

# **SOUTHWEST ASIA DEPLOYMENT INFORMATION HANDBOOK**



**HQ ACC/SGXP  
LANGLEY AFB, VA.**

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# ***DEPLOYMENT INFORMATION FOR SOUTHWEST ASIA***

The policies included in this document are not all-inclusive and do not contain all relevant details regarding the procedures to carry them out. Personnel policies for personnel deployed to the Southwest Asia (SWA) Area of Responsibility (AOR) are established by the Commander, United States Air Forces (COMUSCENTAF) in conjunction with deployed commanders. The official policies are maintained at HQ USCENTAF/A1-DPX at DSN 965-3220 or email [andrew.harris@shaw.af.mil](mailto:andrew.harris@shaw.af.mil).

Personnel accountability is the primary mission of the Personnel Support for Contingency Operations (PERSCO) teams; however, this starts at the home station with the Personnel Readiness Function (PRF). The PRF must send a departure report (unit moves) or the personnel identification and travel itinerary report (non-unit moves) whenever personnel deploy to the area of responsibility (AOR). Each report must be prepared according to AFI 10-215, *Personnel Support for Contingency Operations*. Web site: <http://afpubs.hq.af.mil/pubsforms/pubs/af/10/10021500/10021500.pdf>. Your help is needed to make the deployment process work as smoothly as possible.

## **PROCESSING INSTRUCTIONS**

**1. Commanders are responsible for ensuring deploying personnel are eligible and qualified for deployment.** This includes ensuring they're in good physical and medical condition (IAW AFI 48-123) Web site: <http://afpubs.hq.af.mil/pubsforms/pubs/af/48/48012300/48012300.pdf>. They must meet Air Force deployment eligibility requirements, possess a Control Air Force Specialty Code (CAFSC) for enlisted or Duty Air Force Specialty Code (DAFSC) for officers matching the required Air Force Specialty Code (AFSC) on the tasking, and meet all specified line remarks.

- a. Eligibility.** Although commanders determine the eligibility for deployment, the PRF shares the responsibility to ensure no one is deployed with disqualifying factors up to the day they out-process. When a disqualifying factor is noted, it's the PRF's responsibility to immediately advise the unit commander and to monitor the situation until it's resolved. Specific problems that must be avoided include: not being able to complete the duration of the deployment, as specified in the tasking/deployment order, because of PCS, separation, retirement or other reason. Everyone must be able to complete the entire amount of time of the deployment. If qualified personnel are not available, the MPF should "shortfall" the requirement to the MAJCOM for fill from other locations. "Split tours" are currently authorized for ARC members only.

**b. Individual tasking.** For non-unit moves (individual tasking), recommend the use of a notification memorandum (AFI 10-215) to the commander to verify eligibility as well as medical and dental clearance memorandums signed by a physician or dentist certifying fitness for deployment. These memorandums should be sent to and maintained by the PRF until the member returns from TDY. Deploying members must complete the Southwest Asia (SWA) Individual Deployment TDY Out-processing Checklist. (**NOTE:** Using this checklist precludes the use of AF Form 3847, *PALACE Manning TDY Checklist*, for SWA deployments covered by this MPFM.) The SWA out-processing checklist comprises Attachment 2 of this document. The PRFs must provide each member an appropriately annotated copy of the SWA Individual Deployment TDY Out-processing Checklist for use in preparation to deploy. A copy of the completed checklist must be handcarried by the deploying member to the AOR. PRFs must ensure all the deployment requirements manning document (DRMD) data (AFSC, translation of the line remarks, and the Date Required In-place [DRI]), are forwarded to the commander with the tasking. Commanders must review this data and pay particular attention to ensure the member selected for deployment meets all the requirements specified especially any qualifying line remarks. Deploying unqualified personnel will result in the member being returned and a replacement being deployed on very short notice from the member's unit.

**c. Unit moves.** For unit moves, please ensure the base deployment plan has adequate procedures in place to screen and prevent the deployment of unqualified personnel. (See para 1a above)

**d. Substitutions.** According to AFI 10-403, Chapter (5), <http://afpubs.hq.af.mil/pubsforms/pubs/af/10/10040300/10040300.pdf> the supporting tasked squadron commander is authorized to substitute grades (officers only) and skill levels (enlisted only) as long as designated personnel meet all the functional requirements and there is no mission degradation. **Exception:** Grade or AFSC substitutions are not authorized if specified by line remarks. Review line remarks carefully to ensure substitutions are allowable. If allowable, the following policies apply:

(1) Grade (officers only): Unless restricted by line remarks for a specific line number and the member meets all the other qualifications, a supporting commander may substitute one grade up or one grade down from the DRMD requirement. Second lieutenants (01) and colonels (06) are excluded. (USCENTAF policy) Example: For a 05 requirement, they may send a 04 or 05; for a 04 requirement they may send a 03, 04 or 05; for a 03 requirement they may send a 02, 03 or 04.

(2) Skill Level (enlisted only): Unless restricted by line remarks for a specific line number and the member meets all the other qualifications, a supporting commander may substitute one skill level down or two skill levels up. Nine-levels are excluded (USCENTAF policy). Example: For a 9 level requirement, they must send a 9 level; for a 7 level requirement they may send a 7 or 5

level; for a 5 level requirement, they may send a 7, 5 or 3 level; for a 3 level requirement, they may send a 7, 5 or 3 level. **Note:** (At this time, 3 levels are not deployable to the SWA AOR.)

- e. **Unqualified or ineligible personnel.** Personnel found to be unqualified or those not meeting the specifications identified in the tasking will be returned to home station at the expense of the assigned unit. Deployed commanders will identify these individuals to the component command for approval to return them.

**2. Medical/Dental Clearance.** A competent medical/dental authority must screen medical/dental records of deploying personnel to ensure they are worldwide qualified and have no physical conditions that may be aggravated by the TDY. All personnel must be assessed and determined medically and psychologically fit for worldwide deployment using the standard DoD Pre-Deployment Medical Questionnaire and must receive a medical threat briefing by medical personnel within 6 months of deployment. The medical/dental authority must complete an AF Form 1480, or AF Form 1480A, *Summary of Medical Care*, to be handcarried by each individual. Personnel will not deploy with medical or dental records.

- a. Personnel who have an Assignment Limitation Code (ALC) of "C" are not deployment qualified and should be restricted accordingly.
- b. Ensure women are not pregnant prior to departure. Pregnant women will be returned to home station immediately and the home unit will be required to provide a replacement.
- c. Due to supply limitations, all deploying personnel currently on maintenance medication must bring a supply sufficient for the length of the deployment.
- d. All personnel must have a deoxyribonucleic acid (DNA) test on file prior to deployment.
- e. All personnel must have a human immuno-deficiency virus (HIV) test within 12 months prior to deployment.
- f. Because of limited dental care availability, personnel with Dental Class III and IV must not be deployed.
- g. Refer to AFI 10-403 Attachment 2 for eligibility codes that might prevent an individual from deploying.  
<http://afpubs.hq.af.mil/pubsforms/pubs/af/10/10040300/10040300.pdf>

## **TRAVEL REQUIREMENTS AND ARRANGEMENTS**

- 1. For all locations.** PRFs are responsible for arranging travel through the local Traffic Management Office (TMO) ensuring personnel traveling to the SWA AOR arrive prior to the Date Required In-place (DRI) and Required Delivery Date (RDD). Travel arrangements will

be requested as soon as possible to ensure seating is blocked as close to but not later than the DRI/RDD.

- a. When requesting port calls, the PRFs will provide the TMO a 10-day window to work with prior to the DRI/RDD. To ensure arrival prior to the DRI/RDD, the DRI/RDD will be the tenth or last day of the window. Also, for Security Forces deploying with a military working dog (MWD), the PRF must inform TMO that travel arrangements must include the MWD and both must be scheduled to arrive not later than the DRI/RDD.
- b. TMOs are responsible for ensuring personnel will arrive no later than the DRI/RDD. After TMO exhausts all avenues and travel cannot be arranged prior to the DRI/RDD, TMO will notify the PRF who will send a message to the tasking organization identifying the travel problems and request late reporting.
- c. According to AFI 10-215, PRFs will provide itinerary information to PERSCO teams and MAJCOMs when received from TMO. PERSCO teams will prepare discrepancy messages if itinerary information is after the DRI/RDD and the PRF did not get authorization for late reporting.
- d. DoD and Air Force policy precludes official travelers from buying their own transportation. If difficulties are experienced with travel arrangements, contact the local TMO at the number provided in the travel package.
- e. Deploying and re-deploying personnel will travel aboard DoD-owned or DoD-controlled airlift arranged by the TMO. Use of United States flag transportation companies is mandatory except in those instances when the TMO determines such use will not satisfy the traveler's mission.
- f. Personnel on routine TDY (not deployed) to the AOR may arrive by commercial airlines if the mission dictates. These personnel must have regular TDY and not Contingency, Exercise, Deployment (CED) orders. If traveling by commercial airlines into or out of the AOR, civilian clothes will be worn and the requirements of the foreign clearance guide must be met. **Exception:** Travel in/out of Saudi Arabia by commercial airlines is prohibited.
- g. Deployed personnel must arrive by organic organizational aircraft (including AMC-chartered aircraft) or by TMO arranged transportation only. Use the regularly scheduled rotator to the maximum extent possible.
- h. When seats are not available on the rotator, the base TMO must attempt to schedule the member on a flight to Frankfurt IAP, Rhein Main AB GE, or Ramstein AB GE. Scheduled military air flights depart Ramstein AB GE for the AOR each week and will be booked through the base TMO. Personnel are authorized to travel to Germany on commercial aircraft as required in order to make a military air flight from Ramstein AB GE to arrive in the AOR not later than the DRI/RDD. A shuttle bus

service frequently runs from the Frankfurt IAP GE (USO lounge location, Terminal 1, Hall C, arrivals, 1st floor, near Ausgang [exit] 7) to Rhein Main AB GE. Also, a bus runs from Frankfurt IAP GE to Ramstein AB GE via Rhein Main AB GE daily at 1100 and 1400, so plan accordingly. (**NOTE:** Personnel must not arrive in Ramstein AB GE for follow-on travel into the AOR unless TMO has confirmed seats on a flight from Ramstein AB GE to the AOR.)

- i. Arrival and departure in appropriate civilian clothing is mandatory. (**NOTE:** The deployment commander may direct uniform wear when dedicated air is used which on-loads and off-loads at military terminals. Example: Charter flight from Shaw AFB to Prince Sultan Air Base (PSAB) with no debarkation at a civilian terminal en route.
2. **For personnel deploying to Saudi Arabia.** Arrival via PSAB is mandatory. **UNDER NO CIRCUMSTANCES** will deployed personnel arrive in Saudi Arabia on commercial airlines. (Exceptions may be granted on a case-by-case basis for personnel departing Saudi Arabia on emergency leave.)
  3. **For personnel deploying to Kuwait only.** Arrival via Kuwait City International Airport (KCIA) is authorized and encouraged as the preferred arrival point. The TMO should attempt to schedule Kuwait-bound personnel into the KCIA on military charter flights departing from Dover AFB DE. Currently, the military charter departs Dover DE at 0300 on Sunday (show time is 0100) and arrives at KCIA at 0730 the following day. Limousine transportation from Philadelphia Airport PA to Dover DE is available and the cost is between \$30-\$50. Excess baggage is an additional \$10. Call 1-800-729-8091 and give them your flight number into Philadelphia to ensure pickup.
    - a. If seats are not available on the military charter flight, schedule on any military flight with a destination of KCIA.
    - b. When military aircraft opportunities have been exhausted, arrival via commercial aircraft is authorized and compliance with the foreign clearance guide is required. (For those deploying to or participating in an exercise in Kuwait, a country clearance is not required provided their CED/TDY orders specify Kuwait as their destination and they have an Armed Forces ID card.)
  4. **Documentation.** You must hand-carry the following documents. **DO NOT** put this documentation in your luggage as these are needed for in-processing:

<b><i>Required Documentation</i></b>
AF Form 245, <i>Employment Locator Card</i>
AF Form 522, <i>Small Arms Marksmanship Card</i> or Computerized Training RIP
AF Form 623, <i>OJT Record</i> (TSgt and below only; can be put in luggage and not hand carried)

Current AF Form 1480 or 1480A, <i>Summary of Health Care</i>
AF Form 1199, <i>Restricted Area Badge</i> if current duties require one
Southwest Asia Individual Deployment TDY Out-processing Checklist
DD Form 2AF, <i>Identification Card</i> , with bar code and an expiration date of at least 30 days after tour length stipulated on tasking order (expiration date applies to active duty personnel only)
DD Form 1934, <i>Geneva Conventions Identity Card</i> , for all medical and chaplain personnel
CED TDY Orders (At least 10 copies)
ID Tags with "AF" after SSN
Immunization Record
Flight Line Driver's License, if required for performance of current duties
Passport/Visa, if required
SATO and TMO Tickets
State/Government Driver's License, if required for performance of current duties

**Note 1:** HQ USCENTAF/ACC's Time Phased Force Deployment Document (TPFDD) requires the BW/CW antidote to include: 2PAM chloride, atropine auto injectors, CANA, ciprofloxacin and PB tabs. These items will not be individually issued until directed by the senior on-site commander. These items must not be individually issued and hand-carried to the AOR unless specifically directed in the tasking. Units/personnel deploying to support an AEW must bulk ship BW/CW antidote.

- 5. Equipment.** The following equipment is required if you are deploying for more than 15 days (**NOTE:** You are no longer required to hand carry these items and can check these on the aircraft with other personal baggage. These items must be returned to the home unit after completion of TDY).

D Bag (rated personnel only)	
C-1 Chemical Bag containing:	1 CWD eyeglass inserts (if required)
	2 properly sized ground ensembles
	4 pairs of gloves with inserts
	2 pairs of overboots
	4 filter canisters
	4 hoods
	1 M-8 paper pack
	1 M-9 Pack
	2 decon kits
	1 properly sized MCU2AP gas mask
A-1 Bag containing-minimum	Web belt

(see note)	Empty canteen (including cup and cover)
	Helmet with liner and chin strap
Shift workers & those working outside the AOR during Oct – Feb	Appropriate cold weather gear; e.g. field jacket, long underwear, wool socks, gloves, nightshirt, etc

**\*Note:** Deploy with the following items if they are required in the daily performance of duty at home station: AF Form 1199, *Restricted Area Badge*; Flight Line Driver’s License; current civilian driver’s license; steel-toed boots; coveralls; and individual protective equipment. This includes goggles, hearing protection, and respiratory protective equipment with AF Form 2772, *Certificate of Respirator Fit Test*.

6. Two pieces of excess baggage are authorized not to exceed 66 lbs. per bag. Justification for determining this special authorization is the SWA Processing/Reporting Guidance MPFM.

## SWA AOR POLICIES

The following is a brief summary of USCENTAF personnel policies established for personnel deployed to the Southwest Asia AOR. These policies are established by COMUSCENTAF in conjunction with deployed commanders. They are not all-inclusive and do not contain all relevant details regarding the procedures to carry them out. The official policy is maintained at HQ USCENTAF/A1-DPX at DSN 965-3220 or email [andrew.harris@shaw.af.mil](mailto:andrew.harris@shaw.af.mil).

1. **Uniform.** Duty uniform in the AOR is the desert camouflage uniform (DCU), battle dress uniform (BDU) or the flight suit uniform (FSU). For those who do not have DCUs, if possible obtain them prior to deployment. Personnel are authorized issuance of three complete sets of DCUs (three shirts and pants, one pair of desert boots, one desert hat, and one desert field jacket). Do not wear or bring a service dress uniform. If the job requires steel-toed boots or coveralls for performance of duties, bring them, as they are not available for issue in the AOR. Those that have or are issued DCUs should ensure they are complete with rank and nametape.

### 2. Civilian Clothes.

- a. Arrival and departure from the AOR in appropriate civilian clothes is mandatory. The deployment commander may direct uniform wear when dedicated air is used which on-loads and off-loads at military terminals.
- b. Appropriate civilian clothes are authorized for off base wear in most locations, but must be neat, clean, and conservative in nature.
  - (1) Men: long pants and shirts with collars.
  - (2) Women: skirts and dresses worn below the knee, dresses and blouses must have sleeves, and slacks must be loose fitting.

- (3) Examples of inappropriate clothing include: ripped, torn, frayed, or patched clothing; tank tops, shorts, short skirts, undergarments worn as outer garments, bathing suits, sandals, and any garments which are revealing or contain obscene, profane, or lewd words or drawings. Other prohibited items are men wearing earrings and women wearing earrings with religious symbols. Men must conceal any tattoos that may be considered offensive and women must conceal all tattoos.
- c. Most athletic activities are available on base; therefore, you should bring appropriate athletic clothing.
  - d. Those deploying to Seeb, Oman, are required to travel to and from work in civilian clothes; therefore, ensure an adequate supply is carried.
3. **Civilian Clothing Allowance.** In most cases this allowance is not authorized. It is only authorized for those positions requiring wear of civilian clothes full-time in performance of official duties (e.g., contracting). This allowance is not authorized for wear of civilian clothes to and from work, or damage by cleaners. For damage, a claim is submitted through the legal office channels.
4. **Date Required In-place (DRI) or Required Delivery Date (RDD).** This is the latest date of arrival in the AOR and the day the in-country tour starts. This date is specified on the Deployment Requirements/Manning Document (DRMD) and is transmitted to the PRF in the deployment tasking. For the purposes of this memorandum, we will use RDD versus DRI. The RDD is treated like a permanent change of station (PCS) Report Not Later Than Date (RNLTD). If transportation is not available to arrive on the required date, back up the travel date to ensure arrival not later than the RDD--arrival on the first rotator after the RDD **is not** acceptable. The PRF must monitor the status of travel arrangements for personnel traveling to SWA to ensure the arrival date is before the RDD. Only the deployed commander can authorize arrival after the RDD or reporting significantly (more than 7 days) early (*see early/late arrivals* for details). Changes to this date can only be approved by USCENTAF and will not be considered unless it is to establish and/or maintain a seamless rotation, or when there is a change in the mission, equipment, or location.
5. **Early/late arrivals.** Personnel must report not later than their DRI/RDD. Only deployed commanders have the authority to allow deviation of arrival times. The request must be made in writing from the home unit and approved by the deployed commander (or responsible official) in writing. The personnel readiness function (PRF) will forward the request to the appropriate agencies. Approval to arrive before or after the DRI/RDD **is not** a DRI/RDD change; if members arrive early, they must serve the normal tour plus the time arrived early.
6. **Tour length.** On 1 Jun 97, the tour length for individual augmentees increased from 90 to 120 days. There are some positions that are other than 120 days and they are specifically identified on the Deployment Requirements Manning Document (DRMD). The in-country tour length will be specified on the CED order.

- a. Total number of days TDY is determined by the following formula: Out-processing home unit-of-assignment + travel to just-in-time training + just-in-time training + travel to AOR + in-country tour length + travel back to home unit of assignment + in-processing home unit-of-assignment. Aviation unit and crew tour lengths will vary by specific aircraft and are published in separate correspondence through the operations community.
- b. "Split" tours are currently authorized at 60 days increments for ARC members only. Individuals are expected to serve the full tour specified on the DRMD/tasking and may only be released early for emergency reasons by the deployed commander. Personnel who cannot serve the full tour specified on the DRMD/tasking because of school attendance, pending PCS, etc., should not be deployed. USCENTAF does not support early returns based on these reasons and the home unit will be held financially accountable for all associated costs.

**7. Retention beyond normal tour completion date.** Retention beyond the member's normal tour completion date is only authorized for two reasons:

- a. To serve the overlap specified in the line remarks associated with the line number and;
- b. For additional time, not to exceed 25 days, to cover critical positions where replacements incur unavoidable delays and do not arrive on time. For completion of overlap, no action is required as the line remark clearly states the member will be held to complete the overlap. For CRITICAL positions, if the replacement is delayed, the deployed commander has the OPTION of retaining the incumbent until the replacement arrives, up to a maximum of 25 days. If this option is exercised, the deployed commander (through PERSCO) must inform the home unit commander by message. The member must be sent home as soon as the replacement arrives or at the 25-day point, whichever comes first. This option must be exercised judiciously and only as a last-ditch effort to preclude mission degradation. In other mission critical circumstances, the deployed commander (through PERSCO) may ask the home unit commander (must be in writing) for approval to retain (maximum of 25 days) beyond the normal tour completion date. If the home unit commander denies the request, the member must be sent home as scheduled. DRIs will not be adjusted.

\* Note: ARC members are restricted to 139 MPA Mandays.

**8. Early returns/releases.** Regardless of the tour length specified in the CED order, when personnel are no longer needed they should be sent home! Deployed commanders have the authority to return members prior to the completion of their normal tour. If returned for reasons beyond the member's control (medical, emergency leave, etc.), substandard duty performance, or not qualified to perform the duty and there are 30 days or more remaining on the tour, a replacement is authorized. If released for other reasons or there are less than 30 days remaining on the tour, the home unit is not obligated to provide a replacement. In all cases, the DRI will not be adjusted. For all early returns, the PERSCO must send an early

release/return message to the home unit advising of the member's status and request they provide a replacement if required.

- 9. UTC/Team Deployments.** Personnel must deploy with the numbers and kinds of personnel specified in the DRMD for the duration of the deployment. The deployed commander may authorize exceptions.
- 10. Normal tour completion date.** This is the date an individual should expect to depart the AOR. Each individual's in-country tour starts on the DRI/RDD. Therefore, add to the DRI/RDD the number of days specified in the DRMD (and CED orders) for the tour length. Add any overlap specified in the line remarks associated with the individual's line number. This is the normal tour completion date and will be the first day of the 7-day window provided to the TMO for seat reservations. Commanders may approve earlier departures, but they must be in writing (to PERSCO and TMO) with sufficient lead-time for travel arrangements to be made. The tour completion date is computed from the DRI; **not** the date arrived in the AOR. (NOTE: This computation is based on COMUSCENTAF policy).
- 11. Line remarks.** These are coded remarks applying to a position on the DRMD specifying the requirements that must be met to fill the position. These remarks flow to the PRF with the tasking and the PRF must translate this coded information and provide it to the unit commander with the tasking. The commander is responsible for ensuring selected individual(s) meet all these qualifications. When a line remark requirement cannot be met locally or there is a disagreement about the requirement, immediately elevate the issue. The parent MAJCOM can often clarify such issues or questions. The commander and/or the PRF must ensure the member selected to deploy is aware of these remarks. Only the deployed commander can waive the requirements of the DRMD, including line remarks. The home unit commander must request and the deployed commander must approve the waiver in writing.
- 12. Promotion Testing (active duty only).** Those deployed for at least 90 days will receive 60-calendar days preparation time (30 personal and 30 study) upon return to home station. Those personnel must test between 60 and 75 days after return. Those deployed less than 90 days may receive up to 30 days delay upon request from the unit commander. Individuals will receive supplemental consideration if cycle is missed.
- 13. Promotions.** If an individual has a promotion line number and will be promoted while deployed, they must hand-carry a letter signed by the unit commander stating the member is eligible for promotion and there are no factors to withhold the promotion. This will enable the PERSCO team to issue a new ID card effective the day of promotion without having to contact the home station to verify promotion. In addition, everyone is encouraged to bring Weighted Airman Promotion System and Career Development Course (WAPS/CDC) study materials and references since access to this information in the AOR is limited.
- 14. Retainability.** Everyone must be able to complete the period of TDY specified in the DRMD or tasking message. Additionally, if projected for separation, retirement, PCS assignment, or formal education (e.g., ACSC, Senior NCO Academy, etc.), they must be able

to complete the entire TDY and return to home station in sufficient time (including leave) to complete all required out-processing actions. If projected to extend or reenlist during the deployment, members must satisfy the requirement prior to departure from home station. PERSCO teams do not have access to the Personnel Data System (PDS) for information required for completion of reenlistment forms.

**15. Contingency, Exercise, Deployment (CED) orders.** CED orders are required to deploy to the SWA AOR. Taskings flow to the PRF with a Plan Identification (PID) and Unit Line Number (ULN). This information is placed on the CED order along with the tour length and other mandatory information required by the Air Force and USCENTAF. For those deployed longer than specified on the CED order, amendments are not required and should not be generated by home station PRFs unless the tour length is exceeded by more than 30 days.

**16. Passports/Visas.** There are two means of travel clearance to the AOR, standard visit procedures and contingency orders.

a. Standard visit: TDY into the SWA AOR on standard TDY orders (AF Form 1610) published by a unit requires full compliance with the foreign clearance guide procedures which necessitates visit clearance request and approval, a passport, visa, etc. Those arriving in Saudi Arabia without passports and approved visas **will not** be permitted entry into the Kingdom.

b. Contingency, Exercise, Deployment (CED) orders: The government of Saudi Arabia (and some other countries in SWA – check the foreign clearance guide) have agreed to grant entry to military and civilian personnel on orders to conduct contingency operations and whose mission requires them access to the country. Individuals must be on CED orders published by the local MPF/PRF and be in possession of a current military ID card. Attempts to use CED orders for other than a "contingency" related mission could jeopardize host nation agreements to waive the passport/visa/country clearance requirement of the foreign clearance guide. PCS personnel should arrive with a passport and temporary (89 or 90 day) visa. Upon arrival they should request a 12-month visa (these are not available in the CONUS).

**17. Short-Notice Tasking.** There are times when a critical need exists for deployment on short notice. The Commander of the United States Central Command (COMUSCENTCOM), Commander of the United States Central Air Forces (COMUSCENTAF), and Air Force objective is for deploying personnel to receive at least 60 days of notification prior to deployment. However, there are many reasons why this is not always possible and personnel must deploy with less. Unless it is absolutely mission critical, personnel will be allowed a minimum of 30 days notification. USCENTAF and the MAJCOMs work these exceptional cases.

**18. AOR Gender Restrictions.** Because of host nation cultural sensitivities, there are a few positions in the AOR that can only be filled by male personnel and these are clearly identified by the line remark "must meet local AOR driving requirements."

**19. Seamless Rotations.** In early February 1994, COMUSCENTAF established a seamless rotation policy for all rotations except aviation packages, implemented on 16 Feb 94. Effective management will ensure about the same number of personnel rotate each month. Extensions, changes in the DMD, overlaps, late reporting etc. must be watched closely as they all impact the seamless philosophy.

**20. Overlap.** Because of the critical need for continuity in the AOR, some DRMD positions require overlap between the incumbent and the replacement, usually 7 days maximum. These positions are clearly identified on the DRMD with an overlap code (line remark) stating the incumbent will serve the overlap. This means the person in place will serve up to an additional 7 days (the normal tour length plus the overlap period) and the DRI/RDD will not be adjusted. CED orders are good for up to 30 days beyond the specified ETL and amendments are not required for this additional period.

**21. Maximum Tour Length.** A member cannot exceed 179 days TDY at the same location within a 12-month period unless they have a Secretary of the Air Force (SAF) waiver. The 179-day clock starts on the date of departure and stops the date of arrival back at home station. Home units and PRFs are responsible for requesting this waiver. Personnel returning to a location who believe they may break this 179-day rule must notify the commander and PRF immediately.

**22. Weight Management.** COMUSCENTAF determined that weight management requirements, including weigh-ins, body fat measurements, and reporting, will be suspended while deployed to the AOR. Those personnel in the WMP are responsible for their own progress while deployed and their status will not be monitored in the AOR. However, upon return to their home unit, they will be held accountable for their status.

**23. Leave:**

- a. Ordinary leave is not authorized while deployed.
- b. Emergency leaves, should it become necessary, may be granted by the deployed commander. The deployed commander should coordinate with the home unit commander and determine whether an emergency leave or early return/release is more appropriate.
- c. The home unit commander may grant leave enroute, in conjunction with the deployment, as long as the DRI/RDD is met.

- (1) Before departure from home station, the home unit commander provides the PRF a signed letter stating leave en route is authorized. The letter must include the number of days being authorized, leave address, and emergency telephone number. Information concerning leave not in the local area must be included in the CED orders. The PRF will retain the letter until the member returns to home station. Finance will determine the actual number of days charged based on the travel voucher. If leave is in the local area before or

after the deployment an AF Form 988, *Leave Request/Authorization*, must be completed if you are a military member, and a Standard Form (SF) 71, *Application for Leave*, by federal civilians.

- (2) After departure from home station, if the home unit commander authorizes leave enroute when returning; amendments to the deployment order are not necessary or required. A message or email will suffice and should be filed with the travel voucher. (Active duty only).
  - d. Leave balances in excess of 60 days: Members may lose days in excess of 60 days on 1 Oct unless special leave accrual (SLA) applies. Members are eligible for SLA if deployment to or in support of an operational mission at the national level prohibited taking leave during the latter part of the fiscal year (FY). Automatic carry-over by the Defense Finance and Accounting Service (DFAS) center applies if the member deploys for 120 or more consecutive days and receives hostile fire pay or imminent danger pay for 4 or more consecutive months. Automatic carry-over consists of the leave balance upon entering the AOR, plus leave accrued in the AOR, minus leave taken while in the AOR. The SLA does not include leave accrued after departing the AOR. If not eligible for automatic carry-over, unit commanders can submit requests with supporting documentation to the parent MAJCOM of assignment to restore days that may be lost on 1 Oct. Criteria for eligibility consists of: A deployment of 60 days or more in support of an operational mission at the national level that prohibited taking planned leave during August and September. Commanders submit these requests after members return from the deployment. Supporting documents include the CED or TDY orders, a copy of the travel voucher, and a statement showing how the members managed their leave during the year.
- 24. Customs.** Everyone entering Saudi Arabia must process through customs and surrender their baggage for inspection by Saudi officials. Alcohol, to include items used in making alcoholic beverages, is prohibited. Pornography of any type, to include muscle or swimsuit magazines, videos, pictures, calendars, or computerized versions are prohibited. Such items brought or mailed into the country will be seized, member will be fined by host nation and UCMJ action is likely.
- 25. Education.** There is a Learning Resource Center (LRC) at Prince Sultan Air Base. This center allows deployed and PCS personnel to continue their personal and professional development programs while assigned to the 363 EMG. The center features a library and 10 multi-media computer stations for officer and enlisted Professional Military Education (PME) courses, Internet access, and reading materials. The center will also be able to administer DANTES/CLEP examinations. LRCs are also being established at other locations throughout the AOR. For more information, the 363 EMG Learning Resource Center may be contacted at DSN (318) 433-2130 or 3132.

## PAY ENTITLEMENTS

1. **The following pay entitlements may apply to the location you are deploying to.** These entitlements are not automatic and it is your responsibility to report to Military Pay to determine eligibility, start and stop entitlements to Imminent Danger Pay (IDP), Hardship Duty Pay (HDP), Family Separation Allowance (FSA), Federal Tax Exclusion, Cost of Living Allowance (COLA), and Basic Allowance for Subsistence (BAS). Questions concerning entitlements should be addressed to the Finance office.

- a. **Basic Allowance for Subsistence (BAS).** While TDY in the AOR, you are entitled to receive BAS. If you are not already receiving BAS, you are entitled to TDY type rations (\$7.50 per day) while in the AOR.
- b. **Imminent Danger Pay (IDP).** IDP is \$150 per month. To be entitled, you must spend a part of one day of a calendar month in an area where IDP is authorized (includes their airspace).
- c. **Federal Tax Exclusion.** The monthly eligibility requirements are the same as IDP. For enlisted members all wages are exempt from Federal and State taxes. Officers are exempt for the first \$4,653.00 of all taxable income. Social security is still deducted.
- d. **Family Separation Allowance.** Military members who are TDY to the AOR must have dependents residing with them prior to the deployment and must be TDY for more than 30 consecutive days to be eligible for FSA. FSA is payable at \$3.33 per day or \$100 per month.
- e. **Hardship Duty Pay (HDP).** Enlisted members who are TDY to the AOR for at least 8 consecutive days are entitled to HDP. The following is the breakout of the monthly amount: AB-Airman receives \$8; A1C receives \$9; SrA/Sgt receive \$13; SSgt receive \$16; TSgt receive \$20; and MSgt through CMSgt receive \$22.50.
- f. **Travel Entitlements.** While in the AOR, you will be entitled to \$3.50 per day. It is imperative that you file your travel voucher within five days of return to home station. This will notify Finance to stop your deployed military pay entitlements.

**Note:** These entitlements are not automatic and it's your responsibility to report to Military Pay to determine eligibility and to start and stop the entitlements. Questions concerning entitlements should be addressed to the Finance Office.

## OUT-PROCESSING REQUIREMENTS

1. Prior to your deployment, the following training and documentation must be accomplished as this ensures you are properly prepared, trained, and equipped to perform your TDY mission:

2. Chemical Warfare Defensive measures. You **must** complete the chemical warfare basic qualification/refresher training within 12 months prior to deployment.
  - a. Weapons Training: All group "A" and "B" personnel must qualify with the appropriate weapon every 12 months. All group "C" personnel must qualify with the appropriate weapon every 36 months. **NOTE:** This qualification must not expire during the deployment period.
  - b. Self-Aid/Buddy Care (SABC): Must be accomplished within 24 months prior to deployment.

NOTE: The above listed training is only a partial list of standard readiness training IAW AFI 41-106 which is conducted at the unit level. Just-In-Time Training (JITT) is considered additional training (Desert Care II is a component of JITT) conducted in conjunction with the deployment by the lead unit. JITT is not designed for nor is it the appropriate time to administer Weapons Training or SABC etc.

3. Immunizations will be administered IAW AFI 48-110, *Immunizations and Chemoprophylaxis*.  
<http://afpubs.hq.af.mil/pubsforms/pubs/af/48/48011000/48011000.pdf>
  - a. Hepatitis A (Havrix): Series complete or in progress.
  - b. Tetanus-Diphtheria (every 10 years)
  - c. Oral Polio (one time adult booster)
  - d. Yellow fever (every 10 years)
  - e. Measles (one time adult booster if born after 1956 and never had measles)
  - f. Typhoid (Immunizations: every 2 years; Tablets: every 5 years)
  - g. Meningococcol Quad (every 5 years)
  - h. PPD (TB Test – Intradermal only) (within 12 months prior to deployment. Also required 12 weeks after redeployment unless individual is in an annual TB screening program.
  - i. Anthrax: Series must be in progress. Recommend having first three inoculations done before reporting in-theater.

3. **General Order #1** excerpts follow:

## **GENERAL ORDER No. 1**

The following is an article from the 20 Nov 97 issue (Vol. 8, No. 47) of the 4404<sup>th</sup> Wing (Provisional) DESERT VIEW, authored by the 4404<sup>th</sup> Wing (P) legal office (the 4404<sup>th</sup> is now the 363<sup>rd</sup> EMG):

What is General Order No. 1? Who does it apply to? What happens if it is violated?

General Order No. 1 is a lawful order issued by the Commander, United States Central Command, the Commander, Central Air Forces, and the Commander Central Air Forces (Forward) and is applicable to everyone serving in these commands or the Joint Task Force – Southwest Asia. This includes all active-duty military personnel at Prince Sultan AB.

GO-1 is based upon Islamic law and Arabic customs that prohibit or restrict certain activities that are generally permissible in western societies. Restrictions on these activities are essential to preserving good relations with our host nations. Briefly stated, GO-1 prohibits:

- a. Possession, manufacture, importation, distribution, or consumption of alcohol anywhere in Saudi Arabia or Kuwait.
- b. Possession or importation of pornography or sexually explicit material. This includes – but is not limited to – any materials that depict a nude upper body or genitalia. Therefore, not only are pornographic magazines prohibited, but also muscle, fitness, or similar-type magazines that depict a bare upper body. (NOTE there is an exception that will permit certain magazines/video tapes to be lawfully obtained via the Army and Air Force Exchange Service, Armed Forces Radio and Television Service, and Morale, Welfare and Recreation in Saudi Arabia or Kuwait. However, service members may not bring these items directly into these countries.)
- c. Possession of private firearms/explosives
- d. Gambling of any kind
- e. Non-Muslims from entering a mosque
- f. Disturbing archaeological or historical sites
- g. Exchanging currency at other than the official rate
- h. Feeding/adopting wild or domestic animals of any type
- i. Proselytizing for any faith or religion
- j. Taking war trophies as souvenirs, with limited exceptions
- k. Attending public disciplinary ceremonies, such as public executions

1. Driving in excess of 100 kph on any roads in the Southwest Asia Area of Responsibility

Violations of the above rules are punishable under Article 92 of the Uniform Code of Military Justice. It is incumbent upon each military member deployed to the AOR to be familiar with these rules.

"Although misconduct here at PSAB is relatively low for a wing the size of the 4404<sup>th</sup>, we have had some problems this year," said Capt. Tom J. Jackson, Deputy Staff Judge Advocate. "Several people have received Article 15s and a number of others have received letters of reprimand or counseling, depending upon the severity of the violations. There have been a number of cases of downloading pornography from the Internet or having friends or relatives back home mail alcohol. Sometimes the alcohol is in original containers; sometimes it's concealed as something else," he continued. "In response, base officials are stepping up measures to identify violators. Accessing, viewing, or downloading pornographic images off the Internet are just as much a GO-1 violation as is bringing a pornographic magazine into the country. There is no difference. And, with respect to the alcohol shipments, Saudi customs personnel regularly inspect packages. When contraband is found, customs officials notify Air Force security forces personnel and violators can expect action under the UCMJ," said Capt. Jackson.

The prosecutorial action doesn't end here at PSAB added Lt. Col. Dan Doogan, 4404<sup>th</sup> Wing Staff Judge Advocate. "Individuals who mail contraband to PSAB from the States – whether military or civilian – are also subject to criminal prosecution back home. If they are military, commanders may take action under the UCMJ, to include court-martial. If civilian, they may be prosecuted by the United States Attorney's Office for misuse of the US mail. All PSAB personnel should emphasize to their family and friends back home the potential consequences for violating GO-1," said Lt. Col. Doogan.

Bottom line: We need everyone's cooperation to observe GO-1, including mail sent from home.

## **JUST IN TIME TRAINING (JITT)**

### **1. LEAD UNIT TRAINING SESSION**

- a. Personnel deploying to SWA are required to attend one to three days of training at the lead unit location. This training is conducted immediately prior to deployment and is intended to refresh personnel on the following:

- (1) CBWDT

- (2) C3I

- (3) Theater Ops

- (4) SWA Cultural Indoctrination / GO-1

- (5) Threat Surveillance
- (6) Medical Aspects of NBC
- (7) Depleted Uranium Awareness Training: <http://dodimagery.afis.osd.mil/> , PIN 711134, DU Training for CCEP Providers, Part 1, RT 61:212 and PIN 711135, Part 2, RT 54:35.
- (8) Medical Intelligence
- (9) Pre-Departure Briefing
- (10) Ability to Survive and Operate (ATSO)
- (11) Force Protection

## **2. DESERT CARE II TRAINING (A component of JITT)**

- a.** The Desert Care II (DC II) computer based application was deployed to establish and improve the ability to track medical care rendered to deployed troops. The need to identify the types and distribution of illnesses and injuries suffered by deployed troops is a long-standing concern.
- b.** Desert Care II delivers the ability to record and/or review clinical information. The information captured from the individual encounters is then shared or “rolled up” so that analysis can take place automatically. This analysis will also happen within a time frame that allows for identification and mitigation of the risk earlier than any system that is currently deployed or available.

In summary, the purpose of Desert Care II is to improve the documentation of delivered healthcare. The expected by-products are better continuity of care for the patient, better surveillance of the troop population’s health, and the direct reduction of injury and death through risk avoidance, in the event of attack. DC II is currently utilized only at PSAB. Deployments to ESKAN Village do not receive DC II training at this time.

## **EMPLOYER SUPPORT OF THE GUARD AND RESERVE**

The National Committee for Employer Support of the National Guard and Reserve (NCESGR) is a Department of Defense organization that works with employers, reservists, military leadership, and 54 volunteer committees. Their goal is to build and maintain a strong base of support for the role of the National Guard and Reserve in our Nation’s defense. Information is available to Employers as well as Guard and Reserve members on the web at:

[http://www.ncesgr.osd.mil/ncesgr/owa/index\\_html.display\\_index\\_html](http://www.ncesgr.osd.mil/ncesgr/owa/index_html.display_index_html)

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TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		CFR
<b>SOUTHWEST ASIA OUTPROCESSING CHECKLIST</b>		DATE 1 JUL 98
NO	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>	
	<p>1. _____ is processing for TDY to _____ with a date required in-place of _____. Estimated length of TDY is _____ days.</p> <p>Member is filling: ULN _____ Line Number _____ REQ_AFSC _____.</p> <p>Member was notified of this deployment on: _____.</p> <p>Line Remarks</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. This checklist covers the mandatory deployment out-processing which must be completed prior to your TDY deployment. You must complete all out-processing actions and acquire all mandatory items listed below prior to your final out-processing briefing. If you have any problems, contact the Personnel Readiness Function (PRF) at ext _____ for further guidance.</p> <p>MILITARY PERSONNEL FLIGHT (MPF), Bldg ( _____ )</p> <p>3. Personnel Readiness Function (PRF) (ext: _____) Initial Deployment Briefing: _____ (Date)</p> <p style="margin-left: 20px;">a. Special Orders: TDY orders will be completed approximately 15 days prior to departure. You must return your completed tasking letter (provided by your Unit Deployment Manager), dental/medical clearance paperwork, and civilian connecting travel reservations to the PRF before orders will be issued. PRF personnel will book your military charter flight to the AOR.</p> <p style="margin-left: 20px;">b. Retainability:</p> <p style="margin-left: 40px;">(1) If scheduled to reenlist while deployed, appropriate action must be completed prior to deployment. DOS/ETS: _____</p> <p style="margin-left: 40px;">(2) If an approved CJR expiration date will occur while deployed the reenlistment documentation must be prepared and handcarried to the AOR.</p> <p>CJR Expiration DATE: _____ Documentation Completed on: _____</p> <p>CAREER ENHANCEMENT REPRESENTATIVE INITIALS/DATE: _____</p> <p style="margin-left: 20px;">c. Passport/VISA: Member ( <input type="checkbox"/> ) DOES ( <input type="checkbox"/> ) DOES NOT require a passport/visa. If a passport or visa is required, PRF will ensure member is immediately scheduled for a passport appointment on notification of deployment. PRFs are responsible for tracking the completion of all passport requirements for personnel deploying.</p>	

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SOUTHWEST ASIA OUTPROCESSING CHECKLIST		AFPC/DPWRM	1 JUL 98			
NO	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>					
	<p>d. Travel Reservations. Travel reservations on the military charter flight have been made to the deployed location. Ensure civilian, connecting flight reservations are made immediately upon receipt of tasking and military charter flight information.</p> <p>Flight Number: _____ Departing: _____ on (date): _____                      Arrives (location): _____ at (time): _____ on (date): _____</p> <p>PRF REPRESENTATIVE INITIALS/DATE _____</p> <p>TRAFFIC MANAGEMENT OFFICE Bldg ( )</p> <p>4. Travel Reservations (TMO) (ext _____) The PRF will make your military charter reservations to arrive at your deployed location NLT than DRI. Flight information should be noted above and you must make your connecting flight reservations immediately. You don't need orders to make reservations. Upon receipt of your commercial travel reservations, please provide the PRF a copy of the flight itinerary(s). You must have orders to pick up tickets. Unless otherwise specified in the tasking, under "no circumstances" will personnel deploying to Saudi Arabia arrive on commercial airlines. NOTE: If deploying with a military working dog, ensure you both are booked to arrive at the deployed location together and not later than the DRI/RDD. (See Appendix C)</p> <p>TMO REPRESENTATIVE INITIALS/ DATE _____</p> <p>MEDICAL GROUP (Hospital) Bldg ( )</p> <p>5. Military Readiness/Public Health. Contact Military Public Health (ext _____) for the times to attend their briefing. This briefing must be completed within 6-months prior to deployment. (See Appendix C) DATE COMPLETED _____.</p> <p>MILITARY PUBLIC HEALTH REPRESENTATIVE INITIALS/DATE _____</p> <p>6. Immunization Clinic. Contact the Immunization Clinic (ext _____) to obtain the necessary immunizations according to AFI 48-110: (See Appendix C) (TAKE YOUR IMMUNIZATION RECORD).</p> <p>IMMUNIZATIONS REPRESENTATIVE INITIALS/DATE _____</p> <p>7. Dental/Medical Clearance Letter. Complete the contingency/deployment TDY dental/medical clearance letter given to you by the PRF and return to the PRF. This letter is required prior to orders being completed. Obtain a copy of AF Form 1480, Summary of Care Form, for outprocessing and hand-carry to the deployed location. (See Appendix C)</p> <p>ACTION COMPLETE - DEPLOYING MEMBER'S INITIALS/DATE _____</p> <p>SQUADRON COMMANDER'S SUPPORT STAFF (CSS) (Orderly Room)</p> <p>8. Commander's Support Staff. The member is required to have their weight/body fat checked and to out-process their unit orderly room. The member has been briefed on the procedures required to out-process from their unit. The member:</p>					

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NO	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>	
	<p>a. ( ) Is ( ) Is not on the Weight Management Program (WMP). If the member is on the WMP, the member/commander is aware the WMP is suspended for the duration of this deployment. The member is aware it is his/her responsibility to maintain satisfactory progress during this period. If the member is on the WMP and in Category 2, the commander may utilize this member only if no other qualified assets are available.</p> <p>b. Testing. CSS or the unit WAPS monitor will verify if the member is eligible to test and if departure is prior to the beginning of the testing cycle, the member will test upon return. If departure is after the 1st day of testing cycle, the member must test prior to departure. (Enlisted only)</p> <p>c. OPR/EPR Requirements. CSS personnel must initial one of the following:</p> <p>_____ (a) No report(s) required. Member is cleared to deploy.</p> <p>_____ (b) Member is to report to this section prior to departure to ensure required report(s) has/have been accomplished.</p> <p>d. Ensure the member's Serviceman Group Life Insurance (SGLI) Form and DD Form 93, Emergency Data Card, are current. Ensure the member possesses a current (bar-code style) ID card with an expiration date at least 30 days past (active duty personnel) the tour length stipulated on the DRMD or tasking message, and current ID tags (with "AF" after the social security number [SSAN]). If the member needs to update their DD Form 93, ID Card, SGLI, or ID tags, ensure they visit the appropriate MPF work center.</p> <p>e. TDY Restrictions. Current Air Force policy dictates no member will be TDY to any one location for more than 179-days within a 12-month period without Secretary of the Air Force (SAF) approval. The member's TDY history has been reviewed and he/she will not exceed the 179-day policy during this deployment. (NOTE: Contact the PRF for assistance if SAF waiver is required.)</p> <p>CSS REPRESENTATIVE INITIALS/DATE _____</p> <p>UNIT DEPLOYMENT MANAGER (UDM)</p> <p>9. Weapons Training. According to AFIs 36-2226 and 36-2227, the member is required to be current on weapons qualification until after the deployment period. The member is required to complete the following training IAW Attachment 5, Southwest Asia Processing/Reporting Guidance MPFM: (See Appendix C).</p> <p>( ) 9MM qualification: _____ (date) ( ) M16 qualification: _____ (date)</p> <p>10. Biological Warfare/Chemical Warfare. All personnel must complete the chemical warfare basic qualification/refresher training within 12 months prior to deployment. (See Appendix C)</p> <p>_____ UDM SIGNATURE                      _____ TRAINING COMPLETED ON</p>	



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NO	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph)</i>					
	<p>18. I certify this member meets all DRMD requirements and all line remarks; the member is qualified and holds a Control Air Force Specialty Code (CAFSC for enlisted) or Duty Air Force Specialty Code (DAFSC for officers) required by this tasking and has completed this checklist, having all the necessary items for this deployment. I have reviewed all applicable non-availability codes and the member is properly prepared for deployment.</p> <p>_____</p> <p>COMMANDER'S OR FIRST SERGEANT'S SIGNATURE/DATE</p> <p>PERSONNEL READINESS FUNCTION</p> <p>19. PRF Final Outprocessing. (One duty day prior to departure)  Date of final outprocessing: _____; Time: _____  The member is required to have the following items at the final outprocessing appointment:  (NOTE: Items with an "*" will be provided by the PRF during final outprocessing.)</p> <ol style="list-style-type: none"> <li>a. Medical/Dental Clearance Letter*</li> <li>b. Passport/VISA (if required)</li> <li>c. ID Tags</li> <li>d. Immunization Record</li> <li>e. Government/State Driver's License (If you have them)</li> <li>f. Geneva Convention Card (all medical personnel &amp; chaplains)</li> <li>g. Small Arms Marksmanship Card (AF 522) or Computerized Training RIP</li> <li>h. AF Form 623, OJT Record (TSgt and below only)</li> <li>i. AF Form 1480, Summary of Health Care</li> <li>j. Minimum of 10 copies of orders</li> <li>k. A current bar-code style identification (ID) card</li> <li>l. AF Form 1199, Restricted Area Badge, if applicable</li> <li>m. Flight Line Drivers License, if applicable</li> <li>n. Airline Tickets (Copy of flight itinerary)</li> <li>o. Copy of AF Form 245, Employment Locator Card*</li> <li>p. Copy of this completed Outprocessing Checklist (with all signatures and dates)*</li> <li>q. Other: _____</li> <li>r. Other: _____</li> <li>s. Other: _____</li> </ol> <p>I certify that I have completed all outprocessing actions and have all mobility equipment/supply items listed in Appendix C. I have been briefed on all processing requirements and have completed all actions as listed above and possess all items which must be hand-carried or are required for this deployment. I understand that if I am deploying for 15 or more days, I must deploy with the mobility equipment listed in appendix F, including (if applicable) an extra set of eyeglasses and CWD inserts. I also understand I should take sufficient prescription medication for the duration of the TDY and CDC/WAPS study material (enlisted personnel only). I will depart the local area for this TDY on: _____.</p> <p>I will contact my CSS (orderly room) and the PRF upon return to the local area after completion of the TDY.</p> <p>_____</p> <p>MEMBER'S SIGNATURE</p> <p>_____</p> <p>DATE</p> <p>_____</p> <p>PRF REPRESENTATIVE</p> <p>_____</p> <p>DATE</p>					

## INDIVIDUAL PRE-QUALIFICATION CHECKLIST FOR SWA DEPLOYMENTS

1. The following checklist should be used to pre-qualify individuals prior to accepting them as possible candidates to fill positions on the Deployment Requirements Manning Document (DMRD). If the individual does not meet the following basic criteria, they should not be considered eligible for deployment.
  - a. Must be current in readiness training IAW AFI 41-106 (Medical Readiness Planning and Training).
    - (1) CBWDT / CBWDQT
    - (2) NBC
    - (3) Alarm Signals
    - (4) Casualty Management / Self Aid Buddy Care / CPR
    - (5) Concept of Operations
    - (6) Command, Control, Communications, and Intelligence
    - (7) Geneva Convention, Laws of Armed Conflict, and Code of Conduct (must possess Geneva Convention ID card).
  - b. Immunizations must be current, to include:
    - (1) DNA
    - (2) HIV
    - (3) IPPD
  - c. Weapons qualification current
    - (1) Qualification must not expire while deployed.
  - d. Possess a 5 skill level or greater.
    - (1) 3-level personnel must possess written verification of successful 5-level testing results in order to qualify.
  - e. Security Clearance (Secret access authorization).
  - f. Current ID card and Dog Tags
  - g. Complete A & C bags
2. If the individual meets ALL requirements on the above pre-qualification checklist, continue to the following page and complete the personal data form. All blocks must be filled out completely and accurately in order to expedite the deployment process. Upon completion, forward via email to HQ ACC/SGXP at Langley AFB, VA. Call DSN 574-1211 for a point of contact and current e-mail address.

## **DEPLOYMENT PROCESSING PERSONAL DATA FORM**

1. Name:
2. Rank:
3. Social Security Number:
4. AFSC:
5. Is member Active Duty, AGR, ART, IMA, Traditional Reservist / Guardsman?:
6. Home Phone / Work Phone / Email:
7. Unit of Assignment:
  - a. PAS Code:
  - b. Plain Language Address (PLA):
  - c. DSN:
  - d. Email address of section supervisor (if active duty) senior ART / AGR (if reserve or guard):
8. Parent Wing / Medical Group:
  - a. PAS Code (required only if member is active duty):
  - b. Plain Language Address (PLA):
  - c. Deployments Office (DP) / Personnel Readiness Unit (PRU) DSN:
9. Dates of Availability (From – To):
10. How much advance notice does member require prior to deployment?:
11. If member is filling the second 60 days of a “split” rotation, they will be required to attend Just-in-Time-Training 60 days prior to their deployment with either Chalk 1 or Chalk 2.  
  
Which Chalk would they prefer?: