

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



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

3 JANUARY 2005

Logistics

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

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OPR: LCRDX (MSgt Robert D. Butler)
Supersedes AFSPCCL20-2, 3 Sep 01.

Certified by: LCR (Col Mitch Slate)
Pages: 7
Distribution: F

This checklist reflects Command requirements for the Deployments Planning and Execution functions to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to add or delete critical inspection items and update references. An Asterisk (*) indicates a paragraph revision from the previous checklist.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. Entire checklist has been rewritten and reorganized. References have been updated for the entire checklist.
3. This publication establishes a baseline checklist. The Command IG will also use the checklist during applicable assessments. Use the checklist at Attachment 1 as a guide only. AFSPC Checklists will not be supplemented. Units produce their own stand-alone 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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ATTACHMENT 1

DEPLOYMENT PLANNING AND EXECUTION (MAJCOM/WING/UNIT)

Table A1.1. Checklist.

SECTION 1: MAJCOM LOGISTICS PLANS			
MISSION STATEMENT: To support the AFSPC and supported command missions by providing command policy and guidance for deployment planning and execution.			
*1.1. CRITICAL ITEM:	YES	NO	N/A
1.1.1. 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, <i>Operations Planning and Execution</i> , para 6.5.9.4.)			
1.2. NON-CRITICAL ITEM:	YES	NO	N/A
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.)			
SECTION 2: WING			
MISSION STATEMENT: To support AFSPC missions to deploy required forces in support of specific OPLAN and AEF taskings.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
*2.1.1. Has the IDO ensured that all Deployment work center augmentee requirements are identified to ensure the success of the installation deployment process? (AFI 10-403, para 1.5.1.3. and AFPAM 10-243, <i>Augmentation Duty</i>)			
*2.1.2. 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.)			
*2.1.3. Does the IDO act for the installation commander in directing, controlling and coordinating installation deployments (including tenant and transiting forces)? (AFI 10-403, para 1.5.1.1. and 1.5.2.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
2.1.4. Has the IDO published an IDP containing deployment operations guidance? (AFI 10-403, para 1.5.2.1)			
2.1.5. Does the deployment process follow established IDP deployment guidance? (AFI 10-403, para 1.5.2.5.)			
2.1.6. 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.).			
*2.1.7. Has the IDO identified deployment weapons, ammunition, and bags, requirements based on most stringent wing taskings on an annual basis? (AFI 10-403, para 2.4.1.4, 2.4.1.5, and AFSPCSUP1, para 2.4.1.4.1., and 2.4.1.5.1)			
2.1.8. Are all wing/tenant UTC taskings correctly identified and entered into LOGMOD? (AFI 10-403, para 2.5.2.)			
2.1.9. 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.)			
*2.1.10. During deployment operations, has the IDO identified shortfalls and LIMFACs that cannot be filled locally IAW applicable guidance? (AFI 10-403, para 3.3.)			
<p>*2.1.11. During deployment operations, 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.)</p> <p>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.</p>			

CRITICAL ITEMS (Con't):	YES	NO	N/A
2.1.12. Has the commander ensured that units prepare and handle cargo in accordance with DoD 4500.9R, <i>Defense Transportation Regulation (DTR), Part III, DOD Regulation 4500.9-R-Part 2 Cargo Movement, AFI 24-201, Transportation Management of Air Force Cargo; AFJMAN 24-204, Preparing Hazardous Materials for Military Air Shipments; and Code of Federal Regulation 49, Parts 100 -185? (AFI 10-403, para 4.1.1.)</i>			
2.1.13. Do units deploying by convoy follow specific cargo preparation requirements in AFI 24-301V1, <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.)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
*2.2.1. Has the commander designated an IDO and alternate in writing? (AFI 10-403, para 1.5.1.2.)			
2.2.2. 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.)			
*2.2.3. Are Air Force automated systems that comprise the IDS available to support the deployment process? (AFI 10-403, para's 1.5.2.7. and 1.5.2.8.)			
2.2.4. 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.)			
*2.2.5. Has a Deployment Process Working Group been established with representation from 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.)			
*2.2.6. Do pilot units provide Logistics Detail (LOGDET) data to the HQ AFSPC/LCRDX NLT 25 February and 25 August each year? (AFSPCSUP1, para 2.3.1.)			
*2.2.7. 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.)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
2.2.8. Has the IDO developed a deployment education program to ensure all personnel fully understand the deployment process? (AFI 10-403, para 2.13.1)			
2.2.9. 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.)			
2.2.10. Has data necessary for historical reference been kept on file? (AFI 10-403, para 3.11.1.) <i>NOTE:</i> Data compiled should be used to help units identify ways of improving their deployment process.			
*2.2.11. Does the IDO ensure the following minimum documentation is maintained for each deploying aircraft: 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.)			
SECTION 3: UNIT			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. 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.)			
3.1.2. 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.)			
3.1.3. 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.)			
3.1.4. 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? (AFSPCSUP1, para 1.6.1.14.)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
*3.1.5. Do all military and civilian personnel filling a deployment position meet training requirements? (AFI 10-403, para 1.6.2.1.1., 1.6.2.1.2. and 1.6.2.2. AFSPCSUP1, para 1.6.2.1.1.1.)			
*3.1.6. Do tasked units track individual deployment requirements for all personnel filling a deployment position using LOGMOD, LSA, or other Air Staff directed automated systems? Is the AF Form 4005, Individual Deployment Requirements , generated for all personnel filling a deployment position? (AFI 10-403, para 1.6.3.)			
3.1.7. Have unit commanders identified UTC shortfalls and corrective actions annually, or as required, to the IDO? (AFI 10-403, para 2.5.6.)			
3.1.8. 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.)			
3.1.9. Do units that deploy classified information ensure they prepare classified for shipment and handle it according to DOD 5200.1R, Information Security Program Regulation , and AFI 31-401, Information Security Program Management ? (AFI 10-403, para 4.2.2.2.).			
3.1.10. When weapons and ammunition must be deployed with units, do they adhere to the guidance in DOD 5100.76M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives , and AFI 31-101, Protection Level IV ? (AFI 10-403, para 4.2.2.3.)			
*3.1.11. After personnel are identified for deployment, are they assembled in a pre-identified area at the unit NLT the time indicated on the DSOE for unit processing? (AFI 10-403, para 5.4.2.)			
*3.1.12. During unit assembly, are all deploying personnel checked for the following: meet personnel deployment requirements outlined in the tasking order, are eligible to deploy, and have all personal items in order? (AFI 10-403, para 5.4.2.1. through 5.4.2.1.3.)			

3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. 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.)			
3.2.2. 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.)			