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SECRETARY OF THE AIR FORCE**

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***Personnel***

***PERSONNEL READINESS OPERATIONS***

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This instruction implements Air Force Policy Directive (AFPD) 36-38, *Personnel Readiness Reporting and Accountability*. This instruction provides policy and guidance for on Personnel Readiness Operations. It gives Air Force personnel agencies and deployed commanders supporting contingency, wartime, exercise, and emergency operations processes and information. This instruction also provides guidance for Personnel Support for Contingency Operations (PERSCO) from pre-planning through employment and redeployment actions. Additional guidance is available in Air Force Instruction (AFI) 10-403, *Deployment Planning and Execution*; AFI 10-404, *Base Support and Expeditionary Site Planning* and AFI 10-401, *Air Force Operations Planning and Execution*. This instruction applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC). This instruction directs the collecting and maintaining of information by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.) 8013 and Executive Order (E.O.) 9397. System of Records Notice, F036 AF PC C *Military Personnel Records System* applies. Refer to attachment 1 for a glossary of references and supporting information. Refer recommended changes and questions about this publication to HQ USAF/A1PR, 1040 Air Force Pentagon, Washington DC 20330-1040 on AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847 from the field through major command (MAJCOM) publications managers. Any organization may supplement. The supplement must be reviewed and approved by HQ USAF/A1PR. MAJCOMs, field operating agencies (FOAs), and direct reporting units (DRUs) must send one copy of their published and or posted supplement to HQ USAF/A1PR, 1040 Air Force Pentagon, Washington DC 20330-1040. Other organizations send one copy of each published and or posted supplement to the next higher headquarters. The Paperwork Reduction Act of 1995 affects this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of

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### ***SUMMARY OF CHANGES***

**This document has been substantially revised and must be completely reviewed.** This publication includes Total Force accountability concepts and clarification of personnel's roles and responsibilities in readiness operations.

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## Chapter 1 PERSONNEL READINESS OPERATIONS

### *Section IA-Purpose, Background, Introduction and Scope*

**1.1. Purpose.** PERSCO is everything the personnel community does to support the warfighter. It is the collection of manual and automated procedures, systems, hardware, personnel agencies, and deployable individuals or teams to accomplish Total Force accountability and reporting, casualty reporting, and personnel program advice.

**1.2. Background.** The primary mission of the personnel community is force accountability, and the top priority is supporting the combatant commander's operations. The Air and Space Expeditionary Force (AEF) is how the Air Force organizes, trains, equips, deploys, and sustains itself. This concept embraces the unique characteristics of Air and Space power, range, speed, flexibility, and precision to meet national security challenges. Personnel agencies provide critical links and support in virtually every aspect of AEF operations.

**1.3. Introduction.** This instruction provides personnel program policy and guidance for Air Force personnel agencies and commanders supporting contingency, wartime, emergency operations, and exercises. This instruction also provides policy and guidance for PERSCO.

**1.4. Scope.** The roles and responsibilities of personnel agencies at all levels involved in readiness operations are explained in this instruction. As an essential element within expeditionary combat support (ECS), the personnel community contributes to the AEF by providing mission-ready personnel forces as well as providing Total Force accountability, casualty reporting and advice on personnel policies and procedures to all levels of command involved in readiness operations. Understanding and accomplishing these roles and responsibilities are crucial for ensuring the primary goal of accurate real-time Total Force accountability is met. Total Force accountability and force management require a coordinated effort by personnel readiness functions at all levels of command.

### *Section IB-Accountability Concepts*

**1.5. Total Force Accountability.** Total Force accountability is defined as the accurate accounting for all Air Force personnel at all times regardless of location. 1.5.1. "Total Force" is comprised of Air Force active duty, Air Reserve Component (ARC), Department of the Air Force (DAF) civilians, contractors supporting the Air Force mission, and other civilian personnel not employed by the Department of Defense (DoD) who support the AF mission (e.g., Red Cross, United Service Organization [USO], consultants) as well as the in-place force supporting contingency operations. Total Force accountability can be expanded by the combatant commander or the component command to include other DoD civilians, other DoD-essential contractor personnel, other Services, allied forces, coalition forces and/or other personnel. Commanders, at all levels, are ultimately responsible for maintaining accountability of their forces. PERSCO is a tool to assist commanders in obtaining and maintaining accountability. Commanders must establish procedures to account for their forces when there is no PERSCO at the deployed location.

1.5.2. Total Force accountability enables planners and managers to support the commander's concept of operations by providing strength and casualty information essential for the

commander to make informed decisions concerning force allocation and capabilities. At the unified command level and above, this information also assists senior leaders in making informed decisions.

1.5.3. Accounting for deployed and residual forces provides senior military and civilian leadership visibility of the human resources committed to contingency operations.

1.5.4. The historical capture of force accountability data is provided by AFPC/DPW on a regular basis to the chain of command (who was deployed where and for how long). This allows the tracking and analysis of personnel and their association to specific military operations for future programs and initiatives (e.g., Gulf War Syndrome, follow-up treatment for the Khobar Towers bombing, medical counseling, state bonuses and entitlements).

1.5.5. There are several elements of Total Force accountability that must be tracked:

1.5.5.1. Total Force accountability. PERSCO maintains accountability of the deployed location's Employment Requirements Manning Document (ERMD) requirements and all personnel assigned against these positions.

1.5.5.2. Strength accountability. PERSCO will maintain accountability over all personnel on the ground, including transients, at their deployed and designated geographically separated locations, regardless of status, in accordance with (IAW) component command policies.

1.5.5.3. Unit accountability. The deployed unit commander is responsible for maintaining accountability for the unit personnel assigned. This accountability includes knowing where assigned personnel are at any given time, where they live and where they work.

1.5.5.4. Replacement accountability. If it becomes necessary to replace a deployed individual prior to completing the specified tour length, the deployed commander initiates the replacement action. Refer to paragraph 5.10.1.2 of this instruction and component command reporting instructions for replacement actions. Once the replacement requirement has been sourced, PERSCO is responsible for tracking the status of all incoming and/or departing personnel as well as their arrival and departure plans. Arrival and departure information should be available through the Area of Responsibility (AOR) transportation function. If this information is not provided; contact the component command for guidance.

1.5.5.5. Transient accountability. Transient forces are those that spend at least one night at a location but their final duty location is elsewhere. PERSCO, in coordination with deployed services (lodging) and transportation, tracks arrival and departure of transient personnel as outlined by the on-site commander and/or component command guidance.

1.5.5.6. Tasked Wing Accountability. Unit commanders and Installation Personnel Readiness Elements (IPRs) (formerly know as the Personnel Readiness Function (IPR)) are responsible for maintaining accountability over their deployed personnel until they have returned to home station.

1.5.5.7. The Employment Requirements Manning Document (ERMD) lists all the requirements for a particular deployment location. The PERSCO team is responsible for monitoring to ensure all requirements are filled or confirming with the deployed commander that the requirement isn't needed.

1.5.6. Total Force accountability is accomplished with Global Command and Control System - Air Force (GCCS-AF) systems utilizing Deliberate Crisis Action Planning and Execution

Segments (DCAPES) and/or MANPER-B software. This software uses a series of business rules to alert users to changes in deployment requirements and the status of deployed persons. This software is also programmed to generate Military Personnel Data System (MilPDS) transactions to inform home-station commanders of the whereabouts and status of their deployed personnel.

### ***Section 1C-Deployed PERSCO Concepts***

**1.6. PERSCO Mission and Objective.** Total Force accountability is PERSCO's primary mission. PERSCO is what the personnel community provides to commanders at all levels to accomplish the Total Force accountability mission and objectives. PERSCO Teams (PTs) deploy to provide force accountability and reporting, casualty reporting, and advice on personnel programs. See Chapter 5 of this instruction for further PERSCO guidance.

### ***Section 1D-Deployment Planning and Execution Concepts***

**1.7. Deployment Planning.** General planning guidance for personnel functional managers can be found in the *War Mobilization Plan (WMP)*, Volume 1, AFI 10-401, *Air Force Operations Planning and Execution* and AFI 10-403, *Deployment Planning and Execution*. Personnel planners should review these documents **before** planning any contingency operation or exercise. During war or a contingency operation, there is little time to set up new support plans to correct deficiencies in pre-planned manpower and personnel requirements; therefore, personnel policies or procedures during readiness operations that vary from peacetime applications must be in the hands of the users **prior** to execution of the operation plan (OPLAN) or concept plan (CONPLAN).

1.7.1. Personnel war planners at all echelons must understand that contingency and war-fighting planning actions are prioritized and time-phased in order to support the immediate execution of war plans.

1.7.2. The personnel war planner has responsibilities in contingency and execution planning. These responsibilities may differ depending on the environment (deployment or employment) and the planning, contingency, or exercise scenario. *However, the primary goal is always timely and accurate force accountability.* This is accomplished by working closely with operations planners, installation deployment officers (IDOs), logistics planners, manpower, MAJCOM functional area managers (FAMs), unit deployment managers (UDMs), and understanding the deliberate execution planning, deployment execution, employment, sustainment and force management processes.

1.7.3. Wartime, contingency, exercise, and emergency operations validate the quality of personnel wartime planning actions. *It is critical that personnel wartime planning actions and PT readiness be evaluated and tested before crisis action operation.*

**1.8. Air and Space Expeditionary Task Force (AETF) Force Module Concept.** The AETF force modules (Figure 1.1.) are a method of packaging command and control, operational mission, and ECS forces for presentation to a combatant commander through the commander, Air Force forces (COMAFFOR) and Air Force Component Headquarters (AFCHQs). The modules were developed to provide a standardized template optimizing initial planning through rapid requirements generation. The elements of AETF force modules are linked together or are uniquely identified so that they may be extracted from or adjusted as an entity to enhance flexibility and usefulness of the operation plan during a crisis or a humanitarian relief operation

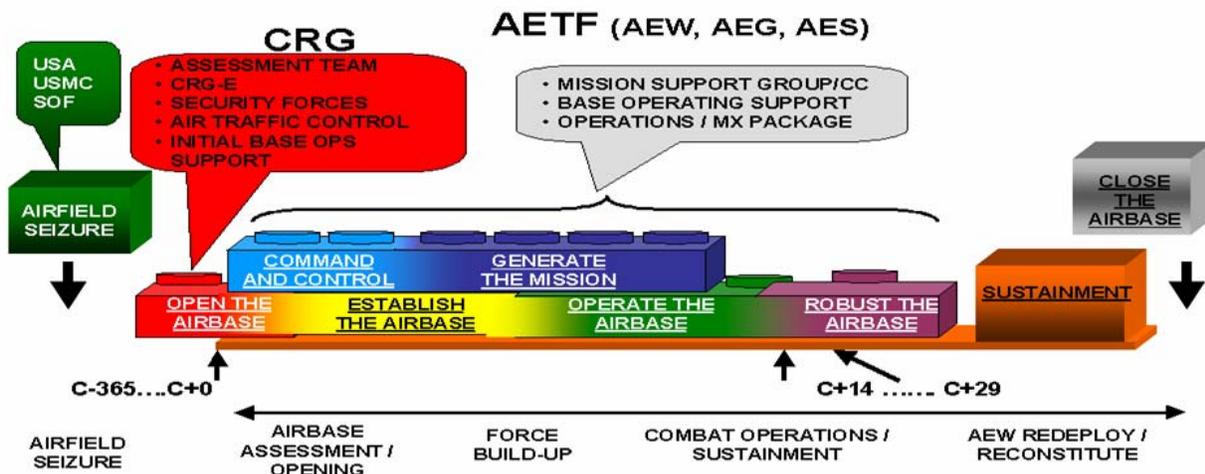
(HUMRO) effort. It articulates AEF capabilities in sets of basic, building-block capabilities to support all Task Force Concept of Operations (CONOPS) or AEFs. It provides rapid global projection and sustainment of combat capabilities through expression of military power; optimizes base opening, initiating operations from a bare base to an Air Expeditionary Wing (AEW), and provides a seamless transition of operational phases.

1.8.1. PERSCO is an integral part of most force modules (FM). A PERSCO presence in the Open the Airbase FM comes from a PERSCO qualified 3S0X1 on the Contingency Response Group (CRG) 7E1AE unit type code (UTC). This individual will perform the initial accountability duties required. An RFL01 UTC with the GCCS-AF equipment will arrive in the Command & Control FM to take over the accountability, strength reporting and casualty reporting mission. The Establish the Airbase FM contains RFL03 and RFL03 UTCs. This package augments the RFL01 to provide additional personnel leadership and advisory support. Two RFPF3 UTCs and one each RFL04 and RFL05 UTC arrive in the Operate the Airbase FM to provide additional personnel leadership accountability capability. One or more additional RFPF3 UTCs are deployed in the Robust the Airbase FM to complete the PERSCO capability for the AETF FM. The number of RFPF3 teams utilized in this FM is dependent on the size of the force. The Air Force Forces (AFFOR) A1 staff will use additional PERSCO UTCs as the mission dictates in the sustainment phase of operations.

1.8.2. PERSCO support for the FMs will be provided by the lead wings, followed by other iron providing units within the same FM, and then non-aircraft providing units.

1.8.3. The figure below illustrates how PERSCO teams fit in the FM construct.

**Figure 1.1. Air and Space Expeditionary Task Force (AETF) Force Module Concept.**



**1.9. Deployment Execution.** Personnel planners are responsible for ensuring (1) sufficient PTs and equipment are scheduled with the earliest arriving FMs, advanced echelon (ADVON) packages, or as early as possible in force flows into all forward operating locations (FOLs) or augmented main operating bases (MOBs), (2) all PERSCO requirements are filled with the best fully qualified personnel, (3) reclaims are aggressively worked, (4) deployed forces are tracked throughout the deployment process, (5) policy issues concerning the deployed force are aggressively worked, (6) all DCAPES update transactions are timely and accurate, and (7) PTs are immediately capable of expedient and flawless strength accountability and reporting.

## Chapter 2 RESPONSIBILITIES

**2.1. Introduction and Scope.** This chapter outlines responsibilities for all agencies involved in Air Force personnel readiness activities, beginning with the unified command J-1 directorates and ending with DCAPEs/GCCS-AF system user/operator responsibilities.

**2.2. Combatant Command/J-1 Directorate.** J-1 is the principal staff agency for manpower and personnel support. Although each service has a primary responsibility for providing relative personnel support, J-1 is responsible for synchronizing the efforts of Service components to optimize personnel support to the Joint force commander. A complete listing of J-1 responsibilities is contained in Joint Publication 1-0, *Personnel Support to Joint Operations*.

### **2.3. HQ USAF Personnel Readiness Division (HQ USAF/A1PR):**

2.3.1. Has overall responsibility for Air Force personnel readiness and accountability programs and directives. Develops concepts and policies to ensure Total Force accountability.

2.3.2. Serves as the office of primary responsibility (OPR) for personnel readiness and PERSCO policy and provides guidance to all MAJCOMs, Component Numbered Air Forces (CNAFs), DRUs, and FOAs on the posturing, scheduling, coding and the use of personnel assets (38FX and 3S0XX) to support the full range of military operations.

2.3.2.1. Develops and oversees United States Air Force (USAF) personnel readiness and PERSCO policy for all levels of command. Provides policy oversight to all MAJCOMs, CNAFs, DRUs, and FOAs on personnel readiness and PERSCO. Monitors implementation of policy across MAJCOMs, CNAFs, DRUs, and FOAs to ensure consistent application and provides feedback where necessary.

2.3.2.2. Provides headquarters oversight of PT After-Action Report (AAR) corrective actions.

2.3.2.3. Assigns Manpower and Equipment Force Packaging (MEFPAK) responsible command to manage PERSCO UTCs.

2.3.3. Serves as the Air Force Crisis Action Team A1 cell (AFCAT/A1) when activated.

2.3.4. Advises HQ AFPC Operations Support Center (OSC) when a contingency operation begins. Refer to the Air Force Continuity Operations Plan (COOP) for next in line for continuity purposes.

2.3.5. Activates the Personnel Readiness Center (PRC) network when a contingency operation seems likely. PRC network includes all MAJCOM, CNAF, DRU, and FOA personnel readiness functional areas.

2.3.6. Serves as the Air Force personnel policy OPR for DCAPEs, repatriation and Noncombatant Evacuation Operation (NEO), Augmentation Duty Program (ADP), and Force Support Squadron (FSS) [or equivalent] Status of Resources and Training System (SORTS) and AEF UTC Reporting Tool (ART).

2.3.7. Uses the PRC network to provide instructions concerning all personnel actions relating to current contingencies to CNAF, MAJCOMs, FOAs, DRUs, base-level IPRs, and civilian personnel flights (CPF) during contingency, wartime, exercise, and emergency operations.

2.3.8. Reviews and takes action to help resolve limiting factors (LIMFACs) identified by PTs that limit or hinder their operational capabilities.

2.3.9. Recommends MAJCOMs and CNAFs assign and retain personnel in readiness positions for at least 24 months in the position to ensure continuity of operations.

2.3.10. Ensures Air Force component commands provide reporting guidance/processing instructions to IPRs in a timely manner for all contingency, wartime, exercise, and emergency operations that Air Force personnel are deployed to support.

2.3.11. Establishes DAF civilian personnel and contractor deployment and accountability policies to meet worldwide mission requirements during contingency, wartime, exercise, and emergency operations.

2.3.12. Provides policy and oversight on the utilization of personnel.

2.3.13. Serves as a member of the War Planning and Execution Integrated Process Team (WPIPT). The WPIPT is the lead entity formulating the policy, processes, and organization of the Air Force War Planning and Execution process.

2.3.14. Serves as the Air Force focal point for questions concerning deployed personnel accounting and reporting.

**2.4. Air and Space Expeditionary Force Operations (AFPC/DPW).** AFPC/DPW executes the AEF battle rhythm. They are the reachback enabler that plans and delivers versatile Air and Space power to the right place at the right time to support COMAFFOR's mission needs. At the core of AEF planning, AFPC/DPW incorporates AEF-related processes in every step of operational planning, preparation, and execution, from crisis to sustainment to redeployment actions, with emphasis on identifying functional trigger points that stress or break the AEF concept of operations and force sourcing outside the on-call resources. AFPC/DPW coordinates with component planners for deployment/redeployment time-phased force deployment data (TPFDD) construction.

2.4.1. AFPC/DPW initiates the sourcing of AEF-aligned ECS forces to support combatant commander requirements. Identifies scheduling disconnects and discrepancies and initiates the process for resolution. AFPC/DPW develops and publishes the ECS Target Base Alignment Template, used to schedule the deployment of all deployable units and personnel per AEF cycle.

2.4.2. AFPC/DPW coordinates, integrates, and publishes the timelines, plans, and tasks required for each AEF cycle and each AEF rotation to include monitoring the scheduling of deployment transportation. AFPC/DPW provides continuity throughout critical AEF prepare-to-deploy, deployment, redeployment, and transition phases of the AEF cycle. AFPC/DPW pushes relevant and timely deployment preparation information to the field and provides a comprehensive database of AEF-focused material through the AEF Online web page.

2.4.3. AFPC/DPW manages the DCAPES data process for AEF-sourced requirements as identified in contingency and rotational TPFDDs. AEF Library-aligned resources are used to source TPFDD requirements, including ECS UTCs scheduled by the ECS SIPT, maintenance, munitions, and aviation UTCs scheduled by the AMC/A3X and CAF SIPTs.

2.4.4. AFPC/DPW provides quantitative and qualitative data to the appropriate agencies to guide efforts to configure the forces to meet AEF operational policy. AFPC/DPW provides a monthly report to the CSAF, through HQ USAF/A3, detailing UTCs not reported "green" in ART.

AFPC/DPW provides FAMs with recommendations for reconfiguring standard UTCs into right-sized, modular, and scalable UTCs. AFPC/DPW identifies opportunities to maximize alignment of the available, deployable Total Force with UTCs and identifies disconnects between resources and requirements to U.S. Air Force leaders in order to effect appropriate force structure changes. AFPC/DPW provides the medium to assess the readiness of postured Air Force forces with ART.

2.4.5. AFPC/DPW centrally manages the AF Deployment Processing Discrepancy Program. It articulates related processes, roles, and responsibilities of all involved agencies (i.e., AFPC/DPW, MAJCOMs, IDOs, MPEs, Deployed Logistics Readiness Officers (LROs), PERSCO teams, and supporting commanders). AFPC/DPW maintains deployment discrepancy reporting software and metrics to track and report discrepancies and corrective actions. It ensures installations and their parent commands research discrepancies and take appropriate corrective actions.

2.4.6. AFPC/DPW oversees and manages the UTC and Individual Augmentation (IA) reclama process when taskings must be reassigned between MAJCOMs. AFPC/DPW is the central agency for adjudicating Air Force reclaims and forwarding to Headquarters Air Force as required.

2.4.7. AFPC/DPW performs as the administrative agency for the AEF Steering Group (AEFSG) and the ECS SIPT. The AFPC/CC acts as the Chairman for these two executive bodies.

2.4.8. AFPC/DPW manages the creation and publication of standard line remarks and is the final approval authority for additions, changes, and deletions. AFPC/DPW makes the line remarks available on the classified and unclassified AEF Online web site.

2.4.9. AFPC/DPW manages the CNAF's publication and periodic review of their reporting instructions. AFPC/DPW makes the reporting instructions available on the classified and unclassified AEF Online website.

2.4.10. Monitors DCAPEs data to ensure integrity and validity of assigned mini-records and timeliness of names in system.

## **2.5. HQ AFPC Personnel Readiness Division (HQ AFPC/DPWR):**

2.5.1. Serves as the OPR for deployment availability codes and duty status reporting program.

2.5.2. Ensures HQ USAF-level personnel series instructions and revisions contain accurate wartime guidance.

2.5.3. Activates the PRC function of the HQ AFPC/OSC upon activation of the HQ USAF MPRC/PRC network or as directed by the HQ AFPC/CC or OSC Director during emergencies.

2.5.4. Responsible for all PRC functions of the HQ AFPC/OSC operations. The PRC can be reached at DSN 665-2020, toll free at 1-800-435-9941, or e-mailed at [afpc.prc@randolph.af.smil.mil](mailto:afpc.prc@randolph.af.smil.mil).

2.5.5. Develops procedures to implement USAF policy for personnel readiness and PERSCO.

2.5.6. Ensures personnel accountability is maintained for all Air Force personnel supporting contingency, wartime, exercise, and emergency operations.

2.5.6.1. Monitors when PTs are established at new locations during contingency or wartime operations. Works with the component commands to ensure PTs obtain connectivity for

DCAPES updates. Ensures the PTs submit required reports, receive and process DCAPES updates, and establish Red-Mini log-in requests. Works with component commands and deployed PERSCO teams to correct accountability data.

2.5.6.2. Establishes Red-Mini accounts/mailboxes for newly established PERSCO Teams and ensures all IPRs are processing DCAPES updates to these accounts/mailboxes.

2.5.6.3. Follows the Red-Mini user responsibilities outlined in paragraph 2.18. of this instruction.

2.5.6.4. Analyzes accountability data and identifies trends/deficiencies and reports to HQ USAF/A1PR, CNAFs, and supporting MAJCOMs.

2.5.7. Reviews AARs and provides a cross-feed program for MAJCOMs, CNAFs, AFPC, Military Personnel Elements (MPEs), and PTs.

2.5.8. In conjunction with HQ USAF/A1PR and all MAJCOM counterparts, develops and publishes standard training materials. Oversees changes to the curriculum of Personnel Readiness training.

2.5.9. Assists HQ USAF/A1PR in the development of Total Force concepts, policies, and plans to support ARC activation and mobilization, deployment, employment, base reception, NEO and repatriation operations, accountability reporting, and demobilization.

2.5.10. Provides oversight to component commands that use pre-positioned GCCS-AF systems provided by AFPC/DPWR in their AOR to ensure proper accountability, use, and maintenance. These systems will be maintained on the AF Component/A1's Information Technology Administrative Management System (ITAMS) account until deployed forward. The Component/A1 will coordinate any movement of systems with HQ AFPC/DPWRSF. When systems are moved, the Component/A1 will accomplish a GCCS-AF System Hardware Relocation Report (Figure 6.6).

2.5.11. If systems are not available at the Component or time does not permit shipping a system to the deploying PERSCO team, the team will deploy with their local GCCS-AF system. The PERSCO team chief will conduct hardware and software inventory to ensure all required items/software are on-hand/loaded prior to deployment and accomplish a GCCS-AF System Hardware Relocation Report (Figure 6.6). HQ AFPC/DPWRSF will backfill the base with a GCCS-AF system to replace the system that was deployed. Upon arrival, the PERSCO team will ensure the equipment is loaded into the deployed site's ITAMS. PERSCO will also complete a system inventory and fax or mail to AFPC/DPWRSF at DSN 665-3923/3805, HQ AFPC/DPWRSF, 550 C Street West, Suite 15, Randolph AFB TX 78150-4715. Most current form may be found at: <http://ask.afpc.randolph.af.mil/readiness>

2.5.12. Manages the Readiness Systems Support Section. Assists customers with problems with DCAPES Personnel applications, communications, or readiness-type questions, see table 2.1.

2.5.13. Coordinates GCCS-AF systems component warranty service with vendors.

2.5.14. Manages access to and prepares procedures for use of GCCS-AF system DCAPES updates and distribution function of the Red-Mini system.

2.5.15. Ensures all readiness functions follow Red-Mini and GCCS-AF system user responsibilities outlined in this instruction.

2.5.16. Serves as the Program Management Office (PMO) for DCAPES Personnel applications, GCCS-AF systems and the Red-Mini. Assists the AF GCCS PM in procuring and maintaining command and control (C2) systems for IPRs to adequately meet the AF personnel readiness mission. Obtains Air Force certification and approval for operation of DCAPES Personnel applications and GCCS-AF systems.

2.5.17. Assists HQ USAF/A1PR in reviewing pre-identified LIMFACs that hinder their operational capabilities, and coordinates with the component commands to resolve.

**Table 2.1. Assistance and Problem Reporting.**

<b>ASSISTANCE AND PROBLEM REPORTING</b>		
<b>Assistance Type</b>	<b>OPR</b>	<b>Contact</b>
Hardware and software for in-garrison desktops and PERSCO systems at Installation Personnel Readiness Elements and Manpower offices	GCCS-AF Technical Support Center 401 E Moore St Maxwell AFB Gunter Annex AL 36114	DSN: 596-5771 Option 2, 5, 9 Comm: (334) 416-5771 Option 2,5,9 Fax DSN: 596-3107
Personnel-related software applications procedures Hardware and software for deployed PERSCO systems	HQ AFPC/DPWRSF 550 C Street West, Suite 15 Randolph AFB TX 78150-4717	DSN: 665-2770 Comm: (210) 565-2770 FAX DSN: 655-3923/3805 After hours: DSN 665-3754 Unclassified e-mail: <a href="mailto:afpc.DPWrsf@randolph.af.mil">afpc.DPWrsf@randolph.af.mil</a> Classified e-mail: afpc.fac@randolph.af.smil.mil
Manpower-Related Software Applications/Procedures	Air Force Manpower Agency (AFMA/MASR) 550 E Street East Suite 203 Randolph AFB TX 78150	DSN: 487-1409 Comm: (210) 652-1409 FAX DSN: 487-7281

**NOTES:**

1. Have your system serial number available when calling the Readiness Systems Support Section.
2. To report software malfunctions, fax or e-mail the applicable OPR (listed above) and send an information copy to your MAJCOM counterpart.
  - a. Describe completely all actions leading up to the error.
  - b. This is essential for the functional staff to duplicate the error and determine the cause.

**2.6. HQ Air Force Reserve Command (HQ AFRC):**

2.6.1. The HQ Readiness Management Group (RMG) provides for utilization and accountability of Individual Reservists (see attachment 2 of this instruction).

2.6.2. Follows GCCS-AF system user responsibilities outlined in paragraph 2.19. of this instruction.

2.6.3. Monitors DCAPES to ensure integrity and validity of assigned data.

**2.7. Supporting MAJCOM Director of Personnel (MAJCOM/A1):**

2.7.1. Has overall responsibility for personnel readiness and force accountability within the MAJCOM. Appoints a personnel wartime FAM for personnel planning and tasked personnel UTCs. Follows the FAM responsibilities outlined in AFI 10-401, *Air Force Operations Planning and Execution*. If possible, ensures personnel assigned to personnel readiness positions serve at least 24 months in the position for continuity purposes .

2.7.1.1. Reviews TPFDD for accuracy and recommends changes when unable to support listed taskings.

2.7.1.2. Uses assigned MAJCOM resources to verify and source personnel augmentation PTs, and equipment taskings to their respective bases for fill action.

2.7.1.3. Ensures personnel assigned or tasked to PTs and augmentation UTCs meet UTC Mission Capability Statement (MISCAP) requirement training guidelines in this instruction and PERSCO Air Force Job Qualification Standards (AFJQSs). In conjunction with HQ USAF/A1PR, HQ AFPC/DPWRO, and all MAJCOM counterparts, develops and publishes standard training materials. Ensures PERSCO supply kits and equipment packages are maintained in a mission-ready status.

2.7.1.3.1. Develops and provides training for personnel tasked to personnel augmentation UTCs.

2.7.1.4. Monitors SORTS and ART reporting for RF-series UTCs. Uses SORTS and ART to track and monitor PERSCO and personnel augmentation teams' manning, training, and equipment status ensuring a mission- ready capability constantly exists to support TPFDD taskings.

2.7.1.4.1. Develops and updates designed operational capability (DOC) statements IAW AFI 10-201, *Status of Resources and Training System (SORTS)*.

2.7.1.4.2. Monitors status of UTC kits and equipment to ensure items are procured and maintained in a mission-ready status.

2.7.1.4.3. Reviews and monitors SORTS reporting for accuracy and C-level status.

2.7.1.4.3.1. If reported C-level is less than C-2, contacts the reporting unit to acquire a detailed explanation of the situation.

2.7.1.4.3.2. Assists unit in attaining C-1 in a reasonable time frame.

- 2.7.1.4.4. Implements Air Force and MAJCOM-developed internal processes for unit, wing, Numbered Air Force (NAF), and MAJCOM commander's ART certification of RF-series UTCs IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*.
- 2.7.1.4.5. Monitors RF-series UTCs assessed less than "Green" and ensures corrective actions are taken. Prior to deployment, ensures RF-series UTCs reporting missing or deficient capabilities are mission capable IAW the RF-series UTC MISCAP and this AFI.
- 2.7.1.4.6. If the deployed PERSCO reports deficiencies, the supporting MAJCOM personnel planner or deployed commander investigates the deficiency and if required, takes corrective action. Informs AFPC/DPW and supported CNAF personnel planner of actions taken.
- 2.7.1.5. Manages the deployment of MAJCOM 38FX/3SXXX resources and coordinates on reclama, shortfall, waiver, and extension actions.
- 2.7.1.6. Reviews and coordinates on all coding actions and competitive sourcing (or A-76) studies involving funded wartime 38FX/3SXXX positions.
- 2.7.1.7. Ensures command inspection teams evaluate the wings according to this instruction and AFI 90-201, *Inspector General Activities*.
- 2.7.1.8. Develops procedures and checklists for exercise scenarios.
- 2.7.1.9. Follows and ensures FSSs follow Red-Mini user responsibilities outlined in paragraph 2.18. of this instruction.
- 2.7.1.10. Follows and ensures FSSs follow the GCCS-AF systems user responsibilities outlined in paragraph 2.19. of this instruction.
- 2.7.1.11. Follows guidance contained in Attachment 2 of this instruction on the utilization and accountability of IMAs.
- 2.7.1.12. Ensures FSSs follow up on requests from deployed PTs for assistance with personnel actions on their deployed personnel.
- 2.7.2. Reviews OPLANs and readiness publications.
- 2.7.2.1. Sends command supplements of this instruction to HQ USAF/A1PR for review and approval prior to publication.
- 2.7.3. Supports Total Force accountability, ensuring all deployed command personnel resources are accounted for by tracking and managing personnel accountability data.
- 2.7.3.1. Ensures IPRs accomplish accountability actions as outlined in Chapter 4 of this instruction.
- 2.7.3.2. Queries supported command personnel planner on overdue arrivals that have not been updated.
- 2.7.3.3. Monitors DCAPES information to ensure integrity and validity of assigned data.
- 2.7.4. Forwards requests for temporary duty (TDY) extensions beyond 179 days IAW AFI 36-2110, *Assignments*. DoD policies may provide time limits on how long individuals may stay in a specific AOR. Personnel planners must be aware of any such policies. **Note:** This does not apply to the ARC.

2.7.5. Ensures the IPRs follow all component command reporting guidance/processing instructions.

2.7.6. Coordinates with command GCCS PM to procure and maintain command and control (C2) systems capable of supporting GCCS-approved personnel software applications.

2.7.7. Establishes and maintains a MAJCOM MPRC or PRC.

2.7.7.1. Identifies and trains augmentees to enable the MAJCOM MPRC/PRC to provide 24/7 capability.

2.7.7.2. Ensures personnel program subject-matter experts (SMEs) are identified and on call, if needed.

2.7.7.3. Maintains a roster of MAJCOM IPR points of contact (POCs) to include the method of contact during non-duty hours.

2.7.7.4. When activated, the MAJCOM MPRC/PRC serves as the focal point for all personnel program issues.

2.7.7.4.1. Works with FAMs to resolve personnel issues affecting reclama, shortfall and replacement programs IAW AFI 10-401.

2.7.7.4.2. Resolves MAJCOM internal crisis-action manning assistance requests.

2.7.7.4.3. Assists MAJCOM leadership in determining mobilization requirements to include IMA requests.

2.7.8. Participates in the development of future C2 systems used to account for and deploy personnel forces.

2.7.8.1. Provides command-unique requirements and functional inputs to the development of new systems.

2.7.8.2. Ensures subordinate units have necessary equipment and communication to support C2 readiness systems.

2.7.9. Ensures all 38FX/3SXXX funded UMD positions are postured and coded against UTCs according to FAM guidance.

2.7.10. Manages and coordinates all aspects of Personnel Readiness (DCAPES and PERSCO) functional training. This includes forecasting future AETC formal training needs during annual formal training data calls.

## **2.8. Supported Component Command (Contingency and Exercise Support) Director of Personnel/A1:**

2.8.1. Serves as the supported component command 38FX/3SXXX FAM. The A1 is responsible for providing personnel support to forces assigned or attached to the component command. Responsible for developing, managing, planning and executing personnel requirements, through standard UTC and TPFDD development, supporting all possible contingencies. Follows the FAM responsibilities outlined in AFI 10-401 and uses the checklist in table 2.2 as a planning template.

2.8.2. Identifies HQ augmentation UTCs to support AFFOR/A1 and/or the component command personnel war planning staff. This augmentation should be deployed well ahead of main force

deployment to allow the component command personnel war-planning staff to gain and maintain momentum in directing Total Force accountability.

2.8.3. Develops concepts, plans, and procedures to support force accountability, personnel deployment, repatriation, NEO, and reception processing at all installations under their control.

**Table 2.2. Supported Component Command Planning Checklist Template.**

ITEM	YES	NO	N/A
1. Was an Annex E to the OPLAN written?			
1.1. If Annex E was written, did it provide all needed information specified in AFI 10-401?			
1.2. If an OPLAN is not available, was the following information provided or actions taken to establish PERSCO operations within the theater?			
1.2.1. Were PT requirements established in the TPFDD for each deployment location?			
1.2.2. Were the unique circumstances at each site and the employed population used to determine the size of PTs to base at the location?			
1.2.3. Were PERSCO requirements for each location made known to communication planners?			
1.3. Was a CONOPS developed to address the following areas?			
1.3.1. Do all locations with Air Force personnel have a PT providing accountability?			
1.3.2. Are PTs supporting GSUs aware that they are responsible for these locations?			
1.3.3. Was HQ AFPC/DPWRS notified that a PT is established at a location (and any GSUs they will support) so the Red-Mini accounts and mailboxes can be set up to receive appropriate DCAPEs updates?			
1.3.4. Were PTs notified of theater/operation-unique reporting requirements such as a NAF or Joint Staff?			
1.3.5. Was an attached Personnel Accounting Symbol (PAS) identified to administratively service each PERSCO site?			
1.3.6. Was a Central Site PT established?			
1.3.7. Were the roles and responsibilities of the Central Site PT published in the CONOPS?			
1.3.8. Was the CONOPS updated as changes occurred or as new deployment sites were added?			
1.4. Were location-specific reporting instructions provided to all PTs, IPRs, and supporting MAJCOMs?			
1.4.1. Were reporting instructions updated as changes occurred?			
1.5. Were PTs provided with DCAPEs plan requirements?			
1.6. Were procedures established to maintain contact with PTs?			

ITEM	YES	NO	N/A
1.7. If applicable, was a rotation policy or tour length advertised?			
1.8. Were component procedures developed for processing of augmentation and replacement requests?			
1.9. Was AFPC notified to provide GCCS-AF systems for new PERSCO locations?			
1.10. Are sufficient spare GCCS-AF systems located in theater to support rapid repair/replacement actions?			
1.11. Does the component A1 have adequate communications to include DCAPEs, SIPRNET, NIPRNET, phones, etc?			

2.8.4. Uses War Mobilization Plan, Volume 1, AFI 10-401, Force Modules and this instruction to develop the Personnel Annex for all OPLANS, CONPLANS, and a PERSCO CONOPS (if insufficient time to fully develop an annex). Serves as the focal point for gaining and interpreting combatant commanders' personnel policies and procedures, and ensures existing USAF policies and procedures do not conflict. Incorporates policies and procedures in the operation's personnel reporting instructions. Uses the following as a foundation to develop personnel support:

2.8.4.1. Mission and Capabilities. Determines personnel capabilities provided from in-place resources, capabilities provided at deployed locations and documents them in Annex E (Personnel) of the component command OPLAN as required by AFMAN 10-401, Volume 2. Specifies PT requirements for each location into the TPFDD.

2.8.4.2. PERSCO Team Sizing and Requirements. Ensure all Forward Operating Locations (FOLs) requiring PERSCO support have the UTC RFPF1 (unless the integrated RFL01 UTC is used) as a basis for all PT support. The RFPF1 accountability team must be the basic team at every location. Additional PT UTCs will be added to RFPF1 UTC to provide additional support such as sustainment actions and personnel program support.

2.8.4.3. Ensure the equipment UTC (RFBER) is clearly defined in the TPFDD and that movement corresponds with the personnel movement. During sustainment, ensure Logistics Detail (LOGDET) is appropriately tasked when deploying additional PERSCO UTCs.

2.8.5. Works with the C1/J1 and AFFOR/CC defining the scope of Total Force accountability.

2.8.5.1. Outlines and expands force accountability procedures to include non-DAF civilians, DoD contractor employees supporting other Services, coalition forces, or others according to the combatant commander.

2.8.6. Assists the component command manpower planner to advertise the provisional organization structure developed for each location within the AOR. This structure identifies and clarifies command relationships, ensuring responsibilities and activities are documented and followed.

2.8.6.1. If possible, provides the organization structure to PTs during the pre-planning phase.

2.8.6.2. Upon execution, immediately provides the provisional organization structure to all supporting PTs, supporting commands, AFPC, and Air Staff.

- 2.8.7. Uses standard report formats contained in Chapter 6 of this instruction. Describes command-unique reports and outlines complete instructions on format, content, addressees, frequency of reporting, and classification guidelines.
- 2.8.8. Considers establishing a central site or central management function to meet requirements in paragraph 1.4 when there are multiple PTs in the AOR or when PT locations have limited communication support. *Note:* PTs supporting multiple geographical locations must be identified to HQ AFPC/DPWRS to ensure proper routing of DCAPEs updates on the Red-Mini system, to include the geographical locations supported.
- 2.8.8.1. Uses a pre-established contingency MPF Identification (ID) for establishment of a central site MPF ID when an existing MPF is not designated. *Note:* Contact HQ AFPC/DPWRS to request additional contingency MPF IDs, if needed.
- 2.8.8.2. Ensures a central site ID is included in the plan.
- 2.8.8.3. Sets up procedures for deployed locations without a PT or GCCS system to relay strength numbers, discrepancies, etc. to the PT designated to service their location.
- 2.8.9. Maintains personnel accountability by tracking and managing deployed personnel data for personnel deployed to their AOR.
- 2.8.10. Develops and publishes procedures for reviewing and validating replacement requests.
- 2.8.11. Realigns command resources to fill 38FX/3SXXX validated requirements for Air Force-wide sourcing.
- 2.8.12. Performs functions required to support sustainment deployments.
- 2.8.12.1. Develops and validates 38FX/3SXXX personnel requirements to be sourced through AFPC/DPW. Ensures all requirements will be filled by standard UTCs to the maximum extent possible.
- 2.8.12.2. Uses the AF Reporting Instruction Tool (AFRIT), available on the AEF Online web site, to develop reporting instructions. At a minimum, reporting instructions must contain classification guidance and comply with the Foreign Clearance Guide.
- 2.8.12.3. Provides AFPC/DPW a clear-text listing of Deployment Requirements Manning Document (DRMD) line remarks.
- 2.8.12.4. Monitors unfilled requirements.
- 2.8.13. Develops and implements theater-unique personnel programs and procedures.
- 2.8.14. Manages PTs in AORs. Resolves LIMFACs identified by PTs that limit or hinder their operational capabilities.
- 2.8.15. Coordinates the management of deployable systems with HQ AFPC/DPWRO. Maintains operational control of all GCCS-AF systems in their theater(s) of operation.
- 2.8.15.1. Ensures PTs and FSSs within the theater follow accountability and reporting procedures.
- 2.8.16. Follows and ensures FSSs and PTs comply with Red-Mini user responsibilities outlined in paragraph 2.18.

- 2.8.17. Follows and ensures FSS and PTs comply with the GCCS-AF system user responsibilities outlined in paragraph 2.19.
- 2.8.18. Provides staff assistance to PTs as needed.
- 2.8.19. Ensures AFCAT/A1, HQ AFPC/OSC, supporting commands, applicable FSSs and PTs in the AOR receive correspondence on all command personnel programs.
- 2.8.20. Follows guidance in Attachment 2 of this instruction on the utilization and accountability of IMAs.
- 2.8.21. Ensures operational PTs are not tasked to support non-PERSCO missions. *Due to the importance and time-sensitivity of the PERSCO mission, extra duty and/or details assigned to PERSCO team members must not interfere with or hinder the mission.*
- 2.8.22. Develops an AAR outlining the limitations, capabilities, expectations, and lessons learned for PTs sent by the supporting command. Submit IAW paragraph 6.9. of this instruction.
- 2.8.23. Monitors the status of messages sent by all PTs requesting information or action from FSSs or the supporting command. Ensures the responses are timely and accurate.
- 2.8.24. Monitors duty status change (DSC) messages received from PTs and ensures format and content is correct. Notifies PTs when problems are identified.
- 2.8.24.1. Performs reconciliation between DSC messages, Joint Personnel Status (JPERSTAT) reports and DCAPEs deployed personnel data.
- 2.8.25. Plans for providing PERSCO augmentation to existing AOR FSS(s) that may require augmentation to properly support the reception of projected employed forces.
- 2.8.26. For ARC personnel, coordinates with the individual's home unit and AFPC/DPW concerning Military Personnel Appropriation (MPA) days. For Individual Reservists, coordinate with the Readiness Management Group.

## **2.9. Mission Support Group Commander or Equivalent:**

- 2.9.1. Oversees ART to ensure postured personnel UTCs meet all deployment capabilities IAW AFI 10-244, MAJCOM and wing-implemented guidance.

## **2.10. Force Support Squadron Commander or Equivalent:**

- 2.10.1. On behalf of the wing commander, serves as the local resource manager supporting wing postured personnel UTCs.
- 2.10.1.1. Ensures equitable distribution of personnelists between AEF on-call windows, allowing maximum deployment of capabilities.
- 2.10.1.2. Assists unit commanders with updating personnel AEF assignments in MilPDS IAW AFI 10-401.
- 2.10.1.3. Develops contingency plans outlining military workload mitigation factors supporting maximum personnel contribution during AEF rotational and surge operations while still maintaining home-station personnel service support.
- 2.10.1.3.1. At a minimum, contingency plans will include assumptions and planning factors outlined in the Personnel Functional Area Prioritization and Sequencing Guidance located at <https://aefcenter.afpc.randolph.af.mil/>.

2.10.1.3.2. Contingency plans will include supporting NEO/repatriation, wing-level augmentation requirements, and individual augmentation taskings.

2.10.1.4. Develops a training plan ensuring all task certifications on PERSCO training items are completed before AEF on-call window. Ensures training plan also completes task certification for all GCCS-AF system identified operators before on-call window.

2.10.1.5. Recommends assessment of wing postured personnel UTCs for monthly ART reporting IAW AFI 10-244, MAJCOM and wing implemented guidance, and SORTS reporting IAW AFI 10-201.

2.10.1.6. Develops a budget for funding personnel UTC training.

2.10.1.7. Appoints classified cargo couriers for personnel UTCs IAW AFI 31-401, *Information Security Program Management*.

2.10.2. Ensures all personnelists are trained and equipped to support the home-station's mission. Residual force must provide:

2.10.2.1. Reach-back support to deployed commanders and customers within 3 duty days of receipt of request.

2.10.2.2. Personnel support to deployment/employment operations.

2.10.2.3. Personnel program support to residual service population.

2.10.3. Approves the award and revocation of Personnel Readiness related Special Experience Identifiers (SEIs) IAW the *Air Force Officer Classification Directory*, and the *Air Force Enlisted Classification Directory*.

## **2.11. Chief, Civilian Personnel Flight (CPF) or Equivalent:**

2.11.1. Upon request, assists the FSS IPR and installation deployment officer (IDO) with developing and implementing civilian personnel policy and procedures IAW AFI 10-403, *Deployment Planning and Execution*, AFI 36-507, *Mobilization of the Civilian Work Force*, AFPAM 10-231, *Federal Civilian Deployment Guide*, and this instruction.

2.11.2. Supports the MPRC when the network is activated.

2.11.2.1. Assists with DAF and NAF employee accountability.

2.11.3. Provides the following data to the IPR for preparation of contingency, exercise, deployment (CED) orders and the generation of DCAPES updates for civilian personnel tasked to deploy in support of contingency support operations: full name, social security number (SSN), type of civilian category (such as DoD US citizen employee or AF US citizen employee), occupational series number, Air Force specialty code (AFSC) from the unit manning document, grade, pay plan, assigned PAS, sex, and security clearance.

2.11.4. Identifies in the base support plans how personnel support is provided to employees and supervisors during contingencies.

2.11.4.1. Includes procedures in appropriate base plans and supplements to AFIs.

2.11.5. Provides complete or interim responses to requests from deployed commanders or deployed personnel within 3 duty days of receipt.

## **2.12. MPE Commander or Equivalent:**

2.12.1. Ensures the MPE provides prompt support to deployed commanders and base personnel during contingency, wartime, exercise, and emergency operations. 2.12.2. Provides trained personnel and equipment to support emergency operations such as repatriation of DoD personnel, natural disasters, etc.

2.12.3. Serves as the base functional manager for all AFSC 3S0X1 and 38FX contingency taskings and other matters. Ensures all 3SXXX/38FX personnel are postured against a UTC and associated to an AEF in the Military Personnel Data System (MilPDS). **Note:** HQ personnel UTCs will be managed by the MAJCOM/A1.

2.12.4. Ensures personnel assigned to the IPR complete DCAPES training within 12 months of assignment to the IPR. ***It is strongly recommended that once assigned to an IPR, the individual remain there for at least 2 years to provide continuity.***

2.12.4.1. Ensures all 38FX/3S0X1 personnel in the IPR complete a formal DCAPES course. Refer to Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*. Formal DCAPES training is mandatory before access to the system can be granted. DCAPES log-in/password will not be issued without completion of a formal DCAPES course.

2.12.4.2. Ensures IPR DCAPES personnel are certified at the "Go/No-Go" level on all mandatory tasks in the applicable Personnel AFJQS and training is documented in the on-the-job training (OJT) record.

2.12.4.3. Maintains the applicable Personnel AFJQS, of the Career Field Education and Training Plan (CFETP) 3S0X1, in the individual's OJT record (TSgt and below) for personnel performing primary duties that include the operation of GCCS-AF systems utilizing DCAPES and/or MANPER-B software. For MSgts and above (to include officers), maintains this JQS in the PERSCO training folder.

2.12.5. Responsible for all aspects of personnel planning.

2.12.5.1. Serves as the FSS's war planner for the personnel facet of all contingencies, exercises, and deployments.

2.12.5.1.1. Maintains familiarity with all tasked OPLANs and other taskings requiring movement of personnel. Works with the IDO to ensure the base's installation deployment plan covers all aspects of processing and accounting for moving forces IAW AFI 10-403.

2.12.5.1.2. Ensures the reception processing plan contains adequate measures to in-process and account for all inbound forces at bases with a reception responsibility.

2.12.5.1.2.1. Outlines in the base support plan (BSP) when a PT must augment the IPR. See paragraph 5.2 of this instruction for PT sizing details. Coordinates PT augmentation requests with CNAF personnel planner for TPFDD incorporation.

2.12.5.1.2.2. Ensures and performs all PT responsibilities defined in Chapter 5 of this instruction and supported commander guidance.

2.12.5.1.3. Develops personnel inputs to base deployment plans, continuity of operations (COOP) plans, and emergency action plans.

2.12.5.1.4. Works with IDO in developing centralized in-and out-processing procedures in support of plans requiring mass movement of forces.

2.12.5.1.5. Responsible for the overall operations of the unit Personnel Control Center (PCC), reporting directly to the battle staff during exercises, inspections, disaster control exercises; and accomplishes FSS Personnel actions required to respond to natural disasters, chemical, biological, or nuclear attacks/accidents. During these scenarios, the PCC may be required to:

2.12.5.1.5.1. Serve as a focal point for reporting unit recall status.

2.12.5.1.5.2. Provide on-site commanders and staff with the capability to rapidly determine how many personnel, by skill, are available at any given time.

2.12.5.1.5.3. Provide the capability at all organizational levels in cases of catastrophic events to monitor the status, progress, and capability of the base's forces, including augmented forces.

2.12.5.1.6. Identifies and trains individuals to augment the IPR for 24-hour manning.

2.12.6. Ensures the IPR follows DCAPES user responsibilities IAW paragraph 2.19. of this instruction.

2.12.7. Ensures all PT supply and equipment kits are maintained in a mission-ready status.

2.12.8. Staffs the PTs according to the PERSCO UTC MISCAP and manpower force packaging system (MANFOR) packaging detail listing.

2.12.9. Responsible for all PT training. Ensures all PT members, officers and enlisted, are trained to the level of the PERSCO AFJQS and the UTC MISCAP requirements. All PT members must be trained to the "Knowledge" level of the PERSCO AFJQS. *Note:* GCCS-AF system operators must be trained to the "Task-Performance" level of the PERSCO AFJQS.

2.12.9.1. Ensures team members complete all training within 15 months of assignment to a team. ANG/AFR team members must complete all training within 18 months of assignment to a team. Ensures team members complete recurring/refresher training on all training items annually. See paragraph 5.5.1 for more training requirements.

2.12.9.2. Ensures the applicable Personnel AFJQS, of the Career Field Education and Training Plan (CFETP) 3S0X1, is maintained in the individual's OJT record (TSgt and below) for personnel performing primary duties that include the operation of GCCS-AF systems utilizing DCAPES and/or MANPER-B software. For MSGts and above (to include officers), maintains this JQS in the PERSCO training folder.

2.12.10. Nominates personnel who meet the prerequisites in the *Air Force Officer Classification Directory* and the *Air Force Enlisted Classification Directory* to the FSS commander to receive the applicable SEIs.

2.12.11. Assigns, equips, and trains personnel to operate the Personnel Deployment Function (PDF) IAW AFI 10-403 and this instruction.

2.12.11.1. Works with the base IDO on when to establish the PDF for processing deploying personnel. Because response times and missions vary, MAJCOMs and bases determine how best to process deploying personnel.

2.12.11.2. Assigns, equips, and trains personnel to operate a PCC to support continuous operations for an indefinite period.

2.12.11.3. Provides one fully qualified GCCS-AF systems operator for each shift.

2.12.11.4. Ensures the PCC has access to an approved computer for operating DCAPES connected to Secure Internet Protocol Router Network (SIPRNET), Secure Telephone Equipment (STE), SIPRNET hardline and datafax machine (classified and unclassified).

2.12.11.5. Because OPLANs involve both personnel and manpower functions, the MPE commander (now responsible for both functions) will develop and document the MPRC organization. Using an MPRC is highly encouraged during crisis situations.

2.12.12. Ensures each deployed PT chief develops a consolidated AAR and submits it IAW paragraph 6.9 of this instruction and command guidelines.

2.12.13. Designates, in writing, a primary PERSCO-qualified trainer responsible for conducting PERSCO training and documentation of all initial and refresher training on the AF Form 623, *On-the-Job Training Record Continuation Sheet*, within the CFETP.

**2.13. Personnel Deployment Function (PDF).** See Chapter 4 of this instruction.

**2.14. Installation Personnel Readiness (IPR).** See Chapter 4 of this instruction.

**2.15. Wing Commander or Equivalent:**

2.15.1. Organizes, trains and equips personnel UTCs to support AEF deployment requirements.

2.15.1.1. Ensures funds for personnel UTC training and equipment purchase are budgeted annually.

2.15.2. Uses FSS/CC and MPE/CC to advise how to effectively manage resources supporting wing postured personnel UTCs.

2.15.3. Meets SORTS reporting requirements IAW AFI 10-201.

2.15.4. Uses ART to report and certify postured personnel UTC deployment capabilities to meet the full spectrum of taskings IAW AFI 10-244, MAJCOM and wing implemented guidance.

2.15.5. Ensures all base assigned personnelists receive PERSCO training regardless of UTC assignment. *Note:* PERSCO training for HQ personnel will be the responsibility of the MAJCOM/A1.

2.15.6. Executes contingency plans developed by FSS/CC to support maximum personnelist contribution during the wing's on-call windows.

**2.16. Home-Station Unit Commander:**

2.16.1. Ensures personnel selected to deploy meet the eligibility, training, and processing requirements established by the CNAF reporting instructions, DRMD line remarks, UTC MISCAP, and AFI 10-403.

2.16.2. Is required to follow-up within 72 hours of receipt of deployment processing discrepancy reports submitted by PTs.

2.16.3. Ensures duty status changes are properly reported on unit personnel deployed on a contingency TDY IAW AFI 36-2134, *Air Force Duty Status Program*.

2.16.4. Identifies personnel to fill requirements and have names in system NLT 15 days after IDO accepts tasking (BX in the Project Code) for taskings received 30 days prior to first

movement or with 24 hours for tasking received within 30 days of first movement. First movement refers to TPFDD planning and movement dates such as training line remarks requirements, the Available to Load Date (ALD), Ready to Load Date (RLD), the Earliest Arrival Date (EAD), and the Required Delivery Date (RDD) . **Exception: In cases of sensitive issues such as casualties (Killed In action/Missing In Action/Very Serious Injuries), deployed commanders should work with CNAFs, PERSCO teams and AFPC/DPW for backfills from other AEF postured units, unless the positions for backfill require specific skill sets only available from the originally tasked unit. The NAF/A1 will build a ULN using the temporary ULN structure for their AOR, and forward to AFPC/DPWOR for sourcing and MAJCOM verification**

2.16.5. If an individual is selected for contingency deployment but does not have the necessary retainability to complete the deployment, commanders will determine the individual's intent to obtain service retainability for the contingency deployment. For Airmen who **do not have the retainability to deploy and do not want to obtain it**, refer to AFI 36-2110, Assignments and AFI 36-2606, Reenlistments. Retainability intentions must be documented on AF Form 964 no later than 3 duty days of official TDY/deployment notification. Upon receiving required documentation, the IPR will update assignment availability code 09 and reenlistment eligibility code "3D" into MILPDS and forward the AF Form 964 to HQ AFPC/DPSSR (ARMS) for filing in the members master personnel record. A copy must be filed in the member's UPRG if maintained at base level.

2.16.6 Exception to policy requests regarding retainability must be coordinated through HQ AFPC/DPW and HQ AF/A1PR.

## **2.17. Deployed Unit Commander:**

2.17.1. In the absence of a PT or MPE, deployed unit commander does the following.

2.17.1.1. Establishes procedures to account for deployed unit personnel, as required by the supported CNAF personnel planner, until arrival of a PT. 2.17.1.2. Oversees all personnel accountability and reporting requirements in Chapter 5 of this instruction and requirements of component command contingency and exercise support personnel function. 2.17.1.3. Reports duty status and casualty information (such as arrivals, departures, hospitalizations, deaths, duty status whereabouts unknown [DUSTWUN], etc.) IAW this instruction, AFI 36-3002, *Casualty Services* and AFI 36-2134, *Air Force Duty Status Program* to supporting PERSCO team.

2.17.1.4. Works with deployed Manpower agency to identify force capability requirements needed to support mission objectives as required by the component command.

2.17.2. Identifies to PT the need for early return of assigned forces (personnel not qualified, emergency leave, mission reduction, combat attrition, etc.) and the need for a replacement.

2.17.3. Transitions personnel strength information and reporting to PT upon their arrival.

2.17.4. Identifies the need to involuntarily extend a deployed force beyond the projected tour completion date. ANG/AFRC personnel performing voluntary tours of active duty IAW 10 USC 12301 (d) may not be extended without the consent of the member and approval of their respective headquarters.

## **2.18. Red-Mini User Responsibilities:**

- 2.18.1. Units will submit a Red-Mini login request sheet for access to the Red-Mini system when new GCCS-AF system operators are appointed or upon departure of existing Red-Mini users.
- 2.18.2. Whenever a new form is submitted, it supersedes all previous forms. Ensure all sections are completely filled out. Only four accounts are allowed per location.
- 2.18.3. All accounts receive the same access. Do not move an individual from one position to another once they have an account to access Red Mini. Processing time for Red Mini login requests is 72 hours, excluding weekends and holidays.
- 2.18.4. Deployed PERSCO and Manpower Team accounts will not be processed until they arrive into the AOR, unless it is a new location. Creating new accounts prior to arrival will lock the accounts of the teams that are currently in place.
- 2.18.5. IAW Global Command and Control Systems - Air Force (GCCS-AF) policies, each user must possess a final Secret security clearance and current investigation.
- 2.18.5.1. For individuals that have a SECRET clearance, the investigation date must be within 10 years from the finalization date; the periodic reinvestigation (PR) must be submitted prior to that 10 year date.
- 2.18.5.2. For individuals that have a Top Secret clearance, the investigation date must be within 5 years from the finalization date; the PR must be submitted prior to that 5 year date.
- 2.18.5.3. For individuals who are longer working in a Top Secret billet, the security manager must state the PR submission lapsed due to the individual no longer filling a Top Secret position.
- 2.18.6. For more detailed information, see the Red Mini User's Guide posted at: <http://ask.afpc.randolph.af.mil/readiness>.

## **2.19. Personnel Readiness System, and User/Operator Responsibilities:**

- 2.19.1. Total Force accountability is accomplished with GCCS-AF systems utilizing Deliberate Crisis Action Planning and Execution Segments (DCAPES) and/or MANPER-B software. This software uses a series of business rules to alert users to changes in deployment requirements and the status of deployed persons.
- 2.19.1.1. Under the GCCS-AF infrastructure, MAJCOM GCCS-AF Program Management Offices control and maintain their own systems to include responsibility for initial setup, future equipment upgrades and troubleshooting. Although the MANPER-B software has been Air Force certified and accredited for use in a classified environment, MAJCOMs are responsible for granting authority to operate on SIPRNET. AFPC serves as the MAJCOM GCCS-AF Program Manager for PERSCO Teams supporting contingency operations.
- 2.19.1.1.1. AFPC will act as the MAJCOM for all contingency locations and centrally manage PERSCO systems. Equipment is pre-staged at certain locations, allowing AFPC to quickly place a laptop at a new location. The first PERSCO team tasked into the AOR will not need to deploy with laptop. MPEs will use their laptop(s) to conduct training, demonstrate their proficiency in local and MAJCOM-directed exercises, or use at AF-sponsored training venues such as Silver and Eagle Flag Exercises. Base manpower offices will deploy their laptop when tasked. For ANG exercises or state emergencies PERSCO teams may deploy with their laptop.
- 2.19.1.2. GCCS-AF system users will initially contact the GCCS-AF Help Desk at Gunter on all issues regardless of hardware or software problems. The Gunter Help Desk, in conjunction with

the respective MAJCOM, will solve all hardware problems. The GCCS Help Desk can be reached at DSN 596-5771, commercial (334) 416-5771 or toll free (877)-596-5771. For all numbers, select options 2, 4, 2. AFPC Readiness Systems Field Assistance will provide Level II technical support to GCCS-AF as needed and will provide functional assistance and training to users; they can be reached at DSN 665-2770. Manpower users may contact AFMA/MASR at DSN 487-1409.

2.19.2. In garrison and deployed PERSCO teams using GCCS-AF systems users must follow GCCS system accountability, outage, and virus-reporting procedures IAW Air Force Computer Service Manual (AFCSM) 10-626, Volume 2, War Planning, Execution Segments (DCAPES) Base Level Manpower and Personnel (MANPER-B).

2.19.2.1. User initiates a report of survey IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, when unable to locate accountable system components. Final copies will be mailed to the supporting MAJCOM GCCS office.

2.19.3. PERSCO teams contact HQ AFPC/DPWRSF for further instruction on hardware requiring repair.

2.19.4. Follows guidance provided by the Readiness Systems Support Section and complies with GCCS-AF system reporting.

2.19.5. Receives software provided and updated by their GCCS System Administrator.

2.19.6. Users ensure all working databases are backed-up to an external media device capable of providing a fully restorable version of the MANPER-B application with all working data information.

2.19.7. Users ensure GCCS-AF equipment is loaded into Information Technology Administrative Management System (ITAMS) by the designated equipment custodian because your supporting MAJCOM controls warranty services.

2.19.7.1. Users contact HQ AFPC/DPDXRI when local Equipment Control Officer (ECO) encounters problems loading equipment into ITAMS. **Note:** HQ AFPC/DPDXRI (DSN 665-2610) will identify the problem with a GCCS-AF system account.

2.19.8. Users conduct an inventory of GCCS-AF systems: (1) annually, (2) upon appointment of a new equipment custodian, (3) before and after deployment of a system (including local exercises), (4) upon replacement of equipment, and (5) as directed by higher headquarters. Deployable system inventories are conducted in coordination with the designated PT equipment custodian(s).

2.19.8.1. Ensures any inventory is documented using the inventory worksheet located in AFCSM 10-626, Volume 2, Figures A2.5 and A2.6.

2.19.8.2. Ensures a copy of the latest inventory is kept and includes the copy in the carrying case for deployable systems. Inventories should be reviewed annually or when notified of deployments.

2.19.8.3. Ensures all GCCS-AF system users mail or fax a signed, certified copy of the inventory to their supporting MAJCOM. All PERSCO teams are to fax their inventory to HQ AFPC/DPWRSF at DSN 665-3923.

2.19.9. User ensures all GCCS-AF systems are mission-ready. Immediately reports all outages to the GCCS-AF Help Desk at Gunter to ensure corrective action is taken.

2.19.10. Ensures all missing expendable items are replaced through local purchasing agents.

**2.20. PT Responsibilities.** Refer to section 5C of this instruction.

**2.21. C1/J1/A1 Responsibilities.** Refer to section 5E of this instruction.

## Chapter 3 PERSONNEL CONCEPT OF OPERATIONS (CONOPS)

### *Section 3A-Overview and Planning*

**3.1. Overview.** A personnel CONOPS lays out the force accountability responsibilities, command relationships, strength reporting procedures, reporting instructions and known Forward Operating Location (FOL) PERSCO resources in a theater of operations. As such, the personnel CONOPS is a living document critical to Total Force accountability operations and may require revisions as a contingency or war evolves. The component command personnel war planners are the primary OPR for the personnel CONOPS.

**3.2. Planning.** Personnel war planners at all echelons must understand the personnel CONOPS functionality and the importance of accurate contingency and execution planning for CONOPS development. General planning guidance for personnel war planners can be found in the *War Mobilization Plan (WMP)*, Volume 1, and AFI 10-401. These documents should be reviewed before planning for any contingency operation or exercise.

### *Section 3B-Roles and Responsibilities*

#### **3.3. Roles and Responsibilities:**

3.3.1. Component Command A1.

3.3.1.1. When directed by the combatant commander, maintains accountability of all DoD personnel in their theater of operations.

3.3.1.2. During execution planning, develops and coordinates a personnel CONOPS to lay out force accountability responsibilities, command relationships, strength reporting procedures, reporting instructions and known FOL PERSCO bed down resources.

3.3.1.3. Ensures personnel war planners participate in FOL site surveys to determine PERSCO bed down resources available. If personnel representation can't accompany the site survey team, the component command personnel war planner will ensure all bed down requirements for personnel support are addressed and documented in the site survey report.

### *Section 3C-CONOPS Format and Content*

**3.4. CONOPS Format and Content.** As a minimum, the personnel CONOPS will contain clear and specific guidance in the following areas. *Note:* The following paragraphs are written as a guide so the component command personnel war planners may cut and paste these sections into their CONOPS. Appropriate adjustments are needed to address AOR-specific details.

3.4.1. General. This paragraph should state that the CONOPS lays out responsibilities, command relationships, reporting procedures and standard operating procedures for personnelists pertaining to all AOR operations and Plan Identification Numbers (PIDs). As such, it should state that the CONOPS is a living document and may require revisions as operations evolve.

3.4.2. Mission. PERSCO objective must, as a minimum, include the objectives listed in paragraph 1.6 of this instruction and any additional component-specific objectives. This paragraph will use Joint Publication 1-0, AFI 10-401, the supported CNAF's vision, and guidance from commands providing forces not transferring operational control (e.g., Air Mobility Operations, Tanker Airlift Control Elements, AFSOC assets) to describe the scope of accountability a PERSCO team is responsible to collect and maintain.

3.4.3. Organization and Relationships. This paragraph should explain the organization and relationship of the AFFOR/A1, Joint Task Force (JTF)/J1, or Combined Task Force (CTF)/C1. This paragraph should also explain A1/J1/C1 support that will be provided to the PTs, the strength reporting chain of command, and other key points of contact.

3.4.3.1. AFFOR/A1 Structure. This paragraph should explain AFFOR/A1 structure. The AFFOR/A1 can be split into two components, forward and rear, or can be left combined. If combined, all functions (forward and rear) listed below must still be accomplished by AFFOR/A1. The following paragraphs describe the roles (forward and rear) and responsibilities that the CONOPS must address.

3.4.3.1.1. AFFOR/A1 (Forward). Reports directly to the AFFOR/CC (Forward). The AFFOR/A1 (Forward) will act as the Central Site PT for the AOR.

3.4.3.1.1.1. Oversees deployed PT operations in the AOR.

3.4.3.1.1.2. Obtains accountability for all USAF forces from the AOR PTs and/or deployed CCs without PT. Provides consolidated USAF personnel strength in the AOR via daily strength reports to the Joint Task Force/J1 and AFFOR/A1 (Main). Provides assistance and guidance to all AOR PERSCO teams as needed on PERSCO and GCCS-AF system operations. Up-channels technical and functional problems and/or issues to HQ AFPC/OSC and AFFOR/A1 (Main).

3.4.3.1.1.3. Ensures all locations have appropriate PT coverage. Also ensures all communications requirements are made known to the communication functionals when a new PERSCO location is established.

3.4.3.1.1.4. Works with the PTs to establish, and change as needed, reporting instructions for all AOR locations with USAF personnel. Provides reporting instruction changes to AFFOR/A1 (Main) for publishing.

3.4.3.1.1.5. Ensures all PERSCO sites have secure communication capabilities to send and receive DCAPES updates. If the capability isn't present, ensures the PT is reporting this LIMFAC and is working to resolve it. Ensures temporary strength reporting procedures are established and followed.

3.4.3.1.1.6. Monitors reports from the PTs to ensure data and format are correct. Notifies teams when corrections are needed.

3.4.3.1.1.7. Sites without a deployed PT. The supported command personnel planner documents accountability for locations without PT deployed. Ensures the CONOPS:

3.4.3.1.1.7.1. Designates a PT within the theater or works with the supported command and AFPC to provide and maintain system accountability.

3.4.3.1.1.7.2. Ensures combat support element or deployed commander provides enough information to the designated accountability agency to allow for system accountability.

Recommendation: At a minimum, the name, grade, SSN, arrival date, and departure date should be provided.

3.4.3.1.1.8. Provides CONOPS updates to AFFOR/A1 (Main).

3.4.3.1.2. AFFOR/A1 (Main): Reports directly to the AFFOR/CC (Main) and serves as the liaison between A1 (Forward), HQ USAF/A1PR, HQ AFPC/OSC, AFPC/DPW, and all supporting MAJCOMS.

3.4.3.1.2.1. Coordinates with manpower counterpart on plan requirement management and TPFDD maintenance issues.

3.4.3.1.2.2. Publishes personnel CONOPS as needed, if component command does not have an OPLAN Annex E. Updates CONOPS as needed and ensures changes are publicized to personnel war planners at all levels.

3.4.3.1.2.3. Provides daily JPERSTAT to HQ USAF/A1PR, HQ AFPC/OSC, and all supporting MAJCOMS. OPR for daily personnel strength and Personnel Deployment Processing Discrepancy reporting

3.4.3.1.2.4. Ensures latest site survey information is accurately updated into the CONOPS for each PERSCO FOL. Ensures communication war planners understand and establish PERSCO communication requirements at each FOL. Provides liaison between the established A1/J1/C1, their communications functional counterparts, the supporting command personnel planner, and AFPC/OSC to establish and maintain PERSCO secure communication requirements.

3.4.3.1.2.5. Establishes new PERSCO UTC requirements in coordination with AFFOR/A1 (Forward). Ensures PERSCO requirements are validated and put into the TPFDD in a timely manner to ensure all bed down locations accomplish force accountability. Ensures new requirements are sent to AFPC/DPW for sourcing. Ensures all AOR PERSCO UTC requirements (team composition/ GCCS-AF systems) are based on personnel planning factors. Must ensure PERSCO teams are scheduled in the force flow to all FOLs on ADVON or as early as possible to ensure immediate strength reporting. Tracks PT movement from home station to FOL and assists supporting commands and PTs working transportation delays.

3.4.3.1.2.6. OPR for in-system accountability for their AOR. Tracks all mini-records from identification, home-station departure, deployed location arrival, forward deployment, redeployment and return to home station. Ensures expired or erroneous deployed personnel records are cleared out of the system. Coordinates these actions with HQ AFPC/OSC and appropriate supporting command. Coordinates with HQ AFPC/OSC to ensure all deployed PTs in the AOR have Red-Mini accounts.

3.4.3.1.2.7. Coordinates with supporting commands to ensure FSSs and the Air Force Contact Center are providing timely responses to PERSCO force sustainment support requests.

3.4.3.1.2.8. Responsible for coordinating force rotation policies with AFPC/DPW. Ensures rotational policy is published to HQ USAF/A1PR, HQ AFPC/OSC and all supporting commands.

3.4.3.1.2.9. Ensures all requirement change requests are routed appropriately through the responsible component command A1 staff and all needed actions taken.

3.4.3.1.2.10. Coordinates with counterpart AFFOR/A1s in other theaters for accountability data on forces deployed in support of applicable PID(s).

3.4.3.1.2.11. Ensures all PERSCO team members identified by AFFOR/A1 (Forward) as unqualified are redeployed and replaced expeditiously at deployed commander's discretion. Coordinates these actions with the supporting MAJCOM PERSCO FAMs, AFPC/DPW and HQ AFPC/OSC. Ensures specific details are provided to supporting MAJCOM PERSCO FAM, AFPC/DPW and HQ AFPC/OSC on all PERSCO team members returned for unqualified reasons.

3.4.3.1.2.12. Ensures reporting instructions are complete for all FOLs and published to all supporting MAJCOMs. Publishes reporting instruction updates as needed. Coordinates reporting instructions with other FAMs. The reporting instructions should consider field or living conditions, the need for special individual or personal articles, and restricted items. The instructions should contain guidance on required mobility bags, chemical warfare defense equipment, uniform requirements, immunizations, weapons, passports/visas, civilian clothing requirements, guidelines, allowances, tour length and rotation plans.

3.4.3.1.2.13. Ensures AARs are submitted in a timely manner. Submits the report in the format outlined in paragraph 6.9 of this instruction.

3.4.3.1.2.14. Helps manage the smooth flow and transition of all force rotations. Coordinates appropriate actions with AFPC/DPW and supporting MAJCOMs as requested by the deployed commanders and PTs.

3.4.3.1.3. PERSCO Teams:

3.4.3.1.3.1. Obtain accountability, as defined by supported CNAF commander, for all personnel assigned to their location and to designated geographically separated locations. The only exception will be classified Special Operations Forces (SOF) that provide their own accountability. Affected PTs will be notified by AFFOR/A1 (Forward).

3.4.3.1.3.1.1. When collocated with SOF, determine reporting requirements with the deployed AFSOF HQ element/A1. PTs may be responsible for partial accountability while AFSOF/A1 reports JPERSTAT numbers through Joint and combatant commander channels. Coordination is necessary to prevent duplication of accountability.

3.4.3.1.3.2. Daily, using a cut-off time of 2400 hours or a time established by the component command, report personnel strength to AFFOR/A1 (Forward) and other required addressees, using the DSC message format IAW this instruction.

3.4.3.1.3.3. Obtain accountability of DAF civilians, essential contractor employees supporting the AF, non-DoD civilians, other U.S. Services (Army, Navy, Marine Corps), or coalition forces personnel if directed by the supported CNAF commander.

3.4.3.1.3.4. Account for all transient forces. Transient forces are those that spend at least one night at a location, but their final duty location is elsewhere.

3.4.3.1.3.5. Provide GCCS-AF system accountability of personnel at GSUs. Assist the GSU accountability POC in developing a reporting format, similar to the DSC, and devising an acceptable communications method to submit the report.

3.4.3.1.3.6. Comply with casualty reporting procedures outlined in AFI 36-3002, *Casualty Services*. Establish contacts with HQ AFPC/OSC and Casualty Services office to ensure viable lines of communication exist.

3.4.3.1.3.7. Submit a PERSCO Team Status Report within 12 hours of arrival at FOL. Provide updated report for any changes to team status. Ensure the report is forwarded to AFFOR/A1 (Forward and Rear) and HQ AFPC/OSC.

3.4.3.1.3.8. Provide personnel program advice to deployed commanders.

3.4.4. Strength Reporting Instructions. This paragraph will specify the known daily strength reporting requirement to be initiated by the PTs at each site, reporting frequency, schedule, and classification policy for each report.

3.4.4.1. PERSCO Concept of Operations. This paragraph should also specify the PERSCO supply package(s) needed and the communications support necessary to be used by the PTs at each FOL and the relationships that the FOLs have with each other. It should also specify known reception points and procedures. It should detail each PT's FOL chain of command. (As a general rule, deployed PTs will report directly to and work for the combat support element (CSE) commander or the site commander, when there is no CSE commander). *If a PT is tasked to provide support for the AFFOR/A1, the tasking must be specifically stated in the CONOPS. A PT used to augment an on-site FSS's IPR must also be specifically identified.* Examples of PERSCO Concept of Operations paragraphs are:

3.4.4.1.1. FOL, XXXX, is projected to have total deployed personnel strength of XXX and will be supported by PERSCO RFPP# team(s). The PT(s) will deploy with a supply package and GCCS-AF equipment for on-site support. Communications capabilities are limited, initial SIPRNET capabilities reside at the deployed command post, communications squadron, and TALCE. Additional communication capabilities are projected in-place by X-day; in the interim, contact the above agencies for SIPRNET use. The FOL XXXX PT will support GSU YYY. Duty status change reports will be sent no later than (NLT) XXXX hrs daily. **Note:** List other notable FOL planning factors.

3.4.4.1.2. FOL, YYYY, is projected to have total deployed personnel strength of YYY; it won't have an on-site PT presence; PT support will be provided by FOL XXXX but will be supported by FOL XXXX. The site YYYY will be supported by the PT from FOL XXXX. FOL YYYY deployed commander, through the deployed CSS, will relay strength and duty status changes to FOL XXXX NLT XXXX hrs daily. Additionally, any personnel actions will also be relayed to FOL XXXX PT by the CSS.

3.4.5. Noncombatant Evacuation Operations (NEO). Should be supplemented by AFFOR/A1 (Forward and Main) as appropriate

## Chapter 4

# INSTALLATION PERSONNEL READINESS (IPR) AND PERSONNEL DEPLOYMENT FUNCTION (PDF) OPERATIONS AND PROCEDURES

### *Section 4A - Introduction, Scope, and Background*

**4.1. Introduction and Scope.** This chapter outlines all facets of processes and responsibilities involved with the IPR and PDF.

**4.2. Background.** The IPR and PDF are organized processing activities designed to ensure deploying personnel are eligible to deploy and properly accounted for. The IPR and PDF are the personnel processing agencies serving as the installation's focal point for monitoring all personnel processing activities to include orders publication and eligibility screening. The IPR will not be assigned the unit internal duties and functions performed by the FSS Unit Readiness Element (URE) such as unit deployment manager (UDM) or AFE/UTC management, as these will conflict with the IPR's primary installation level support mission.

### *Section 4B- The Installation Personnel Readiness (IPR)*

**4.3. Operations and Procedures.** The IPR is an office in the FSS responsible for providing installation wide personnel deployment planning and execution and personnel support in matters pertaining to (1) deployment availability (DAV) information, (2) personnel accountability, and (3) duty status reporting for contingency, exercise, and deployments. IPR responsibilities are covered in the following five categories: (1) planning, (2) GCCS-AF systems, (3) accountability, (4) deployment processing, and (5) general.

#### 4.3.1. Personnel Planning.

4.3.1.1. Serves as the FSS war planner for the personnel facet of all contingencies, exercises, and deployments.

4.3.1.1.1. Maintains familiarity with all tasked OPLANs and other taskings requiring movement of personnel. Works with the IDO to ensure the base's installation deployment plan covers all aspects of processing and accounting for moving forces IAW AFI 10-403. The IPR will be collocated with the Installation Deployment Readiness Center (IDRC) in accordance with AFI 10-403 unless the installation deployment mission does not justify the collocation.

4.3.1.1.1.1. Installations requesting to maintain IPR functions separate from the IDO/IDRC should forward waiver requests to the MAJCOM A1R and A4R. The waiver request will be in the form of an official memorandum from the Mission Support Group Commander or the first O6 equivalent in the chain of command. The request should outline the rationale for the waiver and include the length of time the requirement is to be waived; requests should not exceed 24 months. The MAJCOM A1R and A4R will provide a joint approval or disapproval and forward. MAJCOM A1Rs and A4Rs will forward a courtesy copy of the approved or disapproved waiver request to HAF A1PR and A4LX workflows. MAJCOM wide waiver requests will be forwarded to HAF A1PR and A4LX for approval or disapproval

4.3.1.1.2. Develops personnel inputs to base deployment plans, COOP plans, and emergency action plans.

4.3.1.1.3. Works with IDO, the FSS commander and the PDF chief in developing centralized in/out- processing procedures in support of plans requiring mass movement of forces.

4.3.1.1.4. Serves as the Personnel Control Center (PCC), reporting directly to the battle staff during exercises, inspections, disaster control exercises; and accomplishes personnel actions required to respond to natural disasters, chemical, biological, or nuclear attacks/accidents.

4.3.1.1.4.1. Serves as a focal point for gathering and reporting accountability data.

4.3.1.1.4.2. Provides on-site commanders and staff with the capability to rapidly determine how many personnel, by skill, are available at any given time.

4.3.1.1.4.3. Provides the capability at all organizational levels in cases of catastrophic events, to monitor the status, progress, and capability of the base's forces, including augmented forces.

4.3.1.1.5. When directed, the IPR may be manned on a 24-hour basis with trained augmentees appointed by the FSS/CC.

4.3.1.1.6. Works with the base IDO to establish procedures to out-process deploying personnel who meet all eligibility requirements (e.g., medical, dental, immunization, skill level, grade, etc.) IAW AFI 10-403 and the deployment tasking and to establish procedures to in-process deployed personnel upon return to home station. Will coordinate with the IDO on all force movement issues.

4.3.1.1.7. IPR's will develop out-processing and in-processing deployment checklists and ensure they are included in the Installation Deployment Plan (IDP). These checklists will be used for all personnel that depart and return from a contingency deployment. Deployment in-processing checklist must be accomplished before the commander will grant compensatory time off.

4.3.1.2. When directed by higher headquarters, the IPR:

4.3.1.2.1. Coordinates with the IDO to ensure the reception processing plan contains adequate measures to in-process and account for all inbound forces.

4.3.1.2.2. Outlines in the In-garrison Expedition Site Plan (IGESP) when a PT must augment the IPR. See paragraph 5.2 of this instruction for PT sizing details. **Note:** The IPR is only responsible for the Total Force accountability and reporting discrepancy missions of PERSCO. Because an MPE already exists, the appropriate MPE function is responsible for providing personnel-type support to the deployed force. A casualty assistance representative (CAR) is responsible for all casualty matters concerning the deployed force.

4.3.1.3. Provides assistance to PTs tasked to the FSS.

4.3.1.3.1. Provides the PT chief with information (OPLANs, CONOPS, reporting instructions, etc.) for any deployment operations the PT may be tasked to support.

4.3.1.3.2. Trains PTs on GCCS-AF systems.

4.3.2. GCCS-AF Systems.

4.3.2.1. Manages the GCCS-AF systems assigned to the FSS IAW paragraph 2.19 of this instruction.

4.3.2.2. Ensures GCCS-AF equipment is loaded by the designated equipment custodian into a deployable ITAMS account IAW AFI 33-112, *Information Technology Hardware Asset Management*, with the information identified in AFCSM 10-626, Volume 2. **Note:** This information allows high-level visibility of GCCS-AF equipment supporting the MAJCOMs.

4.3.3. Accountability. Force accountability accuracy and its reporting is the single most important responsibility of personnel and the IPR. Accountability provides information to deployed theater leadership as well as Air Staff, HQ AFPC, and MAJCOMs concerning the force structure being deployed. The home-station commander and the supporting MAJCOMs are provided a concise picture of force capabilities remaining at home-station supporting other operations or missions. To ensure accurate accountability, the IPR:

4.3.3.1. Maintains personnel strength accountability (deployed and TDY augmentation forces) using the GCCS-AF system, currently DCAPEs, and MilPDS. IPRs must constantly work to maintain accurate accountability information allowing them to provide useful products to customers.

4.3.3.1.1. DCAPEs is the Air Force system that feeds into the Joint Operations Planning and Execution System. It resides on the Global Command & Control System (GCCS) network. DCAPEs is used to build requirements in the OPLAN and to create reports on both existing and future requirements.

4.3.3.1.2. DCAPEs is programmed to generate MilPDS transactions to inform home-station commanders of the whereabouts and status of their deployed personnel. MilPDS is the tool used duty status conditions. The IPR will produce the Personnel Refresh File (IPR) to update DCAPEs at least once a month or as directed by MAJCOM or local policy.

4.3.3.1.3. The IPR will review the DCAPEs Deployed Personnel Change Log (Dep Chg Log) and Daily Transaction Registers (DTR) at least twice each duty day to determine the changes to their plan file and personnel deployed. This review will be conducted more often as the operation tempo requires. Validates all MilPDS updates to ensure corrective action is taken in case of rejects, regardless of the update manner. The IPR must review and take immediate action to correct rejected transactions.

4.3.3.2. Depending on the scope of the crisis, the IDO, in coordination with the FSS commander, may establish a PDF to process and account for forces.

4.3.3.3. Ensures all areas of contingency TDY reporting are accomplished daily. Establishes a daily routine to send and retrieve TDY information. The requirement for updating deployment data originates upon notification by a MAJCOM that forces are required to deploy or upon assignment to an execution plan requirement. Establishes reporting to provide:

4.3.3.3.1. Minimum personnel information to sustain essential on-site mission operations.

4.3.3.3.2. A method of achieving and maintaining strength accountability and monitoring overseas country strength ceilings.

4.3.3.3.3. The capability at all organizational levels to monitor the status, progress, and capability of the deployed force.

4.3.3.3.4. The capability of forecasting or projecting arrivals and their travel itineraries allowing for deployed reception, bed down, and commander-mission planning at the deployed location.

4.3.4. IPR Deployment Processing.

4.3.4.1. Establishes procedures to ensure personnel are identified to fill requirements confirmed and validated by the base-level manpower office. **Note:** Reserve Component units are not authorized a manpower function; therefore, the IPR must coordinate with the Logistics Readiness Squadron (LRS) to ensure requirements are validated IAW AFI 10-401, AFI 10-403, and this instruction.

4.3.4.1.1. Both the manpower office and IPR receive plan requirements. IPRs will only utilize validated plan requirements to include: (1) Plan requirements flowed by AFPC/DPW, (2) MAJCOM-directed plan requirements, (3) Requirements directed by higher headquarters to be locally built.

4.3.4.1.2. In conjunction with the IDO and MO, ensures new taskings or changes to existing taskings are verified and updated to LOGMOD NLT 3 duty days after receipt of tasking. This is performed by the Manpower Office (MO) except in ARC units where there is no MO; in these cases the IPR will do this.

4.3.4.1.3. Unit commanders identify and notify personnel to fill requirements and provide the IDRC the names of tasked personnel and date notified. DCAPEs must be updated as soon as possible after the IDRC receives the deployment tasking. Wings/Bases are required to have names in system NLT 15 days after IDO accepts tasking (BX in the Project Code) for taskings received 30 days prior to first movement or with 24 hours for tasking received within 30 days of first movement. First movement refers to TPFDD planning and movement dates such as training line remarks requirements, Available to Load Date (ALD), Ready to Load Date (RLD), Earliest Arrival Date (EAD), and the Required Delivery Date (RDD).

4.3.4.2. Advises commanders when personnel selected for deployment are ineligible to deploy IAW DRMD requirements, this instruction, AFI 10-403, AFI 36-2110, any special personnel program(s) in effect, and the reporting instructions/processing guidance issued by the component command. Although the ultimate responsibility for deployment eligibility rests with the unit commander, the IPR serves as the wing's last set of eyes, ensuring all personnel in a questionable deployment status have appropriate waivers according to the governing guidance or are replaced. Reports personnel found ineligible to deploy to the unit for resolution. Tasked commanders can request the deployed group commander waive the DRMD requirements. Such requests must be routed through the IPR to the deployed group commander via the PT with information copies to the supporting and component commands. Until approved waiver is received from the deployed commander, the tasked unit will continue to process fully qualified personnel and prepare for the deployment. If the unit does not have a qualified individual, the unit should be prepared to submit a shortfall IAW AFI 10-401 and AFI 10-403.

4.3.4.2.1. If the deployed commander approves the request, the PT will notify the tasked commander via IPR, courtesy copying the supporting MAJCOM and component command and Intermediate Level Headquarters (IHQ), if established. **Note:** If appropriate, the deployed commander may want to consider modifying the DRMD to reflect this change.

4.3.4.2.2. Directs that if the deployed commander disapproves the request, the tasked commander must fill the requirement as specified in the DRMD or submit a reclama.

4.3.4.3. Assigns persons to requirements within DCAPEs. Performs accountability responsibilities IAW paragraph 4.3.3 of this instruction.

4.3.4.4. Prepares an AF Form 3847, *Deployment Processing TDY Checklist*, IAW attachment 4 of this instruction, supporting command-unique or locally developed checklist for all personnel identified to deploy who are not a part of a unit move. Command or locally developed checklist must include, as a minimum, all items identified on the AF Form 3847. The AF Form 3847 is utilized as an internal checklist for the IPR to ensure all required actions are completed before the individual departs from home station.

4.3.4.5. The IDO will verify the mode and source of movement by using the TPFDD. The IPR will coordinate with the IDO to request official travel for personnel deploying. The IPR will not make travel arrangements for deploying personnel.

4.3.4.5.1. Updates travel information in DCAPES NLT 45 days prior to first movement date identified in the TPFDD or NLT 15 days after receipt of taskings that were received within 30 days of first movement date. Note: This information provides deployed commander and PTs with in-transit visibility (ITV) and projected arrival information for accountability purposes.

4.3.4.6. Ensures the initial personnel deployment processing briefing is provided to tasked personnel within 3 duty days of receiving the tasked personnel information from the unit commander.

4.3.4.6.1. Ensures tasked individuals have proper identification credentials according to the component command's reporting guidance/processing instructions and the DoD Foreign Clearance Guide. If applicable, the IPR identifies passport and/or visa requirements to the passport office to process passport and/or visa applications, ensuring all documentation is submitted IAW DoD guidelines.

4.3.4.6.2. Provides guidance on obtaining medical, dental, immunizations and other clearance paperwork to the tasked individual for deployments not requiring activation of the PDF or if an activated PDF will not include those capabilities.

4.3.4.6.3. Provides tasked personnel information concerning the tasking to include final location. Other information will be provided in fact sheets, CNAF's out-processing checklist, processing guidance/reporting instructions, etc.

4.3.4.7. Prepares CED orders IAW the component command's reporting instructions and/or Comptroller Alert Messages, and Chapter 7 of this instruction when individual meets final deployment qualifications. Prepares NATO order IAW current Foreign Clearance Guide (FCG) (if applicable).

4.3.4.8. Is responsible for out-processing the individual. Individual will not deploy from home station prior to receiving CED orders and IDO confirmation of transportation allocation.

4.3.4.8.1. Informs individual to hand-carry all required items identified in AOR reporting instructions (e.g., CNAF's out-processing checklist, deployable medical records, identification tags, and OJT Records etc.). **Note:** ARC personnel will hand-carry copies of activation order; i.e., MPA, AGR, mobilization.

4.3.4.9. Updates the individual's departure in DCAPES which will depart the individual in MilPDS.

4.3.4.10. Maintains accountability of deployed personnel IAW paragraph 4.3.3 of this instruction.

4.3.4.11. Establishes procedures for units to report the return to home station of deploying personnel. Ensures the return is updated within 24 hours after the member's return. Update member's return in DCAPES which will return member in MilPDS.

4.3.4.12. Deploying DAF civilians will process in the same manner as military members. DAF civilians will meet the same theater reporting requirements to include immunizations, training and equipment. DAF civilians will deploy on CED orders and all systems accountability information will be updated. The following are additional requirements for civilians.

4.3.4.12.1. Ensure individual is issued the appropriate Common Access Card (CAC). All deploying DAF civilians are considered Emergency-Essential for purposes of the deployment and require the correct CAC.

4.3.4.12.2. Ensure the CPF has briefed the individual on pay, benefits, and entitlements as a result of the deployment.

4.3.4.12.3. Ensure the CPF has initiated and the individual has signed the Emergency-Essential position agreement (DD Form 2365).

4.3.4.12.4. Brief deploying personnel on wear of uniforms IAW AOR policies and AFI 36-801, *Uniforms for Civilian Employees*.

4.3.4.12.5. Brief deploying personnel on issuing of weapons to civilians IAW AOR policies and AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

4.3.4.12.6. Load civilian employee data into DCAPES for accountability purposes.

4.3.4.13. Deploying contractor employees will process in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS) and requirements specified in the contracts. Contract employees must first process through the base contracting office to determine support and services provided by the government. Contract employees will deploy on Letters of Identification (LOI) IAW the Joint Federal Travel Regulation (JFTR).

4.3.4.13.1. Ensure contract employees are processed IAW guidance from the base contracting office.

4.3.4.13.2. Provide the base contracting office with the Unit Line Number (ULN) and Position (POSN) of deploying contract employees for inclusion on the LOI.

4.3.4.13.3. Load contract employee data into DCAPES for accountability purposes.

4.3.5. IPR General Responsibilities.

4.3.5.1. Processes requests for Secretary of the Air Force (SAF) 179-day TDY waivers IAW AFI 36-2110. **Note:** This does not apply to ARC personnel.

4.3.5.2. Establishes interface with the CPF readiness focal point, to review processes, procedures, and policies for deploying civilians.

4.3.5.3. Follows guidance in attachment 2 of this instruction on the utilization and accountability of IMAs.

4.3.5.4. Follows up on personnel functional area discrepancies within 72 hours of receipt; e.g., incorrect CED/NATO orders, etc. Updates and follow-up information will be input via the web-based Deployment Processing Discrepancy Reporting Tool (DPDRT) for AEF taskings. Any

additional reported discrepancies will be managed by the appropriate unit/squadron commander in conjunction with the IDO.

***Section 4C- The Personnel Deployment Function (PDF)***

**4.4. Operations and Procedures.** The PDF is part of the installation's deployment processing activity designed to ensure deploying personnel are properly accounted for and processed for deployment. It serves as the installation's focal point for monitoring all personnel processing activities to include orders publication, eligibility screening, pre-deployment briefings, assisting the transportation/passenger terminal in passenger manifesting by providing a Cargo Movement Operations System (CMOS) file.

4.4.1. The IDO, in coordination with the MPE commander, establishes a PDF IAW this instruction and AFI 10-403. Although establishing a formal PDF processing line provides the most effective means to check personnel eligibility and readiness, special circumstances (resource availability, limited deployment scope, etc.) may not warrant standing up a processing line. If the IDO deems a stand-alone PDF line is not required, deploying personnel must be provided a deployment checklist to ensure deploying personnel receive the same processing and services that are afforded in the formal PDF line.

4.4.2. The PDF OIC/NCOIC ensures PDF capabilities meet the requirements of the forces deploying. Once established, the PDF must be prepared for personnel processing around the clock as the local mission dictates.

4.4.2.1. At a minimum, establishes Deployment Eligibility and Medical stations for processing deploying forces.

4.4.2.2. Establishes optional personnel processing stations (e.g., ID station) or services IAW AFI 10-403.

4.4.2.3. Maintains positive control and accountability of deploying personnel from the time they arrive at the PDF processing line until they leave home station, if departing the same day. This includes controlling the personnel until they reach the "sterile" area for departure. The IPR will maintain contact with the IDO and UDM(s) when departure from home station is scheduled for a different day.

4.4.3. Coordinates with the IDO and Transportation office on the TPFDD mode and source of movement. Provides travel information to DCAPE operators for update.

4.4.4. Advises commanders when personnel selected for deployment are ineligible to deploy IAW DRMD requirements, this instruction, AFI 10-403, AFI 36-2110, any special personnel programs in effect, and the reporting instructions/processing guidance issued by the component command. Although the overall responsibility for deployment eligibility rests with the unit commander, the PDF serves as the wing's last checkpoint ensuring all personnel in a questionable deployment status have appropriate waivers or are replaced. Reports ineligible personnel to the IDO for resolution.

4.4.4.1. Prepares new ID tags IAW AFI 36-3103, *Identification Tags* and appropriate CACs for both military and civilian with the correct Geneva Convention status, benefits and entitlements.

4.4.4.2. Accomplishes changes to SGLV-8286, *Servicemember's Group Life Insurance (SGLI) Election and Certificate* upon request.

4.4.4.3. Ensures deploying individuals have a printed copy of their Virtual Record of Emergency Data (vRED).

4.4.4.4. The following agencies may establish stations on the PDF processing line to accomplish the actions required in AFI 10-403: Finance, Legal, Chaplain, Family Support, and Services. Additional agencies may be included as required.

4.4.4.5. Collects completed AF Form 245, *Employment Locator and Processing Checklist*, for inclusion in the Troop Commander's Personnel Accountability Kit (PAK) IAW AFI 10-403.

4.4.5. Uses DCAPES to produce CED orders IAW Chapter 7 of this instruction and component command reporting instructions/processing guidance.

4.4.6. Uses Integrated Deployment System (IDS) components to the maximum extent.

4.4.6.1. Provides logistics module (LOGMOD) updates or changes of personnel information to the IDO as they occur IAW AFI 10-403.

4.4.6.2. ARC IPRs provide LOGMOD updates or changes to plan information as they occur IAW AFI 10-403. **Note:** For active duty units, the manpower office is responsible for providing LOGMOD changes to plan information.

4.4.6.3. Processes LOGMOD personnel assignment data into DCAPES for issuing orders.

4.4.6.4. Unless already produced by the IDO, the IPR will provide the IDO a CMOS file for electronic manifesting once processing for a chalk is complete regardless of the number of individuals deploying.

4.4.7. Instructs all deploying personnel to report to the deployed personnel processing facility, normally a PT, for in-processing and deployed accountability purposes. If delayed en route, instructs deploying personnel to report to a personnel processing facility for in-transit accountability.

4.4.8. Ensures all DCAPES updates for deploying personnel are processed IAW this instruction and the component command's reporting instructions/processing guidance.

## Chapter 5 PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS AND PROCEDURES

### *Section 5A-Introduction and Scope*

**5.1. Introduction and Scope.** PERSCO is everything the personnel community does to support the warfighter. It is the collection of manual and automated procedures, systems, hardware, personnel agencies, and deployable teams to accomplish Total Force accountability, reporting, and provide advice on personnel programs. This chapter outlines basic PERSCO processes and responsibilities.

5.1.1. PTs are established by the Air Staff PERSCO FAM, HQ USAF/A1PR, and sourced to the MAJCOMs to meet the national military strategy and the Joint Strategic Capabilities Plan (JSCP). All PTs are structured IAW the UTCs registered in the MEFFPAK. MAJCOMs may task FSSs with multiple team requirements.

5.1.2. For planning purposes, all PTs are considered formed, trained, and immediately available for deployment.

5.1.3. PERSCO teams are responsible for Total Force accountability and reporting, casualty reporting, and providing personnel program advice.

### *Section 5B-PERSCO Team Planning Factors for the Component Command*

**5.2. PERSCO Team Sizing.** The component command personnel planner determines the PT requirements at each location based on a variety of factors. Table 5.1 is an overview of all UTCs. The Manpower Force Packaging System (MANFOR) illustrates the complete capability and the Logistics Force Packaging System (LOGFOR) lists the required equipment/supplies for each UTC.

5.2.1. Teams Employed at an existing Air Force installation. PTs deployed to main operating bases will augment the IPR and work for the FSS/CC or as directed by the CNAF. Because an FSS already exists to provide basic personnel services, a PT going into an existing Air Force installation should only be responsible for the Total Force accountability aspect. An existing FSS may require augmentation to properly support the reception of projected employed forces.

5.2.2. Teams Employed at Bare Base Operations/ FOLs. The component command personnel planner may want to increase PERSCO support for Bare Base locations/FOLs, especially in the deployment phase of operations when it is generally more difficult to locate and account for personnel, coordinate management actions, and provide for personnel matters.

5.2.3. Available facilities and equipment will determine the PT equipment requirements.

5.2.4. When tasked, a PT provides strength accountability for and support to GSUs.

5.2.5. Size of Activity Supported. There is not necessarily a direct relationship between the size of the force and the PERSCO support needed. PTs supporting a large GSU population will need

personnel to support their accountability activities. Judgment of the personnel planner is a key element in establishing a PT tasking and its ultimate size. The formula of 1 personnel technician per 275 individuals is used as only a guide. Factors such as: working a 60-hour workweek per AFI 38-201, *Determining Manpower Requirements*, location at an Aerial Port Of Debarkation (APOD), supporting GSUs, threat level, deployment phase, incoming personnel surge level, Joint population serviced, strength ceilings, supporting MOB vs. FOL, CNAF-unique reporting requirements, Joint reporting requirements, and other available support at a deployed location must be taken into account.

**Table 5.1. PERSCO and Personnel Augmentation Team Overview Table.**

<b>Team</b>	<b>Description</b>
<b>RFL01</b>	<b><i>Command &amp; Control.</i></b> A FSS UTC that includes a Commander, Superintendent and the basic PERSCO accountability team, a MSgt 3S071 and a 3S051. This is the basis for forming an Expeditionary Force Support Squadron (EFSS).
<b>RFL02</b>	<b><i>Manpower and Personnel Force Management Team.</i></b> Team consisting of two individuals, one 3S371, and one 3S071, who provide Manpower operations and additional Personnel support capability. Add this UTC to the RFL01 or RFPF1 when supported population exceeds 275.
<b>RFL03</b>	<b><i>FSS Lead Beddown.</i></b> This team consists of the four person PERSCO augmentation team (RFPF2) and the 9 person Services lead beddown (RFSRA) UTC.
<b>RFL04</b>	<b><i>Force Support Base-Level Field Grade Officer.</i></b> Used to provide base-level field grade officer leadership.
<b>RFL05</b>	<b><i>Force Support Base-Level Company Grade Officer.</i></b> Used to provide base-level company grade officer support. Normally used to fill EFSS section chief positions.
<b>RFL06</b>	<b><i>Force Support Staff-Level Field Grade Officer.</i></b> Used to augment headquarters staffs.
<b>RFL07</b>	<b><i>Force Support Staff-Level Company Grade Officer.</i></b> Used to augment headquarters staffs.
<b>RFL08</b>	<b><i>Force Support Squadron CEM Superintendent.</i></b> This will be the FSS superintendent. The UTC calls for a 3M000 but a 3S000 is an authorized substitution.
<b>RFL09</b>	<b><i>Staff Support.</i></b> This four person team (2-3M0 and 2-3S0) provides augmentation to an AFFOR/A1 or Joint J1 staff. Use either the RFL06 or RFL07 for leadership capability.
<b>RFL10</b>	<b><i>Senior Manpower and Personnel Leadership.</i></b> This is for a Colonel, 0-6 level requirement.
<b>RFPF1</b>	<b><i>PERSCO Accountability Team.</i></b> An independent team composed of two individuals. A MSgt 7-level 3S0X1, and a 5-level 3S051; both will be PERSCO and DCAPES qualified. This team is trained and equipped to provide personnel accountability and reporting, force management, and casualty reporting. This UTC can support up to 275 personnel before it should be augmented with additional UTCs. This is the only stand-alone PERSCO team.

<b>RFPF2</b>	<b><i>PERSCO Augmentation Team.</i></b> This is a dependent team consisting of four individuals. This team cannot deploy without a RFPF1 team or FSS IPR present at the deployed location. This team requires a 3S091, a 3S071 and two 3S051s. All team members will be PERSCO qualified and one team member will be DCAPEs qualified. This team is designed to augment an already in-place RFPF1 team or FSS to provide additional accountability capability and limited personnel program support. This UTC along with RFPF1, RFL02, RFL05 can support up to 1,650 personnel.
<b>RFPF3</b>	<b><i>PERSCO Sustainment Team.</i></b> A dependent team of two individuals that cannot deploy without a RFPF1 team or FSS IPR present at deployed location. This team is made up of one 3S071 and a 3S051. Both team members must complete the PERSCO JQS. This team augments the RFPF1 Accountability team and provides additional capability to support routine deployed personnel programs. Add this UTC when supported population exceeds 1,650 personnel then consider adding additional teams for every additional 550 supported personnel.
<b>RFPF4</b>	<b><i>PERSCO Chief Enlisted Manager.</i></b> Provides senior enlisted leadership capability if no like capability is present. This particular UTC is postured at above wing-level organizations.
<b>RFPF5</b>	<b><i>Civilian Sustainment Team.</i></b> A one-person team, 38F YA-02, who coordinates and directs civilian personnel programs for deployed commanders and personnel staffs. This team provides advice, guidance, and support on civilian personnel programs and can be used to support Joint or special staff requirements.
<b>RFPF6</b>	<b><i>Air Reserve Component Personnel Sustainment Team.</i></b> This independent team composed of two individuals, one 3S071, and a 3S051, will be used at a deployed location in stead of the RFPF3 where the Reserve Component population drives this requirement or in-garrison to provide additional sustainment support during periods of mobilization or other emergency situations.
<b>RFPF7</b>	<b><i>PERSCO Superintendent.</i></b> Provides SMSgt level PERSCO leadership when Chief level leadership is not needed.
<b>RFPF8</b>	<b><i>PERSCO Augmentation Flex Pkg.</i></b> A Personnel 5-level capability to augment existing PERSCO or staff level operations.

### *Section 5C-PERSCO Responsibilities and Qualifications*

**5.3. PERSCO Eligibility Criteria.** All 3S0XX personnel are eligible for designation as a PT member. AFI 10-403 outlines Deployment Availability Codes (DAV) in Attachment 2. AFI 10-401 outlines AEF assignment policy along with deployment selection within and outside a person's assigned AEF on-call window.

**5.4. PERSCO Member Response Time.** All PTs must be available for deployment at all times during their AEF on-call period. PTs will be available to deploy NLT 24 hours after notification to deploy. *Note:* Applicable to ARC teams only after mobilization.

#### **5.5. The Planning Phase - Pre-Deployment Actions**

5.5.1. Training. Training is the primary factor in the planning phase

5.5.1.1. The FSS commander/superintendent is responsible for all PT training.

5.5.1.2. The designated PERSCO trainer coordinates training for team members according to the guidelines outlined in this instruction, applicable Personnel Readiness AFJQSs, and the tasked UTC MISCAP statement.

5.5.1.3. The FSS UDM serves as the focal point for scheduling and documenting all initial/recurring ancillary deployment training and classified courier training for PT members. AFI 10-403 outlines the basic deployment training requirements. The UDM ensures the equipment custodian (EC) receives training in equipment management and reporting procedures according to AFCSM 10-626, Volume 2, cargo preparation, and check-in procedures according to AFI 10-403 and the IDO.

5.5.1.4. FSS commanders will ensure PT training program certifies all PERSCO AFJQS items before the person enters their assigned AEF on-call window. FSS commanders will ensure recertification training is accomplished for any training item where an individual fails to demonstrate proficiency.

5.5.1.5. Only GCCS-AF system operators, filling PERSCO positions identified as requiring SEI 295, are required to be "Task Performance" trained on the GCCS-AF system.

5.5.1.6. The following training recommendations are provided:

5.5.1.6.1. Realistic PERSCO training scenarios, after-action reports, and PERSCO

Readiness Course lessons can be found at: <https://ask.afpc.randolph.af.mil>. The FSS commander will ensure some of these scenarios and after-action report observations are included in wing exercises.

5.5.1.6.2. The PT chief should assign areas of expertise to individual PT members and require each member to build training packages for his/her area of expertise. During training sessions, the "experts" should provide training to the rest of the team for their area of concentration. As programs evolve, the "experts" will change and modify training packages, maximizing the reuse capacity of the information.

5.5.1.6.3. In-house training sessions will be conducted and documented twice a month (at least once a month for ARC units) to ensure all team members receive training on all required areas within 15 months of initial assignment.

5.5.2. The FSS commander appoints an EC and accomplishes a Custodian Authorization/Custody Receipt Listing (CA/CRL) for PERSCO LOGFOR equipment. *Note:* Each team tasked with a GCCS-AF system and/or LOGFOR equipment must have its own appointed EC since they may deploy to different locations.

5.5.2.1. The PT chief will ensure the EC completes an annual inventory of supplies, equipment, and CA/CRL. The team chief will also ensure an inventory is completed immediately upon notification of a deployment. *Note:* If the FSS is tasked with multiple teams supporting multiple locations, each team supporting a different location must identify a different EC.

5.5.2.2. Maintenance of Supply Kits. A supply kit (as specified in the tasked UTC LOGDET and this instruction) must be established and maintained for each PT. The required contents of the PERSCO supply kits are based on minimum essential needs for performing initial PERSCO duties.

5.5.2.3. Forms and expendable supplies will be packed and maintained ready for deployment at all times. Air Force Electronic Publications Library (AFEPL) and forms management software may be used in place of paper copies of required forms and publications listed in Attachment 9. Arrangements should be made with base information management offices to obtain the most current versions of the AFEPL and forms management software.

5.5.2.4. PT equipment custodians, along with the team chiefs, are responsible for maintaining the accuracy and correctness of their respective kits, and will audit the contents annually (unless the responsible MAJCOM directs a more frequent audit). This responsibility will not be delegated.

5.5.2.5. PTs must audit kits before and after all deployments. Items in Attachment 9 and the tasked UTC LOGDET are the minimum items required. Team chiefs may add other items they deem appropriate; however, total weight and/or dimensions cannot exceed that outlined in the LOGFOR. Before and after all deployments, PT members should check kits to ensure all items are usable. Identify publications and other FSS equipment designated for PERSCO use. *Note:* These items may be used in daily FSS operations if they are maintained in a mission-ready status.

5.5.2.6. AFPC owns and controls all PERSCO GCCS-AF equipment at real-world deployed locations and has sole responsibility for software upgrades, warranty information, and replacement parts. The designated deployed equipment custodian(s) must ensure all GCCS-AF equipment (to include; laptop/desktop, printer, scanner, docking station) is inventoried, at the beginning and end of each cycle, on the GCCS-AF Inventory sheet provided by AFPC (found on the AFPC Readiness NIPR and SIPR websites). Any movement (whether from re/forward deployment or closure) of GCCS equipment must be coordinated through and approved by AFPC/DPWRSF (DSN 665-2770).

5.5.2.6.1. Bases will maintain their deployable GCCS-AF equipment for training, local exercises and ORIs. Although these systems are intended for non-deployable use, bases should be prepared to deploy with their equipment as a last resort during national disasters or when simultaneous surge operations deplete staged equipment. MAJCOMs own base level GCCS-AF equipment and are responsible for software upgrades, warranty information, and replacement parts.

5.5.3. Briefing PERSCO Responsibilities. The PT chief annually briefs PERSCO responsibilities to all home-station commanders with a deployment mission. Use information

provided in this instruction and Annex E of the tasked OPLAN(s) to inform them of the component command expectations and personnel CONOPS while deployed. Attachment 5 of this instruction provides a sample responsibilities memorandum. A continuing education program for all commanders will enable PTs to successfully complete their wartime mission. It must be stressed to commanders that personnel's number one priority is Total Force strength accountability.

5.5.4. **PERSCO Team Pre-Planning Actions.** The pre-planning checklist at Attachment 6 provides a list of items to look for in a deployment tasking to ensure pre-planning is achieved.

5.5.4.1. PT chiefs will use Attachment 6 to review taskings, ensuring the parent MAJCOM personnel planner covers all issues needed for planning a smooth transition from pre-planning to deployment execution. Items listed in Attachment 6 identify specific references to issues of general guidance in the Air Force war and mobilization guidance directives that may be pertinent to the OPLAN or tasking. Ask the component command personnel planner for the PERSCO CONOPS for review prior to deployment.

5.5.4.2. Attachment 6 also lists the specific deployment guidance component commands must outline to support PTs at each deployed forward operating location.

### ***Section 5D-PERSCO Operations and Procedures***

**5.6. Site Infrastructure.** Although not directly affecting the number of PERSCO members, permanent structures, services, and communications support may affect the amount of PT support equipment needed to operate effectively. The component command personnel planner coordinates with logistics planners IAW AFI 10-404, *Base Support and Expeditionary Site Planning*, to determine what facilities exist, and what equipment and supplies are readily available at each employment location identified in the TPFDD. At a minimum, the personnel planner coordinates with the following agencies to identify PERSCO infrastructure requirements:

5.6.1. Logistics and security forces planners for facility, equipment, and supply requirements. **Note:** Security forces are involved because GCCS-AF system operations require classified operating environment protection.

5.6.2. Civil engineer planners for electric power requirements. The component command provides electrical transformers to meet GCCS-AF power requirements to convert 220 volts to 110 volts, where applicable. *ONLY* GCCS-AF systems are capable of automatically switching over to 220 volts internally on their mainboards (dual-voltage capable). JAZ drives and printers are not dual-voltage capable. **Note:** Units deploying overseas should ensure a 220 volt surge suppressor is available for the GCCS-AF system.

5.6.3. Communication planners are responsible for communications requirements for all locations in the AOR capable of supporting wartime and contingency operations. Communication support includes:

5.6.3.1. Identifying the need for secure and non-secure telephone/data fax capability.

5.6.3.2. Identifying the need for SIPRNET and NIPRNET capability.

**5.7. Utilization of PERSCO Teams.** The MANFOR provides the manpower structure of each PT, the LOGFOR provides the equipment requirements, and Attachment 9 lists the necessary

supply items. The RFPF1 is the only stand-alone PERSCO UTC. The RFPF2, RFPF3, RFPF4, RFPF6, RFL04, and RFL05 or a combination of these UTCs will be used to augment the RFPF1 UTC as needed.

5.7.1. The requirements in specific contingency situations must be continuously monitored and reviewed by the component command personnel planner. In the event of forward deployments of TDY forces or other adjustments in the size of these forces, the PT requirements will be reviewed and adjusted if necessary.

5.7.2. PTs will augment the IPR when deployed to an existing FSS. The RFL04 or RFL05 team is used to augment the FSS office if augmenting an existing FSS. If used at a base/FOL, the RFL04 UTC will be the director of personnel programs for base leadership. The CNAF/A1 personnel planner will specify command relationships for PTs in the PERSCO CONOPS.

5.7.3. PTs providing support to GSUs. When this occurs, a PERSCO augmentation should be considered using the formula of 2 personnel technicians per 275 GSU individuals as a guide.

5.7.4. Proximity to Area of Conflict. Additional PERSCO UTCs should be considered as the anticipated casualty rate directly influences the casualty reporting workload.

**5.8. Execution Phase.** The Execution Phase begins when the PT is tasked to deploy.

5.8.1. Upon notification of deployment, the FSS or FSS commander notifies the PT(s) they are deploying.

5.8.2. The PT will coordinate with the IPR and the IDO about the tasking and location. If available, review component commander's PERSCO CONOPS. The FSS commander and PT chief should review all PT taskings and immediately identify to the supporting MAJCOM personnel planner all LIMFACs/shortfalls. Review available lessons learned at AFPC's Readiness web sites.

5.8.3. Other PT final deployment planning actions should include the following:

5.8.3.1. The PT chief will contact the IPR to obtain as much information as possible about the deployment operation, as a minimum: 1) Listing of base personnel who may be deployed and if they are going to the same FOL as the PT; 2) Messages (replacement, reporting instructions, etc.) relating to the operation and/or FOL.

5.8.3.2. Determine scope of PT accountability (e.g., combined or Joint assets).

5.8.3.3. Determine availability of in-place or pre-positioned equipment. Contact the component command and make arrangements to review the FOL's Base Support Plan (BSP) (if available). Consider requirements for: power, secure and unsecured telephone/fax capability, SIPRNET LAN capability, and a classified operating environment. **Note:** Because the GCCS-AF system is a classified operating system the need for a classified operating environment exists for both primary and alternate locations.

5.8.3.4. PT Chief must submit a Red-Mini Log-in Request sheet (see Red-Mini User's Guide) for all deploying team members operating the GCCS-AF system IAW paragraph 2.18 and 2.19 of this instruction. Contact IDO to ensure equipment is moved IAW the TPFDD after the component command validates the requirement.

5.8.4. Other actions to be taken during deployment execution are:

5.8.4.1. PT chief should develop tentative shift schedule(s) and assign specific duties and responsibilities to each deploying PT member based on most current information available. Discuss with each deploying PT member the tentative work schedules, expected duties, and initial arrival actions. Review the required actions needed to be accomplished upon arrival to ensure everyone understands what to do and how to accomplish their actions.

5.8.4.2. Ensure all classified material is prepared for transportation and personnel are briefed on classified courier responsibilities according to AFI 31-401, *Information Security Program Management*, and DoD 5200.1-R.

5.8.4.3. Travel on commercial flights. Ensure the FSS commander or security manager authorizes appropriately cleared couriers to hand-carry classified material IAW DoD 5200.1-R and AFI 31-401. Ensure deploying courier reads and acknowledges the cautionary statement for hand-carrying classified material on commercial flights IAW AFI 31-401.

5.8.4.4. Travel on other than commercial flights. Ensure the FSS unit commander or security manager authorizes appropriately cleared couriers to hand-carry classified material IAW AFI 31-401. Issues and controls the DD Form 2501, *Courier Authorization Card* (available through the AFEPL) for hand-carrying classified material by means other than on commercial flights.

**5.9. Initial Set-up Actions.** The checklist in Attachment 8 outlines the general responsibilities and actions required when PTs initially arrive at their final destination.

5.9.1. The PT will:

5.9.1.1. Establish strength accountability for everyone the PT is responsible for, regardless of location and update into accountability system. These updates include normal arrival updates as well as all needed force gains. A force gain is required if there is no record in the accountability system. Strength accountability provides valuable planning and decision-making information to senior leaders at all levels concerning deployed force closure, force sustainment and force availability.

5.9.1.2. Establish manual files as backup for the GCCS-AF system.

5.9.1.3. Establish connectivity to the Red-Mini file server. **Note:** Users should exhaust all means to ensure SIPRNET connectivity to the Red-Mini, such as deployed communications squadron, Intel, or AMC TALCE.

5.9.1.4. Contact component command A1 to obtain command relationships.

5.9.1.5. Brief commanders and their staffs on the PT's duties, capabilities, and responsibilities IAW this instruction and the component command's guidance. Attachment 5 of this instruction provides a sample responsibilities memorandum.

5.9.1.6. Establish reception processing procedures. It is imperative that PTs meet and account for personnel as soon as they arrive on station.

5.9.1.7. Obtain at least one copy of the CED orders annotated with the date arrived and a completed AF Form 245 to establish manual files. **Note:** Obtain at least one copy of the activation order for ARC members; i.e., MPA, AGR or mobilization, and establish a manual file.

5.9.1.8. Ensure a Reception Control Center (RCC) is established to in-process forces in an effective and efficient manner IAW AFI 10-403 and AFI 10-404. The PT must work with the logistics staff to incorporate adequate accountability in processing into the RCC.

5.9.1.9. If an RCC is not established, PTs must coordinate with the appropriate agencies to ensure accountability is obtained.

5.9.1.10. Prior to arrival of a PT, the deployed commander is responsible for capturing arrival information regardless of the mode of travel. Consider all potential avenues by which a person may arrive such as commercial air, privately-owned vehicle (POV), rail, etc., and determine how to account for them. The PT must obtain and crosscheck information to include AF Form 245 and copies of orders from the deployed commander to ensure GCCS-AF system data integrity.

5.9.1.11. Identify a unit manning POC for all units at the deployed location and establish procedures for duty status reporting and accountability maintenance. Provide the unit POC with ERMDs and alpha rosters of deployed personnel assigned to their unit weekly at a minimum. These products will be utilized by the POC to maintain oversight of assigned individuals as well as projected inbounds. Unit POCs must report arrivals, departures, hospitalizations, etc., within 24 hours of the change in duty status.

5.9.1.12. Establish a unit manning POC and accountability procedures to account for GSUs, if tasked to support. Ensure the GSU manning POC and/or commander reports any personnel changes to the servicing PT on a daily basis. *Note:* This may require traveling to GSUs to assist establishing reporting procedures.

5.9.1.13. If required by component command CONOPS, establish unit manning POC with other branches of military service, civilian contracting companies, coalition forces, etc. The accountability responsibilities will be defined by the component command.

5.9.1.14. PTs will account for all AF transient forces (others as directed by component A1). Transient forces are those who spend at least one night at a location which is not their final duty location. Updating of transient personnel into GCCS-AF system is required. Individuals accounted for in a transient status will be included in section VIII of the DSC message.

5.9.1.15. If directed, PTs can obtain the status of en-route individuals traveling on dedicated airlift through the transportation office using the Global Air Transportation Execution System (GATES) or the Global Transportation Network (GTN). Transportation systems provide the capability to track individuals by name, SSN, and ULN from the time they depart from their home station until arrival at their final destination. These systems can also provide the status of aircraft delays or layovers that will assist PERSCO in the overall accountability effort.

5.9.1.16. Establish PERSCO Operating Location. Minimum requirements for operating location are:

5.9.1.16.1. Power supply.

5.9.1.16.2. Secure and non-secure telephone.

5.9.1.16.3. SIPRNET and NIPRNET capability.

5.9.1.16.4. Classified operating environment.

5.9.1.16.5. AFPC OSC POC Listing for message traffic.

5.9.1.16.6. Secure and non-secure e-mail accounts.

5.9.1.16.7. Standard supply items (e.g., pens, pencils, printer paper, etc.).

5.9.1.16.8. Transportation requirements. **Note:** If any of the above is unavailable, identify the LIMFAC to the component command for their action and include on the commander's Situation Report (SITREP) and PT Status Report. Maintain LIMFAC reporting until capability is operational. All LIMFACs are classified at the same classification level of the operation being supported and must be handled accordingly.

5.9.1.17. Complete PT Initial Arrival Checklist IAW Attachment 8 of this instruction.

5.9.1.18. Submit a PT Status Report IAW paragraph 6.5 of this instruction.

5.9.1.19. Submit the GCCS-AF System Initial Report IAW AFCSM 10-626, Volume 2, if not included with the PT status report.

5.9.1.20. Create and maintain a POC book containing grade, name, phone numbers, fax numbers, e-mail addresses, and locations of key personnel at the FOL and higher headquarters. **Note:** Should include commanders, first sergeants, billeting, mortuary affairs, medical staff, and others deemed appropriate. MAJCOM, IPR, and PERSCO POCs can be found at [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness).

5.9.1.21. Establish a casualty reporting program according to AFI 36-3002 and local procedures. Establish points of contact with the medical treatment facility (MTF) and mortuary affairs.

5.9.1.22. Establish PRP reporting procedures IAW AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*.

5.9.1.23. Use a daily events log to keep team members updated and to help prepare PERSCO AARs.

5.9.1.24. In the absence of a deployed manpower agency, assist deployed commanders in completing Authorization Change Requests (ACRs) needed to accomplish mission objectives.

5.9.1.25. Ensure the PT equipment custodian inventories each GCCS-AF System and sets up and tests system components.

5.9.1.26. Ensures all accountable deployed PERSCO GCCS-AF equipment is loaded into ITAMS within 3 days of arrival.

**5.10. Sustainment Operations and Actions.** The sustainment phase is a transition from the set-up phase, where the majority of the main operating force has arrived and completed in-processing actions. The sustainment phase can occur any time after arriving at the FOL and lasts until a build-up/surge phase occurs or until the redeployment phase. During the sustainment phase, the PT continues to maintain Total Force accountability and strength reporting and provides personnel program advice.

5.10.1. The following actions help maintain accountability:

5.10.1.1. Report unfilled positions required by the deployed commander to the supporting and component commands for fill action.

5.10.1.2. Early Release and Replacement Required. For early return of individuals assigned to requirements, the PT must send an early release/return message to the component command, home-station IPR, home-station unit/CC, supporting command personnel readiness branch and AFPC/DPW, advising of the individual's status and requesting replacement if needed IAW AFI 10-401. The component command will forward the approved request to AFPC/DPW for their

action. **Note:** For PIDs not managed by AFPC/DPW, requests will be worked directly by the responsible component command. Disapproved requests will be sent back to the deployed commander. Utilize report format provided in paragraph 6.11. of this instruction.

5.10.1.3. Process incoming and outgoing DCAPES updates daily. **Note:** Report the lack of DCAPES capability as a LIMFAC to the component command for their resolution.

5.10.1.4. PTs must retain a copy of their DCAPES update logs (incoming and outgoing) for a minimum of 30 days.

5.10.1.5. Update duty status changes daily.

5.10.1.6. Submit daily DSC messages NLT 2400 hours local daily or NLT the timeline provided by the component command. Negative DSC messages are required.

5.10.2. Produce and use the following products:

5.10.2.1. Employment Requirements Manning Document (ERMD). Identifies the number and types of requirements projected to the deployed location. It can be used to monitor force build-up, identify unfilled positions, and replacement actions (identified by a "R" position suffix).

5.10.2.2. Requirements Mismatch Report. Used to validate PERSCO-captured information so PTs can correct erroneous or mismatched conditions. Use this product to identify personnel records containing PID data not matching the validated plans received from the component command, possible shortfalls, and erroneous data in the GCCS-AF system.

5.10.2.3. Duplicate Position Report. Identifies multiple personnel assigned to the same requirement position. PTs will validate identified personnel records and notify the appropriate IPR to delete the erroneous DCAPES data.

5.10.2.4. The Unfilled Requirements Report. This is a preformatted report identifying all unfilled requirements within 60 calendar days of RDD. Report is sent to supporting commands and FSS for their action.

5.10.2.5. Alpha Rosters. PTs provide alpha rosters to units. Units will review alpha rosters to maintain accountability by identifying personnel who have departed or have not in-processed. The PT then takes appropriate action to capture changed unit information. Recommend a representative from each unit and PERSCO member meet face to face on a weekly basis and review the unit's accountability rosters to ensure there is no difference between the personnel physically in the unit and what PERSCO reflects in system.

5.10.3. Tour extensions. PTs will process all tour extension requests to the component command informing AFPC/DPW, supporting command Personnel Readiness Office, IPR, and home-station commander IAW AFI 10-401. **Note:** For PIDs not managed by AFPC/DPW, requests will be worked directly by the responsible component command. Send requests NLT 60 days prior to individual's established end of tour. **Note:** ARC personnel deployed on MPA man-days under 10 USC 12301(d) are called to AD for a specific period of time and, by law, cannot be involuntarily extended. The mobilized individual can be extended, but the extension cannot prevent them from returning to home station in time to take authorized down-time, use accrued leave and complete any required out-processing actions. Extensions of ARC personnel require the approval and coordination of HQ ANG for ANG personnel and HQ ARPC for AFRC personnel. The PT must work these with the individual's IPR.

5.10.4. The Deployment Processing Discrepancy Reporting Tool (DPDRT) is a classified, automated tool used by deployed locations to report deployment processing discrepancies.

PTs will be responsible for collecting and updating Personnel deployment processing discrepancies within 72 hours of arrival of Airman. PTs will assist the Reception Control Center (RCC), Deployed Logistics Readiness Office (LRO), and deployed functions/units in updating their identified discrepancies.

5.10.5. PT should have a copy of, and be familiar with, the AOR's unique guidance regarding personnel policies and procedures. These instructions should be used to answer questions and concerns of commanders and the population in general. Issues not addressed in the AOR's instructions should be elevated to the component command for action.

5.10.6. The Reclama Processing Tool (RPT) is a classified automated tool used to submit, process and track reclama requests submitted by units and MAJCOMs. PTs can use the tool to determine if a reclama request was submitted for a requirement on the ERMD that has not yet been filled by the tasked unit.

5.10.7. GCCS-AF System Maintenance. Total Force accountability is accomplished with GCCS-AF systems utilizing DCAPES and/or MANPER-B software. This software uses a series of business rules to alert users to changes in deployment requirements and the status of deployed persons. The PT must maintain accurate accountability data to provide useful products to customers. The following actions help maintain accurate GCCS-AF system stored information:

5.10.7.1. Follow the Red-Mini user responsibilities IAW paragraph 2.18. of this instruction any time access requirements change.

5.10.7.2. Follow the GCCS-AF system user responsibilities IAW paragraph 2.19. of this instruction when equipment custodians or GCCS-AF system operators change.

5.10.7.3. Based on deployed location tempo, the GCCS-AF system operator must develop a routine procedure to backup information residing on the GCCS-AF system. *Note:* Recommend a daily data backup of MANPER-B data on GCCS-AF systems.

5.10.7.4. Establish a deployed GCCS-AF system ITAMS account with the deployed or supporting communications units.

5.10.8. PTs will provide personnel program advice to deployed commanders and limited support to all deployed Airmen. Deployed Airmen are to be encouraged to use vMPF and the AFPC Contact Center at DSN 665-5000 24 hours a day, 7 days a week, to the fullest extent possible where available.

**5.11. Rotation and Redeployment Actions.** The rotation and redeployment concepts apply to onward or forward deployments as well as returns to home station. Logistics planners, on behalf of the deployed commander, are responsible for coordinating and monitoring rotation/redeployment/base closure activities. It is important to understand that redeployment is not a "deployment in reverse." The PT will participate in the rotation/redeployment planning process and ensure procedures are established to maintain accountability. A site or operation may turn into a rotational (sustainment) site requiring planning on how to rotate or replace the forces already there.

5.11.1. PTs will:

- 5.11.1.1. Actively participate in redeployment planning.
  - 5.11.1.2. Out-process all redeployment personnel to maintain accountability.
  - 5.11.1.3. Update the GCCS-AF system which updates DCAPES and send DSC report.
  - 5.11.1.4. Properly dispose of administrative files IAW established procedures.
  - 5.11.1.5. Transfer accountability IAW the component command A1 guidance or to the incoming PT. This will include proper overlap with the incoming PT as determined by component command.
- 5.11.2. Rotation and Redeployment Planning Factors.
- 5.11.2.1. During this phase, PTs can employ any approach that accomplishes the end objective of Total Force accountability. A Redeployment Assistance Team (RAT) may be established to facilitate redeployment. If not established, PTs must coordinate with all involved agencies to develop an effective out-processing capability (i.e., consider host nation customs requirements, Status of Forces Agreements (SOFAs), force protection level, residual mission capability requirements, and unit or main operating base out processing requirements).
  - 5.11.2.2. PTs will need to project how they will scale down as the base draws down. Coordinate these actions with the deployed commander and the component command A1 personnel planner.
- 5.11.3. Equipment Accountability.
- 5.11.3.1. Once the deployed location's population reaches a certain level, the component command may deactivate the PT. Coordinate with component commander personnel planner on disposition of the GCCS-AF system and PT equipment.
  - 5.11.3.2. During the transition from one team to another, equipment accountability must be maintained. Before the original team departs from the deployed site, the GCCS-AF system equipment custodian must complete an inventory of GCCS-AF equipment IAW AFCSM 10-626, Volume 2. **Note:** The new PT chief ensures all equipment is accounted for before the old equipment custodian departs.
  - 5.11.3.3. For equipment not accounted for, the PT chief will take action to involuntarily extend the GCCS-AF equipment custodian to enable the team chief or noncommissioned officer in charge (NCOIC) to initiate a report of survey (ROS) and allows the investigating officer to interview the custodian and obtain a sworn statement to complete the ROS actions.
- 5.12. Forward Deployment Process.** Individuals or an entire UTC may be required to forward deploy to support a tasking. This includes personnel on routine TDY orders (DD Form 1610) who are selected to fill operational tasking, personnel who remain in place to fill and additional rotation, those who remain in place to fill a different operational tasking or are medical evacuated from your servicing location. This paragraph provides an overview of the processes utilized to ensure forward deployed personnel are tracked, accounted for, processed, and that they receive the authorized entitlements.
- 5.12.1. Personnel forward deploying within the same PID. The PT will ensure the following procedures are accomplished.
    - 5.12.1.1. The losing PT will utilize the forward deployment function within the PERSCO module of the GCCS-AF system to update the new requirement information in DCAPES.

5.12.2. Personnel transitioning from routine TDY to an operational PID requirement. Individual TDY on routine orders, (DD Form 1610) (not on CED orders), and a TDY unit commander requests the individual fill a PID requirement.

5.12.2.1. The TDY commander submits request to the home-station IPR via the servicing PERSCO team for approval from the home-station commander.

5.12.2.2. If the home-station commander disapproves, the individual remains at the TDY location and returns to home-station as scheduled.

5.12.2.3. If the home-station commander approves, the home-station IPR notifies the servicing PT. The PT notifies the component and supporting command to coordinate the TPFDD change.

5.12.2.4. The component command coordinates with AFPC/DPW to update the new tasked PAS. AFPC/DPW flows the deployment data required (PID, ULN, etc.) to individual's home-station IPR. Component commands will identify tasked PAS and update DCAPES for those operations not managed by AFPC/DPW.

5.12.2.5. The TDY IPR will coordinate with the home unit to rescind the original TDY order (DD Form 1610) and accomplish the CED order to have the home station include the original TDY information. CED orders should state when original TDY starts and ends, and identify the fund cite to be used for each TDY. **Note:** ARC personnel must have status changed as required.

5.12.2.6. The home-station IPR must update DCAPES as appropriate and ensure all personnel receive CED orders.

5.12.3. The home-station commander is tasked with a PID requirement and requests individuals already on routine TDY orders to fill the requirement.

5.12.3.1. The home-station commander submits the request to the servicing PT via the home-station IPR. The PT will coordinate action with the deployed commander.

5.12.3.2. If the individual's TDY commander disapproves, the individual remains at the TDY location and returns to home-station as scheduled.

5.12.3.3. If the TDY commander approves, the TDY IPR will coordinate with the home unit to revoke the original TDY order (DD Form 1610) and accomplish the CED order to include the original TDY information. CED orders should state when original TDY starts and ends, and identify the fund cite to be used for each TDY.

5.12.3.4. The home-station IPR will update DCAPES as appropriate, and ensure all personnel receive CED orders that include the routine TDY and contingency TDY.

5.12.4. The home-station commander is tasked with a PID requirement and requests members already on CED orders to fill the requirement.

5.12.4.1. The home-station commander submits the request to the servicing PT via the home-station IPR. The PT will coordinate action with the deployed commander.

5.12.4.2. If the deployed commander disapproves, the PT notifies the home-station IPR and the unit member or UTC remains at the TDY location and returns to home-station as scheduled.

5.12.4.3. If the deployed commander approves, the PT forwards to the component and supporting commands for approval.

5.12.4.4. If either component or supporting command disapproves, individual remains at the TDY location and returns to home-station as scheduled.

5.12.4.5. If both the component and supporting command approve the request, the home-station IPR will amend the original CED orders to include the new deployment information. **Note:** In situations where the individuals are moving from one component command to another, both component commands and the supporting command must approve.

5.12.4.5.1. The IPR will return member to home-station on the day they are supposed to move to the new requirement and then update them (with departure date) to the new requirement.

**5.13. Reconstitution Actions.** The PT's mission is not complete upon return to home-station until the following actions are performed.

5.13.1. After-Action Report (AAR). The PT chief must finalize and send a consolidated PT AAR IAW paragraph 6.9 of this instruction. During the deployment tour, the team should have maintained a daily events log, recording daily activities, problems, and resolutions to be used in completing a comprehensive AAR. The AAR captures feedback to assist other PTs in future operations. **NOTE:** AAR's are required to be submitted 15 days before departure from AOR.

5.13.2. Reconstitution of Supplies and Equipment. Conduct a complete inventory of supplies and equipment to ensure everything is accounted for or replenished in the case of consumables. The FSS commander will use the Joint Chiefs of Staff (JCS) fund cites for reconstituting supplies or equipment when supporting JCS-sponsored deployments or exercises.

5.13.3. Relocation Report. This report allows HQ AFPC and the PT's parent MAJCOM Personnel Readiness and GCCS Program Office to know the PT and equipment has been returned from an operation and identifies its operating condition. The Relocation Report is required within 7 duty days of return. The GCCS-AF equipment custodian inventories all equipment, prepares and dispatches the GCCS-AF System Hardware Relocation Report IAW paragraph 6.12. of this instruction.

5.13.4. Training. The most opportune time to review training and ensure its accuracy is after the deployment. Deficiencies in training are readily identified via the daily events log or AAR. This review can provide insight to rewriting portions of the training that lack realism. Upon completion of MAJCOM-authorized "down time" after a deployment, PTs must initiate the training cycle to maintain mission-ready status.

### ***Section 5E—Combined/Joint Force Planning Factors***

**5.14. Combined/Joint operations.** Deploying personnelists must be aware that they may be tasked to fulfill a number of personnel functions, not PERSCO related. A team might deploy not just as a PERSCO, but also as a combined, Joint, or a service personnel function. As a result, they will be responsible for accomplishing not only their USAF tasks, but also combined or Joint tasks as well. Although the tasks may be similar, the processes required to accomplish the tasks can be significantly different in nature than that required by USAF instructions. It is important for all deploying personnelists to familiarize themselves with JCS Pub 1. Contact the responsible component command personnel planner for specific guidance.

5.14.1. Additional personnel functions may include:

5.14.1.1. A C1/J1/A1 may be tasked to perform accountability for all assigned forces under their functional control; e.g., combatant commander identifies Commander, Air Force Forces [COMAFFOR] as the C/JFACC. As a result, all combined air and space assets are now under Operational Control [OPCON] to the new structure. Processes will need to be developed to capture all assets now under their control, to include allied and Joint personnel.

5.14.1.2. The combatant commander will require a daily JPERSAT. C1/J1/A1s will be responsible for compiling and transmitting this document per Joint component instructions. The JPERSAT at a minimum will identify losses, gains, overall strength (by unit and location) and could include alpha rosters.

5.14.1.3. The combatant commander will identify additional casualty reporting criteria. As a result, the C1/J1/A1 may not only need to provide casualty information via the USAF channels, but must also provide similar data through their Joint channel. It is required on the JPERSAT.

5.14.1.4. C1/J1/A1 will be required to submit daily SITREP inputs. This will include daily strength changes by unit and director's comments. Other requirements may be imposed per Joint component direction.

5.14.1.5. C1/J1/A1 may be required to accomplish Services responsibilities not unlike a support group function. This can include MWR activities and billeting/lodging actions.

5.14.1.6. C1/J1/A1 may be required to coordinate transportation of all departing personnel.

5.14.1.7. C1/J1/A1 may be required to perform postal duties.

5.14.1.8. If not the responsible PERSCO, the C1/J1/A1 must identify and establish a relationship with the PT to provide accountability information.

5.14.1.9. C1/J1/A1 must understand that they may be responsible for all Joint and Service decorations under their control. Decorations processing and tracking procedures must be devised to meet all submission channel requirements. Joint decorations must be submitted through Joint channels, and Service-unique decorations may be submitted through either combatant component channels, or through the Service channels.

5.14.1.10. See AFCSM 10-626, Volume 2 for GCCS-AF system procedural guidance.

## Chapter 6

### CONTINGENCY REPORTS

#### *Section 6A – Introduction and Scope*

**6.1. Introduction and Scope.** This chapter outlines the responsibility and reporting requirements for all levels of contingency operations.

6.1.1. From the onset of contingency operations, commanders and staffs at all levels require a variety of personnel command and control information. Contingency reports provide an uninterrupted flow of information between locations and each level of command.

6.1.2. Personnel agencies require contingency reports at all levels of command under both automated and manual conditions. Use standardized reports to the maximum extent possible according to this instruction.

#### *Section 6B-Reporting Requirements and Guidance*

**6.2. Personnel Deployment Reporting System.** Personnel agencies use GCCS-AF systems utilizing DCAPEs and/or MANPER-B software to report and account for personnel (active, Guard, Reserve, and civilian) deployed by the Air Force to support a contingency, exercise, or rotational operation (Duty Status Code 20 or 21). **Note:** This reporting requirement is designated emergency status code C-1; continue reporting during emergency conditions, priority precedence. Submit data requirements assigned to this category as prescribed, or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

6.2.1. The IPR updates DCAPEs which flows to PT or FSS, the supporting and component commands, HQ AFPC, the Central Site (if applicable), and others as directed by higher headquarters.

**6.3. Contingency Report Classification.** The component command receiving support from all the supporting agencies must provide definitive classification guidance. When the component command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, clear text duty location, Required Delivery Date (RDD), TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

6.3.1. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is unclassified. The highest classification of any paragraph determines the classification of the entire report. For example, the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, AFI 31-501, and AFMAN 33-326, *Preparing Official Communications*.

6.3.2. The reporting requirements described in this instruction are exempt from licensing in accordance with AFI 33-324, paragraph 2.12.

**6.4. Contingency Report Recipients.** All reports described in this chapter must be addressed to the recipients listed in report examples. All applicable e-mail addresses can be obtained from the AFPC Readiness Points of Contact Book, available at:

[https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness). Due to frequent updates, everyone is encouraged to check for updates to this listing on a regular basis. Any required changes will be sent to: [afpc.OSC@randolph.af.mil](mailto:afpc.OSC@randolph.af.mil). This listing will be updated on a monthly basis; however, during crisis operations, changes will be updated as they occur.

### ***Section 6C - Types Of Contingency Reports***

**6.5. PT Status Report.** The PT or FSS providing support to deployed forces submit this report. PTs will submit this report within 12 hours of arrival at their final destination, and FSS/IPRs will submit this report NLT 12 hours after an operation begins.

6.5.1. PT sends report as a word processing attachment via e-mail. If e-mail does not exist, the PT contacts HQ AFPC/OSC by telephone (DSN 665-2020), data fax, or the quickest means available; e.g., courier, FedEx, first-class mail, etc.

6.5.2. E-mail addresses for the report are as follows:

**FROM:** Deployed PERSCO TEAM

**TO:** HQ AFPC/OSC; Component/Supported command Personnel Readiness Office

**CC:** Home-Station IPR

Supporting command Personnel Readiness Office

AF/A1PR

ARC as appropriate

6.5.3. For base exercises, the PT prepares but does not transmit the report.

6.5.4. Figure 6.1. provides an example of a PERSCO Team Status Report.

6.5.5. All applicable e-mail addresses can be found in the Readiness POC Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)

**Figure 6.1. Format for PERSCO Team Status Report.**

**CLASSIFICATION:** (Insert appropriate classification)  
**SUBJECT:** PT STATUS REPORT (*NOTE 1*)  
**PART I** – (Insert PID and Operational Nickname)  
**PART II:** Provide the grade, full name, complete SSN, and position title for the PT chief, NCOIC, primary GCCS-AF systems operators, UTC, equipment custodian, key POCs in the PRC (as applicable, for FSSs supporting deployed forces), and casualty POC (include phone number and message address if different from PT).  
**PART III:** Provide the following information:  
**DSN PHONE:** Provide the prefix and extensions for both classified and unclassified phone lines.  
**COMMERCIAL PHONE:** Provide the country code (if applicable), area code and the prefix, and extensions for both classified and unclassified phone lines.  
Provide the prefix (DSN) and area code (commercial) for both classified and unclassified fax lines.  
**SECURE and NON-SECURE E-MAIL ADDRESSES:** Indicate e-mail addresses for team and members (if available).  
**MAILING ADDRESS:** Unit, location, and ZIP code (must be a complete mailing address including street, suite, room number, etc.). For overseas locations, include the appropriate codes for shipping purposes (contact transportation).  
**GEOGRAPHICAL LOCATION CODE (GEOLOC):** Provide the four-digit GEOLOC for your deployed location or the two-digit MPF ID if you work with an FSS (*NOTE 2*).  
**GCCS SYSTEMS:** Provide the serial numbers for the GCCS system(s) at your employed location.  
**24-HOUR POINT OF CONTACT:** Provide a 24-hour point of contact name and phone number (DSN and commercial).  
**PART IV:** Provide a brief statement on the operational status of the team or PRC (as appropriate) and any significant LIMFACs. Submit additional PT status reports when the information in parts I through III change (*NOTES 3 and 4*).

**NOTES:**

1. The subject line is always unclassified.
2. Always use actual GEOLOC and classify message according to paragraph 6.3. of this instruction. DO NOT USE XPQF as a TDY GEOLOC.
3. You may include the initial GCCS-AF System Report (see AFCSM 10-626, Volume 2) with this report. If you elect to do so, include it as “PART IV-INITIAL GCCS-AF System REPORT.”
4. As a reminder, ensure the Red-Mini login sheet, included in the Red-Mini User’s Guide, is prepared and faxed to HQ AFPC/DPWRSF at DSN 665-3923.

**6.6. Commander’s Situation Report (SITREP) (Joint Publication 1-03. *Joint Reporting Structure [JRS] General Instructions*).** Continue reporting during MINIMIZE. The installation commander prepares and submits this report, which contains two personnel sections. PT submits deployed personnel data as prescribed for inclusion in the commander’s daily SITREP. The PT

must aggressively seek out the folks that prepare the SITREP and provide them the personnel statistics for the report. It's critical the personnel numbers reported in the SITREP agree with the strength accountability numbers being reported through the personnel community as they come together at the Joint Staff.

6.6.1. Section One includes summary information (the total officers, enlisted, civilians, and contractors employed) on personnel deployed (to include in-place forces) supporting the contingency operation. **Note:** The commander is required to submit summary information only if no mechanized reporting system is available, (e.g., GCCS system and SIPRNET connectivity) or if it is non-operational at the deployed location.

6.6.2. Section Two lists existing personnel problems and LIMFACs affecting Total Force accountability and their impact to the deployed site's readiness posture or mission capability (outlines problems degrading the mission capability of a PT or FSS). For LIMFACs, provide an expected "get-well" date, if known. **Note:** LIMFACs are considered classified and must be handled accordingly.

**6.7. Duty Status Change (DSC) Report.** PTs use this report to identify force status changes (e.g., arrivals, departures [to home station and forward deployments], TDY duty status changes, and strength figures). The information provided in this report is necessary in order to monitor the initial build-up of forces and continues until the deployed site is deactivated.

6.7.1. This report will be initiated within 24 hours after the PT's arrival for all contingencies and on an "as-directed" basis for exercises. Personnel agencies send this report by 2400 hours local on the day the DSC occurs.

6.7.2. HQ USAF or the component command may direct more frequent reporting.

6.7.3. The component command may add additional data elements.

6.7.4. E-mail addresses for the report are as follows:

**FROM:** DEPLOYED PERSCO TEAM

**TO:** Home-Station IPR for all personnel on DSC Report.

Component/Supported command

**CC:** HQ AFPC/OSC

Supporting MAJCOM for each individual on DSC Report; ARC if applicable

6.7.5. Figure 6.2 provides an example of a Duty Status Change Report.

6.7.6. All applicable e-mail addresses can be found in the Readiness POC Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)



**PART VI - MPF STRENGTH (NOTE 11)**

					OFF	ENL	CIV	AF	AF
PID/GEOLC	MPF	OFF	ENL	CIV	FEM	FEM	FEM	GRD	RES

TOTALS

**PART VII - ARMED SERVICE STRENGTH (NOTE 12)**

					OFF	ENL	CIV		
ARMED SERVICE	OFF	ENL	CIV	FEM	FEM	FEM	FEM	GRD	RES

U.S. AIR FORCE

NON-DoD CIVILIAN

TOTALS

**PART VIII- TRANSIENT ACCOUNTABILITY (NOTE 13)**

ARRIVALS				TASKED	ATTACH
PID/ULN/POSN	GR/NAME	SSAN		PAS	PAS

**PART IX – POC INFORMATION (NOTE 14)**

Provide the grade, name, duty phone and e-mail address of the individual preparing the report.

**NOTES:**

1. The subject line is always unclassified.
2. Number reports sequentially as follows:
  - a. Transmitted by the FSS: The first two characters are the MPF ID, followed by a five-digit report number composed of the year and then a sequential report number (e.g., RJ97001).
  - b. Transmitted by the PT: The number consists of the GEOLC code, followed by a five-digit report number composed of the year and then a sequential report number (e.g., TYMX97001).
  - c. Report numbers will convert to the new calendar year and 001 on 1 Jan each calendar year (e.g., RJ99001).
3. Provide the PID, ULN (include the ULN, Fragmentation Code (FRAG) or insert line number and suffix), grade, name (at least 10 characters), complete SSN, AFSC, arrival date, GEOLC, and MPF and MAJCOM ID (home station) on arriving personnel.
4. Grade value "00" under the GR column denotes civilian personnel.
5. Always use actual GEOLC and classify message according to paragraph 6.3 of this instruction. DO NOT USE XPQF.
6. This section identifies personnel returning back to their home station. Provide the PID, ULN (include the ULN, FRAG or insert, line number and suffix), grade, name (at least 10 characters),

complete SSN, AFSC, date departed deployed location for home station, MPF and MAJCOM ID (first four of the individual's PAS code) on departing personnel.

7. This section identifies personnel going to another deployed location. Provide the PID, ULN (include the ULN, FRAG or insert, and line number), grade, name (at least 10 characters), complete SSN, AFSC, date departed for another deployed location, the new TDY GEOLOC, MPF, and MAJCOM ID (first four of the individual's PAS code) on the forward deploying personnel.

8. Ensure the new or forward deployed TDY GEOLOC is identified.

9. This section identifies personnel at the deployed location not currently present for duty. Provide grade, name (at least 10 characters), complete SSN, duty status code, effective and expiration date, MPF and MAJCOM ID (first four of the individual's PAS code) on the personnel not present for duty.

10. This section provides total strength information of personnel available for duty broken down by MAJCOM for each serviced GEOLOC. (*Note:* PTs may serve more than one GEOLOC.) The summary must show each GEOLOC's information, two-digit MAJCOM ID, total officers, total enlisted personnel, total civilians, total female officers, total female enlisted, total female civilians, total ANG forces, and total AFRC forces accounted for by the PT.

11. This section provides total strength information of personnel available for duty broken down by MPF for each serviced GEOLOC. (*Note:* PTs may serve more than one GEOLOC.) The summary must show each GEOLOC's information, two-digit MPF ID, total officers, total enlisted personnel, total civilians, total female officers, total female enlisted personnel, total female civilians, total ANG forces, and total AFRC forces accounted for by the PT.

12. This section provides total strength information of personnel available for duty broken down by Service branch.

13. This section identifies personnel in a transient status en route to either final deployment location or returning to home-station from a deployed location. Transient forces are those who spend at least one night in billeting at a location that is not their final duty location. When utilizing this section to list individuals who are deploying, include in the message address the PT where personnel are deploying to and their home-station IPR. For individuals returning to home station, only include the message address of the home-station IPR.

14. The POC line is always unclassified.

**6.8. Casualty Reporting.** This report is designated by emergency status code C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned to this category as prescribed or by any means to ensure arrival on the established due date. On-site commanders submit casualty reports to notify family members of casualties.

6.8.1. The PT chief or NCOIC must ensure on-site commanders, PT personnel, and base/employment site support offices fully understand their responsibilities to the Casualty Program.

6.8.2. PTs must develop instructions to promptly report casualties, and submit casualty reports through the Defense Casualty Information Processing System (DCIPS) Forward and according to AFI 36-3002. *Note:* All casualty reports must be submitted through DCIPS Forward and all reports are exempt from MINIMIZE.

6.8.3. Immediately upon learning of a casualty or an incident that may or may not have casualties but is newsworthy, the PT chief or NCOIC will contact HQ AFPC/DPWCS, Air Force

Casualty Services Branch, by telephone at DSN 665-3505, commercial at 210-565-3505 or at 1-800-433-0048.

6.8.4. Do not delay notifying HQ AFPC/DPWCS by telephone while waiting to confirm casualty data.

6.8.5. When telephone or other electronic message capability does not exist, prepare a written report and send it to HQ AFPC/DPWCS, 550 C Street West, Suite 14, Randolph AFB TX 78150-4716, by the quickest means (e.g., pouch, courier, or first-class mail).

6.8.6. Do not classify initial casualty reports. Indicate encrypt for transmission only (EFTO) if you cannot transmit a report without SENSITIVE information.

6.8.7. If you must transmit classified information to complete an item on a casualty report, state in that item "see classified supplemental report," and submit a classified supplemental report immediately after the unclassified report.

6.8.8. Missing Status Under Hostile Conditions. Field commanders do not have the authority to place their personnel in missing status (nor any of the sub-categories).

6.8.8.1. Commanders initially will place an individual in duty status-whereabouts unknown (DUSTWUN) casualty status, and they have 10 days to assess the facts and make a recommendation.

6.8.8.1.1. Commanders must submit a preliminary assessment and recommendation through command channels to AFPC/CC with 10 days after receiving information that convinces the commander to conclude the member is missing.

6.8.8.1.2. From that commander's report, a board will be convened at AFPC to make the final determination of the person's status.

6.8.8.1.3. This requirement affects active duty, ANG, AFRC, AF civilian employees, and employees of a contractor of the AF.

6.8.8.2. Specific reporting requirements are outlined in DoDI 2310.5, *Accounting For Missing Persons*, enclosure 3, which contains a checklist to assist commanders in reaching their recommendation.

6.8.8.2.1. Use DD Form 2812, *Commander's Preliminary Assessment and Recommendation*, to document and transmit the commander's recommendation.

6.8.8.2.2. This form and any attachments should be forwarded to HQ AFPC/DPWCS.

**6.9 After-Action Report (AAR).** Each PERSCO UTC supporting deployment and employment of contingency, wartime, Chairman of Joint Chiefs of Staff (CJCS) field-training exercise, or emergency operations (e.g., natural disasters) must complete this report. The senior member of each UTC is responsible for its completion. Individual PT members can use the Air Force Center for Knowledge Sharing Lessons Learned (AFCKSLL) systems which can be found at <http://aknowledge.langley.af.mil/AFCKS/Share> to report major problems experienced in real-world operations. Component commands will also submit an AAR IAW paragraph 2.8.22 of this instruction.

6.9.1 For sustainment deployments, submit this report not later than 10 duty days before return to home station. For deactivating locations, submit this report NLT 30 duty days after return to home station.

6.9.2 Use Figure 6.3 as a guide, but you may add other appropriate topics. This report may be sent as a word processing document attached to an email.

Email addresses for the report are as follows:

FROM: Deployed PERSCO TEAM

TO: HQ AFPC/OSC

Supporting MAJCOM Personnel Readiness Office

AFFOR A1 Readiness Office

CC: HQ USAF CAT-A1; AFPC/DPW; ARC as appropriate

6.9.3. Address all problem areas according to these categories: Observation, Impact, Corrective Action, and Recommendation. Address these mandatory area for each report, but do not limit report to these issues: timeliness of arrival and departure, actions taken to set up/transition into PERSCO operation and the personnel accountability procedures used, timeliness and accuracy of ERMD and mini-records, types and availability of communications, quality of support the component command provided, to include the value of guidance in the CONOPS and other policy directives, types of information and support commanders/deployed Airmen requested, GCCS system operation, and adequacy of PERSCO supply kits.

6.9.4. All applicable e-mail addresses can be found in the Readiness Point of Contact Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)

**Figure 6.3. Format for After Action Report (AAR).**

**CLASSIFICATION:** Insert appropriate classification. (*NOTE 1*)

**SUBJECT:** AFTER-ACTION REPORT

**PART I:** PID AND OPERATION NICKNAME (*NOTE 1*)

**PART II:** PERSCO TEAM DATA. For each team member, provide grade, full name, complete SSAN, SEIs, UTC, and home station; specify if the member was a GCCS-AF system operator. Summarize the training of PT members (ie, DCAPES, Silver Flag, PERSCO or PRC).

**PART III:** OBSERVATIONS, IMPACT, CORRECTIVE ACTIONS AND RECOMMENDATIONS.

- A. OBSERVATIONS: Outline from your observations problems affecting the mission
- B. IMPACT: Outline your observations on impact to the mission
- C. CORRECTIVE ACTIONS: Must state actions team took to correct problems (i.e., contacted AFCENT FWD/Rear...).
- D. RECOMMENDATIONS: The recommendation must state what items should be added, deleted or changed.

**NOTE:** LIMFACs for classified operations are classified. See component command's classification guidance. Also comment on any recommended Silver Flag curriculum and EAGLE FLAG exercise changes that would be beneficial in preparing PTs for situations encountered during this deployment.

**PART IV:** POC of the AAR.

**NOTE:**

1. Coordinate with component command for appropriate classification.

**6.10. Delayed Reporting Request/Notification.** This request is utilized by the deployed location for an individual to arrive in the AOR after their established RDD. It is submitted after members are selected to fill a requirement and circumstances do not allow personnel to arrive prior to or on the established RDD (e.g., airlift not available, IPR receives plan requirement with short notice or after the established RDD). *Note:* If airlift is unavailable, the request is utilized by the gaining location as notification of the late arrival. Also, if the requirement was received after the RDD, the request is utilized by the gaining location as notification of the late arrival. Certain circumstances occur that cause a delay in reporting to be unavoidable. For delayed reporting requests:

6.10.1. The IPR submits this request as soon as it is identified that the individual will not be able to make their RDD.

6.10.2. The request is submitted to the gaining PT for coordination with the gaining commander, with copies to the supporting and supported commands, and the IDO.

6.10.2.1. If the deployed commander approves the request, the PT will notify the tasked commander via IPR, courtesy copying the supporting MAJCOM, the component command and the IHQ if established. The IPR will include a hard copy of the approval with the other hand-carried items upon out-processing.

6.10.2.2. If the deployed commander disapproves the request, the IPR will ensure the individual is in place prior to or on the established RDD.

6.10.3. Figure 6.4. provides an example of a Delayed Reporting Request/Notification. This report may be sent as a word processing document attached to an e-mail.

E-mail addresses for the report are as follows:

**FROM:** Home station IPR

**TO:** Deployed PERSCO team

**CC:** Supporting MAJCOM Personnel Readiness Office;  
Component/Supported Command Personnel Readiness Office

6.10.4. All applicable e-mail addresses can be found in the Readiness POC Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)

**Figure 6.4. Format for Delayed Reporting Request/Notification.**

<b>CLASSIFICATION:</b> Insert appropriate classification here. ( <i>NOTE 1</i> )				
<b>SUBJECT:</b> DELAYED REPORTING REQUEST/NOTIFICATION				
<b>PART I:</b> PID and OPERATION NICKNAME ( <i>NOTE 1</i> )				
<b>PART II:</b> The tasked unit has filled the position(s) identified below. Due to reasons identified in PART III, individual will not arrive prior to or on established RDD.				
<b>ULN/POSN</b>	<b>Grade</b>	<b>Name</b>	<b>SSAN</b>	<b>TASK_PAS</b>
				<b>RDD</b>
<b>PART III:</b> REASON FOR DELAY: Explain (in detail) the reason for the delay i.e. unavailability of scheduled airlift etc.				
<b>PART IV:</b> FLIGHT INFORMATION: Provide flight information if available at the time of request.				
<b>PART V:</b> Provide your primary and alternate personnel readiness POCs, including grade, name, DSN and commercial phone number, and e-mail address (if available).				

**NOTE:**

1. Coordinate with component command for appropriate classification.

**6.11. Authorization Request for Early Release and Replacement.** For early return of individual assigned to contingency or Joint exercise requirements, the PT must send an early release/return message to the component command and inform the home-station IPR, home-station unit/CC, supporting command personnel readiness branch and AFPC/DPW advising of the individual's status and request for replacement. The component command will forward the approved request to AFPC/DPW for action. CNAF disapproved requests will be sent back to the deployed commander.

6.11.1. Figure 6.5. provides an example of an Early Release and Replacement Request. This report may be sent as a word processing document attached to an e-mail.

E-mail addresses for the report are as follows:

**FROM:** Deployed PERSCO TEAM

**TO:** Component/Supported Command Personnel Readiness Office

**CC:** Home-Station IPR

Home-Station Unit/CC

Supporting Command/Personnel Readiness Office

AFPC/DPW/Operations Center

AFPC/DPW/AEOR Requirements Branch

ARC as appropriate

6.11.2. All applicable e-mail addresses can be found in the Readiness POC Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)

**Figure 6.5. Format for Early Release and Replacement Request.**

**CLASSIFICATION:** Insert appropriate classification here. (*NOTE 1*)

**SUBJECT:** Request for Early Release/Replacement

**PART I:** Provide the following information:

**PID/ULN/LNR      Grade Name      SSAN      TASK\_PAS      D/CAFSC**

**TDY Date arrived:**

**TDY Expiration date:**

**Red Cross Notification number:** (if applicable)

**PART II:** Justification of Early Release

**PART III:** Replacement is requested. YES/NO

**NOTE:** If returned for reasons beyond the individual's control (e.g., medical, emergency leave, etc.), substandard duty performance, or not qualified to perform the duty and there are 30 days or more remaining on the tour (from replacement's RDD), a replacement is authorized. If released for other than cause reasons, or there are less than 30 days remaining on the tour, the home unit is not obligated to provide a replacement. In the case of sensitive issues such as casualties, AFPC will select a backfill from another AEF postured unit. Replacement RDD will normally be established as 10 days from the date the replacement request is received from the component.

**PART IV:** Provide the grade, name, DSN and commercial phone number, and e-mail address of POC.

**NOTE:**

1. Coordinate with component command for appropriate classification.

**6.12. GCCS-AF System Hardware Relocation Report.** The GCCS-AF System Hardware Relocation Report is required to maintain proper accountability for systems. This report is required on any equipment that will be away from the original location more than 72 hours. Report must be submitted within 48 hours of equipment relocation.

6.12.1. Figure 6.6. provides an example of the report. This report may be sent as a word processing document attached to an e-mail. E-mail addresses for the report are as follows:

**FROM:** Deployed PERSCO TEAM

**TO:** AF Component/A1

HQ AFPC/DPWRSF

**CC:** Gaining MAJCOM Functional Staff

Gaining Unit/PERSCO Team

6.12.2. All applicable e-mail addresses can be found in the Readiness POC Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)

**Figure 6.6. Format for GCCS-AF System Hardware Relocation Report.**

<p><b>CLASSIFICATION:</b> Insert appropriate classification here. (<i>NOTE 1</i>)</p> <p><b>SUBJECT:</b> GCCS-AF System Hardware Relocation Report</p> <p><b>PART I:</b> Provide the following information:</p> <p>    <b>RELOCATION REASON:</b> Provide specific data to explain the relocation.</p> <p>    <b>DEPLOYED EQUIPMENT CUSTODIANS:</b>         PRIMARY:         ALTERNATE:</p> <p>    <b>POC:</b></p> <p>    <b>DEPLOYED ADDRESS:</b></p> <p>    <b>GAINING POC:</b></p> <p>    <b>PROJECTED LENGTH OF DEPLOYMENT:</b></p> <p><b>PART II:</b> Abbreviated Inventory     LAPTOP S/N:     PRINTER S/N:     DVD/CD-RW DRIVE S/N:     TOSHIBA HARDCARD S/N:</p> <p><b>PART III:</b> Operational Status (Provide operational status of system)</p> <p><b>PART IV:</b> Provide the grade, name, DSN and commercial phone number, and e-mail address of POC.</p>
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**NOTE:**

1. Coordinate with component command for appropriate classification.

**6.13. GCCS-AF System Hardware Outage Report.** The GCCS-AF System Hardware Outage Report is only submitted when troubleshooting procedures and coordination with the component A1 determines the problem can't be fixed at the field level.

6.13.1. Figure 6.7. provides an example of the report. This report may be sent as a word processing document attached to an e-mail.

E-mail addresses for the report are as follows:

**FROM:** Deployed PERSCO TEAM

**TO:** HQ AFPC/DPWRSF

**CC:** AF Component/A1

6.13.2. All applicable e-mail addresses can be found in the Readiness POC Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)

**Figure 6.7. GCCS-AF System Hardware Outage Report.**

<p><b>CLASSIFICATION:</b> Insert appropriate classification. (<i>NOTE 1</i>)</p> <p><b>SUBJECT:</b> GCCS-AF System Hardware Outage Report</p> <p><b>PART I:</b> Provide the following information:</p> <p><b>GCCS-AF SYSTEM S/N:</b> <b>DEFECTIVE PART:</b> <b>UNIT:</b> <b>PHYSICAL LOCATION OF SYSTEM:</b> <b>PROBLEM/ERROR ENCOUNTERED:</b> <b>TROUBLESHOOTING ACTIONS TAKEN:</b></p> <p><b>PART II:</b> Ship Replacement Part To: Provide address for shipment</p> <p><b>PART III:</b> Provide the grade, name, DSN and commercial phone number, and e-mail address of POC.</p>
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**NOTES:**

1. Coordinate with component command for appropriate classification.

**6.14. GCCS-AF System Hardware Outage Follow-up Report.** The GCCS-AF System Hardware Outage Follow-up Report is used to notify the appropriate agencies that the outage has been resolved and GCCS-AF system is operational.

6.14.1. Figure 6.8 provides an example of the report. This report may be sent as a word processing document attached to an e-mail.

E-mail addresses for the report are as follows:

**FROM:** Deployed PERSCO TEAM

**TO:** HQ AFPC/DPWRSF

**CC:** AF Component/A1

6.14.2. All applicable e-mail addresses can be found in the Readiness POC Book at: [https://www.randolph.af.smil.mil/afpc/personnel\\_readiness](https://www.randolph.af.smil.mil/afpc/personnel_readiness)

**Figure 6.8. GCCS-AF System Hardware Outage Follow-Up Report.**

<p><b>CLASSIFICATION:</b> Insert appropriate classification here. (<i>NOTE 1</i>)</p> <p><b>SUBJECT:</b> GCCS-AF System Hardware Outage Follow-Up Report</p> <p><b>PART I:</b> Provide the following information:</p> <p><b>GCCS-AF SYSTEM S/N:</b></p> <p><b>DEFECTIVE PART:</b></p> <p><b>DTN NUMBER:</b> Provide the Defense Tracking Number (DTN) or FedEx number on letter or packing list.</p> <p><b>DATE RETURNED DEFECTIVE COMPONENT:</b></p> <p><b>PART RECEIVED S/N:</b> (if applicable)</p> <p><b>DATE RECEIVED:</b></p> <p><b>PART II:</b> Remarks</p> <p><b>PART III:</b> Provide the grade, name, DSN and commercial phone number, and e-mail address of POC.</p>
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**NOTE:**

1. Coordinate with component command for appropriate classification.

## Chapter 7

### CONTINGENCY, EXERCISE, AND DEPLOYMENT (CED) ORDERS

**7.1. Administrative Orders.** This chapter establishes procedures and provides guidance for preparation, issuance, numbering, funding, authentication, distribution, and maintenance of CED orders. Only Personnel Readiness Flights or designated individuals on an activated PDF are authorized to publish CED orders.

7.1.1. CED orders published by the IPR are the only type of orders authorized for deployment of Air Force personnel assigned to Air Force units in support of contingency, humanitarian or disaster relief operations or CJCS or Command exercises that require a TPFDD.

7.1.2. Use of the computer-generated CED orders in lieu of the DD Form 1610 is authorized according to AFI 65-103, *Temporary Duty Orders*.

7.1.3. Information appearing on computer-generated CED orders must comply with guidelines outlined in the Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR).

#### **7.2. General Information:**

7.2.1. MAJCOMs, through the IPR, use CED orders to direct the validated TPFDD deployment of active, Air Reserve Component, and federal civilian personnel to a specific location in a theater of operation during contingency, wartime, exercise, and emergency operations. The IPR or PDF (as applicable) prepares, verifies, and authenticates CED orders. IPRs can not issue CED orders on personnel the servicing MPF does not have administrative control over (e.g., active duty IPRs cannot issue CED orders on ARC personnel). See Attachment 2 for CED orders issuance on IMAs. PERSCO teams will not issue CED orders.

7.2.1.1. Do not authenticate CED orders for local exercises where movement is simulated.

7.2.1.2. Generate NATO orders to fulfill treaty requirements (see paragraph 7.5.3).

7.2.1.3. For DCAPEs-generated NATO orders, refer to AFI 65-103, paragraph 2.7. Use AF Form 1631, *NATO Travel Order/Ordre De Mission OTAN*, when the DCAPEs system is not operational.

7.2.2. TDY is defined in the *Joint Federal Travel Regulation (JFTR)*, Volume 1, Appendix A, and *Joint Travel Regulation (JTR)*, Volume 2, Appendix A. Both regulations limit TDY at any one location to no more than 180 consecutive days (JFTR, Volume 1, para U2145 and JTR, Volume 2, para C4430). Exceptions must be approved by appropriate authority. The appropriate authority for authorizing/approving TDY assignments in excess of 179 consecutive days at any one location is the Secretary of the Service concerned, the chief of an appropriate bureau or staff agency specifically designated for that purpose or the commander/deputy commander of a combatant command (Ref JFTR, Volume 1, para U2145B). Route requests for exceptions through the local military personnel flight (MPF) IAW AFI 36-2110. **Note:** JTR/JFTR paragraph references preceded by a "C" refer to federal civilians. Those preceded with "U" refer to military personnel.

7.2.3. Authentication. This is the process that makes administrative orders official. Authentication takes place when the signatures of the approving official (AO) (or authorized

stamp in lieu of signature) and the fund certifying official and the travel order number are placed on the travel order.

7.2.4. Effective date. This is the date the orders go into effect, usually the date shown in the orders for travel to begin.

7.2.5. The FSS commander appoints an orders-issuing or approving official for CED orders in writing. This official must sign manually prepared orders; however, computer-generated orders do not need to be signed as long as adequate controls are in place to ensure proper approval before orders are authenticated.

7.2.6. IPR or PDF must cite an authority on all orders. List the appropriate authority (Operation Order (OPORD), OPLAN, letter, message, levy flow, etc.) directing the deployment or exercise.

7.2.7. All CED orders will be series "TE."

7.2.8. Information required to identify personnel.

7.2.8.1. Identify personnel by grade, name, and SSN. The name and grade must be in upper case letters.

7.2.8.1.1. When two or more people are on the same orders, the IPR or the PDF prepares two sets of orders. This is automatic for DCAPEs-generated orders; however, when using DD Form 1610, you must prepare two sets of orders.

7.2.8.1.1.1. Block out the first five digits of the SSN on one order and leave the complete SSN on the other order.

7.2.8.1.1.2. Deploying personnel receive orders with first five digits of the SSN suppressed.

7.2.8.1.1.3. Agencies receiving orders with complete SSNs are financial services offices, MTFs and air passenger terminals (APTs) (during deployment operations), IDOs, IPRs, PDFs, and troop commanders.

7.2.8.1.1.4. Other base agencies with an established need for copies of orders with complete SSNs in order to perform official duties may obtain the information IAW AFI 33-332, *Privacy Act Program*. Submit requests to the FSS commander for approval. Include a list of agencies approved to receive CED orders with complete SSNs in a supplement to this instruction. FSSs will keep these letters on file and verify requirements annually.

7.2.8.2. Show the eight-digit PAS code for the unit and major command of assignment.

7.2.8.3. Grade for Air Force Office of Special Investigations (AFOSI) agents will always be "99-UNK."

7.2.9. Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time or error prevented written orders from being published in advance of travel. Confirm verbal orders (in writing) as soon as possible. Include in the written orders the date and who issued the verbal orders along with a statement on why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." On composed orders, include this in the Remarks block.

7.2.10. Changes to Orders/Amendments, Rescissions, and Revocations. To amend, rescind, or revoke CED orders, use a composed amendment (DCAPES generated) or an AF Form 973, *Request and Authorization for Change of Administrative Orders*. Publish amendments,

rescissions, and revocations in the “TE” series. Do not use blanket statements such as “previous orders are rescinded” or “this order supersedes all previously published orders.”

7.2.10.1. Orders may be amended, rescinded, or revoked only by the organization publishing the original orders.

7.2.10.2. Publish an amendment to add, delete, or change pertinent data to read as originally intended. Correct inaccurate first or middle names and initials and other personal data when required for an individual to enter a foreign country. Add or change a travel advance payment statement or to authorize leave outside the local area prior to or after deployment.

7.2.10.3. Do not publish an amendment to delete an individual, to rescind or revoke in part the original orders pertaining to the person, or to change an effective date after it has passed. Revoke or rescind an expired order and publish a new order (see below for guidance on revoking versus rescinding). Do not publish an amendment to include leave taken in the local area prior to or after deployment. **Note:** Document through normal channels as if the individual was not deployed. Also, after the individual has departed home station, do not amend orders to include leave en route when authorized. A message or e-mail from the member’s unit authorizing the leave is sufficient. It should be kept on the member while in leave status and filed with the travel voucher.

7.2.10.4. Rescind an order when some action has been taken on the published order, such as issuance of airline tickets or issuance or receipt of a travel advance.

7.2.10.5. Revoke an order when no action occurs against the original order such as before it has gone into effect. If an effective date has passed and no action has occurred, revoke the original order and publish a new order. The orders approving official determines when to revoke “TE” series orders.

7.2.10.6. Retroactive amendments to increase or decrease the amount of money due the traveler must be fully explained and justified. Written requests for such amendments must clearly show the original order was unclear, incomplete, or lacked necessary information. Order-publishing agencies should look carefully at any request for such amendments to make sure the amendment and the reasons given agree with the comptroller general’s decision. The circumstances permitting an amendment to authorize additional payment are rare; thus, claims based on previous approvals are seldom allowed. Instead, travel claims should be re-submitted with amended orders and a statement of facts and circumstances. Civilian employees should re-submit the travel claim to the General Services Administration (GSA). Military personnel should re-submit claims to the Defense Office of Hearings and Appeals. All re-submitted claims will be submitted through the base Financial Services Office.

7.2.10.7. If an order is revoked or rescinded and replaced immediately by new orders; the new orders may also announce the revocation or rescission. Include this statement (upper case letters) as the last paragraph in the remarks section: “THIS ORDER REVOKES OR RESCINDS (specify which) (ORDER NUMBER AND DATE).”

7.2.10.8. Once revoked, an order no longer exists as an official document. Once rescinded, although still an official document, it can no longer be used. Do not revoke a revocation or rescission; instead, publish a new order.

7.2.11. You may reproduce any order, or portion of it, as a true copy or a true extract copy. Include the same heading and close as the original orders and the statement “A TRUE COPY”

or “A TRUE EXTRACT COPY.” In a true extract copy, include only the required information. For example, if a paragraph is on several individuals, include only the name of the one for whom you need a copy. Use asterisks to indicate omitted material. Any officer or other individual authorized to authenticate orders may authenticate true copies or true extract copies.

7.2.12. Ensure DCAPES-generated orders meet the criteria in AFI 33-328, *Administrative Orders*. For information on length of orders, continuation lines, paper size, margins, and numbering, refer to AFI 33-328.

7.2.13. Reproduction of CED orders is the responsibility of the orders-issuing official. The IPR or PDF (as applicable) prepares, verifies, and authenticates CED orders. The IPR or PDF distributes CED orders to deploying personnel, other deployment work centers, other base agencies (see local base supplement to AFI 33-328), and the financial services office (FSO). **Note:** For local exercises not involving actual deployment of personnel, do not reproduce copies for members.

7.2.14. Air Force military and civilian personnel are not placed on funded TDY at any one location for more than 179 days (except when approved in advance by the SAF according to AFI 36-2110 or as provided in the JTR, Vol 2, para C4430.). **Note:** Does not apply to ARC personnel.

7.2.15. The IPR or PDF uses the DCAPES orders program to prepare CED orders, or DD Form 1610 when DCAPES is not operational. Include the following data elements: ULN (including FRAG and insert codes), ULN position, deployed AFSC, deployed unit PAS code, and line remarks (if necessary). **Note:** These data elements will not be data masked. PERSCO requires this information to perform proper accountability.

7.2.16. Assumptions:

7.2.16.1. The Air Force considers all deployed personnel to be “performing duty on a military installation.” **Exception:** Deployment guidance from the supporting or component command states otherwise.

7.2.16.2. CED orders specify group travel status if any portion of travel occurs under the “group travel” conditions set forth in the JFTR. Also, all personnel on the orders must meet these conditions.

7.2.16.3. Temporary change-of-station weight allowance (JFTR, Volume 1, U4705) may be authorized or approved by the orders issuing official or the member’s commanding officer.

7.2.17. Special authorizations add to the cost of normal travel. Special authorizations are approved to accomplish a mission. **Note:** Do not include special authorizations on CED orders without written approval.

7.2.17.1. Personnel may not include special authorizations on CED orders for JCS-directed contingency operations without approval. These operations include rotational deployments, JCS field-training exercises, and emergency operations such as natural disasters. **Exception:** Deployment guidance from the component command states otherwise.

7.2.17.2. Personnel sends requests for special authorizations not included in deployment guidance to the deployed PERSCO Team with information to component command for approval.

7.2.17.3. The individual requesting the special authorization must show an advantage to the government or a need for mission accomplishment.

7.2.17.4. The unit commander may recommend approval of all requests.

7.2.17.5. Unit commanders may approve excess baggage for professional equipment a member needs for a mission. The commander notifies the IPR or PDF in writing for excess baggage approval, specifying the type of equipment (e.g., tool box), number of pieces, and total weight. **Note:** The IPR or PDF will include this information in the CED orders.

7.2.17.5.1. For deployment equipment required by deployment guidance, members and commanders do not need to justify excess baggage.

7.2.17.5.2. For travel in a POV, personnel follow the guidance contained in the JFTR.

### **7.3. Responsibilities of the Orders Issuing or Approving Official:**

7.3.1. Direct the use of government-procured transportation when appropriate. When directing government-procured transportation, strictly adhere to the following guidelines.

7.3.1.1. When government-funded travel will be arranged by the Transportation Management Flight (TMF), the orders will contain this statement: "Government-procured transportation directed, report to TMF ASAP." This is required except when authorized travel by POV or special conveyance as more advantageous to the government.

7.3.1.2. When a specific mode of travel (e.g., military air) is directed in the orders or when travelers are authorized to use their POV or to personally procure commercial transportation as "not advantageous" to the government, it will be necessary to coordinate with TMF to obtain the lowest fare available with a transportation request. Include the cost on the travel orders to determine the amount to reimburse the traveler.

7.3.2. Additional information for orders-issuing officials:

7.3.2.1. Provide written authorization for persons to escort or hand-carry classified information.

7.3.2.2. Approve requests to hand-carry classified information within the United States, its territories, and Canada.

7.3.2.3. Identify personnel on the orders hand-carrying classified material outside the United States, its territories, and Canada when travel is on government-owned, controlled, or on chartered aircraft. **Note:** The unit commander trains, briefs, and designates in writing classified couriers IAW AFI 31-401.

7.3.2.4. Take full responsibility and can answer for approval of special authorizations.

7.3.3. Include the FSO travel advance eligibility statement as prescribed by table 7.2, rule 1 of this instruction.

7.3.4. Annotate orders of individuals traveling TDY to designated high-threat areas to reflect compliance with the DoD Travel Security Policy. Refer to the Foreign Clearance Guide or contact the local anti-terrorism representative or an AFOSI detachment to determine current high-threat areas. Compliance with the policy requires individuals to travel by AMC air or AMC charter to the maximum extent possible, receive briefings on the availability and use of fee passports by the local passport agent, and receive briefings on the terrorist threat and suggested personal travel precautions by designated local officials prior to travel.

7.3.5. The Commercial Ticket Program (CTP). Use of this program is authorized only by USTRANSCOM and only for CJCS exercises. See AFI 10-204, paragraph 8.2 for additional information. Authorization for individual unit line numbers to use this program for either deployment, redeployment or both can be viewed only through the Single Mobility System via the Secure Internet Protocol Router Network (SIPRNet). Also refer to Table 7.3.

7.3.6. The POV Storage Program allows individuals, if authorized, to store their POVs while deployed to support contingency operations (ref JFTR Vol 1, Chap 5, Part E). If authorized, the member must contact the TMF for arrangements to store the vehicle. Refer to Table 7.2., rule 31 for the statement to be included on the CED orders.

**7.4. Preparing the DCAPES-Generated CED Orders.** Use the following information to complete DCAPES-generated CED orders.

7.4.1. **HEADING.** For the publishing headquarters, include DEPARTMENT OF THE AIR FORCE; the complete unit designation (clear text); the name of the major command of assignment (abbreviated in parentheses); and the complete mailing address. Do not postdate or predate. An example is shown in Figure 7.1.

**Figure 7.1. Sample Heading CED Order.**

<p><b>DEPARTMENT OF THE AIR FORCE</b> <b>12<sup>th</sup> FORCE SUPPORT SQUADRON (AETC)</b> <b>550 D Street East Suite 3</b> <b>RANDOLPH AFB TX 78150-4429</b></p>
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7.4.2. **SPECIAL ORDER NUMBER.** Enter “TE” followed by the order number. Number order starting with number “TE-001” for each fiscal year (FY). Cite above the heading of the first order of a year, the number of the last order published the previous year; “SO TE-<Enter the last FY order series number>, <Enter orders issuing squadron>, was the last of the series at the end of FY <Enter last two digits of the previous fiscal year>.” *Example:* “SO-TE-1297, 12th Force Support Squadron, was the last of the series at the end of FY99.”

7.4.3. **PURPOSE.** DCAPES automatically publishes “Special Mission Travel (MSN)” and the statement “Participate in” on the orders. **Do not** include the name of the operation or exercise (e.g., “Operation SEA SIGNAL”) unless the AOR reporting instructions state otherwise. Orders for other than Secretary of Defense (SecDef) designated contingencies should not contain any reference to “contingencies” in this block of the orders. **Do not** enter the PID unless the AOR reporting instructions state otherwise. If the TDY is in connection with field duties, put in “field duty.” In the REMARKS area include: “The inclusive dates of field duty are from (date) to (date).” *Note:* See AOR reporting instructions for specific classification guidance on data elements such as operation name and PID.

7.4.4. **PROCEED ON OR ABOUT (O/A) DATE.** Enter the date, in YYYYMMDD format, the deploying personnel will leave home station. DCAPES translates numerical data into day, month, and year format. The on or about date is valid for 7 days before or after date shown, as long as the traveler does not depart before the date the order is authenticated. *Note:* Member must depart in sufficient time to arrive at the end destination on or before the RDD. Arrival after the RDD is not authorized. *Example:* No amendment is needed if the date shown on the orders

is 07 May 2007 and the traveler does not depart until 14 May 2007. Rescind or revoke orders and publish new orders if the traveler leaves on 15 May 2007.

7.4.5. DSN. Enter the Defense Switched Network (DSN) prefix and extension for the IPR.

7.4.6. TDY LENGTH. Show the number of days TDY, plus the travel time from the permanent duty station to the TDY location(s) and return, overlap time specified by the DRMD line remark(s), any training en route conducted in CONUS or in the same AOR as the TDY location, and the period of the time between the latest arrival date (LAD) and the RDD for those members with an Intermediate Location (ILOC) code in the TPFDD.

7.4.6.1. Amendments are not required for TDY extensions of 30 days or less **EXCEPT** for extensions past 30 September of a given fiscal year into a new fiscal year. Amendments to extend the number of days of a TDY past 30 September of a given fiscal year into a new fiscal year must be processed prior to entering the extension period.

7.4.6.2. The appropriate authority for authorizing or approving TDY assignments in excess of 179 days at any one location will be the Secretary of the Service concerned or the chief of an appropriate bureau or staff agency specifically designated for that purpose or commanders/deputy commanders of combatant commands. Enter the following statement in the REMARKS section: "(Cite letter or message and date) SAF or Unified/Specified Commander approval was granted according to AFI 36-2110. See table 7.2, rule 6. This does not apply to ARC members.

7.4.7. ITINERARY (FROM). Enter where the traveler is assigned. Do not include ZIP code.

7.4.8. ITINERARY (TO). **Always** show specific location where TDY will be performed unless the AOR reporting instructions state otherwise or will make the CED order Classified. If location will classify the CED order, use "\*\*\*\*\*" to data mask TDY location. **Example:** Spangdahlem AB GE. This information must appear on the CED order to facilitate transportation to the final destination.

7.4.8.1. Do not include ZIP code.

7.4.8.2. Do not indicate a military installation near the TDY location merely to save per diem costs.

7.4.8.3. Do not show en-route stops where no TDY will be performed.

7.4.9. ITINERARY (RETURN TO). Enter where the traveler is assigned. Do not include ZIP code.

7.4.10. REMARKS. To be used for instructions, special authorizations, and any other pertinent information applying to all personnel appearing on the CED orders.

7.4.10.1. Table 7.1 identifies the mandatory statements needed on all CED orders. **Note:** DCAPES places the statements listed in table 7.1 on all DCAPES-generated CED orders.

7.4.10.2. Table 7.2 identifies the optional statements applying to all personnel listed on the CED orders. The OPOD, OPLAN, component command's reporting guidance/processing instructions, or deployment authority will identify the applicable optional statements.

7.4.10.3. Do not change the wording of any optional statements used. Use the abbreviations in Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*, whenever possible.

7.4.10.4. The supported component command has approval/disapproval authority for any additional statements not currently listed in Table 7.1 or 7.2 of this instruction. The IPR/PDF will manually add these statements to the REMARKS section as directed.

7.4.11. AUTHORITY. Include AUTHORITY as the next-to-last entry in item 16 before the LEGEND section. List the appropriate directive (OPORD, OPLAN, letter, message, levy flow) directing the deployment or exercise.

7.4.12. LEGEND. To be used for instructions, special authorizations, and any other pertinent information applying to some of the personnel appearing on the CED orders.

7.4.12.1. Table 7.3 identifies standard LEGEND codes. Do not change the standard code letters or definitions shown in this table.

7.4.12.2. MAJCOMs and bases may add codes if they list them in a supplement to this instruction or local Installation Deployment Plan. Use the abbreviations in Joint Publication 1-02 whenever possible.

7.4.12.3. Complete leave information when leave is granted for reasons other than to cover excess travel time. The IPR or PDF will include the information above the LEGEND portion of the CED orders.

7.4.12.3.1. Do not use TDY orders to account for leave taken prior to departure or after return to the permanent duty station, whether civilian or military. Document leave taken in the local area prior to or after deployment on Leave Web, for military personnel and an OPM Form 71, *Request for Leave or Approved Absence Leave*, for federal civilians.

7.4.12.3.2. Unit commanders may approve personal leave in conjunction with deployment (authorize member to travel separately according to JFTR, Volume 1). The commander must notify the IPR or PDF in writing of this request specifying member's full name, rank, complete SSN, start date of the leave before or after completion of TDY, length of the leave, address of the member while on leave, and emergency phone number for contacting member while on leave.

7.4.13. APPROVING OFFICIAL. Enter the name and grade of the official approving the orders. **Note:** The approving official will not be the same as the traveler.

7.4.14. FUND CITE (both 1 and 2). Enter accounting classification used to fund the travel. The OPLAN, supporting MAJCOM, or tasking authority will provide the fund cite. The base-level Budget or Financial Services Office will ensure the estimated cost of TDY, both transportation and per diem estimates, has been placed in parentheses after the fund cite. Where a separate fund cite is used for transoceanic transportation, the estimate for such transportation costs will be placed in parentheses after this fund cite only. Estimates will indicate that they are by individual (e.g., \$750.00 each).

7.4.14.1. When using funds of another organization, a copy of the authority will be provided to the Budget Office when certifying the fund cites. A Budget Office-designated official must sign or initial, as appropriate, the fund cite to indicate authenticity and accuracy of the fund citation and availability of funds when any home-station funds are cited.

7.4.14.2. When citing multiple funds, include the TDY location or description to which they apply in parentheses following the fund cite. If there is not enough space for accounting classification(s) and accompanying instructions, state "See Remarks" (if it applies to all

individuals) or “See Legend” (if it only applies to a select few). Provide the funding matrix in the appropriate area.

7.4.14.3. Travel Involving Two FYs. Orders published before 1 October that include travel entitlements to be earned in the next FY, must cite both the current and next FY appropriations. This allows a traveler to be paid a travel advance (if so authorized) and to arrange for transportation.

7.4.14.3.1. The Budget Office certifies current year funds only and validates the accounting classification for the next FY. **Note:** A qualifying statement concerning fund availability for the next FY is not required.

7.4.14.3.2. After the start of the new FY, the Budget Office determines if funds are available and records the obligation. If funds are not available and travel has not begun, act to have the TDY orders revoked.

7.4.15. CUSTOMER IDENTIFICATION CODE (CIC) (both 1 and 2). Used for travel to, within, or from an overseas area when travel will be performed by scheduled airlift. The Budget Office must initial or sign, as appropriate, the accounting citation and CIC number on the original order before publication to ensure correctness.

7.4.16. AUTHENTICATOR. The FSS commander will designate (in writing) personnel authorized to authenticate CED orders. The authenticating official may sign or use an “OFFICIAL” stamp to verify the authenticity of the orders. **DO NOT** authenticate orders for deployment exercises not requiring actual travel.

7.4.17. DATE OF ISSUE. Enter the date the orders are being issued. **Note:** Date cannot be a future date.

7.4.18. DISTRIBUTION. List the agencies that receive a copy of the published orders. Refer to local supplement to AFI 33-328 for codes to be used.

**Figure 7.2. Instructions for Preparation of CED Orders on DD Form 1610.**

Item 1 (Date): Enter current date.

Item 2 (Name and SSN): Enter "See Reverse." regardless of the number of personnel on the orders. Enter the names and SSNs on the reverse of the orders.

Item 3 (Position title and grade or rating): Enter "See Reverse." Enter the grade on the reverse side of the orders.

Item 4 (Official Station): Enter "N/A".

Item 5 (Organizational Element): Enter "See Reverse." Enter the assigned PAS code on the reverse of the orders.

Item 6 (Phone Number): Enter DSN prefix and extension for the IPR.

Item 7 (Type of Orders): Enter "CED."

Item 8 (Security Clearance): Enter "See Reverse." Enter security clearance codes on the reverse of the orders with a clear text listing in the LEGEND section.

Item 9 (Purpose of TDY): See paragraph 7.4.3.

Item 10a (Approximate Number of Days of TDY): See paragraph 7.4.6.

Item 10b (Proceed O/A Date): See paragraph 7.4.4.

Item 11 (Variations Authorized): Always enter "X" in this block. Variations are authorized on all CED orders.

Item 11 (Itinerary): See paragraphs 7.4.7. through 7.4.9.

Item 12 (Mode of Transportation): When the OPORD, OPLAN, FRAG, or implementation orders, line remarks, or other deployment instructions require a specific mode of transportation, enter an "X" in this block. When documents do not specify mode of travel, see table 7.2, rule 14, for additional required statement.

Item 13 (Per Diem Authorized): Place an "X" in the block "PER DIEM AUTHORIZED ACCORDING TO JFTR." **Exception:** Higher headquarters directs a reduced rate. In this case: Place an "X" in the block "OTHER RATE OF PER DIEM (SPECIFY)." Add in the remaining space, "Per Diem (give amount) authorized according to (cite authority)."

Item 14 (Estimated Cost): Leave blank. **Exception:** Higher headquarters directs otherwise.

Item 15 (Advance Authorized): Leave blank. **Exception:** Higher headquarters directs otherwise.

Item 16 (Remarks): See paragraphs 7.4.10. and 7.4.12.

Item 17 and 18 (Requesting/Approving Official): See paragraph 7.4.13.

Item 19 (Accounting Citation): See paragraphs 7.4.14. for accounting citation and 7.4.15. for CIC.

Item 20 (Orders Authenticator): See paragraph 7.4.16.

Item 21 (Date Issued): Enter the date the orders are being issued.

Item 22 (Travel Order Number): See paragraph 7.4.2.

**7.5. NATO Travel Order.** These orders are to be used only for military personnel movement, their personal baggage, individual weapons, and official documents. Use AF Form 1631, *NATO Travel Order*, or a composed order utilizing the following instructions:

7.5.1. Requirement. All military personnel, except attaché and advisory group-mission personnel must have (in addition to TDY orders) a NATO Travel Order when traveling from or

through one NATO country to one or more other NATO countries. NATO countries are listed in the Foreign Clearance Guide (FCG).

7.5.2. The NATO Travel Order is used for both individual and group travel. If more than one person is traveling, list them by name, rank, last four of the SSN, and unit on the face or reverse of the orders or on a separate sheet of paper.

7.5.3. Preparing the NATO Travel Order. The NATO Travel Order must be printed in English and French. Include additional languages if required under national agreements (see the FCG).

7.5.3.1. ORDER NUMBERING. The NATO Travel Order is numbered with the same number as the individual's basic travel orders. Give one or more copies to the traveler. Additional copies will be generated and maintained IAW AFI 33-328, *Administrative Orders*.

7.5.3.2. COUNTRY OF ORIGIN. List the nationality of the person(s) listed on the orders.

7.5.3.3. DEPARTURE DATE. Proceed on or about date (date reflected on CED orders).

7.5.3.4. RETURN DATE. Proceed on or about date plus TDY length.

7.5.3.5. TRAVEL FROM. Self-explanatory.

7.5.3.6. TRAVEL TO. List all of the following countries: BELGIUM, CANADA, DENMARK, FRANCE, GERMANY, GREECE, ICELAND, ITALY, LUXEMBOURG, NORWAY, THE NETHERLANDS, PORTUGAL, SPAIN, TURKEY, THE UNITED KINGDOM, HUNGARY, POLAND, CZECH REPUBLIC, OR THE UNITED STATES.

7.5.3.7. IS AUTHORITY GRANTED TO POSSESS AND CARRY ARMS. Enter "Y" if personnel may hand-carry firearms. **Note:** The Legend section of the CED orders must show this authorization. If personnel may not or do not plan to hand-carry firearms, enter "N."

7.5.3.8. NUMBER OF SEALED MESSAGES THAT MAY BE CARRIED. List the number of sealed messages (see the *USAF Foreign Clearance Guide*). Enter "00" if none.

7.5.3.9. SEALED DISPATCHES ARE NUMBERED. Show the numbering of sealed dispatches.

7.5.3.10. VIA. Enter the mode of transportation (e.g., military aircraft, commercial aircraft, convoy, etc).

7.5.3.11. AUTHENTICATING OFFICIAL. Enter the name, grade, and title of the official verifying the authenticity of the orders. The official may sign the orders or use an official seal.

**Table 7.1. Mandatory Statements for CED Orders (Note 1).**

<b>Rule</b>	<b>To Indicate</b>	<b>Applies to: F=Federal Civilian M=Military</b>	<b>Include in Remarks/Item 16</b>
<b>1</b>	Processing instructions	F, M	"Report to the personnel processing facility (PERSCO Team) upon arrival at the employment location."
<b>2</b>	Authority for TDY	F, M	List directing document. Authority is the last entry in item 16 before the Legend (e.g., AUTHORITY: HQ ACC/DPWD 131151Z DEC 97 MSG).

3	Promotional Items	F, M	Accept no promotional items; for example, gifts, bonus tickets, etc.
4	Per Diem Rate	M	<p>Circle the statement that applies: Per Diem Rate:</p> <p>A. "All government meals available and directed." B. "Partial government meals available and directed." C. "Government meals not available or directed." D. "Government meals available and directed at no cost to the member." This option applies to locations where all meals are provided at no cost to the deployed member where field duty or temporary afloat assignment has not been declared.</p> <p><b>NOTE:</b> Care must be taken to ensure that only one meal statement is included for any traveler(s) for any specific time frame. When it is known that the meal direction will change during the deployment specify the inclusive dates and/or specific locations to which each meal direction applies.</p>
5	DoD and AF Policy on Self-Procured Official Travel (See <b>Note 2</b> )	F, M	DoD and AF policy prohibits travelers from self-procuring official travel. If you need assistance with your reservations, contact the following: AMC flight changes, call 1-800-851-3144 or any Transportation Management Flight (TMF) for assistance.
6	Return to Home Station	F, M	Upon return to home station, travelers must in-process the unit and notify the FSS/IPR of the date they returned. Failure to do so could adversely affect the member's duty status.
7	Commercial Transportation Arrangements	F, M	Per AFI 24-101, government-procured transportation directed; contact your IPR, Commercial Ticket Office (CTO) or Transportation Management Flight (TMF) ASAP.

**NOTES:**

1. DCAPES automatically places mandatory statements on the orders; if they do not apply to the members or federal civilians, edit the orders to remove or line through the item before publishing the orders.
2. The following information may be placed on the orders, if deemed appropriate: "The AMC Passenger Reservations Center at Scott AFB, IL is only open from 0730-1600 Central Standard Time daily, no weekends. Members can only add to or change military travel arrangements, not civilian or commercial arrangements.

Table 7.2. Optional Statements For CED Orders.

<b>Rule</b>	<b>If individuals shown in the orders (Notes 1 and 2)</b>	<b>Applies to: F=Federal Civilian M=Military</b>	<b>Then include in Remarks (Item 16)</b>
<b>1</b>	are authorized travel pay for contingency, crisis and exercise TDYs	F, M	“In accordance with Public Law 105-264, GTC use is mandatory for all authorized expenses unless otherwise exempted under the specific provisions detailed in paragraph E of the TTRA.”
<b>2</b>	are active duty supporting an operation <b>or</b> are ARC supporting an operation and travel is more than 100 miles from PDS	M	PERSTEMPO Travel code “A” applies.
<b>3</b>	are active duty supporting an exercise <b>or</b> are ARC supporting an exercise <b>and</b> travel is more than 100 miles from PDS	M	PERSTEMPO Travel code “B” applies.
<b>4</b>	are ARC supporting an operation <b>and</b> travel is less than 100 miles from PDS	M	PERSTEMPO Travel code “E” applies.
<b>5</b>	are ARC supporting an exercise <b>and</b> travel is less than 100 miles from PDS	M	PERSTEMPO Travel code “F” applies.
<b>6</b>	require an extension for periods in excess of 179 days TDY	F, M	“(Cite letter or message and date) SAF or Unified/Specified Commander approval was granted according to AFI 36-2110.” <b>Note:</b> Does not apply to ARC personnel.
<b>7</b>	must perform duty off an installation	F, M	“Member will perform duty off an installation of the uniformed services.”

<b>Rule</b>	<b>If individuals shown in the orders (Notes 1 and 2)</b>	<b>Applies to: F=Federal Civilian M=Military</b>	<b>Then include in Remarks (Item 16)</b>
<b>8</b>	are TDY to military installations	F, M	“Per diem is based on the availability of government quarters (military and civilian) and mess (military only). For travel to military installations, advance lodging reservations are mandatory to maximize the use of government quarters and for more efficient use of per diem. Contact the TDY location’s lodging operation immediately to make reservations. If on-base lodging is not available, the lodging office will make reservations in contract quarters or provide non-availability information.”
<b>9</b>	must perform field duty	F, M	“Traveler will be quartered and subsisted under field duty. It is assumed all meals during the period of field duty are consumed unless AF Form 2282, <i>Statement of Adverse Effect - Use of Government Facilities</i> , is completed and signed by the commander in the field. Period of field duty is from 0001 hours, (date) through 2400 hours (date).” <b>Note:</b> Field duty, if declared, begins at 0001 on the day following the day of arrival at the TDY location and ends at 2400 hours on the day prior to day of departure from the TDY location.
<b>10</b>	must perform sea duty (TDY or training aboard U.S. Government ship)	F, M	“Traveler will be quartered and subsisted aboard a U.S. Government ship. It is assumed all meals are consumed.” <b>Note:</b> sea duty assignment begins at 0001 on the day after the day of arrival aboard ship and ends at 2400 on the day before the day of departure.

<b>Rule</b>	<b>If individuals shown in the orders (Notes 1 and 2)</b>	<b>Applies to: F=Federal Civilian M=Military</b>	<b>Then include in Remarks (Item 16)</b>
<b>11</b>	are TDY outside the Continental United States (OCONUS) and the Combatant or JTF Commander determines that the \$3.50 OCONUS incidental expense rate is adequate even though the traveler is lodged off a U.S. military installation	F, M	“The combatant commander or JTF Commander has determined that \$3.50 incidental expense rate is adequate even though the traveler is not lodged on a U.S. military installation (ref JFTR U4151D and U4800 and JTR C4556).”
<b>12</b>	must use government vehicle at employment location	F, M	“Traveler is authorized temporary use of a government-owned vehicle while on TDY.”
<b>13</b>	have special authorizations ( <b>Note 3</b> )	F, M	“Special authorization(s) for <list special authorization(s)> is (are) required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment.”
<b>14</b>	must use specific mode of travel	F, M	“Travel by (list mode of travel: e.g., commercial air, military air) is directed if available.”
<b>15</b>	are authorized battle dress uniform (BDUs)/airman battle uniforms (ABUs), flight suits, or civilian clothes during travel	F, M	“Wear of BDUs/ABUs/flight suits/civilian clothing while traveling on government-owned or leased aircraft is authorized.”
<b>16</b>	are restricted in travel according to AFI 31-501	F, M	“Duty and travel restricted according to AFI 31-501.”
<b>17</b>	must travel to, from, or through Spain	F, M	“La persona a quien esta orden pertenece esta autorizada por las autoridades militares competentes de los Estados Unidos de América para entrar o salir de España en misión oficial vestido de civil o militar.”

<b>Rule</b>	<b>If individuals shown in the orders (Notes 1 and 2)</b>	<b>Applies to: F=Federal Civilian M=Military</b>	<b>Then include in Remarks (Item 16)</b>
<b>18</b>	must travel to, from, or through Panama	F, M	“De conformidad con el párrafo (5 <sup>a</sup> ) del artículo XVII del acuerdo para la ejecución del artículo IV del tratado del Canal de Panamá de 1977, el (los) individuo(s) cuyo nombre(s) aparece(n) arriba, miembro(s) de las fuerzas, esta(n) exento(s) de la inspección de aduana al entrar o salir de la Republica de Panamá cuando viaja(n) bajo ordenes oficiales.”
<b>19</b>	must travel according to JFTR, para U4000 (group travel)	M	“This is a group travel order.”
<b>20</b>	require special billeting or messing arrangements at the TDY location	F, M	“Billeting/messing: (state specialized arrangements at the TDY location; e.g., tents, no government dining facilities).” Members must submit a justification statement and it must be on file with the personnel readiness function.
<b>21</b>	must perform TDY of 30 days or more	M	“Report to military pay after completing TDY to determine military pay entitlements such as Hardship Duty Pay-Location (HDP-L) and Family Separation Allowance (FSA).”
<b>22</b>	cannot have mode of transportation specified	F, M	“Report to CTO/TMF ASAP, government-procured transportation directed.”
<b>23</b>	are in support of Secretary of Defense (SecDef) designated contingency operations only	F, M	“For the purpose of determining entitlements, Operation XXX is a SecDef-declared contingency operation.”
<b>24</b>	TDY Accumulator File	M	“Upon completion of TDY, report to your unit with a completed copy of your travel voucher to update the TDY Accumulator File.”
<b>25</b>	must travel to or through Central and South America	F, M	“U.S. personnel (military/civilian) traveling to or through SOUTHCOM AOR must read and possess basic knowledge of the USSOUTHCOM human rights policy.”

Rule	If individuals shown in the orders (Notes 1 and 2)	Applies to: F=Federal Civilian M=Military	Then include in Remarks (Item 16)
26	are federal civilian employees performing duty at a location where field duty has been declared. Employees on field duty are required to pay the discount meal rate for any meal consumed in a government mess (including field rations)	F	“Actual expense allowance authorized for meals and quarters while at deployment location.” No per diem is authorized for civilians when performing field duty in support of military operations; however, they will be reimbursed for actual subsistence and quarters expenses, if any, while under field duty.
27	are authorized civilian overtime (or compensatory time)	F	“Overtime (or compensatory time) authorized at TDY site as required by the theater/component commander.”
28	are civilians authorized to carry weapon	F	“Employee may elect to carry a government-issued sidearm when authorized by theater commander.”
29	are authorized medical care for civilians or contractors	F	“Medical care for civilians in a TDY status is authorized according to AFH 41-114, <i>Military Health Services System Matrix</i> .”
30	are authorized base exchange/commissary privileges for civilians	F	“Base exchange privileges are authorized. Commissary privileges are authorized when permitted by the theater commander.”
31	are authorized POV storage	F, M	“Member authorized storage of POV and must contact TMF for arrangements. Justification for this special authorization is maintained in (list unit, office symbol, and duty phone).” ( <i>Note 4.</i> )
32	authorized leave in conjunction with deployment either after departing and/or before returning to the permanent duty station	F, M	inclusive dates of leave (or number of days leave authorized if inclusive dates cannot be accurately determined in advance) and emergency contact information (e.g., complete leave address and phone number)
33	authorized leave in conjunction with deployment either after departing and/or before returning to the permanent duty station	F, M	inclusive dates of leave (or number of days leave authorized if inclusive dates cannot be accurately determined in advance) and emergency contact information (e.g., complete leave address and phone number).

**NOTES:**

1. Do not preprint (or use) any statements that do not apply to the current exercise or deployment. You may preprint standard CED orders information.
2. You may use statements in the Remarks section (Item 16) beyond those in this table; however, if a statement in this table applies, do not change the wording.
3. For hire of special conveyance, use one of the following statements: “Hire of special conveyance for use within the area of TDY station is authorized as more advantageous to the government” or “Hire of special conveyances authorized as more advantageous to the government.”
4. The member’s commander, orders-approving official, or other designated official (e.g., component command) must approve special authorizations.

**Table 7.3. Codes And Definitions For CED Orders Legend (Notes 1 and 4).**

<b>Rule</b>	<b>If you use the letter code:</b>	<b>Use this definition in the Legend (Note 3)</b>
<b>1</b>	A	Commercial Ticket Program (CTP). Member authorized to use CTP funds (see Note 2)
<b>2</b>	C	Cargo courier
<b>3</b>	D	Duty and travel restricted according to AFI 31-501
<b>4</b>	H	Will hand-carry (list all items except pistols/rifles)
<b>5</b>	K	Will hand-carry tool-kit
<b>6</b>	L	Will hand-carry LES-DFAS 702
<b>7</b>	M	Will hand-carry medical record
<b>8</b>	N	Will hand-carry A, B, and/or C Bag.
<b>9</b>	O	Will hand-carry on-the-job training (OJT) record
<b>10</b>	P	Will hand-carry .38 pistol
<b>11</b>	Q	Will hand-carry .9 mm pistol
<b>12</b>	R	Will hand-carry M-16 rifle
<b>13</b>	S	Official courier of classified information
<b>14</b>	W	Excess baggage
<b>15</b>	Y	Leave authorization

**NOTES:**

1. The MAJCOM or base may not change these codes, but may add more codes. Show unique codes you use in orders in the legend (code and definition) and list them in a base supplement to this instruction.
2. Orders must specify whether traveler is authorized use of CTP funds for deployment, redeployment, or both, as specified in the USTRANSCOM authorizing message. The orders-authenticating official will include the ESP code and a separate fund cite for purchasing commercial tickets in the CED orders. See paragraph 7.3.5.
3. These codes also apply to civilians.
4. See AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*, for a complete list of PRP codes and definitions to use when preparing DD Form 1610.

**7.6. Information Collection, Records, and Forms**

7.6.1. Information Collections. No information collections are created by this publication.

7.6.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AFRIMS RDS located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

7.6. 3. Forms (Adopted and Prescribed).

7.6.3.1. Adopted Forms:

AF Form 310, *Document Receipt and Destruction Certificate*

AF Form 623, *On-the-Job Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 901, *Reenlistment Eligibility Annex to DD Form 4*

AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

AF Form 972, *Request and Authorization for Emergency Leave Travel*

AF Form 973, *Request and Authorization for Change of Administrative Orders*

AF Form 988, *Leave Request/Authorization*

AF Form 1058, *Unfavorable Information File Action*

AF Form 1411, *Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve*

AF Form 1631, *NATO Travel Order/Ordre De Mission OTAN*

AF Form 1745, *Address Change Form*

AF Form 2282, *Statement of Adverse Effect - Use of Government Facilities*

AF Form 2519, *All Purpose Checklist*

AF Form 4006, *Unit Deployment Shortfalls*

DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

DD Form 93, *Record of Emergency Data (or vRED, Virtual Record of Emergency Data)*

DD Form 254, *Department of Defense Contract Security Classification Specification*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 2365, *DoD Civilian Employee Overseas Emergency-Essential Position Agreement*

DD Form 2501, *Courier Authorization Card*

DD Form 2812, *Commander's Preliminary Assessment and Recommendation Regarding Missing Person*

DFAS 702, *Defense Finance and Accounting Service Military Leave and Earnings Statement Leave and Earnings Statement*

OPM Form 71, *Request for Leave or Approved Absence*

SF 704, *Secret Cover Sheet*

SF 705, *Confidential Cover Sheet*

SF 707, *Secret ADP Media Classification Label*

SF 708, *Confidential ADP Media Classification Label*

SF 711, *ADP Media Data Descriptor Label*

VA Form SGLV-8285, *Request for Insurance (Servicemembers' Group Life Insurance)*

VA Form SGLV-8286, *Servicemembers' Group Life Insurance Election and Certificate*

VA Form SGLV-8286A, *Family Coverage Election*

7.6.3.2. Prescribed Forms:

AF Form 245, *Employment Locator and Processing Checklist* and AF Form 3847, *Deployment Processing TDY Checklist*.

RICHARD Y. NEWTON III, Lt Gen, USAF  
DCS, Manpower and Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFI 10-201, *Status of Resources and Training System*, 13 Apr 2006
- AFI 10-204, *Readiness Exercises and After-Action Reporting Program*, 12 Jul 2002
- AFPAM 10-231, *Federal Civilian Deployment Guide*, 1 Apr 1999
- AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 12 Sep 2005
- AFMAN 10-401 Volume 2, *Planning Formats and Guidance*, 1 May 1998
- AFI 10-401, *Air Force Operations Planning and Execution*, 7 Dec 2006
- AFI 10-402 Volume 1, *Mobilization Planning and Personnel Readiness*, 9 Aug 2007
- AFI 10-403, *Deployment Planning and Execution*, 13 Jan 2008
- AFI 10-404, *Base Support and Expeditionary Site Planning*, 9 Mar 2004
- AFI 10-701, *Operations Security (OPSEC)*, 18 Oct 2007
- AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 Jul 2000
- AFMAN 33-326, *Preparing Official Communications*, 15 Oct 2007
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- AFI 36-507, *Mobilization of the Civilian Work Force*, 21 Jul 1994
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DoDI 2310.5, *Accounting for Missing Person*,

Joint Publication 1-0, *Personnel Support to Joint Operations*, 16 Oct 2006

Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*, 12 Apr 2001

Joint Federal Travel Regulation, 1 May 2008

AFRIMS RDS, <https://www.my.af.mil/gcss-af61a/afirms/afirms/>

### ***Abbreviations and Acronyms***

**AAR** – After-Action Report

**ACC** – Air Combat Command

**ACR** – Authorization Change Request

**ADVON** – Advanced Echelon

**AEF** – Air and Space Expeditionary Force

**AETC** – Air Education and Training Command

**AETF** – Air and Space Expeditionary Task Force

**AEW** – Air Expeditionary Wing

**AFCENT** – Air Forces Central

**AFCKSL** – Air Force Center for Knowledge Sharing Lessons Learned

**AFCSM** – Air Force Computer Systems Manual

**AFEPL** – Air Force Electronics Publications Library

**AFFOR** – Air Force Forces

**AFH** – Air Force Handbook

**AFI** – Air Force Instruction

**AFJQS** – Air Force Job Qualification Standard

**AFMAN** – Air Force Manual

**AFMC** – Air Force Materiel Command

**AFOG** – Air Force Operations Group

**AFOSI** – Air Force Office of Special Investigations

**AFPC** – Air Force Personnel Center  
**AFPD** – Air Force Policy Directive  
**AFRC** – Air Force Reserve Command  
**AFSC** – Air Force Specialty Code  
**AFSOC** – Air Force Special Operations Command  
**AFSPC** – Air Force Space Command  
**AFEUR** – Air Forces Europe  
**AMC** – Air Mobility Command  
**ANG** – Air National Guard  
**AOR** – Area of Responsibility  
**APOD** – Aerial Port of Debarkation  
**APOE** – Aerial Port of Embarkation  
**APS** – Aerial Port Squadron  
**APT** – Air Passenger Terminal  
**ARC** – Air Reserve Component  
**ARPC** – Air Reserve Personnel Center  
**ART** – AEF UTC Reporting Tool  
**ATOC** – Air Tactical Operations Center  
**BSP** – Base Support Plan  
**CA/CRL** – Custodian Authorization/Custody Receipt Listing  
**CAFSC** – Control Air Force Specialty Code  
**CAR** – Casualty Assistance Representative  
**CAT** – Crisis Action Team  
**CE** – Civil Engineer  
**CED** – Contingency, Exercise, Deployment  
**CFETP** – Career Field Education and Training Plan  
**CIC** – Customer Identification Code  
**CJCS** – Chairman of the Joint Chiefs of Staff  
**CMOS** – Cargo Movement Operations System  
**CNAF** – Component Numbered Air Force  
**COA** – Course of Action  
**COCOM** – Combatant Commander  
**COMAFFOR** – Commander, Air Force Forces

**CONOPS** – Concept of Operations

**CONPLAN** – Concept Plan

**CONR** – Continental United States (NORAD) North American Aerospace Defense Command Region

**CONUS** – Continental United States

**COOP** – Continuity of Operations Plan

**CPF** – Civilian Personnel Flight

**CRG** – Contingency Response Group

**CSS** – Commander’s Support Staff

**CTO** – Commercial Travel Office

**CTP** – Commercial Ticketing Program

**CWPC** – Contingency War Planners Course

**DAF** – Department of the Air Force

**DAFSC** – Duty Air Force Specialty Code

**DAV** – Deployment Availability

**DCAPES** – Deliberate and Crisis Action Planning and Execution Segments

**DCC** – Deployment Control Center

**DEPORD** – Deployment Order

**DFAS** – Defense Finance and Accounting Service

**DOC** – Designed Operational Capability

**DoD** – Department of Defense

**DPDRT** – Deployment Processing Discrepancy Reporting Tool

**DRMD** – Deployment Requirements Manning Document

**DRU** – Direct Reporting Unit

**DSC** – Duty Status Change

**DSN** – Defense Switched Network

**DTN** – Defense Tracking Number

**DUSTWUN** – Duty Status Whereabouts Unknown

**dVMPPF** – Deployed Virtual Military Personnel Flight

**EAF** – Expeditionary Air and Space Force

**EC** – Equipment Custodian

**ECO** – Equipment Control Officer

**ECS** – Expeditionary Combat Support

**ERMD** – Employment Requirements Manning Document  
**ETL** – Estimated Tour Length  
**EUCOM** – European Command  
**FAM** – Functional Area Manager  
**FCG** – Foreign Clearance Guide  
**FM** – Force Module  
**FOA** – Field Operating Agency  
**FOIA** – Freedom of Information Act  
**FOL** – Forward Operating Location  
**FRAG** – Fragmentation Code  
**FSA** – Family Separation Allowance  
**FSO** – Financial Services Office  
**FSS** – Force Support Squadron  
**FY** – Fiscal Year  
**GATES** – Global Air Transportation Execution System  
**GCCS** – Global Command and Control System  
**GCCS-AF** – Global Command and Control System-Air Force  
**GEOLOC** – Geographical Location Code  
**GSU** – Geographically Separated Unit  
**GTC** – Government Travel Card  
**GTN** – Global Transportation Network  
**HHQ** – Higher Headquarters  
**IA** – Individual Augmentation  
**IAW** – In Accordance With  
**IDO** – Installation Deployment Officer  
**IDS** – Integrated Deployment System  
**IGESP** -- In-Garrison Expeditionary Site Plan  
**IHQ** – Intermediate Level Headquarters  
**ILO** – In Lieu Of  
**IMA** – Individual Mobilization Augmentee  
**IP** – Internet Protocol  
**IPR** – Installation Personnel Readiness Element  
**ITAMS** – Information Technology Administrative Management System

**JCS** – Joint Chiefs of Staff  
**JFTR** – Joint Federal Travel Regulation  
**JOPEs** – Joint Operation Planning and Execution System  
**JPERSTAT** – Joint Personnel Status Report  
**JSCP** – Joint Strategic Capabilities Plan  
**JTF** – Joint Task Force  
**JTR** – Joint Travel Regulation  
**LAN** – Local Area Network  
**LES** – Leave and Earnings Statement  
**LIMFAC** – Limiting Factor  
**LNR** – Line Number  
**LOE** – Letter of Evaluation  
**LOGDET** – Logistics Detail  
**LOGFOR** – Logistics Force Packaging System  
**LOGMOD** – Logistics Module  
**LOI** – Letter of Identification  
**MAJCOM** – Major Command  
**MANFOR** – Manpower Force Packaging System  
**MANPER-B** – Manpower and Personnel, Base Level  
**MEFPAK** – Manpower and Equipment Force Packaging  
**MilPDS** – Military Personnel Data System  
**MISCAP** – Mission Capability  
**MOB** – Main Operating Base  
**MPA** – Military Personnel Appropriation  
**MPE** – Military Personnel Element  
**MPRC** – Manpower and Personnel Readiness Center  
**MSG** – Mission Support Group  
**MTF** – Medical Treatment Facility  
**MTT** – Mobile Training Team  
**NAF** – Numbered Air Force  
**NATO** – North Atlantic Treaty Organization  
**NBCCDT** – Nuclear, Biological, Chemical and Conventional Defense Training  
**NCOIC** – Noncommissioned Officer in Charge

**NEO** – Noncombatant Evacuation Operation (or Order)

***NIPRNET*** – *Non-Secure Internet Protocol Router Network*

**NLT** – No Later Than

**OCONUS** – Outside the Continental United States

**OJT** – On-the-Job Training

**OPCON** – Operational Control

**OPLAN** – Operation Plan

**OPORD** – Operation Order

**OPR** – Office of Primary Responsibility

**OSC** – Operations Support Center

**OSI** – Office of Special Investigations

**PACAF** – Pacific Air Forces

**PACOM** – Pacific Command

**PAK** – Personnel Accountability Kit

**PAS** – Personnel Accounting Symbol

**PCC** – Personnel Control Center

**PDF** – Personnel Deployment Function

**PDS** – Permanent Duty Station

**PERSCO** – Personnel Support for Contingency Operations

**PERSTEMPO** – Personnel Tempo

**PID** – Plan Identification Number

**PMO** – Program Management Office

**POC** – Point of Contact

**POSN** – Position

**POV** – Privately Owned Vehicle

**POW** – Prisoner of War

**PIRR** -- Participating Individual Ready Reservists

**PRC** – Personnel Readiness Center

**PSDM** – Personnel Service Delivery Memorandum

**PRP** – Personnel Reliability Program

**PT** – PERSCO Team

**PTDO** – Prepared To Deploy Order

**RAT** – Redeployment Assistance Team  
**RC** – Reserve Component  
**RCC** – Reception Control Center  
**RDD** – Required Delivery Date  
**RMG** – Readiness Management Group  
**ROS** – Report of Survey  
**RPT** – Reclama Processing Tool  
**SAF** – Secretary of the Air Force  
**SecDef** – Secretary of Defense  
**SEI** – Special Experience Identifier  
**SGLI** – Servicemembers’ Group Life Insurance  
**SIPT** – Scheduling Integrated Product Team  
**SIPRNET** – Secure Internet Protocol Router Network  
**SITREP** – Situation Report  
**SME** – Subject-Matter Expert  
**SOFA** – Status-of-Forces Agreement  
**SORTS** – Status of Resources and Training System  
**SSAA** – Systems Security Authorization Agreement  
**SSN** – Social Security Number  
**STE** – Secure Telephone Equipment  
**TALCE** – Tanker Airlift Control Element  
**TDY** – Temporary Duty  
**TMF** – Transportation Management Flight  
**TMO** – Transportation Management Office  
**TPFDD** – Time-Phased Force Deployment Data  
**TS** – Top Secret  
**UDM** – Unit Deployment Manager  
**ULN** – Unit Line Number  
**USA** – United States Army  
**USAF** – United States Air Force  
**USAFA** – United States Air Force Academy  
**USAFE** – United States Air Forces in Europe  
**USCENTAF** – United States Central Command Air Forces

**USCENTCOM** – United States Central Command  
**USCG** – United States Coast Guard  
**USEUCOM** – United States European Command  
**USMC** – United States Marine Corps  
**USN** – United States Navy  
**USO** – United Service Organization  
**USSOUTHAF** – United States Air Force, Southern Command  
**USSOUTHCOM** – United States Southern Command  
**USTRANSCOM** – United States Transportation Command  
**UTC** – Unit Type Code  
**vRED** – Virtual Record of Emergency Data  
**vMPF** – Virtual Military Personnel Flight  
**WPIPT** – War Planning and Execution Integrated Process Team  
**WMP** – War and Mobilization Plan  
**WPES** – War Planning & Execution Systems

### *Terms*

**Advanced Echelon (ADVON)**--A team of airlift control element members deployed in advance of the main airlift control element to coordinate requirements at the arrival airfield. The ADVON may deploy equipment to establish communications with command and control agencies and to establish the airlift operations center before the main airlift control element arrives.

**Air and Space Expeditionary Force (AEF)**--The USAF methodology for organizing, training, equipping and sustaining rapidly responsive air and space forces to meet the defense strategy requirements. Through the AEF, the AF supports defense strategy requirements using a combination of both permanently assigned and rotational forces. The AF organizes Air and Space Expeditionary Task Forces (AETF) to meet defense strategy requirements using both CONUS-based and forward-stationed units. AETFs are capability based to generate desired effects and sized to meet the mission. AETFs are assigned or attached to a combatant commander through the Joint allocation scheduling process, Joint Strategic Capabilities Plan (JSCP), Forces for Combatant Commanders Memorandum or Deployment Order (DEPOD).

**Assigned Forces**--Forces under the component command or operational control of a commander.

**Bed down**--Location where a unit or force is employed.

**Casualty**--Any person lost to the organization by reason of having been declared dead, duty status-whereabouts unknown, missing, ill, or injured (Joint Pub 1-02) (AFI 36-3002).

**C-day**--The unnamed day on which a deployment operation commences or is to commence. The deployment may be movement of troops, cargo, weapon systems, or a combination of these elements using any or all types of transport.

**C-rating**--Category level for overall unit and each of the four measured resource areas within SORTS.

**Component Command**--One of the subordinate organizations that constitute a Joint force. Normally a Joint force is organized with a combination of Service and functional components.

**Concept of Operations (CONOPS)**--(DoD) A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans, in the latter case, particularly when the plans cover a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose; it is also called a commander's concept.

**Deliberate and Crisis Action Planning and Execution Segments (DCAPES)**--The Air Force standard automated data processing subsystem of the Joint Operation Planning and Execution System (JOPES), which is used by operations, logistics, manpower and personnel planners at all command levels to develop and maintain force packages and task requirements for OPLAN TPFDD.

**Deployment Requirements Manning Document (DRMD)**--A product reflecting the manpower requirements and unit tasking for a contingency or exercise deployment.

**Designed Operational Capability (DOC)**--A mission for which a measured unit has been equipped, organized, designed, tasked, and trained.

**Employment Requirements Manning Document (ERMD)**--A product providing total manpower requirements to be employed at a TDY location.

**En-Route Personnel**--Military member, DoD civilian, or DoD contractor who has departed home station and not arrived at the deployed location, or who has departed the deployed location and has not arrived at final destination.

**Force Accountability**--The ability to accurately account for all Air Force personnel and the related Air Force manpower requirements at all times regardless of their location.

**Force Module (FM)**--A force module is a planning and execution tool that provides a means of logically grouping records, which facilitates planning, analysis and monitoring. Force modules may include both forces and sustainment.

**Forward Deployment**--The transfer of a unit, an individual, or supplies deployed in one area to another area, or to another location within the area, or to the zone of interior for the purpose of further employment.

**Fragmentation Code (FRAG)**--A one-character code, the second of three parts of a unit line number (ULN). Used to uniquely identify subordinate units, fragmentations (FRAG), or increments of a single force requirement. If a single unit satisfies a force requirement, leave the FRAG code blank. When more than one unit is needed to satisfy the requirement, each unit is assigned a separate FRAG.

**Global Air Transportation Execution System (GATES)**--A system utilized by transportation to manifest passengers on dedicated military/commercial airlift. Provides the ability to track individuals by name, SSN, and ULN from the time they depart home station until arrival at their final destination. Can provide the status of aircraft delays or layovers that will assist PERSCO teams in the overall accountability effort.

**Global Command and Control System (GCCS)--(DoD)** Highly mobile, deployable command and control system supporting forces for Joint and multinational operations across the range of military operations, any time and anywhere in the world with compatible, interoperable, and integrated command, control, communications, computers, and intelligence systems.

**Global Command and Control System Air Force (GCCS-AF)**--A system providing the planning community the ability to share the workload among computer centers and rapidly query programs and data files at remote locations, update and transfer files remotely, send messages and already-formatted data, and teleconference.

**Global Transportation Network (GTN)--(DoD)** The designated Department of Defense (DoD) in-transit visibility system, providing customers with the ability to track the identity, status, and location of DoD units and non-unit cargo, passengers, patients, forces, and military and commercial airlift, sealift, and surface assets from origin to destination across the range of military operations. The GTN collects, integrates, and distributes transportation information to component commanders, Services, and other DoD customers. The GTN provides the US Transportation Command with the ability to perform command and control operations, planning and analysis, and business operations in tailoring customer requirements throughout the requirements process.

**Installation Deployment Officer (IDO)**--The individual acting for the installation commander in the overall direction and control of deployments from a base.

**Limiting Factor (LIMFAC)**--A factor or condition that either temporarily or permanently impedes mission accomplishment (e.g., transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc. [Joint Pub 1-02]).

**Logistics Force Packaging Systems (LOGFOR)**--A MEFPAC subsystem that provides equipment and material requirements and summarized transportation characteristics through its Logistics Detail (LOGDET) component.

**Manpower Force (MANFOR) Packaging**--A system of the manpower and equipment force packaging (MEFPAC) system. Defines the manpower characteristics and mission capability statement of standard Air Force unit type codes (UTCs).

**Manpower and Equipment Force Packaging (MEFPAC) System**--A data system designed to support contingency and general war planning with predefined and standardized manpower and equipment force packages. MEFPAC, which operates in the command and control environment, is composed of two subsystems: the MANFOR and the LOGFOR.

**Mini-record**--A small (approximately 200 characters) individual data record used for tracking and management of individuals who are deployed for manning assistance, exercise, rotational, and contingency purposes. Data in the record is updated as changes and corrections occur. The mini-record is generated by the GCCS system when an individual departs, or is projected to depart for a deployment.

**MINIMIZE**-- A procedure used during periods of crisis or other abnormal periods to reduce the volume of record and long distance telephone traffic ordinarily transmitted electrically. MINIMIZE applies to all users of DoD communications systems, including originators of card and tape traffic. When MINIMIZE is imposed, users of DoD electrical communications must determine that: (1) the information to be sent is required to avoid a seriously detrimental impact on mission accomplishment or safety of life; and (2) electrical transmission is the only way to get the information to the addressee in sufficient time to accomplish the purpose.

**Mission Capability (MISCAP)**--A short paragraph that describes the capability a specific unit type code is expected to have at execution. The statement usually contains pertinent information such as the type of base to be deployed to, the functions included, and other augmentation requirements necessary to conduct specific missions.

**Noncombatant Evacuation Operation (NEO)**--Operation directed by the Department of State, the Department of Defense, or other appropriate authority whereby noncombatants are evacuated from areas of danger overseas to safe havens or to the United States.

**Official Notification Date**--The actual day the individual receives verbal or written, formal or informal notification by an official in authority of their potential or actual selection for contingency deployment as either a primary or alternate selectee. *Examples:* Official notification occurs when the unit commander or designated representative verbally tells the individual they are being considered to fill a contingency tasking. Written notification with endorsement by the individual serves the same purpose. The first time an individual is made aware they possibly will deploy, they have received "official" notification and should begin preparations, both mental and physical, for deployment.

**Operation Order (OPORD)**--A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation (Joint Pub 1-02).

**Operation Plan (OPLAN)**--Any plan, except for the Single Integrated Operation Plan, for the conduct of military operations. Plans are prepared by component commands in response to requirements established by the Chairman of the Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. An OPLAN identifies the forces and supplies required to execute the combatant commander strategic concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in TPFDD files.

**Plan Identification Number (PID)**--A command-unique four-digit number followed by a suffix indicating the Joint Strategic Capabilities Plan (JSCP) year for which the plan is written; e.g., "2220-95." In the JOPES database, a five-digit number representing the command-unique four-digit identifier, followed by a one-character, alphabetic suffix indicating the OPLAN option, or a one-digit number whose numeric value indicates the JSCP year for which the plan is written.

**Reclama**--A request to duly constituted authority to reconsider its decision or its proposed action.

**Replacements**--Personnel required to take the place of others who depart a unit (Joint Pub 1-02).

**Required Delivery Date (RDD)**--The date that a unit must arrive at its destination and complete unloading (Joint Pub 1-02).

**Shortfall**--The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a component commander for planning that would adversely affect the command's ability to accomplish its mission. (Joint Pub 1-02).

**Supported Command**--The command having primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan or other Joint operation planning authority. In the context of Joint operation planning, this term refers to the commander who prepares operation plans or operation orders in response to requirements of the Chairman of the Joint Chiefs of Staff. The supported command receives assistance from another commander's force or capabilities, and is responsible for ensuring that the supporting commander understands the assistance required.

**Supporting Command**--The command that provides augmentation forces or other support to a supported commander or who develops a supporting plan. Includes the designated combatant commands and Defense agencies as appropriate. The supporting command aids, protects, complements, or sustains another commander's force, and is responsible for providing the assistance required by the supported commander.

**Tanker Airlift Control Element (TALCE)**--A mobile command and control organization deployed to support strategic and theater air mobility operations at fixed, en route, and deployed locations where air mobility operational support is nonexistent or insufficient. The TALCE provides on-site management of air mobility operations to include command and control, communications, aerial port services, maintenance, security, transportation, weather, intelligence, and other support functions, as necessary.

**Time-Phased Force and Deployment Data (TPFDD)**--The JOPES database portion of an OPLAN; it contains non-unit-related cargo and personnel data, and movement data for the OPLAN, including (a) in-place units, (b) units to be deployed to support the OPLAN with a priority indicating the desired sequence for their arrival at the port of debarkation, (c) routing of forces to be deployed, (d) movement data associated with deploying forces, (e) estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (f) estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

**Transient Personnel**-- Military member, DoD civilian, or DoD contractor who spend at least one night at a location but their final duty location is elsewhere.

**Unit Line Number (ULN)**--A seven-character, alphanumeric code that describes a unique increment of a unit deployment; i.e., advance party, main body, equipment by sea and air, reception team, or tail party, in Joint Operation Planning and Execution System time-phased force and deployment data. (JP 1-02).

**Unit Type Code (UTC)**--A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." (JP 1-02).

**War Planning and Execution Integrated Process Team (WPIPT)**--The lead entity formulating the policy, process, and organization of War Planning and Execution process.

**War and Mobilization Plan (WMP)**--The Air Force supporting plan to the Joint Strategic Capabilities Plan. The WMP provides current planning cycle policies and planning factors for

the conduct and support of wartime operations. It establishes requirements for development of mobilization and production planning programs to support sustained contingency operations.

## Attachment 2

### UTILIZATION AND ACCOUNTABILITY OF INDIVIDUAL RESERVISTS (IR)

#### A2.1. General Information:

A2.1.1. To comply with Joint reporting requirements, GCCS systems will be used to track and account for all IRs on active duty orders in direct support of a contingency operation.

A2.1.1.1. Direct support personnel are those assigned against a valid plan tasking in the area of responsibility (AOR). All members supporting operation requirements in an AOR must be against a valid ULN and on CED orders to ensure accountability and member entitlements.

A2.1.1.2. Indirect support personnel are those backfilling positions not in the AOR and not supported by AEF MPA man-days. Funding comes from each applicable MAJCOM.

**A2.2.** For indirect support and once all active duty resources are exhausted (with the approval of the member's commander, the member's RMG Program Manager, HQ USAF/A1PR, and AFRC/A3M), AFPC/DPW builds the IR requirement into the TPFDD. AFRC/A3M validates the requirement in DCAPEs and pushes the tasking to the RMG for processing IAW Attachment 2.

**A2.3.** Upon receipt, HQ ARPC flows the mini-record to the base where the IR deployed and publishes CED orders.

**A2.4.** The "Tasked PAS" in DCAPEs will always reflect "963IF1Z2" or a new PAS identified by HQ AFPC to ensure RMG has accountability of all deployed IRs. **Note:** The "Attached PAS" is determined by where the IR is deployed to. If deployed to a base "not owned" by the command using the IR, the attached PAS will be the PAS of the command's headquarters. **Example:** HQ AETC requires an IR at Brooks AFB TX; the attached PAS will be BVOJFGTW (Brooks AFB MPF ID and HQ AETC MAJCOM ID). **Note:** This ensures the command and base using the IR receive appropriate DCAPEs updates and can account for all activated IRs.

**A2.5.** The GEOLOC will reflect the base where the IR is being deployed (indirect support) or out-processed if being further deployed (direct support). This ensures the base receiving the IR receives advance notice of their arrival.

**A2.6.** AFRC/A3M will ensure DCAPEs requirements are valid taskings and will act as liaison between the RMG and the supporting command.

**A2.7.** HQ RMG will produce CED orders for IRs deployed for a contingency operation. HQ RMG will update DCAPEs with appropriate personnel identification and travel itinerary information. Individual reservists deployed for indirect support will not be further deployed without AFRC/A3M approval. Prior to approval AFRC/A3M will coordinate with RMG to ensure member meets eligibility, Readiness requirements and ensures accountability. The message will include PID and ULN, central site MPF ID, attached PAS, reporting instructions, and other information the FSS may require to redeploy the IR to a new location.

#### A2.8. FSS IPR will:

A2.8.1. In-process IRs who are deployed for direct or indirect support of a contingency operation. RMG will distribute orders to the FSS/ IPR. Using the personnel identification and travel itinerary message and mini-record received from HQ ARPC, confirm the IR's arrival in

DCAPES by updating an arrival transaction in the PERSCO module. **Note:** Should an IR arrive prior to receipt of the message or mini-record, contact HQ RMG immediately before accomplishing any DCAPES updates.

A2.8.2. All IRs selected for a contingency operation in direct support regardless of present location (Continental United States [CONUS] or overseas) will report to an Air Force installation before deploying to the AOR. **Note:** IRs WILL NOT deploy to the AOR without CED orders. IRs must process through the active duty PDF or IPR to ensure immunizations, personal, and equipment requirements are completed. The IPR will distribute the CED order to Individual Reservists only after they complete all out-processing requirements including deployment availability verification, pre-deployment training, equipment issue etc.

## Attachment 3

**PREPARING THE AF FORM 245, EMPLOYMENT LOCATOR AND  
PROCESSING CHECKLIST**

**A3.1. NAME:** Last name, first name and middle initial (no punctuation).

**A3.2. SSN:** Self-Explanatory.

**A3.3. GRADE:** Pay Grade.

**A3.4. Civilian Type:** If Grade equals "00" then one of the following codes is also required.

<b>Code</b>	<b>Definition</b>
CD	DoD Appropriated Fund (APF) Employee
CF	Air Force APF Employee
CL	DoD Foreign National Employee
CN	Air Force Non-Appropriated Fund (NAF) Employee
CP	DoD NAF Employee
CR	Red Cross Employee
CS	Consultant Employed by DoD
CT	Contractor Employed by DoD
CU	United Service Organization (USO) Employee

**A3.5. Gender:** M for Male or F for Female.

**A3.6. Armed SVC:** Enter one of the following codes.

<b>Code</b>	<b>Definition</b>
USAF	United States Air Force
USA	United States Army
USN	United States Navy
USMC	United States Marine Corps
USCG	United States Coast Guard
NATO	NATO or other Allies

**A3.7.** Component ID: Enter one of the following codes.

<b>Code</b>	<b>Definition</b>
Active	Regular (Active)
Guard	Guard
Reserve	Reserve
Civilian	Civilian
Other	Other Nation Forces

**A3.8.** Home Organization and Station: *Examples:* 45 FSS, Patrick AFB FL or 325 FW, Tyndall AFB FL (63 characters maximum).

**A3.9.** PAS: Enter the home unit's eight-character PAS code. This information will be located on the DRMD under Tasked PAS. *\*Note:* When utilizing LOGMOD to complete AF Form 245, only the last 4 characters of the PAS code will populate. PERSCO teams will manually annotate the first four characters of the PAS on the AF Form 245 upon in-processing at the deployed site.

**A3.10.** TDY/AFSC/MOS/NEC: Enter the required AFSC the personnel are deploying for, not their Control Air Force Specialty Code (CAFSC) or Duty Air Force Specialty Code (DAFSC). This information will be located on the DRMD.

**A3.11.** ULN/LN NO. Enter the ULN, position, and suffix member is filling as listed on DRMD.

**A3.12.** TDY Organization and Location: Leave blank. Used by PTs to account for personnel TDY to their location.

**A3.13.** TDY PAS: Leave blank. Used by PTs to account for personnel TDY to their location.

**A3.14.** TDY GEOLOC code: Leave blank. Used by PTs to account for personnel TDY to their location.

**A3.15.** Billeting Assignment: Leave blank. Billeting information at the deployed location will be used by PTs to account for personnel TDY to their location.

**A3.16.** Date Arrived: Leave blank. Member or PT will enter the date arrived at TDY location.

**A3.17.** Date Departed: Leave blank. PT will enter the date member departed the TDY location for either their home station or forward deployed location.

**A3.18.** Processing Actions: Leave blank. PT will use this to ensure deploying members properly in- and out-process the TDY location and all actions are met prior to redeployment (return to home station) from the TDY location.

**A3.19.** The unit prepares the AF Form 245 out of LOGMOD.

**Attachment 4****PREPARING THE AF FORM 3847, DEPLOYMENT PROCESSING TDY CHECKLIST**

**A4.1. GRADE:** Member's current grade/rank (e.g., SSgt or E5).

**A4.2. NAME:** Last name, first name and middle initial (no punctuation).

**A4.3. SSAN:** Member's social security number to include dashes (e.g., 123-45-6789).

**A4.4. UNIT of ASSIGNMENT:** Member's assigned unit (e.g., 12 FSS, Randolph AFB TX).

**A4.5. DUTY PHONE:** Member's DSN duty phone.

**A4.6. PID:** Plan Identification Number of member's tasked position. **Note:** If classified, leave blank.

**A4.7. ULN/POSITION:** Enter ULN and position number member is tasked against, as reflected on the DRMD.

**A4.8. TASKED UNIT:** Enter unit tasked as reflected on the DRMD.

**A4.9. DATE REQUIRED IN-PLACE:** Enter RDD from DRMD.

**A4.10. DATE OF TASKING (DOT):** Date tasking was received by IPR.

**A4.11. ACTION COLUMN:** Complete blocks as they apply to the deployment. Ensure you follow timelines specified in the DUE DATE column and annotate DATE COMPLETED.

**A4.12. CONTINUATION PAGE:** This section is used to annotate clear text definitions of any line remarks associated with the position. It may also be used for any additional information.

**A4.13.** Once all processing actions are complete, have the member sign and date the bottom of the form. The IPR member completing the out-processing should also sign and date the form.

**Note:** This form is to be used for all deployments not requiring a PDF to be activated.

## Attachment 5

## SAMPLE PT RESPONSIBILITIES MEMORANDUM

**A5.1.** The following sample in Figure A5.1 provides a foundation to inform deployed commanders of PERSCO responsibilities and capabilities. **Because each operation and deployment is different, this memorandum is not all-inclusive and must be tailored upon arrival** at the deployed location.

**Figure A5.1. PT Responsibilities Memorandum.**

## MEMORANDUM FOR DEPLOYED COMMANDERS

FROM: PERSCO TEAM CHIEF

SUBJECT: Personnel Support for Contingency Operations (PERSCO) Responsibilities

1. A PERSCO team is employed at your location and available to assist you and your personnel on a 24-hour basis. Our capabilities include: Total Force personnel accountability, strength reporting, force management, casualty reporting (if you are at a main operating base that has a servicing MPF, they will report casualties and provide personnel program support. Their number is \_\_\_\_\_). Personnel program support will be limited until we are augmented by other PERSCO team UTCs specifically trained and equipped for providing personnel program support.
2. Total Force accountability consists of Air Force active duty, Air Reserve Component, Department of the Air Force (DAF) civilians, and Air Force contractors deployed to our location and geographically separated locations we are responsible for. The accountability scope can be expanded by the combatant commander or the component command to include other Services, Allied Forces, or other personnel. To achieve this goal, we will coordinate with other deployed agencies to capture information on arriving and departing personnel. We need your help to ensure your key personnel are aware of the significant role PERSCO plays and the importance of notifying us of any changes to your unit personnel (e.g., gains, losses, or changing duty status conditions). We ask that you designate one person from your unit to act as a unit manning representative who will provide us with this information as it occurs.
3. We will keep you aware of the personnel strength supporting your mission. We will also report daily personnel strength to the Air Staff, Air Force Personnel Center, and the MAJCOMs who, in turn, report to senior military and civilian leadership.
4. We have the Employment Requirements Manning Document (ERMD) to help you manage your forces. We will help you process and track requests for additional forces as well as identify unfilled requirements to the component command. If personnel need to be sent home prematurely, we will work with you to obtain a replacement if necessary.
5. We have established a casualty reporting program, and we will prepare the necessary reports ensuring the next of kin are notified promptly and accurately. Please have your key personnel contact us immediately if a casualty occurs (including injury, illness, hospitalization, missing or captured, as well as death).

**Figure A5.1. PT Responsibilities Memorandum.**

6. Our capability to support routine personnel programs depends on our communication capabilities. Items we can normally support are:
  - a. vRed changes.
  - b. SGLI changes.
  - c. Separation or retirement applications (until STOP LOSS is implemented).
  - d. Limited promotion release actions.
  - e. Processing emergency leave orders for units without a deployed commander's support staff.
7. Other personnel services will not be denied; however, they will be acted upon as time permits during build-up or any augmentation surge phase. This memorandum will be supplemented if and when other teams arrive and our mission capability expands.
8. If my team can be of any assistance, please contact us at extension\_\_\_\_\_. We are located in building\_\_\_\_\_, room \_\_\_\_\_.

NAME, Grade, USAF

PERSCO Team Chief

## Attachment 6

## PERSCO TEAM PRE-PLANNING/DELIBERATE PLANNING CHECKLIST

Figure A6.1. Pre-Planning Checklist.

Item	YES	NO (Note 1)	N/A
Are all tasked personnel current on basic deployment training?			
Are all tasked personnel current on PERSCO training?			
Are all tasked personnel current on DCIPS Forward training?			
Are identified PERSCO GCCS-AF system operators trained?			
<b>Review pre-planning tasking (OPLAN, tasking message, etc.). Does it:</b>			
Explain the mission and concept of operation (CONOPS) of the tasking? (Note 2)			
Explain the objectives of the PT being tasked?			
Identify any assumptions required for implementation? (Note 3)			
Identify any planning factors affecting personnel functions/capabilities?			
Describe tasks and responsibilities for PERSCO?(Note 4)			
Include policies and procedures related to the use and preparation of personnel reports?			
Specify reporting requirements according to AFI 36-3802?			
Specify command-unique reporting requirements?			
Identify the PID used on CED orders, mini-record projections and deployed reports?			
Provide guidance for filler or replacements? (Note 5)			
<b>Does it provide detailed guidance for specific PERSCO support, including:</b>			
Identification of any LIMFACs impeding strength accountability and reporting capabilities?(Note 6)			
If Yes, does it provide a “get-well” date or provide alternate action to offset the LIMFAC? (Note 7)			
Providing the organization structure and attached MPF (if applicable)?			
PERSCO processing facility (processing center)?			
Documenting sources of equipment support and communication capability?			
(Figure continued on next page)			

Figure A6.1. Pre-Planning Checklist (continued).

Item	YES	NO (Note 1)	N/A
<b>Does it provide specific rotation policy to include:</b>			
Specifying the estimated length of the deployment?			
If No, does it specify a standard or default period of 120 days?			
Policies and guidance for using personnel with critical skills and specialties?			
Providing planning guidance to implement the execution of dependent care plan for NEO operations?			
Policy on use of U.S. civilian personnel in support of the operation?			
If Yes, does it provide scope/responsibilities for accounting for them?			
Outlining the administration/responsibilities of using non-U.S. citizen labor in support of the operation?			
If Yes, does it provide scope/responsibilities for accounting for them?			
Formerly captured, missing, and detained U.S. military personnel (specifically U.S. Air Force personnel)?			
Family services support?			
<b>Does it provide guidance, policy, or direction on:</b>			
Processing awards and decorations?			
Entitlements to hostile fire pay?			
Travel procedures?			
Theater-unique military law, discipline, and order?			
Leave accumulation?			
War zone benefits?			
Specific logistics support requirements for PERSCO?			
Any reports or administrative support requirements for PERSCO (beyond items identified in AFI 36-3802)?			
Command relationships and responsibilities?			
(Figure continued on next page)			

Figure A6.1. Pre-Planning Checklist (continued).

Item	YES	NO (Note 1)	N/A
<b>Does it identify the following specific communications support: (Note 7)</b>			
Secure and non-secure voice telephone (normally DSN)?			
Secure and non-secure fax capabilities?			
Accessing/installing of SIPRNET in PERSCO working area?			
If No, does it outline alternate courses to access SIPRNET?			
Operating the GCCS-AF system in a classified operating environment?			
<b>Does it provide guidance, policy, or direction on:</b>			

Procedures to account for inbound personnel and base reception?			
Outlining responsibilities for accounting for other than Air Force personnel?			
Definition of all locations, including geographically separated units (GSUs), that the PT is responsible for accounting for?			
Procedures to account for all outbound personnel?			
Procedures for transitioning from an accountability-and casualty-reporting-gearred team to sustainment (MPF-like) team?			
<b>Review the Base Support Plan for the location identified in the tasking. Does it:</b>			
Identify adequate power for daily operations?			
Provide adequate communication support necessary for the PT?			
Has the FSS/CC designated a classified courier for transporting the GCCS-AF systems and other classified equipment IAW AFI 31-401?			
Has an equipment custodian for supply kits and the GCCS-AF system been identified?			
Is the GCCS-AF system equipment loaded and tracked using ITAMS?			
Is the GCCS-AF system operational and accounted for? ( <i>Note 8</i> )			
Are the most current software versions loaded?			
(Figure continued on next page)			

**Figure A6.1. Pre-Planning Checklist (continued).**

<b>Item</b>	<b>YES</b>	<b>NO (Note 1)</b>	<b>N/A</b>
<b>Are inventories completed:</b>			
At least annually?			
When there is a new equipment custodian?			
When equipment departs home station for more than 72 hours?			
When equipment returns to home station?			
Have procedures been established with AFDPO to obtain the most current AFEPL CD (containing all Air Force publications and electronic forms)?			
Is a Red-Mini Log-in Sheet prepared for all GCCS-AF system operators? ( <i>Note 9</i> )			
Do GCCS-AF system operators understand how to connect, retrieve and send information to the Red-Mini? ( <i>Note 10</i> )			

**NOTES:**

1. Any item checked as NO is a LIMFAC. Report this to your MAJCOM and the component command and courtesy copy HQ USAF/A1PR/MPRC and HQ AFPC/DPWRO/OSC. Ensure your MAJCOM and the component command correct the LIMFAC.

2. This briefly states the mission and general support personnel provides in mission support of the OPLAN or tasking. The component command should use this area to identify unique reporting requirements, designate supporting PTs for geographically separated locations, and designated intermediate levels of command.
3. Assumptions are items such as STOP LOSS, an inherent part of the activation tasking. Assumptions listed influence the feasibility of Annex E.
4. This identifies the tasks and responsibilities a PT is expected to maintain in order to support the OPLAN or tasking. These should be the generic tasks expected of all PTs.
5. This should tell you how to request backfills for personnel that have departed or request individual augmentation.
6. Ensure the tasking command actively works any LIMFACs.
7. All known communications requirements for PTs should be listed in the OPLAN. Communications support is essential for accessing the Red-Mini and dispatching messages, the DSN voice is a must. Without reach-back capability, the service provided to the deployed location is severely degraded or causes failure.
8. For missing/broken GCCS-AF equipment, notify HQ AFPC/DPWRSF ASAP.
9. Access to the Red-Mini enables the receipt of mini-records on inbound forces or plan requirements for the locations you support. Using the tasking information, you can prepare the Log-in sheet request; upon execution, have the tasked personnel sign the request, have the unit security manager validate the security clearances, and fax to HQ AFPC/DPWRSF at DSN 665-3805 or commercial (210) 565-3805. Contact HQ AFPC/DPWRSF at DSN 665-2770/2406 and the Red-Mini User's Guide for completion instructions.
10. The Red-Mini User's Guide outlines logging in, uploading, and downloading procedures for the Red-Mini.

## Attachment 7

## PERSCO TEAM EXECUTION TASKING CHECKLIST

Figure A7.1. PERSCO Team Execution Tasking Checklist.

ITEM	YES	NO (Note 1)	N/A
<b>TASKING REVIEW</b>			
<b>Review the tasking (OPLAN or tasking message). Does it:</b>			
Explain the mission and concept of operation (CONOPS) of the tasking? (Note 2)			
Explain the objectives of the PT while deployed?			
Identify any assumptions activated required to sustain the tasking? (Note 3)			
Identify any LIMFACs or planning factors affecting personnel functions, impeding strength, accountability, or reporting capabilities? (Note 6)			
If Yes, does it provide a “get-well” date or provide alternate action to offset the LIMFAC? (Note 7)			
If Yes, and factors require deviation from normal operations, does it identify the reasons and explain the purpose of the deviation?			
<b>ACCOUNTABILITY</b>			
<b>Does tasking provided the accountability scope to include:</b>			
Procedures to account for inbound personnel and base reception (PERSCO) processing facility (processing center)?			
Procedures to account for all outbound personnel?			
Providing the organization structure and attached MPF (if applicable)?			
Responsibilities for accounting for other than Air Force personnel?			
Policy on use of U.S. civilian personnel in support of the operation?			
If Yes, does it provide scope/responsibilities for accounting for them?			
The administration/responsibilities of using non-U.S. citizen labor in support of the operation?			
If Yes, does it provide scope/responsibilities for accounting for them?			
Is the PID used on CED orders, mini-record projections, and deployment reports?			

ITEM	YES	NO (Note 1)	N/A
Does tasking specify the estimated employment length and rotation policy of the deployment?			
If No, does it specify a standard or default period of 120 days?			
Does tasking provide guidance for filler or replacements? (Note 5)			
Does tasking identify sources of equipment support and communication capability?			
<b>COMMUNICATIONS</b>			
<b>Does the tasking identify the following communications support: (Note 7)</b>			
Secure and non-secure voice telephone (normally DSN)?			
Secure and non-secure fax capability?			
Accessing /installing of SIPRNET in the PT working area?			
If No, does it outline alternate methods for accessing SIPRNET? (e.g., Communications Sq, Intel Sq, etc.)			
<b>EQUIPMENT</b>			
<b>Is PT tasked to deploy a GCCS-AF system and/or supply kits? If Yes, complete the following:</b>			
Has the FSS/CC designated a classified courier for transporting the GCCS-AF equipment IAW AFI 31-401?			
Does tasking provide capabilities of operating the GCCS-AF system in a classified environment?			
Are the most current software versions loaded?			
Has an equipment custodian been identified for supply kits and the GCCS-AF system?			
Is the GCCS-AF system equipment loaded and tracked using ITAMS?			
Is GCCS-AF system operational and accounted for? (Note 8)			
Has an inventory been completed?			
Has a GCCS-AF system relocation report been transmitted?			
Is a Red-Mini log-in sheet prepared for all personnel identified as PERSCO GCCS-AF system operators? (Note 9)			
Do the GCCS-AF system operators understand the different ways to connect to the Red-Mini (Command Post, Intel, etc.)?			
Does tasking provide adequate power for daily operations.			
Do the GCCS-AF system operators understand how to retrieve and send information to the Red-Mini? (Note 10)			

ITEM	YES	NO ( <i>Note 1</i> )	N/A
<b>POLICY AND PROCEDURES</b>			
Does tasking include policies and procedures related to the preparation and use of personnel reports?			
Does tasking provide guidance (message addresses, etc.) for reporting casualties?			
Does tasking specify reporting requirements according to AFI 36-3802?			
Does tasking specify command-unique reporting requirements, if applicable?			
If Yes to either, does it provide the formats, content, and frequency of report submission?			
Describe tasks and responsibilities for PERSCO. ( <i>Note 4</i> )			
<b>PERSCO PROCESSING GUIDANCE</b>			
<b>Does tasking provide detailed guidance for specific PERSCO support, including:</b>			
Processing awards and decorations?			
Entitlements to hostile-fire pay?			
Travel procedures?			
Theater-unique military law, discipline, and order?			
Any specific logistics support requirements for PERSCO?			
Any reports or administrative support (beyond items identified in AFI 36-3802) requirements for PERSCO?			
Does tasking specify command relationships and responsibilities?			
Does tasking specify procedures established with AFDPO to obtain the most current AFEPL CD (containing all Air Force publications and electronic forms)?			
Does tasking provide policies and guidance for using personnel with critical skills and specialties?			
Providing planning guidance to implement the execution of dependent care plan for NEO operations?			
Processing enemy prisoners of war (POWs), civilian internees, and other detained personnel?			
Processing formerly captured, missing, and detained U.S. military personnel (specifically U.S. Air Force personnel)?			
Does tasking provide policies and guidance for family services support?			
Medical returnees to duty?			
Single and dual military service parents?			
Leave accumulation?			

ITEM	YES	NO (Note 1)	N/A
Are procedures for transitioning from an accountability-and casualty-reporting-gearred team to a sustainment team?			
Are all military personnel flight memorandums (MPFMs) downloaded from HQ AFPC?			
Has a tentative shift schedule been developed?			
Has each team member been assigned specific duties?			
Other (add tasking-specific procedures here)			
War zone benefits?			

**NOTES:**

1. Any item checked as NO is a LIMFAC. Report this to your MAJCOM and the component command and courtesy copy HQ USAF/A1PR/MPRC and HQ AFPC/DPWRO/OSC. Ensure your MAJCOM and the component command act to correct the LIMFAC.
2. This briefly states the mission and general support personnel provides in mission support of the OPLAN or tasking. The component command should use this area to identify unique reporting requirements, designate supporting PTs for geographically separated locations, and designate intermediate levels of command.
3. Assumptions are items such as STOP LOSS, an inherent part of the activation of the tasking. Assumptions listed influence the feasibility of Annex E. If an assumption is critical to the success of the plan, it will list an alternate course of action (COA).
4. This identifies the tasks and responsibilities a PT is expected to maintain in order to support the OPLAN or tasking. These should be the generic tasks expected of all PTs.
5. This should tell you how to request backfills for personnel that have departed or request individual augmentation.
6. Ensure the tasking command actively works any LIMFACs.
7. All known communications requirements for PTs should be listed in the OPLAN. Communications support is essential for accessing the Red-Mini, and dispatching messages; the DSN voice is a must. Without reach-back capability, the services provided to the deployed location is degraded severely or cause failure. Requirements outlined in Annex E must also be identified in Annex K (command, control, and communications systems).
8. For missing/broken GCCS-AF system equipment, notify HQ AFPC/DPWRS ASAP.
9. Access to the Red-Mini enables receipt of mini records on inbound forces or plan requirements support for the locations you support. Prepare the log sheet request using the tasking information, have the tasked personnel sign the request, have the unit security manager validate the security clearances, and fax to HQ AFPC/DPWRSF at DSN 665-3805 or commercial (210) 565-3805. Contact HQ AFPC/DPWRSF at DSN 665-2770/2406 and the Red-Mini User's Guide for completion instructions.
10. The Red-Mini User's Guide outlines logging, uploading, and downloading procedures for the Red-Mini.

## Attachment 8

## PERSCO TEAM INITIAL ARRIVAL CHECKLIST

Figure A8.1. PERSCO Team Initial Arrival Checklist.

ITEM	YES	NO (Note 1)	N/A
<p><b>Coordinate with the following support agencies to establish in-and out-processing procedures for all personnel deployed to the location. This includes how and where to most efficiently process personnel. (Note 2)</b></p> <ul style="list-style-type: none"> <li>Billeting</li> <li>Security Forces</li> <li>Finance</li> <li>TMF/ATOC</li> <li>Deployed Commander/1<sup>st</sup> Sgt</li> </ul>			
<p><b>Brief commanders of PT responsibilities and capabilities IAW Attachment 5 of AFI 36-3802.</b></p> <ul style="list-style-type: none"> <li>Ensure they understand your capabilities and limitations.</li> <li>Brief status and “get well” dates of LIMFACs (if known).</li> <li>Provide a copy of PERSCO’s responsibilities to each deployed commander.</li> </ul>			
<p><b>Establish a casualty reporting program using DCIPS Forward according to AFI 36-3002. (Note 3).</b></p>			
<p><b>If you do not have proper communication support, identify to your supporting communications squadron the need for: (Note 4)</b></p> <ul style="list-style-type: none"> <li>Secure and unsecure phone/fax capability</li> <li>SIPRNET</li> <li>Secure and unsecure e-mail accounts</li> </ul>			
<p><b>Ensure the GCCS-AF system equipment is set up and operational.</b></p> <ul style="list-style-type: none"> <li>If not already done, submit a Red-Mini log-in sheet to AFPC/DPWRSF. Fax to DSN 665-3805.</li> <li>Verify correct system defaults to reflect your TDY GEOLOC code.</li> <li>Establish a routine for backing up information on a daily basis.</li> </ul>			

ITEM	YES	NO (Note 3)	N/A
<b>Establish routine procedures for:</b> Accounting for personnel arriving and departing your location and any GSUs. (Notes 5 and 6) Preparation and dispatch of DSC messages. Tracking events in a daily log for AAR. (Note 4)			
<b>Submit a PT Status Report IAW paragraph 6.5 of this instruction.</b>			
<b>Other (add any applicable local procedures)</b>			

**NOTES:**

1. Any sub-item checked as NO is a LIMFAC. Report this to your MAJCOM, the component command, and courtesy copy HQ USAF/A1PR/MPRC and HQ AFPC/DPWRO/OSC. Follow up to ensure the parent MAJCOM and the component command act to correct the LIMFAC.
2. Take into consideration the status-of-forces agreements (SOFAs) and customs of the host country. The security forces are able to answer these types of questions. Take into consideration OPLAN or tasking requirements when coordination with support agencies. Identify all choke points to capture accountability of personnel, such as billeting, entry/exit gates, recreational facilities, etc.
3. This includes constant coordination with supporting medical and mortuary counterparts to ensure you're notified of casualties.
4. Documenting problems, achievements, or milestones establishes the foundation for inputs to the AAR.
5. The responsibility for accounting for GSUs is identified by the tasking message or by the component command's CONOPS. GSU accountability procedures may include a GSU representative faxing copies of orders/AF Forms 245, calling, or e-mailing duty status changes to the supporting PT.
6. When establishing procedures, all accountability responsibilities of the PT outlined by the component command must be taken into consideration. The term "Total Force" consists of Air Force active duty, Air Reserve Components (ARC), Department of the Air Force (DAF) civilians, contractors supporting the Air Force mission, and other civilian personnel not employed by the DoD who support the AF mission (e.g., Red Cross, USO, consultants) as well as the in-place force supporting contingency operations. Total Force accountability can be expanded by the combatant commander or the component command to include other DOD civilians, other DoD-essential contractor personnel, other Services, Allied Forces, coalition forces and/or other personnel.

## Attachment 9

## MISCELLANEOUS PUBLICATIONS, FORMS, EQUIPMENT, AND SUPPLY TABLE

Figure A9.1. Miscellaneous Publications, Forms, Equipment and Supply Table.

ITEM	RECOMMENDED QUANTITY			
	ITEM	RFPF1	RFPF2	RFPF3
AFI 36-3802, <i>Personnel Support for Contingency Operations (PERSCO)</i>	EA	1		
AFI 10-401, <i>Air Force Operations Planning and Execution</i>	EA	1		
AFI 10-403, <i>Deployment Planning and Execution</i>	EA	1		
AFI 36-2110, <i>Assignments</i>	EA	1		
AFI 36-2606, <i>Reenlistment in the United States Air Force</i>	EA	1		
AFI 36-3002, <i>Casualty Services</i>	EA	1		
AFI 36-3003, <i>Military Leave Program</i>	EA	1		
DoDI 2310.5, <i>Accounting for Missing Persons</i>	EA	1		
HQ AFPC Personnel Readiness Red-Mini User's Guide For all GCCS-AF system Operators ( <i>Note 1</i> )	EA	1		
AF Form 245, <i>Employment Locator and Processing Checklist</i>	EA	250		
AF Form 310, <i>Document Receipt and Destruction Certificate</i>	EA	5		
AF Form 901, <i>Reenlistment Eligibility Annex to DD Form 4</i>	EA	5		
AF Form 972, <i>Request and Authorization for Emergency Leave Travel</i>	EA	5		
AF Form 1058, <i>UIF/Control Roster</i>	EA	5		
AF Form 1411, <i>Extension or Cancellation of Extensions of Enlistment in the Regular/Reserve Air Force</i>	EA	5		
DD Form 4, <i>Enlistment/ Reenlistment Document – Armed Forces of the United States</i>	EA	5		
DD Form 93, <i>Record of Emergency Data</i>	EA	10		
DD Form 2812, <i>Commander's Preliminary Assessment and Recommendation.</i>	EA	2		
SF 704, <i>Secret Cover Sheet</i>	EA	5		
SF 705, <i>Confidential Cover Sheet</i>	EA	5		
SF 707, <i>Secret ADP Media Classification Label</i>	PK	1		
SF 708, <i>Confidential ADP Media Classification Label</i>	PK	1		

### A.9.1. Miscellaneous Publications, Forms, Equipment and Supply Table.

ITEM		RFPF1	RFPF2	RFPF3
SF Form 711, <i>ADP Media Data Descriptor Label</i>	PK	1		
VA Form SGLV-8285, <i>Request for Insurance (Servicemembers' Group Life Insurance)</i>	EA	5		
VA Form SGLV-8286, <i>Servicemembers' Group Life Insurance Election and Certificate</i>	EA	5		
VA Form SGLV-8286A, <i>Family members' Group Life Insurance Election and Certificate.</i>	EA	5		
Staplers, Paper	EA	1	2	1
Punch, 3-hole	EA		1	1
Rulers, 12-inch	EA		2	1
Staple Removers	EA	1	2	1
Scissors	EA		1	1
3.5 inch Disks	BX	1	3	1
Claw Hammer	EA		1	1
Nails, 10-penny	BX		1	1
Key or Combination Lock ( <i>Note 2</i> )	EA	1	1	1
Pads, Writing	EA	2	8	4
Magic Markers, Black	DZ	1	1	1
Highlighters	DZ	1	1	1
Manila Folders	BX	1	1	1
Masking Tape, Wide Width	EA	1	1	1
Pens, Ballpoint Black	DZ	1	2	1
Paper Clips	BX	1	1	1
Staples, Standard	BX	1	1	1
Mechanical Pencils and Refills	DZ	1	1	1
Envelopes, 9 x 12-inch	EA	10	100	50
Envelopes, Letter	EA	10	100	50
Accordion Folders	EA	3	1	1
Rubber Bands	BX		1	1
Bond Paper	RM	2	6	4
Duct Tape	EA	1	1	1

#### NOTES:

1. Personnel may get the Red-Mini User's Guide through the COMMON directory of the Red-Mini file type binary. File name is RMUG.ZIP. If you cannot download the file, contact HQ AFPC/DPWRSF at DSN 665-2770/2406 or go to [http://ask.afpc.randolph.af.mil/main\\_content.asp?prods1=56&prods2=1625&prods3=1627&prod4=1676](http://ask.afpc.randolph.af.mil/main_content.asp?prods1=56&prods2=1625&prods3=1627&prod4=1676).
2. These locks are for supply kits containing expendable items.