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Operations

PRIME BEEF MANAGEMENT

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This pamphlet contains guidance and suggestions to help Air Force civil engineer units manage their Prime BEEF programs and organize, equip, and train their Prime BEEF teams. It also contains practical information to help those units get their mobile Prime BEEF teams ready to deploy. The pamphlet supports AFI 10-210, *Prime Base Engineer Emergency Force Program*. This pamphlet encourages, but does not require, units to collect and maintain information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. System of records notice F036 AF PC N applies. The use of a name of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the military service. See Attachment 1 for terms, abbreviations, and acronyms used in this manual. Send comments and suggested improvements to HQ AFCESA/CEX, 139 Barnes Drive, Suite 1, Tyndall AFB, FL 32403-5319.

This publication is nondirective, but suggested procedures, actions, or tasks are often presented in directive language. This is done to improve readability and understanding by simplifying sentence structure. Except when the specified actions are mandated by Air Force or DoD directive publications, units may modify the actions, directions, and tasks to suit their needs.

Chapter 1

MILITARY OPERATIONS AND PRIME BEEF

1.1. Introduction. When called upon to protect vital national interests, the Air Force must be able to use its in-place forces or be able to quickly send combat and support forces to crisis locations anywhere in the world to deter war—and, should deterrence fail, to fight and win that war. Civil engineer (CE) support is an inherent element in the Air Force's ability to maintain global presence and project global power. So long as the Air Force is required to respond quickly to crises around the world, Air Force Civil Engineers must be able to deploy along with the flying units they support; be able to provide immediate beddown, fire protection, readiness, and explosive ordnance disposal (EOD) support, regardless of location; be capable of performing base recovery quickly and effectively; and be able to sustain air base operations. Mobile Prime BEEF teams plus in-place CE forces and RED HORSE squadrons ensure that civil engineers can meet this challenge. This volume focuses on the mobile Prime BEEF teams.

1.2. Overview. Prime BEEF people should understand how they fit into the big picture of joint military operations. This chapter provides that perspective. It opens by highlighting engineer combat support and the basics of military operations planning. It then introduces UTCs—the important force packages that are the building blocks for operations plan (OPLAN) development and force deployment. It touches on MAJCOM and pilot unit roles in UTC development. The chapter highlights the Air Force Core UTC concept, the civil engineer role in that concept, and Prime BEEF UTC support of deterrence and warfighting. It provides sourcing and posturing guidance for Prime BEEF UTCs; it lists those UTCs, and it addresses the unit SORTS DOC statement. The chapter closes by listing essential sources of information on Prime BEEF, operations planning, and deployment.

1.3. Engineer Combat Support. Combat support—not just CE support—is an essential component of the Air Force's deterrence and warfighting capability. However, combat air operations and strategic airlift depend on bases that have adequate facilities and civil engineer resources to launch and recover mission aircraft and support high sortie generation rates. Mobile Prime BEEF teams, in-place CE forces, and RED HORSE units prepare bases for wartime operations and recover them from war damage. All three elements are essential to the overall effort, but Prime BEEF teams are the backbone for CE combat support. That's because they provide the organic engineer capability for deploying combat forces and because Prime BEEF teams comprise the bulk of the CE forces. But Prime BEEF teams are equipment and vehicle limited, consequently, they must rely on in-theater prepositioned or contracted assets. On the other hand, RED HORSE units can deploy with all equipment and vehicles needed to provide a heavy infrastructure repair capability.

1.3.1. In-place CE forces that support military operations are said to have a generation mission; forces that deploy, a mobility mission. Prime BEEF teams “co-deploy” with combat forces to collocated operating bases (COB), stand-by bases, bare bases, enroute bases, and main operating

bases (MOB). In-place civil engineers at overseas locations "generate" the support required at their base, but rarely are there sufficient in-place forces to meet total mission requirements. Consequently mobile Prime BEEF teams may also deploy to augment in-place forces.

1.3.2. The Prime BEEF concept provides for dual use of military civil engineers. In peacetime, those people perform real property operations and maintenance, explosive ordnance disposal, fire protection, and disaster preparedness missions at their home stations. In war, those same people can deploy as teams to provide CE combat support wherever required.

1.3.3. Prime BEEF was set up to support combat/warfighting scenarios, but teams can and do respond to peacetime taskings such as military operations other than war (MOOTW), major accidents, natural disaster relief and recovery operations, peacetime engineering projects, military support to civil authorities, and military training exercises. Support may range from many teams to a few individuals.

1.3.4. The Prime BEEF program ensures that in-place and mobile engineer forces are organized, equipped, and trained to perform any of those roles. The mobile teams must be able to deploy with little advance warning and perform CE contingency and wartime tasks at any kind of base and in all weather conditions. The Air Reserve Components—the Air Force Reserves and the Air National Guard—posture Prime BEEF teams to cover shortfalls in the active force.

1.3.5. You can find a complete discussion on CE combat support in the Air Force Civil Engineer Contingency Concept of Operations. You can find it on HQ AFCESA's home page at *http://www.afcesa.af.mil/Directorate/cex.*

1.4. Military Operations Planning. Good operations planning enables the Air Force—jointly with its sister services—to respond rapidly and effectively to anticipated threats or unforeseen crises. Because many of the concepts and terms used in this volume are tied to joint operations planning, we include this short overview of military operations planning to help de-mystify a process that is unfamiliar to many people. If you need details, see AFMAN 10-401, *Operation Plan and Concept Development Plan Development and Implementation.*

1.4.1. Deliberate Versus Crisis Action Planning. Operations planning is done deliberately during peacetime to prepare for likely threats, and it occurs in the crisis action mode when an unanticipated crisis arises with little or no warning. The big difference between deliberate and crisis action planning is the amount of time available. In the crises action mode, the situation will dictate whether the commanders and planners can modify a deliberate plan or must create a “no plan” response.

1.4.2. Operations Plans. In either case, operations planning is a process to determine how to respond to a likely threat or actual crisis and what forces are needed. The result is documented in an OPLAN or, if time is very short, in the operations order (OPORD). An OPLAN or OPORD identifies which combat and support units will be used to respond to the threat or crisis. It shows where, when, and how those forces will be deployed, how they will be employed, and how they will be supported. An OPLAN also outlines the command structure and provides functional area

direction. An OPLAN covers five phases of a military operation: mobilization, deployment, employment, sustainment, and redeployment. Major OPLANs are usually updated every 24 months.

1.4.3. Basic and Supporting Plans. A joint/combatant commander is responsible for preparing the controlling OPLAN, and each component commander builds a supporting plan. The OPLAN also identifies essential support needed from commands that are not under the joint commander's control. Those supporting commands, such as the Air Mobility Command (AMC) and Air Combat Command (ACC), are required to prepare supporting plans to ensure they provide needed people and equipment on time. Two key functions of joint planning are to ensure all of the plans collectively satisfy the joint commander's needs and to resolve any conflicting requirements between the plans, especially transportation requirements.

1.4.4. Base Support Plans. Theater bases and units get involved in operations planning by creating base support plans (or joint support plans for host nation bases) to ensure each base can support its OPLAN taskings and can properly receive, beddown, and support arriving or transiting forces. CONUS and overseas bases which provide deploying forces create deployment plans to ensure their forces are prepared to load and move by the time aircraft or surface transport arrive on station.

1.4.5. Time Phased Force Deployment Data (TPFDD). To complete an OPLAN, planners create a master database of all tasked combat and support units—both in-place and deployed forces. To this database, they add the transportation requirements to get those forces into position. This database is called the time phased force deployment data (TPFDD—pronounced "tip fid"). Each OPLAN or OPORD has a unique TPFDD.

1.4.5.1. The TPFDD is critical. This master force list makes it possible for the limited land, sea, and air transportation assets to move the OPLAN designated units from their home station to the correct destination, in the proper sequence, and on time. The TPFDD also contains non-unit requirements. Those are the people, equipment, and supplies that are not assigned to a unit, but must flow to the area of operations to sustain the OPLAN forces. The TPFDD is available to the Joint Chiefs of Staff (JCS), the joint command, all its component commands, and all supporting commands through the Global Command and Control System (GCCS).

1.4.5.2. When one or more of your Prime BEEF teams are tasked to support an OPLAN, each team will be included in the TPFDD for that OPLAN. Each tasked Prime BEEF team (and every other tasked unit for that matter) is uniquely identified in the TPFDD by a unit line number (ULN). The TPFDD, along with the actual deployment order, drives the deployment plan and schedule at your installation.

1.4.6. Transportation Feasibility. To complete an OPLAN, the transportation commands—the Air Force's Air Mobility Command, the Army's Military Transportation Management Command, and the Navy's Military Sealift Command—use the TPFDD to develop transportation plans that can support the joint commander's operations concept. The TPFDD and transportation plans are adjusted until the OPLAN can be supported. This process is called TPFDD refinement. When the

requirements are set, the transportation commands prepare movement tables for the OPLAN or movement schedules for actual deployments.

1.5. Computer Systems and Operations Planning. Getting the forces and supplies in position to fight the war is a big part of operations planning. That's because most forces are based in the CONUS. Quickly moving even one Army division or Air Force wing with all its people, equipment, and supplies to an overseas location is a large, complex effort involving many different organizations and commands. It is so complex that the U.S. military uses computers to help create and store data on OPLAN forces and their transportation details. Unless you work with these systems often, it's hard to keep them straight. The next few paragraphs highlight key parts of the systems and subsystems that affect civil engineers. Figure 1.1 shows how some of these computer systems interact. **NOTE:** As this pamphlet goes to publication, these computer systems are evolving. As changes occur, your MAJCOM and HQ AFCESA will attempt to provide you with the latest information.

1.5.1. JOPES. The Joint Operations Planning and Execution System (JOPES) was created to help commanders and planners keep track of all the units, calculate OPLAN requirements, store the data, and make it readily available to its users. The TPFDD is just one of its many "products". JOPES is really a group of computer systems that can “talk” to each other through the GCCS communications links.

1.5.2. COMPES. The present Air Force component of JOPES is called the Contingency Operation/Mobility Planning and Execution System (COMPES). It consists of modules that operate separately but interface through GCCS. MANPER and LOGMOD are used at all levels in the Air Force: HQ USAF, MAJCOMs, intermediate commands, and bases. At base level, you use the products and feed data to both the MANPER-B and LOGMOD modules. That information is passed to the other modules and shared with the MAJCOMs, HQ USAF, the combatant commanders, and the JCS. **NOTE:** COMPES is explained in AFMAN 10-401 (chapter 3). As of the date of this publication, COMPES is modernizing and its functions will migrate into the Deliberate and Crisis Action Planning and Execution System (DCAPES), which will consist of at least fours modules: OT&P, MANPER-M, MANPER-B, and LOGMOD.

1.5.3. OT&P. The Operations Tasking and Priority Module is the heart of the COMPES system. Military planners use it to source TPFDD requirements and keep deployment databases up-to-date. It is the gatekeeper between the Air Force systems and JOPES. It receives data from JOPES, interfaces with the MANPER and LOGMOD modules, and passes data back to JOPES.

1.5.4. LOGMOD. The Logistics Module (LOGMOD) at base level is maintained by the host base's Logistics Plans Flight. The base LOGMOD system is tied to a regional server that has a central database that all users share. (Users have varying levels of access.) LOGMOD can talk to the MANPER-B module to produce installation deployment products. Within LOGMOD, there are four subsystems (modules): LOGFOR, LOGPLAN, DSOE, and UDM.

Figure 1.1. Operations Planning and Deployment Management Computer Systems.

1.5.4.1. LOGFOR Module. The LOGFOR subsystem provides the standard logistics details (LOGDET) for deployable force packages called unit type codes (UTC). LOGFOR files contain the baseline information that units must use to posture the equipment and supplies for their UTCs. These files tell units what equipment and supplies they need, provide movement configuration for those items, and identify any special requirements for transporting the planned cargo. Military planners at MAJCOMs and joint commands use these files to conduct feasibility planning. You can't modify these read-only files, but the Logistics Plans Flight can copy them to the LOGPLAN subsystem to serve as a starting point when you create your unit unique deployment data or when you want to compare the MEFPAK data with that in your LOGPLANs.

1.5.4.2. LOGPLAN Module. The LOGPLAN subsystem is specifically designed so you can manage and store the LOGDET for your unit. The LOGPLAN subsystem gives you the capability to enter unit-specific data about your equipment and supplies and the ability to adjust the file information when you add, delete, or replace items. One of the subsystem products is called a LOGPLAN materiel list. The LOGPLAN products show exactly what equipment and supplies you have packed and how you plan to load them. The subsystem can also create some of the shipping documents that must accompany your cargo. Units must create the LOGPLAN data for each OPLAN, exercise, or actual deployment they are tasked to support. This doesn't mean a unit starts all over and generates new data each time. Each unit creates an exercise LOGPLAN that reflects its most challenging OPLAN tasking. By keeping that exercise LOGPLAN database current, you only have to validate or tweak the data for an actual deployment. You gain access to your LOGPLAN database in one of two ways: through your base Logistics Plans Flight or through your base Intranet connection to LOGMOD using the Unit Deployment Manager (UDM) module.

1.5.4.3. DSOE Module. Base level logistics planners use the Deployment Schedule of Events module to create a movement schedule for all people and cargo that must be transported during a deployment operation. This module draws on data from the LOGMOD and MANPER-B modules to create the DSOE. Units have read-only access to view the DSOE on line, or they can receive hard copy print outs of the DSOE from the deployment control center.

1.5.4.4. UDM Module. The UDM module is a unit's gateway to MANPER-B and LOGMOD. With the software loaded on a personal computer in the unit and a LAN connection to the LOGMOD system, UDMs can update their cargo data in LOGPLAN and personnel data in MANPER-B. User IDs and passwords are used to control access to the system. A unit can view and update only the data for its UTCs. The view and the update capabilities are limited to cargo and personnel associated with the UDM's "Unit Org Id". (The Unit Org Id for a hypothetical 332 CES would be 0332CESSQ0000.) The UDM enters training, immunizations, duty sections, and deployment checklist data for individuals assigned to their unit. The UDM assigns personnel to mobility positions by line numbers and also assigns those people to "chalks" based on the number of seats allocated to the unit during the DSOE preparation. (See paragraph 3.9.2 for a description of a chalk.) With this module, the UDM can create cargo load and packing lists and management reports concerning unit equipment and personnel. Instructions for using this module are available from the on-line help screen in LOGMOD. **NOTE:** Many units are familiar with DeMS—the Deployment Management System. With the fielding of LOGMOD version TG3.0, the UDM

module took over the functions of DeMS. However, as this pamphlet was sent for publication, HQ USAF was considering a stand-alone DeMS capability to back up the UDM module in case a unit loses its LAN connection or a base loses its connection to the regional LOGMOD server. With a stand-alone DeMS, the LOGPLAN and DRMD data would be exchanged on floppy disks between Logistics Plans, the Personnel Readiness Unit, and the base UDMs. The stand-alone DeMS will be limited to exchanging and updating LOGPLAN and MANPER-B data. It will not have the DSOE access. In anticipation that the DeMS stand-alone capability will be approved, we use the term UDM module/DeMS in this pamphlet to cover both capabilities.

1.5.5. MANPER-B. Within the MANPER module there are also two subsystems: the MANFOR and the DRMD.

1.5.5.1. MANFOR. Similar to LOGFOR, the MANFOR subsystem contains details on the standard manpower requirements for each UTC. These files tell units the number of positions by specialty and skill level that they must posture. In effect, the read-only MANFOR files identify required "spaces". In conjunction with the LOGFOR files, military planners also use these files in feasibility planning. The MANFOR product is available from the base Manpower Office. **NOTE:** In ARC units, this information is available from the Military Personnel Flight.

1.5.5.2. DRMD. The DRMD subsystem provides the mechanism to assign "faces" to the "spaces". This subsystem manages and stores the data on each individual that a unit assigns to a primary mobility position. This subsystem gives you the capability to easily make changes in those assignments when someone is not available to deploy. The main product is called the deployment requirements/manning document (DRMD). The subsystem also generates other needed deployment documents such as CEM (contingency, exercise, and mobility) orders. Just as with LOGPLANs, a unit must create DRMDs for each OPLAN, exercise, or actual deployment and maintain a current exercise DRMD that reflects the most challenging tasking. From that exercise DRMD database, you simply add, delete, or substitute people as needed to support an actual deployment. You get your DRMD information through your base Personnel Readiness Unit in the Military Personnel Flight. **NOTE:** You can create these products from the UDM module of LOGMOD (or with DeMS).

1.5.6. Integrated Deployment System (IDS). The IDS is a system of computer systems designed to automate and streamline the deployment management process and deployment data processing at a base. IDS links five computer systems, three of which we already discussed: LOGMOD, MANPER-B, and the UDM module. The IDS also contains the Cargo Movement Operation System (CMOS) and the Computer Aided Load Manifesting System (CALM). The transportation community uses these two systems. CMOS draws on data that units provide to LOGMOD and MANPER-B and from data obtained from CALM. Movement requirements for each UTC must be entered by hand into CALM. (CALM is scheduled to be replaced by the Automated Load Planning System (ALPS), which draws data directly from LOGMOD.) The point in describing the IDS and the interconnectivity of the computer systems is to emphasize how important it is for each unit to provide timely information to LOGMOD and MANPER-B through the UDM module and to keep that information current.

1.6. UTCs—The Building Blocks. To simplify and speed operations planning, the Air Force—as do all U.S. military services—organizes its people and equipment into force packages called unit type codes (UTC). Each UTC defines a unique capability. For example, an F-15 UTC package—which includes aircraft, pilots, maintenance people, equipment, and spare parts to provide air superiority—has a different UTC than a communications unit, which deploys with people and cargo to set up and operate navigation aids and control tower at a bare base for those F-15s. Units with the same UTC can be counted on to have essentially the same resources (manpower, equipment, and supplies) and therefore the same capability. To distinguish between units with the same UTC, each unit also has a unique unit identification code (UIC). While a UTC package normally includes both people and equipment, people-only and equipment-only UTC packages are also used.

1.6.1. The MANFOR and LOGFOR databases contain the details on each of the standard UTCs. To be defined as "standard", the UTC must have the following information: a unique five character alphanumeric code; a title; a mission capability statement (MISCAP); manpower requirements by skill level; LOGDET of the people and cargo, and complete movement characteristics for those details. If any of this data is missing the UTC is non-standard. Only standard UTCs are registered (entered) into the LOGFOR and MANFOR databases. **NOTE:** LOGMOD and MANPER-B use a sixth digit at the end of the UTC code to denote the status of the UTC.

1.6.2. The LOGDET defines the standard passenger and equipment movement requirements for the UTC. It lists required equipment and supplies along with corresponding information such as stock numbers, weights, dimensions, and volume. The LOGDET also identifies the hazard classes of any hazardous materials included in the UTC. The movement characteristics identify transportation requirements such as the location of the center of balance, location of tie down points, axle spacing, special loading requirements, restrictions on moving the people and cargo, etc. Think of the LOGDET as all the data that the logistics and transportation systems need to identify and move your Prime BEEF teams (other than the personal information on team members).

1.6.3. The OT&P module of COMPES draws from the MANPER and LOGMOD databases to develop total OPLAN requirements. If the LOGDET and movement characteristics are missing from a UTC, COMPES can't include that UTC in an OPLAN TPFDD, because it can't calculate the requirements.

1.6.4. **NOTE FOR THE FIRST TIME READER:** We know this brief description of UTC details will leave you with more questions than it answers. Rather than try to describe each data element associated with a standard UTC, we know from experience that it is far easier for you to learn about the details by working with them. As you work with the DRMDs and LOGPLANs for your mobile teams, you will quickly understand the level of detail hinted at in this paragraph. Those documents are addressed in chapters 3 and 4, respectively.

1.7. MEFPAK Responsible Commands, Pilot Units, and Non-Pilot Units. The Air Force (and the other military services) uses the Manpower and Equipment Force Packaging System (MEFPAK) to create, store, and update the information on its standard UTCs. MEFPAK has two

subsystems. The Manpower Force Packaging System (MANFOR) contains the MISCAP and the manpower details. The Logistics Force Packaging System (LOGFOR) contains the logistics details and movement characteristics. Standard MEFPAK data for any UTC is adjusted only when needed.

1.7.1. For each UTC, a MAJCOM is assigned MEFPAK responsibilities. The MEFPAK command ensures the detailed MANFOR and LOGFOR data are developed and maintained and entered into the MEFPAK database, so they can be used throughout the Air Force. The MEFPAK responsible command generally doesn't do the work. It designates a "pilot unit" to develop the standard LOGDET.

1.7.2. The pilot unit identifies what specific items of equipment and supplies are required to meet the MISCAP; acquires those items; and figures out a good way to pack and load the equipment and supplies to minimize the transportation requirements and satisfy all restrictions placed on shipping normal, sensitive, and hazardous cargo. Requirements for air shipment usually control. For Prime BEEF, this means figuring out how to load all the equipment on the number of 463-L aircraft cargo pallets that we are allowed for a UTC. In effect, the pilot unit creates the “model” load plan for each pallet. (**NOTE:** Technically they are not load plans as used by the Transportation and Logistics Plans communities. A true load plan refers to the placement of pallets or cargo on an aircraft or ship or vehicle.) We refer to a load of equipment and supplies for a UTC as a cargo increment. Typically an increment is the load that can fit on a standard 463L pallet or in a vehicle or a trailer. To more easily identify and track the loads, each cargo increment in a UTC has its own number.

1.7.3. After everything has been packed and weighed, the pilot unit is supposed to coordinate its recommendations with all the non-pilot units to ensure they can posture the UTC as designed. (Non-pilot units are all other units that must posture the UTC.) When everyone agrees, the pilot unit forwards the data to the MEFPAK command. When approved, the MEFPAK command sends the data to HQ US Air Force, where the standard MEFPAK LOGFOR files are updated. Each quarter, HQ USAF makes the updated information available to the joint planning community through COMPES (the OT&P module).

1.7.4. Pilot units have an obligation to keep non-pilot units informed of changes in the LOGDET. Sometimes they send a message or email direct; sometimes the information is passed to your MAJCOM. Non-pilot units should identify themselves to the pilot unit, so the pilot unit can keep the non-pilot units in the communication loop. **NOTE:** If you have recurring problems getting information from the pilot unit, let your MAJCOM know. Your MAJCOM can work it out if it is their problem or go to the MEFPAK command for assistance.

1.7.5. Non-pilot units should share their good ideas and lessons learned with the pilot unit. **NOTE:** The pilot unit and point of contact for each CE UTC can be found in the Contingency Support section on HQ AFCESA's home page at *http://www.afcesa.af.mil/Directorate/cex*.

1.8. UTCs and Operations Planning. UTCs enable commanders and military planners to quickly build deterrent or warfighting force packages with known combat capabilities and all necessary support. They do this by combining individual UTCs into larger force modules with sufficient capability to respond to the potential or at-hand crisis.

1.8.1. Next the joint command, component commands, and supporting MAJCOMs "source" the UTC requirements. This is the process of assigning a specific unit to satisfy a specific OPLAN requirement. Then the planners use computers to process the logistics details and movement characteristics—for each UTC in the force module—to develop the complex transportation plans and movement schedules needed to move those combined forces from their home station to their OPLAN employment location. Since UTC data is standard throughout the Air Force, the use of the pre-coordinated UTC packages reduces the time needed to develop, coordinate, review, and execute an OPLAN.

1.8.2. Joint/combatant commanders and planners are not bound to standard UTCs. When the situation warrants, they can and do make adjustments by adding or removing people and equipment from individual UTCs. The actual tailoring is done at the unit level.

1.8.3. Joint/combatant commanders and planners are usually more concerned about adjusting the mix of UTCs in the larger force modules. This force tailoring happens more frequently with combat support and combat service support forces than with the combat forces. That's because the combat elements are always required for war, but the availability and quality of the in-place support and the needs of the combat forces can vary considerably by location.

1.9. Airpower Projection and the Core UTC Package Concept. The Air Force uses pre-selected combinations of UTCs—called core UTC packages—to deliver its combat punch. In joint planning terminology, these pre-identified packages of known capability are also called force modules. Each core UTC package (CUP) is built around a combat aviation squadron. (Sometimes an aviation package smaller than squadron size is used.) Except for special units, each combat aviation unit must be prepared to deploy and beddown, anywhere in the world on short notice, and fight independently or be integrated with other combat squadrons. To help make that happen, command and support units are linked to the combat unit and co-deployed to provide the functions of command and control, combat support, and combat service support. The command and support units keep the base operating so the combat unit can fight the air war.

1.9.1. Some Key Features. Key features of a core UTC package follow, but keep in mind that logical variations to these features are employed. AFMAN 10-401 (chapter 5) is the source document for the core UTC package concept.

1.9.1.1. The core UTC package concept is based on the tenets of self-supportability and unit integrity. A core UTC package is "lean and mean", but built to provide a consistent, coherent, readily identifiable command and support structure at a COB-type location in a limited warfighting configuration. The package provides most of the support required to beddown the combat aviation unit, support flight operations, and operate the base.

1.9.1.2. The core UTC package links specific support UTCs to individual combat aviation squadrons. These links provide most support functions needed to deploy and fight as a unit in a major theater war. Whenever possible, command and support units come from the aviation unit's home station or a nearby base. Home station sourcing allows core units to train together, with the people who would actually deploy to the same location. Once sourced, the individual tasked units remain linked with the combat aviation squadron whenever possible.

1.9.1.3. Whenever possible, the units comprising the core UTC package deploy from the combat aviation unit's home station. UTCs in the core package will usually depart within plus-or-minus two days of the aviation unit's planned departure and fly directly to their final deployed location. Obviously this is done more easily with home station sourcing.

1.9.1.4. The core UTC packages are sized to enable multiple core UTC packages to be bedded down together at one base without having too many extra support forces at that location.

1.9.1.5. The differences between active duty, guard, and reserve component peacetime manning and available UTC configurations often force slight adjustments to a core UTC package.

1.9.1.6. Generally one or more Prime BEEF teams are part of a core UTC package. The Prime BEEF teams provide the minimum essential engineer, fire protection, readiness, and explosive ordnance disposal force necessary to deploy, beddown, and fight at contingency locations. Those locations include aerial ports and en-route bases. In some cases, Prime BEEF core UTCs may also provide engineer support at critical stateside bases.

1.9.2. Core Package Types. There are two types of core UTC packages: lead and follow.

1.9.2.1. Lead Core UTC Package. An independent core UTC package is capable of supporting the combat aviation unit at a COB, bare base, or standby base with little or no additional support required. (***Exception:*** Additional support is needed when destination-specific requirements or individual functional area deficiencies are not adequately covered within the core UTC package.) While designed to operate in more austere locations, a lead core UTC package can certainly be sent to a MOB.

1.9.2.1.1. Each functional UTC in the core serves as the basic or initial team or building block UTC for non-MOB operations. Usually the earliest arriving independent core UTC package will be the lead unit. This lead unit designation generally signifies who is in charge. For example, when two core UTC packages deploy to the same location, the lead core UTC package commander is in charge at that location.

1.9.2.1.2. This lead/follow relationship usually applies to the functional UTCs as well. To the extent practical, the lead and follow units preserve unit integrity for task execution, even in the functional areas.

1.9.2.1.3. OPLANs generally specify command relationships. The priority for designating lead unit status is normally active before Guard/Reserve and theater-dedicated units over "swing" units. **NOTE:** Swing units are dual tasked in OPLANs. They can deploy to more than one theater of operation, but only one at a time.

1.9.2.2. Follow-on Core UTC Package. Follow-on packages are additive to a lead package and only deploy to a location with a lead unit. The follow-on core UTC package is not capable of independent beddown in its normal configuration, but it is able to beddown at a MOB without tailoring. Functional area UTCs are building block type UTCs; if a functional area is not represented in an independent package, it will not be included in any follow-on package that supports that independent package.

1.9.2.3. Core UTC Package Sub-elements. There are two sub-elements within the core UTC packages: combat core and support core. The composition of the combat core is a function of the combat aviation unit. It contains aviation, maintenance, wing/group headquarters, and combat support UTCs that are unique to the type and number of aircraft in the aviation unit. The support core contains all remaining UTCs and normally consists of UTCs oriented toward base population support or functional area support that is not dictated by the type or number of aircraft. Some UTCs are required to simply open the destination to flight operations. Others are base operating support (BOS) UTCs that provide services necessary to operate the base. Engineer forces are part of the support core. Table 1.1 shows the types of units often included in each sub-element.

Table 1.1. Functions Often Included In Core UTC Package Sub-Elements.

COMBAT CORE ELEMENTS	SUPPORT CORE ELEMENTS
Wing/Group Command	Medical
Combat Aviation Unit	Civil Engineer (engineers/EOD/firefighters/readiness)
Aircraft Maintenance	Security Forces
Munitions Maintenance	Services
Intelligence	Communications
Fuels	Counter Intelligence/Special Investigations (OSI)
Combat Crew Communications	Supply
Weather	PERSCO (Personnel)
Combat Camera	Transportation
	Base Operations Support
	Comptroller
	Contracting
	Postal
	Chaplain
	Information Management
	Public Affairs
	Historian
	Manpower
	Judge Advocate

1.9.3. Supplemental UTCs. When support capabilities within the core UTC package or at the deployed location are insufficient to meet mission needs, the core package or in-place force is supplemented with additional UTCs. Augmentation may also be required at MOBs, en-route bases, aerial ports, and non-aviation destinations. Such augmentation is provided by using destination-unique or round-out UTCs.

1.9.3.1. Destination-Specific UTC. A destination-specific UTC—also called a destination-unique UTC—contains the equipment and people necessary for specially identified tasks at a known location. Civil engineer examples include Harvest FALCON equipment UTCs and RED HORSE UTCs. During deliberate planning, these UTCs are placed in specific OPLANs to go to a specific location to satisfy unique beddown or construction requirements. Other examples include engineer headquarters staff teams, CEMIRT (civil engineer maintenance, inspection, and repair team), and pavements evaluation teams.

1.9.3.2. Round-Out UTC. Round-out UTCs provide support at bases that have requirements beyond those provided by the core UTC. A round-out UTC contains the additional people and equipment necessary to support warfighting requirements, destination-unique UTC assets, and the people and equipment contained in the round-out UTC itself. For civil engineers, explosive ordnance disposal and disaster preparedness high threat augmentation teams are examples of round-out UTCs. It is desirable to source round-out UTCs from home station assets, but it is more important to fill core UTC requirements from home station first.

1.10. Core UTCs and Prime BEEF. The number of people and skill levels in CE UTCs are based on the organic support needed by the lead and follow aircraft squadrons. In determining the amount of organic support to build into the lead and follow engineer UTCs, the CE wartime tasks were assessed in detail. All tasks were broken down into two broad areas: beddown and recovery. Because it's the more likely scenario, bare base beddown was emphasized, and those tasks controlled the composition of the CE core UTCs. Engineer skills and skill levels were based on the events and taskings as they would typically occur during the first 30 days of beddown. Base recovery was not ignored. The skill mix on the teams ensures a capable base recovery force, but the teams require access to heavy equipment to perform major recovery activities. The engineer contributions to the core UTCs follow:

1.10.1. Engineer Lead UTC (132-persons). The active duty independent force—UTC 4F9E5—consists of 104 engineers, 24 firefighters, and 4 readiness personnel. In the reserve forces, the lead package is filled by two separate UTCs: the 4F9E6 has 111 civil engineers (107 engineers and 4 readiness personnel) and the 4F9F3 has 24 firefighters.

1.10.2. EOD Lead UTC (6 persons). EOD personnel are often employed on missions totally unrelated to beddown or other engineer-type tasks. Because of this uniqueness and their need to deploy independently to a greater variety of situations and locations, the 6-person EOD lead team was developed as a separate UTC 4F9X1.

1.10.3. Engineer Follow UTC (61 persons). The active duty dependent force—UTC 4F9E7—consists of 46 engineers, 12 firefighters, and 3 readiness personnel. In the reserve forces, the follow package is filled by two separate UTCs: UTC 4F9E8 has 55 engineers (52 engineers and 3 readiness personnel) and UTC 4F9F4 has 12 firefighters.

1.10.4. EOD Follow UTC (4 persons). For the same reasons mentioned above concerning the EOD lead team, the 4-person EOD follow team was also developed as a separate UTC 4F9X2.

1.10.5. CONUS-based engineer teams not used for lead or follow core UTC requirements are deployed to satisfy destination-specific and round-out UTC needs supporting both deterrent and warfighting force requirements.

1.11. Deterrence, Warfighting, and Prime BEEF. Deterrence using conventional forces is essential in containing regional conflicts that threaten U.S. and allied interests. Deterrence requires that U.S. forces be flexible, rapidly responding, precise, and lethal with global reach. Air Force fighters and bombers, along with tankers, airlift, command and control, and reconnaissance aircraft, present a powerful deterrent force, but these weapons systems and their support forces must flow incrementally in the proper quantities and sequence and in the right configuration when they are needed. The ability to react fast, far, and overwhelmingly is the essence of airpower and a cornerstone of deterrence and warfighting. A major deterrent force provides a show of force and national resolve. The initial Air Force response to a threat is normally the placement of combat and combat support forces in theater as a deterrent force. That deterrent force must be able to reach any point on the globe within hours to deter further aggression. The core UTC concept is ideal for this. The number and type of core UTC packages sent is based on the theater commander's assessment of the threat. Additional core UTC packages or individual UTCs are added based on the actions and capability of the enemy. This is the essence of flexible deterrence. The deterrent force can grow to the point where it is large enough to be a warfighting force. The following discussion shows how the CE core UTCs would normally be employed at a base for deterrent and warfighting scenarios.

1.11.1. Deterrent Force. The basic requirement for engineer deterrent support at any single theater location hosting a combat aircraft squadron is 138: the 132-person lead engineer UTC and the 6-person lead EOD UTC. These force elements are capable of providing initial beddown of a population of up to 1200 people using expedient or existing facilities; follow-on operations and maintenance support of facilities and utilities; crash rescue/fire protection for a combat aviation squadron of 18 to 24 tactical aircraft, and disaster response. The CE force is also capable of limited base recovery operations to include rapid runway repair and expedient repair of facilities and utilities, explosive ordnance disposal, and basic disaster preparedness support for Nuclear, Biological, and Chemical (NBC) detection, warning, and reporting. If additional flying squadrons are not sourced to this beddown location, additional engineer round-out UTCs may be necessary to provide the continuous operations and maintenance coverage over an extended period of time or to accommodate base-unique requirements.

1.11.1.1. An engineer lead UTC can deploy along with its aircraft package to any employment location. The team can be tailored, if necessary, to provide specific skills to specific beddown locations. If a follow aircraft squadron is deployed, its associated engineer follow UTC is deployed with it but must marry up with a lead engineer package at a final beddown destination. While similar to those of the lead UTC, the engineer capabilities of the engineer follow UTC do not have sufficient depth to provide fully responsive beddown support or accomplish sustained operations and maintenance. The engineer follow core UTC is not meant to be a stand-alone function.

1.11.1.2. At those locations where medium or large frame aircraft are supported, firefighters are added until 48 firefighters are available.

1.11.2. Warfighting Force. If the major deterrent force posture is not sufficient to limit enemy aggression, a warfighting force must be fielded. The CE warfighting force at a base would normally consist of a lead Prime BEEF engineer team, a lead Prime BEEF EOD team, two follow Prime BEEF teams, two follow Prime BEEF EOD teams, a Prime BEEF EOD management team, three Prime BEEF EOD high threat augmentation teams, and six disaster preparedness high threat augmentation teams. This combination provides CE manpower at a single beddown location up to 288 people (196 engineers, 48 firefighters, 22 EOD, and 22 readiness specialists).

1.11.2.1. One squadron of aircraft typically brings in 138 Prime BEEF personnel (104 engineers, 24 firefighters, 6 EOD, and 4 readiness). At locations with two squadrons of aircraft, a minimum of 203 Prime BEEF personnel (150 engineers, 36 firefighters, 10 EOD, and 7 readiness) are available. Three squadrons of aircraft usually bring a minimum of 268 Prime BEEFers (196 engineers, 48 firefighters, 14 EOD, and 10 readiness). Additional Disaster Preparedness Augmentation and EOD round-out teams add 20 people to increase the total Prime BEEF force to warfighting strength. At locations where the aircraft flow does not bring in sufficient engineers and firefighters, additional UTCs are required. These additional forces are normally provided from the Air Reserve Component forces.

1.11.2.2. The CE warfighting force provides the capability to concurrently field a command and control function, damage assessment teams, damage assessment and response teams, NBC reconnaissance teams, explosive ordnance safing and removal teams, utility and facility repair teams, crash rescue and fire suppression crews, and rapid runway repair (RRR) teams.

1.11.2.3. If additional forces are necessary, they must come from the Air Reserve Component forces since there are insufficient active duty forces to provide a full warfighting force capability at all beddown locations for two concurrent major theater wars.

1.11.2.4. In most cases the number of firefighters arriving with the lead/follow teams will be adequate; however, the number of firefighting vehicles at a location will determine the total number of firefighters required. These vehicle requirements are driven by the type of aircraft being supported, fuel loads, sorties to be flown, numbers of aircraft on the ground, etc. Any additional manpower needs are filled by tailoring an active force lead or follow team or by using a Reserve firefighter UTC.

1.11.3. Support for Air Mobility Forces. Civil engineers also posture core UTCs to support airlift aviation units. In concept, the airlift aviation units and their support units deploy to aerial ports and enroute bases. In this case however, we must redefine the term “deploy”. The airlift aircraft do move from home base, but they don't operate from a single base. They fly from base to base in the air transportation pipeline moving people, equipment, and goods to sustain the forward deployed combat and support forces. This continuing movement of airlift aircraft through the en-route bases and forward aerial ports generates requirements for mobile teams to augment the in-place CE support forces at those locations. The 20-person Prime BEEF En Route Support Team was developed for this task.

1.11.4. In-Place CE Forces. The focus in this chapter is on deploying forces, but some overseas Air Force bases have CE forces in-place with the capability to support the base's aviation units in a major deterrent role. They are the “lead” team when additional CE UTCs are deployed to augment the in-place team.

1.12. Aerospace Expeditionary Forces (AEF). The core UTC package concept is also used to create Aerospace Expeditionary Force (AEF) packages. AEF is the name of the force packaging concept the Air Force uses to support both on-going and unexpected military operations. As a force package, an AEF provides a theater Commander in Chief (CINC) with rapid and responsive aerospace power. Unlike a core UTC package built around a single flying unit with one or two capabilities, the AEF is a larger force that is tailored to meet theater specific needs across the full spectrum of military operations.

1.12.1. The AEF concept is based on the premise that a rapid and effective military response is necessary to deter or contain a conflict, seize the initiative, and enable follow-on response options. The employment objective is to put aerospace forces in position to perform their mission within 48 hours following an execute order. An AEF can be called on to perform one or more of the Air Force’s basic functions. Consequently, it may be composed of any combination of combat and support units that are needed to meet the mission taskings. Unit tasking will be scenario and mission dependent. If the operational requirements exceed the capability of a single AEF, additional forces or AEFs can also be tasked to deploy.

1.12.2. The mechanics of deploying an AEF are really no different than deploying any force. However, compared with earlier approaches, the AEF concept provides for better use and integration of the total force (active and air reserve components) in deployments overseas and provides for more responsive use of air mobility resources to move an AEF.

1.12.3. The AEF concept ensures that all the combat and support forces that are needed for the specific mission are included in the force package. It makes sure command and control elements are available to direct the force. It provides for coordination and training to ensure the AEF forces can work together effectively. It makes sure needed logistics support is in-place or provisions are made to provide it when needed. The AEF concept ensures that detailed transportation requirements are identified; that airlift and materials handling equipment are available and properly positioned, and that the details are captured in OPLANs with supportable TPFDDs.

1.12.4. The Air Force builds multiple AEF packages. Working together, MAJCOMs designate which units will make up each of the predetermined AEFs. MAJCOMs use home base sourcing as much as possible.

1.12.5. Over a 15-month cycle, each AEF (with all its units) will be placed in a deployment or "on-call" status for 90 days. During that 90-day period, the on-call AEF will be "in the box" and either deployed in support of a military operation or ready to deploy quickly. If deployed, the on-call AEF may be tasked to support a new operation or to replace a deployed AEF coming off its 90-day period "in the box". HQ ACC, HQ PACAF, and HQ USAFE designate and schedule units for AEF on-call periods through the consolidated tasking order (CTO) process. MAJCOMs notify all affected AEF organizations as soon as possible of scheduled tasking and changes to tasking.

1.12.6. The AEF deployment cycle has four phases beginning with the 90-day deployment/on-call period; a 2-week stand-down following a deployment; 9 months for normal base operations, exercises, and training, and two months for spin up/deployment preparations to get ready for the next deployment/on-call period. The spin up period is used to coordinate procedures and requirements, train people, get equipment ready, get the deploying individuals and their families ready, and get the TPFDDs and DRMDs in order.

1.12.7. The keys to rapid deployment are unit posture, proper positioning of air mobility support assets, and base support planning for reception, beddown, and employment. The CJCS warning, planning, alert, and execute orders provide the tasking details. Air Mobility Command (AMC) Playbooks, MAJCOM/AF Component/Unit supporting plans, and Base Support Plans (BSPs) provide the procedural deployment details. Although the real-world tasking will not always match the deliberate planning, this prior preparation will enhance time-critical execution of AEF operations.

1.12.8. Agile Combat Support (ACS) is the core competency that underpins an AEF's ability to rapidly respond by creating, sustaining, and protecting all aerospace power capabilities to accomplish mission objectives. The goal of ACS is to produce decisive aerospace power with a small support footprint and streamlined infrastructure requirements. ACS functions include chaplain, civil engineering, communications and information, contracting, comptroller, judge advocate, Logistics Plans, maintenance and munitions, medical, personnel, security forces, services, supply, transportation, and weather.

1.12.8.1. The ACS process is composed of six major elements: readying the force (organizing, training, equipping); preparing the battlespace (assessing, planning, and prepositioning); positioning the force (tailoring, preparing, deploying, receiving); employing the force (immediate execution, recovery, and re-generation); sustaining the force (responsive depot structure, time-definite delivery, reachback), and recovering the force (redeployment, recovery, and reconstitution).

1.12.8.2. ACS is accomplished in three phases: attainment (first 72 hours), initial combat capability (first 7 days), and follow-on combat capability (as required to meet mission objectives). The times are the planning objectives. Sustainment airlift begins as soon as the force reaches initial combat capability.

1.12.8.3. AEF planning generally provides for 30 days of operations at a forward operating location (FOL). To increase responsiveness and reduce initial mobility requirements, units will deploy with an initial 7-day resource package with a 23-day package to follow as soon as possible.

1.12.9. An AEF deployment can significantly reduce the support available at home station. After their forces have deployed, the affected units must identify essential backfill requirements to their sourcing command. The sourcing command reviews the requirements and fills them, when possible, from other command assets.

1.12.10. Prime BEEF teams are very much a part of the AEF concept, and our mission support taskings are unchanged. Initial engineer emphasis remains on force beddown and assisting Security Forces in developing physical security measures for force protection.

1.13. Sourcing Prime BEEF UTCs. Sourcing is the step in operations planning where a MAJCOM identifies which of its units or UTCs will support a specific OPLAN or operations order. MAJCOM CE functional managers should use the following guidance.

1.13.1. Most MAJCOMs have sufficient resources to satisfy their core UTC mission taskings. However, there are unavoidable mismatches. For example, if there are more flying squadrons at a base than the local civil engineer unit can support, then the unsupported requirements must be "farmed out" and filled by a CE unit at another base. Or when Air Combat Command aircraft reside on another MAJCOM's base and ACC does not have enough Prime BEEF teams to provide the core support UTCs for the aircraft unit, the CE core UTCs must be "farmed-out" to another MAJCOM. A good example is Hill AFB (an Air Force Material Command base) which hosts an ACC fighter wing. In that case, the Prime BEEF support is "farmed-out" to HQ AFMC, and the Civil Engineer squadron at Hill AFB is tasked to posture the UTCs.

1.13.2. Destination-specific UTC requirements are predominately associated with a specific mission (e.g., RED HORSE) or are theater controlled assets (e.g., staff augmentation, CEMIRT, or Pavements Evaluation Teams). While the theater commands "own" these requirements, in most cases the UTCs are not positioned in theater. Therefore, the requirements are tasked to CONUS major commands to posture and source.

1.13.3. Round-Out UTC requirements belong to the MAJCOM that provides the lead UTC to a particular destination under a deployment scenario or OPLAN.

1.13.4. When sourcing engineer forces to specific aircraft units, give first consideration to meeting home station core UTC requirements, then to home station destination-specific or round-out UTC requirements, and finally to other location needs. Active duty engineer forces are used for initial deployments. If several flying squadrons from a single CONUS base deploy to different wartime locations, it is unlikely that home station engineer forces can meet the lead and follow core UTC requirements for each flying squadron. In this situation, the additional engineer forces will normally

come from a CONUS location that does not deploy aircraft to a wartime theater or from a base whose deploying aircraft already have sufficient organic engineer support.

1.13.5. When sourcing engineer teams to support ***non-home station*** flying squadrons, MAJCOMs should use these sourcing priorities:

Priority 1. Pick team from the same MAJCOM as the flying squadron being supported.
Priority 2. Pick team from the same geographic proximity of the supported flying squadron.
Priority 3. Put active force team with active force flying unit.
Priority 4. Put Air National Guard (ANG) team with ANG flying unit.
Priority 5. Pair Air Force Reserve (AFRC) team with AFRC flying unit.

1.13.6. MAJCOMs should use these rules for sourcing Prime BEEF teams to support the combat aircraft squadron of a core UTC package:

Rule 1. Source lead UTCs first.
Rule 2. Source follow UTCs second.
Rule 3. Source UTCs from the owning MAJCOM.
Rule 4. Source UTCs in the geographic proximity.
Rule 5. Source active-to-active, ANG-to-ANG, and AFRC-to-AFRC.

1.14. Posturing Prime BEEF Teams. Posturing is the process of getting the UTC-identified force ready to perform its mission. This includes organizing, equipping, and training that force. Posturing is a two step process. MAJCOMs decide what and how many teams each base must posture, and the base level units make those paper forces become a reality. This paragraph addresses the challenges that MAJCOMs face and lists the guidance that MAJCOMs use to posture their UTC requirements. The remaining chapters in this pamphlet provide the guidance units need to posture their teams.

1.14.1. The MAJCOM Challenge. Warfighting requirements drive the need for in-place forces and mobile UTCs and the number of people and skills required, but peacetime facility maintenance manpower standards limit the number of positions, skills, and skill levels that active force CE units can have. The challenge for MAJCOM CE functional managers is to determine the types and number of UTCs a unit can reasonably posture. They do this by comparing the UTC manpower requirements against the unit manning document (UMD) to see what manpower should be available and by repeating this process until they have satisfied the command's total Prime BEEF requirements. The goal is to match each unit's military authorizations to the UTC requirements with the minimum number of Air Force specialty (AFS) substitutions. To make this happen, MAJCOMs must consider several factors.

1.14.1.1. Worldwide mobility and strategic mission support requirements have a higher priority than CONUS sustaining requirements. Apply any manpower shortfalls to CONUS sustaining requirements first since those shortfalls are normally easier to fill from a local community.

1.14.1.2. Force reductions always present challenges. During force reductions, each MAJCOM must manage the reductions to minimize the impact on a unit's ability to posture its UTCs and not degrade mission capability. For example, don't make arbitrary “across the board” percentage cuts. It's too easy to wipe out the military component of a particular shop and, in turn, cause voids in the Prime BEEF team structure.

1.14.1.3. MAJCOMs must ensure that appropriate civilian-to-military conversions are made at the unit level as force reductions occur so as to maintain the skill, grade, and number of military personnel on each postured Prime BEEF team. To be fair to civilian employees, this may drive military-to-civilian conversions in other shops to balance the pain, but be sure to satisfy wartime mission requirements.

1.14.1.4. If it is known that a particular installation will close, avoid posturing engineer UTCs beyond those that support the home station aircraft. If engineer UTCs are postured to support an aircraft squadron scheduled for deactivation, take care to ensure force reductions do not negatively affect the engineer UTCs prior to deactivation of the aircraft squadron.

1.14.1.5. Air National Guard and Air Force Reserve Command units face a slightly different situation. They earn manpower requirements based on their wartime tasking. Consequently their UTC manpower requirements and UMD authorizations are essentially the same, but some latitude is given for day-to-day management and higher skill level requirements. **NOTE:** ARC units have a few additional manpower authorizations at bases where they have facility maintenance responsibilities.

1.14.1.6. It is a fact of life that not every unit can fill every position all the time. A MAJCOM shouldn't task a unit to posture a UTC unless there are enough funded positions in the UMD to field a capable team and be C-1 rated for personnel in SORTS (Status of Resource and Training System—see Chapter 8). MAJCOMs should try to avoid putting their units at a permanent SORTS rating disadvantage. **NOTE:** If a unit cannot achieve C-1 for personnel due to insufficient authorizations, the MAJCOM is obligated to help the unit find the needed resources or split-task the requirement. Until that happens, the MAJCOM can request HQ USAF/ILEOR approval to allow the unit to report it's overall C-level as capped and identify the limiting factors in its SORTS report remarks.

1.14.2. Posturing Guidance. As a minimum, posture one lead and one follow UTC (Prime BEEF and Prime BEEF EOD) from each active duty base that has more than one operational aircraft squadron assigned and which are OPLAN-tasked. If additional EOD and disaster preparedness people are available, posture as many high threat augmentation teams as possible. Bases without operational aircraft will only posture follow, destination-specific, or round-out UTCs. Active duty MAJCOMs that "farm" out requirements to the Air Reserve Forces must communicate their UTC requirements to AFRC and ANG through manpower channels. The posturing goal for AFRC and ANG is one lead or follow UTC from each base with operational aircraft. When deciding whether to posture lead or follow teams, use the lead or follow designation of the supported aircraft unit.

1.14.2.1. Posturing Priority. The following priority should be used when posturing all Prime BEEF UTCs:

1.14.2.1.1. Priority 1. Complete lead UTC to support a home station assigned lead aircraft squadron.

1.14.2.1.2. Priority 2. Complete follow UTC to support a home station assigned follow aircraft squadron.

1.14.2.1.3. Priority 3. Posture High Threat Augmentation UTCs in support of home station assigned aircraft, if required. These UTCs can also be used in support of non-home station aircraft. In most cases, these UTCs will not be postured at bases in support of home station assigned aircraft, because EOD and disaster preparedness personnel will normally already be assigned to fill lead and follow UTC requirements.

1.14.2.1.4. Priority 4. Posture sufficient follow UTCs at other bases within the MAJCOM owning the supported aircraft to provide engineer support to those flying squadrons with insufficient engineers from their home station units.

1.14.2.1.5. Priority 5. Posture sufficient “farmed-out” UTCs in support of another MAJCOM's assigned aircraft when that MAJCOM is unable to support with its own resources. (Farmed-out UTC requirements belong to one MAJCOM but are postured by and sourced to another base in another MAJCOM.)

1.14.2.1.6. Priority 6. Posture other Destination-Unique and Round-Out UTCs.

1.14.2.2. Prime BEEF Equipment-Only Augmentation UTCs. High threat disaster preparedness equipment augmentation and Prime BEEF armored vehicle UTCs are postured as required in USAFE, PACAF, and CENTAF to meet the OPLAN requirements in each theater. These UTCs can be prepositioned within theater or stored at a pre-designated CONUS location.

1.14.2.3. Split-Tasked UTCs. If a CE unit does not have the manpower to posture a complete team, the requirement can be split-tasked between two units—and even between units in two different MAJCOMs. In the latter case, the two MAJCOMs must agree and the requirements documented through the manpower channels and reflected in each unit's DOC statement (see paragraph 1.16). Each unit is responsible for its own resources and for SORTS reporting on those resources. **NOTE:** Split tasking is not often used for civil engineer requirements.

1.14.2.4. Direct Support to a UTC. A MAJCOM can also task a unit to provide direct support to another unit. When this is done, both units are usually located on the same installation and belong to the same parent wing. The first unit is tasked with the mission requirement. The direct support unit is not tasked in an OPLAN, but provides the people and/or equipment to make up the shortfall in the supported unit. The supported unit prepares the SORTS report for all of the resources. The direct

support unit must routinely provide data on its resources to the supported unit. **NOTE:** This approach is not often used either.

1.14.3. UMD and Position Codes. Posturing results are reflected in each unit manning document. The UMD identifies all positions that a unit needs to perform both its peacetime and wartime missions. Each required position is given a manpower type (MNT) code that tells whether the position is funded or unfunded; whether it is required for wartime, peacetime. or both, and whether it is required in-place or deployed to another location. Attachment 2 shows an extract from a sample UMD. **NOTE:** A funded position is both required and authorized. An unfunded position is required, but is not authorized due to a lack of funding.

1.14.3.1. MAJCOMs should ensure the UMD positions are properly coded to reflect Prime BEEF UTC requirements and mission priorities. A good example of a coding mismatch is having unfunded wartime required positions shown on the UMD and at the same time having funded peacetime only positions. By definition, the wartime requirements should have a higher priority. **NOTE:** MAJCOMs must be especially diligent to code the positions correctly for those units that must use the UMD as the source document for SORTS reporting requirements.

1.14.3.2. Be sure that the UMD positions occupied by emergency-essential (E-E) civilians are coded as wartime required. Emergency-essential (E-E) and wartime required are related, but they are not the same. These terms are defined by different rules: the first by the personnel system and the second by the manpower community. By definition, E-E civilians are positions that are required overseas in wartime, but wartime required positions are not necessarily emergency-essential.

1.15. Civil Engineer UTCs. Air Force Civil Engineers in the active, guard, and reserve forces posture over 800 mobile Prime BEEF teams using more than 30 standard UTCs. Eight of the CE UTCs are Core UTC forces which account for over 90 percent of the people on mobile Prime BEEF teams. The remaining UTCs are smaller sized round-out and destination-unique teams or equipment packages. UTCs are not static. They are created, adjusted, and canceled in response to changing threats, organizational adjustments, new equipment, and changing force employment strategies.

1.15.1. Current UTCs. Table 1.2 lists in alphanumeric order the UTCs that CE units posture to meet the diverse engineer tasks projected for theater wartime operations. The 4F7 or 4F9 in the first three positions of the five-place alphanumeric UTC code (4 F 9 D 1) tells you it's a civil engineer UTC. The fourth position gives a hint as to the type of UTC: D for disaster preparedness teams; E for combined engineer teams; F for fire teams; and X for EOD teams. The Prime BEEF UTCs in this list are presented in more detail in Attachment 3. The latest information is available on HQ AFCESA's home page at *http://www.afcesa.af.mil/Directorate/cex*.

Table 1.2. Civil Engineer UTCs.

UTC	UNIT TYPE NAME	NUMBER OF PEOPLE	TONS OF CARGO
4F9AC	CES Prime BEEF CEMIRT Depot Maintenance Team	7	1.3
4F9AD	CES Pavements Evaluation Team	4	9.8
4F9AG	CES Rapid Utility Repair Kit (RURK) I	0	133.5
4F9AH	CES Rapid Utility Repair Kit (RURK II)	0	110.5
4F9AJ	CES Contingency Airfield Support	0	297.6
4F9D1	CES Prime BEEF Disaster Preparedness High Threat Augmentation Team	2	0
4F9D2	CES Prime BEEF Disaster Preparedness High Threat Equipment	0	0.7
4F9E5	CES Prime BEEF Lead Team	132	13.2
4F9E6	CES Prime BEEF ARC [ANG/AFRC] Lead Team	111	16.5
4F9E7	CES Prime BEEF Follow Team	61	2.2
4F9E8	CES Prime BEEF ARC [ANG/AFRC] Follow Team	55	7.0
4F9E9	CES Prime BEEF En Route Support Team	20	NA
4F9F2	CES Limited Fire Protection Operations	12	0.6
4F9F3	CES Prime BEEF ARC [ANG/AFRC] Lead Fire Team	24	4.6
4F9F4	CES Prime BEEF ARC [ANG/AFRC] Follow Fire Team	12	3.0
4F9FC	CES P-23 Fire Truck Aircraft Crash	0	20.5
4F9FE	CES P-4 Fire Truck Aircraft Crash	0	15.8
4F9FF	CES Fire Fighting Support Kit	0	2.3
4F9FG	CES P-19 Fire Truck Aircraft Crash	0	11.3
4F9FM	CES P-10 Aircraft Crash/Rescue Truck	0	3.9
4F9FU	CES P-20 Ramp Patrol Vehicle	0	4.9
4F9FW	CES P-18 Water Carrier Vehicle	0	14.0
4F9FX	CES Quick Reaction Support Kit	0	0.6
4F9GA	RED HORSE CES RH-1 Team	16	21.9
4F9HA	RED HORSE CES RH-2 Team	94	503.6
4F9JA	RED HORSE CES RH-3 Team	294	1033.4
4F9S4	CES Fire Protection Staff Augmentation Team	3	0.2
4F9S6	CES Staff Augmentation Team	12	0.4
4F9SW	CES Snow Removal Element	0	534.0
4F9X1	CES Prime BEEF EOD Lead Team	6	8.7
4F9X2	CES Prime BEEF EOD Follow Team	4	5.0
4F9X3	CES Prime BEEF EOD Base Support Team	2	3.6
4F9X6	CES Armored Base Recovery Vehicle	0	10.9
4F9X7	EOD Munitions Clearance Vehicle Package	0	49.9

UTC	UNIT TYPE NAME	NUMBER OF PEOPLE	TONS OF CARGO
4F9X9	CES Prime BEEF EOD High Threat Augmentation Team	2	0
4F9XA	CES Prime BEEF EOD Management Team	2	0
4F9XB	CES Prime BEEF EOD Contingency Support Team	6	5.0
NA – information not available when this pamphlet was published			

1.15.2. Generic CE UTCs. Occasionally you may see generic UTCs used in operations planning to define in-place and non-standard civil engineer requirements. The generic CE UTCs exist only as an alphanumeric code and a name. To be used in an operations plan, a MAJCOM must add the logistics details and movement characteristics required of all “standard” UTCs. You may see a generic UTC used as a "place holder" to identify an unspecified civil engineer force requirement. For example, most units will find the 4F7AA UTC at the top of their designed operational capability statement. In that use, it identifies the information that follows as a CE in-place requirement for the unit, even though the requirement is to posture mobile teams. The 4FZ99 is the normal UTC used in operations planning to identify a non-standard CE requirement. You might also see two other generic UTCs: the 4F7AB, CES Firefighters and the 4F8AA, CES RED HORSE.

1.15.3. Other CE UTCs. There are a number of other CE UTCs which can be informally classified as unused or canceled. They are listed in Attachment 4.

1.16. Your SORTS DOC Statement. No base postures all of the UTCs listed in Table 1.2, just those directed by their MAJCOM. That direction comes in the form of a designed operational capability (DOC) statement. The DOC statement outlines the capabilities the unit must maintain, specifies its mission response time, lists the UTCs the unit must posture, provides SORTS (status of resources and training system) measurement instructions, and when required, provides special posturing or reporting instructions. DOC statements are explained in detail in AFI 10-201, Status of Resources and Training System (chapter 2 and attachment 1).

1.16.1. The DOC statement summarizes the unit's wartime tasks and requirements. It does not establish taskings. The DOC statement tells you what capabilities you must have "on the shelf", ready to go. Operations plans, operations orders, functional manager taskings, or other directives are used to tell how, when, and where your forces are used.

1.16.2. Your DOC statement may be a printout from the SORTS-DOC Management Information System or an AF Form 723, **SORTS DOC Statement**. Attachment 5 shows sample DOC statements in both formats. **NOTE:** The sample DOC statements in Attachment 5 are for two hypothetical units, the 332 CES and the 327 CES. Those units are featured in examples throughout this pamphlet.

1.17. Essential Publications. Read this pamphlet and the publications listed in Table 1.3 to understand operations planning, to learn the Air Force deployment process, and to get your teams ready to deploy. The table provides a short description of the guidance in each publication which

will be most useful to you. Read AFI 10-210 and this pamphlet first; then the others will make more sense.

1.17.1. The first time through these publications may be a bit confusing, but the processes and interrelationships will become clearer as you read more of the publications. You will want to or need to read some publications twice. The second time through will be much faster, because you can focus on just the information that applies to you.

1.17.2. Other important publications are referenced throughout this pamphlet. All source documents are listed in Attachment 1.

Table 1.3. Essential Publications.

PUBLICATION	KEY GUIDANCE YOU WILL USE
AFI 10-210, *Prime BEEF Program*	Understand this entire AFI. Provides the basis for the Prime BEEF program; outlines Air Force and MAJCOM responsibilities; and sets training and equipment requirements.
AFPAM 10-417, *USAF Deployment Management*	An excellent working handbook. Read all of it. Provides a detailed explanation of base and unit pre-deployment preparations and of the base deployment process. (May be combined with AFI 10-403 in the future.)
Installation Deployment Plan	Details deployment process used at your base and lists unit responsibilities. Read and understand all of it.
Prime BEEF Equipment & Supplies Listing	Must understand all of it.
AFI 10-201, *Status of Resources and Training System*	Provides detailed guidance for preparing SORTS reports. Not all information applies, but you need to read chapters 1-6 and attachments 1 and 3 and understand the instructions in chapters 2-6 and attachment 3.
AFI 10-403, *Deployment Planning*	Skim this short instruction for general information on deployment planning. This is the directive document. AFPAM 10-417 provides the details.
AFMAN 10-401, *Operation Plan and Concept Development Plan Development and Implementation*	This big manual explains operations planning in detail. You don't need to read everything, but you should read chapter 1; read chapter 2—sections A, B, C, E, F and skim the other sections at first; read chapter 3—sections A, B, and D; skim chapter 4 initially; skim chapter 5; read chapter 6, paragraphs 6.1 and 6.2; skim chapter 7 (if you are so inclined, paragraph 7.11 provides descriptions of data elements used in a TPFDD); skim chapters 13 and 29 (they apply to civil engineers); skim Enclosure C – Annex D, Appendix 5 and Annex W.
AFI 10-404, *Base Support Planning*	Read to understand how base support plans play in operations planning and learn what role CE must play.
WMP-1, Annex S, Civil Engineering	Read all of it. It provides guidance for MAJCOM CE planners, but that is good background material for base level people.

1.17.3. Many of the publications and documents mentioned in this pamphlet are available on the Internet. For the location of useful on-line publications, see the Contingency Support page on HQ AFCESA's web site at *http://www.afcesa.af.mil/Directorate/cex*.

1.18. Summary. This pamphlet explains how things are "supposed to work". Every unit will no doubt encounter differences in the details. This pamphlet gives you enough background information to talk to any functional area involved in deployment planning and preparations. If the information in this pamphlet is contrary to MAJCOM or local procedures, always follow the local and MAJCOM guidance. But double check with those who are giving you contrary guidance and ask them to "show you".

1.18.1. There are a lot of unique terms and acronyms used in military operations planning and execution. Attachment 1 contains descriptions or definitions for many of the terms you will encounter. To put the terms in context, we strongly recommend you become familiar with the Air Force publications listed in paragraph 1.17 Those documents will provide most of the information you will ever need.

1.18.2. As threats in the world change, the way the Air Force does business also changes. Forces are realigned. Missions are changed. The way we base our forces and their deployment and employment concepts are adjusted. But a quick look at our CE history in AFPAM 10-219, volume 1, *Guide to Establishing a Bare Base*, reveals that we still do many of the same things today that we did yesterday and will likely have to do tomorrow. Certainly we have better equipment, materials, and techniques to perform our tasks, but we should not forget how to do the basic tasks we civil engineers have been doing for decades: beddown and base recovery. CE must continue to provide effective support to combat aviation and air mobility forces, whether at home station or deployed anywhere in the world.

Chapter 2

PROGRAM MANAGEMENT

2.1. Introduction. Management of the unit Prime BEEF program is not complicated, but it does require a continuing effort to keep the teams staffed, people trained, and people and equipment ready to deploy. It is not an effort only for the Readiness Flight. Everyone in the unit, from commander to airman, and every flight has a role in ensuring a successful program.

2.2. Overview. This chapter opens by discussing the role of the commander and the responsibilities of the Readiness Flight, other CE flights, the team chiefs, and each Prime BEEF team member. The chapter continues by highlighting other units that are important players in the deployment process and by identifying the reports and documents the Readiness Flight will use most often. The chapter closes with brief discussions on management files, information management, and potential trouble spots.

2.3. Unit Commander's Role. We don't presume to tell a unit commander what he or she should do to ensure a successful Prime BEEF program and capable Prime BEEF teams. However, we do offer these suggestions:

2.3.1. In words and actions, repeatedly make it clear to everyone in the unit that Prime BEEF is important. Everyone should understand that the unit's ability to deploy and support combat operations is the only reason that military people are assigned to the unit. It's a cliché, but it is “our reason for being.” This emphasis should be part of the unit's culture. All officers and senior NCOs should share it with their subordinates. Periodically show up at training sessions and exercises. Be interested. Your people need to see you.

2.3.2. Assign quality people to Prime BEEF leadership positions. We know this is a universal truth, but good people will lighten your workload, and this action will very clearly tell the rest of the unit just how important readiness is to you. The Prime BEEF program will only be as good as the people who manage it. Good people will overcome most of the problems encountered. Start by appointing the unit deployment manager (UDM). The likely, but not mandatory choice, is your Readiness Flight chief. Team chiefs should be the most motivated, not necessarily the most senior person. This may require juggling team assignments. If you have the flexibility, place the less capable people on teams where they are not senior.

2.3.3. Provide guidance and support. Very early in your assignment, decide what you want from your Prime BEEF program. Clearly state your Prime BEEF goals and expectations to the Readiness Flight chief and team leaders, and expect good “production” from them. Help them by supporting their efforts and expecting others in the unit to support them promptly.

2.3.4. Posture Prime BEEF UTCs as directed in your unit's designed operational capability (DOC) statement and the Prime BEEF Equipment and Supplies Listing (ESL). Ensure all Prime BEEF

team members are organized, equipped, and trained to perform their Prime BEEF contingency roles and that all equipment is on-hand and ready to deploy. Budget for equipment and supplies and training TDYs.

2.3.5. Upon assuming command, when your unit's DOC changes, and at the annual review, sign the DOC statement acknowledging understanding of the unit's mission task. The DOC is, in effect, an order to posture the specified UTC capabilities. If you cannot meet your DOC requirements for any reason, notify your MAJCOM Prime BEEF functional manager and your local Logistics Plans Flight. **NOTE:** If permanent manpower shortfalls affect your SORTS C-rating, you can request that those requirements be split-tasked with another unit or request that your unit not be tasked with the UTC.

2.3.6. Get team chiefs actively involved in monitoring their teams' training, equipment, and personnel status. The team chiefs should be thoroughly familiar with the team equipment, training requirements, and deployment procedures. Team chiefs should be responsible for organizing and conducting team skills training for their teams. Consider making team chiefs responsible for the inspection and maintenance of their teams' equipment and supplies. The Readiness Flight people cannot do the job alone.

2.3.7. Determine the overall level of unit combat readiness. Objective factors portray the status of selected unit resources measured under the resource areas of personnel, equipment, and supplies on hand, equipment condition, and training. Subjective factors must be considered along with the objective factors to determine the overall unit rating. The SORTS resource ratings are intended to give you an initial basis to judge unit readiness, but we recognized that all factors bearing on unit readiness are not easily measurable. When you subjectively assesses the unit's overall C-level, you must provide specific comments to support the increase or decrease in C-level.

2.3.8. Give junior and inexperienced officers and NCOs the opportunity to learn the details of Prime BEEF. Create a rotation plan that puts them in Prime BEEF leadership positions or that pairs them with senior people to help them learn the details of Prime BEEF. There is no better way to expose them to the CE Prime BEEF tasks. Early on they need to know:

What UTCs the unit must posture,
The mission of each UTC,
The people and equipment requirements for their team,
How a team is mobilized and deployed,
What is expected of them.

2.3.9. Consider having the Readiness Flight or team chiefs brief Prime BEEF team status at regular intervals to the senior people in the unit. We suggest monthly. To minimize the number of meetings, this can be added to another regular meeting. Suggested topics include current and projected UTC staffing, equipment status, training status, annual training schedule, budgeting needs, etc. Problem areas and corrective actions to be taken are appropriate items for discussion. Don't

discuss classified SORTS C-levels in any meeting unless proper security measures have been taken.

2.3.10. Conduct unit deployment exercises and inspections as necessary to determine the unit's capability to mobilize and deploy personnel, equipment, and supplies as specified in the installation deployment plan (IDP). Use a self-evaluation program to keep the Prime BEEF program working effectively.

2.3.11. Ensure someone in the unit understands manpower requirements and can work with the Base Manpower office to:

2.3.11.1. Ensure the UTC tasking can be satisfied by available authorizations in the unit manning document (UMD). Review manpower codes in the UMD to ensure coding is consistent with Prime BEEF requirements. **NOTE:** This is referring to the MNT codes (Attachment 2) and the codes that indicate which positions, if any, are identified to convert from military to civilian or vice versa.

2.3.11.2. Convert vacant civilian positions to military (and vice versa) to meet Prime BEEF staffing requirements. Those requirements are specified in your SORTS DOC statement, the UTC manpower detail, and in the posturing guidance in Chapter 3. Don't allow a conversion that hurts your ability to posture your Prime BEEF teams. Consult your MAJCOM Prime BEEF functional manager for guidance on position conversions.

2.3.11.3. Prepare inputs to the base level planning process (BLPP) which provides inputs to the periodic support force sizing (FORSIZE) "exercises". This activity determines the total number of UTCs and in-place forces required to support the total warfighting requirements throughout the Air Force. AFMAN 10-401 (chapter 4) provides general information on FORSIZE exercises, but MAJCOM manpower offices provide the specific instructions for each exercise to the Base Manpower offices. You may also receive guidance for this effort from your MAJCOM CE staff.

2.4. Readiness Flight/Unit Deployment Manager Responsibilities. The Readiness Flight is normally the Prime BEEF manager and the OPR for posturing the UTCs required by the unit's DOC statement. In posturing the UTCs, the Flight makes sure the commander's guidance becomes reality. If doing their job well, the people in the Flight make the commander's job easier by anticipating problems, proposing solutions early, and making needed changes. This paragraph outlines some of the tasks we recommend for the Readiness Flight. We've listed them in seven categories: general, planning, personnel, equipment and supplies, training, deployment preparations, and management. This list may appear formidable, but once learned, most of the tasks become routine and easily performed. Other specific tasks are suggested throughout this pamphlet. Also see the Civil Engineer Readiness Flight Concept of Operations.

2.4.1. General Responsibilities.

2.4.1.1. Be the focal point for unit deployments. As the unit's deployment experts, everyone in the Readiness Flight should understand the installation's deployment concept and plan. Collectively,

they should know every CE task associated with deploying each UTC and know when and who does each task. This information should be captured in the CE Contingency Response Plan and its associated operating instructions and checklists. For every task that a member of the Flight performs, a second member should also be able to do it. This doesn't mean the same two people should be tasked to know and do everything. Spread the responsibilities and expand the knowledge base throughout the Flight. **NOTE:** This applies to the entire unit. Ensure there is at least one backup person for every deployment task performed in the unit.

2.4.1.2. Develop good working relationships with the base deployment team. This includes the installation deployment officer (IDO) and the other base organizations involved in deployment planning and execution. These relationships are explained in detail in Chapter 6.

2.4.1.2.1. Participate in base deployment planning and training meetings. Use the annual quality assistance visits by the Logistics Plans, Military Personnel, and Combat Readiness Flights to improve your unit program and resolve interface problems.

2.4.1.2.2. Learn the language of other functional areas. Common problems include (1) different meanings for the same word, sometimes even within the same functional area; (2) different words with the same meaning, and (3) shorthand or non-standard terms that are common only to the functional area. You will find a lot of good people willing to help you, but not all of them have their facts straight. Ask questions. If the answers don't make sense, find someone else to work with. Eventually you will find the people in each organization that you can rely on for good information.

2.4.1.3. Understand the commander's goals and priorities for Prime BEEF. If they are not clear to you, ask for clarification. Don't interpret a lack of detailed guidance as lack of concern. The ideal situation occurs when the commander gives you general guidance, and you fill in the details. Earn the commander's confidence and he or she will give you considerable latitude to perform your job. That flexibility gives you an opportunity to do interesting things with the program, especially in training.

2.4.1.4. Always keep the commander informed. He or she must know the status of team equipment, personnel, and training. Tell the commander about your plans, problems, and proposed solutions. Schedule time each month to update the commander. As a minimum, do it when you present the monthly SORTS report for the commander's assessment.

2.4.1.5. Keep the commander's concerns in mind. Readiness is important, but it is not the only civil engineer mission. Peacetime base facilities maintenance, utility system operations, snow plowing, fire protection, EOD support, etc. must be major concerns for base civil engineers. Commanders don't succeed when base leaders are unhappy with peacetime CE support. However, neither do they succeed when their units perform poorly on base exercises, evaluations, inspections, or deployments. Help the commander (and yourself) succeed in both missions. Push to get as much training time as you think you need, but work with the Operations, Fire Protection, Engineering, and Explosive Ordnance Disposal Flights to find a good balance between time spent on base O&M

activities, on quality readiness training, and on deployment, contingency, and warfighting preparations.

2.4.2. Planning.

2.4.2.1. Know your OPLAN taskings. Be sure you know which OPLANs you are tasked to support and what your mission is for each plan. The Base Manpower office and the Logistics Plans Flight have that information. The wing Operations Plans Flight usually has paper copies of the specific plans.

2.4.2.2. Prepare CE inputs for the installation deployment plan. The installation deployment officer (usually from the Logistics Plans Flight) will provide the instructions and format for your input to the installation deployment plan (IDP), previously called the “base mobility plan”. Review all annexes in the plan. If there is something you don't agree with or something is missing, bring it to the attention of the installation deployment officer.

2.4.2.3. Set up the unit's internal deployment procedures. Develop internal procedures to deploy all Prime BEEF teams/UTCs. Prepare detailed instructions and checklists for each flight, shop, support team, or individual involved. Include the instructions in the CE Contingency Response Plan. Instructions/checklists should cover:

Unit deployment control center functions and set up.
Personnel recall, mobilization, and processing. (Keeping the recall roster current is an ongoing challenge.)
Equipment marshaling, preparation, and movement.
Storage and issue of mobility bags.
Storage, movement, issue, and control of weapons and munitions.
Prime BEEF team member's responsibilities prior, during, and after a deployment.
Post-deployment team demobilization and equipment reconstitution.

2.4.2.4. Prepare OPLAN information files. (Optional) When OPLANs specify deployed locations, prepare an “intel” file for the team chiefs that contains site specific information for each location. Depending on the information gathered, such files may be classified. (**NOTE:** The Readiness Flight doesn't have to put these files together. Have the team chiefs do it; in the process, they learn what they need to know.) Validate the accuracy of the information whenever the OPLAN is updated. In your file, include whenever possible:

Information on the planned movement to the employment location.
Information on lead or follow units that your UTCs are paired with.
Mission information for the employment location (supported aircraft, mission, etc.)
Extracts of useful information from Base or Joint Support Plans (if available).
Copy of the CE Contingency Response Plan (for a main operating base).
Maps (surrounding area, crash grid, utility distribution, etc.)

2.4.3. Personnel.

2.4.3.1. Assign people to Prime BEEF teams. Individuals must be both qualified to fill the position and eligible to deploy. Follow the posturing rules for assigning people to Prime BEEF UTC positions. Those rules plus deployment availability and other considerations are discussed in Chapter 3.

2.4.3.1.1. Most active CE units have military manpower authorizations in "excess" of UTC requirements. In fact, these spaces are not excess but cover wartime attrition planning requirements and unit shortfalls. Even though the individuals filling those UMD positions are not assigned to a primary UTC position, they are subject to deploy and may substitute for primary team members who are temporarily unavailable. We recommend you assign these people to Prime BEEF team positions as alternates. For active units, almost all of the military are eligible to deploy and should be assigned to a primary team position or be a designated alternate. **NOTE:** Remember, ANG and AFRC units do not have the additional authorizations, so virtually everyone is assigned to a primary mobility position.

2.4.3.1.2. We recommend you formally assign people to mobility positions using a letter signed by the commander. To take away any reason for excuses, be sure to attach key information such as unit deployment instructions and individual pre-deployment and deployment responsibilities. Have the person sign the letter indicating he or she understands what it means and acknowledging receipt. Give a copy to the individual, send a copy to the individual's supervisor, and place the original in the individual's readiness folder.

2.4.3.1.3. Team assignments require continuing adjustments because people move, change rank, learn new skills, or become temporarily or permanently unavailable for deployment. Always keep the commander informed of any permanent and temporary shortfalls.

2.4.3.2. Assign people to deployment support teams/positions. Decide what support teams and positions you need to help get the unit ready for deployments, then assign people and alternates to fill those positions. Examples include cargo increment monitors, hazardous cargo certifiers, cargo preparation/pallet buildup teams, home station weapons and ammunition pickup crews, and quick fix teams. These positions are detailed in Chapter 6.

2.4.3.2.1. You have at least three options to fill these positions: from the people who don't deploy, from people who deploy, but in a later chalk, and from people in another UTC.

2.4.3.2.2. In cooperation with the team chiefs, appoint deployment custodians (and couriers) for equipment, munitions, and weapons.

2.4.3.2.3. Some positions must be appointed or authorized in writing. Be sure to keep the authorizations current. File copies in your management file/continuity folder and in the individual readiness folders. Table 2.1 lists those positions, and it also identifies the method of appointment or authorization and indicates what organization gets the paperwork.

2.4.3.2.4. Often the majority of Readiness Flight personnel are tasked in a UTC and may not be available once UTC deployments begin. Identify personnel not assigned to a UTC to augment the Readiness Flight during mobilization.

Table 2.1. Positions Requiring Formal Appointment/Authorization.

POSITION [1]	METHOD OF APPOINTMENT [2]	PAPERWORK SENT TO [3]
Unit Deployment Manager	Letter signed by unit commander	Installation Logistics Plans Flight
Team chief for each UTC	Letter signed by unit commander	Logistics Plans Flight and a copy to the Combat Readiness Flight in Base Transportation
Weapons Custodian [4]	Letter signed by unit commander	Mobility Section in Base Supply
Equipment Custodian [4]	Letter signed by unit commander	Equipment Management Section in Base Supply
Munitions Custodian [4]	AF Form 68 signed by unit commander	Munitions Flight in the Maintenance squadron and a copy to the Logistics Plans Flight
Deployed Equipment Custodian for each UTC	Letter signed by unit commander	Equipment Management Section in Base Supply and a copy to the Logistics Plans Flight
Deployed Weapons Custodian for each UTC	Letter signed by unit commander	Mobility Section in Base Supply and a copy to the Logistics Plans Flight
Deployed Munitions Custodian	AF Form 68 signed by unit commander	Munitions Flight in the Maintenance squadron and a copy to the Logistics Plans Flight
Hazardous Cargo Certifier	Letter signed by unit commander after individual formally trained	Combat Readiness Flight in Base Transportation (or the Air Freight Flight in the Aerial Port squadron)
Cargo Increment Monitor	Letter by unit commander	Logistics Plans Flight
Personnel authorized to pick up medical records on deploying personnel	Letter by unit commander	Medical Records Section in the base medical unit
SORTS Monitor	Letter signed by unit commander	Base SORTS Manager (normally in the base command post)

[1] Also applies to alternates.
[2] This column lists the common method. The format and required information may vary at your base. Normally the commander's representative may also sign.
[3] This column lists the usual base OPR; may be different at your base.
[4] Peacetime custodian. This person may or may not serve as the deployed custodian.

2.4.3.3. Determine the need for Individual Mobilization Augmentees (IMA) and Emergency-Essential Civilians to staff hard-to-fill UTC vacancies. See paragraph 3.7 for additional words on this.

2.4.3.4. Keep track of the duty status and deployment availability. With assistance from the orderly room, monitor the duty status and deployment availability (DAV) codes on each military member of the unit. In some cases, these two-digit codes limit deployment eligibility of an individual and can affect the unit's ability to deploy a small UTC. The orderly room can get the codes from the personnel system through the PC-III/Personnel Data System terminal. The correlation of those codes to deployment eligibility is discussed in Chapter 3. **NOTE:** You may want to have the orderly room inform you whenever there is a duty status change on a team member, especially the changes initiated by the unit: leave, TDY, etc. In return, let the orderly room know whenever you learn of reasons to adjust personnel/duty status codes. This exchange of information to and from the orderly room should be routine and automatic. **ADDITIONAL NOTE:** Be careful when using the UDM module to draw data from the MANPER-B files. The MANPER-B data is updated only periodically, not in real time. If you use those files to determine deployment eligibility, contact the Personnel Readiness Unit in the Military Personnel Flight to find out when the information was last updated.

2.4.3.5. Monitor the unit's current and projected staffing. If shortfalls are long term and will degrade the unit's combat support capability and SORTS C-rating, contact the orderly room and request manning assistance through the personnel system to ensure new people are scheduled in to fill the vacancies. To a limited extent, "the squeaky wheel gets the grease." So until your shortfall is resolved, continue to formally request help.

2.4.3.6. Monitor manpower changes. Work closely with the Resources Flight and the Base Manpower office to monitor position, skill, and grade changes on the Unit Manpower Document (UMD). Determine if the changes make it difficult or impossible to fill any UTC position. Such changes could affect the type and number of Prime BEEF teams postured at your base. If you will never be able to fill a UTC position, be sure to tell your MAJCOM.

2.4.3.7. Brief newly assigned Prime BEEF team members. When a person is newly assigned to a team, brief the new member on the following topics:

Team assignment, his or her responsibilities, and name of team chief.
Prime BEEF objectives and type work to be performed.
Directives and deployment plans that apply to Prime BEEF deployments.
Training and exercise requirements.
Local alert and recall procedures and responsibilities.
Tool kits, team equipment, mobility bags, and personal items.
Personal responsibilities including financial, legal, and personal affairs.

To help people remember these details, consider including this information in your unit Prime BEEF deployment handbook. Attachment 6 provides additional details on these briefing topics.

2.4.3.8. Create and maintain individual readiness folders. The folders are a tool. If well laid out, they should make it easy for you to ensure that all required personal items and documents are available and that the minimum required training is completed. They also expedite deployment out-

processing. By having the required documents in one place, deployment processing line representatives can find and verify information quickly. Even if not required at your base, we recommend these folders to you. Prepare a folder for each person assigned to a primary and alternate position on a Prime BEEF UTC. The minimum contents are a base or unit decision. Attachment 7 provides a list of suggested contents and also contains other useful thoughts on preparing and maintaining readiness folders. **NOTE:** We recommend you maintain folders for all military members. Even if not assigned to a UTC position, all CE military are subject to deploy. Having their folders ready will reduce some of the last minute panic preparations if you have to deploy them. **ADDITIONAL NOTE:** These folders go by other names as well: personal mobility folder, personnel deployment folder, individual mobility file, etc. The name is not important; the use remains the same.

2.4.3.9. Provide guidance to Prime BEEF team chiefs. Brief each team chief concerning his or her responsibilities. The briefing should cover team chief responsibilities in all phases of likely contingencies, exercises, and operations: planning, peacetime preparations including training, mobilization, deployment, employment, redeployment, and demobilization. Emphasize pre-deployment responsibilities for team management, equipment maintenance and inspection, and training. Consider developing generic checklists that summarize those responsibilities and serve as memory joggers. Checklists can be stand-alone or incorporated into a unit deployment handbook. Advise team chiefs of any program or procedural changes. Work with the team chiefs as to who will brief what information to newly assigned team members.

2.4.4. Equipment and Supplies.

2.4.4.1. Get, maintain, and control Prime BEEF equipment and supplies. Acquire the equipment, vehicles, and supplies that are required for each UTC. Individual and team requirements are listed in the Prime BEEF Equipment and Supplies Listing. Also get the pallets, cargo nets, shipping containers, and packing materials needed to prepare the UTC cargo for shipment. Periodically inventory, inspect, service, and test the items and replace shelf-life items. Make sure materials in the team's technical library are available and current: this includes technical orders, regulations, instructions, field manuals, etc. Protect equipment and supplies from theft and deterioration.

2.4.4.1.1. To ensure equipment and tools are always serviceable, designate individuals or shops to be responsible for maintaining specific equipment items and vehicles and for following TO requirements. The responsible shop should set the inspection and maintenance schedules and report the status to the Readiness Flight.

2.4.4.1.2. With team chiefs, periodically inventory and inspect all Prime BEEF equipment. This includes the team kits, home station training set, RRR mini-kit, mobility bags (if stored by CE), consolidated tool kits, etc. Document the inventory and inspection results. Replace missing or unserviceable items.

2.4.4.1.3. Keep an accountability file to hold custody receipts for deployed equipment and weapons. Acquisition, maintenance, and control of equipment and supplies are discussed in more depth in Chapter 4.

2.4.4.2. Prepare standard cargo deployment packages/load plans for each UTC. Take advantage of the peacetime no-pressure environment to build deployment packages/load plans for each Prime BEEF UTC that fit your unit's deployment needs. Begin with the logistics details in the standard LOGFOR files and the ESL. Using your logistics details, the Logistics Plans Flight will create a LOGPLAN file in the LOGMOD system for each UTC. This process is addressed in Chapter 5.

2.4.4.3. Designate the unit WRM monitor. This person is responsible for looking after the WRM materials, participating in the annual inspection by the installation WRM office, and maintaining the paperwork. We recommend you pick one of your equipment custodians or a Prime BEEF equipment NCO to do this job. In most units, the only WRM items are the 463L pallets.

2.4.5. Training.

2.4.5.1. Ensure people are trained. Identify training requirements for each Prime BEEF team member, schedule all training, document training, and monitor the training status of each individual. Periodically provide team chiefs with the training status of team members. Training requirements are listed in AFI 10-210 and are amplified in AFPAM 10-219, volume 10, *Contingency Training and Task Standard*.

2.4.5.2. Determine who will conduct the required in-house training. It can be done by the Flight, by the team chiefs, or by qualified individuals from other CE flights (such as Fire Protection and EOD). Be sure the deployment support people and teams are also trained. Additional details on training are covered in Chapter 7.

2.4.5.3. Make arrangements for training that is conducted by other base organizations. A number of other units provide needed training. The Readiness Flight should appoint one or more individuals to work with the other units to identify requirements and schedule training.

2.4.5.4. Develop objectives and scenarios for unit and local exercises. Team chiefs or experienced team members should participate to maximize the training opportunities.

2.4.5.5. Provide Prime BEEF training records to departing members. When a member permanently leaves the unit, provide that person with a copy of his or her Prime BEEF training record. The record should show what training was received and when. See Chapter 7 for additional information on training documentation.

2.4.6. Deployment.

2.4.6.1. Keep personnel and cargo deployment data current. A base builds its deployment process so it can meet its most rigorous OPLAN tasking. To simplify deployment preparations, keep your

unit's deployment databases up-to-date, especially the “canned” exercise DRMD (deployment requirements/manning document) files and the LOGPLAN files (including the cargo load and packing lists). These databases tell who will deploy and what cargo they will take. **NOTE:** The "canned" personnel deployment list may still be called the MRRR (mobility requirement/resource roster) at some bases, but this is an obsolete term.

2.4.6.1.1. The Personnel Readiness Unit and the base Logistics Plans Flight will ask you to periodically validate the information in the LOGPLAN and DRMD databases. When you hear about changes in UTC logistics details from the pilot unit or your MAJCOM, be sure to adjust your LOGPLANs.

2.4.6.1.2. You should also keep all shipping paperwork current. This includes documents such as **Shipper's Declarations of Dangerous Goods** and DD Forms 1387-2, **Special Handling Data/Certification**.

2.4.6.1.3. These pre-deployment preparations will minimize the last minute changes you need to make when facing a real world tasking. Guidance on maintaining deployment data, reports, and documents is found in chapters 3 and 5.

2.4.6.2. Develop a unit deployment handbook. (Optional) Consider preparing a Prime BEEF Deployment Handbook (or Guide or Pamphlet). To be most helpful, it should contain everything an individual needs to know about your unit Prime BEEF program and his or her responsibilities. A unit deployment handbook can be a ready reference guide for personal deployment preparations; highlight the base deployment process; summarize team chief/member responsibilities; list local points of contact, etc.

2.4.6.3. Ensure team members satisfy individual deployment responsibilities. Periodically check to make sure each team member is up-to-date with his or her immunizations, has received the training required for overseas deployments, holds a valid driver's license, has dog tags, and has satisfied his or her other personal deployment preparation responsibilities (see paragraph 2.7). This responsibility can be assigned to or shared with team chiefs. Periodically provide team chiefs with the immunization status of team members.

2.4.6.4. Periodically brief unit personnel on the Prime BEEF program and any changes in unit deployment procedures. Brief on individual responsibilities, program changes, current activities and exercises. Make the briefings interesting. Use photos or videos that show your teams in action. These briefings can take place in conjunction with other unit training or commander's calls. They can be given to the entire unit at one time, to one shop at a time, or to each Prime BEEF team. When possible include all military and civilian personnel. It is helpful when everyone is aware of the Air Force civil engineer mission and Prime BEEF roles.

2.4.6.5. Be open to new ideas. Encourage the people in your unit to share their ideas for improving your deployment process, team equipment, etc.

2.4.7. Management.

2.4.7.1. Prepare the SORTS report. The unit SORTS monitor or alternate must prepare the supporting documents and calculations and draft the SORTS report for the unit commander. The SORTS report must be submitted each month or when any measured area rating or overall unit C-rating changes. Maintain a record of the unit's C-ratings. If your unit is tasked to provide resources in direct support of another unit, provide timely SORTS data to the receiving unit so they can prepare their SORTS report. Chapter 8 provides guidance on preparing the report.

2.4.7.2. Prepare budget requests for Prime BEEF equipment and training. Prior to the annual budget call, develop your budget inputs. Identify or forecast Prime BEEF funding requirements for TDY, equipment, supplies, exercises, munitions and training. Use data from the previous years training and exercises, equipment inspections, and the latest ESL to identify requirements.

2.4.7.2.1. Unless your MAJCOM pays, don't forget to include the travel and TDY costs to deploy your people to the Silver Flag Exercise Sites (for the year you are scheduled to deploy) and formal school training. If your MAJCOM tasks your unit for a deployment or offers you a formal training school slot, ask them to pay. The worst that can happen is they say "no".

2.4.7.2.2. Keep an open mind to other funding opportunities. For example, units participating in military operations or exercises can sometimes use the exercise/operation fund cite to procure equipment and supplies that you need to support the exercise or operation. If your unit is selected, ask your budget office or MAJCOM CE readiness staff for the fund cite. Be pleasantly persistent. A “no fund cite available” answer from the base budget office can mean they haven't yet received any information about the exercise/operation. Ask them to check with their MAJCOM counterparts. You do the same.

2.4.7.2.3. Develop a list of unfunded requirements and update it throughout the year. Use the list to compete for year-end fallout funds. Have the paperwork ready to order the requirements quickly if wing funding is approved.

2.4.7.3. Keep a Prime BEEF management file/continuity folder. (Optional) This is not a requirement, just a suggestion. Keep a folder or file to organize your unit's Prime BEEF information. The file should make it easy for everyone in the Readiness Flight to find information on the “status” of the teams. Suggestions for preparing this file can be found in paragraph 2.9.

2.5. Responsibilities of the Other CE Flights. While the Readiness Flight has the biggest role, other CE flights have important roles in preparing and deploying the unit's Prime BEEF teams. Good flight leaders understand that their first task is to cooperate with the Readiness Flight so the teams are deployed on time and with the right equipment and people. Any disagreements with either procedures or support requirements should be resolved before or after a deployment, NOT during the process. The Fire Protection, Operations, and EOD Flights have these responsibilities:

2.5.1. Maintain Prime BEEF equipment in working order. This includes all team and individual that is placed under their control.

2.5.2. Assist as required in identifying people for UTCs, developing LOGPLAN information, and preparing shipping documents.

2.5.3. Provide vehicles and operators to support deployment preparations. Provide radios as required.

2.5.4. Work with the Readiness Flight to schedule training, and be sure to make people available for scheduled training.

2.5.5. Provide information to the Readiness Flight on equipment status for the SORTS reports.

2.6. Team Chief Responsibilities. Team chiefs can play an important role in getting the teams ready. They should be involved in pre-deployment and deployment activities. In doing so, they learn what must be done to redeploy from an employment location and also learn about their people, their capabilities, and the equipment they have available. Team chiefs should be the key player in planning, organizing, and conducting team training and in maintaining team equipment and supplies. To properly lead the team and to prepare for redeployment, many of these responsibilities continue through the employment phase of an operation.

2.6.1. Know the base deployment process for your team. Know what tasks must be completed and who should do them. This includes the tasks performed by your team members and those performed by the CE teams and individuals providing deployment support for your team. You don't have to know “how” to do all the tasks, but knowing the basics is sometimes helpful. Chapter 6 and its related attachments provide much of the deployment process information. Be able to manage the deployment activities for the team. Remember, you or one of your people will be the “unit deployment manager” for the redeployment. Consequently you should be able to use the information in the LOGPLAN database. You should know how to make changes to that database through the Unit Deployment Manager Module in LOGMOD, and be able to read and annotate the printed LOGPLAN Wing (or Tasked Unit) Materiel List.

2.6.2. Set up your team's organization and chain of command. Make sure all team members know this. Ensure all team members are briefed on their responsibilities. (This should be documented in the individual's readiness file.) Fully explain any special responsibilities you assign to people. Use your team's chain of command during training periods and local exercises.

2.6.2.1. In conjunction with the Readiness Flight, designate the primary and alternate equipment, weapons, and munitions custodians for the team and ensure they are trained. The custodians will be responsible for the accountable equipment, weapons, and ammunition when the team deploys. At home station, the Readiness Flight is often responsible for equipment management, so before deploying, the custodians must sign for the equipment, weapons, and ammunition (see Chapter 4). One person can be custodian for all three assets, but you can also divide the responsibility.

2.6.2.2. In coordination with the unit deployment manager, select the cargo, weapons, and ammunition couriers for the team. Select a minimum of two individuals for each chalk and ensure they are trained. Sometimes it becomes necessary to off-load cargo or to transfer cargo to another aircraft at an intermediate stop. If the second aircraft is smaller, the couriers may be asked to select which cargo will go first. Be sure he or she knows what your priorities are. A courier remains with all off-loaded cargo to ensure it arrives at the final destination. Again one person can cover all three assets, or you can divide the responsibility.

2.6.2.3. Make sure you have people on the team who have been trained in cargo preparation, pallet build-up, and hazardous cargo packing and certification. You need them for redeploying the team. To improve equipment accountability during redeployment, consider including the equipment custodian on the pallet build-up crew.

2.6.2.4. Consider designating someone to serve as your vehicle control NCO. At your employment location, you need to maintain control of your vehicles, whether they are rented locally or are pre-positioned military assets.

2.6.3. Monitor the team's personnel situation and team capability.

2.6.3.1. Keep abreast of individuals on TDY, leave, in the hospital, awaiting PCA, PCS, discharge etc. The orderly room and Readiness Flight can help in this area.

2.6.3.2. Report changes in personnel and team status that you know about to the Readiness Flight.

2.6.3.3. Periodically assess your team's ability to meet its DOC and determine its LIMFACs (limiting factors). If there are problems you cannot solve, advise the Readiness Flight chief and the unit commander. Be prepared to offer solutions.

2.6.3.4. Keep a current recall roster with addresses and phone numbers of team members.

2.6.4. Ensure all team equipment is available, in working order, and serviced for deployment. First know what team equipment is required and what capabilities that equipment provide. Know on what pallets or in what containers the equipment items are loaded. Through periodic inventories with the Readiness Flight, ensure all required team kit items are available and in working order. It can be embarrassing and degrade mission support to deploy without all equipment and tools.

2.6.4.1. Ensure team equipment items are maintained, calibrated, tested, or serviced as required by the technical orders (TO).

2.6.4.2. If something is lost or broken during an exercise or deployment, have it repaired or replaced. Advise the Readiness Flight POC. **NOTE:** The custodians should do this, but the team chief should follow up.

2.6.4.3. Supervise the periodic inventory of consolidated tool kits to ensure those tools are available and serviceable.

2.6.4.4. Ensure current technical orders, regulations, and manuals listed in the ESL are available for deployment.

2.6.4.5. At least once, observe the preparation, packing, loading, and palletizing of the team's equipment and supplies. This gives you a better appreciation for the effort and time required to perform these tasks.

2.6.5. Plan, organize, and conduct team training. Working with the Readiness Flight, plan and organize team training. Then supervise, conduct, or participate in that training. You don't have to be the expert in every task, but you need to get the experts to conduct the training. Ensure training is documented. Keep records of which members receive team training and provide those records to the Readiness Flight. Monitor team training status from the records maintained by the Readiness Flight. If someone is overdue for training, discuss it with the Readiness Flight POC and the person's supervisor to ensure the individual is scheduled for and attends training as soon as possible. Be actively involved with the Readiness Flight in developing the objectives and scenarios for unit and local exercises.

2.6.6. Keep yourself ready to deploy.

2.6.6.1. **Know how to set up a bare base encampment.** In most contingencies, this will be your first and most challenging mission. Know how to site your facilities and where to place your utility systems. Understand how to construct physical force protection methods. Know the procedures for base recovery, hardening of facilities and utilities, reconstitution, redeployment, etc. **Do your homework.** Learn the information on contingency operations in the AFPAM 10-219 and AFH 10-222 series publications and in AFH 32-4014, volume 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*.

2.6.6.2. Get your personal bags packed. This should include any professional items or equipment that you need. If not in the team kit, pack your own contingency library—either the paper copies or electronic versions.

2.6.6.3. Develop your own personal checklists. We suggest at least three checklists. One to cover your personal preparations. A second one that covers the actions that you must take or oversee to deploy your team. And a third one to use at your employment location to help you assess the situation, determine available resources, and guide your initial actions. We offer these ideas to improve the usefulness of your checklists:

Get a copy from your predecessor. Modify as needed to make it your own.
Leave a copy for your successor.
Develop checklists with the help of other team chiefs, senior NCOs, and officers. Share ideas and lessons learned.

Have experienced people critique your checklists.

2.6.6.4. Keep physically fit. The frenzied pace and mental demands during the deployment and initial employment phases of an operation are exhausting. Starting out in good physical condition significantly extends your stamina.

2.6.7. For actual deployments:

2.6.7.1. Understand your mission tasking. Gather site information. Review any Wartime Operations Files that the unit may have on OPLAN employment locations.

2.6.7.2. Review threat documents for the enroute bases and deployment locations. These are available at the base/wing Intelligence Flight or through the classified computer network under INTELINK(S). (You can get access to INTELINK(S) in the command post.) Teams need to know what situation they face when deploying. The correct word doesn't always trickle down correctly. **NOTE:** Some of these files provide useful information. Others are too general to be of much use. Consider sending another officer or senior NCO to check out these files for you while you are getting your team ready to deploy.

2.6.7.3. Ensure team members are ready for deployment. When alerted for a possible deployment, conduct pre-deployment checks to ensure each person has completed the personal preparations as outlined in paragraph 2.7. Equally important, you need to get your people mentally prepared. As soon as possible, give them a “warning order”. Brief them on the expected mission; conditions; duration of the deployment; personal gear, equipment, and tools to bring; items to handcarry (helmet, body armor, canteen, belt suspenders, parka, OJT records); how you are moving; reporting instructions, etc. Chapter 6 provides additional information on preparing the team for deployment

2.6.7.4. Contact the team chiefs of any augmenting lead or follow Prime BEEF units to discuss beddown taskings, plans, and leadership roles.

2.6.7.5. Create your force beddown or base recovery plan of action. Clearly define the tasks for your subordinates and make sure they understand their tasks, resources, and required completion times.

2.6.7.6. Understand that you can't do everything. Learn which officers and NCOs that you can trust. Give them their tasks. Support them when needed. And let them get the job done.

2.6.8. Lead the team during all phases of the deployment or exercise. The team chief is responsible for directing and controlling his or her team members from the time of recall until the end of demobilization. Don't forget the paperwork. Ensure required officer and enlisted performance reports (OPR/EPR) and letters of evaluation (LOE) are prepared on time by the reporting officials, both during and after deployments. Reward exceptional performance. Prepare recommendations for decorations. Initiate disciplinary action when required. **NOTE:** You can

pre-load the necessary publications, forms, and letters on floppy disks or on the team's portable computers.

2.6.9. Complete end-of-deployment tasks. Team chief responsibilities don't end immediately upon return to home station. In addition to writing and endorsing performance reports and recommending decorations:

2.6.9.1. Be prepared to submit a written end-of-deployment report. Don't get complacent if this requirement is not identified in the initial tasking. You may not get tasked until after you have returned to home base. **NOTE:** Keep a diary or unit log book during the deployment and record tasks, start and completion dates, crew sizes and skills, conditions, problems encountered and their solutions, lessons learned, superior performers, problem people, etc. Record anything that will help you recollect the facts.

2.6.9.2. Be prepared to give a deployment de-briefing to your unit commander, wing commander, or MAJCOM staff. Include lessons learned and recommendations to improve future deployments. The audience will depend on the level of interest in the deployment. The “hotter” the operation, the more likely you will be tasked to give that briefing.

2.6.9.3. Upon return and working with the Readiness Flight, direct the team in reconstituting the team kit, consolidated tool boxes, and mobility bags and cleaning the weapons.

2.6.10. Understand SORTS reporting. During deployments, the team chief may have to provide SORTS inputs to the parent unit at home station or to the base SORTS manager at the on-site command post. Know how to calculate the measured factors and prepare the SORTS input. Chapter 8 provides good guidance. The wing SORTS manager is your local expert.

2.7. Individual Deployment Responsibilities. Each Prime BEEF team member plays a role in making any deployment a success, and that role begins with pre-deployment preparations and continues through demobilization. These guidelines apply whether deploying as a member of a team or by yourself and whether responding to a MOOTW or war.

2.7.1. Pre-deployment preparations. To prepare for deployment:

2.7.1.1. Make arrangements to care for your family and belongings. Prepare a family or personal care plan. If you have dependents or pets or own anything, you need a plan to properly care for them while you are away. For dependents, you must arrange for their custodial, financial, and medical care. This includes both children and dependent adults. Your plan should provide for taking care of pets, house or apartment, vehicles, boats, and personal property and for paying your bills. Similarly, single members without dependents should have a personal care plan to provide for their pets, cars, personal property, debts, and recurring expenses. In either case, you must be able to turn over all responsibilities to your designated representative in less than 24 hours. If you don't already have a plan and need guidance, see your First Sergeant—the unit point of contact for these plans. Preparing a good plan may be the hardest part of getting ready to deploy. Give this plan the

priority and attention your family deserves. Attachment 8 provides additional suggestions on preparing family and personal care plans. **NOTE:** This task is mandatory for military members who are custodial single parents and for a member with dependents whose spouse is also in the military. This requirement applies to active and air reserve component forces. Even people who are not assigned to a mobility position should develop a care plan, because they are subject to deploy.

2.7.1.2. Ensure your legal affairs are in order, especially your wills and powers of attorney. This is a critical step to make your care plans work. Powers of attorney give legal authority to your designated caregivers/guardians and other representatives to do what you want done. Visit the base legal office to get these documents. And do it before you get to the legal representative in the deployment out-processing line. It's too easy to forget something when you do it in the pressure of outprocessing, and then you have the added problem of getting the document in the hands of your caregiver/representative.

2.7.1.3. Make provisions to deposit enough money into an account each pay period to cover the financial needs of your dependents, and make sure your designated caregiver/guardian can get to that money. Attachment 8 briefly presents some options you have, but you should consult with the real experts in the Military Pay section in the Base Comptroller Flight. Be sure your pay is being sent to the correct bank account prior to deployment. Be sure to start or stop allotments before you deploy; it's so much easier beforehand because you can make phone calls to get account information. The Military Pay section can help you with most arrangements.

2.7.1.4. Keep your paperwork current.

2.7.1.4.1. Keep your DD Form 93, **Record of Emergency Data** up to date. This form tells the Air Force who to contact if something should happen to you. Update the information on the form whenever there is a change in your family status, a change in address of anyone listed on the form, or you want someone else notified. You make the changes at the Customer Service Section of the base Military Personnel Flight.

2.7.1.4.2. Keep your ID card current. You must carry a valid military ID card during a deployment. See the Customer Service people at the Military Personnel Flight.

2.7.1.4.3. Get your dog tags and chains. (**NOTE:** The Readiness Flight may provide a set when you in process.) You must keep a set of dog tags on your body during a deployment.

2.7.1.5. Stay current on required immunizations. Be sure to have them annotated in your shot record, and don't lose it. If the base immunization clinic maintains a computerized shot record, request a copy and store it separately from your shot record. If you don't have a record of your immunizations when out-processing, be prepared to get your immunizations again.

2.7.1.6. Prepare a personal mobility bag and any professional equipment. As a minimum, include the items identified in the ESL and in local guidance. You will be the one who suffers if you don't

have the extra clean clothes and other personal items that you need. Ensure individual clothing fits properly and is serviceable. **NOTE:** Don't be like the Prime BEEFer who stuffed his mobility bag with paper to make it lighter for local exercises. When the aircraft lifted off, he knew he was in trouble. There was no field exchange at the employment base to buy underwear or toiletries. Can you imagine living for a month with the uniform and underclothes you are wearing? That's when you find out how good your friends are.

2.7.1.7. If required, go to the optometry clinic and get two pair of prescription eyeglasses and a pair of MAG-1 combat spectacles for your protective mask. If needed, ask for a pair of prescription sunglasses also. When your prescription changes, don't forget to get new corrective lenses.

2.7.1.8. Get qualified to operate the vehicles identified for your AFS in AFI 10-210. Keep your state and government driver's license current.

2.7.1.9. If required by your unit, notify the Readiness Flight/Prime BEEF office when you depart and return from leave or TDY or when you are unavailable for deployment for any reason.

2.7.2. Processing for deployment. When alerted for deployment, team members should report to the unit assembly in the proper uniform and with packed personal clothing and gear.

2.7.2.1. As a minimum, each person should bring the following items:

2.7.2.1.1. DD Form 2, **Armed Forces of the United States—Geneva Conventions Identification Card**.

2.7.2.1.2. Driver's license (OF 346, **US Government Motor Vehicle Operator's Identification Card**; AF Form 2293, **U.S. Air Force Motor Vehicle Operator Identification Card**; or valid state license, as appropriate.)

2.7.2.1.3. DFAS Form 702, **Leave and Earnings Statement**—the most recent or the preceding month. (Not applicable to reserve component personnel).

2.7.2.1.4. AF Form 623, **Individual Training Record**. Required for Technical Sergeant and below if the projected TDY is 30 days or longer. Those same people in ANG and AFRC units should carry their AF Forms 623 when they deploy away from home station for annual training. **NOTE:** Some units have team members pick up their own records from their shop supervisors and hand carry those records during the deployment. Other units gather all of the records together and have one person carrying them to the deployment location. And still other units collect the records only after the unit has reached its employment location.

2.7.2.1.5. AF Form 1199, **Air Force Entry Control Card**, if directed. (Commonly called the restricted area badge.)

2.7.2.1.6. Personal bags, professional equipment, any mobility bags (or personal retention items) issued to you, and any protective equipment required to perform your duty.

2.7.2.1.7. Prescription medicines. For actual deployments, get a 60-day supply of any medicines you need. (Local guidance may dictate only a 30-day supply.)

2.7.2.1.8. Two pair of prescription eyeglasses (ANG and AFRC require one pair).

2.7.2.1.9. MAG-1 combat spectacles for your protective mask, if needed.

2.7.2.1.10. One hearing aid and at least two extra sets of batteries, if needed.

2.7.2.1.11. Traveling money. The team chief should give you an idea as to how much you will need. **NOTE:** Get your money before you report for processing. Sometimes you can get a TDY advance payment on the deployment processing line, but there is no reason to wait till then in this day of automatic teller machines.

2.7.2.2. If not kept in your Personal (personnel) Readiness Folder, then also bring the following items:

2.7.2.2.1. PHS 731, **International Certificate of Vaccination** (shot record).

2.7.2.2.2. Identification tags (2 each) and chains.

2.7.2.2.3. Official Passport. **NOTE:** This is carried only if required by the host country or countries you move through. You will get specific instructions on this.

2.7.2.2.4. AF Form 522, **USAF Ground Weapons Training Data** (detachable portion or automated equivalent), if weapons qualified.

2.7.3. Your role when deployed. Work as a team member. Develop and keep a positive, can-do attitude. You may well be asked to perform tasks that are not associated with your AFS. Even if it's "not your job", the important thing is to get the overall job accomplished. Save the complaining for your war stories; a real pro gets the job done. If you're a supervisor, make notes on the performance of your subordinates.

2.7.4. Upon return home. Even when you return home, there are still tasks to complete:

2.7.4.1. Inventory your mobility bags at the end of deployment. Identify missing or unserviceable items. Clean and inspect items as outlined in appropriate technical orders—especially the chemical warfare defense equipment. Repack your bags if stored in CE. Do it well. You never know when you will need them again.

2.7.4.2. Help clean, inventory, inspect, and store team equipment.

2.7.4.3. If a reporting official, prepare performance reports, LOEs, and recommendations for decorations (if required). You don't have to wait till you get home.

2.7.5. Emergency-Essential Civilians. Even when there is no formal requirement, emergency-essential civilians who are assigned to Prime BEEF teams should make the same preparations as their military teammates. There are some differences in required paperwork and documents. The requirements can be found in AFI 36-507, *Mobilization of the Civilian Workforce* (attachment 4), but it's always wise to check with the Civilian Personnel Flight for the details.

2.8. Reports and Documents You Will Use. Table 2.2 provides a short summary of the reports and listings you will use to manage your Prime BEEF program and deploy your UTCs. It also lists the base units (with likely office symbols) that should be able to provide these products to you. The use of these reports and documents are discussed in the following chapters. The products are listed in alphabetical order.

2.8.1. We tried to use the current names of the reports and the base OPR, but beware! Some commands and bases choose to use different names. And the official names of the reports, the offices, and office symbols tend to change. Hopefully Table 2.2 provides enough information to lead you to the correct document and the right source.

2.8.2. Many Personnel system products are sorted by personnel accounting symbol (PAS) codes. These eight-position alphanumeric codes are used to identify each Air Force unit. Some large CE units (most often CE Groups) have more than one PAS code. For those units, you need to request products that include all CE PAS codes. Your orderly room can tell you what PAS codes apply to your unit.

2.9. Prime BEEF Management Files. Unless directed by your MAJCOM, a Prime BEEF management file is not required. However, it can be a useful tool to help you manage your unit's Prime BEEF program and help you get ready for a local exercise, evaluation, inspection, or actual deployment. It also makes an excellent continuity folder. There are two keys to good Prime BEEF management files. First, maintain only what is helpful. Second, the file should help everyone in the Flight find information quickly. So long as your system can do that, it makes no difference how you store the information. It can be in three-ring binders, in filing cabinets, and in computer files. A combination of paper products and electronic databases is needed, but most of the information can be maintained in computer files. We recommend you consider keeping the following items as a minimum.

2.9.1. Tasking and Guidance.

2.9.1.1. Current designed operational capability (DOC) statement for the unit.

2.9.1.2. Prime BEEF directives.

2.9.1.3. Any pertinent HQ USAF, HQ AFCESA, and MAJCOM guidance. Check the HQ USAF/ILEO, HQ AFCESA, or MAJCOM web pages for these documents or contact the OPR for copies.

Table 2.2. Commonly Used Reports and Lists.

COMMON TITLE	FULL TITLE	WHERE YOU CAN GET IT	HOW USED IN CE
CA/CRL	Custodian Account/ Custody Receipt Listing	Equipment Management Section (LGSME) [1]	Document used to account for equipment assigned to cost centers in a unit. The Readiness Flight will have at least one account for peacetime and mobility equipment; can have a separate account for each. See Chapter 4.
	Custody Receipt Transfer Document	Equipment Management Section (LGSME)	This is used as the accountability document for deploying equipment. This is an abbreviated CA/CRL that lists only the items on the CA/CRL coded for deployment with the letter "A". This listing is created when a UTC is scheduled to deploy. See also Use Code A Listing.
	Deploying Personnel Roster	Unit	Document lists all people by UTC who are deploying. A unit prints this product using the UDM module/DeMS.
Desire lists		Personnel System Management (PSM) Section (DPMD) [2]	A generic term used for information/reports retrieved from the personnel computer system. The user defines the information needed. Contact the PSM if you need special information not available from the unit orderly room.
DOC Statement	SORTS Designed Operational Capability Statement	Command Post (CP)	Identifies the capabilities your unit is required to posture and provides instructions for measuring status of unit personnel, equipment, and training for SORTS reporting. Prepared by your MAJCOM CE readiness staff.
DMD	Deployment Manning Document		Obsolete term, but you may still see the term used. Replaced by the DRMD. DRMDs are printed in the DMD format.
DRMD	Deployment Requirements / Manning Document	Personnel Readiness Unit—PRU (DPMD) [2]	DRMDs list manpower requirements and identify individuals to fill specific deployment taskings. A unique DRMD is prepared for each OPLAN or deployment tasking. For deployment exercises, units use a "canned" or exercise DRMD. See Chapter 3 for details. (Also see MRRR.)
ERMD	Employment Requirements / Manning Document	Deployed PERSCO team	Essentially the same document as the DRMD except it lists the deployed people who are actually at the employment location.
FOCUS report		Unit orderly room	A generic term used for information / reports retrieved from the PC-III/PDS (Personnel Data System). The user defines the information needed. See Attachment 9 for additional information.

COMMON TITLE	FULL TITLE	WHERE YOU CAN GET IT	HOW USED IN CE
LOGFOR	LOGFOR Wing Materiel List [3]	Logistics Plans Office (XPL) [4]	Provides logistics details and "model" load plan for all equipment and supplies required for a UTC. Information in it used as the baseline to prepare your LOGPLANs. Not tied to a specific OPLAN. See Chapter 4 for details.
LOGPLAN	LOGPLAN Wing Materiel List. [3]	Logistics Plans Office (XPL)	Provides your logistics details and load plan for each CE UTC used in each OPLAN you support. Unique LOGPLANs are created for each OPLAN. See Chapter 5 for details.
MFEL	Manpower Force Element Listing	Base Manpower Office (MO)	Provides mission capability (MISCAP) statement and detailed manpower requirements for each UTC. See Chapter 3 for details.
MRRR	Mobility Requirements / Resources Roster	Base Manpower Office (MO) or PRU (DPMD)	An obsolete term whose use is rapidly fading. Replaced by the DRMD. The MRRR was used to list UTC manpower requirements and identify primary and alternate individuals to satisfy each requirement. The MRRR is not OPLAN specific. Some bases used "an MRRR" as the DRMD for local exercises.
MAER	Mobility Availability / Eligibility Roster	Unit orderly room	Provides deployment availability data. It is a standard report in the PC-III/PDS.
UMD	Unit Manpower Document	Base Manpower Office (MO)	Lists all authorized positions (military and civilian) by AFS and grade for each cost center in a unit. Identifies wartime required positions.
VAL	Vehicle Authorization Listing	Unit VCNCO or Fleet Management Element (LGTO) in Vehicle Operations [5]	Lists vehicles authorized and assigned to a unit including WRM and mobility assets. This is the "CA/CRL" for vehicles.
Use Code "A" Listing	1RB581 review output	Equipment Management Section (LGSME)	This listing is sometimes used as the accountability document for the deploying equipment. This is in effect an abbreviated CA/CRL that lists only the items on the CA/CRL coded for mobility with the letter "A". May also be called a mobility listing or deployment detail record.

[1] Located in Base Supply
[2] Located in the Military Personnel Flight
[3] Title can vary. May also be called the "Tasked Unit" or "Squadron" materiel list.
[4] Located in the Wing Plans Flight.
[5] Located in the Base Transportation squadron.

2.9.2. Deployment Plans and Instructions.

2.9.2.1. Installation Deployment Plan.

2.9.2.2. All unit deployment instructions and checklists plus the deployment annex from the CE Contingency Response Plan, if you use it.

2.9.2.3. Personnel alert and recall plans. Have a current recall roster. In addition to the telephone recall, the procedures should cover comm-out recalls (no telephones).

2.9.3. Personnel Data.

2.9.3.1. List of team assignments. Identify team chiefs and custodians and couriers for equipment, weapons, and munitions for each UTC.

2.9.3.2. List of deployment support teams and individuals.

2.9.3.3. Copies of the authorization letters for hazardous material certifiers and other appointment letters.

2.9.3.4. Deployment eligibility status of all assigned Prime BEEF personnel, both primary and alternates. The orderly room should have this information readily available.

2.9.3.5. Unit immunization status showing when each team member received his or her most recent shots and when next due.

2.9.3.6. Copy of latest DRMD for each UTC.

2.9.4. Equipment and Supplies Data.

2.9.4.1. Copy of the ESL for each postured UTC.

2.9.4.2. Itemized list and status of items in team kits, home station training set, contingency support set (if you have one), mobility bags (if you store them), environmental and firefighter personal protective clothing sets, weapons, munitions, etc. The itemized lists can be automated or can be annotated extracts from the ESL. The status can be annotated next to each item. Identify where the items are stored.

2.9.4.3. A copy of the most recent inventories and inspection reports of Prime BEEF equipment. Keep a copy of the most recent consolidated toolbox inventories. Identify when the next inspection is due.

2.9.4.4. Copy of the equipment maintenance, calibration, and testing schedules showing when last completed and when due.

2.9.4.5. Documents showing what equipment and supplies are on order and when due-in. Keep a log on items that you are having trouble getting. List the people you have contacted along with the date, their phone numbers, and a summary of who agreed to do what.

2.9.4.6. Equipment CA/CRLs.

2.9.4.7. Serial number listing of weapons designated for each Prime BEEF team.

2.9.4.8. Munitions custodian file.

2.9.4.9. Copy of latest LOGPLANs, packing and load lists, and shipping documents for each UTC.

2.9.5. Training Data.

2.9.5.1. List of individual and team training requirements and training status for each person. Computers can be put to good use to store and retrieve this information.

2.9.5.2. Copy of annual unit training schedule.

2.9.5.3. Copies of home station training lesson plans. These provide a starting point for unit people who have been tasked to prepare and lead a lesson, but have never done it before.

2.9.6. Deployment and Inspection Reports.

2.9.6.1. Reports and responses to MAJCOM and local inspections conducted during the past one to two years.

2.9.6.2. Self-inspection reports.

2.9.6.3. End of deployment reports.

2.10. Taming The Data Monster: Information Management. Effective Prime BEEF program management involves storing, retrieving, and processing a lot of data on team members and equipment. Fortunately the task is eased with the use of computers. Many bases effectively use personal computers and commercial software to maintain their records on equipment inventories, training, immunizations, and team assignments.

2.10.1. Whenever you use the computer for Prime BEEF and deployment management, do at least two things. First, make sure at least two people know how to get to and use the application programs and get to the data files. They need file names, directories, and passwords. Second, back up the data files each day or when you update them.

2.10.1.1. Load the application software on a second computer just in case you lose the primary system. The second computer can be another machine in the Readiness Flight, one in another shop, or one of the team kit laptops.

2.10.1.2. You should be able to easily connect the backup computer to the base LAN. Otherwise you will have to transfer a network card from the primary to the backup unit and install the network program files to reestablish contact with the MANPER-B and LOGMOD systems over the LAN.

2.10.2. The Air Force is upgrading many of its computer systems (manpower, personnel, supply, civil engineer, etc.) through the MILMOD (military modernization) program. This effort will allow the systems to update and share information far more easily. Users will have access to more information and the reports will often be easier to read. As part of this effort, the Air Force is developing and fielding the Integrated Deployment System (IDS). The CE community is transitioning from the Work Information Management System (WIMS) to the Automated Civil Engineer System (ACES). On top of these upgrades, commercial software developers continue to improve their products.

2.10.3. Even with improved systems interface, MILMOD does not provide for file sharing of the Prime BEEF management and IDS databases. Consequently, for the foreseeable future, CE units (as well as other functional areas) must maintain Prime BEEF management and IDS data on our people, equipment, and training in at least two separate systems and databases. Unfortunately this means double effort to keep all databases current, but the alternative—maintaining the records by hand—is worse.

2.10.4. Keeping up with the new developments in computer systems and software is a big challenge, and the pace of change is too rapid for this pamphlet. For the latest information on computer systems and software that affect Prime BEEF and deployment management, see HQ AFCESA's home page at *http://www.afcesa.af.mil/Directorate/cex*.

2.11. Problems That Can Bite You. This paragraph lists some controllable problems that CE units have experienced and offers ideas on what you might do. If you have other suggestions, please share them with HQ AFCESA/CEX.

2.11.1. SORTS training C-rating drops below C-1. Don't let your training C-rating fall. It's the one area that you control. Keep track of training status and forecast your SORTS status so you are not surprised. Get training quotas early. Forecast your Silver Flag training requirements to your MAJCOM.

2.11.2. Deployment data and shipping documents are not current. The complications arise when you are engaged in a local exercise or actual deployment. You can recover from this with a lot of last-minute work, but why put yourself in that position? Updating the DRMD and LOGPLAN data and the shipping documents, as changes occur, eliminates this problem or reduces it considerably.

2.11.3. Appointment or authorization letters not current. Keep hazardous cargo certifiers trained and their documentation up to date. If not done, your cargo may not pass cargo processing during local or actual deployments. If custodian appointments are not current, you will be delayed in picking up weapons and ammunition.

2.11.4. Your internal information databases are not current. This complicates making accurate, reliable SORTS calculations. When out of date you must scramble to get accurate information and perform the calculations. This reduces the value of maintaining this information in the computer.

2.11.5. You ignore “red flags” found in self-evaluations or in inspection reports of other units. Self-evaluations and inspection reports give you the opportunity to identify and fix problems before others expose them, often to your embarrassment.

2.11.6. REPEAT findings from MAJCOM inspections. Since you get advance notice of inspections, be sure to review old findings. Always fix the old findings, and make sure they stay fixed.

2.11.7. Not having two people trained to prepare SORTS report. This isn't the world's greatest problem, but it can be embarrassing if you have only one person who knows how to prepare the SORTS report and that person has to go on emergency leave. Always have at least two people trained who know where the information is kept for making the calculations.

2.11.8. Poor control of assets and poor maintenance of equipment. This is a problem that shows up when a Prime BEEF team arrives at the employment base. It hampers their ability to support the mission. Depending on location, work-arounds can often be found, but there is little excuse for this situation.

2.11.9. Poorly trained deployment support teams. When well trained and frequently exercised, deployment support teams (cargo preparation/pallet build-up teams, quick fix teams, local weapons and ammunition escorts) greatly simplify the deployment process.

2.11.10. Individuals who don't take family care seriously. Invariably someone will deploy from your unit who did not make adequate preparations for family care. This doesn't affect your program or deployment, but it does take up time both at home station and at the employment location to resolve the problem. First Sergeants and team chiefs don't need the aggravation. Unexpected problems are a different story, and deserve prompt attention. The solution is to continually emphasize the importance of a quality family care plan or personal care plan.

2.11.11. Losing weapons. Impress on everyone who has custody of one or more weapons, even if for only a few minutes, that they don't want to lose one. Be sure to use custody transfer documents or hand receipts to prove you issued the weapons. File them in a safe place.

2.12. Summary. Everyone in a unit contributes, directly or indirectly, to the success of the unit's Prime BEEF program. Good leadership from the Readiness Flight and the team chiefs significantly improves program management. Both deploying team members and deployment support people need to be well trained and given the opportunity to practice. A good Prime BEEF management file/continuity folder consolidates important information and makes it readily available. A unit deployment handbook provides a ready reference for team members to remind them of their pre-deployment responsibilities. DRMD and LOGPLAN information should be kept current to simplify

the efforts and reduce confusion when your unit is tasked for a real world deployment. Develop good working relationships with the units on base that are involved in deploying your unit. Know what they need from you. Learn their "language" and whom you can rely on for good information. Keep your Prime BEEF team members and team chiefs informed of any program changes.

Chapter 3

PERSONNEL

3.1. Introduction. Filling Prime BEEF personnel requirements is a straight-forward five-step process. First, determine the manpower requirements. Second, identify a qualified person to fill each required position. Third, ensure those people are eligible to deploy if assigned to a mobility position or able to perform the in-place task if assigned to a generation mission. Fourth, document the assignments in the MANPER-B system. Fifth, keep the MANPER-B database information current. The guidance in this chapter applies whether staffing your teams in peacetime or filling an actual deployment tasking. The focus is on mobility requirements, but it does touch on in-place requirements.

3.2. Overview. The chapter opens with a brief discussion on where to find the requirements for mobility and in-place generation missions. It defines critical versus non-critical UTC positions, presents the rules and guidelines for assigning people to UTC positions, discusses options for filling long term vacancies, and explains how to determine deployment eligibility and availability. The chapter closes with discussions on updating the MANPER-B personnel deployment database and on reporting personnel shortfalls and LIMFACs.

3.3. Identifying Manpower Requirements. Your SORTS DOC statement specifies your wartime mission and tells you what UTCs to posture—or what in-place mission your unit must perform.

3.3.1. Mobility Mission. For a mobility-only wartime mission, you get the UTC position requirements from the Manpower Force Element Listing (MFEL) in the MANFOR files. The MFEL specifies the required positions by Air Force Specialty Code (AFSC) and skill level. For convenience, the manpower details for the Prime BEEF UTCs are listed in Attachment 3, but you can get the latest UTC information from the HQ AFCESA home page at *http://www.afcesa.af.mil/Directorate/cex*.

3.3.2. In-Place Generation or Combined In-Place and Mobility Mission. For in-place generation missions or combined generation/mobility missions, you get the manpower requirements from the unit manning document (UMD). Because there is no standard manpower requirement for in-place generation missions, MAJCOMs determine the requirements for each base and create or adjust the unit manning document (UMD) to reflect those requirements. If the unit also has a mobility tasking, the MFEL requirements are incorporated in the UMD. The positions are coded to reflect the wartime requirements (see Attachment 2).

3.3.2.1. When you use the UMD as your source document, check the manpower type codes. As a minimum, all MFEL-specified mobility positions should be listed and coded for mobility, and all emergency-essential civilian positions should be coded for either wartime in-place (at overseas bases) or mobility. If the codes are in error, advise your base Manpower Office and your MAJCOM Prime BEEF manager and request the codes be corrected. If in doubt, confirm the requirements with your MAJCOM Prime BEEF manager.

3.3.2.2. If the UMD requirements do not match with the UTC requirements in terms of number of positions by AFSC and skill level, contact your MAJCOM functional manager and Base Manpower office.

3.3.2.2.1. The mismatch may be a result of a conscious decision, such that the UMD reflects a local staffing condition. In this case, nothing need be done unless a position conversion (military to civilian or vice versa) will fix the problem. Even then, a position conversion may have to be delayed until the incumbent vacates the position, for whatever reason (promotion, transfer, retirement, and termination).

3.3.2.2.2. The mismatch can also be an error or an oversight. A quick call to your MAJCOM should be able to clarify this.

3.3.2.2.3. The Resources Flight can work these issues for you. In either case, work with your Base Manpower office to highlight any UMD/UTC mismatches in your SORTS reports.

3.4. Unit Manning. The UMDs for the active units will normally contain more military authorizations (required and funded) than the minimum number needed for all Prime BEEF teams, at least 15 percent more. For example, if a base was tasked to provide a 132-person engineer lead UTC, a 61-person engineer follow team, plus a 6-person EOD lead UTC, the UMD should contain at least 229 military authorizations to cover those 199 team positions.

3.4.1. These additional authorizations are not excess to the unit. They exist to cover war planning attrition requirements and unit shortfalls. They also provide a small buffer of military personnel (assuming the authorizations are at least partially filled) to flesh out team vacancies at the time of deployment.

3.4.2. We know the additional 15 percent don't help when actual manning is less than 75 percent in a career field. That's a problem, and it's not one you can do very much about. Just be sure to list the shortfalls in your SORTS reports and highlight the impact to your SORTS C-level rating.

3.4.3. The Air Reserve Component (ARC) commands also have additional authorizations for attrition. But rather than apply the 15 percent to each unit, the commands created additional units with those authorizations. This works in the ARC, because unit manning is generally more stable than in active units.

3.5. Critical Versus Non-Critical Positions. Each Prime BEEF UTC (excluding the equipment only UTCs) has both critical and non-critical positions. This distinction is artificial, because all civil engineer positions and skills are essential to accomplish wartime and contingency tasks.

3.5.1. Critical Positions. In the CE community, we define critical positions as those required to provide a core of skilled people that a Prime BEEF team needs to respond to immediate beddown and base recovery tasks. From a beddown perspective, immediate requirements could include provision of minimum essential facilities and utility services (electric, water, fuel), installation of an aircraft arresting barrier system, expedient expansion of aircraft pavements surfaces, and initial placement of defensive fighting positions and obstacles for force protection. The immediate phase is further defined from a recovery aspect to include not only the repair of runway and taxiway damage but also the expedient restoration of ruptured critical utility lines (electric, fuel, etc.) and damaged essential facilities (control towers, command posts, air operations, etc.), explosive ordnance disposal, and NBC detection, warning and reporting actions required to ensure sortie generation. The minimum number of AFSs and skill levels that are essential to accomplishing combat force beddown and aircraft launch and recovery repair efforts are designated as critical positions. The intent is to provide a basic, balanced mix of skills for each UTC force package that serves as the nucleus for the engineer capability.

3.5.2. Non-Critical (Essential) Positions. The term non-critical position or personnel is a misnomer that has been around so long that it has a life of its own. Non-critical requirements must not be misconstrued to mean the positions are not wartime required. Nothing could be further from the truth. These positions give an engineer unit the ability to perform several tasks concurrently, respond rapidly and effectively, and accomplish more manpower intensive taskings efficiently. They are essential to complete immediate requirements quickly and to accomplish the short-term requirements. Short-term tasks can be deferred until aircraft are initially bedded down or, in the case of base recovery, until aircraft are launched. Short-term tasks comprise the bulk of engineer requirements. From a deterrence perspective, they include such actions as installation of electrical power generation and distribution systems, replacing mobile generators, expanding the base perimeter defense network, constructing aircraft and facility revetments, and providing sustained operations and maintenance. From a warfighting perspective, short term tasks include such items as base-wide debris removal, expedient repair of secondary utility distribution services, and expedient restoration of non-critical, yet essential facilities.

3.6. Assigning People to Mobility Positions. For each UTC listed in your unit DOC statement, identify qualified individuals to fill the required positions. Assign any remaining unit people as alternates to UTC positions for which they qualify. When possible, assign alternates against critical positions first. Individuals filling primary or alternate positions must be eligible to deploy (see paragraph 3.8). When making assignments, follow the specific AFSC and skill level assignment rules in AFI 10-210 and AFI 10-403. Those rules are highlighted in the following subparagraphs along with amplifying notes. **NOTE:** The AFSC and skill level substitution rules in AFI 10-210 are not identical to those in AFI 10-403, but they do conform to the intent of AFI 10-403. If anyone challenges your team assignments based on AFSC or skill level substitution, cite AFI 10-210. Point out that AFI 10-403 (paragraph 5.1) allows the unit commander to substitute

"…as long as the designated personnel continue to satisfy the UTC MISCAP … and … can meet the functional requirements of the original AFSC."

3.6.1. Standard Rules. Assign enlisted personnel to mobility positions based on their control AFSC (CAFSC), and officers on their duty AFSC (DAFSC). Be sure to follow any assignment notes in the UTC mission capability statements (MISCAP). Firefighters must meet the DoD Firefighter Certification requirements as listed in the 3E7X1 Career Field Education and Training Plan.

3.6.2. Critical Positions. Fill each critical enlisted position with an individual who holds the same CAFSC (including skill level) as the requirement. If that's not possible, then pick someone who has a CAFSC one or two skill levels higher. As a last resort, pick someone one skill level lower. Commanders may substitute one grade up or down to fill officer positions in the required DAFSC. **NOTE:** Bases having the responsibility to posture more than one team (i.e., one lead and one follow, or one lead and two follows) should posture the critical requirements for all teams before posturing the non-critical requirements.

3.6.3. Non-Critical Positions. Fill each non-critical UTC position, in the following priority order, with a person who has:

3.6.3.1. The exact CAFSC (duty AFSC and grade for officers).

3.6.3.2. The required CAFSC but a higher skill level (duty AFSC and a higher grade for officers).

3.6.3.3. The required CAFSC but a lower skill level (duty AFSC and no more than one grade lower for officers).

3.6.3.4. An AFSC with the same first three digits as the required AFSC.

3.6.3.5. A specialty listed in Table 3.1. If a choice has to be made on what specialty to substitute from this table, choose the AFSC listed first in each line. If the unassigned people in a specialty have different skill levels, choose the person with the higher skill level.

3.6.3.6. Remember that the overall intent of substitution is to fill team vacancies by first assigning the highest qualified person to the position requiring the highest skill level.

3.6.4. The Real World Common Sense Substitution Rule. If you are assigning people for an actual warfighting deployment and you can't flesh out the team, decide if you should fill the vacancies with motivated people regardless of specialty. A willing person, even if he or she doesn't have the correct AFSC, is still one more person who can help get the tasks done. Before you deploy just anyone, advise your MAJCOM of your intentions. In addition, report all shortfalls to the Personnel Readiness Unit in the Military Personnel Flight (for peacetime deployments) or to the personnel deployment function in the deployment control center, if activated. **NOTE:** This suggestion does not apply to small or less-than-full-team deployments when expertise is stretched due to the limited number of people deploying.

3.6.5. Differences in Substitution Rules—UTC Assignments Versus SORTS Reporting. Don't confuse the substitution rules used for assigning people to UTC positions with the rules used to determine the availability of critical personnel in SORTS. The rules in this paragraph apply to assigning people to the UTC positions. The SORTS rules limit the substitution of skill levels ONLY for the purpose of calculating the critical personnel P-levels. Those rules are explained in Chapter 8.

Table 3.1. Non-Critical Position Substitution.

AIR FORCE SPECIALTY	AFSC	PERMITTED SUBSTITUTIONS [1]
Officer	32E3X	Any educational suffix
Superintendent	3EX9X	Any 3EX9X but 3E7/8/9XX
Electrical	3E0X1/2	3E1XX
HVAC & Refrigeration	3E1X1	3E0X1/2
Pavements & Construction Equipment	3E2X1	3E3X1
Structural	3E3X1	3E2X1
Utilities and LFM	3E4X1/2	3E1X1, 3E2X1
Environmental	3E4X3	None
Engineering	3E5X1	32E3X, 3E6X1, 3E9X1
Operations	3E6X1	3E5X1, 32E3X, 3E9X1
EOD Manager	3E800	32E3H
Readiness	3E9X1	32E3B/D, 3E6X1, 3E5X1
Inventory Management	2S0X1	2S0X0, 3EXXX
Education & Training [2]	3S2X1	3A0X1, 3S0X1
First Sergeant	8F000	3EX9X, 3EX7X

[1] Specialties are listed in order of substitution priority.
[2] Applies only to ARC UTCs

3.7. Filling Individual Shortfalls. If you cannot fill a UTC position from within the unit, you have at least four options. The first two are used when you receive an actual deployment notification or deployment order. The next two can be used to fix long term shortfalls.

3.7.1. On-Base Replacement. The first place to look is on base. Identify shortfalls to the Military Personnel Flight. They will try to find a local replacement. You can speed this process if you already know of someone. You will probably have more success getting replacements for non-CE specialties that can be found in other units. Occasionally some CE specialties (power production, heavy equipment, electrical, etc.) are found in other specialized units, but those people may already be committed to another UTC. This option can solve an immediate shortfall, but there is no guarantee that someone will be available.

3.7.2. Off-Base Replacement. If the Military Personnel Flight can't find an on-base replacement, they will ask for help from your MAJCOM. If the MAJCOM can't support the requirement, it will

send the requirement to HQ Air Force Personnel Center. You may get a replacement, but that person will not likely deploy with your team. He or she will have to deploy individually and join the team at the employment location.

3.7.3. Emergency-Essential Civilians. While it is not common, we do have civilian employees assigned to deployable Prime BEEF UTCs. Generally they are assigned to special teams. If a civilian employee is required on a UTC, agrees to deploy in writing, and meets all requirements, that person can be assigned to a mobility position. Civilians in this status should be formally designated as "emergency-essential". Be sure to complete the emergency-essential paperwork with the Civilian Personnel Flight. The requirements are found in AFI 36-507, *Mobilization of the Civilian Workforce*. Coordinate emergency-essential requirements with your MAJCOM Prime BEEF functional manager.

3.7.4. Individual Mobilization Augmentee (IMA). Active force units can use Air Force Reserve IMAs to satisfy requirements that are difficult or otherwise impossible to fill. AFI 38-204, *Programming USAF Manpower* (chapter 3) provides the guidance for establishing these requirements. If you think this is an option, contact your MAJCOM Prime BEEF functional manager. That's where the requirement must be established. You should be prepared to provide the justification. Before they approve the position, the Air Force Reserve Command will look at promotion potential and other considerations. If authorized, the Air Reserve Personnel Center will find someone to fill the position. You can help this process if you know of someone who is eligible and wants the job. Finally, to ensure he or she is ready to deploy with the team, you need to work out a weekend and annual training schedule with the individual. **NOTE:** It's easier to describe the process than to get the position. This option takes a lot of perseverance to make it work.

3.8. Determining Deployment Eligibility and Availability. Determining deployment availability is a four-step process. First, determine who is present for duty; second, determine who is on leave or TDY and can be recalled and ready to deploy within the DOC response time; third, determine who has any duty status or deployment availability codes that may limit their deployment eligibility, and fourth, decide which of the people with codes can still deploy. In reality, these don't seem like four distinct steps, because you do them at the same time. Attachment 9 offers guidance on how to determine the deployment eligibility of unit members. The rules and procedures apply whether determining eligibility for an actual deployment or for SORTS reporting. (**NOTE:** In a crisis, the Air Force can adjust the deployment availability rules.) As a minimum, each unit must determine the deployment availability of team members monthly for the SORTS report. We recommend a unit keep its personnel status up to date, just as it does its equipment status.

3.9. Updating the MANPER-B Database. To complete the process of filling UTC positions, the team assignments must be loaded into the MANPER-B system. For each UTC position, the unit must provide the individual's name, SSAN, deployment sequence, and chalk number. The unit must also identify any special individual responsibilities. The base Manpower Office or the Military Personnel system inputs other required information. The information in the MANPER-B database is used to create many documents: the DRMD, Deploying Personnel Roster, CEM (contingency,

exercise, and mobility) orders, unit shortfall/LIMFAC reports, etc. Attachment 10 shows how the information is formatted on a DRMD.

3.9.1. Depending on which MANPER-B product you are looking at, UTC positions are identified by different, but related codes. On some reports, the position is identified by a MRI (mobility requirement identifier) or a MPI (mobility position indicator). On a DRMD or Deploying Personnel Roster, the "ULN position number" identifies the position.

3.9.2. When people and cargo are deployed, they are moved by vehicle or aircraft, and each "load" is processed as a "chalk". The unit must identify the chalk number on which each individual will deploy and the order in which the people on the chalk will process, the "deployment sequence". When a UTC is so large that it must be split for movement, each part of the UTC is given a separate chalk number (the ULN remains the same). **NOTE:** When making chalk assignments, distribute team leadership and skill experience between chalks. Then if a vehicle or airplane breaks, you still have leadership throughout the team.

3.9.3. When providing data for a deployment, list special responsibilities (team chief, courier, etc.) in the line remarks on the DRMD. AFI 10-215 (attachment 4, table A4.3) lists the standard codes used in CEM orders to identify selected responsibilities. Bases can add local codes to that list. Examples of the standard codes include: "C" if member is cargo courier; "CC" if member is classified courier; "E" if member is equipment custodian; "A" if member is munitions custodian/courier; "G" if member is weapons custodian/courier; "R" if member is carrying a weapon; "V" if member is special vehicle operator, and "I" if member is UTC team chief. Use the codes specified in your local instructions.

3.9.4. You input the assignment information directly using the UDM module/DeMS or by annotating the latest DRMD paper product and returning it to the Personnel Readiness Unit which then makes the changes in the MANPER-B system. **NOTE:** You cannot use the UDM module/DeMS to input assignment information for emergency-essential civilians. You must work with the Personnel Readiness Unit (PRU) in the Military Personnel Flight during peacetime or with the Personnel Deployment Function (PDF), when activated following a deployment warning/execution order, to get the civilian assignment information included in the MANPER-B database. The PRU/PDF loads the civilian “face” to the space <u>before</u> they make the DRMD database available to you. The Personnel community calls this a “force gain”.

3.9.5. Always keep the assignment information in MANPER-B current. This makes for fewer changes when getting teams ready to deploy, and that makes your job easier. With the UDM module/DeMS, you can make changes as they occur. For units without the UDM module/DeMS, the Military Personnel Flight will periodically provide a list to update, usually monthly.

3.9.6. The UDM module/DeMS doesn't offer the capability to assign an alternate for each position. Instead, the UDM module gives you quick access to the data on everyone in the unit. Using that information, you can quickly identify alternates from within the unit to fill vacant positions or to replace people who are ineligible or unavailable to deploy.

3.10. Reporting Shortfalls and LIMFACs. If you have vacant positions and they affect your ability to meet your MISCAP, be sure to report shortfalls and any associated limiting factors (LIMFAC). You do this through your monthly SORTS reports and, when deploying, in a unit shortfall/LIMFAC report. Keep your Logistics Plans Flight, Personnel Readiness Unit, and MAJCOM Prime BEEF functional manager advised of your shortfalls and LIMFACs. **NOTE:** LIMFACs are problems, deficiencies, or conditions that decrease or prevent a unit from accomplishing its wartime mission, and usually require assistance from higher headquarters to resolve.

3.11. Summary. You will find your wartime personnel requirements in one of two places: the UTC manpower details, which you get from the MEFPAK MANFOR database, or from your unit manning document (UMD). The difference between critical and non-critical CE UTC positions is in the rules used to fill the positions. Critical positions provide the core of skilled people for each team. Consequently, the substitution rules for assigning people to critical Prime BEEF positions are more restrictive. When you deploy, the distinction evaporates. You need everyone. If you have hard to fill positions, consider the options of filling those positions with emergency-essential civilians or with IMA reservists. Be sure to keep your information in the MANPER-B database current.

Chapter 4

EQUIPMENT AND SUPPLIES

4.1. Introduction. Prime BEEF teams are equipment light by design; they deploy with only individual gear and team mobility equipment. This minimizes airlift requirements and enables the teams to deploy quickly. As a result, Prime BEEF teams must rely on external sources for beddown assets, vehicles, heavy equipment, construction materials, and supplies. Those sources include in-place and prepositioned stocks, separately deployed vehicles and equipment, and local vendors. The mobile team kits provide tools and equipment needed to perform initial bare base beddown and base recovery tasks. The individual gear includes equipment and clothing for personal protection and personal clothing and supplies for extended TDY needs. At home station, Prime BEEF teams train for deployments using the mobile equipment, individual gear, and supplemental training assets. Acquisition, storage, maintenance, and accountability of Prime BEEF mobile equipment and load planning and preparation of cargo for deployment are significant responsibilities of the civil engineer (CE) unit, both at home and when deployed.

4.2. Overview. This chapter focuses on mobility equipment for both Prime BEEF teams and individuals, and it briefly touches on home station training equipment. The chapter opens by identifying and describing the source documents for Prime BEEF requirements. It then outlines the different categories of Prime BEEF mobility equipment and supplies; discusses equipment acquisition, accountability, storage, inspection and maintenance, and inventory, and highlights reconstitution actions. The chapter presents procedures commonly used at Air Force bases to acquire, store, maintain, issue, and deploy equipment and supplies. You may encounter variations at your base.

4.3. Required Equipment and Supplies. AFI 10-210, *The Prime BEEF Program* (chapter 4) requires civil engineer units to acquire and maintain the items listed in the CE-unique Equipment and Supplies Listing (ESL) for each UTC specified in their SORTS DOC statements. For a unit to deploy those items, the requirements must also be included in the MEFPAK LOGFOR. The ESL and LOGFOR databases contain different information and serve different purposes, but together they describe the complete cargo deployment package for each Prime BEEF UTC. To acquire an equipment item listed in the ESL, the requirement must also be included in an allowance standard (AS). **NOTE:** MAJCOMs specify the required equipment and supplies for in-place generation missions. Because there is no standard for those items, they are not listed in the ESL nor are they addressed in this chapter.

4.3.1. Equipment and Supplies Listing (ESL). The ESL consolidates Prime BEEF equipment and supply requirements in one easy-to-use document.

4.3.1.1. The ESL serves three main functions:

4.3.1.1.1. First, it lists all individual and team items (both nonexpendable and expendable) that a CE unit must get and maintain for each UTC. In separate lists, the ESL specifies requirements for personal clothing and accessories; mobility bags; special protective clothing and equipment; consolidated tool kits; team kits; weapons; munitions, and communications equipment.

4.3.1.1.2. Second, it provides helpful information. It identifies items with a shelf-life; includes sample shipping documents with abbreviated preparation instructions; includes pilot unit load plan drawings; lists the technical orders needed for the required equipment; outlines special packing instructions; identifies items which require calibration and testing; annotates items which require periodic maintenance and operations checks, and identifies centrally procured (depot funded) versus base procured items.

4.3.1.1.3. Third, and unique to the ESL, it is the baseline document for calculating equipment availability for SORTS reporting.

4.3.1.2. When the ESL is updated, HQ AFCESA/CEX sends copies to each MAJCOM. In turn, they forward the information to each CE unit. You can get the current ESL from your MAJCOM or from the HQ AFCESA/CEX home page at *http://www.afcesa.af.mil/Directorate/cex*.

4.3.2. Allowance Standards. Allowance standards (AS) prescribe the items and quantities of equipment that units and individuals need to perform their peacetime or wartime missions. Only nonexpendable items (equipment) are listed in the standards. Allowance standards are the basis for authorizing and procuring nonexpendable mobility equipment. Base Supply cannot order equipment unless the item is contained in a valid allowance standard. Pilot units are not supposed to add an equipment item to the logistics details (LOGDET) of a UTC unless the item is listed in an allowance standard. All mobility equipment authorizations are mandatory. A unit must have each required equipment item on-hand, on-order, or included in an appropriate budget document (if the item is base procured). You can find numeric and alphabetical listings of all allowance standards in AFIND 10, *Management Control and Authorization Program for Table of Allowance (TA) and Allowance Source Codes (ASC) for USAF Activities* or through the *Allowance Standard Retrieval System* (ASRS) CD-ROM.

4.3.2.1. Table 4.1 lists the standards that contain the allowances for the equipment in the Prime BEEF UTCs. AS 429 and 456 deserve special note, because they are the primary allowance standards for the Prime BEEF team mobility equipment. The other allowance standards in the table apply across the Air Force and include CE allowances alongside those for other functions.

4.3.2.2. An allowance standard provides a lot more information for each allowed item than you will ever use. The most important information includes the stock number, the nomenclature, part number, allowed quantity, use code, and allowance identifier. See Attachment 11 for the AS formats. AFMAN 23-110 (volume 2, part 13, chapter 8 and part 2, chapter 22) contains more information on allowance standards. However, the best sources of information are the people in the Customer Service and Equipment Management sections of Base Supply.

Table 4.1. Allowance Standards For Prime BEEF UTCs.

ASC	TITLE
006	*Organizational and Administrative Equipment*
009	*Small Computer System*
016	*Special Purpose Clothing and Personal Equipment*
019	*All MAJCOM Vehicle Support* [1]
403	*General Purpose Tools*
429	*Civil Engineering Squadron Heavy Repair (RED HORSE) and Prime BEEF Teams*
456	*Explosive Ordnance Disposal (EOD)*
459	*Nuclear, Biological and Chemical Defense Equipment* [2]
538	*Security Police Activities, Organizational Small Arms Equipment, Military Dogs, Associated Equipment, Confrontation Management, Air Base Ground Defense Correction and Detention Equipment*
629	*Visual Information (VI) Support (Organization/Utilization Equipment)*
658	*Fixed Ground Communications Security Equipment*
660	*Equipment Allowances for Non-Weapon Systems Communications Requirements*

[1] AS 019 provides vehicle allowances common to all MAJCOMs. ASs 020 through 033 provide special allowances for each MAJCOM in addition to those in AS 019.
[2] AS 459 provides individual and chemical warfare defense equipment allowances common to all MAJCOMs.

4.3.2.3. In a standard such as AS 429, which provides allowances for many different units and UTCs, it is important to know which allowance identifiers apply. For example, AS 429 contains over 100 allowance identifiers just for RED HORSE units, Prime BEEF non-EOD UTCs, Prime RIBS UTCs, and Readiness, Exercise, Evaluation and Training Sites. Allowance identifiers are seven-position alphanumeric codes that identify who, what unit, or what UTC is allowed an item. (The first three numbers in the identifier are called the allowance source code (ASC). The ASC is simply the three numbers of the allowance standard. The last four letters are called the allowance identifier suffix.) Table 4.2 shows the eleven allowance identifiers listed for Prime BEEF in AS 429. When you're not sure of the correct identifier, the preface of an allowance standard provides a functional description and details about each identifier. The pilot unit is supposed to load the correct allowance identifier for each nonexpendable item in the UTC in the MEFPAK LOGFOR database.

4.3.2.4. There are three ways you can get access to allowance standards. First, you can establish a requirement through your base's Publication Distribution Office for a copy of the *Allowance Standard Retrieval System* CD-ROM. Second, you can get hard copy reports from the Equipment Management section or the Customer Service section in Base Supply. They can make on-line inquiries through the Air Force Equipment Management System (AFEMS) and can sort the allowances by stock number or by allowance identifier. Third, you can download allowance standards from the AFEMS using TELNET, but you must request a password and address from the Equipment Management section. Check with your CE materials acquisition section. They may already have one of these three sources.

Table 4.2. Prime BEEF Allowance Identifiers in AS 429.

ALLOWANCE IDENTIFIER	APPLIES TO UTC	FUNCTIONAL DESCRIPTION
429LOOA	4F9E5 4F9E6	Reflects allowances for Prime BEEF Support Team (per each 132 active/111 Air Reserve Components person Team Kit 4F9E5/4F9E6)
429LOOB	4F9E7 4F9E8	Reflects allowances for Prime BEEF Combat Support Team (per each 61 active/55 Air Reserve Components person Team Kit 4F9E7/4F9E8)
429LOOC	4F9E5 4F9E6	Reflects allowances for Prime BEEF Home Station Training Set
429LOOD	4F9E7 4F9E8	Reflects allowances for Prime BEEF Home Station Training Set
429LOOE		Reflects allowances for Contingency Support Set/MAJCOM designated locations only.
429LOOF		Theater Prime BEEF teams (PACAF and USAFE)
429LOOG	4F9AC	Reflects allowances per AFCESA - 1 team. CEMIRT - UTC 4F9AC.
429LOOH		Reflects allowances for Rapid Runway Repair (RRR) Mini Kit
429LOOJ		Reflects allowances for Base Denial Teams
429LOOK		Reflects allowances for Southwest Asia Support
429LOOL	4F9D2	Reflects allowances for Disaster Preparedness High Threat Augmentation Team
429NOOF	4F9E9	Reflects allowances for Enroute Support Team

4.3.2.5. While not directly affecting Prime BEEF, we list three other allowance standards which cover the assets that CE forces use for beddown and air base operability (ABO) activities.

AS 158, *Harvest Falcon Bare Base Support Program*
AS 159, *Harvest Eagle Support System*
AS 929, *Force Beddown (Housekeeping) Set*

4.3.2.6. You only need to know about allowance standards when you want to order an equipment item and someone asks you for the allowance identifier. You should be able to get most of the information from the LOGFOR. This means pilot units need to do their homework to ensure the allowance identifiers are listed correctly in the LOGFOR databases. You will need the allowance identifiers to order non-expendable items for your home station training set.

4.3.3. MEFPAK LOGFOR. The LOGFOR database is essential. It lists the ESL items and the equipment and supplies that you need to pack and palletize the UTC cargo. Those items include 463L pallets, cargo nets, shipping containers, nesting boxes, etc. The LOGFOR database contains the logistics details of each UTC and provides model load and packing lists for each cargo increment/pallet.

4.3.3.1. Created by the pilot units for each UTC, the model load and packing lists identify all ESL mobility items (except personal and mobility bags); identify what containers the items are packed in,

and show what pallet positions the containers and items are packed on. Attachment 12 includes an extract from a LOGFOR Materiel List for a 4F9E8 UTC. The wing Logistics Plans Flight makes this product available to you (see paragraph 1.5.4.1).

4.3.3.2. Don't confuse the LOGFOR Materiel List with the LOGPLAN Materiel List. The LOGFOR shows how the pilot unit loads its equipment and supplies. The LOGPLAN is unit specific and shows how you plan to pack your cargo for each OPLAN you are tasked to support. The LOGFOR data is your starting point for unit-specific deployment "load planning". That topic is covered in Chapter 5.

4.3.4. Substitution Guidelines. The ESL and LOGFOR dictate the mobility items that units must get and maintain for their Prime BEEF UTCs. The resulting standardization between Prime BEEF teams are important to military planners. Planners depend on these pre-defined capabilities when they plan contingency operations. However, units need some flexibility to substitute items. Limited substitution enables units to use serviceable on-hand equipment and to use common sense when buying local purchase items.

4.3.4.1. The substitution guideline is simple. When a prime item is not available, a substitute item may be used if it:

4.3.4.1.1. Performs the same function as the prime item,

4.3.4.1.2. Has the same general size and weight as the prime item (to ensure the substitute item will fit in the team kit packing plan, will not cause the cargo to exceed its weight limit, and will not violate pallet preparation rules), and

4.3.4.1.3. Does not require other items in the ESL to be changed.

4.3.4.2. You must work with the Equipment Management section in Base Supply to identify substitute items on the accountable records (CA/CRL). You must also include the substitutions in your LOGPLAN database.

4.3.5. Process for Identifying and Adding New Requirements. Prime BEEF equipment and supply requirements are not static. Minor tweaks, such as code or stock number changes, occur every year or two. In those cases, the pilot units correct the databases in coordination with HQ AFCESA and the MEFPAK command CE functional area manager. If there are major item changes or the changes require significant cost to your unit or MAJCOM, you should expect specific guidance from your MAJCOM. In either case, you will be notified of the change.

4.3.5.1. Anyone in the CE community can suggest changes to Prime BEEF equipment and supplies requirements. If you see a need to add a new item or change an existing item, we recommend you first call the pilot unit to discuss the change. If you decide to pursue the change, send your request to your MAJCOM CE readiness staff. If they concur, they will send it to the pilot unit and HQ AFCESA/CEX. Provide enough details to help everyone understand what you want. Include the following information, when possible.

4.3.5.1.1. The proposed item's actual name, common name (if different), and government nomenclature (if available).

4.3.5.1.2. Model number (or part number).

4.3.5.1.3. Manufacturer's name.

4.3.5.1.4. National stock number (NSN), if available.

4.3.5.1.5. Any ancillary items required to make the item work or improve its performance/capabilities. Be sure to include identifying details (the above four items) for any ancillary items.

4.3.5.1.6. Source of information (i.e., name of catalog including date, page, and item number). For unusual items, it helps if you send a photo or catalog cut.

4.3.5.1.7. Estimated cost.

4.3.5.1.8. A justification. Explain why the CE community should make the change. Highlight the benefits. When possible, quantify your arguments. Provide your strongest arguments. No one else will make them better than you.

4.3.5.1.9. A list of your UTCs affected.

4.3.5.1.10. Details on the item that will be replaced, if applicable.

4.3.5.1.11. Your name, office symbol, address, phone and FAX numbers, and e-mail address.

4.3.5.1.12. For a nonexpendable item, also prepare and forward an AF Form 601, **Equipment Action Request**. **NOTE:** You can submit the AF Form 601 through the Equipment Management section of Base Supply, but that can increase the approval time, because the pilot unit still needs to act on it.

4.3.5.2. Either the pilot unit or HQ AFCESA will coordinate your proposed change with the MAJCOMs and non-pilot units to obtain consensus. The pilot unit, HQ AFCESA, and the MEFPAK command CE functional area manager determine if the proposed change applies to all units or only yours. If the majority of the units concur with the proposed change and it involves a nonexpendable item, the pilot unit submits the AF Form 601 through supply channels to get MEFPAK command equipment management office (CEMO) approval. If the proposed change applies to only one or two units, the pilot unit requests a deviation to the allowance standard for only those units. **NOTE:** Since pilot units maintain the LOGDET for their UTCs, they must coordinate on any proposed changes to the allowance standards that affect their UTCs.

4.3.5.3. After the change is approved, the pilot unit updates the logistics details in the MEFPAK LOGFOR database and advises non-pilot units of the change. Pilot units usually do this by letter, message, or e-mail through the MAJCOM CE readiness staffs. Changes are also reported in HQ AFCESA publications and *The CE* magazine. If you notice you are not getting timely notification of changes, the problem can be at any point in the notification chain. Let your MAJCOM know, but first be sure the problem is not within your unit. If the problem persists, continue to "holler" to your MAJCOM until it is resolved.

4.4. Mobility Equipment and Supplies. The composition of Prime BEEF mobility equipment has evolved over the years and will continue to change as new technology creates better products, as UTC mission changes dictate additional equipment, and as smart CE people think up better ways to do the job. We tend to divide mobility equipment and supplies into four general categories:

Personal gear. These are items that sustain individuals for an extended period and protect them from the hazards of the mission. The category includes personal clothing, mobility bags, and special protective clothing.
Team equipment. These items enable the team to perform its mission as specified in its mission capability statement (MISCAP). It includes consolidated tool kits, UTC/team kits, communications equipment, and vehicles.
Force protection items. These items include the weapons, munitions, helmets, and flak vests.
Pallet preparation materials. This category includes the 463L pallets, cargo nets, and shipping containers.

4.4.1. Availability and Peacetime Use of Mobility Equipment. Mobility equipment must be ready for deployment within the time period specified in your DOC statement. The time limitation applies even when you are using the equipment for training. Units can use their mobility equipment and supplies for local training and exercises, but must ensure the items are immediately cleaned, serviced, and available for deployment after the exercise/training.

4.4.2. Personal Clothing and Hygiene Items. All military Prime BEEF members must maintain a personal clothing bag. Civilian members of Prime BEEF teams should be encouraged to keep a bag. Each person is responsible for acquiring personal bag items and for storing his or her personal bag.

4.4.2.1. Minimum clothing requirements plus suggested hygiene and personal comfort items are contained in the ESL. The installation deployment plan may also specify personal requirements. The more stringent requirement is the bottom line. If the ESL directs one of a listed item and local guidance says two, two is the requirement. The tasking order for each deployment may specify additional items.

4.4.2.2. Personal clothing should be packed according to the installation deployment plan. Generally this means in A-3 bags, duffel bags, or commercial luggage with rounded corners, but not in footlockers or trunks. Air Mobility Command Instruction 24-101, volume 14, *Military Airlift*

Passenger Service limits personal baggage to two pieces with a combined weight of no more than140 pounds. Each piece can be no larger than 62 linear inches (sum of length, width, and height). Carry-on baggage should be limited to one piece not to exceed 9 by 15 by 24 inches in dimension. If not palletized, any toolboxes and mobility bags should be authorized as excess baggage in the travel orders. We recommend you pack light. Remember you have to carry the stuff.

4.4.2.3. Personal bags are usually hand carried from the unit assembly area to the deployment processing unit (DPU) where the baggage function then loads the bags on pallets by UTC. **NOTE:** Baggage pallets are not included in the LOGFOR Materiel List, nor in your LOGPLANs. Just like the weight of passengers is estimated, baggage pallet requirements are built into transportation planning.

4.4.3. Mobility Bags. Unless a deployment task order provides instructions to the contrary, each non-EOD Prime BEEF member deploys with three mobility bags. The A-bag contains general support items for all types of contingencies; the B-bag contains extreme cold weather equipment; the C-1 bag contains the member's chemical warfare defense equipment. The number of complete mobility bags that are available for deployment must be reported in SORTS. **NOTE:** Rather than A-, B-, and C-1 bags, EOD Prime BEEFers deploy with their personal retention items (see paragraph 4.4.3.5).

4.4.3.1. Requirements. All mobility bag requirements are listed in the ESL. Standard mobility bags are described in AFMAN 23-110 (volume 2, part 2, chapter 26, section F and attachments F-1, F-2, and F-3). AFI 32-4001 also identifies the chemical warfare defense equipment items and quantities. Allowance standards 016 and 459 cover mobility bag allowances. Check for any MAJCOM specific guidance.

4.4.3.1.1**.** Additional Prime BEEF Items. Prime BEEF bags contain more items than standard mobility bags. The additional items are annotated in the ESL and must be funded, controlled, and stored by the CE unit. These are sometimes referred to as X-bag items. When CE stores the mobility bags, the X-bag items can be consolidated with the A, B, and C-1 bag contents.

4.4.3.1.2. Body Armor. Body armor is one of the additional A-bag items. It is highlighted separately because it is the only SORTS reportable item in the mobility bags. All Prime BEEF mobility members will be equipped with body armor, and it should be readily available to each individual for training. The allowances are in AS 016.

4.4.3.2. Options for Storage and Issue of Mobility Bags. At many bases, Supply builds and stores standard mobility bags for all units. At other locations, civil engineers store their own bags. Both options have advantages and disadvantages. The biggest advantage of storing the bags in CE is that they are immediately available for training and deployment. The disadvantage is that CE earns no additional manpower to maintain the bags or the bench stock to support the bag inventory—manpower comes out of hide. Even if Base Supply stores the bags, CE must store the additional Prime BEEF X-bag items. With either option, there must be enough bags for each mobile team

member, and they must be available for immediate deployment. There is no one correct way to build, store, and issue mobility bags. The next few paragraphs outline common methods, but keep in mind that each base is free to develop its own procedures.

4.4.3.3. Base Supply Storage and Issue. Usually once a year, Base Supply will ask units to identify their standard mobility bag requirements. Supply then builds up and stores mobility bags to meet those requirements. Depending on your Base Supply, their mobility bags will be either tariff-sized or individually sized. Individually sized means that items in the mobility bags are sized to fit one person and the bags are stored for that person. Tariff-sized means that mobility bags are built to accommodate the normal distribution of sizes one would expect to see in the Air Force, i.e., fewer small sizes, more medium and large, and fewer extra large. When you deploy, Base Supply is responsible for meeting the required response time and issuing the bag with sizes most likely to fit. Base Supply is only required to provide tariff-sized bags, but many choose to individually size the bags. Find out when the mobility function in Base Supply's Combat Operations Support Flight normally calls for mobility bag requirements and provide the CE input accordingly.

4.4.3.3.1. If stored by Base Supply, the installation deployment plan should specify procedures for storage, issue, and palletizing of mobility bags within required response times. Often those procedures call for the team chief or other responsible person to draw tariff-sized bags for the entire team. Base Supply then immediately palletizes the bags. In practice, Base Supply's mobility bag section will likely be overtasked at that time. Consider sending a work party to help them palletize your bags, especially if you want to load the X-bags on the standard bag pallets. In that case, send the X-bags with the work party.

4.4.3.3.2. Some bases choose to build and store individually sized A-, B-, and C-1 bags. They may also issue A (or A-1) and C-1 mobility bags on a hand receipt to the individual when he or she is assigned to a mobility position. (The A-1 bag consists of the canteen, web belt, and helmet.) When deploying, all team members go to Base Supply to draw and sign for their bags. Those bags may be immediately palletized or can be transported to the CE assembly area for palletizing.

4.4.3.3.3. If time permits before you deploy, consider drawing the bags from supply and have each person check the contents of his or her bags for size and serviceability. Replace unserviceable items. Conduct an item swap or replace ill fitting items. Also consider having team members place filled-out baggage tags on the bags. Also have them place their name on a label or paper inside each bag just in case the baggage tag is torn off. This is a good time to pack the X-bag items in the A, B, or C-1 bags or simply place the X-bags on the same pallets as the standard bags.

4.4.3.3.4. If tariff-sized, ensure you know how many small, medium, large and extra large bags you need for each UTC. You have to provide an exact count to Base Supply when you draw bags for a deployment. Consider building a mobility bag database with size requirements for each team member. If you do, keep it current. You can create your own computer database or you can keep each person's sizes in a 3- by 5-inch card deck. Capture size information when an individual is newly assigned to a team. People often don't know their correct size, especially for mobility items. To eliminate the guesswork, get one of every size of the items that come in different sizes. Keep them in the office so new people can try them on. Decide what size is required, and enter the

information in the database or annotate the card. When requested, advise Base Supply of your requirements.

4.4.3.3.5. Tariff-sizing can be a problem when there are not sufficient assets in Base Supply. The last units to deploy may get bags with missing items, mixed sizes, or no bags at all. Usually this is not a problem for CE units that tend to deploy early. Work with Base Supply to see if dedicated tariff-sized mobility bags can be assigned to Prime BEEF. Dedicated bags will ensure your teams have the required items.

4.4.3.3.6. The one-size per bag in tariff-sizing can be a problem for individuals. Body parts on a person are not necessarily one size. They may need a large for their torso and medium for their head, or vice versa. An easy workaround for this is to have team members swap poorly fitting items with other people who also need a different size. It may take a few exchanges to get the right fit. This can be done before the team deploys or after it arrives at the employment location. There are many ways to conduct a swap: individuals can ask around; you can have a swap meet at a designated time for all people with ill fitting items; you can post a swap sheet near your control center; etc. Keep it simple.

4.4.3.3.7. There are advantages to CE when Base Supply stores the mobility bags. You require less storage space; you only need to keep replacement stocks for the X-bag items; you spend less time on bag maintenance, and you avoid replacement costs for standard bag items.

4.4.3.4. CE Storage and Issue. Some CE commanders want more control over Prime BEEF assets and choose to store and maintain the mobility bags. AFMAN 23-110 (volume 2, part 2, chapter 26) permits this, with the agreement of Base Supply. Base Supply often encourages units to do this because it reduces their workload and storage requirements. Users who manage their own bags generally are responsible for periodic inspection and shelf-life control. Remember, if the unit chooses to keep their own mobility bags, the Readiness Flight will require augmentation from the Prime BEEF teams to build-up, inspect, and maintain the bags in the CE warehouse.

4.4.3.4.1. When an individual is assigned to a mobile Prime BEEF team, build prepackaged mobility bags for the person. Just as with Base Supply, this can be accomplished with tariff-sized or individual-sized bags. However tariff sizing removes a major advantage of unit storage and issue. Individually sizing the bags requires an inventory large enough to ensure sufficient spare items are on hand to properly fit most individuals being assigned to a Prime BEEF position.

4.4.3.4.2. Include a copy of the inventory in each bag and keep the original on file. Keep track of bags with missing items and fill the deficiencies as soon as possible. Once all items are in the new team member's bags, they should be sealed using numbered security seals and stored in a secure area to discourage pilferage. The seal numbers should be annotated on the inventory lists, which can be preprinted, and in the mobility bag database. The NSN for one type of security seal is 5340-00-081-3381 (unit of issue is 100 per box).

4.4.3.4.3. Mark the bags so they are easy to identify. You may want to identify the type of bag by using an A, B, or C. On tariff-sized bags, ensure S, M, L, or XL is marked on the outside to

indicate the size of the items. When individually-sized, consider numbering the bags to correspond with the person's UTC position number. This simplifies issue and identification of bags, especially when the numbers are easy to read. Use your own numbering scheme and keep it simple. One way is to use the UTC number or the last two digits of the UTC followed by the position number. We suggest you use the ULN (unit line number) position number from your exercise DRMD. See Attachment 10 for a sample DRMD with position numbers. Some units posture two or more teams with the same UTC. Consider using a prefix or suffix to distinguish between those teams. Using this scheme, a bag numbered E6/B-007 (or 4F9E6/B-007) would mean the bag is reserved for the person filling position number 007 on the second 4F9E6 team postured by the unit. Whatever numbering scheme you use, make sure everyone in the Readiness Flight and every team member knows the scheme.

4.4.3.4.4. Mobility bags controlled by CE should be inventoried periodically. There is no set frequency, but it is a good idea to have team members occasionally check the items in their bags to ensure the items remain serviceable. Because people do lose and gain weight, have team members also check to make sure the items still fit. A good time to conduct an inventory is when shelf-life items are due for replacement. Inventory a mobility bag any time its seal is missing or broken. Check the seal integrity on the other bags when you find one missing or broken.

4.4.3.4.5. To speed the issue and accountability of mobility bags, store bags by UTC and position number (Figure 4.1). Prepare hand receipt documents in advance. The hand receipts, preprinted with the contents of the bag, serve as the bag inventory record and as the accountability document. You can create AF Forms 1297, **Temporary Issue Receipt** using software such as FormFlow® and the forms database in the Air Force Electronic Publishing Library (AFEPL); you can create your own inventory and accountability documents, or you can copy the pages from the ESL requirements lists and annotate them. When issuing the bags, do it by team and have each individual pick up his or her mobility bags, ensure the security seal is intact, and sign the hand receipt. Minimize the "bag drag" routine. Have a vehicle or pallet close to the issuing point so that the individual doesn't have to carry the bags all over the base. Keep the hand receipts on file.

4.4.3.4.6. A few CE units issue the mobility bags to new team members and require the individual to store the bags at home. This cuts down on CE storage requirements, eliminates pilferage, and reduces the processing time to issue mobility bags. But it does put a burden on the individual. Extra storage space in base quarters and dormitories is limited to non-existent. It also creates a bag drag problem and potential traffic chaos at the CE assembly point. Before you adopt this approach, you need to work out the details that minimize the problems. **NOTE:** People will try to park as close as possible to the assembly area to avoid a long bag drag. That guarantees a traffic snarl and makes it difficult to move cargo in and out of the area.

Figure 4.1. Mobility Bag Storage.

4.4.3.5. EOD Personal Retention Items. Prime BEEF members holding an EOD specialty deploy with a consolidated mobility bag. The consolidated bag includes the items in the standard A, B, and C-1 bags plus special EOD clothing, tools, and equipment. The contents are detailed in the ESL. The EOD bag—actually four bags—is permanently issued to the individual when assigned to the career field and retained until no longer in EOD.

4.4.3.6. Exercise Bag. Some units build exercise bags for local training by pulling frequently used items from the A-, B- and C-1 mobility bags. Exercise bags eliminate the need to break the seal on the mobility bags and reinventory bag contents each time you conduct a local exercise.

4.4.3.6.1. Bag contents are a local choice, but suggested items include:

Helmet and body armor
Canteen, cover, and M-1 cap
Web pistol belt
Suspenders
Chemical warfare defense ensemble (protective mask plus training over-garment, gloves, bootcovers, and hood)

4.4.3.6.2. Your unit can store the exercise bags and issue them for training, or you can issue them to each team member when assigned. Have team members maintain this bag along with their personal bags. When notified for deployment, team members must bring the exercise bag (less the chemical defense training over-garment) along with their personal bag to the unit assembly area.

4.4.3.6.3. Some units use a ditty bag instead of an exercise bag. The ditty bag contains a web belt, canteen, M1 canteen cap, canteen cup/holder, and helmet.

4.4.3.7. Loading Mobility Bags. Palletizing should occur at the point of issue to minimize the bag drag, but it can be done at the deployment processing unit. Don't load mobility bags for positions vacant at time of deployment. If you draw bags from Base Supply, you can place the X-bags on the pallets along with the other bags. Some tasking orders may direct deploying individuals to handcarry their C-1 bag items.

4.4.4. Special Protective Clothing and Equipment. Environmental specialists (3E4X3) and firefighters (3E7X1--except 4F9S4 team members) require special clothing and equipment to perform their mobility duties. The items are listed in the ESL. Since some items must be sized to the individual, bags are built for each team member and then issued on a hand receipt. These bags are included in the LOGFOR database and are loaded on the team pallets. The availability of these items is measured in SORTS.

4.4.4.1. AFOSH Standard 48-1, *Base Respiratory Protection Program* requires that the base bio-environmental engineer fit test the respirator to the environmental specialists and certify that those people are trained annually in the proper use of respirators. This requirement is normally satisfied in the course of normal base maintenance activities. Firefighters perform their own respirator fit testing.

4.4.4.2. The firefighters also use some of the special clothing and equipment for day-to-day base fire protection activities. When notified for deployment, these team members must bag their special gear before it is palletized.

4.4.5. Consolidated Tool Kits (CTK). Prime BEEF teams pack consolidated tool kits that contain the hand tools for eight CE specialties. To minimize the cost to units, the CTK concept provides common tools for three people in a single craft. To be more flexible, a CTK has three canvas bags and sufficient high-use tools for each of the three individuals. The ESL lists the contents of each CTK and specifies the number of CTKs required for each specialty in each UTC. CTK availability must be measured in SORTS.

4.4.5.1. Consider padlocks with master keys for the CTKs. Give a standard key to each specialist and the master key for the CTK to the senior person in each specialty. This minimizes problems associated with lost keys.

4.4.5.2. Inventory each CTK periodically. Seal the kits after they are inventoried to minimize pilferage. Include a copy of the current inventory in each CTK. Keep the original of the current inventory in the office to assist with SORTS calculations. You can copy the CTK tool listing from the ESL and use it for inventory and accountability purposes. Immediately replace missing or damaged items.

4.4.6. UTC/Team Kits. The team kit is the main equipment package for each team or UTC. It contains items that are used by the entire team; items that are too big for the CTKs; essential but less frequently used items needed by a specialty, and power tools. Even though there are no people tied to the 4F9D2, 4F9FF, and 4F9FX UTCs, their equipment packages can be considered team kits,

since they provide essential equipment used by other UTCs. The ESL identifies the team kit contents for each UTC. Nonexpendable equipment allowances are listed in AS 429, part L. Team kit availability is measured in SORTS.

4.4.6.1. The team kit is a minimum requirements package. It contains the items needed to perform the mission, but has few duplicate items as would normally be the case at home station. That means the team kit items must be shared. When the team is deployed, the team chief "owns" the team kit. If there are competing needs for the items, the team chief sets the priorities.

4.4.6.2. Each Prime BEEF team should prepare a spare parts kit to support equipment that is deployed with each team. The ESL contains a spare parts kit for the generators in the 4F9E5, 4F9E6, 4F9E7, and 4F9E8 team kits. However, there are other equipment items which need spare parts. Examples are extra tips for the acetylene torch; chain blades and links for the chain saw; extra blades for the table saw and K12 saw, etc. Have people from each specialty look at the team kit equipment for each of your UTCs and decide what items need spare parts and how many. When appropriate, the ESL includes suggested spares in the comments section for an item. That list is based on deployment experiences and common sense, just as yours should be.

4.4.6.3. The team kits should be stored so those items used for training are readily accessible. If used for training, prompt actions must be taken to replace items that are not serviceable.

4.4.6.4. The ESL also contains a recommended list of publications, documents, forms, and supplies that you should pack with the team kit. Feel free to add any reference materials your unit wants at the deployment location. Be sure to keep the material current.

4.4.7. Weapons. Team equipment includes weapons and munitions so teams can defend themselves should they come under attack or participate in air base defense under the control of the Security Forces. EOD teams carry additional weapons so they can perform render safe procedures. Requirements for Prime BEEF weapons are detailed in the ESL. Weapon allowances are contained in AS 538. Weapons and their shipping containers are identified in the LOGFOR and LOGPLAN databases. Weapon availability must be reported in SORTS.

4.4.7.1. One M-16 is authorized per non-EOD team member. Additionally, .38 caliber or 9mm pistols are authorized as team assets. The pistols are used for courier, guard, in-flight security, or other such duties where use of the M-16 would hinder operations. One GUU-5/P (a shorter version of the M-16) and one 9mm pistol are authorized for each EOD team member. You must also provide a sling, magazines, and ammo pouches for each M-16 and GUU-5/P, a holster for each pistol, cleaning kits, and weapons containers. The slings and magazines are packed in the weapons containers along with the M-16s. Ammo pouches are usually packed in each persons A-bag.

4.4.7.2. Depending on the situation at the employment site, the tasking order could specify that team members hand carry their M-16s. In that case, each person would attach the sling to the weapon and carry the magazines in the ammo pouches attached to their web belt. (The tasking

order would probably also specify that each person wear his or her body armor.) **NOTE:** EOD team members usually handcarry their weapons.

4.4.7.3. The preferred weapons shipping container is the fiberglass version that accommodates twelve M-16s and has enough extra room for a sling and three magazines per weapon. Some units still use the plywood containers that can hold six or ten M-16s plus slings, but not much else.

4.4.8. Munitions. The Prime BEEF mobility ammunition requirement is 200 rounds of 5.56mm ball ammunition per M-16 and GUU-5/P; 18 rounds per .38 caliber weapon or 30 rounds per 9mm weapon. (For SORTS reporting, we call each requirement a basic load.) EOD teams ship additional ammunition and explosives so they can perform render safe procedures on unexploded ordnance or improvised explosive devices (terrorist bombs). Requirements for Prime BEEF munitions are detailed in the ESL. Munitions allowances are contained in AFCAT 21-209, *Ground Munitions*. Munitions are shipped as hazardous cargo and identified as such in the LOGFOR database. Their availability must be measured in SORTS. (**NOTE:** As of the date on this pamphlet, there are plans to increase the ammunition requirement to 210 rounds per M-16. This change will simplify issue and accounting. That's because each ammo can has 840 rounds, which equates exactly to four basic loads. With 210 rounds, each team member can fully load the 7 magazines with 30 rounds.)

4.4.8.1. Each year your MAJCOM CE representative may ask you to provide a five-year forecast of your munitions requirements for mobility and training (AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*). Unless your Prime BEEF UTC taskings change, mobility requirements will be stable. Base your training requirements on your training program and schedule. From the forecasts, MAJCOMs annually prepare an allocation document that provides the munitions authorizations for each unit. If you have an unexpected requirement, send an out-of-cycle request to your MAJCOM CE representative. Be sure the Combat Arms Training and Maintenance (CATM) Fight in the Security Forces unit has all of your weapons qualification training requirements, not just the requirements for the primary mobility positions (see paragraph 7.4.6).

4.4.8.2. The gaining MAJCOM is responsible for providing any additional quantities of munitions that deployed teams need.

4.4.9. Communications Equipment. To provide the communications link for effective command and control of Prime BEEF activities, most Prime BEEF team cargo packages contain mobile radio equipment. The requirements by UTC are listed in the ESL. Communications system allowances for land mobile radios are contained in AS 660. The availability of communications assets is measured in SORTS.

4.4.9.1. Scope Shield II radios (base stations, antenna, handheld radios, tactical repeaters, and vehicle adapters) are included in the LOGFOR for active duty lead UTCs. If your unit does not have those assets, you should tailor that requirement out of your LOGPLANs or substitute locally available equipment.

4.4.9.2. Air Reserve Component units are not currently scheduled to receive the Scope Shield II radios. Consequently, that requirement does not appear in the LOGFORs. The LOGFORs will be updated if that requirement is funded.

4.4.9.3. You can use other CE portable radios for deployments. Working with the Equipment Management section in Base Supply, code the radios for mobility (use code A) on your equipment custodial account. If you take other radios, be sure to add them to your LOGPLAN database.

4.4.10. Vehicles. Civil engineers can deploy a limited number of vehicles for fire fighting, snow removal, and EOD support. Except for the EOD vehicles in the 4F9X1 and 4F9X2 UTCs, Prime BEEF mobility vehicles are included in nine equipment-only UTCs: six for fire fighting, two for EOD, and one for snow removal. The nine UTCs are not linked to specific Prime BEEF teams. ASs 019-033 contain the vehicle allowances. Unless directed differently in your DOC statement or by other MAJCOM guidance, only the EOD vehicles in the 4F9X1 and X2 UTCs are measured in SORTS.

4.4.11. 463L Pallets, Nets, and Other Pallet Preparation Materials. As mentioned earlier, the LOGFOR identifies your requirements for cargo packing and pallet building materials: pallets, top and side cargo nets, shipping containers, and nesting boxes. It doesn't list unit requirements for cargo covers and tiedown straps. When you receive a tasking to posture a UTC, contact the installation's WRM officer or NCO to get the pallets and cargo nets that you need. If the WRM function is not assigned to the Logistics Plans Flight, the WRM office will want the Logistics Plans Flight to validate your 463L requirements. Even though the standard shipping containers (see paragraph 5.6.1) are depot funded, you still must establish your requirements and order them through Base Supply. In addition, you must order and pay for the nesting boxes, pallet covers, and tiedown straps. **NOTE:** The 463L system pallets and nets used for unit deployment are WRM assets. They are managed according to AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures* and AFR 76-13 (to become AFI 24-203), *Management of System 463L Pallets, Nets, and Tie-Down Equipment*.

4.4.12**.** Classified Materials and Equipment. Prime BEEF teams deploy with some classified materials and equipment. For example, if your unit has the NAVSTAR Global Positioning System (GPS) in your team kits, then you must order the classified user keying material through base communications and securely store that material until your teams deploy. When deploying, this material must be properly packaged and placed under the control of the team's classified couriers. Chapter 5 covers the restrictions on marking containers or packages with classified equipment or materials.

4.5. Prime BEEF Home Station Field Training Sets. Home station field training sets are authorized at locations where Prime BEEF 4F9E5, 4F9E6, 4F9E7, and 4F9E8 teams are postured. The training sets allow Prime BEEF teams to participate in overnight bivouacs as part of annual field training or local base exercises. The training sets include items such as tents, tent liners, tent lighting sets, immersion heaters, fire extinguishers, field phones, air conditioners, generator, night

vision equipment, etc. The nonexpendable equipment allowances are reflected in part L of AS 429 (see Table 4.2). If you don't need an item, don't order it. Add expendable items to fit your unit's needs.

4.6. Acquisition. There is nothing unique about buying Prime BEEF equipment and supplies, but you must understand how the supply system works—and you need money. The rules will occasionally frustrate you when you try to get what you need or do something that seems smart. Find the people willing to help; learn the rules, and be persistent. The experts in CE materials acquisition and in Base Supply can help you make the system work. You need to budget for equipment and supplies; fortunately, civil engineer units don't have to pay for every Prime BEEF item.

4.6.1. Who Pays? Prime BEEF equipment and supplies are bought from many funding sources, but we choose to simplify the discussion to two options: the items you pay for and those you don't. The key is the budget code for an item. The one position budget code indicates whether items are centrally procured, investment funded, or stock funded (unit funds reimburse Base Supply). Generally you pay for items with a numeric budget code; someone else pays for items with a letter code. Table 4.3 shows the supply budget codes that you are likely to see. Table 4.4 summarizes funding responsibilities for the major categories of Prime BEEF equipment and supplies. CE materials acquisition can give you the current budget code for any item and tell you which items the unit must pay for. Most of the items you pay for will carry a budget code of 9. The ESL also shows the budget code for each item.

Table 4.3. Supply System Budget Codes.

BUDGET CODE	DESCRIPTION
A-H, J-U, W-X	Air Force Materiel Command (AFMC) procured investment items
V	Vehicle equipment
Z	Base procured investment items
1	Stock funded items--Systems Support Division/Air Force stock fund (AFSF)
4	Stock funded items--Commissary Division/AFSF
6	Stock funded items--Fuels Division/AFSF
8	Stock funded items--Reparable Support Division/AFSF
9	Stock funded items--General Support Division/AFSF

4.6.2. Budget for Unit Funded Items. Each year you need to budget funds for replacement items and training munitions. Check the cost records for the last two or three years. If nothing has changed with the teams you posture, base your estimate on the historical cost data. Anticipate needs. Know if you have an unusually large number of shelf life items coming due for replacement. Add funds if your unit is scheduled for a deployment, so you can replace damaged or lost items when the deployment is completed. When your MAJCOM tells you about changes to the ESL, be sure to budget for any items your unit must fund.

4.6.2.1. Estimating the money needed to replace shelf life items requires reasonably accurate records of on-hand shelf life assets and the dates they are due for replacement. You should

maintain this information in your Prime BEEF inventory records. When you prepare the budget estimate, you extract the requirements for the budget year. Obviously this is more important to do with the more expensive items. If you keep your inventory records on the computer, you can program it to calculate the requirements. Use caution. Don't spend more time creating and maintaining a computer database than it takes you to generate requirements by hand.

4.6.2.2. Keep the CE commander informed of funding shortfalls and the impact on SORTS C-levels. If unable to fund all required items, list items in order of priority and buy in that order. You should also keep the SORTS categories in mind. An unfilled requirement in a category with few items has a potentially greater impact on your SORTS status. If there are very special requirements or unforeseen circumstances, ask your MAJCOM for funding.

4.6.2.3. You don't need to spend base money to upgrade or replace chemical warfare defense (CWD) items. Budget for CWD individual and team equipment under PEC 27593. Ensure your MAJCOM knows your requirements. Each year MAJCOMs get PEC 27593 funding, and units with established budget requirements are normally funded first. If the requirements are not in your base financial plan (FIN plan), you won't get them. Then be prepared to fund any shortfalls with unit funds. **NOTE:** AFRC units should use PEC 55166 for NBC items.

Table 4.4. Funding Responsibility for Prime BEEF Equipment and Supplies.

CATEGORY OF PRIME BEEF EQUIPMENT AND SUPPLIES	FUNDING RESPONSIBILITY
Standard Mobility Bags	Base Supply buys initial issue of mobility bags. If Supply maintains the bags, then Supply pays for normal replacement of out-of-date or unserviceable items. If a unit maintains its bags, then you pay for bag maintenance. Unit also pays for any damaged, destroyed, or lost bag contents when standard bags are issued from and returned to Base Supply. Be sure to budget for this expense.
X-Bags	Unit funds these CE unique requirements.
EOD Individual Retention Items	Base Supply pays for initial issue of items that are part of standard mobility bags. Unit pays for all other items and for replacement items.
Chemical Warfare Defense Equipment—Individual Protective Equipment and UTC Equipment and Supplies	MAJCOMs normally fund 100% of requirements. Budget for requirements in the base financial plan. Unit must fund if MAJCOM funding is not available.
Special Protective Clothing	Unit funds these items.
Consolidated Tool Kits	Unit buys these items.
Team Kits	Unit pays for expendable items. Responsibility for nonexpendable items based on budget code.
Weapons	Base Supply acquires weapons. Unit pays for the slings, magazines, cleaning kits, holsters, and weapons containers.
Munitions	Munitions and explosives are centrally funded. Local purchase using unit funds may be allowed under special circumstances (see AFI 21-202, chapter 3).
Communications Equipment	Generally units pay for equipment and replacement items. However,

CATEGORY OF PRIME BEEF EQUIPMENT AND SUPPLIES	FUNDING RESPONSIBILITY
	Scope Shield II radios and components were depot funded for a one-time buy. CE units must pay for additional items.
Vehicles	Vehicles are depot funded and centrally purchased.
463L Pallets, Nets, and Other Pallet Preparation Materials	The 463L pallets and cargo nets are depot funded. The WRM officer / NCO arranges to get these items for each UTC. The fiberglass shipping containers are also depot funded. Units pay for nesting boxes, pallet covers, and tiedown straps.
Home Station Field Training Sets	Unit buys expendable items and replacements.

4.6.3. Ordering. Expendable items are easy. If you have the money, order them. All nonexpendable items in the ESL have approved allowance identifiers. Consequently, you can order any base-procured equipment item without getting further approval. Usually all it takes is submitting an AF Form 2005. Some items may require an AF Form 601; the STU-III secure telephone and vehicles are two examples. Expendable items with no NSN and not listed in the FEDLOG (see paragraph 5.3.3.) will require a DD Form 1348-6, **Non-NSN Requisitions**. Always be willing to identify local sources or suppliers. This can speed delivery.

4.6.3.1. When ordering accountable items, you need to specify the appropriate "use code" for each item. As the name implies, use codes indicate the intended use of vehicles and equipment. Table 4.5 lists and describes the codes. Use the A code for team mobility equipment and the B code for home station training assets. The use code for each item is also listed in the allowance standards. When you annotate use code "A" on a requisition, you must also identify the UTC, increment number, and WRM code to show how the item is deployed. We recommend you use the UTC and increment number from your exercise LOGPLAN. Get the WRM code or codes that you can use from CE materials acquisition. Properly coding the equipment simplifies the task of transferring equipment accountability to deploying custodians.

Table 4.5. Equipment Use Codes.

USE CODE	DESCRIPTION
A	Mobility equipment
B	Support equipment
C	Joint-use equipment
D	WRM equipment and supplies
J	Vehicle asset (mobility)
K	Vehicle asset (support)
L	Vehicle asset (joint-use)
M	Vehicle asset (WRM)

4.6.3.2. For depot funded ESL items, you must submit the paperwork to establish your authorization and requirement in the supply system (or transportation system for vehicles). Then you wait for the

system to consolidate requirements and make a central buy. This can take months. When your MAJCOM advises you to prepare an AF Form 601 for a new item, don't delay. The sooner all CE units get their requirements loaded in the logistics systems, the sooner you get the depot funded items.

4.6.3.3. When you order Prime BEEF equipment and supplies, don't forget to use the highest available priority. If ever a system was designed to confuse people, it must be supply's priority system. You need to know two things. One, mobility equipment gets a decent priority. Two, beg CE materials acquisition to help you sort out the priorities you can use. If you really want to know more, you can start with AFMAN 23-110 (volume 2, part 2, chapter 9, attachment C-4).

4.6.3.4. You can also purchase many items with the unit IMPAC cards. This is especially useful when making last-minute preparations. But don't rely on last-minute purchases. With other units also trying to get items, there is no guarantee the items you need will be available.

4.6.4. Tracking. Track the status of your equipment and supplies from the time you order them until you get them in hand. A continuing slip in the estimated delivery date signals a potential problem that needs investigation. Don't hesitate to make a little noise when you have a problem. Materials acquisition people can teach you how to use three helpful computer products.

4.6.4.1. Daily Document Register (D04). This register provides a means for organizations to review all document numbers processed during the day by Supply. The listing is in organization and shop code sequence. The documents are then listed in document number sequence for each activity code. By checking the Daily Document Register each time you place an order, you can ensure the order was processed and catch erroneous costs being charged to your account. If an error is identified, such as cost, item ordered, quantity, or status, inform CE materials acquisition. They can straighten out the problem.

4.6.4.2. Due-out Status List (R31). This listing provides data for review of current due-out requirements and provides optional due-in and status information for selected due-outs.

4.6.4.3. Due-Out Validation List (M30). This monthly listing provides a means to monitor and verify that each due-out is still a valid requirement.

4.6.5. DRMS Option. If you want to cut down on out of pocket costs, especially for training items, consider shopping at the Defense Reutilization and Marketing Service (DRMS) in your area. The price is right. Items are free, but you have to pay for shipping if you don't pick them up yourself. Many CE units have acquired essentially new items through DRMS because another unit no longer needed the item or it was excess to their needs. The units that have used this successfully invariably have a person who is an expert in scrounging, and that person maintains frequent contact with the area DRMS. This tends to be more successful where the DRMS also serves Army installations in the area. You can use the Internet to see what assets are available. The address is *http://www.drms.dla.mil*.

4.7. Accountability. Civil engineers are obligated to account for nonexpendable equipment. Good CE units also maintain control over all Prime BEEF assets, both to ensure the items are available for deployment and to provide the information needed for SORTS reporting. The Air Force maintains worldwide visibility and accountability of its nonexpendable assets (equipment and weapons), even when the items are deployed. It does this with the Air Force Equipment Management System (AFEMS) which tracks equipment by base, organization, and shop.

4.7.1. Custodian Authorization/Custody Receipt List (R14). The most commonly used product of AFEMS is the CA/CRL. It serves as a custody receipt, when signed by the custodian, and identifies quantities authorized and on-hand within organizations and shops. Sensitive items, such as weapons, are listed in the CA/CRL by serial number. When you order nonexpendable items, they are immediately added to your equipment accounts and show as due-outs on your CA/CRLs until issued. All deployable, nonexpendable items listed in the ESL should be listed on your CA/CRLs and coded for deployment (use code A). For each use code "A" item, the CA/CRLs should also show the UTC and increment number on which the item will be deployed. If not listed, ask the Equipment Management section to add those details. Base Supply is supposed to have you verify the deployment information each year.

4.7.2. Custodians. By letter to Base Supply's Equipment Management section, the unit commander must appoint primary and alternate custodians for Prime BEEF equipment. Responsibility for storage, maintenance, and custody of Prime BEEF equipment can be and usually is divided between the Readiness, EOD, and Fire Protection Flights, depending on which UTCs are postured. Team chiefs should pick primary and alternate equipment custodians for each deploying Prime BEEF team. The commander must also appoint them by letter. Separate custodians can be appointed for weapons. The deploying property custodian is responsible for the deployed equipment, and keeps that responsibility until the equipment is returned to its home base custodian, transferred to another custodian, or is assumed by a gaining base. The equipment custodians must attend the equipment custodian course given by Base Supply.

4.7.3. Organization and Shop Codes. As stated before, the CA/CRL sorts and lists equipment by organization code and shop code. Those codes differ by base, and some units have multiple organization codes and use multiple codes for some shops. CE materials acquisition people know the codes; see them. The idea behind multiple codes is valid. They are used to maintain separate accountability of items. Whether you use one or many shop codes is entirely your decision (in the absence of guidance from your commander, your MAJCOM, or Base Supply). You also can decide what equipment belongs in each equipment account (shop code).

4.7.3.1. Generally it makes sense to maintain EOD and fire fighting equipment in separate accounts. You can have separate accounts for weapons, base support assets, each UTC, chemical warfare defense equipment, etc., but it is not necessary and you can overdo it. Remember, for each shop code you must have a custodian and maintain a CA/CRL. With one shop code, you can keep separate track of equipment by ensuring the correct use codes, UTCs, and increment numbers are listed. For the CE units that posture more than one team with the same UTC, use the increment numbers to distinguish between UTCs.

4.7.3.2. Some Readiness Flight custodians have inherited unnecessary shop codes, but continue to work with them. Weapons are a good example. At one time, weapons had to be listed separately, so separate equipment accounts were set up. This is no longer the case. If the breakout of your equipment accounts makes your job harder, change them. Just be aware of the effort involved in making the change.

4.7.4. Transfer of Responsibility. The payoff for properly coding equipment items comes when it is time to transfer equipment responsibility from the primary to the deploying custodian. A current equipment list minimizes or eliminates last minute pen and ink changes to the transfer documents. When implementing an actual OPLAN or practicing the local exercise plan, Base Supply will usually print the transfer documents automatically. For other deployment situations, you must contact the Equipment Management section in Base Supply and request mobility equipment listings as soon as you are notified of a pending deployment or you receive a deployment tasking.

4.7.4.1. The Equipment Management section will have their computer system (AFEMS) kick out Custody Receipt Transfer Documents that list the items preplanned for deployment for each UTC. They will schedule a time for the deploying custodians to sign the documents accepting responsibility for the team equipment. Before signing, each deploying custodian should annotate the document to show any changes in equipment that will actually deploy. The custodian should receive two copies of the document, one to keep and one for the primary custodian, but the number may vary. Both the primary and deploying custodians should safeguard their copies of the custody receipt documents. The primary custodian should keep it with his or her copy of the shop CA/CRL. There are at least three variations on the transfer document that can be used.

4.7.4.1.1. Use Code "A" Listing. Some Equipment Management sections elect to generate a report that shows only the use code A items. To make it a custody document, they add the custody receipt and responsibility statement on this computer generated report for the deploying custodian to sign. Custodians should annotate changes on this listing before signing and dating it. **NOTE:** If any of your mobility items have a use code of C or D, you will need separate use code listings for those items.

4.7.4.1.2. Annotated shop CA/CRL. A copy of the shop CA/CRL can be used by marking it to show which items will deploy. If more than one team's equipment is on the CA/CRL, then you need one copy for each team and highlight or mark the items and quantities that apply to each team on the separate copies.

4.7.4.1.3. AF Form 1297, **Temporary Issue Receipt.** In those cases where there are no easy options, deployment custodians can sign for accountable equipment using AF Form 1297. The form should be annotated with stock numbers, EAID detail numbers, quantity, and price. Separate receipt documents should be completed for each UTC. This works OK when there are only a few items.

4.7.4.2. If a deployment tasking order directs you to add equipment items, tell Base Supply of the additional items. If time permits, do this before Supply prints the use code "A" lists. If not, write the additional items on the transfer documents. If the tasking order tells you not to bring something, again tell the Equipment Management section. If the items show up on the transfer documents, line through them.

4.7.4.3. We need to discuss a little supply theory just in case you get caught in the following scenario. When you are alerted for deployment, you tell Base Supply what equipment items you plan to ship. Normally these are the use code "A" items on the CA/CRL. Your Equipment Management section (EMS) then contacts the EMS at the gaining location, lists the equipment you plan to deploy with, and asks if any of the items can be provided to you at the gaining location. If the gaining base EMS says they have equipment for you, then the supply instructions say you shouldn't take those items. Now for the reality. It is unlikely the gaining base will have any extra Prime BEEF type assets. Even if they do, your equipment package is bare bones. Advise Base Supply that you need to take the items anyway. The team needs the full team kit to retain the flexibility to support base operations should the team have to redeploy to a base that can't support the requirement.

4.7.5. Munitions. Munitions are not listed on the CA/CRL, but they too are accountable. Munitions are accounted for by the Combat Ammunition System (CAS). The base level system is referred to as the CAS-B. Just as with AFEMS, the CAS-B keeps detailed information on the munitions authorized and on-hand for each organization, shop, and UTC. Unit commanders must identify the individuals who can sign for and receive munitions for each UTC. This is done with AF Form 68, **Munitions Authorization Record**. The deploying equipment custodian can also be the munitions custodian, but consider designating another person in order to distribute the deployment preparation workload. The individual who signs for the munitions does not have to deploy with the team, just be listed on the AF Form 68. When you are alerted for deployment, inform the Munitions Flight. They will print the CAS-B generated issue forms that your munitions custodians must sign when picking up munitions. The custodian keeps one copy of the signed form. Munitions accountability guidance is found in AFI 21-202, *Combat Ammunition System Procedures* and AFI 21-203, *Deployable Ammunition Operations Procedures.*

4.7.6. Non-Equipment Assets. Be sure to keep track of the other Prime BEEF mobility items listed in the ESL. Use whatever system works well for you. You can keep handwritten records using locally developed forms or copies of the ESL lists. You can develop and manipulate computer databases using commercially available database or spreadsheet software.

4.7.7. 463L Pallets and Nets. WRM pallets and nets are no longer CA/CRL accountable equipment items through AFEMS. The base WRM officer/NCO maintains the paperwork accountability for these assets.

4.7.8. When Deployed. The deployed custodians need to know who has what equipment and supplies. This can be informal handwritten records or annotations on a copy of the LOGPLAN Materiel List or on a copy of the Packing Lists. The custodian can also use a computer software

program. Be sure to include the software and databases on at least one of the computers in the team kit if the custodian plans to use it. When a team deploys for more than 120 days, the home station Equipment Management section may transfer AFEMS accountability for your equipment items to the Equipment Management section at the employment location. Your team chiefs and custodians need to be aware that this can happen and that they may have to work with the in-place Base Supply people to help make it happen. It should have little or no impact.

4.8. Storage of Prime BEEF Equipment. CE units must provide storage for Prime BEEF equipment and supplies, except as discussed in the preceding paragraphs. Since most mobility and training assets are durable, they don't require unique storage.

4.8.1. There are some special considerations:

4.8.1.1. Many of the items are highly pilferable, so you must be able to secure the items in the facility.

4.8.1.2. Because humidity accelerates deterioration and rust, you need an enclosed facility that is well ventilated.

4.8.1.3. There are items in the team kits that can freeze. A heated facility is ideal for winter activities at northern bases. It solves the freezing problem and makes your life easier. If you don't have a heated facility, you must pull the items that can freeze from the team kits and store them in heated areas. You must have procedures to ensure they are repacked in the team kit when you deploy. Those items are identified in the ESL.

4.8.1.4. Store mobility bags so they are easily identified by team and position number. They should be stored so it is easy to check the seals—both the number and condition—to make sure they have not been tampered with.

4.8.1.5. Keep the team kit computers in the Readiness Flight office and engineering section. Use them so the software and databases are kept current. Be sure to include the task to pack them in your deployment preparation checklists.

4.8.1.6. Properly store the 463L pallets and cargo nets. They are expensive and become unserviceable if stored improperly. Pallets must be properly supported when stored, usually on dunnage (Figure 4.2). If outside, they must be stored on a slope and kept rust free. If not placed on loaded pallets, cargo nets should be hung up (Figure 4.3)., not thrown in a heap in some corner (Figure 4.4). Check with the air freight experts in your Transportation or Aerial Port squadron on the care of 463L items. Those organizations are required to check on those assets periodically to ensure that you are doing it right. **NOTE:** If you keep your pallets loaded and ready to deploy, relax the tension on the cargo nets. Tighten the nets when you get instructions to move your cargo.

Figure 4.2. Pallet Dunnage.

Figure 4.3. Cargo Net Storage.

Figure 4.4. Improper Net Storage.

4.8.2. The ideal facility is adjacent to the Readiness Flight office and in the CE compound. It should have enough space to store, maintain, and inventory all mobility and training assets and have room to maneuver and build up pallets for deployment.

4.8.3. Look for creative ways to make space. Shelves and mezzanines are commonly used. Due to limited space (and to minimize deployment preparation time), one unit keeps two of its pallets packed and ready to deploy. When they get the deployment notice, they pull those two pallets outside which gives them the needed maneuver room.

4.8.4. There is no one perfect facility. If you want ideas for a good storage facility, ask the warehouse professionals in CE materials acquisition and Base Supply, especially the mobility bag section. Some of the senior people in CE have had experience at a number of bases. Ask them to share good ideas that they have seen.

4.8.5. Weapons are normally stored in Base Supply's weapons vault and marked for each UTC. They are packed in their shipping containers, ready for deployment. When deploying, CE draws the weapons from supply and loads them on the Prime BEEF pallets. Even when handcarrying weapons, you may want to ship the weapons containers with the teams. The containers give you the capability to secure some or all of the weapons at the employment location.

4.8.6. Munitions storage and issue procedures are different than for other Prime BEEF assets. In the first place, it's all done in the munitions storage area. Since most units don't have secure storage, each unit must request courtesy storage in the munitions storage area and execute a courtesy storage agreement with the Munitions Flight. This is granted on a space available basis,

but having space available is rarely a problem. Once on-hand, you submit your request on an AF Form 2005, **Issue/Turn-In Request**. The Munitions Flight "issues" them to you, but you don't take physical control—unless you are immediately deploying with them. The Munitions Flight packages the munitions for shipment, marks them for you, and stores them segregated by unit. When it's time to palletize the cargo for deployment, you draw the munitions from your stack in the munitions storage area.

4.8.7. Because weapons and munitions are sensitive items, they require special marking and handling. Munitions are so sensitive that the Munitions Flight is supposed to notify you if they relocate your munitions to another storage igloo or magazine. Positive control and security must be exercised over weapons and munitions at all times. Details concerning issue, movement, and control should be available in your installation deployment plan. If not, contact the base Security Forces unit. Chapter 5 covers the restrictions on marking containers or packages with weapons, munitions, and explosives.

4.9. Inspection and Inventory. CE units need to inspect Prime BEEF equipment and supplies periodically to ensure the items are available and serviceable to support short notice worldwide deployments. This activity goes hand in hand with accountability. With the exceptions of weapons and munitions, there are no required inspection or inventory frequencies, but good arguments can be made for doing it annually. Of course equipment must be inventoried when custodians change.

4.9.1. Weapons must be inventoried twice each year. The demand processing section in Base Supply should contact you and arrange a mutually convenient time to go to Base Supply's weapons vault to physically count weapons. They will generate an AFEMS inventory record and have one of the weapon custodians sign it.

4.9.2. Munitions too must be inventoried semi-annually, but the procedures vary slightly. After scheduling the inventory with the custodian, the Munitions Flight generates a CAS-B computer list. The "307 run" lists the type of munitions, authorized and on-hand quantities, where the items are stored, lot number, etc. The custodian must conduct a physical inventory, and then both the custodian and unit commander must sign the inventory, but the commander doesn't have to be involved in the inventory.

4.9.3. The Logistics Plans Flight or the WRM officer/NCO will conduct a semiannual inspection to ensure the 463L equipment is stored properly and is in good condition. They don't have to inspect 100 percent of the assets each time. Consequently you may not be inspected every six months.

4.9.4. Team chiefs, deployment custodians, and team members should conduct the inspection and inventory of team equipment and supplies. It gives them the opportunity to learn what their equipment items look like and see where they are packed. Give inventory sheets to the people conducting the count and tell them what you want checked. Two-person teams can speed an inventory, one person to identify the item and any serial number and the other to verify the inventory record. Extracts from the ESL showing each required item and quantity make good inventory sheets. Be sure to have them date the sheets. **NOTE:** Some units use a bar-code system to

automate the inventory and record keeping process. They attach bar-code labels to each item to be controlled. Then they use a scanner to gather the inventory data and use commercial bar-code software to update the inventory records. If you use bar codes, only label the items you intend to count. For example, we don't recommend that you label every item in a tool kit. Also keep in mind that bar-code labels have a way of getting detached from their item when subjected to heat, cold, and humidity.

4.9.5. Team members should both count the items and determine their condition. Check for rust and oxidation on tools and metal items. Prime candidates for rust and oxidation are the carpenter's square, knife blades, shovels, bolt cutters, and bull float. You can reduce rust and oxidation by removing all rust and oxidation from the items and spraying them with a clear coat of lacquer. Also check for other forms of deterioration such as dry rot on canvas and rubber products. Replace unserviceable items immediately.

4.9.6. Make sure the sealed tags on the mobility bags are intact. The inspector should physically move the tag to make sure it isn't broken. Compare the tag number with the inventory records. If you don't do these two checks, you can have pilferage and not know it for some time.

4.9.7. Document the inspection and inventory results. Update any computer databases and include the results in the Prime BEEF Management Files. Update the inventory dates as well.

4.9.8. Create an annual inspection and inventory schedule. You don't have to inspect and inventory all items for all teams at one time. Schedule the inventories and inspections throughout the year in conjunction with the maintenance activities. You only need one schedule to cover both activities.

4.10. Maintenance. Some Prime BEEF equipment and supply items require periodic maintenance, safety testing, calibration, or replacement. Table 4.6 highlights the known requirements for team mobility equipment, but you should always refer to the latest ESL for the most current requirements. Although equipment management responsibilities are assigned to the Prime BEEF equipment custodians, operational checks and maintenance of equipment and supplies should be the responsibility of the teams or selected shops. Maintainers must follow applicable technical orders (TO) regarding maintenance, operation, and testing procedures and frequencies. The ESL lists required technical orders.

4.10.1. Develop a maintenance schedule and show who is responsible for what and when. Use a system, such as a wallboard in the Readiness Flight office, to track inspection, calibration, testing, certification, maintenance, and replacement requirements. You can also use database programs to develop the schedule and print periodic reports. Some units also find it helpful to tag the items or mark the container those items are in with the date the items are next due for maintenance, testing, calibration, replacement, etc.

4.10.2. Deployed teams must also satisfy maintenance, testing, and calibration requirements. Help the teams keep track of these requirements. Pack a copy of the maintenance schedule with the team kit. You can load the automated schedule on one of the team computers.

Table 4.6. Maintenance, Testing, Calibration, and Service Requirements.

ITEM	ACTION REQUIRED	FREQUENCY (note 1)
Generators	Operate under load.	Quarterly
Light Cart	Operate under load.	Quarterly
Men's 5000-Volt Rating Protection Gloves	High voltage safety test.	Annually
	Replace at shelf life expiration.	Every 5 years
Electrical Worker's Sleeves	High voltage safety test.	Annually
	Replace at shelf life expiration	Every 5 years
Gripall Stick	High voltage safety test.	Annually
Hotline Telescoping Stick	High voltage safety test.	Annually
SCBA Bottles	Inspected and hydrotested if steel or fiberglass; magnifluxed if aluminum.	Every 5 years.
Clamp-on Multimeter	Calibration	18 months if not in use. Annually if used in the shop (TO 31K-1-100)
Multimeter	Calibration	18 months if not in use. Annually if used in the shop (TO 31K-1-100)
Transit w/Tripod	Calibration	Annually
Rubber Aprons and Gloves (note 2)	Replace at shelf life expiration.	5 years. Start counting as of date of manufacture marked on item.
Water Test Kit	Replace at shelf life expiration.	Date is marked on kit.
First aid kit	Replace selected contents at shelf life expiration.	At expiration on green label (note 3).
Fire Extinguishers	Inspect and service	Annually (note 4)

Note 1: These are the usual frequencies. Units must determine the correct frequency for each item. Normal sources for this information are technical orders and safety handbooks. Also see the ESL. If the shelf life is not shown on the item label or its container, check the standard base supply system (SBSS). The SBSS shows a shelf life code for each item with a shelf life.
Note 2: Used by environmental and utilities specialties.
Note 3: Take to base hospital. They replace the contents and put a green label on the kit with the next replacement date.
Note 4: Contact the Fire Protection Flight when an extinguisher is due.

4.11. Reconstitution. After a deployment or training exercise, team equipment and mobility bags must be recovered and Prime BEEF records and inventories updated. Taking the time to properly clean, inventory, and store equipment and supplies reduces problems in future deployments.

4.11.1. Except for sleeping bags, have individual team members clean and dry their mobility bag items before they return them to Base Supply or CE storage. Dry canteens really well. The Readiness Flight should coordinate the cleaning of sleeping bags with the Services squadron.

4.11.2. Don't let the teams store the equipment, hand tools, or fabric wet. Wet items will mildew or rust and may not be usable for the next deployment.

4.11.3. Inevitably, some equipment will be lost or broken and will have to be replaced. Pay special attention to gas masks. Ensure they are still serviceable. Begin replacing items immediately. Consider getting or keeping a small inventory of high turnover items to quickly replace the damaged or missing items.

4.12. Summary. The Equipment and Supplies Listing contains the requirements for mobility and home station training assets. You need to understand the supply system, but you can rely on the CE materials acquisition people to help you. You need a good system to keep track of your assets. Keep the team kits ready to deploy. Get the teams involved in inspection, inventory, and maintenance of assets. Set up a schedule to ensure the actions are completed. When a deployment is over, take the time to properly reconstitute the equipment and durable supplies.

Chapter 5

LOAD PLANNING AND CARGO PREPARATION

5.1. Introduction. No deployment activity has more potential to cause you problems than preparing your cargo for movement. All equipment and supplies must be properly packed, marked and labeled, and documented before they can be loaded on any aircraft or commercial vehicle. The most common problems are improperly prepared paperwork and inexperienced cargo preparation teams. You can minimize these problems by keeping enough people well trained in pallet buildup and document preparation. This chapter covers some of the factors you must consider when preparing equipment and supplies for air shipment. If the guidance in this pamphlet varies with local rules, always follow the local rules.

5.2. Overview. This chapter covers the requirements for preparing your Prime BEEF cargo for a unit deployment. It begins by listing the key references. It covers load planning, pallet building materials, shipping documents, placards, cargo markings, hazardous materials preparation, classified and sensitive material preparation, and pallet build-up and vehicle preparation.

5.3. Key References. While the air and surface freight people will always be your best source for information, the following publications provide the rules for cargo packing, marking and labeling, loading, and documentation. The most useful portions of each reference are noted in brackets. The key information from these publications is included in this pamphlet, or the information is summarized and the reader directed to the source document for details.

5.3.1. AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments* [the entire publication]. This essential publication provides details for packaging, labeling, documenting, and preparing hazardous materials for shipment by military air. You must know how to use it, but don't let its size scare you. Much of its bulk is taken up by the table in its attachment 4, which provides identification, packaging, and labeling information for each hazardous item. Those items are listed by proper shipping name (PSN). Be sure to read chapters 1-3 and the narratives in the attachments. Know how to use the tables. This joint manual is based on Title 49 *Code of Federal Regulations* (49 CFR) and the International Air Transport Association's *Dangerous Goods Regulations*. This AFJMAN is not static. It is updated periodically to keep pace with new materials and packaging, shipping, labeling, and documentation requirements. The HQ AFMC website at *http://afmc.wpafb.af.mil/Hazmat* shows recent changes.

5.3.2. DoD 6050.5L, *Hazardous Materials Information System (HMIS).* The Hazardous Material Information System (HMIS) is an electronic repository of material safety data sheets (MSDS). **From this database, you can get**—using the NSN—**the proper shipping name**, hazard class, United Nations (UN) identification number, and other details for hazardous materials. The HMIS is available on CD and is updated frequently. You can find the HMIS in one of the following places: the CE Environmental Flight, the Fire Protection Flight, CE Materials Acquisition, the base Bioenvironmental Engineering shop, the base Hazardous Materials office, the Surface

Freight section of TMO (traffic management office), the Ground Safety office, or the Packing and Crating section in Base Supply. Attachment 13 shows an extract from the HMIS for two items: 5.56 ammunition and a fire extinguisher.

5.3.3. FEDLOG (Federal Logistics Data). The FEDLOG database is on compact disk and provides information by national stock number (NSN) on all stock listed items used by DoD services and agencies. This is an easy-to-use database, because you can quickly get explanations of the codes using the "help button". The CE materials acquisition section can provide the same information to you through the standard base-level supply system (SBSS). **NOTE:** You can use the FEDLOG to identify items that are considered sensitive and require special handling. Arms, munitions, and explosives are a good example of sensitive items.

5.3.4. AMCPAM 36-1, *AMC Affiliation Program Airlift Planners Course* [read chapters 5 and 6]. While not a guidance document, this AMC training pamphlet is especially helpful, because it consolidates guidance from many documents and describes how to prepare cargo for air transport. We included the key information from its chapters 5 and 6 into paragraph 5.13 in this document. You can find this document at *http://public.scott.af.mil/hqamc/pubs/elecpub.htm* (HQ AMC's on-line library).

5.3.5. DoD 4500.32-R, volume I, *Military Standard Transportation and Movement Procedures* (MILSTAMP). [chapter 2, section B, paragraph 4; appendix D; appendix F2; appendix G.] This document tells what Transportation Control and Movement Data (TCMD) the Transportation people must capture on shipping documents and in their computer systems so they can track the location of cargo in-transit. **NOTE:** You provide a lot of the needed TCMD information when you load the cargo data/logistics details into the LOGPLAN database, usually through the UDM module/DeMS.

5.3.5.1. Chapter 2 provides guidance on required shipping documents. Most useful to CE is the discussion on preparing DD Form 1387-2, which is used for sensitive and classified cargo.

5.3.5.2. Appendix D describes the Transportation Control and Movement Data (TCMD) elements. Most TCMD elements are self-explanatory. On rare occasions, you may need this information when you are loading the required data into your LOGPLAN database for the TCMD prime, trailer, miscellaneous, and ammunition "cards". (The cargo section in the UDM module/DeMS and the related help screens explain the information required in these "cards".)

5.3.5.3. Appendix F2 describes air commodity and special handling (C/SH) codes. Some items, including weapons and munitions, require special handling and are given an air commodity code (ACC) and an air special handling (ASH) code in the supply system. The combined C/SH codes are a required LOGDET data element in LOGMOD. You can find those codes through the standard Base Supply system or from the FEDLOG.

5.3.5.4. Appendix G explains the variations that are used to document the movement of cargo for unit deployments. It also explains the scheme for assigning transportation control numbers (TCN)

for unit deployments. Each increment of cargo has a unique TCN. This example shows how the 17-character TCN is constructed for an increment:

TCN	**F**	**TK9V8$$**	**B2**	**0003**	**0**	**XX**
Position	1	2-8	9-10	11-14	15	16-17
Explanation	Service code: F for the Air Force	The ULN followed by $ signs in any unused position.	Deployment echelon	Increment number	Always a zero	Split or complete shipment indicator: XX for a complete shipment; X followed by a letter starting with an A for each partial/split shipment.

5.3.6. AFI 24-202, *Preservation and Packing* [chapters 3 and 4; attachment 4]. This instruction prescribes proper packaging of Air Force materiel. While you will find frequent references to it, it is not very useful to civil engineers for preparing our Prime BEEF equipment.

5.3.7. TO 35D33-2-2-2, *Instructions with Parts Breakdown, 463L Air Cargo Pallets, Types HCU-6/E and HCU-12/E*. The technical order provides instructions for loading pallets.

5.3.8. TO 35D33-2-3-1, *Maintenance and Repair Instructions, Air Cargo Pallet Nets.* This TO outlines the instructions for the use and care of cargo nets.

5.3.9. TO 11A-1-46, *Firefighter Guidance, Transportation, and Storage—Management Data*. Provides information that you need in order to complete the Shipper's Declarations of Dangerous Goods for munitions and explosives. It lists items by NSN and provides UN codes, hazard classes, storage and compatibility groups, net explosive weights, EX number, and normal package quantities.

5.3.10. MIL-STD-129, *Military Standard Marking for Shipment and Storage.* Establishes package and container marking and labeling requirements. **NOTE:** This document is cited frequently, but it was written primarily to guide civilian manufacturers and commercial carriers. The information applies more to the packages we place in our shipping containers rather than to the containers, since we use them as a "consolidation" container. Ask your Surface Transportation people to interpret this standard and give you guidance.

5.3.11. DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives* [chapter 7; appendices A and C]. This is the DoD source document for the protection of arms, ammunition, and explosives (AA&E). Appendix A defines the four risk categories for AA&E: very high risk (category I); high risk (category II); medium risk (category III), and low risk (category IV). M-16s and the EOD C-4 explosives fall into category II. Ammunition and most other Prime BEEF AA&E items are category IV.

5.3.12. DoD 4500.9-R, part II, *Defense Transportation Regulation—Cargo Movement* [chapter 205]. The Transportation community is the target audience for this regulation. Chapter 205 is

useful because it outlines the requirements for shipping arms, ammunition, and explosives. It defines the transportation protective services and the security standards associated with each risk category. Even though this document is used primarily for commercial shipments, it contains instructions that apply to unit movements of weapons.

5.3.13. DoD 4500.9-R, part III, *Defense Transportation Regulation—Mobility* [Appendices AC, AE, AG, AO, AR, and AV]. As with part II, this regulation is used by the Transportation community. It provides the rules for transporting people and shipping equipment and supplies in support of deployments.

5.3.13.1. Appendix AC covers hazardous materials certification and mobility procedures. AE is the basic appendix guiding preparation of equipment and supplies; AG specifies the duties and responsibilities of the troop commander (chalk leader) and lists items people are prohibited from carrying on an aircraft, and appendix AO specifies the methods for determining the center of balance of equipment and vehicles.

5.3.13.2. We suggest you get familiar with appendix AV. It may not help most civil engineers get ready for deployments, but it provides good information on convoy operations and procedures. When moving through an area with a threat, you need to add force protection requirements.

5.4. Cargo Packaging Terminology. The Transportation community uses many different terms to describe how cargo is packed for shipment. The terminology is important because it determines marking, labeling, and documentation requirements. In this paragraph we provide a layman's guide to some basic terms that you will encounter to help you talk with the Transportation people and to understand this chapter.

5.4.1. Some *items* can be shipped without being packaged, but most items must be placed in some form of *package* or *container*. A package provides protection for its contents to keep the items from being damaged or to keep the contents from escaping. A package is also used to keep smaller items or smaller packages from getting lost. An item that does not require packaging is called an unpackaged item or a stand-alone item in this pamphlet.

5.4.2. Don't confuse the term "item" as it is used in LOGMOD with the same term as used here and in the ESL. In LOGMOD, "items" are the containers, packages, or stand-alone items that that are identified on the load list for a cargo increment. For example, a Prime BEEF shipping container would be one item on a load list, as would an ammunition package, and as would the light cart in a 4F9E5 and 4F9E6 UTC. **NOTE:** The light cart is a special case, because it is also a stand-alone item and a cargo increment by itself. That's also true for the vehicles in the EOD UTCs.

5.4.3. An *outer package* is the outermost enclosure around one or more items. An *inner package* or *receptacle* is used to provide an additional level of protection for one or more items. *Boxes, cartons, crates,* and *drums* are types of packages. Often we refer to an outer package simply as a package. There are specific packaging, marking, and labeling requirements for outer packages that contain hazardous materials.

5.4.4. For ease of shipment, small packages or items are often consolidated in a larger container or package. In that case, the larger container or package is called a *consolidation container* or an *overpack*. There are specific marking and labeling requirements for consolidation containers/overpacks. Our Prime BEEF shipping containers fall in this category.

5.4.5. For military air shipments, shipping containers, outer packages, and stand-alone items may be further consolidated on a 463L pallet. That combination is almost always referred to as a *pallet* or a *consolidated pallet*, but you may also see it referred to as a consolidated shipment unit (or simply a shipment unit) in the guidance documents.

5.4.6. A package or container can serve multiple packaging functions at the same time. Depending on individual preference, the package or container may be called by the different names, and—even though confusing to the layman—each term will be correct. For example, the shipping containers that we use in CE can be called an outer package, an overpack, or a consolidation container. You can find the official definitions of *Combination Packaging, Composite Packaging, Inner Packaging, Outer Packaging, Overpack, Package or Outside Package, and Packaging* in Attachment 1.

5.5. Load Planning. Before deploying UTC cargo, you must decide how you will load the unit equipment and supplies on the limited number of pallet positions that you are allowed. Your cargo configuration decisions must then be documented in the LOGPLAN database. Preplanning the packing and loading of your Prime BEEF equipment and supplies minimizes the precious time needed following deployment notification to prepare your cargo for movement. A detailed deployment package/load plan identifies how many pallets (increments) are used for a UTC; shows what ESL items (or substitutes) are packed in each shipping container; and tells on which increment (pallet position) each stand-alone item and container is loaded. The Logistics Plans Flight maintains the deployment package/load plan details in the LOGPLAN database in the LOGMOD computer system.

5.5.1. LOGFOR: The Standard Deployment Package/Load Plan. The LOGFOR is the starting point to build your unit-specific deployment packages/load plans for each postured UTC. This standard deployment package/load plan represents the pilot unit's best effort to prepare and pack the ESL items using the limited number of pallet positions (increments) that it was allocated. If you have exactly the same equipment and supplies as the pilot unit and you load the pallets or vehicles in the same way, your LOGPLAN—except for the unit unique data—will be a clone to the pilot unit's LOGFOR.

5.5.2. LOGFOR to Baseline LOGPLAN. The process of turning a standard deployment package/load plan into your unit-specific deployment package/load plan requires a cooperative effort between you and the Logistics Plans Flight. To begin, the Logistics Plans Flight copies the standard LOGFOR files into the LOGPLAN database in the LOGMOD system. Then the Logistics Plans people give you the information (either on paper or through the UDM module), so you can adjust the logistics details (LOGDET) in that database to show how you intend to load your

equipment and supplies. You repeat this process for each UTC that you posture. For lack of a better term, let's call this your baseline LOGPLAN data. You are not required to follow all details in the standard LOGFOR to create your baseline LOGPLAN. You can pack and load the ESL cargo to fit your desires or specific requirements.

5.5.3. Execution LOGPLAN. When one or more of your UTCs are tasked, the Logistics Plans Flight copies your baseline LOGPLAN data—along with that of other tasked units—to create an execution LOGPLAN (Attachment 14). The execution LOGPLAN should contain the logistics details on the equipment and supplies that you actually load and deploy. The execution LOGPLAN database is the source from which you print load and packing lists for each cargo increment. Consequently, to minimize handwritten corrections to your load and packing lists, it's smart to keep your baseline LOGPLAN data current.

5.5.4. Changing Your Baseline LOGPLAN. A number of conditions can trigger the need to adjust your baseline LOGPLAN. Examples include:

Adding a newly received equipment or supply item to a cargo increment, or removing an unserviceable item with no replacement.
Using a suitable on-hand asset versus ordering the ESL designated item.
Replacing a substitute item with the prime item.
Using different shipping containers than called for in the LOGFOR.
Adding or dropping items as directed in the deployment tasking order.
Changing the way items are packed to accommodate unit preferences.

5.5.5. The Really Big Rule. There is one very major rule. You cannot make changes that increase transportation requirements, primarily airlift requirements. You cannot add increments or use additional pallet positions. You can shift items and weight between increments, but you cannot exceed the total allowed weight for the UTC. The pilot unit's cargo weight in the LOGFOR file is the maximum allowed weight. Also, loaded pallets must conform to pallet loading restrictions.

5.5.6. An Exception to the Rule. There is one significant exception to The Really Big Rule. If the deployment tasking order specifies additional items, add the items. Adjust pallet loading as required to minimize increments and to avoid shipping compatibility problems with hazardous items. Work with the Logistics Plans Flight to add the items and any required pallet positions. Get the extra pallets and nets as soon as you can from the WRM officer/NCO.

5.5.7. A Trial Load. Before you deviate from the LOGFOR or from your baseline LOGPLAN, make a trial load. Ensure the items fit in the shipping containers and on the pallets and that the loaded pallets still meet the pallet loading rules. Weigh and measure the loaded pallets to ensure they conform to the pallet loading restrictions.

5.5.8. Load Diagrams. Some units have their pallet buildup crews prepare a load diagram for each cargo increment to remind them where each item is to be loaded on the pallet, vehicle, or trailer. You can also do this with photos.

5.5.9. The Best Time to Make Changes. Make major "unit desired" changes when no deployments are looming. When possible, avoid making big changes after the base has been alerted for a deployment. If the changes are required by the deployment order, there is no choice. Make the changes, but do so before the Logistics Plans people create the execution LOGPLAN. If that is not possible, then you must make the changes by annotating the LOGPLAN load and packing lists (see paragraphs 5.7.2 and 5.7.3) created for the deployment.

5.5.10. Hand Carried Items. There are some items in a Prime BEEF equipment package that should be hand carried. Good examples are the lap top computers, the hand held radios, and the GPS plugger. Determine which items you want to carry and designate who will do it. The obvious choice is the person who will use it.

5.5.11. Packing Extra Stuff. CE units often ask if they can pack extra "stuff" on the pallets. The short answer is "maybe". You have some flexibility to add items so long as you comply with the Really Big Rule in paragraph 5.5.5, but you need to add those items to your LOGPLAN database and reweigh the pallets involved. You can add last minute items by annotating the load and packing lists. **NOTE:** A good example of valuable extra stuff is recreation and leisure items. Small items can be hand carried by individuals or shipped in their personal bags.

5.5.12. Local Expert Guidance. Fortunately you have experts nearby who can help you with load planning problems. The Combat Readiness people in the Transportation squadrons (or the air freight people in Aerial Port squadrons) and the people in the Logistics Plans Flight can assist and provide guidance on all matters concerning load planning and LOGPLANs.

5.5.13. Pilot Unit Expertise. If you have questions about preparing or packing the equipment and supplies for a UTC and you can’t get the answers locally, the pilot unit may be able to help. Obviously, they learn many lessons when they create their "model" cargo load plan and provide the LOGFOR details. **NOTE:** While the pilot units are willing to help, remember they have other responsibilities just as you do. When you need their help, you can minimize the time involved and maximize the productivity of your call by doing your homework first. Know what information you want to get. Don’t just go on a "fishing expedition to find out whatever you can". The pilot units and their CE points of contact are listed in HQ AFCESA's home page at *http://www.afcesa.af.mil/Directorate/cex*.

5.6. Pallet Building Materials. Civil engineers use nesting boxes and standard containers to consolidate and pack most ESL items for shipment. To pack and load your equipment and supplies for air movement, you need pallets, nets or tiedown straps, pallet covers, and dunnage.

5.6.1. Shipping Containers and Nesting Boxes. The standard fiberglass shipping containers that civil engineers use come in four sizes:

Large bottom container (84" long by 42" wide by 60" high),
Large top container (84" x 42" x 30"),
Small bottom container (62" x 42" x 30"), and
Small top container (62" x 42" x 60").

5.6.1.1. The 30-inch high containers are stacked on top of the 60-inch container, hence the top and bottom designation (Figure 5.1). When loaded on a 463L pallet, the combined pallet/container height is 92 inches which is less than the 96-inch maximum height allowed for C-130 aircraft. Pallets built with the fiberglass containers can also fit in a 747 aircraft. The containers have removable wheels to help maneuver the containers, especially in tight spaces. There is a rack in the container to stow the wheels. You can order containers with and without wheels. You don't need wheels if you keep the containers packed and ready to deploy, but generally it makes sense to have at least one set of wheels with each team kit.

Figure 5.1. Shipping Containers.

5.6.1.2. Before the standard fiberglass containers became available, some CE units purchased "cadillac" containers (Figure 5.2) and still use them. They are good containers, but they are made for specific civilian aircraft. They can fit in most aircraft types, but not all. Because Prime BEEF teams can move by military or civilian aircraft, our cargo must be able to fit in all cargo aircraft. Units should get and use the standard fiberglass shipping containers to maintain standardization and transportation flexibility. **NOTE:** Being heavier than the fiberglass containers, "cadillac" containers impose a weight penalty on the amount of cargo you can deploy.

Figure 5.2. Cadillac Container.

5.6.1.3. The nesting boxes are a convenient way to keep small items and packages together inside the shipping containers.

5.6.2. Pallets. The 463L cargo pallet (HCU-6/E) is made of corrosion resistant aluminum with a soft wood core, framed on all sides by aluminum rails. The rails have 22 steel tie down rings: six rings on each long side and five rings on each short side. The rails also have indents (notches) which are designed to accept the detent locks. These locks are located on numerous types of materials handling equipment and are found on board all airlift capable aircraft. The overall dimensions of the 463L pallet are 88 inches by 108 inches by 2¼-inch thick. However, the usable dimensions of the upper surface are 84 inches by 104 inches. This allows for 2 inches around the periphery of the pallet to attach straps, nets, or other restraint devices. An empty 463L pallet weighs 290 pounds (355 pounds with nets). It has a maximum netted load capacity of 10,000 pounds and a maximum puncture load on the pallet skin of 250 psi. The desired load capacity is 7,500 pounds to help prolong pallet life. Put shoring between the pallet surface and the load when surface loading on the skin exceeds 250 psi.

5.6.3. Pallet Nets and Tiedown Straps. There are three nets to a set; two side nets and one top net (Figure 5.3). The side nets (HCU-7/E) are green in color and the top net (HCU-15/C) is yellow. The side nets attach to the rings of the 463L pallet and the top net attaches by hooks to the side nets. These nets have multiple adjustment points and may be tightened to conform snugly to most loads. A complete set of 463L nets will provide adequate restraint for 10,000 pounds of cargo when properly attached to a 463L pallet. A complete set of 463L nets (2 side nets and 1 top net) weighs 65 pounds. The nets have an inside and outside. The nets are positioned correctly (proper side out) when the openings of the net clamps face into the pallet load (Figure 5.4.). This ensures

the net tightening buckles face out, which makes them easily accessible. Five thousand-pound tiedown straps, NSN 1670-00-725-1437, can be used in lieu of the cargo nets or used to provide supplemental restraint.

Figure 5.3. 463L Cargo Net.

Figure 5.4. Proper Positioning of Net Clamps.

5.6.4. Pallet Covers. A plastic pallet cover provides a supplemental barrier to protect the pallet contents from the weather. The pallet cover is like a big baggy (Figure 5.5). Its NSN is 3990-00-930-1480. The unit of issue is a roll and there are ten covers to a roll.

Figure 5.5. Pallet Cover.

5.6.5. Storage and Handling of Pallets and Nets. The 463L pallets and nets are expensive to purchase and refurbish. With reasonable care and protection, pallets should last almost indefinitely. The procedures to care for these pallets and nets are simple:

5.6.5.1. Always put adequate dunnage under 463L pallets. Dunnage aids in the movement of the pallets and protects the lower surface from damage. The most commonly used dunnage are four-by-four timbers. Use at least three pieces, 88 inches long and positioned near the edges and in the middle of the pallet. The dunnage must accompany the pallets during shipment.

5.6.5.2. Always protect the upper surface of the pallet from sharp-edged cargo. If the cargo has any sharp edges or protrusions, install adequate shoring or cushioning materials between the cargo and the pallet. **NOTE:** Plywood is commonly used for shoring as seen in Figure 5.4.

5.6.5.3. Be careful when transporting 463L pallets with a forklift. The tine tips can easily damage the pallet surface making it unusable.

5.6.5.4. When winching a 463L pallet, always use two attaching points.

5.6.5.5. Never push or slide 463L pallets across any solid surface; to do so will cause damage to the skin.

5.6.5.6. Protect nets from adverse climatic conditions. The netting materials will mildew and deteriorate. The metal hooks will also rust if not properly cared for. Hang and dry all nets after use. Never pile wet nets together for storage.

5.7. Shipping Documents. Depending on the nature of the cargo and mode of shipment, up to ten documents must accompany cargo to ensure it gets to the correct destination and is transported safely. CE units have to prepare up to six of those documents for Prime BEEF cargo. Table 5.1 lists the six documents and summarizes their use and distribution. The following paragraphs provide additional details. The documents are required whether deploying from home station or redeploying from an employment location. Load and packing lists are normally

Table 5.1. Shipping Documents.

DOCUMENT	USED FOR	WHAT CE UNITS NORMALLY DO WITH THE DOCUMENT [1]
Load List	Listing the unpackaged items, outer packages, and containers in an increment. A separate list is needed for each increment. (Printed out by the Logistics Plans Flight if not available using the UDM module/DeMS.)	Prepare 6 copies. Carry all copies to cargo in-check area, or place copies in water resistant envelope or document pouch behind increment placard. One copy will be returned to you. Keep it.
Packing List	Container inventory. Prepare a list for each outer container. (Printed out by the Logistics Plans Flight if not available using the UDM module/DeMS.)	Prepare 3 copies. Place one copy in the container. Attach second copy to exterior of container. Place third copy behind increment placard. (Don't place packing lists behind increment placards or on the outside of containers with classified or sensitive items.)
Shipper's Declaration of Dangerous Goods	Identifying hazardous materials and their special handling instructions. Prepared for each hazardous item. Preparer must be trained and authorized by unit commander to sign/certify the document.	Prepare original and 2 copies. Carry all 3 to cargo in-check area, or place copies in water resistant envelope or document pouch behind increment placard.
DD Form 1387-2, **Special Handling Data / Certification**	Identifies cargo that requires special protection. Used for military air shipments. CE prepares for weapons, munitions, explosives and classified items.	Prepare original and 3 copies. See paragraph 5.7.5 for details.
Serial Number Listing of Weapons	Weapons inventory. Prepare a list for each increment. List must contain the NSN and serial number of each weapon in the increment.	Prepare at least one copy and carry to cargo in-check area.
DD Form 1907, **Signature and Tally Record**	Signature service (custody of cargo requiring special protection). Used when unit courier does not accompany classified or sensitive cargo or when	Prepare four copies. Courier carries copies to cargo in-check area, or place copies in water resistant envelope or document pouch behind

	courier turns over custody of protected cargo to a transportation representative. Prepare document for each increment.	increment placard. Courier keeps one copy of signed form when transferring custody.
NOTE: [1] Column lists the minimum number of originals and copies that a unit must prepare. Units often make additional copies for the files, team chiefs, cargo couriers, etc.		

prepared using the Cargo Reports screen in the UDM module/DeMS. (The help screen for the UDM module explains how to generate those documents.) You can prepare a Shipper's Declaration of Dangerous Goods by hand, or you can use a computer program (see paragraph 5.7.4). The DD Forms 1387-2 and 1907 are prepared by hand or by using form preparation software, such as PerForm Pro®. Each team should have at least two people who know how to prepare all six documents for their UTC, both by computer and by hand.

5.7.1. General Preparation Guidance. After the first time and assuming it was done correctly, preparing shipping documents should be easy, especially if you use a computer. That's because very little information changes on the forms between local exercises or actual deployments. The most common changes are the date, unit line numbers (ULN), transportation control numbers (TCN), and chalk numbers. **NOTE:** The Logistics Plans Flight will often choose to use the same ULNs, TCNs, and chalk numbers over and over for local exercises. Obviously you must make changes to the shipping paperwork if you replace, add, or remove items from your cargo or move items between increments.

5.7.1.1. These instructions for document preparation and distribution are commonly used at most installations, however they are only guides. **Follow the instructions in your installation deployment plan or from your air/surface freight people.** Except for the documents which are attached to containers (packages/items) or pallets, local procedures often specify that the increment monitor or cargo courier hand carry some or all of the copies of the documents to the cargo marshaling/in-check area. If hand carried, consider keeping the documents for each increment in separate folders. This reduces the paper shuffling at the in-check ramp. If you don't hand carry the documents, place them in the water resistant envelope or document pouch behind the pallet or vehicle placard.

5.7.1.2. When the instructions call for placing documents in a water resistant envelope, a baggy, or more properly a 12-inch x 12-inch plastic bag with an interlocking closure (NSN 8105-00-837-7757), is commonly used. They come 500 to a box. For smaller documents, you can use packing list envelopes. They come in packages of 100 and in three sizes: 7 inches x 4¾ inches (NSN 8105-00-857-2247), 8½ inches x 5 inches (NSN 8105-00-139-1276), and 9½ inches x 8 inches (NSN 8105-00-985-7221). The packing list envelopes have an adhesive backing which makes them easy to attach to containers. **TIP:** Pack a few extra envelopes with each team kit to ensure some are available for redeployment.

5.7.1.3. When instructions tell you to place the documents or extra copies behind the pallet/vehicle placard, use the placard on the short side (88-inch side) of a pallet (Figure 5.6) or near the left side door of a vehicle.

5.7.1.4. Consider making additional copies of the documents for your cargo couriers, equipment custodians, and team chiefs. Put a copy of each document in a binder for the team chief. **NOTE:** Consider placing extra copies—correctly filled out except for the TCN, quantity, weight, etc.—in the team chief's binder. The extra copies can be used for the return shipment. If you create shipping documents by computer, store the data—and software—on floppy disks or in the hard drive of at least one of the deploying computers or use both media.

Figure 5.6. Document Pouch Behind Pallet Placard.

5.7.1.5. Don't forget to make a file copy of each document. Keep a file copy of inventory and accountability documents for all deployed equipment. This includes the load lists, packing lists, serial number lists of weapons, and DD Form 1907s as well as AF Form 1297s (hand receipts) and CA/CRLs. Destroy these copies when the equipment is returned or accounted for. Each unit must decide whether the Readiness Flight or the EOD Flight or Fire Protection Flight files these documents for the 4F9X or 4F9F series UTCs.

5.7.2. Load Lists. You must have a load list (Attachment 15) for each cargo increment. This list identifies the containers, packages, and stand-alone items that are loaded on a pallet or vehicle, including the pallet or vehicle. The load list may show only one item, such as the floodlight set in the 4F9E5 and E6 UTCs. The list does not identify items in containers. That's the job of the packing list.

5.7.2.1. You need six copies of the load list for each increment—plus any extra copies you give to cargo couriers, equipment custodians, or team chiefs. (We have seen conflicting local instructions that called for as few as three copies of the load list. We understand that six copies are required for overseas shipments, three for shipments within CONUS.) Carry all six copies to cargo in-check area or place them in the water resistant envelope or document pouch behind the increment

placard. When the increment cargo passes inspection, the in-check people will return an initialed copy to you.

5.7.2.2. Use the Cargo Reports screen in the UDM module/DeMS to create your load lists. However, before you print those lists, you should make any mission-required adjustments to your LOGPLAN database. To ensure your lists are accurate and to minimize handwritten changes to them, be sure to make the adjustments before the Logistics Plans Flight creates the execution LOGPLAN file. The execution file includes the deployment specific information, ULNs, TCNs, etc. If you anticipate changes, be sure to give an early heads-up to the people in the Logistics Plans Flight. But remember, after the deployment notification, they don't have much time to wait for you to change your data.

5.7.2.3. At locations where the UDM module/DeMS is not available, the logistic plans Flight prints and distributes load lists to each deploying unit. Units then annotate any last minute changes on the load lists.

5.7.2.4. Be sure not to identify classified or sensitive items or the classified or sensitive nature of those items on a load list. Use terms such as "Protected container" or "Sensitive package". The easiest way to ensure that this happens is through your LOGPLAN database. Use those non-descriptive terms (or similar ones) as the "Item Nomenclature" for the affected containers or packages, and enter the proper name or description in the "Item Suffix Nomenclature" for the contents of the sensitive or classified package/container. (See Attachment 14 for a sample LOGPLAN). By controlling your LOGPLAN data, the printed load lists will contain the correct information (See Attachment 15).

5.7.3. Packing Lists. A packing list (Attachment 16) is required for each outer container or package in an increment. The list shows the contents of the container or package. You need three copies of each packing list, plus any extra copies for your team chief, custodians, and couriers. Place one copy inside the container in a water resistant envelope. Attach one copy to the outside of the container in a water resistant envelope. Place the third copy in the water resistant envelope behind the placard. Packing lists are generated in the same way and at the same time as load lists. **NOTE:** *Do not attach a packing list on the outside of an outer shipping container that contains classified items, weapons, munitions, or explosives. Don't place copies of the packing lists for those same items behind the placards.*

5.7.4. Shipper's Declaration of Dangerous Goods. These forms provide details on each hazardous item and identify any special handling requirements for those items. The rules require at least three copies of each Shipper's Dec. Sign the original and at least two copies of each document. The original and two copies must have the red hatch border; additional copies need not have the border. Carry all copies to the in-check area or place them in the water resistant envelope behind the pallet placard. The Transportation people will distribute the copies to satisfy their needs. Only individuals who are trained and authorized in writing by the unit commander (or designated representative) may sign/certify a Shipper's Declaration. AFJPAM 24-204, attachment 17 provides detailed instructions on completing the entries in Shipper's Declarations.

5.7.4.1. You can complete the forms by hand or use computer software such as Perform Pro/Form Flow to generate the Shipper's Declarations. You can also use the Air Force Logistics Management Agency's (AFLMA) Shipper's Certification Program (SCP) software to generate these forms. The SCP software can be downloaded from the HQ Air Force Logistics Management Agency's home page at *http://www.il.hq.af.mil/aflma*. For UTCs with only a few items, it's often just as easy to fill out the forms by hand. If done by hand, consider preparing these forms before you receive a deployment or redeployment order. Fill in the "key" data that doesn't change. Then, when you get a deployment order, you can fill in the deployment specific information, such as ULNs, TCN, etc. Two styles of commercial forms may be used. One style is designed for computerized completion. The other style is designed in a columnar format for manual completion. **NOTE:** EOD Flights should already have the SCP software loaded on the computers in the 4F9X1 and X2 UTCs. **ADDITIONAL NOTE:** The Logistics Plans community has plans to include the SCP capability in a future version of LOGMOD and make it accessible to you through the UDM module.

5.7.4.2. People and publications refer to the data blocks on the Shipper's Dec as "key entries" or "Key 1", "Key 2", etc. That's because the blocks on Shipper's Dec are unnumbered. To help you relate the preparation instructions to the specific blocks on the form, the sample documents in AFJPAM 24-204, attachment 17 have a reference number typed in each block. Those numbers are "keyed" to the numbered instructions in that attachment.

5.7.4.3. You may find conflicting guidance from base to base concerning how many Shipper's Decs you must prepare. This is a result of differing interpretation of the transportation instructions. Normal peacetime rules (AFJMAN 24-204, paragraph A17.2.3) require a separate Shipper's Dec **and** a separate TCN for each item with a different proper shipping name (PSN). However to minimize paperwork, exceptions are permitted for movement of hazardous materials under contingency, tactical, or emergency conditions. AFJMAN 24-204, paragraph A17.3 reads "A single Shipper's Declaration for Dangerous Goods may be used to identify and certify more than one type of hazardous material. All hazardous material certified on a single form must be considered a single shipment and controlled by one mobility TCN." That means you only need one Shipper's Dec for all of the hazardous items on a single cargo increment (463L pallet, vehicle, trailer, etc.) for a unit deployment.

5.7.4.4. If you want to prepare only one Shipper's Dec per increment, discuss the issue with your local Transportation people (the Combat Readiness Flight in the Base Transportation squadron or the air cargo section in your aerial port). You can point out the AFJMAN wording, but be prepared to create one form for each PSN. If they don't agree with a single Shipper's Dec for an increment, then your cargo won't move farther than the frustrated cargo area at the in-check point. That's because incomplete paperwork is cause for failing cargo during the cargo in-check or joint inspection.

5.7.5. DD Form 1387-2, **Special Handling Data/Certification.** This form has a red hatch border and serves as a "flag" to the air freight people at a base. It tells them that they have cargo which

requires special protection or handling. It is required when shipping "protected" cargo on military controlled aircraft. There are a number of categories of protected cargo, but in CE we are usually only concerned with two: classified and sensitive (arms, ammunition, and explosives). The form is used to identify the level of protection and any special handling that must be provided, such as armed guard or constant surveillance or signature service. The protection and special handling requirements are discussed in more detail in paragraph 5.11.

5.7.5.1. DoD 4500.32-R, volume I (chapter 2, section B, paragraph 4) provides detailed instructions for preparing this form. The instructions call for an original and at least three copies. Since the DD Form 1387-2 usually comes packaged as a five-part form, prepare all five copies. Secure the top copy to the outer container that contains the classified or sensitive items. Place at least 3 copies behind the increment placard. If protected items are packed in more than one outer container (like our weapons), attach a copy of the "dash two" to each container. Additional copies can be xeroxed.

5.7.5.2. Don't include any words or statements on the "dash two" that reveal the contents of the container or the classified or protected nature of the material being shipped. In block 6, enter the degree of protection required, i.e., "constant surveillance" and/or "signature service".

5.7.5.3. You don't need a separate "dash two" for each protected item on an increment. You can prepare one form for the pallet or vehicle. Enter the degree of protection required in block 6 for the item in the increment that requires the highest level of protection. Secure the top copy of the form to the container requiring the highest level of protection, and secure the additional copies to the other containers holding classified or sensitive items.

5.7.5.4. Ammunition and explosives require a "dash two" in addition to the Shipper's Dec. There is potential for misunderstanding here. Some units believe that the DD Form 1387-2s are no longer used because the Shipper's Dec replaced the DD Form 1387-2s. That's true, but only for certifying hazardous cargo. The "dash twos" were retained to flag cargo requiring special handling or protection.

5.7.6. Serial Number Listing of Weapons. Some Transportation units may require you to provide a serial number listing of your bulk shipped weapons. This list is normally used with unaccompanied shipments of weapons to provide an additional measure of accountability. For each increment, the list should show the NSN and serial number for each weapon and identify which container they are in. You can also prepare a separate list for each weapons container. Carry one copy to the cargo in-check area and provide a copy to the team chief. This list is not required if unit couriers maintain custody of the weapons or if team members hand carry their weapons.

5.7.7. DD Form 1907, **Signature and Tally Record.** This form is used for "Signature Service" to provide a record of the chain of custody for classified and protected materials. Prime BEEF teams use it when a unit courier does not accompany classified or sensitive cargo or when the courier transfers custody for the protected cargo to someone other than a team member, usually a Transportation representative. Even if you have a courier accompany the cargo, consider preparing

four copies of the document for each increment. Then the form will be ready should the courier have to turn over custody of the cargo for any reason. The courier should carry the copies to the cargo in-check area. For unaccompanied shipments, place the copies behind the increment placard.

5.8. Other Documents. There are at least three other documents that Prime BEEF teams should carry on deployments. These are not shipping documents, but they are needed to support specific equipment items. The ESL identifies the items that require additional documents.

5.8.1. AFTO Form 105, **Inspection Maintenance Firing Data for Ground Weapons.** This form is maintained for each weapon while it is in the Air Force inventory. The form provides the maintenance history for a specific weapon and stays with the weapon. When deploying, ensure the forms for all weapons are included in the correct weapons containers or carried by a team member. If a weapon needs repair at your employment location, the on-site CATM (combat arms training and maintenance) unit will want the form for that weapon. This requirement is covered in TO 11W-1-10, *Recording of Historical Data for Ground Weapons* and is discussed in weapons custodian training.

5.8.2. AFTO Form 95, **Significant Historical Data.** Some technical orders require users to maintain a maintenance record for an equipment item. The record must accompany the item when it is deployed. Examples of Prime BEEF equipment requiring this form are the generators and the EOD robots. A team member should carry the record, or place it in a waterproof pouch secured to the item.

5.8.3. AF Form 1828, **Vehicle Historical Record.** This form or its computer generated alternative is provided by the vehicle maintenance section in Base Transportation. It provides key points of a vehicle's maintenance history. The record should accompany the vehicle, or a team member should hand carry the records for all accompanying vehicles.

5.8.4. DOT-E Letters. In limited circumstances, the Department of Transportation (DOT) exempts specific hazardous items from meeting the packaging requirements contained in the 49CFR regulations and AFJMAN 24-204. An exemption permits an alternate packaging that provides an acceptable level of protection for the hazardous item. The exemption specifies how the item must be packaged and transported. There are just a few DOT exemptions that apply to Air Force shipments, and they can be found on the Internet at *http://afmc.wpafb.af.mil/Hazmat*. Some of the SCBA bottles shipped in CE UTCs for our firefighters fall into this category. So do fire extinguishers shipped in a military vehicle when mounted in a secure rack.

5.8.4.1. If you ship an item with an exemption, you must include a copy of the DOT exemption (DOT-E) letter with the item and provide two additional copies for the Transportation people. We suggest you place three copies in the document pouch behind the increment placard, one copy on or in the item, and one copy in the team chief's binder.

5.8.4.2. To find the correct DOT-E number, look on the item or its package. It should be clearly marked. An example would be "DOT-E 10147" that is marked on some SCBA bottles.

5.9. Placards, Unit Identification Markings, and Cargo Weights and Measurements. To expedite the processing and tracking of cargo, each cargo increment must be properly marked and labeled before it is shipped. The specific requirements vary based on how the equipment and supplies are packaged and whether they are hazardous or require special handling. In this paragraph, we cover increment placards, the unit identification markings, and the cargo weight and measurement markings that are required for movement on Air Force aircraft. The marking and labeling requirements for hazardous materials are covered in paragraph 5.10, and those for classified and sensitive cargo are in paragraph 5.11.

5.9.1. Increment Placards. You must prepare a shipping placard for each cargo increment. The placard contains the needed shipping information to ensure the cargo gets to the correct destination. including who owns the cargo. It also includes the bar-coded transportation control number (TCN) so the shipment can be tracked. Generally two placards must be attached to each cargo increment. Secure the placards on adjacent sides of a pallet (Figure 5.7) or on the front bumper and near the driver's door of a vehicle. There are three options for preparing placards.

Figure 5.7. Increment Placard Locations.

5.9.1.1. The Deployment Shipping Placard: the Standard. With the arrival of the Integrated Deployment System (IDS), units must use the "Deployment Shipping Placard" that you print from the reports screen in the UDM module of LOGMOD (or from DeMS). It contains all required unit and shipping information plus the bar-coded transportation control number (TCN). The bar code makes it easier for the Transportation people to enter the shipping information into their worldwide cargo tracking system. This form must be inserted in a waterproof document envelope and secured to the pallet or vehicle. This placard replaces both the AF Form 2279, **Pallet Identifier** and DD

Form 1387, **Military Shipment Label**. It also replaces the traditional homemade placard. Figure 5.8 shows a sample for the hypothetical 332 CES.

Figure 5.8. Deployment Shipping Placard.

Deployment Shipping Placard		
1. TRANSPORTATION CONTROL NUMBER FTK9V8$$B200020XX		2. Postage Data 3. TYPE SERVICE
3. FROM TYNDALL AFB 12333333 TYNDALL AFB, FL 32403-5000		6. TRANS PRIORITY **1** 8. PROJECT
5. SHIP TO/POE	10. WEIGHT (This piece) **1618**	11. RDD
7. POD	12. CUBE (This piece) **493**	13. CHARGES
9. ULTIMATE CONSIGNEE OR MARK FOR	14. DATE SHIPPED **13 Dec 98**	15. FMS CASE NUMBER
	16. PIECE NUMBER **001**	
	17. TOTAL PIECES **1**	
18. UNIT LINE NUMBER (ULN) **TK9V8**	20. CHALK **011**	
19. UNIT TYPE CODE (UTC) **4F9E70**		
21. DEPLOYMENT ECHELON/INCREMENT NUMBER **B20002**		
L 88 x W 108 x H 92 CB: 44		

5.9.1.2. The Traditional Pallet Placard. If the computerized product is not available, you can use a homemade placard similar to that shown in Figure 5.9 for a 463L pallet. On a durable plate piece of material (plastic, wood, metal, Plexiglas), mark the required information in at least ¾-inch high letters. Instructions may vary slightly by base. In contrast to Figure 5.9, another base calls for this information:

Line 1 - Unit Line Number
Line 2 - Unit Type Code
Line 3 - Deployment Echelon and Increment Number
Line 4 - Unit identification (short form, i.e., 332 CES)
Line 5 - Weight (gross weight in pounds)
Line 6 - Dimensions (length, width, and height in inches and location of the center of balance in inches)

Figure 5.9. Traditional Pallet Placard.

5.9.1.2.1. You can stencil the information, use permanent markers, use grease pencil, use preprinted labels, or silk screen the letters. Don't use chalk. It wipes off too easily.

5.9.1.2.2. When using the traditional placard, the surface freight people will create a DD Form 1387, **Military Shipment Label** for each increment. The DD forms contain the bar-coded TCN for each increment and are attached to the placards.

5.9.1.3. AF Form 2279, **Pallet Identifier.** This completed form also serves as a placard. A bar-coded DD Form 1387 is required with this placard. This form must be inserted in a waterproof document envelope and secured to the pallet or vehicle.

5.9.2. Unit Identification Markings. Establish ownership of your cargo. The air freight rules don't require markings on every item in a mobility increment with same TCN. However, while it doesn't happen often, pallets are sometimes broken down during shipment and the items repacked. Should that happen, you improve your chances of getting your cargo if you place unit identification markings on each container, package, or stand-alone item on the pallet. As a minimum, we suggest the unit name, your home base, UTC, and deployment echelon and increment number. It is also helpful to number each container or item to correspond with the item number on the load list. You can use the same marking methods discussed above for placards.

5.9.3. Measurements and Weights. AFJI 24-108, *Movement of Units in Air Force Aircraft* specifies that you must mark the loaded weight on each cargo increment. You must also mark the center of balance (C/B) on each increment that is longer than ten feet or when the C/B is not in the center. The gross weight and distance from the front of the increment to the center of balance should be annotated on the increment placard. Some units choose to mark the individual containers, boxes, or stand-alone items that are loaded on a 463L pallet, but that is not required for a unit move since the loaded pallet is considered a single shipment item in the transportation regulations.

5.9.4. Vehicle and Wheeled Equipment Markings. Vehicles, trailers, and other wheeled equipment must also be marked with weight and C/B information. The gross vehicle or trailer weight and distance to the center of balance should be listed on the increment placard, but you must also mark the axle weight above each axle and mark the gross vehicle weight and the location of the center of balance on the vehicle. Most units mark this information on tape. To keep from damaging the vehicle's finish, some units use magnetic backed tape versus an adhesive tape. You can find the instructions for determining and marking the gross weight and the center of balance in appendix AO of DoD 4500.9-R, part III or in appendix G of AFJI 24-108.

5.10. Hazardous Materials. Most items can be airlifted in support of military operations or contingencies. However, all hazardous materials offered for air shipment must be packaged, marked, labeled, and certified in strict compliance with AFJMAN 24-204. That publication is a bible for shipping hazardous materials by military air. It's relatively easy to use, but it is a big book and there are a lot of requirements. The hazardous materials certifiers in Prime BEEF units must understand how to use it. The air and surface freight people at your base will show you how to prepare your hazardous materials for shipment and how to complete the documents. Unless specifically exempted in AFJMAN 24-204, you must prepare a **Shipper's Declaration for Dangerous Goods** for the hazardous item as discussed in paragraph 5.7.4. To make these tasks easier for you, the ESL contains much of the information you need. The following paragraphs summarize key points on preparing hazardous materials for shipment. **NOTE: THIS PAMPHLET ONLY SUMMARIZES REQUIREMENTS. YOU MUST FOLLOW THE MOST CURRENT AFJMAN 24-204 INSTRUCTIONS.**

5.10.1. Hazard Classification. Hazardous materials are classified according to the type of hazard they pose. Table 5.2 lists the international hazard classes and division numbers and their corresponding names. **NOTE:** Before 1994, the Air Force used a different classification system. Hazard codes of 1 to 29 were assigned to hazardous materials. Attachment 17 shows the old codes and how they relate to the hazard classes. If you see the old codes, don't use them.

Table 5.2. Hazard Classes.

HAZARD CLASS/ DIVISION NUMBER	HAZARD CLASS/DIVISION NAME
1.1	Explosives (with mass explosive hazard)
1.2	Explosives (with a projection hazard)
1.3	Explosives (with predominately a fire hazard)
1.4	Explosives (with no significant blast hazard)
1.5	Very insensitive explosives; blasting agents
1.6	Extremely insensitive detonating substances
2.1	Flammable gas
2.2	Nonflammable/nonpoisonous gas
2.3	Poisonous gas
3	Flammable and combustible liquid
4.1	Flammable solid
4.2	Spontaneously combustible material
4.3	Dangerous when wet material
5.1	Oxidizer
5.2	Organic peroxide
6.1	Poisonous material poisonous/irritating/keep away from food
6.2	Infectious material (etiologic agents)
7	Radioactive material
8	Corrosive material
9	Miscellaneous dangerous goods

5.10.2. Identifying Hazardous Materials. When they build the standard deployment packages, Prime BEEF UTC pilot units identify the ESL items that must be shipped as hazardous cargo. You can also identify the items in the LOGFOR database, which is available from the Logistics Plans Flight. Attachment 12 shows a sample LOGFOR. The items are identified by their hazard class number. The Prime BEEF hazardous items are also identified in the ESL.

5.10.2.1. Examples of Prime BEEF items with hazard codes include: fire extinguishers, chain saws, rescue saws, propane bottles, Phenol Red tablets, backpack sprayers, insecticides, herbicides, SCBA air bottles, lithium and lead/acid batteries, floodlight sets, water test kits, vehicles, ammunition, C-4 explosives, detonation cord, blasting caps, etc.

5.10.2.2. Even though the pilot units have done a lot of the homework, each CE unit must identify its own hazardous materials and determine the correct classes, packaging details, labels and markings, and shipping compatibility for their specific items. Each unit must do this to ensure that substitute or added items are properly packed and documented.

5.10.2.3. Deployed Prime BEEF teams must also properly package, mark, label, and document all hazardous materials when redeploying. However the hazardous cargo situation changes if hazardous items are partially or fully consumed during a deployment, when the team must ship out empty hazardous material containers or hazardous wastes with the team cargo.

5.10.3. AFJMAN 24-204: The Starting Point. This joint manual contains all of the information you need to prepare hazardous cargo for air shipment. AFJMAN 24-204 (table A4.1) is the heart of the manual. For each proper shipping name (PSN), the table indicates whether that hazardous material is eligible for air shipment. It also identifies the hazard class and division, compatibility group, UN identification number, packing group (PG), subsidiary hazards, and special handling provisions for each PSN. Further, the table refers you to the paragraphs in the manual that specify packaging requirements for that material. See Attachment 18 in this pamphlet for a sample page extracted from AFJMAN 24-204 (table A4.1). **NOTE:** AFJMAN 24-204 is updated periodically to keep up with changes in hazardous materials. Whenever a new manual is released, **don't assume the information on any hazardous item remains the same**.

5.10.4. Steps for Preparing Hazardous Materials. AFJMAN 24-204 outlines six steps for preparing hazardous materials for shipment. Those steps help ensure compliance with all safety, security, and legal requirements associated with shipping hazardous materials. **NOTE:** ***References to chapters and attachments in the following six steps are to AFJMAN 24-204***.

5.10.4.1. Step 1. Determine whether the airlift mission is channel (normal peacetime shipments) or mobility (unit deployments). AFJMAN 24-204, chapters 1 and 2 cover general rules applicable to all hazardous material shipments by military aircraft. Chapter 3 covers policy and procedural exceptions specific to tactical, contingency, or emergency operations. **NOTE:** Prime BEEF cargo will move by mobility airlift and is covered by the provisions of chapter 3.

5.10.4.2. Step 2. Find the proper shipping name for each hazardous item. For each PSN, determine its associated hazard class (and division number and compatibility group for explosives), United Nations (UN) identification number, and packing group from table A4.1 in AFJMAN 24-204. Determine if the quantity of the hazardous item that is shipped in one package must be designated as a reportable quantity (RQ) or if it can be shipped as an excepted or limited quantity. **NOTE:** Many items will have this information marked on their original packaging.

5.10.4.3. Step 3. Determine the packaging requirements from table A4.1 in AFJMAN 24-204. If listed, read the referenced packaging paragraph in attachments 5 through 13 to identify the required packaging configuration. Comply with the general packaging requirements identified in attachment 3 and with any special provisions listed in table A4.2. Determine if any requirements in attachment 20 apply. Check attachment 24 to see what items you are allowed to handcarry and the

restrictions. Decide what items you will handcarry. Pack the remaining hazardous materials following the packaging requirements.

5.10.4.4. Step 4. Mark and label the hazardous material package according to attachments 14 and 15.

5.10.4.5. Step 5. Complete the hazardous material certification (Shipper's Dec) according to attachment 17, unless you are shipping exempted quantities according to attachment 19.

5.10.4.6. Step 6. Before loading cargo on pallets or vehicles, determine compatibility according to attachment 18.

5.10.5. Finding the Proper Shipping Name. The PSN is the key to using AFJMAN 24-204 and to preparing Shipper's Decs. Unfortunately the item name and its proper shipping name are rarely the same. Table A4.1 in AFJMAN 24-204 would be huge, hard to use, and constantly changing if every product name was used. To keep the list to a manageable size, like items are given the same proper shipping name. You can get a PSN for any hazardous item from at least three sources: the original package, the Material Safety Data Sheet (MSDS), and the DoD Hazardous Materials Information System (HMIS).

5.10.5.1. First, check the original package. The PSN should be marked on it. If not,

5.10.5.2. Locate the NSN. Look for the NSN on the item, its package, the original shipping document or issue document from Base Supply, or the CA/CRL for equipment

5.10.5.3. With the NSN, you can get the PSN from HMIS or from the printed MSDS. The HMIS is easy to use and fast, especially when checking a number of items. Attachment 13 contains a sample printout from HMIS. Usually you can get printed MSDSs from Base Supply. If not contact the manufacturer. Both sources contain a lot of useful information about the hazardous nature of the item.

5.10.5.4. You can also get PSNs for Prime BEEF items from the ESL. While it is the easiest to use, we list the ESL last because it is not the source document for PSNs, and it only applies to the items in the ESL. Substitute items may have a different PSN.

5.10.6. Packaging. Unless exempted, hazardous items must be packaged in containers that meet UN performance oriented packaging (POP) specifications. AFJMAN 24-204 provides detailed packaging guidance. As might be expected, the nature of the material and its level of danger drive the packaging requirements. Attachment 3 in the joint manual explains general requirements. Attachments 5-13 provide additional details for each hazard class. The last column in table A4.1 in AFJMAN 24-204 tells you what paragraphs in attachments 5-13 provide packaging details beyond the general requirements in attachment 3. **Read the narrative in all attachments to be sure you don't overlook requirements.** Here are two examples of such special requirements. They are extracts from attachments 3 and 13 in AFJMAN 24-204. We added the *italics* to highlight the

provisions that most apply to Prime BEEF. The example covers the compressed air bottles used by the fire fighters. The second covers engine powered equipment such as the Prime BEEF generators, saws, and light carts.

A3.3.2.2. **Valve Protection.** *Protect all valves of containers charged with compressed gas* by one of the following methods:

- By a securely attached metal cap of sufficient strength to protect the valve from injury during transit.
- By boxing or crating the cylinder or sphere to give proper protection to the valve.
- By recessed valve or otherwise protected valve so that it cannot be subjected to a blow when the container is dropped on a flat surface.
- By valves strong enough to avoid injury during transit for cylinders or spheres containing nonliquefied gas under pressure not over 2068.5 kPa (300 psig) at 21 degrees C (70 degrees F).

A13.6. Engines and *Support Equipment*. Comply with the bullet requirements of A13.5. The following fuel in tank requirements apply:

A13.6.1. *Completely drain engine-powered support equipment of fuel. Up to 500 ml (17 ounces) of fuel may be left in engine components and fuel lines provided all lines and fuel tanks are securely closed to prevent leakage of fuel.*

A13.6.3. *Wheeled-engine powered support equipment may contain up to one-half tank of fuel when transported under the authority of paragraph 3.7. Ship only the minimum quantity of fuel consistent with operational requirements. Ensure tanks are securely closed.*

A13.6.7. *Items drained, purged and containing no other hazardous material are nonhazardous for transportation.* The following guidance applies:

- *Internal combustion engines with or without fuel tanks attached are prepared for shipment and storage according to applicable technical directives. Fuel systems including carburetors, pumps, controls, and fuel tanks must be completely drained, purged, and sealed with appropriate pressure seal type plug and caps with gaskets and "O" rings. See attachment 17 for documentation requirements.*

5.10.7. Markings and Labels. Hazardous materials require special markings and labels for shipment. Place markings and labels only on the packages, items, containers, vehicles, and trailers which contain hazardous items (Figure 5.10). When possible, place all markings and labels near

each other and on two adjacent sides of a package, container, item, etc. Don't intermingle hazard markings and labels with other markings such as unit ID and measurements.

Figure 5.10. Hazardous Item Markings on Shipping Container.

5.10.7.1. Markings. Follow the instructions in AFJMAN 24-204, attachment 14 for marking outer packages and containers, stand-alone items, and shipping containers. That attachment classifies markings in three categories: UN specification performance oriented packaging (POP) markings, general hazard communication and handling markings, and hazard class specific markings.

5.10.7.1.1. UN POP Specification Markings. UN specification markings are mandatory for all packages of hazardous materials unless specifically exempted. For CE, only the firefighter's compressed air bottles have such an exemption. When all hazardous materials in a shipping container are properly packaged and those packages are properly marked, the shipping container can be marked with the statement: "INNER PACKAGES COMPLY WITH PRESCRIBED SPECIFICATIONS" (see Figure 5.10). This saves you from having to place UN POP specification markings on a container for each hazard inside.

5.10.7.1.2. General Hazard Markings. Mark all packages containing hazardous materials with the PSN and UN identification number. If the material is a hazardous substance in a reportable quantity, place the letters (RQ) in parenthesis following the PSN. If a container or package contains more than one hazard, mark the PSN and UN identification number for all hazards. Mark the DOT-E number on each package shipped with an authorized DOT exemption. (This applies to the firefighter's compressed air bottles.) If needed, add orientation markings such as "THIS SIDE

UP". Apply these markings to the doors of Prime BEEF shipping containers. For cadillac containers, place the markings on the access panels versus the main doors.

5.10.7.1.3. Hazard Class Marking Requirements. Follow specific hazard class marking requirements. There are a number of requirements that apply to civil engineers. For example:

Mark packages of explosives with the "EX number" or the NSN for each explosive inside. Get the EX number from TO 11A-1-46. **Do not place other identifying markings on containers with ammunition or explosives, except as required in AFJMAN 24-204**.
Mark the type of fuel and its flash point on vehicles and equipment with fuel in the tanks and on containers with fuel.
Mark the word "poison" on herbicides and pesticides.
You don't have to place PSN or UN identification number markings or hazard labels on a vehicle or other class 9 hazard unless the vehicle or item is packaged or enclosed to prevent ready identification.
Packages of dangerous goods shipped in limited quantities should be marked "Limited Quantity" or "LTD QTY".

These are just a few examples, be sure to check the requirements for all of your hazards.

5.10.7.2. Labeling. AFJMAN 24-204, attachment 15 specifies the labeling requirements for hazardous materials. That attachment presents labeling in three categories: hazard labels, handling labels, and hazard class specific labels. For each primary and subsidiary hazard in a package or container, apply hazard labels to the package or container next to the PSN/UN identification number markings (Figure 5.10). Attachment 19 in this pamphlet shows hazard and handling labels used for Prime BEEF cargo.

5.10.7.3. Marking and Labeling on Vehicles and Other Wheeled Equipment. For vehicles, trailers, other wheeled equipment, or stand-alone items where it is difficult to find a suitable surface, place the markings and labels on marker boards or tags that are secured to the vehicle or item (Figure 5.11). Again don't intermingle hazard markings and labels with other markings such as unit ID and measurements, and place the marker boards or tags on two adjacent (not opposite) sides. On a vehicle, you can also use hazardous material identification plates or flip signs which are commonly mounted on vehicles that transport hazardous materials (also seen in Figure 5.11). **NOTE:** An explosives flip sign is included in the ESL for each vehicle and trailer in EOD UTCs, but it only shows the highest hazard. You must show all the hazards on the marker board.

Figure 5.11. Marker Board and Hazardous Label Flip Sign.

5.10.8. Reportable Quantities. Some hazardous items pose a significantly greater risk to humans and our environment and are classified as *hazardous substances*. Those items are listed in table A4.3 of AFJMAN 24-204. If they are spilled or released in sufficient quantity, that fact must be reported. Each deploying unit must determine if it is shipping a hazardous substance and if the amount of that substance qualifies as a reportable quantity (RQ). A reportable quantity exists if the quantity of the hazardous substance being shipped in one package equals or exceeds the weight limits specified for that substance in AFJMAN 24-204, table A4.3. If you have a reportable quantity, place the letters (RQ) in parenthesis following the PSN on the item's package (and before the PSN on the Shipper's Dec). See AFJMAN 24-204, paragraph A4.5 for the complete discussion. **NOTE:** If hazardous substances in reportable quantities are included in Prime BEEF UTCs, they will be identified in the ESL, but you should double check the hazardous items in your UTCs. If you add any hazardous item to a team kit, you need to make this check.

5.10.9. Excepted and Limited Quantities. Different packaging, marking, labeling, and documentation rules apply to hazardous materials that are shipped in "excepted" or "limited quantities".

5.10.9.1. Very small quantities of some hazardous materials can be excepted from the packaging, marking, labeling, certification and compatibility requirements of AFJMAN 24-204 if the provisions of AFJMAN 24-204, attachment 19 are met. Hazardous items in excepted quantities do not require a Shipper's Dec, but must have the "Dangerous Goods in Excepted Quantity" marking or label placed on the outermost package.

5.10.9.2. Limited quantity materials still require certification, but the packaging rules are relaxed. To ship materials in limited quantity, you must follow the packaging rules in AFJMAN 24-204, attachment 19. The gross weight of a "limited quantity" package must not exceed 30 Kg (66 pounds). Mark packages used for dangerous goods in limited quantities "Limited Quantities" or "LTD QTY." Place the correct hazard label or labels on each limited quantity package for each dangerous good contained in the package.

5.10.9.3. You are not required to ship small quantities of hazardous materials under the excepted or limited quantity rules. You can prepare them just as you would for any hazardous item. Doing so can simplify your paperwork and minimize confusion at the cargo in-check area. And remember, that's the place you want to avoid confusion. If the inspector thinks the documents are not correct, he or she can frustrate your cargo. The ESL identifies the hazardous materials that can be shipped in excepted or limited quantities.

5.10.10. Compatibility. Some hazardous materials cannot be shipped together. Others must be separated from selected non-hazardous items, such as food. The goal is to keep incompatible hazardous materials separated from each other and from humans to the maximum extent possible, as the mission allows. Compatibility is a function of the type and amount of material being shipped. Compatibility rules are generally less restrictive for mobility airlift. Use AFJMAN 24-204, attachment 18 to determine materials compatibility.

5.10.10.1. AFJMAN 24-204, chapter 3 also addresses compatibility issues. An important one deals with MREs. If required, you can load MREs on the same 463L pallet with hazardous materials (other than Class 2.3 poisons). Separate hazardous materials (except Class 1) from the MREs by the greatest distance possible, but not less than 44 inches (half a pallet width). Do not load hazardous materials above the MREs.

5.10.10.2. To determine compatibility between munitions and explosive classes, you need to know the net explosive weight (NEW). You can get this information from TO 11A-1-46, Firefighting Guidance, Transportation, and Storage—Management Data. The TO also provides other useful information. See Attachment 20 for an extract from table 3.2 in that TO. The Hazardous Material Information System and Material Safety Data Sheets also contain NEW information.

5.10.10.3. If you use the load plans developed by the pilot units and reflected in the LOGFOR database, you won't have compatibility problems. They had to eliminate compatibility problems when they developed the standard load plans. **NOTE:** The 4F9X1 and 4F9X2 UTCs ship explosives in the same increment that are considered incompatible for normal air movements, but they are permitted under AFJMAN 24-204, chapter 3 rules.

5.10.11. Packing and Loading Hazardous Items. When packing your shipping containers, place the hazardous packages, boxes, or items next to the doors and positioned so that the hazard labels and markings show when the container is opened (Figure 5.12). When hazardous materials are palletized on a 463L pallet, the labels on the containers or packages must be clearly visible on the

short side of the pallet (Figure 5.13). When loading them on a truck or trailer, place the containers or items so the labels and markings can be seen from the back of the truck or trailer. If that is not possible or the vehicle or trailer bed is covered, then for each hazard loaded in the back of the vehicle or trailer, apply the labels to a marker board that is clearly visible.

Figure 5.12. Hazardous Items Placed Near Container Doors.

Figure 5.13. Hazard Labels Positioned on Short Side of Pallet.

5.10.12. Hand carried Materials. Small amounts of certain hazardous materials can be hand carried. Lithium batteries are a good example. AFJMAN 24-204, attachment 24 in covers the rules for hand carrying items.

5.10.13. Preparers/Certifiers. Each unit must have preparers who certify that hazardous materials are properly classified, described, packaged, marked and labeled, and in proper condition for transportation. Depending on the mode or whether the shipment moves by commercial or by military transportation, the specific language and required forms vary. The unit commander (or designated representative) must authorize preparers (certifying officials) in writing. This authorization must include the scope of the individual's authority. Civil engineers are considered technical specialists and can only sign the Shipper's Decs for items they are technically qualified to maintain and prepare. In other words, only for their own stuff. Consequently, the authorization letter should specify which UTCs the individual can certify. Each Prime BEEF team should have at least two members trained and authorized to serve as hazardous cargo certifiers. To legally certify cargo, the preparer must be current in his or her training (see Chapter 6). Cargo couriers should know what hazardous materials are on the pallets and preferably know how to respond if a problem develops.

5.10.14. Periodic Unit Activities. There are a few common-sense tasks that each unit should do periodically, certainly every time you have a local deployment exercise:

5.10.14.1. Inspect each package with hazardous items to ensure the container is in good condition.

5.10.14.2. Make sure special instructions and warning labels are complete and being followed.

5.10.14.3. Periodically inspect cylinders used for compressed gases to ensure they have been retested and marked as required by AFR 67-12, *Storage and Handling of Compressed Gases and Cylinders*. Do not ship any cylinder that doesn't meet this requirement.

5.11. Preparing and Moving Classified and Sensitive Materials. Classified materials, weapons, ammunition, and explosives require special protection during shipment. Protect each increment based on the item that requires the highest level of protection. As a minimum, the items must be kept under constant surveillance anytime they are removed from secure storage. That means someone must maintain physical possession or visual contact with the protected cargo at all times. For unit deployments, each unit must provide escorts or couriers to perform this role for its own cargo. Couriers must have a secret security clearance, be trained, and be appointed in writing by the unit commander or designated representative.

5.11.1. In addition to the DoD publications 4500.9-R, 4500.32-R, and 5100.76-M (see paragraph 5.3), two Air Force documents provide guidance on the movement and protection of classified and sensitive materials.

5.11.1.1. AFI 31-209, *The Air Force Resource Protection Program*. This document provides the Air Force implementing instructions for DoD 5100.76-M. Of primary interest are the sections covering protecting weapons and munitions under field conditions and transporting weapons. Chapter 5 delineates the escort requirements for AA&E. It says that all off-base movements of category I and II AA&E will be conducted under the protection of Armed Guard Surveillance (AGS). It gives installation commanders the authority to decide whether armed guards are required for on-base movement of AA&E and for off-base movement of category III and IV AA&E. **NOTE:** You won't find a formal definition of AGS in any current document, but obviously it means an armed guard is required. (The DoD transportation regulations used to require armed guards when shipping the higher categories of AA&E. AGS was the term for that requirement. You will still see documents that call for AGS, but that Transportation Protective Service category was not included in DoD 4500.9-R, chapter 205.)

5.11.1.2. AFH 31-223, *The Air Force Resource Protection Program* (chapter 6) provides additional details on the protection of AA&E. **NOTE:** There is talk of combining AFI 31-209 and AFH 31-223 into a volume of AFI 31-101 at some future date.

5.11.2. Follow local procedures for transporting weapons, ammunition, and explosives on base. Those instructions will be listed in your installation deployment plan. The IDP should also cover off base movements. As a minimum, when traveling off base with bulk shipped weapons en route to field locations, to aerial ports, or to commercial air carriers:

5.11.2.1. Transport firearms in banded or locked and sealed containers (Figures 5.14 and 5.15).

Figure 5.14. Banded Box with Firearms.

Figure 5.15. Molded Weapons Container.

5.11.2.2. Maintain a list of all firearms by type and serial number.

5.11.2.3. Keep keys to weapons containers separate from other keys.

5.11.2.4. When practical, do not bulk ship arms and ammunition of the same caliber in the same container, pallet, or conveyance. **NOTE:** To permit the maximum amount of pallet buildup before a deployment, to expedite loading of the remaining cargo, and to minimize the number of pallets needed for deployment, Prime BEEF weapons and ammunition are loaded on the same increment. This is shown in the LOGFOR for each UTC.

5.11.3. As indicated in paragraph 5.7.5, prepare and attach the original or copies of DD Form 1387-2 to each container of classified or sensitive materials in an increment. For unaccompanied shipments, show on the "dash two" that signature service is required and prepare a DD Form 1907 for each cargo increment with sensitive items. **NOTE:** Cargo escorted by unit couriers do not need a DD Form 1907, unless the courier turns over custody of the increments to a non-unit person.

5.11.4. *Never show security classifications on outer containers or on the documents attached to the outside of those containers.* Likewise, outer container markings should not reveal the contents of the container or the classified or protected nature of the material being shipped. Consequently, don't include any words or statements on the "dash two" that would violate this restriction.

5.11.5. You find the guidance for handcarrying or escorting classified materials in chapter 7 of DoD 5200.1-R, *Information Security Regulation*. That regulation specifies the requirements for preparing classified materials for shipment and for handcarrying or escorting those materials on military aircraft or military contracted aircraft operating from military bases. It also details the additional actions required to handcarry or escort materials through commercial terminals. On the assumption that units or individuals might have to move through commercial terminals, many bases choose to follow the more restrictive commercial rules when preparing their classified materials.

5.11.5.1. The details are usually specified in the installation deployment plan. If not, follow the instructions in DoD 5200.1-R, chapter 7.

5.11.5.2. As a minimum, you must double wrap the materials and place your unit address and the receivers address on the inner and outer covers or container (see DoD 5200.1-R, paragraph). The unit commander authorizes appropriately cleared couriers to handcarry classified material. See DoD 5200.1-R, paragraph 7-301 for required documentation. The unit security manager must brief each authorized member handcarrying classified material (see DoD 5200.1-R, paragraph 7-300b). The unit must maintain a list of all classified material released, and keep the list until it can confirm all the material has been returned or properly turned over to another authorized unit (see DoD 5200.1-R, paragraph 7-300b(8)(c)). When following the commercial rules, place an exemption notice on the outer cover (or container) of a classified package and follow the additional requirements in DoD 5200.1-R, paragraph 7-302.

5.11.5.3. To ensure you always have an official classified courier, nothing prevents you from adding the information for a second person to the official courier authorization letter or making a separate letter for the second person.

5.11.6. During movement, anyone on the team who has a secret security clearance can relieve the couriers, but the official classified courier must carry or escort the classified materials when processing through a civilian terminal. For sensitive cargo, the relieving person should also be weapons qualified.

5.12. Prime BEEF Cargo Marking and Labeling Requirements: A Summary. Table 5.3 provides a short summary of all markings and labels that are required on the different cargo packaging combinations used for Prime BEEF UTCs.

Table 5.3. Summary of Marking and Labeling Requirements.

IF THE CARGO ELEMENT IS A	AND IS SHOWN ON THE LOAD LIST AS AN	THEN IT SHOULD HAVE
Loaded 463L pallet	Increment	Increment placards (one on short side and an adjacent side)
Vehicle, trailer, or other wheeled equipment item --with hazardous materials inside	Increment	Increment placards (one on front and other near driver's side door) **MARKINGS**: axle weights and center of balance (C/B); PSN and UN identification number for each hazardous material inside. [1][2] **LABELS**: hazard label for each primary (and subsidiary) hazard inside. [1][2]
--without hazardous materials inside	Increment	Increment placards (one on front and other near driver's side door) **MARKINGS**: axle weights and center of balance (C/B) [2] **LABELS**: none required [2]
"Cadillac" Container (consolidation container) and it --contains hazardous materials	Increment	Increment placards (one on short side and an adjacent side) **MARKINGS**: unit identification (recommended); container measurements and weight; PSN and ID number for each hazardous material inside. [2][3][4] **LABELS**: hazard label for each primary (and subsidiary) hazard inside [2][4]
--contains no hazardous items	Increment	Increment placards (one on short side and an adjacent side) **MARKINGS**: unit identification (recommended); container measurements and weight. [4] **LABELS**: none required
Stand-alone Item (requires no packaging) that is an increment by itself and is --hazardous	Increment and the only Item	Increment placards (one on front side and an adjacent side) **MARKINGS**: unit identification (recommended); item weight; PSN and ID number for each hazardous material. [1][2] **LABELS**: hazard label for each primary (and subsidiary) hazard [1][2]
--not hazardous	Increment and the only Item	Increment placards (one on front side and an adjacent side) **MARKINGS**: unit identification (recommended); item weight. [1] **LABELS**: none required
Prime BEEF shipping container (or any package, box, or other container serving as a consolidation container or as an overpack) and is loaded on a 463L pallet or in a vehicle or trailer and it --contains hazardous materials	Item	**MARKINGS**: unit identification (recommended); item number from increment load list; PSN and ID number for each hazardous material inside. [2][3][4][5] **LABELS**: hazard label for each primary (and subsidiary) hazard inside [2][3][4][5]

IF THE CARGO ELEMENT IS A	AND IS SHOWN ON THE LOAD LIST AS AN	THEN IT SHOULD HAVE
--has no hazardous items	Item	**MARKINGS**: unit identification (recommended); container measurements and weight; item number from increment load list. [4] **LABELS**: none required
Package, box, or other container (not serving as an overpack) that is loaded on a 463L pallet or in a vehicle or trailer and it --contains a single hazardous material	Item	**MARKINGS**: unit identification (recommended); item number from increment load list; PSN and ID number for each hazardous material inside; UN POP markings as required [2][3][4][5] **LABELS**: hazard label for each primary (and subsidiary) hazard inside [2][3][4][5].
--has no hazardous materials or classified or sensitive items inside	Item	**MARKINGS**: unit identification (recommended); item number from increment load list. [4] **LABELS**: none required
--contains weapons	Item	**MARKINGS**: unit identification (recommended); item number from increment load list; **none that identify the contents**. [4] **LABELS**: none required, but attach completed DD Form 1387-2 [5]
--contains ammunition or explosives	Item	**MARKINGS**: unit identification (recommended); item number from increment load list; PSN and ID number for each Class 1 hazardous material inside; EX number or NSN; UN POP markings as required. [4][5] **LABELS**: hazard label for each primary (and subsidiary) hazard inside. Attach completed DD Form 1387-2. [4][5]
--contains classified materials	Item	**MARKINGS**: unit identification (recommended); item number from increment load list; **none that identify classification or protected nature of the contents**. [4] **LABELS**: none required, but attach completed DD Form 1387-2 [5]
Stand-alone item that is loaded on a 463L pallet or in a vehicle or trailer and is --hazardous	Item	Same as Prime BEEF shipping container with hazards inside
--not hazardous	Item	Same as Prime BEEF shipping container without hazards inside
Package, box, or other container that is loaded inside a shipping container and it --contains hazardous materials	Suffix Item	**MARKINGS**: PSN and ID number for each hazardous material inside; UN POP markings as required; [4][6] **LABELS**: hazard label for each primary (and subsidiary) hazard inside [4][6]
--has no hazardous materials inside	Suffix Item	**MARKINGS**: none required **LABELS**: none required
Stand-alone item that is loaded inside a shipping container or other package and is --hazardous	Suffix Item	**MARKINGS**: PSN and ID number for each hazard [1][6] **LABELS**: hazard labels for primary (and subsidiary) hazards [1][6]

IF THE CARGO ELEMENT IS A	AND IS SHOWN ON THE LOAD LIST AS AN	THEN IT SHOULD HAVE
--not hazardous	Suffix Item	**MARKINGS**: none required **LABELS**: none required

Notes:
[1] Markings and labels are usually placed on marker boards or tags that are secured to the vehicle, trailer, other wheeled equipment item, or stand-alone item. Don't intermingle hazard markings and labels with other markings such as unit ID and measurements. Place marker boards or tags on two adjacent (not opposite) sides.
[2] Neither PSN and UN identification number markings nor hazard labels are required for a vehicle or other class 9 hazard unless the vehicle or item is packaged or enclosed to prevent ready identification.
[3] Mark "INNER PACKAGES COMPLY WITH PRESCRIBED SPECIFICATIONS" on the shipping container (also called an overpack or consolidation container) when it contains one or more hazardous items that are packaged to UN performance oriented packaging (POP) specifications. (All hazardous items must meet UN POP specifications unless exempted.)
[4] When possible, place all markings and labels near each other and on two adjacent sides of a package, container, item, etc. Don't intermingle hazard markings and labels with other markings such as unit ID and measurements.
[5] Load containers, boxes, items so that hazard labels and markings and DD Form 1387-2s can be seen from the short side of a 463L pallet (or from the back of a truck or trailer).
[6] Pack the packages, boxes, items, etc. so that any hazard labels and markings show when the outer package or container is opened.

5.13. Cargo Build-Up. Organize and train your cargo/pallet build-up teams as well as the other individuals and shops that support cargo preparation. Then practice periodically. This is the single most important thing you can do to reduce confusion when your unit is tasked with an exercise or actual deployment.

5.13.1. Load Shipping Containers. Protect your equipment. Pack equipment and materials in containers so the items do not shift during shipment (Figure 5.16). Fill in spaces with lightweight materials. HINT: Use filler materials that you can use on the deployment. A case of toilet paper is good for large spaces. A bundle of sandbags works well for smaller voids.

5.13.2. 463L Pallets.

5.13.2.1. Clean and Inspect Pallets, Nets, and Cargo. Clean each pallet, net, container, and stand-alone cargo item. They should be free of grime, oil, dirt, etc. Steam clean if necessary. Ensure no soil is transported on or under items loaded on the pallet. This protects the cargo and aircraft and prevents the spread of insects, dirt born infestations, etc. Inspect pallets and nets to ensure serviceability. Do not use pallets if the aluminum skin is separating. The skin-to-rail bond is an important portion of the pallet's strength. You can use pallets with minor dents, gouges, and scratches that do not fracture the skin. If there is more extensive damage (such as bent rails or damaged/missing tiedown rings), the pallet will not be accepted for air shipment.

5.13.2.2. Provide Dunnage. Ensure dunnage accompanies each pallet during shipment. The easiest is three pieces of 4x4 wood timbers, each 88 inches long. Whenever you set the pallet on the ground, first place the dunnage to support the pallet.

5.13.2.3. Load Pallet. Palletize cargo from the heaviest to the lightest. Distribute large and heavy objects evenly from the center of the pallet outward. Position loads symmetrically so that the center-of-balance (C/B) falls in the center of the pallet. Place lighter and/or smaller items on top or along the side of the heavier cargo. Containers marked "This Side Up" or displaying the label with the "up arrows" must be placed upright and cargo positioned with special labels facing outward when possible. Construct the load in a square or pyramid shape when possible (Figure 5.17). Do not allow cargo to extend closer than beyond the vertical stacking line (84 by 104 inches). That means keep cargo at least two inches from the edge of the pallet. These actions make the load stable, easy to handle, and easy to secure on the pallet. The pallet height cannot exceed 96 inches. Hazardous materials must be placed on the pallet with the labels clearly visible from the short side of the pallet. Labels must never be buried or hidden. Use shoring to prevent punctures to the pallet surface. Place a pallet cover over the stack. Attach cargo nets (Figure 5.18). Some units attach 5,000-pound tiedown straps to provide supplemental restraint.

Figure 5.16. Properly and Poorly Packed Containers.

Figure 5.17. Loading Pallet in Square Shape.

Figure 5.18. Attaching Cargo Nets.

5.13.2.4. Weigh and Measure Loaded Pallet (with dunnage). Record the scale weight and pallet dimensions on the shipping placards attached to two sides of the pallet. The length is the dimension of the increment that is parallel to the centerline of the aircraft when the increment is loaded. For 463L pallets, the long side faces front and aft of the aircraft and the length will always be 88 inches

and the width 108 inches. The height will vary with how you load the pallet, but must not exceed 96 inches. Marking the center of balance is not necessary on individual 463L pallets. If built up correctly, the center of balance will be near the center of the pallet or 44 inches (half the length of the short side). **NOTE:** On KC-10 aircraft, pallets are loaded with the short side facing front and aft. Consequently this changes the center of balance to 54 inches. You may also have to reconfigure the load on the pallet to fit the interior of a KC-10 aircraft. If you move by KC-10, see the Air Freight or Combat Readiness Flight people for additional instructions.

5.13.2.5. Storing Loaded Pallets. If you keep your pallets loaded and ready to move, relax the tension on the cargo nets and straps until you are ready to move the cargo.

5.13.2.6. Carry Container Keys with the Cargo. Normally, containers will not be locked except as required to provide security for classified or sensitive items. Keys or combinations to locked containers must accompany the item to the in-check/cargo marshaling area. The courier will carry the keys for the classified or sensitive containers. The keys must be available to the aircrew enroute to the destination.

5.13.3. Vehicles, Trailers, and Gas Powered Equipment. There are different preparation and loading procedures for vehicles, trailers, and gas powered equipment (light carts, generators, and saws).

5.13.3.1. Clean grime, oil, dirt, etc. from each item. Steam clean if necessary. Clean all vehicle tires of rocks/pebbles embedded in the treads.

5.13.3.2. Ensure there are no fluid leaks. A loss of fluid at a rate which is readily detected or seen is a leak. Five drops or more per minute from a cooling system, crank case, or gear case is a leak. Fuel or brake system leaks, no matter how minor, will not be cleared for shipment. A damp or discolored seal is not a leak unless any of the above conditions exist.

5.13.3.3. Check the mechanical condition. Unless a vehicle is shipped as retrograde cargo, the engine must run, and it must be in good mechanical condition. Check the brakes by having a driver demonstrate braking capability while vehicle is moving. Check the emergency brake for operation, if installed.

5.13.3.4. Check the battery. Ensure there are no leaks and the battery is correctly installed; i.e., holding clamp secure, filler caps tightly installed, battery connectors are tight, and all cables/clamps are not in contact with any grounding point during loading or flight. When required, disconnect the battery terminals and protect them to prevent damage or short circuits.

5.13.3.5. Check fuel tanks.

5.13.3.5.1. Vehicles may be transported with fuel in tank not to exceed ¾ full. If your vehicle will be loaded on the aircraft cargo ramp, the fuel tank can be no more than ½ full. (See attachment 13 in AFJMAN 24-204.)

5.13.3.5.2. Drain fuel from the light cart, but the system need not be purged. Drain and purge fuel systems for the saws.

5.13.3.5.3. Ensure fuel caps are properly installed. On equipment with closed fuel systems, loosen caps to allow pressure equalization.

5.13.3.6. Check your jerrycans. They must meet these requirements:

5.13.3.6.1. Use approved UN specification POP Jerrycans for transporting flammable liquid fuel stocks of vehicles and equipment in quantities. Ensure that all racks are designed to accommodate and secure jerrycans to prevent movement or leakage during airlift. If required, stow these containers in the vehicle or equipment according to chapter 1 of AFJMAN 24-204. Any leakage from these jerrycans will prohibit its acceptance for air shipment. **NOTE:** There is no minimum fuel requirement for this container. The maximum quantity is 5 gallons. Don't fill the can to the very top. Allow space for expansion should the fuel heat up.

5.13.3.6.2. You can also use DOT 5L Jerrycans to transport flammable liquid fuel in quantities that do not exceed a two full tank supply. This includes the fuel shipped in the tanks of the vehicles or equipment. Ensure that all fuel-can racks are designed to accommodate and secure DOT 5L jerrycans to prevent movement or leakage during airlift. Jerrycans must have a serviceable gasket in place on the screw cap closure. Any leakage from or dent at the seam of a jerrycan will prohibit its acceptance for air shipment. Jerrycans used to transport hazardous materials will not be palletized or floor loaded. **NOTE:** There are no minimum fuel requirements for this container. The maximum quantity is 5 gallons measured to the weld bead near the top of the can.

5.13.3.6.3. In addition to the hazardous materials markings and labels, don't forget to mark the flash point and type of fuel on the jerrycan.

5.13.3.7. Ensure vehicle weights and center of balance are marked. Mark the location of the center of balance to the nearest whole inch. Show the gross vehicle weight to the nearest whole pound on both sides of the vehicle. Mark axle weights above each axle.

5.13.3.8. Ensure all clevices and tiedown points are serviceable. Include interior and exterior cargo restraint tiedowns in the inspection.

5.13.3.9. For pintle hooks and clevices, ensure all required pins or cotter keys are properly installed and serviceable.

5.13.3.10. Ensure all vehicle accessory items are secure. This includes tools, tires, antennas, fire extinguishers, seat brackets, and any other loose equipment that may become a projectile during flight.

5.13.3.11. Ensure the tires are inflated to the correct pressure.

5.13.3.12. Any accompanying load should not exceed the rated capacity of the vehicle. Normally, this information is located on the vehicle data plate or applicable manufacturer's technical publication. Cargo may be carried in the bed of vehicles under the following conditions. Secure the cargo in the vehicle bed by restraining it to the vehicle body or chassis, or to the aircraft floor. Secure the cargo with half-inch minimum diameter rope (not nylon) or approved aircraft tiedown equipment. Run sections of the rope—fore and aft and side to side—to the outside vehicle tiedown points. Ensure the rope secures the cargo. Don't count on the side racks, because they do not provide adequate restraint. After securing the secondary load in the vehicle's cargo bed, weigh the vehicle and compute the vehicle center of balance. Once weighed, do not add or remove any cargo. If the load is changed in any way, it must be weighed again.

5.14. Summary. There are many DoD and AF documents that cover packing, marking, labeling, loading, and documenting cargo for shipment. We have attempted to wade through those documents to provide you with accurate information. Even so, you may get different local guidance. Go with the local guidance. The biggest hurdle you have is getting the cargo through your local in-check/cargo marshaling area. Once the items are accepted at the in-check area, you probably won't have any trouble getting your cargo at the employment location.

Chapter 6

THE DEPLOYMENT PROCESS

6.1. Introduction. Your unit can be tasked to deploy for any number of situations: war, MOOTW, major accidents, military support to civil authorities, disaster relief, and higher headquarters/joint service exercises. Warning time may be only hours for war and disaster relief or days or weeks for MOOTW and HHQ exercises. You may be tasked to deploy complete teams or just individuals. However, your most common "deployment" will be for local deployment exercises.

6.1.1. "The no-notice deployment should be a no-brainer. The only surprise should be *when*. All necessary actions are known and can be incorporated into a precanned squadron checklist." This comment still applies even though it was extracted from a 1988 Prime BEEF Primer prepared by the former Tactical Air Command. Deployment terminology has changed some over the years; UTCs are different; computers are now widely used to handle the detailed data requirements, but the basic process of deploying people and cargo has remained unchanged.

6.1.2. To be an effective participant in that process, you—the CE deployment manager—need to know the base players and learn the steps. Then you must create a unit task list and schedule of events that meshes with the base process; designate who in CE will execute the tasks; ensure those people are trained, and periodically practice deploying your Prime BEEF UTCs. Prime BEEF team chiefs also need to understand the process in order to deploy or redeploy their teams when away from home station.

6.2. Overview. This chapter opens with a brief summary of the base deployment process and introduces the CE deployment organization. The majority of the chapter is devoted to detailing unit actions which occur during the three phases of deployment: pre-deployment, warning/alert, and execution. The chapter summarizes the differences and special challenges encountered in overland deployments and closes by highlighting problem areas often encountered during deployment processing. **NOTE:** Because the people involved in deployment operations use a lot of acronyms, you need to understand the terms. This chapter uses the acronyms commonly encountered in the deployment process. We also use the full terms interchangeably to improve readability.

6.3. Base Process. The deployment process is really made up of three sub-processes: personnel, cargo, and command and control. The personnel sub-process ensures the people are assembled, accounted for, and ready to deploy. The cargo sub-process does the same for UTC equipment and supplies. The command and control sub-process links those two sub-processes to ensure people move with their cargo; it makes sure there are people, equipment, and facilities in place to perform all deployment tasks, and it monitors the status of all preparation and processing activities to ensure people and cargo are loaded and moved on time.

6.3.1. The base wide deployment process is documented in the installation deployment plan (IDP). The IDP will always be your primary source of information, but AFPAM 10-417, *USAF*

Deployment Management provides a very useful "big picture" view of military operations planning and the base deployment process.

6.3.2. This chapter outlines the process commonly used at Air Force bases. You will find variations between bases, and some are substantial. For example, many units outprocess, load, and deploy on cargo aircraft from home station. But some units must first travel by truck or bus to an aerial port of embarkation (APOE) where they again process cargo and passengers before loading on aircraft. **NOTE:** In military operations, the APOE is the airport or air base where cargo or people are loaded on the aircraft that delivers them to the theater of operations. People and cargo are off-loaded in-theater at the APOD (aerial port of debarkation). The bases in between those two locations are call en-route bases.

6.3.3. There are also minor administrative differences between bases. A good example is the name for the installation deployment plan. That's the generic term, but we know of one base where the installation deployment plan is not written in an OPLAN format but as a numbered base publication, titled *Deployment Operations*. The next few paragraphs discuss the "precanned" deployment package and highlight the players, the organization, and the deployment process typical for most bases.

6.3.4. This chapter focuses on the process for deploying by aircraft from home station. The process for overland deployment is essentially the same. The differences are noted in the text or addressed in paragraph 6.13

6.4. The "Precanned" Deployment Package. A base builds its deployment process so it can meet its most rigorous OPLAN taskings, both in numbers of people and tons of cargo that must be processed and loaded and in how quickly they must depart. To ensure the process works well, the base creates a "precanned" deployment (or exercise) package consisting of all tasked UTCs and then practices preparing and outprocessing the people and cargo of those UTCs to meet OPLAN time requirements. By meeting the toughest challenge, the base and its units can easily adjust to lesser taskings.

6.4.1. Processing is done in "chalks" or loads. A chalk consists of the passengers and cargo that fit on the deploying aircraft or vehicle. When possible, people and their cargo move on the same aircraft. Obviously, the composition of a chalk is dependent on the capacity of the aircraft used. When a UTC is too large to fit on one aircraft, it is split into two or more chalks. Small UTCs are often combined with other UTCs into one chalk in order to fill up an aircraft. All passengers and cargo in a chalk have the same destination, or at least the same aerial port of debarkation (APOD). Load plans and chalk assignments are created for the "precanned" package based on anticipated airlift.

6.4.2. Because a base cannot process and move all tasked UTCs at the same time, the installation deployment officer (IDO) creates a deployment schedule of events (DSOE) for the "precanned" package. The DSOE specifies the sequence in which the UTCs will be airlifted. That sequence is decided locally, but it must support the priorities specified in the tasking OPLAN. The DSOE lists

the processing and loading sequence for each UTC by chalk/load number, and gives the scheduled start and/or completion times for selected processing actions. The deployment schedule of events has two parts: one for processing people, another for the cargo. Both schedules come together to ensure the aircraft is loaded on-time. As expected, the schedule allows more time for processing larger UTCs than smaller ones. A major factor in establishing DSOE times is the scheduled arrival and departure of the cargo aircraft. Attachment 21 shows a sample DSOE format.

6.4.3. To complete the preparations for the "precanned" package, units prepare the shipping documents and update the information in the computer systems that are used to deploy their UTCs. Units identify individuals to fill specific UTC positions and assign each person to a chalk. This enables the PRU to create a deployment requirements/manning document (DRMD) for the "precanned" package. Working with the Logistics Plans Flight, units provide the logistics details so the Logistics Plans people can create a LOGPLAN for the "precanned" package. From the LOGPLAN and DRMD databases, units can get much of the required deployment paperwork. Keeping the paperwork and the databases current is an ongoing requirement, but easily done through the UDM module of LOGMOD. **NOTE:** With the availability of computers and using the base local area network (LAN), you can forward much of the information that you must provide to other units through the UDM module or by e-mail or by FAXs. This is true during all three phases of a deployment.

6.4.4. The "precanned" package, with associated paperwork and databases, is then used in periodic local exercises. Those exercises hone the base deployment machine, keep units trained, validate local procedures, and provide another opportunity for the units to update their information in the DRMD and LOGPLAN databases. The "precanned" package should be a real world force just waiting for a real world tasking.

6.4.5. When a real world tasking does occur, the base and its units use the "precanned" LOGPLAN, DRMD, DSOE, and load plans as baselines to create execution documents. The files are copied, OPLAN specific details added, and unit details adjusted to create the execution LOGPLAN, DRMD, DSOE, load plans, CEM orders, personnel accountability packages, etc. **NOTE:** When the DRMD and LOGPLAN databases are kept current, minor last-minute changes are easy to make, but don't confuse easy with desirable. With a full fledged deployment to direct and support, the last thing the Logistics Plans and Personnel people want to do is make changes. The later in the process that you request changes, the more resistant they will be.

6.5. Base Players. The deployment outprocess requires a cooperative base wide effort to efficiently and quickly move people and cargo and to create the paperwork that supports their deployment. Table 6.1 identifies the players and summarizes some of the tasks those units perform. While each of these units has many deployment tasks, only the tasks which directly impact CE are listed.

Table 6.1. Key Players In The Deployment Process.

UNIT (OFFICE SYMBOL)	TASKS/RESPONSIBILITIES
Logistics Plans Flight (XPL)	Normally serves as the IDO; OPR for the installation deployment plan; responsible for setting up and supervising the deployment control center (DCC); notifies units of deployment taskings; prepares the base DSOE; inputs data into the LOGMOD system; creates LOGPLANs and provides computer products; administers UDM module/LOGMOD interface; provides deployment management, COMPES, and UDM module/DeMS training.
Command Post (CPO)	Notifies IDO, PRU, manpower, and commanders of deployment tasking messages; serves as installation SORTS manager; provides guidance and training for preparing monthly SORTS report; provides and maintains official SORTS DOC statements.
Base Manpower Office (MO)	Maintains manpower requirements in UMDs; with units, conducts base level assessment of wartime manpower requirements; works with base units to validate that the units can meet the manpower requirements tasked in support of OPLANs and base support plans; creates manpower requirements database in MANPER-B.
Personnel Readiness Unit (DPMD)	Notifies units of small scale deployment taskings; inputs unit data into the MANPER-B database and provides computer products. (If the UDM module/DeMS is not used, they add the unit provided information to assign "faces to the spaces" in the MANPER-B database to create the DRMD.)
Vehicle Operations (LGTO)	Moves people and cargo from unit assembly points to the personnel deployment function (PDF) and cargo in-check/marshaling area; if required, provides assets to move people and cargo overland to ports of embarkation.
Combat Readiness (LGTA).	Serves as air freight function at bases with no aerial port; provides air cargo packing and documentation advice; inspects and processes cargo for air movement; provides cargo preparation and pallet build-up training and hazardous cargo preparation/certification training. (This function is organized under the Aerial Port squadron, if one exists at your base.)
Surface Freight (LGTTS)	Provides guidance for preparing and packing cargo for surface movement; in conjunction with deploying units, develops base plan for any overland movement of people and cargo to ports of embarkation; arranges transport for such overland movement; if required, provides transportation control number (TCN) bar code labels (DD Forms 1387) that units apply to each cargo increment.
Vehicle Maintenance (LGTM)	Provides a copy of the vehicle maintenance history to the deploying unit for each deploying vehicle.
Equipment Management Section (LGSX)	Manages base equipment (non-expendable assets); provides custodial and accountability documents for normal and deployed situations; expedites transfer of custodial responsibility to deployed custodians.
Mobility Section(LGSX)	Manages base mobility bag function; provides central storage and issue of mobility bags; acquires, stores, and issues weapons for mobility. (Usually the weapons are not on unit equipment accounts.)
Security Forces Armory (SPPA)	May provide courtesy storage for unit assigned weapons. The armory is usually used by units that need immediate or frequent access, such as the EOD Flight.

UNIT (OFFICE SYMBOL)	TASKS/RESPONSIBILITIES
WRM Officer/NCO (LGSX)	Provides 463L pallets and nets and manages WRM assets. (Function may be positioned in the Logistics Plans Flight.)
Munitions Flight (LGMW)	Acquires and packs required munitions; provides courtesy storage of unit munitions; maintains munitions accountability records; trains unit munitions custodians/couriers.
Medical Group/Records Section (SGHZ)	Provides medical records (usually AF Form 1480A) for each person deploying.
Units with deploying UTCs	Appoints a unit deployment manager (UDM) and alternate; appoints team chiefs, cargo increment monitors, hazardous cargo certifiers, equipment and munitions custodians, couriers, and alternates; establishes unit procedures to prepare and process people and equipment for deployment; sets up a unit control center to work with the base deployment control center.

6.5.1. Keep in mind that organization titles and office symbols do change and may differ from base to base. The installation deployment plan will tell you who does what at your base.

6.5.2. Because the people in these key units can help you get your Prime BEEF teams ready to deploy, develop a good working relationship with them. Make their job (and yours) easier by understanding their perspective and priorities and knowing exactly what information they need from you (and in what format). In the pressure of a real world or exercise deployment, good working relationships smooth out the stresses that develop when problems arise that threaten the success of a deployment/exercise.

6.6. Installation Deployment Organization. The "deployment machine" is a term commonly used to describe the ad hoc base organization that prepares, processes, and loads people and cargo for a deployment. This organization provides the command and control required to ensure deployment activities are completed on time. Figure 6.1 outlines the main components of this organization. It also shows which unit is responsible for organizing, setting up, and directing each function. Your installation deployment plan provides the organizational details and procedures for each component of the machine. The deployment machine is activated when directed by the wing commander, usually after the deployment warning, preparation, or movement order is received. If required, the machine operates around the clock until all UTCs have departed the base.

6.6.1. Deployment Control Center (DCC). The DCC provides central control of base deployment activities after the deployment movement order has been received. Its primary purpose is to ensure all tasked people and cargo are ready to load when the aircraft arrive on base. It provides taskings to units, distributes the deployment schedule of events, monitors unit status in meeting the schedule, and resolves glitches. The DCC is set up and directed by the installation deployment officer and staffed by representatives from base organizations such as personnel, logistics, supply, and maintenance. Augmentees provide administrative support. **NOTE:** When the Logistics Plans community changed terms from "mobility" to "deployment", their use of the DCC (deployment control center) term infringed on our DCC (Damage Control Center). This will only be confusing to civil engineers. It just means that we have to make sure which DCC we are talking about.

6.6.2. Personnel Deployment Function (PDF). The PDF processes personnel out of the base and double checks to make sure each person is eligible to deploy, properly prepared, and accounted for. The chief of the Military Personnel Flight is responsible for setting up and supervising the PDF and is supported by the base legal office, medical group, and augmentees. Often the PDF is co-located with the deployment control center for ease of control. Other names used for the PDF include the Deployment Processing Unit (DPU) and Mobility Processing Unit (MPU).

Figure 6.1. Installation Deployment "Machine".

6.6.3. Cargo Deployment Function (CDF). The CDF, also called the cargo processing unit (CPU), directs all activities required to make sure cargo is processed and loaded on transport aircraft or vehicles according to the deployment schedule. It does the same to ensure passengers are also loaded on time. Major tasks of the CDF are to prepare load plans for aircraft; verify cargo compatibility; audit manifests; distribute manifest packages to and brief cargo couriers, and oversee its three sub-functions: passenger terminal, cargo terminal, and sub motor pool. The base chief of Transportation is responsible for setting up and supervising the cargo deployment function. (This function is performed by the aerial port unit at bases with aerial ports.)

6.6.3.1. Passenger Terminal (PT). The Transportation officer or aerial port sets up and operates a passenger terminal to check in passengers, prepare manifests, provide preflight briefings, and load passengers and their baggage. This function is usually co-located with the personnel deployment function to simplify coordination between the two functions and to minimize on-base transportation requirements.

6.6.3.2. Cargo Terminal (CT). As with the passenger terminal, the Transportation officer or aerial port runs the cargo terminal. It is responsible for in-checking and marshaling cargo; ensuring the cargo is correctly documented; preparing the manifest, and properly loading the cargo onto the transport aircraft or vehicles.

6.6.3.3. Sub Motor Pool (SMP). At most bases, the Transportation squadron's Vehicle Operations Flight is tasked to set up and operate a sub motor pool that is dedicated to supporting the deployment. When units don't have sufficient vehicles and fork lifts to move themselves, the sub motor pool arranges to pick up the people at the designated unit assembly areas and transport them to the personnel deployment function. The sub motor pool picks up and moves the cargo to the in-check area of the cargo marshaling yard. The sub motor pool also moves people from the passenger terminal to awaiting aircraft at bases without aerial ports.

6.6.4. Unit Deployment Control Centers (UDCC). Each unit tasked to deploy must set up a unit control center to provide a single point of contact between the DCC and the unit. The UDCC receives DSOE changes and new instructions from the deployment control center, monitors the status of unit preparatory actions, provides periodic updates to the DCC, and coordinates support with other deployment machine functions. The UDCC is responsible to the unit deployment manager (UDM).

6.7. Preparation and Outprocessing. Often a deployment order is preceded by a warning order or a preparation order. The warning order gives the base and alerted units an opportunity to make sure people and equipment are available, check the deployment eligibility of team members, service equipment, get paperwork and databases up to date, identify shortfalls and limiting factors (LIMFACs), review deployment procedures, and provide last minute training. The amount of warning is a function of the contingency and can range from a few hours to days or weeks. Upon receipt of a preparation order, the units complete the warning order tasks plus get the people and equipment ready, up to the point of outprocessing from the base. A deployment order can be given without a warning or preparation order. Figure 6.2 depicts key steps which are taken, following receipt of a deployment order, to prepare and process a UTC for deployment. A short description of the process from a deploying unit's perspective follows.

6.7.1. When tasking a base, the major command sends a message to the wing commander, Logistics Plans Flight, Personnel Readiness Unit, and Base Manpower office. The command post receives the message and alerts the addressees. For small deployments of a few people, the MAJCOM personnel people usually send the message to the Personnel Readiness Unit and the tasked units, while the MAJCOM functional managers alert their units. Whenever your MAJCOM

functional manager alerts you, be sure to immediately notify the Personnel Readiness and Logistics Plans people. Your call may be the first they hear about the tasking.

Figure 6.2. Abbreviated Deployment Process.

6.7.2. Next the installation deployment officer, the Personnel Readiness Unit, and the manpower office evaluate the tasking message for specific requirements and special instructions (SPINs). The IDO provides an overview of the tasking to the wing commander and battle staff and recommends when to activate the deployment machine and begin deployment processing. The commander orders a recall of personnel. Units get an initial tasking notification and are told when the deployment concept briefing will be held or when the deployment details will be provided.

6.7.3. After getting the wing commander/battle staff approval, the IDO develops the execution DSOE to ensure preparation and processing actions are completed in time to meet tasking order requirements and aircraft availability. If the tasking follows an on-the-shelf OPLAN, the IDO will only have to update the "precanned" DSOE. Ideally the deployment schedule of events is prepared once. In reality, it may have to be changed for any number of reasons. Examples include change of aircraft, equipment breakdowns, units fail to meet DSOE times (a major NO-NO), aircraft arrival/departure schedules advanced or delayed, change of movement priorities due to changing conditions in the theater of operations, delay in getting host country entry approval, etc. This just means that units need to make sure they are always working from the latest deployment schedule of events.

6.7.4. The Logistics Plans Flight must also create the execution LOGPLAN, usually by copying the logistics details for the tasked UTCs from the “precanned” exercise LOGPLAN database and replacing "precanned" data with real plan data. The real data includes the plan identification (PID), unit line numbers (ULN), and chalk/load assignments based on actual aircraft. The Flight then provides the LOGPLAN to units—electronically through the UDM module, by a floppy disk for DeMS, or on paper—so units can make any last-minute changes. With cargo, there should be few changes. Using the UDM module/DeMS, units can print load and packing lists from the execution LOGPLAN database. Otherwise, the Logistics Plans Flight must provide the load and packing lists to them. **NOTE:** When the UDM module connection is not available and time is short, the Logistics Plans Flight may distribute copies of the "precanned" LOGPLAN plus the packing and load lists and ask units to annotate any changes on them. UTCs can process with those annotated load and packing lists.

6.7.5. Concurrently with the Logistics Plans activities, the Manpower office and the PRU start developing the execution DRMD. The manpower office loads the manpower requirements ("spaces") by UTC into the MANPER-B database and adds the tasking details—deployment location, duration, plan ID, unit line numbers, etc. The manpower community calls this “building the plan”. The Personnel Readiness Unit enters the “precanned” personnel information to create a draft version of the execution DRMD and provides this data to the units. The PRU also passes along any instructions concerning special qualifications. (Special qualifications will be specified more often for MOOTW or disaster relief taskings where limited numbers of individuals are

deployed.) After confirming availability and deployment eligibility, units report any required deploying personnel changes to the Personnel Deployment Function. The PDF uses the final DRMD database to create the deployment orders.

6.7.6. Traditionally the installation deployment officer conducts a deployment concept briefing and distributes a deployment package to each tasked unit. The package contains specific tasking details, special instructions, and a copy of the DSOE. If the UDM module/DeMS connection is not available, the package may also contain the bar code labels (DD Forms 1387) that contain the transportation control numbers (TCN) for each cargo increment and copies of the "precanned" load and packing lists for the increments. **NOTE:** The concept briefing is optional. Some IDOs choose to pass the information through the UDM module, by e-mail or FAX, and—if necessary—by runner.

6.7.7. Upon notification, units begin the final deployment activities or complete those started earlier. These activities begin by recalling people if not done earlier, preparing or updating a unit schedule of events, activating the unit deployment control center (UDCC), checking availability and eligibility of team members to deploy, and briefing the team chiefs and cargo increment monitors. Team chiefs then assemble the deploying people, draw mobility bags, issue weapons as required, ensure everyone is briefed and prepared, and send any last minute changes to the UDCC so the execution DRMD can be updated by the PDF. The unit cargo increment monitors marshal all equipment and supplies, service equipment, get weapons and munitions, pack and load cargo, prepare paperwork, ensure equipment accountability is transferred, and advise the UDCC of any last minute changes so the execution LOGPLAN can be updated. The unit must report any changes in personnel and equipment shortfalls or LIMFACs. When assembly is complete, each unit deployment control center notifies the deployment control center that cargo and people are ready to move. The sub motor pool dispatches buses or trucks to pick up the people and their bags and transport them to the PDF by the DSOE specified time. The SMP also sends trucks and forklifts to load the cargo and move it to the in-check station at the cargo terminal. Units with enough vehicles and forklifts move themselves. At least one unit representative must accompany the cargo to the in-check station. Paragraphs 6.10 through 6.12 provide details, tailored to Prime BEEF, on suggested unit preparation and pre-departure activities.

6.7.8. Each cargo increment is inspected at the in-check station to ensure it is properly prepared and documented for air transport. If the increment passes inspection, it is moved to its designated space in the cargo marshaling area. Unit representatives attempt to fix any discrepancies on the spot. If that's not possible, the increment is "frustrated" and set aside. If the unit can fix the problem in time, the increment may still be loaded as scheduled. Otherwise it will be loaded on a later flight—possibly a much later flight, and the deploying team will have to do without.

6.7.9. People report by chalk number to the in-check point at the PDF for outprocessing by UTC. Cargo couriers are processed early, briefed on their responsibilities, and taken to escort the team cargo. When everyone is accounted for, the PDF prepares CEM (contingency, exercise, and mobility) orders. When processing is complete, the people in the chalk move to the passenger

terminal where they receive the standard departure briefings and await loading. Team chiefs and the chalk troop commander are identified and briefed on their responsibilities.

6.7.10. Finally the cargo, accompanied by the unit's courier, is moved from the marshaling yard and loaded onto the aircraft. When the cargo is loaded, the passengers are transported to the aircraft and board it.

6.8. CE Deployment Organization. While less formal than the base deployment machine, civil engineers must also have an organization to prepare Prime BEEF UTCs for deployment. Figure 6.3 depicts that arrangement. This figure is not meant to be an organization chart; it's provided to show the functions that must be performed. The unit deployment manager directs the unit activities through the unit deployment control center. Generally team chiefs assemble the people on their teams and ensure they are prepared to deploy. A cargo increment monitor leads one or more cargo preparation crews to marshal, pack, document, and load the equipment and supplies. Usually—and logically—the preparations are done by the people who store and maintain the equipment. At most bases, the EOD Flight prepares the 4F9X UTCs, the Fire Protection Flight prepares the 4F9F UTCs, the Readiness Flight takes care of the 4F9D UTCs, and the Readiness officer designates a cargo increment monitor and preparation crews for the 4F9E UTCs. The cargo increment monitor and cargo preparation crew may be pulled from the deploying team, from another team which deploys later, or from non-deploying individuals in the unit. No matter where they come from, they must be designated and trained in advance. The orderly room and the CE flights are also shown on Figure 6.3. This indicates that the entire organization has a role and must give priority support to deploy its teams.

6.9. The Prime BEEF Deployment Players. Chapter 2 discussed peacetime Prime BEEF management responsibilities for selected individuals and CE flights. This paragraph covers the roles and responsibilities that individual CE people and ad hoc crews should perform to deploy Prime BEEF teams. Each deploying team should have people trained to perform all cargo preparation, certification, equipment custodian, and courier functions. On the small 4F9D, 4F9F, 4F9S, and 4F9X teams, one person may have to perform more than one role. On the larger 4F9E and 4F9F3 teams, divide up the work load. Always appoint and train an alternate for each position.

6.9.1. Unit Deployment Manager. The UDM is the single point of contact for the Logistics Plans Flight—and other base units—concerning deployment of all unit UTCs. The UDM manages the unit deployment program and supervises and controls unit deployments. He or she must ensure that all people in special positions are trained.

6.9.1.1. Usually the CE commander appoints the Readiness Flight chief as the UDM, but any officer or senior NCO can fill this position. If at all possible, don't assign the UDM to a deployment position. This keeps the UDM free to concentrate on getting the Prime BEEF UTCs prepared and to resolve problems immediately during UTC preparation and processing. We recognize this is not possible in some units, especially ANG and AFRES units where everyone deploys. This suggestion does not exempt the UDM from deployment availability at OPLAN execution.

Figure 6.3. CE Deployment Organization.

6.9.1.2. Generally you need to provide the name, rank, security clearance, office symbol, home address, duty and home phone numbers of this individual in writing to the Logistics Plans office with information copies to the Manpower office and Military Personnel Flight.

6.9.2. Team Chiefs. The primary deployment function of team chiefs is to make sure all of their team members are ready to deploy. This means assembling the team, working with the unit deployment manager and the unit deployment control center to check individual deployment eligibility, making sure immunizations and paperwork are current, identifying shortfalls, ensuring team members have all their personal and mobility bags, checking on team equipment status, and issuing and accounting for weapons if required. Team chiefs should keep their personal affairs in order and their gear ready to deploy, so they have time to learn about the employment location and anticipated operations while team members are getting ready to deploy. The unit commander appoints team chiefs who must have a SECRET clearance. The Logistics Plans Flight may ask you to identify the primary and alternate team chief for each tasked UTC. Typical information includes mobility position number (MPN), grade, and name.

6.9.3. Cargo Increment Monitors. A cargo increment monitor directs all aspects of cargo preparation and documentation for one or more increments. For CE UTCs, one for each UTC

works well. Good candidates are the Prime BEEF equipment NCOs who regularly look after the equipment and supplies for each UTC. It can also be someone appointed from each team.

6.9.3.1. The cargo increment monitor is responsible to:

6.9.3.1.1. Train assistants, as necessary, to ensure increments can be prepared and deployed within the time constraints established in the deployment SOE.

6.9.3.1.2. Organize and direct the cargo preparation and pallet buildup crews and the weapons and munitions pickup crews.

6.9.3.1.3. Maintain accurate packing and load lists for assigned cargo increments.

6.9.3.1.4. Provide updates for the LOGPLAN and any equipment shortfalls.

6.9.3.1.5. Provide a quick-fix crew that accompanies unit cargo to the cargo in-check area to resolve/fix any problems that may arise during cargo processing.

6.9.3.2. Appointment letters to Logistics Plans should include name, rank, and increment numbers for which each monitor is responsible.

6.9.4. Hazardous Cargo Certifiers. These people prepare the **Shipper's Declarations for Dangerous Goods** to certify hazardous materials are properly packed and marked for shipment. A certifier must work with or can be part of the pallet buildup crew to ensure that hazardous cargo is properly located in shipping containers, on pallets, and in vehicles and that hazardous markings are clearly visible. Certifiers must receive Hazardous Cargo Certification training and be current (every two years). Appointment letters should include name, rank, and increment numbers that each person is qualified to certify.

6.9.5. Cargo Preparation/Pallet Build-up Crews. These crews marshal all UTC cargo, including weapons and munitions. They pack equipment and supplies in containers and load pallets and vehicles according to the load and packing lists and unit developed pallet plans. They are responsible for marking all cargo containers, pallets, and vehicles with proper markings and placards. They ensure the pallets are properly netted and secured and that the pallets contain all appropriate processing paperwork. One crew per CE UTC is usually sufficient. You can form this crew from the deploying UTC, but first consider using people who are in attrition filler positions and not assigned to a UTC. You can also use people who are ineligible to deploy to augment the crew. These crews should receive pallet buildup and cargo preparation and marking training. The crew must have people qualified to operate the vehicles used to load and transport the cargo.

6.9.5.1. Weapons Crew. The cargo preparation/pallet build-up crew can perform this function, but units often create a separate crew to expedite cargo preparation. While the pallet build-up crew is preparing the cargo increments, the weapons crew can pick up the unit's weapons from the storage

vault and transport them back to the cargo preparation area. The weapons custodian must accompany this crew.

6.9.5.2. Munitions Crew. The munitions crew performs the same task for the munitions. The munitions custodian for the UTC must lead this crew.

6.9.6. Quick Fix Crews. Units with many cargo increments often use quick fix crews, especially when some of the increments must start cargo processing while others are still being built up. The quick fix crew is located at the cargo in-check point to fix any problems on the spot. (Using quick fix crew keeps you from having to shift a build-up crew to the in-check point to fix a problem, only to have that crew miss a DSOE time because they got behind.) The quick fix crew must be familiar with unit equipment; trained to address problems (i.e., frustrated cargo, hazardous materiel problems, pallet and net problems); be readily identifiable on the flight line even at night; have people certified to sign Shipper's Decs and to drive transport vehicles and forklifts; and be properly equipped with safety gear, applicable Shipper's Decs, and the certifier's appointment letter. For Prime BEEF UTCs that have only a few increments, the quick fix crew may in fact be the cargo preparation crew or only a few individuals from that crew.

6.9.7. Mobility Bag Crew. Some units that draw mobility bags from Base Supply set up a mobility bag crew to perform this task for the entire UTC. This is done to expedite the outprocessing time. Local issue procedures dictate whether this is possible or desirable and whether the bags are palletized at the issue point or taken back to the CE assembly area.

6.9.8. Equipment and Weapons Custodians. Custodians ensure all cargo is accounted for from the time it leaves the Prime BEEF warehouse, throughout the deployment, and until it returns to home station. Units must appoint and identify in writing equipment and weapons custodians for both peacetime accountability and for each deploying team.

6.9.8.1. An individual may be appointed as both equipment and weapons custodian for his or her team. Typically appointment letters for equipment custodians are sent to the Equipment Management section in Base Supply and to the Mobility section for weapons. The letters should include the date trained. Logistics plans and the Security Forces unit may want a copy.

6.9.8.2. Deploying equipment and weapons custodians are responsible to:

6.9.8.2.1. Obtain required training from Base Supply.

6.9.8.2.2. Act as a single point of coordination of equipment matters with both the home station and the deployed location Base Supply.

6.9.8.2.3. Ensure all unit-owned equipment and weapons subject to deployment are identified with use code "A" on the unit's CA/CRLs.

6.9.8.2.4. Ensure all weapons subject to deployment are prepared for shipment IAW applicable directives.

6.9.8.2.5. Develop procedures for movement control, issue, and accountability of weapons. This includes the recovery of issued weapons. Prepare and maintain necessary documentation.

6.9.8.2.6. Ensure weapons are escorted and under surveillance at all times, and develop procedures for protecting weapons at the deployed location.

6.9.8.2.7. Report to Equipment Management Section (EMS) prior to processing equipment for exercise or real world deployments to receive and sign deployed equipment listings.

6.9.8.2.8. Inventory equipment items as they are loaded to ensure accountability, if desired.

6.9.8.2.9. Maintain all necessary products and documents in their possession during the deployment.

6.9.8.2.10. Upon return from deployment, inform Base Supply EMS that deployed assets have returned or provide status of assets.

6.9.9. Munitions Custodians. The deployed custodian maintains accountability for munitions when they are pulled from the storage area until all unused munitions are turned over to a munitions account supply officer (MASO), either at the deployed location or back at home station.

6.9.9.1. Appoint a unit custodian and a deployed custodian for each team. Use AF Form 68, **Munitions Authorization Record** or prepare an appointment letter which includes name, rank, office symbol, and date trained and send to the MASO in the Munitions Flight.

6.9.9.2. The deploying munitions custodians are responsible to:

6.9.9.2.1. Obtain required training from the MASO.

6.9.9.2.2. Develop unit procedures on proper documentation, handling, controlling, issuing, and transporting of munitions.

6.9.9.2.3. Draw munitions from the storage area in time for them to be properly loaded in the UTC cargo. Ensure all munitions are properly packed.

6.9.9.2.4. Ensure munitions are escorted and under surveillance at all times.

6.9.9.2.5. Maintain a custodian deployment package which contains all necessary products and documents throughout the deployment.

6.9.9.2.6. Upon return from deployment, return unused munitions to the MASO. Account for all used munitions.

6.9.10. Cargo Couriers. Prime BEEF couriers ensure protected cargo is secure and under surveillance at all times during the deployment movement. They also ensure the general cargo of the UTC gets to the final destination with its team. If we needed a courier for each cargo category, Prime BEEF teams would need a classified courier, weapons courier, munitions courier, and a general cargo courier. Fortunately the quantity of protected items is small enough that we can load them on one or two increments. This allows one courier to perform all four functions for a UTC, however that courier must meet the qualifications for each cargo category. We recommend you select a minimum of two individuals for each chalk and ensure they are well briefed and weapons qualified. You are not limited to two couriers. Any qualified team member can relieve a courier during the movement and while waiting for transportation. However, replacements should be well briefed on courier responsibilities and procedures. Couriers will release classified or sensitive cargo only to other couriers on the team or to transportation representatives using DD Form 1907, **Signature and Tally Record** to transfer custody. The DD Form 1907 is not used when one team courier relieves another. Couriers must identify the person receiving the cargo and must verify the receiving person has the proper security clearance. Use a picture ID such as the DD Form 2AF, **Armed Forces of the United States—Geneva Convention Identification Card**.

6.9.10.1. General Cargo Courier. There are no special requirements. Anyone on the deploying team can perform this task, but pick someone with common sense and initiative. On rare occasions, it is sometimes necessary to off-load cargo or to transfer cargo to another aircraft at an intermediate stop. If the second aircraft is smaller, the couriers may be asked to select which cargo increments will go first. The courier needs to know what the team chief's priorities are in case the courier cannot make contact with the team. Usually a courier remains with all off-loaded cargo until it can be sent to its final destination. That courier needs to be packed and prepared for this possibility.

6.9.10.2. Classified Courier. Classified couriers must have a security clearance at least as high as the material being moved or hand carried. If the classified material is to be hand carried, versus packed in the cargo, consider appointing a second person to relieve the first. The courier is responsible for safeguarding the classified material during deployment and upon arrival at the deployment location. The courier must have an authorization letter that identifies the individual and describes the package that the courier is carrying or escorting. Remember, if you use a backup courier, each person must be included on the official courier letter or have their own authorization letter.

6.9.10.3. Weapons Courier. This person is responsible for maintaining security and control of deployed weapons until weapons are issued to individuals or turned over to a consolidated armory. This task can be performed by the weapons custodian. Prime BEEF weapons couriers must be small arms qualified in both the 9 mm (or .38 caliber) handgun and the M-16 rifle. Ensure couriers are fully knowledgeable of all aspects of weapons control to include: marking and securing containers, escorting and marshaling procedures, and safeguarding enroute. **NOTE:** The DoD security and transportation regulations do not require armed escorts when shipping 15 for fewer weapons. However the arming rules change from time to time. Follow local instructions on arming your couriers.

6.9.10.4. Munitions Courier. There are no special qualifications, but the courier needs to work with the munitions custodian to provide accountability.

6.9.10.5. Pre-Departure Escorts. If you have the option, use otherwise untasked people to pick up and move weapons and munitions from the storage locations to the cargo preparation areas. This speeds the cargo preparation and loading effort, since these people can be drawing and transporting the weapons while the deploying couriers are getting ready. These people must meet the courier qualifications listed above. Follow local instructions on whether escorts must be armed.

6.9.11. UDCC Staff and Runners. Readiness Flight people are the logical choice to staff the unit deployment control center; however, readiness personnel are often assigned to an early deployment UTC and may not be available. Plan accordingly. The UDCC staff needs to be smart and know the deployment steps in detail. They should be able to perform the administrative tasks for the UDM. They need to know what information to pass to the deployment control center and when. They should learn to anticipate what information will be required, start gathering it, and keep it updated and posted. Generally one or two people with a runner are sufficient for each shift. This is a good place to put the alternate unit deployment manager. The UDCC should:

6.9.11.1. Maintain a current deployment schedule of events.

6.9.11.2. Receive DSOE changes/new instructions from the deployment control center and keep the commander, unit deployment manager, team chiefs, and cargo increment monitors aware of those changes.

6.9.11.3. Forward unit changes to the execution DRMD and LOGPLAN to the DCC or to the Personnel Readiness Unit and Logistics Plans Flight, respectively.

6.9.11.4. Update unit shortfalls and LIMFACs and pass the information to the DCC. Normally this is done by using the UDM module/DeMS to update the LOGPLAN and DRMD databases. With current information, the Logistics Plans and Personnel people have direct access to the shortfalls and LIMFACs.

6.9.11.5. Monitor the status of unit preparatory actions (for all Prime BEEF UTCs) and compare against deployment schedule of events requirements.

6.9.11.6. Provide periodic updates to the unit deployment manager, unit commander, and deployment control center, especially when scheduled actions are completed or when those actions are delayed.

6.9.11.7. Coordinate with other deployment machine functions to resolve problems and request support. such as asking the sub motor pool for transportation.

6.9.11.8. Operate the unit's UDM module/DeMS terminal and any other unit computer systems. Periodically backup the data for any system that is used or make paper copies of the information.

6.9.12. UDM module/DeMS Gatekeeper. At least two people in the unit must know how to input, modify, and extract information from the LOGMOD and MANPER-B systems using the UDM module. For lack of a better term, we refer to these people as the UDM module/DeMS gatekeepers in this pamphlet. This should be an additional duty for someone in the Readiness Flight.

6.9.13. VCNCO. The unit VCNCO can support deployments in two ways. First, he or she can set up the plans and procedures to ensure unit vehicles are in place when needed to support deployment activities. Second, the VCNCO can make arrangements to pick up copies of the vehicle maintenance histories from the Vehicle Maintenance Flight in the Transportation squadron for any vehicle deploying for more than 30 days. While the VCNCO can set up the procedures, execution of the plan requires full support from the CE work centers. Any shop with a vehicle that is designated for deployment support should automatically service the vehicle and take it to the designated assembly area. Likewise, the VCNCO can pick up the vehicle maintenance histories, but that can also be done by someone in the shop that "owns" the vehicle.

6.9.14. Unit Security Officer. The security officer is responsible for ensuring all classified materials are properly packaged for shipment and that couriers have the proper clearance, are briefed on their responsibilities, and are given their authorization letters along with the classified materials. The security officer should set up the procedures well before a deployment and should designate an alternate to perform these tasks in case he or she is not available at the time of a deployment. Copies of the paperwork can be kept in the UDCC. We suggest you create a file on the computer in the UDCC with the necessary appointment letters and the inspection exemption notice that will be attached to the classified package. When needed, the names of the couriers can easily be inserted into the canned authorization letters.

6.10. CE Pre-Deployment Actions. A smooth deployment begins with good pre-deployment preparations. This paragraph lists those actions as they apply to Prime BEEF UTCs and offers additional discussion when warranted. The actions are grouped into one of six categories: initial actions, planning tasks, command and control, personnel management and preparation, cargo management and preparation, and training and exercises. In brackets immediately following each task, we suggest an OPR and list other participants who must provide information or help the OPR perform the task—[OPR / other participants]. The comments are directed to your OPR, whoever you pick. Add or remove actions to fit your local situation.

6.10.1. Initial Actions: Appoint a unit deployment manager (UDM) and an alternate. [OPR: Unit commander]

6.10.2. Planning. Good planning is important. The resulting plans, instructions, and checklists are necessary, but don't let them get complicated and don't create a bureaucracy to keep them updated.

6.10.2.1. Understand your DOC statement requirements, OPLAN deployment taskings, and IDP procedures and requirements. [OPR: UDM / Readiness Flight members and team chiefs] If the DOC statement requirements or OPLAN taskings exceed authorized manpower, notify your

commander, the Base Manpower office, the Logistics Plans Flight, and your MAJCOM functional manager. This is not likely to happen, because your MAJCOM CE staff knew what manpower you had before they tasked your unit to posture a Prime BEEF team. When units cannot posture a complete team, they may be given a split-tasking with another unit. Work with Logistics Plans to resolve problems in planning and execution of unit deployments. Team chiefs should review the unit's OPLAN information files and any other sources of information to learn what they can about their employment locations and likely tasks as specified in the deliberate OPLANs.

6.10.2.2. Develop unit deployment procedures and instructions. [OPR: UDM and each function, team, or person who has a specific role] Unit procedures must mesh with the base deployment machine.

6.10.2.2.1. For each task, specify what is to be done, where the action takes place, when it should be started/completed, what resources are required to do the job (optional), and who is responsible.

6.10.2.2.2. Be sure to include periodic reporting requirements and instructions. Tell what must be reported, who is to do it, who they report to, and how often. Examples include strength reporting, DSOE status, LOGPLAN and DRMD updates, and shortfalls/LIMFACs.

6.10.2.2.3. Document the procedures in an annex to the civil engineer contingency response plan or in the installation deployment plan.

6.10.2.2.4. Keep everyone in the unit up to date on changes in deployment procedures.

6.10.2.3. Create supporting checklists. [OPR : UDM and each shop, crew, or person who has a specific role] Create checklists for every person who has a deployment task to perform. Even team members can benefit from a preparation checklist. The Readiness Flight shouldn't make each checklist. Except for generic checklists that every deploying member gets, each person or crew that has a specific role should prepare or update their own checklists. The Readiness Flight should provide the format and provide guidance on level of detail required. Each person or crew should provide a copy of the current checklist to the Readiness Flight. This shouldn't be a big burden, because the information doesn't change often. Always date the checklists when they are updated. The Readiness Flight should make a master unit checklist of who does what and when for both the alert and execution phases of a deployment. **NOTE:** Don't hesitate to include perishable information such as office symbols, telephone numbers, names of contacts, building numbers, etc. If people prepare the checklists with a computer, changes are easy to make.

6.10.2.4. Develop a "precanned" unit schedule of events. [OPR : UDM / Readiness Flight] It should list the key unit actions (along with start and completion times) that the unit must perform to meet its DSOE commitments. Keep it simple. The master unit checklist, mentioned in the preceding paragraph, can be easily adapted to this function by adding the scheduled start and completion times for each task. Use computer technology to help. You can create the schedule with spreadsheets or database software. Just in case technology fails you, also keep a paper copy

with times left blank. Then when you brief the team chiefs and cargo increment monitors, fill in the blanks and give them copies.

6.10.2.5. Keep the unit plans, procedures, schedules, and checklists current. [OPR : UDM and each function, crew, or person who has a specific role] Check your procedures and planning products at least annually, but certainly before an exercise or evaluation--and after if problems were encountered.

6.10.2.6. Provide unit input to keep the IDP current. [OPR : UDM and the Readiness Flight] When Logistics Plans asks you review the installation deployment plan and submit any changes, pull out your file of problem areas. See if you can get changes inserted in the IDP to fix the problems. Make sure you agree with and can support the requirements other base units place upon CE in the installation deployment plan. Such taskings may involve the Readiness, Operations, Fire Protection, and EOD Flights. Make sure each flight coordinates on their taskings.

6.10.3. Command, Control, Communications, Computer Support, and Infrastructure.

6.10.3.1. Set up a unit deployment control center (UDCC) which can be activated quickly upon notification. [OPR : UDM and Readiness Flight] The best location for a UDCC is within sight of the cargo and personnel assembly areas. This minimizes communication problems, makes it easy for the UDCC to get and pass information, and improves the unit deployment manager's control. In an ideal situation, the unit deployment control center would be co-located with the CE control center/damage control center or the Readiness Flight office. As a minimum:

6.10.3.1.1. Keep current copies of the IDP and unit procedures and checklists.

6.10.3.1.2. Provide tables, desks, chairs, and writing materials.

6.10.3.1.3. If desired, install status boards. Keep fresh markers and erasers on hand.

6.10.3.1.4. Identify who will staff the unit deployment control center and train them.

6.10.3.1.5. If required, get an approved security container for any classified materials you might need to store, permanently or temporarily.

6.10.3.1.6. Provide the building/room number and phone, STU III, and FAX numbers to the Logistics Plans Flight.
NOTE: If the UDCC facility is not regularly used for other purposes, you may want to borrow equipment from the Readiness Flight or other work centers.

6.10.3.2. Set up communications equipment and procedures for the UDCC and the preparation crews. [OPR : UDM and Readiness Flight] Consider these actions:

6.10.3.2.1. Arrange for two phone lines as a minimum. Add a FAX line if you need it.

6.10.3.2.2. Get at least two 2-line telephones. Many times two people will need to make calls at the same time. If secure voice is needed, one of those instruments can be a secure telephone unit (STU). Don't forget there are security requirements associated with the STUs. (See AFI 33-209, *Operational Instructions for the Secure Telephone Unit*.)

6.10.3.2.3. Equip the UDCC with a FAX machine if required.

6.10.3.2.4. Provide radios for the UDCC, UDM, team chiefs, cargo increment monitors/cargo preparation crews/quick fix crews, and weapons and ammo pickup crews. Provide for charging and replacing batteries. You can use team hand held radios, but they must be returned to the team by the time they process into the passenger terminal.

6.10.3.2.5. If you use a base station at the unit deployment control center, provide an antenna connection.

6.10.3.2.6. Set up communication procedures. Establish call signs. Post them in the UDCC and provide a copy with each radio.

6.10.3.3. Provide for computer support in the UDCC. [OPR : UDM and Readiness Flight] Be sure to:

6.10.3.3.1. Get connections to the base LAN so you can use the UDM module.

6.10.3.3.2. Identify computers with network cards to use in the unit deployment control center. You need one computer, but it's always good to have a backup. Install needed software on those machines. Make sure the computers can physically connect to the LAN and your computer can "talk" to the LOGMOD system through the UDM module.

6.10.3.3.3. Ensure you have at least two people who know how to use the computers and related software. When the UDM module/DeMS connection to LOGMOD is not available, those same people must know how to adjust the DRMD and LOGPLAN paper products to provide accurate information to the Logistics Plans shop and the PRU and how to adjust load and packing lists for the pallet preparation crews.

6.10.3.4. Develop and maintain a current unit recall notification plan. [OPR : Readiness Flight and orderly room / CE flights and work centers] Set up a telephone pyramid recall system and a communications-out notification system. Update recall rosters periodically. Occasionally test its effectiveness during unit or local exercises. Develop standard reporting instructions detailing where to assemble, what uniform to report in (including safety toed boots if required), and what to bring (see paragraph 2.7.2).

6.10.3.5. Designate assembly areas for deploying personnel and cargo. [OPR : UDM and Readiness Flight] When possible, co-locate the personnel assembly and cargo build-up areas. This enables team members to easily participate in pallet build-up and cargo loading. It also eases

command and control of unit activities. The preferred location for people is indoors with space to accommodate the teams and their personal gear. It should be lighted and, if required by the climate, heated. Have a few clipboards and pens available to help people fill out paperwork. The cargo marshaling and pallet build-up area should be in or adjacent to the facility where you store your Prime BEEF equipment and supplies. Be sure there is adequate lighting, both indoors or outdoors, to help the preparation crews. Set up the areas to keep personnel assembly actions from interfering with cargo processing and vice versa. Identify the location of these two areas to the Logistics Plans Flight and Base Transportation.

6.10.4. Personnel Management and Preparation.

6.10.4.1. Assign people to UTC positions. [OPR : UDM / Readiness Flight] Identify individuals to fill specific mobility positions for all UTCs in the unit DOC statement. Follow the assignment rules in Chapter 3. Before making an assignment, ensure the individual is deployment eligible (see Chapter 3 and Attachment 9). Fill each requirement with a qualified person and identify an alternate, if available. We recommend you make assignments in writing.

6.10.4.2. Appoint a team chief for each UTC. [OPR : Unit commander / UDM]

6.10.4.3. Identify people to fill special positions on deployment support crews and deploying teams. [OPR : UDM and team chiefs] Positions include cargo increment monitors, hazardous cargo certifiers, cargo preparation/pallet build-up crews, weapons pickup crew, munitions pickup crew, quick fix crew, custodians (equipment, weapons, munitions), and couriers. Brief them on their responsibilities and get them trained. Update and distribute appointment letters (or forms) for positions which require a written appointment. Place a copy in the individual's readiness folder.

6.10.4.4. Ensure new team members and individuals subject to deployment are thoroughly briefed on their deployment responsibilities. [OPR : UDM / Readiness Flight] Brief them on their assignment, responsibilities, assembly locations, and reporting requirements. See Attachment 6 for suggested briefing topics. Document this briefing in the individual's readiness folder.

6.10.4.5. Create an individual readiness folder for each person identified to fill a deployment position. [OPR : UDM and Readiness Flight] Include all appointment letters. Place a copy of the Personal Readiness Checklist or an AF Form 4005, **Individual Deployment Requirements** in the folder. (You can use the UDM module/DeMS to create and print the checklist/form with the individual's name, grade, SSAN, AFSC, etc. already included.) Have individuals complete all requirements listed on that checklist/form and complete all additional local requirements. Give them a suspense to complete the actions, and have them show you. Quarterly or semi-annually, and definitely before local deployment exercises, check the folders to ensure the information is current and deployment requirements have been met. The commander may also elect to have the Readiness Flight maintain individual folders for all military people in the unit since all are subject to deploy. See Attachment 7 for suggested contents.

6.10.4.6. Ensure personnel assigned deployment positions are medically qualified for worldwide deployment. [OPR : UDM / Orderly room and Readiness Flight] Medical or physical conditions that prevent an individual from performing assigned duties may preclude worldwide deployment. Such a condition will normally, but not necessarily, generate an AF Form 422, **Physical Profile Serial Report**. If there is any question about an individual's eligibility for worldwide deployment, ask your medical treatment facility to perform a medical records review and, if necessary, a physical examination and/or dental examination. At that time an AF Form 422 will be generated, if required. Any individual ineligible for worldwide deployment must be relieved of deployment tasking and a replacement assigned. The orderly room should keep the unit deployment manager informed of physical profile changes that disqualify personnel from deployment.

6.10.4.7. Monitor eligibility of all individuals assigned to deployment positions. [OPR : UDM / Orderly room and Readiness Flight] Periodically review the deployment eligibility of each person assigned to a team. You need to do this monthly before you prepare your SORTS report. The orderly room can easily run an inquiry on its PC-III/PDS terminal and generate a report showing current duty status/deployment availability codes. Otherwise you need to get the information from the Personnel Systems Management Section (PSM) in the Military Personnel Flight. If a person becomes ineligible, identify a replacement.

6.10.4.8. Provide unit-supplied information for the "precanned" DRMD deployment database and keep it current. [OPR : UDM module/DeMS gatekeepers, UDM, and Readiness Flight / team chiefs] Identify the unit's UDM module/DeMS gatekeepers—the people who are to make the unit's inputs to the DRMD database—and get them trained. Look first within the Readiness Flight to fill this role. You can have one person do it for all UTCs or a different person for each UTC, but make sure you have at least two or three people in the unit who know how.

6.10.4.8.1. Unit supplied information includes: the identity of the person filling each mobility position, their chalk assignment and deployment sequence, and any deployment responsibilities (team chief, courier, etc.) the person has. See Chapter 3 for details.

6.10.4.8.2. For big teams with two or more chalks, it's not a good idea to have all your senior people or experienced technicians on one chalk. Airplanes break! Distribute team leadership and skill experience by assigning them to different chalks. Use the deployment sequence within a chalk to further distribute leadership and team skills. Then, even if a chalk gets split, you still have leadership throughout the team.

6.10.4.8.3. Input the information through the UDM module/DeMS or annotate the latest paper copy of the "precanned" deployment list (a DRMD database product) and return it to the Personnel Readiness Unit who makes the changes in the MANPER-B system. Always keep the "precanned" information current. This makes for fewer changes when getting ready to deploy which makes your job easier. The UDM module/DeMS allows you to make changes when they occur. When the UDM module/DeMS connection is not available, the Personnel Readiness Unit will periodically provide a deployment list/roster to update.

6.10.4.9. Set up procedures and appoint people to pick up medical records or AF Forms 1480A, **Summary of Care**. [OPR : UDM and Readiness Flight / team chiefs] Periodically provide a list to the base medical unit (records section) of people who are assigned to Prime BEEF UTCs. Your installation deployment plan should state how frequently. The medical group marks the records of people in mobility positions. To ensure one person is always available when a deployment is ordered, authorize three or four people to pick up the unit's medical records (or AF Forms 1480A). The unit commander must identify these people to the base medical unit, usually by letter. Keep this list current.

6.10.4.10. Ensure each team member is current on his or her immunizations. [OPR : UDM and Readiness Flight] Units are required to track the immunization status of their people. The UDM module/DeMS has a feature that makes it easy to record and update immunizations for each person in the unit. AFJI 48-110 identifies the standard immunization requirements. A UDM module/DeMS help screen also lists those standard immunizations and tells how long they are good for. Some deployment taskings may require additional immunizations. In those cases, the immunization clinic will provide the latest information.

6.10.4.11. Determine personnel shortfalls and LIMFACs. [OPR : UDM and unit commander] Identify and report personnel shortfalls to the Logistics Plans Flight and the Personnel Readiness Unit. Advise your MAJCOM functional manager. You can use the UDM module/DeMS to generate shortfall/LIMFAC reports or use AF Form 4006, **Unit Deployment Shortfalls**.

6.10.4.12. Coordinate arrangements for transportation of teams to the PDF in-processing point. [OPR : UDM and Readiness Flight] Moving people is generally a requirement of the Base Transportation officer. However, if you have the assets and want to move your own people, you have more control of the timing, and it helps Transportation. When you can, use covered vehicles to shield your people from the elements. Coordinate transportation requirements that exceed your capability with Vehicle Operations. Deploying personnel should not be required to provide personal transportation to the PDF except in an emergency.

6.10.4.13. Prepare team chief deployment kits. [OPR : Readiness Flight / team chiefs] The kit can contain anything you want. As a minimum, we suggest deployment and employment checklists; copies of all shipping documents (Shipper's Decs, DD Forms 1387-2, increment placard); load and packing lists; pallet or vehicle load plans; a serial number listing of deployed weapons; equipment, weapons, and munitions accountability documents, and a deploying personnel roster or DRMD. Include readiness publications and technical references if they are not packed with the cargo. Replace "precanned" documents with copies of the actual execution documents if possible.

6.10.4.14. Prepare a unit Prime BEEF Deployment Handbook. [OPR: UDM and Readiness Flight]

6.10.4.15. Get special security clearances. [OPR: Unit security officer] If you know in advance that a deployment requires special security clearances, start the paperwork. Generally this will occur only for peacetime deployments.

6.10.4.16. Ensure people have passports. [OPR: UDM and Readiness Flight] Passports (and visas) may be required for some peacetime deployments. You will be advised by your major command. Deployment of non-U.S. citizens requires: a passport from their home country, compliance with foreign service clearance guide restrictions, if any, and judgment on the part of the deploying unit commander that the deploying foreign national (non-U.S. citizen) will not be placed in greater jeopardy than deploying U.S. citizens because of nationality.

6.10.5. Cargo Management, Accountability, and Preparation.

6.10.5.1. Appoint cargo management personnel and preparation crews. [OPR: UDM] Start with the people who perform the day-to-day equipment management roles: the Prime BEEF equipment NCOs; the equipment, weapons, and munitions custodians, and the UDM module/DeMS gatekeepers. Then appoint the deployment support people and crews: the cargo increment monitors, the cargo preparation and pallet build-up crews, the hazardous cargo certifiers, the weapons pickup crew, the munitions pickup crew, and the quick fix crew. Make sure all are well trained.

6.10.5.2. Ensure correct equipment and supplies are on-hand and ready to deploy for each UTC. [OPR: Prime BEEF equipment NCOs / UDM, Readiness Flight, EOD Flight, Fire Protection Flight, team chiefs, and cargo increment monitors] This task includes budgeting, procuring, storing, and maintaining the equipment and supplies for each UTC. Set up a schedule and periodically inventory, inspect, service, and test the items in the team kits. Replace defective items and out-of-date shelf-life items. Ensure pallets, nets, and mobility shipping containers are on hand and serviceable. Do the same for mobility bags if they are stored and maintained by CE. Make sure materials in the team's technical library are available and current. Secure items from theft, and protect them from the weather. The Prime BEEF equipment NCOs, team chiefs, CE flights, and unit deployment manager have shared responsibilities to keep Prime BEEF equipment and supplies ready for deployment.

6.10.5.3. Develop unit "precanned" load plans and diagrams. [OPR: Cargo increment monitors / Prime BEEF equipment NCO, cargo preparation crews, team chiefs, and UDM] Decide where, how, and when the team's equipment and supplies will be loaded on the pallets (or vehicles) for each UTC. If desired, prepare load diagrams showing how the items are packed and loaded. Good diagrams help the cargo preparation/pallet build-up crews or the deployed Prime BEEF teams get the equipment and supplies ready to deploy or redeploy. **NOTE:** We suggest you keep the load diagrams and sample shipping documents in a three-ring binder and make that binder readily available to the cargo preparation and pallet build-up crews. We also suggest you place a copy of the load plans in the team chief's deployment kit.

6.10.5.4. Provide the unit-supplied logistics details to create or update the "precanned" LOGPLAN database for all Prime BEEF UTCs. [OPR: Unit UDM module/DeMS gatekeepers, Prime BEEF equipment NCOs, and cargo increment monitors / UDM, Readiness Flight, EOD Flight, and Fire Protection Flight] The UDM module/DeMS gatekeepers either input the information through the

UDM module/DeMS, or they annotate a paper copy of the "precanned" LOGPLAN and return it to the Logistics Plans people who then make the changes in the LOGMOD system.

6.10.5.4.1. Always keep the "precanned" information current. This makes for fewer changes when getting ready to deploy, and that makes your job easier. With the UDM module/DeMS, you can make changes when they occur. When the UDM module/DeMS connection to LOGMOD is not available, the Logistics Plans Flight will provide a LOGPLAN for you to update.

6.10.5.4.2. The Prime BEEF equipment NCO/cargo increment monitor should provide any LOGDET changes for his or her UTC to the UDM module/DeMS gatekeepers. They should also inform the unit deployment manager, Readiness Flight, and team chiefs whenever they add, remove, or replace an item or move one to a different container or increment.

6.10.5.4.3. After any changes, the UDM module/DeMS gatekeepers print new "precanned" packing and load lists, so the Prime BEEF equipment NCO/cargo preparation crews can place the new packing lists in and on top of the containers.

6.10.5.5. Develop unit procedures to pick up, document, transport, control, issue, and handle weapons and munitions. [OPR: UDM and weapons and munitions custodians / weapons and munitions pickup crews, cargo increment monitors, and team chiefs] If UTCs deploy reasonably close together, decide if one weapons pickup crew will draw weapons for all UTCs at the same time. This also applies to the munitions pickup crew. Except for EOD teams, Prime BEEF weapons are usually bulk shipped. However, units should also develop procedures for individual issue and accountability of weapons.

6.10.5.6. Develop procedures for preparing and controlling classified material. [OPR: Unit security officer / UDM and team chiefs] Prime BEEF teams deploy with some classified materials and equipment. Know what has to be shipped, its classification level, and how it must be packaged. Prepare a canned briefing for classified couriers that describes their responsibilities and how to secure the classified material. Have courier letters drafted and in the computer. That makes it easy to update and print them. See paragraph 5.11.

6.10.5.7. Develop procedures for recalling vehicles, radios, computers, GPS units, and other items not stored with team equipment. [OPR: UDM, Prime BEEF equipment monitor, and cargo increment monitor / CE flights] Identify the required equipment and who has day-to-day control. Set up procedures so the responsible individual or shop gathers the equipment when notified and turns it over to the cargo increment monitor or other designated person. These tasks should be part of the shop or individual checklists. The tasks should be done automatically when the shop or individual gets the word that the unit is deploying its Prime BEEF team or teams. As an alternative, you can have members of the cargo preparation/pallet buildup crew gather these items from the work centers.

6.10.5.8. Develop procedures for pick up and transportation of mobility bags. [OPR: UDM, team chiefs, Readiness Flight] If bags are stored by the CE unit, team members can draw their own mobility bags, sign a hand receipt for them, and load them on a pallet or transport vehicle. If stored

in Base Supply, the unit procedures must mesh with Base Supply requirements. One of two options is likely: each member of the team reports to Base Supply to pick up his or her bag, or the team chief sends a mobility bag crew to pick up the bags for everyone on the team. Again, each member should sign a hand receipt accepting responsibility for his or her bags.

6.10.5.9. Set up unit procedures to quickly transfer accountability for equipment, weapons, and munitions to deploying custodians. [OPR: Account custodians, deploying custodians, and VCNCO] Account custodians should ensure equipment records reflect use code A for the deployable equipment items, including unit-owned weapons. The VCNCO should identify vehicles (by type, vehicle registration number, and UTC) which are subject to deployment and report them to base Vehicle Operations. Keep equipment records (CA/CRL) current to simplify the transfer of equipment accountability to the designated deploying custodians. Ensure the NSNs on the Equipment Review Listings match those on the cargo increment load lists to avoid administrative problems when you return to home station following a deployment and try to account for non-expendable items.

6.10.5.10. Prepare cargo documents. [OPR: Cargo increment monitors and hazardous cargo certifiers / cargo preparation crews] See Chapter 5 for preparation details. The documents include:

Load Lists
Packing Lists
Shipper's Declaration of Dangerous Goods
DD Form 1387-2, **Special Handling Data/Certification**
DD Form 1907, **Signature and Tally Record**
Serial Number Listing of Weapons

6.10.5.10.1. You may be required to prepare a binder for the cargo terminal people that includes a properly completed copy of all Shipper's Decs, DD Forms 1387-2, and hazardous cargo certifiers' appointment letters.

6.10.5.10.2. Prepare a second copy of all "pre-approved" documents and all appointment letters. Send this copy with your quick fix crew or the crew that accompanies the cargo to the in-check point. This may help reduce confusion. Update the originals and all copies whenever there is a change.

6.10.5.11. Make arrangements to assemble required equipment, weapons, and vehicle maintenance documents. [OPR: Cargo increment monitor and VCNCO] The records include:

AFTO Form 105, **Inspection Maintenance Firing Data for Ground Weapons**. Get this from the CATM Flight.
AFTO Form 95, **Significant Historical Data**. The custodian for the item must maintain the form.
AF Form 1828, **Vehicle Historical Record** (or a copy of the computer-generated vehicle

historical record). The record must be sent with each vehicle deploying for 30 days or longer. Get this record from the Vehicle Maintenance Flight in Base Transportation.

6.10.5.12. Ensure all cargo is identified, documented, packaged, marked, labeled, placarded, and certified according to the transportation regulations. [OPR: Prime BEEF equipment NCOs or cargo increment monitors, hazardous cargo certifiers / cargo preparation crews] The mode of transportation is identified in the OPLAN and the base's "precanned" exercise plan. The cargo for UTCs deploying to overseas destinations must be prepared for air shipment. All hazardous material must be packaged, marked, labeled, and certified as stated in AFJMAN 24-204.

6.10.5.13. Pack containers and palletize cargo. [OPR: Prime BEEF equipment NCOs or cargo increment monitors, hazardous cargo certifiers, and cargo preparation crews] Except for classified storage containers, weapons, and munitions, do as much loading as possible during the pre-deployment phase to cut down on the last-minute deployment preparations. Leave room for the classified and sensitive items. Build up your increments with everything one time, and then weigh and measure each container and pallet. Mark the containers and packing and load lists appropriately. Whenever you move items from one pallet to another, you will need to re-weigh and re-measure the increments involved. Before doing anything, establish crew safety procedures and lifting rules. Specify mandatory safety gear (usually safety-toed boots, gloves, and possibly ear protection.), and enforce the no jewelry rule.

6.10.5.14. Make arrangements to transport cargo from the unit preparation area to the cargo in-check area/marshaling yard. [OPR: UDM / cargo increment monitor] If you don't have the assets to move your own cargo, arrange for that support with Base Transportation through Logistics Plans and document it in the installation deployment plan.

6.10.5.15. Identify and report any cargo shortfalls or LIMFACs. [OPR: UDM / unit commander] Report any shortfalls/LIMFACs to the Logistics Plans Flight, Base Supply, and to your MAJCOM CE readiness representative. Just as with personnel, you can use the UDM module/DeMS to generate cargo shortfall/LIMFAC reports or use AF Form 4006.

6.10.6. Training.

6.10.6.1. Ensure deploying team members and the deployment support crews/individuals can perform their employment and deployment tasks. [OPR: UDM, Readiness Flight, and team chiefs] Identify training requirements for individuals in both groups; get quotas for training performed outside the unit; develop a training schedule; appoint unit trainers; conduct training or ensure it is done; document the training, and periodically monitor the training status of unit members. The training sub-process is covered in detail in Chapter 7.

6.10.6.2. Conduct unit deployment exercises and inspections as required. [OPR: Unit commander and UDM] If necessary, set up a unit deployment processing line. Consider inviting Military Personnel Flight and immunization clinic representatives to participate. You can also invite the air cargo people to conduct a cargo in-check inspection of prepared cargo.

6.10.6.3. Conduct a lessons-learned review of unit activities following base deployment and MAJCOM/joint service exercises. [OPR: UDM] Get team chiefs, cargo increment monitors, and support crew chiefs involved before the exercise problems are cold and memories have faded. Acknowledge good results and superior performers. Review activities that didn't go well. Determine causes, corrective actions, and who must make the changes. Share the lessons within the unit.

6.11. Actions Following A Warning/Alert Order. The warning or alert order is your notice to complete unfinished pre-execution actions and start on and complete as many execution actions as possible. In this paragraph, we suggest actions to increase your unit's state of readiness. The actions are group into five categories: planning, command and control, personnel preparation, cargo preparation, and training. Add or remove actions to fit your local situation.

6.11.1. Planning.

6.11.1.1. Determine likely taskings. [OPR: Unit commander and UDM] Review the order and tasking OPLAN (if there is one) to determine which UTCs may be deployed, where, under what conditions, and what tasks they will likely perform.

6.11.1.2. Brief UTC team chiefs, senior NCOs, and cargo increment monitors. [OPR: Unit commander and UDM] Discuss known mission requirements and needed preparations. Provide preparation guidance. Identify known shortfalls and LIMFACs.

6.11.1.3. Adjust unit deployment procedures, supporting checklists, and unit DSOE, as required. [OPR: UDM / each work center, crew, or person who has a specific deployment role] Normally no procedural changes will be needed. Resist making big changes that you cannot first try out in a local exercise. Last-minute changes often cause more problems than they fix. Be sure to update phone numbers and points of contact.

6.11.1.4. Review unit OPLAN information files or other sources to learn about the deployment location. [OPR: Team chiefs] Glean any details that can help the unit and team members prepare for the deployment.

6.11.2. Command, Control, Communications, and Computer Support.

6.11.2.1. Recall team members from TDY and leave, if directed. [OPR: Unit commander / orderly room and Readiness Flight] Working together, the Readiness Flight and orderly room must identify who to recall. The orderly room prepares the recall messages.

6.11.2.2. Update unit recall rosters. [OPR: Readiness Flight or orderly room / CE flights and work centers]

6.11.2.3. Get the unit control center ready. [OPR: UDM and UDCC staff] Make sure the communication systems, radios, computers, and LAN are operating correctly.

6.11.2.4. Make sure the unit personnel assembly area and cargo preparation areas are properly outfitted. [OPR: Team chiefs and cargo increment monitors] This includes needed materials and adequate lighting. Get portable lights if necessary. Get support vehicles and forklifts into position.

6.11.2.5. Monitor status of personnel and cargo deployment preparations. [OPR: UDM / Readiness Flight or UDCC staff]

6.11.3. Personnel Management and Preparation.

6.11.3.1. Check eligibility and availability of team members. [OPR: UDM, Readiness Flight, and team chiefs] Check duty status/deployment availability codes. Determine who can be waivered and who cannot deploy. Identify replacements.

6.11.3.2. Fill any vacancies and update assignments to special team positions. If required, get people trained, and update appointment letters. Designate classified couriers and brief them. See DoD 5200.1-R, chapter 7 for briefing details.

6.11.3.3. Give warning instructions to team members and alternates. [OPR: Team chiefs] Get your people mentally prepared. Assemble the teams and explain the situation, conditions, and likely mission (if not classified). They deserve to know what to prepare for. Instruct individuals to perform personal tasks, including personal and family care tasks. Have the senior members stress the importance of those personal preparations to their junior people. Don't forget personal appearance, haircuts and uniforms. If the situation warrants, place team members on stand-by. This means the unit must be able to contact them when off-duty within the period of time specified by the commander.

6.11.3.4. Check individual readiness folders and immunization status to ensure all is in order. [OPR: UDM and Readiness Flight] If there are problems, correct administrative deficiencies immediately and direct the team members to fix the deficiencies only they can perform (i.e., getting immunizations and corrective lenses). Be sure to update the folder and immunization database when the problems have been fixed.

6.11.3.5. Update personnel information in the DRMD database in the MANPER-B system. [OPR: UDM and UDM module/DeMS gatekeepers] Use the UDM module/DeMS, or annotate a paper copy of the "precanned" DRMD and return it to the Personnel Readiness Unit.

6.11.3.6. Provide an updated list of individuals likely to deploy to the medical group. [OPR: UDM and Readiness Flight] Provide names and SSNs for each UTC.

6.11.3.7. Update information on personnel shortfalls and LIMFACs. [OPR: UDM] Submit them to the unit commander for approval. Provide this information to Logistics Plans, Personnel

Readiness Unit, Base Manpower, and your MAJCOM CE readiness manager. Advise team chiefs.

6.11.3.8. Check out and service any pre-identified unit vehicles that will be used to transport people and bags. [OPR: VCNCO / work centers] Prepare a replacement vehicle if the primary vehicle is not operating.

6.11.4. Cargo Preparation.

6.11.4.1. Fill vacancies in support crew positions. [OPR: UDM and cargo increment monitor] If required, get people trained and update appointment letters.

6.11.4.2. Expedite getting required items that are not on-hand. [OPR: UDM and Prime BEEF equipment NCOs] Contact Base Supply to see if there is any chance of expediting delivery of items on order. If necessary, consider using your IMPAC cards to buy items from local stores.

6.11.4.3. Give a heads up to CE work centers that control deploying equipment or that provide support vehicles and equipment. [UDM or UDCC]

6.11.4.4. Inspect, inventory, maintain and service team equipment if needed. [OPR: Prime BEEF equipment NCOs / cargo increment monitors, cargo preparation crews, work centers, and team chiefs] This is important if it hasn't been done recently. Replace expired shelf-life items. If items are due for maintenance or testing, decide if you should do it and have time. The latter consideration is especially important if you have to send it off-base and out of your control for a few days. So long as an item remains in the local area, this shouldn't be a problem. When the check of equipment and supplies is complete, give a status update to the unit deployment manager and team chiefs.

6.11.4.5. Update cargo and shipping documents. [OPR: Prime BEEF equipment NCOs or cargo increment monitors / hazardous cargo certifiers] Distribute copies of any updates: one for the cargo terminal, one for the cargo crew/quick fix crew book, and one for the team chief deployment kit.

6.11.4.6. Update your LOGPLAN database in the LOGMOD system. [OPR: UDM module/DeMS gatekeepers / Prime BEEF equipment NCOs or cargo increment monitors] Print and distribute new load and packing lists, as required. If the database is maintained properly before a deployment is at hand, there will be little or no need for changes.

6.11.4.7. Update accountability records through the Equipment Management Section and Vehicle Operations, if required. [OPR: equipment account custodians / deploying custodians] Check your latest CA/CRL to make sure it has the deploying non-expendable items accurately identified with a use code of "A". If not, make the changes and ask the Equipment Management section or the base vehicle manager for an updated copy and double check it.

6.11.4.8. Pack and palletize equipment, if not already done. [OPR: Prime BEEF equipment NCOs or cargo increment monitors / cargo preparation crews] This excludes classified material, munitions, weapons, radios, computers, and hand carried items.

6.11.4.9. Update information on cargo shortfalls and LIMFACs. [OPR: UDM] Submit them to the unit commander for approval. Provide this information to Logistics Plans, Base Supply, and your MAJCOM CE readiness manager. Advise team chiefs.

6.11.4.10. Check out and service pre-identified unit vehicles that will be used to load or transport cargo. [OPR: VCNCO / work centers] Arrange replacements for inoperable vehicles and forklifts from within the unit, or arrange support from Base Transportation.

6.11.5. Conduct refresher and just-in-time training. [OPR: UDM, team chiefs, and cargo increment monitors] Identify training shortfalls. Schedule, conduct, and document training.

6.12. Actions Following A Deployment Execution Order. The final phase of deployment preparations begins with the receipt of preparation or movement orders. This paragraph covers final deployment preparations, many of which can be performed concurrently. We have grouped the actions in four categories: initial actions; command and control; personnel preparation, accountability, and processing, and cargo preparation, accountability, and processing. **NOTE:** If no warning order was given, complete the actions listed in paragraph 6.11 as well.

6.12.1. Initial Actions.

6.12.1.1. Receive deployment taskings. [OPR: UDM]

6.12.1.1.1. Attend the deployment concept briefing, if one is held. The installation deployment officer should pass out a deployment folder for each unit. Check the folder to make sure you have everything you need: tasking message, special instructions, ULNs, and deployment schedule of events. **NOTE:** If the UDM module/DeMS connection is not available, the package should also contain load and packing lists and bar code labels with the transportation control number for each cargo increment. If any item is not available, find out when it will be provided to you. If the IDO does not convene a concept briefing, you will get tasking details through the UDM module or by e-mail, FAX, or runner.

6.12.1.1.2. Determine if the tasking or special instructions require you to make any adjustments to your UTCs. If those changes present big problems, take them to the unit commander. If your unit cannot support the changes, advise the IDO and your MAJCOM CE readiness office.

6.12.1.1.3. Understand your DSOE commitments and the reference start time. **NOTE: Be sure to meet all DSOE times to avoid unwanted scrutiny and "help".**

6.12.1.2. Initiate unit recall. [OPR: Unit commander / UDM and orderly room] Recall team members and support people. Tell them when to assemble, and provide any special reporting

instructions. Your unit's standard reporting instructions should cover where to report, what uniform to report in, and what to bring. For a short-notice tasking, you may need to start the recall immediately following initial notification, even before you receive the formal tasking and deployment schedule of events. Recall people on leave and TDY. Follow the personnel guidelines about pulling people out of schools. If an individual cannot return in time to process for the deployment, pick an alternate or send the primary person on a later chalk. Until everyone is accounted for, you will need to periodically report unit strength.

6.12.1.3. Adjust or create the unit's schedule of events. [OPR: UDM] This is often a matter of updating the unit's "precanned" schedule. Enter the local times for starting and completing unit activities based on the actual reference start time. Provide a copy of the unit schedule to the unit deployment control center. **NOTE:** If Zulu times are used, be careful not to confuse Zulu time with local time. Make sure Zulu times are correctly converted to local times, and don't forget the impact of daylight savings time.

6.12.1.4. Activate the UDCC. [OPR: UDM / UDCC staff] Report activation to the deployment control center.

6.12.1.5. Notify CE work centers to provide deploying and support vehicles. [OPR: UDCC staff or VCNCO / CE work centers] Tell them where and when to deliver the pre-identified vehicles and to who. If not completed earlier, the work center should service the vehicle. As an alternative, you can have the support crews pick up the vehicles at the work centers. These tasks should be done automatically when the work centers and support crews are notified. The tasks and responsibilities should be included in the unit deployment procedures and in the work centers' checklists. Identify a replacement vehicle if the primary is not operating.

6.12.2. Command and Control.

6.12.2.1. Brief team chiefs, cargo increment monitors, and UDCC staff. [OPR: Unit commander and UDM] Pass along details from the deployment concept briefing that apply to CE. Provide them with copies of the tasking details, special instructions, unit SOE, and DSOE. Include a copy of the "precanned" deploying personnel rosters for each team chief. Also provide a copy of the preparation checklists for the team chiefs and cargo increment monitors. Give them a radio with a fully charged battery. (If necessary, recall pre-identified hand held radios from CE work centers prior to the briefing.) Provide team chiefs with as much guidance as possible on: the expected mission; conditions; duration of the deployment; personal gear, hand carried requirements, equipment, and tools to bring; financial arrangements (money to bring); how teams are moving; reporting instructions, etc. **TIP:** Develop a deployment action folder for each team chief, cargo increment monitor, and deployment support crew chief. Include their preparation checklists, the schedules, and any other information they need to do their job. Keep the information current. Pass out the folders at this time.

6.12.2.2. Implement the unit deployment plan and follow unit instructions and checklists. [OPR: UDM / UDCC staff, CE flights and work centers, team chiefs, and cargo increment monitors]

6.12.2.3. Make initial reports of known personnel and cargo shortfalls and LIMFACs. [OPR: UDM] Provide reports to the Base Supply and personnel representatives in the deployment control center.

6.12.2.4. Monitor unit deployment preparations and report status. [OPR: UDM and UDCC staff] Keep track of team preparations. Report when the unit starts and completes each DSOE action. Advise DCC whenever the unit has a problem that could affect meeting DSOE times, i.e., transport breakdowns, etc. If you need it, don't hesitate to request DCC help.

6.12.2.5. Have a runner frequently check the unit's distribution box in the DCC for DSOE changes. [OPR: UDCC staff] This is required when the deployment control center cannot use electronic distribution methods. The DCC should notify you if there is a change, but mistakes happen. Immediately notify the commander, UDM, team chiefs, and cargo increment monitors of any changes.

6.12.3. Personnel Preparation, Accountability, and Processing.

6.12.3.1. Assemble team members. [OPR: Team chiefs] This can be a one or two step action. If done in two steps, the first occurs shortly after the unit recall is complete. Roll call is taken; members are briefed on the deployment and assigned last minute deployment responsibilities. Members are then released to assist in cargo preparation or to complete personal preparations and gather required items. In the second step, the teams reassemble to complete preparations and deploy.

6.12.3.1.1. Use a "precanned" personnel deployment roster or similar list to conduct a roll call. Report any missing people to the UDCC immediately.

6.12.3.1.2. Brief team members on the expected mission; conditions; duration of the deployment; personal gear to bring; field gear to wear; hand carried requirements such as weapons and chemical warfare defense equipment; how much money to carry; financial arrangements at the employment location; how you are moving; special instructions, etc. Even if you don’t have complete information or some of the information is classified, provide as much information to team members as you can, as soon as you can. Ask yourself, what would I want to know? Ensure all deploying personnel know their chalk/load assignment.

6.12.3.1.3. Appoint qualified people to serve as couriers. Designate people to hand carry selected team equipment items such as radios, computers, and GPS units. Brief them on their responsibilities and provide any special instructions.

6.12.3.1.4. Check the contents of the individual readiness folders. Get everyone involved. Pass out the deployment folders, and have team members check their information. (They need the folders to handcarry through the outprocessing line.) Use AF Form 4005 or the Personnel Readiness Checklist found in the folder to ensure everyone has all required items.

6.12.3.1.4.1. Team members should have personal items in their possession: LES, spectacles, MAG-1 gas mask inserts, etc.

6.12.3.1.4.2. Personnel in grades E-6 and below must deploy with AF Forms 623, **Individual Training Records** for TDYs which exceed 30 days. Team members should pick up their OJT records from their trainer before they report to the assembly area.

6.12.3.1.4.3. Have each person complete an AF Forms 245, **Employment Locator and Processing Checklist**. Include name, SSAN, rank/pay grade, blood type, sex, home organization, AFSC, and station. This form with much of the information filled in can be generated in advance using the UDM module/DeMS, or the forms can be printed with all current information when the team assembles.

6.12.3.1.4.4. Prepare baggage tags for personal and mobility bags. Each deploying individual should report to the assembly area with personal bags. Each personal bag must have an easy to read baggage tag affixed to the outside. It's also a good idea to place a second tag or some other identification on the inside of each bag. AF Form 94, **Air Baggage Claim Tag** is used for Air Mobility Command or AMC-chartered aircraft. DD Form 1839, **Baggage Identification** may be used for baggage moving by commercial carrier or by organic transport to an APOE. Your Base Transportation people will tell you which form to use.

6.12.3.1.5. Have team members double check their personal gear to ensure they won't be surprised when they get to the employment location. Remind them that whatever they don't have, they will have to do without.

6.12.3.1.6. Even if other field gear is not required, we recommend you direct team members to carry their canteens and fill them whenever they can from this time on.

6.12.3.1.7. If you release people from the assembly formation for any reason, give them a "no later than" return time. If your chalk processing time is delayed a few hours, you can give your team a break, but instruct them to "standby the phone or be available within _____ minutes". You fill in the time based on the situation. If your departure is delayed more than 12 hours, you definitely should release the team, but set up a mini-recall process. You need to be able to reassemble your team quickly if the processing time is moved forward. When releasing the team, either do it in shifts or keep enough people around to guard the equipment and personal gear.

6.12.3.1.8. Issue M-9s (or.38s) and one load of ammunition to team couriers, if local deployment instructions require them to be armed. Issue weapons to team members if required by the deployment order. Otherwise weapons will be bulk shipped. When issued, have each individual sign a hand receipt for his or her weapon. The deploying weapons custodian will generally keep the signed hand receipts since he or she is on the hook for them from the primary custodian.

6.12.3.2. Make a final check on availability and eligibility of team members to deploy and report shortfalls and LIMFACs. [OPR: UDM / UDCC staff] Do this quickly. If any of the primary

people cannot deploy, assign an eligible replacement. If no one is available within the unit, advise the commander and report the shortfall or LIMFAC to the personnel representative in the deployment control center. Use the UDM module/DeMS to prepare and distribute the unit deployment personnel shortfall/replacement report by LAN. If you must prepare a paper report, local procedures will dictate the number of copies and distribution.

6.12.3.3. Update the DRMD database to create the execution DRMD. [OPR: UDCC staff or DRMD expert / team chiefs] Adjust the database to accurately show who is deploying, their chalk number, and their deployment sequence number. By keeping the database current, there should be few changes at this point. Provide the update to the eligibility station in the personnel deployment function (PDF) by the DSOE scheduled time (usually 30 minutes before processing time). This is done through the UDM module and sent over LAN (or by DeMS and floppy disks exchanged). If you have to do it by hand, annotate a paper copy of the "precanned" DRMD. (The product used and the terminology varies by base. Some bases may still use a MRRR. Others use a "deploying personnel roster"—sometimes called a "deployment data listing".) The database must be correct. The PDF generates your CEM orders from it, and the personnel system uses it to maintain worldwide accountability of Air Force people.

6.12.3.4. Get medical records for deploying personnel. [OPR: UDM or UDCC staff] For each UTC, provide a list of deploying personnel to the base medical unit. If you have to replace a team member, provide the name to the hospital ASAP. When notified they are ready, send one of the authorized people to pick up the AF Forms 1480A. The records will be grouped by UTC and sealed in an envelope. The team chief is responsible for hand carrying the records and delivering them to the medical function at the final destination.

6.12.3.5. Draw mobility bags for deploying team members. [OPR: Team chiefs / team members or mobility bag crew] Local procedures dictate how the bags are stored, drawn, loaded, and transported. The place of storage and team size influence those procedures. For large teams, it's easier to palletize the bags at the storage location and bulk ship them. This reduces subsequent handling and transportation.

6.12.3.5.1. If your unit stores the bags, have team members pull their own bags and check the seals. If any seals are broken, thoroughly check those bags. Replace any missing items from unit spares or get replacements from the mobility bag section in Base Supply. If you don't have a spare and time is too short to go to Base Supply, get the item from another mobility bag that is moved on a later chalk. That should give you time to get the replacement item for the second bag. Your unit procedures should specify whether you load the bags on your cargo increments, build separate mobility bag pallets, or take the bags to the passenger terminal.

6.12.3.5.2. Team members must inspect their chemical warfare defense individual equipment when issued. Use the appropriate equipment technical orders or AFH 32-4014, volume 2, *USAF Operations in a Chemical and Biological (CB) Warfare Environment, CB Hazards.*

6.12.3.5.3. If Base Supply stores the bags, local procedures will dictate whether individuals draw and sign for their own bags or you send a mobility bag crew to do this. Local procedures will also

dictate whether you palletize the bags at Base Supply, take them back to the unit to load onto cargo increments, or transport the bags to the passenger terminal. Be sure to build enough time into your personnel assembly schedule to pick up the bags and still get everyone to the PDF on time.

6.12.3.5.4. Make sure replacements on deploying teams have mobility bags. If you can't outfit them in the unit, immediately notify the mobility bag section in Base Supply. At an agreed time, send those people to the mobility bag section to get their bags.

6.12.3.5.5. Baggage tags are not required for mobility bags when bulk shipped, but it's still a good idea to attach some form of identification to make it easier to sort the bags at the employment location. When bags are individually shipped, baggage tags must be affixed to mobility bags in the same manner as personal bags.

6.12.3.6. Notify the personnel representative in the DCC when personnel assembly is complete. [OPR: UDCC staff] If assembly is completed early, the deployment control center personnel representative will determine if the PDF and passenger terminal are able to accept personnel for early in-check and will advise you if early movement is required.

6.12.3.7. Transport team members and their bags to the PDF at the scheduled time or when directed by the DCC. [OPR: UDM] If Base Transportation moves you, call the sub motor pool early enough so they can get you to the PDF by your DSOE processing time. If moving your own people, check out your vehicles ahead of time to make sure they are operating. Then park the vehicles at the personnel assembly area, or make someone responsible for getting them to the assembly area on time. Allow extra time for loading the large teams. When your teams report to the PDF, the unit deployment manager needs to be immediately available to work problems. He or she should either accompany the teams to the PDF or remain at the unit deployment control center.

6.12.3.7.1. Personal bags are usually hand carried (or transported in a CE vehicle) from the unit assembly area to the baggage in-check point at the PDF. The baggage function then loads the bags on pallets by chalk. If there are fewer than 20 passengers for a cargo aircraft, the loadmaster may choose to floor load the personal and mobility bags versus palletizing. The smaller the group, the greater the chances this will happen. Team members drag their bags more this way, but on the up side they don’t lose their bags.
6.12.3.7.2. Units which store their own mobility bags but do not palletize them must ensure their bags are delivered to the PDF baggage in-check point on time. Units which store and palletize their own mobility bags must ensure their pallets are delivered on time to the cargo in-check point.

6.12.3.7.3 Individual tool kits and professional kits may be deployed as personnel baggage or bulk shipped as cargo. This is determined by the unit commander in coordination with the installation deployment officer. If travel is by commercial carrier, excess baggage must be authorized. Work these special authorizations with the Personnel Readiness Unit or the orders function in the PDF.

6.12.3.7.4 If required by the movement order, individuals must either handcarry their C-1 bag or it must be placed on the load so it is readily accessible.

6.12.3.8. Determine the number of in-flight and ground meals required and the ration status of each deploying individual. Then order the meals. [OPR: UDM or UDCC staff] Follow local procedures to determine the number of meals required and to order and pay for the meals. Usually a food services representative in the PDF will collect money from people on separate rations.

6.12.3.9. Teams process through the PDF and passenger terminal. Team members process by chalk, UTC, and deployment sequence number. They should have their individual readiness folder in hand. Representatives on the processing line double-check deployment eligibility, make sure people have the correct paperwork and forms, ensure that immunizations are current, and provide a last chance to make financial arrangements, wills, powers of attorney, etc. When everyone is accounted for, the PDF prepares CEM (contingency, exercise, and mobility) orders. When processing is complete, the people in the chalk move to the passenger terminal where they receive the standard departure briefings and await loading.

6.12.3.9.1. Cargo couriers are usually outprocessed first. They are briefed in the passenger terminal on their responsibilities, provided a courier package, and transported with their bags to their team cargo in the cargo marshaling yard. (They move with their bags as a precaution in case they have to stay with off-loaded cargo at an intermediate stop.) If the departure is delayed and you only have one courier with the cargo, have another person periodically relieve that courier. Even better, post a second person with the courier, so they can relieve each other. **TIP:** Consider providing couriers with a couple of MREs just in case they get in a situation where they can't get to a dining facility, and you can't easily relieve them.

6.12.3.9.2. The senior ranking member of each deploying chalk will be appointed troop commander. He or she will have overall responsibility for the chalk. Each UTC team chief is responsible to the troop commander for his or her UTC personnel and equipment. The troop commander and team chiefs are given packages and briefed on their responsibilities during the movement to the employment location. They also get copies of the CEM orders. The PDF will prepare a personnel accountability kit (PAK) which the troop commander will handcarry to the passenger terminal or Military Personnel Flight at employment location.

6.12.4. Cargo Preparation. Start cargo preparation early enough so equipment and supplies are delivered to the cargo terminal's in-check point by the DSOE time.

6.12.4.1. Recall computers, radios, GPS units, and other items used daily and not stored with team equipment. [OPR: Cargo increment monitors / cargo preparation crew chiefs] Notify the CE work centers that use and maintain these items and have them deliver the assets to the unit cargo preparation area, and tell them when to do it. Or have members of the cargo preparation crews gather the equipment. Provide these items to the deploying team chiefs. **NOTE:** If it works better for your unit, the deploying team chiefs can pick work crews from their teams to perform this task.

6.12.4.2. Assemble support crews at the cargo preparation areas. [OPR: Cargo increment monitors / cargo preparation crew chiefs] Brief them on the tasking, any special instructions, and deployment schedule of events and unit time requirements. Brief them on safety procedures.

Ensure they have safety toed boots, gloves, and no jewelry. If necessary, provide them with hearing protection. Have the crew members get the needed support vehicles. Equip the crews with radios and spare batteries, as required. **NOTE:** The radios can be the same ones the deploying teams hand carry. When the support crews turn the radios over to the deploying teams, they should provide fully charged batteries if possible.

6.12.4.3. Marshal team equipment. [OPR: Cargo preparation/pallet buildup crews] If not already done, gather all team equipment, weapons, munitions, classified materials, and vehicles for each UTC. Coordinate munitions and weapons pickup times with the Munitions Flight and the Mobility section in Base Supply (or the Security Forces armory). Dispatch your munitions and weapons pickup crews with custodians to pick up those items.

6.12.4.3.1. If deploying team members are to handcarry M-16s, deliver the weapons to the personnel assembly area. Issue weapons to individuals following unit issue and accountability procedures. Take the empty weapons containers to the cargo preparation area, so they can be loaded on the team pallets. The containers provide a way for team chiefs to secure the weapons at the employment location. Be sure to annotate the reduced weight on the load and packing lists. Also add a note or code in the line remarks in the DRMD database that shows which individuals will be carrying a weapon.)

6.12.4.3.2. Follow local procedures to maintain 24-hour surveillance and protection of munitions, weapons, and classified materials during deployment processing and movement. Issue M-9s/.38s to couriers and weapons/munitions/classified cargo escorts, if required.

6.12.4.4. If required, make final changes to the LOGPLAN database to create your execution LOGPLAN. [OPR: UDCC staff or UDM module/DeMS gatekeepers / cargo increment monitors] Unless the deployment order forces a change, you shouldn't need to make any adjustments at this point—if you've been doing your job all along. When the database is correct, print the packing and load lists from the UDM module/DeMS or have your cargo preparation crews annotate any changes on copies of your "precanned" lists. Then make copies of the annotated list to pack with the cargo. Identify any additional equipment shortfalls by completing a unit deployment equipment shortfall/ replacement report. It can be done through the UDM module/DeMS or by making a paper report (AF Form 4006). Local procedures will dictate who gets the report in addition to the Supply representative in the deployment control center.

6.12.4.5. Transfer equipment and weapons accountability to the deploying custodians. [OPR: Deploying custodians / UDCC staff or UDM] Coordinate a time with the Equipment Management section in Base Supply to have the deploying custodians sign the custody transfer documents. Generally only EOD teams have weapons on their accounts.

6.12.4.6. Complete all shipping documents. Gather maintenance records for weapons, equipment, and vehicles. [OPR: Cargo preparation crews and hazardous cargo certifiers] If shipping documents were correctly completed during the pre-deployment or warning phase, then adding the actual ULNs or TCNs will be the only changes that you should have to make.

6.12.4.6.1. After the Logistics Plans Flight enters the correct unit line number into the execution LOGPLAN file, you can print increment placards with the TCN bar codes printed on them using your UDM module/DeMS. The bar codes are important. Air Mobility Command enters those codes into their computers at the APOE to keep track of the location and status of each increment as it moves from the APOE until it is picked up at its APOD.

6.12.4.6.2. If the UDM module/DeMS connection is unavailable, the Transportation representative in the DCC will provide them or tell you where you can get them. The TMO surface freight people (or cargo terminal people in an Aerial Port squadron) usually provide the labels to the deployment control center. The installation deployment officer passes them out during the deployment concept briefing. If not available then, the labels will be placed in your distribution box at the deployment control center. The DCC will let you know when the labels are there.

6.12.4.7. Prepare any classified materials for shipment and provide the materials to the classified couriers before they depart the unit assembly area. [OPR: Unit security officer] Brief each courier on his or her duties and responsibilities; give them their unclassified Courier Authorization Letters (originals), and provide them with their classified packages. Also attach the inspection exemption notice to the classified package or container. (That's the notice that informs the passenger service or airline representatives that the package is not to be inspected.) For the details, see chapter 7 in DoD 5200.1-R, *Information Security Regulation.* **NOTE:** The 4F9X1 and 4F9X2 teams ship their classified materials in a security container as part of their cargo, rather than hand carry it.

6.12.4.8. Complete packing and loading. [OPR: Cargo increment monitors / cargo preparation crews] Finish packing and loading according to your unit load plans and diagrams. Make sure vehicles are serviced. Ensure correct ULNs are marked on cargo and mobility bags. Add placards with transportation control numbers or unit line numbers. Make sure keys or combinations to locked containers are placed in the pouch behind the placard on each container for general cargo. Ensure your cargo escorts have the keys or combinations to the containers for your classified or sensitive items. Double check to make sure the pallets and vehicles are loaded and marked correctly. Be sure to tighten cargo nets and straps before you move pre-loaded pallets.

6.12.4.9. Notify the DCC Transportation controller when cargo preparation actions are complete. [OPR: UDCC staff] If your cargo is ready, the DCC Transportation representative will determine if the cargo terminal can accept your cargo early and will advise you.

6.12.4.10. Load cargo on transport vehicles and move to the cargo marshaling area. [OPR: Cargo increment monitor / cargo preparation crews or quick fix crew] If Base Transportation moves you, notify the sub motor pool early enough so they can load and move your cargo to the in-check point by your DSOE processing time. If you load and transport your own cargo, check out your forklifts and trucks at least an hour before you start loading to make sure they are operating. Ensure dunnage is transported with each pallet, and chocks are loaded with each vehicle. The cargo preparation crew, the unit quick-fix crew, or an escort crew must accompany any classified or

sensitive cargo to the in-check point. For classified and sensitive cargo, follow local procedures concerning the need to arm your escort team and the need to notify the Security Forces when weapons and munitions are moving on- or off-base. The accompanying crew should report cargo arrival at the in-check point to the unit deployment control center.

6.12.4.11. Process cargo through the in-check point of the cargo marshaling area. [OPR: Cargo preparation crews or quick fix crew / cargo increment monitor] Accompany the cargo inspectors when they check out each cargo increment. They will use DD Form 2133, **Joint Airlift Inspection Record** to conduct the inspection, weigh and measure each increment, and check the paperwork. When the cargo clears the in-check point, when cargo is frustrated, or when frustrated cargo is cleared, report this information to the UDCC. **NOTE:** Rather than at the regular cargo marshaling area, the 4F9X1 and 4F9X2 increments must process at the Hazardous Cargo Area because of the type and quantity of munitions and explosives in the cargo.

6.12.4.11.1. Immediately correct all identified problems to prevent cargo from being frustrated. If you can't fix the problems before cargo load time, the deploying team will have to initially do without those items at their employment location. The corrected increment will eventually move, but not till much later. Because Prime BEEF teams are equipment light and we don't have duplicate items on pallets, we can't afford to leave cargo sitting on the ramp. Periodic practice and working with the inspectors during the pre-deployment phase can prevent this from happening.

6.12.4.11.2. A guard, armed if required, must remain with classified and sensitive cargo until relieved by the cargo courier. If the courier was not previously armed, the guard should transfer the handgun to the courier and get a signed hand receipt for it.

6.12.4.11.3. If the team departure is delayed, be sure to periodically relieve the guard or courier.

6.12.4.12. Reassemble the cargo preparation and quick fix crews. [OPR: UDM / cargo increment monitors] Release crews when all deployment tasks are completed and the deploying teams have departed the base. Holding the crews until the teams depart is a precaution in case the unexpected happens.

6.12.5. Report completion of deployment processing to the unit commander. [OPR: UDM]

6.13. Ground Movement of Prime BEEF UTCs. As we mentioned earlier, some Prime BEEF teams must first travel by bus or truck to an APOE. Your deployment preparation actions don't change significantly except for your mode of departure, but you do need to make some adjustments. The chalks for the initial leg of this movement are based on the size of the buses and trucks that move the UTCs. At the APOE, your teams reprocess through the passenger terminal and the cargo terminal for the air leg of the deployment. The teams are rechalked based on the size of the aircraft. To avoid reloading, repalletizing, and preparing completely new cargo documents, teams should package and load their cargo for air movement and follow the more restrictive AFJMAN 24-204 rules for hazardous cargo preparation.

6.13.1. The base traffic management office (TMO) people arrange for the transport to get you to the APOE in time to meet your scheduled processing times there. When they use commercial carriers, they create the Government Bills of Lading (GBL) and other shipping paperwork. If government vehicles are used, your unit may be called on to assist, since civil engineers often have trained drivers and flat bed tractor/trailer rigs in our fleet. With ground transport, the base usually has greater control over the arrival/departure times. The installation deployment officer will consider travel time to the APOE and include a cushion for traffic delays and breakdowns.

6.13.2. We recommend you complete a number of actions before you depart home station. Know your processing schedule at the APOE, and know who you must contact when you arrive at the APOE, including building and phone numbers. Find out if you have to make any DRMD or LOGPLAN adjustments at the APOE. Again, find out who you contact to do this. We would like to say this information is in your installation deployment plan, but that may not be true. If they haven't already provided it to you, ask your Logistics Plans Flight for this information.

6.13.3. Find out what happens to your team when you arrive. Have a plan to maintain control if your team is split up for any reason. This is where splitting up the leadership and experience between chalks on big teams is important. You need a way to maintain contact. **TIP:** Check with the local BCE. Find out if you can place a representative in his or her control center. Have a standing procedure that element chiefs automatically call the local CE control center to attempt to reestablish contact. Don't overlook your portable radios if you hand carried them. Ask the BCE for permission to temporarily use the local CE frequencies. To minimize confusion, use your call signs. Otherwise, pre-select frequencies and times to make initial contact with each other. Be careful not to interfere with local frequencies. If you have to use an unknown local frequency, use it only long enough to establish contact and exchange phone numbers.

6.13.4. If you are a CONUS team moving overland to a U.S. employment location, the air shipment rules do not apply; i.e., Shipper's Decs are not required, etc. However, equipment must be prepared according to applicable Department of Transportation (DOT) regulations. The surface freight people will help you with those rules.

6.14. Choke Points. There are a few recurring, if not common, problems encountered during deployment preparations and outprocessing. This paragraph focuses on the problems which deploying units create—and can correct. These are offered to help you avoid the mistakes others have made.

6.14.1. Unit poorly prepares cargo or fails to properly identify hazardous cargo which results in frustrated cargo. This can cause a last-minute change to the deployment schedule of events or even a late departure.

6.14.2. Unit does not identify shortages or unserviceable cargo early enough to source the items from other base units.

6.14.3. Personnel are not prepared to deploy. Units should ensure that their deploying personnel have all their required items BEFORE they report for processing at the PDF. Once a person reports for processing, it is too late to run home and get clothing they forgot.

6.14.4. No Shows: A unit should identify no-shows at unit assembly time. This will allow time to find a replacement.

6.14.5. Unit does not weigh, measure, and mark cargo properly. This could cause changes in the aircraft load plans resulting in having to move cargo to other loads and forcing late departures.

6.14.6. Unit does not send a knowledgeable person with their cargo to the in-check area. Problems which could be quickly resolved end up getting cargo frustrated and departures delayed.

6.14.7. Unit adds "last-minute" items to their increments without adding them to the load and/or packing lists. This is especially dangerous if the items are hazardous. If items are added, they MUST be annotated on the load and/or packing lists, the cargo properly labeled, and the increment re-weighed.

6.14.8. SAFETY IS IMPORTANT. Pay special attention to safety zones around aircraft, fuel levels, and proper protective and visibility clothing. Use safe handling procedures and proper equipment.

6.15. Summary. Nobody says that deploying a Prime BEEF team is easy, but it doesn't have to be complicated either.

6.15.1. Just follow these guidelines:

6.15.1.1. Thoroughly understand the deployment process at your base.

6.15.1.2. Know who you must work with.

6.15.1.3. Know what you and your unit must do to deploy your UTCs.

6.15.1.4. Develop a unit plan that gets your people and cargo ready to deploy and processed when called for by the installation deployment schedule of events.

6.15.1.5. Create unit instructions and checklists that detail what needs to be done, by who, when, where, and how.

6.15.1.6. Don't place all the burden on the Readiness Flight. Team chiefs, team members, and non-deploying personnel must play key roles.

6.15.1.7. Keep your cargo ready to deploy.

6.15.1.8. Keep your DRMD and LOGPLAN databases and shipping documents current.

6.15.2. With so much emphasis on deployment, we sometimes lose sight of a key fact. The deployment is just the commute. Your real mission can begin only after you arrive. Don't put all of your energies into deployment preparations. Balance your unit's efforts between training to deploy quickly and training to do the job when you arrive. Unfortunately, in most CE specialties, the employment tasks are not part of our everyday activities. That’s why effective training—the topic of the next chapter—is so important.

Chapter 7

TRAINING

7.1. Introduction. In an ideal situation, every unit would have a training site at home station (or nearby) where you could train on all contingency tasks in near real conditions. All special equipment would be on hand. Your instructors would be knowledgeable and current. And you would train frequently to keep contingency skills sharp. We all know reality is far different. Limited resources and time for training have forced the CE community to find other ways to train. The result is the three tier approach to training: home station training, special training at AETC and selected sites, and Silver Flag training. This chapter focuses on home station training and discusses your interface with the other two tiers. Your first source of information must be AFI 10-210, *Prime BEEF Program.* AFPAM 10-219, volume 1, *Contingency and Disaster Planning* (chapter 6) provides general guidance on developing a unit training program. We recognize it's a lot easier for us to tell you what to do than for you to do it, but we offer the following ideas to help you develop a training program that fits your unit.

7.2. Overview. There is a cycle to training which is captured in Figure 7.1. This chapter covers each of the five elements in that figure. It opens with a brief discussion on identifying requirements; talks about scheduling training at home station and at special training and Silver Flag sites; offers ideas for conducting home station training, and addresses the need and methods for documenting training and monitoring training status. It closes with brief comments on Readiness Challenge.

Figure 7.1. Training Cycle.

7.3. Clarifying Training Categories And Tiers. Let's eliminate a possible source of confusion: the difference between Prime BEEF training categories and training tiers. Categories are requirements; tiers are locations where those requirements are satisfied. Cat I are knowledge-only

requirements. Cat II are performance requirements. For Cat II tasks, people must know what to do and actually perform the tasks. Cat III requirements are performance tasks taught by expert instructors at a Silver Flag Exercise site. Tier 1 is training accomplished at home station. Tier 2 are AETC courses and special sites which provide training on equipment not normally available at home station. Tier 3 are the Silver Flag sites.

7.4. Identifying Requirements. AFI 10-210 (chapter 3) delineates the contingency training requirements for CE units with Prime BEEF teams. It contains at least three requirements for everyone in a CE unit: Prime BEEF Orientation, Base Emergency Preparedness Orientation, and unit disaster preparedness orientation. Besides listing Prime BEEF-unique requirements, that AFI also incorporates the general employment skills, ancillary training, and deployment support requirements that are specified in other Air Force publications for individuals designated or subject to deploy. The AFI 10-210 requirements are summarized in Table 7.1, which also shows the relationships between categories and tiers. Rather than waste space repeating the AFI 10-210 requirements, we offer thoughts on selected issues in the following paragraphs.

7.4.1. Individual Requirements. Identifying requirements for your unit and Prime BEEF team members is not difficult. The requirements are a function of UTC and AFS and whether the individual fills a critical team position. With that information, you can extract the individual requirements from AFI 10-210 (chapter 3 and attachments 2 and 3).

7.4.1.1. For cat I requirements:

7.4.1.1.1. Identify the individual's AFSC.

7.4.1.1.2. Pull the topics and their frequency from AFI 10-210 (attachment 2) based on AFSC.

7.4.1.2. For cat II requirements:

7.4.1.2.1. Identify the individual's UTC and AFSC.

7.4.1.2.2. Pull the topics and their frequency from attachment 3 based on AFSC. Delete sub-categories which are not required for the UTC.

7.4.1.2.3. Add vehicle and equipment operation requirements from AFI 10-210 (table 3.4) based on AFSC.

7.4.1.3. For cat III requirements:

7.4.1.3.1. Identify the individual's UTC, AFSC, and whether occupying a critical position on the UTC. (The remarks column of the MANFOR manpower force element listing identifies critical UTC positions with a "C". This information is also available in Attachment 3 in this pamphlet.) Next,

7.4.1.3.2. Determine whether the UTC is subject to cat III training. See AFI 10-210 (paragraph 3.5.5). If required,

7.4.1.3.3. Determine how many people in each AFSC must participate in cat III training. This information comes from in AFI 10-210 (table 3.2). Remember, the numbers in the table include everyone filling a critical position plus a few additional people to ensure you have enough people trained for MOOTW. The number of extra people varies by UTC and AFSC. You choose the extra people who will attend.

7.4.1.4. For Emergency-Essential Civilians: E-E civilians assigned to Prime BEEF teams should receive the same training as their military counterparts.

7.4.1.5. For Untasked Military Personnel: Recommend these people be current in cat I and cat II topics since they are subject to deploy.

7.4.2. AFPAM 10-219, volume 10, *Contingency Task and Training Guide*. While AFI 10-210 provides the basic requirements, volume 10 is a necessary adjunct. It provides additional details on topics to cover during training. Volume 10 also lists the contingency tasks which Prime BEEF teams must be able to perform and provides performance standards for those tasks. The volume also identifies the reference materials that can be used to prepare and deliver the training.

7.4.3. Government Vehicle and Equipment Operations Training. Don't minimize the importance of having people qualified to operate general and special purpose vehicles. The more people you have trained, the better you will be able to perform your mission taskings. AFI 10-210 (table 3.4) specifies vehicle training requirements for each AFSC. Lack of equipment at home station gives you an excuse not to train, but we strongly recommend you avoid using that excuse. Explore all options to get your people trained. It should be obvious that your heavy equipment operators (3E2X1) must be well trained. They provide the core expertise. If they cannot get sufficient training at home station, send them to a tier 2 regional equipment operator training site. You will be better able to handle contingency tasks if you have a number of non-3E2X1 people trained to operate dump trucks, backhoes, front-end-loaders with fork attachment, and M-series trucks. Beyond the AFI 10-210 (table 3.4) requirements, you decide how many people you need trained on each type of vehicle or item of heavy equipment.

7.4.4. Mission Essential Equipment. Want to get instant attention from the site commander at a beddown location? Be unable to operate the mobile aircraft arresting system (MAAS), the emergency airfield lighting system (EALS), or key items of equipment in the utility systems. The requirement to train on mission essential equipment (AFI 10-210, paragraph 3.5.4) exists to help you avoid that scenario. It is a departure from other training requirements, because neither the source nor frequency is dictated. If you posture a 4F9E5, E6, E7, or E8 UTC, be sure your people who fill the critical "utility systems" AFSCs are able to set up, operate, and maintain the reverse osmosis water purification unit (ROWPU), EALS, POL rapid utility repair kits (RURK), MAAS, 750 kW generator, Harvest Falcon primary distribution centers (PDC) and secondary distribution centers (SDC). Normal cat III training at Silver Flag should satisfy this requirement. If not, you can send people to a tier 2 special site or to an AETC course.

Table 7.1. Training Requirements Summary.

REQUIREMENT	WHO MUST BE TRAINED	WHERE TRAINED		
		TIER 1	TIER 2	TIER 3
Category I				
Prime BEEF Orientation Base Emergency Preparedness Unit Disaster Preparedness Orientation	All military and civilians assigned to the unit	X		
Deployment Support topics	Individuals assigned to deployment support positions.	X		
All other Cat I topics	All military in unit, including those not assigned to a Prime BEEF UTC.	X		
Category II				
NBC Defense Explosive Ordnance Reconnaissance Self aid and Buddy Care	All military in unit, including those not assigned to a Prime BEEF UTC.	X		
Weapons Qualification	Everyone assigned to a mobility position—both primary and alternate [1]	X		
Field Sanitation/Health topics Temper Tent Camouflage Netting Force Protection topics	All people assigned to Prime BEEF UTCs, in both primary and alternate positions.	X		
Vehicle and Equipment Operations	All people assigned to Prime BEEF UTCs, in both primary and alternate positions. Individual requirements vary by AFSC.	X	X	
Mission Essential Equipment	People filling critical electrical, power production, utilities, and liquid fuel systems maintenance positions. Only for selected UTCs.		X	X
Cargo Preparation/Pallet Build-up	Individuals assigned to cargo preparation crews.	X	X	
All other Cat II topics	Varies by UTC and AFSC.	X	X	
Category III				
Silver Flag Training	All people filling critical positions on Prime BEEF teams plus extra people as specified in AFI 10-210 (table 3.2). Varies by UTC and AFSC.			X

7.4.5. Deployment Support. To ensure your teams can deploy on-time, the individuals who perform deployment support roles and their alternates must be trained. Table 7.2 outlines who must be trained and what training they should get. These requirements are extracted from AFI 10-403 and AFPAM 10-417. The paragraphs following this table summarize the training.

Table 7.2. Deployment Support Training.

WHO GETS TRAINED	REQUIRED OR *RECOMMENDED* TRAINING
Unit deployment manager	Unit Deployment Manager Training *COMPES/UDM module/DeMS Training* *Cargo Preparation Training*
Cargo increment monitors	COMPES/UDM module/DeMS Training Cargo Preparation Training Pallet Build-up Training
Hazardous cargo certifiers	Hazardous Cargo Certification Training
Cargo preparation/pallet buildup crew members	Cargo Preparation Training Pallet Build-up Training
Munitions custodians/couriers	Munitions Custodian Training
Deployed equipment/weapons custodians	Equipment Custodian Training
UTC team chiefs	UTC Team Chief Training COMPES/UDM module/DeMS Training
Quick fix crew	Cargo Preparation Training Pallet Build-up Training
UDCC staff and UDM module gatekeepers	COMPES/UDM module/DeMS Training

7.4.5.1. Unit Deployment Manager Training. Provides information the UDM needs to manage the unit deployment program. Explains the details of the base deployment process. Explains the preparation and flow of required documents used in preparing, accounting for, and moving people and cargo.

7.4.5.2. COMPES (Contingency Operation Mobility Planning and Execution System) and UDM module/DeMS Training. Teaches unit experts to read the automated deployment products, including the packing and load lists and the DRMD products. Shows them how to maintain the personnel and cargo databases in the LOGMOD and MANPER-B systems, respectively.

7.4.5.3. Cargo Preparation Training. Teaches unit personnel to prepare cargo for air or surface shipment. Training is usually presented by Base Transportation's Combat Readiness Flight, by the Aerial Port squadron's cargo terminal function, or by Base Transportation's Surface Transportation section. This course is normally presented in conjunction with the pallet build-up training.

7.4.5.4. Pallet Build Up Training. Provides unit personnel with the necessary information to properly build up and prepare cargo pallets for air shipment.

7.4.5.5. Hazardous Cargo Certification Training. Teaches individuals how to prepare hazardous materials for air shipment and document those materials. This class is required before an individual can be authorized to sign Shipper's Declarations for Dangerous Goods. **NOTE:** The Defense Logistics Agency has a mobile training course on Performance Oriented Packaging (POP). Normally it is offered to people in Supply and Transportation, but if opened to other units on the base, we encourage you to send trainees to this three-day course. The course covers valid shipping containers, but it also familiarizes students with AFJMAN 24-204.

7.4.5.6. Base Supply Customer Training, block III. Explains responsibilities and duties to deploying equipment and weapons custodians.

7.4.5.7. Munitions Custodian Training. Explains responsibilities and duties to deploying munitions custodians.

7.4.5.8. UTC Team Chief Training. Provides UTC team chiefs with information on their duties and responsibilities during deployment preparations and movement. This course is not mandated by Air Force instructions, but it may be a local requirement.

7.4.6. Weapons Qualification. There is a difference in how this requirement is stated in AFI 10-210 and in AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*. AFI 10-210 calls for annual training for all military and emergency-essential employees in the unit. AFI 36-2226 specifies annual training only for Firearms Training Group B personnel, which includes people assigned to Prime BEEF. However, to some base CATM people, this means only the person assigned as the primary against a mobility position must be trained. That means that people assigned as alternates and those not assigned to any position do not get weapons trained.

7.4.6.1. This limited interpretation can create two problems for you when you have to use substitutes to fill out your Prime BEEF teams. First, an individual who is not weapons qualified cannot carry a weapon and therefore is not usable in any force protection role when deployed. Second, the lack of training can impact your SORTS training numbers if you have to substitute too many people.

7.4.6.2. If this is a problem for you, work with your CATM people to find a solution. If you can't, elevate the issue. If necessary, ask your MAJCOM CE representative for help.

7.4.7. Self-Aid/Buddy Care Instructor Requirement. Units must provide self-aid/buddy care training to its members, but the unit instructors must be trained and certified by the local medical group. That certification is good for two years. AFI 36-2238, *Self-Aid and Buddy Care Training* identifies the requirement to appoint a unit self-aid/buddy care monitor and instructors.

7.4.8. MAJCOM, Local, and Unit Requirements. In addition to the standard AFI 10-210 requirements, be sure you identify all MAJCOM and all local base requirements. You may also establish additional unit requirements. For example, based on your assessment of unit taskings and capabilities, you may determine that more frequent training is required; you may decide some people need more in-depth training in selected tasks. Active force units may elect to train all military personnel in category II tasks, whether assigned to a team or not. Don't forget to include the topics discussed in AFPAM 10-219, volume 1 but not listed in AFI 10-210: physical fitness, leadership, command and control, etc.

7.4.9. Other Requirements. Besides OJT, there are some peacetime training requirements that impact on Prime BEEF team capabilities. Environmental specialists must be certified to use respirators. Power production specialists must be task qualified to certify aircraft arresting systems

as operational. And fire fighters have a big list of training requirements and certifications: HAZMAT, vehicle operations, self contained breathing apparatus, etc. You don't need to identify, schedule, conduct, document, or monitor this training, but you should ensure you have qualified people on your teams. Periodically check with the work center supervisors to ensure these requirements are satisfied.

7.4.10. SORTS Versus Training Requirements. AFI 10-210 identifies selected training topics that must be reported in SORTS. Don't confuse the SORTS reporting requirements with your training requirements. Prime BEEF teams must train on all requirements listed in AFI 10-210, and your Inspector General may ask your teams to demonstrate capabilities by performing tasks listed in AFI 10-210. Even though there are fewer reportable topics, those topics do provide a reasonable measure of your unit's training status and capability to perform. Chapter 8 explains how to calculate the training input to SORTS.

7.5. Scheduling. Once you know what training is required, the next step is to create a unit master training schedule and get quotas and training dates from the outside providers. Obviously how you choose to train each requirement will influence your schedule.

7.5.1. The Unit Master Schedule. A unit schedule makes your training requirements visible. It should identify what is to be trained, when, where, who will be trained, and who will provide the training. With just a little effort, you can bundle the separate training topics and present them in a few training sessions. You can also schedule training for individuals or for groups such as a Prime BEEF team, part of a team, or a work center. You may also want to provide separate training for individuals who need the more in-depth initial training versus those who just need refresher training.

7.5.2. Scheduling Field Training. When developing your annual schedule, you can make your annual field training a separate CE activity or combine it with a local exercise. You can also include other functional areas in the effort. As the number of players increase, the schedule becomes more important, but less flexible. The duration of field training is a function of what training you plan to include. With good scheduling, you can complete many of the cat II requirements, but you'll need more than an overnight. We suggest three- to five-days. For a large 4F9E5 or 4F9E6 team, you may choose to divide the team and hold field training sessions at two separate times.

7.5.3. Scheduling Local Training Presented by Others. Most cat I and II training is done by someone in the unit, but a few topics are presented by others. Table 7.3 lists, by sub-category, the recurring cat I and II training provided by other base units and who to contact to schedule training.

7.5.4. Scheduling Tier 2—Special Training. There are a number of locations where your people can get in-depth training on specialized contingency equipment. Table 7.4 lists those locations and highlights the training provided. The HQ AFCESA home page contains synopses of the courses/training and details on location, training provided, course duration, prerequisites, special instructions, the site POC, and how to get quotas. Courses are periodically added and deleted.

Your MAJCOM will keep you informed of new training opportunities. See *http://www.afcesa.af.mil/Directorate/cex*.

Table 7.3. Local Training Provided by Other Base Units.

TRAINING TOPIC	CATEGORY	SCHEDULE TRAINING WITH [NOTE 1]
Field Sanitation / Health		
Self-Aid / Buddy Care Training for Unit Instructors	II	the Self-Aid/Buddy Care Advisor in the Medical group. Normally found in the Education and Training shop in the Medical group.
Force Protection		
Weapons Qualification	II	the CATM Flight in the Security Forces squadron
Deployment Support		
Unit Deployment Manager Training	I	the wing Logistics Plans Flight
COMPES and UDM module/DeMS Training	I	the wing Logistics Plans Flight
Cargo Preparation Training	II	the Combat Readiness Flight in the Transportation squadron (or the cargo terminal function if an Aerial Port squadron exists on base)
Pallet Build Up Training	II	Same as Cargo Preparation Training
Hazardous Cargo Certification Training	I	Same as Cargo Preparation Training
Base Supply Customer Training, block III	I	the Equipment Management Section in Base Supply
Munitions Custodian Training	I	the MASO in the Munitions Flight in the Maintenance squadron
UTC Team Chief Training	I	the wing Logistics Plans Flight
Note 1: These functions may be organized under a different unit, flight, or section on your base.		

Table 7.4. Tier 2—Special Training Opportunities.

TRAINING SITE	TRAINING/COURSES PROVIDED
Air Education and Training Command (AETC) [1]	Bare Base Electrical Systems Course Bare Base Power Generation (Diesel) Course Bare Base Structures Erection Course Bare Base Water Purification and Distribution System Courses (one in-house and one mobile course)
Regional Equipment Operator Training Sites [2] 201 RHF / Ft Indiantown Gap, PA Det 1, 823 RHS / Tyndall AFB, FL [3]	Heavy Equipment Warskills Proficiency Training Course
Air Mobility Warfare Center / Fort Dix, NJ [4]	Contingency Airfield Lighting Course Contingency Support Operations Course Contingency Air Base Operations Course

TRAINING SITE	TRAINING/COURSES PROVIDED
Regional Home Station Training Sites 188 CES / Ft Smith, AK 119 CES / Fargo, ND 145 CES / Badin, NC 201 RHF / Ft Indiantown Gap, PA	Following equipment made available for unit training: MAAS, ROWPU, and heavy equipment for rapid runway repair [5][6]
49th Materiel Maintenance Group / Holloman AFB, NM	Aircraft hanger erection training [6]
916th CES / Seymour Johnson AFB, NC	Prime BEEF-specific cargo preparation/pallet build up training [6]

[1] Courses listed in AFCAT 36-2223, chapter 3.
[2] Courses listed in AFCAT 36-2223, chapter 11.
[3] Planned REOTS site. Not yet offering REOTS training as of the date of this publication.
[4] Courses listed in AFCAT 36-2223, chapter 7. Courses focus on needs of AMC units. This is a rapidly evolving site. New courses added quickly. Some may not be listed in chapter 7. Contact HQ AMC/CEOX or Air Mobility Warfare Center/421 Training Squadron for the latest information.
[5] Local ANG civil engineer units make sites and equipment available for unit conducted training on listed items of equipment. Equipment availability varies by site.
[6] Ad hoc training. Not a formal Air Force course.

7.5.5. Scheduling Tier 3—Silver Flag Training. Silver Flag training is an essential element of Prime BEEF readiness. Each year the CONUS MAJCOMs gather at the Tyndall Silver Flag site to draft the annual training schedule. HQ PACAF and HQ USAFE develop the schedules for their sites. Your MAJCOM will tell you when you are scheduled. Work with your MAJCOM if you have a conflict with your scheduled date. Avoid last minute changes within your control. Make sure your wing exercise evaluation team (EET) chief knows of your projected training dates to minimize conflicts with local wing exercises. You can get Silver Flag predeployment information for the Tyndall site from HQ AFCESA's home page.

7.6. Conducting Home Station Training. In addition to actually delivering the lessons, this step includes preparing the lesson plans and arranging logistics support. The Readiness Flight is usually the contingency training OPR for the unit, but many others should be involved.

7.6.1. Readiness Flight Responsibilities.

7.6.1.1. Create the unit-training schedule. Coordinate with the instructors, team chiefs, and the other flights when setting the dates.

7.6.1.2. Select unit-training instructors. The keys to good training are your instructors. They should be knowledgeable and motivated. But most important, they must be well prepared. Logically, the Readiness Flight people will conduct some of the training, but the Flight cannot organize, arrange support, and present all unit training. There are many people in a unit with experience and expertise who can be tapped to present the lessons. Pick people who are willing. To improve training quality, have them serve at least a year, longer whenever possible. If an

instructor is unable to present a lesson for any reason and that training cannot be delayed, be sure to have a backup instructor.

7.6.1.3. Tell your instructors what results you want from each lesson.

7.6.1.4. Arrange for training from other units.

7.6.1.5. Monitor training quality. Make sure the instructors are doing a good job. The test is simple. Do the students know the information or how to do the task?

7.6.1.6. Groom the next instructors. Don't wait for an instructor to leave before you start getting a replacement.

7.6.1.7. Help instructors arrange for training locations, equipment, materials, vehicles, communications gear, and other logistics support required for each lesson. If the Flight doesn't make all the arrangements, at least provide the instructor with the local points of contact.

7.6.1.8. Provide administrative support to instructors.

7.6.1.9. Create and maintain a current training library. This includes videos, qualification training packages (QTP), readiness training packages (RTP), lesson plans, etc. Be sure to control access to these items. They have a way of "walking" away. Have people sign them out.

7.6.1.10. Designate a training monitor (and an alternate) within the Flight to maintain the training records on each person assigned to a Prime BEEF team or subject to deploy. The same person can serve as the training scheduler.

7.6.1.11. Get team chiefs involved in planning, conducting, and evaluating training.

7.6.2. Instructor Responsibilities. These comments are really common sense guidelines for instructors. Instructors should:

7.6.2.1. Be sure you know what is required. Know what your students must know or be able to do. Go to the source documents. Get any specific guidance from the Readiness Flight. Determine if its to be initial or refresher training and the level of knowledge or ability of your students. Decide how detailed the lesson must be for the students.

7.6.2.2. Know your material well before you get in front of your students. Don't try to fake it. Your students will know it, and you will lose credibility. Study when necessary. Practice your skills. Get up to speed on procedures.

7.6.2.3. Create lesson plans. They are a tool to help you keep organized during training so you don't forget to cover key points. Preparing them is the important activity, because it forces you to think about what you want to present, how you will do it (lecture, discussion, demonstration, performance), and what resources you will need. Prepare your lesson plans in enough detail that an

experienced person can substitute for you and cover all the required topics or activities. If you need samples, follow the formats in the RTPs. Provide copies of your lesson plans to the Readiness Flight.

7.6.2.4. When using a canned lesson plan, adjust the training to fit the knowledge of the students.

7.6.2.5. Work out the logistics details. Get the training site or classroom, computers, projectors, TV and VCR, videos, software, RTPs, equipment, supplies, etc. If necessary, arrange for transporting the students.

7.6.2.6. Train your assistants. They should know what you want them to do and be able to perform the tasks you assign to them. You can also use more experienced students to guide inexperienced students.

7.6.2.7. Train your replacement or substitute. Work with the Readiness Flight to identify and train the person who will replace you.

7.6.2.8. Make the lesson interesting. Surely you don't like a boring instructor. So don't be one yourself. This often requires hard work and a lot of forethought. You can't just “wing it” and expect to do a good job. Practice your presentation. You don't want to look dumb.

7.6.2.9. Keep a record of attendance and provide this information to the Readiness Flight.

7.6.3. Team Chief Responsibilities. A unit and its teams generally benefit when the team chiefs are involved in planning and conducting training for their teams. Team chiefs get to see the strengths and weaknesses of their teams, and have the opportunity to correct the weaknesses. Team chiefs should:

7.6.3.1. Get involved with the Readiness Flight in planning, conducting, and evaluating the training for your team, especially the field training activity.

7.6.3.2. Know what needs to be accomplished during field training. Take the lead in making sure the planned activities are needed, useful, and at least interesting if not fun. Be prepared to direct the field training activities.

7.6.3.3. Monitor the training status of your team. Find out if your team members are receiving the required training. If not, find out why.

7.6.3.4. Consider conducting the training on a selected topic. This keeps you current and makes you more visible to your team, which can be important on the big teams. But don't do it if you are not well prepared. A bumbling effort kills your credibility.

7.6.3.5. Identify key objectives for each unit and local exercise and structure interesting scenarios that meet the objectives.

7.6.4. Category I “Knowledge” Training. AFI 10-210 and AFPAM 10-219, volume 10 suggest methods to present the material, but you are not limited to those methods. Neither are you limited to the minimum material. Feel free to expand on each topic and develop local lessons.

7.6.4.1. You can minimize training time by presenting multiple requirements in one session. If you use the optional sources suggested in AFI 10-210, you can present the cat I requirements which everyone must have in approximately four 2-hour sessions. You can conduct the training at one time for everyone in the unit who is due for training, or you can present it to each work center. Most units find it makes sense to present the common requirements to everyone in one or two sessions and to train the AFS specific requirements by work center. The real message is: do it your way, just cover all the requirements.

7.6.4.2. The Law of Armed Conflict (LOAC) training represents a special case. Commanders must provide this training annually to all military in the unit and must report the number of people trained. Often the first sergeant will report this information to the base LOAC monitor in the base Staff Judge Advocate's office who, in turn, reports it to the MAJCOM. The command results are then reported to HQ United States Air Force. At many bases, the LOAC officer provides a monthly or quarterly briefing for everyone who needs it. Units must ensure their people attend. If requested, some LOAC officers will brief this information at commander's calls. Contact the legal office for details.

7.6.5. Cat I Training Tools. There are a number of training tools and materials available to help each CE unit present the cat I requirements. HQ AFCESA has on-going efforts to provide and improve training tools and materials. AFCESA publicizes the changes in *The CE* magazine and in their A-Grams. You can find the A-Grams on HQ AFCESA's home page. At press time, the tools included:

7.6.5.1. Training Videos. There are over 80 training videos available to help you present the cat I information. New videos are mailed automatically to every CE unit. You can order replacement copies from USAVIC/JVIA Attn: SAM-OPV-JT-AS (Zip Code POC) Bldg #3, Bay #3, 11 Hap Arnold Blvd; Tobyhanna PA. 18466-5102. An updated list of video titles and PINs (production identification numbers) are available on HQ AFCESA's home page at *http://www.afcesa.af.mil/Directorate/cex*.

7.6.5.2. Readiness Training Packages (RTP). The RTPs are listed in AFIND 11, but the best source is HQ AFCESA’s home page. You can review and download the RTPs as needed.

7.6.5.3. Qualification Training Packages (QTP). QTPs are being developed to provide SKT upgrade training. However, a number of the QTPs cover skills and knowledge required only for contingency situations. If you see deficiencies in team capabilities, you can use the "contingency" QTPs to provide in-depth refresher training. This is especially useful on bare base equipment and systems that are not available to you at home station.

7.6.6. Category II Hands-On Training. Cat II training offers greatest opportunity to make the training worthwhile and interesting. But it takes work to do it well. We offer these suggestions to gain the most from cat II training.

7.6.6.1. AFI 10-210 lists required and recommended category II topics, but the details and depth of training are left to each unit to develop. This is when an honest assessment of your team's capabilities is so important. Train to your weaknesses and anticipated taskings. Keep in mind that Prime BEEF teams and individual civil engineers are frequently called on to support beddown and force protection activities throughout the world. They deserve to be as prepared as possible. The units they support deserve competent support. These TDY taskings point to the topics that units should emphasize: beddown and force protection. It should be no surprise that these are the same topics emphasized in category II and III training in AFI 10-210.

7.6.6.2. Field training gives you an uninterrupted time to concentrate on training. But you need to plan it well, have your instructors identified and prepared, the logistics arranged, and people identified to provide support. You have a lot of flexibility to create a successful field training exercise. It also makes sense to combine requirements. For example, you can make it a mini-deployment exercise. You can out-process your team to ensure all deployment requirements are satisfied. You can convoy to an off-base site or remote part of the base. This gives you the chance to train your teams on load planning and overland convoy procedures. Use the time to complete as many training requirements as possible. You don't have to complete everything in a topic during field training, but be sure to include the tasks your people need most. Table 7.5 provides a short list of required and recommended activities.

Table 7.5. Field Training Activities.

REQUIRED ACTIVITIES
Force Protection (including work party security and air base defense)
Beddown
NBC Defense
Explosive Ordnance Reconnaissance
Expedient Methods
Self-Aid/Buddy Care
Field Sanitation
Command, Control, and Communications
RECOMMENDED ACTIVITIES
Vehicle Operations Training
Deployment Processing
Equipment Marshaling
Pallet Build-Up
Camp Layout
Vehicle/Convoy Operations
Erection of Bare Base Assets
Camouflage, Concealment, and Deception

7.6.6.3. Get other functional areas involved. That almost guarantees a more productive training effort. CE could support the medics who could provide self-aid/buddy care and even CPR; the Security Forces could help with force protection; the Services people can operate a field kitchen that we support, etc.

7.6.6.4. AFI 10-210 only requires an annual overnight bivouac, but one or two days yield very little productive training time. That's because you spend so much time mobilizing, moving to the site, setting up, taking down, redeploying, and cleaning up and restoring equipment. A bivouac of three to five days gives you enough time to complete many of your training requirements and to provide quality versus square-filling training.

7.6.6.5. If you don't have your home station training set, get it. If you can't afford all items at once, budget for multi-year purchases. Check the Defense Reutilization and Marketing Offices (DRMO) to see if they have serviceable items that you can get for just the cost of transportation.

7.7. Preparing for Silver Flag Training. A not uncommon problem occurs at the Silver Flag sites when the students show up without the expected background knowledge. When that occurs, the instructor must slow down to cover the basics that people should know before they arrive. This keeps the instructors from teaching in depth or exploring "what if" situations. There is no good excuse for Prime BEEF people showing up at a Silver Flag site unprepared. Each unit gets a predeployment preparation package (also available on HQ AFCESA's home page).

7.8. Documenting Training and Monitoring Status. There is a lot of record keeping and reporting involved with training. Attachment 22 shows one way to keep individual records. It shows sample records for two people in the hypothetical 332 CES. You can also use AF Form 1098, **Special Task Certification and Recurring Training** to document the training. In this age of computers, there is no excuse for not keeping training records in the computer. However, for the units that still want to keep records by stubby pencil, well—you deserve the extra work.

7.8.1. The UDM module of LOGMOD (or DeMS) has a feature to keep track of training requirements and status, but it was primarily set up to track the few training requirements listed in AFI 10-403. With a little extra effort, you can make it work to keep track of all Prime BEEF training requirements. For example, if you have a single training requirement but need to show two different training frequencies, you will have to create two descriptions in the UDM module for that requirement. That can be as simple as adding a letter or number suffix to the description. You may also want to add an indicator in the descriptions to show which requirements are SORTS reportable. The UDM module is easy to use and provides easy to read reports to help you forecast training requirements and identify individuals who are due or overdue training. Because its sort capabilities are somewhat limited, you may have to run multiple reports to determine training status for SORTS. However, that is easy to do.

7.8.2. You can also use a commercial database or spreadsheet program to keep your training records. Some units already do this. It takes some effort up front to set up the database, just as it does with the UDM module. Commercial software offers one advantage over the UDM module.

You can program it to do your SORTS calculations. As you create your database, be sure to incorporate the good features of the UDM module. For example, when you complete a training requirement for a number of people on the same day, it's convenient to be able to identify the requirement, list all the participants, and then update all their records with a keystroke. If you go this way, find the database expert in your unit and have him or her help you set it up.

7.8.3. Team chiefs and instructors have a role in documenting training by reporting attendance at training sessions to the Readiness Flight training monitor. We urge the team chiefs and instructors to keep a copy of their training report for a month or two, just in case the information gets lost before it can be entered into the computer.

7.8.4. Be sure to back up the computer training records periodically. You don't want to have to try to recreate lost records.

7.8.5. In addition to SORTS, you may have to periodically report the status of training to other people. For example, AFI 10-403 recommends that the Installation Deployment Officer periodically report the status of AFI 10-403 specified training to the wing commander.

7.8.6. Be sure to provide a copy of his or her training record to a departing member. Prepare the record so requirements are easy to identify and completion dates are shown. Don’t delete the information on that person from your computer for at least 90 days. If the person should loose the record, you can bail him or her out and help the new unit. The record doesn't have to be on paper. You can load it on a floppy disk or transfer the information by e-mail. A note to the gaining unit: if a new member has lost the file, and he or she took 60 days leave, you may have only 30 days to get the information—otherwise the person gets to take the training again. That's the price for losing it. Why should you worry about it? It adds a little to your training workload, and that "lack of training" can affect your SORTS calculations.

7.9. Don't Forget Readiness Challenge! When your unit is selected to represent your MAJCOM at the Readiness Challenge competition, that is your opportunity to shine—or not. It's a great way to increase your unit's skills by getting your select team prepared to compete. But you don't have to wait to be tapped for the competition to prepare for it. Keep your teams well trained. This will improve your overall unit capability and your Readiness Challenge performance. You can find a list of past Readiness Challenge events on the HQ AFCESA home page. If you are selected to compete, be aware that AFCAT 21-209 contains special ammunition allowances so your select team can practice marksmanship for Readiness Challenge. After you are notified, quickly work with your munitions account supply officer (MASO) and your MAJCOM CE representative to get the ammunition on-hand.

7.10. Summary. Good Prime BEEF training requires a good unit attitude, both in the leaders and the followers. What's the attitude in your unit? Is the training boring or do the instructors make the extra effort to prepare well and present useful and interesting lessons. Do your people prepare for Silver Flag training, or do they just show up. Are you training to just satisfy SORTS reporting, or

are you training to field Prime BEEF teams who can do the job? In the end, that's the true measure of training effectiveness.

Chapter 8

SORTS REPORTING

8.1. Introduction. The SORTS (status of resources and training system) report is an assessment of a unit's ability to perform the mission for which it was organized—and, when appropriate, the mission for which it is employed. The assessment is backed by calculations on the percent of equipment and people available to perform the mission and the percent of people who are current in their training. The SORTS report provides additional information about the unit such as its current location and whether some or all of its resources are deployed. The primary purpose of SORTS is to give unified command CINCs a picture of the forces they have available to support their missions. Consequently, they want accurate information and honest assessments.

8.1.1. Generally each unit that supports a wartime or contingency operations plan is required to report SORTS. The Joint Staff database (GSORTS) stores the last reported information on the readiness status of each reporting unit. SORTS data is available to each level of command by accessing GSORTS through the global command, control, and communication system (GCCS). SORTS provides the National Command Authorities, Joint Chiefs of Staff, and unified commands with information they can use in crises: specifically the identity, location, and resource status of individual units. It also enables Headquarters United States Air Force and your MAJCOM to monitor unit resources and training in peacetime.

8.1.2. AFI 10-201 details the SORTS reporting requirements for the Air Force and designates which units will report SORTS data. For civil engineers, that means every unit with a Prime BEEF team and every RED HORSE unit. A few CE units are also required to report on in-place taskings that support operations plans.

8.2. Overview. You must know how to use AFI 10-201 to get all the rules and decipher all the data elements and reporting labels used in SORTS. Because the measurement and reporting instructions are written for all units in the Air Force, AFI 10-201 cannot provide detailed instructions for every possible situation for every unit. Understandably this leads to differing interpretations of the reporting instructions. This chapter takes the key features from AFI 10-201 and shows how they apply to SORTS reporting for Prime BEEF.

8.2.1. The chapter begins by listing the responsibilities of individuals in the unit and by summarizing the reporting process. It then details the reporting requirements and shows how to make the calculations and prepare the report worksheets for each of the four measured areas: personnel, equipment and supplies on hand, equipment condition, and training. It explains how to report the overall unit status; discusses narrative remarks, and explains how to make suboverall reports.

8.2.2. Because the vast majority of CE units submit SORTS reports only for their mobility missions, this chapter provides guidance targeted to those units. However, the procedures also apply when reporting on in-place generation missions. The differences are minor, primarily in the sources of

information, the terms used, the resources measured, and the measurement criteria. If you must report on an in-place mission, then as you read this pamphlet, substitute the words "in-place" for "mobile", "mobility", UTC, etc. When significant, differences are highlighted in the text as **NOTES** or ***Exceptions***.

8.2.3. The target audience for this chapter is the unit SORTS monitor and his or her alternates. It is also useful for the Readiness Flight chief, Prime BEEF team chiefs, and individuals assigned as SORTS monitors on deployed teams.

8.3. Responsibilities within the Unit. Many people in a unit have a role in SORTS reporting.

8.3.1. Commander.

8.3.1.1. Reviews the data elements and the remarks on the unit SORTS report, assesses the unit's ability to perform its mission, and assigns the overall C-level (and suboverall C-levels).

8.3.1.2. Ensures submissions meet reporting deadlines.

8.3.1.3. Signs the unit's designed operational capability (DOC) statement and sends any recommended changes to the MAJCOM CE functional manager.

8.3.1.4. If tasked in "direct support" of another unit, ensures resource status from your unit is provided to the supported unit in time to meet its reporting deadline.

8.3.1.5. Advises MAJCOM CE of problems beyond unit capability to fix and requests assistance.

8.3.2. Readiness Flight Chief.

8.3.2.1. Reviews data elements and remarks on unit SORTS report for quality. If desired by the commander, provides recommendations for the overall C-level and other assessments the commander must make.

8.3.2.2. Ensures the report gets to the commander in time to meet reporting deadlines.

8.3.2.3. Assesses existing and potential problem areas that may cause the unit C-level to drop, advises the commander, and proposes fixes to those problems.

8.3.2.4. Appoints at least two SORTS monitors and ensures they are trained so the unit can allow one of them to take leave without disrupting reporting in peacetime or deploy one during a crisis.

8.3.2.5. Reviews unit DOC statement for errors.

8.3.3. SORTS Monitor or Alternates.

8.3.3.1. Prepares unit SORTS report to include: collecting information from others; extracting data from existing records; maintaining information databases; calculating measured area percentages and levels; selecting reason codes, and preparing narrative remarks.

8.3.3.2. Checks DOC statement for errors.

8.3.3.3. If tasked in direct support of another unit, prepares SORTS resource data as needed by the supported unit.

8.3.3.4. Validates the accuracy of the SORTS data each month (using products, such as the Easy Read) and fixes any discrepancies. If the errors affect a measured area C-rating or the unit's overall rating, prepares and submits an updated SORTS report.

8.3.3.5. Advises Readiness Flight chief and commander of developing problems and reasons. Suggests corrective actions.

8.3.4. Prime BEEF Team Chiefs.

8.3.4.1. Knows how SORTS works and how to find the local SORTS manager to determine local reporting requirements.

8.3.4.2. Designates someone on the team to act as a SORTS monitor to collect data, calculate results, and send information to whoever needs it. Ideally, this person should be trained before the team deploys and briefed on unit reporting requirements.

8.3.4.3. Knows the SORTS status of his or her team. This includes an understanding of existing and developing problems and status of corrective actions.

8.4. SORTS Reporting. SORTS reporting is a "bean counting" exercise. It often intimidates the first time player, but in fact it's easy to do. With the bigger Prime BEEF teams, SORTS reporting can be time consuming, especially if you don't use a computer to keep track of your people, their training, and your equipment. Units that measure their resources and training status are called, not surprisingly, measured units.

8.4.1. Your SORTS DOC Statement. To prepare your SORTS report, you must begin with your DOC statement. In the mission tasking section, it tells you what wartime mission(s) your unit is "designed" (organized) to perform. Besides telling you what teams and equipment you must posture, it provides basic data which must be included in the report, unit-specific SORTS measurement guidance, and special reporting instructions (if any). The DOC statement is your key to SORTS reporting. Be sure to understand and follow all instructions. The sample DOC statements in Attachment 5 show the information needed in SORTS reports.

8.4.2. Reporting Process. The unit SORTS monitor gathers the data to prepare the report, calculates the availability of people and equipment and the status of training, and prepares the

SORTS report worksheets with measured area ratings and narrative remarks. The unit monitor presents this information to the unit commander who determines the overall unit rating. The unit monitor then provides the formatted information to the wing/base SORTS manager, who is usually assigned to the command post. The SORTS manager collects the data from all measured units on the base. Acting as the subordinate reporting organization, the SORTS manager transmits the data to the great SORTS computer at the Pentagon. This is done either indirectly by a SARA LITE message through the communications center or directly by electronic file transfer (FTP) over the global command and control system (GCCS) network. (Some MAJCOMs have their bases send the information to them and then forward the data to the Pentagon.) No matter the path, your information is available for review by the JCS within hours. By itself, that's a good reason to make sure your information is accurate. **NOTE:** The wing commander may elect to review the data before it is transmitted.

8.4.3. What You Report. Your SORTS report must show the commander's overall C-level assessment of the unit's capability to perform the missions specified in the unit's DOC statement. It must also show the commander's assessment of how effective the unit is and the status of people, equipment and training. Finally, your report must contain explanatory remarks on deficiencies in the measured areas as well as other required narrative remarks.

8.4.4. Timing. The SORTS report is a snapshot look at the status of the unit on a particular day. Even though data may change a little from day to day, you don't have to submit a revised report unless the change affects the unit's overall C-level. However, each measured unit must validate or update their SORTS data once a month—or within 24 hours when something happens that changes any measured area rating or overall unit C-level rating. During a crisis, you may be tasked to report more frequently. The wing/base SORTS manager will tell you when, how, and in what format to provide the information. Even if there is no change, you must submit a validation report. You do that by changing the date (RICDA) on the last report. **NOTE:** The language of SORTS is built around data element reporting labels, like RICDA. We use those labels throughout this chapter to help you learn the language.

8.4.5. What C-Levels Mean. Any talk of SORTS always gets around to C-levels. A C-level is a shorthand way of indicating a unit's readiness to perform its DOC specified missions. Table 8.1 describes the six levels. These descriptions also apply to the status levels in each of the four measured areas: P-level for personnel; S-level for equipment and supplies on hand; R-level for equipment condition, and T-level for training. Keep in mind that people often use C-levels (versus P-, S-, R-, and T- levels) to describe a measured area rating, i.e., "The [measured area] is C-1." Measured area levels are determined based on the percent of required people available, the percent of equipment and supplies on hand, the percent of equipment that is operational, and the percent of available people who are trained. The overall C-level for a unit (or suboverall C-level for a UTC or specific capability) can be no higher than the status level of the lowest measured area, unless the unit commander has assessed the unit capability to be higher than measured. The criteria for determining the status levels in the measured areas and for assigning C-levels are explained in more detail in paragraphs 8.6 through 8.11.

Table 8.1. Status Level Descriptions.

OVERALL STATUS LEVELS	MEASURED AREA STATUS LEVELS
C-1. Unit possesses the required resources and is trained to undertake the **full wartime mission** for which it is organized or designed.	**P-1/S-1/R-1/T-1.** Unit has sufficient total and critical personnel/equipment and supplies on hand/equipment in good condition/trained personnel to undertake its full wartime mission.
C-2. Unit possesses the required resources and is trained to undertake **most of the wartime mission** for which it is organized or designed.	**P-2/S-2/R-2/T-2.** Unit has sufficient total and critical personnel/equipment and supplies on hand/equipment in good condition/trained personnel to undertake most of its wartime mission.
C-3. Unit possesses the required resources and is trained to undertake **many, but not all, portions of the wartime mission** for which it is organized or designed.	**P-3/S-3/R-3/T-3.** Unit has sufficient total and critical personnel/equipment and supplies on hand/equipment in good condition/trained personnel to undertake many, but not all, portions of its wartime mission.
C-4. Unit **requires additional resources or training** to undertake its wartime mission, but it may be directed to undertake portions of its wartime mission with resources on hand.	**P-4/S-4/R-4/T-4.** Unit requires additional personnel/equipment and supplies/equipment in good condition/training to undertake its wartime mission, but it may be directed to undertake portions of its wartime mission with resources on hand.
C-5. Unit is **undergoing a Service-directed resource action and is not prepared**, at this time, to undertake the wartime mission for which it is organized or designed. Only your MAJCOM can authorize you to use this C-level.	**P-5/S-5/R-5/T-5.** Unit is undergoing a Service-directed resource action and is not prepared, at this time, to undertake the wartime mission for which it is organized or designed. Only your MAJCOM can authorize you to use this C-level.
C-6. Unit does not use this measured area to determine overall or suboverall C-level.	**P-6/S-6/R-6/T-6. Area is not measured.** (Units can use this level when authorized in AFI 10-201, table 2.1. Rule 6 in that table allows Prime BEEF teams to report R-6 for equipment condition.)

8.4.6. SORTS Worksheets. Most bases use worksheets to help units capture and pass their SORTS data to the command post. The wing/base SORTS manager will provide copies of the worksheets you are to use. Generally CE units will use six or seven types of worksheets: an overall C-Level worksheet; a personnel (P-level) worksheet; a critical personnel worksheet; an equipment and supplies on hand (S-level) worksheet; a training (T-level) worksheet; a SORTS remarks worksheet, and possibly a suboverall C-level worksheet. The worksheets are easy to use, and they simplify report preparation. MAJCOMs can dictate the format or allow bases and units to develop their own. This means you will see differences in format or appearance between bases, but no differences in the reporting labels. Figures 8. 1 through 8.8 are examples of worksheets used at one base. We use these examples throughout this chapter to help explain the SORTS reporting rules and the process.

8.4.7. Prime BEEF Worksheets. We also created CE-unique worksheets to help you develop and calculate the availability of Prime BEEF equipment and supplies and the status of training in the unit. You can find samples of the CE worksheets in Attachment 23.

Figure 8.1. Overall Category (C-Level) Worksheet.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

OVERALL CATEGORY LEVEL (C-LEVEL)

UNIT: ___332 CES_____ UIC: ____FFBFB0____ DATE: ___**971115**_____ (RICDA - YYMMDD)

DOC NUMBER: ____1_____ (DOCNR) DOC RESPONSE TIME: _____24_____ HOURS (TREAD)

DOC IDENTIFIER CODE: __NM22___ (DOCID)

PERSONNEL: P - __**1**___ _____ (PRRAT) (PRRES)	**OVERALL C-LEVEL** **C-** ____**2**____ (READY)
EQSUPPLY: S - ___**2**___ __**S57**__ (ESRAT) (ESRES)	OVERALL REASON CODE, IF LESS THAN C-1, OR IF CC ASSESSMENT IS USED: ____**S**____ (REASN)
EQCONDN: R - ____6___ __RNM_ (ERRAT) (ERRES)	SECONDARY REASON: ___**D**____ (SECRN)
TRAINING: T - ___**1**___ _____ (TRRAT) (TRRES)	TERTIARY REASON: _____ (TERRN)

FORECAST

FORECAST C-LEVEL: C - ___**1**___ (CARAT) FORECAST DATE: _____**971215**_____ (CADAT - YYMMDD)

CARAT REMARK:

3 MONTH FORECAST: C - ___**1**___ , REASON: _***NO EXPECTED PROBLEMS***_____

6 MONTH FORECAST: C - ___**1**___ , REASON: _***NO EXPECTED PROBLEMS***_____

12 MONTH FORECAST: C - ___**1**___ , REASON: _***NO EXPECTED PROBLEMS***_____

CATLIMIT

C-LEVEL LIMITATION: _____ (LIM) C-LEVEL LIMITATION REASON: _____ (RLIM)

Use this worksheet with AFI 10-201, Chapter 2 and all measured area worksheets.

NOTE: You can include the FORECAST remarks in the remarks worksheet versus here (see Figure 8.7).

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Figure 8.2. Personnel (P-Level) Worksheet.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

PERSONNEL (P-LEVEL) WORKSHEET

UNIT: _____332 CES_____ UIC: ____FFBFB0____ AS OF DATE: _____**971115**____

DOC NUMBER: ____1____
(DOCNR)

DOC IDENTIFIER CODE: __NM22___
(DOCID)

P-LEVEL	TOTAL	CRITICAL
P-1	90 - 100	85 - 100
P-2	80 - 89	75 - 84
P-3	70 - 79	65 - 74
P-4	0 - 69	0 - 64

ROUNDING: ≥ 0.5, < 0.5 DOWN

TOTAL PERSONNEL

ASSIGNED: ___**78**___
(TPASG)

AVAILABLE: __**74**___ / AUTH/REQ: __78__ x 100 = ___**95**__ % = P - __**1**__
(TPAVL) (TPAUT) (PERTP)

CRITICAL PERSONNEL

ASSIGNED: ___**29**___
(CPASG)

AVAILABLE: ___**27**___ / AUTH/REQ: __31__ x 100 = ___**87**__ % = P - __**1**__
(CPAVL) (CPAUR) (PERTC)

P-LEVEL

P - ____1____
(PRRAT/F)

IF LESS THAN P-1, ENTER

REASON CODE: _____
(PRRES/F)

AFSC SHORTAGE REMARK (PERTP)

	AFSCs	AUTH	ASGD	AVAIL	UGT	PRC
1	**3E451**	**3**	**4**	**1**	**4**	**P51**
2	**3E471**	**1**	**1**	**0**	**0**	**P51**
3	**3E571**	**1**	**1**	**0**	**0**	**P51**
4	**3E731**	**6**	**5**	**5**	**5**	**P50**
5	**3E771**	**6**	**5**	**5**	**2**	**P50**
6						
7						
8						

UTC / UMD MISMATCH REMARK (PRRAT)

	UTC	AFSC	REQ'D	AUTH
1	**4F9E7/A**	**3E452**	**1**	**0**
2				
3				
4				
5				
6				
7				
7				

9 _____ _____ _____ _____ _____ _____	9 _____ _____ _____ _____
10 _____ _____ _____ _____ _____ _____	10 _____ _____ _____ _____

Use this worksheet with AFI 10-201, Chapter 3. NOTE: Refer to SORTS DOC statement (section III.B) for unit specific taskings.

NOTES: (1) The TPAUT and CPAUR numbers for this unit are reduced by 1 from 79 and 32, respectively, due to the lack of a funded 3E452 position (or allowable substitute) in the UMD.
(2) The AFSC shortage and UTC/UMD mismatch remarks can be included on a remarks worksheet rather than here (see Figure 8.7).

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Figure 8.3. Critical Personnel Worksheet.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

CRITICAL PERSONNEL WORKSHEET

UNIT: _____332 CES_____ UIC: ___FFBFB0_____ AS OF DATE: _____971115_____

CRITICAL PERSONNEL

AFSC/SKILL LEVEL	AUTH/REQ	ASSIGNED	AVAILABLE	AFSC/SKILL LEVEL	AUTH/REQ	ASSIGNED	AVAILABLE
32E3X	2	2	2	3E771	2	2	2
3E000				3E791			
3E051	2	2	2	3E851	2	2	2
3E071	1	1	1	3E871	2	2	2
3E052	2	2	2	3E951	1	1	1
3E072				3E971	1	1	1
3E151	1	1	1				
3E171							
3E251	1	1	1				
3E271	1	1	1				
3E351	1	1	1				
3E371	1	1	1				
3E451	3	2	1				
3E471	1	1	0				
3E452	0	0	0				
3E551							
3E571	1	0	0				
3E671				TOTALS	31	29	27
3E751	6	6	6		(CPAUR)	(CPASG)	(CPAVL)

Use this worksheet with AFI 10-201, Chapter 3. NOTE: Refer to SORTS DOC statement (section IIIB) for unit specific taskings.

NOTE: By listing the AFSCs, this worksheet is tailored to a civil engineer unit. This worksheet could be further refined for the 332 CES by eliminating the six AFSCs for which the unit has no UTC requirement.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure 8.4. Equipment and Supplies (S-Level) Worksheet.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

EQUIPMENT & SUPPLIES ON HAND (S-LEVEL) WORKSHEET

UNIT: _____332 CES _____ UIC: ___FFBFB0____ AS OF DATE: ___971115_____

DOC NUMBER: ____1____ (DOCNR) DOC ID CODE: _NM22__ (DOCID)

S-LEVEL	ACFT-CBT	ACFT-SPT	NON-ACFT
S-1	90 - 100	90 - 100	90 - 100
S-2	80 - 89	80 - 89	80 - 89
S-3	60 - 79	65 - 79	65 - 79
S-4	0 - 59	0 - 64	0 - 64

ROUND: ≥ 0.5 UP, < 0.5 DOWN

COMBAT ESSENTIAL (AIRCRAFT UNITS)

ASSIGNED: _____ (MEASG)

OSSESSED: _____ (MEPOS) / AUTH/REQ: _____ (MEARD) x 100 = _____ % (EQSEE) = S-_____

COMBAT ESSENTIAL (NON-AIRCRAFT UNITS) AND SUPPORT EQUIPMENT (ALL UNITS)

(C / S) FIELD ONE:
___128___ (ON HAND) / ____140___ (REQUIRED) X 100 = __91__ % (ESSA1)

(C / S) FIELD TWO:
_____ (ON HAND) / _____ (REQUIRED) X 100 = _____ % (ESSA2)

(C / S) FIELD THREE:
_____ (ON HAND) / _____ (REQUIRED) X 100 = _____ % (ESSA3)

(C / S) FIELD FOUR:
___100___ (ON HAND) / ___113___ (REQUIRED) X 100 = __88__ % (ESSA4)

(C / S) FIELD FIVE:
___222___ (ON HAND) / ___237___ X 100 = __94__ % (ESSA5)

(C / S) FIELD SIX:
_____ (ON HAND) / _____ (REQUIRED) X 100 = _____ % (ESSA6)

(C / S) FIELD SEVEN:
_____ (ON HAND) / _____ (REQUIRED) X 100 = _____ % (ESSA7)

(C / S) FIELD EIGHT:
_____ (ON HAND) / _____ (REQUIRED) X 100 = _____ % (ESSA8)

(C / S) FIELD NINE:
_____ / _____ X 100 = _____ %

___91___ % = S - __1__ (EQSEE – COMBAT ESSENTIAL)

___88___ % = S - __2__ (EQSSE – SUPPORT)

S-LEVEL

S- ____2____ (ESRAT/N)

IF LESS THAN S-1, ENTER

REASON CODE: __S57___ (ESRES/N)

MOBILITY BAGS – RICDA REMARK

TYPE BAG	AUTHORIZED	ON HAND
A-BAG (GEN USE)	___78___	___78___
B-BAG (COLD WX)	___78___	___78___
C-1	___78___	___78___
AIRCREW	_____	_____

ASSESSMENTS:	EQUIPMENT	TRAINING
CBD:	____1____	____1____
COLD WEATHER:	_____	_____

(ON HAND) (REQUIRED) (ESSA9)	HOT WEATHER: _____ _____

Use this worksheet with AFI 10-201, Chapter 4. NOTE: Refer to SORTS DOC statement (section IIIB) for unit specific taskings.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure 8.5. Equipment Condition (R-Level) Worksheet.

CLASSIFIED: ___UNCLASSIFIED_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

EQUIPMENT CONDITION (R-LEVEL) WORKSHEET

UNIT: _____332 CES _____ UIC: ___FFBFB0____ AS OF DATE: ___**971115**_____

DOC NUMBER: ____1____ (DOCNR) DOC IDENTIFIER CODE: __NM22_ (DOCID)

R-LEVEL	ACFT-CBT	NON-ACFT
R-1	75 - 100	90 - 100
R-2	60 - 74	70 - 89
R-3	50 - 59	60 - 69
R-4	0 - 49	0 - 59

ROUND: ≥ 0.5 UP, < 0.5 DOWN

COMBAT ESSENTIAL (AIRCRAFT UNITS)

AVAILABLE: _____ (MEMRA) / AUTH/REQ: _____ (MEARD) x 100 = _____ % (EQREE) = R-_____

COMBAT ESSENTIAL (NON-AIRCRAFT UNITS) AND SUPPORT EQUIPMENT (ALL UNITS)

(C / S) FIELD ONE:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA1)

(C / S) FIELD TWO:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA2)

(C / S) FIELD THREE:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA3)

(C / S) FIELD FOUR:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA4)

(C / S) FIELD FIVE:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA5)

(C / S) FIELD SIX:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA6)

(C / S) FIELD SEVEN:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA6)

(C / S) FIELD EIGHT:
_____ (NBR REQ) / _____ (NBR ON HAND) X 100 = _____ % (ERSA7)

_____ % (EQREE-COMBAT ESSENTIAL) = R-_____

AND/OR

_____ % (EQRED- SUPPORT) = R-_____

R-LEVEL

R - ___6___ (ERRAT/~~F~~)

IF LESS THAN R-1, ENTER

REASON CODE: ___RNM___ (ERRES/~~F~~)

Use this worksheet with AFI 10-201, Chapter 5. NOTE: Refer to SORTS DOC statement (section IIIC) for unit specific taskings.

CLASSIFIED: ___UNCLASSIFIED_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure 8.6. Training (T-Level) Worksheet.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

TRAINING (T-LEVEL) WORKSHEET

UNIT: _____332 CES_____ UIC: ___FFBFB0____ AS OF DATE: ___**971115**_____

DOC NUMBER: ____1____ (DOCNR) DOC IDENTIFIER CODE: __NM22___ (DOCID)

TRAINING METHOD: __C-1___ (TMTHD) (B, C-1, or C-2 - REFER TO DOC STATEMENT, SECTION IIID)

T-LEVEL	
T-1	85 - 100
T-2	70 - 84
T-3	55 - 69
T-4	0 - 54

ROUND: ≥ 0.5 UP, < 0.5 DOWN

METHOD B – MSN READY AND AVAILABLE CREWS

ASSIGNED: _____ (TCRAS)

AVAILABLE: _____ (TCRAV) / AUTH/REQUIRED: _____ (TCARQ) X 100 = _____ (TRUTC) %

— OR —

METHOD C-1/C-2 - UNIT TRAINING COMPLETED

FIELD ONE:
452 (TRAINED) / **467** (REQUIRED) X 100 = **97** (TRSA1) %

OR

FIELD TWO:
337 (TRAINED) / **390** (REQUIRED) X 100 = **86** (TRSA2) %

FIELD THREE:
27 (TRAINED) / **29** (REQUIRED) X 100 = **93** (TRSA3) %

FIELD FOUR:
_____ (TRAINED) / _____ (REQUIRED) X 100 = _____ (TRSA4) %

FIELD FIVE:
_____ (TRAINED) / _____ (REQUIRED) X 100 = _____ (TRSA5) %

86 % (TRUTC)

T-LEVEL:

T- 1 (TRRATE)

IF LESS THAN T-1, ENTER

REASON CODE: _____ (TRRES/F)

Use this worksheet with AFI 10-201, Chapter 6. NOTE: Refer to SORTS DOC statement (section IIID) for unit specific instructions.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure 8.7. Remarks Worksheet.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

SORTS REMARKS WORKSHEET

UNIT: __332 CES_____ UIC: __FFBFB0_____ AS OF DATE: ___**971115**_____

LABEL/ _**C**_ / _**A**_ /LABEL: __***REASN***_____ //GENTEXT/RMK/

971115 (1) UNIT IS P-1 FOR PERSONNEL, BUT HAS A TEMPORARY SHORTFALL IN AFSC 3E4X1 UTILITIES BEYOND UNIT CONTROL. ALSO HAVE SHORFALL IN FIREFIGHTERS, BUT NOT A SIGNIFICANT PROBLEM.
(2) UNIT REPORTING OVERALL C-2 BECAUSE OF SHORTAGES AND UNAVAILABILITY OF EQUIPMENT AND SUPPLIES IN 4F9E7 AND 4F9X1 UTCS. MOST EQUIPMENT SHORTFALLS WILL BE RESOLVED AND C-LEVEL IMPROVED TO C-1 BY MID DECEMBER. WILL NEED VEHICLE SUPPORT FOR 4F9X1 IF UTC TASKED FOR DEPLOYMENT.
(3) PARTIAL UNIT DEPLOYMENT
REASON CODE: D. UNIT MAINTAINING 4 PEOPLE IN THEATER IN CONTINUING SUPPORT TO OPERATION SNAFU: 2 FIREFIGHTERS AND 2 POWER PRODUCTION SPECIALISTS.
(4) UNIT HAS SOME TRAINING DEFICIENCIES DUE TO UNAVAILABILITY OF WEAPONS QUALIFICATION RANGE. NO SIGNIFICANT IMPACT ON UNIT CAPABILITY YET.//

LABEL/ _**C**_ / _**A**_ /LABEL: __***PCTEF***_____ //GENTEXT/RMK/

971115 PERCENT EFFECTIVE 91 STATUS REFLECTS REDUCED EFFECTIVENESS DUE TO DEPLOYMENT OF TWO 3E0X2 POWER PRODUCTION SPECIALISTS AND TWO 3E7X1 FIRE FIGHTERS IN SUPPORT OF OPERATION SNAFU. REDUCED EFFECTIVENESS ALSO DUE TO NON-AVAILABILITY OF FIVE 3E4X1 UTILITIES SPECIALISTS AND TEMPORARY NON-AVAILABILITY OF HMMWV FOR UTC 4F9X1. UNIT HAS NO OPTIONS TO ALLEVIATE THE SITUATION.//

LABEL/ _**C**_ / _**A**_ /LABEL: __***CARAT***_____ // GENTEXT/RMK/

971115 3 MONTH FORECAST: C-1, REASON: NO EXPECTED PROBLEMS
6 MONTH FORECAST: C-1, REASON: NO EXPECTED PROBLEMS
12 MONTH FORECAST: C-1, REASON: NO EXPECTED PROBLEMS.//

LABEL/ _**U**_ / _**A**_ /LABEL: __***PERTP***_____ //GENTEXT/RMK/

971115 AFSC SHORTAGE
(1) 3E451/3/4/1/4/P51/TWO MEMBERS NOT AVAILABLE DUE TO PENDING CRIMINAL LEGAL ACTION. RESOLUTION OF LEGAL ACTION NOT EXPECTED BEFORE 980430. A THIRD MEMBER IS PREGNANT AND NOT AVAILABLE TILL 980131. REQUESTED MANNING ASSISTANCE FROM MAJCOM PERSONNEL.
(2) 3E471/1/1/0/0/P51/ONE MEMBER IS AWOL, LIKELY DUE TO POSSIBLE CRIMINAL ACTION. RESOLUTION OF LEGAL ACTION UNKNOWN AT THIS TIME. REQUESTED MANNING ASSISTANCE FROM MAJCOM PERSONNEL.
(3) 3E571/1/0/0/0/P51/ALL UMD POSITIONS FOR AFS ARE FILLED, BUT NOT TO REQUIRED SKILL LEVEL. QUALIFIED 5-LEVEL WILL BE AVAILABLE TO FILL 7-LEVEL VACANCY WHEN TIME-ON-STATION LIMITATION EXPIRES 971205.
(4) 3E731/6/5/5/5/P50/ONE POSITION VACANT. NO ONE YET PROJECTED TO FILL POSITION. HAVE ADVISED MILITARY PERSONNEL FLIGHT OF SHORTFALL.
(5) 3E771/6/5/5/2/P50/TWO OF SEVEN PEOPLE ASSIGNED TO UNIT HAVE UNWAIVERABLE DEPLOYMENT LIMITATIONS. 9-LEVEL PERSON ALSO NOT AVAILABLE TO SUBSTITUTE. SHORTFALL WILL BE RESOLVED WHEN ONE PERSON BECOMES AVAILABLE 971209.//

LABEL/ _**U**_ / _**A**_ /LABEL: __***PRRAT***_____ //GENTEXT/RMK/

971115 UTC/UMD MISMATCH: 4F9E7/3E452/1/0. HAVE NO MILITARY AUTHORIZATIONS IN LIQUID FUEL SYSTEMS MAINTENANCE SHOP.//

Use this worksheet with AFI 10-201, Chapter 2 and applicable unit SORTS worksheet instructions.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure 8.7. Continued.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

SORTS REMARKS WORKSHEET
UNIT: __332 CES_____ UIC: __FFBFB0_____ AS OF DATE: ___971115_____
LABEL/ _U_ / _A_ /LABEL: __ESRES_____ //GENTEXT/RMK/ ***971115 UTC 4F9E7/ELEVEN ITEMS NOT AVAILABLE. NO SIGNIFICANT MISSION IMPACT. SIX ITEMS DUE IN BY 971215. ALL ITEMS ON ORDER.*** ***UTC 4F9X1/HMMWV DAMAGED IN ACCIDENT. BEING REPAIRED. EXPECT RETURN TO SERVICE 971220. NO REPLACEMENT AVAILABLE LOCALLY. NEED MAJCOM ASSISTANCE IF UTC DEPLOYED IN NEXT 30 DAYS.//***
LABEL/ _U_ / _A_ /LABEL: __RICDA_____ //GENTEXT/RMK/ ***971115 MOBILITY BAGS CBD*** ***A-BAGS (GENERAL USE) AUTH:78 ON-HAND:78*** ***B-BAGS (COLD WX) AUTH:78 ON-HAND:78*** ***C-1 BAGS AUTH:78 ON-HAND:78*** ***CBD EQP 1/CBD TNG 1//***
LABEL/ _U_ / _A_ /LABEL: __TRSA2_____ // GENTEXT/RMK/ ***971115 CANNOT CURRENTLY GET TEAM MEMBERS WEAPONS QUALIFIED. COMBAT ARMS TRAINING FACILITY UNDER REPAIR. ANTICIPATE TRAINING WILL RESUME IN JAN 98 AND BACKLOG ELIMINATED BY APRIL 98.***//
LABEL/ _U_ / _A_ /LABEL: __TRSA3_____ // GENTEXT/RMK/ ***971115 SILVER FLAG TRAINING. UNIT LAST ATTENDED ON 970328. SENT 4F9E7/A AND 4F9E7-/F UTCS. NEED 6 QUOTAS FOR EOD SPECIALISTS IN FY98. ALL WERE DEPLOYED DURING LAST SF TRAINING. MAJCOM ADVISES 3 EOD QUOTAS AVAILABLE IN MAR 98 AND 3 IN JUN 98.***//
LABEL/ ___ / ___ /LABEL: _____ // GENTEXT/RMK/
LABEL/ ___ / ___ /LABEL: _____ // GENTEXT/RMK/
LABEL/ ___ / ___ /LABEL: _____ // GENTEXT/RMK/

Use this worksheet with AFI 10-201, Chapter 2 and applicable unit SORTS worksheet instructions.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure 8.8. Suboverall (C-Level) Worksheet.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

SUBOVERALL CATEGORY LEVEL (C-LEVEL) WORKSHEET

UNIT: ___332 CES_____ UIC: ____FFBFB0____

DOC NUMBER: ___F___ (DOCNR) DATE: ___**971115**_____(RICDA - YYMMDD)

SECONDARY OR SUBORDINATE DOC IDENTIFIER CODE: ____NM22____ HOURS (SDOC)

SECONDARY OR SUBORDINATE DOC RESPONSE TIME: _____24____ HOURS (RESPF)

SUBPERS: P - _____ __**1**___
(PRRAF) (PRREF)

SUBEQSOH: S - _____ ___**1**___
(ESRAF) (ESREF)

SUBEQCON: R - __RNM__ ___6___
(ERRAF) (ERREF)

SUBTNG: T - _____ ___**1**___
(TRRAF) (TRREF)

SUBOVERALL C-LEVEL

C- ___**1**____
(READF)

SUBOVERALL REASON CODE, IF LESS THAN C-1, OR IF CC ASSESSMENT IS USED:

_____
(REASF)

SECONDARY REASON: _____ (SECRF)

TERTIARY REASON: _____ (TERRF)

SUBFCAST

FORECAST C-LEVEL: C - _____ (CARAT)

FORECAST DATE: _____ (CADAT - YYMMDD)

SUBCATLM

C-LEVEL LIMITATION: _____ (LIM)

C-LEVEL LIMITATION REASON: _____ (RLIM)

Use this worksheet with AFI 10-201, Chapter 2 and all measured area worksheets.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

8.4.8. SORTS Reporting Labels. Each data element of reportable information is identified by a unique label. The examples in paragraphs 8.6 through 8.12 show what information you report with each label. To reduce confusion, the labels are preprinted on the example SORTS worksheets next to the blank space where you write the data. The meaning of the abbreviated labels are usually evident when you look at them. The labels that CE units use are presented in a table that opens the discussion of each measured area and of the overall unit status.

8.4.9. Overall C-Level Reporting. With SORTS, you report on the overall status of your unit to meet its "full mission requirements" as delineated in your DOC statement, even if tasked to provide multiple capabilities. **No matter how many UTCs or sub capabilities you posture, you must consolidate the data (personnel, equipment, or training) for all UTCs and sub capabilities BEFORE you calculate the percentages in each measured area** The information and data elements that make up this consolidated report are called the overall data set or overall set. **NOTE:** The C-, P-, S-, R-, and T-levels reported on the overall C-level worksheet ARE NOT the lowest of the C-, P-, S-, R-, and T-levels calculated for the individual UTCs or sub capabilities.

8.4.10. Suboverall C-Level Reporting. Units that posture multiple capabilities may be tasked to measure and report on one or more or all of those sub capabilities. This is called suboverall reporting. This is not common for civil engineers, but at least one MAJCOM requires its CE units to prepare separate suboverall reports for each Prime BEEF team they posture. The data and worksheets for each sub-capability are referred to as a suboverall set. Suboverall reports provide supplemental information used only by MAJCOMs.

8.4.10.1. Your DOC statement will specify if you have to prepare one or more suboverall reports. MAJCOM specific details may be included in the DOC statement; they can also be included in other publications or guidance letters.

8.4.10.2. You report the suboverall data using the SORTS DOC number (DOCNR) that is listed on your DOC statement for the sub capability. It's usually an alphabetical letter. The DOC number separates the sub capability information from the overall data.

8.4.10.3. Except for the different DOCNR and the adjusted reporting labels, suboverall reporting is identical to preparing the overall report.

8.4.10.4. Figure 8.8 shows a suboverall C-Level worksheet for the firefighter support that the hypothetical 332 CES contributes to a split-tasked 4F9E7 UTC. The unit would also prepare measured area worksheets to provide the supporting data.

8.4.11. Three Important Rules. AFI 10-201 has many rules for measuring and reporting the status of unit resources and training. Most are discussed in the paragraphs covering the measured areas in this chapter. However, there are three rules that need to be highlighted.

8.4.11.1. Resource Availability. You can **count a person or piece of equipment as available only if they can be ready to deploy (or perform the in-place mission) within the time limit specified in your DOC statement**. You can count people and equipment that are away from home base, but only if they can return to base and be ready for the generation mission within the DOC response time—or they can be ready to deploy from their current location on a mobility mission within the DOC time limit.

8.4.11.2. Double Counting of Resources. Unless specifically allowed by your DOC statements, you **cannot use the same person or piece of equipment to satisfy two requirements**, i.e., using the same person to fill positions on two teams. However, the same person can fill a primary position on one team and an alternate position on another team. The no double counting rule also applies when one unit provides people and equipment in direct support to another unit; only the receiving unit counts the resources, unless otherwise directed.

8.4.11.3. Adjusting Measured Area Status Levels. Measured area status levels are based strictly on calculated percentages. Unlike overall C-levels, **a unit may not adjust P-, S-, R-, and T-levels** up or down based on any subjective criteria or commander assessment.

8.4.12. Counting Deployed Resources (Unit Partially Deployed). Even when part of your people and equipment are already deployed on a military operation, you may be able to count them as available for mobility missions. This counting flexibility is based on the concept that your deployed people and equipment can be relocated if a higher priority mission arises.

8.4.12.1. Unless your MAJCOM gives you guidance to the contrary, you can count deployed people or their accompanying equipment as available if:

The individuals have all required personal gear, mobility bags, and protective equipment (for firefighters and environmental specialists), or you can ship those items to them with the other deploying team members, and
They can redeploy from their current location within your DOC response time, and
They can pack, palletize, and get all accompanying team equipment and supplies ready for movement within that same time.

8.4.12.2. You do not have to count deployed resources as available. If you have people or equipment deployed and you have little or no confidence that those resources will be available to you if needed, you are justified in counting them as not available. Many commanders elect this option.

8.4.12.3. You can count some deployed resources as available and exclude others. For example, if people can be ready within the DOC response time, but not the accompanying equipment, you can count just the people. You can count some people and not others. For example, you might have firefighters and a mix of other civil engineer specialists deployed to the same base. Knowing they

can be ready, the commander might elect to count the other civil engineer specialists as available, but not the firefighters who need to stay in place with the crash rescue vehicles to support a flying unit.

8.4.12.4. In theory, this same flexibility exists to count deployed resources as available to support a generation mission at home station. However, those resources can be counted only if they can return to home station within the DOC response time. In practice, this is very unlikely.

8.4.12.5. If in doubt about whether to count deployed resources, go with your intuition. It will usually be correct. You can always ask your MAJCOM for advice.

8.4.12.6. Use narrative remarks to describe what resources are deployed and the impact the non-availability of those deployed resources would have on your designed capability. If you count deployed resources as available, see paragraph 8.11.2.2 for additional reporting requirements.

8.4.13. Entering Data into the SORTS System. Think of SORTS reporting as updating your unit's data file in the JCS SORTS computer. So even though you provide a complete report to your commander and to the command post, only the information that changes is actually entered into the system.

8.4.13.1. At many bases, your only task is to give the completed worksheets to the SORTS manager who will enter the data into the system.

8.4.13.2. If your base makes updates through the GCCS, the SORTS manager can choose to have units update their own data. You do this on a computer at the wing/base command post using a program called AFSORTSDET (Air Force SORTS data entry tool).

8.4.13.2.1. AFSORTSDET displays user friendly screens that show the SORTS information specifically for your unit. Attachment 24 shows some of those screens that correspond to the example worksheets in figures 8.1 - 8.7.

8.4.13.2.2. The SORTS manager will load the last reported information, and have you update the data on the screen. You adjust only the data that changes. You also add new or delete old explanatory remarks. If there are no changes, then you only have to change the RICDA date on the report. AFSORTSDET calculates the measured area results and displays the measured area and overall C-level ratings. Use your worksheets to confirm the results. If the commander has assessed the unit higher or lower than the measured results would indicate, you must use the override feature in AFSORTSDET to adjust the overall rating. This will insert an "X" in the REASN data element. The command post will teach you how to use this system and schedule time for you to update your report.

8.4.14. Verifying Reported Information. The data you report and the information in the SORTS database are usually the same, but not always. Human error and system malfunctions have been known to corrupt SORTS information on units.

8.4.14.1. Each month you should verify the accuracy of your unit's information in the SORTS database. If not already done, work out an arrangement with your base SORTS manager to review your data a few days after you submit your report. At most bases, the SORTS manager can get this information from GSORTS, through the Global Command and Control System (GCCS). Some of the GSORTS reports don't show all of the data, so be sure the one you use contains ALL information on your unit.

8.4.14.2. Remarks are quite susceptible to errors. We know of instances where outdated remarks have remained in the system for over two years. This can easily happen when a unit deletes an outdated remark and before a backup file is created, the GSORTS system crashes. Obviously when the system administrator reloads using the backup files, the invalid remark (along with your old measured data) is restored to the database. The unit SORTS monitor, thinking the task is complete and no longer concerned about the remark, is unaware that it has been restored. The installation SORTS manager doesn't know it either. Such problems can be persistent and require your efforts to kill it more than once.

8.4.15. Reporting When Deployed. Even when some or all of the unit is deployed, a unit is required to measure and report SORTS data. Unless the unit is fully deployed, SORTS reporting will usually be done at home station. If the reporting location is to be changed to your deployed location, you will get instructions to that effect sometime during the deployment.

8.4.15.1. No matter where reported, each deploying team should have someone trained in, or at least familiar with, SORTS reporting. The unit also needs a trained SORTS monitor who can prepare the reports at home station when the entire unit does not deploy.

8.4.15.2. When reported from the employment site, the team SORTS monitor must locate the site SORTS manager and get the local reporting instructions, format, and worksheets. Start with the command post. We recommend each team pack electronic or paper copies of the SORTS worksheets.

8.4.15.3. The team chief or team SORTS monitor should carry a copy of the resource data used to prepare SORTS reports. If you keep this data on your office computer, make a copy of the files on a floppy or load the files on the hard drive of the team's computer. Also be sure the software needed to use that data is loaded on a team computer.

8.4.15.4. When SORTS is reported from home station, we recommend you set up simple procedures with the deploying team chief—preferably before the team departs—to pass resource data back home. You can use exception reporting where the deployed team reports only changes in resource status. They only need to report when people become unavailable or return to duty and the same for equipment and supplies. The actual communications capabilities at the employment site can affect how the team passes the information. Avoid passing classified information by unsecure methods.

8.4.16. Reporting on Split-Tasked UTCs and Direct Support Requirements. Don't confuse split-tasking with direct support. There is a big difference in reporting requirements. With a split-tasked

UTC, each unit prepares its own SORTS report on the status of the resources it contributes to the UTC. However, when a unit does not have a DOC tasking but provides resources to another unit, the supported unit normally reports on the total requirement.

8.4.16.1. The direct support unit (also called the resource or supplying unit) must provide its measured area data to the supported (receiving) unit, which then incorporates that information in a consolidated SORTS report for the entire UTC. The direct support unit has an obligation to provide the data early enough so the supported unit can meet its reporting deadline.

8.4.16.2. A good working relationship between units ensures problems are resolved quickly. If you're the supported unit, be sure the direct support unit knows what information you need and when. Keep the instructions simple. When limited resources must be shared, both units should communicate and cooperate so both can report the best possible C-level.

8.4.16.3. Split-tasked or direct support requirements will be specified in the unit DOC statement. Most CE units won't see split-tasked requirements, and even fewer will see a direct support tasking. While used, they are not common in the civil engineer community.

8.4.17. Reporting Integrity. There is a natural desire to show your unit in the best possible light. However, as indicated earlier, SORTS reports are to be an honest reflection of a unit's capability to perform its mission. We also appreciate that, in the past, some commands have put pressure on their units to look good and report C-1. However, after all the beans are counted and assessments are made, your SORTS report should be able to pass one test if your unit is C-1. Your commander should be able to look the theater CINC in the eye and say "We can do the job!" and mean it. We know of one commander who upgraded his measured C-3 to a C-1. A week later the unit deployed on a real world operation—and failed to support their mission. He flunked the test.

8.5. CE-Specific Guidance. Paragraphs 8.6 through 8.12 provide specific instructions for measuring and reporting the status of resources and training for a CE unit. The instructions apply whether a unit postures one or a dozen different UTCs or other sub-capabilities. Accompanying these instructions are examples that take you through the process of completing the worksheets. The examples are extracted from the worksheets in Figures 8.1 through 8.7 and highlight specific reporting requirements.

8.5.1. To support the examples, we created a hypothetical CE unit with 220 people: 98 military and 122 civilians. This unit, the 332 CES, postures two Prime BEEF teams—a 4F9E7, Prime BEEF Follow Team and a 4F9X1, Prime BEEF EOD Lead Team. Also, the unit postures 12 firefighters to support a 4F9E7 UTC that is split-tasked with the 327 CES. We included the data that defines the personnel, equipment, and training for the 332 CES in Attachment 23. That data and the accompanying CE-unique worksheets serve as the basis for the example calculations and sample worksheet entries in this chapter. This CONUS-based unit reports only on its mobility taskings. The sample DOC statement (Attachment 5) details the SORTS reporting requirements for the 332 CES.

8.5.2. As indicated in paragraph 8.4.6, bases and units are generally allowed to create or modify SORTS worksheets to satisfy their needs. Taking advantage of this opportunity, the sample worksheets used in this chapter contain the static information about the hypothetical unit. In the examples, static data is "preprinted" in a regular font; unit measured variable data is shown in italics. For units that prepare SORTS reports by hand, preprinting saves some time and repetitious work each month.

8.5.3. Except for special units, civil engineer SORTS reports carry the "CONFIDENTIAL" classification.

8.5.4. The following instructions and examples detail how to count the individual resource elements as though you were doing it by hand. We encourage units to use computers to store and retrieve the needed reportable information from their databases and to perform the calculations. While it's easy to program the computer to perform all of the calculations, don't apply C-levels or SORTS labels to the results so that you create a classified document or database—unless the computer is approved for classified use. Check with your unit security manager for the criteria to get your computer cleared.

8.6. Unit Data. The first task is to enter the unit data. This includes the abbreviated unit name (ANAME), unit identification code (UIC), DOC number (DOCNR), DOC identifier code (DOCID), and DOC response time (TREAD). Figure 8.9 shows this information in the header for the overall (C-Level) worksheet.

8.6.1. Get the unit name, UIC, DOCNR, and DOCID from part I and TREAD from part II.B in your DOC statement.

8.6.1.1. Your UIC is the unique code that distinguishes your unit from all others making SORTS reports. The first position in the UIC is "F" for Air Force; the next four are the last four digits in your unit's PAS code, and the sixth position is a "zero".

8.6.1.2. The DOCNR is the code that identifies the specific capability that you are reporting on. For your primary mission, your DOCNR will be "1". In the unlikely event that you are tasked with a secondary or tertiary mission, your DOCNR for those will be "2" and "3", respectively. If you are required to report on a sub-capability, your DOC statement will show an alphabetic letter as the DOCNR for that sub-capability. (See part II.C in the sample SORTS document at Attachment 5). For the curious, AFI 10-201 (chapter 1) explains the DOC numbering system.

8.6.1.3. The DOCID is the code that identifies the type of mission your unit is designed to perform. For mobile Prime BEEF teams, the DOCID is NM22; for in-place forces, it will be NG23 or NG25, and for units with both mobility and in-place generation missions, the DOCID is ND28. The second letter in the code gives you a clue to the mission. M is used for mobility, G for in-place generation, and D for a unit with both mobility and in-place missions. You can find the mission titles corresponding to the DOCIDs in AFI 10-201 (attachment 1).

8.6.1.4. The DOC response time (TREAD) is the time in hours that the unit has to get its DOC required resources ready to deploy or ready to respond to an in-place generation mission.

Figure 8.9. Example of Worksheet Header.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

OVERALL CATEGORY LEVEL (C-LEVEL)		
UNIT: ___332 CES_____	UIC: ____FFBFB0____	DATE: ___971115_____ (RICDA - YYMMDD)
DOC NUMBER: ____1_____ (DOCNR) DOC IDENTIFIER CODE: __NM22___ (DOCID)	DOC RESPONSE TIME: ____24____ HOURS (TREAD)	

8.6.2. In this example, the unit is the "332 CES"; the UIC is "FFBFB0"; the DOCID is "NM22", and the date is the end of the reporting period, 15 November. The 332 CES uses four DOCNRs: "1" for the overall report and "A, B, and F" for the three postured UTCs. As indicated earlier, all static information including the security classification is "preprinted"; all variable and measured data are in italics.

8.7. Measuring and Reporting Personnel Status. In this part of the report, you measure the unit's ability to fill the personnel requirements of its designed mission. AFI 10-201 (chapter 3) is the source for guidance on personnel reporting. Part III.A in your DOC statement specifies the personnel reporting requirements for your unit. Table 8.2 shows the data elements that you must report and their respective SORTS reporting labels.

Table 8.2. Personnel Data Elements.

SORTS REPORTING LABEL	PERSONNEL LEVEL (P-LEVEL) DATA ELEMENT
PRRAT [1]	Personnel (P-level) rating
PRRES [2]	Personnel Reason Code
PERTP	Percent of all military and DoD emergency-essential civilian personnel in the unit available to support the DOC specified mission
PERTC	Percent of positions designated as critical that are filled by qualified and available people.
TPAUT	Total personnel required/authorized [3]
TPASG	Total personnel assigned
TPAVL	Total personnel available
CPAUR	Critical personnel required/authorized [3]
CPASG	Critical personnel assigned
CPAVL	Critical personnel available

[1] Use the label PRRAF when reporting on a sub-capability.
[2] Use the label PRREF when reporting on a sub-capability.
[3] Positions required by unit DOC statement and authorized in the UMD.

8.7.1. Filling the Chairs. A modified game of musical chairs provides an instructive analogy for assigning people to mobility (or other wartime) positions and counting them as available for SORTS.

8.7.1.1. Think of your DOC required positions as chairs. Color each chair to show the AFSC that an individual must have to sit in the chair. Set the chairs in the playing area. Remove any chair that doesn't show as a funded wartime position in the unit manning document (UMD), unless an authorized substitute can fill the position. Learn the substitution rules that tell who can sit in what color chair. Some of the chairs are called critical and have more restrictive substitution rules.

8.7.1.2. Allow only people who are physically present in the local area to play the game. However, you can -- but don't have to -- let people play if they can get back to the area within the DOC response time. You can also let deployed people play. Put a reserved sign on the chairs that deployed people are qualified to fill. People who are excused from deploying can't play the game, unless the commander says it's OK.

8.7.1.3. When the game is played, people sit down in the colored chairs that they best fit. If all chairs with their color are filled, players must stand on the sidelines—unless they are an authorized substitute for a chair that cannot be filled with the proper color. If no one with the exact or a higher skill level can sit in a critical chair, a person with the correct color and one skill level lower can grab the chair, but he or she cannot sit down.

8.7.1.4. When the music stops, anyone not sitting (or holding a critical chair) is out of the game—and can't be counted. However, if a player gets out of a chair for any reason, a qualified person standing on the sidelines can get back in the game and fill that vacant chair.

8.7.1.5. When all the shuffling is over, the unit SORTS monitor counts how many chairs are used in the game and how many are filled, held, and reserved. The monitor also identifies the vacant chairs (shortfalls), those that had to be removed because they weren't in the UMD (UTC/UMD mismatch), and those filled by civilians.

8.7.1.6. Additionally, the monitor identifies which critical chairs are used, records which ones are filled, and makes a note of which ones that people are holding but not sitting in. The rules allow the monitor to count the held chairs as filled when measuring total personnel, but not when measuring critical personnel.

8.7.2. Personnel Measurement Criteria. This paragraph translates the musical chair analogy into SORTS reporting instructions, and it details the criteria to use when measuring the availability of Prime BEEF personnel. Your report should **show the true status of the people that you intend to take to war**. To do this, you must create a list of all wartime-required positions; identify the positions that are designated as critical, and identify the qualified person that you have assigned to each position. Of the assigned people, determine who is available and eligible. Whenever a team member is not available or eligible, you can and should report on the qualified substitute. **NOTE:** For units with only mobility requirements, your exercise DRMD provides a ready made list of personnel requirements and assignments.

8.7.2.1. Total Personnel Authorized (TPAUT). Count the number of DOC required positions. Subtract any positions that are not supported with a funded position in your UMD. The source document for requirements is specified in part III.A of your DOC statement.

8.7.2.1.1. In the event of a mismatch (difference) between the funded UMD manpower authorization and UTC manpower requirement, the funded UMD manpower authorization becomes the UTC requirement (except when the UMD lists a higher skill level/grade than called for by the UTC). Make a note of any UMD/UTC mismatches for inclusion in narrative remarks (see paragraph 8.12).

8.7.2.1.2. For mobility, the requirements are found in the UTC manpower details, and those details are listed in the Manpower Force Element Listing (MFEL) for each UTC. The MFEL is available from your base Manpower office. Add the requirements for each UTC and sum those totals to get the total unit mobility requirement. **NOTE:** Very few units have emergency-essential (E-E) DoD civilians assigned to UTCs. However, if you do, count them just as you would a military member.

8.7.2.1.3. ***Exceptions:*** For in-place generation missions, count funded positions designated as wartime required in your UMD. This includes both military and emergency essential DoD civilians. For suboverall reports, count personnel requirements for just the reportable UTC (or other sub-capability).

8.7.2.2. Total Personnel Assigned (TPASG). Next, count the TPAUT positions that are filled by qualified people (military and emergency-essential civilians). Make a note of any AFSC requirement that cannot be filled. Such shortages must be reported in a narrative remark (see paragraph 8.12).

8.7.2.2.1. Count position as “filled” when you designate someone with the required AFSC (or an authorized substitute), even if he or she doesn’t have the required grade or skill level. After you have “filled” all required positions in an AFSC and you still have unassigned/excess people with that AFSC, you cannot count them against any other AFSC requirements (unless they are an authorized substitute.

8.7.2.2.2. While you can assign people to a position from the time they sign in on permanent change of station (PCS) until they sign out, keep in mind that duty status and deployment availability restrictions can keep an individual from deploying (see paragraph 8.7.2.3).

8.7.2.2.3. The TPASG sum must be greater than or equal to the CPASG number and also greater than or equal to the TPAVL number. If not, re-look at your numbers because something is not correct. [**NOTE**: The TPASG number can never exceed the TPAUT number.]

8.7.2.2.4. If your unit provides direct support to one or more other units, you may not use the people who satisfy those requirements to fill mobility or other wartime required positions in your unit. If your unit receives direct support from another unit, count the people assigned to that unit

who are tasked to provide the support. Obviously, the direct support unit must provide the needed SORTS information to the supported unit. (For information on direct support units, see paragraphs 1.14.2.4 and 8.4.16.)

8.7.2.2.4. ***Exception:*** For suboverall reporting on a UTC or other unit sub-capability, count the number of people assigned to primary positions on the measured UTC or sub-capability. That number should not be greater than the total requirement for all UTCs.

8.7.2.3. Total Personnel Available (TPAVL). Of the people included in the TPASG number, count those who are eligible and available to support a tasking within the DOC response time. To do this, you need the current duty status and deployment availability (DAV) codes on each person assigned to a wartime position. Your information source for these codes will be a FOCUS report or a Desire List or similar local product from the PC-III/Personnel Data System (PDS).

8.7.2.3.1. Use AFI 10-403 (attachment 2) to convert the two-digit duty status and any DAV codes shown on the FOCUS report (or Desire List) to the deployment eligibility code for each person. Based on the eligibility code, decide which of the assigned people can be counted as available. Four deployment eligibility codes are used: CC, CC/R, CC/C, or NA.

CC means the commander decides whether or not the person is available to deploy.
CC/R means the individual can be available after returning to station.
CC/C means the commander can decide to make the person available, but only after consulting with the base agency (legal, medical, social actions, etc.) that has a concern about that individual.
NA means the individual is not available for deployment.

8.7.2.3.2. **NOTE:** The duty status/deployment availability restrictions apply to all deployments, but in fact they are most often used for peacetime deployments. In a major crisis, you may be given different rules.

8.7.2.3.3. For additional details on determining availability, see Attachment 9.

8.7.2.3.4. ***Exception:*** For suboverall reporting, count only the people who fill positions on the measured UTC or sub-capability and who are available.

8.7.2.4. Critical Personnel Required (CPAUR). Of the TPAUT number, count all mobility (and/or in-place generation) positions in the unit that are designated as critical. This number will be the combined sum of critical positions for all UTCs (and sub capabilities).

8.7.2.4.1. For Prime BEEF teams, the critical positions are identified in the Manpower Force Element Listing for each UTC. The positions are marked with the letter "C" in the remarks column in those source documents and reports. (Also see Attachment 3 in this pamphlet.)

8.7.2.4.2. For suboverall reports, count all critical personnel requirements for just the reportable UTC or sub-capability.

8.7.2.5. Critical Personnel Assigned (CPASG). Count the number of CPAUR positions filled by qualified people. The total number must be less than or equal to TPASG and greater than or equal to CPAVL. If not, there is an error. **NOTE:** If your unit receives direct support from another unit, add the number of qualified people from that unit who are designated and qualified to fill your critical positions.

8.7.2.5.1. **For SORTS reporting only, do not count a critical position as filled if the assigned individual holds a control AFSC with a skill level lower than the requirement**. This doesn't mean that the people in those positions who hold a lower than required skill cannot be considered in SORTS. Such skill level substitutions may be used in the commander's assessment. If the people with the lower skill level are qualified to perform at the higher skill level, the commander may elect to upgrade the overall assessment, but only if the lower critical skill levels are the only factor depressing the unit's C-level. AFI 10-201 (paragraph 3.1.3) addresses this counting restriction. A higher skill level substitution is OK. **NOTE:** This is a SORTS restriction only. The unit commander can assign an individual with a lower than required skill level to a critical position and can deploy that person if necessary. The assignment rules are covered in AFI 10-210 and in Chapter 3.

8.7.2.5.2. ***Exception:*** For suboverall reports, count the number of critical positions filled by qualified people in the measured UTC (or sub-capability).

8.7.2.6. Critical Personnel Available (CPAVL). Of the people included in the CPASG number, count those who are eligible and available to deploy (or perform the in-place generation mission). This is the sum for all UTCs (and sub capabilities). ***Exception:*** For suboverall reports, count only the people who fill critical positions in the measured UTC (or sub-capability) and who are available.

8.7.3. Personnel (P-Level) Worksheet Preparation Instructions. Use the following instructions to report the personnel status of your unit on the personnel P-Level worksheet.

8.7.3.1. Total Personnel Status. Report the total personnel status as shown in Figure 8.10.

8.7.3.1.1. Enter the total number of people assigned against DOC required positions in TPASG.

8.7.3.1.2. Enter the total number of positions required for all UTCs postured by the unit (or authorized by the wartime UMD) in TPAUT.

8.7.3.1.3. Enter the number of people counted in TPASG who are available in TPAVL.

8.7.3.1.4. Divide the number of people available (TPAVL) by the number of positions required (TPAUT) and multiply by 100. Enter that percentage in PERTP. If there are nine or less required positions, use AFI 10-201 (table 3.1) to determine the percentage.

Figure 8.10. Reporting Total Personnel.

PERSONNEL (P-LEVEL) WORKSHEET (AFPERDAT)

TOTAL PERSONNEL

ASSIGNED: ___**78**___
(TPASG)

P-LEVEL

AVAILABLE: ___**74**___ / AUTH/REQ: ___78__ x 100 = ___**95**___ % = P - __**1**__
(TPAVL) (TPAUT) (PERTP)

P - _____
(PRRAT/F)

8.7.3.1.5. Using that percentage, determine the P-level for total personnel from the percentage criteria on the P-level worksheet or from AFI 10-201 (table 3.2).

8.7.3.2. Critical Personnel Status. First complete the critical personnel worksheet (see paragraph 8.7.4). Then report the critical personnel status as shown in Figure 8.11.

Figure 8.11. Reporting Critical Personnel.

PERSONNEL (P-LEVEL) WORKSHEET (AFPERDAT)

CRITICAL PERSONNEL

ASSIGNED: ___**29**___
(CPASG)

REASON CODE: _____
(PRRES/F)

AVAILABLE: ___**27**___ / AUTH/REQ: ___31___ x 100 = ___**87**__ % = P - __**1**__
(CPAVL) (CPAUR) (PERTC)

8.7.3.2.1. Enter the total number of people assigned to critical positions in CPASG.

8.7.3.2.2. Enter the total number of critical positions required for all the unit's UTCs (or authorized by its UMD) in CPAUR.

8.7.3.2.3. Enter the total number of critical personnel who are available in CPAVL.

8.7.3.2.4. Divide the number of available critical personnel (CPAVL) by the number of required (or authorized) critical personnel (CPAUR) and multiply by 100. Enter that percentage in PERTC. If there are nine or less required positions, use AFI 10-201 (table 3.1) to determine the percentage.

8.7.3.2.5. Using that percentage, determine the P-level for critical personnel from the percentage criteria on the P-level worksheet or from AFI 10-201 (table 3.3).

8.7.3.3. Personnel Area P-Level. Report the overall personnel status as shown in Figure 8.12 (or Figure 8.2).

Figure 8.12. Reporting Overall P-Level.

PERSONNEL (P-LEVEL) WORKSHEET (AFPERDAT)

TOTAL PERSONNEL

ASSIGNED: ___**78**___
(TPASG)

AVAILABLE: __**74**__ / AUTH/REQ: __78___ x 100 = ___**95**__ % = P - __**1**__
(TPAVL) (TPAUT) (PERTP)

CRITICAL PERSONNEL

ASSIGNED: ___**29**___
(CPASG)

AVAILABLE: __**27**__ / AUTH/REQ: __31____ x 100 = ___**87**__ % = P - __**1**__
(CPAVL) (CPAUR) (PERTC)

P-LEVEL

P - ____**1**____
(PRRAT/~~F~~)

IF LESS THAN P-1, ENTER

REASON CODE: _____
(PRRES/F)

8.7.3.3.1. Enter the lower of the two P-levels in PRRAT. If less than P-1, enter the reason code from AFI 10-201 (table A3.4) in PRRES. Pick the code that best describes the reason for the lowered status. **NOTE:** If reporting only on a UTC without people, enter code "6" (resource not measured) in the PRRAT block and "PNM" in PRRES.

8.7.3.3.2. Transfer the PRRAT and PRRES entries to the overall C-level worksheet (Figure 8.1). ***Exception*:** For sub-capability reporting, use the labels PRRAF for PRRAT and PRREF for PRRES, and transfer the entries to a suboverall worksheet (Figure 8.8).

8.7.3.4. Personnel Remarks. If the P-level is less than P-1, prepare remarks to explain the deficiencies, the mission impact, and the expected get well date. See paragraph 8.12 for additional details on required narrative remarks.

8.7.3.4.1. Report positions that you cannot fill as shortages. For each shortage, show the affected AFSC, the number of people required with that AFSC, the number assigned and available, the number of people in upgrade training in that AFSC, and the personnel reason code to explain the shortage. You also need to add a narrative remark to explain the situation more completely. The

worksheet in Figure 8.13 shows how to capture this information. In lieu of this worksheet, you can record the information on a remarks worksheet as shown in Figure 8.7 and as discussed in paragraph 8.12.

8.7.3.4.2. Report any UTC/UMD mismatches. See figure 8.13. Enter the UTC with the mismatch in column 1, the problem AFSC in the second column, the number of people required by the UTC in column 3, and the number of funded UMD positions in column 4. As with shortages, you can skip this part of the worksheet and enter the information on the remarks worksheet.

Figure 8.13. Reporting Personnel Remarks.

PERSONNEL (P-LEVEL) WORKSHEET (AFPERDAT)

AFSC SHORTAGE REMARK (PERTP)

	AFSCs	AUTH	ASGD	AVAIL	UGT	PRC
1	3E451	3	4	1	4	P51
2	3E471	1	1	0	0	P51
3	3E571	1	1	0	0	P51
4	3E731	6	5	5	5	P50
5	3E771	6	5	5	2	P50
6						

UTC / UMD MISMATCH REMARK (PRRAT)

	UTC	AFSC	REQ'D	AUTH
1	4F9E7/A	3E452	1	0
2				
3				
4				
5				
6				

8.7.4. Critical Personnel Worksheet Preparation Instructions. Use the following instructions to prepare the critical personnel worksheet as shown in Figure 8.14 or Figure 8.3.

Figure 8.14. Example Critical Personnel Worksheet.

CRITICAL PERSONNEL WORKSHEET

CRITICAL PERSONNEL

AFSC/SKILL LEVEL	AUTH/REQ	ASSIGNED	AVAILABLE	AFSC/SKILL LEVEL	AUTH/REQ	ASSIGNED	AVAILABLE
32E3X	2	**2**	**2**	3E771	2	**2**	**2**
3E000				3E791			
3E051	2	**2**	**2**	3E851	2	**2**	**2**
3E071	1	**1**	**1**	3E871	2	**2**	**2**
3E052	2	**2**	**2**	3E951	1	**1**	**1**
3E072				3E971	1	**1**	**1**
3E151	1	**1**	**1**				
3E171							
3E251	1	**1**	**1**				
3E271	1	**1**	**1**				
3E351	1	**1**	**1**				
3E371	1	**1**	**1**				
3E451	3	**2**	**1**				
3E471	1	**1**	**0**				
3E452	0	**0**	**0**				
3E551							
3E571	1	**0**	**0**				
3E671				TOTALS	31	**29**	**27**
3E751	6	**6**	**6**		(CPAUR)	(CPASG)	(CPAVL)

8.7.4.1. List all UTC-required AFSCs by skill level in the first column and the number of people required for each level in the second.

8.7.4.2. Enter the number of people assigned in the third column and the number of those people who are eligible and available to deploy in the fourth column.

8.7.4.3. Total all columns.

8.7.4.4. Transfer the CPAUR, CPASG, and CPAVL numbers to the personnel P-Level worksheet (see Figure 8.2).

8.8. Measuring and Reporting Equipment and Supplies On Hand Status. In this part of the report, you measure and report on the availability of the equipment and supplies that your unit is required to have to meet its mission. Part III.B in your DOC statement tells you what to report. AFI 10-201 (chapter 4) provides the guidance on how to report equipment and supplies. The Equipment and Supplies Listing (ESL) is the source document for your mobility requirements. For each Prime BEEF UTC, the ESL identifies all required LINE ITEMS and the required quantity for each line item. The ESL also lists the requirements for consolidated tool kits (CTK), environment

specialist protective clothing sets, firefighter protective clothing sets, and EOD unit and personal retention items. The ESL identifies which items are to be SORTS reported and labels those items as combat essential (ESSA1) or support (ESSA4 or ESSA5). A combat essential item, if unavailable, will directly impact the capabilities of the unit. A support item may have an impact, but not as severe. Use your latest inventory records to determine the availability of equipment and supplies. Table 8.3 shows the data elements that you must report and their respective SORTS reporting labels.

Table 8.3. Equipment and Supplies Data Elements.

SORTS REPORTING LABEL	EQUIPMENT AND SUPPLIES ON HAND (S-LEVEL) DATA ELEMENTS
ESRAT [1]	Equipment and Supplies (S-level) rating
ESRES [2]	Equipment and Supplies Reason Code
EQSEE	Percent of combat essential equipment on hand
EQSSE	Percent of support equipment on hand
ESSA1 [3]	Percent of combat essential Prime BEEF team and individual equipment that are on hand and mission ready.
ESSA2	Percent of RRR kit components on hand and mission ready. Parent MAJCOM sets requirements. Used only for RRR in-place generation mission.
ESSA3	Percent of RRR vehicles on hand and mission ready. Parent MAJCOM sets requirements. Used only for RRR in-place generation mission:
ESSA4	Percent of Prime BEEF team and individual equipment—support items—that are on hand and mission ready.
ESSA5	Percent of individual force protection equipment that are on hand and mission ready.
ESSA6 – ESSA9	Not used for Prime BEEF
[1] Use the label ESRAF when reporting on a sub-capability. [2] Use the label ESREF when reporting on a sub-capability. [3] ESSA is short for equipment and supplies sub area.	

8.8.1. Equipment and Supplies Measurement Criteria. This paragraph details the criteria that we use to measure the on hand status of Prime BEEF equipment and supplies.

8.8.1.1. Explanatory Notes.

8.8.1.1.1. The Prime BEEF criteria call for counting LINE ITEMS versus "items". To distinguish between the two terms, we offer three examples extracted from the Equipment and Supplies Listing for the 4F9E5 UTC. Each line entry is a LINE ITEM.

NSN	*NOMENCLATURE*	*ESSA1 Combat Essential*	*ESSA4 Support Equipment*	*Unit of Measure*

9905-00-684-4645	Flagging, Survey, Blue	0	10	Roll
3695-00-554-4438	Chain Saw, 24" cut, Portable, Gas, 2 cycle	1	0	Each
5133-00-293-0983	Drill Bit Set, Twist, 1/16" to 1/2", 29 pieces	2	2	Set

The ten rolls of blue survey flagging count as ten "items" but only as one LINE ITEM. The 24-inch chain saw is also a LINE ITEM, but it has a requirement for only one item. Obviously the two terms are related, since you must count individual "items" in order to determine LINE ITEM availability. We use LINE ITEM versus individual item counting for one important reason: it keeps less important line items with large on hand quantities from masking shortages in more important line items.

8.8.1.1.2. Some LINE ITEMS, like the twist drill bit set, have both combat essential (ESSA1) and support equipment (ESSA4) requirements. In such cases, count each as a separate LINE ITEM in their respective ESSA. **NOTE:** If you do not have 100 percent of both requirements, you can apply the shortfall to either requirement or split it between both. Occasionally this adjustment in the ESSA1 or ESSA4 percentage can work in your favor to improve your measured S-level.

8.8.1.1.3. To count a LINE ITEM as on hand, you must have a minimum number of items. Civil engineers use three threshold percentages: 100 percent for absolutely must have items, 90 percent for combat essential (ESSA1) items, and 75 percent for support equipment (ESSA4 and ESSA5). If your inventory doesn't show at least the threshold amount, you cannot count the LINE ITEM as available.

8.8.1.1.3. **When determining what percentage of a LINE ITEM is available, use the calculated value**. Even when the required LINE ITEM quantity is less than ten, do **not** use **the on hand matrix** (table 4.2) **in AFI 10-201**.

8.8.1.1.4. An item must be mission ready to count as on hand. Mission ready means the item is operational (serviceable), can perform its intended task, and can be loaded and deployed within the DOC response time. If an item is not available or mission ready, you can replace it with a suitable substitute. However, the substitute must be able to do the same intended task and must be mission ready.

8.8.1.1.6. If an item is not available, but you can get it "downtown" and pack it within your DOC response time, you can count it as on-hand. Don't abuse this flexibility, and don't count a missing item as available unless you really intend to get it if tasked to deploy. Sending someone downtown for a minor item is not usually the best use of the limited deployment preparation time. Also keep in mind that the item may not be on-the-shelf. Your unit may not be the only one using its IMPAC cards to get last minute items.

8.8.1.2. ESSA1 Items: Prime BEEF Team and Individual Equipment—Combat Essential.

8.8.1.2.1. EOD Team Kits/Equipment. Count each LINE ITEM identified as ESSA1 in the ESL. To count a LINE ITEM as on hand, the unit must have at least 90 percent of the LINE ITEM requirement and each item must be mission ready. However, render safe tools have a higher standard. To count a render safe tool kit as on hand, the unit must have 100 percent of the required components listed in the illustrated parts breakdown (IPB) of its technical order (TO) or manufacturer's manual. Do not count the items identified as "spares" in the IPB.

8.8.1.2.2. Prime BEEF Team Kits/Equipment. Count each LINE ITEM identified as ESSA1 (combat essential) in the ESL. To count a LINE ITEM as on hand, the unit must have at least 90 percent of the LINE ITEM requirement and each item must be mission ready.

8.8.1.2.3. Consolidated Tool Kits (CTK). Count each required CTK. To count a CTK as on hand, it must have at least 90 percent of the items required by the ESL and each item must be mission ready.

8.8.1.2.4. Pest Management Protective Clothing Sets. Count each required pest management protective clothing set. To count a set as on hand, it must have 90 percent of the items required by the ESL and each item must be mission ready.

8.8.1.2.5. Firefighter Protective Clothing Sets. Count each required firefighter protective clothing set. To count a clothing set as on hand, it must have 100 percent of the items required by the ESL and each item must be mission ready. **NOTE:** One set per team must have a SCBA repair kit. If a repair kit is not available, do not count one clothing set as on hand.

8.8.1.2.6. EOD Personal Retention Items. Count each team member's personal retention items as a set. To count a set as on hand, it must have 100 percent of the ESSA1 reportable items and each item must be mission ready.

8.8.1.2.7. Other Mission Essential Equipment. Your MAJCOM may identify additional equipment that you must count. Follow their measurement and reporting instructions for those items.

8.8.1.3. ESSA2 Items: RRR Component and Support Kits—Combat Essential. Your major command will identify the reporting requirements in your DOC statement. Count each LINE ITEM in all required RRR component or support kits. To count a LINE ITEM as on hand, you must have at least 90 percent of the LINE ITEM requirement and each item must be mission ready. **NOTE:** Only selected overseas units have this reporting requirement.

8.8.1.4. ESSA3 Items: RRR Vehicles—Combat Essential. Your major command will identify the requirements and tell you what to report. Count each special purpose vehicle that is authorized for RRR. A vehicle must be mission ready to be counted as on hand. **NOTE:** As in the previous paragraph, only selected overseas units have this tasking.

8.8.1.5. ESSA4 Items: Prime BEEF Team and Individual Equipment—Support Items. Count each LINE ITEM identified as ESSA4 (support equipment) in the ESL. To count a LINE ITEM as on

hand, the unit must have at least 75 percent of the LINE ITEM requirement and each item must be mission ready. **NOTE:** Follow MAJCOM specific measurement and reporting instructions for mission essential support equipment, i.e., POL rapid utility repair kits, emergency airfield lighting system, mobile aircraft arresting system, reverse osmosis water purification units, etc.

8.8.1.6. ESSA5 Data—Individual Force Protection Equipment. While counted separately, these resources must be used together to provide the minimum equipment that a Prime BEEF team member needs to participate in force protection activities. That's why helmets/upper body armor and weapons/magazines are paired for counting. Magazines are a relatively minor item, but since you can't use the M-16 without them, they must be on hand to count the weapon as on hand.

8.8.1.6.1. Body armor sets. Count each helmet/upper body armor set. To count a set as on hand, both items must be available and each item must be mission ready. The unit must have a helmet and an upper body armor vest for each person in a primary mobility position (or filling an in place generation position at overseas locations). **NOTE:** The unit may maintain enough helmets and body armor for individuals assigned to alternate positions. Those sets do not count against the SORTS requirement, but you can use them to cover shortages in sets for people assigned to primary positions.

8.8.1.6.2. M-16/GAU-5 weapons. Count each weapon. To count a weapon as on hand, it must be mission ready and also have the required number of magazines (see the ESL). The unit should have a weapon for each primary team member. **NOTE:** Don't count the 9mm or .38-caliber handguns in SORTS unless directed by your MAJCOM.

8.8.1.6.3. 5.56 mm Ammunition. Count the number of basic ammunition loads required and on hand. Your unit should have one basic load (200 rounds) for each required mobility position. **NOTE:** At the time of publication, there are plans to change the basic load to 210 rounds.

8.8.1.7. Mobility Bags. Count each A, B, and C-1 bag for primary mobility positions. To count a mobility bag as on hand, it must have 100 percent of the items required by the ESL and each item must be mission ready. If base supply stores the bags, the mobility section should provide this information to you periodically. If they don't, contact them. Include the CE-only equipment in the count. **NOTE:** The unit may maintain sufficient numbers of mobility bags for individuals assigned to alternate positions. Those bags do not count against the SORTS requirement, but you can use them to cover shortages in bags for people assigned to primary positions.

8.8.2. Equipment and Supplies (S-Level) Worksheet Preparation Instructions. Use the following instructions to report the equipment and supplies status of your unit as shown in the example equipment and supplies (S-Level) worksheet (Figure 8.15 or Figure 8.4).

8.8.2.1. Combat Essential Equipment and Supplies Status.

8.8.2.1.1. For mobility missions: Enter the number of ESSA1 LINE ITEMS that are on hand and mission ready in the "on hand" block in FIELD ONE. Enter the number of required ESSA1 LINE

ITEMS in the "required block". Divide the on hand number by the required number and multiply by 100. Enter that percentage in ESSA1 and also in EQSEE. **NOTE:** If there are nine or less required LINE ITEMS, use AFI 10-201 (table 4.2) to determine the percentage.

8.8.2.1.2. For the RRR in-place generation mission: Enter the number of ESSA2 RRR kit components that are on hand and mission ready in the "on hand" block in FIELD TWO and the number of required RRR components in the "required block". Divide the on hand number by the required number and multiply by 100. Enter that percentage in ESSA2. Repeat these steps for the ESSA3 RRR vehicles in FIELD THREE. Enter the lower of the two percentages in EQSEE.
8.8.2.1.3. Using the EQSEE percentage, determine the combat essential S-level from the percentage criteria on the S-level worksheet or from AFI 10-201 (table 4.5).

Figure 8.15. Reporting Equipment and Supplies.

EQUIPMENT & SUPPLIES ON HAND (S-LEVEL) WORKSHEET

COMBAT ESSENTIAL (NON-AIRCRAFT UNITS) AND SUPPORT EQUIPMENT (ALL UNITS)

(C / ~~S~~) FIELD ONE:
__128__ / __140__ X 100 = __91__ %
(ON HAND) (REQUIRED) (ESSA1)

(C / S) FIELD TWO:
_____ / _____ X 100 = _____ %
(ON HAND) (REQUIRED) (ESSA2)

(C / S) FIELD THREE:
_____ / _____ X 100 = _____ %
(ON HAND) (REQUIRED) (ESSA3)

(~~C~~ / S) FIELD FOUR:
__100__ / __113__ X 100 = __88__ %
(ON HAND) (REQUIRED) (ESSA4)

(~~C~~ / S) FIELD FIVE:
__222__ / __237__ X 100 = __94__ %
(ON HAND) (REQUIRED) (ESSA5)

__91__ % = S - __1__
(EQSEE – COMBAT ESSENTIAL)

__88__ % = S - __2__
(EQSSE - SUPPORT)

S-LEVEL

S- __2__
(ESRAT/~~F~~)

IF LESS THAN S-1, ENTER

REASON CODE:
__S57__
(ESRES/~~F~~)

8.8.2.2. Support Equipment and Supplies Status.

8.8.2.2.1. Enter the number of ESSA4 LINE ITEMS that are on hand and mission ready in the "on hand" block in FIELD FOUR and the number of required LINE ITEMS in the "required block". Divide the on hand number by the required number and multiply by 100. Repeat these steps for the ESSA5 LINE ITEMS in FIELD FIVE. Enter the lower of the two percentages in EQSSE.

8.8.2.2.2. Using the EQSSE percentage, determine the S-level for support equipment LINE ITEMS from the percentage criteria on the S-level worksheet or from AFI 10-201 (table 4.5).

8.8.2.3. Equipment and Supplies S-Level. Report the overall equipment and supplies status as shown in Figure 8.15 or Figure 8.4.

8.8.2.3.1. Enter the lower of the two S-levels in ESRAT. If less than S-1, enter the reason code from AFI 10-201 (table A3.5) in ESRES. Pick the code that best describes the reason for the lowered status. **NOTE:** If reporting only on a UTC that has no SORTS measured equipment, your DOC statement will probably instruct you to report level "6" (resource not measured) in the ESRAT block and "SNM" in ESRES.

8.8.2.3.2. Transfer the ESRAT and ESRES entries to the overall C-level worksheet (Figure 8.1). ***Exception*:** For sub-capability reporting, replace the labels ESRAT with ESRAF and ESRES with ESREF, and transfer the entries to a suboverall worksheet (Figure 8.8).

8.8.2.4. Equipment and Supplies Remarks. If the S-level is less than S-1, prepare remarks to explain what is missing, the mission impact, and the expected get well date. Also complete the other required remarks on equipment and supplies. See paragraph 8.12 for details.

8.8.2.4.1. While not included in the S-level measurement, you need to report the number of mobility bags required and on hand. This may be included on the equipment and supplies (S-Level) worksheet (see Figure 8.16) or on a remarks worksheet (Figure 8.7).

8.8.2.4.2. Also enter the commander's assessment of the unit's equipment and its training to operate in a chemical/biological warfare environment. If required by your MAJCOM, do the same for operating in hot and cold weather. For these assessments, use the same criteria as for determining the unit's C-level (Table 8.1). If there is no place on the equipment and supplies (S-Level) worksheet for these entries, include them on a remarks worksheet (Figure 8.7). Also see paragraph 8.11.4 and 8.11.5.

Figure 8.16. Reporting Mobility Bags.

EQUIPMENT & SUPPLIES ON HAND (S-LEVEL) WORKSHEET

(C / S) FIELD SEVEN:

_____ / _____ X 100 = _____ %
(ON HAND) (REQUIRED) (ESSA7)

(C / S) FIELD EIGHT:

_____ / _____ X 100 = _____ %
(ON HAND) (REQUIRED) (ESSA8)

(C / S) FIELD NINE:

_____ / _____ X 100 = _____ %
(ON HAND) (REQUIRED) (ESSA9)

MOBILITY BAGS – RICDA REMARK

TYPE BAG	AUTHORIZED	ON HAND
A-BAGS (GEN USE)	78	**78**
B-BAGS (COLD WX)	78	**78**
C-1 BAGS	78	**78**
AIRCREW BAGS		

ASSESSMENTS:	**EQUIPMENT**	**TRAINING**
CBD:	**1**	**1**
COLD WEATHER:		
HOT WEATHER:		

8.9. Measuring and Reporting Equipment Condition Status. Civil engineers do not separately measure the condition of Prime BEEF equipment (AFI 10-201, table 2.1, rule 6). That's because an equipment item must be mission ready to be able to count it as on hand in the equipment and supplies on hand sub area. Even though you don't measure equipment condition, you must report that fact as shown in the example equipment condition (R-Level) worksheet (Figure 8.17 or Figure 8.5). As you can see, you report "R-6" in ERRAT (equipment condition—R-level—rating) and "RNM" for resource not measured in ERRES (Equipment Condition Reason Code). Transfer the ERRAT and ERRES entries to the overall C-Level worksheet (Figure 8.1). ***Exception*:** For sub-capability reports, substitute ERRAF for ERRAT and ERREF for ERRES, and place those entries on a suboverall C-level worksheet (Figure 8.8).

Figure 8.17. Reporting Equipment Condition.

EQUIPMENT CONDITION (R-LEVEL) WORKSHEET

COMBAT ESSENTIAL (NON-AIRCRAFT UNITS) AND SUPPORT EQUIPMENT (ALL UNITS)

(C / S) FIELD ONE:

_____ / _____ X 100 = _____ %
(NBR REQ) (NBR ON HAND) (ERSA1)

(C / S) FIELD TWO:

_____ / _____ X 100 = _____ %
(NBR REQ) (NBR ON HAND) (ERSA2)

(C / S) FIELD THREE:

_____ / _____ X 100 = _____ %
(NBR REQ) (NBR ON HAND) (ERSA3)

_____ % = R-_____

R-LEVEL

R - ___6___
(ERRAT/~~N~~)

IF LESS THAN R-1, ENTER

REASON CODE: ___RNM___
(ERRES/~~N~~)

8.10. Measuring and Reporting Training Status. In this part of the report, you measure and report on the training status of the people assigned to your SORTS DOC required positions. Part III.D in your DOC statement tells you what to report. AFI 10-201 (chapter 6) is the source for reporting guidance. AFI 10-210 is the source document for Prime BEEF training requirements, and it identifies which of those requirements must be SORTS reported. As a combat support unit, civil engineers use the C-1 method for measuring training. Table 8.4 shows the data elements that you must report and their respective SORTS reporting labels.

8.10.1. Training Measurement Criteria. Use the training data and report on only the qualified people (or substitutes) that fill the DOC required positions. These should be the same people you count for the TPAVL number. This paragraph details the criteria you use to measure the training status of the unit. Civil engineers measure Prime BEEF training in three sub areas: Category I and II Home Station Training and Category III Silver Flag Training.

Table 8.4. Training Data Elements.

SORTS REPORTING LABEL	TRAINING (T-LEVEL) DATA ELEMENTS
TRRAT [1]	Training (T-level) rating
TRRES [2]	Training Reason Code
TRUTC	Lowest of training sub area percentages
TRSA1 [3]	Percent of personnel Category I trained (training sub area 1)
TRSA2	Percent of personnel Category II trained (training sub area 2)
TRSA3	Percent of UTC critical personnel Category III trained (training sub area 3)
TRSA4 – 5	Not used for Prime BEEF
TMTHD	Method used to measure unit training
[1] Use the label TRRAF when reporting on a sub-capability. [2] Use the label TRREF when reporting on a sub-capability. [3] TRSA means training sub area.	

8.10.1.1. Because there is more than one training topic listed in each sub area and not every person is required to be trained in each topic, your first measurement task is to determine the number of people who require each type of training. For each sub area, list the training topics from AFI 10-210 that are to be SORTS measured. (**NOTE:** The Prime BEEF Training Worksheet already does this for you. See Figure 8.18 or Figure A23.8.) Be sure to add any additional MAJCOM directed category I and II training. Of the people filling DOC required positions, determine how many must be trained in each topic. Add together those individual requirements to get the total for the sub area. (Example: count the number of people requiring training in topic 1 + the number of people requiring in topic 2 + . . . + the number of people requiring training in topic N.) Because individuals must be trained in more than one topic, this sum will always be more than the number of people requiring training.

8.10.1.2. Next, for each topic, count the people filling DOC required positions who are current in their training and those who will be or can be trained by your DOC response time. Add the numbers for each type of training together to get the total number of people trained in the sub area. (Example: count the number of people trained in topic 1 + the number of people trained in topic 2 + . . . + the number of people trained in topic N.) In this method, you will count the same individual more than once. **NOTE:** To be current, an individual must have trained in the topic and successfully completed any testing within the frequency specified in AFI 10-210 (attachments 2-3 and paragraph 3.5.5).

8.10.1.3. ***Exception:*** When measuring individual UTCs (or unit sub capabilities), only count the requirements and measure the training status of the people filling the UTC (or sub capability) positions.

8.10.1.4. Remember, team members who are deployed can be given credit for many Category II training requirements. AFI 10-210 specifies the conditions for giving credit.

Figure 8.18. Prime BEEF Training Worksheet—Front Side.

Prime BEEF TRAINING WORKSHEET							
UNIT: 332 CES *		UIC: FFBFB0 *		AS OF DATE: 15 Nov			
		UNIT TOTALS [1]		TOTAL IN UTC _____		TOTAL IN UTC _____	
		DOC NUMBER: 1 * (DOCNR)		DOC NUMBER: _____ (DOCNR)		DOC NUMBER: _____ (DOCNR)	
TRSA1 DATA --- Category I Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
Prime BEEF Program, PB Missions, Team Organization, Team/personal Equipment, Training Requirements, Code of Conduct (AFSCs -All)	A	78	78				
Personal and Field Hygiene, Control of Communicable Diseases, Kitchen and Mess Sanitation, Water Purification (AFSCs -All)	A	78	74				
Harvest Falcon Overview (AFSCs -All)	A	78	73				
Harvest Falcon Electrical System, RALS, Floodlight Set (AFSCs - 3E0X1, 3E0X2)	B	13	13				
Emergency A/F Lighting System (AFSCs - 3E0X1, 3E0X2)	B	13	13				
Mobile Aircraft Arresting System (AFSCs -3E0X1, 3E0X2)	B	13	13				
750 kW Generator (AFSCs - 3E0X1, 3E0X2)	B	13	13				
Harvest Falcon Water/Waste System (AFSCs - 3E4X1, 3E4X2)	B	7	7				
Reverse Osmosis Water Purification System (AFSCs - 3E4X1)	B	7	7				
Bare Base Layout and Development (AFSCs - 32EX, 3E000, 3E090, 3E191, 3E490, 3E5X1, 3E691, 3E991)	B	5	5				
Rapid Runway Repair Overview (AFSCs -All)	A	78	74				
Folded Fiberglass Mat (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B	16	16				
Crushed Stone Repair (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B	16	16				
DART Operations (AFSCs - 32EX, 3E0XX, 3E1X1, 3E4X2, 3E4X1)	B	27	26				
Command and Control (AFSCs - 32EX, 3E6X1, 3E5X1, 3E9X1, all senior NCOs)	B	9	9				
Revetments (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B	19	19				
TOTALS		467 *	452 *				
TRSA2 DATA --- Category II Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
NBC Defense (AFSCs -All)	A	78	68				
Field Hygiene (AFSCs -All)	A	78	73				
Self-aid/Buddy Care (AFSCs -All)	A	78	73				
Weapons/Small Arms Qualification (AFSCs -All)	A	78	53				
Field Training Bivouac (AFSCs -All)	A	78	70				
TOTALS		390 *	337 *				

TRSA3 DATA --- Category III Training							
MEASURED TOPIC (AFSCs to be trained)	MC [1]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
Silver Flag Training (All people in critical positions)	C	29 *	27 *				
* Transfer this data to the training T-Level worksheet.			[1] and [2] See reverse for Prime BEEF training measurement criteria.				

8.10.1.5. The unit commander can elect to train additional people in category II and III topics, but do not count those additional people in SORTS unless they are substituting for people filling mobility positions who are temporarily unavailable.

8.10.1.6. Because you have to keep track of so many people, training topics, frequencies, and training due dates, we recommend you maintain training records on a computer database. If you keep the database current and customize your reports, you can generate your SORTS training data very quickly.

8.10.2. Training (T-Level) Worksheet Preparation Instructions. Use the following instructions to report the training status of your unit on the training (T-Level) worksheet, as shown in the example (Figure 8.19 or Figure 8.6).

Figure 8.19. Reporting Training.

TRAINING (T-LEVEL) WORKSHEET (AFTNGDAT)

TRAINING METHOD: __C-1___ (TMTHD) (B, C-1, or C-2 - REFER TO DOC STATEMENT, SECTION IIID)	T-2 T-3 T-4	70 - 84 55 - 69 0 - 54
		ROUND: ≥ 0.5 UP, < 0.5 DOWN

— OR —

METHOD C-1/C-2 – UNIT TRAINING COMPLETED

FIELD ONE:
__452__ / __467__ X 100 = __97__ %
(TRAINED) (REQUIRED) (TRSA1)

FIELD TWO:
__337__ / __390__ X 100 = __86__ %
(TRAINED) (REQUIRED) (TRSA2)

FIELD THREE:
__27__ / __29__ X 100 = __93__ %
(TRAINED) (REQUIRED) (TRSA3)

OR

__86__ %
(TRUTC)

T-LEVEL:

T- __1__
(TRRAT/~~F~~)

IF LESS THAN T-1, ENTER

REASON CODE: _____
(TRRES/~~F~~)

8.10.2.1. Header. Enter "C-1" as the training measurement method in TMTHD.

8.10.2.2. TRSA1: Category I Home Station Training Status. For each Category I SORTS-measured topic, add the number of people filling DOC required positions who are *currently trained*. Combine the numbers for all Category I topics to get the total number of people trained in the category I sub area. Enter that combined total in the "trained" block in FIELD ONE. At the same time, determine the number of those same people who *require training* in each Category I SORTS measured topic, and add those requirements together to get the total Category I training requirement. Enter that combined total in the "required" block. Divide the currently trained number by the required number and multiply by 100 to determine the TRSA1 percentage. If there are nine or less training requirements, use AFI 10-201 (table 6.1) to determine the percentage.

8.10.2.3. TRSA2: Category II Home Station Training Status. In FIELD TWO, repeat the process, except count the combined total of people trained in the SORTS-measured Category II topics, and enter that number in the "trained" block. Then determine the combined total of people who require that training, and enter that number in the "required" block. Divide the currently trained number by the required number and multiply by 100 to determine the TRSA2 percentage. If there are nine or less training requirements, use AFI 10-201 (table 6.1) to determine the percentage.

8.10.2.4. TRSA3: Category III Silver Flag Training Status. In FIELD THREE, count the combined total of people filling UTC critical positions who are Category III trained; enter that number in the "trained" block. Then count the total number of people assigned to critical positions, and enter that number in the "required" block. (**NOTE:** *Both the assigned and required numbers should include the people who fill critical positions with a lower than required CAFSC skill level, even though we don't include them in the CPASG and CPAVL numbers.*) Divide the currently trained critical personnel by the total critical personnel assigned and multiply by 100 to determine the TRSA3 percentage.

8.10.2.5. Training Area T-Level. Enter the lowest of the three percentages in TRUTC. Using that percentage, determine the overall T-level from AFI 10-201 (table 6.2) and enter that level in TRRAT, as shown in Figure 8.19 or Figure 8.6.

8.10.2.5.1. If TRRAT is less than T-1, enter the reason code from AFI 10-201 (table A3.7) in TRRES. Pick the code that best describes the reason for the lowered status.

8.10.2.5.2. Transfer the TRRAT and TRRES entries to the overall C-level worksheet (Figure 8.1). **NOTE:** For sub-capability reporting, replace the labels TRRAT with TRRAF and TRRES with TRREF, and transfer the entries to a suboverall worksheet (Figure 8.8).

8.10.2.6. Training Remarks. If the T-level is less than T-1, prepare remarks to explain what training has not been completed, the mission impact, and the expected get well date. See paragraph 8.12 for details on required narrative remarks.

8.11. Reporting Overall Status. The overall status is the most important part of the SORTS report. This is where the commander records his or her assessment of the unit's capability to

perform its mission. The commander's judgment is essential, because the calculated numbers do not and cannot adequately reflect the strengths or weaknesses of the unit. This paragraph addresses the subjective assessments and forecasts that are included in a unit's overall status. Table 8.5 shows the data elements that you must report and their respective SORTS reporting labels.

Table 8.5. Overall Data Elements.

SORTS REPORTING LABEL	OVERALL (C-LEVEL) DATA ELEMENTS
RICDA	Date of report
TREAD	DOC Response Time
READY	C-level rating
REASN	Overall Reason Code
SECRN	Secondary Reason Code
TERRN	Tertiary Reason Code
PCTEF	Unit's Percent Effective
CARAT	Forecast change in C-level rating
CADAT	Date of Forecasted C-level change
LIM	C-level Limitation
RLIM	C-level Limitation Code

8.11.1. The Commander's Overall Assessment. Only the commander can assign the overall unit C-level (READY), and that level must be based only on the resources and training organic to the unit. Unless significant factors warrant a change, the lowest of the measured areas should be reported as the overall unit C-level. AFI 10-201 (paragraph 1.12) provides the guidance for making the overall C-level assessment. Commanders may raise or lower the overall unit C-level, but may not modify the measured resource area ratings that are developed from the calculations.

8.11.1.1. If you report C-1, your unit should be able to do everything required by your DOC statement. If your unit measures C-1 but there are significant deficiencies in unit capability, the commander should consider lowering the rating.

8.11.1.2. If your unit is required to submit suboverall reports, DO NOT report the lowest suboverall C-level as the overall unit C-level. Some units have mistakenly done this, but it unnecessarily penalizes the C-level of the unit.

8.11.2. Percent Effectiveness. In addition to the overall C-level assessment, the commander must make a second assessment of the unit's ability to perform its mission. This assessment shows what percent of the designed (or assigned) mission the unit can effectively perform. The percentage is reported with the PCTEF label. **To make this assessment, read AFI 10-201 (paragraph 2.7).**

8.11.2.1. The deployed status of the unit directly affects this assessment.

8.11.2.1.1. When no wartime-required resources are deployed, the PCTEF should show what percent of the full DOC specified mission that the unit can execute.

8.11.2.1.2. When part of the unit is deployed, the PCTEF number should reflect what percent of the full DOC mission the unit can perform with only the resources available at home station.

8.11.2.1.3. When the unit is fully deployed, the number should show the unit's ability to perform the mission for which the unit is deployed. **NOTE:** A unit is considered fully deployed when over 75 percent of the DOC specified resources (people and equipment) are deployed. Paragraph 8.11.3 offers some thoughts on determining the percent of your deployable capability that is deployed.

8.11.2.2. PCTEF presents a special challenge in SORTS reporting. We are used to the idea of counting resources against requirements to develop availability percentages that lead us to P-, S-, R-, T-, and C-levels. But with PCTEF, you are asked to put a specific number on an unmeasurable condition and to do it without simple, clear rules to help develop that number.

8.11.2.3. Assessing a unit's effectiveness as a percent of its required capability is simple in concept, but it's not simple to do for at least three reasons. First, there are an almost unlimited number of circumstances that can affect a unit's effectiveness, and most of them are not measured in SORTS. Second, it's impossible to write all encompassing, unambiguous criteria that cover all circumstances and each type of unit. However, AFI 10-201 provides general criteria that defines effectiveness in five percentage bands: 90 to 99 percent, 80 to 89 percent, 70 to 79 percent, 50 to 69 percent, and below 50 percent.

8.11.2.4. As outlined in AFI 10-201, there are many factors to consider when making this assessment, not just the unit's measured resources. Some of those factors include the mission, resource availability, re-supply, consumption, attrition, operational tempo, vulnerability, the need for special procedures or equipment, the need for outside help, weather, morale, etc. AFI 10-201 says you can make the following assumptions: re-supply, consumption and attrition rates, and the operational tempo will continue at the demonstrated or planned rates, unless you see firm indications those factors are changing.

8.11.2.5. Keep in mind that the unmeasured factors can change the unit effectiveness dramatically. For example, a Prime BEEF team at home station with all required people and mobility equipment and with the people fully trained can be reasonably assessed at 90 to 100 percent effective. Now deploy that same team to beddown a flying squadron with its supporting units on a bare base. Let's also say that there are no vehicles, front end loaders, forklifts, or heavy equipment available; construction materials are in extremely short supply, and it's been raining for days. Under those conditions, a C-1 unit that is 95 percent effective at home station against the <u>designed</u> mission in the DOC statement can easily become a C-1 unit that is 10 percent effective against the <u>assigned</u> mission. Such a unit definitely needs to use the narrative remarks to explain the degraded situation. Be sure to explain in those remarks what the unit needs to regain its effectiveness.

8.11.2.6. Since PCTEF requires a specific percentage within a band, we offer these thoughts to help you develop your number. First, understand your real task: to determine which percentage band best describes your unit. Use the AFI 10-201 criteria to do this. Next, and much less importantly, decide if you are in the low, middle, or high end of the band. Then pick a number. Don't worry about being precise. A difference of 5 to 9 percent within a band won't make a difference. **NOTE:** Narrative remarks must accompany this assessment when the reported PCTEF is below 90 percent (see paragraph 8.12).

8.11.2.7. Update the PCTEF number whenever the deployment situation, resource availability, or other factors significantly increase or decrease the unit's ability to execute its mission.

8.11.3. Percent of Deployable Capability Actually Deployed. As indicated in paragraph 8.4.12, when part of your unit is deployed, the SORTS rules allow you to count those people and that equipment as available for redeployment. However, common sense tells us those resources might not be released for redeployment. SORTS uses expanded reason codes to show this risk. **NOTE:** The term "deployable capability" refers only to the people and equipment that make up your deployable UTCs.

8.11.3.1. If you count deployed resources as available, the commander must assess the percent of the unit's deployable capability that is deployed and report a corresponding expanded reason code (D, E, F, or G). The expanded reason code is reported with the REASN or SECRN label, as explained in AFI 10-201 (paragraph A3.1.6 and table A3.3).

8.11.3.2. Add narrative remarks using the REASN label when five percent or more of the unit's capability is deployed (see paragraph 8.12).

8.11.3.3. There are no specific rules to guide this assessment. If the deployable capability consisted of only people or one type of equipment (like aircraft), the percent deployed would be easy to calculate. Since that is not the case, each commander must decide how much of the total capability he or she will attribute to people versus equipment. With the exception of the 4F9X1 and 4F9X2 UTCs, Prime BEEF teams are equipment light. This means the absence of people will usually have a far greater impact than the loss of team equipment.

8.11.3.4. If you don't count deployed resources as available, then don't use the expanded reason codes.

8.11.4. Ability to Operate in a Toxic Environment. The commander must make two assessments of the unit's ability to operate in a toxic environment. One reflects the availability and adequacy of on-hand NBCD equipment to provide the needed level of protection. The second indicates how well unit personnel are trained to operate in a toxic environment. These two assessments are reported using numerical levels 1 through 4. These numbers mean essentially the same thing as C-levels (see Table 8.1 in this publication or AFI 10-201, paragraph 1.12).

8.11.4.1. Report these assessments in the same narrative remark that you report the availability of mobility bags (see paragraph 8.12).

8.11.4.2. At the moment, there are no Air Force guidelines or criteria to help you make this assessment. Until criteria are published or you get additional instructions from your MAJCOM, we suggest you base your equipment assessment on the percent of complete C-1 bags that are available (C-bags for overseas units with an in-place generation mission). Base your training assessment on the percent of individuals who are current in Category I and II NBCD training, as listed in AFI 10-210.

8.11.5. Ability to Operate in a Hot or Cold Weather Environment. Some MAJCOMs have measured units assess their ability to operate in hot or cold weather. Report these assessments in the same way you report on your ability to operate in a toxic environment. The assessment criteria should be specified in your DOC statement or in other MAJCOM guidance. If not, ask your MAJCOM for the criteria. **NOTE:** You do not have to report this assessment if it is not specified in your DOC statement or in other MAJCOM guidance.

8.11.6. Forecast of Unit C-Level. SORTS requires measured units to forecast their overall C-level. AFI 10-201 (paragraph 2.5) provides clear instructions for reporting the two types of C-level forecasts.

8.11.6.1. One must be made when there are strong indications that the unit's overall C-level is going to change, either up or down. In that case, you report the expected level with the CARAT label and the forecasted date of that change with the CADAT label. This report is not required when the unit is C-1 and anticipates no change.

8.11.6.2. The SORTS instructions also require each measured unit to forecast its overall C-level 3, 6, and 12 months into the future and report this information as a narrative remark using the CADAT label.

8.11.7. C-Level Capped. In rare cases, a unit's overall C-level may be capped below C-1 by resource limitations imposed by its MAJCOM or HQ Air Force. If this applies to your unit, report the maximum possible C-level using the LIM label and enter the reason code (P, S, or T) that best describes the limitation using the RLIM label. Before reporting this limitation, discuss it with your MAJCOM.

8.11.8. Overall (C-Level) Worksheet Preparation Instructions. Use the following instructions to report the overall status of your unit on an overall (C-Level) worksheet, as shown in the example (Figure 8.20 or Figure 8.1).

Figure 8.20. Reporting Overall C-Level.

OVERALL CATEGORY LEVEL C-LEVEL WORKSHEET

PERSONNEL: P - __1___ _____ (PRRAT) (PRRES)	**OVERALL C-LEVEL** **C-** ____2____ (READY)
EQSUPPLY: S - ___2___ __S57__ (ESRAT) (ESRES)	OVERALL REASON CODE, IF LESS THAN C-1, OR IF CC ASSESSMENT IS USED: _____S_____ (REASN)
EQCONDN: R - ___6___ __RNM__ (ERRAT) (ERRES)	SECONDARY REASON: ___D____ (SECRN)
TRAINING: T - _____ ___1___ (TRRAT) (TRRES)	TERTIARY REASON: _____ (TERRN)

8.11.8.1. Measured Area Summaries. In the blocks for each of the four measured areas, record the measured area ratings and reason codes from the four measured area worksheets. (Remember, the equipment condition will always be R-6 for Prime BEEF.)

8.11.8.2. Overall C-Level. Select the lowest level of the three measured areas that civil engineers use for Prime BEEF: personnel, equipment and supplies, or training. Unless raised or lowered by the unit commander, enter that level in the READY block as the unit's overall C-level.

8.11.8.3. Reason Codes. Reason codes are used in SORTS reports as a shorthand way of flagging and identifying a degradation in the unit's ability to perform its DOC tasked mission.

8.11.8.3.1. Use the REASN label to identify the unit's most limiting factor. The REASN label is most often used to explain why the unit is less than C-1, to show the commander has upgraded or downgraded the unit C-level, or to show the percent of the unit that is deployed.

8.11.8.3.2. Use the SECRN label to show the code which best describes the unit's second most limiting factor or to explain a commander's upgrade or downgrade of the overall unit C-level. While not required, you can list the code for the third most limiting factor with the TERRN label.

8.11.8.3.3. The required reason codes are described in AFI 10-201 (attachment 3). The standard codes are in table A3.1, the expanded codes used to describe partially deployed units are in table A3.2, and the measured area reason codes are in tables A3.4 through A3.7. **Table A3.3 is one of the most important tables in AFI 10-201. It explains how to use the REASN, SECRN, and TERRN labels and what codes to enter for the different reporting conditions** that you encounter.

8.11.8.4. Forecast of Overall Unit Status. If the unit's overall C-level is expected to change, then report it in the CARAT block and enter the forecasted date of change in the CADAT block (Figure 8.21). Complete the remarks section by entering the unit's forecasted C-level data for three, six, and twelve months into the future. If not shown on the overall worksheet (Figure 8.1), include the 3-, 6-, and 12-month data on a remarks worksheet (Figure 8.7).

Figure 8.21. Reporting Forecasted C-Level.

OVERALL CATEGORY LEVEL C-LEVEL WORKSHEET

FORECAST

FORECAST C-LEVEL: C - 1 (CARAT) FORECAST DATE: 971215 (CADAT - YYMMDD)

CARAT REMARK:

3 MONTH FORECAST: C - 1 , REASON: ***NO EXPECTED PROBLEMS***

6 MONTH FORECAST: C - 1 , REASON: ***NO EXPECTED PROBLEMS***

12 MONTH FORECAST: C - 1 , REASON: ***NO EXPECTED PROBLEMS***

8.11.8.5. C-Level Limitation. If your overall C-level is capped below C-1 by resource limitations imposed by your MAJCOM, report the maximum possible C-level in the LIM block and enter the reason code (P, S, or T) that best describes the limitation in RLIM. See Figure 8.22.

Figure 8.22. Reporting C-Level Limitations.

OVERALL CATEGORY LEVEL C-LEVEL WORKSHEET

CATLIMIT

C-LEVEL LIMITATION: _____ (LIM) C-LEVEL LIMITATION REASON: _____ (RLIM)

8.12. Narrative Remarks. Narrative remarks provide additional information to more completely describe the status of the unit. Some remarks are always required; some are mandatory only when dictated by a degraded unit status, and others are submitted when required by the MAJCOM. In addition, a unit can submit a remark, even when not otherwise required, to highlight a concern or problem. Remarks must be correctly formatted for the SORTS system to accept them.

8.12.1. Format. The general format is set by the SORTS program code requirements. Each remark begins with a label segment. This segment—with a fixed format—shows the security classification and the transaction code for the remark. The label segment also contains a reporting

label. Because a remark provides additional information on a specific SORTS data element, you must use the reporting label of that data element in the label segment.

8.12.1.1. The narrative segment includes the date and text of the remark. The format for the narrative segment of each required remark is dictated in AFI 10-201 (or by your MAJCOM).

8.12.1.2. The formatting is easier to show than to describe. The first format in Figure 8.23 is for an unclassified remark that would contain the details on UMD/UTC mismatches. AFI 10-201 gives a specific format for this type information, and it tells you to report those details using the PRRAT reporting label. The second format would be used to begin a confidential remark that explains why the unit's personnel status is less than P-1. Since AFI 10-201 doesn't give a specific format for the narrative segment, the explanation of the problem and corrective actions is provided in a narrative form. The information you provide in a remark is shown in bold in these examples.

Figure 8.23. Remark Format for SORTS Reports.

← **LABEL SEGMENT** →	← **NARRATIVE SEGMENT** →

LABEL/**U**/**A**/LABEL: **PRRAT**//GENTEXT/RMK/**971215 [formatted details]**//

↑ **DATE OF THE REMARK**

↑ **REPORTING LABEL FOR DATA ELEMENT**

↓ **SECURITY CLASSIFICATION OF REMARK** (C – CONFIDENTIAL; S – SECRET; U – UNCLASSIFIED)

↓ **TRANSACTION CODE** (TELLS WHETHER REMARK IS ADDED - A OR DELETED – D)

LABEL/**C**/**A**/LABEL: **PRRES**//GENTEXT/RMK/**971215 [narrative details]**//

8.12.2. One Label/One Remark. The SORTS system limits you to one remark per reporting label. If you create a second remark using the same reporting label, the system will accept the first remark and immediately overwrite it with the information in the second remark. To avoid this, you consolidate the narrative or formatted remarks on different topics within one label. Use some technique to distinguish between topics. Almost any technique will work such as separate paragraphs or numbered sentences, but don't use a double slash (//) or leave a blank line between paragraphs. The system interprets both as the end of the remark.

8.12.3. Adding, Changing, Deleting, and Validating Remarks. You can do one of four things with a remark: add a new one to the database, update or validate an existing one, or delete an obsolete one. The transaction code is the key. Use the "A" code to add a new remark. When you update an existing remark, use the "A" code. Change the transaction code on an existing remark to "D" and you will delete it. To validate an existing remark, you don't have to do anything. However, you

should change the date of a still valid remark (using the "A" transaction code) at least every 90 days.

8.12.4. AFSORTSDET Format. AFSORTSDET automatically creates the label segment and assigns the current date to any new, updated, or validated remark. You only need to provide the reporting label, security classification, the narrative, and identify the transaction type. In reality, that's all you do on a remarks worksheet. To validate an existing remark in AFSORTSDET, you indicate "no change". When you do that, AFSORTSDET doesn't update the date of the remark.

8.12.5. Choosing a Reporting Label. You can make a remark against any SORTS data element/reporting label, but as Table 8.6 shows, some information must be reported against specific labels. This enables HQ USAF, MAJCOM, and field operating agency staff people to easily focus on the details that they track. When reporting on a measured resource, you have many labels to choose from. Use the measured area reason label (PRRES, ESRES, TRRES) to summarize the problems or limiting factors in that measured area. If you have detailed problems in more than one sub area, you can identify and separate those details by using the sub area labels (i.e., ESSA1, ESSA4, ESSA5, TRSA1, TRSA2, and TRSA3). Generally, however, the measured area reason label will be sufficient to convey all necessary details.

8.12.6. Preparation. When preparing narrative remarks, keep them simple. Use plain English. Identify the problem or issue; state what corrective actions are required and have been taken, and indicate the expected get well date. Be sure to follow any mandated formats, as specified in AFI 10-201. Remarks should contain sufficient detail to ensure MAJCOM functional managers understand the problem and can act on it. Keep in mind that you cannot use more than 4,000 characters for all remarks.

8.12.7. Prime BEEF Remarks. Table 8.6 lists remarks that are required in CE SORTS reports for Prime BEEF UTCs. Those remarks are grouped based on whether they support the overall assessment or a measured area data element. For each remark, the table briefly explains when the remark is required, identifies the associated reporting label, and gives the AFI 10-201 paragraph reference that explains the requirement. Also follow the guidance concerning remarks that are found in AFI 10-201, paragraphs 1.12, 2.11, and A3.1. **NOTE:** See the referenced AFI 10-201 paragraphs for the mandated formats.

Table 8.6. Required Remarks for CE Units Reporting on Prime BEEF.

A REMARK COVERING	IS REQUIRED	AND IS REPORTED WITH LABEL	SEE AFI 10-201 PARAGRAPH
OVERALL			

A REMARK COVERING	IS REQUIRED	AND IS REPORTED WITH LABEL	SEE AFI 10-201 PARAGRAPH
Summary of Limiting Factors and Problem Areas	To address any unit problem or LIMFAC that affects the unit's ability to accomplish its wartime mission. In the narrative, summarize problems, limiting factors, corrective actions required/taken, and expected get well dates. Problems may also be reported under measured areas.	REASN	1.12, 2.6 and 2.11.7
Commander Assessed C-level Up/Down	When the unit commander subjectively raises or lowers unit's overall C-level. Must explain the rationale for the change.	REASN	1.12.8
Partial Unit Deployment	Whenever five percent or more of a unit's deployable capability is deployed. Indicate what resources are deployed and what operation they are supporting.	REASN	2.8.1 and A3.1.6
Marginal/Unsatisfactory Inspection Results	Whenever unit inspection results are lower than satisfactory. Outline results, deficiencies, actions taken, and expected get well dates.	REASN	1.12.8.1
Forecast Change in Overall C-Level	When there is a concrete indication that the unit's overall C-level will change in the future. The change may be up or down. Show date you expect C-level to change using the CADAT label. Continue to forecast until the unit regains C-1 status.	CARAT	2.5
Percent Effective	When the reported PCTEF is less than 90 percent. Reflects commander's assessment of percent of full DOC mission that the unit can perform with the resources available at home station, but when fully deployed, assessment reflects percent of assigned mission that the deployed resources can accomplish.	PCTEF	2.7.3.6
PERSONNEL			
Less than P-1	When either total or critical personnel level drops below P-1. Summarize problems, corrective actions required/taken, and expected get well dates. When there are problems in multiple sub areas, provide details using sub area labels and summarize those problems in the PRRES remark.	PRRES	2.11.3.1
E-E Civilians Filling DOC Requirements	When unit fills DOC required positions with emergency-essential civilians. Identify number authorized, assigned, and available for both total and critical positions.	PRRES	2.11.3.2
UMD/UTC Mismatch	When UMD positions do not agree with UTC requirements. Show UTC, AFSC, number required by UTC, and number funded in UMD.	PRRAT	2.11.3.3

A REMARK COVERING	IS REQUIRED	AND IS REPORTED WITH LABEL	SEE AFI 10-201 PARAGRAPH
Personnel Shortages	Whenever unit cannot fill a required position. Show AFSC, number required, number assigned, number available, number in upgrade training, personnel reason code explaining shortage, and narrative explaining shortage.	PERTP	2.11.3.4
EQUIPMENT AND SUPPLIES			
Less than S-1	Whenever equipment and supplies level drops below S-1. Summarize problems, corrective actions required/taken, and expected get well dates. When there are problems in multiple sub areas, provide details using sub area labels and summarize those problems in the ESRES remark.	ESRES	2.11.4.1
Mobility Bags	In every report. Show number of A-, B, and C-1 mobility bags required and on-hand.	RICDA	2.11.4.1.2
Operate in NBC environment	Using C-level rating criteria, commander subjectively assesses unit's training and equipment status to operate in a toxic environment. Explain rationale for assessments lower than 1.	RICDA	2.11.4.1.2
Operate in Hot/Cold Weather	Only when called for in DOC statement or other MAJCOM guidance. Using C-level rating criteria, commander subjectively assesses unit's training and equipment status to operate in extremely hot or cold weather. Explain rationale for assessments less than 1.	RICDA	2.11.4.1.2
TRAINING			
Less than T-1	Whenever training level drops below T-1, summarize problems, corrective actions required/taken, and expected get well dates. When there are problems in multiple sub areas, provide details using sub area labels and summarize those problems in the TRRES remark.	TRRES	2.11.6.1
Silver Flag Training	When directed by your MAJCOM. Show date unit last attended Silver Flag training. MAJCOM may require additional details such as number of people by AFSC who require training in the next 12 months.	TRSA3	2.11.6.5

8.12.8. Maintaining Remarks. You should review all remarks monthly and update them to reflect status changes. If there are no status changes, update the date of still valid remarks at least every 90 days. Be sure to delete remarks when they are no longer needed.

8.13. Summary. Even though this chapter covers the key features of AFI 10-201, be sure you know how to use that instruction.

8.13.1. Don't be lulled into thinking that the only important resources and training requirements are those reported in SORTS. Those resources get more reporting attention, but *the equipment items and training requirements that are not SORTS measured are still required.*

8.13.2. Don’t rely on the commander's upgrade to improve the status of the unit. Get the people. Buy the equipment and supplies.

8.13.3. Only use the commander's upgrade when the numbers don't properly reflect the status of the unit.

8.13.4. SORTS results should never be a surprise to the unit commander or the Readiness Flight chief. You should see problems developing and take action to fix them long before they affect the unit's C-rating.

8.13.5. SORTS remarks are a good way to focus attention on problems that are beyond the unit's control, but don't depend solely on the remarks to generate interest at higher headquarters. Keep your MAJCOM CE representative informed of problems beyond your control. Make sure you do all you can to fix a problem at your level before you bring attention to it in your SORTS report. If you haven't done your homework before hollering, it will bite you.

JOHN W. HANDY, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 10-210, *Prime BEEF Program*

AFI 10-215, *Personnel Support for Contingency Operations*

AFPAM 10-219, Volume 1, *Contingency and Disaster Planning*

AFPAM 10-219, Volume 10, *Contingency Training and Task Standard*

AFMAN 10-401, *Operation Plan and Concept Development Plan Development and Implementation*

AFI 10-403, *Deployment Planning*

AFI 10-404, *Base Support Planning*

AFPAM 10-417, *USAF Deployment Management*

AFI 21-202, *Combat Ammunition System Procedures*

AFI 21-203, *Deployable Ammunition Operations Procedures*

AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*

AFCAT 21-209, *Ground Munitions*

AFMAN 23-110, Volume 2, Part 2, *USAF Standard Base Supply System*

AFMAN 23-110, Volume 2, Part 13, *Standard Base Supply Customers Procedures*

AFJI 24-108, *Movement of Units in Air Force Aircraft*

AFI 24-202, *Preservation and Packing*

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFI 25-101, *War Reserve Materiel Program Guidance & Procedures*

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

AFI 31-209, *The Air Force Resource Protection Program*

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

AFH 31-223, *The Air Force Resource Protection Program*

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

AFH 32-4014, Volume 2, *USAF Operations in a Chemical & Biological (CB) Warfare Environment, CB Hazards*

AFH 32-4014, Volume 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological and Chemical (NBC) Environment*

AFI 33-209, *Operational Instructions for the Secure Telephone Unit*

AFI 36-507, *Mobilization of the Civilian Workforce*

AFH 36-2218, Volume 1, *Self Aid and Buddy Care—Instructor Handbook*

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AFCAT 36-2223, *USAF Formal Schools*

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

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

AFI 36-2908, *Family Care Plans*

AFI 38-204, *Programming USAF Manpower*

AFI 38-205, *Managing Wartime and Contingency Manpower*

AFJI 48-110, *Immunizations and Chemoprophylaxis*

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

AFOSH Standard 48-1, *Base Respiratory Protection Program*

AMCPAM 36-1, *AMC Affiliation Program Airlift Planners Course*

AFR 67-12, *Storage and Handling of Compressed Gases and Cylinders*

AFR 76-13, *Management of System 463L Pallets, Nets and Tie-Down Equipment* (to become AFI 24-203)

DoD 4500.9-R, part 2, *Defense Transportation Regulation—Cargo Movement*

DoD 4500.9-R, part 3, *Defense Transportation Regulation—Mobility*

DoD 4500.32-R, Volume 1, *Military Standard Transportation and Movement Procedures*

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives*

DoD 6050.5L, *Hazardous Materials Information System (HMIS)*

MIL-STD-129, *Military Standard Marking for Shipment and Storage*

TO 11A-1-46, *Firefighter Guidance, Transportation, and Storage—Management Data*

TO 35D33-2-3-1, *Maintenance and Repair Instructions, Air Cargo Pallet Nets*

Other References

Prime BEEF Equipment & Supplies Listing (ESL)

War and Mobilization Plan, Part 1, Annex S, Civil Engineering

Abbreviations and Acronyms

AA&E—Arms, ammunition, and explosives

ACC—Air Combat Command

ACES—Automated Civil Engineer System

AEF—Air expeditionary force

AEG—Air expeditionary group

AEW—Air expeditionary wing

AFCESA—Air Force Civil Engineer Support Agency

AFFOR—Air Force forces

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFRES—Air Force Reserve

AFS—Air Force specialty [as used in this pamphlet]

AFSC—Air Force specialty code

AGS—Armed guard service

ALCE—Airlift control element

AMC—Air Mobility Command

ANG—Air National Guard

AO—Area of operations

AOR—Area of responsibility

APO—Army post office

APOD—Aerial port of debarkation

APOE—Aerial port of embarkation

APS—Aerial port squadron [as used in this pamphlet]

ARC—Air Reserve components [as used in this pamphlet]

AS—Allowance standard [as used in this pamphlet]

ASETF—Air and space expeditionary task force

AWACS—Airborne Warning and Control System

BB—Bare base [as used in this pamphlet]

BEEF—Base Engineer Emergency Force

BOS—Base operating support

BSP—Base Support Plan

C2—Command and control

C3—Command, control, and communications

C4—Command, control, communications, and computers

C4I—Command, control, communications, computers, and intelligence

C4S—Command, control, communication, computer systems

CALM—Computer Aided Load Manifesting System

CD—Compact disk [as used in this pamphlet]

CDF—Cargo deployment function [as used in this pamphlet]

CD-ROM—Compact disk-read only memory

CE—Civil Engineer

CEM—Contingency, exercise, mobility [as used in this pamphlet]

CEMIRT—Civil Engineer Maintenance Inspection and Repair Team

CEMO—Command Equipment Management Office

CESP—Civil Engineering Support Plan

CG—Center of gravity

CI—Counterintelligence

CIN—Cargo increment number

CINC—Commander of a combatant command; commander in chief

CJCS—Chairman of the Joint Chiefs of Staff

CMOS—Cargo Movement Operations Systems [as used in this pamphlet]

COB—Collocated operating base

COMAFFOR—Commander of Air Force forces

COMPES—Contingency Operation/Mobility Planning and Execution System

CONUS—Continental United States

CPASG—Critical personnel assigned

CPAVL—Critical personnel available

CPU—Cargo processing unit

CRAF—Civil Reserve Air Fleet

CT—Cargo terminal

CTO—Consolidated tasking order

CW—Chemical warfare

CY—Calendar year

DAV—Deployment Availability

DCC—Deployment control center [as used in this pamphlet]

DeMS—Deployment Management System

DEPID—Deployment indicator code

DMD—Deployment Manning Document [as used in this pamphlet]

DOC—Designed operational capability [as used in this pamphlet]

DoD—Department of Defense

DPU—Deployment processing unit

DRMD—Deployment Requirements/Manning Document

DSOE—Deployment schedule of events

EALS—Emergency Airfield Lighting System

EOD—Explosive ordnance disposal

EOR—Explosive ordnance reconnaissance

ERRAT—Equipment condition (R-Level) rating

ERRES—Equipment condition reason code

ESL—Equipment and Supplies Listing

FAC—Functional account code [as used in this pamphlet]

FAD—Force activity designator; feasible arrival date

FDO—Flexible deterrent option

FOL—Forward operating location

FORSIZE—HQ USAF Support Force Sizing Exercise

FY—Fiscal year

GBL—Government Bill of Lading

GCCS—Global Command & Control System

GEOLOC—Geographic location code

GMT—Greenwich Mean/Meridian Time

GPS—Global Positioning System

GWT—Gross weight (pounds)

HAZCOM—Hazardous commodity; hazard communication

HAZMAT—Hazardous material

HMIS—Hazardous Materials Information System

IATA—International Air Transport Association

IAW—Intermediate axle weight [as used in this pamphlet]

IDO—Installation deployment officer

IDP—Installation Deployment Plan

IDS—Integrated Deployment System [as used in this pamphlet]

JCS—Joint Chiefs of Staff

JOPES—Joint Operation Planning and Execution System

lb.—Pound

LCL—Less-than-car-load

LIC—Low-intensity conflict

LIMFAC—Limiting factor

LMR—Land mobile radio

LOC—Lines of communication

LOGDET—Logistics details

LOGFOR—Logistics Force Packaging System

LOGMARS—Logistics Applications of Automated Marking and Reading Symbol

LOGMOD—Logistics Module

LTL—Less-than-truckload

MAJCOM—Major command

MANFOR—Manpower Force Packaging System

MANPER-B—Manpower and Personnel Module – Base Level (COMPES)

MASO—Munitions Account Supply Officer

MEFPAK—Manpower and Equipment Force Packaging System

MFEL—Manpower Force Element Listing

MHE—Materiel handling equipment

MILSTAMP—Military Standard Transportation and Movement Procedures

MILSTD—Military Standard

MILSTRIP—Military Standard Requisitioning and Issue Procedures

MIPR—Military Interdepartmental Purchase Request

MISCAP—Mission capability

MOA—Memorandum of Agreement

MOB—Main operating base

MOOTW—Military operations other than war

MOU—Memorandum of Understanding

MPU—Mobility processing unit

MRC—Major regional conflict

MRRR—Manpower requirements/resource roster

MTW—Major theater war

MWR—Morale, welfare, and recreation

NAF—Nonappropriated funds

NATO—North Atlantic Treaty Organization

NBC—Nuclear, biological, and chemical

NCA—National Command Authorities

NCO—Noncommissioned officer (enlisted person)

NCOIC—Noncommissioned officer in charge

NEO—Noncombatant evacuation operation

NEQ—Net explosive quantity

NEW—Net explosive weight

NGB—National Guard Bureau

NLT—Not later than

NOFORN—Not releasable to foreign nationals

NRP—Non-unit-related personnel

NSN—National stock number

O&M—Operation and maintenance

OCONUS—Outside continental United States

OIC—Officer in charge

OMB—Office of Management and Budget

OOTW—Operations other than war

OPCON—Operational control

OPLAN—Operation plan

OPORD—Operations order

OPR—Office of primary responsibility

OPSEC—Operations security

OPTEMPO—Operations tempo

OSD—Office of the Secretary of Defense

PAS—Personnel accounting symbol

PCS—Permanent change of station [as used in this pamphlet]

PDF—Personnel deployment function [as used in this pamphlet]

PDS—Permanent duty station

PEC—Program element code

PERSCO—Personnel support for contingency operations

PID—Plan identification number (JOPES)

PIH—Poisonous by inhalation

PIN—Personnel increment number (JOPES)

POD—Port of debarkation (JOPES)

POE—Port of embarkation (JOPES)

POL—Petroleum, oils, and lubricants

POS—Peacetime operating stock

PRU—Personnel readiness unit [as used in this pamphlet]

PT—Passenger terminal

QTP—Qualification training package

RAW—Rear axle weight

RDD—Required delivery date

RLD—Ready to load date (JOPES)

ROE—Rules of engagement

RO/RO—Roll on/roll off

ROWPU—Reverse osmosis water purification unit

RRR—Rapid runway repair

RTP—Readiness training package

SBB—Standby base

SOC—Special Operations Command

SOFA—Status-of-Forces agreement

SOP—Standard operating procedures

SORTS—Status of Resources and Training System

SMP—Sub motor pool

SpI—Special investigations

SPIN—Special instruction

SRC—Security risk category [as used in this pamphlet]

TALCE—Tanker airlift control element

TCMD—Transportation control and movement document

TCN—Transportation control number [as used in this pamphlet]

TDY—Temporary duty

TPFDD—Time-phased force deployment data (JOPES)

TPFDL—Time-phase force and deployment list

UDCC—Unit deployment control center

UDM—Unit deployment manager

UIC—Unit identification code

ULN—Unit line number

UMD—Unit manning document

UN—United Nations

UTC—Unit type code

WB—Wheel base [as used in this pamphlet]

WHNS—Wartime host nation support

WIMS—Work Information Management System

WMP—War and Mobilization Plan

WRM—War reserve materiel

Terms

When applicable, the definitions are extracted from Joint Publication 1-02, *The DoD Dictionary of Military and Associated Terms*. See *http://www.dtic.mil/doctrine/jel/c_pubs.htm*.

Advanced Echelon (ADVON)--An initial deployment element of personnel and equipment within a specific unit type code (UTC). The ADVON portion of a UTC normally consists of the equipment and personnel required to establish an austere operational capability for a period of up to seven days.

Aerial Port--An airfield that has been designated for the sustained air movement of personnel and materiel, and to serve as an authorized port for entrance into or departure from the country in which located.

Aerial Port of Debarkation (APOD)--A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located. [For AEFs, this will usually be the forward operating location.]

Aerial Port of Embarkation (APOE)--A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located.

Aerial Port Squadron (APS)--An Air Force organization that operates and provides the functions assigned to aerial ports, including processing personnel and cargo; rigging for airdrop; packing parachutes; loading equipment; preparing air cargo and load plans; loading and securing aircraft; ejecting cargo for in-flight delivery; and supervising units engaged in aircraft loading and unloading operations.

Aerospace Expeditionary Force--An AEF is a package of aerospace forces tailored to create theater commander in chief's desired effects. AEFs are the deployed wings, groups, and squadrons attached to an ASETF or in-place numbered air force (NAF) by MAJCOM G-series orders.

Air and Space Expeditionary Task Force (ASETF)--An ASETF is a tailored, task organized air and space force presented to a joint force commander (JFC) consisting of a deployed NAF headquarters, or command echelon subordinate to a NAF headquarters, and assigned and attached operating forces (command element plus operating forces). An ASETF can be sized as a NAF, an AEW, or an AEG, depending on the level and nature of the conflict and the size of the air and space component required. The ASETF is commanded by the COMAFFOR and is activated by MAJCOM G Series orders.

Air Base Operability--The integrated capability of an installation to defend against, survive the effects of, and recover from hostile action, thus supporting effective wartime employment of air power. Air base operability provides the sustained operational capability to wage war.

Air Bridge--An air bridge is a series of enroute locations outlining an air route of travel for rapid deployment and sustainment of forces. Many enroute locations serve as crew staging locations in addition to meeting enroute-servicing requirements, allowing aircraft to continue to their destination with little delay. The air bridge normally has air refueling forces positioned along the route to allow non-stop flight to final destinations.. Deploying aircraft, sustainment airlift aircraft, and aircraft conducting global attack missions may use the air bridge for their inter-theater missions.

Airlift--The objectives of airlift are to deploy, employ and sustain military forces through the medium of aerospace. Airlift accomplishes the timely movement, delivery, and recover of personnel, equipment, and supplies, furthering military and national goals.

Alert Order--1. A crisis-action planning directive from the Secretary of Defense, issued by the Chairman of the Joint Chiefs of Staff, that provides essential guidance for planning and directs the initiation of execution planning for the selected course of action authorized by the Secretary of Defense. 2. A planning directive that provides essential planning guidance and directs the initiation of execution planning after the directing authority approves a military course of action. An alert order does not authorize execution of the approved course of action.

Alert Status--A posture, initiated by a CJCS Alert Order, in which designated units prepare their personnel and equipment for rapid deployment upon receiving tasking.

Annex--A document appended to an operation order or other document to make it clearer or to give further details.

Apportion--To make resources available to the commander of a unified or specified command for deliberate planning. Apportioned resources are used in the development of operation plans and may be more or less than those allocated for execution planning of actual execution.

Area of Responsibility (AOR)--1. The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations. 2. In naval usage, a predefined area of enemy terrain for which supporting ships are responsible for covering by fire on known targets or targets of opportunity and by observation. Also called AOR.

Assumption--A supposition about the current situation or a presupposition about the future course of events, either or both assumed to be true in the absence of positive proof, necessary to enable the commander in the process of planning to complete an estimate of the situation and make a decision on the course of action.

Attainment--The point in time during the deployment when enough resources are available to begin AEF force employment.

Augmentation Forces—Forces to be transferred from a supporting commander to the combatant command (command authority) or operational control of a supported commander during the execution of an operation order approved by the National Command Authorities.

Bare Base—A base having minimum essential facilities to house, sustain, and support operations to include, if required, a stabilized runway, taxiways, and aircraft parking areas. A bare base must have a source of water that can be made potable. Other requirements to operate under bare base conditions form a necessary part of the force package deployed to the bare base.

Base Level Assessment (BLA)--The process of determining wartime base support requirements after deployments and receptions have taken place.

Base Support Plan (BSP)--The installation level planning accomplished to support unified and specified command wartime operation plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities and limitations to plan for actions and resources supporting war and contingency operations, including deployment, post deployment, and employment activities.

Basic Plan--The part of an operation plan that forms the base structure for annexes and appendices. It consists of general statements about the situation, mission, execution, administration and logistics, and command and control.

Beddown--Common terminology used for the destination of combat forces in a theater (equivalent to a destination).

Box--A packaging with complete rectangular or polygonal faces made of metal, wood, plywood, reconstituted wood, fiberboard, plastic, or other suitable material.

Bulk Cargo --That which is generally shipped in volume where the transportation conveyance is the only external container; such as liquids, ore, or grain.

Cargo--Commodities and supplies in transit.

Cargo Category Codes--Descriptive codes assigned to deploying cargo according to their characteristics and properties. These codes are used for transportation planning as detailed in AFMAN 10-401.

Cargo Deployment Function (CDF)--The installation focal point for monitoring all deployment cargo processing activities.

Chalk--The complete load of cargo and/or passengers that are transported on the deployment conveyance. That conveyance can be a bus, truck, ship, or aircraft.

Classified Cargo (Classified Information)--Information or material that is (a) owned by, or under the control of the United States government; and (b) determined under Executive Order 12356 or prior orders and DoD 5200.l-R to require protection against unauthorized disclosure; and (c) so designated (that is, Top Secret, Secret, or Confidential).

Closure--The process of a unit arriving at a specified location.

Combat Forces--Those forces whose primary missions are to participate in combat. (Joint Pub 1-02) (For the purposes of this manual, consists of flying forces such as those contained in the USAF War and Mobilization Plan, Volume 3, Part I, which normally operate in a hostile environment and are subject to hostile fire.)

Combat Skills--Functional wartime requirements (e.g., air base defense) unique to each location and taskings. Unit functional area managers determine combat skills training requirements on known taskings and functional guidance.

Combat Support (CS)--Fire support and operational assistance provided to combat elements.

Combatant Command--A unified or specified command with a broad continuing mission under a single commander established and so designated by the President, through the Secretary of Defense and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

Combination Packaging--A combination of packaging, for transport purposes, consisting of one or more inner packagings secured in a non-bulk outer packaging. It does not include a composite packaging.

Composite Packaging--Packaging consisting of an outer packaging and inner receptacle, so constructed that the inner receptacle and the outer packaging form an integral packaging. Once assembled it remains thereafter an integrated single unit; it is filled, stored, shipped, and emptied as such. (A thermos jug is a simple composite package.)

Compatibility Group Letter--A designated alphabetical letter used to categorize different types of explosive substances and articles for stowage and segregation.

Component Command--The Service command, its commander, and all the individuals, units, detachments, organizations or installations that have been assigned to a unified command.

Computer Aided Load Manifesting (CALM)--An Air Force system that automates load planning in support of worldwide deployment of forces and day-to-day cargo movement.

Continental United States (CONUS)--The 48 contiguous states and the District of Columbia.

Contingency--An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

Contingency Aerial Port--Standby aerial ports which can be activated for cargo operations, as required, during emergencies.

Contingency Operation/Mobility Planning and Execution System (COMPES)--The Air Force standard automated data processing subsystem of the Joint Operation Planning and Execution System (JOPES) that operations, logistics, and personnel planners at all command levels use to develop and maintain force packages and task requirements for operation plan time-phased force and deployment data.

Contingency Operations--Operations involving the use of US military forces to achieve US objectives, usually in response to an emerging or unexpected crisis. Contingency operations may evolve into sustained military operations.

Control Air Force Specialty Code (CAFSC)--A management tool used to make airman assignments, to assist in determining training requirements, and to consider individuals for promotion. It will be identical to the highest awarded AFSC in the ladder in which the airman is being used or trained with the following restrictions. The CAFSC for members performing duty in a 3-, 5-, 7-, or 9-skill level structure will not exceed the:
(a) 3-skill level for AB through A1C.
(b) 5-skill level for SrA and SSgt.
(c) 7-skill level for TSgts and MSgts.
(d) 9-skill level for SMSgts.

Controlled Cargo (See Protected Cargo)--Items that require additional control and security as prescribed in various regulations and statutes. Controlled items include money, negotiable instruments, narcotics, registered mail, precious metal alloys, ethyl alcohol, and drug abuse items.

Convoy--A group of vehicles organized to ensure controlled and orderly movement with or without escort protection.

Crisis Action Procedures (CAP)--A set of procedures that provide guidance for procedures for joint operations planning by military forces during emergency or time sensitive situations. The procedures give the JCS information to develop timely recommendations to the National Command Authorities for decisions involving the use of US Military forces.

Crisis Action Team (CAT)--Command and staff personnel assembled to respond to war, and certain contingency or emergency situations that require continuous action. Its purpose is to provide continuous response during periods of increased readiness and expanded operations.

Deliberate Planning--1. The Joint Operation Planning and Execution System process involving the development of joint operation plans for contingencies identified in joint strategic planning documents. Conducted principally in peacetime, deliberate planning is accomplished in prescribed cycles that complement other Department of Defense planning cycles in accordance with the formally established Joint Strategic Planning System. 2. A planning process for the deployment and employment of apportioned forces and resources that occurs in response to a hypothetical situation. Deliberate planners rely heavily on assumptions regarding the circumstances that will exist when the plan is executed. See also Joint Operation Planning and Execution System.

Deployability Posture--The state or stage of a unit's preparedness for deployment to participate in a military operation, defined in five levels as follows: a. normal deployability posture. The unit is conducting normal activities. Commanders are monitoring the situation in any area of tension and reviewing plans. No visible overt actions are being taken to increase deployability posture. Units not at home station report their scheduled closure time at home station or the time required to return to home station if ordered to return before scheduled time and desired mode of transportation are available. b. increased deployability posture. The unit is relieved from commitments not pertaining to the mission. Personnel are recalled from training areas, pass, and leave, as required, to meet the deployment schedule. Preparation for deployment of equipment and supplies is initiated. Pre-deployment personnel actions are completed. Essential equipment and supplies located at continental United States (CONUS) or overseas installations are identified. c. advanced deployability posture. All essential personnel, mobility equipment, and accompanying supplies are checked, packed, rigged for deployment, and positioned with deploying unit. The unit remains at home station. Movement requirements are confirmed. Airlift, sealift, and intra-CONUS transportation resources are identified, and initial movement schedules are completed by the Transportation Component Commands. d. marshaled deployability posture. The first increment of deploying personnel, mobility equipment, and accompanying supplies is marshaled at designated ports of embarkation but not loaded. Sufficient aircraft or sealift assets are positioned at, or en route to, the port of embarkation, either to load the first increment or to sustain a flow, as required by the plan or directive being considered for execution. Supporting airlift control elements (ALCEs), stage crews (if required), and support personnel adequate to sustain the airlift flow at onload, en route, and offload locations will be positioned, as required. e. loaded deployability posture. All first increment equipment and accompanying supplies are loaded aboard ships and prepared for departure to the designated objective area. Personnel are prepared for loading on minimum notice. Follow-on increments of cargo and personnel are en route or available to meet projected ship loading schedules. Sufficient airlift is positioned and loaded at the port of embarkation to move the first increment or to initiate and sustain a flow, as required by the plan or directive being considered for execution. Supporting ALCEs, stage aircrews (if required), and support personnel adequate to sustain the airlift flow at onload, en route, and offload locations are positioned, as required.

Deployment--1. In naval usage, the change from a cruising approach or contact disposition to a disposition for battle. 2. The movement of forces within areas of operation. 3. The positioning of forces into a formation for battle. 4. The relocation of forces and material to desired areas of

operations. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, intertheater, and intraheater movement legs, staging, and holding areas. See also deployment order; deployment planning; deployment preparation order.

Deployment Availability (DAV) Codes—Personnel codes that identify an individual's current medical, legal, and administrative status for deployment eligibility.

Deployment Control Center (DCC)--The installation focal point for deployment operations. The DCC is responsible for all command and control requirements.

Deployment Echelon--A UTC capability that commanders deploy as a single entity. Deployment echelons facilitate deployment planning by identifying a unit's capabilities, materiel, and personnel requirements and designating the sequence of movement.

Deployment Order--A planning directive from the Secretary of Defense, issued by the Chairman of the Joint Chiefs of Staff, that authorizes and directs the transfer of forces between combatant commands by reassignment or attachment. A deployment order normally specifies the authority that the gaining combatant commander will exercise over the transferred forces.

Deployment Planning--Operational planning directed toward the movement of forces and sustainment resources from their original locations to a specific operational area for conducting the joint operations contemplated in a given plan. Encompasses all activities from origin or home station through destination, specifically including intra-continental United States, interthreater, and intratheater movement legs, staging areas, and holding areas. See also deployment; deployment order; deployment preparation order.

Deployment Processing Unit (DPU)--The installation focal point for monitoring all personnel processing activities.

Deployment Transportation Control Number--A 17 character control number which includes service code, unit line number (ULN), and increment number (See DoD 4500.32R Vol. 1, Appendix G).

Deployment Work Centers---Activities activated during deployments or exercises that process deploying personnel and equipment. These work centers include the deployment control center, cargo processing function, and the personnel processing function.

Designed Operational Capabilities (DOC) Statement--The document prepared by the parent MAJCOM that outlines each measured unit's DOC and contains the unit's identification, mission tasking narrative, mission specifics, and measurable resources (see AFI 10-201, *Status of Resources and Training System*).

Division--A subdivision of a hazard class.

Duty Air Force Specialty Code (DAFSC)--The AFSC denoting the specialty in which the individual is performing duty. A DAFSC, including prefixes, suffixes, and skill levels, must match the authorized unit manpower document (UMD) position. An officer's DAFSC must match an awarded AFSC, either entry, qualified, or staff. The DAFSC for airmen must match the control AFSC (CAFSC) unless the airman is on temporary duty (TDY) outside the CAFSC.

Emergency--An emergency operation is the movement of personnel, equipment and supplies of an organization so they can respond to a non-combat (i.e. natural disaster) event requiring special and immediate action.

Employment--In this pamphlet, employment is the use of Prime BEEF teams to accomplish contingency tasks.

Execute Order--1. An order issued by the Chairman of the Joint Chiefs of Staff, by the authority and at the direction of the Secretary of Defense, to implement a National Command Authorities decision to initiate military operations. 2. An order to initiate military operations as directed.

Execution Planning--The phase of the Joint Operation Planning and Execution System crisis action planning process that provides for the translation of an approved course of action into an executable plan of action through the preparation of a complete operation plan or order. Execution planning is detailed planning for the commitment of specified forces and resources. During crisis action planning, an approved operation plan or other NCA-approved course of action is adjusted, refined, and translated into an operation order. Execution planning can proceed on the basis of prior deliberate planning, or it can take place in the absence of prior planning.

Expendability, Recoverability, Reparability Category (ERRC) Code--A one-position Air Force peculiar code used to categorize Air Force inventory into various management groupings. These codes designate the management and maintenance concept that will be used throughout the logistics cycle, as well as the process that will be used to compute requirements. ERRC codes are also key elements in collecting and reporting asset and usage data. The single-position ERRC code is normally used in automated data processing programs due to the high premium on space; however, it is completely interchangeable with the three-position ERRC designator.

Expendability, Recoverability, Reparability Category (ERRC) Designator--Same as ERRC code except the ERRC designator is a three position Air Force peculiar data element that is normally used for visual reference such as correspondence and publications.

Feasibility--Operation plan review criterion. The determination of whether the assigned tasks could be accomplished by using available resources.

Follow-On Combat Capability (FCC)--The point in the deployment where enough resources are available to maintain employment for 30 days.

Force List--A total list of forces required by an operation plan, including assigned forces, augmentation forces, and other forces to be employed in support of the plan.

Force Module--A grouping of combat, combat support, and combat service support forces, with or without appropriate non-unit-related personnel and supplies. The elements of force modules are linked together or uniquely identified so that they may be extracted from or adjusted as an entity in the planning and execution data bases to enhance flexibility and usefulness of the operation plan during a crisis.

Force Movement Characteristics--Force movement characteristics data address both unit personnel and unit cargo. Unit personnel data include the number of personnel requiring non-organic transportation and the authorized unit strength. Unit cargo data include the cargo categories

of a force requirement and a detailed description of each type of item included within a cargo category. Cargo movement characteristics include weight, volume (cube), surface area (square feet), and dimensions (length, width, and height). Also see level of detail.

Force Requirement Number (FRN)--The alphanumeric code used to uniquely identify force entries in a given operation plan time-phased force and deployment data.

Force Shortfall--A deficiency in the number or types of units available for planning within the time required for performing an assigned task.

Force Tailoring--The process of adjusting the composition of the total force (or an element of the force) to ensure the resources needed to meet the mission tasking are available.

Fragmented UTC--A UTC that is divided into two or more elements and each element has a separate mission tasking.

Gross Weight--Weight of a vehicle, fully equipped and serviced for operation, including the weight of the fuel, lubricants, coolant, vehicle tools and spares, crew, personal equipment, and load. Weight of a container or pallet including freight (contents) and binding.

Hazard Class--The category of hazard assigned to a hazardous material based on defining criteria. Hazard classes are explosives (Class 1), compressed gases (Class 2), flammable liquids (Class 3), flammable solids (Class 4), oxidizers and organic peroxides (Class 5), poisons and infectious substances (etiologic agents) (Class 6), radioactive materials (Class 7), corrosive materials (Class 8), and miscellaneous dangerous goods (Class 9).

Hazardous Cargo--Explosives and other hazardous articles such as flammable liquids and solids, oxidizing materials, corrosive materials, compressed gases, poisons, irritating materials, etiologic agents, radioactive material, and other unregulated cargo.

Hazardous Cargo Preparers--DoD personnel whose duties require them to sign legally binding documentation certifying that hazardous materials are properly classified, packaged, marked and labeled, and in all respects meet the legal requirements for transportation within the Defense Transportation System or by commercial carriers.

Hazardous Material--Material identified according to AFJMAN 24-204 or Code of Federal Regulation (CFR) 49. Any material that, because of its properties, is flammable, corrosive, an oxidizing agent, explosive, toxic radioactive, or unduly magnetic (unduly magnetic means that sufficient magnetic field strength is present to cause significant navigational deviations to the compass sensing devices of an aircraft).

Hazardous Substance--A material, including its mixtures and solutions, that is capable of posing an unreasonable risk to health, safety, and property when transported. See AFJMAN 24-204 for the technical parameters used to define a hazardous substance.

Host Unit--The organization designed by the host MAJCOM or HQ USAF to furnish support to a tenant unit. The host unit develops, publishes, and maintains the base mobility guidance to support the deployment of all Air Force units from a particular base. ANGRC/LGX or AFRC/LGX make these designations for Air Force-gained Air National Guard (ANG) and US Air Force Reserve units, respectively.

Increment (of materiel)--Equipment, supplies, and spare parts that units use to plan and assemble loads for deploying cargo aircraft. Units normally design increments to fit a standard 463L pallet, but may combine material that supports more than one deployment capability to form an increment if space remains on the pallet. The increment:

a. Serves as the primary method of organizing material for deployment.
b. Provides a means to establish a sequence for deployment and redeployment of deployment assets.
c. Allows a shorthand method of communicating for cargo shipments.
d. Provides a reference point for deployment planning in support of a specific operation plan.
e. Provides a reference point for tailoring deployment packages.
f. Provides a point of reference for control of equipment processing during deployments.
g. Provides the basic planning element during aircraft load planning and cargo manifesting.
h. Provides the reference point for establishing and maintaining standardization among units with like weapons systems.

NOTE: Wheeled equipment constitutes a single increment of materiel.

Inner Package---See inner packaging.

Inner Packaging--Packaging for which an outer packaging is required for transport. It does not include the inner receptacle of a composite packaging.

Inner Receptacle--Receptacle which requires an outer packaging in order to perform its containment function. The inner receptacle may be an inner packaging of a combination packaging or the inner receptacle of a composite packaging.

Initial Combat Capability (ICC)--The point in time during the deployment when enough resources are available to maintain AEF operations employment for seven days.

Installation Deployment Officer (IDO)--The host-unit officer who maintains base deployment guidance and directs and coordinates base deployments under the direction of the installation commander.

Integrated Deployment Systems (IDS)--Umbrella computer system that links the following computer systems: Unit Deployment Manager module of LOGMOD, MANPER-B, LOGMOD, Cargo Movement Operations System (CMOS), and Computer Aided Load Manifesting (CALM).

International Air Transport Association (IATA)--Association of member airlines and developer of IATA Dangerous Goods Code which is used as a reference and unofficial guidance for air shipment of hazardous material. The IATA Dangerous Goods Code includes special restrictions imposed by its member airlines.

In-transit Visibility--The ability to track the identity, status, and location of Department of Defense units, and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations.

Joint Operation Planning--Planning for contingencies which can reasonably be anticipated in an area of responsibility or joint operations area of the command. Planning activities exclusively associated with the preparation of operation plans, operation plans in concept format, campaign

plans, and operation orders (other than the single integrated operation plan) for the conduct of military operations by the combatant commanders in response to requirements established by the Chairman of the Joint Chiefs of Staff. Joint operation planning is coordinated at the national level to support Secretary of Defense Contingency Planning Guidance, strategic requirements in the National Military Strategy, and emerging crises. As such, joint operation planning includes mobilization planning, deployment planning, employment planning, sustainment planning, and redeployment planning procedures. Joint operation planning is performed in accordance with formally established planning and execution procedures.

Joint Operation Planning and Execution Reporting System (JOPESREP)--An automated data processing structured information reporting system which uses standard formats to record and send operation plan unique deployment planning information among commands and agencies. JOPESREP includes force requirement and routing data, force movement characteristics data, nonunit-related cargo and personnel characteristics and routing, and movement data. Although the primary purpose of JOPESREP is to support operation planning, its use in support of special studies is not precluded.

Joint Operation Planning and Execution System (JOPES)--A continuously evolving system that is being developed through the integration and enhancement of earlier planning and execution systems: Joint Operation Planning System and Joint Deployment System. It provides the foundation for conventional command and control by national- and theater-level commanders and their staffs. It is designed to satisfy their information needs in the conduct of joint planning and operations. Joint Operation Planning and Execution Systems (JOPES) includes joint operation planning policies, procedures, and reporting structures supported by communications and automated data processing systems. JOPES is used to monitor, plan, and execute mobilization, deployment, employment, and sustainment activities associated with joint operations. Also called JOPES. See also joint operation planning.

Joint Operation Planning and Execution System Classes of Supply--Classification of stock numbered items into class and subclass relationships by the nature of the commodity and its intended use. An example would be class III for petroleum, oils, and lubricants, and subclass A indicating aviation use.

Joint Operation Planning Process--A coordinated Joint Staff procedure used by a commander to determine the best method of accomplishing assigned tasks and to direct the action necessary to accomplish the mission.

Joint Operations--A general term to describe military actions conducted by joint forces, or by Service forces in relationships (e.g., support, coordinating authority), which, of themselves, do not create joint forces.

Joint Support Plan (JSP)--A plan for the reception and beddown of forces that is collectively developed by the host nation, the theater in-place sponsor, and the affected augmentation unit. The plan outlines all facets of operations at a collocated operating base to include personnel, facilities, and equipment.

Lead Unit--MAJCOMs will designate a lead unit when the forces placed On Call come from more than one location. The lead unit works closely with the parent MAJCOM who directs the planning

and coordination efforts of designated AEF units to determine operational, logistics, and support requirements to meet mission objectives.

Level of detail--Within the current joint planning and execution systems, movement characteristics are described at five distinct levels of detail. These levels are:
a. level I. Aggregated level. Expressed as total number of passengers and total short tons, total measurement tons, total square feet and/or total hundreds of barrels by unit line number (ULN), cargo increment number (CIN), and personnel increment number (PIN).
b. level II. Summary level. Expressed as total number of passengers by ULN and PIN and short tons, measurement tons (including barrels), total square feet of bulk, oversize, outsize, and non-air-transportable cargo by ULN and CIN.
c. level III. Detail by cargo category. Expressed as total number of passengers by ULN and PIN and short tons, and/or measurement tons (including barrels), total square feet of cargo as identified by the ULN or CIN three-position cargo category code.
d. level IV. Detail expressed as number of passengers and individual dimensional data (expressed in length, width, and height in number of inches) of cargo by equipment type by ULN.
e. level V. Detail by priority of shipment. Expressed as total number of passengers by Service specialty code in deployment sequence by ULN individual weight (in pounds) and dimensional data (expressed in length, width, and height in number of inches) of equipment in deployment sequence by ULN.

Limiting Factor--A factor or condition that, either temporarily or permanently, impedes mission accomplishment. Illustrative examples are transportation network deficiencies; lack of in-place facilities; malpositioned forces or materiel; extreme climatic conditions, distance, transit or overflight rights, political conditions, etc.

Load Plan (Manifest)--A document specifying in detail the payload expressed in terms of passenger and freight carried on one aircraft for a specific destination.

Logistics Detail (LOGDET) Data--The specific identification of materiel planned for deployment within the UTC. It includes detailed data on each stock number, such as weight, dimensions, and Cargo Category Code.

Logistics Force Packaging Systems (LOGFOR)--A MEFPAK subsystem providing equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component.

Logistics Module (LOGMOD)-- Automates the development and distribution of UTC packages. It provides the capability to schedule, monitor, and control movement of cargo and personnel via air or surface modes of transportation. Provides standard reports for management of authorized data and real-time data to commanders for planned or contingency operations.

Logistics Planning Subsystem (LOGPLAN)--A COMPES software package planners use in building detailed material data to support specific OPLANs.

Malposition--To place military units, equipment, or supplies at another location instead of the point of planned use but close enough to reduce reaction time. Reasons one may malposition: host country won't permit storage/staging, not enough storage space, etc.

Manifest (Cargo)--A document specifying in detail the items carried on a transportation conveyance for a specific destination. Usually refers to a ship or aircraft manifest.

Manpower and Equipment Force Packaging System (MEFPAK)--A data system supporting contingency and general war planning with predefined and standardized personnel and equipment force packages. MEFPAK, which operations in the command and control environment, comprises two subsystems: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR).

Manpower and Personnel Module-Base Level (MANPER-B)--The base level automated capabilities in COMPES that support operation, contingency, deployment and exercise planning, readiness, and execution responsibilities.

Manpower Force Packaging System (MANFOR)--A MEFPAK subsystem that provides (a) The title of the unit for force element and its unique Joint Chiefs of Staff Unit Type Code. (b) The capability statement containing the definition of unit capability. (c) The manpower detail by function, grade (officers only), and Air Force specialty code required to meet the defined capability.

Marking--Numbers, nomenclature or symbols imprinted on items or containers for identification during handling, shipment and storage.

Marshaling Area--The geographic location where a deploying unit will assemble, hold, and organize supplies and/or equipment for onward movement.

Military Operations Other Than War--Operations that encompass the use of military capabilities across the range of military operations short of war. These military actions can be applied to complement any combination of the other instruments of national power and occur before, during, and after war. Also called MOOTW.

Military Sealift Command (MSC)--The single-manager operating agency for designated sealift service.

Military Traffic Management Command (MTMC)--The single manager operating agency for military traffic, land transportation, and common-user ocean terminals.

Mini-Records--The TDY mini-record is a small individual data record used for the tracking and management of every individual who is TDY for exercise, rotational, and contingency purposes. Data in the record is updated as changes and corrections occur. The mini-record, when requested, is generated by the MANPER-B System when an individual departs or is projected for departure for contingency.

Mission Capability Statement (MISCAP)--A short paragraph describing the mission capabilities that planners expect of a specific UTC at execution. The statement usually contains pertinent information such as the type of base where commanders will deploy the unit, the unit's functional activities, and other augmentation requirements necessary to conduct specific missions.

Mobility Forces--A term used extensively in the DoD airlift community referring to those forces that provide airlift support to deploying forces. They are normally provided by Air Mobility Command (AMC), but may be provided by non-AMC host or support installations.

Mobilization--The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve components, as well as assembling and organizing personnel, supplies, and materiel.

Movement Characteristics--See force movement characteristics

Movement Schedule--A schedule developed to monitor or track a separate entity whether it is a force requirement, cargo, or personnel increment, or lift asset. The schedule reflects the assignment of specific lift resources (such as an aircraft or ship that will be used to move the personnel and cargo included in a specific movement increment. Arrival and departure times at ports of embarkation, etc. are detailed to show a flow and workload at each location. Movement schedules are detailed enough to support plan implementation.

Movement Table--As applied in this document, a table prepared by the transportation component commands (TCCs) for each force requirement and each nonunit-related personnel or cargo increment of the time-phased force and deployment data file concerning the scheduled movement from the origin or port of embarkation, intermediate location, and port of debarkation, or destination. It is based on the estimated or planned availability of lift resources and hence, is not an execution document.

National Command Authorities (NCA)--The President and the Secretary of Defense or their duly deputized alternates or successors.

Non-Pilot Unit--A unit having a weapon system of functional tasking the same as a pilot (lead) unit. The non-pilot unit normally is not subordinate to the pilot unit, except when the MAJCOM retains control of UTC composition or a parent organization develops a UTC to be distributed to its subordinate units.

Nonunit-Related Cargo--All equipment and supplies requiring transportation to an area of operations, other than those identified as the equipment or accompanying supplies of a specific unit (such as resupply, military support for allies, and support for nonmilitary programs, such as civil relief).

Nonunit-Related Personnel--All personnel requiring transportation to or from an area of operations, other than those assigned to a specific unit (e.g., filler personnel, replacements, temporary duty/temporary additional duty (TDY/TAD) personnel, civilians, medical evacuees, and retrograde personnel.

Notional Tasking--A procedure to facilitate planning among all the Services, commands, and agencies whereby operation plan forces are expressed as standard type units as described in the type unit data file disseminated by the Joint Staff; no specific units are identified.

On Call Status--A posture assumed by units designated by MAJCOMs allowing units to rapidly transition from normal day-to-day operations to AEF operations. This posture is established before receipt of a CJCS Alert Order.

Operational Taskings & Priorities (OT&P)--Provides MAJCOM planners with a responsive automated processing system to task Air Force combat and support units during contingency operations. The operations module is the heart of the COMPES system. OT&P assimilates data

from the MAJCOM logistics and manpower and personnel modules, and converts it into the format required by JOPES. OT&P provides a bridge between the JOPES data base and MAJCOM refined planning data.

Operation Order (OPORD)--A directive issued by a commander to subordinate commanders for effective coordinated execution of an operation.

Operation Plan--Any plan, except for the Single Integrated Operation Plan, for the conduct of military operations. Plans are prepared by combatant commanders 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. Operation plans are prepared in either a complete format (OPLAN) or as a concept plan (CONPLAN). The CONPLAN can be published with or without a time-phased force and deployment data (TPFDD) file.

a. OPLAN. An operation plan 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 TPFDD files. OPLANs will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendixes, and TPFDD files as described in the Joint Operation Planning and Execution System manuals containing planning policies, procedures, and formats.

b. CONPLAN. An operation plan in an abbreviated format that would require considerable expansion or alteration to convert it into an OPLAN or OPORD. A CONPLAN contains the CINC's Strategic Concept and those annexes and appendixes deemed necessary by the combatant commander to complete planning. Generally, detailed support requirements are not calculated and TPFDD files are not prepared.

c. CONPLAN with TPFDD. A CONPLAN with TPFDD is the same as a CONPLAN except that it requires more detailed planning for phased deployment of forces. See also operation order; time-phased force and deployment data.

Operational Control (OPCON)--Control exercised by commanders at any echelon at or below the level of combatant command. OPCON is inherent in COCOM and is the authority to perform the functions of command over subordinate forces that involve organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. OPCON includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. OPCON should be exercised through the commanders of subordinate organizations; normally, this authority is exercised through the Service component commanders. OPCON normally gives full authority to organize commands and forces and to employ those forces, as the commander in operational control considers necessary to accomplish assigned missions. OPCON does not, in and of itself, include authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training.

Outer Container--See outer packaging.

Outer Package--See outer packaging.

Outer Packaging--The outermost enclosure of a composite or combination packaging together with any absorbent materials, cushioning, and any other components necessary to contain and protect the inner receptacles or inner packaging.

Overpack--(a) A container used to hold one or more air eligible packages to form a single unit for convenience of handling or storage during transportation. (b) Placement of containers that do not meet air eligibility pressure requirements into an outer POP approved packaging.

Package or Outside Package--A package plus its contents.

Packaging--A receptacle and any other components or materials necessary for the receptacle to perform its containment function in conformance with the minimum packing requirements of this manual. It may consist of one or more receptacles, absorbent materials, spacing structures, thermal insulation, radiation shielding, and devices for cooling or absorbing mechanical shocks.

Packing Group--The degree of danger presented by the hazardous material. Packing Group I indicates great danger. Packing Group II indicates medium danger. Packing Group III indicates minor danger.

Pallet, 463L--Aluminum air cargo pallet, 88 inches by 108 inches on which shipments are consolidated for movement by AMC.

Palletized Unit Load--Quantity of any item, packaged or unpackaged, that is arranged on any pallet in a specified manner and securely strapped or fastened thereto so that the whole is handled as a unit. See also unitized load.

Personnel Support for Contingency Operations (PERSCO)--A capability providing essential personnel support for all forces deployed TDY on contingency operations and information required for operational and management decisions and control of the deployed force.

Personnel Increment Number--A seven-character, alphanumeric field that uniquely describes a non-unit-related personnel entry (line) in a Joint Operation Planning and Execution System time-phased force and deployment data. Also called PIN.

Pilferable Cargo--Items which are vulnerable to theft because of their ready resale potential, i.e., cigarettes, alcoholic beverages, cameras, electronic equipment, computer software, etc.

Pilot Unit--A unit tasked to develop the standard manpower and/or logistics portion of a UTC package for use by all units (non-pilot) with the same functional tasking or the same weapon system.

Playbook--Playbooks are Air Mobility Command's written plans to deploy and sustain AEFs. Playbooks may be required when a theater CINC's CONOPS requires an operation to commence within 48 hours or less of receiving an Execute Order.

Port of Debarkation (POD)--The geographic point (port or airport) in the routing scheme where a movement requirement will complete its strategic deployment.

Port of Embarkation (POE)--The geographic point (port or airport) in the routine scheme where a movement requirement will begin its strategic deployment.

Preposition--To place military units, equipment or supplies at or near the point of planned use of at a designated location to reduce reaction time and to ensure timely support of a specific force during initial phases of an operation.

Primary Air Force Specialty Code (PAFSC)--The awarded AFSC in which an individual is best qualified to perform duty.

Protected Cargo--Those items designated as having characteristics that require that they be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safeguard or integrity. Protected cargo is subdivided into controlled, pilferable and sensitive cargo.

Redeployment--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.

Required Availability Date (RAD)--The date that end items and concurrent spare parts are committed to be available for transportation to a MAP recipient.

Required Delivery Date (RDD)--A calendar date that specifies when material is actually required to be delivered to the requisitioner and it is always a date that is earlier or later than the computed standard delivery date, i.e., a required delivery date cannot exactly equal a computed standard delivery date. RDD also refers to a code indicating the speed of transportation processing, e.g., 999, N--, E--, 777, 555, 444, or blank RDD. For unit requirements, a date relative to C-day, when a unit must arrive at its destination and complete off loading to properly support the concept of operations.

Resource Augmentation Duty (READY) Program--A program requiring each installation to identify and validate its own temporary augmentation and local resource needs to met local exercises, contingency, wartime, or emergency augmentation requirements. READY personnel don't deploy to perform their READY duties.

Resupply Planning--The process used to estimate materiel movement requirements that will occur during wartime operations. The results of the process are used to quantify surface and airlift transportation requirements and to evaluate the transportation feasibility of operation plans.

Resupply Planning Factors--Consumption rates (multipliers) for specified classes and subclasses of supply that are used to express wartime resupply requirements. Rates are expressed as pounds per person per day, gallons per person per day, pounds per unit type code (UTC) per day, or gallons per UTC per day. Wartime resupply planning factors do not include pre-positioned war reserve materiel (WRM) or mobility equipment deploying with a unit.

Retrograde Cargo--Cargo evacuated from a theater of operations.

Roadable Vehicles---Wheeled (not tracked) vehicles driven or towed on the Nation's highways.

Sensitive Cargo (See Protected Cargo)--Small arms, ammunition, and explosives that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest or criminal actions.

Sensitive Cargo/Material--Arms, ammunition, and explosives (AA&E) that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions. See Protected Cargo.

Sensitive Material--Sensitive, conventional AA&E as defined in DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.*

Shipping Container--As used in this pamphlet, it is any one of the four fiberglass containers that Prime BEEF teams use to ship team cargo. They are loaded on a 463L pallet for movement. They are considered an outer package for marking and labeling purposes.

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

Split Tasked UTC--A UTC in which the required resources (people and/or equipment) are supplied by two or more units.

Standard UTC Reference File (SURF)--File consisting of the LOGFOR subsystem of LOGMOD and the MANFOR subsystem of MANPER-B. It contains all the UTCs for which the base or unit is tasked, or available to be tasked.

Starter Stocks--WRM intended to support a CINC until resupply, commensurate with expenditure, is established.

Subordinate Commander--A commander under the combatant command or operational control of either a supported or supporting commander, normally a Service component commander or the commander of a subordinate unified command or subordinate joint task force.

Support Forces--Nonflying forces such as those contained in the USAF War and Mobilization Plan, Volume 3, Part 2, which normally operate in a combat area and must maintain a deployment capability. (Not to be confused with "Supporting Forces" elsewhere defined.)

Supported Commander--The commander having primary responsibility for all aspects of a task assigned by the Joint Strategic Capabilities Plan or other joint operation planning authority. In the context of joint operation planning, this term refers to the commander who prepares operation plans or operation orders in response to requirements of the Chairman of the Joint Chiefs of Staff. See also joint operation planning.

Supporting Commander--A commander who provides augmentation forces or other support to a supported commander or who develops a supporting plan. Includes the designated combatant commands and Defense agencies, as appropriate. See also supported commander; supporting plan.

Supporting Forces--Forces stationed in, or to be deployed to, an area of operations to provide support for the execution of an operation order. Combatant command (command authority) of supporting forces is not passed to the supported commander.

Swing Stocks--WRM positioned to maximize flexibility to support multiple theaters.

Time-Phased Force and Deployment Data (TPFDD)--The Joint Operation Planning and Execution System database portion of an operation plan; including:
a. In-place units.
b. Units to be deployed to support the operation plan 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. Also called TPFDD.

Time-Phased Force and Deployment List (TPFDL)--Appendix 1 to Annex A of the operation plan. It identifies types and/or actual units required to support the operation plan and indicates origin and ports of debarkation or ocean area. It may also be generated as a computer listing from the time-phased force and deployment data. Also called TPFDL. See also time-phased force and deployment data; time-phased force and deployment data maintenance; time-phased force and deployment data refinement.

Times--(C-, D-, M-days end at 2400 hours Universal Time (Zulu time) and are assumed to be 24 hours long for planning.) The Chairman of the Joint Chiefs of Staff normally coordinates the proposed date with the commanders of the appropriate unified and specified commands, as well as any recommended changes to C-day. L-hour will be established per plan, crisis, or theater of operations and will apply to both air and surface movements. Normally, L-hour will be established to allow C-day to be a 24-hour day.
a. C-day. The unnamed day on which a deployment operation commences or is to commence. The deployment may be movement of troops, cargo, weapon systems, or a combination of these elements utilizing any or all types of transport. The letter "C" will be the only one used to denote the above. The highest command or headquarters responsible for coordinating the planning will specify the exact meaning of C-day within the aforementioned definition. The command or headquarters directly responsible for the execution of the operation, if other than the one coordinating the planning, will do so in light of the meaning specified by the highest command or headquarters coordinating the planning.
b. D-day. The unnamed day on which a particular operation commences or is to commence.
c. F-hour. The effective time of announcement by the Secretary of Defense to the Military Departments of a decision to mobilize Reserve units.
d. H-hour. The specific hour on D-day at which a particular operation commences.
e. L-hour. The specific hour on C-day at which a deployment operation commences or is to commence.
f. M-day. The term used to designate the unnamed day on which full mobilization commences or is due to commence.
g. N-day. The unnamed day an active duty unit is notified for deployment or redeployment.
h. R-day. Redeployment day. The day on which redeployment of major combat, combat service, and combat service support forces begins in an operation.

i. S-day. The day the President authorizes Selected Reserve Callup (not more than 200,000).
j. T-day. The effective day coincident with presidential declaration of National Emergency and authorization of partial mobilization (not more than 1,000,000 personnel exclusive of the 200,000 callup).
k. W-day. Declared by the National Command Authorities, W-day is associated with an adversary decision to prepare for war (unambiguous strategic warning).

Ton--A unit of measurement as follows. Short (ST). 2,000 lbs.; Long (LT). 2,240 lbs.; Measurement (MT). 40 cubic ft.; and Metric (MET). 2,204.6 lbs.

Transportation Control Number (TCN)--The DoD standard shipment identifier composed of a l7 position alphanumeric number assigned to control a shipment unit throughout the transportation cycle.

Transportation Protective Service (TPS)--A commercial carrier service performed according to DoD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL, or sensitive material.

Type Unit--A type of organizational entity established within the Armed Forces and uniquely identified by a five-character, alphanumeric code called a unit type code.

Type Unit Data File (TUCHA)--A file giving standard planning data and movement characteristics for personnel, cargo, and accompanying supplies associated with deployable type units of fixed composition. The file contains the weight and volume of selected cargo categories, physical characteristics of the cargo, and the number of personnel requiring non-organic transportation.

Unified Command--A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Military Departments, and which is established and so designated by the President, through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called unified combatant command. See also combatant command; subordinate unified command.

Unit Designation List--A list of actual units by unit identification code designated to fulfill requirements of a force list.

Unit Identification Code (UIC)--A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

Unit Line Number (ULN)--A seven-character, alphanumeric field that uniquely describes a unit entry (line) in a Joint Operation Planning and Execution System time-phased force and deployment data. Also called ULN..

Unit Movement Data (UMD)--A collection of movement information that pertains to a unit move. Generally includes, but is not limited to, all data associated with a unit equipment list (UEL) or desired equipment list (DEL). May include information such as departure dates or times, modes, carriers, etc.

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

Warning Order--1. A preliminary notice of an order or action which is to follow. 2. A crisis action planning directive issued by the Chairman of the Joint Chiefs of Staff that initiates the development and evaluation of courses of action by a supported commander and requests that a commander's estimate be submitted. 3. A planning directive that describes the situation, allocates forces and resources, establishes command relationships, provides other initial planning guidance, and initiates subordinate unit mission planning.

ZULU—Time zone indicator for universal time

Attachment 2

UNIT MANNING DOCUMENT

A2.1. Sample UMD. This attachment shows a single page extracted from a sample UMD for the hypothetical 332 CES. Key features are highlighted.

A2.2. Manpower Type (MNT) Codes. The UMD can be printed to display the MNT codes for each required position. Each of the characters in the five-character field has a specific meaning as shown in Table A2.1. We focus on the first two characters, since we only deal with full time, in-service, appropriated positions for Prime BEEF support. Table A2.2 gives examples of the MNT code combinations (first two characters only) typically used in CE units. **NOTE:** As this pamphlet goes to publication, the Manpower Data System is changing. The new UMD report formats will use more plain text statements and fewer codes, however, the information will be the same.

Table A2.1. MNT Codes and Descriptions.

MNT CODE	DESCRIPTION
CHARACTER 1	
X	Authorized and Required
R	Required Only (Unfunded)
CHARACTER 2	
X	Wartime and Peacetime In-Place
P	Peacetime Required - Wartime Untasked
A	Wartime Only - In place (Offset)
D	Wartime Only - Deploys Inter-theatre
F	Wartime Only - Deploys Intra-theatre (Offset)
I	Wartime Only - In-Place
L	Peacetime in-Place/Wartime-Deploys Intra-theatre
N	Not yet determined)
O	Peacetime Offset for wartime requirement elsewhere
R	Wartime Only - Deploys inter-theatre (Offset)
T	Wartime Only - Deploys Intra-theatre
W	Peacetime In-Place/Wartime-Deploys Inter-theatre
CHARACTER 3	
X	Full-time
P	Part-time
I	Intermittent
CHARACTER 4	
X	In-service
C	Contract
CHARACTER 5	
X	Appropriated
N	Non-appropriated - NAF

MNT CODE	DESCRIPTION
D	Not Appropriated - Deutschmark

Table A2.2. Common MNT Code Combinations for CE Units.

MNT CODE	COMMON USE IN A CE UNIT
XX	Funded position with in-place wartime and peacetime mission. Could be used for either civilian or military position. Would definitely be used for emergency-essential civilian who has an in-place wartime mission.
XP	Funded position. Typically used for civilian position with no wartime role.
XD	Funded position. Usually used for ANG/AFRC military position with no peacetime base maintenance responsibility. Covers most military requirements in an ARC Prime BEEF unit.
XL	Funded position. Position has an in-place peacetime role, but person required to deploy within the theater for war. Used for a few CONUS positions, but more commonly used by overseas commands to cover Prime BEEF military requirements.
XW	Funded position. Position has a peacetime in-place task, but deploys to another theater for war. Used to identify Prime BEEF mobility positions at bases with peacetime mission. Used for both military and emergency-essential civilian positions.
RX	Unfunded position. Unit has a need for an in-place position both during peace and war, but there is no money to fill the position. Can be used for both civilian and military positions, but most likely used for civilian positions.
RP	Unfunded position. Needed for base maintenance, but not for war. Usually shown against a civilian position.
RW	Unfunded position. Needed at home station during peacetime and should deploy overseas during war, but the position cannot be filled.

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PREPARED 97 NOV 01                                EXTENDED UNIT MANPOWER DOCUMENT                          PCN ST511-310
LIST SEQ NR: 01  REPORT SEQ NR: 39                         MAJCOM ID: FT                            MANPOWER FILE PART: A

*************************************************************************************************************************
****
*                                                                  MANPOWER          TYPE          PARAMETERS          SELECTED
*
*
*
*                AUTH/RQR:                                                                AUTH                &                REQD
*
*                      WAR/PEACE:                                                                    ALL                      TYPES
*
*                      FULL/PART:                                                                    ALL                      TYPES
*
*                                  INSVC/CONTR:                                      IN                                  SERVICE
*
*                APP/NOT:                                                                                ALL                TYPES
*
*************************************************************************************************************************
****
                                                                                                  ----CURRENT---- ---PROJECTED---
PAS   NR-KD-TYP     DET   O/L   ILC   INSTL-LOC-NAME       ILK  ISC   OED PSC PSR ARR UDC CCP CBP MET SUB PAL CBP MET SUB PAL
APN
                                                                  ZIP/APO
FBFB  0332 CE SQ                FTFA  TYNDALL             AFB  FL    983  U   Y   0   X  7K  TX  ZZ   A  00
                                                                  32403-0000
                                                                                C  ASF   A R       R Y  Y      M F R  H S A M R
A
OSC AND TITLE              FAC AND TITLE                *** *** ***            E  ----  E P       S L  N      E C L  P A R S M
R
AMI POS-NR  AFS TITLE             AFSC   SEI  GRD MNT   EFF TRU AMT RGR PEC    C  OCC   L I DFC   C R  R  DTY S T A  S R T I K
R
  PNC                UTC                 PR-AFS/SEI   EFF       PR-AMT                                                      CRK
CEE     ENGINEERING         44EC00  ENGINEERING FLIGHT
 FT 0703213 ENGINEERING JMAN      3E551       SSG XWXXX 981 999   1 SSG 27456F                                A V      1   Y QC

 FT 0703219 ENGINEERING CMAN      3E571       MSG XWXXX 981 999   1 MSG 27456F                                A V          Y QC

CEF     FIRE PROTECTION     44EF00  FIRE PROTECTION FLIGHT
 FT 0703220 FIRE PROT APPR        3E731       AIC XWXXX 981 999   1 AIC 27456F                                A V          Y QC
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 FT 0703221 FIRE PROT APPR        3E731       AIC XWXXX 981 999   1 AIC 27456F                                A V          Y

 FT 0703234 FIRE PROT APPR        3E731       SRA XWXXX 981 999   1 SRA 27456F                                A V          Y QC

 FT 0703237 FIRE PROT JMAN        3E751       SSG XWXXX 981 999   1 SSG 27456F                                A V          Y QC

 FT 0703238 FIRE PROT JMAN        3E751       TSG XWXXX 981 999   1 TSG 27456F                                A V          Y QC

 FT 0703239 FIRE PROT JMAN        3E751       TSG XWXXX 981 999   1 TSG 27456F                                A V          Y

 FT 0703241 FIRE PROT CMAN        3E771       MSG XWXXX 981 999   1 MSG 27456F                                A V          Y

 FT 0703243 FIRE PROT SUPT        3E951       SMS XXXXX 981 999   1 SMS 27456F                                A V          Y

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Attachment 3

PRIME BEEF UTC DETAILS

A3.1. Overview. This attachment provides the manpower details and summary logistics data for each current Prime BEEF UTC. The information includes:

The five-position UTC alphanumeric code,
The unit type name,
The mission capability (MISCAP) statement,
A manpower section which shows the team positions by functional account code (FAC),
The skills breakout, a team strength recapitulation, and posturing notes,
The deployment indicator code (DEPID),
The shipping weight of the accompanying UTC cargo in short tons (excludes personal and mobility bags), and
The MEFPAK responsible command.

A3.2. CES Prime BEEF CEMIRT Depot Maintenance Team (4F9AC). HQ AFCESA and the ANG use this UTC to posture CEMIRT teams in support of military operations or exercises.

4F9AC - CES Prime BEEF CEMIRT Depot Maintenance Team

MISCAP: Engineer force to provide depot level maintenance of major electrical power generation and distribution systems and mobile and fixed aircraft arresting systems for regional conflict operations at contingency operating locations, aerial ports, en-route bases, or critical stateside bases. Team capabilities range from routine calibration to emergency maintenance and repair to major overhaul and repair of both real property and non-real property installed equipment. Provides technical assistance in conducting electrical system infrared surveys, troubleshoots electrical and mechanical system faults, diagnoses problems and determines solutions.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
440D Infrastructure Support				
Electrical System Journeyman	3E051		2	
Electrical System Journeyman	3E051		1	C
Elect Power Production Journeyman	3E052		1	
Elect Power Production Journeyman	3E052		2	C
Elect Power Production Craftsman	3E072		1	

Notes: All positions can be filled with military or equivalent civilians. A letter "C" in the column heading "CODE" indicates team positions which are designated critical.

Strength: Officer 00 Airmen 07 Civilian 00 Total 07

DEPID: 1
Cargo Weight: 1.3 ST
MEFPAK Responsible Command: Air Force Civil Engineer Support Agency (AFCESA)

A3.3. CES Pavements Evaluation Team (4F9AD). This UTC enables HQ AFCESA to posture and deploy its specialized pavement evaluation teams.

4F9AD - CES Pavements Evaluation Team

MISCAP: Engineer force to provide technical expertise and guidance for the design, construction, and repair of airfield pavements in support of regional conflict operations at contingency operating locations, aerial ports, en-route bases, or critical stateside bases. Uses destructive and non-destructive techniques to evaluate pavement structural integrity. Also conducts force beddown site selection surveys.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44EC Engineering				
Civil Engineer General	32E4	03	1	
Engineering Journeyman	3E551		1	
Engineering Craftsman	3E571		1	
Engineering Superintendent	3E591		1	

Strength: Officer 01 Airmen 03 Civilian 00 Total 04

DEPID: 1
Cargo Weight: 9.8 ST
MEFPAK Responsible Command: Air Force Civil Engineer Support Agency (AFCESA)

A3.4. CES Rapid Utility Repair Kit I (RURK I) (4F9AG).

4F9AG - CES Rapid Utility Repair Kit I (RURK I)

MISCAP: RURK I consists of an open-bed trailer, collapsible fabric tank, air compressor, four consolidation containers, and a variable number of supplemental containers. Equipment provides the capability to perform the following types of underground fuel line repairs for 4”, 6”, and 8” pipes: in-crater, bypass, valve pit, end cap, and puncture.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 133.5 ST
MEFPAK Responsible Command: United States Air Forces in Europe (USAFE)

A3.5. CES Rapid Utility Repair Kit II (RURK II) (4F9AH).

4F9AH - CES Rapid Utility Repair Kit II (RURK II)

MISCAP: The RURK II, Contingency Fuel Recovery System, consists of two self-contained, portable sub-units. One sub-unit is a fuel scavenging unit (FSU), made up of a submersible pump and a hydraulic power unit. The other sub-unit, the portable fuel transfer unit (PFTU), filters and delivers jet fuel to a distribution system, another holding tank, refueling vehicles, or an aircraft. Equipment provides the capability to transfer fuel from above or below ground tanks into aircraft, refueling vehicles, or a fuel distribution system.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

4F9AH - CES Rapid Utility Repair Kit II (RURK II)

DEPID: E
Cargo Weight: 110.5 ST
MEFPAK Responsible Command: United States Air Forces in Europe (USAFE)

A3.6. CES Contingency Airfield Support (4F9AJ).

4F9AJ - CES Contingency Airfield Support

MISCAP: Equipment provides assets to establish or expand contingency airfields, perform emergency/temporary repairs, and conduct Base Recovery After Attack (BRAAT) and Airfield Damage Repair (ADR) operations. Capability includes: Rapid Runway Repair (RRR) to fill 12 craters (6 runway craters with folded fiberglass mat and 6 taxiway craters with AM-2 matting) and 400 spalls in four hours, airfield expansion up to 73,872 sq. ft (38,880 sq. ft dedicated plus 34,992 sq. ft RRR additional), airfield marking/painting, and an aircraft arresting system at each end of the runway. Additionally, a full-up capability can be achieved when tasked with the following: (a) Emergency airfield lighting for 10,000 ft x 150-ft runway when sourced with UTC XFBYC; (b) Fuel transfer to aircraft, refueling vehicles, or distribution systems when sourced with UTC 4F9AG Petroleum Oil and Lubricant Rapid Utility Repair Kit (POL RURK) II, and (c) Rapid underground utility repairs when sourced with UTC 4F9AF POL RURK I. Supports BRAAT ADR, contingency airfields, and airfield improvements/expansion requirement for Major Theater Wars (MTW) or smaller scale contingencies, and peacetime requirements at a Main Operating Base (MOB), Collocated Operating Base (COB), Forward Operating Location (FOL), or Aerial Port Of Debarkation (APOD). For this UTC to be operational, closure is required with RRR vehicles, engineer teams, and materials.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 297.6 ST
MEFPAK Responsible Command: United States Air Forces in Europe (USAFE)

A3.7. CES Prime BEEF Disaster Preparedness High Threat Augmentation Team (4F9D1).

4F9D1 - CES Prime BEEF Disaster Preparedness High Threat Augmentation Team

MISCAP: Provides manning for 24 hour NBC warfare defense operations to include command and control, detection, monitoring, identification, marking, analysis, plotting, and reporting. Capable of operating assigned NBC detection, warning, and identification equipment. This is not a stand alone team and must be deployed with other disaster preparedness (DP) personnel and a 4F9D2 equipment package per location. Substitution only allowed using AFS 3E9XX, two skill levels up or one skill level down, and AFS 32E3B/D.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44ER Readiness Flight				
Readiness Journeyman	3E951		1	
Readiness Craftsman	3E971		1	

Strength: Officer 00 Airmen 02 Civilian 00 Total 02

DEPID: P
Cargo Weight: 0.0 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.8. CES Prime BEEF Disaster Preparedness High Threat Equipment (4F9D2).

4F9D2 - CES Prime BEEF Disaster Preparedness High Threat Equipment

MISCAP: Provides Nuclear, Biological, Chemical, and Conventional (NBCC) defense equipment to support DP operations/personnel. The package provides NBC detection and monitoring equipment, computer/communications package, Survival Recovery Center/Contingency Support Staff, Disaster Control Center (DCC) equipment and supplies, contamination control area capabilities, as well as limited protective mask repair and replacement parts.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 0.7 ST
MEFPAK Responsible Command: Air Mobility Command

A3.9. CES Prime BEEF Lead Team (4F9E5). This is the major UTC which active civil engineer units posture to provide organic support to aircraft units under the CORE UTC concept. About 30 percent of the Prime BEEF people are postured on this largest of the four major Prime BEEF UTCs.

4F9E5 - CES Prime BEEF Lead Team

MISCAP: Active duty engineer, fire protection, and disaster preparedness force to support regional conflict missions at contingency operating locations, aerial ports, en-route bases, or critical stateside bases. Provides initial beddown for up to 1200 personnel and a lead aviation squadron using expedient or existing facilities as well as sustainment support of facilities and utilities. When provided with two P-19s, 1 P-20, and one P-10 (or equivalent fire vehicles), provides 24-hour aircraft fire fighting support and limited structural, fuel, and munitions fire support. Provides command and control; coordinates conventional warfare survivability and defense; and coordinates nuclear, biological, and chemical warfare defense. Individual mobility equipment; consolidated tool kits; firefighter protective clothing; team kit and equipment; and DP/NBC support equipment are required. BOS required. 32E3X positions can be filled by 32E3 officers holding any specialty suffix.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44CC Office of the Civil Engineer				
Civil Engineer General	32E3	05	1	C
First Sergeant	8F000		1	
44EC Engineering Flight				
Civil Engineer General	32E3G	03	1	
Engineering Apprentice	3E531		1	
Engineering Journeyman	3E551		1	C
Engineering Superintendent	3E591		1	
44EF Fire Protection				
Fire Protection Apprentice	3E731		7	
Fire Protection Journeyman	3E751		7	
Fire Protection Journeyman	3E751		4	C
Fire Protection Craftsman	3E771		2	
Fire Protection Craftsman	3E771		3	C
Fire Protection Superintendent	3E791		1	C

4F9E5 - CES Prime BEEF Lead Team				
44EO Operations				
Civil Engineer General	32E3G	04	1	
Civil Engineer Manager	3E000		1	C
Operations Craftsman	3E671		2	C
44EB Readiness Flight				
Civil Engineer, Readiness	32E3B/D	03	1	C
Operations Apprentice	3E631		2	
Readiness Journeyman	3E951		1	
Readiness Journeyman	3E951		1	C
Readiness Craftsman	3E971		1	C
440A Maintenance Engineering				
Civil Engineer General (note 1)	32E3G	03	1	C
Engineering Apprentice	3E531		1	
Engineering Journeyman	3E551		1	C
Engineering Craftsman	3E571		1	C
440B Materiel Acquisition				
Supply Management Journeyman	2S051		3	
Supply Management Craftsman	2S071		1	
440C Facility Maintenance				
Electrical System Apprentice	3E031		1	
Electrical System Journeyman	3E051		1	C
Electrical System Craftsman	3E071		1	
Structural Apprentice	3E331		1	
Structural Journeyman	3E351		2	
Structural Journeyman	3E351		1	C
Structural Craftsman	3E371		2	
Structural Superintendent	3E391		1	
Utilities System Journeyman	3E451		3	
Utilities System Journeyman	3E451		1	C
440D Infrastructure Support				
HVAC & Refer Apprentice	3E131		4	
HVAC & Refer Journeyman	3E151		5	
HVAC & Refer Journeyman	3E151		2	C
HVAC & Refer Craftsman	3E171		2	
HVAC & Refer Craftsman	3E171		1	C
Liquid Fuel System Maintenance Apprentice	3E432		1	
Liquid Fuel System Maint Journeyman	3E452		1	C
Liquid Fuel System Maintenance Craftsman	3E472		1	
Utilities System Apprentice	3E431		2	
Utilities System Journeyman	3E451		1	
Utilities System Journeyman	3E451		1	C
Utilities System Craftsman	3E471		2	
Utilities System Superintendent	3E490		1	
Electrical System Apprentice	3E031		2	

4F9E5 - CES Prime BEEF Lead Team

Electrical System Journeyman	3E051		3	
Electrical System Journeyman	3E051		2	C
Electrical System Craftsman	3E071		1	C
Elect Power Production Apprentice	3E032		2	
Elect Power Production Journeyman	3E052		2	
Elect Power Production Journeyman	3E052		2	C
Elect Power Production Craftsman	3E072		1	C
440E Heavy Repair				
Civil Engineer General (note 1)	32E3G	03	1	C
Electrical Superintendent	3E090		1	
Electrical System Apprentice	3E031		1	
Electrical System Journeyman	3E051		1	
Pavement & Construction Equip Apprentice	3E231		3	
Pavement & Const Equip Journeyman	3E251		2	
Pavements & Construct Equip Journeyman	3E251		4	C
Pavements & Construction Equip Craftsman	3E271		1	
Pavements & Construction Equip Craftsman	3E271		2	C
Pavements & Const Equip Superintendent	3E291		1	
Structural Apprentice	3E331		2	
Structural Journeyman	3E351		2	
Structural Journeyman	3E351		1	C
Structural Craftsman	3E371		1	
Environmental Management Journeyman	3E453		1	
Environmental Management Craftsman	3E473		1	
Utilities System Apprentice	3E431		2	
Utilities System Journeyman	3E451		2	
Utilities System Journeyman	3E451		1	C
Utilities System Craftsman	3E471		1	C

Note 1: One of these positions will also perform duties as the Environmental Management Manager.

Strength: Officer 06 Airmen 126 Civilian 00 Total 132

DEPID: 1
Cargo Weight: 13.2 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.10. CES Prime BEEF ARC [ANG/AFRC] Lead Team (4F9E6). Air Reserve Component (ARC) units posture this UTC to provide organic CE support in the core UTC concept. This UTC does not contain firefighters, because not all ARC units can provide that capability. To provide the complete capability called for in 4F9E5, this UTC is combined with a 4F9F3 team which may or may not be from the same base. As one of the four major Prime BEEF UTCs, about 11 percent of the Prime BEEF people are postured with this UTC.

4F9E6 – CES Prime BEEF ARC [ANG/ARES] Lead Team

4F9E6 – CES Prime BEEF ARC [ANG/ARES] Lead Team

MISCAP: AF Reserve and Air National Guard engineer and DP force to support regional conflict missions at contingency operating locations, aerial ports, en-route bases, or critical CONUS bases. Provides initial beddown for up to 1200 personnel and a lead squadron using expedient or existing facilities, and sustainment support of facilities and utilities. When combined with one 4F9F3 and associated fire vehicles, provides 24-hour aircraft firefighting support and limited structural, fuel, and munitions fire support. Provides engineer command and control, coordinates conventional warfare survivability and defense, and coordinates NBC warfare defense. Individual mobility equipment, consolidated tool kits, team kit and equipment, and DP/NBC support equipment are required. BOS required. 32E3X positions can be filled by any 32E3 officers.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44CC Office of the Civil Engineer				
Civil Engineer General	32E3G	05	1	C
First Sergeant	8F000		1	
Information Management Journeyman	3A051		1	
Personnel Management	3S071		1	
Education and Training Craftsman	3S271		1	
44EC Engineering Flight				
Civil Engineer General	32E3G	03	1	
Engineering Journeyman	3E551		1	
Engineering Journeyman	3E551		1	C
Engineering Superintendent	3E591		1	
44EOC Operations Flight				
Civil Engineer General	32E3G	04	1	
Civil Engineering Manager	3E000		1	C
Operations Superintendent	3E691		1	
Operations Craftsman	3E671		2	C
Operations Craftsman	3E671		1	C
44EB Readiness Flight				
Civil Engineer, Readiness	32E3B	03	1	C
Readiness Journeyman	3E951		1	
Readiness Journeyman	3E951		1	C
Readiness Craftsman	3E971		1	C
440A Maintenance Engineering				
Civil Engineer General (note 1)	32E3G	03	1	C
Engineering Craftsman	3E571		1	
Engineering Journeyman	3E551		1	C
Engineering Craftsman	3E571		1	C
440B Materiel Acquisition				
Supply Management Journeyman	2S051		3	
Supply Management Craftsman	2S071		1	
440C Facility Maintenance				
Electrical System Journeyman	3E051		1	C
Electrical System Craftsman	3E071		2	
Structural Journeyman	3E351		2	
Structural Journeyman	3E351		1	C

4F9E6 – CES Prime BEEF ARC [ANG/ARES] Lead Team

Structural Craftsman	3E371		3	
Structural Superintendent	3E391		1	
Utilities System Journeyman	3E451		1	
Utilities System Journeyman	3E451		1	C
Utilities System Craftsman	3E471		2	
440D Infrastructure Support				
HVAC & Refer Journeyman	3E151		6	
HVAC & Refer Journeyman	3E151		2	C
HVAC & Refer Craftsman	3E171		4	
HVAC & Refer Craftsman	3E171		1	C
HVAC & Refer Superintendent	3E191		1	
Liquid Fuel System Maint Journeyman	3E452		1	C
Liquid Fuel System Maintenance Craftsman	3E472		2	
Utilities System Journeyman	3E451		2	
Utilities System Journeyman	3E451		1	C
Utilities System Craftsman	3E471		3	
Utilities System Superintendent	3E490		1	
Electrical System Journeyman	3E051		3	
Electrical System Journeyman	3E051		2	C
Electrical System Craftsman	3E071		2	
Electrical System Craftsman	3E071		1	C
Elect Power Production Journeyman	3E052		2	
Elect Power Production Journeyman	3E052		2	C
Elect Power Production Craftsman	3E072		2	
Elect Power Production Craftsman	3E072		1	C
440E Heavy Repair				
Civil Engineer General (note 1)	32E3G	03	1	C
Electrical Superintendent	3E090		1	
Electrical System Journeyman	3E051		2	
Pave & Construction Equip Journeyman	3E251		3	
Pave & Construction Equip Journeyman	3E251		4	C
Pave & Construction Equip Craftsman	3E271		3	
Pave & Construction Equip Craftsman	3E271		2	C
Pave & Construction Equip Superintendent	3E291		1	
Structural Journeyman	3E351		3	
Structural Journeyman	3E351		1	C
Structural Craftsman	3E371		2	
Environmental Management Journeyman	3E453		1	
Environmental Management Craftsman	3E473		1	
Utilities System Journeyman	3E451		3	
Utilities System Journeyman	3E451		1	C
Utilities System Craftsman	3E471		1	
Utilities System Craftsman	3E471		1	C

Note 1: One of these positions will also perform duties as the Environmental Management Manager.

Strength: Officer 06 Airmen 105 Civilian 00 Total 111

4F9E6 – CES Prime BEEF ARC [ANG/ARES] Lead Team

DEPID: 1
Cargo Weight: 16.5 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.11. CES Prime BEEF Follow Team (4F9E7). Almost all active units will posture at least one 4F9E7 follow team. About 21 percent of the Prime BEEF force is postured with this UTC.

4F9E7 – CES Prime BEEF Follow Team

MISCAP: Active Duty engineer, fire protection, and DP force to support regional conflict missions at contingency operating location, aerial port, en-route base, or critical CONUS base. Augments 4F9E5/6 to provide beddown support using expedient or existing facilities as well as sustainment support of facilities and utilities for lead/follow (L/F) squadrons. When combined with 4F9E5/6 and provided an additional P-19 fire truck, provides 24-hour aircraft fire support for L/F squadrons and limited structural, fuel, and munitions fire support. Enables 4F9E5/6 to provide 24-hour engineer command and control; coordinate conventional warfare survivability and defense; coordinate NBC warfare defense; and conduct DP training. Individual mobility equipment; consolidated tool kits; firefighter protective clothing; team kit and equipment; and DP/NBC support equipment required. BOS required. 32E3X positions can be filled by 32E3 officers holding any specialty suffix.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44CE Office of the Civil Engineer				
Civil Engineer, General (note 1)	32E3G	04	1	C
44EC Engineering Flight				
Engineering Journeyman	3E551		1	
Engineering Craftsman	3E571		1	C
44EF Fire Protection				
Fire Protection Apprentice	3E731		3	
Fire Protection Journeyman	3E751		3	
Fire Protection Journeyman	3E751		3	C
Fire Protect Craftsman (note 2)	3E771		2	
Fire Protection Craftsman	3E771		1	C
44EO Operations				
Civil Engineer General	32E3G	03	1	C
44EB Readiness Flight				
Readiness Journeyman	3E951		1	
Readiness Journeyman	3E951		1	C
Readiness Craftsman	3E971		1	C
440C Facility Maintenance				
Electrical System Apprentice	3E031		1	
Structural Apprentice	3E331		1	
Structural Journeyman	3E351		2	
Structural Craftsman	3E371		1	C
Utilities System Apprentice	3E431		1	

4F9E7 – CES Prime BEEF Follow Team

Utilities System Journeyman	3E451	1	C
440D Infrastructure Support			
HVAC & Refer Apprentice	3E131	2	
HVAC & Refer Journeyman	3E151	1	
HVAC & Refer Journeyman	3E151	1	C
HVAC & Refer Craftsman	3E171	1	
HVAC & Refer Superintendent	3E191	1	
Liquid Fuels System Journeyman	3E452	1	C
Utilities System Apprentice	3E431	1	
Utilities System Journeyman	3E451	1	C
Electrical System Apprentice	3E031	1	
Electrical System Journeyman	3E051	2	C
Electrical System Craftsman	3E071	1	C
Elect Power Production Apprentice	3E032	2	
Elect Power Production Journeyman	3E052	2	
Elect Power Production Journeyman	3E052	2	C
Elect Power Production Craftsman	3E072	1	
440E Heavy Repair			
Electrical System Journeyman	3E051	1	
Pave & Construction Equip Apprentice	3E231	2	
Pave & Construction Equip Journeyman	3E251	2	
Pave & Construction Equip Journeyman	3E251	1	C
Pave & Construction Equip Craftsman	3E271	1	C
Structural Apprentice	3E331	2	
Structural Journeyman	3E351	1	
Structural Journeyman	3E351	1	C
Utilities System Apprentice	3E431	1	
Utilities System Journeyman	3E451	1	C
Utilities System Craftsman	3E471	1	C
Environmental Management Journeyman	3E453	1	

Note 1: For bases posturing two or more 4F9E7 UTCs and no 4F9E5, this position requires AFS 32E4 and grade 05 for the first 4F9E7 UTC postured.
Note 2: For bases posturing two or more 4F9E7 UTCs and no 4F9E5, this position requires AFS 3E791 for the first 4F9E7 UTC postured.

Strength: Officer 02 Airmen 59 Civilian 00 Total 61

DEPID: 3
Cargo Weight: 2.2 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.12. CES Prime BEEF ARC [ANG/AFRC] Follow Team (4F9E8). As one of the four major Prime BEEF UTCs, about 17 percent of the Prime BEEF force is postured with this UTC.

4F9E8 – CES Prime BEEF ARC [ANG/ARES] Follow Team

MISCAP: ANG/AFRC engineer & DP force to support regional conflict missions at contingency operating locations, aerial port, en-route base, or critical CONUS base. Augments 4F9E5/6 to provide beddown

4F9E8 – CES Prime BEEF ARC [ANG/ARES] Follow Team

support using expedient or existing facilities and sustainment support of facilities and utilities for a lead/follow (L/F) squadron. When combined with 4F9F3/F4 and associated vehicles, provides 24-hour firefighting support for a L/F squadron and limited structural, fuel, and munitions fire support. Extends the capability of a lead team to provide 24-hour command and control, coordinate conventional warfare survivability and defense, coordinate NBC warfare defense, and conduct DP training. Individual mobility equipment, consolidated tool kits, team kit and equipment, and DP/NBC support equipment are required. BOS required. 32E3X positions can be filled by any 32E3 officers. For locations posturing two or more 4F9E8 UTCs, AFSs 32E3, 3S071, and 3E691 are substituted with AFSs 32E3 grade 05, 3A071, and 3E000 respectively for first UTC postured.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44CE Office of the Civil Engineer				
Civil Engineer, General (note 1)	32E3G	04	1	C
Personnel Craftsman (note 2)	3S071		1	
Education & Training Craftsman (note 3)	3S271		1	
44EC Engineering Flight				
Engineering Journeyman	3E551		1	
Engineering Craftsman	3E571		1	C
44EO Operations				
Civil Engineer General	32E3G	03	1	C
Operations Craftsman	3E671		1	C
Operations Superintendent (note 4)	3E691		1	
44EB Air Base Operability				
Readiness Journeyman	3E951		1	C
Readiness Craftsman	3E971		1	C
Readiness Superintendent	3E991		1	
440B Material Acquisition				
Supply Management Craftsman	2S071		1	
440C Facility Maintenance				
Electrical System Journeyman	3E051		1	
Structural Journeyman	3E351		3	
Structural Craftsman	3E371		1	C
Utilities System Journeyman	3E451		1	C
Utilities System Superintendent	3E491		1	
440D Infrastructure Support				
HVAC & Refer Journeyman	3E151		2	
HVAC & Refer Journeyman	3E151		1	C
HVAC & Refer Craftsman	3E171		2	
HVAC & Refer Superintendent	3E191		1	
Liquid Fuels System Journeyman	3E452		1	
Liquid Fuels System Journeyman	3E452		1	C
Utilities System Journeyman	3E451		1	C
Utilities System Craftsman	3E471		1	
Electrical System Journeyman	3E051		1	

4F9E8 – CES Prime BEEF ARC [ANG/ARES] Follow Team

Electrical System Journeyman	3E051	2	C
Electrical System Craftsman	3E071	1	C
Elect Power Production Journeyman	3E052	2	
Elect Power Production Journeyman	3E052	2	C
Elect Power Production Craftsman	3E072	2	
Electrical System Superintendent	3E090	1	
440E Heavy Repair			
Electrical System Craftsman	3E071	1	
Pave & Construction Equip Journeyman	3E251	2	
Pave & Construction Equip Journeyman	3E251	1	C
Pave & Construction Equip Craftsman	3E271	1	
Pave & Construction Equip Craftsman	3E271	1	C
Pave & Construction Equip Superintendent	3E291	1	
Structural Journeyman	3E351	1	
Structural Journeyman	3E351	1	C
Structural Craftsman	3E371	1	
Structural Superintendent	3E391	1	
Utilities System Journeyman	3E451	1	
Utilities System Journeyman	3E451	1	C
Utilities System Craftsman	3E471	1	C
Environmental Management Journeyman	3E453	1	

Note 1: For bases posturing two or more 4F9E8 UTCs and no 4F9E6, this position requires an AFS of 32E4 and a grade of 05 for the first UTC postured.
Note 2: For bases posturing two or more 4F9E8 UTCs and no 4F9E6, this position requires an AFS of 3A071, information management craftsman, for the first UTC postured.
Note 3: For bases posturing two or more 4F9E8 UTCs and no 4F9E6, this position requires an AFS of 8F000, First Sergeant, for the first UTC postured.
Note 4: For bases posturing two or more 4F9E8 UTCs and no 4F9E6, this position requires an AFS of 3E000, CE Manager in the grade of CMSgt, for the first UTC postured
Additional Note: For bases posturing only one 4F9E8 UTC and no 4F9E6, any non-critical 7-level AFS can be substituted with a 3A071, information management craftsman, and an 8F000, First Sergeant.

Strength: Officer 02 Airmen 53 Civilian 00 Total 55

DEPID: 3
Cargo Weight: 7.0 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.13. CES Prime BEEF En Route Support Team (4F9E9). This UTC is used by Air Mobility Command to support airlift activities at en-route bases.

4F9E9 – CES Prime BEEF En Route Support Team

MISCAP: A 20-person multi-disciplined engineer force to support regional conflict missions at strategic airlift en route bases. Augments UTC 7E1AD to provide limited initial beddown and operations and maintenance support for HQ AMC mission support forces. When combined with 4F9X1, 4F9F2/4F9F4 and associated fire vehicles, provides 24-hour resource protection from fire and or explosive hazard. Individual mobility equipment, consolidated tool kits, and team kit; and DP/NBC support equipment are required. BOS

4F9E9 – CES Prime BEEF En Route Support Team

required. 032E3X position can be filled by any 032E3 officer.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44 EO				
CE Officer	32E3		1	
Electrical Systems Journeyman	3E051		2	
Electrical Systems Craftsman	3E071		1	C
Electrical Power Production Journeyman	3E052		2	
Pavement and Constr Equipment Journeyman	3E251		5	
Pavement and Constr Equipment Craftsman	3E271	E6	1	C
Structural Journeyman	3E351		1	
Structural Craftsman	3E371	E6	1	C
Liquid Fuel Systems Maint Journeyman	3E452		1	
Engineering Journeyman	3E551		1	
Readiness Journeyman	3E951		1	
Readiness Craftsman	3E971		1	
HVAC & Refer Journeyman	3E151		1	
Utilities System Journeyman	3E451		1	

Strength: Officer 01 Airmen 19 Civilian 00 Total 20

DEPID: 1
Cargo Weight: 3.5 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.14. CES Limited Fire Protection Operations (4F9F2).

4F9F2 – CES Limited Fire Protection Operations

MISCAP: Organic CE firefighter team capable of deploying on 22-hour notice in the active force and 28-hour notice in the reserve forces to support global or major regional conflict operations at MOBs, COBs, FOLs, APOEs/APODs, and bare bases or to support essential firefighter missions at critical CONUS bases. When provided with two P-4/19s, one P-13/20, and one P-20 (or equivalent fire vehicles), the team is capable of supporting 13 to 24 tactical aircraft with fire suppression/crash rescue services during a daily 12-hour period while in a deterrent force posture. The team can also provide limited support for structural, POL, and munitions fires. The team is capable of providing its own crash rescue/fire suppression command, control, and communications. When the team is combined with UTCs 4F9EX and 4F9XX, it will provide a dependent aviation package with limited BOS support during the initial stage of contingencies, general warfare operations, or emergencies of limited duration. Firefighter protective clothing and individual mobility equipment required. BOS required. (Skill level substitution allowed if not coded critical requirement. Reserve forces will fill all 3-level requirements with 5-levels.)

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44EF Fire Protection				
Fire Protection Apprentice	3E731		3	
Fire Protection Journeyman	3E751		4	C
Fire Protection Journeyman	3E751		2	
Fire Protection Craftsman	3E771		1	C
Fire Protection Craftsman	3E771		2	

Strength: Officer 00 Airmen 12 Civilian 00 Total 12

DEPID: 1
Cargo Weight: 0.6 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.15. CES Prime BEEF ARC [ANG/AFRC] Lead Fire Team (4F9F3).

This UTC combines with a 4F9E6 team to provide a full organic CE capability to a deployed aircraft unit.

4F9F3 – CES Prime BEEF ARC [ANG/AFRC] Lead Fire Team

MISCAP: Fire protection team capable of supporting regional conflict missions at contingency operating locations, aerial ports, en-route bases, or critical stateside bases. When provided with two P-4/19s, one P-13/20, and one P-10 (or equivalent), team is capable of providing 24-hour aircraft operations. Can also provide limited support for structural, POL, and munitions fires. Capable of its own crash rescue/fire suppression command and control. Firefighter protective clothing and individual mobility equipment required. BOS required.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44EF Fire Protection				
Fire Protection Journeyman	3E751		12	
Fire Protection Journeyman	3E751		4	C
Fire Protection Craftsman	3E771		3	
Fire Protection Craftsman	3E771		3	C
Fire Protection Superintendent	3E791		1	C
Fire Protection Manager	3E700		1	

Strength: Officer 00 Airmen 24 Civilian 00 Total 24

DEPID: 1
Cargo Weight: 4.6 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.16. CES Prime BEEF ARC [ANG/AFRC] Follow Fire Team (4F9F4).

4F9F4 - CES Prime BEEF ARC [ANG/AFRC] Follow Fire Team

MISCAP: Fire protection team capable of supporting regional conflict missions at contingency operating locations, aerial ports, en-route bases, or critical stateside bases. Augments a 4F9E5/6 or 4F9F3 and when provided an additional P-19 (or equivalent fire vehicle), provides 24-hour aircraft firefighting support for a lead and follow squadron and limited structural, fuel, and munitions fire support. Firefighter protective clothing and individual mobility equipment are required. BOS required. For locations posturing 2 or more 4F9F4 UTCs, 3E791 may be substituted with a 3E700 for the first UTC postured.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44EF Fire Protection				
Fire Protection Journeyman	3E751		5	
Fire Protection Journeyman	3E751		3	C
Fire Protection Craftsman	3E771		2	
Fire Protection Craftsman	3E771		1	C
Fire Protection Superintendent	3E791		1	

Strength: Officer 00 Airmen 12 Civilian 00 Total 12

DEPID: 1
Cargo Weight: 3.0 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.17. CES P-23 Fire Truck Aircraft Crash (4F9FC). Air Mobility Command uses this UTC to posture joint use WRM firefighting vehicles to support airlift operations at en-route and forward locations.

4F9FC - CES P-23 Fire Truck Aircraft Crash

MISCAP: Provides P-23 crash fire fighting truck only. This UTC must be combined with UTC or 4F9FX support equipment to make vehicle fully mission capable. This vehicle is manned in wartime with qualified firefighter personnel from UTCs 4F9E5, 4F9E7, 4F9F2, 4F9F3, and 4F9F4. This UTC requires qualified special purpose vehicle mechanics at locations where used.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 20.5 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.18. CES P-4 Fire Truck Aircraft Crash (4F9FE). Air Mobility Command uses this UTC to posture joint use WRM firefighting vehicles to support airlift operations at en-route and forward locations.

4F9FE - CES P-4 Fire Truck Aircraft Crash

MISCAP: Provides P-4 crash fire fighting truck only. This UTC must be combined with UTC 4F9FF or 4F9FX support equipment to make vehicle fully mission capable. This vehicle is manned in wartime by a minimum of 8 (4 per 12-hour shift) qualified firefighter personnel per 24 hour day from UTCs 4F9E5, 4F9E7, 4F9F2, 4F9F3, and 4F9F4. This UTC requires qualified special purpose vehicle mechanics at locations where used.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 15.8 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.19. CES Fire Fighting Support Kit (4F9FF).

4F9FF - CES Fire Fighting Support Kit

MISCAP: This equipment only UTC provides a fire protection team with fire fighting equipment to sustain fire fighting operations in support of regional conflict missions at contingency locations. Provides essential equipment to support crash and/or structural fire fighting vehicles.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 2.3 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.20. CES P-19 Fire Truck Aircraft Crash (4F9FG). Air Mobility Command uses this UTC to posture joint use WRM firefighting vehicles to support airlift operations at en-route and forward locations.

4F9FG - CES P-19 Fire Truck Aircraft Crash

MISCAP: Provides P-19 crash fire fighting vehicle only. This UTC must be combined with UTC 4F9FF or 4F9FX support equipment to make vehicle fully mission capable. This vehicle is manned in wartime by a minimum of 8 (4 per 12-hour shift) qualified firefighter personnel per 24 hour day from UTCs 4F9E5, 4F9E7, 4F9F2, 4F9F3, and 4F9F4. This UTC requires qualified special purpose vehicle mechanics at locations where used.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 11.3 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.21. CES P-10 Aircraft Crash/Rescue Truck (4F9FM). Air Mobility Command uses this UTC to posture joint use WRM firefighting vehicles to support airlift operations at en-route and forward locations.

4F9FM - CES P-10 Aircraft Crash/Rescue Truck

MISCAP: Provides P-10 crash/rescue vehicle only. This UTC must be combined with UTC 4F9FF or 4F9FX support equipment to make vehicle fully mission capable. This vehicle is manned in wartime by a minimum of 6 (3 per 12-hour shift) qualified firefighter personnel per 24 hour day from UTCs 4F9E5, 4F9E7, 4F9F2, 4F9F3, and 4F9F4. This UTC requires qualified special purpose vehicle mechanics at locations where used.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 3.9 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.22. CES P-20 Ramp Patrol Vehicle (4F9FU). Air Mobility Command uses this UTC to posture joint use WRM firefighting vehicles to support airlift operations at en-route and forward locations.

4F9FU - CES P-20 Ramp Patrol Vehicle

MISCAP: Provides P-20 ramp patrol vehicle only. This UTC must be combined with UTC 4F9FF or 4F9FX support equipment to make vehicle fully mission capable. This vehicle is manned in wartime by a minimum of 4 (2 per 12-hour shift) qualified firefighter personnel per 24 hour day from UTCs 4F9E5, 4F9E7, 4F9F2, 4F9F3, and 4F9F4. This UTC requires qualified special purpose vehicle mechanics at locations where used.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 4.9 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.23. CES P-18 Water Carrier Vehicle (4F9FW). Air Mobility Command uses this UTC to posture joint use WRM firefighting vehicles to support airlift operations at en-route and forward locations.

4F9FW - CES P-18 Water Carrier Vehicle

MISCAP: Provides P-18 water carrier vehicle only. This UTC must be combined with UTC 4F9FF or 4F9FX support equipment to make vehicle fully mission capable. This vehicle is manned in wartime by qualified firefighter personnel from UTCs 4F9E5, 4F9E7, 4F9F2, 4F9F3, and 4F9F4. This UTC requires qualified special purpose vehicle mechanics at locations where used.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 14.0 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.24. CES Quick Reaction Support Kit (4F9FX).

4F9FX – CES Quick Reaction Support Kit

MISCAP: This equipment only UTC provides deployed fire protection team members with essential fire fighting equipment to support both crash and/or structural fire fighting operations in support of contingency operations and natural disaster relief efforts. Provides equipment to support crash and/or structural fire fighting vehicles.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 0.6 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.25. CES Fire Protection Staff Augmentation Team (4F9S4).

4F9S4 - CES Fire Protection Staff Augmentation Team

MISCAP: Fire Protection force to provide Unified Command, Major Command, Numbered Air Force, or Combined/Joint Task Force command staff augmentation for command and control, fire prevention, and logistics support for regional contingencies.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
1700 Engineering Staff				
Fire Protection Craftsman	3E771		2	
Fire Protection Manager	3E700		1	

Strength: Officer 00 Airmen 03 Civilian 00 Total 03

DEPID: 1
Cargo Weight: 0.2 ST
MEFPAK Responsible Command: Air Force Civil Engineer Support Agency (AFCESA)

A3.26. CES Staff Augmentation Team (4F9S6).

4F9S6 - CES Staff Augmentation Team

MISCAP: Engineer force to provide Unified Command, Major Command, Numbered Air Force, or Combined/Joint Task Force command staff augmentation for engineer management, technical design, construction management, command and control, and reporting in support of regional contingencies.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
1700 Engineering Staff				
Civil Engineer	32E4X	06	1	
Civil Engineer	32E4X	05	2	
Civil Engineer	32E4X	04	3	
Civil Engineer General	32E4X	03	4	

Information Management.	3A071	1
Civil Engineer Manager	3E000	1

Strength: Officer 10 Airmen 02 Civilian 00 Total 12

DEPID: 1
Cargo Weight: 0.4 ST
MEFPAK Responsible Command: Air Force Civil Engineer Support Agency (AFCESA)

A3.27. CES Snow Removal Element (4F9SW). Air Mobility Command is the primary user of this UTC to support its airlift operations away from home station. Selected AMC units maintain joint use WRM equipment to satisfy this requirement.

4F9SW - CES Snow Removal Element

MISCAP: 4F9SW is equipment only. Used in conjunction with UTCs 4F9E5, and XFBTD to provide 24-hour snow removal capabilities for direct airfield support up to and including a 10,000 ft by 150 ft active runway. Equipment is operated by civil engineering personnel and maintained by qualified special purpose vehicle mechanics at location where used. 4F9SW supports contingency operations at main base, limited base, stand-by base, and bare base locations. BOS is required. UTC is deployable within 24 hours of notification. UTC requires C-17/C-5 airlift due to outsized equipment.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 534.0 ST
MEFPAK Responsible Command: Air Mobility Command (AMC)

A3.28. CES Prime BEEF EOD Lead Team (4F9X1).

4F9X1 - CES Prime BEEF EOD Lead Team

MISCAP: EOD force to support regional conflict missions at contingency operating locations, aerial ports, en-route bases, or critical stateside bases. Supports lead aviation squadron by protecting resources and personnel from the effects of explosive hazards, minor munitions accidents, clandestine explosive devices, and unexploded ordnance from limited attacks. Renders safe and disposes of US and foreign conventional, chemical, and improvised devices. Personnel will deploy with personal protective clothing, GUU-5 and M-9 weapons with ammunition. BOS required. Substitution of AFSs not "C" coded allowed using only 3E8XX, two skill levels up or one skill level down.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44ED Explosive Ordnance Disposal				
EOD Journeyman	3E851		1	
EOD Journeyman	3E851		2	C
EOD Craftsman	3E871		2	C
EOD Craftsman	3E891		1	

Strength: Officer 00 Airmen 06 Civilian 00 Total 06

DEPID: 1
Cargo Weight: 8.7 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.29. CES Prime BEEF EOD Follow Team (4F9X2).

4F9X2 - CES Prime BEEF EOD Follow Team

MISCAP: EOD force to support regional conflict missions at contingency operating locations, aerial ports, en-route bases, or critical stateside bases. Augments a 4F9X1 to provide additive EOD support to lead/follow (L/F) squadrons. Provides independent limited EOD support, ordnance safing, and clearance operations at air heads, landing zones, and captured or recaptured bases and in similar operations other than war. Personnel will deploy with personal protective clothing, GUU-5 and M-9 weapons with ammunition. BOS required. Substitution of AFSs not "C" coded allowed using only 3E8XX, two skill levels up or one skill level down.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44ED Explosive Ordnance Disposal				
EOD Journeyman	3E851		1	
EOD Journeyman	3E851		1	C
EOD Craftsman	3E871		2	

Strength: Officer 00 Airmen 04 Civilian 00 Total 04

DEPID: 1
Cargo Weight: 5.0 ST
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.30. CES Prime BEEF EOD Base Support Team (4F9X3).

4F9X3 - CES Prime BEEF EOD Base Support Team

MISCAP: EOD force to support major theater war beddowns, contingency operating locations, LIC, MOOTW, force protection build-ups, aerial ports, en-route bases, or critical stateside bases where an EOD lead (4F9X1) and/or EOD follow team(s) (4F9X2) already exists or are scheduled for deployment. Provides base support and specialized force protection EOD equipment. Personnel will deploy with personal protective clothing, GUU-5 and M-9 weapons and ammunition. BOS required. Substitution of AFSCS not "C" coded allowed using only 3E8XX, two skills up or one level down.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44ED Explosive Ordnance Disposal				
EOD Journeyman	3E851		1	
EOD Craftsman	3E871		1	

Strength: Officer 00 Airmen 02 Civilian 00 Total 02

DEPID: 1
Cargo Weight: unknown
MEFPAK Responsible Command: Air Combat Command (ACC)

A3.31. CES Armored Base Recovery Vehicle (4F9X6). This UTC is postured in USAFE.

4F9X6 - CES Armored Base Recovery Vehicle (4F9X6)

MISCAP: One armored Base Recovery Vehicle (BRV) complete with associated hand tools and specialized maintenance equipment. This UTC is used in multiples to provide EOD teams a mobile armored reconnaissance and UXO safing vehicle for BRAAT operations. High threat MOBs and COBs require six 4F9X6s. This UTC may be deployed by air; however it is usually prepositioned or deployed by surface movements.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 10.9 ST
MEFPAK Responsible Command: United States Air Forces in Europe (USAFE)

A3.32. EOD Munitions Clearance Vehicle Package (4F9X7). This UTC is postured by selected PACAF units.

4F9X7 - EOD Munitions Clearance Vehicle Package

MISCAP: One armored munitions clearance vehicle (MCV) complete with associated hand tools and specialized maintenance equipment. This UTC is used in multiples to provide EOD teams a heavily armored prime mover for specialized large area clearance operations during Base Recovery After Attack (BRAAT) which involve random delay, aircraft or artillery dispensed mines, and submunitions. High threat MOBs and COBs require three 4F9X7s. This UTC is usually prepositioned or deployed only by surface movements.

Strength: Officer 00 Airmen 00 Civilian 00 Total 00

DEPID: E
Cargo Weight: 49.9 ST
MEFPAK Responsible Command: Pacific Air Forces (PACAF)

A3.33. CES Prime BEEF EOD High Threat Augmentation Team (4F9X9).

4F9X9 - CES Prime BEEF EOD High Threat Augmentation Team

MISCAP: Augments 4F9X1, 4F9X2, and 4F9X3 UTCs supporting operations at deployed locations vulnerable to enemy aircraft or ballistic missile attack. EOD force required to support essential EOD warfighting requirements for regional conflict operations at contingency operating locations, aerial ports, and en-route bases or critical stateside bases. Augments stateside forces at bombing and gunnery ranges or operates independently (in multiples) at stateside aerial/transfer ports. Personnel will deploy with personal protective clothing and GUU-5 and M-9 weapons with ammunition. ARC forces will substitute one AFS 3E800 for one 3E851 and one 323H/K for one 3E871 on the first UTC postured, and one 3E891 for one 3E871 for the second UTC postured at locations posturing three or more 4F9X9 UTCs. Substitution of AFSs not "C" coded allowed using only 3E8XX, two skill levels up or one skill level down. BOS required.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44ED Explosive Ordnance Disposal				
EOD Journeyman	3E851		1	
EOD Craftsman	3E871		1	

Strength: Officer 00 Airmen 02 Civilian 00 Total 02

DEPID: P
Cargo Weight: 0.0 ST
MEFPAK Responsible Command: Air Mobility Command

A3.34. CES Prime BEEF EOD Management Team (4F9XA). The composition and mission of this UTC is changing from EOD intelligence exploitation to EOD management.

4F9XA - CES Prime BEEF EOD Management Team

MISCAP: EOD management force to support regional conflict mission at contingency operating locations, aerial ports, enroute bases, or critical stateside bases where an EOD lead team (UTC 4F9X1) and EOD follow team(s) (UTC 4F9X2) already exist or are scheduled for deployment. Independently provides forward command functional management. Personnel will deploy with protective clothing and GUU-5 and M9 weapons with ammunition. BOS required. Substitution of AFSCs not C coded allowed using only AFSC 3E891.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44ED Explosive Ordnance Disposal				
CE Officer	32E3H/K	O3	1	
EOD Manager	3E800		1	

Strength: Officer 01 Airmen 01 Civilian 00 Total 02

DEPID: 1
Cargo Weight: unknown
MEFPAK Responsible Command: United States Air Forces in Europe (USAFE)

A3.35. CES Prime BEEF EOD Contingency Support Team (4F9XB).

4F9XB - CES Prime BEEF EOD Contingency Support Team

MISCAP: EOD team to support the full spectrum of military operations to include military operations other than war (MOOTW) at various AMC operating locations. Protects low threat TALCE operations and personnel from the effects of unexploded ordnance and other explosive hazards. Conducts airfield site surveys and reconnaissance. Performs render safe and disposal of US and foreign chemical and explosive devices. Personnel require protective clothing, GUU-5 and M-9 weapons with ammunition. 4F9XB is capable of 24-hour operations at a main base, limited base, standby base, or bare base locations. BOS is required. Substitution of AFSC is allowed using only 3E8XX, two skill levels up or one skill level down.

***FAC* / POSITION TITLE**	**AFS**	**GRADE**	**QUANTITY**	**CODE**
44ED Explosive Ordnance Disposal				
EOD Craftsman	3E871		4	
EOD Journeyman	3E851		2	

Strength: Officer 00 Airmen 06 Civilian 00 Total 06

DEPID: 1
Cargo Weight: 5.0 ST
MEFPAK Responsible Command: Air Mobility Command

Attachment 4

UNUSED AND CANCELED CIVIL ENGINEER UTCs

A4.1. Introduction. The CE UTCs listed in this attachment are no longer used and will eventually be eliminated from the COMPES databases. While it is unlikely you will see these UTCs used, this attachment provides a convenient way to check on them. Your local manpower people can run a MANFOR Summary which identifies all UTCs. The MANFOR Summary identifies the canceled UTCs, but it does not distinguish between active and unused UTCs. The following paragraphs list both the unused and canceled UTCs.

A4.2. Unused CE UTCs. Even when a UTC is no longer needed, it can take up to two years to drop it from the COMPES databases. That's because the COMPES computers won't drop a UTC so long as it is still used in an OPLAN, and planners don't change OPLANs every time a UTC is changed. They make those changes during a formal OPLAN review. This creates an unavoidable lag in phasing out an obsolete UTC. If a planner fails to use the new UTCs during the plan update, it will take even longer before an obsolete UTC is eliminated from the system. These UTCs are on the books, but no longer used:

UTC	Unit Type Name
4F7AG	CES BAK-12 Barrier System Team
4F9AE	CES Rapid Runway Repair STOWS
4F9AF	CES Prime BEEF Self-Sustainability Package
4F9AF	CES Self Sustainability Package
4F9B1	CES Expedient Barrier System
4F9E1	CES Prime BEEF Combat Support Lead
4F9E2	CES Prime BEEF Combat Support Lead
4F9EC	CES Advanced Recon Team
4F9ED	CES Aircraft Arresting Barrier Installation Team
4F9EE	CES Airfield Lighting Installation Team
4F9EF	CES Generator Plant Operations Team
4F9EG	CES Electrical Distribution System Installation Team
4F9EH	CES Water Plant Operations Team
4F9EJ	CES Water Distribution System Installation Team
4F9EK	CES Survivability Construction Team
4F9EL	CES Heavy Equipment Operations Team
4F9EM	CES Mechanical Systems Team
4F9EN	CES Limited Area/Equipment Decontamination Team
4F9F1	CES Limited Fire Protection Operations
4F9FL	CES Limited Fire Protection Operations
4F9FD	CES Limited Fire Protection Operations
4F9FV	CES Limited Fire Protection Operations
4F9S1	CES Full Staff Augmentation S-1
4F9S2	CES Staff Augmentation Management Limited S-2
4F9S3	CES United Kingdom RWCM Management Limited S-3
4F9S5	CES Staff Augmentation Fire Protection S-5

A4.3. Canceled UTCs. Even when officially canceled, COMPES keeps a list of old UTCs. In this way, the system can keep planners from using incorrect UTCs. Canceled CE UTCs include:

4F9AB	4F9DE	4F9DN	4F9FA	4F9FY	4F9RM
4F9CC	4F9DF	4F9DP	4F9FH	4F9FZ	4F9RN
4F9D5	4F9DG	4F9DQ	4F9FJ	4F9R7	4F9RP
4F9D6	4F9DH	4F9DR	4F9FK	4F9R8	4F9RQ
4F9DA	4F9DJ	4F9DS	4F9FP	4F9R9	4F9RR
4F9DB	4F9DK	4F9DT	4F9FQ	4F9RJ	4F9X8
4F9DC	4F9DL	4F9E3	4F9FR	4F9RK	
4F9DD	4F9DM	4F9E4	4F9FS	4F9RL	

Attachment 5

SORTS DOC STATEMENTS

A5.1. Introduction. This attachment provides sample DOC statements, in two formats, for CE units. The first, on an AF Form 723, **SORTS DOC Statement**, is for the hypothetical 332 CES. The second shows a printout from the Air Force SORTS Management Information System (AFSORTS-MIS) for the hypothetical 327 CES. AFI 10-201 (attachment 1) explains how to prepare and read DOC statements. **NOTE:** Even though these DOC statements were created using the guidance in AFI 10-201, actual reporting details can and do vary by MAJCOM.

A5.2. DOC Statement—AF Form 723 Format. The highlighted text shows the items input by the MAJCOM functional manager. Table A5.1 highlights key features in the DOC statement and special requirements for the 332 CES.

Table A5.1. Special Requirements for the 332 CES.

PART IN DOC STATEMENT	KEY FEATURES AND SPECIAL REQUIREMENT
I	The DOC mission title and the DOCID of NM22 shows the unit only has to report on its wartime mobility mission.
	The "X" in the Primary Mission block shows this statement specifies the primary mission for the unit. (Most units have only one DOC statement, and it covers the primary mission.)
	The UIC is FFBFB0. The "F" at the beginning identifies this as an Air Force unit. The zero is added at the end. The middle four alphanumeric characters are the last four characters of the unit's PAS (personnel accounting symbol) code.
II.B.	The unit must be ready to deploy with 24 hours notice.
II.C.	The unit must posture two Prime BEEF UTCs (4F9E7 and 4F9X1) and support a split-tasked 4F9E7 requirement. The split-tasking is identified by a hyphen (-) place after the UTC number. **NOTE:** Details of split-tasking will be specified in the notes in the measured areas. The details should be explained in the personnel measured area notes if the unit provides people; in the equipment and supplies measured area notes if the unit provides only equipment, and in both areas if the unit provides both people and equipment.
III.A	The unit is to report both total and critical personnel. The "X" in the UTC block tells the unit to get its requirements from the UTC manpower details. This part also tells that the critical AFSCs are defined in AFI 10-201, table 3.4, rule 6a. Since there is no "X" in the Civilians Included block, emergency-essential civilians are not counted in the requirements.
	This unit must provide 12 firefighters to support the split-tasked 4F9E7 requirement.
III.B	The unit must count equipment and supplies as identified in the Prime BEEF ESL. Unit must equip split-tasked firefighters with mobility bags and special protective equipment.
III.C	The unit does not report equipment condition.
III.D	The "X" in the C-1 block tells the unit to report completed training requirements as specified in AFI 10-210.
	The unit is also required to provide 12-month visibility to its Silver Flag training requirements. The unit must report requirements by AFSC for the next 12 months.
IV	The unit must prepare suboverall reports for each of its postured UTCs. The DOC number (DOCNR) for each UTC is identified by the letter following the listed UTC in part II.C.
V	The unit deploys its mobile teams in support of two commands, USCENTAF and PACAF. While not apparent from the DOC statement, by looking at the OPLAN taskings, the unit finds that all

	but the split-tasked UTC deploys to USCENTAF. The split-tasked UTC joins with it sister unit, the 327 CES and deploys the 12 firefighters to PACAF.

UNCLASSIFIED (When filled in) **THIS IS ONLY AN EXAMPLE**
SECURITY CLASSIFICATION

SORTS DOC STATEMENT

EFFECTIVE DATE	SUPERSEDES	MAJCOM/OPR *(Office Symbol and Phone No.)*
1997 07 01	1996 05 01	HQ ACC/CEXO DSN 574-7657

I. (U) **UNIT IDENTIFICATION**

MEASURED UNIT	HOME LOCATION	UNIT UTC	UIC
0332 CES	TYNDALL AFB, FL	4F7AA	FFBFB0

DOC MISSION TITLE	GEO LOC
CIVIL ENGINEER - PRIME BEEF - MOBILITY	FTFA

DOCID	DOCNR	X PRIMARY MISSION	SECONDARY MISSION	TERTIARY MISSION
NM22	1			

II. (U) **MISSION IDENTIFICATION**

A. (U) MISSION TASKING NARRATIVE. THIS UNIT HAS A WARTIME MISSION TO: DEPLOY PRIME BEEF TEAMS WORLD WIDE TO PROVIDE ENGINEER SUPPORT TO AIR FORCE OPERATIONS UNDER MAJOR DETERRENT AND WAR FIGHTING CONDITIONS. SUPPORT INCLUDES FORCE BEDDOWN, BASE RECOVERY, FACILITY OPERATIONS AND MAINTENANCE, FIRE PROTECTION, DISASTER PREPAREDNESS, AND EXPLOSIVE ORDNANCE DISPOSAL TASKS. PRIME BEEF TEAMS MUST RECEIVE IN- THEATER SUPPORT FOR VEHICLES, HEAVY EQUIPMENT, AND BOS. UNIT FOLLOW TEAMS WILL JOIN AND SUPPORT LEAD PRIME BEEF TEAMS. UNIT TO EQUIP EACH UTC PER PRIME BEEF EQUIPMENT AND SUPPLIES LISTING (ESL).

B. (U) MISSION SPECIFICS	C. (U) UTCs REQUIRED TO SUPPORT	D. (U) DIRECT SUPPORT UNITS UICS
RESPONSE TIME 24 hours SOURCE AFI 10-210 (para 2.2.3) AIRCRAFT UNITS ONLY MDS AND SERIES: ( ) SORTIES/FLYING HRS (*WMP*): N/A	4F9E7/A 4F9X1/B 4F9E7-/F	N/A

E. (U) (*Optional*) OPLANS TASKED TO SUPPORT: NOT LISTED

III. (U) **MEASURED RESOURCE AREA**

A. PERSONNEL

X TOTAL UMD (*OR*) X UTC	X CRITICAL (*AFSCs from AFI 10-201 Table 3.4 RULE 6a*)	CIVILIANS INCLUDED

(U) ADDITIONAL NOTES: REPORT PERSONNEL P-LEVEL IAW AFI 10-201. USE AFPAM 10-219, VOL 8, CHAP 8 AS A GUIDE.

POSTURE ONLY THE 12 FIREFIGHTER REQUIREMENTS FOR THE SPLIT-TASKED 4F9E7 UTC. THE 327 CES (WRIGHT PATTERSON AFB, OH) POSTURES THE MAIN PORTION OF THE SPLIT-TASKED 4F9E7 UTC REQUIREMENT. DO NOT COUNT INDIVIDUALS AND EQUIPMENT ASSIGNED TO THIS UTC AS AVAILABLE FOR OTHER UTCS OR TASKINGS.

B. (U) EQUIPMENT AND SUPPLIES ON HAND

COMBAT ESSENTIAL	SUPPORT EQUIPMENT AND SUPPLIES
ESSA1 - PRIME BEEF TEAM AND INCIVIDUAL EQUIPMENT IDENTIFIED AS COMBAT ESSENTIAL IN THE PRIME BEEF ESL.	ESSA4 - PRIME BEEF TEAM AND INDIVIDUAL EQUIPMENT IDENTIFIED AS SUPPORT ITEMS IN THE PRIME BEEF ESL. ESSA5 - INDIVIDUAL FORCE PROTECTION EQUIPMENT IDENTIFIED IN THE PRIME BEEF ESL. MOBILITY BAGS (RICDA REMARK ONLY)

(U) ADDITIONAL NOTES: REPORT EQUIPMENT AND SUPPLIES S-LEVEL IAW AFI 10-201. USE AFPAM 10-219, VOL 8, CHAP 8 AS A GUIDE. UNIT MUST PROVIDE SPECIAL PROTECTIVE CLOTHING/EQUIPMENT AND MOBILITY BAGS, AS REQUIRED BY PRIME BEEF ESL, FOR THE FIREFIGHTERS IN SPLIT-TASKED 4F9E7 UTC.

AF FORM 723, OCT 97 ***(EF-V1)*** *(PerFORM PRO)*

UNCLASSIFIED

SECURITY CLASSIFICATION

(When filled in)

CLASSIFIED BY:

_____

_____

THIS IS ONLY AN EXAMPLE

UNCLASSIFIED (When filled in) **THIS IS ONLY AN EXAMPLE**
SECURITY CLASSIFICATION

III. (U) **MEASURED RESOURCE AREA** ***(Continued)***	
C. (U) EQUIPMENT CONDITION	
COMBAT ESSENTIAL	SUPPORT EQUIPMENT AND SUPPLIES
NOT MEASURED	NOT MEASURED

(U) ADDITIONAL NOTES:

REPORT R-6 FOR EQUIPMENT CONDITION R-LEVEL IAW AFI 10-201, CHAP 2, TABLE 2.1, RULE 6 AND CHAP 5, TABLE 5.1, RULE 6a AND TABLE 5.5, RULE 6a.

D. (U) TRAINING	
METHOD B: [ ] CREW TRAINING	METHOD C: OPTION 1 [X] UNIT TRAINING OPTION 2 [ ] COMBAT AIR FORCES AVIATION TRAINING

(U) ADDITIONAL NOTES:

REPORT TRAINING T-LEVEL IAW AFI 10-201, CHAP 6, TABLE 6.4, RULE 6a. USE AFPAM 10-219, VOL 8, CHAP 8 AS A GUIDE.

INCLUDE A TRSA3 REMARK TO FORECAST SILVER FLAG TRAINING REQUIREMENTS BY AFSC FOR THE NEXT 12 MONTHS.

IV. (U) **AMPLIFYING NOTES** *(As required)*:

REPORT ALL REQUIRED REMARKS IAW AFI 10-201. PREPARE SUBOVERALL REPORTS ON EACH TASKED UTC. USE ALPHA SUFFIX FOLLOWING EACH UTC LISTED IN PART II.C AS THE SUBOVERALL DOCNR FOR THAT UTC.

V. GAINING COMMAND(s)		
A. USCENTAF	B. PACAF	C.

VI. COORDINATION/REVIEW

MAJCOM COORDINATION	CEX	CEXO	DPX	LGXW	IGIS	AOOW	AOC	
UNIT CC REVIEW								
MAJCOM ANNUAL REVIEW								
GAINING COMMAND(s)								

AF FORM 723, OCT 97 *(REVERSE) (EF-V1) (PerFORM PRO)*

UNCLASSIFIED (When filled in)
SECURITY CLASSIFICATION

A5.3. DOC Statement—AFSORTS-MIS Format. The second DOC statement is for the hypothetical 327 CES, the sister unit for the split-tasked 4F9E7 requirement. Table A5.2 shows the special requirements placed on the unit by this DOC statement. It also highlights the differences in mission and SORTS reporting requirements between the two units as dictated in their DOC statements.

Table A5.2. Special Requirements for the 327 CES.

PART IN DOC STATEMENT	SPECIAL REQUIREMENT
I	The DOC mission title and the DOCID of ND28 shows that this unit has both a mobility and an in-place generation mission as part of its primary DOC.
II.A	In addition to the mobility mission, the unit is tasked to provide a wartime in-place capability. Since this is a base unique requirement, the DOC statement directs the unit to follow the command instruction AFMCI 10-XXX to determine mission specifics.
II.B	The MAJCOM instruction also provide source information on the in-place mission response time.
II.C.	This unit must posture two Prime BEEF UTCs (4F9E5 and 4F9X1). It also must support a split-tasked (4F9E7-) requirement and provide an in-place wartime capability (4F7AA). **NOTE:** Had the unit been tasked to posture more than one team with the same UTC, the number of teams would be included in parentheses before or following the UTC number. Example: (2) 4F9E7 for two teams.
III.A	The unit is to report both total and critical personnel. The "X" in the UMD block tells the unit to get its requirements from the unit manning document. Unit is to count military positions with an MNT code of "XX" or "XW".
	Since there is an "X" in the Civilians Included block, the unit must count authorized emergency-essential civilians in the requirements.
	Unit to staff the split tasked 4F9E7 UTC with everyone except the 12 required firefighters. Those positions are split-tasked to the 332 CES.
III.B	The unit must count equipment and supplies as identified in the Prime BEEF ESL for mobility mission. Unit does not report on equipment and supplies for the in-place mission. (**NOTE:** If the MAJCOM had identified required equipment and supplies for the in-place mission, the MAJCOM could choose to have the unit report on those resources.) Unit is required to measure and report (as a remark) on the combat essential NBC detection and warning items in the 4F9E5 UTC team kit. (**NOTE:** Instead of reporting the NBC equipment status as an ESRES Remark, the MAJCOM could have tasked the unit to prepare a suboverall report on that subordinate capability. In that case, the instructions would be included in part IV versus here.)
III.C	The unit does not report equipment condition.
III.D	The "X" in the C-1 block tells the unit to report completed training requirements as specified in AFI 10-210. Unlike the 332 CES, this unit is not required to forecast Silver Flag training requirements by AFSC, but it does have to report on the training status of MAJCOM identified in-place mission training. Those requirements are specified in the command instruction 10-XXX.
IV	Since there is no requirement for suboverall reports, the unit prepares only its overall SORTS report.
V	The UTCs in this unit are currently OPLAN tasked to support PACAF.

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STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS)
DESIGNED OPERATIONAL CAPABILITY (DOC) STATEMENT (SEE AFI 10-201)

EFFECTIVE: 01 JUL 98 (01 MAY 97) OPR: HQ AFMC/CEOO DSN 787-6181 FFB7H0

I. (U) UNIT IDENTIFICATION:
UNIT: 327 CES UTC: 4F7AA UIC: FFUZ50
LOCATION: WRIGHT PATTERSON AFB GEOLOC: FERB

TITLE: CIVIL ENGINEER – PRIME BEEF - GENERATION AND MOBILITY

DOCID: ND28 DOCNR: 1 PRIMARY MISSION (MASTER/ACTIVE)

II. (U) MISSION IDENTIFICATION:
A. (U) MISSION TASKING NARRATIVE: THIS UNIT HAS A WARTIME MISSION TO: DEPLOY PRIME BEEF TEAMS WORLD WIDE TO PROVIDE ENGINEER SUPPORT TO AIR FORCE OPERATIONS UNDER MAJOR DETERRENT AND WAR FIGHTING CONDITIONS. SUPPORT INCLUDES FORCE BEDDOWN, BASE RECOVERY, FACILITY OPERATIONS AND MAINTENANCE, FIRE PROTECTION, DISASTER PREPAREDNESS, AND EXPLOSIVE ORDNANCE DISPOSAL TASKS. PRIME BEEF TEAMS MUST RECEIVE IN THEATER SUPPORT FOR VEHICLES, HEAVY EQUIPMENT, AND BOS. UNIT FOLLOW TEAMS WILL JOIN AND SUPPORT LEAD PRIME BEEF TEAMS. EOD TEAM WILL PERFORM IN LEAD TEAM ROLE. UNIT TO EQUIP UTCS PER PRIME BEEF ESL. UNIT ALSO HAS A WARTIME MISSION TO PROVIDE IN-PLACE CIVIL ENGINEER SUPPORT TO HQ AFMC OPERATIONS CENTER PER AFMCI 10-XXX.

B. (U) MISSION SPECIFICS:
RESPONSE TIME: 24 HOURS

SOURCE: AFI 10-210 (PARA 2.2.3); MAJCOM INSTRUCTIONS FOR IN-PLACE MISSION

C. (U) UTCS REQUIRED TO SUPT:
* 4F9E5
* 4F9X1
* 4F9E7-
* 4F7AA

AIRCRAFT UNITS ONLY
MDS: (000) NONE
SORTIES/FLYING HOURS (WMP):
D. (U) DIRECT SUPPORT UNITS UICS (ACFT UNITS ONLY): N/A

E. (U) OPLANS TASKED TO SUPPORT: NOT LISTED

III. (U) MEASURED RESOURCE AREAS:

A: (U) PERSONNEL: TOTAL - UMD
CRITICAL - USE AFSC'S FROM AFI 10-201, TABLE 3.4, RULE 6a.
CIVILIAN - COUNT EMERGENCY-ESSENTIAL CIVILIANS IN TOTAL PERSONNEL.

(U) ADDITIONAL NOTES: REPORT PERSONNEL P-LEVEL IAW AFI 10-201. USE AFPAM 10-219, VOL 8, CHAP 8 AS A GUIDE. FOR REQUIREMENTS, COUNT ALL FUNDED UMD POSITIONS WITH MNT CODE OF "XW" AND "XX".

UNIT MUST POSTURE A SECOND 4F9E7 UTC (EXCEPT FOR 12 FIREFIGHTER (3E7X1) REQUIREMENTS). THIS UTC IS SPLIT-TASKED WITH THE 332 CES (TYNDALL AFB, FL) WHICH POSTURES THE

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FIREFIGHTERS. DO NOT COUNT INDIVIDUALS AND EQUIPMENT ASSIGNED TO THIS UTC AS AVAILABLE FOR OTHER UTCS OR TASKINGS.

B. (U) EQUIPMENT AND SUPPLIES ON HAND:

COMBAT ESSENTIAL	SUPPORT EQUIPMENT AND SUPPLIES
* ESSA1 - PRIME BEEF TEAM AND INDIVIDUAL EQUIPMENT IDENTIFIED AS COMBAT ESSENTIAL IN THE PRIME BEEF ESL.	* ESSA4 - PRIME BEEF TEAM AND INDIVIDUAL EQUIPMENT IDENTIFIED AS SUPPORT ITEMS IN THE PRIME BEEF ESL. * ESSA5 - INDIVIDUAL FORCE PROTECTION EQUIPMENT IDENTIFIED IN THE PRIME BEEF ESL. * MOBILITY BAGS (RICDA REMARK ONLY)

(U) ADDITIONAL NOTES: REPORT EQUIPMENT AND SUPPLIES S-LEVEL IAW AFI 10-201. USE AFPAM 10-219, VOL 8, CHAP 8 AS A GUIDE. FOR THE S-LEVEL, MEASURE AND REPORT ALL REQUIRED EQUIPMENT. DO NOT REPORT ON EQUIPMENT FOR IN-PLACE MISSON.

IN ESRES REMARKS, REPORT THE STATUS OF THE NBC DETECTION AND WARNING ITEMS IDENTIFIED AS COMBAT ESSENTIAL IN THE PRIME BEEF ESL FOR THE 4F9E5 UTC. USE THIS FORMAT: NBC EQUIPMENT STATUS: NO. LINE ITEMS ON-HAND/NO. LINE ITEMS REQUIRED/PERCENTAGE ON-HAND/S-LEVEL. EXPLAIN SHORTAGES IN NARRATIVE FORMAT.

UNIT TO POSTURE EQUIPMENT AND SUPPLIES FOR ALL UTCS INCLUDING THE SPLIT-TASKED 4F9E7 UTC. REQUIREMENTS ARE LISTED IN PRIME BEEF ESL. 332 CES WILL PROVIDE ESL REQUIRED SPECIAL PROTECTIVE CLOTHING/EQUIPMENT AND MOBILITY BAGS FOR THE FIREFIGHTERS.

C. (U) EQUIPMENT CONDITION:

COMBAT ESSENTIAL	SUPPORT EQUIPMENT
N/A	N/A

(U) ADDITIONAL NOTES: REPORT R-6 FOR EQUIPMENT CONDITION R-LEVEL IAW AFI 10-201, CHAP 2, TABLE 2.1, RULE 6 AND CHAP 5, TABLE 5.1, RULE 6a AND TABLE 5.5, RULE 6a.

D. (U) TRAINING METHOD: C-1 UNIT TRNG COMP IAW: AFI 10-210

(U) ADDITIONAL NOTES: REPORT TRAINING T-LEVEL IAW AFI 10-201, CHAP 6, TABLE 6.4, RULE 6a. USE AFPAM 10-219, VOL 8, CHAP 8 AS A GUIDE. REPORT ON TRAINING REQUIPMENTS FOR IN-PLACE MISSION AS IDENTIFIED IN AFMCI 10-XXX.

IV. (U) AMPLIFYING NOTES: REPORT ALL REQUIRED REMARKS IAW AFI 10-201.

V. (U) GAINING COMMANDS (IN ORDER): PACAF

VI. (U) COORDINATION:

MAJCOM COORD &	CEOO BRIDGE 2 JUN 98	DOOC CREWS 15 JUN 98	AOCR CASH 10 JUN 98
ANNUAL REVIEW:	XPM MANNING	LGS STOCKER	DPX PEDDLER

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	10 JUN 98	8 JUN 98	16 JUN 98
UNIT CC REVIEW		MAJCOM APPROVAL	

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Attachment 6

SUGGESTED BRIEFING TOPICS FOR NEW PRIME BEEF TEAM MEMBERS

A6.1. Introduction. This attachment provides suggested topics to discuss with people newly assigned to a Prime BEEF team. Adjust these topics and add details as necessary for your unit. The briefing details can be reduced for people with previous Prime BEEF experience. If you give a unit deployment handbook to each new member, you should highlight the information, but you don't need to repeat the details.

A6.2. Recommended Topics.

A6.2.1. Prime BEEF Program and Objectives. For individuals new to the CE business, explain the purpose of Prime BEEF. Point out that it means being capable of rapid worldwide deployment to support combat and contingency operations. Explain the type of work civil engineers perform in a contingency. Examples that touch each CE specialty include:

Revetting unsheltered aircraft.
Erecting fuel bladders and containment earthen berms.
Erecting prepackaged kits for munitions, avionics, and maintenance facilities.
Preparing sites for mobile control towers and communications vans.
Erecting Air Force bare base assets, including Harvest Falcon or Harvest Eagle assets.
Installing portable generators.
Erecting dining and sanitation facilities
Wiring perimeter security lighting.
Performing rapid runway repair (RRR).
Performing rapid minimum emergency repair to critical command post, communications, aircraft, and weapons maintenance facilities.
Expediting emergency repairs to facilities, including covering holes with plywood, shoring weakened buildings, securing breaks in utility lines, eliminating live electrical wires, rerouting utility lines above ground, and fixing roofs, walls, and floors.
Accomplishing operation and maintenance activities.
Providing fire protection including crash rescue and fire suppression.
Meeting beddown requirements.
Performing explosive ordnance disposal activities.
Providing disaster preparedness management services and nuclear, biological, chemical, and conventional (NBCC) warfare defense guidance.

A6.2.2. Unit Taskings. Explain the different UTC types which are postured at your base and what they do.

A6.2.3. Team Assignment and Responsibilities. Tell what team the individual is assigned to, his or her mobility position number, and who the team chief is. Explain the structure of his or her team and how he or she fits into the team's operation. Detail special responsibilities such as cargo couriers, weapons custodian, etc.

A6.2.4. Unit Prime BEEF Deployment Handbook. Give the new person a copy of the unit handbook or guide. Point out what is in the handbook.

A6.2.5. Unit Notification and Recall Procedures. Ensure each individual is issued a recall roster. The instructions should indicate who will notify him or her of a recall, how much time he or she has to report to the unit assembly area (for example—1 hour), location of the unit assembly area, what uniform to wear, etc.

A6.2.6. Base and Unit Deployment Process and Procedures. Highlight the deployment process used at the base and what is done in the unit to get ready to deploy.

A6.2.7. Equipment. Briefly explain the personal and team equipment required for deployments.

A6.2.7.1. Personal Mobility Bag. Provide a list of required personal clothing and equipment. This information is listed in the Prime BEEF Equipment and Supplies Listing (ESL). To that list add any additional items required locally. We recommend you include the consolidated list in the unit deployment handbook. Emphasize that each person must have all the personal items on hand and serviceable for all exercises and deployments. In addition to the personal bag items, identify the other items and documents which each team member must have in hand before processing for deployment. Those items are listed in Chapter 2, paragraph 2.6.

A6.2.7.2. Mobility Bags. Let the team member know what equipment he or she will deploy with, that is, A, B, and C bags, weapon, etc. Immediately following this briefing is a good time to build up the mobility bags for the new member. Give them their mobility bag numbers and, if used at your base, the bag numbering scheme. This reduces the possibility that they will grab the wrong bag.

A6.2.7.3. Weapons. Make it very clear to the individual that when issued a weapon, they better not lose it. Be sure to cover weapon safety.

A6.2.7.4. Team Equipment. Briefly explain what equipment is in the team kit. Be sure to identify the items that were included primarily for their specialty. You can provide a copy of the applicable pages in the ESL.

A6.2.8. Training Requirements. Identify the base, unit, and personal training requirements and frequency. Also explain the types and duration of exercises that he or she can expect.

A6.2.9. Personal Pre-Deployment Preparations. Explain that the individual must get his or her personal “house in order” before a deployment hits the base. This includes financial, legal, and personal affairs. Point out that taking care of personal requirements well before deploying will make the deployment less stressful and more successful. Use commander's calls to remind people of their obligations and where they can get help. Get supervisors to stress these points.

A6.2.9.1. Family Care Plan. Stress the importance of planning for dependent care. Counsel them to advise their family members that there is a strong probability they may go on temporary duty (TDY) on very short notice. Point out that some family members have trouble adjusting to a

separation. This can be reduced if the member prepare his or her family for the separation by talking about it. Advise the member to prepare a good family care plan and discuss its details with the remaining caregiver.

A6.2.9.1.1. If a single parent or married to another military member, he or she must make plans for the care of any family members. Explain the options a member can explore for short-notice dependent care. This includes older family members as well as minor children. Let the team member know what base offices can help prepare family care plans. Direct them to the available Family Support Centers and Family Services programs. Attachment 8 provides some guidelines to help team members prepare family care plans. You can give a copy of that attachment to the team member and explain the major actions and who can help them.

A6.2.9.1.2. Let the member know that they should advise family members to contact the local American Red Cross representative if any emergency arises which necessitates return of the individual. The American Red Cross will contact the appropriate commander. Be sure the family members know they shouldn't make up excuses just to try to get the member returned.

A6.2.9.2. Personal Care Plan. Explain the value of a personal care plan to unmarried team members with no dependents. Point out some of the potential problem areas and refer them to Attachment 8 as well.

A6.2.9.3. Financial Arrangements. In the financial area, brief on the advantages of having a checking account. One advantage is that he or she can draw on the account while deployed. In addition, brief him or her on allotments that are available through finance to help in financial matters. Get the details from the base finance office.

A6.2.9.4. Legal Arrangements. Explain the need for powers of attorney, wills, etc. Get the basic information from the legal office and refer the individual to that office if they need assistance.

A6.2.9.5. Personal Documents/Paperwork. Advise team members to keep their personal documents and records current. This includes their military identification card, DD Form 93, **Record of Emergency Data**, and dependent's ID cards.

A6.2.9.6. Immunizations. Brief the team member on their responsibility to stay current on their immunizations.

A6.3. Prime BEEF In-Briefing Checklist. Consider using an in-briefing checklist to make sure you cover all the important topics. We included a sample at Figure A6.1. Make your own and add details that fit your unit. When completed, file it in the individual's readiness folder.

Figure A6.1. Sample In-Briefing Checklist.

PRIME BEEF IN-BRIEFING CHECKLIST		
Name: Wilson, Gina	**Grade:** Capt	**Date:** 17 Oct 97
AFSC: 32E3G	**Work Center:** 4430 Operations	
Team Assignment UTC: 4F9E7	**MPN:** 005	**Primary / Alternate**

X	**Topic Briefed**
X	Prime BEEF Program and Objectives
X	Unit Taskings
X	Team Assignment, Mobility Position Number (MPN), and Responsibilities
X	Special Duties and Responsibilities
X	Unit Prime BEEF and Deployment Handbook
X	Unit Alert and Recall Procedures
X	Notification procedures
X	Assembly Point
X	What to Bring
X	Base and Unit Deployment Process and Procedures
X	Equipment
X	Personal Mobility Bag
X	Mobility Bags
X	Weapons
X	Team Equipment
X	Training Requirements
X	Personal Responsibilities
X	Team Training
X	Unit Schedule
X	Personal Pre-Deployment Preparations
X	Family/Personal Care Plan
X	Financial Arrangements—Checking Accounts/Allotments
X	Legal Arrangements—Wills/powers of attorney
X	Personal Documents/Paperwork—ID cards/DD Form 93
X	Immunizations

I have been briefed on these topics and understand my responsibilities. I received a copy of the unit deployment handbook.

_____

(Signature)

Attachment 7

INDIVIDUAL READINESS FOLDER

A7.1. Introduction. Readiness folders contain the documentation used for team personnel management (including team assignments) and the items required for deployment. There is no one correct way to create readiness folders, nor is there a standard list of contents. Attachment 2 in AFPAM 10-417 provides some recommendations. However local instructions provide the controlling guidance, and those instructions are usually found in the installation deployment plan (IDP). Pulled from many sources, this attachment highlights items and documents that you may choose to include in your folders.

A7.2. Team Assignment and Personnel Management Documentation.

A7.2.1. A copy of the commander's letter informing the individual that he or she has been appointed to a mobility position (both primary and alternate positions). The letter should highlight the individual's responsibilities.

A7.2.2. A copy of letters that appoint or authorize the individual to perform specific tasks such as hazardous cargo certifiers, cargo preparation/pallet buildup crew, deployed custodians (equipment, weapons, munitions), etc.

A7.2.3. Orientation briefing checklist. Following the orientation briefing, file a copy of the signed checklist (see Attachment 6 for a sample).

A7.2.4. List of clothing requirements. See the Prime BEEF ESL for a suggested list.

A7.2.5. Deployment requirements checklist. This checklist is used to ensure the individual has all the documents and the minimum training required for deployment. The checklist identifies the items that should be in the folder or the items that individuals are required to handcarry. This may be a locally developed list. You may also use the "Personnel Readiness Checklist" that you can create using the personnel reports generation capability in the UDM module of LOGMOD (or DeMS). Fill out all header information. Have the individual initial each item on the checklist that is on hand, complete, serviceable, and/or properly prepared. If an item is not on hand at the time of the initial folder setup, fill in an estimated completion date in pencil and follow up to make sure the requirement is satisfied. Do not initial the item until it is completed.

A7.3. Items and Documents Required for Deployment.

A7.3.1. ID tags and chains. If not required for normal duty, you can choose to keep them in the folder or have the individual keep them with his or her personal gear. In either case, team members should wear them when deploying. One tag should be placed on the short chain and one on the long chain and the chains should be interlocked.

A7.3.2. Copy of the latest DD Form 93, **Record of Emergency Data**. In fact this form is not required for deployment, but the information on it needs to be correct and entered into the Air Force Personnel system before a person deploys. Units sometimes choose to have individuals provide a copy of their latest DD Form 93 for the folder just to make sure the information on it is current.

A7.3.3. Shot Record. PHS Form 731, **International Certificate of Vaccination (Shot Record)**. Just as with ID tags, the shot record can be kept in the folder or the individual can keep it.

A7.3.4. Baggage Tags. Some units elect to place baggage tags, filled-in except for the destination, in the folder.

A7.3.5. DD Form 2258, **Mail Disposition Form** or USPS Form 3575, **Change of Address**. The DD Form 2258 is used by people who have a PSC box on base. The USPS Form 3575 is used by personnel that live in base housing or off base.

A7.3.6. AF Form 245, **Employment Locator and Processing Checklist**. This form serves as the individual's base locator card at the deployed location. You can prepare this form with the UDM module/DeMS.

A7.3.7. AF Form 522, **Grounds Weapons Training Data and USAF Firearms Qualification Card**. A CATM course completion letter or a computer generated roster is also usually acceptable. If a computer generated product is used instead of placing this form in each individual readiness folder, annotate that fact on the deployment requirements checklist in each folder. That consolidated unit roster must be available when requested by the installation deployment officer (IDO). (Not required for CONUS tasked units.)

A7.3.8. NBC Survivability Guide. (Not required for CONUS tasked units.)

A7.3.9. AF Form 357, **Dependent Care Certification**. This is only required for single parent families or when the member is married to another military person.

A7.3.10. DD Form 1934, **Geneva Conventions Identity Card**. For Prime BEEF, only civilians who are assigned to a mobile team and deploy to a combat area must have this document.

A7.3.11. AF Form 286, **Personnel Reliability Program (PRP) Certificate**. This requirement is rare for individuals on Prime BEEF teams. This will be a local requirement.

A7.3.12. Passport (if required for specific tasking or when required by your MAJCOM).

A7.3.13. Power of attorney fact sheet.

A7.3.14. Training documentation. There is a section on the deployment requirements checklist to record mandatory deployment training. If you use a computer generated list instead of recording

the training on the checklist, annotate this fact on the checklist. The unit list must be available to the IDO upon request.

A7.4. Hand carried Items. While required for deployment, these items are usually hand carried rather than maintained in the individual readiness folder.

A7.4.1. DD Form 2AF, **United States Uniformed Services ID Card**.

A7.4.2. DFAS Form 702, **Leave and Earning Statement**. This is often maintained by the individual.

A7.4.3. AF Form 623, **On-the-Job Training Record** (as required).

A7.4.4. Prescription Glasses (one pair if required, with second pair in individual's possession). Contacts do not count as a pair of glasses. They are optional.

A7.4.5. Gas Mask Spectacle Inserts (if required).

A7.4.6. Hearing Aids with two sets of batteries (if required).

A7.4.7. 30- to 60-day supply of medicines.

A7.4.8. AF Form 1199C, **Restricted Area Badge** (if required).

A7.4.9. AF Form 2293, **U.S. Air Force Motor Vehicle Operator's Identification Card**. Personnel who are required to drive special purpose vehicles (i.e., 1½ ton truck, 10K forklift, 10 ton tractor, etc.) must have a government drivers license in their possession.

A7.5. Preparing the Folders. One way to create a folder is to use a six-part folder. Be sure to label the front cover of the folder with a Privacy Act statement—"Personnel data - Privacy Act of 1974. This folder contains privacy act information and is to be used for official purposes only IAW AFI 37-132."—or an AF Form 3227, **Privacy Act Cover Sheet**. Label individual readiness folders with name, rank (in pencil), unit, SSAN, UTC, CAFSC. Figure A7.1 shows the contents that one unit includes in its folders. Be sure to lock the folders and password protect all personnel information on your computer.

A7.6. Periodic Review. Just as in AFPAM 10-417, we emphasize one point. If you use readiness folders, review them periodically to ensure they are current. If you don't do this, then don't waste your time preparing them. To speed the review, use a review checklist or the deployment requirements checklist. Conduct the review with the individual and have him or her show you the handcarried documents and then initial the review sheet.

Figure A7.1. Individual Readiness Folder Contents.

TAB A Table of Contents Commander's Appointment Letters Orientation Briefing Checklist Personal Clothing List (if separate from commander's letter) MOBAG requirements
TAB B Deployment Requirements Checklist
TAB C Deployment Authorization Letters (if any)
TAB D NBC Survivability Guide Miscellaneous Handouts
TAB E DD Form 93, Record of Emergency Data AF Form 245, Employment Locator Card
TAB F ID Tags and Chains PHS Form 731, **International Certificate of Vaccination** Baggage Tags: DD Form 1839 (white tags) (2) and AF Form 94 (tan tags) (2) DD Form 2258, **Mail Disposition Form** or USPS Form 3575, **Change of Address** AF Form 522, **Ground Weapons Training Data and USAF Firearms Qualification** Passport (if required)

Attachment 8

FAMILY AND PERSONAL CARE PLANS

A8.1. Introduction. This attachment offers ideas for you to consider as you prepare your family or personal care plan. They are common sense thoughts. The list doesn't cover every requirement. It can't; every person's situation is different. The ideas are offered to trigger your thinking.

A8.2. Your Plan. Prepare a family or personal care plan. AFI 36-2908, *Family Care Plans* only requires single custodial parents and dual military families to prepare a family care plan. We think it makes sense for every military person—regardless of marital status—to have a "plan" to care for their family members or their "stuff". Even if you are not assigned to a primary or alternate mobility position, you are subject to deploy on short notice. If that happened, you would have to create your instructions, find a family caregiver or representative, and pass along your instructions in less than 24 hours; all this while you are completing all other pre-deployment requirements. Could you do it? Most people can't! What would you forget to cover? Even if you have a spouse (or boyfriend, girlfriend, significant other, etc.) who remains available to look after your interests and responsibilities, you still need to convey your wishes and instructions to them. **NOTE:** Don't assume your spouse knows what must be done unless he or she makes all the household decisions.

A8.2.1. Remember the purpose of the plan: to communicate your wishes and instructions for the care of your family, property, pets, and personal affairs. You need to provide enough details so your family caregiver or personal representative can perform the required tasks almost as good as you would do. Keep the plan as simple as possible. As your life gets more complicated, add details as needed.

A8.2.2. Prepare your plan now. No one can help you very much if wait till you are notified for a short notice deployment. In the quiet of peacetime, there is no pressure, so it's very easy to put off this task. For the well being of your family members and for your own peace of mind, do it soon. We are not talking about performing the minimum requirements of AFI 36-2908. We are talking about taking the time to do it well. You first sergeant is a good person to get you started.

A8.2.3. Make sure you can implement your arrangements in less than 24 hours.

A8.2.4. Your plans must cover the entire period of any deployment; plan for at least a 180-day TDY.

A8.2.5. Ask someone you respect to review your plan to ensure it’s workable.

A8.2.6. Keep your plan current. Get in the habit of reviewing it periodically, at least every six months, and adjust it as needed. You can make pencil changes for small things like a new account number or change of address. Pick review dates that remind you to look at the plan; i.e., first day of spring and winter, a birthday, a wedding anniversary, a holiday, etc.

A8.3. Family Caregiver and Personal Representative. You can have a great plan, but you need a family caregiver or personal representative to carry it out. Often the choice is obvious: your spouse, a good friend, a boyfriend or girlfriend, a significant other, etc. Think about your choice. The boyfriend, girlfriend, or significant other isn't always the best person.

A8.3.1. You must be able to trust the person. If you have ever seen them lie, cheat, or steal, that should be a red flag. Avoid someone who has financial, emotional, or family problems of their own.

A8.3.2. The person needs to know how to conduct normal everyday activities like driving, shopping, writing checks, balancing the checkbook, going to the doctor, etc. This may sound obvious, but even some spouses don't know how to do some of these things. This is especially true with foreign born spouses new to our country and customs. This is aggravated if his or her English language skills are limited.

A8.3.3. Don't pick someone likely to deploy with you.

A8.3.4. Give a copy of your plan and all supporting legal documents to your spouse, family caregiver, or representative. Be sure to explain your plan, your desires, and special instructions in detail with your spouse, designated family caregiver, or personal representative. Putting those instructions in writing is important, but a face to face talk (or over the phone) is important too. Conversation provides the emphasis that is difficult to convey in writing. The less familiar your designated caregiver is with your daily life, the more detailed your instructions will need to be.

A8.3.5. Have back up arrangements to provide short term dependent care until the primary caregiver can arrive. Remember, your primary caregiver can be temporarily unavailable for any number of reasons: in the hospital, traveling, etc.

A8.3.6. Ensure the caregiver can use the base exchange and commissary. If the person does not have a military or dependent ID card, he or she must have a pass that you get from the Services Squadron. To get a pass, you will need a copy of your orders and a photo ID card of the caregiver.

A8.3.7. Tell the caregiver how to contact you in an emergency. Generally this is done through the American Red Cross. Give them that local number. Be sure family members and caregivers know they shouldn't make up excuses just to try to get the member returned. The American Red Cross will need some confirmation of the emergency.

A8.4. Financial. A financial plan is a key element of a good care plan. You must provide for your family members and get your bills paid.

A8.4.1. Make arrangements for your representative or family caregiver to have access to adequate funds to support family members during your absence. There are a number of ways to do this:

A8.4.1.1. Give your caregiver access to the account where your paycheck is deposited. This means adding their name to the account and giving them a checkbook. There is a potential problem with this arrangement if you both draw from the same account. Neither of you will know will know the account balance. Overdrafts and the associated extra expenses are the likely result. There is another drawback: your paycheck stops if you are declared missing in action (MIA).

A8.4.1.2. Set up a second account and make arrangements with your bank or credit union to regularly transfer funds to the second account. Again, the paycheck stops if you are declared MIA.

A8.4.1.3. You can also have your bank or credit union regularly transfer funds to the caregivers account. To set this up, you need the name and address of the caregiver's financial institution and the account number. It's really helpful to have that institution's routing number (the first 9 digits at the bottom of the caregiver's check). The MIA problem remains.

A8.4.1.4. Allotments are the surest way to provide timely financial support. The money is deducted from your paycheck and sent to the accounts of your choice. It can be to your or the caregiver's account. Decide how much money you need to set aside to meet your family's needs. Have the complete name, address, and account number of the financial institution for the direct deposit of allotments. You can set up allotments through your Military Pay Section long before you deploy. **NOTE:** Remember, your family members and caregiver will need the bulk of the money—not you.

A8.4.1.5. Consider setting up a second account and have the allotment feed that account. In normal times, use both accounts to pay your bills. By doing this, you don't have to do anything when you deploy. The money continues to flow to both accounts. By making this your normal way of doing business, you are assured the money flows regularly to the correct account. **NOTE:** The caregiver doesn't have to be added to the second account until you deploy, but don't forget to do it. To avoid the MIA cutoff problem, the caregiver must use the account that is fed by the allotment.

A8.4.1.6. You can also set up allotments on the deployment processing line, but we don't think this is very smart. Consider it the place of last resort and use it only when you didn't have time to do it before. In normal times, mistakes are made when taking out allotments. Money sometimes doesn't get deposited into the correct account, and when that happens, you or your family members must suffer until the paperwork gets straightened out. It can take a pay period or two for the money to flow to the correct account. All that said, if you wait till the last minute, be sure to have the details in hand before you get to the finance representative on the deployment out-processing line.

A8.4.2. Make arrangements to have your bills paid. Identify the recurring bills that you must pay and the due dates. You can also make arrangements with your financial institution to pay your recurring bills. Any bank or credit union will pay bills like your mortgage, insurance, car payment, utilities, etc. Again, you don't have to wait for an actual deployment to do this. For some of these bills, you can take out an allotment and the money will flow directly to the institution. There is a secondary benefit: the pattern of paying your bills on time is good for your credit rating.

A8.4.3. If your designated family caregiver doesn't have much money and you expect him or her to do something that costs, you need to provide some up-front money. An example is money for traveling expenses to come to your place or to pick up your kids.

A8.4.4. Make sure the premiums are paid on your life, health, and auto insurance. You don't want a lapse in coverage. This is also true for health insurance for your family members, especially adult family members. Provide the company names, policy numbers, and points of contact to your family caregiver or representative. Explain how and when the premiums are to be paid for each policy.

A8.5. Medical. As a minimum, your family caregiver must know how to get medical care for your family members.

A8.5.1. Explain the medical conditions of each family member to your caregiver. Don't expect the caregiver to remember the details; put them in writing. Identify allergies, especially to food. List medicines, dosage, and frequency.

A8.5.2. Identify your family doctor, pediatrician, dentist, and optometrist—both military and civilian. Explain which family member is seeing which doctor and for what condition. Provide the address and phone number. List any appointments.

A8.5.3. If time permits, take your caregiver to the base hospital. Show them where to find the records section, the emergency room, the family practice clinic, and the pharmacy. Show them the location of off-base hospitals and clinics. Show them where your civilian doctors are located.

A8.6. Legal. Ensure your legal affairs are in order.

A8.6.1. Make sure your family caregiver or representative has the legal documents that enable them to perform your instructions. In most cases this will be a power of attorney. There are two types, general and special. A general power enables your representative to do anything with your assets. If you use this, your representative must be very trustworthy. You can limit the authority of your representative by using a special power of attorney. This document specifically identifies what actions your representative can perform. You need to consult with an attorney in the Staff Judge Advocate's office to help you decide which to use and how much authority to grant.

A8.6.2. In some states, you may need a special power of attorney for your caregiver to act "in loco parentis". This gives them the right to act on your behalf to care for your children.

A8.6.3. Consult with an attorney prior to designating the non-custodial parent as the short or long term designee or caregiver.

A8.6.4. Don’t forget to make arrangements for pending lawsuits or other legal actions such as divorce, child custody hearings, liability suits, etc. Let your lawyer know about your status, and discuss what actions would be in your best interests.

A8.6.5. In the event of your death or you become incapacitated, designate a person to assume temporary custody of your dependent family members until a legal guardian can be appointed by a court. In most cases, your family caregiver is the best candidate. **NOTE:** This applies only if your are a single custodial parent or your spouse is also in the military.

A8.6.6. Make out a will. This is the one last thing that you can do for your family. A will simplifies the process of settling your estate. There is no good reason for not having one. The base legal office will help you. Decide who you want to designate as your executor and who is to get what parts of your estate.

A8.7. Family members. Keep in mind that some family members have trouble adjusting to a separation. You can do a lot to help them. To the best of your ability, prepare your family for possible separations. Talk about it. Let them know there is a possibility that you may have to go away on short notice. Explain why. Tell your children who will take care of them. Give them time to ask questions. Try to make arrangements that minimize changes in your children's routines. Use the base Family Support Center. They have excellent materials and ideas to help you prepare your family and to help them cope while you are away.

A8.7.1. Arrange for transportation if you don't have a car or the family caregiver doesn't drive.

A8.7.2. Mark a calendar with appointments and special events.

A8.7.3. Make a list of schools with schedules, and list teachers with their phone numbers. Show your caregiver where the schools are located. Provide the same information for day care.

A8.7.4. List extracurricular activities, schedules, and persons to contact along with their phone numbers. For the kids sake, try not to terminate or cut back on these activities.

A8.7.5. List the favorite foods, toys, bedtime stories, bedtime requirements for each child.

A8.7.6. Check the expiration dates on your dependent's ID cards. Get in the habit of checking the cards on the same day each year. Mark your calendar as a reminder if one is due to expire that year.

A8.7.7. When we talk about dependents, we usually think about children, but you need to provide for dependent adults who have difficulty caring for themselves. Explore adult care facilities in the area. Know what it takes to gain access.

A8.8. Personal Property. You need to make arrangements for the care of your personal property.

A8.8.1. For your vehicle, make sure your family caregiver or your representative have the keys, the registration, and the insurance card. Tell them where the title is located. Let them know who your mechanic is and where to find the shop.

A8.8.2. Do you have items in storage? Identify where, provide the keys or combination to the lock, and make arrangements to pay the fee. Even if you don't want them to have access, your caregiver or representative need to know that you have items stored—just in case.

A8.9. House or Apartment. Be sure to provide your caregiver or representative with keys to all locks (house, sheds, and gates). Show them the location of fuses or circuit breakers. Label the breakers. Show them the location of the water shut off valve. Let them know what items are still under warranty and who to contact if warranty work is needed. If rental property, tell them who to contact for maintenance. If you own the property, list the name and phone number (cell phone and pager) of your plumber, heating and ventilation specialist, and general maintenance person.

A8.10. Pets. We can't forget the pets. Be sure to write down feeding instructions, requirements for medication, and other special care instructions. List the name, address, and phone number of your veterinarian and kennel.

A8.11. Sources of Help. There are a lot of people and organizations who are willing to help you prepare your care plans. They won't do it for you, but they can provide good information. Ask for their help. Consult with the Staff Judge Advocate, the Customer Service element in the Military Personnel Flight, the Financial Services Office, the Chaplain, the Family Support Center, and the Child Care Center. Don't forget your first sergeant. Check with your coworkers. They may have faced a similar problem and solved it. But be careful here and be especially wary of the people who say "Oh, you don't have to do that." One last thought about friends. Often friends and neighbors are willing to help in a crunch. If something unexpected comes up, you may need to ask them to help at the last minute. Just don't make that approach your intended way to take care of your family or possessions.

A8.12. Departure Checklist. We recommend you develop a checklist to remind you of the last minute things you need to do to implement your care plan.

A8.13. Conclusion. The list of things to think about can be big. That’s why it takes time and thought to do it well.

Attachment 9

DETERMINING PERSONNEL DEPLOYMENT AVAILABILITY

A9.1. General. This attachment offers guidance on determining the deployment eligibility of members of a unit. It also provides "source" information used in Attachment 23 and Chapter 8 to prepare the sample SORTS report for the hypothetical 332 CES.

A9.2. Source Documents. To determine the deployment availability of an individual, you need access to information in the Military Personnel system. Traditionally unit SORTS monitors have used a product called the "SORTS Desire List" that is printed each month by the Military Personnel Flight (Personnel Systems Management Section). That desire list tells who is assigned to a unit, gives current and projected duty status, and lists any deployment restrictions or eligibility conditions. However, most units have a more convenient and timely source of information: the PC-III/Personnel Data System (PDS) in their unit orderly room. When using any source, remember that data is sometimes entered incorrectly, and old information is sometimes not promptly removed when out of date. If you know information is incorrect, report that fact to the unit orderly room and use the correct data. **NOTE**: As this pamphlet goes to publication, we are advised that the MILMOD system (the modernized military personnel computer system) will not have a standard SORTS report, nor will it have the option for Military Personnel flights to create local desire lists. If true, each unit will have to rely on the PDS for deployment availability and duty status. As we explain in paragraph A9.5, this will not be a problem for you.

A9.3. Duty Status and Deployment Availability (DAV) Codes. These codes are the key to determining deployment availability. The codes, listed in five parts, can be found in AFI 10-403, attachment 3, table A3.1. Part A codes are duty status codes; parts B, C, D, and E provide the deployment availability codes in four categories: legal, physical, time, and admin. The terms duty status code and DAV code are often used interchangeably. The distinction between type of code is not important, but it is important you know how the codes affect a person's deployment eligibility.

A9.4. Deployment Eligibility Codes. Table A3.1 in AFI 10-403 also translates the duty status/DAV codes to one of four deployment eligibility codes: CC, CC/R, CC/C, and NA. These codes indicate what choice the unit commander has when making the deployment eligibility decision on an individual.

A9.4.1. CC - Commander’s Choice. This means the unit commander has sole discretion to decide if a person is available and fit to deploy.

A9.4.2. CC/C - Commander’s Choice after consulting with the appropriate base agency (legal, medical, social actions, Military Personnel Flight, etc.). In this case, the commander still has the final decision, but the individual has a condition that requires an input from another base agency. That agency must be contacted to see if they have any objections or recommendations against deploying the individual.

A9.4.3. CC/R - Commander's Choice after recall and return station. This code indicates the person is not currently at home station, but the commander can choose to send the person once he or she returns.

A9.4.4. NA - Not Available. As the title says, this person is not available for deployment. In the event of war, even some of these people can be deployed.

A9.4.5. While we say the commander makes the eligibility decisions, the Readiness Flight chief or the unit's SORTS monitor should provide his or her recommendations to the commander when presenting the SORTS report for the commander's overall assessment or when deciding who to deploy.

A9.5. Deployment Availability Status from PDS. You have at least two different ways to get duty status and deployment availability information from PC-III/PDS: with pre-defined reports or from FOCUS reports.

A9.5.1. Pre-Defined Reports. PC-III/PDS has a number of pre-defined reports available to you. In the "Reports & RIPS" screen in PC-III, select "Reports". Then select "Duty Status Reports". From that screen, you have many options. One is the "All Duty Status Except PFD" which gives you current duty status on each individual in the unit that has a duty status code other than "present for duty". The top half of Figure A9.1 shows the standard duty status format (in this case for only one person). Other options include three "Deployment Availability" reports. Each of these reports provide the same information on an individual; the difference is how the individuals are grouped—alphabetically, by unit, or by organization structure (office symbol). The bottom half of Figure A9.1 shows the standard deployment availability status format. Pre-defined reports provide the information you need, but you must use at least two different reports to determine an individual's deployment availability. The deployment availability reports also use descriptors rather than DAV codes. This just means you will have to use the descriptors rather than the codes when using table 3.1 in AFI 10-403 to determine a person's eligibility code.

A9.5.2. FOCUS Reports. The FOCUS feature in PC-III/PDS can provide an easier-to-use product. FOCUS allows the personnel specialist in your orderly room to create a report that gives you just the information you need, and you can have the information sorted and displayed any way you want. For SORTS reports, the most helpful presentation will be by AFSC and skill level. Figure A9.2 shows one possible format.

A9.5.2.1. Current and Projected Duty Status. The PC-III/PDS report in Figure A9.2 shows the current duty status. It lists a two-digit duty status code followed by two dates: the day the code became effective and the anticipated expiration date. The format for a date is YYMMDD, two digits each for year, month, and day. If the person is "present for duty," there is no entry or the duty status code will be "00" with no dates. If known and loaded in the system, the list will also show the same information for projected duty status. It is not uncommon for a person to have an entry in both areas. A good example is a person who takes leave prior to a TDY deployment. **NOTE:**

When the PC-III system is updated, the date format will include four digits for the year: YYYYMMDD.

Figure A9.1. PDS Standard Report Formats.

```
PERSONAL DATA – PRIVACY ACT OF 1974

                                                                    DATE PREPARED:    10 NOV 97

****  INQUIRY OF SPECIFIC DUTY STATUS CONDITIONS  ****

PAS CODE:  FTFAFBFB                  332 CES

NAME:  FLAMMIA  BETTY  B             SSAN:  435-08-3481                          GRADE:    CPT

CURRENT DUTY STATUS INFORMATION

DUTY STATUS CODE:  09 - LEAVE EXCLUDING DELAY ENROUTE
DUTY STATUS EFFECTIVE DATE:  25 Oct 97                  DUTY STATUS EXPIRATION DATE:  25 Nov 97

OFFICE SYMBOL:  CEX                  DUTY PHONE:   6292                  DATE ARRIVED STATION:  21 Sep 96
  HOME PHONE:  882-4444              CURRENT PERSONNEL ACCOUNTING SYMBOL: FTFFBFB
                                                                    332 CES
```

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PERSONAL DATA – PRIVACY ACT OF 1974
                                                                    DATE PREPARED:    10 NOV 97

                                     DEPLOYMENT AVAILABILITY CODES

PAS CODE:  FTFAFBFB                  332 CES

NAME:  FLAMMIA  BETTY  B                        GRADE:    CPT       SSAN:  435-08-3481
OFFICE SYMBOL:  CEX                  DUTY PHONE:   6292             ORG STRUCT:  CEX
DEPLOYMENT AVAILABILITY STATUS                                      EXPIRATION DATE:
LEGAL:
PHYSICAL:  DEFERRED BECAUSE OF PREGNANCY                            980731
ADMIN:
TIME:
```

A9.5.2.2. Deployment Availability Status. This FOCUS report also shows whether a person has any administrative, legal, physical, or time restrictions that would limit his or her ability or availability to deploy. A person can have more than one DAV code. On this report, you see a two-digit deployment availability code followed by the expected date (YYMMDD) the limitation should or will be removed.

A9.5.2.3. Orderly Room Experts. The personnel specialists in your orderly room should be familiar with creating FOCUS products. If not, the key to creating FOCUS reports are data identifier (DIN) codes. Table A9.1 shows the DIN codes used by the Military Personnel system to store and

retrieve the duty status and DAV code information. The table also provides the shorthand description of the codes used by the Military Personnel system and the corresponding plain text description. A complete list of DIN codes and their descriptions are available in PC-III/PDS. Once your FOCUS report is defined, the personnel specialist should save the report template, so he or she can provide the report in the same format whenever you need it.

Figure A9.2. Unit Duty Status and Deployment Availability Report.

PERSONAL DATA – PRIVACY ACT OF 1974

DUTY STATUS AND DEPLOYMENT AVAILABILITY REPORT (PA)

DATE PREPARED: 10 NOV 97

UNIT: 332 CES			DUTY STATUS			DEPLOYMENT AVAILABILITY RESTRICTIONS			
PAFSC	GRD	NAME	CURR-EFF/EXP DATE	PROJ DATE	EFF/EXP	ADMIN	LEGAL	PHYS	TIME
32E3	LTC	DICKERSON WARREN A							
32E3G	CPT	FLAMMIA BETTY B	09 971025 971125					49 980731	
32E3G	1LT	MCLEOD FRED C							
3E031	SRA	ARTMAN DAVID D	24 971107 971218	09 971220	980104				
3E031	AIC	BOLIN DAVID E	09 971108 971203						
3E031	AMN	ARMS DEANA F							
3E051	SSG	DEVOY LINDA G							
3E051	SSG	REDMILES ALFRED H							53 980115
3E051	SGT	CAMP JON I							
3E090	MSG	WILSON DONALD J							
3E052	SSG	DAVIS KAY K		20 971128	980331				
3E052	SSG	CUMMINGS GREG L	20 970820 971202						
3E052	SRA	CLOUSE RONALD M	20 970820 971202						
3E072	MSG	HAMMOND GAIL N	09 971109 971125	20 971128	980331				
3E231	SRA	POUNDS JAMES O							
3E231	A1C	WALKER CHRISTINE P					34 971231		
3E451	SSG	THOMAS TIM Q					35 980228		
3E451	SSG	NEWSOME MICHELLE						49 980131	
3E451	SGT	RUDNIAK SUSAN S					37 980315		
3E451	SGT	SMITH JOSEPH T	16 971031 980315				37 980315		
3E471	MSG	POLITO JOSEPH U	29 971030 999999				37 980315		
3E551	SSG	MCCONNELL BRUCE V							57 971205
3E731	SRA	MORGAN GILLIAN W							53 980430
3E731	AIC	VALLE REBECCA X	08 971109 971231					42 971231	
3E751	SSG	ELKING LORRAINE Y	20 970820 971202						
3E751	SGT	SMITH PAMELA	20 970820 971202						
3E771	TSG	SANTIAGO THOMAS Z					39 971209		
3E771	TSG	BOLEN JOHNNIE O							58 980110
3E771	SSG	YESELEVIGE BETH R	20 970820 971202						
3E791	SMS	WALKER RODNEY R						45 980331	
3E871	TSG	DASS SUE O							57 971120
8F000	MSG	DUTTON MARSHALL T				61 999999			

NOTE: This is an abbreviated report for the hypothetical 332 CES. A complete product would usually list every military person assigned to the unit. This figure provides a complete listing only for the 32E3X and 3E0X1 specialties, just to show what a "normal" product would look like. To shorten the list for this publication, the remaining entries in this figure show only those people in the 332 CES who are not present for duty or have a deployment availability code.

A9.6. "SORTS" Desire List. Just as with a FOCUS report, there is no "standard" SORTS Desire List in the Military Personnel system; each base must format its own product. Consequently the look and data elements in each report will differ between bases. Most desire lists will have the common data elements: name, current and projected duty status, deployment availability codes, and effective/expiration dates. Figure A9.2 could just as easily be a desire list, but you do not have control of the format.

Table A9.1. Personnel System DIN Codes Relating to Duty/Deployment Availability.

DIN CODE	SHORTHAND DESCRIPTION	PLAIN TEXT DESCRIPTION
KAAX	DUTY-STATUS	Current duty status
KAB	DUTY-STATUS-EFF-DATE	Effective date of current duty status
KAC	DUTY-STATUS-EXP-DATE	Expiration date of current duty status
KAF	DUTY-STATUS-PROJ	Projected duty status
KAD	DUTY-STATUS-EFF-DATE-PROJ	Effective date of projected duty status
KAE	DUTY-STATUS-EXP-DATE-PROJ	Expiration date of projected duty status
KCA	DEPL-AVAIL-STATUS-ADMIN	Deployment availability status -- Admin
KCB	DEPL-AVAIL-STATUS-A-EX-D	Expiration date of "Admin" DAV code
KCE	DEPL-AVAIL-STATUS-LEGAL	Deployment availability status -- Legal
KCF	DEPL-AVAIL-STATUS-L-EX-D	Expiration date of "Legal" DAV code
KCC	DEPL-AVAIL-STATUS-PHYS	Deployment availability status -- Physical
KCD	DEPL-AVAIL-STATUS-P-EX-D	Expiration date of "Physical" DAV code
KCG	DEPL-AVAIL-STATUS-TIME	Deployment availability status -- Time
KCH	DEPL-AVAIL-STATUS-T-EX-D	Expiration date of "Time" DAV code
TEB	TDY-DUTY-STATUS	Duty status at TDY location
TEC	TDY-DUTY-STATUS-EFF-DATE	Effective date of current duty status at TDY location
TED	TDY-DUTY-STATUS-EXP-DATE	Expiration date of current duty status at TDY location

A9.7. Deployment Availability of Emergency-Essential Civilians. Use the same reasons you use for military members to declare civilians eligible or ineligible to deploy. Ignore the reasons that do not apply to civilians. Check with the individual and with your servicing Civilian Personnel Flight to determine if there are any limitations on each employee assigned to a team. **NOTE:** PC-III/PDS gives you access to the civilian personnel records, but the civilian system doesn't have the deployment restrictions and codes that are part of the military system.

A9.8. Deployment Availability in the Hypothetical 332 CES. For the example SORTS report in Chapter 8, the 332 CES commander has determined that every military member in the unit without a DAV or duty status code is available to deploy as of 15 November, the "as of" date of the SORTS report. Using the data in Figure A9.2, the unit SORTS monitor developed his recommendations on the deployment availability of the people in the unit with DAV codes. The commander concurred with the recommendations which are shown in Table A9.2. The table also shows the forecasted December status. **NOTE**: Table A9.2 does not represent a product that a

unit SORTS monitor must create. We use it here to provide a convenient way to capture the results of the commander's deployment availability decisions. This is baseline data that is used in Attachment 23 and provides input for the example SORTS report in Chapter 8.

Table A9.2. Results of Commander's Availability Decisions.

NAME	DUTY STATUS	DEPLOYMENT LIMITATIONS	ELIGIBILITY CODE	COMMANDER'S DECISION ON AVAILABILITY	FORECAST for DEC 97
Flammia, Betty B	On leave	Pregnant	NA	NA [note 1]	NA
Artman, David D	TDY; forecast to take leave		CC/R	NA [note 2]	NA
Bolin, David E	On leave		CC/R	Available [note 3]	Available
Redmiles, Alfred H	Present for duty	PCSing within 180 days	CC	NA [note 4]	NA
Davis, Kay K	Present for duty; projected to go TDY		CC	Available [note 5]	Available
Cummings, Greg L	TDY		CC/R	Available [note 6]	Available
Clouse, Ronald M	TDY		CC/R	Available [note 6]	Available
Hammond, Gail N	On leave; projected to go TDY		CC/R	NA [note 7]	Available
Walker, Christine P	Present for duty	Witness for court-martial	CC/C	NA [note 8]	NA
Thomas, Tim Q	Present for duty	Article 15 action	CC	Available [note9]	Available
Newsome, Michelle	Present for duty	Pregnant	NA	NA [note 10]	NA
Rudniak, Susan S	Present for duty	Pending court-martial	NA	NA [note 11]	NA
Smith, Joseph T	In confinement	Pending court-martial	NA	NA [note 12]	NA
Polito, Joseph U	Whereabouts unknown	Pending court-martial	NA	NA [note 13]	NA
McConnell, Bruce V	Present for duty	Time on station less than 45 days	NA	NA [note 14]	Available
Morgan, Gillian W	Present for duty	PCSing within 180 days	CC	Available [note 15]	Available
Valle, Rebecca X	Hospitalized	Awaiting medical board evaluation	NA	NA [note 16]	NA
Elking, Lorraine Y	TDY		CC/R	Available [note 6]	Available
Smith, Pamela	TDY		CC/R	Available [note 6]	Available
Santiago, Thomas Z	Present for duty	Adoptive parent	NA	NA [note 17]	Available
Bolen, Johnnie O	Present for duty	Declines to extend	NA	NA [note 18]	NA
Yeselevige Beth R	TDY		CC/R	Available [note 6]	Available
Walker, Rodney R	Present for duty	On humanitarian assignment	NA	NA [note 19]	NA
Dass, Sue O	Present for duty	Time on station less than 45 days	NA	NA [note 20]	Available
Dutton, Marshall T	Present for duty	Only surviving son	NA	NA [note 21]	NA

Note 1: Flammia on leave out of the area. Could not be ready to deploy within DOC response time. Also not available due to pregnancy.

Note 2: Artman TDY in the US; not due back till December 18th. Forecasted to take leave at end of TDY. Could not deploy within DOC response time.

Note 3: Bolin on leave in the area. Available to deploy.

Note 4: Redmiles moving before mid January. Commander decides individual not available in November or December since individual is moving within 60 days. [The time limit is at the commander's discretion. Suggest each unit commander set a personal guideline or policy as to when a person going PCS should no longer be considered available.]

Note 5: Davis present for duty, but projected to deploy TDY in support of Operation SNAFU replacing Cummings. AFI 10-201, paragraph 2.8 allows unit to report individual as available when deployed.

Note 6: Deployed to Operation SNAFU. AFI 10-201, Paragraph 2.8 allows unit to report these individuals as available.

Note 7: Hammond on leave out of the area. Could not deploy within DOC response time. Projected to deploy TDY in support of Operation SNAFU replacing Clouse. When individual is deployed, AFI 10-201, Paragraph 2.8 allows unit to report individual as available.

Note 8: Walker is a witness to a crime. Is scheduled to testify in a court-martial with an early January trial date. After consulting with the base staff judge advocate, commander agrees the individual should not deploy.

Note 9: Thomas received Article 15 for writing bad checks, otherwise a good performer. OK to deploy.

Note 10: Newsome is pregnant. Not available. With expected delivery in December, will not be available till January or February.

Note 11: Rudniak charged as accessory to crime. Pending possible court-martial. Not available.

Note 12: Smith being held in confinement. Charged as instigator of criminal activities. Pending court-martial. Not available.

Note 13: Can't find Polito. Charged as accessory to crime. Pending possible court-martial. Now facing AWOL charges. Not available.

NAME	DUTY STATUS	DEPLOYMENT LIMITATIONS	ELIGIBILITY CODE	COMMANDER'S DECISION ON AVAILABILITY	FORECAST for DEC 97
Note 14: McConnell goes over 45 days on station next month. Currently getting him ready to take his place on Prime BEEF team.					
Note 15: Morgan due to PCS but not till April. Available.					
Note 16: Valle temporarily hospitalized for very strange behavior. Medical group commander advises not to deploy pending medical board action.					
Note 17: Santiago recently adopted child. Will be eligible for deployment in December.					
Note 18: Bolen declines to extend enlistment. Not available.					
Note 19: Walker on humanitarian assignment. Spinster great aunt who raised him after parents killed has less than six months to live.					
Note 20: Dass will be available for deployment this month but not till after cut off date for this report. No impact on this SORTS report.					
Note 21: Dutton not available for deployment to hostile location since he is sole surviving son. No impact since AFS not required on UTC.					

Attachment 10

Deployment Requirements/Manning Document

PERSONAL DATA – PRIVACY ACT OF 1974 (5 USC 552a)

PREPARED: 05-NOV-1997 1405 **DEPLOYMENT REQUIREMENTS MANNING DOCUMENT** **PCN:** SA2000500

(POSITIONS FILLED AND NOT FILLED)

TASKED UNIT: 332CESQ

DSOE ID: AFCES

UTC: 4F9E70 **UIC**: FFBFB0

LINE	DEPL SEQ	CHALK	NAME	GRADE	SSAN	DUTY SECTION	AFSC	SEI	RMKS
001	01	011	TREADWELL AMANDA	MAJ	456789012	44CE	32E3G		I
002	22	011	WILSON JEAN A	A1C	444556666	44EC	3E531		C, CC, G, R
|	|	|	|	|	|	|	|		
016	32	011	FLAMMIA MARK W	CPT	890123456	44EO	32E3G		
|	|	|	|	|	|	|	|		
|	|	|	|	|	|	|	|		
060			VACANT				3E471		
061	57		SCHULTZ GUSTOPHER	SSG	066600777	440E	3E453		E

UTC: 4F9X10 **UIC**: FFBFB0

001	02	011	SCALF FLOYD R	SRA	987654321	44ED	3E851		C, CC, G, R
002	03	011	WILSON BRIAN S	SSG	876543210	44ED	3E851		
003	04	011	BRANKER GINA M	SSG	765432109	44ED	3E851		E
004	01	011	WILSON ERIC T	MSG	654321098	44ED	3E871		I
005	05	011	NELSON SANDRA E	TSG	543210987	44ED	3E871		A
006	06	011	FOX CHARLES W	TSG	432109876	44ED	3E871		

Attachment 11

ALLOWANCE STANDARD 429 -- EXTRACT

A11.1. Introduction. The most convenient source for allowance standard (AS) details is the Air Force Equipment Management System (AFEMS). That computer system can sort and present the data in many ways. This attachment shows two formats extracted from Allowance Standard 429.

A11.2. Allowance Identifier Sort. The first product provides summary data on the equipment allowed for a given allowance identifier. It lists the equipment by national stock number (NSN) and provides additional information for each item. But besides the item name and its NSN, the only other data elements that are useful to CE are the "use code (USE CD)" and the "PMEL required (PMEL RQD)" entries. This example shows a partial list of non-expendable items in the 429LOOA allowance identifier (which covers the 4F9E5 and 4F9E6 UTCs). Selecting one item from that list, the chain saw, one can see it has a use code of "A" and has no requirement to be periodically checked out by the Test, Measurement, and Diagnostic Equipment (TMDE) Flight—also known as the Precision Measurement Equipment Laboratory (PMEL). This AFEMS product is missing an important bit of information. It doesn't show the allowed quantity for any item. That takes a different sort.

UNCLASSIFIED AFEMS (C001) *UNCLASSIFIED*
28 FEB 1997 (TSKS) ALLOWANCE STANDARD SUMMARY – STOCK NR 11:43:06

ALW END ITEM..: PRMBF/RB/RH MSN APPL…: 429LOOA MSN EXCP…:
ALLOWANCE ID…: 429LOOA MANAGER ID.: BMJ MAJCOM ABBR:

A C	SEL CD	STOCK NR	SN SRAN	EQ CD	USE CD	PRC IND	APP ACT	PMEL RQD	NOUN
		3220-00-204-2264			A		E	N	SAW, CIRCULAR, TABLE
		3220-01-178-4651			A		E	N	SAW, FRAME AND TRIM
		3433-00-357-8116			A		E	N	TORCH OUTFIT, CUTTIN
		3695-00-554-4438			A		E	N	SAW, CHAIN
		3920-01-113-0117			A		E	N	TRUCK, HAND
		3950-00-965-0103			A		E	N	HOIST, CHAIN
		5110-00-188-2524			A		E	N	CUTTER, BOLT
		5110-00-555-8497			A		E	N	PUNCH AND DIE SET, K
		5120-00-224-7330			A		E	N	JACK, HYDRAULIC, HAND
		5120-00-863-2540			A		E	N	HOT LINE STICK
		5130-00-134-1207			A		E	N	SAW, CIRCULAR, GASOLI
		5130-00-138-5552			A		E	N	DRILL-HAMMER, ELECTR
		5220-00-241-3609			A		E	N	LEVEL, PRECISION, MAS
		5440-00-227-1594			A		E	N	STEPLADDER
		5810-01-026-9620CS			A		E	N	READER, PUNCHED TAPE
		5825-01-374-6643NS			A		E	N	NAVIGATION SET, SATE

A11.3. Allowance Item Sort. The second product shows AS details for a particular stock number/item. Within a standard, this product lists all the allowance identifiers in which the item is included. Most importantly, it gives the basis of issue (BOI) for the item in each allowance identifier. The BOI indicator (BOI IND) tells how the allowance is determined. An "F" indicates a fixed requirement; a "C" indicates the requirement must be calculated using the allowance text (ALLOW TEXT). This extract shows a few of the allowance identifiers that contain the powered chain saw. As shown by the highlighted entry, each 4F9E5 or 4F9E6 UTC has an allowance for one saw; except for the RED HORSE home station training allowance (429EOOF), the saw carries a use code (UC) of "A", and the requirement must be calculated based on one saw "PER EACH 132 ACTIVE/111 AIR RESERVE TEAM KIT."

UNCLASSIFIED

(C001) AIR FORCE EQUIPMENT MANAGEMENT SYSTEM
ALLOWANCE ITEM
SORT SEQ: 429

END ITEM CONF / MC:	MSN APPL / CONFIG DSCRP / ALLOW TEXT / SERD NR:	MSN EXCP / REV / CD:	ALW ID	E C	E R	U C	P I	A A	BOI IND	BOI RANGE LOW	BOI RANGE HI	BOI QTY
STK NR: 3695-00-554-4438	NOUN: SAW, CHAIN ALLOW NOMEN: SAW CHAIN 24 IN CUT PORTABLE GED 2 CYCLE PART NR: GGG-S-62											
PRMBF/RB/RH	429DCOA		429DCOA									
AYNU	PER RED HORSE SQUADRON				U	A			F	00000	00000	00002
PRMBF/RB/RH	429DCOE		429DCOE									
AYPD	FOR DEPLOYMENT BASED ON TASKING ORDER				U	A			V	00000	00000	00002
PRMBF/RB/RH	429EOOA		429EOOA									
AYNU	PER RED HORSE SQUADRON				U	A		E	F	00000	00000	00007
PRMBF/RB/RH	429EOOD		429EOOD									
AYNX	FOR DEPLOYMENT OF RED HORSE TEAM #3				U	A		E	V	00000	00000	00003
PRMBF/RB/RH	429EOOF		429EOOF									
AYNZ	FOR RED HORSE HOME STATION TRAINING PROGRAM				U	B		E	F	00000	00000	00007
PRMBF/RB/RH	429LOOA		429LOOA									
AYRF	PER EA 132 ACTIVE/111 AIR RESERVE TEAM KIT				U	A		E	C	00001	00000	00001
PRMBF/RB/RH	429LOOB		429LOOB									
AYRG	PER EA 61 ACTIVE/55 AIR RESERVE TEAM KIT				U	A		E	F	00000	00000	00001
PRMBF/RB/RH	429LOOE		429LOOE									
AYRK	PER CNTGNCY SPT SET/MAJCOM DESIGNATED LOC				U	A		E	C	00001	00000	00002
PRMBF/RB/RH	429LOOF		429LOOF									
AYRO	PER PRIME BEEF THEATER TEAM PACAF/USAFE				U	A		E	C	00001	00000	00001
PRMBF/RB/RH	429LOOJ		429LOOJ									
AYRU	PER BASE DENIAL TEAM				U	A		E	C	00001	00000	00001

Attachment 12

LOGFOR WING MATERIEL LIST

**********FOR OFFICIAL USE ONLY**********

PREPARED 97 MAY 10 10:57 LOGFOR WING MATERIEL LIST PCN SA200U200

0099FTRWG000

UTC	UTC TITLE	PAA	MDS	DEPID	AUTH PER	NON-ORG PER	UNIT NAME	OFF SYM	DSN PHONE
4F9E70	CES PRIME BEEF FOLLOW TEAM			1	61	61	332 CES	CEX	523-0332

REMARKS

	UNIT ORG ID	INSTALLATION NAME	CTRY	STATE
PILOT UNIT	0916ARFWG0000	SEYMOUR JOHNSON		NC

NON PILOTS

PAGE 11

**********FOR OFFICIAL USE ONLY**********

**********FOR OFFICIAL USE ONLY**********

PREPARED 97 MAY 10 10:57 LOGFOR WING MATERIEL LIST PCN SA200U200

0099FTRWG0000

UTC	DEP ECH	INC NBR	INC TITLE	WEIGHT	LTH	WT H	HGT	HAZARD CODES	CCC	SHI	VENT
4F9E70	B2	0001	PALLET, LOADED	6780	88	108	92	21 22 51 61	D3D		N

PRIME FAC 440000 CIV ENGINEER

INCREMENT LOAD PLANNING DATA

INC TYPE	CENTER BALANCE	PALLET PROFILE	FRONT OVERHANG	REAR OVERHANG
PALLET	44	A	0	0

INCREMENT REMARKS:

DEP ECH	INC	ITM	SUF	C C	NSN	NOMENCLATURE	ASC	QTY	WEIGHT	LTH	WT H	HGT	HAZARD CODE	CCC	SHI	V T
					440000 CIV ENGINEER											
B2	0001	01	000	A	1670008204896	PALLET 463L	929AOOO	1	290	84	108	3		J3D		N
B2	0001	02	000	A	1670009962780	NET, SIDE CARGO	929AOOO	2	25	1	1	3		J3D		N
B2	0001	03	000	A	1670009694103	NET, TOP CARGO	929AOOO	1	20	1	1	3		J3D		N
B2	0001	04	000	C	8145011189873	CONT #1	006AAOO	1	2500	84	42	60		D3B		N
B2	0001	04	001	S	3434009357964	TRCH OTFIT/CUTTNG	429LOOC	1								N
B2	0001	04	002	S	3695005544438	CHAIN SAW	429LOOC	1					9			N
|	|	|	|		|	|										
B2	0001	04	007	S	4210001348954	EXTINGUISHER FIRE		2					22			N
|	|	|	|		|	|										
B2	0001	04	069	S	5140005628687	STRUCTURE CTK		3								N
B2	0001	05	000	C	8145011189872	CONT #2	006AAOO	1	650	82	42	30		J3D		N
B2	0001	05	001	S	3920002727732	HAND TRUCK		1								N
B2	0001	05	003	S	6675005145575	POLE RANGE ROD		1								N
B2	0001	05	004	S	6675006415713	ROD LEVEL		2								N
|	|	|	|		|	|										
B2	0001	09	000	A	5440001719833	LADDER 8'		1	35	96	37	6		J3B		N

**********FOR OFFICIAL USE ONLY**********

Attachment 13

HAZARDOUS MATERIALS INFORMATION SYSTEM (HMIS)—EXTRACT

DOD Hazardous Materials Information System
DoD 6050.5-LR
AS OF January 1997
Proprietary Version - For U.S. Government Use Only

FSC: 1305
NIIN: 009263930
Manufacturer's CAGE: 19200
Part No. Indicator: A
Part Number/Trade Name: 10523632

General Information

Item Name: [*THIS MSDS DOESN'T SHOW AN ITEM NAME, BUT IT IS FOR 5.56mm AMMUNITION.*]
Company's Name:
Company's Street:
Company's P.O. Box:
Company's City:
Company's State:
Company's Country:
Company's Zip Code:
Company's Emerg Ph #:
Company's Info Ph #:
Distributor/Vendor #1:
Distributor/Vendor #1 Cage:
Distributor/Vendor #2:
Distributor/Vendor #2 Cage:
Distributor/Vendor #3:
Distributor/Vendor #3 Cage:
Distributor/Vendor #4:
Distributor/Vendor #4 Cage:
Safety Data Action Code:
Safety Focal Point:
Record No. for Safety Entry:
Tot Safety Entries This Stk#:
Status:
Date MSDS Prepared:
Safety Data Review Date:
Supply Item Manager:
MSDS Preparer's Name:
Preparer's Company:
Preparer's St or P.O. Box:
Preparer's City:
Preparer's State:
Preparer's Zip Code:
Other MSDS Number:
MSDS Serial Number:
Specification Number:
Spec Type, Grade, Class:
Hazard Characteristic Code:
Unit of Issue: EA
Unit of Issue Container Qty: 1680 EA
Type of Container: WOOD BOX
Net Unit Weight:
NRC/State License Number:
Net Explosive Weight: 00.0041
Net Propellant Weight-Ammo:
Coast Guard Ammunition Code: 14S

Report for NIIN: 009263930

Ingredients/Identity Information
Proprietary:
Ingredient:
Ingredient Sequence Number:
Percent:
Ingredient Action Code:
Ingredient Focal Point:
NIOSH (RTECS) Number:
CAS Number:
OSHA PEL:
ACGIH TLV:
Other Recommended Limit:

Physical/Chemical Characteristics
Appearance And Odor:
Boiling Point:
Melting Point:
Vapor Pressure (MM Hg/70 F):
Vapor Density (Air-1):
Specific Gravity:
Decomposition Temperature:
Evaporation Rae And Ref:
Solubility In Water:
Percent Volatiles By Volume:
Viscosity:
pH:
Radioactivity:
Form (Radioactive Matl):
Magnetism (Milligauss): N/P
Corrosion Rate (IPY):
Autoignition Temperature:

Fire and Explosion Hazard Data
Flash Point:
Flash Point Method:
Lower Explosive Limit:
Upper Explosive Limit:
Extinguishing Media:
Special Fire Fighting Proc.:
Unusual Fire and Expl Hazrds:

Reactivity Data
Stability:
Cond To Avoid (Stability):
Materials To Avoid:
Hazardous Decomp Products:
Hazardous Poly Occur:
Conditions to Avoid (Poly):

Health Hazard Data
LD50-LC50 Mixture:
Route Of Entry - Inhalation:
Route Of Entry - Skin:
Route Of Entry - Ingestion:
Health Haz Acute And Chronic:
Carcinogenicity - NTP:
Carcinogenicity - IARC:
Carcinogenicity - OSHA:
Explanation of Carcinogenicity:
Signs/Symptoms of Overexp:
Med Cond Aggravated By Exp:

Emergency/First Aid Proc:

Report for NIIN: 009263930

Precautions for Safe Handling and Use

Steps If Matl Released/Spill:
Neutralizing Agent:
Waste Disposal Method:
Precautions-Handling/Storing:
Other Precautions:

Control Measures

Respiratory Protection:
Ventilation:
Protective Gloves:
Eye Protection:
Other Protective Equipment:
Work Hygienic Practices:
Suppl. Safety & Health Data:

Transportation Data

Transportation Action Code:
Transportation Focal Point: F
Trans Data Review Date: 95132
DOT PSN Code: CWW
DOT Symbol:
DOT Proper Shipping Name: CARTRIDGES FOR WEAPONS< INERT PROJECTILE OR CARTRIDGES, SMALL ARMS
DOT Class: 1.4S
DOT ID Number: UN0012
DOT Pack Group: II
DOT Label: NONE
DOT/DoD Exemption Number:
IMO PSN Code: DSH
IMO Proper Shipping Name: CARTRIDGES< FOR WEAPONS< INERT PROJECTILE
IMO Regulations Page Number: 1234
IMO UN Number: 0012
IMO UN Class: 1.4 S
IMO Subsidiary Risk Label: -
IATA PSN Code: FNG
IATA UN ID Number: 0012
IATA Proper Shipping Name: CARTRIDGES FOR WEAPONS, INERT PROJECTILE +
IATA UN Class: 1.4 S
IATA Subsidiary Risk Class:
IATA Label: EXPLOSIVE 1.4
AFI PSN Code: FNG
AFI Symbols:
AFI Prop. Shipping Name: CARTRIDGES FOR WEAPONS, INERT PROJECTILE OR CARTRIDGES, SMALL ARMS
AFI Class: 1.4S
AFI ID Number: UN0012
AFI Pack Group: II
AFI Label: EXPLOSIVE
AFI Special Prov: 112
AFI Basic Pac Ref: 5-23
MMAC Code:
N.O.S. Shipping Name:
Additional Trans Data: UN-4C1/Y37/S/**/USA/DOD/AYD CONTAINER IS 14X12X8

Report for NIIN: 009263930

Disposal Data
Disposal Data Action Code:
Disposal Data Focal Point:
Disposal Data Review Date:
Rec # For This Disp Entry:
Tot Disp Entries Per NSN:
Landfill Ban Item:
Disposal Supplemental Data:
1st EPA Haz Wst Code New:
1st EPA Haz Wst Name New:
1st EPA Haz Wst Char New:
1st EPA Acute Hazard New:
2nd EPA Haz Wst Code New:
2nd EPA Haz Wst Name New:
2nd EPA Haz Wst Char New:
2nd EPA Acute Hazard New:
3rd EPA Haz Wst Code New:
3rd EPA Haz Wst Name New:
3rd EPA Haz Wst Char New:
3rd EPA Acute Hazard New:

Label Data
Label Required:
Technical Review Date:
Label Date:
MFR Label Number:
Label Status:
Common Name:
Chronic Hazard:
Signal Word:
Acute Health Hazard-None:
Acute Health Hazard-Slight:
Acute Health Hazard-Moderate:
Acute Health Hazard-Severe:
Contact Hazard-None:
Contact Hazard-Slight:
Contact Hazard-Moderate:
Contact Hazard-Severe:
File Hazard-None:
Fire Hazard-Slight:
Fire Hazard-Moderate:
Fire Hazard-Severe:
Reactivity Hazard-None:
Reactivity Hazard-Slight:
Reactivity Hazard-Moderate:
Reactivity Hazard-Severe:
Special Hazard Precautions:
Protect Eye:
Protect Skin:
Protect Respiratory:
Label Name:
Label Street:
Label P.O. Box:
Label City:
Label State:
Label Zip Code:
Label Country:
Label Emergency Number:
Year Procured:

DOD Hazardous Materials Information System
DoD 6050.5-LR
AS OF January 1997
Proprietary Version - For U.S. Government Use Only

FSC: 4210
NIIN: 008892492
Manufacturer's CAGE: 54905
Part No. Indicator: A
Part Number/Trade Name: ABC DRY CHEMICAL

General Information

Item Name: EXTINGUISHER, FIRE, DRY CHEMICAL
Company's Name: AMEREX CORP
Company's Street: 7595 GADSDEN HWY E
Company's P.O. Box: 81
Company's City: TRUSSVILLE
Company's State: AL
Company's Country: US
Company's Zip Code: 35173-0081
Company's Emerg Ph #: 205-655-3271
Company's Info Ph #: 205-655-3271
Distributor/Vendor #1:
Distributor/Vendor #1 Cage:
Distributor/Vendor #2:
Distributor/Vendor #2 Cage:
Distributor/Vendor #3:
Distributor/Vendor #3 Cage:
Distributor/Vendor #4:
Distributor/Vendor #4 Cage:
Safety Data Action Code:
Safety Focal Point: D
Record No. for Safety Entry: 001
Tot Safety Entries This Stk#: 003
Status: SEU
Date MSDS Prepared: 22JUN88
Safety Data Review Date: AX
Supply Item Manager:
MSDS Preparer's Name:
Preparer's Company:
Preparer's St or P.O. Box:
Preparer's City:
Preparer's State:
Preparer's Zip Code:
Other MSDS Number:
MSDS Serial Number: BKBLQ
Specification Number: NONE
Spec Type, Grade, Class: N/R
Hazard Characteristic Code: G3
Unit of Issue: EA
Unit of Issue Container Qty: UNKNOWN
Type of Container: EXTINGUISHER
Net Unit Weight: UNKNOWN
NRC/State License Number: N/R
Net Explosive Weight: 00.0041
Net Propellant Weight-Ammo: N/R
Coast Guard Ammunition Code: 14S

Report for NIIN: 008892492

Ingredients/Identity Information

Proprietary: NO
Ingredient: MICA - SILICATES (< 1% CRYSTALLINE SILICA)
Ingredient Sequence Number: 01
Percent: N/K
Ingredient Action Code:
Ingredient Focal Point: D
NIOSH (RTECS) Number: VV8760000
CAS Number: 12001-26-2
OSHA PEL: 20 MPPCF
ACGIH TLV: 3 MG/M3 RDUST; 9293
Other Recommended Limit: NONE SPECIFIED

Proprietary: NO
Ingredient: SILICA GEL
Ingredient Sequence Number: 02
Percent: N/K
Ingredient Action Code:
Ingredient Focal Point: D
NIOSH (RTECS) Number: VV7310000
CAS Number: 112945-52-5
OSHA PEL: NOT ESTABLISHED
ACGIH TLV: NOT ESTABISHED
Other Recommended Limit: NONE SPECIFIED

Proprietary: NO
Ingredient: AMMONIUM PHOSPHATE MONOBASIC
Ingredient Sequence Number: 03
Percent: N/K
Ingredient Action Code:
Ingredient Focal Point: D
NIOSH (RTECS) Number: 1003633AP
CAS Number: 7722-76-1
OSHA PEL: NOT ESTABLISHED
ACGIH TLV: NOT ESTABLISHED
Other Recommended Limit: NONE SPECIFIED

Proprietary: NO
Ingredient: METHYL HYDROGEN POLYSILOXANE
Ingredient Sequence Number: 04
Percent: N/K
Ingredient Action Code:
Ingredient Focal Point: D
NIOSH (RTECS) Number: 1004441MP
CAS Number: 63148-57-2
OSHA PEL: NOT ESTABLISHED
ACGIH TLV: NOT ESTABLISHED
Other Recommended Limit: NONE SPECIFIED
Proprietary: NO
Ingredient: AMMONIUM SULFATE (SOLUTION) (SARA III)
Ingredient Sequence Number: 05
Percent: N/K
Ingredient Action Code:
Ingredient Focal Point: D
NIOSH (RTECS) Number: BS4500000
CAS Number: 7783-20-2
OSHA PEL: NOT ESTABLISHED
ACGIH TLV: NOT ESTABLISHED
Other Recommended Limit: NONE SPECIFIED

Report for NIIN: 008892492

Proprietary: NO
Ingredient: YELLOW PIGMENT
Ingredient Sequence Number: 06
Percent: N/K
Ingredient Action Code:
Ingredient Focal Point: D
NIOSH (RTECS) Number: 1002558YP
CAS Number: 5468-75-7
OSHA PEL: NOT ESTABLISHED
ACGIH TLV: NOT ESTABLISHED
Other Recommended Limit: NONE SPECIFIED

Physical/Chemical Characteristics

Appearance And Odor: YELLOW POWDER, NO CHARACTERISTIC ODOR
Boiling Point: NONE
Melting Point: N/K
Vapor Pressure (MM Hg/70 F): N/R
Vapor Density (Air-1): N/R
Specific Gravity: 0.85
Decomposition Temperature: UNKNOWN
Evaporation Rae And Ref: N/R
Solubility In Water: NEGLIGIBLE
Percent Volatiles By Volume: NONE
Viscosity: N/R
pH: N/R
Radioactivity:
Form (Radioactive Matl):
Magnetism (Milligauss): N/P
Corrosion Rate (IPY): UNKNOWN
Autoignition Temperature: N/R

Fire and Explosion Hazard Data

Flash Point: NONE
Flash Point Method: N/P
Lower Explosive Limit: N/R
Upper Explosive Limit: N/R
Extinguishing Media: THIS IS FIRE EXTINGUISHER CONTAINS DRY CHEMICALS UNDER PRESSURE.
Special Fire Fighting Proc.: WEAR FIRE FIGHTING PROTECTIVE EQUIPMENT AND A FULL FACED SELF CONTAINED BREATHING APPARATUS. COOL FIRE EXPOSED CONTAINERS WITH WATER SPRAY.
Unusual Fire and Expl Hazrds: NONE SPECIFIED BY MANUFACTURER.

Reactivity Data

Stability: YES
Cond To Avoid (Stability): NONE SPECIFIED BY MANUFACTURER.
Materials To Avoid: STRONG OXIDIZING AGENTS
Hazardous Decomp Products: UPON DIRECT COMBUSTION OF CHEMICALS IN THE FIRE EXTINGUISHER MAY DECOMPOSE TO AMMONIA, CARBON MONOXIDE, AND & OXIDES OF N2.
Hazardous Poly Occur: NO
Conditions to Avoid (Poly): NOT APPLICABLE

Health Hazard Data

LD50-LC50 Mixture: LD50 (ORAL RAT) IS NOT APPLICABLE.
Route Of Entry - Inhalation: YES
Route Of Entry - Skin: YES
Route Of Entry - Ingestion: YES
Health Haz Acute And Chronic: ACUTE: MAY CAUSE SLIGHT IRRITATION TO SKIN, EYES AND NOSE UPON CONTACT WITH THE CHEMICALS.
Carcinogenicity - NTP: NO

Report for NIIN: 008892492

Carcinogenicity - IARC: NO
Carcinogenicity - OSHA: NO
Explanation of Carcinogenicity: NONE OF THE COMPOUNDS IN THIS PRODUCT IS LISTED BY IARC, NTP, OR OSHA AS A CARCINOGEN.
Signs/Symptoms of Overexp: POWDER IN EXTINGUISHER UNDER PRESSURE MAY LEAD TO: EYES: MAY CAUSE IRRITATION/REDNESS DUE TO GRITTY TEXTURE. SKIN: NO ADVERSE EFFECT KNOWN TO MANUFACTURER. MAY CAUSE TEMPORARY DISCOMFORT TO SKIN. INHALATION: NONE SPECIFIED BY MANUFACTURER. HOWEVER, DUST MAY CAUSE NASAL IRRITATION. INGESTION: UNKNOWN. LOW ORAL TOXICITY.
Med Cond Aggravated By Exp: NONE SPECIFIED BY MANUFACTURER.
Emergency/First Aid Proc: INHALATION: REMOVE TO FRESH AIR. EYE: FLUSH WITH WATER FOR 15 MINUTES WHILE HOLDING EYELIDS OPEN. GET MEDICAL ATTENTION. SKIN: WASH WITH SOAP AND WATER. REMOVE CONTAMINATED CLOTHING. IF IRRITATION PERSISTS, GET MEDICAL ATTENTION. INGESTION: IF VICTIM IS CONSCIOUS, IMMEDIATELY GIVE 2-4 GLASSES OF WATER, AND INDUCE VOMITING. GET MEDICAL ATTENTION.

Precautions for Safe Handling and Use

Steps If Matl Released/Spill: EVACUATE ALL PERSONNEL FROM RELEASE AREA.
Neutralizing Agent: NOT APPLICABLE.
Waste Disposal Method: MOVE LEAKYE STINGUISHERS TO OUTDOORS. ALLOW GAS TO DISCHARGE AT MODERATE RATE. REMOVE ALL FLAMMABLE MATERIALS FROM VICINITY. DISPOSAL SHOULD BE MADE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.
Precautions-Handling/Storing: PROTECT FIRE EXTINGUISHERS FROM PHYSICAL DAMAGE. STORE AWAY FROM EXTREME HEAT. KEEP EXTINGUISHERS VALVES CLOSED WHEN NOT IN USE AND WHEN EMPTY
Other Precautions: DO NOT DEFACE LABELS. HANDLE FIRE EXTINGUISHERS AS FILLED CYLINDERS WITH PROPER CAUTION.

Control Measures

Respiratory Protection: NOT APPLICABLE
Ventilation: NOT APPLICABLE
Protective Gloves: WORK GLOVES FOR HANDLING CYLINDERS.
Eye Protection: APPROVED SAFETY GLASSES OR FACE SHIELD.
Other Protective Equipment: SAFETY SHOES AND HEARING PROTECTION.
Work Hygienic Practices: OBSERVE GOOD PERSONAL HYGIENE PRACTICES AND RECOMMENDED PROCEDURES. USE PROPER CARE WHEN HANDLING AND STORING CYLINDERS.
Suppl. Safety & Health Data: NONE

Transportation Data

Transportation Action Code:
Transportation Focal Point: D
Trans Data Review Date: 91168
DOT PSN Code: GHB
DOT Symbol:
DOT Proper Shipping Name: FIRE EXTINGUISHERS
DOT Class: 2.2
DOT ID Number: UN1044
DOT Pack Group:
DOT Label: NONFLAMMABLE GAS
DOT/DoD Exemption Number:
IMO PSN Code: HGH
IMO Proper Shipping Name: FIRE EXTINGUISHERS
IMO Regulations Page Number: 2141
IMO UN Number: 1044
IMO UN Class: 2 (2.2)
IMO Subsidiary Risk Label: -
IATA PSN Code: LXU
IATA UN ID Number: 1044
IATA Proper Shipping Name: FIRE EXTINGUISHERS

Report for NIIN: 008892492

IATA UN Class: 2.2
IATA Subsidiary Risk Class:
IATA Label: NONFLAMMABLE GAS
AFI PSN Code: LXU
AFI Symbols:
AFI Prop. Shipping Name: FIRE EXTINGUISHERS
AFI Class: 2.2
AFI ID Number: UN1044
AFI Pack Group:
AFI Label: NONFLAMMABLE GAS
AFI Special Prov:
AFI Basic Pac Ref: 6-6, 6-12
MMAC Code:
N.O.S. Shipping Name: PROPELLANT IN FIRE EXTINGUISHER: NITROGEN
Additional Trans Data: SHIPPING NAMES AND UN 1044 PER MANUFACTURER

Disposal Data

Disposal Data Action Code:
Disposal Data Focal Point:
Disposal Data Review Date:
Rec # For This Disp Entry:
Tot Disp Entries Per NSN:
Landfill Ban Item:
Disposal Supplemental Data:
1st EPA Haz Wst Code New:
1st EPA Haz Wst Name New:
1st EPA Haz Wst Char New:
1st EPA Acute Hazard New:
2nd EPA Haz Wst Code New:
2nd EPA Haz Wst Name New:
2nd EPA Haz Wst Char New:
2nd EPA Acute Hazard New:
3rd EPA Haz Wst Code New:
3rd EPA Haz Wst Name New:
3rd EPA Haz Wst Char New:
3rd EPA Acute Hazard New:

Label Data

Label Required: YES
Technical Review Date: 17JUN91
Label Date: F
MFR Label Number: ABC DRY CHEMICAL
Label Status: F
Common Name: ABC DRY CHEMICAL
Chronic Hazard: NO
Signal Word: CAUTION!
Acute Health Hazard-None:
Acute Health Hazard-Slight: X
Acute Health Hazard-Moderate:
Acute Health Hazard-Severe:
Contact Hazard-None: X
Contact Hazard-Slight:
Contact Hazard-Moderate:
Contact Hazard-Severe:
File Hazard-None: X
Fire Hazard-Slight:
Fire Hazard-Moderate:
Fire Hazard-Severe:
Reactivity Hazard-None: X
Reactivity Hazard-Slight:

Reactivity Hazard-Moderate:

Report for NIIN: 008892492

Reactivity Hazard-Severe:
Special Hazard Precautions: CHEMICALS UNDER PRESSURE. ACUTE: CHEMICALS ON CONTACT MAY CAUSE SLIGHT IRRITATION TO SKIN, EYES AND NOSE UPON CONTACT WITH THE CHEMICALS. PROTECT FIRE EXTINGUISHERS FROM PHYSICAL DAMAGE. STORE AWAY FROM EXTREME HEAT. KEEP EXTINGUISHERS VALVES CLOSED WHEN NOT IN USE AND WHEN EMPTY. FIRST AID: INHALATION: REMOVE TO FRESH AIR. EYE: FLUSH WITH WATER FOR 15 MINUTES WHILE HOLDING EYELIDS OPEN. GET MEDICAL ATTENTION. SKIN: WASH WITH SOAP AND WATER. REMOVE CONTAMINATED CLOTHING. IF IRRITATION PERSISTS, GET MEDICAL ATTENTION. INGESTION: IF VICTIM IS CONSCIOUS, IMMEDIATELY GIVE 2-4 GLASSES OF WATER, AND INDUCE VOMITING. GET MEDICAL ATTENTION.
Protect Eye: Y
Protect Skin: Y
Protect Respiratory:
Label Name: AMEREX CORP
Label Street: 7595 GADSDEN HWY E
Label P.O. Box: 81
Label City: TRUSSVILLE
Label State: AL
Label Zip Code: 35173-0081
Label Country: US
Label Emergency Number: 205-655-3271
Year Procured: 1991

Attachment 14

LOGPLAN

**********FOR OFFICIAL USE ONLY**********

PREPARED 97 NOV 05 11:00 LOGPLAN WING MATERIEL LIST PCN SA200U300

0099FTRWG000

PLAN ID	UTC	ULN	TASKED UNIT ORG ID
4444	4F9E70	TK9V8	0332CESSQ0000

UTC TITLE	PAA	MDS	DEPID	AUTH PER	NON-ORG PER	FUNCTIONAL MANAGER UNIT NAME	OFF SYM	DSN PHONE	LAST DATE ULN UPDATE	TAILOR KEY
CES PRIME BEEF FOLLOW TEAM	12	F 15CD	1	60		332 CES	CEX	523-0332	05 SEP 1997	

REMARKS

	UNIT ORG ID	INSTALLATION NAME	CTRY	STATE
PILOT UNIT	916 ARFWG	SEYMOUR JOHNSON		NC

NON PILOTS

PAGE 11

**********FOR OFFICIAL USE ONLY**********

**********FOR OFFICIAL USE ONLY**********

PREPARED 97 NOV 05 11:00 LOGPLAN WING MATERIEL LIST PCN SA200U200

0099FTRWG0000

PLAN ID 4444 UTC 4F9E70 ULN TK9V8

DEPECH	INC	TCN	INC TITLE	MVMT PRI	LTH	WTH	HGT	WEIGHT	HAZARD CODES	TAILOR KEYS	CCC	SHI	VENT
B2	0003	FTK9V8B200030	PALLET, LOADED	0003	88	108	92	2615		J3D			N

PRIME UIC/FAC 0332CESSQOOOO 440000 CIV ENGINEER

INCREMENT LOAD PLANNING DATA

INC TYPE	CENTER BALANCE	PALLET PROFILE	FRONT OVERHANG	REAR OVERHANG
PALLET	44	A	0	0

INCREMENT REMARKS:

DEPECH	INC	ITM SUF	CC	NSN	NOMENCLATURE	ORG/ASC SHOP	TASK QTY	DPLY QTY	TAILOR KEYS	LTH	WTH	HGT	WGT	HAZARD CODES	CCC	SHIT	V
B2	0003	01	A	1670008204896	463L PALLET, HCU-6/E	929A000	1	1		88	108	3	290		J3D		N
B2	0003	02	A	1670009694103	TOP NET, HCU-15/C	929A000	1	1		1	1	1	20		J3D		N
B2	0003	03	A	1670009962780	SIDE NET, CHU-7/E	929A000	2	2		1	1	1	25		J3D		N
B2	0003	04	A	5140002932379	MOBILITY A BAG		60	60		33	20	18	23		J3D		N
B2	0003	05	A	5140002932379	MOBILITY B BAG		60	60		33	20	18	18		J3D		N

Attachment 15

LOAD LIST

******FOR OFFICIAL USE ONLY******

Deployment Load List

Chalk: 11 Organization Name: 332 CES

Dep Ech/Inc Nbr: B20001 ULN: TK9V8 UTC: 4F9E7 UTC Title: CES PRIME BEEF FOLLOW TEAM

TCN: FTK9V8$$B200010XX

Length: 88 Width: 108 Height: 92 Cube: 460 Weight: 6780

Itm	CC	NSN	Item Nomenclature	CCC	Qty	Lth	Wth	Ht	Wgt	Hazard Codes	Spec Handling Indic
1	A	1670008204896CT	463L PALLET, HCU-6/E	J3D	1	88	108	3	290		
2	A	1670009694103CT	TOP NET, HCU-15/C	J3D	1	1	1	1	20		
3	A	1670009962780CT	SIDE NET, HCU-7/E	J3D	2	1	1	1	25		
4	A	8145011189873	CONT #1	D3B	1	84	42	60	2500	2.1 2.2 9	
5	A	8145011189872	CONT #2	J3D	1	84	42	30	650		
6	A	8145011189873	CONT #3	D3B	1	84	42	60	2500	5.1 6.1	
7	A	8145011189872	CONT #4	D3B	1	84	42	30	700	6.1	
8	A	5440001719833	LADDER 8'	J3B	1	96	37	6	35		
9	A	5440001719833	LADDER 8'	J3B	1	96	37	6	35		

Attachment 16

PACKING LIST

******FOR OFFICIAL USE ONLY******

Deployment Packing List

Chalk: 11 Organization Name: 332 CES

Dep Ech/Inc Nbr: B20001 ULN: TK9V8 UTC: 4F9E7 UTC Title: CES PRIME BEEF FOLLOW TEAM

TCN: FTK9V8$$B200010XX

Item Number: 7 Item Nomenclature: CONT #4 Item NSN: 8145011189872

Length: 84 Width: 42 Height: 42 Weight: 700

Hazard Class: | 6.1 | | | | | | | | Spec Handling Indic | | | |

Sfx Itm	NSN	Suffix Item Nomenclature	Qty
1	8115002906016	NESTING BOX ADMIN	1
2	8115002906016	NESTING BOX ADMIN	1
3	7010012857471	COMPUTER LAPTOP	2
4	7025012894143	PRINTER	1
5	6120PS1055	CAPTURE STICK	1
6	8460006068366	KIT BAG, PEST MGM	1

As of 05 Nov 97 at 11:03:53 ******FOR OFFICIAL USE ONLY******

Attachment 17

HAZARD CLASSES VERSUS OLD HAZARD CODES

HAZARD CODE *	LOAD/STORAGE GROUP NAME	HAZARD CLASS/ DIVISION NUMBER
1-7	Class A Explosives	1.1 or 1.2 **
8	Class B Explosive	1.2 **
9-10	Class A Explosives	1.2 **
11-17	Class C Explosives	1.3 through 1.6 **
18	Flammable Liquid	3
18	Flammable Gas	2.1
19	Flammable Solid	4.1
19	Oxidizer	5.1
19	Organic Peroxide	5.2
20	Corrosive Material	8
21	Non Flammable Gas	2.2
22	Poison Gas, Class A	2.3
22	Poison Liquid, Class A	6.1
23	Etiologic Agents	6.2
24	Poison Liquid/Solid, Class B	6.1
25	Irritating Material	6.1
26	Radioactive Material	7
27	Engines	9
28	Other Regulated Material	9
29	Blasting Agent	1.1 - 1.4 **

* These are the hazard codes listed in the LOGFOR or LOGPLAN. These obsolete codes are also known as the Load/Storage Group and were defined in AFR 71-4 (now obsolete and replaced by AFJMAN 24-204).

** To get the correct hazard class, check the item or its container. If not there, get its proper shipping name from the MSDS and check AFJMAN 24-204.

Attachment 18

EXTRACT FROM HAZARDOUS ITEMS TABLE A4.1, AFJMAN 24-204

SYM-BOL (1)	PROPER SHIPPING NAME/DESCRIPTION (2)	HAZARD CLASS/DIV (3)	UN/ID NUMBER (4)	PG (5)	SUBSIDIARY RISK (6)	SPECIAL PROVISION (7)	PACKAGING PARAGRAPH (8)
	Cartridges, actuating for aircraft ejector seat catapult, fire extinguisher, canopy removal or apparatus; see CARTRIDGES, POWER DEVICE						
	Cartridges, explosive; see CHARGES, DEMOLITION						
	CARTRIDGES, FLASH	1.1G	UN0049	II		P4	A5.19
	CARTRIDGES, FLASH	1.3G	UN0050	II		P4	A5.19
	CARTRIDGES FOR WEAPONS, BLANK	1.1C	UN0326	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, BLANK	1.2C	UN0413	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, BLANK; *or* CARTRIDGES, SMALL ARMS, BLANK	1.3C	UN0327	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, BLANK; *or* CARTRIDGES, SMALL ARMS, BLANK	1.4C	UN0338	II		P5	A5.20
	CARTRIDGES FOR WEAPONS, BLANK; *or* CARTRIDGES, SMALL ARMS, BLANK	1.4S	UN0014	II		P5	A5.20
	CARTRIDGES FOR WEAPONS, INERT PROJECTILE *or* CARTRIDGES, SMALL ARMS	1.2C	UN0328	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, INERT PROJECTILE *or* CARTRIDGES, SMALL ARMS	1.4S	UN0012	II		P5, 112	A5.20
	CARTRIDGES FOR WEAPONS, INERT PROJECTILE *or* CARTRIDGES, SMALL ARMS	1.4C	UN0339	II		P5	A5.20
	CARTRIDGES FOR WEAPONS, INERT PROJECTILE *or* CARTRIDGES, SMALL ARMS	1.3C	UN0417	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, *with bursting charge*	1.1F	UN0005	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, *with bursting charge*	1.2F	UN0007	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, *with bursting charge*	1.4F	UN0348	II		P5	A5.20
	CARTRIDGES FOR WEAPONS, *with bursting charge*	1.4E	UN0412	II		P5	A5.20
	CARTRIDGES FOR WEAPONS, *with bursting charge*	1.1E	UN0006	II		P4	A5.20
	CARTRIDGES FOR WEAPONS, *with bursting charge*	1.2E	UN0321	II		P4	A5.20

SYM-BOL	PROPER SHIPPING NAME/DESCRIPTION	HAZARD CLASS/DIV	UN/ID NUMBER	PG	SUBSIDIARY RISK	SPECIAL PROVISION	PACKAGING PARAGRAPH
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	CHARGES, DEMOLITION	1.1D	UN0048	II		P4	A5.25
	Ethyl sulphate; see DIETHYL SULPHATE						
	N-ETHYLTOLUIDINES	6.1	UN2754	II		P5	A10.5
	ETHYLTRICHLOROSILANE	3	UN1196	I	8	P4, A7, N34	A7.3
	Etiologic agent; see INFECTIOUS SUBSTANCES, *etc.*						
	EXPLOSIVE, BLASTING, TYPE A	1.1D	UN0081	II		P4	A5.44
	EXPLOSIVE, BLASTING, TYPE B	1.1D	UN0082	II		P4	A5.44
	EXPLOSIVE, BLASTING, TYPE B	1.5D	UN0331	II		P4, 105, 106	A5.45
	EXPLOSIVE, BLASTING, TYPE C	1.1D	UN0083	II		P4	A5.46
	EXPLOSIVE, BLASTING, TYPE E	1.1D	UN0241	II		P4	A5.44
	EXPLOSIVE, BLASTING, TYPE E	1.5D	UN0332	II		P4, 105, 106	A5.48
	EXPLOSIVE, BLASTING, TYPE D	1.1D	UN0084	II		P4	A5.47
D	EXPLOSIVE PEST CONTROL DEVICES	1.1E	NA0006	II		P4	A5.20
D	EXPLOSIVE PEST CONTROL DEVICES	1.4E	NA0412	II		P5	A5.20

Attachment 19

HAZARD WARNING AND SPECIAL HANDLING LABELS

Class 1 – Explosives (Divisions 1.1, 1.2, 1.3)	**Class 1 –Explosives (Division 1.4)**

Class 2 – Gases: Flammable (Division 2.1)	**Class 2 – Gases: Non-Flammable, non-toxic (Division 2.2)**

Class 3 – Flammable Liquids	**Class 5 - Oxidizing Substances (Division 5.1)**

Class 6 – Poisonous (Toxic) Substances (Division 6.1 - Packing Groups I and II)	**Class 7 – Category I Radioactive - White**

Class 8 - Corrosives	**Class 9 – Miscellaneous Dangerous Goods**

Handling Label for Class 9 – Magnetized Materials	**Handling Label for Package Orientation**

ATTACHMENT 20

EXTRACT FROM TO 11A-1-46, SECTION FF GUIDANCE, TRANSPORTATION AND STORAGE MANAGEMENT DATA

NATIONAL STOCK NO. 1	NOMENCLATURE 2		SHP CNTR #RDS 3	SHP CNTR TYPE 4	SHP CNTR NEW 5	IBD/CLASS/ DIV/SCGP LABEL 6	DOT CONT NO. 7	UN SER NO. & MKG 8
1375-00-219-8562	CRYPTO, EQUIP, DEST, M1A1, TH	(CE)	1	WB	28.0	1.3G	EX-8805562	0010
1375-00-219-8563	CRYPTO, EQUIP, DEST, M2A1, TH	(CE)	2	WB	8.5	1.3G	EX-8805563	0010
1375-00-219-8564	FILE, DEST, M4	(CE)	1	WB	3.0	1.3G	EX-8805564	0010
1375-00-327-6759	CAP, BLASTING		1	FB	.0005	1.4B	EX-8805571	0365
1375-00-383-3908	CRYPTO, EQUIP, DEST, M1A2, TH	(CE)	1	WB	28.0	1.3G	EX-8805572	0010
1375-00-482-2053	DESTRUCTOR, INITIATOR		1	WB	.2900	1.1D	EX-8809346	0043
1375-00-516-9927	CAP, BLASTING		*	WB	.0003	1.4B	EX-9301097	0365
1375-00-529-8004	DOCUMENT DEST, M3	(CE)	1	WB	4.4	1.3G	EX-8805580	0010
1375-00-542-0090	DOCUMENT DEST, M3	(CE)	1	WB	4.3	1.3G	EX-8805590	0010
1375-00-580-1392	FIRING DEVICE		200	WB	.0001	1.4S	EX-8805592	0368
1375-00-691-1671	IGNITER, TIME, BLASTING		300	WB	.0001	1.4S	EX-8805595	0131
1375-00-699-5236	COUPLING BASE, FIRING		N/A	N/A	.0001	1.4S	EX-8805596	0044
1375-00-707-3044	CAP, BLASTING		100	WB	.0005	1.4B	EX-8503024	0365
1375-00-724-7040	CHG, DEMOLITION		30	WB	1.25	1.1D	EX-8805597	0048
1375-00-724-9613	DYNAMITE MILITARY, MI		100	WB	.3900	1.1D	EX-8805598	0082
1375-00-728-5941	CHG, DEMOLITION		20	WB	2.0	1.1D	EX-8805599	0048
1375-00-728-7762	CHG, DEMOLITION		6	WC	.3216	1.1D	EX-8805600	0048
1375-00-756-1864	CAP, BLASTING		600	WB	.0027	1.1B	EX-8805602	0029
1375-00-756-1865	CAP, BLASTING		900	WB	.0019	1.1B	EX-8805603	0030
1375-00-772-1369	PROPELLANT, IMR4350		*	*	1.0	1.3C	EX-8809350	0161
1375-00-781-9066	CHG, DEMOLITION, MK45		12	WB	.0728	1.1D	EX-8805604	0048
1375-00-782-5527	CORD, DET		8	WB	7.0	1.1D	EX-8810427	0065
1375-00-834-8884	CRYPTO, EQUIP, DEST, M1A2, TH	(CE)	1	WB	28.0	1.3G	EX-8805607	0010
1375-00-854-0885	CRYPTO, EQUIP, DEST, M2A1, TH	(CE)	2	WB	8.5	1.3G	EX-8805608	0010
1375-00-854-0884	INITIATOR, EXPL		1	WB	.0005	1.4B	EX-8809353	0257
1375-00-926-3939	CHG, DML, SHAPED, 15 LB, M2A4		3	WB	11.5	1.1D	EX-8805611	0048
1375-00-926-3985	CHG, DEMOLITION, M183		2	WB	20.0	1.1D	EX-8805612	0048
1375-00-926-9316	CHG, DEMOLITION		96	WB	.5	1.1D	EX-8805613	0048
1375-00-935-1924	CHG, DEMOLITION, M2A3		3	WB	11.5	1.1D	EX-8805614	0048
1375-00-935-6139	CHG, DEMOLITION, 1 LB, TNT		48	WB	1.0	1.1D	EX-8809354	0048
1375-00-952-5055	DESTRUCTOR, EXPL		1	FB	1.0	1.1D	EX-8809355	0034
1375-00-965-0800	CORD, DET		6	WB	7.0	1.4B	EX-8810428	0065
1375-01-003-9072	DET		1	FB	.0014	1.4B	EX-8809356	0257
1375-01-003-9074	LEAD ASSY		1	FB	.0091	1.1D	EX-8809357	0257
1375-01-023-7994	CHG, DML, SHAPED, 15 LB, M2A4		4	WB	11.5	1.1D	EX-8710561	0048
1375-01-037-5428	CUTTER, MK23		6	W\MB	.2855	1.1D	EX-8805625	0048
1375-01-037-5429	CUTTER, MK24		2	MB	1.2	1.1D	EX-8805626	0048
1375-01-040-1526	FIRING DEVICE, M142		56	WB	.0001	1.4S	EX-8610020	0044
1375-01-057-6439	CAP BLASTING		100	WB	.0027	1.1B	EX-8809358	0029

NOTE: The example shows that the standard packaged configuration for a demolition charge has a net explosive weight (NEW) of 1.25 pounds, a hazard class of 1.1, a hazard division of D, and it's UN code is 0048.

Attachment 21

DEPLOYMENT SCHEDULE OF EVENTS

DSOE PROCESSING REPORT/RECAP REPORT

FCN: SA2000309

TOTAL PAGES: 2 05 NOV-1997 1356 USER: GUTG0101

PREPARED: 05-NOV 1997 1356 **DSOE PROCESSING REPORT/RECAP REPORT** **PCN** SA200U309

0332CESQ00000

DSOE ID: AFCES

RST: 05-NOV-1997 1300 **AS OF DATE**: 05-NOV-1997 1346 **CHANGE NUMBER**: 00

CHALK: 011 **MODE:** C141 **MISSION NUMBER**: 1234567890

PARKING SPOT: A05 **TAIL NUMBER:** ABCDEFG

ETA: 06-NOV-1997 0130 **ETD:** 06-NOV-1997 0300 **ATD:**

PROCESSING SCHEDULE

EVENT TYPE	CHALK EVENT		SCHEDULED	ACTUAL
CARGO	ASSY	COMP	05-NOV-1997 2100	
CARGO	MARSHAL	START	05-NOV-1997 2130	
CARGO	JI	START	05-NOV-1997 2230	
CARGO	MARSHAL	COMPL	05-NOV-1997 2230	
CARGO	JI	COMPL	05-NOV-1997 2300	
PAX	ASSY	COMP	05-NOV-1997 2300	
PAX	PROCESS	START	05-NOV-1997 2315	
MISC	LOAD PL	COMP	05-NOV-1997 2330	
PAX	PROCESS	COMPL	05-NOV-1997 2330	
PAX	TDY ORD	COMPL	06-NOV-1997 0000	
CARGO	MANIFES	COMPL	06-NOV-1997 0015	
PAX	MANIFES	COMPL	06-NOV-1997 0030	
PAX	TROOP	CC BRF	06-NOV-1997 0030	
CARGO	LOAD	START	06-NOV-1997 0100	
CARGO	LOAD	COMPL	06-NOV-1997 0130	
PAX	LOAD	START	06-NOV-1997 0130	
MISC	BRF AC	COMP	06-NOV-1997 0230	
PAX	LOAD	COMPL	06-NOV-1997 0230	

CARGO INFORMATION **TOTAL TCNS:** 8

UTC	ULN	UNIT NAME	TCN	NOMENCLATURE
4F9E70	TK9V8	332CESQ	FTK9V8$$B200010	463L PALLET
4F9E70	TK9V8	332CESQ	FTK9V8$$B200020	463L PALLET
4F9E70	TK9V8	332CESQ	FTK9V8$$B200030	463L PALLET
4F9E70	TK9V8	332CESQ	FTK9V8$$B200040	463L PALLET
4F9X10	TK9XA	332CESQ	FTK9XA$$B200010	TRUCK HMMV M1038
4F9X10	TK9XA	332CESQ	FTK9XA$$B200020	TRUCK HMMV M1026
4F9X10	TK9XA	332CESQ	FTK9XA$$B200030	M101 TRAILER
4F9X10	TK9XA	332CESQ	FTK9XA$$B200040	WOOD BOX

**********FOR OFFICIAL USE ONLY**********

PREPARED: 05-NOV 1997 1356 **DSOE PROCESSING REPORT/RECAP REPORT** **PCN** SA200U309

0332CESQ00000

DSOE ID: AFCES

RST: 05-NOV-1997 1300 **AS OF DATE**: 05-NOV-1997 1346 **CHANGE NUMBER**: 00

CHALK: 011 **MODE:** C141 **MISSION NUMBER**: 1234567890

PARKING SPOT: A05 **TAIL NUMBER:** ABCDEFG

ETA: 06-NOV-1997 0130 **ETD:** 06-NOV-1997 0300 **ATD:**

PAX INFORMATION

SEATS BLOCKED BY UNIT **TOTAL SEATS BLOCKED:** 67

UTC	ULN	UNIT NAME	SEATS ALLOCATED
4F9E70	TK9V8	332CESQ	57
4F9X10	TK9XA	332CESQ	6

LINE NUMBERS ASSIGNED: **TOTAL PAX ASSIGNED:** 63

UTC	ULN	UNIT NAME	LINE NUMBERS
4F9E70	TK9V8	332CESQ	001-061
4F9X10	TK9XA	332CESQ	001-006

CHALK REMARKS:

Terms Used in the DSOE:
DSOE ID – identification code for the DSOE. Each deployment has its own code.
RST – reference start time of the deployment activities.
ETA – estimated time of arrival (of the transporting aircraft or vehicle)
ETD – estimated time of departure from the base
ATD – actual time of departure
ASSY - assembly
JI – joint inspection. This is the point when your cargo is inspected at the in-check point of the marshaling area.
TDY ORD – TDY orders
MANIFES - manifest
TROOP CC BRF – troop commander briefing
BRF AC – brief aircraft commander

**********FOR OFFICIAL USE ONLY**********

Attachment 22

PRIME BEEF TRAINING RECORDS

A22.1. General. This attachment provides sample training records that a CE unit should maintain on each military member assigned to the unit. The information in these examples is important; the format is not. Format is a local option.

A22.2. Sample Records. This attachment shows the training records for two people in the hypothetical 332 CES. Each record is in a different format to show a couple options. The first record (Figure A22.1) is for a CE officer (AFSC 32EX) who is not assigned to any UTC, but is "subject to deploy", as is any military person. The second record (Figure A22.2) is in an AFSC-specific format for an explosive ordnance disposal specialist (3E8X1) who is assigned to a critical position on a 4F9X1 UTC.

A22.3. Creating a Record. The first record is generic and can be used for any specialty. It serves as a checklist of Prime BEEF training requirements. In this attachment, we placed an "X" in the "Required" column for each training requirement that the individual must complete. For each "X" there should be a corresponding completion date. Individual training requirements are specified in AFI 10-210 and vary based on the individual's duty AFSC; whether or not the person is assigned to a mobility position; whether or not it is a critical position; the type of UTC, and the commander's decision on who in the unit will be trained and to what level.

A22.3.1. You should create a record for an individual when he or she processes into the unit. Be sure to capture the data in the records from his or her previous unit. Creating a record doesn't have to be a burden. Training requirements don't change unless the person is assigned to or removed from a Prime BEEF team or a critical position or the individual gets a new duty AFSC or becomes a senior NCO.

A22.3.2. Rather than use generic records as shown in Figure A22.1, you can create AFSC-specific records for individuals. In effect, you delete the requirement lines that are not used. Figure A22.2 shows this. The AFSC-specific format can be used for anyone with the same AFSC, whether assigned to a primary mobility position or as an alternate. You can also create a separate format for people not assigned to any team when the commander chooses not to have those people meet all mobility requirements. AFSC-formatted records are easy to make when you use the computer.

A22.4. Use the Computer. While a unit can keep training records on paper, these examples are really a visual way to show an electronic database. The computer is the ideal way to maintain individual records and crunch numbers for SORTS reports. Once your database is set up, you can perform all tasks—update records, sort information, and prepare reports—faster. Good database programs give you the option of creating templates, not unlike a form, to input and display data on individual records. They also have a batch update feature. Take advantage of all of these tools to simplify your work. If you don't know how, borrow someone in the unit who does and have them set up your databases. Common database and spreadsheet programs include Access®, Excel®, or ORACLE®. Also read paragraph 7.8.

Figure A22.1. Training Record—CE Officer (Not Assigned to a UTC).

INDIVIDUAL Prime BEEF TRAINING RECORD As of: 15 Nov		
NAME: Flammia, Betty B	CAFSC: 32E3G	UTC: N/A
GRADE: Capt	UTC/ULN POSITION NUMBER: N/A	
SSAN: 362-43-6983	ASSIGNED TO CRITICAL POSITION (YES / NO): N/A	
	TEAM ASSIGNMENT: N/A	

SUB-CATEGORY/TOPIC	REQUIRED FOR AFSC	FREQUENCY [1]	REQUIRED [2]	DATE COMPLETED	OVERDUE
CATEGORY I TRAINING (TRSA1) - required for all military in CE unit					
Prime BEEF Orientation / General Contingency					
Prime BEEF Program Prime BEEF Missions Team Organization Team/Personal Equipment Training Requirements Code of Conduct	All	PCS	(SR) X	960523	
Protection from Terrorism [AT] [3]	All	PCS	X	960523	
C^4 Security Awareness [AT]	All	PCS	X	970918	
Base Emergency Preparedness Orientation [AT] / Unit Disaster Preparedness Program	All	PCS	X	960523	
Base Plans Familiarization	32EX and all senior NCOs	PCS	[X]	960710	
Engineer Doctrine	32EX and all senior NCOs	One Time	[X]	931015 [4]	
Auxiliary Firefighting	All except 3E7X1	PCS	[X]	960828	
Law of Armed Conflict [AT] [D] [5]	All	Annual	X	970212	
NBC Defense [AT] [D]	All	Annual	X	960905	OD [6]
Explosive Ordnance Reconn [AT] [D]	All	Annual	X	970916	
Field Sanitation/Health					
Personal Hygiene Control of Communicable Diseases Kitchen and Mess Sanitation Field Hygiene Water Purification	All	2 years	(SR) X	960215	
Problems of Extreme Climates	All	2 years	X	960215	
Self Aid/Buddy Care [AT] [D]	All	2 years	X	970708	
Expedient Methods (Beddown)					
Harvest Eagle (HE) Overview	All	2 years	X	960808	
Harvest Falcon (HF) Overview	All	2 years	(SR) X	960808	
Temper Tent	All	2 years	X	960808	
Environmental Protection	All	2 years	X	960808	
Resource Dispersal	All	2 years	X	960808 [7]	
HE Electrical System	3E0X1, 3E0X2	2 years	[ ]		
HF Electrical System, RALS, Floodlight Set	3E0X1, 3E0X2	Annual	(SR) [ ]		
Emergency Airfield Lighting System	3E0X1, 3E0X2	Annual	(SR) [ ]		
Mobile Aircraft Arresting System	3E0X1, 3E0X2	Annual	(SR) [ ]		

SUB-CATEGORY/TOPIC	REQUIRED FOR AFSC	FREQUENCY [1]	REQUIRED [2]	DATE COMPLETED	OVERDUE
750 kW Generator	3E0X1, 3E0X2	Annual	(SR) [ ]		
Immersion Heater	3E1X1	2 years	[ ]		
Preway Heater	3E1X1	2 years	[ ]		
M-80 Boiler	3E1X1	2 years	[ ]		
Mobile Water Chiller	3E1X1	2 years	[ ]		
Refrigeration Units	3E1X1	2 years	[ ]		
Bare Base Air Conditioner	3E1X1	2 years	[ ]		
HE Water System	3E4X1, 3E4X2	2 years	[ ]		
HF Water/Waste System	3E4X1, 3E4X2	Annual	(SR) [ ]		
Reverse Osmosis Water Unit	3E4X1	Annual	(SR) [ ]		
Field Deployable Latrine	3E4X1, 3E3X1	2 years	[ ]		
HF Shower/Shave Unit	3E4X1, 3E3X1	2 years	[ ]		
Expandable Shelter Container	3E0X1, 3E3X1, 3E6X1	2 years	[ ]		
General Purpose Shelter	3E0X1, 3E3X1, 3E6X1	2 years	[ ]		
Bare Base Layout and Development	32EX, 3E000, 3E090, 3E191, 3E490, 3E5X1, 3E691, 3E991	2 years	(SR) [X]	960111	
Theater Utility Systems	3E0X1, 3E0X2, 3E4X1, 3E4X2, 3E1X1	2 years	[ ]		
Wartime Supply Support	32EX, 2S0X1, 3E6X1	3 years	[X]	960111	
Wartime Construction Management	32EX, 3E5X1	3 years	[X]	960111	
Expedient Methods (Construction)					
Camouflage, Concealment and Deception	All	3 years	X	970215	
Facility Hardening	32EX, 3E2X1, 3E3X1, 3E5X1	3 years	[X]	960201	
Berms and Dikes	3E2X1	3 years	[ ]		
Hardbacking	3E3X1	3 years	[ ]		
Expedient Field Latrines	3E3X1, 3E4X1, 3E4X3	3 years	[ ]		
Expedient Bridges/Culverts	32EX, 3E2X1, 3E3X1	3 years	[X]	960201	
Expedient Methods (Repair)					
Rapid Runway Repair (RRR) Overview	All	2 years	(SR) X	960827	
AM-2 Matting	3E2X1, 3E3X1	2 years	[ ]		
Folded Fiberglass Mat	3E2X1, 3E3X1, 3E5X1	2 years	(SR) [ ]		
Crushed Stone Repair	3E2X1, 3E3X1, 3E5X1	2 years	(SR) [ ]		
Spall Repair	3E2X1, 3E1X1	2 years	[ ]		
MOS Selection	32EX, 3E5X1, 3E6X1	2 years	[X]	960827	
MOS Layout	3E3X1, 3E5X1	2 years	[ ]		
Repair Quality Criteria	32EX, 3E5X1, 3E6X1	2 years	[X]	960827	
Crater Profile Measurement	3E5X1	2 years	[ ]		
Airfield Damage Assessment	3E5X1, 3E8X1	2 years	[ ]		
DART Operations	32EX, 3E0XX, 3E1X1, 3E4X2, 3E4X1	2 years	(SR) [X]	960828	
Expedient Utility Repair	3E0XX, 3E4X1	3 years	[ ]		
POL RURK	3E4X1, 3E4X2	2 years	[ ]		
Expedient Facility Repair	3E3X1, 3E4X3, 3E6X1	3 years	[ ]		
Wrecking and Shoring	3E2X1, 3E3X1, 3E6X1	3 years	[ ]		

SUB-CATEGORY/TOPIC	REQUIRED FOR AFSC	FREQUENCY [1]	REQUIRED [2]	DATE COMPLETED	OVERDUE
Road Repair	32EX, 3E2X1	3 years	[X]	960201	
Command and Control	32EX, 3E6X1, 3E5X1, 3E9X1, all senior NCOs	2 years	(SR) [X]	971014	
Global Positioning System	3E5X1, 3E6X1, 3E7X1 3E8X1, 3E9X1	2 years	[ ]		
Expedient Methods (Destruction)					
Base Denial	All	3 years	X	960827	
Force Protection					
Personal Security Work Party Security	All	2 years	X	970515	
Convoy	All	2 years	X	970515	
Air Base Defense	All	3 years	X	970515	
Defensive Fighting Positions	All	3 years	X	970515	
Revetments	3E2X1, 3E3X1, 3E5X1	2 years	(SR) [ ]		
Obstacles	3E2X1, 3E3X1	2 years	[ ]		
Deployment Support					
Unit Deployment Manager (UDM) [D]	Readiness Officer, alternate, and team chiefs	[8]	[ ]		
Hazardous Cargo Certification [D]	All unit hazardous cargo certifiers	2 years	[ ]		
COMPES [D]	Readiness Officer, alternate, and team chiefs	[8]	[ ]		
Munitions Custodian/Courier [D]	Designated team couriers	[8]	[ ]		
Deployed Equipment Custodian [D]	Designated team custodians	[8]	[ ]		
CATEGORY II TRAINING (TRSA2) - required for primary and alternates on mobility teams [9]					
Prime BEEF Orientation / General Contingency					
Vehicle / Equipment Operations	See Table 3.6 in AFPAM 10-210	3 years	[X]	970515	
NBC Defense [D]	All	Annual	(SR) X	960905	**OD** [6]
Explosive Ordnance Reconnaissance	All	Annual	X	970916	
Field Sanitation/Health					
Personal Hygiene	All	2 years	[X]	970515	
Kitchen and Mess Sanitation	All	2 years	[X]	970515	
Field Hygiene	All	2 years	(SR) [X]	970515	
Water Purification	All	2 years	[X]	970515	
Self Aid/Buddy Care	All	2 years	(SR) X	970515	
CPR	All	3 years	[X]	970215	
Expedient Methods (Beddown)					
Temper Tent	All	2 years	[X]	960808	
Immersion Heater	3E1X1	2 years	[ ]		
Preway Heater	3E1X1	2 years	[ ]		
Generator Operations	3E0X1, 3E0X2, 32EX, 3E5X1, 3E6X1	2 years	[X]	960710	
Water Point Operations	3E4X1, 3E4X2	2 years	[ ]		
Expedient Methods (Construction)					
Camouflage Netting	All	3 years	[X]	970515	
Expedient Field Latrines	3E3X1, 3E4X1, 3E4X3	3 years	[ ]		
Expedient Methods (Repair)					

SUB-CATEGORY/TOPIC	REQUIRED FOR AFSC	FREQUENCY [1]	REQUIRED [2]	DATE COMPLETED	OVERDUE
MOS Selection	32EX, 3E5X1, 3E6X1	2 years	[X]	960827	
Repair Quality Criteria	32EX, 3E5X1, 3E6X1	2 years	[X]	960827	
Airfield Damage Assessment	3E5X1, 3E8X1	2 years	[ ]		
Global Positioning System	3E5X1, 3E6X1, 3E7X1, 3E8X1, 3E9X1	2 years	[ ]		
Force Protection					
Weapons / Small Arms Qualification [D]	All	Annual	(SR) X	960320	OD
Personal Security	All	2 years	[X]	970515	
Work Party Security	All	2 years	[X]	970515	
Convoy	All	2 years	[X]	970515	
Defensive Fighting Positions	All	3 years	[X]	970515	
Air Base Defense	All	3 years	[X]	970515	
Deployment Support					
Cargo Preparation / Pallet Build-up [D]	Cargo Prep team members	[8]	[ ]		
Field Training					
Field Training Bivouac	All	Annual	(SR) [X]	970515	
CATEGORY III TRAINING (TRSA3) - required for all people filling critical UTC positions					
Silver Flag Training					
Silver Flag Training	All people filling critical UTC positions plus extra people listed in Table 3.3, AFI 10-210 [10]	2 years [11]	(SR) [ ]		
MISSION ESSENTIAL EQUIPMENT - required for people filling designated critical UTC positions [12]					
EQUIPMENT ITEM	REQUIRED FOR AFSC	FREQUENCY	REQUIRED	DATE LAST QUALIFIED	
Emergency Airfield Lighting System	3E0X1	[13]	[ ]		
HF primary distribution center (PDC)/secondary distribution center (SDC)	3E0X1	[13]	[ ]		
MAAS	3E0X2	[13]	[ ]		
750 kW Generator	3E0X2	[13]	[ ]		
ROWPU	3E4X1	[13]	[ ]		
POL RURK	3E4X2	[13]	[ ]		

Notes for Figure A22.1:

[1] Frequency column: PCS - trained upon arrival at new duty station; One Time - only required once in a career; Annual – required every 12 months; 2 years - required every 24 months; 3 years - required every 36 moths.
[2] Required column: An "X" in the column indicates the training topic is required for the individual. For topics required for everyone in the unit, the Xs are preprinted. Open brackets [ ] indicates that topic is not required for the individual. An "X" in brackets [X] indicates a topic that is required for this individual. A (SR) indicates the topic is SORTS reportable (if it is required for the individual).
[3] [AT] identifies an ancillary training program topic.
[4] Information such as this was extracted from the records of a previous assignment. Flammia inprocessed in May 1996.
[5] [D] indicates a deployment requirement specified in AFI 10-403.
[6] OD is our arbitrary way of flagging an overdue training requirement. In this example, the individual is overdue training, but is pregnant and cannot undergo tear gas training.
[7] This record shows that the unit scheduled training to consolidate as many requirements as possible during one training session or training day. The unit also incorporated much of the training during the field bivouac.
[8] Trained upon assignment to the position.
[9] Every military member of the unit must have NBC defense, EOR, self-aid/buddy care, and weapons qualification training. In addition, the unit commander for the 332 CES chooses to have all military train in category II requirements, whether assigned to a UTC or not.
[10] While weapons qualification training is required for all civil engineers, the local CATM will not support individuals not assigned to a mobility position. In this case, unit does not include this individual in the SORTS measurement.
[10] Only critical positions must be measured for SORTS.
[11] Frequency is 24 months for active units; 36 months for ARC units. See AFI 10-210.
[12] Applies only to UTCs 4F9E5/6/7/8.
[13] There is no frequency to this AFI 10-210 requirement. The only criteria is that a person filling a designated critical positions on one of the four UTCs be able to install, operate, and maintain the specified equipment item.

Figure A22.2. Training Record—EOD Specialist (Assigned to Critical UTC Position)

INDIVIDUAL Prime BEEF TRAINING RECORD As of: 15 Nov		
NAME: Gumpster, Mark U	CAFSC: 3E871	UTC: 4F9X1-B
GRADE: TSgt	UTC/ULN POSITION NUMBER: 018	
SSAN: 322-13-3722	ASSIGNED TO CRITICAL POSITION (YES / NO): Yes	
	TEAM ASSIGNMENT: Hazardous Cargo Certifier	

SUB-CATEGORY/TOPIC	SPECIAL REQUIREMENTS	FREQUENCY	REQUIRED	DATE COMPLETED	OVERDUE
CATEGORY I TRAINING (TRSA1)					
Prime BEEF Orientation / General Contingency					
Prime BEEF Program Prime BEEF Missions Team Organization Team/Personal Equipment Training Requirements Code of Conduct		PCS	(SR) X	951005	
Protection from Terrorism [AT]		PCS	X	951005	
C^4 Security Awareness [AT]		PCS	X	951005	
Base Emergency Preparedness Orientation [AT] / Unit Disaster Preparedness Program		PCS	X	951005	
Base Plans Familiarization	For senior NCOs	PCS	[ ]		
Engineer Doctrine	For senior NCOs	One Time	[ ]		
Auxiliary Firefighting		PCS	X	960828	

SUB-CATEGORY/TOPIC	SPECIAL REQUIREMENTS	FREQUENCY	REQUIRED	DATE COMPLETED	OVERDUE
Law of Armed Conflict [AT] [D]		Annual	X	970212	
NBC Defense [AT] [D]		Annual	X	970316	
Explosive Ordnance Reconn [AT] [D]		Annual	X	970316	
Field Sanitation/Health					
Personal Hygiene Control of Communicable Diseases Kitchen and Mess Sanitation Field Hygiene Water Purification		2 years	(SR) X	971015 [1]	
Problems of Extreme Climates		2 years	X	971015	
Self Aid/Buddy Care [AT] [D]		2 years	X	971015	
Expedient Methods (Beddown)					
Harvest Eagle (HE) Overview		2 years	X	960808	
Harvest Falcon (HF) Overview		2 years	(SR) X	960808	
Temper Tent		2 years	X	971015	
Environmental Protection		2 years	X	960808	
Resource Dispersal		2 years	X	971015	
Expedient Methods (Construction)					
Camouflage, Concealment and Deception		3 years	X	971015	
Expedient Methods (Repair)					
Rapid Runway Repair (RRR) Overview		2 years	(SR) X	960827	
Airfield Damage Assessment		2 years	X	960827	
Command and Control	For senior NCOs	2 years	(SR) [ ]		
Global Positioning System		2 years	X	971015	
Expedient Methods (Destruction)					
Base Denial		3 years	X	960827	
Force Protection					
Personal Security Work Party Security		2 years	X	951010	**OD** [2]
Convoy		2 years	X	951010	**OD** [2]
Air Base Defense		3 years	X	951010	**OD** [2]
Defensive Fighting Positions		3 years	X	951010	**OD** [2]
Deployment Support					
Hazardous Cargo Certification [D]	Hazardous cargo certifiers	2 years	[**X**]	970401	
Munitions Custodian/Courier [D]	Designated team couriers	[1]	[ ]		
Deployed Equipment Custodian [D]	Designated team custodians	[1]	[ ]		
CATEGORY II TRAINING (TRSA2)					
Prime BEEF Orientation / General Contingency					
Vehicle / Equipment Operations	GP vehicles; HMMWV; front end loader (with fork attachment)	3 years	[**X**]	971015	
NBC Defense [D]		Annual	(SR) X	970316	
Explosive Ordnance Reconnaissance		Annual	X	970316	
Field Sanitation/Health					
Personal Hygiene		2 years	[**X**]	971015	
Kitchen and Mess Sanitation		2 years	[**X**]	971015	
Field Hygiene		2 years	(SR) [**X**]	971015	

SUB-CATEGORY/TOPIC	SPECIAL REQUIREMENTS	FREQUENCY	REQUIRED	DATE COMPLETED	OVERDUE
Water Purification		2 years	[X]	971015	
Self Aid/Buddy Care		2 years	(SR) X	971015	
CPR		3 years	[X]	970215	
Expedient Methods (Beddown)					
Temper Tent		2 years	[X]	971015	
Expedient Methods (Construction)					
Camouflage Netting		3 years	[X]	971015	
Expedient Methods (Repair)					
Airfield Damage Assessment		2 years	[X]	960827	
Global Positioning System		2 years	[X]	970325	
Force Protection					
Weapons / Small Arms Qualification [D]		Annual	(SR) X	970331	
Personal Security		2 years	[X]	951010	**OD** [2]
Work Party Security		2 years	[X]	951010	**OD** [2]
Convoy		2 years	[X]	951010	**OD** [2]
Defensive Fighting Positions		3 years	[X]	951010	**OD** [2]
Air Base Defense		3 years	[X]	951010	**OD** [2]
Deployment Support					
Cargo Preparation / Pallet Build-up [D]	Cargo prep team members	[3]	[X]	970402	
Field Training					
Field Training Bivouac		Annual	(SR) [X]	971015	
CATEGORY III TRAINING (TRSA3)					
Silver Flag Training					
Silver Flag Training	Everyone filling a UTC critical position	2 years	(SR) [X]	950909 [4]	
MISSION ESSENTIAL EQUIPMENT - not required for this AFSC					

Notes for Figure A22.2.

[1] Individual deployed for five months, ending on 15 Oct 97. Given training credit for tasks performed during the deployment. This applies to all tasks with the 971015 date.

[2] Overdue training. Unit conducted force protection training during annual field training bivouac. Individual was deployed during bivouac and did not get training.

[3] Trained upon assignment to the position.

[4] Normally would be overdue Silver Flag training, but individual was deployed for five months with 4F9X1 UTC. Missed unit's scheduled Silver Flag training. Deployment ended 15 Oct 97. MAJCOM gave 12-month waiver for individuals on that deployment until MAJCOM could reschedule training for those people.

Attachment 23

UNIT DATA FOR EXAMPLE SORTS REPORT

A23.1. Introduction. To support the SORTS examples in Chapter 8, this attachment provides personnel, equipment, and training data on the hypothetical unit—the 332 Civil Engineer Squadron. This information supports a November report for the unit. To save you time and effort, we did not include complete source documents and databases for this unit. Instead we summarized the data in the following tables and figures. Don't worry if some data seems inconsistent. We adjusted the data to emphasize important SORTS reporting requirements.

A23.1.1. We acknowledge there is a lot of detail in this attachment. We provided the details to leave a logic trail for those readers who want to understand how we got from the "raw" data to the final reports.

A23.1.2. The 332 CES has been deploying individuals and the 4F9X1 UTC over the last six months to support Operation SNAFU. The people on the EOD UTC returned on 15 October.

A23.2. Prime BEEF Worksheets. In this attachment, we introduce three Prime BEEF-specific worksheets. These worksheets have two purposes: to help organize the measured resource information into the data elements that are required for the SORTS report and to highlight unit weaknesses or shortfalls. The worksheets list the CE resources to be measured and provide the measurement criteria. They also identify what information you transfer to the standard SORTS worksheets or AFSORTSDET screens (see Attachment 24). These Prime BEEF worksheets allow you to capture the information by UTC or other unit sub capability. The Prime BEEF worksheets are not mandatory. Use them only if they help; modify them to suit your needs. These worksheets can be downloaded from the HQ AFCESA home page at *http://www.afcesa.af.mil/Directorate/cex.*

A23.3. DOC Statement Requirements. The unit DOC statement (see Attachment 5) requires the 332 CES to posture two Prime BEEF teams—a 4F9E7, Prime BEEF Follow Team and a 4F9X1, Prime BEEF EOD Lead Team. It also tasks the unit to contribute twelve firefighters to a 4F9E7 UTC that is split tasked with the 327 CES. (The 327 CES cannot satisfy the firefighter requirements in that UTC.) This CONUS unit is required to report only on its mobility taskings, but it must prepare suboverall reports for each tasked UTC. Consequently, this attachment includes personnel, equipment, and training worksheets for the entire unit and extra worksheets for each tasked UTC. Since it is not specifically mentioned in the DOC statement, the unit is not required to assess its ability to operate in hot or cold weather or toxic environments.

A23.4. Personnel. The 332 CES has 220 people: 98 military and 122 civilians. None of the civilian employees are designated as emergency-essential to support the mobility taskings. Consequently, they are not included in the SORTS reporting requirements.

A23.4.1. Unit Personnel Data. Table A23.1 provides a "snapshot" of the unit's personnel strength on 15 November. It summarizes the unit's military manpower and personnel data by AFSC and skill level. The table provides the information a SORTS monitor would gather from the unit manning document (UMD), UTC manpower force element listing (MFEL), unit military personnel roster (UMPR), unit duty status/deployment availability report, and Prime BEEF team assignment list. (Attachment 9 is the source for the duty status and deployment availability data used in this table.) For each AFSC and skill level, Table A23.1 shows the:

Number of funded military positions authorized (AUTH) in the unit;
Number of people assigned (ASG) to the unit;
Total number of people in the unit available (AVL) and eligible to deploy;
Total number of mobility positions that the unit must posture, as required (REQ) by the unit DOC Statement, to support both UTCs and the split UTC tasking with the 327 CES;
Number of critical positions required for the UTCs and split tasked requirement;
Number of UTC critical positions filled by qualified people, and
Number of people filling those critical positions who are available to deploy.

A23.4.2. Unit Strength and Deployment Availability for November. Using a 24 hour response time as specified in the unit's DOC statement, the 332 CES SORTS monitor should assess the unit's strength and deployment availability (as summarized in Table A23.1 and Attachment 9) as follows:

32E3X - CE Officers. Can satisfy all mobility and SORTS reporting requirements.
3E0X1 - Electrical Systems. Have five people available to fill six mobility positions. Will fill this shortfall by substituting an available 3E0X2; therefore no shortfall remark required in SORTS. Have no 3E071 craftsman assigned. Can substitute an available 3E090 superintendent to fill the critical requirement. Unit meets all mobility and SORTS reporting requirements.
3E0X2 - Electrical Power Production. Can meet all mobility and SORTS reporting requirements. Two people are deployed to Operation SNAFU and scheduled to return in early December; two people will replace them. Extra person used to fill 3E0X1 shortfall.
3E1X1 - HVAC/R. Can meet all mobility and SORTS reporting requirements.
3E2X1 - Pavement/Construction Equipment. Can meet all mobility and SORTS reporting requirements.
3E3X1 - Structural. Can meet all mobility and SORTS reporting requirements. Have one extra person available, but that person does not qualify to fill any team vacancy.
3E4X1 - Utilities Systems. Seven people are required for mobility, but only five are available; four of them are 3-levels and not eligible to fill the critical positions. AFI 10-210, table 2.1 allows 3E1X1 or 3E2X1 people to substitute for non-critical shortfalls in this specialty, but there are no extra available people in those specialties. In addition, there is only one person available and eligible to fill the four critical positions. Unit must report a shortfall for this specialty.

3E4X2 - Liquid Fuel Systems Maintenance. There is a UMD/UTC mismatch for the 3E452 requirement. The unit does not have an authorization for any military liquid fuel system maintenance specialists. Unit reports mismatch in SORTS each month, but must coordinate the mismatch remark with the base Manpower office the first time the remark is made. Due to government civilian employee union demands, do not expect to convert any civilian positions to military until the a civilian employee retires in two years. Since position is not in the UMD, unit does not count this position as a requirement for SORTS. Unit commander must consider the impact on the unit's capability by not having this specialty.
3E4X3 - Environmental. Can meet all mobility and SORTS reporting requirements.
3E5X1 - Engineering. There are three people assigned to fill two positions, but no one is assigned to fill the critical 7-level position. The 5-level person is temporarily unavailable. If the 5-level were available, the unit would substitute the 5-level to fill the critical 7-level position and backfill the 5-level with one of the two available 3-levels. Cannot use another specialty to substitute for the critical shortfall. The unit should report this as a shortfall that will be resolved early next month when the 5-level becomes eligible to deploy.
3E6X1 - Operations. No requirement.
3E7X1 - Fire Protection. The unit cannot fill two non-critical mobility positions. Unit chooses to split the shortfall between the two tasked UTCs. It could have passed both shortfalls to the split tasked UTC or reported both shortfalls against the main UTC. Three people deployed to Operation SNAFU, but scheduled to return in early December. Unit must report two short for total personnel.
3E8X1 - Explosive Ordnance Disposal. There is a theoretical UMD/UTC mismatch for the 3E871 requirement. There are only two unit authorizations to satisfy three UTC requirements. However the specialty is adequately staffed with six people available to fill six UTC positions, so there is no shortfall. The unit chose to substitute an available 3E891 to fill the critical 7-level position. The unit could also have substituted a 5-level to fill the critical position.
3E9X1 - Readiness. Can meet all mobility requirements. Two people are excess to AFSC requirements, but they do not qualify to fill any team vacancy.
Five people are deployed from the unit in support of Operation SNAFU. All five returning in early December, but replacing them with four people. For November, 5 out of 78 available people—or 6 percent—of the unit is deployed. Therefore, unit must use expanded reason code D to show that between 5 and 15 percent of the unit's deployable capability is deployed.

Table A23.1. Military Manpower and Personnel Summary—332 CES.

SPECIALTY	CAFSC	UNIT			DOC TASKING			
					TOTAL	CRITICAL PERSONNEL		
		AUTH	ASG	AVL	REQ	REQ	ASG	AVL
CE Officer	32E3	4	3	*2	2	2	2	2
Electrical System Apprentice	3E031	3	3	*2	2	0	0	0
Electrical System Journeyman	3E051	3	3	*2	3	2	2	2
Electrical System Craftsman	3E071	1	0	0	1	1	0	0
Electrical System Supt	3E090	1	1	1	0	0	**1	**1
Elect Power Pro Apprentice	3E032	2	2	2	2	0	0	0
Elect Power Pro Journeyman	3E052	4	4	*4	4	2	2	2
Elect Power Pro Craftsman	3E072	2	2	*1	1	0	0	0
Elect Power Pro Supt	3E090	1	1	1	0	0	0	0
HVAC & Refer Apprentice	3E131	3	3	3	2	0	0	0
HVAC & Refer Journeyman	3E151	2	2	2	2	1	1	1
HVAC & Refer Craftsman	3E171	1	1	1	1	0	0	0
HVAC & Refer Supt	3E191	1	0	0	1	0	0	0
Pave/Constr Equip Apprentice	3E231	3	3	*2	2	0	0	0
Pave/Constr Equip Journeyman	3E251	3	3	3	3	1	1	1
Pave/Constr Equip Craftsman	3E271	1	1	1	1	1	1	1
Structural Apprentice	3E331	3	3	3	3	0	0	0
Structural Journeyman	3E351	5	5	5	4	1	1	1
Structural Craftsman	3E371	1	1	1	1	1	1	1
Utilities System Apprentice	3E431	4	4	4	3	0	0	0
Utilities System Journeyman	3E451	4	4	[S] *1	3	3	2	[S] 1
Utilities System Craftsman	3E471	1	1	[S] *0	1	1	1	[S] 0
Liquid Fuels System Journeyman	3E452	[M] 0	0	[S] 0	1	1	0	[S] 0
Environmental Journeyman	3E453	1	1	1	1	0	0	0
Engineering Apprentice	3E531	1	2	2	0	0	0	0
Engineering Journeyman	3E551	1	1	*0	1	0	0	0
Engineering Craftsman	3E571	1	0	*0	1	1	0	[S] 0
Fire Protection Apprentice	3E731	6	2/3	[S] *2/3	3/3	0	0	0
Fire Protection Journeyman	3E751	13	6/6	*6/6	6/6	3/3	3/3	3/3
Fire Protection Craftsman	3E771	7	4/3	[S] *3/2	3/3	1/1	1/1	1/1
Fire Protection Superintendent	3E791	2	1	*0	0	0	0	0
EOD Journeyman	3E851	4	4	4	3	2	2	2
EOD Craftsman	3E871	[M] 2	2	*1	3	2	**1	**1
EOD Superintendent	3E891	1	1	1	0	0	1	1
Readiness Journeyman	3E951	3	3	3	2	1	1	1
Readiness Craftsman	3E971	2	2	2	1	1	1	1
First Sergeant	8F000	1	1	*0	0	0	0	0
TOTALS		98	80/12	67/11	67/12	28/4	25/4	23/4
TOTALS USED IN SORTS			66/12	63/11	***66/12	***27/4		
			TPASG	TPAVL	TPAUT	CPAUR	CPASG	CPAVL

Codes used in this table:

AUTH: authorized unit strength/funded positions ASG: assigned to unit

AVL: available to deploy REQ: required for mobility by DOC statement

* Some individuals have duty status/deployment availability (DAV) codes that require the commander to decide whether the person can be assigned to a UTC position and is available for deployment.

** AFI 10-210 substitution rules used to assign a higher skilled person to cover a critical requirement.

[M] Indicates a mismatch between UMD and UTC requirements.

[S] Indicates a shortage of people to fill all UTC requirements in this AFS.

2/3 Shows split tasked firefighter requirements, assignments, and availability. The first number is for the 332 CES 4F9E7 UTC;

SPECIALTY	CAFSC	UNIT			DOC TASKING			
					TOTAL	CRITICAL PERSONNEL		
		AUTH	ASG	AVL	REQ	REQ	ASG	AVL
the second number covers the split tasking to support the 327 CES. *** Total does not include UTC requirement for 3E452 position because there is no corresponding requirement for this position in the UMD.								

A23.4.3. Prime BEEF Personnel Worksheets. Figures A23.1 and A23.2 show how the unit data would be captured on the Prime BEEF personnel worksheets. Figure A23.1 shows the measured data for the total unit and for two of the three tasked UTCs. Because the worksheet has room for only two UTCs (or sub capabilities), a second worksheet (Figure A23.2) is used for the split tasked 4F9E7 UTC. Figure A23.3 shows the reverse side of the worksheet which lists the Prime BEEF personnel measurement criteria. The data on these worksheets is transferred to the standard SORTS P-Level and Critical Personnel worksheets, as shown in Chapter 8.

A23.4.4. December Forecast Data. The FOCUS Duty Status and Deployment Availability Report (Figure A9.2) shows that four people (Hammond, McConnell, Santiago, and Dass) will lose their duty status or deployment availability restrictions in December and become eligible to deploy. Unit can forecast P-1 for total and critical personnel for December.

A23.4.5. Three/Six/Twelve Month Forecast Data. Unit has no information that indicates any staffing difficulties in the next twelve months.

Figure A23.1. Prime BEEF Personnel Worksheet—Total Unit.

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Prime BEEF PERSONNEL WORKSHEET

UNIT: ___332 CES _____* UIC: _____FFBFB0_____* AS OF DATE: ____**15 Nov**_____

TOTAL PERSONNEL

	UNIT TOTALS			IN UTC__4F9E7__			IN UTC __4F9X1__		
	DOC NUMBER: ___1___* (DOCNR)			DOC NUMBER: __A_____ (DOCNR)			DOC NUMBER: ___B____ (DOCNR)		
	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE
	78 *	**78** *	**74** *	61	**60**	**57**	6	**6**	**6**
	(TPAUT) [1]	(TPASG) [2]	(TPAVL) [3]	(TPAUT) [7]	(TPASG) [8]	(TPAVL) [9]	(TPAUT) [7]	(TPASG) [8]	(TPAVL) [9]

CRITICAL PERSONNEL

AFSC/	UNIT TOTALS**			IN UTC __4F9E7__			IN UTC __4F9X1__		
SKILL LEVEL	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE
32E3X	2	**2**	**2**	2	**2**	**2**			
3E000									
3E051	2	**2**	**2**	2	**2**	**2**			
3E071	1	**1**	**1**	1	**1**	**1**			
3E052	2	**2**	**2**	2	**2**	**2**			
3E072									
3E151	1	**1**	**1**	1	**1**	**1**			
3E171									
3E251	1	**1**	**1**	1	**1**	**1**			
3E271	1	**1**	**1**	1	**1**	**1**			
3E351	1	**1**	**1**	1	**1**	**1**			
3E371	1	**1**	**1**	1	**1**	**1**			
3E451	3	**2**	**1**	3	**2**	**1**			
3E471	1	**1**	**0**	1	**1**	**0**			
3E452	0	**0**	**0**	1	**0**	**0**			
3E551									
3E571	1	**0**	**0**	1	**0**	**0**			
3E671									
3E751	6	**6**	**6**	3	**3**	**3**			
3E771	2	**2**	**2**	1	**1**	**1**			
3E791									
3E851	2	**2**	**2**				2	**2**	**2**
3E871	2	**2**	**2**				2	**2**	**2**
3E951	1	**1**	**1**	1	**1**	**1**			
3E971	1	**1**	**1**	1	**1**	**1**			
TOTALS	31 *	**29** *	**27** *	23	**21**	**19**	4	**4**	**4**
	(CPAUR) [4]	(CPASG) [5]	(CPAVL) [6]	(CPAUR) [10]	(CPASG) [11]	(CPAVL) [12]	(CPAUR) [10]	(CPASG) [11]	(CPAVL) [12]

* Transfer this data to the P-Level Worksheet. ** Transfer this data to the Critical Personnel Worksheet, if used.
See reverse for Prime BEEF Personnel measurement criteria [1] through [12].

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Figure A23.2. Prime BEEF Personnel Worksheet—Single UTC.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Prime BEEF PERSONNEL WORKSHEET

UNIT: ___332 CES _____* UIC: _____FFBFB0_____* AS OF DATE: __**15 Nov**__

TOTAL PERSONNEL

	UNIT TOTALS			IN UTC 4F9E7-			IN UTC _____		
	DOC NUMBER: _____* (DOCNR)			DOC NUMBER: ___F____ (DOCNR)			DOC NUMBER: _____ (DOCNR)		
	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE
	_____*	_____*	_____*	___12___	___**12**___	___**11**___	_____	_____	_____
	(TPAUT) [1]	(TPASG) [2]	(TPAVL) [3]	(TPAUT) [7]	(TPASG) [8]	(TPAVL) [9]	(TPAUT) [7]	(TPASG) [8]	(TPAVL) [9]

CRITICAL PERSONNEL

AFSC/	UNIT TOTALS**			IN UTC 4F9E7-			IN UTC _____		
SKILL LEVEL	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE	AUTH/REQ	ASSIGNED	AVAILABLE
32E3X	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E000	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E051	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E071	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E052	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E072	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E151	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E171	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E251	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E271	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E351	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E371	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E451	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E471	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E452	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E551	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E571	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E671	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E751	_____	_____	_____	___3___	___**3**___	___**3**___	_____	_____	_____
3E771	_____	_____	_____	___1___	___**1**___	___**1**___	_____	_____	_____
3E791	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E851	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E871	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E951	_____	_____	_____	_____	_____	_____	_____	_____	_____
3E971	_____	_____	_____	_____	_____	_____	_____	_____	_____
TOTALS	_____*	_____*	_____*	___4___	___**4**___	___**4**___	_____	_____	_____
	(CPAUR) [4]	(CPASG) [5]	(CPAVL) [6]	(CPAUR) [10]	(CPASG) [11]	(CPAVL) [12]	(CPAUR) [10]	(CPASG) [11]	(CPAVL) [12]

* Transfer this data to the P-Level Worksheet. ** Transfer this data to the Critical Personnel Worksheet, if used.
See reverse for Prime BEEF Personnel measurement criteria [1] through [12].

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Figure A23.3. Prime BEEF Personnel Worksheet—Reverse Side.

Prime BEEF Personnel Measurement Criteria

For overall unit reports:

[1] TPAUT: Count all unit mobility positions required by the unit DOC statement. This is the combined total of all UTC requirements. For generation missions, count designated UMD requirements. Subtract any requirement that is not also listed as a funded position in the UMD.

[2] TPASG: Count total number of qualified people filling required positions. Number must be greater than or equal to CPASG and also greater than or equal to TPAVL. If not, there is an error.

[3] TPAVL: Count total number of people assigned to required positions who are eligible and available to deploy (or perform in-place taskings).

[4] CPAUR: Count all mobility (and/or in-place generation) positions designated as CRITICAL in the unit DOC statement. (This is the sum for all UTCs and/or sub capabilities.) Subtract any requirement that is not also listed as a funded position in the UMD.

[5] CPASG: Count number of people in the unit who are assigned to a CRITICAL mobility or generation position. (This is the sum for all UTCs and sub capabilities.) Number must be less than or equal to TPASG and greater than or equal to CPAVL. If not, there is an error.

[6] CPAVL: Count number of people filling CRITICAL positions who are eligible and available to deploy or to perform generation mission. (This is the sum for all UTCs and sub capabilities.)

For suboverall/UTC/sub capability reports:

[7] TPAUT: Count total personnel requirements for this UTC or unit sub capability.

[8] TPASG: Count number of qualified people assigned to a position on this UTC or unit sub capability. Number should not be greater than total UTC requirement. Count AFI 10-210 authorized substitute when a person filling a primary position is unavailable. Number must be greater than or equal to CPASG and also greater than or equal to TPAVL. If not, there is an error.

[9] TPAVL: If a mobility UTC, count number of people assigned to this UTC (including authorized substitutes) who are also eligible and available to deploy. If a generation unit sub capability, count number of people who are designated and available to perform this sub capability.

[10] CPAUR: Count all mobility and/or generation requirements specified as CRITICAL in this UTC or sub capability.

[11] CPASG: Count number of people who are assigned to a CRITICAL position in this UTC or sub capability. Number must be less than or equal to TPASG and greater than or equal to CPAVL. If not, there is an error.

[12] CPAVL: Count number of people filling a CRITICAL position in this UTC or sub capability who are eligible and available to deploy or to perform the sub capability.

A23.5. Equipment and Supplies. Table A23.2 summarizes the on hand status of the Prime BEEF equipment and supplies for the three UTCs that the 332 CES postures. This table is a "by exception" report. It shows only the items which are not currently available. Any requirement not listed is assumed to be on hand and mission ready. This table provides the information in the same sub area format as used on the Prime BEEF Equipment & Supplies worksheet. The unit SORTS monitor would gather this information from the Prime BEEF Equipment and Supplies Listing (ESL), from the latest unit equipment and supplies inventory, from other individuals and shops with custodial responsibility for selected equipment items, and from standard base supply system records. Sorted by sub area and UTC, Table A23.2:

Presents the measured sub areas and shows the required versus on hand status;
Lists the items not available in each measured sub area and UTC;
Briefly describes the current status of the missing items, and
Lists the expected date that the problem or shortfall will be resolved.

A23.5.1. Hardcopy or Computer Records. Table A23.2 displays the minimum information a unit should maintain on the status of its Prime BEEF equipment and supplies. The actual format can vary to suit unit needs. The status and estimated get well dates of individual items help a unit make its 3-, 6-, and 12-month forecasts. A unit might keep this level of detail on a wall display or on paper. However units that use computers can maintain complete information on all assets in a computer database. The big advantage of the computer is its ability to quickly sort data and prepare a report in any way you need.

A23.5.2. Equipment and Supplies Status for November. The 332 CES recently completed a periodic inventory of its mobility equipment and found a number of items missing, broken, damaged, used, or overdue testing or calibration. The unit immediately ordered replacement items, set about fixing the repairable assets, and started action to get items tested and calibrated. Using a 24-hour response time as specified in the unit's DOC statement, the 332 CES SORTS monitor should assess the unit's equipment and supplies status, based on Table A23.2, as follows:

A23.5.2.1. For Combat Essential Sub Area (ESSA1):

A23.5.2.1.1. UTC 4F9E7/A: Can't meet the 90-percent requirement for 6 line items in the team kit. Would normally get replacement items immediately from a local source. However unit has a severe but temporary funding shortfall. Postponing purchase of selected local purchase items. Can get an insulated jug within DOC response time by using an IMPAC card. Therefore, count the jug line item as available. The hot stick and transit are out for local testing and calibration, respectively, and not available within the DOC response time. Substitute items not available from the shops. Can't meet 100-percent requirement for two fire fighter protective clothing sets. Missing hearing protection headsets, and can't find replacements. Must count those two sets as unavailable. One electrical power production CTK and two firefighter protective clothing sets deployed with team members in support of Operation SNAFU, but can count them as available. **NOTE:** In reality, the unit could get most of the small items locally within the DOC response time and would be allowed

to count them as available. Even more likely, the unit would provide a substitute for most items from the shops. For this example, we assume these options are not available to the 332 CES.

A23.5.2.1.2. UTC 4F9X1/B: Missing 6 team kit items, but can meet 90 percent requirement in all but 4 line items. No substitutes available in the unit. Missing an item in one personal retention bag, so unit cannot count that bag as available. **NOTE:** For some items, there are no local substitution options. Unit has no choice but to count those items as not available.

A23.5.2.1.3. UTC 4F9E7-/F: Have all firefighter protective clothing sets for the split tasked UTC, but one set is deployed with team member to Operation SNAFU.

A23.5.2.1.4. The MAJCOM did not identify (in the SORTS DOC statement) other mission essential equipment for the unit to measure and report.

A23.5.2.2. For Support Equipment Sub Area (ESSA4):

A23.5.2.2.1. UTC 4F9E7/A: Can't meet 75 percent requirement for eleven line items in the team kit. **NOTE:** A unit can normally get all of these items quickly from a local source. For this example, we assume this is not possible.

A23.5.2.2.2. UTC 4F9X1/B: Missing three items in two line items: one HMMWV and two radios. Can't meet 75 percent requirement for those two line items. **NOTE:** Normally a unit would substitute a heavy duty pickup for the damaged HMMWV. The unit may or may not be able to substitute radios; that depends on frequency compatibility of existing assets and/or unit radio procedures.

A23.5.2.2.3. The MAJCOM did not identify (in the SORTS DOC statement) other mission essential equipment for the unit to measure and report.

A23.5.2.3. For Individual Force Protection Equipment (ESSA5):

A23.5.2.3.1. UTC 4F9E7/A: Missing 6 helmets, 6 M-16s, and 200 rounds of ammunition (1 basic load). One M-16 and one basic load of ammunition "loaned" to 4F9X1/B team to cover GAU-5 and ammunition shortfall. Four body armor sets and four M-16s deployed with team members to Operation SNAFU. Can count deployed assets as on hand.

A23.5.2.3.2. UTC 4F9X1/B: Missing one GAU-5 rifle and one basic load of ammunition. M-16 and ammunition borrowed from 4F9E7/A team covers this shortfall.

A23.5.2.3.3. UTC 4F9E7-/F: Have all required body armor, weapons, and ammunition. One body armor set and one weapon deployed with team member to Operation SNAFU.

A23.5.2.4. For Mobility Bags :

A23.5.2.4.1. UTC 4F9E7/A: All bags available. Four A- and four C-1 Bags deployed with team members on Operation SNAFU. SORTS rules allow unit to count deployed assets as available for redeployment.

A23.5.2.4.2. UTC 4F9X1/B: All bags available, except missing one hood for MCU-2P mask in one set. Unit has replacement on order. Since this is one of three hoods in the bag and there are many other hoods available in the unit, unit commander decides the lack of this item does not affect the unit.

A23.5.2.4.3. UTC 4F9E7-/F: Team member has deployed on Operation SNAFU with one A- and one C-1 Bag. All other bags are available.

A23.5.2.5. Because the unit measures S-2 for support equipment, the unit must explain the situation in Overall remarks (see Figure 8.7).

A23.5.3. Prime BEEF Equipment & Supplies Worksheets. Figures A23.4 through A23.7 show how the unit data would be captured on the Prime BEEF-specific equipment and supplies worksheets. Figure A23.4 shows the measured data for the total unit. Figures A23.5 through A23.7 show the measured data for the individual UTCs. The data on the unit worksheet is transferred to the standard SORTS S-Level worksheets, as shown in Chapter 8.

A23.5.4. December Forecast Data. Supply and contracting records (Table A23.2) indicate eight of twelve combat essential line items will be available by mid December. Records also show that ten of eleven support equipment line items will be available. This indicates the unit can forecast S-1 for December.

A23.5.5. Three/Six/Twelve Month Forecast Data. Unit has no information that indicates any equipment difficulties in the next twelve months.

Table A23.2. Prime BEEF Equipment Status.

332 CES Prime BEEF EQUIPMENT STATUS			
MEASURED ITEMS	**ITEMS NOT AVAILABLE**	**STATUS**	**EXPECTED GET WELL DATE**
ESSA1 DATA --- Prime BEEF Team and Individual Equipment—Combat Essential			
UTC 4F9E7/A			
PB team kits—combat essential LINE items Required: 50 [1] O/H: 45 [2]	1 - hydraulic jack (1-0-1) [3] 1 - hot stick (1-0-1) 1 - transit (1-0-1) 1 - chain saw (1-0-1) 1 - generator set (1-0-1) 1 - insulated jug (2-1-1) [4]	Broken. New jack on order. (LP) [5] Overdue high voltage testing. Overdue calibration. Damaged. Must be replaced. (LP) Being repaired. Waiting on a part. Missing. On order. (LP)	971215 971120 971204 980331 971215 971220
Consolidated Tool Kits (CTK) Required: 15 O/H: 15 [6]		1 - 3E0X2 CTK deployed to Operation SNAFU [7]	
Pest management protective clothing sets Required: 1 O/H: 1			

332 CES Prime BEEF EQUIPMENT STATUS			
MEASURED ITEMS	**ITEMS NOT AVAILABLE**	**STATUS**	**EXPECTED GET WELL DATE**
Fire fighter protective clothing sets Required: 12 O/H: 10 [6]	2 - ear protection headsets	Lost. On order. LP 2 sets deployed to Operation SNAFU	971201
UTC 4F9X1/B			
EOD team equipment—combat essential LINE items Required: 44 O/H: 40	1 - M82A1 Barrett rifle (1-0-1) 1 - MK2 shaped charge (10-9-1) [8] 2 - MK3 shaped charges (10-8-2) 1 - blasting machine (2-1-1) 1 - MK 26 MOD 0, FOL (1-0-1)	CATM repairing. Part ordered. On order. Depot procured. On order. Depot procured. On order. Depot procured.	971123 980331 980415 971214
EOD personal retention items Sets required: 6 O/H: 5	1 - MCU-2P hood (3-2-1) [9]	On order through depot.	971130
UTC 4F9E7-/F			
Fire fighter protective clothing sets Required: 12 O/H: 12		1 set deployed to Operation SNAFU	
ESSA4 DATA --- Prime BEEF Team and Individual Equipment—Support Items			
UTC 4F9E7/A			
PB team kits—support LINE items Required: 100 O/H: 89	1 - 18" pipe wrench (2-1-1) 1 - carpenter's square (2-1-1) 1 - water test kit (1-0-1) 3 - rolls, red flagging (10-7-3) 10 - rolls, blue flagging (10-0-10) 1 - field surveying notebook (1-0-1) 1 - trowel (1-0-1) 1 - 36" sledge handle (1-0-1) 1 - concrete groover (1-0-1) 1 - mortar hoe (1-0-1) 1 – pad, tracing paper (2-1-1)	Broken. On order. LP Lost. Not yet ordered. LP Exceeded shelf-life. Used. On order. LP Used. On order. LP On order. LP Lost. Must be ordered. LP Missing. On order. LP Missing. On order. LP Missing. On order. LP Missing. On order. LP	971213 971121 980212 971125 971125 971125 971202 971122 971202 971202 971125
UTC 4F9X1/B			
EOD team equipment—support LINE items Required: 13 O/H: 11	1 - HMMWV truck (1-0-1) 2 - PRC-139 radios (4-2-2)	Damaged in accident. Being repaired. On order. Depot procured.	971220 980630
ESSA5 DATA --- Individual Force Protection Equipment			
UTC 4F9E7/A			
Body armor sets Required: 61 O/H: 55	6 – helmets	On order. Depot provided	980228
M—16/GAU-5 weapons Required: 61 O/H: 55	6 - M-16s	On order. Depot provided.	980630
5.56 mm ammunition Basic loads required: 61 O/H: 60	200 rounds (1 basic load)	On order. Depot provided.	980430
UTC 4F9X1/B			
Body armor sets Required: 6 O/H: 6			
M—16/GAU-5 weapons Required: 6 O/H: 5	1 - GAU-5 [10] [11]	On order. Depot provided.	980630
5.56 mm ammunition Basic loads required: 6 O/H: 5	200 rounds (1 basic load) [10]	On order. Depot provided.	980430
UTC 4F9E7-/F			
Body armor sets Required: 12 O/H: 12			

332 CES Prime BEEF EQUIPMENT STATUS			
MEASURED ITEMS	**ITEMS NOT AVAILABLE**	**STATUS**	**EXPECTED GET WELL DATE**
M—16/GAU-5 weapons Required: 12 O/H: 12			
5.56 mm ammunition Basic loads required: 12 O/H: 12			
Mobility Bags			
UTC 4F9E7/A			
A Bags Required: 61 O/H: 61		4 A-Bags deployed on Operation SNAFU	
B Bags Required: 61 O/H: 61			
C-1 Bags Required: 61 O/H: 61		4 C-1 Bags deployed on Operation SNAFU	
UTC 4F9X1/B			
A Bags Required: 6 O/H: 6			
B Bags Required: 6 O/H: 6			
C-1 Bags Required: 6 O/H: 5	1 - MCU-2P hood [9]	Hood on order.	980321
UTC 4F9E7-/F			
A Bags Required: 12 O/H: 12		1 A-Bag deployed on Operation SNAFU	
B Bags Required: 12 O/H: 12			
C-1 Bags Required: 12 O/H: 12		1 C-1 Bag deployed on Operation SNAFU	

Notes:

[1] The required number of line items (or sets, bags, and CTKs) are specified in the Equipment and Supplies Listing (ESL) for each UTC.

[2] The on hand number is determined by comparing the latest unit inventory of equipment and supplies with the Prime BEEF measurement criteria in the ESL.

[3] The numbers in parenthesis show the number of items which are required by the ESL, the number on hand, and the shortfall (requirement-on hand-shortfall.)

[4] An example of an item that is not on hand but which the unit can get locally within the DOC response time. Therefore, unit can count this as on hand.

[5] LP means this is a local purchase item.

[6] Unit must maintain total requirement, even though unit has vacant positions. That's because those vacancies are only temporary.

[7] Table also indicates assets which are deployed with team members. For SORTS, they can be counted as available.

[8] Even though one item short, can count line item as on hand because unit has 90% of line item requirement.

[9] This is an unusual item because it is counted both as an EOD personal retention item and also as an item in the "C-1" mobility bag. (This is also true for the MCU-2P mask.)

[10] The count of assets shows a shortage for the 4F9X1 team, but the unit chooses to assign the shortfall to the 4F9E7 team which has more people.

(11] Unit substitutes an M-16 from the 4F9E7/A team for the missing GAU-5 and assigns the shortfall to the 4F9E7/A team.

Figure A23.4. Equipment Availability Worksheet—Total Unit.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Prime BEEF EQUIPMENT & SUPPLIES WORKSHEET — UTC _All UTCs_			
		AS OF DATE: ____15 Nov___	
MEASURED ITEMS	MEASUREMENT CRITERIA	REQUIRED*	ON-HAND
ESSA1 DATA --- Prime BEEF Team and Individual Equipment—Combat Essential			
EOD team equipment—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count line items as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready. In addition, to count a render safe tool kit as on hand, must have 100% of the required components listed in the TO (IPB) or manufacturer's manual. (Do not count items identified as spares in the IPB.).	44	***40***
PB team kits—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count a line item as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready.	50	***45***
Consolidated Tool Kits (CTK)	Count each CTK. To count a CTK as on-hand, it must have at least 90% of the items required by the ESL and each item must be mission ready.	15	***15***
Pest management protective clothing sets	Count each pest management protective clothing set. To count a set as on-hand, it must have 90% of the items required by the ESL and each item must be mission ready.	1	***1***
Fire fighter protective clothing sets	Count each fire fighter protective clothing set. To count a clothing set or a repair kit as on-hand, it must have 100% of the items required by the ESL and each item must be mission ready. One set must have a SCBA repair kit for the team.	24	***22***
EOD personal retention items	Count each team member's personal retention items as a set. To count a set as on-hand, must have 100% of the ESSA1 reportable items and each item must be mission ready.	6	***5***
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS		140	***128***
ESSA2 and ESSA3 -- Not Used			
ESSA4 DATA --- Prime BEEF Team and Individual Equipment—Support Items			
EOD team equipment—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.	13	***11***
PB team kits—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.	100	***89***
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS		113	***100***
ESSA5 DATA --- Individual Force Protection Equipment			
Body armor sets	Count each helmet/upper body armor set. To count a set as on-hand, it must have both items and each item must be mission ready.	79	***73***
M—16/GAU-5 weapons	Count each weapon. To count a weapon as on-hand, it must be mission ready and also have required number of magazines.	79	***72***
5.56 mm ammunition	Count number of basic loads (200 rounds per team member equals one basic load).	79	***77***
TOTALS		237	***222***
ESSA6 through ESSA9 -- Not Used			
* The ESL is the source for the required numbers. Requirements are listed for each UTC. Requirements are also listed for CTKs, pest management protective clothing sets, firefighter protective clothing sets, and EOD unit and personal retention items.			

** Use actual calculated percentage. Do not use the percentage on hand matrix in AFI 10-201 (table 4.2).
NOTE: Unit may choose to highlight any shortfall. Unit must include remarks that highlight major item shortages. Identify the problem, number of items required versus on-hand, cause of the problem, actions taken to resolve shortfall, and expected get well date. Be sure to add remarks on long standing shortages beyond unit control.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure A23.5. Equipment Availability Worksheet—UTC 4F9E7/A.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Prime BEEF EQUIPMENT & SUPPLIES WORKSHEET — UTC __4F9E7/A__			
		AS OF DATE: ____15 Nov___	
MEASURED ITEMS	MEASUREMENT CRITERIA	REQUIRED*	ON-HAND
ESSA1 DATA --- Prime BEEF Team and Individual Equipment—Combat Essential			
EOD team equipment—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count line items as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready. In addition, to count a render safe tool kit as on hand, must have 100% of the required components listed in the TO (IPB) or manufacturer's manual. (Do not count items identified as spares in the IPB.).		
PB team kits—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count a line item as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready.	50	***44***
Consolidated Tool Kits (CTK)	Count each CTK. To count a CTK as on-hand, it must have at least 90% of the items required by the ESL and each item must be mission ready.	15	***15***
Pest management protective clothing sets	Count each pest management protective clothing set. To count a set as on-hand, it must have 90% of the items required by the ESL and each item must be mission ready.	1	***1***
Fire fighter protective clothing sets	Count each fire fighter protective clothing set. To count a clothing set or a repair kit as on-hand, it must have 100% of the items required by the ESL and each item must be mission ready. One set must have a SCBA repair kit for the team.	12	***10***
EOD personal retention items	Count each team member's personal retention items as a set. To count a set as on-hand, must have 100% of the ESSA1 reportable items and each item must be mission ready.		
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS		78	***70***
ESSA2 and ESSA3 -- Not Used			
ESSA4 DATA --- Prime BEEF Team and Individual Equipment—Support Items			
EOD team equipment—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.		
PB team kits—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.	100	***89***
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS		100	***89***
ESSA5 DATA --- Individual Force Protection Equipment			
Body armor sets	Count each helmet/upper body armor set. To count a set as on-hand, it must have both items and each item must be mission ready.	61	***55***
M—16/GAU-5 weapons	Count each weapon. To count a weapon as on-hand, it must be mission ready and also have required number of magazines.	61	***54***
5.56 mm ammunition	Count number of basic loads (200 rounds per team member equals one basic load).	61	***59***
TOTALS		183	***168***
ESSA6 through ESSA9 -- Not Used			
* The ESL is the source for the required numbers. Requirements are listed for each UTC. Requirements are also listed for CTKs, pest management protective clothing sets, firefighter protective clothing sets, and EOD unit and personal retention items.			

** Use actual calculated percentage. Do not use the percentage on hand matrix in AFI 10-201 (table 4.2).
NOTE: Unit may choose to highlight any shortfall. Unit must include remarks that highlight major item shortages. Identify the problem, number of items required versus on-hand, cause of the problem, actions taken to resolve shortfall, and expected get well date. Be sure to add remarks on long standing shortages beyond unit control.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Figure A23.6. Equipment Availability Worksheet—UTC 4F9X1/B.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Prime BEEF EQUIPMENT & SUPPLIES WORKSHEET — UTC __4F9X1/B__			
		AS OF DATE: ____***15 Nov***___	
MEASURED ITEMS	MEASUREMENT CRITERIA	REQUIRED*	ON-HAND
ESSA1 DATA --- Prime BEEF Team and Individual Equipment—Combat Essential			
EOD team equipment—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count line items as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready. In addition, to count a render safe tool kit as on hand, must have 100% of the required components listed in the TO (IPB) or manufacturer's manual. (Do not count items identified as spares in the IPB.).	44	***40***
PB team kits—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count a line item as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready.		
Consolidated Tool Kits (CTK)	Count each CTK. To count a CTK as on-hand, it must have at least 90% of the items required by the ESL and each item must be mission ready.		
Pest management protective clothing sets	Count each pest management protective clothing set. To count a set as on-hand, it must have 90% of the items required by the ESL and each item must be mission ready.		
Fire fighter protective clothing sets	Count each fire fighter protective clothing set. To count a clothing set or a repair kit as on-hand, it must have 100% of the items required by the ESL and each item must be mission ready. One set must have a SCBA repair kit for the team.		
EOD personal retention items	Count each team member's personal retention items as a set. To count a set as on-hand, must have 100% of the ESSA1 reportable items and each item must be mission ready.	6	***5***
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS		50	***45***
ESSA2 and ESSA3 -- Not Used			
ESSA4 DATA --- Prime BEEF Team and Individual Equipment—Support Items			
EOD team equipment—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.	13	***11***
PB team kits—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.		
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS		13	***11***
ESSA5 DATA --- Individual Force Protection Equipment			
Body armor sets	Count each helmet/upper body armor set. To count a set as on-hand, it must have both items and each item must be mission ready.	6	***6***
M—16/GAU-5 weapons	Count each weapon. To count a weapon as on-hand, it must be mission ready and also have required number of magazines.	6	***6***
5.56 mm ammunition	Count number of basic loads (200 rounds per team member equals one basic load).	6	***6***
TOTALS		18	***18***
ESSA6 through ESSA9 -- Not Used			
* The ESL is the source for the required numbers. Requirements are listed for each UTC. Requirements are also listed for CTKs, pest management protective clothing sets, firefighter protective clothing sets, and EOD unit and personal retention items.			

** Use actual calculated percentage. Do not use the percentage on hand matrix in AFI 10-201 (table 4.2).
NOTE: Unit may choose to highlight any shortfall. Unit must include remarks that highlight major item shortages. Identify the problem, number of items required versus on-hand, cause of the problem, actions taken to resolve shortfall, and expected get well date. Be sure to add remarks on long standing shortages beyond unit control.

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Figure A23.7. Equipment Availability Worksheet—Split Tasked UTC 4F9E7-/F.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

Prime BEEF EQUIPMENT & SUPPLIES WORKSHEET — UTC _4F9E7-/F_			
		AS OF DATE: ____***15 Nov***___	
MEASURED ITEMS	MEASUREMENT CRITERIA	REQUIRED*	ON-HAND
ESSA1 DATA --- Prime BEEF Team and Individual Equipment—Combat Essential			
EOD team equipment—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count line items as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready. In addition, to count a render safe tool kit as on hand, must have 100% of the required components listed in the TO (IPB) or manufacturer's manual. (Do not count items identified as spares in the IPB.).		
PB team kits—combat essential items	Count each line item identified as ESSA1 (combat essential) in the ESL. To count a line item as on-hand, must have at least 90%** of the line item requirement and each item must be mission ready.		
Consolidated Tool Kits (CTK)	Count each CTK. To count a CTK as on-hand, it must have at least 90% of the items required by the ESL and each item must be mission ready.		
Pest management protective clothing sets	Count each pest management protective clothing set. To count a set as on-hand, it must have 90% of the items required by the ESL and each item must be mission ready.		
Fire fighter protective clothing sets	Count each fire fighter protective clothing set. To count a clothing set or a repair kit as on-hand, it must have 100% of the items required by the ESL and each item must be mission ready. One set must have a SCBA repair kit for the team.	12	***12***
EOD personal retention items	Count each team member's personal retention items as a set. To count a set as on-hand, must have 100% of the ESSA1 reportable items and each item must be mission ready.		
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS		12	***12***
ESSA2 and ESSA3 -- Not Used			
ESSA4 DATA --- Prime BEEF Team and Individual Equipment—Support Items			
EOD team equipment—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.		
PB team kits—support items	Count each line item identified as ESSA4 (support equipment) in the ESL. To count a line item as on-hand, must have 75%** of the line item requirement and each item must be mission ready.		
Mission essential equipment--MAJCOM identified	Use measurement criteria provided by your MAJCOM.		
TOTALS			
ESSA5 DATA --- Individual Force Protection Equipment			
Body armor sets	Count each helmet/upper body armor set. To count a set as on-hand, it must have both items and each item must be mission ready.	12	***12***
M—16/GAU-5 weapons	Count each weapon. To count a weapon as on-hand, it must be mission ready and also have required number of magazines.	12	***12***
5.56 mm ammunition	Count number of basic loads (200 rounds per team member equals one basic load).	12	***12***
TOTALS		36	***36***
ESSA6 through ESSA9 -- Not Used			
* The ESL is the source for the required numbers. Requirements are listed for each UTC. Requirements are also listed for CTKs, pest management protective clothing sets, firefighter protective clothing sets, and EOD unit and personal retention items.			

** Use actual calculated percentage. Do not use the percentage on hand matrix in AFI 10-201(table 4.2).
NOTE: Unit may choose to highlight any shortfall. Unit must include remarks that highlight major item shortages. Identify the problem, number of items required versus on-hand, cause of the problem, actions taken to resolve shortfall, and expected get well date. Be sure to add remarks on long standing shortages beyond unit control.

CLASSIFIED: ___CONFIDENTIAL_____ (WHEN FILLED IN) [Note: This example is UNCLASSIFIED.]

A23.6. Training. The 332 CES Readiness Flight maintains individual training records in a computer database and uses that database program to generate the summary data for SORTS reporting. Rather than create and print out individual training records (Attachment 22) for this example, it is easier to show only the summary data. Table A23.3 shows that data for the entire unit. Since the unit's DOC statement requires suboverall reporting, the table also contains the information for the 4F9E7/A and 4F9X1/B UTCs and the split tasked 4F9E7-/F UTC. The DOC statement directs the 332 CES to use method C-1 to calculate the training measured area. This means the unit measures the training status of only the people filling mobility positions.

A23.6.1. Special Comments. Table A23.3 contains a number of data entries that are marked with the letters [A] through [J] within brackets. We highlighted these entries to emphasize the following points:

A23.6.1.1. [A] The UNIT TOTALS column covers the entire unit. The ASGD (assigned) column shows the number of people assigned to the unit who are to be trained in each topic. The 332 CES commander chooses to have all military train on category II topics, not just the individuals assigned to primary and alternate mobility positions on Prime BEEF teams. The TRND (trained) column shows the number of those people who are current in their training in each topic as of 15 November.

A23.6.1.2. [B] The SORTS TOTALS column shows the data the unit uses for SORTS reporting. These are the combined numbers for all three UTCs that the unit postures. The ASGD column shows the number of people in the unit that are assigned to primary UTC positions and that require training in each topic. (For the 332 CES, the maximum number is 78 because the unit does not have a peacetime manpower authorization for the military liquid fuels maintenance position and therefore cannot fill that UTC requirement.) The TRND column shows the number of those people who are current in their training.

A23.6.1.3. [C] The assigned columns for each UTC show the number of people assigned to primary positions on the UTC and, consequently, the number of people on that team who must be trained in each topic.

A23.6.1.4. [D] It’s hard to have 100 percent of the people in a unit currently trained in every topic. Prime BEEF Orientation can be the exception. This unit chooses to provide orientation training to each person when they sign into the unit.

A23.6.1.5. [E] The unit deployed its 4F9X1/B UTC for five months. As permitted by AFI 10-210, the unit uses the option to give Category I and II training credit to those individuals for tasks they actually performed during the deployment.

A23.6.1.6. [F] The unit is having difficulty training people in NBC defense. Since the unit is responsible for conducting NBC defense training for the base, this problem deserves considerable management attention even though the unit's overall training level is T-1.

A23.6.1.7. [G] Because the marksmanship range has been down for reconstruction, the unit has not been able to train for four months. The contractor expects to complete work in January. Training for the entire base is backlogged. Expect to get well by April. (Some units may be tempted to count such training as complete because the failure to train is not within their control. Sorry, but that's not the correct approach. Unless a requirement is waived by your MAJCOM, you must count each requirement and the lack of training.) While not required because the unit measures T-1, the 332 CES chooses to comment on the weapons qualification problem in the SORTS narrative remarks (Figure 8.7).

A23.6.1.8. [H] The data in these blocks are highlighted to demonstrate a reporting error that units sometime make. The people assigned to the 4F9E7/A team are current in only 84 percent of their TRSA2 (category II) training requirements (252 ÷ 300 x 100), while the people on the 4F9X1/B and the 4F9E7-/F UTCs are 100 percent and 92 percent category II trained, respectively. For SORTS, the unit is 86 percent trained (337 ÷ 390 x 100). Because SORTS reports should reflect the overall status of the unit, the 332 CES reports the 86 percent figure for TRSA2, NOT the lowest UTC percentage or 84 percent in this case. The results for individual UTCs are used only when preparing suboverall reports.

A23.6.1.9. [I] This number is greater than the number of people assigned to critical positions on the unit’s UTCs because AFI 10-210 requires additional people to attend Silver Flag training.

A23.6.1.10. [J] Because they were deployed overseas, six EOD specialists missed the unit's scheduled Silver Flag training. And because they were deployed as a UTC, their MAJCOM used its option to grant a 12-month waiver for the individuals who deployed. This waiver provision in AFI 10-210 gives the MAJCOM time to get quotas for these people and not penalize the unit for doing its military job. Following MAJCOM instructions, the unit highlights the deferred Silver Flag requirement for these people in the narrative remarks (Figure 8.7).

A23.6.2. Unit Training Status for November. Overall the unit has completed sufficient training requirements to report a T-1 level.

A23.6.3. Prime BEEF Training Worksheets. Figures A23.8 and A23.9 show how the unit data would be captured on the Prime BEEF-specific training worksheets. The TRSA totals on these worksheets are transferred to the standard SORTS T-Level Worksheet, as shown in Chapter 8. Figure A23.10 shows the reverse side of the worksheet which lists the Prime BEEF training measurement criteria.

A23.6.4. December Forecast Data. No change.

A23.6.5. Three/Six/Twelve-Month Forecast Data. There is no reason for the training level in the unit to drop in the next three to six months. The TRSA3 Silver Flag training level will drop to T-2 next October if the MAJCOM does not get training quotas for the EOD specialists who were deployed during the unit's scheduled Silver Flag training. At the moment, there is no reason to believe the MAJCOM will not get training quotas, so the unit does not forecast a twelve-month training shortfall.

Table A23.3. Prime BEEF Training Status—332 CES.

332 CES Prime BEEF Training Status — As of 15 November										
	[A] UNIT TOTALS		[B] SORTS TOTALS		IN UTC 4F9E7/A		IN UTC 4F9X1/B		IN UTC 4F9E7-/F	
Category I Training										
TOPIC (AFSCs to be trained)	ASGD [1]	TRND [2]	ASGD	TRND	ASGD	TRND	ASGD	TRND	[C] ASGD	TRND
Prime BEEF Program, PB Missions, Team Organization, Team/personal Equipment, Training Requirements, Code of Conduct (AFSCs – All)	92	89	78	[D] 78	60	60	6	6	12	12
Personal and Field Hygiene, Control of Communicable Diseases, Kitchen and Mess Sanitation, Water Purification (AFSCs – All)	92	87	78	74	60	56	6	[E] 6	12	12
Harvest Falcon Overview (AFSCs – All)	92	85	78	73	60	55	6	[E] 6	12	12
Harvest Falcon Electrical System, RALS, Floodlight Set (AFSCs – 3E0X1, 3E0X2)	16	16	13	13	13	13				
Emergency A/F Lighting System (AFSCs – 3E0X1, 3E0X2)	16	16	13	13	13	13				
Mobile Aircraft Arresting System (AFSCs –3E0X1, 3E0X2)	16	16	13	13	13	13				
750 kW Generator (AFSCs – 3E0X1, 3E0X2)	16	16	13	13	13	13				
Harvest Falcon Water/Waste System (AFSCs – 3E4X1, 3E4X2)	9	8	7	7	7	7				
Reverse Osmosis Water Purification System (AFSCs – 3E4X1)	9	8	7	7	7	7				
Bare Base Layout and Development (AFSCs – 32EX, 3E000, 3E090, 3E191, 3E490, 3E5X1, 3E691, 3E991)	7	7	5	5	5	5				
Rapid Runway Repair Overview (AFSCs – All)	92	86	78	74	60	56	6	6	12	12
Folded Fiberglass Mat (AFSCs – 3E2X1, 3E3X1, 3E5X1)	19	18	16	16	16	16				
Crushed Stone Repair (AFSCs – 3E2X1, 3E3X1, 3E5X1)	19	18	16	16	16	16				
DART Operations (AFSCs – 32EX, 3E0XX, 3E1X1, 3E4X2, 3E4X1)	34	31	27	26	27	26				
Command and Control (AFSCs – 32EX, 3E6X1, 3E5X1, 3E9X1, all senior NCOs)	15	15	9	9	7	7	1	1	1	1
Revetments (AFSCs – 3E2X1, 3E3X1, 3E5X1)	19	16	16	15	16	15				
TOTALS	563	532	467	452	393	378	25	25	49	49
Category II Training										
TOPIC (AFSCs to be trained)	ASGD	TRND	ASGD	TRND	ASGD	TRND	ASGD	TRND	ASGD	TRND
NBC Defense (AFSCs –All)	92	[F] 81	78	68	60	52	6	6	12	10
Field Hygiene (AFSCs –All)	92	82	78	73	60	55	6	[E] 6	12	12
Self-aid/Buddy Care (AFSCs –All)	92	82	78	73	60	55	6	6	12	12
Weapons/Small Arms Qualification (AFSCs –All)	92	[G] 67	78	53	60	38	6	[E] 6	12	9
Field Training Bivouac (AFSCs –All)	92	82	78	70	60	52	6	[E] 6	12	12
TOTALS	460	394	390	[H] 337	300	[H] 252	30	30	60	55
Category III Training										
TOPIC (AFSCs to be trained)	ASGD	TRND	ASGD	TRND	ASGD	TRND	ASGD	TRND	ASGD	TRND
Silver Flag Training (All people in critical positions)	NA [3]	[I] 36	29	27	21	20	4	[J] 4	4	3
NOTES: See paragraph A23.6 for a discussion on items marked [A] through [K] in this table.										

[1] ASGD – Number Assigned [2] TRND – Number Trained
[3] NA – Not applicable. This block has no significance. People are assigned to critical positions in UTCs, not in the unit.

Figure A23.8. Prime BEEF Training Worksheet—For Total Unit and Two UTCs.

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Prime BEEF TRAINING WORKSHEET

UNIT: _____332 CES_____* UIC: ____FFBFB0____* AS OF DATE: ___15 Nov_____

		UNIT TOTALS [1]		TOTAL IN UTC _4F9E7_		TOTAL IN UTC _4F9X1_	
		DOC NUMBER: ___1___* (DOCNR)		DOC NUMBER: ___A___ (DOCNR)		DOC NUMBER: ___B___ (DOCNR)	
TRSA1 DATA --- Category I Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
Prime BEEF Program, PB Missions, Team Organization, Team/personal Equipment, Training Requirements, Code of Conduct (AFSCs -All)	A	78	78	60	60	6	6
Personal and Field Hygiene, Control of Communicable Diseases, Kitchen and Mess Sanitation, Water Purification (AFSCs -All)	A	78	74	60	56	6	6
Harvest Falcon Overview (AFSCs -All)	A	78	73	60	55	6	6
Harvest Falcon Electrical System, RALS, Floodlight Set (AFSCs - 3E0X1, 3E0X2)	B	13	13	13	13		
Emergency A/F Lighting System (AFSCs - 3E0X1, 3E0X2)	B	13	13	13	13		
Mobile Aircraft Arresting System (AFSCs -3E0X1, 3E0X2)	B	13	13	13	13		
750 kW Generator (AFSCs - 3E0X1, 3E0X2)	B	13	13	13	13		
Harvest Falcon Water/Waste System (AFSCs - 3E4X1, 3E4X2)	B	7	7	7	7		
Reverse Osmosis Water Purification System (AFSCs - 3E4X1)	B	7	7	7	7		
Bare Base Layout and Development (AFSCs - 32EX, 3E000, 3E090, 3E191, 3E490, 3E5X1, 3E691, 3E991)	B	5	5	5	5		
Rapid Runway Repair Overview (AFSCs -All)	A	78	74	60	56	6	6
Folded Fiberglass Mat (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B	16	16	16	16		
Crushed Stone Repair (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B	16	16	16	16		
DART Operations (AFSCs - 32EX, 3E0XX, 3E1X1, 3E4X2, 3E4X1)	B	27	26	27	26		
Command and Control (AFSCs - 32EX, 3E6X1, 3E5X1, 3E9X1, all senior NCOs)	B	9	9	7	7	1	1
Revetments (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B	19	19	16	15		
	TOTALS	467 *	452 *	393	378	25	25
TRSA2 DATA --- Category II Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
NBC Defense (AFSCs -All)	A	78	68	60	52	6	6
Field Hygiene (AFSCs -All)	A	78	73	60	55	6	6
Self-aid/Buddy Care (AFSCs -All)	A	78	73	60	55	6	6
Weapons/Small Arms Qualification (AFSCs -All)	A	78	53	60	38	6	6
Field Training Bivouac (AFSCs -All)	A	78	70	60	52	6	6
	TOTALS	390 *	337 *	300	252	30	30

TRSA3 DATA --- Category III Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
Silver Flag Training (All people in critical positions)	C	**29 ***	**27 ***	**21**	**20**	**4**	**4**

[1] Combined total for all personnel assigned to primary positions on DOC required UTCs (or other measured DOC-required capability).
[2] See reverse for Prime BEEF training measurement criteria. * Transfer this data to the T-Level Worksheet.

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Figure A23.9. Prime BEEF Training Worksheet—For Single UTC.

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Prime BEEF TRAINING WORKSHEET							
UNIT: ____332 CES_____*		UIC: ____FFBFB0____*		AS OF DATE: ___15 Nov_____			
		UNIT TOTALS [1]		TOTAL IN UTC _4F9E7-_		TOTAL IN UTC _____	
		DOC NUMBER: _____* (DOCNR)		DOC NUMBER: ___F___ (DOCNR)		DOC NUMBER: _____ (DOCNR)	
TRSA1 DATA --- Category I Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
Prime BEEF Program, PB Missions, Team Organization, Team/personal Equipment, Training Requirements, Code of Conduct (AFSCs -All)	A			12	12		
Personal and Field Hygiene, Control of Communicable Diseases, Kitchen and Mess Sanitation, Water Purification (AFSCs -All)	A			12	12		
Harvest Falcon Overview (AFSCs -All)	A			12	12		
Harvest Falcon Electrical System, RALS, Floodlight Set (AFSCs - 3E0X1, 3E0X2)	B						
Emergency A/F Lighting System (AFSCs - 3E0X1, 3E0X2)	B						
Mobile Aircraft Arresting System (AFSCs -3E0X1, 3E0X2)	B						
750 kW Generator (AFSCs - 3E0X1, 3E0X2)	B						
Harvest Falcon Water/Waste System (AFSCs - 3E4X1, 3E4X2)	B						
Reverse Osmosis Water Purification System (AFSCs - 3E4X1)	B						
Bare Base Layout and Development (AFSCs - 32EX, 3E000, 3E090, 3E191, 3E490, 3E5X1, 3E691, 3E991)	B						
Rapid Runway Repair Overview (AFSCs -All)	A			12	12		
Folded Fiberglass Mat (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B						
Crushed Stone Repair (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B						
DART Operations (AFSCs - 32EX, 3E0XX, 3E1X1, 3E4X2, 3E4X1)	B						
Command and Control (AFSCs - 32EX, 3E6X1, 3E5X1, 3E9X1, all senior NCOs)	B			1	1		
Revetments (AFSCs - 3E2X1, 3E3X1, 3E5X1)	B						
	TOTALS	*	*	49	49		
TRSA2 DATA --- Category II Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
NBC Defense (AFSCs -All)	A			12	10		
Field Hygiene (AFSCs -All)	A			12	12		
Self-aid/Buddy Care (AFSCs -All)	A			12	12		
Weapons/Small Arms Qualification (AFSCs -All)	A			12	9		
Field Training Bivouac (AFSCs -All)	A			12	12		
	TOTALS	*	*	60	55		

TRSA3 DATA --- Category III Training							
MEASURED TOPIC (AFSCs to be trained)	MC [2]	ASSIGNED	TRAINED	ASSIGNED	TRAINED	ASSIGNED	TRAINED
Silver Flag Training (All people in critical positions)	C	*	*	4	3		

[1] Combined total for all personnel assigned to primary positions on DOC required UTCs (or other measured DOC-required capability).
[2] See reverse for Prime BEEF training measurement criteria. * Transfer this data to the T-Level Worksheet.

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Figure A23.10. Prime BEEF Training Worksheet—Reverse Side.

Prime BEEF Training Measurement Criteria (MC)

A - Count all military and emergency essential civilians assigned to primary mobility positions (or assigned to another measured DOC-required capability). Of these people, count those who are current in the specified training.

B - Count all military and emergency essential civilians in the unit with the designated AFSC filling primary mobility positions (or assigned to another measured DOC-required capability). Of these people, count those who are current in the specified training.

C - Count all military and emergency essential civilians assigned to critical positions on mobility teams—primary person only. Of these people, count those who are current in the specified training.

Attachment 24

SORTS REPORTING WITH AFSORTSDET

A24.1. This attachment shows the steps to follow when using the Air Force SORTS data entry tool (AFSORTSDET) to submit your SORTS report. As indicated in Chapter 8, the base SORTS manager enters the data into the system from your worksheets. Because some SORTS managers have the unit SORTS monitor perform this task, these steps are presented as though you are responsible for entering the data. **NOTE:** These are just the highlights. If you want more information, see your base SORTS manager. This attachment is based on AFSORTSDET, version 1.3.7. Later versions of that program may make these screens and some or all of this information obsolete.

A24.2. To use AFSORTSDET, the base SORTS manager must first configure a database for your unit. In this step, he or she—with your help:

Enters your unit identification data;
Specifies which AFSCs you are to count as critical;
Identifies which equipment subareas you must measure, what those subareas are named, and whether they are categorized as combat essential or support equipment;
Defines the equipment condition measured area as not measured for Prime BEEF;
Identifies and names the training subareas that you measure;
Narrows the list of reason codes to those you are likely to use in each measured area; and
Sets the security classification for your reports.

A24.2.1. This configuration task has to be done only when you initially set up the unit database or when the reporting rules change.

A24.2.2. You can view the unit identification information in the data blocks on the "Unit Data" screen.

A24.2.3. Punch the Enter/Update Total Personnel Requirements button on the "Unit Data" screen, and

You get this window where you enter the TPAUT number for your unit.

A24.2.4. Hit the Enter/Update Critical AFSC Requirements button on the "Unit Data" screen and you get this screen. Having initially configured the database, this screen shows your unit specific requirements. Each month you must update the number of people available for each critical requirement.

A24.3. The Personnel tab on the "Unit Data" screen brings up this window. Enter your TPASG and TPAVL numbers in the data blocks. The critical personnel data will be automatically inserted from the previous step. Hit the Compute C-Level button. The program calculates the PERTP and PERTC percentages, and enters the corresponding P-levels (C-levels). It also enters the lowest of those two levels in PRRAT. If less than P-1, press the "down arrow" button next to the reason code data block to select the most appropriate personnel reason code from the drop down menu. Remember, your choice of reason codes can be tailored to your unit.

A24.3.1. By touching the Remarks button, you bring up the "Remarks Screen".

A24.3.2. On the "Remarks" screen, follow the three steps that create the label segment for the remark.

Press the remark label "down arrow" button to select the correct reporting label from the drop down menu. That will insert the label in the data block.
Press the appropriate button to indicate whether you are adding a new remark, deleting an obsolete one, or not changing an existing remark. You can modifying an existing remark on the screen, but AFSORTSDET considers that as a new remark.
Indicate the classification of the remark.

A24.3.3. Finally, type in the narrative. You don't need to include the date of the remark at this point, because AFSORTSDET automatically assigns the current date to a new, existing, or modified remark whenever you hit the Accept button. However, the remark date will not change on an existing remark when you make no changes to the text and you select the "No Change" button. This example screen shows UMD/UTC mismatch remarks reported under the PRRAT label.

A24.3.4. By pressing the Accept button, you also get this screen which provides the fully formatted remark.

A24.3.5. Repeat the process for each narrative remark that you need or want to make in the Personnel measured area. This example shows the AFSC shortage remark reported under the PERTP label.

A24.4. Touch the "Eq On-Hand" tab, and repeat the process for the Equipment and Supplies On-Hand measured area. Enter or adjust the required numbers as necessary, then enter the on-hand numbers in the three ESSA data blocks. Hit the Compute C-Level button. Enter any remarks as discussed earlier.

A24.5. This screen confirms that the CE unit does not measure the Equipment Condition of Prime BEEF UTCs. The screen is created automatically as a result of configuring your database.

A24.6. Enter or adjust the required training numbers as necessary, and enter the training completed numbers in the TRSA data blocks. Hit the Compute C-Level button. Enter the required or desired remarks.

A24.7. For the "Overall" screen, AFSORTSDET automatically enters the measured area ratings and reason codes and assigns an overall C-level and an overall reason code. If the commander assesses the unit's overall rating higher or lower than the measurements indicate, use the override feature to adjust the overall level and reason codes.

A24.7.1. On this screen, you also enter the commander's assessed PCTEF value and show any forecast C-level information in the CARAT, CADAT, and remarks blocks.

A24.7.2. Touch the Mobility Bags button and you get the next screen.

A24.7.3. AFSORTSDET simplifies reporting by providing a screen to report mobility bag availability. This screen also allows the unit to report the commander's assessment of the unit's equipment and training status to operate in a chemical biological environment and in hot or cold weather.

A24.7.4. To add explanatory remarks for these topics, hit the [Additional Remarks] button and you get this screen. Enter your comments and hit the [OK] button.

A24.7.5. By hitting the [Accept] button on the mobility bag screen,

AFSORTSDET automatically creates a properly formatted remark for you. **NOTE:** This example does not contain any "additional remarks".

A24.7.6. To complete the report, touch the Remarks button on the "Overall" screen, and enter all required narrative remarks.