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Communications and Information

DEPLOYABLE COMMUNICATIONS STANDARDS-DEPLOYED COMMUNICATIONS SQUADRON COMMANDER'S RESPONSIBILITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ PACAF/SCMC
(SMSgt Brian W. Snyder)

Certified by: HQ PACAF/SCM
(Col Thomas A. Latino)
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This instruction implements policy found in Air Force Policy Directive 33-1, *Command, Control, Communications, and Computer (C4) Systems*. This publication highlights critical subject/problem areas deployed communications commanders must be aware of, and be prepared in order to provide communications service during deployments. It applies to all active duty PACAF communications squadrons (CS), air communication squadrons (ACOMS), and combat communication squadrons (CBCS), where applicable. This publication does not apply to Air National Guard (ANG) or United States Air Force Reserve (USAFR) units or members.

1. General. Many of the areas covered in this instruction can present problems which affect your mission capability, and ultimately, the success or failure of your deployment. As the deployed communications squadron commander, success of a deployment is your responsibility. The success of a deployment, the ability of your team to meet and exceed customers' communications requirements, depends on organization, planning, preparation, and execution. To accomplish these vital items, you must know and carry out your duties and responsibilities, and ensure others know and carry out theirs. This instruction are responsibilities of the critical tasks you must accomplish to reach the mission goal of providing communications services. It assumes you know your people and equipment. It is a management tool, not a directive. It acknowledges each deployment is situational, with its own unique factors, but assumes the basic procedures and general tasks associated with each deployment are similar. There will always be an exception for which a checklist does not exist. Use of this instruction, in conjunction with technical knowledge and common sense, will provide a framework, a methodical approach to help you organize, plan, prepare, and execute: to complete your mission.

1.1. Areas Covered. This instruction has five major areas with 11 attached checklists. The five major areas logically step you through your day-to-day readiness preparation, deployment, operation, and recovery responsibilities as a deployed communications commander. The checklists cover facility chief meetings; briefings for deploying personnel; assignment of additional duties to various deployment personnel; crew chief deployment preparation; convoy commander responsibilities; site engineer duties and responsibilities; facility grounding; duties and responsibilities of the deployment element Communications Focal Point (CFP); key staff; wing commander's briefing; certification of magnetic materials for air shipment letter; and the Ability To Survive and Operate (ATSO). To maximize the value of this instruction, use it as a training tool. Ensure extracts and checklists are made available to personnel and staff prior to the necessity of using this information. Expect personnel and staffs to update, modify, and tailor this information to suit your unit's needs and requirements. Ensure key personnel and staff are fully familiar with this instruction and know what is expected of them.

1.2. Mission Statement. As the deployed commander in support of a contingency operation or exercise, you are your commander's representative and are responsible for the accomplishment of your

unit's mission and the welfare of your people. Because of this responsibility it is imperative you understand your mission and its impact on the larger operation. It is important to discuss your support to the customer since deployed operations may vary.

2. Combat Readiness. Choose deployed commanders from the officers and senior NCOs assigned to a unit, depending on the size and mission of the deploying element. Although experience is one of the best assets you can have, you need initial guidance to build that experience. This chapter covers the items you can do to prepare for your responsibilities as a deployed commander.

2.1. References. Each deployed commander should be familiar with the following references:

2.1.1. PACAF CONPLAN's for the Theater Battle Management System, Contingency Theater Automated Planning System (CTAPS), etc.; PACAF COMPLAN 61 (when published), applicable Oplans, etc.

2.1.2. AFI 10-403, Deployment Planning, and PACAF SUP 1. · AFI 90-201, The Inspection System, and PACAF supplement thereto.

2.1.3. PACAFI 10-404, Base Support Planning

2.1.4. PACAFI 10-407, Collection and Maintenance of Site Survey Data.

2.1.5. Previous unit CERI reports.

2.2. Readiness Tasks. The unit commander is responsible for maintaining the continuing combat readiness of the communications unit. On a day-to-day basis, or periodically, the commander monitors the items listed below. However, every potential communications element commander should review and help update these items on a regular basis.

2.2.1. Identify members of the management element. The management element should consist of officers and senior enlisted personnel experienced in tactical deployment, systems and architecture, and CFP operation. Additionally, choose less experienced alternates for all positions, and train to competence.

2.2.2. Attempt to build and maintain a continuity file, which can be the initial guiding instrument in pre-deployment preparation, deployment actions, and employment procedures. Include in the continuity file a suspense list of items that require periodic review: Base Support Plans (BSP) for tasked deployment locations IAW AFI 10-404, para. 3.4. and 4.7.1., the unit Deployment Plan, annual verification of UTC COMSEC requirements, Mobility Readiness Resource Roster (MRRR), or locally developed DMD, etc.

2.2.3. Routinely meet with members of the management element staff to discuss such items as:

2.2.3.1. The Unit Deployment Plan. To ensure it is current and satisfies the mobility requirements of the unit. Ensure the Unit Deployment Manager and alternate is appointed in writing IAW PACAF SUP 1 to AFI 10-403, 2.3.1. Ensure your deployment plan is formatted IAW PACAF SUP 1 to AFI 10-403.

2.2.3.2. The Concept of Operations. Review CONPLANS/OPLANS as necessary to ensure all members of the management element are thoroughly familiar with taskings, deployment procedures, and tactical requirements IAW PACAF SUP 1 to AFI 10-403, 1.5.23.3.

2.2.3.3. Equipment installation and circuit activation. Establish criteria for the installation and

generation of C-E equipment and facilities, and identify priorities for system/circuit activation/restoral, based on different tasking scenarios.

2.2.3.4. Chain of command for deployed staff and UTC's.

2.2.3.5. Possible problem areas (e.g., unit limiting factors [LIMFACS], shortfalls and/or BSP LIMFACS). Include in your discussion: personnel SORTS qualification (ensure critical mobility SORTS tasks are identified IAW PACAFMAN 33-150V9) , personnel mobility and equipment qualification, and devise plans to overcome any shortfalls.

2.2.4. Update recall rosters and units recall plans IAW PACAF SUP 1 to AFI 10-403, 1.5.23.11.

2.2.5. Ensure completeness of support kits. Task UTC's with periodic inventories of their support equipment, to ensure kits are complete, and all members of the UTC are familiar with their "go to war" equipment.

2.2.6. Regularly review and update Contingency Operations Mobility Planning and Execution System (COMPES) listings for all unit type codes (UTC) (Ensure your primary UTC LOGPLAN is complete, and matches the current pilot unit UTC LOGDET, or follow procedures in PACAF Sup 1 to AFI 10-403, para. 2.6.) to include:

2.2.6.1. Management element (Note 1).

2.2.6.2. Equipment UTCs (Note 1).

2.2.6.3. Life support UTCs (Note 2).

2.2.6.4. Vehicle UTCs.

NOTE 1: When reviewing these UTCs, review Operational Plans/taskings/BSP's to identify any pre-positioned life support items (e.g., cots, tents, heaters, water, rations, POL) provided at the employment location, and which can be eliminated to save airlift.

NOTE 2: Consider keeping life support items packed for air mobility at all times.

2.2.7. Determine communications requirements for the management element's Communications Focal Point (CFP); e.g., secure and unsecure telephones, hot lines, land mobile radios (LMR) and base stations, computer and network systems, alert/warning systems (Giant Voice etc.) .

3. Pre-Deployment. Certain events usually occur which lead to the deployment of an organization. The scenario may evolve like this: An event occurs that may affect our national interests. As a result, the intelligence community begins to monitor and report to command authorities any changes or additional occurrences. These events may cause the command authorities to issue various deployment orders directing units to attain higher stages of combat readiness and finally, to deploy. This section identifies the various deployment orders and those actions you, as a deployment commander, need to take to prepare for deployment if it becomes necessary. (See **Attachment 5**, **Attachment 6**, and **Attachment 9**)

3.1. Deployment Orders. Prior to a deployment, your unit will receive intelligence notices and deployment orders. Intelligence notices are messages providing a synopsis of an event (or events) that may affect our national interests. Deployment orders direct the unit to prepare and deploy in support of our national interests. There are three deployment orders issued by command authorities to bring your unit to deployable readiness posture: warning, alert, and execution. The warning order is a planning guidance message issued by a competent authority to the appropriate commanders and agencies.

The warning order initiates Phase III, Course of Action Development, of the Joint Operation Planning and Execution System (JOPES). The alert order is an order issued by a competent authority to initiate the execution-planning phase. Select a course of action, then issue the alert order. The execution-planning phase begins upon receipt of the alert order. The execution order is an order issued by a competent authority to initiate operations. It establishes the execution times and provides latest guidance. After receipt of each deployment order, you will initiate actions to prepare or move your unit as directed.

3.2. Pre-deployment Tasks. Initiate the following actions upon receipt of an intelligence notice or deployment order. (Unit organizational structure may vary due to size, location, or mission. For purposes of standardization, OPR's listed are based on the organization of a geographically separated (GSU) combat communications unit that must accomplish the majority of mobility task independently. Regardless of your organizational structure, the following pre-deployment tasks must be accomplished. Whether internal or external to the unit, identify the proper OPR and the necessary means of coordination for completion of these tasks)

3.2.1. Intelligence Notice. Upon receipt of the first intelligence notice, review the following checklists and initiate actions, as appropriate.

3.2.1.1. Activate the Contingency Support Staff (CSS).

3.2.1.2. Initiate a Master Station Log (MSL). Record all pertinent data/times: subjects discussed, decisions reached, direction given, and expected results.

3.2.1.3. Set chain of command and methods of information flow.

3.2.1.4. Review applicable OPLANS, and create a "best guess" regarding potential UTC tasking. Ensure you have the current Base Support Plan (BSP) for your tasked deployment locations, and review for pre-positioned of available location resources, and possible UTC tailoring . (Refer to PACAFI 10-404 for procedures to obtain BSP's).

3.2.1.5. Review the current status of all UTC C-E equipment, personnel, support equipment, and vehicles.

3.2.1.6. Direct squadron Personnel section to:

3.2.1.6.1. Identify personnel immunization requirements.

3.2.1.6.2. Review unit Automated Security Clearance Approval System (ASCAS) and Recall Roster for currency.

3.2.1.6.3. Ensure Personnel Readiness Folders (PRF) are available for all personnel subject to deployment IAW AFI 10-403 PACAF Sup 1, para. 1.5.23.17.

3.2.1.6.4. Update and validate the MRRR, or locally developed DMD.

3.2.1.7. Direct unit supply/materiel control to:

3.2.1.7.1. Identify mobility bag requirements/shortages. Ensure mobility bags meet the requirements of AFI 23-204, PACAF Sup. 1, and AFI 10-403, PACAF Sup 1, para. 5.2.4. Inventory bags, and enter results into Mobility Automated Inventory and Tracking System (MAITS) IAW AFMAN 23-110, Vol. 2, Pt. 2, CH. 22 and PACAF Sup 1.

3.2.1.7.2. Identify shelf life expiration dates and lot numbers for all CWDE equipment IAW AFMAN 23-110 Vol.7, Pt 2. Identify shelf life expiration dates for first aid kits, e.g.,

water purification tablets. Enter in MAITS. Review serviceable list in TO 14P4-1-151 to ensure serviceability of on hand lot numbers. Enter into MAITS.

3.2.1.7.3. Begin initial MRSP preparation by identifying mission critical RSP shortages, loading all recently received items, and requesting current Non-Airborne (R-52) MRSP listings. Identify shelf life item expiration dates.

3.2.1.7.4. If utilized, prepare the MRSP Contingency Processing System (CPS) for deployment IAW PACAF SUP 1 to AFMAN 23-110, Vol 2, Pt 2, Chp. 26.

3.2.1.7.5. Ensure current systems software is available for deployment: SBSS, MAITS, FEDLOG, MASS, etc.

3.2.1.8. Direct the Training function to:

3.2.1.8.1. Identify mobility/ancillary training requirements needing completion.

3.2.1.8.2. Identify small arms qualification requirements needing completion.

3.2.1.9. Direct the review/update of unit SORTS report IAW AFI 10-201 and PACAF Sup. 1.

3.2.1.9.1. Activate the Unit Deployment Control Center (UDCC). Meet with the UDCC staff and/or the Unit Deployment Manager (UDM) to discuss the situation and possible problem areas (i.e., LIMFACS, shortfalls, mobility operations, etc.). Keep the staff apprised of changes as they occur.

3.2.1.9.2. Request available information concerning possible deployment area to include: area maps, previous site surveys, environmental/weather reports and information. Review tasked deployment location BSP's.

3.2.1.9.3. Convene initial supervisors/crewchief/POC meeting. (See **Attachment 1**).

3.2.1.9.4. Direct LMR manager to distribute LMR's to key personnel.

3.2.1.9.5. Direct workcenter supervisors/crew chiefs/facility managers to begin initial pre-deployment actions (see **Attachment 9**).

3.2.1.9.6. Direct Operations Security program manager to institute OPSEC plan IAW AFI 10-1101,and unit guidance.

3.2.1.9.7. Review all Threatcons and applicable unit/installation security plans.

3.2.2. UDCC .

3.2.2.1. Assume responsibility for the MSL.

3.2.2.2. Begin mobility preparation. Review AFI 10-403 and PACAF SUP 1, the installation deployment plan (IDP), and the unit deployment plan.

3.2.2.3. Review and verify:

3.2.2.3.1. Review SORTS/MRRR for UTC personnel shortages. Inform CSS of results as soon as review is complete.

3.2.2.3.2. Reported equipment status with maintenance control.

3.2.2.3.3. MRSP shortages and effect on mission capability.

3.2.2.3.4. Support/life support equipment shortages.

3.2.2.3.5. COMPES listings. Copies to affected workcenters for review and update. Ensure federal stock numbers are correct, tailoring possibilities are reviewed (with/without Base Operating Support (BOS) , and UTC lists of hazardous cargo items are accurate. Develop a list of potential items that can be tailored from UTC's.

3.2.2.3.6. Review Recall Roster/Recall Plan, including the primary and backup means of communication.

3.2.2.3.7. Review unit hazardous certification program. Update equipment certifications, and update list of personnel qualified, and assigned by letter, to certify hazardous cargo IAW AFJMAN 24-204, para. 1.2.8, and PACAF SUP 1 to AFI 10-403, pares. 1.5.23.18 and 19.

3.2.2.3.8. Review Shipper's Declaration of Hazardous Goods and DD Form 1387-2 Sample Book.

3.2.2.3.9. Review lists of potential CARGO/COMSEC/WEAPONS/CRYPTO couriers/ TROOP COMMANDERS.

3.2.2.4. Prepare for mobility operations IAW the installation and unit deployment plan.

3.2.2.4.1. Prepare an initial Schedule of Events (SOE).

3.2.2.4.2. Prepare a list of vehicles available for mobility operations.

3.2.2.4.3. Prepare a list of crew chiefs/supervisors/increment monitors.

3.2.2.4.4. Ensure pallets, cargo nets, cargo straps, dunnage, pallet bags, and placards are available.

3.2.2.4.5. Prepare a roster of personnel for 24-hour guard of mobile facilities containing COMSEC or classified cryptographic equipment.

3.2.2.5. If not already packed, begin inventorying and packing life support and management UTC packages for air mobility.

3.2.3. Warning Order. The Warning Order should give you a fairly specific idea of your tasking, and deployed location. The Warning Order may contain additional elements including: Specific planning guidance on the conduct of operations, including rules of engagement; estimated duration of deployment; OPLAN identification number (PID); personnel and materiel deployment criteria; operating location; guidance on pre-positioned or available resources at the deployed location; fund citations as necessary; and general information on unit airlift. Review and initiate the appropriate actions listed below:

3.2.3.1. Convene the CSS and review the warning order.

3.2.3.2. Review the intelligence notice checklist, actions taken, and results to the present.

3.2.3.3. Review available area maps, site survey, and environmental and weather information. If deployed location has been previously tasked, review the applicable BSP (CH. 35 for weather, CH 44 for maps) for necessary information. Consult PACAF AFI 10-407 for availability of site surveys.

3.2.3.3.1. Select camouflage scheme.

3.2.3.3.2. Select clothing/survival equipment requirements.

3.2.3.3.3. Ensure copies of available information are forwarded to unit engineer/SVT and ATCALS branch (if applicable).

3.2.3.4. Direct UDCC to update SOE and begin preparation of first UTC's for airlift.

3.2.3.5. Direct unit engineer to begin site planning. (See **Attachment 6**). If the deployed location has been previously tasked, refer to applicable BSP (CH. 30).

3.2.3.6. If the unit must convoy to the Aerial Port of Embarkation (APOE), direct the Transportation function to prepare a primary and alternate convoy route. Coordinate routes with local authorities.

3.2.3.7. Select the SVT Team. As a minimum, include the engineer, a knowledgeable senior NCO, and experienced NCO's from the following areas: HF, Wideband/SATCOM, Switching, Computer Systems, Tech control, and Ground Power. (Note: ensure SVT equipment is loaded aboard the first aircraft or SME pallets, and is available for quick unloading).

3.2.3.8. Direct Materiel Control to :

3.2.3.8.1. Request the Chief of Supply (COS) take action to upgrade Urgency Justification Codes (UJC) for all MRSP shortages, and any Mission Capability (MICAP) reportable requisitions directly affecting mission tasked equipment . Request lateral support.

3.2.3.8.2. Forward a list of deploying MRSP kit Organizational (ORG) codes, Equipment Authorization Inventory Data (EAID) items, Controlled Cryptographic Items (CCI), and weapons, to the COS and request deployed flags be placed against these items.

3.2.3.8.3. Request the COS produce deployed Custodian Authorization/Custodian Receipt Listings (CA/CRL) for all items listed above. Ensure weapons and CCI listings contain accurate serial numbers.

3.2.3.8.4. Request the COS produce current MRSP listings for deployment.

3.2.3.8.5. If applicable, coordinate with the COS for the issue of weapons.

3.2.3.8.6. Establish procedures ensuring serviceability, accountability, and control of RSP.

3.2.3.8.7. Inventory, band and weigh RSP according to the SOE. Ensure UDCC and using workcenters receive weight and cube information. Ensure UDCC is notified of kits ready for palletizing.

3.2.3.9. Convene supervisors/crew chief /facility chief meeting. (See **Attachment 1**).

3.2.3.10. Direct Operations Branch (where applicable) to :

3.2.3.10.1. Prepare draft Mission Directive, Annex K, or frag order, as applicable.

3.2.3.10.2. Review Telephone Directory and Customer Information Package (PACAFMAN 33-150, Vol 8), update as necessary.

3.2.3.10.3. Verify UTC COMSEC requirements, plan a schedule for issue to users and place in the SOE, and plan for users to receive current plus 90 days of COMSEC. Identify the OPR for COMSEC ICP Intent To Use Message.

3.2.3.10.4. Draft courier, deployed CRO, and other required COMSEC letters (message receipt etc.). Forward letters to CSS/DCC for commander's signature. (See **Attachment**

3)

3.2.3.10.5. Prepare COMSEC/OPSEC briefing to include all emergency action procedures: aircraft crash, imminent capture/overrun, other emergencies/natural disasters, user tactical destruction sequence, EEFI's, proper use of call signs, proper use of cryptographic codes, mandatory authentication system, hostile EC threat, techniques/countermeasures to use when confronted with jamming, plan for precautionary or total destruction of COMSEC (outside CONUS only).

3.2.3.10.6. Prepare courier briefings.

3.2.3.10.7. Prepare UTC operations administration kits. Ensure appropriate JCS, CJCSM 6231 series, ACP, JANAPS, DISA Circulars, AFSSM.s and AFSSI's, etc. are deployed.

3.2.3.11. UDCC . Make preparations for 24-hour operation. Publish schedule and distribute.

3.2.3.11.1. Update SOE.

3.2.3.11.2. Monitor mobility actions and ensure UTC's stay within the requirements of the SOE.

3.2.3.11.3. Begin preparation of crew chief/troop commander's packages.

3.2.3.11.4. Develop complete list of tasked personnel: Name, rank, AFSC, SSN, and forward information copies to commander, CSS, personnel branch, and IM branch. Use this list for orders preparation and deployed Entry Authorization List (EAL).

3.2.3.11.5. Review final COMPES listings, and begin preliminary UTC load consolidation.

3.2.3.11.6. Begin building CALM database with current information, if no generic load plans are available.

3.2.3.11.7. Verify correctness of Shipper's Declarations of Hazardous Goods IAW AFJMAN 24-204.

3.2.3.11.8. Draft deploying personnel mobility briefing to include: See **Attachment 2**.

3.2.3.12. Direct unit Frequency Manager to up-channel known frequency requests to higher headquarters at the earliest possible moment. Many requirements should be covered in the warning order. If deployed location is previously tasked, refer to BSP CH. 30. Ensure Satellite Access Requests (SAR) are submitted IAW DISA-PAC CONEX Plan 203-96.

3.2.3.13. Make plans to ensure sensitive items such as weapons/ammunition are properly packaged and marked IAW AFJMAN 24-204. Positive control must be exercised by personnel involved in the preparation, handling, and movement of the items.

3.2.3.14. If deploying to a site that will not have a collocated base support force (i.e., deploying stand-alone), establish provisions for base support type services (e.g., security, fire department, disaster preparedness, sleeping and messing accommodations, showers) at the deployed location.

3.2.3.15. If deploying stand-alone, coordinate for such items as ice machines or ice delivery, chemical toilets, hot meals, sodas. (life support and morale boosters).

3.2.3.16. If applicable, post 24-hour guards on all mobile facilities containing COMSEC/clas-

sified cryptographic equipment.

3.2.4. Alert Order. Review and initiate the appropriate actions listed below:

3.2.4.1. Convene the CSS. Review the Alert Order and any additional intelligence received.

3.2.4.2. Review intelligence and warning order checklists above, actions taken, and results to the present.

3.2.4.3. Review draft mission directive/frag order.

3.2.4.4. Direct unit Frequency Manager to upchannel remaining frequency requests for deployed communications site, as applicable. Ensure Satellite Access Requests (SAR) are submitted IAW DISA-PAC CONEXPLAN 203-96.

3.2.4.5. Update LIMFAC's/shortfalls and report to higher headquarters (If this is an exercise, also identify simulations).

3.2.4.6. Monitor status of deployment buildup according to preliminary SOE. Consider 24-hour operation. Direct preparation of all remaining UTC's.

3.2.4.7. Determine final support requirements from deployment location host base, and prepare base integration plan. If deployment location has been previously tasked, prepare base integration plan IAW applicable BSP. If deploying to a location other than previously tasked, see **Attachment 10**.

3.2.4.8. If local situation requires: Review Ability To Survive and Operate plans: Implement security plans for applicable THREATCONS IAW AFPD 31-1, AFI 31-101V1; appoint security augmentation team.

3.2.4.9. Convene workcenter supervisor/crew chief/facility chief meeting.

3.2.5. UDCC. Update SOE and distribute.

3.2.5.1. Prioritize equipment/personnel for load planning purposes. Assign personnel to aircraft based on load plan. Prioritize equipment based on mission. Send the SVT on the first aircraft. Divide the management element among aircraft.

3.2.5.2. If still in progress, monitor the status of the deployment build-up; request additional support/help, as necessary.

3.2.5.3. Prepare initial briefing for deploying personnel **Attachment 2**.

3.2.5.4. Prepare cargo manifests, hazardous certifications, etc. according to your unit deployment plan.

3.2.5.5. Ensure Transportation Control Numbers (TCN) are developed for all increments IAW with PACAF SUP 1 to AFI 10-403, para. 4.6., and DOD 4500.32R, Military Standard Transportation and Movement Procedures (MILSTAMP).

3.2.5.6. Ensure UTCs POP (Performance Oriented Packaging) package hazardous materials IAW AFJMAN 24-204, paras. 1.7 and 3.4, and PACAF SUP 1 to AFI 24-202, 8.2.4..

3.2.5.7. Ensure all facilities and MRSP packages containing magnetic materials have been tested IAW TO 00-25-251, and certification letters (See **Attachment 11**) are attached to each identified facility and MRSP package.

3.2.5.8. Coordinate personnel pre-processing.

3.2.6. Execution Order. Review and initiate the appropriate actions listed below:

3.2.6.1. Convene the CSS meeting.

3.2.6.2. Review checklists above, the actions already taken/initiated, and results.

3.2.6.3. Ensure the following information/documents are available:

3.2.6.3.1. Execution Order.

3.2.6.3.2. Latest intelligence summary.

3.2.6.3.3. SORTS Report.

3.2.6.3.4. Current Schedule of Events.

3.2.6.3.5. Mission directive/frag order.

3.2.6.3.6. Host Base Integration Plan with letters of request for support and appointment letters.

3.2.6.3.7. BSP, if applicable.

3.2.6.3.8. Current MRRR.

3.2.6.3.9. Final Aircraft Load Plans.

3.2.6.3.10. Site Entry Authorization List.

3.2.6.4. Review the execution order, operations order (if available), and mission directive/frag order with the deployment management element and crew chiefs/facility chiefs (See **Attachment 1**).

3.2.6.5. Review MRRR, or locally produced DMD. Ensure classified couriers, troop commanders etc. names are annotated with proper codes IAW AFI 10-403 (S - classified courier; E - deployed equipment custodian; A - munitions custodian/courier; G - weapons custodian/courier; V - special vehicle operator; T - troop commander; Z - sensitive courier, other than weapons/munitions).

3.2.6.6. Identify additional changes, deviations, LIMFACS, update SORTS report, and notify higher headquarters of shortfalls IAW AFI 10-403, PACAF Sup 1, para. 3.3.2., **Attachment 1** and **Attachment 2**. (For an exercise or CERI, identify simulations as well.)

3.2.6.7. Provide mission directive/frag order and tech data to crew chiefs/facility chiefs, management element , SVT/engineer, immediately after receipt. Check documents for accuracy.

3.2.6.8. Review base integration plans to ensure all requirements are addressed. Sign all letters and ensure engineer/SVT have copies. Ensure appointed personnel receive copies of appointment letters.

3.2.6.9. Review SOE, aircraft load plans, and aircraft arrival and departure times.

3.2.6.10. Finalize site EAL. Ensure SVT/site engineer, CFP, and IM receive copies.

3.2.6.11. Direct IM function to issue personnel orders and CEM orders. Ensure names on TDY and CEMS orders match personnel actually processed.

3.2.6.12. Direct Materiel Control to:

3.2.6.12.1. Contact Air Force Contingency Support Squadron (AFCSS), Langley AFB and coordinate transfer of MRSP to AFCSS control. Ensure userid/password is available (contact AFCSS at DSN 574-3803 or WWW http://199,211.153.120).

3.2.6.12.2. Ensure AF Form 616, Fund Cite Authorization is completed and ready for deployment.

3.2.6.12.3. Develop request letters for supply accounts, organization cost center records, Standard Reporting Designator (SRD) loads.

3.2.6.13. Coordinate the time and location for the pre-deployment briefings. See **Attachment 2** and PACAF SUP 1 to AFI 10-403, para. 1.5.23.15.

4. Deployment. The deployment phase starts when the first increment of people or equipment leaves home station. (See **Attachment 5**, **Attachment 6**, **Attachment 7**, and **Attachment 9**)

4.1. Deployment Tasks. Just prior to the deployment, review the preceding checklists. In addition:

4.1.1. Attend "Limitations" briefing and obtain a copy of the briefing. Discuss possible options and prepare plans to overcome limitations and shortfalls.

4.1.2. Ensure all deploying personnel are aware of their employment location, aircraft chalk/mission number, and assembly and departure time and place.

4.1.3. Ensure crew chiefs have completed pre-deployment checklists.

4.1.4. Ensure the initial element commander/team chief or SVT team chief has a copy of:

4.1.4.1. Aircraft load plans and convoy lists, UTC load lists (see **Attachment 4**).

4.1.4.2. Site EAL.

4.1.4.3. Final Annex K/Frag Order.

4.1.4.4. Signed support request letters.

4.1.4.5. Signed letters of appointment.

4.1.4.6. MRSP listings.

4.1.4.7. Facility access lists.

4.1.5. Ensure troop commanders are issued complete troop commander deployment packages.

4.1.6. Ensure all classified/cargo/weapons/munitions couriers receive appropriate briefings.

4.1.7. Ensure all deploying personnel have completed an inspection of CWDE equipment. Document the inspection on AFTO Form 152, Chemical Defense Inspection Record, or DD Form 1574, Serviceable Tag Materiel, and update MAITS.

4.1.8. Ensure all deploying personnel have readily available, or wear their combat gear (helmet, web belt with gear, and chemical warfare defense equipment), steel-toe boots, goggles, and work gloves when they deploy. They may need to don this equipment upon departure from the aircraft, or when driving to or arriving at the employment location.

4.1.9. If weapons and ammunition are not to be bulk shipped, coordinate the time and place for issue.

4.1.10. Ensure keys and combinations for equipment vans and vehicles are available for aircraft marshaling/loading or for convoy movement. (See **Attachment 4**)

4.1.11. Monitor deployment activities; coordinate changes as they occur.

4.1.12. Ensure deployment personnel have MREs or in-flight box lunches for the deployment phase, as needed.

4.1.13. Prior to departure, meet with the unit commander to receive any final guidance and to give a final update.

5. Employment. The employment phase begins when the last person or piece of equipment arrives at the employment site. During this phase, the deployed communications element will perform its communications support mission. A lot of work has already taken place, but now is when the communications element "earns its pay." You are responsible for the actions taken by and the eventual success of the communications element. With your guidance, the communications element must come together as a team to provide the customer with quality communications. During this phase, you will handle a wide variety of situations, too many for this instruction to cover. You will have to depend on your knowledge, common sense, and the advice of your staff. Succeeding paragraphs provide guidance for activating and managing the deployed communications element.

5.1. Employment Tasks. Upon arrival on site, you should:

5.1.1. Ensure the SVT has established site security and an entry control point (ECP) if a supporting security force hasn't. If the SVT is maintaining the site security, assume the responsibility and have the security NCO consider strengthening the security.

5.1.2. Assume responsibility for the master station log (MSL) from the SVT, and enter significant events. Ensure you are fully briefed by the SVT/site engineer on the results of the site sweep, installation of the Master Station Ground(s), implementation of the base integration plan, any changes in facility/antenna siting, and any other occurrences of note.

5.1.3. Give an initial safety briefing stressing site hazards (by type, and location), climate, etc. Also, ensure FAC chiefs give safety briefings at least 15 minutes prior to the installation start time (S-hour) of their equipment. They must stress:

5.1.3.1. Use of gloves, steel-toe boots, goggles, hard hats, etc.

5.1.3.2. Use of checklists and TOs.

5.1.3.3. Use of hearing protection around generators.

5.1.3.4. Remove jewelry (rings, ear rings, necklaces, etc.) prior to the start of work.

5.1.3.5. Remove metal rimmed glasses before, and when working on electrical equipment.

5.1.3.6. Use wheel chocks for all wheeled equipment.

5.1.3.7. Use water to avoid heat exhaustion. Enforce hydration standards.

5.1.3.8. Site hazards by location and type.

5.1.3.9. Current MOPP level and THREATCON posture.

5.1.3.10. Location of the Casualty Collection Point (CCP), and Rally/Evacuation points.

5.1.3.11. Use the “buddy system.” Each crewmember look out for all other crewmember.

5.1.4. S-hour .

NOTE:

If S-hour is arrival on site, all facilities will begin installation after the FAC chiefs have given their safety briefings. Review facility generation milestones and ensure your CFP team is aware of those milestones. If the deployment is for a CERI, meet with the IG team chief to discuss: S-hour, safety stand-downs, distant-end problems (how they affect your grading), and CERI team requirements. Ensure the IG team chief or one of his/her representatives is present when declaring a facility maintenance or operations ready, and when circuits are activated. Log these events in the MSL.

Ensure the SVT has pre-positioned the equipment according to the site map. If changes in positioning have been made, ensure those changes are made on the site map. Distribute final site maps to the CFP, ECP, each facility, and the wing commander. Ensure a grid map of the site is included.

Erect the security, supply, CFP, and cantonment facilities ASAP (include power to these facilities.

Pass arrival times of chalks/convoys to home station.

Track installation and activation activities, paying particular attention to safety and previously scheduled milestone times.

Brief the wing commander (or ORI team chief) (See **Attachment 8**).

Announce work crew assignments for set-up of facilities and cantonment.

Distribute site access lists to CFP, ECP, and wing commander (for entry control).

Ensure personnel scheduled to work the first night shift get adequate rest.

Turn in weapons and ammunition if they are not required.

Provide command and control of the deployed communications element. Meet periodically with the management staff and FAC chiefs to discuss changes, policies, operations, etc.

5.2. Generation of Facilities. Before circuits can be activated, facilities must be generated. That is, they must be placed into the condition of being able to “begin the activation of the first circuit.”

5.2.1. Ensure crew chief/facility chiefs know the generation time milestones that have been set for each facility.

5.2.2. Ensure crewmembers understand the actions required to generate their facility. All maintenance and operational testing actions required to ensure a facility is mission capable must be completed. The facility must be ready to initiate actions for the activation of the facilities first tasked circuit.

6. Re-Deployment. Re-deployment is the movement of a unit to another employment site or back to home station. This recovery is part of redeployment. The goal is to complete recovery within 72 hours after return to home station.

6.1. Re-deployment Tasks. During this phase, you will, for the most part, monitor the actions of others. You should:

6.1.1. Meet with the deployed management staff and FAC chiefs to discuss and plan the fade-out, re-deployment, and recovery. During the discussion of fade-out, stress that tech control will control and the CFP will manage the deactivation. Prior to the end of the employment phase, consider packing as much as possible. If allowed (by the wing commander or ORI team chief), tear down and pack the camouflage.

6.1.2. Once fade-out has started, monitor the re-deployment activities.

6.1.3. Give safety briefing stressing site hazards, climate, etc. Also, ensure FAC chiefs give safety briefings at least 15 minutes prior to tear-down of their equipment. They must stress:

6.1.3.1. Use of gloves, steel-toe boots, gloves, etc.

6.1.3.2. Use of checklists and TOs.

6.1.3.3. Use of hearing protection around generators.

6.1.3.4. Removal jewelry and metal rimmed glasses when working on electrical equipment.

6.1.3.5. Use wheel chocks.

6.1.3.6. Use water to avoid heat exhaustion.

6.1.4. Prior to departure, ensure key staff have completed their re-deployment duties and responsibilities.

6.1.5. Prior to final departure, conduct a final policing of the area.

6.1.6. Upon return to home station, complete all recovery actions, including the submission of necessary reports.

6.1.7. Debrief the unit commander on the operations

BERNARD K. SKOCH, Colonel, USAF
Director, Communications and Information

Attachment 1

FACILITY CHIEF (FAC) MEETING FORMAT

A1.1. General . During each FAC chief meeting, the deployed commander should cover those items listed below, as appropriate:

A1.1.1. Initial Meeting Prior to Deployment.

A1.1.1.1. Deployed chain of command. Introduce the deploying management element.

A1.1.1.2. Security Requirements.

A1.1.1.2.1. Physical security. Expected MOPP Level and THREATCON posture. Security support available. Security actions required of facility crews. Disaster preparedness procedures.

A1.1.1.2.2. Operations security, Communications security. Deployed procedures, including the use of facility access lists, sign in rosters, and Emergency Action Plans (EAP).

A1.1.1.3. Site Rules (alcohol, uniform, saluting).

A1.1.1.4. Safety policies. Introduce the deploying safety NCO/alternate.

A1.1.1.5. Mobility operations.

A1.1.1.5.1. Schedule of Events.

A1.1.1.5.2. UTC equipment preparation

A1.1.1.5.3. Personnel processing.

A1.1.1.5.4. Convoy procedures and safety/Aircraft departure times.

A1.1.1.6. Concept of Operations

A1.1.1.6.1. Site Layout

A1.1.1.6.2. Communications tasking.

A1.1.1.6.3. Systems Architecture

A1.1.1.7. Stress the importance of starting a MSL upon arrival at the employment location.

A1.1.1.8. Stress the importance of using technical orders and checklists during the generation phase of the employment.

A1.1.1.9. Identify CFP personnel and procedures for timely reporting of information to the CFP.

A1.1.1.10. Explain OPSEC and COMSEC procedures to be used during the deployment.

A1.1.1.10.1. COMSEC issue/storage procedures.

A1.1.1.10.2. Ensure facility Entry Authorization Lists (EAL) are updated, and facility sign in rosters are available.

A1.1.1.11. Tasking review to determine if additional personnel are required to assist in UTC generation: laying cable, antenna erection, camouflage, site security, etc.

A1.1.1.12. Thorough end of shift briefings. Tech Control shift supervisor/Job Control shift supervisor/Materiel Control shift supervisor to CFP shift supervisor.

A1.1.1.13. Facility Generation Complete - definition, procedures, criteria.

A1.1.1.14. Problem areas.

A1.1.1.15. Sense of urgency.

A1.2.

A1.2.1. Subsequent FAC Meetings.

A1.2.1.1. Site layout.

A1.2.1.2. Facility set-up schedule (i.e., planned equipment arrival schedule, facilities that set-up on arrival on site versus those facilities that must wait for an established S-hour). Define facility generation time milestones. Define actions which must be completed prior to a facility being called "generation complete."

A1.2.1.3. The importance of keeping accurate logs and the necessity of documenting all actions (i.e., grounding system installation and verification, time power applied, generation actions taken, circuit activation/reactivation/deactivation, system/circuit outages) in their station logs.

A1.2.1.4. The importance of maintenance personnel using tech orders and all crew members using checklists.

A1.2.1.5. CFP functions as focal point for all activities. Facilities must keep CFP informed of all completed generation actions (grounding check, power applied, equipment tests completed, generation complete), system/circuit status, open jobs, problems, etc. CFP's role in prioritizing circuit activation/reactivation/deactivation. CFP will closely monitor the status and direct changes to the priority listings, as directed by higher authority.

A1.2.1.6. Determination of alternate CFP location.

A1.2.1.7. OPSEC/COMSEC procedures, including the use of authorization lists and sign-in rosters, tailoring facility EAP's to the deployed site, and dry runs of EAP's NLT 24 hours after S-Hour. Identify the location of the COMSEC destruction facility.

A1.2.1.8. The need and importance for thorough end-of-shift briefings.

A1.2.1.9. Cable cut sheets for outside plant personnel.

A1.2.1.10. Shift, shower, and meal hours.

NOTE:

Post hours in a common area at the deployed site.

A1.2.1.11. If deploying stand-alone, consider identification of people for duties normally performed by base support agencies (e.g., security, mess hall, showers).

Attachment 2

CONCEPT BRIEFING OUTLINE

A2.1. TIME HACK:

A2.2. THE CLASSIFICATION OF THIS BRIEFING IS (CLASSIFIED/UNCLASSIFIED) (IF CLASSIFIED, ENSURE ALL DOORS ARE CLOSED AND GUARDED, TELEPHONE IS NOT OFF-HOOK, RECORDERS ARE OFF, AND ADMONISH MEMBERS TO NOT TAKE NOTES).

A2.3. ROLL CALL: DEPLOYING UTC PERSONNEL, YOUR MOBILITY WORK TEAMS. (IF SHORTAGES, BACKFILL AT THIS TIME).

A2.4. DISTRIBUTION (IF APPLICABLE): THIS PACKAGE CONTAINS ( ) PAGES.

A2.5. DEPLOYMENT IS DIRECTED BY:

A2.6. TASKED UTC's:

A2.7. TDY DURATION:

A2.8. DESTINATION:

A2.9. CHALK ORDER:

FIRST CHALK:

SECOND CHALK:

THIRD CHALK:

A2.10. PERSONNEL PROCESSING BEGINS AT:

REFER TO YOUR CREW CHIEF PACKAGES FOR SCHEDULED UTC PROCESSING TIMES.

A2.11. CARGO PROCESSING BEGINS AT:

REFER TO YOUR CREW CHIEF PACKAGES FOR SCHEDULED UTC CARGO PROCESSING TIMES.

A2.12. DESTINATION CODE FOR BAGGAGE TAGS: (ENTER XXX FOR CLASSIFIED DESTINATION).

A2.13. EN-ROUTE STOPS: (ENTER NUMBER OF STOPS IF EN-ROUTE LOCATION IS CLASSIFIED).

A2.14. DESTINATION

EN-ROUTE LOCATION:

FLIGHT DURATION:

A2.15. IN-FLIGHT MEALS: NUMBER AUTHORIZED PER PERSON:

COST: OFFICERS: ENLISTED:

A2.16. MODE OF DEPLOYMENT TRANSPORTATION:

FROM HANGS TO APOE:

FROM APOE TO APOD:

COMM AIR MILITARY SURFACE

FROM APOD TO DEPLOYMENT LOCATION:

A2.17. AIRCRAFT DEPARTURE TIMES:

FIRST CHALK SECOND THIRD

A2.18. EXERCISE SIMULATIONS/DEVIATIONS:

A2.19. DEPLOYMENT BAGS (TYPE AND METHOD OF TRANSPORTATION)

A-BAG	(YES/NO)	PALLETIZED/INDIVIDUAL
B-BAG	(YES/NO)	PALLETIZED/INDIVIDUAL
C-1 BAG	(YES/NO)	PALLETIZED/INDIVIDUAL
C-BAG	(YES/NO)	PALLETIZED/INDIVIDUAL

A2.20. TRAINING RECORDS: (YES/NO) MEDICAL RECORDS: (YES/NO)

A2.21. WEAPONS AND AMMUNITION:(YES/NO)

TIME/LOCATION OF ISSUE:

A2.22. SPECIAL CLOTHING REQUIREMENTS (IF APPLICABLE):

A2.23. ANTIDOTE AGENT REQUIREMENTS (IF APPLICABLE): (YES/NO)

A2.24. ORDERS INFORMATION:

DUTY (IS/IS NOT) ON A MILITARY RESERVATION
UNIFORM REQUIREMENTS: STANDARD UNIFORM FOR TRAVEL IS BDU
TRAVEL IS/IS NOT THROUGH OR INTO SPAIN
GROUP TRAVEL: (YES/NO)
SPECIAL BILLETING AND MESSING REQUIRED: (YES/NO)
NATO ORDERS REQIRED: (YES/NO)
PASSPORTS REQUIRED: (YES/NO)

VISAS REQUIRED:	(YES/NO)
EXCESS BAGGAGE AUTHORIZED	(YES/NO)
TOOL BOX AUTHORIZED	(YES/NO)
VARIATIONS IN ITINERARY AUTHORIZED	(YES/NO)

A2.25. WEATHER:

LOCAL:

EN-ROUTE LOCATION/CONDITIONS:

DESTINATION/CONDITIONS:__

SAFETY COMES FIRST

DURING MOBILITY OPERATIONS OR EXERCISES, IF AN INDIVIDUAL SEES OR PERCEIVES AN "UNSAFE SITUATION," CALL "KNOCK IT OFF." ALL ACTIVITY WILL CEASE UNTIL THE SITUATION HAS BEEN CORRECTED.

ACTIVITY WILL RESUME AT THE DIRECTION OF THE UDCC.

USE COMMON SENSE

REMOVE JEWELRY

USE HARD HATS, GLOVES, STEEL TOED BOOTS

USE SPOTTERS TO BACK UP VEHICLES

OBEY SPEED LIMIT

CHOCK VEHICLES AND ENGAGE PARKING BRAKES

DO NOT LEAVE A RUNNING VEHICLE UNATTENDED

Attachment 3

SAMPLE LETTERS FOR ADDITIONAL DUTIES

A3.1. General . Deployment duties/additional duties, and personnel to assume those duties should be identified prior to deployment. The unit commander should appoint personnel in writing. Take into account the length of the deployment, the mission (initial bed down or sustaining), and the size of your deploying force. Use the following applicable duties/additional duties, as required. Selected individuals must be trained and prepared for their responsibilities.

A3.1.1. Engineer and/or SVT crew chief.

MEMORANDUM FOR CAPT. JOEL A. OREN

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Grounding Team/SVT Supervisor

1. You have been appointed the additional duty of Grounding Team/SVT Supervisor for the XXX CBCS deploying communication element.

2. Your appointment is effective upon receipt of this letter. This appointment is valid for the duration of temporary duty.

SIGNATURE BLOCK

A3.1.2. Convoy Commander.

MEMORANDUM FOR CAPT KENNETH J. WHITMAN

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward XXX, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Convoy Commander

1. You have been appointed the additional duty of Convoy Commander for the XXX CBCS deploying communication element.

2. This appointment is effective upon your receipt of this letter. The appointment is valid until the re-deployment of the deployed element is complete.

SIGNATURE BLOCK

A3.1.3. LMR Manager.

MEMORANDUM FOR SSGT KEITH MANLEY

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - LMR Manager

1. You have been appointed the deployed Land Mobile Radio Manager for the XXX CBCS deployed communication element.

2. This appointment is effective at the time SME loading is complete, or upon issue of LMR's to deploying personnel, whichever is first.

SIGNATURE BLOCK

A3.1.4. Deployed Frequency Manager.

MEMORANDUM FOR MSGT SALLIE CULLEN

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Frequency Manager

1. You have been appointed to the additional duty of Frequency Manager for the XXX CBCS deploying communication element.

2. Your appointment is effective upon receipt of this letter. This appointment is valid until all deployed communication systems/circuits activities are ended by higher headquarters, or until all XXX CBCS deploying communications element re-deployment activities are completed, whichever is later.

SIGNATURE BLOCK

A3.1.5. SORTS/SITREP Monitor.

MEMORANDUM FOR TSGT WADE L. KASTORFF

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - SORTS Monitor

1. You have been appointed as the deployed SORTS Monitor for the XXX CBCS deploying communications element..

2. This appointment is effective upon receipt of this letter. The appointment is valid until all XXX CBCS deployed communication element re-deployment actions are completed.

SIGNATURE BLOCK

A3.1.6. Deployed Safety NCO.

MEMORANDUM FOR MSGT ALAN L. LYVERE

FROM XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Deployed Safety NCO

1. You have been appointed to the additional duty of Deployed Safety NCO for the XXX CBCS Communications Element.

2. This appointment is effective on 13 June 1997 and will continue until all XXX CBCS deploying communications element re-deployment actions are completed.

SIGNATURE BLOCK

A3.1.7. Physical Security NCO.

MEMORANDUM FOR SSGT KEITH G. MANLEY

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Physical Security NCO

1. You have been appointed to the additional duty of Physical Security NCO for the XXX CBCS deploying communication element

2. This appointment is effective upon receipt of this letter. The appointment is valid until completion of all XXX CBCS deployed element re-deployment actions are complete.

SIGNATURE BLOCK

A3.1.8. TOP SECRET Control Officer.

MEMORANDUM FOR CAPT JOEL A. OREN

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - TOP SECRET Control Officer

1. You have been appointed to the additional duty of TOP SECRET Control Officer for the XXX CBCS deploying communication element.

2. Your appointment is effective upon receipt of this letter, and remains valid until all XXX CBCS deployed communication element re-deployment actions are complete.

SIGNATURE BLOCK

A3.1.9. Operations Security (OPSEC) Officer/NCO.

MEMORANDUM FOR MSGT SALLIE A. CULLEN

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - OPSEC/COMSEC Responsible Officer

1. You have been appointed the additional duty of deployed OPSEC/COMSEC Responsible Officer for the XXX CBCS communication element.

2. This appointment is effective upon the issuance of COMSEC materials to deploying personnel, or 14 June 1997, whichever comes first. The appointment is valid until all XXX CBCS deploying communication element re-deployment actions are completed.

SIGNATURE BLOCK

A3.1.10. COMSEC Custodian.

MEMORANDUM FOR TSGT LELAND D. WEEDEN

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Deployed COMSEC Custodian

1. You have been appointed the additional duty of Deployed COMSEC Custodian for the XXX CBCS deploying communication element.

2. Your appointment is effective upon receipt of this letter. The appointment is valid until all deployed element re-deployment actions are complete, to include the inventory, page check, and turn in of all returned COMSEC to the XXX CBCS COMSEC Custodian.

SIGNATURE BLOCK

A3.1.11. Tactical Performance Assessment Program (TPAP) Monitor. (Refer to PACAFI 33-150V12)

MEMORANDUM FOR CAPTAIN JOEL A. OREN

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - TPAP Monitor

1. You have been appointed to the additional duty of TPAP Monitor for the deployed XXX CBCS communications element.

2. This appointment is effective beginning 14 June 1997 and will continue through the duration of the deployment.

SIGNATURE BLOCK

A3.1.12. Quality Assurance (QA) NCO.

MEMORANDUM FOR MSGT ALAN L. LYVERE

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Quality Assurance NCO

1. You have been appointed the additional duty of Quality Assurance NCO for the deploying XXX CBCS communications element.

2. This appointment is effective at the time mobility actions begin or 10 June 1997, whichever comes first. The appointment will remain in effect until all XXX CBCS deploying element re-deployment activities are completed.

SIGNATURE BLOCK

A3.1.13. First Sergeant (may be an authorized position; if not, assign on a case-by-case basis).

MEMORANDUM FOR SMSGT GARY F. RICHARDSON

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - First Sergeant

1. You have been appointed to the additional duty of acting First Sergeant for the XXX CBCS deploying communications element.

2. This appointment is effective at the time mobility actions begin or 14 June 1997, whichever comes first. This appointment is valid until all XXX CBCS deploying communications element re-deployment actions are completed.

SIGNATURE BLOCK

A3.1.14. Communications-Computer Security Officer (CSO) (Refer to AFI 33-112, AFSSM 5006 and 5023).

MEMORANDUM FOR CMSGT STEVEN W. TABER

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Computer Security Officer

1. You have been appointed to the additional duty of Computer Security Officer for the deploying XXX CBCS communications element.

2. This appointment is effective upon receipt of this letter. The appointment will be terminated upon completion of all XXX CBCS deployed communication element re-deployment actions.

SIGNATURE BLOCK

A3.1.15. Vehicle Control Officer/NCO.

MEMORANDUM FOR TSGT KIMBERLY R. COOPER

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Vehicle Control Officer

1. You have been appointed to the additional duty of Vehicle Control Officer for the XXX CBCS deploying communication element.

2. Your appointment is effective upon receipt of this letter. This appointment will remain valid until all XXX CBCS deploying element re-deployment actions are complete.

SIGNATURE BLOCK

A3.1.16. Deployed primary and alternate equipment custodians IAW AFMAN 23-110, Vol.2, Pt. 13, CH. 1, para 1.10.3, and AFI 10-403, PACAF Sup 1, para. 1.5.23.27 (See AFMAN 23-110, Vol. 2, Pt. 13, CH.8 for custodian guidance).

MEMORANDUM FOR APPOINTED INDIVIDUALS

FROM: XXX CBCS/CC Deployed

SUBJECT: Appointment of Deployed Equipment Custodians

1. You have been appointed Deployed Equipment Custodians for the deploying XXX CBCS communication element equipment accounts, in accordance with AFM 23-110, Vol II, Pt. Two, Ch. 22.

Primary	Alternate	Account Code
TSGT Pekkonen	MSGT Favila	503CS
SMSGT Richardson	MSGT Grinzi	732CE/RT
TSGT Kastorff	SSGT B. Collins	732CN

Primary	Alternate	Account Code
CMSGT Taber	TSGT Cooper	732CT
SSGT Riggs	SSGT Manley	732CW
TSGT Morris	SSGT Wall	732EE/RH
TSGT Pawson	TSGT Behl	732GR
SSGT Manley	TSGT Pawson	732JC
TSGT Cooper	SSGT Purser	732MC
MSGT Favila	TSGT Pekkonen	732WM
TSGT Cooper	SSGT Purser	732VV/MT

2. Your points of contact for equipment custodial matters are TSGT Cooper and SSGT Purser at ext 658.

SIGNATURE BLOCK

A3.1.17. TMDE Monitor(s) IAW AFMAN 23-110, vol. 2, pt 13, para 1.4.2.

MEMORANDUM FOR TSGT K. COOPER

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Unit TMDE Manager

1. You have been appointed to the additional duty of Unit TMDE Manager for the XXX CBCS deploying communications element.

2. This appointment is effective upon receipt of this letter, and remains valid until all XXX CBCS deployed communications element re-deployment actions are complete

SIGNATURE BLOCK

A3.1.18. MRSP Monitor(s) IAW AFMAN 23-110, vol. 2, pt 13, para 1.4.2.

MEMORANDUM FOR TSGT KIMBERLY COOPER

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - MRSP Manager

1. You have been appointed the additional duty of MRSP Manager for the XXX CBCS deployed communications element.

2. This appointment is effective upon issuance of RSP to deploying personnel or 14 June 1997, whichever comes first, and will continue for the duration of the deployment. The appointment is valid until all XXX CBCS deploying communications element re-deployment actions are completed.

SIGNATURE BLOCK

A3.1.19. Message Pickup Personnel IAW AFMAN 37-126, **Attachment 2**, A2.6, and A2.10.7, and AFI 31-401 and 31-113.

MEMORANDUM FOR APPOINTED INDIVIDUALS

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Message Pickup

1. The following personnel have been assigned the additional duty of Message Pickup for the XXX CBCS deployed communications element.

NAME	RANK	CLEARANCE
Bicknell, Barbara A.	MSGT	Secret
Cooper, Kimberly R.	TSGT	Secret
Long, Dean W.	TSGT	Secret
Pawson, Gary L.	TSGT	Secret
Hendrickson, Gary L.	SSGT	Secret
Manley, Keith G.	SSGT	Secret
Purser, James M.	SSGT	Secret
Duree, Jayme R.	SRA	Secret
Nakamura, Luzdelalba	SRA	Secret

2. This assignment will begin at 0800 (Local Time) on 14 June 1997 and continue for the duration of the deployment.

SIGNATURE BLOCK

A3.1.20. Deployed Load Planner. Hazardous cargo certifying official(s) IAW AFJMAN 24-204. para. 1.2.8.

MEMORANDUM FOR SSGT BRADLEY G. RIGGS

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Deployed Load Planner

1. You have been appointed to the additional duty of Deployed Load Planner for the XXX CBCS deploying communications element.

2. This appointment is effective upon your receipt of this letter. The appointment will remain effective until the re-deployment of the deployed communication element is complete.

SIGNATURE BLOCK

NOTE:
If the communications element deploys to a site without a supporting force, appoint the following additional duties (whenever possible, assign these duties to people with experience in these areas):

A3.1.21. Readiness NCO. (If deployed location has been previously, tasked, refer to BSP CH. 11).

MEMORANDUM FOR SSGT KEITH G. MANLEY

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Appointment of Additional Duty - Readiness NCO

1. You have been appointed to the additional duty of Readiness NCO for the XXX CBCS deploying communications element.

2. This appointment is effective upon receipt of this letter. The appointment is valid until all XXX CBCS deployed communication element re-deployment actions are complete.

SIGNATURE BLOCK

A3.2. Other Letters. The following subject letters may be required, dependent on situation.

A3.2.1. Explosive Ordinance Disposal (EOD) NCO. (If deployed location has been previously, tasked, refer to BSP CH. 13).

A3.2.2. Fire department NCO.

A3.2.3. Medic.

A3.2.4. Message Releasing Authority (minimum one per shift) IAW AFMAN 37-126, **Attachment 2**, A2.6. and A2.9.

A3.2.5. Limited Distribution (LIMDIS) and Special Category (SPECAT) pickup personnel IAW AFMAN 37-126, **Attachment 2**, A2.10.7.

A3.2.6. Representative to be notified on receipt of priority or higher message IAW AFMAN 27-126, **Attachment 2**, A2.10.7.

A3.2.7. DIFM Monitor(s) IAW AFMAN 23-110, vol. 2, pt 13, para 1.4.2.

A3.2.8. Weapons courier(s) IAW AFI 10-403, PACAF Sup 1, para. 1.5.23.27.

A3.2.9. Cargo Courier(s)

A3.2.10. Troop commander(s), as applicable.

A3.2.11. UTC crew chief(s), as applicable.

A3.2.12. Telephone control officer (TCO).

A3.2.13. TEMPEST/Deployed Network/Computer Risk Analysis officer/NCO. (Refer to AFSSI 5017 Deployable Computer Systems Guide, 5021 Vulnerability and Incident Reporting, 7000 AF TEMPEST Program, AFSSM 5006 Computer System Security Officer/Network Security Officer's Guide, 5018 Computer Risk Analysis, 5022 Network Risk Analysis Guide, 5023 Viruses and Other Malicious Logic).

A3.2.14. Crypto guards (as necessary).

A3.2.15. Weapons/Munitions Custodian IAW AFMAN 23-110, Vol.2, Pt. 13, CH. 1.

A3.2.16. Deployed communications element commander, as applicable.

A3.2.17. Syscon/Communication Focal Point OIC/NCOIC.

Attachment 4

CONVOY COMMANDER RESPONSIBILITIES

A4.1. General . If, at any time during the deployed operation, the element must travel by road convoy, appoint enough convoy commanders and ensure each convoy commander is aware of his/her responsibilities. The convoy commander will:

A4.1.1. Predeployment :

A4.1.1.1. Submit convoy lists/requirements to transportation function.

A4.1.1.2. Ensure the following tasks are completed:

A4.1.1.2.1. Vehicles contain road kits (jacks, lug wrenches, safety triangles).

A4.1.1.2.2. LMRs are available (minimum of one each for front and rear vehicles of convoy; recommend one for any vehicle carrying COMSEC or bulk shipped weapons and/or ammunition).

A4.1.1.2.3. Route maps with primary and alternate routes, and convoy procedures (copy for each vehicle) are available.

A4.1.1.2.4. Fire extinguishers.

A4.1.1.2.5. "CONVOY FOLLOWS" and "CONVOY AHEAD" signs are affixed to the front and rear vehicles, respectively.

A4.1.1.2.6. Convoy commander’s package is complete.

A4.1.1.2.7. National credit card is available, if appropriate.

A4.1.1.3. Ensure vehicles are in serviceable condition.

A4.1.1.4. Ensure convoy personnel are aware of the departure time if departure from home station is by road convoy.

A4.1.1.5. Collect key packs for vehicles and vans. Give them to the maintenance officer if departing home station via air mobility; hold them if leaving by road convoy.

A4.1.1.6. Determine if toll letters are needed.

A4.1.2. Deployment or Re-Deployment:

A4.1.2.1. Conduct a convoy procedure briefing prior to the convoy’s departure. At this briefing:

A4.1.2.1.1. Pass out maps and convoy procedures.

A4.1.2.1.2. Discuss the routes and procedures.

A4.1.2.1.3. Give a convoy safety briefing.

A4.1.2.1.4. Stress security for vans, vehicles, weapons, and COMSEC.

A4.1.2.2. Issue toll letters to the lead vehicle.

A4.1.2.3. Issue meals to convoy personnel, if needed.

A4.1.2.4. Ensure you have a convoy list with you.

A4.1.2.5. Ensure the drivers of vehicles requiring LMRs have them.

A4.1.2.6. Ensure vehicles are completely checked out by drivers.

A4.1.2.7. Ensure vehicles are secure during rest stops and on occasions when the convoy must stop overnight.

Attachment 5

DEPLOYING MANAGEMENT ELEMENT TASKS

A5.1. General . The deploying management element is tasked with the duties and responsibilities listed below:

A5.1.1. PRE-DEPLOYMENT:

A5.1.1.1. Ensure Maintenance Control readies installation JCNs for each piece of deploying equipment.

A5.1.1.2. Develop a detailed priority list for unloading UTC equipment, MRSP, etc., at the deployment site.

A5.1.1.3. Ensure cargo couriers/classified couriers etc., are designated.

A5.1.1.4. Ensure the Operations branch develops a deployed phone book, and a customer information package, including network procedures, e.g., obtaining a LAN connection, information on the NIPRNET router, Internet User's Guide, etc.

A5.1.1.5. Update UTC facility access rosters. Ensure a final EAL is available.

A5.1.1.6. Ensure a deployed CRO is appointed.. Ensure the call out of sufficient COMSEC material and ensure the CRO picks up the COMSEC Emergency Action Plans (EAPs).

A5.1.1.7. Ensure each vehicle carrying COMSEC has a guard in case of breakdown. Recommend the COMSEC guards be armed.

A5.1.1.8. Brief the management staff on capabilities and limitations of the deploying element.

A5.1.1.9. Pack CFP support kit for air shipment.

A5.1.1.10. Obtain spare keys/combinations to vans and vehicles for air mobility.

A5.1.1.11. Ensure UTC's properly reconfigure cargo prior to road mobility (needed if road haul is required at any time during the deployment).

A5.1.1.12. Ensure vehicles and mobilizers are in air transportable condition.

A5.1.2. During Deployment and Employment:

A5.1.2.1. Ensure the safety NCO conducts pre-installation safety briefings, to include site hazards.

A5.1.2.2. Ensure proper pre-positioning of equipment. Coordinate changes with the SVT/site engineer and pass changes to all facilities, ECP, and the wing commander.

A5.1.2.3. Monitor installation of equipment and master station ground, paying particular attention to previously scheduled time milestones and:

A5.1.2.3.1. Safety practices:

A5.1.2.3.1.1. Use gloves, hard hats, and steel-toe boots.

A5.1.2.3.1.2. Use stake holders and eye protectors when driving stakes or grounding rods.

A5.1.2.3.1.3. Remove jewelry.

A5.1.2.3.1.4. Remove jewelry or metal rimmed glasses before working on electrical equipment.

A5.1.2.3.1.5. Use hearing protection when operating large M-series vehicles or working around generators.

A5.1.2.3.1.6. Use vehicle wheel chocks.

A5.1.2.3.2. Use checklists and TOs.

A5.1.2.4. Oversee CFP installation and take charge of CFP operations.

A5.1.2.5. Establish the alternate CFP.

A5.1.2.6. Ensure vans containing COMSEC are constantly guarded.

A5.1.2.7. Verify " Generation Complete" for all facilities.

A5.1.2.8. Ensure night shift personnel scheduled to work the first night shift get adequate rest

A5.1.3. Ensure all cable runs (power and communications) are installed properly (i.e., cable hocks off the ground, power and communications cables cross at 90-degree angles, unsafe areas roped off).

A5.1.3.1. Ensure propagation predictions are available at radio operations and tech control.

A5.1.3.2. Ensure each facility with classified materials develops a COMSEC EAP and performs a dry run of the COMSEC EAP NLT 24 hours after S Hour.

A5.1.3.3. Establish a single distribution point for incoming and outgoing messages.

A5.1.3.4. Ensure COMSEC inventories are conducted, and documented, at the beginning of each shift.

A5.1.3.5. Continually track circuit status with CFP controllers.

A5.1.3.6. Advise the deployment commander of all circuit and system outages that exceed 10 minutes.

A5.1.3.7. If dispersal of assets procedures are NOT in effect, turn in MREs and MRSP to material control within 6 hours after the facility is declared "Generation Complete."

A5.1.3.8. Rope off and mark power production and petroleum, oil, and lubricants (POL) areas.

A5.1.3.9. Ensure PA systems/warning systems, if applicable, are installed and operational ASAP.

A5.1.3.10. Compile a list of vehicles needed by the communications element and ensure a request is submitted to the wing commander or motor pool for approval. Establish a motor pool area. Turn in vehicles NLT S+12 hours.

A5.1.3.11. Monitor maintenance activities.

A5.1.3.12. Monitor communications operations.

A5.1.3.13. Ensure a deployed telephone directory is published NLT S+24 hours. Ensure customers receive briefing and customer information package following installation of phones.

A5.1.3.14. Ensure facilities complete camouflage erection and site hardening NLT S+48 hours.

A5.1.3.15. Ensure required reports are submitted on time (i.e., COMMSTAT, DSR, SITREP, etc.).

A5.1.3.16. Ensure facilities provide duty schedules to CFP.

A5.1.3.17. Brief the deployment commander on site operations, as requested.

A5.1.3.18. Monitor message traffic and handling times. Direct alternate routing if a backlog develops. If necessary, make the recommendation to the deployment communications commander to impose MINIMIZE procedures. Advise the deployment communications commander of any backlogs.

A5.1.3.19. Work within the structure to resolve problems and to maintain efficient operation of the communications element.

A5.1.3.20. Conduct PMIs. Coordinate scheduled PMIs with customers in sufficient time. Brief the wing commander if the PMI will create a temporary circuit/system outage.

A5.1.3.21. Advise the deployed communications commander on current status of equipment outages, and effect upon services to customers.

A5.1.4. During Re-deployment and Recovery:

A5.1.4.1. Plan the re-deployment

A5.1.4.2. Ensure orderly deactivation of circuits and systems.

A5.1.4.3. Ensure facilities are aware of deactivation procedures.

A5.1.4.4. CFP manages and tech control controls the circuit/system deactivation. (As a rule, deactivate circuits in reverse order from the order of activation. Also, clear all message traffic, unless otherwise directed, prior to sending the closing message.)

A5.1.4.5. Obtain information pertaining to re-deployment (e.g., packing for road mobility versus air mobility, departure times) and recovery instructions and times.

A5.1.4.6. Coordinate with AMC personnel on movement of equipment and personnel. (For airlift only.)

A5.1.4.7. Conduct safety briefings prior to tear-down.

A5.1.4.8. Monitor tear-down activities, paying particular attention to safety practices.

A5.1.4.9. Ensure equipment is safely and properly repacked for transport to home station/ re-deployment site.

A5.1.4.10. Ensure generator fuel drums are emptied.

A5.1.4.11. Ensure vehicles are fueled to the proper level (for airlift or road convoy) and checked out.

A5.1.4.12. Ensure ground rods, wires, and cables are removed from the site.

A5.1.4.13. Ensure sufficient rations are available for re-deployment.

A5.1.4.14. Turn in COMSEC materials to the COMSEC vault.

A5.1.4.15. Collect master station logs (MSLs) after fade-out.

A5.1.4.16. Tag, red or green, unserviceable mission and support equipment.

A5.1.4.17. Marshal and inspect vehicles for the re-deployment.

A5.1.4.18. Ensure LMRs are available with enough charged batteries for the re-deployment.

A5.1.4.19. Ensure trash bags for final site police-up are available.

A5.1.4.20. Notify home station of the communications element's return.

A5.1.4.21. Upon return to home station, park vehicles properly (i.e., slotted, hand brake set, wheels chocked, and key pack turned-in).

A5.1.4.22. Document and report maintenance actions.

A5.1.4.23. Ensure post-deployment inspections of all deployed equipment are conducted.

A5.1.4.24. Ensure necessary supply actions are documented and required items requisitioned.

A5.1.4.25. Ensure job control and material control support kits are replenished prior to storage.

A5.1.4.26. Inventory, replenish, and if applicable, repack CFP support package.

A5.1.4.27. Complete and submit all post deployment after action reports, including the DCS after action and TPAP reports.

A5.1.4.28. Ensure maintenance crew chiefs submit after action reports NLT 5 working days after the end of the deployment, as necessary

A5.1.4.29. Turn LMRs into the LMR custodian.

A5.1.4.30. Monitor turnaround activities to ensure support equipment is turned in to the warehouse and vehicles are inspected, washed, and serviced.

Attachment 6

SVT/SITE ENGINEER TASKS

A6.1. General. The site engineer is tasked with the duties and responsibilities listed below:

A6.1.1. Predeployment :

A6.1.1.1. Complete system planning, including antenna data (type, azimuth, look angle, distance to distant end, etc.)

A6.1.1.1.1. Develop overall system architecture. Create charts showing connectivity of systems/circuits.

A6.1.1.1.2. Develop basic network architecture. Coordinate and gather Autonomous System Numbers (ASN), IP addresses etc.

A6.1.1.1.3. Develop SAR, as applicable.

A6.1.1.1.4. Complete path profiles and propagation studies.

A6.1.1.1.5. Complete individual system channelization. Initiate TNAPS system planning.

A6.1.1.1.6. Coordinate crypto/IDNX/FCC-100 settings, etc.

A6.1.1.1.7. Complete wideband and SATCOM cut sheets.

A6.1.1.1.8. Set facility installation priorities.

A6.1.1.1.9. Set power installation and restoral priorities. Also set HVAC restoral priorities.

A6.1.1.1.10. Set cable installation and restoral priorities.

A6.1.1.1.11. Set circuit activation and restoral priorities.

A6.1.1.1.12. Set telephone installation and restoral priorities

A6.1.1.1.13. Develop an alternate routing plan for all facilties, including the CFP, tasked switching equipment, message center, and technical control facility.

A6.1.1.1.14. Develop a contingency power pooling, and HVAC pooling plan.

A6.1.1.1.15. Set UTC grounding system testing priorities.

A6.1.1.2. Develop a draft site layout. Show estimated distances between facilities.

A6.1.1.2.1. Locate communications facilities. Ensure dispersal is adequate. If applicable, locate ATCALS sites.

A6.1.1.2.2. Locate generators and power junction boxes. Create a plan for 100% power and a plan for power pooling.

A6.1.1.2.3. Locate master station grounds. Refer to TO 31-10-24.

A6.1.1.2.4. Develop a cable layout diagram. Build the cable layout with alt-route procedures in mind.

A6.1.1.2.5. Locate antennas and RF radiation hazard areas. Plan alternate antennas, as applicable. Show heights of antennas and distance from runway centerline, if applicable.

A6.1.1.2.6. Develop a generator re-fueling plan. Show generator-refueling route.

A6.1.1.2.7. Annotate the following locations, as applicable: COMSEC destruction facility; rally and evacuation points; casualty collection point (CCP); Entry Control Point (ECP).

A6.1.1.2.8. Select alternate sites for CFP, Systems Control.

A6.1.1.3. Develop a communications site and ATCALS site (if applicable) grid map. Also assign UTC sweep area responsibilities. Forward copies to CC/CSS/DCC and operations branch

A6.1.1.4. Develop TPAP requirements/collection schedule.

A6.1.1.5. Brief the management staff on the system overview, including capabilities and limitations.

A6.1.1.6. Pack an engineering support kit for deployment.

A6.1.2. Deployment and Employment:

A6.1.2.1. Upon arrival:

A6.1.2.1.1. Establish ECP and security, and initiate a MSL.

A6.1.2.1.2. Complete a UXO/hazard sweep of the entire communications site. Mark UXO's/ hazards on site map.

A6.1.2.1.3. Lay out communications site according to site map.

A6.1.2.1.4. Install required MSG's. Test ohmic value, tag and enter into Master Station Ground Log.

A6.1.2.1.5. Prepare for arrival of equipment and personnel, and equipment positioning

A6.1.2.1.6. Establish base coordination and base integration.

A6.1.2.1.7. Ensure needed materiel handling equipment (MHE) is available (forklifts etc.).

A6.1.2.1.8. Prepare briefing for deployed commander to include: results of site sweep, status of base integration, changes in equipment sighting, added communications requirements, latest intelligence and MOPP/Threatcon levels, hazards on site.

A6.1.2.2. Review site survey for validity and change site map as necessary. Update site layout plan to show accurate distances to and between, generators, C-E facilities, cable routes, antenna fields, heights of antennas, RF radiation hazard zones, and any other hazardous areas, orientation, terrain, Entry Control Point, security perimeters, defensive positions, living facilities.

A6.1.2.3. Check design and installation of master station ground. Connect each C-E facility to the ground before applying any power. Test and tag each facility ground and enter into MSG Log. 1.2.4. Provide technical assistance, as necessary, to help generate facilities, and activate circuits/ systems. Provide technical assistance in restoral and/or altrouting of systems/circuits as needed.

A6.1.2.4. Manage the activities of the tech control facility personnel.

A6.1.2.5. Collect TPAP data, as appropriate. Evaluate for trends.

A6.1.2.6. Ensure toilets and exterior lights are properly positioned, if no base support activity provides this service.

A6.1.3. Re-Deployment and Recovery :

A6.1.3.1. Submit after action reports, including TPAP reports, as necessary.

A6.1.3.2. Inventory and replenish the engineering support kit.

A6.1.3.3. Prepare a final site layout plan for file, if different from the original site layout, and maintain for future reference.

Attachment 7

AIRFIELD SYSTEMS TASKS

A7.1. General . The airfield systems officer is tasked with the duties and responsibilities listed below:

A7.1.1. Pre-Deployment :

A7.1.1.1. Review deployment orders, air tasking orders, implementation directives, operation plans, etc., as applicable, to determine AT requirements.

A7.1.1.2. Coordinate hot line requirements.

A7.1.1.3. Request air traffic controller support, if required.

A7.1.1.4. Identify personnel and equipment limitations to the plans section and the deployment commander.

A7.1.1.5. Identify qualified AT personnel to assist in the site survey and site verification. Brief personnel on flying safety and restrictions during the survey/verification.

A7.1.1.6. Identify TERPS personnel.

A7.1.1.7. Ensure adequate maps, charts, flips, and other products are available to support survey, TERPS, and ATC operations.

A7.1.1.8. Ensure adequate TERPS drafting equipment and supplies are available and ready to deploy.

A7.1.1.9. Initiate airspace pre-coordination, if required

A7.1.1.10. Initiate pre-coordination for flight check inspection, if required

A7.1.1.11. Coordinate COMSEC requirements.

A7.1.2. Deployment and Employment :

A7.1.2.1. Attend the wing commander’s briefing with the communications element commander to brief ATC capabilities and limitations, and to obtain answers to the following questions:

A7.1.2.1.1. Are intersection departures authorized?

A7.1.2.1.2. Do any aircraft priorities exist due to combat mission?

A7.1.2.1.3. What is the calm wind runway?

A7.1.2.1.4. Will a supervisor of flying (SOF) be used?

A7.1.2.1.4.1. Will SOF require access to the control tower?

A7.1.2.1.4.2. Where will SOF be located?

A7.1.2.1.5. Will civilian aircraft be allowed to use air traffic control and landing systems (ATCALS)?

A7.1.2.1.6. Are arresting systems installed?

A7.1.2.1.6.1. Who operates them?

A7.1.2.1.6.2. What type and where are they?

A7.1.2.1.6.3. How much time between engagements?

A7.1.2.1.6.4. What coordination is required?

A7.1.2.1.7. Who is the base notice to airman (NOTAMS) dispatch officer?

A7.1.2.1.8. Are multiple radar finals required? When?

A7.1.2.1.9. Is military authority assumes responsibility for separation of aircraft (MARSA) authorized? Will MARSA operations be used?

A7.1.2.1.10. Where are aircraft with dangerous or hazardous cargo to be parked?

A7.1.2.1.10.1. Is a special arrival/departure route required?

A7.1.2.1.10.2. Who will be notified of arrivals?

A7.1.2.1.11. Does a fuel dump area exist?

A7.1.2.1.12. Does a bailout/jettison area exist?

A7.1.2.1.13. Where is the arm/de-arm area?

A7.1.2.1.14. How many explosive detection teams are there?

A7.1.2.1.15. What is included in the airport movement area?

A7.1.2.1.16. How will airfield lighting be operated?

A7.1.2.1.17. What type of visual flight rule (VFR) traffic patterns are required?

A7.1.2.1.18. Will reduced runway separation be required?

A7.1.2.1.18.1. Type aircraft?

A7.1.2.1.18.2. Distance?

A7.1.2.1.18.3. Conditions?

A7.1.2.1.19. How will we get the flying schedule?

A7.1.2.1.20. What time would have the least operational impact for removing ATCALS from service for periodic maintenance?

A7.1.2.1.21. Should the primary crash phone be activated for all emergency locator transmitters (ELT)/crash position indicator (CPI) signals?

A7.1.2.1.22. Who is the single base agency to coordinate rescue protection for aeromedical aircraft?

A7.1.2.1.23. What are the required operational hours?

A7.1.2.1.24. Can local channelization be established for local based aircraft?

A7.1.2.1.25. Is the wing prepared for authentication procedures?

A7.1.2.2. Prior to S-hour:

A7.1.2.2.1. Site equipment properly.

A7.1.2.2.2. Obtain waivers to airfield siting criteria, if necessary

A7.1.2.2.3. Assign personnel to aid in installation of mission and support facilities, as necessary.

A7.1.2.2.4. Identify an area for TERPS personnel to continue their work after S-hour.

A7.1.2.3. After S-hour:

A7.1.2.3.1. Consult supported forces for an official time and weather source.

A7.1.2.3.2. Pass "Generation Complete" times to CFP and chief controller.

A7.1.2.3.3. Develop and sign letters of agreements (LOA), operation letters, and FAC memos.

A7.1.2.3.4. Brief all controllers on:

A7.1.2.3.4.1. Airspace delegation.

A7.1.2.3.4.2. LOAs.

A7.1.2.3.4.3. Operation letters.

A7.1.2.3.4.4. Facilities memos.

A7.1.2.3.4.5. Ready reference files.

A7.1.2.3.4.6. Terminal instrument approach procedures.

A7.1.2.3.4.7. Frequencies (radios and NAVAIDS).

A7.1.2.3.4.8. Disposition of forms at the end of the duty day.

A7.1.2.3.5. Brief supported forces on developed TERPS packages and have the packages signed by the senior operational commander, the communications element commander, and the federal aviation administration (FAA)/host nation representative.

A7.1.2.3.6. Ensure ATC facilities are interfaced with appropriate airspace control agencies.

A7.1.2.3.7. Ensure bailout alarms are installed in all facilities that are within 750 feet of the runway centerline.

A7.1.2.3.8. Establish procedures for notification of facility status of the NOTAM dispatch center.

A7.1.2.3.9. Ensure airport traffic patterns and taxi routes are IAW AFI 13-213.

A7.1.2.3.10. Submit message confirmation of flight check IAW AFI 13-213.

A7.1.2.3.11. Ensure the duty schedule provides adequate coverage during surge periods.

A7.1.2.3.12. Ensure the chief controller:

A7.1.2.3.12.1. Completes MRC-144 checklist prior to MRC-144 becoming an operational initial VFR tower

A7.1.2.3.12.2. Ensures controllers are familiar with reduced runway separation criteria, where applicable.

A7.1.2.3.12.3. Ensures sunrise/sunset tables are available in the tower.

A7.1.2.3.12.4. Prepares a visibility checklist chart for tower controllers' use.

A7.1.2.3.12.5. Establishes procedures for prompt relay of dangerous cargo messages to appropriate agencies.

A7.1.2.3.12.6. Establishes procedures and guidance for ground handling of aircraft landing with hot armament.

A7.1.2.3.12.7. Ensures two operative control light guns are available in the tower.

A7.1.2.3.12.8. Ensures tower controllers know procedures for using emergency warning and evacuation alarms.

A7.1.2.3.12.9. Ensures personnel are familiar with artillery/air strike reporting, posting, and dissemination procedures.

A7.1.2.3.12.10. Ensures controllers know procedures for use, accountability, and protection of COMSEC material (i.e., authentication tables).

A7.1.2.3.12.11. Ensures ATC personnel meet with the flight check crew to brief the crew on requirements.

A7.1.2.3.12.12. Briefs the package commander on the flight check results.

A7.1.2.3.12.13. Dispatches a message requesting a commissioning/decommissioning NOTAM.

A7.1.3. Re-Deployment and Recovery:

A7.1.3.1. Submit reports, as necessary.

A7.1.3.2. Identify all ATCALS equipment problems to maintenance.

Attachment 8

WING COMMANDER'S BRIEFING

A8.1. General . After arrival at the employment site, the wing commander will routinely hold wing stand-up briefings. During the initial wing stand-up or during a separately arranged briefing (whichever is convenient for the wing commander), you should:

A8.1.1. Determine when the wing commander wants his daily briefing, and what items are required for briefing.

A8.1.2. Introduce key personnel and provide the wing commander phone numbers for the communications element staff.

A8.1.3. Brief communications capabilities and the approximate times they will become available.

A8.1.4. Brief communications limitations, and plans to overcome those limitations.

A8.1.5. Review telephone and hot line requirements and installation priorities, according to the operation plan, and determine if they meet the commander's needs. Ask for any additional requirements.

NOTE:

Be sure to cover locations of emergency facilities (for phone locations and dissemination to communications element personnel).

A8.1.6. Brief any communications element support requirements that have not been addressed.

A8.1.7. Brief the flight inspection schedule/results for ATC facilities, if known and applicable.

A8.1.8. Discuss the flying mission (i.e., types of aircraft, flying schedule, etc.).

A8.1.9. Brief ground rules for all class A phones and message pick up/release authority.

A8.1.10. Provide customer education on the use of the phones (i.e., physical use of phones, secure phones, etc.).

A8.1.11. Offer to give the wing commander a tour of the communications facilities.

A8.1.12. On a continuing basis (usually during the daily stand-up), advise the wing commander of:

A8.1.12.1. Circuit/system activation and outages (scheduled and unscheduled).

A8.1.12.2. Capabilities, limitations, problems, need for imposing MINIMIZE, flight inspection results, etc.

Attachment 9

CREW CHIEF DEPLOYMENT CHECKLIST

A9.1. General. All applicable items in this checklist must be reviewed by the crew chief prior to deployment. Utilize standard AF Form 2519, All Purpose Checklist.

A9.1.1. Have taskings from ATO's, OpOrds, and OpPlans been identified?

A9.1.2. Have deploying personnel been identified? Have shortages been reported to UDCC for augmentation?

A9.1.3. Have crew members been briefed on:

A9.1.3.1. Concept of Operations?

A9.1.3.2. Chain of Command?

A9.1.3.3. Uniform/personal baggage requirements?

A9.1.3.4. Safety prior to build-up?

A9.1.3.5. Schedule of Events? Cargo loading, processing, etc?

A9.1.3.6. CWDE?

A9.1.3.7. Small Arms?

A9.1.3.8. Aircraft chalk/mission number? Assembly/departure time and place?

A9.1.4. Do all crew members possess:

A9.1.4.1. Valid driver's license? (Check expiration date and types of vehicle qualification)

A9.1.4.2. Valid military ID card? (Check expiration date and rank).

A9.1.4.3. Complete and serviceable A/B/C bags? (Check expiration dates).

A9.1.4.4. Complete and serviceable gas mask? (Check expiration date and inspection record).

A9.1.4.5. Complete tool kit, if required? Inventoried?

A9.1.4.6. Small Arms qualification card? (Check expiration date).

A9.1.4.7. Current CPR/SABC certification? (Check expiration date).

A9.1.4.8. Generator operation qualification card? (Check expiration date).

A9.1.4.9. Complete Personal Readiness Folder?

A9.1.4.10. Personal baggage - required uniforms, hygiene equipment?

A9.1.4.11. Copy of orders/amendments/theater clearances (if required)? Passport (if required)?

A9.2. Administration.

A9.2.1. Is UTC Admin kit inventoried and complete?

A9.2.1.1. Frag Order/OpOrd?

A9.2.1.2. Current equipment pre-deployments?

A9.2.1.3. Copy of AFTO 95, Historical Record?

A9.2.1.4. Site survey/Engineering data?

A9.2.1.5. Copies of RSP listings? PMI listings?

A9.2.1.6. Deployed OI's?

A9.2.1.7. Copies of load/packing lists? Hazardous certifications? (3 Copies for departure; 3 copies for return).

A9.2.1.8. Copies of team member's orders/amendments?

A9.2.1.9. COMSEC Customs exemption letters? (Sufficient quantity for deployment and return)?

A9.2.1.10. CRO Folder/EAP's?

A9.2.1.11. Hazard Communication Plan IAE AFOSH STD 161-21, para. 5a.

A9.2.1.12. Have required materials (MTP, QTP's etc.) been identified to continue training while deployed?

A9.2.2. Is Maintenance Administration kit inventoried and complete?

A9.2.2.1. Frag Order/OpOrd?

A9.2.2.2. Current equipment pre-deployments?

A9.2.2.3. Copy of AFTO 95, Historical Record? AFTO Fm 470/471, Electronic Inventory Set?

A9.2.2.4. Site survey/Engineering data?

A9.2.2.5. Copies of MRSP listings? PMI listings?

A9.2.2.6. Deployed OI's?

A9.2.2.7. Deployed Supply log?

A9.2.2.8. Local JCN log?

A9.2.2.9. Supply Forms? AF 2005, AFTO 349/350, DD 13XX?

A9.2.2.10. Technician Availability, AF 2446?

A9.2.2.11. Mobility Installation instructions?

A9.2.2.12. Tool kit inventories?

A9.2.2.13. Deployed CA/CRL?

A9.2.2.14. CRO folder/EAP's?

A9.2.3. Have Cargo/Classified couriers been appointed? Briefed?

A9.2.4. Have COMSEC requirements been verified and reported to the COMSEC Custodian? COMSEC page checked and under guard?

A9.2.5. Have access letters, courier letters, and facility access list been updated?

A9.2.6. Have emergency action plans (EAP's) been updated? Have personnel responsible for key loading crypto devices received training (L6AZS2E351), and is it documented?

A9.2.7. Has an engineering study been accomplished?

A9.2.7.1. Has antenna selection been made? Required items assembled? Backup antennas?

A9.2.7.2. Have assigned frequencies been verified?

A9.2.7.3. Have circuit requirements been verified IAW the ATO or OpOrd?

A9.2.7.4. Have path mileage and azimuths been verified?

A9.2.7.5. Are propagation predictions/path profiles available?

A9.2.7.6. System/circuit interface requirements?

A9.2.7.7. Modem/Teletype interface requirements?

A9.2.7.8. Telephone interface requirements?

A9.2.7.9. Initial contact times, procedures, frequencies?

A9.2.7.10. Cabling requirements?

A9.2.8. Have crew members been selected and appointed as Ass't Team Chief, Safety NCO, QC Rep, TMDE Monitor, Security NCO, Crypto Guard, Hazardous Cargo certifier, weapons courier, CRO, as necessary? Briefed?

A9.2.9. Are weather forecasts for all areas deploying element will travel from, through, and to, available? (Determine requirements for additional items such as cold or warm weather gear, dust goggles, types of camo).

A9.2.10. Are all crew members qualified in critical mobility SORTS tasks IAW PACAFMAN 33-150V9?

A9.3. Equipment/Support.

A9.3.1. Have load/packing lists been reviewed and tailored to meet mission requirements?

A9.3.2. Have RSP, MRE, potable water, fuel, oil, battery, and other support requirements been identified?

A9.3.3. Do all tasked C/E equipment items have current predeployment inspections available, If not, have arrangements been made with QC for a PDI?

A9.3.4. Are AFTO 95's current, and copies available for deployment? Is an AFTO Form 470/471, Electronic Set Inventory available?

A9.3.5. Has a test equipment/support item packing team been identified? Has packing team reviewed test equipment calibration dates? Are cal dates good for at least 90 days? If not, has a request for extension of calibration date been submitted IAW TO 00-20-14, para. 3.14.10.

A9.3.6. Have any substitutions of test/support equipment been made, or are any items missing? If items are substituted/missing, has UDCC been informed of mission impact?

A9.3.7. Are all other items required by load/packing lists accounted for? If items are missing, have arrangements been made to backfill?

A9.3.8. Have vans, antenna pallets, been packed to TO specification or mission requirements?

A9.3.9. Have COMSEC equipment requirements been verified?

A9.3.9.1. Encryption devices?

A9.3.9.2. Fill devices? Cables?

A9.3.9.3. Batteries in sufficient quantity for duration of the deployment?

A9.3.10. Have Fire Extinguishers and First Aid kits been inspected? (Check expiration dates).

A9.3.11. Have spare van keys and combinations been given to UDCC for inclusion into Troop Commander's packet?

A9.4. Cargo Preparation.

A9.4.1. Has a safety briefing been given prior to cargo loading? Proper lifting procedure. Do all personnel have gloves, hard hats, safety boots? Free of rings and watches?

A9.4.2. Are adequate pallet building materials available?

A9.4.3. Are all increment items on hand and prepared for loading?

A9.4.4. Are R52 MRSP listings available for each MRSP kit, and is a copy attached to the front of the number 1 box for each kit?

A9.4.5. Is a packing list attached to all containers?

A9.4.6. Is a load list attached to all "stand alone" items?

A9.4.7. Are all hazardous cargo items properly labeled and located on an 88" side of the pallet for easy access? Are hazardous items POP packaged?

A9.4.8. Are heavier boxes, crates, and items placed on the bottom of the pallet load, and as near the center as possible?

A9.4.9. Are lighter, fragile cargo items placed on the top and sides of the load?

A9.4.10. Is the cargo properly stacked for stability? If applicable, are belly straps used? (Pallets over 54")

A9.4.11. Has a plastic pallet bag been used?

A9.4.12. Is the height of the pallet 96" or less, and is it built so that there is no overhang on either of the 108" sides?

A9.4.13. Are top nets used with loads over 54"? For loads under 54", are side nets used and tied with 7 aircraft cargo straps-4 on the 108" side and 3 on the 88" side?

A9.5. Deployment:

A9.5.1. Are drivers/co-driver certified to operate assigned vehicle?

A9.5.2. Have driver/co-driver completed vehicle checks using AF Form 1800? Is hood latched while engine checks are made?

A9.5.3. Do all drivers have a convoy route map and a copy of convoy procedures?

A9.5.4. Has a convoy briefing been conducted by commander?

A9.5.4.1. Route to traveled?

A9.5.4.2. Speed limit?

A9.5.4.3. Truck breakdown procedures?

A9.5.4.4. Crypto/COMSEC/Weapons vehicle procedures?

A9.5.4.5. Rest stops? COMSEC guard relief?

A9.5.5. Are trucks/towed loads packed securely? Straps tight?

A9.5.6. Are interconnecting hoses, chains, and cables between trucks and towed loads safety wired, secured, and in good condition? Pintle hook secured?

A9.5.7. Are air brake and service valves to towed loads turned on?

A9.5.8. Are all truck/towed load lights operational?

A9.5.9. Are all headlights on, wheel chocks stowed, and towed load hand brakes released prior to moving convoy?

A9.6. Employment:

A9.6.1. Upon arrival at site:

A9.6.1.1. Has site security been established immediately?

A9.6.1.2. If directed, have security augmentees been identified and briefed on duties?

A9.6.1.3. Are spotters used for backing vehicles into position, or moving vehicles forward in congested areas?

A9.6.1.4. Have UTC's/vehicles been positioned as directed by Site Verification Team?

A9.6.1.5. Have arrangements been made for Crypto/COMSEC/weapons security?

A9.6.2. After equipment siting:

A9.6.2.1. Have towed load hand brakes been set?

A9.6.2.2. Have towed loads been disconnected? Air brakes drained?

A9.6.2.3. If vehicles remain on site, has hand brake been set? Vehicle chocked? Transmission in neutral? Air brakes drained? Steering wheel secured?

A9.6.2.4. If vehicles to be turned into Transportation, have keys been turned in? Hand brake set? Vehicle chocked? Transmission set to neutral? Air brakes drained?

A9.7. Pre-Installation:

A9.7.1. Are all crew members accounted for and able to perform full duty? If not, has a request been forwarded to the CFP for replacement personnel?

A9.7.2. Do all crew members have A/B/C bags and gas mask on hand?

A9.7.3. Are all major items required for operation accounted for and on hand? If not, has a request been forwarded to CFP for replacement?

A9.7.4. Has siting of equipment/antennas been verified with SVT?

A9.7.5. Will site security measures be used during installation? If yes, have:

A9.7.5.1. Guards been assigned/briefed?

A9.7.5.2. Perimeters or areas of defensive responsibility been identified?

A9.7.5.3. Defensive positions identified?

A9.7.5.4. Warning signals established?

A9.7.5.5. Communications between guards and site established?

A9.7.5.6. Communications to flanking UTC's been established?

A9.7.5.7. Evacuation point selected?

A9.7.6. Have all crew members received a deployed briefing?

A9.7.6.1. Generator switching procedures and sudden power outages.

A9.7.6.2. Duty schedule.

A9.7.6.3. Meal/shower schedule.

A9.7.6.4. Chain of command.

A9.7.6.5. Reporting procedures (maintenance/ops).

A9.7.6.6. ATSO's. MOPP notification. Current threatcon/MOPP level.

A9.7.6.7. Facility tasking.

A9.7.6.8. UTC defensive procedures.

A9.7.6.9. If applicable, alternate antenna/facility plans.

A9.7.6.10. Alternate SYSCON location.

A9.7.7. Have all crewmembers received a safety briefing?

A9.7.8. Have installation job assignments been given and do all personnel understand their assignments?

A9.7.9. Are necessary TO's/checklists available?

A9.7.10. Have JCN's been obtained for installation/ops checks?

A9.7.11. Has a shift schedule been completed?

A9.7.12. Has crew chief package been inventoried?

A9.7.13. Has an estimated timetable for installation/ops checks and Generation Complete been developed?

A9.7.14. Do all crewmembers have required safety equipment?

A9.7.15. Have all deployed personnel received a FINAL SAFETY BRIEFING?

A9.7.16. Have rings, watches been removed by all personnel at the conclusion of the Safety Briefing?

A9.8. Installation:

A9.8.1. Has Master Station Log (MSL) been initiated?

A9.8.2. Have JCN's been opened with Maintenance Control?

A9.8.3. Have all personnel been checked for use of safety equipment?

A9.8.4. Have TO's/checklists been issued to personnel in charge of each installation assignment?

A9.8.5. Is CFP being kept informed of installation progress/problems? Time Power applied? Time Maintenance Ready? Time operational checks completed? Time generation Complete?

A9.8.6. Antenna Erection (If applicable):

A9.8.6.1. Are hard hats, goggles, and gloves being used? Are rings and watches removed? Are safety belts on hand, as required?

A9.8.6.1.1. A9.8.6.1.Are TO's in use?

A9.8.6.2. Have antenna stakes/anchors been driven to proper depth and are they tightly seated?

A9.8.6.3. Are antenna guy wires/masts/ropes in good condition?

A9.8.6.4. Are RF cable connections tight, in good condition, and waterproofed?

A9.8.6.5. Are RF cables laid out neatly without kinks and twists?

A9.8.6.6. Have guy wires/ropes been correctly tensioned, marked, and without kinks or twists?

A9.8.6.7. Have safety ropes, RF Radiation Hazard zones been placed around antennas?

A9.8.6.8. Is area clear of obstacles and debris?

A9.8.7. Facility Establishment:

A9.8.7.1. Is the work area clear of safety hazards?

A9.8.7.2. Are van/ECU/generator ground connections secure?

A9.8.7.3. Are cables laid neatly, with RF cables positioned as far away as possible from power cables? If necessary, do RF/ 407L/CX11230 cables cross power cables at right angles?

A9.8.7.4. Are cable connectors elevated?

A9.8.7.5. Before applying power, is the facility ground tied to the Master Station Ground? Have ground resistance checks been completed and approved by the site Engineer?

A9.8.7.6. Upon applying power, is the voltage reading at the facility 120 VAC +/- 12VAC for each phase? Is there no more than a 2 VAC variation between phases?

A9.8.7.7. Has ECU been turned on to VENT ONLY as soon as power is applied?

A9.8.7.8. Have Estimated Completion times been reviewed?

A9.8.7.9. Have COMSEC inventories been completed as soon as COMSEC is opened?

A9.8.7.10. Have night shift personnel been released as soon as possible?

A9.8.7.11. Have all facility sub-systems been operationally checked?

A9.9. Post-Installation:

A9.9.1. Have installation/ops check JCN's been closed?

A9.9.2. Has CFP been notified of Generation Complete time?

A9.9.3. Have all personnel reviewed EAP's within 24 hours of arrival? Has "dry run" been completed?

A9.9.4. Have bomb threat cards been posted?

A9.9.5. Have MOPP cards been posted?

A9.9.6. Has MRSP been turned into Materiel Control? If MRSP is to remain dispersed, is it off the ground and covered against weather?

A9.9.7. Are classified waste destruction procedures/facilities in place?

A9.9.8. Has camouflage been erected, and is it no more than two feet above top of facility? M-8 paper/M9 Tape? Has site been hardened to maximum extent?

A9.9.9. Are light kits erected? Are antennas lit at night?

A9.9.10. Have all boxes or other unused equipment been stored properly?

A9.9.11. Have truck windows/headlights/mirrors been toned down/concealed?

A9.9.12. Has a duty schedule been forwarded to CFP?

A9.9.13. Has the facility area been roped off and controlled area signs posted?

A9.9.14. Are team members aware of generator fueling schedule?

A9.9.15. Have UTC defensive procedures been reviewed?

Attachment 10

BASE INTEGRATION PLAN

A10.1. Letters For Required Support.

A10.1.1. Messing/Housing.

MEMORANDUM FOR ATNAS OPS

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Request For Food Services Support

1. Request Food Services Support beginning 13 June 1997.

2. Requirements are:

2.1. Dinner 12 June 1997 - 07 meals.

2.2. Breakfast/Lunch 13 June 1997 - 07 meals.

2.3. Dinner 13 June 1997 - 91 meals.

2.4. From 14 June 1997 through the duration of assignment:

2.4.1. Breakfast - 91 meals required.

2.4.2. Lunch - 91 meals required.

2.4.3. Dinner - 91 meals required.

2.4.4. Midnight Rations - 44 meals required.

SIGNATURE BLOCK

A10.1.2. Supply/Materiel Control.

MEMORANDUM FOR ATNAS OPS/BASE SUPPLY

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Authorization for Signature Service and Receipt of Property

1. The following XXX CBCS personnel are authorized to sign for, and receive property designated for the deployed communication element.

NAME	RANK	SSN	SIGNATURE
Kimberly R Cooper	TSGT	555-90-4505	_____

NAME	RANK	SSN	SIGNATURE
James M. Purser	SSGT	555-29-0169	_____
Keith G. Manley	SSGT	555-49-8208	_____
Bradley G. Riggs	SSGT	555-90-7869	_____

2. This letter falls under the Personal Privacy Act of 1974.

SIGNATURE BLOCK

MEMORANDUM FOR HOST BASE CHIEF OF SUPPLY

FROM: XXX CBCS/CC Deployed

SUBJECT: Notification of Mobility Readiness Spares Package (MRSP) Assets and Air Force Equipment

1. This is to notify you that the XXX CBCS deployed communications element has in its possession, 9 MRSP kits and accountable equipment. Two inventory management specialists are deployed and are conducting security checks of all kits, which are under control of using facilities. All supply matters should be referred to TSGT Kimberly R. Cooper and SSGT James M. Purser.

2. Air Force accountable equipment is under the control of deployed equipment custodians, and accountability is maintained through the use of deployed CA/CRL's.

SIGNATURE BLOCK

MEMORANDUM FOR ATNAS OPS/HOST BASE CHIEF OF SUPPLY

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Authorized Supply Representatives/Liaisons

1. The following personnel are authorized to act as Supply Representatives for the XXX CBCS, in accordance with AFM 67-1, Vol. II, Part 1, Ch. 3, para. 8c.

NAME	RANK	SSN	SIGNATURE
Kimberly R Cooper	TSGT	555-90-4505	_____
James M. Purser	SSGT	555-29-0169	_____

2. Individuals' authority includes, but is not limited to, the processing of all documents associated with necessary supply transactions, management of MRSP/equipment/munitions accounts and receipt or turn-in of property for these accounts, receipt or turn-in of classified/sensitive equipment items, and receipt or turn-in of hazardous materials.

3. This letter is covered under the Personal Privacy Act of 1974.

SIGNATURE BLOCK

MEMORANDUM FOR ATNAS OPS/BASE SUPPLY

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Authorization for Purchase and Receipt of Small Tools

1. The following personnel are authorized to purchase small tools.

NAME	RANK	SSN	SIGNATURE
Kimberly R Cooper	TSGT	555-90-4505	_____
James M. Purser	SSGT	555-29-0169	_____
Steven W. Taber	CMSGT	555-82-4454	_____

2. This letter falls under the Personal Privacy Act of 1974.

SIGNATURE BLOCK

A10.1.3. Request for TMDE Support.

MEMORANDUM FOR: HOST BASE TMDE LABORATORY

FROM: XXX CBCS/CC Deployed

SUBJECT: Request for TMDE Support

1. Request TMDE support for XXX CBCS deployed test equipment items. All items of test equipment have been calibrated prior to deployment.

2. Current identification designations of owning work-centers is as follows:

Communications/Computer Systems Maintenance	- ECOMM.
Ground Power/HVAC Maintenance	- EPOWR.
Wideband/Satellite Maintenance	- ERLAY.

3. Find attached a list of TMDE items deployed with the XXX CBCS.

4. XXX CBCS points of contact for TMDE matters are TSGT K Cooper, deployed TMDE Manager, or SSGT J. Purser, at ext 658.

SIGNATURE BLOCK

Atch

Equipment Listing

EQUIPMENT LISTING

PN	NOUN	SRD	DATE DUE	ID	OWC
8010M	DMM	WGWEU	9/27/97	A215567	ECOMM
8840AAF	DMM	XCPJS	8/01/97	A216000	ECOMM
6150A	COUNTER	WGHYX	10/16/97	A216007	ECOMM
HATS2	T/S	ZANRD	3/05/98	A216099	ECOMM
293A	VIBROGROUND	WGSBR	5/21/98	A217474	ECOMM
2465A	OSCILLOSCOPE	WGUNF	6/23/97	A217661	ECOMM
8010A	DMM	XCAKV	11/24/97	A218081	ECOMM
HATS 2	T/S	ZANRD	9/05/97	A218345	ECOMM
702	TRANS T/S	ZAPBM	4/05/98	A278442	ECOMM
2465O46	OSCILLOSCOPE	WGVJF	10/21/97	A427290	ECOMM
604	DATA T/S	WGNEG	NCR	A427299	ECOMM
6255	POWER SUPPLY		NPC	A427366	ECOMM
5315B	FREQ COUNTER	XCBQD	7/15/97	A427534	ECOMM
1992	COUNTER	WGUDX	6/19/97	A427642	ECOMM
2465O1R	OSCILLOSCOPE	WGNGU	6/23/97	A425553	ECOMM
41-01	TRANS T/S	XCAQZ	9/13/97	A429035	ECOMM
TS-3647	T/S	WGYRF	NCR	C275986	ECOMM
TS-3647	T/S	WGYRF	NCR	C276063	ECOMM
3100A	DMM	XCJHE	3/19/98	C276764	ECOMM
702B-01	TRANS T/S	ZBDRW	12/04/97	C994863	ECOMM
8025B	DMM	WGXSA	12/10/97	A426484	EPOWR
RS3	AMMETER	ZEM50	11/12/97	B193116	EPOWR
293A	VIBROGROUND	WGSBR	5/21/98	A216033	ERLAY
8010M	DMM	WGWEU	7/21/97	A216559	ERLAY
436A	POWER METER	ZBJSX	5/20/98	A216565	ERLAY
8569	SPECT ANALYZER	WGSGD	8/04/97	A216774	ERLAY
HATS 2	T/S	ZANRD	10/17/97	A217065	ERLAY
436A	POWER METER	ZBJSX	12/02/97	A217229	ERLAY
293A	VIBROGROUND	WGSBR	3/17/98	A217462	ERLAY
8010M	DMM	WGWEU	2/28/98	A218301	ERLAY
43	WATTMETER	XAYCT	4/25/98	A218506	ERLAY
8010M	DMM	WGWEU	2/14/98	A218751	ERLAY
8010M	DMM	WGWEU	4/16/98	A219071	ERLAY
8481A	POWER SENSOR	XBJVH	11/26/97	A219128	ERLAY

PN	NOUN	SRD	DATE DUE	ID	OWC
8481A	POWER SENSOR	XBJVH	11/26/97	A219176	ERLAY
2465A	OSCILLOSCOPE	WGUNF	10/16/97	A365522	ERLAY
8010M	DMM	WGWEU	4/17/98	A368392	ERLAY
8025B	DMM	WGSXA	10/16/97	A426142	ERLAY
436A	POWER METER	ZBJSX	5/28/98	A427501	ERLAY
J363H	DIR COUPLER	XCDYM	12/11/99	A427649	ERLAY
8481A	POWER SENSOR	XBJVH	4/10/98	A427781	ERLAY
AB15	ATTENUATOR	XAAAY	8/12/00	A428543	ERLAY
8025B	DMM	WGSXA	11/28/97	A428586	ERLAY
50MP50	ATTENUATOR	ZARZL	7/20/97	A428625	ERLAY
HATS 2	TRANS T/S	ZANRD	9/05/97	A428801	ERLAY
43	WATTMETER	WZRAY	9/22/97	A429062	ERLAY
8025B	DMM	WGSXA	11/26/97	A429399	ERLAY
43	WATTMETER	WZRAY	1/25/98	A601392	ERLAY
AC20N	ATTENUATOR	WGSNR	11/08/97	B192721	ERLAY
AS5	ATTENUATOR	WGAFT	11/08/97	C276239	ERLAY
8025B	DMM	WGSXA	8/24/97	C276240	ERLAY
GRM10	WATTMETER	XSV9A	7/11/97	C276251	ERLAY
PSM37	MULTIMETER	WGNVR	11/13/97	C278827	ERLAY
PSM-45	DMM	WGYDH	2/07/98	C278835	ERLAY
PSM-45	DMM	WGYDH	2/07/98	C278836	ERLAY
293A	VIBROGROUND	WGSBR	1/24/98	C278975	ERLAY
293A	VIBROGROUND	WGSBR	1/23/98	C278977	ERLAY
437B	POWER METER	WDVT1	2/25/98	C279003	ERLAY
8482A	POWER SENSOR	WDVT2	2/20/98	C928585	ERLAY
HATS 2	T/S	ZANRD	4/09/98	C930635	ERLAY
HATS 2	T/S	ZANRD	11/01/98	C930636	ERLAY
TORQUE WRENCH		ZBELX	6/27/97	C980337	ERLAY
TORQUE WRENCH		ZBELX	6/27/97	C980706	ERLAY
TORQUE WRENCH		ZBELX	6/23/97	C980707	ERLAY
FIRE 6000 T/S			NCR	C988843	ERLAY
TORQUE WRENCH		ZBELX	7/06/97	C994306	ERLAY
694	WATTMETER	XSV9D	1/01/99	C994835	ERLAY
694	WATTMETER	XSV9D	1/01/99	C994837	ERLAY

MEMORANDUM FOR: XXX COMBAT COMMUNICATIONS GROUP

FROM: XXX CBCS/CC Deployed

SUBJECT: Request for Extension of TMDE Calibration Due Dates

1. Request an extension of the calibration due dates for the following TMDE items.

TYPE TMDE	CAL DUE DATE	REASON CANNOT BE CAL'D	EST CAL DATE
OSCILLOSCOPE	6/23/97	DEPLOYED	7/31/97
COUNTER	6/19/97	DEPLOYED	7/31/97
OSCILLOSCOPE	6/23/97	DEPLOYED	7/31/97
TORQUE WRENCH	6/23/97	DEPLOYED	7/31/97
TORQUE WRENCH	6/27/97	DEPLOYED	7/31/97

2. This request is made in accordance with Technical Order 00-20-14, paragraph 3.14.10, Mission Equipment Interval Extensions.

3. A request has been sent to the host base PMEL support unit for TMDE calibration support.

SIGNATURE BLOCK

A10.1.4. Request for POL Support.

MEMORANDUM FOR ATNAS OPS/BASE TRANSPORTATION

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Request For Fuels Support/Establishment of Bulk Fuels Account and Refueling Schedule

1. Request a bulk fuels account be established for the XXX CBCS deployed communication element for the duration of the deployment.

2. Request host base fuels support for the XXX CBCS deployed communication element, beginning 14 June 1997, and continuing for the duration of the deployment. Initial delivery of 375 gallons (diesel fuel for generators) is required NLT 0900 on 14 June 1997.

3. Daily requirements thereafter will total 175 gallons. The requested starting time for daily delivery is 15 June 1997, at approximately 1100 local time.

4. Coordination for generator refueling will be through the deployed Power Production work-center. XXX CBCS points of contact concerning refueling matters are MSGT Dave Schurr and MSGT Dave Schaan at ext_____6523_____.

SIGNATURE BLOCK

A10.1.5. Authorization for Receipt of Weapons.

MEMORANDUM FOR ATNAS OPS/BASE SUPPLY

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Authorization to Receipt for Weapons

1. The following personnel are authorized to receipt for WEAPONS/munitions.

NAME	RANK	SSN	SIGNATURE
Kimberly R Cooper	TSGT	555-90-4505	_____
James M. Purser	SSGT	555-29-0169	_____

2. This letter is covered under the Personal Privacy Act of 1974.

SIGNATURE BLOCK

A10.1.6. Request for CE Support.

MEMORANDUM FOR ATNAS OPS
HOST BASE CE BRANCH
HOST BASE SUPPLY
IN TURN

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Request For CE Support

1. Request the following support be provided for communication site security:

a. One GP Medium tent, and appropriate items, to serve as Entry Control Point(ECP).

b. Request the ECP be manned continuously from 0700 hours local time, 14 June 1997, through the duration of assignment to the host base.

c. 2000 sandbags for site hardening. Request host base support in filling and delivering sand bags to individual facilities within the communications site.

d. Eight shuffle-boxes filled with decontamination material and expedient contamination equipment.

e. Eight stretchers.

2. Request the following support be provided for use by the communication site power production work-center:

a. The following items, to be used for the recovery of CFC’s. in accordance with OSHA requirements:

ITEM	FSN
Scale	41300070020440
Bottle, Recovery, Refrigerant	4940018846300
Recovery and Charging Unit	4940012843487
Manifold Gauges	4130004028484
Pump, Hand Operated	4930000283598
Pump, Vacuum	4310004493724

b. Fourteen double walled secondary containment over-packs to comply with CAL-OSHA requirements in the dispersal of fuel containers. Although the unit fuel barrels are certified as Performance Oriented Packaging, CAL-OSHA requires secondary containment of all grounded fuel containers.

c. Eight secondary containment boxes for use with generators.

3. Water Support.

a. Request one M-149 water buffalo be delivered to the XXX CBCS deployed communications site prior to 14 June 1997.

b. Request the M-149 be re-filled every other day.

c. The XXX CBCS point of contact for coordinating a water re-filling schedule is the deployed communication element Communications Focal Point (CFP).

d. Request 216 cases of bottled water be delivered to the XXX CBCS Entry Control Point not later than 13 June 1997. Additionally, request sufficient container and ice be made available at the ECP.

4. Request Host base Chief of Supply make available 91 cots, nine porta-potties, and one dumpster for use by the XXX CBCS deployed communication element.

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A10.1.7. Request for assignment of "Controlled Areas" IAW AFH 31-223, CH 4.

MEMORANDUM FOR ATNAS OPS

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Communications Site Controlled Areas/RF RADIATION HAZARD AREAS

1. Request the following communication site facilities and areas be designated **"CONTROLLED AREAS."**

a. Communications center - located at the center of grid map coordinates D2.

b. Telephone switchboard, SB-3865A - located at the northwest side of grid map coordinates F2

c. Signal Conditioning Facility, AN/TSQ-111 - located at the west middle of grid map coordinates H2.

d. Communications Focal Point - located at the northern side of grid map coordinates E3.

e. Satellite Communications Central, AN/TSC-94A(V)1 - located at the north side of grid map coordinates F4.

f. Wideband Communications Facility, AN/TRC-170(V)2 - located at the middle of grid map coordinates H6 and the northeast side of I7.

g. XXX CBCS Communication Site covering grid map coordinates A1 by I7 by K1.

2. Request seven "Controlled Area" signs printed in English and the native language.

3. Request 20 "RF RADIATION HAZARD" signs printed in English and the native language.

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A10.1.8. Request for Medical Support.

MEMORANDUM FOR ATNAS OPS

HOST BASE MEDICAL SECTION

FROM: XXX CBCS/CC Deployed

SUBJECT: Medical Support

1. Request medical support for my 91 deployed personnel. All personnel have deployed with individual medical records and duplicate dental records. I would like to turn these records over to the Medical Section staff for maintenance and safekeeping.

2. This unit and its' personnel will remain at this deployed location until directed to relocate, or ordered to return to home station.

3. My point of contact for all medical issues is the XXX CBCS acting First Sergeant, SMSGT Gary Richardson, at ext 668.

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A10.1.9. Others as in sample letters.

MEMORANDUM FOR ATNAS OPS/HOST BASE MESSAGE PROCESSING FACILITY

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Message Management Memorandum UNCLAS through SECRET Not Requiring Special Handling

1. The following information is submitted IAW AFI 33-113/ACCS 1, individuals authorized to pick up message (unclassified and classified up to SECRET during the period of Exercise Coronet White 97-23.

2. Notification requirements: The XXX CBCS deployed communications element will be in operation 24 hours a day. Immediate notification of PRIORITY and IMMEDIATE precedence messages is required.

3. The following personnel are authorizes to receipt for messages as indicated below.

NAME	RANK	SSN	CLEARANCE	SIGNATURE
Bicknell, Barbara A.	MSGT	555-46-9437	SECRET	_____
Cooper, Kimberly R.	TSGT	555-90-4505	SECRET	_____
Long, Dean W.	TSGT	555-47-9993	SECRET	_____
Hendrickson, Gary L.	SSGT	555-56-1768	SECRET	_____
Manley, Keith G.	SSGT	555-49-2808	SECRET	_____
Purser, James M.	SSGT	555-29-0169	SECRET	_____
Duree, Jayme R.	SRA	555-37-7663	SECRET	_____
Nakamura, Luzdelalba	SRA	555-37-4672	SECRET	_____

2. We require (ONE or TWO (circle one) copies of all unclassified messages, and one copy of all classified messages.

3. This memorandum supersedes all previous correspondence, same subject.

4. This information is governed by the Privacy Act of 1974.

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FOR OFFICIAL USE ONLY (AFI 37-132)

MEMORANDUM FOR ATNAS OPS/Bioenvironmental Engineer

FROM: XXX CBCS/CC
1525 W. Winton Ave.
Hayward, CA 94545-1386

SUBJECT: Location of Hazardous Materials Within the Communications Site

1. The following hazardous materials are located within the XXX CBCS communications site.

1.1. **Freon 22.** (Non-Flammable Gas, UN 1018, 2.2)

1.1.1. Power Production/HVAC Work-center, grid coordinates G3.

1.1.2. TRC-170 site, grid coordinates H6, I7

1.2. **Battery Acid**, 5 gallon can, 2 each. Power Production/HVAC workcenter, grid coordinates G3. (Corrosive, UN 2796, 8)

1.3. **Gasoline/Pionjiar**, 5 gallon can with oil mix. (Flammable Liquid, UN 1203, 3, **FP -49F (-45C)**

1.3.1. TRC-170, 2 each, grid coordinates H6, I7.

1.3.2. TSC-94, 1 each, grid coordinates F4.

1.3.3. CFP/SVT, 1 each, grid coordinates E3.

1.4. **BATTERY, WET, ELECTRIC STORAGE, NON-SPILLABLE** (filled with acid) TSQ-111 work-center, RSP kit 877 AD, box 9 of 13, grid coordinates G2.

(Corrosive, UN 2800, 8)

1.5. **Battery containing electrolyte**. (Non-spillable/Not Regulated)

1.5.1. SB-3865, grid coordinates F2.

1.5.2. TSQ-111, grid coordinates H2.

1.6. **Antifreeze**.

1.6.1. TRC-170, grid coordinates H6, I7.

1.6.2. TSC-94, grid coordinates F4.

1.7. **Gas Oil (Diesel)** (Flammable Liquid, UN 1202, 3 - **FP 130F (54C)**

1.7.1. Generator Site, 55 gal. drums, grid coordinates C2.

1.7.2. Generator Site, 55 gal. drums, grid coordinates E3.

1.7.3. Generator Site, 55 gal. drums, grid coordinates G6.

1.7.4. Generator Site, grid coordinates I7.

1.8. **Acetylene**, Ground Power Work-center, grid coordinates G3 (Flammable Gas, UN 1001, 2.1)

1.9. **Lubricating/Cleaning Compound**, TRC-170 site, grid coordinates H6 and I7. (Aerosol - Non-Flammable Gas - Limited Quantity, UN 1950, 2.2)

1.10. **Detergent, General Purpose**.

1.10.1. Communications Center, grid coordinates D2.

1.10.2. SB-3865, grid coordinates F2.

1.10.3. TSQ-111, grid coordinates H2.

1.10.4. Power Production, grid coordinates G3.

1.11. **Batteries Disposable**. All sites.

1.12. **Oils, N.O.S.** Power Production, grid coordinates G3

1.13. **Penetrating Oil**. TRC-170, grid coordinates H6, I7. (Aerosol - Flammable Gas - Limited Quantity, UN 1950, 2.1)

1.14. **Corrosion Prevention Compound** TRC-170, grid coordinates H6, I7. (Aerosol - Non-flammable Gas - Limited Quantity, UN 1950, 2.2)

1.15. **1,1,1,2 TETRAFLOUROETHANE** CFP, grid coordinates E3 (Aerosol - Non-flammable - Limited Quantity, UN 3159, 2.2)

2. All facilities will have fire extinguishers, CO2, on site. (Non-Flammable Gas, UN 1044, 2.2)

3. The 234 CBCS point of contacts for hazardous materials matters or questions are MSGT Al L Lyvere at ext 668, or SSGT Bradley G. Riggs at ext 604 .

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MEMORANDUM FOR ATNAS OPS

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Request For Turn-in of deployed assets/Vehicle Support

1. Request the integration of XXX CBCS deployed vehicle assets into the base transportation function. Eight M-35 trucks and two light vehicles are available for base use. Request the XXX CBCS deployed communication element be allowed to retain one light vehicle as listed in 2b. below.

2. Request the following vehicle support from base transportation:

a. Forklift (10K) NLT 0800 14 June 1997 through the duration of assignment.

b. Vehicle for relocation of generators or transportable shelters, and. laying of communications cable beginning 0800 hours local time 14 June 1997, and through the duration of assignment.

c. Main communication site evacuation.

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MEMORANDUM FOR ATNAS OPS/HOST BASE IM

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Base IM Support

Request IM support for the following requirements:

a. Assignment of publications account for use by the XXX CBCS.

b. Setting requirements for, and requisitioning of required publications, including AFEPL and ACCEPL CD-ROMS.

c. Reprographics, as required

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MEMORANDUM FOR ATNAS OPS/HOST BASE CHIEF OF SUPPLY

FROM: XXX CBCS/CC

1525 W. Winton Ave.

Hayward, CA 94545-1386

SUBJECT: Authorization to Receipt for Classified Material

1. The following personnel are authorized to receipt for classified material.

NAME	RANK	SSN	CLEARANCE	SIGNATURE
Cullen, Sallie	MSGT	555-31-3329	Top Secret	_____
Weeden, Leland D.	TSGT	555-80-2796	Top Secret	_____
Kastorff, Wade L.	TSGT	555-37-0865	Top Secret	_____

2.Individual clearances have been verified by the XXX CBCS COMSEC Custodian, using PCIII and ASCAS Roster, dated 27 May 97.

3.This letter falls under the Personal Privacy Act of 1974.

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MEMORANDUM FOR ATNAS OPS

FROM: XXX CBCS/CC Deployed

SUBJECT: Deployed Chain of Command

1.The following listed personnel constitute the XXX CBCS deployed communication element chain of command:

Communications Site Commander:	LTC King
Chief of Maintenance	MAJ Ajitomi
Chief of Operations	CPT Whitman
Engineer	CPT Oren
Maintenance Superintendent	CMSGT Taber

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Attachment 11

SAMPLE LETTER-CERTIFICATION OF MAGNETIC MATERIALS FOR AIR SHIPMENT

XXX COMMUNICATIONS SQUADRON

1525 W. WINTON BLVD.

HAYWARD CA 94545-0000

1. This XXX CS communications shelter, AN/TRC-170(V)2 #30, was tested on 23 May 1997 and meets air shipping specifications for magnetic materials (in accordance with TO 00-25-251, IATA para. 3.10.7. and IATA packing instruction 902, Method 2, DIR MAT MGT MCCLELLAN AFB CA//MMCF// RO31515ZMAR88, and DIR MAT MGT MCCLELLAN AFB CA//MMCF// R042100ZMAR88). This letter certifies the AN/TRC-170 has been tested, however all other LABELING and CERTIFICATION requirements for magnetic materials are still applicable and must be accomplished.

2. The maximum deviation for this communications shelter was one degree with the van perpendicular to the N/S compass line. All other positions were less than one degree.

3. The communications facility contains the following magnetic items which are installed in the equipment:

KLYSTRON, two (2) each, 5960011404253.

4. Place this letter in a plastic document protector and securely tape to the AN/TRC-170 #30. Remove this letter if any of the magnetic materials are removed or replaced. The replacement MRSP item will then be retested, and if it meets air shipping specifications, another letter will be accomplished and placed on the shelter.

5. The XXX CS point of contact for Wideband/SATCOM matters is SSGT S. Morris at DSN 555-9082.

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