

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
MANUAL 10-401**



4 MAY 2022

Operations

***PLANNING, SCHEDULING, AND
EXECUTION***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAF/AFRC/A5XW

Certified by: AFRC/A5A8
(Maj Gen Jay D. Jensen)

Pages: 56

This publication implements Air Force (AF) Policy Directive 10-4, *Operations Planning: Air Expeditionary Force and Global Force Management*. This manual identifies and implements policy and guidance from differing Department of Defense (DoD), Joint Staff, and AF publications, directives, and instructions that impacts Air Force Reserve Command (AFRC) policies, guidance, processes and procedures. It provides guidance on strategy development, planning, scheduling, execution, and assessment in support of steady-state military operations involving general purpose forces as well as being ready to support emergent requirements. This AFRC Manual (AFRCMAN) applies to all members of AFRC including military, civilian and contractors. This publication does not apply to the Air National Guard, Regular Air Force and United Space Force. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of IAW AF Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This AFRCMAN may be supplemented at any level, but all supplements that directly implement this publication must be routed to AFRC/A5A8 for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures* for a description of the authorities associated with the

Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

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Chapter 1

POLICY AND GUIDANCE.

1.1. Secretary of Defense (SecDef) Guidance. The SecDef directed that utilization of the Reserve will be in an established cyclic manner to provide predictability, operational capability and strategic depth to support a full spectrum of conflict. It also directs the Secretaries of the Military Departments to manage each Reserve Component (RC) as an operational force in order to provide operational capabilities and to maintain strategic depth as well as unit integrity. (Refer to DoD Directive (DoDD) 1200.17 *Managing the Reserve Components as an Operational Force*).

1.1.1. In the Global Force Management (GFM) Implementation Guidance (GFMIG), SecDef directs utilization of the RC will be planned at a 1:5 mobilization-to-dwell (M2D) ratio; however, there may be times during execution that delays or extensions may impact dwell but should stay above the 1:4 M2D redline. The DoD Instruction (DoDI) 1235.12, *Accessing the Reserve Component*, established the policy to access units or members of the RC and stipulates SecDef approval is required when the unit or member's M2D is at or below 1:4 ratio and member elects not to waive dwell requirements.

1.1.2. In support of the National Defense Strategy, DoD has implemented Dynamic Force Employment (DFE) framework that requires the binning of all forces into predictable vulnerability periods. This concept shifts the focus from demand-driven to supply-based construct to facilitate readiness. New SecDef's goal for Active Component operations tempo is 1:3 Deploy-to-Dwell (D2D) while maintaining RC at 1:5 M2D.

1.2. AF Guidance. AF guidance has evolved over the years and continues to evolve in the transition to the Air Expeditionary Task Force (AETF) construct.

1.2.1. The AF Management Transformation and Consolidation Programming Action Directive 07-13, dated 25 Jan 08, established AFRC as a Lead MAJCOM for Air Force Reserve (AFR) forces. Lead MAJCOMs are to provide and support AF forces, ready and able to deploy quickly and employ globally to accomplish the Combatant Commander's (CCDR) strategic, operational and tactical objectives. Therefore, AFRC is responsible to organize, train, and equip (OT&E) and manage functions to include force presentation and sourcing.

1.2.2. As part of the AF Posturing Guidance for Transition to Air Expeditionary Force (AEF) Teams in 2014, AF established six (6) Active Component Periods (ACP) to assign its AD members to in order to manage a battle rhythm of 1:2 D2D and eight (8) Reserve Component Periods (RCP) for the AFR to manage a 1:5 M2D battle rhythm. The RCP construct is a means to access and govern the frequency of mobilization as an operational force to be in compliance with DoDD 1200.17 and DoDI 1235.12. The establishment of the RCPs no longer allows AFR to be enablers or Demand Force Teams.

1.2.3. In response to the new National Defense Strategy and DFE framework, the Secretary of the Air Force (SecAF) signed the AETF Implementation Guidance in Nov 2019 that directs AFRC to establish its own force generation and force management to support AETF.

1.3. AFRC Guidance. In accordance with SecDef policy, the RC provides strategic depth for the Nation in a national emergency, but can be used as an operational force to support steady-state and emergent rotational requirements.

1.3.1. RCPs will be used to provide predictability and communicate with the Active Component the AFR capability saturation points. Unique units may be postured by Unit Type Codes (UTC) capability in multiple RCPs. Classic associations will be postured by UTCs in multiple RCPs to align with their active duty sponsor units to the maximum extent possible while still adhering to SecDef, SecAF, and AFRC Commander policy as well as constraints highlighted in [paragraph 1.8](#).

1.3.2. When planning and sourcing for future Fiscal Year (FY) requirements, AFRC Functional Area Managers (FAMs) plan and source based on mobilization for HAF's budgeting purposes, but may execute with volunteerism.

1.3.2.1. Reservists are authorized to volunteer outside their assigned RCP with the understanding they are still susceptible during their assigned RCP and do not gain dwell protection. Adjacent RCPs should be avoided so as not to impact potential tasking in their assigned RCP. Commanders must also consider risk to the readiness of the unit before approving the volunteer request.

1.3.3. AFR requirements must be pre-identified, based on realistic expectations of the capability within said period.

1.3.4. Level of effort during consolidated planning schedule (CPS) will be determined by A-Staff Directors and Special Staff with Numbered Air Force (NAF) and wing commander coordination, when applicable.

1.3.5. Support emergent requirements to the maximum extent by first using residual capability within the current RCP and volunteers.

1.3.5.1. Reclaim the requirement if the RCP capacity is reached unless there is AFR support through volunteerism.

1.3.5.2. If forced to source emergent requirements, the next priority is residual capability in adjacent RCPs. Previous unused capability should be considered first as readiness should be high, followed by the next scheduled RCP as units should be prepared and ready.

1.4. Major Command Authority.

1.4.1. In 1997, Congress established AFRC as a RegAF MAJCOM by Title 10 USC § 10174. AFR forces are assigned to AFRC for OT&E responsibilities on behalf of the SecAF in accordance with Title 10 USC § 9013, which includes providing the administrative and logistics support in-garrison so that CCDRs can perform their mission.

1.4.1.1. AFRC was tasked in Program Action Directive 97-09 to assign its forces the command identification "0M." The change in command identification was implemented in 2014. With the establishment of AFRC, its units are no longer "gained" to other AF MAJCOMs.

1.5. Administrative Authority.

1.5.1. Administrative Control (ADCON). ADCON is defined as the "direction or exercise of authority over subordinate or other organizations with respect to administration and support." The AFRC exercises ADCON over AFR forces to ensure they are trained and capable of carrying out the assigned missions of CCDRs.

1.5.2. Operational Directive (OPDIR). The AF forms Total Force Associations to gain efficiencies within the Military Department for OT&E purposes. OPDIR empowers supervisors to guide day-to-day operations by members of associated organizations regardless of component and ADCON is retained by the parent commands. For more information see AFI 90-1001, *Total Force Associations (TFAs)*.

1.5.3. Delegated Authority. Delegation of Authority means division of authority and powers downwards to the subordinate. Delegation of authority can be defined as subdivision and sub-allocation of powers to the subordinates in order to achieve effective results.

1.5.4. Direct Liaison Authorized (DIRLAUTH). DIRLAUTH is the authority granted by a commander at any level to a subordinate to directly consult or coordinate an action with a command or agency within or outside of the granting command.

1.6. Command Authority.

1.6.1. Combatant command (COCOM) authority of assigned Reserve forces is only applicable when mobilized or ordered to active duty (other than for training) for a CCDR's mission or deployment.

1.6.2. Geographical CCDRs have operational control (OPCON) over assigned Reserve forces (less strategic mobility forces assigned to USTRANSCOM) when physically in the assigned Area of Responsibility (AOR), even when activated for training (this refers to CCMDs sponsored joint exercises and training; see AFI 10-301, *Managing Operations Utilization Requirements of the Air Reserve Components Forces*, paragraph 7.2.2).

1.6.3. CCMDs also exercise training, readiness, and oversight (TRO) over its assigned Reserve forces when not activated. TRO ensures units are combat ready to fulfill CCDR missions. TRO is normally delegated to the Service component. For Service retained forces, that authority is the responsibility of the designated AF Force Provider (FP). See the GFMIG, Annex A for expanded TRO responsibilities.

1.7. Command Relationships.

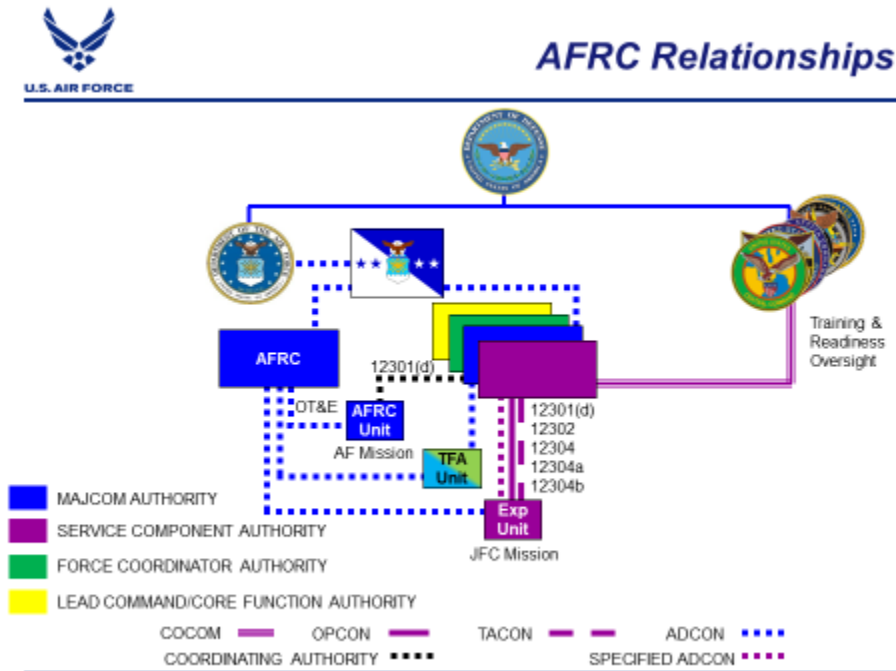
1.7.1. SecAF will assign AFR forces to CCDRs consistent with SecDef guidance and is captured in the GFMIG or the SecDef Forces for Memo. Unless specifically assigned to CCDRs, AFR forces will be considered Service retained for global wartime requirements. **NOTE:** By law, AFR Special Operations Forces (SOF) will be assigned to United States Special Operations Command (USSOCOM), and cyber forces will be assigned to United States Cyber Command (USCYBERCOM).

1.7.2. AFRC supports the Service component commands with force presentation and sourcing CCDR requirements; the Service component commander will normally exercise delegated OPCON when reservists are activated to perform the operational mission. Service component commanders are dual-hatted as the Commander Air Force Forces (COMAFFOR); although the Service component commanders exercise specified elements of ADCON for mission accomplishment, AFRC will still retain full ADCON of AFR forces.

1.7.3. AFRC also supports numerous other DoD combat support agencies (e.g., Defense Logistics Agency, Defense Contract Management Agency, etc.) and U.S. Government Agencies (e.g., Department of State, Department of Commerce, Department of Transportation, Federal Emergency Management Agency, etc.) with AFR capabilities. Although AFR

personnel will take direction from these organizations, AFRC retains ADCON. (See [Figure 1.1](#))

Figure 1.1. Command Relationships.



1.8. Accessing AFR Forces.

1.8.1. When activated, AFR forces support CCDRs either as assigned forces or allocated forces to meet GFM and non-Global Force Management Allocation Plan (GFMAP) requirements or internal combatant command (CCMD) missions.

1.8.2. Three requirements must be met to involuntarily activate a reservist: an appropriate authority as directed in Title 10 USC, funding, and sufficient dwell.

1.8.3. AFRC will support both Joint and Service FPs by sourcing forces to fill CCDR requirements. AF FPs are: Air Mobility Command (AMC) for Mobility Air Forces (MAF), Air Combat Command (ACC) for Combat Air Forces (CAF) and Agile Combat Support (ACS), AF Special Operations Command (AFSOC) for Special Operations Forces (SOF), Air Force Cyber Command (AFCYBER) for Cyber Forces, and First Air Force (as AFSPACE) for AFRC's Space Forces. When a decision is made regarding a Space Force Reserve Command, Space Force Space Operations Command (SpOC) will become the Service FP for all Space Forces. **NOTE:** See DAFIs 10-401, *Operations Planning and Execution*, and 10-402, *Mobilization Planning*, for specific roles and responsibilities of FP and sourcing.

Chapter 2

ROLES AND RESPONSIBILITIES.

2.1. Overview. The following outlines the role and responsibilities for the HQ/AFRC Directorates and Force Generation Center Division Staffs as they pertain to planning and execution.

2.2. AFRC/A1 - Directorate of Manpower, Personnel and Services.

2.2.1. Manages the civilian deployment work force process.

2.2.2. Provides policy and guidance as it relates to deployment, mobilization and personnel accountability issues.

2.2.3. Responsible for accurate quantification and validation of wartime requirements based on those requirements levied by AF.

2.2.4. Provides guidance to FAMs and coordinates requirements to resources validation (UTC and Unit Manpower Document [UMD] review), identifies disconnects to FAMs and assists with recommendations for resolution.

2.2.5. Assists AFRC FAMs with Force Presentation based on AF or lead command requests for wartime requirements and supported by funded UMDs.

2.2.6. Builds local exercise plans in unit exercise Plan ID (PID) in Joint Operation Planning and Execution System (JOPES) allowing units to comply with Unit Effectiveness Inspection (UEI) requirements.

2.2.7. Coordinates the appropriate Manpower and Force Element Package (MEFPAK) with AFRC/A5XW, which is the MAJCOM Manpower Responsible Agency (MRA) for AFRC UTC Tool for Availability (UTA) management.

2.3. AFRC/A3 - Directorate of Air, Space and Information Operations.

2.3.1. Serves as SIPT leads for CAF. MAF, SOF, Space; for more info see SIPT paragraph 7.1.2

2.3.2. Manages Designed Operational Capability (DOC) statement process as well as assists FAMs with Mission Essential Tasks (METs) and the assessment of the Mission Essential Task Lists (METLs) in coordination with other MAJCOMs, AFRC FAMs and AFRC/A5XW as well as monitors command readiness for planning and execution.

2.3.3. Manages and directs Command and Control activities through the 24/7/365 Command Center for the entire MAJCOM.

2.3.4. Single integrated focal point on strategic nuclear forces operational planning, employment and to Joint Staff/STRATCOM/AMC/AFGSC.

2.3.5. Leads security cooperation strategy, exercise strategy and execution for PATRIOT FURY

2.4. AFRC/A4 - Directorate Logistics, Engineering, and Force Protection.

2.4.1. Lead agency for logistics readiness; aircraft, munitions, and missile maintenance; civil engineering; and security forces

2.4.2. Reviews AFRC installation developed Base Support Plans IAW AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*, and Disaster Response Plans.

2.4.3. Validates UTCs and table allowance standard in coordination with applicable AFRC FAMs. Refer to JP 4-09 for further guidance

2.4.4. Manages Expeditionary Readiness Training (ERT) for all non-Air Force Specialty Code (AFSC) related training required of a deployment ready Airman not routinely acquired during initial, occupational or other ancillary training.

2.4.5. Provides information on critical infrastructure in the development of plans.

2.4.6. Coordinates with A5XW, which is the MAJCOM MRA for AFRC UTA management

2.5. AFRC/A5A8 - Directorate of Strategic Plans, Programs and Requirements.

2.5.1. OPR for GFM policy and planning actions with management oversight of AF War and Mobilization Plans, all CCDR plans (Campaign, Contingency, Operational Plans [OPLANs], Concept Plans [CONPLANs]) as well as AF Component Support Plans; verifies contingency sourcing drills in the validation of those deliberate plans and develops AFRC Supporting Plans.

2.5.1.1. Manages all AFR Plan ID Series and reviews CCDR time-phased force and deployment data (TPFDDs).

2.5.2. OPR for mobilization policy and planning actions in support of GFMAP and DFE framework; validates AFRC's sourcing solution proposals to the AF FPs for GFMAP submission.

2.5.3. Manages JOPES, Deliberate and Crisis Action Planning and Execution Segments (DCAPES), and GFM-Data Initiative systems. OPR for the UTA providing force presentation to the AF and Joint Staff. Designated as AFRC MEFPAC MRA and is the OPR for actions associated with ensuring accurate and correct development and maintenance of UTCs. Manages annual UTC validation and posture coding process, and reviews AFR's capacity in the RCP alignment.

2.5.4. Manages Mission Essential Tasks List (METL) process in coordination with other MAJCOMs, AFRC FAMs and AFRC/A3OR.

2.5.5. Serves as Office of FAM Management Oversight (OFAMO) for the command.

2.5.6. Serves as Secretariat for the AFRC DFE Plans Council governance structure.

2.5.7. Manages ACS CPS process which provides committed resources to various OPLANs.

2.6. AFRC Functional Area Manager (FAM). The AFRC FAMs are the principal advisor to the A-staff and special staff directors on the management and oversight of all UTC personnel and equipment within a specific functional community to support operational planning and execution. AFRC FAMs may also perform duties as the Chief Enlisted Managers (CEM), Career Field Manager (CFM) or MAJCOM Functional Managers (MFM); however, the FAMs integral role in AF operations and readiness requires that FAM duties and responsibilities take precedence over all other additional duties in order to be efficient and effective in responding to time-sensitive planning and execution requirements.

2.6.1. AFRC FAM Appointment. MAJCOM directorates or a delegated office will provide their respective OFAMO a written appointment for a primary and alternate FAM for each UTC

group/functional supported by AFRC. FAMs must be subject matter experts in the UTC group(s) that they are appointed. The appointment letter, will be signed by the directorates or equivalent, must include name, rank, office symbol, phone number and UTC of responsibility. The OFAMO will maintain current appointment letters, roster and track all AFI directed FAM training. FAM appointment letters direct FAMs to attend at a minimum quarterly meetings and/or training scheduled per the OFAMO. Newly appointed FAMs must schedule an orientation brief with the OFAMO upon appointment. AFRC FAMs must complete all required training per current guidance. This includes the web-based training provided by AF/A3OD indicated on the FAM CoP (HAF A3 SharePoint). Commanders/directorates must ensure the FAMs are provided the tools, time, and training required for their job, including Secret Internet Protocol Router Network (SIPRNET) and DCAVES access. A DCAVES account is not mandatory if the FAM has access to DCAVES pulls to accomplish all readiness and deployment activities in their area of responsibility. FAM supervisors will determine if a DCAVES account is required.

2.6.2. AFRC FAM responsibilities. AFRC FAM responsibilities include interpreting, developing and reviewing policy; developing, managing and maintaining UTCs; developing criteria for and monitoring readiness reporting; providing readiness guidance to reporting units; providing UTC subject matter expertise support to all operational planning and execution activities; and force posturing and analysis activities which are crucial to the management and execution of AF readiness. Specific MAJCOM FAM responsibilities will be codified in the respective supporting guidance.

2.6.3. AFRC FAM Unique Responsibilities. AFRC FAM responsibilities are similar to other MAJCOM FAMs; however, some AFRC specific differences exist. AFRC FAMs are required to coordinate sourcing actions with their FGC/FGF Functional Area Representatives (FARs). FAMs and FARs must coordinate on execution and sourcing activities pertaining to deployments (FGF), CAT activities (FGO), as well as with FGC's Security Cooperation and Exercises Division (FGX) division on any Joint Staff exercise UTC requirements other than local. It is important to note that AFRC FAM responsibilities differ from MFMs as each position has different supporting guidance directing the duties and responsibilities. The AFRC MFMs primary focus is AFSC driven (Career Field Education and Training Plan, organization structure, manpower, On-the-Job-Training, equipment training, annual training, etc.) and the AFRC FAMs primary focus is UTC driven (deployable equipment/personnel and specialized training for deployments, posturing UTCs, P-Coding, readiness, etc.). AFRC FAMs and their MFM counterpart must work closely together to ensure mission success in manpower, training, and sustainment support of functional area readiness and deployment requirements.

2.7. AFRC Force Generation Center (FGC). The FGC is a Direct Reporting Unit to AFRC and reports directly to the AFRC/CC. The FGC serves as the single point of fusion for AFR forces generated to meet emerging and rotational requirements for CCDRs.” **NOTE:** Pre-trained Individual Manpower (PIM) Force Generation has been delegated to HQ ARPC, with FGC included in all documentation/correspondence. FARs reside in the FGC, who facilitate and have oversight of mobilization execution. Reclama disposition on behalf of AFRC has been delegated to the FGC Commander by the AFRC Commander. The FGC maintains a 24/7/365 command, control, and communication capability with ability to expand during crises. The FGC Division's responsibilities are as follows:

2.7.1. AFRC Forces Division (FGF) is the focal point for the execution of mobilization and deployment requirements. FGF is comprised of two branches: Aviation (FGFA) and Agile Combat Support (FGFE), which manage the execution of AMP process for Global Force Management requirements.

2.7.1.1. FGFA focuses on requirements to include strategic and tactical airlift, fighter, bomber, ISR, special operations, aeromedical evacuation, and rated staff requirements.

2.7.1.2. FGFE focuses on requirements to include logistics, aerial port, civil engineering, force support, security forces, communication, medical, staff support, space, and senior leader deployments.

2.7.2. Manages both Senior Leader deployments and exercise requirements via Volunteer Request System, etc. (**NOTE:** All Colonel (O6) Air Expeditionary Task Force (AETF) or other deployments and exercises must be approved by the AFRC/CD before the individual is authorized to depart on any type of deployment or participate in an exercise.)

2.7.3. Systems Division (FGS) consists of two branches: Validation Branch (FGSV) and Data Analysis (FGSD).

2.7.3.1. FGSV is responsible for validating and tracking the AFRC's Manpower Personnel Appropriations (MPA) taskings in the Manpower MPA Man-day Management System (M4S) associated with mobilizations. FGSV provides M4S system enhancement recommendations to HAF/A1 for consideration and works closely with unit Installation Personnel Readiness (IPR) to ensure member profiles are built correctly and E-49s are produced so units can begin the orders generation process. For non-mobilization taskings, such as day-to-day and war taskings, FGSV facilitates M4S transactions between the AF FP and the tasked organization/wing.

2.7.3.2. FGSD provides data analysis for all AFR airmen utilization (level of effort), and visibility of activated airmen. FGSD produces consumable data products through web enabled front ends and responds to request for information from a variety of organizations within DoD. Additionally, FGSD is the OPR for the air reserve components (ARC) Force Visibility system on SIPRNET and the server based SAS data analytics system suite.

2.7.4. Operations Division (FGO) consists of two branches: Execution (FGOE) and Battle Watch (FGOB).

2.7.4.1. FGOE is responsible for current operations oversight, AETF transportation solutions, in-transit visibility, Movement Review Board process (includes Movement Review Working Group and Airlift Allocation Planning Council), the Reserve Airlift Support Program, aircraft/aircrew Request for Volunteers, and approval/coordination of most unit off-station flying training mission requests.

2.7.4.2. FGOB is responsible for 24/7/365 off-station mission management, and crisis response management - oversight of AFRC Crisis Action Team (CAT) and future operations.

2.8. AFRC DFE Plans Governance. The HQs DFE Plans Governance provides a strategic, proactive approach to policy, operational planning, force presentation, force generation, and execution. It consists of a Council with a subordinate Board and Working Group.

2.8.1. The DFE Plans Council is chaired by the AFRC/CC or CD and provides decisions as well as direction and guidance on command policy and planning efforts in support of CCMD plans and operational requirements. Membership includes Directors, Special Staff, NAF commanders, FGC Commander, Air Reserve Personnel Center (ARPC) Commander. The DFE Plans Council will normally meet twice in a FY; once at the beginning of the FY planning cycle to provide guidance and once at the end of the planning cycle to brief final sourcing solution(s).

2.8.2. The DFE Plans Board is chaired by the AFRC/CD and will review recommendations from the Working Group requiring Council decisions or guidance; the Board will provide additional guidance to the Working Group if needed. If there is insufficient time to support the battle rhythm, the Board may be omitted by the Board Chair. Members include Deputy Directors, Deputies of the Special Staff, NAF Directors, FGC/CD, and ARPC/CD. The DFE Plans Board will meet as required to support the DFE Plans Council but may be omitted in time sensitive situations.

2.8.3. The DFE Plans Working Group is chaired by A5A8X and will provide oversight of an Action Officer Sub-Working Group and Operational Planning Teams. It provides a strategic, proactive approach to support planning and execution, AETF alignment changes, advocates for changes for force presentation, and resolving problems inhibiting AETF execution. The members include Division Chiefs from A1R, A2F/A2X, A3D/A3J/A3M/A3N/A3O, A4C/A4O/A4R/A4S, A6O, SGX, FGC/FGF/FGX, and NAF Division Chiefs as required. Members appointed to the DFE Plans Working Group are empowered to represent and speak for their Directorate concerning plans and AETF issues.

2.8.3.1. A5XW chairs the DFE Plans AO Sub-Working Group. This group provides command-level review, evaluation, sourcing and recommendations for support planning. It reviews, evaluates, coordinates with FAMs, and makes timely recommendations for AFRC objectives, policies, mobilization, plans, programs, force presentation, force generation, sourcing, and studies in support of CCDR operational planning. The members include AOs who represent the members of the DFE Plans Working Group as well as NAF A3/A4/A5 Planners, and other AFRC FAMs and subject matter experts (SME) as required.

2.8.4. Operational Planning Teams (OPT) are established to address a problem set and develop recommended courses of actions to support the Commander in the decision making process. OPTs provide a common venue for information sharing, integrating planning efforts of the staff and subject matter experts (SMEs), and coordinating planning activities across the warfighting functions and echelons of command. OPTs harness talents of the entire staff and consist of staff planners, SMEs, FAMs, and FARs from the DFE Plans AO Sub Working Group. OPTs are normally led by a functional lead based on situation.

2.8.4.1. OPTs support both deliberate planning as well as crisis planning. Due to time constraints during a crisis, OPTs may run 24-hours a day.

Chapter 3

FORCE STRUCTURE, ASSESSMENT, CAPABILITY AND DATA SYSTEMS.

3.1. General. AFRC's force structure evolves as the strategic environment around us changes. The strategic environment is influenced by numerous factors such as national strategic documents and guidance, strategic planning choices, the political climate, the economy, and new mission areas.

3.2. Roles and Missions Assessment Team (RMAT). A RMAT within AFRC reviews the requirements of a requesting agency and identifies areas that could potentially impact AFRC's ability to OT&E and sustain the role/mission and personnel. For more information see AFRC Headquarters Operating Instruction (HOI) 90-1101, *Roles and Missions Assessment Teams*.

3.2.1. RMAT process is divided into two separate phases:

3.2.1.1. Phase 1: AFRC only internal review that allows members to review the proposal.

3.2.1.2. Phase 2: The formal review of the proposal that reaches a formal decision with recommendation to senior leadership.

3.3. Reverse RMAT. Reassessment of an organization's mission to determine if the organization is functioning as originally envisioned.

3.4. Unit and Unit Manpower Document (UMD). Units are requested by AFRC and constituted by HQ AF as a named or numbered unit. When AFRC corporate structure enters in to a mission, approved by HQ AF, A1M requests new units to meet the needs of a specific mission area IAW AFI 38-101, *Manpower and Organization*. The UMD is a computer generated report to reflect the total force manpower position information for funded, unfunded and Non-FYDP positions by unit and office symbol code (OSC).

3.4.1. Manpower resources are programmed and allocated for the minimum manpower required to accomplish the unit's assigned mission. The positions are assigned to a Program Element Code (PEC) to establish how the positions is funded. Changes in AFRC priorities, programs mission and capabilities may require changes to manpower resources.

3.5. UTC Availability (UTA). The UTA is located on SIPRNET in DCAPEs and contains the UTC capability library and force presentation for the AF. (Refer to DAFI 10-401)

3.5.1. AFRC will posture all organizations identified as Combat, Combat Support, or Combat Service Support against standard UTCs and make them visible through the UTA. AFRC/A1M will ensure accuracy of the Chairman of the Joint Chiefs of Staff (CJCS) Unit Descriptor Code (UDC) field in the Personnel Accounting System (PAS).

3.5.2. AFRC will not posture overages, but overages can be deployed. Overages are members assigned to a unit over and above the number of authorized funded UMD positions. If UMD authorizations can no longer support the postured UTCs, the FAM will work with the unit, AFRC/A1M and AFRC/A5XW to rectify posturing disconnects.

3.5.3. An annual review of the postured UTA versus the resources on the UMD will be conducted to assess changes to military positions (AFSC/Grade/Unit/Special Experience Identifier), mission changes, increases/decreases in manpower, UTC updates/changes (used by AFRC), as well as readiness reporting (e.g., Defense Readiness Reporting System-Strategic

[DRRS-S], and the UTC Assessment Tool in DCAPES. AFRC/A1M will initiate some of those reviews. If the FAM finds the UMD can no longer support the postured UTCs or if they have AF Functional direction to change the UTCs, the FAM will work with AFRC/A5XW and A1M to rectify the disconnects. AFRC/A1M will provide the validation to A5XW.

3.6. Defense Readiness Reporting System-Strategic (DRRS-S). DRRS-S provides commander's the ability to present their readiness in a single Joint location. All echelons above the wing level have access to view readiness assessments so commander comments must be clear and easily understandable. Commanders should avoid using acronyms and AFSCs to ensure comments can be interpreted by personnel at all levels in all branches.

3.6.1. For specific guidance on readiness reporting, see AFI 10-201 and DAFI 10-401.

3.7. Deliberate and Crisis Action Planning and Execution Segments (DCAPES).

3.7.1. AFRC/A5XW is the command OPR for DCAPES. This manual establishes procedures for initiating a JOPES/DCAPES account, outlines the procedures for creating/maintaining user JOPES/DCAPES accounts, JOPES Functional Manager Operating Procedures, and user responsibilities.

3.7.2. The DCAPES system provides the AF with the ability to perform operational planning and execution at an increased level of detail that compliments Joint Planning performed through the Global Command and Control System (GCCS). DCAPES interfaces with the JOPES, Global Status of Resources and Training System (GSORTS), and with other AF systems.

3.7.3. JOPES/DCAPES Account Requirements

3.7.3.1. A completed DD Form 2875, System Authorization Access Request (SAAR).

3.7.3.2. A valid SIPRNET account with an accurately identified profile. For example: Installation Deployment Office (IDO), IPR, and Personnel Support for Contingency Operations (PERSCO), Manpower, and Air Force JOPES Edit Tool (AFJET) Read Only.

3.7.3.3. Appointment letter

3.7.3.4. Signed DCAPES User Rules of Behavior (URB)

3.7.3.5. Formal DCAPES training certificate and/or training waiver

3.7.4. Ticket System.

3.7.4.1. AFRC/A5XW implemented a DCAPES Issue Ticket System which has eliminated numerous phone calls and duplication of efforts from the field. This system allows A5XW to capture, manage, and track the status of DCAPES issues in an organized and expeditious manner. Once the user submits a ticket an automated email is generated and forwarded to A5XW as well as the requestor. Follow the steps outlined in [Table 3.1](#) to submit a DCAPES ticket.

Table 3.1. DCAPES Ticket Request.

Steps	Description

1.	https://afrc.eim.us.af.mil/sites/A5_A8/A5XA8X/A5XW/SitePages/Home.aspx
2.	Click on the “picture” of woman punching the computer
3.	Click on “Create a new request”
4.	Click on “Level” and select the appropriate response
5.	Type your “office symbol”
6.	Click on the “Issue” drop-down arrow and make the appropriate response.

Note:

If requesting a new account, user will need to upload the DCAPES training certificate or training waiver, DCAPES User Rules of Behavior Agreement and appointment letter. Type any comments that AFRC/A5XW may need to know to expedite the request.

3.7.4.2. User will receive an email indicating the request has been received with a link to view the ticket AFRC/A5XW will work the request. Any questions or concerns A5XW may have will be sent to the user via the ticket system.

3.7.5. User Responsibilities.

3.7.5.1. Users are required to log into the Web Account Resource Management (WARM) within 24 hours of receiving the system-generated emails to establish a permanent password and security questions. Failure to do so will lock the user account and require an additional ticket to A5XW (via the DCAPES ticket system) for a password reset.

3.7.5.2. Users must maintain their account status by resetting their password every 51 days Per Joint Publication CJCSI 6731.01B, Global Command and Control System Security Policy.

3.7.5.3. The user or user’s supervisor will notify HQ AFRC/A5XW of users on an extended TDY (or any other extenuating situation) that are unable to access the system to keep the account active. Accounts inactive for 120 days will be deleted. Exception will be made for users identified as being unavailable for a specified period of time and reason.

3.7.5.4. For users that transfer, PCA, or PCS to another AFRC assignment where JOPES/DCAPES account is required, the user or user’s supervisor must provide AFRC/A5XW with the new geographic location and Servicing Site/Military Personnel Flight Identification (MPF ID).

3.7.5.5. For users that transfer out of the AFRC command structure, retire, separate, or are terminated, the user or user’s supervisor will notify AFRC/A5XW for account deletion

3.7.5.6. DCAPES users are required to utilize PKI authentication per AFMAN 17-30, DoDI 8500.01, DoDI 8520.02, and DoDI 8520.03

3.7.6. JOPES/DCAPES for In-House Training Opportunities.

3.7.6.1. Each AFR Wing/Base is to use the AFRC TPFDD Letter of Instruction (LOI) located on SIPRNET A5XW SharePoint Site (below) and click on DCAPES and JOPES

button. TPFDD LOI needs to be used together with Wing User Guide to achieve maximum benefit of In-House Training. https://afrc.eim.us.af.mil/sites/A5_A8/A5XA8X/A5XW/SitePages/Home.aspx

3.7.6.2. AFRC TPFDD Letter of Instruction is located on SIPRNET. To access the standard procedures for using AFRC 08R OPLAN Series, navigate to the AFRC/A5XW SharePoint Site (https://afrc.eim.us.af.mil/sites/A5_A8/A5XA8X/A5XW/SitePages/Home.aspx) and click on DCAPES and JOPES button.

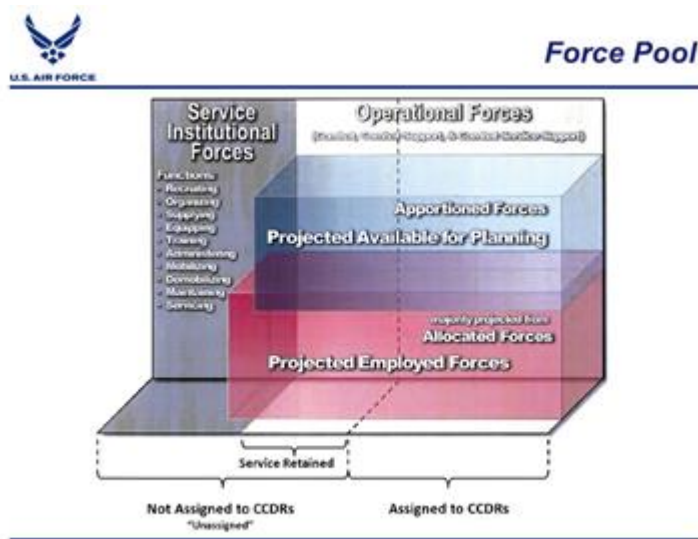
Chapter 4

ASSIGNMENT, ALLOCATION, AND PRESENTATION OF FORCES.

4.1. General. AFRC supports the GFM construct as it pertains to the assignment, allocation and apportionment of AFR forces in support of CCDR requirements.

4.1.1. AFR forces can be reallocated from SecAF Service retained forces or CCDRs-assigned forces by SecDef to support GFM requirements; these forces are considered committed (employed) and unavailable for planning. Allocation is the temporary transfer of forces to meet operational demand of CCDRs for the mitigation of near-risk. This includes both steady-state and emergent requests for capabilities or forces (unit or individual). Forces not committed are made available for CCDRs to plan and assess Contingency Plans (See [Figure 4.1](#)).

Figure 4.1. Force Pool.



4.2. Force Pool. AFR forces are comprised of combat (C), combat support (CS), combat service support (CSS), and institutional forces (Q). Institutional forces are not warfighting capability and are not postured in the UTA.

4.2.1. Ready Force Pool. Units in a ready force pool are conducting mission preparation and collective training for anticipated future missions. Units in this pool are eligible for deployment for planned operational requirements or other unanticipated contingencies. This applies to units in their assigned RCP (deployment eligibility) as well as their preceding RCP (training opportunities).

4.2.1.1. AFRC FAMs will not deploy during their tenure unless a fully-trained primary or alternate is available prior to the deployment period and appointed NLT 60 days prior to deployment.

4.2.2. Civilians do not normally deploy but can for the reasons listed below.

4.2.2.1. Assigned to C, CS, and CSS units in which HAF has approved civilian positions as a suitable substitution for military members. AFRC does not allocate civilian positions

for the purpose of posturing/filling UTCs, the suitable substitution applies on execution only and not planning. With very few exceptions, AIM does not consider civilians when comparing UTC requirements to UMD resources. Civilians deploying as a substitution, are required to go through the Civilian Expeditionary Workforce process.

4.2.2.2. With supervisor approval, can volunteer as part of the DoD Civilian Expeditionary Workforce.

4.2.2.3. For more information, see Directive-type Memorandum (DTM)-17-004-DoD Expeditionary Civilian Workforce, dated 25 January 2015, Change 3, effective February 12, 2020.

4.3. Individual Mobilization Augmentee (IMA).

4.3.1. IMAs are individuals filling a military position identified as augmenting the Regular Air Force or Space Force structure of the DoD or other United States government department or agency (e.g., Selective Service System and Federal Emergency Management Agency). Members of the Selected Reserve (SelRes) fill IMA positions to support mobilization (including pre- and post-mobilization) requirements, contingency operations, operations other than war, or other specialized or technical requirements for fill with individual members of the SelRes. See DAFMAN36-2114 for further instruction.

4.3.2. IMA position requirements are established in accordance with AFI 38-101, Manpower and Organization.

4.3.2.1. IMAs are not warfighting assets and will not be postured in UTCs. However, IMAs can be involuntarily activated to support deployment taskings of their assigned unit when directed by an approved mobilization authority contingent on unit funding availability.

4.3.3. IMAs can only be mobilized IAW AFI 10-402. See DAFMAN36-2114 for IMA mobilization process

4.3.4. Aviation IMAs may not be utilized to fill active flying requirements. **NOTE:** AFRC/A3 may approve exceptions on a case-by-case basis

4.4. Active Guard/Reserve (AGRs). AGRs are AFR members voluntarily ordered to active duty to assist in organizing, administering, recruiting, instructing, training, and supporting the AFR in accordance with 10 U.S. Code § 12301 - Reserve Components Generally. See DAFMAN36-2114 for further guidance.

4.5. Pre-trained Individual Manpower (PIM). The PIM is a pool of personnel with prior military training or experiences that are subject to recall to EAD in a mobilization. The HQ AFRC/DPAM manages the PIM categories which include (a) PIRR, (b) IRR, (c) Retired Active Duty and Reserve, and (d) Standby Reserve (active and inactive). See DAFI36-2114 for further guidance.

4.6. Presentation. AFRC will present its forces in a manner that provides a predictable and sustainable model in accordance with DoD and HAF guidance.

4.6.1. AFR forces are postured by Unit Identification Code (UIC) with their assigned UTCs in the UTA. **NOTE:** UIC not applicable to Pre-trained Individual Manpower (PIM) forces.

AFRC forces will be grouped into Force Elements and presented in the Force Generation (FORGEN) construct.

4.6.2. AFRC/A5XW will compile each Director's input and vet through the DFE Plans Board then will brief the DFE Plans Council (AFRC/CC or CD) on results each January and June.

4.7. Reserve Component Period (RCP)/DFE Binning. All AFR units will be postured into one of eight RCPs in an appropriate battle rhythm. The RCP construct is designed to support SecDef's desired planning factor of 1:5 M2D, with a 1:4 MTD redline. The binning of forces follows the commit, reset, and then prepare methodology in support of the National Defense Strategy.

4.7.1. To comply with AF's posturing guidance, in 2015 AFRC/CC directed all units be postured into RCPs (in lieu of Block YR) in order to provide better predictability for Citizen Airmen, their families, and employers; and inform AF FPs of the AFR's ceiling of available forces for CCDD missions. RCP assignment is accomplished by parent wing PAS code unless otherwise approved by the AFRC/CC or CD. The RCP provides advance notice of potential involuntary activation consistent with DoDI 1235.12.

4.7.1.1. The 6-month estimated tour length (ETL) will have a baseline 48-month battle rhythm producing a 1:5 M2D rate. RCPs are numbered RCP 1-8.

4.7.2. For weapon systems that support ETLs less than the standard RCP tour lengths (allowing for rotations), there may be multiple units scheduled in a single RCP to provide full mission requirement; if there is only a single unit available for the entire period, the unit will be afforded the same rotational opportunity and only be required to support a portion of the requirement.

4.7.3. There may also be instances where units with a unique capability (e.g., Space, Cyber, and Intel) need to be postured by UTC in multiple RCPs.

4.7.3.1. Classic associations will normally follow their total force integration battle rhythm. AC will deploy at a higher rate than the RC, so the RC will posture to the maximum extent possible a proportionate number of UTCs to support each AC rotation while maintaining 1:5 M2D.

4.7.3.2. In cases where the AC has very limited capability and preponderance of forces lie within AFR, these high demand/low supply assets will be postured in multiple RCPs to provide CCDDs with required assets on a sustainable level but still providing units with desired predictability.

4.7.3.3. AFRC/A5XW will posture each unit by RCP in the UTA in accordance with FAM and Director input. The UTA is the only authoritative data source for force presentation but within the limits of the funded UMD positions. **NOTE:** UTA not applicable to PIM forces.

4.8. Air Expeditionary Force Indicators (AEFI). AFR military members (to include Institutional Force as well as assigned AC personnel) will be assigned an AEFI code in Military Personnel Data System (MilPDS) as another means of force presentation. Commanders are required to ensure AEFIs are assigned and updated in MilPDS by the unit's CSS or servicing Force Support Squadron/Flight. (**NOTE:** General Officers (GOs) assigned to HQs or Higher will not be assigned an AEFI and will be managed by HAF/AFPC.)

4.8.1. All military members will have an AEFI. Personnel assigned to UTCs will have an AEFI commensurate with their unit's RCP assignment. AFR personnel assigned to institutional force organizations responsible to carry out the SecAF Title 10 functions (i.e. OT&E, recruit, supply, etc.) are assigned an AEFI of X1-X5. AEFIs should be assigned appropriately in order to sustain the unit OT&E mission. AEFIs will not be changed to prevent individuals from being deployed.

4.8.2. Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) will ensure IMAs have an AEFI code from their assigned organization commander or director. IMAs are an institutional force and assigned an AEFI of X1-X5. These Airmen are eligible for deployment and will be used primarily to meet individual augmentation (IA) requirements. AEFIs should be assigned appropriately in order to sustain the unit OT&E mission.

4.8.3. The unit's CSS or servicing Force Support Squadron/Flight will review and update AEFI assignments annually.

Chapter 5

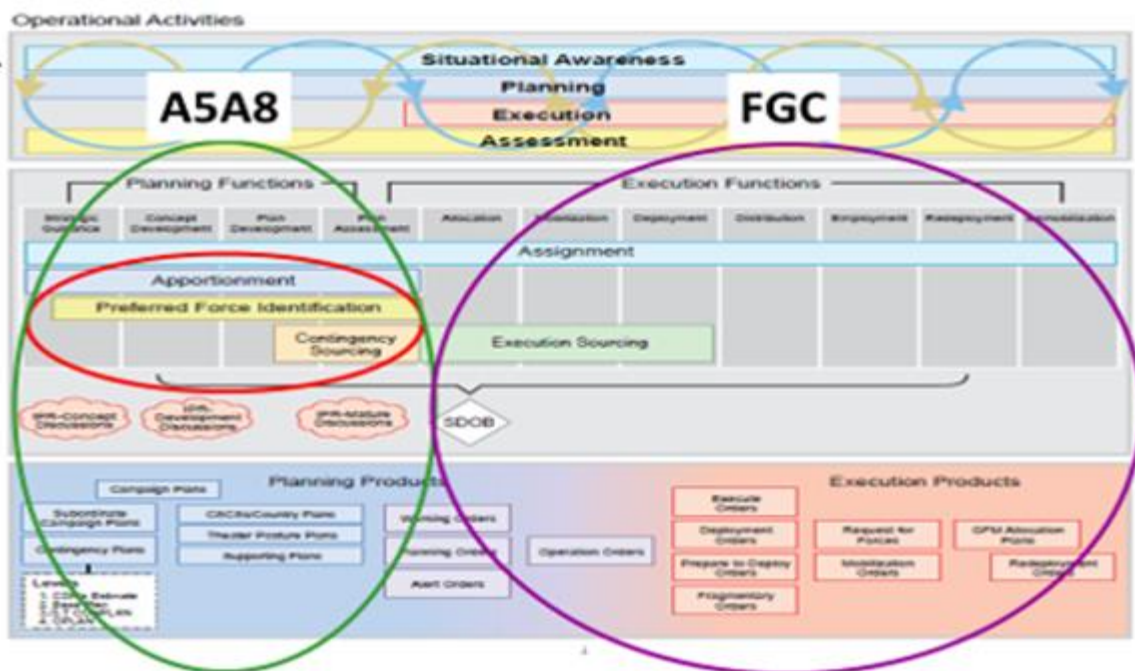
ADAPTIVE PLANNING

5.1. General. This chapter encompasses all aspects of war planning as it pertains to AFRC, NAFs, wings and direct reporting units (DRU). The purpose is to inform and guide AFR personnel on war planning and its impact on AFR units. Exercise planning is addressed in [Chapter 6](#) of this document.

5.2. Responsibilities. Each organization has SMEs and senior leaders who contribute to overall planning efforts; see [Chapter 2](#) for specifics.

5.2.1. All AFRC Directors have planning responsibilities, but the process is centrally managed by AFRC/A5A8 with regard to strategic and contingency planning tasked to the AF and CCDRs as outlined in the Joint Strategic Campaign Plan; and the FGC as it pertains to crisis action planning and, in conjunction with AFRC/A3, the COOP. (See [Figure 5.1](#))

Figure 5.1. Responsibilities.



Green Circle: Deliberate Planning

Red Circle: Deliberate process in identifying units to validate OPLANs

Purple Circle: Crisis and execution planning

5.2.2. Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO). HQ RIO is responsible for managing the readiness of the IR force and standardizing the processes associated with getting the IRs to the fight. It supports planning efforts by providing assistance to AFRC FAMs and AFRC plans offices with regard to development of supporting

plans that could involve utilization of IMAs. Refer to AMP Business Rules, [Chapter 9](#), and HAF A3OD IMA Mobilization Checklist located on HAF A3OD SharePoint.

5.2.3. Numbered Air Force (NAF). Each AFR NAF provides planning support to subordinate units. This can be in the form of subject matter expertise, planning guidance, or staff assistance visits as requested by a subordinate unit.

5.2.4. AFR Wings and Geographically Separated Units. Below MAJCOM level, units do not play a direct role in planning processes conducted at MAJCOM level and above. However, units are responsible for development of unit/base-related plans in accordance with AF and local directives pertaining to various activities, such as base support plans, unit exercise plans, Continuity of Operations Plan (COOP), etc.

5.2.5. Reserve Advisors. Reserve Advisors assigned to other MAJCOMs, CCDR, and other agencies support AFRC planning efforts by informing their agency's planning staff of AFR capabilities, constraints and limitations when developing plans identifying utilization of AFR forces and equipment.

5.3. Planning. Planning implements strategic direction into military plans and orders. Military plans should accomplish assigned objectives, align with strategic guidance, reflect the current operating environment and resource constraints, and are developed in standardized products and in standardized formats that are ready for transition to execution. (Chairman of the Joint Chiefs of Staff (CJCS) Guide 3130, 5 March 2019)

5.3.1. Planning principles are end-state focused, integrated and coordinated, resource informed, risk informed, framed within an operational environment, adaptive, and flexible in a way that informs decision making. Plans are reviewed biennially in accordance with strategic guidance. For more information see Joint Publication (JP) 5-0, *Joint Planning*.

5.3.2. Contingency Planning. Planning begins with review of all applicable strategic guidance, CCDR campaign plans and OPLANs, Service component supporting plans, and other MAJCOM supporting plans. AFRC/A5A8 is part of the Joint Planning and Execution Community review process and verifies MAJCOM data as part of the TPFDD validation and OPLAN approval process.

5.3.2.1. AFRC/A5XW will attend all planning workshops and TPFDD validation workshops (seats and funding permitting).

5.3.2.2. AFRC/A5XW will review all TPFDDs following contingency sourcing drills to verify information.

5.3.2.3. AFRC/A5XW will coordinate sourcing solutions with AFRC FAMs to validate the data.

5.3.2.4. AFRC/A5XW may use an AFRC Plan ID (PID) series to make adjustments based on Director/FAM input and submit data back to the AF FP for corrections. Once the CCDR staff has reviewed and validated the TPFDD, the CCDR PID will become the PID of record. Adaptive planning requires sourcing solutions in the PID of Record be reviewed periodically, making deliberate plans "living" documents by updating maintenance PIDs.

5.3.3. Crisis Action Planning. This is event-driven and is addressed in AFRCI 10-208, Crisis Response Process.

5.3.4. Supporting Plans. AFRC/A5A8 will develop Command-level support plans in support of CCDR's Contingency Plans, OPLANs, CONPLANs, and associated TPFDDs. These support plans inform senior leaders on assumptions, mission analysis, commander's estimates, capability gaps, and strategies to mitigate risk as well as specified and implied tasks for applicable units.

5.3.4.1. Plan format will be in accordance with CJCS Manual 3130.03A, Planning and Execution Planning Formats and Guidance.

5.3.4.2. Each A-Staff Director will be responsible for their applicable annex and provide SME support in the development of the base plan.

5.3.4.3. All AFRC supporting plans to CCDR plans classified from Unclassified//FOUO through SECRET will be developed and maintained on SIPRNET.

5.3.4.4. Directors should utilize FAM expertise for assessing or identifying capability gaps and risks.

5.3.4.5. HQ/A5XW will maintain a listing of supported plans and any associated TPFDDs on the A5XW SharePoint SIPRNET site.

5.4. CONPLANs and OPLANs. AF units may be apportioned or contingency sourced to one or more plans but are not tasked until execution. During the sourcing phase, a unit aligned under the subject plan may not be available for a variety of reasons (e.g., new mission, deployed in support of another OPLAN, etc.); therefore, a unit not aligned under the plan may be tasked to support it. Thus, units must focus on training to meet UTC MISCAP requirements and DRRS-S Mission Essential Tasks rather than focusing on a specific OPLAN unless they have a special or unique mission that is aligned to a specific plan (e.g., nuclear mission sets).

5.4.1. CONPLANs and OPLANs. CCDRs update JOPES level 2 personnel data and level 4 equipment data. This includes updates to TPFDDs.

5.4.2. DCAPEs is the primary source for obtaining OPLAN and exercise TPFDDs, however, it is not all-inclusive.

5.4.3. Some OPLANs reside on the SIPRNET at CCMD SharePoint site. When available, AFRC/A5XW will post CCMD plans on the AFRC/A5XW SIPRNET SharePoint site. Many OPLANs are classified TOP SECRET or higher and are only available on the Joint Worldwide Intelligence Communications System.

5.4.4. Refer to JP 5-0, Joint Planning, for detailed information regarding the levels of planning details.

5.5. AFRC PID Series.

5.5.1. 08R PID series may be used to update AFRC sourcing requirements.

5.5.2. AFRC/A5XW will provide the updated PID to the AF FP in order to update the applicable maintenance PIDs.

5.6. Plans Library. AFRC maintains a central library of all plans created by or pertaining to AFRC units or plans that may involve tasking of AFRC capabilities on the AFRC/A8XP SharePoint.

5.6.1. AFRC/A5XW is the OPR for researching, reviewing, analyzing, and posting (on SharePoint) major CCMD plans, branch plans, and supporting plans. The primary focus is on plans pertaining to adversaries listed in the classified version of the National Defense Strategy.

5.7. War and Mobilization Plan (WMP).

5.7.1. The WMP is classified SECRET and is available at the AF/A3OD SIPRNET SharePoint site (<https://intelshare.intelink.sgov/sites/afa3/O/D/Pages/Plans.aspx>). WMP volumes include the following:

5.7.1.1. WMP-1, Basic Plan and Supporting Supplements.

5.7.1.2. WMP-2, Plans Listing Summary.

5.7.1.2.1. **Part 1**, CCDR plans required by Joint Strategic Campaign Plan.

5.7.1.2.2. **Part 2**, Supporting plans by component HQ.

5.7.1.3. WMP-3, Combat and support forces.

5.7.1.3.1. **Part 1**, Available combat forces.

5.7.1.3.2. **Part 2**, UTC Availability (UTA). (**NOTE:** Available in DCAPES.)

5.7.1.3.3. **Part 3**, Readiness spares package (RSP).

5.7.1.4. WMP-4, Wartime Aircraft Activity.

5.7.1.5. WMP-5, Basic Planning Factors and Data.

5.8. Mobilization Plans. Mobilization planning and execution is covered in AFI 10-402 as well as the ARC Agile Mobilization Process (AMP) Business Rules, and DoDI 1235.12. You can retrieve a copy of AMP Business rules on the FGC/COP, <https://usaf.dps.mil/teams/fgccop>

5.9. Key Planning References. Planners at all levels are highly encouraged to educate themselves on all aspects of planning through reading publications and on-line courses. Joint Knowledge Online (JKO) and Air Force myLearning contain numerous planning-related courses for self-paced instruction. Primary publications include CJCS Guide 3130, JP 5-0, AFMAN 10-409-O, and DAFI 10-401.f

5.9.1. The JKO website is located at: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

5.9.2. Air Force myLearning can be accessed via AF Portal.

5.9.3. CJCS Guide 3130, *Adaptive Planning and Execution Overview and Policy Framework*. This guide is an executive summary of the DoD's Adaptive Planning and Execution (APEX) enterprise. APEX informs the entire military chain of command, facilitating informed decisions on how, when, and where to employ the military. It focuses on four planning functions: strategic guidance, concept development, plan development, and plan assessment. (CJCS Guide 3130, 5 March 2019)

5.9.4. JP 5-0, *Joint Planning*. This joint doctrine establishes planning framework, and it provides military guidance for use by the Armed Forces in preparing and executing their plans and orders.

5.9.5. AFMAN 10-409-O, *Support to Adaptive Planning*. This publication is a one-stop document where USAF contingency and steady-state planning policies are located.

5.9.6. DAFI 10-401, *Air Force Operations Planning and Execution*. This document addresses force structure, force presentation, AETF, types of plans, TPFDD management, and use of DCAPES for planning, deployment, employment, sustainment, redeployment, and reconstitution of forces.

Chapter 6

EXERCISE PLANNING.

6.1. General. Exercises validate USAF aviation, space, cyber, tactical and operational command and control, and Intelligence, Surveillance and Reconnaissance (ISR) forces' ability to execute presidentially ordered CCDR Unified Command Plan missions. Exercises are a critical component of readiness training and assessment. (Refer to AFI 10-204, *Air Force Service Exercise Program and Support to Joint and National Exercise Program*, 12 Apr 19)

6.1.1. Judge Advocate Coordination. All exercises require coordination with a judge advocate. Judge advocates add to the planning and smooth execution of exercises. Legal issues such as environmental, fiscal, contractual, and status of forces (OCONUS) should be resolved at the earliest opportunity. A judge advocate should be involved in all planning conferences leading up to the execution of an exercise.

6.2. HQs Exercise Control Group (ECG). The ECG is an action officer level working group that develops, executes and assesses exercises. It is normally chaired by a Lieutenant Colonel or Colonel (or civilian equivalent) based on the scale and complexity of an exercise.

6.2.1. The ECG is a forum that allows representatives to identify training gaps, recommend training scenarios, establish exercise timelines, determine training task lists to be exercised, and manage all aspects of exercise planning, execution, evaluation and after-action reporting (AAR).

6.2.2. Appointment of the ECG chair is made by:

6.2.2.1. AFRC/CD for HQ-level exercises.

6.2.2.2. A3Y for Exercise PATRIOT FURY

6.2.2.3. Owning AFRC Director for command-level exercises other than PATRIOT FURY.

6.2.2.4. NAF/CD for NAF-level exercises.

6.2.3. The composition of an ECG is functional and purpose based and is determined by the ECG chair. Typical core composition consists of:

6.2.3.1. ECG Chair.

6.2.3.2. Trusted agents which are SMEs who are given advance knowledge of scenario detail for the purpose of assisting with all phases of the exercise. They should not be principal players during exercise execution. (Refer to AFI 10-204, 12 Apr 2019)

6.2.3.3. FGC Battle Watch representative if the AFRC CAT is expected to stand up for the exercise.

6.2.4. Follow guidance in the AFRC supplement to AFI 10-1302, *Air Force Lessons Learned Program*, regarding After Action Report.

6.3. AFRC Exercises. AFRC develops and executes exercises at all levels (i.e. Command, RIO, and Wings). The purpose of Command-developed exercises is to hone skills and processes and improve readiness.

6.3.1. Naming Convention. All Command-developed exercises will consist of two words with the first word as PATRIOT.

6.3.1.1. Command-level exercise names will be determined by the organization responsible for exercise development and execution. For example, the A3 is responsible for exercise PATRIOT FURY.

6.3.1.2. Command-level exercise names will be determined by the ECG and coordinated through AFRC/A5XW for exercise plan build.

6.3.1.3. Wing-level exercise names will be determined by the wing's ECG (or equivalent) and approved by the wing commander.

6.3.2. PATRIOT FURY

6.3.2.1. AFRC's premier training event, Exercise PATRIOT FURY, executes annually in conjunction with Exercise GLOBAL MEDIC and the U.S. Army Reserve Command's Combat Support Training Exercise training events.

6.3.2.2. AFRC's FGC has been designated by the AFRC/CC to act as the execution agent for Exercise PATRIOT FURY which gives the FGC the authority to determine scope and funding as well as to plan and lead execution of the exercise. These authorities are congruent with USC Title 10, CJCS 3500.01, CJCS 3501, AFI 10-201 and AFRC's Commander's Training Guidance which outline the responsibilities to OT&E reserve forces for CCDRs.

6.3.2.3. Exercise PATRIOT FURY provides robust opportunities to train and exercise personnel on the range of missions that we are organized and created to perform. This event provides a doctrinally correct environment to meet mission essential task (MET) training. This platform and its resources will help to rectify training deficiencies, provide robust unit level training, and grow Reserve Citizen Airmen's skills and competencies.

6.3.2.4. The Exercise PATRIOT FURY planning team will work with the ECG to help identify training gaps, training scenarios, exercise timelines, METLs to be exercised, and all aspects of exercise planning, execution, evaluation and after-action reporting.

6.4. Plan Identification Designator (PID).

6.4.1. AFRC PID series. Each unit/base uses the assigned 08R PID to prepare for and conduct local exercises as required by AFI 90-201, *The Air Force Inspection System*, and within the scope of the NAF requirements. As of February 2020, units do not have the ability to “create” Unit Line Number (ULN)”. The Wing Local Exercise Planning Guide can be accessed on AFRC/A1MPR wartime SharePoint and can also be found on the AFRC/A5XW SIPRNET SharePoint.

SharePoint. AFRC/A1MPR SharePoint:
<https://afrc.eim.us.af.mil/sites/A1/A1M/A1MP/SitePages/Home.aspx?RootFolder=%2Fsites%2FA1%2FA1M%2FA1MP%2FAFKN%5FDocs%2FWartime&FolderCTID=0x0120000236F11938FE8B47841AC57BCB71388F&View=%2F7B42F39AEE%2DA1E3%2D4323%2D8B76%2D011E4293C301%7D>.

6.4.2. Users only require write/update permission to the “assigned” base 08R PID and not the PID series in its entirety.

6.4.3. Maintenance of the designated PID (UTC/Type Unit Characteristics (TUCHA) refresh, AETF Force Modules (FM) utilization and clean up, etc.) is the responsibility of the owning Wing/Base and ultimately the MAJCOM.

6.4.4. Each Wing/Base will be able to use “assigned” 08R PID to create the necessary ULN and FM to support local exercises in preparation for inspections. Users are encouraged to use FMs to manage their ULNs for their various activities.

6.5. Local Wing Exercises.

6.5.1. IPRs and/or LROs will build local exercise plans. Once the wing decides what UTCs they will exercise, the IPR/LRS/Manpower office will provide the local exercise ULN build information to AFRC/A1MPR. Working with the IDO and deploying units, AFRC/A1MPR will build the JOPEs shell and complete the paring and tailoring in order to complete the exercise plan. (See [Figure 6.1](#))

Figure 6.1. Example of Required Information.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Unit Exercise (unclass) PID	ULN (optional)	UTC	URC	RDD	ETL	Attach PAS	Tasked PAS	Tasking Type	TNC	Country State Code	Origin	APOE	APOD	Destination	Mode Source Air/Land/Sea
08XXX	4FPAC FFBBP0	6-Jan-22	45	540MFH4R0	540MFH4R0	JXK	D	TX	FT. WORTH NAS	FT. WORTH NAS	RAMSTEIN GE	RAMSTEIN GE			

6.5.2. Each unit has a requirement to organize and train the mission directed by the MAJCOM and exercise to demonstrate unit readiness. Per AFI 90-201, each Wing or Wing equivalent is required to conduct readiness exercises that meet S2R4 requirements over the course of each UEI cycle. For a flying Wing, these requirements may include two large scale Wing exercises over the course of a 24-36 month UEI cycle. The exact number of exercises and the length of a UEI cycle are defined by AFI 90-201 or other supporting documentation. Outside the requirement to exercise the Installation Deployment Readiness Center (IDRC) and the IPR in the deployment process, the use of DCAPES sets up the PERSCO team to arrive personnel using the AF system of record as similar to a real-world situation. Using DECAPES also provides a way to track and evaluate the success of an exercise and provides a source for lessons learned. In order to accommodate the elimination of the unit’s ability to build plans (create ULNs) in AFJET and to flow to JOPEs, the following responsibilities apply. **NOTE:** The information below also applies outside the Readiness Exercise window. For example, some of the units use the Wing PID for periodic training for PERSCO teams outside the exercise windows.

6.5.2.1. Lead Planner for Wing Exercises will:

6.5.2.1.1. Provide the UTCs to participate in a local exercise using a template provided by AFRC/A1MPR to AFRC/A1MPR Wartime Workflow Email Box HQAFC.A1MPR.WartimeWorkflow@us.af.mil.

6.5.2.1.2. Use only those UTCs listed in the unit’s UTA. If other UTCs are used, provide justification to AFRC/A1MPR.

6.5.2.1.3. Once A1MPR builds the plan, the manpower office or IDRC unit manpower analyst will pare and tailor LLD to meet exercise objectives.

6.5.2.2. AFRC/A1MPR will:

6.5.2.2.1. Receive exercise plan from Wing three (3) months prior (or as early as possible).

6.5.2.2.2. Build local exercise plan in wing specific 08Rxx PID.

6.5.2.2.3. Contact unit (IG, IPR or LRS) for level four (4) adjustment.

6.6. CCDR, National, Joint and Other MAJCOM Exercises. AFR units are encouraged to participate in exercises outside the command. The primary purpose of participating in these exercises is to prepare AFR forces for the high-end fight, CCDR requirements, AETF deployments, or crisis events such as Defense Support of Civil Authorities (DSCA).

6.6.1. The AFRC Joint Exercise Plan (JEP) exists to provide AFR units with headquarters oversight, guidance and support for participation in joint, combined and AF exercises. The AFRC JEP goals are to support the achievement of exercise training objectives, enhance exercise scenario simulations, provide AFRC airmen pre-deployment training in wartime roles, provide venues for realistic METL based training in varied environments, and utilize exercises as a baseline to develop and achieve AFR specific training objectives. In addition, the AFRC JEP provides critical support to the Geographic CCDR's Theater Security Cooperation Program.

6.6.2. FGC/FGX is the OPR for the AFRC JEP. FGX coordinates between HQ USAF and AFRC staff, CCDR staffs, and subordinate DRU/wings/groups to effectively integrate a broad range of AFRC missions and capabilities into military exercises worldwide. Participation in exercises by AFRC forces is determined by global prioritization of events using SecDef GFM business rules.

6.6.3. JEP Management. AFRC will coordinate in the development of the following products and use the following organizations to optimize JEP event support and participation.

6.6.3.1. JEP Management Products.

6.6.3.1.1. Joint Training Information Management System (JTIMS). JTIMS is a web based system of record for all JCS and JEP authorized events. In addition to providing information regarding specific events, JTIMS is used by event sponsors to request forces to participate in the events. JTIMS serves as both an official request for support and deployment authority for sourced forces.

6.6.3.1.2. Master Exercise Calendar (MEC). The MEC is an enterprise approach to operational training information management. It provides a single source view of assigned and unassigned AF forces participation in SecAF, CCDR, Chairman's Exercise Program, Joint Exercise Program and National Exercise Program exercises.

6.6.3.1.3. Exercise Consolidated Planning Schedule (CPS). AFRC shall use the CPS for the unit level detail of each exercise to augment the Service component requirements in JTIMS. Since the transition to CPS may take some time, current AFRC deliberate scheduling tools will be used to validate participation and manually included into the MEC processing system.

6.6.3.1.4. The combination of JTIMS and CPS data allows senior leader visibility of the entire AF exercise enterprise. The MEC also provides a mechanism for operational

units to assess the level-of-effort over time, view overlapping/conflicting exercises, and seek opportunities to link or combine events. Finally, the MEC will provide data related to AF readiness metrics and objectives. AFRC will ensure any additional readiness exercises are loaded in JTIMS and CPS to facilitate upload in the MEC.

6.6.3.1.5. Deliberate Planning for Exercises (DPEX) program. FGX, NAF exercise branches and AFRC FAM's are refining a process to assist with scheduling and prioritizing AFRC capabilities/resources into exercises based on the Air Force's FORGEN model. The main objective of the program is to schedule exercise participation 6 to 18 months prior to execution year with transparency and collaboration from FGC/FGX, FAM's, and NAF's down to unit level.

6.7. Funding.

6.7.1. AFRC, NAF, Wing and unit-level exercises are unit funded. Command-developed exercises should be planned to minimize or avoid civilian overtime, i.e., conducted during normal duty hours. Anticipated Reserve Personnel Appropriation (RPA) expenditures should be identified in the unit's financial plan (FINPLAN) for the affected fiscal year (FY).

6.7.2. AFRC sponsored/developed exercises may or may not have command RPA funding available.

6.7.3. Funding for exercise PATRIOT FURY is outlined in the exercise plan (EXPLAN which can be viewed at : <https://afrc.eim.us.af.mil/sites/PW/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FPW%2FShared%20Documents%2FPATRIOT%20WARRIOR%20EXPLAN&FolderCTID=0x012000BA287EB04DBF9C489FF91C019FDC799D&View=%7B01FA65C9%2DB114%2D4201%2D8375%2DC4E2968EF6E8%7D>

6.8. Deliberate Planning Exercise Process (DPEX).

6.8.1. The purpose of the DPEX is to facilitate getting the right unit/individuals into the right exercise at the right time to meet training and readiness goals and to establish an annual exercise RPA budget. This is an annual process managed by FGC/FGX. This does not apply to AFRC, NAF, Wing or unit-level sponsored/developed exercises. Refer to AFRC Deliberate Planning Process for Exercises (DPEX) Process Guide

6.8.1.1. DPEX is a structured process that consists of three phases of coordination efforts. This framework provides a collaborative process to identify and prioritize AFR members/units participation in exercises and resolve program issues at multiple levels.

6.8.1.2. The process begins in October of each year and ends in May of the following year, detailing exercise participation for the next FY, for example, Oct 20 – May 21 exercise participation is coordinated for FY 22 events.

6.8.1.3. AFRC/A3 will utilize the AFI 10-420 ACC Training Build process to schedule unit equipped CAF and PR units into certification exercises.

6.8.2. Timeline.

6.8.2.1. PHASE ONE: FGC/FGX presents an exercise listing to AFRC Directors and NAF Commanders.

- 6.8.2.1.1. The exercise list is derived from the Joint Staff J-7, Joint Force Development Directorate list of approved joint exercises, and other sources.
- 6.8.2.1.2. The exercise list contains exercise names and descriptions, locations, force requirements, inclusive dates and an area for unit volunteer requests.
- 6.8.2.1.3. NAF Commanders send the exercise list with guidance down chain of command to lowest level for input.
- 6.8.2.1.4. Completed list is returned up chain of command to NAF Commanders who approve/disapprove inputs...as “required necessary readiness training.”
- 6.8.2.1.5. Phase one ends with AFRC Director’s returning the exercise list to FGC/FGX.
- 6.8.2.2. PHASE TWO: FGC/FGX Theater Desk Officers present the NAF Commander approved exercise list to their RegAF MAJCOM counterparts (organizations conducting the exercises (OCEs) and actively advocate for AFRC inclusion.
 - 6.8.2.2.1. OCEs provide feedback to FGC/FGX, which could be approved, rejected or modified requests.
 - 6.8.2.2.2. FGC/FGX reconciles the exercise list based on OCE inputs and presents the revised exercise list to AFRC Directors and NAF Commanders.
 - 6.8.2.2.3. At this point forward, through phase three, the process repeats itself, resulting in a fully coordinated approved FY master exercise plan.
- 6.8.2.3. The FY master exercise plan is sent to AFRC Director’s and NAF Commanders for distribution
- 6.8.3. In CY June, FGC/FGX develops the Commander’s Training Plan (CTP). This plan is signed by AFRC/CC and posted to the JTIMS. The approved CTP directs unit/individual participation in the exercises listed. If unit’s deviate from the CTP, the reclama process will be followed as if the exercise were a real world mobilization. The reclama packages will be developed and vetted through the respective wing to FGC/CC. Unit commanders must notify FGC/FGX of any reclama at the start of this process to facilitate the search for a replacement unit/individual.
- 6.8.4. Funding. A deliberate process is used to manage RPA funding for AFR participation in CCMD/MAJCOM exercises. FGC/FGX will exercise the utmost degree of financial stewardship in executing the RPA budget.
- 6.8.5. Members may participate in CCMD/MAJCOM exercises utilizing annual tour at their commander’s discretion.
- 6.8.6. Senior Leadership (O6s) who wish to participate in CCMD/MAJCOM exercises are required to gain FGC/CC approval prior to participating. All Senior Leaders (O6) will contact FGC/FGX to submit a package for routing. In the absence of the FGC/CC, the AFRC/CD will be the approving authority.
- 6.8.7. General Officer (GO) exercise deployments are reviewed and processed by Reserve Senior Leader Management (AF/REG). FGC/FGX submits GO requests to AF/REG for approval.

Chapter 7

AETF PLANNING AND CONSOLIDATED PLANNING SCHEDULING (CPS).

7.1. Directorate Responsibilities. Similar to adaptive planning, responsibilities are divided between the HQs Directorates and AFRC/A5XW.

7.1.1. AFRC/A5A8 has oversight of command AETF planning and policy.

7.1.2. AFRC/A3, in coordination with A4, has oversight of the aviation-related CPS as the CAF, MAF, SOF, Cyber, and Space Scheduling Integrated Process Teams (SIPT).

7.1.3. AFRC/A5A8 has oversight of the ACS SIPT. AFRC/A5XW develops the finals AFRC ACS CPS in concert with the AFRC ACS SIPT.

7.2. AETF Planning.

7.2.1. AETF planning consists of the CPS and Aviation Schedules.

7.2.1.1. The ACS CPS provides a sourcing solution for CCDR requirements. Before it is sent to ACC via the appropriate AF FP, it must be approved by AFRC/CD. The goal of the CPS is a GFM compliant process providing an accurate and complete AF conventional force schedule. It provides sufficient lead-time for MAJCOMs, DRUs, Forward Operating Agencies (FOAs), and other units to accomplish their USC Title 10 OT&E responsibilities. It also provides both CCDRs and SecDef the ability to assess the impact and risk of proposed AF sourcing solutions.

7.2.1.2. Aviation Schedule. Although some AF FPs do not accomplish a CPS for their aviation related units, they use aviation scheduling as a GFM process. This provides an accurate and complete AF forces schedule. Aviation scheduling is normally managed by tail and aircrew availability. It shall provide sufficient lead-time for MAJCOMs, DRUs, FOAs, and other units to be able to accomplish their USC Title 10 OT&E responsibilities. It also provides both CCDRs and SecDef the ability to assess the impact and risk of proposed AF sourcing solutions.

7.3. CPS/Aviation Pre-Scheduling Activities.

7.3.1. Review the Joint Staff FY PLANORD with timeline.

7.3.2. Review the USAF GFMAP FY PLANORD with timeline.

7.3.3. Review the HQ AFPC/DP2W ACS CPS Business Rules.

7.3.4. Review NDAA and AF Force Structure add, change, and/or deletion announcements; obtain AFRC/CD guidance if necessary.

7.3.5. Complete AFRC FY RCP capacity analysis.

7.3.5.1. FAMs review and update functional UTC posturing, availability coding and AETF alignment guidance and provide applicable AFRC A-Staff/Functional Director-approved changes to AFRC/A5XW and field counterparts not less than six months prior to the start of each GFM cycle.

7.3.6. Determine if AOR teaming locations are advantageous to AFR.

7.3.7. Brief planning guidance and rules of engagement from AF, AF FP, AFPC/DP2W and AFRC SIPT representatives; to AFRC Senior Leadership, Directors, and FAMS.

7.4. CPS/Aviation Scheduling. (See Figure 7.1.)

7.4.1. AFRC SIPT representatives manage the CPS and aviation scheduling processes. SIPT representatives are responsible for obtaining the DFE Plans Council (AFRC/CD) approval for their scheduled sourcing solutions nominations.

7.4.2. CAF CPS Scheduling.

7.4.2.1. HQ ACC/A3O with MAJCOMs and ARC partners develops the CAF CPS based on UTCs.

7.4.2.2. CAF FAMs working with the AFRC/A3OR CAF scheduler reviews and nominates adds, changes and/or deletions to the CAF SIPT. These nominations will be approved by the DFE Plans Council (AFRC/CD) via the DFE Plans Board prior to final submission to HQ ACC/A3O.

7.4.2.3. Utilizes AFI 10-420 ACC Training Build process to schedule unit equipped CAF and PR units into certification exercises

7.4.3. MAF Aviation Scheduling.

7.4.3.1. HQ AMC/A38 along with MAJCOMs and ARC partners build the MAF aviation schedule based on tail and aircrew.

7.4.3.2. HQ AMC MAF FAMs, working with the AFRC/A3 MAF schedulers, review and nominate any additions, changes, and/or deletions to the aviation schedule. These nominations will be approved by the DFE Plans Council (AFRC/CD) via the DFE Plans Board prior to final submission to HQ AMC/A3O8

7.4.4. SOF Aviation Scheduling.

7.4.4.1. AFSOC currently does not have a SOF CPS or SIPT exclusively, but informally works with ARC partners to develop a schedule. AFRC/A3 is briefed of the FYXX GFMAP.

7.4.5. SPACE Scheduling.

7.4.5.1. SpOC currently does not have a Space CPS or SIPT exclusively, but is included in the ACS CPS. These nominations will be approved by the DFE Plans Council (AFRC/CD) via the DFE Plans Board prior to final submission to AFPC/DP2W.

7.4.6. CYBER Scheduling.

7.4.6.1. AFCYBER currently does not have a Cyber CPS or SIPT exclusively, but is included in the ACS CPS. These nominations will be approved by the DFE Plans Council (AFRC/CD) via the DFE Plans Board prior to final submission to AFPC/DP2W.

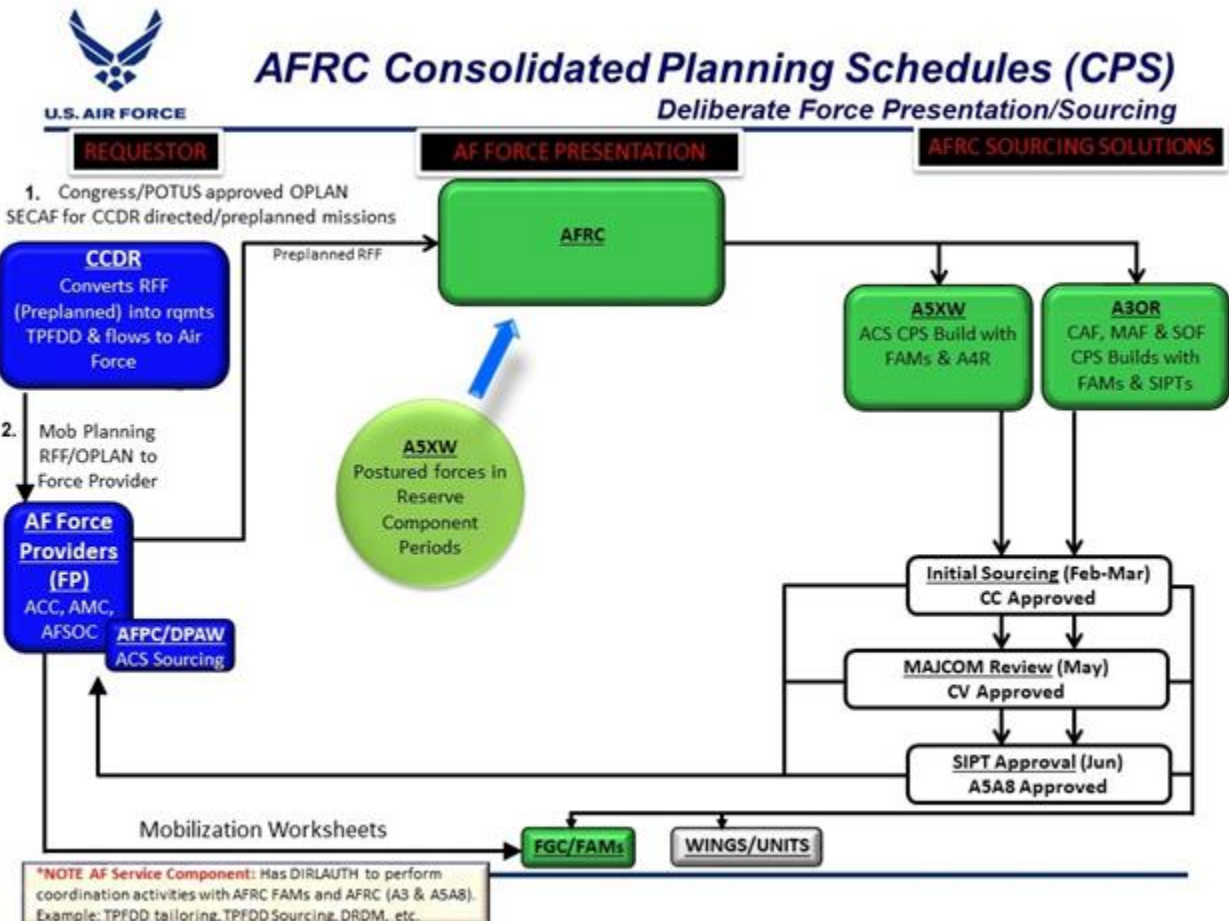
7.4.7. ACS CPS Scheduling.

7.4.7.1. AFPC/DP2W develops the ACS CPS based on the assigned RCP postured in the UTA.

7.4.7.2. AFPC/DP2W nominates a pre-identified sourcing solution to MAJCOMs/AFRC/ANG.

7.4.7.3. AFRC/A5XW solicits the HQ A-Staff Director and Special Staffs for their FAM's review, adds, changes and/or deletions to pre-identified nominated sourcing solutions.

Figure 7.1. ACS CPS Scheduling.



7.4.7.3.1. HQ A-Staff Directors and Special Staff FAMs request Wing Commander's risk assessment for unit pre-identified requirements. FAMs use commander input in assessing risk while identifying requirement fill capacity. **NOTE:** Under no circumstance will R10MFBPP PAS Code be used as a TPAS.

7.4.8. MAJCOM CPS and Aviation Schedule Review.

7.4.8.1. SIPT representatives review their respective CPS or aviation schedule for adds, changes and/or deletions.

7.4.8.1.1. CAF and MAF FAMs, in conjunction with the AFRC/A3 and A4 schedulers, reviews, sources, and identifies any issues and provides feedback.

7.4.8.1.2. AFRC/A5XW, working with the ACS SIPT FAMs, processes the HQ A-Staff Directors and Special Staff FAMs ACS CPS review, sourcing, and feedback identifying any issues.

7.4.9. SIPTs publish their respective approved CPS/Aviation Schedules to Wing Commanders for units scheduled in the eligible deployment RCPs. Informational copy is send to AFRC/A5XW.

7.5. Sourcing AFRC Requirements.

7.5.1. AFRC FAMs are the liaisons in force presentation and force generation between HAF/FAMs, AF FPs, other MAJCOMs, FGC, AFR units and HQ RIO (when an IMA is filling an AFRC requirement).

7.5.1.1. The AFRC FAM operates as an integral part of the AFRC force planning and execution processes. The FGC/FGF FARs will work with the AFRC FAMs to coordinate all UTC taskings and all phases of the deployment process involving the use of functional resources.

7.5.2. The FGC/FGF FARs will coordinate validation of sourced requirements with applicable AFRC FAM. Upon AFRC FAM validation, the FAR will submit sourcing to the applicable force provider for coordination of mobilization or volunteerism. FAR will not determine sourcing for requirements.

7.5.3. Unit ARTs and/or AGRs assisting FAMs in developing sourcing solution is informal in nature and does not constitute an official tasking to the unit.

CHAPTER 8

EXECUTION.

8.1. Purpose. Execution is the process of deploying “faces” to either planned (pre-sourced units) or emergent requirements using mobilization or volunteerism. Execution will be managed IAW AFI 10-402 and AAMP Business Rules.

8.2. Deployment of an Air Reserve Technician (ART). Tour extensions beyond the planned tour length will require AFRC/CD approval. Deployment and/or extension requests will be processed through the chain of command process to the approval authority level. **NOTE:** a request for personnel action may be submitted to temporarily fill and/or promote while an ART is in an extended leave without pay status for military service.

8.3. Deployment of an Air Guard Reserve (AGR). AGRs are ordered to duty under the authority of 10 USC § 12301(d) which authorizes the Secretary of Defense, with the consent of the member, to call a member of the Reserve to active duty at a headquarters or at the unit level. See DAFMAN 10-2114 for deployments of AGRs.

8.3.1. AFRC Wing responsibilities:

8.3.1.1. Will identify all members on source document as filling a mobilization requirement to include AGRs. Wings must notify the FGC immediately upon any change in the AGRs deployment status. AGRs assigned to headquarters positions will not be involuntarily tasked to fulfill a Regular Air Force contingency requirement. Unit AGRs assigned to AEFIs and Unit Type Codes may be involuntarily tasked to support AFR contingency requirements in accordance with AFMAN 10-206 and AFI 36-3802. Note: Unit AGRs consent to deployment vulnerability as a condition of employment. See DAFMAN 36-2114 for further guidance.

8.3.1.2. When there is a ULN/LNR in DCAPEs, CED orders must be produced. An exception is when no travel is involved with Employed In-Place (EiP) requirements. If personnel are required to perform TDY within EiP tour, this would be accomplished via DD Form 1610.

8.3.1.3. DCAPEs must be used to monitor RDDs and ETLs. IPRs and PERSCO teams (IPR designated to perform PERSCO functions) must ensure Departure dates, TDY-Arrival dates, TDY-Departure dates and Return dates are updated in DCAPEs in a timely and accurate manner.

8.3.1.4. Within 3 business days of AGRs return, IPR will update DCAPEs with actual return date and inform AFRC/A1RR via previously provided spreadsheet.

8.3.1.5. Will notify members when there Title 10 AGR orders have been amended.

8.3.1.6. ARC members will not be retained beyond their tour expiration date without a request being submitted to AF/A3OD and approved by SAF/MR. All members must be released from duty on schedule (TDY-EXP-DT) to ensure sufficient time to take accrued leave and complete all demobilization/deactivation actions prior to their approved demobilization/deactivation date. ARC members shall not be retained on active duty beyond their demobilization date unless an approved SAF/MR extension exists. This applies to AGRs also, at no time should they be held beyond their TDY-EXP-DT.

8.3.2. Force Generation Center responsibilities:

8.3.2.1. FGC/FGSV will update M4S, placing the AGR as a placeholder. This is accomplished to protect the funding. Should an occasion arise where the AGR does not deploy, the funding will still be available to execute the mobilization. 8.3.2.2. FGC/FGSD will provide AFRC/A1RR with a monthly spreadsheet comprised of the AGRs currently deployed utilizing the agreed upon format. Spreadsheets must be provided prior to the 15th of every month and will consist of additions from previous month spreadsheet.

8.3.3. AFRC/A1RR responsibilities:

8.3.3.1. Will provide spreadsheet to wings for their validation, additions, and deletions. Spreadsheet must be returned to A1RR within three business days of receipt.

8.3.3.2. Will provide spreadsheet to AFRC/FM for action and ARPC/DPAA for situational awareness.

8.3.3.3. A1RR in-conjunction with wing IPRs will monitor AGR deployers for return.

8.3.3.4. Upon members return they will provide the spreadsheet to AFRC/FM and ARPC/DPAA for action.

8.3.3.5. Will notify IPR of amended order. IPR will notify the member. Member will also get auto-notification of amendment if they have set that feature up in AROWS-R.

8.3.4. AFRC/FM responsibilities:

8.3.4.1. Will initiate reimbursement action based on actual deployed date.

8.3.4.2. Will conclude reimbursement action based on final deployment end date provided by AFRC/A1RR. **NOTE:** Final deployment end date is members return date plus earned downtime and leave.

8.3.5. ARPC/DPAA responsibility:

8.3.5.1. Will modify the AGR order repurposing an AGR to support contingency operations during the dates provided and notify AFRC/A1RR when complete.

8.4. Deployment of an Individual Mobilization Augmented (IMA). Even though the primary responsibility of the IMA is to augment active-component mission(s) when needed, these members can support requirements outside their unit of assignment with unit commander approval. Requirements need to be coordinated with HQ RIO.

8.5. On-Call Status. AFR capability can participate in an on-call role only when in the correct legal status.

8.6. Execution Sourcing.

8.6.1. Rotational Requirements.

8.6.1.1. The FGC/FGF will receive AFR requirements previously identified in a CPS or aviation schedule previously sourced via the AFRC FAMs.

8.6.1.2. The FGC/FGF executes the CPS/aviation schedule when filling requirements by involuntary activation or volunteerism validated by the AFRC FAMs.

8.6.1.3. If there is insufficient dwell, SecAF approval is required if at or below 1:4 M2D. If a situation warrants, a dwell protection waiver may be submitted 8.6.2. Emergent Requirements.

8.6.1.4. The FGC/FGF receives AF FP requests to determine availability to fill an emergent Request for Forces (RFF).

8.6.1.5. The AFRC FAM will be notified by the FGC/FGF to determine capacity availability and nominate a sourcing solution. Applicable AFRC Director approves the nominated sourcing solution. AFRC FAM will forward approved sourcing solution to the FGC for execution. Once the sourcing is received by FGC/FGF, it will be submitted to applicable FP to solidify execution of a requirement via mobilization or MPA.

8.6.1.6. AFRC FAM will coordinate with ARPC to determine PIM forces, then provide updated sourcing solutions to the FGC/FGF.

8.6.1.7. The FGC/FGF provides approved sourcing solution to the AF FP.

8.7. Validation. Validation of mobilization requirements should be completed IAW AAMP Business Rules.

8.7.1. AFRC FAMs validate taskings of the requesting agency for mobilization based on supporting data provided by the HAF FAM and/or Force Provider. Review requests for mobilization and identify discrepancies to the FGC/FGF.

8.7.1.1. AFRC FAMs review mobilization order(s) to ensure mobilization requirements match the data provided to the requesting agency. Review, coordinate, and process official requests for mobilization. Coordinate with HAF FAM and units as necessary to complete mobilization source document. Process mobilization actions through FGC.

8.7.1.2. FGC/FGS monitor mobilization periods and coordinates with units and FGC/FGF as necessary to ensure mobilized personnel do not remain on orders past the dates specified in the mobilization order.

8.8. Non-unit Requirements.

8.8.1. RC Assistant Forward Advisor (non-O6). AFRC/A4R is the OPR and will advertise and collect requests to fill these positions.

8.8.2. Senior Leader (O6) deployments are managed by the FGC in concert with the appropriate AFRC Directorate and FAM. AF/REG Colonels Group reviews all exercise, contingency, and mobilization requests for AFR members serving in colonel positions in accordance with AF Operations Planning and Execution policies and directives. FGC/CC approval is required for all Senior Leader (O6) deployments, exercise, contingency, and mobilization requests. In the absence of the FGC/CC, the AFRC/CD will be the approving authority.

8.8.3. GO deployments are reviewed and processed by Reserve Senior Leader Management (AF/REG).

8.8.3.1. AF/REG reviews all exercise, contingency, and mobilization requests for AFR members serving in GO positions in accordance with AF Operations Planning and Execution policies and directives.

8.8.4. Senior Enlisted Requirements.

8.8.4.1. Command Chiefs, First Sergeants and key enlisted positions are managed and processed by AF/REG (Chiefs' Group) and the AFRC Command Chief's (CCC) office for AFRC/CCC approval.

8.8.4.1.1. FGC/FGF will forward requirement sourcing solution to AF/REG (Chiefs Group) for review and comments (if any).

8.8.4.1.1.1. AF/REG (Chiefs Group) will forward for approval to AFRC/CCC and then will notify the Command Chiefs assigned NAF/CCC, HQ RIO and/or Wing of approval and coordinate the assignment with FGC.

8.8.5. IMA Senior Enlisted, E-9/CMSgt, sourcing requests will be coordinated through HQ RIO to the AFRC/CCM.

8.8.6. Emergency Planning Logistics Officer (EPLO) IMA Crisis Action Sourcing.

8.8.6.1. EPLOs are managed through 1AF and Air Force National Security Emergency Preparedness (AFNSEP).

8.8.6.1.1. During crisis situations, RIO will solicit for volunteers and/or coordinate on emergent mission mobilization packages to expedite support of request for forces. Upon notification from 1 AF and AFNSEP, member's orders will be initiated by the owning unit.

8.8.6.2. Pre-planned agreements are in-place to allow immediate deployment of those EPLOs needed that have been previously cleared by their unit.

8.8.6.3. The list of Colonel (O6) EPLOs is vetted through the AF/REG process. **NOTE:** The Colonel (O6) EPLO list of volunteers is validated on a quarterly basis through AF/REG, FGC/FGF, JA, and IG and approved by AFRC/CD.

8.9. 365-Day Requirements.

8.9.1. Interested airmen should identify the deployment they would like to volunteer for, and working through their chain of command, obtain wing commander approval. Wings will submit volunteer information to the applicable FAM, who will contact FGC/FGF directly in order to facilitate the deployment fill action. However, AFRC/CC guidance prohibits unit members in the RCP prior to and after the deployment period from volunteering.

8.9.2. Upon notification that an AFRC member has volunteered for a 365 day deployment FGC/FGF will source the requirement to the applicable wing after verifying the volunteer has wing commander approval.

8.9.3. Once a volunteer is received, the AFPC assignments team will verify the position is still unfilled and load the volunteer against the tasking.

8.10. Home Station Augmentation.

8.10.1. Wing commander can submit a request for home station base operating support due to mobilization to FGC Battle Watch; NAF info copied.

8.10.1.1. FGC/FGF is the action office by delegation to work home station base operating support requests with AFRC FAMs.

8.12. Involuntary Activation.

8.12.1. The FGC has overall disposition responsibility for processing involuntary mobilization requests. The AAMP and its associated Business Rules establish processes and procedures to staff ARC mobilization requests and are applicable to all involuntary mobilization requests submitted to and staffed by HAF/A3OD. AAMP is the only process used to mobilize ARC personnel. All changes to mobilization requirements will be IAW AAMP Business Rules and coordinated with the FGC to include UIC changes. The Forces Division (FGF) is the FGC POC for processing involuntary mobilization requests.

8.12.2. FGC/FGF reviews the source document and then forwards it to the AFRC FAM(s) for sourcing and requirement validation.

8.12.3. If sourcing is correct and validation is complete, the source document is then forwarded to units to nominate member(s) for mobilization. If resourcing is required, FAMs are authorized to exhaust all options within the RCP/AVI mobilization cycle prior to submission of reclama. Resourcing via volunteerism is also authorized.

8.12.4. FGC/FGF provides FAM-directed sourcing to AF/A3OD via the AF FP for staffing and approval of mobilization order. FGC/FGF provides the source document complete with members nominated for mobilization to AF/A1MT via the AF FP for allocation of funding.

8.12.5. Within three business days of receipt of the approved mobilization order from AF/A3OD, FGC/FGF will transmit an execution order to tasked wings/units and NAFs.

8.12.6. AFR members filling GFMAP SecDef Operations Book requirements deploy on AF Form 938, Request for Active Duty Training/Active Tour, and a Contingency Exercise Deployment order.

8.12.7. FGC/FGS receives resourced personnel mobilization requirements within M4S from AF/A1M. Utilizes information from the mobilization source document to process requirements in M4S and generates necessary E-49.

8.12.7.1. Once the mobilization or MPA order (AF FM 938) is certified in AROWS, the data on the order, i.e., "Notification Date," "Effective Date," "Expiration Date," and "Executive Order" will flow from AROWS-R to Defense Enrollment Eligibility Reporting System (DEERS) to start the member's entitlements/benefits.

8.12.8. CCDR requirements can be changed or deleted at any time during the process to include during deployment. While a member's tour length can be changed, the CCDR must request the same change to the involuntary mobilization order.

8.12.8.1. Members whose requirements are curtailed or deleted can request "soft landing" allowing the member 30 days to work hardships while re-engaging with civilian employment. Members requiring additional time will follow the AFI 36-2619, para 2.3.7, Table 2.1, and Attachment 4. hardship request process. The POC for hardships is FGC/FGSV.

8.12.9. CCDR change and/or deletion requests will be submitted through the AF FP. AF FPs will notify the FGF of the request and submit the request to the appropriate mobilization authority.

8.12.10. CCDRs have the authority to reassign AFRC units to other requirements if no longer needed for the original RFF. SecDef can also reallocate those units to support other CCDRs if needed. If deployed units are no longer required, CCDRs will request their mobilization be curtailed through the AF FP.

8.12.11. Changes to the mobilization order can be executed IAW AAMP Business Rules to compensate for member's time period for delays in AOR (e.g., transportation issues, etc.) or other situations beyond the member's control. All circumstances must be validated by the FGC/FGF and, if required, submitted to AF/A3OD for approval.

8.12.12. Units can request to substitute for those members having approved hardships and/or deployment availability code identified issues. All resourcing must be executed IAW AMP Business Rules.

8.13. Reclama.

8.13.1. Force Generation Center Commander and Deputy Commander are delegated responsibility to approve/disapprove a request to reclama. In the absence of the FGC/CC or FGC/CD, reclamas will be submitted to the AFRC/CD for disposition.

8.13.1.1. FGC/FGF Requirements Cell is designated OPR for the command's reclama and UIC change processes.

8.13.2. The applicable HQ Director submits reclamas for AFRC-owned requirements.

8.13.2.1. AFRC/FAM must diligently attempt to resource requirements via mobilization, volunteerism, and may contact NGB (if applicable) prior to providing reclama disposition. The AFRC FAM must coordinate with FGC/FGF when concurring to reclama.

8.13.2.1.1. Units and AFRC FAMs will ascertain if another unit in the RCP has a sourcing solution eligible for mobilization or another unit across the command as a sourcing solution eligible for volunteerism prior to submitting a reclama request.

8.13.2.1.2. Units will submit a reclama request utilizing the Reclama Processing Tool (RPT) within AEF Online via SIPRNET once FAM verifies that there are no other ARC sourcing solutions.

8.13.2.1.3. A reclama request will include robust justification, risk analysis, and if force to source, impact statements.

8.13.2.1.4. The RPT will not be used for intra-command UIC changes.

8.13.3. An IMA's unit of assignment submits reclama when the assigned IMA is unable to fill a requirement (**NOTE:** When an IMA is filling an AFRC requirement the AFRC Functional Director submits the reclama).

8.14. Changes in Unit Membership.

8.14.1. Under mobilization, changes in unit membership between the time a unit is alerted and the effective date of mobilization are limited to:

8.14.1.1. Transfer of personnel approved for exemption.

8.14.1.2. Voluntary reassignment of personnel from a non-mobilized unit to fill an existing vacancy in an alerted unit as long as the readiness status of any losing unit remains C-2 or better for the personnel graded area.

8.14.2. Reassignment of a member to another unit is not authorized while the member is activated/mobilized.

8.14.3. There is no waiver authority.

8.15. Active Duty Sanctuary.

8.15.1. Refer to DAFI 36-2110, *Total Force Assignments*, for guidance.

8.16. Retainability.

8.16.1. Personnel identified for mobilization with insufficient retainability to deploy must document their intentions on AF Form 964, PCS, TDY, Deployments, or Training Declination Statement, no later than three (3) duty days of official deployment notification. Once AF Form 964 is complete, the IPR will update assignment availability code 09 and reenlistment eligibility code “3D” into MILPDS.

8.17. Downtime.

8.17.1. Post-deployment downtime is a commander's program designed to help maintain quality of life and retain valued Air Force members. Downtime provides an opportunity for members to reintegrate with their unit, get reacquainted with their families, and put personal and professional affairs in order that were deferred while deployed. AFRC post-deployment downtime applies to all AFRC personnel regardless of the FP they are supporting and takes precedence over the FP's downtime policy. Downtime is afforded to personnel deployed away from home station in support of named Contingency Operations only. **NOTE:** A Contingency Operation is a military operation that is either designated by the SecDef as such or is made one as a matter of law (10 USC 101(a)(13)). The SecDef may designate a military operation as a contingency operation at such a time as when the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force. Exercises are not considered Contingency Operations; therefore, members supporting exercises are not entitled to downtime. Any exception requires pre-approved downtime coordinated from the Force Provider and SAF during the formal mobilization coordination process via the mobilization source document. MPA requirements associated with an approved mobilization order will be published with mob authority and converted from “mob” to “MPA” at execution.

8.17.2. During downtime, the member must conduct post-deployment in-processing, attend mandatory appointments, and remain in the assigned unit local area as defined by AFI 36-3003, *Military Leave Program*. Individual Reserve (IR) members will notify HQ RIO Personnel Readiness upon return from deployment. Downtime may be restricted from members returning from deployment in appropriate cases such as being placed in pretrial restraint, confinement, or if adequate funding does not exist to continue the member's duty during downtime. **NOTE:** It is advised that commanders not take liberty with extending mileage currently authorized via local commute policy during this time as the member is considered “Present for Duty” during this timeframe.

8.17.3. AFR members who were injured or developed an illness while activated on Title 10 orders must be directed to medical immediately. For members in deployed locations, an AF Form 348, Line of Duty Determination, will be initiated at the earliest opportunity (preferably while the member is still in the deployed location) and before release from the deployment order to enable post-deployment medical treatment or other entitlements. Upon returning to home station IAW AFI 36-2910, *Line of Duty (Misconduct) Determination*, para 2.2.2.3, “ARC medical units will document administrative Line of Duty (LOD) determinations and initiate the Informal or Formal LOD process if not completed by the initial Medical Treatment Facility.” For example, if a reservist is hurt while activated, the LOD should be initiated by the active duty (AD) medical provider for injuries sustained while deployed. However, the information must be transferred to the system used by AFRC upon the member’s return.

8.17.3.1. Recognizing the home station Reserve Medical Unit (RMU) as the gatekeeper for entry of LODs into the AFR system of record; timely/real time notification by members or troop commanders of any incurred medical condition while deployed to the home station UDM and/or servicing RMU will ensure prompt LOD accomplishment. The goal is to address any required LODs while members are deployed prior to re-deployment and thus better facilitate access to benefits, most importantly Pre-MEDCON/MEDCON. Initiation of a LOD during re-deployment processing at home station should be the exception, not the rule.

8.17.3.2. Upon notification of a medical incident for a deployed member the applicable servicing RMU will review the Electronic Health Record for the source encounter documentation, procure a copy of the orders from the unit and initiate/route the appropriate LOD IAW AFI 36-2910.

8.17.4. If an LOD is not initiated at the time of injury while activated, AFI 36-2910 provides the authority for the RMU to process the LOD post-deployment as long as it is done prior to the end of the AD tour. IR members are directed to medical at the location of the unit with which they deployed. The IR member must notify HQ RIO Medical Readiness of the injury or illness and that an LOD has been initiated. **NOTE:** Members injured while activated only receive two days for in-processing before Pre-Medical Continuation (MEDCON) orders begin. At that time, all leave must be approved by the Air Reserve Component Case Management Division (ARC CMD), a division aligned under the Airman and Family Care Directorate, Air Force Personnel Center, and unit Commander. Resolving the medical condition takes precedence over leave and/or downtime.

8.17.5. Downtime starts the day after the member returns to home station from the deployed location. If the day after a member returns to home station falls on a weekend or holiday, that day counts as part of downtime. IR members, if deployed with a unit different than their assigned unit, are expected to take their downtime with the unit with which they deployed, not when returning to home station.

8.17.6. Commanders have the option of granting a 3- or 4-day pass IAW AFI 36-3003 allowing personnel, who do not live within the Installation Commander’s established commuting area, to depart the local area. **NOTE:** If a member is granted a pass, the time counts as part of the downtime period. The pass period must be documented via a memorandum signed by the unit commander and the member. A recommended template for the pass memorandum can be obtained from your local Force Support Squadron/Flight IPR office. All travel costs

associated with the pass is at the member's expense. AFI 36-3003 provides restrictions on pass duration and use of passes in conjunction with leave.

8.17.7. Personnel deployed boots-on-ground away from their unit of assignment 1-44 days do not earn downtime. These personnel do receive two days for in-processing, prior to starting their earned leave.

8.17.8. Personnel deployed boots-on-ground away from their home station and/or HOR 45-89 days earn 7 days of downtime.

8.17.9. Personnel deployed boots-on-ground away from their home station and/or HOR 90 days or greater earn 14 days of downtime. Personnel cannot earn more than 14 days of downtime, i.e., personnel who volunteer for consecutive tours only receive 14 days of downtime.

8.17.10. The number of days deployed for any AETF or mobilized requirement is based upon boots on ground at the deployed location, which is calculated AF-wide in M4S based upon rotation start/end date. Travel time is not included.

8.17.11. AMCI 10-403, *Air Mobility Command Force Deployment*, does not apply to the ARC. ARC members who return from activation and are released from Title 10 will not be put back into post mission crew rest because they are no longer in Title 10 status. This has been coordinated with AMC/A38; a revision to AMCI 10-403 and subsequent Flying Operations AFIs will be published to clarify previous guidance.

8.17.12. If a member elects to forfeit all or part of their earned downtime, they must do so in writing. The IPR must maintain a copy of this memo in the member's deployment folder. The IPR should also maintain a memo for record if the member's downtime is rescinded. A broad-based, non-availability of downtime (for example, lack of funding) should be documented, but need not be maintained in individual deployment folders. HQ RIO Personnel Readiness will maintain all downtime forfeiture memo for records for IR members.

8.17.13. Personnel considering forfeiting their downtime are encouraged to make their intent known as early as possible. This is required so that accommodations can be made for the member to complete any mandatory requirements prior to being released.

8.17.14. Members are required to complete their mandatory separation history and physical exam (SHPE) prior to the end of their current order. As mandated by law, SHPE must be completed prior to the end of the current activation order. Therefore, the member's ability to forfeit any portion of their downtime will be contingent upon SHPE completion.

8.17.15. As mandated by law, all Reserve Citizen Airmen who complete tours of 180+ days are bound by the requirements of the Transition Assistance Program (TAP) as outlined in AFI 36-3037. If the member is required to complete TAP, it must be accomplished prior to the end of their current activation order.

8.17.16. Title 5 Civilians who deploy in a civilian status are not entitled to downtime.

8.17.17. Civilian employees returning from active duty in support of the Overseas Contingency Operations (OCO) may be authorized an excused absence of 5 working days. In order to receive the excused absence, employees must have spent at least 42 consecutive days on active duty. The absence must be the first 5 days back in civilian status and may run concurrent with military "terminal leave." (i.e., An ART or non-ART civilian employee on

military terminal leave, may take these 5 days of excused absences simultaneously). Employees are only eligible for one excused absence in a 12-month period. A new 12-month period begins after the use of the previous absence. Civilians should use the code “LV” in ATAAPS and on timesheets.

8.18. Change in Status.

8.18.1. Personnel are not authorized to change status/authorities (mobilized to volunteer, volunteer to mobilized, AGR to TR, TR to AGR, etc.) without returning to home station and completing current tour.

8.19. Leave Enroute.

8.19.1. Leave enroute is not authorized for Reservists. AFR members departing their deployed location or the Deployment Transition are not authorized leave enroute prior to home station return. This restriction is required to ensure personnel arrive at home station in time to complete all Post-Deployment Processing actions prior to their orders expiring.

8.20. DCAVES Updates.

8.20.1. IPRs must ensure timely update of personnel departures and returns from deployment in DCAVES. This action must be taken by next duty day.

8.21. Timely Returns.

8.21.1. CCs, IDRCs and IPRs must remain cognizant of deployment personnel TDY expiration dates. ARC personnel have priority when it comes to scheduling departures for the AOR.

8.21.2. Reservist must not be held without the proper approvals.

8.21.3. IPRs must utilize DCAVES to assist them in tracking personnel departures. When personnel are within fifteen (15) days of tour expiration date and have no scheduled transport, IPRs must reach out to the PERSCO team to check on the member(s) departure.

8.21.3.1. If PERSCO teams aren't responsive, IPRs should contact AFRC/A1RR for assistance.

8.21.4. If transportation issues are discovered, IPRs should contact FGC/FGO for assistance.

8.22. In-place requirements.

8.22.1. AFRC members will not be retained beyond their tour expiration date unless is approved by SAF/MR. All members must be released from duty on schedule (TDY expiration date) to ensure sufficient time to complete all deactivation/demobilization actions prior to their approved deactivation/ demobilization date. AFRC members shall not be retained on active duty beyond their demobilization date unless an approved SAF/MR extension exists.

8.22.2. DCAVES must be used to monitor RDDs and ETLs. IPRs and PERSCO teams (IPRs designated to perform PERSCO functions) must ensure Departure dates, TDY- Arrival dates, TDY-Departure dates and return dates are updated in DCAVES in a timely and accurate manner.

8.23. Emergency Leave.

8.23.1. Personnel with Red Cross verifiable emergencies should request Emergency leave. Refer to AFI 36-3003 for emergency leave procedures.

8.23.2. Reservist are not authorized advanced leave

8.23.3. Personnel on approved emergency leave may report directly to the emergency leave location or return to home station. **NOTE:** Commanders and IPRs must be made aware of their intentions.

8.23.4. Personnel released early (no Emergency leave) must return to home station and complete all processing actions prior to departure.

RICHARD W. SCOBEE
Lt General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES*****References***

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Title 10 United States Code § 12302, *Ready Reserve*

Title 10 United States Code § 12304, *Selected Reserve and certain Individual Ready Reserve Members; order to active duty other than during war or national emergency*

Title 10 United States Code § 12304a, *Army Reserve, Navy Reserve, Marine Corps Reserve, and Air Force Reserve: order to active duty to provide assistance in response to a major disaster or emergency*

Title 10 United States Code § 12304b, *Selected Reserve: order to active duty for preplanned missions in support of the combatant commands*

Under SecDef for Personnel and Readiness Memorandum, *Air Force Policy for Implementing Section 12304b of Title 10, United States Code*, 23 October 2017

Prescribed Forms

None

Adopted Forms

AF Form 348, *Line of Duty Determination*

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

AF Form 964, *PCS, TDY, Deployments, or Training Declination Statement*

DD Form 2875, *System Authorization Access Request (SAAR)*

Abbreviations and Acronyms

ACC—Air Combat Command

ACP—Active Component Period

ADCON—Administrative Control

AEF—Air Expeditionary Force

AEFI—Air and Space Expeditionary Force Indicators

AETF—Air Expeditionary Task Force

AF—Air Force

AFI—Air Force Instruction

AFJET—Air Force JOPES Edit Tool

AFNSEP—Air Force National Security Emergency Preparedness

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRCMAN—Air Force Reserve Command Manual

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operation Command

AFSPC—Air Force Space Command

AGR—Active Guard Reserve

ALN—Availability Line Number

AMC—Air Mobility Command

AMP—Agile ARC Mobilization Process

ANG—Air National Guard

AOR—Area of Responsibility

APEX—Adaptive Planning and Execution

ARC—Air Reserve Component
ARC CMD—Air Reserve Component Case Management Division
ART—Air Reserve Technician
CAF—Combat Air Force
CCDR—Combatant Commander
CCMD—Combatant Command
CFM—Career Field Manager
CJCS—Chairman of the Joint Chiefs of Staff
COCOM—Combatant Command Authority
COMAFFOR—Commander Air Force Forces
CONPLAN—Concept Plans
COOP—Continuity of Operations Plan
CPS—Consolidated Planning Schedule
CTP—Commander’s Training Plan
D2D—Deploy-to-Dwell
DCAPES—Deliberate and Crisis Action Planning and Execution Segments
DEERS—Defense Enrollment Eligibility Reporting System
DFE—Dynamic Force Employment
DIRLAUTH—Direct Liaison Authorized
DOC—Designed Operational Capability
DOD—Department of Defense
DODD—Department of Defense Directive
DODI—Department of Defense Instructions
DPEX—Deliberate Planning Exercise Process
DRMD—Deployment Requirements Manning Document
DRRS-S—Defense Readiness Reporting System-Strategic
DTM—Directive-type Memorandum
ECG—Exercise Control Group
EPLO—Emergency Planning Logistics Officer
ETL—Estimated Tour Length
FAM—Functional Area Manager
FAR—Functional Area Representative

FGC—Force Generation Center

FM—Force Modules

FP—Force Provider

FY—Fiscal Year

GFM—Global Force Management

GFMAP—Global Force Management Allocation Plan

GFMIG—Global Force Management Implementation Guidance

GO—General Officer

HOR—Home of Record

HQ—Headquarters

IDO—Installation Deployment Office

IDRC—Installation Deployment Readiness Center

IMA—Individual Mobilization Augmentee

IPR—Installation Personnel Readiness

JEP—Joint Exercise Plan

JKO—Joint Knowledge Online

JOPES—Joint Operation Planning and Execution System

LOD—Line of Duty

LOI—Letter of Instruction

LRO—Logistics Readiness Office

LRS—Logistics Readiness Squadron

M2D—Mobilization-to-Dwell

M4S—Manpower MPA Man-day Management System

MAF—Mobility Air Force

MAJCOM—Major Command

MEC—Master Exercise Calendar

MEFPAK—Manpower and Force Element Package

METL—Mission Essential Tasks List

MFM—MAJCOM Functional Manager

MilPDS—Military Personnel Data System

MOB—Mobilization

MPA—Manpower Personnel Appropriations

MPF ID—Military Personnel Flight Identification
MRA—MEFPAK Responsible Agency
NAF—Numbered Air Force
OFAMO—Office of FAM Management Oversight
OPCON—Operational Control
OPDIR—Operational Directive
OPLANS—Operational Plans
OPR—Office of Primary Responsibility
OPT—Operational Planning Team
OSC—Office Symbol Code
OT&E—Organize, Train, and Equip
PAS—Personnel Accounting System
PCS—Permanent Change of Station
PEC—Program Element Code
PERSCO—Personnel Support for Contingency Operations
PID—Plan Identification
PIM—Pre-trained Individual Manpower
POD—Port of Debarkation
POE—Port of Embarkation
RC—Reserve Component
RCP—Reserve Component Period
RDD—Required Delivery Date
RDS—Records Disposition Schedule
RFF—Request for Forces
RIO—Individual Reservist Readiness and Integration Organization
RMAT—Roles and Missions Assessment Team
RMU—Reserve Medical Unit
RPT—Reclama Processing Tool
RSP—Readiness Spares Package
SAAR—System Authorization Access Request
SECDEF—Secretary of Defense
SIPRNET—Secret Internet Protocol Router Network

SME—Subject-matter Expert
SOF—Special Operations Forces
SpOC—Space Force Space Operations Command
TAP—Transition Assistance Program
TNC—Notification Code
TPFDD—Time-Phased Force and Deployment Data
TRO—Training, Readiness, and Oversight
TUCHA—Type Unit Characteristics
UDC—Unit Descriptor Code
UIC—Unit Identification Code
ULN—Unit Line Number
UMD—Unit Manpower Document
USCYBERCOM—United States Cyber Command
USSOCOM—United States Special Operations Command
USSPACECOM—United States Space Command
UTA—UTC Availability
UTC—Unit Type Code
WMP—War and Mobilization Plan