APPENDIX N

DEPLOYING UNIT ACTIVITIES

Deploying units plan, organize, and execute the deployment of their organic/attached forces. The Supported Commander (CDR) establishes the priority and sequence for the deployment of personnel, equipment, and supplies, and coordinates the development of the deployment plan with all organizations. The deploying units direct, review, and coordinate the preparation of aircraft and ship load/stow plans in accordance with (IAW) the priorities established for the deployment of the personnel, equipment, and cargo that make up the deploying force. The deploying units also ensure they are ready to deploy, containers are loaded and pallets are built properly, and equipment is marked and ready for embarkation.

A. TASKS

Deploying units perform the following tasks:

1. Submit movement requests through unit transportation channels.
2. Document and electronically manifest all loads of deploying personnel, equipment, and supplies; develop and input data into Service deployment systems.
3. Provide liaison personnel as required.
4. Establish airlift and sealift liaison elements at the aerial ports of embarkation/seaports of embarkation, and in theater at aerial ports of debarkation/seaports of debarkation.
5. Coordinate the movement of units from origin to port of embarkation (POE); and, in-theater, coordinate movement of units from port of debarkation (POD) to unit assembly areas.
6. Electronically report the movement of units through their supporting command and control systems IAW this regulation, Chapter 302, Table 302-2, Timeliness Evaluation Criteria.
7. Provide additional liaison personnel to supporting agencies/organizations.
8. Provide security for deployment staging areas and coordinate security for routes of movement.
9. Monitor the movement of forces/sustainment from origins/sources to POEs (includes providing liaison personnel to expedite material movements and flights of self-deploying aircraft).
10. Assist with the embarkation/debarkation of forces/sustainment aboard merchant ships, strategic airlift, and intratheater lift.
11. Appoint and train Unit Movement Officers (UMOs) and/or Embarkation Officers and certified unit hazardous materials officers/Non-Commissioned Officers.
12. Create all load plans in the Integrated Computerized Deployment System (ICODES) for airlift, sealift, and rail. ICODES was selected by the United States Transportation Command (USTRANSCOM) in 2007 as the single DoD system to complete load plans for sealift, airlift and rail. It became mandatory for use and is the only acceptable automated system for completing air load plans as of 1 May 2013.
13. Establish rear detachments. Deploying units moving by air must update load plans post Joint Inspection with final/accurate weights and provide those final load plans to 618th AOC/TACC via e-mail to tacc.fm.do@us.af.mil and subject line must be in the following format: Subject: Departure International Civil Aviation Organization (ICAO) – Mission Number. For example; KDOV -PVRA75477241. Submit not later than six hours prior to aircraft departure to ensure flight managers to perform final aircraft mission planning, calculate fuel loads, and other necessary tasks.

14. Conduct deployment readiness training.
15. Develop movement plans for higher Headquarters (HQ).

B. SITUATION DEVELOPMENT AND CRISIS ASSESSMENT

During situation development and crisis assessment for deploying units:

1. Review the existing plan(s) and revise the plan(s) based on knowledge of the situation and potential taskings.
2. Respond to direction from the commander concerning revision of existing plans, development of new plans, and development or revision of an existing deployment database.
3. Respond to increased reporting requirements.
4. Review contingency preparation and deployment procedures.

C. COURSE OF ACTION (COA) DEVELOPMENT AND SELECTION

During COA development and selection for deploying units:

1. Assume operational control of assigned forces for planning.
2. Participate as directed in the Supported CDR's COA development process.
3. Continue deployment database development, including the time phasing and prioritization of forces and sustainment.
4. Determine the mode and source of transportation for all movement segments (i.e., origin to POE, POE to POD, and POD to destination) for each COA in coordination with USTRANSCOM.
5. Determine preliminary quantities of prescribed loads and accompanying supplies and publish guidance for deploying forces.
6. Provide the CDR's Estimate for the proposed COAs. The estimate will include origin to POE movement, force and sustainment availability, ready to load dates at origin, available to load dates at POEs, preferred POEs, latest arrival dates at PODs, and required delivery dates at destinations.

D. EXECUTION PLANNING

During execution planning for deploying units:

1. Upon receipt of the Alert Order, review the selected and approved plan.
2. Following mission analysis, advise CDRs on the adequacy of forces assigned for planning.
3. Complete refinements and adjustments to forces and sustainment requirements IAW the Supported CDR's guidance and selected COA.
4. Complete the mobility database to include:
   a. A complete Unit Line Number (ULN) structure.
   b. Accurate Unit Identification Codes (UICs) (which match data in the Status of Resources and Training System [SORTS]).
   c. Accurate entry of movement dates relative to C-Day.
   d. Complete accompanying supply requirements and monitor completion of the sourcing of prescribed loads and sustainment by higher HQ.

e. Report force and sustainment shortfalls to higher HQ.

f. Coordinate the scheduling of the Deploying Force to the POE.

g. Provide Deploying Force movement requirements to higher HQ.

h. Review transportation schedules provided by USTRANSCOM for common-user lift and Supported/Supporting CDRs for dedicated lift.

i. Direct and coordinate the allocation of ULNs to units for scheduled transportation.
NOTE: The allocation of ULNs reflects actual load planning.

E. EXECUTION

During execution for deploying units:

1. Assume operational control of assigned forces.
2. Validate unscheduled force/sustainment movement requirements on a daily basis.
3. Continuously monitor force and sustainment deployment. Adjust force/sustainment phasing and prioritization.
4. Coordinate with higher HQ and movement control function/ organizations to resolve force sustainment and/or transportation shortfalls. Conflicts obtaining transportation from the origin to the POE will be worked with the Military Surface Deployment and Distribution Command.
5. Adjust passenger and cargo at the summary detail level to reflect actual movement requirements.
6. Report unresolved shortfalls to higher HQ.
7. Report readiness posture/location during all phases up the chain of command.
8. Plan for movement in the assigned area of responsibility and for subsequent redeployment.
9. Report deploying and redeploying personnel in Service personnel reporting systems.
10. Register UIC location changes in SORTS.
11. Electronically process cargo and passenger manifests to higher HQ and downline stations IAW this regulation, Chapter 302, Table 302-2, Timeliness Evaluation Criteria.
12. Register shipments of all sensitive materials, including non-ordnance related classified, pilferable, hazardous, and high-value cargo into the Defense Transportation Tracking System (DTTS). (See this regulation, Part II, Chapter 205).

F. RADIO FREQUENCY IDENTIFICATION (RFID) PROCEDURES

As active RFID technology is fielded throughout the DTS, unit move RFID Layer 4 freight container shipments (e.g., 20/40 foot International Organization for Standardization [ISO] containers, loaded 463L air pallets, and large engine containers), as well as major organizational equipment, must have active RFID license plate tags commissioned or data-rich tags written IAW Appendix H criteria with content level detail (e.g., Transportation Control Number [TCN], Transportation Tracking Number [TTN] [when the capability exists], nomenclature, stock number, quantity, and unit of issue) and TCMD record data. The tags will be attached at the point of shipment origin by all activities (including vendors/contractors) stuffing containers or building air pallets. See Appendix H for exceptions. RFID shipment data and tag interrogation results will be forwarded to the Radio Frequency In-Transit Visibility (RF-ITV) System maintained by the Automated Movement and Identification Solutions (AMIS) office.

NOTE: See DTR Definitions for RFID Layers.

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