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Operations Support

**UPDATING THE USAF PROGRAM
INSTALLATIONS, UNITS, AND PRIORITIES
AND MOVEMENT OF AIR FORCE UNITS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 16-4, *Accounting for Units, Installations, and Aerospace Vehicles* and AFR 16-5, *Planning Programming, and Budgeting System*. It assigns responsibility and authority for managing installations and units in the Air Force program. It tells major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU) and United States Air Force Reserves (USAFR) how to submit their monthly RCS: HAF-XOO(M)-9227, *Programming Actions Involving Units, Installations, and Unit Equipment*, report and request movement directives. Paragraphs 1. thru 4 only apply to the National Guard Bureau (NGB).

SUMMARY OF REVISIONS

This revision aligns the instruction with AFR 16-4.

1. General Provisions:

1.1. United States Air Force Program. HQ USAF develops the *United States Air Force Program* according to AFR 16-5, *Planning, Programming, and Budgeting System*. This source document for the current Air Force program relates to the locations or movement of all active and USAFR units, from MAJCOM through detachment levels. For simplicity all references to MAJCOMs in the following paragraphs include and apply to FOAs and DRUs. The *USAF Program Installations, Units, and Priorities* (Program Document [PD]) applies to the use of all Air Force installations. Proposed changes to the *United States Air Force Program* must refer to the current issue of the PD. The PD reflects:

1.1.1. Decisions by the Secretary of the Air Force; the Chief of Staff, United States Air Force; and MAJCOM, FOA, and DRU commanders to activate, inactivate, move, redesignate, reassign,

equip, and reequip Air Force units (see AFI 38-101, *Air Force Organizational Structures* (formerly AFRs 26-2 and 23-22), and pertinent Air National Guard publications).

1.1.2. Installation use and programming information for an 8-year period.

1.1.3. Priority list for organizations and special-emphasis projects.

1.2. Unit:

1.2.1. A military organization constituted by HQ USAF-issued directives, see AFI 38-101.

1.2.2. All detachments are treated as units (for reporting).

2. General Management Procedures for Unit Data:

2.1. The PD has programming information on units for an 8-year period. Therefore, when it is time to carry out programmed changes to the status of units, program data must be refined and validated.

2.1.1. MAJCOMs review, refine, and validate the data in the PD monthly, focusing on unit actions to take place during the eighth month in the future. Use the RCS: HAF-XOO(M)9227 report to send HQ USAF/XOOB the results of your monthly review.

2.1.2. At the end of each month after receipt of the RCS: HAF-XOO(M)9227 reports, HQ USAF/XOOB reviews, evaluates, and combines these reports into a Schedule of Changes (SOC) and distributes the SOC the first of each month to MAJCOMs and HQ USAF offices. Upon receipt of the SOC:

2.1.2.1. The HQ USAF office of primary responsibility directs all programming actions as outlined in paragraph **1.1.1.**, with the exception of unit movements. The procedures for unit movements are in paragraph **5.**

2.1.2.2. MAJCOMs request HQ USAF/XOOB to issue a Department of Air Force (DAF) movement directive.

2.1.2.3. At the end of a unit action, MAJCOMs send the RCS: HAF-HO(M)7401, *Air Force Organization Status Change Report*, according to AFI 84-101, *Air Force Organization Status Change Report* (formerly AFR 20-49).

3. General Management Procedures for Installation Data:

3.1. In the monthly review of the PD, MAJCOMs:

3.1.1. Include installation data in the RCS: HAF-XOO(M)9227 report.

3.1.2. Send an AF Form 1192, **USAF Installation Characteristics Report**, RCS: SAF-MII(AR)7119, *USAF Installation Characteristics Report*, to HQ USAF when the installation data changes (see AFI 32-9005, *Establishing, Accounting, and Reporting Real Property* [formerly AFR 87-15]).

3.2. If the action involves:

3.2.1. A HQ USAF-controlled installation, MAJCOMs include a request for orders announcing the change with the AF Form 1192.

3.2.2. A MAJCOM-controlled property in the continental United States (CONUS), MAJCOMs publish their own orders announcing the action, when submitting AF Form 1192.

3.3. Oversea MAJCOMs publish orders on actions affecting installations and properties on US territory.

3.3.1. Exceptions:

3.3.1.1. HQ USAF Air Force publishes orders when an installation or property is transferred between MAJCOMs, other Department of Defense (DoD) agencies, or other US Government agencies (see AFI 32-9005).

3.3.1.2. Oversea MAJCOMs planning to realign forces and facilities on foreign territory must comply with AFI 10-504, *Overseas Basing Requirements*, before initiating actions to comply with this instruction.

4. How To Submit AF Form 532(EF), Programming Actions Involving Units, Installations, and Unit Equipment Report (RCS: HAF-XOO(M)9227):

4.1. When To Submit. MAJCOMs prepare and submit this report monthly using Perform Pro and filler. Send a disk and one paper copy to HQ USAF/XOOB, 1480 Air Force Pentagon, Washington DC 20330-1480 by the seventh workday of the next month. Send a paper copy to HQ USAF/PEO, 1270 Air Force Pentagon, Washington DC 20330-1270.

4.2. What the Report Contains. This report describes approved actions involving units, unit equipment, and installations programmed for the eighth month in the future. You may include actions programmed to occur earlier because of program decisions causing changes which are to occur in less than 8 months. MAJCOMs must make every effort to maximize leadtime for the issuance of DAF/PE letters. The report includes all units and detachments. When MAJCOMs have units that are being inactivated and replaced with the activation of another unit, both actions (activation and inactivation) will take place on the same day.

4.2.1. When MAJCOM planned and coordinated initiatives result in message changes to the Air Force PD Document, HQ USAF/XOOB incorporates those changes into the next revision of the PD Document.

4.2.1.1. For MAJCOM-proposed program actions such as unit activations, inactivations, or relocations, HQ USAF/XOO staffs the proposals with the submitting agency and coordinates with HQ USAF SAF/LL and, as needed, the agreement of appropriate state Adjutants General.

4.2.1.2. MAJCOMs may assume that Air Staff agrees with a programmed activation or inactivation of *only* MAJCOM detachments in the report unless advised otherwise within 30 calendar days. However, MAJCOMs should not assume agreement with any other proposed unit actions until specifically advised.

4.2.1.3. The report is based on all information in the PD, and all changes received or sent by the MAJCOM.

4.2.1.4. HQ USAF/XOOB or HQ USAF/PEO tells the appropriate MAJCOM if actions are rejected.

4.2.2. If the report has actions on programmed installations or properties, attach a supporting RCS: SAF-MII(AR)7119 report.

4.3. Filling Out AF Form 532(EF), Programming Actions Involving Units, Installations, and Unit Equipment:

4.3.1. Format. You may not make format changes. Use approved abbreviations. Fill in all columns.

4.3.2. Headings:

- **As of Date.** Enter the last day of the current month.
- **Report Control Symbol.** Enter RCS: HAF-XOO(M)9227.
- **From.** Enter the name of the reporting command or agency, address, action officer and telephone number (DSN).
- **Column A (Line).** Enter a number for each item on the form, in sequence.
- **Column B (Class).** Enter a classification for each item.
- **Column C (Unit Designation).** Enter the unit designation as shown in the Air Force Information Resources Dictionary System (AF-IRDS).
- **Column D (Location).** Enter the installation name and indicator shown in the AF-IRDS. When you show a unit move, enter the current installation under "Location" and the new installation in the "Remarks: column. Identify the new installation by using the word "To."

NOTES:

If the installation is not listed in the PD enter this fact in column D and send copy of your submitted AF Form 1192. See AFI 32-9005 for instructions on how to fill in this form.

- **Column E (Action):**
 - Enter activate (activ), inactivate (inact), move, redesignate (redes), reassign (reasgn), equip, or reequip.
 - For amendment to previously submitted AF Form 532(EF) enter "amend."
- **Column F (Date).** Enter effective date. If the effective date is not consistent with the policy for observing 60-calendar-day leadtime on orders-in-hand, say so in column H. If the action is unit equipage or reequipage, enter the date the first equipment is to be received. Enter the number and model designation of the weapon system in column H.
- **Column G (Remarks):**
 - Enter applicable remark:
 - **Concur.** If the MAJCOM validates the accuracy of all facets of the action, enter "concur."
 - **Nonconcur.** If a change to the action is under active consideration by the MAJCOM and a resolution or approval has not been made, enter "nonconcur." Cite correspondence pertinent to the unit, base, or equipage action.
 - For installation actions requiring a SAF-MII(AR)7119 report, enter that it has been submitted.
 - Note when personnel to be moved will not be issued orders at least 60 calendar days in advance of PCS. Cite the correspondence requesting a waiver of the "60-calendar-day orders-in-hand" policy, or correspondence approving waiver of the policy.
 - For equipage or reequipage actions, enter the number and type of weapon system involved in the action.

- Enter strength figures (XX MILITARY/XX CIVILIANS).
- For amendment to previously submitted AF Form 532(EF), reference earlier submission, what is to be amended, and reasons for amendment.
- Include any other pertinent information.

4.4. Nonconcurrency on Actions. Work out nonconcurrences by separate correspondence. Show this correspondence in the remarks column of the monthly report.

4.5. Negative Report. No action required.

4.6. Security Classification and Public Release of Information. Classify each item and each report according to DoD 5200.1-R/AFI 31-401, *Information Security Program Management* (formerly DoD 5200.1-R/AFR 205-1, and AFR 205-43).

- Program actions for oversea locations (excluding Alaska and Hawaii) must be classified at least CONFIDENTIAL and will not be declassified until the host nation is notified or consulted through diplomatic channels. See AFI 10-504.
- Unclassified program actions needing announcement to the Congress must be marked "FOR OFFICIAL USE ONLY" (FOUO) until the Congress has been notified.
- Instructions to declassify or to remove an FOUO marking are sent to the MAJCOMs (CONUS and overseas) by message from HQ USAF/XOO, or by message or telephone from SAF/LL or SAF/PA.
- SAF/LL and SAF/PA will give a joint notification of actions (when appropriate) to the news media. MAJCOMs get this information in the declassification message or by separate message (or telephone) from SAF/PA.

5. Movement Terms. The following terms are used to request and issue movement directives:

5.1. Continental United States (CONUS). US territory, including the adjacent territorial waters, located within the North American Continent between Canada and Mexico (see Joint Pub 1-02).

5.2. Dates of Unit Moves:

5.2.1. Earliest Practical Date (EPD). The move takes place within 60 calendar days after the specified date; it may be done in several phases, as directed in the movement order.

5.2.2. During a Month. The move takes place within the month specified in the movement directive.

5.2.3. On or About. The move takes place within 15 calendar days before or after the specified date.

5.3. Impedimenta. Organizational and individual equipment, organizational clothing, and personal baggage of individuals assigned to a unit.

5.4. Modified Unit Move. A permanent change of station (PCS) movement of a unit (and equipment) with those personnel who are most eligible for a PCS move, as well as assigned personnel who may become eligible for the move through voluntary action. Remaining personnel needs are filled from worldwide personnel resources, based on PCS eligibility. To minimize personnel turbulence and PCS costs, this method of personnel movement is used to the fullest extent possible.

5.5. Overseas. All locations, including Alaska, Hawaii and US territories, outside the continental United States.

5.6. Port. A place at which ships may discharge or receive their cargoes. It includes any port accessible to ships on the seacoast, navigable rivers or inland waterways. The term "ports" should not be used in conjunction with air facilities which are designated as aerial ports, airports, etc. (see Joint Pub 1.02).

5.7. Port Call. A formal notification, through military channels, to the deploying unit and interested activities. It gives arrival date for unit personnel and equipment at the port.

- At a water port of embarkation, the port commander issues the port call.
- At an aerial port of embarkation, the air traffic coordination officer (ATCO) issues the port call.

5.8. Unit Move With Personnel and Equipment (WPE). The movement of the unit with assigned personnel and equipment.

5.9. Unit Move Without Equipment (WOE). The movement of the unit designator and personnel from one location to another. Unit equipment becomes available to other active or Reserve force units, the *Security Assistance Program*, or is retired from active use.

5.10. Unit Move Without Personnel (WOP). The movement of the unit designator and equipment from one location to another. The personnel become available for reassignment, as directed by Headquarters Air Force Military Personnel Center (HQ AFMPC).

5.11. Unit Move Without Personnel or Equipment (WOPE). The movement of the unit designator only. Personnel and equipment may become available as indicated in paragraph 5.8. and paragraph 5.9. above.

6. Types of Unit Moves. The movement of units varies as follows:

6.1. CONUS Movement. The movement of a unit in the CONUS. It may be from one MAJCOM to another or within a MAJCOM.

6.2. Oversea Movement. The movement of a unit from CONUS to an oversea station (or vice versa), or from one oversea area of responsibility to another.

6.3. Permanent Change of Assignment (PCA). A transfer of a unit between MAJCOMs, with assigned personnel and equipment (including aircraft), without any change in location of the unit.

6.4. Permanent Change of Station (PCS). Movement of a unit to a different location for permanent duty, regardless of the distance traveled.

7. Authority for Unit Movements:

7.1. HQ USAF/XOOB directs movement of Air Force units. The DAF movement directive is the approving authority for the MAJCOM to publish their movement orders and take any other required actions. A movement directive gives the following information, as appropriate:

- Validation of data in the movement request, with exceptions noted.
- Citation of open allotment account classification and funding instructions.
- Shipment numbers as required.

- Special instructions and guidance.

7.2. A DAF movement directive is generally issued by message, as follows:

7.2.1. HQ USAF. By HQ USAF/XOOB for all PCS moves in CONUS, to or from overseas and within or between overseas areas when the MAJCOM assignment is changed with the move. Exceptions to the need for a movement directive are listed in paragraph 9.

7.2.2. Oversea MAJCOMs. The MAJCOM headquarters has the authority to issue movement directives in an overseas theater (for example, Pacific Air Forces and United States Air Forces in Europe) for theater-assigned units including field training detachments (FTD). Oversea tenant commands may issue movement directives for their overseas subordinate units. Commands authorized to issue movement directives must have HQ USAF approval and the unit must be listed in the PD document. Theater MAJCOMs are responsible for moving:

- Their assigned units.
- Units assigned to other commands and stationed in the theater MAJCOM area of responsibility.

7.3. Headquarters Air Education and Training Command (HQ AETC). To support its overseas command needs, HQ AETC moves field training detachments to, from, and between overseas areas. Mobile training teams, equipped with mobile training sets, support the *Military Assistance Program* and Foreign Military Sales and are moved as prescribed for FTDS. FTDS in an overseas command area are moved as explained in paragraph 7.2.2.

8. Movement Directives and Orders:

8.1. DAF Movement Directive. Published by the DAF to direct the movement of Air Force units and detachments. Provisional units (see AFI 38-101) are also considered units for movement purposes. Authority to issue a movement directive is explained in paragraph 7.

8.2. Movement Order. Published by a MAJCOM (or authorized subordinate unit) to effect a directed or authorized unit move.

8.3. Warning Order. Issued by HQ USAF/XOOB for the movement of a unit from CONUS to overseas, from overseas to CONUS, or within overseas areas. The warning order, to alert units of the programmed movement date, is issued before the DAF movement directive. The order may also give present and proposed personnel strength, unit equipment and security classification.

9. Exceptions. The following MAJCOMs are authorized to publish movement orders for moving units in the CONUS without a HQ USAF DAF movement directive, if the unit move is now in the PD and subject to those restrictions in paragraph 9.5 below.

9.1. Headquarters Air Force Reserve (HQ AFRES). Authority to move AFRES squadrons and flights in the same metropolitan area, if the move is with personnel and/or equipment.

9.2. Headquarters Air Education and Training Command (HQ AETC). Authority to move:

- Squadrons of US Air Force recruiting groups. (HQ AETC may delegate this authority to the HQ USAF Recruiting Service).
- FTDS

9.3. Headquarters Air Force Office of Special Investigations (HQ AFOSI):

- Authority to move an operational element of HQ AFOSI.

9.4. Restrictions on Moves. The above units will be moved:

- When the move is essential to fulfill the MAJCOM mission.
- After the move has been coordinated with all activities concerned, including public affairs offices.
- According to AAFP 24-1, *Personnel Movement*.
- When MAJCOM funds are available. Costs are charged to a specific fund allotment available to the MAJCOM.

10. Request for Movement Directive. MAJCOMs send a request for a movement directive by letter or routine message 120 calendar days before the desired movement date.

NOTE:

When a movement is programmed with less than 120-calendar-day leadtime, the MAJCOM sends a request for a movement directive as soon as notified of the action.

- 10.1. Send requests to HQ USAF/XOOB, 1480 Air Force Pentagon, Washington, DC 20330-1480.
- 10.2. Note that HQ USAF/XOOB will issue a warning order if requested by the MAJCOM involved.
- 10.3. Make sure requests for movement directives include the following information:
 - The complete organizational name of each unit to be moved.
 - The approximate number of officers, airmen, and civilians to be moved.
 - The present station and geographical location indicator.
 - The destination and geographical location indicator.
 - The desired movement date.
 - The readiness date, if applicable.
 - Whether the move is PCS or PCA.
 - The levels desired (officer, airmen and civilian strength after move is complete).
 - Whether the mobility and support equipment will go with the unit.
 - A justification for the move (refer to the current PD if the move agrees with the program).
 - If applicable, that the Secretary of the Air Force has granted a second PCS in a fiscal year or that the MAJCOM will get permission before moving the personnel concerned (see AFI 36-2110). Personnel moving should be issued movement orders at least 60 calendar days before PCS. Exceptions to this 60-calendar-day policy are limited to cases of pressing military need approved by the MAJCOM concerned.
 - That adequate personnel facilities exist or are programmed to support the activity.
 - If applicable, the command reassignment of the unit.
- 10.4. On oversea movement of units by Air Mobility Command channel airlift, cargo must be documented and labeled according to the Military Standard Transportation and Movement Procedures (MILSTAMP). If movement is by Special Assignment Airlift Missions, movement is exempted from MILSTAMP).

11. Form Prescribed. AF Form 532(EF), *Programming Actions Involving Units, Installations, and Unit Equipment Report* .

LARRY L. HENRY, Maj General, USAF
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Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

AFMPC—Air Force Military Personnel Center

AFOSI—Air Force Office of Special Investigations

AFRES—Air Force Reserve

AETC—Air Education and Training Command

CAP—Civil Air Patrol

CONUS—Continental United States

DAF—Department of the Air Force

DoD—Department of Defense

DRU—Direct Reporting Unit

EPD—Earliest Practical Date

FOUO—For Official Use Only

FOA—Field Operating Agency

FTD—Field Training Detachments

JCS—Joint Chiefs of Staff

MAJCOM—Major Command

MILSTAMP—Military Standard Transportation and Movement Procedures

NGB—National Guard Bureau

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PD—US Air Force Program Installations, Units, and Priorities

RCS—Report Control Symbol

SOC—Schedule of Changes

USAFR—United States Air Force Reserve

Terms

Installation—A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base (see Joint Pub 102). Installations are HQ USAF controlled.

Properties—Properties refer to annexes, auxiliary airfields, missile fields, and other activities. Properties are MAJCOM controlled.