

15 March 1999



Operations Planning

DEPLOYMENT TRAINING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 920RQG/XP (Phillip R. Hall)

Certified by: 920 RQG/CC
(Col Richard R. Severson)

Supersedes 301 RQSI 10-401, 17 July 1996

Pages: 5
Distribution: F

This instruction implements AFRPD 10-4, *Operations Planning*, by establishing a deployment training requirement and program for all 920th Rescue Group personnel with a deployment commitment. It outlines functional management procedures and minimum mobility requirements. The basis of this instruction is set forth by AFI 10-403, and ACC Sup 1, *Deployment Planning*, AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, AFRESI 10-101, *Wing Plans Procedures*, and 45 SW IDP 10-403, *45 Space Wing Installation Deployment Plan*.

SUMMARY OF REVISIONS

This revision changes all unit designations from 301 RQS to the 920 RQG, and 45 SW/LSS to 45 SW/XPL throughout the document. An (I) indicates new or revised information from the previous edition.

1. Responsibilities:

- 1.1. The unit commander is responsible for ensuring their units are capable and ready to deploy.
 - 1.1.1. Designate a deployment manager and an alternate with at least a secret security clearance.
 - 1.1.2. Designations are made by memorandum, forwarded to the 920 RQG/XP, and contain the name, rank, duty phone, office symbol, home phone, and security clearance of personnel selected for this duty (attachment 1).
 - 1.1.3. Deploy sufficient personnel who are task qualified to meet redeployment requirements.
 - 1.1.4. Ensure deploying personnel have at least six months retainability.
 - 1.1.5. Ensure all deployment managers are trained according to the 45 TRNS/LGLX Training Guide.

- 1.2. Unit deployment managers ensure there are enough personnel for each deployment task.
 - 1.2.1. Maintain deployment training records for unit personnel; update training and management products as necessary.
 - 1.2.2. Schedule deployment personnel for deployment training courses (attachment 2) using AF Form 2426, Training Request and Completion Notification. Forms are submitted to 920 RQG/XP as soon as possible because of competition with the base. . Individuals scheduled for training are responsible for attending the class and arranging for manday orders if necessary.
 - 1.2.3. Keep the unit staff informed of deployment training status of unit personnel.
 - 1.2.4. Ensure unit supervisory personnel are made aware of the requirements of 45 SW IDP 10-403.
 - 1.2.5. Ensure a sufficient number of personnel are identified and trained to perform duties in pallet build-up, cargo preparation, marking, and hazardous cargo certification. Procedures must be established to ensure that refresher and remedial training is provided either through classes or exercises.
 - 1.2.6. Ensure deployment training is documented on an AF Form 1098, Special Task Certification and Recurring Training, or an automated system of record.
 - 1.2.7. Ensure all letters of appointment are submitted to the appropriate agencies as required by 45 SW IDP 10-403.
 - 1.2.8. Ensure the requirements of 45th Space Wing Installation Deployment Plan are complied with.
 - 1.2.9. Maintain a unit deployment continuity folder according to 45 Space Wing Installation Deployment Plan 10-403.
- 1.3. The 920 RQG/XP:
 - 1.3.1. Is responsible for the overall direction and surveillance of the deployment training program.
 - 1.3.2. Responsible for coordinating training needs between the 45 SW/XPL, 45 TRNS/LGTR and the unit deployment managers.
 - 1.3.3. Briefs the commander on program status.
 - 1.3.4. Discusses needs and problems.
 - 1.3.5. Reviews exercise reports to determine remedial training needs.
 - 1.3.6. Identifies training shortcomings in writing to affected units.
 - 1.3.7. Obtains maximum participation in deployment training classes, by tasking all UTC (Unit Type Code) positions.
 - 1.3.8. Obtains proposed training schedules from the 45 SW/XPL and 45 TRNS/LGTR and distributes them to the unit deployment managers.
 - 1.3.9. Plans deployment training exercises with emphasis on preparation, processing of cargo, passengers, and active operations of unit deployment workcenters to meet requirements.

1.3.10. Obtains maximum participation in deployment training classes, by tasking all UTC positions.

1.3.11. Returns a copy of the AF Form 2426 to the deployment manager as notification of the quota so the trainee can obtain orders and attend the training class.

1.3.12. Forwards a copy of the Deployment Exercise Evaluation Report to each deployment manager after an exercise for review and corrective action.

1.3.13. Schedules deployment meetings as required.

1.4. Upon successful completion of the training class, the 45 SW/XPL or 45 TRNS/LGTR will return a copy of the AF Form 2426 to the 920RQG/XP who will forward it to the training monitor. If the 45 SW/XPL or 45 TRNS/LGTR does not schedule special training classes for a reasonable number of students, the unit notifies the 920 RQG/XP in writing to see if special arrangements can be made.

RICHARD R. SEVERSON, Colonel, USAFR
Commander

Attachment 1

DEPLOYMENT MANAGER DESIGNATION

MEMORANDUM FOR 920 RQG/XP

FROM: Unit

734 Spacelift Ave, Bldg 313

Patrick AFB, FL 32925-3323

SUBJECT: Appointment of (Specify Deployment Duty)

1. In accordance with 45TH Space Wing Installation Deployment Plan 10-403, the following individuals are appointed subject duties as indicated:

DUTY	ALT DUTY
NAME	NAME
RANK	RANK
HOME PHONE	HOME PHONE
OFFICE SYMBOL	OFFICE SYMBOL
SECURITY CLEARANCE	SECURITY CLEARANCE
DUTY PHONE	DUTY PHONE

2. This supersedes previous letter, same subject dated _____.

(Unit Commander Signature)

cc:

Individual

Unit Deployment Continuity Folder

Attachment 2**DEPLOYMENT COURSES OFFERED**

Course duration will vary according to the knowledge of the trainees.

Course	OPR	Purpose
Course 1	45 SW/XPL	Deployment Control Center Training
Course 6	45 MSSQ/MSPD	Personnel Deployment Function Training
Course 7	45 SW/XPL	Unit Deployment Manager Training
Course 8	45 TRNS/LGTR	Cargo Preparation and Marking Training
Course 9	45 TRNS/LGTR	Pallet Build-Up Training
Course 10	45 TRNS/LGTR	Hazardous or Sensitive Cargo Identification and Certification Training
Course 11	45 SW/XPL	Contingency Operation/Mobility Planning And Execution System Training
Course 13	45 SW/EET	Deployment Exercise Evaluation Team