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Communications and Information

DEPLOYABLE COMMUNICATIONS STANDARDS-UNIT TYPE CODE ACTIVATION STANDARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements policy found in Air Force Policy Directive 33-1, *Command, Control, Communications, and Computer (C4) Systems*. This volume is a checklist for any or all Unit Type Code (UTC) activation. Each UTC is unique and there will always be exceptions that will not fit the checklist. This checklist, in conjunction with technical knowledge and experience, will provide the steps required to activate or utilize a UTC. 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 . Paragraphs 2 through 7 are general purpose checklists and apply to all deployable UTCs. They identify common tasks performed during predeployment, deployment, employment, redeployment, and recovery. Paragraphs 8 through 13 identify UTCs by name and cover specific tasks not addressed in the general purpose checklist. These checklists are not all inclusive, expand them to fulfill mission requirements.

2. Predeployment Phase.

2.1. Unit Communications Commander will:

2.1.1. Review intelligence (intel) material, air tasking order (ATO), operations order (OPORD), and operations plan (OPlan) for taskings.

2.1.2. Identify personnel and equipment limitations.

2.1.3. Conduct briefings on the following subjects:

2.1.3.1. Concept of operations.

2.1.3.2. Chain-of-command.

2.1.3.3. Uniform (personal) requirements.

2.1.3.4. Safety issues prior to build-up.

2.1.3.5. Mission requirement.

2.1.4. Review COMPES/LOGDET listings and pallet load lists.

2.1.5. Increase security for in-garrison work areas, if required by threatcon.

2.1.6. Obtain mission readiness supply packages (MRSP), meals-ready-to-eat (MRE), potable water, batteries, and any support items needed from supply.

2.1.7. Identify deploying equipment and custodian to material control for establishment of a deployed equipment account and to confirm equipment calibration dates, if required.

2.1.8. Ensure the following supporting documentation is available prior to departure:

2.1.8.1. OPORD.

2.1.8.2. Site layout and profile sheet.

2.1.8.3. Crew assignment sheets.

2.1.8.4. Technician availability roster, including security augmentees

2.1.8.5. Intel messages and reports.

2.1.8.6. Copy of theater clearances, if required.

2.1.9. Brief show time for unit and base mobility processing.

2.2. Facility Managers will ensure:

2.2.1. Provide job control a copy of the duty schedule of the build-up crews.

2.2.2. Complete a predeployment inspection (PDI) of tasked equipment. If equipment problems are found, open job control numbers (JCNs) as appropriate.

2.2.3. Notify readiness center or mobility work center as applicable when ready for quality control (QC).

2.2.4. Prepare a current maintenance quality control checklist for each deploying UTC.

2.2.5. Locate last quality control inspection, AF Form 2419, *Routing and Review of Quality Control Reports***.**

2.2.6. Complete equipment checks/inventories. Complete preventive maintenance inspections (PMIs)if not previously completed. Request PMI runs for equipment requiring inspection during deployment.

2.2.7. Check out UTC vehicles (where applicable).

2.2.8. Ensure the adequate pallet building materials are available:

2.2.8.1. Cargo straps.

2.2.8.2. Top nets and side nets.

2.2.8.3. Pallet bags.

2.2.8.4. Placards.

2.2.8.5. Dunnage for deployed pallets.

2.2.9. Ensure all increments have been weighed and marked with the correct placards affixed.

2.2.10. Ensure increments are quality control inspected and in correct temporary storage slots.

2.2.11. Pick up forms required for deployment (historical records, training records, AFTO Forms 349 for any open jobs, etc.). Units using core automated maintenance system (CAMS) may use computer generated product vice standard AFTO Form 349.

2.2.12. Verify communications security (COMSEC) requirements.

2.2.13. Update PACAF access letters and courier letters. (PACAFI 33-150 vol 7)

2.2.14. Update emergency action plans (EAPs).

2.2.15. Develop security access list for UTC.

2.2.16. Assign guards for each facility, vehicle, or temporary storage location containing classified material during build-up.

2.2.17. Obtain and disseminate combinations, keys, and restricted area badges for the deployed location and facilities as applicable.

2.2.18. Ensure personnel deploying have the required mobility items.

2.3. Team Members will:

2.3.1. Inspect UTC fire extinguishers and first aid kits to ensure they have current inspection dates that are valid for at least 30 days from the date of deployment and that all seals are intact.

2.3.2. Inventory each UTC for the following items:

2.3.2.1. Tool box.

2.3.2.2. Administrative kit.

2.3.2.3. Maintenance support kit.

2.3.2.4. Technical orders (TO).

2.3.2.5. Test equipment.

2.3.2.6. Safety board.

2.3.2.7. Communication cables, i.e., 407L.

2.3.3. Pack equipment and support pallets per LOGDET and deployment requirements. Make sure you know the type of aircraft if deploying by air.

2.3.4. Prepare or update DD Forms 1387-2, Special Handling Data/Certification, (Three copies for departure and three for return).

2.3.5. Check and/or certify COMSEC equipment to include the following:

2.3.5.1. Fill devices.

2.3.5.2. Batteries in sufficient quantity for duration of deployment

2.3.6. Inventory and page check COMSEC. Place COMSEC material in white canvas bags and seal.

2.3.7. Include a sufficient quantity of customs exemption letters. Affix these letters to "COMSEC", keying material, transportable shelters, sealed bags, safes, and storage boxes prior to deployment and redeployment.

2.3.8. Verify calibration of test, diagnostic, measuring equipment (TDME) will not expire during deployment.

3. Road Mobility. Prior to a road convoy, performed the following:

3.1. Convoy signs for lead and follow vehicles.

3.2. Road kit, i.e., tools, air hose, triangle, and vehicle jack.

3.3. Current convoy listing.

3.4. Brief show time and departure time.

3.5. Applicable travel and/or strip maps for each vehicle.

3.6. Road mobility checklist utilized for vehicle/tow check.

3.7. Securely stow items in each convoy vehicle and towed load. Safety wire, secure, and check condition of interconnecting hoses, chains, and cables between the vehicles and towed loads.

4. Deployment.

4.1. For air mobility, all members deploying should complete base mobility processing.

4.2. For road mobility, deployment commander should:

4.2.1. Complete vehicle checks using applicable form(s).

4.2.2. Comply with convoy driver's checklist.

4.2.3. Include toll letters on each lead vehicle and make sure all vehicles have a route map and a copy of convoy procedures.

4.2.4. Conduct convoy briefing before departure.

4.3. Vehicle operators should not violate federal, state, or municipal laws.

4.4. Assign security guards as vehicle shotgun rider for vehicles and/or tow loads containing classified material.

4.5. Convoy to site. At each stopping point, the individuals identified as COMSEC guards will remain at their area of responsibility. Make arrangements to relieve them for comfort or meal breaks as necessary.

5. Employment.

5.1. For deployed units arriving on site via air, deployed commanders will**:**

5.1.1. Establish site security immediately. Identify security augmentees and brief them on their duties.

5.1.2. Brief personnel on:

5.1.2.1. Equipment and facility layout.

5.1.2.2. Weapons and ammunitions handling.

5.1.2.3. MOP/THREATCON procedures.

5.1.2.4. Safety. Stress the importance of wearing hard hats, work gloves, safety-toed shoes, and goggles while erecting antennas and facilities.

Authorized evacuation points.

5.1.3. Release personnel to start site build-up.

5.1.4. Within 8 hours, brief staff and facility managers on:

5.1.4.1. Generator switching procedures and power restoration requirements.

5.1.4.2. Duty schedules.

5.1.4.3. Reporting maintenance actions/status.

5.1.4.4. Supply procedures.

5.1.4.5. System Control (SYSCON)/Communications Focal Point (CFP) and alternate SYSCON/CFP location.

5.1.4.6. Transportation (on and off site).

5.1.4.7. Morale calls, if authorized.

5.1.5. Begin submitting SITREPs.

5.2. For deployed units arriving on site via road convoy, all drivers will:

5.2.1. Set hand brakes on towed loads.

5.2.2. Disconnect towed loads from vehicles.

5.2.3. Set hand brakes, chock vehicles, secure steering column with chain/key lock, and drain air tanks on trucks and mobilizers.

5.2.4. Turn in key packs to facility chief/deployed vehicle dispatch.

5.2.5. Report vehicle malfunctions to SYSCON/CFP and vehicle maintenance. Turn in vehicles.

5.2.6. Deployed commanders will:

5.2.6.1. Establish site security immediately. Identify security augmentees and brief them on their duties.

5.2.6.2. Position vehicles and UTCs upon arrival on site as directed by site verification team (SVT).

5.2.6.3. Brief UTC crews on equipment set-up and safety. Stress to personnel to wear hard hats, work gloves, and safety-toed shoes while erecting the antennas and facilities. Wear goggles while driving stakes and ground rods.

5.2.7. Brief all personnel on:

5.2.7.1. Generator switching procedures and sudden power outages.

5.2.7.2. Duty schedule.

5.2.7.3. Reporting maintenance actions.

5.2.7.4. Supply procedures.

5.2.7.5. Evacuation points.

5.2.7.6. Alternate systems control (SYSCON/CFP) location.

5.2.7.7. Antenna azimuth for each facility as applicable.

5.3. Facility Managers will:

5.3.1. Open "set-up" job control number (JCN), as applicable.

5.3.2. Assign UTC and ancillary equipment set-up tasks.

5.3.3. Ensure COMSEC inventories are completed when COMSEC is opened.

5.3.4. Release night shift personnel as soon as possible to allow for sleep time.

5.3.5. Ensure a master station log (MSL) for SYSCON/CFP and each facility has been started and is accurate

5.3.6. Contact SYSCON/CFP if designated "up-time." can’t be met.

5.3.7. Notify SYSCON/CFP when each facility is maintenance and operations ready.

5.3.8. Close any "set-up" JCN as applicable.

5.3.9. Advise SYSCON/CFP of any outages.

5.3.10. Ensure all personnel review EAPs, where applicable, within 24 hours upon arrival on site.

5.3.11. Post the technician availability roster and forward a copy to job control and SYSCON/CFP.

5.3.12. Ensure classified waste destruction facility is erected.

5.4. Team Members will:

5.4.1. Properly guard the COMSEC equipment at all times.

5.4.2. Establish a master station ground and have an engineer, if one is available; tested and tagged (to include TIME, OHMS, and INITIALs) before powering up.

5.4.3. Power-up and check the system(s) out.

5.4.4. Rope off the area around the facility and post controlled area signs.

5.4.5. Post bomb threat cards.

5.4.6. Contact on-site Material Control for handling of MRSP, i.e., central storage.

5.4.7. Camouflage the UTC.

5.4.8. Repack and store all excess equipment in a secure area.

5.4.9. Operate per the mission parameters.

5.4.10. Monitor the shelter and site housekeeping daily.

5.4.11. Destroy classified waste and superseded COMSEC keying material daily or as required.

6. Redeployment:

6.1. Deployed Commanders will:

6.1.1. Meet with management staff to discuss fade-out and tear-down plan. Stress that circuit facility deactivation is managed by SYSCON/CFP and controlled by tech control. Deactivate circuits in reverse priority.

6.1.2. Develop convoy list for road mobility if applicable.

6.1.3. Brief convoy safety procedures.

6.2. Facility Mangers will:

6.2.1. Give crew safety briefing prior to commencing tear-down.

6.2.2. Post guards with current EAPs at any facility containing classified material.

6.2.3. Check for completion of PDIs, QC, sealing, and weighing all equipment and vehicles prior to departure time. (Applicable to airlift redeployments or when highway routes limit vehicle/ towed load limits.)

6.2.4. Open "tear-down" JCN with job control as applicable.

6.2.5. Turn in all MSLs to SYSCON/CFP.

6.2.6. Close any "tear-down" JCN with job control as applicable.

6.2.7. Annotate historical records.

6.3. Team Members will:

6.3.1. Tear-down equipment and antennas.

6.3.2. Pack equipment and associated pallets for redeployment.

6.3.3. Properly destroy all classified waste.

6.3.4. Inventory, page check, and turn in all COMSEC material.

6.3.5. Complete the following actions:

6.3.5.1. Zeroize COMSEC equipment and remove field batteries after fade-out.

6.3.5.2. Destroy superseded keying material that was removed from its canister after coordinating with the deployed COMSEC responsible officer.

6.3.5.3. Protect, label, and/or degauss classified magnetic media.

6.3.6. Sanitize, clean, and padlock facilities containing classified materials.

6.3.7. Defuel generator drums as required.

6.3.8. Remove grounding rods and wires from the site.

6.3.9. Turn in all weapons.

6.3.10. Police area and dispose of trash.

6.3.11. Fuel and prepare vehicles for air or road mobility as required.

7. Recovery.

7.1. Deployed commanders should prepare after actions and lessons learned reports.

7.2. Facility Managers will:

7.2.1. For units returning from air mobility, locate pallet with your equipment and relocate to an area to break down the pallet. For units returning from road mobility, have team members off load vehicles in off load area.

7.2.2. Return COMSEC materials to appropriate custodian on day of return.

7.2.3. Establish work schedules and assign duties for turn around of equipment and support material.

7.2.4. Obtain JCN from job control for post deployment inspection.

7.2.5. Turn in TPAPs and MSLs to engineers upon request.

7.2.6. Reconcile deployed historical records with originals on file in office.

7.2.7. Record in supply log all parts ordered while deployed.

7.2.8. Post JCNs remaining open from deployment with QC.

7.2.9. Upon completion of post deployment inspection, close remaining open JCNs with QC and open any jobs for discrepancies noted during post deployment inspection.

7.2.10. Notify readiness center or mobility work center of UTC complete.

7.2.11. Complete trip report, if applicable.

7.3. Team Members will:

7.3.1. Off-load trucks and break down all pallets.

7.3.2. Turn in pallets and cargo nets to mobility warehouse, if necessary.

7.3.3. Complete work center checklists.

7.3.4. Return equipment back to its slot.

7.3.5. Return equipment back to supply, i.e., MRSP, MREs, support items, etc.

7.3.6. Check out all equipment and close post deployment inspections (PDIs).

7.3.7. Inspect, wash, and service rolling stock prior to turn-in.

7.3.8. Inventory and replenish support kits prior to storage.

7.3.9. Return records/forms to where they belong, e.g., key packs, historical records, training records.

8. TROPO/Satellite Support Radio (TSSR); URC-119, HF Transceiver (PACER BOUNCE);

SB-3614(V)TT, Automatic Telephone Switchboard; SB-3865(P)TTC, Switchboard, Telephone Automatic; TSC-129, Hammer Rick; PACAF Initial Communications Package (PICP):

8.1. Complete general checklist actions under paragraphs 2 through 7 for these UTCs.

8.2. These UTCs have no specific tasks that are not addressed in the general checklist.

9. TRC-176, VHF/UHF-AM Radio Set; TTC-39A, Automatic Telephone Circuit Switch:

9.1. Complete general checklist actions under paragraphs 2 through 7 for these UTCs.

9.1.1. Expand the predeployment phase checklist for each of these UTCs.

9.2. TRC-176, VHF/UHF-AM Radio Set, predeployment expanded as follows:

9.2.1. When packed on pallets for air mobility, pack radios for quick removal and set-up.

9.2.1.1. For road mobility, pack radios towards the rear of the vehicle for quick set-up.

9.3. TTC-39A, Automatic Telephone Circuit Switch, predeployment expanded as follows:

9.3.1. Create a database tape with current configuration and two copies of each supervisor command tape.

9.3.2. Create a deployed phone book if required, IAW PACAFI 33-150, Vol 4.

9.3.3. If batteries are NOT certified for air shipment, remove the back-up batteries from the van and repack them on the support pallet (air mobility only)

9.3.4. Electronic switch personnel will perform an off-line diagnostic test run and ensure it is fault free.

9.3.5. Coordinate with distant ends for equipment settings and database entries if time permits.

9.3.6. Ensure AFSAL 8108 and pair-wise matrix charts, with applicable letters, are available.

10. TRC-170, Tropospheric Scatter Radio Set; TSC-100A, Satellite Commu nications Terminal:

10.1. Complete general checklist actions under paragraphs 2 through 7 for these UTCs.

10.2. Expand the employment phase checklist for each of these UTCs.

10.2.1. For TRC-170, Tropospheric Scatter Radio Set, ensure site diagram is available for antenna azimuth during employment phase.

10.2.2. TSC-100A, Satellite Communications Terminal, employment phase is expanded as follows:

10.2.2.1. Locate a 120-volt standard three-prong outlet for use within 50 feet of the quick reaction satellite antenna (QRSA).

10.2.2.2. Upon completion, program mission scenario into operational system. Use system programming sheets provided before departure. If programming is done after satellite access, program tactical satellite signal processor (TSSP) for preliminary mode.

11. TSC-94A, Satellite Communications Terminal:

11.1. Complete general checklist actions under paragraphs 2 through 7.

11.2. Expand predeployment phase as follows:

11.2.1. Review the satellite access letter.

11.2.2. If configuring for air mobility, have magnetic hazard certificate, six copies of completed load list, and DD Forms 1387-2, Special Handling Data/Certification.

11.3. Expand employment phase as follows:

11.3.1. Properly position equipment. Radiation area for QRSA is 73 feet. An 8-foot dish requires 60 feet.

11.3.2. Notify GMF prior to accessing the satellite.

12. TRN-26, Radio Set (TACAN):

12.1. Complete general checklist actions under paragraphs 2 through 7.

12.2. Expand employment phase as follows:

12.2.1. Obtain facility operating frequency and identification from the OPORD technical section.

12.2.2. Coordinate facility siting with air traffic control terminal instrument procedures (TERPS) representative. Then establish lines of communications with the command/control element and the air traffic control operations or substitute notice to airman (NOTAM) activity.

12.2.3. Set up equipment for operation and prepare for flight inspection. Ensure facility is NOTAM'd into service after passing flight check. Begin normal operation on successful completion of flight inspection or as directed by field commander. Do not turn facility identification until directed by the flight inspection team or field commander.

12.2.4. Notify base defense forces of TACAN facility location, manning, and mission.

12.2.5. Following flight check, document all pertinent data IAW AFI 21-116.

12.3. Expand redployment phase to ensure the facility is NOTAM'd out of commission at the end of the mission.

13. TSQ-111, Communications Nodal Control Element (CNCE)/TSQ-201, Communications Central:

13.1. Complete general checklist actions under paragraphs 2 through 7.

13.2. Expand predeployment phase as follows:

13.2.1. Locate a copy of mission directive.

13.2.2. Prepare a circuit database.

13.3. Expand employment phase as follows:

13.3.1. Post emergency phone numbers, phone numbers of other facilities, and call signs.

13.3.2. Perform subsystem checks as each interfacing facility/function becomes available.

13.3.3. Accomplish TPAPs on systems as they are activated and on a regularly scheduled basis thereafter.

13.4. Expand redeployment phase to ensure preparation and submission of the DCS/non-DCS entry report to the engineering personnel.

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