

**HEADQUARTERS
UNITED STATES AIR FORCES IN EUROPE (USAFE)**



USAFE REPORTING INSTRUCTIONS

6 Aug 2020

This reporting instruction supersedes previous version dated: **20 Jul 2020**
Changes from previous version are highlighted in **RED**

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1. CLASSIFICATION: UNCLASSIFIED

2. GENERAL INFORMATION

2.1. Eligibility Requirements

2.1.1. Compliance is mandatory for all Air Force military and civilian personnel, as well as DoD contractors supporting AF missions, deploying to U.S. European Command (USEUCOM) Area of Responsibility (AOR) in support of named operations regardless of Plan Identifier (PID). DoD contractor personnel are only included to the extent provided in the applicable contracts or according to DoD and Air Force policy.

2.1.1.1. These reporting instructions are intended to supplement or enhance information contained in Air Force Instructions (AFI). Please refer to applicable AFI(s) for basic guidance.

2.1.1.2. All personnel tasked to deploy must follow guidance in U.S. Air Forces in Europe (USAFE) Reporting Instruction (RI) **first**; then adhere to applicable site specific RIs.

2.1.1.3. All personnel tasked to deploy to USEUCOM AOR and traveling to United States Africa Command (USAFRICOM) AOR as part of day-to-day operations, must adhere to USAFE and AFAFRICA RIs as well as any applicable Site Specific RIs. All RIs can be accessed via [Air Force Reporting Instructions Tool \(AFRIT\)](#) on AEF Online website. To find these documents, navigate/ expand to the correct Component AOR – *AFRICOM [or EUCOM]*, expand *General Policies*, and select *AFAFRICA [or USAFE] Reporting Instructions*.

2.1.2. Security Clearance

2.1.2.1. Personnel deploying to USEUCOM AOR must have a minimum of a current SECRET clearance (investigation must have been completed in the last 10 years). Interim SECRET clearance eligibility is acceptable if it can be verified in the Joint Personnel Adjudication System (JPAS). Line remarks will dictate if a higher access is required.

2.2. Deployment Travel Orders

2.2.1. By order of the Secretary of Defense (SECDEF) and the USAFE Functional Area Manager (FAM), personnel traveling to the USEUCOM AOR in support of named operations and exercise execution must travel via Contingency, Exercise, and Deployment (CED) orders. Personnel should not travel in support of named operations/ exercise solely on DTS orders. A DTS authorization will be created using the CED order and is required for travel entitlement payments (partial payments and final voucher completion). CED orders must state “Variations Authorized.”

2.2.2. To alleviate any classification concerns on the CED orders, the PID and/or operation name will be data masked. **DO NOT** data mask the deployment location.

2.2.2.1. Fund Cites and ESP Codes

2221.1. Units will use their local O&M fund cite with appropriate ESP code associated for the supported operation (if applicable).

22212. If travel dates extend past 30 September, the orders must reflect both current and the next fiscal year fund cite.

2.2.3. Leave authorizations

2.2.3.1. Commanders are authorized to establish more restrictive policies to meet the needs of their particular mission and location. Please refer to HQ USAFE-AFAFRICA Leave Policy Memo for Deployed Personnel. To find policy, go to AEF Online and click AFRIT, then navigate/expand to the correct Component AOR– *EUCOM*, expand *General Policies*, and select *USAFE-AFFRICA Leave Policy*.

2.2.3.2. **There are no authorized R&R locations in USEUCOM AOR in accordance with JTR Chapter 4, 0405 – Rest and Recuperation (R&R) Locations and Destinations.** Rest & Recuperation (R&R) leave programs are for members in a designated hostile-fire or imminent-danger pay area and authorization is dependent on deployed location. Personnel serving a 365 day deployment in an R&R authorized location are eligible. Refer to AFI 36-3003, para 7.8 and JTR Chapter 4, 0405 for guidance.

2.3. Meals and Lodging

2.3.1. Meal availability is the same for officers and enlisted. "Government meals are available and directed" is the default meal rate for the USEUCOM AOR. All orders must state this option UNLESS specifically stated otherwise in the site specific RIs.

2.3.1.1. For clarification purposes, "government meals are available and directed" means personnel will receive Government Meal Rate (GMR) and must pay for their meals (Breakfast/Lunch/Dinner). Review current GMR and/or contact local Finance Office for further information.

2.3.2. "Government lodging is available and directed." is the default lodging option for the USEUCOM AOR. All orders must state this option UNLESS specifically stated otherwise in the site specific RIs.

2.3.2.1. On-base lodging will be used to the maximum extent. Deployers will contact the appropriate lodging office immediately after travel arrangements are scheduled. If on-base lodging is not available, members must obtain a statement of non-availability from the base lodging office for proper reimbursement. **Personnel must continually check with lodging for on-base availability.**

2.3.2.2. If traveling to a location that does not have military or government contracted lodging available and off-base lodging is the only means available, orders should include the off-base lodging rate authorized for the locality. Non-availability letters are not required in this instance.

2.4. Incidental and Special Expenses

2.4.1. The standard per diem rules apply to both lodging and M&IE; for more information, refer to JTR, paragraph 020301.

2.4.1.1. If a traveler is unable to arrange suitable commercial lodging on their own, the Travel Management Company (TMC) should be contacted for assistance. If the TMC determines that lodging is not available at or below the locality lodging rate, the AO may authorize actual lodging, not to exceed the locality per diem rate, in accordance with JTR para. 020307.

2.4.2. All military personnel deployed to the USEUCOM AOR will receive the OCONUS incidental expense (IE) rate of \$3.50 unless stated differently in the site specific RI. Any exceptions to more than \$3.50/day must be stated in the CED order by the approving official IAW the JTR para 020304.F.3.

2.4.3. If unforeseen expenses not covered on the orders occur, a memorandum which includes justification of the expense as necessary for mission accomplishment must be signed by the deployed commander. This memorandum will be used as authorization for reimbursement of the expense when filed with the travel voucher.

2.4.4. For missed meals reimbursement, a completed AF FM 2282, Statement of Adverse Effect, must be signed IAW specific site reporting instructions. If not specified, then the traveler's deployed commander is the approval authority. This authority may not be delegated. Blanket type memorandums will not be accepted for reimbursement.

2.4.5. Personnel must use their Government Travel Credit Card (GTCC) for travel expenses and expect to pay mainly in cash for items from local economy. GTCC holders must ensure card is valid through the duration of the deployment and must request adjustment of the travel card charge limits (through respective unit Agency Program Coordinator, as needed). Standard limits are \$7,500 and cash advance limit is \$750.

2.4.5.1. Personnel who deploy with an expired GTCC or whose GTCC card will expire while deployed, will be held responsible to arrange receipt of new/valid GTCC at own/unit expense (non-reimbursable).

2.5. Airman Blue Line Program

2.5.1 Individual Augmentee (IA) Requirements are built to support NATO or Joint Task Force missions. ULNs will typically have a Tasking Type (TT) Code of "KI" or "KJ". IPR must annotate the FMFS number in the CED orders. The Airman Blue Line Program supports IA Airmen who are detached from Air Force leadership. If you need assistance while deployed to Europe AOR, contact the HQ USAFE-AFAFRICA/AIRO at DSN 314-478-1781 or USAFEAIROOpsBranch@us.af.mil.

2.5.2 IPR must include the following statement on CED orders: "This is an IA Tasking in Europe and supported by the Airman Blue Line Program. Personnel is filling FMFS: _____."

2.6. DoD Civilian Guidance

2.6.1. Civilian deployers must receive a Deployment Entitlements Briefing from your servicing Civilian Personnel Section prior to departure.

2.6.2. Under both Hague and Geneva Conventions, DoD civilian employees are entitled to protection as Prisoners of War (POWs) if captured IAW DoD Directive 1404.10. These protections are issued a Geneva Conventions ID card. The Geneva Conventions ID card is different than a standard CAC and should be requested through appropriate channels IAW DoD Instruction 1000.01, and AFI 36-507. Per AFMAN 34-102, para 2.1.3, if a civilian consumes a meal from the government dining facility or

flight kitchen, or are provided a meal, they must update their DTS voucher to show that meal(s) was “available” or “provided” which will reduce the full meal rate per diem.

2.7. Voluntary and Involuntary Extension and Overlap

2.7.1. Refer to HQ USAFE-AFAFRICA Guidance Memorandum Voluntary and Involuntary Extension and Overlap Policy letter in AFRIT for additional guidance and restrictions. To find this document, navigate/expand to the correct Component AOR – *EUCOM*, expand *General Policies*, and select *USAFE AFAFRICA Voluntary and Involuntary Extension and Overlap Policy*.

2.8. Additional information

2.8.1. There are several locations in the AOR that do not have a local Finance Office or a representative. Prior to departure, personnel should contact their local Finance Office to determine eligibility and entitlements for Hardship Duty Pay (HDP-L), Family Separation Allowance (FSA), Per Diem, Imminent Danger Pay (IDP), Hostile Fire Pay (HFP) and/or Combat Zone Tax Relief (CZTR).

2.8.2. Personnel must obtain retainability prior to any deployment; however for those personnel who are expecting to re-enlist during the deployment, they must arrive with all re-enlistment documents.

2.8.3. Personal emergencies will be handled through the American Red Cross. In the event of an emergency, Airmen should advise family members to contact the local American Red Cross office.

2.8.4. Fitness testing is **not conducted while deployed** into the USEUCOM AOR. Airmen must have a current Fitness Assessment on file prior to arrival at their deployed location. If an Airmen is due for fitness testing while deployed, they will not be considered exempt until the current FA expires. Airmen will receive a composite fitness exemption for the remainder of their deployment IAW AFI 36-2905.

2.8.5. Posting imagery or any other information related to their deployment on social media or other web sites is not authorized.

2.8.6. Any deployed personnel approached by civilian news media must refrain from answering questions and refer them to the unit Public Affairs Officer (PAO). If PAO is not available, refer reporters to HQ USAFE-AFAFRICA/PA, DSN 314-480-6558, Commercial: +49(0) 6371-47-6558. For support after duty hours, contact PA Staff Duty Officer at +49(0) 162-425-5428, NIPR: usafepao@us.af.mil.

3. TRAVEL TO/ FROM/ WITHIN THE AOR

3.1. Air Travel

3.1.1. **Upon receipt of tasking, IPRs/UDMs must immediately contact local Traffic Management Office (TMO) for travel arrangements/reservations; DO NOT wait until tasking is validated to request/ reserve MILAIR (Rotator and Channel Mission) seats (ref. site specific RIs).**

3.1.1.1. Use of MIL AIR is directed to the maximum extent, however, do not delay movement due to unavailability of MIL AIR (refer to site specific RIs for exceptions). Self-procured travel is not authorized.

3.1.2. When traveling on commercial or government-contracted air, the wear of military uniform is prohibited for all personnel. Check applicable AMC Terminals and Foreign Clearance Guide (FCG) www.fcg.pentagon.mil for additional restrictions and requirements.

3.2. Passport, Visa and Country Clearance Requirements

3.2.1. Military ID card, CED orders, and NATO orders meet most of the country entrance requirements for personnel deployed in support of exercise and/or contingency operations. Some locations will require personnel to complete an Aircraft and Personnel Automated Clearance System (APACS) to obtain the required clearances in addition to the above mentioned.

3.2.2. Ensure personnel traveling to the USEUCOM AOR follow local Host Nation and U.S. Department of State (DoD) advisories and instructions found at www.state.gov/travel. Ensure travelers comply with all requirements in DoDI 5400.54G and in the Foreign Clearance Guide (FCG).

3.2.3. Prior to travel to or within countries having a “High” or “Significant” Defense Intelligence Agency terrorism threat level, service members will receive country and destination-specific threat briefings from local intelligence representatives.

3.2.4. Refer to site specific reporting instructions and FCG for additional country-specific requirements.

3.3. Rental Vehicles/Driving Requirements

3.3.1. Rental Vehicles

3.3.1.1. Rental vehicles are not authorized unless members tasking has the appropriate line remark authorizing member to receive a rental. IPRs will ensure this authorization is annotated on CED orders.

3.3.1.2. The unauthorized, willful misuse or failure to prevent misuse of government-owned or leased vehicles is punishable under title 31 U.S.C. section 1349 and can be cause for disciplinary action under the provisions of the UCMJ or other administrative procedures deemed appropriate.

3.3.1.3. Requests for rental vehicles after arrival into the AOR, if not otherwise authorized via line remarks, must be signed by the deployed commander (on G-series orders) as well as the deployed LRS/VRS commander (See Attachment 1). Requests must include specific justification, if not provided, the request will be returned without action.

3.3.1.3.1. Requests must be processed through the respective deployed PERSCO team and deployed commander (on G-series orders) and submitted to HQ USAFE-AFAFRICA/AIRO for final approval. IPRs will not amend CED orders until they receive approval notification from HQ USAFE-AFAFRICA/AIRO.

3.3.1.4. Groups deployed to the same duty location/unit and authorized a rental vehicle, will share the same vehicle.

3.3.2. Driving Requirements

3.3.2.1. In many cases, rental and/or leased vehicles in the AOR are equipped with manual shift transmissions. UDMs will verbally verify the comfort level of every tasked Airmen and engage their unit vehicle control officer to help source familiarization training for anyone who feels they need additional skills training with manual transmissions. This training must be documented in the mobility folder through any mechanism deemed fitting by the IDO/ UDM.

3.3.2.2. Personnel are required to have a valid state issued and international driver's license in order to operate any commercial vehicle in the USEUCOM AOR.

3.3.2.3. Travelers will review host nation driver requirements or the Drivers Handbook and Examination Manual for Germany (AE Pamphlet 190-34 / USAFE Pamphlet 31-206) to become familiar with signs and general rules of European driving. The handbook can be found at: <https://media.defense.gov/2010/Nov/16/2001921849/-1/-1/0/AEP190-34.pdf> or use AEPUBS website <http://www.aepubs.eur.army.mil/AE-Pamphlets/> and find AE PAM 190-34.

4. REQUIRED TRAINING PRIOR TO DEPARTURE

4.1. Expeditionary Readiness Training (ERT) and Advanced Deployment Readiness (ADR) Training

4.1.1. All personnel must complete and be current on the Expeditionary Readiness Training (ERT) requirements and Advanced Deployment Readiness (ADR) Training (if applicable) requirements. Training can be accessed via ADLS at <https://golearn.adls.af.mil/login.aspx> or the specified websites. Personnel should review the pre-deployment training requirements outlined in AEF Online for guidance for Expeditionary Readiness Training (ERT) and checklist. Select "Pre-Deployment Training Information" from the home page of AEF Online at <https://aefonline.afpc.randolph.af.mil/Predeployment.aspx>. All personnel must complete applicable Line Remark training and any site-specific RI training. **If training is current on members Required Delivery Date (RDD), then training is current throughout the duration of deployment.**

4.2. Force Protection/ Antiterrorism

4.2.1. Commander, USEUCOM (CDRUSEUCOM) has Force Protection responsibility for all forces within the USEUCOM AOR. Supporting commanders will ensure all deployed forces are aware of the threat levels and FP conditions set by CDRUSEUCOM. Supporting commanders will also ensure forces complete required pre-deployment training, including AT training, as outlined in USEUCOM AT OPOD 18-11. Review USEUCOM AT OPOD 18-11 via the Joint Risk Assessment Management Program SIPR website at <https://jramp.smil.mil> for specific AT plan requirements.

4.3. Weapons Qualification

4.3.1. At a minimum, all personnel deploying to the AOR must be qualified on their primary weapon. Check site specific RIs, line remarks or MISCAP for additional requirements. Qualification will be accomplished when tasked to deploy, unless training was already completed within 12 months of Required Delivery Date (RDD). Training is documented on AF IMT 522, *USAF Grounds Weapon Training Data* and placed in the mobility folder.

4.3.1.1. ONLY EXCEPTION: When tasked to short term Flying Training Deployments (FTD), weapons qualifications are not required unless otherwise stated in site specific reporting instructions or commander directed.

4.3.2. Airman arriving at their deployed location without current weapons qualification may be returned to home station immediately at home unit expense per discretion of the component command and/or the deployed commander.

4.4. Personnel Recovery (PR)

4.4.1. All personnel must complete/ review Isolated Personnel Report (ISOPREP) prior to deploying.

SIPR: <https://prmsglobal.prms.af.smil.mil>

NIPR: <https://prmsglobal.prms.af.mil> (must upload picture no larger than 200kb NIPR)

4.5. Additional Training Requirements

4.5.1. Individuals traveling to or from within the USAFE AOR for **less than 45 days** should review these reporting instructions and use them as a guide. The USAFE RIs and out-processing checklist are not required to be completed **BUT all personnel traveling to or from within the USAFE AOR will comply with all medical/dental, line remarks, site specific reporting instructions and FCG requirements.**

5. EQUIPMENT/ CLOTHING REQUIREMENTS OR RESTRICTIONS

5.1. Mobility bags

5.1.1. All personnel deploying to and within USAFE's AOR are required to bring an **A-bag** (**Note:** Improved Outer Tactical Vest (IOTV) Enhanced Small Arms Protective Inserts (ESAPI), Enhanced Side Ballistic Inserts (ESBI) and Joint First Aid Kit (JFAK) w/Tourniquet are incorporated into the A-bag), **B-bag** (Extended Cold Weather Clothing System (ECWCS)/only 1 Oct through 31 March), **C-bag** including Gas Masks w/Canisters, from their home-station. Should commercial airline restrictions arise, units deploying to USAFE's AOR should use home-station established TACs with appropriate ESP code(s) associated for the support operation on a DD Form 1149 for shipping excess baggage/weapons.

NOTE: USAFE's AOR encompasses High and Medium Threat Areas. Installations Chemical, Biological, Radiological, Nuclear (CBRN) and Individual Protective Equipment (IPE) stock levels are calculated by base populace, therefore CBRN and IPE assets will not be issued to deployers coming to USAFE's AOR from another MAJCOM.

Refer to site specific RIs for more information when applicable.

5.2. Weapons/ Ammunition

5.2.1. Weapons may not be allowed on certain commercial aircraft or into certain countries. Refer to FCG for up-to-date weapons restrictions and requirements and reference paragraph 5.2.3 below.

5.2.2. Airmen are not authorized to deploy with weapons and/or ammunition UNLESS specifically required by site specific RIs, standard Unit Type Code (UTC) logistics details (LOGDET), and/or it is annotated in the line remarks.

5.2.2.1. If required, Airmen will deploy with their assigned weapon(s).

5.2.2.2. If required, ammunition will be transported in banded crates.

5.2.2.3. Weapon type and serial number must be annotated on the CED orders to expedite customs processing.

5.2.2.4. Weapon(s) must be transported in secure, hard-sided containers and secured with padlocks. Combination lock(s) are preferred over key locks to alleviate misplacing keys.

5.2.2.5. Ensure containers are not marked to reflect contents.

5.2.2.6. A copy of the CED order must be included in each weapon case.

5.2.3. Aircrews are authorized 9MM handguns when flying in support of contingency operations or for protection of Air Force assets (personnel and equipment) IAW AFI 31-117. Aircrews will be armed IAW applicable aircrew instructions. Life support technicians and/ or qualified ready augmentee personnel are authorized 9MM handgun while issuing/receiving weapons under aircrew arming program.

5.2.4. Terminating or transiting through the United Kingdom (UK) with firearms.

5.2.4.1. Coordination with Her Majesty's Revenue and Customs (HMRC) office must be completed at least 72 hours prior to arrival in the UK.

5.2.4.1.1. Traveler's name, date of travel, and arriving/departing flight number(s) must be provided via facsimile to, at either location listed below:

- Heathrow: +44 (0)2089 10 3743
- Gatwick: +44 (0)1293 62 2026

5.2.4.2. Personnel terminating at UK commercial airports must follow the instructions above.

5.2.4.3. In addition, clearance must be obtained from UK authorities to remove/transport the firearm from the UK airport to final UK destination. This must be arranged 72 hours prior to arrival in the UK.

5.2.5. Terminating or transiting through Germany with firearms.

5.2.5.1. German commercial airports may restrict the transport of weapon(s) into/through Germany. Call airline to ensure weapon will be accepted and cleared when entering Germany.

5.3. Personnel Protective Equipment (PPE)

5.3.1. Personnel who require PPE for the performance of their normal assigned duties must deploy with an adequate quantity and serviceable PPE (i.e., hard hat, leather gloves, hearing protection, steel-toed boots, respirators, coveralls, etc.). PPE will not be available for issue at the deployed location.

5.4. Duty Uniform/ Clothing Items

5.4.1. Airmen are authorized to wear Airmen Battle Uniforms (ABUs) or Operational Camouflage Pattern (OCP) Uniforms. Aircrews are authorized to wear Tactical Flight Duty Uniform (TFDU) or Army Aircrew Combat Uniform (A2CU). **OCPs and A2CUs will be unit procured or self-purchased.** Refer to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel* and site specific reporting instructions for further uniform guidance.

5.4.1.1. Units must procure Desert Flight Duty Uniform (DFDU) for aircrew members if traveling to the Africa Command (AFRICOM) or Central Command (CENTCOM) AOR. Aircrew must bring both desert and standard green flight suit. If desert flight suit cannot be procured, bring standard green flight suit.

5.4.2. Personnel are required to deploy with (at a minimum) the following uniform items:

- Four (4) sets of ABUs or OCPs (or for Aircrew appropriate flight suits)
- Two (2) pairs of sage green, tan, or coyote colored boots (effective 1 Sep 2020, Airmen will only wear coyote brown boots with OCPs)
- One (1) ABU cap hat / One (1) OCP boonie hat **OR** one (1) patrol cap
- Six (6) tan t-shirts (effective 1 Sep 2020, Airmen will only wear the coyote brown or tan 499 t-shirt with OCPs)
- All applicable uniform accouterments:
 - ABUs – socks, belt, blousing straps, etc.
 - OCPs – nametapes, rank & subdued U.S. flag/ patches w/velcro, socks (effective 1 Sep 2020, Airmen will wear DLA-issued green or coyote brown socks), belt, etc.
- Two (2) sets of AF PT gear (conservative civilian attire may be worn when working out on your own)

Notes: (1) Special Operations personnel assigned to Special Operations Command and Control Element or other Special Operations Task Force shall deploy with uniforms as required by parent command. (2) OSI Agents are authorized to wear civilian attire in lieu of duty uniforms.

5.4.3. Uniform Restrictions IAW USEUCOM OPORD 18-11 Posture:

5.4.3.1. Wear of military uniform is NOT authorized off-base.

5.4.3.2. Wearing military uniforms off U.S. or host nation installations is authorized only while traveling via private, government, or rental vehicle between lodging and duty locations or neighboring installations/bases.

5.4.3.3. Unless emergency situations dictate, do not exit vehicles in uniform while traveling to/from duty locations.

5.4.3.4. Do not wear uniforms while commuting via motorcycle, bicycle or as a pedestrian.

5.4.3.5. Civilian clothing allowance is not authorized.

5.4.4. Civilian Clothing

5.4.4.1. Conservative civilian clothing is authorized for wear after duty hours or while participating in scheduled rest and relaxation activities.

5.4.4.2. Personnel will take steps to limit wearing and carrying items that readily convey an affiliation with DoD/ military and must wear appropriate clothing that blends into the local environment.

5.4.4.3. Civilian attire shall comply with common sense standards of safety, decency and modesty, and present a neat conservative appearance (no torn clothes, no inappropriate slogans, and no sleeveless shirts/ tank tops).

5.4.4.4. Seasonal consideration should be taken into account for personal wear items.

5.4.5. Airmen will deploy with a sufficient amount of uniform items and personal hygiene/toiletries to last the duration of the deployment.

5.5. Baggage Limitations/ Excess Baggage

5.5.1. Personnel who deploy with additional baggage requirements (A, B, C, and/or D bag) are authorized excess baggage. Total allowance will not exceed 3 pieces. Baggage may not exceed 62 linear inches and/or 70 pounds for each piece. **NOTE:** Required mobility bags are your authorized excess baggage.

5.5.1.1. Deploying personnel should check with scheduled airline(s) for baggage charge rates. Excess baggage may be charged by the civilian airlines and is payable upon check-in by the passenger.

5.5.2. Personnel required to deploy with a weapon are authorized one (1) additional piece of excess baggage.

5.5.3. IAW Functional Area Managers (FAMs) specification requirements, Fire Protection, Security Forces, and EOD personnel are authorized up to two (2) more additional pieces of excess baggage for pro-gear only.

6. MEDICAL/ DENTAL/ IMMUNIZATIONS REQUIREMENTS

6.1. Personnel must complete medical out-processing requirements IAW ***USAFE Medical Screening Procedures*** located at <https://aefonline.afpc.randolph.af.mil/AFRIT>. Once on AFRIT, expand “05. EUCOM” then “A. GENERAL POLICIES” and then “Medical.”

7. REQUIRED DOCUMENTATION/ ITEMS

7.1. In addition to the requirements outlined in Sections 2-6, members will adhere to the following:

7.1.1. All Airmen deploying on or after 1 Jan 2019 will deploy using the e-AFDF regardless of assigned AEF Indicator.

7.1.1.1. Uniformed Airmen deploying on or after 1 Jan 2019 will no longer deploy using a hard-copy AFDF. These records will no longer be retained and will only be utilized by deploying Civilian personnel unless extenuating circumstances preclude use of the e-AFDF.

7.1.1.2. Refer to “Instructions For Processing Airmen For Deployment Via The Electronic Deployment Readiness Checklist (e-DRC) And Electronic Air Force Deployment Folder (e-AFDF) – 1 Aug 2018” for additional guidance. To find this guidance, navigate to the AEF Online website and on home page select *Personnel Readiness Operations – Information for PERSCO, IPRs and MAJCOMs*, and guidance is found in *IPR section*.

7.1.2. The following items will be on the member:

- 10 copies of CED orders
 - MPA Orders for all Air Reserve Component Personnel (ANG & AFRC)
- 5 original stamped/signed NATO orders in blue ink (if traveling **to/from/through a NATO country**)
- Common Access Card (valid through entire deployment +30 days)
- ID Tags (dog tags) to include red metal alert tag (if applicable)
 - Medical Alert Tags. G6PD-deficient individuals must have a tag that states “G6PD deficient: no primaquine”
- AF Form 94, Air Baggage Claim Tag (4 Tags)
- Government Travel Card (valid through entire deployment +30 days)
- State issued Driver’s License (if applicable, current for duration of deployment)
- International Driver’s license (optional)
- AF Form 245, Employment Locator and Processing Checklist (2 copies)
- Passport/VISA (if applicable)
- Copy of flight itinerary
- SIPR Token (if applicable)
(If personnel need SIPRNet Access while deployed, they must arrive in country with a working SIPR Token issued by the home station. Failure to deploy with a token could prevent member access to SIPRNet web sites and email.)
- Eye glasses (spare pair and CWD inserts if applicable)
- Quantitative Mask Fit Test documentation (if applicable)
- AF Form 623, OJT Training Record (if applicable)
- Mobility bags (if applicable)
- Reflective Belt

8. PERSCO IN/ OUT-PROCESSING

8.1. Regardless of the deployed unit or location, all personnel **must** in/out-process with PERSCO within 24 hours after arrival/before redeployment. PERSCO will verify that personnel have arrived with all required documents and/or equipment. PERSCO will report discrepancies using DPDRT via SIPR AEF Online.

8.1.1. The majority of locations in USEUCOM AOR **DO NOT** have a PERSCO Team on site. Refer to site specific RIs for contact information and in/out-processing procedures.

9. INFORMATION FOR IPR/ UDM/ IDO

9.1. The home station commander is responsible for ensuring tasked individual(s) meet all deployment qualifications. If a requirement cannot be met locally, the unit commander or unit deployment manager (UDM) must request a waiver of the qualification through their home station Installation Personnel Readiness (IPR) section to the deployed Personnel Support for Contingency Operations (PERSCO) team. Only the deployed unit commander can waive Deployments Requirements, including line remarks in accordance with (IAW) AFI 36-3802, paragraph 4.3.4.2; except where otherwise indicated.

9.2. In conjunction with base/local Installation Deployment Readiness Center (IDRC) or IPR out-processing checklist, the completion of the electronic-Deployment Requirements Checklist (e-DRC), accessed via AEF Online using the Personal Deployment Preparedness Tool, is mandatory for all personnel deploying in support of exercise, contingency/non-contingency operations to the USEUCOM AOR.

9.3. Grade/Skill Level Substitutions

9.3.1. Home station commanders and UDMs should refer to AFI 10-403, Chapter 3, paragraph 3.18 regarding grade and/or skill level substitutions for officers and enlisted.

9.4. Early or Delay Reporting

9.4.1. Personnel projected to arrive more than 7 days prior to the Required Delivery Date (RDD) (except when authorized based on site specific reporting instructions) must submit an Early Reporting Request using the HQ USAFE-AFAFRICA Deployment Personnel Action Request (DPAR) form (posted on AEF Online **SIPR** – AFRIT – EUCOM – PERSCO).

9.4.2. Personnel projected to arrive ANY TIME after the RDD, must submit a Delay Reporting Request using the HQ USAFE-AFAFRICA Deployment Personnel Action Request (DPAR) form (posted on AEF Online **SIPR** – AFRIT – EUCOM – PERSCO).

9.4.3. All requests, regardless of initial classification level, will be processed via SIPR, to the servicing PERSCO for deployed commander approval/disapproval. **Requests received by PERSCO via NIPR will be returned to the home station IPR without action.**

9.4.3.1. Personnel arriving without authorization will be reported in the Deployment Processing Discrepancy Reporting Tool (DPDRT) system by gaining PERSCO team.

9.4.4. Approval to arrive more than 7 days earlier or after the DRI/RDD is not a DRI/RDD change. Personnel arriving early must serve the normal tour length plus the time arrived early. Personnel arriving late will not be retained past their end of tour date.

9.4.4.1. Refer to site specific location RIs for exceptions to the 7 day early reporting restrictions.

9.5. IPRs will ensure members receive copies of orders that have been certified by the servicing Financial Services office or Wing Budget office. The local base Comptroller will ensure orders are loaded into DTS and that funds have been obligated. **At a minimum, all CED Orders should include the following or verbiage:**

9.5.1 PERSCO contact information; located in the specific RI or this RI para 9.10, if no site specific is available.

9.5.2 OCONUS incidental expense rate of \$3.50 unless stated differently in the site specific RI.

9.5.3 Weapon(s) nomenclature and serial number.

9.5.4 If professional electronic equipment is hand carried, include description, model number and serial number to expedite customs processing (i.e. computer, laptop, and printer).

9.5.5 Electronic Joint Manpower and Personnel Systems (e-JMAPS) number (if applicable). The number is a 5 or 6 digit number located in the DCAPEs baseline field. (Example: e-JMAPS 12345)

9.5.6 Force Tracking Number (FTN) (if applicable). The FTN is a 10 digit alpha-numeric located in the DCAPEs FTN or baseline field. (Example: FTN 0123FRE3456) (if applicable)

9.6. North Atlantic Treaty Organization (NATO) orders are mandatory if traveling **to/from/through a NATO country**. Refer to the foreign clearance guide for a complete listing of all NATO countries. Refer to AFI 65-103, para 2.7 for preparation of NATO order.

9.7. Traveling with Weapons

9.7.1. UDM's, IPR's, IDO's and TMO's will ensure that individuals who must travel by commercial means with weapons and/ or ammunition meet all DoD FCG requirements and the following:

9.7.1.1. Review all pertinent areas and pay particular attention to weapons clearance procedures for transiting foreign commercial airport terminals.

9.7.1.2. If travel requires multiple stops and/or multiple carriers, ensure airline carrier can interline the weapon all the way to final destination.

9.7.1.3. IPR's, IDO's and TMO's must coordinate with deployed location when deployed members travel aboard commercial airline to ensure country specific escort procedures for weapons to/from commercial airports are enforced.

9.8. IPRs and/or UDMs **must** forward a copy of member's complete flight itinerary to gaining PERSCO team NLT 14 duty days prior to departure from home station.

9.8.1. Flight information updated in DCAPEs is not sufficient. Failure to comply will be reported via Deployment Processing Discrepancy Reporting Tool (DPDRT) on SIPR AEF Online.

9.9. IPRs **must** scan/e-mail the following final out-processing documents to the servicing PERSCO team NLT three (3) duty days prior to member's departure:

- Copy of CED order
- Copy of NATO orders (if traveling to/ from/ through a NATO country)
- Completed AF Form 245 (Employment Locator Card)

9.10. If site specific RIs are not available, the servicing PERSCO team is the 786 FSS/ PERSCO.

786 FSS/PERSCO

Bldg. 3450, Rm 236

Ramstein Air Base, Germany

DSN: 314-480-2063/0122

COMM: +49(0)-6371-47-2063/0122

AFTER HOURS: Call 86 AW Command Post at DSN 314-480-2121/1320 or COMM +49-(0)6371-47-2121/1320 and ask for 786 FSS PERSCO POC cell number.

NIPR: 786FSS.RamsteinDeployedPERSCO@us.af.mil

SIPR: USAF.Ramstein.86-AW.mbx.786-FSS-Deployed-PERSCO@mail.smil.mil

10. REPORTING INSTRUCTION POINTS OF CONTACT

10.1. Personnel may contact HQ USAFE-AFAFRICA/AIRO (Personnel Readiness Operations Branch) with suggestions and corrections to these instructions.

NIPR: USAFEAIROOpsBranch@us.af.mil

SIPR: USAF.Ramstein.USAFE.mbx.AIRO-Operations-Branch@mail.smil.mil

10.2. HQ USAFE-AFAFRICA/AIRO does not have the authority to waive any RI requirements.