

**25 September 1998**

**Operations**

**DEPLOYMENT PLANNING (PA)**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 10-4. It is to be used in conjunction with AFI 10-403, as supplemented AFI 10-215, DOD Directive 1000.21, and the Davis-Monthan AFB Installation Deployment Plan. It provides basic requirements for deployment planning for all unit levels in support of contingency operations. It also describes the specific requirements for the management of personnel rosters, cargo preparation and equipment listings, personnel readiness folders, shot records, and official Government "no-fee" passports. It applies to all 305 RQS personnel. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. Forms affected by the PA have an appropriate PA statement.

**SUMMARY OF REVISIONS**

This revision changed 305 RQS Form 4 references to AF Form 4005 and added 305 RQS Form 14. Streamlined personnel assigned to deployment procedures. Changed personnel readiness folder process for newcomers. Added procedures for shot records and passports. Added additional instructions for AF Form 1480. A (I) indicates revisions from previous edition.

**1. Responsibilities:**

1.1. The Plans Directorate (XP) will develop, coordinate, direct, control, and monitor all peacetime and wartime planning and execution for the commander. XP, with the coordinated efforts of the unit deployment managers, will ensure all personnel and cargo meet deployment preparation requirements in this instruction, AFI 10-403, and the Installation Deployment Plan. XP will identify, in advance, all eligible personnel and equipment for deployment and ensure all unit personnel know their deployment responsibilities.

1.2. Operations and Maintenance divisions will maintain their own deployment procedures through their respective functional areas of Current Operations and Programs and Mobility. Individuals

assigned these duties will be referred to as unit deployment managers (UDM) throughout this instruction. NOTE: The Squadron Commander's and Mission Support staffs deployment concerns will be managed with the Operations processes.

1.3. All personnel tasked for deployment will ensure compliance with this instruction.

**2. Assignment of Personnel to Deployment.** Any unit member who has an Air Force Specialty Code (AFSC) that exists in any unit type code (UTC) is subject to deployment. This is not limited to the UTCs assigned to the 305 RQS. A unit member assigned to fill a position that correlates to an UTC-tasking requirement is identified to deploy.

**3. Personnel Readiness Folders (PRF):**

3.1. When a member in-processes to the unit, the UDM will provide a brown, pre-constructed, 6-part folder with the following blank forms attached: AF Form 4005, **Individual Deployment Requirements**, minimum clothing requirements list, and 305 RQS Form 14, **Deployment Bag Management - Personal Sizing Form (PA)**.

3.2. The UDM will conduct an initial folder review with the member. Once the review is complete, the member will have 90 days to provide the UDM all required PRF items.

3.3. PRFs are mandatory for each person identified in paragraph 2 and Commander-directed for all others. All unit military personnel will have a PRF due to the possibility of their deploying.

3.4. UDMs will maintain all PRFs in their respective work centers. Management of the folders will be the responsibility of the supervisors. Control of the folders will be the responsibility of both the supervisors and the UDMs. Folders are protected under the Privacy Act of 1974 and maintained per AFMAN 37-123.

3.4.1. UDMs will issue the PRFs with attached AF Forms 4005 to each work center on a 6-month cycle for folder review. Supervisors or UDMs will conduct a thorough review with the member.

3.4.1.1. Folders without discrepancies will be returned with the AF Form 4005, signed and/or initialed, to the respective UDM.

3.4.1.2. If discrepancies are found during the review, the supervisor will ensure member corrects discrepancies within 90 days. The folder will be returned, with the AF Form 4005, signed and/or initialed as appropriate, to the UDM.

3.5. UDMs will conduct an annual inspection of at least 10 percent of the folders in their custody.

3.6. All items contained in the PRF are accountable.

3.6.1. Shot records will be kept in members PRF. Shot records will be signed out to the Squadron Medical Element (SGP) upon request. The SGP will ensure shot records are returned to the UDM.

3.6.1.1. No-fee passports must be maintained in a secure manner and issued to individuals as needed for official travel only. Upon completion of travel, no-fee passports shall be maintained in the deployment manager's office for safekeeping.

3.6.2. When items are removed, i.e., weapons cards, dog tags, DD Form 93, etc., an AF Form 614, **Charge Out Record**, or some other suitable method will be used to show accountability for these items.

3.6.3. The AF Forms 1480a, **Adult Preventive and Chronic Care Flowsheet**, and AF Form 1480b, **Adult Preventive and Chronic Care Flowsheet Continuation**, are used to maintain health records of deploying service members. AF Forms 1480 will be accomplished as required. SGP personnel will be responsible for the forms.

**4. Deployment Briefings.** The deployment appointment memorandum satisfies the requirement for an initial briefing. The supervisor conducts the initial briefing. Areas of emphasis pertaining to personal affairs in the initial briefing are:

- 4.1. Minimum clothing requirements and optional items.
- 4.2. Financial arrangements and obligations in case of activation (reference financial handout).
- 4.3. Dependent care responsibilities (reference AFI 36-2908 and AF Form 357).
- 4.4. Handout from the Office of Staff Judge Advocate.
- 4.5. For outside continental United States deployments, the intelligence section will obtain and provide current information concerning the deployed location, including local threats to unit members and terrorist activity. If a unit briefing cannot be arranged, supervisors must obtain the information from the intelligence section and brief their subordinates.

**5. Cargo Preparation.** Each of the organization's functional areas that deploy cargo in support of contingency, wartime, or exercise deployments must ensure cargo is prepared and handled according to all applicable instructions. There are only two ways for individuals to maintain accreditation: go to the annual training class or successfully complete a base- or higher headquarters-graded exercise.

5.1. Hazardous Cargo. Each user deploying cargo containing hazardous material (HM) is responsible for preparing all documentation according to appropriate directives and properly labeling these materials.

5.2. Sensitive Cargo:

5.2.1. Classified material must be handled and shipped according to DOD 5200.1-R, *Information Security Program Regulation*.

5.2.2. Weapons and ammunition must be handled and shipped according to DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*.

**6. Equipment Listings.** Deployment equipment listings will be maintained by XP in accordance with AFI 10-403.

6.1. A copy of the most current LOGPLAN materiel list will be provided to each of the UDMs annually. These lists should, in turn, be distributed to the respective increment monitors for review and updating if required. Changes to these materiel lists shall be marked in *red* pen, and returned to XP for database updating. Particular attention should be given to accuracy of the national stock number (NSN), nomenclature, allowance source code (ASC), dimensional data, and HM codes.

6.2. Increment monitors are responsible to turn in out-of-cycle updates any time changes occur in their allowance standards.

**7. Deployment.** When a member deploys, the PRF or Charge Out Card will be filed as “deployed” by the deployment manager. This also applies to shot records and passports.

**8. Employment.** At the location of employment, the unit’s First Sergeant or the local orderly room will be responsible for storage and control of the deployed PRF or PRF items.

**9. Redeployment.** The First Sergeant will issue the PRF or its deployed items to the member. Upon arrival to home-station, the member will return the folder to their functional area UDM or designated representative.

**10. Forms Prescribed.** 305 RQS Form 14

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