

OPERATIONS

AIR NATIONAL GUARD UNIT TYPE CODE MANAGEMENT

This Air National Guard (ANG) instruction implements AFPD 10-4, *Operations Planning*, by providing guidance to the ANG staff and units outlining responsibilities, policies, and procedures for war planning, specifically unit type code (UTC) management, e.g., UTC development, maintenance, and standardization; the mobility pilot unit programs; and accurate unit UTC tasking. This process requires coordination of functional areas of all command levels from Air Staff and gaining major commands (GMAJCOMs) to mobility pilot units and non-pilot units.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFPD 10-4.

	Paragraph
General	1
Tasks	2
Procedures	3
Attachments	Page
1. Glossary of References and Supporting Information	6
2. Functional Area OPR List	10

1. General. The Manpower and Equipment Force Packaging System (MEFPAK) is the USAF method for reporting characteristics of USAF forces available to the Joint Operations Planning and Execution System (JOPES) for war planning. MEFPAK is composed of two sub-systems: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR). The Contingency Operations Mobility Planning and Execution System (COMPES) is the automated USAF system that supports MEFPAK and JOPES.

2. Tasks.

2.1. To manage UTCs ANG FAMs will:

2.1.1. On a continuous basis, monitor what ANG resources (UTCs) are made available in the WMP-3 by coordinating with GMAJCOM and Air Staff FAMs, including the UTCs in the ANG UTC Management Information System (UMIS). Attachment 2 lists the ANG FAMs with their assigned functional areas and phone numbers.

2.1.2. Prior to WMP-3 publication, verify GMAJCOM and Air Staff inputs to WMP-3.

2.1.3. Ensure that all ANG WMP-3 taskings are communicated to the units in either (SORTS) reportable Designated Operational Capability (DOC) statements (IAW AFI 10-201, *Status of Resources and Training System*, modified by ANG) or listed in the UMIS.

2.1.4. Write SORTS reportable DOCs and coordinate them with ANG/XPX, ANG Manpower and Organization Division (ANG/XPM), ANG/LGX, and GMAJCOM staffs. Provide approved DOCs to ANG SORTS office (ANG/DOOS) for transmission to units, State Adjutants General, and GMAJCOMs.

2.1.5. Monitor Operations Plan (OPLAN) UTC taskings provided by GMAJCOMs to units, and assist unit in resolving UTC tasking discrepancies with GMAJCOMs when required.

2.1.6. Recommend GMAJCOM FAMs initiate UTC development, changes, or cancellations as required.

2.1.7. Resolve differences between pilot units, non-pilot units, and GMAJCOMs in UTC development and maintenance.

2.1.8. As UTC changes occur, update the UMIS through ANG/XPX.

2.1.9. Ensure that the Mission Capability Statement (MISCAP) accurately reflects the mission, deployable bases, accompanying UTCs, etc., in coordination with GMAJCOM FAM.

2.1.10. Ensure that the Manpower Force Elements List (MFEL) supports UTC mission, and Unit Manning Documents (UMD) are sufficient to match those MFEL requirements in coordination with GMAJCOM FAM and ANG/XPM.

2.1.11. Ensure that the logistics detail (LOGDET) supports the UTC mission, and unit allowance standards (AS) are sufficient to meet LOGDET equipment requirements in coordination with ANG Equipment Management Branch (ANG/LGSE).

2.1.12. Ensure LOGDET vehicle requirements are coordinated with ANG Transportation Division (ANG/LGT), including changes to unit UTC taskings.

2.2. ANG Plans Division (ANG/XPX), will:

2.2.1. Act jointly with ANG/LGX as Office of Primary Responsibility (OPR) for this instruction.

2.2.2. Provide general guidance on wartime tasking to ANG FAMs and ANG units, as appropriate.

2.2.3. Maintain the UMIS, a computer database of ANG unit UTC taskings, with input from all ANG FAMs.

2.2.4. Notify the ANG FAMs prior to UMIS submission to the GMAJCOMs.

2.2.5. Provide the UMIS to GMAJCOMs as the ANG input to the WMP-3.

- 2.2.6. Attend all OPLAN sourcing conferences.
- 2.2.7. Update UTC management information systems in accordance with SORTS documents (DOC statements).
- 2.3. ANG Logistics Plans, Programs and Integration Division (ANG/LGX), will:
 - 2.3.1. Act jointly with ANG/XPX as OPR for this instruction.
 - 2.3.2. Act as ANG OPR for COMPES Logistics Module – base level (LOGMOD-B).
 - 2.3.3. Appoint ANG mobility pilot units in coordination with the ANG FAM, when requested by GMAJCOMs, with concurrence of State Adjutants General.
 - 2.3.4. Maintain a list of all mobility pilot units and their assigned UTCs.
 - 2.3.5. Provide copies of the ANG pilot unit lists to the MEFFPAK command and HQ USAF/ILXX.
- 2.4. ANG Manpower and Organization Division (ANG/XPM), will:
 - 2.4.1. Coordinate with GMAJCOM, pilot units, and non-pilot units in UTC manpower detail development and maintenance.
 - 2.4.2. Ensure that UMDs and UTC MFELs match and resolve conflicts identified in SORTS or otherwise reported by units.
 - 2.4.3. ANG Personnel Division (ANG/DP), will act as ANG OPR for COMPES MANPER-B.
- 2.5. ANG Equipment Management Branch (ANG/LGSE), will:
 - 2.5.1. Coordinate with GMAJCOMs, pilot, and non-pilot units in UTC development and maintenance as it relates to AS.
 - 2.5.2. Ensure that unit AS is sufficient to meet equipment requirements for unit taskings.
 - 2.5.3. Resolve equipment problems identified in SORTS or otherwise reported by units.
- 2.6. ANG Transportation Division (ANG/LGT), will:
 - 2.6.1. Coordinate with GMAJCOMs and pilot units in UTC development and maintenance as it relates to the Table of Allowance (TA) 012 and Vehicle Authorization Lists (VAL).
 - 2.6.2. Resolve vehicle problems identified in SORTS or otherwise reported by units.
- 2.7. Mobility pilot units will:
 - 2.7.1. In coordination with GMAJCOM and ANG, maintain the standard UTC manpower in COMPES MANPER-B and equipment in COMPES LOGMOD-B for each assigned UTC.
 - 2.7.2. Provide non-pilot units with this standard UTC equipment data.
 - 2.7.3. Coordinate suggested LOGDET changes with all non-pilot units and the ANG FAM prior to submission to the GMAJCOM. Coordinate suggested MFEL changes with all non-pilot units prior to submission to ANG FAM.
- 2.8. Non-pilot units will:
 - 2.8.1. Identify themselves to the pilot unit.
 - 2.8.2. Ensure that pilot unit's standard UTC LOGDET is loaded in LOGMOD-B, LOGFOR.
 - 2.8.3. Evaluate pilot unit standard UTCs and recommend equipment and personnel changes when appropriate.
 - 2.8.4. Assist the pilot unit in development of standard UTCs.

3. Procedures:

- 3.1. UTC development (initial).
 - 3.1.1 GMAJCOM obtains Air Force War and Mobilization Plans Division (AF/XOPW) approval for UTC development and AF Manpower Readiness Flight (MRF) provides initial UTC registration.

3.1.2. GMAJCOM FAM writes the UTC MISCAP (in coordination with ANG FAM) and provides it to GMAJCOM/XPM and GMAJCOM/LGX.

3.1.3 GMAJCOM/LGX requests ANG/LGX assign a mobility pilot unit (with the Adjutants General (TAG) concurrence) to develop the MFEL and LOGDET (in coordination with non-pilot units).

3.1.4. The pilot unit develops straw man MFEL and forwards it to ANG FAMs. ANG FAMs refine the MFEL in coordination with ANG/XPM and units, as required, and returns it to the GMAJCOM.

3.1.5. The pilot unit forwards the proposed LOGDET to the ANG FAMs for review and validation prior to submission to the GMAJCOM.

3.1.6. GMAJCOM consolidates the MISCAP, MFEL, and LOGDET and forwards them to AFMRF.

3.1.7 AFMRF then assigns a final UTC designator and adds it to the MANFOR.

3.2. UTC maintenance (manpower changes).

3.2.1 The pilot unit proposes UTC MFEL changes (coordinated with non-pilot units) to ANG FAMs.

3.2.2. ANG FAMs evaluate the pilot unit proposal (with ANG/XPM coordination) and forwards recommended manpower changes to GMAJCOM/XPM for concurrence and update of the USAF MANFOR. **NOTE:** Extreme care must be exercised in changing UTC MFEL; affected active or AFRC units must be kept informed and coordination obtained.

3.3. UTC maintenance (equipment changes).

3.3.1. When a unit determines that changing, adding, or deleting is necessary to equipment required to accomplish the mission, and that the equipment is currently in the Weapon System Table of Allowance (WSTA) or AS; the request and justification should be sent through the unit LGX office to the pilot unit. The pilot unit forwards it to all non-pilot units for evaluation. The pilot unit develops a consensus from all evaluations received within 45 days. If the consensus is disapproval, the pilot unit sends a synopsis of the disapproval to all affected units. If concurred with, the pilot unit forwards changes of the LOGDET to the ANG FAM for review and validation prior to submission to the GMAJCOM. Once approved, the pilot unit provides changes to all like units.

3.3.2. When a unit determines that changing, adding, or deleting is necessary to equipment required to accomplish the mission, and the equipment is not currently in the AS, the unit equipment custodian forwards an Equipment Action Request (EAR) with full justification to the unit Equipment Management Section (EMS) for processing and forwarding to the unit LGX office. The unit LGX office will forward the EAR to the pilot unit.

3.3.3. Only after additions, deletions, or changes of equipment are made to the approved WSTA or AS, do pilot units have the authority to add equipment to the standard UTC LOGDET.

3.3.4. The pilot unit will review the applicable Air Force Equipment Management System (AFEMS) to update changes to the standard UTC LOGDET. The pilot unit will, in turn, update the UTC and forward changes through the ANG FAM to the GMAJCOM and notify all like units according to established time frames.

3.4. UTC maintenance (vehicle changes).

3.4.1. When a unit determines that a different quantity or type of vehicle is required to accomplish the mission, the unit equipment custodian forwards EAR with full justification to the unit EMS for processing and forwarding to the unit logistics plans officer. The logistics plans officer will review the request for validation (e.g., as it applies to the mobility mission in the UTC MISCAP and DOC statement). If valid, the unit logistics plans officer forwards the EAR to the mobility pilot unit.

3.4.2. The pilot unit forwards it to all non-pilot units for evaluation. The pilot unit develops a consensus from all evaluations received within 45 days. If the consensus is disapproval, the pilot unit sends a synopsis of the disapproval to all affected units. If concurred with, the pilot unit sends the EAR to EMS, who processes it to ANG Vehicle Operation and Maintenance Branch (ANG/LGTV).

3.4.3. ANG/LGTV reviews the EAR and, after obtaining ANG FAM concurrence, forwards it to the AFMC AS monitor.

3.4.4. When a FAM adds or deletes a UTC tasking for a unit which contains vehicles, the FAM will coordinate the change with ANG/LGTV. ANG/LGTV will then update the unit's VAL.

3.4.5. UTC maintenance (standardization). Each ANG unit must ensure that the UTCs that they maintain on mobility support the mission capability statement. **NOTE:** Since the pilot unit LOGDET is used in the deliberate planning system at all levels (e.g., GMAJCOM, HQ USAF, Unified Commands, and the JCS), non-pilot units must pay close attention to the logistics summary data in the LOGMOD-B and the standard UTC LOGDET. UTC summary data contained in OPLAN Time Phrased Force and Deployment Data (TPFDD) is derived from the standard UTC and is used to determine OPLAN transportation requirements. If the weight and cube requirements of an ANG unit's UTC exceed the standard UTC, the unit must inform the OPLAN OPR of the difference, with justification, so unit movement requirements can be properly adjusted as required in the TPFDL.

3.5. Resolving UTC maintenance differences.

3.5.1. If a non-pilot unit disagrees with a pilot unit and cannot resolve the problem by negotiating with the pilot unit, then forward an outline of the pertinent facts to ANG/LGX (for LOGDET) and ANG FAM (for MFEL).

3.5.2. ANG mobility pilot units are authorized to conduct workshops once every 2 years to review UTC data with non-pilot units. The ANG FAM and representatives from ANG/XPM and ANG/LGX should attend these reviews. Approval for the pilot unit workshops must be obtained from Director of the Air National Guard (NGB/CF), if the total unit cost exceeds \$5,000.

3.6. Resolving UTC tasking differences. If a unit has a problem with a UTC tasking received in OPLAN TPFDLs, the unit should address the problem to the ANG FAM who will in turn address the problem to ANG/XPX.

PAUL A. WEAVER, JR.
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-401 *Operations Planning*
 AFI 10-201 *Status of Resources & Training System*

Abbreviations and Acronyms

AF - Air Force
 AFEMS - Air Force Equipment Management System
 AFMC - Air Force Materiel Command
 AFMRF - Air Force Manpower Readiness Flight
 AFPD - Air Force Policy Directive
 AFRC - Air Force Reserve Command
 ANG - Air National Guard
 AS - Allowance Standards
 COMPES - Contingency Operation/Mobility Planning and Execution System
 DOC - Designed Operational Capability
 EAR - Equipment Action Request
 EMS - Equipment Management Section
 FAM - Functional area manager
 GMAJCOM - Gaining Major Command
 GMAJCOM/XPM - Gaining major command manpower and organization
 HQ USAF - Headquarters United States Air Force
 IAW - In Accordance With
 JCS - Joint Chiefs of Staff
 JOPES - Joint Operation Planning and Execution System
 LOGDET – Logistics detail
 LOGFOR - Logistics Force Packaging System
 LOGMOD-B - Logistics Module - base level (COMPES Logistics subsystem)
 MANFOR - Manpower Force Packaging System
 MANPER-B - Manpower and Personnel Module base-level (COMPES manpower subsystem)
 MEFPAK - Manpower and Equipment Force Packaging System
 MFEL - Manpower Force Element List
 MISCAP - Mission Capability Statement
 NGB - National Guard Bureau
 OPLAN - Operation Plan
 OPR - Office of Primary Responsibility
 PMAI - (Formerly PAA) Primary Mission Aircraft Inventory

SORTS - Status of Resources and Training Systems
TA - Table of Allowance
TAG - The Adjutants General
TPFDD - Time Phased Force and Deployment Data
UMD - Unit Manpower Document
UMIS - UTC Management Information System
UTC - Unit Type Code
VAL - Vehicle Authorization List
WMP - War and Mobilization Plan
WSTA - Weapon System Table of Allowance

Office References

AF/ILXX - Contingency Plans and Crisis Action Division
AF/XOPW - War and Mobilization Plans Division
ANG/CE - Civil Engineering Directorate
ANG/DOB - Battle Management Team
ANG/DOF - Security Forces
ANG/DOO - Operations and Training Division
ANG/DOOC - Combat Forces Branch
ANG/DOOS - Support Forces Branch
ANG/DOX - Deployments Team
ANG/DP - Personnel and Training Directorate
ANG/DPPUX - Personnel Readiness and Mobilization Section
ANG/FMF - Financial Management Services Division
ANG/LGM - Maintenance Division
ANG/LGMF - Combat Forces Branch
ANG/LGS - Supply Division
ANG/LGSE - Equipment Management Branch
ANG/LGT - Transportation Division
ANG/LGTV - Vehicle Operation and Maintenance Branch
ANG/LGX - Logistics Plans, Programs and Integration Division
ANG/SC - Communications Directorate
ANG/SG - Air Surgeon Directorate
ANG/SVX - Services Branch
ANG/XPM - Manpower and Organization Division
ANG/XPPS - Space Branch
ANG/XPX - Plans Division
ANG/XPXP - Long Range Team and Strategic Planning Branch
ANG/XPXW - Deliberate Plans Branch

NGB-AQ - Contracting Directorate (ANG), Principal Assistant Responsible for Contracting (Army National Guard)

NGB/HC - Chaplain Service

NGB-PA - Public Affairs

NGB-PAI-H - Public Affairs (Internal) Historian

Terms

Air Staff -- Headquarters Air Force functional area staff agencies.

ANG Mobility Pilot Units – Units forming the focal point for the development and maintenance of the UTC's LOGDET. The standard UTCs they maintain are used by all USAF units similarly tasked.

Designed Operational Capability (DOC) Statement – Description of a unit's mission, which approximates the UTC MISCAP. SORTS reportable DOCs provide units with the measurement criteria and reporting instructions required by AFI 10-201 (modified by ANG) for reporting in SORTS to the Joint Chiefs of Staff (JCS).

Functional Area Manager (FAM) – Manager who is responsible for a specific function; e.g., the Air Surgeon Directorate (ANG/SG) is the ANG FAM for all medical matters at the ANG level. It is the responsibility of ANG division chiefs to appoint the most knowledgeable individual as the FAM and to notify ANG Plans Division (ANG/XPX) in writing. FAMs are found at all command levels from the Air Staff to the unit.

MEFPAK reporting command – Command having the overall responsibility for management (e.g., development, maintenance, and cancellation) of specific UTCs in accordance with (IAW) AFMAN 10-401 Major commands that gain ANG units during wartime (GMAJCOMs) are MEFPAK reporting commands. The ANG is not a MEFPAK reporting command. However, the ANG supports MEFPAK reporting commands at ANG staff level by monitoring GMAJCOM FAM actions and at ANG unit level by participation in the mobility pilot unit program. For the remainder of this instruction, MEFPAK reporting commands will be referred to simply as GMAJCOMs.

Mission Capability Statement (MISCAP) – Description of the UTCs capability. It includes: a description of what the UTC can do, where it can go (e.g., types of bases to which it can deploy), a list of the major functional areas included in the UTC, significant workload factors, planned sortie rates, and supporting UTCs required to be tasked for effective employment (e.g., an intermediate maintenance UTC must be tasked to support an aviation UTC when operations are planned to exceed 30 days).

Mobility Pilot Unit -- ANG unit with LOGDET responsibility.

Non-pilot Unit — Unit Assisting the Mobility Pilot Unit with LOGDET.

Notional Tasking -- UTC tasking which a unit must be capable of providing in wartime, which is not in support of a particular Operation Plan (OPLAN). The UTCs listed on DOC statements and UMIS are considered as notional until tasked in an OPLAN.

Pilot Unit – Equivalent to Mobility Pilot Unit.

Status of Resources and Training System (SORTS) -- System used to measure and report the status of unit controlled resources and trained personnel IAW AFI 10-201 (modified by ANG).

Unit Type Code (UTC) -- Basic building block of MEFPK, is a five character (alpha numeric) code that represents a type or kind of force with a specific wartime capability. The UTC has three main parts.

UTC Development – Development begins with the introduction of a new wartime capability, unit conversions, or primary aircraft authorized (PAMI) increases or decreases. The GMAJCOM requests registration of new UTCs through the Air Staff to Air Force Manpower Readiness Flight (AFMRF) and develops the proposed MISCAP in coordination with ANG. Once requested by the GMAJCOM, Air National Guard Logistics Plans, Programs and Integration Division (ANG/LGX) appoints an ANG mobility pilot unit with State Adjutants General concurrence. The pilot unit builds the LOGDET and MFEL in coordination with non-pilot units, appropriate GMAJCOM, and ANG agencies. Functional areas affected by manpower changes, regardless of program element code funding, must concur with MFEL and LOGDET changes. Once developed, the new UTC details are transmitted from unit through ANG to GMAJCOM who sends it to AFMRF and Air Force Contingency Plans and Crisis Action Division (AF/ILXX), where the UTC becomes official.

UTC Logistics Detail (LOGDET) -- List of the equipment required to provide the UTC mission capability. At base level, this is maintained in the COMPES Logistics Module-base level (LOGMOD-B) subsystem.

UTC Maintenance -- Continual process of validating and updating the UTC MISCAP, MFEL, and LOGDET. All levels participate; GMAJCOMs provide direction and update the MFEL, pilot units update the LOGDET and suggest input on the MFEL, and ANG monitors the entire process.

UTC Management Information System (UMIS) -- Database developed by ANG/XPX that contains all ANG UTCs tasked with mobility, either specifically or notionally. UMIS provides a medium to describe to units the missions of their functional elements (e.g., Chaplains, Postal) that must be on mobility yet do not require SORTS reporting. The UMIS replaces non-SORTS reportable DOCs and is used for training and equipping.

WMP-3 (USAF) -- UTCs made available for use in deliberate planning; e.g., WMP-3 Part 1 contains combat (flying) forces and Part 2 contains support forces.

Attachment 2

FUNCTIONAL AREA OPR LIST

<u>OFFICE</u> <u>SYMBOL</u>	<u>FUNCTIONAL AREA</u>	<u>UTC</u>
ANG/CE	Civil Engineering	4F9--
	Explosive Ordnance Disp	4F9X-
	Fire Protection	4F9F-
	Readiness	4F9D-
ANG/DOB	Air Traffic Control	6K---
	Combat Comm	6K---
	Jnt Comm Spt Element	6J---
	TACS Radar	7FV--
ANG/DOF	Security Forces	QFE--
ANG/DOO	Aerial Port	UFB--
	Airfield Management	7FVLB
	ALCE	7E1AB
ANG/DOOC	ASOC	7F---
	TAC Air Support Ops Sq	7F---
ANG/DOOS	Weather	XW---
ANG/DPPUX	Personnel (PERSCO)	RFBF-
ANG/FMF	Financial Management	XFFA-
ANG/LGM	Maintenance	
	Air Defense	HE---
	Air Refueling	HF---
	Air Rescue	HR---
	Special Operations	H----
	Strat Airlift	HF---
	Airlift	HE---
	Fighter	HF---
	Reconnaissance	HF---
Bomber	H----	
ANG/LGMF	Combat Forces	
ANG/LGS	Supply	JF---
	Fuels	JF---
ANG/LGT	Transportation	UFTS-
ANG/SC	Comm Flights	6KP--
		6KTAJ
		6KVA9
	Engineering Installation	6KQ--
	Information Mgmt	RAAA-
	Postal	LWDB-

FUNCTIONAL AREA OPR LIST (Cont)

ANG/SG	Aeromedical	FF---
	Medical	FF---
ANG/SVX	Services	LWRR-
ANG/XPPS	Intelligence	PF---
	Intel Linguists	PF4--
	Recce Technical	PFD--
		PFH--
	Space EW/Surv - Mob	6S---
ANG/XPPX	Headquarters	9A---
		XFFBA
ANG/XPXW	Air Defense	3E---
	Air Refueling	3Y---
	Air Rescue	3T---
	Special Ops	3S---
	Strat Airlift	3M---
	Fighter	3F---
	Reconnaissance	3R---
	Bomber	3B---
		3N---
NGB-AQ	Contracting	XFFK-
NGB/HC	Chaplain	XFFC-
NGB-PA	Public Affairs	XFFG-
NGB-PAI-H	Historian	RFGAE