

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 10-402**

30 August 1996

Operations

AFRC UNIT TYPE CODE MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

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This operating instruction implements AFRPD 10-4, *Operations Planning*. It provides an outline of the headquarters internal processes and tools available to unit type code (UTC) functional area managers (FAM) in fulfilling their UTC management and tasking responsibilities.

1. UTC Management Integrated Product Team (IPT). The Headquarters AFRC UTC management integrated product team provides a mechanism to track office of primary responsibility (OPR) involvement and timely task accomplishment when UTCs affecting AFRC units are undergoing change (see attachment 1). XPXX is the focal point for FAMs on UTC issues. XPXX looks at UTC FAM issues and makes a decision whether the problems can be solved by using UTC process diagrams, checklists, etc., or whether the issue should be brought before the IPT for intensive management. The purpose of the team is to answer UTC FAM questions, assist with problems, and ensure the key AFRC OPRs for UTC management are actively involved in the UTC changes.

2. UTC Process Flowcharts. UTC related processes have been flowcharted so FAMs and process OPRs become familiar with actions needed at various stages of the UTC life cycle. They are published as attachments to AFRCI 10-401, *AFRC Deliberate Planning*.

2.1. Programming Action.

2.2. UTC Management.

2.2.1. UTC Registration.

2.2.2. Pilot Unit Assignment.

2.2.3. MANFOR Development.

2.2.4. LOGDET Development.

- 2.3. UMD.
- 2.4. AFRC WMP III.
- 2.5. DOC Statement.

3. UTC Functional Area Manager Training. XPXX maintains an official listing of appointed UTC FAMs and the UTC FAM training they have received since assignment to the HQ AFRC staff as a functional area manager. Since few individuals assigned to the headquarters arrive with a knowledge of UTC functional area manager responsibilities, training will be ongoing. It is incumbent upon all assigned UTC FAMs to attend as many of the training sessions as possible and to maintain a continuity binder of training materials for reference.

4. UTC Management Process Checklists. UTC Management Process Checklists have been developed outlining the various actions that may be required as a result of UTC changes (See attachment 2 and attachment 3). They provide the various agencies requiring coordination for a particular event and attempt to provide a sense of time to the activities. They are published as an attachment to AFRCI 10-401.

5. UTC FAM Transitional Instruction Letter (TIL). A "pick-a-paragraph" letter has been developed to assist UTC FAMs in providing guidance to the field on how to transition to new or revised UTCs (see attachment 4). The process owner for the various paragraphs of the letter can assist you in deciding which statements apply to your situation and are advisable to include in your letter.

6. Responding to Customer Inquiries. XPXX, as the AFRC OPR for UTC issues is responsible for ensuring UTC related questions are answered and problems resolved. However, XPXX may not be the owner of the problem process and must depend on other staff agencies to assist with specialized expertise. XPXX should be the first point of contact and will subsequently forward issues for resolution to technical experts, coordinate on their response, and monitor completion.

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Attachment 1

TIME LINE FOR UTC DEVELOPMENT

UTC Code

Registered <----->

MANFOR

Published <----->

LOGDET

Published <----->

UMD Updated

<----->

WMP Updated

<--projected-----/--final->

DOC Issued

<--heads-up-----/--final----->

Unit Mission

<*>

Ready

|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

DAYS 0 30 60 90 20 50 80 210 240 270 300 330 360 390 420 450 480 510 540 570

NOTE: The last 3 processes are driven by the completion of the first 4 processes. If the first 4 processes are completed early, the Unit Mission Ready date, WMP and DOC can be moved up accordingly.

Attachment 2

UTC MANAGEMENT PROCESS CHECKLIST (AFRC PILOT UNIT)

Seq	ACTION	Duration	Timing (days)	Sub-process	Required Coordination	Deadlines (if applicable)	References
1.0	MEFPAK Command FAM requests AFRC FAM to assist in UTC development or modification	2 weeks	0-30	Pilot Unit Assignment	AFRC/XPXX/ LGXP NAF/XP/ FAM Proposed Pilot unit/XP/FAM	N/A	AFRC UTC Mgt Oversight Committee Flowchart
1.1	AFRC FAM gathers basic UTC data and provides to MEFPAK Command FAM *Basic UTC data includes:	30 days	0-30	UTC Reg	AFRC/XPXX/ XPMR/ LGXP/ LGSWR/ LGSWE MEFPAK Command FAM Air Staff FAM NAF/XP/ FAM Proposed Pilot Unit/XP/FAM	N/A	AFMAN 10-401, Chap 6, paras 6.6.1 and 6.12.10.1.1
1.1A	UTC Title, DEPID, ULC, PAX data, etc.				AFRC/XPXX/ LGXP MEFPAK Command FAM		
1.1B	Mission Capability Statement (MISCAP) w/crew ratio (if applicable)				MEFPAK Command FAM Air Staff FAM		
1.1C	Manpower estimate				AFRC/FAM MEFPAK Command FAM/XPM		

1.1D	Allowance Standards w/mobility equipment				AFRC/ LGSWEMEF- PAK Com- mand FAM		
1.1E	Requirement for spares (RSP) Kit				MEFPAK Command FAM		
1.1F	Estimate of equipment short tons				AFRC/LGXP (Pro- posed)Pilot Unit FAM/XP		
1.1G	Proposed Pilot Unit				AFRC/XPXX/ LGXP NAF/ XP/FAM Pro- posed Pilot Unit XP/FAM		
1.1H	Existing UTCs cancelled (replaced) by this action				Air Staff FAM MEFPAK Command FAM AFRC/XPXX/ LGXP		
1.1I	List of reserve POCs				AFRC/XPXX/ XPMR/ LGXP/ FAM NAF/XP/LG/ FAM Proposed Pilot Unit XP/FAM		
1.2	MEFPAK Command sends UTC registration request to Air Staff/XOXW/ FAM	30 days	0-30	UTC Reg	AFRC/XPXX/ XPMR/ LGXP/FAM MEFPAK Command OPR/FAM Air Staff FAM/XOXW	Feb, May, Aug, Nov	AFMAN 10-401, para 6.12.10.1.1

1.3	<p>AFRC MANFOR OPR w/FAM determine w/MEFPAK Command XPM/FAM who will develop MANFOR.</p> <p>Questions to ask to make this decision:</p> <ul style="list-style-type: none"> -Is an LCOM available? -Does the MEFPAK command have the time, expertise and tools to build the MANFOR? -Does the AFRC pilot unit have the time, expertise and tools to build the MANFOR? - Is it in AFRC' best interests to have our unit build it? - Has AFRC FAM notified AFRC/ XPMR? 	1 week	0-30	MANFOR	<p>AFRC/ XPMR/FAM</p> <p>MEFPAK Command XPM/FAM</p> <p>Pilot Unit XP/ FAM/DPM</p>		
1.4	AFRC Pilot Unit selection and notification	2 days	0-30	Pilot Unit Assignment	<p>AFRC/LGXP/ FAM</p> <p>MEFPAK Command FAM/LGX</p> <p>NAF/XPL/ FAM Pilot Unit/XP/FAM</p>		
1.4A	Provide MISCAP and manpower data to Pilot Unit and task them to develop MANFOR draft (MANFOR development begins)	1 week	0-30	MANFOR	<p>NAF/XPL/ FAM</p> <p>Pilot Unit XP/ FAM/DPM</p>		

1.4B	Provide MISCAP and Allowance Standard number(s) to Pilot Unit and task them to develop LOGDET	1 week	0-30	LOGDET	AFRC/LGXP/ LGSWE NAF/XP/ FAM/LGS/ LGRS Pilot Unit XP/ FAM/LGS		
2.0	Pilot Unit begins LOGDET development (using dummy UTC if necessary)	30 days	0-60	LOGDET	Non-Pilot units (if known) Unit FAM/XP NAF/FAM/ XP		AFMAN 10-401, Chap 6 and AFM 28-740 Vol II
2.1	AFWMPRT registers UTC and sends notification of UTC Registration and assignment of UTC Code	Every 90 days	0-90	UTC Reg	AFWMPRT Air Staff FAM/LGX MEFPAK Command XPM/LGX/ FAM AFRC FAM/ LGXP/ XPXX		AFMAN 10-401, Chap 9
2.1.1	XPXX reconciles MEFPAK Summary Quarterly Update with AFRC WMP-3 and notifies FAM to correct WMP-3	2 weeks		UTC Reg	AFRC FAM/ XPXX		
2.2	AFRC FAM provides projected UTC tasking to AFRC/XPXX for FAT	1 week	45-90	WMP	AFRC FAM/ XPXX/ XPMR/LGXP NAF FAM/XP Tasked unit FAM/XP		

2.3	Send FAM Guidance Letter to field	1 week	60-90	WMP	AFRC FAM/ XPXX/ LGXP/ XPMR/ DOOR/ LGSW		
3.0	Pilot unit finalizes draft LOGDET	35 days	60-90	LOGDET	AFRC FAM/ LGXP MEFPAK Command FAM/LGX Non-pilot units FAM/ LGX		
3.1	Unit (if tasked for development) forwards strawman MANFOR for coordination	10-30 days	60-90	MANFOR	NAF/FAM/ XPM AFRC FAM/XPMR MEFPAK Command FAM/XPM		
3.2	AFRC FAM/XPM finalizes MANFOR and forwards to MEFPAK command thru XPXX	1 week	60-120	MANFOR	AFRC FAM/ XPMR/ XPXX		
3.2.1	AFRC/XPXX sends new UTC to MEFPAK CMD for registration	1 week			AFRC XPXX/ XPM/ LGX/FAM		
3.3	AFRC FAM ensures RSP kit authorized	90 days	90-180	LOGDET	AFRC/FAM/ LGSW/ XPXX/LGXP USAF/XOOX GMAJCOM FAM		

4.0	Pilot unit/XP sends draft LOGDET to AFRC FAM FAM for coordination/ validation. AFRC FAM notified AFRC Pilot Unit of approval or required corrections.	15 days	90-120	LOGDET	AFRC FAM/ XPXX/ LGXP NAF FAM/XP		AFMAN 10-401, Chap 6
4.1	Pilot Unit/XP sends draft LOGDET to MEFPAK Command FAM for coordination/ validation and approval. MEFPAK FAM coordinates and approves draft and notified AFRC Pilot Unit of approval or required corrections.	15 days	90-120	LOGDET	MEFPAK Command FAM/LGX/ LGS Other Using Command FAM/LGX		
5.1	Pilot unit/XP incorporates changes and begins formal LOGDET reporting to MEFPAK Command LGX	5 days	120-150	LOGDET	MEFPAK Command/ LGX AFRC/LGXP Non-pilot unit FAM/LGX		AFM 28-740 Vol II
6.0	MANFOR received by AFRC/XPM	3-6 months	120-180	MANFOR	AFRC FAM/ XPXX/ LGXP/XPMX NAF FAM/XP Unit FAM/XP/ DPM	Jan, Apr, Jul, Oct	
6.1	AFRC FAM reviews MANFOR and current (old) UMD for resource impact and monitors status of GMAJCOM UMD update with AFRC/XPM	2 weeks	120-200	UMD	AFRC FAM/ XPMR NAF/FAM/ XP GMAJ- COM(s)/ FAM/XPM Unit FAM/XP/ DPM		

6.2	AFRC FAM gives AFRC/DOOR heads up about proposed UTC changes to DOC Statement and researches wartime requirements/coord with force user	1 week	90-540	DOC	AFRC FAM/ XPXX/ DOOR/ XPXP		AFMAN 10-401, para 9.5.4.2
6.3	Revised UMD received from GMAJCOM/XPM	1-3 mos	180-540	UMD	AFRC FAM/ XPMR		
6.4	AFRC/XPM resolves discrepancies between GMAJCOM UMD change and UTC taskings with GMAJCOM and AFRC FAMs	30-60 days	180-540	UMD	AFRC/FAM/ XPMR GMAJCOM FAM/XPM		
6.5	UMD released to field	30 days	180-540	UMD	AFRC FAM/ XPMR NAF FAM/XP Unit FAM/XP/ DPM		
6.6	Proposed DOC Creation/Validation and FAM Review (draft the DOC)	1-5 days	240-270	DOC	AFRC FAM/ XPXX/ DOOR/XPXP		
7.0	WMP-3 updated to reflect deletion of old UTCs and addition of new UTCs	3 days	90-570	WMP	AFRC XPXX/ FAM/ LGXP/XPMR NAF FAM/XP Unit FAM/XP/ DPM	Mission Ready date	AFMAN 10-401, paras 9.5.3, 9.5.4
8.0	DOC Statement finalized and released	90 days	450-540	DOC	AFRC XPXX/ DOOR/ FAM/LGXP NAF/FAM/ XP Unit FAM/XP/ DPM/DO		AFI 10-201

Attachment 3

UTC MANAGEMENT PROCESS CHECKLIST (NON-AFRC PILOT UNIT)

Seq	ACTION	Duration	Timing (days)	Subprocess	Required Coordination	Deadlines (if applicable)	References
1.0	MEFPAK Command FAM announces new UTC in development or modification	1 week	0-30	UTC Reg	AFRC/XPXX/LGXP/ FAM Proposed Pilot Unit/XP/LGX/ FAM	N/A	AFRC UTC Mgt Oversight Committee Flowchart
1.1	AFRC/FAM determines its applicability to AFRC units and obtains as much of the following information as possible:	30 days	0-30	UTC Reg	MEFPAK Command FAM Air Staff FAM GMAJ-COM FAMs	N/A	
1.1A	UTC Code				MEFPAK Command FAM		
1.1B	Mission Capability Statement (MISCAP) w/crew ratio (if applicable)				MEFPAK FAM Air Staff FAM		
1.1C	Manpower estimate				AFRC FAM MEFPAK Command FAM/XPM		
1.1D	Allowance Standards w/mobility equipment				AFRC/LGSWE MEFPAK Command FAM		
1.1E	Requirement for spares (RSP) kit				MEFPAK Command FAM		
1.1F	Estimate of equipment short tons				AFRC/LGXP Proposed Pilot Unit/XP/LGX/ FAM		

1.1G	Proposed Pilot Unit				AFRC/XPXX/ LGXP NAF/ XP/FAM Pro- posed Pilot Unit XP/FAM		
1.1H	Existing UTC(s) cancelled (replaced) by this action				Air Staff FAM MEFPAK Command FAM AFRC/ XPXX/LGXP		
1.1I	List of UTC development POCs at: AFRC MEFPAK Command Reserve NAF Pilot Unit Tasked AFRC non-pilot units				AFRC XPXX/ XPMR/ LGXP MEFPAK Command FAM/XPM/ LGX NAF FAM/XP Pro- posed Pilot Unit FAM/XP/ LGXT asked AFRC Units FAM/XP		
1.2	Provide information (address/pho/FAX, etc) to MEFPAK FAM and Pilot Unit to facilitate coordination with AFRC non-pilot units during development of LOGDET	1 week	0-45	LOGDET	AFRC/XPXX/ LGXP/ FAM MEFPAK Command OPR/FAM Air Staff FAM		AFMAN 10-401, Chap 6 and 9
1.3	Determine who will be developing MFEL and provide AFRC POC information (address/phone/FAX, etc) to facilitate AFRC coordination during development of MANFOR	1 week	0-45	MANFOR	AFRC/ XPMR/FAM MEFPAK Command XPM/FAM Pilot Unit XP/ LGX/ FAM/DPM		

1.5	Provide available information to AFRC units and encourage them to coordinate with pilot unit during UTC data development	2 weeks	0-60	UTC Reg MANFOR LOGDET	NAF FAM/XP Unit FAM/XP/ DPM		
2.0	Non-AFRC Pilot Unit begins LOGDET development	30 days	0-60	LOGDET	Non-Pilot units (if known)Unit FAM/XP NAF/ FAM/XP	Mar, Jun, Sep, Dec	AFMAN 10-401, Chap 6 and AFM 28-740 Vol II
2.1	AFRC FAM coordinate and follow up on LOGDET development	Every 30 days	0-240	LOGDET	MEFPAK Command FAM/LGX Pilot Unit FAM/XP/ LGXAFRC/ XPXX/ LGXP		
2.1.1	AFRC/XPXX reconciles MEFPAK Summary quarterly update with AFRC WMP-3 and notifies FAM to correct WMP-3	2 Weeks			AFRC XPXX/ FAM		
3.0	AFRC FAM coordinate and follow up on MANFOR development	Every 30 days	0-240	MANFOR	AFRC/ XPMR/XPXX MEFPAK Command FAM		AFMAN 10-401, para 6.12.6
3.1	AFRC FAM provide projected UTC tasking to AFRC/XPXX for FAT	1 week	0-45	WMP	AFRC FAM/ XPXX/ XPMR/LGXP NAF FAM/XP Unit FAM/XP		
3.2	FAM Guidance letter to units	1 week	45-90	WMP	AFRC FAM/ XPXX/ LGXP/ XPMR/ DOOR/LGSW		

4.0	Pilot unit finalizes draft LOGDET	35 days	60-90	LOGDET	AFRC FAM/ LGXP MEFPAK Command FAM		
4.1	AFRC FAM ensures RSP kit authorized	90 days	90-180	LOGDET	AFRC FAM/ LGSW/ XPXXUSAF/ XOOX GMA- JCOM FAM		
5.0	MEFPAK Command finalizes MANFOR	1 week	60-120	MANFOR	AFRC FAM/ DOORR/ XPXX/LGXP		
6.0	MANFOR received by AFRC/XPM	3-6 months	120-180	MANFOR	AFRC FAM/ XPXX/ LGXP/XPMX NAF FAM/XP Unit FAM/XP/ DPM		
6.1	AFRC FAM reviews MANFOR and current (old) UMD for resource impact and monitors status of UMD update with AFRC/XPM	2 weeks	120-200	UMD	AFRC FAM/ XPMR NAF FAM/XPG MAJCOM(s) FAM/XPM Unit FAM/XP/ DPM		
6.2	AFRC FAM gives AFRC/DOOR heads up about proposed UTC changes in DOC Statement and researches wartime requirements/ coord with force user	1 week	90-540	DOC	AFRC FAM/ XPXX/ DOORR/ XPXP		
6.3	Revised UMD received from GMAJCOM/XPM	1-3 mos	180-540	UMD	AFRC FAM/ XPMR		
6.4	AFRC/XPM resolves discrepancies between GMAJCOM UMD change and UTC taskings with GMAJCOM and AFRC FAM	30-60 days	180-540	UMD	AFRC FAM/ XPMR GMAJ- COM(s) FAM/ XPM		

6.5	UMD released to field	30 days	180-540	UMD	AFRC FAM/ XPMR NAF FAM/ XPUnit FAM/ XP/DPM		
6.6	Proposed DOC creation/validation and FAM review (draft the DOC)	1-5 days	240-270	DOC	AFRC FAM/ XPXX/ DOOR/XPPX		
7.0	WMP-3 update to reflect deletion of old UTCs and addition of new UTCs	3 days	90-570	WMP	AFRC XPXX/ FAM/ LGXP/XPMR NAF FAM/XP Unit FAM/XP/ DPM	Mission ready date	AFMAN 10-401, paras 9.5.3 & 9.5.4
8.0	DOC Statement finalized and released	90 days	180-540	DOC	AFRC XPXX/ DOOR/ FAM/LGX NAF FAM/XP Unit FAM/XP/ DPM/DO		AFI 10-201

Attachment 4**UTC FAM TRANSITIONAL INSTRUCTION LETTER**

MEMORANDUM FOR [ALL UNIT COMMANDER ADDRESSES]

AFRC WING/XPs

FROM: HQ AFRC/[YOUR OFFICE SYMBOL]

SUBJECT: UTC FAM Transitional Instruction Letter for UTC Changes

1. Beginning [date] Air Force Reserve (AFRC) [type of unit] units will reposture from their existing wartime configuration to support current defense planning guidance. This change was brought about by [enter why the UTCs are being reorganized, if known]. Make immediate contact with your wing level plans office (XP), reserve Military Personnel Flight and supply representatives to open lines of communication and enlist their support in your reposturing efforts.

2. The AFRC Future Area Tasking (FAT) database, listing your projected tasking(s), has been updated to reflect the capability to which you will transition and will serve as your authority for manning, training and equipping the new capability. Attachment 1 to this letter provides a summary of the UTCs added to the AFRC WMP 3 (PROJECTED) as well as those UTCs that will be deleted from the AFRC WMP 3 (capabilities available for tasking) once the new capability is on line.

[Include the following paragraph (3.) if it applies to your situation.]

3. Your unit resources can be deployed in more than one configuration. The most stringent UTC(s) can be carved up into smaller UTCs if a contingency requires a smaller force. This "either/or" tasking is referred to as "parent" and "child" UTCs. Since the same resources are utilized for parent and child UTCs, Air Force planners are aware that tasking a child UTC will create shortfalls in a parent UTC and render it unsupportable. Therefore, parent and child UTCs will not be tasked simultaneously. Further, HQ AFRC functional area managers are responsible for tracking residual forces when a child UTC is tasked to prevent over tasking during plan execution. Each line (by itself) in attachment 1 represents UTCs that can be tasked simultaneously without creating shortfalls.

a. "Parent" UTCs are the most stringent tasked UTCs that can be tasked simultaneously. This is the force we offer up for tasking and on which we SORTS report.

b. "Child" UTCs are smaller subset UTCs that represent an alternate way unit resources can be deployed if the most stringent (parent) UTCs are not needed. Although the parent UTC(s) are how we offer up our forces, some theaters may require only augmentation and are at liberty to task smaller UTCs. Since the probability exists that you could be tasked for the "child" configuration(s), you should plan how to support these options to reduce last minute crisis planning in a contingency. See additional instructions under MANPOWER REQUIREMENTS and EQUIPMENT AND SUPPLIES paragraphs of this letter.

4. UTC DESCRIPTION. **[Include all of the following that apply to your situation]**

The Mission Capability Statement (MISCAP) for your UTC has been approved and published in the USAF MANFOR available through your Wing Plans Office or Military Personnel Flight.

The Mission Capability Statement (MISCAP) for your UTC has been drafted but not finalized. The published MANFOR, available through your Wing Plans Office or Military Personnel Flight, will reflect the finalized MISCAP.

The Mission Capability Statement (MISCAP) for your UTC is not currently available. Estimated availability date is **[date]**.

A copy is attached for your use.

The Mission Capability Statement (MISCAP) for your UTC is not currently available. Estimated availability date is **[date]**.

A copy is attached for your use.

A copy is attached for your information but keep in mind, it is subject to change. The published MANFOR, available through your Wing Plans Office or Military Personnel Flight will reflect the finalized MISCAP.

We will provide it as soon as it becomes available.

Your UTC is an in-place capability. You do not need mobility equipment, mobility bags, weapons, and ammo, and you do not need to accomplish deployment training.

Your UTC(s) is/are deployable worldwide.

Your UTC(s) is/are CONUS strategic and only aircrew and enroute support members will be equipped for deployment.

Your UTC(s) is Associate Aircrew capability. Mobility equipment required is (FAM check with LGSMP)

You are tasked to support only a portion of the UTC(s) (fragmented or Z99). Since you will provide one portion of the UTC and another unit will provide other portions, it is necessary to specifically identify the resources each unit will contribute. Your portion is outlined in detail in attachments to this letter.

5. PILOT UNIT. **[Include all of the following that apply to your situation]**

[Enter the MEFPAK Command in charge of UTC development] has been designated to develop UTC details.

They have asked AFRC to assist in the UTC development by appointing a pilot unit.

[Enter the (Active, Reserve, Guard) pilot unit designation, address and phone number] has been designated as the pilot unit to assist in this effort. (Check with LGXP for pilot unit designee)

As soon as a pilot unit has been assigned, we will advise you.

Non-pilot units should work with their Wing Plans office to provide their UTC, unit designation, routing identifier, address and phone number to the pilot unit and let them know you are available for coordination and assistance in UTC data development (whether AFRC or Non-AFRC Pilot Unit).

6. MANPOWER REQUIREMENTS:

a. UTC MANPOWER REQUIREMENTS. **[Include all of the following that apply to your situation]**

The Manpower Force Element Listing (MFEL) containing AFSC requirements for your UTC has been approved and is available from your Military Personnel Flight MANPER-B system.

The Manpower Force Element Listing (MFEL) containing AFSC requirements for your UTC has been drafted but not finalized.

The Manpower Force Element Listing (MFEL) containing AFSC requirements for your UTC is not currently available.

A finalized copy of the Manpower Force Element Listing (MFEL) attached for your use in working with your Military Personnel Flight and Wing Plans in creating personnel deployment products.

A draft copy of the Manpower Force Element Listing (MFEL) attached for your information but keep in mind, it is subject to change. We will keep you advised of the status.

We will provide it as soon as it becomes available.

Since the old UTCs will remain available for tasking until **[date]**, you should not delete the mobility position rosters for them at this time.

Since there was no change in manpower/AFSCs between the old UTCs and new UTCs, you may delete the old UTCs once the new UTC personnel deployment products are complete. **[This sentence would apply if the UTC code changed but the UTC requirements did not.]**

b. UNIT MANNING DOCUMENT (UMD). **[Include all of the following that apply to your situation]**

The UMD update reflecting new UTC manpower spaces is complete and available from your reserve Military Personnel Flight.

The UMD update reflecting new UTC manpower spaces is being worked by HQ AFRC/XPM and is expected to be complete and available from your reserve Military Personnel Flight on or around **[date]**.

A copy of the new UMD is attached for your information.

A copy of the draft UMD to support the new UTCs is attached for your information. You may use it for planning purposes only but may not recruit against it or take any permanent personnel actions as a result of it since the draft could change in the coordination and validation process.

There were no changes to the UMD as a result of the new UTCs.

Some positions on the new UMD remain unfunded. HQ AFRC/XPM and this office will continue to pursue funding.

Overmanning is authorized effective **[date]** to assist you in meeting the new requirements.

The gaining MAJCOMs will begin working Unit Manning Document (UMD) changes once the UTC manpower requirements are finalized.

HQ AFRC will work the offset positions to determine which positions in the UTC will be authorized overgrade offsets.

Our goal is to have the UMDs to the units NLT **[date]** with an effective date of **[date]**.

Additional manpower is not authorized for "child" UTCs. The same personnel filling "parent" UTCs will be used to fill "child" UTCs since they will not be tasked simultaneously.

7. EQUIPMENT AND SUPPLIES. [Include all of the following that apply to your situation]**a. Equipment.**

Authorized support/mobility equipment is contained in Allowance Standard (AS) **[enter AS number for functional mobility equipment]**. Mobility weapons are contained in AS 538. Contact Wing Plans to identify your 463L pallet and net requirements since they are considered War Reserve Materiel (WRM). Mobility bins and packing containers are authorized as required in AS 006. Mobility A, B, and C bags, aircrew CWDE bags, gas masks and flak vests are authorized in AS 016 for each mobility position deployable outside the CONUS. Work with your Wing XP to identify your requirements for mobility bags and weapons and ensure the Wing XP identifies your requirements to the Chief of Supply.

As an AMC-gained unit, a small stock of E bags will be prepositioned at your location for immediate use; additional E bag stocks are centrally stored at Westover ARB MA and will be shipped to you upon request for a major contingency.

If equipment is needed for FTD training, it may be ordered beginning **[date equal to 360 days prior to conversion]**. Establish mobility equipment authorizations beginning **[date equal to 265 days prior to conversion start date or "now" if already within 265 days of conversion start]** for all required assets you were not previously authorized. As funds become available for unit funded items, ensure the requisitions are firmed up with Base Supply. Identify any excess equipment items to this office so we can coordinate redistribution or disposition instructions with HQ AFRC/LGSW. You **[are/are not]** authorized to retain previously authorized mobility equipment as training assets, Use Code B. **[For "are" include the following sentence: "Work with Base Supply to have the Use Code changed on these assets."]** **[For "are not" include the following sentence: "Identify these assets along with other excess equipment for disposition instructions."]**

b. Supplies/Spare Parts. [Include all of the following that apply to your situation]

Unique spare parts are required for your new capability and need to be available in your supporting Base Supply. Base Supply can order these spare parts for their stocks beginning **[date equal to 180 days prior to conversion start date or "now" if that date has already passed]**. A listing of these spare parts **[include here the source of the spare parts listing and how their Base Supply will know to begin stocking them]**.

A deployable spares kit is authorized for your new capability. The kit number and contents **[include here the kit number, if known, and provide the source of the contents of the kit and how their Base Supply will be notified to build a spares kit]**. Requisitioning of assets for the spares kit shall begin **[enter date equal to 120 days prior to date of Initial Operational Capability date or "now" if that date has already passed]**.

c. Parent/Child UTCs. [Include this paragraph if you have parent/child UTCs]

Duplicate equipment is not authorized for parent and child UTCs. Equipment supporting the parent UTCs will be reconfigured and deployed with the child UTCs at the time the child UTCs are tasked. Ensure sufficient packing containers are available to reconfigure the equipment for such a tasking.

d. LOGDET. [Include all of the following that apply to your situation]

The pilot unit has completed the LOGDET depicting the packing configuration and a copy is attached for your implementation. Mobility bags and weapons/ammo (with few exceptions) are noticeably absent from the LOGDET even though they are authorized. The LOGDET is used for transportation planning

purposes and these items are calculated in planning factors as passenger weight and therefore excluded from the LOGDET except in rare instances. Weapons/ammo and mobags may be included in your local COMPES products (LOGPLAN) if desired.

The pilot unit has not yet completed the LOGDET to reflect the packing configuration of the UTC equipment and supplies. We are attaching a list of the required mobility equipment and supplies for your use. Do not wait for the pilot unit to complete the LOGDET. Begin packing your equipment and supplies as you receive them. There is no requirement to wait for the LOGDET to begin loading your local packing configuration into LOGPLAN. Provide information to the Wing Plans office as soon as possible so they can load your data to COMPES and produce packing and load lists for your use.

It is permissible to deviate from the packing configuration (you may have different packing containers, etc.) as long as you deploy with all required mobility equipment contained in the Allowance Standard.

The AFRC Pilot Unit must work with its Wing Plans (XP) staff to build and report the LOGDET data in the Standard UTC Reference File (LOGFOR) immediately. Coordination with non-pilot units and final approval by the MEFPK Command functional area manager are required.

Professional kits and/or tool kits are authorized. A list of required contents is published [**list source--may be attachment to this letter**].

You may be tasked to deploy in your old UTC configuration while the new capability is being brought on line. Do not delete your old UTCs from COMPES (LOGPLAN) until your new UTCs replace the old ones on the AFRC WMP III. This will enable you to obtain packing and load lists for your existing UTCs while the new UTCs are being loaded.

8. TRAINING [**Include any of the following that apply**]

New training requirements include [**include added requirements, if any**].

Changes in UTC AFSCs will require cross-training of some unit members. Identify volunteers for retraining as soon as possible and ensure required formal schools and/or ECI courses are requested.

Although the draft MFEL and UMD reflects a potential need for cross-training some unit members, you will need to wait until these documents are approved before officially reassigning unit members and requesting in-resident schools. You may begin identifying volunteers for retraining and forecasting school requirements in the interim.

Existing requirements for [**include types of training**] have been [**eliminated or changed as follows--provide details**].

There is no change to existing training requirements.

9. SORTS

a. DOC STATEMENTS. [**Include all of the following that apply to your situation**]

DOC Statements are being reviewed and updated. We expect to have them to the field around [**date**].

SORTS reporting on the new DOC UTCs will commence upon receipt.

The new UTCs are not SORTS reportable so a DOC statement will not be issued.

The new UTCs are subsets of existing UTCs and will not be SORTS reported. It is understood that tasking of a subset (child) UTC will impair your ability to support the larger (parent) UTC(s) you SORTS report. Should a "child" UTC be tasked, your SORTS report should reflect degraded ability to support

your primary tasking and should contain remarks reflecting your ability to support additional "child" UTCs from residual resources.

Your DOC statement has been revised and is being forwarded to your wing SORTS data handler.

Your DOC statement has a future effective date of **[date]**. SORTS reporting will commence the first reporting period after the effective date of the DOC.

A copy of your new DOC statement is attached.

Continue reporting under your current DOC assigned UTCs until the effective date of a new DOC Statement.

New DOC Statement cannot be developed at this time because UTCs are still being developed. Since reporting under your old DOC Statement is not appropriate, SORTS reporting instructions will be provided under separate cover.

Effective **[date or event such as unit partially reconfigured]** unit commanders will include remarks in SORTS reporting reflecting the C-Level that would be reported for new UTCs were they being measured.

A waiver from reporting UTC/UMD mismatch remarks effective **[enter beginning date]** until **[enter ending date]** or receipt of the new DOC Statement, whichever comes first.

[List deactivating units] may submit a final sorts report during **[month/year]**. A remark will be submitted against "REASN" label stating this is the unit's final report, according to **[enter authority]**.

b. CONVERSION STATUS. **[Include all of the following that apply to your situation]**

You are not authorized to report conversion status (C-5) for this action.

Effective **[date or event such as unit partially reconfigured]** unit commanders will include remarks in SORTS reporting reflecting the C-Level that would be reported for new UTCs were they being measured.

You may report conversion status (C-5) any time your current mission is degraded to an unsupportable level until such time as you attain C-3 status or better in your new capability.

c. MISSION READY DATE. **[Include all of the following that apply to your situation]**

Because of the minor nature of changes, you should already be mission ready.

Your projected mission ready date is **[date]**. Take necessary action to ensure you are mission ready as soon as possible but not later than this date.

10. ADVISING ATTAINMENT PROGRESS. **[Include all of the following that apply to your situation. If units are already reporting status via a PPlan or PMsg requirement, include any of the data you require in the PPlan/PMsg reporting requirements to prevent duplicate reporting.]**

A progress update is not required.

PPlan progress reports will provide sufficient information to track your progress. No additional report is required.

Progress updates are required every **[interval; monthly, quarterly, etc.]** commencing **[date]** and ending once mission ready status is attained or once problems requiring assistance outside your unit are resolved, whichever is later **[or whatever date or event should terminate reporting]**.

Progress update format is attached. [You may use the attached sample or create your own depending on the information you need/desire.]

Attached progress update format is required in addition to [Pplan or Pmsg] reporting requirements.

Attachments

1. Old vs new UTC Assignments [Mandatory attachment--See Sample]
2. MISCAP [Obtain from AFRC/XPMX or MEPAK Command FAM]
3. MANFOR [Obtain from AFRC/XPMX]
4. Draft UMD [Obtain from AFRC/XPMX or GMAJCOM FAM]
5. LOGDET [Obtain from AFRC/LGXP, MEPAK Command FAM or pilot unit/XP/LGX]
6. Equipment Listings [Obtain from MEPAK Command FAM or pilot unit/XP/LGX]
7. Progress Update Format [See Sample]

cc: NAF/XP/[Your counterpart, if any]

HQ AFRC/XPXX/LGSX/LGSW/DPXX/XPMR/DOORR

OLD VS NEW UTC ASSIGNMENTS

Unit/ Location	NAF	Gain MAJ- COM	Parent (P) or Child (C)	LWRR2 Added	LWRR3 Added	LWRR5 Added	LWRR1 Unchgd	LWRR5 Unchgd	4F9R1 Delete	4F9R2 Delete	4F9R3 Delete
123 SVS Sq Hightide ARB FL	22	AMC	(P)				1		1	1	1
			(C)1			1					
			(C)2		1	1					
			(C)3	3							
			(C)4	1	1						
456 SVS Sq Lowtide ARB MS	10	ACC	(P)					1	1	1	1
			(C)1	1	1						
			(C)2		2						
789 SVS Sq Ebbtide ARS TX	4	AMC	(P)		2						

SAMPLE PROGRESS UPDATE FORMAT

UNIT NAME/LOCATION: _____ UTC: _____

PERSONNEL:

UTC REQUIRED: _____ AVAILABLE: _____

SHORTFALLS:	AFSC	QTY	TRAINING:	TYPE	NUMBER UNTRAINED
	_____	_____			_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____

EQUIPMENT/SUPPLIES:

ITEM	QTY ON HAND
A Bags	_____
B Bags	_____
C Bags	_____
Aircrew Bags	_____
Gas Masks	_____
Weapons M-16	_____
Ammo 5.56	_____
Weapons 9mm	_____
Ammo 9mm	_____
Body Armor	_____
Tool Kits	_____
Team/Professional Kits	_____
Pallets	_____
Nets (Top/Side)	_____

CRITICAL MOBILITY EQUIPMENT SHORTAGES:

(Not projected to be available by Mission Ready Date)

NSN	NOUN	QTY SHORT	REQUISITION NUMBER	ESTIMATED DELIVERY DATE	DATE OF SUP- PLY DIFFI- CULTY LTR
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

OTHER COMMENTS:

Atch _____