

**27 MAY 1998**



**Operations**

**DEPLOYMENT PLANNING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 10-4, *Operations Planning*. It provides the basic requirements for Air Force deployment planning at all levels of command to support contingency operations. It also describes the specific requirements for pre-execution, command and control, and cargo and personnel preparation in support of Air Force deployment and redeployment operations. Additional guidance is available in the Air Force Pamphlet 10-417, *USAF Deployment Management*. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authority to collect and or maintain the records prescribed in this instruction is Title 10, U.S.C., 8013. Forms affected by the Privacy Act have an appropriate Privacy Act Statement. System of record notice 030 AF MP D, *Contingency System* (COMPES) applies. Consult AFI 37-132, *Air Force Privacy Act Program (PA)*, (formerly designated AFR 12-35) for further guidance on Privacy Act Statements. Send comments and suggestions for improvements on AF Form 847, **Recommendation for Change of Publication**, through channels to HQ USAF/ILXX, 1030 Air Force Pentagon, Washington, DC 20330-1030.

**SUMMARY OF REVISIONS**

This revision incorporates interim change (IC) 98-2 and corrects guidance for Tactical Air Control Parties assigned to Army installations, clarifies reporting procedures for Shortfalls and LIMFACs to avoid possible security violations, strengthens the use of CMOS for deployments, defines tasking AFSC, clarifies guidance on skill level and grade substitution, differentiates Duty Status and Deployment Availability Codes, and adds Deployment Availability Code 28. All Tactical Air Control Parties (TACP) assigned to Army installations are waived from the requirements in this AFI, but will comply with the Deployment Planning requirements as outlined in Army Host Base Deployment Plan 525-10 and applicable Army installation regulations. TACP units must still use LOGMOD and comply with LOGMOD reporting requirements IAW AFMAN 10-401. The entire text of IC 98-2 is at Attachment 5. A | (bar) preceding a paragraph indicates changes from the previous edition.

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## Chapter 1

### FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

#### 1.1. Air Force Secretariat Agencies.

1.1.1. The Secretary of the Air Force Office of Public Affairs, (SAF/PA):

1.1.1.1. Develops policy guidance for Air Force internal information activities in support of force deployment.

1.1.1.2. Develops policy guidance for Air Force media relations in support of the public's right to be informed.

1.1.1.3. Develops plans to train and equip (including deployment kits) public affairs personnel for deployment.

1.1.1.4. Operates a common internal information network to support deployed Air Force units and sister/allied forces at Air Force operating locations via the Internal Bulletin Board System.

1.1.2. The Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM):

1.1.2.1. Ensures all Air Force budget submissions include provisions to attain and maintain the optimum deployment capability of Air Force forces.

1.1.2.2. Supervises the administration, control, and distribution of funds in support of Air Force deployment programs.

1.1.3. The Secretary of the Air Force, Acquisition (SAF/AQ). Establishes policy for deploying contractor personnel to support contingency and wartime operations.

1.1.4. The Secretary of the Air Force, Inspector General (SAF/IG). Requires that MAJCOM/CCs conduct Operational Readiness Inspections which includes evaluating the deployment capability of their active and gained forces.

#### 1.2. Air Staff Agencies.

1.2.1. The Deputy Chief of Staff, Air and Space Operations (HQ USAF/XO). Oversees all Air Force war planning and readiness.

1.2.2. The Directorate of Operations and Training (HQ USAF/XOO):

1.2.2.1. Serves as the Air Staff focal point for operations plans.

1.2.2.2. Prepares directives to support deployment planning.

1.2.2.3. Ensures that the Chairman of the Joint Chiefs of Staff (CJCS) exercise schedule includes deployment exercises.

1.2.2.4. Serves as the OPR for the operations functions of the Contingency Operation/Mobility Planning and Execution System (COMPES).

1.2.2.5. Serves as functional OPR for Operational Taskings & Priorities (OT&P).

1.2.3. The Director of Intelligence, Surveillance, and Reconnaissance (HQ USAF/XOI):

1.2.3.1. Oversees all intelligence support for deployment operations.

- 1.2.3.2. Ensures that major and component commands have sufficient intelligence resources (human and technical) to meet OPLAN, contingency requirements, and force protection requirements.
- 1.2.4. The Director of Manpower, Organization and Quality (HQ USAF/XPM):
  - 1.2.4.1. Manages the Manpower Force Packaging System (MANFOR).
  - 1.2.4.2. Oversees the Air Force Master MANFOR database and ensures that the system interfaces with other automated planning systems.
  - 1.2.4.3. Serves as the OPR for the manpower functions of the Contingency Operation/Mobility Planning and Execution System (COMPES).
  - 1.2.4.4. Provides policy and guidance to assist MAJCOM and FOA staffs to quantify, and Manpower and Organization staffs to document wartime manpower deliberate and deployment planning, deployment execution and in-place requirements, and employment contingency organization structures in support of total force accountability and force management.
- 1.2.5. The Deputy Chief of Staff, Installations and Logistics (HQ USAF/IL). Provides policy guidance to the Air Staff and MAJCOMs to achieve worldwide deployment of identified forces.
- 1.2.6. The Directorate of Plans and Integration (HQ USAF/ILX):
  - 1.2.6.1. Is the OPR for Air Force deployment operations.
  - 1.2.6.2. Serves as OPR for the Integrated Deployment System (IDS).
  - 1.2.6.3. Develops policy guidance to support specific deployment objectives.
  - 1.2.6.4. Develops policy guidance for integrating automated systems to support deployment operations.
  - 1.2.6.5. Manages the Logistics Module (LOGMOD) of COMPES.
  - 1.2.6.6. Serves as functional OPR for the Deployment Management System (DeMS).
- 1.2.7. The Directorate of Transportation (HQ USAF/ILT):
  - 1.2.7.1. Serves as the focal point for transportation support of Air Force deployment operations.
  - 1.2.7.2. Serves as OPR for the Cargo Movement Operating System (CMOS) and the Computer Aided Load Manifesting (CALM) system.
  - 1.2.7.3. Develops policy guidance on transportation activities that support deployment operations.
  - 1.2.7.4. Develops policy guidance on integrating automated deployment planning and execution systems in conjunction with HQ USAF/ILX, DPX and XPM.
  - 1.2.7.5. Develops policy guidance on automated cargo and passenger transportation systems to support deployment processing and in-transit visibility of deployed cargo.
- 1.2.8. The Directorate of Supply (HQ USAF/ILS). Develops policy guidance on supply organizations' support of deployment operations.
- 1.2.9. The Directorate of Maintenance (HQ USAF/ILM). Develops policy guidance on maintenance organizations' support of deployment operations.

1.2.10. The Directorate of Civil Engineer (HQ USAF/ILE):

1.2.10.1. Establishes and maintains civil engineer capability to provide, operate, maintain, restore, and protect the installations, infrastructure, facilities, housing, and environment necessary to support air and space forces involved in deployment and sustainment operations.

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

1.2.10.3. Ensures that deployment programs meet environmental protection requirements.

1.2.11. The Directorate of Services (HQ USAF/ILV). Establishes policy guidance for deploying Services forces.

1.2.12. The Deputy Chief of Staff, Personnel (HQ USAF/DP). Develops concepts and systems for Air Force activities at all levels to compile accurate data on the number and location of deployed personnel.

1.2.13. The Director of Military Personnel Policy (HQ USAF/DPX):

1.2.13.1. Establishes policy guidance to efficiently and accurately deploy and account for military and federal civilian personnel.

1.2.13.2. Responsible for accounting for all deployed personnel.

1.2.13.3. Serves as functional OPR for the personnel functionality of the COMPES.

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

1.2.14. The Surgeon General (HQ USAF/SG). Establishes policy guidance for Air Force medical and dental support (including personnel, equipment, and personal medical information) during deployment operations.

1.2.15. The Deputy Chief of Staff, Communications and Information (HQ USAF/SC).

1.2.15.1. Develops, concepts, policies, and guidance to provide communications, computer systems, visual information, information and postal support to deployed forces.

1.2.15.2. Resolves shortfalls between MAJCOMs.

1.2.16. The Chief of Security Forces (HQ USAF/SF). Establishes policy guidance for deploying security police units as well as arming and use of force for all deploying personnel.

1.2.17. The Judge Advocate General (HQ USAF/JA). Establishes policy guidance for deploying judge advocates to support deployed personnel and advise commanders on all legal aspects of deployments.

1.2.18. The Chief of Air Force Reserve (HQ USAF/RE). Ensures that AFRC forces meet the readiness requirements of the gaining active force.

1.2.19. The Director, Air National Guard (NGB/CF). Ensures that ANG forces meet the readiness requirements of the gaining active force.

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

1.2.21. The Air Force Historian (HQ USAF/HO). Develops concepts, policies, and guidance on History, Museum and Art Program activities in support of contingency operations. Establishes policy guidance for deploying historians (including personnel, equipment, supply, and training requirements) to support deployed unit commanders and staffs.

### **1.3. Air Force Component Commands.**

1.3.1. Identify theater prepositioned War Reserve Materiel (WRM) to supporting MAJCOMs to allow them to prepare specialized deployment packages. (See AFI 10-404, *Base Support Planning*.)

1.3.2. Identify operational meal requirements to HQ AFSVA/SVO annually in accordance with WMP-1, Annex E and Annex GG.

1.3.3. Distribute the command's most current all-forces TPFDD and related DRMD to MAJCOMs, FOAs, and employment locations.

1.3.4. Identify civilian-unique theater requirements, to include: identifying military only requirements in plans, uniform requirements, specialized training, pre-determine civilian pay and entitlements.

1.3.5. Determine wartime requirements of emergency-essential (E-E) civilian personnel whether located OCONUS or CONUS.

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

### **1.4. Air Force Major Commands and Field Operating Agencies.**

1.4.1. The Director of Logistics (LG), or equivalent, is the OPR to provide overarching command guidance for implementing this AFI.

1.4.2. The Logistics Plans function serves as focal point for the IDS and the functional OPR for two IDS component systems, LOGMOD and the DeMS.

1.4.3. The Director of Personnel (DP) is responsible for providing any additional Personnel guidance to their installations.

1.4.4. MEFPAK managers distribute lists of Unit Type Codes (UTCs) identified in War and Mobilization Plan (WMP), Volume 3, Parts 1 and 2, to assigned deploying units and the Reserve Component forces.

1.4.5. Distribute subordinate unit deployment tasking. This will include applicable portions of each supported commander's all-forces TPFDD and associated Deployment Requirements Manning Document (DRMD). Any action regarding the TPFDD will be coordinated with the appropriate functional manager for applicable UTC. Any action regarding DRMD will be coordinated with the appropriate Manpower and Quality office.

1.4.6. Supporting Manpower and Organization staffs ensure AF component command requirements and organization structure for tasked units is documented in DRMDs. Adhere to tailoring procedures as established by the AF component command.

1.4.7. Supporting Manpower and Organization staffs document subordinate units backfill requirements in DRMDs and provide supporting command personnel readiness staffs for sourcing.

1.4.8. Supporting Manpower and Organization staffs ensure supporting command personnel readiness staffs get and transmit current DRMD data to levy flows to subordinate units.

1.4.9. The Directorate of Communications and Information provides air traffic control and weather forecasting equipment to deployed forces.

## 1.5. Base-Level Agencies.

1.5.1. The installation commander:

1.5.1.1. Serves as the responsible activity for unit deployments.

1.5.1.2. Oversees all staff activities in support of deployment planning.

1.5.1.3. Defines local procedures for deploying forces.

1.5.1.4. Ensures that units meet all pre-execution, command and control, cargo, and personnel requirements outlined in this AFI.

1.5.1.5. Designates an IDO and alternates.

1.5.1.6. Is the OPR for the Resource Augmentation Duty (READY) Program (AFI 10-217). Does not apply to ANG/AFRC units.

1.5.1.7. Determine the frequency and scope of the exercises based on what is necessary to ensure the process runs efficiently and all units, including tenant units, are prepared to deploy. Minimum exercise frequency will be annually for all units.

1.5.2. The IDO:

1.5.2.1. Directs, controls and coordinates installation deployments (including tenant and transiting forces) as directed by the commander.

1.5.2.2. Defines and publishes local guidance on deployment procedures.

1.5.2.3. Ensures that the installation meets all pre-execution and command and control deployment requirements. (See **Chapter 2** and **3** for specific requirements.)

1.5.2.4. Is responsible for the overall management and control of the Deployment Control Center, Deployment Processing Unit, and the Cargo Deployment Function.

1.5.2.5. Maintains the Standard UTC Reference and Deployment Data Files in accordance with this instruction. (For specific instructions on what to include in these files, see paragraph **2.6**.)

1.5.2.6. Chairs the Deployment Process Working Group.

1.5.2.7. Provides each Unit Deployment Manager (UDM) with a detailed outline of the units deployment requirements of each OPLAN.

1.5.3. The Operations Plans, Wing Plans or Logistics Plans Office (as appropriate):

1.5.3.1. Reviews all deployment-related documents (for example, the all-forces TPFDD for equipment and related DRMD) and identifies the installation's total deployment requirements.

1.5.3.2. Provides the IDO with a detailed outline of the deployment requirements of each OPLAN.

- 1.5.3.3. Identifies other forces that the installation will provide with transportation support during deployment operations.
  - 1.5.3.4. Serves as the Wing focal point for the DeMS.
  - 1.5.3.5. Serves as a member of the Deployment Process Working Group.
  - 1.5.3.6. Serves as AFRC IDS POC at unit level.
- 1.5.4. The Operations Group Commander. Ensures that assigned units maintain a state of readiness and meet the cargo and personnel preparation requirements.
- 1.5.5. The Logistics Group Commander.
- 1.5.5.1. Ensures that assigned units maintain a state of readiness and meet the cargo and personnel preparation requirements.
  - 1.5.5.2. Designates a representative to be a member of the Deployment Process Working Group.
- 1.5.6. The Transportation Squadron Commander:
- 1.5.6.1. Defines and meets transportation deployment work center staffing and training requirements.
  - 1.5.6.2. Outlines transportation squadron responsibilities in meeting deployment requirements.
  - 1.5.6.3. Serves as focal point for CMOS and CALM.
  - 1.5.6.4. Designates a representative to be a member of the Deployment Process Working Group.
- 1.5.7. The Chief of Supply. Ensures that the deployment process includes procedures for issuing mobility bags and weapons and accounting for deployed equipment and spare parts. Provides training for ammo couriers.
- 1.5.8. The Operational Contracting Squadron Commander. Ensures that contractors continue to perform essential services during crisis situations, using contractor employees or other personnel as necessary. Ensures that required contingency contracting officers are designated and trained and maintain a current contingency contracting kit to meet requirements of AFFARS App CC. **NOTE:** Contractors must provide appropriate contingency support plans as part of the basic contract in accordance with DoDI 3020.37, *Continuation of Essential DoD Contractor Services During Crises*.
- 1.5.9. The Support Group Commander. Ensures that assigned units maintain a state of readiness and meet the cargo and personnel preparation requirements.
- 1.5.10. The Mission Support Squadron Commander (MSS/CC).
- 1.5.10.1. Determines the most efficient way to process deployed personnel in accordance with this AFI and AFI 10-215.
  - 1.5.10.2. Provides inputs to the IDO preparing local deployment guidance on MSSQ responsibilities in meeting deployment requirements.
  - 1.5.10.3. May use the Military Personnel Flight, Personnel Readiness Unit to process personnel if determined as the best course of action to meet deployment requirements.
  - 1.5.10.4. Designates a Personnel representative to be a member of the Deployment Process Working Group to represent MANPER-B related interface and Personnel processing issues.

1.5.10.5. Has overall responsibility for the following functions:

1.5.10.5.1. The Family Support Center (FSC). Assists personnel with personal family concerns and difficulties resulting from deployments. **NOTE:** Personnel assigned to deploy may seek counsel prior to or after return from deployment.

1.5.10.5.2. The Military Personnel Flight Chief.

1.5.10.5.2.1. Establishes a Deployment Processing Unit (DPU) to provide personnel program support for individuals selected to deploy during contingency, wartime, exercise and emergency operations. See AFI 10-215 for additional guidance.

1.5.10.5.2.2. Ensures personnel from other base functions are ready to support the DPU when activated by the IDO.

1.5.10.5.2.3. Notifies the deploying unit, IDO, and Installation Commander when personnel taskings are received in the Deployment Processing Unit.

1.5.10.5.2.4. Ensures PERSCO teams are properly trained and equipped to meet deployment needs.

1.5.10.5.2.5. Uses AFI 10-215 for specific guidelines on issuing Contingency, Exercise, and Deployment (CED) TDY orders and preparation of Personnel Accountability Kits (PAKs) for deploying personnel.

1.5.10.5.2.6. Ensure Installations follow specific procedures to ensure accountability of all deployed forces. Refer to AFI 10-215 and AFI 38-205 for specific guidelines.

1.5.10.5.2.7. Ensure Installations use available automated systems (i.e., CMOS) to maintain passenger in-transit visibility.

1.5.10.5.2.8. **NOTE:** ANG/AFRC Military Personnel Flights are also responsible for the requirements listed in paragraphs **1.5.17.** and **2.6.4.**

1.5.10.5.3. The Civilian Personnel Flight Chief. Ensures that DPU personnel advise deploying civilian employees of their benefits and entitlements. Provides trained individuals (including back-ups) to the DPU when activated.

1.5.11. The Chief of Social Actions. Provides trained individuals (including back-ups) to the DPU when activated, if required by local procedures. Social Actions personnel come under the management control of the Chief, Deployment Processing Unit when the DPU is activated.

1.5.12. Chief of Security Forces. Provides support in meeting deployment security and force protection requirements (for example, funds escort, anti-hijacking protection, drug suppression, aircraft security and resource protection). Provides training for weapons couriers. The SFS/CC is responsible for providing trained individuals (including back-ups) to the DPU when activated, if required by local procedures.

1.5.13. The Civil Engineer supports the base chemical-biological warfare defense program in accordance with AFI 32-4001, *Disaster Preparedness Planning and Operations*.

1.5.14. The Medical Group Commander (or equivalent):

1.5.14.1. Ensures that assigned units maintain a state of readiness and meet the cargo and personnel deployment preparation requirements.

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

1.5.14.3. Provides a current AF Form 1480, **Summary of Care**, for all deploying personnel.

1.5.14.4. Provides copies of the most current SF 88, **Report of Medical Examination**, and AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, for deploying personnel on flying status.

1.5.14.5. Ensures medical intelligence on health threat is used to prevent diseases from needlessly incapacitating personnel.

1.5.14.6. Advises commanders on the availability of unit personnel enrolled in the substance evaluation process or the Substance Abuse Reorientation and Treatment (SART) Program.

1.5.15. The Comptroller:

1.5.15.1. Provides financial management assistance and technical services to support deployment requirements (for example, obtaining funds for partial payments and per diem advances).

1.5.15.2. Provides financial analysis and budget support of the deployment program.

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

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

1.5.16. The Staff Judge Advocate (SJA):

1.5.16.1. Advises installation commanders on all legal aspects of deployments.

1.5.16.2. Provides mission related legal assistance [to eligible personnel and their family members] and pre-briefs deploying personnel on pertinent host nation legal issues and SOFA status, if any.

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

1.5.16.4. Ensures that assigned JA personnel maintain a state of readiness to deploy in support of contingency operations.

1.5.17. The Manpower Office:

1.5.17.1. Helps define requirements and improve deployment procedures in conjunction with the installation's responsible agencies, subordinate commanders, and functional managers.

1.5.17.2. Responsible for verifying accuracy of deliberate planning personnel requirements (when called into question by the IDO) and maintaining and disseminating deliberate planning DRMDs to tasked units.

1.5.17.3. Designates a Manpower representative to be a member of the Deployment Process Working Group who is capable of representing MANPER-B related interface issues.

1.5.17.4. Uses the COMPES MANPER-B to meet planning and execution requirements.

1.5.17.5. Maintains a current MANFOR database file within MANPER-B, including any base unique deployment packages.

**NOTE:**

ANG and AFRC units are not authorized a Manpower and Quality function; therefore, these responsibilities are assumed by the Military Personnel Flight chief or Military Personnel Flight commander.

1.5.18. The Senior Chaplain:

1.5.18.1. Assigns personnel to deploy in support of contingencies, wartime, emergency operations, and exercises.

1.5.18.2. Ensures all Chaplain Service personnel identified/sourced against a Unit Type Code (UTC) requirement are trained according to this AFI, para 2.5.3., and AFI 52-101, para 2.1.2 and all personnel subject to deploy meet minimum training requirements according to this AFI , para 2.5.2..

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

1.5.18.4. Provides religious support to deploying personnel, including a pre-brief or distribution of information about any sensitive religious issues in the deployment areas.

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

1.5.19. The Public Affairs Officer:

1.5.19.1. Ensures personnel are informed of local conditions in the forward area prior to arriving at the forward area – subject to classification at the time of deployment processing.

1.5.19.2. Ensures deploying personnel know their rights and responsibilities regarding interaction with news media.

1.5.19.3. Ensures families and base community receive information about deployed units and deployed personnel receive information about home base developments.

1.5.19.4. Ensures guidelines in Public Affairs doctrine, USAF War and Mobilization Plan, Vol 1, supported Commander-in-Chief's Operation Plan, and messages from Assistant Secretary of Defense for Public Affairs are adhered to.

1.5.20. Unit Commanders:

1.5.20.1. Ensure that all personnel and cargo meet the deployment preparation requirements in this AFI, AFMAN 10-401, and local deployment guidance.

1.5.20.2. Identify, in advance, potential force protection issues/actions for deployed operations.

1.5.20.3. Identify, in advance, all eligible personnel and equipment for deployment and ensure that all unit personnel know their deployment responsibilities.

1.5.20.4. Designate a UDM to assist in carrying out specific preparation requirements.

1.5.20.5. Review MISCAP statement, cargo and personnel requirements for each tasked UTC.

1.5.20.6. Ensures UDMs are trained in the use of the DeMS and serve as members of the Deployment Process Working Group when appropriate.

1.5.20.7. Comply with AFI 10-201, *Status of Resources and Training System*.

1.5.21. Tenant Unit Commanders. Tenant units will deploy IAW host deployment guidance . Exceptions will be considered for any tenant unit MAJCOM-unique requirements.

1.5.22. A Deployment Process Working Group will be established at each base.

1.5.22.1. At a minimum, participants will include representation from the following functional areas:

- Logistics Plans, Manpower, Personnel, Transportation, and Communications
- UDMs and other functional areas as determined by the IDO.
- Where applicable, include tenant units.

1.5.22.2. The working group will:

- Oversee IDS implementation.
- Address deployment policy and training issues.
- Assist in formulation of installation deployment guidance.

1.5.22.3. The working group will meet at the discretion of the IDO.

## **1.6. Deployed Commanders.**

1.6.1. Ensure deployed personnel meet tasking requirements to include line remarks.

1.6.2. Identify and cite specific reason(s) why personnel should be returned to home station to the home station unit commander, wing commander, parent MAJCOM, and component command.

1.6.3. Upon approval from the component command, return member to home station at unit of assignment expense.

## Chapter 2

### DEPLOYMENT PRE-EXECUTION REQUIREMENTS

**2.1. Planning Deployments.** The IDO is responsible for deployment planning and must follow these general guidelines:

2.1.1. The War and Mobilization Plan (WMP), Vol 3 (WMP-3) Part 1, identifies Air Force General Purpose Combat Deployable Forces. WMP, Vol 3, Part 2, identifies Combat Support Deployable Forces (for example, transportation, medical, chaplain, communication). MAJCOMs should provide excerpts of the WMP Vol 3, Parts 1, 2, and 3 or current MAJCOM availability document to Wing Plans.

2.1.2. Identify all units scheduled to deploy from the installation, including host, tenant, and Geographically Separated Units (GSUs) as well as their associated UTC personnel and equipment. (IDOs will obtain the extract from the WMP-4, Wartime Aircraft Activity Report (WAAR) for their base from the local WRM officer. The WAAR will be used to preplan aircraft loads, assist in planning for differing lift assets, and add realism to the simulated airflow in local exercises.) Prepare complete information for all phases of the installation's deployment operations. When personnel taskings are received in the Deployment Processing Unit, the tasked unit, IDO, and Installation Commander will be notified.

2.1.2.1. Read the concept of operations, basic plan, and other parts of the Operations Plans to compile current relevant intelligence and additional information on the nature and timing of the deployment.

2.1.2.2. Read and understand the mission capability (MISCAP) statement, and identify cargo and personnel requirements for each UTC, including for tenant units. Determine if the installation can meet these deployment requirements locally and report any deficiencies to the relevant higher headquarters. (NOTE: For planning purposes, the manpower office can perform feasibility assessments for the IDO with respect to available manpower authorizations.)

2.1.3. Assist the host Supply to determine the installation's weapons, ammunition (Munitions Accountable Systems Officer), and minimum mobility-bag requirements based on the most stringent deployment scenarios.

2.1.4. Coordinate with the Medical Group on required deployment immunizations as identified in AFJI 48-110, *Immunization and Chemoprophylaxis*, and unique immunization and disease prevention requirements (i.e., malaria, prophylaxis, insect repellents, bed netting for vector control and safe food and water sources) as determined by medical intelligence analysis.

**2.2. Building the Deployment Organizational Structure.** The IDO must define an effective and efficient organizational structure to meet all command and control, cargo and personnel processing requirements. Follow these guidelines:

2.2.1. Establish a Deployment Control Center (DCC) to serve as the installation's focal point for deployment operations and all command and control requirements. The DCC requires un-interrupted power and communications. Identify these requirements to the appropriate base agencies.

2.2.2. Establish a Cargo Deployment Function (CDF) to serve as the installation's focal point for monitoring all cargo processing activities. If possible, designate an existing peacetime process to support this requirement.

2.2.3. Establish a Deployment Processing Unit (DPU) to serve as the installation's focal point for monitoring all personnel processing activities. Establish the DPU in accordance with this AFI and AFI 10-215. If possible, designate an existing peacetime process to support this requirement.

2.2.4. Establish deployment workcenter augmentation requirements IAW the installation READY Program (AFI 10-217). **EXCEPTION:** This requirement does not apply to ANG/AFRC units.

**2.3. Developing the Deployment Operations Process.** The IDO must analyze inputs from all assigned units (including collocated and tenant units) and develop local operations guidance on how units will deploy from the installation. Follow these guidelines:

2.3.1. Publish the deployment operations guidance in a supplement, installation plan, Operating Instruction (OI), or other appropriate format.

2.3.2. Design a flow chart demonstrating the installation's deployment process and include in your local guidance. (See **Attachment 3** for a sample flow chart.). Identify:

- When, where, and how the installation meets each basic deployment requirement.
- Which installation activities are responsible for each stage in the process.
- Critical points or bottlenecks in the process that may require tracking and further measurement.
- Areas of possible improvement.

2.3.3. Establish a program to assess the effectiveness and efficiency of the deployment process. The program must include local deployment exercises unless MAJCOMs exempt the installation from exercises because of frequent real-world deployments.

**2.4. Maintaining Deployment Education Programs.** Each installation must establish a locally developed deployment education program to ensure that all personnel fully understand the deployment process. The IDO has overall responsibility for this program.

2.4.1. The IDO must educate commanders on their responsibilities in ensuring their units properly prepare personnel and cargo for deployment.

2.4.2. Unit commanders educate all unit personnel on the deployment process and the need to maintain personal readiness.

**2.5. Developing Training Requirements.** All military or civilian personnel subject to or identified to deploy must receive appropriate deployment training.

2.5.1. An individual who has an Air Force Specialty Code (AFSC) that exists in any UTC or who is assigned to a federal civilian position designated as emergency-essential (E-E) is subject to deployment. A member who is assigned to fill a position that correlates to a UTC requirement is identified to deploy. The number of alternate personnel to be trained for deployment requirements is at MAJCOM discretion.

2.5.2. All military or civilian personnel subject to or identified to deploy must meet these minimum training requirements:

2.5.2.1. Law of Armed Conflict (LOAC) briefings and personal and family readiness briefings according to AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*.

2.5.2.2. Self-aid and buddy-care training according to AFI 36-2238, *Self-Aid and Buddy Care Training*.

2.5.2.3. Force Protection familiarization training IAW AFI 31-210, *The Air Force Antiterrorism (AT) Program*

2.5.3. All military or civilian personnel identified to deploy must also have:

2.5.3.1. Explosive Ordnance Recognition (EOR) training according to AFI 32-4001, *Disaster Preparedness Planning and Operations*.

2.5.3.2. Small arms training in accordance with AFI 31-207, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2226, *The United States Combat Arms Training and Maintenance Program*. NOTE: IAW AFI 36-507, *Mobilization of the Civilian Workforce*, this training is not required for federal civilians who plan to decline acceptance of a firearm if offered one.

2.5.3.3. Nuclear-Biological Chemical Defense Training (NBCDT) in accordance with AFI 32-4001. NOTE: Chaplains, AFSC 52RX, as noncombatants (AFI 52-101, 1.5.) are exempt from all arms training.

2.5.4. Civilian personnel identified to deploy will meet all of the deployment training requirements established by their military counterparts. AFI 36-507, *Mobilization of the Civilian Workforce*, outlines any additional training and processing requirements that may be necessary.

2.5.5. Unit personnel must meet minimum training requirements for properly preparing cargo for deployment and redeployment as determined locally.

2.5.5.1. Units must possess an adequate number of trained personnel to meet these requirements:

- Certify hazardous cargo.
- Operate unit deployment software programs (e.g. Deployment Management System).
- Cargo prep/pallet buildup.
- Fulfilling other local tasks commanders identify as essential to the installation's deployment process.

2.5.5.2. Units will also train and certify personnel to operate materiel handling equipment necessary to meet deployment/employment tasks.

2.5.6. Deployment operations augmentees and members of exercise evaluation teams must meet locally pertinent training requirements.

2.5.6.1. Define local training requirements by assessing whether personnel must have Hazardous Cargo training, Load Planning training, and other training specific to the work centers and responsibilities associated with your deployment operations process. Include training requirements for operating automated systems.

2.5.6.2. Units must establish procedures and train personnel to back up automated processes manually during power outages.

**2.6. Maintaining Computer and Communication Systems Support.** The DCC must have adequate communication and immediate access to a secure voice communication line and a secure fax machine.

2.6.1. Air Force automated systems that comprise the IDS must be used to support the deployment process. The IDS is the automated tool used for wing level deployments and contingency operations. It includes the following component systems: DeMS, MANPER-B, LOGMOD, CMOS, and CALM. The IDS provides the interfaces necessary for the flow of information throughout the deployment process and can operate on either disk to disk or via the LAN.

2.6.2. All units with a deployment commitment will use and maintain the DeMS for assigning personnel to positions and preparing cargo.

2.6.3. Identify all installation UTC taskings in the LOGMOD and MANPER-B modules of the base-level Contingency Operations/Mobility Planning and Execution System (COMPES).

**2.6.3.1. Maintaining LOGMOD Data.** Base level COMPES users will use LOGMOD LOGFOR (either ZZ or TG) to maintain Standard UTC Reference File (SURF). All units (active and gained) will maintain in LOGFOR the standard UTCs for which they are tasked to deploy or have been designated as the Pilot Unit. Pilot Units are the only users authorized to make updates to standard UTCs in LOGMOD LOGFOR unless waived by MAJCOMs (subject to AF Functional Area Manager (FAM) approval) for one time emergency fixes. If Non-Pilot Units require changes to the standard UTC, they must coordinate the requested change through the Pilot Unit and UTC functional manager. (See AFMAN10-401 for Pilot/Non-Pilot responsibilities).

All units will maintain unique deployment planning data. Units will prioritize the out-movement of cargo using the Movement Priority Field in LOGPLAN. Automated load planning data is required in LOGFOR and LOGPLAN. Individual LOGPLAN files will be used for each tasked OPLAN. The out-movement priority must be done with each OPLAN. Individual LOGPLAN file should be created for notional taskings such as CONPlan or AEF.

2.6.3.1.1. For units that are not OPlan tasked, the minimum requirement is a single LOGPLAN file containing all UTCs listed as available for tasking by the MAJCOM UTC listing (e.g. ACCMIS, AMC Global Assets Listing, AFRC WMP-3). For units with sourced tasking in OPlans and CONPlans, the minimum requirement is a separate LOGPLAN file for each separate tasking. For all units, the optimum condition for maximum readiness is to build a LOGPLAN to meet the minimum and then add LOGPLAN files for each notional tasking that the unit may be vulnerable to fill. This is particularly important for units with Air Expeditionary Force Tasking. Units tasked under OPlans will build the LOGPLAN using pseudo-plan identification (Pseudo-PID) IAW AFMAN 10-403. Pseudo-PIDs are available through the MAJCOM Operations Plans Division (e.g. MAJCOM/XP or DOXP) and are maintained by HQ USAF/XOOW.

2.6.3.1.2. Load and Packing Lists produced from LOGMOD (or DeMS) must be used by all deploying units deploying cargo. The exceptions are: medical units which may use MEDLOG packing lists and Supply which may use SBSS listings (R-43, etc.) for MRSP packing. Pen and ink changes are acceptable to load and packing lists at execution.

2.6.3.2. LOGPLAN Paring /Tailoring. Paring/Tailoring must not detract from the UTC MISCAP specified by the supported CINC.

2.6.3.2.1. Paring cargo from the LOGPLAN file may be done if the required assets are available at the deployed location, if the asset is not required at the deployed location (e.g. units could tailor heaters out of UTCs if they were deploying to a tropical location) or due to airlift limitations. Use the appropriate tailor keys in LOGPLAN to show UTCs, increment numbers, item numbers, or suffix item numbers that were pared from or added to the LOGPLAN file. Units should hold and retain documentation to show why a particular item was pared/tailored. (e.g. Site surveys confirming assets available to a deploying specific unit at deployed location).

2.6.3.2.2. Adding equipment items to LOGPLAN is prohibited unless the item has been added to the standard UTC by its Pilot Unit and approved by the USAF Functional Area Manager for that UTC or contained in an approved allowance standard (AS) for that UTC. Non-equipment items may be added to LOGPLAN if they are required to directly support the mission specified in the Mission Capability (MISCAP) for the UTC.

**NOTE 1:** Do not exceed the gross movement requirements of the UTC because airlift requirements are based on the standard UTC weight and cube.

**NOTE 2:** The standard UTC should reflect the worst case scenario to support a UTC MISCAP. If Non-Pilot Units need to add items to the LOGDET in order to meet the mission, the Pilot Unit and Functional Area Manager should be notified in case a change to the LOGDET is required for all users of the UTC. If units bulk-ship weapons, small arms ammunition and/or deployment mobility bags, then they may add them to the LOGPLAN file as an 'added by base' (tailor key AB).

**NOTE 3:** Although Internal Slingable Units (ISU) containers are prohibited for use in the standard AF LOGDET, they may be used for outloading in specific LOGPLAN files. Gross weight of the UTC will not be exceeded. Further, due to the excessive tare weight of these units, it is recommended that small increments of cargo (even from different UTCs) be combined to optimize the use of the "cadillac bin" on available lift and decrease the probability of exceeding standard UTC gross weight.

**NOTE 4:** If there is a variance in increment weights due to a differing model of equipment (i.e., dodge bobtail to chevy bobtail) keep all documentation showing the variance. Exceptions due to this type of equipment variance will be forwarded to the MAJCOM LOGDET manager.

**2.6.4. Maintaining MANPER-B Data.** The base Manpower and Quality Office (Military Personnel Flight for ANG/AFRC units) uses MANPER-B to maintain the MANFOR UTC File, the Mobility File (for wartime planning requirements), and the Plans File (for deliberate planning only) and provides this information to the IDO, UDM, and Military Personnel Flight, as necessary. The base Military Personnel Flight uses MANPER-B to maintain the Personnel Resource File and personnel assignments to execution deployment requirements, and provides this information to the IDO, UDM, and transportation function, as necessary.

**NOTE:**

ANG and AFRC units are not authorized a Manpower and Quality function; therefore, these responsibilities are assumed by the Military Personnel Flight chief or Military Personnel Flight commander.

Processing procedures for MANPER-B are documented in AFI 38-205, AFI 10-215, and AFCSM 10-626, Vol 2.

## Chapter 3

### DEPLOYMENT EXECUTION COMMAND AND CONTROL REQUIREMENTS

#### 3.1. Tasking.

3.1.1. The DCC must ensure the installation meets all command and control requirements. The DCC serves as the installation focal point for identifying, validating and distributing tasking and information at execution.

3.1.2. The IDO must establish lines of communication between higher headquarters, deployment workcenters, and the DCC, and between the DCC and tasked units. All information essential to deployment operations must pass through the DCC.

3.1.3. The IDO will use all available automated systems (e.g. JOPES, COMPES, IDS) to identify additional deployment data at execution. The IDO will identify any GSUs the installation will deploy and any other units that will transit the installation to meet their support transportation.

**3.2. Prioritizing and Monitoring Movement Outflow.** The IDO is responsible for managing the outflow of cargo and personnel based on these guidelines:

3.2.1. Schedule personnel and cargo to flow through your deployment process in time to meet the departure of the deployment transportation. Units should prioritize the outmovement of cargo and passengers in COMPES (minimum LOGPLAN) to meet the required delivery date specified by the supported commander.

3.2.2. The Deployment Schedule of Events (DSOE) in LOGMOD will be used for scheduling and monitoring deployment activities.

#### 3.3. Managing Resources.

3.3.1. The DCC monitors all deployment activities and ensures the installation meets all requirements.

3.3.2. The DCC must ensure that the installation meets deployment taskings by identifying all deploying cargo and personnel. Inform the tasking source of shortfalls and Limiting Factors (LIMFACs) that the installation cannot fill locally.

**3.3.2.1. Shortfall(s).** Units will submit personnel and equipment shortfalls on the AF Form 4006, **Unit Deployment Shortfalls**, (previously ACC Form 410, **Unit Deployment Shortfall/LIMFAC Report**) (or DeMS automated product when available and approved). Report personnel shortfalls in accordance with AFI 10-215. These forms will be forwarded to the DCC as soon as possible during a deployment operation. To avoid classification issues on the AF Form 4006, do not include the plan identification (PID). The ULN will provide enough distinction to avoid confusion if multiple PIDs are executed simultaneously. Data from the form will be forwarded to the MAJCOM via DDN message unless otherwise directed. Only current copies of the AF Form 4006 will be used.

3.3.2.2. LIMFAC(s). Personnel and equipment LIMFACs, as defined in AFI 10-201, are classified and will be reported through established classified procedures.

3.3.3. The following is an example of instructions for the use of AF Form 4006. Specific instructions and routing procedures should be defined in local deployment guidance.

3.3.3.1. Refer to Section C, Glossary of Terms, for definitions of shortfall and LIMFAC.

3.3.3.2. UDM will determine replacement priorities and have unit commander verify by signing form. UDM or unit representative will fill vacancies using available unit personnel.

3.3.3.3. UDM will prepare four copies (reproduced copies authorized) and distribute one copy of each to the following prior to close of the deployment concept briefing, if held, or as shortages occur:

- UDM file copy
- DCC personnel representative (for Deployment Position Number {DPN} shortages or supply representative {for equipment shortages})
- DCC logistics/unit representative file copy
- DPU (DPN shortage only)

3.3.3.4. Replacement Data:

3.3.3.4.1. If vacancy cannot be filled by unit, DCC personnel/supply representative will fill from other base resources.

3.3.3.4.2. If replacement is found, DCC unit, personnel or supply representative completes replacement data.

3.3.3.4.3. If vacancy cannot be filled, DCC personnel representative prepares a personnel shortage message; supply representative prepares an equipment assistance request.

3.3.3.5. Personnel/supply representative notifies logistics representative.

3.3.3.6. Logistics representative will publish revised schedule of events to reflect changes made.

### **3.4. Reporting.**

3.4.1. The DCC must update the installation's senior leadership during deployment operations as specified by local requirements. When your base is IDS operational, use the DSOE viewer screens at your local battle staff/CAT to provide a macro level view of the status of your deployment activities to your senior leadership.

3.4.2. During wartime, the tasking source must identify information installations must send to higher headquarters. The tasking source specifies how and when to send the information.

### **3.5. Collecting and Documenting Data.**

3.5.1. The IDO is responsible for ensuring deployment data is collected in accordance with this instruction, and maintained and disposed of in accordance with AFMANs 37-123, *Maintenance of Air Force Records*, and 37-139, *Records Disposition Schedule*, and AFI 37-138, *Records Disposition—Procedures and Responsibilities*. Additionally, deployment, contingency, and military operations other than war (MOOTW) records, as they may be of historical significance, must be identified and retained as permanent under AFMAN 37-139, Table 10-6, Rule 1. The IDO also compiles and analyzes data for trends to identify ways of improving the deployment process.

3.5.2. The IDO ensures the deployment process includes collection and maintenance of the following minimum documentation for deploying aircraft:

- Passenger manifest.
- Equipment listings.
- Hazardous cargo waivers.
- Load plan and other documents identifying equipment and personnel aboard deploying aircraft.
- Cargo Manifest.
- Shippers Declaration for Dangerous Goods.
- DD Form 2133, Joint Airlift Inspection Record.

For operations noted in para 3.5.1, copies of these documents should be retained using the same disposition.

3.5.3. Create a historical DSOE report after each local deployment for use as a management tool and lessons learned. Retain these reports under AFMAN 37-139, Table 10-6, Rule 3.

## Chapter 4

### DEPLOYMENT EXECUTION UNIT CARGO PREPARATION REQUIREMENTS

#### 4.1. Movement Suitability.

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

4.1.2. The commander must ensure units prepare and handle the cargo in accordance with DoD 4500.32R, *Military Standard Movement Procedures (MILSTAMP)*; DoD 4500.9R, *Defense Transportation Regulation (DTR)*, Part III; AFI 24-201, *Transportation Management of Air Force Cargo*, AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, and 49 Code of Federal Regulation.

4.1.3. Units that deploy by convoy must follow the specific cargo preparation requirements in AFI 24-301, Vol 1, *Vehicle Operations*, and AFI 24-204, *Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States*.

#### 4.2. Documentation.

4.2.1. Each increment of cargo must carry specific documentation in accordance with cargo preparation directives identified in paragraph 4.1.2 of this AFI. Units must include these minimum forms of documentation/identification with each increment:

- DD Form 1387, **Military Shipment Label**, or placard.
- Unit Type Code (UTC).
- Other markings that identify the item.
- Measurements such as center of balance, weight, height, and so on, as specified by AFJI 24-108, *Movement of Units in Air Force Aircraft*.
- Deployment Transportation Control Number (TCN). NOTE: The TCN will include the ULN and Deployment echelon and increment number.

4.2.2. The deploying unit is responsible for each increment of cargo containing hazardous material. The deploying unit prepares all documentation according to appropriate directives and properly labels these materials.

**4.3. Loading.** The Cargo Deployment Function loads unit equipment and baggage. For specific guidance on how to load aircraft, consult AFJI 24-108 and the applicable aircraft -9 Technical Order (TO).

4.3.1. Units must provide qualified drivers for specialized vehicles (e.g. Reserve all-terrain transports [RATTs], ATVs, etc.).

4.3.2. Any required shoring/dunnage will be provided by the unit and must be deployed with its associated equipment.

#### 4.4. Sensitive Cargo.

4.4.1. Units must handle and ship classified material in accordance with DoD 5200.1R, *Information Security Program Regulation*, and AFI 31-401, *Information Security Program Management*. AFI 31-401 also gives specific guidance on how to account for deployed classified material.

4.4.2. Move weapons and ammunition in accordance with AFI 31-209, *Resource Protection*, and DoD 5100.76M, *Sensitive Conventional Arms, Ammunition, and Explosives*.

4.4.3. Move hazardous material in accordance with Air Force Joint Manual 24-204, *Preparing Hazardous Materials for Military Air Shipment*.

**4.5. Accountability.** Deploying activities are required to account for their deploying unit equipment through the host Chief of Supply in accordance with AFMAN 23-110, *USAF Standard Base Supply System*.

**4.6. In-Transit Visibility.** Transportation units must use CMOS to maintain cargo in-transit visibility. CMOS will pass the movement data to the Global Transportation Network (GTN).

## Chapter 5

### DEPLOYMENT EXECUTION UNIT PERSONNEL PREPARATION REQUIREMENTS

#### 5.1. Deployment Suitability.

5.1.1. The unit commander identifies personnel to fill the UTC requirements by specific AFSCs and grade or rank. The unit commander may substitute UTC AFSCs as long as the designated personnel continue to satisfy the UTC MISCAP tasked by the supported CINC and the deploying unit ensures they can meet the functional requirements of the original AFSC. All tailoring of manpower requirements in a UTC will follow the process outlined in Chapter 4 of AFMAN 10-401 and AFI 38-205.

5.1.2. When commanders are identifying people to fill deployment requirements, enlisted are tasked based upon their Control AFSC (CAFSC) and officers are tasked based upon their Duty AFSC (DAFSC). The AFSC and skill level of the individual selected to deploy should match the AFSC and skill level of the requirement specified in the Deployed Requirement Manpower Document. The tasked commander can deviate from skill level for enlisted and from grade for officers provided mission capability is not degraded. However, this substitution should only occur when all available resources have been exhausted.

5.1.2.1. Unless prohibited by line remarks, tasked commanders may substitute enlisted: who poses a skill level one lower than the requirement (a 5 level resource can be tasked to fill a 7 level requirement) or who poses a skill level two higher than the requirement (a 7 level resource can be tasked to fill a 5 or 3 level requirement). A Chief Enlisted Manager (CEM) requirement must be filled by a CEM resource.

5.1.2.2. Unless prohibited by line remarks, tasked commanders may substitute one grade up or down for officers. Colonels may only fill Colonel requirements.

5.1.3. The unit commander identifies who deploys and ensures all personnel meet the current eligibility requirements. Consult the Deployment Availability Code Table (**Attachment 2**).

5.1.4. The unit commander must ensure personnel selected for deployment meet requirements identified in the tasking to include line remarks.

5.1.4.1. Personnel found to be unqualified or who do not meet the specifications identified in the tasking will be returned to home station at the expense of the assigned unit. Deployed commanders will identify these individuals to the component command for approval.

5.1.4.2. If an individual is returned to home station for cause the unit is still responsible for filling the original tasking.

#### 5.2. Personnel Readiness.

5.2.1. The unit commander ensures unit personnel prepare for deployment in accordance with this AFI, AFMAN 10-401, and AFI 36-507.

5.2.2. Personnel whom commanders have designated or scheduled for deployment must have their personal affairs in order at all times. These requirements include:

- Current immunizations within 30 days of being appointed to a deployment position as a primary or alternate. (See AFJI 48-110, *Immunization and Chemoprophylaxis*).

- Unique immunization and disease prevention requirements as identified by the Medical Group.
- Up to 60 days' supply of prescription medicines.
- ID tags and ID card.
- Current DD Form 93, Record of Emergency Data
- Properly filed wills, power of attorney, family care plan, and family readiness matters, as determined by the deploying member.

5.2.3. Deploying personnel must take a supply of personal items to cover the duration of the deployment. Consider taking additional supplies of certain items (for example, extra glasses, gas mask inserts, contact lens solutions, etc.) that may have limited availability at the deployment location.

5.2.4. The supported commander determines any changes in theater clearance requirements and identifies all additional items deploying personnel must take. The supported commander, at execution, determines whether personnel need mobility bags, weapons, ammunition, and chemical injectors.

5.2.5. Units will track personnel preparedness using DeMS or AF Form 4005, **Individual Deployment Requirements** (previously ACC Form 160, **Individual Deployment Requirements**). Other systems are not authorized to track personnel readiness. Only current copies of AF Form 4005 will be used. Instructions for completing AF Form 4005 are as follows and should be published in local deployment guidance:

5.2.5.1. Form will be accomplished by all personnel subject to or identified to deploy.

5.2.5.2. This form will be completed by the individual and the UDM/Supervisor. The individual will date and initial next to each completed item.

5.2.5.3. UDM/Supervisor and individual will conduct a review of the personnel readiness information as needed to update items.

5.2.5.4. The Inspection Record Section of the form will be used to document reviews.

5.2.5.5. Each item will be coded using the following legend:

√ - On Hand, complete, serviceable, properly prepared

X - Short, incomplete, improperly prepared item

® - Successful re-inspection

NR - Not required

5.2.5.6. Deployment Availability Codes are at **Attachment 2**.

**5.3. Forms Prescribed.**

- AF Form 4005
- AF Form 4006

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**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

DoD 4500.9R, *Defense Transportation Regulation (DTR)*

DoDI 3020.37, *Continuation of Essential DoD Contractor Services During Crises*

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

DoD 5200.1-R, *Information Security Program Regulation*

DoDD 2000.12, *DoD Combating Terrorism Program*

Joint Publication 1, *Joint Warfare of the US Armed Forces*

Joint Pub 5-03.1, *Joint Operation Planning System, volume I (Deliberate Planning Procedures)*

CJCSM 3122.03, *Joint Operation Planning and Execution System, volume II*

Joint Pub 6-0, *Doctrine for Command, Control, Communications, and Computer (C4) Systems Support to Joint Operations*

USAF WMP, *USAF War and Mobilization Plan*

AFI 10-201, *Status of Resources and Training Systems (SORTS)*

AFI 10-209, *RED HORSE Program*

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*

AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*

AFI 10-217, *Resource Augmentation Duty (READY) Program*

AFI 10-404, *Base Support Planning (formerly designated as AFR 28-31)*

AFCAT 21-209, *Ground Munitions*

AFCSM 10-626, *Deliberate Crisis Action Planning and Execution System (DCAPES) Base-Level Manpower/Personnel (MANPER) Module*

AFI 24-201, *Transportation Management of Air Force Cargo*

AFI 24-203, *Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States*

AFI 24-302, *Vehicle Operations*

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 31-207, *Arming and Use of Force by Air Force Personnel (formerly designated as AFR 125-26)*

AFI 31-210, *The Air Force Antiterrorism (AT) Program*

AFI 31-401, *Information Security Program Management (formerly designated as AFR 205-1)*

AFI 32-4001, *Disaster Preparedness Planning and Operations (formerly designated as AFR 355-1)*

AFI 35-101, *Public Affairs Wartime Planning, Training, and Equipping*

AFI 36-507, *Mobilization of the Civilian Workforce*

AFI 36-2110, *Assignments (formerly designated as AFR 39-11, AFR 36-20, and AFR 35-28.*

AFI 36-2226, *The United States Combat Arms Training and Maintenance Program (formerly designated as AFR 50-36)*

AFI 36-2238, *Self Aid and Buddy Care Training*

AFI 38-205, *Managing Wartime and Contingency Manpower*

AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*

AFJI 48-110, *Immunization and Chemoprophylaxis*

AFMAN 10-401, *Operation Plan & Concept Plan Development and Implementation (formerly designated as AFR 28-3)*

AFM 11-1, *Air Force Glossary of Standardized Terms*

AFMAN 23-110, *USAF Supply Manual*

AFM 28-346, Volume 1 & 2, *Contingency Operation/Mobility Planning and Execution System (COMPES) Cargo Movement Operations System (CMOS) Computer Aided Load Manifesting (CALM)*

AFPD 10-4, *Operations Planning*

AFM 28-740, Volume 2, *Contingency Operation/Mobility Planning and Execution System (COMPES) General Information (System code ZZ)*

AFM 171-626, *War Planning, Computer Operation Manual for the Contingency Operation/Mobility Planning and Execution System (COMPES) MAJCOM Level Manpower/Personnel (MANPER-M) Module*

AFJI 24-108, *Movement of Units in Air Force Aircraft*

AFMAN 24-301, *Procedures for Vehicle Maintenance Management*

AFMAN 24-309, *Vehicle Operations*

### ***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFPC**—Air Force Personnel Center

**AFR**—Air Force Regulation

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AME**—Alternate Mission Equipment

**ANG**—Air National Guard

**ANGRC**—Air National Guard Readiness Center

**CALM**—Computer Aided Load Manifesting

**CDF**—Cargo Deployment Function

**CMOS**—Cargo Movement Operations System  
**COMPES**—Contingency Operation/Mobility Planning and Execution System  
**DCAPES**—Deliberate and Crisis Action Planning and Execution System  
**DCC**—Deployment Control Center  
**DDF**—Deployment Data File  
**DAV**—Deployment Availability  
**DeMS**—Deployment Management System  
**DOC**—Designed Operational Capability  
**DoD**—Department of Defense  
**EOR**—Explosive Ordnance Recognition  
**FORSIZE**—USAF Force Sizing Exercise  
**GSU**—Geographically Separated Unit  
**IDO**—Installation Deployment Officer  
**IDS**—Integrated Deployment System  
**JOPEs**—Joint Operation Planning and Execution System  
**LIMFAC**—Limiting Factor  
**LOGFOR**—Logistics Force Packaging Subsystem  
**LOGMOD**—Logistics Module  
**LOGPLAN**—Logistics Planning Module  
**MAJCOM**—Major Command  
**MANFOR**—Manpower Force Module  
**MANPER-B**—Manpower and Personnel Module Base Level  
**MILSTAMP**—Military Standard Transportation and Movement Procedures  
**MISCAP**—Mission Capability Statement  
**MSS**—Mission Support Squadron  
**MTW**—Major Theater of War  
**NBCDT**—Nuclear-Biological Chemical Defense Training  
**OI**—Operating Instructions  
**OPLAN**—Operation Plan  
**OPR**—Office of Primary Responsibility  
**OT & P**—Operational Taskings and Priorities  
**PDF**—Personnel Deployment Function

**READY**—Resource Augmentation Duty

**SURF**—Standard UTC Reference File

**TPFDD**—Time Phased Force and Deployment Data

**UDM**—Unit Deployment Manager

**ULN**—Unit Line Number

**UTC**—Unit Type Code

**WMP**—War and Mobilization Plan

### *Terms*

**Aerial Port Squadron**--An Air Force organization that operates and provides the functions assigned to aerial ports, including processing personnel and cargo; loading equipment; preparing air cargo and load plans; loading and securing aircraft, and supervising units engaged in aircraft loading and unloading operations. (See Joint Pub 1-02.)

#### ***AFPC PALACE Programs:***

***Palace BLITZ***--The project name the MPF, PERSCO Team, and support commands use to request individual augmentation for contingency, wartime and emergency operations.

***PALACE ENVOY***--Program HQ USAF uses for special higher headquarters TDY requirements. HQ USAF directs deployments supporting unique geographical or political missions (for example, United Nations missions, Military Liaison teams (MLT), mobile training teams, and so on).

***PALACE EXERCISE***--Program the MPF, PERSCO Team, and support commands use to request individual augmentation for JCS and Air Force directed exercises.

***PALACE TENURE***-- Program the Air Force uses to manage rotational individual augmentation requirements supporting long-term contingency operations.

***PALACE TRIP*** – Program the MPF or MAJCOM uses to request inter- or intra-command TDY manning assistance to fill personnel shortages in unit manning.

**Air Expeditionary Force**- Rapidly deployable forces designed to provide CINCs with wide ranging air-power options from humanitarian relief to actual combat.

**Base Deployment Guidance**--A plan, supplement, checklist, or any other means that provides detailed procedures, instructions, and comprehensive data required to expeditiously deploy people and equipment.

**Cargo Deployment Function**--The installation focal point for monitoring all deployment cargo processing activities.

**Cargo Movement Operations System (CMOS)**--An Air Force system that automates base shipment processes in support of peacetime and contingency operations. CMOS serves as the source data system essential to In-Transit Visibility of cargo and passenger movements.

**Collocated Units**--Units located on the same installation, regardless of host or tenant status, that planners may integrate into the base deployment guidance.

**Computer Aided Load Manifesting System (CALM)**--An Air Force system that automates load planning in support of worldwide deployment of forces and day-to-day cargo movement.

**Contingency Operation/Mobility Planning and Execution System (COMPES)**--The Air Force standard automated data processing subsystem of the Joint Operation Planning and Execution System (JOPES) that operations, logistics, and personnel planners at all command levels use to develop and maintain force packages and task requirements for operation plan time-phased force and deployment data.

**Contingency**--An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

**Contingency Operations**--Operations involving the use of US military forces to achieve US objectives, usually in response to an emerging or unexpected crisis. Contingency operations may evolve into sustained military operations.

**Convoy**--A group of vehicles organized to ensure controlled and orderly movement with or without escort protection.

**Deployment**--The relocation of forces and material to desired areas of operations. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, intertheater, and intratheater movement legs, staging, and holding areas. (See Joint Pub 1-02.)

**Deployment Availability (DAV) Codes**--Personnel codes that identify an individual's current medical, legal, and administrative status for deployment eligibility. (See attachment 2.)

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

**Deployment Echelon**--A capability within a UTC that commanders must deploy as a single entity. Deployment echelons facilitate deployment planning by identifying a unit's capabilities, materiel, and personnel requirements and designating the sequence of movement. (See JCS Pub 6, vol V, part 4, MEF-PAK or AFM 28-740, vol II.)

**Deployment Planning Data File (DPDF)**--File consisting of the LOGPLAN subsystem of LOGMOD-B and the mobility and plans files of the MANPER-B subsystem. Units use the two subsystems to prioritize deploying cargo and personnel.

**Deployment Processing Unit (DPU)** ---The installation focal point for monitoring all personnel processing activities.

**Deployment Transportation Control Number** --A 17 character control number which includes service code, unit line number (ULN), and increment number (See DoD 4500.32R Vol. 1, Appendix G).

**Deployment Work Centers**--Activities activated during deployments or exercises that process deploying personnel and equipment. These work centers include the deployment control center, cargo processing function, and the personnel processing function.

**Deployment Management System (DeMS)**-- Software application used by squadron deployment officer for selection of cargo and personnel to fulfill UTC requirements.

**Designed Operational Capabilities (DOC) Statement**--The document prepared by the parent MAJCOM that outlines each measured unit's DOC and contains the unit's identification, mission tasking narrative, mission specifics, and measurable resources.

**Explosive Ordnance Recognition (EOR) Training**--Training to provide familiarization with the identification and marking of common threat UXOs.

**Force Sizing (FORSIZE)**--Process that quantifies and reports the total Air Force manpower requirements.

**Geographically Separated Units (GSUs)**--Any unit separated from its servicing military personnel flight beyond a reasonable commuting distance.

**Hazardous Materials**---A substance or material that is capable of posing an unreasonable risk to health safety, and property when transported and has been so designated by AFJMAN 24-204. May also be referred to as hazardous cargo or dangerous goods.

**Host Unit**--The organization designated by the host MAJCOM or HQ USAF to furnish support to a tenant unit. The host unit develops, publishes, and maintains the base deployment guidance to support the deployment of all Air Force units from a particular base. ANGR/LGX or AFRC/LGX make these designations for Air Force-gained Air National Guard and US Air Force Reserve Command (AFRC) units, respectively.

**Increment of Materiel**--Equipment, supplies, and spare parts that units use to plan and assemble loads for deploying cargo aircraft. Units normally design increments to fit a standard 463L pallet, but may combine material that supports more than one deployment capability to form an increment if space remains on the pallet. The increment:

- Serves as the primary method of organizing material for deployment.
- Provides a means to establish a sequence for deployment and redeployment of deployment assets.
- Allows a shorthand method of communicating for cargo shipments.
- Provides a reference point for deployment planning in support of a specific operation plan.
- Provides a reference point for tailoring deployment packages.
- Provides a point of reference for control of equipment processing during deployments.
- Provides the basic planning element during aircraft load planning and cargo manifesting.
- Provides the reference point for establishing and maintaining standardization among units with like weapons systems. *NOTE:* Use increments to maintain standardization through the pilot or non-pilot unit concept. Wheeled equipment constitute a single increment of materiel.

**Installation Deployment Officer (IDO)**--The host unit officer who maintains base deployment guidance and directs and coordinates base deployments under the direction of the installation commander.

**Integrated Deployment System (IDS)** -- System which integrates the following: Deployment Management System (DeMS), Manpower and Personnel Module Base-Level (MANPER-B), Cargo Movement Operations System (CMOS), Computer Aided Load Manifesting System (CALM), and Logistics Module (LOGMOD).

**In-Transit Visibility**--The capability provided to a theater combatant commander to have visibility of units, personnel, and cargo while in-transit through the Defense Transportation System.

**Joint Operation Planning and Execution System (JOPES)**--A continuously evolving system that is being developed through the integration and enhancement of two earlier planning and execution systems: Joint Operation Planning System (JOPS) and Joint Deployment System (JDS). JOPES provides the foundation for conventional command and control by national- and theater-level commanders and their

staffs. It is designed to satisfy their information needs in the conduct of joint planning and operations. JOPES includes joint operation planning policies, procedures, and reporting structures supported by communications and ADP systems. JOPES is used to monitor, plan, and execute mobilization, deployment, employment, and sustainment activities associated with joint operations. (See Joint Pub 5-03.2.)

**Law of Armed Conflict (LOAC)** -- That part of international law which regulates the conduct of armed hostilities; often referred to as the Law of War.

**Limiting Factor (LIMFAC)**--A factor or condition that, either temporarily or permanently, impedes a mission. (e.g. transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, and political conditions) (See Joint Pub 5-03.2) .

**Load Plan (Manifest)**--A document specifying in detail the payload expressed in terms of passenger and freight carried on one aircraft for a specific destination.

**Logistics Force Packaging Systems (LOGFOR)**--A MEFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

**Logistics Module (LOGMOD)**-- Automates the development and distribution of UTC packages. It provides the capability to schedule, monitor, and control movement of cargo and personnel via air or surface modes of transportation. Provides standard reports for management of authorized data and real-time data to commanders for planned or contingency operations.

**Logistics Planning Subsystem (LOGPLAN)**--A COMPES software package that planners use in building detailed materiel data to support specific OPLANs. (See AFM 28-740, vol I.)

**Manpower and Equipment Force Packaging System (MEFPAK)**--A data system supporting contingency and general war planning with predefined and standardized personnel and equipment force packages. MEFPAK, which operates in the command and control environment, comprises two subsystems: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR). (See AFM 11-1, vol 1.)

**Manpower and Personnel Module-Base Level (MANPER-B)**--The base-level automated capabilities in COMPES supporting operation, contingency, deployment and exercise planning, readiness, and execution responsibilities.

**Manpower Force Packaging System (MANFOR)**--A MEFPAK subsystem that provides:

- The title of the unit or force element and its unique Joint Chiefs of Staff Unit Type Code.
- The capability statement containing the definition of unit capability.
- The manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

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

**Operation Plan (OPLAN)**--A plan for one or more operations that deployed units carry out simultaneously or in a series of connected stages. Higher authorities normally issue OPLANs as directives based on stated assumptions to allow subordinate officers to prepare supporting plans and orders.

**Operational Taskings & Priorities**--Provides MAJCOM planners with a responsive automated processing system to task Air Force combat and support units during contingency operations. The operations module is the heart of the COMPES system. OT&P assimilates data from the MAJCOM logistics and manpower and personnel modules, and converts it into the format required by JOPES. OT&P provides a bridge between the JOPES data base and MAJCOM refined planning data.

**Process Owner**--The individual or organization having authority and responsibility for improving the quality of a deployment process.

**Redeployment**--The transfer of a unit, an individual, or supplies deployed in one area to another area, another location within the area, or to the zone of interior. (See Joint Pub 1-02.)

**Resource Augmentation Duty (READY) Program**--A program that requires each installation to identify and validate its own temporary augmentation and local resource needs to meet local exercises, contingency, wartime, or emergency augmentation requirements. READY personnel do not deploy on READY duties.

**Shortfall**--The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a combatant commander for planning, that would adversely affect the command's ability to accomplish its mission. (See Joint Pub 1-02.)

**Standard UTC Reference File (SURF)**--File consisting of the LOGFOR subsystem of LOGMOD and the MANFOR subsystem of MANPER-B. It contains all the UTCs for which the base or unit is tasked, is the pilot unit for, or available to be tasked.

**Supported Commander**--The commander who has primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan (JSCP) or by other authority. In the context of joint operation planning, this term refers to the commander who prepares operation plans or operation orders in response to requirements of the Chairman of the Joint Chiefs of Staff.

**Tenant Unit**--An Air Force, Air Force Reserve Command (AFRC), or Air National Guard (ANG) organization or element that occupies the facilities of, or receives support from, another MAJCOM, AFRC, or ANG component.

**Unit Line Number (ULN)**--A seven-character alphanumeric field that uniquely describes a unit entry (line) in a JOPES TPFDD. Contains the Force Requirement Number (FRN) and what is commonly known as the Frag and Insert codes. (See Joint Pub 1-02.)

**Unit Type Code (UTC)**--A five-character alphanumeric designator uniquely identifying each Armed Forces unit. Note that COMPES uses a sixth digit which denotes the UTC status.

**War Reserve Materiel (WRM)**--Materiel required in addition to primary operating stocks and deployment equipment necessary to obtain objectives in the scenarios approved for sustainability planning in the defense Planning Guidance.

**Attachment 2****DUTY STATUS AND DEPLOYMENT AVAILABILITY CODES**

Duty status and Deployment Availability Status codes indicate personnel availability. Use these eligibility codes when determining the availability of personnel for deployment.

Eligibility Code Legend:

CC -Commander's Choice

CC/C -Commander's Choice after consulting with the appropriate base agency (Legal, Medical, Social Actions, and so on )

CC/R -Commander's Choice after recall and return station

NA -Not Available

**| Duty Status Codes (above 00-29)**

<b>Code</b>	<b>Eligibility</b>	<b>Notes</b>
00	Present for duty	CC
01	Deceased	NA
02	Missing	NA
03	Ill/Injured (Casualty)	NA
04	Civil confinement (under arrest, pending trial, or awaiting sentence)	NA
05	Civil confinement (sentenced prisoner-30 days or more)	NA
06	Deserter	NA
07	Absent without leave (AWOL), includes ANG who can't be found.	NA
08	Hospitalization, not assigned, or sick in quarters	NA
09	Leave (exclude delay en route)	CC/R
10	Assigned transient, departed permanent change of station (PCS) or terminal leave (includes USAFR personnel transient to another USAFR unit)	NA
11	Assigned, not joined (includes USAFR personnel awaiting entry or initial active duty for training)	NA
12	Assessed, not joined, TDY enroute (includes USAFR personnel entered initial active duty for training)	NA
13	Hospitalization, assigned to patient squadron or hospital	NA
14	Not present for duty (NPDF), other (miscellaneous code; for example: jury duty, military control, etc.)	NA
15	Enroute to assigned station from temporary duty (TDY) station	NA
16	Military confinement (under arrest, pending trial, or awaiting sentence)	NA
17	Military confinement (sentenced prisoner, 30 days or more)	NA

Code	Eligibility	Notes
18	Involuntarily ordered to active duty for 45 days -- failed to participate in Air Reserve Force training	CC
19	Active duty for training (includes all members performing ADT in excess of 30 days, including the Health Professionals Scholarship program and school tours)	NA
20	TDY-contingency or rotational exercise	CC/R
21	TDY Manning assistance	CC/R
22	TDY-school (less than 20 weeks)	CC/R
23	TDY-bootstrap	CC/R
24	TDY-CONUS to CONUS	CC/R
25	TDY-CONUS to overseas	CC/R
26	TDY-Out of country (overseas personnel only)	CC/R
27	TDY-In country (overseas personnel only)	CC/R
28	Pending separation	CC(1)
29	Duty Status Whereabouts Unknown (DUSTWUN)	NA

#### Deployment Availability Codes (above 28-98)

Code	Eligibility	Notes
<b>DEPLOYMENT AVAILABILITY LEGAL (PDS DIN KCE)</b>		
28	Unable to handcarry/possess firearms/ammunitions	NA
30	Probation or rehabilitation program	CC
31	Control Roster	CC
32	Pending SP/AFOSI Investigations	CC
33	Administrative or International hold	CC/C
34	Material Witness	CC/C
35	Action under Article 15 - UCMJ	CC
36	Prisoner	NA
37	Reserved	
38	Reserved	
39	Adoptive parent	NA(2)
<b>DEPLOYMENT AVAILABILITY PHYSICAL (PDS DIN KCC)</b>		
40	Assignment limited to base with hospital	CC/C
41	Medical deferment	CC/C
42	Physical Evaluation Board (PEB) Action	CC/C
43	Fly status under review	CC/C

<b>Code</b>	<b>Eligibility</b>	<b>Notes</b>
44	Exceptional Family Member Program (EFMP) deferment	CC(3)
45	Humanitarian assignment or deferment	NA
46	Chronic humanitarian	CC(3)
47	Substance Abuse Reorientation and Treatment (SART) program	CC/C
48	Reserved	
49	Deferred because of pregnancy	NA

**DEPLOYMENT AVAILABILITY TIME (PDS DIN KCG)**

50	Projected separation (within 180 days)	CC(1)
51	Reserve Officer DOS (within 180 days)	CC(1)
52	1st term airman DOS (within 180 days)	CC(1)
53	PCS intercommand (within 180 days)	CC(1)
54	PCS intracommand (within 180 days)	CC(1)
55	Date eligible for Return from Overseas (DEROS) (within 180 days)	CC(1)
56	Airman with less than 12 weeks TAFMS	NA
57	Time on Stations (TOS) less than 45 days	NA(4)
58	Airman declines to extend	NA(1)
59	Duty and travel restriction	CC/C

**DEPLOYMENT AVAILABILITY ADMIN (PDS DIN KCA)**

60	Deferred from hostile fire	NA
61	Sole surviving son or daughter	NA
62	Functional category "L" - Pipeline	NA
63	Needs Special Security Investigation Required (SIR) clearance	CC
64	Needs mobility training	CC
65	Commander's Option	CC
66	Conscientious objector	NA
67	Insufficient security clearance	CC
68	Voluntary expiration term of service (ANG)	CC(1)
69	Involuntary expiration term of service (ANG)	NA
70	Conditional release (ANG)	CC
71	Promotion deferral (ANG)	NA
72	Mandatory separation date (ANG)	NA
73	Age 60 (ANG)	NA
74	Involuntary discharge pending (ANG)	NA
75	Selective retention (ANG)	NA
76	Reserved (ANG)	

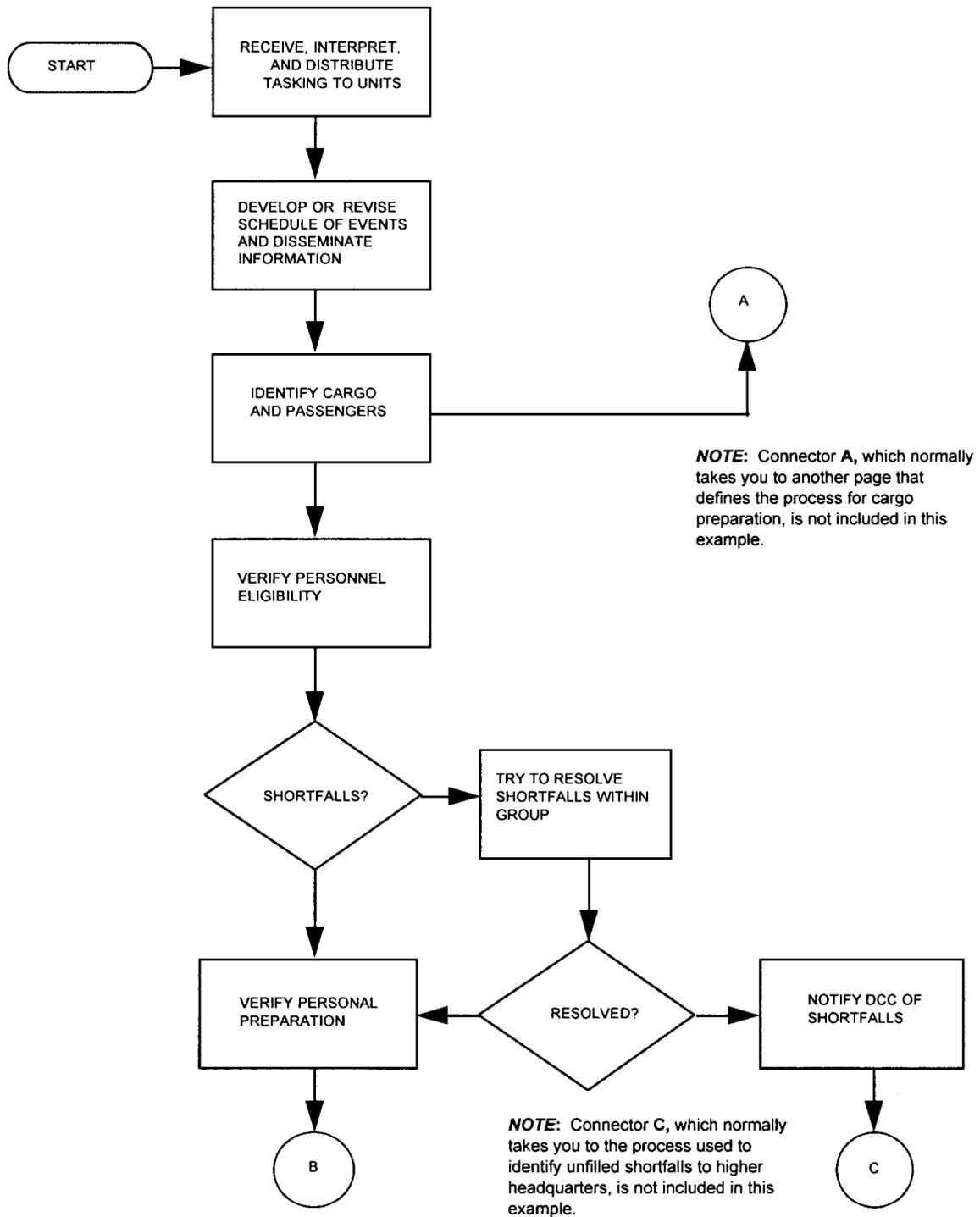
<b>Code</b>	<b>Eligibility</b>	<b>Notes</b>
77	Other (ANG)	CC
78	Projected for reenlistment (within 180 days)	CC
79	Ex-Prisoner of War (POW)	NA
96	ANG on special tour MPA mandays	CC
97	USAFR special tour MPA mandays	CC
98	ANG on EAD Presidential Call	CC

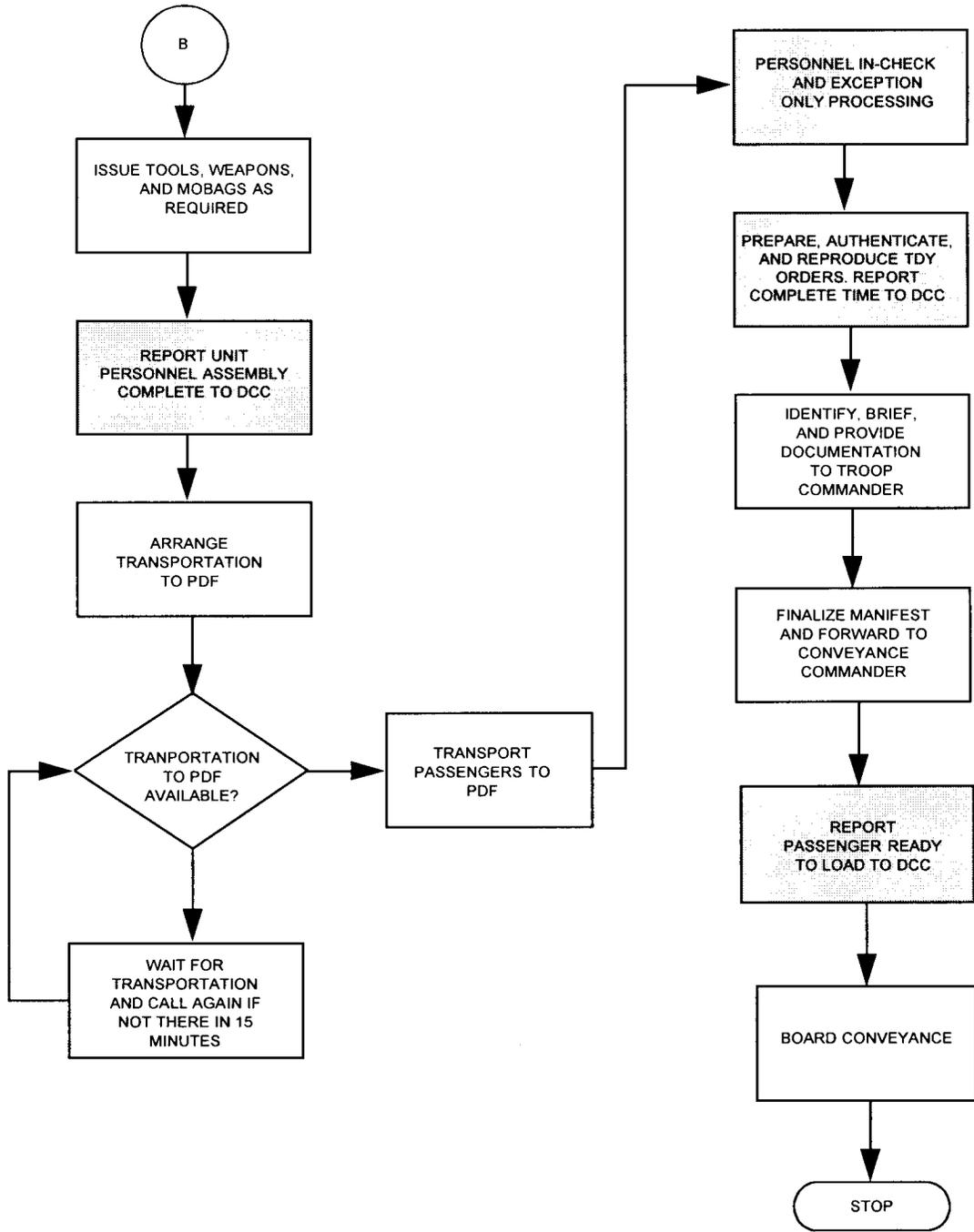
## NOTES:

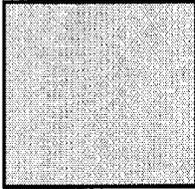
1. If the TDY completion date is more than 30 calendar days before DOS or PCS, the member is available for deployment. Members who have less than 30 calendar days before DOS or PCS are not available. Unit commanders may waive this restriction provided TDY will not interfere with DOS or PCS processing and departure dates (DOS must not expire during TDY). Before approving a waiver, commanders must review all other available avenues in accordance with AFI 36-2110 (formerly AFRs 36-20 and 39-11).
2. Military personnel who have adopted children are not available for deployment until four months after the effective date of adoption. For military couples, only one member is exempt.
3. Member is available unless a TDY restriction was approved by AFPC as specified in AFI 36-2110.
4. A time on station (TOS) minimum for personnel deploying is as follows: Assigned in the CONUS or OS on a long tour -- 45 days; assigned OS on a short tour -- 15 days; assigned in the CONUS or OS, and was assigned from a short tour or CONUS isolation station -- 60 days. These periods allow military members and their families who have made a recent PCS move to stabilize their personal affairs and also satisfy essential post-PCS military and family requirements. Personnel with less than the minimum TOS are not available for deployment unless waived by the unit commander. Commanders may waive these deployment selection minimums; however, all other options must be reviewed before committing newly assigned personnel.
5. Ex-prisoners or evaders of capture during an armed conflict do not deploy to areas where they may be captured by the same combatants or by nations sympathetic with the combatants.

Attachment 3

DEPLOYMENT PROCESS FLOWCHART EXAMPLE





**KEY:**

**Shaded box:** Potential choke point. Track the on-time completion or accuracy and completeness of preparatory actions of this activity as a metric. Identify significant variances in the cumulative data and make adjustments to the process as necessary to ensure timely and accurate completion.

**NOTES:**

This flowchart gives an example of how a part of your installation deployment process might look. An actual flow chart would typically be much more detailed than this example.

The steps in the process shaded gray represent what a unit might define as a possible bottleneck or choke point. These are the steps in the process that you might decide to measure. For example, in this flow chart we have identified *Unit Assembly Complete* as a potential choke point indicating that the unit personnel typically show up late for processing through the DPU because it doesn't complete actions in a timely manner. For that reason, you could track the completion of *Unit Assembly Complete* and allocate more time for unit actions if this step continues to be a bottleneck.

Another example is tracking the accuracy or completeness of personnel preparatory actions. *Personnel In-check and Exception Only Processing* is a part of the process that this flow chart identifies as a possible choke point. Your objective would then be to track the number of people arriving at the DPU who must process through a station because they didn't have all the preparation requirements met or identified before leaving the unit. If a large number of personnel require a will from the DPU, the data could indicate that squadron commanders need to place more emphasis on this aspect of personnel preparation.

Again, keep in mind this is just an example. Your flow chart should define your process, identify how the installation meets the basic deployment requirements, and designate the personnel who accomplish each step in your process.

## Attachment 4

**IC 98-1*****SUMMARY OF REVISIONS***

This interim change (IC) 98-1 clarifies a perceived contradiction between paragraphs 2.6.3.1. and 2.6.3.1.1. The misconception could potentially lead to decreased unit readiness at execution of an operational plan.

2.6.3.1. For units that are not OPlan tasked, the minimum requirement is a single LOGPLAN file containing all UTCs listed as available for tasking by the MAJCOM UTC listing (e.g. ACCMIS, AMC Global Assets Listing, AFRC WMP-3). For units with sourced tasking in OPlans and CONPlans, the minimum requirement is a separate LOGPLAN file for each separate tasking. For all units, the optimum condition for maximum readiness is to build a LOGPLAN to meet the minimum and then add LOGPLAN files for each notional tasking that the unit may be vulnerable to fill. This is particularly important for units with Air Expeditionary Force Tasking. Units tasked under OPlans will build the LOGPLAN using pseudo-plan identification (Pseudo-PID) IAW AFMAN 10-403. Pseudo-PIDs are available through the MAJCOM Operations Plans Division (e.g. MAJCOM/XP or DOXP) and are maintained by HQ USAF/XOOW.

**Attachment 5****IC 98-2*****SUMMARY OF REVISIONS***

This revision incorporates interim change (IC) 98-2 and corrects guidance for Tactical Air Control Parties assigned to Army installations, clarifies reporting procedures for Shortfalls and LIMFACs to avoid possible security violations, strengthens the use of CMOS for deployments, defines tasking AFSC, clarifies guidance on skill level and grade substitution, differentiates Duty Status and Deployment Availability Codes, and adds Deployment Availability Code 28. All Tactical Air Control Parties (TACP) assigned to Army installations are waived from the requirements in this AFI, but will comply with the Deployment Planning requirements as outlined in Army Host Base Deployment Plan 525-10 and applicable Army installation regulations. TACP units must still use LOGMOD and comply with LOGMOD reporting requirements IAW AFMAN 10-401

3.3.2. The DCC must ensure that the installation meets deployment taskings by identifying all deploying cargo and personnel. Inform the tasking source of shortfalls and Limiting Factors (LIMFACs) that the installation cannot fill locally.

3.3.2.1. Shortfall(s). Units will submit personnel and equipment shortfalls on the AF Form 4006, **Unit Deployment Shortfalls**, (previously ACC Form 410, **Unit Deployment Shortfall/LIMFAC Report**) (or DeMS automated product when available and approved). Report personnel shortfalls in accordance with AFI 10-215. These forms will be forwarded to the DCC as soon as possible during a deployment operation. To avoid classification issues on the AF Form 4006, do not include the plan identification (PID). The ULN will provide enough distinction to avoid confusion if multiple PIDs are executed simultaneously. Data from the form will be forwarded to the MAJCOM via DDN message unless otherwise directed. Only current copies of the AF Form 4006 will be used.

3.3.2.2. LIMFAC(s). Personnel and equipment LIMFACs, as defined in AFI 10-201, are classified and will be reported through established classified procedures.

4.6. Transportation units must use CMOS to maintain cargo in-transit visibility. CMOS will pass the movement data to the Global Transportation Network (GTN).

5.1.2. When commanders are identifying people to fill deployment requirements, enlisted are tasked based upon their Control AFSC (CAFSC) and officers are tasked based upon their Duty AFSC (DAFSC). The AFSC and skill level of the individual selected to deploy should match the AFSC and skill level of the requirement specified in the Deployed Requirement Manpower Document. The tasked commander can deviate from skill level for enlisted and from grade for officers provided mission capability is not degraded. However, this substitution should only occur when all available resources have been exhausted.

5.1.2.1. Unless prohibited by line remarks, tasked commanders may substitute enlisted: who possesses a skill level one lower than the requirement (a 5 level resource can be tasked to fill a 7 level requirement) or who possesses a skill level two higher than the requirement (a 7 level resource can be tasked to fill a 5 or 3 level requirement). A Chief Enlisted Manager (CEM) requirement must be filled by a CEM resource.

5.1.2.2. Unless prohibited by line remarks, tasked commanders may substitute one grade up or down for officers. Colonels may only fill Colonel requirements.

Change Atch 2, Deployment Available Codes, as follows:

Change title to Duty Status and Deployment Availability Codes

Add Deployment Availability Code:

28 Unable to handcarry/posses firearms/ammunitions NA

Add Subheadings:

Duty Status Codes (above 00-29)

Deployment Availability Codes (above 28-98)