

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**AIR FORCE INSTRUCTION 10-403**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**10 MARCH 2004**

**Operations**

**DEPLOYMENT PLANNING AND EXECUTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ PACAF/LGXX (MSgt Quinton Perry)

Certified by: HQ PACAF/LGX  
(Col Russell R. Grunch)

Supersedes AFI 10-403/PACAFSUP1,  
8 February 2002

Pages: 17  
Distribution: F

---

This supplement only applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units when they become PACAF gained forces.

### ***SUMMARY OF REVISIONS***

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

This revision realigns guidance to match AFI 10-403, and it eliminates duplicate and conflicting guidance. A bar (|) indicates revisions from previous editions.

**AFI 10-403, 14 April 2003, is supplemented as follows:**

| 1.4.9. (Added) The office of primary responsibility (OPR) for command deployment guidance and for implementing deployment concepts is HQ PACAF/LGX.

| 1.4.9.1. (Added) When requested by the host unit commander, HQ PACAF/LGX will coordinate a cross-functional Deployment Assistance Visit (DAV) team to assist units with deployment process improvements and to review deployment procedures and adherence to command policy. HQ PACAF will coordinate with and request necessary augmentation from parent NAFs or from other PACAF wings as required. Visits will be conducted as follows:

| 1.4.9.1.1. (Added) This assistance visit is conducted by headquarters functional managers separately from the exercise evaluation team (EET).

| 1.4.9.1.2. (Added) DAVs will be conducted in concert with unit deployment exercises, when practical. Requests should reach HQ PACAF/LGX (with a courtesy copy to the applicable NAF) at least 30 days prior to requested DAV date. DAV teams will provide assistance based on a review of the deployment exercise and management areas.

1.4.9.1.3. (Added) The wing commander or group commanders, depending on the functions evaluated, will be briefed on the results of the visit by the DAV team prior to their departure, and will be provided a DAV report.

1.5.1.5. Wing commanders will conduct deployment exercises in sufficient depth and frequency to ensure unit readiness to deploy with short/no notice, but as a minimum will conduct exercises that provide around the clock coverage at least semiannually. Wing commanders must ensure that every assigned UTC that is OPLAN or DOC tasked, on their installation is exercised through departure at least once each year. In addition to the minimum of two around the clock exercises per year, units will conduct at least one desktop exercise, using all components of IDS. Each primary and alternate UDM must participate in the desktop exercise. Desktop exercises should be run by the wing EET and invest the same level of interest as normal wing exercises. Exercises will be documented to include participants, problem areas, and recommended solutions to problem areas.

1.5.1.5.1. (Added) The wing Logistics Readiness Squadron or equivalent will send one copy of exercise evaluation reports to the NAF/LGX, and HQ PACAF/LGX and HQ PACAF/IGIGK, as well as any other PACAF units deemed appropriate.

1.5.1.5.2. (Added) In-place WRM UTCs, postured as DXX in the AFWUS, are not required to be exercised, although it is possible they could be tasked for AEF requirements. They are entered into the force flow for visibility purposes only and are not intended to deploy. WRM UTCs postured as DWS, are required to be exercised at least once each year. Malpositioned WRM, not associated with a UTC must be included in the installations WRM outload plan.

1.5.1.5.3. (Added) For PACAF Initial Communications Packages (PICPs) refer to PACAFI 33-158.

1.5.1.6. All key deployment positions must have ready access to applicable components of IDS.

1.5.2.4. The Installation Deployment Officer (IDO) will publish a staff assistance visit schedule that ensures all units, host and/or tenant, are visited at least annually. Results of unit SAVs will be documented and signed by the LRS/CC. Reports will be maintained for a minimum of two years.

1.5.2.11. (Added) The IDO will brief the wing commander, senior staff, and tasked unit commanders (host and/or tenant), semiannually on the deployment process, to include a detailed review of individual unit taskings and local deployment procedures.

1.5.3.5. (Added) Units with pilot unit responsibility will approve/validate UTCs annually, after processing a Database Verify and correcting applicable errors in February, regardless of whether changes have been made to the database.

1.5.5.3. (Added) In coordination with the IDO, the Mission Support Group Commander defines local deployment responsibilities shared between the host Logistics Readiness Squadron and tenant Aerial Port/Air Mobility Squadron. These responsibilities must be documented in the Installation Deployment Plan (IDP) Chapter 1 to include responsibilities for each agency during the following scenarios: a host installation deployment, a tenant unit deployment, a transient unit deployment, a deployment where the host installation is used as an aerial port of embarkation (APOE), and combinations of these three scenarios.

1.5.12.12. Provides similar updates/data for LOGMOD Stand Alone (LSA).

1.5.16. The IDO will coordinate with the local Combat Arms training section to create detailed local guidance for training weapons couriers. This guidance must be included or referenced in the IDP.

1.5.18.7. (Added) In conjunction with the IDO, establishes procedures for identifying and medically clearing deploying personnel. When directed, provides DD Form 1480, Summary of Care, for all deploying personnel.

1.5.21.4. MISCAPs will be provided to unit commanders by UDMs, as applicable changes occur, but not less than quarterly. Current MISCAPS are available online at:

(<https://www.afmia.randolph.af.mil/Wartime%20readiness/Main%20Page.htm>)

1.6.1. Tactical Air Control Parties (TACP), Air Support Operations Squadron (ASOS) and other AF units assigned to Army installations must ensure all personnel are trained and that training is documented in accordance with the Readiness Standard Operating Procedures (RSOP) for the supported Army unit. In cases where Air Force units deploy and exercise exclusively with Army units, standard Army Division Ready Brigade/Division Ready Force assumption responsibilities will satisfy host wing deployment evaluation requirements. Units are required to maintain all feasible IDS systems in managing unit deployment programs but at a minimum, LOGMOD for UTC management and reporting is mandatory.

1.6.1.5. In squadrons with a Logistics Planner (2G0X1) assigned, the Logistics Planner will be assigned as a UDM (Note: This does not include Logistics Planners assigned in a core Logistics Readiness Squadron (LRS) are exempt from UDM duties due to their critical contingency functions). A copy of the UDM designation letter will be provided to the IDO. UDM responsibilities include, but are not limited to ensuring the following actions:

1.6.1.5.1. (Added) The unit commander and staff are kept informed of the deployment status of unit personnel and equipment subject to deployment.

1.6.1.5.2. (Added) Recommendations are solicited from the unit staff to improve the deployment capabilities of the unit.

1.6.1.5.3. (Added) Unit supervisory personnel are aware of the requirements of applicable plans.

1.6.1.5.4. (Added) A copy of the current Installation Deployment Plan (IDP) is maintained.

1.6.1.5.5. (Added) Coordinated recommendations for changes to the IDP are submitted to the IDO.

1.6.1.5.6. (Added) A unit deployment workcenter is established and a copy of the IDP is readily available in the center.

1.6.1.5.7. (Added) The unit deployment workcenter can be immediately activated.

1.6.1.5.8. (Added) A continuous training program is conducted to familiarize unit personnel with the IDP and their specific duties during deployments.

1.6.1.5.9. (Added) Conduct thorough periodic checks (not less than quarterly) to ensure deployment shipping containers are on hand and serviceable, and that deployment material is packaged, documented, and properly marked IAW the most stringent method of shipment.

1.6.1.5.10. (Added) Coordinate with the IDO to resolve problem areas in planning and execution of unit deployments.

1.6.1.5.11. (Added) A current unit recall notification plan is in effect.

1.6.1.5.12. (Added) Requirements for technical data to be used during the deployment are reviewed and available.

1.6.1.5.13. (Added) If cargo couriers are required, they are so identified.

- 1.6.1.5.14. (Added) Classified/sensitive cargo couriers are designated, as applicable. These individuals will be briefed and furnished with the necessary identification material.
- 1.6.1.5.15. (Added) Individuals are briefed on their responsibilities in support of unit deployments to include:
- 1.6.1.5.15.1. (Added) Personal clothing and equipment.
  - 1.6.1.5.15.2. (Added) Professional equipment and supplies.
  - 1.6.1.5.15.3. (Added) Accuracy of documents and records necessary for deployment.
  - 1.6.1.5.15.4. (Added) Responsibility to keep their personal affairs in order at all times and to advise their dependents that there is a strong probability they may go on temporary duty (TDY) on very short notice.
  - 1.6.1.5.15.5. (Added) Availability of Family Support Centers and Family Services Programs.
  - 1.6.1.5.15.6. (Added) Prohibitions and penalties in connection with illegal commercial, black-market, and drug traffic activities.
  - 1.6.1.5.15.7. (Added) Advice on how dependents can contact the local American Red Cross representative if any emergency arises which necessitates return of the military member. The American Red Cross will contact the appropriate commander.
  - 1.6.1.5.15.8. (Added) Advising individuals to contact medical personnel when a physical condition is detected that might limit their capability to perform deployment duties.
- 1.6.1.5.16. (Added) Deployment training is documented.
- 1.6.1.5.17. (Added) Use of personnel readiness folders (PRFs) in addition to the mandatory AF Form 4005, Individual Deployment Requirements, is recommended to facilitate deployment preparation.
- 1.6.1.5.18. (Added) All hazardous material is identified, documented, packaged, marked, and certified for air shipment IAW AFJMAN 24-204.
- 1.6.1.5.19. (Added) Ensure applicable/appropriate personnel are authorized to certify hazardous material for shipment.
- 1.6.1.5.20. (Added) A qualified individual is available at the unit assembly area during deployments to physically inspect each piece of cargo before movement to the Cargo Deployment Function (CDF).
- 1.6.1.5.21. (Added) An individual (generally referred to as an increment monitor) is appointed to manage a given set of cargo increments.
- 1.6.1.5.22. (Added) Detailed periodic inventories or inspections (not less than quarterly) of all increments are conducted to identify hazardous material.
- 1.6.1.5.23. (Added) Sufficient equipment operators are scheduled for deployment in advance or along with the equipment to be deployed. Notify the Deployment Control Center (DCC) of any deviations.
- 1.6.1.5.24. (Added) Procedures are established to transport cargo and personnel from the unit assembly areas to the marshaling and personnel processing areas.
- 1.6.1.5.25. (Added) All immunizations for individuals subject to deployment are current.
- 1.6.1.5.26. (Added) Identify detailed procedures necessary to load specialized unit equipment.
- 1.6.1.5.27. (Added) During deployment execution, the UDM will ensure:

- 1.6.1.5.27.1. (Added) Attendance at the Deployment Concept Briefing.
- 1.6.1.5.27.2. (Added) Deployment data listing and the personnel deployment availability codes are reviewed to ensure personnel listed are eligible and available for deployment.
- 1.6.1.5.27.3. (Added) Vacancies, which cannot be filled from unit resources, are reported via AF Form 4006 to the DCC as soon as they are identified.
- 1.6.1.5.27.4. (Added) Personnel are ready at the unit assembly area for movement to the Personnel Deployment Function (PDF) at the time established by the deployment schedule of events (DSOE).
- 1.6.1.5.27.5. (Added) Equipment and supplies are properly prepared, using applicable checklists and instructions, and delivered to the CDF according to the DSOE.
- 1.6.1.5.27.6. (Added) The unit conducts personnel eligibility verification (prior to arrival at PDF) and a clothing and equipment check for each person scheduled for a deployment.
- 1.6.1.5.27.7. (Added) All cargo is physically inspected for hazardous properties at the unit assembly area before movement to the CDF.
- 1.6.1.5.27.8. (Added) The unit commander will designate equipment custodians, trained weapons couriers, classified couriers and munitions custodians in writing.
- 1.6.1.5.27.9. (Added) A unit representative or applicable increment monitors is present at the CDF during the time the unit's cargo is being processed. This representative will provide technical assistance in identifying hazardous cargo, inform the CDF of special procedures necessary to load unit equipment, perform a "quick fix" for minor deficiencies noted, and monitor frustrated unit cargo status to ensure timely action is taken to correct discrepancies.
- 1.6.2. The IDO will determine how training will be tracked and will publish that guidance in the IDP.
  - 1.6.2.1.1. For all UTCs coded in the AFWUS (DWS, DWX and DXS) commanders are required to train personnel to at least the capability level described or required by the Mission Capability Statement MIS-CAP of the UTC to which the individual is assigned.
- 1.6.3.3. Reviews will be conducted annually, as a minimum.
- 1.8.1. The DPWG is vital as wings transition to the use of DCAPES for deployment planning and execution. The IDO must ensure members of the DPWG are fully integrated and perform their respective roles in the deployment process. New/replacement members should be briefed about their role in the DPWG no later than 90 days after assignment to the group.
  - 1.8.1.1. (Added) Manpower and Organization (MO) representatives accomplish tasking verifications at the AFSC level (Level 4) during deployment planning, and verification of AFSC data, including tasked unit verification, during deployment execution. MO representatives must work with the IDO and Unit Deployment Managers to accomplish any UTC tailoring of personnel requirements. Once verified, the MO provides the tailoring information to HQ PACAF/XPMX for incorporation into DCAPES. Ref: AFI 38-205
- 2.4.1.1. The AFWUS will be provided to the wing IDO on a monthly basis. The AFWUS will be posted monthly in an unclassified format on the PACAF/ALOC NIPRNET homepage (<https://www.hqpacaf.af.mil/lgx/default.htm> ). The IDO will distribute the AFWUS to applicable wing and tenet units and ensure updates are reflected in a LOGPLAN file in LOGMOD. Units will review and

identify any discrepancies to the IDO NLT 5 duty days of receipt. The IDO will forward discrepancies to HQ PACAF/LGX who will work with the affected FAM(s) for resolution.

2.4.1.2. During review of tasking documents, units will begin tailoring actions based on in-place WRM outlined in a base support plan, (OPLAN, CONPLAN, AEF Planning conference, PACAF functional manager, etc.) for tasked UTCs. Units must coordinate all tailoring actions with the IDO.

2.4.1.4. The unit commander/UDM, in coordination with the IDO, will determine requirements for type A, general support bags, based on the unit's most stringent deployment scenario. Units will determine deployment bag requirements annually using the most current version of the AFWUS (released annually, on 1 October). Send to HQ PACAF/LGX/LGRRE NLT 30 Nov. Type B, cold weather bag, requirements will be based on the climatic zone criteria contained in AS 016. Deployment C bag guidance is contained in AFI 32-4001 and PACAFI 23-204. See [Attachment 20](#) for format.

2.4.1.5.1. (Added) Units will determine weapons and ammunition requirements annually using the most current version of the AFWUS (released annually, on 1 October). Send report to HQ PACAF/LGX/LGRRE NLT 30 Nov. See [Attachment 20](#) for format.

2.4.1.6.1. (Added) Units will determine 463L pallet and net requirements annually using the most current version of the AFWUS (released annually, on 1 October) and local guidance provided by the IDO. The IDO will compile unit requirements and provide a copy to HQ PACAF/LGX, NLT 1 Aug.

2.5.1. The IDO must work in concert with the functions that manage the IDS components in the wing. This includes representatives from MO, MSS, LRS, and CS, as deemed necessary by the IDO. An active IDS working group should be established to identify and correct issues in the deployment process and ensure the wing is getting true In-Transit Visibility (ITV) for personnel and cargo movement. The IDO will determine the scope and frequency of the meetings, but will meet with the working group at least semiannually.

2.5.2.1. The LOGPLAN file will be updated within 30 days of receipt of a new/revised Time Phased Force Deployment List (TPFDL) or monthly AFWUS extract. A list of current Psuedo PIDs is available on the HQ PACAF/LGX SIPRNET Homepage.

2.5.3.5. (Added) Units tasked to deploy to OPLAN beddown locations, where War Reserve Materiel (WRM) may be prepositioned for them, will coordinate with the storing unit and ensure all prepositioned assets are tailored from their LOGPLAN deployment UTCs prior to reporting. Specific guidance is outlined in Attachment 9 in AFI 10-403.

2.5.3.6. (Added) Units tasked with in-place WRM UTCs will ensure the UTCs are entered into a separate LOGPLAN file (LPF) from the base's deploying LPF. Coordinate with the WRMO to tailor out shortages. In-place UTCs are included in the force flow to provide support asset visibility for incoming forces.

2.5.4. PACAF units are required to develop pre-planned load plans. For planning purposes, at a minimum, pre-planned load plans will consist of the first five aircraft loads based on the units worst-case OPLAN requirements using the RDD Use C-17 aircraft with standard ground times (IAW AMCI 11-208) for preplanning purposes. Pre-planned DSOEs must be built and maintained in conjunction with pre-planned load plans.

2.5.6. Report UTC shortfalls to the applicable HQ PACAF Functional Manager and HQ PACAF/LGX.

2.6.1. This information will be provided quarterly, as a minimum, and upon release of a new OPLAN force flow or approved AFWUS.

2.6.1.4. UTC validations will be conducted upon receipt of a new tasking or at least annually. Discrepancies will be reported to the applicable MAJCOM FAM and HQ PACAF/LGX.

2.6.1.5. Validation will be accomplished annually, as a minimum, and will be coordinated with the IDO.

2.7. The IDO and Logistics Readiness Squadron commander will determine if a Vehicle Deployment Function (VDF), also known as a Deployment Vehicle Operations (DVO) function, is required to support unit moves for personnel and cargo processing. The VDF (or DVO) will support passenger and cargo movements for local exercises and real world movements.

2.9.1.1. Augmentees serving in the deployment process as Load Planners require, as a minimum, training in AMC's Affiliation Course offered formally at an approved training center or from a Mobile Training Team (MTT) sanctioned by AMC. In addition to affiliation training, load planning augmentees also require hazardous materials familiarization training conducted by the host wing LRS to aid with familiarity, selection, positioning, and separation of such materials. Training will ensure members have the minimum required knowledge necessary to ensure safety of flight for crew and passengers when conducting load planning functions. Furthermore, training will only qualify members to perform load planning functions in support of host wing deployments and exercises, ensuring all planned loads are certified by the AMC unit, function or representative on location.

2.9.2. Units handling hazardous material will also have a HAZMAT spill kit.

2.12.2. (Added) Units must maintain current deployment guidance reflecting their current deployment process and mission. This guidance will be published in an IDP approved by the host commander.

2.12.2.1. (Added) Units must publish or revise their IDPs within 90 days after any of the following:

2.12.2.1.1. (Added) Activation of a new unit and/or deactivation of a unit.

2.12.2.1.2. (Added) A major change in manpower or equipment authorizations.

2.12.2.1.3. (Added) A unit move or MDS conversion by a tenant or subordinate unit.

2.12.2.1.4. (Added) Receipt of significant changes to deployment guidance from HQ PACAF.

2.13.2. (Added) The IDO, in concert with the training OPRs identified as the "Record Keeper" in Attachment 5 of AFI 10-403, will define, develop, and publish a training schedule that allows personnel to remain current based on the frequency prescribed in Attachment 5 to AFI 10-403.

3.2.1.1. (Added) PACAF Wing IDOs are required to monitor the SIPRNET Newsgroups daily, to stay abreast of pending movement actions that may affect their wing. The applicable list of newsgroups are posted on the HQ PACAF/LGX web page at:

<http://www.PACAFNTWEB.c2net.hickam.af.smil.mil/LGX/newvault.htm>

3.4.1. If personnel requirements do not flow from the MAJCOM or AEF Center within 36 hours, the Manpower office must manually build the Deployment Requirements Manning Document (DRMD) for DSOE development and execution. Tasking messages must be addressed to the installation commander and appropriate wing/group commanders. Information addressees will include: IDO, Command Post, wing plans/logistics plans, current operations, tasked units, and the Military Personnel Flights Personnel Readiness Function (PRF). The personnel requirements will flow from the MAJCOM to the base via MANPER-B. The Manpower office and PRF must ensure the IDO receives this information to assist him/her in the development of the Deployment Concept briefing and in formulating the Deployment Schedule of Events (DSOE). If an agency other than the IDO, PRF, or Manpower office receives a tasking message

and it is not addressed to the above agencies, a copy will be immediately provided to them. At this point, airlift flow information may be provided (if airlift is being used). **NOTE: The IDO and wing plans/logistics plans will be notified of deployment taskings, including individual taskings, if the tasking is in response to an OPLAN/CONPLAN Plan Identification (PID). The IDO must ensure individuals meet deployment timing and mode of travel as specified in the PID tasking.**

3.4.4. Unless otherwise identified in the tasking order, the Date/Time Group (DTG) from the tasking message will be the Reference Start Time (RST).

3.6.1.1. If installations have any changes to deployment or redeployment airlift requirements (i.e., deletions or additions), they should contact the PACAF Operations Support Center (POSC) /Deployment Management Team (POSC/A35/DMT) via SIPRNET email. The unit should include level-4 detail for manpower and cargo files, and load plan files to POSC/A43, POSC/A47 LGT, POSC/A35/DMT, PACAF/XPXS, PACAF/XPMX, POSC/A1 DP and POSC/MCC, for any requests of or changes to additional airlift.

3.8. The DCC staff must ensure the installation meets deployment taskings by identifying all deploying equipment and personnel. The DCC monitors all deployment activities and ensures the installation meets all requirements. Inform the tasking source of Shortfalls and Limiting Factors (LIMFACs) the installation cannot fill locally. At execution, submit deployment shortfall reports to the PACAF Operations Support Center (POSC) and NAF functional staff with information copies to HQ PACAF/LGX /DPAX/XPMX. Use the formats in [Attachment 16](#) and [Attachment 17](#).

3.10. The IDO will ensure that a ULN DEPARTURE/REMAINDER MESSAGE is accomplished 2 hours after each aircraft departure via SIPRNET email. Use the format outlined in [Attachment 18](#) of this supplement. For local wing exercises, EET will act as HHQ.

4.12.1. Where an AMC aerial port is collocated at a PACAF base, the AMC aerial port will provide the required drivers/equipment to perform loading of cargo and passenger aircraft with augmentation from host wing/deploying force load teams.

4.15.1. (Added) If automated information systems are not available, the IDO will ensure all intermediate stops (if applicable) and the ultimate deployment destination are notified of personnel and cargo manifest details as soon as possible following support airlift/vehicle departure. The IDO must coordinate with CMOS operators to ensure all available alternate methods are used to achieve ITV via the Global Transportation Network to include data entry through AMC systems such as GATES and RGATES. As a last resort, facsimile of data can be used to accomplish down line station notification until a GTN upload can be accomplished.

5.4.4.3. PDFs must use plan data flowed from HHQ to produce orders. Contingency, Exercise, and Deployment (CED) TDY order are the only type of TDY order used to deploy personnel. AFI 10-215, *Personnel Support for Contingency Operations* (PERSCO), directs all members deploying on contingencies, exercises, or deployments to receive CED orders. The MANPER system is used to produce these orders. AFI 10-215 provides specific guidance on producing CED orders. Locally built plans will not be used unless specific permission is granted by the POSC Director or POSC/A1 DP.

5.7. (Added) Personnel accountability procedures in AFI 10-215, provides additional guidance. Within PACAF, accountability will flow from PERSCO teams and Personnel Readiness Centers/Personnel Reception Centers through the Manpower and Personnel Readiness Center to the next organizational level. Further guidance will be provided by HQ PACAF/DPAX and in Annex E to the applicable OPLAN or PERSCO CONOPS to the plan being executed.

6.4.2. PERSCO personnel and their established procedures will be used for documenting arriving personnel. However, if a PERSCO team is not available, a person will be appointed by the troop commander to maintain accountability until a PERSCO team arrives. When the number of personnel at a location does not warrant a PERSCO team (usually less than 175 personnel), the deployed commander must appoint someone of the deployed personnel to ensure daily accountability of the personnel is documented and forwarded to POSC/A1 DP via e-mail, phone, or message traffic. See AFI 10-215, Unit Commander Responsibilities.

7.2.3. Redeployment Planning. When units arrive at a deployed location, the host IDO must establish contact with the Troop Commander, the senior logistics plans personnel acting on behalf of the Redeployment Assistance Team (RAT) or the Deployed Commander, to collect/verify all required redeployment information and data files necessary to accomplish all redeployment actions. Any items that are missing must be requested from home station within 24 hours after arrival. The host IDO in conjunction with deployed members will establish a Log C2 cell in conjunction with the Reception Control Center (RCC) to ensure the necessary redeployment infrastructure is in place. The Log C2 cell must establish an interface with host base and/or deployed AMC Aerial Port or TALCE functions for redeployment guidance and timelines. The deployed commander will identify members who are qualified in cargo preparation and pallet build-up, hazardous cargo certification and any other deployment unique qualifications to aid in redeployment, to the Log C2 cell chief. When a RAT is not deployed or scheduled later in the force flow, members of the deployed unit are required to conduct redeployment actions. It is imperative that deploying forces send personnel from home station that is trained in the use of IDS systems for the redeployment process.

**Attachment 16****EQUIPMENT SHORTFALL MESSAGE FORMAT**

1. FROM: YOUR UNIT/BATTLE STAFF

2. TO: HQ PACAF HICKAM AFB HI//POSC//

APPROPRIATE NAF//LGX/LGS/FUNCTIONAL MANAGER//

3. INFO: HQ PACAF HICKAM AFB HI//LGX/LG-ALOC/LGR//

4. CLASSIFICATION. The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, and T-TOP SECRET) in parentheses at the beginning of each paragraph. The highest classification of any paragraph determines the classification of the entire report. For example, the entire message is classified SECRET if two paragraphs are unclassified and one is SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, Information Security Program Management, AFI 31-501, Personnel Security Program Management, and AFMAN 37-126, Preparing Official Communications. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the following elements as classified until authorities instruct otherwise:

- PID - Operation nickname - ULN-GEOLOC - Clear text duty location - RDD

5. SUBJECT: Equipment Shortfall (Should go to suffix item level)

6. TEXT OF MESSAGE: After attempting to fill from within base assets, the following equipment items are shortfalled for sourcing:

ULN (1)	UTC (2)	INC (3)	NOUN (4)	SEE NOTE (7)
L2EDU	3FQK3	E10001	ENGINE	1
L2EDU	3FQK3	T10004	-86	2
L2EDU	3FQK3	S34001	B-1 STAND	3

Shortfall Justification (8)

1. 3 ASSIGNED/4 AUTHORIZED/1 NMC/1 CURRENTLY DEPLOYED/1 DEPOT MAINT

2. 7 ASSIGNED/7 AUTHORIZED/4 NMC/3 CURRENTLY DEPLOYED

3. 4 ASSIGNED/4 AUTHORIZED/1 REQUIRED FOR HOME STATION USE/ 3 CURRENTLY DEPLOYED

POC is (9)

NOTES:

(1) Tasked ULN for operation.

(2) List the tasked UTC.

- (3) Increment number of shortfall equipment from the LOGFOR and or LOGPLAN.
- (4) Use the noun from the LOGFOR.
- (5) State how many of the nomenclature/like item that will be shortfalled.
- (6) The total you are tasked to provide.
- (7) Give number of the note that will give shortfall justification.
- (8) It is mandatory to give thorough, authorized/assigned information. Explain how the equipment is to be utilized and provide overall mission impact if not filled in order to justify shortfalls.
- (9) Provide the grade, name, office symbol, and DSN phone number of functional manager who prepared input for the message.



## B. ENLISTED REQUIREMENTS:

ULN/LNR	CAFSC	ETL	RDD	DUTY LOC (see note 1)	ATCH PAS	UNIQUE QUAL/EXP (see note 2)	DUTY DESCRIPTION

## C. CIVILIAN REQUIREMENTS: (See note 1)

ULN/LNR	PP	OCC SRS	GR	AFSC	ETL	RDD	DUTY LOC (see note 1)	ATCH PAS	UNIQUE QUAL/ EXP (see note 2)	DUTY DES- CRPTION

7. ADDITIONAL INSTRUCTIONS: Address any additional reporting or processing instructions (i.e., special equipment, clothing requirements, reporting dates, and so on).

8. List the POC (primary and alternate) and duty phone (DSN and commercial).

**NOTES:**

1. If classified, include valid GEOLOC and classify message accordingly.
2. UNIQUE QUALIFICATIONS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: Unique qualifications and experience requirements may vary depending on the complexity of the mission. Use the AF standard line remarks provided by supporting component command.

**(SECRET WHEN FILLED IN)**

**Attachment 18****FORMAT FOR ULN DEPARTURE/REMAINDER MESSAGE**

ULN DEPARTURE/REMAINDER MESSAGE

CLASSIFICATION:

FROM: 123d LRS/LGRR (YOUR AFB)//IDO

TO: POSC A4 MOVEMENT CONTROL CELL (MCC)//POSC A43//HICKAM AFB HI

POSC DEPLOYMENT MANAGEMENT TEAM (POSC A35/DMT)//HICKAM AFB HI

36 ABW ANDERSEN AFB, GUAM//IDO (DEPLOYED LOCATION)

SUBJECT: ULN DEPARTURE/REMAINDER MESSAGE FOR (YOUR AFB)

1. THE FOLLOWING ARE THE DEPARTURES FROM THE (YOUR AFB), FOR 15 JUL 03

TYPE A/C	MISSION #	ULN	S/T	PAX	DEPARTURE TIMES
C-5	PBJ702K2302	LWER	15.8	35	031900Z
	PBJ702K2302	LKTE	10.7	22	
C-17	PRJ458H1122	LJAS	12	8	032200Z
	PRJ458H1122	L76G	0.0	2	
	PRJ458H1122	LSG4	0.4	3	
L1011	PCV279PX22	L155	0.0	150	032300Z
	PCV279PX22	LI56	0.0	26	
	PCV279PX22	L158	0.1	3	

2. REMAINING ULNS SCHEDULED TO DEPART IN THE NEXT 24 HOURS

TYPE A/C	MISSION #	ULN	S/T	PAX	DEPARTURE TIMES
C-5	PBJ702K2302	LDT4	27.3	56	SCHEDULED

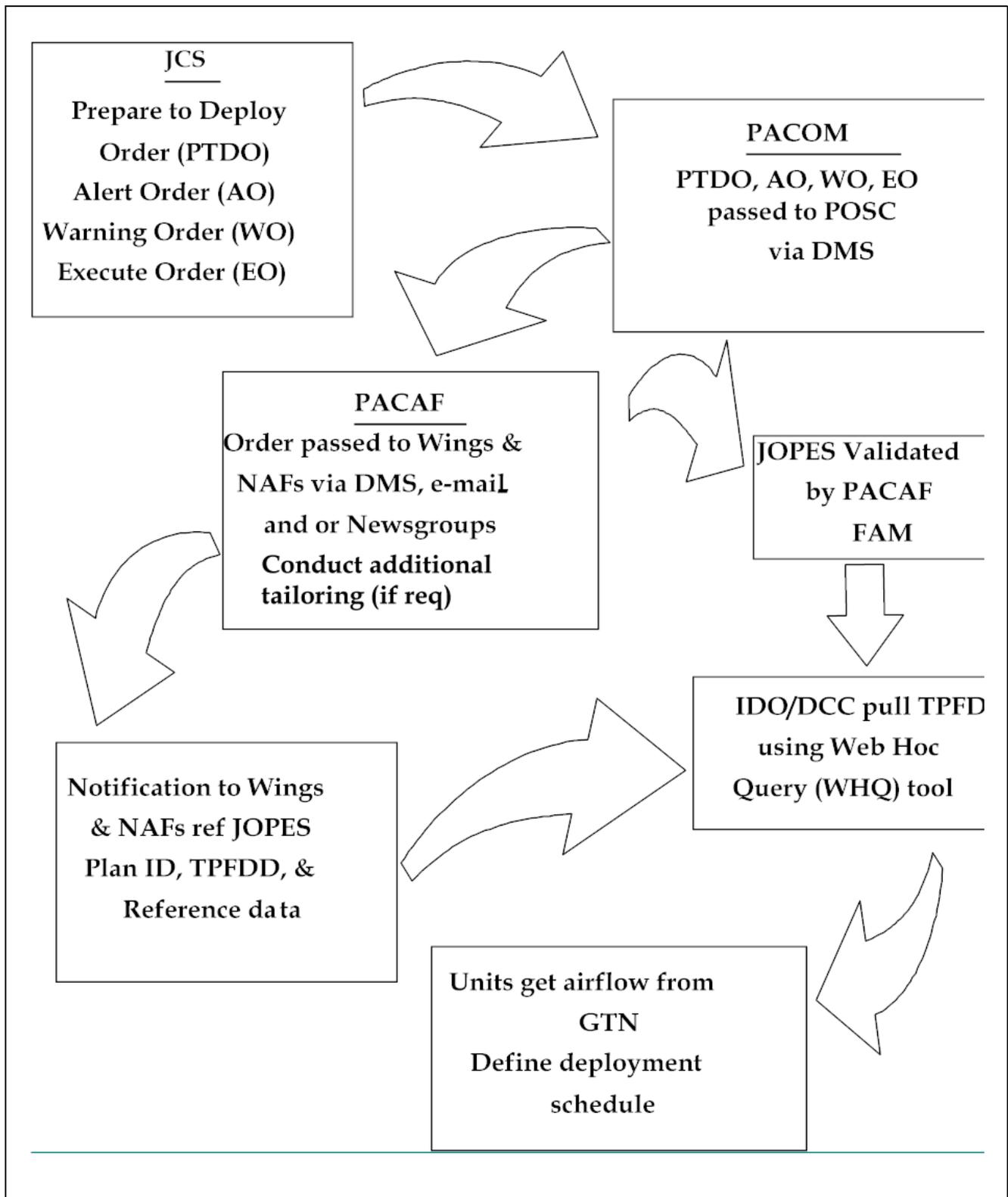
3. NO FUTURE MISSIONS PLANNED

4. POC IS CAPT BETSY JENSEN, 123d LRS/LGRR/IDO DSN XXX-XXX-XXXX

CLASSIFICATION

Attachment 19

TYPICAL TASKING FLOW CHART



**Attachment 20****FORMAT FOR ANNUAL MOBAG, WEAPON AND AMMO AUTHORIZATIONS**

MEMORANDUM FOR HQ PACAF/LG-ALOC/LGRRE

20 Sep 03

FROM: (YOUR UNIT)

SUBJECT: Requirements for Mobility Bag, Weapon and Ammo Authorizations

1. IAW PACAFI 23-204, Deployment Bag Management and PACAF Sup 1 to AFI 10-403 Deployment Planning, we have reviewed and computed our most stringent deployment tasking. Identified are the numbers of personnel tasked in the Air Force World-Wide UTC Availability Summary (AFWUS), as well as the total number of mobags, weapons and ammunition required to support their deployment commitment. The following data is based on deployable AFWUS codes: A/DWS, A/DWX, A/DXS.

UNIT INFORMATION			PAX		WEAPONS		AMMO (rounds)		MOBAGS		
ORG	UTC	UTC QTY	Officer	Enlisted	M-16	M-9	5.56mm	9mm	A	B	C
6 FIR DET 621	QFBA3	1	1	0	1	1	120	22	1	1	1
	QFBA4	2	2	0	2	2	240	44	2	2	2
	QFBA6	2	2	0	2	2	240	44	2	2	2
	QFAAE	1	2	0	1	1	120	22	2	2	2
20 OWS	XWQAB	1	0	1	1	0	120	0	1	1	1
30 AS	3MKAD	1	24	54	50	28	840	7920	78	78	78
36 AS	3NCC6	1	41	182	182	69	21840	2070	223	223	223
	3NZ99	1	29	124	124	45	14880	1350	153	153	153
62 FIS	QFAAD	1	1	0	1	1	120	22	1	1	1
374 AES	FFLAB	1	10	21	15	16	1800	480	31	31	31
	FFQAC	1	3	3	3	3	360	90	6	6	6
	FFQDA	8	16	24	0	40	0	1200	40	40	40
	FFKAA	1	2	2	0	0	0	0	4	4	4
374 AW	9ACP3	1	0	3	0	0	0	0	3	3	3
	CSFAL	1	0	1	1	0	120	0	1	1	1
<b>TOTALS</b>		<b>24</b>	<b>133</b>	<b>415</b>	<b>383</b>	<b>208</b>	<b>40800</b>	<b>13264</b>	<b>548</b>	<b>548</b>	<b>548</b>

2. Please ensure sufficient quantities are stocked to support our mission. My POC is SSgt Jones, 225-7633.

JEDADIAH W.GARRISON, JR., Capt, USAF  
Logistics Readiness Flight Commander

POLLY A. PEYER, Brig Gen, USAF  
Director of Logistics