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SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 10-403

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Operations

DEPLOYMENT PLANNING AND EXECUTION

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This instruction implements AFPD 10-4, Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP) and AFI 10-401, Air Force Operations Planning and Execution. It provides the basic requirements for Air Force deployment planning and execution at all levels of command to support contingency and deployment operations. It also describes the specific requirements for pre-execution, command and control, cargo and personnel preparation, reception, support of Air Force deployment and redeployment operations, and reintegration/reconstitution procedures. This guidance directly supports the Installation Commander to effectively and efficiently deploy forces in support of Operational Plans, Air and Space Expeditionary Force (AEF) taskings, lesser contingency operations, exercises, and other operational/training events. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this instruction is Title 10 U.S.C. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. Consult AFI 33-332, Privacy Act Program (PA), for further guidance on Privacy Act Statements. Records Management: Ensure that all records created as a result of the 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**. Send comments and suggestions for improvements on AF Form 847, Recommendation for Change of Publication, through channels, to HQ USAF/A4RX, 1030 Air Force Pentagon, Washington, DC 20330-1030.

SUMMARY OF CHANGES

This revision updates guidance on: Installation Deployment Readiness Cell policy (**1.5.4.**); Personnel Readiness Folders (**1.6.2.**); Deliberate and Crisis Action Planning and Execution Segments (DCAPES) as a replacement for Contingency Operations/Mobility Planning and Execution System (COMPES) (**2.6.**); AEF methodology, policies, rules, and procedures used to meet and sustain warfighter requirements while maintaining the AEF battle rhythm (throughout); new posturing and coding guidance from AFI 10-401

and how it affects worst-case scenario and maximum simultaneous deployment capability determinations (**Chapter 2**); Air & Space Expeditionary Force (AEF) Cycles with 4-month rotations (**Chapter 3**); reception organizations and duties (**Chapter 7**); redeployment support process for reintegration of Airmen (**Chapter 8**); and lessons learned policies (**Chapter 9**).

Chapter 1

FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

1.1. Joint Agencies

1.1.1. Secretary of Defense (SecDef).

1.1.1.1. Approves the Air & Space Expeditionary Force (AEF) schedule in accordance with (IAW) the SecDef's Global Force Management (GFM) guidance.

1.1.1.2. Determines the initial priority for rotational requirements in the Joint Presence Policy (JPP) Allocation Annex.

1.1.1.3. Adjudicates authority for re-prioritizing competing combatant commander (CCDR) requirements. Changes to the AEF schedule affecting forces assigned to CCDRs will be coordinated through the Chairman of the Joint Chiefs of Staff (CJCS) to SecDef. SecDef directs AEF surge (beyond one AEF pair) as required.

1.1.1.4. If military capabilities are insufficient to meet emerging requirements, SecDef will make the determination to gap requirements or surge the AEF to meet those requirements.

1.1.2. Combatant Commanders (CCDR).

1.1.2.1. Makes assigned USAF units available for AEF deployment during the unit's scheduled eligibility period as directed in the GFM Guidance.

1.1.2.2. When combatant commander requirements change due to emerging contingencies in their area of responsibility (AOR), CCDRs may submit a request for capability/forces (RFC/RFF).

1.1.3. Commander, US Joint Forces Command (CDRUSJFCOM).

1.1.3.1. Is the primary Joint Force Provider (JFP). Based on recommendations from the Global Force Management Board (GFMB), Services, and combatant commanders, CDRUSJFCOM develops a DRAFT rotational force schedule and rotational force allocation plan of conventional combat, combat support, and combat service support forces to support the Rotational Force Schedule of the CCDRs (except designated forces sourced by US Transportation Command (USTRANSCOM), US Special Operations Command (USSOCOM), and US Strategic Command (USSTRATCOM)).

1.1.3.2. In coordination with the Services, provides trained and ready forces and capabilities for allocation by the Joint Staff Manager to support combatant command requirements.

1.1.3.3. In coordination with the Services, orchestrates the force flow of allocated units.

1.2. Air Force Secretariat Agencies.

1.2.1. Secretary of the Air Force (SECAF). SECAF has statutory responsibility to provide organized, trained, equipped, and ready forces to meet combatant commander requirements (10 USC §8013). SECAF assigns all Air Force forces to the combatant commands except those necessary to meet statutory functions of 10 USC §162(a).

1.2.2. The Secretary of the Air Force Office of Public Affairs (SAF/PA). Develops policy guidance for Air Force internal information activities in support of force deployment. Develops policy guidance

for Air Force media relations in support of the public's right to be informed. Develops plans to train and equip (including deployment kits) public affairs personnel for deployment. Operates a common internal information network to support deployed Air Force units and sister/allied forces at Air Force operating locations via the Internal Bulletin Board System.

1.2.3. The Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM). Ensures all Air Force budget submissions include provisions to attain and maintain the optimum deployment capability of Air Force forces. Supervises the administration, control and distribution of funds in support of Air Force deployment programs and processes.

1.2.4. The Secretary of the Air Force, Acquisition (SAF/AQ). Establishes policy for deploying contractor personnel to support major operations and campaigns in coordination with USAF A3/5 and A1.

1.2.5. The Secretary of the Air Force, Inspector General (SAF/IG). Requires that major command (MAJCOM) commanders conduct Operational Readiness Inspections that include evaluating the deployment capability of their Active and gained forces IAW AFI 90-201, Inspector General Activities.

1.2.6. Assistant Secretary of the Air Force for Manpower, Reserve Affairs (SAF/MR). The SAF/MR makes coordinated mobilization recommendations to SECAF.

1.2.7. Secretary of the Air Force Office of Warfighting Integration and Chief Information Officer (SAF/XC). Develops concepts, policies, and guidance to provide communications, computer systems, computer network defense, visual information, information, and postal support to deployment operations, deployed forces, and redeployment operations.

1.3. Air Staff Agencies.

1.3.1. Chief of Staff US Air Force (CSAF). CSAF acts as a “Global Force Provider” for Air Force capabilities. SECAF delegates to CSAF the responsibility to support the CCDRs through the AEF. To fulfill this responsibility, the CSAF coordinates and schedules USAF forces to provide combat-ready assigned, apportioned, and allocated forces as spelled out in GFM Guidance. The CSAF:

1.3.1.1. Develops an AEF schedule to meet CCDR rotational requirements within the Service maximum sustainable rotation rate of two (2.0) AEFs available at any given time.

1.3.1.2. Approves the AEF schedule in support of AEF Presence Policy (AEFPP) and will forward the approved schedule through CJCS for validation by SecDef as part of the GFM process.

1.3.1.3. Forwards any changes to assigned, apportioned, and allocated forces through CJCS for SecDef approval.

1.3.1.4. Coordinates with the affected CCDR(s) any change to the AEF schedule that affects forces assigned to them.

1.3.1.5. Adheres to the “steady-state” limits for low density/high demand (LD/HD) assets articulated in the Global Military Force Policy (GMFP) unless a waiver is approved by SecDef.

1.3.1.6. Tasks all MAJCOMs and subordinate units to be ready to deploy at any time during their AEF eligibility period by approving the AEF schedule.

1.3.1.7. Directs extended estimated tour lengths (EETLs) of up to 179 days (or as specified) for selected individual/units/functional areas to meet mission requirements when AEF surge is authorized.

1.3.1.8. Notifies CJCS of the need for extended tour lengths outside of surge and the percentage of affected AEF assets.

1.3.2. Vice Chief of Staff US Air Force (VCSAF). The VCSAF, acting on behalf of the CSAF, signs G-series orders authorizing Air Expeditionary Task Force (AETF) commanders and establishing the degrees of administrative control (ADCON) for both Active Duty and Air Reserve Component (ARC) forces.

1.3.2.1. The VCSAF is waiver authority to the AEF 2-hit policy.

1.3.3. The Deputy Chief of Staff for Air, Space and Information Operations, Plans, and Requirements (HQ USAF A3/5). Oversees all Air Force war planning and readiness. USAF A3/5 represents the Air Force to the Joint Community on all matters involving the scheduling, sourcing, and presentation of AEF capabilities.

1.3.3.1. USAF A3/5 is the single AF point of contact (POC) for coordinating the AF Service recommendation on the “global availability” of AEF capabilities to meet emerging requirements for AEF forces and to fulfill CCDR RFC/RFFs. In this role, USAF A3/5 works with the theater AF component to assist in the AF component RFC recommendations to the CCDR.

1.3.3.2. CSAF communicates SecDef-directed taskings through USAF A3/5 to Commander, Air Combat Command (COMACC). CSAF execution orders direct COMACC to source capabilities to meet requirements. This tasking order serves as the authority for the COMACC, through the AEF Center (AEFC), to flow sourcing requirements to the appropriate MAJCOMs for fill IAW established AEF procedures.

1.3.4. The Directorate of Operational Plans and Joint Matters (HQ USAF A5X). Serves as the Air Staff focal point for operations plans and the AEF.

1.3.4.1. Focal point for the Air Force for providing forces to the Joint community.

1.3.4.2. Prepares directives to support deployment planning and the AEF.

1.3.4.3. Ensures that the CJCS exercise schedule includes deployment exercises.

1.3.4.4. Serves as the Office of Primary Responsibility (OPR) for the operations functions of the USAF War and Mobilization Plan (WMP), Deliberate and Crisis Planning and Execution Segments (DCAPES), Joint Operations Planning and Execution System (JOPES), and Unit Type Code (UTC) management.

1.3.4.5. Serves as the Air Staff focal point for the AEF Expeditionary Combat Support (ECS) target base alignment template and deviations from that alignment.

1.3.4.6. Serves as co-chair of the AEF Steering Group (AEFSG) developing policy and procedures to enhance the execution of the AEF.

1.3.5. The Deputy Chief of Staff, Intelligence (HQ USAF A2). Provides policy guidance to the Air Staff, MAJCOMs and wings to achieve effective and efficient Air Force intelligence, surveillance and reconnaissance resources (human and technical) to meet operational plan (OPLAN), major operation and campaign, and force protection requirements.

1.3.6. The Directorate of Operations and Training (HQ USAF A3O). Responsible for overall readiness and training of Air Force forces, contributing to a force that is trained and ready to deploy. Publishes direction concerning the AEF Reporting Tool (ART) allowing unit commanders to assess a UTCs ability to meet its MISCAP and the AEFC to task the most qualified and ready units.

1.3.7. The Deputy Chief of Staff, Logistics, Installations and Mission Support (HQ USAF A4/7). Provides policy guidance to the Air Staff, MAJCOMs, and wings to achieve effective and efficient worldwide deployment of identified forces comprised of required capabilities and their inherent resources.

1.3.8. The Director of Security Forces (HQ USAF A7S). Establishes policy and guidance for physical, information, and industrial security; integrated base defense (IBD); antiterrorism (AT); resources protection; customs; weapons training; arming and use of force; and is the enterprise leader for force protection (FP).

1.3.9. The Directorate of Logistics Readiness (HQ USAF A4R). Is the OPR for Air Force deployment and redeployment operations.

1.3.9.1. Develops policy guidance to support Air Force deployment objectives.

1.3.9.2. Develops training curriculum for Installation Deployment Officers (IDOs) to include cascade training for Unit Deployment Managers (UDMs).

1.3.9.3. Develops policy guidance for integrating automated systems to support deployment operations and serves as the Agile Combat Support (ACS) OPR for DCAPES.

1.3.9.4. Serves as the overall OPR for the Integrated Deployment System (IDS). NOTE: IDS is composed of four information technology systems: the Logistics Module (LOGMOD), Cargo Movement Operations System (CMOS) or Global Air Transportation Execution System (GATES) at Air Mobility Command (AMC) CONUS strategic aerial ports and OCONUS Air Mobility Squadrons, Automated Air Load Planning System (AALPS), and Deliberate Crisis Action Planning and Execution Segments (DCAPES). NOTE: AMC Strategic aerial ports are defined in DOD 4500.9-R, Defense Transportation Regulation (DTR). Manages the LOGMOD/LOGMOD Stand-Alone (LSA), CMOS, and AALPS components of IDS.

1.3.9.5. Develops policy guidance on transportation activities that support deployment operations.

1.3.9.6. Develops policy guidance on automated cargo and passenger transportation systems to support deployment processing and in-transit visibility (ITV) of deploying personnel and cargo.

1.3.9.7. Reviews and approves/disapproves Logistics Detail (LOGDET) additions/deletions/changes and forwards those changes to the Joint Staff for update to the Type Unit Characteristics (TUCHA).

1.3.9.8. Serves as core member of the AEFSG developing policy and procedures to enhance the execution of the AEF.

1.3.10. The Directorate of Maintenance (HQ USAF A4M). Develops policy guidance on maintenance organizations' support of deployment operations.

1.3.11. The Directorate of Civil Engineering (HQ USAF A7C). Establishes and maintains civil engineer policy and guidance to ensure civil engineers have the capability to provide, sustain, operate, maintain, restore, and protect the installations, infrastructure, facilities, housing, and environment

necessary to support air and space forces involved in deployment, sustainment and redeployment operations.

1.3.11.1. Establishes standards for deployment, equipping schedules and prepositioning of civil engineering equipment.

1.3.11.2. Ensures that deployment programs meet environmental protection requirements.

1.3.11.3. Performs as the Air Staff Functional Area Manager (FAM) for the AEF Posturing and Training Third Country National (TCN) Escort Program. FAM's from all Air Force specialties will continue to provide personnel to fill UTCs.

1.3.11.4. In coordination with HQ USAF A3/5 establish posturing guidance to each functional area source capabilities to meet AEF Cycle requirements.

1.3.11.5. In coordination with HQ USAF A7S establish training program to meet force protection requirements for theater assets.

1.3.11.6. In coordination with HQ USAF A1 establish personnel allocation guidance to meet personnel requirements for theater assets.

1.3.11.7. Determines and publishes Chemical, Biological, Radiological, Nuclear, and High Yield Explosive (CBRNE) Defense training requirements and frequency.

1.3.12. The Deputy Chief of Staff, Personnel (HQ USAF A1). Establishes broad, Total Force (AD, ARC, civilian) personnel and manpower policy and guidance related to the activation/mobilization, sustainment, personnel accountability, and deactivation/demobilization of ARC forces, including standardized personnel readiness and mobilization policies applying equally to the AFRC and ANG.

1.3.12.1. USAF A1 will process training requirements for pre-deployment ancillary training through the Total Force and Education Review Process (TFTERP) per AFI 36-2201, Air Force Training Program Volume 6.

1.3.13. The Director of Manpower, Organization, and Resources (HQ USAF A1M). Manages the Manpower Force Packaging System (MANFOR). Oversees the Air Force Master MANFOR database and ensures the system interfaces with other automated planning systems.

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

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

1.3.13.3. Provides policy and guidance to assist MAJCOM and Field Operating Agency (FOA) staffs to quantify and document wartime manpower contingency and crisis action planning requirements; deployment execution, employed at home station, and in-place requirements; and employment organization structures in support of total force accountability and force management (HQ USAF A1MR and AF Manpower Agency (AFMA)).

1.3.13.4. Updates Mission Capability (MISCAP) statements and manpower detail based on inputs from Manpower and Equipment Force Packaging (MEFPAK) Responsible Agency (MRA) and/or Air Staff FAM.

1.3.13.5. Serves as functional OPR for the manpower functionality of DCAPES.

1.3.13.6. Serves as core member of the AEFSG developing policy and procedures to enhance the execution of the AEF.

1.3.14. The Director of Force Management Policy (HQ USAF A1P). Develops total force concepts, policies and plans to support Active Duty, Air National Guard, and Air Force Reserve accountability, activation and mobilization, deployment, employment, demobilizations and emergency operations. Sets civilian personnel policies and procedures to meet worldwide mission requirements during contingency, wartime, exercise, and emergency operations according to AFI 36-507, Mobilization of the Civilian Work Force.

1.3.14.1. Serves as functional OPR for the personnel functionality of DCAPES, Noncombatant Evacuation Operations (NEO), Augmentation Program, AEF UTC Reporting Tool (ART), and Status of Resources and Training System (SORTS) reporting.

1.3.14.2. Establishes policy guidance for Air Force personnel support (including personnel, equipment, and training) during deployment operations.

1.3.14.3. Serves as core member of the AEFSG developing policy and procedures to enhance the execution of the AEF.

1.3.15. The Directorate of Services (HQ USAF A1S). Develops concepts and systems for application of the following core competencies by deployed Services personnel: feeding, lodging of forces, mortuary, keeping Airmen fit to fight (fitness), regeneration of Airmen (recreation and entertainment), developing and connecting Airmen to the outside world through learning resources, and hosting official functions (protocol).

1.3.16. The Judge Advocate General (HQ USAF/JA). Establishes policy guidance for law of armed conflict training and other legal training and for judge advocates to support deploying personnel, to deploy and provide legal advice in support of major operations and campaigns, and to provide legal advice to commanders on all legal aspects of deployments.

1.3.17. The Commander of HQ Air Force Reserve Command (HQ AFRC/CC). Ensures Air Force Reserve Command (AFRC) forces meet the readiness requirements of the gaining Active force for deployment and employment operations. Advises the VCSAF on ADCON issues arising from the employment of AF Reserve forces comprised of required capabilities and their inherent resources. AD MAJCOMS in which Individual Mobilization Augmentees (IMAs) are assigned are responsible to ensure that IMAs meet the readiness requirements of the gaining Active force for deployment and employment operations.

1.3.18. The Director, Air National Guard (NGB/CF). Ensures Air National Guard (ANG) forces meet the readiness requirements of the gaining Active force for deployment and employment operations. Advises the VCSAF on ADCON issues arising from the employment of ANG forces comprised of required capabilities and their inherent resources. For all cases throughout this AFI, NGB will be treated as a MAJCOM.

1.3.19. The Chief of the Chaplains (HQ USAF/HC). Establishes policy for chaplain support of deployment operations, including the deployment of Chaplain Service personnel and equipment.

1.3.20. Director, Air Force History and Museums Policies and Programs (HQ USAF/HO). Develops concepts, policies and guidance on History, Museum, and Art Program activities in support of major operations and campaigns. Establishes policy guidance for deploying historians (including personnel, equipment, supply, and training requirements) to support deployed unit commanders and staffs.

1.3.21. The Chief of Safety (HQ USAF/SE). Establishes mishap prevention, investigation, and Operational Risk Management (ORM) policy guidance for deploying forces.

1.4. MAJCOM and Other Staff Level Agencies.

1.4.1. Commander, Air Combat Command (COMACC). Tasking authority for the AEF rests with the SecDef; however, COMACC is responsible for execution of the AEF schedule. COMACC performs the following functions in overseeing the scheduling and execution of the AEF:

1.4.1.1. Performs as the AF JFP recommending global AF sourcing solutions to USJFCOM.

1.4.1.2. Manages the scheduling and sourcing of forces to meet AEF requirements through the AEFC.

1.4.1.3. Forwards the fully coordinated AEF schedule through USAF A3/5 to CSAF for approval to meet GFM-directed timelines for inclusion in the GFM Guidance.

1.4.1.4. Coordinates with CSAF on any change to the AEF schedule affecting forces assigned to CCDRs.

1.4.1.5. Certifies tasked forces and those on a Prepare-To-Deploy-Order (PTDO) as ready to deploy not later than (NLT) 30 days prior to the start of each AEF eligibility period (earliest deployment date).

1.4.1.6. Ensures MAJCOMs verify status of UTCs in ART.

1.4.1.7. Adjudicates issues that cannot be resolved by the AEFC/CC and affected air component/ MAJCOM commanders.

1.4.1.8. Task organizes an AETF from scheduled forces and will pass the sourcing requirement to the affected MAJCOM(s) on receipt of a HQ USAF tasking order. Task organization and transfer of AETF forces is coordinated through COMACC and the AEFC.

1.4.1.9. Submits AETF G-series orders to VCSAF for signature.

1.4.1.10. Passes (through AEFC) sourced capability to the affected MAJCOM/CC for execution.

1.4.1.11. Adjudicates scheduling, sourcing, posturing, coding, reclamas, and capability requirements with the affected Air Force Component Headquarters (AFCHQ), formerly Air Force Component Commands (AFCC), and MAJCOM commander when they cannot be resolved by the AEFC/CC.

1.4.1.12. Provides HQ USAF (through the AEFC) visibility over deployed forces to assess location, readiness, and projected reconstitution requirements.

1.4.2. Air & Space Expeditionary Force Center (AEFC). The AEFC is a direct reporting unit of the Air Force Personnel Center (AFPC) and manages and coordinates the AEF schedule and tracks execution. The AEFC is a service organization, and is itself without authority to exercise operational authority over forces. Rather, the AEFC facilitates the transfer of forces.

1.4.2.1. Coordinates efforts of the scheduling integrated process teams (SIPTs). Each of the affected MAJCOMs will have appropriate representation on the SIPTs and will coordinate on SIPT actions. The three SIPTs are:

1.4.2.1.1. Combat Air Forces SIPT (CAF SIPT) – chaired by ACC A3.

1.4.2.1.2. Mobility Air Forces SIPT (MAF SIPT) – chaired by AMC A3.

1.4.2.1.3. Expeditionary Combat Support SIPT (ECS SIPT) – chaired by AEFC/CC.

1.4.2.2. Manages the AEF UTC Reporting Tool (ART).

1.4.2.3. Provides a monthly report of UTCs in their eligibility period and not reporting “green” in ART through USAF A3/5 to CSAF.

1.4.2.4. Assists the AFCHQs in identifying capabilities and UTCs required in the AETF.

1.4.2.5. Maintains the master rotational time-phased force and deployment data (TPFDD) by building requirements after initial TPFDD build by the AFCHQ.

1.4.2.6. Upon receipt of CSAF execution order, passes sourcing recommendations IAW the AEF schedule, to the affected MAJCOM/CC (info copy to units) for execution.

1.4.2.7. Works with Commander, Air Force Forces (COMAFFORs) and USTRANSCOM to maintain in-transit/deployed visibility and tracking of AEF UTCs.

1.4.2.8. Monitors the scheduling of deployment transportation.

1.4.2.9. Manages the DCAPES tasking process for AEF-sourced requirements as identified in contingency and rotational TPFDDs.

1.4.2.10. Manages the Air Force Deployment Processing Discrepancy Reporting Tool (DPDRT).

1.4.2.11. Articulates related processes, roles, and responsibilities of all involved agencies (i.e., the AEFC, MAJCOMs, IDOs, Personnel Readiness Functions (PRF), UDMs, Personnel Support for Contingency Operations (PERSCO) teams, and deployed commanders).

1.4.2.12. The AEFC maintains the DPDRT and produces metrics to track and report discrepancies for corrective actions.

1.4.2.13. The AEFC is responsible for monitoring the corrective action taken by the supporting commands through the DPDRT program.

1.4.2.13.1. Oversees and manages the UTC shortfall/reclama process when taskings must be reassigned between MAJCOMs. The AEFC is the central agency for adjudicating Air Force reclamas and forwarding to Headquarters, Air Force, as required.

1.4.2.13.2. The AEFC will designate ECS backfill forces when required. These forces can be deployed, or placed on a PTDO, as appropriate, if theater-assigned forces are unable to disengage to respond to an unexpected crisis in their assigned theater. Designated CAF Iron forces are presently put on a PTDO status through the CAF CPO by ACC A3X. Presently, non-Aviation ECS backfill forces are not normally placed on a PTDO.

1.4.2.13.3. The AEFC coordinates with the ARC headquarters to validate MPA requests for deploying ANG and AFRC personnel and oversees the allocation and proper utilization of mandays to ensure appropriate funding is provided for processing, travel, tour, employment, leave, and downtime.

1.4.2.13.4. Serves as co-chair of the AEFSG developing policy and procedures to enhance the execution of the AEF.

1.4.3. Air Force Component Headquarters (AFCHQ) (Appropriate AF operational level headquarters). NOTE: The AF is implementing the Air Force Forces Command and Control (AFFOR C2) Enabling Concept (AFCHQ). This reorganizes the AF components to the combatant commands. As the AF activates these new organizations, they will assume AF Component responsibilities:

1.4.3.1. Identify theater pre-positioned War Reserve Materiel (WRM) to supporting MAJCOMs to allow them to prepare specialized deployment packages (See AFI 10-404, Base Support and Expeditionary Site Planning).

1.4.3.2. Identify operational meal requirements to HQ AFSVA/SVO annually IAW WMP Volume 1, Basic Plan and Support Annexes, Annexes E and G.

1.4.3.3. Translate CCDR request for forces/capabilities into TPFDD requirements.

1.4.3.4. Network the OPLAN/Concept Plan (CONPLAN) TPFDDs to JOPES databases for AEFC, MAJCOM, FOA, and employment location planning and execution.

1.4.3.5. Prepare and distribute OPLAN/AOR personnel reporting instructions.

1.4.3.6. Identify civilian-unique theater requirements to include: OPLAN requirements, uniform requirements, specialized training requirements, and civilian pay and entitlements.

1.4.3.7. Determine wartime requirements of emergency-essential (E-E) civilian personnel whether located outside continental United States (OCONUS) or CONUS.

1.4.3.8. Review and approve/disapprove all deployed wing/group commander requests to return personnel to home station outside of scheduled redeployment.

1.4.4. Supported AFCHQ Directorate of Personnel (A-1) or equivalent,

1.4.4.1. Develops plans and procedures to support personnel processing for military, civilian (Department of Defense (DOD), contract, and others), and family members during contingency, wartime, exercise, and emergency operations according to this instruction; AFI 10-215, Personnel Support for Contingency Operations; AFI 10-216, Evacuating and Repatriating Air Force Family Members and Other US Noncombatants; and AFI 36-507.

1.4.4.2. Coordinates with the AEFC, when necessary, during the development of major operation and campaign requirements.

1.4.4.3. Develops Annex E (Manpower and Personnel Annex) for each tasked OPLAN using the MAJCOM Functional staff contingency planning inputs and In-garrison Expeditionary Support Plan (IGESP) information.

1.4.4.4. Outlines any CCDR-unique reporting requirements and their submission timelines. Supporting MAJCOMs are responsible for providing Deployment Requirements Manning Documents (DRMD) deployment taskings for their units unless other formal arrangements have been made.

1.4.4.5. Identifies to IGESP Committee members the logistical support requirements needed within the theater by PERSCO teams for site survey development supporting major operations and campaigns.

1.4.4.6. Develops and validates personnel requirements for sourcing. Reviews and validates replacement requirements from operational PERSCO teams and MPFs.

1.4.4.7. Provides reporting instructions for each operation by Address Indicator Group (AIG) 10842 message to HQ AFPC/DPWRM, AEFC, all supporting component commands, MPFs, and PERSCO teams supporting the operation.

1.4.4.8. Distributes plan requirements for exercises to tasked MPFs and tracks receipt of those plan requirements. Ensures PERSCO team notifies MAJCOMs by message of unfilled requirements. NOTE: Recommend notification 60 days before DRI.

1.4.4.9. Develops concepts, plans, and procedures to support personnel deployment, repatriation, NEO, and reception processing.

1.4.4.10. Develops and implements theater-unique personnel programs and procedures.

1.4.4.11. Oversees force accountability within the theater of operation, including deployed Air Force civilian and contract employees.

1.4.4.11.1. Establishes accountability for transient personnel at aerial ports of debarkation (APOD) as directed by the appropriate CAT-A1.

1.4.4.12. Follows higher headquarters reporting requirements.

1.4.4.13. Ensures PERSCO teams and MPFs within theater follow accountability and reporting procedures in the reporting guidance/processing instructions and AFI 10-215.

1.4.4.14. Ensures HQ USAF/CAT-A1, HQ AFPC/Personnel Readiness Center (PRC), supporting component commands, and applicable MPFs and PERSCO teams in the AOR receive correspondence on all command personnel programs.

1.4.4.15. Follows guidance in AFI 10-215 and AFI 36-2629, Individual Mobilization Augmentee Management, on the utilization and accountability of individual mobilization augmentees (IMA).

1.4.4.16. Provides a detailed concept of operations (CONOPS). This CONOPs includes detailed automated or manual accountability instructions to satisfy Air Force reporting requirements and includes (but not limited to):

1.4.4.16.1. Range of force accountability (other Services, civilians, allied nations, geographically separated units (GSUs), etc).

1.4.4.16.2. Communications factors (if direct connectivity is unavailable or a limiting factor (LIMFAC)).

1.4.4.16.3. Supported Command-unique reports.

1.4.4.16.4. Command Structure.

1.4.4.17. Coordinate with deployed PERSCO and Manpower functions to ensure force closure at each expeditionary organization (i.e., Air & Space Expeditionary Squadron (AES), Group (AEG), and Wing (AEW)).

1.4.4.18. Review and approve/disapprove all requests to return personnel to home station early.

1.4.5. Force Providers (Air Force Major Commands, Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), and Air National Guard (ANG)).

1.4.5.1. Ensure forces are organized, trained, and equipped to meet their required capabilities.

1.4.5.2. MAJCOM/CV, FOA/CC, DRU/CCs will review postured UTCs 180 days prior to each AEF cycle. Status of review will be reported to the VCSAF through USAF A1M.

1.4.5.2.1. Bases will be aligned in no more than two AEF rotations; waiver authority to this policy is the VCSAF.

1.4.5.3. Monitor their wing's/organization's UTC assessments in ART IAW AFI 10-244, Reporting Status of Aerospace Expeditionary Forces.

1.4.5.3.1. Any unit or eligible UTC reporting "green" in ART may be used in whole or in part during its eligibility period.

1.4.5.3.2. UTCs reported as "yellow" or "red" may be used. The AEFC will coordinate with the parent MAJCOM when the reason the UTC is "yellow" or "red" is not clearly stated IAW AFI 10-401.

1.4.5.3.3. In the case of extraordinary circumstances (such as an immediate response IAW AFI 10-802, Military Support to Civil Authorities and AFI 10-801, Assistance to Civilian Law Enforcement Agencies), the MAJCOM/FOA/DRU is responsible for ensuring affected Wing Commander ART reporting is changed within 24 hours to reflect actual UTC readiness. In the event wings are unable to report changes in UTC status in a timely manner, the MAJCOM/FOA/DRU will ensure ART is updated for them.

1.4.5.4. Report readiness of MAJCOM/FOA/DRU level UTCs in ART.

1.4.5.5. Identify and coordinate substitute UTCs, if a UTC is not available to meet AEFC-sourcing, use a UTC from within the same AEF eligibility period that can meet the mission capability and transportation requirements. Follow alternate sourcing guidance IAW AFI 10-401.

1.4.5.6. Verify, coordinate, and flow requirement from the AEFC to designated units within 7 working days for a normal rotational tasking requirement or 48 hours for a crisis/surge requirement tasking.

1.4.5.6.1. MAJCOM/FOA/DRUs will follow reclama procedures as directed in AFI 10-401.

1.4.5.7. MAJCOM/A3, or designated representative, serves as core member of the AEFSG to develop policy and procedures to enhance the execution of the AEF.

1.4.6. Supporting Command Directorate of Logistics (A4), or equivalent. Provides overarching command guidance for implementing this instruction.

1.4.6.1. Responsible for input to the Program Objective Memorandum (POM) for funding and fielding of hardware for logistics information technology equipment.

1.4.6.2. Ensures all subordinate IDOs and Logistics Readiness Flights are trained to execute their deployment mission responsibilities to include deployment planning and management; CWDE and MOBAG management and issue; passenger and cargo processing and aircraft loading for major operations and campaigns, exercises, and deployments; force movement; and force closure.

1.4.6.3. The A-4 Logistics Plans function serves as focal point for LOGMOD and LSA within the IDS.

1.4.6.3.1. Ensures technical and procedural guidance, as well as training, for LOGMOD and LSA and other deployment-related systems. LOGMOD/LSA formal training is provided by the Air Mobility Warfare Center (AMWC), Course ID: AF LOGMOD IDS. NOTE: Computer Based Training for IDS and LOGMOD, users manuals, and lesson plans are available from the 754th Electronic Systems Group (754 ELSG) Website (**https://www.gunter.af.mil/**)

1.4.6.3.2. NGB/A4RX is responsible for providing LOGMOD and LSA component training to their respective units, unless otherwise provided by the gaining MAJCOM.

1.4.6.4. The A-4 Logistics Plans function serves as the focal point for Host Nation Support (HNS) and Acquisition Cross Servicing Agreements (ACSA) program issues.

1.4.6.4.1. Coordinates and requests support through MAJCOM/A-4 having AOR authority at the deployed location.

1.4.6.4.2. Provides guidance and authority when seeking or providing logistical support from or to the host nation under re-negotiated HNS agreements.

1.4.6.4.3. Provides guidance and authority when seeking or providing logistical support under the ACSA program. Support can be requested or supplied by the host nation. In instances where a deployment is in conjunction with an allied nation with ACSA, United States forces may request logistical support or provide logistical support to the allied nation.

1.4.6.5. The A-4 Logistics Plans function serves as a MAJCOM representative to the Functional Requirements Board (FRB) for IDS and LOGMOD, which is the board that meets at least annually to review the LOGMOD and LSA systems and to identify which areas of the system may need to be fixed, enhanced, or updated. The FRB is chaired by USAF A4RX.

1.4.6.6. The A-4 Transportation function serves as the focal point for support of CMOS, GATES for CONUS AMC strategic aerial ports or OCONUS Air Mobility Squadrons, and AALPS components of IDS. Ensures the system is operational and provides technical and procedural guidance, as well as training for transportation and other personnel who operate CMOS and AALPS.

1.4.6.7. The A-4 Material Readiness function serves as the focal point for airborne and non-airborne mobility readiness spares packages, mobility support equipment, other spares, and supply/fuels support policy.

1.4.7. Supporting Command Directorate of Operations (A3), or equivalent. MEFPAK managers distribute lists of UTCs identified in WMP, Volume 3, Combat and Support Forces, Part 1, Combat Foces, and Part 2, Support Forces [UTC Availability, formerly Air Force World-wide UTC Summary (AFWUS)] quarterly to assigned deploying units and Reserve Component forces.

1.4.7.1. Distributes subordinate unit deployment taskings. This will include applicable portions of each supported commander's OPLAN-related TPFDD. Any action regarding the UTC Availability will be coordinated with the appropriate functional manager for applicable UTCs.

1.4.7.2. Ensures affected IDOs and base contingency support staffs (or equivalents) are included as information addressees on operational tasking messages, i.e., Deployment Orders (DEPORDS), Execution Orders (EXORDs), etc.

1.4.7.3. Translates CCDR requests for forces/capabilities into TPFDD requirements.

1.4.8. Supporting Command Directorate of Personnel (A1) or equivalent.

1.4.8.1. Establishes accountability for personnel as directed by the HQ USAF Crisis Action Team-A1 (AF CAT/A1).

1.4.8.2. Maintains accountability of all assigned forces while deployed using DCAPES.

1.4.8.3. Responsible for ensuring deploying personnel are processed according to Supported Command’s reporting guidance/processing instructions.

1.4.8.4. Ensures all subordinate PERSCO teams are manned, trained, and equipped in a “ready-to-deploy” state at all times.

1.4.8.5. Ensures all subordinate PRFs are trained to execute their mission responsibilities to include deployment availability information; deployed personnel accountability; duty status reporting for major operations and campaigns, exercises, and deployments; force movement; and force closure.

1.4.9. Supporting Command Manpower and Organization Division (A1M, MO, or equivalent). Supporting Manpower and Organization divisions ensure AFCHQ requirements and organization structure for tasked units are documented in DRMDs. Adhere to tailoring procedures as established by the AF component command.

1.4.9.1. Distribute subordinate unit deployment taskings. This will include applicable portions of each supported commander's all-forces TPFDD and associated DRMD. Any action regarding the TPFDD will be coordinated with the appropriate functional manager for the applicable UTC. Any action regarding the DRMD will be coordinated with the appropriate functional manager.

1.4.9.2. Supporting Manpower and Organization staffs document subordinate unit backfill requirements in DRMDs and provide to supporting command personnel readiness staffs for sourcing.

1.4.9.3. Supporting AFCHQ Manpower and Organization staffs ensure air component personnel readiness staffs get and transmit current DRMD data via levy flows to supporting MAJCOMs and subordinate units.

1.4.9.4. Ensure the IDO and the Installation Deployment Readiness Cell (IDRC) receives the DRMD for contingencies, applicable exercises, and deployments.

1.4.9.5. Assist units with determining manpower needs for new/modified UTCs and their composition.

1.4.9.6. Validate manpower requirements for the Augmentation Duty program.

1.4.9.7. Oversees and provides readiness program guidance to base-level Manpower Offices.

1.4.9.8. Ensures all TPFDD requirements accurately reflect the CCDR's needs along with verification through the appropriate functional manager.

1.4.10. Supporting Command Directorate of Communications and Information, A6, or equivalent. Provides air traffic control and weather forecasting equipment to deployed forces. Supports communications, computer network defense, computer systems, visual information, information and postal support to deployment operations, deployed forces, and redeployment operations.

1.4.11. MAJCOM/NGB Functional Area Managers (FAM). Provide expert guidance and management for UTC tasking of Air Force Specialty Codes (AFSC) within their functional area. These actions include the addition or deletion of UTC personnel and/or mobility equipment that may otherwise impact the overall mission or movement of a UTC. NOTE: Air Staff FAMs will perform actions in this paragraph for FOAs/DRUs without equivalent-level MAJCOM FAMs.

1.4.11.1. Provide appropriate guidance to Manpower and Organization staff members to ensure the DRMD accurately reflects the UTC requirements for sourcing and tasking.

1.4.11.2. Responsible for the planning and management of all personnel and equipment within a specific functional discipline to support contingencies. Within their specific functional areas, FAMs:

1.4.11.2.1. Develop Designed Operational Capability (DOC) statements for units, ensuring units' personnel and equipment authorizations are sufficient to meet planned taskings.

1.4.11.2.2. Are responsible for managing all UTC management actions to include development of new UTCs, deletions of old UTCs, and maintenance of current UTCs.

1.4.11.2.3. Provide expert guidance for UTC taskings within their functional area, including management of UTC Availability (formerly AFWUS) and UTC alignment within AEF libraries.

1.4.11.2.4. Monitor readiness (through SORTS and ART) of all units, initiating measures to correct deficiencies within affected units.

1.4.11.2.5. Responsible for asset management and tracking unit taskings. This includes resolving tasking problems, assisting AEFC in the tasking sourcing validation process, and approving UTC tailoring.

1.4.11.2.6. Make recommendations regarding approval or disapproval of shortfalls and reclama actions IAW command processes and coordinate with AEFC IAW AEFC and AF implementing guidance.

1.4.11.3. Responsible for reviewing, preparing, and forwarding Condition 5 reclama recommendation packages to MAJCOM/CV, or respective Air Staff 2-digit for FOAs/DRUs/AFELMs, for approval or disapproval. Forwards approved shortfalls to the appropriate agencies IAW AFI 10-401.

1.5. Installation/Base-Level Agencies.

1.5.1. Wing/Installation Commander. Responsible to ensure installation is capable of supporting deployment operations. Oversees all staff activities in support of deployment planning and execution.

1.5.1.1. Ensures adequate infrastructure for Deployment Control Center (DCC) is available with the ability to support IDRC functions (see para **1.5.4.**).

1.5.1.2. Designates an IDO and alternates. The IDO will be a military or federal civilian fully qualified Logistics Readiness Officer (LRO). Appointments will be for a minimum period of 18 months (with the exception of short-tour locations where the minimum period will be 12 months) and be in writing, signed by the Wing/Installation Commander with copy to Command Post, Battle Staff/Crisis Action Team (BS/CAT), respective MAJCOM/A4, and all unit commanders. The wing command post will include the IDO and appointed alternate IDO names on the Battle Staff and Executive CAT Recall Rosters for all deployment and redeployment related contingencies and exercises.

1.5.1.3. Determines the frequency and scope of exercises based on what is necessary to ensure the deployment process runs efficiently and that all units, including tenant units, are prepared to deploy. At a minimum, each wing/installation must conduct at least one deployment exercise per 20-month AEF cycle that tasks at least 25% of personnel and equipment (from each functional area) of all P-coded DW_ UTCs identified in the UTC Availability (formerly AFWUS), i.e., the wing's/installation's maximum simultaneous deployment capability as described in paragraph **2.24.6.** In addition, each wing/installation must exercise a total of at least 50% of their total personnel and equipment (from each functional area) in P-coded DW_ UTCs identified in the UTC Availability during the 20-month cycle (includes the 25% referenced above). To reiterate, this

means holding at least one exercise that includes no less than 25% of the wing's tasked personnel and equipment, followed by any number of exercises that when cumulatively added together shows that a minimum of 50% of personnel and equipment have been exercised. The definition of exercised includes the following: operational readiness exercises (OREs), operational readiness inspections (ORIs), AEF deployments, JCS exercises, major operation and campaign deployments, and other programs where personnel and equipment deployment discrepancies are identified, documented, and corrected.

1.5.1.3.1. The wing/installation commander may determine that the exercise requirement has been accomplished during an operational deployment (e.g., bases with minimal numbers of UTCs or those with high deployment requirements), negating the requirement to exercise UTCs.

1.5.1.3.2. UTCs exercised will be documented by the IDO and signed by the wing/installation commander at the end of each AEF cycle.

1.5.1.4. Establishes a direct line of responsibility and communication with the IDO for all types of planning, mobility, readiness, training, deployment, redeployment, reception, and base support operations (contingencies, exercises, ORIs, etc).

1.5.1.5. Grants direct liaison authority (DIRLAUTH) between the IDO and all host and tenant commanders with a deployment commitment for planning and execution issues.

1.5.1.6. Responsible for approval and disapproval of all shortfalls through the reclama process in coordination with AEFC implementing guidance. Forwards approved shortfalls to the appropriate agencies.

1.5.1.7. Approves local procedures for deploying forces through the Installation Deployment Plan (IDP).

1.5.1.8. Ensure subordinate commanders establish procedures to notify Airmen of a tasking within 96 hours of receipt for AEF rotational taskings that are received 30 days or more prior to RDD, or sooner for short-notice taskings. Unit recall procedures will allow for almost immediate notification of Airmen during periods of heightened alert, such as upon receipt of a Warning or Alert order.

1.5.1.9. Incorporate AEF, deployment, and exercise topics into the wing/installation staff meetings to keep appraised of the unit's readiness along different stages of the AEF battle rhythm.

1.5.1.10. At home station, the installation commanders will ensure all units and tenants comply with requirements for the Air Force Redeployment Support Process IAW **Chapter 8** of this instruction and other MAJCOM guidance.

1.5.1.11. Ensures there is a viable installation/wing Augmentation Program to support the deployment process, if required. See AFPAM 10-243, Augmentation Duty, for reference.

1.5.1.12. An Augmentation Program may be critical to the success of the installation deployment process.

1.5.1.13. Ensures units apply ORM guidelines during all phases of deployment planning, training, and execution (see AFPAM 90-902, Operational Risk Management (ORM) Guidelines and Tools; AFPD 90-9, Operational Risk Management; and AFI 90-901, Operational Risk Management).

1.5.2. Mission Support Group Commander (MSG/CC). Responsible to the Wing/Installation Commander for ensuring the wing/installation and all assigned units are prepared to execute deployment operations IAW this instruction; AFPD 10-4; AFI 10-215; AFI 10-401; and applicable reporting instructions.

1.5.2.1. Supports and assists the IDO in resolving issues at the lowest level possible during peacetime readiness preparation and during deployment execution.

1.5.2.2. Supports the IDO to ensure that assigned units maintain a state of readiness to meet the full scope of home station employment/sustainment operations and deployment, bed down, and sustainment operations at contingency locations to include capabilities for UTC preparation, load planning, ITV, reception, bare base/tent city preparation, and expeditionary combat support.

1.5.2.3. Coordinates with the LRS/CC and the IDO and recommends to the installation/wing commander the frequency and scope of installation exercises based on what is necessary to ensure the process runs efficiently and all units, including tenant units, are prepared to deploy.

1.5.2.4. During deployment execution, assists the IDO in resolving issues at the lowest level.

1.5.2.5. Ensures development of local procedures for deploying forces, through the IDP developed by the IDO.

1.5.2.6. Ensures that units, including tenant units, regardless of their MAJCOM, meet all pre-execution, command and control, cargo, and personnel requirements outlined in this instruction.

1.5.2.7. Ensures adequate resources are provided to support the deployment machine and the IDO. This includes funding real property/facilities and communication equipment and connectivity. Minimum requirements are identified in this AFI and resources must fully support the DCC, Personnel Deployment Function (PDF), and Cargo Deployment Function (CDF).

1.5.2.8. Coordinates with Communications Squadron commander to limit non-deployment related LAN usage on the installation during deployment operations.

1.5.2.9. Ensures a Reception Officer has been appointed to oversee all personnel and unit in-processing actions back into home station to include turn-in of mobility gear, medical screening, and other pertinent items required depending on the nature of the deployment.

1.5.2.10. Designates an Installation Pallet and Net Manager (IPNM) and alternates. The IPNM will normally come from the host LRS or Aerial Port Squadron (APS), for AMC bases. Appointments will be in writing, signed by the MSG/CC with a copy to all unit commanders.

1.5.2.11. Ensures Services Squadron and Family Member Program protocols help bases respond to increased childcare needs during contingencies and during the AEF cycle IAW AFI 34-248, Child Development Centers.

1.5.2.11.1. Family Member Programs provide childcare during contingencies to support mission readiness, e.g., Extended Duty Care, Mildly Ill Care, Returning Home Care, and Respite Care.

1.5.2.11.2. Childcare providers receive training on caring for children who are experiencing family separations and reintegration, or whose parents are working extended hours.

1.5.2.12. Member of the Community Action Information Board/Integrated Delivery System (CAIB/IDS).

1.5.3. Logistics Readiness Squadron Commander (LRS/CC). Provides logistics support to facilitate installation deployment operations.

1.5.3.1. Supports and assists the IDO in resolving issues at the lowest level possible during peacetime readiness and preparation and during deployment execution.

1.5.3.2. Maintains overall responsibility to ensure the success of the primary logistics plans functions of WRM management, deployment planning and execution, base/expeditionary support planning, sustainment, redeployment, wing support agreements and logistics command and control to ensure seamless deployment execution.

1.5.3.3. Provides overall management including, but not limited to, secure storage, issue/receipt, and shelf life control for those mobility bags under their control.

1.5.3.4. Responsible for organizing, training, and equipping the installation deployment machine to include the DCC, the PDF and the CDF. At AMC CONUS bases with a strategic port, the APS is responsible for the CDF functions.

1.5.3.5. Guides management of the IDRC.

1.5.3.6. Ensures the IDO develops IDP procedures for issuing mobility bags and weapons, and accounting for deployed equipment and spare parts to ensure all shortages are identified and deployable aviation spares are in a constant readiness state.

1.5.3.6.1. Provides guidance for and ensures accountability, maintenance, and distribution of DEET (insect repellant) IAW AFMAN 23-110, USAF Supply Manual and AOR Reporting Instructions.

1.5.3.7. With IDO coordination, recommends to the MSG/CC the frequency and scope of installation exercises based on what is necessary to ensure the process runs efficiently and all units, including tenant units, are prepared to deploy. See requirement in paragraph **1.5.1.3.**

1.5.3.8. Outlines transportation responsibilities in meeting deployment requirements, to include contract workload, for IDO to include in IDP.

1.5.3.8.1. Ensures funding is programmed for applicable transportation contractor support during local exercises.

1.5.3.9. Maintain oversight of air terminal operations in support of deployment and redeployment operations, if applicable.

1.5.3.10. Ensures comprehensive deployment training and IDS classes are conducted for deployment work center personnel and UDMs to ensure they have the skill sets to accomplish the full range of their deployment responsibilities to include accurate LOGMOD/LSA updates of execution and movement data to support the ITV process through CMOS/GATES.

1.5.3.11. Ensures squadron provides training for deployed property custodians.

1.5.3.12. Member of the CAIB/IDS.

1.5.4. Installation Deployment Readiness Cell (IDRC). The IDRC is a centralized function aligned under the LRS Commander and generally located within LRS facilities. It is the focal point for all deployment and execution operations. It is responsible for gathering and presenting decision-quality information to installation/wing leadership.

1.5.4.1. The IDRC will be a collocated function capable of supporting the installations deployment tasking management process.

1.5.4.2. Members include the IDO, PRF, Logistics Readiness Flight (LGRR) Log Plans personnel, Traffic Management Flight (TMF) representative, Manpower & Organization Flight (MOF), Air Transportation, tenant unit representatives, and other functional personnel either on a permanent basis or as direct support staff available to the IDO when required. Per this instruction, the IDRC has direct line of communication and responsibility to the installation/wing commander.

1.5.4.2.1. Permanent staff consists of the IDO, Logistics Plans, and PRF personnel. When directed by the IDO to work in the IDRC, the direct support staff consists of Manpower, TMF, Air Transportation, tenant unit log planners, etc. All members whether permanent or direct support staff, will be under the tactical control of the IDO. Operational and administrative control still belongs to the respective units (i.e., PRF remains assigned to MSS). No transfer of personnel authorizations is authorized. The Wing/Installation Commander, upon IDO recommendation, may require other functional representatives (e.g., aircraft maintenance) to work in the IDRC as required. Note: AFRC tenant and associate unit planners will remain the point of contact for reserve forces management and will not be combined with host unit personnel. Open lines of communication remain a requirement to accomplish deployment actions. Implementation waivers to this paragraph must be submitted to HQ AFRC/A4X through the unit's Numbered Air Force.

1.5.4.2.2. Normal daily IDRC operations consist of the full-time functions executed by the IDO, the logistics plans personnel of the LRS Readiness Flight (from host if in a host/tenant environment), and PRF personnel from the Mission Support Squadron (MSS).

1.5.4.2.3. Wings with a small deployment commitment may request a waiver from their parent MAJCOM A1 and A4 to have the PRF as part of the direct support staff and be called upon by the IDO, as required.

1.5.4.3. The IDRC is responsible for identifying, validating, and distributing taskings and information. Coordinates with UDMs to ensure appropriate units are tasked in DCAPES, making corrections as necessary.

1.5.4.4. Upon Deployment Control Center (DCC) activation, the IDRC functions fall under the control of the DCC.

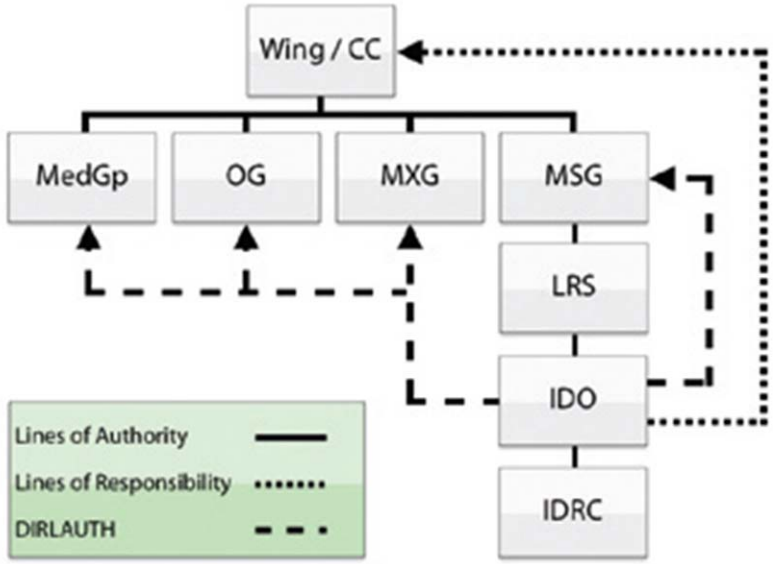
1.5.4.5. Ensure the installation/wing leadership is briefed throughout the AEF battle rhythm on AEF specifics.

1.5.4.6. Conduct a stand-alone "AEF Stand-Up" brief once deployment tempo warrants activation of the DCC. Attendees should be all unit commanders and the IDRC members, as a minimum.

1.5.5. Installation Deployment Officer (IDO). This position will be filled by a fully qualified LRO, or equivalent civilian, in the LRS Readiness Flight (LGRR) for a period of at least 18 months.

1.5.5.1. Acts for the installation/wing commander in directing, controlling, coordinating, and executing deployments and installation exercises (to include tenants) as shown in **Figure 1.1.** All host installation support required by transiting forces will be managed within the capabilities of the applicable Air Terminal, where they exist. For aggregate AEF missions, the IDO will be responsible for originating/terminating passengers from/at the installation.

Figure 1.1. IDO Lines of Authority, Responsibility, and DIRLAUTH



1.5.5.2. Ensures units have adequate personnel trained in deployment functions to include pallet build-up and hazardous cargo certification.

1.5.5.3. Develops and publishes Host Installation/Wing Commander-approved local guidance on deployment procedures in the form of the IDP.

1.5.5.4. Ensures that the installation meets all personnel/cargo pre-execution and command and control deployment requirements IAW required timelines.

1.5.5.5. Receives all deployment taskings, including individual augmentee taskings, in support of AEF commitments (e.g., OPLAN/CONPLAN TPFDDs) and immediately keeps the Host Installation Commander informed of such taskings.

1.5.5.5.1. The IDO will also keep the senior commander of tenant units informed of all taskings for them.

1.5.5.6. Facilitates the installation reclama shortfall process as described in paragraph 3.24 of this instruction and IAW AFI 10-401.

1.5.5.7. Conducts staff assistance visits every 20 months for all assigned units, including tenant units, with a deployment commitment. In conjunction with unit assistance visits, conducts unit commander training/refreshers providing overview of unit commander responsibilities, unit program status, review of deployments taskings, etc.

1.5.5.8. In coordination with PRF personnel, sends tasked Airman's name, social security number, ULN, Available to Load Date (ALD), Mode and Source (M/S), and DRI to the TMF for reservations on airlift, as appropriate, for taskings to meet TPFDD criteria.

1.5.5.9. Responsible for the overall management and control of the IDRC, DCC, PDF, and CDF.

1.5.5.10. Chairs the Deployment Process Working Group (DPWG), which includes members from tenant units. Utilizes the DPWG to discuss overall deployment program status and current issues along with ensuring all components of IDS are operational to the maximum extent possible.

1.5.5.11. Provides each UDM with their unit's deployment requirements for each OPLAN/CONPLAN TPFDD and/or AEF commitments.

1.5.5.12. Responsible for installation deployment process training as shown in **Attachment 5**.

1.5.5.13. Ensures the installation uses available automated systems (i.e., IDS components) to maintain cargo and passenger in-transit visibility.

1.5.5.14. Serves as the OPR for IDS, the flow of IDS data at the installation, and the LOGMOD/LSA components of IDS.

1.5.5.15. Ensures LRS Supply function is aware of what the required quantities of mobility bags and insect vector repellent (and other control measures) are based on the installation's maximum simultaneous deployment capability (see paragraph **2.24.6.**) and that they coordinate with MAJCOM supply mobility personnel to rectify any disparities.

1.5.5.16. Reviews all deployment-related documents such as OPLAN/CONPLAN TPFDD taskings, UTC Availability (formerly AFWUS), the all-forces TPFDD for equipment and related UTC taskings, Global Command and Control System (GCCS) Classified Newsgroups, etc., and identifies the installation's total deployment and reception requirements. In some cases, access to plans and newsgroups may need to be requested from appropriate CCDR. Based on the review, briefs Wing/CC, key installation staff, tenant/CCs, and the personnel key to managing installation deployments at least annually. Includes information on unit taskings, base through-put when selected by higher HQ (HHQ) commands as an aggregate port of embarkation/debarkation in the TPFDD (units, passengers, cargo, and timing), and an assessment of overall supportability.

1.5.5.17. Maintains a detailed analysis of the deployment requirements of each OPLAN/CONPLAN and AEF rotations the wing has units assigned to. This detailed analysis should be accomplished annually, in conjunction with the annual briefing to wing leadership. Analysis must include the following data as a minimum: total cargo short tons and personnel taskings, total transient forces, and an assessment of peak days as far as throughput within each plan. Provide total cargo and personnel postured within each AEF pair, along with an overview of the maximum simultaneous deployment capability.

1.5.5.18. Identifies requirements that the installation may have to provide transportation, messing, lodging, storage, security support, etc. for during deployment operations.

1.5.5.19. Develops local policy and procedures ensuring Radio Frequency Identification (RFID) tags are managed and applied appropriately during deployment operations. (NOTE: Software/hardware supporting active RFID tagging will be implemented in FY06-11. Local TMFs will ensure tagging following implementation.)

1.5.5.19.1. Ensure policy covers tagging of all freight containers (e.g., 20/40 Sea Vans, 463L pallets) and all major organizational equipment. Normally, RFID tags will be applied to cargo increments. However, when multiple increments are aggregated on a pallet/in a container, the tag will be written for the pallet or container.

1.5.5.19.2. Unit move tag levels are based on deployment commitment. The minimum threshold is sufficient quantity to tag 80% of DW_ coded UTCs postured at the installation. The objective is 100%.

1.5.5.20. Responsible for ensuring that Next of Kin (NoK) information is collected in a timely manner from each deploying unit and provided by chalk to the CMOS/GATES operator for input. For short-notice situations, where time doesn't permit collection of NoK information, CMOS/GATES operators may use the "DEFAULT NOK" option to denote a chalk as being an "Emergency which Precluded Collection." The IDO must document the process by which this will be accomplished in the IDP.

1.5.5.21. Monitors discrepancy reports extracted from DPDRT on deployed personnel and ensures appropriate agencies take corrective action. Informs wing leadership monthly, or as directed, on wing discrepancies and the corrective actions taken by units.

1.5.6. Traffic Management Flight Commander (LGRT). (At CONUS AMC strategic aerial ports, the APS assumes responsibility for the deployment functions described below).

1.5.6.1. Responsible for organizing, establishing, and leading the CDF. Defines transportation deployment work center staffing, facilities, work areas (marshaling yard, hard stands, etc.), and requirements. Defines and provides training for CDF personnel.

1.5.6.2. Serves as focal point for CMOS, AALPS, and GATES and provides training on these systems.

1.5.6.3. Ensures certified load planners are available to support the deployment process.

1.5.6.4. Responsible for ensuring that CMOS, or GATES for CONUS AMC Strategic aerial ports, can receive wing/unit level deployment data from LOGMOD, process this data, and pass this data to Global Transportation Network (GTN) for ITV.

1.5.6.5. Works directly with the IDRC to schedule deploying personnel on channel airlift into APOD or commercial travel to the APOE.

1.5.6.6. Confirms with the IDRC that passengers are not scheduled for aggregation prior to scheduling any airlift.

1.5.6.7. Refers to the Passenger Routing instructions for all passengers.

1.5.6.8. Briefs passengers regarding excess baggage limitations (see paragraph **5.6.2.**).

1.5.6.9. Books passenger commercial tickets from the port (i.e., Norfolk, Baltimore-Washington Intl) back to member's home station on behalf of areas within the AOR that don't have a commercial travel office. Instructs passengers to inform their home station TMF of AMC mission number, date and time of arrival.

1.5.6.10. Assists IDO in developing process for collection of NOK data.

1.5.6.11. Manages the on-hand stock of RFID tags and burns tags for deploying cargo, when required hardware is available. Assists the IDO in overall RFID tag program management IAW with local guidance.

1.5.6.12. Designates a representative to be a member of the DPWG.

1.5.6.13. Designates a representative to be a part of the IDRC direct support staff, available to the IDO when required for transportation requirements of taskings.

1.5.6.14. Appoints qualified individuals as CDF non-commissioned officers in charge (NCOICs).

1.5.7. Mission Support Squadron Commander (MSS/CC). In coordination with the IDO, determines the most efficient way to process deploying personnel IAW this instruction, AFI 10-401, AFI 10-215, applicable reporting instructions, and MPF memorandums.

1.5.7.1. Provides IDO with inputs to assist in preparing local deployment guidance on MSS responsibilities in meeting deployment requirements.

1.5.7.2. Designates a Personnel representative to be a member of the DPWG to represent personnel functional capabilities in DCAPES related interfaces and Personnel processing issues.

1.5.7.3. Designates representative(s) from the PRF to be a member of the permanent staff and MOF as direct support staff of the IDRC. Wings with a small deployment commitment may request a waiver from their parent MAJCOM A1 and A4 for PRF to be part of IDRC direct support staff, available to the IDO when required.

1.5.7.4. Assists LRS Readiness Flight on deployment issues and functions.

1.5.7.5. Ensures MPF PERSCO teams and MOF technicians are properly trained and equipped to meet deployment needs. This includes, but is not limited to, ensuring all assigned PERSCO members have or are working towards obtaining the required Special Experience Identifier(s) (SEI), meet all eligibility criteria within the UTC MISCAP and deployment requirements, and all required equipment is maintained in a ready-to-deploy state IAW AFI 10-215.

1.5.7.6. Ensures deploying personnel depart with Contingency, Exercise, and Deployment (CED) orders to ensure the supported commander can track inbound personnel by a TPFDD Unit Line Number (ULN).

1.5.7.7. Member of the CAIB/IDS.

1.5.8. Military Personnel Flight Commander (MPF/CC). Ensures the MPF provides prompt support to deploying and deployed commanders and base personnel during contingency, wartime, exercise, training, and emergency operations.

1.5.8.1. Provides trained personnel and equipment to support emergency operations, such as repatriation of DOD personnel, natural disasters, and so on.

1.5.8.2. Maintains personnel accountability of forces by tracking and managing mini-records until force is gained by the deployed PERSCO team.

1.5.8.3. Outlines inbound force accounting procedures for build-up locations. This includes planning factors to handle and maintain accountability of NEO and Safe Haven Operations according to AFI 10-404.

1.5.8.4. In coordination with the IDO, establishes and provides manning of the personnel aspects of the PDF, providing personnel program support for individuals deploying during contingency, wartime, exercise and emergency operations IAW this instruction, AFI 10-215, the IDP, and/or the Expeditionary Site Plan (ESP). Provides manning to support personnel actions in the DCC. Develops and obtains approval of a plan to scale down MPF customer service in order to support the PDF activation aspect of the IDP.

1.5.8.5. Coordinates with personnel from other base functions to ensure they are ready to support the PDF when activated by the IDO. At a minimum, Deployment Eligibility and Medical stations must be represented on the PDF and capable of conducting continuous personnel processing 24

hours a day. If processing passengers for airlift out of home station, Passenger Services representatives must also be available to manifest, brief, hold, and load those passengers. Legal, finance, Airman & Family Readiness Center and chaplain representatives, if not sitting on the line, must be readily available (to meet the required deployment schedule of events (DSOE) timeline) for counseling, preparing wills and powers of attorney, attending to conscientious objectors, discussing financial matters, etc.

1.5.8.6. After the IDO receives notification of a personnel tasking ensures PRF fills requirements through DCAPES or LOGMOD.

1.5.8.7. Ensures PRF furnishes all personnel data files required to facilitate the use of IDS for personnel deployments.

1.5.8.8. The PRF will produce CED orders using DCAPES for all TPFDD deployments in support of real-world contingencies, exercises, UTC and Individual Augmentee deployments, and unit moves involving deployment of personnel.

1.5.8.8.1. Uses AFI 10-215 for specific guidelines on issuing CED orders and preparation of Personnel Accountability Kits (PAKs) for troop commanders and deploying personnel (para **5.7.1.3.**).

1.5.8.8.2. MAJCOMs, through the PRF, use CED orders to direct the deployment of Active, ARC, and federal civilian to a specific location in a theater of operation during contingency, wartime, exercise, and emergency operations. The PRF/IDRC prepares, verifies, and authenticates CED orders.

1.5.8.9. Ensures assigned units follow specific procedures to ensure accountability of all deployed forces. Refer to AFI 10-215 and AFI 38-205, Manpower and Quality Readiness and Contingency Management, for specific guidelines.

1.5.8.10. Submits personnel shortfall messages, in coordination with the IDO, according to AFI 10-401 and Supported Command reporting instructions/processing guidance when position(s) cannot be filled from base resources.

1.5.8.11. Ensures all assigned GCCS systems are properly accredited for SECRET operation; all outage, virus, and relocation reports are submitted; and proper inventory and accountability procedures are followed as outlined in AFI 10-215; AFCSM 10-626, Volume 1, Deliberate Crisis Action Planning and Execution Segments (DCAPES) and MAJCOM guidance.

1.5.8.12. Ensures all mini-records (DPT) for deploying personnel are transmitted according to AFI 10-215 and Supported Command reporting guidance/processing instructions.

1.5.8.13. Ensures the PRF provides a Personnel Refresh file to the LOGMOD administrator at least weekly. This file is readily available in DCAPES.

1.5.8.14. Assists the IDO in updating the DPDRT for employed temporary duty (TDY) forces. Answers personnel discrepancies and ensures follow-up actions are initiated within 72 hours of receipt of the discrepancy.

1.5.9. Manpower and Organization Flight Commander or equivalent (MOF/CC). Helps define requirements and improve deployment procedures in conjunction with the installation's responsible agencies, subordinate commanders, and functional managers. Close coordination with base PRF is

vital to the success of deployment operations. For the ANG and AFRC, MSS PRFs will perform those duties and responsibilities normally performed by Manpower and Organization Flights in this AFI.

1.5.9.1. Designates a representative to be on the direct support staff of the IDRC and operate in the IDRC when required by the IDO.

1.5.9.2. Verifies accuracy of contingency and crisis action planning personnel requirements, as required by the IDO. Maintains and disseminates DRMDs (to include all assigned AEF UTCs/ULNs) to tasked units through the IDS process of transferring data from DCAPES to LOGMOD. Coordinates recommended changes to plan requirements with parent MAJCOM/AEFC.

1.5.9.3. Designates a MOF representative to be a member of the DPWG.

1.5.9.4. Uses DCAPES to meet planning and execution requirements. When directed by the IDO, creates execution levy file based on any taskings.

1.5.9.5. Maintains a current MANFOR database file within DCAPES, including any base unique non-standard UTCs. Provides LRS Readiness Flight and unit commanders or UDMs with MISCAPs at least quarterly, or as changes occur.

1.5.10. Airman and Family Readiness Center (A&FRC). A&FRC has overall responsibility for providing personnel and their families with personal family readiness briefings and assists with family difficulties that occur during deployments. The A&FRC will be notified of all deployments/extended TDYs of 30+ days. The A&FRC will work with the MPF and UDMs to ensure they are included on their deployment processing checklists.

1.5.10.1. The A&FRC provides mobility and/or deployment assistance to help single and married DOD personnel and families meet pre-, during, and post-deployment challenges IAW AFI 36-3009, Family Support Center Programs. Services help reduce stress and deal with separation and reintegration, increase individual and family morale and unit cohesion, and support operational readiness. All deployment-related services within AFRC wings will be coordinated with the reserve wing Deployment Support Program POC.

1.5.10.2. Prior to deployment, the A&FRC staff provides briefs to Airmen and their families on services that link the deploying members and spouses during deployments and provides assistance to ease the stress of separation.

1.5.10.3. A&FRC staff educates families on the phases of deployment and critical aspects of reunion and reintegration.

1.5.11. Civilian Personnel Flight Chief (CPO). Advises deploying civilian employees of their benefits and entitlements.

1.5.12. Civil Engineer (CE). Supports the base Chemical, Biological, Radiological, Nuclear, and High-yield Explosive Event (CBRNE) Defense program IAW AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations.

1.5.12.1. Member of the CAIB/IDS.

1.5.12.2. Provides backup power to deployment work centers on a priority basis.

1.5.12.3. Provides CBRNE Defense training to wing/installation personnel.

1.5.12.4. Provides representative for DPWG.

1.5.13. Communications Squadron Commander (CS/CC). Ensures the installation's communications infrastructure will support the IDS as a critical war-fighting system.

1.5.13.1. The CS/CC will ensure technical LAN assistance for IDS is provided during deployment and redeployment situations.

1.5.13.2. Fulfills requirements for GCCS and Secure Internet Protocol Router Network (SIPRNET) assets that support classified deployment planning and execution activities.

1.5.13.3. Designates a representative to be a member of the DPWG. This member will ensure the DCC, deployment work centers, and UDMs (including Tenant units) are provided maximum system connectivity during pre-deployment, deployment, and re-deployment activities. This member will also serve as a direct point of contact to the IDO for firewall and base infrastructure concerns.

1.5.13.4. Ensures deployed communication frequency information is obtained and ensures mobile radios are correctly configured to function at deployed locations.

1.5.13.5. Ensures technical expertise and priority maintenance is provided for deployment work centers.

1.5.13.6. When base is designated as host for regional LOGMOD server, provide location for server and limited support. Coordinate with IDO and HQ Operations Standard Support Group (HQ OSSG) upon server malfunction.

1.5.13.7. Member of the CAIB/IDS.

1.5.14. Contracting Squadron Commander (CONS/CC). Ensures that contractors continue to perform essential services during crisis, using contractor employees or other personnel as necessary.

1.5.14.1. Ensures that required contingency contracting officers are designated, trained, and maintain a current contingency contracting kit to meet requirements of Air Force and Federal Acquisition Regulations and guidance appropriate to contingency contracting.

1.5.14.2. Ensures assigned personnel maintain a high state of readiness to deploy in support of major operations and campaigns.

1.5.14.3. Issues a letter of introduction (LOI) for deploying contractors.

1.5.15. Security Forces Squadron Commander (SFS/CC). Provides physical, information, and industrial security; integrated base defense; antiterrorism; customs; resources protection capabilities and owner/user training; weapons training; arming and use of force policy; and is the enterprise leader for force protection for deploying forces.

1.5.15.1. Coordinate with IDO when Combat Arms limitations affect weapons qualification training.

1.5.15.2. Provides Expeditionary Combat Skills Training when required for deployment of wing/installation personnel.

1.5.15.3. Member of the CAIB/IDS.

1.5.16. Operations Group Commander (OG/CC, DO, CVX) or equivalent. Ensures that assigned units maintain a state of readiness to meet full scope of home station employment/sustainment requirements and deployed bed down and sustainment requirements to include crisis action planning, UTC prepara-

tion, pre-load planning, communications and information, en route visibility of personnel/cargo, and austere base/tent preparation.

1.5.16.1. Keeps the organizations providing resources advised of any change in applicable plans, for example, new or revised plans, OPLAN Identification (PID) changes, and TPFDD refinement changes. Accomplish this notification within 3 days after the supported component command has notified the supporting organization of the changes.

1.5.16.2. When tasked to support OPLANs, develops planning documents that address deployment planning for supporting the OPLAN taskings. Provide copies of these documents to the AFCHQ that has primary planning responsibility for review and comment. At least 30 days prior to the scheduled supported commander OPLAN submission to the CJCS, or within 60 days after the Forces/Logistics TPFDD refinement conference for non-scheduled OPLANs, provides IDOs and wing/group deployment officers (MPFs in the ARC) with the deployment taskings for their units. Parent MAJCOMs are responsible for providing their subordinate units a DRMD of non-AEF scheduled deployment taskings unless other formal arrangements have been made.

1.5.16.3. Provides the IDO a quarterly exercise participation schedule for all assigned units to include unit TDYs, AF or MAJCOM exercises, JCS exercises, etc. Ensures IDO or designated representative is included in planning for these movements.

1.5.16.4. Designates a representative to be a member of the DPWG.

1.5.16.5. Member of the CAIB/IDS.

1.5.17. Maintenance Group Commander (MXG/CC). Ensures that assigned units maintain a state of readiness to meet full scope of home station employment/sustainment requirements and deployed bed down and sustainment requirements to include crisis action planning, UTC preparation, load planning, communications and information, en route visibility, austere base/tent preparation, and munitions site planning, if applicable.

1.5.17.1. Provides transient alert maintenance to support deployment airlift operations, as required.

1.5.17.2. Designates a representative to be a member of the DPWG.

1.5.17.3. Member of the CAIB/IDS.

1.5.18. Medical Group Commander (MG/CC) or Equivalent. Ensures that assigned units maintain a high state of readiness and meet cargo and personnel deployment preparation requirements.

1.5.18.1. Provides trained individuals (including back-ups) to the PDF when activated.

1.5.18.2. Provides a current DD Form 2766, Adult Preventive and Chronic Care Flow Sheet, for all deploying and redeploying personnel. DD Form 2766 may be hand-carried by the individual; bulk shipped via courier in a properly sealed envelope with the following information on the package: "Sensitive Medical Information - To be opened by Medical Personnel Only;" or hand-carried by Squadron Medical Element personnel or troop commander.

1.5.18.3. Provides copies of the most current AF Form 1042, Medical Recommendations for Flying or Special Operational Duty, for deploying personnel on flying status. The AF Form 1042 will be retained by medical personnel, the troop commander, or other responsible agents, and delivered to the sustainment medical personnel at the deployed location.

1.5.18.4. Medical Treatment Facility/CCs, OPR for AF Complete Immunization Tracking Application (AFCITA), will provide an automated immunization file to the IDO, or equivalent, and UDMs on a monthly basis for the purpose of managing unit personnel immunization requirements in LOGMOD. Although AFCITA is the mandated system for Immunization Clinics to track immunization requirements for all unit personnel, some UDMs may choose to track their personnel's requirements internally within the unit using LOGMOD.

1.5.18.5. Provide a medical intelligence assessment. If the CCDR has not completed it, then the medical intelligence officer or NCO must accomplish it along with their site-specific health risk assessments to identify deployment-specific health threats and determine appropriate protective measures and health risk communications. Disseminates intelligence information to all deploying personnel before departure. This is accomplished via medical briefings provided during the PDF processing required in **Chapter 5**.

1.5.18.6. Provides Quantitative Fit Testing (QNFT) IAW AFMAN 32-4006. QNFT is required before deploying to high, medium, and low threat areas.

1.5.18.7. Advises commanders on the availability of unit personnel enrolled in the Substance Evaluation program and the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program.

1.5.18.8. Ensures adequate supplies of medical prophylaxis are available to support the installations maximum simultaneous deployment capability.

1.5.18.9. Provides Life Skills Support Center (LSSC) appropriate personnel (where available) to provide behavioral health care with psychiatrists, psychologists, social workers, technicians, and psychiatric nurses for personnel, families, and base populations during contingencies. All deployment/redeployment related services within AFRC wings will be coordinated with the reserve wing Deployment Support Program POC.

1.5.18.9.1. Prior to deployment, LSSC personnel provide behavioral health prevention, training/education, and consultation, to include combat stress prevention, pre-exposure to traumatic events training, and resources for family members. See **Chapter 8** for details on LSSC support timelines.

1.5.18.10. Ensures Public Health personnel are available to provide redeployment medical clearance within 5 days of return to home station. Redeploying personnel will in-process to Public Health prior to taking downtime or leave.

1.5.18.11. Ensures pre- and post-deployment assessments are conducted for deploying personnel (Reference **Chapter 8**).

1.5.18.12. Member of the CAIB/IDS.

1.5.19. Comptroller (FM). Provides financial management assistance and technical services to support deployment requirements (for example, determines and certifies fund availability, provides fund cites for and certifies orders, establishes a paying or disbursing agent office, and provides financial services and accounting functions at any type of operating location).

1.5.19.1. Provides financial analysis and budget support to the deployment program.

1.5.19.2. Provides sufficient quantity of trained individuals to the PDF when activated, if required by local procedures IAW the IDP.

1.5.19.3. Assigns personnel to deploy and perform paying agent duties in support of deployed contingency contracting officers.

1.5.19.4. Assist deploying and redeploying members with myPay inquiries; Brief members and on financial entitlements, per diem and address other informational requirements

1.5.19.5. Member of the CAIB/IDS.

1.5.20. Staff Judge Advocate (SJA). Advise installation commanders on all legal aspects of deployments.

1.5.20.1. Provides guidance and oversight for deployment/redeployment activities IAW AFPD 51-4, Compliance with the Law of Armed Conflict; AFPD 51-5, Military Legal Affairs; AFI 51-401, Training and Reporting to Ensure Compliance with the Law of Armed Conflict; AFI 51-504, Legal Assistance, Notary, and Preventive Law Programs; and TJAG Policy Memorandum OR-3, Air Force Legal Readiness.

1.5.20.2. Provides mission-related legal assistance to eligible personnel and their family members and pre-briefs deploying personnel on pertinent host nation legal issues and Status of Forces Agreement (SOFA) status, if any, during PDF processing or when requested.

1.5.20.3. Provides trained individuals (including back-ups) to the PDF when activated, if required by local procedures.

1.5.20.4. Ensures that assigned SJA personnel maintain a high state of readiness to deploy in support of major operations and campaigns. Provides personnel tasked to deploy with Law of Armed Conflict (LOAC) training IAW AFI 51-401.

1.5.20.5. Assists the LRS Readiness Flight with understanding legal aspects of HNS agreements and ACSAs.

1.5.20.6. Prior to deployment, assists individuals with ensuring their personal affairs are in order and ensures they are properly counseled on legal issues that are likely to arise during a deployment. The following information will be provided:

1.5.20.6.1. Legal services available to include appointment procedures, times, contact information, and the scope of legal assistance.

1.5.20.6.2. Legal services available to the sponsor's family members during the deployment.

1.5.20.6.3. Legal issues that are likely to arise where the member will or may deploy or that may arise at home station as a result of a deployment, and the services and tools available to mitigate potential adverse effects.

1.5.20.6.4. Wills, powers of attorney, and related documents including a summary of the potential benefits and consequences of their use.

1.5.20.6.5. Claims information concerning the loss, damage, destruction, or theft of personal property while deployed.

1.5.20.7. Member of the CAIB/IDS.

1.5.21. Wing Chaplain (HC). Assigns personnel to deploy in support of contingencies, wartime, emergency operations, and exercises. Chaplains, IAW Geneva Convention, will not bear firearms.

1.5.21.1. Ensures all Chaplain Service personnel assigned to a UTC are trained according to paragraph **1.6.2.** and AFI 52-104, Chaplain Service Readiness.

1.5.21.2. Ensures that Chaplain Service personnel maintain a state of readiness and meet cargo and personnel deployment preparation requirements.

1.5.21.3. Provides religious support to deploying personnel, including a pre-brief or distribution of information about any sensitive cultural/religious issues in the employment areas during PDF processing or when requested.

1.5.21.4. Provides spiritual care in support of individuals, families, and units during pre-deployment activities.

1.5.21.5. Provides traumatic stress response to units, as requested by commanders, in conjunction with LSSC personnel. All deployment-related Traumatic Stress Response services within AFRC wing must be coordinated with the reserve wing Deployment Support Program POC.

1.5.21.6. Provides support to personnel, families, and base populations during contingencies IAW AFI 52-104.

1.5.21.7. Provides trained individuals (including back-ups) to the PDF when activated, if required by local procedures.

1.5.21.8. Member of the CAIB/IDS.

1.5.22. Public Affairs Officer (PA). Ensures personnel awareness of local conditions in the forward area subject to classification at the time of deployment processing.

1.5.22.1. Ensures deploying personnel know their rights and responsibilities regarding interaction with news media. Provides guidance for disseminating information to media in local deployment guidance, Public Affairs handouts, or briefings before deployments.

1.5.22.2. Ensures families and the base community receive information about deployed units and ensures deployed personnel receive information about home base developments.

1.5.22.3. Ensures adherence to Public Affairs doctrine; USAF WMP, Vol 1; supported commander's operation plan; and messages from Assistant Secretary of Defense for Public Affairs are adhered to.

1.5.22.4. Member of the CAIB/IDS.

1.5.23. Wing Safety (SE). Assists commanders in implementing their mishap prevention program to include all key elements of safety. Ensure implementation of ORM techniques to identify and mitigate the risks involved in deployment operations.

1.5.24. Community Action Information Board/Integrated Delivery System (CAIB/IDS). CAIB/IDS refers to the Community Action Information Board/Integrated Delivery System’s base helping agencies (e.g., Chaplain Service; Family Member Programs; A&FRCs; LSSCs; SJA; Health Promotion; Alcohol, Drug Abuse and Prevention; and Public Affairs). The CAIB is established and directed by the installation commander to serve as an all inclusive, cross-functional forum to address community issues IAW AFI 90-501, Community Action Information Board and Integrated Delivery System.

1.5.24.1. The CAIB resolves concerns influencing the readiness and functioning of Air Force members, their families, and units.

1.5.24.2. CAIB members consist of senior leaders on the installation and local community as addressed in AFI 90-501.

1.5.24.3. CAIB/IDS members act as the commander's consultants for all phases of deployment support. Reference tools and reintegration training/education materials specific to CAIB/IDS functional areas can be found in the following references:

1.5.24.3.1. Air Force Readiness EDGE Guides for Commanders and Families. These are the AF-approved resource guides for CAIB/IDS agencies to support the AEF cycle and can be found at the AEF Online Page (**https://aefcenter.afpc.randolph.af.mil/**).

1.5.24.3.2. Reintegration training and education material, specific for each MAJCOM CAIB/IDS, and functional area reference tools (e.g., guidance for Chaplains Service members to assist redeployers and their families) are posted to AF Crossroads website (**https://www.afcrossroads.com**) for use by the home station CAIB/IDS agencies. Post Deployment Health-Clinical Practice Guidelines (PDH-CPG) can be found at **http://www.pdhealth.mil**.

1.5.24.3.3. AF Suicide Prevention Program website (**http://afspp.afms.mil**) and Leaders Guide for Managing Persons in Distress (**http://afspp.afms.mil/leadersguide/default.htm**).

1.5.24.4. All MAJCOM and base level activities for reintegration training and education, consultation, and redeployment support training for commanders, UDMs, supervisors, first sergeants, Wingmen, units, and CAIB/IDS members can be coordinated through their respective CAIB/IDS.

1.5.24.5. The CAIB/IDS agencies have specific responsibilities for deployment support as outlined in **Attachment 3** and **Attachment 4**.

1.6. Host/Tenant Units.

1.6.1. Commanders' Responsibilities. Commanders must ensure that all personnel and cargo meet the deployment and redeployment readiness and preparation requirements in this instruction; AFMAN 23-110; AFI 10-401; AFJI 48-110, Immunizations and Chemoprophylaxis; AFI 24-203, Preparation and Movement of Air Force Cargo; AFI 24-238, In-Transit Visibility; AFMAN (I) 24-204, Preparing Hazardous Materials for Military Air Shipments; the IDP; and other MAJCOM and local deployment guidance. Unit commanders will directly support the IDO during pre-deployment planning, training and during actual deployment and redeployment operations. NOTE: Tactical Air Control Parties (TACP) and other Air Force units directly supporting and assigned to Army installations are waived from the requirements in this instruction, but must comply with MAJCOM guidance, including guidance mandating use of all or some portions of this instruction. Additionally, they will comply with the deployment planning requirements outlined in Army host base deployment plans and other applicable Army installation regulations. TACP units must still use LOGMOD and comply with LOGMOD UTC management reporting requirements IAW AFI 10-401. Commanders will:

1.6.1.1. Ensure members are assigned to a specific UTC and that they are notified in writing of this assignment via official memorandum signed by both individual and supervisor. Unit commanders will use the Military Personnel Data System (MilPDS) to associate personnel to a specific AEF, Bundle or Enabler, providing accountability for on-call individuals and their deployment requirements. Members will likewise be issued an AEF ID card with the specified AEF/Bundle/Enabler clearly annotated. The AEF ID cards can be pulled down from the AEFC Internet home page.

1.6.1.2. Ensure they receive initial training from the IDO or designated representative within 45 days of assignment as unit commander. Additionally, they must receive an annual unit program status and tasking review from the IDO or designated representative. This must be done in conjunction with the unit's annual staff assistance visit.

1.6.1.3. Check schedules (UTC Availability, AEF TPFDD Libraries) for unit and individual posturing. They will ensure posturing doesn't exceed unit manpower authorizations.

1.6.1.4. Report the readiness of assigned UTCs in ART IAW AFI 10-244.

1.6.1.5. Be aware of all UTCs postured against the unit's manpower document, the mission capabilities of each and any pilot unit responsibilities IAW AFI 10-401.

1.6.1.6. Ensure their forces are trained and equipped to deploy, based on posture coding,

1.6.1.7. Provide personnel support during the entire AEF cycle.

1.6.1.8. Advise IDO of all deployment taskings.

1.6.1.9. Provide the IDO with all MAJCOM/NGB FAM tasking messages/letters and DOC Statements. Provide initial and subsequent changes of unit DOC statement(s) to the host Logistics Plans function to validate the unit's wartime commitment (applicable to all host and tenant units with deployment UTCs assigned IAW AFI 10-201). Identify, in advance, all eligible personnel and equipment for deployment and ensure that all unit personnel know their deployment responsibilities. Ensure deploying personnel meet tasking requirements to include DRMD line remarks.

1.6.1.10. Appoint unit cargo increment monitors in writing to the host Logistics Plans function.

1.6.1.11. Ensure adequate numbers of personnel, assigned a UTC with cargo, are qualified in pallet build-up and hazardous cargo (if the UTC has hazardous material) to provide the needed resources of personnel who can redeploy or forward-deploy their assets.

1.6.1.12. Designate a primary and alternate UDM(s) (sufficient in number to conduct 24-hour per day long-term operations) in writing, to assist the IDO in carrying out specific deployment preparation requirements. UDMs must be proficient in organization skills and experienced in the deployment process, requirements, and systems. Keep replacement of these appointments to a minimum of 24 months. For AFRC units, Air Reserve Technicians should be designated as UDMs whenever possible. (See paragraph **1.6.4.** and **Attachment 3** for UDM responsibilities).

1.6.1.13. Review MISCAP summary statement (supplied from local Manpower office), Logistics Detail (LOGDET), and MANFOR annually, or as changes occur, for cargo and personnel requirements for each tasked UTC.

1.6.1.14. Ensure UDMs receive training regarding all deployment planning and execution duties and in the use of the LOGMOD/LSA. Ensure UDMs serve as members of the DPWG when appropriate. Ensure UDMs are equipped with the minimum PC/Laptop computers needed to run LOGMOD and LSA.

1.6.1.14.1. IAW AFI 24-238, UDMs and Increment Monitors will participate in IDS training classes as directed by the LRS Readiness Flight. Tenant, GSU, and independent unit commanders will ensure their UDMs and Increment Monitors also attend host wing LRS-sponsored IDS training classes.

1.6.1.15. Conduct a monthly review of all UTC taskings in ART. Immediately identify any unit shortfalls to the IDO.

1.6.1.15.1. UTCs identified as Green in ART will not be shortfalled unless the DRMD line remarks are more restrictive than the MISCAP and the unit cannot meet the intent of the line remarks.

1.6.1.16. Ensure all equipment cargo is properly prepared to move within the Defense Transportation System (DTS). Includes appropriate ITV documentation as well as ensuring unit personnel can immediately respond to the transportation function to reconcile any frustrated cargo.

1.6.1.16.1. Ensure unit representatives are identified as cargo couriers, as required, to accompany equipment and supplies on assigned lift for accountability.

1.6.1.17. Ensure the UDM or designated representative collects the minimum required NoK information for each deploying member in a timely manner. NoK information will be provided to the IDO or CMOS/GATES operator directly (dependent on local policy) for input into CMOS/GATES. Minimum requirements for NoK are First-Middle-Last Name, Phone Number, Address, City, State, Country, and Zip code for a deploying member’s NoK. For short-notice deployments, where time doesn’t permit collection of NoK information, deploying members may “Refuse” to provide their NoK information.

1.6.1.18. Ensure accomplishment of a risk analysis during pre-deployment planning to identify and ensure abatement of potential hazards. It is important to review as much of the deployment prior to departure, as this will enable the correction or mitigation of many hazards before they become mishaps. It is equally important to accomplish a risk analysis once the unit reaches the deployment location. AFPAM 91-216, USAF Safety Deployment and Contingency Pamphlet, assists commanders and planners in the evaluation and mitigation of risks associated with deployments and contingencies. Ensure units conduct deployment operations in a professional military manner with a sense of urgency and keen situational awareness. Personnel should immediately correct unsafe conditions.

1.6.1.19. Ensure civilians postured to deploy have appropriate civilian ID card, Common Access Card (CAC), Geneva Convention card, passport, and/or visas when required. Ensure E-E civilian personnel are prepared and trained to deploy IAW this AFI and AFI 36-507.

1.6.1.20. When OPLANs, deployment taskings, or the Supported Commander’s reporting instructions do not authorize the hand carrying of individual weapons by deploying personnel, unit commanders must appoint a primary and alternate weapons courier, in writing to the DCC, to ensure the security and accountability of weapons and ammunition while en route from origin to the final destination. It is the deploying unit's responsibility to ensure appointed couriers are knowledgeable of policies and procedures associated with resource protection, use of deadly force, and equipment accountability. Units are encouraged to seek assistance from the host wing Security Forces Squadron to develop weapons courier training plans tailored to the deploying unit's specific resource protection needs.

1.6.1.21. Ensure mobility bags, weapons, munitions, and insect vector requirements are established and filled based on the units/wings maximum simultaneous deployment capability as described in para **2.24.6.** Refer to AFI 21-201, Conventional Munitions Maintenance Management, for base-level positioning policy for Category-B (Mobility) munitions for miscellaneous units defined in AFCAT 21-209, Volume 1, Ground Munitions.

1.6.1.21.1. Commanders will coordinate storage, accountability, and maintenance of mobility bags (including medical kits), insect vector requirements, weapons, and munitions with the LRS commander.

1.6.1.21.2. Required quantities will be procured and maintained IAW AFMAN 23-110and AOR Reporting Instructions.

1.6.1.22. Ensure all personnel postured against UTCs P-coded as A/DW_ or A/DXS in UTC Availability, or AFSCs listed on the AF/A3/5 deviations request letter, maintain the highest state of readiness, have their affairs in order, and have a Personal Readiness Folder, containing required deployment documentation (see paragraph **1.6.2.9.**), maintained by the UDM (J-suffix coded UTCs may not have the same requirements unless directed by the owning command). NOTE: It is recommended that Airmen postured in all other coded UTCs have their affairs in order and personal readiness folders for possible short-notice tasking requirements. See paragraph **1.6.2.** for specific readiness requirements. Commanders should make every effort to ensure shortfalls are mitigated prior to their deployment window (see **Attachment 4** for training process flowchart). While training should be kept current and UTCs green at all times to meet AEF surge requirements, commanders must ensure Airmen are fully qualified at least 120 days prior to their AEF vulnerability period and their UTCs are green in ART to the maximum extent possible when the AEFC starts scheduling.

1.6.1.23. Be responsible for ensuring deploying Airmen know, before departing, the entire expected deployment period to include pre-deployment en route training, the estimated tour length, and any overlap required at the end of the tour.

1.6.1.24. Upon redeployment, commanders and their designees, first sergeants, supervisors, UDMs, and Wingmen must be prepared to make timely decisions for actions that support the positive recovery of their personnel.

1.6.1.24.1. Serve as the critical link between active duty personnel, their families, and installation helping agencies.

1.6.1.24.2. May request tailored support from various CAIB/IDS helping agencies for personnel and their families.

1.6.1.24.3. Commanders consult with and are trained by CAIB/IDS agencies on their redeployment support roles and responsibilities.

1.6.1.24.4. Commanders will strongly encourage family member participation in CAIB/IDS agency activities supporting the AEF cycle.

1.6.1.24.5. Proactive command responses include: early recognition of readjustment difficulty, eliminating derogatory feelings towards the use of readjustment support, and facilitation of help-seeking behavior.

1.6.1.24.6. Actions during reintegration education and the AEF cycle will include: observation, screening, identification, referral, and follow-up support for personnel recovery.

1.6.1.24.7. Critical components supporting personnel recovery include: reintegration education, post deployment assistance, health care, spiritual support, childcare, and trauma response care.

1.6.1.24.8. Commanders ensure complete redeployment processing of their personnel and support each individual to make a smooth post-deployment transition.

1.6.1.24.9. Commanders ensure UDMs contact redeploying personnel 90 days after return from deployment to complete PDHRA (DD Form 2900).

1.6.1.25. Commanders who have mission essential contracts will comply with DODI 3020.37, Continuation of Essential DOD Contractor Services During Crises. Key issues include, but are not limited to the following:

1.6.1.25.1. Review new and existing contracts and identify mission essential services performed by contractors that are required during crisis. Ensure identification of mission essential services are in the contract statement of work (SOW).

1.6.1.25.2. Track contractor personnel who are performing or who would perform mission essential services. Include their family members in non-combatant evacuation planning.

1.6.1.25.3. Provide essential personnel information on contractors selected for deployment to the PRF. Ensure the contractor receives appropriate Letters of Introduction (LOI) and required contractor information is entered into DCAPES for proper accountability.

1.6.1.26. Develop contingency plans for execution of mission essential services per DODI 3020.37.

1.6.2. Training Requirements and Unit Personnel Readiness. The unit commander ensures unit personnel prepare for deployment within the AEF rotational construct IAW this instruction, AFI 10-401, AFI 36-507, and AFI 36-2201. Units will ensure all military and E-E civilians receive appropriate deployment ancillary training and other deployment requirements at the appropriate times according to the respective policy guidance referenced for each (see **Attachment 4** for training process flowchart). NOTE: Whenever possible, ancillary training will be provided/executed via computer based training (CBT) using the Advanced Distributed Learning System (ADLS) found on the Careers tab of the AF Portal.

1.6.2.1. The following are the minimum deployment ancillary training requirements for personnel identified against a position in a UTC postured in the UTC Availability (formerly AFWUS) according to posturing identified in the paragraphs that follow (para **1.6.2.1.1.** through **1.6.2.1.9.**):

1.6.2.1.1. Law of Armed Conflict/Rules of Engagement/Human Rights training, IAW AFI 51-401.

1.6.2.1.2. Trafficking in Persons (TIP) Awareness Training IAW USAF/A1 Memorandum, “Awareness Training for Combating Trafficking in Persons”, 27 Feb 2006.

1.6.2.1.3. Self-aid and buddy-care training IAW AFI 36-2238, Self-Aid and Buddy Care Training, and supplemental training on the new Individual First Aid Kit (IFAK), when required.

1.6.2.1.4. Level I Anti-Terrorism Awareness training and appropriate AOR-specific threat briefings IAW AFI 10-245, Air Force Antiterrorism (AT) Standards.

1.6.2.1.5. Information Assurance Awareness Training IAW AFI 33-115V2, if deploying member will require a network account at deployed location.

1.6.2.1.6. Small arms training IAW AFI 31-207, Arming and Use of Force by Air Force Personnel; AFI 36-2226, Combat Arms Program; and AFPD 16-8, Arming of Aircrew, Mobility and Oversea Personnel. NOTE: Per AFI 36-507, this training is not required for federal civilians who plan to decline acceptance of a firearm if offered one. Chaplains, AFSCs 52RX, are noncombatants (reference AFI 52-101, Planning and Organizing) and exempt from all arms training.

1.6.2.1.7. Chemical, Biological, Radiological, Nuclear, and High-yield Explosive (CBRNE) Defense Training IAW AFI 10-2501.

1.6.2.1.8. Explosive Ordnance Reconnaissance (EOR) training IAW AFI 10-2501.

1.6.2.1.9. Combat Skills Training – In a coordinated AF/A1, A3/5, A4/7 memo, Air Staff issued training guidance for Wing commanders to ensure Airmen deploying to the CENTCOM AOR received pre-deployment readiness training needed to be safe and effective in environments not traditionally encountered by most Airman. The CST course is designed to make all Airmen proficient and comfortable with handling a weapon and working within a team to defend themselves, the team, and their mission.

1.6.2.2. Personnel assigned against UTCs with posturing codes A/DWS, A/DWX, or A/DXS (see AFI 10-401, Chapter 7 for AEF posturing coding) or personnel with AFSCs listed on the AF/A3/5 deviations request letter will, at a minimum, be fully trained and maintain the highest state of readiness at all times (J-suffix coded UTCs may not have the same requirements unless directed by the owning command) IAW requirements in paragraph **1.6.2.1.** UTCs with posturing codes A/DW_ will be equipped and ready at all times. A/DX_ UTCs may be equipped as resources allow, but will generally share equipment with A/DW_ UTCs and may receive training as training resources become available after meeting A/DW_ requirements.

1.6.2.3. Personnel assigned against UTCs coded A/DXX or A/DPS should be trained and equipped, or have access to equipment IAW FAM guidance in case the equipment is shared with another UTC, to the maximum extent constrained resources allow (see paragraph **1.6.2.3.2.**). Personnel assigned against UTCs coded A/DPX do not require training or equipping beyond what is required at their home station for their war time mission. A/DPS and A/DPX UTCs already permanently assigned to forward areas (e.g., Korea), will normally require all training and equipment required to deploy to that location.

1.6.2.3.1. Upon notification of a deployment tasking, any remaining training requirements must be fulfilled within 72 hours or in time to meet the ALD. All personnel in all UTCs in DOC-tasked units should be trained and equipped to meet DOC response times.

1.6.2.3.2. Generally, constrained resources include Combat Arms Training & Maintenance (CATM), CBRNE Defense Training, and Expeditionary Combat Skills materials, facilities, and/or personnel and are usually accomplished through just-in-time training. All other training should be accomplished by all personnel, including A/DXX and A/DPS UTCs just prior to the AEF sourcing process to ensure the training is completed and remains current throughout their deployment.

1.6.2.3.3. Commanders should keep in mind that while A/DXX-coded UTCs are not normally available for deployment under non-surge ops within their aligned AEF, under USAF A3/5 declared minimum surge rotational conditions these A/DXX UTCs may be tasked in their on-call period ahead of the unit's A/DW_ UTCs in the second on-call period up to the maxi-

mum total A/DW_s (reference AFI 10-401, Chapter 7). If at all possible, commanders should not defer deployment training to “just-in-time” for A/DXX assigned people, since they may be required to deploy short notice during a crisis and “just-in-time” training might not be possible.

1.6.2.4. Note that referenced functional publications may levy additional training requirements for some or all individuals who are identified against a UTC Availability position.

1.6.2.5. Additional training may be required based on duties performed and location of deployment (e.g., Basic Combat Convoy Course training, etc.). These will be defined in appropriate line remarks/reporting instructions of taskings.

1.6.2.6. Civilian personnel postured to deploy will meet all of the deployment training requirements established by their military counterparts. AFI 36-507 outlines any additional training and processing requirements that may be necessary.

1.6.2.7. ANG and AFRC unit commanders must ensure MPA man-days are requested and orders are received at least thirty (30) days prior to deployment.

1.6.2.8. The unit commander or designated representative must track and ensure all personnel assigned a UTC Availability (formerly AFWUS) position meet all medical and additional deployment requirements at all times ensuring rapid response to a situation (AFMAN 10-100, Airman’s Manual, and local guidance). This includes having:

1.6.2.8.1. Current immunizations within 30 days of appointment to a UTC position (AFJI 48-110). Theater-unique immunizations and disease prevention requirements as identified by the Medical Group may also be required. Contact local Medical Group/Unit for specific requirements for Human Immunodeficiency Virus (HIV), Anthrax, etc.

1.6.2.8.1.1. Issuance of DHHS Form PHS (Public Health Service) 731, International Certificate of Vaccination, is no longer required for each member of the Armed Forces and for non-military personnel. AF Complete Immunization Tracking Application (AFCITA) products will be used as a replacement for the DHHS Form PHS 731. The form contains valid certificates of immunization for international travel and quarantine purposes IAW World Health Organization international health regulations. The AFCITA product remains in the custody of the individual who is responsible for its safekeeping and for keeping it in his or her possession when performing international travel.

1.6.2.8.2. Up to 180 days’ supply of prescription medicines.

1.6.2.8.3. ID tags and ID cards.

1.6.2.8.4. Current Virtual Record of Emergency Data (vRED) in virtual MPF (vMPF), or manual DD Form 93 if vRED not available.

1.6.2.8.5. Quantitative mask fit test (QNFT). Contact the Civil Engineer Readiness Flight or Bioenvironmental Engineering for specific guidance.

1.6.2.8.6. DNA test. Have DNA test on file in medical records.

1.6.2.8.7. Current annual Preventive Health Assessment (PHA).

1.6.2.8.8. Personal and family readiness briefings.

1.6.2.8.9. Valid Government Driver's License, International or Motor Vehicle License, if required at employed location.

1.6.2.8.10. Properly filed wills, powers of attorney, and family readiness matters, as required.

1.6.2.8.11. Completed AF Form 357, Family Care Certification, for military married to military and military single parents.

1.6.2.8.12. AF Form 623, On-the-Job Training Record, to be taken with the individual for deployments exceeding 30 days. When possible, updates for the Aircraft Maintenance Special Qualification Training will be completed prior to deployment to preclude the training becoming overdue during a deployment.

1.6.2.8.13. Ample supply of personal and hygiene items to cover projected duration of deployment.

1.6.2.8.14. Additional supplies of certain items (extra glasses, gas mask inserts, contact lens solutions, etc.) that may have limited availability at the deployment location.

1.6.2.8.15. AFMAN 10-100 (Airman's Manual) for all deployments. AFMAN 10-100 is no longer being printed at AFPUBS, or from a central location. It is being issued to new recruits only in hardcopy from AFPUBS. The AFMAN 10-100 must be printed locally. If required, please take the file to your local Defense Automated Printing Service (DAPS) facility.

1.6.2.9. Commanders and UDMs ensure all Airmen postured against UTCs P-coded as A/DW_ and A/DXS in the UTC Availability (including A-coded UTCs) will have a Personal Readiness Folder containing, at a minimum, the following mandatory items (NOTE: It is recommended that Airmen postured in all other coded UTCs have personal readiness folders as well for possible short-notice tasking requirements):

1.6.2.9.1. Letter of Selection for deployment position, including AEF assignment and position code.

1.6.2.9.2. AF Form 4005 with documented training and readiness requirements

1.6.2.9.3. AF Form 245, Employment Locator and Processing Checklist

1.6.2.9.4. AF Form 357, Dependant Care Certification, if required

1.6.2.9.5. Locally developed individual requirements checklist, including personal and organizational clothing requirements.

1.6.2.9.6. Applicable appointment letters and training documentation (e.g., classified courier, weapons courier, ammunition courier, etc.).

1.6.2.9.7. Copy of current vRED (Must be validated prior to deployment to ensure emergency contact information is correct).

1.6.2.9.8. MICAS-generated AF FORM 1297(required upon receipt of mobility bags)

1.6.2.9.9. Quantitative Fit Test documentation.

1.6.2.9.10. One set of dog (ID) tags.

1.6.3. Training Requirements Tracking. Units will track individual deployment requirements for all personnel assigned a position on the UTC Availability (formerly AFWUS) using LOGMOD, LOG-

MOD Stand-Alone, or other Air Staff- or MAJCOM approved automated system (e.g., Automated Civil Engineering System (ACES), Advanced Distributed Learning System (ADLS), Aviation Resource Management System (ARMS), Integrated Maintenance Data System (IMDS), Heavy Airlift Maintenance System (G081), Reserve Aerial Port Data System (RAPDS), Medical Readiness Decision Support System Unit Level Tracking and Reporting Application (MRDSS ULTRA), Security Forces Management Information System (SFMIS), Training Education Management System (TEMS), Web-based Integrated Training Database II (WBITS), Deployment Readiness Service (DRS), etc.). At a minimum, a system is deemed Air Staff- or MAJCOM-approved when a unit has written or electronic correspondence from an applicable Air Staff or MAJCOM system functional manager specifically indicating approval. The AF Form 4005, Individual Deployment Requirements, will be generated for all personnel assigned to A/DW_ and A/DXS coded UTCs in the UTC Availability. It is recommended that an AF Form 4005 be generated for all personnel assigned to any UTC in case of surge or substitution requirements.

1.6.3.1. LOGMOD can automatically generate an AF Form 4005 product containing all required readiness information. If LOGMOD is not used, hard copies of AF Form 4005 will be filled out manually to ensure individuals have completed all personal preparation actions. Instructions for completing AF Form 4005 are as follows:

1.6.3.1.1. The individual and the UDM/Supervisor will complete the AF Form 4005 together. The individual will date and initial next to each completed item. As a minimum, UDM/Supervisor and individual will perform an annual review of the AF Form 4005/LOGMOD product, or upon notification/identification of deployment or vulnerability for deployment.

1.6.3.1.2. All Personal Readiness Folders will contain an AF Form 4005. Enter completed requirements that are mandated by the position personnel are assigned to.

1.6.3.1.3. Training printouts from an Air Staff- or MAJCOM approved automated system can be attached to the AF Form 4005.

1.6.3.1.4. Use the Inspection Record Section of AF Form 4005 to document reviews. Code each item using the following legend:

1.6.3.1.4.1. √ - On Hand, complete, serviceable, properly prepared.

1.6.3.1.4.2. X - Short, incomplete, improperly prepared item.

1.6.3.1.4.3. ®- Successful re-inspection, or ⊗ if LOGMOD product used.

1.6.3.1.4.4. NR - Not required.

1.6.4. Unit Deployment Manager Functional Area Manager (FAM) Responsibilities. At the unit level, the UDM is the FAM and is the primary liaison to the unit training manager, squadron superintendent, and wing training functions regarding deployment related issues. Detailed UDM duties are outlined in **Attachment 3**. UDMs will:

1.6.4.1. Interpret, develop, and apply Joint, Air Force, MAJCOM, or Air Force Component operational/exercise planning and execution policies.

1.6.4.2. Have working knowledge of USAF planning policy and guidance and be knowledgeable of USAF publications applicable to their functional area.

1.6.4.3. Perform UTC development, management, and maintenance activities.

1.6.4.3.1. The UDM will perform pilot unit and/or non-pilot unit UTC development duties as described in AFI 10-401, Chapter 5.

1.6.4.4. Perform force posturing activities.

1.6.4.4.1. UDMs will configure and maintain functional UTCs as postured by MAJCOM FAMs (Air Staff FAMs for FOAs/DRUs/AFELMs) using available unit assets. Notify their Wing IDO and MAJCOM FAM (FOAs/DRUs/AFELMs notify their Air Staff FAM) for remedial action when UTCs cannot be supported due to changes in manpower or equipment.

1.6.4.4.2. Using the UDM module of LOGMOD, UDMs will assign personnel to positions within the appropriate LOGMOD DSOE ID.

1.6.4.4.3. Monitor UTC/Unit Manning Document (UMD) authorization mismatches and notify the MAJCOM FAM (FOAs/DRUs/AFELMs notify their Air Staff FAM), with info copies to the wing and MAJCOM manpower offices, when mismatches do exist. A match compare product is available from both manpower offices.

1.6.4.4.4. Using HHQ FAM guidance, develop and implement home station military workload mitigation plans to maximize deployable capability.

1.6.4.5. Perform readiness reporting and monitoring.

1.6.4.5.1. UDMs, if appointed as unit ART monitor, will report UTC readiness IAW AFI 10-244.

1.6.4.5.2. UDMs, if appointed as unit SORTS monitor, will follow SORTS reporting procedures IAW AFI 10-201, Status of Resources and Training System (SORTS). Units will advise their MAJCOM FAM (FOAs/DRUs/AFELMs advise their Air Staff FAM) when the unit cannot respond within the unit's DOC response times, or when unit can no longer provide a particular UTC capability.

1.6.4.5.3. Units will forward unit deficiencies that are beyond the unit's ability to correct to the MAJCOM FAM (FOAs/DRUs/AFELMs will forward to their Air Staff FAM) for additional resource support or as a proposed adjustment to the unit's DOC statement.

1.6.4.6. Perform execution activities:

1.6.4.6.1. UDMs will execute the deployment portion of TPFDDs and DRMD taskings according to applicable instructions and procedures. Units will respond through their wing IDRC to acknowledge AEFC nominations IAW this AFI and AFI 10-401.

1.6.4.6.2. UDMs will notify their Wing IDRC within established timelines when UTC taskings cannot be supported.

1.6.4.7. Perform analysis activities.

1.6.4.7.1. UDMs will assist MAJCOM FAMs in conducting analysis to determine the wartime readiness of their functional area.

1.6.4.8. Contact redeploying personnel 90 days after return from deployment to complete PDHRA.

1.6.5. Unit Training Manager.

1.6.5.1. Coordinate with the UDM and the flight superintendent to schedule ancillary, specific AOR, or functional area special training required for deployment.

1.6.5.2. Ensure training records (AF Form 623) are up to date for deploying members in the grade of E-6 and below and for E-7s and above who are in upgrade training status.

1.6.5.3. Coordinate with squadron superintendent to ensure a trainer is assigned at the deployed location for deploying members in upgrade training.

1.6.5.4. Ensure deploying members in upgrade training have all required materials; know what is expected of them while deployed, and what testing services are available at the deployed location.

1.6.6. Superintendents and Command Chief Master Sergeants. It is every SNCOs responsibility to be vigilant that Airmen have the most notification, best training possible, and are properly equipped for deployment.

1.6.6.1. Coordinate with the UDM and commander to ensure proper UTC P-Coding.

1.6.6.2. Coordinate with the UDM or unit ART monitor on a monthly basis or more often, as changes occur, to ensure accurate ART assessment.

1.6.6.3. Assist Commander with ensuring Airmen are immediately assigned to an AEF; skill-levels are commensurate with UTC assignment; deployment training is up-to-date; and Airmen are notified of a deployment tasking within 96-hours of receipt.

1.6.6.4. Ensure First Sergeants are notified of Airmen deployments to assist with personal readiness and family support while deployed.

1.6.6.5. Ensure pre-deployment, deployment, and post-deployment training requirements are projected, scheduled, and completed throughout the squadron.

1.6.6.6. Be well versed on functional and AOR equipment requirements and work closely with providers of this equipment to ensure the correct equipment is available in sufficient numbers.

1.6.6.7. Keep commanders aware of equipment and training concerns that cannot be resolved.

1.6.7. First Sergeants. During the deployment, First Sergeants perform an important role to ensure families are contacted regularly and know whom to contact if they have any issues or concerns. They also work with the commander to maintain contact with the deployed members and ensure their needs are being taken care of.

1.6.7.1. Assist deploying members with pre-deployment personal affairs.

1.6.7.2. Keep commanders advised of status of deploying member’s pre-deployment preparations.

1.6.7.3. Ensure deploying members know about programs available to them in their deployed status to include reduced interest rates, tax-free savings programs, and the Soldiers’ and Sailors’ Civil Relief Act.

1.6.7.4. Work with the commander and the superintendents to prepare for the return of the deployed members and spearhead the reintegration process with other CAIB/IDS agencies.

1.6.7.5. Ensure families of deployed members are taken care of and know the programs available to them, including “Give Parents a Break,” video teleconferencing, instant messaging through the AF Portal, free oil changes, etc.

1.6.7.6. Ensure families are kept informed of the deployed member's status and reintegration.

1.6.8. The Deployment Process Working Group (DPWG).

1.6.8.1. The DPWG will be established at each installation. At a minimum, participants will include representation from the following functional areas: Wing Plans, Logistics Plans, Transportation, Manpower, Personnel, Communications, Medical, UDMs, tenant units, and other functional areas as determined by the IDO. The DPWG will:

1.6.8.2. Oversee IDS and DCAPES implementation and sustainment, as well as address deployment policy and training issues.

1.6.8.3. Assist in formulation of installation deployment guidance and development of the IDP.

1.6.8.4. Meet at least semi-annually. The intent of the semi-annual DPWG is for the IDO to sit down with their PDF representatives, CDF representatives, and UDMs to discuss/review any/all deployment related issues that their installation may have.

1.6.8.5. Maintain awareness of installation taskings.

1.6.8.6. The IDO will publish DPWG meeting minutes with a list of attendees, discussions, and action items.

1.7. Deployed Responsibilities.

1.7.1. Personnel Support for Contingency Operations (PERSCO). (See AFI 10-215 for complete list of responsibilities)

1.7.2. Deployed Commander.

1.7.2.1. The deployed commander is responsible for ensuring all assets; both equipment and personnel, arriving in support of the mission, meet the tasking requirements as outlined by the Supported Command.

1.7.2.2. Monitors the build-up of the assigned organization to ensure full mission capable status by latest force closure date.

1.7.2.2.1. Coordinate with PERSCO and MOF functions to remain aware of filler actions and status of manpower authorizations.

1.7.2.3. Identifies unqualified personnel or personnel who do not meet the specifications identified in the tasking and returns them to home station at the expense of the assigned unit.

1.7.2.4. Reviews ESPs for unit's potential bed-down and transient locations (see AFI 10-404).

1.7.2.4.1. Coordinates with and advises the reception base or transient location of unique-support requirements, suggested changes, or other items affecting reception planning and processing.

1.7.2.5. Establishes procedures to account for deployed unit personnel, including DOD civilian and contract employees using available Commander Support Staff (CSS) personnel until arrival of PERSCO team.

1.7.2.5.1. In the absence of a PERSCO team or supporting MPF, oversees all of the personnel accountability and reporting requirements IAW AFI 10-215 and the Supported Command's

reporting guidance/processing instructions, including daily duty status reports and casualty information.

1.7.2.5.2. Ensures a smooth transition of personnel strength information and reporting upon arrival of PERSCO teams.

1.7.2.6. Establishes procedures to account for deployed equipment until arrival of Contingency Response Group (CRG) or establishment of a Reception Control Center (RCC) (See **Chapter 6**).

1.7.2.7. Prepares for redeployment operations. Responsible for conducting effective and efficient redeployment operations.

1.7.2.7.1. Develop phased redeployment plan ensuring unit's ability to execute decisive operations is not degraded during redeployment/rotations.

1.7.2.8. Utilizes the ACSA program if exchanges between US military and foreign military are required for logistics support, supplies, and services IAW DOD 7000.14-R, Department of Defense Financial Management Regulations (FMRS), Volume 11A, Reimbursable Operations, Policy and Procedures.

1.7.2.9. Implements the CCDR's FP Condition (FPCON) or increases the level of protection commensurate with the threat.

Chapter 2

DEPLOYMENT PLANNING

Section 2A—Planning Overview

2.1. Deployment Planning Introduction.

2.1.1. This chapter discusses Air Force deployment planning, much of which occurs in the first of four deployment phases – pre-deployment activities. The other three phases are movement to and activities at the port of embarkation; movement to the port of debarkation; and joint reception, staging, onward movement, and integration (JRSOI) activities and will be covered in subsequent chapters.

2.1.2. The Air Force deployment process begins when planning is initiated for force projection operations in response to an action or event that requires protection of U.S. national interests. Actions or events which could trigger the deployment process could fall under the full range of military operations (ROMO) and include natural disasters, civil support, foreign humanitarian assistance (FHA), Security Assistance, Homeland Defense/Security (HLD/S), United Nations (UN) actions and support to regional organizations (e.g., North Atlantic Treaty Organization (NATO) operations), etc.

2.1.3. Planners must consider use of a combination of pre-positioned materiel, HNS agreements, ACSAs, and contingency contracts, when planning deployments and tailoring unit-level personnel and equipment requirements.

2.1.4. As in joint deployment planning, Air Force planners must view deployment in the context of overall operational planning. Deployment planners at all levels must consider not only the actual deployment of forces, but also the employment mission, expeditionary organization structure, command relationships, the reception of forces, pre-positioning strategies, HNS, information systems, forward basing, and en route infrastructure.

2.2. Deployment Planning Challenges.

2.2.1. Finite force structure. Commanders and planners can only plan with the current force structure. The Air Force's total combat capability is aligned in the 10 AEFs and Enabler pool and is used to meet the global needs of all CCDRs. All National Military Strategy (NMS) objectives must be met with the weapons, units, personnel, and equipment/supplies in this single pool of both permanently assigned and rotational forces. The AEF is the primary methodology for meeting and sustaining these objectives.

2.2.2. Limited transportation and mobility assets. Airlift and tanker aircraft, aircrews, aerial port personnel, and material handling equipment (MHE) are limited assets and must be used wisely or risk being wasted. Wings/units must ensure their deployment processes and systems are kept up to date through aggressive training and exercise programs.

2.2.3. In-transit Visibility. Commanders at all levels rely heavily upon information systems to provide visibility of the movement of forces. Tracking force closure is critical to the combatant commander's (CCDR) ability to begin operations. Fully integrated and interoperable command and control systems must be on-line and available at all times to support the IDS components (Ref. AFI 24-238). Those systems require the highest levels of communications security (COMSEC). Operational security

(OPSEC) is also critical in today's environment. Thus, it is imperative that deployment systems and processes down to the unit level be used effectively and efficiently.

2.2.4. To fully understand Air Force deployment planning, one must start with the basic building blocks and the systems used.

Section 2B—UTCs / War Planning and Execution Systems

2.3. Unit Type Codes (UTC).

2.3.1. War planners use UTCs to document total Air Force manpower and logistics capabilities needed to support the national military strategy during operational planning and execution activities. These requirements are documented in a JOPES/DCAPES TPFDD (See AFI 10-401, Chapter 8) in support of an OPLAN, CONPLAN, or Operations Order (OPORD) in the form of standard UTCs. UTC is described and defined in more detail in AFI 10-401.

2.3.2. The MISCAP is simply a statement of the capabilities of the force identified by each UTC. Do not include crew ratios and monthly flying hours in UTC MISCAPs. Reference War Mobilization Plan, Volume 5, Basic Planning Factors & Data, for such planning data and factors. The UTC FAM at the MEFPAK responsible agency is responsible for writing the MISCAP.

2.3.3. UTC personnel requirements are reflected in the UTC Manpower Detail (MANFOR). The AFSC/skill level/grade requirements listed in the UTC MANFOR must match AFSC/skill level/grade of the UMD positions postured. Substitutions of AFSC, skill level, and grade are allowed if specifically referenced in the MISCAP; however, the UTC must still be able to perform its MISCAP. EXCEPTION: Civil Engineers (CE) may substitute positions for posturing of UTCs IAW substitution rules outlined in AFI 10-210. Additionally, for posturing, units can fill lower skill or grade UTC requirements with a higher UMD skill or grade position. When making AFSC and/or grade substitutions, changes should be reflected in the LLD of the postured UTC. If authorizations are unfilled, this must be reflected in ART. Units will not be tasked to provide personnel resources for wartime and/or major operation and campaign requirements that exceed their UMD authorizations unless authorized to posture above their authorizations. (See AFI 10-401 for exceptions to posturing).

2.3.4. UTC equipment requirements are reflected in the UTC Logistics Detail (LOGDET). Units must be authorized the full allowance standard of equipment as specified in the LOGFOR subsystem. If authorized equipment is not on hand, this must be reflected in ART.

2.4. Global Command and Control System (GCCS).

2.4.1. GCCS is designed to improve the Joint Force Commander's (JFCs) ability to manage and execute joint operations. It is the primary means of Command and Control (C2) for the President and SecDef over all military forces. GCCS provides a classified global network of military and commercial communications systems that the JFC uses to send and obtain critical force projection information.

2.5. Joint Operation Planning and Execution System (JOPES).

2.5.1. 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). JOPES is both a process and a collection of automated systems used to develop OPLAN TPFDDs that drive deployment taskings. The OPLAN details the mission to be accomplished and the TPFDD contains

force record data, including UTCs that represent unit capabilities and are the primary source for movement planning. The TPFDD provides a prioritized list of what combat forces, combat support, and combat service support UTCs deploy in support of a particular operation plan. It catalogs the UTCs to deploy and outlines who provides them. The TPFDD also identifies where they are going, how they get there, cargo dimensions, number of personnel, and non-organic personnel movement required. Units must maintain and report UTC information as accurately as possible to ensure proper forces are identified and adequate lift is planned for and provided. Reference JP 1-02, DOD Dictionary of Military and Associated Terms; JP 3-35, Joint Deployment and Redeployment Operations; AFI 10-401; AFPD 10-4; and the CJCSM 3122-series publications for additional information on the use of JOPES to support deployment operations.

2.5.2. The process of force projection is an integral part of JOPES. It tracks requirements, departures, and arrivals in the scheduling and movement subsystem of JOPES and provides users with an ordered and comprehensive set of procedures for resolving complex strategic mobility force deployment and sustainment problems. JOPES includes an operation planning process, an Automated Data Processing (ADP) support system, and procedures to support the planning process.

2.6. Deliberate and Crisis Action Planning and Execution Segments (DCAPES).

2.6.1. DCAPES is the standard Air Force ADP system designed to communicate OPLAN requirements and resource monitoring capability to minimize unnecessary movement of personnel and equipment into a theater of operations during execution. The objective of DCAPES is to provide improved and streamlined operations planning and execution processes. This includes 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. DCAPES is at the heart of the Air Force's War Planning and Execution System (WPES); a comprehensive, net-centric system of systems used in war planning and execution for the purpose of presenting, planning, sourcing, mobilizing, deploying, accounting for, sustaining, redeploying, and reconstituting AF forces; and provides a Service feed to JOPES. NOTE: WPES includes LOGMOD, BaS&E (formerly LOGCAT), LOGFAC, DCAPES, UTC Availability (formerly AFWUS), and several other war planning and execution systems.

2.6.2. DCAPES and the WPES support all phases of operations planning and execution at the HQ USAF, MAJCOM, AFCC, NAF, and Wing/Squadron level. It is the Air Force's sole capability to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute Air Force forces satisfying CCDR's requirements.

2.6.3. DCAPES transactions that support JOPES procedures are the mechanisms for submitting movement requirements to USTRANSCOM.

2.6.4. DCAPES supports accurate and timely sourcing which includes validation and verification. This allows sourcing and tailoring of lower levels of detail beyond the JOPES level of detail. DCAPES is detailed in AFI 10-401, Chapter 4.

2.6.4.1. The Air Force Verification Capability (AFVC) in DCAPES will be used at wing level to verify AEF taskings. Logistics Planners in the LRS Readiness Flight and IDRC are required to have write permissions to DCAPES to support the IDO's verification responsibilities. If DCAPES is not available, wing/installation IDOs will work with MAJCOM FAMs for requirements.

2.6.4.2. A minimum of two manpower positions in the LRS Readiness Flight Contingency Planning Branch will be identified as requiring DCAPES SEI 062

2.6.4.2.1. If Airmen have attended the JOPES course prior to implementation of 4.0.2.0 and they are qualified (or will qualify) for SEI 048 or SEI 049, they will only be required to attend the Base-level DCAPES course. The squadron commander will sign a letter validating qualifications and request a waiver for DCAPES training from the MAJCOM DCAPES administrator when requesting write permissions to DCAPES.

2.7. USAF War and Mobilization Plan (WMP).

2.7.1. The USAF WMP consists of five volumes and is the USAF supporting document to the Joint Strategic Capabilities Plan (JSCP). The five WMP volumes provide the Air Staff, Air Force planners, and Air Force commander's current policies, planning factors, and GFM apportioned forces for conducting and supporting operations. A description of the five volumes of the WMP can be found in AFI 10-401, Chapters 2 and 4. Of particular interest should be WMP, Volume 3:

2.7.1.1. Volume 3 (WMP-3), Combat and Support Forces, has five parts. Part 1 contains combat forces. Part 2 is the Air Force 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 contains the AEF Rotational Force Schedule for combat and support forces. Part 5 contains the U.S. Air Force Rotational Force Allocation Plan.

2.7.1.1.1. WMP-3, Part 2, UTC Availability, is the official Air Force data source for identifying the availability of 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, Combatant Commander, and Service-unique requirements. It documents all conventional and OPLAN 8044 capabilities for all Active, Guard, and Reserve units. MAJCOMs will provide excerpts of the WMP, Vol. 3, Part 2, to the LRS Readiness Flight Contingency Plans Element.

2.8. Logistics Module (LOGMOD).

2.8.1. LOGMOD is 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 DSOE module. LOGMOD operates in unclassified mode. Currently, there is no direct interface between LOGMOD and DCAPES. LOGMOD is part of the WPES.

2.8.2. There are four modules resident in LOGMOD: Logistics Force Packaging Module (LOGFOR), Logistics Planning Module (LOGPLAN), DSOE Module, and Unit Deployment Management Module (UDM).

2.8.2.1. The LOGFOR module provides the capability to create and maintain the standard logistics details consisting of supplies and equipment for all AF UTCs that have associated supplies and equipment. This data is called the LOGDET. AFI 10-401 provides detailed instructions on adding, deleting, updating, and maintaining UTCs.

2.8.2.2. The LOGPLAN module provides the capability to tailor or customize the plan-unique UTC database of equipment and supplies. It allows units to uniquely customize UTCs for each tasking (OPLAN/CONPLAN/AEF) that unit supports. Tailored UTC information developed in

LOGPLAN must be manually transferred to DCAPES (air-gap process) to ensure the TPFDD includes correct movement requirements data. This data is called the Logistics Plan File (LPF).

2.8.2.3. The DSOE module provides users with an automated capability to plan, schedule, and monitor the deployment actions that support the movement of forces.

2.8.2.4. The UDM module is used by the UDM in preparation for and execution of deployment taskings.

2.8.3. LSA is used as the backup to LOGMOD. This system is a unit-level program that manages personnel and cargo data in an off-line mode. LSA has capabilities similar to LOGMOD and may be used when or where LOGMOD is not available or functional.

2.8.4. LOGMOD will be used as the primary AF Deployment system. Units will use LSA, to the maximum extent possible, as the backup deployment system to LOGMOD when their LAN will not facilitate the expeditious use of LOGMOD. It is at the discretion of the IDO or equivalent to determine when it is not feasible to use LOGMOD as the primary system for a deployment after having tried to use it in the initial stages of the deployment or exercise. NOTE: If neither LOGMOD nor LSA can be used, AF IMT 2511, Deployment Schedule of Events - Cargo (see **Attachment 10**), AF IMT 2511A, Deployment Schedule of Events - Passenger (see **Attachment 11**), and AF IMT 2512, Deployment Schedule of Events - Loading Schedule (see **Attachment 9**), will be used for the purpose of developing and maintaining a manual DSOE. In lieu of manual DSOE, units may use locally developed software processes to build a DSOE, provided that software will create a product that includes, at a minimum, the data elements of the AF Forms 2511, 2511A and 2512.

2.8.5. The IDO, or equivalent, will establish, within the IDP, a process of how the wing will use LSA as the backup deployment system when LOGMOD is unavailable or is not feasible to use for exercise or deployment purposes. As a non-LAN dependent system, the IDO will utilize LSA as a single source C2 system within the DCC or Logistics Plans office to build and distribute the DSOE to UDMs and DCC work centers. UDMs will use LSA to the maximum extent possible in updating LOGMOD files (i.e., *.PLN, *. PRF, *.LVY) provided by the IDO for their deployment tasking and generating Deployment Load and Packing lists and Deployment Shipping Placards for deploying cargo.

2.9. Defense Readiness Reporting System-Air Force.

2.9.1. In 2002, SECDEF mandated use of the Defense Readiness Reporting System (DRRS) by all services by September 2006. DRRS is a capabilities-based reporting system which measures an organization's ability to execute Mission Essential Tasks (METs) at the unit level.

2.10. AEF UTC Reporting Tool (ART).

2.10.1. ART is a CSAF-directed system developed to measure AEF readiness. ART captures UTC assessments, identifies suitable UTCs to satisfy taskings, and helps forecast shortfalls (see AFI 10-244). Unlike DRRS and SORTS, ART is the only assessment system that goes down to the UTC level. In an effort to integrate UTC and MET assessments and simplify reporting, DRRS will be modified to include a tab for ART inputs.

2.11. Cargo Movement Operations System (CMOS).

2.11.1. CMOS is a CSAF-directed IDS system used for wing-level deployment and contingency passenger and cargo processing operations.

2.11.2. CMOS is used for preparing and managing all movement documentation.

2.11.3. Enables bar coding and scanning for cargo processing.

2.11.4. Provides ITV.

2.12. Automated Air Load Planning System (AALPS).

2.12.1. AALPS is an Air Force system that automates load planning in support of worldwide deployment of forces and day-to-day cargo movement. IDS Component System partner which receives AALPS *.CL5 files and uses the data for load planning.

2.13. Global Air Transportation Execution System (GATES).

2.13.1. GATES is the current AMC real-time system that supports fixed, deployed, and mobile sites. GATES can be used in the IDS system in the same way CMOS is used; it is an equal IDS partner.

2.13.1.1. It will process and track cargo and passengers; support resource management and provide command and control support information.

2.13.1.2. It will also generate cargo, passengers, and resource reports at headquarters and unit level, and will provide message routing and delivery for all AMC transportation airlift operators regardless of size, workload, volume, configuration, or location.

2.14. Global Combat Support System (GCSS).

2.14.1. GCSS provides universal secure access to information and interoperability of that information across combat support and C2 functions. GCSS provides a secure, intranet environment allowing DOD users to access shared data and applications that results in near real-time command and control of the logistics pipeline.

2.15. Global Transportation Network (GTN).

2.15.1. GTN is an automated C2 information system that supports the family of transportation users and providers by providing an integrated system of ITV information and C2 capabilities. GTN receives wing deployment data from CMOS/GATES.

2.15.2. GTN collects and integrates transportation information from selected transportation systems. The resulting information is provided to the President and SecDef, CCDRs, USTRANSCOM and its component commands, and other DOD customers to support transportation planning and decision making during peace and war.

2.16. Single Mobility System (SMS).

2.16.1. The Single Mobility System (SMS) is a web-based computer system that provides visibility of air, sea, and land transportation assets and provides aggregated reporting of cargo and passenger movements. SMS does this by collecting plane, ship, and truck movement data from other computer systems such as GTN and GDSS.

2.17. Military Personnel Data System (MilPDS).

2.17.1. Feeds DCAPES with all personnel information required to support the War Planning and Execution process. It is used in the management of every aspect of Airmen's careers from accessions, reenlistments, retraining, career field management, assignments, employments, quality force management, evaluations, and retirements. It contains an AEF association data field for documenting a member's assigned AEF and the date they were assigned to that AEF. AEF association does not apply to the ARC.

Section 2C—Pre-Deployment Activities

2.18. Supported Commander Defines Pre-deployment Training and Activities.

2.18.1. The supported commander and his or her components, along with HAF FAMs for Joint Sourcing Solution (JSS)/In Lieu Of (ILO)/Individual Augmentee (IA) requirements, define pre-deployment training and standards required for the safety of our members and the successful mission completion in their AOR. These training needs and standards ensure deploying units are aware of the CCDR's mission, theater support parameters and pre-positioned equipment, host nation cultural differences and environmental standards, mission-specific training requirements, and medical issues within the AOR. It is imperative that training requirements, pre-deployment activities, and standards be identified accurately and in a timely manner to increase the skill, rapid assimilation, and confidence levels of our Airmen.

2.19. Deploying Commander Preparation.

2.19.1. With the pre-defined training and standards outlined by the supported commander, the responsibility for preparation for movement rests with the deploying units. Preparation for movement will be further defined in this instruction, but can include review of personal Service records and legal documents, medical processing to include updating inoculations, receipt of theater-specific organizational clothing and equipment, theater-specific cultural or environmental protection training, warrior skills training, expeditionary combat skills, special training (e.g., convoy drivers), and refresher weapons training prior to movement.

2.19.2. Conducting this training prior to deployment normally facilitates rapid assimilation and integration of arriving forces and personnel in theater.

2.19.2.1. Unit commanders will use the AOR Reporting Instructions provided by the PRF to identify theater-specific training and track mobility requirements, which help prepare Airmen for deployment. The AEF Center's AEF Online web site also provides guidelines for AOR Reporting Instructions via the AEF Reporting Tool and the Commander's Toolkit in addition to other personnel readiness tools. If using the web site, commanders will ensure the Reporting Instructions are the AOR's latest version available by checking with the PRF.

2.19.3. Pre-deployment training needs are also identified by the supported command via a DRMD line remark. A list of current line remark codes and their definitions are available on the AEFC AEF On-Line web site.

2.19.4. Other pre-deployment activities could include: continued refinement of OPLANs; preparation of personnel and equipment for movement; preparation of ammunition, supplies, and equipment; rehearsal of mission-essential tasks; conducting mission-specific training; establishment of sustain-

ment requirements; and focused awareness of the impact of threat, climate, and geography in the AOR or joint operations area (JOA) on planned joint force activities.

2.19.5. Echelons. Prior to any deployment, commanders echelon their units based on operational considerations, movement schedules, and the type of lift projected. This process organizes and prioritizes movement within the joint force to accommodate the available lift. For example, the movement plan may echelon units into an advance party, main body, and rear party.

2.20. Wing Commander Deployment Planning Role.

2.20.1. Host wing commanders are responsible for every aspect of deployment planning at their installation. In support of deployment planning activities, host wing commanders will:

2.20.1.1. Provide command and control over all phases of the deployment of host and tenant units.

2.20.1.2. Ensure adequate facilities and infrastructure is available for the processing of personnel and cargo.

2.20.1.3. Be briefed at least annually by the IDO on all UTCs assigned to the installation as well as those that may deploy from, to, or through the installation.

2.20.1.4. Develop and validate an IDP at least annually showing how the installation will process its maximum simultaneous deployment capability as discussed in **Section 2E**.

2.20.1.5. Coordinate deployment planning with other Services and agencies that may deploy from the installation.

2.20.1.6. If deploying other Services from the installation:

2.20.1.6.1. Work with MAJCOM planners to determine additional personnel, equipment, and ADP requirements that may be needed for this. This may require support agreements, new terms of agreement (TOA), etc.

2.20.1.6.2. Get MAJCOM determination on which Service component will provide Arrival/Departure Airfield Control Group (A/DACG) or equivalent functional lead assistance (IAW DOD 4500.9-R, DTR, Part III - Mobility).

2.20.1.6.3. Conduct inter-Service exercises at least annually to assess and promote interoperability of systems and processes. If resources for a field exercise are not available, this requirement may be filled with command post and/or tabletop exercises that incorporate actual use of deployment systems.

2.20.1.7. Ensure assigned Airmen, to include tenant personnel, are qualified and trained to fulfill their UTC MISCAP and deployment tasking.

2.20.1.8. Designate trained personnel to deployment processing functions.

2.20.1.9. Provide ready combat, combat support, and combat service support forces as tasked by CSAF.

2.20.1.10. Assume and mitigate risks incurred with the deployment of a sizeable force from their installations.

2.20.1.11. Identify limiting factors and shortfalls that preclude the deployment of assigned forces and report these to the MAJCOM for resolution.

2.20.1.12. Budget for the cost of training and exercises as well as for individual protective equipment (IPE) and medical support requirements (e.g., first-aid kits, DEET, permethrin uniform treatment, bednets/poles, etc.).

2.21. Squadron Commander Deployment Planning Role.

2.21.1. Unit (squadron) commanders are ultimately responsible for the readiness of their assigned personnel and cargo and must ensure the squadron can meet the MISCAP of all assigned UTCs. In addition to their other responsibilities, UTC-tasked squadron commanders will:

2.21.1.1. Ensure all assigned personnel are postured in UTCs in the appropriate AEF (see **Attachment 4** for process on assigning personnel to UTCs). Such assignment will be indicated in LOGMOD and MilPDS.

2.21.1.2. Procure, maintain, and prepare equipment/supplies required for postured UTCs.

2.21.1.3. Train and equip assigned personnel to meet MISCAP of postured UTCs.

2.21.1.4. Report readiness of assigned UTCs in ART. Assign an ART OPR/monitor to report squadron UTC readiness (if not the UDM) IAW AFI 10-244. ART OPR/monitor should be assigned to this position for at least 18 months.

2.21.1.5. Identify personnel and equipment shortfalls and take necessary action to eliminate/mitigate those shortfalls. Elevate shortfalls to Wing/Installation commander, through the IDO, for resolution. Unit commanders must ensure they have thoroughly reviewed all shortfalls to ensure that every option regarding AFSC or equipment substitution (IAW UTC MISCAP, functional guidance, etc.), risk mitigation, etc. have been considered for their unit prior to submitting a shortfall. They are ultimately responsible for the overall accuracy of shortfalls submitted by their unit.

2.21.1.6. Prior to AEFC sourcing and MAJCOM verification of a UTC, unit commanders will identify UTC shortfalls and take corrective action in ART within 24 hours of the initial discovery and on a monthly basis thereafter. They will also provide that information to the IDO. See **Chapter 3** for shortfalls identified after AEFC sourcing recommendation.

2.21.1.7. Train and equip assigned personnel to process deploying personnel and equipment.

2.21.1.8. Review the IDP at least annually and develop unit checklists/operating instructions to ensure the squadron can comply with the plan and meet deployment requirements.

2.21.1.9. Work with the IDO/IDRC and Operations Plans to identify all planned taskings (e.g., contingency plans, UTC Availability, base support planning responsibilities, etc.). This should be accomplished during the commanders update described in paragraph **1.5.5.7.**

2.21.1.10. Establish recall rosters and ensure unit representatives can be notified immediately upon IDRC receipt of deployment tasking.

2.21.1.11. Document and validate the unit's maximum simultaneous deployment capability annually to the wing/installation IDO. This should be accomplished during the commander annual update described in paragraph **1.5.5.7.**

2.21.1.12. Develop leading and lagging indicator metrics to manage the unit's preparedness during each stage of the AEF battle rhythm (e.g., ART assessments; personnel, training or equipment deficiencies; AEF association; UTC alignment in the UTC Availability; timeliness of tasking notification; identified deployment discrepancies, etc.).

2.21.1.13. Designate unit representatives (i.e., cargo couriers) to accompany equipment and supplies on assigned lift. If, while in-transit, equipment and supplies are bumped en route to the deployed location, courier(s) will be available to coordinate movement of assets on the next available lift.

2.22. The Installation Deployment Officer (IDO) Deployment Planning Role.

2.22.1. The IDO provides oversight and executes the deployment command and control process. The IDO is assigned in writing by the host wing commander and resides in the IDRC of the LRS. The individual designated as the IDO oversees and directs the Logistics Planners (normally assigned to the Readiness Flight of the LRS), Personnel Readiness experts, Manpower representatives, and Transportation personnel within the IDRC (either as permanent staff or direct support staff) to perform the support activities required that ensure assigned units plan, prepare, and execute deployments IAW CCDR requirements. Included in those deployment planning responsibilities, the IDO (and his/her staff) will:

2.22.1.1. In conjunction with assigned units, determine the installation's maximum simultaneous deployment capability and get annual wing commander approval. Maximum simultaneous deployment capability validation by squadron and wing commanders must be documented in writing and maintained in the IDRC/Logistics Readiness Flight office.

2.22.1.2. Develop the IDP.

2.22.1.3. Brief the wing commander and senior staff at least annually on UTCs assigned, the IDP, OPLANs the installation is tasked to support, projected installation throughput requirements by day, installation bed-down forces by day, and installation LIMFACs and/or shortfalls.

2.22.1.4. Train senior staff and squadron commanders on their responsibilities in deployment planning and execution.

2.22.1.5. Train UDMs to manage unit deployment programs.

2.22.1.6. Train unit personnel to prepare unit equipment and assigned personnel for deployment processing requirements.

2.22.1.7. Train wing personnel to process installation equipment and personnel.

2.22.1.8. Establish policies and procedures for a DCC, PDF, and CDF for providing deployment command and control and for processing installation personnel and equipment.

2.22.1.9. Monitor appropriate command and control systems (e.g., DCAPES, JOPES, etc.) for TPFDD taskings and to identify requirements sourced to the installation and/or identified to embark from the installation. Coordinate TPFDD requirements with PRF, TMF, and affected units.

2.22.1.10. Ensure TPFDD routing and time phasing information is followed.

2.22.1.11. For AEF rotations, monitor the designated or dedicated newsgroups.

2.22.1.12. Determine requirements for RFID tags.

2.22.1.13. Process installation personnel and equipment shortfalls.

2.22.1.14. Identify LIMFACs/shortfalls in the deployment process.

2.22.1.15. Establish installation procedures to ensure processing personnel accomplish all pre-deployment requirements to meet the specific AOR reporting instructions.

2.22.1.16. Ensure Airmen identified to deploy during and AEF rotation are educated on pertinent information: ULN and line number, line remarks, final destination/travel itinerary to include mission number.

Section 2D—Worst Case Scenario

2.23. Factors in Determining Worst-Case Scenario.

2.23.1. There are a number of factors units must consider in estimating their worst-case scenario. The IDO works with functional planners, unit representatives, operational planners, and MAJCOMs to determine the worst-case scenario. They review contingency plans the installation is tasked to support, the UTC Availability, UTC availability P-coding, DOC statements, home station mission requirements, possible installation through-put, etc. **Table 2.1.** depicts many of the factors that must be considered.

Table 2.1. Example of Factors Used in Determining Worst Case Scenarios:

Total number of assigned personnel that could be deployed over a given period of time.
Total number of UTCs P-coded as DW_ and DPS.
Total number of short tons that may be shipped over a given period.
Total number of transiting personnel.
Total number of transiting short tons.
Total number of inbound personnel.
Total number of inbound short tons.
Maximum on ground (MOG): Number of aircraft that can be parked and/or worked (loaded/unloaded) simultaneously. Parking MOG and working MOG could be two different numbers with two significantly different meanings (e.g., an installation may be able to park 10 wide-body aircraft at one time but may only have the personnel and equipment to load or unload two). The more restrictive MOG will generally equate to the worst-case scenario.
Day (generally C-day) with largest volume of personnel movement.
Day with largest volume of short ton movement.
Type and quantity of on-hand MHE.
Type and quantity of on-hand aerospace ground equipment (AGE).
Type and quantity of special purpose vehicles (e.g., tugs, de-icers, etc.).
Capacity of cargo marshalling yard/facility.
Capacity of personnel processing center.
Airfield capacity (ramp space, fuel dispensing, lighting, C2, etc.).
Pre-positioned WRM.

2.23.2. Much of the source data required to determine worst-case scenarios come from the following systems and/or applications:

2.23.2.1. The War Mobilization Plan, Vol. 3 (WMP-3), identifies apportioned forces and contains the UTC Availability (formerly AFWUS) listing all postured UTCs.

2.23.2.2. The WMP, Volume 4, Wartime Aircraft Activity (WMP-4), contains the Wartime Aircraft Activity Report (WAAR) depicting aircraft activity aligned against OPLANs and some CONPLANs with TPFDDs. The WMP-4 also includes the Wartime Consumables Distribution Objective (WCDO), which planners can use to approximate maximum support of aircraft activity (e.g., working MOG). Planners can get to the WAAR and the WCDO from the Logistics Feasibility Analysis Capability (LOGFAC) System.

2.23.2.3. Force flow data for deploying, transiting, and inbound forces can be accessed via the TPFDD. Planners may use JOPES or DCAPES to query the TPFDDs their wing units are tasked under.

2.23.2.4. The local IGESP or ESP will identify wartime facility and infrastructure capacity, capability, ownership, and use. This data can be accessed through the Base Support & Expeditionary (BaS&E) Planning Tool. The Civil Engineering Squadron (CES) also hosts the Facility Management Board that allocates facility use. Airfield Managers work with CES and Wing Safety to develop aircraft parking plans.

2.23.2.5. The Air Force Equipment Management System (AFEMS) and Standard Base Supply System (SBSS) will provide the War Plans Additive Requirements Report (WPARR), Vehicle Authorization Listing (VAL), and Custodian Account/Custody Receipt Listing (CA/CRL) for equipment and vehicle authorizations and on-hand numbers. The Inventory Management Plan (IMP) will detail fuels storage capacity and requirements.

2.23.3. Taking these and other factors into account, the IDO and functional planners can start to estimate maximum requirements for facilities, equipment, vehicles, and personnel to support contingency/deployment operations. Knowledge of the high volume days bounds the upper support limit (i.e., largest processing center required, most number of support vehicles needed, greatest amount of support personnel to train, etc.). Total quantities assist in determining number of mobility bags and training capacity (instructors, facilities, equipment/supplies). Other factors include weather/climate and home station location with associated risk.

2.23.4. There is no cookie-cutter solution to estimating an installation's worst-case scenario. In fact, worst-case scenario can mean different things to different units and/or installations. For example, where many units will consider maximum number of deploying personnel in the equation, units in Korea may pay little attention to this. But there are some common sense approaches planners may build on to develop a realistic scenario.

2.23.5. The first consideration should be an assessment of UTC posturing, AEF alignment, and P-coding and planned rotational taskings.

2.24. Deployment Taskings.

2.24.1. The IDO will identify, accept, validate, and verify all assigned taskings for host, tenant, and GSUs. The IDO and base units tasked to support an OPLAN or CONPLAN will be familiar with the plan’s concept of operations, basic plan, and the tasking.

2.24.2. In addition to contingency planning taskings (OPLANs/ CONPLANs), the IDO will identify UTCs postured in the UTC Availability (formerly AFWUS) for all units. The IDO will review installation taskings with planners, unit commanders, and UDMs to validate the posturing, AEF alignment, and P-coding of their respective units. Validation includes assessing the ability to support and execute MISCAP statements, whether UTC equipment and personnel requirements can be met, and whether readiness reporting in ART is correct. Deficiencies will be identified and reported to the appropriate MAJCOM FAM.

2.24.3. MAJCOM/NGB FAMs, working with unit commanders and following Air Staff FAM guidance, posture units by entering a UTC for that specific unit (UIC) into UTC Availability. Multiple occurrences of a UTC for a unit will have a separate Record Number. MAJCOM FAMs, unit commanders, and UDMs must ensure the maximum number of funded authorizations assigned to the UMD are postured in standard UTCs. Any residual deployable authorizations not in standard UTCs will be postured into associate UTCs (A-UTCs). Commanders and UDMs must ensure that Air Force

manning positions are not assigned to more than one UTC record. See AFI 10-401 for deviations from this policy.

2.24.4. After validating all postured positions, unit commanders, UDMs, IDOs, and planners will check the P-coding of postured UTC records and the subsequent AEF alignment. The P-coding will indicate the maximum number of UTCs of the type requested can be deployed simultaneously during normal rotational operations or during the various levels of surge. UTCs will be aligned as equally as possible between two AEF libraries (not applicable for ARC) or in the Enabler library. Unit commanders will work with MAJCOM and Air Staff FAMs to appropriately code capabilities required for home station and properly align the postured UTCs (see AFI 10-401, Chapter 7).

2.24.5. Definitions for P-Coded Standard Deployable and Associate UTCs are spelled out in AFI 10-401, Chapter 7.

2.24.6. After assessing UTC posturing, AEF alignment, and planned AEF Taskings, the IDO and planning community can determine an installation's maximum simultaneous deployment capability (maximum number of personnel and equipment that can be deployed simultaneously during maximum surge operations). All UTC Availability records that are "Homestation Requirements" are coded DX_ and Home Station missions that directly supports a Combatant Commander's mission or are deployed within the assigned theater are coded DP_. All others are DW_ coded. The maximum simultaneous deployment capability will be the total number of DW_ coded UTCs across all the AEF libraries the installation is aligned against. That will be the maximum number of personnel deployable at one time from that particular installation (although there may be additional through put).

2.25. Location and Risk Assessment.

2.25.1. A second consideration in determining worst-case scenario is location and the accompanying risk assessment.

2.25.2. A unit in Korea may not deploy very many personnel, but they could be in a high-risk locale (fight in-place) and they may be on the receiving end of deploying forces. They may also have to plan for a NEO. So they will have to plan for the purchase, storage, and maintenance of a large quantity of IPE due to the high-risk location (see AFMAN 10-2602, Nuclear, Biological, Chemical, and Conventional Defense Operations and Standards, Table 2.2). In addition, if they have incoming forces they'd have to plan for the capacity to off-load, process, transport, and/or bed down additional personnel. And simultaneously, they may need to plan for capacity to evacuate non-combatants. Some of the risk may be mitigated with pre-positioned materiel, contingency contracts, and host-nation support, but all would have to be factored into their worst-case scenario.

2.25.3. On the opposite end of the location and risk spectrum, an AF Space Command (AFSPC) unit in Colorado may also "fight in-place." But they could be considered a low-risk locale and wouldn't expect to receive additional personnel. So while the units in Korea and Colorado may have similar numbers of DW_ or DP_ coded UTCs, their planning requirements may be completely dissimilar.

2.25.4. As such, even though functional planners, unit personnel, and the IDO estimate the worst-case scenario, final estimated requirements must be agreed to by squadron commanders and signed by the wing commander. These requirements will be reviewed at least annually or whenever the estimates increase or decrease by 10%.

2.26. Deployment (Mobility) Bags and Individual Protective Equipment (IPE).

2.26.1. The IDO will analyze and determine deployment bag and IPE requirements at least annually NLT 1 January. The numbers will be based on the total number of A/DW_ coded UTCs in UTC Availability (formerly AFWUS) for that wing/installation (J-suffix coded UTCs may not have the same requirements unless directed by the owning command). MAJCOMs will provide further guidance for requirements computation and coordination.

2.26.1.1. NOTE: For locations in medium or high threat areas as noted in AFMAN 10-2602, Table 2.2, planners will use formulas as prescribed in 23-series AFIs to meet home station protective requirements in addition to deployment requirements.

2.26.2. There may be circumstances where the requirement is greater than the maximum simultaneous deployment capability (e.g., at overseas installations where non-deployable personnel may be stationed in the AOR and require protective equipment at home station). The IDO will consult with the CE Readiness Flight, the LRS Readiness Flight WRM section, and the Medical Group to determine the installation's total requirement. See AFI 10-2501 and AFMAN 23-110, Volume 2, Part 2 (USAF Standard Base Supply System), Chapter 26, for determining CBRNE and IPE content and requirements, respectively.

2.26.3. A/DX_ and A/DPS coded UTCs may share equipment/supplies with DW_ coded authorizations.

2.26.4. Adding 10% to the total minimum required deployment bags and IPE allows for cases where equipment sharing is otherwise impossible, such as when deployments overlap, during declared surge operations, or when an equipment hand-off between deploying and redeploying individuals is otherwise not possible. MAJCOMS will determine tariff-sizing requirements.

2.26.5. Gas Masks. As a minimum, installations must procure gas masks for all authorizations except those in CONUS-based or low-risk OCONUS-based DXX and DPX coded UTCs. Units should consider procuring an additional 10% of masks since they must be fitted to individuals and any individual authorization may be required to deploy (e.g., personnel in DXX/DPX coded UTCs can deploy when personnel from DW_/DPS coded UTCs are at home station). MAJCOMS will determine tariff-sizing requirements.

2.26.6. Insect Vector Control Measures. Units/installations will maintain adequate stocks of DEET, Permethrin, and insect bed nets and poles to meet their maximum simultaneous deployment capability.

2.26.6.1. IDOs and units will consult AOR reporting instructions, OPLANs/ CONPLANs, AFMAN 23-110, Vol. 2, Part 2for more details on quantities, procurement, storage, maintenance, and shelf-life issues.

2.26.7. While the IDO, CE Readiness, and the LRS/CC (or Chief of Supply where LRS doesn't exist) determine quantities required for deployment bags, the procurement, storage, and management responsibilities vary. A- and B-Bags are purchased with line Organization & Maintenance (O&M) funds. C-Bag components are requisitioned IAW AFI 23-226, Chemical Warfare Defense Equipment (CWDE) Consolidated Mobility Bag Management, (for CONUS and ANG units) or through standard base supply procedures (OCONUS units). A- and B-Bags are generally stored by the LRS unless Support Agreements or Memorandums of Agreement (MOAs) specify that the unit will store them. C-Bags are usually stored by the LRS unless local agreements specify otherwise.

2.26.7.1. Inventory and shelf-life control of deployment bags will be maintained in Mobility Inventory Control and Accountability System (MICAS) by the storing organization. The storing unit is also responsible for inspection, repair, and replacement. See AFMAN 23-110, Vol. 2, Part 2, Chapter 26, for more on management and shelf-life control.

2.27. Weapons and Ammunition.

2.27.1. The IDO will determine the number of weapons required to support an installation's maximum simultaneous deployment capability on an annual basis. The IDO, in coordination with the Munitions Accountable Systems Officer (MASO), will utilize AFCAT 21-209 Vol 1 and Vol 2 and AFI 21-201 to determine the authorized quantities of ammunition to be positioned on the installation to support deployment capability on an annual basis. MAJCOMs will provide guidance for requirements computation and coordination.

2.27.2. As noted in AFI 31-207, commanders may arm deployable forces to support contingency, wartime, or training operations. IDOs and units will consult OPLANs and CONPLANs that the installation is tasked to support for specifics describing the type of firearms required, the arming mission, the anticipated tasks armed members will perform, and the command and control elements.

2.27.2.1. Tasking messages (or reporting instructions) will also describe arming requirements for current operations.

2.27.3. As a minimum, the number of weapons required will include all DW_ coded positions (except those exempted under the Geneva Convention). J-suffix coded UTCs may not be required to have weapons unless directed by the owning command. IDOs and units will consult AFCAT 21-209 Vol. 1, Chapter 3, and AFI 21-201 to determine ammunition quantities authorized to position at the base to support deployment requirements.

2.27.3.1. While the IDO is responsible for determining the number of weapons required to support installation deployment requirements, procurement, establishment of accounts, documentation, transportation, and maintenance of weapons and ammunition are all unit responsibilities. Munitions accountability is established IAW AFI 21-201.

2.28. Medical Requirements.

2.28.1. The IDO will assist the Medical Group developing a process to ensure deploying personnel have received or have immediate access to required force health protection prescription products (FHPPP). FHPPP is comprised of atropine/2-PAM chloride auto-injectors. Other items that may be required but are not FHPPP include immunizations; sunscreen; DEET/Permethrin; lip balm; malaria prophylaxis; pyridostigmine bromide (PB) tablets, and convulsive antidote for nerve agents (see AFJI 48-110). FHPP requirements must be on CED orders before FHPP can be dispensed to member.

Section 2E—Installation Deployment Plan (IDP) Development

2.29. Installation Deployment Plan (IDP).

2.29.1. The Host Installation/Wing Commander, through the IDP, defines the local processes, procedures, infrastructure, and resources used to deploy forces. The IDO develops the IDP for the Host Installation/Wing Commander. The IDO must analyze inputs from all assigned units (including collocated, GSU, tenant, and transient units) and develop local operations guidance on how units will

deploy from the installation. The IDP must contain detailed deployment guidance that reflects the installation's current deployment processes and mission. Include processes for executing all contingencies, exercises, and other deployments (e.g., weapons training deployments, tactical leadership programs, airfield closures, etc.). The IDP must describe who, what, when, where, and how the installation meets each basic deployment requirement. As the deployment process owner, the host wing commander must ensure the IDO and the deployment planning and execution community are in step with his or her direction. The IDO will brief the Host Installation/Wing commander and senior staff annually, as a minimum, on IDP requirements as listed in **Attachment 14**. A sample IDP can be downloaded from the AF/AFRX Portal website.

2.29.2. The IDP must have the flexibility to process a single individual and be robust enough to cover the base's largest possible deployment, or maximum simultaneous deployment capability.

2.29.2.1. The first step in creating an IDP must be determining the maximum simultaneous deployment capability. With that established capability requirement, they may program for the equipment, supplies, facilities, and infrastructure in addition to working the personnel actions necessary to meet planned capacity.

2.29.2.2. The IDP should include an infrastructure assessment such as facilities and ramp space to bed down, feed, train, deploy, and redeploy forces and their required supporting materiel. Included should be any capacity commercial support may provide such as transportation.

2.29.2.3. Considerations must also be made for the installation's handling throughput as a result of being designated an aggregation point APOE. A preplanned analysis of capabilities and limitations will ensure an effective and efficient plan if selected to be an aggregation APOE.

2.29.2.4. IDPs for forward presence forces should include host nation (HN) resources available to successfully execute deployment and redeployment operations. HN agreements, such as status-of-forces agreements and multinational and/or bilateral agreements negotiated before crisis situations arise facilitate needed access to HN resources. HNs may provide a variety of services through their national agencies in support of deployment and redeployment execution.

2.29.3. To mitigate risk, the IDP should continually consider ORM throughout the deployment planning and execution process, taking advantage of the expertise at their local safety offices and the tools and techniques contained in publications.

2.29.3.1. IDO, in coordination with the local integrated base defense (IBD) OPRs, will determine if there is an increased threat to, and the criticality of, mass forces staging for deployment to ensure proper Force Protection flexibility is incorporated into the IDP. Counterintelligence, intelligence, and security forces OPRs conduct risk assessments IAW DoD O-2000.12-H, DoD Antiterrorism Handbook.

2.29.4. After the IDO and the deployment planning and execution community complete data collection and determine the maximum simultaneous deployment capability, they start answering the necessary questions for the wing commander briefing as part of the IDP. They prepare facilities for processing or conducting command and control activities; they train personnel involved in the process; and they acquire the MHE, scales, communications equipment, and programs necessary to implement the plan. They develop personnel and equipment processes tailored to the unique requirements of the installation, to include processing tenants and units from off base.

2.29.5. As a minimum, the IDP must address the following areas: deployment roles and responsibilities, pre-execution procedures, deployment work-center organization and facilities, unit personnel and equipment assembly areas, cargo marshaling yards, installation-level passenger and cargo processing facilities/locations, execution procedures, weapons and ground safety concerns (including ORM mitigation procedures), deployment training requirements, deployment process flowcharts, and pre-processing procedures (see **Attachment 3** and **Attachment 5** as guidelines to responsibilities and processes).

2.29.5.1. The IDP must clearly define the processes for individual issue and mass issue of mobags, weapons, and ammunition. It must lay out storage, inventory, and maintenance responsibilities for mobility bags, weapons, ammunition, insect vector control measures (e.g., DEET), and first aid kit requirements.

2.29.5.2. The IDP will identify how the wing will use all components of IDS, to include a backup process for using LSA for deployments (see Attachment 18).

2.29.5.2.1. These procedures will address timelines and receipt/production of personnel and cargo files for manifesting, AALPS files for load planning, LOGMOD and CMOS/GATES interfaces for ITV, and RFID tag requirements.

2.29.5.3. The IDP must identify how the installation will work within the AEF construct. It must define how taskings are received; who receives the tasking; who is notified; how taskings are validated; timelines for validation, sourcing, and shortfalls; and how shortfalls are processed (see **Attachment 4** for typical process flowcharts). It must also define the substitution process for both skill level/grade substitutions and AFSC substitutions.

2.29.5.4. The IDP will reflect mass and individual processing procedures. It will include interface procedures to receive, process, and deploy individuals and independent units departing by airlift or surface to an APOE or from the installation when designated an aggregate APOE.

2.29.5.5. See **Attachment 15** for minimum content of the IDP.

2.29.6. The IDP will be reviewed annually by the IDO. IDOs will republish or revise the IDP within 6 months after any of the following:

2.29.6.1. Activation of a new unit with a deployment commitment.

2.29.6.2. A major change in manpower or equipment authorizations that result in changes to installation deployment policy or processes.

2.29.6.3. A unit move or mission design series (MDS) change by a tenant or subordinate unit.

2.29.6.4. Receipt of newly published deployment guidance or changes from USAF A4RX.

2.29.7. The IDP must identify process and physical choke points and provide guidance on how to eliminate them or reduce the impact of them on deployment operations.

2.29.8. Tenant units will deploy IAW host deployment guidance. The host IDO determines specific support requirements based on tenant unit taskings and available resources.

Section 2F—Logistics Plan Development and Management

2.30. Integrated Deployment System (IDS).

2.30.1. Preparation for deployment includes tailoring, task organizing, and echeloning forces and materiel for deployment as well as documenting the sequence of deployment and movement requirements on the appropriate TPFDD. IDS is the Air Force system for accomplishing these tasks.

2.30.2. The use of IDS is mandatory for all deployments. The IDS is the automated family of systems used for wing-level deployments and contingency operations. IDS includes the following: LOGMOD, DCAPES, CMOS, and AALPS. Deploying unit cargo information is consolidated in LOGMOD and passed via file transfer to CMOS by the Logistics Plans function within the IDRC/DCC to provide ITV information to GTN. Deploying passenger information is consolidated in LOGMOD and passed via file transfer to DCAPES and subsequently to CMOS to provide ITV information. Failure to use integrated systems correctly reduces in-transit visibility and the JFC's capability to see force closure. NOTE: CONUS AMC strategic aerial ports and OCONUS en routes as defined in the DTR may use GATES instead of CMOS to meet in-transit visibility requirements. IDS passenger manifests are not required for commercially ticketed passengers.

2.30.3. The IDO will direct Logistics Readiness and Manpower offices to develop LOGMOD and DCAPES planning files for use in the IDS as required.

2.30.4. The Logistics Plans function will maintain unique deployment planning data for all taskings.

2.30.4.1. At a minimum, the installation Log Planners in the LRS Readiness Flight (or equivalent) will develop and maintain the following separate LOGPLAN files:

2.30.4.1.1. A master LOGPLAN file containing all UTCs listed as available for tasking by the UTC Availability (formerly AFWUS). The master LOGPLAN file will consist of the standard LOGDET for every UTC the wing is tasked with. The UTCs in this file will not be tailored.

2.30.4.1.2. A LOGPLAN file for each OPLAN and CONPLAN the wing is tasked to support.

2.30.4.1.3. A separate LOGPLAN file for each AEF pair the wing supports (and for the Enablers the installation supports).

2.30.4.1.4. They may also build separate LOGPLAN files to support local exercise or contingency plans.

2.30.4.2. OPLAN and Pseudo 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 an AEF. Units will use only HQ USAF-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 fifth 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). NOTE: 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. A list of Air Force-approved Pseudo PIDs may be obtained from the MAJCOM LOGMOD Manager. Specific instructions regarding the passing of data from DSOEs are identified in **Attachment 8**.

2.30.4.2.1. Under no circumstances will units classify their LOGMOD database by loading actual classified PIDs in LOGMOD (LOGPLAN or DSOE).

2.30.4.2.2. Do not identify the AOR or exact location, geographic location (GEOLOC) code, or International Civil Aviation Organization (ICAO) code of a deployment in the DSOE ID Title or Destination data field of the LOGMOD DSOE ID header record. This minimum information will classify a LOGMOD database. Guidance on JOPES data element classifications can be found in CJCSM 3122.01, Joint Operation Planning and Execution System Volume I (Planning Policies and Procedures) and CJCSM 3150.16b, Volume 2, Joint Planning and Execution System Reporting Structure (JOPESREP).

2.30.4.3. The starting point for determining deploying unit equipment is the standard LOGDET found in LOGFOR. Logistics Plans will copy UTCs from LOGFOR into LOGPLAN to build LOGPLAN PIDs.

2.31. Tailoring UTC Logistics Detail in LOGPLAN.

2.31.1. Tailoring is the process by which base-level units make a generic capability fit a specific purpose, region, supported or supporting command instruction. MAJCOM FAMs are the approval authority for any significant tailoring action such as addition or deletion of UTC personnel and/or mobility equipment that may otherwise impact the overall mission or movement of a UTC. Tailoring must either be directed by the MAJCOM FAM in writing or based on an approved planning document (OPLAN/CONPLAN TPFDD, AEF planning/execution conference, ESPs, Exercise Support Plans, Site Surveys, etc.).

2.31.2. Tailoring out cargo is permitted if authoritative documentation states what required assets are in-place and available at the deployed location for their use. Pre-positioned assets identified in the War Plans Additive Requirements Report (WPARR), the ESP, and/or TPFDD 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. Units will tailor their LOGPLAN UTCs by adding, deleting, and modifying applicable increments, items, and suffix items.

2.31.3. AEF lead wings in collaboration with supporting wings/units will use LOGMOD's LOGPLAN Module to tailor equipment for AEF deployments. LOGPLAN files can be easily passed to the lead wing, the wing/units currently deployed, and to the various supporting wings to assist in the collaborative process to ensure the right capability is provided at the right time in the right way to meet the mission and to refine/reduce the deployment footprint.

2.31.4. Tailoring must not change the mission capability of a UTC as described in the UTC MISCAP.

2.31.5. Adding equipment items to LOGPLAN is prohibited unless the item has been added to the standard UTC by its Pilot Unit and approved by the USAF FAM and LOGDET Manager for that UTC or is contained in an approved Allowance Standard (AS) for that UTC. For CE, no equipment item can be added to a standard UTC unless it is identified on the Equipment and Supply List (ESL) as well as contained in applicable AS.

2.31.5.1. Deployable equipment items added to a UTC are considered Use Code “A” as reflected in an AS by an Allowance Source Code (ASC).

2.31.5.2. Non-equipment items may be added to LOGPLAN if they are required to directly support the mission specified in the MISCAP for the UTC.

2.31.5.3. Tailoring must not cause the gross movement weight of the LOGPLAN UTC to exceed the standard LOGFOR UTC. USTRANSCOM and AMC currently plan airlift requirements based on the standard LOGFOR UTC weight and cube reported to JOPES. EXCEPTION: If units bulk-ship small arms weapons, small arms ammunition, deployment/mobility bags and expendables, then they may add these weights to the LOGPLAN file. Do not count the weight of these items against the UTC when comparing the gross transportation weight to the LOGFOR UTC. Report these differences in the respective TPFDD during crisis action planning when importing unit LOGPLAN/DSOE files into DCAPES, which, in turn, provides updated data to the JOPES database. Make every effort to bulk ship mobility bags and weapons. Units will also determine if pre-deployed weapons, ammunition, and mobility bags that are centrally managed and distributed within certain AORs at ETDCs during their tailoring efforts. If so, this will eliminate the need for Airmen to deploy with these assets. Units may only tailor out these assets when the planning documents or theater directives make it clear that these assets are available for a specific unit’s or UTC’s use.

2.31.5.3.1. Base-level units will compare LOGPLAN UTC weight to LOGFOR weight annually to ensure compliance with above. This review will be documented and maintained in the LRS Readiness Flight.

2.31.5.3.2. Reference **Attachment 8** for unit-level UTC reporting process.

2.31.5.3.3. If there is a requirement to exceed standard UTC equipment weights, the AFCHQ must contact the supported commander to ensure the additional weight is accounted for before validation occurs between supported commander and USTRANSCOM. This should only occur in unique circumstances such as environmental requirements (i.e., additional AGE requirements) or other such factors.

2.31.6. Units will maintain documentation (memo for record) on equipment that has been tailored (added or deleted) from their LOGPLAN UTCs for historical and compliance inspection purposes until UTCs have been officially changed IAW AFI 10-401, Chapter 7. Units will provide Logistics Planners in the LRS Readiness Flight copies of all documentation. 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.

2.32. Pre-Planned Load Plans.

2.32.1. The Logistics Plans function in the LRS Readiness Flight should maintain pre-planned load plans for tasked OPLANs/CONPLANs. Creating pre-planned load plans is an ideal training tool for members of the deployment team. However, MAJCOMs will determine if pre-planned load plans are mandatory for their wings and will specify the type transportation mode and means their wings will use to develop these load plans.

2.32.1.1. If directed by MAJCOM, wings will pre-plan based on a prioritized flow of personnel and equipment needed to generate and provide immediate combat capability and/or humanitarian

support capability upon arrival at the deployed location. C-17s will be the standard planning aircraft unless other organic (unit-owned) airlift is planned.

2.33. Prioritization of Cargo.

2.33.1. Echeloning is organizing units for movement. It is a pre-deployment activity that establishes a priority for movement within a capability (UTC), unit, or wing. Proper sequencing of forces into the AOR and/or JOA promotes the rapid buildup of capabilities that permit the supported CCDR to seize the initiative and conduct successful decisive operations as early as possible.

2.33.2. Units will maintain LOGPLAN files for their tasked OPLANs/CONPLANs. The OPLAN/CONPLAN TPFDD priority flow must be reflected in each LOGPLAN PID. Units will prioritize the out-movement of equipment using both Deployment Echelon codes (See JCS Pub 6, Volume V, part 4; AFI 10-401, Chapter 5; MEFPAK; LOGMOD System Help files; and LOGMOD Users Guide) and the Movement Priority fields in LOGPLAN. NOTE: Use Deployment Echelon codes in contingency planning and use Movement Priority fields during crisis action to reflect changing requirements at execution. These are mandatory entries in LOGPLAN that improve connectivity between LOGMOD and other IDS components. Transportation Control Movement Data (TCMD)/AALPS data is required for LOGPLAN files.

2.33.3. LOGMOD users or administrators will not change deployment echelon codes and increment numbers identified in standard UTCs in LOGPLAN without written authorization from the MAJCOM UTC FAM or HHQ approval. When pilot units develop standard UTC requirements they are tasked to identify everything required to sustain a unit in an austere base environment for a period of up to 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 AS 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 MDS for weapons loading and/or regeneration of aircraft (for aviation UTCs) and/or essential equipment requirements necessary to establish base operations at the employed location (i.e., force protection, rapid runway repair, communications, lodging/food preparations, etc) be deployed on the first available support airlift to the forward operating location (FOL). Pilot units prioritize the out-movement of equipment using deployment echelons and increment numbers.

2.33.3.1. 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.

2.33.4. For contingency and crisis action planning, units will use the LOGPLAN Movement Priority field to identify when UTCs and/or increments within a UTC will deploy. Movement priority is based on TPFDD C-day requirements, DOC statement response times, or HHQ guidance. In LOGMOD, the Movement Priority field defaults to a zero. Zero is not an acceptable value to use when prioritizing movement priorities for UTCs or increments within a UTC.

2.33.5. Two of the most efficient ways of utilizing the Movement Priority field in LOGMOD are by UTC or within a UTC.

2.33.5.1. Prioritizing by UTC means organizing flow of capabilities by ULN based on TPFDD requirements (i.e., ALD, ready-to-load date (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 second UTC scheduled to deploy. By doing this, DCC schedulers would have clear visibility as to which increments needed to deploy at which times when creating a schedule of events in the DSOE module of LOGMOD.

2.33.5.2. 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. 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, 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.

2.34. AF 463L Pallets.

2.34.1. AF 463L pallets are the mandatory cargo-packing platform for the Air Force standard LOGDET because they are the most versatile for aircraft load planning. However, pallets with container attached/palletized container, Internal Slingable Units (ISU), may be used as a suitable substitute for 463L pallets in unit LOGPLAN development. Pallets with container attached or palletized containers (i.e., ISUs) must be purchased at unit expense.

2.34.1.1. Not all types of ISUs will fit on all types of military or commercial aircraft. Units should ensure that if they do purchase/use ISUs, that they have types that will fit on all AMC/commercial type aircraft, including DC-8s, KC-10s, and KC-135s.

2.34.1.2. Units designed to move on their own organic airlift may plan their types of ISU purchase/use on that, but it does not relieve them of the requirement to maintain 463L pallets and nets in sufficient numbers to meet the determined requirement.

2.34.2. Standard 463L pallets and nets used for non-WRM UTC taskings are considered operational equipment, not WRM. NOTE: Pallets and nets used for movement of WRM assets are still designated as WRM per AFI 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures. Units must maintain and account for pallets and nets used for standard UTC requirements. The IDO must consolidate installation deployment pallet and net requirements and forward to the IPNM. IDOs and units must consider their maximum simultaneous deployment capability when determining their operational pallets and nets requirement and should identify any shortages or excesses to the IPNM so that assets may be redistributed, as required.

2.34.2.1. The Traffic Management Flight, Air Terminal Operations Element will monitor the WRM 463L Pallet and Net program for the base and ensure submission of M&Q 8701 report for WRM pallets and nets to the IPNM IAW AFI 25-101 and DOD 4500.9-R, DTR, Part VI - Management and Control of Intermodal Containers and System 463L Equipment. NOTE: HQ AMC/A4 will determine WRM pallet and net requirements to support mail, sustainment, and movement of AMC WRM assets.

2.34.2.2. An IPNM will be designated by the MSG/CC and will inspect and report on all base pallet and net assets, both operational and WRM, to their appropriate MAJCOM managers as directed in DOD 4500.9-R, DTR Part VI. All ANG and AFRC units, despite where they are located, will report their requirements directly to HQ ANG A4RX or AFRC A4X offices, respectively.

2.34.2.3. If containers or palletized containers are used, units must be able to meet airlift constraints and must not exceed the weight and cube of the standard UTC LOGDET. Units with a minimum amount of equipment should continue to use 463L pallets.

2.34.3. 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). 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.

2.34.4. 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. Pilot/non-pilot units will use the appropriate National Stock Number (NSN) for dunnage obtained through the LRS Customer Service Center. 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. Many different materials may be used as dunnage. Wood is the cheapest and most readily available type; however, commercially available plastic dunnage is lighter and more durable. All 463L pallets will be shipped with dunnage. This is both required for deployment and redeployment and must be provided by the user (ref T.O 35D33-2-2-2 and T.O. 35D33-2-3-1).

2.34.5. Pilot units will ensure 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: IAW AFI 25-101, BEAR 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 Bare Base Systems and items that may be shipped in other than containers provided within the UTC buy. MEFPAK Responsible Agency LOGDET Managers will identify all LOGDETs that contain ISUs to the pilot unit for immediate corrective action.

2.34.6. 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.

2.34.7. Pilot units will physically build, weigh, and measure each increment of cargo when developing and maintaining standard UTC LOGDETs.

2.35. Maintaining Manpower and Personnel Data.

2.35.1. Wing Manpower and Organization Flight (MOF) (MPF for ARC units) will use DCAPES to maintain the MANFOR UTC File. The Wing MOF will use the base-unique PID as identified by the MAJCOM DCAPES Sub-FM to build all UTC requirements available for tasking as found in the MAJCOM provided UTC Availability listing. This plan must maintain Deployment Echelon and Deployment Sequence for out-movement priority of personnel. Tailoring of personnel requirements is not allowed. This information will be provided to the IDO, UDM, and MPF at least on a quarterly basis or when a specific plan is updated (information will be available in DCAPES for IDOs and UDMs).

2.35.1.1. OPLAN manpower (personnel) taskings will be provided by the MAJCOM, disseminated by the IDO, and maintained separately by the MOF (MPF for ARC). Recommended changes to these requirements will be coordinated through the IDO, UDM, and MPF. The IDO will present it to the parent MAJCOM.

2.35.1.2. The base MPF uses DCAPES to maintain the Personnel Resource File, personnel assignments, and execution deployment requirements. They provide this information to the IDO, UDM, and logistics plans function as directed by the IDO. This is normally accomplished through an interface within IDS.

2.35.1.3. The MOF uses DCAPES to link MANFOR details and the UTC Availability in order to pass the tasked UTC to the wings/units.

2.35.1.4. At least annually, the MOF will coordinate, and in some cases may conduct, a UMD to UTC tasking validation to determine if MAJCOM FAM taskings exceed wing/unit UMD.

2.35.1.5. At least annually, MOF, in coordination with the LRS Readiness Flight and all affected units, validates UTC, AFSC, Functional Account Codes (FACs), and Personnel Accounting Symbol (PAS) codes with tasked unit(s) and coordinates corrective action required with the unit and/or designated UTC Pilot Units.

2.35.1.6. MOF will receive Deployment Echelon and movement priority sequence (Deployment Sequence) from the Logistics Plans function/IDO to build the contingency DCAPES plans data if TPFDDs are available. If TPFDDs are not available, the Logistics Plans function will provide PID, UTC(s), ULNs, RDDs, Deployment Echelon, and Deployment Sequence Number. MOF is responsible for coordinating with tasked units' UDMs to validate remaining DCAPES data (i.e., PAS codes, tasked AFSCs, FACs, etc.). They will coordinate required changes as needed through designated Pilot Units. Provide a courtesy copy to the IDO and Logistics Plans function.

2.35.1.7. The UDMs will validate DCAPES UTC data to ensure tasked AFSCs are assigned against the correct PAS and FAC codes, and will coordinate movement priority requirements through the LRS Readiness Flight/IDO as needed. UDMs will ensure their unit taskings do not exceed their UMD and they will coordinate corrective action through the MOF for resolution.

2.35.1.8. ANG and AFRC units are not authorized a MOF; therefore, the MPF chief or MPF commander performs these responsibilities. Processing procedures for DCAPES/MANPER-B PERSCO module are documented in AFI 38-205, AFI 10-215, and AFCSM 10-626, Volume 2, DCAPES.

2.36. Deployment Organizational Structure.

2.36.1. The IDO must define an effective and efficient organizational structure to meet all command and control, cargo, and personnel processing requirements for the installation's maximum simultaneous deployment capability. Establish a DCC to serve as the installation's focal point for deployment operations command and control requirements beyond the normal IDRC requirements. The IDRC is subsumed into the DCC when stood up. Identify requirements for the DCC, CDF, PDF and Unit Deployment Control Centers (UDCCs) to the appropriate base agencies for staffing and infrastructure support. The IDO is responsible for standing up the DCC, CDF, PDF, and UDCCs (in coordination with unit commanders) to meet the requirements of a given deployment scenario. To meet AEF rotation requirements, procedures for interfacing with the TMF function responsible for booking passengers commercially will also be established. While the IDO may or may not choose to stand up the deployment work centers, he or she will ensure the functions of those work centers are accomplished for every deployment regardless of the number of personnel or short tons deploying. The IDO will accomplish these actions IAW the IDP.

2.36.2. Deployment Control Center (DCC).

2.36.2.1. DCC Responsibilities. As the focal point for all deployment operations, the DCC must ensure the installation meets all deployment command and control requirements. The DCC is the installation focal point for identifying, verifying, and distributing tasking information before and during execution. The IDO is responsible for reviewing and monitoring all applicable classified newsgroup messages that pertain to the installation's taskings. MAJCOMs will identify which newsgroups their wings are responsible for reviewing and monitoring. The IDO and/or their logistics plans staff will review and monitor DCAPES PIDs and use the AFVC to verify receipt and acceptance/shortfalling of taskings. Again, MAJCOMs will identify which PIDs their wings are responsible for monitoring.

2.36.2.1.1. On a routine basis, the DCC may not be required to stand up if the responsibilities can be handled effectively in the normal operating location of the IDRC (i.e., the IDRC must mirror the DCC requirements in paragraph 2.35.2.3). Regardless of operating location, the DCC responsibilities will be filled for every tasking received at the wing.

2.36.2.1.2. The DCC is responsible for coordinating all transportation actions required to deploy passengers and equipment/cargo, including coordinating on-base transportation requirements to support deployment activities through a Transportation representative.

2.36.2.2. DCC Manning. DCC functions include IDO, Logistics Plans, Personnel, Transportation, DSOE Monitors, Supply, Admin, runners, and selected unit representatives. Training for each of the work centers will include a thorough knowledge of this instruction, the local IDP, and functional expertise in their respective AFSC/function. All DCC personnel require a Secret clearance.

2.36.2.2.1. If an IDO chooses not to stand up the DCC for smaller taskings, the IDRC will handle all daily tasking requirements. Within the IDRC, either as permanent staff or part-time direct support staff, PRF may fill the DCC Personnel role, the Traffic Management Flight will be responsible for DCC Transportation to include commercial passenger booking and/or Pre/Final-Load Planning (if personnel or equipment are being airlifted from home station), Log Planners will still accomplish the DSOE and distribute it as required, and the LRS supply functions will handle the DCC Supply requirements. The local IDP will spell out these specifics.

2.36.2.3. DCC Requirements. Robust communications in the DCC are essential for positive control. Minimum IDS communications requirements include access to Secure Internet Protocol Router Network (SIPRNET), Non-secure Internet Protocol Router Network (NIPRNET), secure and unsecured telephones, and access to secure and unsecured facsimile (fax) machines. DCC personnel require a GCCS terminal to access JOPES, DCAPES, Base support Planning Tool (BaS&E - formerly LOGCAT), LOGFAC, LOGMOD, MANPER-B, classified newsgroups, secure web sites, collaborative decision support tools, and other planning aids. DCC key staff should be provided with land mobile radios (LMR) and cell telephones, when available. Additional requirements include uninterrupted power and classified storage. Video surveillance of marshaling yards and aircraft loading operation areas is optional, but desired if direct line of sight of these areas is not available from the DCC. NOTE: LOGMOD requires, as a minimum, T-1 LAN connectivity to all UDMs' facilities and the wide area network.

2.36.3. Cargo Deployment Function (CDF).

2.36.3.1. Cargo Deployment Function Responsibilities. The CDF is responsible for all actions necessary to receive in-check, inspect, marshal, load plan, manifest, and supervise loading cargo aboard deploying aircraft or vehicles (see **Attachment 4** for cargo processing flowcharts). The host LRS, or APS on an AMC strategic port base, is responsible for providing CDF training which will include this instruction, local deployment management documents, and, more importantly, functional expertise in their CDF duties.

2.36.3.1.1. Final Load Planner. Complete final load plans to ensure maximum utilization of aircraft Allowable Cabin Load (ACL), ease of cargo on/offload, and safety of flight standards. NOTE: Recommend Load planners complete AMC Affiliation training course, receive AALPS training, and be trained IAW AFMAN 24-204(I), Preparing/Inspecting Hazardous Materials For Military Air Shipments, (See **Attachment 5** for training requirements). Load Planners must be identified in writing by their unit commander (or designated representative) as being fully qualified to load plan. An authorization letter listing all individuals qualified to perform load planning duties will be maintained and updated as required by the unit. Training will be annotated in the individual's training record..

2.36.3.1.2. Quality Control. Ensures all documentation is correct, adequate, posted, protected, and processed properly and that equipment/material is properly configured for transport. Quality Control personnel must be qualified in hazardous material certification and load planning. Documentation includes cargo and passenger manifests, load plans, hazardous material certification, and special handling documentation.

2.36.3.1.3. Controllers. Manage status of cargo. Update completion times in the DSOE module of LOGMOD. Identify potential bottlenecks and work with CDF personnel, units, and DCC to ensure cargo is processed on time.

2.36.3.1.4. Cargo In-Check. Responsible for verifying that equipment has been received for processing, is properly marked and packaged, and meets safety and in-transit visibility requirements for transport.

2.36.3.1.5. Cargo Joint Inspection (JI). Inspect equipment/cargo with the owning unit representatives and/or cargo terminal representative, and the load plan-qualified CDF representative (or loadmaster, if necessary) before the load is accepted.

2.36.3.1.6. Cargo Marshaling. Responsible for the placement of cargo in load plan sequence by chalk, normally according to chalk departure times, in preparation for JI.

2.36.3.1.7. Cargo Manifesting and Documentation: Responsible for verifying cargo documentation is correct and for passing information to load planners. Accurate data in CMOS/GATES, along with correct documentation IAW the DTR and AFI 24-238, are critical to ensure proper ITV.

2.36.3.1.7.1. Produces updated and accurate DD Form 1387s, Military Shipping Labels, or CMOS/GATES-generated shipping placards to attach to cargo prior to aircraft loading. Equipment that is required in support of flight line operations and have permanently installed metal deployment placards will still require a CMOS/GATES deployment placard. Permanently installed metal deployment placards are not acceptable, as they do not comply with DTR guidance.

2.36.3.1.7.2. Ensures in-transit visibility through the creation, updating, and affixing to cargo of RFID tags IAW AFI 24-238 and the IDP.

2.36.3.1.8. Load Teams: Transport, load, and secure cargo on aircraft or other vehicles.

2.36.3.1.9. Ramp Coordinator: Ensures effective coordination of all aircraft and vehicle loading operations for the IDO. Passes aircraft commander package to aircraft commander/loadmaster and briefs them on special cargo handling requirements.

2.36.3.1.10. If the IDO determines full CDF augmentation/stand-up is not required, the TMF will ensure all required CDF responsibilities are fulfilled as applicable (dependent on mode/source of transportation).

2.36.3.2. CDF Requirements. As a minimum, the CDF requires: suitable materiel handling equipment (K-loaders, forklifts, tow vehicles, etc.), fixed or portable scales, RFID tags and required support equipment (when available), approach shoring material, portable lighting, marking equipment for classified and hazardous equipment holding areas, uninterrupted power (generator), robust communications (including telephones and LMRs, as required) and the correct ADP equipment (ADPE). Minimum T-1 LAN connectivity is required to support applicable components of IDS.

2.36.4. Personnel Deployment Function (PDF).

2.36.4.1. The PDF is directed by JP 1-0, Joint Doctrine for Personnel Support to Joint Operations. It is an organized processing activity designed to ensure deploying personnel are properly accounted for and prepared for deployment. It serves as the installation's focal point for monitoring all personnel processing activities to include eligibility screening, pre-deployment briefings, orders preparation and production, passenger manifesting, passenger baggage handling, and passenger loading.

2.36.4.2. PDF Responsibilities. The PDF advises commanders when personnel selected for deployment are ineligible to deploy according to this instruction; AFI 10-201; AFI 10-215; AFI 36-2110, Assignments; and the reporting instructions/processing guidance issued by the Supported Command. Although the ultimate responsibility for deployment eligibility rests with the unit commander, the PDF serves as the wing's last set of eyes ensuring all personnel are eligible for deployment, waivered for deployment according to the governing guidance, or replaced when found ineligible. The PDF:

2.36.4.2.1. Ensures deploying civilians have appropriate CAC, passport, and visas, if required.

2.36.4.2.2. Ensures personnel selected for deployment have enough retainability to complete the established TDY tour length according to AFI 10-401 and AFI 10-215.

2.36.4.2.3. Maintains accountability of deploying personnel from the time they arrive at the PDF processing line until they leave home station. This includes controlling the personnel until they reach the “sterile” area for departure for home station airlift departure.

2.36.4.2.4. When directed by the IDO, provides services (by exception only) for emergency data documentation (vRED/DD Form 93), ID card, Geneva Convention card, immunizations and identification tags (dog tags) updates. NOTE: The PDF line should be used only as a last resort in providing these items prior to the member deploying from home station.

2.36.4.2.5. In coordination with Security Forces and the Office of Special Investigation (OSI), ensures deploying members are briefed on Foreign Clearance Guide requirements, DOD Travel Security Advisories, country threats, have a Force Protection Level I briefing within 6 months of deployment, and have any other training requirements identified in the Supported Command reporting instructions/processing guidance or DRMD line remark.

2.36.4.2.6. Coordinates UDM filler and shortfall actions for unit personnel shortages with the personnel representative on the DCC staff and UDM.

2.36.4.2.7. Initiates personnel shortfall procedures with the IDO according to AFI 10-401 and Supported Command reporting instructions/processing guidance when position cannot be filled from base resources. For AFRC units located on bases where the host is different than their gaining MAJCOM, personnel and/or equipment shortfalls/LIMFACs must be submitted through appropriate personnel channels that will identify these requirements to that unit’s gaining MAJCOM.

2.36.4.2.8. Uses DCAPES to produce CED orders according to this instruction, AFI 10-215, Supported Command reporting instructions/processing guidance, and any applicable DRMD line remarks. Produce CED orders for all deployments in support of real-world contingencies, exercises, deployments, and unit moves involving deployment of personnel.

2.36.4.2.9. Provides updates for LOGMOD or changes to requirement information as they occur. Processes LOGMOD personnel assignment data into DCAPES for issuing orders. Provides the Transportation representative a CMOS file for electronic manifesting once all processing of the chalk is complete.

2.36.4.2.10. Selects and appoints Troop Commander for each deploying chalk. Briefs Troop Commander on his/her responsibilities for accounting for the troops until they are received by the Personnel Processing facility in the AOR.

2.36.4.2.10.1. Prepares a PAK for the deploying troop commander according to AFI 10-215 and supported component command reporting instruction/processing guidance.

2.36.4.2.11. Instructs all deploying personnel to report to the deployed Personnel Processing facility (normally led by a PERSCO team) for in-processing and deployed accountability.

2.36.4.2.12. Works with the PRF ensuring all deployed personnel’s duty status is updated reflecting their deployment and departure from home station.

2.36.4.3. The IDO, in coordination with the MPF Commander, establishes a PDF IAW this AFI and AFI 10-215. Establishing a formal PDF processing line provides the most effective means to check personnel eligibility and readiness. However, special circumstances (such as resource availability, etc.) may not warrant standing up a full processing line. If the IDO deems a full stand-alone PDF line is not required, every effort should be made to incorporate some functions of the line in the processing. When the full services of a PDF line are not available, deploying personnel must be provided a deployment checklist that ensures they receive the same processing and services afforded in the formal PDF line. Personnel processing via checklist should be afforded service of a line, as a minimum, within 10 days of departure to receive briefings, pick up mobility bags and airline tickets, and receive a last check to ensure they have accomplished all the required processing tasks. Once established, the PDF must at least fully staff the Deployment Eligibility and Medical stations and should have the manpower and resources to conduct continuous personnel processing 24 hours a day. Depending on the scope of the deployment, the PDF will establish the following processing stations (See **Attachment 3**, Deployment Checklists, for detailed processing station information):

2.36.4.3.1. Emergency Data Station: For changes to emergency data, vRED (information is updated via Virtual MPF; however, PDF reps can pull an updated copy from MPF), and to Servicemen's Group Life Insurance (SGLI).

2.36.4.3.2. Identification Station: ID Tags & military/civilian ID cards, Geneva Convention cards, passports & visas, etc.

2.36.4.3.3. Finance Station.

2.36.4.3.4. Legal Station.

2.36.4.3.5. Chaplain Station.

2.36.4.3.6. Airman and Family Readiness Station.

2.36.4.3.7. Services (ground support meals) Station.

2.36.4.3.8. When processing passengers for airlift from home station or when designated as a aggregation APOE, the PDF will also establish the Air Passenger Terminal (APT) to manifest passengers, build baggage pallets or coordinate belly loads, and brief, hold, secure, transport, and load personnel. The following materials must be available at the APT during operations:

2.36.4.3.8.1. AFI 10-403, with all supplements, and IDP.

2.36.4.3.8.2. CMOS/GATES systems.

2.36.4.3.8.3. Portable pallet scales (1 set).

2.36.4.3.8.4. 10K forklift, 463L pallets, plastic covers, nets and straps to conduct baggage build-up.

2.36.4.3.9. Baggage Handling Station. The PDF is responsible to establish a baggage handling process and educate those who must execute the process through coordination/consultation with the LRS Readiness Flight.

2.36.4.3.10. American Red Cross Station.

2.36.4.3.11. Amnesty Box Station.

2.36.4.4. PDF Requirements. As a minimum, the PDF requires: uninterrupted power (generator); robust communications (telephones and LMRs, as required); correct ADPE and unclassified and classified LAN connectivity to support applicable components of IDS, DCAPES, GCCS and secure web sites; classified storage; adequate briefing and passenger holding facilities; and adequate baggage handling facilities.

2.36.5. Unit Deployment Control Center (UDCC).

2.36.5.1. UDCC Responsibilities. The UDCC is responsible for coordinating all unit level deployment activities to include receipt of taskings and preparation of cargo and personnel for deployment. Once activated on direction of the IDO, the UDCC will not deactivate without prior coordination with the IDO and the DCC.

2.36.5.1.1. The UDCC staff will include at least two trained and qualified UDMs, and must be able to successfully perform 24-hour operations when required.

2.36.5.2. UDCC Requirements. The UDCC requires the following infrastructure: uninterrupted power; robust communications (telephones and LMRs, as required); correct ADPE and LAN connectivity to support applicable components of IDS; access to secure facsimile; access to Secure Telephone Unit-Third Generation (STU III) or equivalent; and classified storage capability.

2.36.5.2.1. SIPRNET for access to GCCS and secure web sites is desired, if the capability exists, but not yet required at the unit to meet the CJCS objective of providing unit specific data rapidly in order to build a TPFDD in 72 hours. Until the SIPRNET can be extended to all squadrons, use the guidance in **Attachment 8** to meet the CJCS objective using IDS and DCAPES.

2.37. Developing Deployment Training and Education Programs.

2.37.1. The IDO has overall responsibility to establish a local deployment training and education program to ensure all deployment workcenter personnel fully understand the deployment process, are properly trained to function as deployment work center augmentees, and are aware of proper procedures for preparing unit personnel and equipment for deployment.

2.37.2. Deployment Education and Training Requirements. The deployment training and education program must address the following areas (see **Attachment 5** for training classes and timeline requirements):

2.37.2.1. IDOs must ensure unit commanders receive initial training within 45 days of assignment as commander. To educate them on their responsibilities in ensuring their units properly prepare personnel and cargo for deployment.

2.37.2.2. Developing a formal training program for UDMs, augmentees, and other unit personnel, and ensuring all personnel understand the deployment process and the proper preparation of personnel and cargo for deployment.

2.37.2.3. Developing a formal training program for use of IDS. Use IDS, Computer Based Training (CBT), and other applicable materials to support the wing/unit initial and recurring training programs. NOTE: CBT for IDS and LOGMOD, user manuals, and lesson plans are available from the HQ OSSG Website (**https://www.gunter.af.mil/**) or via the AF Portal through the 754th Electronic Systems Group, Installations and Logistics Systems Division (LR), Deployment Systems Branch (LRR). NOTE: Accomplish and document IDS training by using scenario-based, hands-on

desktop exercises led by the IDO and Logistics Plans function for UDMs, Transportation representatives, Manpower representatives, and Personnel representatives on a quarterly basis, or as necessary.

2.37.2.3.1. IDS training classes will be conducted as a shared responsibility of the IDO, wing LOGMOD Administrator, and CMOS/GATES operators (see AFI 24-238). Classes will be provided to all tenant units and host-wing supported GSUs.

2.37.2.4. Developing a formal training program for deployment work center supervisors and augmentees, ensuring all personnel understand the deployment process and their work center's responsibilities in the process.

2.37.2.5. A 2-month pre-deployment preparation period to focus unit activities on AOR-specific events required (if known) and/or training exercises such as Red Flag and Silver Flag. ECS units should be prepared to validate readiness via deployment to Eagle Flag during that 2-month pre-deployment preparation period. Do not wait until this period to accomplish warrior skills or other normal deployment training requirements (as listed in **Chapter 1**).

2.37.2.6. The 4-month on-call/deployment period is based on a rotational environment where all requirements are known and can be met with the forces allocated within the AEF pair or enablers. Individuals and equipment allocated to UTCs within the current AEF rotation must not participate in any activity that directly impacts their availability to deploy during this period. Scheduled leaves during the deployment/on-call period should be scrutinized to ensure member's ability to respond quickly, if required. Transportation arrangements into the AOR are influenced by availability of airlift, which is influenced by world events and subject to change prior to actual lift date.

2.37.3. Ensure specialized training normally associated with the deployment process are identified, documented, and addressed in training. If Augmentees are required they should be managed IAW the installation augmentation program.

2.37.4. The IDO, in conjunction with other essential agencies, will provide quarterly deployment training status to the installation/wing commander. This may include number and types of deployment training classes held, numbers of trainees trained, number and percent of no-shows, or other metrics the commander requires to show readiness of the wing/installation to deploy. This will be a coordinated product consolidated by the IDO with prepared inputs by those agencies providing deployment-related training to installation personnel.

Chapter 3

DEPLOYMENT EXECUTION

Section 3A—Executing the AEF

3.1. Force Presentation.

3.1.1. As depicted in AFPD 10-4 and AFI 10-401, USAF forces are presented to CCDRs in the form of task-organized AETFs. The Air Force uses the AEF methodology to respond to new emerging requirements as well as to fill standing rotational requirements.

3.1.2. This chapter will address the different ways a requirement may flow to the wing and how (and when) the installation/wing may be expected to respond. While bases may still see Warning Orders and Deployment Orders and while they may have to activate wing-wide recall rosters and stand up deployment processing centers, they will also see electronic flows of data 100 or more days from deployment and, thus, be required to monitor TPFDDs for notification of tasking when supporting AEF rotations. A quick reference for AEF Rotational TPFDDs can be found on the AEF On-line webpage (**http://aefcenter.acc.af.smil.mil/**). Processes are designed to allow units and the installation to process hundreds of taskings without any real change to the day-to-day workflow.

3.1.3. The AF goal is to provide the unit as much time as possible for a deployment tasking. For crisis action planning, most personnel should be prepared for deployment using the AEF construct. All ECS and aviation force rotational and temporary requirements are sourced and/or un-sourced by the AEFC IAW the CAF, MAF, and ECS SIPT schedules using UTCs aligned to the AEF libraries in the UTC Availability IAW AFI 10-401.

3.2. Rotation Planning.

3.2.1. AEF rotation is an activity of deployment and redeployment. It provides presence for those areas without permanently assigned forces or to support normal operations beyond the capability of the theater assigned forces. Rotation planning facilitates sustaining the employment mission and transitioning force capability within an expeditionary organization. Rotation planning prescribes how the Rotation of Airmen (ROA)/Transfer of Forces (TOF) will flow/occur in and out of theaters of operations systematically each AEF rotation.

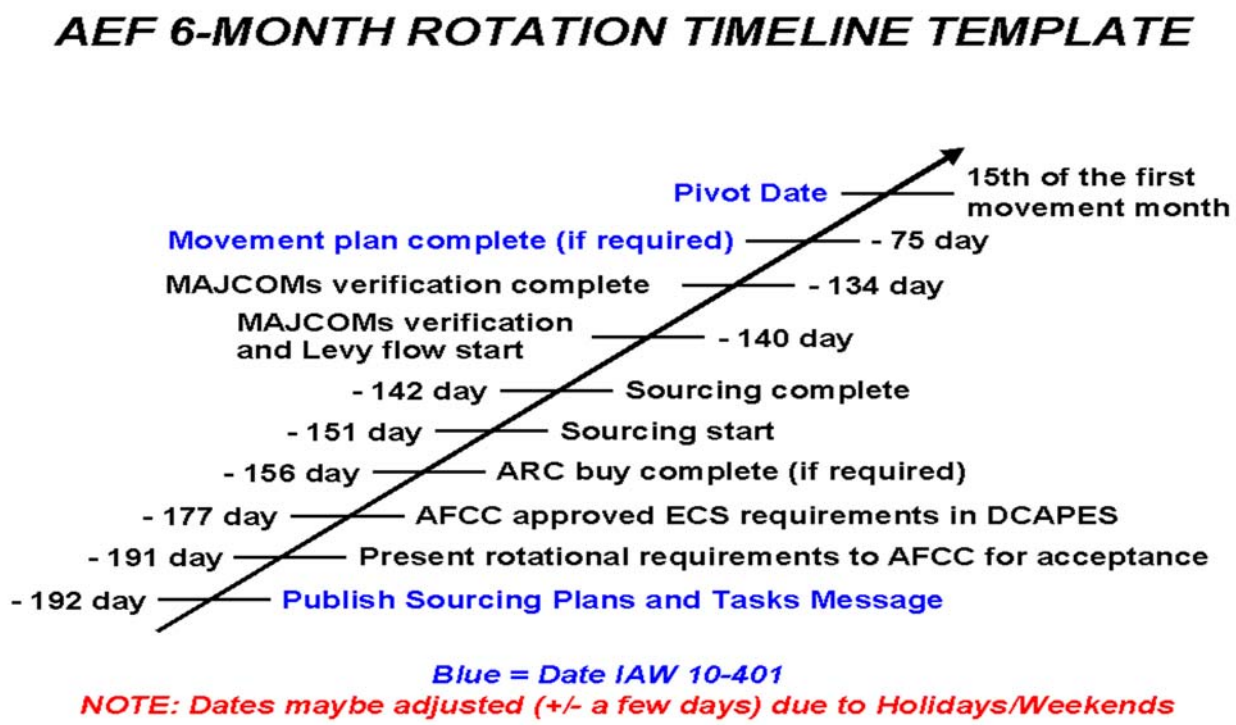
3.2.2. Rotation planning considerations that directly impact rotation operations are similar to those described in deployment planning with the following additional concerns: overlap (continuity training) requirements, Commander release of Airmen, ARC volunteers on mandays, en route training requirements, and Reception, Staging, Onward Movement, and Integration (RSO&I) requirements. These factors are critical to rotation planning and are the basis for developing rotational airlift plans.

3.3. Concept of AEF Rotations.

3.3.1. Initial identification of rotation follows crisis operations surge with CCDR authority to rotate forces. AFCHQs identify requirements that necessitate sustained rotation

3.3.2. Rotations are established IAW service policy (4-months). Extended tours up to 179 days are not uncommon and may be driven by limited/critical AFSCs/capabilities or by mission or CCDR requirements (see **Figure 3.1.**, AEF 6-month Rotation Timeline).

Figure 3.1. AEF 6-Month Rotation Timeline



3.3.3. AEF rotations are identified using designated AEF ULN constructs. Each AOR is assigned a different ULN construct that transitions to the AEF schedule. The AEFC maintains the AEF ULN matrix on AEF on-line.

3.4. Transfer of Forces.

3.4.1. Transfer of forces for an AEF Rotation encompasses both Rotation-In and Rotation-Out execution. To facilitate delivery of forces in the most logical and efficient manner the AEF ROA template was developed.

3.4.2. The ROA template outlines when to rotate commanders, key/essential personnel, and remaining forces in 7-day intervals over 28 days. This template is designed to logically rotate forces by function/capability and provides deployed commanders a predictable and deliberate plan. There may be instances where forces will move outside the 30-day window when mission dictates.

3.4.3. Extended Tour Rotations. Extended tours will follow the template concept as well. However, their movement window is established based on the 6-month timeline.

3.4.4. New requirements. New requirements may initially fall outside the movement window and will be adjusted to align within the ROA guidelines and towards the AEF movement window in no more than 15 day increments.

3.5. Force Visibility.

3.5.1. In an effort to gain and improve visibility of forces rotating, the AEFC generates reports to Commanders, MAJCOM AEF Cells, A1 Staffs, and IDOs to monitor and track names in system, data

discrepancies with departure and arrival, mission scheduling and movement actions, and force closure in supported theater.

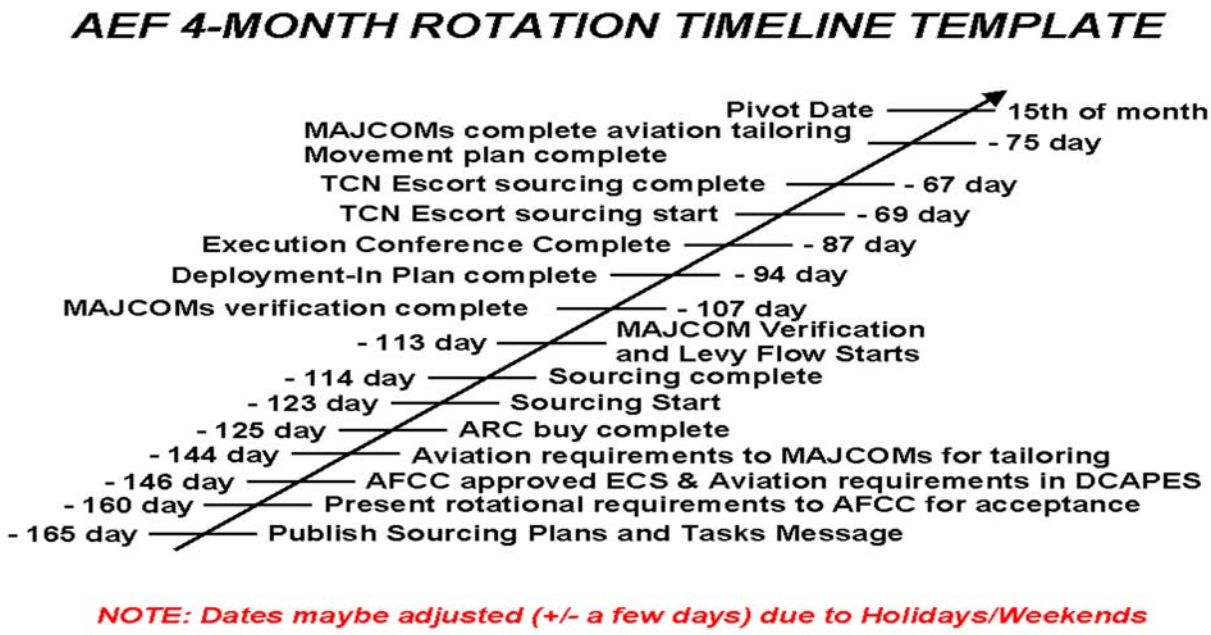
Section 3B—Execute/Deployment Order Process.

3.6. Pre-tasking Preparations.

3.6.1. During a crisis or in the build up to a response to a crisis, units may expect to see a warning or alert order. While warning and alert orders are normally sent only to the MAJCOM headquarters and not directly to the wings, the MAJCOM/NAF, BS/CAT, or equivalent, is responsible for retransmitting the order to the affected wings. This requires prompt action on behalf of the BS/CAT since timely receipt of this order may not occur. MAJCOMs/NAFs receive information via secure telephone, message traffic, or GCCS newsgroups and pass that information to subordinate units using similar methods. Tasking information will flow from JOPES through DCAPES to the tasked installations/units. There will often be information flow before an official warning or alert order. Upon receipt of orders, the host installation/wing command post will immediately notify, at a minimum, the IDO and host installation commander. Notify other personnel/agencies IAW local guidance in the IDP.

3.6.2. During AEF rotational operations, installations and units will probably not get a warning order or an alert order. Pre-tasking events are controlled and directed via the AEF Sourcing Plans and Tasks message and timeline. The AEF Sourcing Plans and Tasks message outlines the tasks, timelines, and OPRs associated with executing each rotation. The timelines identify when rotational requirements are built, sourcing verifications are to be completed and when transportation into the AORs will be visible in system (**Figure 3.2.**, AEF 4-Month Rotational Timeline). Adhering to the milestones in these messages is critical to the orderly presentation of capability to the CCDRs.

Figure 3.2. AEF 4-Month Rotation Timeline



3.6.3. To preclude delaying tasking notifications to appropriate Airmen, IDOs, and the IDRC, or the DCC if stood up, will monitor the DCAPES AFVC on a daily basis for new, modified, or deleted taskings.

3.6.4. If the Warning or Alert order is received prior to the installation being sourced via AFVC, then the Command Post, or other 24-hour command center, will notify the IDO who will then review it with key personnel. The order may not contain any specific taskings for a specific weapon system. Compare available plans and details of the Warning or Alert order for clues as to what may be coming. If the message contains actual UTCs or weapon systems identification, actual preparatory movement actions may begin. In addition, it is imperative that other sources of tasking information be constantly monitored such as SIPRNET web pages, DCAPES, Web-Hoc Query, and TPFDD Newsgroups. Establish dialog with MAJCOM, NAF, or component CAT Cells or Operations Centers. Unless the pending action is in an area with no plan on the shelf, it may be necessary to read over the current plan for the AOR in question. Read the plan's summary, the basic plan, annexes C & D, as well as your functional annex.

3.6.5. Upon receipt of the Warning or Alert order (or other indications of an imminent deployment), the IDO will host a meeting to review the tasking(s) and establish a concept of operations and concept of logistics support (if enough detail is available). Members at this meeting will include, at a minimum: the IDO, Logistics Plans representative, PRF representative, MOF representative, Supply representative, Transportation representative, and other tasked personnel representatives. In addition, possible UTCs to be tasked will be reviewed and prioritized, and LIMFACs/shortfalls identified. An additional tasking review may be required when the actual tasking is received.

3.6.6. Unit commanders will review shortfalls/LIMFACs and update as required. The Logistics Plans function will review the shortfalls/LIMFACS of the affected units so any problems expected are known ahead of time.

3.7. Place Personnel on Standby.

3.7.1. Place personnel on standby IAW MAJCOM directives. The requirement for standby (recall, if required) varies from MAJCOM to MAJCOM. Make personnel available if a known tasking is coming. Placing personnel on standby will allow maximum flexibility in responding to whatever tasking is received. At a minimum, the IDRC/DCC staff will be recalled or notified when the wing/installation commander is notified. The IDO will alert the MPF Commander of the potential need to activate the PDF and the TMF (or APS at CONUS AMC strategic aerial port) of the potential to activate the CDF. Follow the MAJCOM and installation/wing commander's direction for placing personnel on stand-by.

3.8. Monitor Intelligence and Counterintelligence Activities.

3.8.1. Local intelligence and OSI personnel through the local Threat Working Group will keep the installation/wing commander and the IDO current on intelligence and counterintelligence information needed to support deployment operations.

Section 3C—Tasking Execution Process

3.9. TPFDD Execution.

3.9.1. Once a CCDR receives a duly authorized CJCS order (e.g., alert, warning, deployment, execute) for a major operation or campaign, 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.

3.9.1.1. The Air Force may be tasked by the President or SecDef via a Joint Staff sourcing message to fill requirements with no corresponding CJCS order (i.e., Individual Augmentee, Security Cooperation Activities, Military Tribunal, etc.). These requirements will be placed in a TPFDD and levied in the same manner as CCDR requirements.

3.9.2. The Air Force process starts with the supported AFCHQ identifying the requirements in the TPFDD. The AFCHQ will input the ULN, UTC, APOD, deployed location, and EAD/LAD/RDD dates.

3.9.3. The AEFC receives the requirements from the AFCHQ and sources them by placing UICs against appropriate ULNs/UTCs. See AFI 10-401, Chapters 8 and 9 for AEFC TPFDD sourcing procedures. NOTE: ANG units will follow their higher headquarters guidance on verification procedures

3.9.3.1. The AEFC manages the sourcing process using AEF scheduled assets. It is responsible for flowing taskings through DCAPES for these TPFDDs and will provide automated support using DCAPES to base-level IDOs, manpower personnel, personnel readiness offices, PERSCO teams, and other central sites. The AEFC is responsible for flowing, accounting for, and reflowing sourcing packages.

3.9.4. MAJCOM FAMs verify to the component the readiness of sourced forces to include the ability to meet the TPFDD timelines. This includes FAMs determination of capability and requirement and use of AFVC, if available, to notify units through the tasked wing/installation's IDO.

3.9.5. Non-AFCHQ CCDR requirements defined in Request for Forces/Capabilities (RFF/Cs) may be inserted into a TPFDD at any time during the Force Rotation TPFDD Development Process Timeline. The Air Force may be tasked with ILO sourcing solutions requiring Airmen go to pre-deployment training as described in line remarks (e.g., combat skills training). Because training may be required

en route, all JOPES dates (ALD, EAD, LAD, RDD) and locations must be carefully reviewed by IDOs and MAJCOM AEF Cells. These requirements may have a short timeline from CJCS DEPORD/ EXORD to LAD/RDD. Short timelines make it imperative that sourcing, MAJCOM verification, and name fills by the tasked unit are accomplished within the required times to ensure deploying Airmen meet the required training dates as well as Force Provider and CCDR-directed thresholds (RLD/ALD and EAD/LAD).

3.10. Receipt of Taskings.

3.10.1. OPLAN/CONPLAN Taskings. If an off-the-shelf OPLAN/CONPLAN is directed to be executed, compare the original OPLAN/CONPLAN tasking to the actual tasking. If needed, conduct a tasking review meeting to ensure all units are aware of significant changes. If a new plan, or crisis plan, is directed to be executed, conduct a tasking review meeting, if needed, to ensure all units are aware of tasking and supportability is reflected in ART.

3.10.2. Taskings will be provided as soon as possible to appropriate agencies. The DCC staff, which prepares the DSOE, needs the tasking messages as soon as received. If BS/CAT validation results in changes to the tasking messages, the DCC staff will be notified immediately. Establish Reference Start Time (RST) and establish time of the Deployment Concept briefing, if required.

3.10.3. Installations (most fighter/bomber wings) using the concept briefing to pass information to tasked units must have the briefing as soon as possible for short-notice crisis taskings. RST is established by the battle staff and the IDO based on the receipt of the warning, execute, and/or deployment order. The concept briefing sets the tone for the deployment and ensures all deploying and support units understand the tasking, the deployment schedule of events, and critical employment site information that may affect the mission, health, and safety of deploying personnel. If a formal concept briefing is not used, notify tasked units of all related deployment information as soon as possible to ensure they understand their tasking. Refer to **Attachment 7** for Deployment Concept Briefing outline.

3.10.4. In support of normal AEF rotations, tasking information flows continually throughout the scheduled AEF Rotation period. While it is not necessary to hold a concept briefing upon receipt of each tasking, the IDO must establish a system of notification to the wing commander and key senior leadership of each tasking. As a minimum, the IDO will notify key personnel within the IDRC (in the absence of the IDRC, notify PRF and TMF representatives) and respective units of each tasking within 24 hours of receipt of tasking.

3.10.5. In every case, regardless of the size of the tasking, the IDRC will load the personnel levy flow file (or DCAPES file with v4.0.2.0) into LOGMOD and the UDM will always load tasked personnel in LOGMOD for transfer back to DCAPES. This is done to facilitate manifesting of passengers and to ensure ITV is maintained throughout the entire deployment process.

3.10.6. If the IDO doesn't hold a concept briefing upon receipt of every tasking, they will ensure wing leadership, tasked units, and deployment work centers receive key information normally disseminated in the concept briefing and provide a concept of operation for processing personnel and equipment.

3.11. Implement IDP.

3.11.1. Once the base receives a deployment tasking, the base implements its deployment process IAW the IDP. Implementing the IDP will help to ensure all augmentees are available and will assist in

activating the required work centers with needed equipment and supplies to operate for 24-hour operations, as needed.

3.12. Activate Deployment Functions/Centers.

3.12.1. Deployment management requires all agencies responsible for deployment actions to work together to ensure they meet all taskings. Usually the wing/installation's deployment organization is not fully activated until a base receives a tasking to deploy. Time requirements for activating work centers are not dictated, so each base must determine when to activate their work centers according to the situation at hand. The following paragraphs explain the purpose and suggested activation priority supporting the wing deployment process.

3.12.1.1. Activate BS/CAT. Early in a crisis, the focus is on gathering and disseminating accurate information. Command and control is critical to important agencies such as the base command post, BS/CAT, and the DCC. Although each command and unit has its own BS/CAT activation procedures, generally expect BS/CAT activation in stages. As action by the unit becomes more likely, BS/CAT director should activate the full team.

3.12.1.2. Activate DCC. Activate the DCC to allow logistics planners time to translate taskings into the LOGMOD DSOE. The IDO will activate other work centers in enough time to begin accepting cargo and personnel for processing based on the DSOE. The DCC is the focal point for all deployment actions on a base and reports to the BS/CAT.

3.12.1.2.1. The IDO must establish lines of communication between higher headquarters, the battle staff, deployment work centers, and the DCC, and between the DCC and tasked units. All information essential to deployment operations must pass through the DCC.

3.12.1.2.2. The IDO will use approved command and control systems such as DCAPES and LOGMOD to ensure everyone is informed of wing/installation TPFDD taskings.

3.12.1.3. Activate Cargo Deployment Function (CDF). Activate the CDF when directed by the IDO. The OIC/NCOIC of the CDF will ensure all required resources are readily available to properly transport, receive, inspect, marshal, and load cargo to meet support transportation requirements. The CDF will develop clear procedures if both air and surface operations are required. Upon activation of the CDF, brief all assigned personnel on the nature of the deployment.

3.12.1.4. Activate Personnel Deployment Function (PDF). The IDO, in coordination with the MPF Commander, activates the PDF. Once notified to activate, the OIC/NCOIC of the PDF will gather all PDF members and brief them on all information available concerning the deployment and advise them when to set up the processing line.

3.12.1.5. Activate Unit Deployment Control Centers (UDCC). The UDCCs will be activated upon direction of the IDO (24-hour operations, if needed). Once notified to activate, the UDM will gather work center members and brief them on all the information they have concerning the deployment and advise them when to set up the cargo/unit assembly areas. UDCCs will deactivate after approval by the IDO. Personnel deployment eligibility will be constantly monitored by UDMs to ensure required deployment positions can be filled by qualified individuals at all times. Units will attempt, as early as possible, to identify potential personnel eligibility problems in order to allow the PDF maximum time to try to find qualified personnel from base resources. If qualified personnel are not available on the base, notify the DCC so they can elevate the requirement to higher headquarters and/or the AEF Center. In many cases, commanders can waive eligibility fac-

tor problems. When they cannot waive them, commanders will elevate those personnel issues or shortfall IAW applicable reclama and shortfall implementing guidance.

3.13. Verification of Taskings.

3.13.1. During the verification process (see **Attachment 4** for wing verification process), every responsible agency, starting with the IDRC/DCC, is confirming the sourced UTC/UIC has the required elements 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, and passenger line-level detail is tailored to match level 2 detail, if applicable. Verification confirms the sourced data reflects actual data provided by the base or unit. Failure to accomplish this verification could result in misstating planned transportation requirements and possibly delaying the execution of a CCDR's plan. Procedures for verification for ANG ULNs are different than stated in this paragraph. ANG units will follow their higher headquarters guidance on verification procedures.

3.13.2. When verifying ULNs, planners utilize the AFVC in DCAPES to support information on deployment activity and data reflected in the TPFDD. See AFI 10-401, Chapter 8 concerning the purpose of AFVC.

3.13.3. Tasking information will flow from the TPFDD in DCAPES to the tasked installations/units.

3.13.3.1. Contacting the appropriate functional counterpart at base level to determine actual availability of assets in lieu of AFVC is not recommended. Any procedure that does not utilize DCAPES is considered an informal process to determine availability only and therefore does not constitute a tasking.

3.13.3.2. MAJCOMs will utilize AFVC to notify bases, through the IDRC/DCC, of sourcing and initiate the verification process. The IDRC/DCC will acknowledge receipt of the sourcing through AFVC and then determine if the base can fill.

3.13.3.3. In support of AEF rotations, Log Plans, PRF, or Manpower Office personnel in the IDRC will check DCAPES at least twice daily during normal duty hours for new, changed, or deleted taskings. MAJCOMs must notify units directly to meet short notice alerts/taskings received during non-duty days that require immediate attention.

3.13.4. When a new tasking or change to an existing tasking is received, the IDRC/DCC will verify it within two duty days (or within 24 hours for short-notice taskings) of receipt before forwarding to the appropriate unit(s). Verification includes:

3.13.4.1. IDRC Manpower or PRF personnel ensuring the UIC for the tasking is appropriate. If not, the IDO will contact the tasking authority (e.g., MAJCOM, AEF Center) for re-sourcing to the appropriate UIC.

3.13.4.2. In coordination with the tasked unit, ensuring the tasking is in UTC Availability and the required AFSC exists, for personnel taskings, in the tasked unit, and that it is postured in the appropriate AEF pair, unless surge operations are approved. If not properly postured, contact the AEFC or MAJCOM FAM for clarification. Also research MISCAP substitution rules and UMDs for possible resolution to tasking. If no capability exists at the base, reclama the tasking to the tasking authority IAW paragraph **3.18.** and AFI 10-401.

3.13.4.3. Ensuring the LAD/RDD specified for the GEOLOC is feasible and attainable. Taskings should allow lead time at base level to allow for completion of Just-in-Time (JIT) training, equip-

ment preparation, en route training, flight arrangements, etc. If the RDD is not feasible, the PRF/IDRC will contact the deployed PERSCO or deployed commander IAW this AFI and AFI 10-215 to request an extension to the required in-place date.

3.13.4.3.1. Request for RDD adjustments through the AFCHQ will only be made to comply with the timeline standard for verification in Chapter 9 of AFI 10-401, unless a more stringent timeline is stated in the DEPORD/RFF. If the RDD cannot be met due to completion of Just-in-Time (JIT) training, equipment preparation, or flight arrangements, contact the deployed PERSCO or deployed commander IAW this AFI and AFI 10-215 to request an extension to the date required in-place.

3.13.4.4. Identify any incomplete or missing data (i.e., incomplete or unlisted line/command remarks). The tasking authority (e.g., MAJCOM or AEF Center) will be contacted to clarify any inconsistencies.

3.13.4.5. If the tasking does not require any corrections, the IDO will verify it in AFVC back to the respective MAJCOM that they acknowledge the tasking and that it will either be supported, partially supported, or shortfalled through the reclama process IAW paragraph **3.18.** and AFI 10-401.

3.13.5. The IDRC/DCC will upload the tasking into LOGMOD (for personnel taskings) and forward to the tasked unit/UDM. For cargo-only taskings, the IDRC will notify the unit of UTC(s) tasked. The notification to the unit and update to LOGMOD will be NLT than 1 duty day after receipt of tasking in the IDRC/DCC.

3.13.6. Units will then provide equipment and personnel info back to the IDRC/DCC to fulfill taskings IAW **Chapter 4** and **Chapter 5**, respectively, or provide shortfall documentation IAW paragraph **3.18.**

3.13.7. Immediately upon receipt of tasked SSAN(s) or equipment from UDM in LOGMOD, the IDRC updates DCAPES with tasked personnel and/or equipment data. Updates will be entered within five duty days of original receipt of tasking for taskings 30-120 days from LAD/RDD (whichever comes first) or 48 hours for taskings received less than 30 days from LAD/RDD.

3.13.7.1. Automatic rule sets in DCAPES will also be used to verify personnel deployment eligibility.

3.13.7.2. If the system flags a condition preventing assignment to the UTC, and an approved waiver is not already on file, the SSAN will be returned to the UDM for waiver or reclama process actions.

3.13.8. Within one duty day of the IDRC receiving validation of deployment eligibility from the UDM, the IDO in coordination with the PRF and TMF will ensure appropriate mode of transportation is available to meet TPFDD ALD for personnel moves.

3.13.9. Once the IDO, on behalf of the wing/installation commander, verifies requirements can be supported to the MAJCOMs, MAJCOM planners or FAMS will verify to the supported Air Component by placing an “S” in the project code field in DCAPES.

3.13.10. Supported AFCHQ 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 and USTRANSCOM (if needed) validation.

3.14. Requirement Validation.

3.14.1. The validation process begins once the force provider has verified the sourcing. During execution, movement data within a TPFDD must be validated in order to schedule appropriate strategic transportation or book channel missions in GATES. "Validate" in this context is defined in Joint Publications as: “Execution procedure used by combatant command components, supporting CCDRs, 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.”

3.14.2. Air Force planners and FAMs must ensure timelines established to support the sourcing, verification, and validation process are followed. The standard timeline for completing sourcing will be IAW respective TPFDD Letters of Instruction (LOIs). Wings/installations will normally have five duty days from tasking receipt until filling or shortfalling the requirement back to the MAJCOM/AEFC.

3.15. Verify Travel Requirements.

3.15.1. The IDO and IDRC personnel (both permanent staff and direct support staff) must work closely together to ensure individuals/equipment meet deployment timing and mode of travel as specified in the PID/TPFDD tasking for personnel/equipment leaving their installation. In order to best help IDRC, PDF, and/or CDF personnel plan movement, the IDO first needs to make some decisions based on the TPFDD information and should ask the following questions:

3.15.1.1. What is the APOE for the personnel/equipment leaving the base? Is the origin the APOE or will movement to an APOE be required? If moving to an APOE, ensure that the appropriate transportation is used (i.e., ground trans, commercial airline, Group Operational Passenger System (GOPAX), etc.). Is the APOE identified an international airport or is it a military installation? If a military installation, do you have their reporting instructions/equipment preparation requirements from the local IDO or transportation officer?

3.15.1.2. What is the Mode/Source for the personnel leaving the base? If the Mode/Source is “AC - Air via supporting commander channel (AMC or Service) aircraft,” the IDO should provide a TPFDD extract to the TMF and PRF to book passengers on missions loaded in GATES to meet their DRI at the end destination.

3.15.1.3. If the Mode/Source is “AK - Air via strategic (AMC, AMC-contract) aircraft,” the IDO needs to ensure personnel/equipment are at the designated APOE only. The IDO can use a few different modes to get personnel/equipment to the APOE—commercial airlines, buses, organic or commercial trucks, or GOPAX through the Tanker/Airlift Control Center (TACC).

3.16. Movement Flow Schedule.

3.16.1. The IDRC/DCC will coordinate with its MAJCOM, or AFCHQ, who will coordinate with 18th AF/TACC for airflow/surface movement information during normal rotations in support of CAF/MAF strategic airlift support. Airlift support for ECS is coordinated with TACC by the supported AFCHQ and the AEFC and verified to the supported CCDR for validation to USTRANSCOM. The supported CCDR will coordinate movement with USTRANSCOM during crisis action.

3.16.2. For visibility of airflow, the IDRC/DCC will access DCAPES, GTN, Global Decision Support System (GDSS), and/or Single Mobility System (SMS). If airlift is not visible after the schedule status

flag (SSF) in the TPFDD shows lift is allocated (“A”), then the IDRC/DCC should contact their MAJCOM AEF Cell who will then contact the TACC for status.

3.16.3. Monitor Status. A designated POC in each work center should provide status of deployment issues to the IDO/IDRC, who is responsible for status reporting to the BS/CAT. Also, POCs will report LIMFAC/shortfall status. DSOE screens, status boards, and other electronic media are helpful management tools for tracking deployment status.

3.16.4. Monitor Tasking Changes. Due to dynamic situations, taskings and priorities may change daily, or even hourly. Bed down sites, number and type of aircraft required, aircraft configurations, and so on, can cause extensive changes to unit deployment efforts. In addition, the AEFC or FAMs at the MAJCOMs may feel a particular unit tasking has higher priorities than others. Units should monitor the situation closely and tailor their actions to reflect any changes in priorities.

3.17. Deployment Schedule of Events (DSOE).

3.17.1. The DSOE is the authoritative document within the wing that orchestrates the movement of cargo and personnel (see **Chapter 4** and **Chapter 5** for specific cargo and personnel processing procedures, respectively). Therefore, its accuracy must be carefully ensured. The DSOE and initial load plans need to be worked in conjunction with each other. Create the DSOE to ensure cargo and passengers meet departure times of provided lift. The DSOE will be created utilizing LOGMOD. Base the DSOE on the movement priority of cargo and/or personnel. Reference AFPAM 10-1403, Air Mobility Planning Factors, the LOGMOD Users Guide, system help files, and sample DSOEs with recommended event times for more detailed information.

3.17.2. Prioritizing and Monitoring Movement Outflow. The IDO is responsible for managing the outflow of cargo and personnel based on these guidelines:

3.17.2.1. Schedule personnel and cargo to flow through your deployment processes (CDF, PDF, or other processes identified in local IDP) in time to meet the departure of the deployment transportation. Deployment transportation is coordinated between the Supported Command and USTRANSCOM and should be provided in time to meet the Supported Command TPFDD RDD.

3.17.2.2. Units will prioritize the movement of cargo and passengers as directed in DCAPES (or, at a minimum, LOGPLAN) to meet the required delivery date specified by the Supported Command. The primary method of scheduling personnel and cargo is the LOGMOD DSOE.

3.17.2.3. Units will properly utilize an adequate backup method for the DSOE. If automated systems are unavailable, use AF Form 2511, Deployments Schedule of Events – Cargo; AF Form 2511A, Deployment Schedule of Events - Passenger; and AF Form 2512, Deployment Schedule of Events - Loading Schedule (see **Attachment 9**, **Attachment 10**, and **Attachment 11**). All work centers must complete scheduled events by times depicted on these forms. The IDO may choose to schedule and track some or all of the events on the forms, depending on local requirements.

3.17.3. Distributing the DSOE. Once the schedule is completed, ensure all the key work centers and affected units receive the DSOE. Ensure changes to this schedule are published and distributed to all key work centers as above. Use either the LOGMOD Remote DSOE viewer capability or a distribution method that works best for an installation and include this in the IDP.

3.17.4. Tracking DSOE Actions. Personnel who work in the deployment work centers use the DSOE to track the actions required (as described in **Chapter 4** and **Chapter 5**) to ensure the people and

equipment are processed and loaded on the support transportation (airlift, sealift, or vehicles) in time to meet their departure schedule.

3.17.5. Updating the DSOE. Taskings change, airlift changes, broken equipment causes something to move to a different load--anything can cause changes to the DSOE. Units must ensure that they inform the DCC of any unit-level issues that may drive DSOE changes. Make changes only when necessary and capture reasons for changes in the remarks. Distribute changes to all agencies immediately. All final changes to the DSOE will come from the DCC to the units and work centers.

Section 3D—Shortfall and Reclama Process

3.18. Shortfalls.

3.18.1. Air Force active duty, AFRC, ANG, MAJCOMs, NAFs, wings, groups, and units will make every effort to meet all major operation and campaign taskings. Generally, relief should only be sought when a wing or tasked unit does not possess sufficient or qualified personnel to support a contingency 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.

3.18.1.1. Tasking Waivers. Prior to submitting a reclama, the tasked commander, through the PRF and deployed PERSCO, will request the deployed group commander waive any restriction (e.g., line remarks, SEI, grade, skill level, etc.) or permit substitutions through the waiver process contained in AFI 10-401, Chapter 10, and AFI 10-215.

3.18.2. UDMs, through their commanders, will submit personnel and equipment shortfalls with the online AF Reclama Processing Tool to the IDO IAW AFI 10-401, Chapter 10. The unit commander's role in the shortfall process is critical. Unit commanders must ensure they have thoroughly reviewed all shortfalls to ensure that every option regarding AFSC or equipment substitution (IAW UTC MISCAP, functional guidance, etc.), risk mitigation, etc. have been considered for their respective unit prior to submitting a shortfall. Thus, they are ultimately responsible for the overall accuracy of shortfalls submitted by their unit. Report personnel shortfalls IAW AFI 10-215, the Supported Command's reporting guidance/processing instructions, this instruction, and AEFC shortfall and reclama implementing guidance. The AEFC on-line shortfall process is not applicable to the ANG.

3.18.3. UDMs will prepare four copies of the shortfall letter (reproduced copies authorized) and distribute one copy each to the following prior to close of the deployment concept briefing, if held, or within 24 hours of when shortages occur:

3.18.3.1. UDM for file copy.

3.18.3.2. IDRC/DCC personnel representative (for Deployment Position Number (DPN) shortages) or LRS representative (for spares, equipment and vehicle shortages). For assets not managed by LRS, (i.e., munitions and medical supplies), the appropriate base agency will track shortages in coordination with the DCC.

3.18.3.2.1. Shortages for mobility small arms ammunition for Miscellaneous Units defined in AFCAT 21-209, Vol 3 (Logistics, Maintenance, and Services) will be tracked and reported based on the authorized base positioning quantity IAW AFI 21-201, not the total authorized quantity per weapon.

3.18.3.3. DCC logistics/unit representative for file copy.

3.18.3.4. PDF (DPN shortage only).

3.18.4. The IDO will provide shortfall requests to the PRF and Manpower Office representatives in the IDRC, if a manpower shortfall, or Equipment Management Section (EMS), if an equipment shortfall, who will then notify the appropriate base-level FAM of the shortfall by forwarding the AF Form 4006 for action. The PRF may use personnel with the same primary, secondary, or tertiary AFSC. EMS may use equipment with the same national stock number (NSN) or a suitable substitute as approved by the MEFPAK Responsible Agency FAM for the applicable LOGDET. Suitable replacement must be IAW AFI 10-401 guidance. Follow AFI 10-401 guidance for further coordination of reclamas. The IDO will monitor reclama status via the hqaf.source newsgroup.

3.18.4.1. The IDRC/DCC Personnel representative or PRF reviews base resources to see if individuals, to include Air Force civil service employees, with the required AFSCs are located elsewhere on the base in the same MAJCOM in the same AEF. The IDRC/DCC Personnel representative/PRF will also check for individuals with matching secondary/tertiary AFSCs. NOTE: The Personnel representative to the IDRC/DCC is responsible for coordinating filler actions. The PRF will fill that role if the DCC doesn't stand up. When unit resources cannot support the tasking, they acquire or source resources from other units and, whenever possible, identify the fills from other on-station units from the same MAJCOM and the same AEF. If the base cannot support the tasking or the AFSC is not on base, then a shortfall message is sent. NOTE: Personnel identified or coded in Augmentation Duty positions are not a legitimate reason to shortfall a deployment tasking. Reference AFI 10-401, Chapter 10, for more details on the shortfall/reclama process.

3.19. Deployment Reporting.

3.19.1. The IDRC/DCC must keep the installation's senior leadership up to date during deployment operations as specified by local requirements. Use LOGMOD Remote DSOE Viewer, if available, to support this requirement. Specific base reporting requirements will be identified in the IDP.

3.20. Reporting Deployment UTC Data to JOPES.

3.20.1. To support the CJCS requirement to develop a sourced TPFDD for the first seven days of a crisis within 72 hours, units will electronically transfer tailored LOGPLAN/DSOE files to the gaining MAJCOM for review and for processing into JOPES through DCAPES. The tasking source specifies how and when to send the information (reference **Attachment 8**).

3.21. Collecting and Documenting Deployment Data.

3.21.1. The IDO is responsible for ensuring deployment data is collected IAW this instruction, and maintained and disposed of IAW AFMANs 37-123, Maintenance of Air Force Records, and AFI 33-364, Records Disposition - Procedures and Responsibilities. Additionally, deployment, contingency, and lesser contingency operations records, as they may be of historical significance, must be identified and retained as permanent under AFMAN 37-139, Table 10-6. The IDO also compiles and analyzes data for trends to identify ways of improving the deployment process. Deploying unit commanders must also document deployment data to ensure comprehensive deployment analysis to improve unit deployment procedures. During deployments, the IDRC/DCC is responsible for collect-

ing and documenting deployment activity data. This is essentially handled by each deployed system and by unit logs. In LOGMOD/LSA, archive a copy of the Logistics Plan File and the DSOE file. In CMOS, archive the cargo and passenger manifest data. This data is of historical significance, required for trend analysis and process improvement, and maintained IAW AFMAN 37-123, Management of Records, and disposed of in accordance with the Air Force RDS located at **https://afrims.amc.af.mil**. Accomplish documentation of lessons learned using the Air Force Lessons Learned program (IAW AFI 10-204), MAJCOM after-action reporting requirements, and AEF after-action reporting (Reference AFI 10-401).

3.21.1.1. The IDO will ensure the deployment process includes collection and maintenance of the following minimum documentation for deploying aircraft: passenger manifest; cargo manifest; equipment listings; hazardous cargo waivers; load plans and other documents identifying equipment and personnel aboard deploying aircraft; Shippers Declarations for Dangerous Goods; DD Form 2133s, Joint Airlift Inspection Record; and LOGMOD/LSA load and packing lists. This will include documentation for both host and tenant units. If LOGMOD or LSA is not available or functional for the purpose of generating these products, , and AF Form 2518, Deployment Packing List, will be manually generated (see Attachment 16 and Attachment 17, respectively).

3.21.1.2. Create a historical DSOE report after each local deployment for use as a management tool and lessons learned.

Chapter 4

DEPLOYMENT EXECUTION, EQUIPMENT PREPARATION REQUIREMENTS

4.1. Equipment/Cargo Preparation.

4.1.1. The unit commander, or designated representative, oversees all unit equipment and cargo preparation in support of deployments. The commander must ensure units prepare and handle their cargo IAW DOD 4500.9-R, DTR, Part II - Cargo Movement and Part III - Mobility; AFI 24-203; AFMAN 24-204(I); AFJMAN 24-306, Manual for the Wheeled Vehicle Driver; and Title 49, Code of Federal Regulations.

4.2. Convoy Deployments.

4.2.1. Units that deploy by convoy must follow the specific cargo preparation requirements in AFI 24-301, Vehicle Operations, and DOD 4500.9-R, DTR Part III, Appendix F.

4.3. Authorized Equipment.

4.3.1. UTCs will only be filled with equipment assigned to the tasked unit (i.e., not fragmented). Exceptions to this policy require a waiver IAW AFI 10-401, Chapter 10. Fragmentation could occur where one unit provides the manpower requirement and another provides the equipment, or if one unit provides manning augmentation to another unit. Typically, fragmenting UTC records will only be allowed in cases where the two units are formally linked in DOC statements or other functional area documents.

4.3.2. No authorization will be counted against more than one UTC record unless a waiver is granted by USAF A5XW (e.g., USSTRATCOM supported UTCs). Additionally, each UTC record will be placed into only one AEF library per cycle.

4.3.3. 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.

4.3.4. Personnel in deployable UTCs must be equipped or have access to equipment to maintain the UTC capability.

4.3.5. ART must be updated to reflect status of equipment for each standard deployable UTC IAW AFI 10-244.

4.4. Standardized UTC Cargo Increment Types, Deployment Echelons, and Functional Account Codes (FACs).

4.4.1. Pilot/non-pilot units will identify cargo increments, within LOGMOD, using the proper increment types, deployment echelon codes, and functional account codes.

4.4.2. Units will assign unit cargo increment monitors to manage a given set of cargo increments from each deploying unit.

4.4.2.1. The monitors will ensure they provide inputs/updates to their UDMs, who will ensure the LOGMOD database is updated with the most updated information.

4.4.3. Refer to AFI 10-401 and the LOGMOD Help file for proper use of increment types, deployment echelon codes, and functional account codes.

4.5. Equipment Sourcing.

4.5.1. The AEFC is responsible for recommending sourcing of all UTCs that contain equipment to include equipment-only UTCs not directly tied to a unit (e.g., vehicles) postured in the 10 AEF or Enabler libraries. UTCs that contain both Manpower and LOGDET detail will be sourced by the AEFC using the same procedures and priorities as personnel only UTCs. Due to the sensitivity of AFSOC's 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.

4.5.2. Generic equipment-only UTCs will be placed in the Enabler library IAW guidance in AFI 10-401, Chapters 7 and 9. For sourcing purposes, all equipment-only UTCs placed in the UTC Availability are available for deployment.

4.5.3. The AEFC will nominate equipment-only UTCs from the installations in the on-call AEF deployment window as identified by the ECS SIPT-approved Target Base Alignment Template.

4.5.4. Once sourced, and 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 UTC.

4.5.5. Use of WRM is restricted to ensure sufficient capability is available to support theater starter 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 IAW AFI 25-101.

4.6. Identify and Prepare Equipment and Cargo.

4.6.1. This process ensures all equipment/cargo is properly identified, prepared, and documented (including appropriate customs documentation) before marshaling (see **Attachment 4** for equipment processing process flowcharts). This is a unit responsibility that is usually completed in the unit area. As early as possible, units will identify equipment/cargo tasked for deployment and start all documentation (particularly hazardous materials (HAZMAT)) required.

4.6.2. Accountability Sub-process. Deploying activities are required to account for their deploying unit equipment through the supporting CAF or MAF Logistics Support Centers IAW AFMAN 23-110. ANG is not currently supported by these centers.

4.6.3. Accountability of Deployed Equipment and Vehicles. Before execution, UDMs, through the LRS Customer Service Center, will identify deployment equipment and ensure the assignment of the correct use codes (reference AFI 25-101) and UTCs.

4.6.3.1. Upon receipt of tasking, the UDM or Vehicle Control Officer/NCO (VCO/VCNCO) will identify deploying equipment or vehicles, and appropriate support kits, and report them to the LRS Customer Service Center and/or Vehicle Operations Flight. LRS will prepare a deployed custodian account/custody receipt listing (CA/CRL) and will then update their systems.

4.6.4. When preparing for deployments, units will refer to the squadron or shop LOGPLAN materiel list to ensure they have the required equipment. LOGPLAN materiel lists will be kept accurate and deploying equipment marked in advance (if possible). For cargo preparation, use LOGMOD to produce load and packing lists.

4.7. Identify and Document Hazardous Materials.

4.7.1. Units will maintain and provide a current sample Shipper's Declaration for Dangerous Goods form for each hazardous item, to include a HAZMAT certification authorization letter signed by the unit commander or a designated representative, to the base TMF. The TMF will physically inspect cargo to ensure Shipper's Declaration of Dangerous Goods forms are prepared accurately. Traffic Management Flight will review the forms for accuracy and create a sample book for the CDF, load planning, and Quality Control (QC).

4.8. Prepare Hazardous Material Shipments.

4.8.1. To ensure hazardous materials are prepared and ready for shipment, units will:

4.8.1.1. Prepare and move hazardous material shipments IAW AFMAN 24-204(I) (49 CFR for surface shipments) and MIL-STD-129P, DOD Standard Practice, Military Marking for Shipment and Storage.

4.8.1.2. Ensure applicable Competent Authority Approvals (CAA), Department of Transportation (DOT) Special Permits, Certifications of Equivalency (COE), and packaging or compatibility waivers accompany shipments.

4.8.1.3. Classified or signature service hazardous materials are identified by using a DD Form 1387-2, Special Handling Data/Certification, in addition to a Shipper's Declaration of Dangerous Goods.

4.8.1.4. Ensure packaging, marking, and documentation capability exists for redeployment to home station.

4.8.2. Hazardous cargo information is located in the TCMD located in LOGMOD LOGPLAN files. Tasked units load hazardous cargo information using the UDM Module of LOGMOD/LSA.

4.9. Sensitive Cargo.

4.9.1. Units must handle and ship classified material IAW DOD 5200.1-R, Information Security Program Regulation, and AFI 31-401, Information Security Program Management. AFI 31-401 also gives specific guidance on how to account for deployed classified material.

4.9.2. Move weapons and ammunition IAW DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives. All deploying units must appoint a weapons and an ammunitions courier to accompany/receipt for small arms and ammunitions requirements while in transit and be trained IAW DOD 5100.76-M. Also, see DOD 4500.9-R, DTR Part III, for further transportation guidance. Ensure accountability is accomplished IAW AFI 21-201.

4.10. Equipment/Cargo Documentation.

4.10.1. Each increment of equipment/cargo must carry specific documentation IAW cargo preparation directives identified in the following paragraphs. Units must include these minimum forms of documentation/identification with each increment.

4.10.1.1. Military Shipment Label (MSL). Each palletized load or non-palletized piece of cargo must have an authorized MSL, produced from CMOS/GATES, attached for air shipment IAW DOD 4500.9-R, DTR Part III, and MIL-STD-129P. At a minimum, the following elements of information will be provided on the MSL: TCN (Transportation Control Number) with embedded ULN (up to the full seven digits), Origin (to include Stock Record account Number/DOD Account Activity Code (SRAN/DODAAC)), APOE, APOD, Destination (to include SRAN/DODAAC), Cube, Dimensions, Weight, and unit POC. Whenever possible MSLs should be produced from an automated system so that linear or 2D barcodes are shown for the TCN, destination/consignee, and piece number blocks so automated identification technology can be used to process unit move shipments through the terminals expeditiously.

4.10.1.1.1. Temporary LOGMOD/LSA Deployment Shipping Placards will be used by UDMs for shipment/equipment identification purposes from the deploying unit to the CDF to facilitate the in-check process for deployments, exercises, and unit moves. UDMs may produce manual DD Form 1387s in place of LOGMOD/LSA placards during periods of LOGMOD/LSA inoperability. NOTE: Currently LOGMOD/LSA deployment shipping placards do not meet DTR requirements (bar coding) and therefore cannot be used for actual deployments, exercises, or unit moves (AFI 24-238, paragraph 1.10.1.1).

4.10.1.2. Once equipment/cargo is in-checked into the CDF, CDF operators will produce an updated, accurate, and authorized MSL prior to joint inspection (JI). It is ultimately the CDF-CMOS/GATES operator's responsibility to produce an updated MSL for every increment of cargo upon in-check into the CDF (Reference AFI 24-238). If CMOS/GATES is not available to produce authorized MSLs, then CDFs/units will handwrite required information on a DD Form 1387 IAW DOD 4500.9-R, DTR Part III, and MIL-STD-129P. If manual DD Form 1387 is used, ensure blocks 1, 9, and 16 are legible for down line stations to update the advance movement data file and produce updated automated MSLs with bar codes, if capable. CDF personnel will place label in a waterproof envelope and securely attach the envelop to the deploying increment.

4.10.1.3. Load and Packing Lists. LOGMOD/LSA is the source system for generating Deployment Cargo Load and Packing lists. If LOGMOD or LSA is not available or functional for the purpose of generating these products, an AF Form 2518, Deployment Packing List, will be manually generated (see **Attachment 14**). Items loaded onto increments (containers onto pallets or rolling stock) will be marked/stenciled in a waterproof manner. Minimum markings will consist of:

4.10.1.4. Line One: UTC/Unit of assignment (e.g., 890 FS).

4.10.1.5. Line Two: Deployment echelon/Increment number/Item number (e.g., C1-1004-01) Apply packing/shipping markings and labels IAW equipment technical orders. Additional unit markings are authorized.

4.10.1.5.1. 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 bed down location and seriously affect the mission. Pen and ink changes are authorized.

4.10.1.5.2. All containers (except as otherwise identified herein) will have a LOGMOD packing list affixed with detailed list of all suffixed items within the container. When a suffixed item in the container is a container itself with more than one item, the inside container will have an AF Form 2518 attached as well. Locally developed electronic forms may be used, provided they include, as a minimum, the same data fields as the AF Form 2518.

4.10.1.5.3. Medical units may use Defense Medical Logistics Standard Support (DMLSS) packing lists and logistics readiness units may use SBSS listings (R-43, etc.) for Mobility Readiness Spare Package (MRSP) packing lists. Civil Engineering units will use Equipment and Supply Listing (ESL). Standard configuration for equipment is identified in the ESL. The contents of individual kits are further defined in the ESL. Printed copies of pertinent ESL information 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).

4.10.1.5.4. The packing list, (ESL for CE only), will contain the contents (suffix items) for items identified as containers and include NSN, nomenclature, tasked quantities, hazard/special handling indicator codes, sensitive/controlled items, and ASCs of suffix items. The following exceptions apply: 1) Do not list contents for MRSP except those that are hazardous or Use Code "A" (Allowance Standard asset); 2) Do not list the contents for Consolidated Tool Kits (CTKs) except those that are hazardous or Use Code "A"; 3) Do not list miscellaneous administrative supplies (pens, pencils, paper, etc.) except those that are hazardous or Use Code "A"; 4) Do not list medical supplies except those that are hazardous or Use Code "A"; or 5) Do not list individual CE kits except those that are hazardous or Use Code "A". 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.

4.10.1.5.5. Units will maintain approach shoring material for the unit’s equipment and identify this material within their load and packing lists to account for the additional weight of this material.

4.10.1.6. Pallet Identifiers. Air Freight/Transportation personnel will produce and place pallet identifiers, DD Form 2775, on two adjacent sides of a pallet or one conspicuously on one side of rolling stock per DOD 4500.9-R, DTR Part III.

4.10.1.7. Deployment Transportation Control Number (TCN). If LOGMOD is not operational, the deployment TCN can be manually constructed by following instructions in DOD 4500.9-R, DTR Part III, Appendix H. NOTE: The TCN will include the ULN (use full seven-digit ULN when available), Deployment echelon, and increment number (automatically generated in LOGMOD DSOE module).

4.11. Pallet Build-up.

4.11.1. Pallet profile for all aircraft (e.g., C-130, KC-10, and Civil Reserve Airlift Fleet (CRAF)) will be considered when preparing cargo pallets. This may significantly reduce the possibility of further modifications at the time of actual loading. See **Attachment 12** for pallet build-up checklists.

4.11.2. Palletize Baggage. Baggage will be palletized for 20 or more passengers and for all C-5 and KC-10 aircraft. C-5 and C-17 baggage pallets will be loaded in the rear of the aircraft and KC-10 and KC-135 baggage pallets will be loaded towards the nose to expedite download at the final destination. Baggage pallets will follow the same height and contour restrictions as other pallets. When 20 or more passengers are on a chalk, load planners must account for baggage pallets on the load plan by using canned weights/heights (2500lbs/45).

4.11.3. Any required shoring/dunnage will be provided by the unit and must be deployed with its associated equipment/pallet. Units deploying or redeploying are responsible for all cargo preparation to include providing special equipment operators, venting liquid oxygen (LOX) carts, providing de-icer drivers, etc. NOTE: Deploying units are required to install appropriate vent kit to the equipment. Aircraft maintenance personnel will then connect to aircraft venting system.

4.11.4. Pallet dunnage will always accompany 463L pallets during movement. The following are general movement characteristics for pallet dunnage: length 88 inches, width 4 inches, height 4 inches, and quantity of 3. Dunnage NSN information can be obtained from the IDO, the TMF, or by using the Federal Logistics (FEDLOG) system.

4.12. Deliver Cargo.

4.12.1. Cargo movement requirements/responsibilities will be documented in the local IDP. Deliver cargo to the in-check area as required by the DSOE. Units deliver rolling stock. If required, units contact the LRS Vehicle Operations Flight, or DCC, to transport non-rolling stock items. Units must arrange movement of cargo well in advance of required DSOE processing times to ensure on-time processing and availability of transportation assets. Deploying non-local Air Force and non-Air Force units will provide a diskette in electronic format (CMOS/GATES/Transportation Coordinators-Automated Information for Movements System II (TC-AIMS II), or new generation system) containing outbound air cargo information to the CDF, Aircraft Services, or Cargo Processing Section IAW published times contained in local DSOE to expedite processing of cargo into the airlift system. Non-local Air Force and non-Air Force units will also provide a diskette with deploying passenger data to the PDF for input into IDS systems (CMOS/GATES) for manifest preparation, (Reference AFI 24-238, paragraph 1.12.4.). NOTE: Diskette data formatting information that will allow units to present passenger data in required format can be found at the CMOS and GATES websites. CMOS and GATES websites providing this information are:

4.12.2. CMOS: **https://www.gunter.af.mil/**.

4.12.3. GATES: **https://gates.scott.af.mil/**.

4.13. Cargo Processing.

4.13.1. The CDF will:

4.13.1.1. Receive, in-check, JI, and load unit equipment. The CDF is a controlled area. The CDF must have the capability to weigh and measure equipment.

4.13.1.2. Determine and comply with any special requirements or procedures that may be required to inspect explosives (e.g., EOD/SF loads usually require a separate holding area or “hot cargo pad” for meeting all safety requirements).

4.13.1.3. Identify personnel to perform any “mobile” in-check requirements and ensure enough materials are available.

4.13.1.4. Coordinate commercial surface movement through TMF.

4.13.1.5. Make augmentees aware of hazards such as LOX carts and explosives.

4.13.2. Marshaling. Marshaling is the orderly assembly of cargo (in load plan sequence by chalk, in preparation for JI) to a location called the staging or call forward area. Identify these locations as sterile areas to ensure the equipment is not “tampered” with (adding or deleting pieces). The CDF controls entry into the marshaling yard. Identify these areas in the IDP.

4.13.3. Joint Inspection (JI) of Cargo. JI is the final inspection with the owning unit and the joint inspector (or loadmaster, if necessary) before the load is accepted.

4.13.3.1. Review each increment/shipment against the load list with the unit representative. Verify items are present or have the unit representative make appropriate adjustments to the load list. Make proper adjustments to the load list so correct data can be updated in LOGMOD. This is usually the source document load planners use for finalizing actual load plans.

4.13.3.2. Check all cargo documentation for consistency of proper markings, weight, and dimensions.

4.13.3.3. Verify hazardous cargo documentation.

4.13.3.4. Spot-check tire pressure, weight, dimensions, and center of balance (CB) markings to ensure accuracy. Check increments/shipments if the placard and load list weights differ, dimensions are close to allowable limits or appear suspect, contain secondary loads (e.g., cargo on trailers), or had several item numbers deleted (e.g., mobility readiness spares package pallets). If weight, dimensions, or CB differ from preplanned, make corrections and notify load planning. CB is not required for surface moves.

4.13.3.5. Conduct a thorough physical inspection of all increments/shipments, to include opening doors on vehicles and accessible doors and panels on ground support equipment (GSE). Restraints or tie-downs should not be disturbed unless necessary to determine fuel levels or prepare installed batteries. In-check personnel are not required to tear down pallets or unload cargo to search for hidden discrepancies. NOTE: 100% of integrated container-pallets (like ISUs) will be opened and inspected by CDF personnel. Containers will be frustrated if they do not meet local transportation guidance for ensuring ISU-type containers are packed correctly.

4.13.3.6. Verify that vehicles and GSE are "reasonably free" of built-up dirt, fuel residue, oil, grease, and other flammable or corrosive residue. While "reasonably free" requires a subjective judgment, the goal of this requirement is to:

4.13.3.6.1. Prevent leaking equipment that may endanger personnel or compromise aircraft and vehicle safety. A leak is a loss of fluid or fuel that is readily detected or seen. Five or more drops a minute from a cooling system, crankcase, or gearbox is considered unacceptable, as well as any fuel leak or brake system leak. A damp or discolored seal is not considered a leak unless the above conditions exist.

4.13.3.6.2. Avoid the spread of agricultural pests and diseases that may exist in accumulations of built-up dirt and mud.

4.13.3.6.3. Avoid soiling or contaminating the aircraft floor and tie-down equipment with dirt, grease, or leaking fluid as this may endanger the safety of personnel working in the cargo compartment.

4.13.3.7. Make sure items loaded in the bed of vehicles and trailers are properly restrained for air shipment. All loose equipment should be secured before marshaling. Surface convoys also require the use of proper restraints. Rope restraints should not be removed, as they may be needed for onward surface movement at their destination. These ropes will not, however, replace the use of cargo straps or chains to meet aircraft or over-the-road restraint criteria. Items too small to be properly secured should be placed in a restrained box or bin. Light cables and air or heater hoses on GSE may be secured to the unit using tape, rope, cord, or similar material.

4.13.3.8. If an item is not properly prepared or documentation is incorrect, it should be placed in the frustrated cargo area and the CDF OIC/NCOIC notified immediately so that corrective action may be taken. The CDF OIC/NCOIC must notify the DCC of all cargo frustrations or any issues impacting the CDF.

4.13.3.9. Ensure keys and combinations accompany cargo to in-check. Lack of keys or combinations will cause cargo to be frustrated.

4.13.3.10. After the JI process is complete, equipment is and ready for loading. Ensure an experienced unit representative is readily available in case of discrepancies that may need to be fixed on the spot. At a minimum, documentation requirements (corrected copies of HAZMAT certification forms) may need to be fixed and unit representative should be trained and qualified to perform those duties.

4.13.3.11. Each unit will also have a representative (increment monitor) accompany the equipment to the in-check area that can resolve discrepancies or can communicate requirements to appropriate unit personnel until their cargo clears the JI. The tasked unit must have a team ready (quick-fix team) to immediately respond to resolve any discrepancies frustrating the cargo.

4.13.4. Frustrated Cargo. Frustrated cargo is cargo that failed the inspection at the in-check area, joint inspection, or any place after arriving at the CDF prior to loading the aircraft and was set aside until it could be fixed by the unit.

4.13.4.1. Cargo frustration times are tracked because failure to fix a frustrated piece of cargo can delay the entire deployment schedule and affect a unit's capability to support the mission at the deployed location. Reliable communications between the DCC, CDF, and tasked units are required to ensure that the tasked unit can quickly be called to resolve cargo frustrations, if the unit quick-fix team is not already pre-positioned in the CDF.

4.13.4.2. CDF and the local IDP will identify a frustrated cargo holding area for increments having discrepancies (documentation or improper preparation).

4.13.4.3. The CDF will notify the DCC immediately of all frustrated cargo, so proper action can be taken to resolve the problem.

4.13.5. Cargo Manifesting. Cargo manifests will be prepared for each chalk to ensure in-transit visibility from point of origin to final destination. The individuals assigned to this function will be extremely knowledgeable of the requirements of DOD 4500.9-R, DTR Part II. Cargo load plans cannot be used as cargo manifests.

4.13.5.1. Either CMOS (or GATES for CONUS AMC strategic Aerial Port units and OCONUS en routes) will be used to generate the manifest. If CMOS or GATES are not available to produce the cargo manifest, a DD Form 1385, Cargo Manifest, is used. Fax or email DD Form 1385 to AMC ITV cell (**ITV.AMC.TEAM@scott.af.mil**) for ITV purposes. It is imperative that the UDMs ensure all of the required TCMD data (e.g., transportation trailer data for HAZMAT, sensitive, classified, etc.) is accurate and loaded in LOGMOD. UDMs may require the assistance of transportation specialists to ensure TCMD Data meets DOD 4500.9-R, DTR Part III, requirements. Required information will be exported to CMOS or GATES from LOGMOD. CMOS or GATES will feed cargo and personnel manifests to GTN to provide in-transit visibility. Either CMOS or GATES will be used to generate the electronic cargo manifest and diskette to accompany each load of manifested cargo.

4.14. Load Planning.

4.14.1. Load planners will use AALPS to prepare load plans. However, proficiency in using manual load planning methods must be maintained in the event AALPS is not available.

4.14.2. Load planners will build initial load plans in conjunction with the person building the DSOE to ensure a viable DSOE. Ensure proper sequencing of equipment and personnel based on priority flow, en route support, and force/equipment mix needed to achieve initial operating capability at the bed down location as soon as possible.

4.14.3. Coordinate with the DCC before moving a piece of equipment/cargo from one load to another to ensure the move will not affect either en route support or operations at the bed down location.

4.14.4. Ensure that cargo, personnel, aircraft, and load plan destinations are the same. Units will coordinate with logistics planners to ensure prioritization of cargo to meet the mission requirements at the deployed location.

4.14.5. Avoid placing all critical initial operating support equipment and personnel on the same aircraft/mode of transportation to prevent loss of capability if the mode is delayed or destroyed.

4.14.6. Increments within a single UTC which are too small to be palletized by themselves, will be physically combined with other increments into a single increment and palletized whenever possible. When combined, a lead unit for that increment will be designated by the DCC or appropriate cargo processing function. The lead unit must then identify a POC for the increment or pallet. When combining increments and/or pallets, units must coordinate their efforts with the DCC scheduler and/or the IDO to ensure the DSOE Remarks field identifies which increments have been combined and which of the those increments is the Lead Increment/TCN. LOGMOD Administrators and UDMs should not combine different UTCs together into a single increment or pallet in order to ensure appropriate ITV. If UTCs must be combined into single increments in LOGMOD, ITV will not be lost if the following steps are followed:

4.14.6.1. Use the Chalk Remarks block on the DSOE, for the specified chalk, to reflect combined UTC Increments.

4.14.6.2. Use the Chalk Remarks block to identify the Lead Increment (i.e., TCN) for all of the increments that have been combined and what deploying unit is overall responsible for packaging and generating deployment products for that Lead Increment.

4.14.6.3. CMOS/GATES operators will use the DSOE Chalk Remarks field, for the specified chalk, to consolidate the combined UTC increments under a tab pallet header (capped pallet). Even though CMOS/GATES will reflect a Lead TCN, all of the combined increments (i.e., subsidiary TCNs) will be associated to the Lead and will be visible in GTN. NOTE: When physically combining increments of cargo, copies of the load lists, for each of the increments that are being combined, must be placed on the outside of the Lead Increment. This allows CDF personnel to have access to all load list information at the time of JI/In-check. The Lead load list should be placed on the outside of the increment packing envelope as to be the first document pulled by the CDF in-checker. This lead load list must be annotated to reflect the overall combined increment weights and dimensions. Pen and ink changes are authorized. The same procedures apply for Deployment Shipping Placards for combined increments.

4.14.7. Distribute Load Plans. Once the final load plans are accomplished, load planners ensure all essential players receive them. The following people and agencies need the indicated number of copies of load plans: aircraft commander (1-original), load team chief (1), DCC (1), station file copy (1), and ramp coordinator (1), if applicable. The load plan is NOT the same as the cargo manifest. The Cargo Manifest (DD Form 1385) or its automated equivalent is the official manifest IAW DOD 4500.9-R, DTR Part II.

4.15. Loading.

4.15.1. The Cargo Deployment Function. Loads unit equipment and baggage. For specific guidance on how to load aircraft, consult DOD 4500.9-R, DTR Part III, and the applicable aircraft -9 Technical Order (TO).

4.15.1.1. Load team chiefs will ensure all team members are familiar with the load plan and everyone on the team understands their specific responsibilities. The load team chiefs will check with the ramp coordinator (RAMPCO) or OIC/NCOIC of the CDF if a load plan is not available at least 45 minutes before DSOE scheduled load start time. NOTE: Ensure load start time is coordinated with units' operations representatives to ensure crew availability.

4.15.1.2. All loads will be ready to load NLT 30 minutes before scheduled load start time or as spelled out in the IDP.

4.15.1.3. Each load team should consist of a team chief and at least three handlers or operators. At the beginning of the shift, the team chief will conduct a safety briefing covering at least the following:

4.15.1.3.1. Safe operation of MHE (e.g., speed limits, use of chocks, and need for spotters).

4.15.1.3.2. Safe cargo handling (pallets pushed – not pulled, etc.).

4.15.1.3.3. Safety equipment for all load team members, e.g., safety-toed work boots, gloves, reflective gear, light wands for hours of darkness, etc.

4.15.1.3.4. Safety procedures during engine-running on/offloads (EROs) and concurrent refueling (if applicable).

4.15.1.4. The deploying unit should furnish drivers for specialized equipment (e.g., Rescue all-terrain transports (RATTs), all-terrain vehicles (ATVs), M-series vehicles, etc.). These drivers will load specialized equipment under the supervision of the loadmaster.

4.15.1.5. The load team chief will follow safe loading procedures at all times, as well as ensure:

4.15.1.6. Cargo is identified and segregated into loads according to the DSOE.

4.15.1.7. The team has sufficient serviceable MHE to perform loading operations.

4.15.1.8. The team loads the aircraft or vehicle according to the final load plan or at the direction of the aircraft commander or designated representative.

4.15.1.9. Cargo is visually checked for obvious leaks and discrepancies before loading. Notify the RAMPCO of any problems so corrective action can be taken.

4.15.1.10. Brief the loadmaster on the load configuration and special loading requirements. Have the team load the aircraft under the loadmaster's supervision.

4.15.1.11. Report load start and completion times to the DCC.

4.15.1.12. When loading 463L pallets onto aircraft, ensure that all placards are facing the same aisle-way side in the aircraft.

4.15.1.13. Cargo is properly loaded onto trucks with adequate tie-down, as directed by the vehicle operator. All items planned for the truck are loaded.

4.15.2. Aircraft Loadmaster Briefing. The ramp coordinator or load team chief will deliver deployment manifests and brief the Aircraft Loadmaster on the specifics of the load to include all hazardous materiel before loading.

4.15.3. Ramp Coordinator (RAMPCO). RAMPCOs are the “key ingredient” for ensuring a successful command and control element exists between flightline activities and the CDF and DCC. For AMC units with an APS, this responsibility/function rests with Air Terminal Operations Center (ATOC).

4.15.3.1. Responsible to the CDF for overseeing and coordinating all aircraft and vehicle loading operations as outlined in the DSOE and works closely with the CDF and PDF to ensure all facets of airlift support are met. The ramp coordinator act as the eyes and ears of the CDF function and, therefore, must closely monitor all aircraft ground handling operations and maintain constant communication with the CDF.

4.15.3.2. Will carefully monitor their assigned loads from marshaling complete time until the aircraft or truck departs.

4.15.3.3. At a minimum, RAMPCOs will visually check their load for any obvious discrepancies (leaks, missing placards, weights, etc.) prior to aircraft loading. In addition, they will be familiar with all the characteristics of the load (HAZMAT, documentation requirements, required waivers, etc.).

4.16. In-Transit Visibility (ITV).

4.16.1. Use of Air Force automated systems that comprise the IDS to deploy Air Force forces is mandatory. IDS components include LOGMOD/LSA, DCAPES, CMOS, and AALPS. AMC’s GATES is considered an IDS partner and may be used in lieu of CMOS by CONUS AMC strategic Aerial Port units. To achieve deployment ITV, pass cargo and passenger deployment files from LOGMOD and DCAPES (or other Service systems) to CMOS or GATES, which, in turn, pass movement data to GTN. Further information and guidance on the use of CMOS can be found in AFI 24-203, Chapter 15, and online at **https://www.gunter.af.mil/**.

4.16.2. The IDO is responsible for ensuring cargo and passenger data is accurately entered into IDS components to maintain ITV within established time frames. Without exception, valid and full 7-character (if used) ULNs from the applicable CCDR's TPFDD are required for deployment cargo and personnel in order to relate these resources back to the force requirements in the TPFDD. Fictitiously entered ULNs will prevent cross-referencing this data back to the TPFDD (AFI 24-238, paragraph 1.11.1.).

4.16.3. ITV provides visibility of deploying cargo and personnel from home station, or origin, to destination. Supported/Supporting commanders use ITV to track the flow of capabilities and critical assets (e.g., munitions) from origin into an area of operations (AO). Transportation closure, as indicated by ITV, is critical as a gauge to predict when capabilities are in place to commence operations. However, force closure cannot be ascertained through ITV alone. Only the deployed commander can declare force closure and operational capability (i.e., the force is ready to commence operations).

4.16.4. IDS must be used to support the deployment process and enable/achieve ITV. CMOS/GATES manifest diskettes will accompany all missions to facilitate re-manifesting and continuation of ITV at en route or trans-load locations. CMOS/GATES must pass the movement data, with valid ULNs, to GTN. Training for CMOS can be downloaded from the following web site: **https://www.gunter.af.mil/**. A training manual for GATES can be downloaded from the following web site: **https://gates.scott.af.mil/**.

4.17. Radio Frequency Identification (RFID) Tags.

4.17.1. RFID tags are required for deployed unit and non-unit move cargo. The LRS TMF, or APS at CONUS AMC strategic port bases, will ensure non-unit move cargo is properly tagged IAW DOD requirements. Storage and maintenance of RFID tags will be IAW the IDP. The CDF will burn unit tags using shipment data imported to CMOS (GATES for CONUS AMC Strategic Aerial Ports) from LOGMOD and ensure tags are attached to all end items before aircraft loading commences. End items include rolling stock, pallets, and non-palletized containers. RFID tagging is required for equipment being deployed off installation/base for contingencies, deployments, or exercises and units should be prepared to demonstrate capability during base-level exercises. See AFI 24-238 for more details about RFID tagging.

Chapter 5

DEPLOYMENT EXECUTION, PERSONNEL PREPARATION REQUIREMENTS

5.1. The People Process.

5.1.1. This chapter provides valuable information concerning the processing of personnel, for pre-planning and execution, and the processing activities supporting the personnel deployment process. The DRMD generated by DCAPES dictates the personnel taskings the unit must be prepared to fill for a deployment and is an essential element of the Personnel and Manpower communities supporting total force accountability. To this end, Manpower and Personnel at all levels facilitate the effective communication and coordination of executed TPFDDs, OPLANs, and any other contingencies by translating the TPFDD into a DRMD and validating whether the force mix and organization structure will accomplish the intended mission. They are critical elements in personnel requirement and resource accountability.

5.2. Personnel Authorizations.

5.2.1. Postured UTCs will only be filled with authorizations from one unit (i.e., not fragmented). See AFI 10-401, Chapter 10, for exceptions and waiver procedures.

5.2.2. Personnel in deployable UTCs must be trained and equipped or have access to equipment to maintain the UTC capability. ART must be updated to reflect status of personnel and equipment for each standard deployable UTC IAW AFI 10-244.

5.2.3. 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 as reported in SORTS. For most units this will put priority on filling deployable UTCs. If a unit with multiple UTCs only has one of a particular UTC then the following priority applies: DWS, DWX, DXS, DPS, DXX, and then DPX. If a unit with multiple UTCs has more than one of a particular UTC then the following priority applies: DWS, DXS, DPS, DWX, DXX, and then DPX. As a reminder, a UTC record coded DX_ can fill a DW_ requirement at execution during surge tasking 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.

5.3. Air Force Deployment Planning and Execution Concept.

5.3.1. Air Force unit deployments normally occur after a Movement Day (C-Day) is established (NOTE: AMC’s Global Mobility Task Force as well as some other forces may move well before C-Day). Since planning assumptions, response options, and mobilization timing vary depending on the execution scenario, units may not move as a single UTC entity. Transportation constraints, reception capabilities and operational concepts dictate the final closure rate of the deploying force to the destination.

5.3.2. Deployment Tasking Requirements. Consolidate all deployment tasking requirements for a particular contingency, exercise, or deployment into the DRMD. This document is a critical element of the deployment process for personnel and manpower functions. It provides MAJCOM, AFCHQ, and wings the requirements for fulfilling exercise, deployment, and contingency requirements. Failure

to understand the DRMD and what to do with it causes problems throughout the process. AFI 10-401 gives the specific details on the data elements of the DRMD.

5.3.3. Deployment Requirements Manning Document (DRMD). Transmit the DRMD to the base from the supported component command via the AEFC using DPT to the sourced base IDRC. The IDRC requires the DRMD to move forces. The DRMD has nine key and essential pieces of personnel deployment tasking information (NOTE: Every contingency, deployment, or exercise tasking built, created, and flowed contains this necessary information and other data elements relevant to the process). They are: PID, ULN, ULN position number, position number suffix, AFSC, unique qualifications (i.e., line remarks), tasked PAS, DRI, duty location (DLOC), and attached PAS.

5.3.3.1. The baseline process is that the OPLAN requirements are loaded in both the Personnel and Manpower DCAPES. Before exporting plan data from DCAPES for input into other parts of the IDS system, the DCAPES operator uses published declassification procedures and software to ensure only unclassified data is passed from the classified system.

5.3.3.2. The IDRC and tasked units review the key and essential pieces of the personnel deployment tasking and determine the proper course of actions (e.g., activating the wing deployment process).

5.3.3.3. Tailoring and modifying the DRMD is managed according to AFI 10-401 and AFI 38-205. Once this is complete, the unit must assign personnel to support the requirement. The UTC identifies the specific requirements including the AFSC, SEIs, security clearances, and grade needed by personnel selected to fulfill the tasking.

5.4. Assigning Personnel to Planning and Execution Requirements.

5.4.1. Commanders will ensure appropriate personnel have their affairs in order and have a Personal Readiness Folder (see paragraph **1.6.2.9.**), containing required deployment documentation, on file and maintained by the UDM. The following paragraphs provide a baseline or starting point for aiding the building of a successful personnel process (see **Attachment 4** for flowchart of personnel processing process).

5.4.1.1. The IDRC Personnel and Manpower representative(s) will have all the requirements identified by unit so the IDO can distribute to the appropriate UDM for fill action. After all the requirements are received and reviewed, they will be made available to the tasked units via the LOGMOD UDM module. The unit is then responsible for assigning a name for each requirement on the DRMD NLT the time listed on the DSOE.

5.4.2. Before an individual can be deployed, they must meet the training and deployment eligibility requirements according to this instruction, AFI 36-2110, and the UTC MISCAP statement (also see **Attachment 4** for typical process flowcharts). The MilPDS has a series of business rules identifying to unit commanders questionable deployment eligibility called Deployment Availability (DAV) codes. Along with DAV codes, some duty status codes place a person into a questionable deployment availability status. **Attachment 2** of this instruction explains all duty status and DAV codes affecting the deployment process.

5.4.2.1. The IDRC and PDF advise commanders when personnel are ineligible for deployment according to the governing directives. They also ensure documentation is correct on personnel with waiverable DAV and duty status codes. NOTE: The ultimate responsibility for deployment

eligibility rests with the unit commander. The use of IDS helps commanders in the unit deployment selection process by automating eligibility and waiver status of personnel.

5.4.2.1.1. Units and IDRC/PDF work with a Personnel file that is a snapshot in time of MilPDS so some DAV/duty status codes may no longer apply. In these instances, close coordination between the unit and PRF/PDF must occur to ensure data systems reflect the proper status.

5.4.3. Immediately upon receipt of the tasking, the UDM will notify the unit commander and accomplish the following:

5.4.3.1. If the tasking is assigned against a standard UTC in the UTC Availability (formerly AFWUS), the UDM will assign a name as previously postured by the flight chief(s) and commander (provided all line/command remarks can be met). Commander and flight(s) chief will be notified of specific Airmen tasked.

5.4.3.2. If the tasking is a non-standard UTC, the UDM will solicit names from the section/flight chief(s) and submit the name(s) for commander approval. Line and command remarks still must be met. UDMs will consult Personnel Readiness Folders and other data sources (reference paragraph **1.6.3.**) to ensure selected personnel meet all requirements (reference paragraph **1.6.2.**).

5.4.3.2.1. UDMs may recommend selected personnel to fill taskings who have not completed all the necessary requirements if these requirements can be accomplished prior to deployment.

5.4.3.3. If the unit has to shortfall any positions, the IDRC/IDO will look for alternates in Associate UTCs or un-tasked Standard UTCs. If an alternate UTC exists, submit recommendation to the wing commander. If no suitable airman/civilian is available, the UDM will process the shortfall IAW the reclama process in AFI 10-401.

5.4.3.3.1. Even though units assess a UTC as “Green” in ART, line remarks may require capability beyond the unit’s capacity to fill either due to non-availability of assets with specific line remarks or due to other competing requirements. Prior to submitting a reclama, the tasked commander will request from the deployed group commander to waive the requirement that precludes the unit from filling the tasking (e.g., line remarks, SEI, grade, skill level, etc.) or permit substitutions, if applicable (see paragraphs **5.4.4.** and **5.4.5.** regarding substitutions). This is done through the local PRF/IDRC to the deployed PERSCO. If the deployed group commander denies the waiver request, the tasked commander will either fill the requirement as requested or submit a shortfall/reclama request through the wing commander (or equivalent) to the MAJCOM IAW AFI 10-401 procedures. This written submission (message, e-mail, fax, etc.) will include PID, ULN, line number, UTC, line remarks(s), RDD/DRI, AFSC, and specific justification for each shortfall/reclama position or billet. The tasked commander must keep the MAJCOM FAMs informed of all waiver requests, to include the final decision of the deployed commander.

5.4.3.4. The UDM will post the selected deploying individual(s) info (name and SSN) into LOGMOD and provide to the IDRC/DCC for tasking fill. Unit/UDM must provide names to fill tasking, or shortfall the tasking to the IDRC/IDO within 3 duty days from receipt for taskings 30-120 days out from earliest movement date. For taskings less than 30 days from earliest movement date, units must provide names or shortfall the tasking with in 24-hours. During crisis action planning, these times may be constricted further, as directed by the IDO. The IDRC PRF representative will immediately update DCAPES to show name fill and projected departure data. This updates sup-

ports providing all echelons advance notification of projected arrivals and the expected delivery date.

5.4.3.5. The unit commander/UDM will ensure in-person (i.e. face-to-face or phone) notification of tasking to Airmen within 4 duty days of tasking receipt by UDM/Commander. The notification may be done by the commander, UDM, or a supervisor.

5.4.3.6. Within 5 duty days of notification of tasking, the member will report to the UDM with ID Card for a comprehensive review of the entire personnel readiness folder. The UDM will notify the member of any scheduled training/appointments required for the tasking, review reporting instructions with the member, ensure Foreign Clearance Guide requirements are met or initiated and identify any adverse medical conditions that may prevent the member from deploying.

5.4.3.7. Not earlier than (NET) 30 days prior to PDF processing, or as directed by the Commander, the UDM will initiate a final review of readiness status with the member. At this time, the UDM will again review the AOR-specific reporting instructions, Foreign Clearance Guide and medical readiness requirements (such as additional vaccinations) with the member.

5.4.3.8. If known, the UDM will inform the Airman of reporting times as reflected in the DSOE or TPFDD.

5.4.3.8.1. UDM will schedule individuals for individual equipment and weapons requirements pickup through the War Readiness Element of the LRS or provide times they may do so on their own.

5.4.3.9. The UDM will direct the Airman to Force Health Management at the Medical Treatment Facility (MTF) NET 30 days prior to deployment for the purpose of completing the DD Form 2795 and all other predeployment medical requirements.

5.4.3.10. The Airman will complete all deployment and unit requirements per the guidelines given by the UDM, except those scheduled to be accomplished at the PDF, if a processing line is scheduled.

5.4.3.11. Ten duty days prior to processing at the PDF, the squadron commander will ensure all required actions are complete, with the exception of those being accomplished at the PDF.

5.4.4. AFSC Substitution. The UTC MISCAP statement outlines the capability of the tasked UTC and identifies authorized AFSC substitutions unit commanders may use. The UTC MISCAP, functional AFIs, USAF WMP-1 Functional Annexes, or the Supported Command processing guidance/reporting instructions regulate and control authorized substitutions. When substituting AFSCs that fall outside the scope of the above, the unit commander must coordinate the substitution with the deployed group commander ensuring the substitution continues to satisfy the original tasking requirement without mission degradation and the designated person can meet the functional requirements of the originally tasked AFSC. The unit must coordinate all AFSC substitutions with the IDRC/PDF.

5.4.5. Grade and Skill Level Substitution. Like AFSC substitutions, the UTC MISCAP, functional AFIs, USAF WMP-1 Functional Annexes, or the Supported Command processing guidance/reporting instructions regulate and control authorized grade and skill level substitutions.

5.4.5.1. When units identify people to fill deployment requirements, enlisted are tasked based upon their Control AFSC (CAFSC) and officers are tasked based upon their Duty AFSC (DAFSC) or, for Individual Augmentees (IAs), on any of their qualified AFSCs.

5.4.5.2. When selecting personnel, the unit maximizes the matching of the required AFSC and grade to the person's AFSC and grade as much as possible. Grade and skill level substitutions will only occur when all available resources have been exhausted and the tasking authority allows them. Deviations may be made per the tasking's line remarks.

5.4.5.2.1. Enlisted Skill Level Substitutions. Unless prohibited by line remarks or UTC MISCAP, personnel with two skill levels higher or one skill level lower may satisfy enlisted requirements. EXCEPTION: Chief Enlisted Manager (CEM) requirements must be filled by a CEM/E-9 resource. EXAMPLES: A person having a 3-, 5-, 7-, or 9-skill level may satisfy 5-skill level tasking requirements. A person having a 5-, 7-, or 9-skill level may satisfy 7-skill level tasking requirements.

5.4.5.2.2. Enlisted Grade Substitutions. Unless prohibited by line remarks or UTC MISCAP, if the UTC or tasking identifies a required grade, the person must have that grade or higher grade to fill the requirement. EXAMPLE: A person with or in a higher grade than E-7 may satisfy an E-7 tasking requirement.

5.4.5.2.3. Officer Grade Substitutions. Unless prohibited by the supported AFCHQ through line remarks or UTC MISCAP, officer grade requirements may be filled by a person having one grade higher or lower than the required grade.

5.4.5.2.3.1. Second and first lieutenants are considered a single grade and can substitute in a captain grade requirement, provided they meet the intent of paragraph **5.4.5.2.**

5.4.5.2.3.2. EXCEPTIONS: Unless prohibited by the supported AFCHQ through line remarks or UTC MISCAP, a tasked medical commander may substitute two grades up and two grades down for officers. Additionally, clinical personnel who are colonels may be tasked to fill non-colonel requirements. However, for all other Air Force specialties, a colonel must fill a colonel grade requirement.

5.4.5.2.3.3. EXAMPLES: A captain, major, or lieutenant colonel may satisfy a major grade tasking. A lieutenant (1st or 2nd), captain, or major may satisfy a captain tasking.

5.4.6. Volunteer Guidance. AFI 10-401, Chapter 9, describes how active Air Force personnel (military and civilian) can volunteer for AEF ECS contingency taskings. All volunteers, including ANG and AFRC, must 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.

5.5. Personnel Processing.

5.5.1. Port Calls. The IDO will review the TPFDD for mode/source of transportation for deploying Airmen/units. If the mode/source (i.e., "AC") directs AMC contract airlift from AMC gateways, the IDRC will forward the assigned names with ULN and requested dates to the TMF representative. The TMF representative will book the port calls based on the ALD provided by the IDO/Logistics Plans function. ULNs with mode/source for strategic lift (i.e., "AK") either out of home station or at an aggregate APOE are not given port calls, but will be manifested during passenger processing activities. For large groups, the IDO should consider the GOPAX method to move individuals. For large groups within driving distances, the IDRC should consider busing to the APOE either by commercial bus or military bus. If none of these options seem feasible, the IDRC will direct the TMF arrange commercial airline travel to the APOE only. There are no bookings in GATES for sending passengers to the aggregation point. All movement is projected in the TPFDD. If it becomes necessary that a

deploying member is not able to deploy on the projected airlift, according to the TPFDD, it is imperative that the IDO notifies the respective MAJCOM FAM as soon as possible in order to coordinate changes to the TPFDD so that appropriate transportation changes can be made.

5.5.1.1. Port calls based solely on RDD/DRI may cause deploying Airmen to miss in-theater training/processing. Some ULNs in support of ILO requirements require personnel to be in theater earlier that RDD/DRI for Joint Reception, Staging, Onward Movement, and Integration (JRSOI)/ Replacement In-place Transfer of Authority (RIPTOA). Port call planning for these ILO requirements must be based of off LADs in order to be able to meet CCDR required JRSOI/RIPTOA. The IDRC will identify all en route reporting requirements to the TMF representative who will book the appropriate port calls.

5.5.2. Unit Personnel Assembly. After personnel are identified for deployment, they may be processed in mass or individually. Every effort should be made to mass process personnel to ensure a last check of all requirements is made to enable personnel to deploy with fewer discrepancies. Even if personnel are processed individually, some level of mass processing should be incorporated, if possible. That may include eligibility check; pre-deployment briefings (e.g., medical, cultural, anti-terrorism, human slave trading, anti-hijacking, etc.); last chance medical/immunizations check; and issuing orders, airline tickets (if applicable), mobility bags, and weapons/ammo (if applicable). If airlift will pick Airmen up at home station, they will always mass at least 3 hours prior to aircraft departure for manifesting and anti-hijack processing. Local installations may institute longer lead times to meet their specific needs and spell this out in their IDP.

5.5.2.1. When mass processing, deploying Airmen will be assembled in a pre-identified area at the unit NLT the time indicated on the DSOE for unit processing. If processing individually, the UDM will determine the assembly time. Regardless if mass or individually processing, the unit will always pre-assemble personnel prior to departure.

5.5.2.1.1. During unit assembly all deploying personnel will be checked to ensure the following:

5.5.2.1.1.1. They meet personnel deployment requirements outlined in the tasking order.

5.5.2.1.1.2. They are eligible (DAV and duty status codes) to deploy.

5.5.2.1.1.3. They have all personal items in order.

5.5.2.2. Units will identify potential eligibility problems allowing the DCC and PDF maximum time to find qualified personnel from existing base resources.

5.5.3. Deliver Personnel to PDF. Document personnel movement requirements/responsibilities in the local IDP. If required, the unit contacts LRS Vehicle Management to schedule/request transportation to get personnel to the processing area. Early contact will help ensure all individuals are delivered to the processing area in sufficient time to meet DSOE processing time.

5.5.3.1. In no case should deploying personnel arrive at the PDF on their own. They will always be delivered through coordination by a UDM (albeit through the LRS Vehicle Management flight, if needed). In those instances where deploying Airmen are utilizing commercial transportation through a local airport, the unit should deliver the Airmen to the airport to ensure they have everything mentioned in paragraph **5.5.2.1.1.**

5.5.4. Unit Move PDF Processing. The key responsibilities of the PDF are: Advising commanders when personnel are ineligible for deployment; maintaining accountability of deploying personnel from arrival at PDF to base departure; and providing last-minute services (e.g., legal, chaplain, medical, personnel actions, etc.) to Airmen (as requested or required).

5.5.4.1. From the time unit personnel are delivered to the PDF until they are physically loaded on the aircraft (or other embarkation movement source), the PDF is responsible for full control and accountability of them. A controlled area will be identified to hold all deploying personnel.

5.5.4.1.1. Personnel representative in the PDF will conduct a roll call to see if all of the correct individuals are present for processing.

5.5.4.2. The final eligibility check of the PDF process is vitally important. A deployed commander does not want anyone unqualified or incapable of performing the deployed mission. The initial responsibility in the eligibility review process belongs to the unit commander. They know their people and should send only qualified, eligible personnel to process and deploy. However, sometimes in the heat of a deployment, things may be overlooked. The PDF serves as the wing's last set of eyes ensuring all personnel meet the eligibility requirements to deploy and is responsible for informing the unit commander of any personnel in a questionable deployment eligibility status.

5.5.4.3. CED orders are the only type of TDY orders used to deploy personnel. AFI 10-215 directs all members deploying on contingencies, exercises, or deployments to receive CED orders. As stated earlier, the DCAPES is used to produce these orders. An individual from the PRF will be assigned to the orders section during deployment processing. AFI 10-215 provides specific guidance on producing CED orders.

5.5.4.4. CED orders will be produced according to the timelines specified in the DSOE and in sufficient time to be included in the Troop Commander Package for each chalk or at least one duty day prior to personnel departing from commercial airports. Ensure the tasked ULN (to include any frag and insert) and ULN position are included on the orders.

5.5.4.4.1. Unclassified orders will be used unless driven by specific plan, message, or directive. Changes, amendments, or new orders, as required, are published and issued before, during, and after the deployment. NOTE: No CED orders will be issued until the IDO or designated representative ensures the unit(s)/person(s) is/are deploying by mode and source IAW the OPLAN/CONPLAN TPFDD or equivalent supporting and supported command guidance. Distribution of orders will be IAW AFI 10-215 and local procedures. CMOS or GATES (for CONUS AMC strategic Aerial Ports and overseas AMS units) will generate the passenger manifest based on the orders and files received from DCAPES for departure on airlift from home station. LSA can also produce a passenger manifest as a back up to CMOS and GATES, if required. TMF or Passenger Processing personnel will manifest and collect NoK information IAW DOD 4500.9-R, DTR Part I – Passenger Movement. If the orders cannot be completed, a manual passenger manifest will be completed prior to the departure of the aircraft. Ample notification of any late orders will be given to the manifesting agency. Manual manifests will be followed up with electronic manifests to maintain ITV.

5.5.4.5. DCAPES is essential to inform already deployed commanders, MAJCOM, and the Air Staff of the deploying force composition. Appropriate accountability actions in DCAPES (when fielded) will be accomplished by the PRF for systemized personnel strength accountability.

5.5.4.6. Air transportation specialists will handle the passenger processing function after passenger processing is complete. Personnel may be released to the troop commander, after coordination with the IDO, if there is an extended delay in aircraft departure. The troop commander must be readily available to ensure no further delays. Upon deploying personnel return, they must be re-screened for accountability, anti-hijacking, etc.

5.5.5. Individual Personnel Processing. Special circumstances (such as resource availability, etc.) may not warrant standing up a full processing line or one at all. If the IDO deems a full PDF line is not required, every effort should be made to incorporate some functions of the normal line in the processing of personnel, and the rest accomplished by the unit and Airman through deployment checklists. When the full services of a PDF line are not available, deploying personnel must be provided a deployment checklist that ensures they receive the same processing and services afforded in the formal PDF line. Personnel processing via checklist should be afforded minimal PDF line services within 10 days of departure to receive briefings, pick up mobility bags and airline tickets, and receive a last check to ensure they have accomplished all the required processing tasks. Provided levy flow/tasking is received, Reserve personnel should complete all out-processing actions during the UTA (Unit Training Assembly) prior to their scheduled departure.

5.5.5.1. Airmen are provided a checklist by the IDRC to out-process for deployment. This checklist should include all necessary actions to be accomplished prior to deployment that will not be accomplished by a PDF line. This checklist may be tailored to account for limited timeframes and TDY location(s) requirements.

5.5.5.1.1. Checklist items should include training requirements as stated in paragraph **1.6.2.** and other actions such as medical/dental/immunization clearance certification, pre-deployment health assessment, A&FRC briefings, anti-terrorism/force protection briefings, education office reviews, IDRC/PRF (for orders), Finance, MPF, etc., as necessary and stipulated in local IDP.

5.5.5.2. Deploying Airmen will ensure they receive CED orders from their PRF prior to departing home station. Distribution of orders will be IAW AFI 10-215 and local procedures.

5.5.5.3. Final Check. The final check by the UDM/Commander of the Airman is vitally important. A deployed commander does not want anyone unqualified or incapable of performing the deployed mission. The initial responsibility in the eligibility review process belongs to the unit commander. They know their people and should send only qualified, eligible personnel to process and deploy.

5.5.5.3.1. After Airmen have completed all checklist items required for deployment, they will be scheduled by the UDM to meet at a pre-identified area at the unit for unit processing. The UDM will determine the assembly time.

5.5.5.3.1.1. During unit assembly all deploying personnel will be checked to ensure the following are in compliance:

5.5.5.3.1.1.1. They meet personnel deployment requirements outlined in the tasking order.

5.5.5.3.1.1.2. They are eligible (DAV and duty status codes) to deploy.

5.5.5.3.1.1.3. They have all personal items in order.

5.5.5.3.1.1.4. They have accomplished all required training and deployment preparation requirements.

5.5.5.4. Deliver Personnel. When deploying Airmen are utilizing commercial transportation through the local airport, the unit will deliver the Airmen to the airport or arrange transportation to the airport to ensure they meet their scheduled lift. In either circumstance, deploying Airmen will be met by UDM or designated unit representative after the Airman leaves his/her residence and prior to arriving at the airport. AFRC units will meet this requirement when practical. If Airmen are not accompanied to the airport, the unit will ensure the Airmen have a contact number to reach the unit in case of emergency or deviation from the planned deployment (e.g., personnel, equipment, or bags don't get on arranged transportation). If Airmen are scheduled to meet a commercial rotator chartered by AMC at an APOE different from their home station, the unit will, through the IDRC and the TMF, ensure appropriate transportation is scheduled/provided for the Airman to meet the required show-time of the mission. Units will also provide the troop commander a diskette with deploying passenger data for the aggregation point or APOE for input into CMOS or GATES, at CONUS AMC Strategic Aerial ports, for manifest preparation, (Reference AFI 24-238, paragraph 1.12.4.).

5.5.5.5. Once Airmen have departed their home installation, UDMs will ensure that the local IDRC has updated status on the departure of the Airmen. They will contact the IDRC to inform them of departure time and means of departure.

5.5.5.6. IDRC PRF representative will update DCAPES to show departure status of deployed member. This is essential to establish/maintain the foundation of systemized personnel strength accountability and supports the analysis of force closure timeliness data.

5.5.6. Passenger Manifesting. Passenger manifests will be prepared for each chalk to ensure in-transit visibility from point of origin to final destination. The individuals assigned to this function will be extremely knowledgeable of the requirements of DOD 4500.9-R, DTR Part I.

5.5.6.1. Either CMOS or GATES, for CONUS AMC strategic Aerial Port units, will be used to generate a manifest. If CMOS or GATES are not available to produce the passenger manifest, a DD Form 2131, Passenger Manifest, is used. Fax or email DD Form 2131 to AMC/ITV cell (**ITV.AMC.TEAM@scott.af.mil**) for ITV purposes. Required information will be exported to CMOS or GATES from DCAPES with fielding of version 4.0.2.0. CMOS or GATES will feed personnel manifests to GTN to provide in-transit visibility.

5.5.6.2. Manifesting passengers during AEF rotations will require chalking of passengers to meet the scheduled aircraft mission versus final destination. Airmen may be deploying to multiple destinations, but are required to arrive in theater on the same LAD through the same POD. In order to meet the CCDRs RDD and maximize aircraft utilization, TACC may schedule/aggregate Airmen from multiple origins on a single mission. The IDO or IDRC must ensure Airmen are chalked and exported via the DCAPES export file titled “CMOSxxx.file” that can be imported into CMOS and GATES. This is provided to the APOE 72 hours prior to mission departure. Updates will be transmitted via e-mail as required with a summary of changes and a new/updated “CMOSxxx.file” attached.

5.6. Developing a Minimum Personnel Requirements List.

5.6.1. Develop a minimum personnel requirements list within the unit for personnel assigned to a UTC. The supported commander determines any changes in theater clearance requirements and, along with HAF FAMs for ILO taskings, identifies all additional items deploying personnel must take. The supported commander, at execution, determines whether personnel need mobility bags, weapons, ammunition, insect vector control measures, and chemical injectors. Mobility bag, ammunition, and small arms management for active duty units will be IAW AFMAN 23-110 and AFI 21-101, Aircraft and Equipment Maintenance Management. ANG and AFRC units will follow the guidance of their higher headquarters.

5.6.2. Acceptability and Limitations of Personal Baggage, Mobility Bags (MOBAG)/IPE, and Professional Gear (PROGEAR). For purposes of this instruction, the term “bag” or “baggage” refers to any soft- or hard-sided container with carrying handle(s) containing items necessary for personal/duty use for the duration of the deployment.

5.6.2.1. Personal clothing will be deployed as baggage on the same aircraft transporting personnel. Personal clothing should be packed in duffel bags, barracks bags, B-4 type bags, or commercial luggage with rounded corners. Wheeled containers, footlockers, or trunks may also be used for personal baggage, MOBAGs/IPE, and PROGEAR as long as they meet the linear and weight requirements described in paragraph **5.6.2.7.** and have rounded corners to prevent damage to other bags and their contents. Excess baggage must be authorized on orders.

5.6.2.2. AOR Reporting Instructions published by the Supported Commander may limit the total number of bags authorized, particularly excess baggage, based upon lift availability to, and bed down capabilities at, the ultimate deployed location. Additionally, depending upon the mode of transport (e.g., commercial air segments between commercial airports or AMC contract airlift from AMC gateways) selected from origin to destination, IDOs, TMFs, and deploying units must be aware that commercial airlines may further restrict weight, size, and type specifications applicable to checked baggage. IDOs must thoroughly review AOR Reporting Instructions and consult with the installation TMF to verify whether such limitations or additional instructions (i.e. special baggage tag requirements), may impact deployment plans or execution.

5.6.2.2.1. CCDRs may provide pre-deployed weapons, ammunition, and mobility bags at centrally managed and distributed locations within their AOR at ETDCs. This may eliminate the need for Airmen to deploy with these assets.

5.6.2.3. When allowed by the Supported Commander and required by the deploying unit, excess baggage authorization must be specified in the individual’s CED orders, and must not exceed the size, weight, quantity, or content limitations.

5.6.2.4. It is ultimately the unit commander’s responsibility to ensure unit personnel deploy with all required personal items, MOBAGs/IPE, and PROGEAR, and to ensure that all other non-individual issue equipment required for the major operation or campaign is properly identified in equipment UTCs. At no time, will equipment items normally shipped as freight, or deployed as cargo; be allowed to accompany a deploying individual as part of his or her excess baggage authorization, unless specifically stated in CED orders. Unit commanders must pay particular attention to this point to preclude baggage being “bumped” en route due to transport mode weight or space limitations. NOTE: Aircraft ACL limitations may be particularly evident on AMC contract carrier

contingency and rotator missions; therefore, excess baggage scrutiny at home station is prudent if deploying personnel will travel via this means.

5.6.2.5. Deploying members must not add any personal or unauthorized items to their A, B, C, or D-bags. Even if the bag weight remains in limits, the extra items add bulk and can cause aircraft cargo holds to become “cubed-out,” resulting in a waste of airlift capacity.

5.6.2.6. In some cases, deploying units require tools or equipment that are too large/heavy for movement on commercial passenger aircraft, and not currently listed in a UTC’s MISCAP. In each case, the deploying unit is required to arrange shipment of the required equipment separate from the deploying unit, and at unit expense. Either a complete MISCAP review needs to be accomplished, or procedures for the referenced scenario need to be identified to ensure the cargo movement is accomplished as part of the supported operation, tracked in an ITV system, and billed to the supported operation’s funds.

5.6.2.7. Deploying personnel transiting commercial airports or AMC gateways on contract commercial aircraft may hand-carry one bag and check no more than two pieces of personal baggage without charge. In all cases, unless further restricted by individual commercial airlines, each checked bag may weigh no more than 70 lbs and cannot exceed 62 linear inches (NOTE: Commercial tickets that contain only CONUS segments may limit checked baggage to 50 lbs each before excess baggage charges are assessed). Carry-on baggage cannot exceed 45 linear inches. Any bag that exceeds these weight, dimension, or quantity limitations will be regarded as excess baggage. Any single bag exceeding the 70 lb weight limit will count as two pieces. No bag exceeding 100 pounds will be accepted. MOBAGs (A, B, C, and D)/IPE and PROGEAR are common, acceptable examples of excess baggage.

5.6.2.8. There is no standard policy between DOD and the Transportation Security Administration (TSA) for military shipments of weapons in checked baggage or as excess baggage. Ammunition and weapons are not permitted in carry-on baggage but, depending on the policy of the airline, may be included with checked baggage. Weapons must be unloaded, packed in a locked, hard-sided case and declared at check-in. All airline and TSA requirements must be strictly adhered to. All transportation offices should distinguish excess baggage contents as weapons when making airline reservations and ensure coordination with the airlines and TSA for handling and packaging instructions. It is suggested that advanced copies of the weapon declaration forms be completed in advance to streamline check-in. Commercial travel offices should provide proper passenger counseling, to include familiarization with rules and requirements of the scheduled service airlines and TSA.

5.7. Troop Commander.

5.7.1. After processing of personnel is complete, the IDRC/PDF will provide the troop commander with a Troop Commander’s PAK. The troop commander is generally the senior ranking person (may not apply to certain Medical, JAG, Chaplain, etc. personnel) assigned to a group of two or more personnel that are deploying on the same means of transportation to the same deployed location.

5.7.1.1. The troop commander must account for and control the deploying force from the time after processing through the PDF until arrival at the final deployed location. If personnel are traveling via commercial transportation and do not process through the PDF, a troop commander will still be appointed for a group of personnel traveling together to maintain accountability for person-

nel throughout the trip. In that case, the troop commander will be briefed on responsibilities by the PDF (see also DOD 4500.9-R, DTR Part III, Appendix T).

5.7.1.2. The troop commander will confirm transportation allocation and mode/source of transportation before departing.

5.7.1.3. The Troop Commander will be provided a Troop Commander's Personnel Accountability Kit (PAK) from the IDRC/PDF containing:

5.7.1.3.1. Incoming Aircraft Commanders package.

5.7.1.3.2. CED Orders with Social Security Account Numbers (SSANs) of deploying personnel.

5.7.1.3.3. IDS LOGPLAN and execution file data disk produced from LOGMOD.

5.7.1.3.4. AALPS data file, if necessary.

5.7.1.3.5. Passenger manifests.

5.7.1.3.6. Shippers Declarations of hazardous goods if hazardous cargo on board.

5.7.1.3.7. Cargo Load and Packing lists, if cargo on board.

5.7.1.3.8. AF Form 245s, Employment Locator and Processing Checklist, for each deploying member.

5.7.1.3.9. DD Form 2133, Joint Airlift Inspection Record, for any accompanying cargo.

5.7.1.3.10. Aircraft Load Plans (for cargo aircraft).

5.7.1.3.11. Information on how to lodge/feed troops in the event of diversion to unforeseen location prior to final destination.

5.7.1.4. The PDF will brief the troop commander to turn this information over to the reception team, Logistics Readiness Center (LRC), or the PERSCO team upon arrival at the deployed location to track personnel accountability and to support redeployment planning.

5.8. Deployment of Ineligible Personnel.

5.8.1. Personnel found to be unqualified or who do not meet the specifications identified in the tasking by the deployed commander will be returned to home station at the expense of the assigned unit.

Chapter 6

RECEPTION PROCESS

6.1. The Reception Process.

6.1.1. Reception is the first part of the overall joint concept of Reception, Staging, Onward Movement, and Integration (RSO&I). The Reception process is designed to integrate incoming units into a mission/combat capable force as soon as possible with the flexibility to stage and move units forward. It involves off-loading, documenting, accounting for, and bedding down inbound equipment and personnel. Reference AFI 10-404, Base Support and Expeditionary Site Planning, and MAJCOM guidance for specific planning processes, timing, decision support tools, bed down reception processes, and team composition. Additionally, see Joint Publication 4-01.8, Joint Tactics, Techniques, and Procedures for Reception, Staging, Onward Movement, and Integration.

6.1.2. Within the AETF Force Modules, the “Open the Base,” “C2,” and “Establish the Base” modules are primarily responsible for the efficient and effective reception of personnel and equipment and completing the ITV to provide the supported CCDR verification of force closure. For the purposes of this guidance, the reception process, if accomplished correctly, enables an efficient and effective redeployment process. The redeployment process supports both the forward deployment of personnel and the return of personnel to home station.

6.2. Employment and Reception Planning.

6.2.1. The key to reception planning starts with the Supported Command. The Supported Command must develop a program to accomplish IGESPs for those installations in its AOR that are intended to be bed down locations with or without a major Air Force presence. The Supported and Supporting MAJCOMs OPRs for In-Garrison Expeditionary Site Planning establish criteria defining the degree to which bases will develop their IGESPs IAW AFI 10-404.

6.3. Command & Control.

6.3.1. If opening a base, the ranking member of the deployed Contingency Response Group (CRG) is the acting commander, and responsible for the initial command & control of incoming forces until the arrival of the EMSG/CC. The aim is to properly manage the reception process and provide an orderly transition from base opening to the establishment of the end state organization.

6.3.1.1. When receiving forces at established Air Force locations, the CRG may still deploy to support the initial arrival of resources. However, the established C2 function will retain responsibility for command and control of incoming and employed forces.

6.3.2. Commander, Expeditionary Mission Support Group (EMSG/CC). The EMSG/CC (or acting EMSG/CC) is responsible for establishing the base and overall reception of forces. Upon establishment of the base, the EMSG/CC turns the reins of the employment mission and the Expeditionary Operations Center (EOC) over to the installation commander but continues to control the LRC, contingency response center, survival recovery center, disaster control center, Prime Base Engineer Emergency Force (PRIME BEEF), and Prime Readiness in Base Services (PRIME RIBS) units. These duties require oversight and control over fuels, supply, transportation, communications, civil engi-

neering, personnel, services, security/base defense functions, and others. In addition, the EMSG/CC directs the actions of the Reception Control Center.

6.3.3. Log C2 Team. The Log C2 Team role is to provide overall control and coordination of reception, bed down, onward movement, and redeployment. It manages WRM and coordinates inter-Service, international, and wartime HNS. Additionally, the chief is the focal point for redeployment actions.

6.3.3.1. The Log C2 Team reports to the EMSG/CC (may be through the LRC or other established center within the EOC).

6.3.3.2. The Log C2 Team is made up of Logistics Planners and LROs and any associated required equipment per applicable UTCs.

6.3.4. Reception Control Center (RCC). The RCC provides overall direction and coordination of reception and bed down procedures and resolves any problems affecting reception of resources. It oversees two functions, the Reception Processing Unit (RPU) and the Cargo Reception Function (CRF).

6.3.4.1. The RCC, if not at an established Air Force operating location, is created with the arrival of the “C2” force module. Until their arrival, the CRG is responsible for accountability and onward movement of arriving forces. At established Air Force locations, the RCC is established IAW AFI 10-404 and the IGESP.

6.3.4.1.1. When a CRG or aerial port is operating at the employment site, the RCC representative contacts the appropriate agent to ensure all incoming resources are accounted for and customs cleared before moving them to the reception area (see also AFI 10-404).

6.3.4.2. The RCC may report to the LRC or like function within the EOC, but should not be subsumed by that function. The variety of tasks required to secure the base, build and maintain living and operating facilities, provide aircraft fire and rescue support, respond to emergencies, care for and feed the population, refuel and resupply aircraft, and bed down transient forces would not allow for the focus and concentration required to ensure forces are identified, met, accounted for, and integrated.

6.3.4.3. At many locations, the RCC operates in a dual role with the DCC, as bases often deploy and receive forces simultaneously.

6.3.4.4. The RCC will ensure all personnel are put in contact with their unit of assignment or duty sections.

6.3.4.5. The RCC will monitor the inbound force airlift and the actual arrival times of personnel and cargo. See AFI 10-404, Attachment 7, for more on reception processes.

6.3.4.6. At a minimum, the reception control center will ensure:

6.3.4.6.1. They can track incoming units and airlift.

6.3.4.6.2. The Aerial Port or CRG, if operating at the deployed locations, received incoming equipment data in GATES.

6.3.4.6.2.1. If it is the final destination, the manifest shows equipment was trucked to the CRF.

6.3.4.6.2.2. If it is not the final destination, the CRF manifests it in CMOS to the next or final destination.

6.3.4.6.3. Equipment received is placed in a secure holding area until the owning units arrive for pickup.

6.3.4.6.4. The Supply function in the Expeditionary LRS accounts for deployed equipment.

6.3.4.6.5. Arriving personnel are accounted for by PERSCO personnel and briefed regarding their mission, work area, local conditions, and command structure.

6.3.4.6.6. Arriving personnel are assigned lodging.

6.3.4.6.7. Assigned personnel are met by their work center (if work center is already established).

6.3.4.7. Deployment discrepancies are noted and loaded on the AEFC's on-line deployment discrepancy database. NOTE: The PERSCO team usually operates the RPU and will enter these discrepancies. The RCC will have a representative from each deployed functional area ensuring integration of all efforts supporting base-level wartime support. The RCC oversees the RPU and ensures deployment discrepancies are validated and updated in DPDRT by the appropriate functional agency. PERSCO teams will assist the RCC in updating discrepancies for deployed units. Each functional agency will provide required equipment, forms, handouts, and checklists necessary to receive incoming resources. A copy of the checklists will be provided to the RCC.

6.3.4.8. The senior AF LRO (e.g., LRS/CC) at the deployed location and the RCC will work together to ensure all problems are resolved at the lowest level.

6.3.4.9. The Aerial Port command and control function at the deployed location will report the number of incoming passengers and cargo information to the RCC and coordinate support airlift servicing requirements with appropriate agencies.

6.3.4.10. If reception and deployment occur at a location simultaneously, the senior LRO (e.g., LRS/CC) will ensure the proper coordination with all agencies is performed to ensure effective utilization of available resources.

6.3.4.11. Units at the employment location will provide a representative to brief duty schedules, chain of command, supervisors, duty locations, and important phone numbers.

6.3.4.12. Employed location units will provide the following briefings or information:

6.3.4.12.1. Unit responsible for the Force Protection enterprise at the deployed location will provide force protection posture and conditions (FPCON).

6.3.4.12.2. Mission-oriented protective posture (MOPP) levels.

6.3.4.12.3. Applicable SOFA, MOPP, and FPCON cards.

6.3.4.12.4. Legal (or command) representative will brief Rules of Engagement (ROE) as published by the combatant commander.

6.3.4.12.5. Public Affairs will provide literature on base facilities, mission of the base, and the local area, if available.

6.3.4.12.6. Safety will provide briefings on flightline driving and other local conditions.

6.3.4.12.7. Medical will provide literature on local area health conditions and conduct a medical orientation.

6.3.4.12.8. Security Forces (in coordination with airfield management) will arrange for custom clearances.

6.3.4.12.9. Civil Engineering will provide literature on passive defense conditions and the necessary protective measures as appropriate.

6.3.4.12.10. Communications and Information Postal Services will provide literature on procedures for receiving and sending mail and hours of operation.

6.3.4.12.11. Services will provide lodging assignments and arrange for extended hours of operation or ground support meals for incoming forces as appropriate. Priority will be given to unit integrity and the homogeneous lodging of commissioned and enlisted personnel. Additionally, they will work closely with PERSCO to document lodging assignments.

6.3.4.12.12. Finance will provide assistance in cash advances and pay inquiries.

Sister Service Representative(s). If incoming personnel include personnel from the Army, Navy, or Marines, these Services will be contacted to provide a representative to assist in receiving and processing their personnel and cargo.

6.3.4.12.13. Security Forces representatives will monitor weapons arrival and storage.

6.3.4.12.14. PERSCO representative is responsible for providing guidelines for accounting of all forces according to AFI 10-215, Supported Command processing instructions/reporting guidance, and the deployed commander.

6.3.4.12.15. AFOSI will provide the local threat update.

6.3.4.12.16. Security Forces Commander or Defense Force Commander, if not the AEF/SF, will ensure the Integrated Base Defense posture and any unique procedures or awareness information is provided.

6.3.4.13. When a CRG or element of a CRG is operating at the employment site, the RCC contacts the passenger service agent to ensure all passengers are accounted for and customs cleared before moving them to the reception area.

6.3.5. Reception Processing Unit (RPU). The RPU is similar to the PDF, but in a reception role. It provides overall control for arriving personnel forces and coordinates requirements for processing and onward movement.

6.3.5.1. In most cases, the RPU should remain separate from the PDF due to sterilization and customs issues.

6.3.5.2. Accounts for all arriving and departing personnel. All arriving personnel will inprocess with this unit.

6.3.5.3. The RPU manages the transportation needs of arriving personnel and delivers baggage to and from designated locations.

6.3.5.4. The RPU provides shuttle bus maps/routes and arrival and departure times.

6.3.6. PERSCO Team. The PERSCO Team usually operates the RPU and will account for all arriving and departing personnel. See AFI 10-215 for a complete description of PERSCO responsibilities.

6.3.6.1. PERSCO personnel and their established procedures will be used for documenting arriving personnel. However, if a PERSCO team is not available, a person will be appointed by the troop commander to maintain accountability until a PERSCO team arrives (reference AFI 10-215).

6.3.7. Cargo Reception Function (CRF). The CRF is similar to the CDF, but in a reception role. It provides overall control for arriving cargo/equipment and coordinates requirements for processing and onward movement.

6.3.7.1. In most cases, there is not enough marshaling capacity for a separate CRF and CDF, but the collocated operations must physically keep incoming and outgoing cargo separate.

6.3.7.2. Provides for movement of cargo from holding areas based on prioritization given by the unit representative or troop commander.

6.3.7.3. Collects all documentation and dates (e.g., placards, load/packing lists, LOGMOD files, etc.) for incoming cargo. Notifies the RCC team of inbound surface deliveries, passenger movement status, and cargo hold and movement status.

6.3.7.4. Establishes a holding area for collecting pallets, nets, dunnage, and RFID tags to be put back into the transportation system. NOTE: For employment sites with CRG support, the provisional wing/group provides the CRF process.

6.3.7.5. Processes cargo for onward movement and provides continued in-transit visibility.

6.4. Reception Team Information Management.

6.4.1. In-place teams, to include home station personnel, “Open the Base” forces (e.g., CRGs), or “C2” and “Establish the Base” forces, can accomplish the reception of resources. Reception teams will capture all data and documentation necessary to account for arriving resources using the IDS. Cargo received will be receipted for in GATES or CMOS, cleared through customs, and placed in the appropriate holding area pending distribution to the owners or onward movement. All personnel arriving at the deployed location will centrally process through the RPU, ensuring that full accountability is accomplished via standard Air Force force accountability systems used by PERSCO teams.

6.4.2. The primary tool suite that supports and enables the reception process is the IDS. IDS components at a deployed site may or may not fully duplicate the tool suite used at home station. Minimum tools required are LOGMOD Stand Alone, AALPS, and CMOS. AMC aerial port systems (GATES) may be used if CMOS is not available. The full suite of tools (LOGMOD, AALPS, and CMOS/GATES) will be the primary system utilized, if available.

6.4.3. In addition, deployed Supply personnel/LROs will use systems required by AFMAN 23-110 to account for arriving equipment, spares, and, if centrally stored, munitions, weapons, and mobags. The web-enabled Combat Ammunition System (CAS) will be used to account for and manage all munitions and ammunition under all situations and conditions IAW AFI 21-201.

6.4.4. Finally, for visibility of incoming forces, the RCC requires access to the TPFDD and airlift schedules. They will require SIPRNET connectivity for access to DCAPES/JOPES, BaS&E (formally LOGCAT), and LOGFAC. If these systems are not available, RCC personnel should be able to access classified web sites or e-mail as a backup. For incoming airlift schedules, they’ll need GTN, GDSS, SMS, or similar airlift tracking system.

6.5. Advance Echelon (ADVON) Team Responsibilities.

6.5.1. The primary responsibilities of the ADVON team are preparation, execution of unit employment, and developing employment reception. At established locations, these duties are performed by assigned functions within LRS, MSS, Operations planning, Airfield Management, Comptroller, CES, Services Squadron (SVS), SFS, the Judge Advocate General (JAG), Medical Group, etc. Air Component personnel, in-theater CRGs, or units that may be scheduled to deploy to austere bases, limited bases, or collocated bases, may perform these duties. These activities are performed by Open the Base forces (e.g., CRG), "C2," and "Establish the Base" force modules at newly opened bases. An ADVON team is not required for every deployed unit or location. When used, the ADVON team or host unit will assist all other units in the bed down process.

6.6. Deployed Commanders.

6.6.1. Ensures arriving/deployed personnel meet tasking requirements to include line remarks. See paragraph **1.7.2.** for a detailed listing of responsibilities.

6.7. Documentation and Data Capture for Incoming Resources.

6.7.1. Data Collection. The CRG or RCC will collect the following documentation and data for all incoming resources:

6.7.1.1. Incoming Aircraft Commanders package.

6.7.1.2. IDS personnel and levy data disk produced from DCAPES.

6.7.1.3. Orders with SSANs.

6.7.1.4. IDS LOGPLAN and DSOE execution files (disk), produced from LOGMOD.

6.7.1.5. AALPS data file.

6.7.1.6. Passenger manifests.

6.7.1.7. Shippers Declarations.

6.7.1.8. Cargo Load and Packing lists.

6.7.1.9. AF Form 245, Employment Locator and Processing Checklist.

6.7.1.10. DD Form 2133, Joint Airlift Inspection Record.

6.7.1.11. Aircraft Load Plans.

6.7.1.12. Deployed Medical Records (AF 2766), if brought, for turn-in to deployed Medical Treatment Facility (MTF)/Expeditionary Medical Support (EMEDS).

Chapter 7

REDEPLOYMENT AND ROTATION

7.1. Redeployment.

7.1.1. Redeployment applies to onward or forward deployment as well as return to home station which includes rotation of Airmen when AEF rotations have been established to sustain an operation. Redeployment planning is essential to an effective and efficient return of deployed resources or forward deployment of combat capability. Redeployment activities need to begin long before receipt of a redeployment order. Normally, the planning process begins upon arrival at the deployed location, and if possible, prior to departing home station. This ensures accountability of all deployed resources and that redeployment movement activities comply with host nation's customs requirements. Rotation of Airmen (ROA) planning starts once the rotation or deployment movement plan has been completed. This is essential to ensure replacement of Airmen is timely and that any overlap or training en-route requirements have been considered.

7.1.2. Redeployment is NOT "deployment in reverse." First, fragmented UTCs or ULNs are more likely to be incrementally redeployed/forward deployed to retain residual capability at original deployed locations requiring the supportability of the remaining forces. Planners (LRS representatives, etc.) need to plan for movement of parts of units, UTCs, or ULNs. Additionally, redeploying may, for military, political, or diplomatic reasons, be far more rapid than the deployment phase, which makes redeployment planning all the more critical.

7.2. The Redeployment Process.

7.2.1. The following outlines basic steps in the redeployment process. These steps mirror, for the most part, the deployment process. However, as indicated above, the process must be flexible and able to adapt to the unique requirements of the redeployment environment. Additionally, be aware that unit moves are normally classified and redeployment information should be controlled and provided only on a strictly need-to-know basis.

7.2.1.1. Redeployment Planning. Redeployment planning should normally start before the deployment, when the Joint Task Force (JTF) staff first gathers to plan the operation. Logistics Planners assist deploying commanders to ensure their units deploy personnel with necessary redeployment skills and training to ensure a smooth redeployment process. These trained personnel will become part of a Redeployment Assistance Team (RAT) to assist Logistics Planners in developing a redeployment plan at the employment site as soon as possible before redeployment orders are published. Logistics Planners must begin planning redeployment requirements as soon as possible upon arrival at the deployed location. They do this in concert with all deployed functional area representatives, as well as the host nation's customs representative. As a Logistics Planner may not be on the initial or early loads, consider appointing an individual from another logistics area to be responsible for personnel and cargo manifest/load plan collection as initial documentation for redeployment preparations. Proper documentation, data, and supporting automated systems are vital in carrying out a successful redeployment. At deployed sites with multiple units, the lead unit is responsible for redeploying all the units at the site.

7.2.1.2. Redeployment Documentation, Data, and Automated Systems. Deployed Logistics Planners, or a designated alternative, will collect as many deployment documents as possible—these

are invaluable as references for the team to create the return documentation. For example, collect packing lists, load lists, and manifests or CA/CRLs to track assets and units when forward deployed and their redeployment status (e.g., destroyed, captured, excessive restoration costs, and reorder information). At the deployed location, the reception area is a good source for many of these documents and to account for equipment and collect cargo manifests, load plans, hazardous cargo documentation, etc. Knowing where assets are located, whether they are redeployable, and where the deployment documentation is, should reduce labor-intensive efforts when the redeployment order is received. Planners need to identify what equipment remains or what needs to be returned to other units. Further, documentation gives build-up teams an advantage when repackaging. This should aid in estimating actual weights when creating the redeployment load plans and manifests.

7.2.1.2.1. Redeployment Electronic Data. Deployed Logistics Planners are responsible for the collection of resource information necessary to accomplish redeployment of all personnel and cargo at the deployed location.

7.2.1.2.1.1. Data files to collect include LOGPLAN, CMOS export file, deployed personnel file, and tasked plan file. Some of these files may be resident in systems at the deployed location. Therefore, assuring the files are available in a system, so they may be used to support redeployment, is sufficient and precludes Logistics Planners from having to physically collect these files.

7.2.1.2.1.2. Not all of these files may be available, but every effort must be made to capture this data for use in redeployment. This data may be collected from the RCC, if established.

7.2.1.2.1.3. Deployed logisticians begin to prepare calculations, to include getting preplanned load plans, to estimate required redeployment airlift based on collected or captured deployment data. Build the redeployment plan and DSOE based on a priority flow.

7.2.1.2.2. Redeployment Support Systems. IDS is the primary automated suite supporting and enabling the redeployment process. The IDS component tools may or may not fully duplicate the software suite used at home station. Minimum required tools are: LOGMOD Stand Alone, PERSCO module of MANPER-B, AALPS, and CMOS. AMC aerial port systems may be used, but only when CMOS is unavailable. Use of these automated systems is critical to ensuring ITV and personnel accountability.

7.2.1.2.2.1. Deployed Logistics Planners will utilize LSA as the primary redeployment tool of IDS. Wherever possible, deployment data files from LOGMOD and DCAPES/MANPER-B PERSCO module will be collected and used in LSA to ease the redeployment activities to onward and forward deployments as well as deployments back to home station. Deploying/Deployed Logistics Planners will utilize the LSA Re-Deployment Checklist in Attachment 18.

7.2.1.3. Rotation Planning. AEF rotation is an activity of deployment and redeployment and is the Rotation of Airmen (ROA)/Transfer of Forces (TOF) IAW the AEF schedule. It provides presence for those areas without permanently assigned forces or to support normal operations beyond the capability of the theater assigned forces. Rotation planning facilitates sustaining the employment mission and transitioning force capability within an expeditionary organization. Rotation planning prescribes how the ROA/TOF will flow/occur in and out of theaters of operations systematically

each AEF rotation. Rotation planning considerations that directly impact rotation operations are similar to those described in deployment planning with the following additional concerns: overlap (continuity training) requirements, Commanders release of Airmen, ARC volunteers on mandays, and en route training requirements. These factors are critical to rotation planning and are the basis for developing rotational airlift plans.

7.3. Redeployment Organizations, Work Centers, and Responsibilities.

7.3.1. Deployed Command Organization. The command organization at a deployed location varies depending upon theater and the designated lead single Service command or JTF. The redeployment order originates at JCS or the joint command headquarters, and then is forwarded to the deployed commander. The deployed commander usually tasks a J4/A4 as lead agent for execution of redeployment activities; however, determination of units and timing is primarily a commander and J3/A3 decision. During AEF rotations, the deployed commander must also ensure that TPFDD verification timelines/suspense's are met and that personnel are released to meet the RLD and ALD or coordinate extensions that exceed tour length and stated line remarks for overlap. A3 and A4 coordination of the rotation out TPFDD is essential in ensuring the deployed location has the capability and infrastructure to support replacement of Airmen and time phasing identified in the TPFDD. NOTE: The deployed commander, before taking any actions, must authenticate any redeployment order. A false redeployment order could cause serious mission degradation.

7.3.1.1. Identify Redeployment Team Members. Deployed installation commander identifies preliminary redeployment team members. Anticipate the formal redeployment tasking as early as possible. Normally, a RAT is formed under the overall management of the Contingency C2 Planning Team.

7.3.1.2. RAT. Team of functional members accomplishing actions at the deployed site to include planning the redeployment and coordinating with the deployed installation commander to identify the correct priorities for getting the units' personnel, equipment, and supplies back to home station or to a forward location. Suggested RAT composition includes representatives from the following functional areas: aircraft maintenance, transportation (including aerial port, if resident on the base, and vehicle operations), supply, services, personnel (PERSCO), contracting, and civil engineering. Additional members, to include tenants or sister Service representatives, may be required as the commander or Contingency C2 Planning Team/Cell chief deems necessary.

7.3.2. Contingency C2 Planning Team/Cell. Logistics Planners, acting on behalf of deployed commanders, receive tasking/redeployment orders verbally or through levy flow, messages, or other official notification. Logistics Planners are responsible for planning, coordinating, managing, and executing redeployment/base closure activities. At a minimum, Logistics Plans representatives, in concert with RAT members, will plan for and execute movement of deployed resources. The cell will also monitor TPFDD and coordinate "AK" or strategic aircraft moves with forward A4, direct/schedule members to move on "AK" missions and provide electronic manifests for each mission from the APOE. Transportation will book channel moves in GATES and coordinate onward movement for all members from the APOD to home station. At deployed sites with multiple units, the lead unit is responsible for redeploying all the units at the site.

7.3.2.1. Building the Redeployment Schedule of Events (RSOE) (format same as DSOE). The Contingency C2 Planning Scheduler, a member of the Contingency C2 Planning Team/Cell, builds, coordinates with redeploying units, and publishes the RSOE based on the redeployment

tasking and scheduled transportation. Distributes final RSOE to all unit redeployment work centers. Also accomplishes preliminary load plans based on the redeployment airflow message, if applicable.

7.3.2.1.1. Contingency C2 Planning Scheduler will coordinate with all units to determine total redeployment requirement through data gathering of all cargo increments and personnel data from deployed PERSCO.

7.3.2.2. Recall and Preparation of Equipment and Personnel. Recall various kinds of equipment: WRM, mobility equipment, host nation, and contracted equipment. Units prepare equipment for shipment (prioritize; identify owning unit, destination, and hazardous materials; create cargo movement markings; and build up pallets). CRF processes cargo for redeployment to include in-check, weigh, measure, joint inspect, marshal, prepare cargo manifest, load cargo, process and load baggage, and conduct customs inspections. A Passenger Redeployment Function will coordinate and establish requirements for personnel redeployment.

7.3.2.2.1. Recall and assemble personnel, as required, to ensure they are ready to redeploy, whether it be forward or back to home station.

7.3.2.2.2. Coordinate home base nation's customs and agriculture inspections. The redeploying unit is responsible to ensure all equipment documentation is correct and their equipment is properly cleaned to meet customs and agriculture requirements to eliminate introduction of exotic agricultural pests and animal disease agents.

7.3.2.3. Documenting the Redeployment. The Contingency C2 Planning Team/Cell is responsible for collecting and documenting redeployment activity data. This is essentially handled by deployed components of IDS. This data is of historical significance and is used in trend analysis and process improvement.

7.3.2.3.1. Maintain Logistics Plans files, DSOE files, PERSCO files, and cargo/passenger manifest files. Accomplish documentation of lessons learned using the Air Force Lessons Learned database on the AF Knowledge Now website (**https://afknowledge.langley.af.mil/**), as well as requirements contained in AFMAN 37-123 and AEF after-action reporting requirements in AFI 10-401. MAJCOMs may also levy after-action reporting requirements, as they see fit.

7.3.2.4. Redeployment Meals. The Contingency C2 Planning Team/Cell will make arrangements to secure and provide in-flight meals to redeploying forces. Rations may be the only option available for in-flight feeding.

7.3.2.5. When closing down a deployed base, Contingency C2 Planning Team/Cell personnel and deployed Contracting officers must ensure that all negotiated agreements are considered, complied with, and terminated, if appropriate.

7.3.3. Unit Redeployment Work Centers. The Contingency C2 Planning Team/Cell tasks units, as applicable, to stand up their unit redeployment work centers. Units must identify and prepare their resources for redeployment. Additionally, they ensure identification of shortfalls/LIMFACs relating to personnel, facilities, vehicles, MHE, and any other equipment necessary for the redeployment. Elevate shortfalls/LIMFACs as quickly as possibly to the Contingency C2 Planning Team/Cell to ensure timely resolution.

7.3.3.1. Unit Redeployment Work Center Responsibilities: Deployed unit commanders must ensure units prepare and handle equipment and cargo IAW DOD 4500.9-R, DTR Parts II and III; ; AFMAN 24-204(I); and Title 49. Carrying out the mission as safely as possible is paramount, and ORM concepts should be used to the maximum extent possible to mitigate risk.

7.3.3.1.1. Units prepare documentation for each increment of cargo IAW cargo preparation guidance in **Chapter 4**. Units must include, at a minimum, the same documentation required for deployment. Ensure all customs documentation is complete. IMPORTANT: Original deployment documentation cannot be used as redeployment documentation.

7.3.3.1.2. Unit identification, destination, and cargo movement markings must be clearly visible to assist transportation personnel to efficiently retrograde equipment. Proper identification and markings are especially important when moving by sea or when aircraft have integrated loads for multiple destinations. To aid in identifying unit cargo, use distinctive, waterproof markings, or placards made of squares of canvas that will be visible from a distance.

7.3.3.1.3. Redeploying units must handle and ship classified material IAW DOD 5200.1-R and AFI 31-401. AFI 31-401 also gives specific guidance on how to account for deployed classified material.

7.3.3.1.4. Redeploying units must provide qualified drivers for specialized vehicles (e.g., RATTs, ATVs, etc.).

7.3.3.1.5. Any required shoring/dunnage will be provided by the redeploying unit and must remain with its associated equipment. NOTE: Units redeploying from certain locations may be required to leave wooden dunnage due to infestations.

7.3.3.1.6. Deployed equipment custodians are required to account for their unit equipment through the designated LRS function IAW AFMAN 23-110.

7.3.3.1.7. Ensure return of WRM, borrowed, host nation, or leased equipment to owning organizations before unit departure.

7.3.3.1.8. Units will be prepared to provide personnel resources to aid and assist in the redeployment process when requested by the Contingency C2 Planning Team/Cell.

7.3.3.1.9. Units redeploying by convoy must follow cargo preparation requirements in AFI 24-203

7.3.3.1.10. Deployed commanders must ensure hazardous waste is properly handled and prepared for retrograde or disposal IAW current guidance and host nation requirements.

7.3.3.1.11. Redeploying units may be tasked to provide augmentees to support loading operations. For specific guidance on how to load aircraft, consult DOD 4500.9-R, DTR Part III, and the applicable aircraft –9 TO.

7.3.4. Cargo Redeployment Function (CRF). As with the CDF, the local deployed LRS, or equivalent, establishes the capability to receive, marshal, JI, and load equipment for redeployment. Responsibilities established in paragraph **2.36.3.1.** also apply to redeployment operations.

7.3.4.1. CRF Responsibilities: The LRS, upon direction of the Contingency C2 Planning Team/Cell, activates this work center to receive and process equipment for the redeployment. Conducts the following actions safely:

7.3.4.1.1. Ensures each load crewmember has required safety gear (i.e., gloves, steel-toed shoes, hearing protection, and reflective belts).

7.3.4.1.2. Provides secure location to hold baggage after inspection by customs officials. If bulk shipping, turns mobility bags in to a centralized location as soon as possible. Makes every effort to bulk ship mobility bags and weapons.

7.3.4.1.3. Customs inspections are performed for all redeploying resources.

7.3.4.1.4. Ensures maximum dissemination of customs information and compliance requirements.

7.3.4.1.5. Ensures that all hazardous materials being moved comply with AFMAN 24-204(I).

7.3.4.1.6. Moves weapons and ammunition IAW DOD 5100.76-M and AFI 21-101.

7.3.4.1.7. Plans to manage hazardous wastes that have been generated while at the deployed location will be developed IAW AFI 32-7006, Environmental Program in Foreign Countries.

7.3.4.1.8. Coordinates joint cargo inspection for all redeploying cargo and documents IAW applicable instructions or guidance. Use the DD Form 2133 as a guide.

7.3.4.1.9. Verifies all cargo weights and dimensional data for final load planning in AALPS.

7.3.4.1.10. In the event of limited MHE, locate the pallet build-up area and the aircraft silhouette as near to aircraft load sites as possible to help reduce MHE requirements.

7.3.4.1.11. Final load plans will be accomplished after the load has passed inspection for proper labels, weights, configuration and documentation of hazardous equipment, and security and agricultural checks.

7.3.4.1.12. Contingency C2 Planning Team/Cell, CRG, or designated cargo function must use CMOS or AMC systems (GATES) to maintain cargo ITV. CMOS/GATES will pass the movement data to GTN.

7.3.4.2. When present, a CRG, or their equivalent, validates redeployment load plans and passenger/cargo manifests, supervises and controls cargo load teams, provides ramp coordinators, performs JIs, and provides/operates MHE beyond the capability of the redeploying unit. When present, a CRG works closely with the Contingency C2 Planning Team/Cell and RAT to ensure meeting of redeployment closure times.

7.3.5. Passenger Redeployment Function. A deployed Passenger Redeployment Function must complete all redeployment actions required for personnel movement as developed by the Contingency C2 Planning Team/Cell and the deployed commander. The deployed PERSCO may be embedded with this function performing necessary out-processing and personnel accountability actions IAW AFI 10-215. Items considered during the planning effort are:

7.3.5.1. SOFAs and customs of the host country.

7.3.5.2. Type of personnel structure needed to retain residual capability of the deployed site, if required.

7.3.5.3. Ensuring projected mode of transportation and itinerary are reported in available deployed IDS components or message traffic to facilitate ITV. At a minimum, redeployment

departure dates (projected and/or actual) and mission or flight numbers must be updated in DCAPES/MANPER-B PERSCO Module

7.3.5.4. Ensuring redeployment priorities and sequence of all resources is determined based on the modes of scheduled transportation (airlift/sealift/ground) in the TPFDD.

7.3.5.5. Passenger Prioritization. The redeploying unit commander will select couriers (cargo/ classified) familiar with the cargo for each load, as necessary. These couriers will be first on the aircraft; the rest of the seats will be filled according to the operational demands.

7.3.5.6. Out-processing Actions. Ensure the out-processing plan includes checkout with Lodging, Security Forces, Services, deployed First Sergeant, and others as needed. Ensure redeployment documents clearly reflect all personnel redeploying. It is important to stress the deployed unit commander or their designated representatives are the only personnel that can authorize personnel departures from a unit.

7.3.5.7. Loading of Passengers. Like the home station PDF, the Personnel Redeployment Function plays an essential role in the development of processes for passenger check-in, identification of “sterile” waiting areas, and the eventual loading of aircraft. Ensure procedures are in place to alert appropriate agencies of personnel not departing on scheduled aircraft. This affects both future passenger flow and end-strength of a location.

7.3.5.8. Ensures that a personal amnesty room or box is available for all personnel to pass through before customs inspection. Brief all personnel on contraband regulations before they pass through the amnesty room or by the amnesty box.

7.3.5.9. Ensures passenger manifests are prepared for each deploying chalk. IDS use will provide the automation needed to support this requirement.

7.3.5.10. PERSCO confirms the redeployment data and actual departure date/time to update DCAPES/MANPER-B PERSCO Module. PERSCO must update departure data within MANPER-B PERSCO Module on the day of the member’s departure

Chapter 8

REDEPLOYMENT SUPPORT PROCESS

8.1. Purpose.

8.1.1. The positive and sustained care, control, and discipline of each Airman is the purpose of the Redeployment Support Process. The goal is to ensure personnel readiness throughout the AEF cycle by providing timely support for our military members and their families. Redeployment support is an ongoing process, NOT a homecoming event. The intent is to provide continuous, integrated support from the AOR to home station and to assist in the transition from the deployed environment to family life and work site.

8.2. Recovery.

8.2.1. After periods of arduous duty and protracted periods of deployment, a lengthy respite from the deployment environment has a beneficial effect on an individual's psychological and physical status. An immediate recovery period also provides time for the returning Airmen to tend to personal needs neglected during lengthy periods away from home. Each MAJCOM is responsible for establishing and publishing personnel recovery (leave, passes, attribution and retention) policies for returning combat forces. Reference AFI 36-3003, Military Leave Program, for further guidance on leave and passes.

8.3. Reconstitution.

8.3.1. Although a key consideration is to provide support to returning forces to transition back to their normal environment, it must also be remembered that forces must be reconstituted for further deployment possibilities including surge requirements. This process entails planning that will return units back to their full combat capability in a short time. While there is no one correct rule set for reconstitution planning, consideration must be given to prioritizing and restoring levels of consumables expended during the crisis, and recovering lost training. Every base/unit will have to assess their own situation based on such variables as the magnitude, duration and intensity of a crisis, consumption rates, and the type of deployment location (fixed vs. austere base). Reference AFI 10-401 for further guidance on reconstitution.

8.4. Redeployment Support Process.

8.4.1. This process implements DOD and AF guidance, and the Department of Defense/Department of Veterans Affairs (DOD/VA) Post Deployment Health Clinical Practice Guidelines (PDH-CPG). More information can be found at **http://www.pdhealth.mil/**.

8.4.2. Minimum mandatory guidance is specified for functions and activities to be coordinated within the Community Action Information Board's (CAIB) scope of operations at the base level. Maximum flexibility is advised for each MAJCOM to develop a redeployment support process tailored for its unique mission and personnel utilization during deployments. Command authority and responsibilities are delineated for support to military members, families, and units. Consultative and training responsibilities are outlined for the helping agencies included as members of the CAIB/IDS. Although the helping agencies are tasked with specific roles and responsibilities as part of the redeployment

support process, these various roles and responsibilities can best be coordinated using the CAIB/IDS process.

8.4.3. Guidance for redeployment support within AFRC is included in the AFRC Deployment Support Program. The AFRC/Surgeon General (AFRC/SG) is the OPR for deployment support within AFRC.

8.5. Scope.

8.5.1. The Air Force Redeployment Support Process applies to deployed AORs and home stations. All personnel deployed to an AOR, to CONUS locations in support of contingencies, and to remote assignments are included. Key determinants for participation are lengthy family separation and significant family-related stressors prior to redeployment. CAIB/IDS helping agencies complete specified activities to support redeployed active duty, ANG, AFRC, civilian personnel, their family members, and units during the AEF cycle. Readjustment from duty in the AOR requires structured recovery time and activities for members and families, prior to leave or TDY.

8.6. Training.

8.6.1. Critical components for training all personnel involved in the Redeployment Support Process include: recognizing readjustment difficulties, normalization for members following deployments, de-stigmatizing help-seeking behavior, and connecting members with CAIB/IDS agencies for support.

8.6.2. At home station, the CAIB/IDS members provide training and education for commanders, their designees, first sergeants, supervisors, UDMs, Wingmen, and new CAIB/IDS members.

8.6.2.1. CAIB/IDS members act as the commander's consultants and use MAJCOM-specific redeployment support processes and reintegration education material posted on AF Crossroads and the AEF Center websites. AFRC Deployment Support material can also be found on the AFRC website. The CAIB/IDS agencies provide integrated, interoperable programs to strengthen force readiness. Reintegration education, medical care, spiritual support, and childcare will be available for all redeploying personnel, their family members, and units.

8.6.3. A&FRCs collaborate with other IDS agencies in the development of reintegration training and education material. A&FRCs provide material to the Chaplain Service and LSSC personnel in the AOR via e-mail, websites, or hard copy.

8.6.4. Air Mobility Warfare Center (AMWC) requires training briefings for AOR commanders prior to deployment during the ECS Executive Warrior Course (E2WC). AF CAIB/IDS members provide updated training material and slides.

8.6.5. Annual deployment preparedness training is required for all AFRC military personnel and will be coordinated by the AFRC Wing Deployment Support Program POC. The dates of annual training will be included in the wing or unit training tracking system.

8.7. Funding.

8.7.1. Post-Deployment funding will be requested and is provided through Air Force funding channels per AFI 65-601, Volume 1, Budget Guidance and Procedures, and Volume 2, Budget Management for Operations. Funding will be used to purchase training guides for leadership and military in

an AOR and for leadership, members, and families for successful reintegration and reunion. Contact the local finance/budget office for base and MAJCOM specific guidance.

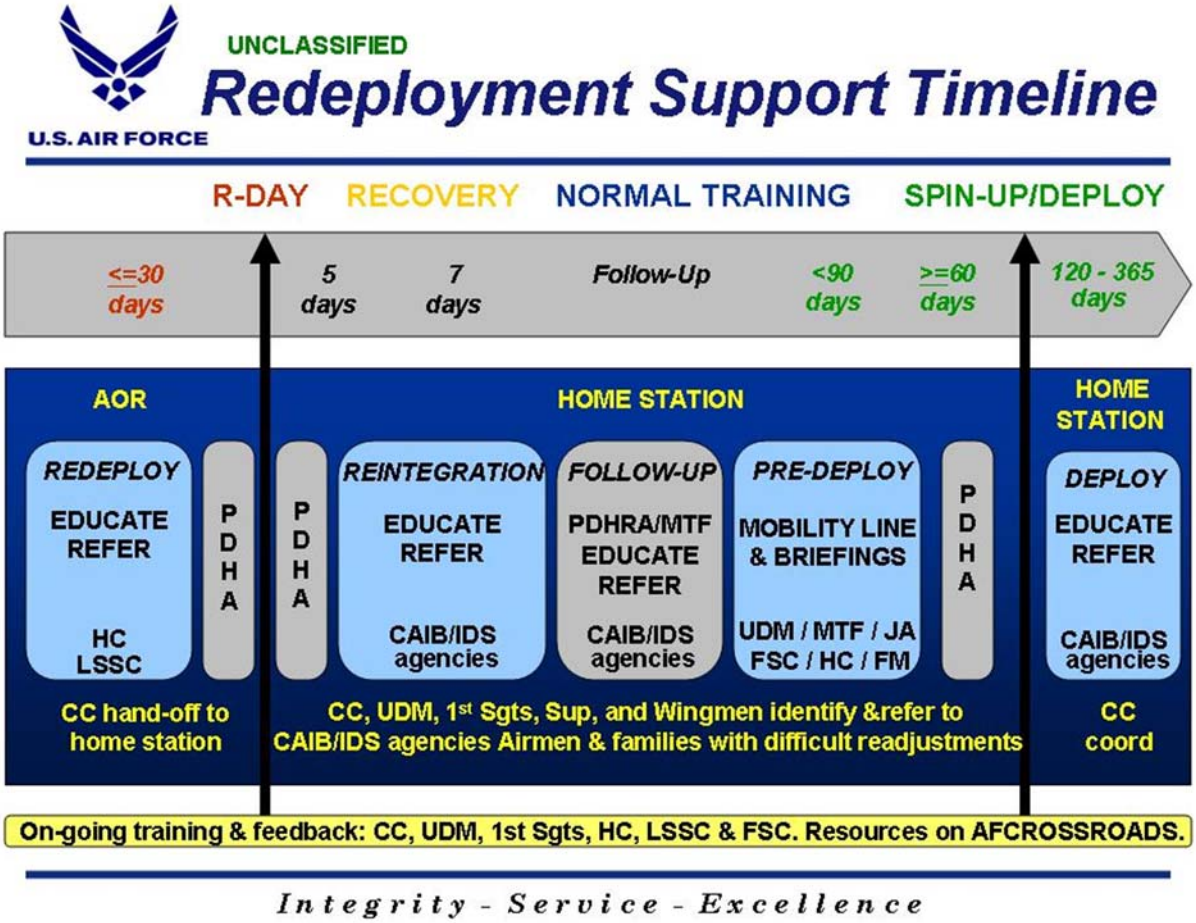
8.7.2. Incremental costs caused by a higher than normal deployment rates (e.g., Global War on Terror (GWOT) operations) would allow incremental expenses associated with those contingencies to be coded against them. Work with the servicing Finance Managers to make the determination if the cost was truly incremental, and if so, code it as such. Reimbursement may not be dollar for dollar, so wings, MAJCOMs, and Headquarters Air Force (HAF) would have to determine if this program has a higher priority relative to their other requirements.

8.7.3. Promotional items for the express intent of awareness, training and education, and implementation of post-deployment services to eligible family members may be procured IAW AFI 65-601, Volume 1. Promotional items may target age-specific audiences for both adults and youth participants and be used by various CAIB/IDS agencies as they deliver services in the AOR and at the home station.

8.8. Redeployment Support Process Timeline.

8.8.1. **Figure 8.1.**, Redeployment Support Timeline, provides a template for commanders' responses and actions and CAIB/IDS members' activities at the critical junctures of redeployment, recovery, reconstitution, and spin-up/deployment operations. Subsequent sections provide detailed information on roles and responsibilities.

Figure 8.1. Redeployment Support Timeline.



8.9. Redeployment Support.

8.9.1. 30-days prior to return from AOR.

8.9.1.1. Deployed Commander Responsibility.

8.9.1.1.1. AOR commanders, or their designees, will identify individuals who could benefit from support due to personal loss, family loss, family difficulties, or exposure to life-threatening situations. AOR commanders will ensure support is provided while in the AOR.

8.9.1.1.2. AOR commanders or their designees will notify home station commanders of members who experienced personal loss, family difficulties, or exposure to life-threatening situations while in the AOR.

8.9.1.1.3. AOR commanders will receive training on reintegration of personnel from Chaplain Service personnel and LSSC personnel.

8.9.1.1.4. AOR commanders will consult with Chaplain Service members and Life Skills personnel regarding redeployment support process and reintegration education.

8.9.1.1.5. AOR commanders will require their members participate in reintegration education within 30 days of redeployment.

8.9.1.2. Home Station Commander Responsibilities.

8.9.1.2.1. At home station, the installation commanders will ensure all units and tenants comply with requirements for the Air Force Redeployment Support Process IAW current DoD, AF, and MAJCOM guidance.

8.9.1.2.2. Commanders ensure complete redeployment processing of their personnel and support each individual to make a smooth post deployment transition.

8.9.1.2.3. Commanders must ensure that all redeploying airmen complete post-deployment medical processing immediately upon return from deployment, prior to release for downtime, leave, or demobilization IAW CSAF Memorandum, “Post-Deployment Medical Processing”, 27 Jun 2003.

8.9.1.3. Agency Resources and Responsibilities.

8.9.1.3.1. In the AOR within 30 days of redeployment, Chaplain Service members and LSSC personnel will provide reintegration education to redeploying members.

8.9.1.3.2. Chaplains and LSSC personnel meet with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment.

8.9.1.4. Briefings and handouts.

8.9.1.4.1. Material is provided by the A&FRC via e-mail, websites, or hard copy.

8.9.1.4.2. Suggested material includes Return and Reunion video and brochures.

8.9.1.5. In the AOR within 30 days of redeployment, all redeployers complete the DD Form 2796, Post Deployment Health Assessment Form, and meet with a health care provider face-to-face. A medical threat debrief must be completed and a health benefits briefing must be provided IAW DODI 6490.03, Deployment Health.

8.9.2. 5 days prior to return from AOR.

8.9.2.1. Chaplains and LSSC personnel follow up with higher-risk individuals who have been exposed to unusual danger, experienced loss, witnessed disturbing events, been injured, or had family problems before/during deployment.

8.10. Reintegration.

8.10.1. Return Date from AOR (R-Day).

8.10.1.1. Unit responsibilities.

8.10.1.1.1. Units are responsible for ensuring families are notified of returning members and for ensuring all members have transportation from the aerial port of debarkation (APOD) to home station. When groups return together, units will coordinate transportation from the APOD.

8.10.1.1.2. Units will coordinate with LRS and/or SFS for the collection and turn in of issued weapons on R-Day for returning groups and individuals. Having an on-call system for returning members to contact LRS or SFS to turn in weapons should be considered a last resort.

8.10.1.1.3. Units will coordinate with returning groups and individuals for the turn in of classified information, as applicable.

8.10.2. Within 2 to 7 days of R-Day and prior to personnel recovery (post deployment downtime and leave).

8.10.2.1. Unit responsibilities.

8.10.2.1.1. Units will coordinate with PRF to establish a reception station to provide streamlined inprocessing to redeploying groups, ensuring that redeployers are returned to their families as quickly as possible. Units will inprocess redeployers within 2 duty days of R-Day so that redeployers may begin personnel recovery (post deployment downtime and leave) as soon as possible. Inprocessing briefings and stations should include Finance, Public Health, and Legal.

8.10.2.1.2. Units will coordinate with the unit deployment manager and LRS Mobility Bag section for mass turn in of mobility bags and other issued items at inprocessing.

8.10.2.1.3. At home station, within 4 duty days of redeployment, reintegration education serves as a time for observing, screening, identifying, and referring returning members, families, and units who could benefit from readjustment support during the AEF cycle recovery period.

8.10.2.1.4. Unit first sergeants will coordinate with the Family Support Center, Chaplain Service, Life Skills Support Center, and Family Advocacy Outreach Managers to plan and schedule reintegration briefings and individual counseling opportunities. Unit first sergeants will invite families to attend reintegration briefings.

8.10.2.2. Inprocessing requirements.

8.10.2.2.1. The PRF begins the reintegration process and develops the reception station. PRF will ensure procedures are established to account for members returning from deployments. These procedures will be incorporated into installation reconstitution planning and the IDP. Returning units and individuals will inprocess with the PRF within 2 duty days of R-Day. The PRF will update the date of return to home station for all individuals in DCAPES on the date of notification of return IAW AFI 10-215.

8.10.2.2.2. At home station, if the PDHA process was not completed before redeployment, then complete no later than 30 days after return.

8.10.2.2.3. At home station within five days of return, submission of redeployment travel vouchers aids the local finance office in their efforts to stop continued accrual of area of operation specific pay entitlements that may be unauthorized after a member redeploys.

8.10.2.2.4. All personnel must process through Public Health prior to starting post deployment downtime. Public Health personnel will validate the member has completed a Post Deployment Health Assessment form and that they have received a post deployment medical debriefing. These DoD mandated requirements are necessary to protect the member and their family from significant health threats and highly contagious diseases the member might have been exposed to at the deployment location.

8.10.2.2.5. Redeploying Airmen should be seen by legal personnel within 7 days of returning to the home station and address the following issues: Revoking powers of attorney, issues

related to their rights under the Service members Civil Relief Act and family law matters (e.g., child custody). Claims information concerning the loss, damage, destruction, or theft of personal property while deployed. Assess individuals for any specific legal matters they may have.

8.10.2.3. Agency resources and responsibilities.

8.10.2.3.1. At home station within seven days of the unit's or individual's redeployment, LSSC personnel, Family Advocacy Outreach Managers, A&FRC personnel, and Chaplain Service members provide support and reintegration education to redeployed members, families, and units in collaboration with other CAIB/IDS agencies. Follow-up to Return and Reunion activities is provided IAW AFI 36-3009. NOTE: Air Reserve Component units without LSSC, Family Advocacy, or Chaplain support will need to request this support through their host active duty unit IAW AFI 44-153, Traumatic Stress Response.

8.10.2.3.2. At home station following redeployment, LSSC personnel provide assessments, supportive counseling, and follow-up care to redeployers referred by Primary Care Managers (PCM) when positive behavioral health responses are made on the PDHA, by self-referrals, and by referrals from commanders and units.

8.10.2.4. Briefings, stations, or handouts.

8.10.2.4.1. In-Processing.

8.10.2.4.2. Practical Issues/Reminders.

8.10.2.4.3. Interpersonal Relationships.

8.10.3. 30 days after R-Day.

8.10.3.1. At home station, PDHAs must be filed within the permanent medical record within 30 days of return. Serum sample must be deposited within the serum repository within 30 days and the redeployer should report to primary care for a follow-up for any identified health concerns on the PDHA.

8.11. Follow Up.

8.11.1. 3-to-6 months after R-Day.

8.11.1.1. At home station within 3 to 6 months post-deployment, all redeployers complete a PDHRA and the DD Form 2900, Post Deployment Health Reassessment Form, IAW ASD (HA) Policy Memorandum, 10 Mar 05, and other AF and MAJCOM guidance.

8.11.1.2. At home station within three to six months post-deployment, LSSC personnel provide assessments, supportive counseling, and follow-up care to redeployers referred by PCMs (or designated health care provider for Air Reserve Component units) when positive mental health responses are made on the PDHRA, by self-referrals, and by referrals from commanders and units.

8.12. Home Station CAIB/IDS Agency Responsibilities.

8.12.1. The Redeployment Support Timeline (**Figure 8.1.**) outlines the AEF cycle and specifies activities for commanders and CAIB/IDS agencies at critical junctures. CAIB/IDS members act as the commander's consultants and use MAJCOM-specific redeployment support processes and reintegra-

tion education material posted on AF Crossroads and the AEF Center websites. AFRC Deployment Support material can also be found on the AFRC website. The CAIB/IDS agencies provide integrated, interoperable programs to strengthen force readiness. Reintegration education, medical care, spiritual support, and childcare will be available for all redeploying personnel, their family members, and units.

8.12.2. Personnel Readiness Function. The PRF begins the reintegration process and develops the reception station. PRF will ensure procedures are established to account for members returning from deployments. These procedures will be incorporated into installation reconstitution planning and the IDP. Returning units and individuals will inprocess with the PRF within 2 duty days of R-Day. The PRF will update the date of return to home station for all individuals in DCAPES on the date of notification of return IAW AFI 10-215.

8.12.3. Chaplain Service. The Chaplain Service members provide support to personnel, families, and base populations during contingencies IAW AFI 52-104. At home station during post-deployment, Chaplain Service members provide follow-up support, reintegration and reunion ministries, and other programs to strengthen families and enhance the spiritual health of individuals. Post-deployment services within AFRC wings will be coordinated with the reserve wing Deployment Support Program POC.

8.13. Medical Treatment in the AOR and at Home Station.

8.13.1. The PDH-CPG states that military members meet deployment criteria anytime they leave the physical locale of the parent command and enter an environment for operational deployment or are stationed in hostile territory. The PDH-CPG applies to family members' health concerns that relate to deployment. Medical treatment facilities (MTF) meet the physical, emotional, and behavioral needs of our deploying and redeploying members and their families, to include medical processing and services to the ANG and AFRC members, as they present themselves for care. LSSC personnel provide behavioral health care with psychiatrists, psychologists, social workers, technicians, and psychiatric nurses to personnel, families, and base populations during contingencies.

8.13.1.1. At home station during all phases of the AEF cycle, LSSC personnel provide traumatic stress response support to units and redeployers as requested by commanders, in conjunction with the Chaplains. Traumatic Stress Response team members meet with individuals for up to four visits outside of the LSSC for the purpose of education and consultation IAW AFI 44-153. All deployment/redeployment related Traumatic Stress Response services within AFRC wing must be coordinated with the reserve wing Deployment Support Program POC.

8.13.1.2. The cadre of medical personnel providing PDHAs and PDHRAs includes physicians, physician assistants, nurse practitioners, and Independent Duty Medical Technicians. Public Health personnel provide medical threat debriefings.

8.14. Airman and Family Readiness Center.

8.14.1. The A&FRC provides mobility and/or deployment assistance to help single and married DoD personnel and families meet pre-, during, and post-deployment challenges IAW AFI 36-3009. Services help reduce stress and deal with separation and reintegration, increase individual and family morale and unit cohesion, and support operational readiness.

8.14.1.1. A&FRCs provide assistance with development of reintegration education material. A&FRCs provide material to the Chaplain Service and LSSC personnel in the AOR via e-mail, websites, or hard copy.

8.14.1.2. During deployments, A&FRC staffs employ the AF Readiness EDGE Guides and other resources for tailored support to commanders, units, and families; work with local school authorities and teachers to assist their understanding the unique stressors of the children of deployed military; provide a myriad of deployment support programs; and distribute commercial, printed materials addressing deployment. Upon request, one-on-one counseling is provided. The A&FRC staff provides support to the parents and siblings of single Airmen.

8.14.1.3. Post-deployment assistance is linked to pre-deployment activities, particularly early intervention to educate families, single members, and units on concerns related to reintegration and reunion. The A&FRC staff monitors family coping skills, assists potential at-risk families, and collaborates with the CAIB/IDS agencies to ensure smooth family reunions.

8.15. Comptroller (Wing/FM).

8.15.1. FM personnel provide redeploying Airmen with guidance on financial matters.

8.16. Legal Office.

8.16.1. Base legal office redeployment activities should focus on assisting the individual with personal and legal affairs that may have arisen as a result of deployment and regaining a sense of normalcy.

Chapter 9

DEPLOYMENT AND REDEPLOYMENT LESSONS LEARNED AND AEF DEBRIEF PROCESS

9.1. Lessons Learned.

9.1.1. After-Action Reports (AAR). AARs are the means by which the Air Force records issues, best practices, and lessons learned from major exercises, operations, and experiments. AARs are applicable to the CJCS exercise program, other joint exercises, Air Force exercises (above wing level), and real world operations. AARs are consolidated reports that include an executive summary covering the event information (i.e., dates, locations, participant units/organizations, etc.), issues/problems encountered, and lessons observed. Air Force Lessons Learned, AF/A9L, provides specific guidance on the Air Force Lessons Learned Program in a separate instruction. Lesson observations of an urgent nature can be disseminated via a Quick Lesson Report and are sent out immediately after the event. Air Force Lessons Learned, AF/A9L, provides specific guidance on the Air Force Lessons Learned Program in a separate instruction.

9.1.1.1. A lesson learned is defined as an insight gained that improves military operations or other activities at the strategic, operational, or tactical level, and results in long-term, internalized change to an individual, group of individuals, or an organization.

9.1.1.2. Executive summaries document and provide a description of operations and exercises, including dates, locations, objectives, major participants, and limitations. It also provides the commander submitting the AAR the opportunity to address any of the issues identified in the AAR, or add any command-level issues he/she determines must be identified in this forum.

9.1.2. Submission Process. The senior deployed location commander will consolidate AAR inputs from subordinate unit commanders, validate observations and submit the report to the NAF (NAF-C) NLT end-event +15 days (or as directed). AEW/CCs will consolidate AAR inputs from subordinate unit commanders, validate observations and submit the consolidated AAR to the NAF-C/A9L office NLT 30 days prior to AEF rotation date, or as directed by the NAF-C.

9.1.2.1. Observations in the AAR should clearly identify the issues/problems encountered and successful practices, as well as provide sufficient discussion for follow-on forces to understand the context. A properly documented observation should be actionable by follow-on forces or HHQ staffs. This documentation is essential for planning subsequent exercises and operations, tasking corrective actions and sharing with follow-on forces.

9.1.2.2. Commanders will use the AF's web-based lessons learned reporting tool on the NIPRNET and SIPRNET websites to submit the AAR. These websites contain links for building the AAR and submitting the final reports.

9.1.2.3. Individuals may also submit observations at any time during the pre-deployment, deployment, and redeployment phases via the AF lessons learned reporting tool. These reports may encompass training, preparation, deployment and on-call phases on the AEF cycle.

9.1.2.4. The AF lessons learned database tool is the single system used by all MAJCOMs to make their personnel aware of problems encountered during previous cycles and to prevent repeat mistakes. Past critical lessons learned are available to be pulled by all and will also be pushed to units deploying and preparing to deploy.

9.1.3. Review Process. Once observations are entered into the website, NAF (NAF-C)/A9L offices will evaluate them.

9.1.4. Periodic Reviews. During ongoing operations that involve unit and/or commander rotations (e.g. AEF rotations), Periodic Reviews will be produced based on deployed commander (AEW CC or equivalent) submissions. Commanders must accomplish these submissions prior to the rotation in order to provide oncoming units and commanders timely lessons learned information to help prepare them for mission execution. The NAF/C or equivalent will determine these timelines, but typically submissions should be submitted 30 days prior to rotation.

9.2. AEF Debrief. The AEF Debrief is similar to a flight debrief or status of discipline meeting developed to ensure the supported combatant commanders are provided the best Airmen the AF has to offer on time at the right place. It is an additional avenue for discovering lessons learned for the entire AEF process. An AEF Debrief will be held by the MAJCOM Vice Commanders to establish norms and provide crosstalk for AEF planning and execution. The AEF Center itself will be measured on sourcing timelines, unit changes, stressed career fields, teaming, extended tour lengths, etc. MAJCOMs will report on their posturing and coding, ART, verification statistics, names in system timing, etc. Wing metrics will include posturing and coding, ART, shortfall information, and names in system timing. MAJCOM/CVs will host the AEF Debriefs every four months, approximately 45-60 days after each AEF pivot date to review common metrics to determine how well the AEF was executed.

Chapter 10

10.1. Forms Prescribed.

10.1.1. The below prescribed forms may be obtained through normal distribution channels or automatically filled in and printed through LOGMOD for redeployment needs:

AF Form 2511, Deployment Schedule of Events - Cargo.

AF Form 2511A, Deployment Schedule of Events – Personnel.

10.2. Adopted Forms

DD Form 2133, Joint Airlift Inspection Record.

DD Form 1385, Cargo Manifest.

AF Form 2518, Deployment Packing List.

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

DD Form 1387, Military Shipment Label.

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DCS/Logistics, Installations and Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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AFI 10-215, Personnel Support for Contingency Operations

AFI 10-216, Evacuating and Repatriating Air Force Family Members and Other US Noncombatants

AFI 10-244, Reporting Status of Aerospace Expeditionary Forces

AFI 10-2501, Air Force Emegency Management (EM) Program, Planning and Operations

AFI 10-401, Air Force Operations Planning and Execution

AFI 10-404, Base Support and Expeditionary Site Planning

AFI 21-101, Aircraft and Equipment Maintenance Management

AFI 21-201, Conventional Munitions Maintenance Management

AFI 23-226, Chemical Warfare Defense Equipment (CWDE) Consolidated Mobility Bag Management

AFI 24-203, Preparation and Movement of Air Force Cargo

AFI 24-238, In-Transit Visibility

AFI 24-301, Vehicle Operations

AFI 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures

AFI 31-207, Arming and Use of Force by Air Force Personnel

AFI 10-245, Air Force Antiterrorism (AT) Standards

AFI 31-401, Information Security Program Management

AFI 32-7006, Environmental Program in Foreign Countries

AFI 34-248, Child Development Centers

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AFI 36-2201, Air Force Training Program Volume 6

AFI 36-2226, Combat Arms Program

AFI 36-2238, Self Aid and Buddy Care Training

AFI 36-3003, Military Leave Program

AFI 36-3009, Family Support Center Programs

AFI 33-364, Records Disposition - Procedures and Responsibilities

AFI 38-205, Manpower and Quality Readiness and Contingency Management

AFI 44-153, Traumatic Stress Response

AFI 51-504, Legal Assistance, Notary, and Preventive Law Programs

AFI 52-101, Planning and Organizing

AFI 52-104, Chaplain Service Readiness

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AFI 65-601, Volume 2, Budget Management for Operations

AFI 90-201, Inspector General Activities

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AFMAN 37-123, Management of Records

AFPAM 10-243, Augmentation Duty

AFPAM 90-902, Operational Risk Management (ORM) Guidelines and Tools

AFPAM 91-216, USAF Safety Deployment and Contingency Pamphlet

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AFPD 16-8, Arming of Aircrew, Mobility, and Oversea Personnel

AFPD 51-4, Compliance with the Law of Armed Conflict

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Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

A/DACG—Arrival/Departure Airfield Control Group

A1—Office Symbol for Deputy Chief of Staff for Personnel

A4/7—Office Symbol of Deputy Chief of Staff for Logistics, Installations, and Mission Support

A3/5—Office Symbol of Deputy Chief of Staff for Air, Space and Information Operations, Plans and Requirements

AAR—After Action Report

AALPS—Automated Air Load Planning System

ACES—Automated Civil Engineer System

ACL—Allowable Cabin Load

ACS—Agile Combat Support

ACSA—Acquisition Cross-Service Agreement

ADAPT—Alcohol and Drug Abuse Prevention and Treatment

ADCON—Administrative control

ADLS—Advanced Distributed Learning System

ADPE—Automated Data Processing Equipment

ADVON—Advance echelon

AEF—Air & Space Expeditionary Force

AEFC—Air & Space Expeditionary Force Center

AEFPP—AEF Presence Policy

AEFSG—Air & Space Expeditionary Force Steering Group

AEG—Air Expeditionary Group

AES—Air Expeditionary Squadron

AETF—Air & Space Expeditionary Task Force

AEW—Air & Space Expeditionary Wing

AF/SG—Air Force Surgeon General

AFCC—Air Force Component Command

AFCITA—Air Force Complete Immunization Tracking Application

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOG—Air Force Operations Group

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/SG—Air Force Reserve Command/Surgeon General

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AFVC—Air Force Verification Capability

AFWUS—Air Force-Wide UTC Availability and Tasking Summary

AGE—Aerospace Ground Equipment

ALD—Available to Load Date

AMC—Air Mobility Command

AMWC—Air Mobility Warfare Center

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

AO—Area of Operations

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

APS—Aerial Port Squadron

ARC—Air Reserve Component

ARMS—Aviation Resource Management System

ART—AEF UTC Reporting Tool

AS—Allowance Standard

ASC—Allowance Source Code

ASD(HA)—Assistant Secretary of Defense Health Affairs

ATD—Actual Time of Departure

ATV—All-terrain Vehicle

ATOC—Air Terminal Operations Center

BaS&E—Base Support & Expeditionary

BS/CAT—Battle Staff/Crisis Action Team

C2—Command And Control

CA/CRL—Custody Authorization/Custody Receipt Listing

CAA—Competent Authority Approvals

CAC—Common Access Card

CAF—Combat Air Forces

CAIB—Community Action Information Board

CAIB/IDS—Community Action Information Board/Integrated Delivery System

CAT—Crisis Action Team

CATM—Combat Arms Training & Maintenance

CB—Center of Balance

CBRNE—Chemical, Biological, Radiological, Nuclear, and High-yield Explosive

CBT—Computer Based Training

CCDR—Combatant Commander

CDF—Cargo Deployment Function

CDR—Commander

CED—Contingency, Exercise, and Deployment

CEM—Chief Enlisted Manager

CES—Civil Engineer Squadron

CJCS—Chairman, Joint Chiefs of Staff

CMOS—Cargo Movement Operations System

COMACC—Commander, Air Combat Command

COMAFFOR—Commander, Air Force Forces

COMSEC—Computer Security

CONOPS—Concept of Operations

CONPLAN—Concept Plan

CONUS—Continental United States

CRAF—Civil Reserve Airlift Fleet

CRF—Cargo Redeployment Function/Cargo Reception Function

CRG—Contingency Response Group

CSAF—Chief of Staff, United States Air Force

CSS—Commander's Support Staff

CST—Combat Skills Training

CTK—Consolidated Tool Kit

DAV—Deployment Availability

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DCC—Deployment Control Center

DEPORD—Deployment Order

DEROS—Date Eligible for Return from Overseas

DLOC—Duty Location

DOC—Designed Operational Capability

DOD—Department of Defense

DOD/VA—Department of Defense/Veterans Administration

DODD—Department of Defense Directive

DODI—Department of Defense Instruction

DOS—Date of Separation

DOT—Department of Transportation

DOTMLPF—Doctrine, organization, training, materiel, leadership, personnel, and facilities

DPDRT—Deployment Processing Discrepancy Reporting Tool

DPN—Deployment Position Number

DPT—Data Pattern Traffic

DPWG—Deployment Process Working Group

DRI—Date Required In-place

DRMD—Deployment Requirements Manning Document

DRS—Deployment Readiness Service

DSOE—Deployment Schedule of Events

DTR—Defense Transportation Regulation

DTS—Defense Transportation System

E-E—Emergency Essential

E2WC—Expeditionary Combat Support (ECS) Executive Warrior Course

ECS—Expeditionary Combat Support

EMEDS—Expeditionary Medical Support

EOC—Expeditionary Operations Center

EOR—Explosive Ordnance Reconnaissance

EOD—Explosive Ordnance Disposal

ERO—Engine-running On/offload

ESL—Equipment and Supply List

ESP—Expeditionary Site Plan

ETDC—Expeditionary Theater Distribution Center

EXORD—Execute Order

FAC—Functional Account Code

FAM—Functional Area Manager

FEDLOG—Federal Logistics System

FOA—Field Operating Agency

FOL—Forward Operating Locations

FPCON—Force Protection Condition

FRB—Functional Requirements Board

G081—Heavy Airlift Maintenance System

GATES—Global Air Transportation Execution System

GCCS—Global Command and Control System

GCSS—Global Combat Support System

GDSS—Global Decision Support System

GEOLOC—Geographic Location

GFM—Global Force Management

GOPAX—Group Operational Passenger System

GSE—Ground Support Equipment

GSU—Geographically Separated Unit

GTN—Global Transportation Network

GWOT—Global War On Terrorism

HAF—Headquarters Air Force

HAZMAT—Hazardous Materials

HC—Chaplain Service

HN—Host Nation

HNS—Host-Nation Support

IATA—International Air Transport Association

IAW—In Accordance With

ICAO—International Civil Aviation Organization

IDO—Installation Deployment Officer

IDP—Installation Deployment Plan

IDRC—Installation Deployment Readiness Cell

IDS—Integrated Deployment System

IGESP—In-garrison Expeditionary Support Plan

IMA—Individual Mobilization Augmentee

IMDS—Integrated Maintenance Data System

IPB—Illustrated Parts Breakdown

IPE—Individual Protective Equipment

IPNM—Installation Pallet and Net Manager

ISU—Internal Slingable Unit

ITV—In-Transit Visibility

JAG—Judge Advocate General

JCS—Joint Chiefs of Staff

JFC—Joint Force Commander

JFP—Joint Force Provider

JI—Joint Inspection

JIT—Just-In-Time

JOA—Joint Operations Area

JOPES—Joint Operation Planning and Execution System

JP—Joint Pub

JRSOI—Joint Reception, Staging, Onward Movement, and Integration

JTF—Joint Task Force

LIMFAC—Limiting Factor

LMR—Land Mobile Radio

LOAC—Law of Armed Conflict

LOGCAT—Logistics Capability Assessment Tool

LOGDET—Logistics Detail

LOGFAC—Logistics Feasibility Analysis Capability

LOGFOR—Logistics Force Packaging Subsystem

LOGMOD—Logistics Module

LOGPLAN—Logistics Planning Module

LOI—Letter of Instruction

LOX—Liquid Oxygen

LRC—Logistics Readiness Center

LRO—Logistics Readiness Officer

LRS—Logistics Readiness Squadron

LSA—LOGMOD Stand-Alone

LSSC—Life Skills Support Center

MAF—Mobility Air Forces

MAJCOM—Major Command

MANFOR—Manpower Force Module

MANPER-B—Manpower and Personnel Module Base Level

MASO—Munitions Accountable Systems Officer

MEFPAK—Manpower and Equipment Force Packaging

MHE—Materiel Handling Equipment

MICAS—Mobility Inventory Control and Accountability System

MILPDS—Military Personnel Data System

MISCAP—Mission Capability Statement

MOBAG—Mobility Bag

MOF—Manpower & Organization Flight

MOPP—Mission-oriented Protective Posture

MPA—Military Personnel Appropriation

MPF—Military Personnel Flight

MRA—MEFPAK Responsible Agency

MRE—Meals, Ready-to-Eat

MRSP—Mobility Readiness Spares Package

MSG—Mission Support Group

MSL—Military Shipment Label

MSS—Mission Support Squadron

MTF—Medical Treatment Facility

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NEO—Non-combatant Evacuation Operation

NET—Not Earlier Than

NIPRNET—Non-secure Internet Protocol Router Network

NLT—Not Later Than

NMS—National Military Strategy

NOK—Next of Kin

NSL—Non-stock Listed

NSN—National Stock Number

O&M—Operations and Maintenance

OPCON—Operational Control

OPLAN—Operation Plan

OPORD—Operational Order

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORE—Operational Readiness Exercise

ORI—Operational Readiness Inspection

ORM—Operational Risk Management

OSI—Office of Special Investigations

PAK—Personnel Accountability Kit

PAS—Personnel Accounting System

PCM—Primary Care Manager

PCS—Permanent Change of Station

PDF—Personnel Deployment Function

PDHA—Post Deployment Health Assessment

PDHRA—Post Deployment Health Reassessment

PDH-CPG—Post Deployment Health-Clinical Practice Guidelines

PERSCO—Personnel Support for Contingency Operations

PHA—Preventive Health Assessment

PID—Plan Identification

PIMR—PHA/Individual Medical Readiness

POC—Point of Contact

POL—Petroleum, Oils And Lubricants

POM—Program Objective Memorandum

PRF—Personnel Readiness Function

PRIME BEEF—Prime Base Engineer Emergency Force

PRIME RIBS—Prime Readiness in Base Services

PTDO—Prepare to Deploy Order

QC—Quality Control

QNFT—Quantitative Fit Testing

RAMPCO—Ramp Coordinator

RAPDS—Reserve Aerial Port Data System

RAT—Redeployment Assistance Team

RATT—Rescue All-terrain Transport

RCC—Reception Control Center

RDD—Required Delivery Date

RDS—Records Disposition Schedule

RFC—Request for Capability

RFID—Radio Frequency Identification

RLD—Ready-to-Load Date

ROA—Rotation of Airmen

ROE—Rules of Engagement

ROMO—Range of Military Operations

RPU—Reception Processing Unit

RSOE—Redeployment Schedule of Events

RSP—Readiness Spares Packages

RST—Reference Start Time or Religious Support Team

SBSS—Standard Base Supply System

SECAF—Secretary of the Air Force

SecDef—Secretary of Defense

SEI—Special Experience Identifier

SFMIS—Security Forces Management Information System

SFS—Security Forces Squadron

SIPRNET—Secure Internet Protocol Router Network

SIPT—Scheduling Integrated Process Team

SJA—Staff Judge Advocate

SMS—Single Mobility System

SOFA—Status of Forces Agreement

SORTS—Status of Resources and Training System

SSAN—Social Security Account Number

SSF—Schedule Status Flag

SVS—Services Squadron

TACC—Tanker Airlift Control Center

TAFMS—Total Active Federal Military Service

TC-AIMS II—Transportation Coordinators-Automated Information for Movements System II

TCMD—Transportation Control Movement Data

TCN—Transportation Control Number or Third Country National

TDY—Temporary Duty

TEMS—Training Education Management System

TFTERP—Total Force Training and Education Process

TJAG—The Judge Advocate General

TMF—Traffic Management Flight

TO—Technical Order

TOF—Transfer of Forces

TOS—Time on Station

TPFDD—Time-Phased Force Deployment Data

TSA—Transportation Security Administration

UDCC—Unit Deployment Control Center

UDM—Unit Deployment Manger

UIC—Unit Identification Code

ULN—Unit Line Number

UMD—Unit Manning Document

UN—United Nations

UNAAF—Unified Action Armed Forces

USAF—United States Air Force

USJFCOM—United States Joint Forces Command

USSOCOM—Special Operations Command

USSTRATCOM—Strategic Command

USTRANSCOM—US Transportation Command

UTA—Unit Training Assembly

UTC—Unit Type Code

VCNCO—Vehicle Control Non-commissioned Officer

VCO—Vehicle Control Officer

vRED—Virtual Record of Emergency Data

WBITS—Web-based Integrated Training Database II

WMP—War and Mobilization Plan

WPES—War Planning and Execution System

WRM—War Reserve Materiel

WRMO—War Reserve Materiel Officer

Terms

Acquisition And Cross Service Agreements—Bilateral agreements with foreign governments to acquire or transfer military logistics support, supplies, and services on a reciprocal basis. Also called ACSA. (JP 1-02)

Aerial Port Squadron (APS)—An Air Force organization that operates and provides the functions assigned to aerial ports, including processing personnel and cargo; loading equipment; preparing air cargo and load plans; loading and securing aircraft, and supervising units engaged in aircraft loading and unloading operations. (JP 1-02)

Agile Combat Support—An Air Force core competency that encompasses the process of creating, sustaining, and protecting all aerospace capabilities to accomplish mission objectives across the spectrum of operations. Also called ACS. (AFDD 2-4)

Air & Space Expeditionary Force (AEF)—Air Force's methodology for organizing, training, equipping, and sustaining rapidly responsive air and space forces to meet defense strategy requirements. An AEF is also a pool of combat forces from which AETFs are task organized to meet mission requirements.

Air & Space Expeditionary Task Force (AETF)—A deployed numbered air force (NAF) headquarters or command echelon subordinate to a NAF headquarters and assigned and attached operating forces (command element plus operating forces).

Area of Operations—An operational area defined by the joint force commander for land and naval forces.

Area of Responsibility—The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations. Also called AOR. (JP 1-02)

Augmentation Program—A local installation program to identify and validate its own temporary augmentation and local resource needs to meet local exercise, contingency, wartime, or emergency augmentation requirements.

Automated Air Load Planning System (AALPS)—An Air Force system that automates load planning in support of worldwide deployment of forces and day-to-day cargo movement. IDS Component System partner which receives our AALPS *.CL5 file and use the data for load planning.

BEAR—A critical Agile Combat Support (ACS) capability. It provides vital equipment and supplies necessary to beddown and support combat forces at expeditionary sites with limited infrastructure and

support facilities. As a minimum, each location must have a runway and parking ramp suitable for aircraft operations and a source of water that can be made potable.

Bed down—A location at which a deploying unit operates during a contingency. It is usually, but not always, in the area of responsibility (AOR).

Cargo Deployment Function (CDF)—The installation focal point for monitoring all deployment and redeployment cargo processing activities.

Cargo Movement Operations System (CMOS)—An Air Force system that automates base shipment processes in support of peacetime and contingency operations. CMOS serves as the source data system essential to In-Transit Visibility of cargo and passenger movements.

Combat Skills Training—Standardized predeployment training designed to make all deploying Airmen proficient and comfortable with handling a weapon and working within a team to defend themselves and their team, and to accomplish their mission.

Combat Support—Fire support and operational assistance provided to combat elements. Also called CS. (JP 1-02)

Command and Control—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission.

Command, Control, Communications, And Computer Systems—Integrated systems of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control across the range of military operations. Also called C4 systems. (JP 1-02)

Community Action Information Board/Integrated Delivery System (CAIB/IDS)—The base helping agencies that facilitate the Redeployment Support Process to support readjustment for members, families, and units.

Contingency—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations.

Contingency Operations—Operations involving the use of US military forces to achieve US objectives, usually in response to an emerging or unexpected crisis. Contingency operations may evolve into sustained military operations.

Convoy—A group of vehicles organized to ensure controlled and orderly movement with or without escort protection.

Deliberate and Crisis Action Planning and Execution Segments (DCAPES)—AF's Single System to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute Combatant Commanders' Requirements. Provides integrated planning and execution support system for operations, logistics, manpower and personnel functional communities. Integrates Air Force planning and execution automated processes into JOPES.

Deployment—The relocation of forces and material to desired areas of operations. Deployment encompasses all activities from origin or home station through destination, specifically including within the United States, inter-theater, and intra-theater movement legs, staging, and holding areas. (JP 1-02)

Deployment Availability (DAV) Codes—Personnel codes that identify an individual's current medical, legal and administrative status for deployment eligibility (See **Attachment 2**).

Deployment Control Center (DCC)—The installation focal point for deployment operations. The DCC is responsible for all command and control requirements.

Deployment Echelon—A capability within a UTC that commanders must deploy as a single entity. Deployment echelons facilitate deployment planning by identifying a unit's capabilities, materiel and personnel requirements and designating the sequence of movement (JCS Pub 6, Volume V, Part 4; MEFPAK or LOGMOD System Help; and LOGMOD Users Guide).

Deployment Schedule of Events (DSOE) (DSOE Module of LOGMOD)—Software application used to schedule, monitor and control deployment operations at an installation.

Deployment Work Centers—Activities activated during deployments or exercises that process deploying personnel and equipment. These work centers include the deployment control center, cargo processing function, and the Personnel Deployment Function.

Designed Operational Capabilities (DOC) Statement—Document prepared by a parent MAJCOM that outlines each measured unit's capabilities and contains the unit's identification, mission tasking narrative, mission specifics, and measurable resources. The DOC statement is used for the purposes of organizing, training and equipping the unit. It is not a tasking document for crisis operations (See MISCAP).

Emergency-Essential (E-E) Civilian Employee—A direct-hire US citizen civilian employee who is appointed, either temporarily or permanently, to an E-E DOD position. Such employees must sign DD Form 2365, DOD Civilian Employee Overseas Emergency-Essential Position Agreement.

Explosive Ordnance Reconnaissance (EOR) Training—Training to provide familiarization with the identification and marking of common threat unexploded ordinance (UXOs).

Force Health Protection—A comprehensive threat-based program directed at preventing and managing health-related actions against Air Force uncommitted combat power. (AFDD 2-4.2, Health Services)

Force Protection—Actions taken to prevent or mitigate hostile actions against Department of Defense personnel (to include family members), resources, facilities, and critical information.

Geographically Separated Units (GSUs)—Any unit separated from its servicing military personnel flight beyond a reasonable commuting distance. For ANG units, the term GSU is used synonymous with Independent Unit (IU).

Global Air Transportation Execution System (GATES)—The current AMC real-time system that will support fixed, deployed, and mobile sites. It will process and track cargo and passengers; support resource management and provide command and control support information. It will also generate cargo, passengers, and resource reports at headquarters and unit level, and will provide message routing and delivery for all AMC transportation airlift operators regardless of size, workload, volume, configuration, or location.

Global Command and Control System—Highly mobile, deployable command and control system supporting forces for joint and multinational operations across the range of military operations, any time and anywhere in the world with compatible, interoperable, and integrated command, control, communications, computers, and intelligence systems. Also called GCCS. See also command and control. (JP 1-02)

Global Transportation Network—The automated support necessary to enable USTRANSCOM and its components to provide global transportation management. The global transportation network provides the integrated transportation data and systems necessary to accomplish global transportation planning,

command and control, and in-transit visibility across the range of military operations. Also called GTN. (JP 1-02)

Hazardous Materials—A substance or material that is capable of posing an unreasonable risk to health safety, and property when transported and has been so designated by AFMAN 24-204(I). May also be referred to as hazardous cargo or dangerous goods.

Host Unit—The organization designated by the host MAJCOM or HQ USAF to furnish support to a tenant unit. The host unit develops, publishes, and maintains the base deployment guidance to support the deployment of all Air Force units from a particular base. NGB/A4RX or AFRC/A4X make these designations for Air Force-gained Air National Guard and US Air Force Reserve Command (AFRC) units, respectively.

Host-Nation Support—Civil and/or military assistance rendered by a nation to foreign forces within its territory during peacetime, crises or emergencies, or war based on agreements mutually concluded between nations. (JP 1-02)

Increment of Materiel—Equipment, supplies, and spare parts that units use to plan and assemble loads for deploying cargo aircraft. The increment serves as the primary method of organizing material for deployment.

Installation Deployment Officer (IDO)—The host unit officer who maintains base deployment guidance and directs and coordinates base deployments under the direction of the installation commander.

Installation Deployment Plan (IDP)—A plan, supplement, checklist, or any other means that provides detailed procedures, instructions, and comprehensive data required to expeditiously deploy people and equipment.

Integrated Deployment System (IDS)—System that integrates the following: Logistics Module (LOGMOD), DCAPES, Cargo Movement Operations System (CMOS), Automated Air Load Planning System (AALPS).

Intertheater Airlift—The common-user airlift linking theaters to the continental United States and to other theaters as well as the airlift within the continental United States. The majority of these air mobility assets are assigned to the Commander, United States Transportation Command.

In-Transit Visibility (ITV)—The capability provided to a theater combatant commander to have visibility of units, personnel, and cargo while in-transit through the Defense Transportation System.

Intratheater Airlift—Airlift conducted within a theater with assets normally assigned to a geographic combatant commander or attached to a subordinate joint force component commander.

Joint Operation Planning and Execution System (JOPES)—A continuously evolving system that provides the foundation for conventional command and control by national- and theater-level commanders and their staffs. It is designed to satisfy their information needs in the conduct of joint planning and operations. JOPES includes joint operation planning policies, procedures, and reporting structures supported by communications and ADP systems. JOPES is used to monitor, plan, and execute mobilization, deployment, employment, and sustainment activities associated with joint operations. (CJCSM 3122.02C, Joint Operation Planning and Execution System (JOPES) Volume III (Crisis Action Timed-Phased and Deployment Data Development and Deployment Execution))

Law of Armed Conflict (LOAC)—That part of international law that regulates the conduct of armed hostilities; often referred to as the Law of War.

Limiting Factor (LIMFAC)—A factor or condition that, either temporarily or permanently, impedes a mission (e.g., transportation network deficiencies, lack of in-place facilities, mal-positioned forces or materiel, extreme climatic conditions, distance, transit or over-flight rights, and political conditions). (JP 1-02)

Load Plan—A document specifying in detail the payload expressed in terms of passenger and freight carried on one aircraft for a specific destination.

Logistics Force Packaging Systems (LOGFOR)—A MEFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

Logistics Module (LOGMOD)—Automates the development and distribution of UTC packages. At the Installation/Wing level, it provides the capability to schedule, monitor, and control movement of cargo and personnel via air or surface modes of transportation. Used at all levels of command. At HAF, it is used to analyze and approve UTC equipment detail, build the MEFPAK report, and update standard UTCs in JOPES. Used at MAJCOM level to analyze and approve UTC equipment detail and to report tailored UTCs to JOPES. LOGMOD is used at squadron/unit level Unit Deployment Managers to track unit personnel readiness and for selection of cargo and personnel to fulfill UTC requirements. Provides standard reports for management of authorized data and real-time data to commanders for planned or contingency operations.

Logistics Planning Subsystem (LOGPLAN)—A LOGMOD software package that planners use in building detailed materiel data to support specific OPLANs.

Manpower and Equipment Force Packaging System (MEFPAK)—A data system supporting contingency and general war planning with predefined and standardized personnel and equipment force packages. MEFPAK, which resides in DCAPES, comprises two subsystems: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR). (AFMAN 10-401, Vol 1)

Manpower and Personnel Module-Base Level (MANPER-B)—The base level automated capabilities in DCAPES supporting operation, contingency, deployment and exercise planning, readiness, and execution responsibilities.

Manpower Force Packaging System (MANFOR)—A MEFPAK subsystem that provides: 1) the title of the unit or force element and its unique Joint Chiefs of Staff Unit Type Code, 2) the mission capability statement (MISCAP) containing the definition of a UTC's capability, and 3) the manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

Mission Capability Statement (MISCAP)—A short paragraph describing the mission capabilities that planners expect of a specific UTC at execution. The statement usually contains pertinent information such as the type of base where commanders will deploy the unit, the unit's functional activities, and other augmentation requirements necessary to conduct specific missions.

Operation Plan (OPLAN)—A plan for one or more operations that deployed units carry out simultaneously or in a series of connected stages. Higher authorities normally issue OPLANs as directives based on stated assumptions to allow subordinate officers to prepare supporting plans and orders.

Operational Risk Management (ORM)—The systematic process of identifying hazards, assessing risks, analyzing risk control measures, making control decisions, implementing risk controls, and supervising and reviewing the process. Commanders accept the residual risks. (AFDD 2-8)

Personnel Support for Contingency Operations (PERSCO) Team—Assists the deployed commander in achieving 100% accountability of deployed forces by tracking and updating personnel Duty Status Change (DSC) reports in a timely manner.

Post Deployment Health Assessment (PDHA)—Each re-deploying service member must complete a Post-Deployment Health Assessment using the revised Post-Deployment Health Assessment Form (DD 2796). Completion of the DD 2796 is a key component of the PDHA process and must also include a face-face interview with a trained health care provider. Directed at the individual's health status and concerns at redeployment, the screening is also used to document health events and enhance future force health.

Post Deployment Health Re Assessment (PDHRA)—The PDHRA process and screener (DD Form 2900) are conducted 3-6 months after redeployment. The PDHRA is not a psychological screening, but a health risk appraisal modeled after the existing pre- and post- health assessment.

Pre-Deployment Health Assessment—The Pre-Deployment Health Assessment Form (DD Form 2795) is a required form that allows military personnel to record information about their general health and share any concerns they have prior to redeployment. It also helps health care providers identify issues and provide medical before, during and after deployment. The DD Form 2795 is mandatory for deploying military personnel from every Service, including Reserve component personnel. DD Form 2795 is to be completed and validated within 60 days prior to deployment.

Primary Care Manager (PCM) Team—Provides appropriate clinical and preventive healthcare to enrolled populations and will be supported by the establishment of regional centers of excellence and/or specialized treatment services.

Prime Base Engineer Emergency Forces (PRIME BEEF)—A Headquarters US Air Force, major command (MAJCOM), and base-level program that develops and maintains a highly skilled, agile military combat support civil engineer force capable of rapid responses in support of for worldwide contingency operations.

Prime Readiness in Base Services (PRIME RIBS)—A Headquarters US Air Force, major command (MAJCOM), and base-level mobility program that organizes and trains Services military forces for wartime and peacetime contingency support roles worldwide.

R-Day—Redeployment Day is the day on which redeployment of major combat forces begins in an operation.

Redeployment—The transfer of a unit, an individual, or supplies deployed in one area to another area, another location within the area, or to the zone of interior. (See JP 1-02)

Retrograde—Returning assets—particularly repairable parts—from the area of operations to their source of repair. (AFDD 2-4)

Shortfall—The lack of forces, equipment, personnel, materiel or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a combatant commander for planning that would adversely affect the command's ability to accomplish its mission. (JP 1-02)

Standard UTC Reference File (SURF)—File consisting of the LOGFOR subsystem of LOGMOD and the MANFOR subsystem of DCAPES. It contains all the UTCs for which the base or unit is tasked, is the pilot unit for, or available to be tasked.

Supported Commander—(DOD) The commander having primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan or other joint operation planning authority. In the context of joint operation planning, this term refers to the commander who prepares operation plans or operation orders in response to requirements of the Chairman of the Joint Chiefs of Staff. See also joint operation planning. (JP 1-02)

Supporting Commander—(DOD) A commander who provides augmentation forces or other support to a supported commander or who develops a supporting plan. Includes the designated combatant commands and Defense agencies as appropriate. See also supported commander; supporting plan. (JP 1-02)

Sustainment—The provision of personnel, logistics, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective. (JP 1-02)

Tailoring—The process of altering UTC packages that are described in the Type Unit Characteristics (TUCHA) file to meet specific needs or requirements. Revising a predefined mobility package, prior to departure, to allow for the existing personnel and materiel situation at the deployment location.

Tenant Unit—An Air Force, Air Force Reserve Command (AFRC), or Air National Guard (ANG) organization or element that occupies the facilities of, or receives support from, another MAJCOM, AFRC, or ANG component.

Total Force Training and Education Review Process (TFTERP)—A systematic top-level approach to determining and validating primarily ancillary training requirements to produce competencies required to ensure mission readiness for the Total Force.

Transportation Control Number—A 17-character control number that includes Service code, unit line number (ULN), and increment number. (Ref: DOD 4500-9R Part III, Appendix H, Paragraph G)

Unit Deployment Manager (UDM)—The Unit Deployment Manager is a member assigned to a unit that manages all deployment readiness and training aspects for all deployable personnel and equipment within their unit to ensure they are deployment ready. In addition, UDMs support redeployed personnel in the Redeployment Support Process with commanders of their units.

Unit Line Number (ULN)—A seven-character alphanumeric field that uniquely describes a unit entry (line) in a JOPES TPFDD. Contains the Force Requirement Number (FRN) and what are commonly known as the Fragmentation and Insert codes. (JP 1-02)

Unit Type Code (UTC)—A five-character alphanumeric designator uniquely identifying each type unit in the Armed Forces. Note that LOGMOD uses a sixth digit that denotes the UTC status.

War Reserve Materiel (WRM)—Materiel required in addition to primary operating stocks and deployment equipment necessary to obtain objectives in the scenarios approved for sustainability planning in the Defense Planning Guidance.

Attachment 2

DEPLOYMENT ELIGIBILITY

A2.1. Duty Status and Deployment Availability (DAV) Codes.

A2.1.1. DAV Codes indicate personnel availability and eligibility to deploy. Duty Status codes are found in AFI 36-2134, Air Force Duty Status Program, Table 4.1. DAV codes are resident in MilPDS and codified in this AFI. UDMs should obtain periodic reports from the Commander's Support Staff (CSS) to review Duty Status and DAV code changes for personnel assigned to the unit. Before tasking personnel to deploy, UDMs and unit commanders must verify individual duty status and DAV codes (if applicable) to verify that the individual is present for duty or can be recalled from TDY, and that there are no discriminating legal, security, medical, or administrative factors that may render an individual ineligible to deploy.

Table A2.1. Eligibility Determination Legend.

CODE	DESCRIPTION
CC	Commander's Choice
CC>C	Commander's Choice after consulting with the appropriate base agency (e.g., Legal, Medical, Social Actions, etc.)
CC>R	Commander's Choice after recall and return to station
X	Not Available to Deploy
Note 1	If the expected deployment completion date is 30 or more calendar days before date of separation (DOS) or permanent change of station (PCS), the member is available to deploy. Members who have less than 30 calendar days before DOS are not available. If a PCS is within 30 days of deployment completion date, unit commanders need to work with AFPC to move PCS date. If unable to change PCS date due to firm training/school date, then members with deployment completion dates less than 30 days before PCS are not available to deploy. Unit commanders may waive this restriction provided the duration of the deployment will not interfere with separation/PCS processing or departure dates. DOS must not expire during the deployment. Before approving a waiver, commanders must review all other available options IAW AFI 36-2110. Commanders should also consider any Permissive TDY and/or Terminal Leave (Ref AFI 36-2110, para 4.6.5.3 and Table 2)
Note 2	Military personnel who have adopted children are not available for deployment until four months after the effective date of adoption. For military couples, only one member is exempt.
Note 3	Member is available unless an AFPC TDY restriction applies, IAW AFI 36-2110

CODE	DESCRIPTION
Note 4	Time on Station (TOS) minimums: Assigned in the CONUS or OS on a long tour…….45 days Assigned OS on a short tour…….15 days Assigned in the CONUS or OS, and was assigned from an unaccompanied short tour or CONUS isolation station…..……..6 months These TOS minimums allow military members and their families who have made a recent PCS move to satisfy essential post-PCS military processing, to arrange their personal affairs, and to otherwise stabilize family needs. Personnel with less than the minimum TOS are not available for deployment. However, unit commanders may waive the 15-day and 45-day TOS minimums based upon mission needs. Waiver authority for the 6-month TOS minimum is the NAF/CC or first 3-star equivalent in chain of command.
Note 5	Ex-prisoners/evaders of capture during an armed conflict do not deploy to areas where the same combatants (or nations sympathetic with the combatants) may capture them.
Note 6	For DAV Code 49: Member deferred from deployment for four months after birth of baby (extensions approved at unit/CC discretion) per AFI 36-2110 and AFI 36-3003, Military Leave Program.

Table A2.2. Deployment Availability (DAV) Codes.

DAV CODE	DEFINITION	ELIGIBILITY DETERMINATION
28	Unable to hand-carry or possess firearms/ammunition	X
29	Conditional release (ARC)	CC>C
30	Probation or rehabilitation program	CC
31	Control roster	CC
32	Pending SFS/AFOSI investigation	CC
33	Administrative or international hold	CC>C
34	Material witness	CC>C
35	Action under Article 15 - UCMJ	CC
36	Prisoner	X
37	Pending court martial/civil trial	X
38	Commander-directed hold	CC
39	Adoptive parent	X (Note 2)
40	Assignment limited to base with hospital	CC>C
41	Medical deferment	CC>C
42	Physical Evaluation Board (PEB) action	CC>C

DAV CODE	DEFINITION	ELIGIBILITY DETERMINATION
43	Flying status under review	CC>C
44	Exceptional Family Member Program (EFMP) deferment	CC (Note 3)
45	Humanitarian assignment or deferment	X
46	Chronic humanitarian	CC (Note 3)
47	Substance Abuse Re-orientation and Treatment (SART) program tracks 4/5	CC>C
48	Medically disqualified for deployment	X
49	Pregnancy deferment	X
50	Projected separation (within 180 days)	CC (Note 1)
51	Reserve officer DOS (within 180 days)	CC (Note 1)
52	First-term airman DOS (within 180 days)	CC (Note 1)
53	PCS inter-command (within 180 days)	CC (Note 1)
54	PCS intra-command (within 180 days)	CC (Note 1)
55	Date Eligible for Return from Overseas (DEROS) (within 180 days)	CC (Note 1)
56	Airman with less than 12 weeks Total Active Federal Military Service (TAFMS)	X
57	TOS less than 15 days/45 days/6 months	X (Note 4)
58	Airman declines to extend	X (Note 1)
59	Duty and travel restriction	CC>C
60	Deferred from hostile fire zone	X
61	Sole surviving son or daughter	X
62	Functional category “L” pipeline	X
63	Needs Special Security Investigation Required (SSIR) clearance	CC
64	Requires mobility training	CC
65	Commander’s option	CC
66	Conscientious objector	X
67	Insufficient security clearance	CC
68	Voluntary expiration term of service (ANG)	CC (Note 1)
69	Involuntary expiration term of service (ANG)	X
70	Conditional release (ANG)	CC
71	Promotion deferral (ANG)	X

DAV CODE	DEFINITION	ELIGIBILITY DETERMINATION
72	Mandatory separation date (ARC)	X
73	Age 60 (ARC)	X
74	Involuntary discharge pending (ARC)	X
75	Selective retention (ANG)	X
76	Voluntary discharge request	X
77	Other (ANG)	CC
78	Projected for reenlistment (within 180 days)	CC
79	Ex-Prisoner of War (POW)	X (Note 5)
80	Members under the age of 18-years old	X
96	ANG on special tour Military Personnel Appropriation (MPA) man-days	CC
97	USAFR on special tour MPA man-days	CC
98	ANG on extended active duty Presidential call-up	CC

Attachment 3

DEPLOYMENT CHECKLISTS

A3.1. Recommended Checklists (May be modified or deleted, if not required).

A3.1.1. DCC/IDO Checklist:

A3.1.1.1. Establish command and control of deployment operations. Use the following checklist to ensure the DCC is prepared for deployment operations.

Table A3.1. DCC/IDO Checklist.

Action	YES	NO	N/A
Activate CDF/PDF?			
Has the DCC staff been notified of required reporting times?			
Has a realistic DSOE been published?			
Have all required DCC personnel been notified to report to the DCC			
Have arrangements been made for continuous operations?			
Have all work centers reported to the DCC as being manned and ready?			
Have pre-charged radios been dispatched to the work centers as required?			
Has a functional check of land telephone lines and radios been conducted?			
Are all required publications and supplies on hand? (Reference Administration Checklist)			
Has a comprehensive concept briefing been developed and presented on time? (Reference **Attachment 7**)			
Has the PDF been notified of data required for orders preparation?			
Has the DCC staff been briefed on the deployment changes, decisions, and significant events?			
Do LOGMOD DSOE monitor screens or back-up status charts reflect DSOE information to monitor deployment progress?			
Is information promptly forwarded to the appropriate work centers as received by the DCC?			
Is entry to the DCC controlled?			
Are schedule changes communicated verbally to the work centers, confirmed by changes to the DSOE, and released by the IDO?			

Action	YES	NO	N/A
Have required cargo couriers been identified to the DCC by tasked organizations?			
Have classified couriers been identified, if required?			
Have the CDF and PDF been advised of the identification of cargo, weapons, and classified couriers?			
Are OPRs contacted by the DCC before the NLT times on DSOE if completion times have not been reported?			
Has the CDF advised the DCC of ACL verification or limitations as soon as possible after support aircraft arrive?			
Has the appropriate agency advised the DCC of the actual time of departure (ATD) of support aircraft?			
Have required messages/reports been reviewed and dispatched?			
Have feeding arrangements been coordinated for all deployment work centers and augmentees?			
Have procedures been established to follow-up on and ensure correction of all discrepancies identified during personnel processing through the PDF?			
Is LOGMOD Stand-Alone prepared and ready to act as a back-up system for the deployment?			
Did the Troop Commander receive required deployment documentation IAW AFI 10-403, paragraph **5.7.**?			
Has unit deployment information been reported to HHQ and JOPES IAW AFI 10-403, **Attachment 8**?			
Has ITV data created in the IDS been transmitted to GTN?			
Has deployment documentation been collected and reported IAW AFI 10-403, paragraph **3.21.**?			

A3.1.2. Quick Reaction Checklist—DCC Logistics Plans Representative (Upon Notification):

A3.1.2.1. Monitor status screens and boards. Use the following checklist to ensure the DCC is prepared for deployment operations.

Table A3.2. DCC Logistics Plans Representative Checklist.

Action	YES	NO	N/A
Reported to DCC?			
Activated DCC and ensured communications system is operational?			
Prepared DSOE, making adjustments/changes as required?			
-Have appropriate work centers/units been informed after release by IDO.			
Does IDO require assistance in preparation of concept briefing?			
Are DCC computers set up and operational to monitor and post changes to the automated DSOE?			
Required to attend concept briefing and distribute schedule of events?			
Has an activity/events log been established?			
Have deployment problems been identified to the IDO to ensure they are corrected by the appropriate agency, or commander, as quickly as possible?			
Has equipment replacement data been validated with units and LRS Management & Systems Flight before submitting equipment assistance requests?			
-If valid shortfall exists, have changes been made to DSOE?			
Has LOGMOD Stand-Alone been prepared to act as a back-up system for the deployment?			

A3.1.3. Quick Reaction Checklist—DCC Transportation Representative (Upon Notification):

A3.1.3.1. Monitor status screens and boards. Use the following checklist to ensure the DCC is prepared for transportation activities.

Table A3.3. DCC Transportation Representative Checklist.

Action	YES	NO	N/A
Reported to DCC?			
Have personnel been notified to man transportation deployment work centers?			
-Have load planners and/or a boom operator reported to the DCC?			
Have the taskings and airflow been validated?			
-Has the DSOE been prepared, as necessary?			
Are all transportation work centers operational?			
Have cargo marshaling and aircraft loading schedules been reviewed for accuracy and feasibility?			
Has the progress of transportation deployment activities been reported to the DCC?			
Have transportation messages been reviewed and forwarded to the IDO for release?			
Has the IDO been notified of any problems or delays anticipated or encountered?			
Has an activity log been created to thoroughly brief replacements at shift change?			
Have changes been posted and tracked in the DSOE for transportation-related events?			

A3.1.4. Quick Reaction Checklist—DCC Personnel Representative (Upon Notification):

A3.1.4.1. Monitor status screens and boards. Use the following checklist to ensure the DCC is prepared for personnel deployment activities.

Table A3.4. DCC Personnel Representative Checklist.

Action	YES	NO	N/A
Reported to DCC?			
Have personnel been notified to man the PDF work centers?			
Has the DSOE been reviewed before publication?			
Is PDF operational? Has the time the PDF was activated been reported to the DCC?			
Have vacancies been filled with on-base resources and the tasked unit notified?			
Have personnel shortfall requests been forwarded to the IDO?			
Have problems or anticipated delays been reported to the IDO?			
Has an activity/events logbook been created and maintained for briefing at shift changes?			
Have changes in the DSOE for personnel-related events been logged in the DSOE logbook?			
Are the latest appropriate AOR reporting instructions available?			

A3.1.5. Quick Reaction Checklist—DCC Administration (Upon Notification):

A3.1.5.1. Monitor status screens and boards. Use the following checklist to ensure the DCC is administratively equipped for command and control operations:

Table A3.5. DCC Administrative Checklist.

Action	YES	NO	N/A
Reported to DCC?			
Time hack accomplished and all clocks set in DCC?			
Ensure the following are on hand in the DCC:			
Publications:			
-AFI 10-403 (and supplements)			
-AFMAN 24-204(I) (and supplements)			
-Installation Deployment Plan (IDP)			
-DCC Representatives log books			
Administrative Materials			
-Writing Pads			
-Pencils, pens, highlighters, dry-erase markers, etc. as required			
-Staplers, binders, and folders			
Setup concept briefing room			
Ensure projector bulb functioning and spare is available			
Compile informational packages with DSOE, essential personnel roster, ground rules, and simulations (if possible).			
Ensure only authorized personnel are allowed access to concept briefing.			
Concept Briefing Duties:			
Take Roll			
Ready Slide Presentation			
Flip Slides			
Control DSOE distribution			

A3.1.6. Cargo Deployment Function (CDF) Set-Up Checklist

A3.1.6.1. Use the following checklist to ensure the CDF is prepared for processing equipment/ cargo:

Table A3.6. CDF Checklist.

Action	YES	NO	N/A
Is CDF equipped with:			
Hot lines			
Fax machine			
Handheld radios			
Computers with e-mail and DSOE viewing capability			
Calculators			
Materials for In-check, JI, and marshalling areas:			
Preand final loadplans for each support aircraft and/or vehicle			
DD Form 2133s			
Copies of DSOE			
Tape measures			
Tire gauges			
Fuel level measuring devices made of non-spark-producing materials.			
Scales – suggest six portable scales for rolling stock, and one 463L pallet scale. Drive on/off scales, if available. (Ensure all scales are current on calibration and PMEL).			
Fire extinguishers (check requirements for authorized explosive holding area. At least two fire extinguishers rated at 2A:10BC or highest hazard).			
Hazardous materials spill control kits.			
MHE – at a minimum, two 463L 10K forklifts and prime movers.			
Master sample book for the unit's hazardous cargo certification forms.			
AFMAN 24-204(I) and 49 CFR			
Explosive holding area (limited quantities). Ensure area is placarded for the appropriate type of explosives and has the required fire and hazard symbols.			
Installation or Activity Commander appointment letters authorizing unit personnel to certify hazardous material IAW AFMAN 24-204(I), Chapter 1, paragraphs 1.2.7.2.			

Action	YES	NO	N/A
Spare 463L pallets, nets, plastic pallet covers, dunnage, and tie-down equipment.			
Spare forms and labels (hazardous certification forms, hazard warning labels, etc.).			
Template for KC-10 aircraft.			
Air compressor.			
Safety equipment – reflective vests and light wands for night operations, hearing protection, gloves, etc.			
Materials for Load Teams			
Final load plan for each support aircraft, truck, or rail car.			
MHE – a minimum of three 463L Forklifts, two 25 K-loaders, and prime movers (tugs, bobtails, etc.) with front mounted pintle hook.			
Truck loading ramps, as required.			
Blocking and bracing materials, as required.			
Shoring for aircraft, as required (these are emergency assets only and each unit is required to provide their own).			
Hazardous material placards (e.g., explosives).			
Safety equipment – reflective vests and light wands for night time operations, hearing protection, gloves, etc.			

A3.1.7. Common Cargo Processing Choke-Points Checklist

A3.1.7.1. Use the following checklist to minimize common cargo processing choke points.

Table A3.7. Cargo Processing Chokepoint Checklist.

Action	YES	NO	N/A
Are hazardous materials in authorized packaging and properly marked and labeled?			
Are all hazardous material certification forms available and accurate?			
Do dimensional data and weight on placards or shipping labels agree with final load plan?			
Are all secondary loaded items (e.g., items loaded on munitions trailers) properly restrained?			
Do all load team personnel have required equipment (MHE, approach shoring, protective equipment, etc.) and are they readily available at load start time?			
Does equipment have all required markings (axle weights, center of balance, etc.)?			
Is all required venting equipment available and qualified personnel available to connect to aircraft, as required?			
Are qualified drivers for MHE available at the marshalling area?			
Have users provided appropriate shoring (except approach shoring) and dunnage?			
Are qualified drivers available for special vehicles (e.g., fire trucks, ATVs, etc.)?			
Do vehicle fuel levels match Shipper’s Declaration for Dangerous Goods forms or load plans?			
Is all documentation available for host nation Customs clearance requirements?			
Are all restraints installed correctly?			

A3.1.8. Eligibility Station Checklist:

A3.1.8.1. Check the eligibility of personnel identified to deploy. Use the following checklist to ensure the station is prepared to process deploying personnel.

Table A3.8. Eligibility Station Checklist.

Action	YES	NO	N/A
Is the Deployment Schedule of Events on hand?			
Are eligibility rosters current and on hand?			
Has unit provided listing of personnel moving according to DSOE timeline?			
Ensuring personnel meet the eligibility requirements IAW AFI 10-403, AFI 10-201, AFI 10-215, and Supported Command's reporting instructions/processing guidance:			
Has commander or their designated representative completed the necessary waiver actions on those with commander-level DAV codes?			
For personnel selected with DAV codes needing functional area waivers (e.g., medical, legal, etc.), has unit provided the necessary documentation waivering the member?			
For personnel selected with non-waiverable DAV codes, has action been taken to correct the DAV status?			
Have AFSC, grade, and skill-level substitutions been accomplished according to the above governing directives?			
-If no to any of the above, has DCC and unit been contacted identifying the member's deployment ineligibility?			
PDF personnel processing assembly:			
Has a PDF representative been provided a document listing all personnel processing?			
After performing roll call, is anyone missing or have extra personnel been identified?			
Has the PDF OIC or NCOIC been notified of any significant discrepancies?			

A3.1.9. Orders Station Checklist

A3.1.9.1. Issue CED orders authorizing movement and interact with other wing deployment agencies in regards to personnel movement. Use the following checklist to ensure station is prepared to process deploying personnel.

Table A3.9. Orders Station Checklist.

Action	YES	NO	N/A
Support requirements, is the station equipped with:			
- Unclassified communications (LMRs, correct ADPE) including a T-1 LAN connectivity required to support applicable components of IDS?			
- Secure Communications (SIPRNET) for access to GCCS and Supported Command's secure web sites?			
- Classified storage?			
- Classified operating environment for DCAPES system?			
- Uninterrupted power supply (UPS)?			
Plan Requirements:			
- Is the DSOE on hand?			
- Has unit provided an IDS-generated product identifying personnel moving according to DSOE timeline?			
- Are unit filler and shortfall actions for unit personnel shortages coordinated with the UDM and personnel representative to the DCC staff?			
Once orders are issued:			
- Has CMOS interface been provided to TMF?			
- Has Troop Commander PAK been assembled with appropriate documentation?			
- Have MilPDS transactions been generated and introduced into MilPDS?			
- Have departure messages been dispatched according to the timelines provided by AFI 10-215 or the Supported Command's reporting guidance/processing instructions?			
- Are NATO orders prepared IAW Foreign Clearance Guide and AOR Reporting Instructions?			

A3.1.10. Emergency Data Station Checklist

A3.1.10.1. Check the accuracy of deploying personnel's Virtual Record of Emergency Data (vRED). If not updated, ensure means are available for member to update, or have paper copies of the DD Form 93 to fill out at the PDF. A sign will be located within the PDF to inform deploying personnel of the availability of American Red Cross services. Use the following checklist if discrepancies are noted:

Table A3.10. Emergency Data Station Checklist.

Action	YES	NO	N/A
Is station equipped with:			
Computers with access to vMPF?			
Personnel Processing:			
Does member have vRED updated in vMPF?			
Has the PDF OIC or NCOIC been notified of any significant discrepancies?			
Was the member provided a copy of the most current vRED?			
Does the deploying person require American Red Cross services? See NOTE below.			

NOTES:

1. The PDF OIC or NCOIC will contact the American Red Cross as needed.
2. The re-accomplishment of the vRED for base-level exercises or ORIs is at the discretion of the PDF OIC.

A3.1.11. Identification Station Checklist

A3.1.11.1. Station Preparation. Use the following checklist to ensure station is prepared for processing personnel:

Table A3.11. Identification Station Checklist.

Action	YES	NO	N/A
Is station equipped with:			
ID tag machine?			
ID tags and chains?			
DD Form 2760s, Qualification to Possess Firearms or Ammunition			
Identification Process:			
Procedures in place to issue the appropriate Common Access Card (CAC) to all deploying personnel?			
Has the PDF OIC or NCOIC been notified of any significant discrepancies?			
Do personnel have passport and visa as required? Is passport signed and will it not expire during the projected length of the deployment? NOTE: Passports for military personnel are not normally required for contingency deployments. DD Form 2AF, or CAC, and valid CED orders are normally sufficient for military operations. Passports are not contingency or wartime critical items, but a peacetime requirement. However, civilians may require a passport and visa. MAJCOMs will identify those personnel requiring passports for use during peacetime deployments and in support of United Nations' missions.			

A3.1.11.2. Processing Checklist. Re-accomplish forms with discrepancies. PDF personnel are responsible for verifying the accuracy of and need for new ID cards based on a review of the current card and the available personnel products. Ensure PDF OIC or NCOIC is notified of any significant discrepancies found. Use the following checklist to ensure personnel have appropriate documentation and other requirements for deployment:

A3.1.12. Financial Station Checklist

A3.1.12.1. Station Preparation. Use the following checklist to ensure station is prepared for processing personnel:

Table A3.12. Financial Station Checklist.

Action	YES	NO	N/A
Is station equipped with:			
PCs, typewriters, or equivalent?			
The following blank forms?			
-DD Form 1351, Travel Voucher; 1351-1, Travel Allowance Payment List; and 1351-2, Travel Voucher or Subvoucher			
-DD Form 1351-6, Multiple Payments List			
-DD Form 2558, Authorization to Start, Stop, or Change an Allotment			
-Form W-4, Employees Withholding Allowance Certificate			
-AF Form 594, Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination			
-DD Form 115, Military Payroll Money List, or AF Form 265, AFO Payment Authorization (JUMPS)			
-AF Form 1745, Address Change Form			
-DD Form 114, Military Pay Order			
-SF Form 1199a, Direct Deposit Sign-Up Form			
NOTE: If CD ROM capability is available, forms and references may not be required			
The following directives (optional at PDF but available on the base)			
-(1) DoD 7000.14R, USAF/A1 Memorandum, “Awareness Training for Combating Trafficking in Persons”, 27 Feb 2006. (2 copies) DFAS-DEM 7071-1, Defense Joint Military Pay Systems (DJMS)			
-DoD7000.14R, Vol 9, Travel Policy and Procedures and (2) AFI 65-114, Travel Policy and Procedures for Financial Services Offices and Finance Offices Reserve Component			
-JFTR, Volume 1, Joint Federal Travel Regulation, and JTR, Volume 2, Joint Travel Regulation			
-AFM 34-225, Directory of Government Quarters and Dining Facilities			
Individual Processing Checklist:			

Action	YES	NO	N/A
Has individual been counseled concerning their class X and D allotments?			
Does individual desire advanced per diem?			
If individual has not been issued government credit card, or is not usable at deployed location, has individual been provided with advance pay or partial payment?			
Has deploying individual been briefed on proper use of the Government Travel Card?			
If locally paid, does individual want to be placed in Financial Organization Program or have paycheck sent to the TDY location?			
Does individual have sufficient number of blank checks for deployment?			
If deployment is over 60 days, does individual desire continued service by MilPDS Accounting and Finance Office (AFO)?			
Has the PDF OIC/NCOIC been notified of any significant discrepancies?			
If money is present at PDF, have all measures been taken IAW Resource Protection guidance (AFI 31-101, The Air Force Installation Security Program)?			
Have deploying personnel been briefed on the use and processing of Accrual Vouchers.			

A3.1.13. Medical Station Checklist.

A3.1.13.1. A minimum of two medical technicians (one 4N0X with 454 SEI or Immunization Backup Technician (IBT) and one 4E0X1) will staff the medical check station, and will perform primary medical readiness/eligibility checks for deploying personnel to include overall health and will administer required immunizations and threat briefings, respectively. A physician will be on stand-by (available by phone or pager) to provide medical deployment clearance decisions due to medical conditions not previously addressed.

A3.1.13.2. Overall Health: Validate the deploying member's mental, dental, and physical health eligibility, and whether or not a DNA sample is on file via the PHA/Individual Medical Readiness (PIMR) software application where available. PRF can provide deployment lists of tasked personnel. Notify the PDF OIC/ NCOIC immediately of personnel who are determined to be ineligible to deploy for medical reasons. Personnel who have not given a DNA sample will be tested on the deployment line and the data recorded in the appropriate medical records (DD Form 2766). Ensure the troop commander is provided each deploying member's DD Form 2766 (including 2766C) and the appropriate number of chemical prophylaxis for deploying members assigned to that chalk. (NOTE: it is recommended that medical records and chemical prophylaxis be bulk shipped by chalk when possible).

A3.1.13.3. Required Immunizations: Verify each individual's immunization record (DD Form 2766C, Immunization Printout, generated by AFCITA (Air Force Complete Immunizations Tracking Application) to ensure that immunization requirements have been met according to the medical threat assessment (provided by the Medical Intelligence Officer or NCO) of the deployed location. A properly documented PHS Form 731 will also be accepted (if complete and accurate) as competent documentation of immunizations. Administer any immunizations that deploying personnel are missing and update the immunization record (and AFCITA) with the member's name, grade, SSAN, types of immunization, and date given. Provide this information to the PDF. Personnel who receive immunizations during processing for wartime and contingencies will not be delayed from deploying. Report individuals who experience adverse reactions to any immunization to the Medical Control Center and the PDF OIC/NCOIC.

A3.1.13.4. The Medical Intelligence Officer or NCO will provide preventive medicine briefings to all deploying personnel based on current medical intelligence information gathered from appropriate sources. They will ensure that troop commanders have been informed that deploying personnel must have appropriate personal protective equipment such as mosquito bed nets, poles, and insect repellants as required by the OPORD, theater entry requirements, or appropriate medical intelligence sources as required.

A3.1.13.5. Pre-Deployment Screening: Review completed DD Form 2795, Pre-Deployment Questionnaires. Positive responses must be addressed and cleared by the medical officer supporting the PDF, if not previously accomplished.

A3.1.13.6. Medical Station Equipment and Document Requirements:

A3.1.13.6.1. Station Preparation. Use the following checklist to ensure station is prepared for processing personnel:

Table A3.13. Medical Station Checklist.

Action	YES	NO	N/A
Is station equipped with:			
An adequate supply and type (depending on the deployed area) of vaccine to administer to deploying personnel and a means for keeping the vaccines at proper temperature			
Copy of AFJI 48-110			
Medical kit(s) to include adequate supplies/medications to manage anaphylaxis and to ventilate a patient:			
-Anaphylaxis kit			
-Portable oxygen			
-Automatic External Defibrillator			
-Equipment to adequately ventilate a patient with or without oral tracheal intubation			
Other required items:			
Sharp's container			
Hand washing capability			
Access to PIMR database and printing capability			
Locally developed operating instruction(s) which include standing orders for management of anaphylaxis			
Adequate and appropriate supplies to support medical station operation in the event of a PDF contingency, i.e., AFCITA access, etc. Supplies should include, at a minimum, a paper log on which vaccine administration can be recorded for later input into AFCITA; blank forms (PHS-731) that can be used as a patient record of vaccination; pens, pencils; etc			
A highly visible sign informing deploying personnel to advise the medical station technician if they are currently under medical treatment, have health related conditions that may be affected by the deployment, or are on medications that will require re-supply while deployed			
Telephone(s) and/or radio(s) to communicate directly with the Medical Control Center			
NOTE: Additions to the medical station equipment, supplies, and medications must be approved by the Chief of Aerospace Medicine			

A3.1.14. Family Support Center Checklist

A3.1.14.1. Station Preparation. Use the following checklist to ensure station is prepared for processing personnel:

Table A3.14. Family Support Center Checklist.

Action	YES	NO	N/A
Is a Family Support Center representative available at the activated PDF?			
Are Family Support Center support personnel positioned at the A&FRC station to dispense brochures and answer last minute questions on the deployment cycle?			
Does a Family Support Center representative provide a refresher briefing to deploying personnel regarding services and programs available at home station for family members and for deployed members at their destination and review procedures to be followed in cases of family emergencies?			
Is the station equipped with extra phone cards and other available resources to disseminate to deploying members?			
Do deploying members have an opportunity to discuss any last minute concerns (i.e., financial, marital, etc.) with a Family Support Center member?			

A3.1.15. Chaplain Station Checklist

A3.1.15.1. Station Preparation. Use the following checklist to ensure station is prepared for processing personnel:

Table A3.15. Chaplain Station Checklist.

Action	YES	NO	N/A
Is a Religious Support Team (RST) available at the activated PDF?			
Are Chaplain Service support personnel positioned at the chaplain station to dispense religious materials and act as a contact for persons wishing to see a chaplain?			
Has a private room or area been designated for use by the chaplain for counseling?			
Does the RST inform the unit commander, PDF OIC/NCOIC, or troop commander of any personnel issues affecting the deployment eligibility of an individual?			
Does the RST ensure a table of religious materials is available and maintained?			
Does the RST provide a briefing to deploying personnel regarding religious, moral, and cultural contrasts at their destination?			

A3.1.16. Legal Counseling Station Checklist

A3.1.16.1. Station Preparation. Use the following checklist to ensure station is prepared for processing personnel:

Table A3.16. Legal Station Checklist.

Action	YES	NO	N/A
Is the station equipped with:			
-PCs and/or typewriters (optional)			
-Blank Power-of-Attorney forms or other required legal documents			
If requested, are individuals counseled concerning power-of-attorney, and are they completed if time permits?			
Do deploying personnel have any legal problems that may affect or are aggravated by the deployment? If so, notify the PDF OIC or NCOIC who will inform the deployed individual's unit of any problems that warrant follow-up action in the individual's absence			
Is the station manned by a paralegal with an attorney on call?			

A3.1.17. Personal Readiness Folder Checklist

A3.1.17.1. Personal Readiness Folders should be reviewed periodically (as documented in the IDP).

Table A3.17. Personal Readiness Folder Checklist.

Action	YES	NO	N/A
Mandatory Items to be maintained in folder:			
Letter of selection for deployment letter/AEF assignment letter			
Copy of vRED or DD Form 93			
AF Form 4005, Individual Deployment Requirements			
AF Form 357, Dependant Care Certification, if required			
DD Form 2795, Pre-deployment health assessment			
AF Form 245, Employment Locator and Processing Checklist			
Locally developed individual requirements checklist			
List of clothing/personal hygiene requirements			
MICAS Generated AF Form 1297(required upon recipe of mobility bags)			
Quantitative Fit Test			
Weapons/ammunition courier training documentation			
Dog (ID) tags and chains			
DD Form 2766C, Vaccine Administration Record			
Baggage Tags			
Items recommended to be maintained in the folder as optional			
AFMAN 10-100 Airman's Manual issue verification receipt			
Powers of attorney			
AF Form 522, Ground Weapons Training Data and USAF Firearms Qualification			
AF Form 94, Baggage Tags			
Other items at the discretion of the individual or Commander			
USPS Form 3575, Postal Change of Address Form			
Passport			
NOTE: Items completed prior to appointment can be initialed by the UDM.			

A3.1.18. Unit Commander’s Checklist

A3.1.18.1. Unit commanders should ensure their units are prepared for deployment. Use the following checklist as a guide to ensure readiness:

Table A3.18. Unit Commander’s Checklist.

Action	YES	NO	N/A
Has a UDM, and alternates, been appointed to accommodate 24-hour operations, if required?			
Have personnel been assigned and trained to fill required deployment positions as identified in the IDP?			
Has eligibility of deployment personnel been verified?			
Have all personnel assigned to a UTC been thoroughly briefed on all aspects of their personal responsibilities (e.g., wills, power of attorneys, insurance, vRED, etc.) for deployment?			
-Have procedures been established to follow up with families of deployed unit members?			
Do all individuals have the items required by the Individual Requirements Checklist?			
Have classified couriers been appointed and trained?			
Have cargo couriers been appointed and trained, if required?			
Have Unit Postal Officer, Unit Mail Clerk, and alternate Unit Mail Clerk been appointed and trained, if necessary?			
Has the unit deployment personnel roster been updated as changes occur?			
Have unit self-aid and buddy care instructors provided preparatory training to all personnel assigned to a UTC to include use of new Individual First Aid Kits (IFAK)?			
Has a current alert notification plan been maintained and exercised appropriately?			
Are equipment and supplies ready for deployment and accountability transferred when deployed?			
Have appropriate exercises and inspections been conducted and documented to determine the unit's capability to deploy personnel, equipment, and supplies as specified in the IDP?			
Have any shortfalls/LIMFACs been identified and reported to the IDO.			
Do personnel who are deploying for over 30 days have their training records?			
On notification of a deployment:			

Action	YES	NO	N/A
Has the pyramid alerting and recall system been executed?			
Has the unit deployment control center been staffed?			
Has the UDM reviewed, and commander signed, the deployment data listing to ensure listed personnel are eligible for deployment and available for duty?			
Are personnel ready at the unit assembly area for movement to the PDF at the time established by the DSOE?			
Has a personnel eligibility verification and clothing/equipment check on each person scheduled for deployment been accomplished before reporting to the PDF for processing?			
Has equipment and supplies been prepared and delivered to the CDF at the time scheduled in the DSOE?			
Has the IDRC/DCC been advised immediately when deviations to equipment requirements are necessary?			
Has a unit representative been designated to attend the Deployment Concept Briefing to advise the IDRC/DCC of any anticipated personnel and equipment changes or shortages and other LIMFACs?			
Have transportation requirements in excess of unit capability been coordinated with the ground transport work center dispatcher?			
Has the updated deployment data listing been delivered to the PDF according to the IDP and DSOE?			
Have baggage tags been provided to unit personnel and completed before departing the unit?			

A3.1.19. Individual Requirements Checklist

A3.1.19.1. Personnel should ensure they are prepared for deployment. Use the following checklist as a guide to ensure readiness:

Table A3.19. Individual Deployment Checklist.

Action	YES	NO	N/A
Validation vs. AF Form 4005, LOGMOD Form 4005, and this AFI. Are the following items current and available:			
CAC?			
PHS Form 731 or AFCITA printout?			
Passport, if required?			
Identification tags and chain?			
AF Form 623, On-the-Job Training Record (with attached AF Form 1098, Special Task Certification and Recurring Training, if required)? NOTE: Required for military personnel only, E-6 and below.			
Current Leave and Earnings Statement (1 of the last 2 months)? NOTE: Only if required by the IDP. N/A to reserve component personnel			
Government drivers license, if applicable?			
AF Form 1199, USAF Restricted Area Badge, if applicable?			
DD Form 489 or 1934 (N/A for ANG units)?			
Two pairs of prescription eyeglasses, if applicable?			
Copy of Airman's Manual (Highly Recommended)			
One hearing aid and two sets of batteries, if applicable?			
Personal clothing and equipment as determined by the host commander and documented in the IDP? NOTE: Personal clothing should be packed in duffel bags, barracks bags, B-4 type bags or commercial luggage with rounded corners, but not in wheeled containers, footlockers, or trunks unless they have rounded corners to preclude damage to other baggage and their contents. Personal baggage limitations are two pieces at 70 pounds each, excluding deployment bag and toolboxes. Carry-on baggage should be limited to one piece not to exceed 45 linear inches in dimension. (Excess baggage will be authorized in orders, if required.)			
Individual tool kits, professional kits, and any personal protective equipment required to perform duty? Hand-carry one complete operational CWDE ensemble onboard deployment aircraft when applicable.			

Action	YES	NO	N/A
A 180-day supply of medications if under medical treatment? (Notify PDF immunization personnel if you are currently receiving medical treatment or have a chronic medical problem).			
Spectacle inserts for gas masks, when applicable?			
AF Form 1297, Temporary Issue Receipt, for cargo couriers if weapons are to be issued?			
Completed AF Form 522, Grounds Weapons Training Data and USAF Firearms Qualification, detachable portion, (or automated equivalent) if weapons qualified?			
Personal Legal Affairs (e.g., life insurance, will, power of attorney, or other legal document)?			

A3.1.20. Unit Deployment Manager Responsibilities Checklist

A3.1.20.1. UDMs should ensure unit members are prepared for deployment. Use the following checklist as a guide to ensure readiness:

Table A3.20. Unit Deployment Manager's Checklist.

Action	YES	NO	N/A
Are unit commanders and staff informed of the deployment status of unit personnel?			
Can the unit deployment control center be immediately activated?			
Is a copy of the IDP available in the unit deployment control center?			
Is there a continuous training program to familiarize unit personnel with the IDP and with specific responsibilities during deployment?			
Is a current pyramid unit recall notification plan in effect and can unit personnel be recalled in the event of telephone or communications failure?			
Are unit deployment rosters complete and current and updated in LOGMOD/LOGMOD Stand-Alone?			
Do qualified individuals fill each deployable UTC position assigned to the unit?			
Are individuals notified (person-to-person contact) when tasked to deploy?			
If cargo couriers are required, is the unit deployment roster annotated?			
Have designated classified couriers been identified?			

Action	YES	NO	N/A
Have procedures been established to ensure individuals are briefed on responsibilities for deployment to include:			
Personal clothing and equipment?			
Professional equipment and supplies?			
Accuracy of documents and records necessary for deployments?			
Individuals having their personal affairs in order at all times and have informed family members there is a strong probability of very short-notice deployments?			
What Family Support Center programs are available?			
Advising family members to contact the local American Red Cross representative if any emergency arises that necessitates return of the individual?			
Responsibility to contact medical personnel when a physical condition is detected that might limit capability to perform deployment duties so that an AF Form 422, Physical Profile Serial Report, may be prepared? NOTE: Emergency-Essential (E-E) federal civilians should inform their supervisor if they have a permanent or long-term medical problem that would prevent them from deploying.			
Responsibility to maintain weight and fitness standards while deployed?			
Availability of free legal assistance including preparation of wills, powers of attorney (including those not effective until actual deployment), other necessary documents, and legal advice on any deployment-related matters?			
Have procedures been implemented to ensure compliance with the following requirements:			
Deployment training is documented in unit training records?			
All immunizations for individuals are current at all times?			
Individual's CAC is current at all times?			
Individual possesses two current identification tags and chains?			
Individual maintains a current vRED or DD Form 93.			
Individual has all accounting and finance affairs [e.g., pay allotments, Direct Deposit, DD Form 1337 (Pay and Allowances, Authorization/Designation for Emergency), etc.] in order?			
Medical and religious personnel have a DD Form 1934 and civilian employees other than medical and religious, have a DD Form 489?			

Action	YES	NO	N/A
Do individuals, who are appointed to manage a given set of cargo increments, have hazardous cargo training to include maintaining accurate packing and load lists, and preparing DD Forms 1387-2 for classified hazardous cargo and DD Form 2779, Shipper's Declaration for Dangerous Goods Form, for all other hazardous cargo?			
Are personnel ready at the unit assembly area for movement to the deployment processing line at the time established on the DSOE?			
Are equipment and supplies properly prepared (using applicable checklists and instructions) and delivered to the CDF in-check area according to the DSOE?			
Does the unit conduct a personnel eligibility verification, clothing check, and equipment check for each person scheduled for a deployment before the individual reports to the PDF?			
Are procedures established for a periodic inspection to verify individual's eligibility for deployment (recommend a quarterly inspection at minimum)?			
Has the unit established procedures, checklists, and charts to ensure control of deployment personnel, equipment, and supplies?			
Are authorized deployment equipment and supplies maintained in a constant state of readiness?			

Attachment 4

AEF DEPLOYMENT AND READINESS PROCESSES

A4.1. AEF Construct Process Flowcharts.

A4.1.1. High-level deployment process graphs/flowcharts in **Figure A4.1.**, **Figure A4.2.**, **Figure A4.3.**, and **Figure A4.4.** show an overview of entire AEF process starting from initial validation of requirements by the CCDR to actual deployment of AEF personnel/equipment for each rotation.

Figure A4.1. High Level Deployment Process, Part 1 (Excerpt from AFI 10-401).

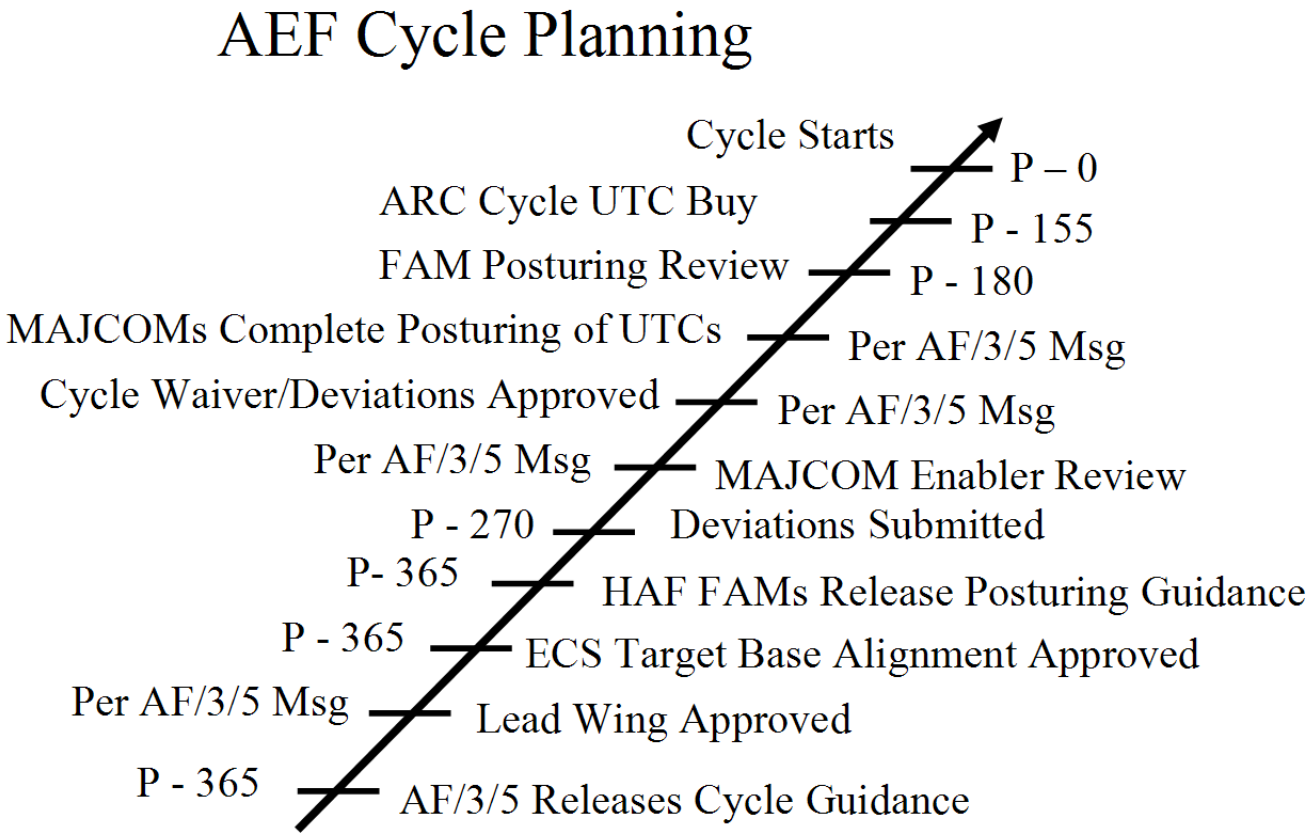


Figure A4.2. High Level Deployment Process, Part 2 (Excerpt from AFI 10-401).

Tasking and Verification Process

(*Note this diagram is from AF/A5XW Air Force Verification Guidance 5 Mar 07)

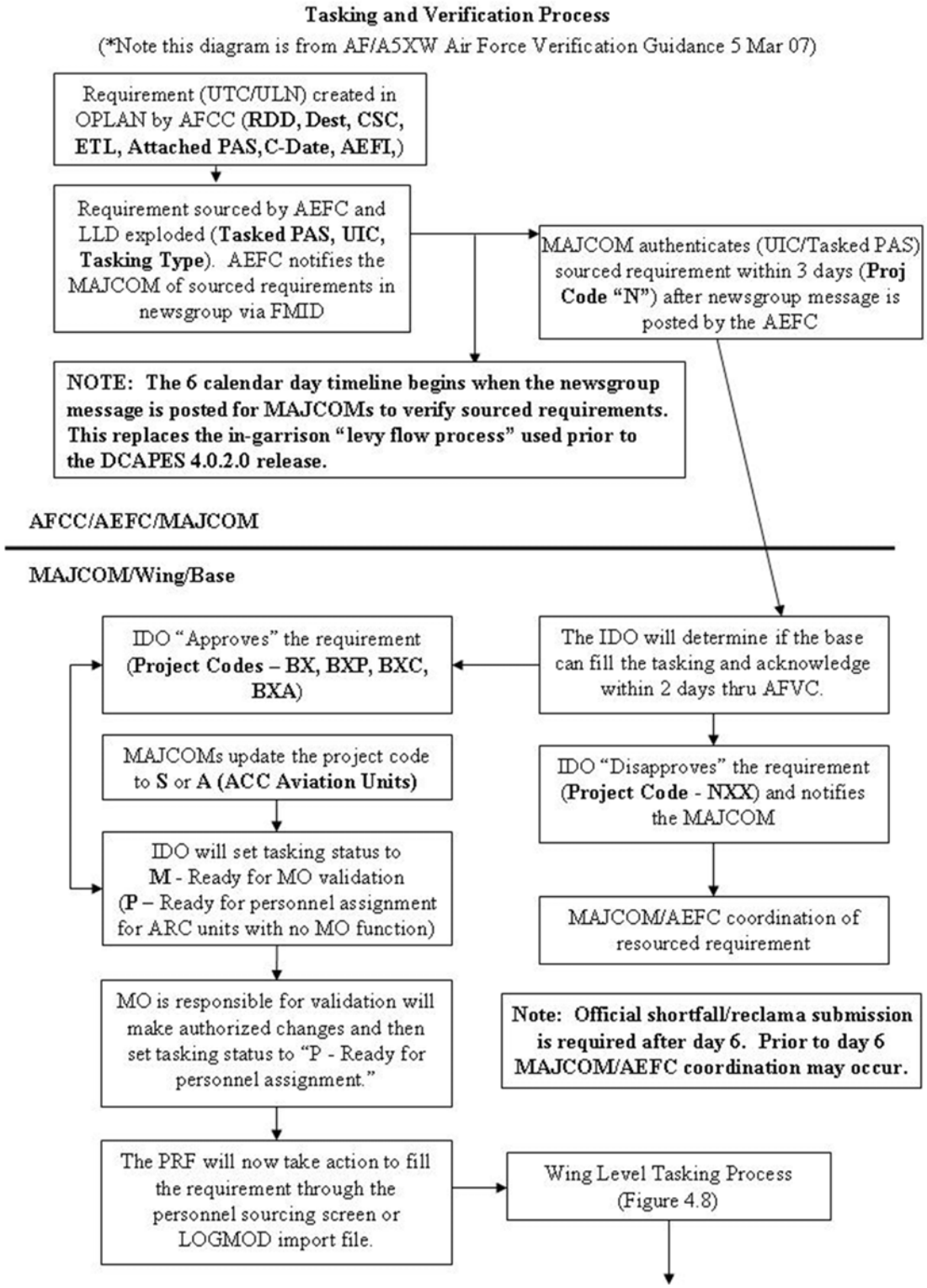


Figure A4.3. High Level Deployment Process, Part 3.

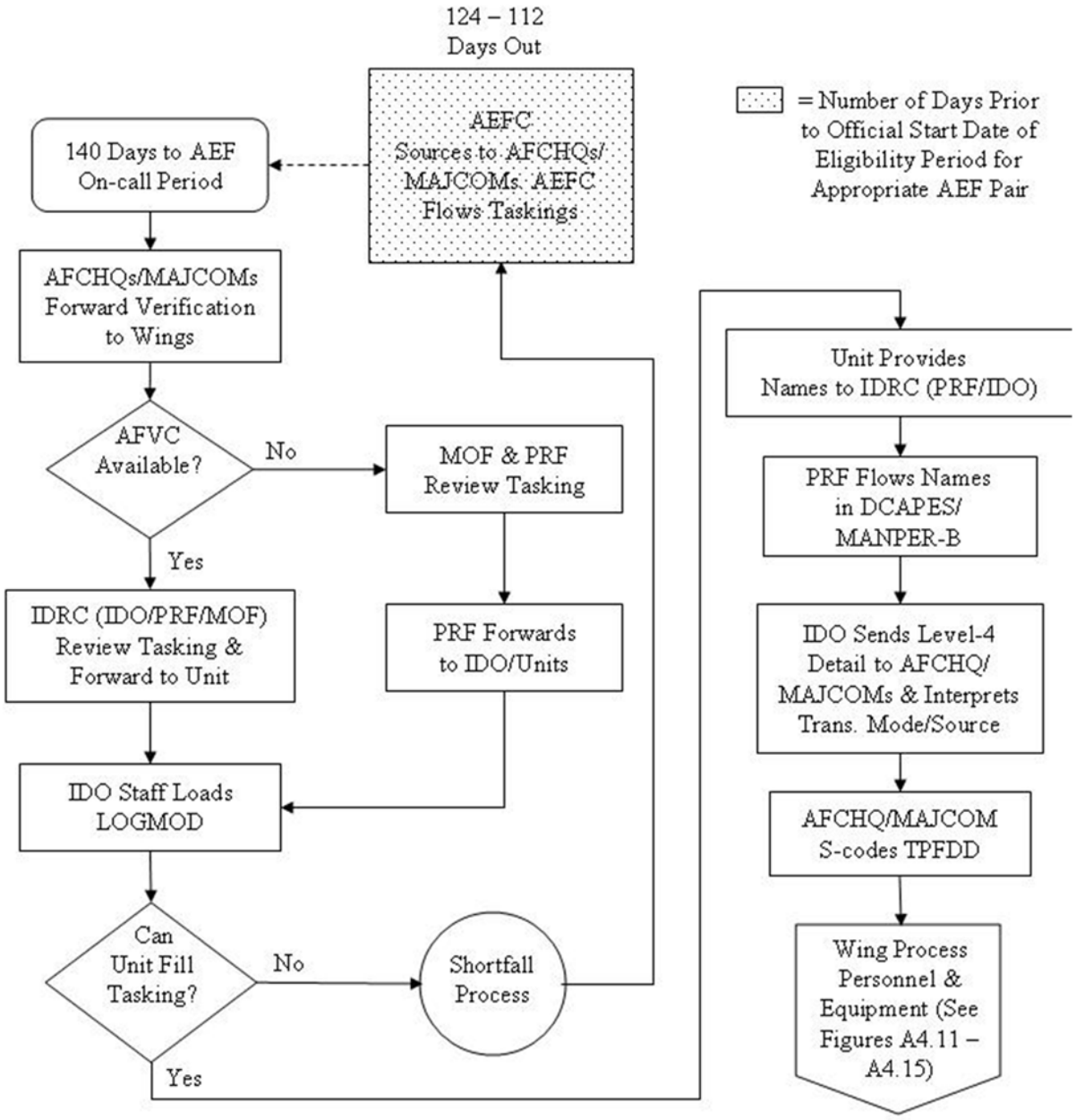
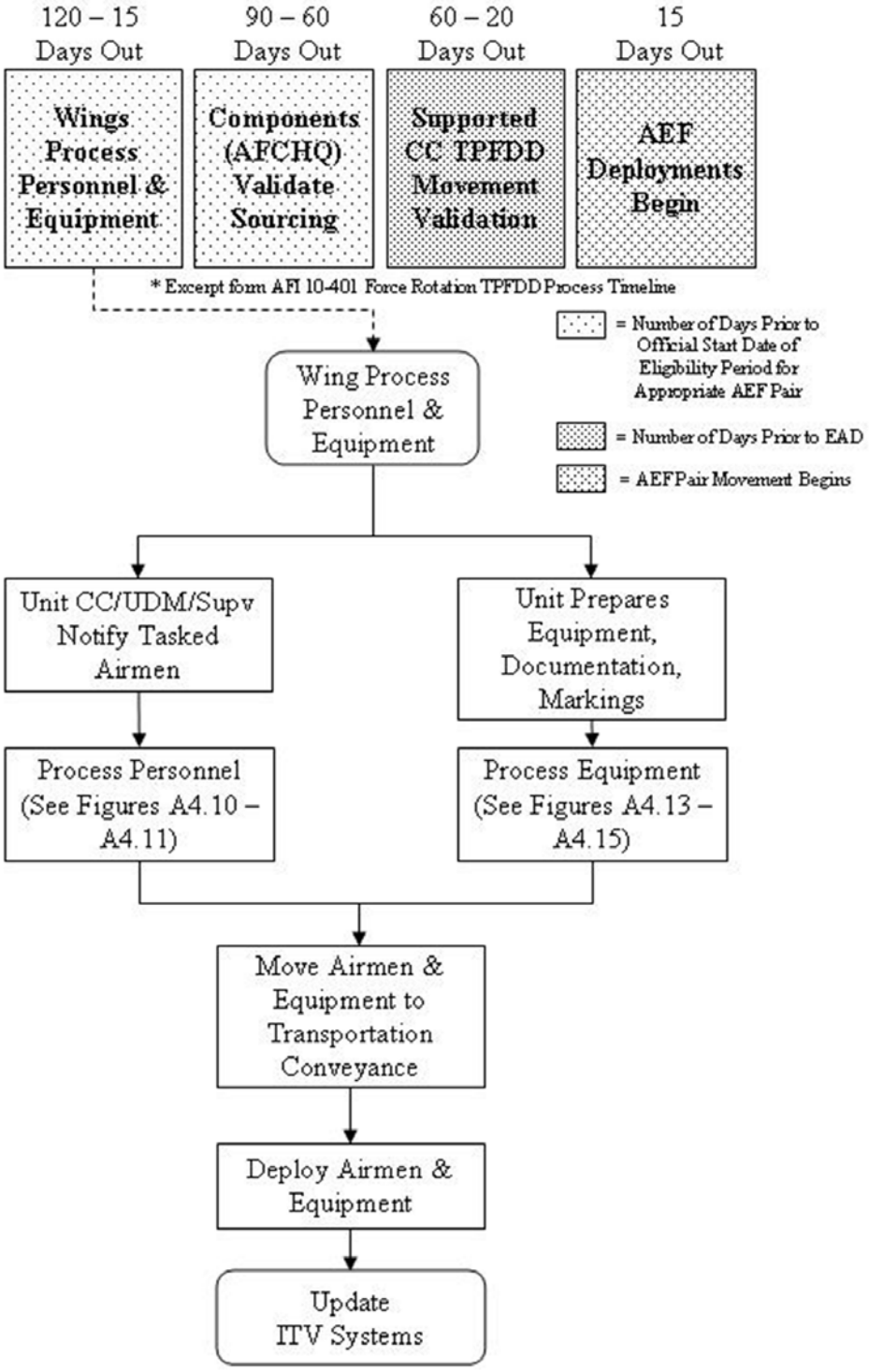


Figure A4.4. High Level Deployment Process, Part 4.



A4.1.2. The following two flowcharts in **Figure A4.5.** and **Figure A4.6.** show how MAJCOMs and units should posture and assign personnel to UTCs they own.

Figure A4.5. Assigning Personnel to UTCs, Part 1.

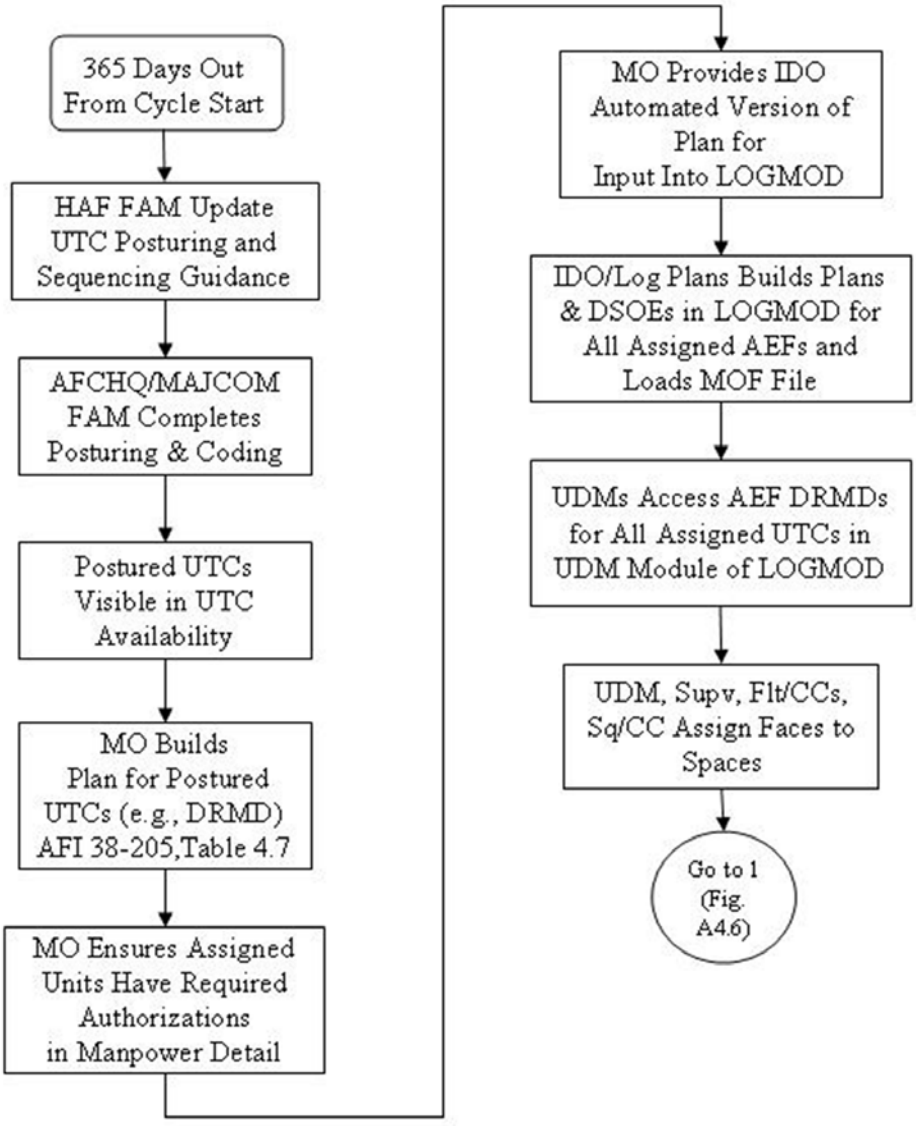
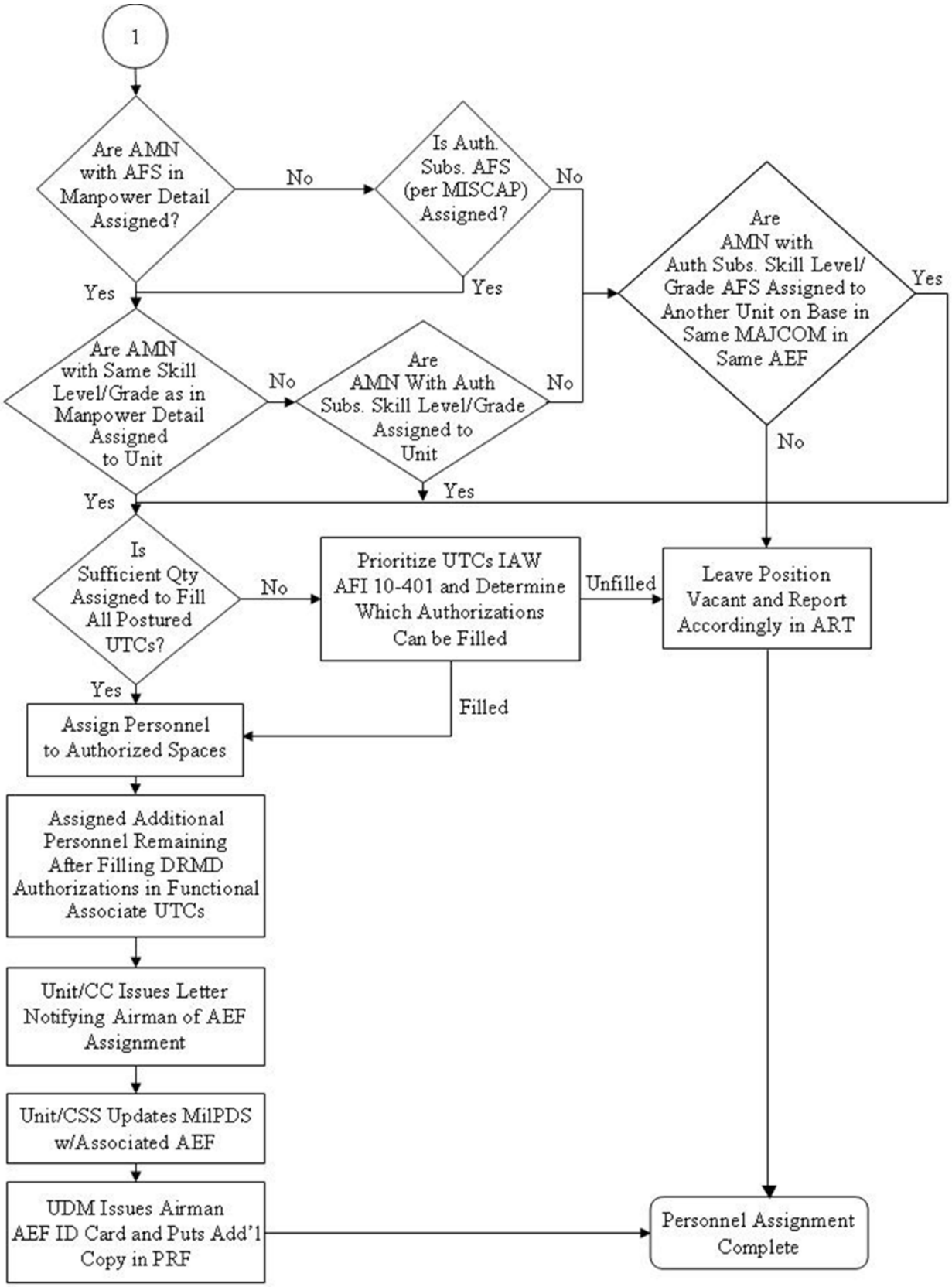
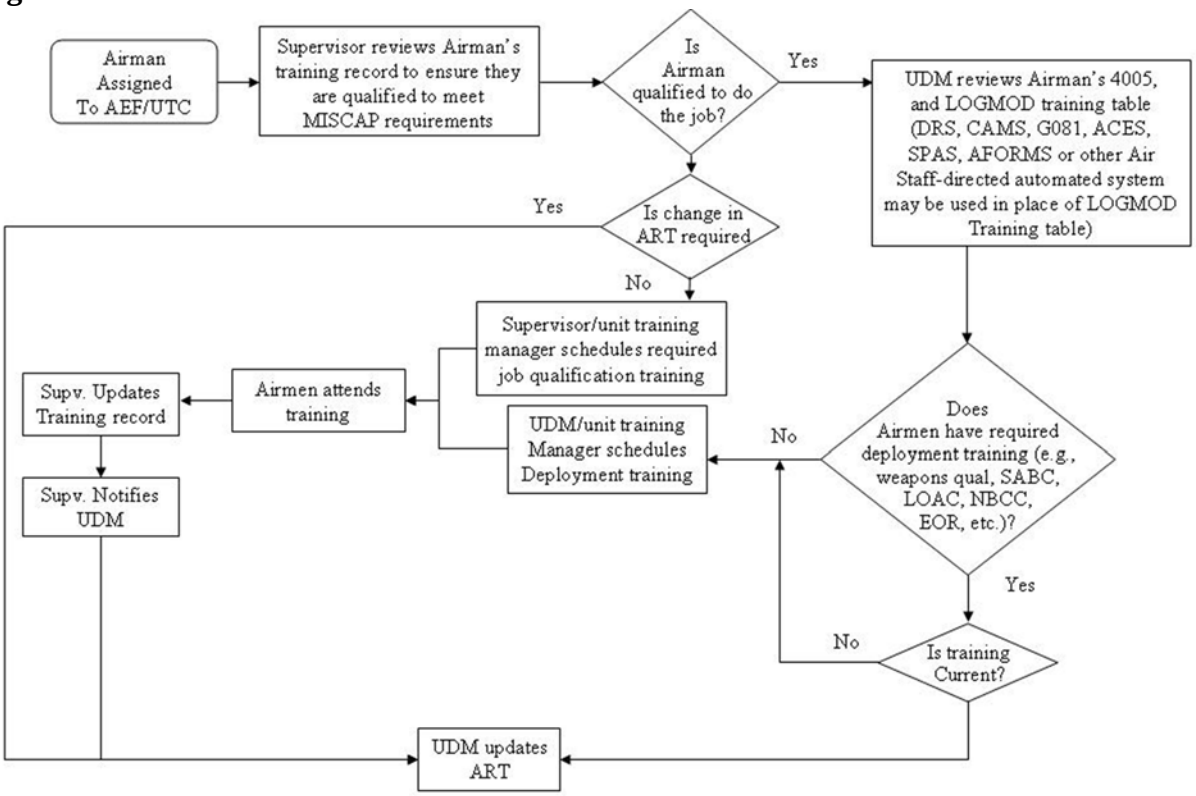


Figure A4.6. Assigning Personnel to UTCs, Part 2.



A4.1.3. The following flowchart in **Figure A4.7.** shows how units will train their personnel once postured against a UTC.

Figure A4.7. Train Personnel Process.



Note 1: Training must be current and Green in ART NLT 135 days prior to AEF On-call period
Note 2: Training must stay current through duration of deployment (may require refresher training prior to deploying)

A4.1.4. The following flowcharts in **Figure A4.8.**, **Figure A4.9.**, and **Figure A4.10.** show how wings will verify taskings.

Figure A4.8. Wing Tasking Verification Process, Part 1.

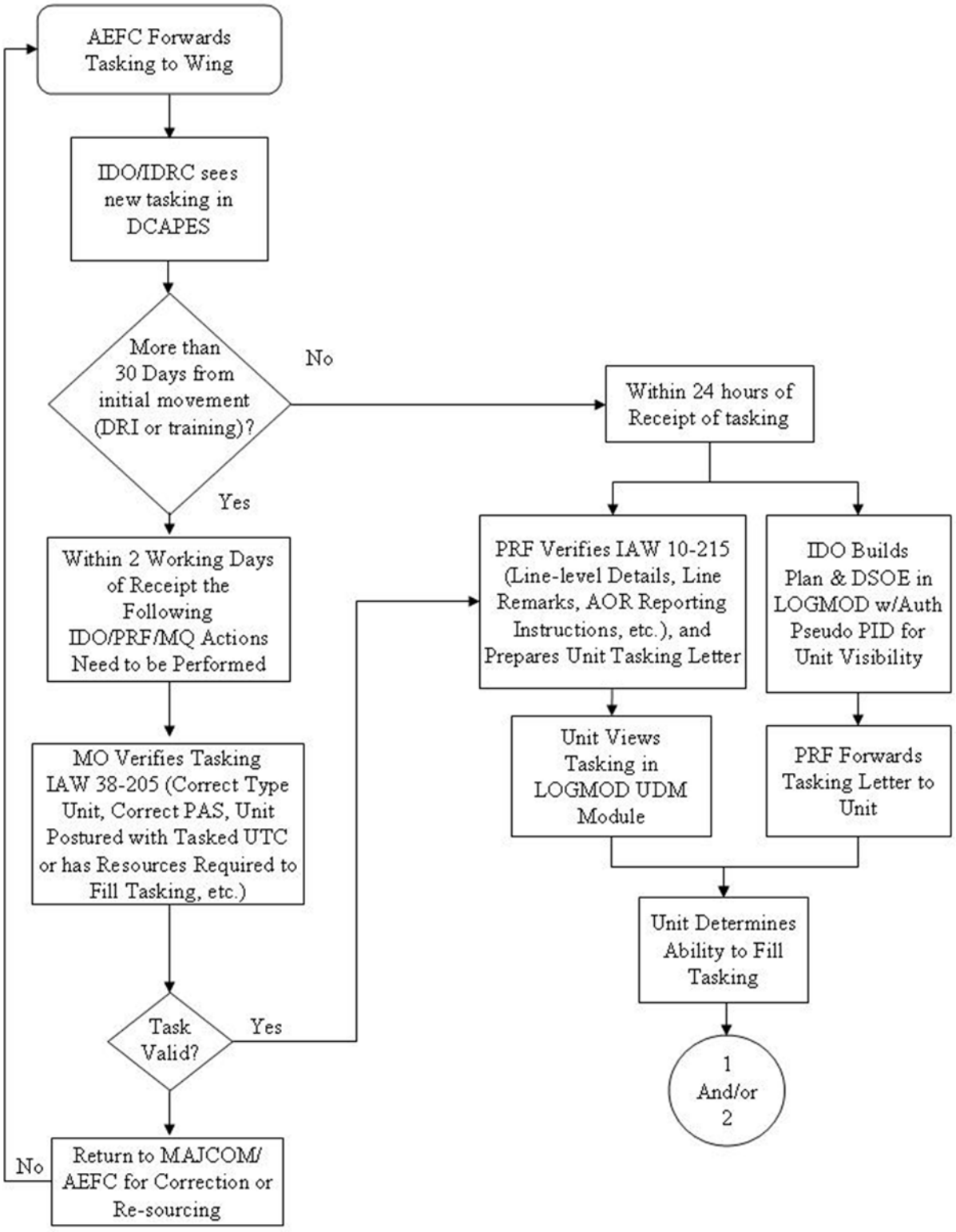


Figure A4.9. Wing Tasking Verification Process, Part 2.

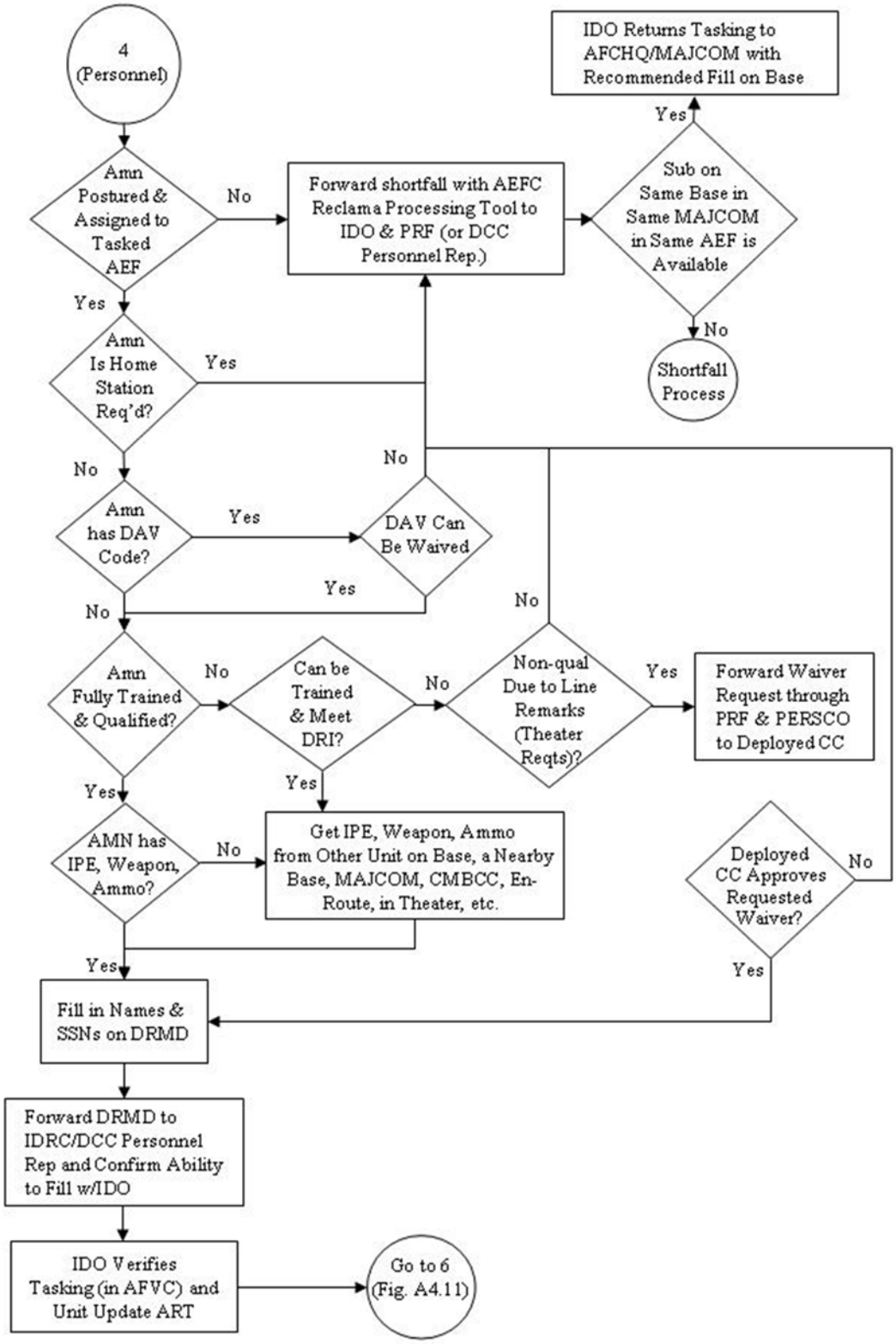
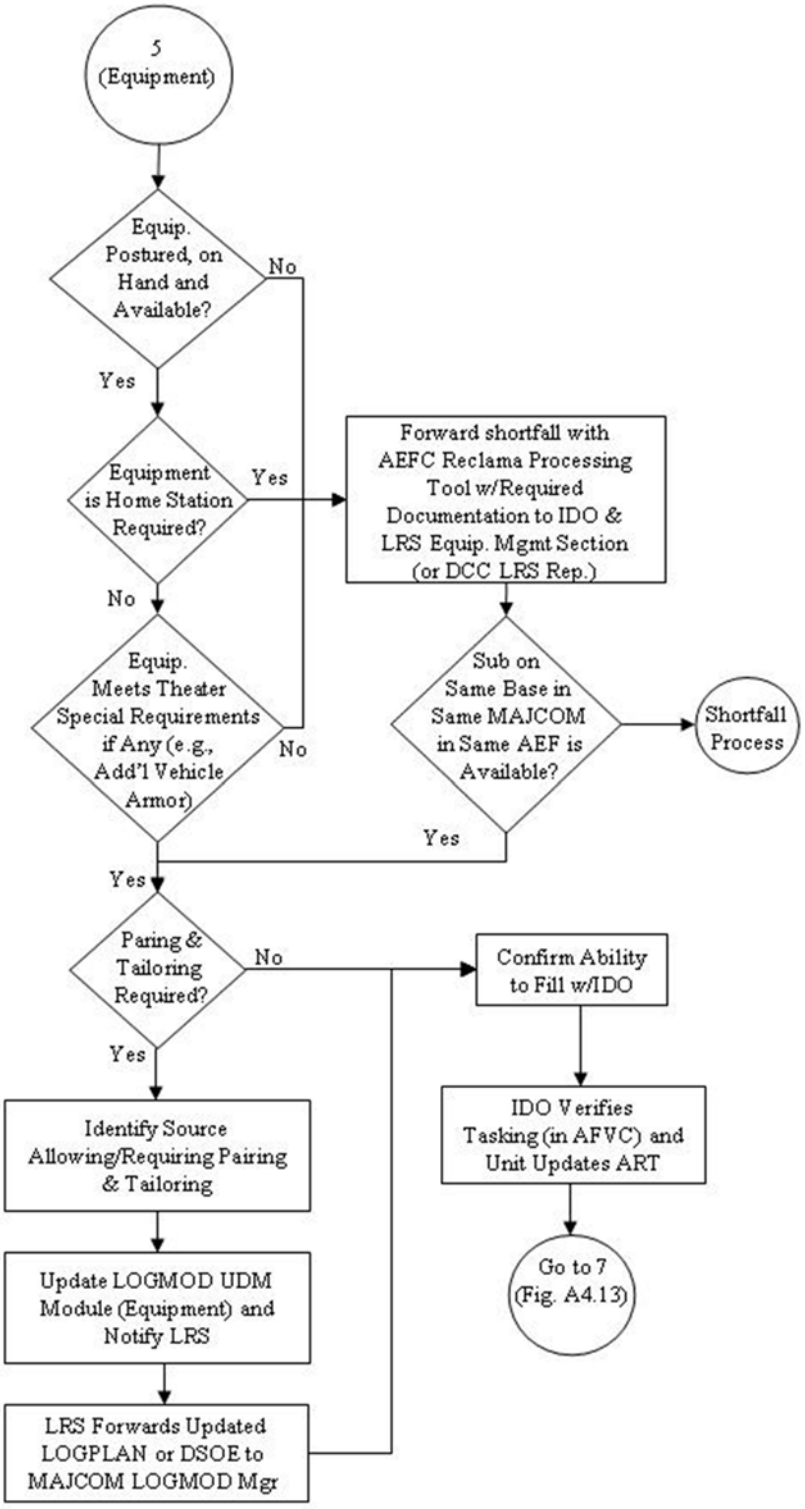


Figure A4.10. Wing Tasking Verification Process, Part 3.



A4.1.5. The following flowcharts in **Figure A4.11.** and **Figure A4.12.** show how personnel will be processed for deployments.

Figure A4.11. Personnel Processing Process, Part 1.

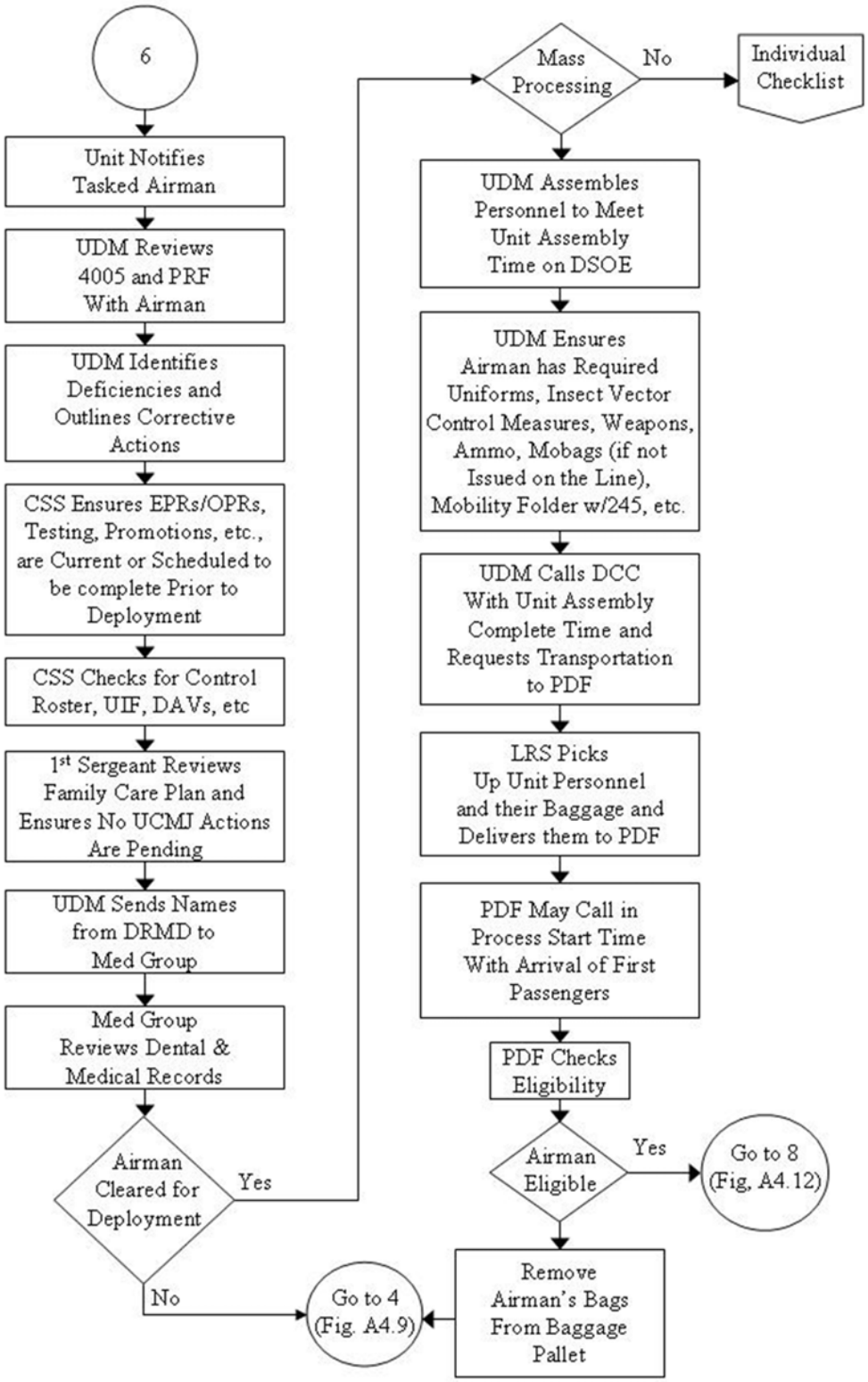
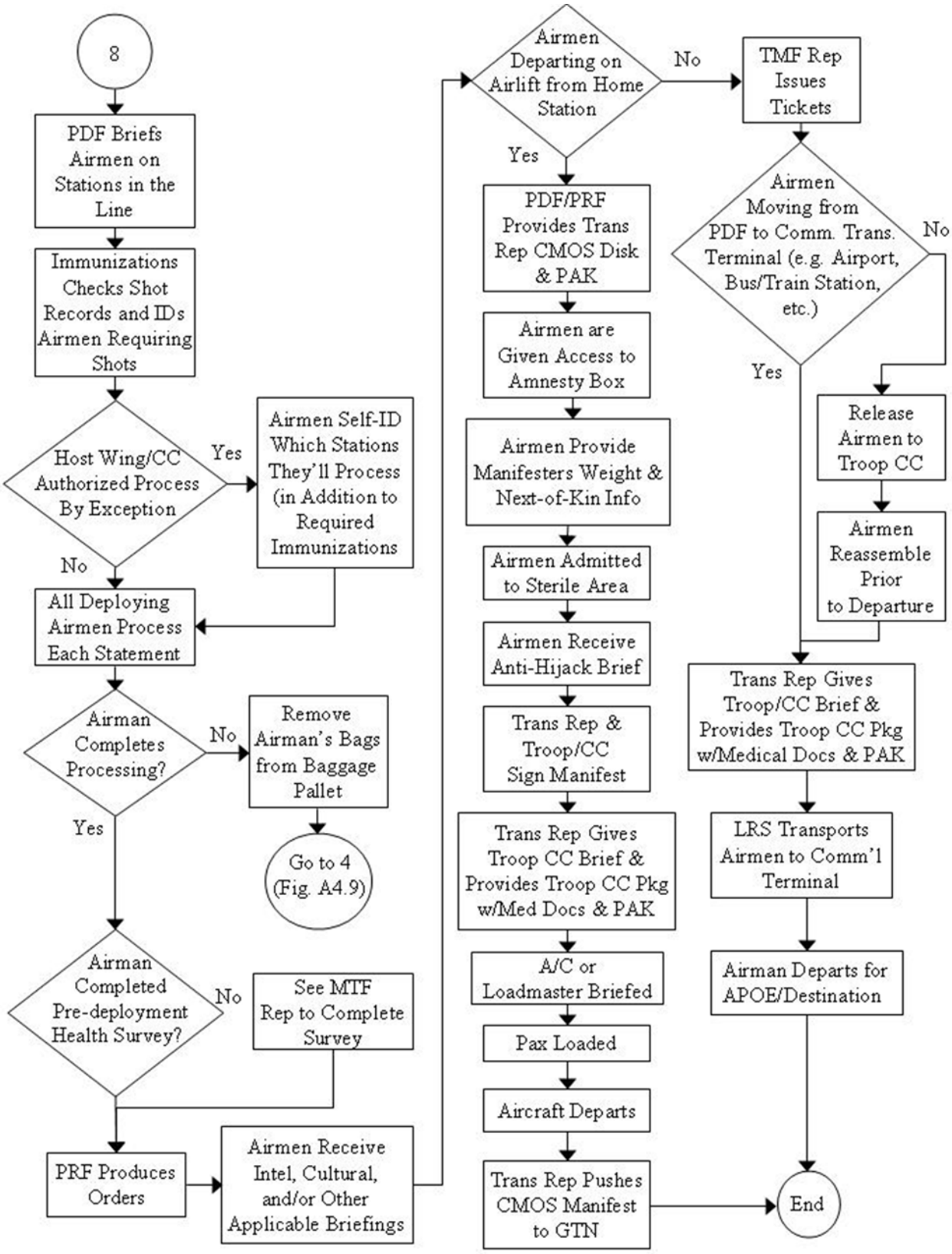


Figure A4.12. Personnel Processing Process, Part 2.



A4.1.6. The following flowcharts in **Figure A4.13.**, **Figure A4.14.**, and **Figure A4.15.** show how equipment will be processed for deployments.

Figure A4.13. Equipment Processing Process, Part 1.

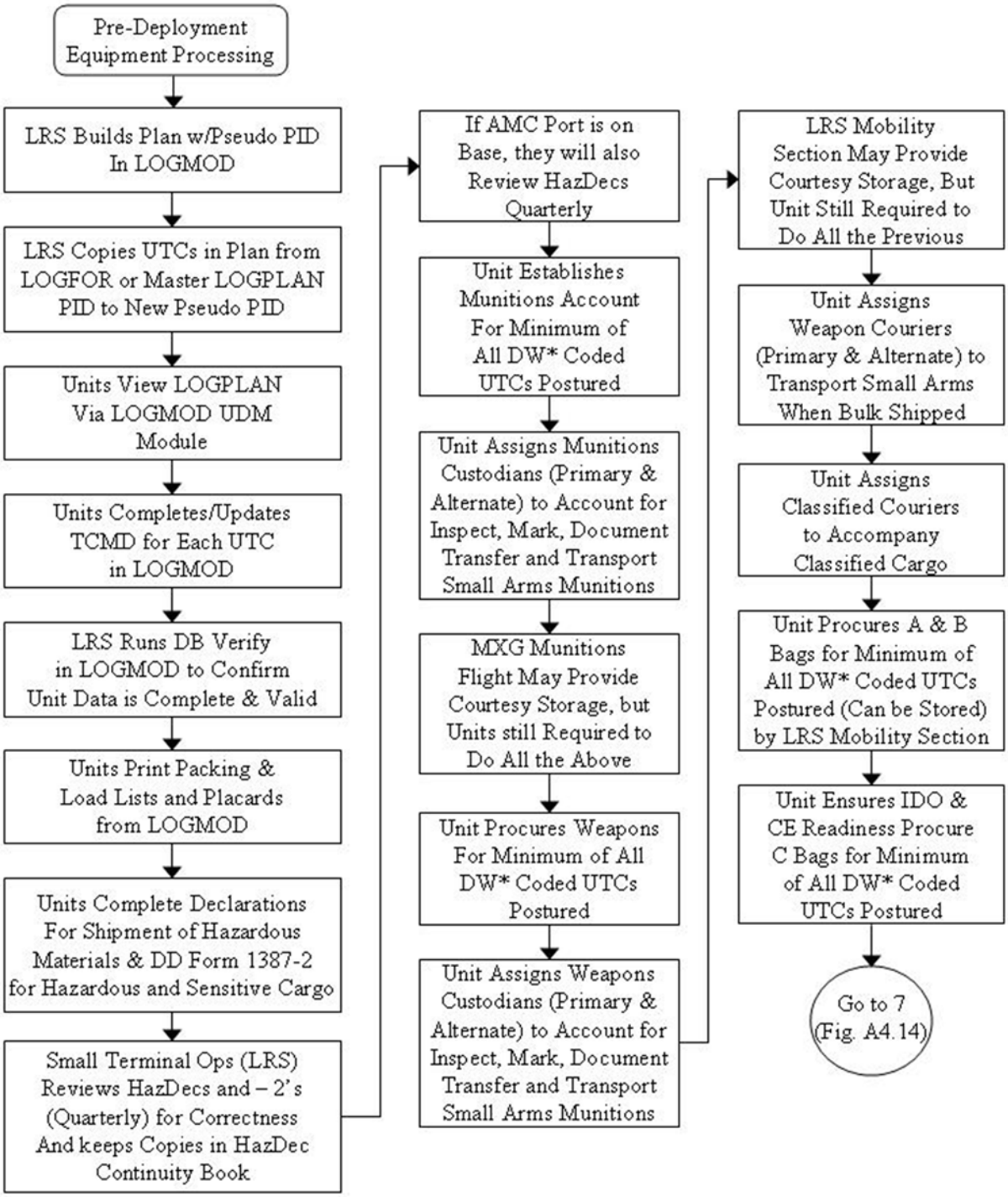


Figure A4.14. Equipment Processing Process, Part 2.

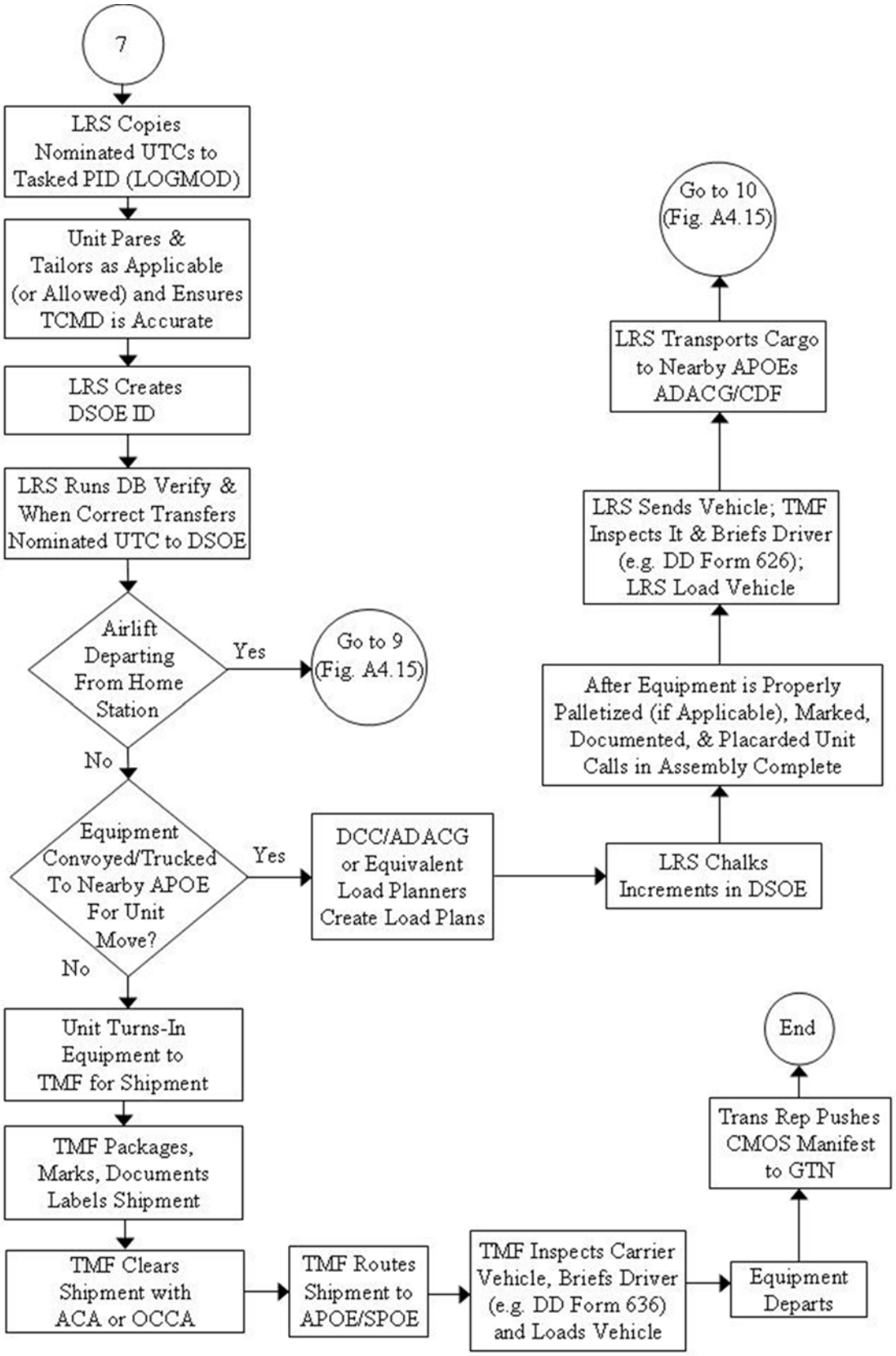
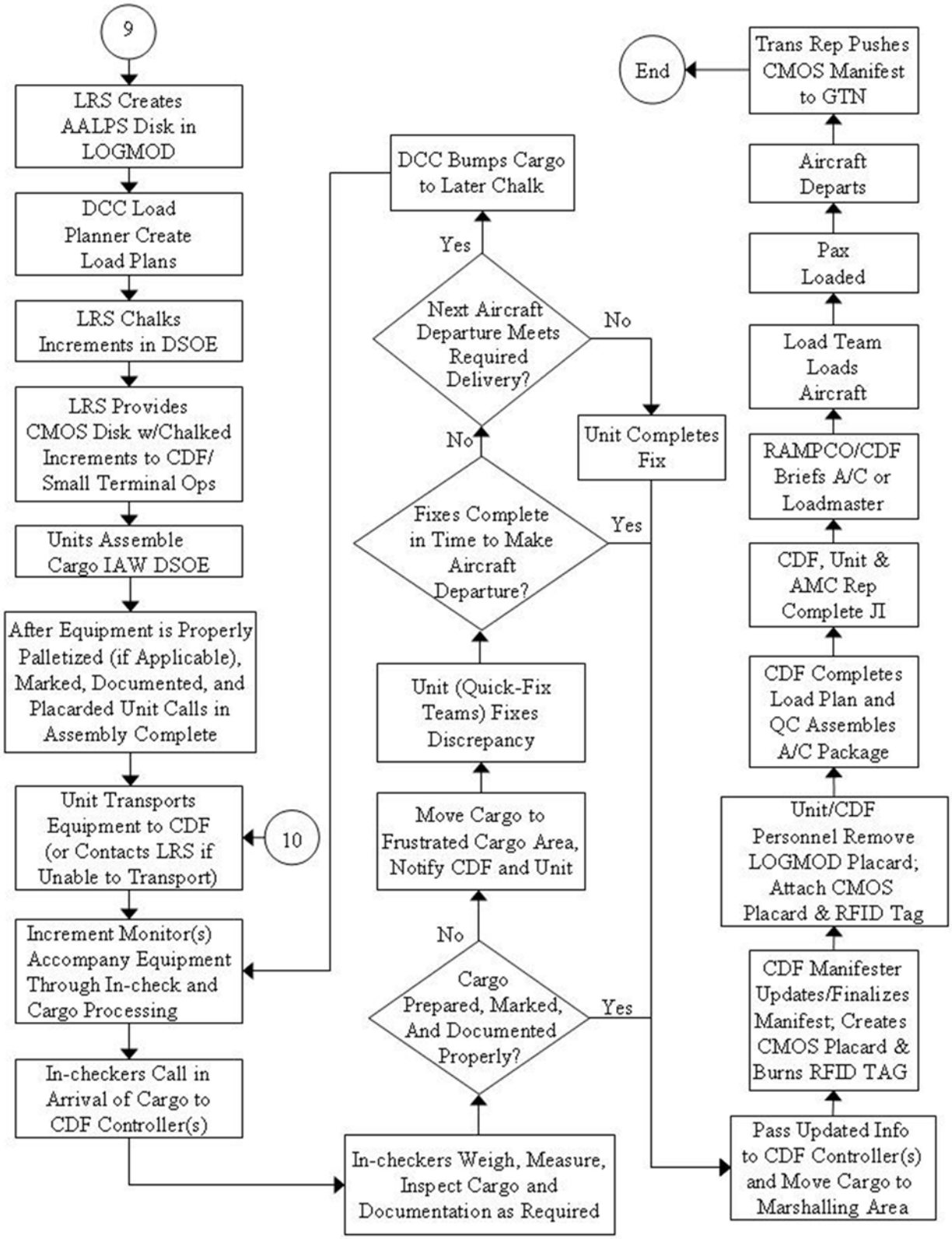


Figure A4.15. Equipment Processing Process, Part 3.



A4.1.7. The following flowcharts in **Figure A4.16.** and **Figure A4.17.** show how equipment will be processed for deployments.

Figure A4.16. Wing Reclama Process, Part 1.

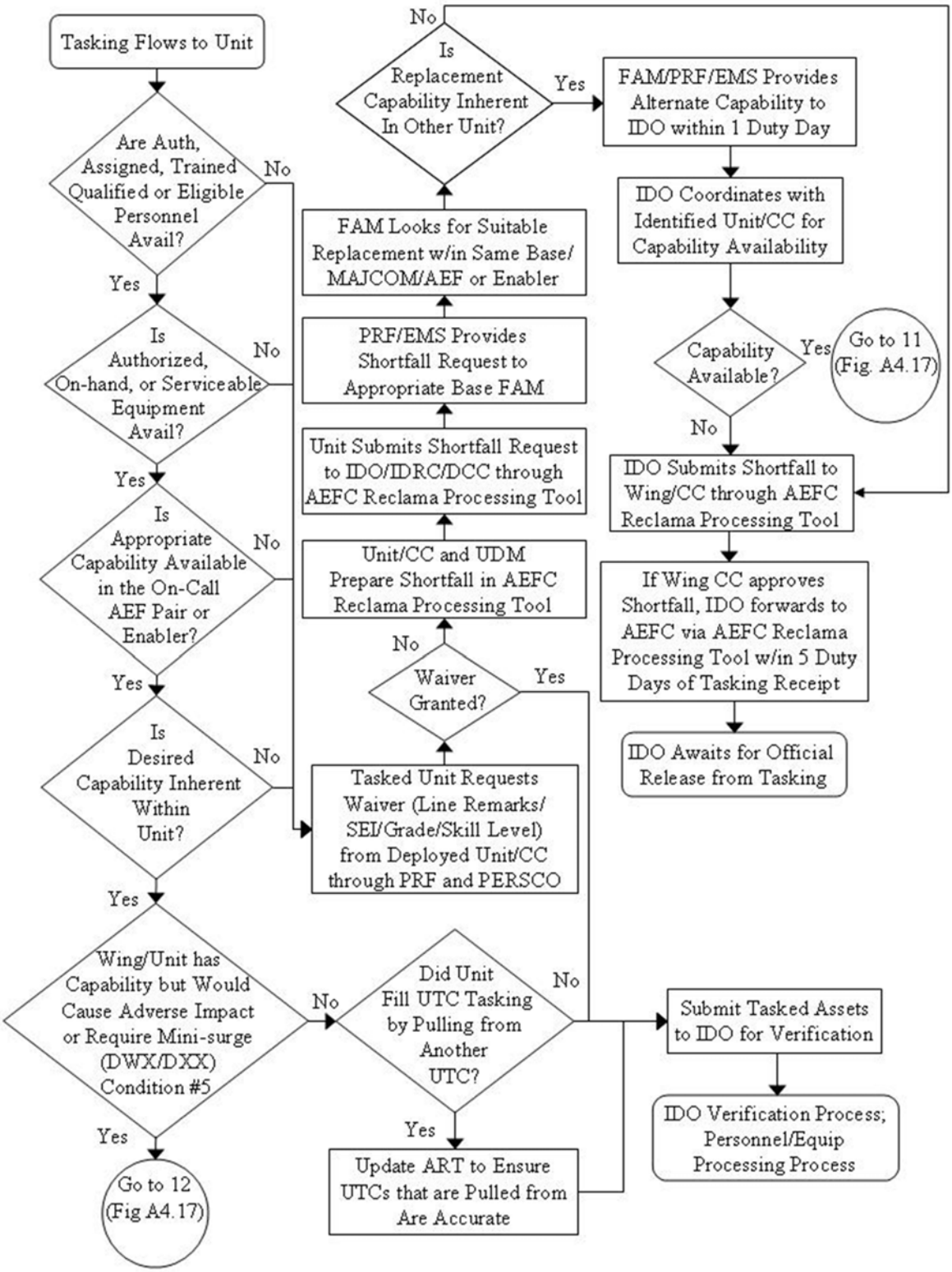
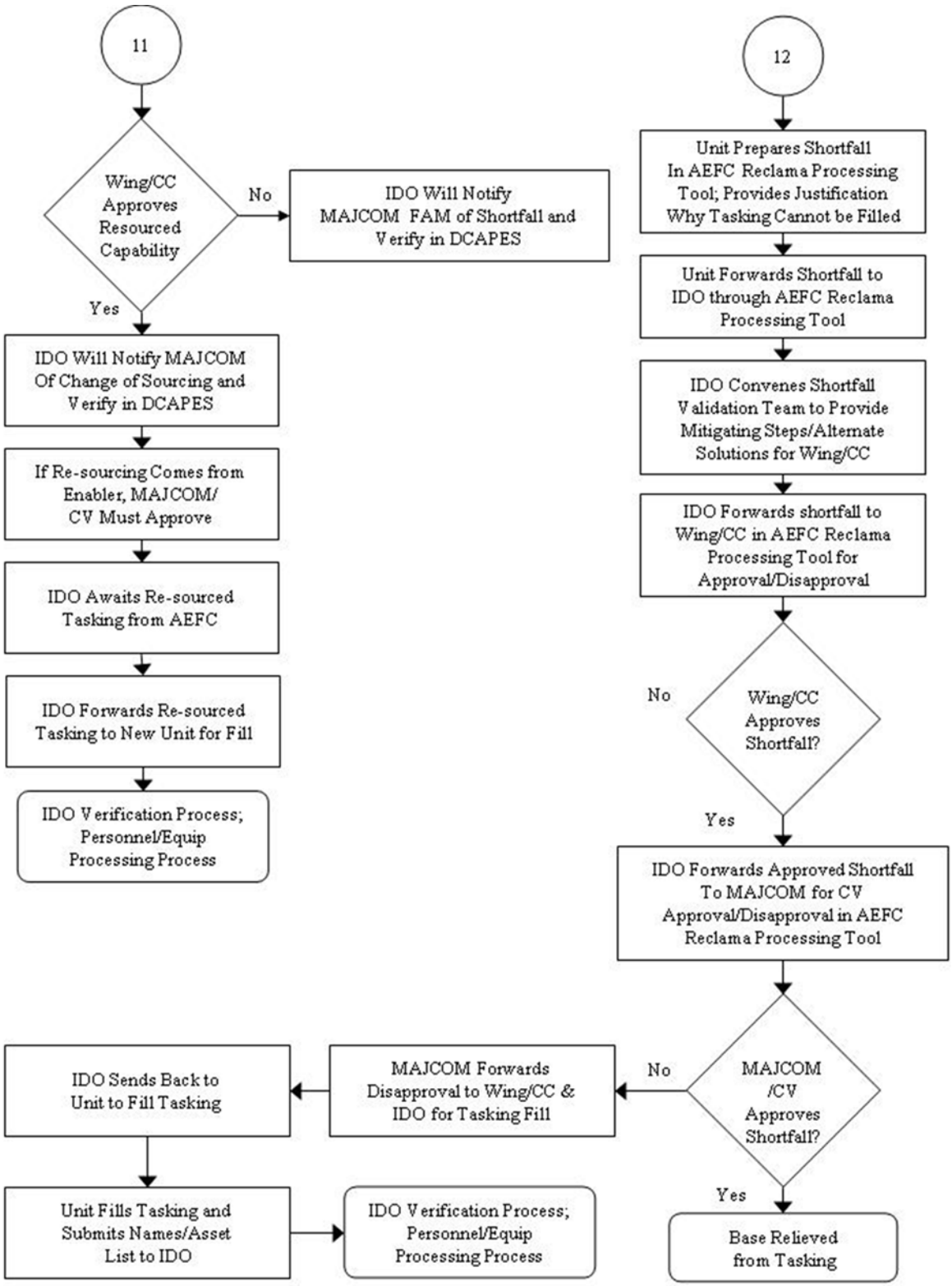


Figure A4.17. Wing Reclama Process, Part 2.



Attachment 5

TRAINING

A5.1. Deployment Training Requirements.

A5.1.1. The following table contains the training requirements for deployment work center members and augmentees:

Table A5.1. Deployment Training Requirements.

TYPE OF TRAINING	FREQUENCY	RECORD KEEPER	SOURCE(S)
Deployment Control Center			
DCC, IDO, LRO Work Center Responsibilities	One-time only	LRS	AFI 10-403
Cargo Preparation/Pallet Build-up	One-time only	LRS	DOD 4500.9-R (Pt 2 & 3), AFI 10-403, AFI 24-203, AMCI 24-101V11
Load Planning (AALPS) Overview	One-time only	LRS	AFI 10-403, AMCI 24-101V9
Controller	Annual	Logistics/Wing Plans	AFI 10-403
Load Planning			
Cargo Preparation/Pallet Build-up	One-time only	LRS	DOD 4500.9-R, AFI 10-403, AFI 24-203, AMCI 24-101V11
Hazardous Cargo Handler's Course	Every 24 months	LRS	DOD 4500.9-R, AFMAN (I) 24-204, AMCI 24-101V11
AMC Affiliation Training	One-time only	LRS	AMCI 24-101 V9
Load Planning Orientation	One-time only	LRS	AFI 10-403, AMCI 24-101V9
Load Planning Overview (refresher)	Annual	LRS	AFI 10-403, AMCI 24-101V9
AALPS Training	Every 24 months	LRS	AFI 10-403, AMCI 24-101V9
Ramp Coordinator			

TYPE OF TRAINING	FREQUENCY	RECORD KEEPER	SOURCE(S)
Cargo Preparation/Pallet Build up	Annual	LRS	DOD 4500.9-R, AFI 10-403, AFI 24-203, AMCI 24-101V11
Hazardous Cargo Handler's Course	Every 24 months	LRS	DOD 4500.9-R, AFMAN(I) 24-204, AMCI 24-101V11
Load Planning Overview	Annual	LRS	AFI 10-403, AMCI 24-101V9
Ramp Coordinator	Every 24 months	LRS	DOD 4500.9-R (Pt 2 & 3), AFI 10-403, AFMAN 24-204(I), AFI 24-203, AMCI 24-101V11
Personnel Deployment Function (PDF)			
Eligibility Check-in	As required	Military/Civilian Personnel Flights	
Medical Station	Annual	Medical Treatment Facility	
Emergency Data Station	Annual	Military Personnel Flight	
Orders Preparation	As required	Military Personnel Flight	
Identification Station	Annual	Military/Civilian Personnel Flight	
Financial Station	Annual	Accounting & Finance Office	
Chaplain Station	Annual	Chaplain's Office	
Family Support Center Station	Annual	Family Support Center	
Legal Counseling Station	Annual	Legal Office	
Cargo Deployment FunctionOIC/NCOIC			

TYPE OF TRAINING	FREQUENCY	RECORD KEEPER	SOURCE(S)
Cargo Preparation/Pallet Build-up	One-time only	LRS	DOD 4500.9-R, AFI 10-403, AFI 24-203, AMCI 24-101V11
Hazardous Cargo Handler's Course	Every 24 months	LRS	DOD 4500.9-R, AFMAN(I) 24-204, AMCI 24-101V11
Load Planning Overview	One-time only	LRS	AFI 10-403, AMCI 24-101V9
Cargo In-check/Marshaling	Annual	LRS	DOD 4500.9-R (Pt 2 & 3), AFI 10-403
Baggage Procedures	Annual	LRS	AFI 10-403, AMCI 24-101V15
Manifesting	Annual	LRS	AFI 10-403, AMCI 24-101V14 & 15
Briefing/Holding/Loading	Annual	LRS	AFI 10-403, AMCI 24-101V14
Aircraft Loading	Annual	LRS	DOD 4500.9-R, AMCI 24-101V7 & 11
Cargo In-check/Marshaling			
Cargo Preparation/Pallet Build-up	Annual	LRS	DOD 4500.9-R, AFI 10-403, AFI 24-203, AMCI 24-101V11
Hazardous Cargo Handler's Course	Every 24 months	LRS	DOD 4500.9-R, AFMAN(I) 24-204, AMCI 24-101V11
Cargo In-check/Marshaling	Annual	LRS	DOD 4500.9-R (Pt 2 & 3), AFI 10-403

TYPE OF TRAINING	FREQUENCY	RECORD KEEPER	SOURCE(S)
Ground Spotter Duties Training	Annual	LRS	AFJMAN 24-306, T.O. 36M-1-141, AFOSH STD 91-46, AFOSH STD 91-100
Load Teams			
Cargo Preparation/Pallet Build-up	Annual	LRS	DOD 4500.9-R, AFI 10-403, AFI 24-203, AMCI 24-101V11
Hazardous Cargo Handler's Course	Every 24 months	LRS	DOD 4500.9-R, AFMAN(I) 24-204, AMCI 24-101V11
Aircraft Loading	Annual	LRS	DOD 4500.9-R, AMCI 24-101V7 & 11
Load Planning Overview	One-time Only	LRS	AFI 10-403, AMCI 24-101V9
Ground Spotter Duties Training	Annual	LRS	AFJMAN 24-306, T.O. 36M-1-141, AFOSH STD 91-46, AFOSH STD 91-100
MHE Operators Training	Annual	LRS	Individual vehicle training manuals
Unit Deployment Control Center			
Unit Deployment Manager (UDM)	As changes occur	LRS	AFI 10-401, AFI 10-403, AFI 10-201
Cargo Preparation/Pallet Build-up	Annual	LRS	DOD 4500.9-R, AFI 10-403, AFI 24-203, AMCI 24-101V11
Hazardous Cargo Handler’s Course	Every 24 months	LRS	DOD 4500.9-R, AFMAN(I) 24-204, AMCI 24-101V11

TYPE OF TRAINING	FREQUENCY	RECORD KEEPER	SOURCE(S)
LOGMOD	Initial/recurring/as changes occur	LRS	AFI 10-401, AFI 10-403, LOGMOD Help Files
IDS	Initial/recurring/as changes occur	LRS/Military Personal Flight/ Manpower Office	AFI 10-403, Individual system help files
DCAPES	Initial/recurring/as changes occur	LRS/MPF/MOF	
Weapons & Ammunition Courier	As required	LRS Supply Function/CATM	
Classified Courier	As required	Unit Security Manager	

Attachment 6

CARGO CATEGORY CODES

Table A6.1. First position of the Cargo Category Code:

A	Vehicles (wheeled and tracked, self-propelled or non-self-propelled) that are neither security nor hazardous cargo (see codes K and L below for security and hazardous vehicles) and are not suitable for road marching on overland deployment legs. See code R for road capable vehicles.
B	Uncrated Non-self deployment aircraft (NSDA) (if self-deployable aircraft will not be deployed under their own power, they are identified as NSDA and their force movement characteristics reported).
C	Floating craft.
D	Hazardous non-vehicular cargo. (see E below).
E	Security vehicular or non-vehicular cargo which is both security and hazardous.
F	Cargo requiring refrigeration by the mover.
G	Bulk petroleum, oils, and lubricants (POL) (not packaged).
H	Bulk granular cargo (i.e., crushed rock and sand).
J	Other non-vehicular cargo, including packaged POL, crated aircraft, etc.
K	Vehicles designated as hazardous but not security cargo.
M	Ammunition
N	Nuclear weapons.
P	Chemical munitions.
R	Wheeled vehicles (self-propelled or non-self-propelled) with neither sensitive nor hazardous cargo, suitable for road marching on overland deployment legs and capable of convoy speeds up to 40 MPH.

Table A6.2. Second position of the Cargo Category Code:

0	Non-air-transportable cargo: (a) exceeds any of the dimensions 1453" X 216" X 156" or (b) has a height between 114" and 156" and a width exceeding 144." See NOTE 1.
1	Outsized cargo: exceeds any of the dimensions 1090" X 117" X 105" (too large for C-130/ C-141) but less than dimensions of non-air-transportable cargo.
2	Oversized cargo: exceeds usable dimensions of a 463L pallet (104" X 84" X 96") or height is beyond the usable envelope of the particular model of aircraft, and dimensions are less than outsized cargo.
3	Bulk cargo: Dimensions less than that of oversize cargo.
8	Organic cargo: Non-Transportation Component Command (TCC) cargo; is either pre-positioned or will be transported via organic resources and does not require TCC support.

Table A6.3. Third position of the Cargo Category Code:

A	This cargo is normally carried on a vehicle that is organic to the unit (not applicable to non-unit-related cargo).
B	This cargo can be containerized, meets the dimensional criteria for a 20-foot container (240" X 96" X 102"), and does not exceed a total weight of 22.4 short tons (Reference DOD 4500.9-R, DTR Part VI). See NOTE 2.
C	This cargo can be containerized, does not meet the dimensional criteria for a 20-foot container but does meet the dimensional criteria for a 40-foot container (480" X 96" X 102"), and does not exceed a total weight of 33.6 short tons (Reference DOD 4500.9-R, DTR Part VI). See NOTE 3.
D	This cargo cannot or will not be containerized.
NOTE 1. All dimensions are expressed in length X width X height. Width and height pertain to aircraft door limitations.	
NOTE 2. Interior dimensions of a 20-foot container are 232" X 92" X 98". These containers are used for sealift.	
NOTE 3. Interior dimensions of a 40-foot container are 472" X 92" X 98". These containers are used for sealift.	

Attachment 7

CONCEPT OF OPERATIONS BRIEFING OUTLINE

A7.1. Concept of Operations Briefing Outline.

A7.1.1. Provide Time Hack (Convert all times to local time).

A7.1.2. Brief classification of the (SECRET / CONFIDENTIAL / UNCLASSIED) (Access to classified briefing must be controlled as explained in DOD 5200.1-R/AFI 31-401).

A7.1.3. Conduct roll call.

A7.1.4. Brief notification time.

A7.1.5. Brief classification of destination (classified / unclassified)

A7.1.6. Brief transportation flow schedule, ground rules, and Deployment Schedule of Events.

A7.1.7. Brief deployment authority and who it is directed by

A7.1.8. Brief Plan Identification Designator (PID) is CAUTION: OPLAN PIDs are normally classified.

A7.1.9. Brief LOGPLAN and DSOE IDs CAUTION: These IDs must be kept unclassified.

A7.1.10. Brief Tasked Unit Type Codes, Unit Line Numbers and Units.

A7.1.11. Brief Force Requirement Numbers (FRN) (if used).

A7.1.12. Brief First flying unit / first unit to deploy.

A7.1.13. Brief personnel processing start time

A7.1.14. If available beif en route stops: Number (If classified) Location(s) (If unclassified)_

A7.1.15. Flight meals:

A7.1.15.1. Brief flight meals uthorized per person

A7.1.15.2. Cost: for Officers and Enlisted

A7.1.16. Brief Mode of transportation (Military / commercial, air / surface)

A7.1.17. Brief first support aircraft (or other mode of transport) departs at:

A7.1.18. Brief exercise simulations and exceptions.

A7.1.19. Mobility bags (type and method of issue).

A7.1.20. Brief training records and medical records requirements.

A7.1.21. Brief weapons and ammunition (Include specific guidance on issue, movement, safety, and storage procedures).

A7.1.22. Brief special clothing requirements.

A7.1.23. Brief antidote agent requirements.

A7.1.24. Brief health Information for international travels, special immunizations etc.

A7.1.25. Brief destination country's customs (Import limits and required equipment documentation). NOTE: Do not compromise security if destination is classified.

A7.1.26. Ensure Office of Special Investigation (OSI) Threat briefing is conducted (if required).

A7.1.27. Brief Special religious and cultural concerns.

A7.1.28. Brief Orders Information:

A7.1.28.1. Brief Temporary Duty Duration.

A7.1.28.2. Brief duty on and off Military Installation.

A7.1.28.3. Brief field condition (Yes or No).

A7.1.28.4. Brief member will hand carry (Item list).

A7.1.28.5. Brief if TMF will bulk ship (Item list).

A7.1.28.6. Brief wear of Airman Battle Uniform (ABU).

A7.1.28.7. Brief travel is to/from, or through Spain (Yes or No).

A7.1.28.8. Brief group travel (Yes or No).

A7.1.28.9. Brief special Lodging and Messing (Yes or No).

A7.1.29. Additional remarks.

Attachment 8

REPORTING UNIT LEVEL UNIT TYPE CODE (UTC) DATA TO JOPES

A8.1. Reporting Unit Level UTC Data to JOPES.

A8.1.1. At the direction of the parent MAJCOM, wings will electronically pass their tailored DSOE files or the LOGPLAN DCAPES (level 6) files to their MAJCOMs. Parent MAJCOMs must make the determination when their units send these files. For example, when there are very limited or no changes to the standard UTC, a DSOE or LOGPLAN file would not be required. When there are major end-item/increment level changes/tailoring, the DSOE or LOGPLAN file would be required. When required, ANG units will send their files to NGB/A3XA for subsequent forwarding to gaining MAJCOMS or direct import into DCAPES.

A8.1.2. Prior to importing the DSOE or LOGPLAN files into DCAPES and updating JOPES, MAJCOMS will ensure UTCs/ULNs match TPFDD UTC/ULNs and that only tailored UTCs are pulled and updated in JOPES. Once JOPES is updated, the force indicator code (FIC) will be updated indicating the standard UTC has been tailored. NOTE: The UTC/ULN combinations passed in the interface file will match the UTC/ULN combinations in the JOPES OPLAN based on the Pseudo PID relationship. Units will ensure the correct Pseudo PID is used based on approved HQ USAF A5XW guidance. Units should contact their MAJCOM LOGMOD Manager for a complete list of approved Pseudo PIDs.

A8.1.3. MAJCOMS must ensure the DSOE or LOGPLAN file is forwarded from the base prior to, or in conjunction with, the supporting MAJCOM providing TPFDD verification to the supported commander. Once the supported commander provides TPFDD validation to USTRANSCOM, the UTC/ULN will be locked and cannot be updated.

Attachment 9

DEPLOYMENT SCHEDULE OF EVENTS—LOADING SCHEDULE

Figure A9.1. Deployment Schedule of Events—Loading Schedule Form (AF Form 2512).

ANNEX

DEPLOYMENT SCHEDULE OF EVENTS - LOADING SCHEDULE

(All Times Local)

DATE

ORIGINAL | CHANGE NUMBER t

LOAD/CHALK	LOAD PLANNING COMPLETE	TDY ORDERS COMPLETE	PAX MANIFEST TO QC	CGO MANIFEST T TO QC	CARGO LOADING START	CARGO LOADING COMPLETE	PAX LOADING START	PAX LOADING COMPLETE	ACFT COMMANDER BRIEFED	ETD

REMARKS

COURIER

SENSITIVE:

AF IMT 2512, 20001218, V1

PREVIOUS EDITION IS OBSOLETE

Attachment 10

DEPLOYMENT SCHEDULE OF EVENTS—CARGO

Figure A10.1. Deployment Schedule of Events—Cargo Form (AF Form 2511).

CHALK	TYPE ACFT	DEPLOYMENT SCHEDULE OF EVENTS -CARGO (ALL TIMES LOCAL)			DATE: ORIGINAL	CHANGE#
UTC	ULN	UNIT	CARGO INCREMENT NUMBERS/ NONMENCLATURE	ASSEMBLY COMPLETE	CARGO MARSHALLING START	CARGO MARSHALLING COMPLETE	ETD
REMARKS:			COURIERS:				
			SENSITIVE:				

AF IMT 2511, 20001201, V1 *PREVIOUS EDITION IS OBSOLETE*

Attachment 11

DEPLOYMENT SCHEDULE OF EVENTS—PERSONNEL

Figure A11.1. Deployment Schedule of Events—Personnel (AF Form 2511A).

CHALK	TYPE ACFT	DEPLOYMENT SCHEDULE OF EVENTS -PERSONNEL	DATE	
			ORIGINAL	CHANGE#

(ALL TIMES LOCAL)

UTC	ULN	UNIT	DEPLOYMENT POSITION NUMBERS	NUMBER OF PAX	PAX PROCESSING		ETD
					START	COMPLETE	

REMARKS	COURIERS:
	SENSITIVE:

AF IMT 2511A, 20001218, V1 PREVIOUS EDITIONS ARE OBSOLETE

Attachment 12

INSTALLATION DEPLOYMENT PLAN WING/CC BRIEFING

A12.1. Installation Deployment Plan Wing Commander Briefing Sample.

A12.1.1. Development stage of the plan (if being re-written).

A12.1.2. Overview of the plan (portions of this may be classified):

A12.1.2.1. Total number of UTCs postured from the wing/installation (break out tenants).

A12.1.2.2. Number of personnel and short tons postured in each AEF.

A12.1.2.3. Number of personnel postured in DW* coded UTCs (break out Enablers separately).

A12.1.2.4. Short tons postured in DW* coded UTCs (break out Enablers separately).

A12.1.2.5. Number of personnel tasked against OPLANs (or CONPLANs w/TPFDDs).

A12.1.2.6. Short tons tasked against OPLANs (or CONPLANs w/TPFDDs).

A12.1.2.7. Total number of transiting personnel and short tons (from TPFDDs).

A12.1.2.8. Total number of inbound personnel (from TPFDDs).

A12.1.2.9. Largest number of personnel movement in a single day (in, out, transit).

A12.1.2.10. Largest cargo short ton movement in a single day (in, out, transit).

A12.1.2.11. Cargo marshalling/processing facilities/yard capacity and requirement.

A12.1.2.12. Personnel processing facilities capacity and requirement.

A12.1.2.13. MHE capacity/requirement.

A12.1.2.14. Processing facilities for other Services (if different), capacity and requirement.

A12.1.2.15. Command and control facilities available/required:

A12.1.2.15.1. Power requirements/capacity/shortfall (if any).

A12.1.2.15.2. Communications requirements/capacity/shortfall (if any).

A12.1.2.16. Parking plan for maximum number of parked aircraft (permanently based and/or transiting) from Wartime Aircraft Activity Report (Parking MOG).

A12.1.2.17. Working MOG.

A12.1.2.18. Hot cargo spots availability and estimated requirement.

A12.1.2.19. Support personnel requirements: number of personnel, types of positions (e.g., load planners, QC, Personnel, Administrative, Controllers, Inspectors, Loaders, etc.).

A12.1.2.19.1. Support personnel shortfalls.

A12.1.2.20. Personnel process flow (both mass and individual process).

A12.1.2.20.1. Equipment process flow by ground or air (AMC and/or organic), and TMF process.

A12.1.2.20.2. Mobility bag process flow.

A12.1.2.20.3. Weapons and ammunition process flow.

A12.1.2.20.4. Number of mobility bags required and on-hand.

A12.1.2.20.5. Number of weapons required and on-hand.

A12.1.2.20.6. Ammunition required and on-hand.

A12.1.2.20.7. Insect repellent required and on-hand.

A12.1.2.20.8. First-aid kits required and on-hand.

A12.1.2.20.9. Operational risk management and mitigation procedures.

A12.1.2.20.10. Changes to the IDP since the last briefing.

Attachment 13

INSTALLATION DEPLOYMENT PLAN CONTENT

A13.1. Installation Deployment Plan (IDP) Content.

A13.1.1. The IDP will be unclassified or For Official Use Only (FOUO). However, classified annexes may be used and stored separately when necessary.

A13.1.2. Installations must be prepared to deploy personnel and equipment via many modes and processes. The IDP will spell out how they move units and large numbers of personnel in short-notice, crisis-action mode and how they move units and small numbers of personnel in day-to-day AEF rotational operations.

A13.1.3. At a minimum, the IDP will contain descriptions/flowcharts of the following:

A13.1.3.1. Personnel Processing.

A13.1.3.1.1. Individual personnel processing (crisis action and normal rotation).

A13.1.3.1.2. Mass processing (crisis action/unit move and normal processing).

A13.1.3.2. Equipment processing, strategic air and other (ground, organic, TMF).

A13.1.3.3. Shortfall process (for shortfalls identified less than 30 days from deployment and for those more than 30 days from deployment).

A13.1.3.4. Trigger points directing:

A13.1.3.4.1. Stand-up of the DCC.

A13.1.3.4.2. Stand-up of the CDF.

A13.1.3.4.3. Stand-up of the PDF.

A13.1.3.5. DCC Requirements:

A13.1.3.5.1. Manning requirements.

A13.1.3.5.2. Systems/applications requirements (LOGMOD, DCAPES, etc.).

A13.1.3.5.3. Communications requirements: (DSN, Secure phone, NIPRNET, SIPRNET, unclassified fax, classified fax, etc.).

A13.1.3.5.4. Facility requirements (secure facility, back-up power, etc.).

A13.1.3.5.5. IDRC process (for taskings when DCC is not stood up).

A13.1.3.5.6. Manpower representative responsibilities upon tasking receipt.

A13.1.3.6. TMF process (for individual moves).

A13.1.3.7. Air Transportation process (for normal AEF rotations).

A13.1.3.8. PRF process.

A13.1.3.8.1. Individual processing (during crisis action and normal rotational operations).

A13.1.3.8.2. Unit move processing (during crisis action and normal AEF rotation).

A13.1.3.9. Munitions routes along with weapons and munitions movement procedures.

Attachment 14

DEPLOYMENT PACKING LIST

Figure A14.1. Deployment Packing List (AF Form 2518).

DEPLOYMENT PACKING LIST		DATE
IDENTIFICATION MARKING ON ITEM OR CONTAINER		
STOCK NUMBER	NOMENCLATURE	QUANTITY
L x W x H		

TYPE OF CONTAINER (Check one)				TOTALS	
	WOOD BOX		METAL BOX OR BIN	WEIGHT (Lbs)	CUBIC FEET
	WOOD CRATE		METAL CRATE		
	METAL DRUM		METAL PALLET		
	CARTON		WOOD PALLET		
	NONE (Item is not packaged)		TRAILER		

AF FORM 2518, MAR 85 (EF-V1) (PerFORM PRO) PREVIOUS EDITION WILL BE USED.

Attachment 15

LOGMOD STAND ALONE CHECKLIST

A15.1. LOGMOD Stand Alone Checklist.

A15.1.1. The procedures listed below are all procedures necessary to setup LSA as a backup for LOGMOD during Exercises, Contingencies, and Deployments. Procedures annotated with an * only need to be accomplished once at the beginning of the deployment. All others should be done by chalk IAW the DSOE. Changes to personnel assignments, chalk assignments, and etc. may require additional Import/Exports.

Table A15.1. LOGMOD Stand Alone Checklist.

ITEM	√
Enter LSA (Username: lsa Password: deploy)	
Click “Personnel”	
*Import Personnel Information File (.prf)	
Click “Import Personnel”	
Change “List files of Type” to “*.PRF”	
Select Drive/Folder where the PRF is located	
Select the file obtained from DCAPES (ends with .PRF)	
Click “OK”	
Click “YES” when the Warning message appears	
Click “OK” when Finished	
NOTE: Leave the “Append New Data” box checked. When importing a second or third PRF, the “Append New Data” checkbox must always be checked. This will ensure that you don’t lose any Personnel information you imported from the first PRF.	
*Import DRMD/Levy file (.lvy)	
Click “Import DRMD”	
Change “List files of Type” to “*.LVY”	
Select Drive/Folder where the DRMD/Levy is located	
Select the file obtained from DCAPES (ends with .LVY)	
Click “OK”	
Click “OK” when Finished	
Exit “Personnel”	
NOTE: Leave the “Append New Data” box checked. When importing a second or third LVY, the “Append New Data” checkbox must always be checked. This will ensure that you don’t lose any UTC/DRMD Tasking information you imported from the first LVY.	
*Export LOGPLAN Detail File from LOGMOD	

ITEM	√
Enter the LOGPLAN Module or LOGMOD	
Select “Interfaces – Export – LOGPLAN Detail File”	
Check the box next to the plan (a.k.a., PID) you wish to export	
Enter five character Plan ID into the Filename field	
Click Export	
Exit LOGMOD	
Once created, Save the File to a floppy diskette, CD-ROM or Memory drive and transfer to LSA computer	
*Import the LOGPLAN Detail File into LSA	
Click on “Cargo”	
Click “Import LOGPLAN”	
Select Drive/Folder where the LOGPLAN file is located	
Select the file you exported from LOGMOD (ends with .PLN)	
Click “OK”	
Click “OK” when Finished	
From the Menu bar, Select “File – Logplan Hazard Code Rollup”	
Click “YES” when the LOGPLAN Hazard Code Rollup message appears	
Click “OK” when Finished	
Exit Cargo	
NOTE: Leave the “Purge Old Data” box un-checked. When importing a second or third LVY, the “Purge Old Data” checkbox must always be un-checked. This will ensure that you don’t lose any UTC/ULN Tasking information you imported from the first LOGPLAN Detail File.	
*Export the GATES/CMOS TCN Detail File from LOGMOD (Once Cargo has been chalked in LOGMOD)	
Enter the DSOE Module of LOGMOD	
Select “Interfaces – Export – GATES/CMOS TCN Detail File”	
Select the DSOE ID to be exported from the LoV button	
Select the Chalks you want to export, or Select “All Chalked”	
Click “Export”	
Once created, Save the File to a floppy diskette, CD-ROM or Memory drive and transfer to LSA computer	
Exit LOGMOD	
*Import the GATES/CMOS TCN Detail file into LSA	

ITEM	√
Click “DSOE”	
Select “Interfaces – Imports – CMOS TCN Detail File”	
Select Drive/Folder where the CMOS TCN Detail file is located	
Select the file you exported from LOGMOD (ends with .CMC)	
Click “OK”	
Click “OK” when Finished	
Close DSOE	
Export the DCAPES Plan Update File (Once Pax have been chalked by the unit in LOGMOD)	
Enter DSOE Module of LOGMOD	
Select “Interfaces – Export – DCAPES Plan Update File	
Select the DSOE ID to be exported from the LoV button	
Select the Chalks you want to export, or Select “All Chalked”	
Click “Export”	
Once created, Save the File to a floppy diskette, CD-ROM or Memory drive and transfer to LSA computer	
Exit LOGMOD	
Import and Convert the MANPER-B/DCAPES Plan Update File	
Click “Personnel”	
Click “Repair Files”	
Click “LOGMOD (TG) Data”	
Click “Chalk File”	
Select Drive/Folder where the MANPER-B/DCAPES Plan Update file is located	
Select the file you exported from LOGMOD (ends with .CHK)	
Click “OK”	
An MS-DOS Dialog box will appear briefly and then disappear	
Exit “Personnel”	
Click “DSOE”	
Select “Interfaces – Imports – Personnel File”	
Ensure “Append New Data” box is checked	
Click “Import DRMD/Levy”	
Select Drive/Folder where the converted file is located (same place the .CHK file was located)	

ITEM	√
Select the file you converted (PLN_DMS#.DBF)	
Click OK	
Click “IGNORE” when the Error message appears	
Click “OK” when finished	
Close DSOE	
Backup the LSA files	
From the C:/LSA folder, Copy the following files to a CD-ROM or Memory drive for safe keeping	
ADMIN.MDB	
DMSDATA.MDB	
PRUDATA.MDB	
UNITDATA.MDB	
SYSTEM.MDA	
VIS.MDB	