

Chapter 7

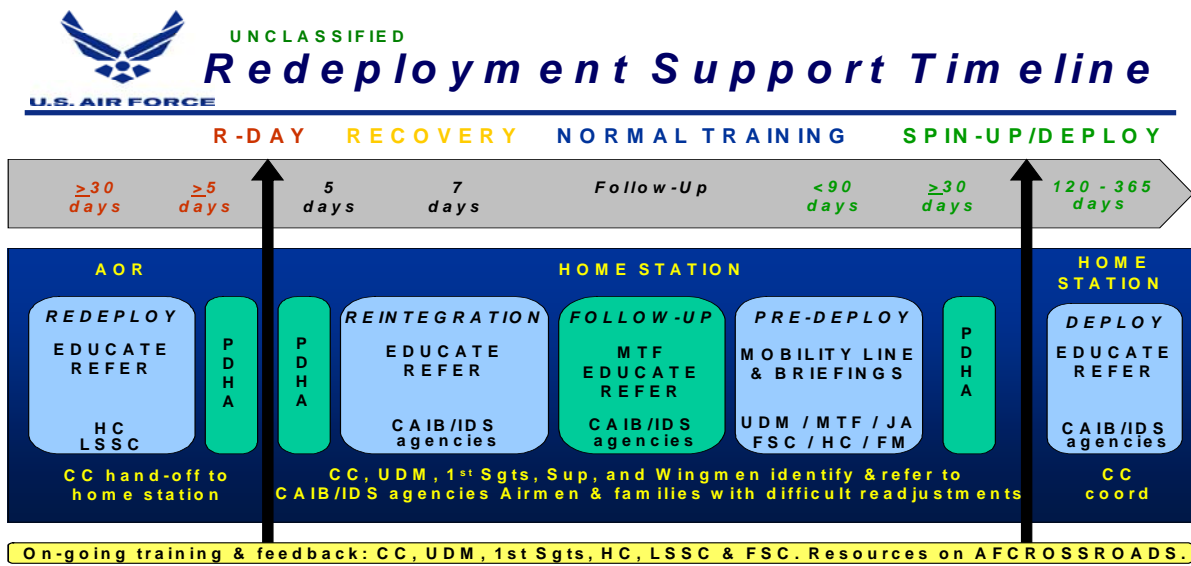
REDEPLOYMENT SUPPORT PROCESS

7.1. Purpose. The positive and sustained care, control, and discipline of each Airman is the purpose of the Redeployment Support Process. The goal is to ensure personnel readiness throughout the Air Expeditionary Force (AEF) cycle by providing timely support for our military members and their families. Redeployment support is an ongoing process, NOT a homecoming event. The intent is to provide continuous, integrated support from the Area of Responsibility (AOR) to home station and to assist in the transition from the deployed environment to family life and work site.

7.2. Redeployment Support Process. This process implements DoD and AF guidance and the Department of Defense/Department of Veterans Affairs (DoD/VA) Post Deployment Health Clinical Practice Guidelines (<http://www.pdhealth.mil>). Minimum mandatory guidance is specified for functions and activities to be coordinated within the Minot AFB Community Action Information Board's (CAIB) scope of operations. Consultative and training responsibilities are outlined for the helping agencies included as members of the Community Action Information Board/Integrated Delivery System (CAIB/IDS). The specific roles and responsibilities of these helping agencies will be coordinated using the CAIB/IDS process.

7.3. Scope. The Minot AFB Redeployment Support Process applies to the AOR and the base. All personnel deployed to the AOR and to CONUS locations in support of contingencies are included. A key determinant for participation is lengthy family separations. The Minot AFB CAIB/IDS helping agencies complete specified activities to support redeployed active duty, Air National Guard (ANG), Air Force Reserve Component (AFRC), civilian personnel, their family members, and units during the AEF cycle. Readjustment from duty in the AOR requires structured recovery time and activities for members and families, prior to leave or TDY.

7.4. Redeployment Support Process Timeline. The following is a template for commanders' responses and actions and CAIB/IDS members' activities at the critical junctures of redeployment, recovery, reconstitution, and spin-up/deployment operations. Subsequent sections provide detailed information on roles and responsibilities. Acronyms used in this illustration are noted in the following sections and listed in the glossary of terms.



7.4.1. The critical junctures of the Redeployment Support Timeline are listed below.

7.4.1.1. In the AOR, commanders establish contact with Minot AFB command for Airmen who could benefit from support due to personal loss, exposure to unusual danger, or witnessing traumatic events.

7.4.1.1.1. Redeployers receive reintegration education within 30 days of Redeployment Day (R-Day) by deployed Chaplain Service members and behavioral health personnel

7.4.1.1.2. Airmen complete Post Deployment Health Assessment (PDHA) within five days of R-Day.

7.4.1.2. Prior to leave, commanders establish contact with each of their returning Airman and provide the critical link for their members and families who could benefit from readjustment support.

7.4.1.2.1. If the Post Deployment Health Assessment (PDHA) is not completed before R-Day, then redeployers complete the process within five days of return.

7.4.1.2.2. Reintegration education is provided by requisite CAIB/IDS agencies within seven days of return (voluntary for families).

7.4.1.2.3. Referrals are initiated for medical care, legal, family support, chaplains, and life skills, and other CAIB/IDS agency services. Follow-up is provided, as required.

7.5. Commanders. Commanders (CC) and their designees, First Sergeants, Supervisors, Unit Deployment Managers (UDM), and Wingmen must be prepared to make timely decisions for actions that support the positive recovery of their personnel. The commander serves as the critical link between active duty personnel, their families and installation helping agencies. Commanders provide personnel support during the entire AEF cycle. Commanders may request tailored support from various CAIB/IDS helping agencies for personnel and their families. Commanders consult with and are trained by CAIB/IDS agencies on their redeployment support roles and responsibilities. Commanders will strongly encourage family member participation in CAIB/IDS agency activities supporting the AEF cycle.

7.5.1. Proactive command responses include: early recognition of readjustment difficulty, destigmatization of the use of readjustment support, and facilitation of help-seeking behavior.

7.5.2. Actions during reintegration education and the AEF cycle will include: observation, screening, identification, referral, and follow-up support for personnel recovery.

7.5.3. Critical components supporting personnel recovery include: reintegration education, post deployment assistance, health care, spiritual support, childcare, and trauma response care.

7.5.4. Commanders ensure complete redeployment processing of their personnel and support each individual to make a smooth post deployment transition.

7.5.4.1. Commanders, First Sergeants, Supervisors, UDM, and Wingmen will receive training from the requisite CAIB/IDS members.

7.5.4.2. Upon notification from an AOR commander that a member has experienced a personal loss, family difficulties or exposure to life-threatening situations commanders will request tailored support from the CAIB/IDS agencies.

7.5.5.3. Commanders, First Sergeants, Supervisors, and Wingmen or designees will welcome all redeploying Airmen at their arrival point.

7.5.4.4. Commanders will ensure that all redeploying Airmen complete post-deployment medical processing immediately upon return from deployment, prior to release for downtime, or leave.

7.5.4.5. Commanders and First Sergeants or their equivalents will be present at Large Group Post Deployment In-briefs.

7.5.4.6. When activated, Commanders will ensure that all redeploying Airmen attend the mandatory Large Group Post Deployment In-brief and complete their Post Deployment Checklist within seven days.

7.5.4.7. When the Large Group Post Deployment In-brief is not activated, commanders will ensure that all redeploying Airmen complete their Post Deployment Checklist within seven days using individual appointments at medical, finance, family support, SARC, life skills, legal and chaplain.

7.5.4.8. Commanders will not authorize redeploying Airmen to depart on compensatory time or leave until after they complete the Post Deployment Checklist, it is signed by the commander or designee, and the checklist is placed into the members PIF.

7.5.4.8.1. For deployments six – twelve weeks, ACC guidance states: Commanders will provide individuals four days compensatory time off in accordance with special pass regulations for deployments lasting six weeks or longer. Compensatory time off must begin and end in the local area. In addition to compensatory time off, members are afforded the opportunity for an addition three days post-deployment recovery and reconstitution. During this period, members will be given appropriate time to tend to personal and professional matters. Leave is required if the member leaves the local area.

7.5.4.8.2. For deployments twelve weeks or more ACC guidance states: For deployments twelve weeks or longer, members similarly receive four days compensatory time off in accordance with special pass regulations, plus, ten days for recovery and reconstitution. Again, members desiring to leave the local area during the ten day recovery and reconstitution period must take leave.

7.5.4.9. When appropriate, Commanders will assign a wingman for redeploying Airman within 30 days of R-Day. Wingman should be in the members' flight and/or chain of supervision.

7.5.4.9.1 Wingman will serve as a POC. As a minimum they will verify return date and time, meet and greet redeployer upon their return, provide transportation as needed, secure accommodations as needed, create a welcoming environment, provide information on resources and services, coordinate appointments, and report any unusual circumstances or readjustment difficulties to the commander.

7.6. Community Action Information Board (CAIB) and Integrated Delivery System (IDS). The CAIB is established and directed by the 5 BW Commander to serve as an inclusive, cross-functional forum to address community issues IAW AFI 90-501. The CAIB resolves concerns influencing the readiness and functioning of Air Force members, their families, and units. CAIB members consist of senior leaders on the installation to include Mission Support Group Commander, Medical Group Commander, Operations Group Commander, Maintenance Group Commander, Staff Judge Advocate,

Senior Chaplain, Civil Engineering Commander, Public Affairs Officer, Services Squadron Commander, Mission Support Squadron Commander, Comptroller Squadron Commander, Operations Squadron Commander, Communications Squadron Commander, Security Forces Squadron Commander, and the Command Chief Master Sergeant. Other community members such as commanders of the 91st Space Wing, First Sergeants, local community leaders, school personnel, spouses, and teens may be invited to participate when appropriate. CAIB/IDS members act as the commander's consultants for all phases of deployment support. Reference tools include DoD and AF guidance, the AF Readiness EDGE guides, and reintegration education material.

7.6.1. The action arm of the Minot AFB CAIB is a working group, the Integrated Delivery System. Its members are representatives of the CAIB who have primary responsibility for providing family services for prevention and education activities related to personal, family, and community concerns. The Minot AFB IDS is comprised of: the Chaplain Service, Family Advocacy, Family Member Programs, Family Support Center, Life Skills Support Center, Judge Advocate General, Health Promotion, Alcohol, Drug Abuse and Prevention, Public Affairs, Command Chief Master Sergeant, First Sergeants and others such as the Installation Deployment Officer, Comptroller, Civil Engineering and individuals from private organizations, enlisted/officers councils, spouses groups, teen groups, who will be invited to participate when an issue of concern to their specific group is under discussion. The structure and responsibilities of the forum and working group are present and vital at each base to resolve community issues.

7.6.2. All base level activities for reintegration education, consultation, and redeployment support training responsibilities for Commanders, Unit Deployment Managers, Supervisors, First Sergeants and Wingmen will be coordinated through the CAIB/IDS.

7.6.3. The CAIB/IDS agencies have specific responsibilities for redeployment support as outlined in the following sections.

7.7. CAIB/IDS Agency Responsibilities. CAIB/IDS members act as the commander's consultants and use redeployment support processes and reintegration education material posted on AF Crossroads and the ACC AEF Center websites. The CAIB/IDS agencies provide integrated, interoperable programs to strengthen force readiness. Reintegration education, medical care, spiritual support, and childcare will be available for all redeploying personnel, their family members, and units.

7.7.1. Chaplain Service. The Chaplain Service members provide support to personnel, families, and base populations during contingencies IAW AFI 52-104.

7.7.1.1. Within seven days of the unit's or individual's redeployment, Chaplain Service members share with LSSC and FSC personnel the responsibility of providing support and reintegration education to redeployed members, families, and units in collaboration with other CAIB/IDS agencies.

7.7.1.1.1. Chaplain Service members will attend and administer reintegration education and individual assistance at the Large Group Post Deployment In-brief.

7.7.1.1.2. Chaplain Service members will block appointment times throughout the week to provide support and reintegration education for redeploying Airmen when the Large Group Post Deployment In-brief is not activated.

7.7.1.2. During post-deployment, Chaplain Service members provide follow-up support, reintegration and reunion ministries, and couples communication programs. Assistance can be provided by the CAIB/IDS agencies.

7.7.1.3. During post-deployment, the Chaplain Service members provide traumatic stress response to units, as requested by commanders, in conjunction with the LSSC. Traumatic Stress

Response team members can meet with individuals for up to four visits for the purpose of education and consultation, IAW AFI 44-153.

7.7.2. The Medical Treatment Facility (MTF) meets the physical, emotional, and behavioral needs of our deploying and redeploying members and their families.

7.7.2.1. Life Skills Support Center (LSSC) personnel provide behavioral health care with psychiatrists, psychologists, social workers, behavioral health technicians, and psychiatric nurses to personnel, families, and base populations during contingencies.

7.7.2.1.1. Within seven days of an individual's redeployment, LSSC and Family Advocacy Outreach Managers share with FSC personnel and Chaplain Service the responsibility of providing support and reintegration education to redeployed members, families, and units in collaboration with other CAIB/IDS agencies.

7.7.2.1.1.1. LSSC personnel will attend and administer reintegration education and individual assistance at the Large Group Post Deployment In-brief.

7.7.2.1.1.2. LSSC personnel will provide individual support and reintegration education for redeploying Airmen when the Large Group Post Deployment In-brief is not activated.

7.7.2.1.2. Following redeployment, LSSC personnel provide assessments, supportive counseling, and follow-up care to redeployers referred by Primary Care Managers (PCM) when positive behavioral health responses are made on the PDHA, for self-referrals, and for referrals by commanders and units.

7.7.2.1.3. During deployments and redeployment, LSSC personnel provide traumatic stress response support to units and redeployers as requested by commanders, in conjunction with the Chaplains. Traumatic Stress Response team members meet with individuals for up to four visits outside of the LSSC for the purpose of education and consultation IAW AFI 44-153.

7.7.2.2. The cadre of medical personnel providing PDHA includes: physicians, physician assistants, nurse practitioners, and Independent Duty Medical Technicians. Public Health personnel provide medical threat debriefings.

7.7.2.2.1. Medical personnel will attend the Large Group Post Deployment In-brief and administer medical threat debriefings. During the in-brief redeployers will be given a time to complete their medical in-processing at the clinic.

7.7.2.2.2. Medical personnel will provide individual support and reintegration education for redeploying Airmen when the Large Group Post Deployment In-brief is not activated.

7.7.2.2.3. If the PDHA process is not completed before redeployment, then complete within five days after return. At home station, PDHA must be filed within the permanent medical record within 30 days of return. Serum sample must be deposited within the serum repository within 30 days and the redeployer should report to primary care for a follow-up for any identified health concerns on the PDHA.

7.7.2.2.4. An annual review of DD Form 2796 will be accomplished during PHA. Those with a positive indicator will complete a PTSD screening and be seen by a provider.

7.7.2.2.5. During Medical Right Start, medical personnel will identify individuals needing assistance as a result of a past deployment. These individuals will be referred to the appropriate provider.

7.7.3. Family Support Center (FSC) provides Mobility and/or Deployment Assistance to help single and married DoD personnel and families meet pre, during, and post-deployment challenges IAW AFI 36-3009. Services help reduce stress and deal with separation and reintegration, increase individual and family morale and unit cohesion, and support operational readiness.

7.7.3.1 FSC staff will provide assistance with development of reintegration education material. They will provide material to the Chaplain Service and Life Skills personnel in the AOR via e-mail, websites, or hard copy.

7.7.3.2. Within seven days of the unit's or individual's redeployment, FSC staff share with LSSC and Chaplain Service the responsibility of providing support and reintegration education to redeployed members, families, and units in collaboration with other CAIB/IDS agencies. Follow-up to Return and Reunion activities is provided IAW AFI 36-3009.

7.7.3.2.1. FSC staff will attend and administer reintegration education, individual assistance and Post Deployment Feedback Questionnaires at the Large Group Post Deployment In-brief.

7.7.3.2.2. FSC staff will block appointment times throughout the week to provide support, reintegration education and administer Post Deployment Feedback Questionnaires for redeploying Airmen when the Large Group Post Deployment In-brief is not activated.

7.7.3.3. Post-deployment assistance by FSC staff is targeted at providing early intervention to educate families, single members, and units on reunion. The FSC staff monitors family coping skills, assists potential at-risk families, and collaborates with the CAIB/IDS agencies to ensure smooth family reunions.

7.7.4. Family Member Programs protocols help bases respond to increased childcare needs during contingencies and during the AEF cycle IAW AFI 34-248.

7.7.4.1. Family Member Programs provide childcare during contingencies to support mission readiness, for example, programs such as: Extended Duty Care, Returning Home Care, and respite care.

7.7.4.2. Childcare providers receive training on caring for children who are experiencing family separations and reintegration or whose parents are working extended hours.

7.7.5. Personnel Readiness. The Personnel Readiness Function (PRF) will ensure procedures are established to account for members returning from deployments. These procedures will be incorporated into installation reconstitution planning. Returning units and individuals will report their return to the PRF on the first duty day back at home station. The PRF will update the date of return to home station for all individuals in MANPER-B/DCAPES on the date of notification of return IAW AFI 10-215.

7.7.6. Financial Management (FM) personnel provide guidance for deployment and redeployment activities IAW AFI 10-403.

7.7.6.1. Within five days of return, submission of redeployment travel vouchers aids the finance office in their efforts to stop continued accrual of area of operation specific pay entitlements that may be unauthorized after a member redeploys.

7.7.6.2. Financial Management personnel will attend and assist with travel voucher submission and provide individual assistance at the Large Group Post Deployment In-brief.

7.7.6.3. Financial Management personnel will block appointment times throughout the week to assist with travel voucher submission and provide individual assistance for redeploying Airmen when the Large Group Post Deployment In-brief is not activated.

7.7.7. Base legal personnel provide guidance for deployment and redeployment activities IAW AFPD 51-4, AFPD 51-5, AFI 51-401, AFI 51-504 and TJAG Policy Memorandum OR-3. The Staff Judge Advocate (SJA) is responsible for the oversight of the deployment activities offered by their legal office.

7.7.7.1. Base legal office redeployment activities should focus on assisting the individual with legal affairs that may have arisen as a result of deployment and regaining a sense of normalcy. Redeploying airmen will be seen by legal personnel within 7 days of returning to the home station and address the following issues.

7.7.7.1.1. Base Legal Office personnel will provide information on revoking powers of attorney, issues related to rights under the Servicemembers Civil Relief Act, family law matters (i.e., child custody), claims information concerning the loss, damage, destruction, or theft of personal property while deployed, and assess redeploying Airmen for any specific legal matters they may have at the Large Group Post Deployment In-brief.

7.7.7.1.2. Base Legal Office personnel will block appointment times throughout the week to provide information on revoking powers of attorney, issues related to rights under the Servicemembers Civil Relief Act, family law matters (i.e., child custody), claims information concerning the loss, damage, destruction, or theft of personal property while deployed and assess redeploying Airmen for any specific legal matters when the Large Group Post Deployment In-brief is not activated.

7.7.8. Sexual Assault Prevention and Response Program will provide assistance and intervention services regarding sexual assault for our deploying and redeploying members and their families.

7.7.8.1. Within seven days of the unit's or individual's redeployment, Sexual Assault Response Coordinator or Victim Advocate will provide support and integration education to redeployed members, families, and units in collaboration with other CAIB/IDS agencies.

7.7.8.1.1. Sexual Assault Response Coordinator or Victim Advocate will attend and administer reintegration education and individual assistance at the Large Group Post Deployment In-brief.

7.7.8.1.2. Sexual Assault Response Coordinator will block appointment times throughout the week to provide support and reintegration education for redeploying Airmen when the Large Group Post Deployment In-brief is not activated.

7.7.9. The IDS Chair will function as the OPR for mandatory Large Group Post Deployment In-briefs. The IDS Chair will have authority under the 5 BW/CC to activate and run the Large Group Post Deployment In-brief. The ACC standard for Large Group classification is a group of six or more redeploying Airman.

7.7.9.1. During the 60-day window at the completion of primary AEF cycles, there will be a mandatory Large Group Post Deployment In-brief held for redeploying members. The IDS Chair will activate the mandatory Large Group Post Deployment In-brief as needed to ensure expedient processing of redeploying Airman.

7.7.9.1.1. The Large Group Post Deployment In-briefs will be held at the Wing Deployment Center in Dock 9 or the Base Theater.

7.7.9.1.2. The PRF will capture a complete accounting of every member attending. After check-in, members will be directed to a designated seating area. Once seated, reintegration briefings will begin.

7.7.9.1.3. Following the reintegration briefing portion, members will process through each line station which will include: medical, finance, family support, sexual assault response coordinator, life skills, legal and chaplain.

7.7.9.1.4. Redeploying Airmen will not depart on compensatory time or leave until after they complete the Post Deployment Checklist, it is signed by the commander or designee, and the checklist is placed into the members PIF.

7.7.10. The IDS Chair will function as the OPR for mandatory Small Group/Individual Post Deployment In-briefs. The IDS Chair will have authority under the 5 BW/CC to manage the Small Group/Individual Post Deployment In-briefs. The ACC standard for Small Group classification is a group of five or less redeploying Airman.

7.7.10.1. For redeploying Airmen outside the 60-day window at the completion of primary AEF cycles, there will be mandatory Small Group/Individual Post Deployment In-brief requirements.

7.7.10.2.1. Redeploying Airmen will complete their Post Deployment Checklist and return it to their Commander's Report Staff within 7 days. To make the reintegration as easy and expedient as possible, medical, finance, family support center, life skills, sexual assault response coordinator, legal and chaplain personnel will have blocked time and scheduled briefings to accommodate redeploying Airmen.

7.7.10.2.2. Redeploying Airmen will not depart on compensatory time or leave until after they complete the Post Deployment Checklist, it is signed by the commander or designee, and the checklist is placed into the members PIF.

7.8. Minot AFB Large Group Redeployment Reception Plan

7.8.1. Action items to be completed prior to redeployment.

7.8.1.1. The deployed location Commander will ensure that all redeploying Airmen complete a SF 600 (PRP questionnaire) as required. All completed SF 600s will be reviewed and filed in DD Form 2766 by the deployed location medical staff. The medical staff will separate DD Forms 2766 into three sections by those PRP members that received medical treatment, those that did not, and all others (non PRP). DD Forms 2766 will be filed in a secure container, in alphabetical order (by section) and given to the Minot Medical Group personnel upon arrival.

7.8.1.2. The deployed location Commander will ensure that all redeploying Airmen complete a DD Form 2796 (Post Deployment Health Assessment). All DD Forms 2796 will be reviewed, signed, and filed in DD Form 2766 by the deployed location medical staff prior to departing. DD Forms 2766 will be filed in a secure container, in alphabetical order (by section) and given to the Minot Medical Group personnel upon arrival.

7.8.1.3. The deployed location Commander will ensure that all redeploying Airmen complete a DD Form 1351-2 (Travel Voucher). Travel vouchers will be completed to the greatest extent possible, and reviewed by deployed location Finance personnel prior to departure. The Troop

Commander will appoint an individual to collect all vouchers (if complete), file them in a secure container and give them to Minot finance personnel upon arrival.

7.8.1.4. A safety briefing is required to be provided to all members returning from the deployed location. The Troop Commander will insure the briefing is accomplished enroute. The focus of this briefing is the safety and ORM factors related to deployed member's time off following the deployment.

7.8.1.5. The FSC will activate and update the Family Assistance Center Information Line. The number for the Info line is 723-4595. The Information Line will have current information of aircraft arrival times available to all personnel. The DCC will provide current information to the Family Assistance Center as it becomes available.

7.8.2. Redeployment Reception. Redeploying Airmen will be met at their aircraft by buses/baggage vehicles from 5 LRS/LGRVO. The IDO and PRF will meet the aircraft and retrieve a hard copy and a digital copy of the passenger manifest. Medical Group representatives will retrieve the secure container containing their medical forms and records from the Troop Commander. Finance representatives will also retrieve the secure container containing their travel vouchers from the Troop commander. The redeploying Airmen will then be transported to the Wing Deployment Center (Bldg 758, Dock 9) to meet their friends/families and Commanders or designated representatives. At the same time their baggage will also be transported to the WDC. Family members of returning personnel will be cordoned inside the bay area for security and safety purposes. When the Airmen arrive at the WDC, they will first see their friends/family members for an appropriate greeting period. After the friends/family member greeting period, their Commander or designated representative will welcome them back and provide unit and base in-processing instructions. Their Commander will then release the returning members to retrieve their baggage and depart. All baggage must be retrieved prior to departing the WDC. Throughout this process, IDS representatives will be available to offer any assistance that may be required or requested. If needed, they will provide each redeploying Airman with a Post Deployment Checklist, targeted reintegration publications and Post Deployment Feedback Questionnaire.

7.8.3. Reception Facility. The Wing Deployment Center (Bldg 758, Dock 9) will be utilized to receive all returning members. The building will be cordoned off into sections to accommodate both a baggage area on the Southeast side and an area for families on the Northeast side. The baggage section will have limited access to baggage handling personnel and returning members for safety reasons.

7.8.4. Aircraft Parking and Offloading. The Aircraft will be parked on **TBD** taxiway. Aircraft parking will be coordinated with Transient Alert and Base Operations. All redeploying Airmen will be offloaded and bused directly to Dock 9 entering the PAX terminal from the Northeast side. Once returning members are offloaded, the bus will exit the area and return back to the aircraft for any additional passengers.

7.8.5. Baggage Handling. 5 LRS will solicit volunteers to serve as baggage handling teams and also augment the baggage teams with internal resources as needed. The baggage handling team will be divided into two teams. One team will be assigned to the aircraft and the other team will be positioned on the South side of Dock 9 (approximately 15 personnel per team). Baggage will be offloaded from the Aircraft and delivered to the South side of Dock 9. Two large vehicles will be used to transport baggage from the aircraft to Dock 9 (driver and vehicles provided by Vehicle Ops). The South side of Dock 9 will be cordoned off to prevent families and small children from getting in an unsafe

situation in close proximity to the large vehicles transporting baggage. All baggage is required to be picked up prior to members departing the area.

7.8.6. Security and Customs. Security of the aircraft will be provided by in place procedures. Customs requirements will be determined by security forces personnel.

7.8.7. Traffic Control, Parking and Lighting. Light-alls will be coordinated by 5 LRS and positioned on both sides of Dock 9 if required for a night arrival. Stanchions will be positioned in such a manner so as to allow parking on either side of Dock 9 as well as allowing buses to access the main doors of both sides of Dock 9. 5 SFS will provide traffic control at the intersections of Bomber and Summit and Bomber and Peacekeeper Boulevards if needed.

7.8.8. Bus Transportation. Approximately 5-8 buses will transport all personnel from the aircraft into Dock 9. Two buses will stay behind to transport dorm personnel.

7.8.9. Accountability. The IDO and PRF will meet the aircraft upon arrival to collect a hard copy and a digital copy of the passenger manifest. The PRF will use these documents to in-process all returning members to the base. Additionally, the passenger manifest will be forwarded to MPF to be distributed to each unit Orderly Room, allowing squadrons to in-process their assigned members. Orderly Rooms will be responsible for reviewing the PAX manifest and in-processing their squadron members without the member present.

7.9. Minot International Airport Redeployment Reception Plan

7.9.1. Action items to be completed prior to redeployment.

7.9.1.1. All redeploying Airmen must complete a DD Form 2796 (Post Deployment Health Assessment).

7.9.2. Redeployment Reception

7.9.2.1. Commanders, First Sergeants, Supervisors, and Wingmen or designees will welcome all their redeploying Airmen. They will provide transportation as needed, secure accommodations as needed, and create a welcoming environment.

7.9.2.2. Commanders, First Sergeants, Supervisors or designees will provide a safety briefing to all their redeploying Airmen. The focus of this briefing is the safety and ORM factors related to deployed member's time off following the deployment.

7.9.2.3. Commanders, First Sergeants, Supervisors or designees will provide each redeploying Airmen with a Post Deployment Checklist, schedule of next Post Deployment In-brief opportunities, and unit in-processing instructions.

7.9.2.4. Commanders, First Sergeants, Supervisors or designees will provide each redeploying Airmen with instructions and/or assistance in the prompt turn-in of weapons and classified information.

7.9.2.5. Commanders, First Sergeants, Supervisors or designees will provide pre-scheduled appointments and information to redeploying Airmen who require special attention.

7.10. Training. Critical components for training include: recognizing readjustment difficulties, normalization for members following deployments, de-stigmatizing help-seeking behavior, and connecting members with CAIB/IDS agencies for support.

7.10.1. The CAIB/IDS members provide training for commanders, their designees, and new CAIB/IDS members.

7.10.2. Within seven days of redeployment, reintegration education serves as a time for observing, screening, identifying, and referring returning members, families, and units who could benefit from readjustment support during the AEF cycle recovery period.

7.11. Resources.

7.11.1 Air Force Readiness EDGE Guides for Commanders and Families are the AF CAIB approved resource guides for the CAIB/IDS agencies to support the AEF cycle.

7.11.2. Reintegration education material, developed by the ACC CAIB/IDS, is located on AF Crossroads (<https://www.afcrossroads.com>).

7.11.3. Materials specific to each CAIB/IDS functional area are posted on the official website of the Air Force for use by their base level counterparts (for example, guidance for Chaplains Service members to assist redeployers and their families).

7.12. Funding. Post-Deployment funding will be requested and is provided through Air Force funding channels per AFI 65-601, Volumes 1 and 2, Budget Guidance and Procedures, and Budget Management for Operations, respectively. Funding will be used to purchase education/guides for leadership and military in AOR and for leadership, members and families for successful reintegration and reunion. The finance budget office will provide specific guidance.

7.12.1. Incremental costs caused by a higher than normal deployment rate would allow incremental expenses associated with the Global War On Terror (GWOT) to be coded as GWOT. The finance budget office will provide specific guidance.

7.12.2. Promotional items for the express intent of awareness, education and implementation of post deployment services to eligible family members may be procured IAW AFI 65-601, Vol I, paragraph 4.29.3. Promotional items may target age specific audiences for both adults and youth participants and be used by various CAIB/IDS agencies as they deliver services in the AOR and at the home station.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 50, United States Code, *Servicemembers Civil Relief Act of 2003*, Sections 501-599

DoDD 1342.17, *Family Policy*, certified current as of November 21, 2003

DoDD 1400.31, *DoD Civilian Work Force Contingency and Emergency Planning and Execution*, certified current as of December 1, 2003

DoDD 4001.1, *Installation Management*, certified current as of November 24, 2003

DoDD 5100.77, *DoD Law of War Program*, December 9, 1998

DoDD 6490.1, *Mental Health Evaluations of the Members of the Armed Forces*, October 1, 1997

DoDD 6490.2, *Comprehensive Medical Surveillance*, October 21, 2004

DoDD 6490.5, *Combat Stress Control (CSC) Programs*, certified current as of November 24, 2003

DoDI 1342.22, *Family Centers*, December 30, 1992

DoDI 1400.32, *DoD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures*, April 24, 1995

DoDI 6490.3, *Implementation and Application of Joint Medical Surveillance for Deployments*, August 7, 1997

DoDI 6490.4, *Requirements for Mental Health Evaluations of Members of the Armed Forces*, August 28, 1997

AFPD 10-3, *Air Reserve Component Forces*, May 2, 1994

AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force Presence Policy (AEFPP)*, June 16, 2004

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AFI 52-104, *Chaplain Service Readiness*, May 14, 2003

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AF/IL Memorandum for ALMAJCOM/SV, "*Child Care Contingencies*," January 11, 2000

AF/SG Memorandum, "*Implementation of the Post-Deployment Health Clinical Practice Guidelines and Realignment of the Comprehensive Clinical Evaluation Program (CCEP)*," June 21, 2002

AF/SG Memorandum, "*Medical Procedures for Deployment Health Surveillance*," May 22, 2003

CC(n), "*Personnel Redeployment Discipline*," Unclassified, December 3, 2002

CSAF Memorandum, "*Post-Deployment Medical Processing*," June 27, 2003

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JCS Memorandum, "*Updated Procedures for Deployment Health Surveillance and Readiness*," February 1, 2002

TJAG Policy Memorandum: Operational Readiness - 3, "*Air Force Legal Readiness*," September 14, 2004

USD (P&R) Memorandum, "*Enhanced Post-Deployment Health Assessments*," April 22, 2003

Health Services, Air Force Doctrine Document 2-4.2, December 11, 2002

Terms

Community Action Information Board/Integrated Delivery System (CAIB/IDS) – The base helping agencies that facilitate the Redeployment Support Process to support readjustment for members, families, and units.

Deployment – The Post Deployment Health-Clinical Practice Guideline (PDH-CPG) states that military members meet deployment criteria anytime they leave the physical locale of the parent command and enter an environment for operational deployment or are stationed in hostile territory. The PDH-CPG also applies to family members' health concerns that relate to deployment.

Post Deployment Health Assessment (PDHA) – Each re-deploying service member must complete a Post-Deployment Health Assessment using the revised Post-Deployment Health Assessment Form (DD 2796). Completion of the DD 2796 is a key component of the PDHA process and must also include a face-face interview with a trained health care provider. Directed at the individual's health status and concerns at redeployment, the screening is also used to document health events and enhance future force health.

Pre-Deployment Health Assessment (PDHA) – The Pre-Deployment Health Assessment Form (DD 2795) is a required form that allows military personnel to record information about their general health and share any concerns they have prior to redeployment. It also helps health care providers identify issues and provide medical before, during and after deployment. The DD 2795 is mandatory for deploying military personnel from every Service, including Reserve component personnel. DD 2795 is to be completed and validated within the 30 days prior to deployment.

Primary Care Manager (PCM) Team – Provides appropriate clinical and preventive healthcare to enrolled populations and will be supported by the establishment of regional centers of excellence and/or specialized treatment services.

R-Day – Redeployment Day is the day on which redeployment of major combat (Chaplain Support and Combat Service Support) forces begins in an operation.

UDM – The Unit Deployment Manager is the unit member assigned to support redeployed personnel.

Resources

Air Force One Source 24/7/365 Assistance at: www.airforceonesource.com

Minot AFB Personal and Family Readiness Guide, <http://www.minot.af.mil/FSC.R&R/Readiness.pdf>

Resources for Parents, Teachers, and Family Support Professionals in Times of War www.cyfernet.org/warres.html

Department of Veterans Affairs National Center for Post-Traumatic Stress Disorder at: www.ncptsd.va.gov/

Healthy Parenting at: <http://mfrc.calib.com/healthyparenting/>

AF Crossroads, <http://www.AFCrossroads.com>

AF Readiness EDGE Guide – Commanders and Supervisors, <https://aefcenter.acc.af.mil/aefonline/documents/CommandersReadiness.pdf>

AF Force Readiness EDGE Guide – Families,
<https://aefcenter.acc.af.mil/aefonline/documents/FamilyReadiness.pdf>

AF Suicide Prevention Program, <http://afspp.afms.mil>

Leaders Guide for Managing Persons in Distress, <http://afspp.afms.mil/leadersguide/default.htm>

Post Deployment Health Clinical Practice Guidelines, <http://www.pdhealth.mil>

Abbreviations and Acronyms

ACC – Air Combat Command

AEF – Air Expeditionary Force

AFI – Air Force Instruction

AFMS – Air Force Medical Service

AFPD – Air Force Policy Directive

AFRC/SG – Air Force Reserve Component/Surgeon General

AF/SG – Air Force Surgeon General

AOR – Area of Responsibility

ASD(HA) – Assistant Secretary of Defense Health Affairs

CC – Commander

CAIB – Community Action Information Board

CAIB/IDS – Community Action Information Board/ Integrated Delivery System

CONUS – Continental United States

CSS – Combat Support Services

DoDD – Department of Defense Directive

DoDI – Department of Defense Instruction

DoD/VA – Department of Defense/Veterans Administration

E2WC – Air Mobility Warfare Center

FM – Financial Management

FSC – Family Support Centers

GWOT – Global War On Terror

HC – Chaplain Service

IAW – In Accordance With

IDO – Installation Deployment Officer

LSSC – Life Skills Support Center

LOAC – Law of Armed Conflict

MAJCOM – Major Command

MANPER-B/DCAPES – Manpower and Personnel Module - Base Level Level/Deliberate and Crisis Action Planning and Execution Segment

MTF – Medical Treatment Facility

OPR – Office of Primary Responsibility

PCM – Primary Care Manager

PDF – Personnel Deployment Function

PDHA – Post Deployment Health Assessment

PDH-CPG – Post Deployment Health-Clinical Practice Guidelines

PDHRA – Post Deployment Health Re Assessment

POC – Point of Contact

PRF – Personnel Readiness Function

SJA – Staff Judge Advocate

UDM – Unit Deployment Manger