



IPR and



U.S. AIR FORCE



PDF



Objective



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- Understand principles of the Installation Personnel Readiness (IPR) and Personnel Deployment Function (PDF) and how it relates to Personnel Readiness Operations. Perform the basic aspects of a PDF line



Overview



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- Background
- The Installation Personnel Readiness (IPR)
- The Personnel Deployment Function (PDF)



Background



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The Installation Personnel Readiness (IPR)



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- Office assigned to the FSS

- Provides installation wide:
 - Personnel Planning
 - Deployment Execution
 - Deployment Personnel Support



Operations and Procedures



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- Five responsibility categories
 - Planning
 - GCCS-AF System
 - Accountability
 - Deployment Processing
 - General

- Assists development
 - Continuation of Operations Plan (COOP)
 - Personnel Deployment Function (PDF)
 - Base emergency operations
 - UDM Training



Personnel Planning



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- IPR must plan to:
 - Task
 - Process
 - Deploy

- Continuity and networking
 - Commanders
 - IDOs
 - UDMs



Deployment Availability Codes



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- Indicates deployment availability

- Some DAV codes can be waived

- Common DAV codes
 - 31 – Control Roster
 - 49 – Pregnancy Deferment
 - 64 – Mission Critical
 - 65 – Commanders Option
 - 81 – Individual Dwell Time



Accountability



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- Combination of
 - IPR
 - PERSCO
 - Total force accountability

- Must be confident in all aspects





Duty Status (DS)



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- Understanding DS is a must

- DS 20 indicates a deployed member
 - Automatic update from DCAPES

- IPR will only manually update a DS 20 if DCAPES does not regenerate tasking



In-Place Deployments



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- Unit that deploys without movement
 - 732d Operations Group Creech AFB
 - DIA intel
 - Cyber Warfare
 - Mortuary Affairs
- Still process through DCAPES
- IPR dual hats as PERSCO



Locally Assigned Deployed Forces



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- Units or members deployed established bases
- IPR will dual hat as PERSCO
- Must continue IPR mission

- Example bases
- MacDill AFB
- Andrews AFB
- Davis Monthan AFB



IPR Deployment Processing



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- Load name in DCAPES (15 days from tasking)
- Notify Member of tasking (within 3 days of assigning)
- Enter travel info (NLT 45 prior to 1st movement)
- Generate CED orders (No earlier than 21 days from 1st move)
- Update departure in DCAPES (NLT 24 hours after)



IPR General Responsibilities



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- Process SECF requests for 179 day waivers
- Establish interface with Civilian Personnel Flight (CPF)
- Follow-up on personnel discrepancies within 72 hours



The Personnel Deployment Function (PDF)



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- Part of installation deployment processing
- Ensure deployers are accounted for and processed
- IDO and MPS Commander establish
- Special circumstances may not warrant



PDF Make-up



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- Must consist of at least one 3S0
 - Appointed by MPS commander
 - Does not have to be IPR member

- May have a DCAPES operator and system



PDF Processing Line



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- Most efficient way to process in mass

- Minimum required stations
 - Medical
 - Deployment Eligibility

- Optional stations
 - ID card/Dog tags
 - Finance
 - Services
 - Chaplin



Commanders Toolkit (CCTK)



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UNCLASSIFIED

CC Toolkit
Commander's Toolkit

Help My Account
Logged In As : [User]

CTK_IPR AEFOnline AFRIT ART COTK DPORT PDPT

NOTE: The IPR roster displays members assigned by MPFID. Use the column heading filter function to filter by Unit or Name and then sort or filter by Checklist Status.

Data feed current
Data feed older than 1 day
Data feed older than 7 days

SFMIS
26May17

PIMR
29May17

MIIIDS
29May17

AFDS
29May17

ADLS
29May17

ACES-PR
29May17

Clear filter(s) Hide PERSCO Items

Name	Unit	Checklist
GONZALEZ CARLOS AN		IPR Completed
HOEDEBECKE BLAKE L		UDM Completed
JONES CLYDE		UDM Completed
MARTIN KEASHA CHRI		UDM Completed
NORTON HEATHER DAW		UDM Completed
SINAGRA MICHELLE A		UDM Completed
TURNER UZATHER Q		IPR Completed
SCARBROUGH JERMAL		UDM Completed
DY DAVID A		IPR Completed
HOWELL TODD R		IPR Completed
KAPCZYNSKI MICHAEL		UDM Completed
LONG UDELL NEWBOLD		UDM Completed
UNDERLY JOSHUA JOH		UDM Completed
CARLO CARLOS JAVIE		IPR Completed
IPATZI AMBER MARIE		IPR Completed

Page 1 of 5 15 items per page 1 - 15 of 67 items



Electronic Deployment Readiness Checklist (e-DRC)



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Print Deployment Checklist

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INDIVIDUAL DEPLOYMENT REQUIREMENTS CHECKLIST				
1. NAME (Last, First, Middle Initial, Suffix)	2. RANK/GRADE	3. AF/SC/SERIES	4. ORGANIZATION	5. TEMPO BAND/BLOCK
STANGER JEREMY J	TSGT	38071	AF PERSONNEL CTR FOOper Loc DFPLD (FFW620)	32
PRE-DEPLOYMENT REQUIREMENTS				
MANDATORY ITEMS				
6. COMMON ACCESS CARD (US Uniformed Services ID Card) Exp. Date:	MEMBER	UDM	SPR	PERSCO
7. IDENTIFICATION TAGS (ID Tags and Chains)(1 Set)				
8. LETTER OF SELECTION FOR DEPLOYMENT POSITION				
9. QUANTITATIVE FIT TEST (QNFT - GAS MASK) DOCUMENTATION				
10. AF FORM 94, AIR BAGGAGE CLAIM TAG (4 Tags)				
11. GOVERNMENT TRAVEL CARD (GTC) Exp. Date:				
12. VIRTUAL RECORD OF EMERGENCY DATA (VRED)				
13. AFFAM 10-100, AIRMAN'S MANUAL				
READINESS TRAINING				
14. ANNUAL TOTAL FORCE AWARENESS TRAINING	C	C		
15. TIER 2A: EXPEDITIONARY SKILLS (ES) PROFICIENCY TRAINING	I	I		
16. TIER 2B: HOME STATION PRE-DEPLOYMENT TRAINING	I	I		
OTHER READINESS ITEMS (As required)				
17. SECURE INTERNET PROTOCOL ROUTER NETWORK (SPIRnet) TOKEN SMART CARD				
18. DD FORM 1584, GENEVA CONVENTIONS CARD (Standard/Religious Personnel Only)				
19. CREDENTIAL PACKAGE FOR MEDICAL PROVIDERS				
20. AF FORM 286, PERSONNEL RELIABILITY PROGRAM, QUALICERT ACTION				
21. RED METAL (MEDICAL) ALERT ID TAGS (4 TAGS and Chains)(1 Set)				
22. DRIVER'S LICENSE (Commercial, U.S. Government and/or International License)				
23. PRESCRIPTION GLASSES (2 Pair)				
24. GAS MASK SPECTACLE INSERTS (1 Pair)				
25. INDIVIDUAL APPOINTMENT LETTERS (Custodian and Courier Letters)				
26. INDIVIDUAL CHECKLIST (Personal/Organizational Clothing Requirements)				
27. PROFESSIONAL EQUIPMENT (Pre-Operational Protective Equipment)				
28. AF FORM 1199, USAF RESTRICTED AREA BADGE				
29. GOVERNMENT (NO-FEE) PASSPORT/US/ABROAD COUNTRY CLEARANCE Exp. Date:				
30. MISC TRAINING CARGO PREP, PALLET BUILD-UP, HAZ CARGO CERT				
31. AF FORM 357, FAMILY CARE CERTIFICATION (SAW AF 136-2008, First Sergeant)				
OPTIONAL ITEMS				
32. WILL (Living)				
33. POWER OF ATTORNEY (General or Special)				
34. SQLI BRIEF				
35. MYPAY Access				
DEPLOYMENT TASKING REQUIREMENTS				
36. TIER 3&4 ADVANCED EXPEDITIONARY SKILLS TRAINING (EST)				
37. AF FORM 522, USAF GROUND WEAPONS TRAINING DATA Course Date:				
38. DD FORM 2780, QUALIFICATION TO POSSESS FIREARMS or AMMUNITION				
39. AF FORM 623, OUT RECORD/TRAINING BUSINESS AREA (TBA) as required				
40. VOTING RIGHTS BRIEFING (AFI 38-2107, Installation Voting Assistance Officer)				
41. DD FORM 1853, ISOLATED PERSONNEL REPORT (ISOPREP) as required				
42. REPORTING INSTRUCTION REVIEW				
43. AF FORM 246, EMPLOYMENT LOCATOR and PROCESSING CHECKLIST				
44. FITNESS TESTING DOCUMENTATION Cnpt. Date:				
45. MOBILITY BAGS (A, B, C, D) and AF Form 1297				
	DATE -->			
	INDIVIDUAL'S INITIALS -->			
REMARKS				
Type here...				

AF FORM 4006, 2016120 (IMT-V1)

Replaces AF Form 4006, Jul 13, which is obsolete



Summary



U.S. AIR FORCE

- Background
- The Installation Personnel Readiness (IPR)
- The Personnel Deployment Function (PDF)