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Operations

DEPLOYMENT PLANNING AND EXECUTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFSPC/LGXP (MSgt David J. Collins). This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-403, *Deployment Planning and Execution*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC), its subordinate units and Air Force Reserve Command (AFRC) tenant units. Air National Guard (ANG) AFSPC-gained units include geographically separated units supported by non-AFSPC-gained host wings, therefore deployment policies will be IAW installation deployment plans at those wings. The reporting requirements in this publication are exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

SUMMARY OF REVISIONS

This supplement incorporates changes to deployment operating procedures and establishing command procedures for deployment training and equipping as well as implementation of Logistics Module (LOGMOD), Integrated Deployment System (IDS), and Logistics Module Stand Alone (LSA) functions. It has been expanded to include the Base-Level Reception Process and Redeployment Process as well as incorporating definitive guidance in the way of Deployment Workcenter Checklists, Concept of Operations Briefing outline and Personal Readiness Folder sample formats. A bar (|) indicates revision from previous edition.

1.4.1.1.1. (Added) AFSPC Wing/Logistics Plans offices must also identify hardware/software requirements for logistics automated data processing systems to their respective financial working group. Requirements must be identified within the Wing Financial Plan (FINPLAN) to allow MAJCOM visibility to assist the wing in Program Objective Memorandum (POM) efforts.

1.4.1.2.1. (Added) The office of primary responsibility (OPR) for command deployment guidance is HQ AFSPC Logistics Plans Division (LGX). HQ AFSPC staff functional managers will coordinate all deployment guidance through HQ AFSPC/LGX prior to issuance. Deployment guidance for AFRC units gained by AFSPC will be coordinated through appropriate HQ AFRC functional managers and HQ AFRC/LGX.

1.4.1.2.2. (Added) HQ AFSPC/LGX will conduct Deployment Assistance Visits (DAVs) when requested by an Installation Commander and as MAJCOM funding permits. Requests must reach HQ AFSPC/LGX at a minimum of 45 calendar days prior to the assistance visit. The Installation Commander and Installation Deployment Officer (IDO) will be provided a written report and briefed on the results of the visit prior to the team's departure. AFRC Numbered Air Force will conduct assistance visits for AFRC units.

1.5.1.2.1. (Added) In addition, provide a copy of this appointment to HQ AFSPC/LGXP, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4380.

1.5.1.5.1. (Added) As a minimum, AFSPC active duty units must participate in a deployment exercise (e.g. peacetime deployments, local/HHQ exercises and ORIs) which activates all deployment work centers semi-annually (the requirement for AFRC units that are AFSPC-gained will be annual). Tasked UTCs in support of Major Theater War Operations Plans (OPLANs) (non-AEF) will participate in an exercise at least annually. The commander may increase exercise frequency and participants (i.e. AEF taskings) to meet unit readiness requirements.

1.5.2. The IDO will not be assigned additional duties that could conflict with deployment/contingency operations.

1.5.2.1.1. (Added) Where applicable, ensures Host AFSPC Installation Commander, or appointed designated representative, has reviewed and signed proposed cover letter to the Installation Deployment Plan (IDP). IDP reviews must be conducted annually. Send new and corrected IDP copies to your supporting NAF, HQ AFSPC/LGXP and HQ AFSPC/IG. Ensure AFRC units are included in IDP requirements. POC for AFRC units is the AFRC/XP office.

1.5.11.9.1. (Added) Ensures specific MANPER-B files are transferred into the Logistics Module (LOGMOD) per direction of the IDO.

1.5.12.11.1. (Added) The Military Personnel Flight (MPF) Commander will determine the location of the CED orders processing function. The CED orders processing function can be in the MPF (usually the Personnel Readiness office) or collocated with the Personnel Deployment Function (PDF). If not located with the PDF, the MPF commander will establish communication lines between the PDF and the orders function to ensure all changes are relayed immediately. Appropriate security measures must be implemented to ensure classified information is passed via secure means. The MPF commander will establish procedures to have orders delivered to the PDF in time for processing.

1.6.1.3.1. (Added) HQ AFSPC MAJCOM Functional Area Manager memorandums are considered a heads-up notice to the unit that they have been tasked with a UTC and the UTC will be postured within the Air Force Wide UTC Availability and Tasking Summary (AFWUS). Taskings received by the tasked unit which are not identified in the AEF TPFDD Library are considered mismatched taskings and must be resolved between the affected unit and their appropriate MAJCOM Functional Manager.

1.6.1.5.1. (Added) AFSPC organizations providing administrative command for other organizations (i.e., Mission Support Squadrons providing administrative oversight to wing staff agencies) will assume

Unit Deployment Manager (UDM) responsibilities for those organizations. The one exception follows: if the wing commander deems necessary, he/she may designate a UDM for those personnel assigned to wing staff agencies.

1.6.1.7.1. (Added) Ensure UDMs are trained on the deployment availability waiver documentation and procedures.

1.6.2. Provide HQ AFSPC/LGXP with required Wing Deployment UTC Readiness Training Requirements Memorandum to ensure all AFSPC OPLAN/CONPLAN tasked personnel meet training and equipment deployment criteria IAW AFI 10-403, paragraph 1.6.2.2. This memorandum is due (hardcopy or via email) NLT 1 April, July, October and January, see Attachment 15 for required format. The AFSPC goal is 90 percent of UTC tasked positions to be fully trained. Reports of less than 90 percent require clarification and identified resolution. Not required for AFRC units.

1.6.2.1.1.1. (Added) Identified to deploy personnel include individuals assigned to a primary and alternate deployment position as well as those assigned to an AEF position (hard and residual). Identified to deploy personnel must begin training and equipping upon receipt of the applicable TPFDD. Units must not wait until the AEF 2 month spin-up period; this period is set aside to accomplish AOR-specific training requirements.

1.7.1.2.1. (Added) The PDF will provide the CED Orders, AF Forms 245, Employment Locator and Processing Checklist, and deployment records disk to the deploying Troop Commander. They may also receive a copy of the passenger manifest from the passenger processing function of the PDF. The Cargo Deployment Function (CDF) will provide the IDS LOGPLAN and execution file data disk, CALM data file, Passenger Manifests, Shippers Declarations, Cargo Load and Packing Lists, DD Form 2133, Cargo Joint Inspection, and Aircraft Load Plans to the Aircraft Commander.

1.10.1.4. Collects the Personnel Accountability Kit (PAK) from the Troop Commander. Ensures receipt of the deployment records disk, one copy of orders and the AF Form 245 for each arriving person.

2.3.1. (Added) AFSPC Pilot Units will report assigned UTCs to the MAJCOM Server NLT 25 February and 25 August each year.

2.4.1.1.1. (Added) HQ AFSPC/XPF will provide each Wing Plans Office, IDO, and HQ AFSPC/LGXP with the current AEF TPFDD on a monthly basis. This document will be considered the source document for all AFSPC wing taskings to include tenant units. *Note:* AFRC units will receive their taskings from HQ AFRC/DOZ.

2.4.1.4.1. (Added) The IDO will identify total AEF and MTW requirements separately to the host Chief of Supply (COS) NLT 1 October. Out of cycle updates are required to reflect authorization changes that exceed the back-up variance. AFSPC tenant units will follow guidance provided by the host IDO to identify requirements. Calculate minimum requirements for deployment bags for each unit's most stringent OPLAN/AEF TPFDD tasking. If a unit has an OPLAN tasking and the same UTC is also required under AEF, the unit will identify one bag per position tasked. If the unit has two separate and distinct UTCs, one tasked under AEF, and one tasked under MTW, then one bag will be authorized for each separate UTC position. Deployment bag authorizations will equal requirements plus a required back-up IAW AFM 23-110, Vol II, Part II, Chap 26, *USAF Supply Manual*. NOTE: AFRC units will follow procedures outlined in AFRCI 10-405, *Mobility Bag/Equipment Management for AFRC Units*.

2.4.1.5.1. (Added) The IDO will ensure units tasked with weapons requirements are identified to the host COS, and HQ AFSPC/LGX, annually (October) or when there are significant changes to unit taskings.

One weapon for each overseas tasked deployment position, M-16 for enlisted and 9mm handgun for officers (unless otherwise specified by functional directives), is identified per AFPD 16-8, *Arming of Aircrew, Mobility and Overseas Personnel*.

2.4.1.5.2. (Added) The IDO will ensure units tasked with ammunition requirements are identified to the Munitions Accountable Systems Officer (MASO) and HQ AFSPC/LGX, annually (October) or when there are significant changes to unit taskings. These requirements are based on total weapons requirements identified to support tasked personnel. Stored quantities of ammunition will be determined using AFCAT 21-209, *Ground Munitions, Part 3*. Individual unit or central base munitions accounts must be established to store tasked munitions.

2.5.4. The requirement for pre-planned load plans is not mandatory by AFSPC UTC Tasked Wings.

2.7. Manning for deployment work centers will be based upon the installation's requirement to support their most stringent AEF/OPLAN taskings.

2.8.3.1.1. (Added) Secure Internet Protocol Router Network (SIPRNET) connectivity must exist within the DCC and/or the Logistics Plans Office as determined by the IDO. Requirements for SIPRNET will be in accordance with FINPLAN procedures as identified in this supplement, paragraph 1.4.1.1.1. The DCC, along with the other deployment support functions/workcenters will operate utilizing uninterruptible power capabilities (back-up generator) for continuous operations, as determined by the IDO. These areas should be considered a high facility priority when the Base Civil Engineer (BCE) develops the Installation Facility Prioritization List for deployment/contingency operations.

3.2.1.1. (Added) AFSPC wing logistics plans functions will receive Warning/Alert Order taskings through the HQ AFSPC Crisis Action Team (CAT)/Battle Staff utilizing GCCS News Groups. Information will also flow from the Joint Operations Planning and Execution System (JOPES) through Deliberate and Crisis Action Planning and Execution System (DCAPES) to the tasked installations/units.

3.3.2. The IDO will submit shortfalls and limiting factors (LIMFACs) to the responsible HQ AFSPC UTC Functional Manager and the HQ AFSPC CAT when activated. Provide information copies to HQ AFSPC/LGX. *Note:* AFRC units will follow the guidance in AFRCI 10-101, *AFRC Wing Plans Responsibilities*.

4.2.2. Units will provide (4) copies of the Shipper's Declaration for Dangerous Goods for local base exercises, and (8) copies of the Shipper's Declaration for Dangerous Goods for real world deployments. The additional (4) copies are utilized for redeployment efforts. The unit will provide (7) copies of the DD Form 1387-2, Special Handling and Data/Certification, when shipping Classified or signature service hazardous materials when participating in local base exercises, and (14) copies for real world deployment scenarios.

4.3.2.1.6.1. (Added) Units will provide (4) copies of the LOGMOD generated packing and load lists for local base exercises, and (6) copies of the LOGMOD generated packing and load lists for real world deployment scenarios as outlined in Attachment 13. If the local LOGMOD server is down, units will use LOGMOD Stand Alone to produce the necessary packing and load lists.

5.3.1.2.1. (Added) The unit commander is the approval authority for all deployment availability waivers for conditions listed in Attachment 2. Waiver authority cannot be delegated below the unit commander. The UDM is responsible for identifying deployment ineligibility conditions to their unit commander for possible waivers. The Personnel Readiness Office and PDF serve as the wing's last set of eyes before personnel deploy. Waivers will be delivered to the Personnel Readiness Office or the PDF in written corre-

spondence or by e-mail. If e-mail is used, the approval must originate from the unit commander's account or contain an audit trail from the commander's account indicating approval.

5.4. Recommended composition of the Personnel Readiness Folder (PRF) is as follows: Notification of Selection for Deployment (Attachment 16) and Deployment Acknowledgment Memorandum (Attachment 17); Personal Affairs Fact Sheet (Attachment 18); Basic Personal Clothing Requirements; Special Duty Appointment Memorandums (i.e. Classified Courier, Weapons Courier, etc.); AF Form 245, **Employment Locator and Processing Checklist**; copy of DD Form 93, Record of Emergency **Data**; PHS Form 731, **International Certificate of Vaccination**; AF Form 522, **USAF Ground Weapons Training Data**; and ID tags with two chains (one short, one long). Also recommend review of AFM 10-100, *Airmen's Manual*, to assist in the composition.

Attachment 15 (Added)

SAMPLE MEMORANDUM FOR WING DEPLOYMENT UTC READINESS TRAINING REQUIREMENTS

DEPARTMENT OF THE AIR FORCE

(Your Wing)

MEMORANDUM FOR HQ AFSPC/LGXP

FROM: Your Address

SUBJECT: Wing Deployment UTC Readiness Training Requirements

1. As per AFI10-403_AFSPCSUP1, para 1.6.2., the following training information is provided:

<u>Required Training</u>	<u>Total Deployment Taskings</u>	<u>Number Trained</u>	<u>Percent Trained</u>
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LOAC

SABC

Force Protection

EOR

Small Arms

NBCDT

Personal and Family

Readiness Briefings

2. Your wing POC and DSN #

Signed

Installation Deployment Officer

Attachment 16 (Added)**SAMPLE MEMORANDUM FOR NOTIFICATION FOR SELECTION OF DEPLOYMENT**

MEMORANDUM FOR ALL (Wing Personnel Assigned to Deployment Position)

FROM: (Unit Deployment Manager's CC)

SUBJECT: Notification of Selection for Deployment/Deployment Orientation Briefing

1. You have been assigned to fill a deployment position or you have a deployable AFSC. Because of this, you must fulfill certain requirements to ensure your readiness. Review your deployment folder to identify any items you lack, then correct those deficiencies. Each individual assigned to deploy has the responsibility of accomplishing all actions to ensure they are ready for contingency deployments or exercises.
2. Report to the Immunization Clinic for any shots needed. Each unit receives an updated automated product from the Immunization Clinic reflecting current immunizations status of all unit personnel to include those identified to deploy. It is your responsibility to ensure you receive all immunizations required for deployment.
3. You have been briefed on all required clothing and personal items that you must have in your possession for deployment processing. You are subject to inspection to ensure all requirements are being met. Additionally, you must ensure you meet the standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, at all times, and all uniforms must be in serviceable condition.
4. Since you may deploy with no advance notice, you must keep your personal affairs up-to-date at all times. You must immediately report any changes to your dependents status; make adequate financial arrangements for your dependents; prepare a will and powers of attorney as needed; and inform your dependents of services available, i.e., Family Services, Personal Affairs, American Red Cross, AF Aid Society.
5. If a physical condition exists that limits your duties, obtain an AF Form 422, Physical Profile Serial Report, and ensure your Unit Deployment Manager is aware of the profile.
6. You will normally be notified of a contingency or exercise by telephone or directly from your supervisor, Unit Deployment Manager, or Commander. If notification is during non-duty hours, report to your duty section with your personal and professional gear. If you are TDY, you will be notified and provided instructions through the organization you are temporarily assigned.

Signature of Unit Commander or Designated Representative

Unit of Assignment

1st Ind, Deploying Appointee

MEMORANDUM FOR (Unit Commander)

I certify that I have read and understand the contents of this memorandum, and will begin all necessary administrative deployment requirements within 10 working days of the date of my signature.

 Date Signature of Appointee

Attachment 17 (Added)

SAMPLE MEMORANDUM FOR DEPLOYMENT ACKNOWLEDGEMENT

MEMORANDUM FOR (Squadron Personnel)

FROM: (Squadron UDM)

SUBJECT: Acknowledgement Memorandum

1. I am aware of the need to have all my deployment clothing available and ready to deploy at any time. I also realize that I must review my deployment records with my supervisor semi-annually, to ensure that the information contained is correct and up-to-date.
2. I have personally checked the mandatory items of my deployment clothing in my possession and they are in serviceable condition and meet AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, standards.
3. I understand the need to keep all of my personal affairs in order. If problems arise, I will notify my supervisor or flight chief immediately.
4. My supervisor and/or the squadron's Unit Deployment Manager have briefed me on my deployment responsibilities.
5. I realize it is my responsibility to notify my supervisor and the squadron's Unit Deployment Manager of any situation that could affect my ability to deploy, such as medical profiles, TDYs, leaves, etc.
6. Any questions may be directed to my supervisor or the squadron's Unit Deployment Manager.

Signature of MemberDate

Signature of UDMDDate

Attachment 18 (Added)

SAMPLE PERSONAL AFFAIRS FACT SHEET

Personal Affairs Fact Sheet

For Personnel on Mobility

All military personnel must fulfill the following requirements, as appropriate, immediately after being placed on mobility. Action on some items will be time consuming and often one month or more will be required to complete the action.

1. DD Form 93, RECORD OF EMERGENCY DATA: Be sure this form is correct and kept up-to-date. Insure that any discrepancies such as changes caused by birth, death, marriage, or change of address, is immediately provided to the MPF Customer Service Center for updating your DD Form 93. This form is one of the most important documents in your military records. It

is the only document the Air Force will utilize to notify your next of kin in the event you become a casualty (seriously ill, injured, or deceased).

2. **SERVICEMEN'S GROUP LIFE INSURANCE (SGLI):** Make certain your SGLI beneficiaries are properly listed. Check your Servicemen's Group Life Insurance (SGLI) certificate in your personnel record at your servicing MPF, Customer Service Element. You may name any person(s) you desire as the beneficiary. By name designations must be checked and/or changed upon marriage, divorce, birth of children, death of a beneficiary, etc. If you designate your beneficiary as "By Law," the insurance is paid in this order: spouse, children in equal shares, your parents in equal shares, and then siblings in equal shares. You do not need to update the beneficiary designation "By Law" upon marriage, divorce, etc.
3. **ID TAGS, SPECTACLES, and HEARING AIDS:** All personnel on mobility must have two metal identification tags (dog tags) on their possession. Personnel who wear eyeglasses or contacts must obtain two pairs of prescription eyeglasses and gas mask inserts. Contacts are not authorized for wear in the gas mask. Personnel with hearing aids must have two sets of batteries.
4. **IMMUNIZATIONS:** All personnel departing must have immunization records (PHS Form 731, International Certificate of Vaccination) properly completed, and insure that immunizations are up-to-date.
5. **PASSPORTS:** All personnel on mobility must have a birth certificate with the raised seal. This will avoid delays in the event passports must be obtained for a particular deployment. Your Unit Deployment Manager will direct you when to apply for a passport.
6. **ALLOTMENTS:** It is highly recommended that you establish allotments to support your family. This is especially helpful to personnel on mobility. Many types of allotments are available; visit Accounting and Finance and select the ones which best suit your needs.
7. **PERSONAL BUSINESS MATTERS:** Do not leave your dependents uninformed concerning your personal business affairs and transactions. Make suitable arrangements for payment of all indebtedness before departure.
8. **LEGAL AFFAIRS:** Generally, personnel who have title to real property or who have children should have a will drawn up. Also, a power of attorney would be helpful for your dependents to obtain emergency financial assistance through the Air Force Aid Society or other lending agency. In your absence, if your dependents are faced with a problem requiring immediate financial aid that falls within the policy of the Air Force Aid Society, an interest free loan is possible and can be made to the spouse if a valid power of attorney is in effect; otherwise, the sponsor must be contacted for approval. Also, important documents should be placed in a safe, but accessible place, known by your designated beneficiaries. Joint bank accounts should be established with rights of survivorship; otherwise, they may be unavailable to your survivors for a period of time.
9. **WILLS:** A will is a written document in which you direct the disposition of your property or death. You will certainly want to consider discussing with an attorney the possibility of drawing up a will. You should visit the Base Legal Office as soon as possible, since it takes approximately ten days to two weeks to have a will initiated for you.
10. **POWERS OF ATTORNEY:** If there is business that must be transacted in your home while you are away, you may need a Power of Attorney. Powers of Attorney are of two types: special and general. A special Power of Attorney is limited in scope. In the special power of attorney, you direct that your attorney-in-fact (this can be any person you choose) do certain specific transactions in your behalf. A general

Power of Attorney is a much broader document, it grants your attorney-in-fact the power to act for you in almost all respects in which you could act for yourself. Since the general Power of Attorney is such a broad and sweeping document, you should carefully consider the necessity of having a general Power of Attorney before you execute one. If you want a general Power of Attorney, an attorney should counsel you before you execute it.

KAI LEE NORWOOD, Col, USAF
Director of Logistics