

1 August 1996

Operations

UNIT TYPE CODE MANAGEMENT



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Major Milton W. Johnson)
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Certified by: HQ AMC/DOO
(Colonel John O. Irwin)
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This instruction establishes procedures for unit type code (UTC) development and management and identifies offices of primary responsibility (OPRs) for UTCs. This instruction implements AFD 10-4, *Operations Planning*. This instruction applies to all AMC units including the Air National Guard (ANG) when published in the ANGIN 2 and Air Force Reserve (AFRES) units.

SUMMARY OF REVISIONS

Amplifies applicability to include ANG and AFRES units. Adds tankers and Single Integrated Operational Plan (SIOP) to the list of AMC UTC Functional Managers (FM) and moves the list to **Attachment 1**. Updates Functional Address Symbols as a result of recent reorganization of Logistics and Engineering. Adds Fifteenth Air Force units to schedule for LOGDET reporting. Adds, deletes, or changes UTC Annual Review Schedule, as required. Updates example attachments to reflect current policy on addressing correspondence.

1. References:

- 1.1. AFI 10-403, *Deployment Planning*.
- 1.2. AFI 38-205, *Managing Wartime and Contingency Manpower*.
- 1.3. AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*.
- 1.4. AFM 28-626, Functional User Support Manual for the Contingency Operation/Mobility Planning and Execution System (COMPES) MAJCOM Level Manpower/Personnel (MANPER) Module, Users Manual.
- 1.5. AFM 28-740, Volume 2, *Contingency Operation/Mobility Planning and Execution System (COMPES) Logistics Module- Base Level (LOGMOD-B): A200N/ZZ, Users Manual*.

2. Terms Explained:

2.1. *AMC UTC Working Group*. Functional area representatives that meet as required to work problems and expedite the process of establishing new or substantive changes to UTCs. The group typically includes the functional manager and representatives from manpower (HQ AMC/XPMEX), logistics (HQ AMC/LGXW), and readiness (HQ AMC/DOOR).

2.2. *Contingency Operation/Mobility Planning and Execution System (COMPES)*. Enables the Air Force to plan for war and contingencies and, at execution, match and track requirements, people, and materiel in a time-sensitive manner. The COMPES system automates and standardizes the procedures used at all levels to select, deploy, and monitor contingency forces. The components of COMPES include the Operations Planning Module (OPSMOD), the Logistics Module MAJCOM/Base (LOGMOD-M/B), and the Manpower and Personnel Module MAJCOM/Base (MANPER-M/B).

2.3. Deployment indicator code (DEPID) - A 1-character alphanumeric code identifying the general deployment category and composition of the UTC. Authorized codes are listed in AFMAN 10-401. (**NOTE:** DEPID codes are also known as force category codes.)

2.4. *Global Assets List (GAL)*. An unclassified database capturing all of AMC's capabilities expressed in unit type codes (UTC). It contains both AMC (Active Duty) and AMC-gained (Air National Guard and Air Force Reserve) UTCs. Serves as a capabilities tasking (to maintain capability defined by listed UTCs), as well as, authority to buy mobility equipment and train personnel. The GAL is updated monthly by HQ AMC functional managers and is accessible to units by PC modem through the HQ AMC/LG electronic bulletin board.

2.4.1. *AFRES WMP-III*. Air Force Reserve UTC listing, similar to the GAL. Lists all AFRES capabilities by UTC.

2.4.2. *UTC Management Information System (UMIS)*. Air National Guard's UTC listing, similar to the GAL. Lists all capabilities by UTC.

2.4.3. *Management Information Summary (MIS)*. An Air Combat Command system, similar to the GAL, used to source C-130 resources. (OPR: HQ ACC/XPXJ)

2.5. *Joint Operation Planning and Execution System (JOPES)*. Worldwide Military Command and Control System (WWMCCS) standard computer-based automated data processing (ADP) system established to assist the joint planning community and other DOD agencies to develop, flow, and review joint operation plans and to prepare supporting plans. WWMCCS is scheduled to be replaced by the Global Command and Control System (GCCS) during CY 1996.

2.6. *JOPS Reporting System (JOPSREP)*. Provides procedures for reporting time-phased force and deployment data (TPFDD) among commands and agencies involved in joint operation planning.

2.7. *Manpower and Equipment Force Packaging System (MEFPAK)*. Air Force computer-based system for describing Air Force forces available for use in operations planning. MEFPAK supports both contingency and general war planning with predefined, standardized manpower and equipment packages (UTCs). The MEFPAK contains the subsystems (MANFOR and LOGFOR) listed below.

2.7.1. *MEFPAK Office of Primary Responsibility (OPR)*. Describes the staff function assigned to monitor UTC management at a MAJCOM headquarters. AMC MEFPAK duties are assigned to HQ AMC/DOOR.

2.7.2. *Manpower Force Packaging System (MANFOR)*. Standardized means used to identify contingency manpower requirements to operations plan (OPLAN) force lists and to support the Status of Resources and Training System (SORTS). MANFOR also interfaces with the Logistics Force Packaging System and can interface with other major command (MAJCOM) automated data and planning systems.

2.7.3. *Logistics Force Packaging System (LOGFOR)*. System through which materiel characteristics to support contingency requirements of the type unit are developed and stored.

2.7.3.1. *Logistics Detail Report (LOGDET)*. Lists all materiel in a UTC, prioritizes increment movement, provides increment characteristics, and is the standard equipment listing for planning.

2.7.3.2. *Logistics Summary Report (LOGSUM)*. Airlift oriented summary of LOGDET data provided to the Joint Chiefs of Staff (JCS) in support of JOPES. It is a summary of the weight, cubes, and passengers in a UTC (data essential to transportation planning).

2.8. *Mission Capability Statement (MISCAP)*. Describes the employment functions and abilities of a specific force package.

2.8.1. *Manpower Force Element Listing (MFEL)*. Listing of required manpower, by functional account code (FAC), grade (officers only), Air Force Specialty Code (AFSC), and quantity, in the following format:

<u>FAC</u>	<u>FAC TITLE</u>	<u>AFSC</u>	<u>GRADE</u>	<u>QUANTITY</u>
	<u>POSITION TITLE</u>			
5100	Medical Command			
	Health Service Administrator, Staff	041A3	05	1
	Health Service Administrator	041A3	03	1
	Health Mgmt Svc Crftmn	4A071		1
	Health Mgmt Svc Jrnymn	4A051		1

2.9. *Pilot Unit*. Unit designated by the MAJCOM functional manager to handle LOGFOR management responsibilities for a UTC. Pilot units are listed in the header record of each UTC, on the Air Force standard LOGDET data tapes. In conjunction with the functional manager and HQ AMC/XPMEX, pilot units may build/revise the mission capability statement and the manpower detail portion of the UTC. For additional policy and process information concerning pilot units, see AFMAN 10-401.

2.10. *Type Unit Characteristics Data File (TUCHA)*. Provides standard planning data and movement characteristics of personnel, cargo, and accompanying supplies associated with deployable type units of fixed composition. The TUCHA file contains the weight and volume of selected cargo categories, physical characteristics of the cargo, and the number of personnel requiring non-organic transportation.

2.11. *Unit level code (ULC)*. A 1 to 3-letter code associated with each unit type. It identifies the structure, echelon, or point at which control or authority is concentrated. ULCs are shown in AFMAN 10-401.

2.12. *UTC*. A 5-character alphanumeric code identifying a specific force package of personnel and/or equipment. The UTC is the means for linking logistics and manpower details within a unit type and is used to communicate force data in the automated JOPEs. A UTC suffix (sixth digit) of zero indicates the UTC has been approved and registered by HQ USAF/XOXW.

2.13. The United States Air Force War and Mobilization Plan (WMP). A consolidated reference plan of general guidance in support of the Joint Strategic Capabilities Plan (JSCP) according to defense guidance. This plan defines the Air Force approach to Department of Defense (DOD) mobilization planning directives in time of war.

3. General:

3.1. The Air Force goal is one UTC per capability for common use to eliminate proliferation and to standardize and streamline the planning process. Exception: Child (derivative) UTCs are a subset of some larger parent UTCs. When a child UTC is deployed, that capability is subtracted from the parent. For example, a 3-PAA tanker UTC is deployed from a 10-PAA unit. The 10-PAA UTC can no longer be tasked without tailoring.

3.2. The UTC represents a wartime capability designed to fill a valid contingency requirement. This capability is stated in the MISCAP and includes the following information:

3.2.1. A brief explanation of the unit type's (force package's) abilities.

3.2.2. Deployment conditions which require additional support. (i.e., This UTC requires additional bare base support.) Following is a list of base types: main, limited, standby, or bare base.

3.2.2.1. Main base (MB). Base on which all essential buildings and facilities are erected. Total organizational and intermediate maintenance capability exists for assigned weapon systems. The intermediate maintenance capability may be expanded to support specific weapon systems.

3.2.2.2. Limited base (LB). Base with limited manning and normally has no permanently assigned operational tactical forces, but may possess a small force for specific operations. With personnel augmentation, this base is capable of receiving deploying forces.

3.2.2.3. Standby base (SB). Austere base designated for wartime use, having adequate airfield facilities to accept deployed aircraft. To initiate and sustain operations, all supporting personnel, supplies, and equipment must be provided.

3.2.2.4. Bare base (BB). Base having a runway, taxiway, and parking area adequate for the deployed force and an adequate water source that can be made potable.

NOTE:

A Collocated operating base (COB) is a base designated for joint allied or unilateral use and could be any of the four base types noted above. Since the term COB does not provide information about the infrastructure or facilities available at a given location, it is not a relevant entry for a UTC operating location.

3.2.3. List of the major functional areas included in the force element (e.g., command, operations, maintenance control, information management, etc.).

3.2.4. Whether or not the UTC is capable of independent operation and/or the extent to which augmentation is required.

3.2.5. A statement of substitutability of AFSCs contained in the MFEL, if applicable.

3.3. Air Force manpower is programmed at the minimum skill level required to perform a given task. However, if a UTC is to be a "stand-alone" package, sufficient grade structure must be built-in to allow for an independent operation.

3.3.1. A UTC reflects a MFEL compatible with the authorized manpower of standard Air Force units. Care must be taken to ensure realism. A chief master sergeant to supervise a tire shop of 5 personnel is no more realistic than a staff sergeant branch chief for a branch of 150 personnel. Air Force Manpower Standard breakpoint rules apply.

3.3.2. Positions will not be authorized solely for training or career development.

3.3.3. Dual staffing and grade creep will be avoided.

3.4. AMC will not build dual-family UTCs with similar MISCAPs and manpower totals that differ only in skill levels that support a peacetime beddown vice a contingency requirement or an ANG/AFRES versus active duty UTC.

3.5. UTC origination or substantive change to AMC-owned UTCs will follow the flow diagram at [Attachment 4](#).

3.6. UTC development must coincide with weapon system development, capability changes, or unit conversions. This is necessary for units to receive equipment and training without delay. Once listed in the TUCHA, new UTCs must be added to the WMP, Designed Operational Capability (DOC) statements (Only SORTS reportable UTCs are listed on DOC statements), GAL, AFRES WMP-III, ANG UMIS, and appropriate OPLANS.

4. Responsibilities (MANFOR and LOGFOR) :

4.1. Within AMC, determination of the UTC manpower requirements will be the joint responsibility of the UTC FM and HQ AMC/XPMEX.

4.2. Determination of logistics requirements will be the joint responsibility of the UTC FM, HQ AMC/LGXW, and the pilot unit. Within AMC, the UTC FM is also the manager for the manpower detail.

4.3. To develop a new UTC or revise an existing UTC:

4.3.1. The unit, office, agency, or organization which requires the UTC will:

4.3.1.1. Contact the HQ AMC UTC functional manager (see [Attachment 1](#)) with proposed UTC data to determine if an existing UTC is available which can be used (or changed) to meet the requirement.

4.3.1.2. Submit a "strawman" UTC package to the HQ AMC functional manager if no existing UTC fulfills the requirements. The strawman must explain why the UTC is needed, identify UTC users (i.e., "aerial port" or "aircraft maintenance"), and include a MISCAP, MFEL, and LOGDET. The local manpower office will assist in the development of the MFEL at base level.

4.3.2. AMC UTC functional managers will:

4.3.2.1. Inform the MEFPK OPR of any new UTC development, using the format in [Attachment 2](#). This format follows the format prescribed in HQ USAF/XOXW message

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4.3.2.1.1. Participate as a member of the working group to further develop the strawman UTC. Strawman UTCs must include a draft tasking matrix, so HQ AMC/XPMEX can perform a manpower analysis to ensure the supportability of the proposed manpower.

4.3.2.1.2. Not submit a UTC for deliberate planning purposes until the UTC is approved by HQ USAF/XOXW, registered in the official COMPES MANFOR data base by AFW-MPRT (Air Force Wartime Manpower and Personnel Readiness Team), and registered in the TUCHA. Strawman UTCs are not approved for official tasking.

NOTE:

TUCHA registration can be as much as 6 months behind the COMPES updates. The official MANFOR update is usually released quarterly by 15 Mar, 15 Jun, 15 Sep, and 15 Dec.

4.3.2.2. Coordinate with appropriate wings and headquarters agencies responsible for specific functions included in the UTC. Coordinate with HQ AMC/XPMEX to ensure the ANG/AFRES Unit Manning Documents (UMD) reflect any new UTCs or changes in existing UTCs.

4.3.2.2.1. Coordinate with other MAJCOMs (the "outside agencies" referred to in UTC Development, [Attachment 4](#)) that may be affected by or use the new UTC. (Those UTCs that will be tasked against ANG and AFRES units must be coordinated respectively with NGB/XOX or HQ AFRES/XPX prior to submission to Air Force.)

4.3.2.3. The HQ AMC MEFFPAK OPR will forward the UTC request to HQ USAF/XOXW and to the appropriate Air Force UTC functional OPR for approval. HQ AMC/XPMEX will notify the AMC functional manager, HQ AMC/DOOR, and other staff agencies, as required, upon receipt of approval from HQ USAF/XOXW.

4.3.2.4. After receiving the approval notification, the functional manager will complete the development of the UTC. If a pilot unit exists for the UTC, notify the pilot unit to complete action on the LOGDET for submission to HQ AMC/LGXW. If no pilot unit exists, the AMC UTC functional manager will complete the LOGDET and ensure all proposed equipment is provided for in the applicable allowance standard (formerly tables of allowance). ANG/AFRES units will not be designated as pilot units without coordination with the appropriate ANG/AFRES Headquarters (ANG/LGX and AFRES/LGX) staff POC. When completed, the functional manager will review the proposed UTC MFEL and LOGDET for compatibility.

4.3.2.5. Within 60 days of approval notification, the functional manager will submit the proposed MFEL (if not included in the original request) to HQ AMC/XPMEX and notify HQ AMC/LGXW to submit the proposed LOGDET in the next quarterly update to Air Staff. Provide copies of letters of coordination with all affected agencies to both offices.

NOTE:

Pilot units will use procedures and formats in AFMAN 28-740, Volume 2, for LOGDET submission to HQ AMC/LGXW. The functional manager will inform the MEFFPAK OPR when this step is completed.

4.3.2.6. Immediately after a new UTC is listed in the TUCHA, the functional manager will enter it in the GAL, UMIS, and AFRES WMP-III, as appropriate. ANG/AFRES functional managers will coordinate with HQ AMC counterparts to ensure all AMC-gained UTC listings

in the GAL, AFRES WMP-III, and UMIS are identical. Once listed, all changes to ANG/AFRES UTC listings *must* be coordinated between HQ AMC and HQ AFRES/ANG.

4.3.3. HQ AMC/XPMEX will:

4.3.3.1. Receive the request for a new UTC from the MEFFPAK OPR and participate in the working group for UTC development (see [Attachment 4](#)). When USAF approves the UTC, AFWMPRT/XR assigns a unique 5-character code and notifies HQ AMC/XPMEX via a UTC registration letter or through the quarterly HAF (HQ USAF) MFEL update.

4.3.3.2. Upon approval notification, assist the AMC functional OPR with completion of the MISCAP and MFEL.

4.3.3.3. Load the MANFOR into the AMC MANFOR data base.

4.3.3.4. Submit the MANFOR to AFWMPRT during the next quarterly update cycle.

4.3.4. HQ AMC/LGXW will:

4.3.4.1. Participate as an active member of the AMC UTC Working Group.

4.3.4.2. Ensure affected functional managers review the LOGDET for accuracy and completeness.

4.3.4.3. Load the LOGDET to the AMC LOGMOD-M data base.

4.3.4.4. Submit the LOGDET to HQ USAF/LGXX during each quarterly update cycle.

4.3.5. Pilot units for LOGDET will:

4.3.5.1. Comply with pilot unit responsibilities identified in AFMAN 10-401 and this instruction.

4.3.5.2. Use procedures and formats in AFM 28-740, Volume 2, for LOGDET submission. Reports may be sent via autodin or by mailing reel tapes. For AUTODIN reports, the AMC routing indicator code is RHCIMTF, RCS: HAF (Q)7301(DD), Content Indicator Code (CIC): FHBE. The address for mailing reel tapes is HQ AMC/LGXW, 402 Scott Drive Unit 2A2, Scott AFB IL 62225-5308. When the reports are created send a message to HQ AMC/LGXW, with information copies to the UTC functional manager, indicating the date the tape was mailed and the UTCs reported. All UTCs will be reported with a suffix code of "3."

4.3.5.2.1. Effective with the Spring 1996 release of the ZZ LOGMOD-B system, units will no longer use the AUTODIN tape transfer method. Units will provide pilot unit data via file transfer protocol (FTP) to the AF FTP site as changes occur. This site is maintained by the USAF/SSG (Standard Systems Group) at Maxwell AFB, Gunter Annex, Alabama.

4.3.5.3. LOGDET reports will be submitted when changes occur to the UTC, pilot unit responsibilities change, or the functional manager requests a report.

4.4. MEFFPAK reporting responsibilities for AMC headquarters are managed by HQ AMC/LGXW (LOGDET) and HQ AMC/XPMEX (MFEL) through use of the following automated data systems:

<u>DATA SYSTEM</u>	<u>OPR</u>	<u>REPORTS CONTROL SYMBOL</u>
MANFOR	XPMEX	HAF-PRM(AR)7301
LOGMOD-M	LGXW	HAF-LGX(Q)7301/DD

4.5. When the new LOGDET and MFEL have been approved by Air Force and loaded into the TUCHA, the AMC functional manager will advise HQ AMC/DOOR, who will update the GAL.

4.6. To change an existing UTC:

4.6.1. The office or organization that determines the need for the change will:

4.6.1.1. Submit the request for the change, with justification and recommended MISCAP and MFEL changes, to the pilot unit IAW AFMAN 10-401. The pilot unit coordinates with other AMC users to evaluate/finalize the proposal, then submits the proposal to the AMC functional manager.

4.6.1.2. For equipment, units will coordinate with the UTC pilot unit according to AFMAN 10-401. The pilot unit will contact functional managers, in writing, for change approval and send the updated LOGDET to HQ AMC/LGXW IAW paragraph 4.4.3.2.

4.6.2. The AMC functional manager will:

4.6.2.1. Coordinate with affected headquarters agencies, wings, other MAJCOMs who use the UTC (if AMC is MEFPAK), AFRES, and the NGB. If the functional manager determines that changes to the UTC detail are minor (simple changes to AFSCs, grades, skill levels, etc.) and will have little impact on tasked units, they may request HQ AMC/XPMEX to make the changes without Air Force coordination. If, however, changes (non-administrative changes to the MISCAP or significant AFSC changes) will have an impact on unit capability, the change request must be sent to HQ AMC/DOOR for review and approval. (Major changes require HQ USAF/XOXW approval and may have to be registered as a new UTC with cancellation of the old UTC.) Include coordination with affected functions, such as NGB, AFRES, etc., with the request. As a minimum, include the name, functional address symbol, and DSN telephone number of the coordinating agency. Upon approval, HQ AMC/DOOR will forward the request to HQ AF/XOXW.

4.6.2.2. Update the GAL upon receipt of approval notification from HQ AMC/XPMEX.

4.6.2.3. Use **Attachment 3** (Request for Revision/Deletion of MANFOR Data) to forward the required manpower detail revisions and justification to HQ AMC/XPMEX. Coordinate all LOGDET revisions with the UTC pilot unit for COMPES update and continued coordination with all nonpilot users. Deployment indicator code (DEPID) changes must be sent to HQ AMC/XPMEX and HQ AMC/LGXW.

4.6.3. The MEFPAK OPR will:

4.6.3.1. Receive the change request, convene the UTC working group to review/coordinate, then submit the change request to HQ USAF/XOXW and the Air Force functional manager for approval.

4.6.4. HQ AMC/XPMEX will:

- 4.6.4.1. Notify the AMC functional manager and DOOR upon receipt of Air Force approval.
- 4.6.4.2. Upon approval notification, load the revision to the AMC MANFOR data base for inclusion in the next quarterly update to AFWMPRT.
- 4.6.5. HQ AMC/LGXW will enter the revision (after approval notification) into the AMC LOGFOR data base for inclusion in the next quarterly update to HQ USAF/LGXX.
- 4.7. To delete a UTC (or a portion of one):
 - 4.7.1. The office or organization that determines the need for the deletion will submit the request, with supporting rationale, to the AMC functional manager responsible for the UTC.
 - 4.7.2. The AMC UTC functional manager will:
 - 4.7.2.1. Review the request and ensure all other affected offices concur before recommending approval.
 - 4.7.2.2. Advise DOOR, XPMEX ([Attachment 4](#)), and LGXW for assessment of impact on AMC OPLANs and ANG/AFRES UMDs.
 - 4.7.2.3. Coordinate the UTC deletion with NGB/XOX or HQ AFRES/XPX if the UTC is tasked respectively against ANG or AFRES units.
 - 4.7.2.4. Obtain concurrence from the HQ USAF/functional area OPR and other major commands that may use the UTC in current plans.
 - 4.7.2.5. Advise the pilot unit and HQ AMC/LGXW of plans to delete the LOGDET portion of a UTC.
 - 4.7.3. Non pilot units will coordinate with UTC pilot units for equipment/manpower deletion.
 - 4.7.4. HQ AMC/DOOR will:
 - 4.7.4.1. Send a request to HQ USAF/XOXW to delete the UTC when all affected users have concurred. Provide a copy of the letter or message requesting the deletion to all affected offices.
 - 4.7.4.2. Maintain the GAL data base.
 - 4.7.5. HQ AMC/XPMEX will:
 - 4.7.5.1. Notify the AMC functional OPR and HQ AMC/DOOR when deletion is approved by HQ USAF/XOXW.
 - 4.7.5.2. Update the MANFOR during the next quarterly update.
 - 4.7.6. HQ AMC/LGXW will update the LOGFOR during the next quarterly update.

5. UTC Management:

- 5.1. AMC UTC functional managers will review assigned UTCs at least annually. Review only the UTCs for which AMC is the MEFFAK OPR. HQ AMC/DOOR notifies the functional managers quarterly by a UTC review letter. The UTC annual review schedule is shown in Figure 1:

Figure 1. UTC Annual Review Schedule.

UTC ANNUAL REVIEW SCHEDULE			
Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
6K***	3NB**	7E***	3M***
7F***	3NG**	HE***	4F9**
JF***	3Y***	HF***	6F***
PF***	9A***	QF***	FF***
UFBB*	CSF**	UFBM-V*	W***
XSMA*	RF***	UFT**	XF***
	<u>UFBC-L</u>		<u>XW***</u>

5.2. The review process should include the following:

5.2.1. Ensure the MISCAP is current and defines the true capability. Ensure AFSC substitution statements are still valid (no references to deleted AFSCs).

5.2.2. Compare the manpower detail with materiel requirements to ensure compatibility. For example, if a UTC contains 97 people and 320 M-16s, the OPR should investigate the disparity and make required corrections.

5.2.3. Ensure all logistics data are correct and authorized for mobility.

6. MANFOR and LOGFOR Products :

6.1. Air Force and AMC MANFOR products are provided on microfiche for units needing MIS-CAPs. Units submit distribution requirements to HQ AMC/XPMEX. Include the complete mailing address, including zip code. HQ AMC/XPMEX will distribute the AMC MANFOR microfiche, along with a summary of changes, after each quarterly update. Each AMC wing plans office [XP] receives one copy.

6.2. MANFOR quarterly updates and products (manpower detail only) are available on the Combat Personnel Control System (CPCS). Obtain these through the servicing manpower office.

6.3. HQ USAF/LGXX semiannually distributes the Air Force standard LOGDET through the Standard System Group, Gunter AFB, Alabama. It is provided as a LOGMOD-B systems release to local data processing centers.

ROBERT E. DAWSON, Colonel, USAF
Deputy Director for Operations Directorate of Operations

Attachment 1

AMC UTC FUNCTIONAL MANAGERS

FUNCTION	CATEGORY	UTC	FM
Aeromedical Evacuation	Operations	3MK**	DOT #
	C-9 Aircraft Maintenance	3MK**	LGQR #
	Aerospace Medicine	3MK**	SGX #
Aircraft Maintenance	C-9	HEKA*	LGQR
	C-5 /C-17 /C-141	HFH**	LGQR
	KC-10 /KC-135	HFK**	LGQR
Aircrew Life Support	C-5 /C-17 /C-141	9AL**	DOTL
Air Transportation	All	UFB**	DOZX
Airlift	C-5/C-17/C-21/C-141	3M****/3N****	DOT
Airlift Control	TALCE or Aircrew Stage Control	7E***	DOOM
Airlift Liaison	TALO	7FVUN	DOOM
Chaplain	All	XFFC*	HCP @
Communications	Communications	6K***	SCMX
Contracting	All	JF****/XFFK*	LGC @
Counterintelligence	Force Protection	QFBA*	3 FIR
Engineering	Prime BEEF	4F***	CEOX
	Disaster Preparedness	4F9D*	CEOO
	Explosive Ordnance Disposal	4F9X*	CEOO @
Financial Management & Comptroller	All	XFFA*	FMP @
Fuels	All	JFA**	LGSF @
Ground Transportation	All	UFT**	LGTX @
Headquarters	Airlift/Tanker Wing or Group	9A***	DOOM
	Air Mobility Element (AME)	9A***	DOOM
History	Unit Historian	RFG**	HO @
Information Management	Base Information Management	RA***	IMXX @
Intelligence	All	PF***	INFP
Legal	JAG	XFFJ1-5	JAE @#
Manpower	All	CSF**	XPMEX @
Medical	All	FF***	SGXP

FUNCTION	CATEGORY	UTC	FM
Munitions	Airlift ADS	HHZ**	LGQR
Operations Group	Command	XFFB1-5	XPME X @#
	Information Management	XFFB1-5	IMXP @#
	Contracting	XFFB1-5	LGC @ #
	Airfield Operations	7FVL*	DOAP @
Personnel	Personnel	RFB**	DPXX @
Postal	All	LWDB3/4	IMXX @
Public Affairs	All	XFFG**	PAX
Safety	All	XSMA*	SEG
Security	All	QFEB*	SPOC
Services	Prime RIBS	LWRR4	SVXR
	Prime RIBS	LWRR1-3/5/A/ E	SVX @
	Prime RIBS	4F9R*	SVXR
Single Integrated Operational Plan	SIOP	HFN**	LGXW
Supply	All	JF***	LGSP
Tankers	KC-10/135	3Y***	DOTK
Training	All	T****	DOT @
Visual Information & Combat Camera	All	XFM*	SCMV #
Weather	All	XW***	DOWX

The # symbol indicates split UTC responsibilities. The office indicated on the top line of the entry is the AMC FM for the UTC. Indented functions immediately below are the responsibility of the office indicated, but all inputs affecting the UTC will be made to the UTC FM.

The @ symbol indicates that AMC is not the MEFPAK responsible command. The office indicated manages UTC tasking against AMC resources.

Attachment 2

REQUEST FOR SUBMISSION OF NEW UTC TO MANFOR

Date

MEMORANDUM FOR HQ AMC/DOOR

FROM: (Functional Manager)

SUBJECT: Request to Develop/Revise an AMC UTC

1. The following data items are submitted for review and approval:

a. Proposed UTC structure:

UTC	TITLE CODE	DEPID	ULC	MAN- POWER OFFICERS	AIRMEN	TOTAL
ABCDE	First Example	1	ELE	2	8	10
ABCDM	Second Example	1	ELE	0	5	5

Notes: See AFMAN 10-401, Chapter 6, for expanded details

UTC: Proposed UTC designation

TITLE: Limited to 31 characters using approved AFMAN 10-401 format.

DEPID CODE: (Deployment Indicator Code) Identifies the deployment capability and composition of the UTC.

ULC: Indicates the relative organizational level of the unit or element.

b. Proposed MISCAP(s) (limit 20 lines, 54 characters per line).

ABCDE: FIRST Example MISCAP

THE MISSION CAPABILITIES STATEMENT PROVIDES A CONCISE DESCRIPTION OF THE UTC's PURPOSE AND ABILITIES. IT CLEARLY STATES SUPPORT REQUIREMENTS AND LIMITATIONS. THE ABCDE UTC IS CAPABLE OF 24-HOUR STAND ALONE OPERATIONS. QUALIFIED 89XXX PERSONNEL CAN SUBSTITUTE FOR ALL 88XXX POSITIONS. OPR: HQ AMC/XXX, DSN 576-XXXX.

ABCDM: SECOND EXAMPLE MISCAP

THE ABCDM UTC IS NOT CAPABLE OF STAND ALONE OPERATIONS. THIS UTC MUST BE DEPLOYED WITH THE ABCDE UTC. PROVIDES AUGMENTING PERSONNEL AND ADDITIONAL EQUIPMENT FOR SUSTAINED WARTIME OPERATIONS.

OPR: HQ AMC/XXX, DSN 576-XXXX.

c. Approximate authorized strength:

ABCDE

CAREER FIELD	AFSC	GRADE	QTY
Operations Officer	11A4Z	04	1
Navigation Sys Engineer	88MWJ	03	1
Electrical Sys NCOIC	3E05Z	E6	1
Warp Drive Journeyman	3E0XL		7

ABCDM

CAREER FIELD	AFSC	GRADE	QTY
Photon Specialist	4ZQ67		5

Note: Manpower detail should include hours of operation if not included in MISCAP. Provide manpower details for large groups of personnel as a separate attachment.

d. Summary level logistics data (approximate number of short tons).

ABCDE - 3.4 ST

AMCDM - 2.6 ST

Note: Provide expanded equipment information (LOGDET) as a separate attachment.

e. Rationale or justification for UTC development.

f. Proposed pilot unit.

g. Below is a matrix of the proposed taskings for these UTCs:

	ABCDE	ABCDM
CHARLESTON AFB	1	2
DOVER AFB	1	2
McCHORD AFB	1	2
McGUIRE AFB	2	4
TRAVIS AFB	2	4

h. Number of aircrew/personnel deploying organically.

i. Impact on core UTC packages.

2. Name of HQ USAF functional manager with whom the requirement was coordinated and the HQ USAF agency directing the development.

3. This request has been coordinated with agencies responsible for affected functions. (Include Guard, Reserve, affected wings, and other MAJCOMs that use the UTC.) Letters of coordination are attached.
4. POC is (provide name, office symbol, and DSN telephone number).

SIG BLOCK

Attachment(s): if required

1. Expanded Logistics Detail (LOGDET)
2. Expanded Manpower Detail (MFEL)
3. Coordination Ltr (list separately), date

Attachment 3**REQUEST FOR DELETION OF MANFOR DATA**

Date

MEMORANDUM FOR HQ AMC/DOOR

FROM: (Functional Manager)

SUBJECT: Deletion of UTC *****

1. Please submit this request for deletion of UTC ***** to HQ USAF/XOXW for approval.
 - a. Justification for deletion:
 - b. Additional MISCAP, MFEL, or LOGDET actions.
 - c. Impact on core UTC packages.
2. This request has been coordinated with agencies responsible for affected functions. (Include Guard, Reserve, affected wings, and other MAJCOMs that use the UTC.) Letters of coordination are attached.
3. POC is (name, office symbol, and DSN telephone number).

SIG BLOCK

Attachment(s): *If required*

Coordination Ltr(s)

(list separately), date

Attachment 4

UTC DEVELOPMENT PROCESS

Figure A4.1. UTC Development Process.

UTC DEVELOPMENT

NEW UTC OR MISCAP CHANGE

