

BY ORDER OF THE COMMANDER

403D WING INSTRUCTION 10-204

403D WING

31 JULY 2000



Operations

403D WING DEPLOYMENT REVIEW BOARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 10-2, *Readiness*, AFI 20-204, *Participation in the Military Exercise Program*, and AFRCI 10-204, *Air Force Reserve Exercise and Deployment Program*. It outlines responsibilities, provides planning guidance, and establishes procedures for the approval of all exercises and off-station readiness activities within the 403d Wing. This applies to all subordinate units located at Keesler AFB MS.

SUMMARY OF REVISIONS

This revision, incorporated more information on the process from the previous edition (2.3.2.4, 2.4.3) and references exercises more often. (1.1, 1.4, 2.1.2, 2.2.2, 2.3.1, 2.3.1.2, 2.3.2.1, 2.3.2.2, 2.4.1, 2.4.4, and 2.4.5, 2.4.7). The Performance Planner was added to both the DWG and WDRB (2.1.1, 2.2.1). A (*) indicates revisions from the previous edition.

1. Program Objectives: The objectives of this program are to:

*1.1. Manage the Wing's schedule of exercises / deployments and mission goals. Ensure compliance with all applicable local and Headquarters Air Force Reserve Command directives and standards, according to AFRCI 10-204, Paragraph 4.6.

1.2. Improve the Wing's ability to execute its mission while assisting assigned units in performing their respective missions.

1.3. Develop a long-range plan to increase the effectiveness, efficiency, and quality of training opportunities.

*1.4. Plan deployments and exercises in the proper timing for airlift and funding requirements, according to AFRCI 10-204, Section B, Paragraph 8.

2. Functional Area Responsibilities:

2.1. Wing Deployment Review Board:

*2.1.1. The 403d Wing Deployment Review Board (WDRB) is chaired by the Wing Commander or a designated alternate. The review board consists of the Director of Plans, Logistics Plans, Operations Plans, Performance Planner, Group Commanders, and Wing Budget Officer. The board convenes quarterly in September, December, March, and June of each calendar year.

*2.1.2. The Review board is responsible for policy, oversight, and approval of the 403d Wing Deployment Review Program. This board reviews all recommendations by the Deployment Working Group for exercises and off-station deployments. The board approves or disapproves submissions, prior to external review by Air Force Reserve Command Deployment Review Board.

2.2. Deployment Working Group:

*2.2.1. Deployment Working Group (DWG) is chaired by the Director of Plans or designated alternate. The Working Group consists of Logistics Plans, Operations Plans, Readiness representatives, ASTS representative and Performance Planner as well as all 403^d Unit Deployment Managers (UDM). The group convenes twice quarterly as follows: October, November, January, February, April, May, July, and August of each calendar year.

*2.2.2. The Working Group is the focal point for all requests within the Wing on matters pertaining to exercises and off station deployments. The DWG is responsible for prioritizing Wing goals and objectives according to unit mission requirements, validating unit submissions and making recommendations to the WDRB.

2.3. Squadron Deployment Review Process:

2.3.1. The Squadron Commander:

*2.3.1. Appoints a Unit Deployment Manager (UDM) and Alternate to manage and coordinate squadron exercise and deployment matters according to KDP 10-403 Deployment Operating Procedures. (One of these individuals must be an Air Reserve Technician.)

*2.3.1.2. Ensures that all functional areas submit requests for off station deployments and exercise participation through the UDM.

2.3.1.3. Approves all requests prior to being submitted to the Deployment Working Group (DWG).

2.3.2. The Unit Deployment Manager:

*2.3.2.1. Represents the Squadron Commander and functional areas in the Deployment Working Group. The UDM submits and defense unit requests for off-station deployments and exercise participation.

*2.3.2.2. Is the focal point for the squadron on matters pertaining to deployments and exercises. The UDM monitors the progress and relays the status of any unit deployment and exercise participation to the DWG each month up until the deployment or exercise takes place. Within 30 days of the return date of a deployment, the UDM will submit an after action report on the deployment.

2.3.2.3. Maintains a working file for all deployments within his/her area of responsibility.

*2.3.2.4. Maintains a program binder with the following:

Tab 1 – Squadron UDM appointment letter

Tab 2 – 403d Wing Instruction 10-204

Tab 3 – Current list of WDRB approved deployments for their unit

Tab 4 – Current checklist for the submissions to the DWG

Tab 5 – Location of all working files on unit deployments approved by the WDRB (not yet performed)

Tab 6 – Location of all working files on unit deployment requests pending WDRB approval

Tab 7 – History (location of last three years of unit deployments after action reports)

Tab 8 – AFRCI 10-204 (can be reached on the AFRC Web Page)

2.4. Wing Deployment Review Process:

*2.4.1. Each functional area will follow the WDRB Program according to this instruction and applicable directives. Submit all requests for off-station deployments and exercise participation through the Squadron UDM for Squadron Commander's approval. Use the proper format identified by the DWG. Keep the UDM informed of all correspondence pertaining to deployments and exercise participation. If supporting a named or joint operations exercise submit a copy of the existing OPORD with the request. Depending on the type and degree of deployment, an OPORD may be required to be developed after WDRB approval.

2.4.2. The UDMs submit new deployment requests no later than three business days prior to the next scheduled DWG to the 403d Wing Logistics Plans Office, 701 Fisher St, Keesler AFB MS 39534. The request will be added to the agenda and presented by the UDM to the DWG.

2.4.3. The DWG recommends adjustments and/or changes to deployments if necessary. The UDM will make the proper adjustments. These changes must be accomplished and submitted to the 403d Wing Logistics Plans Office no later than three business days prior to the next scheduled DWG or WDRB. The deployment and the recommendations of the DWG will be presented by Logistics Plans to the WDRB for approval. A deployment request can be submitted

to the WDRB without adjustments or changes recommended by the DWG. This will result in a none concurrence from the DWG.

*2.4.4. The WDRB approves/disapproves deployments and exercise participation of subordinate units based on wing mission goals, unit training requirements, and funds availability. Disapproved requests will be returned to the appropriate UDM for revision or file. Revised requests must go back through the DWG prior to resubmission to WDRB.

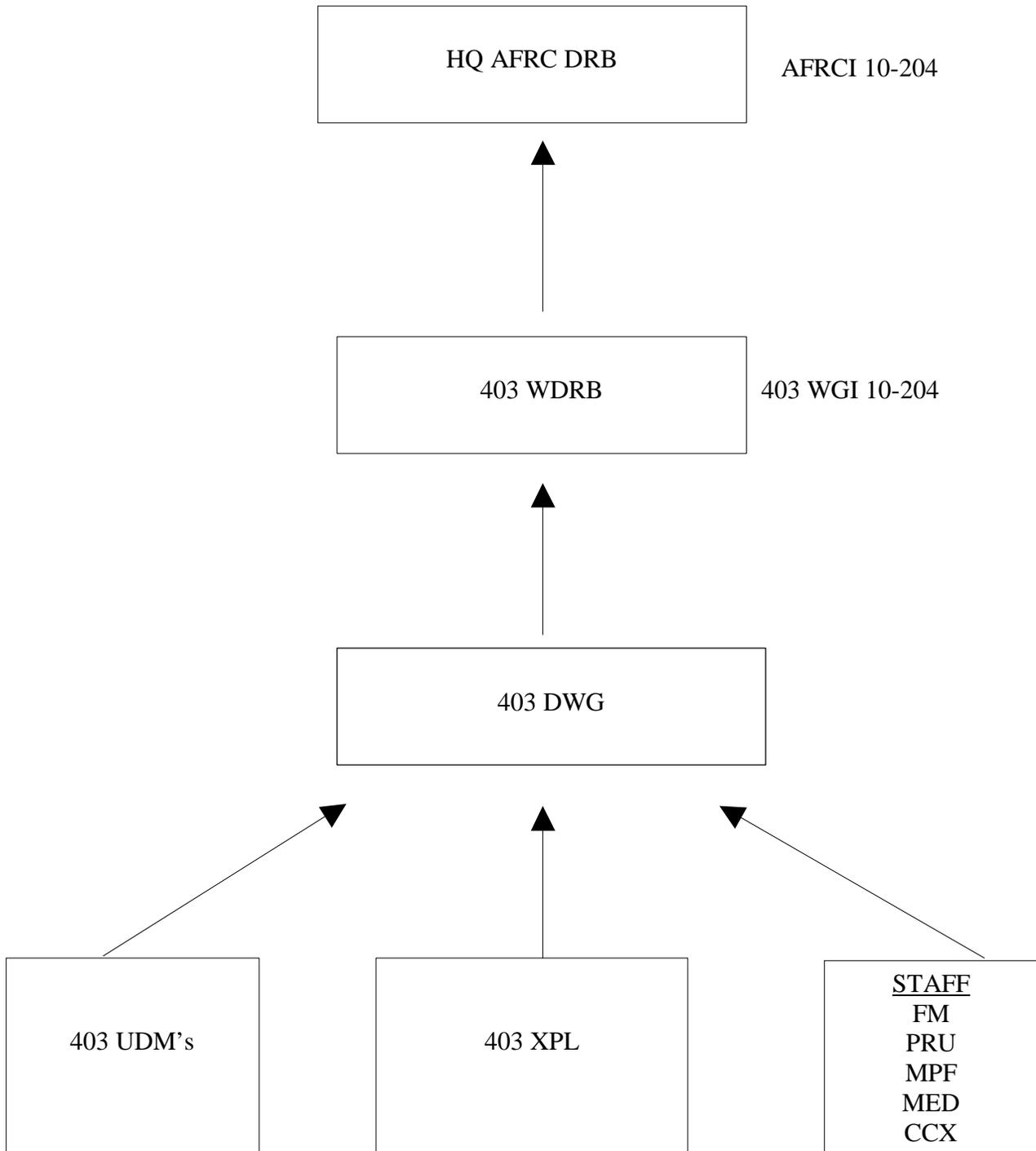
*2.4.5. Logistics Plans adds approved deployments and exercises to the Wing calendar. The UDM tracks the progress and any changes will be forwarded to 403 WG/XPL as they develop. The UDM briefs the DWG monthly on the status and progress of all deployments until completion.

2.4.6. Deployments tasked by Headquarters Functional Managers or Numbered Air Force will be submitted in the same manner as any other deployment. The deployments will receive the appropriate priority and be de-conflicted with the Wing's priorities and goals prior to approval. A time sensitive out-of-cycle tasking will be handled with the appropriate priority. They will be submitted to 403 WG/XPL with Squadron Commander's signature of approval. The Logistics Plans will submit the tasking for signature approval of the 403d Wing Commander, the Director of Plans, or a designated representative.

*2.4.7. The DWG will create policy and procedures governing exercises / deployments and the approval process. These policies and procedures will be presented to the WDRB for approval and enforcement.

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Commander

Wing Deployment Review Board Flowchart



Deployment Working Group Flowchart

