

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 10-403**



17 DECEMBER 2025

Operations

**DEPLOYMENT PLANNING AND
EXECUTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A4LR

Certified by: AF/A4L
(Maj Gen Kenyon K. Bell)

Supersedes: DAFI10-403, 17 April 2020

Pages: 91

This instruction implements Air Force Policy Directive 10-4, *Operations Planning: Force Presentation/Force Generation and Global Force Management*. It provides the basic requirements for the Department of the Air Force deployment planning and execution at all levels of command in support of operational plans, contingency operations, and exercises. This publication applies to all civilian employees and uniformed members of the United States Space Force, the Regular Air Force, Air Force Reserve, Air National Guard, and those with a contractual obligation to abide by the terms of the Department of the Air Force issuances, except where noted otherwise. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority; or alternately, to the publication office of primary responsibility for non-tiered compliance items. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (U.S.C.), Section 9013, *Secretary of the Air Force*. The authority to collect and 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 Air Force Instruction (AFI) 33-332, *Air Force Privacy and Civil Liberties Program*, for further guidance on Privacy Act Statements. Records Management: Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

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SUMMARY OF CHANGES

This instruction was revised substantially and must be reviewed completely. It implements the Air Force (AF) force presentation and force generation initiatives, removes Installation Deployment Readiness Cell, establishes Force Readiness and Generation Brief requirements, and properly aligns and clarifies roles and responsibilities.

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Chapter 1

ROLES AND RESPONSIBILITIES

Section 1A—Department of Defense

1.1. General. This chapter identifies deployment related roles and responsibilities at all AF organizational levels. Deviations from standard AF organizational structure will be authorized IAW AFI 38-101, *Manpower and Organization*. **Note: Chapter 3** addresses deployment workcenter staffing, roles, and responsibilities during deployment operations.

1.2. Secretary of Defense. Under the authority of Title 10, U.S.C., Section 162, *Combatant Command: Assigned Forces; Chain of Command*, the Secretary of Defense provides directive authority to combatant commanders IAW Global Force Management Implementation Guidance.

1.3. Combatant Commanders.

1.3.1. Supported combatant commands are responsible for deployment, redeployment, reception, staging, onward movement, and integration of units or materiel arriving in theater IAW Joint Publication (JP) 1-0, *Joint Personnel Support*; and JP 5-0, *Joint Planning*.

1.3.2. Supporting combatant commands will ensure the supported combatant command receives timely and complete support needed to accomplish the mission.

1.4. Joint Staff.

1.4.1. Publishes *Global Force Management Implementation Guidance* and “*Forces For*” assignment tables which document the Secretary of Defense’s direction to the Services for the assignment of forces.

1.4.2. Designates the Joint Staff as the Global Conventional Joint Force Coordinator to execute all conventional force sourcing and coordination actions IAW Global Force Management Implementation Guidance.

1.4.3. In coordination with the Services, orchestrates the force flow of deploying and redeploying forces.

Section 1B—Headquarters Air Force

1.5. Headquarters Air Force. Headquarters Air Force will provide policy and guidance for deployment operations required to support the AF’s mission.

1.5.1. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1).

1.5.1.1. Directorate of Plans and Integration (AF/A1X). AF/A1X will provide policy and guidance for:

1.5.1.1.1. Force support readiness program management.

1.5.1.1.2. Identification tag issuance and wear.

1.5.1.1.3. Personnel deployment operations.

1.5.1.1.4. Noncombatant Evacuation Operations.

1.5.1.2. Directorate of Services (AF/A1S). AF/A1S will provide support for Airman and AF family members (military and civilian) during the entire deployment cycle (e.g., pre-deployment, deployment, sustainment, redeployment, reintegration, and post-deployment).

1.5.1.3. Directorate of Manpower, Organization, and Resources (AF/A1M). AF/A1M provides manpower related policy and ensures Air Force manpower is organized and employed to provide maximum effectiveness and combat power to support National military objectives. .

1.5.2. Deputy Chief of Staff for Operations (AF/A3).

1.5.2.1. Director of Current Operations (AF/A3O). AF/A3O will:

1.5.2.1.1. Provide policy and guidance for:

1.5.2.1.1.1. Operational planning and execution guidance.

1.5.2.1.1.2. Unit Type Code (UTC) management.

1.5.2.1.2. Approve deviations to the force presentation and force generation operational processes and procedures for meeting and sustaining combatant command's requirements.

1.5.2.1.3. Serve as co-chair of steering group(s) as required.

1.5.2.2. War Plans and Policy Division (AF/A3OD). AF/A3OD will:

1.5.2.2.1. Publishes operational planning guidance and the Air Force Forces Generation (AFFORGEN) Support Plan.

1.5.2.2.2. Act as the office of primary responsibility for the Deliberate and Crisis Action Planning and Execution System (DCAPES) .

1.5.2.3. Director of Training and Readiness (AF/A3T). AF/A3T will provide policy and guidance for:

1.5.2.3.1. Ready Airman Training.

1.5.2.3.2. Force readiness reporting.

1.5.2.3.3. Force availability and status.

1.5.3. Deputy Chief of Staff, Logistics, Engineering, and Force Protection (AF/A4).

1.5.3.1. Director of Logistics (AF/A4L). AF/A4L will:

1.5.3.1.1. Develop logistics policy and guidance.

1.5.3.1.2. Serve as voting member of steering groups, as required.

1.5.3.2. Logistics Readiness Division (AF/A4LR). AF/A4LR will:

1.5.3.2.1. Provide policy and guidance for:

1.5.3.2.2. Deployment planning and execution.

1.5.3.2.3. Base support and expeditionary site planning.

1.5.3.2.4. War Reserve Materiel (WRM).

- 1.5.3.2.5. Support Agreements.
- 1.5.3.2.6. Aircraft Cross-Servicing Agreements.
- 1.5.3.2.7. Develop and publish air force specialty code 2G0X1, *Logistics Plans*, and Air Force Job Qualification Standard 8U000, *Unit Deployment Manager (UDM)*.
- 1.5.3.2.8. Act as the office of primary responsibility (OPR) for the Logistics Module (LOGMOD) and base support and expeditionary site planning systems.
- 1.5.3.2.9. Chair the biennial Functional Requirements Board, or as needed.
- 1.5.3.2.10. Act as the OPR for AF In-Transit Visibility and Logistics Data systems.
- 1.5.3.2.11. In conjunction with the Assistant Secretary of the Air Force for Acquisition, Contracting (SAF/AQC), will develop guidance for Operational Contract Support.
- 1.5.4. Chief of the Chaplain Corps (AF/HC) will publish DAFI 52-104, *Chaplain Corps Readiness*, to provide chaplain guidance for supporting deployment operations.
- 1.5.5. Director, Air Force History and Museums Policies and Programs (AF/HO) will publish DAFI 84-101, *Aerospace Historian Responsibilities and Management*, to provide history guidance for supporting deployment operations.
- 1.5.6. Judge Advocate General (AF/JA) will publish DAFI 51-101, *The Air Force Judge Advocate General's (AFJAG) Operations, Accessions, and Professional Development* to provide authority for supporting deployment operations and shortfall guidance..
- 1.5.7. Chief of Safety (AF/SE) will publish DAFI 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*, to provide safety guidance for deployment operations.
- 1.5.8. AF Surgeon General (AF/SG) will publish DAFI 48-122, *Deployment Health*, to provide guidance for the deployment health program.
- 1.5.9. The Secretary of the Air Force, Office of the Inspector General will publish DAFI 90-302, *The Inspection System of the Department of the Air Force*, to provide readiness inspection guidance.

Section 1C—Air Force Reserve and Air National Guard

1.6. Air Force Reserve and Air National Guard.

- 1.6.1. Commander, Air Force Reserve Command (AFRC/CC) will ensure AFRC personnel are trained and ready to meet the readiness requirements for deployment and employment operations.
- 1.6.2. Director, National Guard Bureau (NGB) will ensure Air National Guard forces meet the gaining organization's readiness requirements.
- 1.6.3. When Air Force Reserve and Air National Guard units are tenant units on the installation, the host unit will document host and tenant relationships, processes and procedures, and specific lines of authority in the Installation Deployment Plan (IDP). (T-1)

Section 1D—Major Command, Field Command, Service Component Commands, and Direct Reporting Units

1.7. AF Command and Direct Reporting Unit Roles and Responsibilities. The AF Command, Service Component Commands, and Direct Reporting Unit /Deputy Commanders (or equivalents) will:

1.7.1. Approve or disapprove shortfalls IAW AFI 10-401, *Operations Planning and Execution* and the AFFORGEN Support Plan.

1.7.2. AF Command, Service Component Command, and Direct Reporting Unit/A3s will:

1.7.2.1. Manage and populate the UTC Availability (UTA) list for subordinate units IAW AFI 10-401.

1.7.2.2. Integrate exercise and deployment planning and execution activities across all command staff directorates and subordinate organizations.

1.7.2.3. Include combat service support functional expertise in pertinent deployment operations activities.

1.7.3. AF Commands , Service Components, and Direct Reporting Units will:

1.7.3.1. Ensure all subordinate Force Support Squadron personnel are trained to support deployment operations (e.g., personnel, contractor processing for contingency and wartime operations, personnel accountability, and duty status reporting) IAW applicable 36-series DAF instructions.

1.7.3.2. Identify and forward personnel deployment discrepancies to AF Command, Service Component Command, and Direct Reporting Unit functional area managers, installation leadership, and unit commanders for corrective action.

1.7.3.3. Ensure installations are providing pre- and post-deployment training to personnel and applicable contractors subject to; or tasked, to deploy.

1.7.4. AF Command, Service Component Commands, and Direct Reporting Unit/Director of Logistics (or equivalent organizations) will:

1.7.4.1. Review and approve or disapprove logistics detail additions, deletions, or changes and forward approved changes to AF/A3OD for update to the Type Unit Characteristics (TUCHA) file IAW DAFMAN 10-406, *Unit Type Code Management*.

1.7.4.2. Provide supplemental guidance for implementing this instruction, as necessary.

1.7.4.3. Serve as the focal point and Functional Requirements Board representative for deployment systems (e.g., LOGMOD).

1.7.5. The AF Command's/Office of the Inspector General will conduct Combat Readiness Exercises, Combat Readiness Inspections, and Unit Effectiveness Inspections IAW DAFI 90-302, *The Inspection System of the Department of the Air Force*.

1.8. Air Combat Command. Air Combat Command will:

1.8.1. Execute Service Force Provider responsibilities for the Global Force Management Allocation Plan Annex A, *Conventional Forces* IAW AFI 10-401.

1.8.2. Adjudicate unresolved force coordinator issues.

1.8.3. Organize units according to AF command structure and design, if required.

1.9. Air Force Materiel Command.

1.9.1. Air Force Installation and Mission Support Center (AFIMSC). The AFIMSC will:

1.9.1.1. Provide intermediate-level organizational oversight, policy interpretation, and technical (subject matter expertise) assistance.

1.9.1.2. Communicate directly (direct liaison authority) with Headquarters DAF and its subordinate units, as required.

1.9.1.3. Exercise deployment related functional area management responsibilities for its functional areas and primary support units.

1.9.1.4. Monitor DCAPES UTA and Defense Readiness Reporting System IAW AFI 10-401 and AFI 10-201, *Force Readiness Reporting*.

1.9.1.5. Provide oversight for the management internal control toolset for functional areas and primary support units IAW DAFI 90-302.

1.9.1.6. Act as the system administrator and compiles functional requirements board inputs for deployment systems.

1.9.1.7. Recommend logistics plans publication related guidance changes to AF/A4LR.

1.9.1.8. Act as the Manpower and Force Packaging Responsible Agency for functional areas within its area of responsibility IAW DAFMAN 10-406.

1.9.2. Air Force Sustainment Center. The Air Force Sustainment Center, through the 635th Supply Chain Operations Wing, will manage UTCs postured as pre-positioned WRM IAW AFI 10-401 and DAFI 25-101, *War Reserve Materiel (WRM)*.

1.9.3. Provides management and oversight of material management support for United States Space Force installations..

1.10. Air Force Personnel Center.

1.10.1. The Air Force Personnel Center Commander will co-chair the force generation steering groups IAW AFI 10-401.

1.10.2. The Directorate of Military Personnel Operations (AFPC/DPM) will:

1.10.2.1. Implement the force generation battle rhythm, centrally manage personnel scheduling, and recommend sourcing of forces to meet combatant commander requirements IAW AFI 10-401.

1.10.2.2. Manage the DCAPES personnel tasking process IAW AFI 10-401.

1.10.2.3. Manage deployment discrepancy reporting policies and procedures.

1.10.2.4. Manage personnel-related UTC shortfalls IAW AFI 10-401. **Note:** AF Form 4006, *Unit Deployment Shortfalls/Reclama*, may be used to identify personnel shortfalls and reclamas, if DCAPES is not available.

1.10.2.5. Manage Name-In-System reporting processes.

1.10.2.6. In coordination with AF/A3OD and functional area managers, monitors AFFORGEN Employment Force Indicator (AEFI) codes to ensure Airmen are properly distributed throughout force generation availability periods.

1.10.2.7. Oversees management of AFFORGEN Connect.

1.10.3. Directorate of Military Personnel Operations (AFPC/DPM). AFPC/DPM will manage applicable deployment forums, information technology systems, scheduling, and assessments.

1.11. Service Component Command. Air component commands will:

1.11.1. Notify subordinate units of taskings IAW AFI 10-401.

1.11.2. Monitor subordinate unit's readiness assessments IAW AFI 10-201.

1.11.3. Ensure WRM UTCs are included in the command's UTA list and operation plan (OPLAN) Time Phased Force Deployment Data (TPFDD) IAW AFI 25-101.

1.11.4. Ensure storing installations add mal-positioned WRM UTCs to their Logistics Planning (LOGPLAN) module within LOGMOD to identify and plan movement requirements to its planned operating base IAW AFI 25-101.

1.11.5. Ensure mission type orders include all applicable personnel (military, civilian, and contractor) reporting instructions and DCAPES line level detail (e.g., specialized training, contract officer representative, combat skills) required to meet theater and supported combatant commander mission requirements.

1.11.6. Approve or disapprove all requests to return personnel to home station prior to scheduled redeployment date.

1.11.7. Approve or disapprove all AF UTC personnel specialty code, skill level, or grade substitution requests.

1.11.8. Ensure DAF personnel and contractor accountability within their theater of operation IAW DAFI 36-3802, *Force Support Readiness Programs*.

1.11.9. Through its Manpower and Organization Division, build deployment requirements manpower documents for contingency, exercise, and operations plans IAW AFMAN 38-102, *Manpower and Organization Standard Work Processes and Procedures*.

1.11.10. Conduct operational contract support planning IAW JP 4-10, *Operational Contract Support*, AFI 10-401.

1.12. Institutional Forces.

1.12.1. Institutional Organizations, identified by the Joint Chief of Staff Unit Designator Code (JCS UDC) of X, Q, 9, or 0. The JCS UDC is applicable to the entire unit, not the AFSC or the authorization and personnel assigned to the unit. Airmen assigned to the Institutional Organization are considered Institutional Forces. (See AFI 10-401 and 10-201 for additional information and guidance). Institutional forces will:

1.12.1.1. Not posture UTCs in the UTA or report readiness IAW AFI 10-201.

1.12.1.2. Complete the mandatory requirements for Ready Airman Training (RAT) and the electronic Commander Dashboard. **(T-2)**

1.13. AF Command Service Component Command, or AFIMSC Functional Area Manager. The AF Command, air component command, or AFIMSC functional area manager will:

- 1.13.1. Perform roles and responsibilities IAW AFI 10-401.
- 1.13.2. Monitor unit-level deployment readiness and recommend corrective actions, as required.
- 1.13.3. Aid with resolving UTC tailoring and tasking issues.
- 1.13.4. Oversee and provide support for readiness training IAW AFI 10-405, *Ready Airman Training*.
- 1.13.5. Review and certify the accuracy of the Enterprise Logistics Management System UTC requirements list prior to submitting the signed list to the Enterprise Logistics Management System Force System Management Manager for system updates IAW DAFMAN 23-300, *Materiel Management Procedures*.
- 1.13.6. Ensure operational contract support is properly coded IAW the Defense Federal Acquisition Regulation and Department of Defense Instruction (DoDI) 3020.41, *Operational Contract Support Outside United States*. **(T-0)**

1.14. Joint Bases.

- 1.14.1. Identify Joint Base Service roles and responsibilities using an Inter-Service or Joint Basing Memorandum of Agreement IAW Joint Base Operations Guidance and DoDI 4000.19, *Support Agreements*, and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*. **Note:** The memorandum of agreement will address deployment operations. **(T-0)**
- 1.14.2. The supporting (lead) Service component will develop and process the Joint Base Memorandum of Agreement IAW Joint Base Operations Guidance. **(T-0)**
- 1.14.3. The IDP will clearly state the roles and responsibilities, organizational relationships, and processes and procedures required to support deployment operations outlined in the memorandum of agreement. **(T-3)**

Section 1E—Installation Level Roles and Responsibilities

1.15. Installation Roles and Responsibilities.

- 1.15.1. Installation Commander. The installation commander will:
 - 1.15.1.1. Ensure their installation can support deployment operations. **(T-2)**
 - 1.15.1.2. Oversee all staff activities in support of deployment planning and execution. **(T-2)**
 - 1.15.1.3. Provide facilities, infrastructure, and manpower to installation deployment functions, and ensure they are organized, staffed, trained, and equipped for the installation's deployment requirements. **(T-3) Note:** The cargo deployment function and air passenger terminal are Aerial Port Squadron responsibilities at Air Mobility Command bases IAW DAFI 24-605 Volume 3, *Air Transportation Functions and Aerial Delivery Operations*.

- 1.15.1.3.1. Deployment Control Center (DCC).
- 1.15.1.3.2. Cargo Deployment Function (CDF).
- 1.15.1.3.3. Air Passenger Terminal (APT).
- 1.15.1.3.4. Personnel Deployment Function (PDF).
- 1.15.1.3.5. Installation Plans and Integration (P&I).
- 1.15.1.4. Appoint, in writing, the Installation Deployment Officer (IDO) and at least one alternate IDO.
 - 1.15.1.4.1. The appointed IDO will fill this position for a period of not less than 18 months (12 months at short tour locations). **(T-2)**
 - 1.15.1.4.2. The IDO will be a fully qualified Logistics Readiness Officer (021R3) or civilian equivalent (GS-0346). **(T-2)**
 - 1.15.1.4.3. At least one Assistant IDO will be a deployable military officer (021RX) when the IDO is a non-deployable civilian. **(T-1)**
- 1.15.1.5. Manage the installation's deployment operations. **(T-2)**
- 1.15.1.6. Establish, execute, and sustain the installation's Commanders Inspection Program IAW DAFI 90-302.
- 1.15.1.7. Approve and disapprove of all shortfalls IAW AFI 10-401. **Note:** Tenant wings and organizations will provide a courtesy copy of all shortfall transactions to the IDO and P&I when routed for approval outside the installation. **(T-2)**
- 1.15.1.8. Approve the IDP. **(T-1)**
- 1.15.1.9. Establish personnel notification procedures IAW AFI 10-401.
- 1.15.1.10. Establish an installation augmentation program to support deployment operations. **(T-2)** See Air Force Pamphlet 10-243, *Augmentation Duty*, for additional information.
- 1.15.1.11. Ensure units apply Risk Management and safety guidelines during all phases of deployment planning, training, and execution IAW DAFI 91-202, *Mishap Prevention Program*, and AFI 90-802, *Risk Management*.
- 1.15.1.12. Ensure unit commanders maintain individual medical readiness and deployment health requirements for their assigned personnel IAW AFI 10-250, *Individual Medical Readiness*, DAFI 41-106, *Medical Readiness Program*, DAFI 48-122, , and DAFI 36-3802.
- 1.15.1.13. Identify limiting factors and shortfalls that affect the deployment of assigned forces and report these to the AF Command for resolution. Include an assessment of available contracted support to mitigate limiting factors and shortfalls. **(T-2)**
- 1.15.1.14. Delegate appropriate system roles to key personnel supporting deployment operations (e.g., P&I Superintendent, IDO), when required. **(T-2)**

1.15.1.15. Ensure that all members know the fundamental precepts of the law of war and that all members have knowledge of the law commensurate with each individual's duties and responsibilities. **(T-0)**

1.15.1.16. Identify critical contract support that must continue during deployment or contingency operations. **(T-2)**

1.15.2. Installation Staff.

1.15.2.1. Inspector General. The Inspector General's office will develop, manage, and maintain the installation's readiness inspection program IAW DAFI 90-302.

1.15.2.2. Installation Plans. Installation planning offices will assist the IDO and P&I in determining worst-case scenario in support of operations, base support, and deployment planning. See [Para. 1.28.4.1](#) for further guidance.

1.15.2.3. Other Staff Offices. Staff offices (e.g., Command Post, Legal, Public Affairs, Chaplain) will provide support to the installation commander, unit commanders, the personnel deployment function, and deploying personnel IAW functional regulations and the installation deployment plan.

1.15.2.3.1. The legal office will support the installation commander in ensuring that all members know the fundamental precepts of the law of war and that all members have knowledge of the law commensurate with each individual's duties and responsibilities. Additionally, the legal office will provide support IAW functional regulations and the installation deployment plan.

1.15.3. Installation Plans and Integration Section (P&I) (or equivalent organization) will:

1.15.3.1. Publish an IDP, signed by Installation Commander, to identify installation-level roles, responsibilities, processes, and procedures (to include contracted workloads) to support Total Force host, joint, and any tenant units during contingency, exercise, and wartime deployment operations. **(T-3)**

1.15.3.2. Provide deployment process training to:

1.15.3.2.1. Commanders. **(T-3)**

1.15.3.2.2. Unit Deployment Managers (UDMs). UDM training will include all the elements of the UDM Air Force Job Qualification Standard (8U000).

1.15.3.2.3. Deployment workcenter personnel. **(T-3)**

1.15.3.2.4. Appointed project officers. **(T-3)**

1.15.3.3. Scrutinize, manage, and submit deployment shortfalls and unit identification code change requests IAW AFI 10-401.

1.15.3.4. Conduct deployment operations staff assistance visits as the IDO deems necessary or upon unit request. **(T-3)**

1.15.3.5. Manage the deployment work centers (e.g., DCC, PDF, and CDF). **(T-3)**

1.15.3.6. Brief reported deployment discrepancies and proposed corrective actions to the installation commander during Force Readiness and Generation Briefing (FRGB). **(T-2)**

1.15.3.7. Provide the UTA list and TPFDD to units IAW AFI 10-401.

1.15.3.8. Serve as the LOGMOD OPR. (T-1)

1.15.3.9. Conduct quarterly UDM meetings.

1.15.3.10. Address deployment guidance changes and other deployment related information. (T-3)

1.15.3.11. Publish and distribute UDM meeting minutes to document attendees, significant discussions, problem areas, and corrective actions. (T-3)

1.15.3.12. Provide a UDM listing to the medical treatment facility quarterly. (T-3)

1.16. Unit Commander (or equivalent). The unit commander will:

1.16.1. Appoint a primary UDM and alternate(s). (T-2) **Note:** P&I personnel will not be assigned as UDMs IAW AFI 36-2129. (T-1)

1.16.1.1. Provide a copy of the appointment letter to the host P&I office. (T-3) **Note:** Appointment letters will include name(s), rank(s), security clearance, unit, date estimated return from overseas (if established), and telephone numbers, to include office and home or cell phone numbers. (T-3)

1.16.1.2. Align the UDM position under the commander's support staff IAW Manpower Determinant 10S100, *Squadron Commander's Support Staff*, or as described in AFI 38-101. **Note:** Unit commanders are highly encouraged to use Air Force Specialty Code 8U000 to identify UDM positional requirements in their Unit Manning Documents.

1.16.1.3. UDMs will possess, as a minimum, a "Secret" security clearance. (T-1)

1.16.2. Upon assumption of command, review relevant readiness resources IAW AFI 10-401 and AFI 10-201.

1.16.3. Ensure all unit personnel and cargo are prepared to deploy IAW DAFI 24-605, Volume 3, *Air Transportation Functions and Aerial Delivery Operations*, DAFI 24-602, Volume 1, *Passenger Movement*, DAFI 24-602, Volume 2, *Cargo Movement*; AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, the IDP, and this instruction.

1.16.4. Ensure the UDM assigns personnel to a force generation phase IAW AFI 10-401 timelines. **Note:** Reserve components will determine and publish component specific policy. (T-1)

1.16.5. Receive deployment orientation briefing provided by the host P&I office IAW [para 2.11.1.2](#) within 90 days of assignment as a unit commander. (T-3)

1.16.6. Report readiness using systems and procedures outlined in AFI 10-201.

1.16.7. Ensure personnel complete all required RAT, Air Force Specialty Code-related, and deployment workcenter training IAW AFI 10-405, DAFMAN 36-2689, *Training Program*, AFI 10-401, AFI 24-605, and the IDP.

1.16.8. Forward deployment related deficiencies beyond the unit's ability to correct to the IDO and their higher headquarters for assistance and corrective actions.

1.16.9. Ensure deploying personnel, to include contractors, meet combatant commands tasking requirements and comply with theater business clearance regulations.

1.16.10. Submit deployment availability code updates to the Force Support Squadron (FSS) IAW AFI 10-401, DAFI 36-2110, *Total Force Assignments*, and other applicable guidance.

1.16.11. Appoint cargo couriers (e.g., classified, weapons) IAW DAFI 24-602, Volume 2. **Note:** Sufficient couriers should be appointed to meet unit cargo volume.

1.16.12. Ensure adequate numbers of personnel tasked to deploy are qualified in cargo preparation, documentation, pallet build-up, and hazardous cargo to support redeployment or onward movement requirements IAW AFI 24-605v2.

1.16.13. Appoint deployed equipment custodians IAW DAFMAN 23-300.

1.16.14. Ensure UDMs complete all required training IAW this instruction. **(T-2)**

1.16.15. Delegate application access to UDMs and other unit representatives to monitor and maintain unit deployment readiness. **(T-3)**

1.16.16. Ensure personnel subject to deploy have access to and become familiar with their personal preparedness and RAT requirements and complete the mandatory items of the e-DRC. **(T-2)**

1.16.17. Ensure assigned personnel meet individual medical readiness and pre- and post-deployment health requirements IAW AFI 10-250, *Individual Medical Readiness*, and DAFI 48-122, *Deployment Health*.

1.16.18. Provide functional area manager letters or guidance to the P&I office when functional area specific guidance is applicable. **(T-2)**

1.16.19. Provide deployment workcenter augmentees as directed in the IDP. **(T-3)**

1.16.20. Appoint unit cargo increment monitor(s) to manage a given set of cargo increments. The monitors will be trained on cargo and pallet buildup and increment documentation procedures. Monitors will ensure inputs and updates are provided to the UDM to update the LOGMOD database. **(T-3) Note:** UDMs will not be appointed as increment monitors. **(T-2)**

1.17. Logistics Readiness Squadron (LRS).

1.17.1. The LRS Commander (LRS/CC) will:

1.17.1.1. Provide LRS functional area representatives (e.g., transportation and materiel management) to deployment work centers.

1.17.1.2. Provide overall management including, but not limited to, secure storage, issue, receipt, and shelf-life control for those deployment bags under their control IAW DAFI 10-2501, *Emergency Management Program*, and DAFMAN 23-300.

1.17.1.3. Provide transportation resources to support deployment operations. **(T-3)**

1.17.1.4. Provide training to deploying equipment custodians IAW DAFMAN 23-300.

1.17.2. Deployment and Distribution Flight. The Deployment and Distribution Flight will:

1.17.2.1. Organize, staff, train, and lead the CDF and APT. **(T-2) Note:** The Aerial Port Squadron assumes these responsibilities when assigned to an installation.

1.17.2.2. Serve as focal point and provides transportation related training for the Cargo Movement Operations System (CMOS), Integrated Computerized Deployment System

(ICODES), Airlift Integrated Interface (A2I), and Global Air Transportation Execution System (GATES) IAW DAFI 24-605, Volume 3. **Note:** The Aerial Port Squadron assumes this role and responsibility when assigned to the installation.

1.17.2.3. Ensure sufficient certified load planners are available to support 24-hour contingency, exercise, and deployment operations IAW DAFI 24-605, Volume 1, *Air Transportation Organization and Structure*. **Note:** The Aerial Port Squadron assumes this role and responsibility when assigned to the installation.

1.17.2.4. Schedule transportation for deploying personnel from their home station to ports of embarkation or the forward operating site via the Traffic Management Office IAW AFI 10-401 and TPFDD. The Transportation Management Office will work directly with UDMs to secure travel IAW TPFDD movement. **(T-2)**

1.17.2.5. Manage the radio frequency identification tag program IAW DAFI 24-605, Volume 2, DAFI 24-602, Volume 2, *Cargo Movement*, and the IDP.

1.17.3. Materiel Management Flight. The Materiel Management Flight will:

1.17.3.1. Ensure Individual Personnel Equipment and Small Arms/Light Weapons are authorized, on-hand, and ready for deployment IAW DAFMAN 23-300.

1.17.3.2. Provide chemical, biological, radiological, and nuclear IPE to each Department of Defense contractor identified as emergency-essential in their contract and located in or deploying to high or medium threat areas in accordance DAFI 10-2501.

1.18. Force Support Squadron (FSS). The Force Support Squadron will:

1.18.1. Provide qualified and trained personnel and services required to support deployment work centers during deployment operations IAW the IDP (e.g., PDF and DCC). **(T-3)**

1.18.2. Provide IDP development assistance. **(T-3)**

1.18.3. Designate a representative to be a member of the Deployment Process Working Group (DPWG). **(T-3)**

1.18.4. Train and equip Personnel Support for Contingency Operations (PERSCO) team and manpower technicians IAW DAFI 36-3802 and relevant Manpower Services Delivery Guide. **Note:** FSS/FSOX/Installation Personnel Readiness/IPR personnel will not be assigned as PERSCO team members. **(T-3)**

1.18.5. Ensure personnel deploy using Contingency, Exercise, and Deployment orders IAW DAFI 36-3802.

1.18.6. Ensure units complete corrective action(s) for reported discrepancies. **Note:** If corrective action is not taken within 14 calendar days, the IDO will elevate uncorrected discrepancies to Air Force Personnel Center/DPMW and Command A1 and A4s for resolution. **(T-1)**

1.18.7. Process deployment availability code(s) updates in the Military Personnel Data System IAW DAFI 36-2110. **Note:** FSS IPR section will augment and support P&I IAW the IDP. **(T-3)**

1.18.8. Create execution levy file(s) used by the LOGMODIAW the IDP.

1.18.9. Provide support to deploying personnel and their families during all phases of deployments IAW DAFI 36-3009, *Military and Family Readiness Centers*. **Note:** The Military and Family Readiness Center will be included on deployment processing checklists.

1.18.10. Ensure contractors are registered in the Synchronized Pre-deployment and Operational Tracker IAW the Defense Federal Acquisition Regulation and DoDI 3020.41. **(T-0)**

1.19. Civil Engineer Squadron. The Civil Engineer Squadron will:

1.19.1. Implement the installation Emergency Management program IAW DAFI 10-2501.

1.19.2. Provide chemical, biological, radiological, and nuclear defense training to installation personnel IAW DAFI 10-2501 and AFI 10-405.

1.19.3. Ensure deployment work centers identified as mission essential facilities have backup power IAW AFMAN 32-1062, *Electrical Systems, Power Plants and Generators*.

1.19.4. Designate a representative to be a member of the DPWG. **(T-3)**

1.20. Communications Squadron. The Communications Squadron will:

1.20.1. Ensure all deployment work centers (host and tenant) receive network connectivity and support during pre-deployment, deployment, and redeployment activities. **(T-3)**

1.20.2. Designate a representative to be a member of the DPWG. **(T-3)**

1.20.3. Configure mobile radios to function at home station and forward operating sites. **(T-3)**

1.20.4. Support Secret Internet Protocol Router Network to Non-Classified Internet Protocol Router Network transfer of required data files in deployment and in-transit visibility systems to the maximum extent possible. **(T-3)**

1.21. Contracting Squadron. The Contracting Squadron (or equivalent organization) will:

1.21.1. Designate and train contingency contracting officers IAW AFI 64-102, *Installation Contracting* and DAFI 64-105, *Contingency Contracting Support*.

1.21.2. Support the deployment of contractors IAW DAFI 64-105.

1.21.2.1. Certify all deploying contractors processing actions are complete. **(T-1)**

1.21.2.2. Provide a certified (signed) letter of instruction to deploying contractors to: **(T-1)**

1.21.2.2.1. Ensure contractor accountability using the synchronized pre-deployment operational tracker IAW DoDI 3020.41. **(T-0)**

1.21.2.2.2. Ensure government-furnished equipment and services are provided to contractors. **(T-1)**

1.21.2.2.3. Verify medical and dental pre-deployment requirements completion for contractors. **(T-1)**

1.21.2.2.3.1. Medical treatment facilities will not process contractors for deployment unless the contract specifically states the DAF is responsible for providing medical services deploying contractors IAW DAFI 64-105.

1.21.2.2.3.2. Contractor letters of instruction will provide reimbursement

instructions for medical expenses incurred by the medical treatment facility IAW DAFI 64-105.

1.21.2.2.4. Verify RAT – (RAT) Category 1, 2, or 3 completion during an Airman's Reset, Prepare, and Certification phase **(T-1)**

1.21.2.2.5. Contractors must present their letters of authorization or identification to deploy via military airlift or Air Mobility Command contracted aircraft IAW DAFI 24-602, Volume 2.

1.22. Security Forces Squadron. The Security Forces Squadron will provide physical security, integrated defense, combat arms, law enforcement, antiterrorism, crime prevention, resources protection, weapons training and force protection training and support for deploying forces IAW DAFI 31-101, *Base Defense Operations*, DAFI 31-117, *Arming and Use of Force*, AFI 31-118, *Security Forces Standards and Procedures*, and DAFMAN 31-131, *Small Arms and Light Weapons Qualification Programs*.

1.23. Operations Group. The Operations Group will:

1.23.1. Ensure operation's group organizations maintain a state of deployment readiness. **(T-2)**

1.23.2. Designate a representative to be a member of the DPWG. **(T-3)**

1.23.3. Appoint project officers to represent group at planning and execution events. **(T-2)**

1.23.3.1. Project officers will notify P&I immediately upon appointment. **(T-2)**

1.23.3.2. Project officers will attend installation training provided by P&I. **(T-2)**

1.24. Maintenance Group. The Maintenance Group will:

1.24.1. Ensure maintenance group organizations maintain a state of deployment readiness. **(T-2)**

1.24.2. Designate a representative to be a member of the DPWG. **(T-3)**

1.24.3. Appoint project officers to represent group at planning and execution events. **(T-2)**

1.24.3.1. Project officers will notify P&I immediately upon appointment. **(T-2)**

1.24.3.2. Project officers will attend installation training provided by P&I. **(T-2)**

1.25. Medical Group, Medical Squadron and Medical Treatment Facility (MTF). The MDG/MTF will:

1.25.1. Provide pre- and post-deployment related medical services to deploying personnel (military and civilian) IAW DAFI 48-122 (e.g., medical, dental, health assessments, immunizations, mental health, labs, medications, health threat information, quantitative fit testing).

1.25.2. Provide medical representative to the installation Deployment Process Working Group. **(T-3)**

1.25.3. Ensure individual medical readiness status of installation units is monitored and discussed at least monthly with installation leadership IAW AFI 10-250 and DAFI 48-122.

1.25.4. Provide public health personnel to support the personnel deployment function IAW the installation deployment plan (IDP).

1.25.5. Perform medical intelligence functions in support of installation deployment operations IAW DAFI 41-106, *Medical Readiness Program*. **Note:** Applies to Air Reserve technicians at ground Reserve medical units and deployment health managers for Air National Guard medical units.

1.26. Comptroller Squadron. The Comptroller Squadron will:

1.26.1. Provide comptroller and financial management support for deployment operations IAW AFI 10-401.

1.26.2. Provide travel fund cites and certify orders IAW AFI 65-103, *Temporary Duty/Special Orders*.

1.26.3. Determine and certify funds availability IAW DAFI 65-601, Volume 1, *Budget Guidance and Procedures* and AFI 65-118, *Air Force Purchases Using Military Interdepartmental Purchase Requests (MIPRS)*.

1.26.4. Establish paying or disbursing agent offices at forward operating sites IAW DAFI 65-610, *Guidance for Expenditures at Deployed Locations*.

1.26.5. Provide financial management personnel to support the personnel deployment function IAW the IDP. **(T-3)**

1.26.6. Provide financial management training to deploying personnel IAW DAFI 36-3009.

1.26.7. Designate a representative to be a member of the DPWG. **(T-3)**

1.26.8. Coordinate with the Contracting Squadron for support to funding of deployment requirements, use of the Government Purchase Card, and potential establishment of a Field Ordering Officer program to enable rapid purchase capabilities. **(T-3)**

1.27. Units with Unique or Special Missions.

1.27.1. Office of Special Investigations regional detachments will be equipped and organized to deploy independently and do not normally require assistance from the installation's deployment work centers IAW AFI 71-101, Volume 4, *Counterintelligence*

1.27.2. This instruction is not applicable to special tactics, air support operations, and other AF units directly supporting, assigned to, or located on sister service installations.

Section 1F—Individual Roles and Responsibilities

1.28. Installation Deployment Officer (IDO). The IDO will:

1.28.1. Manage all aspects of deployment operations on behalf of the installation commander. **(T-1)**

1.28.2. Chair the semiannual Deployment Process Working Group (DPWG). **(T-3)**

1.28.3. Chair quarterly unit deployment manager meetings. **(T-3)**

1.28.4. Provide the FRGB to the installation commander, unit commanders, and key members of the deployment team approximately 90 days prior to the start of each force generation phase. (See [Attachment 5](#)). The FRGB should be at the SECRET level and will include:

1.28.4.1. Worst-Case Scenario. The worst-case scenario is based on the entirety of an installation's deployable commitment, as defined by the current year UTA listing, regardless of phase. **(T-1) Note:** WCS should include considerations of throughput and bed down of incoming forces, if applicable.

1.28.4.2. Maximum Simultaneous Deployment Capability. The Maximum Simultaneous Deployment Capability is the total capacity of the installation to deploy forces in a 24-hour period. Considerations of combined passenger and cargo processing requirements should be included in the development of Maximum Simultaneous Deployment Capability. The Maximum Simultaneous Deployment Capability should illustrate numbers by total capability and chalk capacities (e.g., 80 increments and 400 personnel total, 20 increments, and 100 personnel per chalk, up to 4 chawks every 24 hours). **(T-1)**

1.28.4.3. IDP updates and recommended revisions. **(T-3)**

1.28.4.4. Recent deployment training and exercise results to include those conducted IAW [para 1.28.8](#) of this instruction. **(T-1)**

1.28.4.5. Supported OPLANs, when available. **(T-3) Note:** Many OPLANs require Top Secret Sensitive Compartmentalized Information access. Installation commanders and unit commanders should maximize access for core deployment personnel (Logistics Planners, IDO, Air Staff, etc.) to ensure information availability and mission preparedness.

1.28.4.6. Limiting factors and shortfalls affecting expected installation deployment processes and requirements. **(T-2)**

1.28.4.7. Next two force generation phase deployment commitments. **(T-3)**

1.28.4.8. RAT completion rates IAW AFI 10-405 and provided by installation education and training management function.

1.28.4.9. Other readiness offices (Emergency Management, readiness reporting managers, Command Post) should be considered for inclusion as part of overall FRGB topics.

1.28.5. Collaborate with the medical treatment facility to ensure all UDMs are trained on individual medical readiness, deployment health assessment and deployment medical clearance requirements semi-annually and have access to the Aeromedical Services Information Management System IAW DAFI 48-122.

1.28.6. Ensure the installation uses available integrated deployment systems to support deployment operations IAW AFI 10-401.

1.28.7. Provide deployment training to senior staff, squadron commanders, and UDMs. **Note:** P&I maintains training documentation on behalf of the IDO. **(T-3) Training** will include:

1.28.7.1. Unit UTA information. **(T-3)**

1.28.7.2. Historical deployment commitments. **(T-3)**

1.28.7.3. Known challenges, limiting factors, and shortfalls. **(T-3)**

1.28.7.4. UDM performance assessments based on Air Force Job Qualification Standard 8U000. **(T-3)**

1.28.8. Conduct DCC training exercises for P&I and key deployment personnel assigned to the DCC, subordinate work centers. Exercises will be conducted in the first 90 days of every force generation cycle **(T-1)** **Note:** This requirement may be filled by using stand-alone, table-top exercises, installation exercises, Combat Readiness Exercise, /Combat Readiness Inspections IAW DAFI 90-302.

1.28.8.1. Provide after-action report to the AF CommandA4R (or equivalent). **Note:** Appropriate classification markings are required. **(T-2)**

1.28.8.2. The table-top training exercise should include:

1.28.8.2.1. Mission type order (Planning Order, Prepare To Deploy Order) and OPLAN analysis and validation.

1.28.8.2.2. Deployment Schedule of Events development.

1.28.8.2.3. DCC activation and recall procedures.

1.28.8.2.4. UTC tailoring and prioritization.

1.28.8.2.5. Multi-modal transportation and load plan development IAW LRS/Deployment and Distribution Flight.

1.28.8.3. Exercises should seek to produce documentation (e.g., placards, hazardous declaration forms, LOGMOD files) for retention and use in future exercises or real-world events.

1.28.8.4. Transportation request processes and procedures.

1.28.8.5. Higher Headquarters communications.

1.28.9. In conjunction with P&I and DAFMAN 23-300, calculate mobility bag and weapons requirements by identifying the single largest expected time of issue. This will be calculated by identifying the two largest, *consecutive* force generation phases in the UTA and, in addition, any units or personnel directed for full-time issue (e.g. Deployable Combat Wing, Air Task Force, etc.).

1.29. Unit Deployment Manager (UDM). The UDM will:

1.29.1. Act on behalf of the unit commander to ensure unit personnel and cargo are ready for deployment. **(T-3)**

1.29.2. Act as the unit's DPWG representative. **(T-3)**

1.29.3. Complete Air Force Job Qualification Standard (8U000) and AFFORGEN Connect training no later than twelve (12) months after appointment. **(T-1)** **Note:** Applies to both 8U000 and additional duty UDMs. P&I will facilitate completion of the Air force Job Qualification Standard and location or mission-specific training.

1.29.4. Ensure all unit personnel subject to deploy will:

1.29.4.1. Be assigned appropriate AEFI and personnel codes in Military Personnel Data System IAW AFI 10-401 and DAFI 36-3802.

- 1.29.4.1.1. Digitally sign the member's selection to fill a force generation position and associated readiness phase. **(T-2)**
- 1.29.4.1.2. Reserve components will determine and publish component-specific policy IAW AFI 10-401.
- 1.29.4.2. Complete the mandatory RAT during an Airman's assigned Reset, Prepare, and Certification phase. Validate AFDF or eDRC checklist items 1-5 and update items 6-12 within fifteen (15) days of assignment. **(T-1)**
- 1.29.5. Ensure unit staff members receive sufficient training in applicable deployment tools. **(T-1)**
- 1.29.6. Ensure all personnel tasked for deployment:
 - 1.29.6.1. Use directed preparedness tools. **(T-1)**
 - 1.29.6.2. Process for deployment using the Commander Dashboard. **(T-2)**
 - 1.29.6.2.1. In the event of online system interruption or network degradation prohibiting processing, recommend processing via AF Form 4005.
 - 1.29.6.3. Ensure deploying Airmen have all required hand-carried items in their possession. **(T-1)**
 - 1.29.6.4. In the event of short notice deployment (less than 15 days), UDMs will notify the gaining commander of known training or pre-deployment processing deficiencies IAW supported command guidance. **(T-1)**
- 1.29.7. Ensure unit personnel complete all mandatory RAT IAW AFI 10-405 and AFI 24-605 Volume.
- 1.29.8. Complete total force training IAW DAFMAN 36-2689.
- 1.29.9. Complete deployment workcenter training IAW this instruction (See [Attachment 3](#)) and the IDP. **(T-2)**
- 1.29.10. Ensure unit personnel complete medical readiness and deployment health requirements IAW AFI 10-250 and DAFI 48-122. UDMs frequently use the Aeromedical Services Information Management System (<https://imr.afms.mil/imr/loginunit.aspx>) to monitor and track unit member's medical clearance status until completion.
- 1.29.11. Execute and coordinate TPFDD requirements through P&I or DCC IAW AFI 10-401, this instruction, and the IDP.
- 1.29.12. Maintain UTCs (pilot or non-pilot) assigned to their unit per the UTA IAW DAFMAN 10-406.
- 1.29.13. Notify the IDO and their AF Commander AFIMSC functional area manager, if the unit cannot support a UTA-postured UTC due to insufficient personnel or equipment authorizations. **(T-1)**
- 1.29.14. Monitor personnel deployment readiness. **(T-1)**
- 1.29.15. Prepare hard copy deployment checklist for deploying personnel that cannot gain access to Commander Dashboard due to unique assignment, geographic location or limited network access. **(T-1)**

1.29.16. Maintain a UDM continuity book. **(T-2) Note:** Recommend maintaining a combination of hardcopy, electronic, or both, ensuring that all personally identifiable information is protected to the maximum extent possible and stored on a protected shared drive with limited access to personnel with a need to know. The continuity book should include as a minimum:

1.29.16.1. Copies of appointment letters (e.g., UDM, Cargo Increment Monitor, Cargo Couriers).

1.29.16.2. UDM training records.

1.29.16.3. UDM and DPWG meeting minutes.

1.29.16.4. UTC related information to include manning rosters and equipment products (e.g., placards, hazardous declaration forms s)

1.29.16.5. Copies of the Unit Manpower Document and Unit Manpower Personnel Roster.

1.29.16.6. IDP and any other installation or unit deployment operating instructions.

1.29.16.7. Deployment checklists.

1.29.16.8. Applicable self-assessment communicator checklists.

1.29.16.9. Lessons learned.

1.29.16.10. Training slides.

1.29.16.11. Recall rosters.

1.29.16.12. Approved deployment waivers.

1.29.17. Provide required information to Public Health or Force Health Management as “Controlled Unclassified Information” information using an encrypted, official, non-secure internet protocol router network email, official memo, or the Aeromedical Services Information Management System IAW CJCSM 3122.05. **(T-0)**

1.29.18. After the installation receives notification of unit personnel tasking, ensure IPR updates names into DCAPES IAW AFI 10-401, AFFORGEN Support Plan, and IDP.

1.29.19. Perform personnel preparedness functions as described in [paragraph 2.9](#).

Chapter 2

PRE-DEPLOYMENT

Section 2A—Overview

2.1. General. The AF supports combatant commanders using a combination of assigned and allocated forces, pre-positioned materiel, commercial support, and host nation support. This chapter describes pre-deployment planning and preparations required to ensure an installation's readiness to deploy and rapidly transition to combat operations upon arrival at destination. **Note:** AFI 10-401 and the AFFORGEN Support Plan are the primary AF source publications for AF operations planning and execution policy and guidance.

2.1.1. Installation P&I will conduct ongoing planning activities for potential scenarios to ensure baseline readiness status and provide training and exercise inputs to test and refine plans. **(T-1)**

2.1.2. The installation P&I will develop base plans, branch plans, and adaptive planning processes to ensure rapid responsiveness to mission requirements both at home station and in deployed, operational environments. **(T-1)** Plans should rely heavily on guidance in JP 4-0, *Joint Logistics* and JP 5-0.

2.1.3. Installation P&I will serve as the OPR and lead planning conferences and events for generation of forces, deployment, sustainment, and redeployment operations. Conferences and events will include project officers, key stakeholders, and functional areas with mission equities. **(T-1)**

2.1.4. Installation P&I will attend externally hosted planning conferences for exercises and events. **(T-2)**

Section 2B—Deployment Planning and Execution Systems

2.2. Deployment Planning and Execution Systems. The systems referenced in this section support some aspects of the deployment process.

2.2.1. Joint Operations Planning and Execution System. The Joint Operations Planning and Execution System is the Department of Defense (DoD) directed single, integrated joint command and control system for conventional operation planning and execution that includes policies, procedures, reporting structures, and personnel, supported by the command, control, communications, computers and intelligence systems. (CJCSM 3122.05)

2.2.2. Deliberate and Crisis Action Planning and Execution System (DCAPES). AF operations and execution planning system that interfaces with Joint Operations Planning and Execution System. DCAPES provides standard data files, formats, application programs, and management procedures for AF unique force planning, sourcing equipment and personnel requirements, transportation feasibility estimation, civil engineering support, and medical planning. (See **AFI 10-401** for additional information)

2.2.3. Logistics Module (LOGMOD). LOGMOD is a web-based logistics program used to manage and maintain deploying UTC equipment and personnel data and movement scheduling.

2.2.3.1. If LOGMOD is unavailable during deployment operations, units will use non-automated AF forms to distribute deployment operations related information. **(T-1) Note:** Prescribed forms are available on the AF e-Publishing website and copies should be readily available during internet outage.

2.2.3.1.1. AF Form 2511, *Deployment Schedule of Events – Cargo*.

2.2.3.1.2. AF Form 2511A, *Deployment Schedule of Events – Personnel*.

2.2.3.1.3. AF Form 2512, *Deployment Schedule of Events – Loading Schedule*.

2.2.3.1.4. AF Form 2518, *Deployment Packing List*.

2.2.3.1.5. AF Form 4005, *Individual Deployment Requirements Checklist*.

2.2.3.1.6. AF Form 4006, *Unit Deployment Shortfalls/Reclama*

2.2.4. Cargo Movement Operations System (CMOS). AF system of record for creating and managing wing-level transportation related deployment data (e.g., movement documentation, bar coding, in transit visibility).

2.2.5. Integrated Computerized Deployment System (ICODES). The Integrated Computerized Deployment System is the DoD web-based system of record for completing computerized load plans. **Note:** Defense Department (DD) Form 2130 series (aircraft load plans) and AF Form 4080, *Load/Sequence Breakdown Worksheet*, are the approved forms for completing manual load plans and maintaining qualifications.

2.2.6. Airlift Integrated Interface. A2I supports the push-pull Integrated Computerized Deployment System interface, allowing for streamlined submission of Special Assignment Airlift Mission options, Integrated Computerized Deployment System aircraft load plans, and hazardous diplomatic clearance documentation.

2.2.7. Global Air Transportation Execution System. The Global Air Transportation Execution System is the real-time system that supports fixed, deployed, and mobile sites.

2.2.8. Integrated Data Environment and Global Transportation Network Convergence system. The Integrated Data Environment Global Transportation Network Convergence is an automated transportation command and control system that provides an integrated in-transit visibility information.

2.2.9. Single Mobility System. The Single Mobility System 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.

2.2.10. Military Personnel Data System. The Military Personnel Data System maintains all AF personnel records and interfaces with DCAPEs to provide personnel information required to support operations planning and execution IAW DAFI 36-2608, *Military Personnel Records System*.

2.2.11. Synchronized Pre-deployment and Operational Tracker. A web-based database, for contractor personnel accountability in contingency operations. **Note:** The Synchronized Pre-deployment and Operational Tracker does not substitute for inclusion and visibility of contractor personnel in UTCs or TPFDDs. (DoDI 3020.41)

Section 2C—Pre-Deployment Planning

2.3. UTC Availability (UTA) Library.

2.3.1. The UTA library is the AF's total postured capability by UTC IAW AFI 10-401. It identifies the installation's UTCs in combination with Unit Identification Codrs. **Note:** Multiple instances of a UTC have different Availability Line Numbers.

2.3.2. AF Command, AFIMSC Functional Area Managers, or UTA Change Facilitators will:

2.3.2.1. Posture Unit Identification Codes and their UTCs to specific AF UTA libraries along with their supporting UTCs.

2.3.2.2. Ensure component command TPFDD UTCs match the installation's UTA.

2.3.2.3. Update the UTA annually.

2.3.3. Semiannually, or upon receipt of a new or revised UTA, the IDO, through P&I, will:

2.3.3.1. Convene the DPWG (para 2.6) to identify deployment planning and execution changes, if required. **(T-2)**

2.3.3.2. Create and maintain a unique LOGPLAN Plan Identification (PID) for the installation's UTA. **(T-1) Note:** Follow applicable Security Classification Guidance for use of PIDs in Unclassified systems.

2.3.3.3. Provide the calculated MOBAG and Weapons requirements ([para. 1.28.9](#)) to the LRS/Equipment Accountability Element and Munitions Squadron Munitions Accountable Systems Officer to recalculate individual personnel requirements (e.g., IPE, weapons, ammunition). **(T-1)**

2.3.3.3.1. Calculations cover the expected number of requirements on planned availability schedules and account for the overlap between *consecutive* phases. Do not include non-deploying forces (e.g., Employed-In-Place, excepted forces, etc.).

2.3.3.3.2. Calculate all combinations of *consecutive* phases and provide largest combined total. **(T-1)**

2.3.4. Unit commanders and UDMs will ensure functional area managers posture manpower authorizations in standard UTCs IAW AFI 10-401.

2.3.5. Commanders and UDMs will not assign personnel to more than one UTC record IAW AFI 10-401.

2.3.6. AF Commands and air component command will posture pre-positioned War Reserve Materiel UTCs on the UTA IAW DAFI 25-101 and AFI 10-401.

2.3.7. Mal-positioned WRM movement requirements will be maintained in LOGMOD. **(T-1)**

Section 2D—Installation Deployment Plan

2.4. Installation Deployment Plan (IDP). The IDP will:

2.4.1. Define and document the installation's deployment roles, responsibilities, processes, procedures, infrastructure, and resources used to deploy forces. **(T-1)**

2.4.2. Apply to all assigned, attached, and tenant units (i.e., all units with potential to deploy from the installation). (T-1)

2.4.3. Integrate guidance from multiple AF instructions to address all deployment roles, responsibilities, processes and procedures. (T-1)

2.4.4. The Plans and Integration (P&I) office will analyze all applicable planning documents to ensure the IDP addresses the installation's full range of military operations. (T-1)

2.4.5. At a minimum, the IDP will address the following areas:

2.4.5.1. Installation roles and responsibilities. (T-1)

2.4.5.2. Deployment processes and procedures. (T-1)

2.4.5.3. Work centers and facilities (e.g., DCC, PDF, CDF). (T-1) **Note:** [Attachment 2](#) provides recommended deployment workcenter checklists.

2.4.5.4. Unit personnel and equipment assembly and processing areas. (T-1)

2.4.5.5. Weapons and ground safety. (T-1)

2.4.5.6. Training requirements. (T-1)

2.4.5.7. Individual personnel equipment, deployment bags, weapons, and ammunition. (T-1)

2.4.5.8. Deployment planning and execution systems. (T-1)

2.4.5.9. Host Nation Support for installations outside the United States. (T-1)

2.4.5.10. Deployment workcenter augmentation program. (T-1)

2.4.6. Undergo review every two years. (T-1)

2.4.7. Installations will revise the IDP after any of the following events:

2.4.7.1. Activation of a new unit with a deployment commitment. (T-1)

2.4.7.2. A major change in manpower or equipment authorizations (>10%). (T-1)

2.4.7.3. A unit move or mission design system change by a tenant or subordinate unit. (T-1)

2.4.7.4. Receipt of newly published deployment guidance or changes from AF/A4L. (T-1)

2.4.7.5. A significant change to the installation's deployment processes or procedures. (T-1)

2.5. Deployment Process Working Group.

2.5.1. The DPWG will address all facets of the installation's deployment planning and execution (e.g., roles, responsibilities, processes, procedures, training, manning, and readiness). (T-1)

2.5.2. Meets in the first 90 days of a force generation phase and prior to Force Readiness and Generation Brief (FRGB). (T-1)

2.5.3. Chaired by the IDO. (T-1)

2.5.4. Mandatory members (or equivalent functions):

2.5.4.1. Installation Plans and Integration. **(T-1)**

2.5.4.2. Unit Deployment Managers (UDM). **(T-1)**

2.5.4.3. Logistics Readiness Squadron (LRS):

2.5.4.3.1. Deployment and Distribution Flight. **(T-1)**

2.5.4.3.2. Air Transportation Function. **(T-1)**

2.5.4.3.3. Traffic Management Office Operations. **(T-1)**

2.5.4.4. Force Support Squadron:

2.5.4.4.1. Readiness and Plans Section. **(T-1)**

2.5.4.4.2. Manpower and Personnel Flight. **(T-1)**

2.5.4.4.3. Installation Personnel Readiness. **(T-1)**

2.5.4.5. Wing Plans (or equivalent organization). **(T-1)**

2.5.4.6. Aerial Port Squadron (Air Mobility Command units only). **(T-1)**

2.5.4.7. Public Health representative. **(T-1)**

2.5.4.8. Contracting Squadron representative. **(T-1)**

2.5.4.9. Comptroller Squadron representative. **(T-1)**

2.5.4.10. Additional representatives (as required). **(T-1)**

2.5.4.11. P&I will act as the DPWG secretariat and publishes meeting minutes with a list of attendees present, discussions, and action items. **(T-1)**

Section 2E—Readiness Reporting

2.6. Defense Readiness Reporting System.

2.6.1. Secretary of Defense mandated system of record for measuring force readiness IAW AFI 10-201.

2.6.2. Interfaces with DoD and Service-specific authoritative data systems to establish a capabilities-based, adaptive, near real-time readiness reporting system.

2.7. DCAPES UTC Planning Evaluations.

2.7.1. Reports the availability (Yes or No) of all Total Force AF units' postured UTCs IAW AFI 10-201 and AFI 10-401.

2.7.2. Unit commanders will appoint readiness OPRs IAW AFI 10-201.

Section 2F—Personnel Preparedness

2.8. Personnel Preparedness.

2.8.1. P&I will use the UTC's deployment echelon and UTC increment prioritization to build contingency and wartime Deployment Schedule of Events. **(T-2)**

2.8.2. Civilian personnel postured to deploy must meet all the deployment training requirements established by their military counterparts IAW DAFI 36-129, *Civilian Personnel Management and Administration*.

2.8.3. The Force Support Squadron/Installation Personnel Readiness (FSS/IPR) will:

2.8.3.1. Provide missing force generation indicator reports to UDMs monthly. **(T-1)**

2.9. P&IP & Individual Preparedness.

2.9.1. All uniformed personnel subject to deploy (Total Force) will:

2.9.1.1. Review their AFDF and eDRC checklists and update their personal information, as required. **(T-1)**

2.9.1.2. Complete the mandatory AFDF and eDRC items. **(T-1)**

2.9.1.3. Upload supporting documents to their AFDF and eDRC . **(T-1)**

2.9.1.4. Complete AFDF and eDRC to acknowledge their selection for deployment position. **(T-1)**

2.9.1.5. Civilian deployers will create and deploy with hard copy deployment checklists. **(T-1)**

2.9.2. Personnel assigned to institutional forces will complete the “Mandatory Items” of the e-DRC but are otherwise exempt from maintaining an AFDF and e-DRC unless tasked to deploy. **(T-1)**

2.9.3. General officers and personnel assigned outside the Air Force are exempt from AFDF and e-DRC requirements unless tasked to deploy. **(T-1)**

2.9.4. All personnel tasked to deploy (regardless of posturing status) will complete all pre-deployment AFDF and eDRC requirements not later than fifteen (15) days prior to their scheduled available to load date. **(T-1)**

2.9.5. General Preparedness Actions.

2.9.5.1. Be physically fit IAW DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*.

2.9.5.2. Possess a valid identification card IAW DAFI 36-3026, Volume 1_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, or DAFI 36-3026, Volume 2, *Common Access Card (CAC)*.

2.9.5.3. Deploy with identification tags IAW DAFI 36-3802. **Note:** Personnel with documented medical conditions also deploy with red medical alert identification tags

2.9.5.4. Update their Virtual Record of Emergency Data in virtual Military Personnel Flight annually or manual Defense Department Form 93, *Record of Emergency Data*, if Virtual Record of Emergency Data not available IAW DAFI 36-3002, *Casualty Services*.

2.9.5.5. Deploying DoD Civilians update their personnel information via MyBiz and provide a printed copy of their Emergency Contact Receipt to their UDM IAW DAFI 36-129. **Note:** Deploying civilians will hand carry a copy of their Emergency Contact Receipt, if it is required for in-processing at the forward operating site. **(T-1)**

2.9.5.6. Quantitative fit testing is accomplished IAW AFI 48-137, *Respiratory Protection Program*. UDMs will document quantitative fit testing completion in the AFDF and eDRC and post document in AFDF.

2.9.5.7. Complete personal and family readiness briefings IAW DAFI 36-3009.

2.9.5.8. Possess a valid government motor vehicle license IAW AFI 24-301, *Ground Transportation*, if their duties require them to operate a vehicle.

2.9.5.9. Properly complete wills, power-of-attorney, and family readiness matters IAW AFI 51-304, *Legal Assistance, Notary, Preventive Law, and Tax Programs*.

2.9.5.10. Complete DAF Form 357, *Family Care Certification*, for military married to military with dependents and military single parents IAW DoDI 1342.19_AFI 36-2908, *Family Care Plans*.

2.9.5.11. Deploy with sufficient personal hygiene and items that may not be available at austere forward operating sites (e.g., extra glasses, protective mask inserts, contact lens solutions) for the projected duration of the deployment. **(T-1)**

2.9.5.12. Have a valid security clearance, common access card, passport, and visa IAW the DoD Foreign Clearance Guide and Combatant Commander Reporting Instructions. **(T-0)**

2.9.5.13. Commanders will establish guidelines and controls to ensure the safeguarding, maintenance, use, access, and disclosure of Privacy Act information IAW AFI 33-332, AFI 41-200, and CUI information IAW DoDI 5200.48. The following documents are protected by the Privacy Act and will not be uploaded to the individual's Commander Dashboard or physically maintained by their UDM.

2.9.5.13.1. Servicemembers Group Life Insurance. If required by supported combatant command reporting instructions, a memorandum from the deploying member indicating the member has accepted coverage under Servicemembers Group Life Insurance and a current copy of the Service members' Group Life Insurance Election and Certificate.

2.9.5.13.2. DD Form 2766, *Total Force Health Readiness Flowsheet*.

2.9.5.13.3. DD Form 2766C, *Vaccine Administration Record*.

2.9.5.13.4. DD Form 2795, *Pre-Deployment Health Assessment*.

2.9.5.13.5. DAF Form 357, *Family Care Certification*.

2.9.5.14. Complete basic marksmanship training IAW DAFMAN 31-131V1, *Security Forces Standards and Procedures*.

2.9.6. Receive law of war training commensurate with their deployed duties and responsibilities. **(T-1)**

2.10. Medical Requirements.

2.10.1. Unit commanders ensure deploying personnel (military, civilian, and contractor) complete all pre-deployment medical requirements IAW DAFI 48-122.

2.10.2. Force Health Protection Prescription Products (e.g., atropine and 2-Pam chloride auto-injectors, certain antimicrobials, anti-malarials, and pyridostigmine bromide tabs) are managed IAW AFI 44-102, *Medical Care Management*. **Note:** Force Health Protection Prescription Product requirements must be on Contingency, Exercise, and Deployment orders for deploying member IAW AFI 44-102.

Section 2G—Training

2.11. Training Requirements.

2.11.1. P&I will:

2.11.1.1. Establish a local deployment training and education program for UDMs and workcenter augmentees (includes tenants and geographically separated units). **(T-1)**

2.11.1.2. Provide initial orientation training to new commanders and senior leaders upon their assignment. **(T-1)** This orientation should be incorporated into installation Commander's orientation programs whenever possible. At a minimum, the orientation training will include the following:

2.11.1.2.1. Unit roles and responsibilities. **(T-1)**

2.11.1.2.2. Lines of authority and chain of command. **(T-1)**

2.11.1.2.3. Unit status information. **Note:** Unit information may be provided as a fact sheet or smart card to allow briefing of multiple commanders simultaneously. **(T-1)**

2.11.1.2.3.1. Historical deployment commitments. **(T-1)**

2.11.1.2.3.2. Ongoing successes and challenges. **(T-1)**

2.11.1.2.3.3. Unit posturing (UTA review). **(T-1)**

2.11.1.2.3.4. Deployment discrepancies. **(T-1)**

2.11.1.2.4. Force presentation and generation processes and procedures. **(T-1)**

2.11.1.2.4.1. Shortfall procedures. **(T-1)**

2.11.1.2.4.2. Name in system timelines. **(T-1)**

2.11.1.2.4.3. Waiver requirements and procedures include common COCOM policies. **(T-1)**

2.11.1.2.5. UTC Management. **(T-1)**

2.11.1.2.6. Deployment Planning and Execution Systems. **(T-1)**

2.11.1.3. Manage deployment workcenter education and training requirements (See [Attachment 3](#)). **(T-1)**

2.11.1.4. Ensure organizations maintain workcenter training documentation. **(T-1)**

2.11.1.5. Maintain deployment workcenter training metrics and provide statistics during the FRGB. At a minimum, the update will include:

2.11.1.5.1. Type and number of classes conducted. **(T-1)**

- 2.11.1.5.2. Number of personnel scheduled and trained. **(T-1)**
- 2.11.1.5.3. Number of no-shows (by organization). **(T-1)**
- 2.11.2. The FSS/IPR will:
 - 2.11.2.1. Via the UDM and Unit Training Manager, ensure subject to or tasked to deploy personnel complete Ready Airman Training (RAT) IAW AFI 10-405.
 - 2.11.2.2. Training will be documented in the e-DRC or authorized AF systems of record. **(T-1)**
 - 2.11.2.3. Verify personnel e-DRC completion. **(T-1)**

Section 2H—Materiel Preparedness

2.12. Materiel Preparedness. This section addresses pre-deployment materiel management activities associated with maintaining equipment in a ready; or near ready, to deploy state (e.g., equipment, individual protective equipment). **Note:** Detailed guidance for using integrated deployment systems, processes, and procedures described in this section are available in functional area publications.

- 2.12.1. The Enterprise Logistics Management System ; through its Force System Management module, is the accountable property system of record for general support equipment. **Note:** Enterprise Logistics Management System equipment UTC requirements take precedence when mismatches between the Force Management System module and the UTC logistics detail. (See **DAFMAN 23-300** for additional information.)
- 2.12.2. The Enterprise Logistics Management System Force System Management Module processes equipment authorization change requests and provides an authorized equipment list to UDMs for validation and certification during biennial UTC reviews IAW DAFMAN 10-406 and DAFMAN 23-300.
- 2.12.3. Installations will use the Logistics Force Packaging Subsystem (LOGFOR) to collect and store pilot unit UTC logistics detail data.
- 2.12.4. P&I will tailor standard UTCs in LOGPLAN IAW DAFMAN 10-406. UTCs will be tailored if:
 - 2.12.4.1. Directed in writing by the MAJCOM functional area manager. **(T-1)**
 - 2.12.4.2. Required to support an approved planning document (e.g., OPLAN, TPFDD, mission type order). **(T-1)**
 - 2.12.4.3. Alternative War Reserve Materiel UTCs or materiel may be available or pre-positioned at the forward operating site (e.g., War Reserve Materiel, Operational Contract Support, host nation support). **(T-1)** **Note:** Standard mobility UTCs will be tailored to offset prepositioned materiel in support of a unit's wartime activities. Organic materiel (e.g., toolboxes, safety equipment, servicing products) should not be tailored out of standard mobility UTCs and will be deployed with the unit. **(T-2)**
 - 2.12.4.4. Tailoring should not change the capability described in UTCs Mission Capability Statement.
 - 2.12.4.5. Do not add equipment items to LOGPLAN unless:

- 2.12.4.5.1. The item was added to the standard UTC.
- 2.12.4.5.2. The change is reflected in an approved authorization ID standard IAW DAFMAN 23-300.
- 2.12.4.5.3. It is Civil Engineering equipment identified on the Equipment and Supply List or the applicable authorization ID IAW DAFMAN 23-300.
- 2.12.4.6. The LRS/Equipment Accountability Element will ensure mobility equipment details are annotated as readiness code “A” assets IAW DAFMAN 23-300.
- 2.12.4.7. Non-equipment items may be added to LOGPLAN UTCs.
- 2.12.4.8. Tailoring will not be approved if it causes the gross movement weight of the UTC to exceed the standard LOGFOR UTC weight IAW the DAFI 24-602, Volume 2.
- 2.12.4.9. Units may add bulk shipped small arms, ammunition, deployment bags and expendables to LOGPLAN UTCs.
- 2.12.4.10. UDMs document and provide revised documentation to P&I when LOGPLAN UTCs are tailored. **(T-1)**
- 2.12.5. P&I will:
 - 2.12.5.1. Compare the UTA UTC list to OPLAN TPFDD UTCs to ensure all OPLAN tasked UTCs are on the installation’s UTA semi-annually. In the event there is a mismatch, the P&I will contact their command or AFIMSC functional area manager for resolution. **(T-1)**
 - 2.12.5.2. Ensure all LOGPLAN UTCs’ priorities support the OPLAN required delivery dates and the deploying organization’s concept of operations at the forward operating site. **(T-1)**
 - 2.12.5.3. Maintain a locally developed pseudo-PID listing for use in LOGMOD when OPLAN PIDs are classified beyond LOGMOD system approval. Listing will be secured at highest PID’s classification level. **(T-1)**
- 2.12.6. Cargo Prioritization. Cargo prioritization will be accomplished using:
 - 2.12.6.1. Deployment echelon codes.
 - 2.12.6.2. Movement priority fields. There are two movement prioritization methods:
 - 2.12.6.2.1. “By UTC” refers to deploying complete UTCs based on the TPFDD’s required delivery date.
 - 2.12.6.2.2. “Within UTC” refers to deploying UTCs by prioritizing the increments within the UTC(s).
- 2.12.7. Cargo Movement.
 - 2.12.7.1. The Integrated Data Environment Global Transportation Network is the DoD system of record for in transit visibility data.
 - 2.12.7.2. P&I or the DCC will use a LOGMOD file transfer to consolidate and pass deploying unit personnel and cargo data from LOGMOD to CMOS or GATES. Note: If

CMOS or GATES are unavailable during deployment operations, units should use the following non-automated AF forms:

- 2.12.7.2.1. DD Form 2131, *Passenger Manifest*.
- 2.12.7.2.2. DD Form 2133, *Joint Airlift Inspection Record*.
- 2.12.7.2.3. DD Form 1384, *Transportation Control and Movement Document*.
- 2.12.7.3. The Integrated Computerized Deployment System (ICODES).
 - 2.12.7.3.1. The DoD web-based system of record for computerized load planning IAW DAFI 24-605, Volume 3.
 - 2.12.7.3.2. If neither CMOS nor GATES are available during deployment operations, units use non-automated DAF forms to distribute deployment operations related transportation information prescribed by the DAFI 24-605, Volume 2.
 - 2.12.7.3.3. Preparation of pre-planned load plans is mandatory to expedite initial deployment operations. **(T-1)** Pre-planned load plans will:
 - 2.12.7.3.3.1. Use C-17s as the standard planning aircraft. **(T-1)**
 - 2.12.7.3.3.2. Use LOGPLAN UTC and increment priorities. **(T-1)**
 - 2.12.7.3.3.3. Installation P&I will not produce pre-load plans. Pre-load plans will be produced IAW DTR Part III. **(T-0)**

2.13. Deployable Containers.

- 2.13.1. 463L pallets are the mandatory, standard container for developing standard LOGFOR UTCs IAW DAFMAN 10-406. **Exception:** Basic Expeditionary Airfield Resources UTCs may deviate from this requirement IAW DAFI 25-101.
- 2.13.2. Internal Airlift and Helicopter Slingable-Container Units, Cadillac Bins, Brooks & Perkins containers, and married pallets used for LOGPLAN UTCs, will not exceed the weight of the approved standard UTC IAW DAFMAN 10-406.
- 2.13.3. Air Mobility Command provides 463L pallets to units to meet mission requirements. **Note:** Units are required to purchase 463L accessories (e.g., nets, tie-downs, connectors, dunnage, shoring) and non-standard containers.
- 2.13.4. Units that use organic airlift may purchase and use custom containers will maintain 463L pallets and nets to deploy their cargo in the event non-organic airlift is used. **(T-1)**
- 2.13.5. Unit pallet and net managers will monitor, inspect, and report operational pallet and net assets IAW the DAFI 24-605, Volume 2.

2.14. Individual Protective Equipment.

- 2.14.1. P&I will provide planned deployment personnel protective equipment requirements to LRS/Equipment Accountability Element. **(T-1)**
- 2.14.2. The LRS/Equipment Accountability Element, in coordination with the Civil Engineer Squadron/Readiness and Emergency Management, calculates IPE (e.g., deployment bags, individual body armor, advanced combat helmet, and individual first aid kit) requirements and authorizations IAW DAFI 10-2501 and DAFMAN 23-300.

2.15. Weapons and Ammunition.

2.15.1. P&I will provide planned deployment commitment IAW **para 1.28.9** of this instruction to LRS/Equipment Accountability Element or MASO, when requested. (T-1)

2.15.2. The LRS/Equipment Accountability Element section uses the calculation and applicable allowance standards to determine weapons authorizations IAW DAFMAN 23-300.

2.15.3. P&I, in coordination with the MASO, uses DAFMAN 21-201, *Munitions Management*, to determine the ammunition authorizations for deploying personnel. **Note:** Deploying personnel will only deploy with weapons that have received a law of war weapons legal review IAW AFI 51-401, The Law of War. **(T-0)**

Chapter 3

DEPLOYMENT OPERATIONS

Section 3A—General

3.1. Overview. This chapter focuses on installation level deployment operations, roles, and responsibilities required to deploy personnel and cargo from an installation. **Note:** Global force management and operations planning and execution guidance, processes, and procedures are described in AFI 10-401 and the AFFORGEN Support Plan.

Section 3B—Deployment Taskings.

3.2. Deployment Taskings.

3.2.1. Several types of mission type orders are used to direct preparations, planning, deployment, and execution of plans in response to crises or contingencies. (See JP 5-0, *Joint Planning*, and AFI 10-401 for additional information.)

3.2.1.1. AFPC/DPMW will oversee the sourcing and tasking processes for rotational taskings IAW AFI 10-401 and the AFFORGEN Support Plan.

3.2.1.2. Upon receipt of an execute or prepare to deploy order, the IDO will activate the appropriate deployment work centers and notify tasked units. **(T-3)**

3.2.2. The IDO should host a preliminary deployment meeting to:

3.2.2.1. Review the order(s).

3.2.2.2. Prioritize tasked UTCs.

3.2.2.3. Identify limiting factors and shortfalls.

3.2.2.4. Establish a concept of operations and logistics support (if enough detail is available).

3.2.2.5. Recommended attendees:

3.2.2.5.1. IDO.

3.2.2.5.2. P&I representative.

3.2.2.5.3. FSS/IPR representative.

3.2.2.5.4. Manpower and Personnel Flight representative.

3.2.2.5.5. LRS (Materiel Management) representative.

3.2.2.5.6. LRS (Transportation) representative.

3.2.2.5.7. Tasked UTC UDMs.

3.2.3. The IDO will provide a concept brief within 4 hours of appropriate order receipt to senior leadership, unit commanders, workcenter supervisors, and UDMs. **(T- 3).** (See [Attachment 4](#))

3.3. DCAPES and LOGMOD Import and Export Files.

3.3.1. The DCAPES User's Manual provides descriptions and instructions for importing and exporting deployment data files to facilitate deployment operations. Use of deployment data files will be directed by the IDO. **(T-3)**

3.3.2. Do not create DCAPES or LOGMOD import or export files until the combatant command executes the unit line number IAW DAFMAN 10-406.

3.3.2.1. Tasked unit line numbers are classified IAW the combatant commands OPLAN's security classification instructions and CJCSM 3122.05. **(T-0)**

3.3.2.2. A unit line number is "executed" when the combatant command's unit line number validation block is date stamped IAW AFI 10-401.

Section 3C—Deployment Schedule of Events

3.4. Deployment Schedule of Events.

3.4.1. Installations, through the P&I or the DCC, will create a schedule of events to ensure deploying units and individuals complete all required actions prior to departing home station. (See [Table 3.1](#) for DSOE events) **(T-1)**

3.4.2. The IDP will include processes and procedures for developing, publishing, and distributing the deployment schedule of events for personnel and cargo for deployment. **(T-3)**

3.4.3. The IDO will determine which workcenter and identify the methodology used to schedule deployment events. **(T-3)**

3.4.4. For rotational deployments, the DCC or P&I will identify, schedule, and coordinate deployment events and appointments with the UDM and deploying personnel. **(T-3)**

3.4.5. When activated, the DCC will develop, publish, and distribute a LOGMOD Deployment Schedule of Events for deployment operations. **(T-3)**

3.4.5.1. The DCC will use the following standard events to create the Deployment Schedule of Events to the maximum extent possible. **(T-1) Note:** Tailor the Deployment Schedule of Events to reflect the installations unique scheduling events, as required.

Table 3.1. Standard Deployment Schedule of Events.

Cargo Related Events	Personnel Related Events
Cargo Unit Assembly Complete	Personnel Unit Assembly Complete
Cargo In-check Start	Personnel Deployment Bags Start
Cargo In-check Complete	Personnel Deployment Bags Complete
Cargo Joint Inspection Start	Personnel Process Start
Cargo Joint Inspection Complete	Personnel Process Complete
Cargo Manifest Complete	Personnel Orders Complete
Cargo QC Complete	Personnel Manifest Complete

Cargo Aircraft Commander's Package Complete	Baggage Load Start
Cargo Load Start	Baggage Load Complete
Cargo Load Complete	Personnel Load Start
Transmit Manifest to Global Air Transportation Execution System	Personnel Load Complete

3.4.5.2. Installations will use the following forms to schedule deploying cargo if the LOGMOD Deployment Schedule of Events is unavailable. **(T-3)**

3.4.5.2.1. AF Form 2511, *Deployment Schedule of Events – Cargo*.

3.4.5.2.2. AF Form 2511A, *Deployment Schedule of Events – Personnel*.

3.4.5.2.3. AF Form 2512, *Deployment Schedule of Events – Loading Schedule*.

3.4.5.3. The DCC will publish and distribute the initial Deployment Schedule of Events and changes to all affected deployment work centers immediately. **(T-3)**

Section 3D—Deployment Work Centers

3.5. Deployment Work Centers. Deployment work centers will:

3.5.1. Be activated by the IDO on an as required basis. **(T-3)**

3.5.2. Ensure all mandatory deployment actions required to deploy personnel and cargo are accomplished. **Note:** Deployment processes and procedures will vary based on the type and scale of deployment operations. **(T-1)**

3.5.3. Be organized and manned to manage installation deployment operations (e.g., command and control, personnel and cargo deployment functions). **(T-1)**

3.5.4. Be addressed in the IDP (e.g., staffing, infrastructure requirements, processes, and procedures). **(T-1)**

3.5.5. Workcenter Facility Requirements.

3.5.5.1. Automated data processing equipment (classified and unclassified). **(T-3)**

3.5.5.2. Telephones (secure and unsecure). **(T-3)**

3.5.5.3. Copier (classified and unclassified). **(T-3)**

3.5.5.4. Land mobile radios and cell telephones, when available. **(T-3)**

3.5.5.5. Uninterrupted power. **(T-3)**

3.5.5.6. Classified storage, if required. **(T-3)**

3.6. Installation Plans and Integration (P&I).

3.6.1. P&I will be the installation's focal point for managing deployment operations when the DCC is not activated. **(T-1)**

3.6.2. P&I will work closely with P&I, the IDO and FSS/IPR operations on behalf of the installation commander.

3.7. Deployment Control Center (DCC).

3.7.1. When activated, acts as the installation's deployment and logistics command and control function. **(T-3)**

3.7.2. The IDO oversees and manages the DCC on behalf of the installation commander. **(T-3)**

3.7.3. DCC staffing, roles, responsibilities, processes, and procedures will be IAW the IDP. **(T-3)**

3.7.4. DCC Manning.

3.7.4.1. All DCC personnel require as a minimum a "SECRET" clearance. **(T-1)**

3.7.4.2. The P&I section will provide DCC personnel training required to execute deployment operations IAW the IDP. **(T-3)**

3.7.4.3. DCC functional area representatives will be subject matter experts and trained to execute deployment actions related to their specific functions (e.g., transportation, personnel, materiel management). **(T-3)**

3.7.4.4. DCC Staff. Minimum personnel staffing required for 24-hour operations and their recommended organizational sourcing are listed below.

3.7.4.4.1. IDO and Assistant IDO.

3.7.4.4.2. DCC Operations Superintendent (2G071, should be SNCO).

3.7.4.4.3. Logistics Plans Representative (2G071/2G051).

3.7.4.4.4. Installation Personnel Readiness.

3.7.4.4.5. Transportation Representatives (TMO and Air Transportation).

3.7.4.4.6. Materiel Management. (LRS/Equipment Accountability Element).

3.7.4.4.7. Human Resources and Administration (3F0X1).

3.7.4.4.8. Unit representatives, as directed by the IDO.

3.8. Personnel Deployment Function (PDF). The PDF will:

3.8.1. Act as the installation's focal point for personnel deployment activities when activated by the IDO.

3.8.2. Monitor all personnel processing activities to include eligibility screening, pre-deployment briefings, orders preparation and production, passenger manifesting, passenger baggage handling, and passenger loading. **(T-3)**

3.8.3. Performs final eligibility check and advises commanders when personnel are ineligible for deployment IAW DAFI 24-602, Volume 1.

3.8.4. Establish a controlled area to control, hold, and account for deploying personnel from the time unit personnel arrive at the PDF until personnel embark IAW AFI 24-605, Volume 2.

3.8.5. Provide “by exception” personnel services (e.g., legal, chaplain, medical, personnel actions, finance) to deploying personnel. **Note:** “By exception” means personnel are only required to process through a station if they have known discrepancies or need assistance. **(T-3)**

3.8.6. Ensure sufficient Non-secure Internet Protocol Router Network computer terminals and printers are in place at the PDF to support Commander Dashboard processing. **(T-3)**

3.8.7. Review each member’s Commander Dashboard. **(T-3) Note:** Recommend IPRs pre-process personnel records whenever feasible.

3.8.8. Ensure deploying Airmen have all required hand-carried items in their possession. **(T-3)**

3.8.9. PDF Processing Stations. PDF processing stations will be activated to support deployment operations as directed by the IDO on behalf of the installation commander. **(T-3)**

3.8.9.1. Eligibility Station. The Eligibility Station will validate deploying personnel’s eligibility and generate the deploying personnel rosters. **(T-3)**

3.8.9.2. Orders Station. The Orders Station will prepare and provide Contingency, Exercise, and Deployment orders to deploying members and build the troop leader’s package IAW DAFI 36-2110.

3.8.9.3. Emergency Data Station. The Emergency Data Station will provide emergency processing services (e.g., virtual record of emergency data, Red Cross) IAW DAFI 36-3802.

3.8.9.4. Identification Station. The Identification Station will provide identification tags and common access cards to deploying members IAW DAFI 36-3802.

3.8.9.5. Other Support Stations.

3.8.9.5.1. Other support functions will be included in pre-deployment briefings and readiness activities. **(T-3)** Services for these functions should be provided on an as-needed basis and they may have a permanent station as directed by the IDP or by the IDO.

3.8.9.5.1.1. The Finance Station will provide financial services to deploying personnel IAW the Financial Management Regulation. **(T-0)**

3.8.9.5.1.2. Medical Station. The medical station will:

3.8.9.5.1.2.1. Provide deployment medical clearances and health threat briefs IAW DAFI 48-122.

3.8.9.5.1.2.2. Provide limited deployment health support during deployment processing. **(T-3)**

3.8.9.5.1.3. Military and Family Readiness Center Station. The Military and Family Readiness Center station will brief military and family assistance and readiness programs available to deploying members IAW DAFI 36-3009.

3.8.9.5.1.4. Chaplain Station. The Chaplain Station will provide religious and personal counseling services to deploying members IAW AFI 52-104. **Note:** The

Chaplain will require a private room for confidential counseling. **(T-3)**

3.9. Air Passenger Terminal (APT). The APT will:

3.9.1. Manifests passengers **Note:** For Air Mobility Command installations, the CDF is the responsibility of the Aerial Port Squadron IAW AFI 24-605, Volume 1.

3.9.2. Prepare chalk manifests to ensure transit visibility from point of origin to final destination IAW AFI 24-605, Volume 2.

3.9.3. Generate manifests using CMOS or GATES IAW DAFI 24-605, Volume 2, *Air Transportation Operations* and DAFI 24-602, Volumes 1 and 2. **Note:** If CMOS or GATES are not available, complete and forward a DD Form 2131, *Passenger Manifest*, to the Air Mobility Command In transit Visibility cell.

3.9.4. Manifest and collect emergency contact information directly from deploying personnel IAW the DAFI 24-602, Volume 1.

3.9.5. Brief, hold, secure, and load deploying personnel IAW DAFI 24-602, Volume 1 and the IDP.

3.9.6. Build baggage pallets. **(T-3)**

3.9.7. Designate the senior ranking individual assigned to a group of personnel deploying to the same destination on the same chalk (military air, commercial, or Air Mobility Command contracted airlift) as the troop leader. **(T-1)**

3.9.7.1. The troop leader will:

3.9.7.1.1. Account for and control their personnel from processing complete until arrival at the destination. **(T-1)**

3.9.7.1.2. Retain chalk files and documents provided by DCC and subordinate work centers (e.g., chalk manifests, orders) **(T-1)**

3.9.7.1.3. Provide chalk files and documents to the personnel integration function or the PERSCO team upon arrival IAW DAFI 36-3802.

3.10. Cargo Deployment Function (CDF). The CDF will:

3.10.1. Be responsible for all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and loading cargo aboard deploying aircraft or vehicles. **Note:** For some installations, the CDF is the responsibility of the Aerial Port Squadron for Air Mobility Command installations or may reside within deploying units (e.g. AFSOC, CRW). The IDP will address these special situations in a separate attachment.

3.10.2. Ensure the Air Mobility Command Tanker Airlift Control Center is aware of all hazardous cargo movements IAW AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*. Deploying installations hazardous cargo will provide the following documentation:

3.10.2.1. Preliminary load plans.

3.10.2.2. Hazardous Cargo Aircraft Clearance worksheet(s).

3.10.3. CDF Work centers. The IDO will activate CDF work centers on an as required basis.

3.10.3.1. Transportation Controllers. Transportation controllers will monitor transportation-related actions and provide periodic updates to the DCC and associated work centers.

3.10.3.2. Cargo Manifesting and Documentation.

3.10.3.2.1. Verifies cargo documentation is correct prior to providing information to load planners.

3.10.3.2.2. Ensures CMOS or GATES in transit visibility information is updated IAW the DAFIs 24-602, Volumes 1 and 2.

3.10.3.2.3. Produces DD Form 2133 1387, *Military Shipment Label (MSL)*, CMOS or GATES-generated shipping placards IAW the DAFI 24-602, Volume 2.

3.10.3.2.4. Produces and manages cargo radio frequency identification tags IAW DAFI 24-602, Volume 2.

3.10.3.3. Final Load Planning. The CDF final load plans, workcenter completes, and certifies load plans prior to aircraft departure IAW DAFI 24-605, Volume 2.

3.10.3.4. Quality Control. The quality control work center ensures final documentation (e.g., cargo and passenger manifests, load plans, hazardous material inspection, and special handling documentation) is properly prepared and distributed IAW DAFIs 24-602, Volumes 1 and 2.

3.10.3.5. Cargo In-Check. Cargo In-Check inspects cargo to ensure its properly marked and packaged for deployment IAW DAFI 24-602, Volume 2.

3.10.3.6. Joint Inspection. Joint inspectors will inspect deploying cargo with the owning unit's representative(s) during in-check or joint inspection personnel prior to aircraft loading IAW AFI 24-605, Volume 2.

3.10.3.7. Cargo Marshaling. The cargo marshaling workcenter will pre-assemble deploying cargo in the final load plan sequence by chalk to facilitate aircraft loading. **(T-3)**

3.10.3.8. Load Teams. Load team personnel will transport, load, and secure cargo on aircraft and vehicles. **(T-3) Note:** Air Force Specialty Code 2T2X1 personnel or civilian equivalent should be designated as load team chiefs.

3.10.3.9. Ramp Coordinator. The ramp coordinator will:

3.10.3.9.1. Coordinate aircraft and vehicle loading operation with the CDF Officer In Charge or Noncommissioned Officer in Charge and DCC. **(T-3)**

3.10.3.9.2. Provide the aircraft commander package to the aircraft commander or loadmaster and brief any special cargo handling requirements. **(T-3)**

3.10.4. Unique CDF Facility Requirements. In addition to the facility requirements listed in **Paragraph 3.5.5**, the CDF requires: **(T-3)**

3.10.4.1. Materiel handling equipment (e.g., K-loaders, forklifts, tow vehicles).

3.10.4.2. Fixed or portable scales.

3.10.4.3. Radio frequency identification tags and required support equipment.

- 3.10.4.4. Approach shoring material (provided by deploying unit)
- 3.10.4.5. Portable lighting.
- 3.10.4.6. Marking equipment for classified and hazardous equipment.
- 3.10.4.7. Special holding areas (e.g., munitions loading area, quick-fix area, frustrated cargo area, and hazardous cargo area).
- 3.10.4.8. Highline docks.

3.11. Unit Deployment Control Center (UDCC). The UDCC will:

- 3.11.1. Be responsible for accomplishing deployment activities on behalf of the unit commander. **(T-3)**
- 3.11.2. Be activated to support deployment operations. **(T-3) Note:** UDCCs should not be deactivated without prior coordination with the DCC.
- 3.11.3. Be staffed with at least two trained UDMs in order to maintain 24-hour operations when required. **(T-3)**

Section 3E—Personnel Processing

3.12. Overview.

- 3.12.1. The IDO will determine how personnel processing is accomplished. **(T-3) Note:** Personnel processing may be accomplished using a full or partial processing line or by checklist only.
 - 3.12.1.1. Partial Processing Line: Individuals or for small scale deployments are managed by FSS/IPR to support rotational operations IAW AFI 10-401, the AFFORGEN Support Plan this instruction, and the IDP.
 - 3.12.1.2. Full Processing Line: Mass (large scale) deployments are managed by the DCC and its subordinate work centers for contingency or crises operations this instruction, and the IDP.
- 3.12.2. Installations will document personnel deployment processes and procedures in the IDP. **(T-2)**
- 3.12.3. Unit commanders: through the unit's UDM, will ensure deploying personnel complete all pre-deployment actions prior to deploying. **(T-1)**

3.13. Personnel Processing.

- 3.13.1. Deployment Control Center (DCC). The IDO, through the DCC, will:
 - 3.13.1.1. Oversee and manage the PDF personnel processing actions on behalf of the installation commander. **(T-1)**
 - 3.13.1.2. Use DCAPES to monitor the movement status of deploying members IAW AFI 10-401 and the AFFORGEN Support Plan.
 - 3.13.1.3. Will contact forward operating site to request status of deploying personnel (and cargo), if DCAPES does not reflect the arrival of personnel at the planned destination within seven (7) duty days of departure. **(T-1)**

3.13.2. P&I P&I or PDF will:

3.13.2.1. Identify, validate, and distribute deployment taskings IAW AFI 10-401.

3.13.2.2. Air National Guard units will verify taskings IAW with the AFI 10-401 Air National Guard supplement.

3.13.2.3. Submit all tasking shortfalls IAW AFI 10-401 and AFFORGEN Support Plan.

3.13.2.4. Manage deployments in a way that facilitates deployed team success. **(T-3)**

3.13.2.5. Provide out-processing checklist(s). **(T-1)**

3.13.2.6. When personnel processing actions are complete, FSS/IPR or the PDF will:

3.13.2.6.1. Electronically sign the members' Commander Dashboard to validate the member has the required training, documentation and equipment. **(T-1) Note:** This step automatically populates the PERSCO roster and locks the Commander Dashboard to prevent any changes.

3.13.2.6.2. Provide a list of deployment processing discrepancies to the IDO and UDMs. **(T-3)**

3.13.2.6.3. Create an export file to transfer personnel passenger data from LOGMOD to CMOS or GATES (e.g. XMAN or DRMD).

3.13.2.6.4. Provide Contingency, Exercise, and Deployment orders to deploying personnel IAW DAFI 36-3802.

3.13.2.6.4.1. Orders will be distributed IAW the IDP. **(T-3)**

3.13.2.6.4.2. If the orders are not completed prior to the aircraft departure, prepare a hard-copy passenger manifest to document departing passengers without orders and upload the electronic manifest to CMOS or GATES as soon as possible to maintain in-transit visibility. **(T-1)**

3.13.2.7. Identify mass troop threshold to schedule movement to ports of embarkation other than home station. **(T-1)**

3.13.2.7.1. IDPs will identify threshold criteria to be met. Criteria should include minimum troop numbers and groupings (e.g., all on same chalk, all to same location). **(T-1)**

3.13.2.7.2. P&I will schedule movement to port(s) of embarkation via ground transportation, TMO, or Operational Contract Support when threshold is met. **(T-1)**

3.13.3. AF Command, Direct Reporting Units, and Forward Operating Agencies will:

3.13.3.1. Develop supplemental guidance to ensure full implementation of the deployed team's policy within their major command, including waiver mitigation measures, processes, and procedures (e.g., Unit Identification Code changes), if required. **(T-1)**

3.13.3.2. Report key metrics on deployed teams semi-annually or as requested by AF/A3OD. **(T-1)**

3.13.4. Unit Deployment Control Center (UDCC). Upon receipt of a tasking, the UDM will:

3.13.4.1. Identify deploying members (by name) to the FSS/IPR or PDF IAW AFI 10-401 and the AFFORGEN Support Plan.

3.13.4.2. Validate deploying personnel's eligibility based on their deployment availability code, security clearance, specialty code and skill level, and any component remarks codes. **(T-1)**

3.13.4.3. Review the member's AFDF or eDRC within five (5) days of tasking notification. **(T-1)**. **Note:** The AFDF and eDRC enables deploying Airmen, their UDMs, FSS/FSOX, P&I, and PERSCO team members to upload scanned (.pdf) versions of required documents. **(T-1)**

3.13.4.4. Conduct a final review of the members' readiness to deploy no earlier than 30 days prior and not later than ten (10) days prior to out-processing. **(T-1)** **Note:** Air Force Reserve and Air National Guard personnel will complete all out-processing actions during or before the unit training assembly prior to their scheduled departure. **(T-1)**

3.13.4.5. Identify and schedule pre-deployment training requirements to include any enroute training requirements. **(T-1)**

3.13.4.6. Identify other pertinent information and required actions derived from combatant command reporting instructions or component remarks codes. **(T-1)**

3.13.4.7. Review and electronically sign AFDF or eDRC of deploying personnel not later than three (3) duty days prior to the member's scheduled "processing" date (whether via PDF line or individual out-processing checklist). **(T-1)**

3.13.4.8. Review individual preparedness pre-deployment requirements, as required: **(T-1)**

3.13.4.8.1. Current common access cards are valid for the duration of deployment plus 30 days.

3.13.4.8.2. Passport and visa requirements.

3.13.4.8.3. Identification tags (two tags, one long-length neck chain, and one short-length neck chain) and red medical alert identification tags, if required.

3.13.4.8.4. Pre-deployment financial requirements (e.g., allotments, direct deposit).

3.13.4.8.5. Drivers Licenses (e.g., government, civilian, international).

3.13.4.8.6. AF Form 1199, *Air Force Entry Control Card*.

3.13.4.8.7. Professional gear.

3.13.4.8.8. Personal medical items.

3.13.4.8.9. DD Form 1833, *Isolated Personnel Report (ISOPREP)*, is completed if required by the tasking's reporting instructions. **Note:** DD 1833 remains in the Personnel Recovery Mission Software (PRMS) system, available NIPR or SIPR) and will not be printed or uploaded elsewhere IAW 10 USC. Sections 130b. **(T-0)**

3.13.4.8.10. AFOSI Foreign Travel and Counterintelligence brief IAW DoDM 5200.02_ DAFMAN 16-1405, *Air Force Personnel Security Program*. **(T-0)**

- 3.13.4.8.11. Ensure contractors possess a Letter of Authorization (LOA) in order to accompany deploying forces IAW DoDI 3020.41. **(T-0)**
- 3.13.4.9. Electronic training validation or hand-carried DAF Forms 623a, *On-The-Job Training Record – Continuation Sheet*, and 1098, *Special Task Certification and Recurring Training*, when electronically unavailable or otherwise directed.
- 3.13.4.10. Unit Assembly. (Personnel).
 - 3.13.4.10.1. The unit will establish procedures to process personnel and confirm preparedness prior to published DSOE timelines. **(T-3)**
 - 3.13.4.10.2. If personnel deploy via airlift from home station, they will assemble not less than 3 hours prior to aircraft departure for manifesting and anti-hijack processing. **(T-1)**
 - 3.13.4.10.3. Installations will document personnel processing procedures in the IDP. **(T-1)**
 - 3.13.4.10.3.1. When mass processing, deploying Airmen will assemble in a pre-identified unit assembly area IAW the Deployment Schedule of Events. **(T-3)**
 - 3.13.4.10.3.2. If processed individually, the UDM will determine the assembly time and location. **(T-3)**
 - 3.13.4.10.4. Air Force Reserve and Air National Guard personnel should report to home station prior to deployment and depart from the nearest airport to home station.
 - 3.13.4.10.5. During unit assembly, the UDM will:
 - 3.13.4.10.5.1. Ensure members comply with tasking order component remarks codes. **(T-1)**
 - 3.13.4.10.5.2. Verify deploying personnel's eligibility (e.g., deployment availability codes, duty status, valid security clearance, specialty code, and skill level).
 - 3.13.4.10.5.2.1. Units will identify potential eligibility issues as soon as possible to allow the IDO to identify alternates or initiate shortfall of the tasking. **(T-1)**
 - 3.13.4.10.5.2.2. If personnel are not qualified or do not meet the specifications identified in the tasking by the deployed commander, they will be returned to home station at the deploying unit's expense. **(T-1)**
 - 3.13.4.10.5.3. Check all deploying personnel to ensure members' personal items are in order. **(T-1)**
 - 3.13.4.11. When mass troop thresholds are not met, schedule all movement requirements and provide transportation for personnel deploying from a port of embarkation other than their home station IAW DAFI 24-602, Volume 1. **Note:** Government contractors may travel by military air and Air Mobility Command contracted chartered aircraft when issued a Letter of Authorization IAW DAFI 64-105.

3.14. Air Passenger Terminal. The APT will:

3.14.1. Ensure personal luggage and baggage, IPE, and professional gear meets the linear and weight requirements IAW DAFI 24-605, Volume 2.

3.14.2. Verify excess or overweight baggage on deploying personnel's Contingency, Exercise, and Deployment orders IAW DoDI 4515.13.

3.14.3. Not deploy equipment items normally shipped as freight or cargo as baggage IAW DAFI 24-605, Volume 2.

3.14.4. Upload the passenger manifest into CMOS or GATES no later than 1-hour after departure IAW DAFI 24-605, Volume 2.

3.15. Deploying Personnel. Deploying personnel will:

3.15.1. Complete all individual preparedness and pre-deployment actions and upload all required documents to their AFDF or e-DRC not later than five (5) duty days prior to their scheduled "processing" date (whether via PDF line or individual out-processing checklist). **(T-1)**

3.15.2. Personnel must hand-carry the following items to the forward operating sites: **(T-1)**

3.15.2.1. Contingency, Exercise, and Deployment and North Atlantic Treaty Organization Orders(if required by location).

3.15.2.2. Military Personnel Appropriation Orders (mandatory for all Air National Guard and Air Force Reserve Command personnel).

3.15.2.3. Common access card.

3.15.2.4. Identification tags and chains. (one set)

3.15.2.5. AF Form 94, *Air Baggage Claim Tag* (four tags).

3.15.2.6. Government travel card.

3.15.2.7. DAF Form 245, *Employment Locator and Processing Checklist*. (two each)

3.15.2.8. All other medical, professional, or personal items as directed in orders or reporting instructions.

3.15.3. Minimum Personnel Equipment Requirements List. The IDP will include a minimum personnel requirements list for unit personnel. **(T-2)** Note: Air National Guard and Air Force Reserve Command units will follow the guidance of their higher headquarters. **(T-2)** Personnel equipment includes:

3.15.3.1. Professional and safety gear.

3.15.3.2. Deployment bags IAW DAFMAN 23-300 and DAFI 10-2501.

3.15.3.3. Small Arms and Light Weapons IAW AFI 31-101, AFI 31-117 and DAFMAN 23-300.

3.15.3.4. Small Arms and Light Weapons ammunition IAW DAFMAN 21-201 and DAFMAN 21-209, Volume 1, *Ground Munitions*.

3.15.3.5. Personal clothing requirements and limitations. **(T-1)**

3.15.4. Personal Baggage. 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 and duty use for the duration of the deployment. Deploying personnel will:

3.15.4.1. Deploy aboard the same aircraft transporting their personal baggage AFI 24-605, Volume 2.

3.15.4.2. Pack personal clothing in the type of “checked bags” specified in the reporting instructions for the corresponding military or commercial port of embarkation AFI 24-605, Volume 2.

3.15.4.3. Not add any personal or unauthorized items to their deployment bags (A, B, or C) IAW DAFI 24-605 v2.

3.15.4.4. Not deploy weapons and ammunition as or within carry-on baggage. **(T-1) Note:** Some airlines allow movement of ammunition and weapons in checked baggage.

Section 3F—Cargo Deployment

3.16. Cargo Deployment.

3.16.1. The unit commander, or designated representative, oversees all unit equipment and cargo preparation in support of deployments.

3.16.2. Commanders ensure units prepare and handle their cargo IAW AFI 24-301, AFI 24-302, *Vehicle Management*, DAFI 24-602, Volumes 1 and 2, AFI 24-605 Volume 2, AFMAN 24-604, and DAFMAN 24-210, *Packaging of Hazardous Material*.

3.16.3. Units deploying by convoy will prepare cargo IAW AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*.

3.16.4. The IDO or DCC staff will source cargo and equipment shortfalls from other installation units prior to submitting shortfalls to its AF Command for sourcing as described in the AFFORGEN Support Plan. **(T-1)**

Chapter 4

RECEPTION, STAGING, ONWARD MOVEMENT, AND INTEGRATION

Section 4A—General

4.1. General.

4.1.1. This chapter addresses Joint Reception, Staging, Onward Movement, and Integration activities at a forward operating site when the AF is responsible for the port of debarkation.

4.1.2. The supported combatant commander will control Joint Reception, Staging, Onward Movement, and Integration operations during deployment and redeployment operations IAW JP 3-35, *Deployment and Redeployment Operations*. (T-0)

4.1.3. JP 3-35 describes four distinct Joint Reception, Staging, Onward Movement, and Integration functions:

4.1.3.1. The Reception function includes all activities required to receive personnel, equipment, and materiel at the port of debarkation. (JP 3-35)

4.1.3.1.1. The Aerial Port Squadron or Logistics Readiness Squadron/LGRD flight at established main operating bases will be responsible for reception of forces IAW AFI 10-401, DAFI 24-605 Volumes 1-3, and AFI 24-302, Volumes 1 and 2.

4.1.3.1.2. The Contingency Response Group (or equivalent organization) will be responsible for reception functions at austere forward operating sites IAW AFI 10-401, DAFI 24-605 Volumes 1-3, and AFI 24-302, Volumes 1 and 2.

4.1.3.2. The Staging function assembles, temporarily holds, and organizes arriving personnel, equipment, and materiel into forces and capabilities and prepares them for onward movement. (JP 3-35)

4.1.3.2.1. The Logistics Readiness Squadron (or equivalent organization) will be responsible for moving (marshaling) personnel and cargo from the reception area (port) to a common assembly or holding area IAW DAFI 24-605, Volumes 1-3 and DAFI 24-602, Volumes 1 and 2.

4.1.3.2.2. The assembly or holding area should be outside the port or reception in order to avoid interfering with arriving or departing units.

4.1.3.3. The Onward Movement function is the process of moving forces, capabilities, and accompanying materiel from reception facilities, marshalling areas, and staging areas to tactical assembly areas or operational areas or onward from the port of debarkation or other reception areas to the forward operating site or demobilization station. (JP 3-35)

4.1.3.3.1. Rail, road, waterways (inland or coastal), or air (intra-theater) can be used to accomplish onward movement.

4.1.3.3.1.1. The Army is normally responsible for surface movements.

4.1.3.3.1.2. The AF is normally responsible for air movements.

4.1.3.3.2. A Joint movement control organization or deployment and distributions operation center may be used to coordinate theater wide movements.

- 4.1.3.3.3. The Logistics Readiness Squadron transportation function is responsible for the delivery of personnel and materiel, if the port of debarkation is the destination IAW DAFI 24-605, Volumes 1-3.
- 4.1.3.4. The Integration function is the synchronized transfer of personnel and equipment to an operational commander's force at the forward operating site. (JP 3-35)
- 4.1.3.4.1. The Force Support Squadron or PERSCO will establish a personnel integration function to in-process deploying forces at the forward operating site IAW DAFI 36-3802.
- 4.1.3.4.2. The base support plan or site survey report will be used to plan and identify availability of support (e.g., equipment, infrastructure, supplies) for deploying units at the forward operating site IAW AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*.
- 4.1.3.4.3. War reserve materiel may be used for indirect and direct mission support IAW DAFI 25-101.
- 4.1.3.4.4. Reception, Staging, Onward Movement, and Integration operations may require extensive contracted support. Ensure all potential contracted requirements are coordinated with the A4's Operational Contract Support Integration Cell, the responsible Contracting Squadron, and are deconflicted with Joint contracted support.

4.2. Command and Control.

- 4.2.1. If opening a base, the senior ranking officer will assume command of the deployed Contingency Response Group and be responsible for the initial command and control of incoming forces until the arrival of appropriate authority IAW DAFI 51-509, *Appointment To and Assumption of Command*, and AFI 38-101.
- 4.2.2. The installation commander has overall responsibility for the Reception, Staging, Onward Movement and Integration processes at established AF installations. **(T-2)**

Section 4B—Reception, Staging, Onward Movement and Integration (RSO&I) Work Centers

4.3. Reception Control Center (RCC). The Reception Control Center will:

- 4.3.1. Through the IDO or an appointed Logistics Readiness Officer, oversee and manage Reception, Staging, Onward Movement and Integration functions. **(T-3)**
- 4.3.2. The IDO (or equivalent officer appointed to oversee Reception, Staging, Onward Movement and Integration operations), activate Reception, Staging, Onward Movement and Integration work centers on an as required basis IAW DAFI 36-3802 and AFI 10-404. **Note:** If Reception, Staging, Onward Movement and Integration and deployment operations occur at a location simultaneously, the senior Logistics Readiness Officer (e.g., LRS/CC, IDO) will ensure support equipment and personnel are used effectively. **(T-3)**
- 4.3.3. Determine if the DCC, PDF and CDF are required to support both deployment and Reception, Staging, Onward Movement and Integration operations simultaneously.

4.3.4. Provide overall control and coordination of reception, bed down, staging, onward movement, integration, and redeployment. **Note:** A Contingency Response Group or one of its smaller elements may deploy to support the initial arrival of forces and open the airbase.

4.3.5. Manage pre-positioned war reserve materiel and coordinate intra-governmental, international, and host nation support agreements. **(T-2)**

4.3.6. Act as the focal point for redeployment actions. **(T-3)**

4.3.7. Track incoming units and airlift. **(T-3)**

4.3.8. Host Reception Working Group meetings with key stakeholders, as needed.

4.3.9. Report installation RSO&I activities during FRGB. **(T-2)**

4.4. Personnel Integration Function. The personnel integration function will:

4.4.1. Integrate inbound personnel into gaining units and provide control for personnel transiting or departing the installation. **Note:** In the event of simultaneous deployment and RSO&I operations, the PDF and personnel integration function will be separate organizations due to sterilization and customs requirements. **(T-3)**

4.4.2. Manage the transportation needs of arriving personnel and deliver baggage to and from designated locations. **(T-3)**

4.4.3. Establish initial accountability for all AF personnel IAW DAFI 36-3802.

4.4.4. Integrate inbound personnel into their gaining units. **(T-3)**

4.4.5. Report personnel processing discrepancies IAW established command policy. **(T-0)**

4.4.6. Assign inbound personnel to lodging IAW DAFMAN 34-135, *Lodging Program*.

4.5. Expeditionary units at austere locations or host units at established main operating bases will:

4.5.1. Provide legal brief to include the law of war and combatant command rules of engagement IAW AFI 51-401, *The Law of War*. **(T-0)**

4.5.2. Provide safety representatives or workcenter supervisors to brief on local conditions and hazards (e.g., local area conditions and hazards, flightline driving, and other significant safety concerns) at the deployed location IAW DAFI 91-207, *The Traffic Safety Program*, and DAFI 91-202.

4.5.3. Provide public health information on local area health threats and conduct a medical surveillance IAW DAFI 48-122.

4.5.4. Provide security forces (in coordination with airfield management) custom clearances IAW AFI 31-101.

4.5.5. Provide disaster preparedness briefings and literature on Chemical Biological Radiological and Nuclear passive defense conditions and necessary Mission-Oriented Protective Posture levels IAW DAFI 10-2501.

4.5.6. Provide lodging assignments and arrange for extended hours of operation or ground support meals for incoming forces as appropriate IAW AFMAN 34-135. **(T-1)** **Note:** Unit integrity is highly recommended.

4.6. PERSCO Team. At austere operating sites, the PERSCO team will:

4.6.1. Provide the personnel integration functions IAW DAFI 36-3802.

4.6.2. Account for all personnel (mil, civ, ctr) arriving at or departing from the installation IAW DAFI 36-3802.

4.6.3. If a PERSCO team is not available at the forward operating site, the troop leader will maintain accountability until a PERSCO team (or equivalent function) arrives. **(T-3)**

4.7. Cargo Reception Function. The cargo reception function will:

4.7.1. Provide overall control for cargo reception and manage staging and onward movement activities. **(T-3)**

4.7.2. Offload aircraft and cargo from holding areas to receiving units. **(T-3)**

4.7.3. Collect all transportation documentation (e.g., placards, load, packing lists, LOGMOD files) for incoming cargo and personnel. **(T-3)**

4.7.4. Establish a holding area for pallets, nets, dunnage, and radio frequency identification tags for future use or return to the transportation system. **(T-3)**

4.7.5. Process cargo for onward movement and provide in transit visibility. **(T-3)**

4.8. Host Unit Representatives. At established main operating locations, host units will provide a unit representative(s) to the personnel integration function on an as required basis to brief duty schedules, chain of command, supervisors, duty locations, and important phone numbers. **(T-3)**

Chapter 5

POST-DEPLOYMENT

Section 5A—Overview

5.1. Overview. This chapter provides post-deployment guidance related to data collection, lessons learned, after-action reporting, redeployment, reintegration, recovery, and reconstitution.

Section 5B—Post-Deployment Data Management and Documentation

5.2. Joint Operations Planning and Execution System Deployment UTC Data.

5.2.1. If requested, tasked units will electronically transfer tailored LOGPLAN and deployment schedules of events to the gaining AF Command IAW AFI 10-401.

5.2.2. The tasking combatant command provides routing information for all required information.

5.3. Post Deployment Data Documentation.

5.3.1. AF Command/A4s are responsible for implementing policy for deployment data retention and collection.

5.3.2. At a minimum, Chairman of the Joint Chiefs of Staff directed exercises and national level exercises are recorded IAW this instruction, and maintained and disposed of IAW AFMAN 33-363, *Management of Records*, and AFI 33-364, *Records Disposition - Procedures and Responsibilities*.

5.3.3. P&I will collect and maintain the following deployment documentation related to deployment, contingency, and lesser contingency operations: **(T-1)**

5.3.3.1. Passenger and cargo manifests.

5.3.3.2. Equipment listings.

5.3.3.3. Hazardous cargo waivers.

5.3.3.4. Load plans.

5.3.3.5. Other documents identifying equipment and personnel aboard deploying aircraft.

5.3.3.6. Shippers Declarations for Dangerous Goods.

5.3.3.7. LOGMOD load and packing lists.

5.3.3.8. DD Form 2133, *Joint Airlift Inspection Record*.

5.3.3.9. Host and tenant unit documentation, if required by their higher headquarters.

5.3.3.10. Manual Deployment Schedule of Events forms, if used.

5.3.3.11. LOGPLAN and Deployment Schedule of Events files.

5.3.4. P&I will compile and analyze data for trends to identify ways of improving the deployment process and include findings in FRGB.

5.3.5. During deployments, the DCC will collect and document deployment activity data. **(T-3)**

5.3.6. Installations will document lessons learned IAW AFI 10-1302, *AF Lessons Learned Program*.

5.3.7. After Action reports. Units will provide after action reports IAW MAJCOM/A4 after-action reporting instructions.

Section 5C—Redeployment

5.4. Redeployment (Unit Move).

5.4.1. Overview. Joint Publication (JP) 1-02, *Department of Defense Dictionary of Military and Associated Terms*, defines redeployment as the transfer of forces and materiel to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to the home or demobilization stations for reintegration or out-processing. **Note:** AF Command Redeployment is not a reverse deployment.

5.4.1.1. The combatant commander's redeployment TPFDD may redeploy forces partially or incrementally to maintain residual capability at the forward operating site, as necessary.

5.4.1.2. Personnel may rotate in and out of theater for prolonged operations at the forward operating site.

5.4.2. Redeployment Planning.

5.4.2.1. Combatant commander redeployment planning normally begins upon the conclusion of RSO&I operations. Deployed units are responsible for preparing cargo and personnel for redeployment. **(T-1)**

5.4.2.2. A redeployment assistance team may be required to implement redeployment on behalf of the deployed commander. When established by the supported command, the following organizations (or their equivalent) will provide team members. **(T-3)**

5.4.2.2.1. Logistics Plans.

5.4.2.2.2. PERSCO team.

5.4.2.2.3. Air transportation.

5.4.2.2.4. Traffic management.

5.4.2.2.5. Unit representatives.

5.4.2.3. The lead unit logistics readiness, reception team, and PERSCO will retain deployment documentation (e.g., aircraft and troop commander packages, final load plans, cargo load and packing lists, shippers' declarations for dangerous goods). **(T-1)**

5.4.2.4. Integrated deployment systems (e.g. LOGMOD, DCAPES, CMOS (or GATES) will be used to the maximum extent possible to ensure in transit visibility during redeployment operations. **(T-1)**

5.4.2.5. When integrated deployment systems are not available, the redeployment assistance team will use manual forms and locally developed systems to schedule and prepare passengers and cargo for redeployment. **(T-1)**

5.5. Redeployment Work Centers.

5.5.1. Redeployment work centers are synonymous with deployment work centers (e.g., DCC, CDF, PDF, APT, UDCC) and include functional areas with equity in redeployment. The IDO will activate redeployment work centers on an as required basis. **(T-3)**

5.5.2. Deployed Command Organization. The command-and-control structure at the forward operating site varies depending upon theater, the designated lead unit, single Service command or Joint Task Force.

5.5.2.1. The lead unit's expeditionary LRS (or equivalent organization) will manage and oversee the redeployment process. **(T-2)**

5.5.2.2. Per AFI 10-401, the deployed commander will:

5.5.2.2.1. Meet TPFDD verification timelines and suspenses. **(T-1)**

5.5.2.2.2. Release personnel and cargo to meet the ready and available to load dates. **(T-1)**

5.5.2.2.3. Coordinate extensions that exceed tour length. **(T-1)**

5.5.3. When present, a contingency response group (or equivalent organization) will provide cargo and personnel redeployment functions. **(T-1)**

5.5.4. The passenger redeployment function normally works closely with a PERSCO rather than the typical PDF stations to out process and maintain accountability for redeploying personnel IAW D 36-3802.

5.5.5. The personnel redeployment function at forward operating sites will consider: **(T-2)**

5.5.5.1. Status of Forces Agreements and customs of the host country.

5.5.5.2. Retention of residual capability to support redeployment operations.

5.5.5.3. Personnel departure (e.g., lodging, security forces, force support, deployed First Sergeant). **(T-2) Note:** The deployed unit commander or their designated representatives are the only personnel authorized to approve personnel departures.

5.5.6. The redeployment APT function will: **(T-2)**

5.5.6.1. Ensure a personal amnesty room or box is available for all personnel to pass through before customs inspection IAW JTR. **(T-0)**

5.5.6.2. Brief all personnel on contraband regulations before they pass through the amnesty room or process through customs IAW JTR. **(T-0)**

5.5.7. The PERSCO team will confirm departure dates and times and update DCAPES IAW DAFI 36-3802 and AFI 10-401.

Section 5D—Post-Deployment

5.6. Reintegration, Recovery, Reconstitution and Reset Phase.

5.6.1. The FSS/CC (or equivalent) will be the OPR for personnel reintegration and recovery. **(T-3)**

5.6.2. Deployment Transition Centers. Deployment transition centers provide critical reintegration and decompression time.

5.6.3. Reintegration. Reintegration provides positive transition for redeploying personnel and their families after the members return from forward operating site. **Note:** Home station reintegration support is an ongoing process not a homecoming event.

5.6.4. Recovery. Each AF Command will establish and publish personnel recovery policies for returning deployers.

5.6.5. Military and Family Readiness Center provide programs and services to assist commanders in identifying, assessing, and minimizing personal and family related challenges to maintain unit cohesion and strengthen operational readiness IAW DAFI 36-3009.

5.6.6. Community Action Boards and Community Action Teams will identify and resolve quality of life issues IAW DAFI 90-5001, *Integrated Resilience*.

5.6.7. Military leave enroute or in the area of responsibility is approved IAW DAFI 36-3003, *Military Leave Program*.

5.6.8. Unit commanders will ensure redeploying members: **(T-1)**

5.6.8.1. Complete reintegration processing of Total Force personnel and support everyone to make a smooth post deployment transition.

5.6.8.2. Complete required medical processing with Public Health immediately upon return from deployment and prior to release for downtime, leave, or demobilization IAW DAFI 48-122. **Note:** This includes deploying government civilian personnel.

5.6.8.3. Have transportation from the aerial port of debarkation to home station.

5.6.8.4. Coordinate with Logistics Readiness, Security Forces, and Munitions Squadrons for the collection and turn in of deployed weapons and ammunition.

5.6.8.5. Coordinate the turn in of classified information, if required.

5.6.8.6. Submit redeployment travel vouchers to the local finance office within 5-duty days of return to home station and prior to downtime, leave, or demobilization.

5.6.9. Reconstitution. The reconstitution process returns units to their full combat capability.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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Prescribed Forms

AF Form 94, *Air Baggage Claim Check*
AF Form 2511, *Deployment Schedule of Events – Cargo*
AF Form 2511A, *Deployment Schedule of Events – Personnel*
AF Form 2512, *Deployment Schedule of Events – Loading Schedule*
AF Form 2518, *Deployment Packing List*
AF Form 4005, *Individual Deployment Requirements Checklist*
AF Form 4006, *Unit Deployment Shortfalls/Reclama*
DAF Form 245, *Employment Locator and Processing Checklist*

Adopted Forms

AF Form 938, *Request and Authorization for Active-Duty Training/Active Tour*
AF Form 1199, *Air Force Entry Control Card*
AF Form 1745, *Address Change Form*
AF Form 4080, *Load/Sequence Breakdown Worksheet*
AMC-IMT 1033 Form, *Shipper's Declaration for Dangerous Goods Form*
DAF Form 357, *Family Care Certification*
DAF Form 522, *USAF Grounds Weapons Training Data*
DAF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*
DAF Form 623a, *ON-THE-JOB Training Record- Continuation Sheet*
DAF Form 847, *Recommendation for Change of Publication*
DAF Form 1098, *Special Task Certification and Recurring Training*
DAF Form 1297, *Temporary Issue Receipt*
DD Form 93, *Record of Emergency Data*
DD Form 114, *Military Pay Order*
DD Form 1337, *Authorization/Designation for Emergency Pay and Allowances*
DD Form 1351-2, *Travel Voucher or Sub-voucher*
DD Form 1351-6, *Multiple Payments List.*
DD Form 1384, *Transportation Control and Movement Document*
DD Form 1385, *Cargo Manifest*
DD Form 1387, *Military Shipment Label*
DD Form 1387-2, *Special Handling Data/Certification*

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DD Form 2133, *Joint Airlift Inspection Record*

DD Form 2558, *Authorization to Start, Stop, or Change an Allotment.*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

DD Form 2766, *Total Force Health Readiness Flowsheet*

DD Form 2766C, *Vaccine Administration Record.*

DD Form 2795, *Pre-Deployment Health Assessment*

SF Form 1199a, *Direct Deposit Sign-Up Form*

Treasury Form W-4, *Employees Withholding Certificate*

Abbreviations and Acronyms

A2I—Airlift Integrated Interface

AFDF—Air Force Deployment Folder

AF—Air Force

AFFORGEN—Air Force Forces Generation

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

APT—Air Passenger Terminal

CC—Commander

CDF—Cargo Deployment Function

CJCSM—Chairman of the Joint Chiefs of Staff Manual

CMOS—Cargo Movement Operations System

DAFdcape—Department of the Air Force

DCAPES—Deliberate and Crisis Action Planning and Execution System

DCC—Deployment Control Center

DD—Defense Department

DPWG—Deployment Process Working Group

DoD—Department of Defense
DoDI—Department of Defense Instruction
DoDM—Department of Defense Manual
eDRC—Electronic Deployment Readiness Checklist
FSS—Force Support Squadron
GATES—Global Air Transportation Execution System
IAW—In Accordance With
ICODES—Integrated Computerized Deployment System
IDO—Installation Deployment Officer
IDP—Installation Deployment Plan
IPR—Installation Personnel Readiness
ISOPREP—Isolated Personnel Report
JP—Joint Publication
LOGFOR—Logistics Force Packaging Subsystem
LOGMOD—Logistics Module
LOGPLAN—Logistics Planning Subsystem
LRS—Logistics Readiness Squadron
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
P&I—Installation Plans and Integration
PDF—Personnel Deployment Function
PERSCO—Personnel Support for Contingency Operations
PID—Plan Identification
RAT—Ready Airman Training
TPFDD—Time-Phased Force Deployment Data
UDCC—Unit Deployment Control Center
UDM—Unit Deployment Manager
UTA—Unit Type Code Availability
UTC—Unit Type Code
WRM—War Reserve Materiel

Office Symbols

AF/A1—Deputy Chief of Staff, Manpower, Personnel and Services ()

AF/A1S—Directorate of Services.

AF/A1M—Directorate of Manpower, Organization, and Resources ()

AF/A3—Deputy Chief of Staff for Operations ()

AF/A4—Deputy Chief of Staff for Logistics, Engineering, and Force Protection

AF/A3O—Director of Current Operations

AF/A3OD—War Plans and Policy Division

AF/A3T—Director of Training and Readiness

AF/A4—Deputy Chief of Staff, Logistics, Engineering, and Force Protection.)

AF/A4L—Director of Logistics

AF/A4LR—Logistics Readiness Division

AFPC/DPMW—Air Force Personnel Center/Force Generation Operations and Readiness Division

AF/HC—Chief of the Chaplain Corps

AF/HO—Air Force History and Museums Policies and Programs

AF/JA—Judge Advocate General

AF/SE—Chief of Safety

AF/SG—AF Surgeon General

AFRC/CC—Air Force Reserve Command

FSS/FSOX—Force Support Squadron/Installation Personnel Readiness

FSS/IPR—Force Support Squadron/Installation Personnel Readiness

LRS/CC—Logistics Readiness Squadron/Commander

LRS/D&D—Logistics Readiness Squadron/Deployment and Distribution Flight

LRS/EAE—Logistics Readiness Squadron/Equipment Accountability Element

LRS/M&MF—Logistics Readiness Squadron/Materiel Management Flight

P&I—Logistics Readiness Squadron/Plans & Integration Section

SAF/IG—Office of the Inspector General

NGB—Director, National Guard Bureau

Terms

Air Component Command—An Air Force component command is responsible for supporting combatant commander requirements across the range of military operations and at all levels of war (strategic, operational and tactical). A designated Component-AF Command or Component-NAF will be the Air Force component to each unified combatant command.

Aerial Port Squadron—An AF organization that operates and provides the functions assigned to aerial ports, including processing personnel and cargo, rigging for airdrop, packing parachutes,

loading equipment, preparing air cargo and load plans, loading and securing aircraft, ejecting cargo for in-flight delivery, and supervising units engaged in aircraft loading and unloading operations. (JP 1-02)

Cargo Deployment Function (CDF)—The installation focal point for monitoring all deployment and redeployment cargo processing activities.

Cargo Movement Operations System (CMOS)—CMOS is a combat support system that provides automated base level processing of cargo for movement during peacetime and deployment cargo and passenger movement during contingencies for the Air Expeditionary Forces

Concept Plan—An operation plan in an abbreviated format requires considerable expansion or alteration to convert it into a complete operation plan or operation order. (JP 5-0)

Contingency Response Group—Contingency response groups are first responders for opening airbases. These units bridge the gap between the seizure forces and the follow-on combat and expeditionary combat support forces. Contingency response groups are critical to the AF's ability to rapidly deploy U.S. military forces and initiate air operations of any type in minimal time at any base or location around the globe. Contingency response groups also provide command and control, aerial port services, quick turn maintenance, force protection and various airbase support capabilities for Air Mobility Command's global mobility mission.

Contractors—Contractor personnel, including all tiers of subcontractor personnel, who are authorized to accompany the force in applicable contingency operations and have been afforded Contractors Authorized to Accompany the Force status through their Letter of Authorization. Contractors Authorized to Accompany the Force generally include all U.S. citizen and third country national employees not normally residing within the operational area whose area of performance is in the direct vicinity of United States forces and who routinely are co-located with United States forces (especially in non-permissive environments). (DoDI 3020.41)

Defense Readiness Reporting System (DRRS)—The Defense Readiness Reporting System is a capabilities-based, adaptive, near real-time readiness reporting system.

Deliberate and Crisis Action Planning and Execution System (DCAPES)—AF planning system used 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, and personnel functional communities. Integrates AF planning and execution automated processes into JOPES.

Deployment—The relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging, and holding areas. (JP 4-0)

Deployment Availability Codes—Personnel codes that identify an individual's current medical, legal and administrative status for deployment eligibility.

Deployment Control Center (DCC)—The installation focal point for deployment operations. The DCC is responsible for all deployment command and control requirements.

Direct Liaison Authorized—Authority granted by a commander (any level) to a subordinate to directly consult or coordinate an action with a command or agency within or outside of the granting command. (JP 1-02)

Force Generation—The process to provide a systematic, Service-wide approach to selecting, resourcing, and preparing units for operational employment.

Force Presentation—The preferred organizational construct through which a service offers and attaches its operational capabilities to the CCDR for operational employment.

Global Air Transportation Execution System (GATES)—The current Air Mobility Command real-time system that supports fixed, deployed, and mobile sites. It processes and tracks cargo and passengers; supports resource management and provides 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 Air Mobility Command transportation airlift operators regardless of size, workload, volume, configuration, or location. (AFI 24-605)

Installation Personnel Readiness (IPR)—The office in the FSS responsible for providing installation wide personnel deployment planning and execution and personnel support in matters pertaining to (1) deployment availability information, (2) personnel accountability, and (3) duty status reporting for contingency, exercise, and deployments.

Installation Deployment Officer (IDO)—The designated military or federal civilian fully qualified Logistics Readiness Officer (LRO) that acts on behalf of the host Installation or Wing Commander in directing, controlling, coordinating, and executing the deployment of in-place (home station) and aggregated contingency forces and installation deployment exercises (to include tenants).

Installation Deployment Plan (IDP)—A plan, supplement, checklist, or any other means that provide detailed procedures, instructions, and comprehensive data required to expeditiously deploy people and equipment.

Integrated Deployment System—Family of integrated systems used to plan and deploy AF forces (e.g., LOGMOD, DCAPES, CMOS, and ICODES). (AFI 24-605)

Integration—Integration is the synchronized transfer of capabilities into an operational commander's force prior to mission execution or back to the component or Service. (JP 3-35)

In-Transit Visibility (ITV)—The ability to track the identity, status, and location of DoD units, and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations. (AFI 24-602, Volume 1)

Joint Operation Planning and Execution System (JOPES) IT—An IT system of joint policies, procedures, and reporting structures, supported by communications and computer systems, that is used by the joint planning and execution community to monitor, plan, and execute mobilization, deployment, employment, sustainment, redeployment, and demobilization activities associated with joint operations. (JP 5-0)

Letter of Authorization (LOA)—A document issued by a procuring contracting officer or designee that authorizes contractor personnel to accompany the force to travel to, from, and within an operational area, and outlines Government-furnished support authorizations within the operational area, as agreed to under the terms and conditions of the contract. (DoDI 3020.41)

Logistics Force Packaging Systems (LOGFOR)—LOGFOR provides the capability to create and maintain the standard logistics details consisting of supplies and equipment for each AF UTC.

Logistics—Planning and executing the movement and support of forces. It includes those aspects of military operations that deal with a. design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; b. movement, evacuation, and hospitalization of personnel; c. acquisition or construction, maintenance, operation, and disposition of facilities; and d. acquisition or furnishing of services. (JP 1-02)

Logistics Module (LOGMOD)—A logistics-planning program that receives and maintains the cargo and personnel details for UTCs and taskings.

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. The Manpower and Force Packaging System, which resides in DCAPES, comprises two subsystems: the Manpower Force Packaging System and the Logistics Force Packaging System (LOGFOR).

Maximum Simultaneous Deployment Capability—Calculated capacity for deployment capabilities across an installation. This figure captures total numbers of personnel, cargo, and aircraft that can be effectively managed over a 24-hour period given the installation's infrastructure, resources, personnel, and equipment. Take in combination with worst case scenario assessments, illustrate limiting factors and shortfalls for installation deployment capability and associated risk to mission.

Mission Capability Statement—A short paragraph describing the mission capabilities that higher headquarters planners expect of a specific UTC at execution. The statement usually contains pertinent information such as the type of base where commanders deploy the unit, the unit's functional activities, and other augmentation requirements necessary to conduct specific missions.

Onward Movement—Onward Movement is the process of moving forces, capabilities, and accompanying materiel from reception facilities, marshalling areas, and staging areas to tactical assembly areas or operational areas or onward from the port of debarkation or other reception areas to the home or demobilization station. (JP 3-35)

Operation Plan (OPLAN)—Any plan for the conduct of military operations prepared in response to actual and potential contingencies. In the context of joint operation planning level 4 planning detail, a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a TPFDD. It identifies the specific forces, functional support, and resources required to execute the plan and provide closure estimates for their flow into the theater. (JP 5-0)

Personnel Readiness Function—The organization or deployment workcenter responsible for personnel deployment actions (e.g., IPR or PDF). During deployment operations, the actual organization used to deploy personnel is directed by the IDO.

Personnel Support for Contingency Operations (PERSCO)—The collection of manual and automated procedures, systems, hardware, personnel agencies, and deployable teams to accomplish total force accountability, casualty reporting, strength reporting, and personnel program support. Total force accountability is primary mission of PERSCO—providing personnel support to the warfighter. (DAFI 36-3802)

Plan Identification Number (PID)—A command unique four-digit number followed by a suffix indicating the Joint Strategic Campaign Plan year for which the plan is written. (JP 1-02)

Plans and Integration—Centralized function responsible for identifying, validating, and distributing deployment taskings and information. It is the day-to-day focal point for all deployment planning and execution operations. The permanent staff consists of Logistics Plans and their operations are overseen by the IDO.

Reception—Reception operations include all those functions required to receive and clear personnel, equipment, and materiel through the port of debarkation. (JP 3-35)

Redeployment—The transfer of forces and materiel to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to the home or demobilization stations for reintegration or out-processing. See also deployment. (JP 3-35)

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 command for planning that would adversely affect the command's ability to accomplish its mission. (JP 5-0); (AF) the lack of forces, equipment, personnel, materiel or capability, reflected as the difference between the resources identified as a plan requirement (or Service asset) and those apportioned to a combatant command (or assigned to the Service) for planning that would adversely affect the command's ability to accomplish its mission.

Staging—Staging assembles, temporarily holds, and organizes arriving personnel, equipment, and materiel into forces and capabilities and prepares them for onward. (JP 3-35)

Supported Commander—The commander has primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan or other joint operational planning authority. In the context of joint operation planning, this term refers to the commander who prepares OPLANs 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—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 DoD agencies as appropriate. See also supported commander, supporting plan. (JP 1-02)

Tactical Control—Command authority over assigned or attached forces or commands, or military capability or forces made available for tasking, that is limited to the detailed direction and control of movements or maneuvers within the operational area necessary to accomplish missions or tasks assigned. Tactical control is inherent in operational control. Tactical control may be delegated to and exercised at any level at or below the level of combatant command. Tactical control provides sufficient authority for controlling and directing the application of force or tactical use of combat support assets within the assigned mission or task. (JP 1-02)

Tailoring—The process of altering UTC packages that are described in the Type Unit Characteristics 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. (AFI 10-401)

Tenant Unit—A regular Air Force, Air Force Reserve Command, or Air National Guard organization or element that occupies the facilities of, or receives support from, another AF Command, Air Force Reserve Command, or Air National Guard component. (AFI 38-101)

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. (AFI 10-401)

Unit Line Number—A seven-character alphanumeric code that uniquely describes a unit entry (line) in a JOPES TPFDD. It is made up of three elements: a force requirement number, a fragmentation code, and an insert code. (AFI 10-401)

Unit Type Code (UTC)—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a “type unit.” (AF) A five- character alphanumeric designator uniquely identifying each type of unit in the Armed Forces. LOGMOD uses a sixth digit at the end of a UTC to denote the status of a logistics detail. (AFI 10-401)

Worst Case Scenario—Risk management concept wherein the military planner, in planning for potential operations, identifies the installation’s most stringent requirement(s) for all phases of operations (e.g., deployment, reception, staging, onward movement, integration, employment, redeployment, and reconstitution).

War Reserve Materiel—Mission-essential secondary items, principal and end items and munitions sufficient to attain and sustain operational objectives in scenarios authorized in the Secretary of Defense and Joint Strategic Campaign Plan scenarios.

Attachment 2

RECOMMENDED DEPLOYMENT CHECKLISTS

A2.1. General. Use the deployment checklists in this attachment during deployment operations. Users should review and validate the checklists periodically with the appropriate subject matter experts to ensure accuracy and validity.

A2.2. Preparation.

- A2.2.1. Are DCC representatives identified and trained?
- A2.2.2. Are all communications and administrative support equipment available and operational?
- A2.2.3. Are all required publications and supplies on-hand?
- A2.2.4. Are the work centers manned 24-hour, -day operations?
- A2.2.5. Is the alternate DCC ready for use in the event the main DCC is evacuated or operationally degraded?
- A2.2.6. Are DCC representatives tracking limiting factors, shortfalls, and emerging issues?
- A2.2.7. Does the DCC have a PACE plan for degraded operations to ensure continued operations?
- A2.2.8. Does the DCC have procedures for local data validation following system downtimes?

A2.3. Execution.

- A2.3.1. Are workcenter staff notified to report to their deployment work centers upon activation?
- A2.3.2. Does the IDO direct the activation of deployment work centers?
- A2.3.3. Does the IDO provide a concept briefing to the installation's senior leadership?
- A2.3.4. Are Deployment Schedule of Events developed using UTC priorities, deployment orders, TPFDD required delivery dates, and airflow?
 - A2.3.4.1. Are these based on exercise feedback?
 - A2.3.4.2. Are they built for multiple possible scenarios?
- A2.3.5. Do deployment work centers continuously report their operational status to the DCC?
- A2.3.6. Is DCC entry restricted and controlled?
- A2.3.7. Are deployment workcenter personnel feeding requirements identified?
- A2.3.8. Are strategic aircraft's allowable cabin load and limitations verified upon receipt of airflow schedule or aircraft arrival?
- A2.3.9. Do tasked organizations identify their cargo and classified couriers?
- A2.3.10. Do deployment work centers report deployment information promptly?
- A2.3.11. Do deploying troop leaders receive required deployment documentation prior to departure?

A2.3.12. Is unit deployment data reported to higher headquarters?

A2.3.13. Is in transit visibility maintained for all deploying personnel and equipment?

A2.3.14. Is deployment documentation collected?

A2.3.15. Do DCC representatives and deploying units submit limiting factors, shortfalls, and UIC change requests to appropriate HHQ?

A2.3.16. Do all DCC representatives maintain logbooks?

A2.4. DCC Logistics Plans Representative.

A2.4.1. Preparation:

A2.4.1.1. Is there an evacuation plan?

A2.4.1.2. Are all integrated deployment systems operational?

A2.4.1.3. Are administrative supplies available?

A2.4.2. Execution.

A2.4.2.1. Are DCC work shift schedules provided to all DCC representatives?

A2.4.2.2. Do the IDO and DCC staff prepare the concept briefing?

A2.4.2.3. Do all DCC representatives review the deployment order, airflow message(s), and other message traffic?

A2.4.2.4. Is the Deployment Schedule of Events cell being manned?

A2.4.2.5. Are load plans prioritized?

A2.4.2.6. Do DCC representatives identify deployment issues to the IDO immediately?

A2.4.2.7. Are equipment shortfalls validated by the DCC Materiel Management representative prior to submitting shortfalls?

A2.4.2.8. Are UIC changes and shortfall requests validated by the DCC personnel representative prior to submission?

A2.4.2.9. Is the Deployment Schedule of Events published and distributed expeditiously?

A2.4.2.10. Are all DCC representatives and work centers using a logbook?

A2.5. DCC Transportation Representative.

A2.5.1. Preparation:

A2.5.1.1. Are all transportation work centers and applicable transportation systems (CMOS, Integrated Data Environment Global Transportation Network Convergence, and GATES) operational?

A2.5.1.2. Do all unit pick up points established for transportation activities?

A2.5.1.3. Are cargo processing and aircraft loading schedules reviewed for accuracy and feasibility?

A2.5.2. Execution:

A2.5.2.1. Have shift schedules been developed and distributed to workcenter personnel?

A2.5.2.2. Are UTC taskings and airflow validated upon receipt?

A2.5.2.3. Are units requesting transportation support in a timely manner to meet Deployment Schedule of Events not later than times?

A2.5.2.4. Is the CDF providing timely and accurate cargo processing times to the DCC?

A2.5.2.5. Are deployment activities reported to the IDO promptly?

A2.5.2.6. Are transportation messages reviewed and forwarded to the IDO for release?

A2.5.2.7. Is the IDO notified when problems or delays occur?

A2.6. DCC Personnel Representative.

A2.6.1. Preparation:

A2.6.1.1. Are personnel systems operational?

A2.6.1.2. Is the latest area of responsibility reporting instructions available?

A2.6.2. Execution:

A2.6.2.1. Are shift schedules developed and distributed to workcenter personnel?

A2.6.2.2. Is the PDF activated at the direction of the IDO?

A2.6.2.3. Is a unit identification code change request submitted, when personnel shortfalls are sourced from another installation unit?

A2.6.2.4. Are problems or anticipated delays reported to the IDO?

A2.7. DCC Administration Representative.

A2.7.1. Preparation:

A2.7.1.1. Are emergency procedures briefed to DCC personnel in case evacuation is required?

A2.7.1.2. Do workcenter distribution and contact lists include telephone numbers, and email addresses?

A2.7.1.3. Are workstations fully functional with connectivity, printer support, paper, and pens?

A2.7.1.4. Is a time hack accomplished to set all work centers clocks to the same time?

A2.7.1.5. Is the concept briefing room, computer and projector support operational?

A2.7.1.6. Are concept briefing processes and procedures implemented properly (e.g., security clearance verification procedures, roll call, consolidation of outside agency briefing slides, security of briefing room)?

A2.7.1.7. Are the following on-hand in the DCC?

A2.7.1.7.1. AFI 10-401 and DDAFI 10-403 (and supplements).

A2.7.1.7.2. Relevant functional area guidance (electronic copies).

A2.7.1.7.3. IDP.

A2.7.1.7.4. DCC representative's events logbooks.

A2.7.1.7.5. Office supplies (e.g., pencils, pens, highlighters, dry-erase markers, staplers, binders, folders).

A2.7.2. Execution:

A2.7.2.1. Are shift schedules created and distributed to workcenter personnel?

A2.7.2.2. Is the concept briefing room ready for use?

A2.7.2.3. Are concept briefing procedures followed?

A2.7.2.4. Is DCC entry restricted and controlled?

A2.7.2.5. Do all DCC representatives and subordinate deployment workcenter personnel provide and distribute deployment related information and documentation (e.g., deployment schedule of events, shortfalls, UIC change requests) to subordinate work centers, unit deployment managers, and wing agencies in a timely manner?

A2.8. Cargo Deployment Function (CDF).

A2.8.1. Preparation. Is the CDF equipped with:

A2.8.1.1. Active communication lines.

A2.8.1.2. Integrated Deployment Systems (online, current updates and operational).

A2.8.1.3. Computers with e-mail and LOGMOD Schedule viewing capability.

A2.8.1.4. Deployment Schedule retrieval and distribution plan.

A2.8.1.5. Sample books with the unit's Shippers Declaration forms.

A2.8.1.6. Defense Transportation Regulation, AFI 24-series publications.

A2.8.1.7. DD Form 2133 *Joint Airlift Inspection Record*.

A2.8.1.8. Copy Machine or Scanner.

A2.8.1.9. Handheld radios.

A2.8.1.10. Calculator(s).

A2.8.1.11. Tape measures.

A2.8.1.12. Tire gauges.

A2.8.1.13. Air compressor.

A2.8.1.14. Adequate material handling equipment to meet cargo processing and working maximum on ground requirements.

A2.8.1.15. Safety equipment (e.g., reflective vests and light wands for night operations, hearing protection, gloves, safety-toed boots).

A2.8.1.16. Truck loading ramps.

A2.8.1.17. Blocking and bracing materials.

A2.8.1.18. Scales, (six portable scales for rolling stock and one 463L pallet scale).

A2.8.1.19. Calibrated drive on and off scales.

A2.8.1.20. Fire extinguishers. **Note:** Two fire extinguishers rated at 2A:10BC or for the highest hazard.

A2.8.1.21. Hazardous materials spill control kits.

A2.8.1.22. Hazardous material placards

A2.8.1.23. Explosive holding area signs and markings?

A2.8.1.24. Signed hazardous cargo certification letters.

A2.8.1.25. Spare 463L pallets, nets, plastic pallet covers, dunnage, and tie-down equipment.

A2.8.1.26. Spare forms and labels (e.g., DD Form 1385, DD Form 1387, DD Form 1387-2, AMCI-IMT 1033, *Shipper's Declaration for Dangerous Goods*, hazard class, handling labels).

A2.8.1.27. Fuel level measuring devices.

A2.8.2. Execution:

A2.8.2.1. Are workcenter shift schedules created and distributed to workcenter personnel?

A2.8.2.2. Are workcenter processes and procedures accomplished IAW with the IDP and applicable publications?

A2.8.2.3. Are entry control points established and secured?

A2.8.2.4. Is the safety program always established and adhered to?

A2.8.2.5. Are intra-workcenter communications established and effective?

A2.8.2.6. Is a traffic flow pattern established and enforced?

A2.8.2.7. Is a cargo flow plan established and used?

A2.8.2.8. Are cargo processing chokepoints identified and minimized?

A2.8.2.9. Is a paperwork flow plan established and used?

A2.8.2.10. Is a frustrated cargo area established?

A2.8.2.11. Are sufficient personnel trained and available for handling and deploying ammunition and explosives?

A2.8.2.12. Are sensitive cargo processes and procedures established and used?

A2.8.2.13. Is emergency fueling, defueling, and maintenance capabilities available?

A2.8.2.14. Are load team personnel and rolling-stock drivers knowledgeable of all associated flight line hazards (e.g., aircraft hazards, driving procedures, smoking rules)?

A2.8.2.15. Is the marshaling area treated as a sterile holding area?

A2.8.2.16. Is in transit visibility maintained for all deployed cargo?

A2.8.2.17. Capture and analyze deployment documentation to identify lessons learned and corrective actions.

A2.8.3. Cargo Processing.

- A2.8.3.1. Is hazardous cargo packaged, marked, and labeled properly?
- A2.8.3.2. Are hazardous material certification forms prepared?
- A2.8.3.3. Do cargo placards or shipping labels agree with the final load plans?
- A2.8.3.4. Are all secondary loaded items properly restrained (e.g., items loaded on munitions trailers)?
- A2.8.3.5. Do load team personnel have required equipment (material handling equipment, approach shoring, and protective equipment) available at load start time?
- A2.8.3.6. Is deploying equipment marked properly (e.g., axle weights, center of balance)?
- A2.8.3.7. Is required venting equipment available and qualified personnel are available to install vent kits, if required.
- A2.8.3.8. Are material handling equipment operators being available?
- A2.8.3.9. Do deploying unit furnish shoring and dunnage?
- A2.8.3.10. Are special purpose vehicle drivers trained and available to load aircraft?
- A2.8.3.11. Do vehicle fuel levels match Shipper's Declaration for Dangerous Goods forms and load plans?
- A2.8.3.12. Is host nation and customs clearance documentation available?
- A2.8.3.13. Are cargo restraints installed correctly?

A2.9. Eligibility Station Checklist.

- A2.9.1. Are Deployment Schedule of Events on-hand?
- A2.9.2. Are eligibility rosters current and on-hand?
- A2.9.3. Do unit deployment managers provide deploying personnel rosters, when required?
- A2.9.4. Do deploying personnel meet eligibility requirements IAW AFI 10-401, DAFI 36-3802, and the supported command reporting instructions?
- A2.9.5. Do all Air Force Reserve Command personnel have a certified AF Form 938?
- A2.9.6. Is a copy of deploying Air Force Reserve Command personnel's AF Form 938, *Request and Authorization for Active-Duty Training/Active Tour*, to the FSS to enroll their family members in TRICARE?
- A2.9.7. Are grade and skill-level substitutions accomplished IAW AFI 10-401?
- A2.9.8. Does the PDF and DCC notify units when ineligible personnel are identified?

A2.10. Orders Station Checklist.

- A2.10.1. Is the order's station equipped with?
 - A2.10.1.1. Unclassified and classified communication equipment.
 - A2.10.1.2. Classified storage?
 - A2.10.1.3. Access to Integrated Deployment System (e.g., DCAPES, LOGMOD, CMOS, GATES).

A2.10.1.4. Uninterrupted power.

A2.10.2. Is the Deployment Schedules of Events available?

A2.10.3. Do deploying units provide personnel lists (by chalk) for all deploying personnel?

A2.10.4. Are unit personnel substitutions and shortfalls coordinated with the UDM and DCC personnel representatives?

A2.10.5. Are troop leader packages assembled and provided to troop leaders.

A2.10.6. Is the Military Personnel Data System updated during deployment operations?

A2.10.7. Are deployment orders prepared IAW Foreign Clearance Guide and applicable reporting instructions?

A2.11. Emergency Data Station Checklist.

A2.11.1. Is access to virtual Military Personnel Flight system available?

A2.11.2. Do deploying personnel update their virtual Record of Emergency Data in the virtual Military Personnel Flight system?

A2.11.3. Are significant personnel discrepancies identified to the PDF Officer In Charge or Non-Commissioned Officer in Charge for corrective action?

A2.11.4. Do deploying personnel have copies of their current virtual Record of Emergency Data?

A2.11.5. If required, do deploying personnel receive American Red Cross services?

A2.12. Identification Station Checklist.

A2.12.1. Is the identification station equipped with:

A2.12.1.1. ID tag machine?

A2.12.1.2. ID tags and chains?

A2.12.1.3. DD Form 2760, *Qualification to Possess Firearms or Ammunition*?

A2.12.2. Identification Process.

A2.12.2.1. Are common access cards issued to deploying personnel, if required?

A2.12.2.2. Do personnel have a passport and visa, if required?

A2.12.2.2.1. Is the passport signed?

A2.12.2.2.2. Is the passport's expiration date greater than the estimated tour length?

A2.13. Finance Checklist.

A2.13.1. Is the finance station equipped with computers and printers?

A2.13.2. Are hard copies of (or electronic access available to) the following forms?

A2.13.2.1. DD Form 1351-2, *Travel Voucher or Subvoucher*.

A2.13.2.2. DD Form 1351-6, *Multiple Payments List*.

A2.13.2.3. DD Form 2558, *Authorization to Start, Stop, or Change an Allotment*.

A2.13.2.4. Form W-4, *Employees Withholding Certificate*.

A2.13.2.5. AF Form 594, *Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination*.

A2.13.2.6. DD Form 1115, *Military Payroll Money List*, or AF Form 265, *AFO Payment Authorization, Joint Uniform Military Pay System (JUMPS)*.

A2.13.2.7. AF Form 1745, *Address Change Form*.

A2.13.2.8. DD Form 114, *Military Pay Order*.

A2.13.2.9. SF Form 1199a, *Direct Deposit Sign-Up Form*. **Note:** If electronic storage capability is available, forms and references are not required.

A2.13.3. Are copies or access to applicable DoD, Joint, and AF instructions?

A2.13.4. Individual Processing Checklist.

A2.13.4.1. If required, are deploying personnel counseled concerning their personal allotments?

A2.13.4.2. Is advanced per diem provided to deploying personnel if authorized?

A2.13.4.3. Is advance pay or partial payment provided to personnel who do not have a government travel charge card.

A2.13.4.4. Are deploying personnel briefed on proper use of the government travel charge card?

A2.13.4.5. Are protective measures taken when money is present at PDF IAW AFI 31-101?

A2.13.4.6. Are deploying personnel on the use and processing of accrual vouchers?

A2.13.4.7. Provide financial counseling provided to deploying personnel, if requested?

A2.14. Medical.

A2.14.1. Have personnel (military and civilian) completed their deployment medical clearance?

A2.14.2. Do deploying personnel have sufficient supply of prescribed countermeasures and personal medications?

A2.14.3. Do deploying personnel accomplish all required individual medical readiness and deployment health activities?

A2.15. Military and Family Readiness Center Checklist.

A2.15.1. Deployment Preparation.

A2.15.2. Does the Military and Family Readiness Center provide PDF representatives?

A2.15.3. Do Military and Family Readiness Center personnel positioned at their designated station, or during the deployment preparation process, dispense brochures and answer last minute questions regarding deployment-related issues?

A2.15.4. Doan Military and Family Readiness Center representative provide a refresher briefing to deploying personnel regarding services and programs available at home station for family members and review procedures to be followed in cases of family emergencies?

A2.15.5. Do Military and Family Readiness Center personnel have resources available to disseminate to deploying personnel?

A2.16. Chaplain Corps Checklist. Recommended Chaplain self-assessment checklist items.

A2.16.1. Deployment Preparation:

A2.16.1.1. Is a Chaplain Corps representative available at the activated PDF or included on deployment processing checklists?

A2.16.1.2. If PDF is activated:

A2.16.1.2.1. Are Chaplain Corps personnel available at the chaplain station? **Note:** Religious materials should not denigrate any religious faith group.

A2.16.1.2.2. Is a private room or area available for chaplain counseling?

A2.16.1.2.3. Does the religious support team inform the unit commander, PDF Officer In Charge, Non-Commissioned Officer in Charge, or troop leader of personnel issues affecting the deployment eligibility of an individual?

A2.16.1.2.4. Does the religious support team ensure religious materials are available and maintained? **Note:** Religious materials should not denigrate any religious faith group.

A2.16.1.2.5. Does the religious support team provide information or a briefing when requested to deploying personnel that includes information on deployed location religious practices, spiritual resiliency, privileged communication, and religious rites and services available to them?

A2.16.1.2.6. Does the religious support team maintain a PDF binder to include a log of significant events?

A2.16.1.2.7. Do Chaplain Corps personnel provide religious support to deploying personnel, including a pre-brief or distribution of information about any sensitive cultural and religious issues in the employment areas during PDF processing or as requested?

A2.16.1.2.8. Do Chaplain Corps personnel provide spiritual care in support of individuals, families, and units during pre-deployment activities?

A2.16.2. Pre-Reintegration Actions (During Redeployment Phase).

A2.16.2.1. Do Chaplain Corps and mental health center personnel provide reintegration education to redeploying members area of responsibility within 30 days of redeployment?

A2.16.2.2. In the area of responsibility within 30-days of redeployment, do Chaplain Corps and mental health center 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 or during deployment?

A2.16.2.3. Do Chaplain Corps center personnel follow up with higher-risk individuals within 5-days of redeployment?

A2.16.2.4. Do Chaplain Corps personnel work with unit leadership to plan and schedule reintegration briefings for redeployers and families and to provide individual counseling opportunities.

A2.16.3. Home Station Reintegration, Recovery, and Reconstitution.

A2.16.3.1. Do Chaplain Corps provide support and reintegration education to redeployed members, families, and units within seven (7) days of the individual's redeployment to home station.

A2.16.3.2. Do Chaplain Corps provide post-deployment follow-up support, reintegration and reunion ministries, and other programs to strengthen families and enhance the individual's spiritual health?

A2.17. Legal Checklist.

A2.17.1. Is the legal station equipped with:

A2.17.1.1. Computers and printers?

A2.17.1.2. Blank Power-of-Attorney forms and other legal documents?

A2.17.2. Is legal counseling (e.g., power-of-attorney, will) provided to deploying personnel, if time permits?

A2.17.3. Is the legal station staffed with an attorney and paralegal?

A2.17.4. Does the legal office aid redeploying personnel with legal matters upon return to home station (e.g., revoking powers of attorney, Service Members Civil Relief Act rights, family law matters, filing claims for the loss, damage, destruction, or theft of personal property while deployed)?

A2.17.5. Does the legal office assess individuals for any specific legal requirements (Pre- and Post-deployment)?

A2.17.6. Does the legal office support operational commanders to ensure that law of war training satisfies operational requirements and that operational unit training standards specifically explain the law of war and rules of engagement?

A2.18. Key Unit Checklist.

A2.18.1. Are UDMs and alternates, appointed, trained, and experienced to support 24-hour operations, if required?

A2.18.2. Are personnel assigned to UTA UTCs trained to accomplish deployed tasks?

A2.18.3. Is personnel eligibility verified?

A2.18.4. Are all personnel briefed on their personal responsibilities (e.g., will, power of attorneys, insurance, virtual Record of Emergency Data) for deployment?

A2.18.5. Are procedures established to follow up with families of deployed unit members?

A2.18.6. Do all individuals have all items required by the tasking's reporting instructions?

- A2.18.7. Are classified couriers appointed and trained?
- A2.18.8. Are cargo couriers appointed and trained, if required?
- A2.18.9. Is the unit deployment personnel roster updated as changes occur?
- A2.18.10. Are unit TCCC instructors providing preparatory training to all personnel to include the use of new individual first aid kits?
- A2.18.11. Is the alert notification plan exercised semi-annually?
- A2.18.12. Are equipment and supplies available and ready for deployment?
- A2.18.13. Are inspections conducted and documented to ascertain the unit's deployment readiness?
- A2.18.14. Are shortfalls identified and reported to the IDO?
- A2.18.15. Do personnel deploying for over 30-days have their training records updated?
- A2.18.16. On notification of a deployment:
 - A2.18.16.1. Is the pyramid alerting and recall system executed?
 - A2.18.16.2. Is the unit deployment control center activated?
 - A2.18.16.3. Does the UDM review the personnel eligibility listing prior to commander approval?
 - A2.18.16.4. Are personnel ready at the unit assembly area for movement to the PDF at the time established by the LOGMOD Schedule?
 - A2.18.16.5. Is a personnel eligibility verification and equipment check accomplished on each person scheduled for deployment prior reporting to the PDF for processing?
 - A2.18.16.6. Is unit cargo prepared and delivered to the CDF IAW the Deployment Schedule of Events?
 - A2.18.16.7. Are the IDO or DCC advised immediately if equipment deviations are necessary?
 - A2.18.16.8. Is a unit representative designated to attend the deployment concept briefing?
 - A2.18.16.9. Do units request transportation support when required?
 - A2.18.16.10. Are baggage tags provided to unit personnel and completed before departing the unit?

A2.19. Individual Requirements Checklist.

- A2.19.1. Does the UDM document completion of individual deployment requirements use the AFDF or eDRC?
- A2.19.2. Does the UDM ensure the following items are current and available?
 - A2.19.2.1. Common Access Card.
 - A2.19.2.2. Passport and visa, if required.
 - A2.19.2.3. Two identification tag sets and red medical alert identification tags, if required:

A2.19.2.3.1. One with long-length neck chain.

A2.19.2.3.2. One with short-length neck chain.

A2.19.2.4. DAF Form 623a, *On-the-Job Training Record-Continuation Sheet*, or with attached AF Form 1098, *Special Task Certification and Recurring Training*), if required. **Note:** Required for E-6 and below military personnel.

A2.19.2.5. MyPay Personnel Identification Number.

A2.19.2.6. Valid Civilian, Government, International Drivers Licenses and Certificate of Competency card(s), if applicable.

A2.19.2.7. AF Form 1199, *USAF Restricted Area Badge*, if applicable.

A2.19.2.8. Personal medical equipment (e.g., glasses, mask inserts, hearing aids, etc.) and medications.

A2.19.2.9. Personal clothing and equipment.

A2.19.2.10. Individual tool kits, professional kits, and any personal protective equipment required to perform duty. **Note:** Hand-carry one complete operational Chemical Warfare Defense Equipment ensemble onboard deployment aircraft, as directed.

A2.19.2.11. AF Form 1297, *Temporary Issue Receipt*, if weapons or accountable equipment are issued.

A2.19.2.12. Completed AF Form 522, *USAF Grounds Weapons Training Data*, or automated equivalent.

A2.20. Unit Deployment Manager Checklist.

A2.20.1. Does the UDM provide deployment status to the unit commander?

A2.20.2. Can the UDCC be activated immediately?

A2.20.3. Is a copy of the IDP available in the UDCC?

A2.20.4. Is there a continuous training program to familiarize unit personnel with the IDP and with specific responsibilities during deployment?

A2.20.5. Is a current pyramid unit recall notification plan in effect and can unit personnel be recalled in the event of telephone or communications failure?

A2.20.6. Are unit deployment rosters current and updated in LOGMOD and DCAPES?

A2.20.7. Do qualified individuals fill each deployable UTC position assigned to the unit?

A2.20.8. Are individuals notified (person-to-person contact) when tasked to deploy?

A2.20.9. Are cargo couriers identified and trained? Is the unit deployment roster annotated?

A2.20.10. Are designated classified couriers identified?

A2.20.11. Are procedures established to ensure individuals are briefed on responsibilities for deployment to include?

A2.20.11.1. Personal clothing and equipment.

A2.20.11.2. Professional equipment and supplies.

A2.20.11.3. Deployable documents.

A2.20.11.4. Personal affairs.

A2.20.11.5. Military & Family Readiness Center.

A2.20.11.6. American Red Cross.

A2.20.11.7. Medical requirements.

A2.20.11.8. Are procedures implemented to ensure compliance with the following requirements?

A2.20.11.9. Deployment training.

A2.20.11.10. Deployment Health requirements.

A2.20.11.11. Common Access Card.

A2.20.11.12. ID tags (two tags, one short chain and one long chain)? **Note:** Red medical alert ID tags, if required.

A2.20.11.13. DD Form 93.

A2.20.11.14. Finance affairs (e.g., pay allotments, Direct Deposit, DD Form 1337, Pay and Allowances, Authorization and Designation for Emergency).

A2.20.11.15. Have cargo increment monitors been appointed and trained.

A2.20.11.16. Are personnel ready at the unit assembly area for movement to the deployment processing line at the time established on the Deployment Schedule of Events.

A2.20.11.17. Is cargo properly prepared (using applicable checklists and instructions) and delivered to the CDF in-check area according to the Deployment Schedule of Events.

A2.20.11.18. Does the unit conduct personnel eligibility verifications and equipment checks for each person scheduled for a deployment before the individual reports to the PDF.

A2.20.11.19. Are procedures established for a periodic inspection to verify an individual's eligibility for deployment (recommend a quarterly inspection at minimum).

A2.20.11.20. Has the unit established procedures, checklists, and charts to ensure control of deployment of personnel, equipment, and supplies.

A2.20.11.21. Is authorized deployment equipment and supplies maintained in a constant state of readiness.

A2.21. LOGMOD Scheduling Cell Checklist.

A2.21.1. Preparation:

A2.21.1.1. Are computers available and operational?

A2.21.1.2. Is a Deployment Schedule of Event's mode event table available for all airlift types?

A2.21.1.3. Is a UTA pseudo PID created and maintained in LOGPLAN?

A2.21.1.4. Do the IDO and UDMs prioritize UTA tasked UTCs?

A2.21.1.5. Do units validate UTCs biennially?

A2.21.1.6. Are aircrew, advance echelon, and enroute support team chalks created in the Deployment Schedule of Events?

A2.21.2. Execution:

A2.21.2.1. Is the deployment order reviewed and validated?

A2.21.2.2. Is a LOGPLAN cargo export file created for the load planner?

A2.21.2.3. Is an airflow message received and is the Single Mobility System being monitored for inbound strategic lift missions?

A2.21.2.4. Are Deployment Schedule of Events modified or created using the combatant command's TPFDD or airflow message?

A2.21.2.5. Are all shortfalls for UTCs assigned to a chalk identified?

A2.21.2.6. Are classified, cargo, and weapon couriers identified in the Deployment Schedule of Events' remarks section?

A2.21.2.7. Are Deployment Schedule of Event's changes published and distributed expeditiously?

A2.21.2.8. Are all DCAPES and LOGMOD import, and export files provided on an as required basis?

A2.21.2.9. Is a logbook established and used?

A2.21.2.10. Is DCAPES monitored for changes or updates to the TPFDD?

A2.21.2.11. Do tasked units update the personnel and cargo UTC prioritizations based on meeting tasking requirements?

Attachment 3

DEPLOYMENT TRAINING REQUIREMENTS

A3.1. Deployment Training Requirements. The following table contains a list of deployment training classes based on specific roles and responsibilities. The IDP will identify and document (by position title or description) mandatory and recommended training requirements for each workcenter. (T-1)

Table A3.1. Deployment Training Requirements.

TYPE	FREQUENCY	TRAINER RECORD KEEPER	REFERENCE(S)
AFFORGEN Connect	Initial ²	P&I	DAFI 10-403
Work center Orientation	Initial ²	Work center Officer In Charge or Non- Commissioned Officer in Charge	DAFI 10-403
Unit Deployment Manager	Initial ^{2, 3}	P&I	DAFI 10-403 Air Force Job Qualification Standard (8U000)
LOGMOD	Initial ²	P&I	DAFI 10-403
Cargo Preparation Pallet Build Up	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2

Hazardous Material Preparers	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Air Transportation Function	AFMAN 24-604-Integrated Publication
Hazardous Material Inspectors	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Air Transportation Function	AFMAN 24-604-Integrated Publication
Hazardous Material Handlers	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Air Transportation Function	AFMAN 24-604-Integrated Publication
Hazardous Material Packers (Technical Specialist)	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Air Transportation Function	AFMAN 24-604-Integrated Publication
Joint Airborne or Transportability Training	Initial	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2
ICODES (Aircraft Load Planning)	Initial Refresher: 24 months	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2
Joint Airlift Inspector	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2

Aircraft Load Team	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2
Aircraft Marshaling	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	AFMAN 11-218 DAFI 24-605, Vol 2
Ramp Coordinator	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2
Quality Control	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2
Cargo In-Check	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2
Explosives and Weapons Safety	Initial ¹	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 91-202 DAFI 24-605, Vol 2
Passenger Baggage Handler	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	DAFI 24-605, Vol 2
Passenger	Initial ²	LRS/Deployments & Distribution Flight/Air	DAFI 24-605, Vol 2

In-Check and Manifesting		Transportation Function	
Weapons Courier	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	AFI 24-602, Vol 2
Ammunition Courier	Initial ²	LRS/Deployments & Distribution Flight/Air Transportation Function	AFI 24-602, Vol 2
Classified Courier	Initial ²	Unit Security Manager	DoDM 5200.01V1_AFMAN16-1404V1
Deployed Equipment Custodian	Initial ²	LRS/Materiel Management	DAFMAN 23-300
Note 1: Recurring training every 15 months IAW DAFI 91-202 Note 2: Refresher training is “as required” Note 3: Computer Based Training available on MyLearning is a prerequisite.			

Attachment 4

CONCEPT BRIEFING OUTLINE

A4.1. Recommended concept of operations briefing outline.

A4.2. If a concept briefing is provided, the briefer will:

- A4.2.1. Establish use of local or ZULU time.
- A4.2.2. Provide classification of the briefing. For classified briefings, the holder of the information must confirm valid need to know and verify the level of access authorization IAW Department of Defense Manual (DoDM) 5200.01V1 Air Force Manual (AFMAN)16-1404V1.
- A4.2.3. Conduct roll call.
- A4.2.4. Brief notification time.
- A4.2.5. Brief classification of destination.
- A4.2.6. Brief transportation flow schedule, ground rules, and Deployment Schedule of Events.
- A4.2.7. Brief deployment authority.
- A4.2.8. Brief the LOGMOD PIDs. **Note:** Do not use classified PIDs if deployed operations are classified.
- A4.2.9. Brief unclassified LOGPLAN Deployment Schedule of Events.
- A4.2.10. Brief tasked UTCs, Unit Line Numbers and units.
- A4.2.11. Brief first flying unit or first unit to first 10-12 hours of processing.
- A4.2.12. Brief personnel processing start time.
- A4.2.13. If available, brief enroute stops number (if classified) or location(s) (if unclassified).
- A4.2.14. Brief authorized flight meals per person, to include, meal cost associated with officers, enlisted, civilian, and contractor (if rf required) personnel.
- A4.2.15. Brief all modes of transportation.
- A4.2.16. Brief first mode of transportation departure information.
- A4.2.17. Brief exercise simulations and exceptions, as applicable.
- A4.2.18. Brief type deployment bags and issue method.
- A4.2.19. Brief training records and medical records requirements.
- A4.2.20. Brief weapons and ammunition (include specific guidance on issue, movement, safety, and storage procedures).
- A4.2.21. Brief special clothing requirements.
- A4.2.22. Brief antidote agent requirements.
- A4.2.23. Brief health information for international travels, and special immunizations.
- A4.2.24. Brief destination country's customs (import limits and required equipment documentation). **Note:** Do not compromise security if destination is classified.

- A4.2.25. Ensure Office of Special Investigation (OSI) threat briefing is conducted.
- A4.2.26. Brief religious concerns, cultural concerns, and religious support in responsibility.
- A4.2.27. Brief orders information:
 - A4.2.27.1. Brief temporary duty duration.
 - A4.2.27.2. Brief duty on and off military installation.
 - A4.2.27.3. Brief field condition (Yes or No).
 - A4.2.27.4. Brief member to hand carry (Item list).
 - A4.2.27.5. Brief group travel (Yes or No).
 - A4.2.27.6. Brief special lodging and messing (Yes or No).
- A4.2.28. Provide additional remarks, if required.

Attachment 5

FORCE READINESS AND GENERATION BRIEFING

A5.1. Installation Plans and Integration Section (P&I).

A5.1.1. P&I provides a Force Readiness and Generation Briefing (FRGB) to the installation commander and senior leadership approximately 90 days prior to the start of a force generation phase.

A5.1.2. It will focus on upcoming generation activities, current capability and capacity, expected maximum wartime considerations, process and resource shortfalls and limiting factors, and actionable decision points for installation commanders. **(T-3)**

A5.1.3. All the topics below are not required of every FRGB, but all topics should be considered for every iteration. Recommend tasking topics to the relevant OPRs (e.g., RAT training management, CE facilities) and not be consolidated and briefed solely by IDO.

A5.2. The FRGB should include:

A5.2.1. Development stage of the IDP (if being re-written).

A5.2.2. Overview of the IDP (portions of this may be classified). For classified briefings, the holder of the information must confirm valid need to know and verify the level of access authorization IAW DoDM 5200.01V1_AFMAN16-1404V1.

A5.2.3. Total number of UTCs postured from the installation or wing (break out tenants).

A5.2.4. Number of personnel and short tons postured in the UTA.

A5.2.5. Personnel and cargo requirements are applied within applicable OPLANs (when available). **Note:** Include inbound and transitory numbers to include tenant and joint forces.

A5.2.6. The largest number of personnel and cargo movement possible in a single day (in, out, transit). Suggested topics:

A5.2.6.1. Cargo marshalling, processing facilities, yard capacity and requirement.

A5.2.6.2. Personnel processing facilities capacity and requirement.

A5.2.6.3. Materiel handling equipment capacity and requirement.

A5.2.6.4. Processing facilities for other Services (if different), capacity and requirement.

A5.2.6.5. Maximum on ground (MOG) capacity.

A5.2.6.6. Hot Cargo Pad capacity.

A5.2.7. Command and control facilities (available or required):

A5.2.7.1. Power requirements, capacity, and shortfalls, if any.

A5.2.7.2. Communications requirements, capacity, and shortfall, if any

A5.2.8. Parking Maximum on Ground (permanently based or transiting).

A5.2.9. Working Maximum on Ground.

A5.2.10. Hot cargo spots availability and estimated requirement.

A5.2.11. Support personnel requirements:

A5.2.11.1. Personnel shortfalls.

A5.2.11.2. Number of personnel.

A5.2.11.3. Types of positions (e.g., load planners, quality control, personnel, administrative, controllers, inspectors, aircraft loaders).

A5.2.12. Personnel and equipment process flow (mass and individual process):

A5.2.12.1. Deployment bag process flow.

A5.2.12.2. Weapons and ammunition process flow.

A5.2.12.3. Number of deployment bags required and on-hand.

A5.2.12.4. Number of weapons required and on-hand.

A5.2.12.5. Ammunition required and on-hand.

A5.2.12.6. Risk management and mitigation procedures.

A5.2.12.7. Changes to the IDP since the last briefing.

A5.2.13. RAT status.

A5.2.14. Results and findings from recent exercises or activities (e.g., tabletop exercises, Combat Readiness Exercise, Combat Readiness Inspection).

A5.3. Other Agencies. The FRGB should include other readiness agencies and activities directly associated with operational and deployment readiness. The briefing scope should remain focused on mission effectiveness and accomplishment towards force generation and operational employment upon arrival in COCOM theaters. Inclusion of other agencies should not serve as an opportunity to brief on unrelated aspects of these functional areas.

A5.3.1. Other offices to consider for inclusion:

A5.3.1.1. Civil Engineering Squadron/Emergency Management.

A5.3.1.2. Intelligence.

A5.3.1.3. Command Post.

A5.3.1.4. Force Readiness Squadron/Services.

A5.3.1.5. Wing Readiness Office.

A5.3.1.6. Force Support Squadron/Training Management.