

**HEADQUARTERS  
UNITED STATES CENTRAL AIR FORCES**



**REPORTING INSTRUCTIONS  
1 April 2006**

**Note: Changes to the Reporting Instructions are made in RED.**

**MSgt Ehrlich/USCENTAF/A1-DPX/965-3907/wde/1 Apr 06**

## TABLE OF CONTENTS

**These reporting instructions are intended to supplement information contained in Air Force Instructions (AFI). Please refer to applicable AFIs for basic guidance.**

|   |           |
|---|-----------|
| <b>1. CLASSIFICATION</b>  | <b>1</b>  |
| <b>2. GENERAL INFORMATION</b>                                       | <b>1</b>  |
| a. Accountability Mission   | 1         |
| b. Component Commander's Role                                       | 1         |
| c. Central Site Team's Role   | 1         |
| d. Eligibility Requirements   | 1         |
| e. Fund Cites and ESP Codes   | 3         |
| f. Deployment/Travel Orders   | 3         |
| g. Reporting Late/Early Arrivals                                    | 3         |
| h. Tour Length Extensions   | 3         |
| i. Early Returns and Replacement Actions                            | 4         |
| <b>3. TRAVEL TO/FROM/WITHIN THE AOR</b>                             | <b>4</b>  |
| a. Mode of Travel Requirements                                      | 4         |
| b. Travel   | 4         |
| c. Passport, Visa and Country Clearance Requirements                | 7         |
| d. Baggage Limitations/Excess Baggage                               | 8         |
| <b>4. REQUIRED DOCUMENTATION</b>                                    | <b>10</b> |
| <b>5. CLOTHING/EQUIPMENT REQUIREMENTS OR RESTRICTIONS</b>           | <b>11</b> |
| a. Weapons/Ammunition   | 11        |
| b. Mobility Bags  | 12        |
| c. Protective Equipment   | 15        |
| d. Duty Uniform/Uniform Items                                       | 17        |
| e. Cold/Wet Weather Gear: Location specific                         | 17        |
| f. Civilian Clothing/Personal Comfort Item                          | 18        |
| <b>6. SECURITY CLEARANCE REQUIREMENTS</b>                           | <b>18</b> |
| <b>7. MEDICAL/DENTAL/IMMUNIZATION REQUIREMENTS</b>                  | <b>19</b> |
| <b>8. REQUIRED TRAINING PRIOR TO DEPARTURE</b>                      | <b>25</b> |
| a. Small Arms Training (M-9 and M-16)                               | 25        |
| b. NBC defense training   | 25        |
| c. Self-Aid/Buddy Care  | 25        |
| d. Law of Armed Conflict (LOAC) Training                            | 25        |
| e. Force Protection/Level I Anti-Terrorism Brief                    | 25        |
| f. Medical Countermeasures Training                                 | 25        |
| g. Information Assurance Awareness Program                          | 26        |
| h. CWDE   | 26        |
| i. MANDATORY briefings within 6 months prior to deployment:         | 26        |
| <b>9. REQUIRED TRAINING (SPECIALIZED)</b>                           | <b>26</b> |
| a. High Risk of Capture (HRC) Training                              | 26        |
| b. Moderate Risk of Isolation Training (USCENTAF personnel only)    | 27        |
| <b>10. SPECIFIC REQUIREMENTS AND RESTRICTIONS FOR EACH LOCATION</b> | <b>27</b> |

|  |    |
|--|----|
| a. All IRAQ, ATSB, MHJJ, BAAS and WRFP .....   | 27 |
| b. AL ASAD, ALB1 .....   | 28 |
| c. AL DHAFRA, ADL3 .....   | 29 |
| d. ALI AL SALEM, AEWV .....  | 29 |
| e. All QATAR, AL UDEID, ALDA and AS SAYLIYAH, ASSA .....   | 29 |
| f. ARIFJAN, ARIF .....   | 30 |
| g. ASHGABAT, APKK .....  | 30 |
| h. BAGRAM, ATUH .....  | 31 |
| i. BAHRAIN, ATXK, ATXM, ATXF, NZYR and VKWD .....  | 32 |
| j. BEALE, BAEY (Augmentation in Support of the 13th Intelligence Squadron (IS)) .....                    | 32 |
| k. CAMP BUCCA, CBUC .....  | 33 |
| l. CAMP DOHA, FHNC .....   | 33 |
| m. DIEGO GARCIA, FGDC and FGDD .....   | 33 |
| n. DJIBOUTI, FGVD .....  | 34 |
| o. DUSHANBE, FNQX .....  | 34 |
| p. ESKAN VILLAGE and SAUDI ARABIA, KINDOM OF (KSA), GEBN .....   | 35 |
| q. ISLAMABAD, LQHR .....   | 37 |
| r. JACOBABAD, LSLU .....   | 38 |
| s. K2, KABJ .....  | 38 |
| t. KABUL, Lxec .....   | 38 |
| u. KANDAHAR, LYAV .....  | 39 |
| v. KUWAIT CITY INTERNATIONAL AIRPORT (KCIA), MMDN .....  | 40 |
| w. MANAS, BRVN .....   | 40 |
| x. SHAIKH ISA, VKWD .....  | 41 |
| y. SHAW AFB SC, VLSB .....   | 41 |
| z. TASHKENT, WSDJ .....  | 41 |
| aa. UNITED ARAB EMIRATES (UAE), QJGD .....   | 42 |
| bb. PERSONNEL IN SUPPORT OF ANY "AG" REQUIREMENTS or POSITION<br>DESCRIPTIONS WITH IDENTIFIER "IA" ..... | 43 |
| cc. PERSONNEL IN SUPPORT OF COBRA FOCUS TSA, FT GORDON .....   | 44 |
| dd. PERSONNEL IN SUPPORT OF U.S. ARMY .....  | 46 |
| ee. PERSONNEL IN SUPPORT OF 152 IS, RENO ANG, NV .....   | 47 |
| 11. ADDITIONAL REQUIREMENTS OR RESTRICTIONS .....  | 48 |
| a. Individual tasking .....  | 48 |
| b. Unit moves .....  | 49 |
| c. Substitutions .....   | 49 |
| d. Federal civilians .....   | 49 |
| e. Government Contractors .....  | 50 |
| f. Dress and Appearance Policy .....   | 51 |
| g. Driving Restrictions/Requirements .....   | 53 |
| h. ANG and AFRC personnel .....  | 53 |
| i. Short-notice taskings .....   | 53 |
| j. Date Required In-place (DRI) .....  | 53 |
| k. Line remarks .....  | 54 |
| l. Retainability .....   | 54 |
| m. Tour length for IA positions .....  | 54 |
| n. Tour lengths for AEF UTC positions .....  | 55 |
| o. Normal tour completion date .....   | 55 |
| p. Split tours .....   | 56 |
| q. Overlap .....   | 56 |

|   |           |
|---|-----------|
| r. Extensions of tours .....  | 56        |
| s. AOR gender restrictions .....  | 58        |
| t. DRMD changes: Authorization Change Requests (ACR) .....                    | 58        |
| u. Field conditions .....   | 58        |
| v. PCS short tour credit clarification .....                                  | 59        |
| w. Letters of Evaluation (LOE) .....  | 60        |
| x. Promotions .....   | 60        |
| y. Promotion testing .....  | 60        |
| aa. SWA Pay entitlements/Special education benefits (country dependent) ..... | 61        |
| bb. Leave .....   | 62        |
| cc. Service awards/Joint awards .....   | 64        |
| dd. Education .....   | 64        |
| ee. US Customs .....  | 64        |
| ff. USAFE and USCENTAF GEOLOCs .....  | 64        |
| gg. GENERAL ORDER # 1A .....  | 65        |
| <b>12. OUT-PROCESSING/PRE-DEPLOYMENT CHECKLIST .....</b>                      | <b>66</b> |
| a. Medical and Dental Clearance .....   | 66        |
| b. Out-processing checklists .....  | 67        |
| - MORE than 15 days in theatre .....  | A-1       |
| - LESS than 15 days in theatre .....  | A-2       |

## **1. CLASSIFICATION**

- a. Overall classification within this document is UNCLASSIFIED.

## **2. GENERAL INFORMATION**

### **a. Accountability Mission**

(1) Personnel accountability is the primary mission of the Personnel Support for Contingency Operations (PERSCO) teams, starting with the Personnel Readiness Function (PRF). You can find the address of all PERSCO teams at <https://www.centaf.af.smil.mil/> under A1. Along with the appropriate PERSCO team, use the following addresses on all message correspondence:

(2) USCENTAF SHAW AFB SC//A1-DPX// (uscentaf.dpx@shaw.af.smil.mil)

(3) HQ AFPC RANDOLPH AFB TX//DPWR// (afpc.prc@randolph.af.smil.mil)

### **b. Component Commander's Role**

(1) The Commander, United States Central Air Forces (COMUSCENTAF) in conjunction with deployed commanders, establishes personnel policies for personnel deployed to the USCENTAF AOR. Para 10 summarizes these policies. The official policies are maintained at HQ USCENTAF/A1-DPX, DSN 965-3907/2699.

### **c. Central Site Team's Role**

(1) Supports CENTAF/A1 DPX and employed PERSCO team operations in the entire AOR. Acts as the liaison between A1 FWD PERSCO, HQ USAF/DPPR, HQ AFPC/DPFR, AEF Center, all Supporting MAJCOMs, and provides personnel support IAW DoD and Service policies. For areas in which guidance is not provided or in which conflicts arise, CENTAF/A1 DPX will provide necessary information and/or guidance as required, assuring adequate support of the plan.

(2) Provides assistance and guidance to all AOR PERSCO teams as needed on personnel extensions, replacements and early releases.

(3) Works with supporting MAJCOMs to ensure MPFs are providing all requested support or information to PERSCO teams for sustainment operations with and to deployed personnel.

(4) Tracks the status of unfilled requirements and provides data as required to USCENTAF/A1, A1 DPX and AOR PERSCO teams with courtesy copy to A1 PERSCO FWD. Coordinates same with MAJCOM and AEF Center personnel fills per USAF policy.

### **d. Eligibility Requirements**

#### **(1) Unit Commander Review**

(a) Unit Commanders are responsible for ensuring deploying personnel are eligible and qualified to deploy for the entire period of deployment (this includes ensuring they are in good physical and medical/dental condition).

(b) Unit commanders must identify to the medical treatment facility--in a timely manner--all members identified for deployment, to allow for thorough assessment of each member's medical readiness to deploy using medical/dental records, AF data systems and DoD screening tools.

(c) PRF Support

(1) PRFs must monitor personnel selected to deploy to help unit commanders identify disqualifying factors up to the day the member departs home station. These requirements ensure members are in good physical/medical condition, meet Air Force deployment eligibility requirements, possess a Control Air Force Specialty Code (CAFSC) for enlisted or Duty Air Force Specialty Code (DAFSC) for officers to match the required Air Force Specialty Code (AFSC) on the tasking, and meet all specified line remarks as outlined in the Deployment Requirements and Manning Document (DRMD).

(2) When PRFs note a disqualifying factor they must immediately advise the unit commander and monitor the situation until resolved. Although commanders determine the eligibility for deployment, the PRF shares the responsibility to ensure no one deploys with disqualifying factors up to the day of outprocessing. The PRF must monitor compliance with deployment requirements.

(3) Members must be able to complete the duration of the deployment as specified in the tasking/deployment order and not be disqualified because of PCS, separation, enlistment, retirement or other reason.

(4) Personnel scheduled for relocation/formal training must be able to complete the entire TDY and return to home station with no less than 30 days to complete all required outprocessing actions and to allow for MAJCOM-directed post-deployment down time.

(5) In accordance with AFI 10-401, units should immediately identify to the MAJCOM if they are unable to fill their DRMD tasking with personnel qualified and eligible to deploy. Line remarks and specific requirements therein will be strictly adhered to. When a line remark requirement cannot be met locally, or there is a disagreement about the requirement, immediately elevate to supporting MAJCOM. Procedures must be in place to screen and prevent the deployment of unqualified personnel.

(d) Unqualified or ineligible personnel

(1) Personnel found to be unqualified or those not meeting the specifications identified in the tasking will be returned to home station at the expense of the assigned unit.

(2) Deployed commanders will identify these individuals to the PERSCO team who will then report the replacement request to USCENAF central site team for approval to return the unqualified/ineligible member.

**e. Fund Cites and ESP Codes**

- (1) For deployments under Operation ENDURING FREEDOM (OEF), units will use local O&M funds with ESP code 7C.
- (2) For deployments under Operation IRAQI FREEDOM (OIF), units will use local O&M funds with ESP code ZA.

**f. Deployment/Travel Orders**

- (1) CED orders are required for a member to deploy to the USCENTAF AOR. Mandatory information is placed on the CED order along with the tour length as required by the Air Force and USCENTAF. SECDEF approved the policy for Boots on the Ground (BOG) for OIF and OEF. The BOG policy is that units and/or individuals will be scheduled for not more than 365 days BOG. Departure date from the AOR is determined by the number of days actually spent in the AOR. That number is called BOG. Note: BOG refers to the full AOR, and not Iraq or Afghanistan specifically. "Unit" BOG is measured from the date the majority (51%) of the main body of the unit arrives in the AOR until the date the majority (51%) of the main body of the unit departs from the AOR. "Individual Augmentee" (IA) BOG is measured from the date of the IA's arrival in the AOR to the date of the IA's departure from the AOR. Any proposed extension of the unit or IA 14 days or more beyond the deployment length must be approved by the SECDEF.
- (2) Tour length on CED orders must reflect the number of days TDY, plus the travel time from permanent duty station to the TDY location and return. Do not include delay en route or ordinary leave in this item.
- (3) Amendments to CED orders are required for members exceeding their estimated tour length by 30 days or more.

**g. Reporting Late/Early Arrivals**

- (1) Personnel must report at their final destination not later than their DRI. Only deployed group commanders have the authority to allow arrival more than 7 days before or AT ANY TIME after the DRI.
- (2) Home unit must request early arrival authority in writing and approved in writing by the deployed commander or responsible official. The PRF will forward the request to the appropriate agencies.
- (3) Approval to arrive before or after the DRI is not a DRI change.
- (4) Any member arriving early must serve the normal tour plus the time arrived early.
- (5) Late arriving personnel will not make up missed days at the end of their tour; the tour end date will not be adjusted.

**h. Tour Length Extensions**

- (1) Voluntary extensions are highly discouraged and authorized only if serving on an AEF rotation and only with approval of deployed group and home station commanders, USCENTAF/A1 and in the case of ANG/AFRES personnel, their respective

headquarters for mission-critical positions. Man days MUST be approved by parent MAJCOM prior to extension request.

(2) Any exceptions must be approved by both the home station and deployed commanders in writing IAW retention guidelines.

**i. Early Returns and Replacement Actions**

(1) Regardless of the tour length specified in the CED order or UTC, when personnel are no longer needed they should be sent home. Deployed Wing/Air Expeditionary Group (AEG) commanders have the authority to release members prior to the completion of their normal tour for their organization.

(2) If returned for reasons beyond the member's control (medical, emergency leave, etc.), substandard duty performance, or if the member is not qualified to perform the duty, replacements are authorized when there are 30 days or more remaining on the replacement's tour based on required delivery date (RDD).

(3) If released for other reasons or there are less than 30 days remaining on the tour, the home unit is not obligated to provide a replacement, unless the early returned member was filling a mission critical position. AOR Wing/AEG commanders must identify when a mission critical fill is required.

(4) If the member has been replaced and necessary turnover has been accomplished, an early release message is not warranted; rather, their mission is complete per USCENTAF/A1 DPX.

(5) In all cases, the DRI will not be adjusted. For all early returns and replacements, PERSCO must send an early release/return message to the home station PRF, home station unit commander, MAJCOM readiness branch, and the AEFC/AESP and USCENTAF/A1 DPX IAW USCENTAF/A1 CONOPS. PERSCO must provide the member's status and request a replacement if required. ALL requests are required to be processed via SIPRNET ONLY.

**3. TRAVEL TO/FROM/WITHIN THE AOR**

**a. Mode of Travel Requirements**

(1) Travel by military air or Transportation Management Flight (TMF)-arranged transportation is directed for travel from the aerial port of embarkation (APOE) to the AOR and return to the APOE.

(2) Arrival by commercial aircraft is not authorized unless otherwise directed by USCENTAF/A1. In cases where commercial air is directed on CED orders, the orders must state "COMMERCIAL AIR DIRECTED."

**b. Travel**

(1) Deploying and re-deploying personnel must travel aboard DoD-owned or TMF-arranged transportation.

(2) DoD and AF policy prohibits individuals from self-procuring official travel. The established rotator must be used to the maximum extent possible.



- (3) Under no circumstances will personnel arrive in the AOR by commercial airlift unless authorized by USCENTAF/CC or delegated authority, USCENTAF/A1.
- (4) TMF may schedule alternate routing through Germany to meet the DRI IAW Joint Travel Regulation (JFTR), AFIs and USCENTAF/A4 routing messages.
- (5) While en route, if assistance is needed with travel arrangements, members should contact their local TMF, any available TMF, or the AMC flight center at 1-800-851-3144 for assistance.
- (6) TMFs will ensure deploying personnel are booked with their ULNs entered into GTN/GATES as required by USCENTAF/A4 and current AF policy.
- (7) Group Travel
  - (a) USCENTAF Msg 090033Z Jan 91 (see Field Conditions) required all CED orders for ODS to indicate "under group travel and field conditions." HQ 9AF/FMFP Msg 242230Z Jan 94 changed this to: "The PRFs will determine group travel IAW Chap 4, Part A, of the JFTR." (See: 9AF/FMFP Msg 242230Z Jan 94 and JFTR, Part A, Chapter 4.)
  - (b) All personnel requiring intra-theater airlift to their final destination must depart from their APOE as directed by the Time Phase Force Deployment Data (TPFDD) and no later than their Available Load Date (ALD) with consent and coordination of USCENTAF A4. The Installation Deployment Officer (IDO) is responsible for coordinating transportation with the TMF ensuring arrival at the final destination prior to their RDD. Most travel is now directed by strategic airlift and must not be booked through the GATES system. If TMF cannot arrange travel prior to the RDD, the PRF will report the problem and request late reporting.
- (8) US-Flag Carriers
  - (a) Deploying and redeploying personnel will travel aboard DoD-owned or TMF-arranged transportation. Use of United States flag transportation carriers is mandatory, except in those instances in which the TMF determines that such use will not satisfy the traveler's mission.
- (9) AEF-mission travel required
  - (a) Use of government-directed movement is required for all AC and AK coded passengers. IDOs must ensure passengers meet their required Latest Arrival Date (LAD) even if that means putting passengers on earlier flights for AC coded missions. If passengers still cannot meet their LAD, at the Aerial Port of Debarkation (APOD), the home station PRF will request delayed reporting authorization for the RDD through the deployed PERSCO team and deployed group commanders with an info copy to USCENTAF/A1.
  - (b) If deployed group commanders deny the request, the home station PRF should request commercial travel authorization through USCENTAF/A1.
  - (c) Approval to travel on other than AEF-dedicated or Patriot Express airlift to Southwest Asia (SWA) or Central Asia States (CAS) due to unique circumstances must be obtained through home station PRF to USCENTAF/A1.

(10) Travel Procurement

- (a) DoD and AF policy prohibits members from self-procuring official travel. Assistance with reservations may be obtained from AMC Flight Changes at 1-800-851-3144, or any TMF.
- (b) Members cannot move on opportune airlift if they are coded for strategic airlift without AF Component Command and TACC coordination.
- (c) IDOs must issue strategic-mission-coded passenger lists to both the TMF and the PRF in order to support USAF USTRANSCOM and USCENTCOM efforts to maximize inter- and intra-theater airlift availability.

(11) Final Destination Arrival

- (a) Passenger movement is now arranged as an aggregate function managed by the USCENTAF/A4 and AMC/TACC operations IAW published TPFDD guidance and the DoD Single Ticket Process. Passenger movement for all personnel is dictated in the TPFDD including Requested Load Date (RLD), ALD, Estimated Arrival Date (EAD), LAD and RDD and must be strictly adhered to in order to arrive in a timely manner at their final destination. All personnel must comply with TPFDD-designated movement direction in order to arrive by their LAD.
- (b) Personnel participating in the Single-Ticket movement process will be coded "SCX" or "SCD" in TPFDD column PROJ CODE. Variations are not authorized without prior coordination NLT 14 days before their specified mission departure.
- (c) Travel arrangements should be requested as soon as possible for all AC movement coded positions to ensure a firm passenger reservation. All personnel with Mode and Source Code AC must arrive at their APOD ready to depart not later than 5 days prior to their RDD. Members must arrive at the final destination on or before the RDD. Upon receipt of travel arrangements, the PRF will ensure DPT has flowed with the projected travel dates.

(12) Civilian Travel

- (a) Civilian employees with CED orders and a Common Access Card (CAC) ID may enter by military air. Otherwise, compliance with the Foreign Clearance Guide (FCG) is mandatory for commercial air travel.

(13) Location Specific Travel Information

(a) Deploying to Saudi Arabia

- (1) Personnel must arrive by military air or military contract aircraft.

(b) Deploying to Kuwait

- (1) Arrival via KCIA by AMC aircraft is authorized and encouraged as the preferred arrival point.
- (2) For those deploying to or participating in an exercise in Kuwait, a country clearance is not required provided CED/TDY orders specify Kuwait as their destination and the member is in possession of a valid Armed Forces ID card.

(3) Book personnel deploying to a final destination in Kuwait thru KCIA on military aircraft unless unavailable and approved by USCENTAF/A1, and inform member that their weapons will be confiscated by Kuwaiti Ministry of Interior (KMOI) if they travel via commercial aircraft. US Army liaison at KCIA will work with KMOI to return the weapon. The return of weapon(s) could take days.

(4) Unit Deployment Managers and PRFs are responsible for ensuring deploying members know their final destination and have contact info prior to departing home station. All personnel deploying into the AOR should establish contact with their gaining organization prior to departure to work details of travel.

(5) Members traveling into KCIA via commercial means should ensure a sponsor or gaining organization has made arrangements to pick the member up after clearing customs.

(6) In case of an emergency contact the Ali Al Salem Command Post at DSN 318-442-2920.

(c) Deploying to the UAE

(1) Personnel must enter by military air or military contract aircraft at a military airfield and have a valid CAC and orders. In special circumstances where arrival via commercial aircraft is necessary, compliance with the FCG is required.

(d) Deploying to Oman

(1) Personnel deployed to Oman in support of approved operations or exercises must enter via military air or military contract aircraft with a valid CAC and orders. In special circumstances where arrival via commercial aircraft is necessary, compliance with the FCG is required.

(e) Deploying to Bahrain

(1) Personnel deployed to Bahrain must enter by military air or military contract aircraft and must have a valid CAC and orders. In special circumstances where arrival via commercial aircraft is necessary, compliance with the FCG is required.

(f) Deploying to Qatar

(1) All personnel must hand-carry two (2) copies of their CAC (front and back of card on one page, two copies each). Personnel deployed to Qatar must enter by military air or military contract aircraft and must have a valid CAC and orders for identification. There is no shuttle service or United Service Organization (USO) for travel to Doha International Airport. Transportation requirements must be arranged through 379 PERSCO for TDY personnel and transportation for in-transit personnel.

(2) Compliance with the FCG and/or the reporting instructions for the deployment is mandatory.

c. Passport, Visa and Country Clearance Requirements

- (1) There are two means of travel clearance to the AOR--standard visit procedures and CED orders. These two procedures cannot be mixed or interchanged.
- (2) CED orders are required for a member to deploy to the USCENTAF AOR. Mandatory information is placed on the CED order along with the tour length as required by the Air Force and USCENTAF. Amendments to CED orders are required for members exceeding their estimated tour length by 30 days or more.
- (3) Standard Visit: TDY into the USCENTAF AOR on standard TDY orders (DD Form 1610, Request and Authorization TDY Travel of DoD Personnel) published by a unit requires full compliance with FCG procedures.
- (4) These require visit clearance request and approval, a passport and a visa.
- (5) Members arriving in Saudi Arabia without a passport and approved visas will not be permitted entry.

d. Baggage Limitations/Excess Baggage

- (1) Tanker Airlift Coordination Center (TACC) planning factors for personnel travel are set at 400 lbs per traveler as the Department of Defense standard for military travelers. This planning factor includes the member, their luggage and mobility gear, and the double-padlocked, cased weapon where applicable. Maximum aircraft loads contracted by the TACC are based on this factor and dictate the total number of actual personnel available to fly on any contracted mission.
- (2) To eliminate passenger displacement and reduce RDD arrival problems, maximum baggage limits for AEF missions are as follows. These limits include all members authorized excess baggage.
  - (a) Total baggage limits
    - (1) Five total pieces of checked baggage (three mobility bags (A, B and C) plus two personal bags), not to exceed 70 lbs per bag, plus a cased weapon in addition to their mobility bags. **If a mobility bag is not required, under no circumstances are passengers allowed to substitute a personal bag. In addition, passengers will not place personal items within mobility bags.** Recommend the installation IDO seal mobility bags prior to deployment to ensure unauthorized items are not placed inside mobility baggage.
    - (2) Personal baggage should be limited to clothing and hygiene items and not include extraneous items such as televisions, VCRs, etc. Passengers will be responsible for disposing of any extraneous items or unauthorized baggage at their own expense.
    - (3) Baggage must not exceed 62 linear inches defined as length plus width plus height.
    - (4) Checked baggage in excess of 70 lbs will be considered as two pieces and items over 100 lbs will not be accepted.
    - (5) Total baggage weight must not exceed 350 pounds.

(6) Carry on bags will not exceed 45 linear inches defined as length plus width plus height.

(7) Personnel on emergency leave will comply with section 11.bb.(2) in this instruction. This will ensure availability in case the need arises and accountability of assets. USCENTAF transportation account codes will not be utilized to ship assets. (Exception: personnel stationed in Japan, as outlined in paragraph 9.b. below.)

(8) Patients on aeromedical evacuation (AE) aircraft are authorized one small carry on bag (5"x17"x12" or 34 linear inches) and one checked bag, not to exceed 70 lbs. Unit commanders or designated representative may authorize shipment of remaining gear through the deployed TMF. TMFs will use the appropriate transportation account code for movement to home station for these shipments only. These assets should be strictly controlled when shipping through the TMF. The unit is responsible for ensuring no restricted or hazardous items are in the shipped baggage.

(9) Deploying/redeploying personnel traveling on leave enroute to/from the AOR are ultimately responsible for the security of their weapon(s). Leave issuing authority will ensure personnel have course of action planned prior to departure. Available options are:

- a. Designate a member from home unit to hand carry weapon back to home station;
- b. Arrange courtesy storage at nearest military armory closest to leave address;
- c. Hand-carry weapon back to home station prior to departing on leave.

(10) Deploying personnel exceeding these baggage limits will experience gateways rejecting movement. Gateways are not responsible for storage of rejected bags.

### (3) Additional Baggage Authorizations

(a) This allowance permits an additional three pieces of luggage NTE individual baggage limits above, for a combined total of eight bags, not to exceed 560 pounds.

(b) Career field functional managers are responsible for adding appropriate baggage weights in short tons (STONS) to the applicable personnel requirement via USCENTAF/A1-DOXF.

(c) The following career fields are currently authorized additional baggage:

- (1) Pararescue
- (2) Firefighters
- (3) EOD
- (4) TAC-Ps
- (5) Special Operations

- (6) Security Forces
- (7) OSI
- (8) Combat Camera

**(4) Excess baggage**

(a) The term "EXCESS BAGGAGE" as reflected on CED orders is used to allow reimbursement for charges incurred from commercial carriers for the A, B and C bags and cased weapon to the APOE, not for additional personal bags that exceed authorized allowances.

(b) Baggage in excess of the above restrictions is considered additional baggage and will not be shipped by way of contracted AEF commercial rotators. Required items over and above these limitations must be sent as cargo from deploying member's home station. To assist personnel with shipping excess baggage, Installation Deployment Officers (IDOs) must ensure all deployment orders clearly identify member's final destination. Include one copy of CED orders in each checked bag.

**4. REQUIRED DOCUMENTATION**

**a. ALL PERSONNEL must hand-carry (not checked in baggage):**

- (1) Record of all ancillary training
- (2) DD Form 2AF (CAC)
- (3) ID tags
- (4) Virtual Record of Emergency Data (vRED) printout
- (5) Immunization record
- (6) Current LES
- (7) DD Form 2766, Deployed Medical Record (or AF Form 1480)--originals not copies. [NOTES: Hand-carried by medical support personnel, troop commander, senior deployed team member or by the deploying individual, only if deploying alone (in that order of preference). Medical records should be placed in a sealed/labeled envelope for transport to the AOR. Sealed envelopes containing medical records should be delivered to deployed medical unit immediately upon arrival. Other mobility records/items should **not** be placed in the sealed medical records envelope.]
- (8) 15 copies of orders
- (9) Original NATO orders with blue stamp or blue signature
- (10) Completed AF Form 245 (Locator Card)
- (11) Current AF Form 522 (Weapons Qualification Card)
- (12) AF Form 623 (OJT Records) on TSgts and below; excluded for enlisted flyers. AFSC 1AXXX or if OJT record is classified)
- (13) AF Form 55 (Employee Health and Safety Record)

(14) Documentation validating a current quantitative gas mask fit test

(15) USAF Information Assurance Awareness Certificate: must have completed current program training via the Air Force Portal within the current Fiscal Year. If new Information Assurance CBT (Oct) is not available prior to deployment, SATE training is good for 365 days and training must not expire during the deployment.

(16) All personnel with impending status changes (promotion, re-enlistment, etc.) must hand-carry:

(a) Signed letter (or e-mail with signature indicated) from home station unit commander stating member is eligible for promotion, meets all promotion requirements (including PME) and that there are not factors to withhold the promotion.

(b) Reenlistment documents

**b. Miscellaneous hand-carry requirements**

(1) One (1) set of duty uniform and personal hygiene items to last at least 24 hours, to include a towel.

(2) Reflective belt must be worn by ALL personnel upon arrival at deployed location. (previously (3)(d))

(3) Each of the following items (if they are required in the daily performance of duty at home station):

(a) AF Form 1199, USAF Entry Control Card

(b) Flight Line Driver's License

(c) Current civilian driver's license

(4) Provide AF Form 55, Employee Safety Health Record to the gaining supervisor. This form will serve as proof of training for critical safety training requirements (i.e., lock-out/tag-out, HAZCOM, confined spaces and supervisor safety training). This does not alleviate the requirement for work-center specific training at the deployed location. However, it does serve as a baseline for deployed supervisors to build on as necessary.

**5. CLOTHING/EQUIPMENT REQUIREMENTS OR RESTRICTIONS**

**a. Weapons/Ammunition**

**(1) General**

(a) Members are not authorized to bring weapons unless specified in the Logistics Detail (LOGDET) and associated with their specific UTC or noted in the ULN line remark, except as noted below. Please ensure when hand-carrying a weapon to a location that the weapon is also hand carried back to home station when redeployed, as shipping costs are prohibitive.

(b) The weapon nomenclature and serial number will be included on CED orders.

(c) Enlisted personnel primary weapon is the M-16A2/M-4 and officer's primary weapon is the M-9, unless LOGDET specify other/additional primary weapon requirements.

(d) Older Style M-16 models without a conversion kit installed are not authorized to be deployed to the USCENTCOM AOR.

(e) Members returning on emergency leave, reference 11.bb.(2) in this reporting instruction.

**(2) Security Forces (SF)**

(a) All personnel tasked in support SF ULNs must deploy with the M-16A2/M-4 weapon inherent to the stated UTC requirement (refer to AFM 31-305, Attachment 5, Weapons Matrix). M-9s are also required for all deploying SF personnel. Weapons are not required for personnel deploying to the following locations unless identified via ULN line remark. However, tasked personnel must be weapons qualified consistent with the stated UTC requirement (refer to AFM 31-305, Attachment 5, Weapons Matrix).

(1) Al Dhafra AB

(2) Al Udeid AB

(3) MacDill AFB

(4) Ramstein AB

(b) LOGDET REQUIREMENTS: SF LOGDETs (including munitions) are not required ISO of rotational AEF requirements. LOGDETs for new requirements will be reflected in Joint Operation Planning and Execution System (JOPES). LOGDETs previously deployed ISO of OEF and OIF will be retained IAW AFMAN 23-110, V4, P1, Chap 4, Para 4.

(c) All SF personnel deployed to SWA are eligible for intra-theater forward deployment as situations warrant. It is imperative all supporting organizations strive to meet the designed operational capabilities associated with specified UTC taskings. Therefore, unit level agreement/work-arounds between the supporting and supported units are prohibited (including required training, grades or skill levels, SEIs or meet added line remark items) without the consent/approval of USCENTAF/FP.

(d) Where passenger delivery directly to Misawa AB is not available and commercial travel on JAL/JAS is required, member is authorized to ship weapon only to home station IAW coordinated USCENTAF/A4 weapons shipment policy. Ultimately, individuals are responsible for assets issued to them.

**(3) USCENTAF/FP POC: SMSgt Rice or Lt Gibbs at DSN 965-3065 or 3090, or e-mail FORCE PROTECTION.**

**b. Mobility Bags**

**(1) Mobility Bags. General**

(a) The following equipment is required if the member is deploying for more than 15 days. USCENTAF AOR has three Expeditionary Theater Distribution Center



(ETDC's) located at Al Udeid, Qatar, Ali Al Salem, Kuwait, and Manas, Kyrgyzstan. Mobility gear A, B & C bags are prepositioned at these locations and follow the contents as per ACCI 23-250. The only exception is the 380th at Al Dhafra, UAE which will be serviced through the ELRS at that location. Members with the final destination of Al Dhafra who transit through other ETDC locations will not be serviced by any other ETDC and will get their mobility gear from the 380 ELRS at Al Dhafra.

(b) The letters of authorization are no longer required. Members must continue to enter their sizing data on the USCENAF homepage at [HTTPS://www.mil.centaf.af.mil](https://www.mil.centaf.af.mil) when they are confirmed for deployment. This web page brings you to the 9AF/CENAF page, then click on the directorates, and the A4-Logistics and "ETDC size update" will be flashing on the left side of the page, click on it and fill in required information. UDM's and IDO's should monitor this standard process and ensure that their members enter this data in a timely manner.

(c) All assets issued from an ETDC: Mobags, CWDE, IBA, and Individual First Aide Kits (IFAK's) must be returned to the issuing ETDC. If members will not transit back through the issuing ETDC's location, before departing the AOR, they must notify the ELRS/CC, in advance, and make arrangements for the return of those assets. Members should not leave issued property anywhere in the AOR other than the issuing ETDC. Members could be held liable at their home station if the property is not promptly returned.

(d) Members who do not transit through an ETDC must bring required gear as listed in GLOC/Operational location. The AFSC's that have specialized gear in their mobility bags will continue to bring mobility bags as required by their functional managers.

(1) A-Bag - Members are no longer required to bring the complete A-bag to the USCENCOM AOR. A-bags are prepositioned at the ETDC's and will be issued only by direction of the USCENAF/LGS. The AFSC's that require specialized A-bags will continue to deploy with the specialized A-bag. Members who do not transit through an ETDC must bring required gear as listed in GLOC/Operational location. Assets issued at home station will return to home station.

(2) A-1 Bag - All members will deploy with a modified A-1 bag to include helmet, web belt, mask, filter, wet weather wear and canteen. These assets will be issued at home station and returned to home station. Gas mask support kits are available at the ETDC's.

(3) B-Bag - Is required in the USCENCOM AOR 1 Oct – 1 Mar at locations listed in GLOC/Operational location. They are prepositioned at the servicing ETDC's. Members who do not transit through an ETDC must bring required gear as listed in GLOC/Operational location. Assets issued at home station will return to home station.

(4) C Bag - Is required for all members who to travel to the USCENCOM AOR. C-bags are prepositioned at the three ETDC's and the 380 ELRS. AFSC's that have specialized gear in their C-bags must continue to deploy with their

specialized C-bag from home station. Assets issued at home station will return to home station. The ETDC's and the 380 ELRS will issue or have available the general C-bag for all other deploying members. Members who fly commercial/military direct into their final destination and do not transit through an ETDC location will continue to bring the C-bag from home station. Assets issued at home station will return to home station.

(5) D Bag (rated personnel only if deploying to a flying billet.)

(e) These items can be checked on the aircraft with other personal baggage.

(f) Additional equipment items required by USCENTAF include reflective belt and eye protection for all deployers, as required by GLOC/Operational location, and bed netting as described in protective equipment.

## (2) Mobility Bags, Contents

(a) All mobility bag contents should contain the minimum items as listed in ACCI 23-250. These reporting instructions list additional items throughout and must be reviewed to ensure proper deployment. See section on GLOC/Location/Operational Support Specific supplements.

(b) Rated personnel will also deploy with their D bag and personal gear if deploying to a flying billet.

(c) B bags are required for many locations during 1 Oct-1 Mar and will be issued at the ETDCs. See Location Specific supplement for details.

(d) All SF personnel will deploy with personal gear and all standard equipment items associated with SF A bag. SF personnel will receive the Air Force standard C-bag (per ACCI 23-250) at the ETDCs. All SF personnel will deploy with two (2) pairs of desert boots. B bags are required if deployment tours extend between the months of 1 Oct and 1 Mar.

(e) To assist personnel with shipping excess baggage (Fighterfighters, FOD, SF personnel and members who do not transit through an ETDC location); PRFs must ensure all deployment orders clearly identify the members final destination.

(f) Members returning on emergency leave, reference 11.bb.(2) in this reporting instruction.

(g) Additional equipment items required by USCENTAF include reflective belt and eye protection for all deployers prior to departure from home station, as required by GLOC/Operational location, and bed netting as described in protective equipment.

## (3) Personal Bags

(a) Personal baggage is limited in order to support airlift requirements. See baggage paragraph for details.

(b) Personnel who require personal protective equipment (PPE) in the performance of their normal assigned duties should bring that PPE from home station (i.e., hard hat,

leather gloves, hearing protection, steel-toed boots and coveralls). Steel-toed boots or coveralls used in performance of duties are not available for issue in the AOR.

(c) Members deploying into the AOR should bring only a minimum amount of civilian clothing. This is defined as no more than two dress outfits (when appropriate for travel, visits to the Embassy, official functions, etc) and/or two casual outfits (for leisure activities), not including clothing covered above. See Dress and Appearance in Para 12 for details.

(d) Personnel deploying in POL/Fuels AFSCs are required to deploy with (2) pairs of steel-toed desert boots.

(e) Recommended items include towels, washcloths, pillows and linens due to limited supplies in the AOR.

### c. Protective Equipment

#### (1) Level III Plus/IV Body Armor

(a) Four countries within the USCENTCOM AOR (Iraq, Afghanistan, Kuwait and Horn of Africa) require Level III plus/IV Individual Body Armor (IBA) with both front and back plates. See GLOC Operational specifics for location details.

(b) IBA has been prepositioned throughout the USCENTCOM AOR at USCENAF operating locations.

- (1) Al Udeid, Qatar
- (2) Manas, Kyrgyzstan
- (3) Kandahar, Afghanistan
- (4) Ali Al Salem, Kuwait
- (5) Al Dhafra, UAE
- (6) Bagram, Afghanistan
- (7) Ali AB, Iraq
- (8) Kirkuk, Iraq
- (9) Baghdad, Iraq
- (10) Balad, Iraq
- (11) Djibouti, Horn of Africa

(c) Members will be issued IBA at the ETDC nearest their final destination. The only exceptions are the 380th at Al Dhafra where the 380 ELRS will stock the IBA and members who do not transit through an ETDC location need to contact the local ELRS for IBA. Members traveling to US Embassy or USCENTCOM Individual Augmentee (IA) locations must stop by the nearest USCENAF ETDC location for Individual Body Armor (IBA) support. If they do not transit through a military location US Embassy support personnel must bring their IBA from home station.

- (d) Security Forces will deploy from their home station with IBA.
- (2) Reflective belt and goggles
- (a) In addition to the AFSC and/or UTC specific professional gear/equipment and items in the A-1, A and C-1 bag, individuals will bring reflective belt and goggles (Wiley-X goggles, NSN 4240-01-504-0994 or Ballistic Goggles (Sun/Wind/Dust), NSN 8465-01-328-8268), issued by their home station.
- (b) All personnel must wear protective eyewear as specified by unit leadership.
- (c) Reflective belts are required for all locations. Member will have a reflective belt on their person prior to departing their home station.
- (3) Vector Protection (DEET, bed netting, poles, permethrin)
- (a) A year-round requirement exists at all AOR locations for every member to have PPE against disease vectors. As outlined below, some of this PPE will be issued prior to departing home station and some, depending upon deployment destination, will be issued upon arriving in the AOR. Specific vector-borne disease PPE requirements follow (these are non-medical items)
- (b) DEET (NSN 6840-01-284-3982) (2" OD-green tube) Requirement exists at all AOR locations for every individual to have 3 tubes DEET 33% lotion. The UDM will supply one (1) tube off DEET to each member...the ETDC will supply two (2) tubes to each member.
- (c) Permethrin (IDA Kit, NSN 6840-01-345-0237; Aerosol Spray, NSN 6840-01-278-1336)
- (1) All personnel, regardless of destination, will pre-treat uniforms and bed netting with permethrin prior to departing home station. IDA kit is the preferred method.
- (2) Factory-treated insect repellent uniforms (DCU) are also authorized.
- (3) Nomex uniforms will not be pretreated. Permethrin does not degrade Nomex's fire retardant properties; however, it does not bind well to the fabric, affords little protective effect, and should therefore not be used. While in Nomex garments, deployers need to rely on other countermeasures to prevent vector exposure: DEET (33%) repellent, sleeves down, avoidance (dusk/dawn), wear of BDU/DCU when Nomex garment not required, etc.
- (4) Both the permethrin aerosol spray can and IDA kit have been deemed hazardous cargo by transportation authorities, and are not to be hand-carried by individual deploying members. Every effort must be made to treat uniforms prior to departure. When lead times are inadequate to allow pre-treatment of uniforms, instruct deployers to inquire about aerosol spray or IDA kit upon arriving at the deployed location.
- (5) Permethrin treatment on bed nets is good for one year, at which time re-treatment (with permethrin) is required.

(d) Bed netting (NSN 7210-00-266-9736)/poles (NSN 7210-00-267-5641)

(1) All personnel, regardless of destination, will pre-treat bed netting with permethrin prior to departing home station. IDA kit is the preferred method. This is a year-round requirement, except as indicated below.

(2) Personnel deploying to Ali Al Salem, Al Udeid, Al Dhafra, Baghdad International Airport, Balad, Bagram, K2, Jacobabad, Kirkuk, Manas or Ali Base, are excluded from having to deploy with bed nets/poles.

(4) Any specific PPE required as it relates to job performance must be brought from home station.

(5) OPR:

(a) Equipment: USCENTAF/A-4 (LGS), DSN 965-4433

(b) Medically related issues: USCENTAF/CAOC SGPM (F)  
chris.crnich@shaw.af.mil or scotti.smith@shaw.af.mil , DSN 318-436-4112

d. Duty Uniform/Uniform Items

(1) Duty uniform will be DCUs/Desert Flight Uniforms. Personnel are authorized issue of four complete sets of DCUs. Those that have or are issued DCUs will ensure they are complete with the following subdued accouterments only:

(a) Rank

(b) U.S. Air Force tape

(c) Name tape

(d) Functional badges (optional)

(e) USCENTAF patch worn on the right pocket

(2) If the USCENTAF patch is not available then member will deploy with right pocket blank. The left pocket will remain blank with the exception of authorized duty badges. Other authorized accouterments for this uniform will be desert subdued.

(3) Headgear

(a) The authorized headgear for all USCENTAF uniform combinations is the Cap, Utility, (8 point) Desert Camouflage and Camouflage Desert Pattern (Floppy/Boonie Hat).

(b) The Camouflage Cap Pattern Class 2 (Army style) is no longer authorized for wear as of 1 October 2004.

(4) Steel-toed boots or coveralls required for duty performance must be brought from home station. They are not available for issue in the AOR.

(5) Personnel deploying in POL/Fuels/Transportation/Vehicle Maintenance AFSCs are required to deploy with 2 pairs of steel-toed desert boots.

(6) Do not wear or bring a service dress uniform.

e. Cold/Wet Weather Gear: Location specific.

**f. Civilian Clothing/Personal Comfort Item**

(1) Civilian clothing allowance is only authorized for those positions requiring wear of civilian clothes at least 50% of the time in performance of official duties (e.g., contracting). This allowance is not authorized for wearing civilian clothes to and from work, or for reimbursement due to damage by commercial dry cleaners.

(2) Deployed commanders will determine eligibility in accordance with AFI 36-3014. (See: HQ USAF Msg 051404Z MAY 98.)

(3) Wear of the new Air Force PT uniform is not mandatory at all locations within the AOR. However, due to force protection and safety concerns, installation commanders may require members to wear only the Air Force PT uniform. Members assigned to these locations choosing not to wear the Air Force PT uniform will be in DCUs or Desert Flight Dress Uniform (DFDU) at all times.

(a) Forces deployed to Iraq as part of an RFF or ILO with OPCON/ADCON to 332 AEW requires official AF PT uniform wear when not wearing DCUs and DFDUs regardless of BOS consideration.

(b) AFRC personnel (see: HQ USAF Msg, DTG 131425Z Apr 05) for further guidance

**6. SECURITY CLEARANCE REQUIREMENTS**

a. Recent changes in USAF Instruction 31-501 require all positions identified for deployments will, as a minimum, be assigned a National Agency Check (NAC) with Local Agency Checks and Credit Check (NACLC), and/or the proper security clearance to meet the requirements of their deployed position (i.e., SECRET clearance not necessarily required unless specified by UTC, Line Remarks or special instructions elsewhere in these reporting instructions).

b. Security clearances must have been adjudicated by an authorized adjudicative facility (AFCAF) within the last 10 years. In the event of a member's clearance being outside that 10-year window, the member must have a documented Periodic Review (PR) in progress to be considered current. Copy of AF Form 2583 and/or letter from Unit Security Manager must be hand-carried to deployed location for security clearance verification.

c. Security Forces, Force protection, Third Country Nationalist (TCN) escorts and Aeromedical Personnel only: All personnel assigned in rotational or PCS billets must have at least a SECRET clearance to deploy. An interim SECRET is acceptable.

d. Communications, all personnel in AFSCs 033SX, 2EXXX, 3AXXX, 3CXXX as a minimum must have at least a current secret security clearance to deploy.

e. As a precaution, tasked unit commanders have the responsibility to ensure that their members have up-to-date clearances prior to deploying to the USCENTAF AOR.

f. Non-US citizens must have a favorable NAC or NACLC to deploy (they cannot be granted an interim clearance or have access to classified information).

g. Individuals with a favorable NAC or NACLC cannot have access to classified information.

h. OPR: USCENTAF/A1-DPX, DSN 965-2699.

## 7. MEDICAL/DENTAL/IMMUNIZATION REQUIREMENTS

### a. Medical Clearance

(1) All personnel (uniformed, government civilian and government contractor) must be assessed and determined medically and psychologically fit for worldwide deployment. This must be documented on the USCENTAF Out-processing Checklist listed at Appendix F. Fitness specifically includes the ability to accomplish the tasks and duties unique to a particular operation and tolerate the environmental and operational conditions of the deployed location, including wear of protective equipment, and use of required prophylactic immunizations or medications.

(2) Unit commanders need to identify personnel selected for deployment and notify the supporting medical treatment facility at least 30 days prior to departure to ensure: (1) competent medical authority has adequate time to scrutinize each person's medical readiness to deploy, using medical/dental records, AF data systems, and DoD screening tools, and (2) adequate time to allow completion of required examinations, immunizations, and medical tests.

(3) See Table 7.1-7.6

### b. Dental Clearance

(1) See Table 7.1-7.6

### c. Immunizations

(1) See Table 7.3

d. OPR: USCENTAF/SGPM, DSN 312-965-4421, [chris.crnich@shaw.af.mil](mailto:chris.crnich@shaw.af.mil) or [scotti.smith@shaw.af.mil](mailto:scotti.smith@shaw.af.mil)

**Table 7.1 MEDICAL RECORD SCREENING PROCEDURES**

*ATTENTION: Must be accomplished by competent medical authority at home-station*

| Item  | Notes  |
|---|--|
| Identify any potential disqualifying medical or psychological conditions; provide current information documented on medical history |  |
| Identify/review any duty-limiting profiles  | <sup>1</sup> Including temporary assignment non-availability (AAC 31/81) and permanent assignment limitations (ALC-C is non-deployable)<br><sup>2</sup> Pregnancy limitation codes will not deploy (AAC 81)<br><sup>3</sup> Pregnant women will be returned to home station immediately and home unit must provide replacement |
| Identify unresolved health conditions   |  |
| Assess currency of PHA and Individual   | Deploying member's PHA should remain current throughout the  |

|  |  |
|--|--|
| Medical Readiness (PIMR) requirements  | duration of their deployment:<br>-- Must be "PIMR green" at the time of deployment <b>and</b><br>-- Will <b>not</b> become "PIMR red" (overdue) during the anticipated duration of deployment (as specified on orders)   |
| Completed DD Form 2795                 | <sup>1</sup> This is the Pre-deployment Health Assessment Questionnaire<br><sup>2</sup> Must be accomplished within 30 days of deployment<br><sup>3</sup> Complete <u>electronically</u> : PIMR (AF/ANG) or AFCITA (AFRC)<br><sup>4</sup> Member <u>must sign</u> original hard copy for their medical record<br><sup>5</sup> A copy may be placed in the DD 2766, deployed medical record |
| Update DD Form 2766 (or AF Form 1480A) | <sup>1</sup> This is the Adult Preventive and Chronic Care Flowsheet, which also serves as the Deployed Health Record (send <b>original</b> only)<br><sup>2</sup> It should contain a full assessment of the member's health status and mirror current entries in the permanent health/dental record   |

**Table 7.2 REQUIRED MEDICAL RECORD DOCUMENTATION**

| Item                                     | Notes  |
|--|--|
| DD Form 2766 (or AF Form 1480A)          | <sup>1</sup> This is the Deployed Health Record and contains all required Medical/Dental documentation (for all items listed in this table)<br><sup>2</sup> Deploy original only (place a copy in permanent medical record, to remain at home station) in a sealed/labeled envelope<br><sup>3</sup> Records should be sealed separately for transport to AOR<br><sup>4</sup> Hand-carried by deploying medical support, troop commander, senior deployed team member, or individual (if deploying alone)<br><sup>5</sup> Deliver to deployed medical unit immediately upon arrival |
| Allergies                                | <sup>1</sup> Medication allergies or other known allergies<br><sup>2</sup> Include 'NKA' for 'no known allergies'  |
| Current medications                      | Including any force health prescription products prescribed (i.e., anti-malarials, atropine/2-PAM, PB tabs, CANA, and Cipro)   |
| Medical/surgical history                 | Summary of current/past medical or surgical conditions   |
| PHA                                      | <sup>1</sup> Must not expire during deployment; annual requirement based on an individual member's birth month<br><sup>2</sup> Enter "date of completion" of the most recent PHA in Block 10. READINESS, line j. or k.; label line entry as "PHA".<br><sup>3</sup> PHA may be accomplished 6 months prior to birth month   |
| DNA                                      | One-time requirement   |
| Blood type + Rh factor                   | One-time requirement   |
| G6PD                                     | One-time requirement   |
| Sicklelex                                | One-time requirement   |
| HIV test                                 | Must be current within 24 months of deployment date  |
| Serum sample, pre-deployment             | <sup>1</sup> Only for JCS-defined deployments of 30 days or more<br><sup>2</sup> May be accomplished in conjunction with HIV test<br><sup>3</sup> Must be current within 12 months of deployment date  |
| Special duty qualifications              | When special duty qualifications exist, provide listing  |
| Corrective lens prescription             | For spectacles and protective (gas) mask inserts   |
| Dental Exam (latest exam date and class) | <sup>1</sup> Must be dental class I or II (class III or IV are not deployable)<br><sup>2</sup> Document latest exam date and class on line 10. g.<br><sup>3</sup> Member to remain current for the duration of their deployment  |
| DD Form 2766C                            | <sup>1</sup> This is the AFCITA Computerized Immunization Record<br><sup>2</sup> PHS 731 (Yellow Shot Record) is an acceptable addition but must be current and match AFCITA electronic tracking system  |



|  |  |  |
|--|--|--|
| Smallpox Medical Screening Questionnaire | Only required if a temporary medical exemption is authorized; original form in DD 2766 record with deployed member   |  |
| DD Form 2795                             | <sup>1</sup> This is the Pre-deployment Health Assessment Questionnaire<br><sup>2</sup> Must be signed by member<br><sup>3</sup> Deploy copy; original must be maintained at home station                                      |  |
| Medical authority signature              | Home station medical authority must sign medical clearances  |  |
| Tuberculosis screening                   | <sup>1</sup> Routine pre-deployment TB skin testing of deploying personnel is <b>not</b> required<br><sup>2</sup> Need for testing is based on an exposure risk assessment by home-station medics on post deployment screening |  |

**Table 7.3 IMMUNIZATION REQUIREMENTS**

| <b>Immunizations required for ALL deployers</b>      | <b>Notes</b>   |  |
|--|--|--|
| Td (tetanus-diphtheria)                              | Current within 10 years  |  |
| HAV (hepatitis A series)                             |  |  |
| Influenza  | Current year's annual vaccination  |  |
| Typhoid  | <sup>1</sup> Injectable, current within 2 years<br><sup>2</sup> Oral, current within 5 years   |  |
| Smallpox   | <sup>1</sup> Authorized within 60 days of deployment date<br><sup>2</sup> Should be administered no less than 15 days prior to departure<br><sup>3</sup> Required if in AOR 15 days or more boots-on-ground (BOG)<br><sup>4</sup> Temporary medical exemption (with vaccination deferred until arrival in AOR) when vaccine unavailable at home station or household member with contraindications: <ul style="list-style-type: none"> <li>Annotate exemption and expiration date (within 7 days of AOR RDD) in AFCITA</li> <li>Prominently identify each DD Form 2766C with a temporary exemption and document specific reasons for temporary exemption on the 2766C (hand-written OK)</li> <li>Include completed Smallpox Medical Screening Questionnaire in DD Form 2766</li> <li>Annotate deficiency on deployer's CENTAF Out-processing Checklist</li> </ul> <sup>5</sup> Current within 10 years |  |
| Anthrax  | <sup>1</sup> Administer IAW current AF/XO AVIP policy; 15 days or more boots-on-ground in AOR<br><sup>2</sup> Authorized within 60 days of deployment date from home station (does not include days for enroute training); follow-up vaccination series may be administered in AOR<br><sup>3</sup> Preferred minimum of 3 doses (of the series) for all vaccinees prior to arrival in AOR<br><sup>4</sup> Annotate voluntary exemption on DD Form 2766   |  |
| Polio, measles, rubella                              | <sup>1</sup> Nearly all service members received these vaccinations early in their military training<br><sup>2</sup> Administer only if there is specific reason to believe member did not receive these immunizations either during routine childhood vaccination or military entry; do <b>not</b> give merely based on lack of documentation of previous receipt of such   |  |
| Immunizations required for <b>SPECIFIC</b> deployers |  |  |
| <i>For occupation-specific risk</i>                  |  |  |

|                                   |  |
|-----------------------------------|--|
| HBV (hepatitis B series)          | Required for the following occupationally "at risk" personnel, regardless of location: Medical, Mortuary Affairs, EOD, Security Forces, OSI and Firefighters   |
| <i>For location-specific risk</i> |  |
| Yellow fever                      | <sup>1</sup> Required for all deployers to countries where the disease is present; currently includes: <ul style="list-style-type: none"> <li>• Sudan, Ethiopia, Eritrea, Djibouti, Somalia and Kenya</li> <li>• Review current assessments on the AFMIC sipnet or UNCLAS websites: <a href="http://www.afmic.dia.smil.mil/cgi-bin/afmic_nav.pl?menu=centcom.html">http://www.afmic.dia.smil.mil/cgi-bin/afmic_nav.pl?menu=centcom.html</a> or <a href="http://mic.afmic.detrack.army.mil">http://mic.afmic.detrack.army.mil</a></li> </ul> <sup>2</sup> Current within 10 years       |
| Meningococcal                     | <sup>1</sup> Required for all deployers to countries where the disease is present; currently includes: <ul style="list-style-type: none"> <li>• Egypt, Sudan, Ethiopia, Eritrea, Djibouti, Somalia and Kenya</li> <li>• Review current assessments on the AFMIC sipnet or UNCLAS websites: <a href="http://www.afmic.dia.smil.mil/cgi-bin/afmic_nav.pl?menu=centcom.html">http://www.afmic.dia.smil.mil/cgi-bin/afmic_nav.pl?menu=centcom.html</a> or <a href="http://mic.afmic.detrack.army.mil">http://mic.afmic.detrack.army.mil</a></li> </ul> <sup>2</sup> Current within 5 years |
| <i>For asplenic-specific risk</i> |  |
| Pneumococcal                      | <sup>1</sup> For any asplenic individual (no spleen)<br><sup>2</sup> Give one revaccination 5 or more years after initial pneumococcal vaccination   |

**Table 7.4 INDIVIDUAL MEDICAL EQUIPMENT/SUPPLY REQUIREMENTS**

| Item   | Notes   |
|--|---|
| Gas mask with current QNFT   | <sup>1</sup> QNFT = Quantitative Fit Test; current within 40 months of deployment, unless significant weight changes or facial features have occurred<br><sup>2</sup> Copy of the current fit test certificate must be in member's mobility folder  |
| Prescription medication(s)   | <sup>1</sup> Such as birth control pills, INH, other individual specific medications<br><sup>2</sup> Adequate supply to accommodate anticipated tour length <b>plus</b> 30 days   |
| Anti-malarials   | Specific anti-malarial requirements will be determined by home-station medics, based on: member's deployed location, current CENTAF/SG policy letter, medical intelligence assessments on AFMIC website <a href="http://mic.afmic.detrack.army.mil">http://mic.afmic.detrack.army.mil</a> , and each member's mission/individual tolerance to specific medications                    |
| Prescription Eyeglasses (2-pairs)<br>Protective (gas) mask inserts (1-pair)<br>Hearing aids, orthodontics, etc | <sup>1</sup> For those with specific vision correction needs<br><sup>2</sup> Take sufficient number of unique replacement batteries (for hearing aids or other medical devices) to last for the duration of anticipated deployment<br><sup>3</sup> Sufficient special cleaning or maintenance supplies should be carried by member to last duration of deployment <b>plus</b> 30 days |
| Contact lenses (CLs)   | <sup>1</sup> Non-aircrew may wear CLs only when authorized by <b>deployed</b> unit CC<br><sup>2</sup> Must receive specific <b>pre-deployment</b> education in safe wear/maintenance<br><sup>3</sup> Must deploy with 2-pairs of eyeglasses and supply of contact care items<br><sup>4</sup> CLs are life support equipment for aircrew, and are exempt from #1 above                 |
| Occupational health PPE  | <sup>1</sup> PPE = Personal Protective Equipment; AFSC or UTC specific requirement<br><sup>2</sup> Respiratory and hearing protection, gloves, personal dosimeters, etc   |
| Protective Eye Wear  | <sup>1</sup> Sun, wind, and blowing sand present hazard to deploying member's eyes<br><sup>2</sup> Suggested eye protection to deploy with (Note: unit funded):<br>a) Wiley-X Goggles, NSN 4240-01-504-0994 or<br>b) Ballistic Goggles (sun/Wind/Dust), NSN 8465-01-328-8268.   |

|   |   |  |
|---|---|--|
|   | <sup>3</sup> Prescription lenses in Wiley-X do not meet ballistic resistance standards<br><sup>4</sup> Optical fabrication support is not available in AOR  |  |
| BW/CW Antidotes   | <sup>1</sup> Pre-positioned at CENTAF bed down locations: Ali Al Salem; Manas; Al Udeid; Al Dhafra; Bagram; Balad; BIAP and Kirkuk<br><sup>2</sup> Hand-carry or bulk ship antidotes to any other site in AOR, including all deployment/support of US Army units. Provide each person:<br>• 3-Atropine; 3-2 Pam Cl; 60-Cipro 500mg tabs; 42-PB tabs; 1-CANA<br><sup>3</sup> All hand receipted BW/CW items (AF 1297) must be returned to home station medical logistics personnel for accountability (unless utilized in theater and then it will be accounted for on the post-deployment DD 2796)<br><sup>4</sup> If BW/CW items are required to be left in theater, member will obtain an AF 1297 from the responsible in-theater individual to turn-in to home station medical logistics section personnel for audit-trail accountability  |  |
| <b>Insect vector protection required for ALL deployers</b>                    |   |  |
| DEET repellent (3 tubes)  | <sup>1</sup> Year-round requirement for all deployers at all AOR locations<br><sup>2</sup> NSN 6840-01-284-3982 or NSN 6840-00-142-8965 (2oz.)<br><sup>3</sup> UDM will supply one (1) tube off DEET to each member...the ETDC will supply two (2) to each member.  |  |
| Pre-treated uniforms  | <sup>1</sup> Year-round requirement for all deployers at all AOR locations<br><sup>2</sup> IDA Kit, NSN 6840-01-345-0237 or Aerosol Spray, 6840-01-278-1336<br>• IDA Kit preferred; one treatment lasts at least 50 washings of uniform<br>• NOTE: Factory-treated insect-repellent DCUs also authorized<br><sup>3</sup> Must be accomplished <b>prior</b> to departing home station<br>• IDA Kit/Aerosol spray deemed hazardous cargo by commercial airlines<br><sup>4</sup> Nomex uniforms will not be pre-treated: permethrin does not bind to fabric, so it is ineffective (but does not harm fire retardant properties)<br><sup>5</sup> The new AF Battle Dress Uniform (ABU) can be permethrin treated in the same manner as the DCU and BDU (IDA Kit or Aerosol Spray)<br><sup>6</sup> PT uniform is exempt from treatment; individuals should be advised to take necessary protective precautions while wearing PT uniform, e.g., DEET repellent on exposed skin, limit personal exposure during high vector activity time periods – dusk to dawn, etc. |  |
| <b>Insect vector protection required for SPECIFIC deployers (by location)</b> |   |  |
| Bed nets and Poles  | <sup>1</sup> Not required for the following locations:<br>• Ali Al Salem • Al Udeid • Al Dhafra • Baghdad Int'l Airport (BIAP)<br>- Sather Base • Balad • Bagram • Camp Doha<br>• Manas • Kirkuk • Ali AB (Tallil) • Diego Garcia<br><sup>2</sup> Required for all other deployment locations in the AOR<br><sup>3</sup> NSN 7210-00-266-9736 (nets), NSN 7210-00-267-5641 (poles)<br><sup>4</sup> Pre-treat bed nets with permethrin <b>prior</b> to departing home station<br>• IDA Kit, NSN 6840-01-345-0237 or Aerosol Spray, 6840-01-278-1336<br>• IDA Kit preferred; treatment with Individual Dynamic Adsorption (Kit) good for one year   |  |

**Table 7.5 REQUIRED MEDICAL COUNTERMEASURES TRAINING**

*All training provided by home-station medics; all training items are required for all deployers*

| General AOR Training Items             | Notes   |  |
|--|---|--|
| Operational or combat stress           |   |  |
| NBC threats and use of BW/CW antidotes | Know location specific sources for personal antidote supplies |  |

|   |   |
|---|---|
| Heat and cold stress precautions                              |   |
| Vector-borne threat minimization                              | Specifically, use of DoD insect repellent systems and bed nets  |
| Food and water-borne disease prevention                       | Only use approved DoD sources of food and water   |
| Sanitation  | Field sanitation principles in place; maintain living and working spaces free of debris, hazards, food stuffs, etc  |
| Occupational health and safety                                | Including proper wear/use of hearing, respiratory, other protection   |
| Personal Hygiene  | Maintain uniform, personal cleanliness as per location specific rules   |
| Eye protection  | Harsh environmental conditions and lack of appropriate use of protective gear have resulted in numerous eye injuries among coalition forces, some resulting in loss of sight.   |
| Contact lens wear   | <sup>1</sup> Non-aircrew may wear only with deployed unit CC approval<br><sup>2</sup> Ensure sanitary storage/handling, emphasize hand washing<br><sup>3</sup> Ensure adequate personal supply of contact lens solution<br><sup>4</sup> Wear spectacles in lieu of contacts to avoid adverse impacts of harsh environmental conditions (dust, sand, wind), prolonged wear |
| <b>Location Specific AOR Training Items (AFMIC web sites)</b> | <b>Notes</b>  |
| Communicable and vector-borne diseases                        | Emphasis on malaria and leishmaniasis prevention  |
| Environmental conditions and concerns                         | Consider extreme temperature variations at both ends of thermometer   |
| Endemic plant, animal, insect hazards                         | Including reptiles  |

**Table 7.6. REFERENCES FOR MEDICAL/DENTAL CLEARANCES**

| <b>Reference</b><br>(NOTE: all references = "current version") | <b>Link</b><br>(NOTE: all references maintained at ACC/SGPM "Community of Practice" Home Page)  |
|--|---|
| CENTCOM "MOD" to Force Health Protection (FHP) Policy          | <a href="https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&amp;FolderID=OO-SC-SG-09-5-1&amp;Filter=OO-SC-SG-09">https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&amp;FolderID=OO-SC-SG-09-5-1&amp;Filter=OO-SC-SG-09</a> |
| CENTCOM FHP Policy, Tab A: Min Stds for Contractors/Civs       |   |
| CENTAF Malaria Prophylaxis Policy                              |   |
| CENTAF Vector-Borne Disease Prevention Policy                  |   |
| CENTAF Redeployment Outprocessing Policy                       |   |
| AF Deployment Health Surveillance (DHS) Policy                 |   |
| AF Anthrax Vaccine Program Policy                              |   |
| AF Smallpox Vaccine Program Policy                             |   |
| AF FHP Prescription Products (FHPPP) Policy                    |   |
| AF HIV Interval Testing Policy                                 |   |
| AFMAN 32-4006, NBC Mask Fit & Liquid Hazard Sim Training       |   |
| AFJI 48-110, Immunizations and Chemoprophylaxis                |   |
| ASD(HA) Pre/Post-Deployment Hlth Assessmt & Blood Samples      |   |
| ASD(HA) Post-Deployment Clinical Practice Guideline            |   |
| ASD(HA) OIF Depleted Uranium Medical Mgmt Program              |   |
| DoDI 1400.32, DoD Civ Workforce Contingency Planning Guide     |   |
| DoDI 3020.37, Essential DoD Contractor Services During Crises  |   |
| JCS Memo, DHS & Readiness Policy                               |   |
| Armed Forces Medical Intelligence Center (AFMIC) Guidelines    |   |
| Armed Forces Pest Mgmt Board Tech Bulletin #36 (Entomology)    |   |

## 8. REQUIRED TRAINING PRIOR TO DEPARTURE

### a. Small Arms Training (M-9 and M-16)

(1) Members will be qualified IAW applicable AF policy per AFI 36-2226, tables 2.1/2.2/2.3 for active/guard/reserve respectively to include training on clearing weapon.

### b. NBC defense training

(1) Required within 60 days of arrival to home station and NTE 15 months for refresher training IAW applicable AF policy (REF AFI 10-2501, table 9.3, Full Spectrum Training Matrix). Training must not expire during period of deployment.

### c. Self-Aid/Buddy Care

(1) All personnel are required to receive SABC training (including supplemental items) within 90 days prior to deployment, regardless of deployment location. Frequent deployers are required to take SABC no more than once every 12 months.

### d. Law of Armed Conflict (LOAC) Training

(1) Current throughout the deployment for all personnel IAW AFI 51-401, and applicable references.

### e. Force Protection/Level I Anti-Terrorism Brief

(1) Current throughout the deployment, IAW AFI 10-245, para 2.22.3.3.

### f. Medical Countermeasures Training

(1) Home station medics must brief all deploying members/units on general and location-specific threats, to include information regarding known and suspected health risks and exposures, countermeasures and their proper employment, planned environmental and occupational surveillance monitoring and overall operational risk management techniques. Subject matter content:

(a) Operational or combat stress

(b) Nuclear and Biological Contamination (NBC) threats and use of BW/CW antidotes

(c) Endemic communicable and vector-borne diseases, including emphasis on malaria and leishmaniasis prevention

(d) Vector-borne threat minimization via use of DoD insect repellent system and bed nets

(e) Food and water-borne disease prevention

(f) Environmental conditions and concerns

(g) Occupational health and safety (including proper wear/use of hearing protection)

(h) Endemic plant, animal (including reptile) and insect hazards

(2) OPR: USCENTAF (Main), Shaw AFB, SC. DSN 312-965-4421.

[chris.crnich@shaw.af.mil](mailto:chris.crnich@shaw.af.mil) or [scotti.smith@shaw.af.mil](mailto:scotti.smith@shaw.af.mil)

g. Information Assurance Awareness Program

- (1) Training as outlined in para 4.o. above.
- (2) Current throughout the deployment

h. CWDE

- (1) Personnel deploying for more than 15 days must deploy with the appropriate CWDE. Exception: All ANG and AFRC personnel must deploy with CWDE, regardless of tour length, unless serving in a non-combatant position. See the SWA MPFM for specifics. (See: USCENTAF Msg 161917Z Feb 96.)

i. MANDATORY briefings within 6 months prior to deployment:

- (1) A medical threat briefing by qualified medical personnel, who address communicable diseases, poisonous animals, environmental and heat/cold injuries, combat stress, sleep discipline and personal/dental hygiene.
- (2) Anti-terrorism program measures for self-protection to include country threat and personal security awareness.
- (3) Cultural aspects/awareness of the countries deployed to.

**9. REQUIRED TRAINING (SPECIALIZED)**

a. High Risk of Capture (HRC) Training

- (1) All personnel deploying in support of an Army RFF/ILO tasking and/or primary duty putting them in airborne aircraft over hostile territory or in any vulnerable land-based travel modes require HRC training. Any personnel in the following areas are subject to the training requirements.

- (a) Aircrew and support personnel, to include AE teams and critical care transport teams and ground-based crews regularly in transit with their aircraft.
- (b) Those members on convoy duties.
- (c) Other personnel who travel frequently in any high-threat areas within the USCENTCOM AOR.
- (d) Security Forces deploying to Iraq who are tasked with providing Flyaway Security Program requirements will receive HRC training prior to departing their home station
- (e) Any other personnel with the potential risk of capture must contact their functional manager at MAJCOM for further clarification as to the HRC training requirement.

b. Moderate Risk of Isolation (MRI) Training Policy

- (1) All HQ USCENTAF/9AF assigned personnel; military, DoD civilian, and contractors that deploy or travel to the USCENTCOM AOR will comply with MRI requirements as stated in USCENTAF/CC memorandum dated 2 Feb 06. MRI currency must remain valid for the entire duration of the deployment/anticipated travel.