



Operations

DEPLOYMENT PLANNING

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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The OPR for this supplement is 419 FW/XP (John K. Searle). This supplement extends the guidance of AFD 10-2, *Readiness* and AFRCI 10-204, *Air Force Reserve Exercise and Deployment Program*. This supplement outlines responsibilities, provides planning guidance, and establishes procedures for all unit off-station deployment activities. It provides a single source for a deployment project officer of issues and tasks that need to be accomplished before, during and after a deployment. This supplement applies to all wing personnel involved in deployment planning.

3.2.4. (**Added-419 FW**) 419 FW Deployment Review Group (DRG). Consists of representatives from each 419 FW functional areas, plus an advisory member from 419 FW/XP. The DRG:

3.2.4.1. (**419 FW**) Reviews all proposed training requests to ensure compliance with AFRC guidance and provide information to the 419 FW Financial Working Group.

3.2.4.2. (**419 FW**) Meets Friday before the main UTA in the month preceding the first month of each quarter (Sep, Dec, Mar, Jun) to review off-station training requests submitted for the following quarter through the remainder of the fiscal year and provides these as recommendations to the AFRC Deployment Review Group (DRG) for recommendation to the AFRC Deployment Review Board (DRB) for approval.

3.2.4.3. (**419 FW**) Meets in June to review deployments for the following fiscal year and makes recommendations to the AFRC DRG.

3.2.4.4. (**419 FW**) Approves or disapproves deployment requests prior to making recommendations to the DRB.

3.6.1. (**419 FW**) Group commanders will provide information for out-of cycle requests to 419 FW/XP. 419 FW/XP will forward this request through the wing commander, to the 10 AF OPR, 10 AF/XP, 10 AF/CC and HQ AFRC OPR, in turn.

4.2.3. (**Added-419 FW**) The OPR for each deployment will be the respective group commander or his delegate, senior to the project officer. The wing plans (XP) office serves as the central deployment coordinator for all off-station deployment events.

4.2.4. **(Added-419 FW)** Hill AFB Deployment Plan 10-403 will be used. Units are expected to adhere to the guidance presented in the plan.

4.2.5. **(Added-419 FW)** 466th Fighter Squadron deployments that are over 7 days in length, require orderly room support, or are to an overseas location will be considered "Wing Deployments." The wing commander has authority to designate any deployment as a wing deployment.

4.2.6. **(Added-419 FW)** Pre-certification of orders for pay is in accordance with DFAS-DEM 7073-3 and is a unit responsibility. If a unit elects to pre-certify, it will be done by the orderly room prior to deployment processing. Pre-certification will not be accomplished in the mobility line.

4.3. **(Added-419 FW)** The 419 MPF will augment the 75 ABW/MPF as required for personnel processing according to HAFB Deployment Plan 10-403 and deployment tasking letters from the installation deployment officer. The 419 MPF may also be tasked to provide in-house support for deployments in which personnel process at the unit.

4.6.2. **(Added-419 FW)** 466 FS deployment requests are sent from the wing plans office to 10 AF/XP.

4.6.6. **(419 FW)** 419 FW/XP will forward medical squadron requests through the wing commander, to the respective regional support group/SG (RSG/SG) to HQ AFRC/SGXO.

4.6.7. **(419 FW)** Logistics and other support units represented at 10 AF. 419 FW/XP will forward your request through the wing commander, to the 10 AF OPR.

4.6.8. **(Added-419 FW)** 419 CLSS. Squadron deployment requests will be forwarded through 419 LG to 419 FW DRG. Upon approval, the CLSS will submit the annual schedule to 4 AF/LGM for NAF coordination and approval with an information copy to HQ AFRC/LGQM. Out-of-cycle requests must be coordinated and approved through the 419 FW/CC and approved by 4 AF/LGM in writing.

7.1. **(Added-419 FW) Unit Commanders:**

7.1.1. Assign project officer/alternate(s) at the earliest date possible, preferably at DRB approval. Notify 419 FW/XP of these assignments.

7.1.2. Ensure functional OPRs develop and maintain a deployment checklist. Forward a copy of this checklist to 419 FW/XP.

7.1.3. Ensure functional OPRs complete deployment checklist tasks on time.

7.1.4. Ensure orders are prepared and submitted for processing no later than 20 days prior to the individual's departure.

7.1.5. In lieu of orders, provide appropriate letters to civilian employers of reservists when requested.

7.1.6. Comply with deployment tasking letters from the installation deployment officer, providing support to the base for deployment/redeployment actions.

7.1.7. Provide timely input to deployment plans and as directed by 419 FW/XP.

7.2. (Added-419 FW) 419 FW Financial Management:

7.2.1. FMA. Ensures O&M funds are available and are tracked throughout the deployment. Establishes necessary accounts with host unit/base. Provides fund cites as applicable. Ensures all accounts are closed properly, and reports are submitted as necessary.

7.2.2. FMAR. Tracks PBAS, TBAS, O&M and MPA funds to ensure funds are available. Coordinates with orders clerks to ensure timely and accurate submission of orders and amendments. Processes orders no later than 15 days prior to the individual's departure.

7.2.3. FMFP. Advises deploying members of entitlements. Assists units with pre-certification. Ensures orders, and travel vouchers are processed and forwarded in a timely manner.

7.2.4. FM. Provides funds expenditure data to the deployment OPR no later than 20 days after redeployment.

8.9. (Added-419 FW) Notifies the 10 AF functional OPR/HQ AFRC functional OPR through channels, if airlift capability is not confirmed 30 days before deployment.

8.10. (Added-419 FW) Ensures deployment manning document (DMD) is filled by tasked units.

8.11. (Added-419 FW) For Wing Deployments:

8.11.1 Initiates and conducts deployment planning meetings to coordinate requirements, dates, manning, site surveys, budget, etc. Reviews and implements the wing deployment master task list (**Attachment 3**) and ensure all functions are aware of their tasks and deadlines. Briefs wing/group CC/CVs at least weekly for review/approval, preferably at the Thursday 1500 wing commanders standup.

8.11.2. Prepares an appropriate deployment plan for each deployment, and forwards to 10 AF DO/XP and AFRC/DO.

8.11.3. Ensures that non-flying and non-maintenance manning requirements are filled by the functional OPR, i.e. services, information management, first sergeants, transportation, logistics planners, etc.

- 8.11.4. Ensures all functional OPRs utilize their deployment checklist. Tracks status of checklists to ensure timely compliance.
- 8.11.5. Coordinates site surveys, to include dates, team composition, travel, lodging, transportation, and coordination with the host. Consolidates, and publishes site survey reports. As a minimum, site surveys will consist of representatives from operations, maintenance, support group, and wing plans. Other team members may be required, and will be approved at the group commander level. OCONUS survey teams will be kept to a minimum.
- 8.11.6. Identifies and coordinates required logistics and base support (billeting, messing, transportation, etc.) through the appropriate 419 FW OPR.
- 8.11.7. Coordinates group travel for all groups over seven traveling by commercial means.
- 8.11.8. Coordinates enroute logistics support at pre-determined locations.
- 8.11.9. Submits after-action reports or end-of-tour reports within 30 days of return to home station. Include HQ AFRC/HO as well as 10 AF and AFRC in after-action/end-of-tour report distribution.
- 9.7. For wing deployments, submit functional reports to 419 FW/XP for consolidation in the final report.
- 9.8. Identify and coordinate required logistics and base support. For wing deployments, 419 FW/XP will accomplish this.
- 9.11. **(Added-419 FW)** For flying deployments, develop a cargo package and submit to 419 FW/XP prior to the airlift allocation conference for the quarter in which the deployment will take place. Pre-developed or previous deployment packages can be utilized.
- 9.12. **(Added-419 FW)** Prepares a deployment manning document at least 60 days prior to the deployment. Forward this document to 419 FW/XP.
- 9.13. **(Added-419 FW)** Coordinates group travel for all groups over seven traveling by commercial means. For wing deployments, 419 FW/XP will accomplish this.
- 9.14. **(Added-419 FW)** Coordinates with 419 FW/XP for airport transportation (when required) NLT 7 days prior too commercial travel. Provide airline, flight number, dates and times, and number of passengers.
- 9.15. **(Added-419 FW)** Prior to the deployment obtains a copy of the 419 FW/QI customer survey. Have the senior representative of the hosting unit complete the survey and return it to QI expeditiously after the deployment.

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F.C. WILLIAMS, Col, USAFR
Commander

ATTACHMENT 3 (ADDED - 419FW)

WING DEPLOYMENT MASTER TASK LIST

Decision to Deploy

Purpose	Unit	D-215
Location	Unit	D-215
Dates (including swapouts)	Unit	D-215
Supportable (Ops/MX)	OG/LG	D-215
Number of Aircraft	466 FS	D-215
Munitions Availability	MXS	D-215
Funding	Unit	D-215
Staff Summary	Unit	D-200
ORM	Unit	D-200
Commander's Brief/Decision	CC/Unit	D-180
Assign Group OPR	Group CCs	D-180

Initial Planning

Pay Status	CC/LG/OG/SPTG	D-180
Assign Ops/MX Projos	OG/LG	D-180
Munitions	MUNS	D-180
Initial Planning Meeting	XP	D-150
DRB Request/Approval		
Tanker Requirements	Ops	D-125
Airlift Requirements	XP	D-125
Request Submitted	XP	D-120
DRB Approval	XP	D-105
Site Survey		
Logistics	XP	D-120
Checklists from Functional Orders	Functions	D-110
Requests	Units	D-105
Published	FMAR	D-100
Survey	Team	D-90
Report Inputs	Team	D-85
Publish Reports	XP	D-80
Procure Airlift	XP	D-90

Pre-Planning

Initial DRMD/Levy		
Inputs	Functions	D-45
DRMD Created	DPMSA	D-55
Faces to Spaces	Functions	D-55
A/C Configuration	466 FS	D-60
Required Equipment	Functions	D-60
Medical Review		

	Names to Medical Squadron	XP	D- 60
	Records Review	MEDS	D- 45
	Notification of disqualification	MEDS	D- 40
	Communications	Functions	D- 60
	Security	XP	D- 60
	Mobility Bags	XP	D- 60
	Deployment Plan		
	"Fill in the blank" Dispersed	XP	D- 60
	Blanks Completed	Functions	D- 40
	Plan Published	XP	D- 30
	Vehicles		
	Requirements to LGT	Functions	D- 60
	Procure Vehicles	LGT	D- 30
	Radio Frequencies	MX	D- 30
	Billeting Requirements		
	Initial Reservations	SVS	D- 60
	Final Coordination	SVS	D- 15
	Messing	SVS	D- 60
	Funding Requirements	Functions	D- 45
	Country Clearance	XP	D- 45
	En-route Support	XP	D- 45
	Pre-Deployment Letter	DETCO	D- 30
	Entry Access List	XP	D- 15
	Orders		
	Orders to FM	Units	D- 20
	Orders Complete	FMAR	D- 15
	Airflow	XP	D- 14
	Pax Show Times	Units	D- 10
	Deployment Coordination	XP	D- 7
	In-Flight Lunches	XP	D- 7
ADVON	ADVON Logistics	XP	D- 30
	Vehicles	LGT	D- 3
	Airlift Arrival	XP	D- 3
	Billeting	SVS	D- 3
	Aircraft Arrival	FSM	D- 3
	Flight Line Driving	LGT	D- 3
	Entry Access List	XP	D- 3
	Munitions	MUNS	D- 3
	Communications	Functions	D- 3
	Beddown	Functions	D- 3
Deploy	Cargo		
	Pallet Buildup Complete	Functions	D- 2

	IDS Data Transfer	XP	D- 2
	Cargo Movement	XP	D-1
	Cargo Marshaling	XP	D-1
	Cargo Loading	Functions	D-1
	Pax Processing	XP	D-0
Swap Out			
	En-route Support	XP	S-45
	Airflow	XP	S-14
	Pax Show Times	Units	S-10
	Swapout Coordination	XP	S-7
	In-Flight Lunches	XP	S-7
	Pax Processing	XP	S-0
Redeploy			
	En-route Support	XP	R-45
	Airflow	XP	R-14
	Pax Show Time	Units	R-10
	Redeployment Coordination	XP	R-7
	In-Flight Lunches	XP	R-7
	Pax Processing	XP	R-0
	Cargo		
	Pallet Buildup Complete	Functions	R-1
	Cargo Movement	XP	R-1
	Cargo Marshaling	XP	R-1
	Cargo Loading	Functions	R-1
RearVON			
	RearVON Logistics	XP	V-30
	Turn in Vehicles	LGT	V+1
	Close Out Billeting	SVS	V+1
	Munitions	MUNS	V+1
Post Deployment			
	Financial Expenditure Data	Units	R+15
	Financial Expenditure Report	FM	R+20
	After Action Report		
	Functional Inputs	Functions	R-15
	Report Published	XP	R+25
	Lessons Learned		
	Functional Inputs	Functions	R+15
	Report Published	XP	R+30