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**Operations**

**AIR FORCE PRIME RIBS PROGRAM**

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This instruction describes policy for managing the Air Force Prime Readiness in Base Services (RIBS) Program. It implements DoD Instruction 1100.19, *Wartime Manpower Mobilization Planning Policies and Procedures*, 20 Feb 1986; AFD 10-2, *Readiness*, 1 Mar 1997; and, AFD 34-1, *Services Combat Support Programs*. This publication applies to all Services (SV) organizations, including those in the Air National Guard (ANG) and Air Force Reserve Command (AFRC). Major commands (MAJCOM) may supplement this instruction. All supplements must be sent to the Director of Operations, Headquarters Air Force Services Agency (HQ AFSVA/SVO) 10100 Reunion Place, Suite 401, San Antonio, Texas 78216-4138, and to Headquarters United States Air Force, Directorate of Services, Chief, Combat Support Division, (HQ USAF/ILVC), 201 12<sup>th</sup> Street South, Suite 413, Arlington VA 22202-4306, for approval. If approved, MAJCOMs are responsible for sending information copies of their supplement to HQ AFSVA/SVO and HQ USAF/ILVC. Supplements must also be posted on the Air Force Publications Web page. The Paperwork Reduction Act of 1974, as amended in 1996, affects this publication. Records Disposition. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*. This publication directs collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 USC 8013. System of records notice F036 AF PC N, Unit Assigned Personnel Information applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, (will convert to 33-363) *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://afrims.amc.af.mil>.

**SUMMARY OF REVISIONS**

This revision incorporates Interim Change IC 2006-1 and updates Table 3.3. to correct administrative errors. A bar ( | ) indicates a revision from the previous edition. The entire text of the IC is at last attachment.

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## Chapter 1

### PURPOSE AND RESPONSIBILITIES.

**1.1. Purpose.** The purpose of the Prime Readiness in Base Services (RIBS) program is to provide trained Services forces for wartime combat support and contingency operations. The Prime RIBS program is an Air Force, major command (MAJCOM), and base-level readiness program to organize, train, and equip Services combat support forces (active duty, Air Reserve Component (ARC), and civilian) for both their wartime and contingency missions.

#### **1.2. Headquarters United States Air Force Director of Services (HQ USAF/ILV).**

1.2.1. Establishes Services doctrine and policy.

1.2.2. Oversees the Air Force Prime RIBS Program.

1.2.3. Chairs the Air Force Services Readiness Council.

1.2.3.1. The Council is composed of all MAJCOM and ANG Directors of Services and the Commander, Air Force Services Agency (AFSVA/CC).

1.2.3.2. The Council recommends Services readiness program policy and direction.

1.2.3.3. The Council meets on an as-needed basis.

1.2.4. Appoints, by name, the Air Force Services Functional Area Manager (FAM) responsible for overseeing the management and planning of all personnel and equipment actions within Services to support military operations during wartime and contingencies.

1.2.5. The AF/ILV senior Individual Mobilization Augmentee (IMA) serves as the Chairperson for the Services IMA Council.

1.2.5.1. The Council is composed of officer and enlisted IMAs from all MAJCOMs.

1.2.5.2. The purpose of the Council is to ensure mission capabilities of Services IMAs by providing recommendations on policy, training, career development, and resource allocation issues to senior leadership through AFSVA/SVOR.

#### **1.3. Headquarters United States Air Force Services Combat Support Division (HQ USAF/ILVC).**

1.3.1. Serves as the Services Readiness Functional Area Manager (FAM) and the office of primary responsibility for Air Force Prime RIBS program policy.

1.3.1.1. Advocates, and defends program objective memorandum (POM) for manpower, training, and equipment initiatives.

1.3.2. Chairs the Readiness, Training, Education, and Manpower (RTEAM) team, which makes recommendations to the Air Force Services Readiness Council.

1.3.2.1. The RTEAM is comprised of all MAJCOM and ANG Services Combat Support leads, Air Force Services Agency Directorate of Operations (AFSVA/SVO), Air Force Services Agency Directorate of Force Management & Personnel (AFSVA/SVX), and advisors from the Air Force Institute of Technology Department of Services (AFIT/CES), AF/ILV Chief Enlisted Manager, the

Air and Space Expeditionary Force Center (AEFC), the 344<sup>th</sup> Training Squadron Services (344 TRS), CENTAF/A4S and the Reserve Advisor to the AFSVA/CC.

1.3.2.2. The RTEAM provides overall direction for Services readiness, training and education, and manpower programs through an integrated approach to sustain Air Force core competencies. RTEAM responsibilities include:

1.3.2.2.1. Reviews Services readiness, training and education, and manpower programs and validates new requirements while balancing available resources and recommends AF/ILV approval for major changes/deletions to programs.

1.3.2.2.2. Reviews and recommends ILV approval of Services Readiness program direction through the Services Readiness Management Strategic Plan.

1.3.2.2.3. Provides vision and recommends direction for Services readiness, training and education, and manpower programs to AF/ILV.

1.3.2.2.4. Promotes Services readiness planning and execution consistency across Component, MAJCOM, and base-level organizations.

1.3.2.3. RTEAM is to meet semiannually; at least one meeting will be in conference and the other may be via video teleconference. The OPR for meetings, agenda, and minutes is AF/ILVC with HQ AFSVA/SVO/SVX as OCRs.

1.3.2.4. RTEAM supporting working groups and integrated process teams (IPTs).

1.3.2.4.1. The Services War Fighting Requirements Review (WFRR) panel. Para [1.3.3](#).

1.3.2.4.2. The Services Education and Training panel. Co-chaired by AF/ILVC and AFSVA/SVXT. Membership and meetings are as required.

1.3.2.4.3. The Services Manpower panel. Co-chaired by AF/ILVC and AFSVA/SVXH. Membership and meetings are as required.

1.3.2.4.4. The Services Mortuary Affairs panel. Co-chaired by AF/ILVC and AFSVA/SVOM. Membership and meetings are as required.

1.3.2.4.5. The Services Agile Combat Support (ACS) IPT. Co-chaired by AF/ILVC, ACC/SVX, and AFSVA/SVOHR. Membership and meetings as required. As a minimum meets semiannually prior to the WFRR.

1.3.2.4.5.1. The Services ACS IPT participates in the Field Integrated Research and Modernization (FIRM) team which is chaired by AFSVA/SVO. The FIRM team coordinates Services field equipment modernization initiatives throughout the bare base community.

1.3.2.4.6. The Services Field Equipment Modernization IPT. Co-chaired by AF/ILVC, AFSVA/SVOHR, and ACC/SVXP. Membership and meetings as required. As a minimum meets semiannually prior to the WFRR.

1.3.3. Appoints the Air Force Services (AF/ILV) Functional Area Manager (FAM) to co-chair with AFSVA/SVOHR the Air Force Services War Fighting Requirements Review (WFRR) working group.

1.3.3.1. The WFRR working group is comprised of all MAJCOM, component and ANG SVX Readiness FAMs, with advisors from the AEFC, AFIT/CES, the Services Academy, and AFSVA/

SVOHR/SVXT/SVOM and SCT NCOICs and selected installation-level Readiness Officers/NCOs as required.

1.3.3.2. The WFRR working group makes recommendations to the RTEAM on policy, training, and resource allocation issues.

1.3.3.3. The WFRR meets at least semiannually. The OPR for meetings, agenda, and minutes is AF/ILVC with HQ AFSVA/SVOHR as the OCR.

1.3.4. Coordinates joint readiness efforts with other Department of Defense agencies.

1.3.5. Executes all assigned responsibilities outlined in AFMAN 10-401V1, *Operation Plan and Concept Plan Development and Implementation*.

1.3.6. Develops planning guidance in Air Force doctrine and the *War and Mobilization Plan*, Volume 1 (WMP I), Annex GG, Services.

1.3.7. Coordinates on all operation plans (OPlans) with Headquarters Air Force War & Mobilization Plans Division (AF/XOXW) to maintain continuity in Services planning.

1.3.8. Develops guidance for determining Services wartime manpower requirements and capabilities through planning and conducting the Total Force Assessment.

1.3.9. Develops functional UTC posturing, coding, and deployment strategy IAW functional policy/guidance.

1.3.10. Identifies expected UTC contribution during wing AEF deployment periods and recommended home station mitigation efforts to offset impacts.

1.3.11. Coordinates with MAJCOMs to clarify Air Staff FAM, Air Force, and Joint guidance. Resolves issues, problems, and inconsistencies as required.

1.3.12. Ensures MAJCOM and ANG FAMs align their bases' UTCs IAW the MAJCOM Expeditionary Combat Support-SIPT (ECS-SIPT) approved ECS Target Base Alignment Sheet and ensures a balanced functional area UTC apportionment and capability in each AEF pair (e.g., AEFs 1 and 2, AEFs 3 and 4, etc.). Identifies and submits waivers if applicable.

1.3.13. Ensures MAJCOM FAMS identified Enabler UTCs are kept to a minimum in accordance with AFI 10-401, Chapter 7.

1.3.14. Ensures complete functional capability in each AEF pair's Air & Space Expeditionary Task Force (AETF) force modules.

1.3.15. Monitors MAJCOM posturing and coding efforts to ensure compliance with Air Staff FAM, Air Force, and Joint guidance. Elevates issues that cannot be resolved by the Air Staff FAM to the functional DCS.

#### **1.4. Air Force Services Agency Directorate of Operations (HQ AFSVA/SVO).**

1.4.1. Serves as the manager of the Air Force Services Prime RIBS Program by establishing procedures, implementing standards, and program guidance for execution of the Prime RIBS Program.

1.4.2. Monitors Services organizations' Status of Resources and Training System (SORTS) ratings and AEF UTC Reporting Tool (ART) inputs and develops SORTS reporting instructions.

1.4.3. Administers the Services Equipment Modernization Integrated Process Team (IPT), which oversees the equipment modernization program.

1.4.3.1. The IPT will coordinate equipment modernization initiatives with the logistics and engineering communities to ensure interoperability with Harvest BEAR systems.

1.4.3.2. All recommendations and findings are presented to the WFRR and the RTEAM.

1.4.4. Maintains the Prime RIBS Manager's Guide and posts updates on <https://www-r.afsv.af.mil/RD/>.

1.4.5. Serves as the functional manager to review Allowance Standards for Services War Reserve Materiel (WRM) and home station training (HST) requirements.

1.4.6. Coordinates with Air Force Component Commands to cross feed after-action reports and lessons learned from exercise, real world contingencies and ARC Deployed For Training (DFT) end of tour reports/host unit after-action reports. Action Report (AAR) are posted and viewed through will submit their AEF cycle Action Report (AAR) to through the web-based Advanced Lessons Management System (ALMS). For more information on AAR, please see AFI 10-204, *Readiness Exercises and After-Action Reporting*.

1.4.7. Researches after-action reports and suggested corrective actions submitted to ensure synchronization and fusion with joint doctrine, Air Force doctrine, and the Air Force Agile Combat Support core competency.

1.4.8. Programs funding for biennial Services readiness competition (Readiness Challenge).

1.4.9. Provides technical guidance to Air Force contractors in support of Services bed down sustainment augmentation.

1.4.9.1. Participates in annual review of contractual Statements of Work (SOW).

1.4.9.2. Consolidates and distributes contracted operation after-action reports.

1.4.9.3. Tracks contingency contract cost and usage figures for historical reporting purposes.

1.4.10. Assists Component and MAJCOM Services planners with planning responsibilities to include OPlan requirements and UTC sourcing.

1.4.11. Maintains web-based Readiness guidance for use by Services planners and deployed teams at <https://www-r.afsv.af.mil/RD/>.

1.4.12. Maintains contract templates to support Services contingency locations.

1.4.12.1. Identifies sources of supply for Services rations and equipment.

1.4.12.2. Provides requirements matrices to Services Component planners.

1.4.13. In conjunction with AFSVA Directorate of Force Management & Personnel's Training Division (AFSVA/SVXT), prepares, reviews, develops, and implements all Services training standards, requirements, objectives, and materials to ensure Services personnel readiness, to include jointly certifying Services Combat Training (SCT) sites every AEF cycle.

1.4.14. Reviews the Air Force Worldwide UTC Availability System (AFWUS) and AEF Libraries quarterly and works with MAJCOMs to reconcile differences.

**1.5. Air Force Services Agency Directorate of Force Management & Personnel (AFSVA/SVX).** In coordination with AFSVA/SVO:

- 1.5.1. Standardizes HST and SCT objectives and requirements and implements through MAJCOM training managers.
- 1.5.2. Prepares readiness training material for Prime RIBS HST and SCT, as well as core performance requirements for all readiness training. Uses Services post-deployment after-action reports and lessons learned to update HST and SCT curriculum and/or establish new HST and SCT requirements.
- 1.5.3. Reviews SCT curriculum and site equipment and jointly certifies SCT sites every AEF cycle.
- 1.5.4. Develops and conducts supplemental training (i.e., the Prime RIBS Manager's Course).
- 1.5.5. Publishes and distributes standardized Services training materials and aids.
- 1.5.6. Reviews HQ AETC developed specialty-training standards for individual contingency skills.
- 1.5.7. Reviews Services wartime mission support objectives developed by the AFIT Civil Engineering and Services School.

**1.6. Reserve Advisor to AFSVA/CC (AFSVA/SVOR).**

- 1.6.1. Provides oversight of the Air Force Services Individual Mobilization Augmentee (IMA) Program. Coordinates and monitors the program with AF/ILVC, the Air Reserve Personnel Center, MAJCOM program managers, and the MAJCOM SVX Staff.
- 1.6.2. Serves as the OCR for the Services IMA Council.
  - 1.6.2.1. The Council is composed of officer and enlisted IMAs from all MAJCOMs.
  - 1.6.2.2. The purpose of the Council is to ensure mission capabilities of Services IMAs by providing recommendations on policy, training, career development, and resource allocation issues to senior leadership through AFSVA/SVOR.
- 1.6.3. Establishes procedures, standards, and program guidance for the ARC DFT programs including end of tour and after-action reports.
- 1.6.4. Coordinates annual DFTs with ANG/SVX and AFRC/SVX.

**1.7. Air and Space Expeditionary Force Center (AEFC).**

- 1.7.1. The AEFC is a cross-functional, centralized management team responsible for planning, configuring, scheduling, and preparing AEFs as well as assessing AEF capabilities to enable the advancement of the AEF construct. AEFC/CC reports administratively to the Commander, Air Combat Command (COMACC).
- 1.7.2. AEFC Services (AEFC/AESB):
  - 1.7.2.1. Ensures MAJCOMs and ANG Services FAMs align their bases' UTCs IAW the MAJCOM Expeditionary Combat Support-IPT (ECS-IPT) approved AEF Target Base Alignment Template.
  - 1.7.2.2. Ensures a balanced Services UTC apportionment and capability in each AEF pair (e.g., AEFs 1 and 2, AEFs 3 and 4, etc.). Conducts AEF UTC alignment analysis and report imbalances to Air Staff and MAJCOM FAMs.



- 1.7.2.3. Coordinates UTC availability with MAJCOMs, Air Staff and AFSVA/SVOHR.
- 1.7.2.4. Nominates Services UTCs to the MAJCOMs to meet all Combatant Commander Surge/Crisis deployment requirements as stated in the Time Phased Force Deployment Data (TPFDD).
- 1.7.2.5. Tracks residual UTC capability and notifies Air Staff and MAJCOM FAMs and appropriate AEFC personnel when the functional area requires surge.
- 1.7.2.6. Reports trends of Non-Standard UTC use to Air Staff FAM.
- 1.7.2.7. Coordinates with other AEFC functional areas to maximize teaming of UTCs from similar origins to similar destinations.
- 1.7.2.8. Hosts MAJCOM sourcing conference (in-person or electronically) prior to each AEF Cycle. Frequency of sourcing conferences may vary based on changes to component commander requirements.
- 1.7.2.9. Monitors ART for UTC availability.
- 1.7.2.10. Assists MAJCOMs/Air Force Component Commands (AFCCs) in preparing UTCs for deployment by:
  - 1.7.2.10.1. Ensures deploying UTCs receive points of contact (POCs) for other UTCs deploying with them from the other units and POCs for the gaining deployed units.
  - 1.7.2.10.2. Notifies MAJCOM of specific line remarks and any updates for the deploying members.
  - 1.7.2.10.3. Ensures the Services section on the AEFC's "AEF online" web page is updated.
- 1.7.2.11. Serves as advisor to the WFRR and RTEAM.

## **1.8. MAJCOM Directorates of Services (MAJCOM/SV or A7V).**

- 1.8.1. Executes Prime RIBS program and designates a command Services Readiness FAM by name.
- 1.8.2. Ensures MAJCOM Readiness Staff conduct Staff Assistance Visits to their units every other AEF Cycle to evaluate the Prime RIBS program and HST effectiveness of assigned units.
- 1.8.3. Identifies Prime RIBS UTCs (personnel and equipment) as deployable to meet OPLAN requirements using standard Air Force UTC configurations ensuring all funded UMD authorizations are postured on UTCs using current UTC configuration and posturing rules. Deployable UTCs coded DW\* may be available in any rotation during surge operations; the AEF Concept of Operations includes the ability to "reach forward" into additional AEF pairs to meet all taskings. Associate UTCs (A-UTCs) are postured with authorizations that do not fit into standard deployable UTCs or where there are insufficient amounts to complete a standard UTC. Personnel on A-UTCs will be used as alternates to fill shortfalls on deployable UTCs or to support Individual Augmentation (IA) requirements.
- 1.8.4. Updates AEF Library and the Air Force-wide UTC Availability System (AFWUS) as changes occur. Coordinates proposed UTC posture with applicable Wing FAM and coordinate any deviations with Air Staff FAM.
- 1.8.5. Reviews and maintains installation, numbered air force and MAJCOM UTC availability and ensures maximum deployable UTCs are postured.

- 1.8.6. Ensures all Prime RIBS teams are fully staffed, equipped, and trained, (particularly HST).
- 1.8.7. Ensures required personnel, equipment, and contracts are available for Strategic Mission Support and sustaining wartime requirements.
- 1.8.8. Oversees units to ensure detailed Services beddown and sustainment plans are developed for each deployment location the unit is tasked to support according to existing OPlans.
- 1.8.9. Develops SORTS Designed Operational Capability (DOC) statements for assigned units and coordinates on all DOC statements for gained ARC units.
- 1.8.10. Monitors Services SORTS and ART reports for all assigned active, guard, and reserve units allocated/apportioned to the command.
- 1.8.11. If designated as the responsible Manpower and Equipment Force Packaging (MEFPAK) command, maintains respective UTC MANFOR and LOGDET data and supports Services pilot units to develop mobility packages for Services UTCs.
- 1.8.12. Postures Prime RIBS teams for worldwide deployment using authorized and funded MAJCOM personnel resources based on current UTC configurations and requirements stated by AF/ILVC.
- 1.8.13. Requires and ensures all assigned units and Prime RIBS teams provide after-action report inputs within 14 days of redeployment from exercises, contingency and combat operations, IAW AFI 10-400, Aerospace Expeditionary Force Planning, AFI 10-403, Deployment Planning and Execution, and this AFI to AEFC and AFSVA/SVO through the MAJCOM.
- 1.8.14. Coordinates after-action report corrective actions on command specific events and devises solutions in cooperation with AFSVA/SVO/SVX and AF/ILVC to ensure continuous improvement in expeditionary processes, procedures, and equipment.
- 1.8.15. Monitors AEFC Online at <https://aefcenter.acc.af.mil/> and the AEF Lessons Learned database at <https://afknowledge.langley.af.mil/afcks/> for trends unique to the command to avoid recurring weaknesses and achieve effective results.
- 1.8.16. Validates component's after-action reports and corrective actions and assists with coordinating required changes to doctrine, policy, plans, standard operating procedures (SOPs), and force packages, and works in conjunction with other MAJCOMs, AEFC, AFSVA/SVO, AF/ILVC, and other staff agencies to ensure appropriate changes are implemented.
- 1.8.17. Nominates teams and programs funding for biennial Services Readiness competition (Readiness Challenge).
- 1.8.18. Executes the Services IMA Program.
- 1.8.19. Monitors and evaluates the information provided in the IMA End-of-Tour Evaluation.
- 1.8.20. Selects officer and enlisted IMAs as representatives to the Services IMA Council.
- 1.8.21. Consolidates and prioritizes ARC Deployment for Training Program Support.
  - 1.8.21.1. MAJCOMs identify unit support requirements to AFSVA/SVOR for execution of the voluntary support for Man-days and Deployment for Training (DFT) Programs.
- 1.8.22. Determines total MAJCOM MPA man-day requirement and budgets for per diem and travel to fund ARC support on MPA man-day tours.

- 1.8.23. Programs and initiates the use of Air Force Services contingency contracts and/or non-appropriated fund memorandums of agreement (NAF-MOA) to reduce Services personnel tempo, while maintaining an adequate training base for Prime RIBS teams.
- 1.8.24. Ensures Component and Numbered Air Force (NAF) staffs have the proper level of Services manning.
- 1.8.25. Submits, advocates, and defends program objective memorandum (POM) for manpower, training, and equipment initiatives.
- 1.8.26. Training Responsibilities:
- 1.8.26.1. Evaluates training effectiveness by measuring deployment and employment capabilities and equipment availability.
  - 1.8.26.2. Ensures MAJCOM and unit training programs conform to UTC and OPlan taskings. Additionally, the MAJCOM should provide a standardized approach to schedule and execute the annual HST plan for both active duty and reserve component personnel.
  - 1.8.26.3. Allocates SCT quotas to bases and manages quotas to ensure maximum utilization.
  - 1.8.26.4. Assigns priorities to unit requests for annual ARC deployments for training and forwards consolidated requirements to HQ AFSVA/SVOR.
  - 1.8.26.5. Forwards a copy of all SCT UTC assessments to AFSVA/SVXT for use in curriculum revisions.

## **1.9. Air Force Component Command/Numbered Air Force Services Staffs/War Fighting Headquarters(WFHQ).**

- 1.9.1. Develop adaptive and crisis action plan requirements for their respective areas of responsibility (AOR), IAW the Prime RIBS Manager's Guide, WMP I, Annex GG, the AFH 10-247 series of Services readiness handbooks, and Services FAM guidance located at <https://aefcenter.acc.af.mil/aes/aes.asp>.
- 1.9.2. Determine command staff augmentation requirements using Services UTCs (e.g., LWRRH). Man forward headquarters staffs during contingency operations.
- 1.9.3. Support forward operating location (FOL) requirements for manning assistance, rations, and equipment.
- 1.9.4. Maintain a summary of FOL command and control information, and makes the information available to rear staffs, AEFC, MAJCOMs, AFSVA, and AF/ILV. (SIPRNET-based web pages are the preferred method of making command and control information available). Ensures sites complete weekly situation reports (SITREPS) using the template found in the Prime RIBS Manager's Guide, Services Upward Reporting Data Elements.
- 1.9.5. Track movement of Prime RIBS UTCs for both personnel and equipment from the UTC origin until it reaches the theater destination. Also tracks redeployment from forward operating locations to home station.

## **1.10. Services Combat Training (SCT) Sites.**

- 1.10.1. Execute SCT training program using current AF/ILV approved SCT curriculum.

1.10.2. Comply with current AF/ILV approved SCT site certification checklist (SCT site certifications are conducted every AEF cycle).

1.10.3. Participate in the WFRR panel and SCT curriculum review sessions as required.

1.10.4. Provide a copy of all SCT UTC assessments to the owning MAJCOM Services readiness FAM.

### **1.11. Installation Commander.**

1.11.1. Ensures a Prime RIBS program is established.

1.11.2. Ensures funding for Prime RIBS equipment and training requirements.

1.11.3. Ensures Services forces focus on their wartime support mission.

### **1.12. Services Commander/Division Chief.**

1.12.1. Validates, assesses, and submits unit SORTS report IAW AFI 10-201, Status of Resources and Training System.

1.12.2. Validates and submits ART reports to the MAJCOM and assesses whether each UTC is qualified to perform its mission [as stated in the UTC mission capability statement (MISCAP)].

1.12.3. Budgets for/requests funding for all HST requirements, UTC team kits, and SCT.

1.12.4. Develops local Services mission support and base sustaining requirements.

1.12.5. Ensures contingency contracts and/or NAF MOAs are available to sustain Services operations when military personnel are deployed.

1.12.6. Appoints, in writing, a Prime RIBS program manager (7 skill level is recommended).

1.12.6.1. Ensures Prime RIBS manager is trained and executes program in accordance with Prime RIBS Manager's Guide, this AFI, and AFSVA Readiness Standards. The Prime RIBS Manager's Guide is available at <https://www-r.afsv.af.mil/RD/Std.htm>.

1.12.6.2. Ensures Prime RIBS Manager attends the AFSVA Prime RIBS Managers' Course within six months of appointment. Further, ensures Prime RIBS Manager attends the AFSVA Mortuary Operations course within one year of appointment. Additionally, ensures attendance at installation-level SORTS and ART reporting classes, Principals Of Instruction (POI) training and AF Trainer's course or Classroom Instruction Course (CIC), and any other local training required to execute the Prime RIBS mission.

1.12.6.3. Reviews Prime RIBS program semi-annually utilizing the Readiness checklist located in the Prime RIBS Manager's Guide.

1.12.7. Submits deployment reports to the MAJCOM.

1.12.7.1. Submits after-action reports to component no later than two weeks prior to departure from beddown.

1.12.7.2. Submits after-action reports IAW AFI 10-400 and AFI 10-403.

1.12.7.3. Provides follow up information to MAJCOM, AFSVA/SVO, and other staff agencies as requested to clarify identified deficiencies or solutions offered.

- 1.12.7.4. Submits DFT after-action reports IAW ARC Services DFT Program Guide.
- 1.12.8. Actively participates in Prime RIBS HST and ensures requirements are met each AEF cycle.
  - 1.12.8.1. Approves AEF cycle HST training plan and receives quarterly updates on training status of team members.
  - 1.12.8.2. Monitors Prime RIBS team manning, equipment, and training to meet requirements. NOTE: As part of HST, rotate select NCOs through Category B and C facilities as required to perform UTC duties at deployed locations (i.e., Community Activity Center, NAF Accounting, Club operations, etc.).
- 1.12.9. Manages the unit IMA Program.
  - 1.12.9.1. Ensures IMAs are fully qualified to perform wartime duties.
  - 1.12.9.2. Manages the Services IMA End-of-Tour Evaluation.
- 1.12.10. Supports ARC Deployment for Training (DFT) Program requirements.
- 1.12.11. Ensures all Prime RIBS teams (UTCs) are fully staffed, trained, and equipped.
- 1.12.12. Reviews personnel, equipment, and contracts needed for Strategic Mission Support and sustaining wartime requirements.
- 1.12.13. Ensures detailed Services beddown and sustainment plans are developed for each deployment location the unit is tasked to support according to existing OPlans.
- 1.12.14. Develops and implements home station military workload mitigation plans to maximize deployable capability during AEF rotational and surge operations.
- 1.12.15. Budgets for additional home station workload capability, i.e., contingency contracting, civilian over hires, Individual Mobilization Augmentees (IMAs), etc.
  - 1.12.15.1. Food Service attendant contract expansion.
  - 1.12.15.2. Travel and per diem to fund Services Individual Mobilization Augmentee (IMA) support on MPA man-day tours (IMAs are authorized to backfill Services key management positions; i.e., Commander, Flight Chief, Facility Manager).
  - 1.12.15.3. Non-Appropriated Fund Instrumentality Memorandum of Agreement (NAFI-MOA) to backfill deployed Lodging and Fitness personnel.
  - 1.12.15.4. Civilian over-hires.
- 1.12.16. If other offsets for deployed personnel are not sufficient, mitigation plans should first consider delay of non-essential training and exercises and lastly a reduction in facilities and/or service provided by your functional area.

### **1.13. Combat Support Flight Commander or Services Flight Commander (ANG).**

- 1.13.1. Reviews SORTS and ART reports and verifies accuracy in accordance with AFI 10-201, AFI 10-244, Reporting Status of Aerospace Expeditionary Force; and AFMAN 10-401V1.
- 1.13.2. Budgets and plans for HST, assigned UTC team kits, and Services Combat Training.

1.13.3. Takes all necessary actions to ensure Services Commander responsibilities noted in 1.12. above are met.

#### **1.14. Prime RIBS Manager.**

1.14.1. Implements Prime RIBS program in accordance with the Prime RIBS Manager's Guide, this AFI, and AFSVA Readiness Standards. The Prime RIBS Manager's Guide is available at <https://www-r.afsv.af.mil/RD/Std.htm>.

1.14.2. Develops, coordinates (with Services Education and Training Manager and squadron activity managers), and implements annual HST plan IAW Air Force guidelines and Golden Eagle Standards. Provides quarterly updates to the Services squadron commander/division chief on team member training status.

1.14.3. Conducts and or schedules (with Services Education and Training Manager) all Prime RIBS HST and SCT classes in accordance with AFI 34-254, Services Education and Training.

1.14.4. Attends AFSVA Prime RIBS Manager Course and the AFSVA Mortuary Operations course within 6 months of appointment to the position. Also, must attend base provided SORTS and ART reporting classes, and courses in AFMAN 36-2108, Enlisted Classification, attachment 40, SEI 428 requirements; and any other local training required to execute the Prime RIBS mission.

1.14.5. Maintains unit DOC statement.

1.14.5.1. Reviews DOC statement annually and briefs Services Commander/ Division Chief on changes.

1.14.5.2. Coordinates new DOC statement with applicable wing agencies upon receipt.

1.14.5.3. Postures Prime RIBS teams according to DOC statement.

1.14.6. Ensures Prime RIBS team members are functionally aligned on UTCs (e.g., Food Service personnel against Food Service functional account code (FAC) 45D1, Fitness personnel against FAC 45D8, etc.).

1.14.7. Prepares SORTS and ART report IAW AFI 10-201 and AFI 10-244. Refer to table 4 for specific SORTS reportable training requirements and the Prime RIBS Manager's Guide for SORTS and ART worksheets on reporting criteria.

1.14.8. Maintains a deployment folder on each unit member.

1.14.9. Ensures individuals know their Prime RIBS responsibilities.

1.14.10. Maintains Prime RIBS team deployment equipment kits and mobility bags as prescribed by the installation deployment officer (IDO).

1.14.11. Submits after-action reports to the Commander/Division Chief when required IAW AFI 10-400 and AFI 10-403.

1.14.12. Coordinates and reviews Adaptive, Crisis Action, In-Garrison Expeditionary Site, and Exercise Plans.

**1.15. Prime RIBS Team Members.**

1.15.1. Individuals subject to deploy are responsible for ensuring their personal affairs (financial, legal, administrative, etc), are in order at all times IAW AFI 10-403, and MAJCOM/Wing requirements.

1.15.2. Responsible for required uniform items, personal clothing, and hygiene items IAW AFI 10-403, and MAJCOM/Wing requirements.

**1.16. Services Education and Training Manager.**

1.16.1. Develops, coordinates (with Prime RIBS Manager and squadron activity managers), and implements annual HST plan IAW Air Force guidelines and Golden Eagle Standards. Provides quarterly updates to the Services squadron commander/ division chief on team member training status.

1.16.2. Conducts and or schedules (with Prime RIBS Manager) all Prime RIBS HST and SCT classes in accordance with AFI 34-254, and this AFI.

1.16.3. Maintains all training records IAW AFI 34-254, with the exception of Readiness Training, which can be documented in AF Form 623, On-The-Job Training Record or LOGMOD. IMA records are maintained at their unit of assignment.

1.16.4. Produces deployable training records (AF Form 623) upon notification of all personnel deployments.

1.16.5. Ensures all personnel providing HST instruction are prepared to provide quality instruction.

**1.17. UTC OIC/NCOIC.**

1.17.1. Coordinates/communicates with deployed FOL and teamed UTCs prior to deployment.

1.17.2. Advises FOLs, HQs rear staff, and home station of UTC whereabouts during deployment and redeployment. It is especially important to notify the home station unit control center as soon as possible after reaching the deployed location.

1.17.3. Ensures their UTC is properly trained, equipped and prepared to deploy by meeting all training requirements, reporting instructions and any other requirement levied due to deployed location.

1.17.4. Submits after-action Reports IAW this AFI.

## Chapter 2

### PROGRAM OBJECTIVES, SCOPE, PLANNING, AND UTC POSTURING

**2.1. Objectives.** The Prime RIBS program is designed to:

- 2.1.1. Organize, train, and equip Services forces that can deploy quickly to provide food service, lodging, fitness, recreation, laundry, mortuary affairs, NAF resale activities, and protocol in support of worldwide contingency operations.
- 2.1.2. Develop and maintain a highly skilled in-place force of civilians and IMAs to support home station sustaining requirements as prescribed in Air Force doctrine and the WMP.
- 2.1.3. Maintain highly skilled ARC Services forces to augment active duty forces during wartime operations and peacetime contingencies.

**2.2. Scope.** Whether assigned to deployable Prime RIBS teams, associated UTCs or in-place wartime/contingency duties at CONUS or overseas installations, the Prime RIBS team uses all Services military personnel in AFSCs 34MX, 3MOX1, and specified civilian personnel. All military personnel assigned to Services are postured on a UTC and therefore have a wartime/contingency Services combat support mission. As such, they should not be tasked to perform non-Services contingency duties for functional areas other than Prime RIBS, RED HORSE, air control squadrons, or port mortuary support.

2.2.1. Wartime duties fall into the following categories: Strategic Mission Support, Homeland Defense, inter-theater deployable, intra-theater deployable, overseas in-place, and CONUS sustainment. Except for Strategic Mission Support requirements identified in Services DOC statements, deployment requirements supersede all other staffing needs.

2.2.2. Services forces are identified on standard Air Force Prime RIBS UTCs. Prime RIBS UTCs belong in the Manpower and Equipment Force Packaging (MEFPAK) system under the alphanumeric series LW. Mission capability statements and manpower force element listings for each UTC are contained in the Manpower Force Packaging System (MANFOR) of the MEFPAK system. A logistics detail (LOGDET) for each UTC is maintained in the Logistics Force Packaging System (LOGFOR).

2.2.3. Prime RIBS UTCs are fully integrated into the Air Expeditionary Task Force (AETF) Force Module (FM) UTC concept.

2.2.3.1. FMs are a combination of standard, functionally aligned, UTCs, combined to create a specific capability. AETF FMs also may include smaller force modules that combine standard functionally aligned UTCs to create a specific capability; e.g., the Services Learning Resource Center (LRC) combines standard functional UTCs from Services, Education and Communications. Primary AETF FMs include:

2.2.3.1.1. Open-the-Airbase. A small FM designed to open initial capability; e.g., Tanker Airlift Control Element (TALCE).

2.2.3.1.2. Command and Control. A small FM with management elements from all major functional areas, such as a Services LWRR3 UTC.

2.2.3.1.3. Establish-the-Airbase. A large FM responsible to prepare the beddown to receive weapon systems. This FM brings in Services life-sustaining support for food service, lodging, mortuary affairs, and laundry.



2.2.3.1.4. Generate-the-Mission. Brings the weapon system(s) or primary mission in; e.g., fighters, tankers.

2.2.3.1.5. Operate-the-Airbase. Expands initial life-sustaining functions and brings quality of life functions in such as fitness, recreation, and resale activities.

2.2.3.2. Services has its own series of FMs sized to support a range of beddown populations from small site support to Wing-sized deployments.

2.2.4. Active duty Prime RIBS teams must be available for worldwide deployment within 22 hours after initial notice. ARC teams must be available for deployment within 28 hours after initial notice. Prime RIBS teams must deploy with team kits as specified in the applicable LOGDET.

2.2.5. Home station sustaining mission requirements and base recovery actions are met by using assigned IMAs, civilian personnel, contract expansion, civilian over hires, NAF-T MOA, and augmenting forces from the ARC, with MAJCOM approval.

2.2.6. Augmentation requirements of the active duty force may be supported by using ARC personnel (through the MAJCOM MPA man-day program).

2.2.6.1. Per diem and travel funding is the responsibility of the organization requesting the support.

2.2.7. Subsistence Concepts. The wartime subsistence policy for each theater of operation is described in WMP I, Annex GG, Appendix 1, and Annex E, Logistics. To rotate WRM stocks, the use of operational rations to support the following may be authorized by the Services Commander/Director in coordination with the base WRM officer. (Requisition must be submitted for replacement of WRM stocks utilized as soon as possible.)

2.2.7.1. During base exercises to include ground support and flight meals for exercise participants.

2.2.7.2. For field training exercises.

2.2.7.3. For disaster and humanitarian purposes (e.g., flood, earthquake, major accidents, etc.).

2.2.7.4. For any deployments that depart the installation in less than 48 hours.

2.2.8. Deployed Prime RIBS personnel operate NAF resale operations.

2.2.9. Coordinate use of civilian employees and contracted personnel in business and financial operations in rear area support during regional contingencies, declared national emergencies, base recovery, or disaster relief operations, with MAJCOM.

2.2.9.1. AFI 36-507, Mobilization of the Civilian Work Force, governs the deployment of civilians.

2.2.9.2. The Air Force Contract Augmentation Program (AFCAP) is used to provide MAJCOMs an option for the relief or augmentation of Services forces employed in a noncombatant, forward deployed environment. Contracts stipulate that the contractor may provide, as required, the personnel, equipment, materials, services, travel and other means necessary to provide a rapid worldwide planning and deployment capability. Initial response will ordinarily be assigned to military forces. As these forces establish a base(s) of operations and if extended activities are likely to occur, sustainment of operations through contract augmentation is a potential resource option. Additionally, contracts may be considered to fulfill home station contingency requirements.

**2.3. Adaptive Planning.** The Joint Planning and Execution Community (JPEC) is developing Adaptive Planning to replace crisis action and contingency planning processes with a single, responsive, flexible planning and execution process. This single process will yield contingency and crisis action plans. Services readiness planners assigned to air component commanders are required to develop OPlans and Conceptual plans using standard UTCs. Planners use the standardized Services requirements process for input into the TPFDD. Planners also create documented annexes to conceptual plans and OPlans.

2.3.1. The AEFC nominates UTC sourcing to the supporting MAJCOMs.

2.3.2. MAJCOM Services Readiness FAMs must provide sourcing for Prime RIBS teams to support theater OPlans.

2.3.3. MAJCOMs guide bases on developing deployment, force reception, beddown, and redeployment plans to meet their Prime RIBS mission requirements.

2.3.4. Crisis Action Planning. Plans executed in support of contingency and humanitarian operations where there is no existing deliberate operational plan or conceptual plan (with or without TPFDD).

2.3.4.1. Component Services planners develop crisis action plan requirements.

2.3.4.2. The AEFC nominates UTCs to respective MAJCOMs to support Component UTC requirements.

**2.4. Base Level Planning.** An understanding of MAJCOM and component plans is necessary to develop base and unit plans. Services units develop in-garrison expeditionary site plan, disaster preparedness plans, non-combatant evacuation plans, support agreements, and memorandums of understanding and agreement. Base level planning also includes all local plans, checklists, and Services Unit Control Center operations.

2.4.1. Units must develop local checklists or OIs to outline Services actions and procedures to support base OPlans and contingency situations. These should include mobility deployments, major accident response, natural disaster response (including emergency sheltering of off-base civilians), terrorist attack response, Force Protection Condition changes, Chemical, Biological, Radiation, Nuclear, and High Yield Explosive (CBRNE) attacks, reception and beddown of incoming forces, and non-combatant evacuation.

2.4.2. Services Control Center (SCC)/ Unit Control Center (UCC). Units must establish a SCC with the capability for command and control (C2) of unit resources for response to actual or exercise situations. Control centers must have clear, concise, and complete checklists and status boards for C2 of the types of situations listed in paragraph 2.4.1. They should be located in a specifically designated area, be ready for immediate operation, have base and local area maps (including current base grid map), and have adequate communications systems (and back ups).

2.4.3. Deployed SCC. Squadrons with deployment missions must have checklists, status boards and C2 systems prepared to deploy and operate a SCC at a FOL. Deployable checklists and status boards should include beddown planning, all field Services operations and combat support functions, major accident response, mortuary/mass casualty, base attack response, and Ability to Survive and Operate (ATSO) actions. The squadron must track status of critical assets, resources, and capabilities to include: personnel, facilities, lodging bed spaces (by type and location), vehicles, communications systems, and essential equipment and supplies (including cooking and refrigeration equipment, rations, and mortuary supplies). (NOTE: Deployable checklists and status boards should be “ops

tested” and fine-tuned during local and MAJCOM exercises and inspections). See [Attachment 2](#), Services Upward Reporting Data Elements.

## 2.5. UTC Posturing.

2.5.1. Commanders are ultimately responsible for determining home station support requirements. The Chief of Staff of the Air Force (CSAF) has made it clear that the installation deployment mission has priority over the home station mission sustainment. MAJCOM Services Readiness FAMs are responsible for determining their installations’ UTC posture based on AF/ILV Readiness FAM UTC posturing rules in this instruction and Services FAM guidance located on the AEFC Online web site at <https://aefcenter.acc.af.mil/aes/aes.asp>. Services UTC posturing rules are maintained on the Air Force Services Agency web site. The Master UTC list should be used to track all military personnel assigned to the Services Squadron/Division.

2.5.2. All Services funded military authorizations must be postured on UTCs.

2.5.2.1. MAJCOM Services Readiness FAMs will posture 90%, or more, of their installations’ funded military authorizations on standard Prime RIBS deployable UTCs in accordance with paragraphs [2.5.6](#). and [2.5.7](#). MAJCOMs will work with their installation Services Commanders/Division Chiefs to implement home station military workload mitigation plans to maximize deployable capability during surge operations. Mitigation plans should include contractual support, contingency nonappropriated fund instrumentality memorandums of agreement (NAFI-MOAs), civilian over hires, delay of non-essential training and exercises and lastly a reduction in facilities and/or service.

2.5.2.2. The remaining funded military authorizations should be placed onto Associated (A) UTCs. A-UTCs are not deployable as a “team”, but are used to hold personnel that may be deployed when a member of a deployable UTC is not available. Individuals on an A-UTC will be postured on a LWZZZ UTC.

2.5.3. Services units support an AEF two-hit strategy. The AEFC, in coordination with the MAJCOM and Air Staff Services Readiness FAMs, determines which AEFs each Services unit will support. Approximately one-half of the Squadrons’/Divisions’ UTCs are aligned in one AEF and the other half of the UTCs are aligned against a second AEF. The two AEFs should be the same AEFs the wing is tasked to support to keep Expeditionary Combat Support (ECS) aligned across the wing to enhance training.

2.5.4. Information on Specialty UTCs and all LWR-series UTCs are available in the Prime RIBS Manager’s Guide, Services Master UTC Document.

2.5.5. UTC Coding. All UTCs must be coded in the UTC Availability System to provide visibility of the UTCs available for taskings. [Table 2.1](#). explains UTC codes.

**Table 2.1. UTC Codes.**

Code	Description	Code	Description
DWS	Available for deployment during the full spectrum of requirements	AWS	Available for deployment during the full spectrum of requirements; must be postured onto standard UTCs to deploy
DWX	Available to deploy during wartime surge, not normally available for peacetime AEF rotations	AWX	Available during wartime surge, not normally available for peacetime AEF rotations
DXS	Available for AEF rotations during assigned cycle, may be available during contingency surge if the unit's total tasking has not exceeded the number of "DW*" -coded UTCs	AXS	Available for AEF rotations during assigned cycle, may be available during contingency surge if the unit's total tasking has not exceeded the number of "DW*" -coded UTCs
DXX	Not authorized for Services UTCs	AXX	Not authorized for Services UTCs
DPS	Services standard UTC that is required in-place during contingencies; however, may be used for peacetime AEF rotations	APS	Services associate UTC that is required in-place during contingencies; however, the personnel may be used for peacetime AEF rotations on standard UTCs
DPX	Services standard UTC that is required in-place at all times	APX	Services associate UTC that is required in-place at all times. This code is typically used to identify LWZZZ UTCs postured at short tour locations; i.e., Korea and MUNNS

**NOTE:** The total number of "DW\*" -coded UTCs postured across all AEF rotations equals the maximum number of UTCs that can deploy at one time during wartime surge. The second digit "W" does not apply to a specific UTC record. Any UTC of the same type, without regard to its AEF alignment, and availability code can deploy as long as the total number of UTCs, of the same type, do not exceed the total number coded "DW\*".

2.5.5.1. Standard UTC coding process. Standard UTC coding is a two-step process.

2.5.5.1.1. Step one: The UTC coding's second digit ("W", "P" or "X") determines the maximum number of Services UTCs available to deploy at one time in support of surge operations and/or war/contingency. Second digit UTC coding assumes all deployable war fighting capability is committed and only sustainment and training directly supporting the conflict will continue. Deployable capability from all AEFs may be required; therefore, the total of "DW\*" coded UTCs is the maximum number of military that a unit may have simultaneously deployed at one time. Unless a UTC is needed at home station to directly provide or support war fighting capability, it should be coded "DW\*". At least 80% of the funded military authorizations should be coded "DW" leaving no more than 20% of the military authorizations coded "DX" or "DP" to support the home-station mission. War fighting commands (PACAF, USAFE) with in-garrison generation missions may exceed the 20% "DX" coded UTCs rule after coordination/approval from AF/ILV. The MAJCOM Services Readiness FAM, in coordination with the Services Commander/Division Chief, must determine the minimum number of

military personnel required to support the home-station sustainment mission during surge operations based on military workload mitigation plans as discussed in paragraph 2.5.2.1. The goal is to “DW” code all standard Prime RIBS UTCs; however, once contracts and NAF-MOAs are considered, if there are insufficient military members to support the home-station mission, some UTCs may be coded “X” or “P” in the second character of the UTC code (up to 20% of the funded military authorizations). Capability in associated UTCs should be used to meet home station requirements before withholding a standard UTC. (NOTE: A Surge operation is defined as a UTC tasking level above what is available at a sustainable steady state level across two AEFs. A functional area may be at a surge level of tasking without a war if there is insufficient depth in the AEF pair coded “D\*S”.)

2.5.5.1.2. Step two: The third character of the UTC availability code (UTC code) is either “S” or “X”. It reflects whether or not the UTC is available for peacetime AEF rotation taskings. (Peacetime AEF rotations do not refer to an operation like Operation Enduring Freedom (OEF) but to a level of support that can be maintained at a sustained level from one AEF rotation to the next.) 100% of Services Wing-level UTCs should be assigned an “S” in the third character reflecting the UTC may be tasked during its aligned AEF rotation. Above the Wing UTCs may be coded “X” in the third character; i.e., DWX for standard deployable UTCs or AWX for Associated UTCs.

#### 2.5.6. Posture Rules.

2.5.6.1. At least 90% of funded military authorizations will be postured on D\*S coded UTCs.

2.5.6.2. If possible, no more than 10% of funded military authorizations will be postured on A-UTCs and coded A\*S.

2.5.6.3. The AEF two-hit strategy will not task more than one-half of D\*S- and A\*S-coded UTCs, or 50%, of the military authorizations at one time. 50% of the military authorizations will be available for home-station sustainment support during normal AEF rotations.

2.5.6.4. 80%, or more, of funded military authorizations will be postured on DW-coded UTCs (i.e., 80% of military authorizations may deploy under worst-case surge operations).

2.5.6.5. 20% of funded military authorizations will be postured on DX\* or DP\* coded UTCs if the Wing’s deployment mitigation plan does not meet expected home station sustainment support levels (i.e., the wartime/contingency minimum stay-home requirement--it assumes no AEF rotations).

2.5.6.6. One-half of personnel assigned to A-UTCs will be apportioned to each of the wing’s two primary AEFs to provide AEF predictability for UTC alternates.

2.5.6.7. DP\*/AP\* coding may be used only for MAJCOM approved in-place units; e.g., MUNNS, Missile Chefs, and overseas short tour locations that could become a contingency location (Osan, Kunsan, etc). DP\* coding should not be used to designate CONUS home station sustainment requirements. CONUS home station sustainment UTCs should be coded DXS.

#### 2.5.7. Posturing Priority. UTCs will be postured in the following order:

2.5.7.1. Lead capability: LWRRA, LWRRB (3 each), LWRR3, and LWRR9.

2.5.7.2. Follow capability: LWRRB (2 each), LWRR4 or LWRR5.

2.5.7.3. Once one Lead and one Follow capability are postured, and if sufficient authorizations exist, posture one additional LWRRA UTC. Repeat Follow capabilities until 90% of funded military authorizations are postured on D\_S coded UTCs.

2.5.7.4. The remaining 10% of funded military authorizations should be postured on two or more LWZZZ UTCs, one-half in each of the Wing’s two AEFs.

2.5.7.5. OCONUS MAJCOMs will posture their in-place requirements using either Services standard UTCs coded DP\_ or on LWZZZ coded AP\_ and aligned into their respective AEF Enabler library. Example: Short tour locations such as Osan AB, Korea: LWZZZ should reflect the total funded military authorizations in the Services squadron, coded APX in AEF Enabler library E-ROK.

2.5.8. UTC Posturing/Coding Example.

2.5.8.1. Services Squadron/Division military funded authorizations = 85.

2.5.8.2. Minimum military required to support home-station during contingency operations (increased taskings above “steady state”) = 17. (20% of the funded military authorizations--assumes Food Services contracts and contingency NAF-MOAs used).

2.5.8.3. Minimum military required to support home-station during steady-state rotations = 42.

**Figure 2.1. UTC Posturing Example.**

AEF-2			AEF-6	
LWRRA-9	DWS (42)	75 DW (88%)	DWS (33)	LWRRB-9
LWRRB-9				LWRR4-2
LWRRB-9				LWRRB-9
LWRRB-9				LWRRB-9
LWRR3-3				LWRR8-1*
LWRR9-3				LWRR9-3
LWZZZ-3	AXS (3)	10 DX/AX (12%)	DXS (5) AXS (2)	LWRR2-5 LWZZZ-2
45		D/A_S = 100%	40	

\*NOTE: This represents SVS position; consult LWRR8 MISCAP for additional AFSCs’

2.5.8.4. 94% of the Squadron is postured on deployable UTCs; 6% is postured on A-UTCs.

2.5.8.5. 88% of the squadron is postured on DW\_ and/or AW\_ UTCs, which represent the maximum number of simultaneously deployable positions.

2.5.8.6. A-UTCs are balanced between each of two AEFs and hold 6% of the squadron’s authorizations.

2.5.8.7. During AEF Normal Operations, approximately 50% of the funded military authorizations may deploy; therefore, approximately 50% of personnel are available to support home station.

2.5.8.8. During surge operations/war or contingencies (increased taskings)—up to 80% may be tasked (all DW\_ coded UTCs). (The total number of UTCs deployed during surge cannot exceed the number of “DW\_” postured across all AEF pairs. If the LWRRB UTC coded DXS in AEF 6 is deployed when a contingency begins that requires the max number of LWRRB UTCs to be deployed, one of the LWRRB UTCs coded DWS in AEF 2 will not be available to deploy. Only 5 LWRRB UTCs are coded “DW” from across both AEFs, therefore no more than 5 can deploy simultaneously.)

2.5.8.9. Refer to the Prime RIBS Manager’s Guide, Master UTC Document at <https://www-r.afsv.af.mil/RD/prime.htm>, for UTC posturing examples.

## Chapter 3

### EDUCATION AND TRAINING

**3.1. General.** All Services military personnel are required to participate in Prime RIBS training, to include: Home Station Training (HST), Services Combat Training (SCT), and Specialty Training based on UTC assignment. Prime RIBS training covers the full range of activities demanded in a contingency environment. Requirements are outlined in the Services Career Field Education and Training Plan (CFETP), the HST/SCT Training Matrix (**Table 3.2.** and **Table 3.3.**), and all ancillary training required for deployment and SORTS reporting.

3.1.1. All Services IMAs will be trained in wartime positions during annual tours and inactive duty training periods.

3.1.2. All Services military personnel must graduate from SCT through the Services Academy (3-level), AFIT SVS101, or a certified SCT site.

**3.2. Home Station Training (HST).** Effective HST is critical to provide deployed commanders with fully qualified Prime RIBS team members capable of accomplishing the wide variety of Services' deployed responsibilities. Prime RIBS team members must be trained and ready for deployment to austere, bare base locations with limited or no facilities and transition to sustained operations. HST should challenge Prime RIBS team members to improve their individual and UTC team capabilities for deployed operations. All Services military personnel assigned at Wing level, will successfully complete HST every AEF Cycle.

3.2.1. HST consists of Tier 1 and Tier 2. Tier 1 applies to Lieutenants, 3- and 5-skill level enlisted personnel, and all cross-trainees. Tier 2 applies to 7-skill level and above enlisted personnel and Captains and above. HST consists of all topics listed in **Table 3.2.** Home Station Training Requirements. The HST objectives can be found in the Plan of Instruction (POI) provided on the Air Force Services Agency's web page:

<https://www.r.afsv.af.mil/ed/Readinesstrain.htm#HST>

3.2.2. HST consists of computer-based training enhancements, self-study guides, classroom education, hands-on equipment training, duty specific training based on UTC assignment and ancillary training such as weapons qualification, Nuclear, Biological, and Chemical warfare defense training, and Self-aid Buddy Care. (NOTE: IMAs will complete initial ancillary training and receive applicable Tier level training based on their grade.

3.2.2.1. HST instructors should attend either the AF Trainers Course or the Classroom Instructor's Course (CIC).

3.2.2.2. Services Education and Training manager, along with Prime RIBS manager, will identify training resources and coordinate training support for HST. HST instructors must use comprehensive lesson plans, training aids, and student handouts to conduct training. HST materials, developed by AFSVA, will be used; however, may be tailored locally to add additional training elements. HST must meet criteria published in the lesson plans and objectives by AFSVA.

3.2.2.3. Services units must equip themselves with authorized HST assets IAW Allowance Standard 429, Part M, Prime RIBS Training Equipment.



3.2.3. The primary wartime job for IMAs, upon mobilization, will be to assume command and control of essential Services activities at the home station. HST for IMAs will be accomplished on an as-needed basis; however, IMAs will be trained and certified before using any field equipment.

3.2.4. Attendance at SCT does not replace AEF cycle HST requirements.

3.2.5. At a minimum, 30 % of personnel postured on LWRRRA, LWRRB, and LWRR2, must be trained on specialized vehicles listed in Table 4, SORTS Reportable Training, Vehicle Operations section. Manual transmission training will also be accomplished if available on installation.

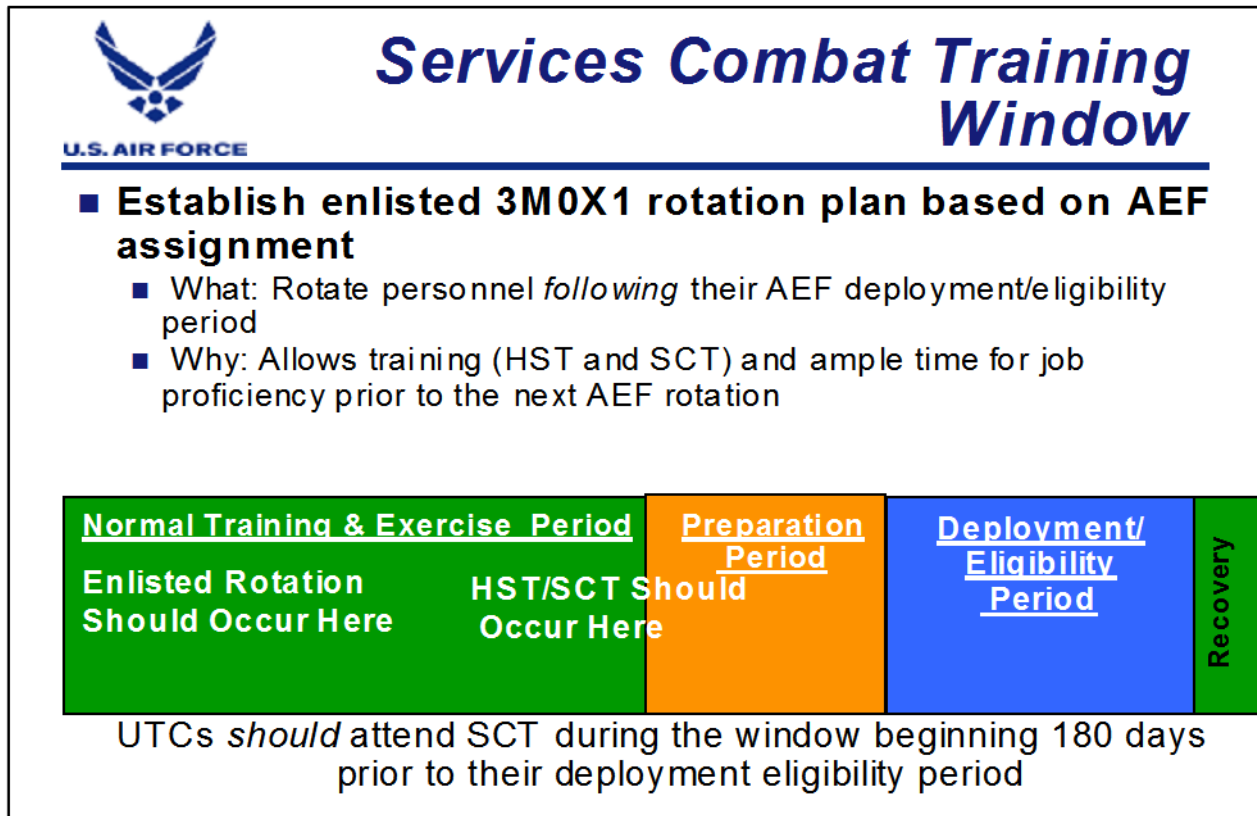
3.2.6. At a minimum, personnel postured on LWRRRA and LWRRB assigned to the 45D1 food service/ration support FAC should receive phase I quality assurance training.

**3.3. Services Combat Training (SCT).** All deployable UTCs at Wing level are required to attend SCT. Associate UTCs assigned to units with deployable UTCs are required to attend SCT as team alternates. Associate UTCs not assigned to units with deployable UTCs are not required to attend SCT (Commanders/Directors have the option to send their personnel to SCT if desired). The following policy provides the roadmap for complying with the CSAF vision and guidance contained in AFI 10-401. It also provides direction for implementing SCT course curriculum, and scheduling. UTCs are coded as deployable or required to remain in place. UTCs coded as deployable are used to support deployment taskings. DW\_ coded deployable UTCs show the maximum simultaneous deployment capability of a unit when contingency requirements require surge, including “reach forward” into additional AEFs to meet wartime taskings. Deployable UTCs may be available in any rotation during surge operations. Associate UTCs (typically AWS or AXS-coded) are a holding place for personnel that could be deployable but do not fit into standard deployable UTCs.

3.3.1. Deployable UTCs (DWS, DWX, or DXS) LWRRRA, LWRRB, LWRR2, LWRR3, LWRR4, LWRR5, LWRR8 and LWRR9, are required to attend SCT and should be scheduled during the 90-180 day window prior to their AEF deployment cycle (see [Figure 3.1](#)). During increased contingency taskings, there may be a need to project SCT training dates prior to the 90-180 day window in anticipation of AEF “reaching forward” to task upcoming UTCs prior to their scheduled AEF deployment window based on combatant command deployment requirements. The required training frequency is every AEF cycle for active duty lead teams (LWRRRA, LWRR3 in ACC, AMC, AFSOC, PACAF and USAFE) and every other AEF cycle for active duty follow on teams and ARC forces. If a UTC cannot be scheduled for SCT during their scheduled training window, they will coordinate with their MAJ-COM training manager to ensure training is scheduled at the earliest possible time.

3.3.2. All personnel assigned to Wing level deployable UTCs will attend SCT as a complete UTC/team, if possible. Commanders new to the Services career field must attend SCT within 6 months of appointment. Individual UTC members are exempt if they have attended training within the last 12 months prior to their scheduled training date. (Exceptions to this rule are ARC forces assigned to UTCs who will attend training based on their AEF deployment cycle.)

Figure 3.1. Services Combat Training Window.



3.3.3. Personnel not postured on a deployable UTC, but assigned as an alternate, on an associate UTC (i.e., LWZZZ), will be identified to MAJCOM training managers to be scheduled to attend training with their unit if space is available. If space isn't available, they will be scheduled to attend SCT during any available class where there is an opening. Scheduling for personnel on the LWZZZ UTC will be handled on a case-by-case basis.

3.3.4. For SORTS measurement, a unit commander may temporarily waive overdue HST and SCT for deployed personnel, but for no longer than 30 days after they return to home station.

3.3.5. Unit commanders may request (through their MAJCOM/SV to AF/ILV) SCT credit be given to individuals who set up and use BEAR WRM assets and deployable Prime RIBS equipment in a real world contingency/war or exercise deployments (i.e., for beddown operations, not sustainment/steady-state operations).

3.3.6. Individuals assigned to UTCs postured to support AEF Enabler packages (not assigned to one of the 10 AEFs) will be scheduled for training on a rotational basis, the same as AEF scheduled UTCs. Individuals are as follows:

3.3.6.1. Those in a PCS status will be required to attend SCT during their scheduled training window up to 60 days prior to PCS.

3.3.6.2. Those PCSing from an in place UTC base/assignment to a deployable UTC base/assignment will be scheduled for SCT within 120 days of the new assignment. (Exception: If the UTC

the individual is assigned to is scheduled to attend SCT within 12 months of the new member's arrival, then the individual should attend SCT as part of the team).

### 3.3.7. Home Station Duty Specific SCT Training.

3.3.7.1. Deployable UTCs will be scheduled to attend SCT using the "team training" concept. Teams will deploy as an entire UTC and will receive in-depth training in the functional area they are assigned to on their UTC.

3.3.7.2. Students will be assessed as a team. Instructors will evaluate using the minimum standards evaluation checklist provided by HQ AFSVA. Each team and/or individual will receive additional training when necessary.

3.3.7.3. MAJCOMs will be responsible for sending the SCT site manager a listing of personnel, by UTC and duty position, NLT 14 days prior to each class start date.

**3.4. HST and SCT Curriculum.** [Table 3.2.](#) and [Table 3.3.](#) itemize the curriculum for HST and SCT based on current home station duty assignment.

**Table 3.1. Home Station Training (HST) Requirements.**

	<b>Training Requirements</b>
<b>Tier 1</b> Lieutenants, 3-5 Levels, and Cross-Trainees	Resource Management Block 1 APF/NAF Operations
	Resource Management Block 2, Contingency Contracting
	Command & Control
	Force Beddown / Planning/Shelters
	Mortuary in a Contingency Environment/Search & Recovery Operations
	Fuel Fired Equipment
	Field Feeding Platforms, Operations, and Field Hygiene
	Field Fitness, Recreation & Library Operations
	Contingency Lodging & Laundry
<b>Tier 2</b> 7 Levels and above Captains and above	Resource Management Block 1, APF/NAF Operations
	Resource Management Block 2, Contingency Contracting
	Command & Control
	Force Beddown/ Planning/Shelters
	Mortuary in a Contingency Environment/Search & Recovery Operations

**Table 3.2. Services Combat Training (SCT) Requirements.**

	<b>TRAINING REQUIREMENTS</b>
<b>All Students</b>	SCT Introduction SCT Pre Test Contingency Feeding Platforms Fuel Fired Equipment Mortuary in a Contingency Environment
<b>TIER 1</b> Lieutenants, 3-5 levels and Cross-Trainees	SVS CONOPS – Knowledge Level Shelters
<b>Tier 2</b> 7 levels and above Captains and above	Resource Management Block 1, APF/NAF Operations Resource Management Block 2, Contingency Contracting SVS CONOPS – Testable level

**Table 3.3. SORTS Reportable Training**

<b>Sub-Category/Topic</b>	<b>Applies to:</b>	<b>Frequency (See Legend)</b>
<b>Tier 1 (Home Station Training)</b> - Resource Management Block 1, APF/NAF Operations - Resource Management Block 2, Contingency Contracting - Command and Control - Force Beddown/ Planning/ Shelters - Mortuary in Contingency Environment/Search & Recovery - Fuel Fired Equipment - Field Feeding Platforms, Operations, and Hygiene - Field Fitness, Recreation & Library Operations - Contingency Lodging & Laundry Operations	All UTCs (3-5 Levels, 2Lt and 1Lt, and cross-trainees) per 10-214, para <b>3.2.1.</b>	A

Sub-Category/Topic	Applies to:	Frequency (See Legend)
<b>Tier 2 (Home Station Training)</b> - Resource Management Block 1, APF/NAF Operations - Resource Management Block 2, Contingency Contracting - Command and Control - Force Beddown/ Planning/Shelters - Mortuary in a Contingency/ Search & Recovery Operations	All UTCs (7 Levels and above, Captains and above) per AFI 10-214, para <b>3.2.1.</b>	A
Services Combat Training	Active Duty Lead LWRRA, and LWRRA3 UTCs per AFI 10-214, para <b>3.3.1.</b>  All Active Duty follow on UTCs and ARC UTCs per AFI 10-214, para <b>3.3.1.</b>	A  B
Force Protection - CBRNE Training - Weapons Qualification (M16/M9)	All deployable personnel	[Note 1 for CBRNE and Note 2 for weapons qualification]
Vehicle Operations -10K A/T forklift -10K forklift -6K forklift, -2 ½ ton truck -1 ½ ton truck -Refrigerator Truck w/pintel hook -Manual Transmission	[Note 3]	[Note 3]

Sub-Category/Topic	Applies to:	Frequency (See Legend)
<p><b>Legend:</b> The alpha letter in the frequency column designates training frequency.</p> <p>A = every AEF cycle</p> <p>B = every other AEF cycle</p> <p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. See AFI 10-2501 for frequency.</li> <li>2. See AFI 36-2226 for frequency.</li> <li>3. See AFI 10-214, para <b>3.2.5</b>.</li> </ol>	[Note 3]	[Note 3]

**3.5. Prime RIBS Specialty Teams.** Services Specialty UTCs include: LWRRP/RQ Protocol, LWRRH Command Staff Augmentation, LWRR6/LWRR7/LWRRM/ LWRRN that support Mortuary Affairs and Air Force Survivor Assistance Program (SAP), LWRR8 Librarian, and LWRRS (Bomber Strategic Aircraft Regeneration Team--BSART). See paragraph **2.5** for additional posturing policy. Specialty UTCs attend readiness training relevant to OPlan taskings with the same frequency indicated in paragraphs **3.3.1** and **3.3.2**, with the exception of Mortuary Affairs dedicated teams (LWRR6, LWRR7, LWRRM, LWRRN — see paragraph **3.5.1**). Specialty team training consists of classroom and hands-on training held at an Air Force centralized school, training site, or at the intended wartime operating location. Recurring SCT may be necessary depending on the wartime mission the Prime RIBS UTC is required to execute. MAJCOM Services functional area managers assign specialty team taskings to their respective units and gained ARC units.

3.5.1. Port Mortuary teams. These teams, to include disposition and in-place personnel, attend training at the Dover AFB, DE port mortuary every other AEF cycle.

3.5.1.1. Port Mortuary personnel who work in a real-world mass fatality incident at a port mortuary will receive credit for their training requirement. Copy of orders will be the source document to reflect participation in a real-world mass fatality incident.

3.5.1.2. Port Mortuary personnel will complete initial ancillary training, then again as required by MAJCOM or on a just-in-time basis.

3.5.1.3. Port Mortuary personnel are required to receive the HST Tier 1 to maintain familiarity and currency in Services wartime tasks.

3.5.2. LWRRH Teams. All LWRRH (command staff augmentation) UTC members must attend the Contingency Wartime Planners Course (CWPC), and HST to maintain familiarity and currency in Services wartime tasks. The officer members must attend the AFIT SVS 485, Services Combat Support Course. The enlisted members must attend the Deliberate and Crisis Action Planning and Execu-

tion Segment (DCAPES) course. The LWRRH owning unit is responsible to ensure all UTC members receive these formal education courses.

3.5.3. All LWRRP and LWRRQ (protocol) UTC members must attend the AFIT SVS 200, Protocol Fundamentals Course and complete the Protocol study guide (as part of HST).

**3.6. R (Readiness Planner) Prefix.** Services Readiness Planners above Wing-level may be awarded the “R” (Readiness) AFSC prefix. For requirements, refer to AFMAN 36-2108, Enlisted Classification, Atch 3; and AFMAN 36-2105, Officer Classification, Part A.

**3.7. Deployment Preparation Training.** All Prime RIBS personnel will receive training in accordance with AFI 10-403.

## Chapter 4

### EQUIPMENT AND SUPPLIES

**4.1. Deployment Equipment Requirements.** Prime RIBS UTCs must be equipped with team kits as listed in the LOGDET (Logistics Detail) and team members issued individual deployment bags.

4.1.1. The M-16 is the primary weapon for all Services personnel (officer and enlisted) and they will be trained accordingly. MAJCOMs may authorize the 9-mm for officers on an as-required basis.

4.1.2. **Figure 4.1.** lists equipment kits that are required based upon the status of UTC posture at the base:

**Figure 4.1. Equipment UTC Requirements.**

UTC Postured/Mission	Equipment UTC Requirement
LWRRF-Single Pallet Expeditionary Kitchen (SPEK)	1-LWRRF (Active units only) for each installation postured with one or more LWRRR UTCs in ACC/AMC/USAFE/PACAF/AFSOC
LWRRG- Initial Mortuary Affairs Kit	1-LWRRG (Active units only) for each installation postured with one or more LWRRR UTCs in ACC/AMC/USAFE/PACAF/AFSOC

**4.2. Deployment Preparation.** Prime RIBS teams will prepare and deploy according to AFI 10-403, and locally defined installation deployment guidance. Services units should provide input to local deployment guidance to ensure the deployment guidance meets Services requirements. For example, other base agencies/units may need to procure, store, maintain, and issue deployment bags, body armor, and weapons, as necessary, for the Prime RIBS team to meet its deployment commitment.

**4.3. Prime RIBS Decals.** Units are authorized to use Prime RIBS decals for identification of supplies and equipment. The Air Force visual aid numbers are:

4.3.1. AFVA 10-215, Two-Inch Prime RIBS Decal.

4.3.2. AFVA 10-216, Four-Inch Prime RIBS Decal.

4.3.3. AFVA 10-217, Eight-Inch Prime RIBS Decal.



## Chapter 5

### FUNDING SERVICES ACTIVITIES AND PROGRAMS AT FORWARD OPERATING LOCATIONS (FOLS)

**5.1. Prime RIBS Program Funding.** The Prime RIBS program (personnel, training, equipment, and supplies) is funded through appropriated funds (APF).

**5.2. Basic Recreational Program Funding.** Basic recreational programs, except for resale, should be funded with appropriated funds since these programs are usually provided at no cost to personnel. Additional guidance can be found in AFI 65-106, Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities.

**5.3. Morale, Welfare, and Recreation (MWR) Funding.** If MWR programs at FOLs mature into revenue-generating programs, those nonappropriated funds (NAF) revenues should be reinvested into the MWR programs at the deployed location.

**5.4. AAFES-Directed Activities Funding.** Funding guidance for AAFES-directed activities can be found in the following publications: Joint Publication (JP) 1-0, Joint Doctrine for Personnel Support to Joint Operations (Appendix L, Morale, Welfare, and Recreation); AFJI 34-210, Army and Air Force Exchange Service (AAFES) Operating Policies; and, EOP 8-1, AAFES Imprest Fund Activities, and EOP 8-6, Military/AAFES Operated Tactical Exchanges.

DONALD J. WETEKAM, Lt General, USAF  
DCS/Installations & Logistics

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

DoD Instruction 1100.19, *Wartime Manpower Mobilization Planning Policies and Procedures*, 20 Feb 86

AFPD 34-1, *Services Combat Support*

AFI 10-201, *Status of Resources and Training System*

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*

AFI 10-400, *AEF Planning*

AFMAN 10-401V1, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning and Execution*

AFI 34-254, *Services Education and Training*

AFI 36-507, *Mobilization of the Civilian Work Force*

AFI 36-2629, *Individual Mobilization Augmentee Resource Management*

AFMAN 37-123, (will convert to 33-363) *Management of Records*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*

WMP-1, Annex GG, *War and Mobilization Plan*

AS157, *Harvest BEAR WRM*

AS429, *Civil Engineering Squadron Heavy Repair (RED HORSE) and Prime BEEF/Prime RIBS Teams*

#### *Abbreviations and Acronyms*

**AAFES**—Army and Air Force Exchange Service

**ACS**—Agile Combat Support

**AEF**—Air and Space Expeditionary Force

**AEFC**—Air and Space Expeditionary Force Center

**AETF**—Air Expeditionary Task Force

**AETC**—Air Education and Training Command

**AFCC**—Air Force Component Command

**AFCAP**—Air Force Contract Augmentation Program

**AFIT**—Air Force Institute of Technology

**AFRC**—Air Force Reserve Command

**AFSVA**—Air Force Services Agency  
**AFWUS**—Air Force Worldwide UTC Availability System  
**ANG**—Air National Guard  
**ANG/SVX**—Air National Guard Readiness Center, Services Division  
**APF**—Appropriated Funds  
**ARC**—Air Reserve Component  
**ART**—AEF UTC Reporting Tool  
**AS**—Allowance Standard  
**ATSO**—Ability to Survive and Operate  
**BLA**—Base Level Assessment  
**BSP**—Base Support Plan  
**CAVS**—Centralized ARC Voluntary Support  
**CBT**—Computer Based Training  
**CBRNE**—Chemical, Biological, Radiation, Nuclear and High Yield Explosive  
**CFETP**—Career Field Education and Training Plan  
**CFM**—Career Field Manager  
**COMACC**—Commander, Air Combat Command  
**ConPlan**—Conceptual Plan  
**CONUS**—Continental United States  
**DCAPES**—Deliberate and Crisis Action Planning and Execution Segments  
**DFT**—Deployment for Training  
**DOC**—Designed Operational Capability  
**DOD**—Department of Defense  
**ECS**—Expeditionary Combat Support  
**ESP**—Expeditionary Site Plan  
**FAC**—Functional Account Code  
**FAM**—Functional Area Manager  
**FM**—Force Module/ Field Manual  
**FOL**—Forward Operating Location  
**HST**—Home Station Training  
**HQ AETC**—Headquarters Air Education and Training Command  
**HQ AFRC/SVX**—Headquarters Air Force Reserve Command, Plans and Force Management Division

**HQ AFSVA/CCR**—Reserve Advisor to the AFSVA CC

**HQ AFSVA/SVO**—Headquarters Air Force Services Agency, Directorate of Operations

**HQ AFSVA/SVOR**—Headquarters Air Force Services Agency, Reserve Affairs Division

**HQ AFSVA/SVX**—Headquarters Air Force Services Agency, Directorate of Force Management and Personnel

**HQ AFSVA/SVXT**—Headquarters Air Force Services Agency, Training and Development Division

**HQ USAF/ILV**—Headquarters United States Air Force Directorate of Services

**HQ USAF/ILVC**—Headquarters United States Air Force Directorate of Services, Combat Support Division

**HQ USAF/XO**—Headquarters United States Air Force Deputy Chief of Staff for Air and Space Operations

**IAW**—In Accordance With

**IDT**—Inactive Duty Training

**IMA**—Individual Mobilization Augmentee

**IPT**—Integrated Process Team

**LOGFOR**—Logistics Force Packaging System

**LOGDET**—Logistics Detail

**LRC**—Learning Resource Center

**MAJCOM**—Major Command

**MANFOR**—Manpower Force Packaging System

**MEFPAK**—Manpower and Equipment Force Packaging

**MISCAP**—Mission Capabilities Statement

**MOU**—Memorandum of Understanding

**MPA**—Military Personnel Appropriations

**MRE**—Meal Ready to Eat

**MTW**—Major Theater War

**MWR**—Moral, Welfare and Recreation

**NAF**—Numbered Air Force

**NAF**—Nonappropriated Funds

**NBC**—Nuclear, Biological, Chemical

**NCOIC**—Noncommissioned Officer in Charge

**OCR**—Office of Collateral Responsibility

**OI**—Operating Instruction

**OIC**—Officer in Charge

**OPlan**—Operation Plan

**PERSTEMPO**—Personnel Tempo

**POM**—Program Objective Memorandum

**Prime RIBS**—Prime Readiness in Base Services

**RDS**—Records Disposition Schedule

**RED HORSE**—Rapid Engineer Deployable Heavy Operations Repair Squadron Engineer

**RPA**—Reserve Personnel Appropriations

**RTEAM**—Readiness, Training, Education, and Manpower

**SCC**—Services Control Center

**SCT**—Services Combat Training

**SMS**—Strategic Mission Support

**SORTS**—Status of Resources and Training System

**SOW**—Statement of Work

**SSC**—Small Scale Contingency

**SV**—Services

**TALCE**—Tanker Airlift Control Element

**TFA**—Total Force Assessment

**TFE**—Tactical Field Exchange

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

**UCC**—Unit Control Center

**UTC**—Unit Type Code

**WFHQ**—War Fighting Headquarters

**WFRR**—War Fighting Requirements Review

**WMP**—War and Mobilization Plan

**WRM**—War Reserve Materiel

### *Terms*

**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.

**Deployment**—The relocation of forces to designated areas of operations.

**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.

**Functional Area Specific Training**—Individuals will be trained in the functional area they are assigned to on their UTC, based on functional account code (FAC). Individuals will also be trained in additional areas required by the attached training matrix.

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

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

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

1. The title of the unit or force element and its unique Joint Chiefs of Staff Unit Type Code.
2. The capability statement containing the definition of unit capability.
3. 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 that describes 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. The MISCAP is located on the DOC statement.

**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.

**Team Training**—Scheduling deployable Unit Type Codes (UTCs) for SCT as a team.

**Total Force Assessment (TFA)**—Listing of all Air Force wartime personnel requirements and resources for the Future Years Defense Plan (FYDP).

**Unit Type Code (UTC)**—A five character alphanumeric designator that uniquely identifies each Armed Forces unit.

**Attachment 2**

**SERVICES UPWARD REPORTING DATA ELEMENTS**

**(NOTE: SOME ITEMS MAY NOT APPLY TO ALL OPERATING LOCATIONS)**

**LOCATION:**

**DATE/TIME (ZULU) OF REPORT:**

**SV/CC:**

**CELL PHONE:**

**LAND LINE (Unclas):**

**LAND LINE (STE):**

**24-HOUR CONTACT #:**

**E-MAIL (NIPR):**

**E-MAIL (SIPR):**

**A MANNING**

A1 # RIBS MBRS — IN PLACE

A2 # RIBS MBRS — PROJECTED TOTAL

A3 BEDDOWN POP — CURRENT

A4 BEDDOWN POP— PROJECTED TOTAL

AR REMARKS

**B FOOD SERVICE**

B1 # OF SV PERSONNEL ASSIGNED

B2 # OF DINING FACILITIES

B3 TYPE OF FACILITIES (EXAMPLE: BUILDING/9-1 KITCHEN/CDK/SPEK)

B4 NORMAL/SURGE SEATING CAPACITY PER FACILITY (EXAMPLE: 200/300)

B5 FLIGHT LINE FEEDING OPERATION? (Y/N) TYPE? (EXAMPLE: BLDG/CDK/SPEK)

B6 TOTAL AVERAGE DAILY HEADCOUNT (SINCE LAST SITREP)

B7 MRE INVENTORY (# CASES; INCLUDE DATES OF PACK)

B8 MRE DAYS OF SUPPLY (3 MREs/PERSON/DAY x CURRENT BEDDOWN POPULATION (A3))

B9 MRES ON ORDER (# CASES; ESTIMATED ARRIVAL DATE)

B10 UGR INVENTORY (# OF MODULES; INCLUDE DATES OF PACK)

B11 UGRs ON ORDER (# MODULES; ESTIMATED ARRIVAL DATE)

B12 BOTTLED WATER INVENTORY (SIZE BOTTLES)

B13 NAME OF FOOD SERVICE CONTRACTOR

B14 TYPE OF FOOD SERVICE CONTRACT (EXAMPLE: FULL/MESS ATTENDANT)

B15 ADEQUATE COLD STORAGE CAPABILITY? (YES/NO)

BR REMARKS (EXAMPLE: SUPPLEMENTING WITH FRESH FRUITS AND VEGETABLES)

### **C CONTINGENCY LODGING**

C1 # SV PERSONNEL ASSIGNED

C2 TOTAL # OF BEDSPACES—CURRENTLY AVAILABLE ON BASE/OFF BASE

C3 TOTAL # OF PROJECTED BEDSPACES—ON BASE/OFF BASE

C4 # OF TENTS

C5 # OF PERSONNEL LODGED IN TENTS

C6 # OF PERSONNEL LODGED IN HARD BILLETS ON BASE

C7 # OF PERSONNEL LODGED OFF BASE

CR REMARKS

### **D LAUNDRY OPERATION/LINEN EXCHANGE**

D1 # OF SV PERSONNEL ASSIGNED

D2 INVENTORY OF SELF HELP LAUNDRY WASHERS/DRYERS

D2 LAUNDRY CONTRACT AVAILABLE? (YES/NO)

DR REMARKS

### **E MORTUARY AFFAIRS**

E1 # OF SV PERSONNEL ASSIGNED

E2 REFER UNIT INVENTORY/ BY TYPE (EXAMPLE: 2 @ 250 CU. FT., 1 @ 1200 CU. FT.)

E3 # OF TRANSFER CASES (CURRENT/REQUIRED)

E4 # OF HUMAN REMAINS POUCHES (CURRENT/REQUIRED)

E5 IS THERE A DEDICATED MORGUE? (YES/NO)

E6 IS THERE A CURRENT, LOCAL SEARCH AND RECOVERY PLAN? (YES/NO)

ER REMARKS (EXAMPLE: STATUS OF SEARCH AND RECOVERY KIT)

### **F FITNESS**

F1 # OF SV PERSONNEL ASSIGNED

F2 FACILITY TYPE/SIZE (EXAMPLE: CALIFORNIA SHELTER/2500 SQ. FT.)

F3 EQUIPMENT (QUANTITY/BY TYPE)



F4 EQUIPMENT PURCHASED LOCALLY OR UTC ASSET?

F5 IS THERE A MAINTENANCE CONTRACT? (YES/NO)

FR REMARKS

**G RECREATION/RESALE**

G1 # OF SV PERSONNEL ASSIGNED

G2 FACILITY TYPE/SIZE

G3 PROGRAMS (TYPE/FREQUENCY)

G4 TOURS (TYPE/FREQUENCY)

G4 NAF RESALE OPERATION? (YES/NO)

G5 AVERAGE WEEKLY INCOME

G6 AAFES OPERATION (EXAMPLE: RESALE, BARBER, ANTHONY'S PIZZA)

G7 AFE/USO TOURS (HISTORICAL AND PLANNED, +/- 2 WEEKS)

**H LEARNING RESOURCE CENTER**

H1 # PERSONNEL ASSIGNED BY AFSC

H2 FACILITY TYPE

H3 BOOK INVENTORY

H4 MAGAZINE SUBSCRIPTIONS

H5 # LRC COMPUTERS

HR REMARKS

**I LEADERSHIP/LOGISTICS/ADMINISTRATION**

I1 # PERSONNEL ASSIGNED BY AFSC

I2 # VEHICLES (BY TYPE)

IR REMARKS

**K ACCOMPLISHMENTS/FUTURE PLANS**

K1 RECENT SUCCESS STORIES

K2 FUTURE PLANS (WITH ESTIMATED COMPLETION DATES)

K3 LESSONS LEARNED/ISSUES/OBSERVATIONS

K4 OTHER REMARKS

## Attachment 3

**IC 2006-1 TO AFI 10-214,  
AIR FORCE PRIME RIBS PROGRAM**

27 FEBRUARY 2006

**SUMMARY OF REVISIONS**

This revision incorporates Interim Change IC 2006-1. A bar ( | ) indicates a revision from the previous edition.

**Table 3.3. SORTS Reportable Training**

<b>Sub-Category/Topic</b>	<b>Applies to:</b>	<b>Frequency (See Legend)</b>
<b>Tier 1 (Home Station Training)</b> - Resource Management Block 1, APF/NAF Operations - Resource Management Block 2, Contingency Contracting - Command and Control - Force Beddown/ Planning/ Shelters - Mortuary in Contingency Environment/Search & Recovery - Fuel Fired Equipment - Field Feeding Platforms, Operations, and Hygiene - Field Fitness, Recreation & Library Operations - Contingency Lodging & Laundry Operations	All UTCs (3-5 Levels, 2Lt and 1Lt, and cross-trainees) per 10-214, para 3.2.1.	A
<b>Tier 2 (Home Station Training)</b> - Resource Management Block 1, APF/NAF Operations - Resource Management Block 2, Contingency Contracting - Command and Control - Force Beddown/ Planning/Shelters - Mortuary in a Contingency/ Search & Recovery Operations	All UTCs (7 Levels and above, Captains and above) per AFI 10-214, para 3.2.1.	A

Sub-Category/Topic	Applies to:	Frequency (See Legend)
Services Combat Training	Active Duty Lead LWRRRA, and LWRR3 UTCs per AFI 10-214, para 3.3.1.  All Active Duty follow on UTCs and ARC UTCs per AFI 10-214, para 3.3.1.	A  B
Force Protection - CBRNE Training - Weapons Qualification (M16/M9)	All deployable personnel	[Note 1 for CBRNE and Note 2 for weapons qualification]
Vehicle Operations -10K A/T forklift -10K forklift -6K forklift, -2 ½ ton truck -1 ½ ton truck -Refrigerator Truck w/pintel hook -Manual Transmission	[Note 3]	[Note 3]
<p><b>Legend:</b> The alpha letter in the frequency column designates training frequency.</p> <p>A = every AEF cycle</p> <p>B = every other AEF cycle</p> <p><b>NOTES:</b></p> <p>1. See AFI 10-2501 for frequency.</p> <p>2. See AFI 36-2226 for frequency.</p> <p>3. See AFI 10-214, para 3.2.5.</p>	[Note 3]	[Note 3]