECS Target Base Alignment Template and will review any requests to deviate. ECS SIPT recommendations for approval or disapproval are forwarded to the VCSAF for final decision. The MAJCOM ECS SIPT representative will coordinate and recommend approval/disapproval to the MAJCOM/CV of all MAJCOM reclamas for re-sourcing to another MAJCOM. The Chairman represents the interests of FOAs and other agencies capable of providing forces and not represented on the ECS SIPT as non-voting members. The Chief, AEF Center Scheduling Division is the ECS SIPT Executive Secretary responsible for the day-to-day business of the ECS SIPT.

11.13. Force Providers (Air Force Major Commands (MAJCOMs), Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), and Air National Guard (ANG)). Note: In a force provider role, HQ USAF is considered a MAJCOM; the AF/CVA, or applicable DCS (if delegated), will fulfill MAJCOM/CV responsibilities. Where MAJCOMs, FOAs, DRUs, or the ANG have established AEF cells to centrally manage deployment processes they may delegate the following responsibilities: When tasked during contingency planning stage, MAJCOMs will develop supporting plans in support of combatant commander operation plans (OPLANs), concept plans (CONPLANs), or functional plans. The supporting plans, mobilization plans, Base Support & Expeditionary (BaS&E) Planning Tools, or deployment/redeployment plans will identify needed capability using the sourcing procedures described in paragraph **8.13.** Specific units to fulfill the needed capability will be identified in the comprehensive AEF rotational force schedule. MAJCOMs will synchronize planned activities (e.g., training, exercises, inspections, PME, etc.,) with the AEF battle rhythm to ensure forces are ready during their scheduled AEF deployment period. MAJCOM must ensure subordinate units understand their primary objective during their scheduled deployment period is to make the maximum capability available. MAJCOM com-

manders and FAMs will clearly identify to subordinate agencies and organizations those operational or support activities that may be suspended, delayed, closed, consolidated, or outsourced during their forecasted deployment windows. MAJCOM FAMs must maintain close coordination with their Air Staff FAM and the AEFC to ensure the application of UTCs to the AEF construct is consistent with the actions of similar FAMs in other commands. They are also responsible for executing and supplementing Air Staff FAM posturing and coding guidance. See **Chapter 12** for specific MAJCOM FAM responsibilities.

11.13.1. Ensure all assigned Air Force forces are equipped and trained to meet the mission capability statement (MISCAP) of postured UTCs. Continually monitor, assess, and report personnel, training, equipment, and supply status throughout the AEF life cycle, advising the AEFC, Air Staff, and applicable agencies of critical impacts to on-call operations, the AEF schedule, and OPLAN/TPFDD execution. MAJCOMs will ensure POM requests and UTC Designed Operational Capability (DOC) statements are prepared and submitted to allow eligible forces to maintain the required AEF capabilities in accordance with the comprehensive AEF rotational force schedule.

11.13.2. Develop, register, coordinate, cancel, posture, align, code, assess, and verify UTCs for systematic planning and execution of force packages. The MAJCOM/CV, FOA/CC, and DRU/CC will review postured forces 180-days prior to each AEF cycle ensuring all deployable capability is postured and coded for optimum availability. Status of the review will be reported to the VCSAF through the AF/A1. Ensure procedures are in place to track taskings, shortfalls, reclamas, verification timeliness, ART assessment, AEF association, and report status through command metrics.

11.13.3. Maintain the UTC Availability data within DCAPES. Update AEF libraries in accordance with the ECS Target Base Alignment Template prior to the start of each AEF cycle and as needed for maintenance. Ensure the UTC Availability data are kept current and reflect the full compliment of ECS, aviation, and equipment UTCs. MAJCOM war planners, in coordination with the AEFC, will act as the central focal point in each MAJCOM for updating UTC Availability. MAJCOMs will ensure requests to place UTCs in the Enabler library that do not meet the established criteria are submitted to the ECS SIPT for approval in accordance with established timelines.

11.13.4. Provide timely verification of all TPFDD taskings and, through established mechanisms, ensure tasked units are ready and prepared to deploy. Work with the AEFC and component headquarters to identify availability of pre-positioned materiel to support theater operations. Coordinate with the AEFC and the ANG and AFRC ARC liaison to ensure only the needed ARC capability is mobilized and ARC forces are demobilized in a timely manner to ensure personnel are returned to homestation for leave and downtime prior to demobilization. Maintain accountability of mobilized ARC forces to ensure demobilization is accomplished in accordance with established guidelines.

11.13.5. Provide guidance for personnel and equipment recovery, to include leave policy, prioritization of equipment purchase or replacement, and unit readiness reporting procedures. Assimilate unit reconstitution requirements and coordinate inputs through AF/A3/5, AF/A1, and the AEFC. All functional areas must consider CS&P studies and reengineering efforts to ensure they do not conflict with the ability to meet the warfighter's needs.

11.13.6. Establish procedures to ensure all assigned individuals are associated with an AEF in the Military Personnel Data System (MilPDS) (Not applicable to ARC members); each associated member is issued an AEF Identification Card, and approval is gained to deploy forces outside their associated AEF prior to departure.

11.13.7. Monitor the newsgroup messages and bulletins posted on the Air Staff, combatant commander, and component headquarters servers. Monitor AEF Online on the AEFC web site.

11.13.8. MAJCOMs will appoint a primary and alternate representative to the AEFSG, ECS SIPT, CAF SIPT, and MAF SIPT in accordance with the membership criteria established by each organization. The MAJCOM representation will have the full support of the MAJCOM/CC to act and speak on behalf of the command on related issues.

11.13.9. The MAJCOM/CV will approve reclamas for submission to the AEFC. **Note**: Reclamas will only occur under the most extenuating circumstances and require MAJCOM/CV approval. Reclamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

11.13.10. MAJCOM/CV will be approval authority for moving individuals from one AEF Library to another.

11.13.11. MAJCOMs are responsible for ensuring subordinate wings/units research Deployment Processing Discrepancies Items reported by the deployed commander/PERSCO Team and ensure that the supporting base take immediate corrective action.

11.13.12. When designated as MEFPAK Responsible Agency, develops and maintains detailed data on applicable UTCs for use throughout the Air Force. Detailed responsibilities for the MEFPAK Responsible Agency's OPR, Supply, Manpower, LOGDET Manager, and FAM are outlined in **Chapter 5**.

11.13.13. Review WMP-3 Part 1, at the request of AF/A5XW, to ensure most current data is available, to include UTCs, UICs, PMAI, DOCID, Avl Date, Special Capabilities, and specific Unit taskings. .

11.13.14. Ensure UTC Availability is current and that tasked UTCs (i.e. those in combatant commanders' TPFDDs) have corresponding records in the UTC Availability.

11.13.15. Review TPFDD sourcing for contingency planning, provide corrections/changes to AF/A5XW, and participate in the joint force flow conferences.

11.14. Combat Air Forces Scheduling Integrated Product Team (CAF SIPT). Multi-command organization comprised of colonels or civilian equivalents representing the CAF. The CAF SIPT is responsible for maintaining the CAF AEF aviation unit alignment and developing the CPO to meet operational commitments and training requirements. The HQ ACC Scheduling and Aerial Events Division (ACC/DOO)(ACC/A3O) serves as the Executive Secretariat for the CAF SIPT with the division chief acting as the CAF SIPT Executive Secretary. The Executive Secretariat has support branches responsible for maintaining the CAF AEF aviation alignment, building and coordinating the CPO, maintaining the CPO database software, improving CPO software, drafting planning and deployment orders for CAF aviation contingency tasking, and developing courses of action for various scheduling-related issues. The CAF SIPT achieves its objectives through electronic means and semi-annual participation from ACC, USAFE, PACAF, AFSOC, AFRC, and the ANG and operates under the constraints of existing memoranda of agreement. Following MAJCOM commander (MAJCOM/CC) and ANG approval, ACC forwards the CPO to United States Joint Forces Command (USJFCOM) for coordination with affected combatant commanders. Following combatant commander approval, USJFCOM forwards the CPO to CJCS for information. The CAF SIPT will ensure the CAF aviation schedule is provided to the AEFC in accordance with the established AEF TPFDD development timeline in **Chapter 9** for preparation of the TPFDDs

line-level detail in DCAPES. The CAF Aviation schedule will be included in the comprehensive AEF rotational force schedule.

11.15. Air Mobility Command (AMC). AMC fills validated transportation and air-refueling requirements as passed on by United States Transportation Command (USTRANSCOM) to support AEF operations. AMC will identify substitute units from the sourced AEF to replace AEF scheduled and sourced capability tasked by USTRANSCOM to meet emerging Air Mobility Operations requirements as part of, or outside the AEF rotation schedule.

   11.15.1. **Mobility Air Forces Scheduling Integrated Product Team (MAF SIPT).** The MAF SIPT is chaired by AMC/A3 and consists of representatives in the grade of Colonel or civilian equivalent from AMC, USAFE, PACAF, ANG, and AFRC. AMC/A33 prepares and maintains the MAF aviation schedule of units identified to fill combatant commander contingency and exercise requirements. The MAF SIPT will synchronize the MAF aviation schedule with the AEF battle rhythm and the AEF pivot date established by the AEFC/CC. The MAF SIPT will ensure the MAF aviation schedule is provided to the AEFC in accordance with the established AEF TPFDD development timeline in **Chapter 9** and updated as required.

   11.15.2. **AMC Tanker Airlift Control Center (TACC).** AMC is the office of primary responsibility for air mobility actions related to support and execution of AEF deployments. Schedules, coordinates, commands and controls air mobility forces in response to USTRANSCOM-validated movement requirements. Conducts air mobility crisis action planning and execution in response to unexpected contingencies. Purchase and publish passenger bookable AEF contingency missions for rotating ECS passengers in accordance with the TPFDD development timeline in **Chapter 9**.

      11.15.2.1. AMC/TACC will adhere to DOD FCG requirements and HN agreements.

11.16. Air Force Material Command (AFMC)(OC-ALC/GBMUUB). AFMC administers management functions for publication of Joint Technical Coordinating Group for Munitions Effectiveness documents, and use publications (primarily the Joint Munitions Effectiveness Manuals) to analyze attack missions, develop weapons requirements and conduct war game exercises.

11.17. Air and Space Expeditionary Force Battlelab (AEFB). The AEFB focuses on the mission of rapidly identifying and proving the worth of innovative and revolutionary operations and logistics concepts. The resulting Battlelab efforts provide the Air Force opportunities to quickly reach investment decisions and to organize, train, equip, and program more effectively. The mission of the AEFB is to advance Air Force core competencies by identifying and rapidly delivering innovative AEF operational and logistical concepts to provide theater combatant commander real-time global engagement capabilities.

11.18. Wing and Base-Level Organizations. The primary mission during the scheduled deployment period is to support the needs of the warfighter as mandated by the SecDef. All other activities must be suppressed or suspended during this period. Wing and base-level organizations will synchronize planned activities (e.g., training, exercises, inspections, PME, non-deployment related TDYs, leaves, etc.,) with the AEF battle rhythm to ensure forces are ready during their scheduled AEF deployment period. Deploy whole UTC teams with the expectation that home station will be significantly impacted during AEF deployments. Develop and implement concepts of operation (CONOPs) and supporting plans to allow functional areas to make the maximum capability available during their deployment period (i.e., use

IMAs, execute services contracts, defer work orders, use civilian over hires, close, consolidate, or defer activities, etc., to mitigate impact of "giving until it hurts.")

11.18.1. **Wing Commander.** Provides guidance to groups and squadrons as to operational imperatives and identifies functions that may reduce operations during AEF deployments. Responsible for training within the wing. Certifies wing's combat capability through ART. Advises MAJCOMs of activities specified by wing or base-level agencies that might restrict or delay AEF operations from either home or deployed locations. Recommends alternative plans as required. Ensure every reasonable attempt is made to meet taskings with ready and trained forces. Based on recommendations of MAJCOM FAMs, validates P-coding of assigned UTCs.

11.18.1.1. Ensures unit is able to meet all deployment taskings. Forwards reclamas to MAJCOM when unit is unable to meet tasking. **Note**: Reclamas will only occur under the most extenuating circumstances and require MAJCOM/CV approval. Reclamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

11.18.1.2. When designated as a pilot unit by the MEFPAK Responsible Agency OPR, responsible for developing and maintaining standard manpower and logistics detail for each UTC it has been assigned. Detailed pilot unit responsibilities are outlined in **Chapter 5**.

11.18.2. **Squadron Commander.** Ensures assigned personnel meet mission training requirements and plan for deployment in accordance with AFI 10-403 and this directive. Responsible for assigning personnel to UTCs. Responsible for rotational cycle equity at the unit level. Advises wing commander of resource changes that may impact unit capabilities. Responsible for associating, tracking, and managing personnel aligned against a specific AEF using the Military Personnel Data System (MilPDS). (Not applicable to ARC members). Ensure all personnel are associated with an AEF in MilPDS and are provided an AEF Identification Card. Unit commanders will implement and ensure compliance with the following guidance.

11.18.2.1. Commanders with UTCs postured in the AEF library will associate all unit members filling UTC positions against a specific AEF (AEF 1-10 or Enabler library) code. **Note:** CSAF-approved deviations to the AEF construct may have a distinct AEF code. AEF association is not applicable to ARC members.

11.18.2.2. Once associated with an AEF, individuals will remain in the same AEF for the duration of their assignment to the unit, unless the UTC is realigned in accordance with process identified in **Chapter 10** (e.g. functional area receives waiver to two-hit alignment, change in AEF Alignment template, career field moved into Enabler category, etc. Waiver authority for this requirement is the MAJCOM vice commander (MAJCOM/CV) or equivalent. (**Exception**: Individuals may be moved from the Enabler AEF to one of the 10 AEFs without MAJCOM/CV waiver). Establish procedures to ensure the commander support staff provides a PDS management product to inform unit commanders of personnel not associated with an AEF. The AEF association for individuals who voluntarily deploy outside their associated AEF is not changed in MilPDS. **Note:** AEF association in MilPDS/ DIMHRS does not apply to ARC.

11.18.2.3. Commanders will not select individuals outside their associated AEF deployment period to fill UTC taskings without first gaining a MAJCOM/CV waiver. Approved waivers must be maintained on file in the unit. (Not applicable to ARC members)

11.18.2.4. If unable to fill AEF requirements, AEF reclama rule sets apply. See **Chapter 10**. **Note**: Reclamas will only occur under the most extenuating circumstances and require MAJCOM/ CV approval. Reclamas are minimized when UTC Availability and ART are properly maintained. Units will ensure UTC Availability and ART are accurate and up to date.

11.18.2.5. Unit commanders must continue to update MilPDS to capture newly gained and departing personnel. AEF temporary duty (TDY) history should be considered when assigning new personnel to an AEF. Commanders should attempt to assign gained personnel to the latest AEF deployment period in the current AEF cycle. Each individual's TDY history can be found in the Tempo Management and Tracking System (TMTS) on the AFPC web page.

11.18.2.6. Where a member has already deployed during an AEF cycle, the gaining commander will not assign the individual to a position that would require the individual to deploy a second time in the same AEF cycle. MAJCOM/CV or equivalent must approve deployment of newly allo- cated individuals (PCA/PCS actions) with less than the 20-month-cycle stability against a rota- tional requirement. Commanders must continuously track individual tempo rates and gain appropriate approval to deploy prior to exceeding SECAF established tempo thresholds.

11.18.2.7. Commanders should make every reasonable effort to de-conflict Professional Military Education (PME) and AEF deployment periods. A scheduled AEF deployment is not justification for an operational deferment from officer PME. As Air Force resident PME is restructured to allow multiple start times throughout the year, more flexibility will be available to de-conflict PME with scheduled AEF eligibility windows.

11.18.2.8. The Air Force assignment process will be managed to coincide with the AEF rhythm to the maximum extent possible. Commanders will make every effort to schedule voluntary PCS/ PCA departure dates, terminal leave dates for retirement, and separation dates, to occur during the 3-month period immediately following the unit's deployment eligibility period. See AFPD 10-4, paragraph **6.2.1.** and AFI 36-2110, Chapter 4 (paragraph 4.6 and Table 4.2.).

11.18.2.9. Commanders will ensure the timely and accurate reporting of unit and UTC readiness status in SORTS and ART, respectively.

11.18.2.10. For Individual Mobilization Augmentees (IMAs) filling AEF taskings, the Program Manager verifies qualification to mobilization standards (Individual Medical Readiness (IMR), fully qualified in AFRC and current security clearance). IMAs must out-process through the local PRU in accordance with governing directives and regulations. If the AD unit commander approves the individual to deploy, the commander also accepts responsibility to train, ready and equip the member to deployment standards, regardless if the individual is mobilized or volunteers. The assigned unit, Personnel Readiness Facility, Supply Section, Chem training/issue, Firing Range, etc, where the IMA is assigned need to work with the equivalent organizations at the near- est AFB to the IMA's home of record to ensure deployment specific training, just-in-time training, individual equipment supply, and weapon's issue occur in a timely manner in the best interests of AF when it is not conducive to have IMA completely process through unit of assignment.

Chapter 12

THE FUNCTIONAL AREA MANAGER (FAM)

Section 12A—Purpose

12.1. Purpose. This chapter outlines the general management, roles, responsibilities, and training (formal, suggested and required) of Air Force Functional Area Managers (FAMs). More detailed FAM responsibilities and actions relative to the specific processes described in this instruction are found in other chapters in this document.

Section 12B—Background

12.2. Functional Area Managers. The significance of the FAM has increased ten-fold since the Air Force evolved from a forward-deployed force structure to our current AEF structure. Because of this, FAMs have become even more critical to the Air Force's ability to plan and execute its portion of the Nation's National Security Strategy.

12.2.1. Commanders, managers, and supervisors at all levels must ensure the right people are selected to be FAMs based upon knowledge and experience. In order for FAMs to be efficient and effective as well as enable them to respond to time-sensitive planning requirements, commanders, managers, and supervisors must ensure that once selected, FAMs are provided the tools, time, and training required to do their job.

12.3. The Role of the FAM. The FAM's continual involvement in the planning process is essential to accomplishing the Air Force's mission. The FAM is responsible for developing and managing all planning and execution requirements to support all possible contingencies.

12.3.1. **FAM definition.** The FAM is the individual accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. Responsibilities may include developing and reviewing policy; developing, managing and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing, analysis, and execution activities which are crucial to the management and execution of our AF readiness programs.

12.3.2. In some small functional areas, the individual assigned as the FAM may also perform duties as the Career Field Manager (CFM).

12.3.2.1. The CFM is the focal point for a designated career field within a functional community. The CFM serves as the primary advocate for the career field, addressing issues and coordinating functional concerns across various staffs. Additionally, the CFM is responsible for the career field policy and guidance. For more information on the role of the CFM, refer to AFI 36-2201 Volume III, *On The Job Training Administration*.

12.3.2.2. The FAM and CFM must work closely together to ensure functional area manpower, training, and sustainment support functional area readiness requirements.

12.3.3. FAMs and CFMs are vital components to effectively managing programs within their MAJCOM. However, it is essential MAJCOM programming, command and control, readiness, AEF

scheduling, requirements, and planning functions assist the FAM in the accomplishment of their duties.

12.4. Where are FAMs? Within the planning and execution process, FAMS are found at the Air Staff, MAJCOM/ARC, component headquarters, DRUs, and FOAs.

12.4.1. **Air Staff:** The Air Staff FAMs represent the highest level of functional management responsibility. These individuals are responsible for all wartime planning policies and procedures that affect the entire functional area. They oversee all aspects of the planning process and must fully understand the responsibilities of both the supported and supporting command functional planners.

12.4.2. **Supporting MAJCOM/FOA:** Supporting MAJCOM/FOA and ARC FAMs play a vital role in the plan execution process. They are the accountants of the planning process, keeping close track of the availability of forces and equipment and providing UTC availability to MAJCOM/FOA war planners and AEFC functional schedulers, as well as tracking readiness status and training levels. They also coordinate with other FAMs on all wartime and exercise matters that affect their functional area. The FAM, working through their MAJCOM/FOA directorates (or equivalent) and in coordination with subordinate wing and unit commanders, are responsible for determining which unit(s)/individual(s) or type and amount of equipment will be selected to fill TPFDD requirements.

12.4.3. **Component Headquarters:** Supported component headquarters FAMs are an integral part of the contingency and crisis action planning processes. Supported component headquarters FAMs maintain contact with like FAMs at all levels to maintain continuity.

12.4.4. **Unit Level.** At the unit level, the Installation Deployment Officer (IDO) and the unit deployment managers (UDMs) are responsible for day-to-day management of unit functions. Many of their responsibilities are accomplished with the assistance of other unit agencies such as the logistics, manpower, personnel, or operations plans office. While these individuals perform duties IAW AFI 10-403 that are closely related to FAM duties and responsibilities, they are not technically considered FAMs.

Section 12C—Guidance

12.5. FAM Appointment. FAMs play a significant part in the Air Force operation planning process and their continual involvement in the war planning process is essential to accomplishing the Air Force's wartime mission.

12.5.1. Managers and supervisors will ensure only the most highly knowledgeable and experienced people in the grade of E-7 and above are selected and assigned to be FAMs. With Office of FAM Oversight (OFAMO) prior concurrence, managers and supervisors may assign individuals in the grade of E-6.

12.5.2. When unit manning allows, commanders, managers and supervisors will consider appointing a civilian to serve as either the primary or alternate FAM to preserve functional area continuity.

12.5.2.1. Contractors will not be appointed primary FAM; however, they may serve in the capacity of an alternate FAM.

12.5.3. Due to the critical nature of the FAM's duties and the lengthy spin-up time required to become proficient, FAM appointment must be for a period of no less than 18 months.

12.5.4. The FAM's integral role in Air Force operations requires that FAM duties and responsibilities take precedence over all other assigned duties.

12.6. FAM Management. To facilitate the appointment, identification, and training of FAMs, Air Staff directorates, MAJCOM/CV (or equivalent), components, FOAs, DRUs, and all other agencies with FAMs will designate an OFAMO, in writing, to the AF/A3/5. These offices will ensure appointed FAMs are capable of efficiently and effectively conducting their responsibilities.

12.6.1. AF/A5XW is designated the Air Force Office of FAM Oversight. In this role they will intercede when needed to address problems between HAF FAMs and MAJCOM, component, FOA, DRUs, and all other agencies' OPR.

12.6.2. Below the Air Staff, the OFAMO, along with office responsible for UTC management, i.e. MEFPAK Responsible Agency OPR, should be in the same directorate. Whenever there is MAJCOM staff disagreement on FAM responsibilities, the OFAMO will be the final arbitrator and decision authority (per MAJCOM/CV authority) as to which Directorate or Agency in the MAJCOM will be the Office of Primary Responsibility (OPR) for any UTC or UTC series.

12.6.2.1. The OFAMO will assist in scheduling FAM training requirements, determining additional training requirements, and tracking appointment status of all FAMs in the command or agency.

12.6.2.2. Air Staff and MAJCOM/ARC directorates, component directorates, FOAs, DRUs, and all other agencies with FAMs, will designate in writing to their respective OFAMO, a primary and alternate FAM for each functional area. The appointment letter, signed by the commander or equivalent, must include name, rank, office symbol, phone number, email and functional area of responsibility. See **Table 5.1.** for functional areas.

12.6.2.3. In some functional areas, it may be necessary to appoint more than one FAM to effectively manage a large or complex functional area. For example, in the JFXXX UTC series (Fuels and Supply) appointment of one FAM to manage Fuels and one FAM to manage Supply may be necessary.

12.6.2.4. The OFAMO, working with their MAJCOM or equivalent OPRs, will ensure all FAMs have convenient access to systems and tools required to perform their duties.

12.6.2.4.1. This includes, but is not limited to GCCS and SIPRNET access, which will be loaded on each FAM's desktop computer where feasible. GCCS access is required to access DCAPES.

12.6.2.5. At a minimum, the OFAMO will hold quarterly FAM meetings to discuss FAM issues disseminate policy and guidance and/or conduct MAJCOM specific training. Issues that cannot be resolved at the MAJCOM level will be forwarded to AF/A5XW for review and action as necessary. The OFAMO will act as the facilitator for cross-functional UTC matters (e.g., 9AAX HQ UTCs).

12.6.2.6. The OFAMO will maintain a current roster of FAMs for their organization. The current roster will be based upon Directorate FAM Appointment Letters that will be maintained by the OFAMO. The FAM Directorate appointment letter will mandate FAMs to attend meetings and conferences scheduled by the OFAMO.

12.6.2.6.1. The OFAMO will maintain a database of current FAMs to determine formal and informal training. For new FAMs, the OFAMO will provide an in-processing checklist. Specifics in the checklist will be determined by the OFAMO.

12.6.3. The OFAMO initiates action with the respective Manpower function to ensure the UMD positions of assigned FAMs are coded to reflect the R-prefix.

12.6.4. The OFAMO serves as the critical interface between FAMs and the other staff readiness support offices. Readiness support offices are defined as those traditional "X" functions (operations, logistics, manpower, and personnel) and readiness program OPRs such as readiness reporting (SORTS/ART), MEFPAK, or Reserve management. The OFAMO:

12.6.4.1. Intercedes to address problems between FAMs and program OPRs.

12.6.4.2. Develops command supplemental policies to ensure the smooth application of this instruction with command-unique requirements.

12.6.4.3. Establishes and directs protocols for ensuring readiness support offices and FAMs achieve their responsibilities as efficiently as possible.

12.6.5. The OFAMO, upon receipt of the AF/A3/5 Cycle Posturing Guidance message, will coordinate with MAJCOM FAMs to ensure force posturing activities are accomplished in accordance with established timelines. OFAMOs may provide MAJCOM-specific supplemental guidance for MAJCOM FAMs to follow.

12.7. General FAM Responsibilities. FAMs at each level are concerned with the same broad planning areas; however, the specific activities accomplished at each level are unique. FAM duties and responsibilities are listed below. **Note**: Organizations may assign limited FAM responsibilities to other organizations (e.g., operations planning office). When this occurs, the FAMs must remain fully engaged in all functional area matters and the assigned organization must comply with this FAM guidance. For organizations above base level, each division or division equivalent may decide to establish an AEF Cell to coordinate the below requirements listed more effectively. Attend required training to perform daily responsibilities and duties within 6 months of FAM appointment or as directed by the OFAMO.

12.7.1. **Functional Area Guidance.** FAMs issue guidance, consistent with Air Force policy, with the primary purpose of maximizing their functional area's operational readiness and responsiveness to mission requirements. FAM guidance is authoritative and helps provide consistent mission-ready capabilities to the supported commander. Functional area guidance enhances the commander's ability to make informed decisions on the proper employment of a particular capability and should not limit the commander's discretion or control over members under his or her command. Functional area guidance at all levels should preserve commander prerogatives and endeavor to provide clear direction on the optimal use and employment of a functional area's capabilities. When drafting functional guidance, FAMs should consider the needs of the supported commander, the ability of a functional area to implement the guidance, the effect the guidance will have on the supporting command, and the degree to which the guidance will enhance the readiness and availability of personnel and equipment. In the event that functional guidance conflicts with a commander's intent or ability to support mission requirements, differences should be resolved through the issuing FAM.

12.7.2. **Interpret, develop, and apply joint, Air Force, MAJCOM, or Air Force Component operational/exercise planning and execution policies.**

12.7.2.1. FAMs at all levels should have an understanding of Air Force doctrine and policies regarding Air Force force presentation and the planning policies, processes and systems used to support the joint planning process.

12.7.2.2. FAMs at all levels will use DCAPES for all facets of Air Force war planning and execution.

12.7.3. **OPLAN/OPORD development.**

12.7.3.1. FAMs at all levels will stay fully engaged and involved with end to end TPFDD management processes to establish proper integration and harmonization at all functional levels, to include actual responsibilities to perform tasks and ensure proper actions.

12.7.3.2. FAMs at all levels will ensure they routinely check applicable newsgroups to stay engaged in actions relative to their functional community.

12.7.4. **Unit Type Code (UTC) development, management, and maintenance activities.**

12.7.4.1. FAMs at all levels will be familiar with and understand their roles and responsibilities in the UTC development, management, and maintenance process. This process is outlined in **Chapter 5**.

12.7.4.2. FAMs at all levels will ensure they routinely check MEFPAK newsgroups to stay engaged in actions relative to their functional community.

12.7.5. **Force posturing activities.**

12.7.5.1. FAMs at all levels will be familiar with and understand guidance and procedures for the posturing of Air Force capabilities in UTCs. This process is outlined in **Chapter 7**.

12.7.6. **Develop criteria for readiness reporting and monitoring.**

12.7.6.1. FAMs at all levels will be familiar with and understand guidance and procedures for force readiness reporting and monitoring. This includes Status Of Resources and Training System (SORTS) criteria and reporting in accordance with AFI 10-201 and AEF Reporting Tool (ART) criteria and reporting, in accordance with AFI 10-244.

12.7.7. **Perform execution activities.**

12.7.7.1. FAMs at all levels must ensure the TPFDD accurately reflects and is consistent with resources that actual units will deploy.

12.7.7.2. FAMs at all levels, when acting as force providers, will use DCAPES and the Air Force Verification Capability (AFVC) tool to support sourcing and verification process for their responsible forces.

12.7.7.3. FAMs at all levels, when acting as force providers, will ensure timelines established to support the sourcing, verification, and validation processes are met.

12.7.7.4. FAMs at all levels will ensure they routinely check applicable newsgroups to stay engaged in execution actions relative to their functional community, specifically, the sourcing, verification, and validation of functional requirements.

12.7.7.5. FAMs at all levels will often be the initial responders when the Crisis Action Team (CAT) is activated.

12.7.8. Perform analysis activities.

12.7.8.1. FAMs at all levels must be capable of reviewing detailed planning data; analyzing the information for trends; and directing appropriate corrective actions if necessary.

12.8. Air Staff FAM Responsibilities. The Air Staff FAM works on behalf of their Air Staff Deputy Chief of Staff and directorate. The wartime readiness of a functional area begins at the Air Staff FAM level. Air Staff FAM responsibilities are below.

12.8.1. Interpret, develop, and apply joint, Air Force, MAJCOM, or Air Force Component operational/exercise planning and execution policies.

12.8.1.1. Review, understand, and comply with joint and Service planning guidance. Provide recommended changes to planning documents and guidance to the responsible Air Staff agency.

12.8.1.2. Review JOPES documents to ensure Air Force functional planning concerns are properly addressed.

12.8.1.3. Review the JSCP basic volume and supporting functional supplements to identify changes in strategy, planning concepts, and joint planning guidance that might affect their specific functional areas.

12.8.1.4. Develop Air Force policy, guidance, and oversight in accordance with established joint and Service doctrine, to include the JSCP, SPG, and WMP Volumes.

12.8.1.5. Ensure Air Force functional area instructions and directives contain adequate guidance to direct the wartime functions for the given functional area.

12.8.2. OPLAN/OPORD development.

12.8.2.1. Work with component headquarters FAMs to understand what is needed to meet combatant commander requirements in each theater.

12.8.2.2. Ensure supported command FAMS properly apply functional planning guidance contained in WMP-1 and other functional guidance documents in developing OPLAN TPFDD functional requirements in preparation for sourcing.

12.8.2.3. Review OPLAN TPFDDs for proper force mix during the force requirements determination stages to ensure functional UTCs are being properly used, tasking is consistent with UTC MISCAPs, and no unit is over tasked.

12.8.2.4. Review all OPLAN TPFDDs for functional requirements. Ensure postured functional UTCs can meet requirements identified in the OPLAN. Where deficiencies exist, work with supported command FAMs to determine if UTC requirements can be met with another existing UTC, or if additional functional capability is required.

12.8.2.5. Review all OPLAN TPFDDs after sourcing to ensure MAJCOM UTC requirements do not exceed the number made available by each MAJCOM.

12.8.2.6. Ensure wartime missions are identified for their functional area.

12.8.3. Perform Unit Type Code (UTC) development, management, and maintenance activities.

12.8.3.1. Air Staff FAMs will complete MEFPAK responsibilities listed in **Chapter 5**.

12.8.3.2. Ensure proper coordination with other FAMs on development of cross-functional UTCs prior to submitting UTC request to AF/A5XW.

12.8.3.3. To ensure accurate and complete standard deployment data, FAMs will review, validate, and correct as necessary, standard UTC data within planning databases at least annually.

12.8.4. Perform force posturing activities.

12.8.4.1. Air Staff FAMs provide ultimate oversight for the availability of capability within their functional area to meet AEF commitments.

12.8.4.1.1. The MAJCOM/FOA/ANG FAM's UTC availability, and its documentation within WMP-3, Part 2 is a valid wartime tasking for worldwide contingency operations, regardless of whether a tasked unit's UTCs are sourced in an OPLAN during the contingency planning cycle.

12.8.4.2. Air Staff FAMs will identify functional contributions to support the range of military operations.

12.8.4.3. Air Staff FAMs will update FAM priority and sequencing guidance at least once per AEF cycle, but NLT 12 months prior to the beginning of the new cycle to allow time for posturing by MAJCOM FAMs. A template is available at **Attachment 3**. At a minimum, FAMs will address the 11 areas listed in the FAM posturing guidance template. FAMs may add more areas as required. This guidance will be approved by the Air Staff functional 3-digit or equivalent.

12.8.4.3.1. Prioritization and sequencing refers to the guidance provided to MAJCOM FAMs to maximize the number of UTCs postured based on units' authorizations. Air Staff FAMs will provide guidance on what UTCs MAJCOMs will posture and how many of each type will be postured. This includes firm numbers of specific UTCs when that is appropriate, but it will also include what additional UTCs will be postured as additional capability is identified. This guidance will ensure posturing meets AETF force module requirements.

12.8.4.3.2. Guidance will include recommendations on home station impacts mitigation strategies to implement during AEF deployment periods. Air Staff FAMs will provide commanders at the MAJCOM and below level, suggestions on what is the minimum capability required at home station to sustain AEF rotational operations and what is the minimum capability required to directly support conflict/war operations from the home station during wartime surge operations. While the final determination is a commander responsibility, the Air Staff FAM input is critical to the commander's understanding of the functional area.

12.8.4.3.2.1. Guidance should provide suggestions for contract support, expectations of acceptable levels of home station requirements, what standards of home station performance can be adjusted, i.e., extended work days, inspection relief, lowered readiness or customer service standards, etc.

12.8.4.4. Air Staff FAMs will ensure functional-specific posturing guidance meets the AETF FM objective. See **Chapter 6** for specific posturing goals for the AETF FMs.

12.8.4.5. Air Staff FAMS will formally notify affected MAJCOMs when availability changes due to reorganizations, equipment changes, or other reasons. Ensure that new taskings are clearly identified to each MAJCOM.

12.8.4.6. Air Staff FAMS will work with their CFMs to ensure functional area manpower, training, and sustainment support functional area readiness requirements.

12.8.4.6.1. This includes determining deployment criteria for 3-skill level personnel.

12.8.5. Readiness reporting and monitoring

12.8.5.1. Will provide AFCAT (AFOG) and AEFC an overall assessment on whether a need for reconstitution exists.

12.8.5.2. In coordination with AF/A3OR and the AEFC, establish ART reporting criteria.

12.8.6. Perform execution activities.

12.8.6.1. Air Staff FAMs, acting as force providers, will ensure the TPFDD accurately reflects and is consistent with resources that actual units will deploy.

12.8.6.2. Air Staff FAMs acting as force providers will verify AEFC sourcing.

12.8.6.3. Air Staff FAMs acting as force providers will use DCAPES and AFVC to support sourcing and verification process for their responsible forces.

12.8.6.4. Air Staff FAMs, acting as force providers, will ensure timelines established to support the sourcing, verification and validation process are met.

12.8.6.5. Air Staff FAMs will coordinate Service reclama actions for their functional area.

12.8.6.6. Participate as member of the Air Force CAT during crisis operations. As functional expert and central point of contact for the functional area, the Air Staff FAM will maintain continual liaison with MAJCOM FAMs to ensure functional area TPFDD requirements are sourced and validated within established timelines.

12.8.7. Perform analysis activities.

12.8.7.1. Air Staff FAMs will need to conduct many different forms of analysis to determine the wartime readiness of their functional area. Different analyses include but are not limited to the following.

12.8.7.1.1. Air Staff FAMs, in coordination with MAJCOMs and the AEFC, will analyze the ECS target base alignment and ensure the capabilities represented by their UTCs are correctly balanced across the 10 AEFs.

12.8.7.1.2. When capability cannot be balanced, the Air Staff FAM will coordinate requests for waivers as described in **Chapter 10**.

12.8.7.1.3. As required, Air Staff FAMs will participate in activities to address wartime size and composition of support forces and thus that function's ability to complete its mission requirements.

12.8.7.1.4. When evolving requirements exceed the functional capabilities within the Air Force, Air Staff FAMs will ensure appropriate programming actions are initiated to correct the situation. If programming actions are not taken, then changes in the functional area's concept of operations may be required to compensate for functional shortfalls.

12.8.7.1.5. Analyze final sourced OPLAN TPFDDs of all plans sourced during the planning cycle to determine functional UTC shortfalls and overages. Where significant shortfalls exist,

initiate actions to correct the situation in future planning cycles. Actions may include programming for additional functional assets, adding additional training for existing personnel, directing MAJCOMs to reconfigure units to different UTCs to balance the functional capabilities, or simply tasking MAJCOMs for additional UTCs from existing assets. Where overages exist, consider military to civilian conversion or outsourcing and privatization (CS&P), but only after thorough analysis and staffing.

12.9. MAJCOM (to include AFRC and ANG) FAM Responsibilities. Supporting MAJCOM FAMs play a vital role in the plan execution process. MAJCOM FAMs are accountants of the planning process and track availability of forces and equipment, provide UTC availability, track readiness and training, respond to Air Staff guidance / taskings and verify taskings of functional field units. **Note**: Organizations may assign limited FAM responsibilities to other organizations (e.g., operations planning office). When this occurs, the FAMs must remain fully engaged in all functional area matters and the assigned organization must comply with this FAM guidance.

12.9.1. Interpret, develop, and apply joint, Air Force, MAJCOM, or Air Force Component operational/exercise planning and execution policies.

12.9.1.1. Review, understand, and comply with joint and Service planning guidance. Provide recommended changes to planning documents and guidance to their Air Staff functional manager or responsible Air Staff agency.

12.9.1.2. Supplement Air Staff guidance and address specific unique aspects within their commands. Review and update or add, as necessary, MAJCOM unique information.

12.9.2. OPLAN/OPORD development.

12.9.2.1. Verify the war planner's sourcing of OPLAN TPFDD during supporting command reviews for contingency and crisis action planning.

12.9.2.2. Notify the supported component headquarters FAM and MAJCOM/FOA war plans OPR when units that are sourced to that command's OPLAN TPFDD can no longer fill the tasking. **Note**: The MAJCOM/FOA war plans OPR will notify AF/A5XW.

12.9.3. Perform Unit Type Code (UTC) development, management, and maintenance activities.

12.9.3.1. MAJCOM FAMs will complete MEFPAK responsibilities listed in **Chapter 5**.

12.9.3.2. Ensure proper coordination with Air Staff FAM other MAJCOM FAMs on development of cross-functional UTCs prior to submitting UTC request to AF/A5XW.

12.9.3.3. To ensure accurate and complete standard deployment data, FAMs will review, validate, and correct as necessary, standard UTC data at least annually (See **Chapter 5**.

12.9.4. Perform force posturing activities.

12.9.4.1. Posture all available manpower authorizations in accordance with **Chapter 7**. Conduct a comparison of the UTC availability and the unit manpower document authorized strength on at least an annual basis.

12.9.4.2. Ensure units are manned, trained, and equipped to maintain the postured capability. Coordinate all changes to UTC posturing and coding with units.

12.9.4.3. Be aware of wartime requirement changes (mobility and/or in-place) and changes driven by announced force structure changes; UTC/UMD mismatches, unit reorganizations, and functional reorganizations. Notify Air Staff FAMs of changes to availability due to reorganizations, conversions, deactivations, etc., and notify MAJCOM/FOA war planners who, in turn, will notify AF/A5XW.

12.9.4.4. Verify UMD support for changes to manpower requirements/authorizations. If there is a UTC/UMD mismatch, work with command manpower representatives to further investigate possible causes/deficiencies or alternatives for correction.

12.9.4.5. Coordinate with units when manpower conflicts/shortfalls occur. If unable to resolve discrepancies, contact MAJCOM manpower representative to request additional information and assistance. Attempt to determine projected get-well date for UMD support when shortfalls occur, and notify all affected units.

12.9.4.6. Identify and provide military workload mitigation plans to maximize deployable capability within the functional area.

12.9.5. Readiness reporting and monitoring

12.9.5.1. MAJCOM FAMs will monitor the readiness status of all functional units on a continual basis. This includes Status Of Resources and Training System (SORTS) reporting and ART reporting.

12.9.5.2. Initiate, coordinate, and review SORTS designed operational capability (DOC) statements and ensure units report status in SORTS in accordance with AFI 10-201. Assist in resolving reporting issues and problems and respond to questions regarding content of unit reports.

12.9.5.2.1. Ensure DOC statements are accurate and identify specific standards against which the units must be measured. Validate mission identification section. To validate refer to mission directives, UTC MISCAP statements and any additional major command or combatant commander's requirements. Validate DOC response time.

12.9.5.2.1.1. Submit a revised DOC statement immediately when a unit tasking is changed to either add or delete UTC(s) required to support the DOC. Any changes to DOC content, such as unit data, UTC information require a new/revised DOC Statement.

12.9.5.2.2. Coordinate reporting guidance with command reporting organization.

12.9.5.3. Analyze SORTS data for information on trends and deficiencies such as shortfalls in manpower, equipment, and training. For example, does the unit manpower document (UMD) fully support the UTCs reflected on the DOC statement, does the unit have all necessary equipment, and are the personnel adequately trained? FAMs will develop solutions to identified deficiencies and direct appropriate actions. Elevate limiting factors that require action or support from Air Staff FAMs as necessary

12.9.5.4. Monitor and review UTC readiness in ART database. Ensure all UTCs are reviewed and updated in ART by the unit commander according to the instructions and timelines established in AFI 10-244. Any assessments affecting the deployment status of the UTC must include reasonable get-well dates.

12.9.5.4.1. Establish ART reporting procedures based on Air Staff FAM criteria and ensure units are properly trained in data reporting procedures.

12.9.5.4.2. Ensure timeliness, accuracy, and validity of subordinate units' data, to include sampling, reviewing, and assessing adequacy of the remarks and challenging inadequate remarks.

12.9.5.4.3. Assist in correcting deficiencies and discrepancies and elevate limiting factors that require action or support from Air Staff FAMs, as necessary.

12.9.5.4.4. Manage/report the status of UTCs postured and tracked from the FAMs own immediate staff/organization.

12.9.6. Perform execution activities.

12.9.6.1. At the initial indication of a crisis, review UTC Availability and compare Availability against current ART and unit SORTS report.

12.9.6.2. Review the execution TPFDD and ensure it accurately reflects and is consistent with resources that actual units will deploy.

12.9.6.3. Maintain dialogue with the AEFC functional schedulers to ensure taskings are correct and sourced to the appropriate units, based on postured UTCs, availability coding, and ART assessments.

12.9.6.4. Determine functional area requirements for mobilization.

12.9.6.5. Use DCAPES and AFVC to support sourcing and verification process for their responsible forces. Ensure timelines established to support the sourcing, verification, and validation processes are met.

12.9.6.6. Ensure installation deployment officers (IDOs) are informed of wing AEFC sourcing.

12.9.6.7. Resolve tasking problems that are identified by units during TPFDD execution, i.e., a unit's inability to fill a tasking. Actions may include changing the tasked unit or substituting a UTC in the same AEF eligibility period that can meet the mission capability and transportation requirements.

12.9.6.8. Notify the AEFC when the MAJCOM is unable to source requirements from available UTCs. Coordinate MAJCOM reclama actions.

12.9.6.9. When UTCs tasked are to be sourced from units with C-levels other than C-1, determine what resource actions would be required to fill the UTC tasking.

12.9.6.10. MAJCOM FAMs will advise the Air Staff FAM and MAJCOM/FOA war plans OPR when significant changes in availability occur.

12.9.7. Perform analysis activities

12.9.7.1. MAJCOM FAMs will need to conduct many different forms of analysis to determine the wartime readiness of their functional area. Different analyses include, but are not limited to the following.

12.9.7.1.1. In coordination with Air Staff FAMs, analyze the ECS target base alignment and ensure units and the capabilities represented by their UTCs are correctly aligned.

12.9.7.1.2. As required, participate in activities to address wartime size and composition of support forces and thus that function's ability to complete its mission requirements.

12.9.7.1.3. When evolving requirements exceed the functional capabilities of the command, work with Air Staff FAMs to ensure appropriate programming actions are initiated to correct the situation. If programming actions are not taken, then changes in the functional area's concept of operations may be required to compensate for functional shortfalls.

12.9.7.1.4. Analyze final sourced OPLAN TPFDDs of all plans sourced during the planning cycle to identify MAJCOM taskings and UTC shortfalls and overages. Where significant shortfalls exist, initiate actions with Air Staff FAM to correct the situation in future planning cycles. Where overages exist, consider military to civilian conversion or outsourcing and privatization (CS&P), but only after thorough analysis and staffing.

12.10. Component Headquarters FAM Responsibilities.

12.10.1. Interpret, develop, and apply joint, Air Force, or Air Force Component operational/exercise planning and execution policies.

12.10.1.1. Review, understand, and comply with joint and Service planning guidance. Provide recommended changes to planning documents and guidance to the responsible Air Staff agency.

12.10.2. OPLAN/OPORD development.

12.10.2.1. Supported component headquarters FAMs' major responsibility lies in OPLAN and functional Annex development. When reviewing OPLANs/CONPLANs/OPORDs, component headquarters FAMs must advise or recommend to the war planners specific needs to establish requirements (verbiage) in the plan to properly execute the combatant commander's intent using Air Force capabilities. Many component headquarters FAMs have the additional responsibility for developing their functional area's Annex supporting OPLANs/CONPLANs/OPORDs; if that is the case, the FAM is "acting" as a component planner. The supported component headquarters FAM will develop force support requirements in response to combatant commander requests for capability in accordance with **Chapter 8** of this instruction.

12.10.2.2. Develop the initial ECS force list based on the AETF force modules in accordance with **Chapter 6** and **Chapter 8**. Component headquarters FAMs, in coordination with the component headquarters planners, will determine additional functional area requirements at each wartime beddown location in the component's portion of the TPFDD. With AEF Cycle 6 implementation, all FOL rotational UMD requirements will be identified using the AETF force modules as the template.

12.10.2.3. Coordinate with MAJCOM (in force provider role) planners to ensure the accuracy of force requirements and modify as necessary. This includes ensuring TPFDD requirements can actually be met by postured capability.

12.10.2.4. Coordinate with the force provider and Air Staff counterparts to ensure maximum use of standard UTCs postured in the UTC availability and registered in MEFPAK.

12.10.2.5. Ensure, in coordination with planners, that accurate and valid UTCs are used when maintaining an OPLAN TPFDD and will ensure supported OPLAN TPFDDs are maintained according to guidance in **Chapter 8**.

12.10.3. Perform Unit Type Code (UTC) development, management, and maintenance activities.

12.10.3.1. When a supported commander or unified command submits a request for a capability not defined as a UTC to their Service component, the component headquarters should evaluate the need to establish a standard UTC and coordinate action with the appropriate MAJCOM FAM.

12.10.4. Perform execution activities.

12.10.4.1. Determine all rotational and surge operation TPFDD requirements in accordance with **Chapter 8**.

12.10.4.2. As necessary, man forward headquarters staffs during crisis operations.

12.10.4.3. As necessary, support forward operating location (FOL) requirements for manning assistance, rotations, and equipment.

12.10.4.4. Determine the appropriate organization to assign TPFDD requirements against to ensure accurate personnel accountability and proper organizational structure. If an approved organization (provisional or permanent) has not been established for each employment location, request one from the appropriate supported Air Component agency.

12.10.5. Perform analysis activities.

12.10.5.1. Component headquarters FAMs will need to conduct many different forms of analysis to determine the wartime requirements of their functional area. Different analyses include but are not limited to the following.

12.10.5.1.1. Component headquarters FAMs, working with AEFC and MAJCOM FAMs, will continually assess their ability to meet current operations. This assessment must also consider the need to reconstitute any force that entered surge operations.

12.11. FAM Training.

12.11.1. Air Force FAM training is key for FAMs and is critical to successful AEF execution. FAMs at all echelons must complete Air Force FAM training. AF/A5XW is the OPR for development and oversight of all FAM training. Training requirements are located on AF/A5XW's website: **https://www.a3a5.hq.af.mil/a5x/a5xw/index.htm**

12.11.2. FAM training provides an understanding of the duties, responsibilities, systems, tools, and processes associated with the position of FAM. In addition to this course, there are a few other courses that provide FAMs additional tools to complete their tasks for their functional areas.

12.11.2.1. **Contingency Wartime Planning Course (CWPC) (Optional).** Attendance at CWPC is highly recommended for all new FAMs. CWPC provides an overview of joint and Air Force planning processes and touches on all levels of planning from the President down to the base level. The course will provide FAMs with foundation knowledge in both joint and Air Force planning processes and the systems required to do their job. CWPC is in extremely high demand and may not be available to all personnel who wish to attend. FAMs should work through their OFAMO to obtain a slot.

12.11.2.2. **DCAPES (Mandatory).** A formal DCAPES course is taught at Keesler AFB and gives FAMs in-depth training on DCAPES functionality and capabilities. This course teaches FAMs how to use the applications with the understanding that the student is aware of the planning processes. Attendance at this course will require pre-requisites. These pre-requisites can be reviewed in the AETC Course Catalogue.

12.11.2.3. MAJCOM/FOA unique training is another tool that could provide FAMs with training for that respective MAJCOM/FOA. Development of these courses will be at the discretion of such agencies.

12.12. Forms Adopted. AF Form 847, Recommendation for Change of Publication; AF Form 601, Equipment Action Request; AF Form 4006, Unit Deployment Shortfalls.

CARROL H. CHANDLER, Lt Gen, USAF
DCS, Air, Space, and Information
Operations, Plans and Requirements

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

AALPS—Automated Air Load Planners System

AAR—After Action Report

ACC—Air Combat Command

ACR—Authorization Change Request

ACS—Agile Combat Support

ADCON—Administrative Control

ADP—Automated Data Processing

ADVON—Advanced Echelon (also known as Initial Support Element)

AEF—Air & Space Expeditionary Force

AEFC—AEF Center

AEFPP—Air & Space Expeditionary Force Presence Policy

AEFSG—AEF Steering Group

AEG—Air Expeditionary Group

AES—Air Expeditionary Squadron

AETC—Air Education and Training Command

AETF—Air & Space Expeditionary Task Force

AEW—Air Expeditionary Wing

AF—Air Force

AFCC—Air Force Component Command - *Superseded* See AFCHQ

AFCENT (9 AF)—Air Forces Central

AFCHQ—Air Force Component Headquarters - *Superseded*

AFEMS—Air Force Equipment Management System

AFEODESL—Air Force EOD Equipment and Supply Listing

AFEUR (3 AF)—Air Forces Europe

AFFOR—Air Force Forces

AFI—Air Force Instruction

AFKOR (7 AF)—Air Forces Korea

AFMA—Air Force Manpower Agency

AFMC—Air Force Materiel Command

AFNORTH (1 AF)—Air Forces Northern

AFOG—Air Force Operations Group

AFOSI—Air Force Office of Special Operations

AFPAC (13 AF)—Air Forces Pacific

AFPC—Air Force Personnel Center

AFPEC—Air Force Planning and Execution Community

AFPM—Air Force Planners Memorandum

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSLMO—Air Force Senior Leader Management Office

AFSOC—Air Force Special Operations Command

AFSOF (23 AF)—Air Forces Special Operations Forces

AFSOUTH (12 AF)—Air Forces Southern

AFSPC—Air Force Space Command

AFSTRAT-GS (8 AF)—Air Forces Strategic - Global Strike

AFSTRAT-SP (14 AF)—Air Forces Strategic - Space

AFTRANS (18 AF)—Air Forces Transportation

AFVC—Air Force Verification Capability

AFWUS—Air Force-Wide UTC Availability System - *Superseded* See UTC Availability

AI—Air Interdiction

AIA—Air Intelligence Agency

ALD—Availability to Load Date

AMC—Air Mobility Command

ANG—Air National Guard

AOC—Air and Space Operations Center

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ARC—Air Reserve Component

ART—AEF UTC Reporting Tool

AS—Allowances Standards

ASPEN—AeroSpace Planning and Execution Network

ATC—Air Traffic Control

A-UTC—Associate UTC

AUTH—Authorized Personnel

BDR—Battle Damage Repair

BEAR—Basic Expeditionary Airfield Resources

BES—Budget Estimate Submission

BIDES—Basic Identity

BLA—Base Level Assessment

BOS—Base Operating Support (see also Expeditionary Combat Support)

BSE—Base Support Element

BSP—Base Support Plan - *Superseded* See IGESP

C2—Command and Control

C2ISR—Command & Control, Intelligence, Surveillance, and Reconnaissance

CAF—Combat Air Forces

CAF/LSC—Combat Air Forces Logistics Support Center

CAS—Close Air Support

CAT—Crisis Action Team

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

CCDR—Combatant Commander

CDC—Career Development Course

CED—Contingency, Exercise, and Deployment

CEI—Critical Employment Indicator

CENTAF—*Superseded* AFCENT

CFAST—Collaborative Force Analysis, Sustainment and Transportation

CFM—Career Field Manager

CFR—Code of Federal Regulations

CIN—Cargo Increment Number

CJCS—Chairman of the Joint Chiefs of Staff

CJCSI—CJCS Instruction

CJCSM—CJCS Manual

CMD—Command

CMOS—Cargo Movement Operations System

COA—Course of Action

COMACC—Commander, Air Combat Command

COMAFFOR—Commander, Air Force Forces

CONOPs—Concept Of Operations

CONPLAN—Concept Plan

CONR—CONUS NORAD Region

CPG—Contingency Planning Guidance

CPO—Consolidated Planning Order

CRC—Control and Reporting Center

CRD—(Supported) Commander's Required Delivery Date

CRG—Contingency Response Group

CRG-E—Contingency Response Group Element

CRM—Command Remarks

CRM—Command Remark Code

CS&P—Competitive Sourcing and Privatization

CSAF—Chief of Staff, United States Air Force

CSAR—Combat Search and Rescue

CTK—Combined Tool Kits

CUP—Core UTC Package - *Superseded* See MUG

DCA—Defensive Counterair

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DCC—Deployment Control Center

DCS—Deputy Chief of Staff

DEPID—Deployment Indicator

DEPORD—Deployment Order

DII COE—Defense Information Infrastructure Common Operating Environment

DISA—Defense Information Systems Agency

DMLSS—Defense Medical Logistics Standard Support

DOC—Designed Operational Capability

DOCID—DOC Identifier

DOD—Department Of Defense

DODAAC—Department of Defense Address Activity Codes

DOTMLP-F—Doctrine, Organization, Training, Materiel, Leadership & Education, Personnel, and Facilities

DPT—Data Pattern Traffic

DRI—Date Required In-place

DRMD—Deployment Requirements Manning Document

DRU—Direct Reporting Unit

EAD—Earliest Arrival Date

ECS—Expeditionary Combat Support

ECAST—Enhanced Contingency-Rotational AEF Scheduling Tool

EETL—Extended Estimated Tour Lengths

EM—Equipment Management

EME—Equipment Management Element

EOD—Explosive Ordnance Disposal

ESL—Equipment and Supply List

ESP—Expeditionary Site Plan

EST—Enroute Support Team

ESTA—Enroute Support Team - A

ESTB—Enroute Support Team - B

ETL—Estimated Tour Length

EXORD—Execution Order

FAB—Field Assistance Branch

FAC—Functional Account Code

FAM—Functional Area Manager

FEDLOG—Federal Logistics Record

FM—Force module

FM—Functional Manager

FMID—FM Identification Code

FOA—Field Operating Agency

FOL—Forward Operating Location

FRAG—Fragment or Fragmentation

FRN—Force Requirement Number

FSC—Federal Stock Class

FUNCPLAN—Functional Plan

GCCS—Global Command and Control System

GEO—Geographic

GEOLOC—Geographic Location

GFM—Global Force Management

GFMB—Global Force Management Board

GMC—Global Mobility CONOPS - *Superseded.* See Air Mobility Operations

GMFP—Global Military Force Policy

GMTF—Global Mobility Task Force - *Superseded.* See GMC

GRL—Global Reach Laydown - *Superseded.* See GMTF

GSORTS—Global Status of Resources and Training System

GTN—Global Transportation Network

HAF—Headquarters Air Force

HNS—Host Nation Support

HQ—Headquarters

HUMRO—Humanitarian Relief Operations

IA—Individual Augmentee

IBP—Intelligence preparation of the battlespace

IDO—Installation Deployment Officer

IDRC—Installations Deployment Readiness Cell

IGESP—In-Garrison Expeditionary Site Plan

IL—Intermediate Level

ILOC—Intermediate Location

IMA—Individual Mobilization Augmentee

IO—Information Operations

IOC—Initial Operating Capability

IPB—Illustrated Parts Breakdown

ISR—Intelligence, Surveillance, and Reconnaissance

ISU—Internal Slingable Unit

IT—Information Technology

JABS—Joint Action Brief Sheet

JACO—(Service) Joint Action Coordinating Office

JCS—Joint Chiefs of Staff

JDTC—Joint Deployment Training Center

JET—JOPES Editing Tool

JFCOM—Joint Forces Command

JFP—Joint Force Provider

JMD—Joint Manpower Document

JOPES—Joint Operation Planning and Execution System

JOPESREP—Joint Operation Planning and Execution System Reporting Structure

JPEC—Joint Planning and Execution Community

JPERMS—JOPES Permissions Software

JPG—Joint Planning Guidance

JPP—Joint Presence Policy

JS—Joint Staff

JSCP—Joint Strategic Capabilities Plan

JSPS—Joint Strategic Planning System

JTF—Joint Task Force

LAA—Limited Asset Availability (Enabler)

LAD—Latest Arrival Date

LCOM—Logistics Composite Model

LD/HD—Low Density/High Demand

LLD—Line Level Detail

LOGDET—Logistics Detail

LOGFOR—Logistics Force Packaging Module

LOGMOD—Logistics Module

LOI—Letter of Instruction

LSA—LOGMOD Stand Alone

LSA—Logistics Sustainability Analysis

MAC—MAJCOM Code

MAF—Mobility Air Forces

MAJCOM—Major Command

MANFOR—Manpower Force Packaging System

MANPER - B—Manpower and Personnel Module - Base Level

MDS—Manpower Data System - *Superseded* See MPES

MDS—Mission Design Series

MEDLOG—Medical Logistics (USAF AIS) - *Superseded* See DMLSS

MEFPAK—Manpower and Equipment Force Packages

MFE—Manpower Force Element

MFEL—Manpower Force Element List

MilPDS—Military Personnel Data System

MISCAP—Mission Capability

MOG—Maximum on Ground

MOOTW—Military Operations Other Than War

MPES—Manpower Programming and Execution System

MPF—Military Personnel Flight

MPRC—Manpower & Personnel Readiness Center

MRA—MEFPAK Responsible Agency

MRE—Meals Ready - to - Eat

MUG—Multiple UTC Group

NAF—Numbered Air Force

NBC—Nuclear, Biological, and Chemical

NEAF—Numbered Expeditionary Air Force

NEO—Noncombatant Evacuation Operation

NMS—National Military Strategy

NORTHAF—Northern Command Air Forces - *Superseded* See AFNORTH

NSC—National Security Council

NSCS—National Security Council System

NSN—National Stock Number

NSS—National Security Strategy

OCA—Offensive Counter Air

OCI—Offensive Counterintelligence - *Superseded* See IO

OCP—Operational Capabilities Package

OFAMO—Office of FAM Oversight

OMB—Office of Management and Budget

OPLAN—Operation Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

OPSTEMPO—Operations Tempo

OSD—Office of the Secretary of Defense

PAA—Primary Aircraft Authorized - *Superseded* See PMAI

PACAF—Pacific Air Forces

PAS—Personnel Accounting Symbol

PAX—Passengers

PB—President's Budget

PBD—Program Budget Decisions

PC—Project Code

P-Code—Posturing Code

PDS—Personnel Data System

PERS—Personnel Strength Authorized

PERSCO—Personnel Support For Contingency Operations

PERSTEMPO—Personnel Tempo

PID—Plan Identification Designator

PIN—Personnel Increment Number

PLANORD—Planning Order

PMAI—Primary Mission Aircraft Inventory

PME—Professional Military Education

POC—Point Of Contact

POD—Port of Debarkation

POE—Port of Embarkation

POL—Petroleum, Oils, and Lubricants

POM—Program Objective Memorandum

POTUS—President of the United States

PPBE—Planning, Programming, Budgeting, and Execution

PRF—Personnel Readiness Function

PRU—Personnel Readiness Unit - *Superseded.* See PRF

PSRB—Prioritization and Sourcing Review Board

PTDO—Prepare to Deploy Order

RDD—Required Delivery Date

RecNum—Record Number

RFAP—Rotational Forces Allocation Process

RFC—Request for Capabilities

RFF—Request for Forces

RLD—Ready to Load Date

ROMO—Range of Military Operations

RSP—Readiness Spares Package

RSS—Regional Supply Squadron - *Superseded.* See CAF/LSC

SA—Strategic Attack

SBSS—Standard Base Supply System

SDDG—Shipper's Declaration for Dangerous Goods

SEAD—Suppression of Enemy Air Defenses

SECAF—Secretary of the Air Force

SecDef—Secretary of Defense

SEI—Special Experience Identifier

SHI—Special Handling Indicator

SIOP—Single Integrated Operational Plan

SIPRNET—Secret Internet Protocol Router Network

SIPT—Scheduling Integrated Product Team

SITREP—Situation Report

SOF—Special Operations Forces

SORTS—Status of Resources and Training System

SOS—System of Systems

SOUTHCOM—Southern Command

SPG—Strategic Planning Guidance

SPOD—Seaport of Debarkation

SRC—Service Reserved Code

SSAN—Social Security Account Number

SSG—Standard Systems Group

ST—Short Tons

TACC—Tanker/Airlift Control Center

TAG—The Adjutant General

TALCE—Tanker/Airlift Control Element - *Superseded.* See CRG

TCN—Transportation Control Number

TCN—Third Country National

TFA—Total Force Assessment

TOA—Table Of Allowance

TPFDD—Time - Phased Force Deployment Data

TPFDL—Time - Phased Force Deployment List

TSE—Tactical Support Element

TUCHA—Type Unit Characteristics

TYPREP—Type Unit Data Report

UAM—User Account Maintenance

UCC—Unified Combatant Commander

UDM—Unit Deployment Manager

UIC—Unit Identification Code

ULC—Unit Level Code

ULN—Unit Line Number

UMD—Unit Manning Document

URF—Unit Request Form

USAFA—United States Air Force Academy

USAFE—United States Air Forces in Europe

USCENTAF—United States Central Command Air Forces - *Superseded* See AFCENT

USCENTCOM—United States Central Command

USEUCOM—United States European Command

USNORTHCOM—United States Northern Command

USPACOM—United States Pacific Command

USSOCOM—United States Special Operations Command

USSOUTHCOM—United States Southern Command

USSTRATCOM—United States Strategic Command

USTRANSCOM—United States Transportation Command

UTA—Unit Training Assembly

UTC—Unit Type Code

UTM—Unit Type Management

WFHQ—Warfighting Headquarters - *Superseded*

WG—Wing

WMP—War and Mobilization Plan

WPARR—War Plans Additive Requirements Report

WPES—War Planning & Execution Systems

WRM—War Reserve Materiel

WRMO—War Reserve Materiel Officer

WSTA—Weapons System Table of Allowances

Terms

AEF Libraries—In order to provide trained and ready air and space forces to meet national commitments through a structured approach that enhances Total Force readiness and sustainment, the Air Force has organized its Total Force into 10 AEFs and 1 Enabler Force. Temporary deviations to the AEF construct may be implemented on a case-by-case basis with CSAF approval. The AEF libraries are a database listing of forces postured in the 10 AEFs and the Enabler Force. [Source: AFI 10-401 4 May 05]

AF Shortfall—The lack of forces, equipment, personnel, materiel or capability, reflected as the difference between the resources identified as a plan requirement (or Service asset) and those apportioned to a combatant commander (or assigned to the Service) for planning that would adversely affect the command's ability to accomplish its mission. [Source: AF Reclama Process].

Alignment—The determination of which AEF pair or Enabler a specific UTC/UIC record is postured against. [Source: AF/A5X]

Associate UTC—Unit manpower that provides a capability that is not captured in a standard UTC will be postured into an "Associate" UTC (A-UTC). A-UTCs do not have a mission capability statement and do not have a defined manpower detail. They are placeholders for all deployable positions that cannot be described or do not fit into an existing standard deployable UTC. [Source: AFI 10-401]

Backfill—Reserve Component units and individuals7 recalled to replace deploying active units and/or individuals in the continental United States and outside the continental United States. [Source: [JP 1-02] (DOD); DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**]

Break the Base—A Base or Wing Commander's assessment, by function, of a deployed forces level at which he/she can no longer operate critical, base level, functions. Examples of such functions are base security and airfield operations. [Source: AFI 10-401 4 May 05]

Code—1. Any system of communication in which arbitrary groups of symbols represent units of plain text of varying length. Codes may be used for brevity or for security. 2. A cryptosystem in which the cryptographic equivalents (usually called "code groups") typically consisting of letters or digits (or both) in otherwise meaningless combinations are substituted for plain text elements which are primarily words, phrases, or sentences. [Source: [JP 1-02] (DOD); **http://www.fas.org/news/reference/lexicon/dec.htm**]

Coding—The act of assigning availability codes to postured UTCs in the AEF availability library. [Source: AEFC]

Crisis Action Planning—(DOD) 1. The Joint Operation Planning and Execution System process involving the time-sensitive development of joint operation plans and orders in response to an imminent crisis. Crisis action planning follows prescribed crisis action procedures to formulate and implement an effective response within the time frame permitted by the crisis. 2. The time-sensitive planning for the deployment, employment, and sustainment of assigned and allocated forces and resources that occur in response to a situation that may result in actual military operations. Crisis action planners base their plan on the circumstances that exist at the time planning occurs. Also called CAP. See also Joint Operation Planning and Execution System. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**]

Cross-functional UTC—A cross-functional UTC is one 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.*

Degree of Risk—(DOD) As specified by the commander, the risk to which friendly forces may be subjected from the effects of the detonation of a nuclear weapon used in the attack of a close-in enemy target; acceptable degrees of risk under differing tactical conditions are emergency, moderate, and negligible. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**]

Deliberate Planning—(DOD) 1. The Joint Operation Planning and Execution System process involving the development of joint operation plans for contingencies identified in joint strategic planning documents. Deliberate planning is accomplished in prescribed cycles that complement other Department of Defense planning cycles in accordance with the formally established Joint Strategic Planning System. 2. A planning process for the deployment and employment of apportioned forces and resources that occurs in response to a hypothetical situation. Deliberate planners rely heavily on assumptions regarding the circumstances that will exist when the plan is executed. See also Joint Operation Planning and Execution System; Joint Strategic Planning System. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**]

Enabler—In addition to the 10 AEFs, the AEF includes strategic "enabler" or common user assets, such as long-range mobility, special operations forces (SOF), space forces, and other uniquely categorized forces that provide support to authorized organizations within and outside of the Department of Defense

(DOD), including Air Force movements of AEF forces. Forces postured in the Enabler library are not given stability and predictability, and therefore should be kept to a minimum. [Source: AFI 10-401]

Hazard—(DOD) A condition with the potential to cause injury, illness, or death of personnel; damage to or loss of equipment or property; or mission degradation. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**]

In-Place Support Requirement—A requirement that is needed at home station to conduct day-to-day operations while a base has forces deployed. In-place requirements are the absolute minimum requirements needed to keep critical base level functions operating at minimum capability. [Source: AFI 10-401 4 May 05]

In-Place Wartime Mission—A capability that is intended to perform its wartime mission from home station. Wartime mission is considered that capability that is providing direct support to a combatant commander. These requirements should be identified in a combatant commander's OPLAN, or as a minimum, a Service's CONUS-based TPFDD. [Source: AFI 10-401 4 May 05]

Military Capability—(DOD) The ability to achieve a specified wartime objective (win a war or battle, destroy a target set). It includes four major components: force structure, modernization, readiness, and sustainability [Source: JP 1-02]:

Force Structure—Numbers, size, and composition of the units that comprise our Defense forces; e.g., divisions, ships, airwings.

Modernization—Technical sophistication of forces, units, weapon systems, and equipment.

Readiness—The ability of forces, units, weapon systems, or equipment to deliver the outputs for which they were designed (includes the ability to deploy and employ without unacceptable delays).

Sustainability—The ability to maintain the necessary level and duration of operational activity to achieve military objectives. Sustainability is a function of providing for and maintaining those levels of ready forces, materiel, and consumables necessary to support military effort.

Mitigation—Actions taken to make capability available while minimizing the effect to the home station mission. [Source: RIE#4]

Operational Capability Package (OCP)—A method of packaging command and control, operational mission, and ECS forces for presentation to a CCDR through the COMAFFOR. The OCPs provide pre-packaged capability playbooks to optimize planning.

Posturing—The act of converting the unit manpower document into Unit Type Codes (UTC) and aligning them to a specific AEF pair [Source: AEFC].

Posturing Codes (P-Codes)—Posturing codes indicate the availability, within the two contingency scenarios, of those UTCs that a unit has postured. The codes are located in the "P-Code" column of the UTC Availability. The specific procedures and guidelines for determining a UTC record's P-Code are outlines in paragraphs **7.14.** and **7.16.**

DPS—Authorizations assigned to DPS coded UTCs are required to meet combat commander in-place missions at home station, but can be deployed during rotational operations implementing permissions or mitigating factors. DPS UTCs are normally eligible to deploy in their aligned AEF during rotational operations.

DPX—DPX UTCs are required to support wartime requirements and must be employed at home station. DPX coded UTCs are not available for deployments.

DWS—DWS UTCs are available to support the range of military operations (ROMO) requirements to include small-scale contingencies and short-duration crises; standing, rotational operations; or major theater war.

DWX—DWX UTCs are not normally available to support rotational requirements within their aligned AEF library; however, they can be made available prior to reaching forward into additional AEF pairs during minimum surge operations. AF/A3/5 approval is required to "reach deeper" within the AEF pair (min surge) to task DWX and DXX UTC records. Minimum surge is defined as when rotational requirements exceed the available D*S capability within the AEF pair. At this time sourcing of DWX and DXX UTCs are authorized up to the total number of each UTC coded DW* across all AEF pairs, but must be requested in coordination with the MAJCOM FAM who will confirm availability with the providing commander. This is normally accomplished before reaching forward into additional AEF pairs to meet all taskings.

DXS—DXS UTCs can deploy in support of AEF requirements within their aligned rotation. However, during AF/A3/5 declared surge operations, a DXS UTC may not be available if the number of deployed UTCs (of the same type) equals the total number of DW* UTCs postured across all libraries. DXS UTC records are usually coded as such because there is a like UTC that is coded DWS in the unit's other AEF library. A UTC record may result in a DXS, per the coding methodology, because the UTC record cannot be deployed while another UTC record of the same type is deployed.

DXX—UTCs coded DXX are not normally available for deployment under non-surge ops within their aligned AEF (unless replacing a D*S that remains at home), but can be deployed during AF/A3/5 declared surge operations if the maximum number of simultaneously deployed UTC number (DW*) has not been reached. In those cases where the maximum number of DW* UTCs are reached, the AEFC may request additional DXX coded UTCs only after coordination with the MAJCOM FAM who will confirm availability with the providing commander. The AEF Center will announce when it is anticipated that it will need this capability so units can work to implement mitigation strategies and "green-up" red-assessed UTCs.

Range of Military Operations (ROMO)—The general categories of operations within which the military participates to fulfill the general strategic goals of the US government. These operations are broadly defined as War and Operations Other Than War. War involves combat operations and has as its general goal the ability to fight and win. Operations Other Than War may involve noncombat or combat operations; the general goals of these operations are, respectively, promote peace and deter war/resolve conflict. [Source: Joint Doctrine Encyclopedia, **http://www.dtic.mil/doctrine/ joint_doctrine_encyclopedia**]

Reachback—(DOD) The process of obtaining products, services, and applications, or forces, or equipment, or material from organizations that are not forward deployed [Source: DOD Dictionary of Military Terms].

Reclama—A request to duly constituted authority to reconsider its decision or its proposed action (AFI 10-401). The reclama process is the process to "request to duly constituted authority to reconsider its decision or its proposed action" (JP 1-02) when a valid shortfall exists or in the event the wing or tasked unit has the capability, but fulfilling the tasking would cause a severe adverse impact on the wing/unit

mission (AFTTP: AF Reclama Process). It is the means for communicating the inability to meet the Combatant Commander's requirements when an initial requirement cannot be met.

Risk—1. Probability and severity of loss linked to hazards. 2. See degree of risk. See also hazard; risk management. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/ index.html**]

Risk Assessment—(DOD) The identification and assessment of hazards (first two steps of risk management process). [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/ doddict/index.html**]

Risk Management—(DOD) The process of identifying, assessing, and controlling, risks arising from operational factors and making decisions that balance risk cost with mission benefits. Also called RM. See also risk. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/ index.html**]

Rotational Operations—Known on going operations where a requirement is needed at a deployed location for longer than the standard, four month, AEF tasking. Forces will normally be required to deploy for a standard tour and at the completion of that tour, will be replaced by the same capability which, in turn, will be replaced. Rotational operations can be sustained indefinitely. All requirements must meet the following rotational criteria: established supported Combatant Commander rotational requirements; requirements expected to exist for greater than one calendar year; must have a PID/TPFDD/ DRMD network.

Steady State—The situation where a military involvement is perceived as long-term, on going and continuous. [Source: AF/A5X]

Surge—1. An increase in the production or repair of defense goods of limited duration. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**] 2. The condition where rotational requirements exceed the available D*S capability within the currently deployed AEF pair [Source: AFI 10-401]. A surge may involve deploying the D*X within the deployed AEF or require reaching forward to additional AEF pairs to deploy and/or the tour lengths of deployed AEFs up to the maximum as set by policy (179 days, AFPD 10-4) to meet increased taskings. Surge operations are only sustainable for a limited duration, and require greater than normal recovery/reconstitution. This may reduce the future level of capability the AEF can provide. Therefore, a surge is not authorized to support exercises or rotational presence. A surge may involve all 10 AEFs. Surge Operations are described in AFPD 10-4, Section 4.

Minimum Surge—The condition when rotational requirements exceed the available D*S capability within the AEF pair and sourcing of D*X UTCs is required before reaching forward into additional AEF pairs to meet all taskings [Source: AFI 10-401].

Limited Surge—The term used to describe the use of resources from the next AEF pair in addition to those from the current pair. A limited surge only involves the use of resources from two successive pairs of AEFs [Source: AFPD 10-4].

Maximum Surge—A surge involving the use of resources from more than two AEF pairs [Source: AFPD 10-4].

Surge Production—An increased rate of production necessary to meet demands for defense items due to a wartime or mobilization situation. This increased rate can be obtained by having excess production capacity available or by utilizing multiple shifts of normal capacity machines. [Source: DSMC]

Sustainment—(DOD) The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective. [Source: JP 1-02]

Unit Type Code (UTC)—(DOD) A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**]

Unit Type Code Shortfall—When a wing or tasked installation does not possess sufficient qualified personnel to support a UTC tasking they will request relief by submitting a UTC shortfall request from the installation deployment office to their MAJCOM operation plans or deployment office. This request will be coordinated as a minimum with the local manpower office and MPF. There are two types of personnel UTC shortfalls: 1) a wing or installation cannot support the entire UTC; and 2) a wing or installation can support a portion of the tasked UTC, but cannot fill one or more of the AFSC requirements within the UTC (AFI 10-400).

Waiver—Specifications. A written authorization to accept a configuration item (CI) or other designated item, which, during production, or after having been submitted for inspection, is found to depart from specified requirements, but nevertheless is considered suitable *as is* or after rework by an approved method. [Source: DOD Dictionary of Military Terms; **http://www.dtic.mil/doctrine/jel/doddict/index.html**]

Waiver—Decision to not require certain criteria to be met for certain reasons, such as national security. [Source: DSMC]

Attachment 2

OPERATIONAL CAPABILITIES PACKAGE TEMPLATE

PLAYBOOK

For

OPERATIONAL CAPABILITIES PACKAGE ABC XXX.123

Title Page: Self-Explanatory

Long Title: Self-Explanatory

Short Title: Self-Explanatory

OPR: Self-Explanatory

Last Validation: Self-Explanatory

Executive Summary: This provides the General Officer level overview the purpose of the OCP including capabilities, organization structure, scope, personnel and cargo delivery within X amount of time. IOC/ FOC.

1. Purpose: When directed by the Secretary of Defense (SecDef), the US military will.....

2. Capabilities Summary: The functional unit level detail of capabilities in the OCP, e.g. one civil engineering squadron, public affairs, air traffic control.

3. Org Summary: The package expressed in air expeditionary terms and intended command relationships.

4. Trigger Points: Events that would necessitate the activation of OCP. For example the HurCon status, landfall, 72, 24, 12-hours out, or earthquake has occurred, Presidential declaration of National emergency/disaster.

5. General pax/cargo summary: X PAX, X Short Tons (bulk, out size, over size, NAT) (This will come out of the executable TPFDD)

6. Estimation of execution timeline: Based on transportation and MISCAP.

7. Cost/Resources: If required include equipment reconstitution costs, per diem, lodging, and movement costs (air, and land), rental of equipment, fuel, vehicles, ETC.) Establish an ESP code to capture and track all costs.

8. Considerations/Assumptions: Site assessment must be accomplished:

8.1. Operating Location: Where will the operation take place? Existing infrastructure?

8.2. Environment: Threat assessment, terrain, weather, public health

8.3. Duration: How long will the operation last? Estimated tour length?

8.4. Power: Is there electrical power, when will it be restored?

8.5. Water: Is there a source that can be made potable?

8.6. Food: Is it readily available? MREs?

8.7. Runway: What is its status of the airfield? Does it need to be prepared? Who is the airfield control authority?

8.8. Accessibility: What are the lines of communication, status of air, land, and sea?

8.9. Civil Situation: Are civilian authorities in control? Is there continuation of local government?

8.10. Communication: What are the communication requirements (e.g., # of telephone lines, # of unclassified and unclassified computer users, # of radios and frequencies)?

8.11. Security: Force protection of requirements of the deployed forces?

8.12. Fuel: Quantities and status of storage, distribution and servicing systems?

8.13. Title 32/State Active Duty Utilization: Air Reserve Component (ARC)

8.14. Legal, diplomatic considerations and interagency issues: As required

9. Capabilities Detail: Examples listed below:

9.1. Air Expeditionary Wing

9.1.1. Command Element

9.1.2. Wing Staff

9.1.3. Special Staff

9.2. Operations Group (Command Element)

9.2.1. MDS Squadron

9.2.2. Operations Support Squadron

9.2.3. Maintenance Squadron

9.3. Mission Support Group (Command Element)

9.3.1. Logistics Readiness Squadron

9.3.2. Civil Engineer Squadron

9.3.3. Security Forces Squadron

9.3.4. Communication Squadron

9.3.5. Services Squadron

9.3.6. Contracting Squadron

9.3.7. Mission Support Squadron

9.4. Medical Group

9.4.1. Medical Operation Squadron

9.4.2. Medical Support Squadron

9.5. Other assigned/attached units

10. Command Relationships: See Appendix A

11. Detailed Org Chart: See Appendix A

12. UTCs/FMs provided: See DCAPES PID# XXXXX

13. Reference database: See DCAPES

14. Sequencing: Identified UTC's sequencing by planning and direction

15. Variations: See Matrix 1

Table A2.1. Variation Matrix

Capability	Bare Base	CSL	MOB
Small	AEG	AEG Light	AES
Medium	AEW	AEW Light	AEG
Large	2X AEW	AEW Heavy	2X AEG

16. Enabling capabilities: List capabilities that FAMs believe may be needed but are not included in the OCP, e.g. Red Horse, CRG, Combat Comm, Medical

17. **FAQs**

17.1. Who is the OPR for cost analysis and estimate?

17.2. Who is the lead agency?

17.3. Who authorizes movement of IA forces to CAT?
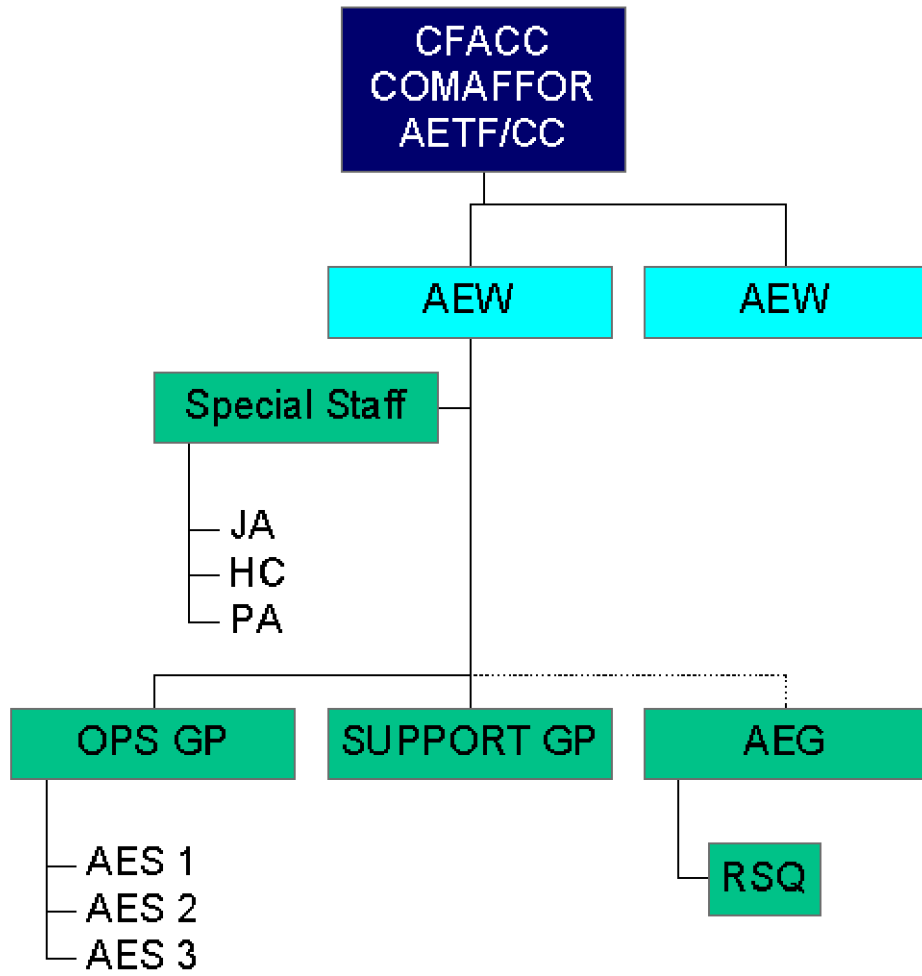
17.4. When is the closure?

17.5. What are my reporting requirements?

17.6. Is sustainment required? If yes, then how long?

18. Glossary: Insert Full Glossary

Appendix A: Organizational Summary

Figure A2.1. Sample OCP Organizational Structure

Attachment 3

SAMPLE FUNCTIONAL AREA PRIORITIZATION AND SEQUENCING GUIDANCE

(YOUR FUNCTIONAL AREA)

FUNCTIONAL AREA PRIORITIZATION AND SEQUENCING GUIDANCE

AEF Cycle #

As of: xx xxx xx

I. FUNCTION:

List your functional area here.

II. REFERENCES: These represent typical references. Your functional area may require additional.

AFPD 10-4, Operations Planning: Air & Space Expeditionary Force Presence Policy

AFI 10-201, Status of Resources and Training System

AFI 10-244, Reporting Status of Aerospace Expeditionary Forces

AFI 10-401, AF Operations Planning and Execution

AFI 10-402, Mobilization Planning

AFI 10-403, Deployment Planning and Execution

AFI 10-404, Base Support and Expeditionary Site Planning

AFI 10-215, Personnel Support for Contingency Operations

AFH 10-416, Personnel Readiness and Mobilization

WMP-1, War and Mobilization Plan, Vol 1

Unit Manpower Documents

III. PURPOSE: This annex describes the **(your functional area) and AFSCs: (list your functional area's AFSCs)** posturing, coding, and deployment strategy for the full range of military operations including rotational requirements and surge operations. Specifically, it discusses the application of the team concept within the Air Force **(your functional area)** community. The following guidance is designed to assist **(your functional area)** planners in providing maximum support to the war-fighting commander during contingency operations.

IV. RESPONSIBILITIES: *List the responsibilities of all involved agencies here. This list is not all-inclusive. Tailor to meet your functional area's requirements.*

a. Air Staff Functional Area Manager

1. Develop, in coordination with MAJCOM and ARC FAMs, a functional UTC posturing, coding, and deployment strategy in accordance with functional policy/guidance.

2. Identify expected UTC contribution during wing AEF deployment periods and recommended home station mitigation efforts to offset impacts.

3. Coordinate with MAJCOMs to clarify Air Staff FAM, Air Force, and Joint guidance. Resolve issues, problems, and inconsistencies as required.

4. Ensure MAJCOM and ANG FAMs align their bases' UTCs IAW the MAJCOM Expeditionary Combat Support-SIPT (ECS-SIPT) approved ECS Target Base Alignment Sheet and ensure a balanced functional area UTC apportionment and capability in each AEF pair (e.g. AEFs 1 and 2, 3 and 4, etc). **Note 1:** *Direct aviation support UTCs (identified by MISCAP) are aligned IAW the approved CAF/MAF SIPT schedule.* **Note 2**: *Identify and submit waivers, as applicable.*

5. Ensure MAJCOM and ARC FAMs identified Enabler UTCs are kept to a minimum in accordance with AFI 10-401, *Chapter 7*.

6. Ensure each AEF pair contains the complete AETF force module functional capability. Ensure that functional capability is postured in the designated Lead Wing, if applicable.

7. Monitor MAJCOM and ARC posturing and coding efforts to ensure compliance with Air Staff FAM, Air Force, and Joint guidance. Elevate issues that cannot be resolved by the Air Staff FAM to the functional DCS.

b. Air Force Component Command / Numbered Air Force Services Staffs

1. Determine all rotational and surge operation deployment requirements and coordinate with Air Staff and MAJCOM FAMS and AEF Center. Develop all UTC requirements and enter into the TPFDD.

2. Comply with Air Force and joint guidance and elevate conflicting guidance to the OPR.

3. Man forward headquarters staffs during contingency operations. Determine command staff augmentation requirements using functional area UTCs. (List functional UTCs)

4. Support forward operating location (FOL) functional requirements.

c. MAJCOM/ARC Functional area will:

1. Ensure guidance is applied consistently and keep (HAF FAM's office symbol) informed of variances and problems.

2. When appropriate, supplement Air Staff guidance and address specific unique aspects within their commands.

3. Identify functional UTCs (personnel and equipment) as deployable to meet OPLAN requirements using standard Air Force UTC configurations ensuring all funded UMD Authorizations are postured in UTCs using current posturing rules. Deployable UTCs may be available in any rotation during surge operations; the AEF Concept of Operations includes the ability to "reach forward" into additional AEF libraries to meet all taskings. Associate UTCs (A-UTCs) are built for authorizations that do not fit into standard deployable UTCs or where there are insufficient amounts to complete a standard UTC. Personnel on A-UTCs will be used as alternates to fill shortfalls on deployable UTCs or to support Individual Augmentation requirements.

4. Update UTC Availability as changes occur. Coordinate proposed UTC posture with applicable wing FAM and coordinate any deviations with Air Staff FAM.

5. Posture functional capability for worldwide deployment using authorized and funded MAJCOM personnel resources based on current UTC configurations and posturing rules. Ensure coordinated changes are updated in DCAPES' UTC Availability.

d. AEFC.

1. Source UTCs, using ART database and applicable AEF sourcing rule sets, to meet all combatant commander crisis and rotational requirements as stated in the Time Phased Force Deployment Data (TPFDD).

2. Keep track of residual capability and make notification to Air Staff, MAJCOM, and ARC FAMs and appropriate AEFC personnel when the functional area requires surge. 3. Report trends of non-standard UTC use to Air Staff FAM.

e. Installation Functional area:

1. Develop and implement home station military workload mitigation plans to maximize deployable capability during AEF rotational and surge operations.

2. Budget for additional home station workload capability, i.e., contingency contracting, civilian over-hires, Individual Mobilization Augmentees (IMAs), etc.

3. If other offsets for deployed personnel are not sufficient, mitigation plans should consider delay of non-essential training and exercises and lastly a reduction in facilities and/or service provided by your functional area.

4. *Elevate mitigation options that require approval by higher levels of authority.*

V. UTC CAPABILITY: This section should state the functional capability of your UTCs. *(List your functional area's primary UTCs along with a brief description)*

VI. ASSUMPTIONS: This section should state the assumptions used to optimize UTC posturing and coding standards. The assumptions below may be applicable to your functional area; however, each FAM will need to define their final planning assumptions to include deployable and in-place requirements. Priority is to support the warfighter.

a. During AEF eligibility periods, ordinary leaves and non-mission essential TDYs should not be scheduled.

b. Military experience levels at home station will decline as experienced military members deploy to theater.

c. Planning should include the use of Individual Mobilization Augmentee (IMA), volunteers where possible.

d. Unless overhires, IMAs, or contract support is provided, activities may be required to adjust hours of operation or decrease levels of support provided.

VII. PLANNING FACTORS: Cite additional known planning factors here to include the use of DAF civilians and contractors.

VIII. DEPLOYMENT STRATEGY: State functional deployment strategy here. How does your functional area UTCs support the war-fighting mission?

a. Define usage levels for Enabler categories, if applicable. Provide necessary guidelines to source Enabler assets fairly. For example, no more than XX% of E-GRL UTCs can be sourced for AEF rotational requirements.

IX. UTC POSTURING RULES. See AFI 10-401, **Chapter 7** for general UTC posturing rules. In this section, the Air Staff FAM may establish additional rule sets for determining the appropriate UTC posturing and coding strategy for their functional area. This should include what UTCs should be included in

specific Enabler libraries. For functional areas that have personnel in organizations outside of their functional area, posturing rules for those positions should be spelled out.

a. Air & Space Expeditionary Task Force force modules: This section provides guidance on functional area contributions to the AETF force modules.

b. UTCs will be postured in the following order: This section provides guidance on what UTCs to posture and in what sequence, i.e., posture lead first, then follow, etc. MAJCOM FAMs must coordinate posture rule deviations with their respective Air Staff FAM.

c. Cross-functional UTC guidance here, if applicable.

d. Third Country National (TCN) Escort UTC support. The Installation Deployment Officer (IDO) will identify authorizations for potential TCN duty prior to each AEF Rotation using the following priority:

1. Excess Personnel assigned above UMD Authorizations

2. Personnel from Associated UTCs

3. Personnel from Residual Standard UTCs

a. Coded Red in ART

b. Coded Yellow in ART

c. Coded Green in ART

e. Ensure above-the-base UTCs are balanced across the AEF Pairs

X. POSTURING GOALS: Provide measurable goals for your functional area here. This may include establishing guidelines for the percent of funded military authorizations that will be postured on DW* coded UTCs, percent of funded military authorizations that may deploy during worst-case surge operations, the percent of authorizations that will be postured on D*S coded UTCs and the percent of military authorizations that must be available for home-station support during normal AEF rotations and wartime operations (Examples are:)

a. Up to XX% of funded authorizations may be tasked to deploy during normal AEF 4-month rotations.

b. Up to XX% of funded authorizations may be tasked (all "DW" coded UTCs) during surge operations. (Surge operations begin when the deployment requirement exceeds UTC availability within the current AEF pair.)*

*c. XX% of funded authorizations should be coded D*S.*

d. No more than XX% of authorizations should be coded DXX.

XI. AIR STAFF FAM CONTACT:

Grade Name of primary/alternate(s)

Office Symbol

Phone

NIPR / SIPR email

Functional Director Signature Block

Attachment 4

UTC DEVELOPMENT INSTRUCTION

(To be used as a guide. MAJCOMs may develop local process/systems as long as each step below is addressed)

1.   UTC designation.

Enter the proposed UTC designation IAW AFI 10-401 **Table 5.1.** UTC can include the full five positions or any part thereof; e.g., 3F, 3FQ, 3FQC1

UTC _____

2.   UTC title.

The title is constructed using the instructions in Table 5.2 and is standardized for data automation purposes. The title is built using the Aviation or non-aviation templates in the UTM tool in DCAPES. Use approved acronyms in JP 1-0, *Joint Doctrine for Personnel Support to Joint Operations*. If acronym or abbreviation is new, spell out MISCAP statement.

UTC Title _____

3.   Deployment indicator code (DEPID).

Identifies the deployment capability and composition of the UTC (**Table 5.3.**).

DEPID _____

4.   Unit level code (ULC).

Indicates the relative organizational level of the unit or element (**Table 5.4.**).

ULC _____

5.   Approximate authorized strength.

Include hours of operation if not included in MISCAP. **Note:** For aviation UTCs organic passengers equate to Aircrew and should not be included in this total.

Auth Strength _____

6.   For aviation UTCs.

Indicate the number of crew members that must be subtracted from authorized personnel to obtain an accurate passenger count.

No. Crew _____

7.   Summary level logistics data (approximate number of short tons).

    Short Tons _____

8.   Pilot unit.

Provide Pilot Unit four digit PAS Code and name. A pilot unit is responsible for developing and maintaining standard manpower and logistics detail for each UTC it has been assigned. The goal is a uniform capa-

bility for all units that will use the UTC. Refer to **5.15.12.** of this instruction for more details about Pilot Unit Responsibilities.

Pilot Unit (PAS/Name/DSN phone) _____

9.   Type and Amount of Workload of UTC.

Capability of performance; i.e. 12/24 hour days, number of days, population served, aircraft supported.

Type _____

Amt of Workload _____

10.   Base Type(s).

Where the UTC may be employed - bare base, main operating base, forward operating base, or advanced operating base in accordance with JP 1-02, *DOD Dictionary of Military and Associated Terms*.

Base Type(s) _____

11.   Supporting UTC(s).

UTCs that are **supporting** this UTC. Use approved UTCs listed in the MEFPAK or input UTCs under development.

Supporting UTC(s) _____

12.   Supported UTCs.

UTCs that are **supported** by this UTC. Use approved UTCs listed in the MEFPAK or input UTCs under development.

Supported UTC(s) _____

13.   MISCAP.

The MISCAP defines the mission the UTC is capable of accomplishing. Clearly define substitution rules, as needed, i.e. AFSC, skill level requirement, grade, SEIs, equipment. Spell-out all acronyms and abbreviations used in the title and MISCAPs. Include any other pertinent information. Aviation UTCs must reference to the WMP 5 rates will be entered also. **Note**: The MISCAP is the only part of the UTC that could be classified. Air Force UTCs are generally not classified, but if they must be classified, MISCAPs containing crew ratios and monthly flying hour utilization must be classified at least CONFIDENTIAL. Classification of MISCAPs must not exceed SECRET. Executive Order (EO) 12958 requires originator data to be contained in all classified MISCAPS.

MISCAP_____

_____

_____

14.   Rationale or justification for UTC development.

This entry requires 1 of 5 reasons listed within paragraph **5.12.1.**, AFI 10-401.

Rationale or Justification _____

15.   HAF FAM.

With whom the requirement or the HAF agency directing the development.

HAF FAM/Office Symbol/DSN_____

16.   Command FAM.

MEFPAK Responsible Agency (MRA) FAM responsible for the request and can answer specific questions concerning request activities.

Command FAM/Office Symbol/DSN _____

17.   Cross Functional Areas.

Listing of points of contact at the command for all cross-functional UTCs.

Cross Functional POC(s)/Office Symbols/DSN _____

18.   AETF Force Modules (FMs) impacted.

Validate if the UTC will be in an AETF FM (See **Chapter 6**, AFI 10-401 for details). Indicate the AETF Force Module Title and state the impact. If there are none, so state.

_____

19.   MFEL.

Input MFEL (Manpower Force Element Listing) (if required): The MANFOR provides Air Force planners with standardized force capability outlining manpower requirements for operations planning, execution documents, and readiness measurement. It also provides an easy way to communicate standard planning manpower requirements to all Air Force units. MANFOR lists the specific manpower required to perform the mission defined in the UTC's MISCAP. **Note**: For assistance contact Manpower Office.

FAC	AFSC	SEI	Grade	Total Qty	PP/GR	CMD RMK	SAR	PRP	DTY

20.   LOGDET.

Input LOGDET (if required). Contact LOGDET Manager for assistance.

Attachment 5

UTC POSTURING AND CODING STEPS AND TIMELINES

Task	Initiated by	Complete NLT	OPR	References and Tools
Review the component rotational requirements, contingencies, war plans and Force Modules	Component Commands or latest Force Module structure identifies need or change in posturing.	15 months prior to beginning of new AEF cycle (allows for new UTCs to be developed/ edited)	Air Staff OCR: MAJCOM FAM, component headquarters Functional, AEFC Scheduler	*AFI 10-401 **6.3.10.**, **7.9.1.**, **12.8.2.1.**, **12.7.8.1.**, **12.8.4.**, **12.8.7.1.5. Attachment 3**, IV.a.6 *DCAPES and JOPES for listing of requirements *AEFC for list of FM requirements
MEFPAK registration	If new/edited UTCs were required by previous step, then UTC's must be changed/coordinated and made available in DCAPES	13 months prior to the beginning of the cycle	MRA FAM, MRA OPR OCR: Air Staff FAM	*AFI 10-401 **5.4.1.**, **5.12.**, **5.13.**, **5.14.**, **5.15.11.**, **7.9.1.1.** * DCAPES and LOGFOR to register, add and change UTC
Air Staff FAM Prioritizing and Sequencing guidance for MAJCOM FAMS	Completed listing of UTCs required to meet current requirements, contingency plans and Force Modules	12 Months prior to the beginning of the cycle	Air Staff FAM OCR: A5XW, AEFC	AFI 10-401 **7.9.1.**, **12.7.1.**, **12.8.4.**, **Attachment 3** Template
Air Staff FAM provides posturing and coding guidance to MAJCOM FAMS. Inform the Component FAM	Completed FAM guidance	11 months prior to the beginning of the Cycle	Air Staff FAM OCR: MAJCOM FAMS	*AFI 10-401 **7.9.1.**, **12.8.4.5.** *Conferences, Teleconferences, messages

Task	Initiated by	Complete NLT	OPR	References and Tools
OFAMO tasks MAJCOM FAMs to begin Posturing and Coding for upcoming cycle	When MAJCOM receives A3/5 tasking message for posturing and coding	11 Months prior to beginning of the Cycle	OFAMO	*AFI 10-401 **12.6.5.**, 11.8.2.1.1 (See CRM) * Email, message boards, or conferences * Current listing of UMD, UTC Availability, MEFPAK * MAJCOM unique guidance on posturing and coding
Request waivers or Enabler library posturing if necessary	A unit or functional area has a unique circumstance preventing posturing and coding by normal AFI 10-401 rule sets	11 Months prior to the beginning of the Cycle	Air Staff, MAJCOM FAM	AFI 10-401 **Chapter 10** AFI 10-401, Table 10.14. (see CRM for Enabler Posturing table) * Staff package with reasoning for waiver
OFAMO compiles all changes and coordinates with command	Completion of FAM reviews/edits/ changes	10 Months Prior to the beginning of the cycle	OFAMO, Wing and unit commanders	AFI 10-401, 12.6.5.1 (See CRM) * Staff package is normal way to communicate non-concur on proposed changes. CV is final arbitrator.

Task	Initiated by	Complete NLT	OPR	References and Tools
Update UTC Availability with approved Changes	UTC Availability Changes are approved by the NAFs, Wings and Unit commanders and conflicts resolved	8 Months prior to beginning of the Cycle	OFAMO, MAJCOM FAMs	AFI 10-401, 12.6.5.1 (See CRM) *DCAPES

NOTE: References to MAJCOM FAM is meant to include FOAs, DRUs and MAJCOM equivalent offices.

Attachment 6

ENABLER POSTURING

Task	Initiated by	Complete NLT	OPR	References and Tools
Review guidance on Enabler	Commander or FAM believes UTCs meet Enabler criteria and desires their addition to Enabler library	12 months prior to beginning of new AEF cycle	MAJCOM FAM, OCR: Air Staff FAM, AEFC Scheduler	*AFI 10-401 **7.9.1.3.5.** *Air Staff FAM prioritization and sequencing guidance * MAJCOM specific guidance from OFAMO
Staff the request to OFAMO to put these UTCs to Enabler libraries	Review complete, and FAM has Air Staff FAM and AEFC Scheduler concurrence	11 Months prior to the beginning of the cycle	MAJCOM FAM	AFI 10-401 **7.9.1., 10.14.** * Staff package containing for rational for changes and Air Staff FAM and AEFC Scheduler coordination
OFAMO compiles list and rationale of MAJCOM Enabler library listing for submission to A5XW	Complete MAJCOM Enabler library change request	9 months prior to the beginning of the Cycle	OFAMO OCR: MAJCOM FAMS	AFI 10-401 **10.14.1.** (See CRM) * Staff package containing for rational for changes and Air Staff FAM and AEFC Scheduler coord

Task	Initiated by	Complete NLT	OPR	References and Tools
A5XW coordinates with Air Staff FAM and sends to AEFC	Complete AF listing of Enabler library change requests	8 Months prior to beginning of the cycle	A5XW, OCR: Air Staff FAMs	AFI 10-401 **10.14.3.** (See CRM)

* Staff package containing for rational for changes and A5XW approval |
| AEFC Steering Group liaison sends listing to Steering Group | Air Staff coordinated listing of Enabler library change requests | 7 Months prior to the beginning of the cycle | AEFC Steering Group Liaison | AFI 10-401 **10.14.3.** (See CRM)

* Staff package containing for rational for changes and A5XW and AEFC approval |
| AEFC Steering Group approves/ disapproves changes and directs posting to AEF Online website | AEFC liaison has reviewed the A5XW approved Enabler library change requests | 6 Months prior to the beginning of the cycle | AEFC Steering Group | AFI 10-401 10.14.4

*Spreadsheet containing listing of approved Enabler library posturing rules |

Attachment 7

SAMPLE TWO-HIT WAIVER PACKAGE

	To	Action	Signature (Surname), Grade, Date		To	Action	Signature (Surname), Grade, Date
**Staff Summary Sheet**						
1	AF/A5X	COORD		4	AF/A4R	COORD	
2	AF/A1M	COORD		5	Applicable MAJCOM(s) Functional Directorate	COORD	
3	AF/A1P	COORD		6	HAF Functional Directorate	APPROVE	

Grade and Surname of Action Officer	**Symbol**	**Phone**	**Suspense Date**
HAF FAM	HAF 4-digit		

Subject	**SSS Date**
AEF 2-Hit Policy Waiver (Applicable Functional Area) <<< OR >>> ECS SIPT Target Base Alignment Waiver (Applicable Functional Area)	

Summary

1. Purpose: Obtain (*applicable HAF functional directorate (3-digit))* endorsement on proposed request for (1) waiver to the AEF 2-Hit Policy or (2) waiver to the ECS SIPT Target Base Alignment for (applicable functional area).

2. Background: In accordance with AFI 10-401, VCSAF is approval authority for a waiver to the (1) AEF 2-Hit Policy <<<or>>> (2) ECS SIPT Target Base Alignment. The following information is provided IAW AFI 10-401, paragraph **10.7.**:

a. Explain how limiting bases to two vulnerability deployment periods cannot meet anticipated requirements for your functional area.

<<< OR >>>

a. Explain how the Target Base Alignment is "out of balance" for your functional area

(1) Per AEF pair, the number of DWS, DXS, DWX, DXX, etc

(2) Authorized/Assigned Levels

(3) ART data

(4) Other supporting empirical data

b. Explain challenges to meeting anticipated requirements

(1) Functional area abnormalities

(2) Historical deployment data

(3) Home station requirements

(4) AETF Force Module requirements

(5) Other supporting data

3. Discussion: Explain how "peanut butter spreading," or realigning capability, within your functional area/select UTCs within your functional area is necessary to meet anticipated requirements. Include verbiage why moving one or more bases from one AEF pair to another (i.e. maintaining 2-Hit policy but deviating from Target Base Alignment) would not resolve functional area from being out of balance.

4. Recommendation: AF/XXX approve proposed waiver request and forward to AF/A5XW for consolidation

Package Signed by HAF 3-digit   Tabs

                                            1. Detailed Justification/Analyses