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OPR: 374 SPTG/CD (Lt Col K. Keskel)

Certified by: 374 SPTG/CC (Col D. A. Hess)

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This supplement describes 374th Airlift Wing (374 AW) specific CADRE policies and responsibilities that augment the guidance outlined in PACAFI 10-405, *CADRES*. Cadres are small elements of trained Pacific Air Forces (PACAF) personnel that deploy to a Collocated Operating Base (COB) or Bare Base (BB) to aid United States Air Force (USAF) augmenting combat forces in their rapid transition from deployment to employment. This supplement applies to members assigned to the 374 AW CADRE as well as wing organizations supporting CADRE functions. This supplement does not apply to the Air National Guard (ANG) or USAF Reserve (USAFR) units and members.

PACAFI 10-405, 31 July 2000, is supplemented as follows:

1.5. (Added) . **374 AW CADRE Policies.** The following policies are in addition to those outlined in PACAFI 10-405. These guidelines will normally be used during exercises, inspections and real-world deployments. Understanding that each situation is unique, the CADRE Commander (CADRE/CC) has the authority to tailor policies and requirements as needed to accomplish the mission.

1.5.1. (Added) . Unit Assembly.

1.5.1.1. (Added) . The CADRE cargo unit assembly point is building 97. The CADRE increment monitor (IM) will contact 374th Transportation Squadron (374 TRANS) pallet movement at 225-7883/84 for pallet pickup and transportation from building 97 down the flightline to building 400.

1.5.1.2. (Added) . The CADRE passenger unit assembly point is building 316, 374th Support Group (374 SPTG) conference room. The unit deployment manager (UDM) will contact 374 TRANS at 225-7883/84 for passenger pickup in front of building 316 for transportation across Davis Street to building 400.

1.5.2. (Added) . Wing Recalls.

1.5.2.1. (Added) . During wing recall options 1-5, the CADRE/CC will normally initially report to the Crisis Action Team (CAT) to receive a situation update. The CADRE/CC will initiate a CADRE recall as required after receiving the initial situation update from the CAT.

1.5.2.2. (Added) . CADRE members are not required to automatically report to the CADRE unit assembly point during wing recall options 1-3. During wing recall options 4 or 5, CADRE members will normally report to their normal duty section as required by the wing recall.

1.5.2.3. (Added) . CADRE members report to the CADRE unit assembly point upon recall initiated by the CADRE/CC or First Sergeant. CADRE members are responsible to notify their unit that the CADRE has been recalled.

1.5.3. (Added) . CADRE Deployment Processing.

1.5.3.1. (Added) . Upon Warning Order.

1.5.3.1.1. (Added) . CADRE/CC or First Sergeant recalls CADRE members to designated assembly point, normally after CADRE/CC receives initial situation update from CAT.

1.5.3.1.2. (Added) . CADRE First Sergeant and CADRE UDM check personnel, mobility bags and mobility folders to ensure all are prepared for deployment. CADRE UDM completes required personnel paperwork.

1.5.3.1.3. (Added) . Supply Representative, Transportation Representative and CADRE IM check pallet to ensure it is prepared for deployment. CADRE IM completes required pallet paperwork.

1.5.3.1.4. (Added) . CADRE team reviews CADRE warning order checklist to ensure personnel and cargo are ready for deployment and functional area specific taskings are complete.

1.5.3.1.5. (Added) . Once accountability is complete and all personnel and equipment is ready for deployment, the CADRE/CC may place the deployers on telephone stand-by.

1.5.3.2. (Added) . Upon Deployment Order.

1.5.3.2.1. (Added) . CADRE/CC or First Sergeant recalls CADRE team, normally after receiving update from CAT. If warning order checklist is complete and Deployment Schedule of Events (DSOE) or chalk schedule is not yet published, recall may be telephone-only to reconfirm CADRE team availability.

1.5.3.2.2. (Added) . Once DSOE or chalk schedule is received, CADRE UDM notifies CADRE/CC and CADRE IM. CADRE/CC or First Sergeant initiates CADRE recall for pax assembly.

1.5.3.2.3. (Added) . CADRE team accomplishes any open warning order requirements.

1.5.3.2.4. (Added) . CADRE UDM finalizes CADRE personnel preparation and paperwork and updates CADRE/CC. CADRE UDM monitors personnel throughout deployment process.

1.5.3.2.5. (Added) . CADRE IM finalizes CADRE pallet preparation and paperwork and updates CADRE UDM. CADRE IM monitors cargo throughout the deployment process.

2.5. (Added) . **374 AW CADRE Responsibilities.** The following responsibilities are in addition to those outlined in PACAFI 10-405.

2.5.1. (Added) . CADRE/CC (normally, 374 SPTG Deputy Commander [374 SPTG/CD]).

2.5.1.1. (Added) . Coordinate all aspects of CADRE to ensure team is prepared for deployment. This includes conducting appropriate training and scheduling meetings as required.

2.5.1.2. (Added) . Inform functional unit commanders/agency chiefs of CADRE team training and meeting requirements.

- 2.5.1.3. (Added) . Address shortfalls/Limiting Factors (LIMFAC) identified by functional units/agency chiefs.
- 2.5.1.4. (Added) . Maintain CADRE deployment, reception and transition briefings.
- 2.5.2. (Added) . CADRE Personnel Representative.
 - 2.5.2.1. (Added) . Upon receipt of deployment order, coordinate with 374th Mission Support Squadron (374 MSS) and legal office to publish G-series orders designating CADRE/CC as acting commander of the provisional wing.
- 2.5.3. (Added) . CADRE Supply Representative.
 - 2.5.3.1. (Added) . In coordination with the CADRE IM, maintain CADRE cargo pallet. Coordinate changes to pallet based on requests from functional representative, with approval from CADRE/CC.
 - 2.5.3.2. (Added) . Inform CADRE IM of any changes to CADRE cargo pallet.
 - 2.5.3.3. (Added) . Maintain and receive ammunition in support of CADRE deployments, in coordination with 374th Maintenance Squadron Munitions (374 MXS/LGMW).
 - 2.5.3.4. (Added) . Coordinate with 374th Security Forces Squadron Armory (374 SFS/SFTA) and issue weapons upon notification of CADRE deployment.
- 2.5.4. (Added) . CADRE Members.
 - 2.5.4.1. (Added) . Be prepared to deploy within a 12-hour notice.
 - 2.5.4.2. (Added) . Coordinate all leaves and temporary duties (TDY) with primary/alternate to minimize both members being unavailable at the same time. Notify CADRE UDM of all TDYs and leaves.
 - 2.5.4.3. (Added) . If both the primary and alternate will not be available, obtain approval of TDY or leave from squadron commander before departure.
 - 2.5.4.4. (Added) . Provide updates to CADRE recall rosters to the CADRE UDM as required.
 - 2.5.4.5. (Added) . Identify CADRE cargo pallet requirements, coordinated thru unit commander/agency chief to the CADRE Supply Representative.
- 2.5.5. (Added) . CADRE UDM.
 - 2.5.5.1. (Added) . Publish updated CADRE recall roster at least on monthly basis, or as changes occur. Provide copy to each CADRE member and 374 AW Command Post.
- 2.5.6. (Added) . 374 MSS.
 - 2.5.6.1. (Added) . Identify primary and alternate CADRE UDMs and IMs. UDM will supply CADRE primary and alternates with A-1 bag, C-1 bag, gas mask, training bag and flack vest, and holster for officers.
 - 2.5.6.2. (Added) . Upon notification of deployment, issue G-series orders for CADRE/CC designating as acting commander of the provisional wing at the deployed location.
- 2.5.7. (Added) . Units Commanders/Agency Chiefs.
 - 2.5.7.1. (Added) . Identify primary and alternate CADRE members in writing for your functional area. Provide copy to CADRE/CC (374 SPTG/CD) and CADRE UDM. Members should have at least 12 months retainability after completion of initial training. Notify CADRE/CC and CADRE UDM at least 60 days prior to changing CADRE team members.

- 2.5.7.2. (Added) . Equip primary and alternate CADRE members in your functional area with the necessary personal individual equipment issue items.
- 2.5.7.3. (Added) . Fund functional related equipment and supplies required for CADRE cargo pallet.
- 2.5.7.4. (Added) . Identify any shortfalls/LIMFACs in your functional area in writing to CADRE/CC.
- 2.5.7.5. (Added) . Approve leave/TDY if both the primary and alternate will not be available, and identify a temporary replacement to the CADRE/CC and CADRE UDM until the primary/alternate returns.

MARK R. ZAMZOW, Colonel, USAF
Commander