

**BY ORDER OF THE COMMANDER
WHITEMAN AIR FORCE BASE
(AFGSC)**



**WHITEMAN AIR FORCE BASE
INSTRUCTION 10-409**

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Operations

INSTALLATION DEPLOYMENT

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This publication implements AFI10-403 *Deployment Planning and Execution*. It provides guidance and procedures on deployment planning and execution for Whiteman Air Force Base (WAFB). It applies to individuals at all levels who are stationed at Whiteman AFB, including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. This Instruction is a source document, establishing procedures to ensure the 509th Bomb Wing and tenant unit forces are able to deploy personnel and equipment in response to tasking by national command authorities. This plan contains general information, identifies deployment organizations, and outlines concepts and policies. Specific responsibilities of commanders and staff functions supporting deployment operations are identified as well. This Instruction pertains to all Whiteman AFB units including tenant organizations who are tasked by Operations Plans (OPLAN), Operations Orders (OPORD), Fragmentary Orders (FRAGORD), Exercise Plans (EXPLAN), or other deployment commitments. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

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Chapter 1

BACKGROUND

1.1. Purpose. This Operating Instruction provides guidance for deployment planning and execution of Whiteman AFB units. It is intended to be a source document, establishing procedures to ensure the 509th Bomb Wing and tenant unit forces are able to deploy personnel and equipment in response to taskings by national command authorities. This plan contains general information, identifies deployment organizations, and outlines concepts and policies. Specific responsibilities of commanders and staff functions supporting deployment operations are identified as well. These instructions will be followed by all units to ensure preparations for deployments are properly accomplished.

1.1.1. This plan pertains to all Whiteman AFB units including tenant organizations who are tasked by Operations Plans (OPLAN), Operations Orders (OPORD), Fragmentary Orders (FRAGORD), Exercise Plans (EXPLAN), or other deployment commitments.

1.1.2. The long title of this plan is the Whiteman Air Force Base Installation Deployment Plan. The short title is WAFB IDP. These titles are unclassified.

1.1.3. Instruction Precedence. Instructions are referenced and extracted to provide clarity and ease of use. However, if any conflict should arise between this plan and command instructions, the instructions take precedence in all cases. When a conflict is found, it must be immediately brought to the attention of the Installation Deployment Officer (IDO).

1.1.4. The 509th Logistics Readiness Squadron (LRS) Plans and Integration Element (509 LRS/LGRDX) is the office of primary responsibility (OPR) for publishing and maintaining this instruction.

1.2. Deployment and Readiness Concepts.

1.2.1. Real World/Contingency Tasking's. Unit Commanders will ensure personnel are assigned to an applicable Global Air Expeditionary Forces (AEF) period and will make every effort to ensure they are tasked accordingly. Please reference DAFI 10-401, *Operations Planning and Execution*.

1.2.1.1. Command Post notifies the IDO of a Warning Order, Prepare to Deploy Order, or Deployment Order. The IDO will initiate a limited Deployment Control Center and a deployment organization recall and will establish shifts to provide 24-hour coverage as needed. For regular AEF commitments, the IDO is notified via Deliberate and Crisis Action Planning Execution Segments (DCAPES).

1.2.1.2. Augmentee requirements will be identified during the Warning Order briefing.

1.2.1.3. Warning Order briefing will address the following:

1.2.1.3.1. Current tasking information.

1.2.1.3.2. Augmentee requirements.

1.2.1.3.3. Identification of unit equipment to support anticipated tasking.

1.2.1.3.4. Preliminary identification of unit shortfalls/Limiting Factors (LIMFACs).

1.2.1.3.5. Tentative times for cargo and personnel processing operations.

1.2.2. Units may be tasked to deploy with little or no advance warning. Notification and/or recall of personnel will be accomplished according to Whiteman AFB Plan (WAFBP) 10-207, *Recall Procedures*.

1.2.3. Associated tenant units will be provided support commensurate with 509 BW units. When associated tenant units require procedures other than those identified in 3.2.8 and **Attachment 7** of this operating instruction, the associated unit will forward the request to the IDO or DCC staff (509 LRS/LGRDX) for consideration.

1.2.4. Deployment Exercises. Whiteman AFB will partake in various exercises each calendar year in order to develop and maintain proficiency for deployment operations. Emphasis is on preparation and processing of cargo and passengers, and operation of deployment work centers. 509th Bomb Wing Inspector General (509 BW/IG) will establish an inspection capability to evaluate deployment proficiency through Combatant Commander (CCDR), MAJCOM, and Wing-directed exercises. Every attempt will be made to develop an exercise for the most stringent scenario. All exercises should be evaluated by the Wing Inspection Team (WIT).

1.2.5. Deployment Augmentees. 509 LRS will be responsible for providing augmentation to the cargo deployment function. 509 FSS will be responsible for augmentation to the personnel deployment function. During a surge operation the IDO may request additional augmentees from within the 509 BW or associated tenant units.

1.2.6. Deployment Execution Command and Control Requirements.

1.2.6.1. The Deployment Control Center (DCC). The DCC serves as the installation's focal point for identifying and distributing tasking and deployment information at execution, in coordination with the Crisis Action Team.

1.2.6.2. The IDO. The IDO or appointed representative will serve as senior staff for all deployment and redeployment actions as directed or when necessary.

1.2.6.3. The Cargo Deployment Function (CDF). The CDF will monitor all cargo processing activities.

1.2.6.4. The Personnel Deployment Function (PDF). The PDF will monitor all personnel processing activities.

1.2.6.5. Unit Deployment Managers (UDM). UDMs manage unit deployment control centers (UDCC) and serve as focal points for all unit personnel and equipment processing activities as they pertain to each individual squadron.

1.2.6.6. Unit Cargo Preparation. The unit commander oversees all cargo preparation in support of deployments, to include movement suitability and sensitive cargo requirements.

1.2.6.7. Unit Personnel Preparation. The unit commander identifies personnel to fill Unit Type Code (UTC) requirements by specific Air Force Specialty Code (AFSCs) and grade or rank and ensures that all personnel have met current eligibility and training requirements. The Unit Commander or UDM officially assigns a member to an AEFI using a letter of selection for deployment. A digitally signed 4005 can be used to fill this requirement. The letter must have the following items:

1.2.6.8. AEF period assigned, Last Name, First Name, MI, Rank, AFSC, Office Symbol.
The commander may add any additional items at unit discretion.

1.2.7. All personnel should continually practice Operational Risk Management principles during deployment operations.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The 509th Bomb Wing Commander (509 BW/CC) will:

2.1.1. Serve as the overall responsible activity for unit deployments; oversees all staff activities in support of deployment planning; defines local procedures for deploying forces; ensures that units meet all pre-execution, command and control, cargo, and personnel requirements as outlined in this plan.

2.1.1.1. Designates an IDO and alternates in writing.

2.1.1.2. Through the IDO, may activate the DCC at any time and initiate wing recalls for no-notice activation.

2.2. 509th Staff Judge Advocate (509 BW/JA) will:

2.2.1. Advise commanders on all legal aspects of specific deployments.

2.2.2. Provides trained personnel, equipment and supplies for the legal station of the PDF should deploying personnel require updated wills and powers of attorney prior to processing.

2.2.3. Provides legal assistance for personnel assigned to deployment positions with respect to legal aspects of both family and deployment readiness.

2.2.4. Works with commanders to ensure all members receive the mandatory Law of Armed Conflict training.

2.2.5. Reviews and advises commanders on rules of engagement.

2.3. 509 IDO will:

2.3.1. Acts for the Wing Commander in the overall direction, control, and coordination of deployments from Whiteman AFB. When directed, will activate the DCC and subordinate deployment work centers to deploy units in accordance with (IAW) WAFB IDP. The IDO directs the development and changes to the Schedule of Events (SOE) to meet the requirements of implementing the tasking order.

2.3.2. Works with 509 BW and tenant units to ensure that the installation meets all pre-execution and command and control deployment requirements.

2.3.3. Establishes and activates the DCC on behalf of the installation commander for the centralized control and direction of all deployment activities. Updates the 509th Bomb Wing Crisis Action Team (509 BW/CAT) on DCC, PDF, and CDF actions.

2.3.3.1. Ensures the UDM and deployment work center augmentee personnel are trained in the procedures contained in AFI 10-403, applicable supplements, and the WAFB IDP

2.3.3.2. Briefs deployment tasking(s) and other pertinent deployment information to all units affected by the Deployment Order (DEPOD) through a deployment concept briefing or other means.

2.3.4. Reviews and releases all deployment-related messages issued from the DCC.

2.3.5. Determines the method by which Emergency Point of Contact (EPC) information will be obtained, using the below as a potential course of action.

2.3.5.1. The passenger-manifesting representative on the PDF processing line will collect EPC data as personnel are weighed and manifested.

2.3.5.1.1. Every effort will be given to collect actual EPC, and the IDO may approve the use of the unit's First Sergeant, or a person not traveling with the passenger.

2.3.5.1.2. For short-notice situations, where time does not permit collection of EPC information, Cargo Movement Operations System (CMOS) and Global Air Transportation Execution System (GATES) operators may use the two authorized entries, reference AFI 24-602, V1, *Passenger Movement*. **NOTE:** The mandatory procedures established requiring the collection of EPC information is not met by providing the unit orderly room information or by having a current DD Form 93, *Record of Emergency Data* on file.

2.4. 509th Bomb Wing Plans Division Chief (509 BW/XP) will:

2.4.1. Reviews all deployment-related documents, and provides the IDO with a detailed outline of all deployment requirements for each Commercial Travel Office (CTO), Operation Plan (OPLANS)/Concept Plan (CONPLAN), Operational Order (OPORD) and Air & Space Expeditionary Force (AEF) requirement; identifies the installation's total deployment requirements.

2.4.2. Develops exercise scenarios to ensure all UTC are exercised at least once annually.

2.4.3. Coordinates with the 509th LRS/LGRDX and the IDO on a recurring basis and serves as a member of the Deployment Process Working Group (DPWG).

2.4.3.1. The DPWG includes the IDO and Alternate IDOs on the Crisis Action Team Roster for all deployment-related contingencies.

2.4.4. During Installation exercises, provides a Prepare to Deploy Order (PTDO), Deployment order and Support Airlift Message to include: Plan Identification Designator (PID), UTCs tasked and Unit Line Number (ULN).

2.5. 509th Public Affairs Office (509 BW/PA) will:

2.5.1. Advise commanders concerning internal unit communication objectives and key messages for deploying members and their families. As needed, a public affairs representative may coordinate with the IDO to provide media awareness and key message briefing as part of the deployment processing line.

2.5.2. Will be the sole source of information to the public and media regarding deployment activities. Information will be released consistent with AFI 35-101, *Public Affairs Responsibilities and Management* considerations, and as directed by the wing commander or designated representative.

2.6. 509th Information Protection Office (509 BW/IP) will:

2.6.1. Provides guidance for weapons couriers, protection of collateral classified material and personnel security clearances.

2.7. 509 Operations Group/CC will:

2.7.1. Ensures that assigned units maintain a state of readiness and meet the cargo and personnel preparation requirements identified in this plan.

2.7.2. Provides overall staff coordination for Operations Group (OG) deployment planning actions.

2.7.2.1. Identifies constraints that may affect deployment operations.

2.7.3. Ensures subordinate organizations with deployment commitments designate a representative who can speak for the squadron commander in deployment matters, and will attend DPWG meetings.

2.7.4. Ensures subordinate organizations with deployment commitments, establishes a UDCC as directed, and maintains a high state of readiness to meet cargo and personnel preparation requirements identified in this plan.

2.7.4.1. Ensures subordinate organizations monitor unit personnel and equipment processing to ensure readiness objectives are met.

2.8. 509th Operations Support Squadron Staff Meteorologist (509 OSS/OSW) will:

2.8.1. Provides weather information and forecasts for deploying units.

2.8.2. When requested by the IDO, provides a local weather/Area of Responsibility (AOR) climatology briefing at the concept briefing.

2.9. 509th Operations Support Squadron Weather Flight (509 OSS/OSW) will:

2.9.1. Will provide a briefing in the formal deployment concept briefing upon request by the IDO.

2.10. 509 Mission Support Group/CC will:

2.10.1. Provides overall staff coordination of Mission Support Group (MSG) deployment planning actions.

2.10.2. Ensures subordinate organizations with deployment commitments establish a UDCC, as directed, and maintains a high state of readiness to meet cargo and personnel preparation requirements identified in this plan.

2.10.3. Ensures subordinate organizations monitor unit personnel and equipment processing to ensure readiness objectives are met.

2.10.4. Ensures subordinate organizations with deployment commitments designate a representative who can speak for the squadron commander in deployment matters, and will attend DPWG meetings.

2.11. 509th Force Support Squadron Commander (509 FSS/CC) will:

2.11.1. Assigns, equips, and trains personnel to operate the Installation Personnel Readiness (IPR) element and PDF to support continuous operations for an indefinite period during a deployment.

2.11.1.1. Advises commanders when personnel are ineligible for deployment.

2.11.2. In coordination with the IDO, establishes the PDF to provide personnel program support for individuals selected to deploy during contingency, wartime, exercise, and emergency operations.

2.11.2.1. Implements procedures to maintain accountability of deploying personnel from their arrival at the PDF until the troop commander takes control of personnel, or if the member leaves the home station.

2.11.2.2. Provides a food services representative to the PDF, as required.

2.11.2.3. Provides in-flight meals or meals ready-to-eat (MREs) to deploying personnel when requested by the IDO.

2.11.3. Appoints trained personnel representatives to the DCC.

2.11.4. Immediately notifies the deploying unit's commander when the PDF receives personnel tasking's.

2.11.5. Ensures compliance with AFI 36-3802, *Force Support Readiness Programs* with regard to specific guidelines on issuing contingency, exercise, and deployment (CED) Temporary Duty (TDY) orders, and preparation of Personnel Accountability Kits (PAK) for deploying personnel.

2.11.6. Coordinates with the PDF and the IDO to share DCAPEs, Logistics Module (LOGMOD) and CMOS data when needed.

2.11.7. Ensures IPR provides personnel refresh files to the Logistics Plans Element weekly at a minimum, or as requested by the IDO.

2.11.8. Ensures the PDF coordinates civilian personnel deployment tasking's with the Chief, Civilian Personnel.

2.11.9. Ensures that IPR notifies the Airmen & Family Readiness Center (A&FRC) of deployments, in coordination with the members' UDM(s). The Airmen and Family Readiness Center will be included on the mobility checklist.

2.11.9.1. Ensures that IPR provides a current listing of deployed personnel to the Airmen and Family Readiness Center, by unit and return date as requested.

2.11.10. Appoints an officer or Non-commissioned officer (NCO) as the PDF/OIC or PDF/NCOIC to manage the PDF and to work with the IDO throughout pre-deployment, deployment, and reintegration.

2.11.10.1. In coordination with the IDO and the 509 LRS Air Transportation Function (ATF), is responsible for personnel processing, manifesting, and loading of passengers on aircraft.

2.11.10.2. Monitors unit personnel processing and ensures problems are resolved.

2.11.10.3. Maintains accountability of deploying personnel from the time they arrive at the PDF processing line until they leave home station. This includes controlling the personnel until they reach the "sterile" area for home-station airlift departure.

2.11.11. Ensures the commanders of units providing resources to this plan and the Integrated Deployment System (IDS) are notified as soon as possible of redeployment so they may ensure timely scheduling (within 7 days). All returnees will receive an in-processing checklist from their UDM, and must attend a reintegration briefing.

2.11.12. Ensures IPR acts as the focal point for scheduling the reintegration briefing, and coordinates with the agency members of the IDS to provide briefers, displays, materials, resources, and presentations. The reintegration line will include, at a minimum, A&FRC, Sexual Assault Prevention and response Coordinator (SARC), CPTS, Mental Health, and Chaplain. Military and Family Life Consultant (MFLC), MDG Case Manager, and JA will also be present at the discretion of the Installation Deployment Readiness Cell (IDRC).

2.11.13. A&FRC will notify Key Spouses of the briefing date, and that families' attendance is strongly encouraged.

2.11.14. Invites the Wing Commander or Command Chief to provide opening comments.

2.11.15. Ensures that video presentations on "Return and Reunion" are utilized as appropriate.

2.11.16. Provides targeting briefings on personnel issues such as Special Leave Accrual, Career Job Reservations, Non-Commissioned Officer Retraining Program (NCORP), Force Shaping, Training and Education, and identifies and assists specific returnees with emergent or pending personnel issues through a representative at the Military Personnel Section (MPS).

2.11.17. Ensure funds are budgeted for the Reintegration Education Seminar by the Non-Appropriated Funds (NAF) Council.

2.11.18. Provide venues to the A&FRC personnel to host the Reintegration Education Seminar and provide briefing or display of information on upcoming Services Events for returnees.

2.12. Manpower and Organization Office (509 FSS/FSMM) will:

2.12.1. Will, when required by the IDO, verify accuracy of deliberate and crisis action planning manpower requirements. FSS/FSMM will maintain and disseminate deliberate planning Deployment Requirements Manning Documents (DRMD) to tasked units by transferring data from DCAPEs and LOGMOD.

2.12.2. Provides DCAPEs levy file to the IDRC and as requested by the IDO.

2.12.3. Develops exercise DRMD to meet local requirements and as required by the IDO.

2.12.4. During deployment operations, obtains a hard copy of the deployment tasking order from the DCC administration representative. The Manpower office will obtain the manpower levy file from Head Quarters Air Force Global Strike Command (HQ AFGSC) via DCAPEs.

2.12.4.1. If plans file is not available, the manpower office will build the UTC manpower plans levy file.

2.12.5. Creates the levy file and provides a copy to the DCC passenger SOE scheduler and IPR for validations.

2.12.6. Updates plans files as required and provides copies to the DCC passenger SOE scheduler and IPR.

2.13. 509 A&FRC (509 FSS/FSH) will:

- 2.13.1. Provides a trained representative to the PDF.
- 2.13.2. Will brief newly assigned unit commanders on the role of the A&FRC in personnel and family readiness within 60 days of their arrival on station.
- 2.13.3. Ensures that the A&FRC programs include procedures to support personnel and family readiness throughout the cycle of deployments, to include pre-deployment, sustainment, and reintegration.
- 2.13.4. Ensures that formal pre-deployment/pre-TDY education and training programs are in place to provide DOD personnel and their families the instructions necessary to accomplish personal readiness tasks.
 - 2.13.4.1. These programs will be scheduled on a recurring basis, but will also be flexible in nature to support individual or unit requirements, as well as no-notice and/or scheduled deployments.

2.14. 509th Communications Squadron Commander (509 CS/CC) will:

- 2.14.1. Provides emergency maintenance to communication systems used to support deployment operations.
- 2.14.2. Ensures the installation communication infrastructure prioritizes support for all IDS software systems as a critical war-fighting system during deployment operations.
- 2.14.3. Designates a Communications representative to be a member of the DPWG.
- 2.14.4. Provides checkout capability for audio-visual support in the form of projectors, and public address systems.

2.15. 509th Civil Engineer Squadron Commander (509 CES/CC) will:

- 2.15.1. Will brief the impact of any construction projects that may affect deployment operations.
- 2.15.2. Provides uninterrupted emergency power to the DCC and IPR IAW AFI 10-403.
- 2.15.3. Designates a Civil Engineer representative to be a member of the DPWG.

2.16. 509th Security Forces Squadron Commander (509 SFS/CC) will:

- 2.16.1. Provides support in meeting deployment security requirements (e.g., funds escort, military customs inspections, anti-hijacking protection, drug suppression, and aircraft protection).
- 2.16.2. Provides guidance for weapons couriers.

2.17. 509th Logistics Readiness Squadron Commander (509 LRS/CC) will:

- 2.17.1. Appoints UDCC representatives who are capable of coordinating LRS deployment activities, and who can ensure continuous and effective operations during deployment operations.

2.17.2. Provides overall management including, but not limited to, secure storage, issue/receipt, and shelf-life control for those mobility bags under their control. Ensures the deployment process includes procedures for issuing mobility bags and weapons and accounting for deployed equipment and Mobility Readiness Spares Package (MRSP).

2.17.3. Ensures weapons courier training is conducted as required.

2.17.4. Determines the number of augmentees needed to support all transportation work centers, and provides this information to the IDO.

2.17.5. Ensures deploying units' augmentees and other assigned personnel with Cargo Deployment Work Center duties have required security clearances and are trained IAW AFI 10 403, [Table A5.1](#).

2.17.6. Ensures the availability of adequate transportation vehicles/Material Handling Equipment (MHE) for ground movement of personnel and equipment.

2.17.7. If required [via specific AOR reporting instructions], ensures non-prescription personal protective equipment (PPE) (e.g., DEET, permethrin, mosquito netting and poles) are available prior to deployment to allow sufficient time for personnel to treat their uniforms and bed nets.

2.17.8. Identifies and appoints representatives to the DCC to monitor and assist the DCC in supply and transportation related issues.

2.17.9. Outlines transportation responsibilities in meeting deployment requirements to the IDO for inclusion in the WAFB IDP, to include contract workload.

2.17.10. Ensures funding is programmed for applicable transportation contractor support during local exercises.

2.18. Deployment and Distribution Flight (509 LRS/LGRD) will:

2.18.1. Provides personnel support for the passenger manifest station of the PDF when tasked by the IDO, their designated representative, or the PDF/OIC and PDF/NCOIC.

2.18.2. Ensures traffic management personnel are trained on the proper operation of CMOS and all applicable passenger-manifesting procedures.

2.18.3. Ensures an adequately staffed CDF is ready to respond to tasking's from the DCC. ATF will determine the number of augmentees needed to support all Cargo Deployment Work Centers and will provide this information to the IDO and LGRDX as required.

2.18.4. The ATF provides training in cargo preparation and marking, pallet buildup and hazardous cargo certification for the Wing.

2.18.5. The ATF serves as the focal point for Hazardous Cargo Technical Specialist Program, Integrated Computerized Deployment System (ICODES), and Air Transportation Cargo and Passenger issues.

2.19. Materiel Management Flight (509 LRS/LGRM) will:

2.19.1. Ensures deployed equipment is accounted for IAW current supply directives.

2.19.2. Prior to deployment operations, briefs all deployment custodians on responsibilities, equipment procedures, and additional items as necessary.

2.19.3. Ensures the senior supply representative deployed with the organization establishes procedures to maintain accountability over all deployed equipment.

2.19.4. Ensures proper weapons handling. See [Attachment 6](#) for weapons issue and shipment procedures.

2.19.5. Ensures proper issue and return of mobility bags in support of deployment and redeployment operations.

2.20. Ground Transportation (509 LRS/LGRDDO) will:

2.20.1. Ensures adequate ground transportation vehicles and MHE is available to support deployment operations.

2.20.2. Acts as the Office of Primary Responsibility (OPR) for the Deployment Vehicle Operations (DVO) Work Center.

2.20.3. Ensures personnel assigned to work the DVO report to the DVO Officer or NCO upon activation, and reports activation time to the OIC/CDF. Location of the DVO will be in the LRS Vehicle Operations Element. The DVO will be staffed and trained for continuous operations.

2.20.4. Assembles vehicles designated to support deployment operations (except CDF MHE) at the DVO and inspects them for serviceability.

2.20.5. Ensures adequate communications capability is available to receive information for vehicle requirements and to dispatch vehicles to support deployment operations. 509 LRS/LGRDDO will automatically dispatch bus support for the PDF based on current SOE.

2.21. 509th Maintenance Group Commander (509 MXG/CC) will:

2.21.1. Provides overall staff coordination of Maintenance Group deployment planning actions.

2.21.2. Ensures subordinate organizations with deployment commitments establish a UDCC as directed, and maintains a high state of readiness to meet cargo and personnel preparation requirements identified in this plan.

2.21.3. Ensures subordinate organizations monitor unit personnel and equipment processing to ensure readiness objectives are met.

2.21.4. Ensures subordinate organizations with deployment commitments designate a representative in writing who can speak for their respective commander on deployment matters, and will also attend DPWG meetings.

2.22. Tenant Unit Responsibilities:

2.22.1. 442d Fighter Wing Commander (442 FW/CC) will:

2.22.1.1. Ensures all personnel and cargo meet the deployment preparation requirements outlined in AFI 10-403 and this IDP. All cargo preparation requirements will comply with [Chapter 4](#) of this plan.

2.22.1.1.1. 442 FW variations of personnel and cargo deployment requirements will be coordinated with the IDO.

2.22.1.2. Identifies, through 442d Logistics Readiness Squadron Plans and Integration Section (442 LRS/LGRDX), all eligible personnel and equipment subject to deployment and ensures unit personnel know their deployment responsibilities. 442 LRS/LGRDX will ensure this information is provided to the IDO.

2.22.1.3. Through 442 LRS/LGRDX, ensures initial training of UDMs in the use of LOGMOD.

2.22.1.4. Through the 442d Force Support Squadron Commander, establishes a CED order process for all 442 FW reserve deployers and ensures deployers not out-processing via a PDF comply with all 442 FSS/IPR guidance.

2.23. 131st Bomb Wing (131 BW) will:

2.23.1. Ensure all personnel deploying in conjunction with 509 BW personnel will use the Whiteman Air Force Base deployment process and are required to comply with all aspects of this plan. 131 BW variations of personnel and cargo deployment requirements will be coordinated with the base IDO prior to execution.

2.24. 131st Bomb Wing Commander (131 BW/CC) will:

2.24.1. Ensure all personnel and cargo meets the deployment preparation requirements outlined in AFI 10-403 and local deployment guidance. The 131st FSS Commander (131 FSS/CC) will ensure deployments of less than 25 personnel comply with 131 BW Instructions/Directives.

2.24.2. All cargo preparation requirements will comply with **Chapter 4** of this plan. 131 BW variations of personnel and cargo deployment requirements will be coordinated with the IDO prior to execution.

2.24.3. Identify, through 131st LRS Plans and Integration Section (131 LRS/LGDX), all eligible personnel and equipment subject to deployment and ensure unit personnel know their deployment responsibilities. 131 LRS/LGRDX will ensure this information is provided to the IDO.

2.24.4. Identify and designate, in writing to 131 LRS/LGDX, all UDMs to assist in carrying out specific preparation requirements. 131 LRS/LGRDX will provide current UDM status to the IDO.

2.24.5. Appoint cargo increment monitors to manage unit equipment IAW this plan. 131 LRS/LGRDX will ensure provision of the wing monitor list to the IDO.

2.24.6. Review Mission Capable Statement (MISCAP) statements, cargo and personnel requirements for each tasked UTC.

2.24.7. Through the 131/BW IPR, establish CED orders for 131/BW deploying personnel.

2.24.8. 131/BW personnel deploying at Whiteman AFB in an integrated mission, i.e. B-2 support, will follow the WAFB IDP. In order to address those in Geographically Separated Units (GSU) not located at Whiteman, the 131st Logistics Plans personnel will develop a 131st Bomb Wing Instruction (BWI) that supplements the WAFB IDP to address the deployment processes for those not assigned to Whiteman AFB or supporting the B-2 mission.

2.25. WAFB Associate Unit Commanders will:

2.25.1. Provide logistics representatives to the DCC, to support associate unit deployment requirements to include exercises.

2.25.1.1. Logistics representatives must be in the DCC during associate unit exercises and contingencies to provide unit specific needs and assistance in problem solving.

2.25.1.2. Air Reserve Component (ARC) units may use part time members, but one must be a full time civilian, Air Reserve Technician or full-time Active Guard Technician.

2.25.2. Ensure all personnel and cargo meet the deployment preparation requirements outlined in AFI 10-403, DAFI 10-401, and this plan.

2.25.3. Provide overall staff coordination of unit deployment planning actions.

2.25.4. Establish UDCCs as points of contact for unit deployment operations.

2.25.5. Designate, in writing, a UDM to carry out specific preparation requirements for the unit.

2.25.6. Appoint unit representatives capable of coordinating deployment efforts of all units to ensure continuous and effective operations during deployment operations.

2.25.7. Ensure identification of individuals or select teams of individuals to clean unit weapons after individuals have returned from deployment. UDMs will be required to contact Individual Protective Equipment Element (509 LRS/LGRMSP) regarding times and specifics.

2.26. Subordinate Unit Responsibilities.

2.26.1. Unit Commanders will designate in writing a primary/alternate UDM(s) in sufficient number to ensure 24-hour coverage during deployment operations as directed by the IDO. The primary UDM must have at least 24 months retainability. UDMs will complete UDM training within 30 days of assignment to the position.

2.26.2. Provide overall direction, surveillance, and coordination of unit deployment planning and training, and maintains overall responsibility for deployment planning and execution within their unit.

2.26.3. Monitor unit personnel and equipment processing to ensure readiness objectives are met.

2.26.4. Ensure all individuals filling positions in a UTC coded AW, DW, DX, AX, or DP remain current on individual deployment training requirements in accordance with AFI 10-403, DAFI 10-401, and applicable functional AFIs.

2.26.5. Provide Secure Internet Protocol Router Network (SIPRNET) access, within the unit, to unit deployment managers for use in the Deliberate and Crisis Action Planning Execution Segments (DCAPES) and other classified communication whenever possible.

2.26.6. Ensure unit personnel complete all deployment medical requirements and preventive medicine recommendations.

2.26.7. Ensure optimal UTC reporting IAW DAFI 10-401, *Air Force Planning and Execution* to prevent late name submittals and reclama actions.

2.26.8. During regular AEF commitments, identify deploying personnel, shortfalls and waivers within three duty days of tasking notification by IPR.

2.26.9. Submit shortfalls to the IDO as required.

2.26.10. Plan Other Country National escorts at the traditional rate for AEF teams P3 and P6 according to the fair share numbers identified by the 509th Bomb Wing Command Chief (509 BW/CCC). 509 BW/CCC will be notified of all Other Country National (OCN) tasking's for sourcing.

2.26.11. Maintain daily communication with UDMs on deployment issues.

2.26.12. Ensure UDMs utilize the latest Reporting Instructions and in-processing checklist for deployments to ensure those who are deploying meet all requirements. UDMs will sign off the checklist once completed for each member prior to IPR out-processing.

2.26.13. Ensure UDMs accomplish bag checks for deploying personnel the day of departure, immediately prior to transport.

2.26.14. Establish a UDCC and maintain a heightened state of readiness for immediate activation. Provide readily available and current copies of deployment plans and annexes.

2.26.15. Designates an area for unit cargo assembly prior to movement to the CDF. Provide the designated cargo assembly area (building and phone number) to 509 LRS/LGRDX.

2.26.16. Designate an area for unit personnel assembly prior to movement to the PDF. Provide the designated personnel assembly (building and phone number) area to 509 LRS/LGRDX.

2.26.17. Appoint sufficient personnel to fill special deployment requirements (i.e., increment monitors, pallet build-up personnel, hazardous cargo certifiers, deployed equipment custodians, classified couriers, weapons and munitions couriers, etc.)

2.26.18. Establish procedures, checklists and other management tools to ensure control of personnel, equipment and supplies.

2.27. Unit Deployment Managers.

2.27.1. The unit deployment managers are the unit commander's focal point for all deployments and deployment readiness issues. The UDM will accomplish all deployment coordination between the IDRC and the respective unit command structure.

2.27.2. Complete IDO provided UDM training NLT 30-days after written appointment by the unit commander. **NOTE:** NLT 90 days for Air Force Reserve Component (AFRC) UDMs.

2.27.3. Ensure all unit personnel are aware of the requirements of this plan and are prepared for deployment. Solicit unit personnel for improvements to the deployment capabilities of the unit and improvements to this plan.

2.27.4. Notify the IDO upon notification of all taskings from Higher Headquarters (HHQ) functional managers.

2.27.5. Immediately report discrepancies in the SOE to the DCC upon execution.

2.27.6. Assign trained personnel to fill required UTC position completed monthly using DCAPES.

- 2.27.7. Ensures units bring cargo to the cargo marshalling yard IAW the deployment schedule of events or as directed by the IDO.
- 2.27.8. Ensure cargo preparation requirements are satisfied before delivering the cargo to the marshaling yard in-check point.
- 2.27.9. IAW DAFMAN 21-201, *Munitions Management*, para. 7.6.4.4, the deployed commander will designate a responsible individual to be the munitions courier. The individual will be responsible for maintaining accountability of assets until they are turned in to the home-station or deployed Munitions Accountable Systems Officer (MASO).
- 2.27.10. Ensure proper storage and issue of aircrew or SFS-owned weapons and ammunition (as applicable).
- 2.27.11. Provide personnel to issue unit weapons when tasked.
- 2.27.12. Ensure accomplishment of armed escort and surveillance of weapons and ammunition as prescribed in AFMAN 31-101V1, *Integrated Defense (ID) Planning*.
- 2.27.13. Ensure ammunition not expended during deployment is returned in original packing and segregated by lot number.
- 2.27.14. Provide a letter designating individuals authorized to sign deployment availability (DAV) codes in absence of the unit commander.
- 2.27.15. Ensure enlisted weapons couriers are qualified in both M16A2 or M4 and M9 weapons.
- 2.27.16. Identify deploying equipment and custodians to the Equipment Accountability Element (509 LRS/LGRMCE) by letter prior to actual deployment. A deploying custodian must account for deploying equipment. Deployed equipment custodians are required to complete Block IV Computer Based Training (CBT). 509 LRS/LGRMCE will provide custodians with the correct link to the CBT. It is the custodian's responsibility to contact EAE to schedule.
- 2.27.17. Brief the unit commander on the deployment status of squadron personnel and equipment subject to deployment.
- 2.27.18. Maintain a copy of the WAFB IDP, AFI 10-403, and DAFI 10-401. Associate units will maintain parent MAJCOM AFI 10-403 Sup, if applicable. UDMs will review the WAFB IDP annually and provide inputs to the IDO. 442 FW units will submit to the 442 LRS/LGRDX and 131 BW units will submit to 131 LRS/LGRDX.
- 2.27.19. Ensure all unit personnel receive appropriate deployment training.
- 2.27.20. Monitor personnel and equipment processing to ensure readiness objectives are met.
- 2.27.21. If a pilot unit for an assigned UTC, execute pilot unit responsibilities as outlined in DAFI 10-401.
- 2.27.22. Identify tasking discrepancies to 509 LRS/LGRDX and AFGSC functional manager.
- 2.27.23. Ensure the UDCC has appropriate local area network (LAN) connectivity in order to run the latest version of LOGMOD software.
- 2.27.24. Attend the DPWG meetings as directed by the IDO.

- 2.27.25. Ensure the Equipment Custodian places all tasked equipment in deployed status.
- 2.27.26. Ensure the identification of individuals to clean the unit's weapons after individuals have returned from deployment.
- 2.27.27. Maintain a continuity book. Continuity book should be set up in the same format as the most current staff assistance visit (SAV) checklist. Electronic version is authorized.
- 2.27.28. Ensures squadrons senior Hazardous cargo monitor/manager maintains the Unit Hazardous Cargo Shippers Declaration for Dangerous Goods (SDDG) Sample Book. Include all unit deployable SDDGs and current deployment appointment letters.
- 2.27.29. Inform unit personnel of all deployment medical requirements and preventive medicine recommendations. Ensures deploying personnel complete requirements at a minimum outlined in **Chapter 4**.
- 2.27.30. Ensure optimal UTC reporting DCAPES reporting IAW DAFI 10-401 to prevent late name submittals and Reclama actions.
- 2.27.31. Upon tasking notification by IPR, during regular AEF commitments, identify deploying personnel, shortfalls and waivers within three duty days.
- 2.27.32. Use the Reclama Processing Tool (RPT) located on the AEF Center SIPRNET website or MAJCOM templates to initiate Reclama requests. AF Form 4006, *Unit Deployment Shortfall/LIMFAC Report*, will be utilized when the RPT is unavailable and during wing or MAJCOM exercises.
- 2.27.33. Ensure information regarding names and arrival times on all deployment returnees is transmitted to Wing Leadership and IPR as required as soon as possible to allow reception, in processing, and scheduling of reintegration.
- 2.27.34. Coordinate with the 509 LRS to provide personnel and vehicles as required to support groups of 15 or more passengers' travel from the Port of Entry to Whiteman AFB as required.
- 2.27.35. Units will coordinate with LRS and/or SFS for the collection and turn-in of issued weapons for returning groups and individuals. Having an on-call system for returning members to contact LRS or SFS to turn in weapons should be considered a last resort.
- 2.27.36. Brief returnees on the next Reintegration Education briefing date at the welcome point if established and that their attendance is mandatory unless released by their Chain of Command and that family members are strongly encouraged to attend.
- 2.27.37. Ensure that a Cargo Increment Monitor accompanies deploying equipment to the CDF in order to resolve any discrepancies or communicate requirements to appropriate unit personnel until the cargo clears the Joint Inspection (JI).
- 2.27.37.1. Cargo Increment Monitor must remain with their cargo until released by the CDF. The tasked unit must also have a team ready to respond either to resolve any discrepancies frustrating the cargo as part of a quick fix team, or to augment the quick fix team.
- 2.27.37.2. Ensures unit reps are available for returning cargo. The ATF is not responsible for storing or securing items offloaded from aircraft.

2.27.38. Advise the IDO immediately when problems develop that may cause a delay in meeting any scheduled processing times. The UDM will identify any special procedures necessary to load unit peculiar equipment and cargo to the IDO. Ensures all required publications and management products are on hand and current.

2.27.39. Accomplish the following training:

2.27.39.1. LOGMOD: UDMs will receive training to operate LOGMOD and have current personnel and equipment data loaded.

2.27.39.2. Initial Unit Deployment Manager's Training

2.27.39.3. Schedule increment monitors for Cargo Prep/Pallet Build Up and Deployment Hazardous Cargo Certification as required.

2.27.40. Ensure squadron commander has designated, in writing, sufficient personnel authorized to certify hazardous materials for shipment and forward letters to 509 LRS/LGRDAS.

2.27.41. Must maintain or have access to the following publications, supplements and management products as applicable to the unit:

2.27.41.1. DAFI 10-401, AFI 10-403, AFMAN 24-604, *Preparing Hazardous Materials For Military Air Shipments*, and AFI 24-602V2, *Cargo Movement*.

2.27.41.2. Current version of the Combatant Command (COCOM) Reporting Instructions

2.27.41.3. Designed Operations Capability (DOC) Statements

2.27.41.4. AEF Time-Phased Force Deployment Data (TPFDD) Library

2.27.41.5. A current version of the WAFB IDP. UDMs will review this plan annually as a minimum. Recommendations for changes will be coordinated through the unit commander and submitted to the IDO. The WAFB IDP will be printed or maintained electronically in a continuity book.

2.27.41.6. UTC Mission Capable Statement (MISCAP)

2.27.41.7. UTC Manpower Force Packaging System (MANFOR)

2.27.41.8. Unit Type Code Availability Listing (UTA)

2.27.42. Maintain current DCAPEs levy file and IPR personnel refresh file.

2.27.43. LOGMOD Products. The following LOGMOD unit-level products will be on hand and current in the unit to ensure current deployment information and documentation is available for deployment readiness.

2.27.43.1. Deployment Load List

2.27.43.2. Deployment Packing List

2.27.43.3. Bar Coded Placards

2.27.43.4. Develops exercise DRMD

2.27.43.5. LOGMOD Software

2.27.44. Attend all meetings and inspections called by 509 LRS/LGRDX.

- 2.27.45. Attend the DPWG when directed by the unit commander or IDO.
- 2.27.46. Provide copies of deployment-related appointment letters to 509 LRS/LGRDX when.
- 2.27.46.1. Personnel listed on letters have changed to include appointing commander.
- 2.27.46.2. Upon direction of 509 LRS/LGRDX personnel due to directive requiring a format change.
- 2.27.47. Use LOGMOD when processing personnel for deployment to assign names to positions, chalk personnel and show assembly complete times IAW published SOEs. As required, add LOGMOD use codes for the PDF in LOGMOD's remarks section.
- 2.27.48. Annotate personnel listing with special qualification/requirement codes as applicable on the DRMD.
- 2.27.49. Ensure personnel mark and identify personal baggage at unit assembly and prior to departing for processing at the PDF. Baggage tags will be used for all personal baggage (use AF Form 94, *Air Baggage Claim Tag*). Location specific colored tags will be used IAW United States Air Forces Central Command reporting instructions.
- 2.27.50. Ensure equipment and supplies are properly prepared, using applicable checklists and instructions, and delivered to CDF according to the SOE.
- 2.27.51. Upon warning order or applicable notification, provide preliminary listings of equipment Limiting Factor (LIMFAC) and shortfalls to the IDO on AF Form 4006, (submit one copy). AF Form 4006 is for requesting equipment and personnel replacements at time of execution. **NOTE:** During regular AEF taskings, shortfalls are submitted through the Reclama Processing Tool.
- 2.27.52. Attend the deployment concept brief or prep to deploy brief and brief unit/CC and unit personnel on specific deployment requirements. After concept briefing, forward personnel/equipment shortfalls and LIMFACs to the IDO as soon as possible.
- 2.27.53. Complete DRMDs using LOGMOD as soon as possible after warning order, concept briefing, or as directed by the IDO. Notify DCC when DRMDs are complete.
- 2.27.54. Ensures identification of deploying personnel (name, Social Security numbers (SSN), location, departure dates) are relayed to Public Health within 48 hours of receipt of Prepare to Deploy Order (PTDO) by uploading the info into the Deployment Medical Clearance Module (DMC) in Aeromedical Services Information Management Systems (ASIMS); to enable timely medical, dental, and mental health records screen. UDM will ensure the deploying member completes Deployment Health Assessment #1 (DRHA #1) - DD Form 2795, *Pre-Deployment Health Assessment* within 120 days of required delivery date (RDD) or combat skills training (CST) training.
- 2.27.55. Notify 509 LRS/LGRMSP of unit weapons and ammunition requirements as soon as possible.
- 2.27.56. Ensure unit deployment planning and execution functions are accomplished and tasks executed according to the SOE. Ensure unit functional area checklists are available and in use. Immediately elevate problem areas or delays anticipated or encountered to the DCC. Monitor and engage problem areas until resolved.

2.27.57. Work in conjunction with the unit's First Sergeant to coordinate the distribution, completion, and return of appropriate post-deployment questionnaires to the A&FRC

2.27.58. Notify the DCC immediately when an individual assigned to a tasking must be replaced. Complete a change letter and forward to the DCC immediately. The letter should contain the following information: Name, Rank, SSN, Control AFSC and the line number of the member being replaced and the same information for the individual replacing the ineligible person. The letter can be in the form of written correspondence or e-mail. The unit commander or the appointed alternate must sign this letter.

2.27.59. For individual issue of special fit gas mask (M45), UDMs will maintain fit test records.

2.27.59.1. UDMs will coordinate with their unit's First Sergeant to place one copy in members personnel information file (PIF) and one in mobility folder

2.27.60. Ensure all personnel subject to deploy complete Expeditionary Readiness Training as directed by Reporting Instructions, Home Station Pre-Deployment Training or training mandated by line remarks for the tasking.

2.27.61. Personnel with pre-deployment training must pre-final out with the IPR office before departing for training (i.e. CST, OPORDS, Advanced Combat Skills Training (ACST), and Air Advisor Training). All members must be medically cleared before departing for any type of training.

2.27.61.1. The Equipment Account Custodian will Retrieve the Equipment Listing for their account. Annotate to reflect items that will be deployed and return the listing to 509 LRS/LGRMCE. Weapons to be deployed will be identified by circling the serial number reflected on the management product.

2.27.61.2. Serial numbers of radios deploying with vehicles must be annotated on the management product. The using organization will sign the deploying Equipment Listing, and ensure individual custodians report to 509 LRS/LGRMCE to sign Equipment Listing, or R25.

2.27.62. Act as single point of contact for coordination on equipment matters during deployment processing.

Chapter 3

DEPLOYMENT CONTROL CENTER RESPONSIBILITIES

3.1. General Information.

3.1.1. The DCC serves as the installation's focal point for deployment operation requirements. DCC requirements are outlined below.

3.1.1.1. The DCC is located in Bldg. 705, room 302. Its power is backed up by generators, and it is secured by combination locks. It contains a General Services Administration (GSA-approved) safe as well as an up-to-secret shredder. Adequate Non-Secure Internet Protocol Router (NIPR) computer stations are located throughout the room. Laptops are available and relocation if needed. Secure Internet Protocol Router (SIPR)/DCAPES computer is available as well as a SIPR laptop.

3.1.1.2. The DCC has access to Defense Secure Network (DSN), SVOIP, NIPR, SIPR, and Classified and Unclassified printer, and Classified and Unclassified copiers.

3.1.1.3. The DCC has access to the following systems: LOGMOD, Base Support & Expeditionary Planning (BaS&E), DCAPES, ICODES and Integrated Logistics System-Supply (ILS-S).

3.1.2. The 509 LRS will adequately staff the DCC to include the following positions: IDO, Personnel Representatives, Ground Transportation Representatives, Logistics Plans representatives, Material Management representative, Fuels representatives (not located in DCC but will maintain contact with DCC as required by IDO), qualified load planner (preferably Air Transportation Airmen) and Administrative person . Other members may include associate or transient unit representatives as required. DCC representatives must be qualified in their respective specialties and DCC duties. All DCC representatives must at a minimum possess a SECRET security clearance, no exceptions.

3.1.3. Entry into the DCC is limited to DCC staff, individuals granted access by the IDO/DCC. All Personnel with approved access will be placed on the Entry Authorization List (EAL) for DCC.

3.1.4. When notified, the DCC staff and augmentees will proceed directly to the DCC. The IDO will coordinate with the Crisis Action Team to obtain deployment information and disseminate it to the affected units.

3.1.5. The DCC will submit reports to higher headquarters as required to include cargo and personnel shortfall reports.

3.2. DCC Representative Responsibilities.

3.2.1. IDO.

3.2.1.1. Direct, control, and coordinate installation deployments as directed by the installation commander.

3.2.1.2. Review all possible tasking's to identify deployment, base support, and transiting requirements.

3.2.1.3. Establish a DCC to serve as the installation's focal point for deployment operations, to include identification of back-up power and communications system requirements.

3.2.1.4. Report to the Crisis Action Team or Command Post to obtain the data required to conduct the deployment concept brief and will advise the commander and support staff on all aspects of the deployment.

3.2.1.5. Notify Crisis Action Team of DCC activation.

3.2.1.6. Notify DCC augmentees to report to the DCC for duty.

3.2.1.7. Establish emergency relocation procedures to include relocation of DCC to an alternate facility and will brief appropriate personnel regarding relocation procedures.

3.2.1.8. Obtain copies of deployment warning, alert, planning and execution orders, support airlift flow schedules and military traffic management command movement tables.

3.2.1.9. Inform Crisis Action Team of deployment requirements.

3.2.1.10. Conduct a deployment briefing to disseminate deployment information to all units by direction of the installation commander.

3.2.1.11. Produce and distribute SOE for personnel and cargo processing activities and will approve SOEs, load plans and simulation requests, as required.

3.2.1.12. Coordinate with 509 LRS/LGRDDO for vehicles and operators to support deployment requirements.

3.2.1.13. Review, coordinate, and dispatch all required HHQ messages.

3.2.1.14. Monitor overall deployment progress using SOEs and status charts.

3.2.1.15. Monitor the arrival and departure times of all support aircraft and modify the SOE as necessary to support confirmed support aircraft arrivals and aircraft load (ACL).

3.2.1.16. Inform the Crisis Action Team of deployment progress at times specified by the 509 BW/CC.

3.2.1.17. Review Crisis Action Team directives and take necessary action for execution.

3.2.1.18. The IDO will brief any and all pertinent information regarding deployments and taskings annually.

3.2.2. Logistics Plans Representative.

3.2.2.1. Maintains augmentee and deployment work center supervisor lists with home phone numbers.

3.2.2.2. Prepares required plans, publications and administrative materials in the DCC in coordination with the Administrative Representative (ref. 3.2.7.)

3.2.2.3. Initiates all required checklists for DCC activation, IDO actions, messages, force protection conditions (FPCONs) and emergency procedures.

3.2.2.4. Notifies augmentees of DCC activation and establishes work schedules.

3.2.2.5. Maintains LOGMOD log book, records all significant events; ensures all DCC staff members maintain a similar events log.

3.2.2.6. Receives clear text messages and passes information to all appropriate personnel.

3.2.2.7. Informs transportation, personnel and supply representatives of crisis action team decisions.

3.2.2.8. Notifies briefer as well as concept briefing attendees of time and location of briefing.

3.2.2.9. Prepares SOEs and ensures they are distributed.

3.2.2.10. Notifies the IDO of any problems or delays anticipated or encountered.

3.2.2.11. Receives shortfall reports from units and forwards personnel shortfalls to DCC personnel representative for action.

3.2.2.12. Verifies all equipment shortfalls by coordinating through the DCC representative in the 509 LRS/LGRM with National Stock Number (NSN) and other pertinent data needed to research availability.

3.2.2.13. Coordinates with Tanker Airlift Control Center (TACC) to provide sufficient airlift to deploy all cargo and personnel.

3.2.2.14. Plan for and execute movement of deployed resources, in concert with Redeployment Assistant Team (RAT) members.

3.2.3. Individual Protective Equipment Representative.

3.2.3.1. Forwards deployment mobility bags/weapons requirements to 509 LRS/UDCC. Monitors scheduling of mobility bags/weapons increments and forwards SOE information to 509 LRS/UDCC.

3.2.3.2. If mobility bags are NOT bulk shipped, section will ensure the IPE issue stations are set up and prepared to issue items prior to personnel start time.

3.2.4. Material Management Flight Representative

3.2.4.1. Reviews AF Form 4006 and forwards to 509 LRS/UDCC. Ensures coordination with the unit on which shortages constitute critical shortages or LIMFACs. Ensures every attempt to source and fill shortages from on-base command resources. Identifies valid shortages to higher headquarters in an equipment assistance request.

3.2.4.2. Briefs IDO/Logistics representative (LOGREP) on equipment statuses or shortages.

3.2.4.3. Ensures the equipment accountability element of 509 LRS/LGRM is prepared to issue 581 REVIEW LISTING. CA/CRLs.

3.2.4.4. Immediately elevates problem areas or delays to the IDO. Monitors problem areas until resolved.

3.2.5. Ground Transportation Representative.

3.2.5.1. Ensures transportation's unique publications, guidelines and forms are available in the DCC.

- 3.2.5.2. Maintains the transportation representative continuity binder.
- 3.2.5.3. Reviews emergency relocation procedures.
- 3.2.5.4. Ensures vehicle requests are filled whenever possible.
- 3.2.5.5. Reviews the cargo-processing schedule of events for accuracy and sufficiency.
- 3.2.5.6. Coordinates hot cargo requirements with command post, the CDF, and 509 OSS/OSAA.
- 3.2.5.7. Obtains cargo processing and flows information and updates to LOGMOD SOE.
- 3.2.5.8. Contacts UDCCs to get cargo unit assembly complete times when not relayed to the DCC.
- 3.2.5.9. Monitors status of all cargo processing activities and forwards problems to the IDO.
- 3.2.5.10. Receives information from and relays information to the CDF.
- 3.2.5.11. Performs additional tasks as directed by the IDO.

3.2.6. Personnel Representative.

- 3.2.6.1. Ensures personnel unique publications, regulations and forms are available.
- 3.2.6.2. Maintains personnel continuity binder.
- 3.2.6.3. Reviews emergency relocation procedures.
- 3.2.6.4. Maintains LOGMOD log book, records all significant events and ensures all DCC staff members maintain a similar events log.
- 3.2.6.5. Reviews personnel processing schedule of events for accuracy and sufficiency.
- 3.2.6.6. Obtains personnel processing information and updates LOGMOD SOE.
- 3.2.6.7. Ensures the PDF has all the information required for personnel processing activities.
- 3.2.6.8. Contacts UDCCs to get cargo unit assembly complete times when not relayed to the DCC.
- 3.2.6.9. Monitors status of all personnel processing activities and forwards problems to the IDO.
- 3.2.6.10. Verifies and documents personnel shortfalls and forwards them to the IDO.
- 3.2.6.11. Prepares personnel shortfall messages for IDO release.
- 3.2.6.12. Performs additional tasks as directed by the IDO.

3.2.7. Administrative Representative.

- 3.2.7.1. Assists the logistics plans representative in pre-positioning required plans, publications and administrative materials in the DCC.
- 3.2.7.2. Controls all classified material in the DCC.
- 3.2.7.3. Types messages and ensures the IDO signs them prior to forwarding to the CAT.

3.2.7.4. Assists the DCC staff with distribution requirements.

3.2.7.5. Verifies SOE distribution list, to include the PDF, CDF, DPM, WBS, GCCs, Command Post, Airfield Manager, CPTS, OSI and any involved associate units.

3.2.7.6. Ensure runners for message delivery and reproduction requirements are available.

3.2.7.7. Controls DCC access through the issue of special deployment badges, entry access lists or visual recognition.

3.2.7.8. Reports problems or delays to the IDO.

3.2.7.9. Types, reproduces, faxes and distributes outgoing DCC messages, SOE changes and other correspondence as directed by the IDO. Monitors unit deployment distribution boxes; notifies IDO when units fail to pick up distribution.

3.2.7.10. Serves as the central data collection point for all deployment historical/reference documents.

3.2.7.11. Tracks FPCONs status and appropriate measures for the DCC.

3.2.7.12. Maintains LOGMOD log book.

3.2.8. Associate/transient Unit Deployment Representative.

3.2.8.1. Represents the deploying unit commander at the DCC during unit deployments and assist in the preparation of the SOE.

3.2.8.2. Briefs the DCC staff on the plan implementation and any peculiarities of the operation.

3.2.8.3. Provides necessary assistance and guidance to the DCC staff during unit deployments.

3.2.8.4. Advises the unit commander and staff on deployment progress.

3.2.8.5. Ensures UDCCs are activated and properly manned.

3.2.8.6. Coordinates the assembly and marshaling of deploying unit personnel and equipment.

3.2.8.7. Reports problems or delays to the IDO.

Chapter 4

CARGO DEPLOYMENT FUNCTION (CDF)

4.1. General Information.

4.1.1. The CDF serves as the installation's focal point for monitoring all cargo processing activities. The information provided below reflects CDF operations to include but are not limited to contingency operations, AEF rotations, exercises and any other deployment/re-deployment action as directed by the wing commander or IDO.

4.1.2. CDF Location, Organization, and Staffing.

4.1.2.1. The CDF is located in Bldg 705. Generally, the CDF will be activated no later than 2 hours after warning order or as directed by the IDO.

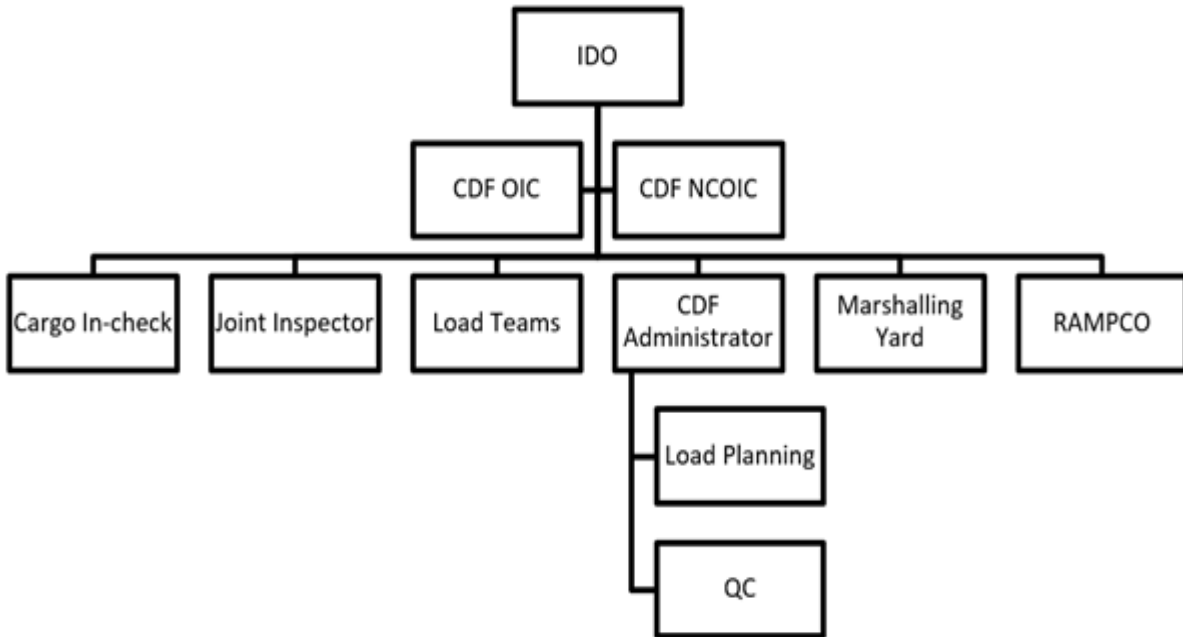
4.1.2.1.1. The CDF yard is not equipped with a secure storage facility. All cargo requiring constant surveillance or held in a vault/safe will have to be coordinated through the IDO once it has been tasked.

4.1.2.1.2. Units with increments needing constant surveillance are responsible for securing their own cargo, CDF personnel are not responsible for this cargo.

4.1.2.1.3. Any tasked increments should be brought to cargo yard at their designated in-check time to be inspected. Once inspected, weighed, and paperwork corrected, the user can return to their secure facility. Cargo will need to be returned to the CDF yard no later than 12 hours prior to scheduled departure. This timeline allows for the cargo to be weighed and JI'd before being loaded on aircraft. **NOTE:** Cargo increments taken away from CDF yard after in-check inspection will be secured by seals to avoid further tampering.

4.1.2.2. The CDF is responsible for accomplishing all cargo deployment functions, to include receiving, processing, marshaling and loading cargo aboard support aircraft. **NOTE:** Traffic Management is the OPR for all surface movements. The weigh scales at the CDF yard may be used to weigh cargo if needed to aid surface movements.

4.1.2.3. The ATF will determine the proper CDF staffing for both real world tasking's and exercises. The CDF will be staffed to maintain continuous operations for the duration of the deployment operations. As a minimum, staff the CDF with enough personnel to load two Small airframe aircraft (C-130) and one Large C-17 aircraft equivalents simultaneously. The CDF organization is as follows:

Figure 4.1. CDF Organization.

4.1.3. Required Operational Guidance.

4.1.3.1. The CDF must have ready access to the following instructions.

4.1.3.1.1. This IDP, AFMAN 24-604, AFI 24-602 Volume 2, and AFMAN 91-201_AFGSCSUP_WHITEMANAFBSUP, *Explosive Safety Standards*.

4.1.3.1.2. Create and maintain a sample book containing all Shipper Declaration for Dangerous Goods (SDDG or HAZ Dec) for the entire base. It should be validated annually. **NOTE:** Each unit on WAFB will provide Samples of each hazard they possess to the Air Transportation Function.

4.1.3.2. The CDF will have sufficient vehicles, Material handling equipment, and supplies to support continued operations. At a Minimum they will have access to two 10K Standard forklifts, two bobtail trucks, and two six pack trucks with tow capacity.

4.2. Responsibilities.

4.2.1. CDF Officer in Charge/Noncommissioned Officer in Charge (CDF OIC/NCOIC).

4.2.1.1. Accomplishes the necessary functions to receive, process, and load cargo aboard support aircraft.

4.2.1.2. Manages CDF personnel and operations, monitors the status of frustrated cargo, up channels problems to the deployment control center (DCC) transportation controller, verifies cargo is air transportable, ensures safe operations within the CDF and complies with times IAW the SOE.

4.2.1.3. Attends the deployment concept briefing if held.

4.2.1.4. Ensures each CDF section receives a copy of the deployment SOE and any changes or updates as they occur.

- 4.2.1.5. Initiates activation of CDF when notified by the IDO.
- 4.2.1.6. Ensures all deploying cargo is in accordance with transportation directives.
- 4.2.1.7. Identifies baggage handlers from load team augmentees. **NOTE:** baggage handlers should also be requested from personnel deploying, both when leaving and returning to WAFB.
- 4.2.1.8. Ensures all CDF personnel receive flight line and loading safety briefings to prior to each work shift. Also ensures all MHE operators that will be operating on the flight line are flight line certified and have a flight line competency card.
- 4.2.1.9. Verify personnel tasked to complete load plans, and Joint Inspections are qualified and certified IAW AFI 24-605V2, *Air Transportation Operations*. They will be appointed in writing by their commander.
- 4.2.1.10. Maintains familiarity with deployment instructions published in operational plans and other directives referenced in this plan.
- 4.2.1.11. Frequently checks all CDF, passenger baggage and manifesting functions to ensure all required tasks are properly accomplished and executed according to the SOE.
- 4.2.1.12. Passes completion times to the DCC and immediately elevates problem areas, anticipated delays or problems encountered with cargo processing to the DCC transportation controllers.
- 4.2.1.13. Coordinates requests for powered aerospace ground equipment (AGE) to support nighttime deployment activities; this includes cargo in-check, cargo marshalling yard, hot cargo pad and aircraft parking areas as required.
- 4.2.1.14. Maintains events log in LOGMOD and records significant events, communications and problem resolution for later study and review.
- 4.2.1.15. Monitors the potential choke points identified in [Attachment 4](#).

4.2.2. CDF Marshalling Yard Personnel.

- 4.2.2.1. Oversee security and operations of designated marshaling yard.
- 4.2.2.2. Ensure all paper work for each increment is included with each piece of cargo accepted in the marshalling yard.
 - 4.2.2.2.1. For Classified and sensitive items make sure the above are attached as well as the following with at least five copies of each: DD form 1387-2, *Special Handling Data/Certification*, DD form 1907, *Signature and Tally Record*.
- 4.2.2.3. Organize cargo in to chalk order.
- 4.2.2.4. Manage flow of cargo into the CDF working closely with JI/In-check and CDF Admin.
- 4.2.2.5. Keep the CDF OIC/NCOIC and the CDF Admin office abreast of issues and problems.

4.2.3. CDF Admin.

- 4.2.3.1. Acts as the CDF communications hub for the entire CDF.

4.2.3.2. Advises CDF OIC/NCOIC and DCC transportation controller of impending late times and cargo problems.

4.2.3.3. Inputs increment movement times into the DCC LOGMOD SOE.

4.2.4. **Ramp Coordinator (RAMPCO) Personnel.**

4.2.4.1. Act as the eyes and ears on the flight line for the IDRC.

4.2.4.2. Manage, survey, and coordinate all ramp activities associated with aircraft loading operations.

4.2.4.3. Divert resources accordingly to ensure on time departures IAW the SOE.

4.2.4.4. Organizes cargo in holding yard in chalk order IAW the SOE and load plans

4.2.4.5. Brief aircraft commander/loadmaster on the characteristics of the load, hazardous materials (HAZMAT), documentation requirements, waivers, etc.

4.2.4.6. Ensure passengers, baggage and final aircraft commander's package is available at passenger load start.

4.2.4.7. Coordinate passenger loading times and escort passengers to aircraft. (See **Chapter 5** for additional passenger loading guidance).

4.2.5. **Cargo In-check.**

4.2.5.1. Verifies receipt of equipment for processing, use appropriate inspection checklist to in check the cargo (Pallet or Rolling Stock Checklist)

4.2.5.2. Weigh each deploying unit's equipment, and verify weight against Marshalling yard placard, Packing List, and Load List.

4.2.6. **Joint Inspection (JI).**

4.2.6.1. Conducts the final inspection with unit's cargo increment monitors and quick fix team.

4.2.6.2. Inspects and certifies cargo for air transportability in accordance with DTR 4500.9-R, *Defense Transportation Regulation (DTR)*, Part II - *Cargo Movement*, Part III - *Mobility*, AFI 10-403, and AFMAN 24-604.

4.2.6.3. Each unit will have a cargo increment monitor accompany the equipment to resolve any discrepancies or communicate requirements to *Passenger Movement*, unit personnel until the cargo clears the JI process. The tasked unit must have a team ready to immediately respond to resolve any discrepancies frustrating the cargo either as part of the quick-fix team or to augment the quick fix team.

4.2.7. **Load Planning.**

4.2.7.1. Maximize the use of support airlift. Use ICODES, the only acceptable automated system for completing air load plans.

4.2.7.1.1. If ICODES is down, units will use DD Form 2130 Series, *Aircraft Load Plans* or Air Force (AF) Form 4080, *Load/Sequence Breakdown Worksheet*.

4.2.7.2. The Load Plans section imports the ICODES data and revises the chalk load plan, adds the actual baggage and passenger data, and prints the final load plan. Load Plans prints the load plan and forwards to the RAMPCO to begin loading activities. Once the final load plan is accomplished, Load Plans forwards the required copies of the signed load plan, the ICODES data file, and all other documentation to the Quality Control section.

4.2.8. **Quality Check Personnel.**

4.2.8.1. Ensure accompanying documentation is complete and accurate package and the station file copy.

4.2.8.2. Maintains events log in LOGMOD or and record significant events, communications and problem resolution for later study and review.

4.2.9. **Cargo Manifesting Representative:**

4.2.9.1. Produces Cargo Manifest in CMOS or GATES.

4.2.9.1.1. All processes below can be executed utilizing the GATES system, and are interchangeable.

4.2.9.2. Imports the CMOS TCN Detail file that is sent by the DCC. A CMOS operator will check the actual increment documentation against the data in CMOS and then update the data as required.

4.2.9.3. Produces a CMOS generated shipping label and provides to the In-check area via runner for each increment. In the event CMOS is not available, a DD Form 2775, *Pallet Identifier*, can manually be prepared if the automated form is unavailable.

4.2.9.4. Produces a cargo manifest for each chalk. In the event CMOS is not available, a DD Form 1385, *Cargo Manifest*, is used. The Load Planning representative is given updated information as increments are in-checked. The Cargo Manifest and CMOS disk, along with any load lists, packing lists, and shipper's declarations, DD Form 1387-2 will be forward to the Quality Control (QC) section.

4.2.9.5. As required, prepares RFID tags to be used IAW the DTR.

Chapter 5

PERSONNEL DEPLOYMENT FUNCTION (PDF)

5.1. General Information. The PDF serves as the installation's focal point for the monitoring of all personnel processing activities.

5.1.1. Purpose. The PDF properly accounts for, publishes TDY orders, manifests and loads deploying personnel aboard support aircraft or vehicles. The PDF provides personal, financial and professional services to deploying personnel on an as-needed basis. However, all stations must be available, if needed. Personnel must meet and accomplish all deployment eligibility requirements before processing through the PDF. 131st orders will be processed by 131st Finance who will coordinate 509 CPTS concerning TFI movements for Cross Orgs, Line of Accounting (LOA) CIC codes and deployment specific entitlements.

5.2. PDF Location, Organization, and Staffing.

5.2.1. PDF Locations. The IDO will direct the activation of the PDF in bldg. 705 or alternate location. The IDO will activate the PDF no later than two hours prior to personnel processing. However, the IDO, Personnel Deployment Function Officer (PDFO) or MPS chief may activate the PDF at any time.

5.2.2. PDF Organization. The PDFO, in conjunction with Cargo Deployment Function Officer (CDFO), is responsible to the IDO for accomplishing all passenger terminal activities, to include weighing, manifesting, briefing and loading passengers and their baggage aboard transportation. The PDF will provide all individual processing, to include personnel eligibility, financial, medical and other professional services on an as-required basis. **NOTE:** Processing line items that are as required or at the discretion of the IDO are identified with a *. If Whiteman mission partners are processing the respective 131st/442d IPR will be a part of the PDF.

- 5.2.2.1. Personnel Eligibility (509 FSS/FSMP)
- 5.2.2.2. Medical and Immunization (509 MDG)
- 5.2.2.3. Identification/Emergency Data (509 FSS/FSMP)*
- 5.2.2.4. Legal Assistance (509 BW/JA)*
- 5.2.2.5. Financial Service Office (FSO) Technician (509 CPTS)*
- 5.2.2.6. Chaplain Counseling (509 BW/HC)*
- 5.2.2.7. Base Sexual Assault Response Coordinator (SARC)*
- 5.2.2.8. Air Force Office of Special Investigation (AFOSI)*
- 5.2.2.9. PAX Handler Augmentees*
- 5.2.2.10. Manifesting (509 LRS)
- 5.2.2.11. PAX Baggage Augmentees*
- 5.2.2.12. Installation Personnel Readiness (509 FSS/FSO)

5.2.2.13. Airmen and Family Readiness Center (509 FSS/FSFR) 131st IPR will ensure local checklist is provided to the UDM's for 131st members. 131st IPR will accomplish checks per 131st, 10-403 Wing Base Instruction, 17 October 2018 for activation.

5.2.2.14. Force Support/In-flight Kitchen (509 FSS/FSVF)*

5.2.3. Required Operational Materials.

5.2.3.1. Management Tools. Passenger processing control charts are to be posted in the passenger processing area. Also, the federal crimes and prohibited items warning sign must be posted conspicuously for all to read.

5.2.3.2. Amnesty Box. A conspicuous, locked box will be available at the passenger holding areas. This is required only if passengers are clearing customs. A prohibited items container will be placed at the entrance of the PDF.

5.2.3.3. Clearing Barrel. A clearing barrel will be provided at the PDF location to ensure deploying personnel carrying weapons are safe prior to entering the facility if members are hand carrying weapons.

5.2.3.4. Baggage Box. A box measuring 9x15x24 inches used to measure hand-carried baggage and ensure requirements are not exceeded.

5.2.3.5. Computer Equipment. All computer equipment, hardware and software to monitor and accomplish all deployment activities.

5.2.3.6. Processing Line Furniture. Provide furniture to support each processing line station.

5.2.3.7. Miscellaneous Equipment. Provide all administrative supplies, safety equipment and supplies needed to process personnel.

5.3. Responsibilities.

5.3.1. 509th Force Support Squadron Commander. Establishes, organizes and trains the PDF IAW the WAFB IDP, AFI 36-3802, and AFI 10 403 to support deployments and redeployments.

5.3.2. Military Personnel Section Chief. Appoints, in writing, a personnel deployment function officer/NCO (PDFO/NCO) to manage the PDF and provide a copy of the appointment letter to LRS/LGRDX.

5.3.3. Personnel Deployment Function Officer In Charge/Non-Commissioned Officer In-Charge (PDFOIC/PDFNCOIC):

5.3.3.1. PDF Activation. Activates the PDF as directed by the IDO, FSS Commander and MPS Chief. Staffs and trains all PDF sections adequately for continuous operations. Ensures all required operational materials are on hand and current or operational. Specifically, ensures administrative supplies are available.

5.3.3.2. PDF Strength Reporting. Will establish work shifts for all PDF personnel and will identify augmentee no shows/shortages and notify the DCC.

5.3.3.3. Is Responsible to IDO to oversee deployment personnel processing to include: personnel, financial, medical and other professional services. Additionally, the PDFO ensures all air passenger terminal activities, to include weighing, manifesting, briefing and loading passengers and baggage aboard support aircraft, are completed IAW the SOE.

5.3.3.4. Verifies with 509 CS that they have established all communication systems links to all personnel work centers and the DCC prior to deployment activities. Contact Communication Focal Point/C2 at 687-3666/2666 for any communications shortfalls.

5.3.3.5. Shortfalls and LIMFACs. Obtain all approved shortfalls and LIMFACs from the DCC.

5.3.3.6. 509 LRS/LGRDX will process reclamation with personnel coordination through the IPR. The IDO is responsible for staffing all shortfalls through the appropriate wing commander; IPR will verify all personnel information submitted by the UDM is correct.

5.3.3.7. The PDF OIC/NCOIC will frequently check all PDF functions to ensure required tasks are properly accomplished and executed according to the schedule of events.

5.3.3.8. Ensure positive passenger control during passenger in-check and after passenger has completed their processing. Ensure a head count of passengers by unit line number/roll call during passenger in-check.

5.3.3.9. Maintains events log in LOGMOD and records significant events, communications and problem resolution for later study and review.

5.3.3.10. Encourages each section to develop position handbooks or continuity folders for shift turnover and seamless control.

5.3.3.11. Monitors the potential choke points identified in [Attachment 2](#).

5.3.3.12. During an authorized mobility movement, the weight of the passengers may be waived by the IDO IAW DTR 4500.9-R, Part I - *Passenger Movement*, Chapter 103, Figure 103-8, Standard Planning Weights.

5.3.4. **Installation Personnel Readiness (509 FSS/IPR).**

5.3.4.1. Ensures availability of the following items.

5.3.4.1.1. Six-part folders (for SOE and chalk name listings)

5.3.4.1.2. Highlighter pens

5.3.4.1.3. DRMD or levy flow

5.3.4.1.4. Events log

5.3.4.1.5. Unit points-of-contact listings

5.3.4.2. Follows these procedures when LAN is unavailable:

5.3.4.2.1. Accept disks and advise the runner not to leave until told to do so.

5.3.4.2.2. Ensure personnel listed have a correct ULN/LN number, grade and AFSC.

5.3.4.2.3. If correct, pass the DRMD to the medical monitor.

5.3.4.2.4. If incorrect, contact the POC and request correction.

5.3.4.3. Deployment Orders:

- 5.3.4.3.1. Are unclassified, whenever possible, unless otherwise stated in the plan, or directive.
- 5.3.4.3.2. Upon receipt of chalk folder, verify the number of personnel, on the SOE versus the number of names on the DRMDs and resolve discrepancies.
- 5.3.4.3.3. Update data from DCAPES and publish the order.
- 5.3.4.3.4. Verify the numbers of names on the order versus the number of personnel indicated on the SOE to ensure all personnel are on the order.
- 5.3.4.3.5. Log the update completion time on the chalk folder and in the orders control log.
- 5.3.4.3.6. The IPR NCO will sign, authenticate and type the order number and date on the order.
- 5.3.4.3.7. Give the order to the finance representative who will certify the funding on the orders.
- 5.3.4.3.8. If a classified order is required, make one copy of the order only.
- 5.3.4.3.9. Determine the number of order copies needed. Write this number on a piece of paper and attach it to the original order. Give the original order to the runner. The runner will then take the order for reproduction. When the runner returns with the orders, log the order completion time on the chalk folder.
- 5.3.4.3.10. If classified orders are required, make your file copy classified. To do this, white out the data in the location and date blocks. On the order, type in the actual location and duration of the exercise. Stamp appropriate classification on the top and bottom of both the front and backside of the order. File the order in the safe.
- 5.3.4.3.11. File original orders in exercise folder; instruct the runner to distribute the orders to the following personnel to the PDF stations: WIT/IG, OIC/NCOIC, Med Group representative, TMO manifesting representative, Board Coordinator, finance and the DCC.

5.3.5. Troop Commander.

- 5.3.5.1. After personnel processing is complete, the troop commander will receive a personnel accountability kits (PAK). This kit will contain one copy of CED orders with full SSNs of personnel deploying, AF Form 245, *Employment Locator and Processing Checklist*, for each deploying member and other valuable information regarding deploying personnel and cargo. **NOTE:** AF Form 245 is not required for locally generated exercises. Chaplains and medical personnel cannot perform as troop commanders unless the entire flight is composed of chaplain/medical corps personnel. Mark both sides of the PAK with this statement: "PERSONNEL ACCOUNTABILITY KIT".
- 5.3.5.2. Will maintain positive control over the passengers in his chalk.

5.4. Baggage Processing Guidance.

5.4.1. CDF Baggage Processing.

5.4.1.1. The CDF is the OPR for baggage processing guidance for exercise and real-world contingencies.

5.4.1.1.1. Establish a passenger baggage check-in point in the PDF.

5.4.1.1.1.1. All duty passengers on contingency, Special Assignment Airlift Mission (SAAM), or other dedicated mobility missions will follow the guidelines provided in the DTR Part III, and are not subject to the Transportation Security Administration (TSA) inspection standards. Carry-on bags must fit under seat or be stowed in overhead bin not to exceed 9"x14"x22" for a total of 45 linear inches.

5.4.1.1.2. Terminal Security personnel will limit access to the PDF to only essential personnel. All personnel will be screened IAW DTR Part III requirements.

5.4.1.1.3. 509 LRS/CC, in writing, exemption of on-duty DCC/CDF/PDF personnel or personnel directly involved with ATF operations on a routine and recurring basis (e.g., ramp controller and border clearance officials) from inspection. This exemption list will be kept to an absolute minimum. The exemption letter will be available at the security checkpoint

5.4.1.2. Weigh all passenger baggage pallets and floor-loaded bags as required.

5.4.1.3. Aircrew Baggage: Aircrew personal baggage not shipped in the unit organic aircraft may go on support aircraft. All unaccompanied aircrew baggage will be certified free from prohibited items during baggage in-check.

5.4.1.4. Provide baggage weight information to the Passenger manifestors and CDF admin office.

5.4.1.5. Ensure AF Form 94 are attached to all bags, and individually issued mobility bags.

5.4.1.6. Limit personnel baggage to two pieces, not to exceed 70 pounds each or 62 linear inches each, excluding professional bags.

5.4.1.7. Have the right to refuse metal or wood footlockers, footlockers with sharp corners, trunks or large coolers.

5.4.1.8. Ensure bags do not have sharp corners or edges.

5.4.1.9. The PDF will use actual passenger weights if AFMAN 24-604, Chapter 3 movement has not authorized. The passenger manifest will determine if passenger weight are integrated or separated. The manifestors will annotate if weight are integrated (passenger weight plus their hand carried baggage) on the manifest once the manifest is completed.

5.4.1.10. Ensure security of all baggage until loaded.

5.4.1.11. All hand-carried items will be screened for weapons of mass destruction (WMD)/improvised explosive device (IED) capabilities when entering the passenger terminal secure area.

5.4.1.11.1. Reference TSA website (<http://www.tsa.gov>) for current prohibited items list.

5.5. Passenger Processing Guidance.

- 5.5.1. Assign the senior deploying person for each chalk as the troop commander.
- 5.5.2. Provide the troop commander's briefing and the troop commander's package.
- 5.5.3. Provide troop commander anti-hijacking briefing.
- 5.5.4. Provide the troop commander a PAK that contains, at a minimum, the following items:
 - 5.5.4.1. DD Form 2766, *Adult Preventive and Chronic Care Flowsheet*, for each individual on that chalk.
 - 5.5.4.2. One copy of CED orders per individual listed on the orders.
 - 5.5.4.3. AF Form 245
 - 5.5.4.4. One copy of the DD Form 2131, *Passenger Manifest*.
- 5.5.5. IPR will provide the CMOS disc.
- 5.5.6. Ensure PDF portion of Troop Commander PAK is place in the CDF Final Troop Leader Pack IAW AFI 10-403, attachment 16.
- 5.5.7. **Aircrew Processing (Flying Jets).**
 - 5.5.7.1. Two hours after deployment concept brief, UDM will provide DCC personnel representative a by-chalk listing of all aircrews scheduled to process/fly.
 - 5.5.7.2. Once the DCC personnel representative receives the list, the unit deployment manager will proceed to Aircrew Equipment for issue of aircrew gear.
 - 5.5.7.3. After issue of aircrew mobility bag, UDMs will ensure electronic Air Force Deployment Folders (AFDF) are completed PDF for review.
- 5.5.8. **Anti-terrorism, Anti-smuggling and Weapons.**
 - 5.5.8.1. Anti-hijacking Briefing. Complete per DTR Part III, Appendix T.
 - 5.5.8.2. Passengers and baggage are subject to search under federal law and as a requirement for travel.
 - 5.5.8.3. Deploying individuals that are authorized weapons on their orders may hand carry their weapons aboard the support aircraft (Air Mobility Command (AMC) Aircraft/Civilian Reserve Air Fleet (CRAF)). See **paragraph 6.3.2.8** for commercial movement. The following conditions apply:
 - 5.5.8.3.1. Member must remove bolt from weapon and store in baggage or weapon maybe plugged to prevent arming of weapon.
 - 5.5.8.3.2. A senior deploying armed individual must collect and maintain custody of any ammunition until the end of the flight.
 - 5.5.8.3.3. The weapons serial numbers must be listed on orders.

5.5.9. Passenger Loading.

5.5.9.1. Ensure passengers are ready to load according to the SOE or when directed by RAMPCO. Coordinate with transportation DCC for movement of deploying personnel from the PDF to the aircraft.

5.5.9.2. After loading, RAMPCO will complete the loading agent signature block of the passenger manifest and communicate PAX load start and completion times to the DCC transportation controller immediately.

5.5.10. Passenger Manifesting Guidance.

5.5.10.1. Confirm the SOE passenger load times with the DCC Trans Rep.

5.5.10.2. Bring all discrepancies to the attention of the DCC Trans Rep. and update LOGMOD log book with all discrepancies as they occur.

5.5.10.3. Ensure that during exercises, passengers identified as simulated are not deleted from passenger manifests.

5.5.10.4. Obtain the tail number, spot number, chalk number and departure time from the DCC Trans Rep.

5.5.10.5. Type in names or attach special orders to the manifest showing passenger data.

5.5.10.6. Cross out individuals appearing on the orders that are no-shows, not manifested aboard specific aircraft, and have been deleted. Adjust all totals to reflect the change.

5.5.10.7. Notify the PDFO/NCOIC of no-show passengers and coordinate manifest changes with the DCC.

5.5.10.8. GATES will be used for preparing passenger manifests. **NOTE:** if GATES is down, or no one on station is trained, the CMOS will be used and 509 LRS/LGRDAP will provide training and assistance.

5.5.10.9. If both GATES and CMOS are down or unavailable, manually complete passenger manifest IAW DTR Part I passenger manifesting procedures.

5.5.10.10. Place one copy of the passenger manifest in the troop commander's package and send a copy to the CDF load planning/quality control section.

5.5.10.11. Update LOGMOD/SOE immediately with completion times.

5.5.10.12. For Surface Movements, complete CED orders in lieu of the passenger manifest.

5.5.10.13. After the manifest is closed-out, distribute as follows.

5.5.10.13.1. Place two copies in the troop commander's PAK.

5.5.10.13.2. Provide two copies to the quality control inspectors and one copy to each aircraft commander and troop commander.

5.5.10.13.3. Provide one copy each to the DCC LOGREP, DCC TRANSREP and PDF.

5.5.10.13.4. Provide the final signed copy of the passenger manifest to the CDF to be placed in station file.

5.5.10.14. All required passenger briefings will follow the completion of the manifest.

5.5.10.14.1. Troop commander briefings. The PDFOIC/NCOIC or designated representative (passenger requirements at the PDF), along with the RAMPCO (cargo requirements at the aircraft), will brief the troop commanders on their duties and responsibilities. Brief the troop commander on the PAK. If medical personnel do not deploy with the medical records, the troop commander will sign a receipt for these records. Document the receipt for any records on the station file copy of the passenger manifest.

Chapter 6

COMMAND, CONTROL, AND COMMUNICATIONS

6.1. General.

6.1.1. Guidance. Any deployment notification for Whiteman-based units will be received through the 509 BW/CP. The 509 BW/CP is responsible for notifying the IDO, the tasked unit(s) and the host deployment work centers. If 509 BW/CP is not an action or info addressee on deployment notification and tasking messages, emergency action messages or OPORDs received by Whiteman AFB units from their MAJCOM Functional Manager, the unit commander will ensure that 509 BW/CP is notified immediately. Weapons will not be loaded during non-contingency deployments.

6.1.2. 509 BW/CC and 509 BW/CV are authorized to initiate a recall of Whiteman AFB personnel assigned to deployment work centers.

6.1.3. Unit pyramid alert and recall rosters are not included in this plan. Only the guidance, responsibilities and procedures for establishing and executing each unit's alert and recall systems are included in this chapter.

6.1.4. Exercise vigilance and caution during the execution of any alert and recall system if the alert and recall is in support of a classified tasking order to ensure classified and/or sensitive information is not compromised over unsecured communication modes.

6.1.5. Upon notification of a recall, all required personnel will report to their duty section as soon as safe travel permits.

6.2. Responsibilities.

6.2.1. Commanders of all units, either with a deployment mission or a tasking to support deploying units, will.

6.2.1.1. Recall unit personnel IAW the 509 BW Recall Plan, Wing Recall, Reporting and Release Plan WAFB Plan 10-207, or tenant unit recall plans, as appropriate. All personnel will report to their work centers as soon as possible after recall or as dictated by the recall message.

6.2.1.2. Units will develop a checklist of specific procedures to ensure unit personnel are notified and/or recalled in a timely manner. Unit personnel acting as the 24-hour POCs will be trained to fully understand alert notification procedures and must be capable of accomplishing all required response actions and responsibilities. UDMs and unit representatives to the DCC should be among the first people recalled.

6.2.1.3. Tenant units will ensure 509 BW/CP is notified immediately of any deployment warning, alert or execution Order received directly by the unit from its MAJCOM.

6.2.1.4. Execute unit's pyramid alert and recall system upon receipt of a valid deployment order from an appropriate authority.

6.2.1.5. Determine the need to recall personnel on leave or TDY.

6.2.2. 509 LRS/LGRDX Responsibilities.

- 6.2.2.1. Furnish 509 BW/CP with a 24-hour POC and alternate POC for the Installation Deployment Officer.
- 6.2.2.2. Ensure notification and recall of all deployment work center personnel including augmentees.
- 6.2.2.3. Immediately provide copies of all alert, warning, execution, etc. orders and airlift messages upon receipt to the IDO.
- 6.2.2.4. Ensure 509 BW/CP controllers are capable of implementing deployment alert notification procedures when necessary.
- 6.2.2.5. Execute alert notification procedures IAW the applicable checklist upon receipt of a deployment order or exercise notice from an appropriate authority.

6.2.3. Deployment Support Organization Responsibilities.

- 6.2.3.1. Ensure 509 BW/CP has a 24-hour, 7-day a week POC available to initiate a deployment support recall for their organizations. Once alert order has been received to execute an OPLAN, the 24-hour POC will be on base.
- 6.2.3.2. Establish pyramid notification system at the 24-hour POC for the alert and recall of deployment work center personnel (to include augmentees) and establish procedures for pyramid system execution.
- 6.2.3.3. Execute organization's alert and recall procedures upon receipt of notification from the 509 BW/CP or IDO.

6.2.4. Deployment Work/Control Center Responsibilities.

- 6.2.4.1. Notify personnel assigned to them for notification on the unit's alert and recall pyramid roster.
- 6.2.4.2. When reporting for duty, drive/travel safely and comply with all traffic regulations. Deployment work center augmentees will report to their pre-assigned work center supervisor or location or as directed in the recall notification. **NOTE:** Recommend that augmentees report to pre-assigned work centers NLT 2 hours after recall.
- 6.2.4.3. Ensure appropriate organization or office is immediately notified of any changes in address, home phone, duty phone, etc., which would affect the currency of the unit's alert and recall roster.
- 6.2.4.4. Upon notification of a telephone alert only (no recall directed), remain on telephone standby until released or recalled for duty. If personnel change locations, they must provide their contact point with a telephone number where they can be reached. Do not remain out of telephone contact for more than 15 minutes.

6.2.5. Integrated Deployment System (IDS).

6.2.5.1. Air Force automated systems that comprise IDS must be used to support the deployment process. The IDS is the automated tool used for wing level deployments and contingency operations. It includes the following systems: LOGMOD, DCAPES, CMOS, and the ICODES. The IDS provides the interface necessary for the flow of information throughout the deployment process and can operate on either disk to disk or through the LAN.

6.2.5.1.1. Units with a deployment commitment will use and maintain LOGMOD for personnel and cargo movements.

6.2.5.2. IDS Backup Systems.

6.2.5.2.1. LOGMOD will be maintained by 509 LRS/LGRDX as a potential backup system for LOGMOD during local exercises, inspections and/or deployments.

6.2.5.2.2. The DCC staff will maintain the Wing's master data to support ongoing contingency/exercise operations. In case of network/power failure, deploying units will coordinate with the DCC to import/export data from In case of network/power failure, deploying units will coordinate with the DCC to import/export data from other manual methods in order to meet deployment requirements.

6.2.5.2.3. ICODES. In case of computer failure, complete load plans manually on a DD Form 2130 Series appropriate airframe.

6.2.5.2.4. CMOS. In case of computer failure, Cargo Manifests will be done manually on DD Form 1385. Complete the Passenger Manifest manually on a DD Form 2131.

6.3. Associate Organizations.

6.3.1. **General.** This section specifically identifies where transient/associate unit procedures may deviate from host unit procedures as a matter of standard operating procedure. All other deviations are on a case-by-case basis and subject to IDO approval unless specifically outlined in the host-tenant support agreement.

6.3.1.1. Unless otherwise noted in the aforementioned document, the 509 BW deployment process supports all associate unit deployments with maximum participation of available associate unit personnel.

6.3.2. Procedures.

6.3.2.1. Units will enter or verify fund sites for unit personnel.

6.3.2.2. Units will be responsible for services related readiness issues of their units.

6.3.2.3. Units will establish UDCCs for all appropriate associate agencies.

6.3.2.4. Tenant units will manage DCAPES for their respective squadrons. This will include the construction and import of the 'levy file' from DCAPES to LOGMOD.

6.3.2.5. Tenant units will submit shortfalls from the DCC to AEFC with an info copy to their command during primary deployment operations.

6.3.2.6. Associate units will be responsible for attending the Concept Briefing and updating their unit leadership as appropriate.

6.3.2.7. If a UTC belonging to a tenant unit is tasked and unable to provide immunizations technicians the immunization station of the PDF will be provided by 509 MDG.

6.3.2.8. 509 LRS/LGRD will arrange for commercial movement of associate unit personnel and cargo if tasked in this manner. In addition, should the tenant unit be tasked to transport weapons or munitions by commercial means, 509 LRS/LGRDDO will assist the associate unit as necessary to perform this task.

6.3.2.9. Associate units and supported Geographically Separated Units (GSUs) will use the AFDF table of contents listed in AFI 10-403.

6.3.2.10. Associate units and supported GSUs will follow procedures as outlined in the WAFB IDP.

Chapter 7

509TH BW DEPLOYMENT AUGMENTATION DUTY AND TRAINING PROGRAM

7.1. The 509th Logistics Readiness Squadron Commander (509 LRS/CC) will.

- 7.1.1. Serve as the overall responsible activity for augmentation of the CDF, PDF, and DCC during deployment activities.
- 7.1.2. Will ensure that all LRS Flights provide names and personnel for training in a timely manner, and maintain their currency while assigned as augmentees.
- 7.1.3. Will ensure that augmentees are trained on required procedures and any specialized equipment that they may operate.
- 7.1.4. Ensures there is a viable augmentation program to support the deployment process year round.

7.2. Deployment Training.

- 7.2.1. Responsibilities.
 - 7.2.1.1. All military personnel subject to deployment must receive appropriate deployment training. A member who has an AFSC that exists in any UTC is subject to deployment.
 - 7.2.1.2. Units will ensure that all their members are properly trained for their taskings.

7.3. Roles.

- 7.3.1. Unit Deployment Managers.
 - 7.3.1.1. Will ensure members tasked to deploy have completed all required training and verify that the member is prepared for any Initial Location (ILOC) training, if applicable.
 - 7.3.1.2. Will notify Logistics Plans and Installation Personnel Readiness of any name changes or disqualifications as soon as possible.
 - 7.3.1.3. Track travel for all deployers through the Traffic Management and Single Mobility System (SMS).

7.4. Training Requirements.

- 7.4.1. **509 LRS Logistics Plans**
 - 7.4.1.1. Establishes a deployment-training program.
 - 7.4.1.2. Ensures the wing commander and group commanders are aware of wing deployment training status quarterly.
 - 7.4.1.3. Reviews local exercise and HQ AFGSC/IG exercise reports to determine remedial training needs and identifies these requirements to unit commanders.
 - 7.4.1.4. Ensures training statistics are briefed to senior leadership IAW applicable instructions.
 - 7.4.1.5. Ensures training schedules are provided to each unit prior to the forthcoming month to provide ample time for scheduling.

7.4.2. 509 LRS Air Transportation Function

7.4.2.1. Request funds for transportation deployment training, including support of organizations not located at host base.

7.4.2.2. Maintain ATF personnel with qualification on Joint Inspection, Load Planning, and Hazardous Material Inspector (at a minimum).”

7.4.3. Functional Experts/Trainers.

7.4.3.1. Conduct training for their specific areas as required.

7.4.3.2. Ensure a suitable training area is available.

7.4.3.3. Ensure trainers are qualified in their particular area of expertise.

7.4.3.4. Develop lesson plans and handouts to facilitate the training.

7.4.3.5. Ensure lesson plans address safety requirements.

7.4.3.6. Inform IDO and 509 LRS/LGRDX quarterly regarding training status reports and upcoming classes for that timeframe.

7.4.3.7. Augmentee training is required for the following duties IAW AFI 10-403:

7.4.3.7.1. Quality Control

7.4.3.7.2. Load Team

7.4.3.7.3. Cargo In-Check

7.4.3.7.4. Cargo Marshaller

7.4.3.7.5. Ramp Coordinator

DANIEL C. DIEHL, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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Prescribed Forms

None

Adopted Forms

AF Form 94, *Air Baggage Claim Tags*

AF Form 245, *Employment Locator and Processing Checklist*

AF Form 522, *USAF Firearms Qualification Card*

AF Form 847, *Recommendation for Change of Publication*

AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*

AF Form 1297, *Temporary Issue Receipt*

AF Form 4006, *Unit Deployment Shortfall/LIMFAC Report*

DD Form 2766, *Adult Preventive and Chronic Care Flowsheet*

DD Form 93, *Record of Emergency Data*

DD Form 1385, *Cargo Manifest*

DD form 1387-2, *Special Handling Data/Certification*

DD Form 1907, *Signature and Tally Record*

DD Form 2130 Series, *Aircraft Load Plans*

DD Form 2131, *Passenger Manifest*

DD Forms 2760, *Qualification to Possess Firearms or Ammunition*

DD Form 2775, *Pallet Identifier*

DD Form 2795, *Pre-Deployment Health Assessment*

DD Form 4080, *Load/Sequence Breakdown Worksheet*

Abbreviations and Acronyms

131 BW/CC—131st Bomb Wing Commander

131 LRS/LGRDX—131st Plans and Integration Section

509 BW—509th Bomb Wing

509 BW/CC—509th Bomb Wing Commander

509 BW/CV—509th Bomb Wing Vice Commander

509 BW/CCC—509th Bomb Wing Command Chief

509 BW/IGI—509th Inspector General

509 BW/IP—509th Information Protection Office

509 BW/JA—509th Staff Judge Advocate

509 BW/PA—509th Public Affairs Office

509 BW/XP—509th Wing Plans Division Chief
509 CES/CC—509th Civil Engineer Squadron Commander
509 CS/CC—509th Communications Squadron Commander
509 CPTS/CC—509th Comptroller Squadron Commander
509 FSS/CC—509th Force Support Squadron Commander
509 FSS/FSO—509th Personnel Section
509 FSS/FSMM—509th Manpower Organization Office
509 LRS/CC—509th Logistics Squadron Commander
509 LRS/LGRD—509th Deployment and Distribution Flight
509 LRS/LGRDDO—509th Ground Transportation Section
509 LRS/LGRDAS—509th Air Transportation Function Section
509 LRS/LGRDX—509th Plans and Integration Section
509 LRS/LGRM—509th Material Management Flight
509 LRS/LGRMSP—509th Individual Protective Equipment Section
509 MSG/CC—509th Mission Support Group Commander
509 MXG/CC—509th Maintenance Group Commander
509 OG/CC—509th Operations Group Commander
509 OSS/OSW—509th Weather Flight
509 OSS/OSW—509th Staff Meteorologist
509 SFS/CC—Security Forces Squadron Commander
ACL—Allowable Cabin Loads
ACST—Advanced Combat Skills Training
ADT—Air Advisor Training
AEF—Air Expeditionary Forces
AEFC—Air Expeditionary Forces Center
AFI—Air Force Instruction
AFDF—Air Force Deployment Folder
AFPC—Air Force Personnel Center
A&FRC—Airmen and Family Readiness Center
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AGE—Aerospace Ground Equipment

AMC—Air Mobility Command
AME—Alternate Mission Equipment
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
AOR—Area of Responsibility
ARC—Air Reserve Component
AS—Allowance Standards
ASIMS—Aeromedical Services Information Management Systems
ATF—Air Transportation Function
BAS&E—Base Support and Expeditionary Site Plan
CAFSC—Career Air Force Specialty Code
CAT—Crisis Action Team
CATM—Combat Arms Training and Maintenance
CA/CRL—Certificate Authority/Certificate Revocation List
CBT—Computer based Training
CDF—Cargo Deployment Function
CDFO—Cargo Deployment Function Officer
CED—Contingency, Exercise, and Deployment
C/G—Center of Gravity
CMOS—Cargo Movement Operations System
COCOM—Combatant Commander
CONPLAN—Concept Plan
CPTS—Comptroller Squadron
CRAF—Civil Reserve Air Fleet
CST—Combat Skills training
CTO—Commercial Travel Office
DAV—Deployment Availability
DCAPES—Deliberate and Crisis Action Planning and Execution System
DCC—Deployment Control Center
DDF—Deployment Data File
DEPORD—Deployment Order
DMC—Deployment Medical Clearance Module

DOC—Designed Operational Capability
DoD—Department of Defense
DOT—Department of Transportation
DPWG—Deployment Process Working Group
DRHA—Deployment-related Health Assessment
DRMD—Deployment Requirements Manning Documents
DSN—Defense Secure Network
SOE—Deployment Schedule of Events
DTR—Defense Transportation Regulation
DVO—Deployment Vehicle Operations
EAL—Entry Authorization List
EOR—Explosive Ordnance Recognition
EPC—Emergency Point of Contact
FAC—Functional Account Code
FGC—Force Generations Center
FORSIZE—USAF Force Sizing Exercise
FSS—Force Support Squadron
FPCONS—Force Protection
GART—Global Asset Reporting Tool
GATES—Global Air Transportation Execution System
GCC—Geographic Combatant Commander
GSA—General Services Administration
GSU—Geographically Separated Unit
HAZMAT—Hazardous Material
HHQ—Higher Headquarters
HQ AFGSC—Head Quarters Air Force Global Strike Command
IAW—In Accordance With
ICODES—Integrated Computerized Deployment Systems
ID—Integrated Defense
IDO—Installation Deployment Officer
IDRC—Installation Deployment Readiness Cell
IDS—Integrated Deployment System

IED—Improvised Explosive Device
ILSS—Integrated Logistics Support System
ILOC—Initial Location
IPE—Individual Protective Equipment
IPR—Installation Personnel Readiness
JCAVS—Joint Clearance and Access Verification System
JI—Joint Inspection
JOPEs—Joint Operation Planning and Execution System
JPAS—Joint Personnel Adjudication System
LAN—Local Area Network
LIMFAC—Limiting Factor
LOA—Line of Accounting
LOGDET—Logistics Detail
LOGFOR—Log Force Packaging System
LOGMOD—Logistics Module
LOGPLAN—Planning Systems
LRS—Logistics Readiness Squadron
MAC—Mean Aerodynamic Cord
MAJCOM—Major Command
MANFOR—Manpower Force Module
MASO—Munitions Accountable Systems Officer
MDG—Medical Group
MFLC—Military and Family Life Consultant
MHE—Material Handling Equipment
MILAIR—Military Airlift
MISCAP—Mission Capability Statement
MREs—Meals-Ready-to-Eat
MRSP—Mobility Readiness Spares Package
MPN—Mobility Position Numbers
MPS—Military Personnel Section
MTW—Major Theater of War
MXG—Maintenance Group

NAF—Non-Appropriated Funds
NBC—Nuclear-Biological Chemical
NCO—Non-Commissioned Officer
NCOIC—Non-Commissioned Officer in Charge
NCORP—Non-Commissioned Retraining Program
NIPR—Non-Secure Internet Protocol Router
NLT—No later Then
NSN—National Stock Number
OCN—Other Country National
OG—Operations Group
OI—Operating Instructions
OIC—Officer in Charge
OPLAN—Operation Plan
OPORD—Operational Order
OPR—Office of Primary Responsibility
OPSEC—Operational Security
OSI—Office Special Investigations
OT & P—Operational Tasking's and Priorities
PAK—Personnel Accountability Kits
PDF—Personnel Deployment Function
PDFO—Personnel Deployment Function Officer
PID—Plan Identification Number
PIF—Personnel Information File
PoP—Performance Oriented Packaging
PPE—Personnel Protective Equipment
PTDO—Prepare to Deploy Order
QC—Quality Control
RAMPCO—Ramp Coordinator
RAT—Redeployment Assistant Team
RDD—Required Delivery Date
RDRC—Reserve Deployment Readiness Center
RFID—Radio Frequency Identification Tags

READY—Resource Augmentation Duty
RPT—Reclama Processing Tool
RST—Reference Start Time
SAAM—Special Assignment Airlift Mission
SARC—Sexual Assault Prevention and Response Coordinator
SAV—Staff Assistance Visit
SDDG—Shippers Declaration for Dangerous Goods
SFS—Security Forces Squadron
SIPRNET—Secure Internet Protocol Router Network
SOE—Schedule of Events
SSN—Social Security Number
SVOIP—Secure Voice Over Internet Protocol
SURF—Standard UTC Reference File
TACC—Tanker Airlift Control Center
TCN—Transportation Control Number
TDY—Temporary Duty
TM—Traffic Management
TPFDD—Time Phased Force and Deployment Data
TSA—Transportation Security Administration
UDCC—Unit Deployment Control Center
UDM—Unit Deployment Manager
ULN—Unit Line Number
USAFCENT—United States Air Force Central Command
UTA—Unit Type Code Availability
UTC—Unit Type Code
WAFB—Whiteman Air Force Base
WIT—Wing Inspection Team
WMD—Weapons of Mass Destruction
WMP—War and Mobilization Plan

Terms

Accountable Forms—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DOD security or result in fraudulent financial gain or claims against the government.

Administrative Change—Change that does not affect the subject matter content, authority, purpose, application, and/or implementation of the publication (e.g., changing the POC name, office symbol(s), fixing misspellings, etc.)

Approval Authority—Senior leader responsible for contributing to and implementing policies and guidance/procedures pertaining to his/her functional area(s) (e.g., heads of functional two-letter offices).

Authentication—Required element to verify approval of the publication; the approval official applies his/her signature block to authenticate the publication. The signature block includes the official's name, rank, and title (not signature).

Attachment 2

DEPLOYMENT CRISIS ACTION PLANNING AND EXECUTION CHECKLISTS

A2.1. Below are samples of the Deployment Crisis Action Planning and Execution Checklists based off AFI 10-403 Attachment 3. This is not a comprehensive list, but a sample of the most used items. Refer to the source material for a complete list of checklist items.

Figure A2.1. DCC Logistics Plans Representatives.

DCC Logistics Plans Representative	
Preparation	Complete?
Task	[Y / N]
Have emergency procedures been established and roles identified for when evacuation is required?	
Are all required Deployment Systems (DCAPES, GCCS, AF Portal, LOGMOD, SMS, etc) are operational in the DCC for all required workstations?	
Is workstation fully functional with print support, paper, pens, etc?	
Execution	Complete?
Task	[Y / N]
Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?	
Does IDO require assistance in preparation of concept briefing? Has the DEPORD, airflow message, and/or any other message traffic been reviewed for action?	
Have load planners and/or boom operators reported to the DCC's LOGMOD Scheduling Cell?	
Is representative working directly with LOGMOD Scheduling Cell to ensure the Schedules are prepared based on UTC prioritization plan, DEPORD, TPFDD and airflow?	
Have deployment issues been identified to the IDO to ensure they are corrected by the appropriate agency, or commander, as quickly as possible?	
Has equipment replacement data been validated with units and LRS Materiel Management Flight before submitting equipment assistance requests?	
Is coordination being accomplished with admin, supply and personnel representatives on LIMFACs, shortfalls and reclaims to ensure accuracy before IDO review?	
Are tracking, communication and decisions of the LOGMOD Schedule processing being accomplished?	
Has an activity/events log been established?	
Did a representative attend the concept briefing?	
Did a representative distribute LOGMOD Schedules?	

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Figure A2.2. DCC Transportation Representative.

DCC Transportation Representative	
Preparation	Complete?
Task	[Y / N]
Are emergency procedures known in case evacuation is required?	
Is the workstation fully functional with connectivity, printers, etc?	
Has contact been made with transportation work centers (CDF, Deployment Vehicle Operations (DVO), etc) in preparation for execution?	
Are all transportation work centers and applicable transportation systems (CMOS, IGC, GATES, etc) operational?	
Have all unit pick up points been established for transportation activities?	
Execution	Complete?
Task	[Y / N]
Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?	
Have the UTC taskings and airflow been validated?	
Are units calling for transportation requirements ahead of the LOGMOD Schedule timing?	
Is the CDF providing timely/accurate cargo processing times to the DCC?	
Have cargo processing and aircraft loading schedules been reviewed for accuracy and feasibility?	
Has the progress of transportation deployment activities been reported to the IDO?	
Have transportation messages been reviewed and forwarded to the IDO for release?	
Is logbook being used appropriately?	
Has the IDO been notified of any problems or delays anticipated or encountered?	
Is coordination accomplished with CDF before moving chalked cargo to work center to ensure bottlenecks are averted?	

Figure A2.3. DCC Administration Representative.

DCC Administration Representative	
Preparation	Complete?
Task	[Y / N]
Are emergency procedures known in case evacuation is required?	
Are appropriate work center distribution lists established capturing phone numbers, email addresses, etc?	
Are workstations fully functional with connectivity, printer support, paper, etc?	
Has a time hack been accomplished and all clocks set in DCC?	
Is the Briefing room, computer and projector support operational?	
Has the IDO provided procedures for executing a Brief, to include security clearance verification procedures, roll call, consolidation of outside agency briefing slides, security of briefing room, etc?	
DCC Administration Representative (cont.)	
Execution	Complete?
Task	[Y / N]
Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?	
Is Briefing room open and prepared to receive attendees?	
Is the Concept Briefing procedures being followed (i.e., security clearance validation, security, etc)?	
Is DCC entry control being accomplished? (if required)	
Are DCC representatives providing pertinent and accurate documentation for distribution to wing agencies (LOGMOD Schedule, shortfalls, etc)?	
Is information being provided to work centers/wing agencies in a timely manner?	
Are the required supplies and publications available on-hand in the DCC?	

Figure A2.4. DCC Personnel Representative.

DCC Personnel Representative	
Preparation	Complete?
Task	[Y / N]
Are emergency procedures known in case evacuation is required?	
Is the workstation fully functional with connectivity, printer support, paper, pens, etc?	
Has contact been made with personnel work centers (PDF, IPR, etc) in preparation for execution?	
Are applicable personnel systems (MilPDS, current alpha roster, etc) operational at the representative's workstation and in the PDF, where required?	
Are the latest AOR reporting instructions available?	
Execution	Complete?
Task	[Y / N]
Has shift schedules been accomplished and does counterpart know his/her reporting time for duty?	
Has the PDF been contacted and operational?	
For possible shortfalls, have vacancies been filled with on-base resources and the original and retasked unit notified?	
Have personnel shortfalls been verified/validated with unit and systems; are valid shortfalls provided to the IDO with assessment notes for clarification?	
Has an activity/events logbook been created and maintained for briefing at shift changes?	
Have problems or anticipated delays been reported to the IDO?	
Are units calling for transportation requirements ahead of the LOGMOD Schedule timing?	
Is coordination being accomplished with the PDF before moving chalked personnel to work center based on LOGMOD Schedule timing to ensure bottlenecks are averted?	

Figure A2.5. Cargo Deployment Function.

Cargo Deployment Function (CDF)	
Preparation	Complete?
Task	[Y / N]
Is the CDF equipped with the items listed in Attachment 3.8 in AFI 10-403?	
Execution	Complete?
Task	[Y / N]
Have shift schedules been accomplished and does counterpart know his/her reporting time for duty?	
Are operations outlined/followed IAW Host Wing IDP?	
Are Entry Control Points established and secured at all times?	
Is an effective safety program/plan implemented and executed at all times?	
Is a communication plan in place that allows constant and effective communication between deployment work centers and DCC?	
Is an efficient traffic flow pattern/plan established and enforced?	
Is an efficient and illustrated cargo flow plan available and implemented?	
Are potential cargo processing chokepoints identified and processes in-place to minimize occurrences?	
Is an efficient paperwork flow plan developed and implemented between deployment work centers and DCC?	
Do Unit Staging, Marshalling, Call Forward and Ready Line areas have a sufficient amount of space to allow chocks to be arranged into mission loads?	
Is a Frustrated Cargo area established and segregated from other cargo processing areas?	
Are all affected personnel trained and knowledgeable on ammunition and explosive processing procedures?	
Are procedures in-place to accommodate the efficient processing and loading of sensitive cargo which requires constant surveillance?	
Are emergency fueling, defueling, and maintenance capabilities available for deploying unit equipment?	
Are load team personnel and rolling-stock drivers knowledgeable of all associated flight line hazards (i.e. aircraft hazards, driving procedures, smoking rules, etc.)?	
Is the Ready Line secured and treated as a sterile area?	
Is ITV provided and maintained for all deployment cargo/missions?	
Are statistical records prepared and maintained for all arrivals, departures, loading times, tonnage and other pertinent data?	

Figure A2.6. LOGMOD Scheduling Cell Checklist.

LOGMOD Scheduling Cell Checklist	
Preparation	Complete?
Task	[Y / N]
Are workstations operational and contain LOGMOD and IGC programming, to include access to SMS and GDSS?	
Are mode event tables and timelines established for a variety of airlift types; has the event timelines been re-validated with affected work centers (CDF, PDF, etc) to ensure timing can be met?	
Has a LOGPLAN been created and populated with known UTCs from the CCDR's Planning PID?	
If UTCs are known, has the IDO provided a UTC prioritization plan for personnel line numbers and cargo increment numbers?	
If UTCs are known, has the aircraft load planner created load plans using the C-17 for planning purposes?	
Has a current PIF (.PRT) file from IPR/Manpower been requested and received?	
Are procedures in place to monitor the CCDR's TPFDD on a continual basis?	
If UTCs are known, have units verified cargo for accuracy using the LOGMOD database verification tool?	
If known, have aircrew, ADVON, ESTA-type chawks been created in a LOGMOD Schedule?	
Execution	Complete?
Task	[Y / N]
Has the DEPORD been reviewed and TPFDD validated against the planned TPFDD, to include updating the LOGPLAN and LOGMOD Schedule with accurate UTCs and ULNs?	
Has LEVY (*.Ivy) file been reviewed and imported into LOGMOD Schedule?	
Has a cargo export file been created for the load planner?	
Has an airflow message been received and is SMS being monitored for inbound strategic lift missions?	
Are LOGMOD Schedules being modified and/or created using the CCDR's locked TPFDD/airflow message and provided to the IDO/DCC Logistics representative in a timely manner?	
Have all UTCs been assigned to a chalk and shortfalls accounted for?	
Have all classified/cargo/weapon couriers been identified in the Schedule's remarks section?	
Have all changes and impacts to processing/airflow been captured and published as a —Changel in the Schedule?	
Have all required export files been provided to the CDF and PDF?	
Has a logbook been established and used appropriately?	

Is DCAPEs monitored for changes/updates to the TPFDD?	
Has the IDO and/or DCC Logistics representative provided an updated UTC prioritization plan by personnel line numbers and cargo increments numbers?	

Figure A2.7. Cargo Processing Choke-Points Checklist.

Common Cargo Processing Choke-Points Checklist	Complete?
Task	[Y / N]
Are hazardous materials in authorized packaging and properly marked and labeled?	
Are all hazardous material certification forms available and accurate?	
Do dimensional data and weight on placards or shipping labels agree with final load plan?	
Are all secondary loaded items (e.g. items loaded on munitions trailers) properly restrained?	
Do all load team personnel have required equipment (MHE, approach shoring, protective equipment, etc.) and are they readily available at load start time?	
Does equipment have all required markings (axle weights, center of balance, etc.)?	
Is all required venting equipment available and qualified personnel available to connect to aircraft, as required?	
Are qualified drivers for MHE available at the marshalling area?	
Have users provided appropriate shoring (except approach shoring) and dunnage?	
Are qualified drivers available for specialized equipment/vehicles (e.g. fire trucks, ATVs, etc.)?	
Do vehicle fuel levels match Shipper’s Declaration for Dangerous Goods forms or load plans?	
Is all documentation available for host nation Customs clearance requirements?	
Are all restraints installed correctly?	

Figure A2.8. Emergency Data Station Checklist.

Emergency Data Station Checklist	Complete?
Task	[Y / N]
Is station equipped with Computers with access to vMPF?	
Does member have vRED updated in vMPF?	
Has the PDF OIC or NCOIC been notified of any significant discrepancies?	
Was the member provided a copy of the most current vRED?	
Does the deploying person require American Red Cross services?	

Figure A2.9. Identification Station Checklist.

Identification Station Checklist		Complete?
Task		[Y / N]
Is the station equipped with ID tag machine?		
Is the station equipped with ID tags and chains?		
Is the station equipped with DD Forms 2760, <i>Qualification to Possess Firearms or Ammunition</i> ?		
Procedures in place to issue the appropriate Common Access Card (CAC) to all deploying personnel?		
Has the PDF OIC or NCOIC been notified of any significant discrepancies?		
Is the member's passport signed and will it not expire during the projected length of the deployment?		

Figure A2.10. Eligibility Station Checklist.

Eligibility Station Checklist		Complete?
Task		[Y / N]
Is a current Schedule of Events on hand?		
Are eligibility rosters current and on hand?		
Has unit provided listing of personnel moving according to LOGMOD Schedule timeline?		
Ensure personnel meet eligibility requirements IAW AFI 10-403, AFI 36-3802, and Supported Command's reporting instructions/processing guidance:		
Do ARC personnel have a certified AF Form 938 copy authorizing activation?		
ARC personnel only: Upon certification of the AF Form 938, <i>Request And Authorization For Active Duty Training/Active Tour</i> provide a copy to Military Personnel Flight Customer Service to enroll family members in Tricare benefits.		
For personnel selected with non-waiverable DAV codes, has action been taken to correct the DAV status?		
Have AFSC, grade, and skill-level substitutions been accomplished according to the above governing directives?		
If no to any of the above, has DCC and unit been contacted identifying the member's deployment ineligibility?		
Has a PDF representative been provided a document listing all personnel processing?		
After performing roll call, is anyone missing or have extra personnel been identified?		
Has the PDF OIC or NCOIC been notified of any significant discrepancies?		

Figure A2.11. Finance Checklist.

Finance Checklist	Complete?
Task	[Y / N]
Is station equipped with network capable computers and/or laptops?	
If requested, are individuals counseled concerning power-of-attorney, and are they completed if time permits?	
Has individual been counseled concerning their class X and D allotments?	
Does individual desire advanced per diem?	
Has the individual been issued a GTC?	
Has deploying individual been briefed on proper use of the GTC?	
If locally paid, does individual want to be placed in Financial Organization Program or have paycheck sent to the TDY location?	
Does individual have sufficient number of blank checks for deployment?	
Has the PDF OIC/NCOIC been notified of any significant discrepancies?	
If money is present at PDF, have all measures been taken IAW Resource Protection guidance (AFMAN 31-101V1)?	
Have deploying personnel been briefed on the use and processing of Accrual Vouchers.	

Figure A2.12. Orders Station Checklist.

Orders Station Checklist	Complete?
Task	[Y / N]
Is the station equipped with unclassified communications (LMRs) including a T-1 LAN connectivity required to support applicable components of IDS?	
Is the station equipped with secure communications (SIPRNET) for access to GCCS and Supported Command's secure web sites?	
Is the station equipped with classified storage?	
Is the station equipped with Classified operating environment for DCAPES system?	
Is the station equipped with uninterrupted power supply (UPS)?	
Is LOGMOD Schedule on hand?	
Has unit provided an IDS-generated product identifying personnel moving according. to LOGMOD Schedule timeline?	
Are unit filler actions for unit personnel shortages coordinated with the UDM and personnel representative to the DCC staff?	

Are unit shortfall actions for unit personnel shortages coordinated with the UDM and personnel	
Has CMOS interface been provided to LRS Traffic Management?	
Has the Troop Leader PAK been assembled with appropriate documentation?	
Have MilPDS transactions been generated and introduced into MilPDS?	
Are NATO orders prepared IAW Foreign Clearance Guide and AOR reporting instructions?	

Figure A2.13. Key Unit Checklist.

Key Unit Checklist	Complete?
Task	[Y / N]
Has a UDM, and alternates, been appointed to accommodate 24-hour operations, if required?	
Have personnel been assigned and trained to fill required deployment positions as identified in the IDP?	
Has eligibility of deployment personnel been verified?	
Have all personnel been thoroughly briefed on all aspects of their personal responsibilities (e.g. wills, power of attorneys, insurance, etc.) for deployment?	
Have procedures been established to follow up with families of deployed unit members?	
Do all individuals have the items required per the AF Form 4005, FCG, Combat Skills Training (CST), Combat Airmen Skills Training (CAST), Area of Responsibility (AOR) and Location specific reporting instructions?	
Have classified couriers been appointed and trained, if required?	
Have cargo couriers been appointed and trained, if required?	
Has the unit deployment personnel roster been updated as changes occur?	
Have unit self-aid and buddy care instructors provided preparatory training to all personnel to include use of new Individual First Aid Kits (IFAK)?	
Has a current alert notification plan been maintained and exercised appropriately?	
Are equipment and supplies safe, serviceable and ready for deployment (to include calibrated, if necessary) and accountability transferred when deployed (as applicable)?	
Have appropriate exercises and inspections been conducted and documented to determine the unit's capability to deploy personnel, equipment, and supplies as specified in the WAFB IDP?	
Have any reclaims been identified and reported to the IDO.	
Do personnel who are deploying for over 30-days have their training records updated in TBA?	
Have munitions couriers been appointed, trained?	
Have deployed equipment custodians been appointed, trained?	

Have increment monitors been appointed, trained?	
Upon notification of a deployment:	Complete?
Task	[Y / N]
Has the pyramid alerting and recall system been executed?	
Has the unit deployment control center been staffed?	
Has the UDM reviewed, and commander signed, the deployment data listing to ensure listed personnel are eligible for deployment and available for duty?	
Are personnel ready at the unit assembly area for movement to the PDF at the time established by the LOGMOD Schedule?	
Has a personnel eligibility verification and clothing/equipment check on each person scheduled for deployment been accomplished before reporting to the PDF for processing?	
Key Unit Checklist (cont. below)	
Key Unit Checklist	
Has equipment and supplies been prepared and delivered to the CDF at the time scheduled in the LOGMOD Schedule?	
Has the IDRC/DCC been advised immediately when deviations to equipment requirements are necessary?	
Has a unit representative been designated to attend the Deployment Concept Briefing to advise the IDRC/DCC of any anticipated personnel and equipment changes or shortages?	
Have transportation requirements in excess of unit capability been coordinated with the DCC's Transportation Representative?	
Have baggage tags been provided to unit personnel and completed before departing the unit?	
Has the updated deployment data listing been delivered to the PDF according to the WAFB IDP and LOGMOD Schedule?	

Attachment 3

DEPLOYMENT MANPOWER REQUIREMENTS

A3.1. The capability of a unit to. Conduct a successful operation during and after deployments plus accomplish its primary mission depends directly on the adequacy of individual staff efforts in the planning and training phases. Thorough and complete planning is essential and can be realized only through frequent review, exercise, and evaluation by commanders and staff agencies. The key to a successful deployment is total involvement and preparation by each unit tasked.

A3.1.1. Deployable units covered by this plan vary considerably in both size and deployment commitments. It is impractical to pre-plan a deployment organization with appropriate manning tailored to each possible deployment operation; therefore, the organization and manning called for in this section is designed to support execution of the most stringent commitment. When smaller sized deployments are supported, the IDO will tailor work center augmentee requirements and other support functions proportionate with the deployment tasking.

A3.2. 509 BW Deployment Work Centers' Organization:

A3.2.1. The 509 BW deployment organization consists of the following work centers:

A3.2.2. Deployment Control Center (DCC). Located in Bldg. 705, Room 302

A3.2.2.1. The alternate location for the DCC is the Bldg. 139/ IDRC.

A3.2.3. Cargo Deployment Function (CDF). Bldg. 705

A3.2.3.1. The alternate location for the CDF is National Guard Armory Bldg. 1750.

A3.2.4. Personnel Deployment Function (PDF). Located in Bldg. 705, Room 304

A3.2.4.1. The alternate location for the PDF is the National Guard Amory Bldg. 1750.

A3.2.5. The responsibilities and procedures required to activate and operate the DCC, CDF, and PDF are outlined in [Chapter 3](#), [Chapter 4](#), and [Chapter 5](#), respectively.

A3.3. Unit Deployment Control Center (UDCC):

A3.3.1. Each deploying unit will establish and man a UDCC capable of sustaining 24-hour operations.

A3.4. Deployment Center Manpower Requirements:

A3.4.1. The following table provides guidance for desired manning requirements to sustain 24-hour operations. The IDO has the authority to selectively recall certain portions of the deployment process to meet mission requirements.

A3.4.2. The following data is based on one, 12 hour shift.

Figure A3.1. DCC Manning.

DCC Manning	Personnel
Installation Deployment Officer	1
Logistics Representative (LOGREP)	1
SOE Scheduler (LOG PLANNER)	1
Transportation Representative (TRANSREP)	1
Personnel Representative (PERSREP)	1
Supply Representative (SUPREP)	1
Manpower Representative	1
Administrative Representative	1
Tenant Representative (Required only when tenant units deploy)	1
TOTAL	9

Figure A3.2. PDF Manning.

PDF Manning	Personnel
PDF OIC	1
PDF NCOIC	1
NCOIC Passenger Manifest-APT	1
Manifestors	2
Passenger Escorts/Security- PDF	10
Baggage Handlers- CDF	6
Orders Preparation- IPR	1
Medical - <i>Due to the complexity and significant number of medical requirements, deploying personnel are cleared by the MTF and unit prior to processing the PDF</i>	1-2
Immunizations	1-2
Eligibility	1
Airman and Family Readiness Center*	1
Chaplain Corps	1
Legal*	1
Finance*	1
Food Services*	1
TOTAL - *Optional Stations: If not required on the processing line, services must be available and on-call during processing activities	32

Figure A3.3. CDF Manning.

CDF MANNING	Personnel
OIC	1
NCOIC	1
CMOS	1
RAMPCO	1
Load Planner	1
QC	1
Joint Inspection	1
In-check/ Passenger Baggage	4
LOAD TEAM 1	5
LOAD TEAM 2	5
LOAD TEAM 3	5
Marshaling Yard	2
Passenger Security (FSS)	3
Baggage	4
Passenger manifesting	1
TOTAL - CDF OIC/NCOIC has the option to tailor the required number of augmentees based on mission requirements.	36

Attachment 4

DEPLOYMENT PROCESS FLOWCHARTS

A4.1. The following flow charts explain the deployment process in general, and how the process will work at Whiteman AFB.

Figure A4.1. The Deployment Process Workflow.

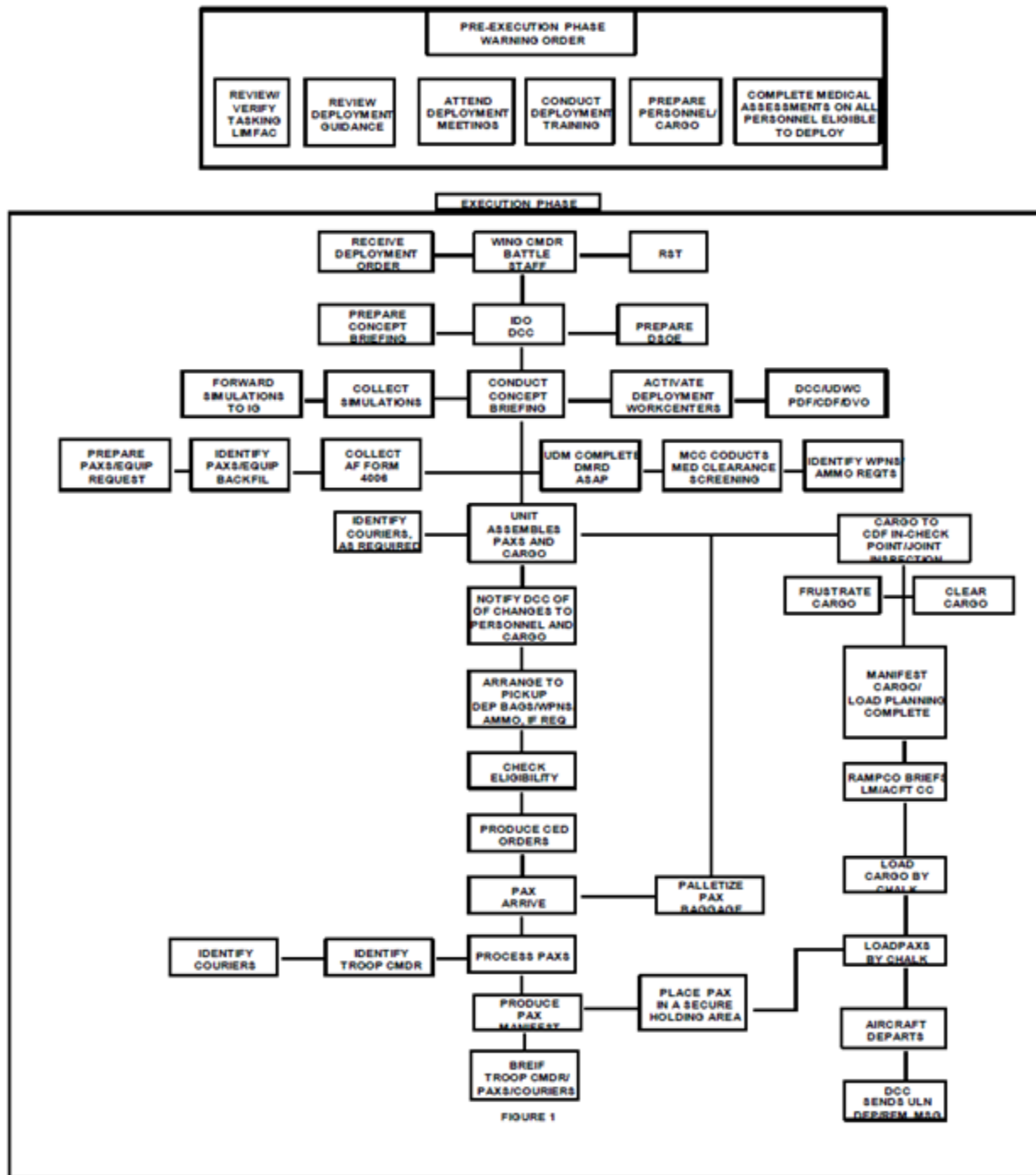
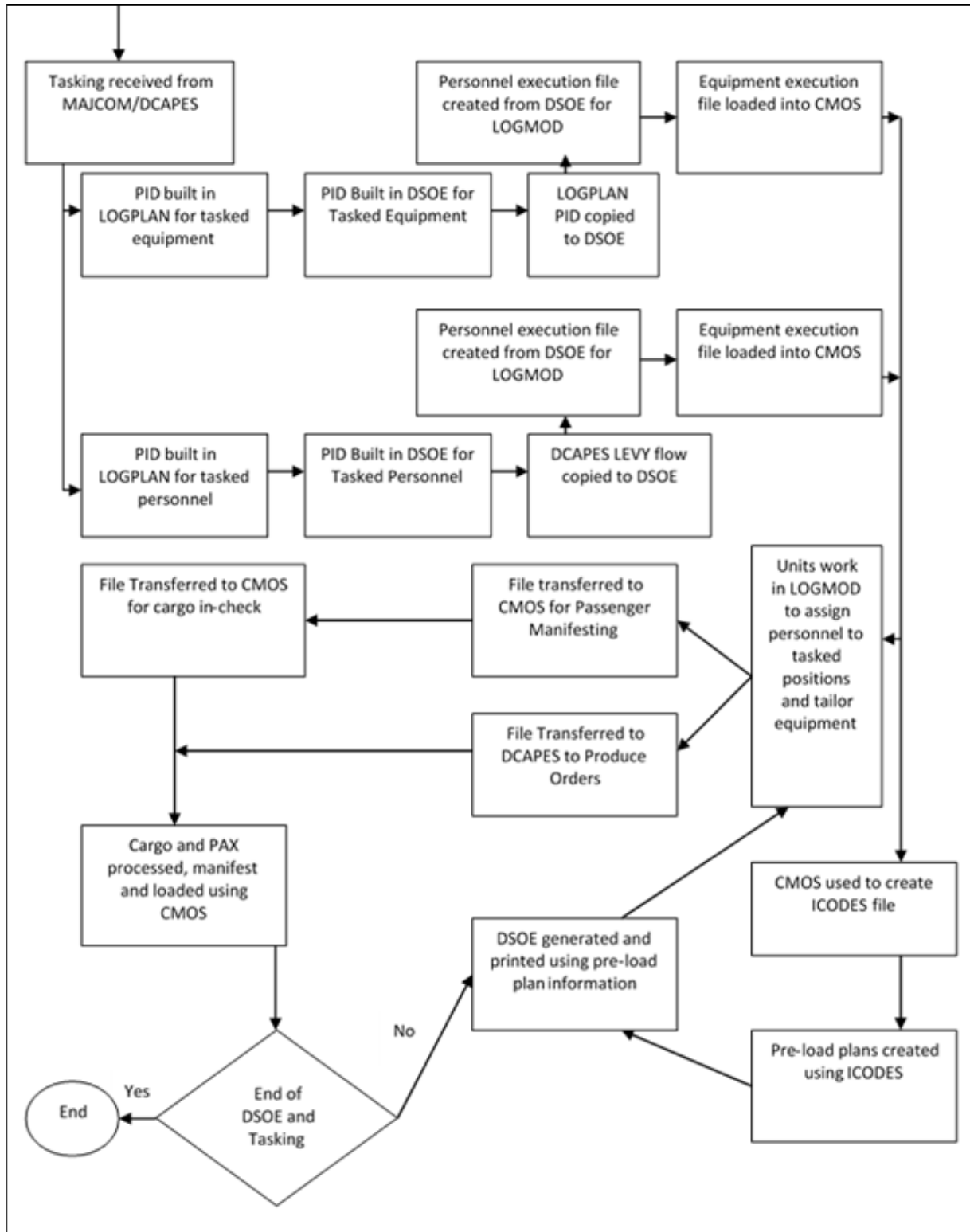


Figure A4.2. Integrated Deployment System Flowchart.



A4.2. For Chapter Three movements, no x-ray screening required, Passengers will enter on north side thru CDF if all cargo is processed. Drop baggage on scale proceed to PDF entry. PDF actions complete bag, depart on bus south side of building. Eliminates moving baggage pallet thru front parking lot.

Figure A4.3. PDF Flow.

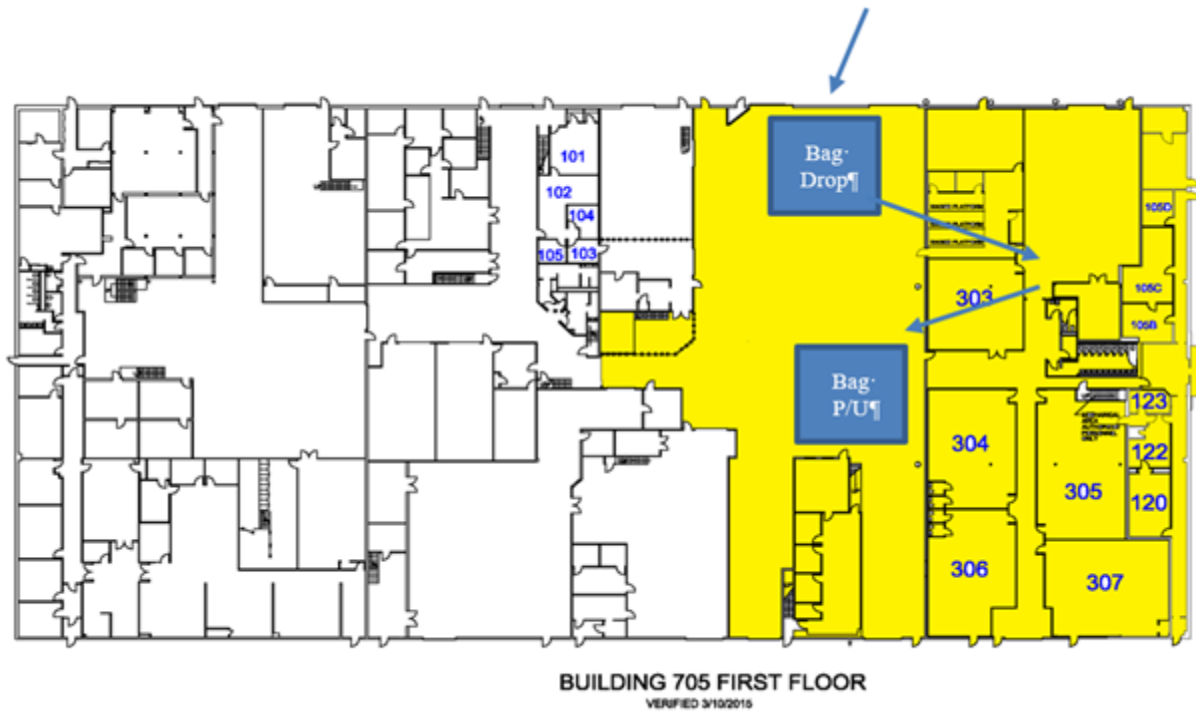
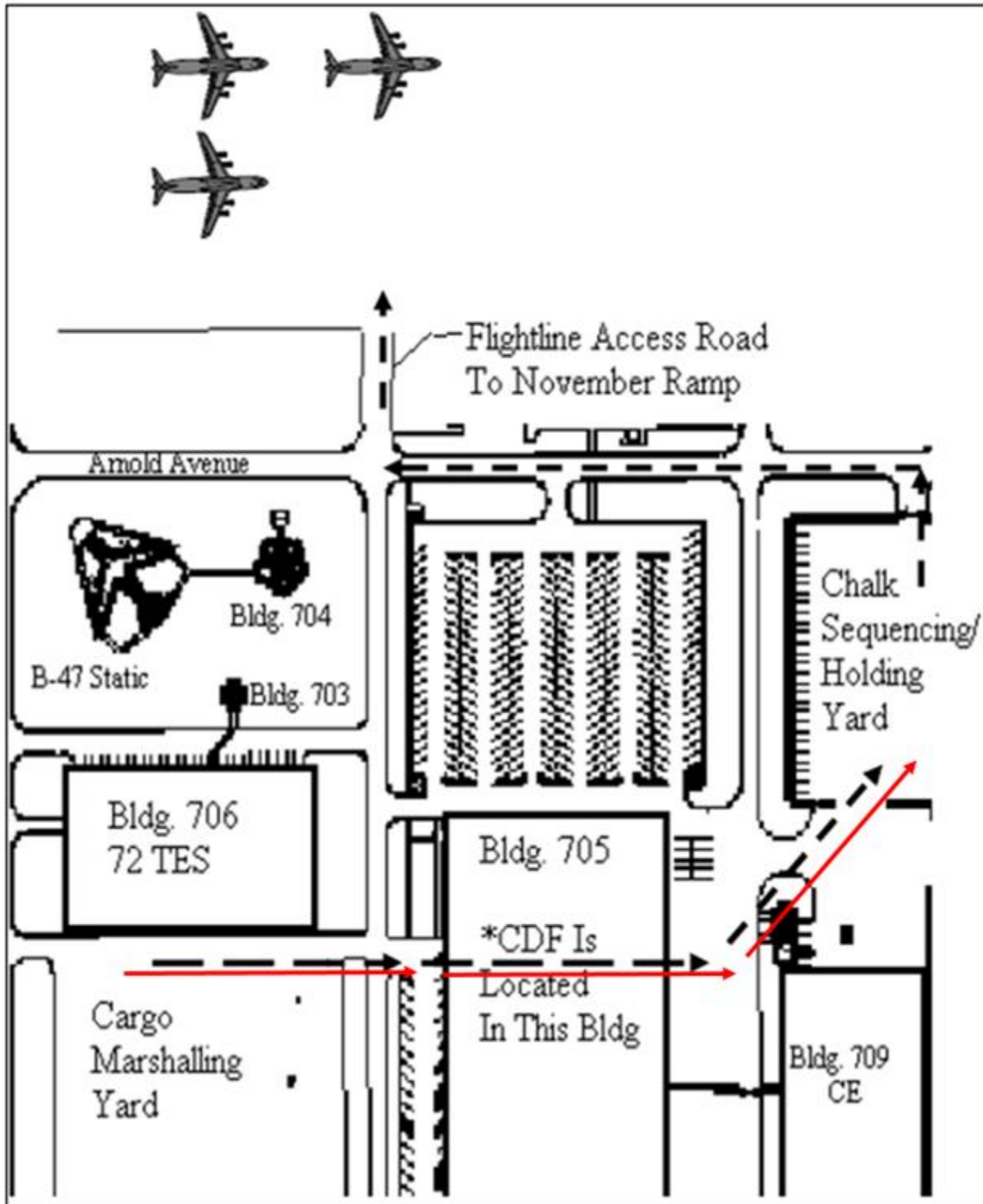


Figure A4.4. CDF Flow Chart.



Attachment 5

DEPLOYMENT CONTROL CENTER PHONE LISTING

A5.1. The below numbers are to be used when contacting the appropriate agency at the DCC:

Figure A5.1. DCC Phone Listing.

Office	DSN	Commercial
IDO	312-975-5295	660-687-5295
DCC Superintendent	312-975-5296	660-687-5296
Logistics Plans Representative	312-975-7899	660-687-7899
Transportation Representative	312-975-7900	660-687-7900
Supply Representative	312-975-7899	660-687-7899
Administration Representative	312-975-7912	660-687-7912
Personnel Representative	312-975-7899	660-687-7899

Attachment 6

DEPLOYING SMALL ARMS AMMUNITION AND WEAPONS ISSUE SHIPMENT PROCEDURES

A6.1. Deploying Small Arms Ammunition For Mobility Weapons.

A6.1.1. The purpose of this process is to identify and define responsibilities of deploying forces in support of a wartime deployment. This Attachment outlines responsibilities for the deploying and accounting for small arms and ammunition deployed in support of contingency operations.

A6.1.1.1. IAW DAFMAN 21-201, munitions requested in support of contingency tasking without a custody account should be the exception and not the standard operating procedure. In this case, deploying members must furnish a copy of their orders or other official communication (i.e., official e-mail or memorandum signed by IDO) stating member must deploy with ammunition.

A6.1.2. Upon receipt of the DEPORD, designated units will palletize and prepare small arms ammunition for units that do not maintain munitions accounts for shipment, and will appoint ammunition couriers to accompany all ammo to the deployed location. Units that maintain their own munitions accounts will palletize and prepare their own munitions.

A6.2. Individual issue procedures for weapons and ammunition.

A6.2.1. The preferred method of weapon and ammunition shipment is by bulk pallet; however mission requirements or transportation limitations may require Whiteman AFB to individually issue and deploy weapons and ammunition to deploying personnel for missions departing out of Whiteman AFB.

A6.2.2. All deploying personnel will report to the MUNS POC to be issued individual ammunition load.

A6.2.3. Deploying personnel will not, under any circumstances, process through the PDF with a loaded weapon. Definition of a Loaded Weapon: A loaded firearm is one that has a live round of ammunition, cartridge, detonator, or powder in the chamber or in a clip, magazine, or cylinder inserted in said firearm.

A6.2.4. Ammunition will be stowed in checked personal baggage or collected by the troop leader, and surrendered to the aircrew. Ammunition will not be hand-carried into the passenger compartment. Each individual is allowed no more than three weapons magazine per weapon in their checked baggage. A weapons magazines must be contained in a pouch, holder, holster, or lanyard and the maximum weight must not exceed 11 lbs.

A6.2.5. EXCEPTION: Only individuals in performance of law enforcement or specified security duties are authorized to be armed (carrying a loaded weapon) onboard contracted commercial passenger and military aircraft. Individuals must have a statement in their orders authorizing them to be armed while in the performance of their duties. Armed couriers will notify the aircrew and surrender their weapon and ammunition if directed.

A6.3. Accountability Procedures.

A6.3.1. For Ammunition movement. The deployed commander will designate a responsible individual to be the munitions courier. The individual will be responsible for maintaining accountability of assets until turned in to the home-station or deployed MASO IAW DAFMAN 21-201.

A6.3.2. For Weapons movement. The courier will be responsible until transferred to the deployed Logistics Readiness Squadron and/or Security Forces Squadron.

A6.3.3. If a MASO/munitions storage area has not been established, member will retain accountability for these assets IAW DAFMAN 21-201. Member will document on the back of the shipment document if assets are expended or turned over to any other military storage area (Army, Navy, etc.). If turned over to a military authority, member will receive documentation showing who accepted accountability for the assets to include: Name, rank, organization, and home base DSN (Do not use SSN). This documentation will be given to the home station MASO upon return from deployment.

A6.3.4. Prior to cargo marshalling start time, all deployed weapons custodians must report to the 509 LRS Weapons Vault in Bldg. 115 to inventory the weapons they take custody of for the deployment. Weapons custodians must also report to Customer Service located in Bldg. 139, Equipment Accountability Element to sign for those weapons.

A6.3.5. Upon arrival at the deployed location, the weapons and/or ammunition courier(s) will sign over weapons accountability (AF Form 1297, DD Form 1907 or equivalent inventory receipt) to the deployed Logistics Readiness Squadron and/or Security Forces Squadron.

A6.4. Weapons and Ammunition.

A6.4.1. When moving personnel to alternate APOEs and the tasking requires they arrive in the AOR with weapons and ammunition the following procedures apply.

A6.4.2. Units possessing cargo will move their weapons and ammunition as cargo.

A6.4.3. Units that do not ship cargo will move weapons and ammunition as checked baggage.

A6.4.4. There are potential limitations here depending on what is considered ammunition for these purposes and quantities. Reference AFMAN 24-604 for cargo aircraft only by military air.

A6.4.5. The IDO will make the final determination on the method for weapons and ammunition shipment.

A6.5. Shipping Weapons and Ammunition.

A6.5.1. Shipping Weapons and Ammunition on Commercial Airlines: Use the following guidance for passengers shipping weapons and ammunition on commercial airlines.

A6.5.1.1. The passenger must declare before checking baggage of their intention to move a weapon as checked baggage.

A6.5.1.2. The passenger declares that the weapon to be checked is unloaded.

A6.5.1.3. The weapon to be checked must be in a suitable container (gun case, suit case).

A6.5.2. Shipping Weapons and Ammunition on Scheduled Airline Service: When passengers will move to an alternate APOE via scheduled airline service, procedures outlined in **Chapter 9** of this plan should be followed with the following additions to **paragraph 3a.(2)**:

A6.5.2.1. Once the weapon container/crate provided by 509 LRS Mobility Section is full, a representative will secure the box with steel bands. This box will serve as the container to be checked with the airline.

A6.5.2.2. The troop commander will appoint an individual who will be responsible for checking the baggage at the airport as personal bags.

A6.5.2.3. On arrival at the airport, the troop commander must notify the attendant that he/she has a group and they intend to move —Xll number of weapons as checked baggage.

A6.5.2.4. Troop commander will seek concurrence from the airline representative to permit one person to remain with the weapons in the baggage area pending loading on the aircraft.

A6.5.3. Weapons and Ammunition via Charter Aircraft: When moving personnel requiring weapons via charter aircraft, the following procedures apply. **NOTE:** Reference DTR Part I, appendix I for current guidance.

A6.5.3.1. If weapons are individually issued, the bolts will be removed and placed in a plastic bag then inspected by airline personnel prior to boarding the aircraft.

A6.5.3.2. If weapons are to be bulk shipped, they will be loaded along with the baggage in the luggage compartment of the aircraft. Weapons couriers will stay with the weapons until the baggage compartment is sealed and will be present when compartment is opened.

A6.5.3.3. Weapons and Ammunition via Buses: The same rules apply to buses as charter aircraft above. If more than one bus is taken at the same time, bulk shipped weapons will be loaded on one bus and ammunition on another.

A6.6. Weapons Issue and Shipment Procedures.

A6.6.1. Chalks that include weapons pallets will have a minimum of two weapons couriers assigned. Weapons will not be loaded during non-contingency deployments. Weapons will not be issued to individuals without a current AF Form 522, *USAF Firearms Qualification Card* and DD Form 2760.

A6.7. Weapons. Can either be individually issued or bulk shipped depending on the mode of transportation by MILAIR or Commercial and tasking requirement. If MILAIR is used, the preferred method of shipment is bulk, but units may be tasked to individually carry weapons. Personnel deploying via commercial air will normally hand-carry weapons. Regardless of transportation mode, if weapons are hand-carried weapons couriers are not required.

A6.8. Inspection Procedures.

A6.8.1. Before Pre-embarkation, Units alerted for deployment and transporting weapons must contact Combat Arms as soon as possible to schedule/conduct this inspection. The deploying commander has the authority to waive this requirement for the unit if deployment departure time is critical (e.g., less than 24 hrs.). Combat Arms must inspect these weapons as soon as possible at the deployed location. A copy of the AFTO Form 105, *Inspection Maintenance Firing Data For Ground Weapons* will accompany the weapon, the original AFTO Form 105 stays with the owning organization.

A6.8.2. For Post Deployment inspections, Combat arms personnel will perform a complete serviceability inspection on in-use weapons returning from deployments exceeding 90 days and any weapon removed from preferred packaging/extended storage, regardless of deployment length.

A6.9. Weapons Issue.

A6.9.1. Bulk Shipped Weapons. When a tasked Unit will be shipping bulk weapons, follow the guidance outlined below.

A6.9.1.1. The tasked UDM will notify 509 LRS/LGRMSP with specific weapons requirements.

A6.9.1.2. The DCC will direct the 509 LRS/LGRMSP to compile a list of deploying weapons with serial numbers.

A6.9.1.3. The Deploying custodian will review the list of weapons, verifying all the serials, and contest any discrepancies. After corrections have been made, sign custody receipt transfer document.

A6.9.1.4. The Deploying custodian must complete all required paperwork i.e., marshalling placard, load and packing list, DD Form 1387-2, Special Handling Data/Certification, and DD Form 1907, Signature and Tally Record. **NOTE:** Refer to DTR Part II, Chapter 205, Figures 205-3 through 205-9, for the DD Form 1387-2 and guidance on its completion.

A6.9.1.5. Weapons couriers (a minimum of two per aircraft chalk) will accept weapons at Bldg. 115 and accompany them to the deployed location (as well as during redeployment).

A6.9.1.6. The 509 LRS/LGRMSP will request transportation from the DCC Transportation Rep in order to transport the weapons pallet to the marshaling yard prior to SOE time for inspection. Deployed custodians will notify Security Forces of weapon movement.

A6.9.1.7. The 509 LRS/LGRMSP pallets are transported with couriers to the marshaling yard per Integrated Base Defense Plan, Annex W. One Courier will stay with the weapons pallet at all times through the inspection process and the weapons are loaded on the aircraft

A6.9.1.8. Weapons couriers will deliver weapons to deployed custodian or NCOIC of the deployed locations armory.

A6.9.1.9. Deployed custodian or NCOIC of armory will conduct joint inventory of weapons using deployed equipment listing before the storage of or issuing of weapons.

A6.9.1.10. The deployed custodian set up pre- and post-deployment weapons inspections with CATMs.

A6.9.1.11. The deployed custodian will prepare and maintain DD Form 1387-2, and DD Form 1907 to initiate and maintain a continuous chain of receipt for assets.

A6.9.2. Individually Issued Weapons.

A6.9.2.1. Deploying unit notifies 509 LRS/LGRMSP of weapons requirements.

A6.9.2.2. 509 LRS/LGRMSP will notify security forces of weapon movements if 15 or more weapons being moved.

A6.9.2.3. 509 LRS/LGRMSP will establish a weapons handling/clearing zone at point(s) of issue.

A6.9.2.4. A trained individual with knowledge of weapons procedures will supervise loading, unloading and clearing of weapons.

A6.9.2.5. Personnel will proceed from weapon issue area to transportation holding area. Individually issued weapons do not require an armed escort.

A6.9.2.6. Units will accomplish pre- and post-weapons inspections with CATMs.

A6.9.3. Aircrew Issued Weapons.

A6.9.3.1. Unit notifies 509 LRS/LGRMSP of weapons requirements if not maintained by unit Aircrew Element.

A6.9.3.2. The 509 LRS/LGRMSP assembles weapons for movement to issue point if required,(typically the airlift squadron's life support element) and to compile list of deploying weapons.

A6.9.3.3. Deploying custodian will sign custody receipt transfer document 509 LRS Equipment Accountability Element.

A6.9.3.4. Annotate weapon serial numbers and quantity of magazines issued on AF Form 1297, *Temporary Issue Receipt*.

A6.10. Responsibilities.

A6.10.1. The Installation IDO will make sure the following steps are conducted.

A6.10.1.1. Ensures weapons shipments are being accomplished.

A6.10.2. 509 LRS/IPE will:

A6.10.2.1. D10.1.1.1. Provides storage and preventive maintenance of small arms. Using activity must clean weapons before returning to 509 LRS/LGRMSP.

A6.10.2.2. Ensures assets are in boxes suitable for air shipment and marked for worldwide deployment.

A6.10.2.3. Ensures weapons serial numbers are maintained for each container subject to deployment.

A6.10.2.4. Ensures removal of markings and documentation from outside of deployment weapons containers, which identify contents as weapons.

A6.10.2.5. Ensures current appointment of unit weapons couriers.

A6.10.2.6. Ensures procedural controls and security are exercised over all weapons movements.

A6.10.2.7. Ensures weapons couriers are armed with M-9 weapons.

A6.10.3. Munitions Personnel will:

A6.10.3.1. Provide munitions custodians and their unit commanders with a briefing that details their responsibilities within 5 duty days of appointment as custodian.

A6.10.3.2. Ensure confirmation of deployment munitions with MAJCOM to verify if there is a need for those assets to deploy and if assets are already in place. Once verified, only issue to appointed munitions account custodians, as identified by the AF Form 68 and deployed in standard unit packs except for individual issue.

A6.10.3.3. Ensure munitions movements are coordinated with security forces and fire protection.

A6.11. Responsibilities of Unit Weapons Couriers:

A6.11.1. Obtain required training.

A6.11.2. Accept aircrew weapons from weapons vault if required at designated location.

A6.11.3. Couriers will identify themselves during processing to the PDF staff for expedited release to Bldg. 115 in order to assume weapons courier role.

A6.11.4. Accept bulk shipped weapons from 509 LRS/LGRMSP and accompany pallet(s) to the deployed location.

A6.11.5. Guard weapons and ammunition pallets until transferred to designated armory personnel.

A6.11.6. Ammunition needs to be transferred to the gaining MASO. If deployed to a location with no appointed MASO. The custodian will follow D8.6.2 of the WAFB IDP Transfer ammunition to the unit munitions custodian upon arrival at deployed location.

A6.11.7. Accompany weapons and ammunition pallets during redeployment.

A6.12. Unit Munitions Custodians. Inventory all munitions prior to signing them over the munitions storage area at the deployed location.

A6.13. 509 Security Forces Commander.

A6.13.1. Provides lesson plans to units when requested or as needed.

A6.13.2. Maintains capability for immediate armed response in event of jeopardized security.

A6.14. Unit Commanders.

A6.14.1. Ensure proper storage and issue of aircrew or security forces weapons and ammunition (as applicable).

A6.14.2. Provide personnel to issue unit weapons when tasked.

A6.14.3. Ensure accomplishment of armed escort and surveillance of weapons and ammunition.

A6.14.4. Ensure ammunition not expended during deployment is returned in original packing and segregated by lot number.

A6.14.5. Ensure enlisted weapons couriers are qualified in both M16 and M9 weapons.

Attachment 7**DEPLOYMENT PROCEDURE FOR THE 442D FIGHTER WING**

A7.1. This attachment identifies the specific requirements for deployment of 442 FW Cargo and Personnel. These specific requirements will be used in conjunction with the 509th Bomb Wing Wings deployment procedures. The 442 LRS/LGRDX will oversee the 442 FW deployment process. They will coordinate with the Whiteman AFB IDO in directing deployment operations and be incorporated to the IDRC as required by the IDO.

A7.2. The 442 FW/CC, squadron commanders, UDMs, and all applicable POC's in the deployment process. Cargo and/or Personnel) will follow the WAFB IDP for direction and clarification of their responsibilities in addition to the specific requirements outlined below.

A7.2.1. The 442 FW/CC will oversee and coordinate all 442 FW activities in support of deployment planning.

A7.2.2. They will Approve/Disapprove all shortfalls for the 442 FW.

A7.3. Squadron commanders will. Appoint UDM's in writing using the 442 FW UDM appointment letter format. They will ensure all UDMs meet the requirements outlined in AFI 10-403.

A7.3.1. Will ensure UDMs attend all required training, 442 FW quarterly UDM meetings, and all deployment/exercise execution meetings/briefings.

A7.3.2. Will ensure all deploying personnel are issued clothing IAW all Air Force Reporting Instructions and ULN line remarks.

A7.4. The 442 LRS/LGRDX section will.

A7.4.1. Will serve as the 442 FW/CCs focal point for all deployment policies and mobility operations to include exercises and real world operations.

A7.5. Will be included in the routing of all Shortfalls/Reclamas.

A7.5.1. Upon notification of a shortfall, will contact the Air Force Reserve Command (AFRC) Force Generation Center (FGC) for potential sourcing within AFRC. If no sourcing is available and when directed, will enter all Reclamas in the Reclama Processing Tool (RPT).

A7.5.2. All 442 FW taskings will be identified, validated, and accepted in DCAPES by the 442 Reserve Deployment Readiness Center (RDRC).

A7.5.3. 442 LRS/LGRDX will determine weapons and ammunitions requirements IAW AFI 10-403, para. 2.3.3.4. Positions postured to deploy will be identified utilizing the UTC Availability Listing and UTC MISCAPs. Data will be forwarded to 442 LRS/LGRM to ensure on-hand requirements are met.

A7.6. The 442 FW will. Follow all procedures outlined in the WAFB IDP along with these specific procedures below. All deployment procedures will be followed for real world deployments and local exercises.

A7.6.1. Personnel Shortfall Procedures:

A7.6.1.1. 442 FW UDMs will attempt to source taskings within the 442 FW and 358 FS. Before declaring a shortfall, UDMs will ensure a UTC/DCAPES validation check is completed and 442 IPR will validate the shortfall by reviewing the Unit Personnel Manning Roster. If no sourcing is available, UDMs will work with 442 LRS/LGRDX to notify the FGC of the need to source within AFRC. If the FGC advises no sourcing is available, the UDM (with guidance from 442 LRS/LGRDX) will initiate the Reclama process utilizing the "Unit Deployment Shortfall/Reclama" AF 4006.

A7.6.1.2. UDMs will route a hard copy of the AF 4006 to obtain all required signatures (UDM, Unit/CC, Logistics Plans Superintendent (or rep), 442 FW/CC). Once signed, 442 LRS/LGRDX will submit the shortfall in RPT.

A7.6.1.3. Upon wing commander approval, 442 LRS/LGRDX will send cargo and Pax tailoring requirements to the FGC for validation and approval by the force provider.

A7.7. Deployment Order Procedures.

A7.7.1. At the discretion of the IDO, 442 LRS/LGRDX will dispatch planners to the DCC. They will serve as the liaison between the 442 FW and the 509 BW for all deployment related issues.

A7.8. Mobility Weapons Procedures.

A7.8.1. Upon receipt of a DEPORD, 442 LRS/LGRDX will notify the 442 Mobility Weapons Custodian NLT Reference Start Time (RST) + 3 of the number and type of weapons required for deployment.

A7.8.2. The 442 Mobility Weapons Custodian will coordinate with 509 LRS/LGRMS to gain access to the weapons storage vault.

A7.8.2.1. Ensure all weapons (to include fighter squadron Aircrew Flight Equipment weapons) are inspected by CATM, IAW AFI 36-2654, Chapter 6.

A7.8.2.2. Build and maintain weapons cleaning kits (as needed).

A7.8.2.3. Prepare small arms for deployment based upon tasking guidance. Small arms shortages will be identified to 442 LRS/LGRDX (or DCC if manned) utilizing the AF 4006.

A7.8.2.4. Coordinate with 509 LRS/LGRM to load deployment indicator codes and process the necessary reports and listings.

A7.8.2.5. Ensure weapons placards and load lists are complete.

A7.8.2.6. Coordinate with the 442 LRS/LSM for temporary use of small arms to guard weapons during movements.

A7.8.2.7. Be responsible for ensuring the tasked unit processes their weapons pallet through the 509 BW CDF yard to include all required paperwork and transportation.

A7.8.2.8. Unit commanders will appoint one primary and two alternate weapon's custodians to take custodial responsibility for weapons and manage all weapons at the deployed location.

A7.8.2.9. The appointed deployed equipment custodians must obtain all required training prior to the deployment date.

A7.9. Cargo Deployment Procedures.

A7.9.1. UDM and/or cargo increment monitors will print out a LOGPLAN material report from LOGMOD and forward to appropriate personnel to fulfill UTC cargo requirements. Each squadron will build/tailor cargo IAW the LOGPLAN material report.

A7.9.2. Squadron personnel building cargo (UDM/increment monitors/support sections) will make changes to the LOGPLAN cargo increment in LOGMOD.

A7.9.3. Units must have all cargo buildup complete at a time determined by the IDO or the 442 LRS/LGRDX Schedule of Events (SOE). For cargo checklists and additional guidance, refer to this WAFB IDP and any locally developed checklists (if applicable).

A7.9.4. Cargo increment monitor(s) and/or the 442 FW Cargo Tiger team will be in place during the joint inspection (JI) process of all 442 FW cargo.

A7.9.5. The 509 CDF will notify the 442 FW UDMs when they are ready to accept cargo for processing.

A7.9.6. The cargo processing area is the 509 CDF yard located at Bldg. 705 and the ready line is located in the north parking lot across from Bldg. 705.

A7.9.7. Once the unit has a cargo increment ready (ready is defined as all paperwork is completed, cargo has all proper markings and cargo checklist has been completed), the unit that owns the cargo will marshal the cargo as directed.

A7.9.8. The cargo increment monitor may bring the cargo to the 509 CDF yard for pre-inspections. If the increment monitor is not present for the inspection the cargo will be returned to the unit until the increment monitor is present.

A7.9.9. The cargo inspector with the assistance of the increment monitor will inspect unit cargo for airworthiness. If the inspector finds any discrepancies with the increment, they will notify the increment monitor and may stop the inspection. Once the unit has fixed the discrepancy we will begin the inspection again.

A7.9.10. Once cargo has passed pre-inspection, the cargo increment monitor will stage the cargo in the cargo staging area. If required, monitors can sign out forklifts from the 509 LRS Vehicle Dispatch.

A7.9.11. Once cargo is weighed the increment monitor will take the cargo to the ready line. The CDF chief will direct the increment monitor where to stage the cargo. The increment monitor will stay with the cargo until released by the lead 442 Cargo POC or 442 LRS/LGRDX.

A7.9.12. All classified increments will return to the unit for storage until Unit Assembly Complete time per the SOE IAW with the DEPORD.

A7.10. Cargo Deployment Procedures at DEPORD.

A7.10.1. Units will ensure all cargo stated in the DEPORD/TPFDD is ready for deployment.

A7.10.2. The 442 FW pre-load plans will be based on the 442 FW cargo prioritization list.

A7.10.3. For all cargo staged during PTDO, the lead 442 Cargo POC will ensure the correct chalk number is annotated on the placard for each increment.

A7.10.4. The lead 442 Cargo POC will arrange the pre-staged cargo IAW the final load plans provided by the 509 LRS CDF.

A7.10.5. The 442 FW Cargo Tiger Team will report to the 509 BW CDF at cargo marshalling start time per the SOE to assist with cargo discrepancy corrections.

A7.10.6. Bobtail and forklift drivers will transport cargo from the 442 FW ready line to the 509 BW CDF yard for marshaling at the direction of the CDF yard Team Chief based on a/c load plans or the SOE.

A7.10.7. If LOGMOD is in use, units will ensure Cargo Unit Assembly Complete times are entered in to the SOE once their cargo buildup is complete and cargo has processed through the 509 BW CDF.

A7.10.8. Cargo increment monitors will report to the lead 442 Cargo POC at Cargo Unit Assembly Complete IAW SOE to escort their cargo through marshalling and JI at the CDF and correct any discrepancies noted by the Joint Inspection team.

A7.10.9. Classified cargo not already staged by the 442 FW will be taken to the ready line at Cargo Unit Assembly Complete per the SOE or when requested by the CDF to await cargo JI. After JI, classified cargo will be sealed and taken back to the unit. If not taken back to the unit, cargo couriers will be required to maintain constant surveillance/security.