

4A051, Module 9, Medical Readiness



- Lesson 1: Oversight of Medical Readiness
- Lesson 2: After Action Reports
- Lesson 3: Medical Readiness Reporting
- Lesson 4: Unit Deployment Manager
- Lesson 5: Unit Plans NCO
- Lesson 6: Emergency Management Plans
- Lesson 7: Medical Readiness Training
- Lesson 8: Air Force Force Generation (AFFORGEN)
- Lesson 9: Air Force Medical Readiness Decision Support System (MRDSS)
-



Lesson 10: Classified Information

Lesson 1: Oversight of Medical Readiness

Click the video below to continue our journey!



After completing this lesson, the student will be able to provide medical readiness oversight, IAW prescribed

guidance and publications.

AF Planning Overview

Contingencies and crises arrive with many names – natural disaster, accidents, terrorist actions, and war. Only rarely can you prevent them or control their intensity, but you can and *should be ready to respond, always.*





The chaotic environment following a disaster, or an attack is not the time or place to begin thinking about how to respond. Effective post-disaster or post-attack response begins with planning and training well before a crisis.

The Air Force Planning Process (AFPP)...



Helps commanders apply thoroughness, clarity, sound judgment, logic, and professional knowledge to understand situations, develop options to solve problems, and reach decisions.

- ☐ Facilitates collaborative and parallel planning as the HHQ solicits input and continuously shares information concerning future operations with subordinate and adjacent units, supported, and supporting units, and other military and civilian partners.

- ☐ Drives preparation. Since time is a factor in all operations, commanders and staffs conduct a time analysis early in the planning process. This analysis helps them determine what actions are required and when those actions should begin to ensure forces are ready before execution. The AFPP is iterative and may require the commander to direct subordinates to start necessary movements, conduct task organization changes, begin information collection operations, and execute preparation activities before completing the plan.

Air Force Planning Process

1. Planning Initiation.
2. Mission Analysis.
3. Course of Action Development.
4. Course of Action Analysis and Wargaming.
5. Course of Action Comparison.
6. Course of Action Approval.
7. Plans and Orders Development.

These are the seven steps of the AFPP.



You can learn more about the AFPP in Air Force Doctrine Publication (AFDP) 5-0, *Planning* located here: <https://www.doctrine.af.mil/>.

CONTINUE

Which of the following is not one of the seven steps of the AFPP?

- ☐ Risk Assessment and Mitigation
- ☐ Planning Initiation
- ☐ Mission Analysis
- ☐ Course of Action Development

SUBMIT

CONTINUE

Welcome to Medical Readiness!

One of the most important meetings held is the **Medical Readiness Committee (MRC)**. Here, you will learn basic terminology, key players, and how to pull information provided for this meeting. You'll also learn how often the MRC is held, however, based on where you are, this time frame may change.



MRC

We have already discussed some of the reports maintained, but maintaining those reports are only a portion of the medical readiness office responsibility. One of the major functions of the readiness office is facilitating the MRC meeting. The MRC provides executive oversight for all medical readiness activities, to include the organizing, training, and equipping of all assigned personnel, and to ensure the unit can meet its assigned expeditionary and installation response missions.

In consultation with the unit commander, the medical readiness office (MRO) schedules the MRC meetings, develops the agenda, and provides it to the members in advance. They also ensure the MCRP team chiefs and AFSC functional training managers, and others as appointed by commander, are prepared to provide data, briefings, or updates as requested. Finally, the MRO prepares the MRC meeting minutes following the meeting.

Meetings are held in-person, chaired by, and minutes approved by the MTF commander.



Click each tab below to learn more about components of the MRC.

CHAIR MEMBERSHIP

STANDARD AGENDA AND ORGANIZATION

MINUTES

As with most reoccurring meetings, there are individuals that are required to attend the meeting. DAFI 41-106, *Medical Readiness Program Management*, sets the minimum required membership to attend each meeting. The following individuals must be accounted for via meeting minutes:

- Medical group commander (chair)
- Medical Executive Management team (hospital administrator, squadron commanders and superintendents, etc.)
- Medical Readiness Training Manager

- Medical Readiness Officer, Medical Readiness Manager, Medical Readiness NCO
- Unit Deployment Manager
- Medical Emergency Manager
- Wing Inspection Team (medical representative)
- Public Health Emergency Officer
- Medical Logistics Officer
- AFSC Functional Training Managers
- Installation Medical All Hazard Response team chiefs
- Education and Training Officer
- Other individuals designated by the committee chair. This could include RMO, public health officer, Bioenvironmental Engineer, etc.



CHAIR MEMBERSHIP

STANDARD AGENDA AND ORGANIZATION

MINUTES

The commander chairs the quarterly MRC. The MRC chair can designate the meeting to be held more often and the duration will vary based on the needs of each unit. There are standard agenda items that the members must address in each meeting. The meetings will include approval of past minutes, discussion of any open items, new business items and standard agenda items. Standard agenda items are included in the following paragraphs.

Unit plans review

This is a status update of required plan reviews, including the MCRP, wing/base plans, and applicable emergency management and contingency memorandum of understanding/memorandum of agreements/memorandum and articles of association.

Medical readiness training update

The comprehensive training update should include training statistics briefed by designated points of contact (POC).

Medical contingency response plan (MCRP) team chief update

MCRP team chiefs brief on their team staffing and overall team training status to include make-up training. Team chiefs may provide updates on a rotating basis, as long as they all report at least once during the year.

Response capability

Response capability analysis is also briefed during the MRC meeting. The MRC evaluates the risks and recommendations, identifies appropriate OPRs, actions, and advises the MRO on response readiness information to be presented to installation level meetings that enable an integrated installation response capabilities assessment.

Unit task code team chief update

The team chiefs, brief on team staffing and overall training status. Team chiefs and family group leaders may provide personnel and training updates on a rotating basis, as long as all team chiefs provide an update at least once during the year.

Exercise update

The wing Inspection team chief presents all new post-incident/exercise summary and base exercise reports, to include exercise findings, discrepancies, deficiencies, and DRRS METs evaluated, to the MRC for review and discussion. The MRC tracks the corrective actions until they are tested (via subsequent exercise), re-evaluated, and closed.

Unit deployment manager update

The unit deployment manager (UDM) addresses UTC personnel assignments, highlighting any shortages, vacancies, and hard-to-fill positions. STQ4 The UDM also briefs on MRL changes, changes to the status of deployed personnel and any upcoming deployments, if applicable.

Deployment after action report update

The deployed commander or team leader briefs on deployment after action report (AAR) contents. At this time, the MRC identifies any lessons learned appropriate for Air Force-Joint Lessons Learned Information System input and tracking.

Logistics update

Logistics personnel provide a review of the inventory schedule, deferred procurement program exercise results, and a status update on biological warfare/chemical warfare (BW/CW). For units with assigned WRM UTC assemblages, brief materiel status at every MRC meeting as long as percentages are less than 100 percent. Finally, they include critical item shortages, open items/lessons learned from the most recent inventory, get-well plan, and projected get-well dates.

Unit reports update

The MRO provides an overview of unit SORTS and ART status. Keep in mind that these discussions may be classified. Do not include classified material in the MRC agenda or minutes. Instead, include this statement, or a similar phrase, in the minutes: “Classified report provided and understood by members.”

Inspection results update

Include status of any open items from self-inspections and the most recent Health Service Inspection, Operational Readiness Inspection, staff assistance visits, etc.

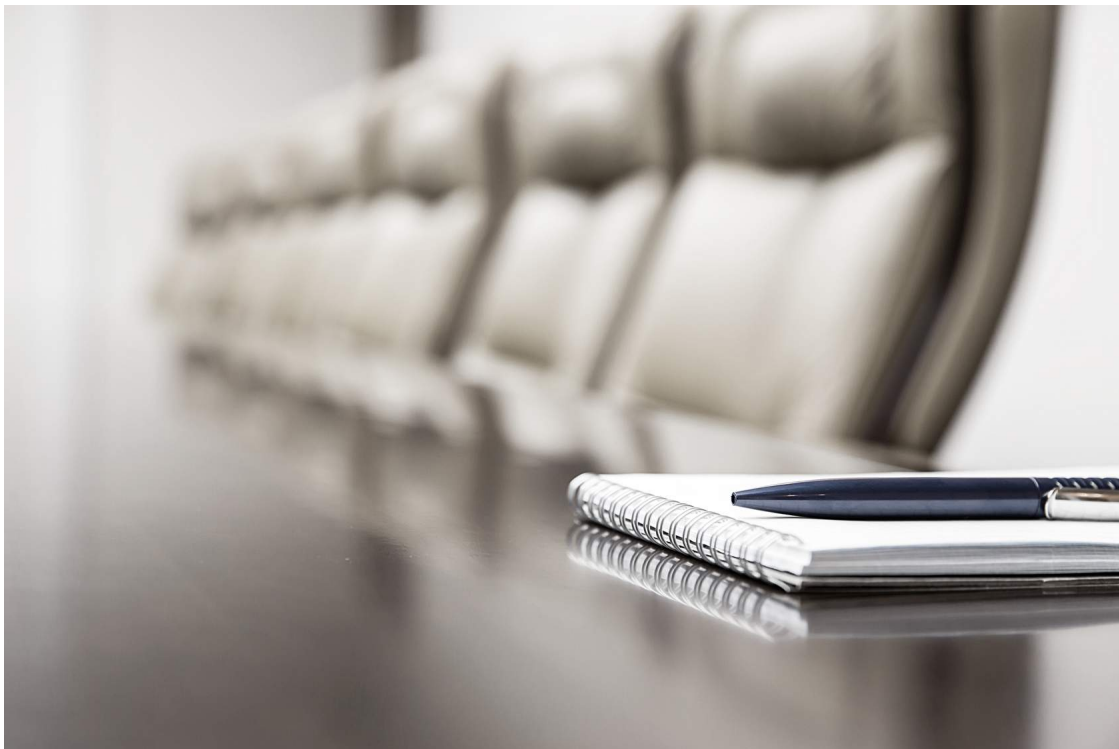


CHAIR MEMBERSHIP

STANDARD AGENDA AND ORGANIZATION

MINUTES

Like many other meetings, the MRC is required to maintain meeting minutes. It is the responsibility of the medical readiness office to ensure the MRC meeting minutes are clear, concise, and complete. The readiness staff should maintain the current year plus two previous years for inspection and historical reference. Once the commander approves the minutes, they are submitted to MAJCOM Readiness Office (SGX) as required.



Shown below are details of the MRC.

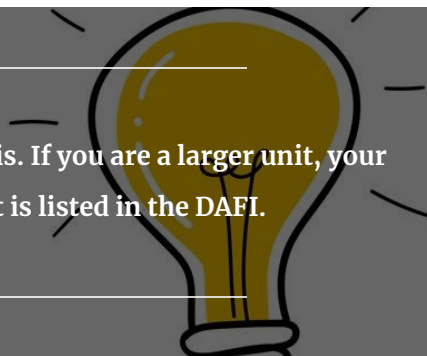
Table 1.1. MRC Membership and Agenda Topics.

Permanent Members	Agenda Topic	Briefs the Status of: (T-2)
Executive management team		
Medical Readiness Officer, Medical Readiness Manager, Medical Readiness NCO	Unit Readiness Status	<ul style="list-style-type: none"> - Medical Resource Letter (MRL) changes, when applicable - Medical readiness training and exercise schedule (MRTES) - MC-CBRN budget execution - Areas of concern from the latest force readiness reports, such as UTC, resource and capability readiness. Note: This information may be classified - MCRP, or equivalent plan - Medical input to installation plans
Unit Deployment Manager	Deployments	<ul style="list-style-type: none"> - UTC vacancies - Deployment taskings and activities - Individual deployability of assigned UTC members, such as the number of deployment availability (DAV) coded UTC personnel - Lessons learned from post-deployment after action reports
Medical Emergency Manager	Emergency Management	<ul style="list-style-type: none"> - Emergency Management Working Group meeting discussion points - Installation medical all hazard response mutual aid agreements - Installation, local or regional response partnership requirements, as necessary - Joint Commission emergency management standards evaluation
Wing/Delta/Garrison Inspection Team Medical Representative	Exercises & After-Action Reports	<ul style="list-style-type: none"> - Unit and installation exercise requirements - Results of exercises conducted since last meeting - Exercise credit for real world response - After-action reports, lessons learned and corrective actions from exercises and real-world events - Open exercise findings, get-well plans and projected get-well dates
Public Health Emergency Officer (or representative)	Public Health Emergencies	<ul style="list-style-type: none"> - Collaboration with installation emergency management officials in

Permanent Members	Agenda Topic	Briefs the Status of: (T-2)
		preparing for, declaring, responding to, and recovering from a public health emergency, as necessary - Current public health and/or medical threats - Required equipment and medications for current threats - Threat Working Group updates
Medical Logistics Officer (or representative)	Medical Logistics	- Assigned war reserve materiel, including force protection assets such as anti-malaria/cholera program and biological/chemical warfare antidotes, facility expansion assets, etc. - War reserve materiel maintained for other units - Get-well plans and projected get-well dates for any deficiencies
AFSC Functional Training Managers ¹	CMRP	- CMRP Category I and Category II training - CMRP gap analysis. Note: completion dates will be tracked for each AFSC and documented in meeting minutes - CMRP clinical gaps resolution efforts - CMRP gaps get-well plans and projected get-well dates - CMRP status of personnel tasked to deploy, on call, nearing or entering their deployment vulnerability period
Medical Readiness Training Manager	Readiness Training	- CMRP Category III, UTC training - Formal UTC course attendance, cancellations and/or no-shows - Other readiness training (e.g., Medical Readiness Management Course, Public Health Emergency Manager Course, Medical CBRN Training, etc.)
Installation Medical All Hazard Response Team Chiefs ²	Installation medical all hazard response	- Team manning - Team checklists - CMRP Category IV training - Team equipment and supplies, inventory results - Response deficiencies and limiting factors

Permanent Members	Agenda Topic	Briefs the Status of: (T-2)
		<ul style="list-style-type: none"> - Get-well plans and projected get-well dates for any team deficiencies - Overall assessment of the team's capabilities
Education and Training Officer (or representative)	CMRP	<ul style="list-style-type: none"> - Training affiliation agreements - Use/participation rates for training affiliation agreements in place - Clinical simulation assets and scenarios
Additional Participants (as needed)		
Bioenvironmental Engineer (or NCO if no officers are assigned)		<ul style="list-style-type: none"> - Water assessment - Toxic industrial chemical/material (TIC/TIM) assessment summary. Note: Actual TIC/TIM assessment contents are classified
Public Health Officer (or NCO if no officers are assigned)		<ul style="list-style-type: none"> - Food vulnerability assessments - Medical surveillance and epidemiological investigations
Reserve Affairs Liaison (if appointed)		<ul style="list-style-type: none"> - Projected reserve annual tour schedule and training events
Resource Management Officer		<ul style="list-style-type: none"> - Readiness and MC-CBRN budgets
Notes: 1. These individuals may provide updates on a rotating basis, or by exception, as long as the status of CMRP Category I, Category II, and identified gaps for each assigned specialty are briefed a minimum of once annually. 2. These individuals may provide updates on a rotating basis, or by exception, as long as the status of each team, their training and equipment is briefed a minimum of once annually.		

Depending on where you are, the MRC is held on a *quarterly* basis. If you are a larger unit, your commander may have meetings more often than what is listed in the DAFI.



**PULLING REPORTS
IN MEDICAL
READINESS
DECISION SUPPORT
SYSTEM (MRDSS)**

REPORTS

CATEGORY

SELECT REPORT

C

These reports will not only help the Medical Readiness Team prepare for the Medical Readiness Committee, but it will also help the key players prepare to brief the information either to the Group Commander or the Wing Commander.

You will need to log into the MRDSS website and select “Tools”:



Tools Overview

Select Your Destination

**PULLING REPORTS
IN MEDICAL
READINESS
DECISION SUPPORT
SYSTEM (MRDSS)**

REPORTS

CATEGORY

SELECT REPORT

C

After selecting Tools, then select “Reports

Tools

System Administration

 Navigates to the System Administration Page.

FTMS Role

 Allows MRA users to assign FTMS roles.

Unit Info

 Navigates to the Unit Information Page for the specified unit (in the Header Bar).

Reports

 Navigates to the Reports Selection Page.

MilPDS Transactions

 Lists recent personnel changes, additions, and deletions caused by MilPDS updates.

<div> <div>PULLING REPORTS IN MEDICAL READINESS DECISION SUPPORT SYSTEM (MRDSS)</div> <div>REPORTS</div> </div>	<div>CATEGORY</div>	<div>SELECT REPORT</div>	<div>Category</div>
<div>Select a report under "Category":</div>			

Category

AFIA
AFSOC
CMRP
Capability Reports
Deployment
Deployment Planning
Education and Training
FTMS
MCRP Team
MRC Preparation

Report

CMRP Corps Summary
CMRP Gap Analysis Report UNIT
CMRP Roster - Individual Summary
CMRP Skills Due Date by AFSC
CMRP Training - Members Within 120 Days of Deployment
CMRP Unit Summary
CMRPs by UTC Summary
Comprehensive Medical Readiness (CMR) Category II Training Completion
Comprehensive Medical Readiness Completion (CMRP) - by AFSC
Comprehensive Medical Readiness Program (CMRP) by AFSC

Report Description

PULLING REPORTS
IN MEDICAL
READINESS
DECISION SUPPORT
SYSTEM (MRDSS)

REPORTS

CATEGORY

SELECT REPORT

Once your report is ready it will show up under the “Completed Reports”

Queued Reports

File Name	Time Submitted	Status
CMRP Unit Summary - ::curre...	10 AUG 2023 20:07:55	Processing

Completed Reports

File Name	Time Completed
CCAT - UTC Course and Sustainment Trainin...	

Tables update every 10 seconds. Completed reports remain stored for 24 hours

Examples of MRC Slides

Below are examples of slides provided during the Quarterly Medical Readiness Committee. These slides were provided by the 59th Medical Wing a/o 2021.

E&T Updates

DET Medical Readiness Course Calendar July – Dec 21

[illegible]

Education and Training Updates:
The slide above provides an overview of class dates available for the upcoming calendar year.

JBSA IMAHR Teams Brief

JBSA Lackland - Patient Admin Team

Staffing

personnel assigned to PAT
personnel on standby for Field
response
personnel not available due to long
in med
FDY to New Mexico
October Deployment
of 27 currently available

Training

- Training Status 75.5%
- New personnel assigned to the team
- Clinic Staff and CAG personnel are always able to attend training during training day

ipment

NSTR

Response Capability	
---------------------	--

- Response capability would not be sufficient if 24 hr coverage is expected

59 MDW CMRP (CAT 3)

IC	Assigned	Authorized	Cat III % Trained Sep 21	Required CAT III Training
ERPSS	75	63	48%	APPCRC (24 months) 36 Trained/2 Scheduled/36 Val
PI Decon	35	38	58%	Patient Decon Course (24 months)
s Surgical TM	35	36	44%	20 Trained/2 Scheduled/4 Val 1 Core Time/21 Trained/2 Scheduled/2 Val
ERPSS	64	68	52%	APPCRC (24 months) 36 Trained/2 Scheduled/26 Val
Infantry Care	20	21	9%	EMERCS (24 months) 14 Trained/1 Scheduled/5 Val
Infantry Care	8	9	0%	EMERCS (24 months) 5 Trained/0 Scheduled/3 Val
Infantryedics	16	16	0%	Expeditionary Active Threat Response Team EMERCS (24 months)
-BEPH	8	8	29%	4 Trained/1 Scheduled/3 Val
-BEPH	8	9	33%	EMERCS (24 months) 4 Trained/1 Scheduled/3 Val

59 MDW CMRP(CAT III): This slide below shows the CMRP status for the UTCs and their Formal Training Requirements.

Who oversees the Medical Readiness Committee?

- ☐ Wing Commander
- ☐ Medical Readiness Officer
- ☐ Medical Unit Commander
- ☐ Medical Readiness Staff

SUBMIT

How often is the MRC held?

- ☐ Monthly
- ☐ Annually
- ☐ Quarterly
- ☐ Bi-Annually

SUBMIT

What information is briefed at MRC?

☐ Medical Readiness Capabilities

☐ Deployments

☐ Formal Training

☐ Medical Logistics

SUBMIT

CONTINUE

Procedures for Medical Readiness In-Processing

When new members arrive to your unit, Medical Readiness should be one of their first stops; this applies to all personnel including Active-Duty members and Civilians.

On-boarding is a key function when welcoming new employees into an organization. Our first lesson will cover the fundamentals of in-processing new personnel into your unit.

All MTF personnel must be gained in MRDSS for easy tracking of various Medical Readiness Activities, to include Civilian Employees. Your facility will have local requirements that new members must complete upon in-processing with Medical Readiness, however, the standard mandatory requirements for Active Duty will remain the same regardless of the size of your facility or location. Those mandatory requirements are: be assigned an Unit Type Code, receive an Air Force Force Generation (AFFORGEN) Employment Force Indicator (AEFI) within 15 days of arrival, create an AFFORGEN Connect account and complete items 6 – 12 on the electronic Deployment Readiness Checklist (e-DRC) within 15 days of assignment to an AEFI.

The 6 mandatory items on the e-DRC or AF Form 4005 will ensure members have a valid Common Access Card with Red Cross, Dog Tags with DoDID, Letter of selection for UTC Position, valid Government Travel Card (GTC) and an updated DD Form 93, Virtual Record of Emergency Data (vRED) with current physical address.

In addition to receiving UTC Assignment information, new personnel should also be provided with their Installation Medical All Hazards Response (IMAHR) Team assignment. IMAHR Teams are designed to support installation all hazard response efforts based on MTF local capabilities. DAFI 41-106, Table 3.3 outlines the standard teams you're likely to find at most facilities, however, MTFs may create additional local teams based on unique unit capabilities, threats and/or mission. Personnel should be assigned to IMAHR Teams based on their skillset, and manpower requirements of the team.

Table 3.3. Standard Installation Medical All Hazard Response Teams.

Team	Functions
Medical Control Center	<ul style="list-style-type: none"> - Medical unit communication and coordination focal point; - Maintain events and casualty status logs; - Track casualties, patients, manpower, equipment and supplies through the entire event lifecycle, as required.
Laboratory Biological Detection Team	<ul style="list-style-type: none"> - Identify biological agents of concern in environmental samples (not applicable to units that do not maintain the 886I assemblage); - Minimum team composition is a laboratory officer or civilian equivalent (team chief) and one enlisted 4T lab tech or civilian medical laboratory technician; - This team is required if the unit maintains the 886I assemblage for CBRN incident response.
Information Services Disaster Response Team	<ul style="list-style-type: none"> - Support medical continuity of operations by reacting to disasters or downtime, preventing, and detecting data loss or compromise from further intrusion, recovering and maintaining information systems, and coordinating with outside agencies to restore critical systems; - Assess damage to information systems hardware, software, and data; - Notify various agencies (e.g., AF Computer Emergency Response Team, MAJCOM, Legal Office, Public Affairs, etc.); - Ensure the unit meets current information operations condition levels checklists; - Deny access to or shutting down vulnerable systems; and maintaining and prioritizing a list of critical systems and associated administrators of those systems. <p>Note: This team may be combined with the Medical Control Center Team.</p>
Triage Team	<ul style="list-style-type: none"> - Primary team - provide triage of patients arriving at the medical treatment facility; - Secondary team - provide re-triage after patient decontamination, when activated; - Team is required if the unit maintains the 886K assemblage for CBRN incident response.
Clinical Team	<ul style="list-style-type: none"> - Provide patient support and casualty management; - Receive, provide, or arrange for medical treatment of patients; - Establish procedures to safely manage patients within the facility. In facilities where there is adequate staffing to support separate Minimal, Delayed and Immediate Teams, separate teams may be formed. In this situation, the immediate team chief is responsible for the 886L, and SG05.

A list of standard teams assembled from multiple flights or functional communities that perform roles outside of normal duties is provided in table.

Team	Functions
Field Response Team	<ul style="list-style-type: none"> - Initial medical response and any follow-on medical response to the scene as requested by the incident commander; - Assess the situation, requesting additional medical support as necessary, and providing triage, treatment and stabilization on-scene; - Utilize the 886J assemblage for chemical, biological, radiological and nuclear incident response.
Patient Decontamination Team	<ul style="list-style-type: none"> - Provide patient decontamination prior to entry into the medical treatment facility or transport to another medical facility; - Team is required if the unit maintains the 886A assemblage for CBRN incident response.
Disaster Mental Health Team	<ul style="list-style-type: none"> - Provide mental health services to patients and families, hostage negotiation consultation as well as support for first and emergency responders; Reference AFI 44-153, <i>Disaster Mental Health Response & Combat and Operational Stress Control</i>, for additional guidance.
Manpower and Security Team	<ul style="list-style-type: none"> - Support installation terrorist threat response and carry out force protection condition actions for the medical facility; - Deployment and management of manpower team members during an emergency; - The Manpower and Security Decontamination Support Team is a sub-team of this team that is specifically designated and trained to support patient decontamination operations; - This team is required if the unit maintains the 886M assemblage for CBRN incident response.
Patient Administration Team	<ul style="list-style-type: none"> - Responsible for tracking, accountability, and status reporting for all patients processed through patient decontamination, treated by Clinical Teams, or sent to off-base medical facilities from the incident sites during contingency operations; - The Patient Administration Team supports the Triage, Field Response, and Clinical teams to ensure proper documentation and tracking of all patients throughout the casualty management process.

Find Individual

059 - MDW LACKLAND AFB

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Find by SSAN and Status

SSAN:

Status:

MIL

Find Individual

Unit Personnel Listing

Select Person By AFSC

Change Personnel Filter

SSAN	Statu	P	AFSC	S	SEI	Grd	Last Name	First Name	Mil	UTC	AEFI
------	-------	---	------	---	-----	-----	-----------	------------	-----	-----	------

< >

View Individual Record

Finding Individual Page

The Find Individual page—Find by SSAN section enables a user to enter the SSAN of the individual if known. The section appears with SSAN data entry field and a Find Individual button.

The section contains the following button: selecting the button activates the specified page:

* Find Individual—When selected after entering a SSAN, activates the Education and Training Requirements page if the SSAN entered is that of an individual assigned to the user's unit, or displays an error message if the SSAN is that of an individual not-assigned to the user's unit or if the SSAN is not contained in the MRDSS database.

Unit Type Code

A unit type code, also known as UTC, is the basic building block used in joint force planning and deployments of Air Expeditionary Force (AEF). UTC's a built

Assigning a Member to a UTC:

The screenshot displays the MRDSS (Mission Readiness Data System) interface. At the top, a navigation bar includes tabs for Capability, Deployments, Deployment Certification, and Personnel. The Personnel tab is selected. The header area shows the unit information: MAJCOM: AET UNIT: 059 MDW LACKLAND AFB, and the last login time: 20 JUL 2023 14:48:53. A help link is also present.

The main content area is titled "Situational Awareness" and contains a list of items of interest under the Personnel tab. The list includes:

- 316 individuals not assigned to a UTC
- 76 Personnel UTCs with unfilled positions
- 3968 individuals not assigned to a MCRP Team
- 10 Personnel UTCs require a monthly review
- 18 Personnel UTCs require a timely review
- 145 Personnel UTCs require immediate attention
- 1 WRM Assemblages require a monthly review
- 2 WRM Assemblages require a timely review
- 7 WRM Assemblages require immediate attention
- 275 individuals have training expiring within 90 days
- 248 individuals have training expiring within 60 days
- 238 individuals have training expiring within 30 days
- 795 individuals currently unavailable
- 113 individuals currently listed as deployed
- 29 individuals with MIPDS information overridden

Below the list, the issue list is updated as of 20 JUL 2023 05:31:13 GMT. There are buttons for "Update Issue List" and "Update Unit Training". At the bottom, there is a "Unit Training Recalc Status" section with a progress bar.

1. After logging into MRDSS, select Personnel at the top, find personnel and input their Social Security Number.
-

Find Individual Record | Individual found in the Unit Personnel Listing. Useful for In/Out processing and updating data on an individual.

Assign To UTCs | Allows for mass-assignment of personnel to UTCs in your UIC.

Assign To On-Call Rosters | Allows for assignment of personnel to On-Call Rosters.

MCRP Team Personnel Readiness Information | Provides an overview of the MCRP Team readiness in your UIC.

Assign to AZZ, RZZ and SZZ UTCs | Allows for assignment of Residents to FFRZZ, Students to FFSZZ, and IMAs to FFAZZ UTCs in your UIC.

FFZZZ Balancing & Adjustments | Allows for adjustments to the automated FFZZZ assignments.

Appointed Positions Overview | Allows for listing and managing appointed positions.

Recall Roster Administration | Allows for creation, maintenance, and printing of recall rosters.

Find Individual

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Find by SSAN and Status

SSAN: Status:

Find Individual

Unit Personnel Listing

Select Person By AFSC

Change Personnel Filter

SSAN	Status	P	AFSC	S	SEI	Grade	Last Name	First Name	Middle	UTC	AEFI
------	--------	---	------	---	-----	-------	-----------	------------	--------	-----	------



View Individual Record

Assigning Functional Managers

Once a Functional Manager has been identified based off the in-processing form, below are the steps to granting them appropriate access:

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Once you log into MRDSS, select Tools at the top of and then System Administration:

MRDSS

CLICK FOR NEWS

Capability | Deployments | Deployment Certification | Personnel | Training | CMRP | Tools | MRL | Sit. Awareness | Logout

MAJCOM: AET UNIT: 059 MDW LACKLAND AFB

MRDSS Helpdesk:
AFLCMC.G88.MRDSSHelpDesk@us.af.mil
ACCESSIBILITY/SECTION 508

Last Login: 14 DEC 2023 14:12:06

Tools Overview

Select Your Destination

Tools | Forms | AF Documents

System Administration | Navigates to the System Administration Page.

FTMS Role | Allows MRA users to assign FTMS roles.

Unit Info | Navigates to the Unit Information Page for the specified unit (in the Header Bar).

Reports | Navigates to the Report Selection Page.

MilPDS Transactions | Lists recent personnel changes, additions, and deletions caused by MilPDS updates.

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Click add if they do not have an administrative MRDSS Account

System Administration

View User Accounts

Admin	User ID	Name	Office Phone	Email	Last Login	Acct Status
HQ	F181030848...	BOVE, FRANK GD	210-652-9155	FRANK.BOVE.1@US.AF....	13 DEC 2023	Open
HQ	KEC1013067...	CARTER, KRISTEN E O5	210-652-9159	kristen.carter.1@us.af.mil	15 DEC 2023	Open
HQ	CAG129389...	GONZALEZ, CARLOS A E6	210-652-9156	CARLOS.GONZALEZ.20...	15 DEC 2023	Open
HQ	JCH1033652...	HENRY, JOHN C CIV	334-953-6217	JOHN.C.HENRY4.CIV@...	14 DEC 2023	Open
HQ	GV1154995...	IVORY, GENIVIVE V CTR	210-652-7473	GENIVIVE.IVORY.1.CTR@...	07 DEC 2023	Open
HQ	MRM11217...	MITCHELL, MICHAEL R O3	210-652-9157	MICHAEL.MITCHELL.61...	14 DEC 2023	Open
UNIT	JNA1274912...	ACOSTA, JESSICA N E6	210-292-6067	JESSICA.N.ACOSTA4.MIL...	14 DEC 2023	Open
UNIT	SOA159512...	AGUIRRE, SOFIA O E3	210-292-6052	SOFIA.O.AGUIRRE.MIL@...	05 DEC 2023	Open
UNIT	SMD153937...	DAVIS, SHAQUAY M E4	210-292-4138	SHAQUAY.M.DAVIS.MIL...	15 DEC 2023	Open
UNIT	AAD147212...	DIAZ, ANGEL E5	210-292-5088	angel.a.diaz40.mil@mail...	15 DEC 2023	Open
UNIT	AEE1234452...	ELIZEE, AMBRYA E E4	210-292-6052	AMBRYA.E.ELIZEE.MIL@...	08 DEC 2023	Open
UNIT	B1G1294904...	GONZALEZ, BRITTANY E4	210-652-3598	BRITTANY.GONZALEZ2...	29 NOV 2023	Open
UNIT	LPH1115016...	HERNANDEZ, LESLIE O4	210-292-6052	LESLIE.P.HERNANDEZ.M...	14 DEC 2023	Open
UNIT	YMH154992...	HERRERA, YVONNA M E4	210-292-6052	YVONNA.M.HERRERA...	14 DEC 2023	Open
UNIT	TPI 1087137	FINO, TIMOTHY P GC	210-292-3418	TIMOTHY P FINO CIV@...	27 III 2023	Disabled

[Enable](#)
[Add](#)
[Edit](#)
[Remove](#)

Search for user by last name [Search](#) [Clear](#)

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Add the users info that is requested as shown below. You can create their password and username. Keep the user type as unit and DON'T click MRDSS administrator (this is for Medical Readiness Personnel ONLY)

Admin	User ID	Name	Office Phone	Email	Last Login	Acct Status
HQ	F1B1030848...					
HQ	KEC1013067...					
HQ	CAG129389...					
HQ	JCH1033652...					
HQ	GVI1154995...					
HQ	MRM11217...					
UNIT	JNA1274912...					
UNIT	SOA159512...					
UNIT	SMD153937...					
UNIT	AAD147212...					
UNIT	AEE1234452...					
UNIT	B1G1294904...					
UNIT	LPH1115016...					
UNIT	YMH154992...					
UNIT	TPI1087137					

Add User

User ID: Check User ID Availability

New User Password:

Confirm Password:

Rank: SELECT RANK

First Name:

Middle Name:

Last Name:

User Phone:

User Email:

User Job Title:

User Office Symbol:

User Type: Unit ☐ MRDSS System Administrator

Home Unit: UNIT

Permission Groups for 059 MDW LACKLAND AFB

	Yes
<input checked="" type="checkbox"/> UNIT	
<input checked="" type="checkbox"/> UNIT ALLOWS MAJCOM EDITS	<input type="checkbox"/>
<input checked="" type="checkbox"/> DEFAULT	<input type="checkbox"/>
<input checked="" type="checkbox"/> UNIT MCRP TC	<input type="checkbox"/>
Select MCRPTC(s)	
01 Medical Control Center	
02 Patient Support and Casualty Management	
03 Clinical Team	
04 Field Response Team	
<input checked="" type="checkbox"/> UNIT UTC TC	<input type="checkbox"/>

Save Cancel

ALERT: New user accounts are removed after three days.
The new account must be activated by the user within that timeframe.

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

Once you fill in the members info you're going to add the following access:

- Unit CMRP Function MGR
- Unit Readiness Training User

Admin	User ID	Name	Office Phone	Email	Last Login	Acct Status
HQ	F1B1030848...					
HQ	KEC1013067...					
HQ	CAG129389...					
HQ	JCH1033652...					
HQ	GV11154995...					
HQ	MRM11217...					
UNIT	JNA1274912...					
UNIT	SOA159512...					
UNIT	SMD153937...					
UNIT	AAD147212...					
UNIT	AEE1234452...					
UNIT	B1G1294904...					
UNIT	LPH1115016...					
UNIT	YMH154992...					
UNIT	TD1 10R7137					

Add User

User ID:

New User Password:

Confirm Password:

Rank:

First Name:

Middle Name:

Last Name:

User Phone:

User Email:

User Job Title:

User Office Symbol:

User Type: ☐ MRDSS System Administrator

Home Unit:

Permission Groups for 059 MDW LACKLAND AFB

	Yes
04 Field Response Team	<input type="checkbox"/>
UNIT UTC TC	<input type="checkbox"/>
UNIT CMRP FUNCTION MGR	<input checked="" type="checkbox"/>
UNIT CFM	<input type="checkbox"/>
UNIT READINESS TRAINING USER	<input checked="" type="checkbox"/>
UNIT CC	<input type="checkbox"/>
UNIT STAFF VIEW ONLY	<input type="checkbox"/>
UNIT EET TC	<input type="checkbox"/>
UNIT WRM MGR	<input type="checkbox"/>

ALERT: New user accounts are removed after three days.
The new account must be activated by the user within that timeframe.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<ul style="list-style-type: none"> - Unit Education and Training User - Unit CMRP AFSC List (Select the AFSC the Functional Manager will be in charge of 				

Admin	User ID	Name	Office Phone	Email	Last Login	Acct Status
HQ	F1B1030848...					
HQ	KEC1013067...					
HQ	CAG129389...					
HQ	JCH1033652...					
HQ	GV11154995...					
HQ	MRM11217...					
UNIT	JNA1274912...					
UNIT	SOA159512...					
UNIT	SMD153937...					
UNIT	AAD147212...					
UNIT	AEE1234452...					
UNIT	B1G1294904...					
UNIT	LPH1115016...					
UNIT	YMH154992...					
UNIT	TDI 1087137					

Add User

User ID: Check User ID Availability

New User Password:

Confirm Password:

Rank: SELECT RANK

First Name:

Middle Name:

Last Name:

User Phone:

User Email:

User Job Title:

User Office Symbol:

User Type: Unit ☐ MRDSS System Administrator

Home Unit: 059 MDW LACKLAND AFB

Permission Groups for 059 MDW LACKLAND AFB	Yes
<input checked="" type="checkbox"/> UNIT EDUCATION AND TRAINING USER	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MEFPAK FAM	<input type="checkbox"/>
<input checked="" type="checkbox"/> PILOT UNIT MRO	<input type="checkbox"/>
<input checked="" type="checkbox"/> PILOT UNIT USER	<input type="checkbox"/>
<input checked="" type="checkbox"/> PILOT UNIT UTC TC	<input type="checkbox"/>
<input checked="" type="checkbox"/> UNIT CMRP AFSC LIST	<input checked="" type="checkbox"/>

4A0X1
4A1X0
4A1X1

Save Cancel

ALERT: New user accounts are removed after three days.
The new account must be activated by the user within that timeframe.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<p>- Unit Education and Training Admin</p> <p>Then Click save</p>				

Admin	User ID	Name	Office Phone	Email	Last Login	Acct Status
HQ	F1B1030848...					
HQ	KEC1013067...					
HQ	CAG129389...					
HQ	JCH1033652...					
HQ	GV11154995...					
HQ	MRM11217...					
UNIT	JNA1274912...					
UNIT	SOA159512...					
UNIT	SMD153937...					
UNIT	AAD147212...					
UNIT	AEE1234452...					
UNIT	B1G1294904...					
UNIT	LPH1115016...					
UNIT	YMH154992...					
INIT	TDI 1087137					

Add User

User ID:

New User Password:

Confirm Password:

Rank:

First Name:

Middle Name:

Last Name:

User Phone:

User Email:

User Job Title:

User Office Symbol:

User Type: ☐ MRDSS System Administrator

Home Unit:

Permission Groups for 059 MDW LACKLAND AFB

Permission Groups for 059 MDW LACKLAND AFB	Yes
<input checked="" type="checkbox"/> CERFP STATES (ANG)	<input type="checkbox"/>
<input checked="" type="checkbox"/> MEDICAL ADMN OFFICER (MAO) (ANG)	<input type="checkbox"/>
<input checked="" type="checkbox"/> HEALTH SYSTEM SPECIALIST (ANG)	<input type="checkbox"/>
<input checked="" type="checkbox"/> HEALTH SYSTEM TECHNICIAN (ANG)	<input type="checkbox"/>
<input checked="" type="checkbox"/> ANG ASSISTANT/ADVISOR (ANG)	<input type="checkbox"/>
<input checked="" type="checkbox"/> STATE AIR SURGEONS (ANG)	<input type="checkbox"/>
<input checked="" type="checkbox"/> FORMAL UTC COURSE MANAGER	<input type="checkbox"/>
<input checked="" type="checkbox"/> ACCESSION COURSE MANAGER	<input type="checkbox"/>
<input checked="" type="checkbox"/> UNIT EDUCATION AND TRAINING ADMIN	<input checked="" type="checkbox"/>

ALERT: New user accounts are removed after three days.
The new account must be activated by the user within that timeframe.

HSMR In-Processing

Emergency Management and the HSMR Team Chief work together to ensure these teams remain filled. If a vacancy is identified, the HSMR Team Chief will channel this to their leadership to help identify the best suitable member. Members that initially arrive are not placed on a team; they are standing by for positions to open. If a member is identified, they will receive an email from the HSMR Team Chief with instructions on training and any meetings.

Assigning Members to an Air Expeditionary Force Element

When a member is assigned to a UTC (Unit Type Code) it is then followed with their assignment to an AFFORGEN Force Element (FE). These FEs must be assigned within 15 calendar days of the member in-processing. A FE dictates your deployment window. They are broken down by the following:

A - Alpha
B - Bravo
C - Charlie
D - Delta

The Unit Deployment Manager will work closely with the Command Support Staff to ensure these codes are updated into the Military Personnel Data System (MilPDS).



The AFFORGEN FE code may have an X in front of it, such as XB or XD.

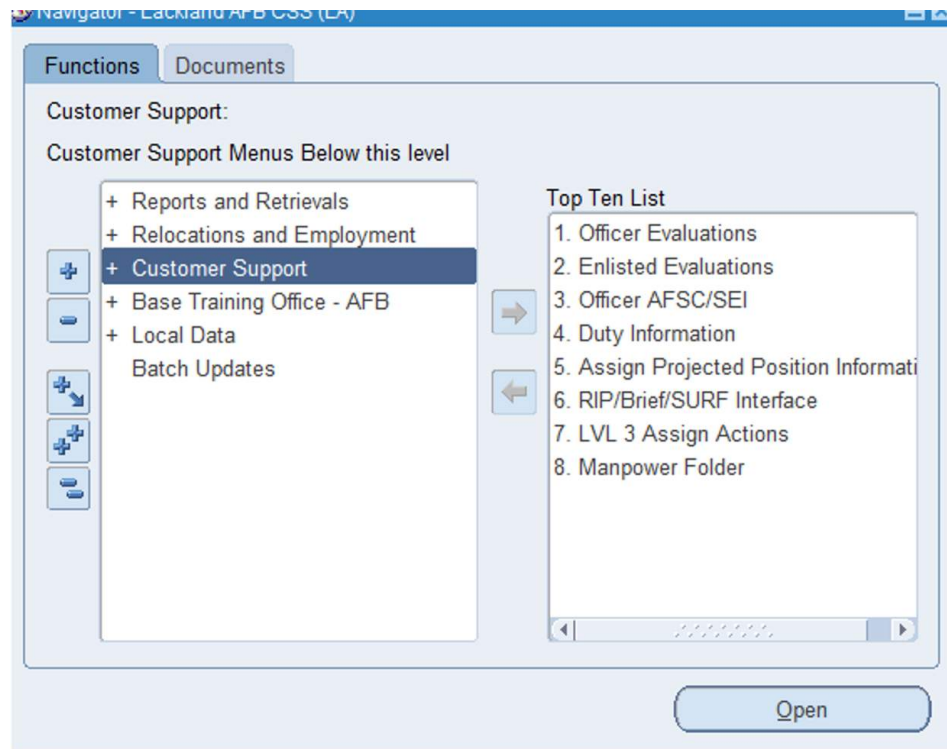
Updating MilPDS

Below are step by steps on how you CSS will update your AEFI in MilPDS:

For how to log into MilPDS – refer to the Command Staff Support CDCs.

Step 2

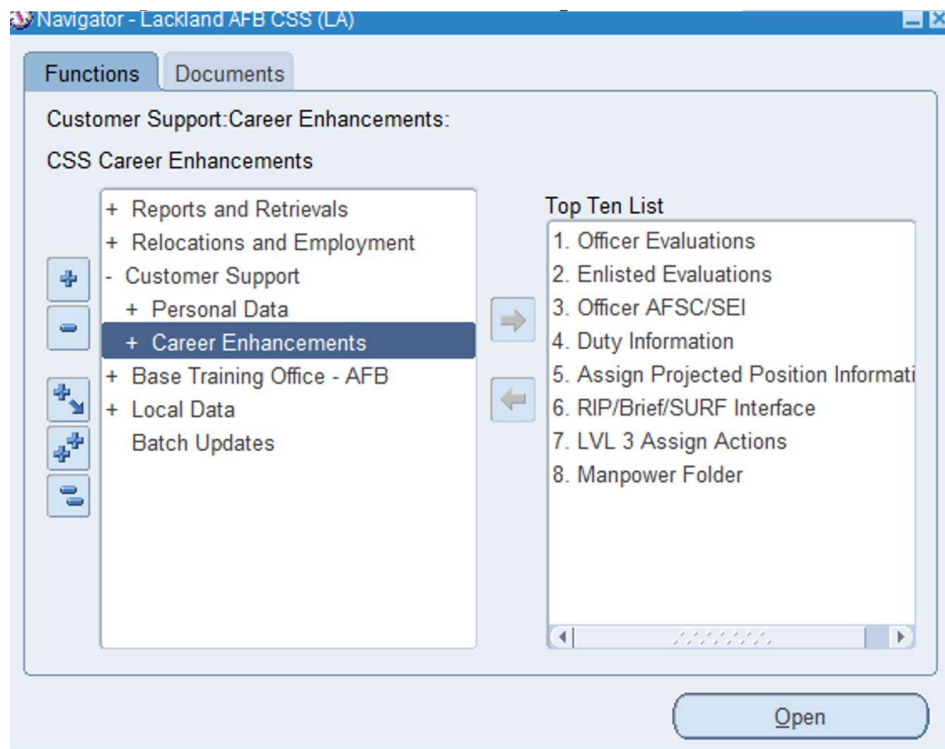
Step 1



Select Customer Support

Step 3

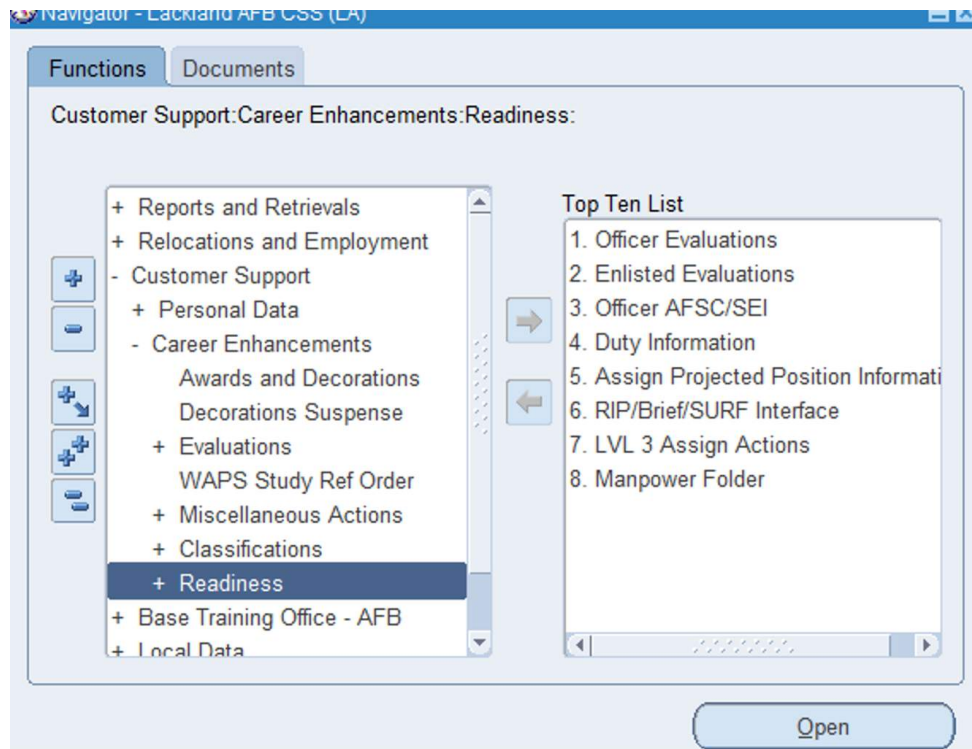
Step 2



Select Career Enhancements

Step 4

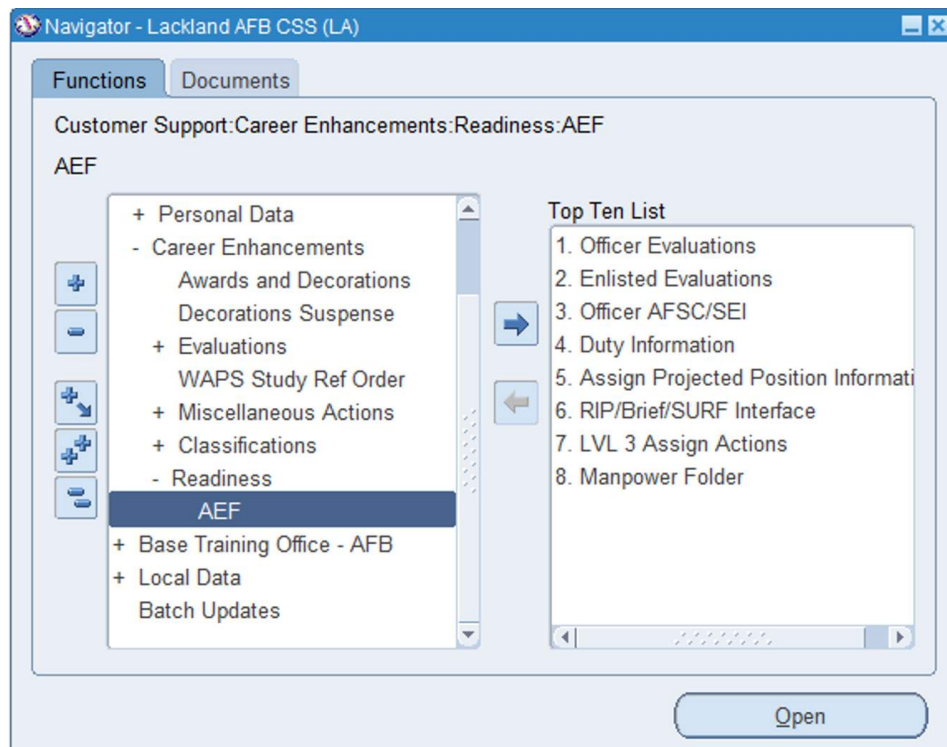
Step 3



Select Readiness

Step 5

Step 4



Select AEF

Step 6

Step 5

OUT ASSIGN FOLDER

Air Expeditionary Force(EMBREY, MAIYA LYNETTE)

Type

AEF TRACKING

Details

XL.26-NOV-2018.15-JAN-2019

X1.16-JAN-2019.28-OCT-2021

P1.02-DEC-2015.02-FEB-2016

P1.03-FEB-2016.25-NOV-2018

Find the member and select AEF Tracking

Step 7

Step 6

UT ASSIGN FOLDER

Air Expeditionary Force(EMBREY, MAIYA LYNETTE)

Type

AEF TRACKING

Last Name

EMBREY

EMBREY

Extra Assignment Information

AEF Indicator **XL** STUDENT TRANSIENT PATIENT PRISONER

AEF Indicator Start Date **1-JAN-2022**

AEF Indicator Stop Date

OK Cancel Clear Help

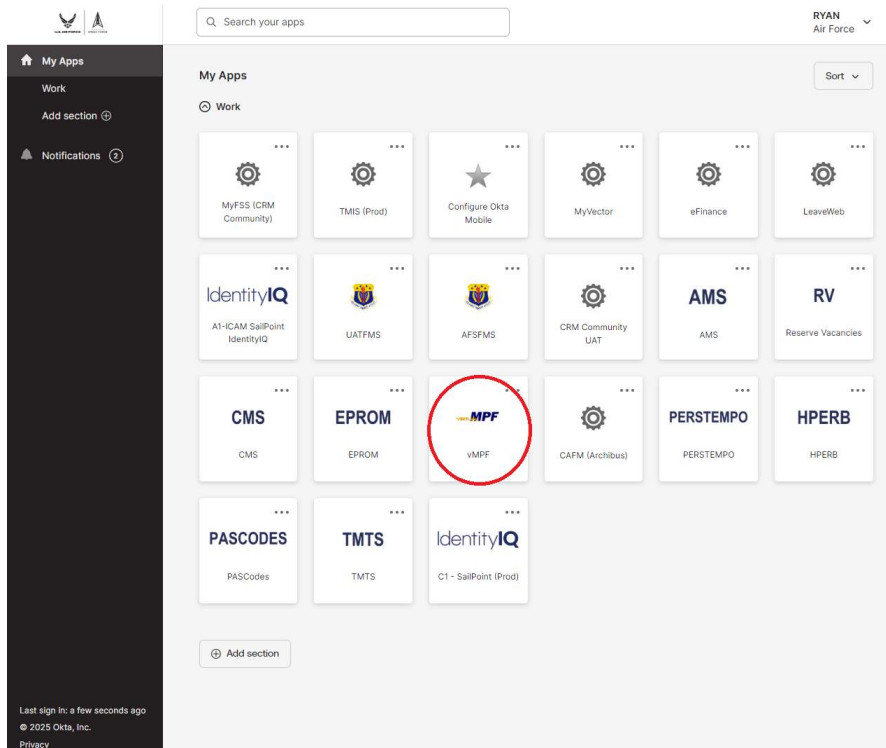
Input the member's new AEFI

Summary

We have walked through the steps of how your CSS will update your AEFI in MilPDS.

Checking your vMPF

Using the Air Force Portal, Select OKTA (Personnel Applications).
Once you're logged on then select vMPF.



Air Expeditionary Force (AEF) Information

Your AEFI Information will be visible on the front page on the vMPF

Air Expeditionary Force (AEF) Information

AEF Indicator	AEF Description / Rotation Period	Date Assigned To This AEF
B	AFFORGEN PHASE BRAVO 1 APR 2025 - 30 SEP 2025	08 NOV 2023

If Blank... —

If this information is blank, the member will need to work with their Readiness Shop and CSS to get the information updated.

What does MRDSS stand for?

- ☐ Medical Readiness Deployment Standard System
- ☐ Military Readiness Defense Strategic System
- ☐ Medical Readiness Decision Support System
- ☐ Medical Readiness Defense Support System

SUBMIT

What is a UTC?

- ☐ Universal Type Code
- ☐ Unique Type Code
- ☐ Unit Type Code
- ☐ None of the Above

SUBMIT

How many ways can you find personnel in MRDSS

- ☐ 1

☐

2

☐

3

☐

4

SUBMIT

Congratulations! You now know how to In-Process personnel in MRDSS!

Perform Procedures for Medical Readiness Out-Processing

Welcome back! Now that you have learned to in-process personnel into the Medical Readiness Decision Support System, you will now learn how to out-process them. There will be a few reasons you will out-process someone from Medical Readiness, and they are:

- Permanent Change of Station
- Retirement
- Separations

Out-Processing Member from Medical Readiness

Step 2

Step 1

The screenshot displays the MRDSS (Mission Readiness Data System) interface. At the top, a blue navigation bar contains the MRDSS logo on the left and a series of menu items: Capability, Deployments, Deployment Certification, Personnel, Training, CMRP, Tools, MRL, Sit. Awareness, and Logout. To the right of these items is an 'MRDSS Help' link. Below the navigation bar, a status bar shows the user's role as 'MAXCOM: AET UNIT:' followed by a redacted name, and the 'Last Login' time as '27 JUL 2023 19:10:23'. On the right side of this bar, contact information for the MRDSS Helpdesk is provided: 'MRDSS Helpdesk: AFLOMC.GBB.MRDSSHelpDesk@us.af.mil' and 'ACCESSIBILITY/SECTION 508'. The main content area is titled 'Situational Awareness' and features a large, empty light blue box. To the left of this box is a sidebar with a 'Messages of Interest' section containing a 'Delete All Messages' button and a list of messages. At the bottom of the page, a small status message reads: 'Last execution ending at 01 Aug 2023 14:07:16, Greenwich Mean Time was successful.'

You will first need to open the MRDSS website and once you're logged in you should be on the home screen above.

Step 3

Step 2



Situational Awareness

Now you will select Personnel at the top middle bar:

Step 4

Step 3

Find Individual Record	Retrieves personnel information on one individual based on SSAN and status or an individual found in the Unit.
Assign To UTCs	Allows for mass-assignment of personnel to UTCs in your UIC.
Assign To On-Call Rosters	Allows for assignment of personnel to On-Call Rosters.
MCRP Team Personnel Readiness Information	Provides an overview of the MCRP Team readiness in your UIC.
Assign to AZZ, RZZ and SZZ UTCs	Allows for assignment of Residents to FFRZZ, Students to FFSZZ, and IMAs to FFAZZ UTCs in your UIC.
FFZZZ Balancing & Adjustments	Allows for adjustments to the automated FFZZZ assignments.
Appointed Positions Overview	Allows for listing and managing appointed positions.
Recall Roster Administration	Allows for creation, maintenance, and printing of recall rosters.

After selecting Personnel, you will then select “Find Individual Record”

Step 5

Step 4

Find by SSAN and Status

SSAN: S

Unit Personnel Listing

Select Person By AFSC

SSAN	Status	P	AFSC	S	SEI	Grade	Last Name	First Name	Middle Initial	UTC	AEFI
------	--------	---	------	---	-----	-------	-----------	------------	----------------	-----	------

There are two ways you can find the person you are out-processing:

1. Find by SSAN
2. Unit Personnel Listing

The quickest way is looking by their SSAN. This is because this number is unique to that person and no one has the same #

Step 6

Step 5

The screenshot shows a web application interface with a horizontal tab bar at the top. The tabs are: Personal Information, Duty Contacts, Deployment Prep Information, Appointed Positions, Forms & Reports, and PCS Out. The 'PCS Out' tab is selected, and a blue arrow points to it from the right. Below the tabs, the main content area is titled 'UTC'. It contains two sections: 'UTC Assignment:' with a dropdown menu showing 'FFEP3-4 001-1', and 'Assignment Date:' with a text box showing '25 MAR 2021' and a calendar icon. At the bottom center of the form is a 'Save' button, with a blue arrow pointing to it from the right.

Once you have found their record, you will then select “PCS Out”

Summary

Then select save!

UTC Vacancies

When a member assigned to a PCS it can cause a UTC vacancy. It is up to the Commander of the unit to find a replacement. Commanders will work with the Readiness to see all available members and then select from those who are best qualified for the UTC. At times, if there is a member who is currently on a Deployment Availability Code (DAV) they may be placed into a UTC.

If a member is PCSing, retiring, or separating, you will remove the members from MRDSS within 30 days of their final out with Medical Readiness.

HSMR Out-processing

If a HSMR Team Chief is out-processing, they must identify an alternate to take their place. Emergency Management will work with leadership and the current Team Chief to ensure a replacement is identified. Once a member is identified, the current Team Chief will pass along all duties and the Commander will be notified.

IN-PROCESSING CHECKLISTS

OUT-PROCESSING CHECKLISTS

In-processing requirements will vary depending on your MTF, installation and MAJCOM directions provided. Requirements vary by location; however, the steps may include the following items.

- Create personnel readiness folder (as required).
- Mark member as assigned to the UNIT.
- Document training in MRDSS. STQ1
- Assign the member to a UTC.
- Assign the member to a MCRP Team.
- Review training requirements in MRDSS and notify member of training due.
- Have member review the MCRP.

IN-PROCESSING CHECKLISTS

OUT-PROCESSING CHECKLISTS

Out-processing a member typically does not require as many steps, but it is just as important. Just like in-processing, requirements vary on location. Some of the steps you may see on the out-processing checklist include:

- Remove member from MRDSS.
- Give the member their mobility folder so he or she can give it to their new readiness office.

You will use MRDSS to out-process personnel.

☐ True

☐ False

SUBMIT

What is a reason to Out-Process personnel?

☐ Permanent Change of Station

☐ Retirement

☐ Separation

☐ All of the Above

SUBMIT

How many ways can you find personnel in MRDSS?

☐

1

☐

4

☐

2

☐

3

SUBMIT

END OF LESSON

Lesson 2: After Action Reports

After completing this lesson, the student will be able to identify after action reports as they relate to health services management, IAW prescribed guidance and publications.

In-Garrison

Purpose

The Air Force Lessons Learned Program exists to enhance readiness and improve combat capability by capitalizing on the experiences of Airmen. A lesson learned is an Observation that, when validated and resolved, becomes an evaluated insight resulting in an improvement in military operations or activities at the strategic, operational, or tactical level.

Dissemination

Dissemination is the distribution of Lessons Identified to organizations for action, along with making lessons available for wider use. The goal of Dissemination is to get lessons to decision makers when needed to make more informed decisions.

Lessons may be disseminated through tasks, briefings, bulletins, reports, professional military curriculum, training courses, or database entries, such as Joint Lessons Learned Information System.

Dissemination Techniques

The guiding principle in executing a Dissemination strategy is to get the right information to the right person at the right time. Dissemination of Lessons Identified to individuals or organizations may be solicited or unsolicited. Techniques for either type of Dissemination encompass both “push” and “pull” methodologies.

The after-action report is a consolidated report that includes an executive summary covering the event information (e.g., dates, locations, and participants) and observations. Observations to be documented are those which result in improvements in military operations. After action report observations should describe how the mission could be/was improved, potential risks to mission degradation and how to mitigate those risks. After action reports are intended to help Airmen learn from experience to fight a smarter, more capable fight. The next Airmen to deploy, to participate in that exercise, to train for that type of contingency, etc., should benefit from reports submitted by those who have gone before.

When it comes to In-Garrison after action reporting, the Medical Readiness Office will compile after action reports after each exercise or real-world incident within 30 days of the event only if medical inputs are not fully incorporated into an installation level after action report. After action reports for real world incidents will be submitted in the Joint Lessons Learned Information System. The MRC will review all after action reports, identify best practices, lessons observed, and formulate corrective actions. These corrective actions will be tracked in the minutes until resolved. Unit commanders will elevate issues that cannot be resolved at the installation level to the parent MAJCOM/SGX.

You're working in the Readiness Office with two other airmen. It appears that your coworkers disagree on what the best system of record is for submitting joint lessons learned. Given the following options, which platform is best suited for submitting lessons?

- ☐ Medical Readiness Decision Support System
- ☐ Joint Lessons Learned Information System
- ☐ Defense Readiness Reporting System
- ☐ Composite Health Care System

SUBMIT

You're working in the Readiness Office preparing to do turnover with another member. In the middle of describing the Lessons Learned Program, you are asked, what is the goal of the dissemination piece of Lessons Learned?

-
- ☐ The goal of Dissemination is to get lessons to decision makers
 - ☐ The goal of Dissemination is to get lessons to all Airman in the field
 - ☐ The goal of Dissemination is to get lessons to the media
 - ☐ The goal of Dissemination is to get lessons documented

SUBMIT

You're working in the Readiness Office preparing to do turnover with another member. In the middle of describing the Lessons Learned Program, you are asked, what is the purpose of Lessons Learned Program?

- ☐ The purpose of the Lessons Learned Program is to enhance readiness and decrease combat capability
- ☐ The purpose of the Lessons Learned Program is to decrease readiness and decrease combat capability

☐

The purpose of the Lessons Learned Program is to decrease readiness and increase combat capability

☐

The purpose of the Lessons Learned Program is to enhance readiness and increase combat capability

SUBMIT

CONTINUE

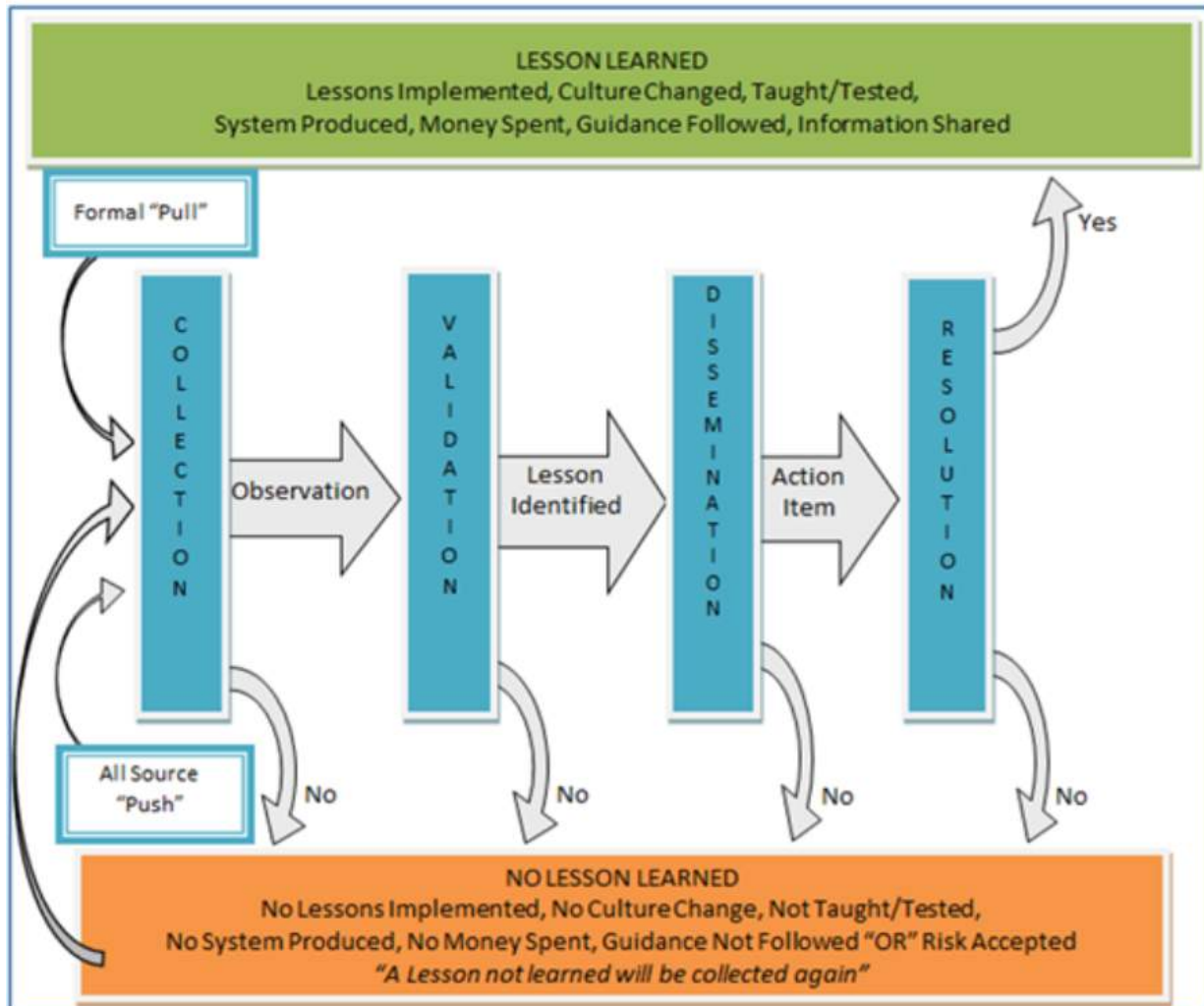
AEF Lessons Learned

The Air Force Lessons Learned Program exists to enhance readiness and improve combat capability by capitalizing on the experiences of Airmen. A lesson learned is an Observation that, when validated and resolved, becomes an evaluated insight resulting in an improvement in military operations or activities at the strategic, operational, or tactical level.

Dissemination is the distribution of Lessons Identified to organizations for action, along with making lessons available for wider use. The goal of Dissemination is to get lessons to decision makers when needed to make more informed decisions.

Air Force Lessons Learned Process

The Air Force Lessons Learned Process involves four distinct components; Collection, Validation, Dissemination and Resolution.



Collection

Collection is a method by which Observations enter the Air Force Lessons Learned Process and involves formal and informal methods. Observations can be “pulled” into the process through formal Collection efforts or they can be “pushed” into the process by organizations, units and individual Airmen. In a learning culture, every Airman contributes to the Air Force Lessons Learned Process.

Validation —

Process to ensure an Observation is reviewed by staff functionals and/or operational experts to confirm an Observation contains an identifiable lesson to be processed through the Air Force Lessons Learned Process.

Dissemination —

Dissemination is the distribution of Lessons Identified to organizations for action, along with making lessons available for wider use. The goal of Dissemination is to get lessons to decision makers when needed to make more informed decisions.

Resolution —

Process to ensure Lessons Identified are staffed for action. Resolution actions should be captured in the Joint Lessons Learned Information System or appropriate documents and tracked to closure.

Closure of Lesson Actions —

Lessons identified that are entered into an organization's resolution process should be resolved at the lowest level. Actions for lessons identified may be closed when a solution has been implemented (i.e., doctrine, organization, training, materiel, leadership and education, personnel, facilities, and policy change, incorporation into organizational change, exercise, experiment, or training) or a decision made to accept the risk of not implementing a solution.

Closed lessons identified need to be archived in the joint lessons learned information system for future reference and their final action/determination is disseminated and periodically reviewed.

The four distinct components of the Air Force Lessons Learned Process is Collection, Validation, Dissemination and Resolution.

☐ True

☐ False

SUBMIT

You're working in the Readiness Office and asked, who can collect and contribute to the Air Force Lessons Learned Program?

☐ Only Officers and SNCOs can collect and contribute to the Air Force Lessons Learned Program

☐ Only Commanders can collect and contribute to the Air Force Lessons Learned Program

- ☐ All Airman can collect and contribute to the Air Force Lessons Learned Program
- ☐ Only Airman can collect and contribute to the Air Force Lessons Learned Program

SUBMIT

You're working in the Readiness Office and asked, why is the Resolution component of the Air Force Lessons Learned Process important? From below choices, what is the best answer to provide?

- ☐ The Resolution component ensures lessons identified become lessons learned and are implemented and not forgotten or ignored
- ☐ The Resolution component ensures lessons identified become validated by sending to an operational expert
- ☐ The Resolution component ensures lessons identified become lessons learned and are stored until needed



The Resolution component ensures lessons identified become lessons learned and are documented in MRDSS

SUBMIT

END OF LESSON

Lesson 3: Medical Readiness Reporting

After completing this lesson, the student will be able to identify medical readiness reporting procedures, IAW prescribed guidance and publications.

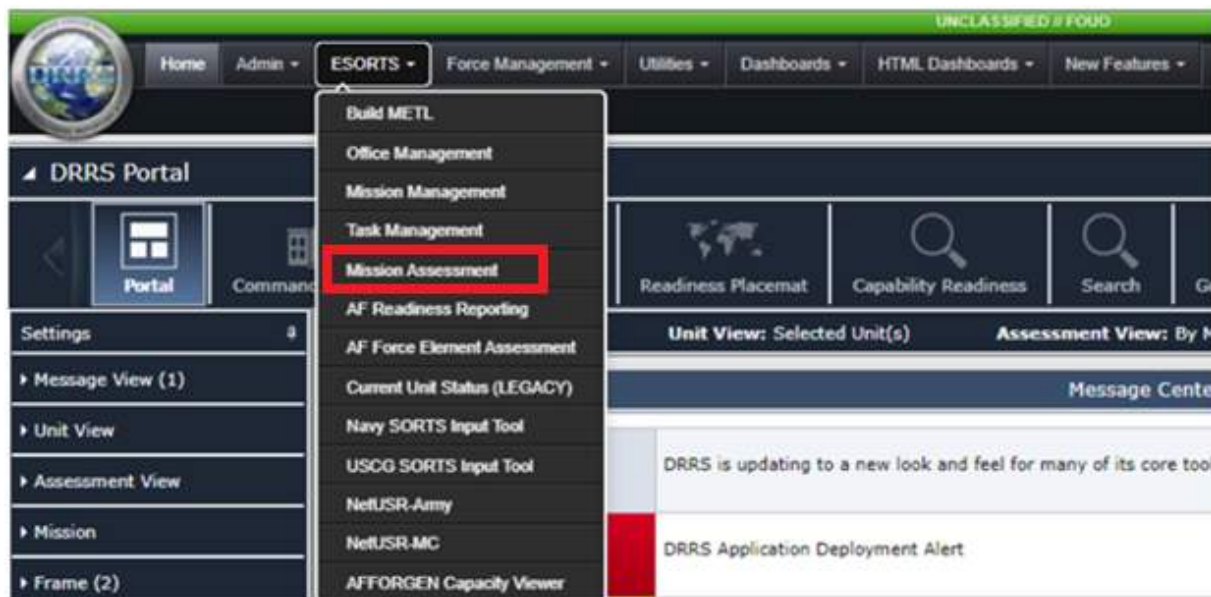
The Defense Readiness Reporting System (DRRS)

DRRS is used to provide timely, accurate readiness information including overall mission readiness, individual task readiness, organization resource data such as personnel, equipment, training and supply, along with a readiness common operational picture.



- ☐ DRRS assesses the readiness of forces to carry out missions and assigned tasks. DRRS answers the questions: Is your organization ready today to execute its assigned mission, and is it ready to bring the expected capabilities to the joint fight? DRRS merges quantitative resource availability into qualitative readiness assessments. Readiness assessments in DRRS are unambiguous and expressed as Yes, Qualified Yes, or No.
- ☐ DRRS allows the commander to manage rather than monitor readiness. It places the command in a proactive position with a holistic readiness common operational picture.
- ☐ DRRS assessments rely on the Commander's experience and professional judgment. DRRS does not automatically compute nor override the Commander's assessment.

Commanders/Agency Directors assess the ability of their organization to accomplish its Mission Essential Tasks (MET)s and Mission Essential Task List (METL) to standard under specified conditions. This assessment should be informed by observed performance, resource availability, and military experience/judgment.



UNCLASSIFIED // FRODO

User: M5gt Sara Butler | Logout

FFDP20 - 0005 MEDICAL GP

Unit Dashboard | DOC Statement | UTC Readiness | Resource Report (APIT) | Capability Assessment (METL)

Mission Assessment | 0005 MEDICAL GP (FFDP20) - Overall | Commander Role

Mission Overall | Build METL | Office Management | Mission Management

	ASW	COMINT	Office	GWOT	MOB
Mission Assessment	N	Q	Y	N	N
Last Approved Date	16-Jan-2017	30-Dec-2016	28-Dec-2016	31-Dec-2016	28-Dec-2016
Approval Status	Approved	Approved	Approved	Approved	Approved
MET					
BN 9.1.7 Support Chemical, Biological, Radiological, and Nuclear (...)			Y		
OP 4.4.3.9 Provide Theater Hospitalization				Q	
08-TS-2912 PROVIDE FORCE HEALTH PROTECTION			Q		
USN JCA 12 Joint Air Operations			N		

The screenshot shows a web application interface for 'FFPD20 - 0005 MEDICAL GP'. It features a navigation menu with options like Home, Admin, ESORTS, Force Management, Utilities, Dashboards, HTML Dashboards, and New Features. The main content area displays a table of assessments with columns for MET, Title, CWR, Last Approved, and Assessment.

MET	Title	CWR	Last Approved	Assessment
SN 9.1.7	Support Chemical, Biological, Radiological, and Nuclear (CBRN) Forensics and Attribution	0000	15-Jan-2017	Y
06-TS-2912	PROVIDE FORCE HEALTH PROTECTION	0000	20-Jan-2017	Q
USN JCA 12	Joint Air Operations	0000	14-Jan-2017	N

All assessments are documented in accordance with the following definitions:

YES (Green) —

The organization can accomplish its MET, METL, or mission to prescribed standards and conditions. The —Yes|| assessment should reflect demonstrated performance in training or operations.

Qualified YES (Amber) —

Unit can accomplish most or all of the task to standard under most conditions. The MET assessment must clearly define the specific standard and conditions that cannot be met, as well as the shortfalls or issues impacting the unit's ability to accomplish the task.

NO (Red) —

The organization is unable to accomplish the MET, METL, or Mission to prescribed standards and conditions at this time.

Readiness assessment begins at the lowest echelon of capability entity in a tactical or administrative chain of command. Each unit records its ability to accomplish the MET's describing its role in each mission. These units also assess their ability to conduct the METL (or mission) as a whole. As each of these lower-level commanders records their assessment in AF-IT, it is available to each echelon in that unit's chain of command. Agency and supporting command assessments populate supported organizations' displays in the same way.

Resource Readiness reports are comprised of four measured areas:

- (1) Personnel,
- (2) Training,
- (3) Equipment and Supplies on Hand and,
- (4) Equipment Condition.

Additionally, this report provides an assessment of a unit's ability to accomplish their mission in chemical, biological and nuclear environments.



The screenshot displays the AF-IT Reports interface for the 0005 MEDICAL GROUP. The interface includes a navigation bar with tabs for Home, Admin, ESOWTS, Force Management, Utilities, Dashboards, HTML Dashboards, and New Features. The current view is the Resource Report (AFIT) tab. The table below lists the reports:

Unit Response Time	Created Date	Modified/Submitted Date	Status	Modified By	Actions
72-HRS	2024-09-27	2024-09-27	Draft	BO Ryo doing	View Edit Delete
72-HRS	2024-09-27	2024-09-27	Submitted	BO Ryo doing	View Edit Delete
72-HRS	2024-09-25	2024-09-25	Submitted	BO Ryo doing	View Edit Delete



Only units identified as Measured Units must report Resource Readiness. In accordance with AFI 10-201, the unit report must be submitted by the commander or person with unit commander privileges in DRRS between the 1st and 15th each month.

PERSONNEL

TRAINING

EQUIPMENT

PCTEF

Personnel calculations begin with completing total personnel first. It is important to remember that the critical personnel are a portion of the total personnel therefore the UA creating and completing this report will only have to complete these actions one time and then simply update various personnel fields for total and critical personnel. Although AF-IT is an auto-populate/auto-calculate system, it is very dependent on human interaction to interpret the data fed in and make specific adjustments based on various factors

0005 MEDICAL GROUP (0005 MEDICAL GP, FFDPZ0, FFAAA)

Unit Response Time: 72HRS | Classification: Unclassified

Close

Personnel **Training** Equipment PCTEF CBDRT Overall

Overall Personnel

P-Level (PFRAT): **P4**

Personnel Reason Code:

Personnel Reason Remarks:

View UNID View Critical Personnel Table **View Personnel Details**

Total Personnel

P-Level (PERTP): **P4**

Assigned: 18 **Available: 12** Authorized: 25 Total Percentage (PERTP): 48%

Critical Personnel Packets

P-Level (PERTC): **P4**

Average Critical Personnel Packet Percentage (PERTC): 25%

Packet Number	Packet Name	Unit Possessed AFSCs	Assigned	Available	Authorized	Packet Percentage
5	Packet 5	43A3	0	0	1	0%
7	Packet 7	4C071	0	0	1	0%
8	Packet 8	4B03, 4B03D, 4V051	3	3	3	100%
9	Packet 9	4B03, 4B03D	0	0	2	0%

PERSONNEL	TRAINING	EQUIPMENT	PCTEF	
-----------	----------	-----------	-------	--

The training calculations tab is an editable auto populate / auto calculate tab. The authoritative data source for this tab is Medical Readiness Decision Support System (MRDSS) and is fed into DRRS every Monday. Once the training data is fed into DRRS, it is then linked to the MilPDS names and AFSCs assigned to your unit and additionally linked to the critical AFSCs for your unit.

0005 MEDICAL GROUP (0005 MEDICAL GP, FFDZ0, FFAAA)

Unit Response Time: 72hrs | Classification: Unclassified

Close

Personnel Training Equipment PCTEF CBORT Overall

Overall Training

T-Level (TRAT)

T2

Training Reason Code

Select

Training Reason Remarks

A Training Reason Remark is required when the T-level is degraded

Add Remark

AF Training Table View Training Details

Mission Ready Crews/Airmen

T-Level (TRUTC)

T2

Average Packet Percentage (TRUTC): 80%

Packet Number	Measured	Type	Description	Trained	Assigned	Trained Percentage
1	Yes	Individual	Mission Ready Airman	3	4	80%
3	Yes	Individual	Packet Three		4	
190	Yes	Individual	SHOThER PACKET			

Primary Training Areas

T-Level (TRUTC)

NR

Average Packet Percentage (TRUTC)

There are no measured packets in this training category.

Packet Number	Measured	Type	Description	Trained	Assigned	Trained Percentage
2	No	Individual	destComprehensive Medical Readiness Program (CMRP) Category I			
9	No	Individual	destComprehensive Medical Readiness Program (CMRP) Category II			
17	Yes	Individual	Packet_ERR			

PERSONNEL	TRAINING	EQUIPMENT	PCTEF	
-----------	----------	-----------	-------	--

The equipment tab is auto populated/auto calculated. Data from this tab comes from MRDSS which is fed by Defense Medical Logistics Standard Support (DMLSS) and is fed into DRRS/AF-IT every Monday. This information is not editable.

Equipment On Hand Resource Counts

Equipment On Hand Resource Remarks

• No Equipment On Hand Remarks is required unless the C level is assigned

Add Remarks

Not measured per the DRC statement

Combined Combined Packets

C Level (Current)

There are no packets in this equipment category. You can view the packets that apply to your unit using the "C" Equipment Table" button. If you have a C level, confirm your SOLUTION level is (C01).

NO

OK

Report Packets

C Level (Current)

Equipment On Hand Current Packet Percentage (C01001): 40%

Not measured per the DRC statement

OK

OK

Packet Number	Packet Category	Processed	Activated	Available	Equip On (C) Percentage	Equip Count (C) Percentage
1	CRITICAL CARE & BLS				0%	
10	EMERGENCY MEDICAL SUPPORT CENTER				0%	
11	EMERGENCY				0%	
12	EMERGENCY MEDICAL SUPPORT CENTER				0%	
13	EMERGENCY MEDICAL SUPPORT CENTER				0%	
14	EMERGENCY MEDICAL SUPPORT CENTER				0%	
15	EMERGENCY MEDICAL SUPPORT CENTER				0%	
16	EMERGENCY MEDICAL SUPPORT CENTER				0%	

PERSONNEL

TRAINING

EQUIPMENT

PCTEF

Tasked Resource Assessment percentage effective (PCTEF) is a subjective resource assessment of the unit's currently assigned mission(s) or Named Operations, also known as its "A-Level" rating. A-Level is not required to correlate with current C-level as only tasked resources are assessed in PCTEF. For units with multiple assigned missions, AF-IT will reflect the lowest A-Level reported from the reported assessments.

The unit commander will include a Tasked Resource Assessment remark for each assigned mission. If a unit has resources preparing for an assigned mission, in addition to other resources already deployed for an assigned mission that unit will use the Tasked Resource Assessment (PCTEF) to assess its already deployed assets, accompanied by commander's remarks to show an assessment(s) of the other resources preparing to deploy.

PERSONNEL

TRAINING

EQUIPMENT

PCTEF

The chemical, biological, defense readiness training report (CBDRT) is used to assess the units' ability to survive and operate while conducting the mission(s) for which the unit was organized or designed under chemical or biological conditions. The CBDRT overall C-Level is determined by the lowest of the two measured areas: equipment and supplies on-hand (S-Level) and training (T-Level). The CBDRT report is the only tab in the resource readiness report that is not auto populated nor auto calculated from an authoritative data source.

0005 MEDICAL GROUP (0005 MEDICAL GP, FFDP20, FFAAA)
Unit Response Time: 72HRS | Classification: Unclassified

Close

Personal • Training • Equipment • PCTEF • **CBDRT** • Overall •

CBDRT

C-Level (READY)
NR

Not Rated due to Training and Equipment On-Hand having empty packet percentages.

Training

T-Level (TRUTC)
NR

T Lowest Training Percentage (TRUTC):

Packet Number	Category Packet Name	Trained	Required	Packet Percentage
1	Individual NBC Defense Training	0	0	
2	Unit NBC Task Qualification Training	0	0	

Equipment On-Hand

S-Level (ESRAT)
NR

S Lowest Equipment On-Hand Percentage (EQSEE):

Packet Number	Category Packet Name	Available	Required	Packet Percentage
1	Individual Protective Equipment (IPE)	0	0	
2	Detection Equipment (DET)	0	0	
3	Decontamination Equipment (DEC)	0	0	
4	Biological Detection (RAD) Equipment (RAD)	0	0	
5	Medical Countermeasures (MED)	0	0	
6	Collective Protection Systems (CPS)	0	0	

After completing the resource readiness report, the unit commander or designee will log into DRRS to review and submit the report. The commander may make or suggest changes to the report. When the commander is ready to submit the report, they will simply click submit, there will be an auto review to ensure all required areas have been completed. Once they system is done with the report check, the commander will see a pop-up asking if they want to submit. Once the commander clicks yes, both the approver and unit administrator should ensure the report moves from DRAFT, to PENDING and then finally to SUBMITTED.

CONTINUE

What does the CBDRT (chemical, biological, defense readiness training report) assess?

- ☐ A unit's ability to deploy personnel and equipment rapidly.
- ☐ A unit's ability to survive and operate in chemical or biological conditions.
- ☐ A unit's ability to provide medical care in a combat zone.
- ☐ A unit's ability to manage its budget and resources effectively.

SUBMIT

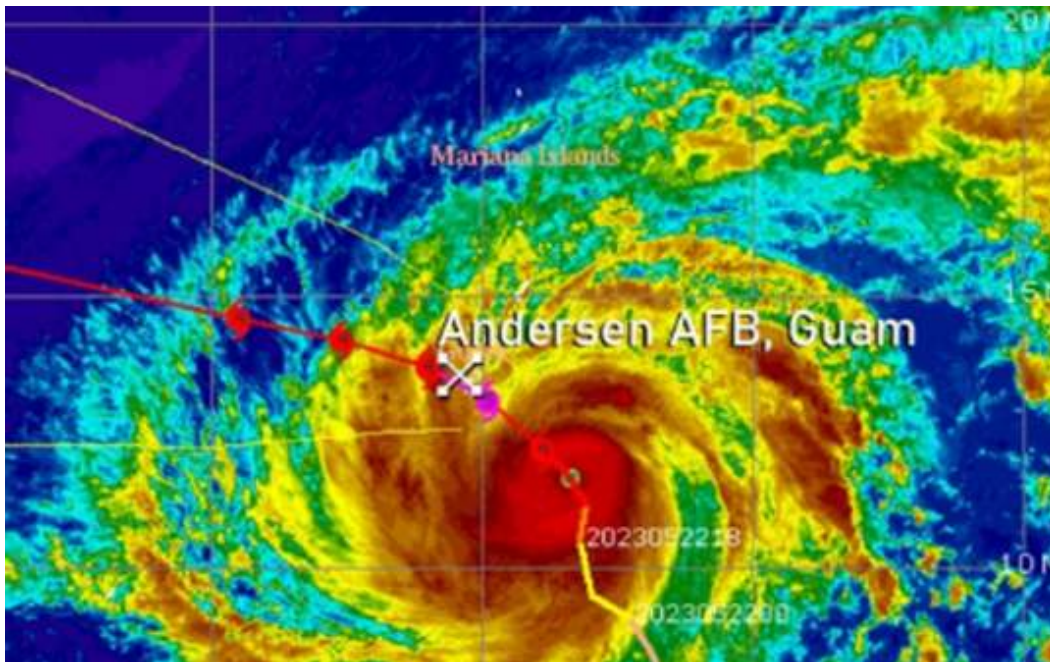
According to AFI 10-201, when should the unit readiness report be submitted in DRRS?

-
- ☐ Between the 1st and 15th of each month.
 - ☐ By the end of each quarter.
 - ☐ Annually.
 - ☐ Within 30 days of a deployment.

SUBMIT

CONTINUE

Medical Report for Disaster, Emergencies, and Contingencies (MEDRED-C)



The MEDRED-C is an on-site assessment of a medical unit's ability to perform its mission. These are reported in times of natural disaster, pro-longed power outage, civil unrest, CBRN events.

Step 2



The MEDRED-C clearly articulates the mission capabilities and limitations of the facility after an incident has occurred. MEDRED-C should be completed whenever a interruption to patient care or a pro-longed loss of capabilities. These are uploaded on the DRRS system located on SIPR. This will consist of the 5 W's. Who? What? Where? When? Why? Notify your OIC and the MCC events log member.

Step 3

Step 2 Title



Whenever a situation is resolved, or capabilities return to full another MEDRED-C will be completed. You will do this the same route of the submission on DRRS. However, this time you will report to higher headquarters that everything has returned to normal.

Step 3 Title



Once the MEDRED-C is completed stating that capabilities are back to normal you will report back to your OIC and MCC personnel who is doing the events log.

CONTINUE

A MEDRED-C report would NOT typically be submitted in which of the following situations?

-
- ☐ A natural disaster affecting the MTF's ability to operate.
 - ☐ A prolonged power outage disrupting medical equipment.
 - ☐ A CBRN event requiring the MTF to implement emergency procedures.
 - ☐ A routine change of command at the MTF.

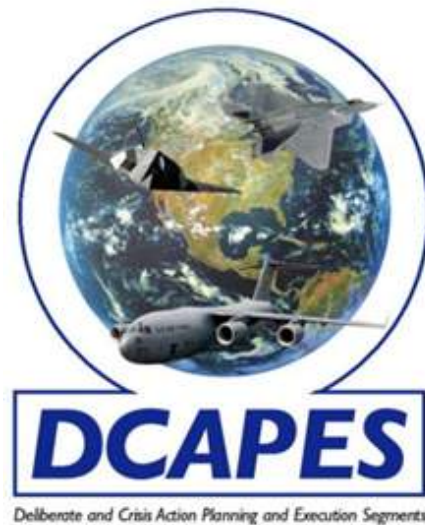
SUBMIT

CONTINUE

Deliberate and Crisis Action Planning and Execution Segments (DCAPES)

DCAPES is the AF planning system used to present, plan, source, mobilize, deploy, account for, sustain, redeploy, and reconstitute Combatant Commanders' requirements.

Step 2



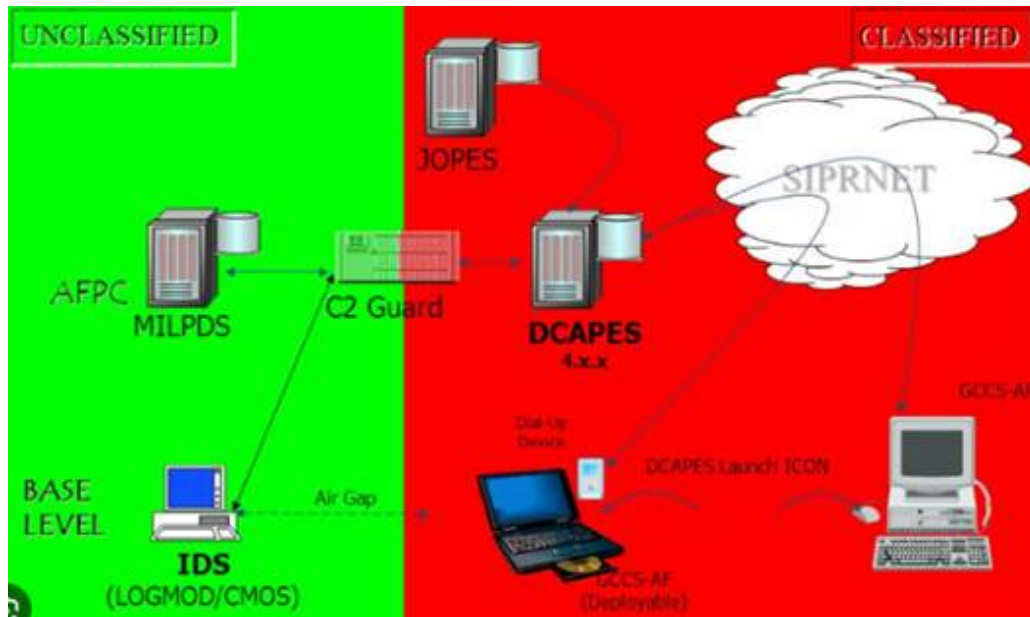
The primary purpose of DCAPES is to provide an integrated planning and execution support system for operations, logistics, and personnel functional communities and integrate AF planning and execution automated processes into the Joint Operation Planning and Execution System (JOPES).

Step 3



Provides unit commanders with the ability to assess the employability and availability of postured UTCs to fulfill the mission capability statement across the full range of military operations.

Step 4



Installation Deployment Officers (IDO) and Installation Deployment Readiness Cells (IDRC) utilize DCAPES to notify units of deployment tasking via the tasking notification tool.

CONTINUE

Who typically uses DCAPES to notify units of deployment taskings?

☐ Medical Readiness Personnel

☐ Unit Commanders

☐ IDOs and IDRCs

☐ AFPC

SUBMIT

END OF LESSON

Lesson 4: Unit Deployment Manager

After completing this lesson, the student will be able to perform unit deployment manager duties, IAW prescribed guidance and publications.

UDM Responsibilities

As a UDM you will act of behalf of the Unit Commander to ensure personnel and cargo are ready for deployment.

The following lists the UDM duties:

- Complete Air Force Job Qualification Standard (8U000) and AEF Online training no later than twelve (12) months after appointment.
- UDM will work with the Commander and Senior Leaders to assign personnel to a Unit Type Code (UTC) and ensure the personnel are trained and equipped appropriately to accomplish the mission of their respective UTC.
- Ensure personnel are given an AEF Indicator, sign up for an AEF online account within fifteen (15) days of assignment to an AEF indicator, digitally sign the e-DRC to document the member's selection to fill an AEF indicator, and complete the mandatory e-DRC items within fifteen (15) days of assignment to an AEF indicator.
- Ensure unit staff members receive appropriate training in AEF Online tools.

- Ensure all personnel tasked for deployment have an AEF Online account, use the Personal Deployment Preparedness Tool, and process for deployment using the e-DRC and e-AFDF.
- In the event of AEF Online system interruption or network degradation prohibiting processing the e-DRC or e-AFDF at execution, recommend processing via AF Form 4005 only, ensure deploying Airmen have all required hand-carried items in their possession, and complete electronic processing of e-DRC or e-AFDF when system becomes available.
- In the event of short notice deployment (less than 15 days): Comply with Expeditionary Readiness Training guidance published to the AEF Online Pre-deployment page, comply with medical clearance procedures and accomplish all other pre-deployment processing requirements as time permits, and notify gaining commander of known training or pre-deployment processing deficiencies.
- Ensure unit personnel complete all mandatory expeditionary readiness training.
- Complete total force training.
- Complete deployment work-center training IAW AFI 10-403 and the IDP.
- Ensure unit personnel complete medical readiness and deployment health requirements.
- Utilize the Aeromedical Services Information Management System to monitor and track unit member's medical clearance status until completion.
- Execute and coordinate TPFDD taskings through the IDRC or DCC.
- Maintain UTCs (pilot or non-pilot) assigned to their unit per the UTA.
- Notify the LRS/Plans and Integration Section and their MAJCOM or AFIMSC functional area manager, if the unit cannot support a UTA tasked UTC due to insufficient personnel or equipment authorizations.
- Monitor personnel deployment readiness using the AEF Online Commanders Toolkit and Military Personnel Data System.
- Maintains UDM continuity binder.



The items within the UDM continuity binder can be printed and kept in a binder, it may be electronic and kept on the computer, or it can be a combination of both printed and electronic. Whatever format the continuity binder is kept in, it should include the following items:

- Copies of appointment letters (i.e., UDM and unit cargo increment monitor).
- UDM training certificates.
- UDM and Deployment Process Working Group meeting minutes.
- UTC MISCAPs, MANFORs and Logistics detail (LOGDETs) for UTA (unit type code availability)–postured UTCs.
- Unit manpower document (UMD)/unit manpower personnel roster (UMPR).
- IDP.
- UDM checklists.
- Installation/wing specific deployment operating instructions.
- Applicable inspection and self-assessment checklist (SAC) finding.

- Lessons learned.
- Training slides.
- Recall rosters.
- Signed/approved shortfalls and waivers.

Finally, UDMs must provide the name, destination country, date medical clearance process was completed, and estimated tour length to Public Health or Force Health Management as “for official use only” information using an encrypted official non-secure internet protocol router network email, official memo, or the Aeromedical Services Information Management System.

- After the installation receives notification of a personnel tasking, ensure the FSS/FSOX or IDRC updates names into DCAVES.
- Issue DEET, Permethrin, mosquito netting, lip balm, sunscreen, and other force health protection equipment.
- Represent the unit commander as the unit representation to the Deployed Processes Working Group.

Electronic Deployment Record (eDRC)

In order to prepare members for deployment the UDM must begin prepping the deployer’s electronic deployment record (eDRC) in the AFFORGEN system.

INDIVIDUAL DEPLOYMENT REQUIREMENTS CHECKLIST									
1. NAME (Last, First, Middle Initial, Suffix)		2. RANK/GRADE		3. AFSC/SERIES		4. OFF SYMBOL		5. TEMPO BAND/BLOCK	
REQUIREMENTS									
MANDATORY ITEMS				46. DATE OF INITIAL BRIEFING		47. INDIVIDUAL'S INITIALS		48. INSPECTION RECORD	
6. COMMON ACCESS CARD (US Uniformed Services ID Card) Exp Date:								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
7. IDENTIFICATION TAGS (ID Tags and Chains)(1Set)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
8. LETTER OF SELECTION FOR DEPLOYMENT POSITION								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. QUANTITATIVE FIT TEST (QNFT - GAS MASK) DOCUMENTATION								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
10. AF FORM 94, AIR BAGGAGE CLAIM TAG (4 Tags)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11. GOVERNMENT TRAVEL CARD (GTC) Exp Date:								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
12. VIRTUAL RECORD OF EMERGENCY DATA (vRED)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
13. AFPAM 10-100, AIRMANS MANUAL								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
READINESS TRAINING									
14. ANNUAL TOTAL FORCE AWARENESS TRAINING (SEE ATTACHED TRANSCRIPT)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
15. TIER 2A: EXPEDITIONARY SKILLS (ES) PROFICIENCY TRAINING								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
16. TIER 2B: HOME STATION PRE-DEPLOYMENT TRAINING								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
OTHER READINESS ITEMS (As Required)									
17. SECURE INTERNET PROTOCOL ROUTER NETWORK (SIPRNet) TOKEN SMART CARD								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
18. DD FORM 1934, GENEVA CONVENTIONS CARD (Medical/Religious Personnel Only)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
19. CREDENTIAL PACKAGE FOR MEDICAL PROVIDERS								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
20. AF FORM 286, PERSONNEL RELIABILITY PROGRAM, QUAL//CERT ACTION								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
21. RED METAL (MEDICAL) ALERT ID TAGS (ID Tags and Chains)(1Set)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
22. DRIVER'S LICENSE (Commercial, U.S. Government and/or International License)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
23. PRESCRIPTION GLASSES (2 Pair)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
24. GAS MASK SPECTACLE INSERTS (1 Pair)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
25. INDIVIDUAL APPOINTMENT LETTERS (Custodian and Courier Letters)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
26. INDIVIDUAL CHECKLIST (Personal/Organizational Clothing Requirements)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
27. PROFESSIONAL EQUIPMENT (Pro-Gear/Individual Protective Equipment)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
28. AF FORM 1199, USAF RESTRICTED AREA BADGE								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
29. GOVERNMENT (NO-FEE) PASSPORT/VISA/COUNTRY CLEARANCE								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
30. MISC TRAINING CARGO PREP, PALLET BUILD-UP, HAZ CARGO CERT								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
31. AF FORM 357, FAMILY CARE CERTIFICATION (IAW AFI 36-2908, First Sergeant)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
OPTIONAL ITEMS									
32. WILL (Living)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
33. POWER OF ATTORNEY (General or Special)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
34. SGLI BRIEF								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
35. MYPAY Access								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
DEPLOYMENT TASKING REQUIREMENTS									
36. TIER 3&4: ADVANCED EXPEDITIONARY SKILLS TRAINING (EST)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
37. AF FORM 522, USAF GROUND WEAPONS TRAINING DATA								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
38. DD FORM 2760, QUALIFICATION to POSSESS FIREARMS or AMMUNITION								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
39. AF FORM 623, OJT RECORD/TRAINING BUSINESS AREA (TBA), as required								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
40. VOTING RIGHTS BRIEFING (AFI 36-3107, Installation Voting Assistance Officer)								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
41. DD FORM 1833, ISOLATED PERSONNEL REPORT (ISOPREP), as required								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
42. REPORTING INSTRUCTION REVIEW								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
43. AF FORM 245, EMPLOYMENT LOCATOR and PROCESSING CHECKLIST								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
44. FITNESS TESTING DOCUMENTATION								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
45. MOBILITY BAGS (A1, A, B, C, D) and AF Form 1297								<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
DATE - >>									
INDIVIDUAL'S INITIALS - >>									
UDM INITIALS - >>									
INDIVIDUAL'S SIGNATURE				UDM / SUPERVISOR'S SIGNATURE					
<div>Click to sign</div>				<div>Click to sign</div>					

AF FORM 4005, 20150120 (IMT-V1)

Revises AF Form 4005, Jul 13, which is obsolete

AF Form 4005

In the event that the AFFORGEN system is down continue to process the deployer using the AF Form 4005.

As the UDM it is your responsibility to complete the electronic Air Force Deployment Folder (eAFDF) in AFFORGEN with the deployer. This means working with the tasked deployer to ensure Total Force Training and Expeditionary Readiness Training requirements are completed and updated in the AFORGEN system.

Before the deployer is scheduled to depart for Expeditionary Readiness Training and/or Formal training courses the UDM will review the reporting instructions for the deployed location and will meet with the deployer to ensure they are issued any required force health protection equipment and/or personal protective equipment required for the gaining location.



AFFORGEN

AIR FORCE FORCE GENERATION

The AFFORGEN deployment model facilitates better readiness and performance for a high-end fight by establishing a 24-month rotational cycle with six-month phases:

- **PREPARE** for training toward peak readiness
- **CERTIFY** ready for deployment
- **AVAILABLE TO COMMIT** for deployment
- **RESET** for reintegration and reconstitution

UDMs will also work with the Public Health office to ensure tasked deployers are medically cleared for deployment in the Aeromedical Services Information Management System (ASIMS).

In addition to ensuring a member is prepped for deployment, UDMs are responsible to maintaining Unit Type Codes (UTCs) in the Medical Readiness Decision Support System (MRDSS). This requires the UDM to work with the Air Force Specialty Code (AFSC) Functionals and unit Senior Enlisted Leaders (SELs) within their units to select members to align to the appropriate UTCs that match the requirements listed on the Mission Capability Statement (MISCAP), to include grade, AFSC and skill level.

UDMs are also required to maintain a continuity book, preferably electronic to ensure ease of access as members rotate in and out of the section.



The UDM responsibilities can be found in DAFI 10-403?

☐ True

☐ False

SUBMIT

It is at the discretion of the Medical Readiness Office whether or not a continuity book is required?

☐ True

☐ False

SUBMIT

Is it the responsibility of the Installation Deployment Readiness Center (IDRC) to maintain Unit Type Codes (UTCs)?

☐ False

☐ True

SUBMIT

CONTINUE



Installation Deployment Readiness Cell

As a UDM you will be required to work with the Installation Deployment Readiness Cell and attend the Deployment Process Working Group (DPWG). This meeting is required to be convened annually and is chaired by the Installation Deployment Officer (IDO). The DPWG covers installation deployment planning and execution such as roles, responsibilities, processes, procedures, training, manning and readiness.

Installation Deployment Readiness Cell

This is a **centralized** function aligned under the LRS Commander and located within the LRS responsible for identifying, validating, and distributing deployment taskings and information. It is the **day-to-day** focal point for all deployment and execution operations. The permanent staff

consists of the Installation Deployment Officer (IDO) and representatives from the LRS/Logistics Plans and Integration Section and FSS/Personnel Readiness Flight.

The Installation Deployment Officer manages all aspects of deployment operations on behalf of the installation commander. One of their responsibilities is to coordinate with the medical treatment facility to ensure all UDMs are trained on individual readiness, deployment health assessment and deployment medical clearance requirements semi-annually. Additionally, the IDO briefs all deployment discrepancies to the installation commander and unit commanders monthly.

The Installation Deployment Readiness Cell (IDRC) is responsible for identifying, validating, and distributing deployment taskings and information. They are the focal point for all deployment and execution operations and work directly with the UDM.

The Installation Personnel Readiness (IPR) office is responsible for providing installation wide deployment planning and execution and personnel support for deployment availability information, personnel accountability and duty status reporting for contingency, exercises and deployments and work directly with the UDM.

Another responsibility of the UDM is Unit Type Code (UTC) Management. As a UDM you will want to ensure personnel within your unit are not assigned to more than one UTC at a time. Additionally, it will be your responsibility to make sure that personnel assigned to a UTC meet the requirements listed on the mission capabilities statement (MISCAP) to include specialty codes, functional account codes and personnel accounting symbol codes on an annual basis.

An AFFORGEN phase is a window of time where unit members may be vulnerable to deploy. The UDM is responsible for ensuring all members are assigned to an AFFORGEN phase within 15 day of arriving on station and then coordinating this phase to the IDRC for reporting in the Military Personnel Data System (MILPDS). UDMs will work with the Air Force Specialty Code (AFSC) Functional managers and Senior Enlisted Leaders (SELs) to choose the best AFFORGEN phase for the member and the unit. The UDM will then

ensure the Commander has oversight and will upload a signed copy of the AFFORGEN phase selection in the member's Electronic Deployment Record (eDRC)/eAFDF in Tab 1.

The UDM is not a required member to attend the Deployment Planning Working Group (DPWG)?

☐ False

☐ True

SUBMIT

Unit members are authorized to be assigned to more than one UTC?

☐ True

☐ False

SUBMIT

Who is responsible for validating UTCs?

- ☐ Installation Deployment Readiness Cell
- ☐ Medical Readiness Officer
- ☐ Unit Deployment Managers
- ☐ MAJCOM Functional Area Managers

SUBMIT

CONTINUE

Personnel Deployment Plan

When a deployment begins, all work centers and deploying units have to work together as a team to meet deployment timelines. The purpose of the installation deployment function, commonly referred to as the personnel deployment function (PDF), is to ensure command and control by pulling units together to accomplish the mission and deploy the UTCs. The installation considers the “big picture” of who, what, where, and when of the tasked UTCs.

The Personnel Deployment Function (PDF) is a tool used by an installation to execute large scale deployment outprocessing actions. A PDF is not always required and may be held virtually. The installation commander activates a PDF with the Installation Deployment Officer (IDO).



The PDF will:

- Monitor all personnel processing activities to include eligibility screening, predeployment briefings, orders preparation and production, passenger

manifesting, passenger baggage handling, and passenger loading.

- Performs final eligibility check and advises commanders when personnel are ineligible for deployment IAW AFI 24-602, Volume 1.
- Establish a controlled area to control, hold, and account for deploying personnel from the time unit personnel arrive at the PDF until personnel are physically loaded on the aircraft (or other embarkation movement source) IAW AFI 24-605.
- Provide “by exception” personnel services (e.g., legal, chaplain, medical, personnel actions, finance) to deploying personnel. Note: “By exception” means personnel are only required to process through a station if they have known discrepancies or need assistance.



PDF Processing Stations

PDF processing stations will be activated to support deployment operations as directed by the IDO on behalf of the installation commander.

- The Eligibility Station will validate deploying personnel's eligibility and generate the deploying personnel rosters.
- The Orders Station will prepare and provide Contingency, Exercise, and Deployment orders to deploying members and build the troop leader's package IAW AFI 36-2110.
- The Emergency Data Station will provide emergency processing services (e.g., virtual record of emergency data, Red Cross) IAW AFI 36-3802.
- The Identification Station will provide identification tags and common access cards to deploying members IAW AFI 36-3802.
- The medical station will provide deployment medical clearances and health threat briefs IAW AFI 48-122. Will also provide limited deployment health support during deployment processing.
- The Airman and Family Readiness Center station will brief military and family assistance and readiness programs available to deploying members IAW AFI 36-3009.
- The Chaplain Station will provide religious and personal counseling services to deploying members IAW AFI 52-104. Note: The Chaplain Station will include private room for confidential counseling.

Those working in Medical Readiness may be asked to assist with the PDF line as well as coordinate medical support such as providers, mental health, immunizations, public health, bioenvironmental, etc. If there are medics who are tasked to deploy, Medical Readiness will also be required to prepare deployers to participate in the PDF line with use of the electronic Air Force Deployment Folder (e-AFDF) in AFFORGEN Connect.

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AIR FORCE FORCE GENERATION (AFFORGEN)
24-Month Cycle/6-Months Per Phase
FY24: 24.1/24.2 FY25: 25.1/25.2

Apr 24 – Sept 24

AEFIs:

Active Duty: D

Institutional Force: XD

RC/ANG CS/CSS: RCP4

RC/AND MSN Gen: RCP4A / RCP4B

24.2

Certify

Oct 23 - Mar 24

AEFIs:

Active Duty: C

Institutional Force: XC

RC/ANG CS/CSS: RCP3

RC/AND MSN Gen: RCP3A / RCP3B

24.1

Available to Commit

Oct 24 – Mar 25

AEFIs:

Active Duty: A

Institutional Force: XA

RC/ANG CS/CSS: RCP5

RC/AND MSN Gen: RCP1A / RCP1B

25.1

Prepare

Apr 25 – Sept 25

AEFIs:

Active Duty: B

Institutional Force: XB

RC/ANG CS/CSS: RCP6

RC/AND MSN Gen: RCP2A / RCP2B

25.2

Reset

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Q

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Quick Reference

[DPMW & DP3AW Phone Roster \(30 Nov 2023\)](#)
[Force Generation Schedule](#)
[AFIMSC Master FAM Roster \(13 Sept 2023\)](#)
[CUI - NIS Elevations cao 24 Jul 23](#)
[Air Force IDO Listing \(Instructions\)](#)
[Joint Duty Assignment \(e-JDA\)](#)
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365-Day Extended Deployments

AFFORGEN Reference Library

AFPAAS

AFRC and ANG

Divisions

DoD-Expeditionary Civilian (EC)...

Events & Conferences

Force Generation Training &...

A personnel deployment function line is required at all Air Force installations.

☐ True

☐ False

SUBMIT

The Squadron Commander may activate up the PDF processing stations.

☐ False

☐ True

SUBMIT

The PDF line completed eligibility checks for all personnel.

☐ True

☐ False

SUBMIT

Deploying UTCs

Each unit pre-identifies a personnel assembly area where deploying personnel are checked before reporting to the PDF for processing. During unit assembly, the unit verifies personnel eligibility, and then confirms baggage and documentation as ready to go. Force health supports the line by completing PHAs and providing unique immunization and disease prevention requirements identified by the base medical facility

From the time unit personnel arrive at the PDF for processing until they are physically turned over to the passenger terminal function, the PDF maintains responsibility for personnel accountability. The PDF processes all the personnel requirements contained in the DRMD. The functions of the PDF include the following:

- Advising commanders when their personnel are ineligible for deployment.
- Preparing new DD Forms 93, Record of Emergency Data; ID cards; and dog tags.
- Providing counseling for legal and spiritual concerns.

In most cases, the PDF processes Airmen by exception. Processing by exception means that with the exception of eligibility, orders, and immunizations, all other stations are as needed. If deploying personnel have no need to stop at particular stations, they by-pass them and go on to the passenger holding area. It is easier to keep on track with the schedule when not everyone has to stop at every station. After personnel are in-checked and their eligibility verified, the PDF orders section is notified of any shortages or personnel who are deemed ineligible for deployment.

Each facility must know what is required of them as part of the facility deployment processing function. As part of a medical unit, you will have many opportunities to be part of the deployment process. You may be called upon throughout your career to fill one of these highly visible roles. How you and others complete these taskings will likely determine just how successful a given deployment process could be for your wing. There

are key individuals who ensure the medical portion of deployment processing is flawless.

When there is a requirement for your unit to be involved in deployment processing, there are certain procedures that your facility will execute to ensure that the process runs smoothly and correctly. Here is an example of actions taken when responding and preparing to process individuals for deployment:

- Notify the MTF/CC immediately upon receipt of the deployment order (DEPOD).
- The MTF/CC activates the MCC, if needed.
- The UDM attends the deployment order briefing. The group commander attends if necessary.
- Immediately following the deployment order briefing, the UDM briefs the MDG/CC, squadron commanders, and mobility personnel on (as necessary): personnel placed on alert status, leave restriction guidance, and recall of personnel.
- The UDM, squadron, and group commanders attend the concept briefing.
- The medical readiness staff reviews the mobility folders, conducts a location specific “bag drag,” gives OPSEC briefing, and provides rules of engagement in the deployed location.
- The UDM briefs the MDG/CC, squadron commanders and mobility personnel on pertinent action items discussed during the concept briefing.
- These briefs include specific planning guidance and constraints on the conduct of operations, tasked UTCs and identified shortfall positions (positions that cannot be filled due to lack of assigned/trained/qualified personnel in a given AFSC), personnel with discrepancies in mobility folders/mobility bas as noted during the “bag drag” to the UTC team chiefs for corrective actions, and estimated duration of operation, classification and anticipated constraints on deployments, including factors that affect granting rights and facilities access.

The MCC, if activated, will schedule MCC team members to ensure manning of the MCC for the duration of the contingency, activate the deployment recall roster when directed by the MTF commander, and prepare and transmit reports as required (AEF reporting tool, MRDSS, etc.).



NOTE: If the MCC is not activated, the medical readiness staff will accomplish the MCC tasks. The Medical Readiness flight commander or noncommissioned officer-in-charge (NCOIC) will immediately notify the MAJCOM of any/all shortfalls.

CONTINUE

Air Force Deployment Folders

To prepare Airmen for deployment, AFI 10–403, Deployment Planning and Execution directs the use of the electronic Air Force Deployment Folder (e-AFDF) records and standardized readiness folders if necessary.

These folders contain all required information for members to deploy. As the UDM it is your responsibility to verify the information in the folder is appropriate and current as required by guidance. Electronic Air Force Deployment Folders (eAFDF) are the required source for all deployment folders, however MAJCOM and local guidance will dictate if hard copy records are required to be created, maintained and reviewed. As a HSMS working in the medical readiness office, it is your responsibility to verify the information in the folder is appropriate and current as required by guidance. Folders are typically created when members in-process a base; however MAJCOM and local guidance describe how records are created, maintained and reviewed.

If a hard copy deployment folder is required, the UDM will ensure the deployment folder is organized in the following 6 parts to include: Table of Contents, Readiness Requirements, Deployment Information, Deployment Checklists, Major Command/Installation/Wing/Unit Requirements and Air Force Command and Control/Combatant Command Requirements.

The following table provides items required to be in the folder.

Personnel Readiness Folder	
Part	Description
1. Table of Contents	Deployment folder table of contents -This lists what is mandatory in the folder.
	Squadron commander letter of selection for a deployment position (one of the following letters within this table) includes the member's AEF and UTC position. STQ2

Personnel Readiness Folder	
Part	Description
2. Readiness requirements	AF Form 4005, Individual Deployment Requirements Checklist.
	Individual expeditionary skills training (EST) documentation, Advanced Distributed Learning System (ADLS) transcript, or other HQ USAF approved training system documentation is recommended.
	Quantitative fit testing (QNFT). Documentation of annual QNFT instruction and retraining (as required).
	Deployed equipment custodian appointment letter and training documentation (if applicable).
	Weapons courier appointment letter and training documentation (if applicable)
	Ammunition courier appointment letter and training documentation (if applicable).
	Cargo increments monitor appointment letter and training documentation (if applicable).
	Classified courier appointment letter and training documentation (if applicable).
3. Deployment information	Identification (dog/ID) tags – these are not required to be stored by MR; however it is recommended that MR store them in a plastic bag to avoid loss and/or damage prior to deployment. STQ3
	AF Form 245, Employment Locator and Processing Checklist.
	Mobility Inventory Control and Accountability System (MICAS)-generated AF Form 1297 (upon receipt of mobility bags/weapons).
	DD Form 93.
	Fitness documentation.
	AF Form 94, Air Baggage Claim Check (four tags).

Personnel Readiness Folder	
Part	Description
	AF Form 522, USAF Ground Weapons Training Data.STQ4
	DD Form 2760, Qualification to Possess Firearms or Ammunition (fig. 1–14).
4. Deployment checklists	Area of responsibility (AOR) specific or installation deployment out-processing checklist.
	Medical deployment out-processing checklist.
5. Major command/installation/wing/unit requirements	This paperwork requirement is specific to the applicable level of authority and will be provided to you by the respective authority.STQ5TEST046
6. Air Forces command and control/combatant commander requirements	This paperwork requirement is specific to the deployment location and will be provided to you upon tasking notificationSTQ5(continued).

Electronic Deployment Record (eDRC)

Step 2

After all requirements are completed the UDM will log into AFFORGEN connect to update the members electronic deployment record (eDRC) AF Form 4005.

Step 3

The UDM will then add the Squadron Commander or Unit Commander Deployment selection letter to Tab 1.

Step 4

The UDM will then add any training documentation required such as; expeditionary skills training, formal training completion documentation, TCCC training documentation along with a quantitative gas mask fit test, deployment equipment custodian appointment letter, weapons courier appointment letter, cargo increment monitor appointment letter, and classified courier appointment letter to Tab 2. *Please note not all these items will be required so be sure to verify the reporting instructions and TPFDD for additional information on requirements.

Step 5

The UDM will then upload AF Forms that are required such as AF Form 245 emergency locator card, AF Form 1297 mobility bag/weapons issue receipt, fitness documentation, civilian personnel requirement letter (if applicable), AF Form 522 ground weapons training, and the Lautenberg authorization to possess firearms and ammo signed letter to Tab 3.

Step 6

The UDM will then add any AOR specific checklists, and medical out-processing checklists to Tab 4.

Step 7

The UDM will then add any MAJCOM or Installation specific requirements such as an equipment issue inventory list to Tab 5.

Step 8

The UDM will then add any Combatant Command specific requirements or any memo's for record such as a security clearance letter (JPAS verification), or credentialing packages for providers to Tab 6.

If a hard copy deployment folder is required, the UDM will ensure the deployment folder is organized in the following 6 parts to include: Table of Contents, Readiness Requirements, Deployment Information, Deployment Checklists, Major Command/Installation/Wing/Unit Requirements and Air Force Command and Control/Combatant Command Requirements.

Additionally, after all requirements are completed the UDM will log into AFFORGEN connect to update the members electronic deployment record (eDRC) AF Form 4005.

There are 3 sections to a deployment folder?

☐

True

☐

False

SUBMIT

Members are required to have a hard copy deployment folder as soon as they in-process a new unit?

☐ False

☐ True

SUBMIT

Who is responsible for creating/initiating hard copy and/or electronic deployment folders?

☐ Installation Deployment Readiness Cell

☐ Member

☐ Unit Deployment Managers

☐ Unit Commander

SUBMIT

CONTINUE

Deployment Tasking

The Reclama Process

When a unit is charged to fulfill a deployment tasking, the AF Form 4006, *Unit Deployment Shortfall/Reclama* is used to detail personnel or equipment shortfalls before submission through the proper channels. Basically, you are providing justification for your unit being unable to fulfill the task.

Protection of Movement Information: Unclassified/For Official Use Only movement data must NOT be displayed in generally accessible, unclassified medium without approval from the supported commander. Information on this form will be protected in accordance with CJCSM 3122.01A, 3122.02D and applicable Combatant Commander Security Classification Guidance.

UNIT DEPLOYMENT SHORTFALL/RECLAMA

IAW current RPT Users Manual, AF1 10-403 and AF1 10-401

1. DATE PREPARED:

2. UNIT TYPE CODE:

3. TYPE:

4. TASKING DATE:

5. UNIT LINE NUMBER:

6. REASON:

7. CHALK
LOAD
NUMBER

8. TASKED PAS
CODE
(TPAS)

9. LINE NUMBER
or CARGO
INCREMENT
NUMBER (CIN)

10. AF SPECIALTY CODE
(AFSC)
or NATIONAL STOCK NUMBER
(NSN)

11. RANK/GRADE
or
CARGO QTY

12. ESTIMATED
TOUR
LENGTH (ETL)

13. REQUIRED
DELIVERY
DATE (RDD)

14. SUGGESTED
TPAS

15. RANK/GRADE
or
CARGO QTY

16. FULL NAME or NOMENCLATURE

17. AF SPECIALTY CODE (AFSC)
or NATIONAL STOCK NUMBER
(NSN)

18. AEF

REPLACEMENT DATA (DEPLOYMENT CONTROL CENTER USE ONLY)

365-day Extended Deployment Reclama

19. 3-Day Option

20. Declined Retainability

21. Medical

22. Severe Mission Impact

23. Other

MISCELLANEOUS INFORMATION

24. DRMD Waiver Requested on:

25. DRMD Waiver Disapproved on:

26. AEF UTC Reporting Tool (ART) Updated on:

27. Material List Attached

28. Manpower Study Attached

CARGO INCREMENT

MANPOWER STUDY

CHECK APPLICABLE RECLAMA CONDITION BELOW

29. Capability Not Available

Units will submit a reclama via the Reclama Processing Tool (RPT) when personnel assigned are no longer qualified and/or if there are no personnel assigned and trained and/or does not have equipment on-hand and serviceable. No capability available in the AEF vulnerability period or in the Enabler within the tasked unit or supporting unit or desired capability not inherent within the tasked unit or supporting unit. For ARC, this will also include no volunteers if the tasking was predicated on the assumption of volunteerism; however, Wing will utilize every possible resource to meet mission requirement agreed on at Global Force Management (GFM) prior to submitting a reclama. See AF1 10-401 for more information.

30. Severe Mission Impact

Units will submit a reclama via RPT when they have the capability, but deploying the personnel will cause a severe mission impact on the wing/unit. A "Severe Mission Impact" reclama will be used when there is manning in excess of minimum required for mission accomplishment as defined by P-coding. See AF1 10-401 for more information.

31a. UNIT DEPLOYMENT MANAGER (UDM) SIGNATURE:

UDM

31b. UNIT DEPLOYMENT MANAGER (UDM) COMMENTS:

32a. UNIT COMMANDER SIGNATURE:

Unit Commander

32b. UNIT COMMANDER COMMENTS:

32c. Decision:

33a. INSTALLATION DEPLOYMENT OFFICER (IDO) SIGNATURE:

IDO

33b. INSTALLATION DEPLOYMENT OFFICER (IDO) COMMENTS:

33c. Decision:

34a. WING COMMANDER SIGNATURE:

Wing Commander

34b. WING COMMANDER COMMENTS:

34c. Decision:

APPROVALS (Print w/Wet Signature or Digitally Signed)

Reference appropriate security classification guidance when form is filled in.

AF FORM 4006, 20140402, V1

REPLACES AF IMT 4006, 19980101, V3 WHICH IS OBSOLETE

Page 1 is filled in with the tasking and unit capability details.

Reference appropriate security classification guidance when form is filled in	
UNIT DEPLOYMENT SHORTFALL/RECLAMA	
INSTRUCTIONS FOR COMPLETING AF FORM 4006	
Air Force active duty, AFRC, ANG, MAJCOM's, wings, groups, and units will make every effort to meet all taskings. Relief should only be sought when the tasked unit does not possess sufficient or qualified personnel to support tasking or the tasking is impossible to meet or will shut down critical elements of the home station mission, as determined by the wing commander or equivalent.	
Protection of Movement Information: Unclassified/For Official Use Only movement data must NOT be displayed in generally accessible, unclassified medium without approval from the supported commander. Information on this form will be protected in accordance with CJCSM 3122.01A, 3122.02D and applicable Combatant Commander Security Classification Guidance.	
<div>1. Annotate Date Shortfall/Reclama was Prepared.</div> <div>2. Enter Unit Type Code (UTC).</div> <div>3. Select Type of Reclama: * Reclama. * 365-day Extended Deployment Reclama (ETL >= 300 only). * UIC Change</div> <div>4. Annotate Date Tasking was Received.</div> <div>5. Enter Unit Line Number.</div> <div>6. Select Reclama Reason: * DRMD Line Remarks if requested clearance, SEI, rank, skill level, gender, language are not available or when the requirement is beyond unit/MISCAP capability. * ART Issue if inaccurate ART status at time of sourcing/RPT initiation, member is already tasked, incorrectly postured or when ART is corrected to current capability after tasking. * Medical if member is non-deployable OCONUS and/or CONUS due to Unit CC and PCM approved medical issue and/or MEB in progress. * Severe Mission Impact if tasked unit has the capability, but fulfilling the tasking would cause a severe (home base) mission impact. * Other: volunteers, PCS, retirement, legal/UCMJ, MilPDS error (not AEFI related), disqualified from pre-deployment training due to PT failure or other reason, DAV Code 65 (for validated personal issues not covered under other DAVs only), PTA failure when recent PTA passing score is required.</div> <div>7. Enter Chalk or Load Number.</div> <div>8. Enter Original MAJCOM or Unit Tasked PAS Code.</div> <div>9. Enter ULN Line Number or Cargo Increment Number (CIN).</div> <div>10. Enter AF Specialty Code (AFSC) or National Stock Number (NSN).</div> <div>11. Enter Member's Grade/Rank or Cargo Quantity.</div> <div>12. Enter Estimated Tour Length (ETL).</div> <div>13. Enter Required Delivery Date (RDD).</div> <div>14. Enter Suggested TPAS.</div> <div>15. Enter member's Grade/Rank or Cargo Quantity.</div> <div>16. Enter Replacement Full Name or Equipment Nomenclature.</div> <div>17. Enter Replacement AF Specialty Code (AFSC) or National Stock Number (NSN).</div> <div>18. Enter Member's AEF Indicator. Note: ARC is not required to identify and AEFI.</div>	<div>19. Check "3-day Option" if Tasker applied for or has already been approved for retirement in lieu of deployment, NLT 3-days after tasking notification.</div> <div>20. Check "Declined Retainability" if Tasker chose to or has applied for and been approved for separation in-lieu of Deployment, ref. AFI 36-2110 for further guidance.</div> <div>21. Check "Medical" if member is non-deployable OCONUS and/or CONUS due to Unit CC and PCM approved medical issue and/or MEB in progress.</div> <div>22. Check "Severe Mission Impact" if tasked unit has the capability, but fulfilling the tasking would cause a severe (home base) mission impact.</div> <div>23. Check "Other": volunteers, PCS, retirement, legal/UCMJ, MilPDS error (not AEFI related), disqualified from pre-deployment training due to PT failure or other reason, DAV Code 65 (for validated personal issues not covered under other DAVs only), PTA failure when recent PTA passing score is required.</div> <div>24. Enter DRMD Waiver Request Date.</div> <div>25. Enter Date DRMD Waiver was Disapproved.</div> <div>26. Enter Date AEF UTC Reporting Tool (ART) was last updated to reflect changes on tasked UTC.</div> <div>27. Check "Material List Attached" when an entire Increment of Cargo is shortfalled and the Material List is attached to the AF Form 4006.</div> <div>28. Check "Manpower Study Attached" when manpower study is attached to the AF Form 4006.</div> <div>29. Check "Capability Not Available" for any Unit that does not have personnel assigned or trained and/or does not have equipment on-hand or serviceable.</div> <div>30. Check "Severe Mission Impact" for any Unit that has the capability as defined by P-coding but deploying the personnel will cause a severe mission impact on the wing/unit.</div> <div>31a. Enter UDM Signature (Pen/Ink signature accepted).</div> <div>31b. Enter UDM Comments, as applicable.</div> <div>32a. Enter Unit's Commander Signature (Pen/Ink signature accepted).</div> <div>32b. Enter Unit Commander Comments, as applicable.</div> <div>32c. Select "approved/dsapproved" from the dropdown.</div> <div>33a. Enter IDO's Signature (Pen/Ink signature accepted).</div> <div>33b. Enter IDO Comments, as applicable.</div> <div>33c. Select "recommend/approved/disapproved" from the dropdown.</div> <div>34a. Enter Wing Commander/Designated Rep Signature (Pen/Ink signature accepted).</div> <div>34b. Enter Wing Commander/Designated Rep Comments, as applicable.</div> <div>34c. Select "approved/disapproved" from the dropdown.</div>
Reference appropriate security classification guidance when form is filled in	

AF FORM 4006, 20140402, V1

REPLACES AF IMT 4006, 19980101, V3 WHICH IS OBSOLETE

Page 2 offers instructions for each fillable field of page 1.

Airmen will track the status of the reclama and ensure timely resolution of any shortfalls through the deployment working group.

Ensure any unresolved deficiencies are elevated to higher headquarters for resolution.

Identify a Shortfall

A shortfall may present itself in a variety of ways: unqualified personnel, insufficient or unserviceable equipment, or the impact on your home station mission may be too great

to sustain a deployment tasking. An example of disqualified personnel may look like a deployment availability (DAV) code on their medical profile, an AF Form 469.

HEALTHCARE PROVIDER'S MEDICAL ASSESSMENT FOR THE SQUADRON COMMANDER			
<input type="checkbox"/> MEDICAL EVALUATION BOARD (MEB)	<input checked="" type="checkbox"/> MOBILITY RESTRICTIONS	<input type="checkbox"/> DUTY RESTRICTIONS	<input type="checkbox"/> BODY COMPOSITION AND FITNESS RESTRICTIONS
PHYSICAL LIMITATIONS/RESTRICTIONS			
MOBILITY RESTRICTIONS * ALC Y (C2)/DAV 43 - Deployment limited to CONUS installations with intrinsic MTF. May deploy with approved waiver. AAC DW - Deployment waiver may be needed prior to deployment. No TDY/Exercises.		TRACKING Follow-up tracking, member will have one or more consults while on profile.	
<small>* If there is a discrepancy between MILPDS and the AF Form 469 DAV code, the AF Form 469 supersedes the MILPDS data. Please have the member contact AFPC to correct the error.</small>			

This is relevant clip from an AF Form 469 detailing an individual's mobility restrictions.

You must identify these shortfalls and detail the justifications on the AF Form 4006, then appropriately route them for commander's signature. Continue coordinate with Unit Deployment Managers, the Installation Deployment Readiness Cell (IDRC), and MAJCOM functional manager to ensure clear communication about members' deployment suitability until the shortfall process is resolved.

Tasking Validation

As a member of the medical readiness office, you will verify all personnel, equipment, and resources are accounted for and match tasking requirements. Validation takes place in MRDSS in the deployment overview module by clicking on Deployments section.



Ensure all personnel and resources are available and meet the readiness requirements. Validate through communication of the medical logistics team and IDRC. For all deployments as a UDM you should be reviewing deployed personnel section of MRDSS.

Address any mismatches in tasking orders and ensure updates are communicated to the appropriate offices. As a UDM communicate through your installation IDRC, validate DCAPEs through a SIPRnet terminal, and your unit's medical logistics team if the members/equipment are ready at least a month before the final out date of IDRC.



Finalize validation by confirming that all tasking elements are in place and meet the operational deadlines. This is where clear documentation on the Time-Phased Force Deployment Data (TPFDD) and communication with IDRC is key to success.

CONTINUE

Deployment tasking shortfalls are documented on this form.

☐ 4006

☐ 469

☐ 422

☐ 9

SUBMIT

Individual mobility restrictions are documented on this form.

☐ 4006

☐ 469

☐ 422

☐ 9

SUBMIT

DCAPES may be accessed on NIPRnet.

☐ True

☐ False

SUBMIT

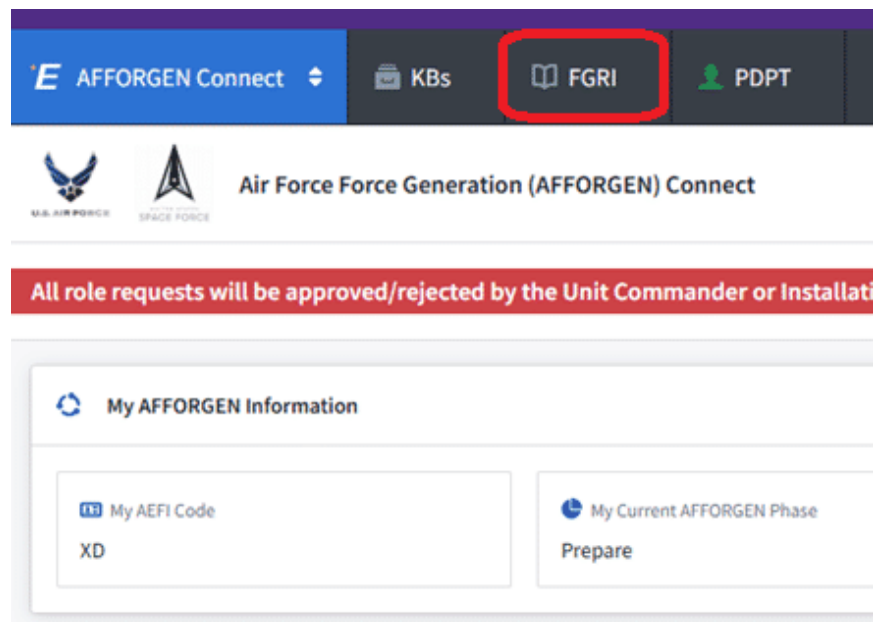
CONTINUE

Force Generation Reporting Instructions (FGRI)

Retrieve and review reporting instructions from the FGRI via AFFORGEN Connect.

Reporting instructions are created to ensure service members are prepared to enter a Combatant Commander's Area of Responsibility (AOR) and to support the health and well-being of the deployer.

After retrieving the reporting instructions for the specific AOR, you will review the requirements outlined in the instructions (medical, travel, legal, etc.).



Disseminate instructions to the deployer.

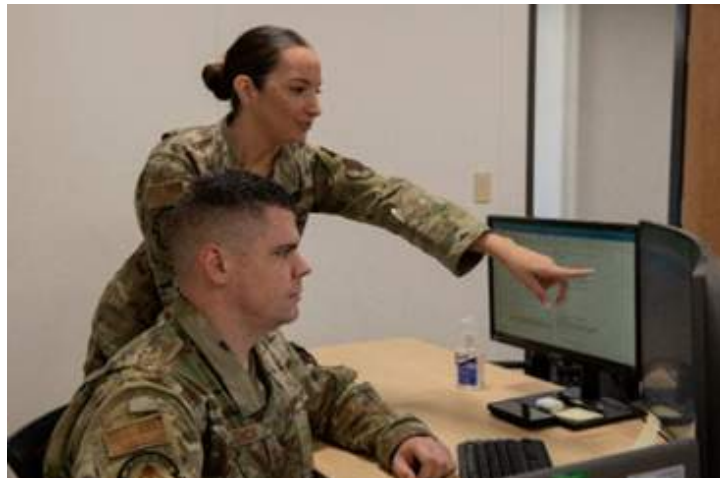
Ensure early communication of the instructions to allow the deploying member time to adequately prepare for their deployment.



Ensure early communication of the instructions to allow the deploying member time to adequately prepare for their deployment.

Follow up with personnel to confirm receipt and understanding.

Check with personnel to verify they have received and understood the reporting instructions. Provide clarification or additional details as needed.



The Foreign Clearance Guide (FCG)


The FCG is a directive that outlines the requirements for all DOD-related travel abroad. Unit Deployment Managers (UDM) will review this guide to prepare deployers for their travel. It is imperative that UDMs review both the reporting instructions and FCGs to ensure the member meets all requirements for travel prior to departure.

HOME PAGE

COUNTRY PAGE

OFFICIAL TRAVEL

You may search for any and all countries that a tasked member will travel.



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Welcome to the Department of Defense Foreign Clearance Guide (DoD FCG) published under the authority of DoD Directive 4500.54E DoD Foreign Clearance Program (FCP), directed in nature to the Office of the Secretary of Defense (OSD), the Military Departments (including their Reserve and National Guard components performing national missions and serving under Title 10 or Title 32 orders), the Military Services, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Geographical Combatant Commands, the Defense Agencies, and DoD Field Activities. These entities are referred to collectively as the "DoD Components". The term "Military Service", as used herein, refers to the Army, the Navy, the Air Force, Marine Corps, and the Coast Guard under agreement with the Department of Homeland Security when it is not operating as a Service in the Navy.

This website contains sensitive information based on bilateral arrangements between US and foreign government officials. The information contained within this website is **NOT RELEASABLE OUTSIDE THE US GOVERNMENT (e.g., NOT RELEASABLE TO FOREIGN NATIONALS, POSTING ON SOCIAL MEDIA)** unless approved by the information owner. It provides guidance and clearance requirements for aircraft international mission planning and execution. DoD and DoD-sponsored personnel official foreign travel, as specified within individual DoD FCG country pages.

APACS website: <https://apacs.mil/apacs.html>

Per DoD policy, the Regular (blue tourist) Passport is NOT to be used in lieu of Special Issuance Passport (SIP) for Official Travel, unless the DoD FCG country entry specifies otherwise. Also, SIPs are not to be used for **personal/leave** travel.

Accessibility/Section 508:

The US Department of Defense is committed to making its electronic and information technologies accessible to individuals with disabilities in accordance with [Section 508 of the Rehabilitation Act of 1973 \(29 U.S.C. 7902\)](#), as amended in 1998. Send feedback or comments related to the accessibility of this website to DoDSection508@osd.mil. For more information about Section 508, visit the DoD Section 508 website [DoD Section 508 website](#).

CONTACT US:

For APACS specific questions or account issues, e-mail: usaf.apacs@us.af.mil or call 703-676-9174.

For FCG specific comments, questions on content or how to request changes, e-mail: DoD.FCG@us.af.mil or call 703-614-4700. For SIP/RFW e-mail: usaf.sip@us.af.mil

[DoD Foreign Clearance Program Brochure](#)

[Aircraft and Personnel Automated Clearance System \(APACS\) Brochure](#)

Changes in the last week



COUNTRY or COCOM	DATE	SECTION CHANGED
Guatemala	21-Apr-25	II.A, II.B
Spain	21-Apr-25	VI.A
Turkey	21-Apr-25	IV.A
Cote d'Ivoire	21-Apr-25	I.A
Djibouti	21-Apr-25	I.A
Chad	21-Apr-25	I.A
Botswana	18-Apr-25	I.A
Ascension Island	18-Apr-25	I.A
INDOPACOM AOR	17-Apr-25	III.C, IV.C
Indonesia	17-Apr-25	III.C, VI.A
United Arab Emirates	17-Apr-25	I.A
Syria	17-Apr-25	I.A
Saudi Arabia	16-Apr-25	I.A
Wake Island	16-Apr-25	I.A
Qatar	16-Apr-25	I.A
Jordan	16-Apr-25	I.A
Chile	16-Apr-25	I.H, II.A, III.A, III.C, III.E, IV.E, VI.E
Timor-Leste	16-Apr-25	I.A
Papua New Guinea	16-Apr-25	I.A
Midway Islands	16-Apr-25	I.A
Northern Marianas	16-Apr-25	I.A
Kwajalein Atoll	15-Apr-25	I.A
Micronesia, Federated States of	15-Apr-25	I.A
Marshall Islands	15-Apr-25	I.A
France	15-Apr-25	I.A
Guam	15-Apr-25	I.A

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COUNTRY PAGE


OFFICIAL TRAVEL

Each country has it's own requirements for entry on both official AND leave travel.



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VIEW GEOGRAPHIC MAP

PHILIPPINES

ATTENTION: Diplomatic Clearance requesters and approvers must read and comply with critical Sovereign Immunity (SI) Policy in [Section II \(Aircraft\)](#) and [Section V \(Maritime\)](#).

Last Modified: 10-Jan-25

[General Entry Requirements](#) | [Aircraft Entry Requirements](#) | [Personnel Entry Requirements for Official Travel](#) | [Personnel Entry Requirements for Leave Travel](#) | [Maritime Entry Requirements](#) | [Contact Information](#) | [Travel Information](#)

SECTION I: GENERAL ENTRY REQUIREMENTS

NOTE 1: Types of US Special Issuance Passports: Official (maroon), Diplomatic (black), No-Fee Regular (blue) and Service (grey). Authorized forms of DoD identification: [Common Access Card \(CAC\)](#) and [Next Generation Uniformed Services Identification \(USID\) Card](#).

NOTE 2: The Regular (blue tourist) Passport, also known as "Tourist Passport" is not authorized for official travel unless specifically identified in [Section IA](#), below. Travelers planning to perform unofficial (personal) travel during or in conjunction with their official overseas assignments, should obtain (at their own expense) a Regular (blue tourist) Passport prior to departure from CONUS.

A. IDENTIFICATION CREDENTIALS FOR OFFICIAL TRAVEL

NOTE 1: Refer to the [DoD Passport Matters website](#) (.mil.gov domain restricted) for guidance on how to apply for a Special Issuance Passport (SIP) and/or visa, and the [DoD Passport Matters Contact Us page](#) to obtain or request status of an existing SIP/visa application.

NOTE 2: ATTENTION - Official travel is prohibited unless specifically coordinated by [US Embassy Manila](#). Personnel who travel without coordination will be refused entry.

- DoD Military:**
 - Common Access Card (CAC) or Next Generation Uniformed Services Identification (USID) Card and Travel Orders:
 - Required for military personnel on Official Travel.
 - In order to maintain the integrity of the Agreement, DO NOT present a passport when entering the country.
 - Passport:
 - Special Issuance - Official Passport:
 - Not required.
 - Visa:
 - Not required.
 - Special Issuance - Diplomatic Passport:
 - Required for personnel on Permanent Change of Station (PCS) travel orders, under US Chief of Mission (COM) authority.

HOME PAGE

COUNTRY PAGE

OFFICIAL TRAVEL

Section III details entry requirements for official travel.

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SECTION III: PERSONNEL ENTRY REQUIREMENTS FOR OFFICIAL TRAVEL

ATTENTION: Section III does not apply to assigned/attached forces depicted in CJSI 5113.01E. See [FCM Section 1.1.a.\(2\)](#).

RESTRICTION 1: DoD travel to the following locations in Philippines are designated as INDOPACOM Travel Restricted: Mindanao and Sulu Archipelago, and require coordination through SOCPAC (see [III.C.NOTE 3](#), below). Personnel traveling to the travel restricted areas of the Philippines require an AT Plan approved by a General Officer (GO)/Flag Officer (FO)/Civilian Senior Executive Service (SES) or equivalent in the traveler's/deployed unit's chain of command. See [map depicting the travel restricted areas of the Philippines](#).

NOTE 1: This Section applies to temporary (TDY/TAD) travel - does not apply for PCS travel unless specifically stated otherwise below.

A. CLEARANCE REQUIREMENTS

1. COUNTRY CLEARANCE

a. Required for:

(1) **DoD Military:**

(a) Country Clearance is required.

(b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.

(c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO Manila](#) with the APACS request ID number.

(d) For DoD personnel entering the Philippines to conduct host nation liaison in support of FP:

(i) Country Clearance is required.

(ii) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.

(iii) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [NCIS](#) with the APACS request ID number.

(iv) Contact [NCIS](#) before initiating contact with host nation representative.

(2) **DoD Civilian:**

(a) Country Clearance is required.

(b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.

(c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO Manila](#) with the APACS request ID number.

(d) For DoD personnel entering the Philippines to conduct host nation liaison in support of FP:

(i) Country Clearance is required.

(ii) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.

(iii) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [NCIS](#) with the APACS request ID number.

(iv) Contact [NCIS](#) before initiating contact with host nation representative.

(3) **DoD-Sponsored Contractor:**

(a) Country Clearance is required.

(b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.

(c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO Manila](#) with the APACS request ID number.

(d) For DoD personnel entering the Philippines to conduct host nation liaison in support of FP:

(i) Country Clearance is required.

(ii) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.

(iii) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [NCIS](#) with the APACS request ID number.

(iv) Contact [NCIS](#) before initiating contact with host nation representative.

(4) **Foreign National:**

(a) Country Clearance is required.

(b) Request Country Clearance via APACS. For information on APACS, see [III.E](#) below.

(c) For questions concerning Country Clearance requirements or the status of the Country Clearance for a submitted APACS request, contact [USDAO Manila](#) with the APACS request ID number.

(d) For DoD personnel entering the Philippines to conduct host nation liaison in support of FP:

Review the FCG early and often to allow adequate time for the member to accomplish all requirements, to include diplomatic clearance, visas, immunizations. Some requirements, such as obtaining a visa, may take longer than others; therefore, early identification of requirements is critical!

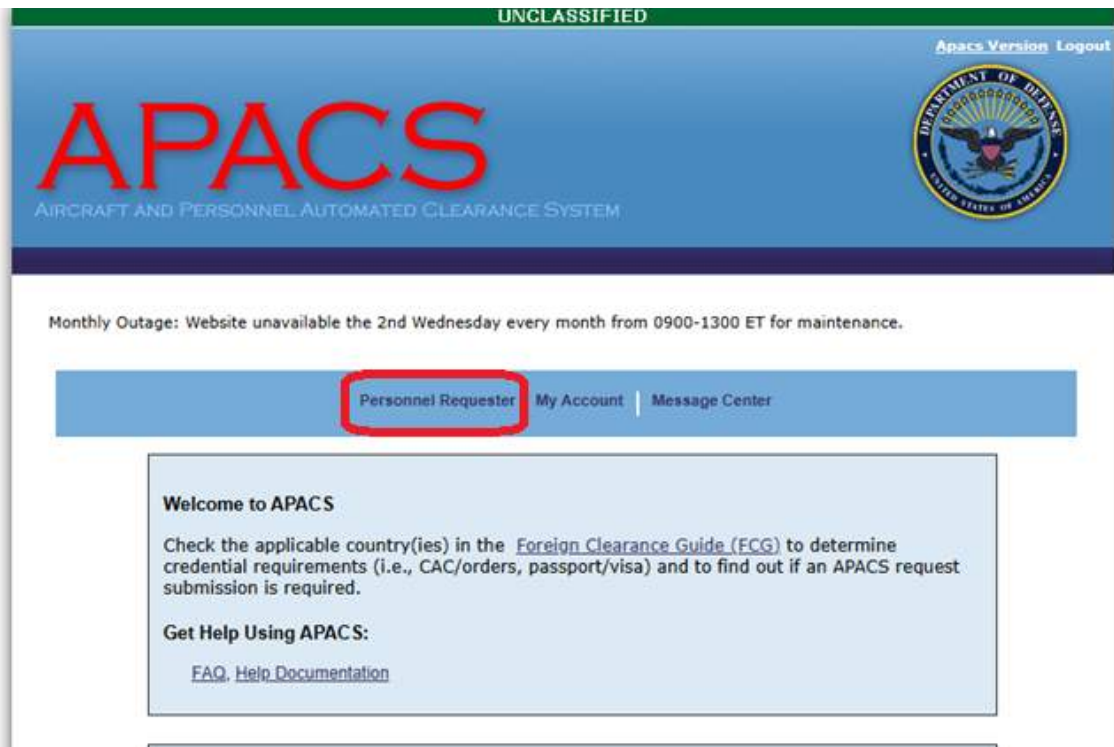
The Aircraft and Personnel Automated Clearance System (APACS)

APACS is a web-based tool that's required for processing official travel clearances for all DoD Travelers. APACS provides requesting, approving, and monitoring organizations access to a common, centralized, and secure database that contains all the information

required to process/approve foreign travel clearance. UDMs will submit APACS requests for travelers as required by the FCG.

Step 1

Access APACS

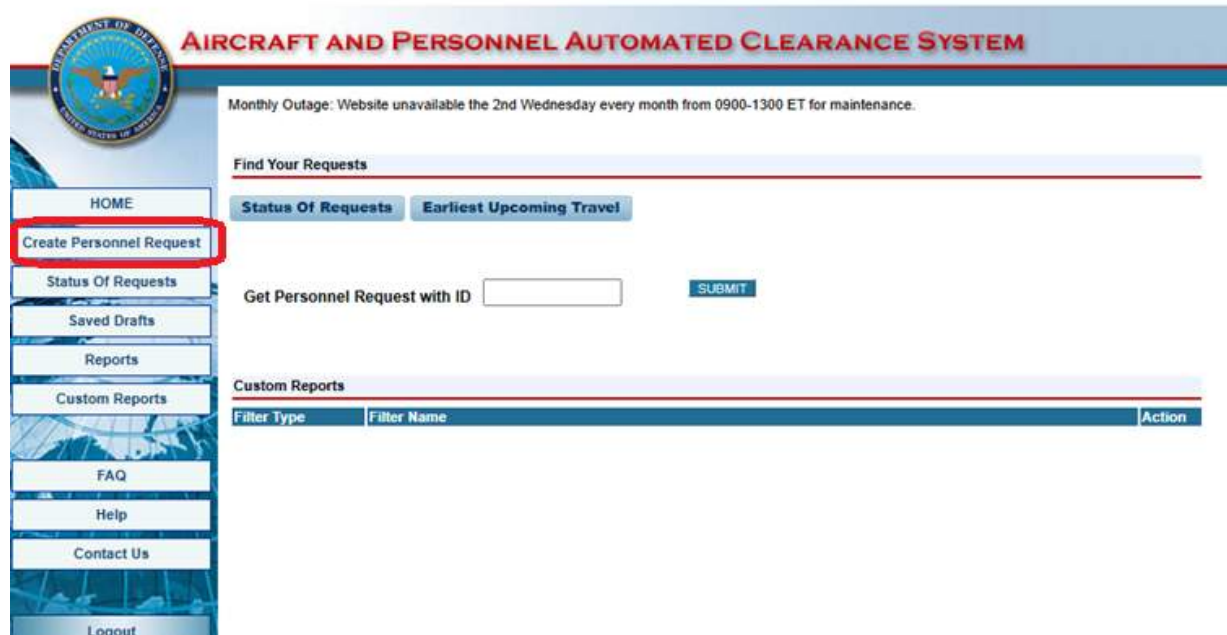


Log into APACS to initiate the clearance request process for personnel or state aircraft.

<https://apacs.milcloud.mil/apacs/>

Step 2

Create Request



The screenshot shows the APACS home page. On the left is a vertical sidebar with a Department of Defense seal at the top. The sidebar contains the following links: HOME, Create Personnel Request (highlighted with a red box), Status Of Requests, Saved Drafts, Reports, Custom Reports, FAQ, Help, Contact Us, and Logout. The main content area has a header with the system name and a monthly outage notice. Below this is a 'Find Your Requests' section with two tabs: 'Status Of Requests' and 'Earliest Upcoming Travel'. A search bar labeled 'Get Personnel Request with ID' is present, followed by a 'SUBMIT' button. At the bottom, there is a 'Custom Reports' section with a table header containing 'Filter Type', 'Filter Name', and 'Action'.

DEPARTMENT OF DEFENSE
AIRCRAFT AND PERSONNEL AUTOMATED CLEARANCE SYSTEM

Monthly Outage: Website unavailable the 2nd Wednesday every month from 0900-1300 ET for maintenance.

Find Your Requests

Status Of Requests Earliest Upcoming Travel

Get Personnel Request with ID SUBMIT

Custom Reports

Filter Type	Filter Name	Action
-------------	-------------	--------

You'll be able to create a request on the home page menu of APACS.

Step 3

Request Details

Monthly Outage: Website unavailable the 2nd Wednesday every month from 0900-1300 ET for maintenance.

--CLICK THE SAVE BUTTON OFTEN--
Ensure ALL travelers, to INCLUDE YOURSELF, if you are the traveler, are included on your request. ONLY travelers included on the request will be considered for approval to travel.

Create/Edit Personnel Request

SAVE **CONTINUE TO SUBMIT** ** Request is not submitted until you click on "CONTINUE TO SUBMIT" then click the "SUBMIT" button on the following screen

☐ Disable Pop-up boxes

Request ID: Status:

Main

Subject:

Travel Type: Sponsoring Agency:

Classification Level: Operation/Exercise Name:

Purpose of Travel: Notes:

Itinerary

Please add country(ies)
Add New Country

Traveler(s)

Please add ALL travelers to INCLUDE YOURSELF if you are the traveler
Add Traveler Or if you have multiple travelers to upload in XML or CSV format click [here](#)

Traveler's Home Station Point of Contact (POC)

Name:	<input type="text"/>	POC Rank:	<input type="text"/>
Unit/Organization Name:	<input type="text"/>	Unit Location:	<input type="text"/>
POC Commercial Phone:	<input type="text"/>	POC DSN Phone:	<input type="text"/>
POC E-mail:	<input type="text"/>		

SAVE **CONTINUE TO SUBMIT** ** Request is not submitted until you click on "CONTINUE TO SUBMIT" then click the "SUBMIT" button on the following screen

Details entered into the APACS request must be unclassified.

Step 4

Country Details

Add New Country : Philippines, Arrival: () - Departure: ()

Country: Philippines

[Click here for Country Requirements](#)

FCG Approver Notes:

- INDOPACOM MANDATORY PRE-TRAVEL REQUIREMENTS (Four (4) total requirements):
 - Travel Tracker/Individual Antiterrorism Plan (TT/IATP) ();
 - AT Level 1 ();
 - AOR Location Specific Brief (); and
 - Personnel Recovery (PR) Theater Entry Requirements (TERs) ().

Country Clearance is Mandatory

Theater Clearance is Mandatory

SAC Clearance is Not Required

Country Required Information:

Theater Required Information:

Location:

Arrival:

Departure:

If Lead Time Requirement is not met provide reason:

Notes:

Logistical Support:

Force Protection Responsibility:

00

:

00

(Local time 24-hour format)

00

:

00

(Local time 24-hour format)

Choose One

Save Country

Close Without Saving

Entry requirements for the country or countries are entered here using the FCG as reference.

Step 5

Traveler Details

Add Traveler

Name (Last, First MI):

Rank/Rating:

Country of Citizenship:

Security Clearance:

ICASS:

AT Level 1 Training:
(yyyy-MM-dd)

SERE Training:
(yyyy-MM-dd)

Medical Assessment:
(yyyy-MM-dd)

IATP:
(yyyy-MM-dd)

Buddy Rule:

☐

Enter ALL travelers individually, to include submitter if traveling, must be included on the request. ONLY travelers included on the request will be considered for approval to travel.

×

Choose One ---

▼

JOB TITLE:

Organization:

Mission Training Requirements:

ISOPREP:
(yyyy-MM-dd)

Human Rights Awareness Education:
(yyyy-MM-dd)

AOR Location Specific Brief:
(yyyy-MM-dd)

TT/IATP Entry #:

Traveler Notes:

Save Traveler Information

Close Without Saving

Details for multiple travelers may be entered in the same request.

Ensure all necessary clearances (theater, country, special area) are identified for the travel location. Monitor the status of the clearance requests and resolve any discrepancies or delays.

CONTINUE

FGRI are pulled from...

- ☐ MRDSS
- ☐ DCAVES
- ☐ FCG
- ☐ AFFORGEN Connect

SUBMIT

A country's entry requirements are found on the country's FCG page under section III.

- ☐ True
- ☐ False

SUBMIT

Only one traveler may be added to a single APACS request.

☐

True

☐

False

SUBMIT

CONTINUE

Unit Type Code (UTC) Management

A UTC defines the personnel, equipment, and capability required for a particular unit type.

Today's military objectives require the AFMS to play a big role in the Air Force's operational mission. As our military missions continue, medical personnel are required to support and fulfill unit type code (UTC) assignments. Unit type codes are developed and assigned by the Joint Chiefs of Staff, and they consist of **five characters** that uniquely identify a "type unit". Units will continue using unit type codes (UTC) for generating forces. The use of UTCs allows the force presentation model to be executed in smaller, flexible segments.

Ensure all UTCs have accurate manpower and logistics data by reviewing your unit's MRL and other source documents.

Follow DAFI 41-106 guidance for substituting personnel, ensuring AFSC and grade alignment. In MRDSS review the UTC Mission Capabilities Statements (MISCAPs) and Manpower Force Element listing (MFEL).

Ensure all UTCs are reviewed every two years, updating personnel and logistics data as needed.

Work with Medical Readiness and Logistics teams to validate and approve updates to UTCs. Once validated document completion and brief leadership, recommendation in your unit's Medical Readiness Council for meeting minutes tracking.

The Unit Medical Resource Letter (MRL)

You'll need to identify current and projected medical resource needs based on unit operational plans.

- 1 Ensure that you have clear documentation from unit leadership about potential changes.
Secondly, communicate with your MAJCOM leadership if concerns of manning/equipment need to be addressed.
- 2 Fill out the MRL by downloading the excel spreadsheet from MRDSS. Ensure all personnel and equipment resources are accurately reflected.
- 3 Ensure alignment with unit needs and address any shortfalls or discrepancies. Communicate with you unit's MAJCOM fan and unit leadership regarding concerns/shortfalls/discrepancies.
- 4 Submit the finalized MRL to the appropriate approving authority.

CONTINUE

What is the purpose of a UTC?

- ☐ Define personnel, equipment, and capability of a unit type.
- ☐ Monitor equipment usage in the field.
- ☐ Track individual personnel readiness.
- ☐ Manage financial resources for the unit.

SUBMIT

From which application is the MRL generated?

- ☐ DCAVES
- ☐ AFFORGEN Connect

☐

DMLSS

☐

MRDSS

SUBMIT

END OF LESSON

Lesson 5: Unit Plans NCO

After completing this lesson, the student will be able to identify the function of the unit plans non-commissioned officer (NCO), IAW prescribed guidance and publications.

Installation Deployment Plan

The Installation Deployment Plan (IDP) outlines local deployment processes, procedures, planning, and execution guidance used to deploy whole units or a single Airman. It is different for each installation and its specific mission. This plan serves as a complete, single source document establishing standardized deployment procedures for units, personnel, and equipment in response to valid “taskings.” It must describe who, what, when, where, and how the base meets the deployment requirement.

The IDP will define and document the installation’s deployment roles, responsibilities, processes, procedures, infrastructure, and resources used to deploy forces. You must apply to all assigned or attached units (e.g., collocated, geographically separated, tenants institutional, and transient. It will integrate guidance from multiple AF instructions to address all deployment roles, responsibilities, processes, and procedures. The LRS/Plans and Integration section will analyze all applicable planning documents to ensure the IDP addresses the installation’s full range of military operations. There are a lot of items that will be addressed in the IDP but at a minimum, the IDP will address the following areas: Roles and responsibilities.

Processes and procedures.

Work centers and facilities. Unit personnel and equipment assembly and processing areas. Weapons and ground safety. Training requirements. Individual personnel equipment, deployment bags, weapons, and ammunition. Deployment planning and execution systems. Host nation support for outside the continental United States installations. Deployment work center augmentation program. The IDP must be reviewed every four years IAW DAFI 90-160.

Installations will revise the IDP after any of the following events: activation of a new unit with a deployment commitment. A major change in manpower or equipment authorizations. A unit move or mission design system change by a tenant or subordinate unit. Receipt of newly published deployment guidance or changes from AF/A4L. A significant change to the installation's deployment processes or procedures units.

CONTINUE

Base Support Plan

The Base Support Plan (BSP) is primarily developed for main operating bases or collocated operating bases with a permanent AF presence. BSPs are prepared in two parts. All installations will maintain a BSP part I. Installations required to maintain a BSP will update BSP Parts I and II at least biennially. Part I identifies resources and capabilities at a forward operating site by functional area.

The BSP Part II allocates BSP Part I resources and identifies limiting factors and/or shortfalls to support a specific operation plan. BSP Part II development is normally synchronized to support the adaptive planning cycle and publication of supporting plans. Planning documents include supported and supporting operation and concept plans, time phased force and deployment data including all service's data, wartime aircraft activity report, war reserve materiel authorization documents and contingency in-place requirements.

CONTINUE

Medical Contingency Response Plan

The MCRP is the medical unit commander's plan, establishing procedures for the unit's expeditionary missions identified in the DOC statement and emergency response missions identified in the CEMP.

The MCRP establishes procedures for wartime, humanitarian assistance, homeland security/defense, and disaster response contingencies; as well as provides medical policy and local procedures for the Base Support Plan (BSP). The MCRP consists of a basic plan and annexes. The basic plan provides general policy and the annexes provide information that is more specific. Medical personnel are required to review the basic part of the plan and all annexes that affect them. Key medical personnel must be familiar with the entire plan.

The body of the plan consists of the following:

- Basic plan
- Supporting plans and agencies
- References
- Unit's mission
- Contributing organizations
- Execution
- Threat assessment
- MCRP annexes

Annex Overview

Each annex specifically addresses all environments in which the team may be required to respond and operate, including accidents, natural disasters, terrorist incidents, and CBRNE capabilities.

The annexes will provide definitive information as to how, where, when, and who performs specific functions in support of the contingency (wartime or peacetime).

The annex of general instructions includes information applicable to all medical personnel regardless of team assignment. This annex discusses recall procedures, space allocation, and triage categories.

The triage officer examines all casualties and categories according to a color-coded system. Colored clothespins or other markers are placed on litters or on the patients clothing. Peacetime triage category identification methods are coordinated with the local emergency response agencies to prevent confusion during actual emergencies or joint civilian/military exercise. The following table provides categories and colors that are generally used for standardization.

Category Color Explanation of Injuries			
Category	Color	Explanation of Injuries	Examples
Minimal	Green	Minor injuries requiring some attention, but so slight that a physician may not be needed.	Minor abrasions, lacerations, mild anxiety states, simple fractures of small bones, superficial burns.
Immediate	Red	Injuries needing immediate medical or surgical attention to save a life. Immediate attention is imperative as long as the life threat can be quickly removed without great expenditure of time, personnel, or supplies. TEST032	Arterial bleeding, sucking chest wound.
Delayed	Yellow	Injuries are not life-threatening, so definitive treatment may not be required,	Closed fractures of long bones and moderate

Category Color Explanation of Injuries			
Category	Color	Explanation of Injuries	Examples
		although recovery may take longer. Usually require extensive surgery or extensive medical care, but immediate transportation to an MTF is not imperative.	lacerations with hemorrhage.
Expectant	Blue	Mortal injuries or injuries requiring inordinate medical treatment to the detriment or neglect of other patients.	Extensive head injury with brain involvement, or very extensive burns.



NOTE: Civilian agencies do not recognize EXPECTANT as a peacetime triage category.

CONTINUE

Annexes

The following are the **15 minimum** annexes in the MCRP:

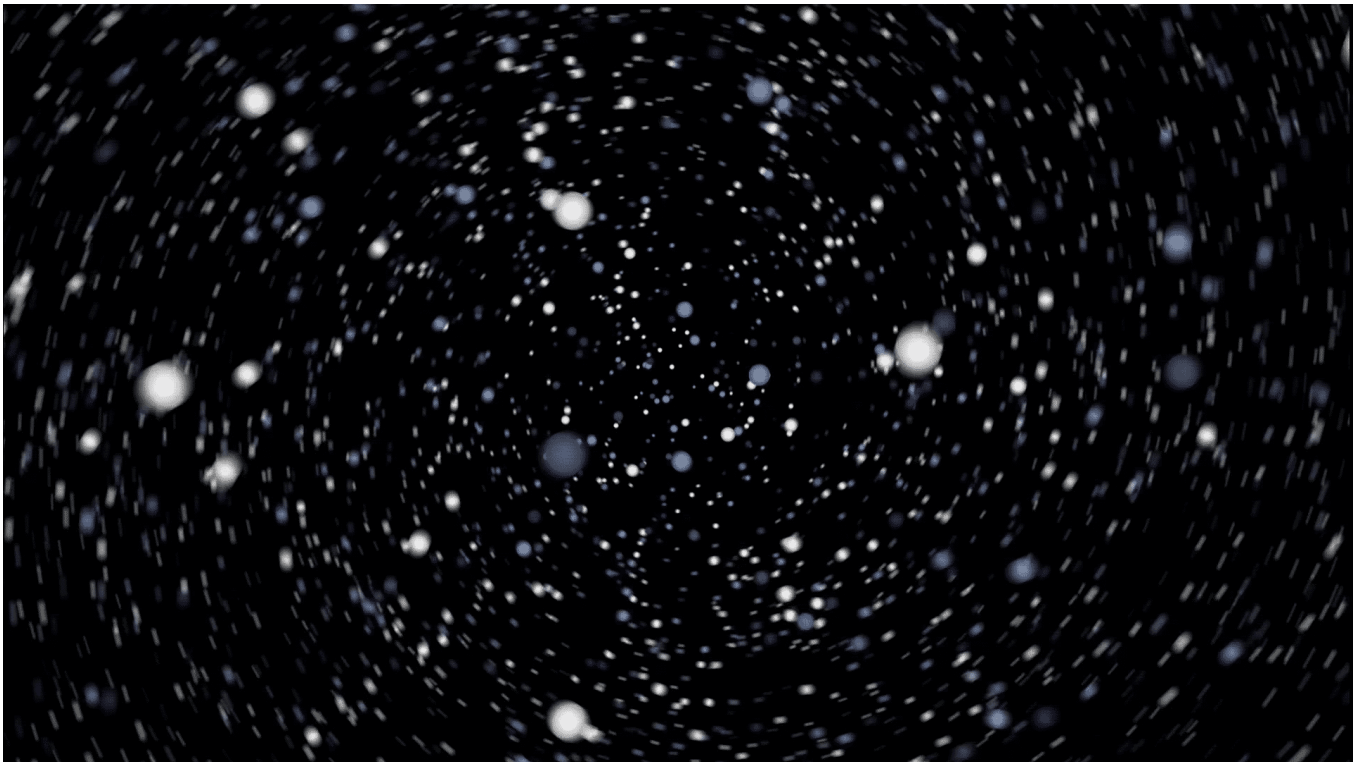
- Annex A – Annex general instructions.
- Annex B – Medical treatment facility commander/medical control center.
- Annex C – Field response team.
- Annex D – Patient support and casualty management.
- Annex E – Triage team.

- Annex F – Laboratory team and laboratory biological defense team (LBDT).
- Annex G – Pharmacy team.
- Annex H – In-place patient decontamination team (IPPD).
- Annex I – Patient administration team.
- Annex J – Disaster mental health (DMH) team.
- Annex K – Public health.
- Annex L – Bioenvironmental engineering (BE) team.
- Annex M – Medical logistics team.
- Annex N – Manpower and security team.
- Annex O – Facility management team.

END OF LESSON

Lesson 6: Emergency Management Plans

After completing this lesson, the student will be able to identify the function of emergency management plans, IAW prescribed guidance and publications.



Installation Emergency Management Plan

The Installation Emergency Management Plan (IEMP) 10-2 is an all-hazards plan designed to support pre-incident preparedness, mitigation efforts, emergency response, and recovery.

The IEMP clearly articulates the mission and establishes requirements and operational concepts for all phases of emergency management across all threats. Additionally, the IEMP shall be reviewed annually, updated as needed, and incorporate lessons learned and opportunities for improvement as identified in exercises, actual incidents, and risk management activities.

Step 2

Installation Emergency Management Plan



On some level, the IEMP should be flexible enough for use in all emergencies, including unforeseen incidents, yet detailed enough to provide an initial course of action for the Installation Commander to proceed with pre-planned responses.

Moreover, the IEMP encompasses details pertaining to all hazard response teams, whose primary responsibility is to execute response procedures while minimizing any adverse effects on the operational capabilities of Air Force units.

Step 3

Installation Emergency Management Plan



The Installation Commander will be the approval authority for the IEMP 10-2. The Installation Emergency Manager will develop the IEMP with the focus being on survivability and mission effectiveness before, during, and after an attack. When developing the IEMP, there are many requirements but at a minimum it must address the following in items. The mission, goals, and objectives of the installation's Emergency Management Program. Functional roles, responsibilities, and lines of authority for all personnel (Airmen, Civilians, Contractors, and family members), organizations, and agencies assigned emergency management responsibilities.

Recognizing that each installation faces distinct physical threats and vulnerabilities, the IEMP is thoughtfully tailored to address these site-specific challenges.

Step 4

Installation Emergency Management Plan



A community profile that includes a comprehensive examination of the community's demographics, infrastructure, requirements, and resources. Mitigation planning that establishes interim and long-term actions to reduce or eliminate the risks of identified hazards and threats. Mitigation activities include risk management, training, exercise and evaluation, interagency coordination, and equipment. When the threat substantiates it, the IEMP 10-2 will include conventional and CBRN attack response actions, identification, and prioritization of mission essential assets, identification of shelters and evacuation procedures.

Step 5

Installation Emergency Management Plan



Additionally, unit planners must develop operational checklists and standard operating procedures that align with mission specific tasks and theater operational threats. Methods for defining, shaping, and sharing situational awareness with local civil and military partners. Methods for providing warning coordination include Mass Warning and Notification, and emergency public information before, during, and after an incident. Continuity of operations planning that identifies mission essential functions and personnel, procedures, and resources in accordance with DoDD 3020.26, DoD Continuity Policy.

Installation Emergency Management Plan

Continuity of operations planning is for when the local incident has exceeded the base's capabilities or renders it inoperable or uninhabitable. Therefore, the continuity of operations plan may be completed as a separate, stand-alone document that is referenced by the emergency management plan.

CONTINUE

The Installation Emergency Management Plan (IEMP) is an all-hazards plan designed to support pre-incident preparedness, mitigation efforts, emergency response, and recovery.

☐

True

☐

False

SUBMIT

The IEMP is a universal plan on emergencies, including unforeseen incidents, yet detailed enough to provide an initial course of action for the Installation Commander to proceed with pre-planned responses.

☐ False

☐ True

SUBMIT

How often should the IEMP be reviewed?

☐ Bi-annually

☐ Annually

☐ Quarterly



Every 30 days

SUBMIT

CONTINUE

Disease Containment Plan

The installation commander will establish an installation-wide disease containment plan (DCP) incorporating tenant units, geographically separated units, civilians, dependents, and visitors (where applicable) to ensure the installation can effectively respond, mitigate, and recover from disease outbreaks as a result of biological terrorism/warfare or from naturally occurring diseases of operational significance.

Step 2

Disease Containment Plan



Base-wide disease containment planning coordinates unit capabilities and integrates medical and non-medical measures implemented by all personnel before, during, and after a public health emergency or incident of public health concern.

Step 3

Disease Containment Plan



This plan addresses roles and procedures for responding to a disease outbreak. It prepares Air Force units to respond to and mitigate biological events, whether naturally occurring or the result of an attack, while ensuring mission sustainment. It will describe local procedures used in the planning and tasking of units or personnel. It applies to the protection of military personnel, resources, to other individuals on the installation.

Step 4

Disease Containment Plan



The more prepared an installation is prior to a biological incident, the greater the potential number of options available for the Installation Commander to mitigate the effects of the incident.

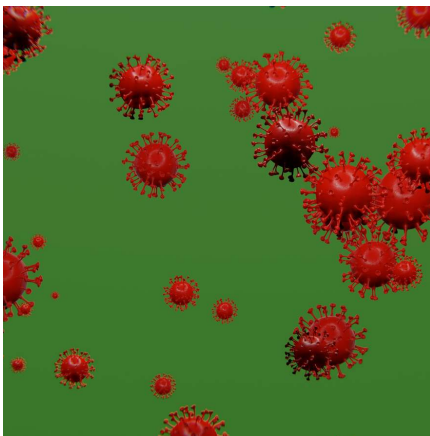
Disease Containment Plan



The Disease Containment Plan identifies the biological threats applicable to the installation, considering the enemy or terrorist use of biological agents, and describe the probable conditions for plan implementation. In addition, it outlines the equipment and supplies required for plan execution, sustainment, and if applicable, the sustainment of mission operations during disease outbreaks. Included in the DCP are disease specific annexes that identify specific requirements based on disease characteristics, such as contagiousness and infectivity.

Disease Containment Plan

The DCP provides a sound plan ensuring commanders have the greatest range of options available to respond to a given trigger event while appropriately balancing mission requirements with the risk to personnel.



CONTINUE

The _____ will establish an installation-wide disease containment plan (DCP) incorporating tenant units, geographically separated units, civilians, dependents, and visitors (where applicable) to ensure the installation can

effectively respond, mitigate, and recover from disease outbreaks as a result of biological terrorism/warfare or from naturally

- ☐ MTF Commander
- ☐ Public Health Officer
- ☐ Installation Commander
- ☐ Emergency Manager

SUBMIT

Base-wide disease containment planning coordinates unit capabilities and integrates non-medical measures implemented by all personnel before, during, and after a public health emergency or incident of public health concern.

- ☐ True

☐

False

SUBMIT

The more prepared an installation is prior to a biological incident, the greater the potential number of options available for the Installation Commander to mitigate the effects of the incident.

☐

True

☐

False

SUBMIT

CONTINUE

Medical Contingency Response Plan (MCRP)

The MCRP is a comprehensive plan that outlines how a Medical Treatment Facility (MTF) (or Medical Group (MDG)) will respond to a variety of potential contingencies, including natural disasters, mass casualty events, and wartime scenarios.



MCRP Goals

- Ensure the MTF can maintain essential medical services during a contingency.
- Provide timely and effective medical care to casualties.
- Protect personnel and resources from harm.

- Coordinate with external agencies and organizations.
- Restore normal operations as quickly as possible.

The primary purpose of the MCRP is to provide a structured and coordinated approach for the MTF to respond to a variety of contingencies, ensuring the continuation of medical services and the safety of personnel and patients.

The Benefits of a Well-Developed and Exercised MCRP

- Improved coordination and communication during emergencies.
- Reduced confusion and chaos in a crisis situation.
- Faster and more effective response to casualties.
- Minimized disruption of essential medical services.
- Enhanced safety and security for personnel and patients.



Development of the MCRP

The key personnel involved in developing the MCRP are:

- Medical Readiness Officer (MRO)
- Emergency Management Officer (EMO)
- Key Department/Section Chiefs
- Security Forces Representative
- Bioenvironmental Engineering Representative
- Public Health Representative

Introduction



The MRO is typically responsible for leading the MCRP development process, coordinating with other stakeholders, and ensuring that the plan is aligned with applicable regulations and guidelines.

Step 2

Hazard Vulnerability Assessment (HVA)



Identify potential hazards and vulnerabilities that could impact the MTF.

Step 3

Planning Team Formation



Assemble a team of key personnel to develop the MCRP.

Step 4

Plan Development



Develop the MCRP based on the HVA, incorporating specific procedures and protocols for responding to various contingencies.

Step 5

Plan Review and Approval



Review the MCRP with key stakeholders and obtain necessary approvals.

Step 6

Plan Dissemination



Distribute the MCRP to all relevant personnel.

Training and Exercises



Training and exercises are essential for familiarizing personnel with the MCRP, reinforcing key skills and procedures, and identifying areas for improvement. Regular training and exercises help to ensure that personnel are prepared to respond effectively in a real-world contingency.

Plan Maintenance



The MCRP should be reviewed and updated on a regular basis, typically at least annually, to ensure that it remains current and effective. The maintenance process should involve reviewing the HVA, incorporating lessons learned from training and exercises, and updating contact information and other key details.

MCRP Utilization

The MCRP is typically activated by the MTF Commander or a designated representative based on the nature and severity of the contingency. The activation process may involve notifying key personnel, establishing a command post, and implementing specific response procedures.



Key Elements of MCRP implementation:

- Communication: Establishing and maintaining effective communication channels.
- Command and Control: Establishing a clear chain of command and control.
- Security: Protecting personnel and resources from harm.

- Medical Care: Providing timely and effective medical care to casualties.
- Logistics: Ensuring adequate supplies and equipment are available.
- Evacuation: Evacuating patients and personnel if necessary.

Key Documentation Requirements for the MCRP

- The MCRP itself.
- HVA reports.
- Training records.
- Exercise reports.
- After-action reports (AAR).

Accurate and complete documentation is essential for demonstrating compliance with applicable regulations, tracking training and exercise activities, and identifying areas for improvement.

CONTINUE

How frequently should the MCRP be reviewed to ensure it remains current and effective?

- ☐ Following a major disaster
- ☐ Annually
- ☐ Biennially
- ☐ Following an MTF change of command

SUBMIT

Who is typically responsible for activating the MCRP?

- ☐ The MRO
- ☐ The Incident Commander

☐

The Chief of Medical Staff

☐

The MTF Commander

SUBMIT

END OF LESSON

Lesson 7: Medical Readiness Training

After completing this lesson, the student will be able to articulate the purposes of medical readiness training, IAW prescribed guidance and publications.

Formal Unit Type Codes (UTCs)

UTCs represent specific capabilities to accomplish a particular military service mission. They provide a standardized method for identifying and tracking deployable capabilities, ensuring predictable and efficient deployment processes.

CHARACTERISTICS	PURPOSES
-----------------	----------

- Standard pre-packaged manpower and/or equipment.
- Identifies a specific capability.
- Represented by a five-character alphanumeric code.
- Designed to deploy as a single entity.

Manpower Force Element Listing

UTC: FFAAT

Title: MEDICAL MGT AUG

MEFPAK: ACC

Mission Capabilities Statement

PROVIDES MANAGEMENT/ADMINISTRATIVE SUPPORT PERSONNEL TO AUGMENT COMPONENT OR TRI-SERVICE MEDICAL ACTIVITIES. MEMBERS SHOULD HAVE KNOWLEDGE OF MEDICAL CONTROL CENTER, PATIENT ADMINISTRATION FUNCTIONS, AND USE OF TMIP- AF APPLICATIONS (JOINT PATIENT TRACKING APPLICATION, A HLTA-T, TMDS) AND TRAC2ES. AFSC SUBSTITUTIONS AUTHORIZED IAW WMP 1, AFMS SUPPLEMENT. SKILL-LEVEL SUBSTITUTIONS AUTHORIZED IAW AFI 10-403. DEPLOYS TO MOB, AOB, FOB , AND BB. BOS/ECS REQUIRED.

Change Date: 06 Aug 2024

Manpower Detail

FAC Code	Position Title	AFSC	Grade	Quantity	Line Number
5100	HEALTH SERVICE ADMIN	041A3	O5	1	001
5100	HEALTH SERVICE ADMIN	041A3	O3	1	002
5100	HEALTH SVC MGT JNMN	4A051		2	003
5100	HEALTH SVC MGT CFMN	4A071		2	004

Total Personnel: 6

CHARACTERISTICS

PURPOSES

- Standardization: Facilitates common understanding and communication.
- Efficiency: Streamlines deployment planning and execution.
- Predictability: Allows for accurate resource allocation and forecasting.
- Interoperability: Enables joint and coalition operations.



CONTINUE

UTC Development

UTC Management is governed by AFI 10-401, *Air Force Operations Planning and Execution*. Other directives may apply depending on the UTC and the equipment involved with it (e.g. technical orders).

Developing a New UTC



There are six general steps involved when developing a new UTC.

Step 2

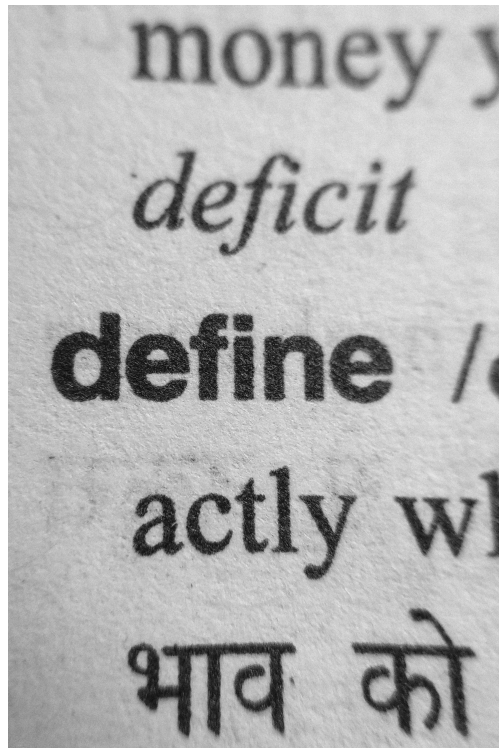
Capability Gap Identification



A need for a new or modified capability is identified.

Step 3

Requirements Definition



Specific requirements for the UTC are defined, including manpower, equipment, and training.

Step 4

UTC Proposal



A proposal is submitted outlining the details of the new UTC.

Step 5

Review and Approval



The proposal is reviewed and approved by the appropriate authority (e.g., MAJCOM functional manager).

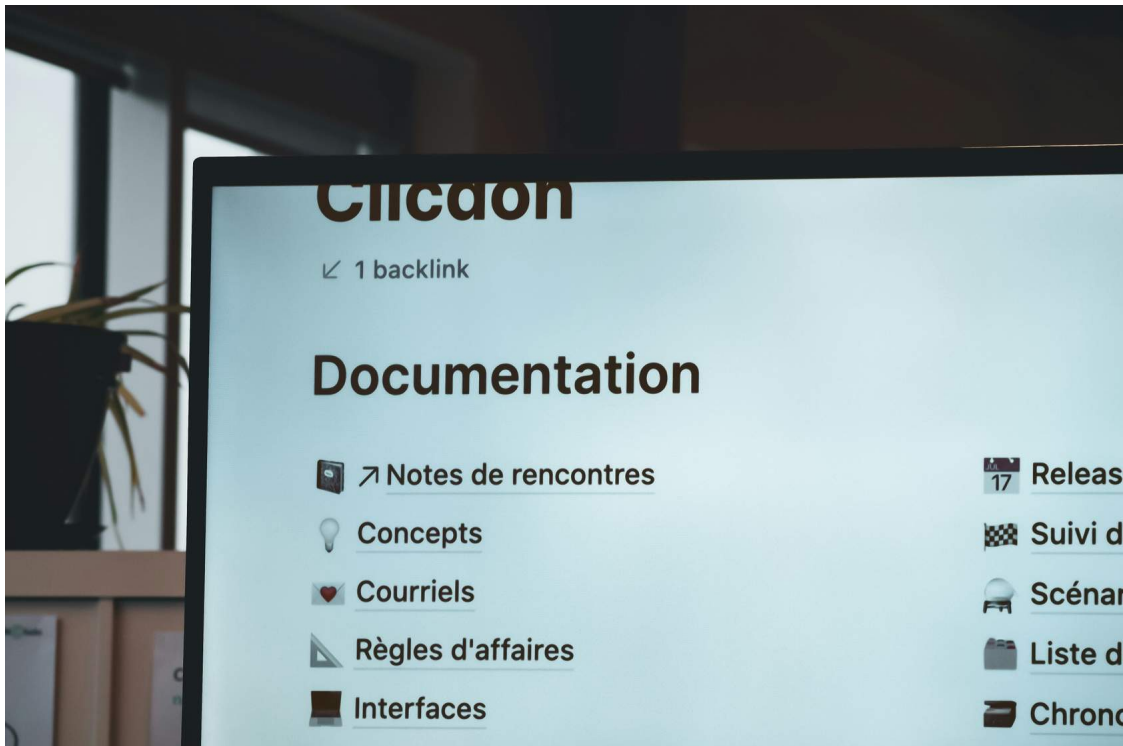
Step 6

UTC Registration



The new UTC is registered in the appropriate database (e.g. Manpower and Equipment Force Packaging (MEFPAK)).

Documentation



Detailed documentation is created, including manpower and equipment lists (Manpower Force Packaging (MANFOR) and Logistics Detail (LOGDET)).

Summary



You may review these steps or continue below for more on the MANFOR and LOGDET.

Manpower Force Packaging (MANFOR) —

A listing of the specific **manpower** requirements (skill levels, Air Force Specialty Codes (AFSCs), number of personnel) associated with a given UTC.



Logistics Detail (LOGDET) —

A comprehensive listing of all the equipment, supplies, and consumables required to support a UTC's mission for a specified period of time.



MANFOR and LOGDET are essential for... —

- Effective deployment planning and execution.

- Accurate resource allocation.
- Ensuring the UTC has the right personnel and equipment to accomplish its mission.
- Minimizing deployment delays and shortfalls.

CONTINUE

UTCs in Taskings

When a deployment need arises, higher headquarters will identify specific UTCs required to fulfill the mission. Units possessing those UTCs are then tasked to deploy those capabilities.

The UDM is responsible for managing the unit's UTCs, ensuring they are properly maintained, and that personnel are trained and equipped to deploy them.

UTCs in Deployment Taskings



When a deployment need arises, higher headquarters will identify specific UTCs required to fulfill the mission. Units possessing those UTCs are then tasked to deploy those capabilities.

The UDM is responsible for managing the unit's UTCs, ensuring they are properly maintained, and that personnel are trained and equipped to deploy them.

Step 2

Tasking Notification



The unit receives a tasking message identifying the required UTCs and the deployment location/mission.

Step 3

Readiness Assessment



The unit assesses the readiness of the tasked UTCs, verifying MANFOR and LOGDET are accurate, and personnel are prepared.

Step 4

Preparation



Personnel are trained, equipment is prepared, and deployment documentation is completed.

Step 5

Deployment



The UTC deploys to the designated location.

Sustainment



Ongoing sustainment of the UTC is provided to ensure it can continue to perform its mission.

Summary



A UTC is considered "Ready to Deploy" when it meets all established readiness standards, including personnel trained and equipped, equipment fully mission capable, and all required documentation complete.

UTCs in Operational Plans (OPLANs)

OPLANs identify specific capabilities required to execute the plan. These capabilities are then translated into required UTCs. The OPLAN specifies which UTCs are needed, when they are needed, and where they are needed.



Accurate UTC alignment ensures that the right capabilities are available at the right time and place to support the operational objectives outlined in the OPLAN.

Time-Phased Force and Deployment Data (TPFDD)

The TPFDD is the database that contains detailed information on the movement of forces, equipment, and supplies required to execute an OPLAN. It specifies the UTCs, their departure and arrival locations, and their required timelines.

The TPFDD serves as the roadmap for deployment execution, guiding the movement of UTCs and resources to support the operation.



Accurate OPLANs and TPFDDs are essential for:

- Ensuring that deployment operations are conducted efficiently and effectively.

- Minimizing deployment delays and shortfalls.
- Supporting mission success.
- Responding effectively to changing circumstances.

CONTINUE

What is the primary purpose of a UTC?

- ☐ To identify individual Airmen assigned to a unit.
- ☐ To track the movement of personnel during deployments.
- ☐ To provide a standardized method for identifying and tracking deployable capabilities.
- ☐ To manage the budget for a specific Air Force unit.

SUBMIT

Which term applies to the acronym MANFOR?

- ☐ Manpower Force Operations
- ☐ Manpower Force Obligations
- ☐ Manpower Force Details
- ☐ Manpower Force Packaging

SUBMIT

CONTINUE

Comprehensive Medical Readiness Program (CMRP)

CMRP is a recurring training program designed to prepare Air Force medical personnel for deployment and operational readiness, focusing on essential medical skills and

readiness tasks.



CMRP Objectives

- Maintain **proficiency** in core medical skills relevant to deployed environments.
- Enhance **knowledge** of deployment-related procedures and protocols.
- Develop **skills** necessary to operate in austere and challenging conditions.
- Improve **teamwork** and communication within medical teams.
- Ensure **compliance** with medical readiness standards and requirements.



The primary purpose of CMRP training is to equip Air Force medical personnel with the knowledge, skills, and abilities necessary to effectively perform their duties in support of wartime or contingency operations, ensuring they are competent and confident in their roles.

CMRP Benefits

- Improved clinical skills in deployed settings.
- Increased confidence in ability to handle medical emergencies.
- Enhanced teamwork and communication among medical personnel.
- Greater understanding of deployment-related tasks and procedures.
- Better preparedness for operating in austere environments.

Components of CMRP

Core Medical Skills Training —

Core medical skills training typically covers essential medical procedures and techniques, such as wound care, hemorrhage control, airway management, triage, and basic life support (BLS). The training is designed to refresh existing skills and ensure that personnel are proficient in performing these procedures in a deployed environment.



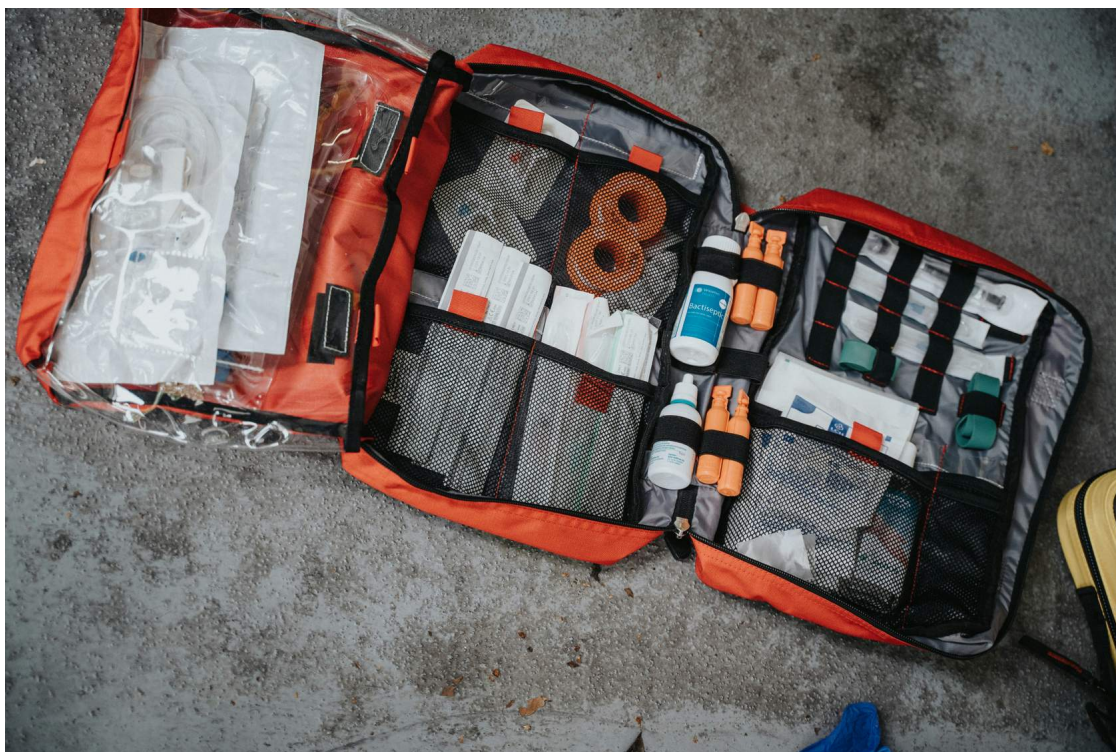
Deployment-Specific Training —

Deployment-specific training typically covers topics such as force protection, security awareness, cultural sensitivity, communication protocols, and deployment-related administrative procedures. The training is designed to prepare personnel for the unique challenges and requirements of operating in a deployed environment.



Equipment Familiarization

Hands-on training on the use of medical equipment commonly used in deployed environments.



Scenario-Based Training —

Realistic simulations of medical scenarios encountered in deployed settings.



Team Training

Activities designed to improve teamwork and communication within medical teams.



CBRN Training

Instruction on operating in and mitigating risks within a Chemical, Biological, Radiological, or Nuclear environment.



Management of CMRP Training

The key personnel in the Medical Readiness Office involved in CMRP training are:

- Medical Readiness Officer (MRO)
- Medical Readiness NCOIC
- Medical Readiness Training Manager
- Training Instructors



Some of these roles may be dual hatted.



The Medical Readiness Training Manager is responsible for planning, coordinating, and executing CMRP training, ensuring that all medical personnel receive the required training and that training records are accurately maintained.

CMRP training is typically scheduled using a combination of electronic training management systems and manual tracking methods. The Medical Readiness Office monitors training completion rates and ensures that personnel are scheduled for the required training in a timely manner.

Completion of CMRP training is typically documented in individual training records and in electronic training management systems. The Medical Readiness Office maintains accurate records of all training completed by medical personnel.



TRAINING RESOURCES

TRAINING FACILITIES

- Training facilities (e.g., classrooms, simulation labs)
- Medical equipment and supplies
- Training materials (e.g., manuals, presentations)
- Training instructors
- Funding for training activities



TRAINING RESOURCES

TRAINING FACILITIES

CMRP training may be conducted in a variety of training facilities, including classrooms, simulation labs, and field training sites. The type of facility used will depend on the specific training being conducted.



CONTINUE

Which of the following is a COMMON component of CMRP training?

- ☐ Customer service skills training
- ☐ Basic Life Support (BLS) recertification

- ☐ Civilian Healthcare Partnership training
- ☐ Electronic Health Record (EHR) documentation training

SUBMIT

In her role as Medical Readiness Training Manager, SrA Ramirez coordinates with various entities to deliver CMRP training. Which of the following is a KEY resource she would likely need to secure?

- ☐ Simulation equipment for realistic scenario-based training.
- ☐ Funding for off-site morale events.
- ☐ Access to the base gymnasium for physical fitness training.
- ☐ New office furniture for the Medical Readiness office.

SUBMIT

END OF LESSON

Lesson 8: Air Force Force Generation (AFFORGEN)

After completing this lesson, the student will be able to identify the basic facts and principles of the AFFORGEN cycle, IAW prescribed guidance and publications.

OVERVIEW



Composition

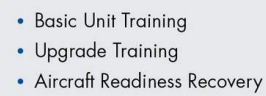
The AFFORGEN model is composed of four Force Elements (FE) against six-month windows inside two-year cycles. Each FE has its own window in the two-year cycle in order to provide sustained operational capability in deployed environments. You can see in the graphic below how each FE engages in the cycle.

	FY 2026		FY 2027	
	OCT-MAR	APR-SEP	OCT-MAR	APR-SEP
ALPHA	PREPARE	CERTIFY	COMMIT	RESET
BRAVO	RESET	PREPARE	CERTIFY	COMMIT
CHARLIE	COMMIT	RESET	PREPARE	CERTIFY
DELTA	CERTIFY	COMMIT	RESET	PREPARE

The "PREPARE" phase comes first in the cycle, and it ends with "RESET."



24-Month Cycle/6-Months Per Phase



The USAF is in high demand across the globe and throughout the spectrum of conflict. AFFORGEN affords the high-end training opportunities needed for peer competition. Yet we must be allowed to divest legacy systems, modernize for the future, and be resourced to sustain the aircraft we keep.

As you can see, there are four phases within this two-year cycle, enabling a 1:3 Deploy-to-Dwell ratio for our regular Air Force, and a 1:5 ratio for our reserve component family.

PREPARE



Focuses on training toward peak readiness. Single mission and multi mission training events and capstone certification exercises are conducted during this phase.

Step 3

CERTIFY



Focuses on certification events to enable deployment during the subsequent Available to Commit phase. Unit should sustain peak readiness levels and may be required for operation plan (OPLAN) taskings.

Step 4

AVAILABLE TO COMMIT



Unit is available for rotational operations, Dynamic Force Employment (DFE), Immediate Response Force (IRF), emergent crisis response or residual force deployment.

RESET



Accounts for reintegration and reconstitution. Readiness levels for the FE may be reduced during this phase to build personnel and hardware resiliency and rebuild proficiency. A focus of this phase is to unify and align the unit for the remainder of the AFFORGEN cycle.

CONTINUE

Multiple FEs are available to commit simultaneously.

☐ True

☐ False

SUBMIT

This is the phase when a unit is available for rotational operations.

☐ PREPARE

☐ CERTIFY

☐ COMMIT

☐ RESET

SUBMIT

END OF LESSON

Lesson 9: Air Force Medical Readiness Decision Support System (MRDSS)

After completing this lesson, the student will be able to identify the function and key concepts of MRDSS, IAW prescribed guidance and publications.

MRDSS Fundamentals

One of the most useful tools you'll have at your disposal while working in Medical Readiness is the Medical Readiness Decision Support System, better known as MRDSS. It is a web-based system that stores information specific to your unit and its capabilities. It provides on demand information on Comprehensive Medical Readiness Program (CMRP) status for Active Duty members, Unit Type Code availability, and many more details that can be used to inform all decision makers on key facts related to training readiness and overall personnel preparedness.

Key Acronyms

- UDM – Unit Deployment Manger
- MRC – Medical Readiness Committee
- CMRP – Comprehensive Medical Readiness Program
- IMR – Individual Medical Readiness
- UTC- Unit Type Code
- MRDSS – Medical Readiness Decision Support System
- HSMR – Home Station Medical Response

What is MRDSS?

MRDSS is a web-based database tailored for each MTF. The online repository is designed to only display information based on your assigned unit and permission rights. What this means is that members at other bases can't see or change training stats at your MTF and vice versa. Additionally, there are two kinds of MRDSS accounts: Admin Users and Regular Users. Admin Users can create or modify accounts, edit account access, and reset locked accounts due to inactivity. Regular users can modify training records if they've been granted rights to do so, queue reports, and view or access areas to which they've granted rights to.



Storing Data in MRDSS

MRDSS stores a vast amount of data that can be transformed into great information. However, a limitation of the system is how it stores the data. Because MRDSS is a 'snapshot' database, meaning it can only provide data based on what is available at the time a report is queued or a record is accessed, historical comparisons are not possible unless you queue and save reports on a recurring basis.

Another limitation is how data is displayed. Because of the plethora of information the system process at any given point for all MTFs and MAJCOMs across the AFMS, some changes may not immediately reflect on reports queued by you or other users within your MTF. This is important to know when preparing for functions like the Medical Readiness Committee, a time when many training managers rush to make last minute updates.

An easy way of telling when was the data last synced is by paying attention to the date and time on the 'Unit Recalculation Status' bar found on the Situational Awareness screen when you first log in to MRDSS. If you need to manually sync the data, you can always force one by clicking on the 'Force Unit Recalculation' button above the status bar. Keep in mind that this process can take upwards of 12 hours.

Issue List Updated: 10 OCT 2024 00:05:23 GMT

Update Issue List

Unit Training Recalc

Unit Training Recalc Status
Last execution ending at 09 Oct 2024 12:29:14, Greenwich Mean Time was successful.

Reference Documents in MRDSS

A great feature within MRDSS is the reference page. Whether you need to refresh your memory on a specific process, or a Squadron Commander in your MTF needs help on how to 'Certify a Deployer' in MRDSS prior to their final out, the system has a place dedicated to these kind of guides. To access the documents, simply go to the UTC Documents tab in the Situational Awareness page.

Situational Awareness

Items of Interest

Personnel

Deployment Planning Prioritization

Messages

FTMS Messages

Links

Data Feed Dates

UTC Documents

HSMRB

MAJCOM On-Call Trng Slides_27 Apr 21.pptx

CMRP Gap Analysis.pdf

Steps to Establishing a Baseline.pptx

Resolving FTMS Class Dates vs FY Mismatch.pptx

MRL Bump-Build-Push FY 23 instructions.docx

30-90 Days account inactivity.docx

Unit On-Call Trng Slides_27 Apr 21.pptx

FTMS TRAINING-UNIT SCHEDULER.pptx

User Guide_Set IE Mode in Edge_MAY2022.docx

Commander Cert Page.pdf

CMRP Matrix - 2 Mar 23.pdf

System Admin and Account Management Oct 2022.pdf

BE CMRP Training, 4 Jan 23.pdf

MAJCOM TCCC Advisors in work.docx

Documenting TCCC in MRDSS.pptx

Running a TCCC report in MRDSS.pptx

Enable Disabled Accounts.pptx

Education and Training Admin Instructions with Screenshots.pdf

FTMS - MRA Training Managers-Notes Page View.pptx

Prioritization and Sequencing Guidance November 2020 signed.pdf

MRDSS User Guide v4.3.13, 10 Oct 24.pdf

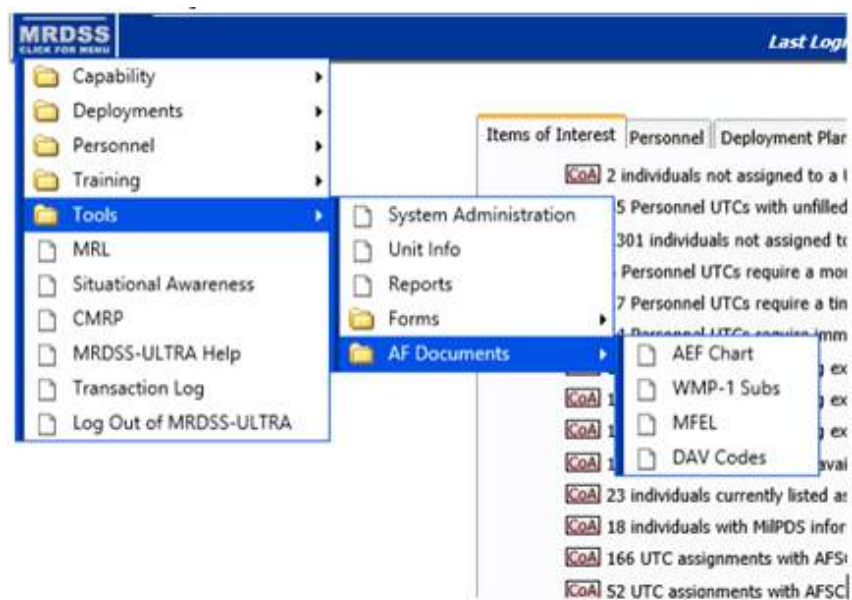
Post-MANFOR Actions.docx

MRDSS Virtual Classes October - December 2024.pdf

If you are working as a Unit Deployment Manager or UTC Manager, two great resources you can find in MRDSS are the Manpower Force Element (MFEL) and War Mobility Plan (WMP-1). For most UTCs in the Air Force, the MFEL is a document that provides a basic

description of what AFSCs, Skill level, Grade and how many of each are required for a team. The WMP-1 contains a reference table listing suitable substitutes for some AFSCs. Both documents are of great help when making recommendations on what individual is better suited to be postured to an UTC, or what AFSCs can fill in for other AFSCs for a deployment tasking if your MTF doesn't have that skillset available.

Both documents can be accessed via the cascade menu, by clicking the MRDSS Logo on the top left of your screen and hovering over the Tool, then AF Document options.



CONTINUE

What does the data in the Unit Recalculation Status bar represent?

-
- ☐ When training is due.
 - ☐ The expiration dates of training for all assigned members.
 - ☐ The last time MRDSS synced all training dates.
 - ☐ Deadline for Functional Managers to provide updates.

SUBMIT

CONTINUE

Utilizing MRDSS

Access

To access MRDSS, first you'll need to create an account, but not just any account; you'll need an Admin Account. Medical Readiness Staff and Higher Headquarters SGX members will have a MRDSS Admin Account, meanwhile, members like your Unit

Commander or Functional Manager, or other unit users with a need to know will have a standard user account.

After you've received your login information, head over to Microsoft Edge and set up your CAC Authentication on MRDSS; this will allow you to log in simply using your CAC, as long as you remain active on the site every 30 days. If you forget to login to MRDSS at least once every 30 days, your account becomes disabled and another Admin User will need to re-enable it for you.

Remember to always use Microsoft Edge and add the MRDSS Link to Internet Explorer compatibility view for a better experience. Make sure to at least log in every 30 days to prevent your account becoming disabled.



Navigation

Each time you log in to MRDSS you'll land on the 'Situational Awareness' page where you may see a series of messages resembling your Outlook Inbox. These messages often come from the MRDSS Helpdesk, your parent MAJCOM SGX Office, or other agencies that may need to rely critical information to MRDSS Users.

Additionally, you'll be able to see your unit's Training Recalculation status at the bottom of the messages field. This date represents the last time MRDSS ran a data recalculation to update changes made to people's profiles, training completion dates, and/or UTC or HSMR Team assignments. Often, changes made after the date shown on the Unit Training Recalculation box may not reflect on reports queued until another recalculation is done.

Situational Awareness

Items of Interest | Personnel | Deployment Planning Prioritization | **Messages** | FTMS Messages | Links | Data Feed Dates | UTC Documents

Delete All Messages

From: MRDSS PMO
Received: 02 OCT 2024 13:17:09

Delete

Message

From: CTR BOVE MRDSS, HQ AETC SC
Received: 24 SEP 2024 10:53:34

Delete

Message

From: CTR BOVE MRDSS, HQ AETC SC
Received: 24 SEP 2024 10:31:06

Delete

Message

From: CTR BOVE MRDSS, HQ AETC SC
Received: 24 SEP 2024 08:38:46

Delete

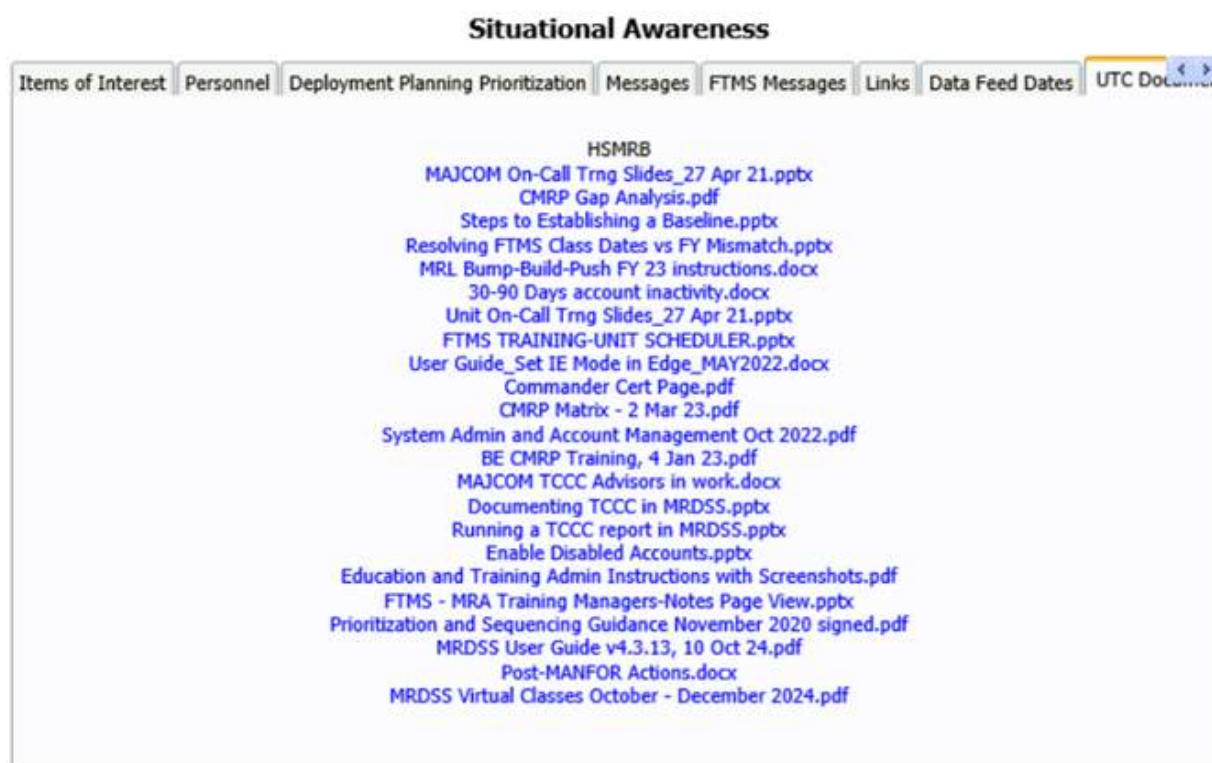
Message

Unit Training Recalc Status

Last execution ending at 09 Sep 2024 10:52:14, Greenwich Mean Time was successful.

Within the Situational Awareness module, you'll have the option to review Formal Training Management System (FTMS) messages regarding upcoming classes or specifics on members from your unit that recently completed a course or have been scheduled to attend a class through this module.

Finally, one of the most important features within the Situational Awareness module in MRDSS is the UTC Documents tab. This module has a plethora of resources to reference if you're new to MRDSS or need to share with a newly appointed Team Chief, AFSC Functional Manager or other users within your MTF.



Utilization

MRDSS has built in features to help execute the different functions of the Medical Readiness Office. Each feature is organized by functional category, meaning if you want to make personnel changes you'd click on the 'Personnel' button or if you're attempting to update training completion dates you'd click on the 'Training' button.



There's 2 different ways you can access these features on MRDSS. One of them, is by clicking on the respective button for the category you want to access (Deployments, Personnel, etc.). The other way you can access the features is by using the cascade menu that appears when you click on the MRDSS logo on the top left corner of the screen. While both methods grant you equal access to all MRDSS features within your profile the cascade option can be faster as it shows all options and subcategories on the same screen. This feature can be beneficial when dealing with slow speed internet connections.

Adding Personnel to the Unit

As personnel arrive to your unit they'll be required to in-process with the Medical Readiness Office. This applies to ALL permanent party Active Duty, GS and Contractor personnel assigned to your MTF. Accurately tracking all assigned members allows Commanders to measure the unit's overall preparedness, but also quickly access Life Support (ALS, BLS, PALS, etc.) compliance on demand in a single platform.

To add a new member to your unit in MRDSS, you'll select the 'Personnel' option from either the toolbar at the top of the screen or the cascade menu under the MRDSS logo. You'll then select the 'Find Individual Record' option, which will prompt you to a new screen.

Find Individual

081 - MDG KEESLER AFB

Official Use Only - This Page Contains Privacy Act Information, Safeguard IAW Privacy Act of 1974

Find by SSAN and Status

SSAN:  Status: MIL

Unit Personnel Listing

Select Military Person By Alpha

DoD ID	Statu	P	AFSC	S	SEI	Gr	Last Name	First Name	Mil UTC	AEFI
--------	-------	---	------	---	-----	----	-----------	------------	---------	------

You'll ask the member for their Social Security Number (SSN) or Pseudo-SSN if you're overseas, and click on the find individual button. If the member is PCSing from a different base, and has not been released by their previous Medical Readiness Office, they'll need to be released prior to you gaining them at your unit.

Once you've gained the member to your MTF in MRDSS, you'll need to update a few items to ensure that you provide accurate information on the overall preparedness of members assigned to your unit to your Commander and other Key Stakeholders

Individual Record for [REDACTED]

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[Next >](#)

DoD ID	Status Rank	Primary AFSC	Duty AFSC	Control AFSC	PASCODE	Office Symbol	UTC On-Call Start	UTC On-Call End	UTC On-Call Reason
[REDACTED]	MIL MSG	D4A071	D4A071	D4A071	KF0JFM8W		01 OCT 2024	30 SEP 2025	DCRF

AEF PID	AEFI	Dep. Plan Pri.	Unit No. & Desig.	Office Phone	MilPDS
256RS	R6	Not ranked	81 MEDICAL SUPPORT SQ	2283765610	MATCH

Personal Information
Duty Contacts
Deployment Prep Information
Appointed Positions
Forms & Reports
PCS Out
UTC
MCRP

Security Concerns
Non-Disclosure Agreement
NATO Brief

Deployment Status
Date Placed on Deployment Status

DAS
08 OCT 2022

Date All Actions Completed
Primary ☒

Deployability
Get Well Date 30 JUN 2025
DAV Description 57 - Time on Stations - X (Note 4) (appropriate for on-call)
Deployable ☒ Yes ☐ No

Documentation Requirements
Documentation
ID CARD, DD FORM 2AFACT (United States Uniformed Serviced ID Card) (Accountable Form)
DOG TAGS (ID Tags and Chains)
EMERGENCY DATA CARD, DD FORM 93 (Record of Emergency Data Card)
SHOT RECORD, PHYS 73 1 (International Certificate of Vaccination)
LOCATOR CARD, AF FORM 245 (Employment Locator and Processing Checklist)
HAND RECEIPT, AF FORM 1297 (Temporary Issue Receipt) (For issue of mini C-1 bags and weapons to cargo)

Date Initially Accomplished/Completed

The fields highlighted with a red frame represent data fields that you'll want to update while the member is in-processing. Having the correct PASCODE will ensure the member is under the right squadron in MRDSS for accountability purposes.

For enlisted, having the correct Primary AFSC (PAFSC) and Skill Level will ensure that the appropriate CMRP Checklist is assigned to them IAW DAFI 41-106. For officers, updating the Duty AFSC (DAFSC) will ensure the correct CMRP Checklist is assigned to their record.

The DAS or Date Arrived on Station will need to be updated to reflect the date the member arrived to your base, not the date they're in-processing with you.

If the member you're in-processing is an Active Duty member, you'll also need to update the Deployment Availability (DAV) Code. Keep in mind that MRDSS only allows you to

enter a single DAV Code at any given time, so make sure to always assign the code with the highest restriction. For example, if a member recently returned from a standard 6-month deployment, they'd be entitled to a 12-month dwell. The waiver authority for mobilizing this member before the DAV Code expiration date is the US Secretary of Defense. Meanwhile, a DAV Code 57 -Time on Station, can be waived at the unit level. For more information on what DAV you should apply for members' special circumstances, reference the latest DAV Code Table on MRDSS.

Adding Personnel to a UTC

After you've gained a new Active Duty member to your MTF's MRDSS account, you'll be able to assign the individual to an UTC and AEFI. All members are required to receive an AEFI within 15 duty days of arriving on station. Always ensure that the member's squadron commander and AFSC Functional Manager have an opportunity to discuss UTC assignment based on the member's rank, prior experience and needs of the unit. Make sure to record the member's AEFI of assignment in MilPDS within the 15 day timeline to prevent member being tasked out of cycle.

To assign an individual to an UTC, you'll access the Personnel function from either the toolbar or cascade menu and then select either the assign to UTC option if the member will be assigned to a Force Element or Demand Force Team such as an EMEDS, AEPSC or CCATT; or FFZZZ Balancing if the person will be postured to a non-reportable UTC. Always make sure that you equally distribute personnel across all FFZZZ UTCs based on their rank, skill level and AFSC.

Assign to UTCs
081 - HOG KEESELER AFB

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Change Personnel Filter

DoD ID Status P AFSC S SEI Grade Name AEFI Action UTC LNR LNR # P AFSC S SEI Grade Critical AEFI Currently Assigned

04383	Y11	C05																					
48071	488	E6																					
04383	H04	C04																					
49003	S4																						
AC031	E3																						
47031	E3																						
49031	E3																						
42071	E6																						
04663	Y11	C04																					

UTC On-Cell AEFI DAV DAV On-Cell

FFZ2-2 001-1	N	R3			
FFZ2-1 000-1	N	R5	43	N	
FFZ2-1 003-1	Y	R6			
FFZ2-2 004-5	N	R2	27	Y	
FFZ2-4 042-1	N	R4			
FFZ2-1 003-3	N	R6			
FFZ2-3 030-1	N	R3			
FFZ2-1 040-1	N	R5			
FFZ2-1 005-1	N	R6			

NAPS-1 - (P) [Help](#)

LNR LNR # P AFSC S SEI Grade Critical AEFI Currently Assigned

001 1 8F000 P8

← [Unassign Selected](#) [Locally Assigned](#) [Current Assignments](#) →

Once you've identified the UTC that you need to staff on the right drop box, select the UTC line that you'd like to assign the individual to and click on the 'Commit Assignment' to make the appointment official. Always make sure to notify members of UTC Assignment following your MTF's local procedures and provide the UTC's Deployment Vulnerability Window.

Removing Personnel

Out-processing members in MRDSS is just as critical as adding them to the database. As members depart your unit, whether it is for PCS or Separation from the Air Force, you want to make sure you maintain an accurate roster of who's available for UTC placement and/or deployment tasking.

To remove someone from your unit's MRDSS, select the Personnel option from either the toolbar or cascade menu and click on Find Individual record. After locating the record of the member, head over to the 'PCS Out' tab within their MRDSS Individual Record and select PCS Out this Individual. A new screen will appear, asking you to specify if this member is being removed due to PCS or Separation/Retirement.

Individual Record for [REDACTED]

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[Next >](#)

DoD ID	Status	Rank	Primary AFSC	Duty AFSC	Control AFSC	PASCODE	Office Symbol	UTC On-Call Start	UTC On-Call End	UTC On-Call Reason
[REDACTED]	MIL	MSG	[REDACTED]			KF0JFMBW		01 OCT 2024	30 SEP 2025	DCRF

AEF PID	AEFI	Dep. Plan Pri.	Unit No. & Desig.	Office Phone	MHPDS
256RS	R6	Not ranked	81 MEDICAL SUPPORT SQ	[REDACTED]	MATCH

[Personal Information](#) | [Duty Contacts](#) | [Deployment Prep Information](#) | [Appointed Positions](#) | [Forms & Reports](#) | **[PCS Out](#)** | [UTC](#) | [MCRP](#)

PCS Out

Warning!!!

If you click the button below, you will immediately PCS Out this individual and all positions to which this person belongs will become vacant and all readiness statistics will be affected accordingly.

CONTINUE

Who can have an Admin account in MRDSS?

- ☐ HSMR Team Chiefs
- ☐ Medical Readiness Staff
- ☐ MTF Commander

☐

WIT Team Chief

SUBMIT

How often must you log into MRDSS to maintain access?

☐

Weekly

☐

Biweekly

☐

Quarterly

☐

Every 30 days

SUBMIT

CONTINUE

Analyze Reports

Queueing Reports in MRDSS

To access the reports feature in MRDS, click on the Tools button on the Toolbar on the top of the screen or access it via the cascade menu by clicking on the MRDSS logo on the top left corner of the screen.



To queue a report, all you need to do is find the respective category for the report you're wanting to pull (CMRP, HSMR, Personnel, Historical Deployment Information, etc.), and then click on the submit button for MRDSS to process your request. Processing time can vary depending on the time of day you queue the report, the amount of data required to process the report, and/or overall traffic volume handled at the time of request by the MRDSS Servers.

Reports

Queued Reports

File Name	Time Submitted	Status
-----------	----------------	--------

Completed Reports

File Name	Time Completed
FTMS - Unit Level Report(Detailed) - 11 OCT 2024 18:24:20	11 OCT 2024 18:24:20

Tables update every 10 seconds. Completed reports remain stored for 24 hours

Select a MRDSS report

Category

AFIA

AFSOC

CMRP

Capability Reports

Deployment

Deployment Planning

Education and Training

FTMS

MCRP Team

MRC Preparation

Report

CMRP Skills Due Date by AFSC

CMRP Training - Members Within 120 Days of Deployment

CMRP Unit Summary

CMRPs by UTC Summary

Comprehensive Medical Readiness (CMR) Category II Training Completion

Comprehensive Medical Readiness Completion (CMRP) - by AFSC

Comprehensive Medical Readiness Program (CMRP) INACTIVE TRAINING Cor

Comprehensive Medical Readiness Program (CMRP) by AFSC

Comprehensive Medical Readiness Program (CMRP) by Item

Comprehensive Medical Readiness Training (Cat 1, 2, and 3)

Report Description

Report No. Unit-1120. This report provides both a summary, by individual, of all Comprehensive Medical Readiness Program (CMRP) training items required at the unit level, as well as an additional tab which provides detailed data for CMRP Category 1, 2, and 3 training requirements. Category 3 formal courses and respective sustainment training, i.e. EMEDS Course and EMEDS Sustainment training, are reflected as 1 item for the Category 3 Total Required count, if one is current then it counts as 1 under Trained and Current, if both are incomplete or not current, the count is 0 under Trained and Current. Training in the Preservation of Human Remains is a Just In Time (JIT) requirement and will only show as required when an individual is tasked to Deploy. Please note CMRP Tasks are only identified in this report if they are required. Not Available in a column on the Summary tab identify individuals that do NOT have a requirement for either Category 1, 2, or 3. Updated 06 MAR 2024

Submit

The Reports page is divided into 4 quadrants, the top quadrants reflect the status of reports you’ve queued within the last 24 hours. The bottom two quadrants will display the category of the report and the Report name. At the bottom of the quadrant you’ll be able to see a brief description of what information the report is capable of providing. A good practice is to play around with the different reports available in MRDSS to familiarize yourself with the different menu options in the Reports catalog.

Preparing a Report for Analysis

When your report is ready for viewing, it will appear with a blue hyperlink under the completed reports quadrant. Click on it to display it, and once the Microsoft Excel file opens, save it to a location on your computer where you’ll be able to access it.

Introduction

For this example, we'll be working with the CMRP Cat 1, 2, and 3 Report. Many of the tools we'll utilize with this report can be applied to other reports in MRDSS.

Step 2


Step 1

D	E	F	G	H	I	J	K	L	M
CMRP Cat 1, 2, and 3 Summary per Individual									
AET 081 MDG KEESLER AFB									
Report Date: 11 OCT 2024 18:52:37									
Controlled Unclassified Information (CUI)									

To clean up the report, the first thing you'll do is delete Rows 1 – 5, leaving the headers for the various fields within the report as the very top row in the report. This will allow us to effectively use filters and sort data in either alphabetically or by numerical value.

Step 3

Step 2

O	P	Q	R	S
Supported UTC	AFSC	Category 1 Trained and Current	Category 1 Total Required	Category 1 % Trained
	046N3 	1	1	100%
		N/A	N/A	N/A
	Number Stored as Text	1	1	100%
	Convert to Number	1	1	100%
	Help on this Error	1	1	100%
	Ignore Error	1	1	100%
	Edit in Formula Bar	1	1	100%
	Error Checking Options...	2	6	33.33%
		1	1	100%
	046N3G	1	3	33.33%
	046N3E	4	4	100%
	046N3	1	1	100%

Often, you'll encounter reports with numerical values that Microsoft Excel internally interprets as text. An easy way to identify numbers being stored as text is by the small green triangle within the cell storing the information. When excel displays numbers as text, you are unable to accurately average training percentages or sum amount of training completed by AFSC or Category.

Step 4

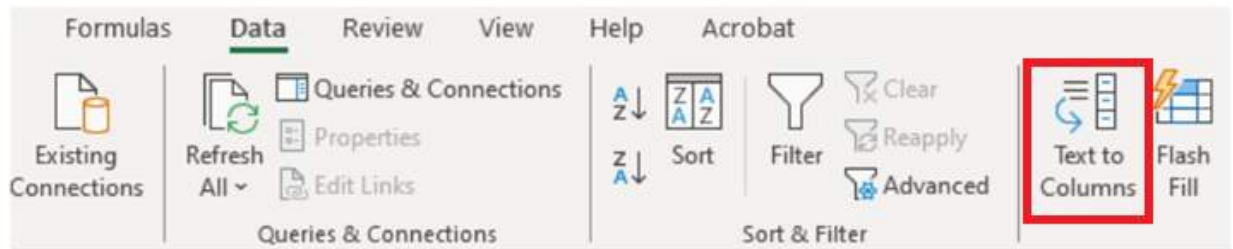
Step 3

	S	T
L	Category 1 % Trained	Developmental Cat 1 Trained and Current
	100%	N/A
	N/A	0
	100%	N/A
	100%	N/A
	100%	N/A
	100%	N/A
	100%	N/A
	33.33%	N/A
	100%	N/A

To fix this issue, you will start by select the first column containing numbers stored as text that you'd like to reformat. For this example, we've selected Column S.

Step 5

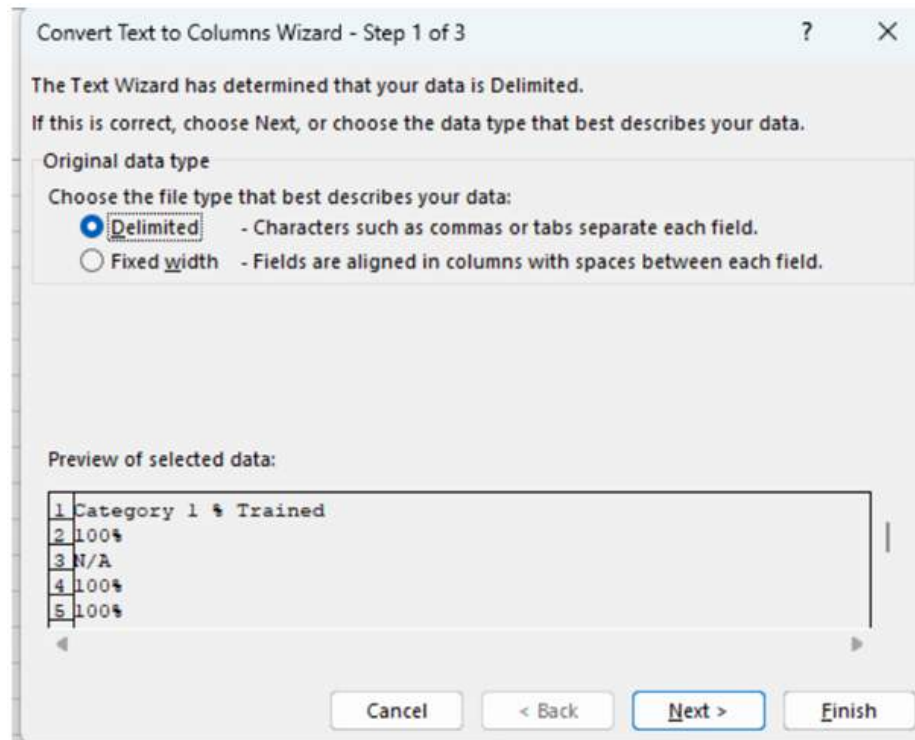
Step 4



Next, with the entire column still highlighted, you will head over to the 'Data' ribbon on the Microsoft Excel toolbar, and click on the 'Text to Columns' button and a new prompt will pop up on your screen.

Step 6

Step 5



When the Microsoft Excel Wizard shows up on your screen, simply all you have to do is click the 'Finish' button and the program will automatically convert the applicable information from text to numbers.

Step 7

Step 6



You will be able to tell if you successfully converted the data from text to numbers if the green triangles disappear from the cells where the information was stored. Additionally, the bottom right corner will provide you additional values like the average value for the column and the sum of the values in the column. Repeat the process as necessary.

Creating a Custom Sort

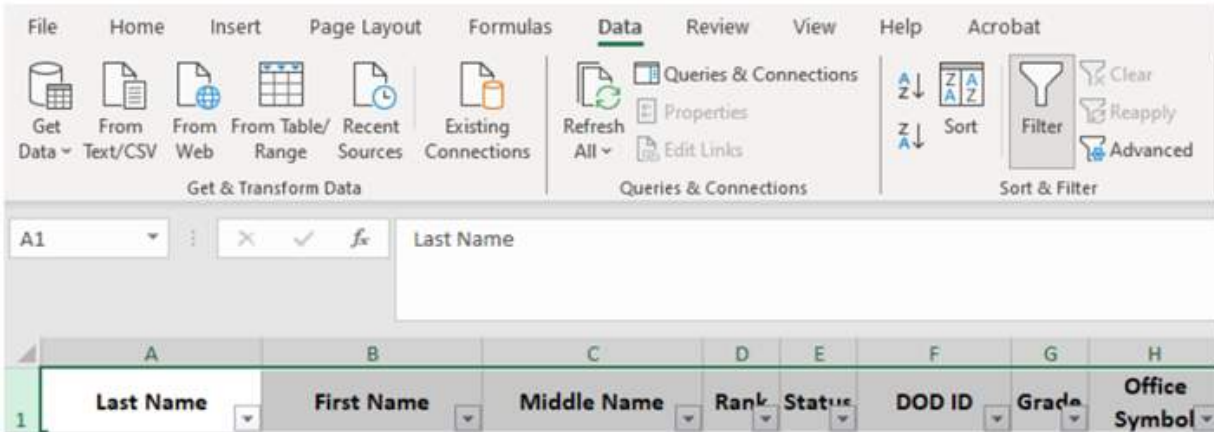
There are times where creating a custom sort in Microsoft Excel is the best way of prioritizing what trainings must be accomplished or who is the best candidate to fill a position based on the values found in a MRDSS Report. The data points you could use vary from dates, to training percentages or alphabetical order. While those can be easily organized using Microsoft Excel built in features, other variables like assigned UTC or AFFORGEN Band are not always a linear answer. The following example will walk you through the necessary steps needed to create a custom sort in Microsoft Excel. For this exercise we will be working in the Cat 2 Detail Tab of the CMRP Cat 1, 2, and 3 Report.

Introduction

For this exercise, we will focus on the individual's AEF Band and incomplete training requirements, prioritizing the members assigned to the AEF Band currently in its AFFORGEN Certify phase. By prioritizing these members in this scenario, you'd focus time and resources towards the members who are postured to deploy next.

Step 2

Step 1



The first step is to select Row 1, where all the headers are and then under the Data Ribbon, click on the filter option. This will automatically insert a dropdown to the headers in the spreadsheet.

Step 3

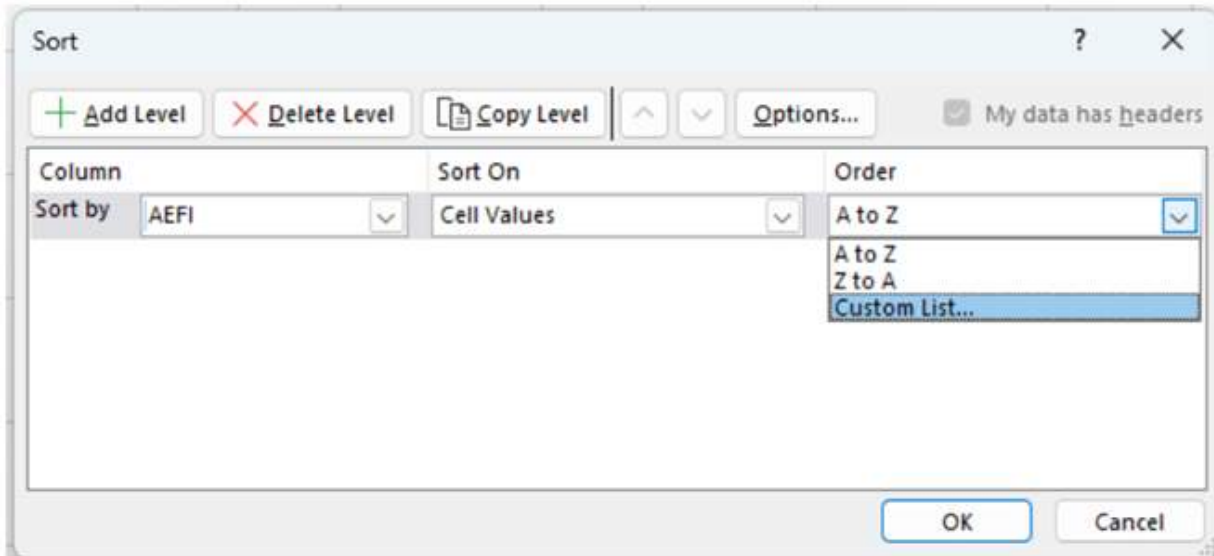
Step 2

Grade	Office Symbol	PASCODE	AEF PID	AEFI	
Sort A to Z			255R5	R5	FFZ
Sort Z to A					
Sort by Color			Custom Sort...		
Sheet View					
Clear Filter From "PASCODE"			244R4	R4	FFC
Filter by Color					
Text Filters			256R5	R6	FFE
Search					
<input checked="" type="checkbox"/> (Select All)			256R5	R6	FFF
<input checked="" type="checkbox"/> KF0JF46V					
<input checked="" type="checkbox"/> KF0JFB3J					
<input checked="" type="checkbox"/> KF0JFCB6					
<input checked="" type="checkbox"/> KF0JFM8V			283R8	R3	FFZ
<input checked="" type="checkbox"/> KF0JFM8X					
<input checked="" type="checkbox"/> KF0JFR1J			283R8	R3	FFE
<input checked="" type="checkbox"/> KF0JFRK4			283R8	R3	FFE
			283R8	R3	FFE
			283R8	R3	FFE
			283R8	R3	FFE

To create a custom sort click on the dropdown button within any of the headers, and from the menu select Sort by Color, and then Custom Sort.

Step 4

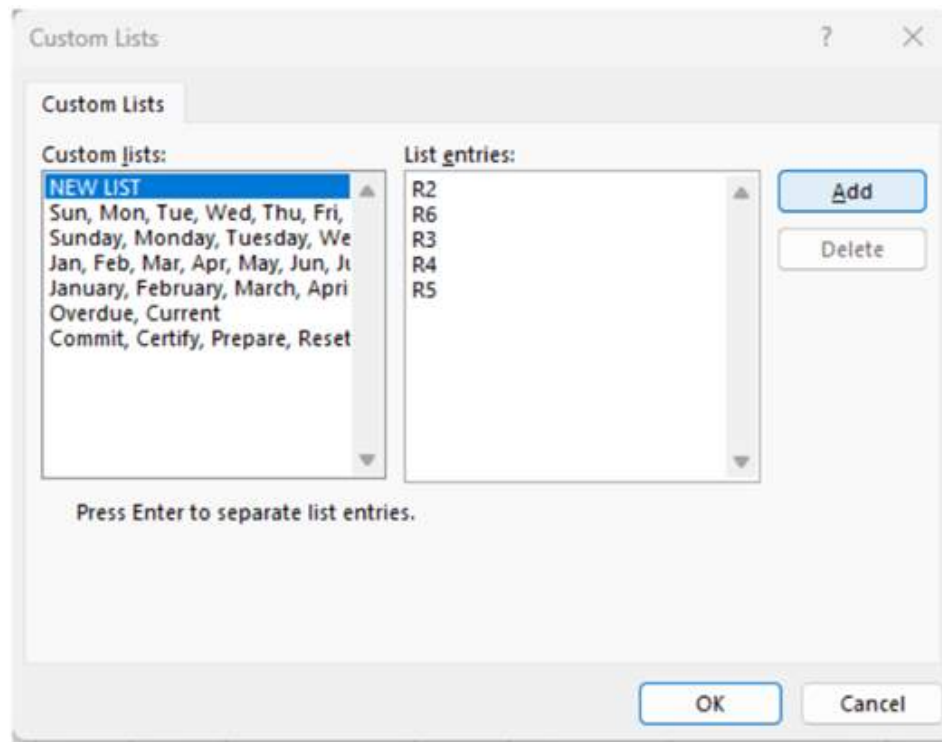
Step 3



When the new menu prompt appears on your screen, you'll begin by selecting the first category for which you'd like to create a custom sort. In this case we will create a custom sort for AEF Bands based on their current AFFORGEN Cycle. After selecting the correct column and criteria you want Excel to sort the data by, we will then create the custom list for how the software should order the data. Select the Custom list option from the drop down menu and wait for a new Excel Wizard to appear.

Step 5

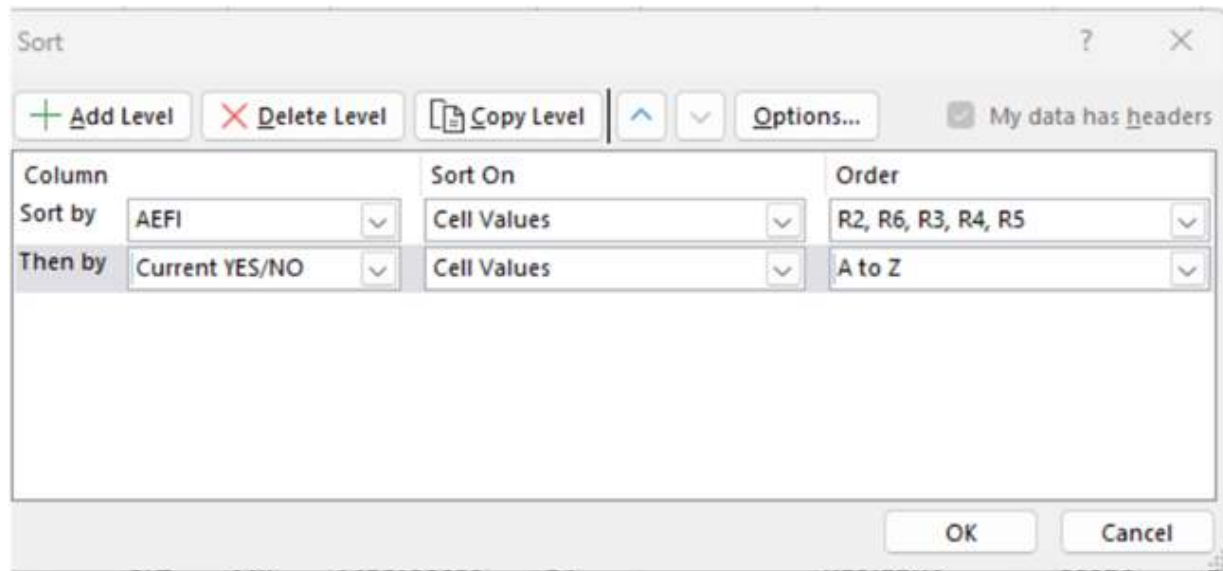
Step 4



We will then select the 'New List' option from the list of options on the left, and type the order in which you want Excel to organize the data from top to bottom. Once you've entered the list values based on your desired preference, click on the 'Add' button to finish the process.

Step 6

Step 5



The image shows the 'Sort' dialog box in Microsoft Excel. At the top, there are buttons for '+ Add Level', 'X Delete Level', and a 'Copy Level' icon. To the right of these buttons are up and down arrow icons and an 'Options...' button. A checkbox labeled 'My data has headers' is checked. Below this is a table with three columns: 'Column', 'Sort On', and 'Order'. The first row is labeled 'Sort by' and contains 'AEFI' in the 'Column' field, 'Cell Values' in the 'Sort On' field, and 'R2, R6, R3, R4, R5' in the 'Order' field. The second row is labeled 'Then by' and contains 'Current YES/NO' in the 'Column' field, 'Cell Values' in the 'Sort On' field, and 'A to Z' in the 'Order' field. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Column	Sort On	Order
Sort by AEFI	Cell Values	R2, R6, R3, R4, R5
Then by Current YES/NO	Cell Values	A to Z

You will now create a second sort criteria, focusing on the 'Current Yes/No' column. This will ensure that members who have overdue training requirements, currently assigned to a Certify phase appear at the top of the list. After you've successfully created your two custom sort criteria, click 'OK' and Excel will quickly re-organize the data utilizing the parameters you just provided.

Sanitizing Documents

MRDSS provides users with a plethora of information about many things, to include Personal Identifiable Information (PII) such as Date of Birth, EDIPI Number, Home Address, SSN, and many other personal information data points that only those with a need to know should have access to. Because many of the reports from MRDSS are disseminated to multiple individuals within the MTF for action on training items, you

To sanitize a report, simply delete the information you wish to remove from the report. Make sure that you select the delete option and not hide, as clicking hide still allows others to recover the hidden row or column.

UTC Availability

Unit type codes (UTC)s are composed of the basic building blocks for the force packaging methodology.

UTC: PFCT

Title: CRIT CARE AIR TRANS TM

MEPPAK: AMC

Manpower Force Element Listing

Mission Capabilities Statement

Sort

Print MFL

Send To Excel

WMP 1 Sub

PROVIDES CRITICAL CARE MEDICAL PERSONNEL FOR ENROUTE DAMAGE CONTROL, RESUSCITATION (DCR) AND LIFE SAVING INTERVENTIONS/CRITICAL CARE MANAGEMENT DURING INTRA- & INTER- THEATER PATIENT MOVEMENT. MAY CARE FOR UP TO 15 ADULT/CHILDREN/ACUTE PATIENTS, 6 LOWER ACUTE PATIENTS, OR A MIXTURE OF BOTH SOURCE AND LOWER ACUTE PATIENTS, DEPENDING ON REQUIREMENTS. MAY BE REQUESTED OR UNREQUESTED PATIENTS ON ANY AIR MODALITY. MAY OPERATE AS A TEAM OR TABLED, DEPENDENT UPON PATIENT NEED & ASSESSMENT BY THE TEAM PHYSICIAN OR HIGHER MEDICAL AUTHORITY. MAY CONDUCT PATIENT MOVEMENT FROM ROLE 2 TO ANY HIGHER LEVEL OF MEDICAL CARE WITHIN THE JOA AND BETWEEN THEATERS OF OPERATIONS AND ARE NOT INTENDED FOR POINT OF INJURY PICKUP. STAFFED AT AEROMEDICAL EVACUATION CREW (RED-DOWN LOCATIONS) AND ALL UNDER AC C2. MAY MEDICALLY OPERATE INDEPENDENTLY OR ALONG WITH AEROMEDICAL EVACUATION CREWS. AUTHORIZED SUBSTITUTIONS FOR AFSC 04450 ARE AS FOLLOWS: 04530, 04520, 04550, 04510, 04540, 04560 (PULMONOLOGY) AND 04600 (CARDIOLOGY). FOR AFSC CHANGE ARE AS FOLLOWS: 04600, 04650, 04670, 04690, 04700, 04710, 04720, 04730, 04740, 04750, 04760, 04770, 04780, 04790, 04800, 04810, 04820, 04830, 04840, 04850, 04860, 04870, 04880, 04890, 04900, 04910, 04920, 04930, 04940, 04950, 04960, 04970, 04980, 04990, 05000, 05010, 05020, 05030, 05040, 05050, 05060, 05070, 05080, 05090, 05100, 05110, 05120, 05130, 05140, 05150, 05160, 05170, 05180, 05190, 05200, 05210, 05220, 05230, 05240, 05250, 05260, 05270, 05280, 05290, 05300, 05310, 05320, 05330, 05340, 05350, 05360, 05370, 05380, 05390, 05400, 05410, 05420, 05430, 05440, 05450, 05460, 05470, 05480, 05490, 05500, 05510, 05520, 05530, 05540, 05550, 05560, 05570, 05580, 05590, 05600, 05610, 05620, 05630, 05640, 05650, 05660, 05670, 05680, 05690, 05700, 05710, 05720, 05730, 05740, 05750, 05760, 05770, 05780, 05790, 05800, 05810, 05820, 05830, 05840, 05850, 05860, 05870, 05880, 05890, 05900, 05910, 05920, 05930, 05940, 05950, 05960, 05970, 05980, 05990, 06000, 06010, 06020, 06030, 06040, 06050, 06060, 06070, 06080, 06090, 06100, 06110, 06120, 06130, 06140, 06150, 06160, 06170, 06180, 06190, 06200, 06210, 06220, 06230, 06240, 06250, 06260, 06270, 06280, 06290, 06300, 06310, 06320, 06330, 06340, 06350, 06360, 06370, 06380, 06390, 06400, 06410, 06420, 06430, 06440, 06450, 06460, 06470, 06480, 06490, 06500, 06510, 06520, 06530, 06540, 06550, 06560, 06570, 06580, 06590, 06600, 06610, 06620, 06630, 06640, 06650, 06660, 06670, 06680, 06690, 06700, 06710, 06720, 06730, 06740, 06750, 06760, 06770, 06780, 06790, 06800, 06810, 06820, 06830, 06840, 06850, 06860, 06870, 06880, 06890, 06900, 06910, 06920, 06930, 06940, 06950, 06960, 06970, 06980, 06990, 07000, 07010, 07020, 07030, 07040, 07050, 07060, 07070, 07080, 07090, 07100, 07110, 07120, 07130, 07140, 07150, 07160, 07170, 07180, 07190, 07200, 07210, 07220, 07230, 07240, 07250, 07260, 07270, 07280, 07290, 07300, 07310, 07320, 07330, 07340, 07350, 07360, 07370, 07380, 07390, 07400, 07410, 07420, 07430, 07440, 07450, 07460, 07470, 07480, 07490, 07500, 07510, 07520, 07530, 07540, 07550, 07560, 07570, 07580, 07590, 07600, 07610, 07620, 07630, 07640, 07650, 07660, 07670, 07680, 07690, 07700, 07710, 07720, 07730, 07740, 07750, 07760, 07770, 07780, 07790, 07800, 07810, 07820, 07830, 07840, 07850, 07860, 07870, 07880, 07890, 07900, 07910, 07920, 07930, 07940, 07950, 07960, 07970, 07980, 07990, 08000, 08010, 08020, 08030, 08040, 08050, 08060, 08070, 08080, 08090, 08100, 08110, 08120, 08130, 08140, 08150, 08160, 08170, 08180, 08190, 08200, 08210, 08220, 08230, 08240, 08250, 08260, 08270, 08280, 08290, 08300, 08310, 08320, 08330, 08340, 08350, 08360, 08370, 08380, 08390, 08400, 08410, 08420, 08430, 08440, 08450, 08460, 08470, 08480, 08490, 08500, 08510, 08520, 08530, 08540, 08550, 08560, 08570, 08580, 08590, 08600, 08610, 08620, 08630, 08640, 08650, 08660, 08670, 08680, 08690, 08700, 08710, 08720, 08730, 08740, 08750, 08760, 08770, 08780, 08790, 08800, 08810, 08820, 08830, 08840, 08850, 08860, 08870, 08880, 08890, 08900, 08910, 08920, 08930, 08940, 08950, 08960, 08970, 08980, 08990, 09000, 09010, 09020, 09030, 09040, 09050, 09060, 09070, 09080, 09090, 09100, 09110, 09120, 09130, 09140, 09150, 09160, 09170, 09180, 09190, 09200, 09210, 09220, 09230, 09240, 09250, 09260, 09270, 09280, 09290, 09300, 09310, 09320, 09330, 09340, 09350, 09360, 09370, 09380, 09390, 09400, 09410, 09420, 09430, 09440, 09450, 09460, 09470, 09480, 09490, 09500, 09510, 09520, 09530, 09540, 09550, 09560, 09570, 09580, 09590, 09600, 09610, 09620, 09630, 09640, 09650, 09660, 09670, 09680, 09690, 09700, 09710, 09720, 09730, 09740, 09750, 09760, 09770, 09780

UTCs can be a combination of both manpower and equipment details, manpower force elements only, or required equipment only.

Department of the Air Force planners use UTCs to document total manpower and logistics requirements needed to support operational planning and execution activities.



DCAPES UTC availability library contains all UTCs aligned to the force generation phases and projected across the Future Years Defense Program timeframe.

UTCs within this library are available for sourcing to meet requirements across military operations.

not have been approved for implementation by

The HEDIS Help Desk is not able to make PMS changes in any respect. Contact your MACCUM for assistance.

The medical resource letter (MRL), maintained within MRDSS, is the tool designated to manage AFMS readiness resources.

Information in the MRL for specific unit include, but are not limited to the following:

- UTCs currently appointed to the unit.
- UTCs the unit is projected to gain or lose over the next five years.
- Whether assigned UTCs are manpower or equipment.
- AEF assignments (past, present, and projected) for each UTC.
- UTC availability codes.
- Additional information for equipment UTCs.

CONTINUE

UTCs consist exclusively of manpower requirements.

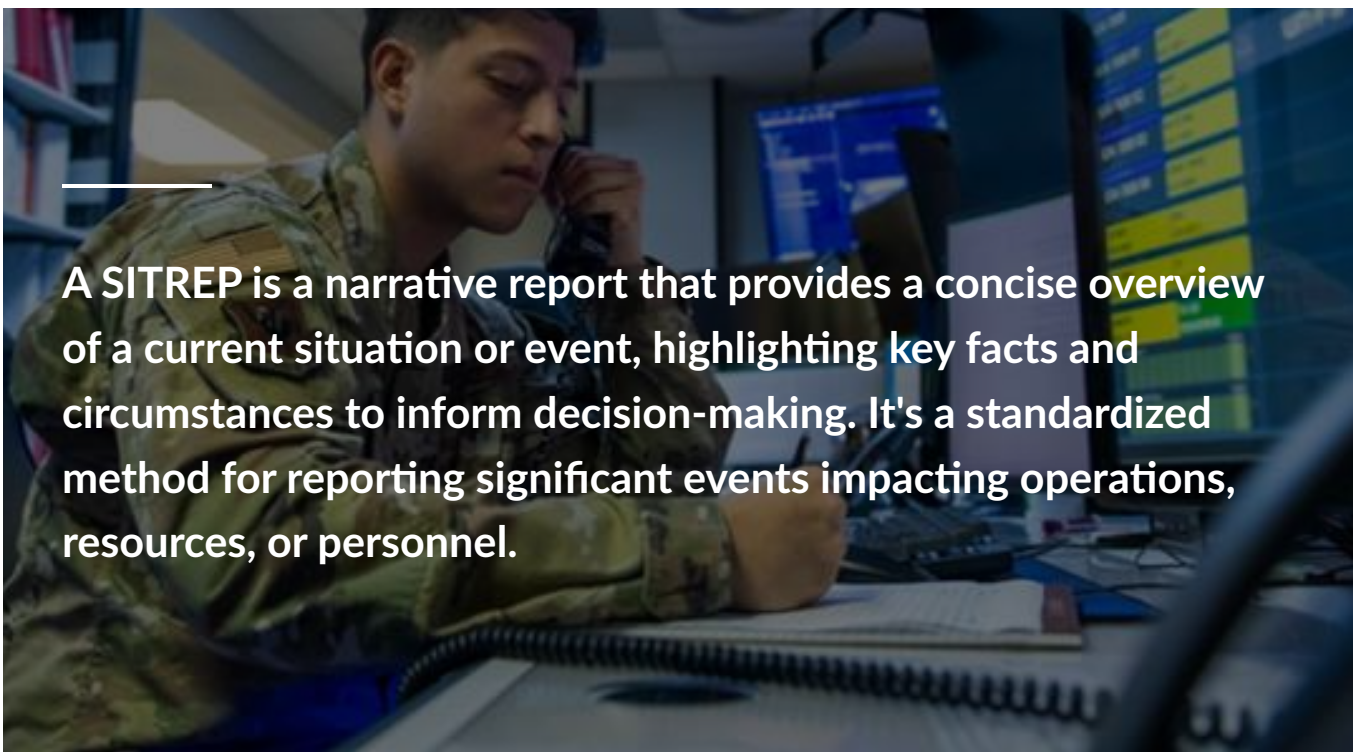
- ☐ True
- ☐ False

SUBMIT

CONTINUE

Situation Reports (SITREPs)





A SITREP is a narrative report that provides a concise overview of a current situation or event, highlighting key facts and circumstances to inform decision-making. It's a standardized method for reporting significant events impacting operations, resources, or personnel.

General purposes of a SITREP include:

- Provide situational awareness to leadership.
- Report significant events and incidents.
- Identify potential or actual problems.
- Request resources or assistance.
- Enable informed decision-making.



SITREPs enable timely and informed decisions by providing a common operational picture to commanders and decision-makers. They facilitate efficient resource allocation, proactive problem-solving, and effective communication across different levels of command. See examples of different SITREP types below:

Routine SITREPs

Periodic updates on the overall operational status.

Event-driven SITREPS

Triggered by a specific incident or event (e.g., accident, equipment failure).

Operational SITREPs

Focused on the status of ongoing operations.

Medical Readiness Report - Capability (MEDRED-C)

A MEDRED-C is a specific type of SITREP used by medical units to report on their readiness status and any factors impacting their ability to perform their wartime or contingency missions. It's a critical component of medical readiness reporting. Key elements include:

- Overall medical readiness rating
- Personnel readiness (e.g. number of deployable personnel)
- Equipment readiness (e.g. availability or status of critical medical equipment)
- Supply readiness (e.g. inventory levels of medications)
- Factors affecting readiness (e.g. manpower shortfalls, equipment failure)
- Corrective actions taken or planned



While both are SITREPs, a general SITREP can cover a broad range of topics, while a MEDRED-C is specifically focused on reporting medical readiness of an Air Force medical unit. MEDRED-C's have standardized reporting formats and focus on elements directly impacting a medical unit's ability to perform its mission. General SITREPs are often triggered by events, whereas MEDRED-C's are often periodic or triggered by specific readiness-impacting events.

CONTENT & FORMAT	UTILIZATION	KEY CONSIDERATIONS
<p>Standard elements of a SITREP, regardless of type, may include some or all of the following:</p> <ul style="list-style-type: none">• Subject Line: Clear and concise description of the report's focus.		

- Date/Time Group (DTG): Date and time the report was submitted.
- Reporting Unit: Unit submitting the report.
- Situation: Summary of the current situation.
- Impact: Effects on operations, personnel, or resources.
- Actions Taken: Actions already implemented to address the situation.
- Planned Actions: Actions planned for the future.
- Resource Needs: Any resources required.
- Remarks: Additional relevant information.
- Point of Contact (POC): Contact information for report originator.



CONTENT & FORMAT

UTILIZATION

KEY CONSIDERATIONS

SITREPs are used to:

- Inform commanders and decision-makers about critical events.
- Facilitate resource allocation and prioritization.
- Adjust operational plans based on current conditions.
- Coordinate responses to emergencies or incidents.
- Maintain situational awareness across different levels of command.

General SITREPs are typically used to inform unit commanders, HHQ staff, and relevant functional managers.

MEDRED-Cs typically inform MTF commanders/directors, MROs, AFMEDCOM, and other relevant medical leadership.



CONTENT & FORMAT

UTILIZATION

KEY CONSIDERATIONS

Accuracy and timeliness are paramount. Inaccurate or delayed information can lead to poor decisions and negatively impact operations, patient care, or medical readiness. All data must be verified before inclusion in a SITREP.

SITREPs should be written in plain language, avoiding jargon or overly technical terms. Information should be presented logically and concisely to facilitate rapid understanding.

SITREPs may contain sensitive information that requires protection. All personnel preparing SITREPs must be aware of security requirements and must adhere to HIPAA regulations when handling patient information. Protected Health Information (PHI) should not be included in SITREPs.



CONTINUE

In the context of preparing a MEDRED-C, what type of information would be MOST relevant to include?

- ☐ The number of parking spaces available at the MTF.
- ☐ The operational status of critical medical equipment, such as ventilators.
- ☐ The menu for the hospital cafeteria.
- ☐ The number of volunteer hours contributed by hospital staff.

SUBMIT

What is the PRIMARY purpose of a Situation Report (SITREP)?

-
- ☐ To document individual patient medical histories.
 - ☐ To manage the medical unit's budget and financial resources.
 - ☐ To provide leadership with a concise overview of a current situation or event impacting operations.
 - ☐ To track the deployment status of medical personnel.

SUBMIT

END OF LESSON

Lesson 10: Classified Information

After completing this lesson, the student will be able to implement foundational information security principles IAW prescribed guidance and publications.

Classified Information



All classification markings within this lesson are unclassified and are for illustrative purposes only.

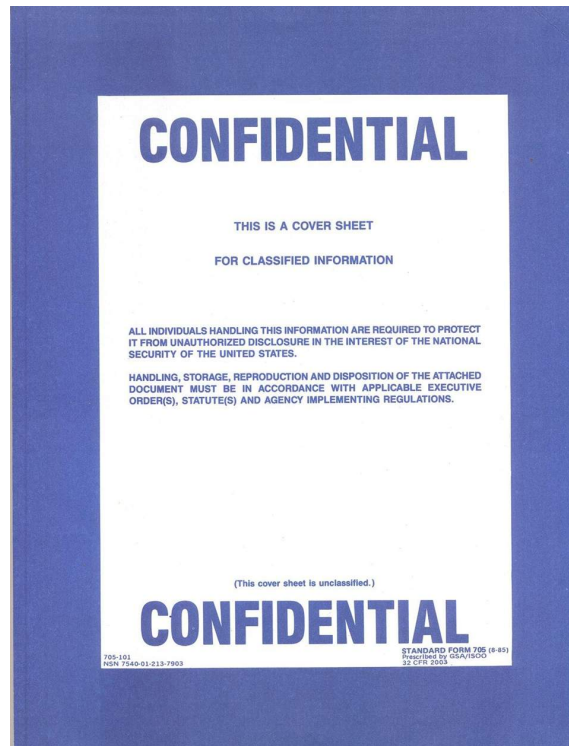
Classified information is official information that requires protection against unauthorized disclosure in the interest of national security. There are three levels of classified information.

CONFIDENTIAL

SECRET

TOP SECRET

Information that could cause damage to national security if unauthorized disclosure occurs.

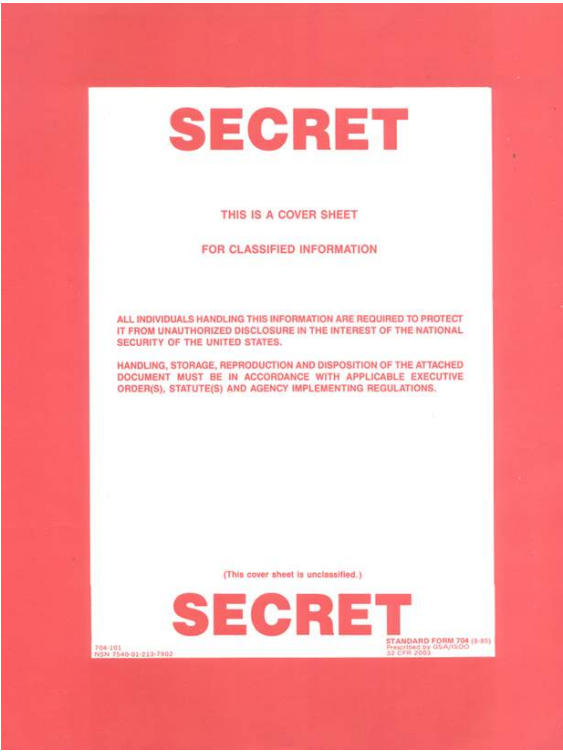


CONFIDENTIAL

SECRET

TOP SECRET

Information that could cause serious damage to national security if unauthorized disclosure occurs.

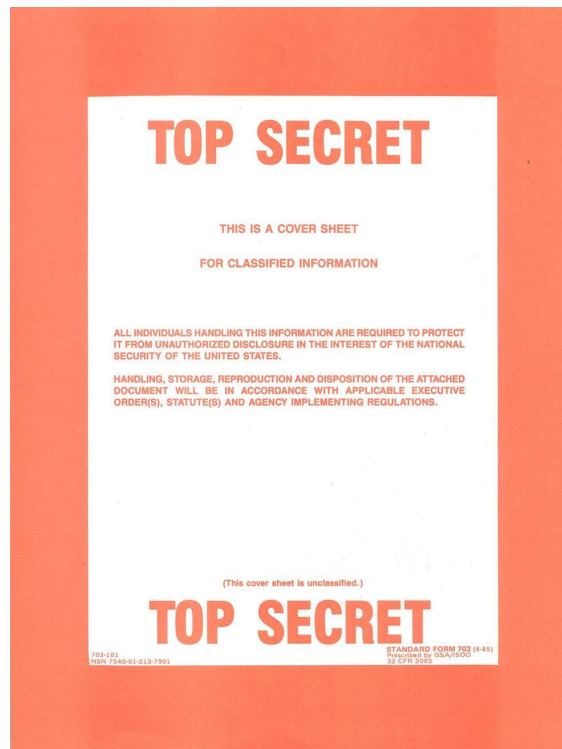


CONFIDENTIAL

SECRET

TOP SECRET

Information that could cause exceptionally grave damage to national security if unauthorized disclosure occurs.



An individual must meet three requirements to be granted access to classified information:

- 1** **Need-to-Know:** Access to classified information is granted only to individuals with a legitimate need to know the information to perform their duties.
- 2** **Security Clearance:** Individuals must possess the appropriate security clearance level to access classified information.
- 3** **Nondisclosure Agreement (NDA):** Individuals must have signed a Standard Form 312, *Classified Information Nondisclosure Agreement*, prior to being granted access.

Identifying Classified Medical Readiness Information

Medical readiness information may be classified to protect national security by preventing adversaries from gaining knowledge that could compromise the effectiveness of U.S. military operations, endanger personnel, or undermine force health protection. Disclosure could reveal vulnerabilities in U.S. military capabilities or reveal sensitive operational plans.



Select each marker on the field hospital below for examples of medical readiness information that may be classified.





Specific details on medical capabilities at deployed locations (e.g., bed capacity, surgical capabilities).



Information regarding levels of specific medications at specific forward operating bases.



Information about vulnerabilities in medical readiness posture that could be exploited by adversaries.



Details on specific medical countermeasures for biological warfare agents.



Information related to movement of personnel to specific locations.

Creating Classified Material

Only individuals specifically designated as Original Classification Authorities (OCAs) have the authority to initially classify information. These individuals are typically senior officials with responsibility for national security matters.

Derivative Classification

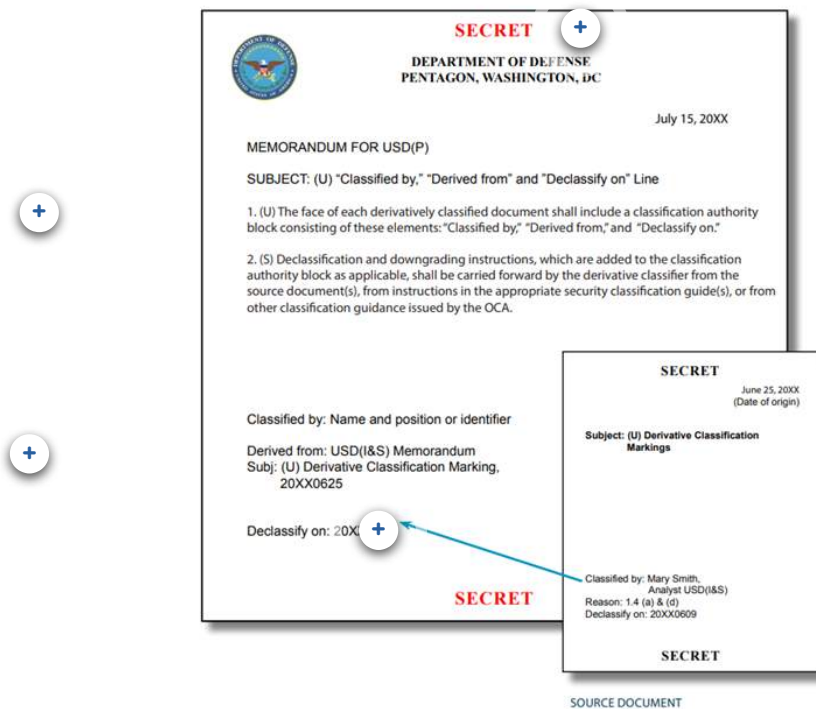
Derivative classification is incorporating, paraphrasing, restating, or generating in new form information that is already classified. Individuals who derivatively classify


information must:

- Observe and respect original classification decisions.
- Identify the source document containing the classified information.
- Apply the classification markings that are prescribed by the source document.
- Ensure that the new document is marked with the appropriate classification level, declassification date, and other required markings.




Select each marker on the image below to identify basic markings for derivatively classified documents.





SECRET

DEPARTMENT OF DEFENSE
PENTAGON, WASHINGTON, DC



July 15, 20XX

MEMORANDUM FOR USD(P)

SUBJECT: (U) "Classified by," "Derived from" and "Declassify on" Line

1. (U) The face of each derivatively classified document shall include a classification authority block consisting of these elements: "Classified by," "Derived from," and "Declassify on."
2. (S) Declassification and downgrading instructions, which are added to the classification authority block as applicable, shall be carried forward by the derivative classifier from the source document(s), from instructions in the appropriate security classification guide(s), or from other classification guidance issued by the OCA.

Classified by: Name and position or identifier

Derived from: USD(I&S) Memorandum

Subj: (U) Derivative Classification Marking,
20XX0625

Declassify on: 20XX0609

SECRET

SECRET

June 25, 20XX
(Date of origin)

Subject: (U) Derivative Classification
Markings

Classified by: Mary Smith,
Analyst USD(I&S)

Reason: 1.4 (a) & (d)


Declassify on: 20XX0609

SECRET

SOURCE DOCUMENT

Overall Classification Level

(e.g., TOP SECRET, SECRET, CONFIDENTIAL)



SECRET

DEPARTMENT OF DEFENSE
PENTAGON, WASHINGTON, DC

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Classified by: Name and position or identifier

Derived from: USD(I&S) Memorandum

Subj: (U) Derivative Classification Marking, 20XX0625

Declassify on: 20X 

SECRET

June 25, 20XX
(Date of origin)

Subject: (U) Derivative Classification Markings

Classified by: Mary Smith,
Analyst USD(I&S)
Reason: 1.4 (a) & (d)
Declassify on: 20XX0609


SECRET

SOURCE DOCUMENT

Declassification Date or Event

The date or event upon which the information will be declassified.





SECRET

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Derived from: USD(I&S) Memorandum

Subj: (U) Derivative Classification Marking, 20XX0625

Declassify on: 20XX0609

SECRET

SECRET

June 25, 20XX
(Date of origin)

Subject: (U) Derivative Classification Markings

Classified by: Mary Smith,
Analyst USD(I&S)

Reason: 1.4 (a) & (d)

Declassify on: 20XX0609

SECRET

SOURCE DOCUMENT

Source Document

Identification of the source document that was originally classified.



SECRET

DEPARTMENT OF DEFENSE
PENTAGON, WASHINGTON, DC

July 15, 20XX

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Declassify on: 20XX0609

SECRET

SECRET

June 25, 20XX
(Date of origin)

Subject: (U) Derivative Classification Markings

Classified by: Mary Smith,
Analyst USD(I&S)

Reason: 1.4 (a) & (d)

Declassify on: 20XX0609

SECRET

SOURCE DOCUMENT

Portion Markings

Indicating the classification level of individual sections or paragraphs, such as (U) for Unclassified or (S) for Secret.

Handling & Storage



Classified information must be stored in a secure facility that meets established security standards. This may include:

- Secure rooms with controlled access.
- Security containers (e.g., safes) approved for the storage of classified information.
- Alarm systems and other security measures.

PROTECTION & ACCESS

SECURITY & ACCOUNTABILITY

COMMUNICATION

Classified information must be protected from unauthorized access at all times.



PROTECTION & ACCESS

SECURITY & ACCOUNTABILITY

COMMUNICATION

Classified documents must be properly controlled and accounted for.



PROTECTION & ACCESS

SECURITY & ACCOUNTABILITY

COMMUNICATION

Individuals must not discuss classified information in public places or over unsecured communication channels.
Classified information must not be transmitted over unsecured communication channels.



Disposition

Approved methods for destroying classified information may include:

- Shredding (using a cross-cut shredder approved for the destruction of classified information)
- Burning
- Pulverizing
- Other methods approved by the Department of Defense

NOT APPROVED



Destroy paper using cross cut shredders that produce particles that are 1mm by 5 mm.

APPROVED



Cross cut shredders that produce 1mm x 5mm particles are approved for destruction of Controlled Unclassified Information (CUI)

The destruction of classified information must be properly documented to maintain accountability and ensure that the information is no longer accessible. Documentation typically includes:

- Date and time of destruction
- Method of destruction
- Description of the material destroyed
- Names of the individuals who witnessed the destruction



More information on the destruction of classified information can be found in:

[DoDM 5200.01-V3, DoD Information Security Program: Protection of Classified Information](#)

Security Violations & Reporting

If you see something, SAY something!

Any suspected or actual security violation must be reported immediately to the appropriate security officials, like your Unit Security Managers, or your chain of command. Some common examples of security violations include:

- Unauthorized disclosure of classified information.
- Failure to properly mark classified documents.
- Storage of classified information in an unauthorized location.
- Loss or theft of classified information.
- Discussing classified information over unsecured communication channels.

CONTINUE

Commercial messaging apps like Signal are authorized for communicating classified information.

☐ True

☐ False

SUBMIT

Creating new classified material from an originally classified source is called...

☐ Derivative Classification

☐ Original Classification

☐ Repeated Classification

☐ Downgraded Classification

SUBMIT

END OF LESSON