COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This 14th Air Force Headquarter Instruction (14AFI) implements AFPD 10-4, **Operations Planning** and provides basic requirements for deployment planning and execution for Headquarters Fourteenth Air Force (14 AF) to support contingency operations. It describes the program's procedures and it applies to all 14 AF Directorates, 614th Space Operations Group (614 SOPG, and subordinate units) and the 614th Space Intelligence Squadron (614 SIS). It also describes the specific requirements for pre-execution and personnel preparation actions in support of Air Force deployment and redeployment operations. This guidance directly assists the commander in effectively and efficiently deploying forces in support of Operational Plan (OPLAN), Aerospace Expeditionary Force (AEF), Military Operations Other Than War, exercises and training events. This direction 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, **Contingency Operations Systems**. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 2, **Forms Management Program**, affects this publication. Send comments and suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through channels, to 14 AF/A45, 747 Nebraska Avenue, Suite B306, Vandenberg AFB CA 93437-6268.

1. Overview . This instruction implements and extends the guidance of references in **Attachment 1**, as well as provide deployment planning and execution guidance to support the Expeditionary Aerospace Force (EAF) and describes procedures for use in conjunction with the basic AFI.

2. General . The AEF force management baseline schedules each of the 10 AEFs for one 90-day contingency on-call and deployment eligibility period every 15 months. The Air Force will meet its day-to-day steady state and deployed commitments with its forces assigned to the two scheduled AEFs, one on-call Aerospace Expeditionary Wing (AEW), and available enabler forces. Steady state is defined as a capability (two scheduled AEFs, one on-call AEW and available enabler forces), not an operation. These forces are required to support a full spectrum of operations from humanitarian and disaster relief operations up to and including Major Theater War (MTW). The total deployment requirement for 14 AF is allocated in AEF 3, 7 and 10 in the AEF Time Phased Force Deployment Data (TPFDD) Library.

2.1. Normally, an MTW-level of activity is associated with an activation of an established theater-level war plan and/or anytime a contingency requires the AF deploy more forces than contained in two AEFs and an AEW. Long-standing contingencies and/or a MTW may require more forces than can be provided by one AEF pair on a 3-month rotation, in which case the AF may temporarily depart from AF standard rotation and roll forces forward.

2.2. The AEF Center (AEFC) is the Chief of Staff, Air Force (CSAF) designated coordinating authority for all AEF matters and is responsible for the overall management of the AEF Library. Additionally, it serves as the oversight authority for sourcing and scheduling processes within the AEFs, to include reviews of USAF component nominations of a Unit Type Codes [UTCs] providing organization (e.g., Air Force Space Command [AFSPC] Functional Area Managers [FAMs]).

2.3. AFSPC Forces Division (HQ AFSPC/XOOD) in coordination with AFSPC FAMs are the accountants of the planning process and will determine which unit(s)/individual(s) will fill real-world AEF deployment requirements within space command. Once the unit(s) is identified, the allocation is postured in the AEF TPFDD Library.

3. Deployment Posturing . The AEF TPFDD Library is the database that postures a finite amount of capability. Its primary purpose is to identify forces that are available for tasking. 14 AF/A45 will download excel spreadsheets monthly (also referred to as an AEF TPFDD) from the database located on an AEFC website to identify UTCs allocated to 14 AF. The downloaded TPFDD is solely a force list and does not provide the authority to move forces (see **paragraph 6.**).

3.1. The AEF TPFDD contains limited sourcing information (e.g., unit identification, UTC, UTC description, and AEF of assignment, etc.) primarily for deliberate planning and is utilized during execution planning to develop an execution TPFDD. The execution TPFDD is used by the supported and supporting commands to provide the beddown and theater movement information required to move forces and/or equipment (e.g., the aerial port of embarkation, aerial port of debarkation, destination, earliest arrival date and/or a date required in place, etc.) in support of contingency operations.

3.2. The AEF library is also the data source that populates the AEF UTC Reporting Tool (ART) database monthly to incorporate changes made to the library, and provide a medium to identify real-time UTC status (excluding Associate UTCs [A-UTCs]). Units must organize, train, and equip all forces postured in the TPFDD library in accordance with (IAW) approved guidelines (see **paragraph 13., Attachment 3, and Attachment 4**).

4. ART/Status of Resources and Training System (SORTS). ART reports the real-time readiness status of <u>specific UTCs</u> whereas SORTS reports the readiness of a <u>unit</u>. ART reporting requirements are separate from SORTS reporting and reports on all UTCs postured in the AEF TPFDD Library. In SORTS, the Designed Operational Capability (DOC)- Statements capture a portion of these UTCs but only for the units that are currently required to report SORTS, which is not all of the units that are required to support deployment UTCs.

4.1. Commanders, Directors, and Section Chiefs are responsible for providing/validating UTC assessments and ensuring that ART is updated IAW established timelines. Assessment status is illustrated by utilizing a stop light chart that is based on the capability defined by the UTC Mission Capability (MISCAP), which includes manpower requirements and equipment detailed in the Manpower and Equipment Force Packaging System (MEFPAK).

4.1.1. Once UTCs are placed in the AEF TPFDD Library, units must assign the proper UTC readiness code in ART within 7 calendar days. Updates are required within 24 hours of a UTC status change, for example: a member breaks a leg or a piece of critical equipment is broken.

4.1.2. If a unit has two UTCs (of the same type) in two different rotations that cannot simultaneously deploy, they must use the commander's comment block in ART, stating the UTC is unavailable for deployment due to the sister UTC being deployed or on-call during its AEF vulnerability period. Code the UTC that is not available "red" and put the same comment into the personnel comments block.

4.1.3. ART assessment data (e.g., color codes, missing resource detailed in remarks, and limiting factors) for a single UTC, is classified at a minimum of CONFIDENTIAL.

4.1.4. Aggregate ART assessments (two or more UTC assessments, certification messages) are classified SECRET.

4.2. Each section will designate a POC in writing to 14 AF/A45, usually the FAM, to oversee/coordinate additions, changes and/or deletions to unit allocations/taskings. 14 AF/A45 Office is the 14 AF OPR for ART Reporting.

4.3. SORTS. SORTS is also a dynamic readiness reporting process. Changes to C-levels or reason codes must be updated in the Joint Master Global SORTS database within 24 hours of the change in unit's status. If the UTC is listed on the unit's DOC Statement, then the SORTS report and ART report should both be updated with the correct status. Only DOC statements drive SORTS reporting. 614 SOPG/OGP is the OPR for SORTS reporting.

5. Deployment Sourcing/Validation Process. The sourcing process identifies the levels of coordination required to identify and formally task UTCs postured in the AEF Library. The process includes validation of the UTCs' status based on deployability and availability, and will ultimately provide with the authority to move forces. It involves close coordination between supported and supporting commands and service components. The supported command's TPFDD Letter of Instruction (LOI) will set forth guidance regarding procedures and direction for TPFDD validation. The TPFDD LOI will contain specific direction for supporting command components to preclude supporting commands from implementing non-standard TPFDD validation procedures for their components.

5.1. The Combatant Commander requests forces via order to the servicing Air Force Component Command ([AFCC] e.g., Central Air Force Command for Southwest Asia) to establish/create a requirement in the execution TPFDD under a specific Plan Identification (PID) supporting the

requirement. The supported AFCC determines whether support force requirements are: UTC or Individual Augmentation (IA).

5.1.1. UTCs may be standard, non-standard, or tailored. Requirements described by a MISCAP that is based on the execution or augmentation of an existing mission is recognized as standard UTCs. Non-standard UTCs are requirements for which there are no existing MISCAP to classify or structure the requirement. Air Staff FAMs may review non-standard UTCs for the possible creation of a new UTC. This is the exception and not the rule. Tailored UTCs identify standard UTCs that have been tailored to meet mission requirements.

5.1.2. IA requirements are for unique personnel qualifications that cannot be satisfied by utilizing UTCs. These requirements are built into the TPFDD by the component, reviewed by the AEFC, and updated in the Deployment Requirements Manning Document (DRMD).

5.2. The supported AF component validates the requirement and either builds the ULN in the execution TPFDD or asks the AEF Center to build the requirement in the TPFDD for the Combatant Commander.

5.3. The AEFC typically builds the requirement in Deliberate and Crisis Planning and Execution System (DCAPES) in the appropriate PID and assigns the requirement to a Major Command (MAJCOM) (e.g., AFSPC) based upon postured UTCs and existing prioritization. The tasked MAJCOM will determine if they have a resource to meet the requirement and validate/source or shortfall the tasking, as applicable. **NOTE:** The ART system is a vital link in this process. The AEFC may by-pass the MAJCOM and directly task units to meet time-sensitive requirements based on the status listed in ART.

6. **Deployment Taskings.** There are two documents that can officially task (provide the authority) a unit to move forces—the DRMD and/or a Deployment Order (DEPORD).

6.1. DRMD. All deployment-tasking requirements for a particular contingency, exercise, or deployment are consolidated into a single document called the DRMD. This document is a critical element of the deployment process for personnel and manpower functions and provides MAJCOM, Numbered Air Force, and Wings the requirements for fulfilling exercise, deployment, and contingency requirements.

6.1.1. The DRMD is transmitted to the base from the Supported Command using Data Pattern Traffic (DPT) to the Manpower Office and Military Personnel Flight (MPF), Personnel Readiness Unit (PRU). The bottom line is that the DRMD is required by PRU to move forces.

6.1.2. The DRMD is the tasking document that levies requirements in support of AEF requirements and the medium used for most 14 AF taskings.

6.2. DEPORD. A DEPORD is defined as a planning directive from the Secretary of Defense, issued by the Chairman of the Joint Chief of Staff, that authorizes and directs the transfer of forces between combatant commands by reassignment or attachment (provides authority to move forces). Generally, tasking messages for 14 AF personnel are levied via the Air and Space Operations Center (AOC) and/or 14 AF/A4. Information addressees may include: Installation Deployment Officer (IDO), Command Post, and 30th Mission Support Squadron (30 MSS/PRU). The personnel requirements will flow from the MAJCOM to the base via Manpower/Personnel Module - Base Level (MANPER-B). **NOTE:** Contingency, Exercise, and Deployment (CED) Temporary Duty (TDY) orders are the only type of

orders used to deploy personnel. All members deploying on contingencies, exercises, or deployments will receive CED orders.

7. AFWUS Coding . The Air Force-Wide UTC Availability and Tasking Summary (AFWUS) identifies all capabilities at AFSPC installations and lists the UTC deployability codes, which will identify if a UTC is deployable and tasked under specific OPLAN. Furthermore, it reflects the AEF rotation under which the UTC is available (see **Attachment 5**).

7.1. Typically, authorizations are grouped into standard deployable UTCs (coded "D" for deployable) and non-standard UTCs (coded "A" for associate or A-UTC) postured in the AFWUS and AEF libraries. Standard deployable UTCs represent a package of capability with a specific MISCAP, as defined in the MEFPAK, and are designed to reduce the amount of detailed planning and coordination needed during TPFDD development. Units posture UTCs based on the sequencing and priority guidance defined by each FAM. Capability that cannot be defined or described with a standard deployable UTC will be postured into an A-UTC. A-UTCs are placeholders for deployable positions that cannot be described or do not fit into an existing standard deployable UTC. A-UTCs do not contain MISCAPs and are not listed in the ART System; therefore, they are not available for use by a Combatant Commander or its component to describe deployment requirements in an executable TPFDD. However, they do provide AEF association for people assigned to those positions in the UTC and provide a pool of capability to meet alternate or IA requirements.

7.2. Availability coding is designed to show the amount of capability, as defined by UTC, a unit can deploy to support EAF requirements across a full spectrum of conflict. The codes are reflected in the first digit of the Unit Line Number (ULN) structure of the UTC listed in the AEF libraries, and are also located in the "Non-Standard UTC (NSUTC)" column of the AFWUS.

7.3. The first digit of the NSUTC code (D for "deployable" or A for "associated") shows the deployable capability as a standard deployable UTC or an "Associated" A-UTC. **NOTE**: The second and third digit of the AFWUS code represent the same capability/availability for both D-coded and A-coded UTCs, i.e., an AXX-coded UTC represents the same status as a DXX coded UTC IAW the second and third character.

7.4. The second digit is either "W" or "X." The "W", is given to UTCs that represent the maximum simultaneous deployment capability of the unit for contingencies, up to and including major war(s). The total number of "DW_" coded UTCs postured by a unit, across all its assigned libraries, represents the maximum number of UTCs the unit can deploy simultaneously during surge operations. This level of deployment capability defines the unit's "most stringent" tasking capability. The "X" is given to UTCs beyond the maximum simultaneous deployment capability of the unit, i.e., DX_.

7.5. The last digit is either "S" or "X." The "S", which stands for steady state sustainable support, identifies the UTC as available to support taskings within its aligned AEF rotation without exceeding the unit's capability to sustain critical at home operations (i.e., DWS or DXS). The "X" represents UTCs that are not normally available within the steady state rotation construct without exceeding the unit's capability to sustain critical home-station operations (i.e., DXX). Steady state sustainable support refers to the "level of support or capability" that can be provided within the 3-month AEF rotational construct.

Figure 1. AFWUS/UTC Coding Logic Tree
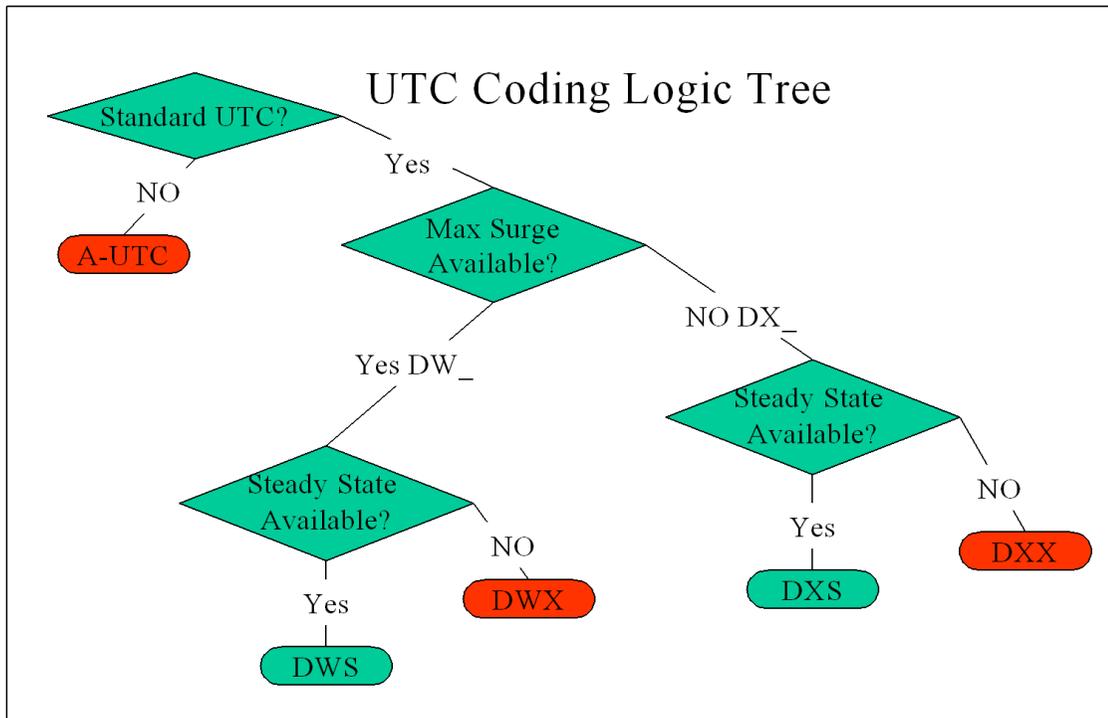
7.6. Availability codes for standard deployable UTCs are further defined as follows:

7.6.1. DWS coded UTCs are available to support the full spectrum of requirements within their aligned AEF libraries. They, along with UTCs coded DWX, define the maximum simultaneous deployment capability of the unit during surge operations (surge is defined as requirements that exceed two AEFs and an on-call AEW), including "reach forward" into additional buckets to meet all taskings. UTCs coded DWS in the AFWUS will have a ULN that begins with 1 in the AEF library.

7.6.2. DWX coded UTCs are not normally available to support AEF steady state rotational requirements within their aligned AEF library; however, they can be made available during surge operations. The total number of "W" coded UTCs (DWX and DWS) defines the total number of UTCs of that type that can be deployed simultaneously during surge operations. UTCs coded DWX in the AFWUS will have a ULN that begins with 5 in the AEF library.

7.6.3. DXS coded UTCs can normally deploy in support of AEF requirements within their assigned rotation and are not normally tasked outside of its aligned library (except during a surge). During surge operations that require "reach forward", a DXS UTC may not be available if the number of deployed UTCs equals the total number of "DW" UTCs postured across all libraries.

7.6.3.1. Reasons for coding a UTC "DXS" include: UTC cannot be deployed while another UTC of the same type is deployed due to critical home station requirements, or the UTC "shares" equipment with another UTC of the same type; therefore, only the UTC with custody of the equipment can deploy. Additionally, if only one UTC of its type is postured by a unit, it can not be coded DXS, since within its unit, that UTC represents the max simultaneous

deployment capability for that UTC type and should, therefore, be coded DWS. UTCs coded DXS in the AFWUS will have a ULN that begins with 3 in the AEF library.

7.6.4. UTCs coded DXX have the capability to meet the MISCAP of the UTC, but the UTC is not normally available for deployment. The DXX code is normally reserved for UTCs, which, if deployed would risk, or actually create significant and lasting harm, to the home station capability and readiness of the unit. Deployment of a "DXX" will only be requested during times of AF/XO approved surge and will not be approved without AFSPC/XOOD, NAF, and Wing Commander concurrence. If tasked, DXX UTCs/personnel can support any task across the spectrum of conflict, however, the total number of UTCs deployed will not exceed the total number of "DW_" UTCs/personnel of the same type postured across all libraries. UTCs coded DXX will have a ULN that begins with 7 in the AEF library. **NOTE:** All UTCs, regardless of deployability code, can be "Rolled-forward" for contingencies if trained and deployable.

Figure 2. UTC Coding Overview:
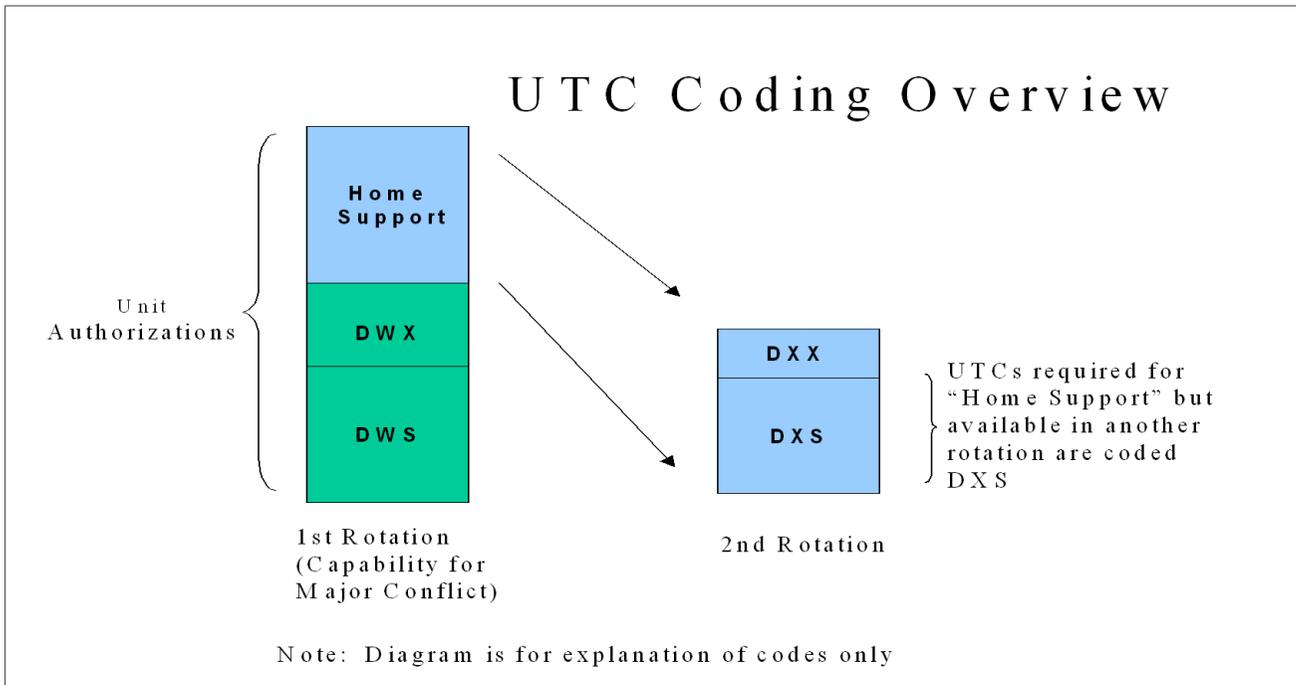
8. Personnel Preparation/Pre-Execution. Squadron Commanders, Directors, and/or Section Chiefs will identify personnel to fill deployment positions postured in the AEF TPFDD Library to 14 AF/A45 within 7 days of receipt of deployment allocations (to include Designed Operational Capability (DOC) Statement requirements). 14 AF FAMs or designated representatives will monitor and report the status of all available UTCs within their functional area to 14 AF/A45 monthly. This will ensure that ART reports for AEF allocations correctly identify resource status (see **Attachment 2 and Attachment 4**).

8.1. Allocations are filled based upon the standard UTC requirements listed in the UTC MISCAP and the Manpower Force Detail. Personnel can only be assigned to one AEF deployment position and may not be assigned as a primary from one AEF and an alternate for another. Nor can they be moved from one AEF to another without prior approval of AFSPC/CV.

8.2. Squadron Commanders, Directors, and/or Section Chiefs will immediately notify the 14 AF Commander through the 14 AF Unit Deployment Manager (UDM) of activities that may interfere with training, deployment, employment, or recovery and reconstitution of AEF personnel/resources.

8.3. Squadron Commanders, Directors, and/or Section Chiefs will ensure all personnel/cargo meet deployment readiness, preparation, and eligibility requirements in support of contingency operations and are immediately available during their AEF vulnerability period. Personnel are restricted from Temporary Duty (TDY) and leave while in their deployment vulnerability window (see **Attachment 4**).

8.4. 14 AF/A45 is appointed as the 14 AF UDM, and will act on the behalf of 14 AF/CC to carry out personnel and equipment preparation requirements for all units governed by this Instruction.

8.4.1. All deploying members will out-process through the UDM IAW the timelines established in the PRU out-processing checklist, and provide the 614th Space Operations Squadron, Commander Support Staff (614 SOPS/CSS) or their respective CSS (e.g., the Space Intelligence Squadron) with a copy of their CED orders prior to deploying (see **Attachment 3**).

8.5. Units will provide the 14 AF/A45 office with copies of all DOC Statements and FAM Tasking Letters, as well as any unit shortfalls and/or limiting factors as soon as they are known.

8.6. The UDM will provide personnel data to the respective CSS to associate, track, and manage personnel aligned against a specific AEF. CSS will input personnel data in the Personnel Concept III System, which update the member's personnel status in the Air Force Personnel Center Military Personnel Data System (MILPDS). All personnel assigned to an AEF must be identified in MILPDS.

8.6.1. All members will maintain a copy of the MILPDS AEF Assignment printout in their respective personal information file in the CSS. Recommend each member retain a second copy of the MILPDS printout for his or her personal record.

8.6.2. The UDM will maintain a copy of the MILPDS printout in the personal readiness folder and/or a formal memorandum indicating the AEF of assignment and associated duties.

8.7. The Virtual Record of Emergency Data (vRED) on the Virtual Military Personnel Flight

(vMPF) is a new feature that completely automates the collection of emergency data and centralizes the information on a secure server that is accessible by deploying members 24 hours a day. It replaces the FormFlow version of the DD Form 93, **Record of Emergency Data**, and provides real-time central data storage and retrieval.

8.7.1. All personnel postured in the AEF TPFDD Library will update vMPF with their vRED information within 7 calendar days of assignment to a deployment position. Once updated, members will forward a hard copy of the their vRED printout to the 14 AF/A45 office, to maintain their Personnel Readiness Folder (PRF).

8.7.2. The respective CSS will maintain a copy of each deploying members' orders and establish procedures to ensure that members departing for a TDY in excess of 30 days have a current vRED prior to departure.

8.8. The medical program plays an important role in maintaining the health of personnel so they are prepared and ready to deploy. Physicians Health Assessments (PHAs) are an annual requirement and should be accomplished ensuring the PHA will not expire during the individual's deployment vulnerability period. If a member fails to complete the PHA by the last day of the 12th month, they will be

designated non-worldwide deployable (appropriate profile placed in their records). It thus becomes imperative that commanders ensure their personnel complete their PHAs during the 12-month cycle, or sooner if anticipated operational tempo dictates (see **Attachment 2**).

8.8.1. 14 AF/A45 will provide a list of all personnel assigned to an AEF deployment position to the 30th Medical Group, Medical Readiness Flight (30MDG/SGGR), prior to their vulnerability in order to facilitate early accomplishment of PHA, as needed.

9. Recall Posture . All members assigned to an AEF deployment position are subject to a short-notice deployment, which will require 14 AF/45 to initiate a recall of deploying personnel. Based on this requirement, all members assigned to an AEF will provide their personal contact information to 14 AF/A45 for the purpose of recall during their vulnerability period and/or contingencies/exercises, to include home phone number, home address, cell phone, and/or pager.

10. Volunteer Guidance . Under the AEF construct, there are two methods for personnel to volunteer for contingency taskings. The first allows members to volunteer for any remaining IA billets, which deviate from the normal 90-day tour length or possess requirements so unique a standard UTC cannot support them. The AEF Center's Scheduling Division (AEFC/AES) manages IA billets and, in coordination with MAJCOMs, sources all IA billets. The second method allows members to volunteer for steady state AEF UTC taskings, internal to the member's unit.

10.1. Volunteering for an IA or steady state taskings will not relieve members of their commitment to support assigned AEF allocations, and members must be available during their assigned AEF vulnerability window.

10.2. All members must receive approval from Director or Staff Agency Chief, as appropriate, prior to volunteering for a deployment tasking. 614 SOPS personnel require commander approval prior to volunteering for a tasking.

11. Home Station Impact . Squadron Commanders, Directors, and Section Chiefs are responsible for assessing the impact of deployment requirements on home-station operations. This includes the development of action plans to source, develop, and employ work-arounds to address shortages based on that assessment.

12. Redeployment . All members returning from a deployment will in-process through their respective CSS and the 14 AF Resources Section (14 AF/A1), prior to taking compensatory time or leave following redeployment to home station. Additionally, members will immediately return all accountable equipment items (i.e., Mobility Bag [MOBAG] equipment) to the 30th Logistics Readiness Squadron, MOBAG Section (30LRS/LGRDMS).

13. Equipping and Training . A unit's most stringent tasking (total of all A/DWS and A/DWX coded authorizations) provides the basis for the minimum equipment/supplies required to support units' deployment responsibility. A/DXS and A/DXX authorizations are not included in this total and will share equipment/supplies with A/DWS and A/DWX authorizations (see **Attachment 5**).

13.1. Equipping. The 30 SW will fund and provide 14 AF deployment equipment and supplies for chemical warfare protective clothing and equipment bags (C-bags) under the "One-base, One-report Initiative." 14 AF will fund for A-bags (general purpose) and B-bags (cold weather) components.

13.1.1. All TPFDD allocations require gas masks, which are fitted to each individual to include: DXS and DXX coded UTCs. Units will add 5% to the total minimum required masks to allow for tariff sizing.

13.1.2. Individuals assigned to A/DWS, A/DWX, coded authorizations (Wings' most stringent tasking) must be maintained in the highest state of readiness. Therefore, Wings and MAJCOM will program, fund, and provide all A/DWS, A/DWX coded authorizations with all required individual deployment equipment, supplies, ammo, and weapon requirements.

13.1.2.1. Wings will add 10% to the total minimum required number of MOBAGS and Individual Protective Equipment to allow for tariff sizing and situations where equipment sharing is otherwise impossible, such as instances where A/DXS or A/DXX authorizations deploy during surge operations, deployments overlap, or an when equipment a hand-off between deploying and redeploying individuals is otherwise impossible.

13.2. 14 AF/A45 will forward a quarterly report to 30th Logistics Readiness Squadron, Contingency Planning and Training Section (30 LRS/LGRR) identifying 14 AF deployment requirements.

Table 1. Equipping Matrix:

AFWUS Code	Requirements (Each Funded Position)
A/DWS, A/DWX	One Each A/B/C-Bag, Gas Mask and IPE Issue (Plus 10% of Total MOBAG and IPE Requirements), One Each Weapon and Ammo
A/DXS, A/DXX	One Each Gas Mask (Plus 5% Of Total Requirement)

13.3. Training.

13.3.1. Individuals assigned to A/DWS, A/DWX, and A/DXS coded authorizations must receive all required deployment training on a scheduled, recurring basis.

13.3.2. Individuals assigned to A/DXX authorizations normally do not deploy, therefore, they will receive just-in-time training. The total number of personnel in this category requiring deployment training should be so small that just-in-time training is possible without overwhelming unit resources.

13.3.3. All members postured against AEF TPFDD Library allocations will receive Nuclear, Biological, Chemical, and Conventional Defense Training (NBCCDT) and gas mask familiarization (care and inspection) and a Qualitative Fit Test to include DXS and DXX UTCs.

Table 2. Training Matrix:

AFWUS Code	Requirements (Each Funded Position)
All Allocations	Gas Mask Familiarization (Care And Inspection) And Fit Test NBCCDT
A/DWS, A/DWX, A/DXS	All Required, Recurring Deployment Training Per AFI 10-403 And Other Applicable Functional AFIs
A/DXX	Just In Time Training
NOTE: The terms "subject to deploy" and "identified to deploy", were rescinded in AFI 10-403, and are no longer valid. All individual requirements are based on the AFWUS code of the authorization against which an individual is assigned.	

14. Reclama/Shortfall . A tasked unit will request relief from a contingency tasking if the unit is unable to support the tasking. Generally, relief should only be sought under the following conditions: 1) when a tasked unit does not possess sufficient or qualified personnel to support a contingency tasking; 2) the deployed commander is unwilling to waive requirement(s); or 3) the tasking is impossible to meet or will shut down critical elements of the home-station mission as certified by the 14 AF/CC or a designated representative. Relief is requested by submitting a shortfall or a reclama.

14.1. Reclama. A reclama is a request to be completely released from a tasking. When a unit cannot meet an AEF tasking, the unit will request relief by submitting a reclama and written justification through 14 AF/A45 to 14 AF/CC or a designated representative. The justification must include PID, ULN, line number, UTC, line remark(s), Date Required In-Place (DRI), AFSC, and specific reasons why assigned qualified personnel are unavailable. 14 AF/A45 in coordination with the 30th Mission Support Squadron, PRU, 30 MSS/DPMX, will submit the request to AFSPC/XOOD for action.

14.2. Personnel and Equipment Shortfalls.

14.2.1. Personnel. There are two types of personnel UTC shortfalls: 1) a unit cannot support the entire UTC; and 2) a unit can support part of the tasked UTC, but cannot fill one or more of the AFSC/billet requirements within the UTC.

14.2.2. If a tasked unit/section cannot support an UTC tasking, they will request relief by submitting a UTC shortfall to the 14 AF/A45 Office for 14 AF/CC approval. 14 AF/A45 will forward the UTC shortfall request to the HQ AFSPC UTC Functional Area Managers and the HQ AFSPC Crisis Action Team when activated, to include information copies to HQ AFSPC/LCRDX and XOOD for action.

14.2.2.1. Prior to submitting a shortfall/reclama, the tasked commander in coordination with deployed Personnel Support for Contingency Operations (PERSCO) and 30 MSS/PRU may request the deployed commander waive the requirement (e.g., line remark, Special Experience Identifier, grade, skill level, etc.) or permit substitutions or billet vacancies as specified in AFI 10-215.

14.2.2.1.1. If the deployed commander approves a waiver to a requirement, the tasked unit will certify on the tasking letter to the PRU that their member is qualified and trained to meet the requirement.

14.2.2.1.2. If the deployed commander denies the waiver request, 14 AF/A45 in coordina-

tion with 30MSS/DPMX, will submit the shortfall/reclama request to HQ AFSPC/XOOD. This written submission (message, E-mail, fax, etc.,) will include PID, ULN, line number, UTC, line remark(s), DRI, AFSC, and specific justification for each shortfall/reclama position or billet.

14.2.3. Tasked unit(s)/section(s) must continue to process requirements and identify tasked individual(s) until the shortfall/reclama is granted. PRU will address the shortfall/reclama to the AFSPC/XOOD and inform the deployed PERSCO Team.

15. Conclusion. This instruction is not all-inclusive and is not intended to replace applicable AFIs, instead its purpose is to compliment existing guidance. If there is a conflict between this instruction and references AFI 10-244, AFI 10-400, and AFI 10-403 the AFIs will take precedent.

DWIGHT J. MILLER, Colonel, USAF
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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-403, *Deployment Planning and Execution*

AFI 10-400, *Aerospace Expeditionary Force Planning*

AFI 10-244, *Reporting Status of Aerospace Expeditionary Force (AEF)*

HQ USAF/ILGD, DMS, 19 Sep 02 MSG, *New Equipment/Supplies and Training Requirements Policy*

HQ AFSPC/XPF Message, *ART Policy Guidance*

HQ USAF/ILGD DMS, 4 Jun 02 MSG, *Mobility Bag Reporting and Funding Requirements*

Abbreviations and Acronyms

14 AF—Fourteenth Air Force

AEF—Aerospace Expeditionary Force

AEFC—Aerospace Expeditionary Force Center

AETF—Aerospace Expeditionary Task Force

AEW—Aerospace Expeditionary Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFR—Air Force Regulation

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFWUS—Air Force-Wide UTC Availability and Tasking Summary

AME—Alternate Mission Equipment

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

APT—Air Passenger Terminal

ART—AEF UTC Reporting Tool

CALM—Computer Aided Load Manifesting

CDF—Cargo Deployment Function

CED—Contingency, Exercise, and Deployment

CMOS—Cargo Movement Operations System

COMPES—Contingency Operation/Mobility Planning and Execution System

CRF—Cargo Redeployment Function

CSAF---—Chief of Staff, Air Force

DCAPES—Deliberate and Crisis Action Planning and Execution System

DCC—Deployment Control Center

DDF—Deployment Data File

DAV—Deployment Availability

DEPORD—Deployment Order

DOC—Designed Operational Capability

DoD—Department of Defense

DPT—Data Pattern Traffic

DRI—Date Required In-Place

DRMD—Deployment Requirements Manning Document

DSOE—Deployment Schedule of Events

EOR—Explosive Ordnance Recognition

FAM—Functional Area Manager

FORSIZE—USAF Force Sizing Exercise

GSU—Geographically Separated Unit

GTN—Global Transportation Network

HAF—Headquarters Air Force

IA—Individual Augmentation

IDO—Installation Deployment Officer

IDS—Integrated Deployment System

IPE—Individual Personnel Equipment

JOPES—Joint Operation Planning and Execution System

LIMFAC—Limiting Factor

LOAC—Law of Armed Conflict

LOGFOR—Logistics Force Packaging Subsystem

LOGMOD—Logistics Module

LOGPLAN—Logistics Planning Module

LOI—Letter of Instruction

LSA—LOGMOD Stand-Alone

MAJCOM—Major Command

MANFOR—Manpower Force Module

MANPER-B—Manpower and Personnel Module Base Level

MEFPAK—Manpower and Equipment Force Packaging

MILPDS—Military Personnel Data System

MILSTAMP—Military Standard Transportation and Movement Procedures

MISCAP—Mission Capability Statement

MSS—Mission Support Squadron

MTW—Major Theater of War

NBCCDT—Nuclear-Biological Chemical and Conventional Defense Training

NSUTC—Non-Standard UTC

OI—Operating Instructions

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

ORM—Operational Risk Management

OT & P—Operational Taskings and Priorities

PID—Plan Identification

PDF—Personnel Deployment Function

PERSCO—Personnel Support for Contingency Operations

PHA—Physicians Health Assessment

PRF—Personnel Readiness Function

READY—Resource Augmentation Duty

SME—Squadron Medical Element

SORTS—Status of Resources and Training System

SURF—Standard UTC Reference File

TCN—Transportation Control Number

TDY—Temporary Duty

TPFDD—Time-Phased Force Deployment Data

UDM—Unit Deployment Manager

ULN—Unit Line Number

UTC—Unit Type Code

vRED—Virtual Record of Emergency Data

WMP—War and Mobilization Plan

WRM—War Reserve Materiel

Attachment 2

SAMPLE MEMORANDUM FOR NOTIFICATION FOR SELECTION OF DEPLOYMENT

MEMORANDUM FOR ALL DEPLOYING PERSONNEL

FROM: (COMMANDER)

SUBJECT: Notification of Selection for Deployment/Deployment Orientation Briefing

1. You have been assigned to fill a deployment position on (AEF__) and (UTC/ULN). Because of this, you must fulfill all actions required to ensure you are postured to support contingency deployments and/ or exercises, to include, but not limited to, all deployment eligibility requirements. Review your deployment folder to identify any discrepancies and/or items you lack and correct then.

2. Since you may deploy with no advance notice, you must keep your personal affairs up-to-date at all times. You must immediately report any changes to your dependents status; make adequate financial arrangements for your dependents, prepare a Will and Powers of Attorney, as needed; and inform your dependents of available services, e.g., Family Services, Personal Affairs, American Red Cross, AF Aid Society.

3. You must update the Virtual Record of Emergency Data (vRED) on the Virtual Military Personnel Flight (vMPF) System with your vRED information to ensure that it is kept up-to-date. Additionally, you must update vRED to ensure that any discrepancies such as changes caused by birth, death, marriage, or any changes of address, as soon as they are known. Once updated, you will forward a hard copy of your vRED printout to the 14 AF/A45 to maintain in your Personnel Readiness Folder (PRF).

4. You have been briefed on all required clothing and personal items that you must have in your possession for deployment processing, which are subject to inspection to ensure all requirements are met. Additionally, you must ensure you meet the standards of AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, at all times and all uniforms must be in serviceable condition.

5. You will ensure your Physical Health Assessment (PHA) is completed during the 12-month cycle, or sooner if anticipated operational tempo dictates. If a physical condition exists that limits your duties, obtain an AF Form 422, Physical Profile Serial Report, and ensure your Unit Deployment Manager and the Commander Support Staff has a copy of the profile. The medical program plays a vital role in maintaining your health to ensure you are prepared and ready to deploy. PHAs are an annual requirement and will be accomplished to ensure the PHA will not expire during your deployment vulnerability period. If you fail to complete the PHA by the last day of the 12th month, they will be designated non-worldwide deployable (appropriate profile placed in their records).

6. It is your responsibility to ensure you receive all immunizations required for deployment. Report to the Immunization Clinic for any shots needed.

7. You will normally be notified of a contingency or exercise by telephone or directly from your supervisor, Unit Deployment Manager, or Commander. If notification is during non-duty hours, report to your duty section with your personal and professional gear. If you are TDY, you will be notified and provided instructions through the organization you are temporarily assigned.

Signature of Commander or Designated Representative

Attachment:

Deployment Equipment List

1st Ind, (Deploying Appointee)

MEMORANDUM FOR (Commander)

1. I certify that I have read and understand the contents of this memorandum and will ensure that I'm ready to deploy at any time. I will begin all necessary administrative deployment requirements within 10 duty days of the date of my signature. I also realize that I must review my deployment records with my supervisor semi-annually, to ensure that the information contained is correct and up-to-date.

2. I have personally checked the mandatory items of my deployment clothing in my possession and they are in serviceable condition and meet AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, standards.

3. My supervisor and/or the squadron's Unit Deployment Manager (UDM) have briefed me on my deployment responsibilities and I understand that I need to keep all of my personal affairs in order. I realize it is my responsibility to immediately notify my supervisor and the Unit Deployment Manager of any situation that could affect my ability to deploy, such as medical profiles, TDYs, leaves, etc.

4. Any questions may be directed to my supervisor or the UDM.

_____

Signature of Deploying Member   Date

Attachment 3

PERSONAL AFFAIRS FACT SHEET

A3.1. Personal Affairs Fact Sheet For Deployable Personnel

A3.2. All military personnel must fulfill the following requirements, as appropriate, immediately after being assigned to a deployment position. Action on some items will be time consuming, and often one month or more will be required to complete the action.

A3.2.1. VIRTUAL RECORD OF EMERGENCY DATA (vRED) ON THE VIRTUAL MILITARY PERSONNEL FLIGHT (vMPF), formerly DD Form 93, **Record Of Emergency Data**: Be sure this system is correct and kept up-to-date. Insure that any discrepancies such as changes caused by birth, death, marriage, or change of address, are immediately provided on vMPF. This database contains the most important information in your military records. It is the only medium the Air Force will utilize to notify your next of kin in the event you become a casualty (seriously ill, injured, or deceased).

A3.2.2. SERVICEMEN'S GROUP LIFE INSURANCE (SGLI): Make certain your SGLI beneficiaries are properly listed. Check your SGLI certificate in your personnel record at your servicing MPF, Customer Service Element. You may name any person(s) you desire as the beneficiary. By name designations must be checked and/or changed upon marriage, divorce, birth of children, death of a beneficiary, etc. If you designate your beneficiary as "By Law", the insurance is paid in this order: spouse, children in equal shares, parents in equal shares, and then siblings in equal shares. You do not need to update the beneficiary designation "By Law" upon marriage, divorce, etc. Any questions concerning benefits should be directed to the MPF customer service.

A3.2.3. ID TAGS, SPECTACLES, and HEARING AIDS: All personnel on mobility must have two metal identification tags (dog tags). Personnel who wear eyeglasses or contacts must obtain two pairs of prescription eyeglasses and gas mask inserts. Contacts are not authorized for wear in the gas mask. Personnel with hearing aids must have two sets of batteries.

A3.2.4. IMMUNIZATIONS: All personnel departing must have immunization records (PHS Form 731, **International Certificate of Vaccination**) properly completed, and insure that immunizations are up-to-date.

A3.2.5. PASSPORTS: All personnel on mobility must have a birth certificate with the raised seal. This will avoid delays in the event passports must be obtained for a particular deployment. Your Unit Deployment Manager will direct you when to apply for a passport.

A3.2.6. ALLOTMENTS: It is highly recommended that personnel on mobility establish allotments to support your family. Many types of allotments are available. Visit Accounting and Finance and select the options that best suits your needs.

A3.2.7. PERSONAL BUSINESS MATTERS: Do not leave your dependents uninformed concerning your personal business affairs and transactions. Make suitable arrangements for payment of all indebtedness before departure.

A3.2.8. LEGAL AFFAIRS: Generally, personnel who have title to real property or who have children should have a will drawn up. Also, a Power of Attorney would be helpful for your dependents to obtain emergency financial assistance through the Air Force Aid Society or other lending agency. In your absence, if your dependents are faced with a problem requiring immediate financial aid that falls

within the policy of the Air Force Aid Society, an interest free loan is possible and can be made to the spouse if a valid Power of Attorney is in effect; otherwise, the sponsor must be contacted for approval. Also, important documents should be placed in a safe, but accessible place, known by your designated beneficiaries. Joint bank accounts should be established with rights of survivorship; otherwise, they may be unavailable to your survivor(s) for a period of time.

A3.2.9. WILLS: A Will is a written document in which you direct the disposition of your property or death. You will certainly want to consider discussing with an attorney the possibility of drawing up a Will. You should visit the Base Legal Office as soon as possible, since it takes approximately 10 days to two weeks to have a Will initiated for you.

A3.2.10. POWERS OF ATTORNEY: If there is business that must be transacted in your home while you are away, you may need a Power of Attorney. Powers of Attorney are of two types: special and general. A Special Power of Attorney is limited in scope. In the Special Power of Attorney, you direct that your Attorney-in-Fact (this can be any person you choose) accomplish certain specific transactions in your behalf. A General Power of Attorney is a much broader document, as it grants your Attorney-in-Fact the power to act for you in almost all respects in which you could act for yourself. Since the general Power of Attorney is such a broad and sweeping document, you should carefully consider the necessity of having a General Power of Attorney before you execute one. If you want a General Power of Attorney, an attorney should counsel you before you execute it.

A3.2.11. FAMILY SUPPORT CENTER (FSC): FSC is available to provide important personal, family and financial planning/assistance that the deploying member requires for his/her family. Assistance includes, but is not limited to individual counseling to assess deploying member's family needs and an explanation of available Family Support programs.

A3.2.12. FAMILY CARE PLANS: Contingency operations requiring temporary duty (TDY), along with overseas assignments to family-restricted areas and other duties requiring members to be separated from their family, require unique family arrangements. Each Air Force member is responsible for the care of family members during these circumstances.

A3.3. All Air Force members with families will have family care arrangements that reasonably cover all situations, both short and long term. All deployable members, to include single parents, dual military couples with family members, and members with civilian spouses who have unique family situations, as determined by the commander or first sergeant, will complete an AF Form 357 **Family Care Certification**.

Attachment 4

DEPLOYMENT TRAINING REQUIREMENTS

Table A4.1. Readiness (Ancillary) Training Requirements.

REQUIREMENT	FREQUENCY/CURRENCY	RESOURCES
Law of Armed Conflict (LOAC)/Rules of Engagement/Human Rights	<u>Annual Requirement</u> Within 15 months of DRI.	BASE LEGAL AFI 51-401 <u>**LOAC On-Line**</u>
Self-aid and Buddy Care	<u>Biennial Requirement</u> Every 30 months—current through deployment (OJF/OJG-EUCOM).	<u>AFI 36-2238</u>
NBC Defense	<u>Requirement (15 Months)</u> <u>Biennial Requirement for Reservists</u>	<u>AFI 10-2501</u>
Explosive Ordnance Recognition (EOR)	<u>Requirement (15 Months)</u> <u>Biennial Requirement for Reservists</u>	<u>AFI 10-2501</u>
Small Arms/Combat Arms Training & Maintenance (CATM)	<u>Semi-annual/Annual/Biennial Requirement (by Career Field)</u> <u>SWA</u>-Group "A" and "B" personnel must qualify with the appropriate weapon every 15 months. Group "C" personnel must qualify with the appropriate weapon every 30 months. Group "C" reservists must qualify with the appropriate weapon every 36 months. **NOTE: Qualification must not expire during the deployment.** <u>OJG/OJF</u>- Personnel who carry a weapon on a daily basis in performance of duties: (OSI, SFS etc) every 6 months.—Prime BEEF: Every 12 months—All other personnel: Every 2 years for small arms	<u>AFI 31-207</u> <u>AFI 36-2226</u>
Level I Force Protection-Threat/ Antiterrorism Training	<u>Annual Requirement</u> Within 6 months of DRI.	BASE OSI <u>AFI 10-245</u> JS Guide 5260 OCJS PC 5260,

Table A4.2. Required Contingency Out-Processing Actions

REQUIREMENT	FREQUENCY/CURRENCY	RESOURCES
Medical Threat Briefing (MTB)	Within 6 months of DRI, as required for out-processing.	Public Health Balkans MTB
Cultural Aspects/ Awareness/Religious Sensitivity Briefing	Within 6 months of DRI, as required for out-processing.	Base Chaplain
Power of Attorney, Will, and responsibilities of single parents/joint spouse	Within 6 months of DRI, as required for out-processing.	Base Legal/First Sergeant
Brief current entitlements, start/stop allotments as req.	Within 6 months of DRI, as required for out-processing.	Base Finance, Customer Service
Individual and Family Readiness	Within 6 months of DRI, as required for out-processing.	Family Support Center
Off-duty Education Record Review	Within 6 months of DRI, as required for out-processing.	Education Office

Table A4.3. Medical Out-Processing Requirements

REQUIREMENT	FREQUENCY/CURRENCY	RESOURCES
DNA	On file before DRI	**Clinic**
Immunizations	Must be current within 30 days of appointment to UTC position, as Required for world-wide duty and specific AOR	**Immunization Clinic** AFJI 48-110 AF/SG Directives DD Form 2766c,
Medical/Dental Clearance Records Review	Within 6 months of DRI	**Clinic** DD Form 2766c
HIV Test	Within 12 months of DRI Pre-deployment serum sample	**Clinic** DD Form 2795 (May 1999 version), **Pre-deployment Health Assessment**. Complete within 30 days of departure. G6PD documented

Attachment 5

AFWUS AND AEF CODING

Table A5.1. Coding.

ULN First Character	AFWUS Code	Deployable UTC	Definition
1	DWS	Standard Deployable UTC	Wartime Surge and Steady State available UTC may be available in any rotation during surge operations
2	AWS	Associated UTC (Left-over Capability that can't be used within a standard UTC)	Wartime Surge and Steady State Available UTC may be available in any rotation during surge operations
3	DXS	Standard Deployable UTC	Not Wartime Surge Available (normally required for home station support). Steady State Available (within its rotation).
4	AXS	Associated UTC	Not Wartime Surge Available (normally required for home station support). Steady State Available (within its rotation).
5	DWX	Standard Deployable UTC	Wartime Surge Available. Not Steady State Available (normally required for home-station support).
6	AWX	Associated UTC	Wartime Surge available. Not Steady State Available (normally required for home-station support).
7	DXX	Standard Deployable UTC	Neither Wartime nor Steady State Available. Not normally available, except during surge with HQ AFSPC and Wing Commander approval.
8	AXX	Associated UTC	Neither Wartime nor Steady State Available. Not normally available, except during surge with HQ AFSPC and Wing Commander approval.
NOTE: All UTCs allocated in the AEF TPFDD libraries must be postured/prepared to deploy during their assigned AEF period and reported in the AEF Reporting Tool (ART).			