

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND  
INSPECTION CHECKLIST 20-2**

**3 SEPTEMBER 2001**

**Logistics**

**DEPLOYMENT PLANNING AND EXECUTION  
(MAJCOM/WING/UNIT)**

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This checklist reflects Command requirements for Deployment Planning and Execution programs at all levels to prepare for and conduct internal reviews.

### **SUMMARY OF REVISIONS**

This checklist has been revised to reflect the new publication's format, add key result areas, changes to critical and non-critical areas and update references.

- 1.** References have been provided for each critical item. See AFI 10-403, *Deployment Planning and Execution*, attachment 1, for a listing of abbreviations and acronyms. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
- 2.** This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See [Attachment 1](#).

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Director of Logistics

## Attachment 1

## DEPLOYMENT PLANNING AND EXECUTION (MAJCOM/WING/UNIT)

Table A1.1. Checklist.

<b>MISSION STATEMENT (MAJCOM):</b> To support the AFSPC and supported command missions by providing command policy and guidance for deployment planning and execution.			
<b>1. MAJCOM Logistics Plans (CRITICAL ITEM)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1. Does the MEFPAK responsible command submit Logistics Force Packaging LOGFOR updates to HQ USAF/ILXX Logistics Readiness Center (LRC) quarterly (NLT 1 March, 1 June, 1 September, and 1 December)? (AFMAN 10-401, para 6.13.2.)			
<b>1.2. MAJCOM Logistics Plans (NON-CRITICAL ITEM)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1. Does the Logistics Plans function serve as the focal point for the IDS and ensure technical and procedural guidance, as well as training, for two components of IDS (LOGMOD and LSA) and other deployment related systems? (AFI 10-403, para 1.4.1.2.)			
<b>MISSION STATEMENT (WINGS):</b> To support AFSPC missions to deploy required forces in support of specific OPLAN and AEF taskings.			
<b>2. WING (CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
2.1. Has the IDO identified all Deployment workcenter READY requirements to ensure the success of the installation deployment process? (AFI 10-403, para 1.5.1.3. and AFI 10-217)			
2.2. Does the IDO act for the commander in directing, controlling and coordinating installation deployments (including tenant and transiting forces)? (AFI 10-403, para 1.5.2.)			
2.3. Has the IDO published an IDP containing deployment operations guidance? (AFI 10-403, para 1.5.2.1.)			
2.4. Does the deployment structure include establishment of a DCC, a CDF and a Personnel Deployment Function (PDF)? (AFI 10-403, para 1.5.2.5.)			
2.5. Does the Operations Plans, Wing Plans, or Logistics Plans Office (as appropriate) review all deployment-related documents (for example, OPLAN/Contingency Plan (CONPLAN) TPFDDs, AEF steady-state TPFDD Taskings, AEF TPFDD Libraries, the all-forces TPFDD for equipment and related Deployment Requirements Manning Document (DRMD) taskings, GCCS Newsgroups), to identify the installation's total deployment and reception requirements and based on analysis, brief Wing/CC, key staff, tenant/CCs, and the personnel key to managing installation deployments at least annually? (AFI 10-403, para 1.5.3.)			

2.6. Has the IDO identified deployment bag requirements based on most stringent wing taskings on an annual basis? (AFI 10-403, para 2.4.1.4. and AFSPCSUP1, para 2.4.1.4.1.)			
2.7. Has the IDO identified weapons and ammunition requirements based on the most stringent wing taskings on an annual basis? (AFI 10-403, para 2.4.1.5. and AFSPCSUP1, para 2.4.1.5.1.)			
2.8. Does the IDO identify total pallet and net requirements to support wing UTC taskings on an annual basis? (AFI 10-403, para 2.4.1.6.)			
2.9. Are all wing/tenant UTC taskings correctly identified and entered into LOGMOD? (AFI 10-403, para 2.5.2.)			
2.10. Has the DCC identified robust communication requirements, which are essential for effective deployment operations? (AFI 10-403, para 2.8.3., AFSPCSUP1, para 2.8.3.1.1.)			
2.11. Has the DCC identified shortfalls and LIMFACs that cannot be filled locally to the tasking source? (AFI 10-403, para 3.3.)			
2.12. Have personnel and cargo been scheduled to flow through the deployment process in time to meet the departure of the deployment transportation? (AFI 10-403, para 3.6.1.1.) NOTE: The primary method of scheduling personnel and cargo is the LOGMOD DSOE. Units will use LSA as the back-up method for the DSOE.			
2.13. Has the commander ensured that units prepare and handle cargo in accordance with DoD 4500.32R, <i>Military Standard Movement Procedures</i> (MILSTAMP); DoD 4500.9R, <i>Defense Transportation Regulation</i> (DTR), Part III; AFI 24-201, <i>Transportation Management of Air Force Cargo</i> ; AFJMAN 24-204, <i>Preparing Hazardous Materials for Military Air Shipments</i> ; and Code of Federal Regulation – 49, Parts 100 - 185? (AFI 10-403, para 4.1.1.)			
2.14. Do units deploying by convoy follow specific cargo preparation requirements in AFI 24-301, Vol 1, <i>Vehicle Operations</i> , and AFI 24-204, <i>Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States</i> ? (AFI 10-403, para 4.1.2.)			
<b>3. WING (NON-CRITICAL ITEMS)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
3.1. Has the commander designated an IDO and alternate? (AFI 10-403, para 1.5.1.2.)			
3.2. Does the Host Installation Commander or equivalent 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? (AFI 10-403, para 1.5.1.5. and AFSPCSUP1, para 1.5.1.5.1.)			

3.3. Has the Host Installation Commander or appointed designated representative reviewed and signed the cover letter to the IDP? Are the IDP reviews being conducted annually? (AFI 10-403, para 1.5.2.1. and AFSPCSUP1, para 1.5.2.1.1.)			
3.4. Does the IDO ensure that the installation meets all pre-execution and command and control deployment requirements? (AFI 10-403, para 1.5.2.2.)			
3.5. Are Air Force automated systems that comprise the IDS being used to support the deployment process (IDS, LOGMOD, LSA, CMOS and CALM)? (AFI 10-403, para's 1.5.2.7. and 1.5.2.8.)			
3.6. Has the installation ensured that CMOS can receive wing/unit level deployment data from LOGMOD, process this data to GTN for In-Transit Visibility (ITV)? (AFI 10-403, para 1.5.6.4.)			
3.7. Has a Deployment Process Working Group been established with the following agencies present as a minimum: group commanders, Wing Plans, Logistics Plans, Manpower, Personnel, Supply, Transportation, Communications, tenant units, and other functional areas as determined by the IDO? (AFI 10-403, para 1.8.1.)			
3.8. Do pilot units provide Logistics Detail (LOGDET) data to the HQ AFSPC/LGXP NLT 25 February and 25 August each year? (AFI 10-403AFSPCSUP1, para 2.3.1.)			
3.9. Has the IDO developed a deployment education program to ensure all personnel fully understand the deployment process? (AFI 10-403, para 2.13.1.)			
3.10. Has the IDO defined an effective and efficient organizational structure to meet all command and control, cargo and personnel processing requirements for the installation's most stringent tasking? (AFI 10-403, para 2.7.)			
3.11. Does the IDO educate commanders on their responsibilities in ensuring their units properly prepare personnel and cargo for deployment? (AFI 10-403, para 2.13.1.1.)			
3.12. During deployment operations, does the DCC up-channel information to the installation's senior leadership as specified by local requirements? (AFI 10-403, para 3.9.)			
3.13. Has data necessary for historical reference been kept on file? (AFI 10-403, para 3.11.1.) NOTE: Data compiled should be used to help units identify ways of improving their deployment process.			

<p>3.14. Has the IDO maintained the following minimum documentation required for each deploying aircraft or surface movement: passenger manifest, cargo manifest, equipment listings, hazardous cargo waivers, load plan and other documents identifying equipment and personnel aboard deploying aircraft, Shippers Declaration for Dangerous Goods, DD Form 2133, Joint Airlift Inspection Record and LOGMOD Load and Packing Lists? (AFI 10-403, para 3.11.1.1.)</p>			
<p><b>4. UNIT (CRITICAL ITEMS)</b></p>	<p><b>YES</b></p>	<p><b>NO</b></p>	<p><b>N/A</b></p>
<p>4.1. Has the unit commander identified personnel to fill UTC requirements and ensured the individuals are eligible to deploy? (AFI 10-403, para 1.6.1.3.)</p>			
<p>4.2. Has the unit commander identified a primary and alternate UDM in writing to assist the IDO in carrying out specific personnel and equipment preparation requirements? (AFI 10-403, para 1.6.1.5.)</p>			
<p>4.3. Do all units with a deployment commitment assign primary (identified to deploy) personnel to fill deployment positions on DRMDs and use the UDM Module of LOGMOD to assign personnel to positions within the appropriate LOGMOD DSOE ID? (AFI 10-403, para 1.6.1.8.)</p>			
<p>4.4. Do personnel whom the commanders have designated or scheduled for deployment have their personal affairs in order and a PRF, containing required deployment documentation, on file and maintained by the UDM? (AFI 10-403 and AFI 10-403AFSPC1, para 1.6.1.14.)</p>			
<p>4.5. Do all military and civilian personnel identified to and/or subject to deploy meet training requirements? (AFI 10-403, paras 1.6.2.1.1., 1.6.2.1.2. and 1.6.2.2. AFSPCSUP1, para 1.6.2.1.1.1.)</p>			
<p>4.6. Do unit personnel identified to deploy meet minimum training requirements? (AFI 10-403, para's 1.6.2.2.)</p>			
<p>4.7. Have unit commanders identified UTC shortfalls and corrective actions annually, or as required, to the IDO? (AFI 10-403, para 2.5.6.)</p>			
<p>4.8. Has the unit commander identified a Unit Deployment Control Center (UDCC) for coordinating all unit level deployment activities to include receipt of taskings, preparation of cargo and preparation of personnel for deployment? (AFI 10-403, para 2.11.1.)</p>			
<p>4.9. Do deploying activities account for deploying equipment through the host Chief of Supply according to AFMAN 23-110, <i>USAF Standard Base Supply System</i>? (AFI 10-403, para 4.1.3.1.)</p>			
<p>4.10. Do units that deploy classified information ensure they prepare classified for shipment and handle it according to DOD 5200.1R, <i>Information Security Program Regulation</i>, and AFI 31-401, <i>Information Security Program Management</i>? (AFI 10-403, para 4.2.2.2.)</p>			

4.11. When weapons and ammunition must be deployed with units, do they adhere to the guidance in DOD 5100.76M, <i>Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives</i> , and AFI 31-209, <i>Resource Protection</i> ? (AFI 10-403, para 4.2.2.3.)			
4.12. Has the deploying unit identified their unit assembly area to the DCC for inclusion on the DSOE? (AFI 10-403, para 5.4.2.)			
4.13. During unit assembly, are all deploying personnel checked for the following: meet personnel deployment requirements outlined in the tasking order, have an available DAV to deploy, and have all personal items in order? (AFI 10-403, para 5.4.2.1. through 5.4.2.1.3.)			
<b>5. UNIT (NON-CRITICAL ITEMS)</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
5.1. Has the unit commander appointed in writing cargo increment monitors to manage a given set of cargo increments from each deploying unit? (AFI 10-403, para 1.6.1.4.)			
5.2. Do tasked units track individual deployment requirements for all personnel subject to deploy using LOGMOD, LSA, or other Air Staff directed automated systems? (AFI 10-403, para 1.6.3.) Is the AF Form 4005, Individual Deployment Requirements, generated for all personnel subject to deploy?			
5.3. Does the unit prepare their equipment utilizing the shop LOGPLAN material list(s) to ensure they have the required equipment? (AFI 10-403, para 4.2.)			
5.4. Does the deploying unit maintain and provide a current sample Shipper's Declaration for Dangerous Goods form for each hazardous item being shipped as well as provide a sample book for the CDF? (AFI 10-403, para 4.2.1.)			