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**Operations**

**PERSONNEL SUPPORT FOR CONTINGENCY  
OPERATIONS (PERSCO)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. This instruction provides policy and guidance for Air Force personnel agencies and deployed commanders supporting contingency, wartime, exercise, and emergency operations. This instruction also provides guidance for Personnel Support for Contingency Operations (PERSCO) from pre-planning through employment and redeployment actions. Additional guidance is available in AFI 10-403, *Deployment Planning and Execution*; AFI 10-404, *Base Support and Expeditionary Site Planning*; Air Force Manual (AFMAN) 10-401, Volume 1, *Operation Plan & Concept Plan Development and Implementation*; and AF Handbook (AFH) 10-416, *Personnel Readiness and Mobilization*. This instruction directs the collecting and maintaining of information subject to the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013. The System of Records Notice F036 AF PCS, Contingency Operation Mobility Planning and Execution System (COMPES), applies. Refer to **Attachment 1** for a glossary of references and supporting information. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels to the Personnel Readiness Division, HQ AFPC/DPWR, 550 C Street West Suite 14, Randolph AFB TX 78150-4716. Major commands (MAJCOMs) wanting to supplement this instruction must coordinate the supplement with HQ AFPC/DPWR. MAJCOMs must process supplements that affect any military personnel function as shown in AFI 33-360, Volume 1, *Publications Management Program*. The Paperwork Reduction Act of 1995 affects this instruction. The Forms Management Program per AFI 33-360, Volume 2, *Forms Management Program* affects this instruction. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This publication explains total force accountability concept (paragraph **1.4**); clarifies personnel's roles and responsibilities in readiness operations (**Chapter 2**); clarifies Red-Mini user responsibilities (para-

graph 2.17.); adds Concept of Operations (CONOPS) chapter (**Chapter 3**); defines PERSCO and personnel augmentation teams (**Table 5.1.**); explains new forward deployment process (paragraph 5.16.); adds requirement for the AFCC to complete an after-action report (paragraph 2.8.25.); deletes PALACE Tenure Program; and changes processing discrepancy reporting procedures (paragraph 6.12.). The following forms are prescribed: AF Form 245, **Employment Locator and Processing Checklist** and AF Form 3847, **Deployment Processing TDY Checklist**. The following forms are adopted: AF Form 847, **Recommendation for Change of Publication**; AF Form 623, **On-the-Job Training Record**; AF Form 2519, **All Purpose Checklist**; DD Form 254, **Department of Defense Contract Security Classification Specification**; DD Form 93, **Record of Emergency Data**; AF Form 4006, **Unit Deployment Shortfalls**; DD Form 2501, **Courier Authorization**; AF Form 964, **PCS, TDY, or Training Declination Statement**; DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**; AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**; AF Form 1631, **NATO Travel Order/Ordre De Mission OTAN**; AF Form 973, **Request and Authorization for Change of Administrative Orders**; AF Form 988, **Leave Request/Authorization**; OPM 71, **Request for Leave or Approved Absence**; AF Form 1745, **Address Change Form, at Military Pay**; AF Form 2282, **Statement of Adverse Effect - Use of Government Facilities**; AF Form 141, **Leave and Earnings Statement**; AF Form 310, **Document Receipt and Destruction Certificate**; AF Form 901, **Reenlistment Eligibility Annex to DD Form 4**; AF Form 972, **Request and Authorization for Emergency Leave Travel**; AF Form 1411, **Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve**; DD Form 4-1-2, **Enlistment/Reenlistment Document - Armed Forces of the United States**; SF 704, **Secret Cover Sheet**; SF 705, **Confidential Cover Sheet**; SF 707, **Secret ADP Media Classification Label**; SF 708, **Confidential ADP Media Classification Label**; SF 711, **ADP Media Data Descriptor Label**; VA Form SGLV-8285, **Request for Insurance (Servicemembers' Group Life Insurance)**; and VA Form SGLV-8286, **Servicemembers' Group Life Insurance Election and Certificate**. A bar ( | ) indicates revision from the previous edition.

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## Chapter 1

### PERSONNEL CONTINGENCY OPERATIONS CONCEPTS

#### *Section 1A—Background, Introduction and Scope*

**1.1. Background .** Force accountability is the primary mission of the Air Force personnel community, and the top priority is supporting USAF combat operations. The Expeditionary Aerospace Force (EAF) concept has significantly modified how the Air Force organizes, trains, equips, deploys, and sustains itself. This concept embraces the unique characteristics of aerospace power, range, speed, flexibility, and precision to meet national security challenges. Personnel agencies provide critical links and support and are involved in virtually every aspect of EAF operations.

**1.2. Introduction.** This instruction provides personnel program policy and guidance for Air Force personnel agencies and commanders supporting contingency, wartime, exercise, and emergency operations. This instruction also provides policy and guidance for personnel support for contingency operations (PERSCO) from preplanning through employment, redeployment, and reconstitution actions.

**1.3. Scope.** The roles and responsibilities of personnel agencies at all levels involved in readiness operations are explained in this instruction. As an essential element within expeditionary combat support (ECS), the personnel community contributes to the EAF by providing mission-ready personnel forces (PERSCO teams) as well as providing total force accountability, casualty reporting and personnel policies and procedures to all levels of command involved in readiness operations. Understanding and accomplishing these roles and responsibilities are crucial for ensuring the primary goal of accurate real-time or near real-time total force accountability is met. Total force accountability and force management require a coordinated effort by personnel readiness functions at all levels of command.

#### *Section 1B—Accountability Concepts*

**1.4. Total Force Accountability Concept .** Total force accountability is defined as the accurate accounting for all Air Force personnel at all times regardless of location.

1.4.1. The term “total force” consists of Air Force active duty and Air Reserve Components (ARC) as well as the in-place force at reception bases. Total force accountability can be expanded by the theater commander in chief (CINC) or the supported command to include DOD emergency civilians, DOD-essential contractor personnel, other Services, allied forces, coalition forces and/or other personnel.

1.4.2. Total force accountability enables planners and managers to support the commander’s concept of the operation. Information concerning grade, skill specialties, special qualifications, and security clearances are essential for the commander to make informed decisions concerning force allocation and capabilities. At the unified command level and above, this information also assists senior leaders in making informed decisions.

1.4.3. Accounting for deployed and residual forces provides senior military and civilian leadership visibility of the human resources committed to contingency operations. It provides information such as (1) the number of deployed forces, (2) remaining forces, (3) capabilities within the Air Expedition-

ary Force (AEF) libraries, (4) which forces may need to be recovered and reconstituted and (5) their related tempo.

1.4.4. The historical capture of force accountability data is provided by AFPC/DPW on a regular basis to the chain of command (tells who was deployed where and for how long). This allows the tracking and analysis of personnel and their association to specific military operations for future programs and initiatives (e.g., Gulf War Syndrome, follow-up treatment for the Khobar Towers bombing, medical counseling, state bonuses and entitlements).

1.4.5. There are six elements of total force accountability that must be tracked at deployed locations:

1.4.5.1. Total Force Accountability. PERSCO maintains accountability of the deployed location's employment requirements manning document (ERMD) requirements and all personnel assigned against these positions.

1.4.5.2. Strength Accountability: PERSCO will maintain accountability over all personnel on the ground, including transients, at their deployed and designated geographically separated locations, regardless of status, IAW component command policies

1.4.5.3. Unit Accountability. The deployed unit commander is responsible for maintaining accountability for the unit personnel assigned. This accountability includes knowing where assigned personnel are at any given time, where they live and where they work.

1.4.5.4. Replacement Accountability. The Air Expeditionary Force Center (AEFC) is responsible for sourcing rotational requirements and initiates replacement accountability. Once the AEFC has sourced a requirement to deploy, PERSCO is responsible for tracking the status of all incoming and/or departing personnel as well as their arrival and departure plans. Arrival and departure information should be available through the AOR transportation function. If this information is not provided, contact the component command for guidance.

1.4.5.5. Transient Accountability. Transient forces are those that spend at least one night in billeting at a location but their final duty location is elsewhere. PERSCO, in coordination with deployed services (billeting), tracks arrival and departure of transient personnel as outlined by the on-site commander and/or the component command guidance.

1.4.5.6. Tasked Wing Accountability. Tasked wing-level units and Personnel Readiness Functions (PRFs) are responsible for maintaining accountability over their deployed personnel until they have returned to home station. In addition, they are also responsible for the accountability of future personnel taskings--the unit and UTC tasked, and those assigned to the UTC that will deploy.

### *Section 1C—Deployed PERSCO Concepts*

**1.5. PERSCO Mission and Objective .** Total force accountability is PERSCO's primary mission. PERSCO is the "tip of the spear" in terms of what the personnel community provides to the deployed commander. PERSCO teams (PTs) deploy with minimum notice to operate as thinly manned, independent entities or to augment the military personnel flight's (MPF's) Personnel Readiness Functions (PRFs) (for bases with force reception responsibilities) providing around-the-clock crucial force accountability and deployed personnel services. Because of this, it is paramount that component command and MAJCOM personnel planners consider all facets of capabilities and support expected by deployed PERSCO teams (PTs) in all planning phases. See [Chapter 5](#) of this instruction for further PERSCO guidance.

## ***Section 1D—Deployment Planning and Execution Concepts***

**1.6. Deployment Planning.** General planning guidance for personnel functional managers can be found in the *War Mobilization Plan* (WMP), Volume 1, Annex G, and AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, Volume 1, chapter 9. These documents should be reviewed **before** planning any contingency operation or exercise. During war or a contingency operation, there is little time to set up new support plans to correct deficiencies in pre-planned manpower and personnel requirements. Therefore, personnel policies or procedures during readiness operations that vary from peacetime applications must be in the hands of the User's **prior** to execution of the OPLAN or concept plan (CONPLAN).

1.6.1. Personnel war planners at all echelons must understand that contingency and war-fighting planning actions are prioritized and time-phased in order to support the immediate execution of war plans.

1.6.2. The personnel war planner has responsibilities in deliberate/execution planning and deployment execution. These responsibilities may differ depending on the environment (deployment or employment) and the planning, contingency, or exercise scenario. *However, the primary goal is always timely and accurate force accountability.* This is accomplished by working closely with operations planners, logistics planners, manpower, MAJCOM functional area managers (FAMs), unit deployment managers (UDMs), and understanding the deliberate/execution planning, deployment execution, employment, and force management processes.

1.6.3. Wartime, contingency, exercise, and emergency operations validate the quality of personnel wartime planning actions. *It is critical that personnel wartime planning actions and PT readiness be evaluated and tested before crisis action operations.* Inspections, exercises, and assessments are excellent ways to test processes and procedures defined in documented personnel policies and procedures and develop sound decision-making for actual wartime/emergency operations.

**1.7. Deployment Execution .** PTs lead the way for the deployment execution phase of an operation for deliberate or crisis-action planning. In deployment execution, personnel planners are responsible for ensuring (1) sufficient PTs and equipment are scheduled with advanced echelon (ADVON), or as early as possible in force flow, into all forward-operating locations (FOLs) or augmented main operating bases (MOBs), (2) all PERSCO requirements are filled with the best fully qualified personnel, (3) shortfalls are aggressively worked, (4) deployed forces are tracked throughout the deployment process, (5) policy issues concerning the deployed force are aggressively worked, (6) all data pattern traffic (DPT) transactions are timely and accurate, and (7) PTs are immediately capable of expedient and flawless strength accountability and reporting. Where at all possible, task the first wing going into a location to take their RFBF1 team.

1.7.1. Exercising operation plans (OPLANs) or crisis-response situations provides valuable insights into requirements and planning factors needed to support contingencies. Exercises can be Joint, combined, major command, or Chief of Staff Air Force (CSAF)-directed. Planners must use wartime guidance as much as possible. Experience gained or problems encountered from actions taken during operational or emergency exercises are the best basis for revising war plans and honing problem-solving abilities, and ultimately produce a more combat-capable force.

1.7.2. After-action reports (AARs) are required for all contingency, wartime, Chairman Joint Chiefs of Staff (CJCS) field training exercise, and emergency operations. MPFs that provide contingency operation support and deployed PTs must submit AARs as required by paragraph **6.15.** of this instruc-

tion. Air Staff, MAJCOM, and field operating agencies (FOA) personnel offices will cross-flow AARs to address problems affecting the personnel community. Use the Air Force Center for Knowledge Sharing Lessons Learned (AFCKSLL) system which can be found at: <http://knowledge.langley.af.smil.mil/AFCKS/Share> to report major problems experienced in real-world operations.

## Chapter 2

### RESPONSIBILITIES

**2.1. Introduction and Scope** . This chapter outlines responsibilities for all agencies involved in Air Force personnel readiness activities, beginning with the unified command J-1 directorates and ending with Manpower and Personnel, Base-level (MANPER-B) user/operator responsibilities.

**2.2. Unified Command/J-1 Directorate.** J-1 is the principal staff agency for manpower and personnel support. Although the Services have the primary responsibility for providing personnel support, J-1 is responsible for synchronizing the efforts of Service components to optimize personnel support to the Joint force commander. A complete listing of J-1 responsibilities is contained in Joint Publication 1-0, *Doctrine for Personnel Support to Joint Operations*.

### **2.3. HQ USAF Personnel Readiness and Joint Matters Division (HQ USAF/ DPXJ):**

2.3.1. Has overall responsibility for personnel readiness and force accountability for the Air Force. Has overall responsibility for Air Force personnel readiness and accountability programs and directives. Develops concepts and policies to ensure total force accountability.

2.3.2. Serves as the office of primary responsibility (OPR) for PERSCO policy and provides guidance to all MAJCOMs, DRUs, and FOAs on the posturing and use of personnel assets (36PX and 3S0XX) to support EAF/AEF.

2.3.2.1. Develops and oversees USAF PERSCO policy for all levels of command. Provides policy oversight to all MAJCOMs, DRUs, and FOAs on PERSCO.

2.3.2.2. Provides headquarters oversight of PT AAR corrective actions.

2.3.2.3. Assigns a manpower and equipment force packaging (MEFPAK) command to manage PERSCO UTCs.

2.3.3. Serves as the HQ USAF Crisis Action Team/Manpower and Personnel Readiness Center (CAT/MPRC) when activated.

2.3.4. Advises HQ AFPC/PRC when a contingency operation begins.

2.3.5. Activates the Personnel Readiness Center (PRC) network when a contingency operation seems likely. PRC network includes all MAJCOM, DRU, and FOA personnel readiness functional areas.

2.3.6. Serves as the Air Force personnel policy OPR for Deliberate Crisis Action Planning and Execution Segments (DCAPES), repatriation and noncombatant evacuation operation (NEO), and Mission Support Squadron (MSS) [or equivalent] Status of Resources and Training System (SORTS).

2.3.7. Uses the PRC network to provide instructions concerning all personnel actions relating to current contingencies to MAJCOMs, FOAs, DRUs, base-level PRFs, and civilian personnel flights (CPFs) during contingency, wartime, exercise, and emergency operations.

2.3.8. Follows the Red-Mini user responsibilities outlined in paragraph **2.17** of this instruction.

2.3.9. Follows MANPER-B user responsibilities outlined in paragraph **2.18** of this instruction.

- 2.3.10. Reviews limiting factors (LIMFACs) identified by PTs that limit or hinder their operational capabilities.
- 2.3.11. Coordinates with MAJCOMs to encourage personnel assigned to readiness positions serve at least 24 months in the position to ensure continuity of operations.
- 2.3.12. Ensures component commands provide reporting guidance/processing instructions to PRFs in a timely manner for all contingency, wartime, exercise, and emergency operations that Air Force personnel are deployed to support.

#### **2.4. Personnel Readiness Division (HQ AFPC/DPWR):**

- 2.4.1. Serves as the Air Force's focal point for questions concerning human resources deployed, or projected to deploy, supporting operations defined in WMP, Volume 1, Annex G.
- 2.4.2. Serves as the OPR for the duty status and the deployment availability code programs.
- 2.4.3. Ensures HQ USAF-level personnel series regulations and revisions contain accurate wartime guidance IAW AFCSM 36-699, Volume 1.
- 2.4.4. Activates the HQ AFPC/PRC upon activation of the HQ USAF MPRC/PRC network or as directed by HQ AFPC/CC during emergencies.
  - 2.4.4.1. If directed, initiates DCS/P emergency action book (EAB) items upon assuming control of the HQ USAF/MPRC by the alternate manpower and personnel readiness center (AMPRC).
- 2.4.5. Responsible for HQ AFPC/PRC operations. Acts as the HQ AFPC focal point for all activities during a crisis or emergency.
- 2.4.6. Develops procedures to implement USAF policy for PERSCO.
- 2.4.7. Serves as the personnel functional OPR for DCAPES.
- 2.4.8. Ensures personnel accountability is maintained for all Air Force personnel supporting contingency, wartime, exercise, and emergency operations.
  - 2.4.8.1. Monitors when PTs are established at new locations during contingency or wartime operations. Works with the component commands to ensure PTs obtain connectivity for data flow. Ensures the PTs submit required reports, receive and flow DPT, and establish Red-Mini log-in requests.
  - 2.4.8.2. Establishes Red-Mini accounts/mailboxes for newly established PERSCO Teams and ensures all PRFs are flowing DPT to these accounts/mailboxes.
  - 2.4.8.3. Follows the Red-Mini user responsibilities outlined in paragraph [2.17](#) of this instruction.
- 2.4.9. Reviews AARs and assigns an OPR to evaluate and resolve problem areas. Sets up a cross-feed program for MAJCOMs, AEFC, MPFs, and PTs.
- 2.4.10. Manages and coordinates all aspects of PERSCO and MANPER-B training. In conjunction with HQ USAF/DPXJ and other MAJCOM counterparts, develops and publishes standard training materials. Oversees changes to the curriculum of PERSCO and MANPER-B courses at KeeslerAFB MS.

2.4.11. Assists HQ USAF/DPXJ in the development of total force concepts, policies, and plans to support RC activation and mobilization, deployment, employment, base reception, NEO and repatriation operations, accountability reporting, and demobilization.

2.4.12. Monitors the mission-ready status of PERSCO UTCs, MANPER-B software and hardware. Provides oversight to component commands with pre-positioned systems in their area of responsibility (AOR) to ensure proper accountability and use.

2.4.13. Manages inventory and coordinates the movement of MANPER-B systems AF-wide.

2.4.14. Manages the MANPER-B Field Assistance Center. Assists customers with problems with MANPER-B software, hardware, communications, or readiness-type questions. **Table 2.1.** outlines the type of assistance available, the OPR, and telephone number.

**Table 2.1. Assistance and Problem Reporting.**

ASSISTANCE AND PROBLEM REPORTING (see notes 1 and 2)		
TYPE ASSISTANCE	OPR	PHONE NUMBER
<u>Readiness Operations Management</u>  Personnel/PERSCO procedures Hardware and software development	HQ AFPC/DPWROM 550 C Street West, Suite 15 Randolph AFB TX 78150-4717	DSN 665-2246/2394  Commercial (210) 565-2246/ 2394  FAX DSN 665-3805
<u>Readiness Systems Field Assistance Center</u>  Hardware and software Red-Mini procedures Communications DPT Flow	HQ AFPC/DPWRSF 550 C Street West, Suite 15 Randolph AFB TX 78150-4717	DSN 665-2770/2406/3754  Commercial (210) 565-2770/ 2406/3754  FAX DSN 665-3805  Call 1-800-433-0048 after normal duty hours  For DPT assistance call DSN 665-2223/2342
<u>Manpower Procedures</u>	AFMRF/XWA 200 Beasley Dr., Suite 100 Fort Detrick MD 21702-5029	DSN 988-3170/3248  Commercial (717) 878- 3170/ 3248  FAX DSN 988-2125
<u>Red-Mini Systems Administration</u>	HQ AFPC/DPDOSA 550 C Street West, Suite 23 Randolph AFB TX 78150-4725	DSN 665-4666  Commercial (210) 565- 4666

**NOTES:**

1. Have your system serial number available when calling the Field Assistance Center.
  2. To report software malfunctions, fax or email the applicable OPR (listed above) and send an information copy to your MAJCOM counterpart.
    - a. Describe completely all actions leading up to the error.
    - b. This is essential for the functional staff to duplicate the error, determine the cause of the error, and implement steps to correct it.
- 2.4.15. Coordinates MANPER-B maintenance and shipment of system components to and from the contractor.
- 2.4.15.1. Oversees MANPER-B system component warranty service with vendors.
- 2.4.16. Manages access to and prepares procedures for use of the MANPER DPT and distribution function of the Red-Mini system.
- 2.4.17. Ensures all readiness functions follow Red-Mini and MANPER-B user responsibilities outlined in this instruction.
- 2.4.18. Coordinates with MAJCOMs to encourage personnel assigned to readiness positions serve at least 24 months in the position to ensure continuity of operations.
- 2.4.19. Serves as the program management office (PMO) for MANPER-B and the Red-Mini system. Procures and maintains command and control (C2) systems for Air Force personnel readiness offices to adequately meet the AF personnel readiness mission. Obtains Air Force certification and approval for operation of MANPER-B hardware and software.
- 2.4.20. Develops and coordinates software and hardware acquisitions and publishes user documentation to support MANPER-B, DCAPEs, and the Red-Mini system.
- 2.4.21. Responsible for developing user documentation supporting MANPER-B.
- 2.4.22. Assists HQ USAF/DPXJ in reviewing limiting factors (LIMFACs) identified by PTs that limit or hinder their operational capabilities, and coordinates with the component commands to resolve.

**2.5. Aerospace Expeditionary Force Center (AEFC):** The AEFC is the USAF focal point for facilitating AEF operations. The AEFC plans, configures, schedules, prepares, and assesses aerospace expeditionary forces to meet the full spectrum of aerospace operations. Refer to AFI 10-400, *Aerospace Expeditionary Force Planning*, and the AEFC's web page for detailed and current guidance, policies, and procedures (<https://aefcenter.acc.af.mil>).

- 2.5.1. Coordinates on the review and rewrite of all publications to ensure they contain appropriate expeditionary guidance. Incorporates expeditionary processes in every step of operational planning including crisis action planning with emphasis on identifying functional area trigger points that stress and break the AEF construct and force sourcing outside the on-call resources. Once identified, the AEFC helps define appropriate alternative resources.
- 2.5.2. Guides efforts to configure the force to meet the AEF construct. Provides functional area managers comprehensive, standardized policy guidance necessary to achieve right-sized, modular, scalable UTCs. Synchronizes the effort to maximize alignment of the available deployable total force with

UTCs. Identifies disconnects between resources and requirements to recommend appropriate force structure changes.

2.5.3. Integrates and synchronizes the MAJCOM aviation and expeditionary combat support (ECS) sourcing decisions with component requirements to produce a UTC-centric AEF schedule, tailored to meet specific CINC requirements. Delivers the schedule and makes it visible to the entire Air Force for each cycle and rotation, so all deploying units and personnel have adequate time to prepare.

2.5.4. Standardizes and integrates the preparation efforts of all deploying forces and synchronizes their training with the rotational 15-month cycle. Provides continuity through critical AEF prepare-to-deploy, deployment, and redeployment phases of the 15-month cycle. Pushes relevant and timely deployment preparation information to the field and provides a comprehensive database of AEF focused materials through EAF On-Line.

2.5.5. Responsible for defining and reporting AEF-related data and metrics to affecting the structure and management of USAF forces. Provides the medium to assess the readiness of our forces with the AEF UTC Reporting Tool. Manages a comprehensive lessons-learned program to deliver essential information down to the airman level in time to prevent repeat mistakes. In addition, provides commanders and decision makers with timely, accurate, and meaningful feedback so they can continually improve the AEF process.

2.5.6. The Expeditionary Combat Support (ECS) Scheduling Division (AEFC/AES) is responsible for the integration of all ECS UTC scheduling decisions made by the ECS IPT into a central ECS schedule with web-based access. This division:

2.5.6.1. Records, coordinates, and publishes all scheduling decisions for each AEF cycle made by ECS IPT members and MAJCOM staffs.

2.5.6.2. Oversees and manages UTC shortfalls when taskings must be reassigned between MAJCOMs.

2.5.6.3. Provides UTC fragging and tailoring guidance.

2.5.6.4. Centrally flows and maintains all deployment requirements manning documents (DRMDs) for all AEF, AEW, and enabler packages for USAF Components' TPFDDs to include ECS UTCs, as well as all aviation UTCs scheduled in the Consolidated Planning Order, provided by ACC/XOO (CAF SIPT).

2.5.6.5. Ensures steady-state DRMDs are transmitted to both MAJCOMs and tasked units NLT 120 days prior to date required in place (DRI).

2.5.7. The ECS IPT is a multi-MAJCOM, cross-functional team of colonels representing their respective MAJCOM's functional ECS UTC resource managers. The ECS IPT is charged with developing the ECS UTC schedule by overseeing the functional manager sourcing process. This is accomplished in concert with Air Staff and MAJCOM functional area managers (FAMs) and the ECS Scheduling Division. The AEFC/CC oversees the ECS IPT through the ECS Executive Review Process.

## **2.6. HQ Air Reserve Personnel Center (HQ ARPC):**

2.6.1. The Personnel Readiness Division (HQ ARPC/DPAR) provides for utilization and accountability of individual mobilization augmentees (IMAs) (see [Attachment 2](#) of this instruction).

2.6.2. Follows the Red-Mini user responsibilities outlined in paragraph [2.17](#). of this instruction.

2.6.3. Follows MANPER-B user responsibilities outlined in paragraph 2.18. of this instruction.

## 2.7. Supporting MAJCOM Director of Personnel:

2.7.1. Has overall responsibility for personnel readiness and force accountability within the MAJCOM. Appoints a personnel wartime function area manager (FAM) for personnel planning and tasked personnel unit type codes (UTCs).

2.7.1.1. Reviews time-phased force and deployment lists (TPFDL) for accuracy and recommends changes when unable to support listed taskings.

2.7.1.2. Uses assigned MAJCOM resources, sources personnel augmentation teams, PTs, and MANPER-B taskings to their respective bases for fill action.

2.7.1.2.1. If possible, for continuity purposes, ensures personnel assigned to personnel readiness positions serve at least 24 months in the position.

2.7.1.3. Ensures personnel assigned or tasked to PTs and augmentation UTCs meet UTC mission capability statement (MISCAP) requirements training guidelines in this instruction and PERSCO and MANPER-B Air Force job qualification standards (AFJQSs). In conjunction with HQ USAF/DPXJ, HQ AFPC/DPWRO, and other MAJCOM counterparts, develops and publishes standard training materials. Ensures PERSCO supply kits and MANPER-B systems are maintained in a mission ready status. Tracks personnel assigned to PTs and augmentation UTCs and tracks their respective training and deployments. Tracks mini-record data to ensure PT members identified to deploy are best qualified and meet all deployment requirements.

2.7.1.3.1. Manages quotas for Contingency Wartime Planners Course (CWPC), MANPER-B, and PERSCO courses for MAJCOM personnel resources in conjunction with the MAJCOM OPR. Uses the Air Force WMP, Volume 1 taskings as a baseline for requesting training quotas for these courses and provides quota requests to the MAJCOM training manager for update to the Air Force Training Management System (AFTMS).

2.7.1.3.1.1. Requests CWPC quotas for personnel tasked to “R” positions on the personnel augmentation UTCs.

2.7.1.3.1.2. Develops and provides training for personnel tasked to personnel augmentation UTC “R” positions.

2.7.1.4. Monitors SORTS and the AEF Reporting Tool (ART) reporting for MSSs or equivalent. Uses SORTS and ART to track and monitor PERSCO and personnel augmentation teams’ manning, training, and equipment status ensuring a “mission- ready” capability constantly exists for supporting TPFDL taskings.

2.7.1.4.1. Develops and updates designed operational capability (DOC) statements IAW AFI 10-201, *Status of Resources and Training System (SORTS)*.

2.7.1.4.2. Monitors status of UTC kits and equipment to ensure items are procured and maintained in a mission-ready status.

2.7.1.4.3. Reviews and monitors SORTS reporting for accuracy and C-level status.

2.7.1.4.3.1. If reported C-level is less than C-1, contacts the reporting MSS (or equivalent) to acquire a detailed explanation of the situation.

- 2.7.1.4.3.2. Assists unit in attaining C-1 in a reasonable time frame.
  - 2.7.1.4.3.3. Notifies HQ AFPC/DPWRO and the component command by message when a tasked PT UTC does not have the required MANPER-B equipment specified in the tasking. Seeks resolution from HQ AFPC/DPWRO after considering internal MAJCOM resources.
  - 2.7.1.4.4. Implements MAJCOM developed internal processes for unit, wing, NAF, and MAJCOM commander's ART certification of PERSCO UTCs IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, and AF/XO's AEF UTC certification policy.
  - 2.7.1.4.5. Monitors PERSCO UTCs assessed less than "Green" or "Go", ensuring corrective actions are taken. Prior to deployment ensures PERSCO UTCs reporting missing or deficient capabilities are mission capable IAW the PERSCO UTC MISCAP and this AFI.
  - 2.7.1.4.6. If deployed PERSCO deficiencies are reported by the supported AFCC personnel planner or deployed commander, investigates the deficiency, and if required, takes corrective action. Informs the AEF Center and supported AFCC personnel planner of actions taken.
  - 2.7.1.5. Manages the deployment of MAJCOM personnel resources and coordinates on reclama, waiver, and extension actions.
  - 2.7.1.6. Reviews and coordinates on all coding actions and competitive sourcing (or A-76) studies involving funded wartime personnel positions.
  - 2.7.1.7. Ensures command inspection teams evaluate the MPFs according to this instruction and AFI 90-201, *Inspector General Activities*.
  - 2.7.1.8. Develops procedures and checklists for exercise scenarios.
  - 2.7.1.9. Manages and maintains operational control of MANPER-B systems. Realigns deployable MANPER-B systems within the command to support TPFDL sourcing.
  - 2.7.1.10. Prior to movement of systems, coordinates the permanent relocation of MANPER-B systems with HQ AFPC/DPWRS.
  - 2.7.1.11. Follows and ensures MPFs follow Red-Mini user responsibilities outlined in paragraph [2.17](#) of this instruction.
  - 2.7.1.12. Follows and ensures MPFs follow the MANPER-B user responsibilities outlined in paragraph [2.18](#) of this instruction.
  - 2.7.1.13. Follows guidance contained in [Attachment 2](#) of this instruction on the utilization and accountability of IMAs.
  - 2.7.1.14. Ensures component commands work LIMFACs identified by PTs that limit or hinder their operational capabilities.
  - 2.7.1.15. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt, as required by this instruction.
  - 2.7.1.16. Ensures MPFs follow up on requests from deployed PTs for assistance with personnel actions on their deployed personnel.
- 2.7.2. Reviews OPLANs and readiness publications.

- 2.7.2.1. Assists logistics and manpower planners in establishing levy reclama and shortfall procedures for subordinate units and publishes these guidelines in a supplement to AFI 10-400. Includes the installation deployment officer (IDO) and base contingency support staff (or equivalent) as information addressees on OPLAN tasking messages.
- 2.7.2.2. Sends command supplements of this instruction to HQ AFPC/DPWRO and HQ USAF/DPXJ for review and approval prior to publication. **NOTE:** Send command supplements to HQ AFPC/DPWRO in Microsoft Word format.
- 2.7.3. Supports total force accountability by ensuring all deployed command personnel resources are accounted for by tracking and managing mini-records. Monitors mini-records ensuring action agencies flow DPT, and update deployment life cycle in the appropriate deployment systems. Ensures:
- 2.7.3.1. PRFs flow mini-records as soon as possible after the PRF receives the tasking, but no later than 90 days prior to the date required in-place (DRI).
- 2.7.3.2. PRFs flow departure information when forces physically leave home station.
- 2.7.3.3. PTs flow arrival information on deployed forces as soon as possible after their arrival. Ensures supported command personnel planner develops avenues to systematically capture arrival information for locations without direct PERSCO support. Queries supported command personnel planner on overdue arrival updates.
- 2.7.3.4. PTs flow redeployment information.
- 2.7.3.5. PRFs flow return information as soon as possible after the deploying member returns to home station.
- 2.7.4. Forwards requests for TDY extensions beyond 179 days at one site to HQ AFPC/DPAIP1. Process the request according to AFI 36-2110, *Assignments*.
- 2.7.5. Serves as the MAJCOM counterpart for the command MPFs' PRFs.
- 2.7.5.1. Ensures the PRFs follow all component command reporting guidance/processing instructions.
- 2.7.6. Procures and maintains command and control (C2) systems capable of supporting Global Command and Control Systems (GCCS) approved personnel software applications.
- 2.7.7. Establishes and maintains a MAJCOM MPRC or PRC.
- 2.7.7.1. Identifies and trains augmentees to enable the MAJCOM MPRC/PRC to provide 24/7 capability.
- 2.7.7.2. Ensures subject matter experts (SMEs) are identified and on call if needed (e.g., MAJCOM FAMs, civilian personnel readiness, mobilization, unclassified personnel systems, etc.)
- 2.7.7.3. Maintains a roster of MAJCOM PRF points of contact (POCs) to include the method of contact during non-duty hours.
- 2.7.7.4. When activated, the MAJCOM MPRC/PRC serves as the focal point for all personnel issues.
- 2.7.7.4.1. Serves as the point of contact for their command's deployed personnel records.

- 2.7.7.4.2. Works with FAMs to resolve personnel issues affecting reclama, filler, replacement, and shortfall programs according to AFI 10-400.
  - 2.7.7.4.3. Resolves MAJCOM internal crisis-action manning assistance requests.
  - 2.7.7.4.4. Assists the force structure committee in determining MAJCOM mobilization requirements to include IMA requests.
- 2.7.8. Participates in the development of future C2 Systems used to account and deploy personnel forces.
- 2.7.8.1. Provides command-unique requirements and functional inputs to the development of new systems.
  - 2.7.8.2. Ensures subordinate units have necessary equipment and communication to support C2 readiness systems.

**2.8. Supported Component Command (Contingency and Exercise Support) Director of Personnel:**

- 2.8.1. Serves as the supported component command personnel FAM. Responsible for developing, managing, planning and executing personnel requirements, through standard UTC and time-phased force and deployment data (TPFDD) development, supporting all possible contingencies. Follows the FAM responsibilities outlined in AFMAN 10-401, Volume 1, chapter 9, and uses the checklist in [Table 2.2](#). as a planning template.

**Table 2.2. Supported Component Command Planning Checklist Template.**

ITEM	YES	NO	NA
1. Was an Annex E to the OPLAN written?			
1.1 If Annex E was written, did it provide all needed information specified in AFMAN 10-401, Volume . II, <i>Planning Formats and Guidance</i> ?			
1.2. If an OPLAN is not available, was the following information provided or actions taken to establish PERSCO operations within the theater?			
1.2.1. Were PT requirements established in the TPFDD for each deployment location?			
1.2.2. Were the unique circumstances at each site and the employed population used to determine the size of PTs to base at the location?			
1.2.3. Were PERSCO requirements for each location made known to communications planners?			
1.3. Was a CONOPS developed to address the following areas?			
1.3.1. Do all locations with Air Force personnel have a PT providing accountability?			
1.3.2. Are PTs supporting geographically-separated units (GSUs) aware that they are responsible for these locations?			
1.3.3. Was HQ AFPC/DPWRS notified that a PT is established at a location (and any GSUs they will support) so the Red-Mini accounts and mailboxes can be set up to receive appropriate DPT?			
1.3.4. Were PTs notified of theater/operation-unique reporting requirements such as a Numbered Air Force (NAF) or Joint Staff?			
1.3.5. Was an attached personnel accounting symbol (PAS) identified to administratively service each PERSCO site?			
1.3.6. Was a Central Site PT established?			
1.3.7. Were the roles and responsibilities of the Central Site PT published in the CONOPS?			
1.3.8. Was the CONOPS updated as changes occur or new deployment sites added?			
1.4. Were location-specific reporting instructions provided to all PTs, PRFs, and supporting MAJCOMs?			
1.4.1. Were reporting instructions updated as changes occurred?			
1.5. Were PTs being provided with plan requirements data flow?			
1.6. Were procedures established to maintain contact with PTs?			
1.7. Was a rotation policy developed or tour length specified?			
1.8. Were procedures developed for processing of augmentation and replacement requests?			
1.9. Were procedures established to track MANPER-B resources in theater?			
1.10. Did the command have adequate MANPER-B systems to support all PTs?			

2.8.2. Immediately, upon crisis action or deployment planning, considers and tasks HQ augmentation by appropriate RFBFP/R/S UTCs to Air Force Forces (AFFOR) A1 (Forward and Rear if appropriate) and/or the component command personnel war planning staff. This augmentation should be deployed well ahead of main force deployment to allow the component command personnel war-planning staff to gain and maintain momentum in directing total force accountability operations.

2.8.3. Develops concepts, plans, and procedures to support personnel deployment, repatriation, NEO, and reception processing at all installations under their control.

2.8.4. Uses *War Mobilization Plan*, Volume 1, Annex G, AFMAN 10-401, Volume 1, chapter 20; and AFMAN 10-401, Volume 2, Annex E template, and this instruction to develop personnel's annex for all OPLANS, CONPLANS, or a PERSCO CONOPS (if insufficient time to fully develop an annex). Annex (or CONOPS) establishes and defines personnel policy, PERSCO, and central site support for either immediate execution or pre-planning as specified, documented and illustrated in AFMAN 10-401, Volume 2, Annex E (Personnel), or a PERSCO CONOPSs if there is not time to develop the annex. Serves as the focal point for gaining and interpreting CINC AOR personnel policies and procedures, and ensures existing USAF policies and procedures do not conflict. Incorporates policies and procedures in the operation's personnel reporting instructions. Uses the following as a foundation to develop personnel support:

2.8.4.1. Mission and Capabilities. The component command personnel planner determines personnel capabilities provided from in-place resources as well as capabilities provided at deployed locations and documents them in Annex E (Personnel) of the component command OPLAN as required by AFMAN 10-401, Volumes 1 and 2. Using these volumes and this instruction, the component command personnel planner specifies PT requirements for each location into the TPFDL.

2.8.4.2. PERSCO Team Sizing and Requirements. See **Chapter 5** of this instruction for details.

2.8.5. Works with the J1/C1/A1 and supported AFCC defining the scope of total force accountability.

2.8.5.1. Develops plans and procedures at all locations within the area of responsibility (AOR) to support personnel processing for AF personnel during contingency, wartime, exercise, and emergency operations.

2.8.5.2. If directed, expands accountability procedures to include DOD civilians, DOD contractor employees, other Services, coalition forces, or others according to Joint Publication 1-0; AFI 10-403, *Deployment Planning and Execution*; AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants*, AFI 36-507, *Mobilization of the Civilian Work Force*, and this instruction.

2.8.6. The component command personnel planner must ensure the component command manpower planner develops a provisional organization structure for each location within the AOR. This structure identifies and clarifies command relationships, ensuring responsibilities and activities are documented and followed. If possible, the organization structure is provided to PTs during the pre-planning phase; however, upon execution, it must be provided immediately to all PTs.

2.8.7. Uses standard report formats contained in **Chapter 6** of this instruction to the maximum extent possible. Describes command-unique reports in Annex E of the OPLAN and outlines complete instructions on format, content, addressees, frequency of reporting, and classification guidelines.

2.8.8. Outlines strength accountability responsibilities in Annex E of the OPLAN/CONPLAN or PERSCO CONOPS.

2.8.9. Considers establishing a central site or central management function to meet requirements in paragraph 1.3. when there are multiple PTs in the AOR or when PT locations have limited communication support. **NOTE:** PTs supporting multiple geographical locations must be identified to HQ AFPC/DPWRS to ensure proper routing of DPT on the Red-Mini system, to include the geographical locations supported.

2.8.9.1. Uses a pre-established contingency MPF ID for establishment of a central site MPF ID when an existing MPF is not designated. **NOTE:** Contact HQ AFPC/DPWRS to request additional contingency MPF IDs, if needed.

2.8.9.2. Ensures a central site ID is included in the plan.

2.8.9.3. Sets up procedures for deployed locations without a PT or MANPER-B system to relay strength numbers, discrepancies, etc., to the PT designated to service their location.

2.8.10. Ensures all processing discrepancy reports submitted by MPFs or PTs are answered appropriately within 72 hours of receipt IAW this instruction as required by paragraph 4.3.5.4.

2.8.11. Maintains personnel accountability by tracking and managing mini-records for personnel deployed to their area of responsibility (AOR).

2.8.12. Reviews and validates filler and replacement requirements from operational PTs and MPFs.

2.8.13. Realigns command resources to fill validated requirements for Air Force-wide sourcing.

2.8.14. Performs functions required to support steady-state deployments.

2.8.14.1. Ensures draft military personnel flight memorandum (MPFM) general reporting instructions are provided to HQ AFPC/DPW not later than 30 days after an operation becomes a steady-state or rotational requirement.

2.8.14.2. Develops and validates personnel requirements to be sourced through the AEF Center (AEFC). Ensures all requirements can be filled by standard UTCs to the maximum extent possible.

2.8.14.3. Provides for each operation classification guidance, a clear-text listing of deployment requirements manning document (DRMD) line remarks, and reporting instructions for each operation to HQ AFPC/DPWRO, all supporting commands, MPFs, and PTs supporting the operation. Ensures all requirements specify compliance with the Foreign Clearance Guide, is mandatory.

2.8.14.4. Ensures PTs notify the MAJCOMs of unfilled requirements 90, 60 and 30 days prior to DRI.

2.8.15. Develops and implements theater-unique personnel programs and procedures.

2.8.16. Oversees force accountability within the AOR.

2.8.16.1. Follows higher headquarters reporting requirements.

2.8.17. Manages PTs in AORs. Resolves limiting factors (LIMFACs) identified by PTs that limit or hinder their operational capabilities.

2.8.18. Maintains operational control of all MANPER-B systems in their theater(s) of operation.

2.8.18.1. Ensures PTs and MPFs within the theater follow accountability and reporting procedures.

- 2.8.18.2. Ensures all MANPER-B equipment is on an information processing management system (IPMS) account with the communications unit, and custodian authorization/custody receipt listing (CA/CRL) account with the supply unit. **NOTE:** This includes deployed systems and those permanently positioned at rotational deployment locations.
- 2.8.19. Follows and ensures MPFs and PTs comply with Red-Mini user responsibilities outlined in paragraph 2.17.
- 2.8.20. Follows and ensures MPF and PTs comply with the MANPER-B user responsibilities outlined in paragraph 2.18.
- 2.8.21. Provides staff assistance to PTs as needed.
- 2.8.22. Ensures HQ USAF/CAT-MPRC, HQ AFPC/PRC, supporting commands, and applicable MPFs and PTs in the AOR receive correspondence on all command personnel programs.
- 2.8.23. Follows guidance in **Attachment 2** of this instruction on the utilization and accountability of individual mobilization augmentees (IMA).
- 2.8.24. Ensures operational PTs are not tasked to support non-PERSCO missions. Due to the importance and time-sensitivity of the PERSCO mission, extra duty and/or details should not be assigned to PERSCO members.
- 2.8.25. Develops an AAR outlining the limitations, capabilities, expectations, and lessons learned for PTs sent by the supporting command. Submits AAR NLT 30 days after contingency/ exercise termination and/or an AEF tour rotation. The component command forwards the AAR to HQ AFPC/DPWRO, 550 C Street West Suite 15, Randolph AFB TX 78150-4717, with information copies to HQ USAF/DPXJ 1540 Air Force Pentagon, Washington DC 20330-1540, and the supporting MAJCOM personnel FAM.
- 2.8.26. Central Site:
- 2.8.26.1. Established at the direction of the component command usually when there are multiple PERSCO locations within the AOR or when PT locations have limited communication support.
- 2.8.26.2. Ensures the component command uses the MPF ID provided by HQ AFPC/DPWRS in the central site data field in the plan. Also, ensures that the central plan manager includes the MPF ID for use in the central site in the plan and that the correct data is flowed to all participating units.
- 2.8.26.3. Ensures central site is functionally aligned under the component command.
- 2.8.26.4. Acts as liaison between higher headquarters (component command, Air Staff, etc.) and deployed PTs in the AOR.
- 2.8.26.5. Maintains constant contact with all PTs ensuring the mission progresses smoothly and problems are identified and corrected as they occur.
- 2.8.26.6. Works with the manpower function at both the central site and employed site to ensure requirements are valid. Ensures that all PTs have a complete plan for the areas they are responsible for maintaining total force accountability.
- 2.8.26.7. Provides guidance to PTs on procedures to support the operation.
- 2.8.26.8. Deploys with a MANPER-B system and, if possible, obtains access to e-mail, fax machine, and copy machine.

- 2.8.26.9. Follows and ensures PTs comply with Red-Mini user responsibilities outlined in paragraph 2.17. of this instruction.
- 2.8.26.10. Follows and ensures PTs comply with MANPER-B user responsibilities outlined in paragraph 2.18. of this instruction.
- 2.8.26.11. Provides MANPER-B hardware maintenance support, as required.
- 2.8.26.12. Responds to data requests from higher headquarters.
- 2.8.26.13. Sends a central site status report during contingency, wartime, exercise, and emergency operations within 12 hours of arrival at their employment duty location (see paragraph 6.5.). Ensures action is initiated to include the central site in all correspondence relating to the operation.
- 2.8.26.14. Monitors the flow of DPT to and from PTs. If required, sends messages to home station MPFs notifying them of the requirement to flow DPT.
- 2.8.26.15. Monitors duty status change (DSC) messages received from PTs and ensures format and content is correct. Notifies PTs when problems are identified.
- 2.8.26.16. Monitors the status of messages sent by all PTs requesting information or action from MPFs or the supporting command. Ensures the responses are timely and accurate.
- 2.8.26.17. Compares data flowed from PTs with DSC messages and ensures inaccuracies are identified and corrected by the appropriate PT.
- 2.8.26.18. Completes accountability updates into MANPER-B when PERSCO has no ability to transmit DPT.
- 2.8.26.19. Submits an AAR according to this instruction and command guidelines. Sends the AAR to the supporting parent MAJCOM, the component command, HQ AFPC/DPWRO 550 C Street West Suite 15, Randolph AFB TX 78150-4717, and information copy to HQ USAF/DPXJ 1540, Air Force Pentagon, Washington DC 20330-1540.

## **2.9. Support Group Commander or Equivalent:**

- 2.9.1. Certifies PTs UTC mission-ready competency (see paragraph 5.6.1.).

## **2.10. Mission Support Squadron Commander or Equivalent:**

- 2.10.1. Appoints classified cargo couriers IAW AFI 31-401, *Information Security Program Management*, and DoD 5200.1-R, *Information Security Program*.
- 2.10.2. Uses ART to certify PERSCO UTC deployment capabilities to meet AEF steady state taskings IAW AFI 10-244, MAJCOM, and Wing implemented guidance.
- 2.10.3. Trains and equips unit personnel to support wartime requirements. See AFI 10-403, AFI 36-507, and this instruction for deployment planning and personnel processing requirements.
- 2.10.4. Meets SORTS reporting requirements IAW AFD 10-2, *Readiness*, and AFI 10-201.
- 2.10.5. Provides complete or interim responses to requests from deployed commanders or deployed PTs within 2 duty days of receipt.
- 2.10.6. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph 6.12.

2.10.7. Approves the award and revocation of PERSCO and MANPER-B special experience identifiers (SEIs) IAW AFMAN 36-2105, *Officer Classification*, and AFMAN 36-2108, *Enlisted Classification*.

2.10.8. Follows AFI 33-112, *Computer Systems Management*, by designating, certifying, and training primary and alternate equipment custodians (ECs) for the MPF's in-garrison MANPER-B systems and PERSCO ECs for the MPF's deployable MANPER-B systems.

2.10.8.1. Ensures the ECs can account for the MANPER-B equipment.

2.10.8.2. Personnel potentially deploying with the deployable MANPER-B systems must receive EC training from the host equipment control officer (ECO) IAW AFI 33-112.

2.10.8.3. Follows the PERSCO individual and team certification process as outlined in paragraph **5.6.** of this instruction.

## **2.11. Chief, Civilian Personnel Flight (CPF) or Equivalent:**

2.11.1. Upon request, assists the MPF PRF and IDO with developing and implementing civilian personnel policy and procedures IAW AFI 10-403, AFI 36-507, AFPAM 10-231, *Federal Civilian Deployment Guide*, and this instruction.

2.11.2. Supports the MPRC when the network is activated.

2.11.3. Provides the following data to the PRF for preparation of contingency, exercise, deployment (CED) orders and the generation of MANPER-B mini-records for civilian personnel tasked to deploy in support of contingency support operations: full name, social security number (SSN), type of civilian category (such as DOD US citizen employee or AF US citizen employee), Occupational Series number, Air Force Specialty Code (AFSC) from the unit manning document, grade, pay plan, assigned PAS, sex, and security clearance.

2.11.4. Identifies in the base support plans how personnel support is provided to employees and supervisors during contingencies.

2.11.4.1. Includes procedures in appropriate base plans and supplements to AFIs.

2.11.5. Provides complete or interim responses to requests from deployed commanders or deployed personnel within 2 duty days of receipt.

## **2.12. MPF Commander or Equivalent:**

2.12.1. Ensures the MPF provides prompt support to deployed commanders and base personnel during contingency, wartime, exercise, and emergency operations.

2.12.2. Provides trained personnel and equipment to support emergency operations such as repatriation of DOD personnel, natural disasters, etc.

2.12.3. Maintains personnel accountability by tracking and managing mini-records. MPFs must flow mini-records as soon as possible after the PRF receives the deployment tasking, but no later than 90 days prior to the DRI, or no later than 7 days after receipt of taskings when received within 60 days prior to the DRI.

2.12.4. Serves as the base functional manager for all AFSC 3S0X1 and 36PX contingency taskings and other matters. Ensures all personnel AFSC taskings are equitably distributed throughout the base

and tasks commander's support staff (CSS) personnel to fill PERSCO requirements to the maximum extent possible.

2.12.5. Assigns only the most knowledgeable and capable personnel to the PRF. It is strongly recommended that once assigned to a PRF, the individual remain there for at least 2 years to provide continuity.

2.12.6. Ensures personnel assigned to the PRF complete MANPER-B training within 12 months of assignment to the function.

2.12.6.1. Ensures all 3S0X1 personnel in this function complete the USAF MANPER-B Operator Course. Refer to Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*. **NOTE:** Personnel who completed one of the HQ AFPC/DPWRO-approved MANPER-B courses (e.g., MANPER-B in-residence course, AETC MANPER-B Mobile Training Team (MTT), the former MANPER-B course at McGhee Tyson Airport TN) meet this requirement.

2.12.6.2. Ensures MANPER-B personnel are certified at the "Go/No-Go" level on all mandatory tasks in the MANPER-B AFJQS and training is documented in the on-the-job (OJT) record.

2.12.6.3. Maintains the JQS, Part IV of the Career Field Education and Training Plan (CFETP) 3S0X1, in the member's OJT record (TSgt and below) for personnel performing primary duties that include the operation of the MANPER-B computer system. For MSGts and above (to include officers), maintains this JQS in the PERSCO training folder.

2.12.7. Ensures personnel assigned to the PRF are not assigned additional duties that would conflict with PRF duties during contingencies or exercises. Some examples are PERSCO team member, UDM, SORTS monitor, or READY duties.

2.12.8. Establishes accountability procedures for employed personnel until a PT is established. Assumes and performs all PT responsibilities defined in [Chapter 5](#) of this instruction and supported command guidance.

2.12.9. Helps in-garrison unit commanders establish procedures to account for deployed personnel when a PT will not be immediately available at the deployed location (see paragraph [2.15](#) of this instruction).

2.12.10. Ensures the PRF follows Red-Mini user responsibilities IAW paragraph [2.17](#) of this instruction.

2.12.11. Ensures the PRF follows MANPER-B user responsibilities IAW paragraph [2.18](#) of this instruction.

2.12.12. Ensures all MANPER-B systems and PT supply kits are maintained in a mission-ready status.

2.12.13. Initiates a report of survey (ROS) IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, when unable to locate accountable hardware system components.

2.12.14. Assists the MSS commander in identifying MANPER-B ECs.

2.12.15. Staffs the PTs according to the PERSCO UTC MISCAP and manpower force packaging system (MANFOR) packaging detail listing.

2.12.15.1. Assigns only the most knowledgeable and capable personnel to a PT.

- 2.12.15.2. Ensures team members meet the same standards as personnel selected for a permanent change of station IAW AFI 36-2110, and replaces personnel who do not maintain these standards.
- 2.12.15.3. For personnel assigned (either primary or alternate) to support PERSCO, updates the Personnel AEF Indicator field in MilPDS with the supporting AEF cycle. **NOTE:** MAJCOMs and AFPC uses this the Personnel AEF Indicator to measure career field deployment tempo, ensuring assigned personnel are deployment eligible/qualified, and for forecasting readiness training quotas.
- 2.12.16. Responsible for all PT training. Ensures PT members are trained to the “Go/No-Go” level of the PERSCO AFJQS and the UTC MISCAP requirements. All PT members must be trained to the “Knowledge” level of the MANPER-B AFJQS. **NOTE:** MANPER-B operators must be trained to the “Task-Performance” level of the MANPER-B AFJQS.
- 2.12.16.1. Ensures team members complete all training within 12 months of assignment to a team. ANG/AFR team members must complete all training within 18 months of assignment to a team. **NOTE:** Attendance at the USAF MANPER-B Operations Course is mandatory for primary MANPER-B operators. For SORTS reporting, MANPER-B operators are fully trained once they meet all UTC MISCAP requirements. Ensures team members complete recurring/refresher training on all training items annually. See paragraph 5.9.1. for more training requirements.
- 2.12.16.2. Ensures PERSCO training is in accordance with the AF PERSCO Training Syllabus and documented in the appropriate AFJQS.
- 2.12.16.3. Ensures the AFJQS 3S0X1 CFETP part IV is maintained in the member’s OJT record (TSgt and below) for personnel performing primary duties that include the operation of the MANPER-B computer system. For MSgts and above, maintain this AFJQS in the PERSCO training folder.
- 2.12.16.4. Documents other initial and recurring training, such as small arms, chemical-biological warfare defense training (CBWDT), etc, IAW AFI 10-403 and AFI 36-2201, *Developing, Managing, and Conducting Training*.
- 2.12.16.5. Because of the specialized training involved, it is strongly recommended that once a person is fully trained they remain assigned to a PT for at least 2 years to provide stability and continuity in this highly specialized and demanding area.
- 2.12.17. Recommends to the MSS commander, personnel who meet the prerequisites in AFMAN 36-2105 and AFMAN 36-2108 to receive the PERSCO and MANPER-B SEIs.
- 2.12.17.1. Replaces personnel on PERSCO team who do not maintain proficiency in PERSCO and/or MANPER-B operations. The MPF commander may recommend withdrawal of SEIs according to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, AFMAN 36-2105, AFMAN 36-2108, and AFCSM 36-699, Volume 1, *Personnel Data System*.
- 2.12.18. Assigns, equips, and trains personnel to operate the personnel deployment function (PDF) IAW AFI 10-403 and this instruction.
- 2.12.18.1. Works with the base IDO on when to establish the PDF for processing deploying personnel. Because response times and missions vary, MAJCOMs and bases determine how best to process deploying personnel. Recommends using pre-processing procedures to the maximum extent possible.

2.12.19. Assigns, equips, and trains personnel to operate a PRC to support continuous operations for an indefinite period.

2.12.19.1. Provides one fully qualified MANPER-B operator for each shift.

2.12.19.2. Ensures the PRC has access to an approved computer for operating MANPER-B software connected to Secure Internet Protocol Router Network (SIPRNET), a secure telephone unit (STU-III), SIPRNET hardline and datafax machine (classified and unclassified).

2.12.19.3. Because OPLANs involve both personnel and manpower agencies, the MPF commander must work with the local manpower organization to develop and document the MPRC organization. Using an MPRC is highly encouraged during crisis situations.

2.12.20. Ensures each deployed PT chief develops a consolidated AAR and submits it IAW this instruction and command guidelines.

2.12.20.1. The PT chief or NCOIC sends the AAR to the supporting parent MAJCOM; the component command; HQ USAF/DPXJ, 1540 Air Force Pentagon, Washington DC 20330-1540; and HQ AFPC/DPWRO, 550 C Street West Suite 15, Randolph AFB TX 78150-4717.

2.12.21. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph 6.12. of this instruction.

2.12.22. Designates, in writing, a primary PERSCO trainer responsible for conducting PERSCO training and documentation of all initial and refresher training on the AF Form 623A, **On-the-Job Training Record Continuation Sheet**, within the CFETP.

**2.13. Personnel Deployment Function (PDF).** See **Chapter 4** of this instruction.

**2.14. Personnel Readiness Function (PRF)** . See **Chapter 4** of this instruction.

**2.15. Home Station Unit Commander:**

2.15.1. Ensures duty status changes are properly reported on deployed unit personnel AFCSM 36-699, Volume 1, see 2.12.17.1..

2.15.2. Ensures personnel tasked for deployments meet MISCAP requirements and are eligible for deployment and meet the qualification(s) outlined in the deployment tasking IAW 10-403.

2.15.3. For steady-state operations, if a person deploys and can no longer support the deployment (return for cause, emergency leave, casualty, etc) and more than 30 days are remaining on the deployment, the unit tasked to fill the requirement MUST provide a qualified replacement.

2.15.4. For units tasked with RFBFU UTC or personnel lists supporting aviation UTCs, maintains a deployable CSS supply kit (which contains, at a minimum, the publications and forms listed in **Attachment 14** of this instruction under the RFBF3 column).

2.15.5. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph 6.12. of this instruction.

2.15.6. Identifies personnel to fill requirements and provide the PRF the names of tasked personnel. MPFs must flow mini-records as soon as possible after the PRF receives the deployment tasking, but

no later than 90 days prior to the DRI, or no later than 7 days after receipt of taskings when received within 60 days prior to the DRI.

## **2.16. Deployed Unit Commander.**

2.16.1. In the absence of a PT or MPF, deployed unit commander does the following:

2.16.1.1. Establishes procedures to account for deployed unit personnel, as required by the supported AFCC personnel planner, until arrival of a PT.

2.16.1.2. Oversees all personnel accountability and reporting requirements in **Chapter 5** of this instruction and requirements of component command contingency and exercise support personnel function.

2.16.1.3. Reports duty status and casualty information (such as arrivals, departures, hospitalizations, deaths, duty status whereabouts unknown [DUSTWUN], etc.) IAW this instruction and AFI 36-3002, *Casualty Services*.

2.16.1.4. Uses filler and replacement actions to identify personnel requirements needed to support mission objectives as required by the component command to remain in effect during the complete deployment life cycle.

2.16.1.5. Works with the deployed manpower office to ensure the correct force structure is in place to support the mission. See AFMAN 10-401, Volume 1; AFI 10-400; and component command guidance for further filler and replacement guidance.

2.16.2. Identifies to PT the need for early return of assigned forces (personnel not qualified, emergency leave, mission reduction, combat attrition, etc).

2.16.3. Identifies the need to fill any position with another resource for returns because of non-qualification or emergency leave.

2.16.4. Works with the returning member's home unit, through the PT, to identify a replacement for rotational deployments, when a returned member's deployment was originally due to end in 30 or more days.

2.16.4.1. Follows the procedures for requesting additional forces beyond ERMD requirements or changes to requirements IAW AFMAN 10-401, Volume 1; AFI 10-400; AFI 38-205, *Manpower & Quality Readiness and Contingency Management*; Annex E of the executed OPLAN; or the component command's reporting instructions/processing guidance.

2.16.4.2. Ensures a smooth transition of personnel strength information and reporting, upon arrival of a PT.

## **2.17. Red-Mini User Responsibilities:**

2.17.1. The MANPER-B operators will submit a Red-Mini log-in request sheet for access to the Red-Mini system (see Red-Mini User's Guide) when a new member has been appointed. Log-in request sheets received by close of business (COB) on Friday will be processed the following Tuesday.

2.17.1.1. PERSCO teams will submit the Red-Mini log-in request form as soon as their replacement arrives in the AOR.

2.17.2. Follow the criteria below for password establishment.

2.17.2.1. If the account has been activated and either the primary or alternate leaves or a new member has been appointed; the unit will process a user log-in request (see AF Form 2519, **All-Purpose Checklist**, overprint in the Red-Mini User's Guide) for the new member. When HQ AFPC Systems Management System Administration Section (HQ AFPC/DPDOSA) receives the fully validated user log-in request, a new password will be assigned. The new password will be placed in a file called "**new\_pass**" in their home directory (e.g., the primary leaves, HQ AFPC/DPDOSA assigns a new password, the alternate logs in and reads the new password in the "**new\_pass**" file. This new password will be used by the new primary for their first log-in attempt. During the first log-in, the new primary will be prompted to establish a new password for security purposes. **NOTE:** The same procedure is used for personnel who forget their passwords.

2.17.2.2. For the latest SIPRNET information, see the Red-Mini User's Guide posted at <http://www.afpc.randolph.af.mil/readiness>

## 2.18. MANPER-B User/Operator Responsibilities:

2.18.1. Follows MANPER-B system accountability, outage, and virus-reporting procedures IAW paragraph 6.14. of this instruction, and AFCSM 10-626, Volume 2, *War Planning, Deliberate Crisis Action Planning and Execution System (DCAPES) Base Level Manpower and Personnel (MANPER-B) Module: A200/MB Software User Manual*. These requirements apply to all in-garrison and deployed systems assigned to any MPF supporting contingency, wartime, exercise, or emergency operations.

2.18.2. Notifies the MANPER-B Field Assistance Center of any MANPER-B hardware or software problems. **NOTE:** Call HQ AFPC/DPWRS if hardware or software assistance is needed at DSN 665-2770 or commercial (210) 565-2770.

2.18.2.1. Hardware problems requiring repair will be done only by authorized contracted warranty service personnel as dictated by the Field Assistance Center. Completion of a DD Form 254, **Department of Defense Contract Security Classification Specification**, will be required prior to allowing warranty service to be accomplished at the installation to ensure the repair technician has the required security clearance.

2.18.2.2. Follows guidance provided by the Field Assistance Center and complies with MANPER-B reporting. **NOTE:** Units fund return of defective components and therefore should plan for this in their annual budgets.

2.18.3. Loads only software approved and provided by the Director, Personnel Data Systems, HQ AFPC/DPD, and the Director, Personnel Accountability, HQ AFPC/DPW.

2.18.4. Ensures all working databases are backed-up to an external media device (JAZ cartridge is the current approved standard) capable of providing a fully restorable MANPER-B system version with all working data information. **NOTE:** Call HQ AFPC/DPWRS if hardware or software assistance is needed at DSN 665-2770 or commercial (210) 565-2770.

2.18.5. Ensures MANPER-B equipment is loaded into Information Processing Management System (IPMS) by the designated equipment custodian because HQ AFPC controls warranty services. **NOTE:** This information allows high-level visibility of MANPER-B equipment supporting the MAJCOMs. Failure to load IPMS information results in warranty delays.

2.18.5.1. Contacts HQ AFPC/DPDXRI when local ECO encounters problems loading equipment into IPMS. **NOTE:** HQ AFPC/DPDXRI (DSN 665-2610) will identify the problem with a MANPER-B account.

2.18.6. Ensures the American Telephone and Telegraph (AT&T) 1910 SDD is on a CA/CRL with the supply squadron.

2.18.7. Ensures the MANPER-B operating environment meets the security requirements outlined in the MANPER-B systems security authorization agreement (SSAA) with the local certification and accreditation package. Local certification and accreditation must be kept current as the certification/accreditation package is validated every 3 years. **NOTE:** Refer to Air Force Security System Instruction (AFSSI) 33-202, *Computer Security and the System Security Authorization Agreement*, which is available on the AFPC Readiness web site at <https://www.afpc.randolph.af.mil/readiness/default.htm>.

2.18.8. Conducts an inventory of MANPER-B systems: (1) annually, (2) upon appointment of a new equipment custodian, (3) before and after deployment of a system (including local exercises) (4) upon replacement of equipment and (5) as directed by higher headquarters. Deployable system inventories are conducted in coordination with the designated PT equipment custodian(s).

2.18.8.1. Documents any inventory using the MANPER-B inventory worksheet located in AFCSM 10-626, Volume 2, figures A2.5 and A2.6.

2.18.8.2. Keeps a copy of the latest inventory and places the copy in the carrying case for deployable systems. Inventories should be reviewed annually or when notified of deployments.

2.18.8.3. Mails or faxes a signed, certified copy of the inventory to HQ AFPC/DPWRSF, 550 C Street West Suite 15, Randolph AFB TX, 78150-4717 (or datafax to DSN 665-3805), with an information copy to the owning MAJCOM readiness FAM.

2.18.9. Ensures all MANPER-B systems are "mission-ready." Immediately reports all outages to the MANPER-B Field Assistance Center to ensure corrective action is taken.

2.18.10. Ensures all missing expendable items are replaced through local purchasing agents.

2.18.11. Initiates a report of survey IAW AFMAN 23-220 when unable to locate accountable system components. Final copies will be mailed to HQ AFPC/DPWRSF, 550 C Street West Suite 15, Randolph AFB TX, 78150-4717.

2.19. PT Responsibilities - Refer to [Section 5C](#) of this instruction.

## Chapter 3

### PERSONNEL CONCEPT OF OPERATIONS (CONOPS)

#### *Section 3A—Overview and Planning*

**3.1. Overview.** A personnel CONOPS, also known as an OPLAN Annex E, lays out the force accountability responsibilities, command relationships, strength reporting procedures, reporting instructions and known forward operating location (FOL) PERSCO resources in a theater of operations. As such, a personnel CONOPS is a living document critical to total force accountability operations and may require revisions as a contingency or war evolves. The component command personnel war planners are the primary OPR for the OPLAN personnel CONOPS.

**3.2. Planning.** Personnel war planners at all echelons must understand the personnel CONOPS functionality and the importance of accurate deliberate planning CONOPS development. During deployment execution, there is little time to craft new support plans to correct deficiencies in personnel predeployment planning. Therefore, personnel policies and procedures that vary from peacetime applications must be in the hands of the personnel war planners **prior** to execution of an OPLAN. General planning guidance for personnel war planners can be found in the *War Mobilization Plan* (WMP), Volume 1, Annex G, and AFMAN 10-401, Volume 2. These documents should be reviewed **before** planning for any contingency operation or exercise.

3.2.1. The personnel war planner has responsibilities in deliberate, deployment execution, employment, redeployment and reconstitution planning. These responsibilities may differ depending on the environment (deployment or employment) and the contingency, war or exercise scenario. However, the primary goal is always accurate total force accountability. This is accomplished by working closely with operations planners, logistics planners, manpower, MAJCOM FAMs, UDMs, and understanding the deliberate, deployment execution, employment, and force management processes.

3.2.2. Deliberate and Crisis Action Planning is the most important phase to the personnel war planner. It ensures all personnel processes, policies, and responsibilities are correctly aligned and documented to support the theater CINC's objectives. Careful deliberate and crisis action personnel planning ensures that personnel support at all echelons maximizes the deployed commander's capabilities and total force accountability operations.

#### *Section 3B—Roles and Responsibilities*

##### **3.3. Roles and Responsibilities:**

3.3.1. HQ USAF/DPXJ. Reviews the component commands' personnel CONOPS and makes recommendations to the component command with a courtesy copy to HQ AFPC/DPWR and supporting commands.

3.3.2. HQ AFPC/DPWR. Reviews the component command's CONOPS and makes recommendations to the component command with courtesy copy to HQ USAF/DPXJ and the supporting commands.

3.3.3. Component Command DP/A1. Responsible for accountability of all DoD personnel in their theater of operations.

3.3.3.1. During deliberate planning, develops and coordinates a personnel CONOPS to lay out force accountability responsibilities, command relationships, strength reporting procedures, reporting instructions and known FOL PERSCO beddown resources.

3.3.3.2. Ensures personnel war planners participate in FOL site surveys to determine PERSCO bed down resources available. If personnel representation can't accompany the site survey team, the component command personnel war planner will ensure all PERSCO beddown requirements are addressed and documented in the site survey report.

3.3.3.3. Coordinates CONOPS with supporting commands HQ USAF/DPXJ and HQ AFPC/DPWR.

3.3.3.4. Ensures the personnel CONOPS is published and used during all JCS exercises within the component command's AOR.

3.3.4. Supporting command DP: Reviews as required the component command's personnel CONOPS and makes recommendations to the component command DP with courtesy copy to HQ USAF/DPXJ and HQ AFPC/DPWR.

### ***Section 3C—CONOPS Format and Content***

**3.4. CONOPS Format and Content:** As a minimum, the OPLAN Annex E or personnel CONOPS must contain clear and specific guidance in the following areas: **NOTE:** The following paragraphs were written so the component command personnel war planners may cut and paste these sections into their CONOPS. Appropriate adjustments are needed to address AOR specific details.

3.4.1. General. This paragraph should state that the CONOPS lays out responsibilities, command relationships, reporting procedures and PERSCO standard operation procedures pertaining to all AOR operations and PIDs. As such, it should state that the CONOPS is a living document and may require revisions as operations evolve.

3.4.2. Mission. This paragraph should be a concise restatement of the PERSCO objectives listed in paragraph 1.5. of this instruction. This paragraph will use Joint Publication 1-0; AFMAN 10-401, Volume 2; the supported AFCC's vision; and guidance from commands providing forces not transferring operational control (e.g., Global Reach Laydown, Tanker Airlift Control Elements, AFSOC assets) to describe the scope of accountability PERSCO team is responsible to collect and maintain.

3.4.3. Organization and Relationships. This paragraph should explain the organization and relationship of the Air Force Forces (AFFOR)/A1, Joint Task Force (JTF)/J1, or Combined Task Force (CTF/C1). This paragraph should also explain A1/J1/C1 support that will be provided to the PTs, the PTs' strength reporting chain of command, and other key points of contact.

3.4.3.1. AFFOR/A1 Structure. This paragraph should explain AFFOR/A1 structure. The AFFOR/A1 can be split into two components, forward and rear, or can be left combined. If combined, all functions (forward and rear) listed below must still be accomplished by AFFOR/A1. The following paragraphs describe the roles (forward and rear) and responsibilities that the CONOPS must address.

3.4.3.2. AFFOR/A1 (Forward). Reports directly to the AFFOR/CC (Forward). The AFFOR/A1 (Forward) will act as the Central Site PT for the AOR. Oversees deployed PT operations in the AOR.

3.4.3.2.1. Obtains accountability for all USAF forces from the AOR PTs and/or deployed CCs without PT. Provides consolidated USAF personnel strength in the AOR via daily strength reports to the Joint Task Force/J1 and AFFOR/A1 (Rear). Provides assistance and guidance to all AOR PERSCO teams as needed on PERSCO and MANPER-B operations. Up-channels technical and functional problems and/or issues to HQ AFPC/PRC and AFFOR/A1 Rear.

3.4.3.2.2. Ensures all locations have appropriate PT coverage. Also ensures all communications requirements are made known to the communication functionals when a new PERSCO location is established.

3.4.3.2.3. Works with the PTs to establish, and change as needed, reporting instructions for all AOR locations with USAF personnel. Provide reporting instruction changes to AFFOR/A1 Rear for publishing.

3.4.3.2.4. Ensures all PERSCO sites have secure communication capabilities to send and receive DPT. If the capability isn't present, ensures the PT is reporting this LIMFAC and is working to resolve it. Ensures temporary strength reporting procedures are established and followed.

3.4.3.2.5. Monitors reports from the PTs to ensure data and format are correct. Notifies teams when corrections are needed.

3.4.3.2.6. Sites without a deployed PT. The supported command personnel planner documents accountability for locations without PT deployed, ensures the CONOPS:

3.4.3.2.6.1. Designates a PT within the theater or works with subordinate command structured supported command personnel planner, AFPC PRC to provide and maintain system accountability.

3.4.3.2.6.2. Ensures combat support element or deployed commander provides enough information to the designated accountability agency allowing for system accountability. Recommendation: At a minimum, the name, grade, SSN, arrival date, and departure date (when applicable) should be provided.

3.4.3.2.7. Focal point for all MANPER-B system issues within the AOR. Ensures all PTs in the AOR have operational systems. Provides front line MANPER-B troubleshooting and reports problems to AFFOR/A1 (Rear) and HQ AFPC/PRC for resolution.

3.4.3.2.8. Provides CONOPS updates to AFFOR/A1 (Rear).

3.4.3.3. AFFOR/A1 Rear: Reports directly to the AFFOR/CC (Rear) and will act as the liaison between AFFOR/A1 (Forward) and HQ USAF/DPXJ, HQ AFPC/PRC, AEF Center, and all supporting MAJCOMs.

3.4.3.3.1. Coordinates with manpower counterpart on plan requirement management and TPFDD maintenance issues.

3.4.3.3.2. Publishes personnel CONOPS as needed, if component command does not have an OPLAN Annex E. Updates CONOPS as needed and ensures changes are publicized to personnel war planners at all levels.

3.4.3.3.3. Provides daily personnel strength reports to HQ USAF/DPXJ, HQ AFPC/PRC, and all supporting MAJCOMs. OPR for daily personnel strength and discrepancy reporting.

3.4.3.3.4. Ensures latest site survey information is accurately updated into the CONOPS for each PERSCO FOL. Ensures communication war planners understand and establish PERSCO communication requirements at each FOL. Provides liaison between the established A1/J1/C1, their communications functional counterparts, the supporting command personnel planner, and AFPC/PRC to establish and maintain PERSCO secure communication requirements.

3.4.3.3.5. Establishes new PERSCO UTC requirements in coordination with AFFOR/A1 (Forward). Ensures PERSCO requirements are validated and put into the TPFDD in a timely manner to ensure all beddown locations accomplish force accountability. Ensures new requirements are sent to the AEF Center for sourcing. Ensures all AOR PERSCO UTC requirements (team composition/MANPER-B systems) are based on personnel planning factors. Must ensure PERSCO teams are scheduled in the force flow to all FOLs on ADVON or as early as possible to ensure immediate strength reporting. Tracks PT movement from home station to FOL and assists supporting commands and PTs working transportation delays.

3.4.3.3.6. OPR for “in-system” accountability for their AOR. Tracks all mini-records from identification, home station departure, deployed location arrival, forward deployment, redeployment and return to home station. Ensures expired or erroneous deployed personnel records are cleared out of the system. Coordinates these actions with AFPC/PRC and appropriate supporting commands. Coordinates with AFPC/PRC to ensure all deployed PTs in the AOR have Red-Mini accounts.

3.4.3.3.7. Coordinates with supporting commands to ensure MPFs are providing timely responses to PERSCO force sustainment support requests.

3.4.3.3.8. Responsible for coordinating force rotation policies with AEF Center. Ensures rotational policy is published to HQ USAF/DPXJ, HQ AFPC/PRC and all supporting commands.

3.4.3.3.9. Ensures all filler and replacement requests are routed appropriately and all needed actions taken.

3.4.3.3.10. Ensures PERSCO discrepancy reports are accurately answered by supporting MAJCOMs and base PRFs.

3.4.3.3.11. Coordinates with counterpart AFFOR/A1s in other theaters for accountability data on forces deployed in support of applicable PID(s).

3.4.3.3.12. Ensures all PERSCO team members identified by AFFOR/A1 (Forward) as unqualified are redeployed and replaced expediently at deployed commander’s discretion. Coordinates these actions with the supporting MAJCOM PERSCO FAMs and AFPC/PRC. Ensures specific details are provided to supporting MAJCOM PERSCO FAM and AFPC/PRC on all PERSCO team members returned for unqualified reasons.

3.4.3.3.13. Ensures reporting instructions are complete for all AOR FOLs and published to all supporting MAJCOMs. Publishes reporting instruction updates as needed. Coordinates reporting instructions with other FAMs. The reporting instructions should consider field or living conditions, the need for special individual or personal articles, and restricted items. The instructions should contain guidance on required mobility bags, chemical warfare defense equipment, uniform requirements, immunizations, weapons, passports/visas, civilian clothing requirements/guidelines/allowances, as well as tour length and rotation plans.

3.4.3.3.14. Ensures after-action reports (AAR) are submitted in a timely manner. Submits the report in the format outlined in **Chapter 6**.

3.4.3.3.15. Helps manage the smooth flow and transition of all force rotations. Coordinates appropriate actions with AEFC and supporting MAJCOMs as requested by the deployed commanders and PTs.

#### 3.4.3.4. PERSCO Teams:

3.4.3.4.1. Obtain accountability, as defined by supported AFCC commander, for all personnel assigned to their location and to designated geographically separated locations. The only exception will be classified special operations forces that provide their own accountability. Affected PTs will be notified by AFFOR/A1 (Forward).

3.4.3.4.2. Daily, using a cut-off time of 2400 hours or a time established by the component command, report personnel strength to AFFOR/A1 (Forward) and other required addressees, using the DSC message format IAW this instruction.

3.4.3.4.3. Obtain accountability of DOD emergency-essential civilians, DoD-essential contractor employees, other U.S. Services (Army, Navy, Marine Corps), or coalition forces personnel if directed by the supported AFCC commander.

3.4.3.4.4. Account for all transient forces. Transient forces are those that spend at least one night in billeting at a location, but their final duty location is elsewhere.

3.4.3.4.5. Provide MANPER-B system accountability of personnel at GSUs. Assist the GSU accountability POC in developing a reporting format, similar to the DSC, and devising an acceptable communications method to submit the report.

3.4.3.4.6. Obtain access to the Red-Mini via SIPRNET connectivity and send and receive DPT at least once a day. Increased flow of DPT may be directed by the AFFOR/A1 (Forward) if the situation dictates.

3.4.3.4.7. Comply with casualty reporting procedures outlined in AFI 36-3002, *Casualty Services*. Establish contacts with AFPC/PRC and Casualty Services office to ensure viable lines of communication exist.

3.4.3.4.8. Submit a PERSCO Team Status Report within 12 hours of arrival at FOL. Provide updated report for any changes to team status. Ensure the report is forwarded to AFFOR/A1 (Forward and Rear) and HQ AFPC/PRC.

3.4.3.4.9. If possible, provide MPF-like personnel support to USAF personnel. The phase of the operation will dictate when personnel support can be given. Notify the AFFOR/A1 (Forward) if there are problems with providing support. Request personnel sustainment support actions from owning MAJCOMs and home station PRFs and track responses.

3.4.4. Strength Reporting Instructions. This paragraph will specify the known daily strength reporting requirement to be initiated by the PTs at each site, reporting frequency, schedule, and classification policy for each report.

3.4.4.1. PERSCO Concept of Operations. This paragraph should state the operation's FOLs and the PERSCO UTC(s) that will deploy and support each FOL. It should specify the available PERSCO infrastructure by FOL during each deployment phase (initial surge/build-up, sustainment,

rotational [if applicable], and redeployment). This paragraph should also specify the PERSCO supply package(s) needed and the communications support necessary to be used by the PTs at each FOL and the relationships that the FOLs have with each other. It should also specify known reception points and procedures. It should detail each PT's FOL chain of command. (As a general rule, deployed PTs will report directly to and work for the combat support element (CSE) commander or the site commander, when there is no CSE commander). If a PT is tasked to provide support for the AFFOR/A1, the tasking must be specifically stated in the CONOPS. A PT used to augment an on-site MPF's PRF must also be specifically identified. Examples of PERSCO Concept of Operations paragraphs are:

3.4.4.2. FOL, XXXX, is projected to have a total deployed personnel strength of XXX and will be supported by PERSCO RFBF#0 team(s). The PT(s) will deploy with a supply package and Manpower/Personnel-Base-level (MANPER-B) equipment for on-site support. Communication capabilities are limited, initial SIPRNET capabilities reside at the deployed command post, communications squadron, and Tanker Airlift Control Element (TALCE). Additional communication capabilities are projected in-place by X-day; in the interim, contact the above agencies for SIPRNET use. The FOL XXXX PT will support GSU YYY. Duty status change reports and DPT will be sent no later than (NLT) XXXX hrs daily. **NOTE:** List other notable FOL planning factors (if applicable).

3.4.4.3. FOL, YYYY, is projected to have a total deployed personnel strength of YYY; however, it won't have a PT presence but will be supported by FOL XXXX. The site YYYY will be supported by the PT from FOL XXXX. FOL YYYY deployed commander, through the deployed CSS, will relay strength and duty status changes to FOL XXXX NLT XXXX hrs daily. Additionally, any personnel actions will also be relayed to FOL XXXX PT by the CSS.

3.4.5. Non-combatant Evacuation Operations (NEO). Should be supplemented by AFFOR/A1 (Forward and Rear) as appropriate.

## Chapter 4

### PERSONNEL READINESS FUNCTION (PRF) AND PERSONNEL DEPLOYMENT FUNCTION (PDF) OPERATIONS AND PROCEDURES

#### *Section 4A—Introduction, Scope and Background*

**4.1. Introduction and Scope.** This chapter outlines all facets of processes and responsibilities involved with the PRF and PDF.

**4.2. Background.** The PRF and PDF are organized processing activities designed to ensure deploying personnel are (1) eligible to deploy, (2) prepared for deployment, and (3) properly accounted for during deployment processing. The PRF and PDF are the personnel processing agencies serving as the installation's focal point for monitoring all personnel processing activities to include orders preparation and production and eligibility screening.

#### *Section 4B—The Personnel Readiness Function (PRF)*

**4.3. Operations and Procedures.** The PRF is an MPF office and is responsible for providing personnel deployment planning and execution and MPF support in matters pertaining to (1) deployment availability (DAV) information, (2) deployed personnel accountability, and (3) duty status reporting for contingency, exercise, and deployments. While some of the PRF's day-to-day responsibilities are "routine management," they also have several "readiness" responsibilities. For easier understanding, the following paragraphs break these responsibilities into five categories: (1) planning, (2) MANPER-B/Red-Mini systems, (3) accountability, (4) deployment processing, and (5) general.

##### 4.3.1. PRF Planning.

4.3.1.1. Serves as the MPF's war planner for the personnel facet of all deployments, exercises, contingency, or rotational matters.

4.3.1.1.1. Maintains familiarity with all tasked OPLANs and other taskings requiring movement of personnel. Works with the installation deployment officer (IDO) to ensure the base's installation deployment plan covers all aspects of processing and accounting for moving forces.

4.3.1.1.2. Ensures the reception processing plan contains adequate measures to in-process and account for all inbound forces for bases with a reception responsibility.

4.3.1.1.3. Develops personnel's inputs to base deployment plans, continuity of operations plans (COOPs), and emergency action plans.

4.3.1.1.4. Maintains familiarity with the HQ USAF/DP EAB. Implements and responds to EAB items as directed by HQ USAF.

4.3.1.1.5. Works with IDO, the MPF commander and the PDF chief in developing centralized in-and-out processing procedures in support of plans requiring mass movement of forces.

4.3.1.1.6. Serves as the unit Personnel Control Center (PCC) or PRC, reporting directly to the battle staff during exercises, inspections, disaster control exercises; and accomplishes MPF

actions required to respond to natural disasters, chemical, biological, or nuclear attacks/accidents. During these scenarios, the PRF may be required to:

- 4.3.1.1.6.1. Serve as a focal point for reporting unit recall status.
- 4.3.1.1.6.2. Provide on-site commanders and staff with the capability to rapidly determine how many personnel, by skill, are available at any given time.
- 4.3.1.1.6.3. Provide the capability at all organizational levels in cases of catastrophic events, to monitor the status, progress, and capability of the base's forces, including augmented forces.
- 4.3.1.1.7. Serves as the focal point within the MPF for all personnel activities engaging or affecting the base deployment machine or base reception during wartime or crisis situations, including course of action (COA) development. When directed, in these situations, the PRF may be manned on a 24-hour basis and may be required to respond to HQ USAF/CAT-MPRC EAB items.
- 4.3.1.1.8. Works with the base IDO to establish procedures to out-process deploying personnel who meet all eligibility requirements (e.g., medical, dental, immunization, skill level, grade, etc.) IAW AFI 10-403 and the deployment tasking.
- 4.3.1.2. For bases with a reception responsibility, the PRF:
  - 4.3.1.2.1. Ensures the reception processing plan contains adequate measures to in-process and account for all inbound forces.
  - 4.3.1.2.2. Outlines in the base support plan (BSP) when a PT must augment the PRF. See paragraph 5.2. of this instruction for PT sizing details.
    - 4.3.1.2.2.1. Ensures an adequate personnel accountability environment is obtained during the base build-up.
    - 4.3.1.2.2.2. Ensures the personnel accountability environment contains the necessary support (e.g., communications, classified storage, etc.) for the PT.
    - 4.3.1.2.2.3. Establishes procedures to in-process augmenting personnel. The PRF is responsible for all PERSCO accountability responsibilities until the augmentation force departs the location. **NOTE:** The PRF is only responsible for the total force accountability mission of PERSCO. Because an existing MPF already exists, the appropriate MPF function is responsible for providing personnel-type support to the deployed force. A casualty assistance representative (CAR) is responsible for all casualty matters concerning the deployed force.
- 4.3.1.3. Provides assistance to PTs tasked to the MPF.
  - 4.3.1.3.1. Assists PTs in developing training templates for MANPER-B operations.
  - 4.3.1.3.2. Provides the PT chief with all information concerning the personnel facet of all plans, exercises, base support plans, and deployments.
  - 4.3.1.3.3. Trains PTs, PRC, and PDF personnel to operate the MANPER-B operating system according to the MANPER-B AFJQS. The PRF documents MANPER-B task certification training in part IV of the member's CFETP.

#### 4.3.2. PRF MANPER-B / Red-Mini Systems.

4.3.2.1. Manages the MANPER-B systems assigned to the MSS IAW paragraph 2.18. of this instruction.

4.3.2.2. Ensures MANPER-B equipment is loaded by the designated equipment custodian into a deployable IPMS account IAW AFI 33-112 with the information identified in AFCSM 10-626, Volume 2. **NOTE:** This information allows high-level visibility of MANPER-B equipment supporting the MAJCOMs.

4.3.2.3. Follows Red-Mini user responsibilities outlined in paragraph 2.17. of this instruction.

4.3.3. Accountability. Force accountability accuracy and its reporting is the single most important responsibility of personnel and the PRF. Accountability provides information to deployed theater leadership as well as Air Staff, HQ AFPC, and MAJCOMs concerning the force structure being deployed. The home station commander and the supporting MAJCOMs are provided a concise picture of force capabilities remaining at home station supporting other operations or missions.

4.3.3.1. Establishes procedures to in-process augmenting personnel. The PRF is responsible for all PERSCO accountability responsibilities until the augmentation force departs the location. **NOTE:** Other MPF agencies are responsible for providing personnel program services to deployed forces while PRF is responsible for the total force accountability mission.

4.3.3.2. Maintains personnel strength accountability (deployed and TDY augmentation forces) using the MANPER-B system and the Personnel Data System (PDS). PRFs must constantly work to maintain accurate accountability information allowing them to provide useful products to customers.

4.3.3.2.1. MANPER-B is the tool used to update and track personnel supporting execution plan requirements. This tool uses DPT and a series of business rules to alert User's to changes in the deployment requirement and the deployed person. MANPER-B also uses a series of business rules interpreting DPT from PTs establishing deployed force accountability.

4.3.3.2.2. MANPER-B is programmed to generate PDS transactions to inform home-station commanders of the whereabouts and status of their deployed personnel. PDS is the tool used by CSS and commanders to track their personnel's duty status conditions.

4.3.3.2.3. Establishes procedures ensuring PDS transactions, PRF - or incoming DPT- generated, are loaded and processed at least on a daily basis or as directed by higher headquarters.

4.3.3.2.4. Establishes daily procedures to process both personnel and plan DPT. The PRF must review DPT logs to determine the changes to their plan file and personnel deployed.

4.3.3.2.5. Processes daily all HAFDPMAR7150 (personnel DPT) received from PTs.

4.3.3.2.6. Ensures duty status code 20 (contingency, exercise, or deployments) and all other applicable deployment updates are accomplished and introduced into PDS in a timely manner, including MANPER-B- generated updates.

4.3.3.2.6.1. Validates all updates to ensure corrective action is taken in case of rejects, regardless of the update manner. The PRF must review and take immediate action to correct rejected transactions.

4.3.3.3. Depending on the scope of the crisis, the PRF may require initiation of a PDF to process and account for forces. For build-up bases, PRFs may require augmentation to assist with the reception and processing of inbound personnel until the PT arrives.

4.3.3.4. Ensures all areas of contingency TDY reporting are accomplished daily. Establishes a daily routine to send and retrieve TDY information. The requirement for TDY mini-record reporting originates upon notification by a MAJCOM that forces are required to deploy or upon assignment to an execution plan requirement. Establishes TDY mini-record reporting to provide:

4.3.3.4.1. On-site commanders and staff with the capability to rapidly determine how many personnel, by skill, are available at any given time. This capability exists at the home-station as well as at the deployed commander level.

4.3.3.4.2. An abbreviated personnel record used by PTs to inform deployed managers (commanders and other applicable agencies) of personnel who are deployed in support of their mission. Provides minimum personnel information to sustain essential on-site mission operations. This information supports employment accountability, redeployment (returning to home station), forward deployments, force rotation, and replacement.

4.3.3.4.3. A method of achieving and maintaining strength accountability and monitoring overseas country strength ceilings.

4.3.3.4.4. The capability at all organizational levels to monitor the status, progress, and capability of the deployed force.

4.3.3.4.5. The capability of forecasting or projecting arrivals and their travel itineraries allowing for deployed reception, beddown, and commander-mission planning.

#### 4.3.4. PRF Deployment Processing.

4.3.4.1. Establishes procedures to source personnel to fill requirements validated by the base-level manpower office. **NOTE:** Reserve Component units are not authorized a manpower function; therefore, the PRF must validate the requirement IAW AFI 38-205, AFI 10-403, and this instruction.

4.3.4.1.1. Both the manpower office and PRF receive plan requirements built and flowed by the AEFC (owning MAJCOM for exercises). Refer to AFI 10-400 for AEFC sourcing guidance.

4.3.4.1.2. Upon receipt of tasking, the manpower office expeditiously works with the IDO, PRF, and UDM to validate the requirement ensuring a person can be identified within 3 working days after tasking receipt. The manpower and/or PRF forward(s) taskings to the IDO, for their additional tasking to the unit(s) using integrated deployment system (IDS) mechanisms. **NOTE:** See [Attachment 5](#) of this instruction for sample notification memorandum for individual taskings.

4.3.4.1.3. Unit commanders identify personnel to fill requirements and provide the PRF the names of tasked personnel. MPFs must flow mini-records as soon as possible after the PRF receives the deployment tasking, but no later than 90 days prior to the DRI, or no later than 7 days after receipt of taskings when received within 60 days prior to the DRI.

4.3.4.2. Provides initial briefing to the tasked personnel within 3 working days of receiving the personnel tasking list from the unit commander.

4.3.4.2.1. Verifies the tasked member's eligibility status. This includes the member meeting all qualifications outlined by the tasking and AFI 10-403. Although the ultimate responsibility for deployment eligibility rests with the unit commander, the PRF serves as the wing's last set of eyes ensuring all personnel in a questionable deployment status have appropriate waivers according to the governing guidance. Reports personnel found ineligible to deploy to the unit commander and IDO for resolution.

4.3.4.2.2. Directs tasked units to comply with the requirements specified in the DRMD tasking. Tasked commanders can request the deployed commander waive the DRMD requirements. Such requests must be routed through the PRF to the deployed commander via the PT with information copies to the supporting and component commands.

4.3.4.2.2.1. If the deployed commander approves the request, the PT will notify the tasked commander via PRF, courtesy copying the supporting MAJCOM and component command and intermediate-level headquarters (IHQ), if established. **NOTE:** If appropriate, the deployed commander may want to consider modifying the DRMD to reflect this change.

4.3.4.2.2.2. Directs that if the deployed commander disapproves the request, the tasked commander must fill the requirement as specified in the DRMD.

4.3.4.2.2.3. During the initial briefing, provides tasked personnel information concerning the tasking (e.g., location, fact sheets, processing guidance/reporting instructions, etc.)

4.3.4.2.3. Ensures tasked members have proper identification credentials according to the component command's reporting guidance/processing instructions and the DOD Foreign Clearance Guide. If applicable, the PRF works with the passport office to process passport and/or visa applications, ensuring all documentation is submitted within 30 calendar days of a member's initial briefing.

4.3.4.2.4. Provides medical, dental, immunization, and other clearance paperwork to tasked member for completion NLT 30 workdays after receipt of the member's name for deployments not requiring activation of the PDF. **Attachment 6** and **Attachment 7** of this instruction provide sample memorandums for medical, dental, and immunization clearances. For PDF-processed deployments, ensures deploying personnel out-process according to the base's IDO or PRF. **NOTE:** This timeframe may be reduced for short-notice deployments to a period ensuring all clearances are completed within 5 workdays from the DRI.

4.3.4.2.5. Assigns persons to requirements within the MANPER-B. Performs accountability responsibilities IAW paragraph **4.3.3.** of this instruction.

4.3.4.2.6. Prepares and dispatches Personnel Identification and Travel Itinerary Report IAW **Figure 6.3.** of this instruction. **NOTE:** The reporting requirement in this paragraph is exempt from licensing IAW AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal Public, and Interagency Air Force Information Collections.*

4.3.4.2.6.1. Identifies personnel tasked for deployment and provides travel information for the PT or MPF to conduct reception processing at the employment location.

4.3.4.2.6.2. Reports when the member is identified and submits supplemental reports whenever the information changes (e.g., if itinerary information is not available when the member is assigned).

- 4.3.4.2.7. Prepares an AF Form 3847, **Deployment Processing TDY Checklist**, IAW **Attachment 4** of this instruction for all personnel identified to deploy who are not part of a unit move. **NOTE:** The component command may establish unique checklists for units to supplement the AF Form 3847. Unique checklists will be approved by HQ AFPC/DPWRO prior to implementation and must be included in their MPFM outlining reporting instructions for the operation or their reporting instructions/processing guidance message.
- 4.3.4.3. After verifying with the IDO the mode and source of movement with the TPFDD, coordinates with the IDO and transportation office to request official travel for personnel deploying. Must provide the cargo movement operations system (CMOS) file to the transportation office regardless of number of individuals deploying IAW paragraph **4.4.11.4.** of this instruction.
- 4.3.4.3.1. Sends travel itinerary reports to deployed PERSCO Teams within 5 duty days of reservation confirmation.
- 4.3.4.3.2. Updates travel information in MANPER-B.
- 4.3.4.4. Prepares CED orders IAW the component command's reporting instructions/processing guidance, and chapter 7 of this instruction, *only* after member is medically cleared, meets all tasking qualifications, and/or the deployed commander's waiver is received.
- 4.3.4.5. Is responsible for out-processing the member.
- 4.3.4.5.1. Prepares AF Form 245, **Employment Locator and Processing Checklist**, for personnel deploying on non-UTC taskings IAW **Attachment 3** of this instruction.
- 4.3.4.5.2. Prepares and dispatches departure report IAW **Figure 6.2.** of this instruction.
- 4.3.4.5.3. Updates the member's departure in MANPER-B and processes DPT and PDS transactions IAW AFCSM 10-626, Volume 2.
- 4.3.4.6. Maintains accountability of deployed personnel IAW paragraph **4.3.3.** of this instruction until they return to home station.
- 4.3.4.7. Establishes procedures with units to report the return of deploying members, ensuring the return is updated within 24 hours after the member's return. Updates the member's return in MANPER-B, processing DPT and PDS transactions IAW AFCSM 10-626, Volume 2.
- 4.3.5. PRF General Responsibilities.
- 4.3.5.1. Processes requests for SAF 179-day TDY waivers IAW AFI 36-2110.
- 4.3.5.2. Establishes interface with the CPF readiness focal point, to review processes, procedures, and policies for deploying civilians and contractor personnel.
- 4.3.5.3. Follows guidance in **Attachment 2** of this instruction on the utilization and accountability of IMAs.
- 4.3.5.4. Follows up on processing discrepancy reports submitted by MPFs or PTs to ensure all required actions are completed within 72 hours of receipt.
- 4.3.5.5. Submits discrepancy reports to PTs or MPFs within the timelines outlined in this instruction or the component command's reporting instructions/processing guidance.

**Section 4C— The Personnel Deployment Function (PDF)**

**4.4. Operations and Procedures.** Directed by Joint Publication 1-0. The PDF is part of the installation's deployment processing activity designed to ensure deploying personnel are properly accounted for and prepared for deployment. Serves as the installation's focal point for monitoring all personnel processing activities to include orders preparation/production, eligibility screening, pre-deployment briefings, assisting the transportation/passenger terminal in passenger manifesting PDF Deployment Processing.

4.4.1. The IDO, in coordination with the MPF commander, establishes a PDF for mass processing of deploying personnel IAW this instruction and AFI 10-403. **The rule of thumb for standup of a PDF is a deployment force size of 25 or more personnel moving at one time.** However, special circumstances (the deployment reason, resource availability, etc.) may warrant standup of a PDF for fewer personnel.

4.4.1.1. Ensures PDF capabilities meet the requirements of the forces deploying. Once established, PDFs must be prepared for personnel processing around-the-clock as the local mission dictates.

4.4.1.2. Establishes deployment eligibility/check-in and immunization stations for processing deploying forces, when required.

4.4.1.3. Establishes optional processing stations or services IAW AFI 10-403.

4.4.2. Coordinates with the IDO and Transportation office the TPFDD mode and source of movement.

4.4.3. Advises commanders when personnel selected for deployment are ineligible to deploy IAW DRMD requirements, this instruction, AFI 10-403, AFI 36-2110, and the reporting instructions/processing guidance issued by the component command. Although the ultimate responsibility for deployment eligibility rests with the unit commander, the PDF serves as the wing's last set of eyes ensuring all personnel in a questionable deployment status have appropriate waivers according to the governing guidance or are replaced. Reports personnel found ineligible to deploy to the IDO for resolution.

4.4.3.1. Prepares new identification (ID) tags (dog tags), military and civilian ID cards, and Geneva Convention cards upon request.

4.4.3.2. Accomplishes changes to DD Form 93, **Record of Emergency Data**, and SGLV-8286, **Servicemember's Group Life Insurance Election and Certificate (SGLI)** upon request.

4.4.3.3. Finance. Obtains cash advances for short-notice contingency deployments, adjusts pay allotments, establishes direct deposit, and other related financial actions.

4.4.3.4. Legal. Opportunity to update wills and powers of attorney.

4.4.3.5. Chaplain.

4.4.3.6. Family Support.

4.4.3.7. Services (in-flight kitchen).

4.4.3.8. Baggage Handling. **NOTE:** Although these services may not be established for the deployment, the PDF must have the capability to prepare new DD Form 93, ID Card, Geneva Convention card, and dog tags on request from deploying personnel.

4.4.4. Ensures units provide civilians with appropriate passport and visas, if required. When deploying civilian personnel, the PDF ensures they have the appropriate civilian ID card and Geneva Convention card.

4.4.5. Ensures personnel selected for deployment have enough retainability to complete the established TDY tour length plus all required processing time IAW Joint Publication 1-0 and AFMAN 10-401, Volume 1. Ensures personnel with established assignments, separation or retirement have enough retainability after TDY to outprocess IAW AFI 36-2110, *Assignments*, AFI 36-3207, *Separating Commissioned Officers*, and AFI 36-3208, *Administrative Separation of Airmen*.

4.4.6. Maintains accountability of deploying personnel from the time they arrive at the PDF processing line until they leave home station. This includes controlling the deploying personnel until they arrived at the transportation/passenger terminal function.

4.4.7. Provides services for new DD Forms 93, ID cards, Geneva Convention cards, and ID tags (dog tags) upon request from deploying personnel.

4.4.8. Ensures deploying members are briefed on the their final destination, Foreign Clearance Guide, DOD travel security advisory, the area of deployment, force protection requirements, and any other training requirements identified in the component command's reporting instructions/processing guidance, in coordination with Security Forces and the Office of Special Investigations (OSI).

4.4.9. Coordinates UDM filler and shortfall actions for unit personnel shortages with the personnel representative on the deployment control center (DCC) staff and UDM. Ensures the authorized, assigned, and available personnel are correctly documented according to AEF sourcing on AF Form 4006, **Unit Deployment Shortfalls**, as outlined in AFI 10-400 and AFMAN 10-401, Volume 1.

4.4.9.1. Ensures the DCC submits personnel shortfalls and reclama messages according to AFI 10-400 and component command reporting instructions/processing guidance when position cannot be filled from base resources.

4.4.10. Uses MANPER-B to produce CED orders IAW this instruction, AFI 10-403, and component command reporting instructions/processing guidance. CED orders may be produced at the PDF, PRF or elsewhere as determined by the MPF commander or PDF chief. **NOTE:** The accuracy and timeliness of this process are critical to expedient PDF processing and accurate PERSCO accounting at the FOL.

4.4.11. Uses IDS components to the maximum extent.

4.4.11.1. Provides logistics module (LOGMOD) updates or changes to personnel information as they occur IAW AFI 10-403.

4.4.11.2. RC PRFs provide LOGMOD updates or changes to plan information as they occur IAW AFI 10-403 and AFI 38-205. **NOTE:** For active duty units, the manpower office is responsible for providing LOGMOD changes to plan information.

4.4.11.3. Processes LOGMOD personnel assignment data into MANPER-B for issuing orders.

4.4.11.4. Provides the transportation office a CMOS file for electronic manifesting once processing for a chalk is complete. CMOS files must be created and provided to the transportation office regardless of the number of individuals deploying. **NOTE:** If a PDF is not used for the deployment, the PRF must produce and provide the CMOS file to the transportation office.

4.4.12. Prepares a personnel accountability kit (PAK) for the deploying troop commander IAW this instruction and component command reporting instructions/processing guidance.

- 4.4.12.1. Marks both sides of the PAK with this statement: PERSONNEL ACCOUNTABILITY KIT.
- 4.4.12.2. The PAK contains:
- 4.4.12.2.1. One CED order for each person with a complete SSN. **NOTE:** If classified, include only the unclassified extract of the CED orders in the PAK.
  - 4.4.12.2.2. AF Form 245 (2 copies) for each person. **NOTE:** Do not prepare AF Form 245 for local exercises; however, exhibit the capability to produce it for inspections. Tasked units prepare AF Form 245 (see [Attachment 3](#)) for all unit moves. The MPF PRF prepares the form for non-UTC tasking movements IAW paragraph [4.3.4.5.1](#) of this instruction.
- 4.4.12.3. Gives a PAK to the senior member of each group with a common destination when members are traveling to different deployed locations in the same AOR or if personnel are traveling to an Aerial Port of Embarkation (APOE).
- 4.4.12.4. Briefs deploying troop commander or senior member of each group with a common destination to hand-carry the PAK to the PT or MPF at the deployed location.
- 4.4.13. Instructs all deploying personnel to report to the deployed personnel processing facility, normally a PT, for in-processing and deployed accountability purposes.
- 4.4.14. Works with the PRF ensuring all deployed personnel duty status codes (DSC 20) are updated reflecting their deployment and departure from home station.
- 4.4.15. Ensures every deploying member knows their end destination, even if the destination is “classified.”
- 4.4.16. Ensures all mini-records (DPT) and PDS transactions for deploying personnel are processed IAW this instruction and the component command’s reporting instructions/processing guidance.
- 4.4.17. Ensures that departure report is produced for all chawks processed and transmitted IAW this instruction (see paragraph [6.6](#)).

## Chapter 5

### PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS AND PROCEDURES

#### *Section 5A—Introduction and Scope*

**5.1. Introduction and Scope.** PERSCO is the collection of manual and automated procedures, systems, hardware and deployable teams employed to achieve, maintain, and report up-to-date total force strength accountability for all Air Force personnel assets deployed or employed in support of a wartime, contingency (including steady-state operations), emergency or military missions. This chapter outlines all PERSCO processes and responsibilities. Understanding and accomplishing these roles and responsibilities are crucial to ensuring the primary PERSCO mission of accurate real-time or near real-time force accountability is successful.

5.1.1. PTs are established by the Air Staff PERSCO FAM HQ USAF/DPFJ and sourced to the MAJCOMs in the numbers and types indicated in the WMP, volume III, to meet national military strategy and the Joint Strategic Capabilities Plan (JSCP). All PTs are structured IAW the UTC registered in the Manpower and Equipment Force Package (MEFPAK). MAJCOMs may task MPFs with multiple team requirements; however, they must ensure the total requirement is supportable.

5.1.2. For planning purposes, all PTs established in support of requirements are considered formed, trained, and immediately available for deployment.

5.1.3. The MPF **must** provide assigned PERSCO personnel with a solid PERSCO training program. This is critical to a well-tuned personnel readiness and deployment process. Due to personnel lists being assigned to a wartime duty of PERSCO operations they will not be assigned READY duties at home station that conflict with their PERSCO duties.

#### *Section 5B—PERSCO Team Planning Factors for the Component Command*

**5.2. PERSCO Team Sizing.** The question of how much PERSCO support is necessary at any deployed location has no simple answer. Each depends on a series of tangible and intangible conditions. The component command personnel planner takes into consideration the PT's mission along with known tangibles and chooses the best team configuration to deploy. All PERSCO and personnel augmentation team UTCs are registered in MANFOR. **Table 5.1.** is an overview of all UTCs. The MANFOR illustrates the complete capability and the LOGFOR lists the requirement equipment/supplies of each UTC.

Table 5.1. PERSCO and Personnel Augmentation Team Overview Table.

Team	Description
<b>RFBF1</b>	PERSCO Accountability Team. An independent team composed of two members, who are trained and equipped to provide personnel accountability, reporting, force management, and casualty reporting.
<b>RFBF2</b>	PERSCO Augmentation Team. A dependent team consisting of four members that <b>cannot deploy without a RFBF1 team or MPF PRF present at the deployed location</b> . Augments an already in-place RFBF1 team. Enforces personnel accountability, reporting, force management, and casualty reporting. This team provides limited ability to support routine deployed personnel programs.
<b>RFBF3</b>	PERSCO Sustainment Team. A dependent team of two members, <b>that cannot deploy without a RFBF1 team or MPF PRF present at deployed location</b> . Augments a PERSCO accountability team--provides capability to support routine deployed personnel programs.
<b>RFBF4</b>	PERSCO Senior Leadership Team. A one-person team, that coordinates and directs personnel programs for deployed commanders and personnel staffs.
<b>RFBF5</b>	PERSCO Civilian Team. A one-person team that coordinates and directs civilian personnel programs for the deployed civilian population.
<b>RFBFP</b>	Higher Headquarters (HHQ) Augmentation Team. This independent team composed of nine members is the primary team to provide augmentation to an existing headquarters level personnel readiness staff or can be used as a stand-alone team for a JTF/CTF/AFFOR personnel function.
<b>RFBFR</b>	HHQ Augmentation Follow-on Team. This dependent team composed of five members <b>cannot deploy without a RFBFP team or headquarters agency present at the deployed location</b> . Augments the HHQ augmentation team. Provides expanded staffing for assisting with AOR PT management, requirements management, personnel plans and policies.
<b>RFBFS</b>	HHQ Augmentation Sustainment Team. This dependent team composed of four members <b>cannot deploy without a RFBFP team or headquarters agency present at deployed location</b> . Augments the HHQ augmentation team. Provides long-term augmentation during increased operations assisting AOR PT management, requirements management, personnel plans and policies.
<b>RFBFT</b>	MAJCOM Director of Personnel (DP) Augmentation Team. A six-member team that provides personnel support to the MAJCOM Director of Personnel for issues that are not readiness related, but may be required as a result of operations in their theater of responsibility.
<b>RFBFU</b>	Commander Support Staff (CSS) Team. A three-member team that provides personnel support to a deployed unit commander and all deployed personnel assigned to that deployed unit.
<b>RFBFV</b>	HHQ/DP Officer Sustainment Team. A one-person team that provides senior personnel leadership support and augmentation to an existing headquarters personnel readiness function or to act as the personnel director on a Joint or combined staff.

5.2.1. Overall Mission. Varying missions of PTs and their operating environment tend to influence team size. For example, teams employed to the US Central Command (USCENTCOM) area of responsibility may operate in a totally different environment than a Pacific Command (PACOM) or European Command (EUCOM) environment.

5.2.2. Teams Employed at a Main Operating Base (MOB). Since a MPF already exists to provide basic personnel services, a PT going into a MOB should only be responsible for the total force accountability aspect. An existing MPF may require augmentation to properly support the reception of projected employed forces.

5.2.3. Teams Employed at Bare Base Operations. The component command personnel planner may want to increase PERSCO support for Bare Base locations, especially in the deployment phase of operations when it is generally more difficult to locate and account for personnel, coordinate management actions, and provide for personnel matters.

5.2.4. Site Infrastructure. Although not directly affecting the number of PERSCO members, permanent structures, services, and communications support may affect the amount of PT support equipment needed to operate effectively. The component command personnel planner coordinates with logistics planners IAW AFI 10-404, *Base Support Planning*, to determine what facilities exist, and what equipment and supplies are readily available at each employment location identified in the TPFDD. At a minimum, the personnel planner coordinates with the following agencies to identify PERSCO infrastructure requirements:

5.2.4.1. Logistics and security forces planners for facility, equipment, and supply requirements. **NOTE:** Security forces are involved because MANPER-B operations require classified operating environment protection.

5.2.4.2. Civil engineer planners for electric power requirements. The component command provides electrical transformers to meet MANPER-B power requirements to convert 220 volts to 110 volts, where applicable. *ONLY* MANPER-B laptops are capable of automatically switching over to 220 volts internally on their mainboards (dual voltage capable). JAZ drives, printers and AT&T 1910 cryptographic modems are not dual voltage capable. **NOTE:** Units deploying overseas should ensure a 220-surge suppressor is available for the MANPER-B system.

5.2.4.3. Communication planners are responsible for communications requirements for all locations in the AOR capable of supporting wartime and contingency operations. Communication support includes:

5.2.4.3.1. Identifying the need for secure and non-secure telephone/data fax capability.

5.2.4.3.2. Identifying the need for SIPRNET and NIPRNET LAN capability.

5.2.5. PTs providing support and strength accounting to GSUs. When tasked, a PT assumes an additional workload to update GSU duty status information and provide GSU commanders and agencies with data products for their personnel resource management. When this occurs, a PERSCO augmentation should be considered using the rule of thumb of 1 personnel technician per 200 GSU individuals.

5.2.6. Proximity to Area of Conflict. A small PERSCO addition should be considered as the anticipated casualty rate directly influences the casualty reporting workload.

5.2.7. Size of Activity Supported. There is not necessarily a direct relationship between the size of the force, and the PERSCO support needed. PTs supporting a large GSU population will need personnel to support their accountability activities. Judgment of the personnel planner is a key element in establishing PT tasking and its ultimate size. The formula of 1 personnel technician per 150 individuals is used as a guide and tempered by other factors. This number is only a baseline to start planning. All other factors mentioned must be taken into account when determining the size of team to employ at a location. The supported or component command personnel planner must also determine if a UTC will be fragmented or if an entire UTC will be used.

5.2.8. PERSCO Support and MPF Augmentation. The following factors are taken into consideration when determining the amount of PERSCO support and MPF augmentation:

5.2.8.1. Under peacetime situations, Air Force manpower standards stipulate one-3S0X1 personnel can support 62 personnel.

5.2.8.2. When calculating expanded in-place work force (3S0X1) capability, a 40-hour workweek expands to a 60-hour workweek according to AFI 38-201, *Determining Manpower Requirements*, and WMP, Volume 3, Annex G. As such, multiply the total 3S0X1-workforce population by 1.2 to determine the expanded workweek capability.

### 5.3. PERSCO Logistics.

5.3.1. Ensures Annex E or PERSCO CONOPS identifies and assigns all PT logistical requirements (e.g., communications, power, furniture, vehicle requirements, etc.).

5.3.2. Reviews TPFDD to source MANPER-B system (UTC RFBEQ) shortfalls. Efforts must be made to fulfill all MANPER-B system requirements from within the command prior to contacting HQ AFPC/DPWRO for additional systems support.

5.3.3. Specifies primary and alternate communication requirements, such as data, voice, message, text, communications availability, and performance criteria.

5.3.4. Provides a detailed CONOPS for deployed PTs when communications are a LIMFAC. This concept includes automated or manual accountability and instructions to satisfy Air Force reporting requirements. Refer to **Chapter 3** of this instruction for detailed CONOPS guidance, but the CONOPS should also include:

5.3.4.1. Unique theater-strength reporting requirements.

5.3.4.2. GSU and supporting PERSCO procedures.

5.3.4.3. Theater-unique personnel reporting instructions.

5.3.4.4. Transient accountability procedures and reporting requirements to include Aerial Ports of Debarkation (APODs) at military and commercial airfields.

5.3.4.5. Other command and control relationships needed to streamline the force accountability process in the AOR.

### 5.4. Establishing PERSCO Team Requirements.

5.4.1. Because PT requirements or size are based on final population totals for each deployed site; PERSCO force size is determined near the end of the TPFDL requirement generation process.

5.4.2. Ensure all locations requiring PERSCO support have UTC RFBF1 (Team 1) as a basis for all PT support and RFBEQ for equipment. The RFBF1 accountability team must be the basic team at every location. Additional PT UTCs will be added to Team 1 to provide additional support such as sustainment actions and personnel program support. See paragraph 5.2. of this instruction for PT size formula. **NOTE:** These numbers may be altered for unit exercises and operational readiness inspections (ORIs).

5.4.3. On completion of this portion of Annex E (with the appropriate supporting appendices), the component command personnel planner coordinates PERSCO requirements through the MAJCOM functional areas needing to support the tasking. The approved requirements are then included in the component command OPLAN. PERSCO manpower requirements are submitted to the component command manpower office for review and update to the TPFDL. Requirements for PERSCO facilities, equipment, and supplies are reviewed and approved by the appropriate Air Staff agency based on the requirements in the OPLAN.

5.4.3.1. Ensure the equipment is clearly defined in the TPFDL and that movement corresponds with the personnel movement.

### ***Section 5C—PERSCO Responsibilities and Qualifications***

**5.5. PERSCO Eligibility Criteria .** All personnel assigned to an MPF or CSS who have been awarded and are performing duty in the AFSCs outlined in the PERSCO UTCs are considered eligible for designation as a PT member. AFI 10-403 outlines the person's deployment availability for selection as a PT member. When selecting personnel, the PT chief and MPF commander must select the most qualified personnel for PERSCO membership. Experience has shown a contingency deployment is not the time for gaining experience by sending unqualified personnel. Do not deploy personnel that are not fully trained and qualified to perform PERSCO duties during contingency operations.

**5.6. PERSCO Individual and Team Certification Process.** AFI 10-244 contains certification guidance for MAJCOM commanders in certifying their deploying and prepared to deploy order (PTDO) forces and holds them accountable for organizing, training and equipping UTCs to perform the theater-specific mission. In support of this mandate, this PERSCO certification process sets an Air Force-wide standard and will ensure that fully trained and qualified PERSCO members meet AEF predictability and stability goals prior to deployment.

5.6.1. The following certification process places responsibility on the support group commander (SPTG/CC) for certifying PERSCO team mission readiness, and for ensuring only mission-ready PERSCO teams deploy

5.6.1.1. Individual and team PERSCO members, MSS/CCs, and SPTG/CCs will use the **PERSCO Member Mission-Ready Certification Format, Attachment 12**, to document the following: (Format can be found on <http://www.afpc.randolph.af.mil/readiness>)

5.6.1.1.1. Individual PERSCO members will certify having received adequate training to successfully accomplish individual PERSCO duties and responsibilities.

5.6.1.1.2. MSS/CCs will certify that individual PERSCO members have completed all training requisites and are mission ready.

5.6.1.1.3. SPTG/CCs will certify PERSCO Teams UTC mission-ready competency by briefing and/or demonstration of the following job qualification standard (JQS) criteria, **Attachment 13**:

5.6.1.1.3.1. Basic PERSCO knowledge.

5.6.1.1.3.2. MANPER-B system set-up and operations.

5.6.1.1.3.3. Deployment, arrival, sustainment, redeployment, and reconstitution actions.

5.6.1.2. Upon completion of certification process for a given PERSCO team, MSS/CC will forward copies of completed certification forms to MAJCOM PERSCO functional manager.

5.6.1.3. Individual and MSS/CC certification must be completed for any member assigned to an already team-certified UTC.

5.6.1.4. Team re-certification must be completed upon the replacement of:

5.6.1.4.1. One or more members of an already certified 2-person PERSCO UTC.

5.6.1.4.2. Two or more members of an already certified 3-person PERSCO UTC.

5.6.1.5. Completed forms will be retained on file for 1 year after team certification.

**5.7. PERSCO Member Response Time** . All PT members must be available for deployment on a 24-hour per day basis. During an increased readiness posture, PT members must be able to arrive at their assigned MPF within the timelines outlined in the DOC response time (normally 4 hours after receiving an alert order or deployment notification). Members must arrive at the MPF in “ready-to-deploy” condition. After arrival at the MPF, PTs must inspect, prepare, and stand ready to deploy within 6 hours of the original alert or deployment notification (applicable to RC teams only after mobilization).

**5.8. Utilization of PERSCO Teams.** The MANFOR provides the manpower structure of each PT , the LOGFOR provides the equipment requirements, and **Attachment 14** lists the necessary supply items. PTs can be deployed to any place from which Air Force operations are being conducted, ranging from a main operating base, to bare base operations. PTs may be tasked to perform as stand-alone units combined with other PTs, or as a MPF PRF augmentation package. PERSCO UTCs are not designed to be totally stand-alone teams for long periods of time. For example, the RFBF1 can stand-alone temporarily during the initial phases of a contingency operation. Once the operation reaches a sustainment phase, either an RFBF2 or RFBF3 team should augment the initial team. Mission needs and the current situation will dictate which, if either, of these teams is used. If the crisis ends before the sustainment phase commences, then the RFBF1 will not need to be augmented.

5.8.1. The requirements in specific contingency situations must be continuously monitored and reviewed by the component command personnel planner. In the event of forward deployments of TDY forces or other adjustments in the size of these forces, the PT requirements are reviewed and adjusted if necessary.

5.8.2. Except for the RFBF4 team, when PTs are deployed to an existing MPF, they will augment the PRF or the employment office (if the PRF does not exist). Responsibilities will include those outlined by this instruction, AFCSM 36-699, Volume 1, executed OPLAN Annex E, and the component command. The RFBF4 team is used to augment the MPF commander’s office if augmenting an existing

MPF. If used at a bare-base location, the RFBF4 UTC will be the director of personnel programs for base leadership.

## 5.9. The Planning Phase - Pre-Deployment Actions.

5.9.1. Training. Training is the single most important item in the pre-planning phase. Well-trained PT members are key to personnel's wartime mission: total force accountability.

5.9.1.1. The MPF commander is responsible for all PT training.

5.9.1.2. All military or civilian personnel subject to or identified to deploy must receive appropriate deployment training. This includes personnel who are assigned as a primary or alternate to fill UTC requirements. The number of alternate personnel to be trained is at the parent MAJCOM's discretion. Sufficient alternate PT members should be trained to maintain PT operations taking into account change of assignment, PCS, and primary member replacement actions.

5.9.1.3. Upon assignment to a PT (either primary or alternate), personnel receive initial PERSCO training and basic deployment training.

5.9.1.3.1. The MPF commander and designated PERSCO trainer coordinates training for team members according to the guidelines outlined in this instruction, AFI 10-403, PERSCO and MANPER-B AFJQSs, and the tasked UTC MISCAP statement.

5.9.1.3.2. The MSS UDM serves as the focal point for scheduling and documenting all initial/recurring ancillary deployment training and classified courier training for PT members. AFI 10-403 outlines the basic deployment training requirements. The UDM ensures the equipment custodian receives training in MANPER-B equipment management and reporting procedures according to paragraph 6.14. of this instruction, cargo preparation, and check-in procedures according to AFI 10-403 and the IDO.

5.9.1.3.3. The MPF commander ensures assigned PERSCO personnel complete required PERSCO training IAW this instruction and PERSCO AFJQS within 12 months (18 months for members of the ARC) of designation as a PT member. MPF commanders will also ensure PT members demonstrate proficiency in all PERSCO AFJQS items at least once every 12 months after initial training completion for as long as the member is assigned to a PT. MPF commanders will ensure recertification training is accomplished for any training item where a member fails to demonstrate proficiency.

5.9.1.3.4. The MSS commander awards the PERSCO SEI 297 to personnel completing all mandatory requirements IAW AFMAN 36-2108. SEI 297 must be updated in MilPDS NLT 2 working days after the PT member is awarded the SEI.

5.9.1.4. PTs are likely to face a wide variety of personnel and accountability tasks during field operations. Therefore, all team members will be trained to the "Go/No-Go" level. Refer to the 3S0X1 CFETP for additional information on training levels. Team training will be geared to the generalistic approach; that is, each member of the team will be equally trained on all areas of responsibility. This allows flexibility in the establishment of teams and flexibility in duty assignments while deployed. **NOTE:** Only MANPER-B operators, filling positions identified as requiring SEI 299, are required to be "Task Performance " trained on the MANPER-B.

5.9.1.5. Because of the dynamic challenges that PTs face, the following training recommendations are provided:

5.9.1.5.1. The PT chief should assign areas of expertise to individual PT members and require each member to build training packages for his/her area of expertise. During training sessions, the “experts” should provide training to the rest of the team for their area of concentration. As programs evolve, the “experts” change and modify training packages maximizing the reuse capacity of the information.

5.9.1.5.2. In-house training sessions should be conducted and documented at least monthly to ensure all team members receive training on all required areas within 12 months of initial assignment.

5.9.1.5.3. Training should be as realistic as possible. Training material should be produced to cover likely scenarios the PT members may encounter while deployed. Many lessons can be learned from the experience of others. Determine who has previously deployed on a contingency or exercises in the past 2 years, and have them conduct a portion of the training and share their experiences. Also refer to AFPC/DPWR web page at <http://www.afpc.randolph.af.mil/readiness> for lessons learned from other PERSCO teams.

5.9.1.5.4. Each team member must also receive basic deployment training, as many of the classes/courses are already in-place. Work closely with the UDM and IDO to determine additional training requirements.

5.9.2. Supply Kits and Equipment. It is imperative PERSCO supply kits and MANPER-B equipment be constantly maintained in a mission-ready status. Supply kit and equipment composition is outlined in each PERSCO UTC team’s logistics force packaging system (LOGFOR). **Attachment 14** outlines the miscellaneous supplies/equipment needed for each team.

5.9.2.1. The MSS commander appoints an Equipment Custodian (EC) for PERSCO LOGFOR equipment and MANPER-B systems. **NOTE:** Each team tasked with a MANPER-B system and/or LOGFOR equipment must have its own appointed EC since they may deploy to different locations.

5.9.2.1.1. The PT chief will ensure the EC completes an annual inventory of supplies and equipment. The team chief will also ensure an inventory is completed immediately upon notification of a deployment. **NOTE:** If the MPF is tasked with multiple teams supporting multiple locations, each team supporting a different location must identify a different equipment custodian.

5.9.2.1.2. Units deploying overseas should ensure a 220-volt surge suppressor and universal plugs are available for the MANPER-B system.

5.9.2.2. Maintenance of Supply Kits. A supply kit, (as specified in the tasked UTC and this instruction), must be established and maintained for each PT. The required contents of the PERSCO supply kits are based on minimum essential needs for performing initial PERSCO duties. The component command can adjust or modify supply kits to support their locations.

5.9.2.2.1. Forms and expendable supplies will be packed and maintained ready for deployment at all times. Air Force Electronic Publications Library (AFEPL) and Delrina Jet Form Flow Compact Disks may be used in place of paper copies of required forms and publications listed in **Attachment 14**. Arrangements should be made with base information management offices to obtain the most current versions of AFEPL and Delrina Jet Form Flow software.

5.9.2.2.2. The MPF commander will ensure the integrity of PERSCO supplies is maintained and that they are not used improperly. PT equipment custodians, along with the team chiefs, are responsible for maintaining the accuracy and correctness of their respective kits, and will audit the contents annually (unless the responsible MAJCOM directs a more frequent audit). This responsibility will not be delegated.

5.9.2.2.3. PTs must audit kits before and after all deployments. Items in [Attachment 14](#) and the tasked UTC logistics detail (LOGDET) are the minimum items required. Team chiefs may add other items they deem appropriate; however, total weight and/or dimension cannot exceed that outlined in the LOGFOR. Before and after all deployments, PT members should check kits to ensure all items are usable. Identify publications, STU IIIs and other MPF equipment designated for PERSCO use. **NOTE:** These items may be used in daily MPF operations if they are maintained in a mission-ready status.

5.9.3. Maintenance of MANPER-B Equipment. Logistics detail (LOGDET) contains a list of equipment items that constitute UTC RFBEQ and provides specific marking and labeling instructions to prepare the system for shipment. PTs tasked to deploy with MANPER-B systems will comply with LOGDET packaging and shipping criteria.

5.9.3.1. The designated equipment custodian ensures MANPER-B equipment is loaded into a deployable Information Processing Management System (IPMS) account with the information identified in AFCSM 10-626, Volume 2. Because AFPC controls warranty services, failure to load IPMS information results in warranty service delays. **NOTE:** This information allows high-level visibility of MANPER-B equipment supporting the MAJCOMs.

5.9.4. Brief PERSCO Responsibilities. The PT chief annually briefs PERSCO responsibilities to all home station commanders with a deployment mission. Use information provided in this instruction and Annex E of the tasked OPLAN(s) to inform them of the component command expectations and personnel CONOPS while deployed. [Attachment 8](#) of this instruction provides a sample responsibilities memorandum. A continuing education program for all commanders will enable PTs to successfully complete their wartime mission. It must be stressed to commanders that personnel's number one priority is total force strength accountability. Once PTs have accomplished this mission, they expand to provide force sustainment operations.

5.9.5. PERSCO Team Pre-Planning Actions. As stated before, in a war or contingency operation there is little time to craft new plans to correct deficiencies in pre-planned personnel requirements. Personnel policies or procedures that vary from peacetime applications must be in the hands of the implementers before execution. The pre-planning checklist at [Attachment 9](#) provides a list of items to look for in a deployment tasking to ensure pre-planning is achieved.

5.9.5.1. PT chiefs will use [Attachment 9](#) to review taskings, ensuring the parent MAJCOM personnel planner covers all issues needed for planning a smooth transition from pre-planning to deployment execution. Items listed in [Attachment 9](#) identify specific references to issues of general guidance in the Air Force's war and mobilization guidance directives that may be pertinent to the OPLAN or tasking. The PT chief will review and brief all team members ensuring they understand OPLAN Annex E.

5.9.5.2. [Attachment 9](#) also lists the specific deployment guidance component commands must outline to support PTs at each deployed forward operating location. Whether the pre-plan tasking

is received in an OPLAN format or tasking message, PTs should be familiar with and use this checklist to ensure component commands provide the proper deployment planning support.

### ***Section 5D—PERSCO Operations and Procedures***

**5.10. Execution Planning Phase - Preparing to Deploy.** All training and planning efforts to this point prepare PTs for deployment execution. The Execution Planning Phase begins once a real-world situation develops requiring AF personnel and resources to respond. At this point, planning at all levels accelerates, often affecting taskings, priorities and, therefore, TPFDD force flow. Because these changes impact base-level decisions, MAJCOM personnel planners must ensure potentially tasked PTs are immediately made aware of changes as they occur.

5.10.1. Phases of Crisis Action Planning (CAP). There are six phases of CAP. Phase VI (execution) directs a PT to deploy. Prior to Phase VI, other actions or indicators take place that a MSS commander or PT chief need to be aware of so the MPF is prepared when the National Command Authority issues the execution order. The following are key milestones to be aware of:

5.10.1.1. Warning or Alert Order. Warning and alert orders are normally sent only to the MAJCOM headquarters and not to the wings. The MAJCOM CAT, battle staff (BS), or equivalent is responsible for retransmitting the order to the affected wings. This requires prompt action on behalf of the CAT/BS personnel planner to ensure timely receipt of this order. The warning or alert order may not contain any specific taskings for a specific weapon system, but does allow the determination of the possible tasking. Upon receipt of a warning order, review the current OPLAN/CONPLAN if available, to prepare for PT deployment requirements.

5.10.1.1.1. Placing Personnel on Standby. Information received in the warning order may spawn the requirement for the MSS or MPF commander to place the tasked PT on standby (this varies from base to base and from commander to commander with each situation). Personnel in the “on-call” AEF buckets are on 72 hours standby to deploy. If a known tasking is coming, personnel should be made available. Placing personnel on standby should allow maximum flexibility when responding to whatever tasking is received.

5.10.1.1.2. Conduct Tasking Review. The Installation Deployment Officer (IDO) holds several planning meetings to review warning/alert order tasking(s) and develop a CONOPS and concept of support if enough detail is available. These tasking review meetings are invaluable opportunities for the MPF commander and PT chief to finalize PT deployment preparations. The MPF commander and PT chief should review all PT taskings and immediately identify to the parent MAJCOM personnel planner all LIMFACs/shortfalls. Other PT final deployment planning actions should include the following:

5.10.1.1.2.1. The PT chief should contact the PRF to obtain as much information as possible about the deployment operation, as a minimum: 1) listing of base personnel who may be deployed and if they are going to the same FOL as the PT; 2) messages (filler/replacement, reporting instructions, etc.) relating to the operation and/or FOL.

5.10.1.1.2.2. The PT chief must review Annex E of the tasked OPLAN or PERSCO CONOPS and reporting instructions, ensuring they include plans for the operation outlining procedures to account for and report personnel strength numbers (to possibly include DOD emergency-essential civilians, DOD-essential contractor employees, other U.S.

forces, and coalition forces), a plan for PERSCO's transition into sustainment operations (see paragraph 5.12. of this instruction for more sustainment operation information) and if applicable, procedures for NEO and safe haven operations. Refer to [Attachment 9](#) for specific PT deployment planning issues. If no OPLAN Annex E or CONOPS is available, the PT chief should immediately contact the parent MAJCOM personnel planner for assistance/guidance.

5.10.1.1.2.3. The PT chief must pay special attention to MANPER-B operation requirements. Contact the component command and make arrangements to review the FOL's Base Support Plan (BSP) (if available) if augmenting an established MPF or the OPLAN Annex E for other locations to assess the PT's requirements for power, secure and unsecured telephone/fax capability, SIPRNET LAN capability, and to identify a classified operating environment. **NOTE:** Because MANPER-B is a classified operating system; the need for a classified operating environment exists for both primary and alternate locations.

5.10.1.2. Execute/Deployment Order. The following actions apply:

5.10.1.2.1. The supporting MAJCOM personnel planner should ensure tasking messages are addressed to the wing commander. Information addressees should include: IDO, tasked units, logistics plans, current operations, manpower, and MPF/PRF. The PRF must inform the MPF commander and PT chief when a PERSCO tasking is received to ensure enough time for the PT to meet the tasking.

5.10.1.2.1.1. Component command and supporting MAJCOM personnel planners must prioritize all PERSCO movement with the other ADVON UTCs in the TPFDD. The priority movement is absolutely essential if force closure visibility and force accountability are to be maintained.

5.10.1.2.1.2. Component command personnel planners will ensure an ERMD is provided to the tasked PT before departure.

5.10.1.2.1.3. For PTs projected to augment an existing PRF, the component command personnel planner will ensure the PT is scheduled to deploy with the main force.

5.10.1.2.2. If not already done, the PT chief now initiates a PT recall and informs the MSS/CC when the PT is ready to deploy.

5.10.1.2.3. Reporting instructions may contain information not available elsewhere. The PRF should receive reporting instructions from the component command and provide these to all tasked units, including the PT, before departure.

5.10.2. Execution Planning - Movement Actions. Ensuring all actions are completed is complex but not unattainable. This instruction, AFI 10-403, and component command guidance are essential starting points to ensure PTs are ready to deploy. [Attachment 10](#) of this instruction provides a PT Execution tasking checklist.

5.10.2.1. Often, there is not enough time to fully develop an OPLAN or reporting instructions if this was not done during the deliberate planning process. In these instances, the component command personnel planner still must provide sufficient information to the deploying PTs to allow them to support the operation effectively.

5.10.2.2. The component command personnel planner must tailor the checklist at [Attachment 10](#) to meet known AOR-unique requirements for each FOL where a PT will be employed. All needed information for the location must be provided to the PT prior to its arrival at the employment location.

5.10.2.3. Movement of Supply Kits and Equipment. The tasking authority identifies the supplies and equipment needed to deploy. Source documents for identifying the supply and equipment deployment are included in the TPFDL, tasked UTC, or MAJCOM tasking message.

5.10.2.3.1. Deploying PTs will conduct an inventory *before* and *after* all deployments, including exercises, to ensure all equipment, software, and documentation are available. Equally important, PTs must test all system components to ensure they are mission ready, that all “practice” database information is deleted before an actual deployment, and the most current version of MANPER-B is loaded.

5.10.2.3.2. Unless directed otherwise, the deploying PT must make sure their supply materials accompany them on the deployment. If necessary, CED orders will authorize excess baggage for this purpose.

5.10.2.3.3. Supply kits and MANPER-B equipment will be moved according to the IDO and AFI 10-403. PT members will work with the UDM ensuring all MANPER-B equipment is transferred to a deployed IPMS account, properly labeled, and accurately manifested.

5.10.2.3.4. Other equipment (e.g., safe, STU-III telephone, SDD 1910 secure modem, etc.) will be loaded to a CA/CRL account. Before equipment is deployed, the deploying PERSCO EC will sign a receipt for all equipment.

5.10.2.3.5. The deploying MPF will send a MANPER-B relocation message IAW paragraph [6.14.1](#) of this instruction within 48 hours of equipment shipment.

5.10.2.4. Other actions to be taken during deployment execution are:

5.10.2.4.1. PT chief should develop tentative shift schedule(s) and assign specific duties and responsibilities to each deploying PT member based on most current information available. Discuss with each deploying PT member the tentative work schedules, expected duties, and initial arrival actions. Review the required actions needed to be accomplished upon arrival to ensure everyone understands what to do and how to accomplish their actions.

5.10.2.4.2. Ensure all PT members understand the purpose of the deployment and the specific objectives of the CINC.

5.10.2.4.3. PT Chief must submit a Red-Mini Log-in Request sheet (see Red-Mini User’s Guide) for all deploying team members operating the MANPER-B system IAW paragraph [2.17](#) of this instruction.

5.10.2.4.4. Ensure all classified material is prepared for transportation and personnel are briefed on classified courier responsibilities according to AFI 31-401, and DoD 5200.1-R.

5.10.2.4.4.1. Travel on commercial flights. Ensure the MSS commander or security manager authorizes appropriately cleared couriers to hand-carry classified material IAW DOD 5200.1-R and AFI 31-401. Ensure deploying courier reads and acknowledges the cautionary statement for hand-carrying classified material on commercial flights IAW AFI 31-401.

5.10.2.4.4.2. Travel on other than commercial flights. Ensure the MSS unit commander or security manager authorizes appropriately cleared couriers to hand-carry classified material IAW AFI 31-401. Issues and controls the DD Form 2501, **Courier Authorization** (available through the Air Force Publications Distribution system), for hand-carrying classified material by means other than on commercial flights.

5.10.2.5. Recommend the PT chief hand-carry a copy of the OPLAN Annex E and any other documentation pertaining to the deployment.

## 5.11. Initial Arrival Actions.

5.11.1. Strength Accountability. Strength accountability accuracy and reporting is the single most important responsibility of any deployed PT. Strength accountability provides valuable planning and decision-making information to senior leaders at all levels concerning deployed force closure, force sustainment and force availability.

5.11.1.1. It is imperative that the PT maintains a hard copy of the accountability file. Electronic information can be lost at any time due to equipment malfunction, operator error, sabotage, damage, environment, or loss of a power source. Therefore, the PT must print at least an alpha roster and an ERMD whenever making large numbers of updates affecting strength and maintain hard copies of all transmitted DSC messages for at least 30 days.

5.11.1.2. Establish connectivity to the Red-Mini file server. Download any data pattern traffic (DPT) for their responsible locations. This should be the first thing the primary MANPER-B operator(s) does. **NOTE:** User's should exhaust all means to ensure connectivity to the Red-Mini. Other agencies such as deployed (e.g., deployed communications squadron or AMC TALCE) may be able to provide temporary SIPRNET access.

5.11.2. Command and Control.

5.11.2.1. Making deployed operations run smoothly requires knowledge of the command structure, consistent situation reporting, and knowledge of the capabilities of each deployed function. Regardless of team composition and organizational structure, PT members are expected to professionally execute their mission with initiative, thoroughness, and a sense of urgency. Unity of effort and cooperation (regardless of command affiliation) is essential. This objective ensures theater CINC requirements and goals are satisfied and that all commanders and personnel are provided the optimal support essential to the mission.

5.11.2.2. When PTs deploy to locations with an existing on-site MPF, they will augment the MPF PRF and work directly for the MPF commander.

5.11.2.3. When multiple PTs deploy to the same deployed location without an existing on-site MPF, the most senior PT member automatically assumes the team chief/leadership role regardless of command affiliation. PTs work directly for the on-site CSE.

5.11.2.4. If the FOL supports multiple operations, all supporting PTs will work as a single co-located entity and take their direction from the senior ranking team chief that has the final authority for on-site decision and management actions. A co-located PT works directly for the on-site CSE.

5.11.3. The Employment Process. A gambit of processes must occur to initiate PERSCO at any new, deployed operating location. The following information, in no specific order, will help during this time.

5.11.3.1. The PT must be operational immediately on arrival at the employment location. To prepare for this en route, the PT can finalize the tasks each PT member will accomplish upon arrival and in-process all other personnel on the aircraft destined to the final location.

5.11.3.2. Upon arrival, the PT chief will brief commanders and their staffs on the PT's duties, capabilities, and responsibilities IAW this instruction and the component command's guidance. **Attachment 8** of this instruction provides a sample responsibilities memorandum.

5.11.3.3. The PT can employ any approach that accomplishes the end objective of rapid processing and strength accountability, such as establishing an office in the aerial port facility or customs area. It is imperative that PTs meet and account for personnel as soon as they arrive on station. If PTs do not meet personnel upon initial arrival, chances are, they will not be able to account for them.

5.11.3.3.1. The reception process involves the documenting and indoctrinating of personnel upon arrival at the deployed location. As a minimum, the PT must collect and retain at least two copies of the CED orders, annotated with the date arrived, and a completed AF Form 245.

5.11.3.3.2. Normally, a reception control center (RCC) operated by the deployed logistics office is responsible for ensuring all arriving forces are signed in, billeted, and receive information on facilities, services, and mission of the base. The PT must work with the logistics staff to incorporate adequate accountability in processing into the RCC.

5.11.3.3.3. If an RCC is not established, PTs must coordinate with all deployed support agencies that usually become involved in the process on how, when, and where to most efficiently process personnel. When doing so, PTs will take into consideration customs, status-of-forces agreements (SOFAs), threat level, and unit missions applying to the deployed location. The following are recommended agencies needed to indoctrinate arriving personnel:

5.11.3.3.3.1. Services.

5.11.3.3.3.2. Security Forces.

5.11.3.3.3.3. Finance.

5.11.3.3.3.4. Traffic management office (TMO) /tactical airlift control element (TALCE).

5.11.3.3.3.5. Deployed commanders and first sergeants.

5.11.3.3.3.6. GSUs.

5.11.3.3.3.7. Civil Engineers (CE).

5.11.3.3.4. The key to any actions taken is efficient beddown of arriving personnel. Process and indoctrinate arriving personnel as quickly as possible so they can perform their mission. Ensure the reception briefing is appropriately tailored to existing local conditions and requirements.

5.11.3.3.5. PTs must coordinate with deployed commanders to account for personnel regardless of their arrival mode. Consider all potential avenues a person can arrive such as commercial air, privately-owned vehicle (POV), rail, etc.

5.11.3.3.5.1. At a bare base location, work with the transportation function to ensure a personnel representative meets each arrival conveyance and conducts personnel processing in the passenger terminal whenever possible.

5.11.3.3.5.2. Use all possible means to account for arriving forces. PTs located at an MOB must determine where the location's personnel choke points are. Some examples are billeting, finance, and dining facilities.

5.11.3.3.5.3. The PT must identify all agencies being augmented by deployed forces at MOBs and establish procedures with these agencies to assist with accountability. Provide them with alpha rosters of deployed personnel and ask that they report any arrivals and/or departures.

5.11.3.3.6. Processing procedures must also take into consideration the accounting of personnel at GSUs. Ensure the GSU personnel representative and/or commander reports any personnel changes to the servicing PT on a daily basis.

5.11.3.3.7. The biggest challenge to establishing strength accountability is capturing information on those members who arrive before the PT. In the absence of a PT or MPF PRF, the deployed commander is responsible for capturing arrival information. Immediately begin locating and capturing accountability information for all individuals who arrived before the PT. The PT must crosscheck information obtained from the deployed commander to ensure data integrity. The PT chief must establish accountability information validation procedures with the deployed commander. Contact all previous arrivals to collect AF Form 245 and deployment orders (CED or otherwise) and annotate with date arrived.

5.11.3.3.8. Individuals are considered to be in a transient status when staying in billeting at a location awaiting further transportation, either to their final deployment location or returning to home station. PTs must establish local procedures to create transient accountability for individuals on deployment orders (CED or otherwise) at their responsible location(s) in a transient status. PERSCO should work with billeting at their location to account for transient personnel.

5.11.3.3.8.1. As a minimum, PTs will account for all transient forces. Transient forces are those who spend at least one night in billeting at a location which is not their final duty location. Updating of transient personnel into MANPER-B is not required. Separate automated and manual files (AF Form 245) will be used to account for transient personnel. Individuals accounted for in a transient status will be included in section VIII of the DSC message.

5.11.3.3.8.2. PTs can obtain the status of en-route individuals traveling on dedicated military/commercial airlift through the FOL transportation office. Transportation systems such as Global Air Transportation Execution System (GATES) and Global Transportation Network (GTN) provide the capability to track individuals by name, SSN, and unit line number (ULN) from the time they depart from their home station until arrival at their final destination. These systems also can provide the status of aircraft delays or layovers that will assist PERSCO in the overall accountability effort.

5.11.4. PERSCO Beddown Operating Requirements. To maintain operating capabilities, the following requirements must be identified to the appropriate deployed agency:

5.11.4.1. Adequate power supply.

- 5.11.4.2. Secure and non-secure telephone/fax capability.
- 5.11.4.3. SIPRNET LAN capability.
- 5.11.4.4. Classified operating environment for primary and alternate locations.
- 5.11.4.5. Plain language address (PLA) for message traffic and the need for Defense Message System (DMS) capability.
- 5.11.4.6. Secure and non-secure e-mail accounts.
- 5.11.4.7. Standard supply items (e.g., pens, pencils, printer paper, etc.).
- 5.11.4.8. Procedures to obtain the most current AFEPL CD containing all Air Force publications and electronic forms (should be done at home station).
- 5.11.4.9. Transportation requirements (vehicles) for personnel reception/redeployment duties.

**NOTE:** If the deployed communication squadron is unable to provide any of the communications requirements, identify the LIMFAC to the component command for their action. Also, inform the supporting command, HQ USAF/CAT-MPRC/DPXJ, and HQ AFPC/PRC of the LIMFAC using either the commander's SITREP or PT Status Report. Maintain LIMFAC reporting until capability is operational. All LIMFACs are classified at the same classification level of the operation being supported and must be handled accordingly.

5.11.5. PERSCO Initial Arrival Checklist. The checklist in **Attachment 11** outlines the general responsibilities and actions required when PTs initially arrive at a new FOL. Because variables exist and are different for each FOL and theater, the component command personnel planner will tailor the checklist to include known theater or tasking-unique variables. The checklist must be applied to each unique FOL where a PT will be employed. All needed information for the FOL must be provided to the PT prior to its arrival at the employment location.

5.11.6. Other Responsibilities. The following paragraphs outline standard or daily operation responsibilities required by PTs to maintain operational capability and total force accountability.

5.11.6.1. Submit a PT status report IAW paragraph **6.8.** of this instruction.

5.11.6.2. Submit the MANPER-B initial report IAW paragraph **6.14.2.** of this instruction, if not included with the PT status report.

5.11.6.3. Maintain a POC book containing grade, name, phone numbers, fax numbers, e-mail addresses, and locations of key personnel at the FOL and higher headquarters. **NOTE:** Key personnel should include all commanders, first sergeants, billeting, mortuary affairs, medical staff, and others deemed appropriate. **Recommendation:** Get an installation map or draw one and plot unit locations.

5.11.6.4. Set up a casualty reporting program according to AFI 36-3002. Establish points of contact with the medical treatment facility (MTF) and mortuary affairs and establish local reporting procedures for casualties.

5.11.6.5. Set up a filing system including deployment orders (by ULN and position [POSN]), AF Form 245 (alphabetical), and a 31-day suspense system. **NOTE:** Establish manual files to account for personnel as a back up in the event of a loss of electronic files.

5.11.6.6. Obtain a copy of the entire OPLAN or Annex E (manpower and personnel). If not available, request a copy from the component command by telephone or in the PT status report.

5.11.6.7. Use a daily events log to keep team members updated and prepare PERSCO AARs.

5.11.6.8. Coordinate with deployed commanders to determine their MANPER-B product support requirements.

5.11.6.9. Assist deployed commanders to complete filler-and-replacement actions identifying personnel requirements needed to accomplish mission objectives. **NOTE:** These programs are in effect during the complete deployment life cycle and available upon request from the commander at any time during the deployment. PTs must have a current ERMD to properly perform their filler-and-replacement duties. The component command is responsible for providing the ERMD to all PTs in their AOR.

5.11.6.9.1. PTs assist in identifying manning needs by reviewing the ERMD provided by the component command for unfilled positions. PTs report unfilled positions deemed mission-critical by the deployed commander to the supporting and component commands for immediate fill action.

5.11.6.9.2. For early return of assigned forces, or reductions due to non-combat/combat attrition, PTs process requests from the deployed commander to the component command. For early return of individuals assigned to rotational requirements, the PT must send an early release/return message to the home station PRF, home station unit/CC, supporting command personnel readiness branch and AEFC/AESS advising of the member's status.

5.11.6.9.3. PTs must use the message format outlined in AFI 10-400 for filler and replacement requests. Agencies included on all correspondence are: HQ USAF/CAT-MPRC/DPXJ, HQ AFPC/PRC, the component command's manpower and personnel offices, AEFC, and any intermediate level headquarters. **NOTE:** The component command may modify this format to support their operation. In these instances, the component command must provide a copy of its format to HQ AFPC/DPWRO for implementation Air Force-wide.

5.11.6.9.4. PTs work closely with deployed commanders to provide replacements for individuals returned to home station as outlined in paragraph 2.16.4. of this instruction.

5.11.7. MANPER-B Maintenance. MANPER-B is the tool used to update total force accountability. MANPER-B uses DPT and a series of business rules to alert information User's of changes to deployment information. The PT must maintain accurate accountability data to provide useful products to customers. The following actions help maintain accurate MANPER-stored information:

5.11.7.1. Follow the Red-Mini user responsibilities IAW paragraph 2.17. of this instruction any time access requirements change.

5.11.7.2. Follow MANPER-B user responsibilities IAW paragraph 2.18. of this instruction when equipment custodians or MANPER-B operators change.

5.11.7.3. Based on deployed location tempo, the MANPER-B operator must develop a routine procedure to backup information residing on the MANPER-B. **NOTE:** Recommend a daily data backup of MANPER-B systems.

5.11.7.4. Establish a deployed MANPER-B IPMS account with the deployed or supporting communications units.

5.11.7.5. Ensure the SDD 1910 secure modem and STU-III telephone is placed on a CA/CRL account with the deployed or supporting supply unit.

5.11.7.6. Establish procedures to daily process all incoming and outgoing DPT and update all personnel arrival information.

5.11.7.6.1. Process incoming and outgoing DPT daily. If DPT capability is not available, notify the component command and request they designate a PT for DPT and message support such as arrival, departure, and duty status changes. This supporting PT will submit DSC reports IAW paragraph 6.11. of this instruction or as required by component command reporting guidance. The component command must also notify HQ AFPC/DPWRS which PT(s) supports other locations so that the proper Red-Mini accounts can be established. **NOTE:** Report the lack of DPT capability as a LIMFAC to the component command for their resolution.

5.11.7.6.2. PTs must retain a copy of their DPT logs (incoming and outgoing) for a minimum of 30 days.

5.11.7.6.3. Ensure the PT equipment custodian inventories each MANPER-B system, sets up and tests system components.

5.11.8. Personnel/MPF-Like Support. A responsibility of PERSCO is to provide limited personnel support. As previously mentioned, personnel support must be balanced with the primary objective of total force accountability and strength reporting.

5.11.8.1. The level of personnel services provided varies for each FOL, operation and situation.

5.11.8.1.1. When PTs deploy to a FOL without an on-site MPF or an existing PT, MPF-type support is limited to ensure the total force accountability objective is met. It is vital the PT chief notifies deployed commanders of PTs limited capabilities. The following are minimum PT personnel services:

5.11.8.1.2. Casualty Reporting. Unfortunately casualties can occur at any time and PTs must be prepared to respond rapidly IAW AFI 36-3002.

5.11.8.1.3. Assignment Actions. The PT is responsible for contacting deployed personnel selected for assignment and relay the following information back to the home-station MPF: (1) assignment notification date, (2) volunteer status, (3) projected departure date, (4) overseas tour selection, and (5) willingness to obtain retainability for assignment. **NOTE:** If the member is willing to obtain retainability, the home station MPF assignment's section will forward retainability documentation to the PT for member to complete. The PT will counsel the member, complete documentation, and return completed documentation within 10 calendar days. If the member is unwilling to obtain retainability, the PT will counsel the member on the 7-day option according to AFI 36-2110. The member will sign AF Form 964, **PCS, TDY, or Training Declination Statement**, and the PT will immediately notify the home station MPF. The PT will mail the original AF Form 964 to the home station MPF, provide the member a copy, and retain a file copy until 30 days after the member's departure from the deployed location.

5.11.8.1.4. Changes to DD Form 93. The PT will prepare a new DD Form 93 upon request of deployed personnel.

5.11.8.1.5. Changes to SGLI. The PT will assist the deployed individual in completing the necessary forms upon request.

5.11.8.1.6. Separation or Retirement Applications. Only applicable until STOP LOSS is implemented. Further guidance on these programs is provided in STOP LOSS implementation messages.

5.11.8.1.7. Processing Promotion Releases. The PT will refine and provide a list of personnel promoted to the deployed commanders for their action; however, they will not be tasked to develop selection or non-selection notices. **NOTE:** While important, promotion releases do not directly impact the deployed site's total force accountability and should be processed as quickly as possible but NOT to the detriment of accountability and casualty services.

5.11.8.1.8. Emergency Leave. PT only provides emergency leave assistance for deployed units without a deployed CSS.

5.11.8.2. Other valid personnel services will not be denied; however, they will be provided as time permits and not to the detriment of accountability and casualty services.

5.11.8.3. Unit Personnel Record Groups (UPRG) of deployed forces will not be available at the deployed site, thus, a close coordinated working relationship must exist between the PT or the augmented MPF and the home station MPFs. PTs serve as a vital link between deployed members and their assigned MPF, ensuring personal welfare and career development continue to receive proper care and attention during the deployment. PTs will suspend MPFs 10 duty days to complete necessary actions concerning any deployed member. The component and supporting commands will ensure all home station MPFs provide all needed support to deployed PTs and personnel.

**5.12. Sustainment Operations and Actions.** The sustainment phase is a transition from a build-up or surge phase, where the majority of the main operating force has arrived and completed in-processing actions. The sustainment phase can occur any time after arriving at the FOL and lasts until a build-up/surge phase occurs or until the redeployment phase. During the sustainment phase, the PT's responsibility shifts to maintaining total force accountability and strength reporting along with evenly balancing personnel or MPF-like support to deployed personnel.

5.12.1. Accountability Maintenance. Maintaining total force accountability requires close PT attention. The PT must constantly work to maintain and report changes to force composition at the FOL. The following actions help maintain accountability:

5.12.1.1. Timely tracking and updating of personnel duty status changes. Duty status reporting is vital to force accountability and PERSCO must ensure accurate duty status of all personnel. PTs must maintain accountability over all forces they are responsible for until the deployed member's return to home station. **NOTE:** The MANPER-B system provides the capability to update duty status changes on members. These transactions provide notice of duty status changes to the home MPF/PRF, component and supporting commands, Central Site (if applicable), and HQ AFPC.

5.12.1.2. Submit daily DSC messages NLT 2400 hours local daily or NLT the timeline provided by the component command. Negative DSC messages are required.

5.12.1.3. Routinely produce and validate the following products:

5.12.1.3.1. Management of the ERMD must be intensely pursued throughout the operation to determine the number of requirements needed to support the mission, monitor force build-up, and identify shortfalls or replacement actions.

5.12.1.3.1.1. When an ERMD requirement is not filled, the PT must coordinate with the deployed manpower office and the deployed commander to determine if the requirement is still valid. If the requirement is valid, the PT will request assistance from the supporting command to fill the requirement and courtesy copy the component command.

5.12.1.3.1.2. ERMD Deletions. When the deployed commander deems requirement is no longer necessary they must immediately notify the PT and deployed manpower office. The PT, in coordination with the deployed manpower office, will submit the deletion request to the component command's manpower and personnel office for approval and deletion. If approved, the component command will make the necessary changes to the PID.

5.12.1.3.1.3. The deployed commander can also request ERMD changes to approved plan requirements. All changes require approval by the component command prior to being sourced to the MPFs. Changes to AFSCs are considered additions and not changes.

5.12.1.3.2. The deployed commander uses the Requirements Mismatch Report to validate PERSCO-captured information so PTs can correct erroneous or mismatched conditions. Use this product to identify personnel records containing PID data not matching the validated plans received from the component command, vacant PID positions with no matching personnel records, possible shortfalls, and erroneous data in the MANPER-B.

5.12.1.3.3. The Duplicate Position Report identifies multiple personnel assigned to the same requirement position. Duplicates will occur if a PRF being released from a tasking doesn't promptly process their plan's DPT to delete their taskings. The new re-tasked base then assigns a person to the new requirement and flows the mini-record information. PTs will validate identified personnel records to the PID requirement and delete the erroneous mini-record.

5.12.1.3.4. The Unfilled Requirements Report identifies all PID requirements within 60 calendar days with no corresponding mini-record associated. PTs will validate the requirement with the deployed commander and take the necessary actions to notify the component command of the void or the tasked MPF to determine filler status.

5.12.1.3.5. Alpha Rosters identify all deployed unit personnel physically available to support the mission. Units will review alpha rosters and identify personnel who have departed or have not in-processed. The PT then takes appropriate action to capture changed unit information. Recommend a representative from each unit and PERSCO member meet face-to-face on a weekly basis and review the unit's accountability rosters to ensure there is no difference between the personnel physically in the unit and what PERSCO reflects in system.

5.12.1.4. Processing of daily incoming and outgoing DPT. If PTs lack SIPRNET capability or access, they will follow instructions provided by the component command to relay force changes to another location (PRF, PT, or Central Site) for DPT generation.

5.12.1.5. Acting on behalf of the deployed commander, PTs prepare filler and replacement requests according to AEFC guidance and forward them to the component and supporting command for action. PTs track filler or replacement actions ensuring timely actions are taken and notify the deployed commander of the status of their requests. Agencies are notified by immediate

message of unfilled requirements. **NOTE:** Recommend action accomplished at 45 days, and then 30 days prior to the required delivery date (RDD).

5.12.1.6. When deployed commanders desire to extend deployed members beyond the projected TDY expiration date, the PT requests authority from the home unit/CC, (by message) through the PRF. If the request is approved, the member is extended. If disapproved, the member must depart as normally scheduled. The deployed commander only has the authority to involuntarily extend members at the direction of the CINC or when a required replacement does not arrive as scheduled. In these instances, the PT must notify the PRF, home unit/CC, component command personnel readiness staff, supporting command personnel readiness staff, and Central Site, if applicable (by message). ARC personnel, deployed on mandays, are called to AD for a specific period of time and, by law, *cannot* be involuntarily extended. However, they can be voluntarily extended provided *both* the member and home unit/CC agree, and the orders are amended **prior to** the normal scheduled departure date. The PT must work this with the member's PRF.

5.12.1.7. PTs report the following processing discrepancies IAW paragraph **6.12.** of this instruction.

5.12.1.7.1. Incomplete CED orders (i.e., missing ULN, incomplete SSN, or missing mandatory reporting instructions affecting pay and travel entitlements).

5.12.1.7.2. Personnel deploying for TPFDD requirements and arriving on orders other than CED (DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**; AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, etc.).

5.12.1.7.3. Missing and incomplete PAKs (e.g., missing items from the PAK, such as AF Form 245, CED orders, etc.)

5.12.1.7.4. Arriving personnel who do not meet requirements outlined in the component command's reporting guidance/processing instructions (e.g., missing forms, clearances, equipment, etc.)

5.12.1.7.5. PRF failure to submit required reports (e.g., identification messages, departure reports, etc.) directed by higher headquarters and this instruction.

5.12.1.8. PT should have a copy of, and be familiar with, the AOR's "Personnel Polices and Procedures." These instructions should be used to answer questions and concerns of commanders and the population in general. Issues not addressed in the AOR's instructions, should be elevated to the component command for action.

5.12.2. MANPER-B Maintenance. See paragraph **5.11.7.** of this instruction.

5.12.3. Personnel/MPF-like Support During the Sustainment Phase. Like the initial build-up and surge phases, the level of personnel services provided during the sustainment phase varies for each location, operation, and situation. See paragraph **5.11.8.** of this instruction for guidance.

5.12.3.1. Awards and Decorations. Awards and decorations are processed according to the component command guidance provided in the PERSCO CONOPS or Annex E of the tasked OPLAN.

5.12.3.2. Retraining. PTs actions concerning retraining are limited to relaying the customer's desires back to home station for their necessary action. The PT will ensure the member receives a response from the home station in a timely manner.

5.12.3.3. Reenlistments and Extensions. The PT should assist members in accomplishing all required actions for reenlistments and extensions to enlistments. The PT should assist members in obtaining all needed information from the home station MPF. (If personnel plan to reenlist, the MPF should prepare the appropriate documentation and it should be hand-carried by the member.)

5.12.3.4. Performance Reports. The PT **will not** accomplish performance reports or letters of evaluation (LOE) while deployed, but may be called upon to assist deployed units and commanders in finalizing and processing the reports.

**5.13. Rotational Actions.** A deployment that turns into a long-term or rotational requirement requires PTs to swap with another PT. The component command determines when the swapping will occur and plans accordingly in the TPFDD.

5.13.1. Accountability Maintenance. Once a PT obtains accountability, it must be maintained. See paragraph **5.12.1.** of this instruction for detailed accountability instructions.

5.13.2. Equipment Accountability. The PT relies on MANPER to obtain, maintain and communicate accountability. This computer system must be maintained in an operational state at all times. Any deficiencies must be reported to the component command and HQ AFPC immediately so resolution may occur. See paragraph **6.14.3.** of this instruction for appropriate outage reporting procedures.

5.13.2.1. During the transition from one team to another, equipment accountability must be maintained. Before the original team departs from the deployed site, the MANPER-B equipment custodian must complete an inventory of MANPER-B equipment. **NOTE:** The new PT chief ensures all equipment is accounted for before the old equipment custodian departs.

5.13.2.2. If all equipment is accounted for, the MANPER-B equipment custodian prepares and transmits a MANPER-B hardware relocation report IAW AFCSM 10-626, Volume 2, and paragraph **6.14.1.** of this instruction. AFCSM 10-626, Volume 2, provides specific marking and labeling instructions to prepare equipment for shipment back to the home station. **NOTE:** If the deployed location is a rotational site, contact the component command for MANPER-B alignment instructions. The component command will contact HQ AFPC in instances when the equipment is identified as excess or unable to be aligned within the AOR.

5.13.2.3. For equipment not accounted for, the PT chief places the MANPER-B equipment custodian on administrative hold until the team chief or NCOIC initiates a report of survey (ROS) or the investigating officer interviews the custodian and gets a sworn statement to complete the ROS actions.

**5.14. Redeployment Actions.** The redeployment concept applies to onward or forward redeployments as well as return to home station. Normally logistics planners, on behalf of the deployed commander, are responsible for coordinating and monitoring redeployment/base closure activities. It is important to understand that redeployment **is not** a “deployment in reverse.” First, units are most likely to be incrementally redeployed or forward deployed to retain residual capability at that location and to retain residual support ability of remaining forces. In this situation, the PT should maintain a presence until all forces have departed. Second, redeploying may, be far more rapid than the deployment phase. Third, the site or operation may turn into a rotational (steady-state) site requiring planning on how to rotate or replace the forces already there.

5.14.1. Redeployment Process. Redeployment planning actually starts before the redeployment when the theater planning staff first gathers to plan for the operation. Redeployment activities should begin well before a redeployment order is received. Because the PT has information on all personnel assigned to the location (including GSUs), it is imperative to work with logistics planners to develop a redeployment plan.

5.14.1.1. Unit moves are normally classified; therefore, redeployment information should be controlled and provided on a strict need-to-know basis.

5.14.1.2. Normally, the logistics planners establish a redeployment assistance team (RAT) providing overall coordinators for accomplishing actions at the deployed site (e.g., getting the troops and equipment back to home station). Because this controls the flow of personnel from the PT's location, **it is imperative the PT is represented.** The RAT helps deployed commanders establish procedures for preplanning redeployment, processing returning personnel, and attaining operational readiness after returning to home station. The procedures outlined for the commander advise him/her how to effectively and efficiently process their personnel. Consider the following information when planning the redeployment:

5.14.2. Redeployment Planning Factors.

5.14.2.1. During the redeployment phase, PTs can employ any approach that accomplishes the end objective of total force accountability. In the event a RAT is not established, PTs must coordinate with all involved agencies to develop an effective out-processing capability. PTs will consider host nation customs requirements, status of forces agreements, force protection threat level, residual mission capability requirements, and unit or main operating base out-processing requirements.

5.14.2.2. PTs are designed to be "first in, last out" and will need to project how they will scale down as the base draws down. Coordinate these actions with the deployed commander. At a certain population threshold, a PT may no longer be required. Once the PT departs, centralized accountability for that location ceases and is transferred to the deployed unit commander, who in turn reports to another PT identified by the component command. Ensure the component command is aware of all draw-down information and that another PT location has been appointed to assume accountability responsibility when the current PT is redeployed.

5.14.2.2.1. The PT will plan for team downsizing by first redeploying augmenting teams, leaving only the initial RFBF1 or ADVON team remaining to be responsible for total force accountability.

5.14.3. Redeployment Accountability Maintenance.

5.14.3.1. The hardest phase to maintain accountability is the redeployment phase. Working with the deployed commanders and TMO/TALCE is paramount.

5.14.3.2. Update actions must be completed on individuals departing the deployed location no later than 24 hours after their departure. Additionally, DPT transactions must be pushed to the Red-Mini daily.

5.14.3.3. Duty status change messages must be dispatched daily.

5.14.3.4. Once a PT is identified for redeployment by the component command and another team is designated to support the location, the PT chief must work with the deployed commanders and the identified PT on the process for assuming accountability responsibilities.

#### 5.14.4. Equipment Maintenance.

5.14.4.1. Once the deployed location's population reaches a certain level, the component command may deactivate the PT. During the transition from the deployed site back to home station, equipment accountability must be maintained. Before departure from the deployed site, the MANPER-B equipment custodian completes an inventory of MANPER-B equipment.

5.14.4.2. Refer to paragraph **5.13.2.** for equipment accountability procedures.

5.14.5. Personnel/MPF-Like Support During Redeployment Phase. As in the initial build-up/surge phase, the PT's primary focus is total force accountability and strength reporting. Refer to paragraph **5.11.8.** for support requirement instructions.

**5.15. Reconstitution Actions.** The PT's mission is not complete upon return to home station until the following actions are performed.

5.15.1. After-Action Report (AAR). The PT chief must finalize and send a consolidated PT AAR IAW paragraph **6.15.** of this instruction. During the deployment tour, the team should have maintained a daily events log, recording daily activities, problems, and resolutions to be used in completing a comprehensive AAR. The AAR captures feedback to assist other PTs in future operations.

5.15.2. Reconstitution. Perform a complete inventory of supplies and equipment to ensure everything is accounted for, or replenished in case of consumables. The MPF commander will use the Joint Chiefs of Staff (JCS) fund cites for reconstituting supplies when supporting JCS-sponsored deployments or exercises.

5.15.3. Relocation Report. This report allows HQ AFPC and the PT's parent MAJCOM to know the PT and equipment has been returned from an operation and identifies its operating condition. The relocation report is required within 7 duty days of return. The MANPER-B equipment custodian inventories all equipment, prepares and dispatches the MANPER-B relocation report IAW paragraph **6.14.1.** of this instruction and AFCSM 10-626, Volume 2.

5.15.4. Training. The most opportune time to review training and ensuring its accuracy is after the deployment. Deficiencies in training are readily identified via the daily events log or AAR. This review can provide insight to rewrite portions of the training that lack a "real-world" twist. After the normal "down time" after a deployment, PTs must initiate the training cycle to maintain mission-ready status.

**5.16. Forward Deployment Process.** A unit member or UTC may be required to forward deploy to support a tasking, this includes members on routine TDY orders (AF Form 1610) who are selected to fill an operational tasking. This paragraph provides an overview of the process to ensure forward deployed personnel are tracked, accounted for, processed, and receive the authorized entitlements.

5.16.1. Transition from routine TDY to an operational PID requirement. Unit member TDY on routine TDY orders, (AF Form 1610) (not on CED orders), and a TDY unit commander requests the member fill a PID requirement. The PRF or PERSCO team will ensure the following procedures are accomplished: See **Figure 5.1.**

5.16.1.1. The TDY commander must request approval from the home station commander.

5.16.1.2. If the home station commander disapproves, the individual remains at the TDY location and returns to home station as scheduled.

- 5.16.1.3. **If** the home station commander approves, the home station PRF notifies the component and supporting command to coordinate the change.
- 5.16.1.4. The component command updates the new Tasked PAS, and provides the deployment data required (PID/ULN, fund cite, reporting instructions, etc.) to amend the TDY orders to the members home station PRF.
- 5.16.1.5. The home unit must amend the original TDY orders to include the deployment information.
- 5.16.1.6. The home station PRF must update MANPER-B as appropriate and ensure the members receives the amended TDY orders.
- 5.16.2. The home station commander is tasked with a PID requirement and requests members already on routine TDY orders to fill the requirement. The PRF will ensure the following procedures are accomplished: See **Figure 5.1**.
- 5.16.2.1. The home station commander must contact the member's TDY commander to coordinate the action.
- 5.16.2.2. If the member's TDY commander disapproves, the individual remains at the TDY location and returns to home station as scheduled.
- 5.16.2.3. **If** the TDY commander approves, the home unit must amend the original TDY orders to include the deployment information.
- 5.16.2.4. The home station PRF will update MANPER-B as appropriate and will ensure the member(s) receives the amended TDY orders.
- 5.16.3. The home station commander is tasked with a PID requirement and requests a members already on CED orders to fill the requirement. The PRF and PT will ensure the following procedures are accomplished: See **Figure 5.2**.
- 5.16.3.1. The home station commander must contact the deployed commander via the PRF to PERSCO team to coordinate the action.
- 5.16.3.2. If the deployed commander disapproves, the PT notifies the home station PRF and the unit member or UTC remains at the TDY location and returns to home station as scheduled.
- 5.16.3.3. If the deployed commander approves, the PT notifies the home station PRF.
- 5.16.3.4. The home station PRF notifies the component and supporting command to coordinate the change.
- 5.16.3.5. If either component or supporting command disapproves, members remains at the TDY location and returns to home station as scheduled.
- 5.16.3.6. If both component and supporting command approve, the home station PRF will update MANPER-B removing members from the original PID requirements and update members into new PID requirements, flow DPT and provide new PID requirement data to losing and gaining PERSCO teams. **NOTE:** In situations where the members are moving from one component command to another, both component commands and the supporting command must approve.
- 5.16.3.6.1. The PID requirement data must include PID, ULN/LNR, name, grade, SSN, AFSC, and gaining GEOLOC.

5.16.3.6.2. The PRF must amend the original CED orders to include the new deployment information.

5.16.3.7. The losing PERSCO team forward deploys members using the new PID requirement data received from the home station PRF and flows DPT.

5.16.3.8. The gaining PERSCO team gains members on the day of arrival and ensures amended CED orders are received from member's home station PRF.

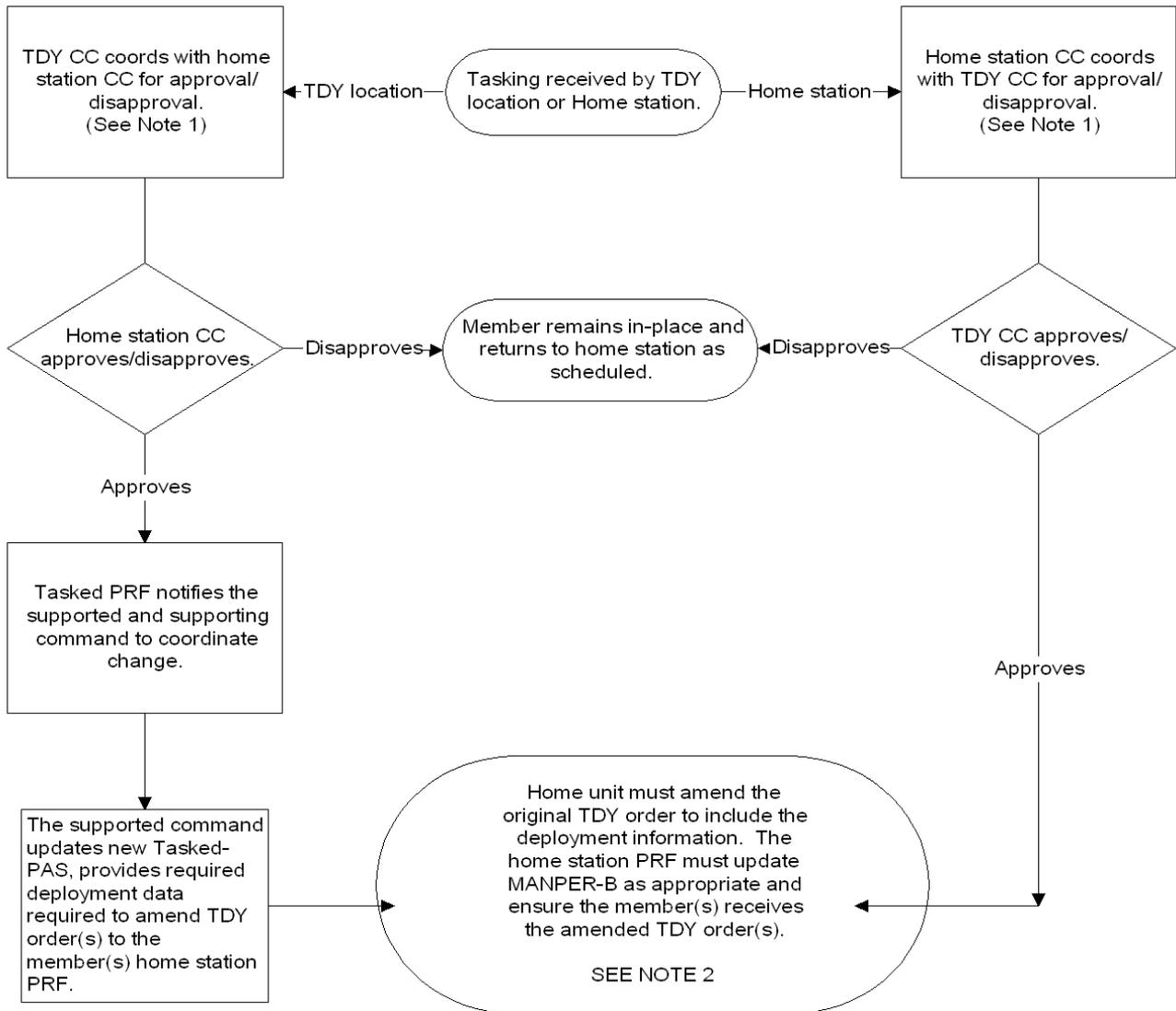
5.16.4. Personnel forward deploying within the same PID. The PT will ensure the following procedures are accomplished.

5.16.4.1. The losing PT will utilize the forward deployment function within the PERSCO module of MANPER-B to update the new GEOLOC and flow DPT.

5.16.4.2. The DPT will flow from the losing PT to AFPC (#9). Once processed at #9 a 07 transaction will flow to the gaining PT and the home station PRF advising the PRF of the GEOLOC change.

5.16.4.3. The gaining PT will process the 07 transaction from #9, in-process the deploying individual upon arrival and flow DPT.

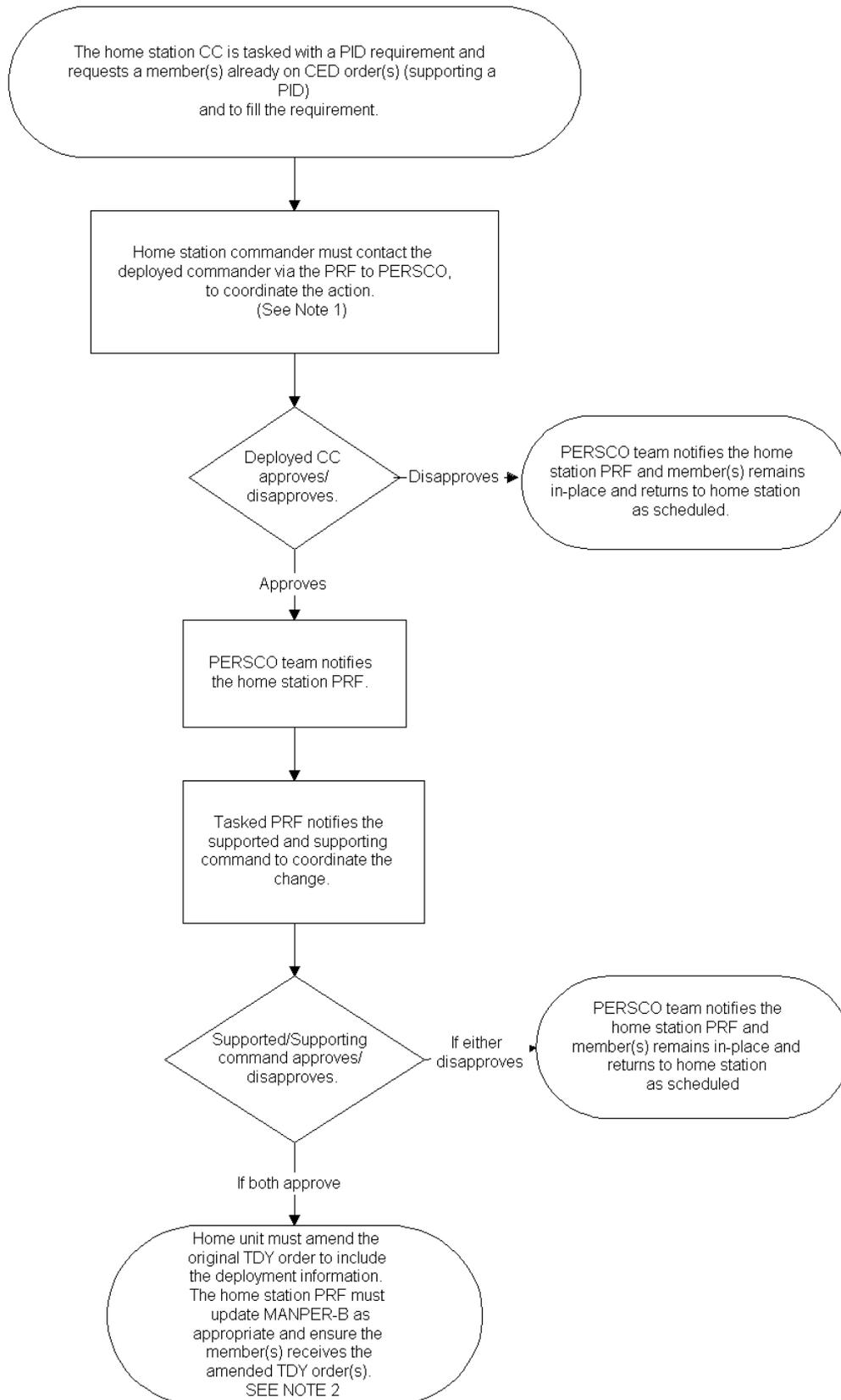
**Figure 5.1. Process for Personnel TDY on Routine TDY Orders Forward Deployed to Support an Operational Plan (PID) Requirement.**



**NOTES:**

1. ARC members must concur to extend beyond the original tour length. If the member non-concurs, they remain in-place until the end of tour and return to home station as scheduled.
2. For IMAs, the tasked MAJCOM/unit will be HQ ARPC/DPAR. ARPC is responsible for CED orders, amendments and all MANPER transactions.

**Figure 5.2. Process for Deployed Personnel Forward Deployed to Another Location.**



**NOTES:**

1. ARC members must concur to extend beyond the original tour length. If the member non-concurs, they remain in-place until the end of tour and return to home station as scheduled.
2. For IMAs, the tasked MAJCOM/unit will be HQ ARPC/DPAR. ARPC is responsible for CED orders, amendments and all MANPER transactions.

## Chapter 6

### CONTINGENCY REPORTS

#### *Section 6A—Introduction and Scope*

**6.1. Introduction and Scope.** This chapter outlines the responsibility and reporting requirements for all levels of contingency operations.

6.1.1. From the onset of contingency operations, commanders and staffs at all levels require a variety of personnel command and control information. Contingency reports provide an uninterrupted flow of information between locations and each level of command.

6.1.2. Personnel agencies require contingency reports at all levels of command under both automated and manual conditions. Use standardized reports to the maximum extent possible according to this instruction.

#### *Section 6B—Reporting Requirements and Guidance*

**6.2. Personnel Deployment Reporting System.** RCS: HAF-DPMAR7150. Personnel agencies use MANPER-B report and account for members (active, Guard, Reserve, and civilian) deployed by the Air Force to support a contingency, exercise, or rotational operation (Duty Status Code 20). **NOTE:** This reporting requirement is designated emergency status code C-1; continue reporting during emergency conditions, priority precedence. Submit data requirements assigned to this category as prescribed, or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

6.2.1. Personnel readiness agencies must transmit mini-record data that is key to force accountability. The PRF sends mini-record DPT to the appropriate PT or MPF, the supporting and component commands, HQ AFPC, the Central Site (if applicable), and others as directed by higher headquarters.

**6.3. Contingency Report Classification.** The component command receiving support from all the supporting agencies must provide definitive classification guidance. When the component command fails to do so, treat the PID, operation nickname, ULN, geographic location code (GEOLOC), cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

6.3.1. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is unclassified. The highest classification of any paragraph determines the classification of the entire report. For example, the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401; AFI 31-501, *Personnel Security Program Management*; and AFMAN 33-326, *Preparing Official Communications*.

6.3.2. The reporting requirements described in this instruction are exempt from licensing in accordance with AFI 33-324, paragraph 2.12.

**6.4. Contingency Report Precedence.** During crisis situations, the message precedence for all addressees is “immediate.” For non-crisis situations, the message precedence is “priority”, for action addressees and “routine” for courtesy copy recipients.

**6.5. Contingency Report Recipients.** All reports described in this chapter must be addressed to the recipients listed in [Figure 6.1](#).

**Figure 6.1. Contingency Report Recipients Table.**

<b>Action Recipients</b>	
	Supporting MPF or PERSCO Team
	Supported AF Component Command Contingency/Exercise Support Personnel Function
<b>Courtesy Copy Recipients</b>	
	HQ USAF WASHINGTON DC//CAT-MPRC//
	HQ AFPC RANDOLPH AFB TX//PRC/DPWRO//
	Supporting AF Command Contingency/Exercise Support Personnel Function
	Intermediate Headquarters Personnel Function, (if established)
	HQ AFRC ROBINS AFB GA//DPXX-PRC// ( <b>Note 1</b> )
	ANGRC ANDREWS AFB MD//DPXJ// ( <b>Note 2</b> )

**NOTES:**

1. Include addressee only if Reserve personnel are involved.
2. Include address only if Guard personnel are involved.

**Section 6C— Types of Contingency Reports**

**6.6. Departure Report.** The departure report provides immediate notification to the PT, supporting and component commands, HQ AFPC, and HQ USAF that forces have deployed. During the early stages of contingency operations it provides the capability to monitor the initial build-up of contingency forces. Additionally, this report provides advance information critical for reception processing, beddown, and mission accomplishment at the TDY site.

6.6.1. The departure report is prepared by the PRF or PDF when personnel deploy for contingencies or exercises (when personnel actually depart home station). For local exercises when forces do not move from home station, the MPF PRF or PDF may be required to show the capability to prepare the departure report but will not transmit it.

6.6.2. The report is submitted each day that individuals deploy. This report may be submitted **prior** to the member's departure but must be submitted no later than the day of departure. This flexibility allows for consolidation of reports by the PRF or PDF, provided all information is dispatched to receiving agencies NLT the earliest departure date.

6.6.3. PRFs and PDFs submit the departure report when all information is available but not later than 2 hours after personnel departure.

6.6.4. [Figure 6.2](#) provides an example of a departure report.

**Figure 6.2. Format for Departure Report.**

FROM:	12 MSS RANDOLPH AFB TX//DPMUX//					
TO:	399 WG (D) ANYWHERE//PERSCO// USCENTAF SHAW AFB SC////A1-DPX//					
INFO:	HQ AFPC RANDOLPH AFB TX//PRC/DPWRO// HQ AMC SCOTT AFB IL//DPXX// 7 AF FWD ANYWHERE//DPX// HQ AFRC ROBINS AFB GA//DPXX-PRC// ANGRC ANDREWS AFB MD//DPXJ//					
CLASSIFICATION:	<Insert appropriate classification here>					
(U)(Note 1) SUBJECT:	DEPARTURE REPORT					
(C-L)(Note 2) PART I - PID TEST1:	OPERATION REPORT EXAMPLE					
(C-L) PART II - DEPARTURES:	Show the following information on personnel departed from your station:					
	REQ	TASKED	TDY	NBR	NBR	NBR
UTC/ULN/POSN	AFSC	PAS	GLOC	DEPLOY	CIV	FEM
	(NOTE 3)		(NOTE 4)			
RFBF1/TEST1/001	3S071	RJ0JFDSS	FFTJ	1	0	0
RFBF1/TEST1/002	3S051	RJ0JFDSS	FFTJ	1	0	1
(C-L) PART II - REMARKS:	Provide the mode of transportation (e.g., Mil Air, Comm Air), APOE and APOD (as applicable), estimated time of arrival; provide numbers on female personnel (e.g., Females: 25).					
(U) (Note 5) PART III - POC:	For each primary and alternate personnel readiness member, provide the grade, name, duty phone (DSN and commercial), and e-mail address (if available).					

**NOTES:**

1. The subject line is always unclassified.
2. Enter the appropriate classification level for each part of the message provided by the component command.
3. For federal civilians, use their pay plan and occupational series (e.g., WS-7405); for contractors use the term "CONTR."
4. Always use the actual GEOLOC and classify message according to paragraph 6.3. of this instruction. DO NOT USE XPQF as a TDY GEOLOC.
5. Part III or the POC line is always unclassified.

**6.7. Personnel Identification and Travel Itinerary Report.** This report identifies personnel selected for deployment to support a PID requirement, provides travel information for the PT or MPF to conduct reception processing at the employment location, and provides pertinent processing information on tasked members.

6.7.1. The PRF submits this report as soon as the unit identifies a person to support a PID requirement; for AEF rotations, NLT 90 days prior to the DRI.

6.7.1.1. Supplemental reports are submitted as needed (e.g., if itinerary information is not available or changes).

6.7.1.2. **Figure 6.3.** provides an example of a Personnel Identification and Travel Itinerary Report.

**Figure 6.3. Format for Personnel Identification and Travel Itinerary Report.**

FROM:	12 MSS RANDOLPH AFB TX//DPMUX//						
TO:	399 WG (D) ANYWHERE//PERSCO// HQ PACAF HICKAM AB HI//DPXX//						
INFO:	HQ AFPC RANDOLPH AFB TX//PRC/DPWRO// HQ AMC SCOTT AFB IL//DPXX// 7 AF FWD ANYWHERE//DPX// HQ AFRC ROBINS AFB GA//DPXX-PRC// ANGRC ANDREWS AFB MD//DPXJ// AEFC LANGLEY AFB VA//AES//						
CLASSIFICATION:	<Insert appropriate classification here>						
	(U)(Note 1) SUBJECT. IDENTIFICATION/TRAVEL ITINERARY REPORT						
	(C-L)(Note 2) Paragraph 1. PID TEST1: OPERATION REPORT EXAMPLE						
	(C-L) Paragraph 2. The tasked unit has filled the position(s) identified below. Travel itinerary is/ is not included.						
	REQ	TASKED	TDY	DATE	DPT	ULN/POSN	AFSC PAS
	GLOC	FLOWED					
	(NOTE 3)		(NOTE 4)				
TEST1/001	3S071	RJ0JFDSS	FFTJ	31 OCT 00			
TEST1/002	3S051	RJ0JFDSS	FFTJ	31 OCT 00			
	(C-L) Paragraph 3. FLIGHT INFORMATION. Include flight number (if commercial, indicate the carrier), APOD (military installation or civilian airport), and estimated date and time of arrival. State the flight information will be supplemented in a later message if the flight information is not available when the report is dispatched.						
	(C-L) Paragraph 4. REMARKS: Indicate if the member is a replacement for original tasking.						
	(U) (Note 5) Paragraph 5. For your primary and alternate personnel readiness POCs, provide the grade, name, DSN and commercial phone number, and e-mail address (if available).						

**NOTES:**

1. The subject line is always unclassified.
2. Enter the appropriate classification level for each part of the message provided by the component command.
3. For federal civilians, use their pay plan and occupational series (e.g., WS-7405); for contractors use the term "CONTR."
4. Always use the actual GEOLOC and classify message according to paragraph 6.3. of this instruction. Do not use XPQF as a TDY GEOLOC.

5. Paragraph 5 or the POC line is always unclassified.

**6.8. PT Status Report.** The PT or MPF providing support to deployed forces submits this report during contingency, wartime, exercise, and emergency operations; PTs, within 12 hours of arrival at their FOL; and MPFs, no later than 12 hours after an operation begins.

6.8.1. If no message capability exists, the PT chief or NCOIC provides this information to HQ AFPC/PRC by telephone (DSN 665-2020), datafax, or the quickest means available (e.g., courier, pouch, first-class mail, etc).

6.8.2. HQ AFPC/DPWRO compiles the data from all PT status reports and updates AIG 9327 (MANPER-B User's).

6.8.3. For base exercises, the PT prepares but does not transmit the report.

6.8.4. **Figure 6.4.** provides an example of a PERSCO Team Status Report.

**Figure 6.4. Format for a PERSCO Team (PT) Status Report.**

FROM:	12 MSS DEPLOYED//PERSCO//
TO:	12 MSS RANDOLPH AFB TX//DPMUX// HQ PACAF HICKAM AB HI//DPXX//
INFO:	HQ AFPC RANDOLPH AFB TX//PRC/DPWRO// HQ AMC SCOTT AFB IL//DPXX// 7 AF FWD ANYWHERE//DPX// HQ AFRC ROBINS AFB GA//DPXX-PRC// ANGRC ANDREWS AFB MD//DPXJ//
CLASSIFICATION: <Insert appropriate classification here>	
(U) (Note1) SUBJECT: PT STATUS REPORT	
(C-L) (Note 2) PART I - PID TEST1: OPERATION REPORT EXAMPLE	
(U) PART II: Provide the grade, full name, complete SSN, and position title for the PT chief, NCOIC, primary MANPER-B operators, equipment custodian (identify if a MANPER-B operator), key POCs in the PRC (as applicable, for MPFs supporting deployed forces), and casualty POC (include phone number and message address if different from PT).	
(C-L) PART III: Provide the following information:	
(C-L) A. ESTIMATED DURATION OF OPERATION (if known): Provide estimate of how long equipment will be deployed.	
(U) B. DSN PHONE: Provide the prefix and extensions for both classified and unclassified phone lines.	
(U) C. COMMERCIAL PHONE: Provide the country code (if applicable), area code and the prefix, and extensions for both classified and unclassified phone lines.	
(U) D. Provide the prefix (DSN) and area code (commercial) for both classified and unclassified fax lines.	
(C-L) E. SECURE and NON-SECURE E-MAIL ADDRESSES: Indicate e-mail addresses for team and members (if available).	
(C-L) F. NARRATIVE ROUTE: Provide a narrative (message traffic) routing indicator for the communications center serving you.	
(U) G. MESSAGE ADDRESS: Unit, location (as required) with the office symbol.	
(U) H. MAILING ADDRESS: Unit, location, and zip code (must be a complete mailing address including street, suite, room number, etc.). For overseas locations, include the DODAAC code for shipping purposes (contact transportation).	
(C-L) I. GEOGRAPHICAL LOCATION CODE (GEOLOC): Provide the four-digit GEOLOC for your deployed location or the two-digit MPF ID if you work with an MPF (Note 3).	
(C-L) J. ATTACHED PAS: Provide the eight-digit PAS code for the attached MPF (if known).	
(U) K. MANPER-B SYSTEMS: Provide the serial numbers for the MANPER-B system(s) at your employed location.	
(U) L. 24-HOUR POINT OF CONTACT: Provide a 24-hour point of contact name and phone number (DSN and commercial).	
(U) PART IV: Provide a brief statement on the operational status of the team or PRC (as appropriate) and any significant limiting factors. Submit additional PT status reports when the information in parts I through III change (Notes 4 and 5).	

**NOTES:**

1. The subject line is always unclassified.
2. Enter the appropriate classification level for each part of the message provided by the component command.
3. Always use actual GEOLOC and classify message according to paragraph 6.3. of this instruction. DO NOT USE XPQF as a TDY GEOLOC.
4. You may include the initial MANPER-B report (see paragraph 6.14.2.) with this report. If you elect to do so, include it as "PART IV-INITIAL MANPER-B REPORT."
5. As a reminder, ensure the Red-Mini login sheet, included in the Red-Mini User's Guide, is prepared and faxed to HQ AFPC/DPWRSF at DSN 665-3923.

**6.9. Central Site Status Report.** The central site providing support to deployed forces submits this report during contingency, wartime, exercise, and emergency operations, within 12 hours of arrival at their employment duty location.

6.9.1. If no message capability exists, the central site team chief or NCOIC provides this information to HQ AFPC/PRC by telephone (DSN: 665-2020), datafax, or the quickest means available (e.g., courier, pouch, first-class mail).

6.9.2. HQ AFPC/DPWRO compiles the data from all status reports and updates AIG 9327 (MANPER-B User's).

6.9.3. **Figure 6.5.** provides an example of a Central Site Status Report.

**Figure 6.5. Format for a Central Site Status Report.**

FROM:	USCENTAF FWD//A1//		
TO:	12 MSS DEPLOYED//PERSCO// HQ PACAF HICKAM AB HI//DPXX//		
INFO:	HQ AFPC RANDOLPH AFB TX//PRC/DPWRO// HQ AMC SCOTT AFB IL//DPXX// HQ AFRC ROBINS AFB GA//DPXX-PRC// ANGRC ANDREWS AFB MD//DPXJ//		
CLASSIFICATION:	<Insert appropriate classification here>		
(U) (Note 1) SUBJECT:	CENTRAL SITE STATUS REPORT		
(C-L) (Note 2) PART I - PID TEST1:	OPERATION REPORT EXAMPLE		
(U) PART II:	Provide the grade, full name, complete SSN, and position title for the PT chief, NCOIC, primary MANPER-B operators, equipment custodian (identify if a MANPER-B operator), key POCs in the PRC (as applicable, for MPFs supporting deployed forces), and casualty POC (include phone number and message address if different from PT).		
(C-L) PART III:	Provide the following information:		
(C-L) A. ESTIMATED DURATION OF OPERATION (if known):	Provide an estimate of how long equipment will be deployed		
(U) B. DSN PHONE:	Provide the prefix and extensions for both classified and unclassified phone lines.		
(U) C. COMMERCIAL PHONE:	Provide the country code (if applicable), area code and the prefix, and extensions for both classified and unclassified phone lines.		
(U) D.	Provide the prefix (DSN) and area code (commercial) for both classified and unclassified fax lines.		
(C-L) E. SECURE and NON-SECURE E-MAIL ADDRESSES:	Indicate e-mail addresses for team and members (if available).		
(C-L) F. NARRATIVE ROUTE:	Provide a narrative (message traffic) routing indicator for the communications center serving you.		
(U) G. MESSAGE ADDRESS:	Unit, location (as required) with the office symbol.		
(U) H. MAILING ADDRESS:	Unit, location, and zip code (must be a complete mailing address including street, suite, room number, etc.). For overseas locations include the DODAAC code for shipping purposes (contact transportation).		
(C-L) I. GEOGRAPHICAL LOCATION CODE (GEOLOC):	Provide the four-digit GEOLOC for your deployed location or the two-digit MPF ID if you work with an MPF (see Note 3).		
(C-L) J. ATTACHED PAS:	Provide the eight-digit PAS code for the attached MPF (if known).		
(U) K. MANPER-B SYSTEMS:	Provide the serial numbers for the MANPER-B system(s) at your employed location.		
(U) L. 24-HOUR POINT OF CONTACT:	Provide a 24-hour point of contact name and phone number (DSN and commercial).		
(U) PART IV:	Provide a brief statement on the operational status of the team or PRC (as appropriate) and any significant limiting factors. Submit additional central site status reports when the information in parts I through III change (notes 4 and 5).		
(C-L) PART V:	Provide the following information on all PTs in the AOR you are servicing:		
MESSAGE ADDRESS	GEOLOC	DSN PHONE #	COMMERCIAL PHONE #

**NOTES:**

1. The subject line is always unclassified.
2. Enter the appropriate classification level for each part of the message provided by the component command.
3. Always use actual GEOLOC and classify message according to paragraph 6.3. DO NOT USE XPQF.
4. You may include the initial MANPER-B report (see paragraph 6.14.2.) with this report. If you elect to do so, include it as "PART IV-INITIAL MANPER-B REPORT."
5. As a reminder, ensure the Red-Mini login sheet included, in the Red-Mini User's Guide, is prepared and faxed to HQ AFPC/DPWRSF at DSN 665-3923.

**6.10. Commander's Situation Report (SITREP) (Joint Publication 1-03. Joint Reporting Structure (JRS) General Instructions).** Continue reporting during MINIMIZE. The installation commander prepares and submits this report, which contains two personnel sections. PT submits deployed personnel data as prescribed for inclusion in the commander's daily SITREP. The PT must aggressively seek out the folks that prepare the SITREP and provide them the personnel statistics for the report. Its critical the personnel numbers reported in the SITREP agree with the strength accountability numbers being reported through the personnel community as they come together at the Joint Staff.

6.10.1. Section One includes summary information (the total officers, enlisted, civilians, and contractors employed) on personnel deployed (to include in-place forces) supporting the contingency operation. **NOTE:** The commander is only required to submit summary information only if no mechanized reporting system is available, (e.g., MANPER-B system and SIPRNET connectivity) or if it is non-operational at the deployed location.

6.10.2. Section Two lists existing personnel problems and LIMFACs affecting total force accountability and their impact to the deployed site's readiness posture or mission capability (outlines problems degrading the mission capability of a PT or MPF). For LIMFACs, provide an expected "get-well" date, if known. **NOTE:** LIMFACs are considered classified and must be handled accordingly.

**6.11. Duty Status Change Report.** PTs use this report to identify force status changes (e.g., arrivals, departures (to home station and forward deployments), TDY duty status changes, and strength figures). The information provided in this report is necessary in order to monitor the initial build-up of forces and continues until the deployed site is deactivated.

6.11.1. This report will be initiated within 24 hours after the PT's arrival for all contingencies and on an "as-directed" basis for exercises. Personnel agencies send this report by 2400 hours local on the day the DSC occurs.

6.11.2. HQ USAF or the component command may direct more frequent reporting.

6.11.3. The component command may add additional data elements. Commands requiring a casualty summary only require the MPF, PT, or unit to report these categories; hostile dead (HDEAD), hostile missing (HMISS), hostile injured (HINJ), duty status whereabouts unknown (DUSTWUN), nonhostile dead (NHDEAD), nonhostile missing (NHMISS), nonhostile ill and injured (NHINJILL). Refer to AFI 36-3002 for casualty definitions. Contact HQ AFPC/DPWC for help if you must report more

detailed categories (e.g., missing in action [MIA], killed in action [KIA], wounded in action [WIA], etc).

6.11.4. **Figure 6.6.** provides an example of a duty status change report.



(C-L) PART VII - Branch of Service Numbers. (Note 13)				
(C-L) PART VIII – Transient Accountability (Note 14)				
(C-L) A. ARRIVALS				
PID/ULN/POSN GR (Note 6) NAME	SSN	HOME/TASKED PAS	PAS	ATTACHED
(C-L) B. DEPARTURES				
PID/ULN/POSN GR (Note 6) NAME	SSN	HOME/TASKED PAS	PAS	ATTACHED
(U) (Note 15) PART IX - POC. Provide the grade, name, duty phone, and e-mail address (if available) of the member preparing the report.				

**NOTES:**

1. The subject line is always unclassified.
2. Number reports sequentially as follows:
  - a. Transmitted by the MPF: The first two characters are the MPF ID, followed by a five-digit report number composed of the year and then a sequential report number (e.g., RJ97001).
  - b. Transmitted by the PT: The number consists of the GEOLOC code, followed by a five-digit report number composed of the year and then a sequential report number (e.g., TYMX97001).
  - c. Report numbers will convert to the new calendar year and 001 on 1 Jan each calendar year (e.g., RJ99001).
3. Enter the appropriate classification level for each part of the message provided by the component command.
4. Provide the PID, ULN (include the ULN, FRAG or insert, line number, and suffix), grade, name (at least 10 characters), complete SSN, AFSC, arrival date, GEOLOC, and MPF and MAJCOM ID (home station) on arriving personnel.
5. Always use actual GEOLOC and classify message according to paragraph 6.3. of this instruction. DO NOT USE XPQF.
6. Grade value “00” under the GR column denotes civilian personnel.
7. This section identifies personnel returning back to their home station. Provide the PID, ULN (include the ULN, FRAG or insert, and line number, and suffix), grade, name (at least 10 characters), complete SSN, AFSC, date departed deployed location for home station, MPF and MAJCOM ID (first four of the member’s PAS code) on departing personnel.
8. This section identifies personnel going to another deployed location. Provide the PID, ULN (include the ULN, FRAG or insert, and line number), grade, name (at least 10 characters), complete SSN, AFSC, date departed for another deployed location, the new TDY GEOLOC,

MPF, and MAJCOM ID (first four of the member's PAS code) on the forward deploying personnel.

9. Ensure the new or forward deployed TDY GEOLOC is identified.
10. This section identifies personnel at the deployed location not currently present for duty. Provide grade, name (at least 10 characters), complete SSN, duty status code, effective and expiration date, MPF and MAJCOM ID (first four of the member's PAS code) on the personnel not present for duty.
11. This section provides total strength information of personnel available for duty broken down by MAJCOM for each serviced GEOLOC. (**NOTE:** PTs may serve more than one GEOLOC.) The summary must show each GEOLOC's information, two-digit MAJCOM ID, total officers, total enlisted members, total civilians, total female officers, total female enlisted, total female civilians, total members, total ANG forces, and total AFRC forces accounted for by the PT.
12. This section provides total strength information of personnel available for duty broken down by MPF for each serviced GEOLOC. (**NOTE:** PTs may serve more than one GEOLOC.) The summary must show each GEOLOC's information, two-digit MPF ID, total officers, total enlisted members, total civilians, total female officers, total female enlisted members, total female civilians, total ANG forces, and total AFRC forces accounted for by the PT.
13. This section provides total strength information of personnel available for duty broken down by Service branch.
14. This section identifies personnel in a transient status en route to either final deployment location or returning to home station from a deployed location. Transient forces are those who spend at least one night in billeting at a location that is not their final duty location. When utilizing this section to list individuals that are deploying, include in the message address the PT where personnel are deploying to and their home station PRF. For individuals returning to home station, only include the message address of the home station PRF.
15. The POC line is always unclassified.

**6.12. Processing Discrepancy Report.** Deployed commanders, through the PERSCO Team, should report deficiencies in UTC capabilities and individual personnel processing and qualification issues IAW AFI 10-244. Each home unit is responsible for ensuring a deploying member meets the eligibility, training, and processing requirements established by the Air Force and the component commander in accordance with the AF Component Command reporting guidance and AFI 10-403. For example, a processing discrepancy is not having required immunizations, missing required items (ID card, ID tags, shot records, weapons card, etc.), not having required specialty equipment (steel-toed boots, etc.), or having inaccurate CED orders. If a member arrives at a deployed location with a discrepancy in these areas that negatively impacts mission accomplishment, this report will be used to provide feedback IAW AFI 10-244.

6.12.1. To accomplish this report, PTs must establish a process for supported agencies to provide discrepancy feedback information. For example, the SG should provide the PT discrepancy information regarding medical and immunization issues; the CE should provide information regarding CWDE issues, and unit commanders should report on mission impacting qualification/training issues based on the UTC Mission Capability Statement requirements, etc. The PT consolidates the feedback from the supported agencies and provides it to the deployed commander. As outlined in AFI 10-244, the

deployed commander uses this feedback to provide the commander's assessment on mission impact. The PT transmits the commander's assessment to the AF Component using the format in **Figure 6.7**.

6.12.2. The report should be sent within 72 hours of the member's arrival at the deployed location. However, depending on the mission impact of the discrepancy, a consolidated weekly report may be more appropriate.

6.12.3. Address the report from the deployed/CC to the AF Component/DP. Provide INFO copies to the member's home station wing/CV/CC/IDO, unit/CC/UDM, MSS/CC, MPF/CC/PRF, supporting MAJCOM/DPX, HQ AFPC/PRC/DPWROM, HQ USAF/CAT-MPRC/DPXJ, AEFC/CV/AEP/AES, and HQS ANG or AFR if appropriate. See **Figure 6.7** for an example of the report.

**Figure 6.7. Format for Processing Discrepancy Report.**

FROM:	DEPLOYED//CC//
TO:	USCENTAF SHAW AFB SC//A1-DP// (AF Component)
INFO:	12FW RANDOLPH AFB TX//CV/CC/IDO// (Member's home Wing)
	12MSS RANDOLPH AFB TX//CC/DPM/DPMX// (Member's home MSS/MPF)
	22OSS RANDOLPH AFB TX//CC/UDM// (Member's home Unit)
	HQ AETC RANDOLPH AFB TX//DPX// (Supporting Command)
	HQ USAF WASHINGTON DC//CAT-MPRC/DPXJ//
	HQ AFPC RANDOLPH AFB TX//PRC/DPWROM//
	HQ AEFC LANGLEY AFB VA//CV/AEP/AES//
	7 AF FWD ANYWHERE//DPX//
	HQ AFRC ROBINS AFB GA//DPXX-PRC// (Include for all Reserve personnel)
	ANGRC ANDREWS AFB MD//DPXJ// (Include for all Guard personnel)
CLASSIFICATION:	<Insert appropriate classification here>
(U) (Note1)	SUBJECT:PROCESSING DISCREPANCY REPORT
(C-L)(Note 2)	PART I - PID AND OPERATION NICKNAME
(C-L)	PART II - Provide grade (Note 3), full name, complete SSN, MPF ID, and a list of discrepancies and corrective action required.
(U) (Note 4)	PART III - For your primary and alternate PRC and PT POC, provide grade, name, duty phone, and e-mail address (if available).

**NOTES:**

1. The subject line is always unclassified.
2. Enter the appropriate classification level for each part of the message provided by the component command.
3. Grade value "00" denotes civilian personnel.
4. Part III or the POC line is always unclassified.

**6.13. Casualty Reporting** (RCS: HAF-DPAR 9477, *Medical Casualty Reports*). This report is designated by emergency status code C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned to this category as prescribed or by any means to ensure arrival on the established due date. Continue reporting during MINIMIZE. On-site commanders submit casualty reports to notify family members of casualties. These reports must be timely, accurate, and as comprehensive as possible.

6.13.1. The PT chief or NCOIC must ensure on-site commanders, PT personnel, and base/employment site support offices fully understand their responsibilities to the Casualty Program.

6.13.2. PTs must develop instructions to promptly report casualties, and submit casualty reports according to AFI 36-3002. **NOTE:** All casualty reports are **exempt** from MINIMIZE.

6.13.3. Immediately upon learning of a casualty or an incident that may or may not have casualties but is newsworthy, the PT chief or NCOIC will contact HQ AFPC/DPWCS, Air Force Casualty Services Branch, by telephone at DSN 665-3505, commercial at 210-565-3505 or at 1-800-433-0048. Any aircraft incident, accident, or hostile shoot down must immediately be reported. Also anyone involved in aircraft losses will be considered in a casualty status and must be reported.

6.13.4. Do not delay notifying HQ AFPC/DPWCS by telephone while waiting to confirm casualty data.

6.13.5. When telephone or other electronic message capability does not exist, prepare a written report and send it to HQ AFPC/DPW, 550 C Street West, Suite 13, Randolph AFB TX 78150-4717, by the quickest means (e.g., pouch, courier, or first-class mail).

6.13.6. Do not classify initial casualty reports. Indicate encrypt for transmission only (EFTO) if you cannot transmit a report without SENSITIVE information.

6.13.7. If you must transmit classified information to complete an item on a casualty report, state in that item "see classified supplemental report," and submit a classified supplemental report immediately after the unclassified report.

**6.14. MANPER-B Reporting** . MANPER-B reporting is mandatory for MAJCOMs, MPFs, central site teams, and PTs. There are five MANPER-B reports to help personnel agencies monitor the mission-ready status of these systems and help HQ AFPC/DPWRS coordinate timely maintenance support to keep systems fully operational.

6.14.1. MANPER-B Hardware Relocation Report. Management and tracking of MANPER-B equipment is critical during contingencies or wartime. In these circumstances, the component command assumes operational control of all MANPER-B equipment deployed to their theater according to this instruction. It is imperative the component command use the IPMS account to track the location and status of in-theater MANPER-B assets. Equally important, the component command must advise HQ AFPC/DPWRS when equipment is redeployed to another location. Deployed PTs will report system outages to the Field Assistance Center and the component command. **NOTE:** Replacement components will not be shipped to a deployed location when it is likely the system will be returned to home station before the components can reach the deployed site. In these cases, the replacement component will be shipped to the home unit. When equipment is relocated to another location (base closure, changes in mission, deployed with a PT for more than 72 hours, etc.), the equipment custodian must conduct a complete inventory of the system being shipped. Additionally, the equipment custodian

must submit the hardware relocation report within 48 hours after shipment. See AFCSM 10-626, Volume 2, for MANPER-B relocation report procedures and message format.

6.14.1.1. The MSS UDM ensures the equipment custodian receives training in MANPER-B equipment management and reporting instructions. See paragraph 5.10.2. of this instruction for additional details.

6.14.2. MANPER-B Initial Report. When a MANPER-B system is newly assigned to a unit (including arrival at a deployed location), the gaining equipment custodian for the system must submit an Initial Report within 2 days of receipt of the system. See AFCSM 10-626, Volume 2, for initial report format composition.

6.14.3. MANPER-B Hardware Outage Report. The equipment custodian submits this report only after troubleshooting procedures are completed, and it is determined the problem cannot be fixed at field level. Report the outage by telephone, message, or e-mail. Contact the Field Assistance Center (HQ AFPC/DPWRSF) at DSN 665-2770/2406, datafax number DSN 665-3805. Mailing address is: HQ AFPC/DPWRSF, 550 C Street West Suite 15, Randolph AFB TX 78150-4717. E-mail address is: <mailto:afpc.dpwrc@afpc.randolph.af.mil>. **NOTE:** A formal hardware outage report is not necessary when reporting an outage by telephone to the field assistance center.

6.14.3.1. The Field Assistance Center reports all outages to the maintenance contractor. Replacement parts are shipped and should be received within 3-5 days for Continental United States (CONUS) and (7-10 days for OS). If equipment components are not received within the timeframe specified, immediately contact the Field Assistance Center for assistance. When received, units must complete the Hardware Outage Follow-up Report according to AFCSM 10-626, Volume 2.

6.14.3.2. The Field Assistance Center suspenses units for receipt of the Hardware Outage Follow-up Report. Failure to acknowledge receipt after two late reports will result in the temporary suspension of replacement components until the unit responds to the initial request.

6.14.4. MANPER-B Hardware Outage Follow-up Report. When the new component arrives, the equipment custodian must immediately inspect the container for signs of damage. If the container is damaged, immediately note this with the shipper and inspect the component for physical damage. If the component is damaged, immediately notify the Field Assistance Center.

6.14.4.1. Return the defective component to the contractor as soon as possible, but not later than 3 duty days after the new component is received. Failure to return the part in a timely manner will result in the suspension of replacement components until the part is returned. Unless the container was damaged when you received the new part, use the container to return the defective component.

6.14.4.2. After the new component is received and the defective one returned, the equipment custodian must submit a Hardware Outage Follow-up Report according to AFCSM 10-626, Volume 2. This report notifies the Field Assistance Center and other agencies the outage is resolved and the system is operational.

6.14.4.3. If the new component is functioning properly, but doesn't resolve the outage, a new hardware outage must be reported.

6.14.5. MANPER-B Virus Incident Report. See AFCSM 10-626, Volume 2, for MANPER-B reporting procedures.

**6.15. After-Action Report (AAR)(RCS: HAF-DPW[AR] 0209).** Each deployed PT Chief and central site supporting (deployment and employment) contingency, wartime, CJCS field-training exercise, or emergency operations (e.g., natural disasters) must complete this report. Submit one consolidated report for each team or function. The senior member is responsible for its completion.

6.15.1. Submit this report not later than 10 duty days after return to home station (to include rotational operations) or termination of operation. Send reports by message, letter, or email. Mail reports to HQ USAF/DPXJ, 1540 Air Force Pentagon, Washington DC 20330-1540, HQ AFPC/DPWRO, 550 C Street West Suite 15, Randolph AFB TX 78150-4717; component command; and supporting command.

6.15.2. Use **Figure 6.8.** as a guide, but you may add other appropriate topics.

6.15.3. Address all problem areas according to these categories: observation, impact, and recommendation.

**Figure 6.8. Format (See note 1) for After-Action Report.**

FROM:	12 MSS DEPLOYED//PERSCO//
TO:	HQ AFPC RANDOLPH AFB TX//PRC/DPWRO// HQ PACAF HICKAM AB HI//DPXX//
INFO:	HQ USAF WASHINGTON DC//CAT-MPRC/DPXJ// HQ AMC SCOTT AFB IL//DPXX// 7 AF FWD ANYWHERE//DPX// HQ AFRC ROBINS AFB GA//DPXX-PRC// ANGRC ANDREWS AFB MD//DPXJ//
(U) (Note 1)	SUBJECT: AFTER-ACTION REPORT
(C-L) (Note 2)	PART I - PID AND OPERATION NICKNAME
(U)	PART II - PERSCO TEAM DATA. For each team member, provide grade, full name, complete SSN and home base; specify if the member was a MANPER-B operator and if the member had previous deployment experience by listing the deployment nickname and year deployed.
(U)	PART III - TRAINING AND DEPLOYMENT EXPERIENCE. Summarize the training of PT members (to include Silver Flag), frequency of training, use of MANPER-B, including the processing of DPT traffic, and whether the training involved problem-solving scenarios, classroom lecture, or both. If the team consists of people from more than one base, include a separate summary for each base.
(C-L)	PART IV - OBSERVATIONS AND RECOMMENDATIONS. Outline from your observations the problems affecting the mission. Use this format: Observation, Impact, and Recommendation. Address but do not limit each report to these areas: timeliness of arrival and departure, actions taken to set up PERSCO operation and the personnel accountability procedures used, timeliness, and accuracy of the ERMD and mini-records and common errors with CED orders, types and availability of communications, quality of support the component command offered, to include the value of guidance in OPLANS and other policy directives, types of information and support commanders/deployed personnel requested, MANPER-B system operation, and adequacy of PERSCO supply kits. The recommendation must state what items should be added or deleted. <b>NOTE:</b> LIMFACs for classified operations are classified. See component command's classification guidance. Also comment on any recommended Silver Flag curriculum changes that would be beneficial in preparing PTs for situations encountered during this deployment.
(U) (NOTE 3)	PART V - POC of the AAR. Send AAR by message or memorandum.

**NOTES:**

1. The subject line is always unclassified.
2. Enter the appropriate classification level for each part of the message provided by the component command.
3. Part V or the POC line is always unclassified.

## Chapter 7

### CONTINGENCY, EXERCISE, AND DEPLOYMENT (CED) ORDERS

**7.1. Administrative Orders.** This chapter establishes procedures and provides guidance for preparation, issuance, numbering, funding, authentication, distribution, and maintenance of CED orders.

7.1.1. Use of the computer-generated CED orders in lieu of the DD Form 1610 is authorized according to AFI 65-103, *Temporary Duty Orders*.

7.1.2. Information appearing on a computer-generated CED orders must comply with guidelines outlined in the Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR).

#### **7.2. General Information:**

7.2.1. MAJCOMs, through the PRF, use CED orders to direct the deployment of active, Air Reserve Component, and federal civilian personnel to a specific location in a theater of operation during contingency, wartime, exercise, and emergency operations. The PRF or PDF (as applicable) prepares, verifies, and authenticates CED orders.

7.2.1.1. Do not authenticate for local exercises where movement is simulated.

7.2.1.2. Generate North Atlantic Treaty Organization (NATO) orders to fulfill treaty requirements (see paragraph [7.5.3](#)).

7.2.1.3. For MANPER-B generated NATO orders, refer to AFI 65-103, paragraph 2.7. Use AF Form 1631, **NATO Travel Order/Ordre De Mission OTAN**, when the MANPER-B system is not operational.

7.2.2. TDY is defined in the *Joint Federal Travel Regulation* (JFTR), Volume 1, appendix A, and *Joint Travel Regulation* (JTR), Volume 2, C4430. Both regulations limit TDY at any one location to not more than 180 days in a 12-month period. Exceptions must be specifically authorized by the SAF or supported CINC. A request for waiver is routed, authentication takes place when the orders are signed by the issuing and approving officials, the fund certifying official, and the travel order number is placed on the travel order through the local MPF. Any JTR/JFTR paragraph reference preceded by a "C" refers to federal civilians and those with a "U" to military members.

7.2.3. Authentication. This is the process that makes administrative orders official.

7.2.4. Effective date. This is the date the orders go into effect usually the date shown in the orders for travel to begin.

7.2.5. The MPF commander appoints an orders-issuing or approving official for CED orders in writing. This official must sign manually prepared orders; however, computer-generated orders do not need to be signed as long as adequate controls are in place to ensure proper approval before orders are authenticated.

7.2.6. PRF or PDF must cite an authority on all orders. List the appropriate authority (OPORD, OPLAN, letter, message, levy flow, etc.) directing the deployment or exercise.

7.2.7. All CED orders will be series "TE."

7.2.8. Information Required to Identify Personnel.

7.2.8.1. Identify personnel by grade, name, and SSN. The name and grade must be in upper case letters.

7.2.8.1.1. When two or more people are on the same orders, the PRF or the PDF prepares two sets of orders. This is automatic for MANPER-B generated orders; however, when using DD Form 1610, you must prepare two sets of orders.

7.2.8.1.1.1. Block out the first five digits of the SSN on one order and leave the complete SSN on the other order.

7.2.8.1.1.2. Deploying personnel receive orders with first five digits of the SSN suppressed.

7.2.8.1.1.3. Agencies receiving orders with complete SSNs are unit orderly rooms, financial services offices, medical treatment facilities (MTFs) and air passenger terminals (APTs) (during deployment operations), IDOs, PRFs, PDFs, and troop commanders or persons designated to hand-carry the PAK.

7.2.8.1.1.4. Other base agencies must justify their requirement for copies of orders with complete SSNs according to the Privacy Act (PA), 5 U.S.C. (552a). The agencies must direct questions to the base Freedom of Information Act (FOIA) representatives and submit requests to the MPF commander for approval. Include a list of agencies approved to receive CED orders with complete SSNs in a supplement to this instruction. MPFs will keep these letters on file and verify requirements annually.

7.2.8.2. Show the eight-digit PAS code for the unit and major command of assignment.

7.2.8.3. Grade for Air Force Office of Special Investigations (AFOSI) agents will always be "99-UNK."

7.2.9. Do not issue verbal orders unless absolutely necessary. Authorize verbal orders when time or error prevented written orders from being published in advance of travel. Confirm verbal orders (in writing) as soon as possible. Include in the written orders the date and who issued the verbal orders along with a statement on why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed, circumstances prevented written orders in advance." On composed orders, include this in the remarks block.

7.2.10. Changes to Orders-Amendments, Rescissions, and Revocations. To amend, rescind, or revoke CED orders, use a composed amendment (MANPER-B generated) or an AF Form 973, **Request and Authorization for Change of Administrative Orders**. Publish amendments, rescissions, and revocations in the "TE" series. Do not use blanket statements such as "previous orders are rescinded" or "this order supersedes all previously published orders."

7.2.10.1. Orders may be amended, rescinded, or revoked only by the organization publishing the original orders.

7.2.10.2. Publish an amendment to add, delete, or change pertinent data to read as originally intended. Correct inaccurate first or middle names and initials and other personal data when required for an individual to enter a foreign country. Add or change a travel advance payment statement or to authorize leave outside the local area prior to or after deployment.

7.2.10.3. Do not publish an amendment to delete an individual, to rescind or revoke in part the original orders pertaining to the person, or to change an effective date after it has passed. Revoke

the expired orders and publish a new one. Do not publish an amendment to include leave taken in the local area prior to or after deployment. **NOTE:** Document through normal channels as if the member was not deployed. Also, after the member has departed home station, do not amend orders to include leave en route when authorized. A message or email from the member's unit authorizing the leave is sufficient. It should be kept on the member while in leave status and filed with the travel voucher.

7.2.10.4. Rescind an order when it is no longer needed. **NOTE:** If money has been obligated you must rescind the orders; if not, then revoke.

7.2.10.5. Revoke an order before it has gone into effect or to change an effective date after it has passed. The orders approving official determines when to revoke "TE" series orders.

7.2.10.6. Retroactive amendments to increase or decrease the amount of money due the traveler must be fully explained and justified. Written requests for such amendments must clearly show the original order was unclear, incomplete, or lacked necessary information. Order publishing agencies should look carefully at any request for such amendments to make sure the amendment and the reasons given agree with the comptroller generals' decision. The circumstances permitting an amendment to authorize additional payment are rare, thus claims based on previous approvals are seldom allowed. Instead, submit the travel claim (with amended orders) to the General Accounting Office (GAO) through the Defense Finance and Accounting Service (DFAS) with a statement of facts and circumstances.

7.2.10.7. If an order is revoked or rescinded and replaced immediately by a new order; the new orders may also announce the revocation or rescission. Include this statement (upper case letters) as the last paragraph in the remarks section: "THIS ORDER REVOKES OR RESCINDS (ORDER NUMBER AND DATE)."

7.2.10.8. Once revoked, an order no longer exists as an official document. Once rescinded, although still an official document, it can no longer be used. Do not revoke a revocation or rescission; instead publish a new order.

7.2.11. You may reproduce any order or portion of it, as a true copy or a true extract copy. Include the same heading and close as the original orders and the statement "A TRUE COPY" or "A TRUE EXTRACT COPY." In a true extract copy, include only the required information. For example, if a paragraph is on several individuals, include only the name of the one for whom you need a copy. Use asterisks to indicate omitted material. Any officer or other individuals authorized to authenticate orders may authenticate true copies or true extract copies.

7.2.12. AFMAN 37-139 contains disposition instructions. Ensure MANPER-B generated orders meet the criteria in AFI 33-328, *Administrative Orders*. For information on length of orders, continuation lines, paper size, margins, and numbering, refer to AFI 33-328.

7.2.13. Reproduction of CED orders is the responsibility of the orders issuing official. The PRF or PDF (as applicable) prepares, verifies, and authenticates CED orders. The PRF or PDF distributes CED orders to deploying personnel (minimum 10 copies each person), other deployment work centers, other base agencies (see local base supplement to AFI 33-328), and the Financial Services Office (FSO). **NOTE:** For local exercises not involving actual deployment of personnel, do not (repeat do not) reproduce copies for members.

7.2.14. Air Force military personnel are not placed on funded TDY at any one location for more than 179 days (except when approved in advance by the SAF according to AFI 36-2110).

7.2.15. The PRF or PDF uses the MANPER-B orders program to prepare CED orders and the DD Form 1610 when MANPER-B is not operational. Include the following data elements: ULN (including FRAG and Insert codes), ULN position, deployed AFSC, deployed unit PAS code, and line remarks (if necessary).

7.2.16. For a classified contingency or exercise, the supporting command may block out specific data elements in the DRMD based on classification guidance from the component command. In such cases, the supporting command sends the classified information by message.

7.2.16.1. Before preparing orders, the PRF must have access to OPLAN classification guidance and understand its impact on CED orders, mini-records, and other documentation personnel use during contingency operations.

7.2.16.2. The PRF or PDF prepares unclassified CED orders, if possible.

7.2.17. If classified orders are required, prepare two sets of orders.

7.2.17.1. For an unclassified extract, use asterisks in place of classified elements. **EXCEPTION:** The component command provides further guidance.

7.2.17.2. Provide copies to deploying personnel (see paragraph 7.2.13.), other deployment work centers, and other base agencies (see local base supplement to AFI 33-328). Ensure each person on the orders (classified or unclassified) is informed of his or her final destination.

7.2.17.3. Fill in all elements on a classified order, and mark and handle according to DOD Directive 5200.1-R/AFI 10-1101, *Operations Security*.

7.2.18. Assumptions:

7.2.18.1. The Air Force considers all deployed personnel to be “performing duty on a military installation.” **EXCEPTION:** Deployment guidance from the supporting or component command states otherwise.

7.2.18.2. CED orders specify group travel status if any portion of travel occurs under the “group travel” conditions set forth in the JFTR. Also, all personnel on the orders must meet these conditions.

7.2.18.3. Temporary change-of-station weight allowance (JFTR, Volume 1, U4705) may be authorized or approved by the orders issuing official or the member’s commanding officer.

7.2.19. Special authorizations add to the cost of normal travel. Members request special authorizations to accomplish a mission.

7.2.19.1. Personnel may not include special authorizations on CED orders for JCS-directed contingency operations. These operations include rotational deployments, JCS field-training exercises, and emergency operations such as natural disasters. **EXCEPTION:** Deployment guidance from the component command states otherwise.

7.2.19.2. Personnel send requests for special authorizations not included in deployment guidance to the deployed PT with information to component command for approval.

7.2.19.3. The individual requesting the special authorization must show an advantage to the government or a need for mission accomplishment.

7.2.19.4. The unit commander may recommend approval of all requests.

7.2.19.5. Unit commanders may approve excess baggage for professional equipment a member needs for a mission. The commander notifies the PRF or PDF in writing for excess baggage approval, specifying the type of equipment (e.g., tool box), number of pieces, and total weight.

**NOTE:** The PRF or PDF will include this information in the CED orders.

7.2.19.5.1. For deployment equipment required by deployment guidance, members and commanders do not need to justify excess baggage.

7.2.19.5.2. For travel in a (POV), personnel follow the guidance and provisions contained in the JFTR.

### 7.3. Responsibilities of the Orders Issuing or Approving Official:

7.3.1. Direct the use of government-procured transportation when appropriate. When directing government-procured transportation, strictly adhere to the following guidelines.

7.3.1.1. When government-funded, travel will normally be arranged by TMO and the orders will contain this statement: "Government-procured transportation directed, report to TMO ASAP." This is required except when authorized travel by POV or special conveyance as advantageous to the government.

7.3.1.2. When a specific mode of travel (e.g., military air) is directed in the orders or when travelers are authorized to use their POV or to personally procure commercial transportation as "not advantageous" to the government, it will be necessary to coordinate with TMO to obtain the lowest fare available with a transportation request. Include the cost on the travel orders to determine the amount to reimburse the traveler.

7.3.2. Additional information for orders issuing officials:

7.3.2.1. Provide written authorization for persons to escort or hand-carry classified information (see DoD Directive 5200.1R and AFI 10-1101).

7.3.2.2. Approve requests to hand-carry classified information within the United States, its territories, and Canada.

7.3.2.3. Identify personnel on the orders hand-carrying classified material outside the United States, its territories, and Canada when travel is on government-owned, controlled, or on chartered aircraft. **NOTE:** The unit commander trains, briefs, and designates in writing classified couriers IAW AFI 31-401.

7.3.2.4. Take full responsibility and can answer for approval of special authorizations.

7.3.3. Include the FSO travel advance eligibility statement as prescribed by [Table 7.2.](#), rules 1 and 2 of this instruction. This requirement is the result of the DOD Standard Travel Advance Policy that specifies the amount of travel advance payable, based on the eligibility of personnel for a government contractor-issued travel charge card.

7.3.4. Annotate orders of individuals traveling TDY to designated high-threat areas to reflect compliance with the DOD Travel Security Policy. Refer to the Foreign Clearance Guide or contact the local

anti-terrorism representative or an AFOSI detachment to determine current high-threat areas. Compliance with the policy requires individuals to travel by AMC air or AMC charter to the maximum extent possible, receive briefings on the availability and use of fee passports by the local passport agent, and receive briefings on the terrorist threat and suggested personal travel precautions by designated local officials prior to travel. Additionally, military members must and civilians may familiarize themselves with AFI 36-2209, *Survival and Code of Conduct Training*, and DoD Directive 1300.7, *Training and Education Measures Necessary to Support the Code of Conduct*.

7.3.5. The Commercial Ticketing Program (CTP) provides Joint Staff funds for the purchase of commercial airline tickets. Tickets purchased are for specific participants, authorized by U.S. Transportation Command (USTRANSCOM), for travel to and from Chairman of the Joint Chiefs of Staff (CJCS) exercises. Receipt of USTRANSCOM's authorization message constitutes authorization to obligate funds and purchase tickets. For individuals authorized the use of CTP funds, the PRF will include ESP code and separate fund cites for purchasing commercial tickets on the CED orders. See [Table 7.3.](#), rule 14 for legend.

7.3.6. The POV Storage Program allows service members, if authorized, to store their POVs while deployed to support contingency operations. Base storage funding on the orders creating the entitlement. If authorized, the member must contact the TMO for arrangements to store the vehicle. Refer to [Table 7.2.](#), rule 30 for the statement to be included on the CED orders.

**7.4. Preparing the MANPER-B Generated CED Orders.** Use the following information to complete a MANPER-B generated CED orders.

7.4.1. **HEADING.** For the publishing headquarters, include DEPARTMENT OF THE AIR FORCE; the complete unit designation (cleartext); the name of the major command of assignment (abbreviated in parentheses); and the complete mailing address. Do not postdate or antedate. An example is shown in [Figure 7.1](#).

**Figure 7.1. Sample Heading CED Order.**

<p><b>DEPARTMENT OF THE AIR FORCE</b>  <b>12th MISSION SUPPORT SQUADRON (AETC)</b>  <b>550 D Street East Suite 3</b>  <b>RANDOLPH AFB TX 78150-4429</b></p>
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7.4.2. **SPECIAL ORDER NUMBER.** Enter "TE" followed by the order number. Number in order starting with number "TE-001" for each fiscal year (FY). Cite above the heading of the first order of a year, the number of the last order published the previous year; "SO TE-<Enter the last FY order series number>, <Enter orders issuing squadron>, was the last of the series at the end of FY <Enter last two digit of the previous fiscal year>." **EXAMPLE:** "SO-TE-1297, 12th Mission Support Squadron, was the last of the series at the end of FY99."

7.4.3. **PURPOSE.** MANPER-B automatically publishes "Special Mission Travel (MSN)" and the statement "Participate in" on the orders. Include the nickname of the deployment or exercise (e.g., "Operation SEA SIGNAL"). Orders for other than Secretary of Defense (SecDef) designated contingencies should not contain any reference to "contingencies" in this block of the orders. Enter the PID

in parentheses two spaces after the nickname. If the TDY is in connection with field duties, put in "field duty." In the REMARKS area include: "The inclusive dates of field duty are from (date) to (date)." If classified, see paragraph 7.2.17.

7.4.4. PROCEED ON OR ABOUT (O/A) DATE. Enter the date, in YYYYMMDD format, the deploying personnel will leave home station. MANPER-B translates numerical data into day, month, and year format. The on or about date is valid for 7 days before or after date shown, as long as the traveler does not depart before the date the order is authenticated. **NOTE:** Member must depart in sufficient time to arrive at the end destination on or before the RDD/DRI. Arrival after the RDD/DRI is not authorized. **EXAMPLE:** No amendment is needed if the date shown on the orders is 07 May 1997 and the traveler does not depart until 14 May 1997. Publish new orders if the traveler leaves on 15 May 1997.

7.4.5. DSN. Enter the Defense Switched Network (DSN) prefix and extension for the PRF.

7.4.6. TDY LENGTH. Show the number of days TDY, plus the travel time from the permanent duty station to the TDY location(s) and return. DO NOT include delay en route or ordinary leave in this item.

7.4.6.1. Amendments are not required for extensions of a TDY of 30 days or less **EXCEPT** for extensions past 30 September of a given fiscal year into a new fiscal year. Amendments to extend the number of days of a TDY past 30 September of a given fiscal year into a new fiscal year must be processed prior to entering the extension period.

7.4.6.2. The appropriate authority for authorizing or approving TDY assignments in excess of 180 days at any one location will be the Secretary of the Service concerned or the chief of an appropriate bureau or staff agency specifically designated for that purpose and commanders/vice commanders of the unified and specified commands. Enter the following statement in the REMARKS section: "SAF approval was granted according to AFI 36-2110 (as applicable) by (cite approval letter or message and its date)". See **Table 7.2.**, rule 7.

7.4.7. ITINERARY (FROM). Enter where the traveler is assigned. Do not include zip code.

7.4.8. ITINERARY (TO). When unclassified, show specific location where TDY will be performed. **EXAMPLE:** Spangdahlem GE. If classified, see paragraph 7.2.17.

7.4.8.1. Do not include zip code.

7.4.8.2. Do not indicate a military installation near the TDY location merely to save per diem costs.

7.4.8.3. Do not show en route stops where no TDY will be performed.

7.4.8.4. If TDY location is in the country of Turkey, ensure the front of the order specifically states the TDY location and the country, Turkey.

7.4.9. ITINERARY (RETURN TO). Enter where the traveler is assigned. Do not include zip code.

7.4.10. REMARKS. To be used for instructions, special authorizations, and any other pertinent information applying to all personnel appearing on the CED orders.

7.4.10.1. **Table 7.1.** identifies the mandatory statements needed on all CED orders. **NOTE:** MANPER-B places the statements listed in **Table 7.1.** on all MANPER-B generated CED orders.

- 7.4.10.2. **Table 7.2.** identifies the optional statements applying to all personnel listed on the CED orders. The OPORD, OPLAN, component command's reporting guidance/processing instructions, or deployment authority will identify the applicable optional statements.
- 7.4.10.3. Do not change the wording of any optional statements used. Use the abbreviations in Joint Publication 1-02, *DOD Dictionary of Military and Associated Terms*, whenever possible.
- 7.4.10.4. The component command may add additional statements, which the PRF/PDF must manually type after selecting all standard optional statements.
- 7.4.11. **AUTHORITY.** Include AUTHORITY as the next-to-last entry in item 16 before the LEGEND section. List the appropriate directive (OPORD, OPLAN, letter, message, levy flow) directing the deployment or exercise.
- 7.4.12. **LEGEND.** To be used for instructions, special authorizations, and any other pertinent information applying to some of the personnel appearing on the CED orders.
- 7.4.12.1. **Table 7.3.** identifies standard LEGEND codes. Do not change the standard code letters or definitions shown in this table.
- 7.4.12.2. MAJCOMs and bases may add codes if they list them in a supplement to this instruction. Use the abbreviations in Joint Publication 1-02 whenever possible.
- 7.4.12.3. Complete leave information when leave is granted for reasons other than to cover excess travel time. The PRF or PDF will include the information above the LEGEND portion of the CED orders.
- 7.4.12.3.1. Do not use TDY orders to account for leave taken prior to departure or after return to the permanent duty station, whether civilian or military. Document leave taken in the local area prior to or after deployment on an AF Form 988, **Leave Request/Authorization**, for military personnel and a (OPM) Form 71, **Application for Leave**, for federal civilians.
- 7.4.12.3.2. Unit commanders may approve personal leave in conjunction with deployment (authorize member to travel separately according to JFTR, Volume 1, U4003). The commander must notify the PRF or PDF in writing of this request specifying member's full name, rank, complete SSN, start date of the leave before or after completion of TDY, length of the leave, address of the member while on leave, and emergency phone number for contacting member while on leave.
- 7.4.13. **APPROVING OFFICIAL.** Enter the name and grade of the official approving the orders. Approving official must be a SSgt (GS-6 equivalent) or above. **NOTE:** The approving official will not be the same as the traveler.
- 7.4.14. **FUND CITE (both 1 and 2).** Enter accounting classification used to fund the travel. The OPLAN, supporting MAJCOM, or tasking authority will provide the fund cite.
- 7.4.14.1. When using funds of another organization, a copy of the authority will be provided to the FSO when certifying the fund cites. An FSO-designated official must initial the fund cite to indicate authenticity and accuracy of the fund citation.
- 7.4.14.2. When citing multiple funds, include the TDY location or description to which they apply in parentheses following the fund cite. If there is not enough space for accounting classification(s) and accompanying instructions, state "See Remarks" (if it applies to all individuals) or

“See Legend” (if it only applies to a select few). Provide the funding matrix in the appropriate area.

7.4.14.3. Travel Involving Two Fiscal Years (FYs). Orders published before 1 October, including travel entitlements to be earned in the next FY, must cite both the current and next FY appropriations. This allows a traveler to be paid a travel advance (if so authorized) and to arrange for transportation.

7.4.14.3.1. The FSO certifies current year funds only and validates the accounting classification for the next FY. **NOTE:** A qualifying statement concerning fund availability for the next FY is not required.

7.4.14.3.2. After the start of the new FY, determine if funds are available and record the obligation. If funds are not available and travel has not begun, act to have the TDY orders revoked.

7.4.15. CUSTOMER IDENTIFICATION CODE (CIC) (both 1 and 2). Used for travel to, within, or from an overseas area, when travel will be performed by scheduled airlift. Finance must initial the accounting citation and CIC number on the original order (before publication) to ensure correctness.

7.4.16. AUTHENTICATOR. The MPF commander will designate (in writing) personnel authorized to authenticate CED orders. The authenticating official may sign or use an “OFFICIAL” stamp to verify the authenticity of the orders. Do not authenticate orders for deployment exercises not requiring actual travel. **NOTE:** The authenticator must be a SSgt (GS-6 equivalent) or above.

7.4.17. DATE OF ISSUE. Enter the date the orders are being issued. **NOTE:** Date cannot be a future date.

7.4.18. DISTRIBUTION. List the agencies that receive a copy of the published orders. Refer to local supplement to AFI 33-328 for codes you can use.

**Figure 7.2. Instructions for Preparation of CED Orders on DD Form 1610.**

Item 1 (Date): Enter current date.
Item 2 (Name and SSN): Enter “See Reverse” regardless of the number of personnel on the orders. Enter the names and SSNs on the reverse of the orders.
Item 3 (Position title and grade or rating): Enter “See Reverse”. Enter the grade on the reverse side of the orders.
Item 4 (Official Station): Enter “N/A”.
Item 5 (Organizational Element): Enter “See Reverse”. Enter the assigned PAS code on the reverse of the orders.
Item 6 (Phone Number): Enter DSN prefix and extension for the PRF.
Item 7 (Type of Orders): Enter “CED”.
Item 8 (Security Clearance): Enter “See Reverse”. Enter security clearance codes on the reverse of the orders with a cleartext listing in the LEGEND section.
Item 9 (Purpose of TDY): See paragraph <a href="#">7.4.3</a> .
Item 10a (Approximate Number of Days of TDY): See paragraph <a href="#">7.4.6</a> .
Item 10b (Proceed O/A Date): See paragraph <a href="#">7.4.4</a> .
Item 11 (Variations Authorized): Always enter “X” in this block. Variations are authorized on all CED orders.
Item 11 (Itinerary): See paragraphs <a href="#">7.4.7</a> through <a href="#">7.4.9</a> .
Item 12 (Mode of Transportation): When the OPORD, OPLAN, FRAG, or implementation orders, line remarks, or other deployment instructions require a specific mode of transportation, enter an “X” in this block. When documents do not specify mode of travel, see <a href="#">Table 7.2.</a> , rule 13, for additional required statement.
Item 13 (Per Diem Authorized): Place an “X” in the block “PER DIEM AUTHORIZED ACCORDING TO JFTR.” <b>EXCEPTION:</b> Higher headquarters directs a reduced rate. In this case: Place an “X” in the block “OTHER RATE OF PER DIEM (SPECIFY).” Add in the remaining space, “Per Diem (give amount) authorized according to (cite authority).”
Item 14 (Estimated Cost): Leave blank. <b>EXCEPTION:</b> Higher headquarters directs otherwise.
Item 15 (Advance Authorized): Leave blank. <b>EXCEPTION:</b> Higher headquarters directs otherwise.
Item 16 (Remarks): See paragraphs <a href="#">7.4.10</a> and <a href="#">7.4.12</a> .
Item 17 and 18 (Requesting/Approving Official): See paragraph <a href="#">7.4.13</a> .
Item 19 (Accounting Citation): See paragraphs <a href="#">7.4.14</a> for accounting citation and <a href="#">7.4.15</a> for CIC.
Item 20 (Order Authorizing Official): See paragraph <a href="#">7.4.16</a> .
Item 21 (Date Issued): Complete all authenticated orders.
Item 22 (Travel Order Number): See paragraph <a href="#">7.4.2</a> .

**7.5. North Atlantic Treaty Organization (NATO) Travel Order.** These orders are to be used only for military personnel movement, their personal baggage, individual weapons, and official documents. Use

AF Form 1631, **NATO Travel Order**, or a composed order. The following instructions cite the NATO Standardization Agreement 2026:

7.5.1. **Requirement.** All military personnel, except attaché and advisory group-mission personnel, must have (in addition to PCS or TDY orders) NATO Travel Order when traveling from one NATO country to one or more other NATO countries. NATO countries are: Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxembourg, Norway, Portugal, the Netherlands, Spain, Turkey, the United Kingdom, and the United States.

7.5.2. The NATO Travel Order is used for both individual and group travel. If more than one person is traveling, list them by name, rank, last four of the SSN, and unit on the face or reverse of the orders or on a separate sheet of paper.

7.5.3. **Preparing the NATO Travel Order.** The NATO Travel Order must be printed in English and French. Include additional languages if required under national agreements (see the *USAF Foreign Clearance Guide*).

7.5.3.1. **ORDER NUMBERING.** The NATO Travel Order is numbered with the same number as the individual's basic travel orders. Give one or more copies to the traveler. You need not make more copies for file, record, or other purposes, unless the MAJCOM requires it.

7.5.3.2. **COUNTRY OF ORIGIN.** List the nationality of the person(s) listed on the orders.

7.5.3.3. **DEPARTURE DATE.** Proceed on or about date (date reflected on CED orders).

7.5.3.4. **RETURN DATE.** Proceed on or about date plus TDY length.

7.5.3.5. **TRAVEL FROM.** Self-explanatory.

7.5.3.6. **TRAVEL TO.** List all of the following countries: BELGIUM, CANADA, DENMARK, FRANCE, GERMANY, GREECE, ICELAND, ITALY, LUXEMBOURG, NORWAY, THE NETHERLANDS, PORTUGAL, SPAIN, TURKEY, THE UNITED KINGDOM, OR THE UNITED STATES.

7.5.3.7. **IS AUTHORITY GRANTED TO POSSESS AND CARRY ARMS.** Enter "Y" if personnel may hand-carry firearms. **NOTE:** The Legend section of the CED orders must show this authorization. If personnel may not or do not plan to hand-carry firearms, enter "N."

7.5.3.8. **NUMBER OF SEALED MESSAGES THAT MAY BE CARRIED.** List the number of sealed messages (see the *USAF Foreign Clearance Guide*). Enter "00" if none.

7.5.3.9. **SEALED DISPATCHES ARE NUMBERED.** Show the numbering of sealed dispatches.

7.5.3.10. **VIA.** Enter the mode of transportation (e.g., military aircraft, commercial aircraft, convoy, and so on).

7.5.3.11. **AUTHENTICATING OFFICIAL.** Enter the name, grade, and title of the official verifying the authenticity of the orders. The official may sign the orders or use an official seal.

Table 7.1. Mandatory Statements for CED Orders (note 1).

R U L E	A	B	C
	To indicate	Applies to: F=Federal Civilian M=Military	Include in Remarks/Item 16
1	Processing instructions	F, M	"Report to the personnel processing facility (PERSCO Team) upon arrival at the employment location."
2	Authority for TDY	F, M	List directing document. Authority is the last entry in item 16 before the legend (e.g., AUTHORITY: HQ ACC/DPWD 131151Z DEC 97 MSG).
3	Promotional Items	F, M	Accept no promotional items; for example, gifts, bonus tickets, etc.
4	Per Diem Rate	M	Circle the statement that applies: Per Diem Rate: A. All government meals are available and directed. B. Partial government meals are available and directed. C. Government meals are not available or directed."
5	LES Mailing Address Change	M	Members wishing to have their LES mailed to their home address while deployed must complete an AF Form 1745, <b>Address Change Form</b> , at Military Pay.
6	DOD and AF Policy on Self-Procured Official Travel (See Note 2)	F, M	DOD and AF policy prohibits members from self-procuring official travel. If you need assistance with your reservations, contact the following: AMC flight changes, call 1-800-851-3144 or any traffic management office (TMO) for assistance.
7	Return to Home Station	F, M	Upon return to home station, member must in-process the orderly room and notify the MPF/PRF of the date they returned. Failure to do so could adversely affect the member's duty status.
8	Commercial Transportation Arrangements	F, M	Per AFI 24-101, government procured transportation directed; contact your Commercial Travel Office (CTO) or Traffic Management Office (TMO) ASAP.
9	Mission release statement	M	Mission requirements, overlap, shortfalls, deployed commander's release, replacement arrival, and/or airlift may combine to delay your departure from the deployed location.

**NOTES:**

1. MANPER-B automatically places the above statements on the orders; if they do not apply to the members (i.e., federal civilian), edit the orders to remove or line through the item before publishing the orders.
2. The following information may be placed on the orders, if deemed appropriate: The Personnel Reservations Center at Scott AFB IL is only open from 0600-1900 Central Standard Time daily, no weekends. Members can only add or change military travel arrangements, not civilian or commercial arrangements. The emergency number for CTO is 800-636-2760 to address civilian or commercial travel problems or emergencies.

Table 7.2. Optional Statements For CED Orders.

R U L E	A	B	C
	If members shown in the orders (Notes 1 and 2)	Applies to: F=Federal Civilian M=Military	then include in Remarks (Item 16)
1	Travel pay statement for exercise TDYs	F, M	"In accordance with Public Law 105-264, GTC use is mandatory for all authorized expenses unless otherwise exempted under the specific provisions detailed in paragraph E of the TTRA."
2	Travel pay statement for contingency or crisis TDYs	F, M	"According to paragraph E1b(4) of Public Law 105-264, personnel identified on this CED orders are exempt from the mandatory use of the travel charge card."
3	Active duty supporting an operation <b>or</b> RC supporting an operation <b>and</b> travel is more than 100 miles from PDS	M	PERSTEMPO Travel code "A" applies.
4	Active duty supporting an exercise <b>or</b> RC supporting an exercise <b>and</b> travel is more than 100 miles from PDS	M	PERSTEMPO Travel code "B" applies.
5	RC supporting an operation <b>and</b> travel is less than 100 miles from PDS	M	PERSTEMPO Travel code "E" applies.
6	RC supporting an exercise <b>and</b> travel is less than 100 miles from PDS	M	PERSTEMPO Travel code "F" applies.
7	Require an extension for periods in excess of 180 days TDY	F, M	"(Cite letter or message and date) SAF or Unified/Specified Commander approval was granted according to AFI 36-2110."
8	Must perform duty off an installation	F, M	"Member will perform duty off an installation of the uniformed services."

R U L E	A	B	C
	If members shown in the orders (Notes 1 and 2)	<b>Applies to:</b> <b>F=Federal</b> <b>Civilian</b> <b>M=Military</b>	then include in Remarks (Item 16)
9	TDY to military installations	F, M	"Per diem is based on the availability of government quarters (military and civilian) and mess (military only). For travel to military installations, advance lodging reservations are mandatory to maximize the use of government quarters and for more efficient use of per diem. Contact the TDY location's lodging operation immediately to make reservations. If on-base lodging is not available, the lodging office will make reservations in contract quarters or provide non-availability information."
10	Must perform field duty	F, M	"Member will be quartered and subsisted under field duty. It is assumed all meals during the period of field duty are consumed unless AF Form 2282, <b>Statement of Adverse Effect - Use of Government Facilities</b> , is completed and signed by the commander in the field. Period of field duty is from XXX to XXX."
11	Must use government vehicle at employment location	F, M	"Traveler is authorized temporary use of a government-owned vehicle while on TDY."
12	Special authorizations (Note 3)	F, M	"Special authorization(s) for <list special authorization(s)> is required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment."
13	Must use specific mode of travel	F, M	"Travel by (list mode of travel: e.g., commercial air, military air) is directed if available."
14	Authorized battle dress uniform (BDUs), flight suits, or civilian clothes during travel	F, M	"Wear of BDUs/flight suits/civilian clothing while traveling on government-owned or leased aircraft is authorized."

R U L E	A	B	C
	If members shown in the orders (Notes 1 and 2)	Applies to: F=Federal Civilian M=Military	then include in Remarks (Item 16)
15	Restricted in travel according to AFI 31-501, <i>Personnel Security Program Management</i>	F, M	"Duty and travel restricted according to AFI 31-501, <i>Personnel Security Program Management</i> ."
16	Must travel to, from, or through Spain	F, M	"La persona a quien esta orden pertenece esta autorizada por las autoridades militares competentes de los Estado Unidos de America para entrar o salir de Espana en mision oficial vestido de civil o militar."
17	Must travel to, from, or through Panama	F, M	"De conformidad con el parrafo (5a) del articulo XVII del acuerdo para la ejecucion del articulo IV del tratado del Canal de Panama de 1977, el (los) individuo(s) cuyo nombre(s) aparece(n) arriba, miembro(s) de las fuerzas, esta(n) extento(s) de la inspeccion de aduana al entrar o salir de la Republica de Panama cuando viaja(n) bajo ordenes oficiales."
18	Group travel (must travel according to JFTR, para U4000)	M	"This is a group travel order."
19	Require special billeting or messing arrangements at the TDY location	F, M	"Billeting/messing: (state specialized arrangements at the TDY location; e.g., tents, no government dining facilities)." Members must submit a justification statement and it must be on file with the personnel readiness function.
20	Must perform TDY of 30 days or more	M	"Report to military pay after completing TDY to determine entitlements for foreign duty pay (FDP), cost-of-living allowance (COLA), and family separation allowance (FSA)."
21	Cannot have mode of transportation specified	F, M	"Report to CTO/TMO ASAP, government-procured transportation directed."
22	For Secretary of Defense (SecDef) designated contingency operations only	F, M	"For the purpose of determining entitlements, Operation XXX is a SecDef-declared contingency operation."

R U L E	A	B	C
	If members shown in the orders (Notes 1 and 2)	Applies to: F=Federal Civilian M=Military	then include in Remarks (Item 16)
23	TDY Accumulator File	M	“Upon completion of TDY, report to your orderly room with a completed copy of your travel voucher to update the TDY Accumulator File.”
24	Must travel to or through Central and South America	F, M	“U.S. personnel (military/civilian) traveling to or through SOUTHCOM AOR must read and possess basic knowledge of the USSOUTHCOM human rights policy.”
25	Civilian per diem	F	“Actual expense allowance authorized while at deployment location.” No per diem is authorized for civilians when living under field conditions while in support of military operations; however, they will be reimbursed for actual subsistence expenses, if any, while under field conditions.
26	Civilian overtime (or compensatory time)	F	“Overtime (or compensatory time) authorized at TDY site as required by the theater/component commander.”
27	Civilian authorization to carry weapon	F	“Employee may elect to carry a government issued sidearm when authorized by theater commander.”
28	Medical care for civilians or contractors?	F	“Medical care for civilians in a TDY status is authorized according to AFH 41-114, <i>Military Health Services System Matrix</i> .”
29	Base exchange/commissary privileges for civilians	F	“Base exchange privileges are authorized. Commissary privileges are authorized when permitted by the theater commander.”
30	POV Storage Authorized	F, M	“Member authorized storage of POV and must contact TMO for arrangements. Justification for this special authorization is maintained in (list unit, office symbol, and duty phone).” (Note 4.)

**NOTES:**

1. Do not preprint (or use) any statements that do not apply to the current exercise or deployment. You may preprint standard CED orders information.

2. You may use statements in the Remarks section (Item 16) beyond those in this table. However, if a statement in this table applies, do not change the wording.
3. For hire of special conveyance, use one of the following statements: “Hire of special conveyance for use within the area of TDY station is authorized as more advantageous to the government”; or “hire of special conveyances authorized as more advantageous to the government.”
4. The member’s commander, orders approving official, or other designated official (e.g., component command) must approve special authorizations.

**Table 7.3. Codes And Definitions For CED Orders Legend (See note 1).**

<b>R U L E</b>	<b>A</b>	<b>B</b>
	<b>If you use the letter code:</b>	<b>then use this definition in the legend (Note 3):</b>
<b>1</b>	A	Will hand-carry mobility A, B, and/or C bag
<b>2</b>	B	Official courier of classified information
<b>3</b>	C	Cargo courier
<b>4</b>	D	Duty and travel restricted according to AFI 31-501
<b>5</b>	E	__pieces/__ lbs. of excess accompanied baggage authorized according to AFI 24-101.
<b>6</b>	F	Will hand-carry (list other items not covered below)
<b>7</b>	G	Will hand-carry tool-kit
<b>8</b>	H	Will hand-carry LES-AF Form 141
<b>9</b>	I	Will hand-carry medical record
<b>10</b>	J	Will hand-carry on-the-job (OJT) record
<b>11</b>	K	Will hand-carry .38 pistol
<b>12</b>	L	Will hand-carry .9mm pistol
<b>13</b>	M	Will hand-carry M-16 rifle
<b>14</b>	N	Commercial Ticketing Program (CTP). Member authorized the use of CTP funds (See note 2)
<b>15</b>	Y	Leave authorization

**NOTES:**

1. The MAJCOM or base may not change these codes, but may add more codes. Show unique codes you use in orders in the legend (code and definition) and list them in a base supplement to this instruction.
2. The orders authenticating official will include the ESP code and separate fund cites for purchasing commercial tickets in the CED orders. See paragraph [7.3.5](#).

3. These codes also apply to civilians.
4. See AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*, for a complete list of personnel reliability program (PRP) codes and definitions to use when preparing DD Form 1610.

## 7.6. Information Collections, Records, and Forms.

7.6.1. Information Collections. No information collections are created by this publication.

7.6.2. Records. This publication requires the following RCS report: RCS: HAF-DPAR 9477, *Medical Casualty Reports* (see paragraph 6.13. of this instruction).

7.6.3. Forms Prescribed. AF Form 245, **Employment Locator and Processing Checklist**, and AF Form 3847, **Deployment Processing TDY Checklist**.

7.6.4. Forms Adopted. AF Form 847, **Recommendation for Change of Publication**; AF Form 623, **On-the-Job Training Record**; AF Form 2519, **All Purpose Checklist**; DD Form 254, **Department of Defense Contract Security Classification Specification**; DD Form 93, **Record of Emergency Data**; AF Form 4006, **Unit Deployment Shortfalls**; DD Form 2501, **Courier Authorization**; AF Form 964, **PCS, TDY, or Training Declination Statement**; DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**; AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**; AF Form 1631, **NATO Travel Order/Ordre De Mission OTAN**; AF Form 973, **Request and Authorization for Change of Administrative Orders**; AF Form 988, **Leave Request/Authorization**; OPM 71, Request for Leave or Approved Absence; AF Form 1745, **Address Change Form**, at Military Pay; AF Form 2282, **Statement of Adverse Effect - Use of Government Facilities**; AF Form 141, Leave and Earnings Statement; AF Form 310, **Document Receipt and Destruction Certificate**; AF Form 901, **Reenlistment Eligibility Annex to DD Form 4**; AF Form 972, **Request and Authorization for Emergency Leave Travel**; AF Form 1411, **Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve**; DD Form 4-1-2, **Enlistment/ Reenlistment Document - Armed Forces of the United States**; SF 704, **Secret Cover Sheet**; SF 705, **Confidential Cover Sheet**; SF 707, **Secret ADP Media Classification Label**; SF 708, **Confidential ADP Media Classification Label**; SF 711, **ADP Media Data Descriptor Label**; VA Form SGLV-8285, **Request for Insurance (Servicemembers' Group Life Insurance)**; VA Form SGLV-8286, **Servicemembers' Group Life Insurance Election and Certificate**. AF Form 3847, **Deployment Processing TDY Checklist**, and AF Form 245, **Employment Locator and Processing Checklist**.

CHARLES F. WALD, Lt General, USAF  
DCS/Air and Space Operations

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Joint Publication 1-0, *Doctrine for Personnel Support to Joint Operations*

Joint Publication 1-02, *DOD Dictionary of Military and Associated Terms*

Joint Publication 1-03.17, *Joint Reporting Structure (JRS) General Instructions*

Joint Federal Travel Regulation, Volume 1, appendix A, *Definitions and Acronyms*

Joint Federal Travel Regulation, Volume 1, U2145, *Time Limitations for Periods of TDY*

Joint Federal Travel Regulation, Volume 1, U4003, *Members Traveling Separately (From the Group)*

Joint Federal Travel Regulation, Volume 1, U4705, *Authorizing/Approving TDY Household Goods (HHG) Shipments*

Joint Travel Regulation, Volume 2, C4430, *TDY Time Limitation (Except TDY for Training)*

DOD Directive 1300.7, *Training and Education to Support the Code of Conduct*

DOD 5200.1-R, *Information Security Program*

AFCAT 36-2223, *USAF Formal Schools*

AFCSM 10-626, Volume 2, *War Planning, Deliberate Crisis Action Planning and Execution Segments (DCAPES) Base Level Manpower and Personnel (MANPER-B) Module: A200/MB Software User's Manual*

AFCSM 36-699, Volume 1, *Personnel Data System*

AFPD 10-2, *Readiness*

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

AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants*

AFPAM 10-231, *Federal Civilian Deployment Guide*

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

AFI 10-400, *Aerospace Expeditionary Force Planning*

AFMAN 10-401, Volume 1, *Operation Plan & Concept Plan Development and Implementation*

AFMAN 10-401, Volume 2, *Planning Formats and Guidance*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-404, *Base Support and Expeditionary Site Planning*

AFH 10-416, *Personnel Readiness and Mobilization*

AFI 10-1101, *Operations Security*

AFMAN 23-220, *Reports of Survey for Air Force Property*  
AFI 31-401, *Information Security Program Management*  
AFI 31-501, *Personnel Security Program Management*  
AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*  
AFMAN 33-326, *Preparing Official Communications*  
AFI 33-328, *Administrative Orders*  
AFI 33-360, Volume 1, *Publications Management Program*  
AFI 33-360, Volume 2, *Forms Management Program*  
AFI 36-507, *Mobilization of the Civilian Work Force*  
AFI 36-2101, *Classifying Military Personnel (Officer and Airmen)*  
AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*  
AFMAN 36-2105, *Officer Classification*  
AFMAN 36-2108, *Enlisted Classification*  
AFI 36-2110, *Assignments*  
AFI 36-2201, *Developing, Managing, and Conducting Training*  
AFI 36-2209, *Survival and Code of Conduct Training*  
AFI 36-2606, *Reenlistment in the United States Air Force*  
AFI 36-3002, *Casualty Services*  
AFI 36-3003, *Military Leave Program*  
AFI 36-3008, *Servicemembers' Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI)*  
AFMAN 37-139, *Records Disposition Schedule*  
AFI 38-201, *Determining Manpower Requirements*  
AFI 38-205, *Manpower and Quality Readiness and Contingency Management*  
AFH 41-114, *Military Health Services System (MHSS) Matrix*  
AFI 48-123, *Medical Examinations and Standards*  
AFI 65-103, *Temporary Duty Orders*  
AFI 90-201, *Inspector General Activities*  
AFSSI 33-202, *Computer Security*  
USAF Foreign Clearance Guide  
USAF War and Mobilization Plan (WMP), Volume 1, *Basic Plan (S)*  
USAF War and Mobilization Plan (WMP), Volume 1, Annex G  
USAF WMP, Volume 3, Part 1, *Combat Forces (S)*

USAF WMP, Volume 3, Part 2, *Support Forces (S)*

***Abbreviations and Acronyms***

**AAR**—After-Action Report  
**ACC**—Air Combat Command  
**ADVON**—Advanced Echelon  
**AEF**—Aerospace Expeditionary Force  
**AEFC**—Aerospace Expeditionary Force Center  
**AETC**—Air Education and Training Command  
**AEW**—Air Expeditionary Wing  
**AFCAT**—Air Force Catalog  
**AFCC**—Air Force Component Command  
**AFCSM**—Air Force Computer Systems Manual  
**AFEPL**—Air Force Electronics Publications Library  
**AFFOR**—Air Force Forces  
**AFH**—Air Force Handbook  
**AFI**—Air Force Instruction  
**AFO**—Accounting and Finance Office  
**AFOSH**—AF Occupational Safety and Health Handbook  
**AFJQS**—Air Force Job Qualification Standard  
**AFMAN**—Air Force Manual  
**AFOG**—Air Force Operations Group  
**AFOSI**—Air Force Office of Special Investigations  
**AFPC**—Air Force Personnel Center  
**AFPD**—Air Force Policy Directive  
**AFR**—Air Force Regulation  
**AFRC**—Air Force Reserve Command  
**AFSC**—Air Force Specialty Code  
**AFSOC**—Air Force Special Operations Command  
**AFSSI**—Air Force Security Systems Instruction  
**AFTMS**—Air Force Training Management System  
**AIG**—Address Indicator Group  
**AMC**—Air Mobility Command

**AMPRC**—Alternate Manpower and Personnel Readiness Center  
**ANG**—Air National Guard  
**AOR**—Area of Responsibility  
**APF**—Appropriated Fund  
**APOD**—Aerial Port of Debarkation  
**APOE**—Aerial Port of Embarkation  
**APS**—Aerial Port Squadron  
**APT**—Air Passenger Terminal  
**ARC**—Air Reserve Component  
**ARPC**—Air Reserve Personnel Center  
**ATO**—Air Tasking Order  
**AT&T**—American Telephone and Telegraph  
**BDU**—Battle Dress Uniform  
**BS**—Battle Staff  
**BSP**—Base Support Plan  
**CA/CRL**—Custodian Authorization/Custody Receipt Listing  
**CAFSC**—Control Air Force Specialty Code  
**CAP**—Crisis Action Planning  
**CAR**—Casualty Assistance Representative  
**CAT**—Crisis Action Team  
**CBWDT**—Chemical-Biological Warfare Defense Training  
**CE**—Civil Engineer  
**CED**—Contingency, Exercise, Deployment  
**CFETP**—Career Field Education and Training Plan  
**CIC**—Customer Identification Code  
**CINC**—Commander in Chief  
**CJCS**—Chairman of Joint Chiefs of Staff  
**CMOS**—Cargo Movement Operations System  
**COA**—Course of Action  
**COB**—Close of Business  
**COMAFFOR**—Commander, Air Force Forces  
**COMPES**—Contingency Operations Mobility Planning and Execution System

**CONOPS**—Concept of Operations  
**CONPLAN**—Concept Plan  
**CONUS**—Continental United States  
**COP**—Continuity of Operations Plans  
**CPF**—Civilian Personnel Flight  
**CSAF**—Chief of Staff, United States Air Force  
**CSE**—Combat Support Element  
**CSS**—Commander’s Support Staff  
**CTO**—Commercial Travel Office  
**CTP**—Commercial Ticketing Program  
**CWPC**—Contingency War Planners Course  
**DAF**—Department of the Air Force  
**DAFSC**—Duty Air Force Specialty Code  
**DAV**—Deployment Availability  
**DBMS**—Data Base Management System  
**DCAPES**—Deliberate and Crisis Action Planning and Execution Segments  
**DCC**—Deployment Control Center  
**DCS**—Deputy Chief of Staff  
**DFAS**—Defense Finance and Accounting Service  
**DMS**—Defense Message System  
**DOC**—Designed Operational Capability  
**DOD**—Department of Defense  
**DPT**—Data Pattern Traffic  
**DRI**—Date Required In-Place (same as RDD)  
**DRMD**—Deployment Requirements Manning Document  
**DRU**—Direct Reporting Unit  
**DSC**—Duty Status Change  
**DSN**—Defense Switched Network  
**DUSTWUN**—Duty Status Whereabouts Unknown  
**EAB**—Emergency Action Book  
**EAF**—Expeditionary Aerospace Force  
**EC**—Equipment Custodian

**ECO**—Equipment Control Officer  
**ECS**—Expeditionary Combat Support  
**EFTO**—Encrypt for Transmission Only  
**EOR**—Explosive Ordinance Recognition  
**ERMD**—Employment Requirements Manning Document  
**EUCOM**—European Command  
**FAM**—Functional Area Manager  
**FDP**—Foreign Duty Pay  
**FOA**—Field Operating Agency  
**FOIA**—Freedom of Information Act  
**FOL**—Forward Operating Location  
**FRAG**—Fragmentation Code  
**FSA**—Family Separation Allowance  
**FSO**—Financial Services Office  
**FY**—Fiscal Year  
**GAO**—General Accounting Office  
**GATES**—Global Air Transportation Execution System  
**GCCS**—Global Command and Control System (formerly WWMCCS)  
**GEOLOC**—Geographic Location Code  
**GSU**—Geographically Separated Unit  
**GTN**—Global Transportation Network  
**HDEAD**—Hostile Dead  
**HHQ**—Higher Headquarters  
**HINJ**—Hostile Injured  
**HMISS**—Hostile Missing  
**ID**—Identification  
**IDO**—Installation Deployment Officer  
**IDS**—Integrated Deployment System  
**IHQ**—Intermediate Level Headquarters  
**IMA**—Individual Mobilization Augmentee  
**IP**—Internet Protocol  
**IPMS**—Information Processing Management System

**JCS**—Joint Chiefs of Staff  
**JFTR**—Joint Federal Travel Regulation  
**JOPEs**—Joint Operation Planning and Execution System  
**JQS**—Job Qualification Standard  
**JSCP**—Joint Strategic Capabilities Plan  
**JTF**—Joint Task Force  
**JTR**—Joint Travel Regulation  
**JULLS**—Joint Universal Lessons Learned System  
**KIA**—Killed in Action  
**LAN**—Local Area Network  
**LES**—Leave and Earnings Statement  
**LIMFAC**—Limiting Factor  
**LNR**—Line Number  
**LOGDET**—Logistics Detail  
**LOGFOR**—Logistics Force Packaging System  
**LOGMOD**—Logistics Module  
**MAJCOM**—Major Command  
**MANFOR**—Manpower Force Packaging System  
**MANPERB**—Manpower and Personnel, Base Level  
**MEFPAK**—Manpower and Equipment Force Packaging  
**MIA**—Missing in Action  
**MISCAP**—Mission Capability  
**MLT**—Military Liaison Team  
**MOB**—Main Operating Base  
**MOS**—Military Occupational Specialty  
**MPF**—Military Personnel Flight  
**MPFM**—Military Personnel Flight Memorandum  
**MPRC**—Manpower and Personnel Readiness Center  
**MSS**—Mission Support Squadron  
**MTF**—Medical Treatment Facility  
**MTT**—Mobile Training Team  
**NAF**—Numbered Air Force

**NATO**—North Atlantic Treaty Organization  
**NCA**—National Command Authority  
**NCOIC**—Noncommissioned Officer In Charge  
**NEC**—Navy Enlisted Classification  
**NEO**—Noncombatant Evacuation Operation (or Order)  
**NHDEAD**—Non-Hostile Dead  
**NHINJILL**—Non-Hostile Injured/Ill  
**NHMISS**—Non-Hostile Missing  
**NLT**—No Later Than  
**NSA**—National Security Agency  
**NSN**—National Stock Number  
**OJT**—On-the-Job Training  
**OPLAN**—Operation Plan  
**OPORD**—Operation Order  
**OPR**—Office of Primary Responsibility  
**ORI**—Operation Readiness Inspection  
**OSI**—Office of Special Investigations  
**OT&P**—Operational Testing and Priorities  
**PACAF**—Pacific Air Forces  
**PACOM**—Pacific Command  
**PAK**—Personnel Accountability Kit  
**PAS**—Personnel Accounting Symbol  
**PCC**—Personnel Control Center  
**PDF**—Personnel Deployment Function  
**PDS**—Personnel Data System  
**PERSCO**—Personnel Support for Contingency Operations  
**PID**—Plan Identification Number  
**PLA**—Plain Language Address  
**PMO**—Program Management Office  
**POC**—Point of Contact  
**POSN**—Position  
**POV**—Privately Owned Vehicle

**POW**—Prisoner of War  
**PP**—Pay Plan  
**PRC**—Personnel Readiness Center  
**PRF**—Personnel Readiness Function  
**PRP**—Personnel Reliability Program  
**PT**—PERSCO Team  
**PTDO**—Prepared To Deploy Order  
**RAT**—Redeployment Assistance Team  
**RC**—Reserve Component  
**RCC**—Reception Control Center  
**RDD**—Required Delivery Date (same as DRI)  
**READY**—Resource Augmentation Duty Program  
**ROS**—Report of Survey  
**SAF**—Secretary of the Air Force  
**SATO**—Scheduled Airline Ticket Office  
**SDD**—Secure Data Device  
**SecDef**—Secretary of Defense  
**SEI**—Special Experience Identifier  
**SGLI**—Servicemembers' Group Life Insurance  
**SIPRNET**—Secure Internet Protocol Router Network  
**SITREP**—Situation Report  
**SME**—Subject Matter Expert  
**SOFA**—Status-of-Forces Agreement  
**SORTS**—Status of Resources and Training System  
**SSAA**—Systems Security Authorization Agreement  
**SPTG**—Support Group Commander  
**SSN**—Social Security Number  
**STU-III**—Secure Telephone Unit  
**TALCE**—Tanker Airlift Control Element  
**TDY**—Temporary Duty  
**TMO**—Transportation Management Office  
**TPFDD**—Time-Phased Force and Deployment Data

**TPFDL**—Time-Phased Force and Deployment List

**TS**—Top Secret

**UDM**—Unit Deployment Manager

**ULN**—Unit Line Number

**UPRG**—Unit Personnel Record Group

**USA**—United States Army

**USAF**—United States Air Force

**USCENTCOM**—United States Central Command

**USCG**—United States Coast Guard

**USMC**—United States Marine Corps

**USN**—United States Navy

**USO**—United Service Organization

**USSOUTHCOM**—United States Southern Command

**USTRANSCOM**—United States Transportation Command

**UTC**—Unit Type Code

**WIA**—Wounded in Action

**WMP**—War and Mobilization Plan

### *Terms*

**Advanced Echelon (ADVON)**—A team of airlift control element members deployed in advance of the main airlift control element to coordinate requirements at the arrival airfield. The ADVON may deploy equipment to establish communications with command and control agencies and to establish the airlift operations center before the main airlift control element arrives.

**Aerospace Expeditionary Force (AEF)**—AEFs are composite organizations of aerospace capabilities from which a tailored ASETF, composed of Air Expeditionary Wings (AEWs), AEGs, and AESs, is created to provide forces to meet theater commander in chief (CINC) requirements. An AEF is not a discrete warfighting unit.

**Assigned Forces**—Forces under the component command or operational control of a commander.

**Beddown**—Location where a unit or force is employed.

**Casualty**—Any person lost to the organization by reason of having been declared dead, duty status-whereabouts unknown, missing, ill, or injured (Joint Pub 1-02).

**C-day**—The unnamed day on which a deployment operation commences or is to commence. The deployment may be movement of troops, cargo, weapon systems, or a combination of these elements using any or all types of transport.

**C-rating**—Category level for overall unit and each of the four measured resource areas within SORTS.

**Component Command**—One of the subordinate organizations that constitute a Joint force. Normally a

Joint force is organized with a combination of Service and functional components.

**Concept of Operations (CONOPS)**—(DOD) A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is design to give an overall picture of the operation. It is included primarily for additional clarity of purpose. Also called commander's concept or CONOPS.

**Deliberate/Crisis Action Planning and Execution Segments (DCAPES)**—The Air Force standard automated data processing subsystem of the Joint Operation Planning and Execution System (JOPES), which is used by operations, logistics, manpower and personnel planners at all command levels to develop and maintain force packages and task requirements for OPLAN time-phased force and deployment data (TPFDD).

**Deployment Requirements Manning Document (DRMD)**—A product reflecting the manpower requirements and unit tasking for a contingency or exercise deployment.

**Designed Operational Capability (DOC)**—A mission for which a measured unit has been equipped, organized, designed, tasked, and trained.

**Employment Requirements Manning Document (ERMD)**—A product providing total manpower requirements to be employed at a TDY location.

**En Route Personnel**—Military member, DOD civilian, or DOD contractor who has departed home station and not arrived at the deployed location; or departed deployed location and has not arrived at final destination.

**Exercise**—A program the MPF, PT, and component commands use to request individual augmentation for JCS and Air Force directed exercises.

**Expeditionary Aerospace Force (EAF)**—The EAF concept is how the Air Force will organize, train, equip, and sustain itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power – range, speed, flexibility, precision – to meet the national security challenges of the 21<sup>st</sup> century.

**Force Accountability**—The ability to accurately account for all Air Force personnel and the related Air Force manpower requirements at all times regardless of their location.

**Forward Deployment**—The transfer of a unit, an individual, or supplies deployed in one area to another area, or to another location within the area, or to the zone of interior for the purpose of further employment.

**Fragmentation Code (FRAG)**—A one-character code, the second of three parts of a unit line number (ULN). Used to uniquely identify subordinate units, fragmentations (FRAG), or increments of a single force requirement. If a single unit satisfies a force requirement, leave the FRAG code blank. When more than one unit is needed to satisfy the requirement, each unit is assigned a separate FRAG.

**Global Air Transportation Execution System (GATES)**—A system utilized by transportation to manifest passengers on dedicated military/commercial airlift. Provides the ability to track individuals by name, SSAN, and ULN from the time they depart home station until arrival at their final destination. Can provide the status of aircraft delays or layovers that will assist PERSCO teams in the overall accountability effort.

**Global Command and Control System (GCCS)**—(DOD) Highly mobile, deployable command and control system supporting forces for Joint and multinational operations across the range of military operations, any time and anywhere in the world with compatible, interoperable, and integrated command, control, communications, computers, and intelligence systems.

**Global Command and Control System (GCCS) Intercomputer Network (formerly WWMCCS Intercomputer Network WIN)**—A system providing the planning community the ability to share the workload among computer centers and rapidly query programs and data files at remote locations, update and transfer files remotely, send messages and already-formatted data, and teleconference.

**Global Transportation Network (GTN)**—(DOD) The designated Department of Defense (DOD) in-transit visibility system, providing customers with the ability to track the identity, status, and location of DOD units and non-unit cargo, passengers, patients, forces, and military and commercial airlift, sealift, and surface assets from origin to destination across the range of military operations. The GTN collects, integrates, and distributes transportation information to component commanders, Services, and other DOD customers. GTN provides the US Transportation Command with the ability to perform command and control operations, planning and analysis, and business operations in tailoring customer requirements throughout the requirements process.

**Installation Deployment Officer (IDO)**—The individual acting for the installation commander in the overall direction and control of deployments from a base.

**Limiting Factor (LIMFAC)**—A factor or condition that, either temporarily or permanently impedes mission accomplishment (e.g., transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc. [Joint Pub 1-02]).

**Logistics Force (LOGFOR) Packaging**—A system of the manpower and equipment force packaging (MEFPAK) system. Defines the equipment ...

**Manpower Force (MANFOR) Packaging**—A system of the manpower and equipment force packaging (MEFPAK) system. Defines the manpower characteristics and mission capability statement of standard Air Force unit type codes (UTCs).

**Manpower and Equipment Force Packaging (MEFPAK) System**—A data system designed to support contingency and general war planning with predefined and standardized manpower and equipment force packages. MEFPAK, which operates in the command and control environment, is composed of two subsystems: the manpower force (MANFOR) packaging system and the logistics force (LOGFOR) packaging system.

**Mini-record**—A small (approximately 200 characters) individual data record used for tracking and management of individuals who are deployed for manning assistance, exercise, rotational, and contingency purposes. Data in the record is updated as changes and corrections occur. The mini-record is generated by the MANPER-B system when an individual departs or is projected to depart for a deployment.

**Mission Capability (MISCAP)**—A short paragraph that describes the capability a specific unit type code is expected to have at execution. The statement usually contains pertinent information such as the type of base to be deployed to, the functions included, and other augmentation requirements necessary to conduct specific missions.

**National Command Authority (NCA)**—The President and the Secretary of Defense or their duly

deputized alternates or successors.

**Noncombatant Evacuation Operation (NEO)**—Operations directed by the Department of State, the Department of Defense, or other appropriate authority whereby noncombatants are evacuated from areas of danger overseas to safe havens or to the United States.

**Official Notification Date**—The actual day the individual receives verbal or written, formal or informal notification by an official in authority of their potential or actual selection for contingency deployment as either a primary or alternate selectee. EXAMPLES: official notification occurs when the unit commander or designated representative verbally tells the individual they are being considered to fill a contingency tasking. Written notification with endorsement by the individual serves the same purpose. Notification can also occur when the base IDO contacts the individual or a functional manager. The first time an individual is made aware they possibly will deploy, they have received “official” notification and should begin preparations, both mental and physical, for deployment.

**Operation Order (OPORD)**—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation (Joint Pub 1-02).

**Operation Plan (OPLAN)**—Any plan, except for the Single Integrated Operation Plan, for the conduct of military operations. Plans are prepared by component commands in response to requirements established by the Chairman of the Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. OPLANs are prepared in either a complete format of an OPLAN or as a concept plan (CONPLAN). The CONPLAN can be published with or without time-phased force and deployment data (TPFDD) file. An OPLAN for the conduct of Joint operations can be used as a basis for development of an operation order (OPORD). An OPLAN identifies the forces and supplies required to execute the CINC’s strategic concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in TPFDD files. OPLANs will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendixes, and TPFDD file as described in JOPES manuals containing planning policies, procedures, and formats (Joint Pub 1-02).

**Plan Identification Number (PID)**—A command-unique four-digit number followed by a suffix indicating the Joint Strategic Capabilities Plan (JSCP) year for which the plan is written; e.g., “2220-95.” In the JOPES database, a five-digit number representing the command-unique four-digit identifier, followed by a one-character, alphabetic suffix indicating the OPLAN option, or a one-digit number whose numeric value indicates the JSCP year for which the plan is written.

**Reclama**—A request to duly constituted authority to reconsider its decision or its proposed action.

**Replacements**—Personnel required to take the place of others who depart a unit (Joint Pub 1-02).

**Required Delivery Date (RDD)**—The date that a unit must arrive at its destination and complete unloading (Joint Pub 1-02).

**Shortfall**—The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a component commander for planning that would adversely affect the command’s ability to accomplish its mission. (Joint Pub 1-02).

**Supported Command**—The command having primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan or other Joint operation planning authority. In the context of Joint operation planning, this term refers to the commander who prepares operation plans or operation orders in

response to requirements of the Chairman of the Joint Chiefs of Staff. The supported command receives assistance from another commander's force or capabilities, and is responsible for ensuring that the supporting commander understands the assistance required.

**Supporting Command**—The command that provides augmentation forces or other support to a supported commander or who develops a supporting plan. Includes the designated combatant commands and Defense agencies as appropriate. The supporting command aids, protects, complements, or sustains another commander's force, and is responsible for providing the assistance required by the supported commander.

**Tanker Airlift Control Element (TALCE)**—A mobile command and control organization deployed to support strategic and theater air mobility operations at fixed, en route, and deployed locations where air mobility operational support is nonexistent or insufficient. The TALCE provides on-site management of air mobility operations to include command and control, communications, aerial port services, maintenance, security, transportation, weather, intelligence, and other support functions, as necessary. The Tanker Airlift Control Element is composed of mission-support elements from various units and deploys in support of peacetime, contingency, and emergency relief operations, both planned and "no-notice."

**Task Knowledge Level**—An individual can state or explain facts about the task or subject. This does not require actual hands-on performance.

**Task Performance Level**—An individual knows what steps must be accomplished and can actually perform those steps.

**Time-Phased Force and Deployment Data (TPFDD)**—The JOPES database portion of an OPLAN; it contains TPFDD, non-unit-related cargo and personnel data, and movement data for the OPLAN, including (a) In-place units, (b) Units to be deployed to support the OPLAN with a priority indicating the desired sequence for their arrival at the port of debarkation, (c) Routing of forces to be deployed, (d) Movement data associated with deploying forces, (e) Estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (f) Estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

**Transient Personnel**—Military member, DOD civilian, or DOD contractor at a location that is not their final destination who has processed through billeting.

**Unit Line Number (ULN)**—A seven-character, alphanumeric code that describes a unique increment of a unit deployment; i.e., advance party, main body, equipment by sea and air, reception team, or tail party, in a Joint Operation Planning and Execution System time-phased force and deployment data. (JP 1-02).

**Unit Type Code (UTC)**—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." (JP 1-02)

**War and Mobilization Plan (WMP)**—The Air Force supporting plan to the Joint Strategic Capabilities Plan. The six volumes of the WMP extend through the Future Years Defense Program to provide continuity in short and mid-range war and mobilization planning. The WMP provides current planning cycle policies and planning factors for the conduct and support of wartime operations. It establishes requirements for development of mobilization and production planning programs to support sustained contingency operations of the programmed forces. The WMP encompasses all functions necessary to match facilities, manpower, and materiel with planned wartime activity.

## Attachment 2

### UTILIZATION AND ACCOUNTABILITY OF INDIVIDUAL MOBILIZATION AUGMENTEES (IMAS)

#### A2.1. General Information:

A2.1.1. To comply with Joint reporting requirements, MANPER systems will be used to track and account for all IMAs activated in direct support of a contingency operation.

A2.1.1.1. Direct support personnel are those assigned against a valid plan tasking in the AOR.

A2.1.1.2. Indirect support personnel are those backfilling positions *not* in the AOR.

A2.1.2. IMAs cannot be arbitrarily used in support of a contingency operation solely for convenience. **NOTE:** Qualified active duty resources must be used first.

**A2.2.** For indirect support and once all active duty resources are exhausted (with the approval of the member's commander, the member's MAJCOM Program Manager and HQ USAF/DPXJ), the component or supporting command builds the IMA requirement into the TPFDD and flows the DRMD to HQ ARPC.

**A2.3.** Upon receipt, HQ ARPC flows the mini-record to the base where the IMA is activated.

**A2.4.** The "Tasked PAS" in MANPER will always reflect "960ICCMJ" or a new PAS identified by HQ AFPC to ensure HQ ARPC has accountability of all activated IMAs. **NOTE:** The "Attached PAS" is determined by where the IMA is activated. If activated to a base "not owned" by the command using the IMA, the attached PAS will be the PAS of the command's headquarters. Example: HQ AETC requires an IMA at Brooks AFB TX; the attached PAS will be BV0JFGTW (Brooks AFB MPF ID and HQ AETC MAJCOM ID). **NOTE:** This ensures the command and base using the IMA receive appropriate MANPER DPT traffic and can account for all activated IMAs.

**A2.5.** The GEOLOC will reflect the base where the IMA is being activated (indirect support) or outprocessed if being further deployed (direct support). This ensures the base receiving the IMA receives advance notice of their arrival and DPT traffic.

**A2.6.** The owning MAJCOM Reserve Affairs Office (for MAJCOM-assigned IMAs) or HQ ARPC (for centrally managed or unified command-assigned IMAs) will publish the AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**. The Remarks section of the AF Form 938 will include instructions to report to the base PRF or PT (in the AOR). Line remarks will also contain any additional reporting instructions required by the component or supporting command.

**A2.7.** HQ ARPC/DPAR will ensure MANPER requirements are valid taskings and will act as liaison between the IMA's MAJCOM/ARPC central manager and the supporting command.

**A2.8.** HQ ARPC/PRC will flow all 7150 DPT traffic on IMAs activated for a contingency operation. **NOTE:** This includes mini-records, departure, and redeployment (return to home station) transactions. HQ ARPC/PRC will send personnel identification and travel itinerary message (see paragraph 6.7.) to the

base receiving the IMA, and other agencies as required by this instruction. The message must include the GEOLOC of AOR destination for IMAs activated in direct support and advise the MPF to use the fund cite from the AF Form 938 for publication of CED orders. For IMAs activated for indirect support, the MPF/PRF where the member is deploying from will notify HQ ARPC/PRC when forward deployment is required by the component or supporting command. The message will include PID and ULN, central site MPF ID, attached PAS, reporting instructions, and other information the MPF may require to redeploy the IMA to a new location.

**A2.9. MPF Personnel Readiness Function will:**

A2.9.1. In-process IMAs who are activated for direct or indirect support of a contingency operation. Using the personnel identification and travel itinerary message and mini-record received from HQ ARPC, confirm the IMA's arrival in MANPER-B by updating an arrival transaction in the PERSCO module and submit a DSC message according to this instruction (see paragraph 6.11.). **NOTE:** Should an IMA arrive prior to receipt of the message or mini-record, contact the HQ ARPC PRC immediately before accomplishing any MANPER-B transactions.

A2.9.2. All IMAs activated for a contingency operation in direct support regardless of present location (CONUS or overseas) will report to an Air Force installation before deploying to the AOR. **NOTE:** IMAs WILL NOT deploy to the AOR without CED orders. IMAs must process through the active duty PDF or PRF to ensure immunizations, personal, and equipment requirements are completed.

A2.9.3. Once all processing is accomplished, create CED orders for IMAs forward deploying to the AOR and update the MANPER-B with a forward deployment transaction in the PERSCO module only. **NOTE:** The member's record will need to be appended into the DCAPES Main Module personnel database prior to publication of the CED orders. IMAs not deploying to the AOR (indirect support) do not require CED orders.

## Attachment 3

**PREPARING THE AF FORM 245, EMPLOYMENT LOCATOR AND  
PROCESSING CHECKLIST.**

**A3.1. NAME:** Last name, first name and middle initial (no punctuation).

**A3.2. SSN:** Self-Explanatory.

**A3.3. GRADE:** Pay Grade (e.g., 35 for SSgt or E5 equivalent); in FormFlow, the F1 key will provide additional code definitions.

**A3.4. Civilian Type:** If Grade equals "00" then one of the following codes is also required. In FormFlow, the F3 key provides these code definitions. In PureEdge, the pop-up menu will provide the codes.

Code	Definition
CD	DOD Appropriated Fund (APF) Employee
CF	Air Force APF Employee
CL	DOD Foreign National Employee
CN	Air Force Non-Appropriated Fund (NAF) Employee
CP	DOD NAF Employee
CR	Red Cross Employee
CS	Consultant Employed by DOD
CT	Contractor Employed by DOD
CU	United Service Organization (USO) Employee

**A3.5. Gender:** M for Male or F for Female.

**A3.6. Armed SVC:** Enter one of the following codes, in FormFlow, the F3 key will provide these code definitions. In PureEdge, the pop-up menu will provide the codes.

Code	Definition
USAF	United States Air Force
USA	United States Army
USN	United States Navy
USMC	United States Marine Corps
USCG	United States Coast Guard
NATO	NATO or other Allies

**A3.7.** Component ID: Enter one of the following codes, in FormFlow, the F3 key will provide these code definitions. In PureEdge, the pop-up menu provides the codes.

Code	Definition
Active	Regular (Active)
Guard	Guard
Reserve	Reserve
Civilian	Civilian
Other	Other Nation Forces

**A3.8.** Home Organization and Station: EXAMPLE: 325 Fighter Wing, Tyndall AFB FL or 325 FW, Tyndall AFB FL (45 characters maximum).

**A3.9.** PAS: Enter the home unit's eight-character PAS code. This information will be located on the DRMD under Tasked PAS.

**A3.10.** TDY/AFSC/MOS/NEC: Enter the required AFSC the personnel are deploying for, not their control air force specialty code (CAFSC) or duty air force specialty code (DAFSC). This information will be located on the DRMD.

**A3.11.** ULN/LN NO. Enter the ULN, position, and suffix member is filling as listed on DRMD.

**A3.12.** TDY Organization and Location: Leave blank. Used by PTs to account for personnel TDY to their location.

**A3.13.** TDY PAS: Leave blank. Used by PTs to account for personnel TDY to their location.

**A3.14.** TDY GEOLOC code: Leave blank. Used by PTs to account for personnel TDY to their location.

**A3.15.** Billeting Assignment: Leave blank. Billeting information at the deployed location will be used by PTs to account for personnel TDY to their location.

**A3.16.** Date Arrived: Leave blank. Member or PT will enter the date arrived at TDY location.

**A3.17.** Date Departed: Leave blank. PT will enter the date member departed the TDY location for either their home station or forward deployed location.

**A3.18.** Processing Actions: Leave blank. PT will use this to ensure deploying members properly in and out-process the TDY location and all actions are met prior to redeployment (return to home station) from the TDY location.

**A3.19.** For individual movement, the PRF prepares the AF Form 245. For unit/UTC moves, the unit prepares the AF Form 245.

**A3.20.** The AF Form 245 is also available in the LOGMOD for use by UDMs.

**Attachment 4****PREPARING THE AF FORM 3847, DEPLOYMENT PROCESSING TDY CHECKLIST**

**A4.1. NAME:** Last name, first name and middle initial (no punctuation).

**A4.2. UNIT:** Member's assigned unit (e.g., 12 MSS, Randolph AFB TX 78150-4717).

**A4.3. ULN/POSITION:** Enter ULN and position number member is tasked against, as reflected on the DRMD.

**A4.4. NAME OF OPERATION/PID:** Enter clear-text name of operation and PID. **NOTE:** If classified, leave blank.

**A4.5. DATE OF TASKING (DOT):** Date tasking was received by PRF.

**A4.6. DATE REQUIRED IN-PLACE:** Enter RDD from DRMD.

**A4.7. ACTION COLUMN:** Complete blocks as they apply to the deployment. Ensure you follow time-lines specified in the DUE DATE column and annotate DATE COMPLETED.

**A4.8.** Once all processing actions are complete, have the member sign and date the bottom of the form. Additionally, the PRF member completing the out-processing should also sign and date the form. **NOTE:** This form is to be used for all deployments not requiring a PDF to be activated.

**Attachment 5****SAMPLE TDY COMMANDER NOTIFICATION MEMORANDUM**

MEMORANDUM FOR (Unit Commander)

(DATE)

FROM: MPF Personnel Readiness Function

SUBJECT: TDY Notification Memorandum

Your unit was tasked on (tasking notification date) to identify members (primary and alternate) in the grade of \_\_\_\_\_ and AFSC \_\_\_\_\_ to deploy in support of (name of operation and location). The members must meet the following deployment requirements manning document (DRMD) line remarks:

**NOTE:** If the plan (DRMD) contains line remarks, the PRF must cleartext those remarks and provide them to the unit commander.

We have scheduled the primary and alternate members for a deployment briefing at \_\_\_\_\_ hours on (date), in building \_\_\_\_\_, room \_\_\_\_\_. Please interview both members and complete the endorsement so they can bring it with them to their deployment briefing. Please refer any questions to the Personnel Readiness Function at extension \_\_\_\_\_.

Chief, Personnel Readiness

1<sup>st</sup> Ind, Selectee

TO: Unit Commander

(Date)

I have been notified of and acknowledge my selection for deployment.

Leave authorization: (check one)

1. \_\_\_\_\_ I do not wish to take leave.
2. \_\_\_\_\_ I wish to take leave. Leave information is provided below:

a. Leave \_\_\_\_\_ address: \_\_\_\_\_

b. Leave phone number: \_\_\_\_\_

c. Number of days leave prior to TDY \_\_\_\_\_ and number of days leave after TDY \_\_\_\_\_.

Selectee Signature

Supervisor's signature if leave is requested)

2<sup>nd</sup> Ind, Unit Commander

(Date)

TO: MPF Personnel Readiness Office (appropriate office symbol)

1. I have selected the personnel listed below to support this deployment:

PRIMARY: grade, full name, complete SSN, office symbol, and duty phone

ALTERNATE: grade, full name, complete SSN, office symbol, and duty phone

2. Members were notified of this deployment on \_\_\_\_\_. **NOTE:** This is the date the member was officially notified of the TDY by the commander or designated representative.

3. After interviewing these personnel, I certify they do not have any personal, medical, weight, or financial problems making them ineligible for deployment or which may necessitate an early return from TDY. I certify these individuals meet all of the TDY eligibility criteria in AFI 36-2110, *Assignments*, that this TDY will not exceed a total of 180 days at the same location within a 12-month period, and they meet all of the requirements specified in the DRMD and line remarks.

4. (Rank and last name) \_\_\_\_\_ is on the Weight Management Program and making satisfactory progress. **NOTE:** If this item does not apply to either member, indicate "N/A."

5. Projected departure date is \_\_\_\_\_.

UNIT COMMANDER SIGNATURE

Attachment 6

SAMPLE MEDICAL CLEARANCE FOR DEPLOYMENT MEMORANDUM

MEMORANDUM FOR Member
Medical Facility/Physical Exams
IN TURN

FROM: Appropriate Office Symbol and Complete Address

SUBJECT: Medical Clearance for Deployment

(Grade, Full Name, SSN) has been selected for deployment with a scheduled departure date of
Member's TDY AFSC is
Member is required to have a medical clearance for deployment to (cleartext of GEOLOC). Special medical aids and devices are to be provided, when appropriate. Please complete the following endorsements and return this letter to the member.

NCOIC, Personnel Readiness

1st Ind, Member

TO: Medical Facility/Physical Exams

Place a check in the appropriate block for those statements that apply.

To the best of my knowledge, I have no medical or emotional conditions that would prevent satisfactory performance of my military duties at a deployed location.

I request medical service for the following reasons:

To obtain the required two pair of eyeglasses or copy of my lens prescription.

A hearing aid has been prescribed for me and I do not have the required spare.

I do require spectacle inserts for the M171A1/M91A1 mask.

I understand I will not receive CED TDY orders until all actions required on AF Form 3847, **Deployment Processing TDY Checklist (Attachment 4)** and this letter are completed and returned to the Personnel Readiness Function.

Member's Signature

2<sup>nd</sup> Ind, Medical Facility/Physical Exams

TO: Personnel Readiness Function

\_\_\_\_\_ Member's medical records have been reviewed and annotated according to AFI 48-123, *Medical Examination and Standards*.

\_\_\_\_\_ Member is medically qualified for worldwide duty.

\_\_\_\_\_ Necessary medical aids/devices have been issued or will be issued before member departs.

\_\_\_\_\_ HTLV III completed on \_\_\_\_\_.

\_\_\_\_\_ HTLV III results in medical record \_\_\_\_\_.

\_\_\_\_\_ Member is not medically qualified for worldwide duty. Proper profiling and disposition have been initiated according to AFI 48-123.

\_\_\_\_\_ Member's AFSC is listed in AF Occupational Safety and Health Handbook (AFOSH) 48-19, *Hazardous Noise Program*, and was administered an audiometric examination according to AFI 48-123.

Signature of Medical Officer/Nurse

Signature of Director of Base Medical Services (DBMS) or Designated Representative

**Attachment 7**

**SAMPLE IMMUNIZATION REQUIREMENTS FOR DEPLOYMENT MEMORANDUM**

MEMORANDUM FOR Medical Facility/Immunizations Clinic

FROM: Personnel Readiness Function

SUBJECT: Immunization Requirements

(Grade, Full Name, SSN) has been scheduled for deployment to (cleartext of GEOLOC) with a scheduled departure of \_\_\_\_\_. Request the member be administered all the immunizations and test checks required by AFJI 48-10, *Immunizations*. On completion, please indorse below and return to the member.

NCOIC, Personnel Readiness Function

1<sup>st</sup> Ind, Medical Facility/Immunizations

TO: Personnel Readiness Function

\_\_\_\_\_ All immunizations and test checks required have been completed.

\_\_\_\_\_ We are unable to complete the required immunizations due to lack of time or nonavailability of the vaccine. The member has been advised to obtain the immunizations while on leave or obtain them at the port of departure.

NCOIC, Immunization Clinic

## Attachment 8

### SAMPLE PT RESPONSIBILITIES MEMORANDUM

**A8.1.** The following samples provide a foundation to inform deployed commanders of PERSCO's responsibilities and capabilities. Because each operation and deployment is different, these memorandums are not all-inclusive and must be tailored upon arrival at the deployed location. Provided are three memorandum samples:

A8.1.1. **Figure A8.1.** provides a guide for PTs going to bare base and establishing operations.

A8.1.2. **Figure A8.2.** provides a guide for PTs going to a Main Operating Base (MOB). This differs from bare base operations from the standpoint that the MPF work centers provide personnel program support to deployed personnel and the PT focus is total force accountability.

A8.1.3. **Figure A8.3.** provides a guide when RFBF2 and/or RFBF3 teams augment the RFBF1 team or when the deployment phase transitions from the build-up/surge to sustainment.

**Figure A8.1. Sample of Bare Base PT Responsibilities Memorandum.**

<p>MEMORANDUM FOR DEPLOYED COMMANDERS</p> <p>FROM: PERSCO ACCOUNTABILITY TEAM</p> <p>SUBJECT: Personnel Support for Contingency Operations (PERSCO) Responsibilities</p> <ol style="list-style-type: none"><li>1. An accountability PERSCO team (PT) package is employed to your location and available to assist you and your personnel on a 24-hour basis. Our capabilities include: total force personnel accountability, strength reporting, force management, and casualty reporting.</li><li>2. Our primary goal is total force accountability consisting of Air Force active duty, Air Reserve Component, Department of the Air Force (DAF) civilians, and Air Force contractors deployed to our location and geographically separated locations we are responsible for. The accountability scope can be expanded by the theater CINC or the component command to include other Services, Allied Forces, or other personnel. To achieve this goal, we will coordinate with other deployed agencies to capture information on arriving and departing personnel. We need your help to ensure your key personnel are aware of the significant role PERSCO plays and the importance of notifying us of any changes to your unit personnel (e.g., gains, losses, or changing duty status conditions).</li><li>3. We will keep you aware of the personnel strength supporting your mission. We will also report daily personnel strength to the Air Staff, Air Force Personnel Center, and the MAJCOMs who, in turn, report to senior military and civilian leadership.</li><li>4. We have the employment requirements manning document (ERMD) to help you manage your forces. We will help you process and track requests for additional forces as well as identify mission-critical unfilled positions to the component command for their immediate sourcing action. If personnel need to be sent home prematurely, we will work with you to obtain a replacement if necessary.</li><li>5. We have established a casualty-reporting program and we will prepare the necessary reports ensuring the next of kin are notified promptly and accurately. Please have your key personnel contact us immediately if a casualty occurs (including injury, illness, hospitalization, missing or captured, as well as death).</li><li>6. Our capability to support routine personnel programs is very limited. Items we can support are:<ol style="list-style-type: none"><li>a. DD Form 93, <b>Record of Emergency Data</b>, changes.</li><li>b. SGLI changes.</li><li>c. Separation or retirement applications (until STOP LOSS is implemented).</li><li>d. Limited promotion release actions.</li><li>e. Processing emergency leave orders for units without a deployed commander's support staff.</li></ol></li><li>7. Other personnel services will not be denied; however, they will be acted upon as time permits during build-up or any augmentation surge phase. As the operation expands, other PERSCO teams specifically trained and equipped for providing personnel program support may augment our team. This memorandum will be supplemented if and when they arrive to explain the types and levels of personnel services they will be able to provide.</li></ol>
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8. If my team can be of any assistance, please contact us at extension \_\_\_\_\_. We are located in building \_\_\_\_\_, room \_\_\_\_\_.

NAME, Grade, USAF

Chief, PERSCO

**Figure A8.2. Sample of Main Operating Base (MOB) PT Responsibilities Memorandum.**

<p>MEMORANDUM FOR DEPLOYED COMMANDERS</p> <p>FROM: PERSCO ACCOUNTABILITY TEAM</p> <p>SUBJECT: Personnel Support for Contingency Operations (PERSCO) Responsibilities</p> <ol style="list-style-type: none"><li>1. An accountability PERSCO team (PT) package is employed to your location and available to assist you and your personnel on a 24-hour basis. Our capabilities include: total force personnel accountability, strength reporting, force management, and casualty reporting.</li><li>2. Our primary goal is total force accountability consisting of Air Force active duty, Air Reserve Component, Department of the Air Force (DAF) civilians, and Air Force contractors deployed to our location and geographically separated locations we are responsible for. The accountability scope can be expanded by the theater CINC or the component command to include other Services, Allied Forces, or other personnel. To achieve this goal, we will coordinate with other deployed agencies to capture information on arriving and departing personnel. We need your help to ensure your key personnel are aware of the significant role PERSCO plays and the importance of notifying us of any changes to your unit personnel (e.g., gains, losses, or changing duty status conditions).</li><li>3. We will keep you aware of the personnel strength supporting your mission. We will also report daily personnel strength to the Air Staff, Air Force Personnel Center, and the MAJCOMs who, in turn, report to senior military and civilian leadership.</li><li>4. We have the employment requirements manning document (ERMD) to help you manage your forces. We will help you process and track requests for additional forces as well as identify mission-critical unfilled positions to the component command for their immediate sourcing action. If personnel need to be sent home prematurely, we will work with you to obtain a replacement if necessary.</li><li>5. Since we are deployed to a main operating base, casualty support comes directly from the XX MSS MPF's Customer Service Element. Please have your key personnel contact them immediately at DSN XXX-XXXX if a casualty occurs (including injury, illness, hospitalization, missing or captured, as well as death).</li><li>6. The XX MSS MPF will also handle all personnel programs for your deployed personnel.</li><li>7. If my team can be of any assistance, please contact us at extension_____. We are located in building_____, room _____.</li></ol> <p style="text-align: right;">NAME, Grade, USAF Chief, PERSCO</p>
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**Figure A8.3. Sample of Augmentation/Sustainment Team Responsibilities Memorandum.**

## MEMORANDUM FOR DEPLOYED COMMANDERS

FROM: PERSCO ACCOUNTABILITY TEAM

SUBJECT: Personnel Support for Contingency Operations (PERSCO) Responsibilities

REFERENCE: Our memorandum dated 10 Feb 01, Same Subject.

1. An accountability follow-on PERSCO team (PT) package has recently augmented this team and is now available to assist you and your personnel. Our team's capabilities have increased to include limited personnel program areas as well as total force accountability, strength reporting, force management and casualty reporting.
2. Total force accounting is and will always be our *primary mission* to you. Timely and accurate duty status reporting is vital to total force accountability and we must ensure duty status of all personnel is accurate.
3. We will use automated products, as necessary, to ensure you have the required force structure, to keep you apprised of force build-up, identify unit shortfalls, and monitor unfilled positions.
4. The key to successful reception and redeployment (both to another deployed location or return to home station) is the immediate documentation and accountability of personnel at our deployed site location. We will work with other deployed agencies to ensure all actions necessary for orderly and accurate personnel movement occur.
5. Rotation policy is based on a number of factors, to include: the Joint force mission; the anticipated length of the operation; the operational environment; authority limitations for recalled and/or mobilized personnel; requirements for personnel with unique or low density skills; and the available inventory. Currently, the component commander has established an XX-day rotation policy for this operation. The Joint Federal Travel Regulation (JFTR) limits the period individuals may be TDY to any one location to no more than 180 days. When unusual circumstances dictate, the SAF can approve a waiver of the 180-day limitation on a case-by-case basis. We will process any 180-day waivers as needed.
6. This additional augmentation will allow us to catch up with personnel support actions previously set aside to perform our primary mission, total force accountability. We can provide limited MPF-type support:
  - a. Changes to DD Forms 93, **Record of Emergency Data**.
  - b. Changes to SGLI.
  - c. Separation or retirement applications (until STOP LOSS is implemented).
  - d. Limited promotion release actions.
  - e. Processing emergency leave orders for units without a deployed commander's support staff.
  - f. Assignment notifications.
  - g. Awards and decorations.
  - h. Limited retraining.

i. Reenlistments and extensions.

7. In most of these programs, we are limited to relaying customer requests back to their home station for action. Personnel services outside those listed above will not be denied; however, time may be needed to ensure proper actions are taken.

8. If my team can be of further assistance, please contact us at extension\_\_\_\_\_. We are located in building\_\_\_\_\_, room \_\_\_\_\_.

NAME, Grade, USAF

Chief, PERSCO

Attachment 9

PERSCO TEAM PRE-PLANNING/DELIBERATE PLANNING CHECKLIST

Figure A9.1. Pre-Planning Checklist.

Item	YES	NO (See note 1)	N A
-Are all tasked personnel current on basic deployment training?			
-Are all tasked personnel current on PERSCO training?			
-Are identified PERSCO MANPER-B operators trained?			
<b>Review pre-planning tasking (OPLAN, tasking message, etc.)</b>			
-Does it explain the mission and concept of operation (CONOPS) of the tasking? (See note 2)			
-Does it explain the objectives of the PT being tasked?			
-Does it identify any assumptions required for implementation? (note 3)			
-Does it identify any planning factors affecting personnel functions/capabilities?			
--If yes, and factors require deviation from normal operation, does it identify the reasons and explain the purpose of the deviation?			
-Does it describe tasks and responsibilities for PERSCO? (See note 4)			
-Does it include policies and procedures related to the use and preparation of personnel reports (excluding the casualty report)?			
<b>Does it:</b>			
-Specify reporting requirements according to AFI 10-215?			
-Specify command-unique reporting requirements, if applicable?			
--If yes to either, does it provide the formats, content, and frequency of report submission?			
-Identify the PID used on CED orders, mini-record projections, and deployed reports?			
-Provide guidance for filler or replacements? (See note 5)			
<b>Does it provide detailed guidance for specific PERSCO support, including:</b>			
-Identification of any LIMFACs impeding strength accountability and reporting capabilities? (See note 6)			
--If yes, does it provide a “get-well” date or provide alternate action to offset the LIMFAC? (See note 7)			
-Providing the organization structure and attached MPF (if applicable)?			
-PERSCO processing facility (processing center)?			

Item	YES	NO (See note 1)	N A
-Documenting sources of equipment support and communication capability?			
<b>Does it provide specific rotation policy to include:</b>			
-Specifying the estimated length of the deployment?			
--If no, does it specify a standard or default period of 90 days?			
-Policies and guidance for using personnel with critical skills and specialties?			
-Providing planning guidance to implement the execution of dependent care plan for NEO operations?			
-Policy on use of U.S. civilian personnel in support of the operation?			
--If yes, does it provide scope/responsibilities for accounting for them?			
-Outlining the administration/responsibilities of using non-U.S. citizen labor in support of the operation?			
--If yes, does it provide scope/responsibilities for accounting them?			
<b>Does provide guidance on:</b>			
-Enemy prisoners of war (POWs), civilian internees, and other detained personnel?			
-Formerly captured, missing, and detained U.S. military personnel (specifically U.S. Air Force personnel)?			
-Family services support?			
-Reporting Casualties (message addresses, etc.)?			
<b>Does provide guidance, policy, or direction on:</b>			
-Processing awards and decorations?			
-Entitlements to hostile fire pay?			
-Travel procedures?			
-Theater-unique military law, discipline, and order?			
-Medical returnees to duty?			
-SPOT or field promotions?			
-Single and dual military service parents?			
-Leave accumulation?			
-War zone benefits?			
-Specific logistics support requirements for PERSCO?			
-Any reports or administrative support requirements for PERSCO (beyond items identified in AFI 10-215)?			
-Command relationships and responsibilities?			
<b>Does identify the following specific communications support: (note 7)</b>			
-Secure and non-secure voice telephone (normally DSN)?			

Item	YES	NO (See note 1)	N A
-Secure and non-secure fax capabilities?			
-Accessing/installing of Secure Internet Protocol Router Network (SIPRNET) in PERSCO working area?			
--If no, does it outline alternate courses to access SIPRNET?			
-Operating MANPER-B in a classified operating environment?			
<b>Does outline basic PERSCO operational support including:</b>			
-Procedures to account for inbound personnel and base reception?			
-Outlining responsibilities for accounting for other than Air Force personnel?			
-Definition of all locations, including GSUs, that the PT is responsible for accounting for?			
-Procedures to account for all outbound personnel?			
-Procedures for transitioning from an accountability and casualty reporting-gearred team to sustainment (MPF-like) team?			
<b>Review the Base Support Plan for the location identified in the tasking. Does it:</b>			
-Identify adequate power for daily operations?			
-Provide adequate communication support necessary for the PT?			
<b>For teams tasked for a MANPER-B system (UTC: RFBEQ0)</b>			
-Has the MSS/CC designated a classified courier for transporting the MANPER and other classified equipment IAW AFI 31-401?			
-Has an equipment custodian for supply kits and MANPER-B operating system been identified?			
-Is MANPER-B equipment loaded and tracked using IPMS?			
-Is MANPER-B operational and accounted for? (See note 8)			
-Are the most current software versions loaded?			
<b>Are inventories completed:</b>			
-At least annually?			
-When there is a new equipment custodian?			
-When equipment departs home station for more than 72 hours?			
-When equipment returns to home station?			
-Are all MPFMs downloaded from HQ AFPC?			
-Have procedures been established with PDO to obtain the most current AFEPL CD (containing all Air Force publications and electronic forms)?			
-Is a Red-Mini Log-in Sheet prepared for all personnel identified as PERSCO MANPER-B operators? (See note 9)			

Item	YES	NO (See note 1)	N A
-Do MANPER-B operators understand the different ways to connect to the Red-Mini (using SDD 1910, Command Post, Intel)?			
-Do MANPER-B operators understand how to retrieve and send information to the Red-Mini? (See note 10)			

**NOTES:**

1. Any item checked as NO is a LIMFAC. Report this to your MAJCOM and the component command and courtesy copy HQ USAF/DPXJ/MPRC and HQ AFPC/DPWRO/PRC. Ensure your MAJCOM and the component command correct the LIMFAC.
2. This briefly states the mission and general support personnel provides in mission support of the OPLAN or tasking. The component command should use this area to identify unique reporting requirements, designate supporting PTs for geographically separated locations, and designate intermediate levels of command.
3. Assumptions are items such as STOP LOSS, an inherent part of the activation tasking. Assumptions listed influence the feasibility of Annex E. If an assumption is critical to the success of the plan it will list an alternate course of action (COA).
4. This identifies the tasks and responsibilities a PT is expected to maintain in order to support the OPLAN or tasking. These should be the generic tasks expected of all PTs.
5. This should tell you how to request backfills for personnel that have departed or request individual augmentation.
6. Ensure the tasking command actively works any LIMFACs.
7. All known communications requirements for PTs should be listed in the OPLAN. Communications support is essential for accessing the Red-Mini and dispatching messages, the DSN voice is a must. Without reach-back capability, the service provided to the deployed location is degraded severely or causes failure. Requirements outlined in Annex E must also be identified in Annex K (Command, Control, and Communications Systems).
8. For missing/broken MANPER-B equipment, notify HQ AFPC/DPWRSF ASAP.
9. Access to the Red-Mini enables the receipt of mini-records on inbound forces or plan requirements for the locations you support. Using the tasking information, you can prepare the log sheet request; upon execution, have the tasked personnel sign the request; have the unit security manager validate the security clearances; and fax to HQ AFPC/DPWRSF at DSN 665-3805 or commercial (210) 565-3805. Contact HQ AFPC/DPWRSF at DSN 665-2770/2406 and the Red-Mini User's Guide for completion instructions.
10. The Red-Mini User's Guide outlines logging, uploading, and downloading procedures for the Red-Mini.

## Attachment 10

## PERSCO TEAM EXECUTION TASKING CHECKLIST

Figure A10.1. PERSCO Execution Tasking Checklist.

Core Items	Item	YES	NO (See note 1)	NA
<b>TASKING REVIEW</b>				
	<b>Review the tasking (OPLAN or tasking message). Does it:</b>			
*	-Explain the mission and concept of operation (CONOPS) of the tasking? (See note 2)			
*	-Explain the objectives of the PT while deployed?			
*	-Identify any assumptions activated required to sustain the tasking? (See note 3)			
*	-Identify any LIMFACs or planning factors affecting personnel functions, impeding strength, accountability, or reporting capabilities? (See note 6)			
*	---If yes, does it provide a “get-well” date or provide alternate action to offset the LIMFAC? (See note 7)			
*	---If yes, and factors require deviation from normal operations, does it identify the reasons and explain the purpose of the deviation?			
<b>ACCOUNTABILITY</b>				
	-Does tasking provided the accountability scope to include:			
	--Procedures to account for inbound personnel and base reception (PERSCO) processing facility (processing center)?			
	--Procedures to account for all outbound personnel?			
*	--Providing the organization structure and attached MPF (if applicable)?			
	--Responsibilities for accounting for other than Air Force personnel?			
	--Policy on use of U.S. civilian personnel in support of the operation?			
	---If yes, does it provide scope/responsibilities for accounting for them?			
	--The administration/responsibilities of using non-U.S. citizen labor in support of the operation?			
	---If yes, does it provide scope/responsibilities for accounting for them?			
*	--Is the PID used on CED orders, mini-record projections, and deployment reports?			
*	-Does tasking specify the estimated employment length and rotation policy of the deployment?			

Core Items	Item	YES	NO (See note 1)	NA
	--If no, does it specify a standard or default period of 90 days?			
*	--Does tasking provide guidance for filler or replacements? (See note 5)			
*	--Does tasking identify sources of equipment support and communication capability?			
<b>COMMUNICATIONS</b>				
*	<b>Does the tasking identify the following communications support: (note 7)</b>			
*	-Secure and non-secure voice telephone (normally DSN)?			
*	-Secure and non-secure fax capabilities?			
*	-Accessing/installing of Secure Internet Protocol Router Network (SIPRNET) in the PT working area?			
*	--If NO, does it outline alternate courses to access SIPRNET?			
<b>EQUIPMENT</b>				
	-Is PT tasked to deploy MANPER-B equipment and/or supply kits? If YES, complete the following:			
*	--Has the MSS CC designated classified courier for transporting the MANPER equipment IAW AFI 31-401?			
*	--Does tasking provide capabilities of operating MANPER-B in a classified environment?			
*	--Are the most current software versions loaded?			
	--Has an equipment custodian been identified for supply kits and MANPER-B operating system?			
	--Is MANPER-B equipment loaded and tracked using IPMS?			
	--Is MANPER-B operational and accounted for? (See note 8)			
	--Has an inventory been completed?			
	--Has a MANPER-B relocation report been transmitted?			
*	-Is a Red-Mini log-in sheet prepared for all personnel identified as PERSCO MANPER-B operators? (See note 9)			
*	--Do MANPER-B operators understand the different ways to connect to the Red-Mini (using SDD 1910, Command Post, Intel)?			
*	-Does tasking identify adequate power for daily operations?			
*	--Does tasking provide adequate communication support necessary for your team?			
*	-Do MANPER-B operators understand how to retrieve and send information to the Red-Mini? (See note 10)			

Core Items	Item	YES	NO (See note 1)	NA
<b>POLICY AND PROCEDURE</b>				
*	-Does tasking include policies and procedures related to the use, preparation of personnel reports (excluding casualty report)?			
*	-Does tasking provide guidance (message addresses and so on) for reporting casualties?			
*	--Does tasking specify reporting requirements according to AFI 10-215?			
*	--Does tasking specify command-unique reporting requirements, if applicable?			
*	---If Yes to either, does it provide the formats, content, and frequency of report submission.			
	-Describe tasks and responsibilities for PERSCO? (See note 4)			
	<b>Does tasking provide detailed guidance for specific PERSCO support, including:</b>			
*	--Processing awards and decorations?			
*	--Entitlements to hostile fire pay?			
*	--Travel procedures?			
*	--Theater-unique military law, discipline, and order?			
*	--Any specific logistics support requirements for PERSCO?			
*	--Any reports or administrative support (beyond items identified in AFI 10-215) requirements for PERSCO?			
*	-Does tasking specify command relationships and responsibilities?			
*	-Does tasking specify procedures established with PDO to obtain the most current AFEPL CD (containing all Air Force publications and electronic forms)?			
	--Does tasking provide policies and guidance for using personnel with critical skills and specialties?			
	--Providing planning guidance to implement the execution of dependent care plan for NEO operations?			
	--Processing enemy prisoners of war (POWs), civilian internees, and other detained personnel?			
	--Processing formerly captured, missing, and detained U.S. military personnel (specifically U.S. Air Force personnel)?			

Core Items	Item	YES	NO (See note 1)	NA
	--Does tasking provide policies and guidance for family services support?			
	--Medical returnees to duty?			
	--SPOT or field promotions?			
	--Single and dual military service parents?			
	--Leave accumulation?			
	--War zone benefits?			
	--Procedures for transitioning from an accountability and casualty reporting geared team to sustainment (MPF-like) team?			
	-Are all MPFMs downloaded from HQ AFPC?			
	-Has a tentative shift schedule been developed?			
	-Has each team member been assigned specific duties?			
	-Other (Add tasking specific procedures here).			

**NOTES:**

1. Any item checked as NO is a LIMFAC. Report this to your MAJCOM and the component command and courtesy copy HQ USAF/DPXJ/MPRC and HQ AFPC/DPWRO/PRC. Ensure your MAJCOM and the component command act to correct the LIMFAC.
2. This briefly states the mission and general support personnel provides in mission support of the OPLAN or tasking. The component command should use this area to identify unique reporting requirements, designate supporting PTs for geographically separated locations, and designate intermediate levels of command.
3. Assumptions are items such as STOP LOSS, an inherent part of the activation of the tasking. Assumptions listed influence the feasibility of Annex E. If an assumption is critical to the success of the plan, it will list an alternate course of action (COA).
4. This identifies the tasks and responsibilities a PT is expected to maintain in order to support the OPLAN or tasking. These should be the generic tasks expected of all PTs.
5. This should tell you how to request backfills for personnel that have departed or request individual augmentation.
6. Ensure the tasking command actively works any LIMFACs.
7. All known communications requirements for PTs should be listed in the OPLAN. Communications support is essential for accessing the Red-Mini, and dispatching messages; the DSN voice is a must. Without reach-back capability, the services provided to the deployed location is degraded severely or cause failure. Requirements outlined in Annex E must also be identified in Annex K (command, control, and communications systems).
8. For missing/broken MANPER-B equipment, notify HQ AFPC/DPWRS ASAP.

9. Access to the Red-Mini enables receipt of mini records on inbound forces or plan requirements support for the locations you support. Using the tasking information you can prepare the log sheet request, upon execution have the tasked personnel sign the request, have the unit security manager validate the security clearances, and fax to HQ AFPC/DPWRSF at DSN 665-3805 or commercial (210) 565-3805. Contact HQ AFPC/DPWRSF at DSN 665-2770/2406 and the Red-Mini User's Guide for completion instructions.
10. The Red-Mini User's Guide outlines logging, uploading, and downloading procedures for the Red-Mini.

## Attachment 11

## PERSCO TEAM INITIAL ARRIVAL CHECKLIST

Figure A11.1. Initial Arrival Checklist.

Item	YES	NO (See note 3)	N/A
- Coordinate with the following support agencies to establish in and out-processing procedures for all personnel deployed to the location. This includes how and where to most efficiently process personnel. (See note 1)			
-- Billeting			
-- Security Forces			
-- Finance			
-- TMO/ATO			
-- Deployed Commander/1 <sup>st</sup> Sgt			
- Develop accountability procedures with agencies at GSUs (note 2) and personnel not using established processing facility (e.g. arriving on commercial aircraft, personnel that arrived prior to PERSCO's arrival, and aircrew personnel).			
- Brief commanders of PT responsibilities and capabilities as outlined in memorandum at <a href="#">Attachment 8</a> of AFI 10-215.			
-- Ensure they understand your capabilities and limitations.			
--- Brief status and "get-well" dates of LIMFACs (if known).			
-- Provide a copy of PERSCO's responsibilities to each deployed commander.			
- If you do not have proper communication support, identify to your supporting Communications Squadron the need for: (See note 4)			
-- Secure and unsecure phone/fax capability			
-- Secure Internet Protocol Router Network (SIPRNET)			
-- A plain language address (PLA) for DMS messages.			
-- Secure and unsecure e-mail accounts			
- Once the steps above are done, submit a PT status report according to paragraph <a href="#">5.2.4</a> of AFI 10-215.			
- If not done already, submit a Red-Mini log sheet. Fax to DSN 665-3805.			
- Establish routine procedures for:			
-- Accounting for personnel arriving and departing your location and any GSUs the PT is responsible for:			

Item	YES	NO (See note 3)	N/A
-- Processing incoming DPT daily			
-- Transmitting outgoing DPT daily			
-- Preparation and dispatch of the DSC message			
-- Tracking events in a daily log for AAR (See note 4)			
-- Maintaining hard copies and manual files to augment strength accounting,			
- Validate/verifying unit personnel data (e.g. alpha rosters, ERMDs, etc.) with commanders/1 <sup>st</sup> Sgts			
- Maintain a POC book containing names and numbers of key personnel at your location, Central Site, and component command.			
- Establish a casualty reporting program according to AFI 36-3002. (See note 5)			
- Ensure MANPER-B equipment is set up and operational			
-- Submit a MANPER-B initial report according to paragraph 6.14. of this instruction if not included in the PT status report.			
- Update system defaults reflecting your TDY GEOLOC code			
- For PTs at initial sites, reset sequence controls			
- Establish a routine for backing up information			
- Other (Add local procedures)			

**NOTES:**

1. Take into consideration the status-of-forces agreements (SOFAs) and customs of the host country. The security forces are able to answer these types of questions. Take into consideration OPLAN or tasking requirements when coordination with support agencies. Identify all choke points to capture accountability of personnel, such as billeting, entry/exit gates, recreational facilities, etc.
2. The responsibility for accounting for GSUs is identified by the tasking message or by the component command's CONOPS. GSU accountability procedures may include a GSU representative faxing copies of orders/AF Forms 245, calling, or e-mailing duty status changes to the supporting PT.
3. Any sub-item checked as NO is a LIMFAC. Report this to your MAJCOM, the component command, and courtesy copy HQ USAF/DPXJ/MPRC and HQ AFPC/DPWRO/PRC. Follow up to ensure the parent MAJCOM and the component command act to correct the LIMFAC.
4. Documenting problems, achievements, or milestones establishes the foundation for inputs to the AAR.
5. This includes constant coordination with supporting medical and mortuary counterparts to ensure you're notified of casualties.

**Attachment 12**

**PERSCO MEMBER MISSION-READY CERTIFICATION (TO BE COMPLETED FOR EACH MEMBER)**

**Member and Tasking Information**

PERSCO Member's Rank/Name:

AEF Association: \_\_\_\_\_

Notification Date:

Projected Departure Date:

Tasked UTC:

Required SEI(s):

**Training and Experience Dates**

Date Assigned to PERSCO:

Date PERSCO JQS completed (if required):

Date MANPER-B JQS completed (if required):

Date PERSCO Course completed (if required):

Date MANPER-B Course completed (if required):

Date PERSCO SEI awarded (if required):

Date MANPER-B SEI awarded (if required):

**Member Certification (Each Member Signs)**

I understand all PERSCO duties and responsibilities and received adequate training and preparation to successfully carry out these duties and responsibilities as a deployed PERSCO member:

\_\_\_\_\_  
Member's Signature/Date

**MSS/CC Certification**

I certify the above PERSCO team member meets all training and deployment requirements and is mission ready.

\_\_\_\_\_  
MSS/CC's Signature/Date

**NOTES:**

1. This process must be completed for PERSCO Team members during the 60-45 day window prior to each AEF on-call status or deployment.
2. This form, once completed, will be forwarded by MSS/CC to the MAJCOM PERSCO Functional Manager (after team certification).
3. Completed forms will be retained on file for 1 year (after team certification).

**Attachment 13**

**PERSCO TEAM MISSION-READY CERTIFICATION  
(TO BE COMPLETED FOR EACH PERSCO UTC)**

**SPTG/CC Certification**

I certify the following PERSCO Team, UTC \_\_\_\_\_, appeared before me, briefed and/or demonstrated proficiency of the following Job Qualification Standard (JQS) criteria, and is PERSCO mission ready:

1. Basic PERSCO knowledge.
2. MANPER-B system set-up and operations.
3. Deployment, initial arrival, sustainment, redeployment, and reconstitution actions.

PERSCO Team Member Name/Rank/Unit	PERSCO Team Member Name/Rank/Unit
PERSCO Team Member Name/Rank/Unit	PERSCO Team Member Name/Rank/Unit
Alternate PERSCO Team Member Name/Rank/Unit	Alternate PERSCO Team Member Name/Rank/Unit
SPTG/CC Name/Rank/Unit	SPTG/CC Signature/Date

**NOTES:**

1. This process must be completed for PERSCO Teams during the 60-45 day window prior to each AEF on-call status or deployment.
2. Individual and MSS/CC certification must be completed for any member assigned to this UTC, prior to SPTG/CC certification.
3. Team recertification must be completed upon the replacement of:
  - a. One or more members of an already certified 2-person PERSCO UTC.
  - b. Two or more members of an already certified 4-person PERSCO UTC
4. This form, once completed, will be forwarded by the MSS/CC to the MAJCOM PERSCO Functional Manager.
5. Completed forms will be retained on file for 1 year after team certification.

## Attachment 14

## MISCELLANEOUS PUBLICATIONS, FORMS, EQUIPMENT, AND SUPPLY TABLE

ITEM	RECOMMENDED QUANTITY			
	ITEM	RFBF1	RFBF2	RFBF3
AFI 10-215, <i>Personnel Support for Contingency Operations (PERSCO)</i>	EA	1		
AFI 10-402, <i>Mobilization Planning</i>	EA	1		
AFI 10-403, <i>Deployment Planning and Execution</i>	EA	1		
AFH 10-416, <i>Personnel Readiness and Mobilization</i>	EA	1		
AFI 36-2110, <i>Assignments</i>	EA	1		
AFI 36-2606, <i>Reenlistment in the United States Air Force</i>	EA	1		
AFI 36-3002, <i>Casualty Services</i>	EA	1		
AFI 36-3003, <i>Military Leave Program</i>	EA	1		
AFI 36-3008, <i>Servicemembers' Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI)</i>	EA	1		
System Security Architecture Agreement (SSAA) for MANPER-B (note 1)	EA	1		
HQ AFPC Personnel Readiness Red-Mini User's Guide For All MANPER-B Operators (note 2)	EA	1		
AF Form 245, <b>Employment Locator and Processing Checklist</b>	EA	250		
AF Form 310, <b>Document Receipt and Destruction Certificate</b>	EA	25		
AF Form 901, <b>Reenlistment Eligibility Annex to DD Form 4</b>	EA	25		
AF Form 972, <b>Request and Authorization for Emergency Leave Travel</b>	EA	11	1	1
AF Form 1411, <b>Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve</b>	EA	25		
DD Form 4-1-2, <b>Enlistment/ Reenlistment Document – Armed Forces of the United States</b>	EA	25		
DD Form 93, <b>Record of Emergency Data</b>	EA	25		
SF 704, <b>Secret Cover Sheet</b>	EA	25	1	1
SF 705, <b>Confidential Cover Sheet</b>	EA	25	1	1
SF 707, <b>Secret ADP Media Classification Label</b>	EA	25	1	1
SF 708, <b>Confidential ADP Media Classification Label</b>	EA	25	1	1

ITEM	RECOMMENDED QUANTITY			
	ITEM	RFBF1	RFBF2	RFBF3
SF 711, ADP Media Data Descriptor Label	EA	25	1	1
VA Form SGLV-8285, Request for Insurance (Servicemembers' Group Life Insurance)	EA	25	1	1
VA Form SGLV-8286, Servicemembers' Group Life Insurance Election and Certificate	EA	25	1	1
Staplers, Paper	EA	4	2	1
Punch, 3-hole	EA	1	1	1
Rulers, 12-inch	EA	2	2	1
Pencil Sharpener (with clamp)	EA	1	1	1
Stapler Removers	EA	4	2	1
Scissors	EA	2	1	1
3.5 inch Disks	BX	3	3	1
Surge Suppressor (220 volt for overseas locations)	EA	1	1	1
Power Strip	EA	1	1	1
Knife (note 3)	EA	1	1	1
Claw Hammer	EA	1	1	1
Nails, 10-penny	BX	1	1	1
Batteries, Flashlight	BX	2	2	2
Key or Combination Lock (note 4)	EA	1	1	1
Current Year Calendars	EA	3	2	1
Pads, Writing	EA	20	15	10
Magic Markers, Black	DZ	1	1	1
Highlighters	DZ	1	1	1
Manila Folders	BX	1	1	1
Masking Tape, Wide Width	EA	2	2	2
Pens, Ballpoint Black and Red	DZ	2	2	1
Paper Clips	BX	1	1	1
Staples, Standard	BX	1	1	1
Pencils	DZ	2	1	1
Correction Fluid	BTL	1	1	
Correction Tape	BX	1	1	
Envelopes, 9 x 12-inch	EA	150	100	50
Envelopes, Letter	EA	150	100	50
Accordion Folders	EA	2	1	1

ITEM	RECOMMENDED QUANTITY			
	ITEM	RFBF1	RFBF2	RFBF3
Rubber Bands	BX	1	1	
Bond Paper	RM	6	6	4

**NOTES:**

1. Personnel may get the SSAA through the COMMON directory of the Red-Mini file type binary. File names are SSAA.ZIP (Word document) and CHKLST.ZIP (accreditation checklist), an appendix to the SSAA. If you are unable to download the files, contact HQ AFPC/DPWRSF at DSN 665-2770/2406.
2. Personnel may get the Red-Mini User's Guide through the COMMON directory of the Red-Mini file type binary. File name is RMUG.ZIP. If you cannot download the file, contact HQ AFPC/DPWRSF at DSN 665-2770/2406 or go to <http://www.afpc.randolph.af.mil/readiness>
3. Recommend a US general-purpose knife, National Stock Number (NSN) 5110-00-162-2205, or equivalent.
4. These locks are for supply kits containing expendable items.