



Personnel

DEPLOYMENT TRAINING AND EVALUATION DOCUMENTATION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 913 AW/XP (LtCol, Clifford B. Lewis)

Certified by 913 AW/XP
(LtCol Clifford B. Lewis)

Supersedes 913 AGR5013, 1 October 1993

Pages:13

Distribution: F, X: HQ AFRES/XP (1)

This instruction implements Air Force Policy Directive 36-22. It establishes the procedures/responsibilities for training of all personnel involved in Deployments.

SUMMARY OF REVISIONS

This revision incorporates deployment training responsibilities and requirements for the Deployment workcenters and deploying units. It also incorporates training report forms for workcenters and deploying units.

1. Responsibilities:

1.1 The Installation Deployment Officer (IDO) must educate commanders on their responsibilities in ensuring that their units properly prepare personnel and cargo for deployment . (AFI 10-403, para 2.4.1)

1.2. Unit commanders educate all unit personnel on the deployment process and the need to maintain personal readiness. (AFI10-403, para 2.4.2)

1.3 All training for Deployment Work Centers (DCC, PDF, CDF) will be monitored by the (IDO),and performed by or under supervision of the Work Center OIC/NCOIC.

1.4 All training for deploying unit mobility personnel will be monitored by the IDO/XP, and performed or coordinated by the Unit Deployment Manager (UDM).

1.5 Training for the Unit Deployment Manager will be accomplished by the IDO or XP personnel.

1.6 The IDO will publish quarterly a list of personnel assigned to the Work Centers.

1.7 XP will:

1.7.1 Keep this instruction current.

1.7.2 Conduct a mobility meeting every UTA (when possible) to discuss problems and current mobility procedures.

1.7.3 Conduct mobility exercises as required so that training can be evaluated.

1.8 Direct additional training for functions and personnel as required.

1.9 The LG/LGT Section will coordinate all requests from workcenters and units for the following training:

1.9.1 Hazardous Cargo.

1.9.2 Material Handling Equipment.

1.10 Deployment Support Workcenter Leaders will:

1.10.1 Ensure all personnel assigned, including augmentees, are trained. (See Atch 1 and 2).

1.10.2 In coordination with the LG UDM and IDO, ensure enough personnel are assigned to run a continuous operation.

1.11 Unit Commander will:

1.11.1 Ensure personnel receive required training. (See Atch 3).

1.11.2 Ensure personnel receiving training have one (1) year retainability.

1.11.3 Ensure enough personnel are trained in mobility tasks to meet redeployment requirements.

1.11.4 Identify areas where training is required and notify the appropriate office (IDO, MSS/UDM, LG/LGT) of requirement.

1.11.5 Ensure that all training is documented.

2. Procedures:

2.1 All personnel newly assigned to all unit or Work Center Deployment positions will receive initial training for the position within two UTAs of such assignment.

2.1.1 Unless there is a regulatory requirement for training at set intervals, such as Hazardous Cargo Certification, follow on training will be as follows:

2.1.1.1 As required by IDO.

2.1.1.2 As required by UDM or Work Center leader for proficiency.

3. Documentation:

3.1 All training must be documented. Units and Work Centers can use whatever method is available to include but not limited to:

3.1.1 ACC Form 160, or computer equivalent..

3.1.2 AF Form 1098.

3.1.3 Atch 4, 5, and 6.

3.2 Quarterly status reports (Atch 4 & 5) and training reports (Atch 6) will be sent to XP as follows:

3.2.1 Deploying units in January, April, July, and October to cover the preceding three months (See Atch 4 & 6).

3.2.2 Mobility Work Center in March, June, September, and December, to cover the preceding three months. (See Atch 5 & 6).

4. Mobility Exercise Evaluation:

4.1 The personnel evaluating a Mobility Exercise will complete a written report within one UTA and forward to all Unit Commanders and Work Center Leaders.

4.2 All Unit Commanders and Work Center leaders will respond, to the XP office, in writing, to any written discrepancies within two UTAs of receipt of the report.

4.3 This base instruction is the prescribing directive for the 913 AW form 11. XP will maintain the 913 AW Form 11.

RICHARD R. MOSS, Colonel, USAFR
Commander

6 Attachments

1. Deployment Control Center Training
2. Mobility Workcenter Training
3. Unit Mobility Training
4. Mobility Status Report (Unit)
5. Mobility Status Report (Workcenter)
6. Unit/Workcenter Training Report

DEPLOYMENT CONTROL CENTER TRAINING

1. The Installation Deployment Officer (IDO) will:

- a. Be completely knowledgeable of all MPOS in the Base Mobility Plan (BMP).
- b. Know the interrelationships of all workcenters.
- c. Monitor the overall training of all workcenters and squadrons.

2. The Personnel Staff Representative will:

(REF: XP OI 1)

- a. Know the responsibility of the PRU.
- b. Be able to resolve personnel deployment problems during deployment operations.
- c. Be responsible for the personnel representative requirements ~~stid~~ in XP OI 1.
- d. Understand the schedule of events.

3. The Transportation Representative will:

(REF: XP OI 1, LG. OI 3, LOGS OIs 4 & 5)

- a. Understand the role of the DCC.
- b. Know the responsibilities of the DCC, PDF, and CDF.
- c. Know the requirements of cargo preparation.
- d. Know the requirements for couriers (cargo, classified, and weapons).
- e. Oversight for small arms and munitions control.
- f. Be familiar with load plans.
- g. Be responsible for transportation representative requirements as listed in XP OI 1.
- h. Understand the schedule of events.

4. The Data Transcriber will:

- a. Understand the organization, composition, and role of the DCC.
- b. Receive and enter information on the status boards.
- c. Keep the charts current.

MOBILITY WORKCENTER TRAINING

1. General:

The OG, LG, and SPTG Commanders will insure all personnel in the DCC, CDF, and PDF are trained in deployment procedures. This includes augmentees. Training programs will be presented or coordinated by the Workcenter leaders and monitored by the LG/CC.

2. The Transportation Control Officer (TCO) will ensure that all TC personnel (REF: LGT OI 3):

- a. Know the interrelationship with the other workcenters.
- b. Understand the organization and role of the DCC.
- c. Understand the schedule of events.
- d. Understand the procedures for use of the intrabase radio net.
- e. Based upon duty assignment, are skilled in:
 - (1) Controller responsibilities.
 - (2) Load planning.
 - (3) Quality control.
 - (4) Ramp control procedures.

3. The Cargo Deployment Function (CDF) Officer will ensure that all CDF personnel (REF: LOGSS OI 5):

- a. Know the interrelationship with the other workcenters.
- b. Understand the composition and role of the CDF.
- c. Understand the schedule of events.
- d. Understand the procedures for use of the intrabase radio net.
- e. Know the flow of cargo and documentation thru the CDF.
- f. Are qualified and skilled in operation of all required vehicles.

g. Know the assembly areas of the deploying units.

h. Based upon duty assignment, are skilled in:

(1) Marshaling area requirements.

(2) Cargo in-check procedures.

(3) Cargo manifesting procedures.

(4) Cargo loading.

4. The Passenger Deployment Functional Officer (PDF) will ensure that all PDF personnel (REF: LOGSS OI 4):

a. Know the interrelationship with the other workcenters.

b. Understand the composition and role of the PDF.

c. Understand the schedule of events.

d. Understand the procedures for use of the intrabase radio net.

e. Know the flow of passengers, baggage, and documentation through the PDF.

f. Are able to build up and mark baggage pallets correctly.

g. Are qualified and skilled in the operation of required vehicles.

h. Based upon duty assignment, are skilled in:

(1) Baggage weigh in.

(2) Passenger manifesting procedures.

(3) Passenger and troop commander briefings, and cargo courier briefings (if required).

(4) Passenger loading.

(5) Use of Foreign Clearance Guide.

UNIT MOBILITY TRAINING

1. GENERAL:

XP will provide training to all unit Deployment Managers concerning preparation and processing of personnel and equipment for deployment. The Unit Deployment Manager (UDM)/NCO will then conduct or coordinate training within their units.

2. UNIT TRAINING will enable unit personnel to:

a. Understand the organization and role of the unit Deployment control center and the unit assembly area.

b. Understand and complete the following requirements

- (1) Unit recall procedures.
- (2) Assignment of personnel to MPRs.
- (3) Training of unit personnel in mobility.
- (4) Personnel predeployment requirements.
- (5) Appointment of (to include the appropriate briefings), if required:
 - (a) Increment managers.
 - (b) Munitions couriers.
 - (c) Cargo couriers.
 - (d) Classified couriers.

c. Understand cargo preparations and marking:

- (1) Use of packing and load lists.
- (2) Markings.
- (3) Pallet buildup:
 - (a) Use of nets.

- (b) Pallet limitations.
 - (c) Use, preparation, and location of placards.
- d. Sufficient personnel qualified on a 10 K forklift to move equipment while deployed.
- e. Under hazardous/sensitive cargo identification and certification (REF: AFI 24-204):
 - (1) Preparation of DD Form 1387-2 for weapons, and Shippers Certification for Hazardous items.
 - (2) Hazardous cargo labels.
 - (3) Packaging of hazardous and sensitive cargo.
 - (4) Identification of hazardous properties.
- f. Understand the automated mobility systems.
 - (1) Construction of system (COMPES).
 - (2) Update requirements (LOGFOR).
 - (3) Output products and use of products:
 - (a) Automated schedule of events.
 - (b) Load and packing lists.
 - (c) LOGPLAN.

ALL PURPOSE CHECKLIST	/	Page	of	Pages
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR		DATE
MOBILITY STATUS REPORT (UNIT)				
NO.	ITEM			
JAN _____ APR _____ JUL _____ OCT _____				
<p>HAVE ALL ACTIONS SPECIFIED IN UNIT MOBILITY OFFICERS CHECKLIST ACCOMPLISHED (913 AW MOBILITY PLAN)?</p> <p>ARE ALL REQUIRED MOBILITY BAG ITEMS ON HAND OR ON ORDER (A,B,C,D)?</p> <p>ARE THEY PROPERLY BUILT UP OR IN BULK STORAGE?</p> <p>ARE REQUIRED WEAPONS AND AMMUNITION ON HAND OR ON ORDER?</p> <p>IS THE CONTINUITY BOOK CURRENT?</p> <p>ARE ALL AUTHORIZED MOBILITY EQUIPMENT AND SUPPLY ITEMS ON HAND OR ON ORDER?</p> <p>HAVE ALL DEPLOYABLE PERSONNEL RECEIVED DEPLOYMENT TRAINING?</p> <p>IS ALL MOBILITY EQUIPMENT PROPERLY MARKED AND SERVICEABLE?</p> <p>IF ANY ANSWER IS "NO" EXPLAIN WHY BELOW, AND GIVE AN ESTIMATED COMPLETION DATE (ECD).</p>				
SIGNATURE UNIT MOBILITY OFFICER			SIGNATURE UNIT COMMANDER	

ALL PURPOSE CHECKLIST	/	Page	of	Pages
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR		DATE
MOBILITY STATUS REPORT (WORKCENTER)				
NO.	ITEM			
	MAR _____	JUN _____	SEP _____	DEC _____
<p>ARE ALL PERSONNEL QUALIFIED ON APPLICABLE VEHICLES?</p> <p>IS THE CONTINUITY BOOK CURRENT?</p> <p>ARE ALL REQUIRED SAFETY ITEMS ON HAND OR ON ORDER?</p> <p>IS THERE A TRAINING SCHEDULE FOR ALL ASSIGNED PERSONNEL?</p> <p>ARE APPLICABLE MOPS/OIS CURRENT?</p> <p>ARE THERE REFRESHER OR ORIENTATION CLASSES AS NEEDED?</p> <p>IF ANY ANSWER IS "NO" EXPLAIN WHY BELOW, AND GIVE AN ESTIMATED COMPLETION DATE (ECD).</p>				
SIGNATURE WORK CENTER LEADER			SIGNATURE LG COMMANDER	

DEPLOYMENT QUARTERLY TRAINING REPORT		REPORTING PERIOD _____ 1 _____ WORKCENTERS _____ 2 _____ UNIT _____
MONTH _____ 3 _____		TRAINING PERFORMED _____ 4 _____
1. REPORTING PERIOD = UNITS ENTER: JAN, APR, JUL OR OCT = WORKCENTERS ENTER: MAR, JUN, SEP OR DEC 2. CHECK APPLICABLE BLOCK. 3. ENTER THE 3 MONTHS PRIOR TO THE REPORTING PERIOD. I.E.: REPORTING PERIOD = JAN - THEN BLOCKS 3 WOULD BE OCT, NOV AND DEC. 4. LIST TRAINING PERFORMED IN EACH MONTH.		
MONTH _____ 3 _____		TRAINING PERFORMED _____ 4 _____
MONTH _____ 3 _____		TRAINING PERFORMED _____ 4 _____