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This instruction implements Air Force Policy Directive (AFPD) 10-1, *Mission Directives*. This instruction assigns responsibilities for Air Force personnel agencies supporting contingency, wartime, exercise, and emergency operations. It also provides procedures for preparing Personnel Support for Contingency Operations (PERSCO) reports for wartime personnel missions. PERSCO encompasses all actions required within the personnel community to fulfill the Air Force mission. From preplanning through employment and redeployment actions, personnel are involved in supporting both combatant and non-combatant personnel. This instruction directs collecting and maintaining information subject to the *Privacy Act of 1974* authorized by Title l0, United States Code (U.S.C.), Section 8013. System of Records Notice F036 AF PC S, *Contingency Operations System (COMPES),* applies. Refer to **Attachment 1** for a glossary of references and supporting information. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to the Personnel Readiness Branch, HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB TX 78150-4717. Process supplements that effect any military personnel function as shown in Air Force Instruction (AFI) 33-360, volume 1, *Publications Management program*. Coordinate supplements with HQ AFPC/DPWRC.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. Adds Central Site and HQ ARPC responsibilities; outlines procedures to request use of PALACE Envoy for the Special Interest Foreign Aircraft (SIFA) Program; includes specific procedures and examples on completion of the electronic AF Form 245, **Employment Locator and Processing Checklist** and AF Form 3847, **Deployment Processing TDY Checklist**; adds information and procedures concerning MANPER-B field assistance, inventory management, outage reporting, hardware relocation reporting, and virus reporting (**Attachment 3**); adds sample Medical and Immunization Clearance Memorandums for use by Personnel Readiness Functions (PRF) to deploy personnel; includes a sample Personnel Support for Contingency Operations Team (PT) responsibilities memorandum; outlines the United States Southern Air Force (USSOUTHAF) Human Rights Policy statement for personnel deploying to the Southern Command area

of responsibility (SOUTHCOM AOR); changes the name of Contingency, Exercise, Mobility (CEM) orders to Contingency, Exercise, Deployment (CED) to coincide with discontinuance of the term "mobility," expands the chapter on creation of CED orders and order statement tables contain specific information for the deployment of federal civilian and contractor personnel; includes information and a sample login sheet (**Attachment 4**) for MANPER users to request access to the Red-Mini; expands the section on PALACE Tenure program responsibilities and outlines specific timelines for completion of various actions; and adds a sample Contingency temporary duty (TDY) Volunteer Request Memorandum.

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Chapter 1

RESPONSIBILITIES

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1.1. Contingency and Joint Matters Division (HQ USAF/ DPFJ):

1.1.1. Develops total force concepts, policies, and plans to support Reserve Component (RC) activation and mobilization, deployment, employment, accountability, demobilization, and emergency operations.

1.1.2. Serves as the Office of Primary Responsibility (OPR) for PERSCO policy.

1.1.3. Serves as the Combat Crisis Action Team/Manpower and Personnel Readiness Center (CAT/ MPRC) within the Air Force Operations Group (AFOG) when activated.

1.1.4. Advises HQ Air Force Personnel Center (AFPC)/DPWRC when a contingency operation begins.

1.1.5. Activates the MPRC/Personnel Readiness Center (PRC) network when a contingency operation seems likely.

1.1.6. Develops and oversees United States Air Force (USAF) PERSCO policy for all levels of command.

1.1.7. Serves as the Personnel OPR for Manpower and Personnel Headquarters level (MANPER-H) and Force Augmentation Status and Tracking System (FAST), Repatriation and Noncombatant Evacuation Operations (NEO), Resource Augmentation Duty (READY) Program, and Mission Support Squadron (MSS), or equivalent, and Status of Resources and Training System (SORTS) reporting.

1.1.8. Manages the HQ USAF/DPFJ Global Command and Control System (GCCS) Newsgroups.

1.1.9. Reviews PERSCO Team (PT) After Action Reports (AAR).

1.1.10. Assigns a Manpower and Equipment Force Packaging (MEFPAK) command to manage PERSCO unit type codes (UTC).

1.1.11. Serves as the assignment team for officer (colonel and above) filler, replacement, and levy reclama actions, and TDY extension requests including those requiring Secretary of the Air Force (SAF) approval for officers (colonel and above). Refer to **Attachment 2** for sourcing procedures.

1.1.12. Sets civilian personnel policies and procedures to meet worldwide mission requirements during contingency, wartime, exercise, and emergency operations (reference AFI 36-507, *Mobilization of the Civilian Work Force*).

1.1.13. Uses the MPRC network to provide instructions to major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), base-level PRF, and Civilian Personnel Flights (CPF) during exercises, contingencies, and emergency operations.

1.1.14. Follows Manpower and Personnel Base-level (MANPER-B) system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.1.15. Notifies the MANPER-B Field Assistance Center (FAC) of any MANPER-B hardware or software problems. Follows guidance provided by the FAC and complies with MANPER-B report-

ing. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.1.16. Loads only software approved and provided by the Directorate of Personnel Data Systems, HQ AFPC/DPD.

1.1.17. Ensures MANPER-B equipment assigned to the office is on an Advanced Data Processing Equipment (ADPE) account with the communications unit.

1.1.18. Ensures the American Telephone and Telegraph (AT&T) 1910 Secure Data Device (SDD) is on a Custodian Authorization/Custody Receipt Listing (CA/CRL) with the Supply squadron.

1.1.19. Submits a MANPER login request sheet for access to the Red-Mini system (see **Attachment 4**).

1.1.20. Follows the criteria below for password establishment.

1.1.20.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

1.1.20.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request (AF Form 2519**, All Purpose Checklist** overprint) for the new member (**Attachment 4**). When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.1.21. Ensures the MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP and the MANPER-B certification and accreditation is validated every 3 years.

1.1.22. Conducts an inventory of MANPER-B systems annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.2. Readiness Operations Division (HQ AFPC/DPWR):

1.2.1. Establishes the HQ AFPC PRC upon activation of the HQ USAF MPRC/PRC Network or as directed by the AFPC Commander during emergencies.

1.2.1.1. Upon assuming control of the HQ USAF/MPRC by the Alternate Manpower and Personnel Readiness Center (AMPRC) initiates all DCS/P Emergency Action Book (EAB) items.

1.2.2. Responsible for HQ AFPC/PRC operations when activated.

1.2.3. Develops procedures to implement USAF policy for PERSCO operations.

1.2.4. Serves as the personnel functional OPR for MANPER-B/H/I (Intermediate Level), M (Major Command (MAJCOM) level) and FAST-M (MAJCOM level).

1.2.5. Provides system support for the PALACE Tenure program.

1.2.6. Maintains personnel accountability for all Air Force personnel supporting contingency, wartime, exercise, and emergency operations.

1.2.7. Reviews AARs and assigns an OPR to evaluate and resolve problem areas.

    1.2.7.1. Sets up a crossfeed program for MAJCOMs, Military Personnel Flights (MPF), and PTs.

1.2.8. Manages and coordinates all aspects of PERSCO and MANPER-B training.

    1.2.8.1. Reviews student critiques of the MANPER-B course at Keesler AFB MS and oversees changes to the course curriculum.

1.2.9. Assists HQ USAF/DPFJ in the development of total force concepts, policies, and plans to support RC activation and mobilization, deployment, employment, base reception, noncombatant evacuation order (NEO) and repatriation operations, accountability reporting, and demobilization.

1.2.10. Monitors the mission ready status of MANPER-B systems and hardware.

1.2.11. Manages the inventory of and coordinates the movement of MANPER-B systems AF-wide.

1.2.12. Manages the MANPER-B FAC.

1.2.13. Coordinates MANPER-B maintenance and shipment of system components to and from the contractor.

1.2.14. Manages access to and prepares procedures for use of the MANPER traffic and distribution function of the Red-Mini system.

1.2.15. Submits a login request for access to the Red-Mini system (**Attachment 4**) and provides passwords to field users based on criteria outlined below.

    1.2.15.1. If the account is activated, the old member can login and the new member can take control of the terminal issuing the "passwd" command to change the password.

    1.2.15.2. If the account is activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file; the primary logs in with their new password and is forced to pick a new one). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.2.16. Follows MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.2.17. Ensures the MANPER-B equipment assigned to the office is on an ADPE account with the communications unit.

1.2.18. Ensures the AT&T 1910 SDD is placed on a CA/CRL with the Supply squadron.

1.2.19. Ensures the MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP, and the MANPER-B certification and accreditation is validated every 3 years.

1.2.20. Conducts an inventory of MANPER-B systems annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.2.21. Serves as the OPR for PALACEs programs (PALACE Blitz, Envoy, Exercise, Tenure, and Trip), military filler and replacement requirements as AFI 36-2110, *Assignments*, and this instruction direct, and civilian filler, replacement, and levy reclama actions.

1.2.22. Develops processing procedures for getting contingency manning for PALACE programs, individual filler and replacement requirements, TDY extensions for individuals filling AFPC-tasked requirements, and reclama actions for AFPC-tasked requirements.

1.2.23. Serves as approval authority for requests from military and civilian personnel for extending contingency TDYs that will not go beyond 179 days. See paragraph **1.1.11.** for officers, colonel and above.

  1.2.23.1. Coordinates all military personnel requests for Secretary of the Air Force (SAF) waivers (over 179 days) with HQ AFPC/DPAIP1.

1.3. Readiness Systems Branch (HQ AFPC/DPDMR):

1.3.1. Develops and coordinates software and hardware acquisitions and publishes user documentation to support MANPER-B/H/I/M, FAST, and the Red-Mini system.

1.3.2. OPR for system analysis and software applications for MANPER support of PALACE Tenure execution.

1.3.3. Follows MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.3.4. Notifies MANPER-B FAC of any MANPER-B hardware or software problems. Returns broken components to the maintenance contractor within 72 hours after receiving replacement parts and complies with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.3.5. Loads only software approved and provided by HQ AFPC/DPD.

1.3.6. Ensures MANPER-B equipment assigned to the office is on an ADPE account with the communications unit.

1.3.7. Ensures the AT&T 1910 SDD is placed on a CA/CRL with the Supply squadron.

1.3.8. Submits a MANPER login request sheet for access to the Red-Mini system (see **Attachment 4**).

1.3.9. Follows the criteria below for password establishment.

  1.3.9.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

  1.3.9.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is

forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.3.10. Ensures MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP and the MANPER-B certification and accreditation is validated every 3 years.

1.3.11. Conducts an inventory of MANPER-B systems annually upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.4. HQ Air Reserve Personnel Center (HQ ARPC):

1.4.1. Readiness and Mobilization Division (HQ ARPC/DAR):

1.4.1.1. Provides for utilization and accountability of Individual Mobilization Augmentees (IMA) (see **Attachment 5**).

1.4.1.2. Follows MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.4.1.3. Notifies MANPER-B FAC of any MANPER-B hardware or software problems. Returns broken components to the maintenance contractor within 72 hours after receiving replacement parts and complies with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.4.1.4. Loads only software approved and provided by HQ AFPC/DPD.

1.4.1.5. Ensures MANPER-B equipment assigned to the office is on an ADPE account with the communications support function.

1.4.1.6. Ensures the AT&T 1910 SDD is placed on a CA/CRL with the Supply squadron.

1.4.1.7. Submits a MANPER login request sheet for access to the Red-Mini system (see **Attachment 4**).

1.4.1.8. Follows the criteria below for password establishment.

1.4.1.8.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

1.4.1.8.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.4.1.9. Ensures MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP, and the MANPER-B certification and accreditation is validated every 3 years.

1.4.1.10. Conducts an inventory of MANPER-B systems annually upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.5. Supporting Component Command (Contingency/Exercise Support Personnel Function):

1.5.1. Sources PT and MANPER-B taskings to bases for filler action.

1.5.1.1. Ensures PT members meet training guidelines in this instruction and the PERSCO and MANPER-B Air Force Job Qualification Standard (AFJQS). Also ensures PT supply kits and all MANPER-B systems are maintained in a "mission ready" status.

1.5.1.2. Notifies HQ AFPC/DPWRC (info the supported component command) by message when MANPER-B systems are not available to meet contingency requirements.

1.5.2. Supports filler and replacement requirements received from HQ AFPC/DPWRM. *NOTE:* Establishes levy reclama and shortfall procedures for subordinate units and publishes these guidelines in a supplement to this instruction. Includes as information addressees on Operational Plan (OPlan) tasking messages the Installation Deployment Officer (IDO) and base contingency support staff (or equivalent).

1.5.3. Maintains personnel accountability by tracking and managing mini-records. *EXCEPTION:* Mini-records are not required for manning assistance programs (duty status code 21). *NOTE:* MPFs must flow mini-records as soon as possible after the PRF receives the deployment tasking but no later than 60 days prior to the Date Required In-Place (DRI) or no later than 7 days after receipt of taskings when received within 60 days prior to DRI.

1.5.4. Establishes accountability for personnel at aerial ports of embarkation (APOE) as directed by the HQ USAF/CAT-MPRC.

1.5.5. Coordinates requests for TDY extensions with HQ AFPC/DPWRM. Forwards requests for extensions beyond 179 days at one site to HQ AFPC/DPAIP1. Process according to procedures in **Attachment 6**. *NOTE:* If the extension is for an ANG/AFRC volunteer in the area of responsibility (AOR), coordinate request with the appropriate MAJCOM functional manager (see **Attachment 6**).

1.5.6. Ensures command inspection teams evaluate MPFs according to this instruction and AFI 90-201, *Inspector General Activities*. Develop procedures and checklists for exercise scenarios.

1.5.7. Implements SORTS reporting for MSSs or equivalent.

1.5.7.1. Develops and updates Designed Operational Capability (DOC) statements.

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

1.5.8. Conducts exercises to assess the mission readiness of MSSs (both in-garrison and deployed). Develops "MANPER-B system" exercises to enhance base-level in-garrison and deployed PERSCO MANPER-B training.

1.5.9. Maintains operational control of non-deployed MANPER-B systems.

1.5.9.1. Coordinates the permanent relocation of MANPER-B systems with HQ AFPC/DPWRC prior to movement of systems.

1.5.9.2. Ensures MPFs follow MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-gar-

rison and deployed systems supporting contingency, wartime, exercise, and emergency operations. *NOTE:* This also applies to MANPER-B equipment maintained at MAJCOM level.

1.5.10. Ensures MPFs notify the MANPER-B FAC of any MANPER-B hardware or software problems and return broken components to the maintenance contractor within 72 hours after receiving replacement parts, complying with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.5.11. Ensures MPFs load only software approved and provided by HQ AFPC/DPD.

1.5.12. Ensures MANPER-B equipment assigned to the office and all MPFs is on an ADPE account with the communications unit.

1.5.13. Ensures the AT&T 1910 SDD at each MPF is placed on a CA/CRL with the Supply squadron.

1.5.14. Submits a MANPER login request sheet for access to the Red-Mini system and ensures each MPF does the same (see **Attachment 4**).

1.5.15. Follows the criteria below for password establishment.

1.5.15.1. If primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

1.5.15.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.5.16. Ensures MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP and the MANPER-B certification and accreditation is validated every 3 years.

1.5.17. Conducts an inventory of MANPER-B systems annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.5.18. Sends command supplements to HQ USAF/DPFJ and HQ AFPC/DPWRC for review and coordination prior to publication. *NOTE:* Send command supplements to HQ AFPC/DPWRC on a diskette in Microsoft Word format.

1.5.19. Follows guidance contained in **Attachment 5** of this instruction on the utilization and accountability of IMAs.

1.5.20. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph 3.8.2.

1.6. Supported Component Command (Contingency and Exercise Support Personnel Func tion):

1.6.1. Sets up PT (see paragraph **1.6.1.2.**) and MANPER-B/I requirements in the TPFDD according to this instruction, the Unit Type Code (UTC) Mission Capability (MISCAP) statement, AFI 10-403,

Deployment Planning, Annex G to War and Mobilization Plan (WMP) I and WMP III, and coordination with functional managers to ensure taskings are sourced through proper channels.

1.6.1.1. Ensures deployment requirements manning document (DRMD) line remarks clearly define unique requirements for standard and tailored PT UTCs including special experience identifiers (SEI) required for tasked individuals.

1.6.1.2. Uses the following formula to determine PT requirements: core PT requirements as a baseline, one PT member for every 250 serviced personnel, round up all requirements to the next even whole number (e.g., 2.5 rounds up to 4), and use RFBFA at all sites with a population of 1,000 or more and RFBFB at all sites with a population greater than 500 but less than 1,000. *NOTE:* These numbers may be altered for unit exercises and Operational Readiness Inspections (ORI).

1.6.2. Develops plans and procedures to support personnel processing for military, civilian (Department of Defense (DoD), contract, and others as directed), and family members during contingency, wartime, exercise, and emergency operations according to AFI 10-403; AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants;* AFI 36-507; and this instruction.

1.6.3. Provides Annex E (Manpower and Personnel) for each OPlan according to AFI 10-403.

1.6.3.1. Ensures Annex E identifies and assigns all PT logistical requirements (e.g., communications, power, furniture, etc.).

1.6.3.2. Coordinates requirements with the MAJCOM staff during the deliberate planning phase.

1.6.3.3. Develops a chain of command and reporting instructions for each employed duty location code and intermediate headquarters, as applicable.

1.6.3.4. Uses standard report formats contained in this instruction to the maximum extent possible. Describes command-unique reports in Annex E of the OPlan and outlines complete instructions on format, content, addressees, frequency of reporting, and classification guidelines.

1.6.3.5. Specifies primary and alternate communication requirements, such as data, voice, message, text, communications availability, and performance criteria.

1.6.3.6. Provides a detailed concept of operations (CONOPS) for deployed PTs when communications are a limiting factor (LIMFAC). This concept includes automated or manual accountability and instructions to satisfy Air Force reporting requirements.

1.6.3.7. Outlines strength accountability responsibilities.

1.6.3.7.1. Consider establishing a central site to meet requirements in paragraph **1.7.** when there are multiple PERSCO teams in the AOR or when PT locations have limited communication support. *NOTE:* PERSCO teams supporting multiple geographical locations must be identified to HQ AFPC/DPWRC to ensure proper routing of data pattern traffic (DPT) on the Red-Mini system, to include, the geographical locations supported.

1.6.3.7.1.1. Uses a pre-established contingency MPF ID for establishment of a central site MPF ID when an existing MPF is not designated. *NOTE:* Contact HQ AFPC/DPWRC if another contingency MPF ID is needed.

1.6.3.7.1.2. Ensures central site MPF ID is included in the plan.

1.6.3.8. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph 3.8.2.

1.6.4. Maintains personnel accountability by tracking and managing mini-records. ***EXCEPTION:*** Mini-records are not required for manning assistance programs (duty status code 21). MPFs must flow mini-records as soon as possible after the PRF receives the deployment tasking but no later than 60 days prior to the date required in-place (DRI) or no later than 7 days after receipt of taskings when received within 60 days prior to DRI.

1.6.5. Reviews and validates filler and replacement requirements from operational PTs and MPFs.

1.6.6. Realigns command resources to fill validated requirements before asking HQ AFPC/DPWRM to initiate Air Force-wide sourcing.

1.6.7. Performs PALACE program duties.

1.6.7.1. Ensures draft military personnel flight memorandum (MPFM) general reporting instructions are provided to HQ AFPC/DPWRM not later than 30 days after operation is tenured.

1.6.7.2. Develops and validates personnel requirements to be sourced under PALACE programs.

1.6.7.3. Ensures plan requirements are available on time for sourcing by HQ AFPC/DPWRM and tasking by supporting component commands.

1.6.7.4. Provides for each operation (by AIG 10842 message), classification guidance, a clear-text listing of deployment requirements manning document (DRMD) line remarks, and reporting instructions for each operation to HQ AFPC/DPWRC/DPWRM, all supporting component commands, MPFs, and PTs supporting the operation.

1.6.7.5. Distributes plan requirements to tasked MPFs and tracks receipt of those plan requirements.

1.6.7.6. Coordinates requests for TDY extensions on HQ AFPC-tasked requirements with HQ AFPC/ DPWRM.

1.6.7.7. Ensures PT notifies MAJCOMs by message of unfilled requirements. ***NOTE:*** Recommend 45 and 30 days prior to DRI.

1.6.8. Performs non-PALACE program duties.

1.6.8.1. Develops and validates personnel requirements to be sourced.

1.6.8.2. Ensures plan requirements are available on time for sourcing.

1.6.8.3. Provides for each operation (by AIG 10842 message), classification guidance, a clear-text listing of DRMD line remarks, and reporting instructions for each operation to HQ AFPC/DPWRM, all supporting component commands, MPFs, and PTs supporting the operation.

1.6.8.4. Distributes plan requirements to tasked MPFs and tracks receipt of those plan requirements.

1.6.8.5. Ensures PT notifies MAJCOMs by message of unfilled requirements. ***NOTE:*** Recommend 30 days prior to DRI.

1.6.9. Develops concepts, plans, and procedures to support personnel deployment, repatriation, NEO, and reception processing.

1.6.10. Develops and implements theater-unique personnel programs and procedures.

1.6.11. Oversees force accountability within the theater of operation, including deployed Air Force civilian and contract employees.

1.6.11.1. Follows higher headquarters reporting requirements.

1.6.11.2. Implements personnel tracking and reporting at aerial port of debarkation (APOD) and APOE as directed by the AFOG/CAT-MPRC.

1.6.12. Manages PTs in theaters of operation.

1.6.13. Maintains operational control of all MANPER-B systems in theaters of operation.

1.6.13.1. Ensures PTs and MPFs within theater follow accountability and reporting procedures in **Attachment 3** of this instruction.

1.6.13.2. Ensures all MANPER-B equipment is on an ADPE account with the communications unit. *NOTE:* This includes deployed systems and those permanently positioned at rotational deployment locations.

1.6.14. Follows and ensures MPFs follow MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.6.15. Notifies MANPER-B FAC of any MANPER-B hardware or software problems. Returns broken components to the maintenance contractor within 72 hours after receiving replacement parts and complies with MANPER-B reporting. *NOTE:* Ensures MPFs follow the above guidance. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.6.16. Loads only software approved and provided by HQ AFPC/DPD. *NOTE:* Ensures MPFs follow this guidance.

1.6.17. Ensures the MPFs AT&T 1910 SDD is placed on a CA/CRL with the Supply squadron.

1.6.18. Submits a MANPER login request sheet for access to the Red-Mini system (see **Attachment 4**). Additionally, notifies HQ AFPC/DPWRC of any requirements to establish mailboxes on the Red-Mini for new geographical locations (GEOLOC).

1.6.18.1. Follows the criteria below for password establishment.

1.6.18.2. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

1.6.18.3. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request, a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.6.19. Ensures MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP and the MANPER-B certification and accreditation is validated every 3 years.

1.6.20. Conducts an inventory of MANPER-B systems annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.6.21. Provides staff assistance to PTs as needed.

1.6.22. Ensures HQ USAF/CAT-MPRC, HQ AFPC/PRC, supporting component commands, and applicable MPFs and PTs in the AOR receive correspondence on all command personnel programs.

1.6.23. Follows guidance in **Attachment 5** of this instruction on the utilization and accountability of individual mobilization augmentees (IMA).

1.6.24. Reviews time-phased force and deployment data (TPFDD) to source MANPER-B system (UTC RFBEQ) shortfalls.

1.7. Central Site:

1.7.1. Established at the direction of the supported component command when there are multiple PERSCO locations within the AOR or when PT locations have limited communication support.

1.7.2. Ensures supported component command uses the MPF ID provided by HQ AFPC/DPWRC in the Central Site data field in the plan and central plan manager includes MPF ID for use in central site of the plan and correct data flowed to all participating units.

1.7.3. Functionally aligned under the supported component command.

1.7.4. Acts as liaison between higher headquarters (supported command, Air Staff, etc.) and deployed PERSCO teams in the AOR.

1.7.5. Maintains constant contact with all PERSCO teams (PT) to ensure mission is progressing smoothly and problems are being identified and corrected as they occur.

1.7.6. Works with manpower and quality function at both Central Site and employed site to ensure requirements are valid and all PTs have the complete plan for their location.

1.7.7. Provides guidance to PTs on procedures to support the operation.

1.7.8. Deploys with a MANPER-B system (if possible, obtain access to email, fax machine, and copy machine).

1.7.9. Follows MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.7.10. Notifies MANPER-B FAC of any MANPER-B hardware or software problems. Returns broken components to the maintenance contractor within 72 hours after receiving replacement parts and complies with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.7.11. Loads only software approved and provided by HQ AFPC/DPD.

1.7.12. Ensures MANPER-B equipment is on an ADPE account with the communications unit.

1.7.13. Ensures the AT&T 1910 SDD is placed on a CA/CRL with the Supply squadron.

1.7.14. Submits a MANPER login request sheet for access to the Red-Mini system (see **Attachment 4**).

1.7.15. Follows the criteria below for password establishment.

1.7.15.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

1.7.15.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.7.16. Ensures MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP and the MANPER-B certification and accreditation is validated every 3 years.

1.7.17. Conducts an inventory of MANPER-B systems annually upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.7.18. Provides MANPER-B hardware maintenance support, as required.

1.7.19. Responds to requests for data from higher headquarters.

1.7.20. Sends a Central Site Status Report to AIG 10842 (see **Attachment 7**). Ensures action is initiated to include Central Site in all correspondence relating to the operation.

1.7.21. Monitors flow of data pattern traffic (DPT) to and from PTs. If required, send messages to home station MPFs notifying them of requirement to flow DPT.

1.7.22. Monitors duty status change messages received from PTs and ensures format and content is correct notifying the team of problems identified.

1.7.23. Monitors status of PALACE messages sent by all PTs. Ensure responses are timely and accurate.

1.7.24. Compares data flowed from PTs with DSC messages and ensures inaccuracies are identified and corrected by the appropriate PT.

1.7.25. Completes accountability updates into MANPER-B when PERSCO has no ability to transmit DPT.

1.7.26. Establishes contact with the communications center and ensures a valid message traffic route is established for the Central Site.

1.7.27. Ensures each deployed central site team member supporting contingency forces submits an AAR according to this instruction and command guidelines. Send the AAR to the supporting parent MAJCOM, the supported command, HQ USAF/DPFJ, 1540 Air Force Pentagon, Washington DC 20330-1540 and HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB TX 78150-4717.

1.8. Mission Support Squadron Commander, or Equivalent:

1.8.1. Trains and equips unit personnel to support wartime requirements. See AFI 10-403, AFI 36-507, and this instruction for deployment planning and personnel processing requirements.

1.8.2. Meets SORTS reporting requirements in AFPD 10-2, *Readiness,* and AFI 10-201, *Status of Resources and Training System.*

1.8.3. Provides complete or interim responses to requests from deployed commanders or deployed personnel within 2 duty days of receipt.

1.8.4. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph 3.2.8.

1.8.5. Approves the award of PERSCO and MANPER-B SEIs according to Air Force Manual (AFMAN) 36-2105, *Officer Classification* and AFMAN 36-2108, *Airman Classification.*

1.9. Chief, Civilian Personnel Flight (CPF) or Equivalent:

1.9.1. Upon request, assists the MPF PRF and IDO with developing and implementing civilian personnel policy and procedures according to AFI 10-403, AFI 36-507, and this instruction.

1.9.2. Supports the MPRC when the network is activated.

1.9.3. Provides the following data to the PRF for preparation of CED TDY orders and generation of MANPER-B mini-records for civilian personnel tasked to deploy in support of contingency support operations: full name, SSN, type of civilian category (such as DoD US Citizen employee or AF US citizen employee), occupational series number, Air Force Specialty Code (AFSC) from the unit manning document, grade, pay plan, assigned personnel accounting symbol (PAS), sex, and security clearance.

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

1.9.4.1. Includes procedures in appropriate base plans and supplements to Air Force Instructions.

1.9.5. Provides complete or interim responses to requests from deployed commanders or deployed personnel within 2 duty days of receipt.

1.10. MPF Commander or Equivalent:

1.10.1. Ensures the MPF provides prompt support to deployed commanders and base personnel during contingency, wartime, exercise, and emergency operations (see paragraph **1.8.3.**).

1.10.2. Provides trained personnel and equipment to support emergency operations, such as repatriation of DoD personal, natural disasters, etc.

1.10.3. Maintains personnel accountability by tracking and managing mini-records. *EXCEPTION:* Mini-records are not required for manning assistance programs (duty status code 21). MPFs must flow mini-records as soon as possible after the PRF receives the deployment tasking but no later than 60 days prior to the date required in-place (DRI), or no later than 7 days after receipt of taskings when received within 60 days prior to DRI.

1.10.4. Functions as the base functional manager for all AFSC 3S0X1 and 36PX contingency taskings and other matters. The MPF commander or equivalent will ensure all personnel AFSC taskings

are equitably distributed throughout the base and solicit orderly room personnel to support PERSCO functions.

1.10.5. Assigns only the most knowledgeable and capable personnel to the PRF (the base focal point for all personnel readiness matters).

    1.10.5.1. Replaces personnel who do not maintain proficiency on MANPER-B operations.

1.10.6. Ensures personnel assigned to the PRF complete MANPER-B training within 12 months of assignment to the function.

    1.10.6.1. All 3S0X1 personnel in this function must complete the USAF MANPER-B Operations Course (refer to Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*). *NOTE:* Personnel who complete a HQ AFPC/DPWRC approved MANPER-B course (Keesler AFB MS, McGhee Tyson Airport TN, or one taught by HQ AFPC/DPWRC personnel) meet this requirement.

    1.10.6.2. Ensures personnel are certified at the "task performance" level on all mandatory tasks in the MANPER-B AFJQS and document the training.

    1.10.6.3. The JQS (which is part II of the Career Field Education and Training Plan (CFETP) 3S0X1) will be maintained in the member's On-the-Job Training (OJT) record for personnel (TSgt and below) performing primary duties that include the operation of the MANPER-B computer system. For MSgts and above this JQS will be maintained in the PERSCO training folder.

1.10.7. Ensures personnel assigned to the PRF are not assigned additional duties that would conflict with duties during contingencies or exercises.

1.10.8. Establishes accountability procedures for employed personnel until PERSCO team is established.

1.10.9. Helps in-garrison unit commanders establish procedures for when they deploy to account for deployed personnel when a PT will not be immediately available at the employment location (see paragraph **1.14.**).

1.10.10. Ensures the PRF follows MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.10.11. Ensures the PRF notifies MANPER-B FAC of any MANPER-B hardware or software problems. Returns broken components to the maintenance contractor within 72 hours after receiving replacement parts and complies with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.10.12. Ensures the PRF loads only software approved and provided by HQ AFPC/DPD. *NOTE:* Porting of MANPER-B software onto other platforms (individual PC or laptops) must be approved by HQ AFPC/DPWRC.

1.10.13. Ensures MANPER-B equipment assigned to the PRF and PT is on an ADPE account with the communications unit.

1.10.14. Ensures the AT&T 1910 SDD assigned to the MPF and PT is placed on a CA/CRL with the Supply squadron.

1.10.15. Ensures the PRF submits a MANPER login request sheet for access to the Red-Mini system (see **Attachment 4**).

1.10.16. Ensures the PRF follows the criteria below for password establishment.

   1.10.16.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

   1.10.16.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.10.17. Ensures the PRF has a current certification and accreditation for locations where MANPER-B systems are operational (e.g., PRC, PDF, etc.). *NOTE:* Refer to Air Force Security System Instruction (AFSSI) 5018, *Risk Analysis*.

1.10.18. Ensures the PRF conducts an inventory of MANPER-B systems annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.10.19. Maintains all MANPER-B systems and PT supply kits in a "mission-ready" status.

1.10.20. Initiates a report of survey (according to AFI 23-220, *Reports of Survey for Air Force Property*) when unable to locate accountable hardware system components.

1.10.21. Appoints a MANPER-B equipment custodian.

1.10.22. Staffs PTs according to the PERSCO UTC MISCAP statement and Manpower Force (MANFOR) Packaging detail (see **Attachment 8**).

   1.10.22.1. Assigns only the most knowledgeable and capable personnel to a PT.

   1.10.22.2. Ensures team members meet the same standards as personnel selected for a permanent change of station according to AFI 36-2110 and replaces personnel who do not maintain these standards.

   1.10.22.3. Reports names and grades of personnel initially assigned as primary and alternate PERSCO members to parent MAJCOM contingency and exercise support personnel function within 5 work days of assignment; thereafter, only reports changes, additions and deletions to PERSCO composition. *NOTE:* MAJCOMs can use a listing to validate and monitor PERSCO team member assignment prior to and during inspection and staff assistance visits.

1.10.23. Trains team members to the "task performance" level of the PERSCO and MANPER-B AFJQSs and the UTC MISCAP require.

   1.10.23.1. Ensures team members complete all training within 12 months of assignment to a team. *NOTE:* Attendance at the USAF MANPER-B Operations Course is mandatory for primary MANPER-B operators. For SORTS reporting, MANPER-B operators are fully trained if they

have completed all AFJQS task certification training, but have not yet attended the MANPER-B Course (but are not eligible for award of SEI 299).

1.10.23.2. Ensures PERSCO training is documented on the appropriate AFJQS.

1.10.23.3. Ensures this JQS (which is part II of the CFETP 3S0X1) is maintained in the member's OJT record for personnel (TSgt and below) performing primary duties that include the operation of the MANPER-B computer system. For MSgts and above, this JQS will be maintained in the PERSCO training folder.

1.10.23.4. Documents other initial and recurring training (such as small arms, CBWDT, etc.) according to AFI 10-403 and AFI 36-2201, *Developing, Managing, and Conducting Training*.

1.10.24. Recommends to the MSS commander personnel who meet the prerequisites in AFMAN 36-2105 and AFMAN 36-2108 to receive the PERSCO and MANPER-B SEI.

1.10.24.1. The MPF commander may recommend withdrawal of SEIs according to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, AFMAN 36-2105, AFMAN 36-2108, and AFMAN 36-2622, *Personnel Data Systems End Users Manual*.

1.10.25. Assigns, equips, and trains personnel to operate the PDF according to AFI 10-403 and this instruction.

1.10.25.1. Works with Base IDO on when to establish the PDF for processing deploying personnel. Because response times and missions vary, MAJCOMs and bases determine how best to process deploying personnel. Recommend using preprocessing procedures to the maximum extent possible.

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

1.10.26.1. Provides one fully qualified MANPER-B operator for each shift.

1.10.26.2. The PRC must have access to an approved computer for operating MANPER-B software connected to a SDD, a secure telephone unit (STU-III), and datafax machine (classified and unclassified).

1.10.26.3. Because OPlans involve both personnel and manpower agencies, recommend the MPF commander work with the local manpower and quality office to develop a complete MPRC. Using an MPRC is optional.

1.10.27. Ensures each deployed PT Chief and Noncommissioned Officer In Charge (NCOIC) supporting contingency forces submits an AAR according to this instruction and command guidelines.

1.10.27.1. The PT Chief or NCOIC sends the AAR to the supporting parent MAJCOM, the supported command, HQ USAF/DPFJ, 1540 Air Force Pentagon, Washington DC 20330-1540 and HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB TX 78150-4717.

1.10.28. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph **3.2.8.**

1.11. Personnel Deployment Function (PDF):

1.11.1. Advises commanders when personnel are ineligible for deployment according to the deployment availability codes in the personnel data system (PDS), AFI 10-201, AFI 10-403, and AFI

36-2110 and ensures personnel with waiverable nonavailability codes have the waiver documented correctly. *NOTE:* Ultimate responsibility for deployment eligibility rests with the unit commander.

1.11.2. Maintains accountability of deploying personnel from the time they arrive at the PDF until they leave home station.

1.11.3. Prepares new record of emergency data card, identification card, Geneva Convention Card, and identification tags on request from deploying personnel or as required.

1.11.4. Ensures members are briefed on the Foreign Clearance Guide, DoD Travel Security Advisory and the area of deployment, force protection training requirements, and any other training requirements identified in the reporting instructions.

1.11.5. Coordinates filler and shortfall actions for unit personnel shortages with the personnel representative on the Deployment Control Center (DCC) staff.

1.11.5.1. Submits personnel shortfall messages when positions cannot be filled from base resources (see **Attachment 9**).

1.11.6. Uses MANPER-B system or HQ AFPC/DPWRC approved system to produce contingency, exercise, deployment (CED) orders (see **Chapter 4**).

1.11.7. Provides data to the IDO for logistics module (LOGMOD-B), transportation Management Office (TMO) for the Cargo Movement Operating System (CMOS), and CPF, or equivalent for civilian requirement sourcing, as applicable.

1.11.8. Prepares a personnel accountability kit (PAK) for deploying personnel.

1.11.8.1. Gives the PAK to the troop commander if the entire group is traveling to the same duty location in the AOR.

1.11.8.2. Gives the PAK to the senior member of each group with a common destination when members are traveling to different duty locations in the AOR or personnel are traveling to an APOE.

1.11.8.3. Briefs troop commander, designated representative or member to handcarry the PAK to the PT or MPF at employment duty location.

1.11.8.4. Marks both sides of the PAK with this statement: PERSONNEL ACCOUNTABILITY KIT, CONTAINS MAGNETIC MEDIA, DO NOT X-RAY.

1.11.8.5. The PAK contains:

1.11.8.5.1. One CED order for each person with a complete social security number (SSN). *NOTE:* If classified, include only the unclassified extract of the CED order in the PAK.

1.11.8.5.2. AF Form 245 (2 copies) for each person. *NOTE:* Do not prepare the AF Form 245 for local exercises; however, exhibit the capability to produce it for inspections. Tasked units prepare the AF Form 245 (see **Attachment 10**) for all unit moves. The MPF PRF prepares the form for non-unit (individual taskings like PALACE programs).

1.11.8.5.3. A securely packaged 3.5 inch diskette with deployment records for groups of 10 or more deploying to the same duty location. *NOTE:* According to AFI 37-132 disk must be marked "For Official Use Only (FOUO). Protect according to AFI 37-132, *Air Force Privacy Act Program*."

1.11.9. Instructs all personnel to report to the PT or MPF at their employment location for in-processing.

1.11.10. Ensures mini-records and personnel data system (PDS) transactions are processed within 2 hours of aircraft departure.

1.12. Personnel Systems Management (PSM). The following responsibilities are not intended for PSM to perform all duties associated with MANPER-B equipment. They are listed to ensure PSM is responsible for accountability and MANPER-B equipment is "mission-ready."

1.12.1. Acts as the systems administrator for MANPER-B systems within the MPF.

1.12.1.1. Manages MPF MANPER-B systems.

1.12.2. Follow MANPER-B system accountability, outage, and virus reporting procedures according to **Attachment 3** of this instruction. These requirements apply to all in-garrison and deployed systems supporting contingency, wartime, exercise, and emergency operations.

1.12.3. Notifies MANPER-B FAC of any MANPER-B hardware or software problems. Returns broken components to the maintenance contractor within 72 hours after receiving replacement parts and complies with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.12.4. Loads only software approved and provided by HQ AFPC/DPD.

1.12.5. Ensures MANPER-B equipment assigned to the office is on an ADPE account with the communications unit.

1.12.6. Ensures the AT&T 1910 SDD is placed on a CA/CRL with the Supply squadron.

1.12.7. Ensures MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP and the MANPER-B certification and accreditation is validated every 3 years.

1.12.8. Conducts an inventory of MANPER-B systems annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters.

1.12.9. Jointly conducts an inventory of deployable systems with PT equipment custodians.

1.12.10. Documents an inventory using the MANPER-B inventory worksheet in **Attachment 3**.

1.12.10.1. Keeps a copy of the latest inventory and places a copy in one of the shipping containers for

deployable systems.

1.12.10.2. Mails a signed, certified copy of the inventory to the agencies listed in **Attachment 3**.

1.12.11. Ensures MANPER-B systems are "mission-ready."

1.12.12. Prepares a report of survey (according to AFM 23-220, *Reports of Survey for Air Force Property*) when unable to locate accountable hardware system components. Obtains locally any missing MANPER-B parts which are not accountable (i.e., documentation, power cables, etc.).

1.12.13. Ensures a JAZ cartridge is available containing the current MANPER-B system release with all database information deleted from the following files: Personnel, Plans, MANFOR (both Title and

Detail), Mobil, History, PERSCO, Routing Indicator, and Incoming and Outgoing Holdover. *NOTE:* Call HQ AFPC/DPWRC if assistance is needed.

1.13. Personnel Readiness Function (PRF):

1.13.1. Serves as the base OPR for personnel matters during contingency, wartime, exercise, and emergency operations.

1.13.2. Uses AF Form 3847 to document outprocessing actions on individuals deploying who are not part of a unit move (see **Attachment 11**). *NOTE:* Sample commander notification, medical clearance, and immunization requirements for deployment memorandums are in **Attachment 12**, **Attachment 13**, and **Attachment 14**. Supporting commands may establish unique checklists for units to use to supplement the AF Form 3847. Unique checklists must be included in the MPFM outlining reporting instructions for the operation or reporting instructions message.

1.13.3. Prepares AF Form 245 for PALACE program taskings (see **Attachment 10**).

1.13.4. Maintains personnel strength accountability (deployed TDY and TDY augmentation forces) using the MANPER-B system. Ensures mini-records are created and transmitted to the Red-Mini from MANPER-B as soon as possible after the function receives the deployment tasking but not later than 60 days prior to DRI or not later than 7 days after receipt of taskings when received within 60 days prior to DRI. *NOTE:* This applies to all contingency taskings regardless of how tasking is received.

1.13.5. Establishes procedures to ensure PDS updates from MANPER-B are loaded and updated correctly and in a timely manner. *NOTE:* If the "TOSPERRY" function is used, verifies the pseudo remote listing to ensure all updates were accomplished and rejects corrected and re-input. For Personnel Concept III (PCIII) updates, verifies updates and rejects in the production area to ensure all updates are accomplished and rejects corrected and re-input.

1.13.6. Processes requests for SAF 179-day TDY waivers as required by AFI 36-2110.

1.13.7. Sets up procedures to fill contingency personnel requirements if the PDF is not active. (See **Attachment 11** through **Attachment 14** for PALACE programs.)

1.13.8. Manages MPF MANPER-B systems in conjunction with the PSM.

1.13.9. Submits a MANPER login request sheet for access to the Red-Mini system (see **Attachment 4**).

1.13.10. Follows the criteria below for password establishment.

1.13.10.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

1.13.10.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new password). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.13.11. Notifies MANPER-B FAC of any MANPER-B hardware or software problems. Returns broken components to the maintenance contractor within 72 hours after receiving replacement parts and complies with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budges.

1.13.12. Loads only software approved and provided by HQ AFPC/DPD.

1.13.13. Ensures a JAZ cartridge is available containing the current MANPER-B system release with all database information deleted from the following files: Personnel, Plans, MANFOR (both Title and Detail), Mobil, History, PERSCO, Routing Indicator, and Incoming and Outgoing Holdover. *NOTE:* Call HQ AFPC/DPWRC if assistance is needed.

1.13.14. Trains PTs, PRC, and PDF personnel to operate MANPER-B according to the MANPER-B AFJQS.

1.13.15. Documents MANPER-B task certification training on the AFJQS.

1.13.16. Prepares and forwards an identification and itinerary message on individuals selected for deployment in support of PALACE Tenure taskings. For non-PALACE deployments (i.e., unit moves) sends the departure report as required by **Chapter 2**.

1.13.17. Establishes interface with readiness focal point in the CPF, to review processes, procedures, and policies for deploying civilian and on-base contractor personnel.

1.13.18. Follows guidance in **Attachment 5** of this instruction on the utilization and accountability of IMAs.

1.13.19. Coordinates extension requests on members in the AOR from PERSCO.

1.13.19.1. Obtains unit commander's approval/disapproval and notifies PERSCO.

1.13.19.2. If approved, amends members' CED orders. For extensions of ANG/AFRC members, the ANG/AFRC PRF must also extend the members' active duty orders once they receive additional MPA days from the supporting MAJCOM (see **Attachment 6**).

1.13.19.3. Mails or faxes copies of amended CED and Active Duty orders to PERSCO and the member.

1.13.20. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph **3.2.8.**

1.14. In-Garrison Unit Commander:

1.14.1. Sets up procedures to track and report duty status changes on deployed unit personnel when a PT is not readily available at the employment location (see AFMAN 36-2622).

1.14.2. Maintains a deployable orderly room supply kit (which contains, at a minimum, the publications and forms listed in **Attachment 16**, the "RFBFB" column).

1.14.3. Follows up on processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt as required by paragraph **3.2.8.**

1.15. Deployed Unit Commander:

1.15.1. Sets up procedures to account for deployed unit personnel, including DoD civilian and contract employees until arrival of a PT.

1.15.1.1. In the absence of a PT or MPF, oversees all of the personnel accountability and reporting requirements in **Chapter 3** of this instruction and requirements of supported command contingency and exercise support personnel function.

1.15.2. Ensures a smooth transition of personnel strength information and reporting upon arrival of a PT.

1.15.2.1. Reports duty status and casualty information (such as arrivals, departures, hospitalizations, deaths, duty status whereabouts unknown [DUSTWUN], etc.) as required by this instruction.

1.16. PERSCO Team (Before Deployment):

1.16.1. Coordinates training for team members according to guidelines in this instruction, the PERSCO and MANPER-B AFJQSs, and UTC MISCAP statement.

1.16.2. Appoints an equipment custodian for supply kits and MANPER-B systems. *NOTE:* Each team subject to deploy to different OPlan duty locations must have a custodian.

1.16.2.1. Ensures the custodian receives training in MANPER-B equipment management and reporting procedures according to **Attachment 3** of this instruction, cargo preparation, and check-in procedures according to AFI 10-403, and the base deployment plan.

1.16.3. Maintains each supply kit and deployable MANPER-B system in a "mission-ready" status.

1.16.4. Ensures the equipment custodian inventories the PERSCO supply kit and the MANPER-B system.

1.16.4.1. PTs deploy with a MANPER-B system. *NOTE:* **Attachment 16** contains a list of what constitutes UTC RFBEQ and provides specific marking and labeling instructions to prepare the system for shipment.

1.16.4.2. If PTs must replace broken components with parts from other systems, the team will immediately report (see **Attachment 3**) the information to the MANPER-B FAC so the maintenance contractor can ship replacement parts, update inventory worksheets, and immediately return broken MANPER-B components to the contractor within 72 hours, following receipt of replacement components complying with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.16.5. Time permitting, reproduces copies of current MPFMs on file in the MPF Information Management Section. Takes copies of MPFMs to the deployment location and HQ AFPC/DPWRC will provide copies of newly published MPFMs.

1.16.6. Annually briefs all in-garrison commanders of PERSCO responsibilities (see **Attachment 17** for sample).

1.17. PERSCO Team (Upon Execution):

1.17.1. Gets from the PRF a list of base personnel planning to deploy to the PT's location, a copy of PALACE Blitz messages affecting their employment duty location, and a JAZ cartridge of the MAN-PER-B system with all database information deleted. Refer to paragraph **1.13.12.**

1.17.2. Reviews a copy of the OPlan, Operations Order (OPORD), and reporting instructions.

　　1.17.2.1. Recommends the team chief handcarry a copy of Annex E. *EXCEPTION:* Do not handcarry a classified Annex E.

1.17.3. Develops a tentative shift schedule and assigns specific duties to each team member.

1.17.4. Discusses work schedules, duties, and initial arrival actions with the team.

1.17.5. Submits a MANPER login request sheet for access to the Red-Mini system if deployed location is known in advance (see **Attachment 4**). Use fax copies for expedient requests.

　　1.17.5.1. Follows the criteria below for password establishment.

　　　　1.17.5.1.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

　　　　1.17.5.1.2. If the account is activated, the old member can login and the new member can take control of the terminal using the "passwd" command to change the password.

　　　　1.17.5.1.3. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new one). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.18. PERSCO Team (Initial Arrival Actions):

1.18.1. Sets up a PERSCO operations center and personnel in/out processing procedures with units and other support agencies (billeting office, finance, etc.). *NOTE:* PERSCO teams must account for **ALL** personnel (active, Guard, Reserve, and civilians) TDY to their location no matter what operation they are supporting.

1.18.2. Decides how and where best to process personnel.

　　1.18.2.1. Designates a PT representative meet each aircraft and conduct personnel processing in the APT whenever possible.

　　1.18.2.2. For personnel arriving by commercial aircraft, establishes arrangements with units and other support agencies (i.e., billeting office, finance, etc.) to account for personnel.

1.18.3. Uses in-processing to collect PAKs. Ensures the PT has an AF Form 245 and at least one TDY order with SSN for every person (military and civilian) reporting to their location. *NOTE:* PERSCO retains one copy of the AF Form 245 and provides the other to the deployed unit.

1.18.4. Locates the communication center to set up phone line requirements for Red-Mini access, identifies telephones, and retrieves message address element and narrative route for PT. *NOTE:* If unable to send and receive DPT, notifies HQ AFPC/DPWRC immediately.

1.18.5. Submits MANPER login request sheet for access to the Red-Mini system upon arrival at employment location (see **Attachment 4**). *NOTE:* If not done prior to departure from home station.

1.18.5.1. Follows the criteria below for password establishment:

1.18.5.1.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.

1.18.5.1.2. If the account is activated, the old member can login and the new member can take control of the terminal and use the "passwd" command to change the password.

1.18.5.1.3. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member. When HQ AFPC/DPDPSS receives the fully validated user login request a new password will be assigned. The new password will be placed in a file called "new_pass" in their home directory (i.e., the primary leaves, HQ AFPC/DPDPSS assigns a new password, the alternate logs in and reads the new password in the "new_pass" file, the primary logs in with their new password and is forced to pick a new one). *NOTE:* The same procedure is used for personnel who forget their passwords.

1.18.6. Submits a PT status report according to **Chapter 3** and **Attachment 7**.

1.18.7. Establishes points of contact with the MTF/mortuary affairs community and establishes reporting procedures for casualties (seriously ill (SI), very seriously ill (VSI), killed in action (KIA), air evacuations, etc.).

1.18.8. Ensures the PT equipment custodian inventories each MANPER-B system, sets up, and tests system components.

1.18.8.1. Submits the MANPER-B initial report according to **Attachment 3** of this instruction, if not included with the PT status report.

1.18.9. Processes all incoming DPT and updates all personnel arrival information.

1.18.9.1. If DPT capability is not available, submits duty status change reports according to **Attachment 7** or as required by supported component command reporting guidance.

1.18.9.2. PTs must retain a copy of their DPT logs (incoming and outgoing) for a minimum of 30 days.

1.18.10. Obtains a copy of the entire OPlan or Annex E (Manpower and Personnel). If not available, requests a copy from the supported command by telephone or in the PT status report.

1.18.11. Sets up a filing system including CED orders (by ULN by POSN), AF Form 245 (alphabetical), and a 31 day suspense system. *NOTE:* Establishes manual files to account for transient personnel.

1.18.11.1. Uses daily events log to keep team members updated and help prepare PERSCO AARs.

1.18.12. Maintains a point of contact (POC) book containing grade, name, phone numbers, fax numbers, email addresses, and locations of key personnel at the employed site and higher headquarters. *NOTE:* Key personnel should include all commanders, first sergeants, billeting, mortuary affairs, medical staff, and others deemed appropriate.

1.18.13. Gets an installation map or draws one and plots unit locations.

1.18.14. Determines from commanders, support requirements, such as computer products.

1.18.15. Informs commanders of PT responsibilities and capabilities (see **Attachment 17**).

1.18.16. Sets up a casualty reporting program according to AFI 36-3002, *Casualty Services.*

1.19. PERSCO Team (Sustainment Actions):

1.19.1. Maintains personnel accountability by tracking and timely updating of personnel duty status changes. Duty status reporting is vital to force accountability and PERSCO must ensure the duty status of all personnel is accurate. The MANPER-B system provides the capability to update duty status changes on members. Updates transactions which flow to the home MPF/PRF, supported   and supporting command, and Central Site, if applicable, which keep everyone informed of member's status. *NOTE:* Recommend submission of daily duty status reports from units (including negative reports).

1.19.2. Processes incoming and outgoing DPT in a timely manner. When DPT capability is not available, PTs submit duty status change reports according to paragraph **3.2.7.** and **Attachment 7** of this instruction and requirements the supported command establishes.

1.19.3. Ensures the MANPER-B equipment custodian follows MANPER-B outage and virus reporting requirements in **Attachment 3** of this instruction.

1.19.3.1. Ensures MANPER-B operating environment meets the security requirements outlined in the MANPER-B CSSP and the MANPER-B certification and accreditation is validated every 3 years.

1.19.3.2. Returns broken MANPER-B components to the contractor within 72 hours, following receipt of replacement components and complies with MANPER-B reporting. *NOTE:* Units provide funding for return of defective components and should plan for this in annual budgets.

1.19.4. Tracks filler and replacement requests, other personnel action requests (this can include emergency leave, replacements, etc.) and casualty reports.

1.19.4.1. Notifies MAJCOMs and MPFs by immediate message of unfilled requirements. *NOTE:* Recommend this be done 45 and 30 days prior to DRI.

1.19.4.2. When deployed members are extended at the deployment site, notifies (by message) members home MPF PRF, home unit/CC, MAJCOM Personnel Readiness Staff, Supported Component Command Personnel Readiness Staff, and central site, if applicable.

1.19.5. Daily, runs and reviews the Requirements Mismatch roster. Uses the product to identify personnel records containing plan data not matching the plan's database, vacant plan positions for which there are no matching personnel records, and possible shortfalls and erroneous data in the personnel database.

1.19.5.1. Forwards concerns to higher headquarters, as applicable.

1.19.6. Ensures MANPER-B operators maintain a complete daily JAZ cartridge backup of their systems.

1.19.7. Prepares filler and replacement requests according to this instruction. Validates requests with the unit commander before submitting them to the supported command.

1.19.8. Reports processing discrepancies according to paragraph **3.2.8.** and **Attachment 7**. Reports incomplete CED orders (i.e., missing ULN, incomplete SSN, and mandatory reporting instructions affecting pay and travel entitlements), personnel arriving on orders other then CED (DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, etc.), missing and incomplete PAKs (i.e., missing items from the PAK, such as the AF Form 245 or the disk with mini-records), and failures to submit required reports directed by higher headquarters and this instruction.

1.19.9. Processes voluntary requests to extend tours (see **Attachment 6** for PALACE requirements).

1.19.10. Sets up a MANPER-B ADPE account with the appropriate communications unit for rotational deployments. *NOTE:* Contacts the supported command for help if the communications unit does not have an ADPE account.

1.19.11. Ensures the AT&T 1910 SDD is placed on a CA/CRL account with the supporting Supply squadron.

1.19.12. Performs assorted MPF duties as necessary to support deployed members and commanders.

1.20. PERSCO Team (Redeployment (Return to Home Station) Actions):

1.20.1. Completes updates on individuals redeploying to home station within 24 hours of their departure.

1.20.2. Projects mini-records for personnel forward deploying to other locations in the AOR supported by a different PT or MPF.

1.20.3. Ensures the equipment custodian conducts an inventory of all MANPER-B systems and submits a MANPER-B hardware relocation report according to **Attachment 3** when shipping the system. *NOTE:* **Attachment 16** provides specific marking and labeling instructions to prepare the system for shipment.

1.20.4. Ensures incoming and outgoing custodians conduct a complete inventory of permanent systems.

1.20.4.1. Upon accounting for all items, the incoming custodian signs the inventory sheet and sends a message to HQ AFPC/DPWRC with the name of the new custodian and the results of the inventory.

1.20.4.2. The PERSCO team chief places the outgoing custodian on administrative hold if accountable equipment (hardware) is missing until the team chief/NCOIC initiates a report of survey (ROS) or the investigating officer interviews the custodian or gets a sworn statement.

1.20.4.3. Provides one fully qualified MANPER-B operator for each shift.

Chapter 2

AIR FORCE TASKING AND SOURCING PRIORITIES, PALACE PROGRAMS, RECLAMA PROCEDURES, AND STANDARD LINE REMARKS

2.1. Purpose. When a MAJCOM cannot sustain continuous, long-term support of a contingency operation in their AOR, or they require support to execute an exercise, they can request assistance from other USAF resources through HQ USAF/DPFJ/XOOW/XOOO. This chapter explains Air Force tasking priorities, how the MAJCOMs can request outside support, the PALACE programs available to support such requests, how they are managed and the required timelines. Additionally, if a MAJCOM cannot support a tasking, they must submit a reclama. This chapter also explains how reclamas must be submitted.

2.2. Air Force Tasking and Sourcing Priorities. MAJCOMs will use the following priorities when responding to and supporting deployment taskings. *NOTE:* These priorities will also apply when submitting reclamas.

2.2.1. Meeting validated requirements of Unified Commanders-in-Chief (CINC) and deployed commanders involved in real-world contingencies.

2.2.2. Meeting the requirements of Unified CINCs and deployed commanders involved in JCS exercises.

2.2.3. Supporting USAF-level exercises.

2.2.4. Supporting MAJCOM exercises or inspections.

2.2.5. Meeting numbered Air Force level exercises.

2.2.6. Meeting and supporting wing and group-level exercises and events.

2.2.7. Assisting other commands with manning assistance.

2.3. Filler and Replacement for PALACE Programs. Personnel agencies use filler and replacement requests to identify personnel requirements needed to temporarily help a unit meet mission objectives.

2.3.1. MPFs and PTs help the on-site commanders identify their needs (see paragraph **2.4.**) and track the status of filler and replacement requests.

2.3.2. MPFs and PTs begin identifying their needs by reviewing the requirements in the OPlan. The PT submits to the supporting and supported component commands those positions the team has identified as unfilled and the unit commander requires to meet mission needs.

2.3.3. The PT and the unit commander coordinate and submit to the supporting and supported component commands those requests for early return of assigned forces (or reductions due to combat attrition).

2.3.3.1. For rotational TDYs when a departing individual's TDY is due to end in 30 days or more, the member's parent command or unit **must** replace the individual.

2.3.3.2. If a departing individual's TDY is due to end in less than 30 days, the position may remain vacant or the reporting date of individual's replacement may be accelerated.

2.3.4. Requesting organizations must justify to MPFs and PTs requests for additional personnel requirements. Coordinate requests for new requirements with local manpower and quality officials before submitting them to the supported component command. *EXCEPTION:* Requests to fill existing requirements do not need manpower coordination.

2.3.5. MPFs and PTs must use the message in **Attachment 9** to request filler and replacement personnel (military and civilian). HQ AFPC/DPWRM or the supported component command may modify this format to support operations. In these instances, the command must provide a copy of its format to HQ AFPC/DPWRM for implementation Air Force-wide.

2.3.6. Supported and supporting component commands realign their forces to meet filler and replacement requirements. If forces are still not available after realignment, the command may request filler and replacement personnel from HQ AFPC/DPWRM in the message format at **Attachment 9**.

2.3.7. HQ AFPC/DPWRM tasks filler and replacement requirements to the command or organization it decides can best handle the personnel requirements. HQ AFPC/DPWRM uses the message in **Attachment 9** for this purpose.

2.3.8. Personnel agencies to include on all correspondence: HQ USAF/CAT-MPRC, HQ AFPC/DPWRM, the supported component command contingency and exercise support personnel function, the supported intermediate headquarters, supporting component command contingency and exercise support personnel function, and the central site (if applicable).

2.4. Types of Filler and Replacement Requests for PALACE Programs:

2.4.1. Refer to **Attachment 1** for a definition of PALACE Blitz, Envoy, Exercise, Tenure, and Trip programs. Refer to **Attachment 9** for message formats. *NOTE:* PALACE Tenure program DPT HAFDPMAR7302 flows will always contain "09", "G9", "S9", or "N9" in the command remarks code (CRC).

2.4.2. Replacement requests:

2.4.2.1. PALACE Blitz: The MPF submits requests to the parent MAJCOM and PTs submit requests to the supported component command.

2.4.2.1.1. The supported command submits requests to HQ AFPC/DPWRM (lieutenant colonel and below and federal civilians) or HQ USAF/DPFJ (colonel and above) if unable to fill from within command resources.

2.4.2.1.2. Requests must be submitted not later than 30 days prior to DRI unless the reason the DRI cannot be adjusted is fully justified by the senior MAJCOM DCS. Requirements not containing justification will be adjusted by HQ AFPC/DPWRM or HQ USAF/DPFJ, as applicable, to provide the tasked organization 30 days to process.

2.4.2.1.3. Requests must include current manning figures and an explanation of how the personnel situation affects the unit's mission capability.

2.4.2.2. PALACE Envoy. The requesting organization submits a request to HQ AFPC/DPWRM through HQ USAF/DPFJ with detailed requirement information (AFSC, Grade, DRI) and reporting instructions. See paragraph **2.6.** below for more guidance.

2.4.2.3. PALACE Exercise. Spported component commands submit requests not later than 120 days prior to the deployment date to HQ AFPC/DPWRM (lieutenant colonel and below and fed-

eral civilians) or HQ USAF/DPFJ (colonel and above) if unable to fill from within command resources for JCS or USAF directed exercises. Requests must include current manning figures and justification of command's inability to fill requirements and appropriate reporting instructions.

2.4.2.4. PALACE Tenure:

2.4.2.4.1. See paragraph **2.8.** below for guidance to request inclusion of an operation in the PALACE Tenure program.

2.4.2.4.2. The supported component command (if the Air Staff approves) requests filler and replacement personnel for PALACE Tenure operations.

2.4.2.5. PALACE Trip:

2.4.2.5.1. The MPF submits requests to the parent MAJCOM.

2.4.2.5.2. MAJCOMs submit requests to HQ AFPC/DPWRM (lieutenant colonel and below and federal civilians) or HQ USAF/DPFJ (colonel and above) if unable to fill from within command resources.

2.4.2.5.3. Requests must be submitted to HQ AFPC/DPWRM not later than 30 days prior to DRI unless the reason the DRI cannot be adjusted is fully justified by the senior MAJCOM DCS. Requirements not containing justification will be adjusted by HQ AFPC/DPWRM to provide tasked organization 30 days to process.

2.4.2.5.4. Requests must include current manning figures and an explanation of how the personnel situation affects the unit's mission capability.

2.5. Reclama Procedures:

2.5.1. Reclamas are requests from MAJCOMs and MPFs to be released from personnel taskings.

2.5.2. MAJCOMs use the format in **Attachment 9** to submit reclama requests for requirements tasked by HQ AFPC/DPWRM. *NOTE:* MPFs must use this format unless otherwise directed by the parent MAJCOM; however, address it to the parent MAJCOM and inform all other addressees on the format. Additionally, use the format to submit requests for non-HQ AFPC tasked requirements (e.g., exercises, etc.).

2.5.3. MAJCOMs and tasked organizations must continue to process requirements and identify tasked individual until the reclama is granted.

2.5.4. MAJCOMs submit reclamas by message at the earliest possible date but within the time frame specified below. Reclamas for PALACE Tenure semi-permanent requirements must be specific if relief is for a rotation or an entire requirement. Tasked commands and bases should attempt to request waivers to PERSCO via message prior to submitting a reclama when feasible.

2.5.4.1. Submit reclamas not later than 120 days prior to the DRI or within 10 calendar days for requirements received within 130 days of DRI.

2.5.4.2. Reclama requests within 120 days must be submitted to HQ AFPC/DPWRM by a MAJCOM (colonel level) readiness representative.

2.5.4.3. Requests submitted within 90 days of DRI to HQ AFPC/DPWRM must be fully justified (as specified in **Attachment 9**) by a MAJCOM (colonel level) readiness representative. Reclamas

submitted less than 90 days prior to the DRI will not normally be considered unless the tasked MAJCOM can show they have no qualified or available resources, and resources within the command cannot be trained to satisfy the shortfall.

2.5.5. All PALACE Exercise reclama requests must be submitted to HQ AFPC/DPWRM by a MAJCOM (colonel level) readiness representative.

2.5.6. HQ AFPC/DPWRM will address all reclamas within 48 hours of receipt of message. *EXCEPTION:* The sensitivity of some requirements may cause HQ AFPC/DPWRM to establish a different suspense. MAJCOM staffs may publish internal suspenses in a supplement to this instruction; however, they must not violate the above time lines. *NOTE:* Reclamas not meeting the established suspense will normally be disapproved.

2.6. Requesting Use of PALACE Envoy for the Special Interest Foreign Aircraft (SIFA) Program:

2.6.1. The SIFA program provides bilingual officers to fly on board foreign aircraft while transiting continental United States (US) airspace. These officers provide translation capabilities, familiarity with US customs, procedures for take off and landing within the US, and assistance in case of on-board emergencies.

2.6.2. Requirements and Responsibilities:

2.6.2.1. MAJCOMs must provide funding which should be planned for in annual budgets.

2.6.2.2. Requests from HQ USAF, DoD, or higher headquarters for support under the SIFA program can go directly to HQ AFPC/DPWRM.

2.6.2.3. Requests must be fully justified, contain appropriate reporting instructions, and contain a description of the requirement to include: grade, AFSC, rated/support, language, DRI, location, and other pertinent information.

2.6.2.4. Once validated and approved, HQ AFPC/DPWRM will task the appropriate MAJCOM based on requirements of the tasking. Process reclamas, if applicable according to paragraph **2.5.**

2.6.2.5. Requesting organization will ensure tasked MAJCOM and personnel are provided with reporting instructions for the operation or area.

2.7. PALACE Tenure Program. PALACE Tenure is the Air Force program used to equitably manage and distribute lieutenant colonel and below, individual augmentation support force requirements for long-term, stable contingency operations across all Air Force commands. HQ USAF/DPFJ manages this program and ensures compliance with this directive. AFPC ensures all billets are equitably allocated among MAJCOMs on a tri-annual or semi-permanent basis. This section describes how contingency operations can be placed in the PALACE Tenure program, the approval process, roles and responsibilities, management procedures, and tasking timelines.

2.8. Requests to Place an Operation into the PALACE Tenure Program: When an air component (or MAJCOM, otherwise known as the supported MAJCOM) determines they can no longer sustain a long term, stable, rotational, contingency operation in their AOR, they can request support from other USAF resources through HQ USAF/DPFJ/XOOW/XOOO. For individual augmentation, requests will be directed to HQ USAF/DPFJ, for unit/UTC support, requests will be directed to HQ USAF/XOOW/ XOOO. Before making a request for individual augmentation support, the supported command must

ensure the deployment requirements manning document (DRMD) is stable and accurate. The initial request to place an operation into the PALACE Tenure program is sent to HQ USAF/DPFJ and must include: the operational locations, rotation policy and tour lengths, reporting instructions, DRMD and line remark catalogue, time frame for implementation, and reasons why component command can no longer fill augmentee requirements. All requests will be submitted by the supported command Director of Personnel and Director of Operations.

2.9. PALACE Tenure Program Approval Process:

2.9.1. If HQ USAF/DPFJ finds the request complete and concurs, they will forward through HQ USAF/DPF and HQ USAF/XPMR (or to XPM, as appropriate) for coordination, and HQ USAF/XOOW for final approval. *NOTE:* If HQ USAF/DPFJ nonconcurs, they may direct the supported command to provide additional justification or clarification prior to resubmitting the request.

2.9.2. Prior to final approval, HQ USAF/DPFJ will convene a site visit or conference (as necessary) to review the requirements and line remarks. The site survey team will be comprised of members from HQ USAF/DPFJ, HQ AFPC/DPWR, supported command staff, and other agencies, as deemed appropriate. Normally, site visits will be hosted and conducted at the supported command's headquarters. If a site visit or conference is necessary, the supported command will serve as the OPR. Conference attendees may include HQ USAF/DPFJ, HQ AFPC/DPWR, the supported command headquarters, and other MAJCOMs. *NOTE:* The supported command headquarters and other MAJCOM attendees should include Personnel, Manpower, and functional representatives.

2.9.2.1. A memorandum of understanding (MOU) will be agreed upon and completed during the conference which will establish and clarify unique guidelines, rules, and requirements of the operation. Normally, such requirements will be specified in the reporting instructions.

2.9.2.2. The supported command will provide the final, updated reporting instructions for each location to be included in the PALACE Tenure program to HQ AFPC/DPWRM prior to the initial sourcing cycle. The supported command Personnel staff, in coordination with HQ AFPC/DPWRM, will publish the reporting instructions in a USAF-wide message (AIG 10842) and, time permitting, will also publish the reporting instructions via an MPFM format within 45 days of the MOU being signed. HQ AFPC/DPWRM will ensure the MPFM is properly formatted, coordinated, and published.

2.9.2.3. Upon completion of the review, HQ AFPC will ensure all billets are equitably sourced across the Air Force, while meeting all PALACE Tenure timelines. The supported command will update the MAC codes in MANPER to reflect "MPC" and CRC codes to "09."

2.10. PALACE Tenure Program Roles and Responsibilities:

2.10.1. Roles:

2.10.1.1. HQ USAF/DPFJ is the overall manager of the PALACE Tenure process.

2.10.1.2. HQ AFPC/DPWRM is designated as the OPR for administering the PALACE Tenure program.

2.10.1.3. HQ AFPC/DPWRC is designated as the OPR for providing automated support to HQ AFPC/DPWRM and to the supported and supporting MAJCOMs through the MANPER-M module of the GCCS.

2.10.1.4. The supported command is the Air Force component of a unified command (PACAF, USAFE, or ACC) who has operational control of the billets in the DRMD which have been approved by HQ USAF/DPFJ for worldwide sourcing under the PALACE Tenure program. Air Force component commands who are not MAJCOM commanders may designate their parent MAJCOM as executive agent for DRMD management under the skip echelon management principles. The Personnel Plans and Contingency Management functions of the MAJCOM staff are designated as OPR for the purposes of this AFI.

2.10.1.5. The supporting command is a MAJCOM providing resources to the supported command either through direct MAJCOM-unique operational support or the MAJCOM identified as the "sourced" command through the PALACE Tenure program. Generally, there will be multiple supporting commands. The Personnel Plans and Contingency Management functions of the MAJCOM staff are designated as OPR for the purposes of this AFI.

2.10.1.6. The MPF and PRF are the base-level OPRs to ensure contingency and exercise taskings are forwarded to the appropriate commanders so they can properly source each billet within the required timelines. The PRF will ensure the selected member completes out-processing in a timely manner and secures travel reservations so the members arrive on or prior to his/her DRI. The PRF must also ensure mini-records are projected, departures and returns are reported through the MANPER-B system, and the PDS is updated.

2.10.2. Responsibilities:

2.10.2.1. AFPC:

2.10.2.1.1. HQ AFPC/DPWRC, 150 days prior to the first day of the first month of the rotation cycle and in coordination with the supported command, pulls DRMD changes across into HQ AFPC's WRQ, stripping out the PALACE Tenure requirements (MAC code="MPC" and CRC"09" or "G9" and a valid DRI), which AFPC is responsible for sourcing. HQ AFPC/DPWRM reviews the requirements to ensure all appropriate plan data is provided. Requirements not meeting timelines or missing plan data will be returned to the supported command for fill. HQ AFPC/DPWRM distributes the valid plan requirements to AFPC assignment teams for equitable sourcing across all USAF organizations. AFPC sources requirements to commands on a tri-annual basis or as semi-permanent. Refer to paragraph **2.11.1.** for semi-permanent sourcing.

2.10.2.1.2. AFPC assignment teams review the requirements, to include line remarks, and identify the commands to source based on authorized and assigned normal manning levels (exclude short tour locations, special duty billets, shallow manned AFSCs, and joint or departmental agencies). Consideration is also given to wings hosting a contingency. *NOTE:* Also consider PERSTEMPO.

2.10.2.1.3. HQ AFPC/DPWRC, 140 days prior to the DRI, updates the DRMD with the tasked MAJCOM who will source the fill for PALACE Tenure requirements and make the plan available for all MAJCOMs to pull the requirements for further sourcing of the tasked PAS. HQ AFPC/DPWRC puts an announcement in GCCS stating the MAJCOMs' portion of the plan is ready for transfer. HQ AFPC/DPWRM provides non-GCCS commands their requirements using message traffic.

2.10.2.1.4. HQ AFPC/DPWRC, twice weekly, and in concert with the MAJCOMs, consolidates all updates to the tasked PAS, updates the PALACE Tenure DRMD, and provides the updated DRMD to the supported command for Central Site levy flow.

2.10.2.1.5. HQ AFPC/DPWRC updates the work requirements file (WRQ) twice weekly.

2.10.2.1.6. HQ AFPC/DPWRM, identifies requirements within 120 days of the DRI not containing a tasked PAS to the tasked organization.

2.10.2.2. Supported Command:

2.10.2.2.1. Completes all updates to DRMD requirements at least 150 days prior to the first day of the DRI month of each rotation cycle.

2.10.2.2.2. On the first day of the month and 150 days prior to the first day of the next sourcing cycle (e.g., 1 Jan 98 if the sourcing cycle is 1 Jun-30 Sep 98), provides HQ AFPC/DPWRC with the DRMD listing requirements to be sourced for the next sourcing cycle.

2.10.2.2.3. Ensures all Unit Line Numbers (ULN) for which there is a rotational requirement have subsequent ULNs coded with a suffix ("A", "B", "C", "D", etc.) and a corresponding DRI dependent on the tour length and resulting rotational requirements. The non-suffixed (slick) ULN will become a data field reference line only and will contain the line number, functional account code (FAC), AFSC, SEI, ETL, DLOC, Atch PAS, CRC, country state code (CSC), line remarks, and grade. It serves as a supported command reference line to work in DRMD changes as mission changes dictate. Periodic updates are necessary since changes cannot affect those lines which people are tasked against.

2.10.2.2.4. Ensures the C-date is readjusted to 31 December every 2 years throughout the life of the DRMD, for which there is a PALACE Tenure requirement. This will be done by 1 November to ensure changes are made for the 1 January sourcing cycle. The supported command will notify the supporting commands by message prior to the change.

2.10.2.2.5. Updates the MAC codes to "MPC" and CRC to "09" for all requirements which HQ AFPC is responsible for equitably sourcing worldwide. For "NO FILL" positions use code "N9" in the CRC vice "09." Manpower must review "NO FILL" positions for possible deletion. For gender-specific positions use code "G9" in the CRC vice "09."

2.10.2.2.6. Ensures their staffs and MPFs are trained on sourcing procedures and systems operations.

2.10.2.2.7. Is designated as the Central Site flow authority for transmitting DPT levy requirements to base-level and PERSCO teams, and will flow DPT a minimum of twice weekly. Supported commands will notify all MAJCOMs via GCCS if a normal flow will not occur. The supported command will also ensure alert messages are dispatched upon release of a DPT levy flow and create and extract the file containing the DPT levy for viewing by the supporting commands. Upon flow of DPT, the supported command must advise the supporting commands via GCCS the flow has taken place and place the file on the HQ AFPC server ("candyman" in the directory /h/USERS/MANPER), so the commands may retrieve and review the levy transactions.

2.10.2.2.8. Sixty (60) days prior to the DRI, ensures mini-records have been projected by the MPF in the readiness data system against their levied requirements (excluding non-finalized reclamas), and PTs and PRFs are in receipt of the projected mini-records.

2.10.2.2.9. Transmits an AIG 10842 message (minimum semi-annually) providing both the line remark codes and their equivalent cleartext values, and any other specific reporting instructions that may apply to the operation to include classification guidance. A file will be provided by email or disk to HQ AFPC/DPWRM for inclusion in the CBB.

2.10.2.2.10. Ensures the deletion of tasked PAS codes for completed deployment actions. Removal will be completed not earlier than 30 days after the projected return date and not later than 60 days after the projected return date.

2.10.2.2.11. Assigns Appendix, Tab, Enclosures (ATE) for each command with unique requirements to build into the central DRMD: ACC-1, AIA-2, AMC-3, USAFE-4, AFSOC-5, AETC-6, AFMC-7, AFSPC-8, and PACAF-9.

2.10.2.2.12. Pulls sourcing updates from AFPC twice weekly and executes the plan transfer (PLNTFR) program.

2.10.2.2.13. Requirements to be deleted will be coordinated through the supported command who will notify by message HQ AFPC/DPWRM, tasked command, and tasked units, when applicable. AFPC will review the overall impact on sourcing.

2.10.2.2.14. Reviews reporting instructions at least annually and provides appropriate changes using AIG 10842. Proper coordination with HQ AFPC/DPWRM will be required if published in MPFM.

2.10.2.3. Supporting Command:

2.10.2.3.1. Twice weekly, pulls the requirements to be tasked (identifying the tasked PAS) through a partial plan transfer to their WRQ file.

2.10.2.3.2. Completes reclama submissions for taskings received from AFPC not later than 120 days prior to the DRI. For semi-permanent requirements, identifies if the reclama is for the entire requirement or individual rotation(s).

2.10.2.3.3. Not later than 120 days prior to the DRI, updates the tasked PAS, makes the update available for AFPC to pull for consolidation and levy flow by the supported command. HQ AFPC/DPWRM will perform this duty for non-GCCS commands.

2.10.2.3.4. Sixty (60) days prior to the DRI, ensures mini-records have been projected by the MPF within the readiness data system for all requirements sourced within the command.

2.10.2.3.5. Is responsible for training their staff and MPFs on sourcing procedures and systems operations.

2.10.2.3.6. Ensures MPFs acknowledge receipt of HAF DPMAR7302 DPT.

2.10.2.3.7. Will **NOT** make any changes to the DRMD (with the exception of adding tasked PAS/SSN).

2.10.2.3.8. Provides partial plan transfer files or batch update files to HQ AFPC/DPWRC twice weekly.

2.10.2.3.9. Pulls sourcing updates from AFPC twice weekly and executes the PLNTFR program.

2.10.2.3.10. MAJCOM functional managers will review the requirements, to include the line remarks, and identify command wings and units to source based on authorized and assigned normal manning levels (exclude short tour locations, special duty billets, shallow manned AFSCs, wings or units hosting a contingency, joint or departmental agencies, non-combat resources for non-flying operational requirements). *NOTE:* Also consider PERSTEMPO.

2.11. PALACE Tenure Program Management Procedures:

2.11.1. Notification Timelines. For the purpose of the PALACE Tenure program, timely notification of a deployment TDY is defined as alerting the selected member of the deployment not later than 60 days (minimum notice) prior to the DRI. The objective is to provide the selected members, their families and units with ample time to prepare for the member's absence. PALACE Tenure sourcing timelines are provided in **Table 2.1.**

Table 2.1. PALACE Tenure Tri-Annual Sourcing Timelines.

ROTATION CYCLE	AFPC PROVIDED REQUIREMENTS	AFPC PROVIDES REQUIREMENTS TO TASKED COMMANDS	RECLAMA REQUEST DUE TO AFPC	MAJCOMS UPDATE TASK-PAS	MPF UPDATES MINI-RECORD
1 JUN-30 SEP	1 JAN	11 JAN	NLT 120 DAYS PRIOR TO DRI	NLT 120 DAYS PRIOR TO DRI	NLT 60 DAYS PRIOR TO DRI
1 OCT-31 JAN	1 MAY	11 MAY			
1 FEB-31 MAY	1 SEP	11 SEP			

2.11.2. Semi-Permanent Sourcing. To promote stability, DRMD requirements can be identified and sourced to commands on a semi-permanent basis by AFPC in coordination with MAJCOMs. MAJCOMs will support the requirements indefinitely or until next review of sourcing (12-18 months or as required). AFPC will update the CRC code for all semi-permanent requirements to "S9" and appropriate MAC code.

2.11.3. Volunteers. All PALACE Tenure requirements are listed on the AFPC CBB located on the AFPC home page. Individuals may volunteer for requirements by submitting a request to their commander according to **Attachment 15**. Members may volunteer for requirements tasked to another command, but the request must be coordinated through the member's MAJCOM readiness function and the originally tasked command readiness function. If all concur, the originally tasked command will forward a message to HQ AFPC/DPWRM, info to the supported command and deployed PT, explaining the agreement and completed coordination. If all requirements have been met, HQ AFPC/ DPWRM will change the MAC code and send a confirmation message to both commands.

2.11.4. DRMD Waivers. Tasked commands and units must comply with the requirements specified in the DRMD; however, tasked commanders can request the deployed commander waive the DRMD

requirements. Such requests must be routed through the PRF, to the deployed PT and commander. If the deployed commander approves the request, the PT will inform the tasked commander and PRF by message, info to the appropriate MAJCOMs, and the member will be permitted to deploy. If appropriate, the deployed commander may want to consider modifying the DRMD to reflect this change. If the deployed commander disapproves the request, the tasked commander must fill the billet as specified in the DRMD. Tasked commanders should consider waivers prior to submitting a reclama.

2.11.5. DRMD Deletions. When the deployed commander no longer requires a billet, the commander must immediately notify the PT and manpower and quality office. The PT, in coordination with the manpower and quality office, will submit the deletion request to the component personnel readiness function and manpower office for approval and deletion. If approved, the command will notify HQ AFPC/DPWRM, info to the tasked MAJCOMs and units, as soon as possible. HQ AFPC/DPWRM, in coordination with the supported command, will delete the billet from the DRMD and relieve all tasked commands. The supported command will also delete the final rotation after the incumbent returns. HQ AFPC/DPWRM will also review impact on overall equability among commands and adjust during the next sourcing cycle.

2.11.6. Changes and Additions. Supported commands can make required additions and changes to requirements on approved PALACE Tenure plans. Additions or major changes require approval by HQ USAF/DPFJ prior to being sourced by AFPC. HQ USAF/DPFJ will direct a review of approved PALACE Tenure requirements as necessary to validate continued PALACE Tenure support. Supported commands must ensure changes are not made to the DRMD requirements once a sourcing cycle begins. All required changes will take effect the next rotation or in 90 days whichever is greater. Changes will be coordinated through the supported command who will notify, by message, HQ AFPC/DPWRM, tasked commands, and units. Supporting commands will continue to fill. If unable to fill, the supporting command will reclama to HQ AFPC/DPWRM NLT 10 calendar days from receipt of the change message. Changes to AFSCs (other than skill level) are considered additions, not changes, and will be filled by the supported command or by using PALACE Blitz procedures if the requirements cannot be satisfied by command resources until the next sourcing cycle. Changes to semi-permanent requirements will be processed according to time frames specified in **Table 2.2.** below.

Table 2.2. PALACE Tenure Semi-Permanent Change Schedule.

DUE TO COMPONENT COMMAND	DUE TO SUPPORTED COMMAND	DRMD SYSTEM UPDATE	FOR DRIS
1 SEP	15 SEP	1 OCT	1 JAN-LATER
1 OCT	15 OCT	1 NOV	1 FEB-LATER
1 NOV	15 NOV	1 DEC	1 MAR-LATER
1 DEC	15 DEC	1 JAN	1 APR-LATER
1 JAN	15 JAN	1 FEB	1 MAY-LATER
1 FEB	15 FEB	1 MAR	1 JUN-LATER
1 MAR	15 MAR	1 APR	1 JUL-LATER
1 APR	15 APR	1 MAY	1 AUG-LATER
1 MAY	15 MAY	1 JUN	1 SEP-LATER
1 JUN	15 JUN	1 JUL	1 OCT-LATER
1 JUL	15 JUL	1 AUG	1 NOV-LATER
1 AUG	15 AUG	1 SEP	1 DEC-LATER

2.11.7. Reclamas. Refer to paragraph **2.5.** and **Attachment 9**.

2.11.8. Extensions. Refer to **Attachment 6**.

2.11.9. Retention. Supported command will outline the AOR retention policy in the reporting instructions. Deployed location must advise the home unit, supported and supporting command, and HQ AFPC/DPWRM not later than 5 days prior to the projected departure date. DRIs will not be adjusted when retention is less than 30 days.

2.11.10. Requirement Swap or Exchange. MAJCOMs may request to swap or fill requirements tasked to another MAJCOM through direct coordination with the originally tasked command. Provided both agree, commands may swap a single rotation or, if a semi-permanent billet, swap the entire billet (all rotations). Once commands agree to swap a position, the originally tasked command will notify HQ AFPC/DPWRM by message, with an information copy to the affected commands and deployed PT of the approved swap. HQ AFPC/DPWRM will update the MAC code to reflect this new assignment or tasking.

2.12. Purpose of Standard Line Remarks. Air Force standard line remarks are used in conjunction with the basic DRMD data (AFSC, SEI, grade, etc.) to identify unique requirements for a contingency or exercise position. The supported command will place the approved codes in the line remark field of the DRMD position affected.

2.12.1. Responsibilities:

2.12.1.1. HQ USAF/DPFJ serves as the OPR for the overall policy for Air Force standard line remarks.

2.12.1.2. HQ AFPC/DPWRM:

2.12.1.2.1. Serves as the OPR for managing and administering the Air Force standard line remark program.

2.12.1.2.2. Maintains the standard line remarks table and is the final approval authority for additions and changes.

2.12.1.2.3. Coordinates requests for additions and changes with the appropriate functional manager, when necessary, and finalizes within 3 duty days of receipt.

2.12.1.2.3.1. Verifies no current line remark satisfies requesters needs.

2.12.1.2.3.2. Verifies the accuracy of requested cleartext.

2.12.1.2.3.3. Updates approved remark codes and cleartext to the standard table.

2.12.1.2.3.4. Provides notification of additions and changes through AIG 10842 message.

2.12.1.2.4. In coordination with HQ AFPC/DPWRC makes the line remark table available through the Red-Mini, GCCS, and the AFPC Home Page.

2.12.1.2.5. In conjunction with the supported commands conducts an annual review of the line remark table to ensure accuracy.

2.12.1.3. Supported command personnel readiness and manpower staff:

2.12.1.3.1. Coordinates requests for additions and changes with the appropriate command functional manager.

2.12.1.3.2. Verifies no current line remark satisfies the requester's needs.

2.12.1.3.3. Verifies accuracy of requested cleartext.

2.12.1.3.4. Forwards changes and addition requests by message to HQ AFPC/DPWRM.

2.12.1.3.5. Educates and monitors command functional managers on the use of Air Force standard line remarks.

2.12.1.3.5.1. Multiple line remarks must be separated by commas with no spaces.

2.12.1.3.5.2. Remarks placed in sequential order with mandatory items listed first, followed by desired informational codes.

2.12.1.3.5.3. Upon approval of a new code by HQ AFPC/DPWRM, makes appropriate updates to the DRMD.

Chapter 3

CONTINGENCY REPORTS

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

3.2. Types of Contingency Reports. Personnel agencies require contingency reports at all levels of command under both automated and manual conditions and use standardized reports to the maximum extent possible according to this instruction.

3.2.1. Personnel Deployment Reporting System, RCS: HAF-DPX(D)7150. MANPER-B lets personnel agencies report and account for members (active, Guard, Reserve, and civilian) the Air Force has deployed TDY to support a contingency (duty status code 20), exercise, or rotational operation. *NOTE:* This reporting requirement is designated emergency status code C-1; continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

3.2.1.1. Personnel agencies must transmit mini-record data that is key to force accountability. PRF sends mini-record DPT to the appropriate PT or MPF, the supporting and supported component commands, HQ AFPC, the central site (if applicable), and others, as directed by higher headquarters.

3.2.2. Departure Report (see **Attachment 7**). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124, *The Information Collections and Reports Management Program*; *Controlling Internal Public and Interagency Air Force Information Collections*. This report is sent by the home station PRF or PDF when their base deploys personnel directly from home station to the theater of operation APOD or final duty location in support of non-PALACE programs. It provides crucial information for reception processing and force beddown.

3.2.2.1. PT and MPFs submit the departure report when all information is available but not later than 2 hours after personnel departure.

3.2.3. Personnel Identification and Travel Itinerary Report (see **Attachment 7**). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124. The PRF only submits this report for personnel tasked under the PALACE Tenure program. *NOTE:* These taskings are identified by command remark codes "09", "G9", "S9", or "N9" in the HAFDPMAR7302 DPT transaction. It identifies personnel selected for deployment to support the PALACE Tenure program, provides travel information for the PT or MPF to conduct reception processing at the employment location, and provides pertinent processing information on tasked members.

3.2.3.1. The PRF submits this report when the member is identified and submits supplemental reports whenever the information changes.

3.2.4. PT Status Report (see**Attachment 7**). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124. The PT or MPF providing support to TDY forces submits this report during contingency, wartime, exercise, and emergency opera-

tions; PTs within 12 hours of arrival at their employment duty location; and MPFs no later than 12 hours after an operation begins.

3.2.4.1. If no message capability exists, the PT Chief or NCOIC provides this information to HQ AFPC/PRC by telephone, datafax, or the quickest means available (e.g., courier, pouch, first-class mail, etc).

3.2.4.2. HQ AFPC/DPWRC compiles the data from all PT status reports and updates AIG 9327 (MANPER-B users) and the Readiness Points of Contact (POC) (Personnel and Manpower) book.

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

3.2.5. Central Site Status Report (see **Attachment 7**). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124.   The central site providing support to TDY forces submits this report during contingency, wartime, exercise, and emergency operations within 12 hours of arrival at their employment duty location.

3.2.5.1. If no message capability exists, the Central Site Team Chief or NCOIC provides this information to HQ AFPC/PRC by telephone, datafax, or the quickest means available (e.g., courier, pouch, first class mail).

3.2.5.2. HQ AFPC/DPWRC compiles the data from all status reports and updates AIG 9327 (MANPER-B users) and the Readiness Points of Contact (POC) (Personnel and Manpower) book.

3.2.6. Commander's Situation Report (SITREP) (Joint Publication 1-03.17, *Joint Reporting Structure for Personnel*). The installation commander submits this report. The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due date. Continue reporting during MINIMIZE. It contains a personnel section with two parts. One part includes summary information of the total officers, enlisted, civilians, and contractors employed and the other part outlines problems degrading the mission capability of a PT or MPF. Summary information is required if a PT has no MANPER-B system or they do not have DPT.

3.2.7. Duty Status Change (DSC) Report (see **Attachment 7**). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124. PTs and MPFs use this report when a PT or MPF at the employment duty location does not have DPT capability for MANPER-B, units deployed without, or not collocated with, their supporting PT or MPF, or when directed by higher headquarters.

3.2.7.1. Personnel agencies send this report by 2400 hours on the day the duty status change occurs.

3.2.7.2. HQ USAF or the supported command may direct more frequent reporting.

3.2.8. Processing Discrepancy Report (see **Attachment 7**). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124.   The PT or MPF uses this report to identify situations negatively impacting mission requirements (e.g., doesn't meet line remark requirements, arriving in the AOR without all required items in the reporting instructions), incomplete CED orders (i.e., missing ULN, incomplete SSN, and mandatory reporting instructions affecting pay and travel entitlements), personnel arriving on orders other then CED (DD Form 1610, AF Form 938, etc.), missing and incomplete PAKs (e.g., missing items from the PAK, such as the AF Form 245 or the disk with mini-records), and failure to submit required reports directed by

higher headquarters and this instruction. The report must be sent within 72 hours of the member's arrival in the AOR. Send processing discrepancy reports to the home station MSS/CC, MPF PRF, and the home unit squadron commander. Send an info copy to the supporting and supported component command, HQ AFPC/PRC, HQ USAF/CAT-MPRC, home unit Wing/CV, and Central Site, if applicable. Follow-up on discrepancy reports must be accomplished at all levels.

3.2.9. PERSCO and Central Site After-Action Report (AAR) (see **Attachment 7**). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124. Each PT Chief/NCOIC, MPF commander, and central site supporting a (deployment and employment) contingency, wartime, Joint Chiefs of Staff (JCS) field-training exercise, and emergency operation (i.e., natural disasters), must complete this report.

3.2.9.1. Submit this report not later than 10 duty days after return to home station (to include rotational operations) or termination of operation. Send reports by message or letter. Mail reports to HQ USAF/DPFJ, 1540 Air Force Pentagon, Washington DC 20330-1540 and HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB TX 78150-4717.

3.2.9.2. Use the sample in **Attachment 7** as a guide, but you may add other appropriate topics.

3.2.9.3. Address all problem areas according to these categories: observation, impact, recommendation.

3.2.10. Casualty Reporting (RCS: HAF-DP(AR)9477, *Medical Casualty Reports*). This report is designated by emergency status code C-1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned to this category as prescribed or by any means to ensure arrival on the established due date. Continue reporting during MINIMIZE. On-site commanders submit casualty reports to notify family members of casualties. These reports must be timely, accurate, and as comprehensive as possible.

3.2.10.1. The PT Chief or NCOIC must ensure on-site commanders, PT personnel, and base and employment site support offices fully understand their responsibilities to the casualty program, have instructions to promptly report casualties, and submit casualty reports according to AFI 36-3002. *NOTE:* All casualty reports are exempt from MINIMIZE.

3.2.10.2. Immediately upon learning of a casualty or an incident that may or may not have casualties but is newsworthy, the PT Chief or NCOIC will contact HQ AFPC/DPWCS, Air Force Casualty Services Branch, by telephone.

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

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

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

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

3.2.11. MANPER-B Reporting. The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph **2.11.10.** of AFI 37-124. MANPER-B reporting is mandatory for MAJ-COMs, MPFs, central site teams, and PTs. Prepare reports according to **Attachment 3**. Five MAN-PER-B reports help personnel agencies monitor the mission ready status of these systems and help HQ AFPC/DPWRC coordinate timely maintenance support to keep systems fully operational. These reports are the MANPER-B Hardware Relocation Report, MANPER-B Initial Report, MANPER-B Hardware Outage Report, MANPER-B Hardware Outage Follow-up Report, and MANPER-B Virus Incident Report.

Chapter 4

CONTINGENCY, EXERCISE, AND DEPLOYMENT (CED) TEMPORARY DUTY (TDY) ORDERS

4.1. Administrative Orders. This chapter establishes procedures and provides guidance for preparation, issuance, numbering, funding, authentication, distribution, and maintenance of CED TDY orders.

4.2. General Information:

4.2.1. CED TDY orders direct or simulate the deployment of active, Air Reserve Component, federal civilian and contractor personnel to a specific location in a theater of operation during contingency, wartime, exercise, and emergency operations. The PRF or PDF (as applicable) prepares, verifies, and authenticates CED TDY orders. Do not authenticate for local exercises. *NOTE:* Generate NATO orders to fulfill treaty requirements (see **Figure 4.6.**). *NOTE:* For MANPER-B generated NATO orders refer to AFI 65-103, *Temporary Duty Orders,* paragraph 2.7 to prepare NATO orders (AF Form 1631, **NATO Travel Order/Ordre De Mission OTAN**) when the MANPER-B system is not operational.

4.2.2. TDY is defined in the Joint Federal Travel Regulation (JFTR) volume I, appendix A, and Joint Travel Regulation (JTR), volume 2, C4451. The JTR volumes limit TDY at any one location to not more than 179 days in a 12-month period. Exceptions must be specifically authorized by the Secretary of the Air Force or supported CINC. A request for waiver is routed through the local MPF. Any JTR/JFTR paragraph reference proceeded by a "C" refers to federal civilians and those with a "U" to military.

4.2.3. Authentication is the process that makes an administrative order official. Authentication takes place when the signatures of the orders issuing and approving officials, fund certifying official, and the travel order number are placed on the travel order.

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

4.2.5. Orders issuing or approving official for CED orders is appointed by the MPF commander (in writing). This official must sign manually prepared orders; however, computer-generated orders do not need to be signed as long as adequate controls are in place to ensure proper approval before orders are authenticated.

4.2.6. For the publishing headquarters, include DEPARTMENT OF THE AIR FORCE; the complete unit designation (cleartext); the name of the major command of assignment (abbreviated in parentheses); and the complete mailing address. Do not postdate or antedate. See **Figure 4.1.** e.g.

Figure 4.1. Sample Heading CED Order.

DEPARTMENT OF THE AIR FORCE

12th MISSION SUPPORT SQUADRON (AETC)

550 D Street East Suite 3

RANDOLPH AFB TX 78150-4429

4.2.7. Date each order. Number in order, starting with number "TE-001" for each fiscal year. The Financial Services Officer (FSO) will determine whether orders are numbered centrally by the FSO or decentralized to the units. The order number will include type of order (S.O.), series (TE), and numerical designation. Cite, above the heading of the first order of a year, the number of the last order published the previous year, as shown in **Figure 4.2.**

Figure 4.2. Previous Year Statement for CED Orders.

SO TE-1234, 12th Mission Support Squadron, was the last of the series at the end of FY 97.

DEPARTMENT OF THE AIR FORCE

12th MISSION SUPPORT SQUADRON (AETC)

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4.2.8. Cite an authority on all orders. List the appropriate authority (OPORD, OPlan, letter, message, levy flow, etc.) directing the deployment or exercise.

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

4.2.10. Information Required to Identify Personnel.

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

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

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

4.2.10.1.1.2. Deploying personnel receive orders with the SSN suppressed.

4.2.10.1.1.3. Agencies receiving orders with complete SSNs are unit orderly rooms, FSO, medical treatment facility (MTF) and APT (during deployment operations), IDO, PRF, PDF, and the troop commander or person designated to handcarry the PAK.

4.2.10.1.1.4. Other base agencies must justify their requirement for copies of orders with complete SSNs according to the Privacy Act (PA) 5 U.S.C. (552a). The agencies must direct questions to the base FOIA representative and submit requests to the MPF commander for approval. Include a list of agencies approved to receive CED orders with complete SSNs in a supplement to this instruction. MPFs will keep these letters on file and verify requirements annually.

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

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

4.2.11. Do not issue verbal orders unless absolutely necessary. Authorize verbal orders when time or error prevented written orders from being published in advance of travel. Confirm verbal orders (in writing) as soon as possible. Include in the written order the date and who issued the verbal order

along with a statement why written orders were not issued earlier. E.g., "The verbal orders of the commander on (date) are confirmed, circumstances prevented written orders in advance." On composed orders include this in the Remarks block.

4.2.12. Changes to Orders-Amendments, Rescissions, and Revocations. To amend, rescind, or revoke a CED order, use a composed amendment (MANPER-B generated) or an AF Form 973, **Request and Authorization for Change of Administrative Orders**. Publish amendments, rescissions, and revocations in the "TE" series. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders."

4.2.12.1. An order may be amended, rescinded, or revoked only by the organization publishing the original order.

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

4.2.12.3. Do not publish an amendment to delete an individual, to rescind or revoke in part so much of the original order pertaining to the person, or to change an effective date after it has passed. Revoke the expired order and publish a new one. Do not publish an amendment to include leave taken in the local area prior to or after deployment. *NOTE:* Document through normal channels as if member was not deployed.

4.2.12.4. Rescind an order when it is no longer needed. *NOTE:* If money has been obligated you must rescind the order; if not, then revoke.

4.2.12.5. Revoke an order before it has gone into effect or to change an effective date after it has passed. The orders approving official determines when to revoke "TE" series orders.

4.2.12.6. Retroactive amendments to increase or decrease the amount of money due the traveler must be fully explained and justified (24 Comp Gen 439). Written requests for such amendments must clearly show the original order was unclear, incomplete, or lacked necessary information. Order publishing agencies should look carefully at any request for such amendments to make sure the amendment and the reasons given agree with the Comptroller General decision. The circumstances that would permit an amendment to authorize additional payment are so rare, claims based on them are seldom allowed. Instead, submit the travel claim with amended orders to the General Accounting Office (GAO) through the Defense Finance and Accounting Service (DFAS) with a statement of facts and circumstances.

4.2.12.7. If an order is revoked or rescinded and replaced immediately by a new order, the new order may also announce the revocation or rescission. Make this statement (uppercase letters) the last paragraph in the Remarks section "THIS ORDER REVOKES OR RESCINDS (ORDER NUMBER AND DATE)."

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

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

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

4.2.14. AFMAN 37-139, *Records Disposition Schedule*, contains disposition instructions. MAN-PER-B generated orders meet the criteria in AFI 37-128, *Administrative Orders*. For information on length of orders, continuation lines, paper size, margins, and numbering, refer to AFI 37-128.

4.2.15. Reproduction of CED orders is the responsibility of the orders issuing official. The PRF or PDF (as applicable) prepares, verifies, and authenticates CED orders. The PRF or PDF distributes CED orders to deploying personnel (minimum 10 copies each person), other deployment work centers, other base agencies (see local base supplement to AFI 37-128), and the FSO. *NOTE:* For local exercises not involving actual deployment of personnel, do not (repeat **do not**) reproduce copies for members.

4.2.16. Air Force military personnel are not placed on funded TDY at any one location for more than 179 days (except when approved in advance by the Secretary of the Air Force according to AFI 36-2110).

4.2.17. The PRF or PDF uses the MANPER-B orders program to prepare CED orders and the DD Form 1610 when MANPER-B is not operational.

4.2.18. For a classified contingency exercise, the supporting component command may block out specific data elements in the DRMD based on classification guidance from the supported command. In such cases, the supporting component command sends the classified information by message.

   4.2.18.1. Before preparing orders, the PRF must have access to OPlan classification guidance and understand its impact on CED orders, mini-records, and other documentation personnel use during contingency operations.

   4.2.18.2. The PRF or PDF prepares UNCLASSIFIED CED orders, if possible.

4.2.19. If classified orders are required, prepare two sets of orders.

   4.2.19.1. For an unclassified extract, use asterisks in place of classified elements. *EXCEPTION:* The supported component command provides further guidance.

   4.2.19.2. Provide copies to deploying personnel (see paragraph **4.2.15.**), other deployment work centers, and other base agencies (see local base supplement to AFI 37-128).

   4.2.19.3. Fill in all elements on a classified order and mark and handle according to DoD 5200.1-R, *Information Security Program Regulation*/AFI 10-1101, *Operations Security.*

4.2.20. Assumptions:

   4.2.20.1. The Air Force considers all deployed personnel to be "performing duty on a military installation." *EXCEPTION:* Deployment guidance from the supporting or supported component command states otherwise.

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

4.2.20.3. Temporary Change-of-Station weight allowance (JFTR volume I, U4705) may be authorized or approved by the orders issuing official or the member's commanding officer.

4.2.21. Special authorizations add to the cost of normal travel. Members request special authorizations to accomplish a mission.

4.2.21.1. Personnel may not include special authorizations on CED orders for JCS-directed contingency operations. *EXCEPTIONS:* Deployment guidance from the supported component command states otherwise. These operations include rotational deployments, JCS field-training exercises, and emergency operations such as natural disasters.

4.2.21.2. Personnel send requests for special authorizations not included in deployment guidance to the employment PERSCO team with info to supported command for approval.

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

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

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

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

4.2.21.5.2. For travel in a POV, personnel follow the guidance and provisions contained in the JFTR.

4.3. Responsibilities of the Orders Issuing or Approving Official:

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

4.3.1.1. When government-funded, travel will normally be arranged by TMO and the order will contain this statement: "Government-procured transportation directed, report to TMO ASAP." This is required except when authorized travel by POV or special conveyance as advantageous to the government.

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

4.3.2. Additional information for orders issuing officials:

4.3.2.1. Provide written authorization for persons to escort or handcarry classified information (see DoD 5200.1R/AFI 10-1101, *Operations Security*.

4.3.2.2. Approve requests to handcarry classified information within the United States, its territories, and Canada.

4.3.2.3. Designate personnel to handcarry classified material outside the United States, its territories, and Canada when travel is on government-owned, controlled, or chartered aircraft.

4.3.2.4. Take full responsibility and be answerable for approval of special authorizations. See paragraph **4.2.21.**

4.3.3. Include the FSO travel advance eligibility statement as prescribed by **Table 4.2.** rule 16. This requirement is the result of the DoD Standard Travel Advance Policy that specifies the amount of travel advance payable, based on the eligibility of personnel for a government contractor-issued travel charge card.

4.3.4. Annotate orders of individuals traveling TDY to designated high-threat areas to reflect compliance with the DoD Travel Security Policy. Refer to the Foreign Clearance Guide or contact the local Antiterrorism Representative or AFOSI Detachment to determine current high-threat areas. Compliance with the policy requires individuals to travel by Air Mobility Command (AMC) air or AMC charter to the maximum extent possible, receive briefings on the availability and use of fee passports by the local passport agent, and receive briefings on the terrorist threat and suggested personal travel precautions by designated local officials prior to travel. Additionally, military members must, and civilians may, familiarize themselves with AFI 36-2209, *Survival and Code of Conduct Training*, and DoD Directive 1307.7, *Training and Education Measures Necessary to support the Code of Conduct*.

4.3.5. The Commercial Ticketing Program (CTP) provides joint staff funds for the purchase of commercial airline tickets. Tickets purchased are for specific participants, authorized by USTRANSCOM, for travel to and from Chairman Joint Chief of Staff (CJCS) exercises. Receipt of USTRANSCOM's authorization message constitutes authorization to obligate funds and purchase tickets. For individuals authorized the use of CTP funds, the PRF will include ESP code and separate fund cites for purchasing commercial tickets on the CED order. See **Table 4.3.**, rule 14 for legend.

POV Storage Program allows service members, if authorized, to store their POVs while deployed to support contingency operations. Base storage funding on the order creating the entitlement. If authorized, member must contact the Transportation Management Office (TMO) for arrangements to store the vehicle. Refer to **Table 4.2.**, rule 24 for statement to be included on the CED order.

4.4. Forms Prescribed. AF 245, **Employment Locator and Processing Checklist** and AF Form 3847, **Deployment Processing TDY (Military Personnel).**

Figure 4.3. Instructions for Preparation of MANPER-B Generated CED Orders.

INSTRUCTIONS FOR PREPARATION OF MANPER-B

GENERATED CED ORDERS (SEE **Figure 4.4.**)

HEADING: See **Figure 4.1.** for sample.

SPECIAL ORDER NUMBER: Enter "TE" followed by the order number. *NOTE:* Number in order starting with number "TE-001" for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year (see **Figure 4.2.**).

PURPOSE: MANPER-B automatically publishes "Special Mission Travel (MSN)" and the statement "Participate in" on the order. Include the nickname of the deployment or exercise (e.g., "Operation SEA SIGNAL"). Orders for other than SecDef designated contingencies should not contain any reference to "contingencies" in this block of the order. Enter the PID in parenthesis two spaces after the nickname. If the TDY is in connection with field duties, put in "(Field Duty)." Then in item 16 include: "The inclusive dates of field duty are from (date) to (date)." (If classified, see paragraph **4.2.19.**)

PROCEED O/A (YYYYMMDD): Enter the date personnel will leave home station. *NOTE:* MAN-PER-B translates numerical data into day, month, and year format. The on or about date is valid for 7 days before or after date shown, as long as the traveler does not depart before the date the order is authen-ticated. E.g., amend the orders if the date shown on the order is 07 May 1997 and the traveler does not depart until 14 May 1997. Publish a new order if the traveler leaves on 15 May 1997.

DSN: Enter the Defense Switched Network (DSN) prefix and extension for the PRF.

TDY LENGTH: Show the number of days TDY, plus the travel time from the permanent duty station to the TDY location and return. The appropriate authority for authorizing or approving TDY/TAD assign-ments in excess of 179 days at any one location will be the Secretary of the Service concerned or the chief of an appropriate bureau or staff agency specifically designated for that purpose and Commanders/Vice Commanders of the Unified and Specified commands.   (See**Table 4.2.**, rule 1 for the applicable state-ment.) *NOTE:* Amendments are not required for extensions of a TDY of 30 days or less except for exten-sions past 30 September of a given fiscal year or into a new fiscal year. Amendments to extend the number of days of a TDY past 30 September of a given fiscal year or into a new fiscal year must be pro-cessed prior to entering the extension period.

ITINERARY: If classified see paragraph **4.2.19.**

FROM: Enter the departure station. Do not include zip code.

TO: Enter the translation of the GEOLOC and TDY Country or State Code. Do not list multiple destinations, intermediate stops, or changes in end location when there are variations in the travel sched-ule. *NOTE:* If destination is Turkey, ensure front of order specifically states so. *EXCEPTION:* Destina-tions are part of another contingency, exercise, or deployment (a different PID).

RETURN TO: Enter the home station. Do not include zip code.

VARIATIONS AUTHORIZED (Y/N): "YES" is automatically published on the order.

TYPE ORDERS: "CED" is automatically published on the order.

REMARKS: To be used for instructions, special authorizations, and any other pertinent information. Review all deployment directives first to determine what information from **Table 4.2.** you need to com-bine with information from**Table 4.3.** Enter all information.

Refer to this figure and **Table 4.1.** for minimum mandatory statements. These statements always appear on CED orders in sequence, as the first entries in item 16. Do not change the wording of these statements.

Refer to Table 4.2. for optional statements. Optional statements included in item 16 apply to everyone listed on the TDY order. Do not change the wording of any optional statement used. Use the abbreviations   in Joint Publication 1-02, *DOD Dictionary of Military and Associated Terms,* whenever possible. Use Table 4.2. with the OPORD, OPlan, or implementation order, line remarks, message, or other written instruction. When the PRF or PDF receives deployment directives, they promptly review the directive for deployment instructions, match those instructions with the items in the first column of Table 4.2., and use the second column when a match occurs. Use a legend (may be preprinted) to identify unique requirements applying to the deployment. The legend is always the last entry. Do not change the code letters or definitions shown in Table 4.3. When used, list the codes in the order's legend. MAJCOMs and bases may add codes if they list them in a supplement to this instruction. Show these codes and their definitions in the legend when you use them. Use the abbreviations in Joint Publication 1-02, when possible.

Complete leave information when leave is granted for reasons other than to cover excess travel time. Do not use TDY order to account for leave taken prior to departure or after return to the permanent duty station, whether civilian or military. Document leave taken in the local area prior to or after deployment on an AF Form 988, Leave Request/Authorization, for military personnel and an Standard Form (SF) 71, Application for Leave, for federal civilians. Unit commanders may approve personal leave in conjunction with deployment TDY (authorize member to travel separately according to JFTR volume I, U4003). The commander must notify the PRF or PDF in writing of this request specifying member's full name, rank, complete SSN, start date of the leave before or after completion of TDY, length of the leave, address of the member while on leave, and emergency phone number for contacting member while on leave. The PRF or PDF will include the information above in the CED orders.

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

LEGEND: Use a legend to identify special requirements. See the MANPER-B pick list.

PERSONNEL INFORMATION: Automatically formatted by MANPER-B and information is pulled from the personal and plans' databases in MANPER-B. User may alter the sort of the information, but not the format of the information contained in this section.

APPROVING OFFICIAL: Enter the name and grade of the official approving the orders. Approving official must be a SSgt (GS-6 equivalent) or above.

ISSUING HQ: Always "DEPARTMENT OF THE AIR FORCE." MANPER-B automatically defaults to this entry.

FUND CITE 1 AND CIC 1: OPlan or tasking authority will provide fund cite information. Finance, the PRF, PDF, or Contracting Officer personnel enter the accounting citation and CIC. Finance personnel must initial the accounting citation and cost indicator code (CIC) number on the original order (before publication) to ensure correctness.

FUND CITE 2 AND CIC 2: Orders published before 1 October including travel entitlements to be earned in the next fiscal year (FY) must cite both the current and the next FY appropriations. This allows a traveler to be paid a travel advance (if authorized) and to arrange for transportation. The FSO certifies the current year funds only, and validates the accounting classification for the next FY. A qualifying statement concerning fund availability for the next FY is not required. After the start of the new FY, determine if funds are available and record the obligation. If funds are not available and travel has not begun, act to have the TDY order revoked. Additionally, use this section when a different authority funds some aspect of the TDY. *NOTE:* Specify in the Remarks section what items the fund cites cover.

AUTHENTICATOR: The MPF commander will designate (in writing) personnel authorized to authenticate CED orders. The authenticating official may sign or use an "OFFICIAL" stamp to verify the authenticity of the order. Do not authenticate orders for deployment exercises not requiring actual travel. *NOTE:* Authenticator must be a SSgt (GS-6 equivalent) or above.

DATE OF ISSUE: Complete for all authenticated orders.

DISTRIBUTION: List who receives the order. Refer to local supplement to AFI 37-128 for codes you can use.

Figure 4.4. Sample MANPER-B CED Order.

<div align="center">

DEPARTMENT OF THE AIR FORCE

12 MISSION SUPPORT SQUADRON (AETC)

550 D Street East Suite 3

RANDOLPH AFB TX 78150-4429

</div>

SPECIAL ORDER TE-0005   PURPOSE: PARTICIPATE IN OPERATION SEA SIGNAL
 (PID: 1997R)

<div align="center">SPECIAL MISSION TRAVEL (MSN)</div>

PROCEED O/A: 04 JAN 1998   FROM: RANDOLPH AFB TX   VARIATIONS AUTHORIZED

DSN: 487-1234   TO: SOMEWHERE AB GE   TYPE ORDERS: CED

TDY LENGTH: 090   RETURN TO: RANDOLPH AFB TX

REMARKS: REPORT TO THE PERSONNEL PROCESSING FACILITY (PERSCO TEAM) UPON ARRIVAL AT THE EMPLOYMENT LOCATION. TURN IN ALL PROMOTIONAL ITEMS, E.G., GIFTS, BONUS TICKETS, ETC., TO THE AFO. MBRS WISHING TO HAVE THE LES MAILED TO THEIR HOME ADDRESS WHILE DEPLOYED MUST COMPLETE AF FORM 1745 (ADDRESS CHANGE) AT MILITARY PAY. PROPORTIONAL PER DIEM RATE: A. ALL GOVT MEALS ARE AVAILABLE AND DIRECTED. B. PARTIAL GOVT MEALS ARE AVAILABLE AND DIRECTED. C. GOVT MEALS ARE NOT AVAILABLE OR DIRECTED. DOD AND AF POLICY PROHIBITS MBRS FROM SELF-PROCURING OFFICIAL TRAVEL. IF YOU NEED ASSISTANCE WITH YOUR RESERVATIONS CONTACT THE FOLLOWING: AMC FLIGHT CHANGES, CALL 1-800-851-3144 OR ANY TRAFFIC MANAGEMENT OFFICE FOR ASSISTANCE. (CITE LETTER OR MESSAGE AND DATE) SAF OR UNIFIED/SPECIFIED COMMANDER APPROVAL WAS GRANTED ACCORDING TO AFI 36-2110.   UPON RTN TO HOME STN, MBR MUST INPROCESS THE ORDERLY ROOM AND NOTIFY THE MPF/PRU OF THE DATE THEY RETURNED. FAILURE TO DO SO COULD ADVERSELY AFFECT MBR'S DUTY STATUS. MEMBER WILL PERFORM DUTY OFF AN INSTALLATION OF THE UNIFORMED SERVICES. MBR WILL BE QUARTERED AND SUBSISTED UNDER FIELD DUTY. IT IS ASSUMED ALL MEALS DURING THE PERIOD OF FIELD DUTY ARE CONSUMED UNLESS AF FORM 2282, STATEMENT OF ADVERSE EFFECT - USE OF GOVERNMENT FACILITIES, IS COMPLETED AND SIGNED BY THE COM-MANDER IN THE FIELD. PERIOD OF FIELD DUTY IS FROM 4 JAN 98 TO 3 MAY 98. TRAVEL BY MIL AIR IS DIRECTED IF AVAILABLE: WEAR OF BDUS/FLIGHT SUITS/CIVILIAN CLOTH-ING WHILE TRAVELING ON GOVERNMENT OWNED OR LEASED AIRCRAFT IS AUTHO-RIZED; REPORT TO MILITARY PAY AFTER COMPLETING TDY TO DETERMINE ENTITLEMENTS FOR FOREIGN DUTY PAY (FDP), COST-OF-LIVING-ALLOWANCE (COLA), AND FAMILY SEPARATION ALLOWANCE (FSA); FOR THE PURPOSE OF DETERMINING ENTITLEMENTS OPERATION SEA SIGNAL IS A SECDEF DECLARED CONTINGENCY OPERA-TION; UPON COMPLETION OF TDY, REPORT TO YOUR ORDERLY ROOM WITH A COM-PLETED COPY OF YOUR TRAVEL VOUCHER TO UPDATE THE TDY ACCUMULATOR FILE.

AUTHORITY: HQ ACC/DPWD 270915Z DEC 97 MSG

LEGEND: 4-SECRET, L-WILL HANDCARRY AF FORM 141, N-WILL HANDCARRY MOBILITY A,B OR C BAG, R-WILL HANDCARRY M-16 RIFLE WITH AMMO.

								S	P	S			
							CIV	TDY		E	R	E	HOME	TDY	BLOOD
ULN NO.	NAME	SSAN	GRD	TYP	COMP	AFSC	C	P	X	UNIT	UNIT	TYPE	REMARKS

TEST1/041B DOE JOHN A 987-65-4321 SSG A 2T352B 4 A M RJ0JFDSSPX1CHBRG O POS R,L,N

 --(LAST ITEM)--

ISSUING HQ: DEPARTMENT OF THE AIR FORCE

APPROVING OFFICIAL: STEVE LEWIS, SSGT, USAF

FUND CITE 1: 596900 01 3034 4094 50930 34030 3945 023948 302305 594 309324 49 ESP QQ

CIC 1: 234932 402945 243850239423 30495432 5 023945 2340594 304097

FUND CITE 2:

CIC 2:

FOR THE COMMANDER

OFFICIAL

KATHLEEN M. MORRIS, MSGT, USAF

SUPT, PERSONNEL READINESS BRANCH   DATE OF ISSUE: 01 DEC 1997

DISTRIBUTION: "T"

PAGE 1 OF 1   PRIVACY ACT OF 1974 APPLIES   SPECIAL ORDER: TE-0005

Figure 4.5. Instructions for Preparation of CED Orders on DD Form 1610.

INSTRUCTIONS FOR PREPARATION OF CED ORDERS
ON DD FORM 1610

Item 1 (Date): Enter current date.

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

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

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

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

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

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

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

Item 9 (Purpose of TDY): Enter "Special Mission Travel (MSN)" and the statement "Participate in (include the nickname of the deployment or exercise)" (e.g., "Participate in Operation SEA SIGNAL"). Orders for other than SecDef designated contingencies should not contain any reference to "contingencies" in this block of the order. Enter the PID in parenthesis two spaces after the nickname. If the TDY is in connection with field duties, put in "(Field Duty)." Then in item 16 include: "The inclusive dates of field duty are from (date) to (date)." (If classified see paragraph **4.2.19.**).

Item 10a (Approximate Number of Days of TDY): Show the number of days TDY, plus the travel time from the permanent duty station to the TDY location and return. The appropriate authority for authorizing or approving TDY/TAD assignments in excess of 179 days at any one location will be the Secretary of the Service concerned or the chief of an appropriate bureau or staff agency specifically designated for that purpose and Commanders/Vice Commanders of the Unified and Specified commands. (See **Table 4.2.**, rule 1 for the applicable statement.) *NOTE:* Do not amend orders for extensions of a TDY of 30 days or less except for extensions past 30 September of a given fiscal year or into a new fiscal year. Process amendments to extend the number of days of a TDY past 30 September of a given fiscal year, or into a new fiscal year, prior to entering the extension period.

Item 10b (Proceed O/A Date): Enter the date personnel will leave home station. The on or about date is valid for 7 days before or after date shown, as long as the traveler does not depart before the order authentication date. Do not amend, if the date shown on the order is 07 May 1997 and the traveler does not depart until 14 May 1997. If the traveler leaves on 15 May 1997, publish a new order.

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

Item 11 (Itinerary): If classified, see paragraph **4.2.19.**

        FROM: Enter the departure station. Do not include zip code.

          TO: Enter the translation of the GEOLOC and TDY Country or State Code. Do not list multiple destinations, intermediate stops, or changes in end location when there are variations in the travel schedule. *NOTE:* If destination is Turkey, ensure front of order specifically states so. *EXCEPTION:* Destinations are part of another contingency, exercise, or deployment (a different PID).

  RETURN TO: Enter the home station. Do not include zip code.

Item 12 (Mode of Transportation): When the OPORD, OPlan, FRAG, or implementation order, line remarks, or other deployment instructions require a specific mode of transportation, enter an "X" in this block. When documents do not specify mode of travel, see **Table 4.2.**, rule 14 for additional required statement.

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

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

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

Item 16 (Remarks): Used for instructions, special authorizations, and any other pertinent information. Review all deployment directives first to determine what information from **Table 4.2.** you need to combine with information from **Table 4.3.** Enter all information in item 16 and continue on the other side of the form, as needed.

Refer to **Table 4.2.** for optional statements. Optional statements included in item 16 apply to everyone listed on the TDY order. Do not change the wording of any optional statement used. Use the abbreviations in Joint Publication 1-02 whenever possible. Use **Table 4.2.** with the OPORD, OPlan, or implementation order, line remarks, message, or other written instruction. When the PRF or PDF receives deployment directives, they promptly review the directive for deployment instructions, match those instructions with the items in the first column of **Table 4.2.**, and use the second column when a match occurs. Use a legend (may be preprinted) to identify unique requirements applying to the deployment. The legend is always the last entry. Do not change the code letters or definitions shown in **Table 4.3.** When used, list the codes in the order's legend. MAJCOMs and bases may add codes if they list them in a supplement to this instruction. Show these codes and their definitions in the legend when you use them. Use the abbreviations in Joint Publication 1-02, when possible.

Complete leave information when leave is granted for reasons other than to cover excess travel time. Do not use TDY order to account for leave taken prior to departure or after return to the permanent duty station, whether civilian or military. Document leave taken in the local area prior to or after deployment on an AF Form 988, for military personnel and a SF 71, for federal civilians.   Unit commanders may approve personal leave in conjunction with deployment TDY (authorize member to travel separately according to JFTR Vol I, U4003). The commander must notify the PRF or PDF in writing of this request specifying member's full name, rank, complete SSN, start date of the leave before or after completion of TDY, length of the leave, address of the member while on leave, and emergency phone number for contacting member while on leave. The PRF or PDF will include the information above in the CED orders.

Use a legend (may be preprinted) to identify unique requirements applying to the deployment. The legend is always the last entry in item 16 (or the last entry in item 16 continued). Do not change the code letters or definitions shown in **Table 4.3.** When used, list the codes in the order's legend. MAJCOMs and bases may add codes if they list them in a supplement to this instruction. Show these codes and their definitions in the legend when you use them. Use the abbreviations in Joint Publication 1-02, when possible.

Item 17 and 18 (Requesting/Approving Official): Enter the name, grade, and title of the official requesting the CED order and the official approving the CED order. Approving official must be a SSgt (GS-6 equivalent) or above.

Item 19 (Accounting Citation):

Enter the designation and location of the publishing headquarters, followed by the authority line to the left and directly under the words "Accounting citation." OPlan or tasking authority will provide fund cite information. Finance, the PRF, or PDF personnel enter the accounting citation and CIC. Finance personnel must initial the accounting citation and CIC number on the original order (before publication) to ensure correctness. List offices on distribution for a copy of the order in the remaining space of this item.

Orders published before 1 October, including travel entitlements to be earned in the next FY, must cite both the current and the next FY appropriations. This allows a traveler to be paid a travel advance (if authorized) and to arrange for transportation. The FSO certifies the current year funds only, and validates the accounting classification for the next FY. A qualifying statement concerning fund availability for the next FY is not required. After the start of the new FY, determine if funds are available and record the obligation. If funds are not available and travel has not begun, act to have TDY order revoked. *NOTE:* Specify in the Remarks section what items the fund cites cover.

Item 20 (Order Authorizing Official): The MPF commander will designate (in writing) personnel authorized to authenticate CED orders. The authenticating official may sign or use an official stamp to verify the authenticity of the order. Do not authenticate orders for deployment exercises not requiring actual travel. *NOTE:* Authenticator must be a SSgt (GS-6 equivalent) or above.

Item 21 (Date Issued): Complete for all authenticated orders.

Item 22 (Travel Order Number): Enter "TE" followed by the order number. Complete this block for all authenticated orders. *NOTE:* Number in order starting with number "TE-001" for each fiscal year. Cite, above the heading of the first order of a year, the number of the last order published the previous year. Refer to **Figure 4.2.**

Figure 4.6. NATO Travel Order.

North Atlantic Treaty Organization (NATO) TRAVEL ORDER

NATO Orders: Generate these orders to fulfill NATO treaty requirements (see the *USAF Foreign Clearance Guide*). Number NATO travel orders the same as basic travel orders.

a. COUNTRY OF ORIGIN: List nationality of personnel listed on order.

b. DEPARTURE DATE: Proceed on or about date (date reflected on CED order).

c. RETURN DATE: Proceed on or about date plus TDY length.

d. TRAVEL FROM: Self-explanatory.

e. TRAVEL TO: List all of the following: BELGIUM, CANADA, DENMARK, FRANCE, GERMANY, GREECE, ICELAND, ITALY, LUXEMBOURG, NORWAY, THE NETHERLANDS, PORTUGAL, SPAIN, TURKEY, THE UNITED KINGDOM, OR THE UNITED STATES.

f. IS AUTHORITY GRANTED TO POSSESS AND CARRY ARMS (Y/N)?: Enter "Y" if personnel may handcarry firearms. The legend section of the CED order must show this authorization. If personnel may not or do not plan to handcarry firearms, enter "N."

g. NUMBER OF SEALED MESSAGES THAT MAY BE CARRIED: List the number of sealed messages (see the *USAF Foreign Clearance Guide*). Enter "00" if none.

h. SEALED DISPATCHES ARE NUMBERED: Show the numbering of sealed dispatches.

i. VIA: Mode of transportation (e.g., military aircraft, commercial aircraft, convoy).

j. AUTHENTICATING OFFICIAL: Enter the name, grade, and title of the official verifying the authenticity of the order. The official may sign the order or use an official seal.

NOTES:

1. Follow the guidance in paragraph **4.2.10.1.** if more than one member will appear on the order.

2. Refer to AFI 65-103, paragraph 2.7 to prepare NATO orders (AF Form 1631, NATO Travel Order/De Mission OTAN) when the MANPER-B system is not operational.

Table 4.1. Mandatory Statements for CED Orders (See note 1).

RULE	A	B	C
		Applies to: C=Contractor F=Federal Civilian M=Military	
	To indicate		3Include in Remarks/Item 16
1	Processing instructions	C, F, M	"Report to the personnel processing facility (PERSCO Team) upon arrival at the employment location."
2	Authority for TDY	C, F, M	List directing document. Authority is the last entry in item 16 before the legend (e.g., AUTHORITY: HQ ACC/ DPWD 131151Z DEC 97 MSG).
3	Promotional Items	F, M	"Turn in all promotional items; e.g., gifts, bonus tickets, etc., to the AFO."
4	Proportional Per Diem Rate	M	Circle the statement that applies: "Proportional Per Diem Rate: A. All govt meals are available and directed. B. Partial govt meals are available and directed. C. Govt meals are not available or directed."
5	LES Mailing Address Change	M	Members wishing to have their LES mailed to their home address while deployed must complete an AF Form 1745, Address Change Form, at Military Pay.
6	DOD and AF Policy on Self-Procured Official Travel (See note 2)	F, M	"DOD and AF policy prohibits mbrs from self-procuring official travel. If you need assistance with your reservations, contact the following: AMC flight changes, call 1-800-851-3144 or any Traffic Management Office for assistance."
7	Return to Home Station	F, M	"Upon rtn to home stn, mbr must inprocess the orderly room and notify the MPF/PRU of the date they returned. Failure to do so could adversely affect the mbr's duty status."

NOTES:

1. MANPER-B automatically places the above statements on the orders; if they do not apply to the members (i.e., Federal civilian or contractor), edit the order to remove or line through the item before publishing the order.

2. The following information may be placed on the order, if deemed appropriate. The Personnel Reservations Center at Scott AFB IL is only open from 0600-1900 Central Standard Time daily, no weekends. Members can only add or change military travel arrangements, not civilian or commercial arrangements. The emergency number for SATO (1-800-827-7777) can address civilian or commercial travel problems or emergencies.

Table 4.2. Optional Statements For CED Orders .

RULE	A	B	C
	If members shown in the order (see Notes 1 and 2)	Applies to: C=Contractor F=Federal Civilian M=Military	then include in Remarks (Item 16)
1	require an extension for periods in excess of 179 days TDY	F, M	"(Cite letter or message and date) SAF or Unified/Specified Commander approval was granted according to AFI 36-2110."
2	must perform duty off an installation	C, F, M	"Member will perform duty off an installation of the uniformed services."
3	must perform field duty	C, F, M	"Member will be quartered and subsisted under field duty. It is assumed all meals during the period of field duty are consumed unless AF Form 2282, Statement of Adverse Effect - Use of Government Facilities, is completed and signed by the commander in the field. Period of field duty is from XXX to XXX."
4	must use government vehicle at employment location	C, F, M	"Traveler is authorized temporary use of a government-owned vehicle while on TDY."
5	special authorizations	C, F, M	List the special authorizations and the statement: "Justification for determining the special authorizations in this order is maintained in (list unit, office symbol, and duty phone)." (see note 3)
6	must use specific mode of travel	C, F, M	"Travel by (list mode of travel: e.g., commercial air, military air) is directed if available."
7	authorized battle dress uniform (BDUs), flight suits, or civilian clothes during travel	C, F, M	"Wear of BDUs/flight suits/civilian clothing while traveling on government-owned or leased aircraft is authorized."
8	restricted in travel according to AFI 31-501, *Personnel Security Program Management*	C, F, M	"Duty and travel restricted according to AFI 31-501, *Personnel Security Program Management*."
9	must travel to, from, or through Spain	C, F, M	"La persona a quien esta orden perteneze esta autorizada por las autoridades militares competentes de los Estado Unidos de America para entrar o salir de Espana en mision oficial vestido de civil o militar."

R U L E	A If members shown in the order (see Notes 1 and 2)	B Applies to: C=Contractor F=Federal Civilian M=Military	C then include in Remarks (Item 16)
10	must travel to, from, or through Panama	C, F, M	"De conformidad con el parrafo (5a) del articulo XVII del acuerdo para la ejecucion del articulo IV del tratado del Canal de Panama de 1977, el (los) individuo(s) cuyo nombre(s) aparace(n) arriba, miembro(s) de las fuerzas, esta(n) extento(s) de la inspeccion de aduana al entrar o salir de la Republica de Panama cuando viaja(n) bajo ordenes oficiales."
11	group travel (must travel according to JFTR, para U4000-A/B)	M	"This is a group travel order. JFTR, U4000-A and B and U4002."
12	require special billeting or messing arrangements at the TDY location	C, F, M	"Billeting/messing: (state specialized arrangements at the TDY location; e.g., tents, no government dining facilities)." Members must submit a justification statement and it must be on file with the personnel readiness function.
13	must perform TDY of 30 days or more	M	"Report to military pay after completing TDY to determine entitlements for foreign duty pay (FDP), cost-of-living allowance (COLA), and family separation allowance (FSA)."
14	cannot have mode of transportation specified	C, F, M	"Report to TMO ASAP, government-procured transportation directed."
15	for Secretary of Defense (SecDef) designated contingency operations only	C, F, M	"For the purpose of determining entitlements, Operation XXX is a SecDef declared contingency operation."
16	advance travel pay (only appropriate as determined by the commander)	M	"When appropriate, mission requirements preclude the use of the government charge card for charges or automatic teller machine (ATM) cash advances. A travel advance will only be paid when specifically authorized. Advance will be limited to 80% of all authorized and allowable expenses."
17	TDY Accumulator File	M	"Upon completion of TDY, report to your orderly room with a completed copy of your travel voucher to update the TDY Accumulator File."

R	A	B	C
U L E	If members shown in the order (see Notes 1 and 2)	Applies to: C=Contractor F=Federal Civilian M=Military	then include in Remarks (Item 16)
18	must travel to or through Central and South America (See note 4.)	F, M	"U.S. personnel (military/civilian) traveling to or through SOUTHCOM AOR must read and possess basic knowledge of the USSOUTHCOM human rights policy." See **Attachment 18** for statement member must sign.
19	civilian per diem	F	"Actual expense allowance authorized while at deployment location." No per diem is authorized for civilians when living under field conditions while in support of military operations; however, they will be reimbursed for actual subsistence expenses, if any, while under field conditions.
20	civilian overtime (or compensatory time)	F	"Overtime (or compensatory time) authorized at TDY site as required by the theater/component commander."
21	civilian authorization to carry weapon	F	"Employee may elect to carry government issued sidearm when authorized by theater commander."
22	medical care for civilians	C, F	"Medical care for civilians (substitute word "contractors" for "civilians" when appropriate) in a TDY status is authorized according to AFH 41-114, *Military Health Services System Matrix*."
23	base exchange/commissary privileges for civilians	F	"Base exchange privileges are authorized. Commissary privileges are authorized when permitted by the theater commander."
24	POV Storage Authorized	F, M	"Mbr auth storage of POV and must contact TMO for arrangements. Justification for this special auth is maintained in (list unit, ofc sym, and duty phone)." (See note 5.)

NOTES:

1. Do not preprint (or use) any statements that do not apply to the current exercise or deployment. You may preprint standard CED order's information.

2. You may use statements in the Remarks section (Item 16) beyond those in this table. However, if a statement in this table applies, do not change the wording.

3. For hire of special conveyance, use one of the following statements: Hire of special conveyance for use within the area of TDY station authorized as more advantageous to the government; or hire of special conveyance authorized as more advantageous to the government.

4. For PALACE deployments, PRF must use the AF Form 3847 to document member has read the statement. For non-PALACE deployments, read the statement while member is at the PDF.

5. Authorization must be approved by member's commander, orders approving official, or other official designated (e.g., supported MAJCOM).

Table 4.3. Codes And Definitions For CED Orders Legend (see note 1).

RULE	A If you use the letter code:	B then use this definition in the legend (see note):
1	A	Will handcarry mobility A, B, and/or C bag
2	B	Official courier of classified information
3	C	Cargo courier
4	D	Duty and travel restricted according to AFI 31-501
5	E	Excess baggage (list pounds and pieces in Remarks section)
6	F	Will handcarry (list other items not covered below)
7	G	Will handcarry tool-kit
8	H	Will handcarry LES-AF Form 141
9	I	Will handcarry medical record
10	J	Will handcarry on-the-job (OJT) record
11	K	Will handcarry .38 pistol
12	L	Will handcarry .9mm pistol
13	M	Will handcarry M-16 rifle
14	N	Commercial Ticketing Program (CTP). Member authorized the use of CTP funds (see note 2)
15	Y	Leave authorization

NOTES:

1. The MAJCOM or base may not change these codes, but may add more codes. Show unique codes you use in orders in the legend (code and definition) and list them in a base supplement to this instruction.

2. Orders authenticating official will include ESP code and separate fund cites for purchasing commercial tickets in the CED order. See paragraph **4.3.5.**

3. These codes also apply to civilians.

4. See AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*, for a complete list of personnel reliability program (PRP) codes and definitions to use when preparing DD Form 1610 (**Figure 4.5.**).

MARVIN R. ESMOND,   Lt General, USAF
Deputy Chief of Staff, Air and Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*

Joint Publication 1-03.17, *Joint Reporting Structure for Personnel*

DODI 3020.37, *Continuation of Essential DoD Contractor Services During Crises*

AFCAT 36-2223, *USAF Formal Schools*

AFPD 10-1, *Mission Directives*

AFPD 10-2, *Readiness*

AFPD 10-4, *Operations Planning*

AFI 10-201, *Status of Resources and Training System*

AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants*

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning*

AFI 10-416, *Personnel Readiness and Mobilization*

AFI 10-1101, *Operations Security*

AFI 23-220, *Reports of Survey For Air Force Property*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 31-210, *The Air Force Antiterrorism (AT) Program*

AFI 31-401, *Managing the Information Security Program*

AFI 3l-50l, *Personnel Security Program Management*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 33-210, *Cryptographic Access*

AFI 36-507, *Mobilization of the Civilian Work Force*

AFI 36-2101, *Classifying Military Personnel (Officer and Airmen)*

AFI 36-2104, *Nuclear Weapons Personnel Reliability Program* (PRP)

AFI 36-2110, *Assignments*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2209, *Survival and Code of Conduct Training*

AFI 36-2226, *Combat Arms Maintenance and Training (CATM) Program*

AFI 36-2238, *Self Aid and Buddy Care Training*

AFI 36-2402, *Officer Evaluation System*

AFI 36-2403, *The Enlisted Evaluation System (EES)*

AFI 36-2606, *Reenlistment in the United States Air Force*

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-2911, *Desertion and Unauthorized Absence*

AFI 36-3002, *Casualty Services*

AFI 36-3003, *Military Leave Program*

AFI 36-3008, *Servicemen's Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI)*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 37-128, *Administrative Orders (PA)*

AFI 37-132, *Air Force Privacy Act Program*

AFI 48-123, *Medical Examinations and Standards*

AFI 51-401, *Training and Reporting to Ensure Compliance With the Law of Armed Conflict*

AFI 65-103, *Temporary Duty Orders*

AFI 90-201, *Inspector General Activities*

AFM 23-220, *Reports of Survey for Air Force Property*

AFMAN 33-225, *Vulnerability and Incident Reporting*

AFMAN 36-2105, *Officer Classification*

AFMAN 36-2108, *Airman Classification*

AFMAN 36-2622, volume 1, *Personnel Data Systems End Users Manual*

AFMAN 37-126, *Preparing Official Communications*

AFMAN 37-139, *Records Disposition Schedule*

AFOSH 48-19, *Hazardous Noise Program*

AFP 34-10, *Code of the US Fighting Force*

AFSSI 5018, *Risk Analysis*

AFVA 36-211, *Officer Classification Chart*

AFVA 39-212, *Airman Classification Chart*

USAF War and Mobilization Plan (WMP), volume I, *Basic Plan (S)*

USAF WMP III, part II, annex G, *Personnel (S)*

USAF WMP, Volume 3, Part 1, *Combat Forces (S)*

USAF WMP, Volume 3, Part 2, *Support Forces (S)*

Abbreviations and Acronyms

AAR—After-action report

ACC—Air Combat Command

ADPE—Automated data processing equipment

ADVON—Advanced echelon

AETC—Air Education and Training Command

AFCAT—Air Force Catalog

AFCSM—Air Force Computer Systems Manual

AFH—Air Force Handbook

AFI—Air Force instruction

AFO—Accounting and finance office

AFJQS—Air Force job qualification standard

AFMAN—Air Force manual

AFMC—Air Force Materiel Command

AFMQIC—Air Force Management Quality Innovation Center

AFOG—Air Force Operations Group

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center

AFPD—Air Force policy directive

AFR—Air Force regulation

AFRC—Air Force reserve Command

AFSC—Air Force Specialty Code

AFSCO—Air Force Security Clearance Office

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AFSSI—Air Force Security Systems Instruction

AFSSM—Air Force Security Systems Manual

AIA—Air Intelligence Agency

AIG—Address indicator group

AMC—Air Mobility Command

AMPRC—Alternate Manpower and Personnel Readiness Center

ANG—Air National guard

AOR—Area of responsibility

APOD—Aerial port of debarkation

APOE—Aerial port of embarkation

APT—Air passenger terminal

ARC—Air reserve component

ARPC—Air Reserve Personnel Center

ATM—Automatic teller machine

AT&T—American Telephone and Telegraph

BBS—Bulletin Board System

BDU—Battle dress uniform

CA/CRL—Custodian Authorization/Custody Receipt Listing

CAFSC—Control Air Force specialty code

CAT—Crisis Action Team

CBWDT—Chemical-Biological Warfare Defense Training

C-DAY—Contingency Day

CED—Contingency, exercise, Deployment

CFETP—Career Field Education and Training Plan

CIC—Customer identification code

CINC—Commander in Chief

CIK—Crypto-ignition key

CMOS—Cargo movement operating system

COB—Close of Business

COLA—Cost-of-living allowance

COMPES—Contingency Operations Mobility Planning and Execution System

CONOPS—Concept of Operations

CPF—Civilian personnel flight

CPU—Central processing unit

CSE—Combat support element

CSSP—Computer Security Support Plan

CSTF—Combat support task force

CTP—Commercial Ticketing Program

DAFSC—Duty Air Force specialty code

DBMS—Data Base Management System

DCAPES—Deliberate Crisis Action planning and execution system

DCC—Deployment Control Center

DCS—Deputy Chief of Staff

DDN—Defense data network

DeMS—Deployment Management System

DFAS—Defense Finance and Accounting Service

DOC—Designed operational capability

DoD—Department of Defense

DoDACC—Department of Defense Accounting Code

DPT—Data Pattern Traffic

DRI—Date required in-place (same as RDD)

DRMD—Deployment requirements manning document

DRU—Direct Reporting Unit

DSC—Duty status change

DSN—Defense switched network

DUSTWUN—Duty status whereabouts unknown

EAB—Emergency Action Book

ECO—Equipment Control Officer

EEO—Equal Employment Opportunity

EFTO—Encrypt for transmission only

EOR—Explosive ordinance Recognition

ERMD—Employment requirements Manning document

ESD—Electrostatic Sensitive Device

ETL—Estimated Tour length

FAC—Field assistance center

FAC—Functional account code

FAM—Functional Area Manager

FAST—Force augmentation status and tracking system

FDP—Foreign duty pay

FOA—Forward Operating Agency

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FRAG—Fragmentation

FSA—Family separation allowance

FSO—Financial Services Officer

FTP—File Transfer Protocol

FY—Fiscal Year

GAO—General Accounting Office

GCCS—Global Command and Control System (formerly WWMCCS)

GEOLOC—Geographic location code

ID—Identification

IDO—Installation deployment officer

IP—Internet Protocol

JCS—Joint Chiefs of Staff

JFTR—Joint federal travel regulation

JOPES—Joint Operation Planning and Execution System

JSCP—Joint Strategic Capabilities Plan

JTR—Joint Travel Regulation

LES—Leave and earnings statement

LIMFAC—Limiting factor

LOAC—Law of Armed Conflict

LOGFOR—Logistics Force Packaging System

LOGMOD-B—Logistics module (B-base level)

MAC—Manning Action Code

MAJCOM—Major command

MANFOR—Manpower force packaging System

MANPER-B/H/I/M—Manpower and personnel module (B-Base Level), (H-headquarters),

(I-Intermediate Level), (M-MAJCOM level)

MDS—Manpower data system

MEFPAK—Manpower and equipment force packaging system

MIA—Missing in action

MISCAP—Mission capability statement

MOS—Military Occupational Specialty

MOU—Memorandum of Understanding

MPA—Military Personnel Appropriation

MPF—Military personnel flight

MPFM—Military Personnel Flight Memorandum

MPRC—Manpower and personnel readiness center

MSS—Mission support squadron

MTF—Medical treatment facility

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NCOIC—Non-Commissioned Officer In Charge

NEC—Navy Enlisted Classification

NEO—Noncombatant evacuation operation (or Order)

NHDEAD—Non-hostile dead

NHINJILL—Non-hostile injured/ill

NHMISS—Non-hostile missing

NSA—National Security Agency

NSN—National Stock Number

OCCSRS—Occupational Code Series

OCR—Optical character reader

OJT—On-the-job training

OPLAN—Operational plan

OPORD—Operation order

OPR—Office of primary responsibility

ORI—Operation Readiness Inspection

PACAF—Pacific Air Command

PAK—Personnel accountability kit

PAS—Personnel accounting symbol

PCIII—Personnel Concept III

PDF—Personnel Deployment Function

PDS—Personnel data system

PERSCO—Personnel support for contingency operations

PID—Plan identification

PLNTFR—Plan Transfer

POC—Point of contact

POSN—Position

POV—Privately Owned Vehicle

PP—Pay Plan

PRC—Personnel readiness center

PRF—Personnel Readiness Function

PRP—Personnel Reliability Program

PSM—Personnel systems management

PT—PERSCO team

RC—Reserve Component

RDD—Required delivery date (same as DRI)

ROS—Report of Survey

SAF—Secretary of the Air Force

SARAH—Standard automated remote to AUTODIN host

SCI—Sensitive compartmented information

SDD—Secure Data Device

SecDef—Secretary of Defense

SEI—Special experience identifier

SGLI—Serviceman's group life insurance

SIFA—Special Interest Foreign Aircraft

SIPRNET—Secure Internet Protocol Network

SITREP—Situation report

SORTS—Status of resources and training system

SSN—Social security number

STU-III—Secure telephone unit

TDY—Temporary duty

TIC—Transaction Identification Code

TMO—Transportation management office

TPFDD—Time-phased force and deployment data

TS—Top secret

UDM—Unit Deployment Manager

UIC—Unit Identification Code

ULN—Unit line number

UMT—Unit mobility tasking

USAF—United States Air Force

USAFE—United States Air Forces Europe

USO—United Service Organization

UTC—Unit Type code

WIA—Wounded in action

WIN—WWMCCS inter-computer network

WMP—War and mobilization plan

WRQ—Work Requirements File

WWMCCS—World Wide Military Command and Control System

Terms

Advanced Echelon (ADVON)—A team of airlift control element members deployed in advance of the main airlift control element to coordinate requirements at the arrival airfield. The ADVON may deploy equipment to establish communications with command and control agencies and to establish the airlift operations center before the main airlift control element arrives.

Assigned Forces—Forces under the combatant command or operational control of a commander.

Beddown—Location to which a unit or force employs.

Casualty—Any person lost to the organization by reason of having been declared dead, duty status-whereabouts unknown, missing, ill, or injured. (Joint Pub 1-02)

C-rating—Category level for overall unit and each of the four measured resource areas within SORTS.

Deliberate Crisis Action Planning and Execution System (DCAPES)—The Air Force standard automated data processing subsystem of the Joint Operation Planning and Execution System (JOPES), which is used by operations, logistics, manpower and personnel planners at all command levels to develop and maintain force packages and task requirements for OPlan TPFDD.

Deployment Requirements Manning Document (DRMD)—A product reflecting the manpower requirements and unit tasking for a contingency or exercise deployment.

Designed Operational Capability (DOC)—A mission for which a measured unit has been equipped, organized, designed, tasked, and trained.

Employment Requirements Manning Document (ERMD)—A product providing total manpower requirements to be employed at a TDY location.

Force Accountability—The ability to accurately account for all Air Force personnel and the related Air Force Manpower Requirements at all times regardless of their location.

Forward Deployment—The transfer of a unit, an individual, or supplies deployed in one area to another area, or to another location within the area, or to the zone of interior for the purpose of further

employment.

Fragmentation Code (FRAG—A one-character code, the second of three parts of a unit line number (ULN). Used to uniquely identify subordinate units, fragmentations (FRAG), or increments of a single force requirement. If a single unit satisfies a force requirement, leave the FRAG code blank. When more than one unit is needed to satisfy the requirement, each unit is assigned a separate FRAG.

Global Command and Control System (GCCS) (formerly World Wide Mili—*tary Command and Control System [WWMCCS])*A system which establishes a set of command and control capabilities supporting the National Command Authorities (NCA), Joint Chiefs of Staff (JCS), and major field commanders, down to the service component commands.

Global Command and Control System (GCCS) Intercomputer Network (for—*merly WWMCCS Intercomputer Network (WIN)*A system providing the planning community the ability to share the workload among computer centers, rapidly query programs and data files at remote locations, update and transfer files remotely, send messages and already-formatted data, and teleconference.

Installation Deployment Officer (IDO)—The individual acting for the installation commander in the overall direction and control of deployments from a base.

Limiting Factor (LIMFAC)—A factor or condition that, either temporarily or permanently, impedes mission accomplishment (e.g., transportation network deficiencies, lack of in-place facilities, malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc.). (Joint Pub 1-02)

Manpower Force (MANFOR) Packaging—A system of the manpower and equipment force packaging (MEFPAK) system. Defines the manpower characteristics of standard Air Force UTCs.

Manpower and Equipment Force Packaging (MEFPAK) System—A data system designed to support contingency and general war planning with predefined and standardized manpower and equipment force packages. MEFPAK, which operates in the command and control environment, is composed of two subsystems: the manpower force (MANFOR) packaging system and the logistics force (LOGFOR) packaging system.

Mini-record (TIC 40E)—The TDY mini-record is a small (approximately 200 characters) individual data record used for tracking and management of individuals who are TDY for manning assistance, exercise, rotational, and contingency purposes. Data in the record is updated as changes and corrections occur. The mini-record is generated by the MANPER-B system when an individual departs or is projected to depart for a TDY.

Mission Capability (MISCAP)—A short paragraph describing the capability a specific unit type code is expected to have at execution. The statement usually contains pertinent information such as the type of base to be deployed to, the functions included, and other augmentation requirements necessary to conduct specific missions.

Noncombatant Evacuation Operation (NEO)—Operations directed by the Department of State (the Department of Defense or other appropriate authority) whereby noncombatants are evacuated from areas of danger overseas to safe havens or to the United States.

Official Notification Date—The actual day the individual receives verbal or written, formal or informal notification by an official in authority of their potential or actual selection for contingency deployment as either a primary or alternate selectee. (Examples: official notification occurs when the unit commander

or designated representative verbally tells the individual they are being considered to fill a contingency tasking. Written notification with endorsement by the individual serves the same purpose. Notification can also occur when the individual is contacted by the base IDO or a functional manager. The first time an individual is made aware they possibly will deploy, they have received "official" notification and should begin preparations, both mental and physical, for deployment).

Operation Order (OPORD)—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation. (Joint Pub 1-02)

Operation Plan (OPlan)—Any plan, except for the Single Integrated Operation Plan, for the conduct of military operations. Plans are prepared by combatant commands in response to requirements established by the Chairman of the Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. OPlans are prepared in either a complete format of an OPlan or as a concept plan (ConPlan). An OPlan for the conduct of joint operations that can be used as a basis for development of an operation order (OPORD). An OPlan identifies the forces and supplies required to execute the CINC's Strategic Concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in time-phased force deployment data (TPFDD) files. OPlans will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendixes, and TPFDD file as described in the JOPES manuals containing planning policies, procedures, and formats. (Joint Pub 1-02)

PALACE Blitz—Program the MPF, PT, and supported commands use to request individual augmentation for contingency, wartime, and emergency operations.

PALACE Envoy—Program HQ USAF uses for special higher headquarters TDY requirements. HQ USAF directs deployments supporting unique geographical or political missions (e.g., United Nations missions, military liaison teams (MLTs), mobile training teams, etc.).

PALACE Exercise—Program the MPF, PT, and supported commands use to request individual augmentation for JCS and Air Force directed exercises.

PALACE Tenure—Program the Air Force uses to manage rotational individual augmentation requirements supporting long-term contingency operations.

PALACE Trip—Program the MPF or MAJCOM uses to request inter- or intra-command TDY manning assistance to fill personnel shortages in unit manning.

Plan Identification (PID)—(DOD) 1. A command-unique four-digit number followed by a suffix indicating the Joint Strategic Capabilities Plan (JSCP) year for which the plan is written; e.g., "2220-95." 2. In the JOPES data base, a five-digit number representing the command-unique four-digit identifier, followed by a one-character, alphabetic suffix indicating the OPlan option, or a one-digit number whose numeric value indicates the JSCP year for which the plan is written.

Reclama—A request to duly constituted authority to reconsider its decision or its proposed action.

Replacements—Personnel required to take the place of others who depart a unit. (Joint Pub 1-02)

Required Delivery Date (RDD)—A date, relative to C-day, when a unit must arrive at its destination and complete offloading to properly support the concept of operations. (Joint Pub 1-02)

Shortfall—The lack of forces, equipment, personnel, materiel, or capability, reflected as the difference between the resources identified as a plan requirement and those apportioned to a combatant commander for planning, that would adversely affect the command's ability to accomplish its mission. (Joint Pub

1-02)

Task Knowledge Level—An individual can state or explain facts about the task or subject. This does not require actual hands-on performance.

Task Performance Level—An individual knows what steps must be accomplished and can actually perform those steps.

Time-Phased Force and Deployment Data (TPFDD)—(DOD)The JOPES data base portion of an OPlan; it contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the OPlan, including: a. In-place units. b. Units to be deployed to support the OPlan with a priority indicating the desired sequence for their arrival at the port of debarkation. c. Routing of forces to be deployed. d. Movement data associated with deploying forces. e. Estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces. f. Estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

Unit Line Number (ULN)—A seven-character, alphanumeric field that uniquely describes a unit entry (line) in a JOPES time-phased force and deployment data. (Joint Pub 1-02)

Unit Type Code (UTC)—A five-character, alphanumeric code that uniquely identifies each type of unit of the Armed Forces. (Joint Pub 1-02)

War and Mobilization Plan (WMP)—The Air Force supporting plan to the Joint Strategic Capabilities Plan. The six volumes of the WMP extend through the Future Years Defense Program to provide continuity in short- and mid-range war and mobilization planning. It provides current planning cycle policies and planning factors for the conduct and support of wartime operations. It establishes requirements for development of mobilization and production planning programs to support sustained contingency operations of the programmed forces. The WMP encompasses all functions necessary to match facilities, manpower, and materiel with planned wartime activity.

Attachment 2

SOURCING COLONEL AND ABOVE

Table A2.1. Procedures for Sourcing Colonel and Above TDY Positions.

Date Required In-Place Minus	Office of Primary Responsibility	Task
120 days	Supported air component	Notify Supported air component Functional Area Manager (FAM) fill action is required
118 days	FAM	Publish notice of requirement to Numbered Air Forces (NAF) and HQ staff asking for volunteers (see note)
100 days	FAM Director	Notify Supported air component/CC with names of volunteers or notify there were no volunteers
95 days	Supported air component/ CC	Approve volunteer; direct a theater fill if no volunteer or direct PALACE Blitz action
94 days	FAM	Notify tasked NAF or staff agency if non-volunteer fill directed by Supported air component/CC
92 days	Supported air component	Process reclama, if received
90 days	FAM	Provide justification for PALACE Blitz action to Supported air component
88 days	Supported air component	Submit PALACE Blitz package to HQ USAF/DPFJ
85 days	HQ USAF/DPFJ and Colonels' Group or Office of General Officer Matters	Designate tasked MAJCOM for PALACE Blitz
75 days	Tasked MAJCOM	Nominate individual to Supported air component/CC
60 days	Supported air component/ CC	Approve nominee

NOTE:

Process starts with the FAM for required AFSC advertising the billet to the NAFs in an attempt to solicit a volunteer from supported air component resources. Some of the vacancies are already past the 120-day point and in these cases, NAFs are given 10 days to respond with volunteers instead of the normal time allotted. Guard/Reserve cannot be contacted until all active duty sources have been exhausted.

Attachment 3

MANPER-B FIELD ASSISTANCE, INVENTORY MANAGEMENT, OUTAGE REPORTING, RELOCATION REPORTING, AND VIRUS REPORTING

A3.1. Field Assistance. Report any problems to the Field Assistance Center (FAC) located at the Air Force Personnel Center (AFPC), Randolph AFB, Texas.

Table A3.1. Assistance and Problem Reporting.

ASSISTANCE AND PROBLEM REPORTING (See Notes)		
TYPE ASSISTANCE	OPR	PHONE NUMBER
Field Assistance Center (FAC) Personnel procedures Hardware and software Red-Mini procedures	HQ AFPC/DPWRC 550 C Street West, Suite 15 Randolph AFB, TX 78150-4717	DSN 487-6705/2406 FAX DSN 487-3923/3805 Call 1-800-433-0048 after normal duty hours. Ask for MANPER-B expert.
Manpower Procedures	AFMRF/XWA Suite 100, 200 Beasley Dr Fort Detrick, MD 21702-5029	DSN 988-3170/3248 FAX 988-2125
Red-Mini Systems Administration	HQ AFPC/DPDPSS	DSN 487-4666

NOTES:

1. Have your system number available when calling the FAC for assistance.

2. To report software malfunctions, use AF Form 1945, Personnel System Exception Report. Address the form to the applicable functional OPR (listed above) and send an information copy to your MAJCOM counterpart.

   a. When a software error occurs, the system will write an Error Report (ERROR.PRN) to the Reports directory and print if printer is on-line. Provide this information to the FAC.

   b. Describe completely all actions leading up to the error. This is essential for duplicating the error by the functional staff to determine the cause of the error and steps to correct it.

A3.2. Inventory Management.

A3.2.1. Make a copy of the inventory sheet below which applies to the type system you have (i.e., deployable laptop or desktop system). Complete all items by following the instructions below.

A3.2.2. Verify if you have each item listed in the Items section by placing a check in the On-Hand column next to the item. If you do not have the item, mark the Missing column.

A3.2.3. Please ensure all items are accounted for and mark any missing items. If you have additional items, please annotate the inventory sheet and give serial numbers (if applicable). **NOTE***:* If you have missing expendable items, you'll need to replace them through local purchase. If you are missing accountable items, you'll need to initiate a Report of Survey (ROS) according to AFMAN 23-220, *Reports of Survey for Air Force Property.*

A3.2.4. The serial numbers must be annotated on the inventory sheet, if applicable. When completed, keep a copy for your files and forward the original inventory sheet to HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB TX 78150-4717 (or fax to DSN 487-3923) with an information copy to your MAJCOM functional Readiness Staff and/or Manpower function.

Figure A3.1. MANPER-B System Inventory Worksheet Deployable Laptops.

ALL PURPOSE CHECKLIST		PAGE	1	OF	2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR		DATE		

MANPER-B SYSTEM INVENTORY - DEPLOYABLE LAPTOP

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			
1	System Number: _____ MPF ID: _____ GEOLOC: _____ MAJCOM _____			

EQUIPMENT CUSTODIAN INFORMATION
(Ensure equipment is on ADPE account and SDD is on CA/CRL at Supply)

2   Unit Address: _____

          _____

    Bldg/Room: _____
    POC: _____
    DSN/Comm Phone: _____ SSAN: ____ - ___ - _____
    HAF USERID: _____ DODAAC/APOE: _____
    Fax Number: _____ Email address: _____
    ==================================

3   PHYSICAL LOCATION INFORMATION

    Unit Address: _____

          _____

    Bldg/Room: _____
    POC: _____
    DSN/Comm Phone: _____ SSAN: ____ - ___ - _____
    HAF USERID: _____ DODAAC/APOE: _____
    Fax Number: _____ Email address: _____
    ==================================

              S/N   ON HAND   MISSING

Laptop
Iomega Jaz Drive
HP340 Printer
AT&T Secure
Data Device (SDD)

Carrying Case, Laptop
Carrying Case, Printer
1GB, Jaz Cartridge (2)
Internal 10X CD Rom
SCSI PCMCIA Card
3-Com T PCMCIA Card
3.5 inch, 1.44 Drive, in Modular Bay
2.1 GB Hard Drive
Laptop Battery (2)
Printer Battery
Laptop Battery Charge
Printer Battery Charger
HP340 Printer Cartridges (2)
Cable, PCMCIA to Jaz
Cable, Laptop Power
Cable, Printer Power

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NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*		PAGE *2* OF *2* PAGES		

Cable, Printer Communications   _____   _____
Cable, 25 to 9 Pin Modem Cable   _____   _____
Cable, Modem Line   _____   _____
Cable, Modem Power   _____   _____

===

MANPER-B SOFTWARE/DOCUMENT REQUIRED
ON HAND   MISSING

Secure Data Device Models 1900/1910 Users Guide   _____   _____
Bootable Jaz/MANPER-B Diskette   _____   _____

_____   _____
Equipment Custodian Signature   Date Inventory Completed

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C., Chapter 40, 37 U.S.C., Chapter 9, EO 9397, November 1943.
PRINCIPAL PURPOSES: To readily identify the status of MANPER-B Equipment Custodians.
ROUTINE USES: Information may be disclosed to MAJCOM Readiness/Manpower Staff(s) for use to ascertain the status of missing components, if needed.
DISCLOSURE: Disclosure of SSN is voluntary.

AF FORM 2519, NOV 91 *(EF-V2) (REVERSE)*

Figure A3.2. MANPER-B System Inventory Worksheet Desktop Systems.

ALL PURPOSE CHECKLIST		PAGE	1	OF	2	PAGES

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA	OPR	DATE

MANPER-B SYSTEM INVENTORY - DESKTOP SYSTEM

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*
1	System Number: _____ MPF ID: _____ GEOLOC: _____ MAJCOM _____

EQUIPMENT CUSTODIAN INFORMATION
(Ensure equipment is on ADPE account and SDD is on CA/CRL at Supply)

2   Unit Address: _____
_____

Bldg/Room: _____
POC: _____
DSN/Comm Phone: _____ SSAN: _____-___-_____
HAF USERID: _____ DODAAC/APOE: _____
Fax Number: _____ Email address: _____
= =

PHYSICAL LOCATION INFORMATION

Unit Address: _____
_____

Bldg/Room: _____
POC: _____
DSN/Comm Phone: _____ SSAN: _____-___-_____
HAF USERID: _____ DODAAC/APOE: _____
Fax Number: _____ Email address: _____
= =

	S/N	ON HAND	MISSING
CPU			
Monitor			
Iomega Jaz Drive			
HP890 Printer			
AT&T Secure			
Data Device (SDD)			
Keyboard			
Removable HDD			
IGB, Jaz Cartridge (2)			
Cable, CPU to Jaz			
Cable, CPU Power			
Cable, Printer Power			
Cable, CPU to Printer			
Cable, Monitor Power			
Cable, 25 to 9 Pin Modem Cable			
Cable, Modem Line			
Cable, Modem Power			
HP890 Printer Cartridges (2)			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			

MANPER-B SOFTWARE/DOCUMENTATION REQUIRED

                       ON HAND   MISSING

Secure Data Device Models 1900/1910 Users Guide _____   _____
Bootable Jaz/MANPER-B Diskette   _____   _____

_____   ___ _____
Equipment Custodian Signature   Date Inventory Completed

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C., Chapter 40, 37 U.S.C., Chapter 9, EO 9397, November 1943.
PRINCIPAL PURPOSES: To readily identify the status of MANPER-B Equipment Custodians.
ROUTINE USES: Information may be disclosed to MAJCOM Readiness/Manpower Staff(s) for use to ascertain the status of missing components, if needed.
DISCLOSURE: Disclosure of SSN is voluntary.

AF FORM 2519, NOV 91 *(EF-V2) (REVERSE)*

A3.3. Hardware Outage/Relocation Reporting. (See **Figure A3.3.** and **Figure A3.5.**) Contact the FAC (HQ AFPC/DPWRC) at DSN 487-6705/2406, datafax number DSN 487-3923/3805. Mailing address is: HQ AFPC/DPWRC, 550 C Street West Suite 15, Randolph AFB TX 78150-4717. Email address: manperbf@hq.afpc.af.mil and CRTGRAM HAF USERID is 09DPWR1.

A3.3.1. Reporting is required to maintain proper accountability for systems and to expedite replacement actions for defective equipment, whether system is deployed or at home station (in-garrison). As OPR for management of MANPER-B equipment and the FAC, the Personnel Readiness Branch (HQ AFPC/DPWRC) is responsible for tracking all MANPER-B assets and also coordinates the maintenance and procurement of replacement parts with the maintenance contractor. MAJCOMs are responsible for management and tracking of their systems. Each unit with a MANPER-B system is required to track these items on an Automated Data Processing Equipment (ADPE) account for all systems under their control and to ensure the SDD is on a CA/CRL with the supply squadron. The following equipment, as applicable, must be loaded into Information Processing Management System (IPMS) due to classified processing and to ensure warranty service: Iomega external JAZ drive, Panasonic CF-25 notebook, CF-25 battery charger, HP 340 DeskJet printer, Toshiba Tecra laptop, HP Vectra desktop computer, HP monitor, HP removable HDD, and HP 890 DeskJet printer. **Table A3.2.** contains the ADPE information for the account.

Table A3.2. Advanced Data Processing Equipment (ADPE) Account Information (see Notes).

1. PROGRAM LINE NUMBER (PLN) "MP" (MIKE PAPA)
2. MAJOR AIR COMMAND (MAC) CODE "09" (ZERO NINE)
3. AIS/ADS AS "146" (ONE FOUR SIX)
4. KINX - Contact FAC for appropriate KINX code
5. PEC AS "91220F" (NINE ONE TWO TWO ZERO FOXTROT)
6. FUNCTIONAL DESIGNATOR AS "E" (ECHO)
7. CONTRACT NUMBER - Contact FAC for appropriate Contract Number
8. VENDOR - Contact FAC for appropriate Vendor
9. PRICES - Contact FAC for appropriate prices
10. WARRANTY - Contact FAC for appropriate warranty information

NOTES:

1. Use of these codes has been coordinated through HQ AF and the Standards Systems Center. This will not only allow your local Equipment Control Officer (ECO) to produce an ADPE listing for your verification but will also allow the ECO at AFPC to pull a listing for us. Please ensure this is accomplished as soon as possible.

2. If you or your ECO have any questions or concerns on this issue, please contact HQ AFPC/ DPDXR3, DSN 487-6244. Notify them you are calling concerning the MANPER-B ADPE account.

A3.3.2. Reporting will normally be accomplished:

A3.3.2.1. When it's determined a component is defective and needs repair.

A3.3.2.2. When a new component received is defective.

A3.3.2.3. When a system is permanently relocated or deployed from home station for more than 72 hours.

A3.3.2.4. Reporting is done by telephone, message, CRTGRAM or email. *NOTE:* Always info your MAJCOM Functional Staff.

A3.3.2.5. A Hardware Outage Report (**Figure A3.3.**) will be submitted by the equipment custodian only after troubleshooting procedures are completed, and it's determined the problem cannot be fixed at field level. Report the outage by message, CRTGRAM or email. *NOTE:* A formal Hardware Outage Report is not necessary when reporting an outage by telephone to the FAC.

A3.3.2.5.1. The FAC reports all outages to the maintenance contractor. Replacement parts are shipped and should be received within 3-5 days CONUS (7-10 days OS). If equipment components aren't received within the timeframe specified, immediately contact the FAC for assistance. When received, units must complete the Hardware Outage Follow-up Report (**Figure A3.4.**).

A3.3.2.5.2. The FAC suspenses units for receipt of the Hardware Outage Follow-up Report (**Figure A3.4.**). Failure to acknowledge receipt after two late reports will result in the temporary suspension of replacement components until unit responds to the initial request.

A3.3.2.6. When the new component arrives, the equipment custodian must immediately inspect the container for signs of damage. If the container is damaged, immediately note this with the shipper and inspect the component for physical damage. If the component is damaged, immediately notify the FAC.

A3.3.2.6.1. Return the defective component to the contractor as soon as possible, but not later than 3 duty days after the new component is received. Failure to return the part in a timely manner will result in the suspension of replacement components until the part is returned. Unless the container you received the new part in was damaged, use it to return the defective component.

A3.3.2.6.2. After the new component is received and the defective one returned, the equipment custodian must submit a Hardware Outage Follow-up Report (**Figure A3.4.**). This report notifies the FAC and other agencies the outage is resolved and the system is operational.

A3.3.2.6.3. If the new component is functioning properly, but doesn't resolve the outage, a new hardware outage must be reported.

Figure A3.3. Hardware Outage Report.

HARDWARE OUTAGE REPORT

FROM: EQUIPMENT CUSTODIAN UNIT

TO: HQ AFPC RANDOLPH AFB TX//DPWRC//

INFO: MAJCOM FUNCTIONAL STAFF

HOME UNIT READINESS OFFICE (IF SYSTEM DEPLOYED)

AFMRF DETRICK MD//XWA// (IF MANPOWER SYSTEM)

SUBJ: HARDWARE OUTAGE REPORT

1. MANPER-B SYSTEM: 034

2. DEFECTIVE PART: MONITOR, S/N 185

3. POC/PHONE NUMBERS: SRA LEWIS, DSN 487-6705, (210) 652-6705

4. UNIT: 1 MSS/DPMTX, LANGLEY AFB VA 23665-5065

5. PHYSICAL LOCATION OF SYSTEM: 1 MSS/DPMTX, LANGLEY AFB VA 23665-5065

6. SHIP REPLACEMENT PART TO: 1 MSS/DPMTX

                                                 550 C STREET WEST STE 35

                                                 BLDG 499 ROOM 35

                                               LANGLEY AFB VA 23665-5065

7. PROBLEM/ERROR ENCOUNTERED: MONITOR HAS LINES RUNNING THROUGH IT

8. TROUBLESHOOTING ACTIONS TAKEN: USED MONITOR ON ANOTHER SYSTEM AND PROBLEM PERSISTED. MONITOR FROM ANOTHER SYSTEM WORKS FINE ON SYSTEM 034.

Figure A3.4. Hardware Outage Follow-up Report.

HARDWARE OUTAGE FOLLOW-UP REPORT

FROM: EQUIPMENT CUSTODIAN UNIT

  TO: HQ AFPC RANDOLPH AFB TX//DPWRC//

 INFO: MAJCOM FUNCTIONAL STAFF

       HOME UNIT READINESS OFFICE (IF SYSTEM DEPLOYED)

       AFMRF FT DETRICK MD//XWA// (IF MANPOWER SYSTEM)

 SUBJ: HARDWARE OUTAGE FOLLOW-UP REPORT

1. MANPER-B SYSTEM: 034

2. DTN NUMBER: 96AF-0061 (ON LETTER INSIDE PACKING LIST WITH NEW COMPONENT)

3. POC/PHONE NUMBERS: SSGT MILLS, DSN 487-6705, (210) 652-6705

4. RECEIVED: NEW MONITOR S/N 154

5. DATE RECEIVED: 16 AUG 96

6. DATE RETURNED DEFECTIVE COMPONENT: MONITOR S/N 185, 17 AUG 96, FEDEX TRACKING NUMBER 1367890 OR: MONITOR S/N 185, 17 AUG 96, TMO, TCN FB4800 1044 X008 XXX

7. REMARKS: SYSTEM IS NOW OPERATIONAL

A3.4. Relocation of MANPER-B Equipment. Management and tracking of MANPER-B equipment is critical during a contingency or wartime. In these circumstances, the supported component command assumes operational control of all MANPER-B equipment deployed to their theater according to this instruction. It is imperative the supported component command use the ADPE account to track the location and status of in-theater MANPER-B assets. Equally important, the supported AF component com-

mand must advise HQ AFPC/DPWRC when equipment is redeployed to another location. Deployed PERSCO teams will report system outages to the FAC and the supported AF component command. *NOTE:* Replacement components will not be shipped to a deployed location when it's likely the system will be returned to its home station prior to their arrival. In these cases, the replacement component will be shipped to the home unit. When equipment is relocated to another location (base closure, changes in mission, deployed for more than 72 hours, etc.), the equipment custodian must conduct a complete inventory of the system being shipped. Additionally, the equipment custodian must submit the Hardware Relocation Report (**Figure A3.5.**) within 48 hours after shipment.

Figure A3.5. Hardware Relocation Report.

HARDWARE RELOCATION REPORT

FROM: EQUIPMENT CUSTODIAN UNIT

TO: HQ AFPC RANDOLPH AFB TX//DPWRC//

INFO: AFMRF FT DETRICK MD//XWA//

SUBJ: LOSING MAJCOM FUNCTIONAL STAFF

GAINING MAJCOM FUNCTIONAL STAFF

HQ USAF WASHINGTON DC/DPFJ//

GAINING UNIT/PERSCO TEAM

1. MANPER-B SYSTEM: 701

2. UNIT SHIPPED FROM: 1 MSS/DPMX, LANGLEY AFB VA 23665-5065

3. POC FROM HOME UNIT: SRA LEWIS, DSN 487-6705, (210) 652-6705

4. UNIT SHIPPED TO: 4404MSS/PERSCO, UNIT 5280, APO AE 09613 OR 35 MSS/DPMD, 5795 STARFIGHTER ROAD STE 15, BLDG 12 ROOM 15, HILL AFB UT 87654-3500

5. GAINING UNIT POC: TSGT BRITT, DSN 276-1345, (804) 277-1345

6. REMARKS: SYSTEM WORKS PROPERLY OR PRINTER NOT WORKING, ETC.

7. LENGTH OF DEPLOYMENT: SYSTEM IS EXPECTED TO RETURN O/A 27 AUG 98.

A3.5. Initial Receipt of MANPER-B System. (See **Figure A3.7.**) When a MANPER-B system is newly assigned to a unit (including arrival at a deployed location), the gaining equipment custodian for the system must submit an Initial Report within 2 days of receipt of the system.

Figure A3.6. Initial Report.

INITIAL REPORT

FROM: EQUIPMENT CUSTODIAN UNIT (PERSCO Teams may include this report as

part of the PERSCO Team Status Report according to **Figure A7.3.** of this instruction)

   TO: HQ AFPC RANDOLPH AFB TX//DPWRC//

 INFO: LOSING MAJCOM FUNCTIONAL STAFF

GAINING MAJCOM FUNCTIONAL STAFF

HQ USAF WASHINGTON DC//DPFJ//

AFMRF FT DETRICK MD//XWA// (IF MANPOWER SYSTEM)

 SUBJ: INITIAL REPORT

1. MANPER-B SYSTEM: 701

2. EQUIPMENT CUSTODIAN: TSGT MEYER, DSN 487-6705, (210) 652-6705

3. EQUIPMENT CUSTODIAN UNIT: 1 MSS/DPMTX, LANGLEY AFB VA 23665-5065

4. SYSTEM POC: SSGT NEEDHAM, DSN 487-3483, (210) 652-3483

5. UNIT: 1 MSS/DPMTX, 5795 STARFIGHTER ROAD, BLDG 15, ROOM 12, LANGLEY AFB VA
23665-5065

6. SYSTEM ARRIVED: 16 AUG 98

7. INVENTORY COMPLETED: 17 AUG 98

8. LENGTH OF DEPLOYMENT: SYSTEM WILL BE DEPLOYED UNTIL 27 AUG 98

9. SHIPPING ADDRESS: 1 MSS/DPMTX

5795 STARFIGHTER ROAD

BLDG 15 ROOM 12

LANGLEY AFB VA 23665-5065

10. REMARKS: SYSTEM IS OPERATIONAL OR HARD DRIVE IS NOT OPERATIONAL, ETC.

A3.6. Virus Incident Reporting.

A3.6.1. General. The following procedures supplement existing computer security policy contained in AFSSI 5018 and do not supersede any existing Air Force Instructions. These procedures are for MANPER-B systems, peripherals, and any other computer systems used by the PRU, Manpower, or PERSCO teams.

A3.6.2. MANPER-B Virus checks.

A3.6.2.1. System. The Air Force anti-viral tool kit software scans the files for hundreds of known viruses. The system automatically scans for viruses daily.

A3.6.2.2. 3.5" disk. The MANPER-B virus software scans for hundreds of known viruses. There is also an option on the main menu to scan 3.5" disks. All users must scan all disks before using them on MANPER-B. Viruses can remain dormant for years only to appear at any time, possibly disabling your system entirely.

A3.6.3. Virus detected. If the system detects a virus, secure all disks and JAZ cartridges that came in contact with the system. Using a spare hard drive (if available), scan all disks for infection. Notify anyone who routinely exchanges disks and cartridges with your machine (e.g., PRU, Manpower office, Communications Center, etc.) of the virus detected and advise them to scan their systems and disks for viruses.

A3.6.4. Virus Reporting Procedures. Immediately contact AFCSC/SROV at DSN 969-3157, commercial (210) 977-3157, or 1-800-854-0187 for guidance. Follow up with an incident report sent by immediate message (**Figure A3.7.**) to AFIWC KELLY AFB TX//EACA// with information copy to the supported command DPXX, your MAJCOM/DPXX, HQ AFPC RANDOLPH AFB TX// DPWRC//, AFMRF FT DETRICK MD//XWA//, and HQ USAF WASHINGTON DC//DPFJ/XPMR//.

A3.6.5. Follow-up. Upon closure, dispatch a follow-up report to the same addressees detailing actions taken and man-hours expended returning to fully operational status. Give serial numbers of replaced components, as appropriate. Use a minimum of Unclassified on all dispatched messages. Protect classified systems at the highest classification level contained on the system.

Figure A3.7. MANPER-B Virus Incident Report.

MANPER-B VIRUS INCIDENT REPORT

FROM: UNIT

   TO: AFIWC KELLY AFB TX//EACA//

 INFO: SUPPORTED COMMAND//DPXX//

       YOUR MAJCOM//FUNCTIONAL STUFF//

       HQ AFPC RANDOLPH AFB TX//DPWRC//

       AFMRF FT DETRICK MD//XWA//

       HQ USAF WASHINGTON DC//DPFJ//XPMR//

 SUBJ: MANPER-B VIRUS INCIDENT REPORT

1. THE FOLLOWING INFORMATION IS PROVIDED:

  A. SYSTEM IN USE: MANPER-B (or other as appropriate)

  B. SOFTWARE IN USE: DCAPES MANPER-B, WINDOWS NT, ETC.

  C. DESCRIPTION OF INCIDENT: Describe type of malicious logic or hacker activity discovered. Describe effect of malicious logic or hacker activity to system operations (e.g., loss of system files, completely inoperable, etc.) and name of virus if known.

  D. LOCATION: Give unit, base or city and country

  E. HIGHEST CLASSIFICATION OF DATA ON SYSTEM: (as appropriate)

  F. POC: Name, organization, mailing message address, telephone number

Attachment 4

PERSONNEL READINESS SERVER (RED-MINI) MANPER LOGIN/PASSWORD REQUEST

A4.1. Personnel Readiness Server Login (Red-Mini) MANPER/Password Request overprint.

ALL PURPOSE CHECKLIST		PAGE	1	OF	2	PAGES

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA   OPR   DATE

PERSONNEL READINESS SERVER (RED-MINI)/MANPER LOGIN/PASSWORD REQUEST

NO.   ITEM

(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)

Section A: To be filled out by requesting individual(s)

MPF ID _____ GEOLOC _____ MAJCOM ID (MAJCOMS ONLY) _____

Full/Gr/Name: (Pri) _____ SSN: _____ *
             (Alt) _____ SSN: _____ *
             (Alt B) _____ SSN: _____ *
              (Alt C) _____ SSN: _____

*NOTE: Only these two members will have SIPRNET accounts. Additionally, indicate in Remarks section at bottom of form if you still have the passwords for previous members being removed from Unit/Office Symbol/Mailing Address: _____

Email Address: (Pri) _____
            (Alt) _____
            (Alt B) _____
            (Alt C) _____

DODAAC (Shipping code from Transportation, Needed to ship STUIII to you): _____

DSN Phone Number: _____ Comm Phone Number: _____

Classified DSN Number: _____ Classified FAX Number: _____

Reason for access and duties performed on the system: To communicate with other MANPER systems by classified means via the Red-Mini systems. Will dispatch and retrieve data files and general information related to the MANPER system.

Section B: COMSEC Account Information. Provide the following information for your local COMSEC account. NOTE: You may have to get information from your local communications flight

COMSEC Account Number: _____
Comm Flight Plain Language Address: _____
Mailing Address: _____
City, State or APO/FPO and Zip Code: _____

Section C: Guidelines for access to the system - for User: Your password will be SECRET! When choosing a password the following guidelines will apply. Passwords must:

- be at least 6 to 8 characters in length.   - begin with an alpha characters.
- contain at least two numeric characters and/or   - login ID will be locked if found to
special character   be appropriate (invalid/expired)

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			

User(s) signature : (Pri_) _____

(Alt) _____

(Alt B) _____

(Alt C) _____

_____

Section D: To be filled out by Unit Security Manager.

Security clearance level: (Prit) _____

(Alt) _____

(Alt B) _____

(Alt C) _____

Security clearance verified by (signature/date) _____

_____

Section E: Need for access validation to be filled out by Functional OPR at AFPC:

Functional Manager's Signature/date: _____

_____

Section F: To be filled out by System Administrator building account at AFPC.

Login ID Assigned: (Pri) _____

(Alt) _____

(Alt B) _____

(Alt C) _____

GID: _____   UID: _____   ACCESS TYPE: _____

System Administrator Signature: _____

REMARKS: Indicate here if you still have the passwords for any members being removed from Red-Mini access.

_____

PRIVACY ACT STATEMENT

AUTHORITY: 39 United States Code (U.S.C.), 10 U.S.C., Section 8012, and EO 9397.
PRINCIPAL PURPOSE: Source document for Red-Mini Login/Password Request
ROUTINE USES: Provide informaion to request login/password for access to Red-Mini. SSN is used for positive identification and verification of security clearance.
DISCLOSURE: Mandatory-failure to provide information will result in unit not having access to Red-Mini to disseminate/receive data pattern traffic for MANPER-B system.

AF FORM 2519, NOV 91 *(EF-V2) (REVERSE)*

Attachment 5

UTILIZATION AND ACCOUNTABILITY OF
INDIVIDUAL MOBILIZATION AUGMENTEES (IMAS)

A5.1. General Information:

A5.1.1. To comply with joint reporting requirements, MANPER systems will be used to track and account for all IMAs activated in direct support of a contingency operation.

A5.1.1.1. Direct support personnel are those assigned against a valid Plan tasking in the AOR.

A5.1.1.2. Indirect support personnel are those backfilling positions not in the AOR.

A5.1.2. IMAs cannot be arbitrarily used in support of a contingency operation solely for convenience. *NOTE:* Qualified active duty resources must be used first.

A5.2. For indirect support and once all active duty resources are exhausted (with approval of member's commander, member's MAJCOM Reserve Affairs Office and HQ USAF/DPFJ), the supported or supporting component command builds the IMA requirement into the TPFDD and flows the DRMD to HQ ARPC.

A5.3. Upon receipt, HQ ARPC flows the mini-record to the base where the IMA is activated.

A5.4. The "Tasked PAS" in MANPER will always reflect "960ICCMJ" to ensure HQ ARPC has accountability of all activated IMAs*.* *NOTE:* The "Attached PAS" is determined by where the IMA is activated to. If activated to a base "not owned" by the command using the IMA, the attached PAS will equal the PAS of the command's headquarters. Example: HQ AETC requires an IMA at Brooks AFB TX, the attached PAS will be BV0JFGTW (Brooks AFB MPF ID and HQ AETC MAJCOM ID). *NOTE:* This ensures the command and base using the IMA receives appropriate MANPER DPT traffic and can account for all activated IMAs.

A5.5. The GEOLOC will reflect the base where the IMA is being activated (indirect support) or outprocess if being further deployed (direct support). This ensures the base receiving the IMA receives advance notice of their arrival and DPT traffic.

A5.6. The "Line Remarks" will include: "IMA FILL, REDEPLOY TO "XXXX" (GEOLOC or AOR destination when IMA is activated for direct support) or "IMA FILL, INPLACE" (used when IMA is activated for indirect support).

A5.7. The owning MAJCOM Reserve Affairs Office (for MAJCOM assigned IMAs) or HQ ARPC (for centrally managed or Unified Command assigned IMAs) will publish the AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**. The Remarks section of the AF Form 938 will include instructions to report to the base PRF or PT (in the AOR). Line remarks will also contain any additional reporting instructions required by the supported or supporting component command.

A5.8. HQ ARPC/DAR will ensure MANPER requirements are valid taskings and will act as liaison between the IMAs MAJCOM/ARPC Central Manager and the supported/supporting AF component command.

A5.9. HQ ARPC/PRF will flow all 7150 DPT traffic on IMAs activated for a contingency operation. *NOTE:* This includes mini-records, departure, and redeployment (return to home station) transactions. HQ ARPC/PRF will send Personnel Identification and Travel Itinerary message (see **Attachment 7**) to the base receiving the IMA, and other agencies as required by this instruction. The message must include the GEOLOC of AOR destination for IMAs activated in direct support, and advise the MPF to use the fund cite from the AF Form 938 for publication of CED orders. For IMAs activated for indirect support, HQ ARPC PRF will notify the MPF/PRF (by message) when forward deployment is required by the supported or supporting component command. Message will include PID and ULN, Central Site MPF ID, attached PAS, reporting instructions, and other information the MPF may require to redeploy the IMA to a new location.

A5.10. MPF Personnel Readiness Function will:

A5.10.1. In-process IMAs who are activated for direct or indirect support of a contingency operation. Using the Personnel Identification and Travel Itinerary message and mini-record received from HQ ARPC, confirm the IMA's arrival in MANPER-B by updating an arrival transaction in the PERSCO module and submit a duty status change (DSC) message according to this instruction (see **Attachment 7**). *NOTE:* Should an IMA arrive prior to receipt of the message or mini-record, contact the HQ ARPC PRF immediately before accomplishing any MANPER-B transactions.

A5.10.2. All IMAs activated for a contingency operation in direct support regardless of present location (CONUS or overseas) will report to an Air Force installation before deploying to the AOR.

IMAs **WILL NOT** deploy to the AOR without CED orders. IMAs must process through the PDF or PRF to ensure immunizations, personal and equipment requirements are completed.

A5.10.3. Once all processing is accomplished, create CED orders for IMAs forward deploying to the AOR and update MANPER-B with a forward deployment transaction in the PERSCO module only. *NOTE:* Member's record will need to be appended into the DCAPES Main Module Personnel database prior to publication of the CED order. *NOTE:* IMAs not deploying to the AOR (indirect support) do not require CED orders. If, at a later date, an IMA is required to "forward deploy" to another location, HQ ARPC PRF will provide forward deployment information by message. Upon receipt, follow the steps above to outprocess member.

Attachment 6

**PROCESSING EXTENSION OF TOUR REQUESTS FOR PALACE PROGRAM
REQUIREMENTS (ALL LEVELS)**

A6.1. General Information.

A6.1.1. Request to extend TDY tour length is a four-step process involving the TDY unit commander, assigned unit commander, parent MAJCOM, and HQ AFPC/DPWRM.

A6.1.2. Normally extensions are approved for 75 days for a 90-day rotation cycle and 45 days for a 120- day rotation cycle.

A6.2. PERSCO Team.

A6.2.1. Submits requests (by message) at the earliest possible date but not later than 75 days prior to member's scheduled departure from TDY site. Normally requests will be disapproved if submitted after the 75-day point and extension causes hardship on projected replacement or extension is not in the best interest of the Air Force mission. Message must include name, rank, SSN, PID, ULN/POSN, original TDY dates, requested number of days of extension, requested projected TDY expiration date, and justification.

A6.2.2. If the extension is for an ANG/AFRC volunteer, sends the extension request to the supporting component command contingency/Exercise Support Personnel Function and ANG/AFRC member's home unit PRF, with information copies to the ANG/AFRC headquarters Contingency/Exercise Support Personnel Function as appropriate.

A6.2.2.1. If the extension will bring the ANG/AFRC member beyond 139 or 179 days, includes specific justification as to why a waiver to the tour length should be approved according to AFI 36-2619, *Military Personnel Appropriate (MPA) Man-Day Program.*

A6.2.2.2. ANG/AFRC members MUST BE VOLUNTEERS for the extension unless an involuntary mobilization authority is in place (PSRC, Partial Mobilization, Full Mobilization, etc.). Without an involuntary authority in place, ANG/AFRC members may not be extended without their consent.

A6.2.3. Sends requests for extension from the TDY commander to member's home station PRF and member's unit commander. Sends an information copy to Parent MAJCOM/Contingency/Exercise Support Personnel Function, HQ AFPC/DPWRM, supported component command, MAJCOM tasked to fill replacement, if known, and central site, if applicable. Includes HQ AFPC/DPAIP1 if extension of TDY will require a SAF waiver of the 179-days-at-the-same-location-in-a-12-month-period rule. Requests must be mission-directed and fully justified.

A6.2.4. TDY extension requests include member's name, rank, SSN, PID and ULN/POSN member is filling, original TDY dates (inclusive from date departed home station), requested number of days of extension, new projected TDY expiration date, justification for extension (from site commander), and volunteer status of member.

A6.3. Upon receiving an extension request, the PRF contacts the individual's commander in writing for agreement and retains a copy until the member returns from TDY. If the commander agrees, the PRF sends the request via message (within 5 calendar days of receiving the request from PT) to the parent

MAJCOM/Contingency/Exercise Support Personnel Function with a copy to HQ AFPC/DPWRM (HQ AFPC/DPAIP1, if applicable), supporting PT, supported component command/Contingency/Exercise Support Personnel Function (as appropriate), and central site, if applicable. The message includes the information specified in paragraph A6.2.1. and a statement of commander's concurrence. Additionally, the PRF, upon receipt of HQ AFPC/DPWRM approval message, amends TDY orders to reflect approved extension dates and promptly sends the orders to the PT. If the commander disagrees, the PRF sends the disapproval notification (within 5 calendar days of receiving the request from PERSCO) via message to the PT with a copy to HQ AFPC/DPWRM (HQ AFPC/DPAIP1, if applicable), parent MAJCOM/Contingency/Exercise Support Personnel Function, supported component command/Contingency/Exercise Support Personnel Function (as appropriate), and central site, if applicable. The message includes the information specified in paragraph A6.2.4. and commander's disapproval statement.

A6.4. MAJCOMS:

A6.4.1. Have approval authority for PALACE Tenure semi-permanent (CRC "S9") requirements sourced to their command. If approved, forwards (by message) the approval to HQ AFPC/DPWRM for system maintenance with a copy to the supported component command Contingency Exercise Support Personnel Function (as appropriate), supporting PT, and the assigned PRF. If approved, for other PALACE Tenure (CRC "09" or "G9") requirements, will forward recommendation (by message) to HQ AFPC/DPWRM (HQ AFPC/DPAIP1, if applicable) within 5 calendar days of receiving the request with a copy to the supported component command Contingency Exercise Support Personnel Function (as appropriate), supporting PT, and the assigned PRF. **NOTE:** If the request is for an ANG/AFRC member, ensure additional MPA days are sent to the member's home unit PRF to extend the period of active duty.

A6.4.2. If disapproved, forward disapproval message to the PT within 5 calendar days of receiving request with a copy to HQ AFPC/DPWRM (HQ AFPC/DPAIP1, as applicable), supported component command Contingency Exercise Support Personnel Function, the assigned PRF, and central site, if applicable. The message includes the information specified in paragraph A6.2.4. and MAJCOM's disapproval statement.

A6.4.3. If the extension is for an ANG/AFRC volunteer in the AOR, coordinate with appropriate MAJCOM functional manager.

A6.4.3.1. MAJCOM functional manager will approve or disapprove extension of ANG/AFRC member and notify PERSCO and home unit through their Contingency Exercise Support Personnel Function.

A6.4.3.2. If approved, MAJCOM functional manager will provide additional MPA mandays to the ANG/AFRC member's home unit PRF to amend active duty orders.

A6.4.3.3. If the extension will bring the ANG/AFRC member beyond 139 or 179 days in the tour, the MAJCOM functional manager must request a waiver to HQ USAF/DPFJ and DPPR, in turn, according to AFI 36-2619.

A6.5. HQ AFPC/DPWRM:

A6.5.1. Normally approves request if member's unit commander and parent MAJCOM concur.

A6.5.2. Forwards approval message within 5 calendar days of receiving the request to the PT, assigned PRF (authority to publish amendments to original order), parent MAJCOM Contingency

Exercise Support Personnel Function, supported component command Contingency Exercise Support Personnel Function, other MAJCOM/Contingency/Exercise Support Personnel Functions, and MPFs tasked to fill the subsequent rotations for extended position, and central site, if applicable.

A6.5.3. For PALACE Tenure operations that are "in-system", completes necessary updates to the DRMD (e.g., new DRI, estimated tour length (ETL), etc.) and notifies effected PT, MAJCOMs, and MPFs.

A6.5.4. If extension is disapproved at unit or MAJCOM level, HQ AFPC/DPWRM will take no further action unless mission requirements dictate otherwise, or the deployed unit commander submits additional justification or rationale for the extension.

Attachment 7

REPORT FORMATS

Figure A7.1. Format for Departure Report.

1. FROM: MPF PERSONNEL READINESS FUNCTION

2.   TO: SUPPORTING PT OR MPF (note 1)

        SUPPORTED AF COMPONENT COMMAND//Contingency/Exercise
         Support Personnel Function//

3.   INFO: HQ USAF WASHINGTON DC//CAT-MPRC//(note 1)

        HQ AFPC RANDOLPH AFB TX//PRC//

        SUPPORTING AF COMPONENT COMMAND//Contingency/Exercise
         Support Personnel   Function//

        ANY INTERMEDIATE HEADQUARTERS //DPX//

        CENTRAL SITE (IF APPLICABLE)

        HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 2)

        ANGRC ANDREWS AFB MD//MPPX// (note 2)

4. CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

5.   SUBJECT: DEPARTURE REPORT, PID XXXXX, OPERATION NICKNAME (see note 3)

6.   PART I - DEPARTURES: Show the following information on personnel departed from your station:

ULN/POSN NR   GR SSN   NAME   TDY AFSC DEST GEOLOC PAS (note 4) (note 5)

7.   PART II - REMARKS: Provide mode of transportation (e.g., Mil Air, Comm Air), APOE and APOD (as applicable), estimated time of arrival; provide numbers on female personnel (e.g., Females: 25).

8.   PART III - POC: For each primary and alternate personnel readiness member provide grade, name, duty phone (DSN and commercial), and email address (if available).

NOTES:

1. Message precedence for "TO" addressees will be "Immediate" and "Routine" for "INFO" addressees.

2. Info only if Reserve/ANG personnel are involved

3. The MPF PRF or PDF prepares but does not transmit the report for local exercises.

4. For federal civilians, use their pay plan and occupational series (e.g., WS-7405); for contractors use term "CONTR."

5. Always use actual GEOLOC and classify message according to paragraph 4. DO NOT USE XPQF.

Figure A7.2. Format for PALACE Program Personnel Identification and Travel Itinerary Report.

1. FROM: MPF PERSONNEL READINESS FUNCTION

2.   TO: SUPPORTING AF COMPONENT COMMAND//Contingency/Exercise
          Personnel Support (note 1) Function//

          SUPPORTING PT or MPF

3. INFO: HQ AFPC RANDOLPH AFB TX//DPWRM//

(note 1)   SUPPORTED AF COMPONENT COMMAND//Contingency/Exercise
          Personnel Support Function//

          ANY INTERMEDIATE HEADQUARTERS//Contingency/Exercise
          Personnel Support Function//

          CENTRAL SITE (IF APPLICABLE)

          HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 2)

          ANGRC ANDREWS AFB MD//MPPX// (note 2)

4. CLASSIFICATION. The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

5. SUBJECT. PERSONNEL IDENTIFICATION/TRAVEL ITINERARY REPORT, PID: XXXXX, OPERATION NICKNAME.

6. PARAGRAPH 1. The individual below is selected to fill a requirement for (subject operation). Travel itinerary is included.

A. FULL NAME

B. GRADE

C. COMPLETE SSN

D. CAFSC (ENLISTED), DAFSC (OFFICER), PAY PLAN AND OCCUPATIONAL SERIES (FEDERAL CIVILIAN), AND TERM "CONTR" (CONTRACTOR)

E. PID

F. ULN AND POSN

G. DATE REQUIRED IN-PLACE (DRI)

H. GENDER

I.   PAS CODE

J.   DUTY PHONE (include both DSN and commercial numbers)

K.   SECURITY CLEARANCE (as applicable)

L.   PASSPORT STATUS (as applicable)

M. DATE MINI-RECORD DPT WAS TRANSMITTED.

N.   DATE MEMBER NOTIFIED.

O.   FLIGHT INFORMATION. Include flight number (if commercial, indicate the carrier), APOD (military installation or civilian airport), and estimated date and time of arrival.

P.   REMARKS: Indicate if member is a replacement for original tasking.

7. PARAGRAPH 2. The member meets all the qualifications for this requirement.

8. PARAGRAPH 3. For your primary and alternate personnel readiness POCs, provide grade, name, DSN and commercial phone number, and email address (if available).

NOTES:
1. Message precedence for "TO" addressees will be "Immediate", and "Routine" for "INFO" addressees.
2. Info only if Reserve/ANG personnel are involved.

Figure A7.3. Format for PERSCO Team (PT) Status Report.

1. FROM: MPF Personnel Readiness Function or PT Address

2.   TO: HQ USAF WASHINGTON DC//CAT-MPRC//

(note 1)   HQ AFPC RANDOLPH AFB TX//DPWRC/DPWCS//

              SUPPORTED AF COMPONENT COMMAND//Contingency/Exercise
               Personnel Support Function//

SUPPORTING AF COMPONENT COMMAND//Contingency/Exercise
Personnel Support Function//

HOME STATION MPF PERSONNEL READINESS FUNCTION (note 2)

HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 3)

ANGRC ANDREWS AFB MD//MPPX// (note 3)

3.CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

4.SUBJECT: PT STATUS REPORT

5.PART I: Provide the grade, full name, complete SSN, and position title for the PT Chief, NCOIC, Primary MANPER-B operators, equipment custodian (if one of the MANPER-B operators, identify), key POCs in the PRC (as applicable, for MPFs supporting deployed forces), and Casualty POC (include phone number and message address if different from PERSCO team).

6.PART II: Provide the following information:

PID AND OPERATION NICKNAME: Provide the PID and operation nickname.

ESTIMATED DURATION OF OPERATION (if known): Provide estimate of how long equipment will be deployed.

DSN PHONE: Provide the prefix and extensions for both classified and unclassified phone lines.

COMMERCIAL PHONE: Provide the area code and country code (if applicable), the prefix, and extensions for both classified and unclassified phone lines.

DATAFAX: Provide the prefix (DSN) and area code (commercial) for both classified and unclassified fax lines.

EMAIL ADDRESS: Indicate email address for team and members (if available).

NARRATIVE ROUTE: Provide a narrative (message traffic) routing indicator for the communications center serving you.

MESSAGE ADDRESS: Unit, location (as required) with the office symbol.

MAILING ADDRESS: Unit, location, and zip code (must be a complete mailing address including street, suite, room number, etc.). *NOTE:* For overseas locations include the DODAAC code for shipping purposes (contact Transportation).

GEOGRAPHICAL LOCATION CODE (GEOLOC): Provide the four-digit GEOLOC for your deployed location or the two-digit MPF ID if you work with an MPF (see note 4).

ATTACHED PAS: Provide the eight-digit PAS code for the attached MPF (if known).

MANPER-B SYSTEMS Provide the system numbers for the MANPER-B system(s) at your employed location.

24-HOUR POINT OF CONTACT: Provide 24-hour point of contact name and phone number (DSN and commercial).

7. PART III: Provide a brief statement on the operational status of the team or PRC (as appropriate) and any significant limiting factors. Submit additional PT status reports when the information in parts I through III change (Notes 5 and 6).

NOTES:

1. Message precedence for all addressees will be "Routine."
2. Address to home station MPF for each PERSCO team member.
3. Send to addressees only if AFRC/ANG personnel are involved.
4. Always use actual GEOLOC and classify message according to paragraph 4. DO NOT USE XPQF.
5. You may include the initial MANPER-B report (See **Attachment 3**) with this report. If you elect to do so, include it as "PART IV-INITIAL MANPER-B REPORT."
6. As a reminder, ensure the Red-Mini login sheet included in **Attachment 4** is prepared and faxed to HQ AFPC/DPWRC.

Figure A7.4. Format for Central Site Team Status Report.

1. FROM: CENTRAL SITE

2.   TO: HQ USAF WASHINGTON DC//CAT-MPRC//

(note 1)   HQ AFPC RANDOLPH AFB TX//DPWRC/DPWCS//

        SUPPORTED AF COMPONENT COMMAND//Contingency/Exercise
           Personnel Support Function//

        SUPPORTING AF COMPONENT COMMAND//Contingency/Exercise
           Personnel Support Function//

        ALL PERSCO TEAMS IN THE AOR (note 2)

        HQ AFRC ROBINS AFB GA//DPXX// (note 3)

        ANGRC ANDREWS AFB MD//MPPX (note 3)

3. CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported com-

mand must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

4. SUBJECT: CENTRAL SITE TEAM STATUS REPORT

5. PART I: Provide the grade, full name, complete SSN, and position title for the central site team chief, primary MANPER-B operators, equipment custodian (if one of the MANPER-B operators, identify), and key POCs on the team (as applicable, for MPFs supporting deployed forces).

6. PART II: Provide the following information:

PID AND OPERATION NICKNAME: Provide the PID and operation nickname.

ESTIMATED DURATION OF OPERATION (if known): Provide estimate of how long equipment will be deployed.

DSN PHONE: Provide the prefix and extensions for both classified and unclassified phone lines.

COMMERCIAL PHONE: Provide the area code and country code (if applicable), the prefix, and extensions for both classified and unclassified phone lines.

DATAFAX: Provide the prefix (DSN) and area code (commercial) for both classified and unclassified fax lines.

EMAIL ADDRESS: Indicate email address for team and members (if available).

NARRATIVE ROUTE: Provide a narrative (message traffic) routing indicator for the communications center serving you.

MESSAGE ADDRESS: Unit, location (as required) with the office symbol.

MAILING ADDRESS: Unit, location, and zip code (must be a complete mailing address including street, suite, room number, etc.). *NOTE:* For overseas locations include the DODAAC code for shipping purposes (contact Transportation).

GEOGRAPHICAL LOCATION CODE (GEOLOC): Provide the four-digit GEOLOC for your deployed location or the twp-digit MPF ID provided by HQ AFPC to uniquely identify the Central Site (see note 4).

ATTACHED PAS: Provide the eight-digit PAS code for the central site (if known).

MANPER-B SYSTEMS Provide the system numbers for the MANPER-B system(s) at your employed location.

24-HOUR POINT OF CONTACT: Provide 24-hour point of contact name and phone number (DSN and commercial).

7. PART III: Provide the following information on all PERSCO Teams in the AOR you are servicing:

MESSAGE ADDRESS   GEOLOC   DSN PHONE #   COMMERCIAL PHONE #

8. PART IV: Provide a brief statement on the operational status of the team and any significant limiting factors. Submit additional status reports when the information in parts I through IV change (**Notes** 5 and 6).

NOTES:
  1. Message precedence for all addressees will be "Routine."

2. Address to all PERSCO teams in the AOR you are servicing.

3. Send to addressees only if AFRC/ANG personnel are involved.

4. Always use actual GEOLOC and classify message according to paragraph 4. DO NOT USE XPQF.

5. You may include the initial MANPER-B report (see **Attachment 3**) with this report. If you elect to do so, include it as "PART V-INITIAL MANPER-B REPORT."

6. As a reminder, ensure the Red-Mini login sheet included in **Attachment 4** is prepared and faxed to HQ AFPC/DPWRC.

Figure A7.5. Format for Duty Status Change (DSC) Report.

1.   FROM: PT OR MPF MESSAGE ADDRESS

2.   TO: HQ USAF WASHINGTON DC//CAT-MPRC//

(note 1)   HQ AFPC RANDOLPH AFB TX//PRC//

    SUPPORTED AF COMPONENT COMMAND//Contingency/Exercise
      Personnel Support Function//

    SUPPORTING AF COMPONENT COMMAND//Contingency/Exercise
      Personnel Support Function (note 2)

     HOME STATION MPF (note 2)

    ANY INTERMEDIATE HEADQUARTERS

    CENTRAL SITE (IF APPLICABLE)

    OTHER PERSCO TEAMS (note 3)

    HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 4)

    ANGRC ANDREWS AFB MD//MPPX// (note 4)

3.SUBJECT: DUTY STATUS CHANGE (DSC) REPORT (XXXX000), PID: XXXXX, OPERATION NICKNAME. Number DSC reports sequentially as follows:

a. Transmitted by the MPF: The first two characters are the MPF ID, followed by a five-digit report number composed of the year and then a sequential report number (e.g., RJ97001).

b. Transmitted by the PT: The number consists of the GEOLOC code, followed by a five-digit report number composed of the year and then a sequential report number (e.g., ADL597001).

NOTE: Report numbers will convert to the new year and 001 on 1 Jan (e.g., RJ98001) each calendar year.

4.CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions

according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

5.PART I - ARRIVALS: Provide the PID, ULN (include the ULN, FRAG or insert, line number, and suffix), grade, name (at least 10 characters), complete SSN, AFSC, arrival date, GEOLOC, and MPF ID (home station) of arriving personnel using this format (note 5):

PID ULN/POSN   GR   NAME   SSN AFSC ARR   DT   GEOLOC MPF ID/MAJ ID
               (note 6)   (note 7)

6.PART II - REDEPLOY (RETURN TO HOME STATION.) Provide the PID, ULN (include the ULN, FRAG or insert, and line number, and suffix), grade, name (at least 10 characters), complete SSN, AFSC, date departed TDY location for home station, and MPF ID (home station) of departing personnel using this format (note 4):

PID   ULN/POSN   GR   NAME SSN AFSC DEPT DT MPF ID/MAJ ID
            (note 6)

7.PART III - FORWARD DEPLOY. Provide the PID, ULN (include the ULN, FRAG or insert, and line number), grade, name (at least 10 characters), complete SSN, AFSC, date departed for another TDY location, new GEOLOC, and MPF ID (home station) in this format (note 5):

PID ULN/POSN GR NAME   SSN   AFSC DEPT DT NEW GEOLOC/MPF ID/MAJ ID RMK
            (note 6)   (note 7)   (note 8)

8.PART IV - DUTY STATUS CHANGES. Provide grade, name (at least 10 characters), complete SSN, duty status code, effective date, and MPF ID (home station) in this format (note 5):

GR   NAMESSN   DS CODE EFF DT   MPF ID/MAJ ID

(note 6)

9. PART V - MAJCOM STRENGTH FIGURES. Provide strength information for each serviced GEOLOC (see note 9), two-digit MAJCOM ID, total officers, total enlisted members, total civilians, total female officers, total female enlisted members, total ANG forces, and total AFRC forces using this format (note 10):

OFF   ENL   CIV

PID	GEO	MAJCOM	OFF	ENL	CIV	FEM	FEM	FEM	GRD	RES
(note 6)										
XXXXX	XXXX	XX	000	000	000000	000	000		000	000
	XXXX	XX	000	000	000000	000	000		000	000
	XZXX	XX	000	000	000000	000	000		000	000
TOTAL			000	000	000000	000	000		000	000

10. PART VI - MPF STRENGTH FIGURES. Provide strength information for each serviced GEOLOC (see note 9), two-digit MPF ID, total officers, total enlisted members, total civilians, total female officers, total female enlisted members, total ANG forces, and total AFRC forces using this format (note 10):

			OFF	ENL	CIV				
PID	GEO	MPF ID	OFF	ENL	CIVFEM	FEM	FEM	GRD	RES
	(note 7)								
XXXXX	XXXX	XX	000	000	000000	000	000	000	000
	XXXX	XX	000	000	000000	000	000	000	000
	XZXX	XX	000	000	000000	000	000	000	000

11. PART VII - POC. Provide the grade, name, duty phone, and email address (if available) of the member preparing report.

NOTES:

1. Message precedence for all addressees will be "Routine."

2. These lines identify the supporting command and home station MPF of personnel listed in the report.

3. Notify gaining PERSCO teams of forward deploying personnel.

4. Send to addressees only if AFRC/ANG personnel are involved.

5. Get the information for these sections from the MANPER-B Duty Status Change Report. Copy it into SARAH-LITE using the F3 block and F3 copy functions.

6. "00" under GR de**Notes** civilian personnel.

7. Always use actual GEOLOC and classify message according to paragraph 4. DO NOT USE XPQF.

8. Include mode of transportation (e.g., Mil Air, Comm Air), estimated time of arrival, and provide numbers on officer and enlisted female personnel (e.g., Females: 12 officer, 13 enlisted).

9. PERSCO teams may serve more than one GEOLOC. The summary must show each GEOLOC's information. MANPER-B automatically does this when the DSC report is created.

10. The supported component command may add additional data elements. Commands requiring a casualty summary only require the MPF, PT, or unit to report these categories hostile dead (HDEAD), hostile missing (HMISS), hostile injured (HINJ), duty status whereabouts unknown (DUSTWUN), nonhostile dead (NHDEAD), nonhostile missing (NHMISS), nonhostile ill and injured (NHINJILL). Refer to AFI 36-3002 for casualty definitions. Contact HQ AFPC/DPWC (see paragraph 3.2.10.) for help if you must report more detailed categories (e.g., MIA, KIA, WIA, and so forth).

Figure A7.6. Format for Processing Discrepancy Report.

1. FROM: PTCHIEF/NCOIC OR MPF COMMANDER

2.   TO: HOME STATION MSS, COMMANDER (**Notes** 1 and 2)

         HOME STATION MPF COMMANDER

MEMBERS HOME STATION UNIT COMMANDER

3.   INFO: HQ USAF WASHINGTON DC//CAT-MPRC//

(note 1)   HQ AFPC RANDOLPH AFB TX//PRC//

SUPPORTING AF COMPONENT COMMAND//Contingency/Exercise
    Personnel Support Function//

SUPPORTED AF COMPONENT COMMAND//Contingency/Exercise
    Personnel Support Function//

CENTRAL SITE (IF APPLICABLE)

HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 3)

ANGRC ANDREWS AFB MD//MPPX// (note 3)

MEMBERS HOME STATION WING VICE COMMANDER

4. SUBJECT: PROCESSING DISCREPANCY REPORT, PID, AND OPERATION NICKNAME

5.PARAGRAPH 1. Provide grade (note 4), full name, complete SSN, MPF ID, and a list of discrepancies and corrective action required.

6.PARAGRAPH 2. For your primary and alternate PRC and PT POCs, provide grade, name, duty phone, and email address (if available).

NOTES:

1. Message precedence for "TO" addressees will be "Immediate", and "Routine" for "INFO" addressees.
2. A mandatory suspense (3 working days) applies for a response from the home MPF. The reply may or may not clear the suspense; however, an interim reply must tell what actions are being taken.
3. Info only if AFRC/ANG personnel are involved.
4. "00" de**Notes** civilian personnel.

Figure A7.7. Format (Note 1) for PERSCO After-Action Report.

1.   FROM: PT CHIEF/NCOIC OR MPF COMMANDER

2.   TO: HQ USAF WASHINGTON DC//DPFJ//   (note 2)

HQ AFPC RANDOLPH AFB TX//DPWRC//

SUPPORTED AF COMPONENT COMMAND//Contingency/Exercise
    Personnel Support Function//

 MAJCOM(S)/CONTINGENCY/EXERCISE PERSONNEL SUPPORT
  FUNCTION OF PERSCO TEAM MEMBERS

CENTRAL SITE (IF SENT BY PT)

HQ AFRC ROBINS AFB GA//DPXX// (note 3)

ANGRC ANDREWS AFB MD//MPPX// (note 3)

3.   SUBJECT: AFTER-ACTION REPORT, EXERCISE OR OPERATION NICKNAME, AND DEPLOYED LOCATION.

4. CLASSIFICATION. The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise

5. SECTION I: PERSCO TEAM DATA. For each team member provide grade, full name, complete SSN, home base for each team member; specify if the member was a MANPER-B operator and if the member had previous deployment experience by listing the deployment nickname and year deployed.

6. SECTION II: TRAINING AND DEPLOYMENT EXPERIENCE. Summarize the training of PT members, frequency of training, use of MANPER-B, including processing of data pattern traffic, and whether the training involved problem-solving scenarios, classroom lecture, or both. If the team consists of people from more than one base, include a separate summary for each base.

7. SECTION III: OBSERVATIONS AND RECOMMENDATIONS. Outline from your observations the problems affecting the mission. Use this format: Observation, Impact, and Recommendation. Address but do not limit each report to these areas: timeliness of arrival and departure, actions taken to set up PERSCO operation and the personnel accountability procedures used, timeliness, and accuracy of the ERMD and mini-records and the most common errors with CED TDY orders, types and availability of communications, quality of support the supported component command offered, including the value of guidance in OPlans and other policy directives, types of information and support commanders and deployed personnel requested, MANPER-B system operation, and adequacy of PERSCO Supply Kits. The recommendation must state what items should be added or deleted.

8. Date and sign the report. Send after-action reports by message or letter.

NOTES:
   1. Message precedence for all addressees will be "Routine."
   2. Follow the instructions in paragraph 4 if classified information is involved.
   3. Send to addressees only if AFRC/ANG personnel are involved.

Attachment 8

**PERSCO TEAM (PT) COMPOSITION/ MISSION CAPABILITY STATEMENT(MISCAP)
MANPOWER DETAILS**

Figure A8.1. Personnel Accountability Team A (RFBFA).

PERSONNEL ACCOUNTABILITY TEAM A (RFBFA)   UTC CLASSIFICATION (U)

DESCRIPTION: Provides personnel accountability and reporting, force management, and casualty reporting at established and bare base operations. This UTC is a combat support task force (CSTF) independent package and has limited ability to support routine personnel programs. Personnel may use as a stand-alone team, add other PTs (standard or tailored), add to a MPF PRF, or split up during deployment to support ADVON requirements. Personnel must not use this as backfill for deployed MPF personnel. In these cases, the MPF must request manning assistance according to AFI 36-2110. Add other PERSCO UTCs to the team when the employment duty location exceeds 1500 personnel. Use Air Reserve Component (ARC) PERSCO teams when the employment duty location plans to receive ARC forces.

AUTHORIZED SUBSTITUTIONS: Company grade officers filling team chief positions must be fully qualified or possess the PERSCO SEI. Personnel may substitute a 3S000 (CMSGT) or 3S090 (SMSGT) for the team chief position. Personnel may substitute a 3S0X2 (Personnel Systems Management (PSM)) for MANPER-B requirements (3S071 and 3S051) when no other qualified 3S0X1 operators are available. Only a MSgt or above may fill the Superintendent requirement. Refer to AFI 10-403 for other substitution criteria.

MANNING: Personnel use resources awarded and performing duty in AFSC 36P3 or 3S0X1 to the maximum extent possible to fill PERSCO requirements. The MPF commander functions as the base functional manager for all 3S0X1 and 36PX contingency taskings. The MPF commander or equivalent may solicit orderly room personnel to support PERSCO functions. A casualty expert from customer service is *mandatory;* however, one 3S051 with recent casualty experience (within 1 year) is acceptable. Recommend selection of personnel with experience in assignments, separations, and retirements.

EQUIPMENT: This team deploys with a MANPER-B (deployable only UTC RFBEQ) system including spare parts, all MANPER-B hardware, software and documentation, and PERSCO supply kit "A."

EXCEPTION: The supporting command, with approval from the supported command, directs otherwise.

TRAINING: Mandatory training includes Chemical-Biological Warfare Defense Training (CBWDT) according to AFI 32-4001, *Disaster Preparedness Planning and Operations;* small arms training according to AFI 31-207, *Arming and Use of Force by Air Force Personnel,* and AFI 36-2226, *The United States Combat Arms Training and Maintenance Program;* Explosive Ordnance Recognition (EOR) training (required only if identified for deployment) according to AFI 32-4001; self-aid and buddy care training according to AFI 36-2238, *Self-Aid and Buddy Care Training;* Law of Armed Conflict (LOAC) briefings and personal and family readiness briefings according to AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*; and Level I Force Protection Training according to AFI 31-210, *USAF Antiterrorism Program.*

All team members must be certified to perform each task in the PERSCO AFJQS. *EXCEPTION:* The team chief/NCOIC must have subject knowledge of all tasks, but may be exempted from actual task performance certification since they are acting in a supervisory capacity and may not perform the tasks. *EXCEPTION:* MANPER-B operators perform all functions at a "task performance" level. One 3S051

from customer service or someone with recent casualty experience (within 1 year) qualifies at the "task performance" level for all aspects of casualty reporting.

OTHER: This team must deploy at 100 percent of the required strength the DRMD specifies. ***EXCEPTION:*** The supporting command, with approval from supported component command, directs otherwise.

The MSS/CC or equivalent awards the PERSCO SEI to personnel assigned to this team when personnel complete all the prerequisites in AFMAN 36-2105, AFMAN 36-2108, and the PERSCO and MANPER-B AFJQSs. The MPF commander may recommend withdrawal of this SEI according to AFI 36-2101, AFMAN 36-2105, AFMAN 36-2108, and AFMAN 36-2622.

PERSONNEL REQUIREMENTS:

NBR

REQ	FAC	TITLE	AFSC	GR	SEI(S)	QUAL
1	1620	PERSONNEL STAFF OFCR	36P3	CAPT	0H	
1	1620	PERSONNEL SUPT	3S071	MSGT	297	
1	1620	PERSONNEL READINESS	3S071		297/299	
1	1620	PERSONNEL CRAFTSMAN	3S071		297	
1	1620	PERSONNEL JOURNEYMAN	3S051		297/299	
1	1620	CASUALTY REPORTING	3S051		297	CASUALTY

RECAPITULATION: OFFICER - 1   ENLISTED - 5   CIVILIAN - 0   TOTAL - 6

Figure A8.2. Personnel Accountability Team B (RFBFB).

PERSONNEL ACCOUNTABILITY TEAM B (RFBFB)   UTC CLASSIFICATION (U)

DESCRIPTION: Provide personnel accountability and reporting, force management, and casualty reporting at established and bare base operations. This is a CSTF independent core package and has limited ability to support routine personnel programs.   Personnel may use as a stand-alone operation, add other PTs (standard or tailored), add to a MPF PRF, or split-up during deployment to support ADVON requirements. Supported component commands must not use this UTC as a backfill for deployed MPF personnel. In these instances, the MPF must request manning assistance according to AFI 36-2110 . Use ARC PERSCO teams when the employment duty location plans to receive ARC forces.

AUTHORIZED SUBSTITUTIONS: Personnel may substitute a PSM (3S0X2) for MANPER-B requirements (3S071 and 3S051) when no other qualified 3S0X1 operators are available. Refer to AFI 10-403 for other substitution criteria.

MANNING: Personnel use resources awarded and performing duty in AFSC 3S0X1 to the maximum extent possible to fill PERSCO requirements. The MPF commander functions as the base functional manager for all 3S0X1 contingency taskings. The MPF commander or equivalent may solicit orderly room personnel to support PERSCO functions.

EQUIPMENT: This team deploys with a PERSCO supply kit "B". If a MANPER-B system is required, the supported component command establishes a requirement in the TPFDD using UTC RFBEQ and tasks it to the same supporting command providing the PT. The supporting command tasks an MPF to provide UTC RFBEQ.

TRAINING: Mandatory training includes Chemical-Biological Warfare Defense Training (CBWDT) according to AFI 32-4001*;* small arms training according to AFI 31-207 and AFI 36-2226*;* Explosive Ordnance Recognition (EOR) training (required only if identified for deployment) according to AFI 32-4001; self-aid and buddy care training according to AFI 36-2238*;* Law of Armed Conflict (LOAC) briefings and personal and family readiness briefings according to AFI 51-401; and Level I Force Protection Training according to AFI 31-210.

All team members must be certified to perform each task in the PERSCO AFJQS. *EXCEPTION:* The team chief/NCOIC must have subject knowledge of all tasks, but may be exempted from actual task performance certification since they are acting in a supervisory capacity and may not perform the tasks. *EXCEPTION:* MANPER-B operators (one 3S071 and one 3S051) perform all tasks at the "task performance" level.

OTHER: This team deploys at 100 percent of the required strength the DRMD specifies. *EXCEPTION:* The supporting command, with approval from the supported component command, directs otherwise.

The MSS/CC or equivalent awards the PERSCO SEI to personnel assigned to this team when they complete all the prerequisites in AFMAN 36-2105, AFMAN 36-2108, and the PERSCO and MANPER-B AFJQSs. The MPF commander may recommend withdrawal of this SEI according to AFI 36-2101, AFMAN 36-2105, AFMAN 36-2108, and AFMAN 36-2622 .

PERSONNEL REQUIREMENTS:

NBR

REQ	FAC	TITLE	AFSC	GR	SEI(S)
1	1620	PERSONNEL CRAFTSMAN	3S071	MSGT	297
1	1620	PERSONNEL CRAFTSMAN	3S071		297/299
1	1620	PERSONNEL JOURNEYMAN	3S051		297
1	1620	PERSONNEL JOURNEYMAN	3S051		297/299

RECAPITULATION: OFFICER - 0   ENLISTED - 4 CIVILIAN - 0TOTAL- 4

Figure A8.3. Personnel Accountability Team C (RFBFC).

PERSONNEL ACCOUNTABILITY TEAM C (RFBFC)   UTC CLASSIFICATION (U)

DESCRIPTION: Provide personnel accountability and reporting, force management, and casualty reporting at established and bare base operations. This is a CSTF dependent core UTC and cannot support routine personnel programs. Personnel may not use this team as a stand-alone operation for extended periods or add to a MPF PRF. It may be added to other PERSCO teams (standard and tailored) according to this instruction. Supported component commands must not use this UTC to backfill deployed MPF resources. In these instances, the MPF commander must follow manning assistance procedures in AFI 36-2110. Use ARC PERSCO teams when the employment duty location plans to receive ARC forces.

AUTHORIZED SUBSTITUTIONS: Personnel may substitute a PSM (3S0X2) for the personnel journeyman (3S051) MANPER-B operator requirement when no other qualified 3S0X1 operator is available.

MANNING: Personnel use resources awarded and performing duty in AFSC 3S0X1 to fill PERSCO requirements. The MPF commander functions as the base functional manager for all 3S0X1 contingency tasking. The MPF commander or equivalent may solicit orderly room personnel to support PERSCO functions. Refer to AFI 10-403 for other substitution criteria.

EQUIPMENT: This team deploys with a PERSCO supply kit "C". If a MANPER-B system is required, the supported component command establishes a requirement in the TPFDD by using UTC RFBEQ and tasks it to the same supporting command providing the PT.

TRAINING: Mandatory training includes Chemical-Biological Warfare Defense Training (CBWDT) according to AFI 32-4001*; * small arms training according to AFI 31-207 and AFI 36-2226*; * Explosive Ordnance Recognition (EOR) training (required only if identified for deployment) according to AFI 32-4001; self-aid and buddy care training according to AFI 36-2238*;* Law of Armed Conflict (LOAC) briefings and personal and family readiness briefings according to AFI 51-401; and Level I Force Protection Training according to AFI 31-210.

All team members must be certified to perform each task in the PERSCO AFJQS. *EXCEPTION:* The team chief/NCOIC must have subject knowledge of all tasks, but may be exempted from actual task performance certification since they are acting in a supervisory capacity and may not perform the tasks.

OTHER: This team must deploy at 100 percent of the required strength the DRMD specifies. *EXCEPTION:* The supporting command, with approval from the supported component command, directs otherwise.

The MSS/CC or equivalent awards the PERSCO SEI to personnel assigned to this team when personnel complete all the prerequisites outlined in AFMAN 36-2105, AFMAN 36-2108, and the PERSCO and MANPER-B AFJQSs. The MPF commander may recommend withdrawal of the SEI according to AFI 36-2101, AFMAN 36-2105, AFMAN 36-2108, and AFMAN 36-2622 .

PERSONNEL REQUIREMENTS:

NBR

REQ	FAC	TITLE	AFSC	GR	SEI(S)
1	1620	PERSONNEL CRAFTSMAN	3S071	MSGT	297
1	1620	PERSONNEL JOURNEYMAN	3S051		297/299

RECAPITULATION: OFFICER - 0   ENLISTED - 2   CIVILIAN - 0   TOTAL - 2

Figure A8.4. Personnel Programs Manager Team E (RFBFE).

PERSONNEL PROGRAMS MANAGER - TEAM E (RFBFE)   UTC CLASSIFICATION (U)

DESCRIPTION: Coordinates and directs personnel programs for deployed commanders and their personnel. This package is a CSTF dependent core UTC. Personnel deploy this UTC when the size of the personnel function requires a higher level of leadership and management, and personnel have no equally graded personnel manager assigned to the Combat Support Element (CSE).

EXPERIENCE: Must have experience as MPF commander or MSS Commander.

AUTHORIZED SUBSTITUTIONS: AFSC 36C4 (Chief, Mission Support Squadron or MPF commander) or Captain, AFSC 36P3/36P4 with MPF commander experience.

EQUIPMENT: None.

TRAINING: Mandatory training includes Chemical-Biological Warfare Defense Training (CBWDT) according to AFI 32-4001*;* small arms training according to AFI 31-207 and AFI 36-2226*;* Explosive Ordnance Recognition (EOR) training (required only if identified for deployment) according to AFI 32-4001; self-aid and buddy care training according to AFI 36-2238*;* Law of Armed Conflict (LOAC) briefings and personal and family readiness briefings according to AFI 51-401; and Level I Force Protection Training according to AFI 31-210.

OTHER: None.

PERSONNEL REQUIREMENTS:

NBR

REQ	FAC	TITLE	AFSC	GR
1	1620	CHIEF MPF	36P3/ 36P4	CAPT

RECAPITULATION: OFFICER - 1   ENLISTED - 0   CIVILIAN - 0   TOTAL - 1

Figure A8.5. Air Reserve Component (ARC) Augmentation Team N (RFBFN).

AIR RESERVE COMPONENT (ARC) AUGMENTATION TEAM N (RFBFN)

UTC CLASSIFICATION (U)

DESCRIPTION: Provide personnel force accountability, force management, and casualty reporting for established and bare base operations. This CSTF is a dependent core UTC and cannot support routine personnel programs. Personnel may not use this team as a stand-alone unit. This team may be added to other PTs or the MPF PRF, or add other PTs (standard or tailored) to the team.

AUTHORIZED SUBSTITUTIONS: Personnel may substitute a PSM (3S0X2) for the personnel journeyman (3S051) MANPER-B operator requirement when no other qualified 3S0X1 operators are available.

MANNING: Personnel use resources awarded and performing duty in AFSC 3S0X1 AFSC to fill PERSCO requirements. The MPF commander functions as the base functional manager for all 3S0X1 contingency taskings. The MPF commander or equivalent may solicit orderly room personnel to support PERSCO functions. A MSgt or TSgt must fill the 3S071 position. Refer to AFI 10-403 for other substitution criteria.

EQUIPMENT: This team deploys with a PERSCO supply kit "N". If a MANPER-B system is required, the supported component command establishes a requirement in the TPFDD by using UTC RFBEQ and tasks it to the same supporting command providing the PT.

TRAINING: Mandatory training includes Chemical-Biological Warfare Defense Training (CBWDT) according to AFI 32-4001*;* small arms training according to AFI 31-207 and AFI 36-2226*;* Explosive Ordnance Recognition (EOR) training (required only if identified for deployment) according to AFI

32-4001; self-aid and buddy care training according to AFI 36-2238*;* Law of Armed Conflict (LOAC) briefings and personal and family readiness briefings according to AFI 51-401; and Level I Force Protection Training according to AFI 31-210.

All team members must be certified to perform each task in the PERSCO AFJQS. *EXCEPTION:* The team chief/NCOIC must have subject knowledge of all tasks, but may be exempted from actual task performance certification since they are acting in a supervisory capacity and may not perform the tasks.

OTHER: The team must deploy at 100 percent of the required strength the DRMD specifies. *EXCEPTION:* The supporting command, with the approval from supported component command, directs otherwise.

The MSS Commander or equivalent awards the PERSCO SEI to personnel assigned to this team when they complete all the prerequisites outlined in AFMAN 36-2105, AFI 36-2108, and the PERSCO and MANPER-B AFJQSs. The MPF commander may recommend withdrawal of this SEI according to AFI 36-2101, AFMAN 36-2105, AFMAN 36-2108, and AFMAN 36-2622 .

PERSONNEL REQUIREMENTS:

NBR

REQ	FAC	TITLE	AFSC	GR	SEI(S)
1	1620	PERSONNEL CRAFTSMAN	3S071	MSGT/ TSGT	297
1	1620	PERSONNEL JOURNEYMAN	3S051		297/299

RECAPITULATION: OFFICER - 0   ENLISTED - 2   CIVILIAN - 0   TOTAL - 2

Attachment 9

MESSAGE FORMATS

Figure A9.1. Format for PALACE Blitz, Trip, and Exercise message (MPF OR PT).

1. FROM: MPF OR PT

2.   TO: SUPPORTING COMPONENT COMMAND//Contingency/Exercise

          Support Personnel Function /Manpower Staff// or (note 1)

          SUPPORTED COMPONENT COMMAND//Contingency/Exercise

          Support Personnel Function//Manpower Staff//

3.   INFO: HQ USAF WASHINGTON DC//CAT-MPRC// (note 2)

          HQ AFPC RANDOLPH AFB TX//DPWRM//

          CENTRAL SITE (IF APPLICABLE)

          HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 3)

4. CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location, RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

5. SUBJECT: PALACE Blitz, Trip, OR Exercise, OPERATION NAME (WHEN APPLICABLE), PID, REQUEST NUMBER. Number all requests sequentially as follows:

    a. Transmitted by the MPF: The first two characters are the MPF ID, followed by a five-digit report number composed of the year then a sequential report number (e.g., RJ97001).

    b. Transmitted by the PT: The number consists of the GEOLOC code, followed by a five-digit report number composed of the year then a sequential report number (e.g., ADL597001).

NOTE: Report numbers will convert to the new year and 001 on 1 Jan (e.g., RJ98001) each calendar year.

6. TEXT OF MESSAGE: The first four paragraphs of message must include request for acknowledgment of receipt; purpose of the TDY, justification of your inability to support requested activities using assigned forces, and personnel requirements using the following formats:

A. OFFICER REQUIREMENTS:

DAFSC/						DUTY	ATCH	
ULN/POSN	GR	ETL	RDD	LOC	PAS		REMARKS	
							(note 4)	

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: Unique qualifications and experience requirements may vary depending on the complexity of the mission. Use the same remark code or wording shown in the DRMD line remarks the supporting component command provides. Identifying a code and the applicable clear-text allows for uniformity. Use alphabetical coding.

B. ENLISTED REQUIREMENTS:

ULN/POSN	CAFSC	ETL	RDD	DUTY LOC	ATCH PAS	REMARKS (note 4)

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: See paragraph 6A note above.

C. CIVILIAN REQUIREMENTS:

OCC ULN/ POSN	PP	SRS	GR	AFSC	ETL (note 4)	DUTY RDD	LOC	ATCH PAS	UNIQUE QUAL/ EXP

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: See paragraph 6A note above.

7. ADDITIONAL INSTRUCTIONS: Address any additional reporting or processing instructions (e.g., special equipment, clothing requirements, reporting dates, etc.).

8. List the POC (primary and alternate), duty phone (DSN and commercial), and email address (if available).

NOTES:

1. Message precedence for "TO" addressees will be "Immediate", and "Routine" for "INFO" addressees.
2. HQ USAF/CAT-MPRC works officer (colonel and above) requests (reference paragraph **1.1.11.**). Submit requests to HQ AFPC/DPWRM (info copy to HQ AFPC/DPAH for chaplains and to HQ AFPC/DPAM for medical service officers).
3. Info only if AFRC personnel are involved.
4. If classified, include valid GEOLOC and classify message accordingly. DO NOT USE XPQF.

Figure A9.2. Format for PALACE Blitz, Trip, and Exercise messages (supporting and supported component command).

1. FROM: SUPPORTING/SUPPORTED AF COMPONENT COMMAND//Contingency/

Exercise Support Personnel Function/Manpower Staff// (note 1)

2.   TO: HQ AFPC RANDOLPH AFB TX//DPWRM// (note 2)

           HQ USAF WASHINGTON DC//CAT-MPRC// (note 3)

3.   INFO: REQUESTING COMPONENT COMMAND (note 2)

           REQUESTING PT OR MPF

           CENTRAL SITE (IF APPLICABLE)

           HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 4)

4. CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location, RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

5. SUBJECT: PALACE Blitz, Trip, OR Exercise, OPERATION NAME (WHEN APPLICABLE), PID, AND REQUEST NUMBER. Number all requests sequentially starting with the two-digit MAJCOM ID code, followed by a five-digit report number composed of the year then a sequential report number beginning with "001" (e.g., 1C97001). *NOTE:* Report numbers will convert to the new year and 001 on 1 Jan (e.g., 1C98001) each calendar year.

6. REFERENCE MESSAGES: List all references by MPF or PT, message date time group, request number, and include the request number specified within the subject of the MPF or PT request.

7. TEXT OF MESSAGE. The first four paragraphs must include a request for acknowledgment of receipt; purpose of TDY, justification of your inability to support requested specialties using assigned forces (include authorized, assigned, and available manning statistics), senior MAJCOM DSC justification if DRI is within 30 days (see note 1), and personnel requirements using the following formats:

A. OFFICER REQUIREMENTS:

DAFSC/				DUTY	ATCH		DUTY
ULN/POSN	GR	ETL	RDD	LOC	PAS	REMARKS	DESCRIPTION
		(note 5)					

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: Unique qualifications and experience requirements may vary depending on the complexity of the mission. Identifying a remark code and later the applicable clear-text allows for uniformity. Use alphabetical coding.

B. ENLISTED REQUIREMENTS:

DUTY ATCH				DUTY	ATCH		
ULN/POSN	CAFSC	ETL	RDD	LOC	PAS	REMARKS	DESCRIPTION
		(note 5)					

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: See paragraph 7A note above.

C. CIVILIAN REQUIREMENTS:

OCC					DUTY	ATCH		DUTY
ULN/POSN PP	SRS	GR	AFSC	ETL	RDD			
REMARKS	DESCRIPTION					LOC	PAS	

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: See paragraph 7A note above.

8. ADDITIONAL INSTRUCTIONS: Include reporting and processing instructions. Do not show "N/A" following a paragraph header.

   a. Address any additional reporting or processing instructions.

   b. Include instructions directing the MPF or PT to include the HQ AFPC request number in the Remarks section of CED TDY orders.

   c. Include deployment equipment requirements.

   d. Include applicable instructions when the command is directing transportation.

   e. List uniform, equipment, immunization requirements, and personal items personnel need to hand-carry.

   f. Give funding instructions.

   g. Supply other guidance specific to the operation.

   h. Provide appropriate plans data (e.g., ATE, ENCODED PID, UTC, FAC, CSC) for requirements not forwarded to HQ AFPC using GCCS.

9. List the point of contact (primary and alternate), duty phone (DSN and commercial), and email address (if available).

NOTES:

   1. Requests must be submitted to HQ AFPC/DPWRM no later than 30 days prior to DRI unless the senior MAJCOM DCS justifies the reason the DRI cannot be adjusted. Requirements not containing justification will be adjusted by HQ AFPC/DPWRM to provide tasked organizations 30 days to process.

   2. Message precedence for "TO" addressees will be "Immediate" and "Routine" for "INFO" addressees.

   3. HQ USAF/CAT-MPRC works officer (colonel and above) filler and replacement requests (reference paragraph **1.1.11.**). Submit request to HQ AFPC/DPWRM (info copy to HQ AFPC/DPAH for chaplains and to HQ AFPC/DPAM for medical service officers).

   4. Info only if AFRC personnel are involved.

   5. If classified, include valid GEOLOC and classify message accordingly. DO NOT USE XPQF.

Figure A9.3. Format For Palace Blitz, Trip, and Exercise messages (HQ AFPC or HQ USAF/ CAT-MPRC).

1. FROM: HQ AFPC RANDOLPH AFB TX//DPWRM//

        HQ USAF/CAT-MPRC//   (note 1)

2.   TO: SUPPORTING MAJCOM(S)//Contingency/Exercise

        Support Personnel Function/Manpower Staff// (note 2)

3.   INFO: SUPPORTED AF COMPONENT COMMAND//Contingency/

        Exercise Support Contingency Personnel Function/Manpower Staff// (note 2)

        REQUESTING MPF OR PT (AS APPROPRIATE)

        CENTRAL SITE (IF APPLICABLE)

        HQ AFRC ROBINS AFB GA//DPXX-PRC// (note 3)

4. CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

5. SUBJECT: PALACE Blitz, Trip, OR Exercise, OPERATION NAME (WHEN APPLICABLE), PID, AND REQUEST NUMBER. Number the tasking messages sequentially starting with the calendar year (e.g., "97") and ending with a three-digit sequential report number beginning with "001" (e.g.,: PALACE Blitz 97-001-OPERATION DESERT STORM [PID: F020T]). *NOTE:* Report number will convert to the new year and 001 on 1 Jan (e.g., 98-001) each calendar year.

6. REFERENCE MESSAGES: Identify all references by the MPF or PT, message date time group, and request number. *NOTE:* Include the request number specified within the subject of the MPF or PT request after the reference message.

7. TEXT OF MESSAGE: Indicate the required resources and request acknowledgment of the message, as needed. Use the following formats:

A. OFFICER REQUIREMENTS:

DAFSC/ ULN/POSN	GR	ETL	RDD	DUTY LOC	ATCH PAS	REMARKS	DUTY DESCRIPTION
		(note 4)					

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT. Unique qualifications and experience requirements may vary depending on the complexity of the mission. Identifying a code and later the applicable clear-text allows for uniformity. Use alphabetical coding.

B. ENLISTED REQUIREMENTS:

DUTY ATCH ULN/POSN	CAFSC	ETL (note 4)	RDD	DUTY LOC	ATCH PAS	REMARKS	DUTY DESCRIPTION

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT. See paragraph 7A note above.

C. CIVILIAN REQUIREMENTS:

OCC ULN/POSN PP	REMARKS	SRS	GR	AFSC	ETL (note 4)	DUTY RDD	ATCH LOC	PAS	DUTY DESCRIPTION

NOTE: REMARKS AND EXPERIENCE REQUIREMENTS CLEAR-TEXT: See paragraph 7A note above.

8. ADDITIONAL INSTRUCTIONS: Provide reporting and processing instructions and appropriate plans data (i.e., ATE, ENCODED PID, UTC, FAC, CSC) for requirements not forwarded using GCCS.

9. Identify the HQ AFPC (or HQ USAF/CAT-MPRC) point of contact, duty phone (DSN and commercial), and email address (if applicable).

NOTES:
1. HQ USAF works officer (colonel and above) filler and replacement requests (see paragraph **1.1.11.**). Submit request to HQ AFPC/DPWRM (info copy to AFPC/DPAH for chaplains and to HQ AFPC/DPAM for medical service officers).
2. Message precedence for "TO" addressees will be "Immediate", and "Routine" for "INFO" addressees.
3. Info only if Reserve personnel are involved.
4. If classified, include valid GEOLOC and classify message accordingly. DO NOT USE XPQF.

Figure A9.4. Format for Reclama/Shortfall Requests.

1. FROM: MAJCOM Contingency/Exercise Support Personnel Function or

          MPF Personnel Readiness Function (note 1)

2. TO: HQ AFPC RANDOLPH AFB TX//DPWRM// (note 2)

          HQ USAF WASHINGTON DC//CAT-MPRC//   (note 3)

          TASKING MAJCOM (If sent by MPF)

3. INFO: PERSCO TEAM (note 2)

          SUPPORTED COMPONENT COMMAND//Contingency/Exericse

Support Personnel Function//

CENTRAL SITE (IF APPLICABLE)

HQ AFRC ROBINS AFB GA//DPXX-PRC) (note 4)

4. CLASSIFICATION: The command receiving support provides classification guidance. Properly classify each paragraph by placing the classification code (U-UNCLASSIFIED, C-CONFIDENTIAL, S-SECRET, or T-TOP SECRET) in parentheses at the beginning of each paragraph. Do not do this if the message is not classified. The highest classification of any paragraph determines the classification of the entire report. E.g., the entire message is classified SECRET if one paragraph is classified SECRET. Equally important, all messages classified as SECRET or higher must have declassification instructions according to AFI 31-401, *Managing the Information Security Program*, AFI 31-501, *Personnel Security Program Management*, and AFMAN 37-126, *Preparing Official Communications*. The supported command must provide definitive classification guidance. When the supported command fails to do so, treat the PID, operation nickname, ULN, GEOLOC, cleartext duty location; RDD, TASK PAS, and ATCH PAS as classified data elements until authorities instruct otherwise.

5. SUBJECT: OPERATION NAME, PID, RECLAMA/SHORTFALL REQUEST

6. REFERENCE MESSAGES: List all references by MAJCOM, MPF or PT, and message date time group.

7. TEXT OF MESSAGE: Include the following information; specify requirements by ULN/POSN, AFSC, and DRI, manning statistics by required AFSC/AUTHORIZED/ASSIGNED/AVAILABLE; justification to release (e.g., personnel assigned but not available for deployment, TDY to other contingency, assigned personnel do not meet requirement qualifications, etc.), and mission degradation statement, if applicable.

8. List the point of contact (primary and alternate) and duty phone (DSN and commercial), and email address (if applicable).

NOTES:

1. Requests must be submitted to HQ AFPC/DPWRM no later than 30 days prior to DRI unless the senior MAJCOM DCS fully justifies the reason for late submission.

2. Message precedence for "TO" addressees will be "Immediate", and "Routine" for "INFO" addressees.

3. HQ USAF/CAT-MPRC works officer (colonel and above) reclama requests (reference paragraph **1.1.11.**) Submit request to HQ AFPC/DPWRM (info copy to HQ AFPC/DPAH for chaplains and to HQ AFPC/DPAM for medical service officers).

4. Info only if AFRC personnel are involved.

Attachment 10

PREPARING THE AF FORM 245

A10.1. NAME: Last name, first name and middle initial (no punctuation).

A10.2. SSN: Self Explanatory.

A10.3. GRADE: Pay Grade (e.g., 35 for SSgt or E5 equivalent), In Delrina Formflow, the F1 key will provide additional code definitions.

A10.4. A10.4. Civilian Type: If Grade equals "00" then one of the following codes is also required. In Formflow the F1 key will provide these code definitions.

Code	Definition
CD	DoD Appropriated Fund (APF) Employees
CF	Air Force APF Employees
CL	DoD Foreign National Employees
CN	Air Force Non-Appropriated Fund (NAF) Employees
CP	DoD NAF Employees
CR	Red Cross Employee
CS	Consultant Employed by DoD
CT	Contractor Employed DoD
CU	USO Employee

A10.5. Gender: M for Male or F for Female.

A10.6. Armed SVC: Enter one of the following codes, In Delrina Formflow or PerformPro, the F1 key will provide these code definitions.

Code	Definition
A	Air Force
B	Army
C	Navy
D	Marines
G	Coast Guard
N	Non-DoD Civilian

A10.7. Component ID: Enter one of the following codes, In Delrina Formflow or PerformPro, the F1 key will provide these code definitions.

Code	Definition
A	Active Forces
C	Civilian
M	Individual Mobilization Augmentee
N	National Guardsman

O	Other Nation Forces
R	Reserves

A10.8. Home Organization and Station: EXAMPLE: 325 Fighter Wing, Tyndall AFB Fl or 325 FW, Tyndall AFB FL.   45 characters maximum.

A10.9. PAS: Enter the home unit's eight-character PAS code. This information will be located on the DRMD under Tasked PAS.

A10.10. TDY/AFSC/MOS/NEC: Enter the required AFSC the personnel are deploying for, not their CAFSC or DAFSC. This information will be located on the DRMD.

A10.11. ULN/LN NO. Enter the ULN, position, and suffix member is filling as listed on the DRMD.

A10.12. TDY Organization and Location: Leave blank. Used by PERSCO teams to account for personnel TDY to their location.

A10.13. TDY PAS: Leave blank. Used by PERSCO teams to account for personnel TDY to their location.

A10.14. TDY GEOLOC code: Leave blank. Used by PERSCO teams to account for personnel TDY to their location.

A10.15. Billeting Assignment: Leave blank. Billeting information at the deployed location will be used by PERSCO teams to account for personnel TDY to their location.

A10.16. Date Arrived: Leave blank. Member or the PERSCO team will enter the date arrived at the TDY location.

A10.17. Date Departed: Leave blank. PERSCO team will enter the date departed the TDY location for either their home station or forward deployed location.

A10.18. Blood Type: Enter one of the following codes:

Code
A POS
A NEG
B POS
B NEG
AB POS
AB NEG
O POS
O NEG

A10.19. Processing Actions: Leave blank. PERSCO team will use this to ensure deploying members properly in and out-process the TDY location and all actions are met prior to redeployment (return to home station) from the TDY location.

A10.20. For PALACE program deployments (i.e., PALACE Tenure, PALACE Trip, etc.) and individual taskings, the PRF prepares the AF Form 245. For unit moves, the unit prepares the AF Form 245.

A10.21. The AF Form 245 is also available in the Deployment Management System (DeMS) for use by UDMs.

SAMPLE AF FORM 245

EMPLOYMENT LOCATOR AND PROCESSING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 10 U.S.C. 8013 and E.O. 9397
PRINCIPLE PURPOSE: Source document for accounting information and maintain TDY personnel accountability. SSN is used for positive identification.
ROUTINE USES: None.
DISCLOSURE: Failure to provide the information will result in the individual not being informed of official and or emergency matters and reported as failed to arrive for duty.

NAME (Last, First, Middle Initial)	SSN	GRADE	CIV. TYPE	GENDER	SVC TYPE	COMPONENT ID
DOE JOHN A	123-45-6789	35		M	A	R

HOME ORGANIZATION AND STATION		PAS	TDY UTC/MEFPAK	VLSSN NO.
HQ AFPC RANDOLPH AFB TX 78150		FT0YFDX5	35091	ABCDE00/001A

TDY ORGANIZATION AND LOCATION		TDY PAS	TDY GEOLOC CODE
123 MSS/PERSCO ANYWHERE AB		ABXYH123	ABCD

BILLETING ASSIGNMENT	DATE ARRIVED (YYMMDD)	DATE DEPARTED (YYMMDD)	BLOOD TYPE
			O POS

INSTRUCTIONS : IN-PROCESS AS INDICATED; OUT-PROCESS IN REVERSE ORDER		
REPORTING ACTION	IN	OUT
ITEM NO. 1. PERSONNEL (MSS/CQ)		
ITEM NO. 2. BILLETING (FSS/CE/CC)		
ITEM NO. 3. ORGANIZATION RESTRICTION ASSIGNMENT		
ITEM NO. 4. OTHER		

AF FORM 245, MAR 97 (EF-V1) (PerFORM PRO)   PREVIOUS EDITIONS ARE OBSOLETE.   PERSCO COPY

Attachment 11

PREPARING THE AF FORM 3847

A11.1. NAME: Last name, first name and middle initial (no punctuation).

A11.2. UNIT: Member's assigned unit (e.g., 12 MSS, Randolph AFB TX 78150-4717).

A11.3. ULN/POSITION: Enter ULN and position number member is tasked against, as reflected on the DRMD.

A11.4. NAME OF OPERATION/PID: Enter clear-text name of operation and PID. *NOTE:* If classified, leave blank.

A11.5. DATE OF TASKING (DOT): Date tasking was received by PRF.

A11.6. DATE REQUIRED IN-PLACE: Enter RDD from DRMD.

A11.7. ACTION COLUMN: Complete blocks as they apply to the deployment. Ensure you follow time lines specified in the DUE DATE column and annotate DATE COMPLETED.

A11.8. Once all processing actions are complete, have member sign and date the bottom of the form.

Additionally, the PRF member completing the outprocessing should also sign and date the form.

NOTE:

This form is to be used for all deployments not requiring a PDF to be activated (i.e., PALACE programs or short notice taskings). If a PDF is activated, all actions should be completed prior to or on the line.

Attachment 12

SAMPLE PALACE PROGRAM TDY COMMANDER NOTIFICATION MEMORANDUM

MEMORANDUM FOR (Unit Commander)(DATE)

FROM: MPF Personnel Readiness Function

SUBJECT: PALACE Program Notification Memorandum

    Your unit was tasked on (tasking notification date) to identify members (primary and alternate) in the grade of_____ and AFSC _____ to deploy in support of (name of operation and location). The member must meet the following deployment requirements manning document (DRMD) line remarks:

NOTE: If the plan (DRMD) contains line remarks the PRF must cleartext those remarks and provide them to the unit commander.

    We have scheduled the primary and alternate members for a deployment briefing at _____ hours on (date), in building _____, room _____. Please interview both members and complete the endorsement so they can bring it with them to their deployment briefing. Please refer any questions to the Personnel Readiness function at extension _____.

                                    Chief, Personnel Readiness

1st Ind, Selectee

TO: Unit Commander   (Date)

I have been notified of and acknowledge my selection for deployment.

Leave authorization: (check one)

        1. _____ I do not wish to take leave.

        2. _____ I wish to take leave. Leave information is provided below:

a. Leave address: _____

_____

      b. Leave phone number: _____

_____

      c. Number of days leave prior to TDY _____ and number of days leave after TDY_____.

Selectee Signature

(Supervisor's signature

if leave is requested)

2nd Ind, Unit Commander   (Date)

TO: MPF Personnel Readiness Office (appropriate office symbol)

1. I have selected the personnel listed below to support this deployment:

PRIMARY: grade, full name, complete SSN, office symbol, and duty phone

ALTERNATE: grade, full name, complete SSN, office symbol, and duty phone

2. Members were notified of this deployment on _____. *NOTE:* This is the date member was officially notified of the TDY by the commander or designated representative.

3. After interviewing these personnel, I certify they do not have any personal, medical, weight, or financial problems making them ineligible for deployment or which may necessitate an early return from TDY. I certify these individuals meet all of the TDY eligibility criteria in AFI 36-2110, *Assignments,* this TDY will not exceed a total of 179 days at the same location within a 12-month period, and they meet all of the requirements specified in the DRMD and line remarks.

4. (Rank and last name) _____ is on the Weight Management Program and making satisfactory progress. *NOTE:* If this item does not apply to either member, indicate "N/A."

5. Projected departure date is _____.

UNIT COMMANDER SIGNATURE

NOTE: The PRF may change this memorandum according to its needs; however, for individual PALACE Program taskings a memorandum must be accomplished. For PALACE Program UTC taskings the memorandum is not required for each person, rather a group memorandum can be accomplished.

Attachment 13

SAMPLE MEDICAL CLEARANCE FOR DEPLOYMENT MEMORANDUM

MEMORANDUM FOR   Member

Medical Facility/Physical Exams

<u>IN TURN</u>

FROM: Appropriate Office Symbol and Complete Address

SUBJECT: Medical Clearance for Deployment

  <u>(Gr, Name, SSN)</u> has been selected for deployment with a scheduled departure date of _____. Member's TDY AFSC is _____. Member is required to have a medical clearance for deployment to <u>(clear-text of GEOLOC)</u>. Special medical aids and devices are to be provided, when appropriate. Please complete the following endorsements and return this letter to the member.

NCOIC, Personnel Readiness

1st Ind, Member

TO: Medical Facility/Physical Exams

Place a check in the appropriate block for those statements that apply.

_____   To the best of my knowledge, I have no medical or emotional conditions that would prevent satisfactory performance of my military duties at a deployed location.

_____   I request medical service for the following reasons:

          _____   To obtain the required two pair of eyeglasses or copy of my lens prescription.

_____ A hearing aid has been prescribed for me and I do not have the required spare.

_____ I do require spectacle inserts for the M171A1/M91A1 mask.

I understand I will not receive CED TDY orders until all actions required on AF Form 3847 and this letter are completed and returned to the Personnel Readiness Function.

Member's Signature

2nd Ind, Medical Facility/Physical Exams

TO: Personnel Readiness Function

_____ Member's medical records have been reviewed and annotated according to AFI 48-123, *Medical Examination and Standards.*

_____ Member is medically qualified for worldwide duty.

_____ Necessary medical aids and devices have been issued or will be issued before member departs.

_____ HTLV III completed on _____.

_____ HTLV III results in medical record _____.

_____ Member is not medically qualified for worldwide duty. Proper profiling and disposition have been initiated according to AFI 48-123.

_____ Member's AFSC is listed in AF Occupational Safety and Health Handbook (AFOSH) 48-19, *Hazardous Noise Program*, and was administered an audiometric examination according to AFI 48-123.

Signature of Medical Officer/Nurse

Signature of DBMS or Designated

Representative

Attachment 14

SAMPLE IMMUNIZATION REQUIREMENTS FOR DEPLOYMENT MEMORANDUM

MEMORANDUM FOR Medical Facility/Immunizations Clinic

FROM: Personnel Readiness Function

SUBJECT: Immunization Requirements

   <u>(Gr, Name, SSN)</u> has been scheduled for deployment to <u>(clear-text of GEOLOC)</u> with a scheduled departure of _____. Request the member be administered all the immunizations and test checks required by AFJI 48-10, *Immunizations*. On completion, please indorse below and return to the member.

                                                NCOIC, Personnel Readiness Function

1st Ind, Medical Facility/Immunizations

TO: Personnel Readiness Function

_____ All immunizations and test checks required have been completed.

_____ We are unable to complete the required immunizations due to lack of time or nonavailability of the vaccine. The member has been advised to obtain the immunizations while on leave or obtain them at the port of departure.

                                                NCOIC, Immunization Clinic

Attachment 15

PROCESSING TDY VOLUNTEER REQUESTS

A15.1. The MPF PRF helps member prepare and submit TDY volunteer requests. Volunteer letters include the member's name, grade, SSN, C/DAFSC, security clearance, assigned unit and base, duty phone, period of time (4 to 12 months in the future) when the member is available for deployment, and for specific requirements include PID, ULN, POSN, and DRI, and command (MAC) of who owns the requirement.

A15.2. The unit commander signs the first indorsement to the letter, which states the member is available for TDY for the period of time set up for the position (84-179 days); agrees not to request TDY manning assistance to backfill the member's position; and states unit O&M funds will cover TDY expenses. *EXCEPTION:* Tasking authorities specify otherwise.

A15.3. The PRF ensures volunteers have properly completed their letters before sending them to the parent MAJCOM/Contingency/Exercise Support Personnel Function for review.

A15.4. MAJCOM/Contingency/Exercise Support Personnel Function coordinates volunteer statements with applicable agencies for evaluation and indorsements and sends the completed volunteer letters to HQ AFPC/DPWRM, 550 C Street West Suite 15, Randolph AFB TX 78150-4717.

A15.5. After coordinating with the appropriate functional manager, HQ AFPC/DPWRM matches volunteers to the next TDY requirement they are qualified to fill and in the order it received the volunteer letters. Once HQ AFPC selects the volunteer for deployment but, for any reason, the volunteer cannot or no longer wants to deploy, the volunteer's MAJCOM fills the requirement. *EXCEPTION:* HQ AFPC/DPWRM releases the MAJCOM from the requirement.

NOTE:

If an individual is a volunteer for a requirement currently tasked to another MAJCOM, the individual's MAJCOM should use MAJCOM swap procedures outlined in paragraph **2.11.10.**

Figure A15.1. Sample Contingency TDY Volunteer Request Memorandum.

MEMORANDUM FOR (UNIT COMMANDER)

FROM: Member

      Unit/Office Symbol

      Complete Mailing Address

SUBJ: Contingency TDY Volunteer Request

1. I, (members grade, complete name, SSN, C/DAFSC, security clearance, assigned unit and base, and duty phone) volunteer for a Contingency TDY for the time frame from (list period 4 to 12 months in the future or you can list a specific requirement as shown below).

       Volunteer Number: PID/ULN/POSN NO: 4228B/400J300/015C

         OPERATION: DELIBERATE GUARD (San Vito, Italy)

         RNLTD: 980405

         MAC CODE: CMB

2. Request favorable consideration of my request.

                              Member's Signature

1st Ind, (UNIT COMMANDER)

TO: MAJCOM/Contingency/Exercise Support Personnel Function

1. The member is available for TDY for the period of time specified above. If selected I agree not to request TDY manning assistance to backfill the member's position, and also understand unit O&M funds will cover TDY expenses.

2. Favorable consideration of the member's request is approved.

                              Commander's Signature

2nd Ind, (MAJCOM/Contingency/Exercise Support Personnel Function)

TO: HQ AFPC/DPWRM

     550 C Street West Suite 15

Randolph AFB TX 78150-4717

The member's request has been coordinated and is approved.

MAJCOM Signature

Attachment 16

MANPER-B SUPPORT EQUIPMENT AND SUPPLIES (SEE NOTES 1 AND 2)

FORMS	ITEM	QUANTITY/ELECTRONIC FORM AND AFEPL STATUS				
		RFBFA	RFBFB	RFBFC	RFBFN	E-FORM
AF Form 245, Employment Locator and Processing Checklist	EA	1500	1000	500	500	YES
AF Form 310, Document Receipt and Destruction Certificate	EA	50	25	10	10	YES
AF Form 392, Airman Assignment Preference Statement	EA	100	75			YES
AF Form 642, Air Force Achievement Medal or Air Force Commendation Medal Justification	EA	100	75	25	25	YES
AF Form 707A, Field Grade Officer Performance Report	EA	50	25			YES
AF Form 707B, Company Grade Officer Performance Report	EA	50	25			YES
AF Form 901, Reenlistment Eligibility Annex to DD Form 4	EA	100	75	50		NO
AF Form 910, Enlisted Performance Report (AB thru TSgt)	EA	20	10			YES
AF Form 911, Senior Enlisted Performance Report (MSgt thru CMSgt)	EA	10	5			YES
AF Form 931, Airman Performance Feedback Worksheet	EA	20	20	20		YES
AF Form 932, NCO Performance Feedback Worksheet	EA	20	20	20		YES
AF Form 972, Request and Authorization for Emergency Leave Travel	EA	50	30	10	10	NO
AF Form 988, Leave Request/ Authorization	EA	50	30	10	10	YES
AF Form 1411, Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve	EA	100	75			YES
DD Forms 4-1-2, Enlistment/ Reenlistment Document – Armed Forces of the United States	EA	100	75	50		YES

| | QUANTITY/ELECTRONIC FORM AND AFEPL STATUS | | | | | |
FORMS	ITEM	RFBFA	RFBFB	RFBFC	RFBFN	E-FORM
DD Form 93, Record of Emergency Data	EA	20	15			YES
SF 704, Secret Cover Sheet	EA	100	20			NO
SF 705, Confidential Cover Sheet	EA	100	20			NO
SF 707, Secret ADP Media Classification Label	EA	100	75	50	50	NO
SF 708, Confidential ADP Media Classification Label	EA	100	75	50	50	NO
SF 711, ADP Media Data Descriptor Label	EA	100	75	50	50	NO
VA Form SGLV-8285, Request for Insurance (Servicemen's Group Life Insurance)	EA	100	75	25	25	NO
VA Form SGLV-8286, Servicemen's Group Life Insurance Election and Certificate	EA	100	75	25	25	NO

| | QUANTITY/ELECTRONIC FORM AND AFEPL STATUS | | | | | |
PUBLICATIONS	ITEM	RFBFA	RFBFB	RFBFC	RFBFN	AFEPL
AFPD 10-4, *Operations Planning*	EA	1	1	1	1	YES
AFDIR 37-135 *Air Force Address Directory*	EA	1	1	1	1	YES
AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*	EA	1	1	1	1	YES
AFI 10-402, *Mobilization Planning*	EA	1	1	1	1	YES
AFI 10-416, *Personnel Readiness and Mobilization*	EA	1	1	1	1	YES
AFI 31-401, *Managing the Information Security Program*	EA	1	1	1	1	YES
AFI 31-501, *Personnel Security Program Management*	EA	1	1	1	1	YES
AFI 33-210, *Cryptographic Access*	EA	1	1			YES
AFMAN 33-225, *Vulnerability and Incident Reporting*	EA	1	1	1	1	NO
AFP 34-10, *Code of the US Fighting Force*	EA	1	1	1	1	NO
AFI 36-2101, *Classifying Military Personnel (Officer and Airman)*	EA	1	1			YES
AFI 36-2104, *Nuclear Weapons Personnel Reliability Program*	EA	1	1			YES
AFI 36-2110, *Assignments*	EA	1	1			YES

	ITEM	RFBFA	RFBFB	RFBFC	RFBFN	
AFI 36-2606, *Reenlistment in the United States Air Force*	EA	1	1			YES
AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*	EA	1	1	1	1	YES
AFI 36-2911, *Desertion and Unauthorized Absence*	EA	1	1	1	1	YES
AFI 36-2803, *The Air Force Awards and Decorations Program*	EA	1	1	1	1	YES
AFI 36-2402, *Officer Evaluation System*	EA	1	1			YES
AFI 36-2403, *The Enlisted Evaluation System (EES)*	EA	1	1			YES
AFI 36-3002, *Casualty Services*	EA	1	1	1	1	YES
AFI 36-3003, *Military Leave Program*	EA	1	1	1	1	YES
AFI 36-3008, *Servicemen's Group Life Insurance (SGLI) and Veterans' Group Life Insurance (VGLI)*	EA	1	1	1	1	YES
AFMAN 37-126, *Preparing Official Communications*	EA	1	1	1	1	YES
Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*	EA	1	1			NO
AFSSI 5018, *Risk Analysis*	EA	1	1		1	NO
AFVA 36-211, *Officer Classification Chart*	EA	1	1	1	1	NO
AFVA 39-212, *Airman Classification Chart*	EA	1	1	1	1	NO
AFPC Readiness Points of Contact (POC) Book (see note 3)	EA	1	1	1	1	NO
Computer Security Support Plan (CSSP) for MANPER-B (See note 4)	EA	1	1		1	NO
AFPC Personnel Readiness RED-MINI User's Guide For All MANPER-B Operators (See note 5)	EA	1	1	1	1	NO
Personnel Joint Publication 1-0, *Doctrine for Personnel and Administrative Support to Joint Operations*	EA	1	1		1	NO

		QUANTITY			
EQUIPMENT	**ITEM**	**RFBFA**	**RFBFB**	**RFBFC**	**RFBFN**
Telephone, Secure (STU-III) (See note 6)	EA	1	1		
Deployable Safe (SECRET High)	EA	1	1		

Stapler, Paper	EA	4	2	1	1
Punch, 3-hole	EA	1	1	1	1
Ruler, 12-inch	EA	2	2	1	1
Pencil Sharpener (with clamp)	EA	1	1	1	1
Stapler Remover	EA	4	2	1	1
Scissors	EA	2	1	1	1
3.5 inch Disks	BX	3	3	1	1
Surge Suppresser	EA	1	1	1	1
Power Strip	EA	1	1	1	1

		QUANTITY			
ESSENTIAL AND EMERGENCY SUPPLIES	**ITEM**	**RFBFA**	**RFBFB**	**RFBFC**	**RFBFN**
Field Packs (with rack) (See note 7)	EA	1	1		1
First Aid Kit	EA	1	1	1	1
Knife (See note 7f)	EA	1	1	1	1
Water Purification Tablets	BTL	6	4	2	2
Extension Cord, 50 Feet	EA	2	2	1	1
Claw Hammer	EA	1	1	1	1
Nails, 10-penny	BX	1	1	1	1
Flashlight	EA	6	4	2	2
Batteries, Flashlight	BX	2	2	2	3
Key or Combination Lock (See note 8)	EA	4	4		4
Field Desk (See note 9)	EA	2	2		2

		QUANTITY			
EXPENDABLE SUPPLIES	**ITEM**	**RFBFA**	**RFBFB**	**RFBFC**	**RFBFN**
Electrostatic Discharge (ESD) Sensitive Device Labels (4" x 4") (See note 10)	EA	10	10	10	10
Calendar	EA	3	2	1	1
Pad, Writing	EA	20	15	10	10
Magic Markers, Black	DZ	1	1	1	1
Highlighter	DZ	1	1	1	1
Manila Folders	BX	1	1	1	1
Masking Tape, Wide-Width	EA	2	2	2	2
Pen, Ball-point Black and Red	DZ	2	2	1	1
Paper Clips	BX	1	1	1	1
Staples, Standard	BX	1	1	1	1
Pencils	DZ	2	1	1	1
Correction Fluid	BTL	1	1		
Correction Tape	BX	1	1		
Envelopes, 9- by 12-inch	EA	150	100	50	50
Envelopes, Letter	EA	150	100	50	50
Accordion Folder	EA	2	1	1	1
Rubber Bands	BX	1	1		1
Bond Paper	RM	6	6	4	4

NOTES:

1. Air Reserve Component (ARC) Accountability Team N (UTC: RFBFN) deploys with a supply kit "N" that includes ARC publications and forms its MAJCOM requires.

2. PTs audit kits before and after all deployments. Personnel check kits to ensure all items are usable. Personnel identify publications, typewriters, and STU IIIs for PERSCO use; however, they may be used in daily operations provided they are maintained in a mission-ready status. The items in **Attachment 16** are the minimum items required. Team chiefs may add other items they deem appropriate; however, total weight and or dimension cannot exceed that outlined in the LOGFOR.

3. Personnel may get the AFPC Readiness POC Book through the COMMON directory of the Red-Mini file type binary. File name is POCBOOK.ZIP. If you cannot download the file contact HQ AFPC/DPWRC at DSN 487-6705. Replace the POC Book quarterly.

4. Personnel may get the CSSP thru the COMMON directory of the Red-Mini file type binary. File names are CSSP.ZIP (Word document) and CHKLST.ZIP (accreditation checklist), an appendix to the CSSP. If you are unable to download the files, contact HQ AFPC/DPWRC at DSN 487-6705.

5. Personnel may get the Red-Mini User's Guide thru the COMMON directory of the Red-Mini file type binary. File name is RMUG.DOC. If you cannot download the file contact HQ AFPC/DPWRC at DSN 487-6705.

6. Personnel must deploy with a valid STU-III CIK and two (2) seed keys (NSN USKAA-1005 [Unclassified items]). Shipment/courier of STU-IIIs will be according to AFSSI 3007, paragraph 8G "1" "2". Prior to deploying, it's recommended each CIK be rekeyed. DO NOT (repeat DO NOT) zero-out the STU-III CIK before deployment. Recommend a piece of masking tape be placed over the zero switch on the rear of the STU-III to prevent inadvertent zeroing-out. If rekeying is necessary, contact the key management system (KMS) agency located in Finksburg MD; phone numbers are 1-800-635-6301 "rekey" or 1-800-635-5689 "trouble". *NOTE:* Do not put batteries into the STU-III until you plan to key it for use. Once keyed, the system starts drawing power from the batteries. Once the battery is depleted, the STU-III becomes zeroized and a new CIK is needed to key the terminal. The battery is required to maintain the memory of keyed encryption data. Recommend an extra set of batteries be taken.

7. To be fully operational on arrival when supply kits do not arrive with the team, each PERSCO A, B, and N team will deploy with an ADVON supply kit. A field pack (with rack), or equivalent, will be used to transport ADVON supplies. This supply kit will contain the items listed below. These items can be drawn from the regular supply kit. Because the ADVON supply kit is professional equipment and supplies, excess baggage is authorized according to **Chapter 4** of this instruction.

   a. 250 AF Forms 245.

   b. 1 dozen black pens.

   c. 1 box #2 pencils and two small hand held pencil sharpeners.

   d. 2 writing pads (legal or letter size paper).

   e. Small first aid kit.

   f. Knife (recommend US general purpose knife), National Stock Number (NSN) 5110-00-162-2205, or equivalent.

   g. Flashlight, NSN 6230-00-681-8570 (or equivalent) with extra batteries.

   h. Face mask, dust filter (Southwest Asia only), one dozen per member.

   i. AFI 10-215.

   j. AFI 36-3002.

   k. AFPC Readiness POC Book.

   l. Optional items to help make life easier on the PT until the supplies and equipment arrive: water purification tablets (50 per member), toilet tissue, rope, small mirror, soap powder, cof-

fee, small can opener, sun screen (Southwest Asia only), goggles (Southwest Asia only), clothes hangers, any other personal items necessary to survive for up to 1 week.

m. These locks are for the MANPER-B shipping containers (two for each container). Add more locks for supply kits containing expendable items.

n. NSN for field desk is 7110-00-656-1110.

o. NSN for ESD Sensitive Device labels (4" x 4") is 7540-01-110-4906.

Table A16.1. MANPER-B Equipment UTC RFBEQ (Notes 1, 2, and 3).

Nomenclature	Item	Quantity
Laptop	EA	1
Iomega JAZ Drive	EA	1
HP340 Printer	EA	1
AT&T Secure Data Device (SDD)	EA	1
Carrying Case, Laptop	EA	1
Carrying Case, Printer	EA	1
1GB, JAZ Cartridge	EA	2
Internal 10x CD ROM	EA	1
SCSI PCMCIA Card	EA	1
3-ComT PCMCIA Card	EA	1
3.5 inch 1.44Meg Drive, in Modular Bay	EA	1
2.1 GB Hard Drive	EA	1
Laptop Battery	EA	2
Printer Battery	EA	1
Laptop Battery Charger	EA	1
Printer Battery Charger	EA	1
HP340 Printer Cartridges	EA	2
Cable, PCMCIA to JAZ	EA	1
Cable, Laptop Power	EA	1
Cable, Printer Power	EA	1
Cable, Printer Communications	EA	1
Cable, 25 to 9 Pin Modem Cable	EA	1
Cable, Modem Line	EA	1
Cable, Modem Power	EA	1

NOTES:

1. The supported component command provides electrical transformers to meet MANPER-B power requirements to convert 220 volts to 110 volts, where applicable. **NOTE***:* Units deploying overseas may want to ensure a 220 surge suppresser is available for the MANPER-B system.

2. PTs conduct an inventory before and after all deployments to ensure all equipment, software, and documentation is available. Equally important, PTs must test all system components to ensure they are mission-ready and all local mobility, unit mobility tasking (UMT), manpower data system (MDS), personnel, and plans databases are deleted before deployment. Ensure a JAZ backup of the MANPER-B system with all database information deleted is included. Refer to paragraph **1.13.12.**

3. Mark and label MANPER-B systems as follows:

a. Attach ESD Sensitive Device labels (4" x 4") liberally to MANPER-B system containers. NSN for ordering the label is 7540-01-110-4906. Pack carrying cases appropriately for ship-

ping.   Recommend nesting boxes to pack equipment if not going to be handcarried to deployed location.

b.   Stencil "SPECIAL HANDLING REQUIRED" on each container.

c.   Complete AF Form 127, **Traffic Transfer Receipt**, according to the following directions. Keep top copy, remaining copies accompany the MANPER-B system.

d.   c.   CONSIGNEE: Individual in charge of staging or marshaling deployment equipment.

e.   DESTINATION: Complete if description is unclassified. If classified, consult local authority for instructions.

f.   NO PCS: Total number of containers to be transported.

g.   WEIGHT: Total weight of all containers to be transported.

h.   SIGNATURE: Signed by the consignee.

Table A16.2. MANPER-B SOFTWARE AND DOCUMENTATION - UTC RFBEQ (See note).

Nomenclature	Item	Quantity
Windows NT 4.0	EA	1
(Software Documentation (CD-ROM and 3.5 disks)	EA	1
Secure Data Device Models 1900/1910 Users Guide	EA	1
Bootable JAZ/MANPER-B Diskette	EA	1

NOTE:

Personnel must maintain MANPER-B software with the versions of MANPER-B and SARAH-Lite. Windows software will remain that provided by HQ AFPC/DPD.

Attachment 17

SAMPLE PT RESPONSIBILITIES MEMORANDUM

MEMORANDUM FOR (DEPLOYED COMMANDER) (note)

FROM: PERSCO TEAM

SUBJECT: Personnel Support for Contingency Operations (PERSCO) Responsibilities

A PERSCO team (PT) is employed to your location and available to assist you and your personnel on a 24-hour basis.

Our responsibilities include:

a. Personnel in and out processing.

b. Accountability of all personnel within a defined area (to include civilians, contractors, other Services, etc.).

c. Casualty reporting actions.

d. Limited personnel actions.

Please encourage your personnel to visit the PT to update their Emergency Data Card or increase their SGLI insurance if they have less than the maximum coverage. We can process limited personnel actions; however, members should be encouraged to contact us if they have concerns affecting their personnel records. We are here to assist in any way possible.

As your PERSCO team we can provide you with numerous computer products such as an alpha roster, Employment Requirements Manning Document (ERMD), strength report, projected arrival list, etc. Data products can be tailored to meet your needs.

To ensure we have the best information on your personnel for accountability purposes, we urge you to let us know when any of the following conditions occur to your personnel:

a. Casualties (death, injury, illness, or hospitalization).

b. Civilian or military confinement.

c. AWOL.

d. Emergency and ordinary leave request.

e. Duty status whereabouts unknown (DUSTWUN).

f. Other changes in duty status (placement on quarters, missing, etc.).

As a PT we also maintain constant contact with the medical treatment facility, security police, the legal staff, mortuary affairs, and services personnel. Our job is to provide top notch service and a viable rapport with various agencies helps us do this.

If my team can be of any assistance, please contact us at extension_____. We are located in building _____, room _____.

PERSCO TEAM CHIEF

SIGNATURE

NOTE: Recommend you provide a copy to each deployed unit commander

Attachment 18

USSOUTHCOM HUMAN RIGHTS POLICY STATEMENT (NOTE)

A18.1. Statement of understanding for all personnel deploying to or through USSOUTHAF AOR.

ALL PURPOSE CHECKLIST		PAGE	l	OF	2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA USSOUTHCOM HUMAN RIGHTS POLICY STATEMENT		OPR		DATE		

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*			
	All Personnel (military and civilian) traveling to or through SOUTHCOM AOR must read and possess basic knowledge of the following USSOUTHCOM human rights policy:			
	(1) The US Armed Forces support the United Nations (UN) and Organization of American States (OAS) standards of human rights to protect the integrity and dignity of each inidividual. Adherence to this policy strengthens the democratic process.			
	(2) Human rights include fundamental protection for individuals such as freedom from illegal killing or torture. However, any severe and degrading physical mistreatment of any individual by a government official, either civilian or military, may be a human rights violation.			
	(3) US military and civilian personnel must never participate in any activity that is contrary to this human rights policy nor encourage others to do so. It is the duty of all US military and civilian personnel to object to any possible human rights violation they observe, regardless of who is involved.			
	(4) US military and civilian personnel must immediately report to USSOUTHCOM, through their chain of command, any activity they observe or hear about which they believe is a violation of human rights.			
	(5) US military and civilian personnel must fully cooperate with any investigation into human rights violations.			
	(6) US military and civilian personnel are visible representatives of United States legal and moral principles. Their actions, words, and deeds must reflect fundamental support of human rights, military honor, and the rule of law.			
	(7) Your CED TDY order constitutes legal and binding orders on all US military and civilian personnel operating in the USSOUTHCOM AOR.			
	I certify I have read and understand the above policy.			
	_____ (Signature)			
	NOTE: Retain with a copy of member's orders.			

AF FORM 2519, NOV 91 *(EF-V2)*   PREVIOUS EDITION WILL BE USED.