



**24 MARCH 2011**

**Transportation**

**MILITARY AIRLIFT—AMC MOBILIZED  
AERIAL PORT FORCES AND AERIAL  
DELIVERY FLIGHTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AMC/A4TR  
Supersedes: AMCI 24-101V18, 15 June 2004

Certified by: HQ AMC/A4T  
(Colonel William Z. Zeck)

Pages: 29

---

This volume of AMCI 24-101 implements AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*. This volume outlines responsibilities and provides guidance for the operation of Air Mobility Command (AMC), Air Reserve Component (ARC), Mobilized Aerial Port Forces and Aerial Delivery Flights. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

**SUMMARY CHANGES**

This rewrite made numerous changes to the publication to update verbiage. Changed terminologies for Tanker Airlift Control Center Element (TALCE) to reflect Contingency Response Wing (CRW) elements, provided HQ AMC office of responsibility reference updates and other terms of reference as well. Moved - definitions of Contingency Response Group/Element/Team (CRG/E/T) from paragraph 6 to paragraph 1. Changed Revenue Traffic Data Processing Center (RTDPC) to Data Processing Center (DPC). Updated tasking; Intransit Visibility (ITV) and Air Terminal Operations Center (ATOC) processes. Updated Attachment 2, Mobilized Aerial Port Forces Training Requirements. Replaced Computer Aided Load Management (CALM) with Automated Air Load Planning System (AALPS). Removed - 25K and Cochran Loader from training requirements.

## Section A-General

### 1. General.

1.1. This section outlines responsibilities and provides guidance for AMC mobilized aerial port forces. The commander is responsible for planning and directing all activities associated with mobility operations. The commander will monitor personnel Air Expeditionary Force (AEF) availability, personnel tempo (PERSTEMPO) availability beyond AEF, equipment status, daily projected workload, and worldwide mobility status and ensure that training is accomplished and updated as required.

1.2. AMC mobilized aerial port forces are highly mobile and flexible units organized for and capable of rapid deployment by air or surface to augment AMC theater airlift forces and/or to support operations or contingencies.

1.3. Mobilized aerial port forces may be tasked to support any type of airlift mission during war or military operations other than war and must be able to transition seamlessly as requirements change. The mission of mobilized aerial port forces is to provide cargo and passenger handling services at all levels to meet all operational requirements.

1.4. One of the primary functions is to establish and operate non-fixed air terminals at employment sites where no permanent air terminal organization exists. Deployment operations may vary from as little as one individual with no equipment to one or more fully deployed units with a variety of equipment. **Note:** Units will operate under the provisions of this instruction and applicable volumes of AMCI 24-101 until the appropriate command agency designates the mobile unit as a permanent detachment or operating location. Additional directives will be cited throughout this instruction and should be referenced for detailed procedures.

1.5. Contingency Response Group/Element/Team (CRG/E/T) per AMCI 10-202, Vol 4, *Expeditionary Air Mobility Support Operations*

1.5.1. Contingency Response Group (CRG)-CRGs are designed to be first responders for opening airbases. These units will bridge the gap between the seizure forces and the follow-on combat/expeditionary combat support forces. CRGs are critical to the AF's ability to rapidly deploy U.S. military forces and initiate air operations of any type in minimal time at any base or location around the globe. CRGs may also provide C2, aerial port services, quick turn maintenance, force protection and various airbase support capabilities for AMC's Global Mobility mission.

1.5.2. Contingency Response Element (CRE)-A provisional, deployed AMC organization established at fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient. A CRE provides continuing on-site management of AMC airfield operations including C2, communications, aerial port, maintenance, security, services, weather, finance, contracting and intelligence—the critical elements needed to ensure a safe and highly efficient air base for all tanker and

airlift operations. The CRE deploys in support of Special Assignment Airlift Mission (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), tanker support, and contingency and emergency relief missions on both planned and “no notice” basis. A basic CRE is normally expected to support a Working Maximum Operating on the Ground (MOG) of two aircraft with 24-hour coverage; however, with additional personnel they can expand to handle many more aircraft as required.

1.5.3. Contingency Response Team (CRT)-Performs the same functions as a CRE, but on a smaller scale. CRTs are normally led by an enlisted 7-level member certified as a CRT chief within the Air Mobility Control Unit (AMCU). CRTs are normally used for short duration or when there is a Maximum Operating on the Ground (MOG) of one aircraft with 12 hour coverage.

1.6. Contingency Support Element (CSE)-CSEs provide a specific mission support capability other than the core command and control, logistics, or aerial port services. They may be deployed as an element of a CRG, CRE, CRT, or as a small scale standalone entity.

1.7. The terms “CRW, CRG, Global Support Squadron (GSS), AMS, and Airlift Control Flight (ALCF) are interchangeable with, and will be described using the term AMCU for in-garrison. The terms “CRG, CRE, CRT, and CSE” are interchangeable with, and will be described using the term “Global Mobility Forces” for deployed operations.

## **Section B—In-Garrison Activities**

**2. Deployed Survivability for Mobilized Aerial Port Forces.** (Applicable to selected ARC units when operational plan (OPLAN) requirements exist) The ability to deploy aerial port assets, establish airlift support operations, and sustain those operations in any type of environment, whether it be military operations other than war, or war itself, is critically important to the mission of all aerial port units. Training in deployed survivability and force protection is essential to the success of operations in austere or potentially hostile locations where little or no security forces are present.

### 2.1. Weapons.

2.1.1. Theater reporting instructions determine whether personnel will deploy with weapons. If required, the GAU/M4/M-16 is the standard weapon for mobilized aerial port forces. Officers will have the option of deploying with the GAU/M4/M-16 and/or a 9MM.

2.1.2. All weapons qualification standards for active duty and ARC personnel groups A, B, and C are IAW AFI 36-2226, *Combat Arms Program*. Arming groups A, B, and C are defined IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

### 2.2. Deployed Survivability Training.

2.2.1. Mobilized aerial port forces will establish an in-house deployed survivability program to ensure all personnel receive training based on required intervals. This program can be adjusted as necessary to meet local environmental and equipment availability considerations. At a minimum, units will meet the training requirements IAW AFI 10-403, *Deployment Planning and Execution*. Lesson plans should be developed using AFPAM 10-100, *Airman's Manual*. The following may be used to satisfy deployed survivability training:

2.2.1.1. Ability To Survive and Operate (ATSO).

2.2.1.2. Joint Forcible Entry Exercise (JFEX).

2.2.1.3. Eagle Flag.

2.2.1.4. Joint Readiness Training Center (JRTC).

2.2.1.5. Expeditionary Combat Skills Training.

2.2.1.6. Advanced Contingency Skills Training.

2.2.1.7. Local wing mobility exercises (MobEx, FTX).

2.2.1.8. Deployments under field conditions.

2.3. Physical Fitness Program IAW AFI 10-248, *Fitness Program*.

2.3.1. Physical fitness is essential to sustain airlift support operations in austere locations and keep pace with an increasing operations tempo (OPSTEMPO). Personnel typically are required to work sustained 12-hour shifts while deployed. Personnel must also be capable of sustained ops in chemical warfare equipment and/or body armor.

2.4. Training Documentation. Units will document training IAW AFI 36-2201, Vol 3, *AF Training Program On-The-Job Training Administration*, AMCI 24-101, Volume 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance* and Volume 22, *Training Requirements for Aerial Port Operations*. Personnel assigned within the CRW will also follow the guidance's of AMCI 10-202, Volume 4, *Expeditionary Air Mobility Support Operations*.

## **Section C—AMC Tasking Methodology**

### **3. General.**

3.1. The AMC Aerial Port tasking policy is designed to properly assign aerial port personnel to a wide variety of possible mission scenarios. The policy prioritizes units to be tasked based on the nature of the mission.

3.2. The CRWs are AMC's contingency response force, the Aerial Port Squadrons (APS) are AMC's primary source for AEF support and sustainment operations, and the overseas Air Mobility Squadrons (AMS) are the backbone of the En Route system and also provide some AEF support.

3.3. Deployed operations are generally supported by aerial port personnel performing one of four mission types:

3.3.1. Global Mobility Task Force (GMTF). 615 and 621 CRW are designed to provide initial GMTF forces and facilitate the transition to long-range sustainment operations.

3.3.2. Unit move operations. Generally supported by either 615 or 621 CRW or an APS (active or ARC).

3.3.3. Break-bulk operations. This is typically a fixed port operation generally supported by an APS (active or ARC) or an AMS.

3.3.4. Backfill or augmentation of existing organization. Generally performed by ARC aerial port personnel through use of Military Personnel Appropriation (MPA) man-days; can also be filled by active aerial port personnel if workload permits.

3.4. Tasking Process.

3.4.1. The 618 TACC/XOPM will task initial response and equipment requirements while HQ/AMC/A4OL will task AEF steady state type tasking. Both 618 TACC/XOPM and HQ AMC/A4OL will use the following steps:

3.4.1.1. Determine mission type and size requirement.

3.4.1.2. Determine when Time Phased Force and Deployment Data (TPFDD)/Unit Line Number (ULN) flow ceases and those forces will have a Change of Operational Control (CHOP) to the theater/supported Combatant Commander for sustainment (long-range 2T2 requirements).

3.4.1.3. Determine proper Unit Type Codes (UTC) required based on Mission Capability Statements (MISCAPS)

3.4.1.4. Determine the most appropriate unit to provide the required UTC utilizing the AEF Libraries and concurrently determine possible ARC involvement.

3.4.1.5. (ANG) Tasking authority will review available UTC's through UMIS and reference ART as to availability for tasking

3.4.1.6. Levy UTC taskings.

### 3.5. Tasking Priority.

3.5.1. Unit tasking priority will vary based on whether the mission is:

3.5.1.1. An initial response, GMTF type tasking (Priority A).

3.5.1.2. An AEF steady state type tasking (Priority B).

3.5.2. For tasking Priority A, units will be tasked by 618 TACC/XOPM in the following order:

3.5.2.1. CRW.

3.5.2.2. Aerial Port Squadrons with an Aerial Port Mobility Flight (APMF)

3.5.2.3. Aerial Port Squadrons without an APMF (this includes AFRC Forces and ANG Small Air Terminals following activation).

3.5.2.4. Enroute AMOW/CCs (the decision to accept an AMS tasking will be made by the AMOW/CC. If the AMOW/CC shortfalls the requirement, sourcing will revert back up the priority list).

3.5.3. For tasking Priority B, units will be tasked by HQ AMC/A4OL:

3.5.3.1. Tasking Priority B will be tasked to the Aerial Port Squadrons in assigned buckets.

3.5.4. Taskings for support of locations having terminal service contracts.

3.5.4.1. The theater is required to provide AMC with 10-days advance notice when they require augmentation in support of local wing exercises/training. Every effort will be made to support theater exercise/training requirements with AMC augmentation.

3.5.5. Taskings requiring Logistics Readiness/21RX field grade officers with aerial port experience. AEF Center will identify core 21RX field grade requirements to HQ AMC/A4O. HQ AMC/ A4O will be the single point of contact for 21R field grade taskings requiring a Logistics Readiness field grade officer. HQ AMC/A4O will review the specific tasking requirements and line remarks and determine level of experience needed and forward to Functional Area Manager. In the event, the Logistics Readiness Officer Functional Area Manager is unable to fill the requirements, the shortfall will be rerouted back through HQ AMC/A4O who will formally shortfall the transportation levy back to the AEF Center for the command. XOPM will task Non-steady/Non-rotational/Crisis Action related CRW 21RX field grade requirements.

3.5.5.1. Tasking Shortfalls: Refer to ), , AFI 10-401, , *Air Force Operations Planning and Execution*, and AFI 10-403 *Deployment Planning And Execution*.

## Section D—Vehicles and Material Handling Equipment (MHE)

### 4. General.

4.1. Equipment to support all taskings will, as a general rule, come from either theater/CONUS war reserve materials (WRM) or the squadrons. During exercise planning, every effort should be made to use theater WRM to minimize transportation costs. If theater WRM is not available, equipment requirements will be tasked to the CRWs and APMFs, or pulled from CONUS WRM locations. HQ AMC/A4T is available to assist in the coordination of the use of theater stocks if required. CONUS fixed aerial ports and en route units are authorized only enough MHE to handle their peacetime workload. These units should not be tasked to support deployment requirements from peacetime operating stocks (POS) without close coordination with the unit commander or theater wing commander.

4.2. The squadron/group VCO/VCNCO will manage assigned vehicles for mobile aerial port forces. Due to their unique mobility mission, a close liaison between the wing vehicle control officer/vehicle control NCO (VCO/VCNCO), squadron/group VCO/VCNCO, and mobility unit are required to maintain a successful vehicle management program.

4.3. Tasked vehicles and MHE must receive a Limited Technical Inspection (LTI) from the host vehicle maintenance function. Refer to AFI 23-302, *Vehicle Management*, for more information. All tasked equipment must deploy with appropriate Technical Orders (TO) and either a Mobility Readiness Spare Package (MRSP) or Temporary Mission Support Kit (TMSK) IAW AFI 23-302, *Vehicle Management*. Responsibility begins with unit VCO/VCNCO through close coordination with base transportation.

4.4. 618 TACC/XOPM will determine the requirement for a special purpose vehicle mechanic and TMSK based on the duration and nature of the mission and the type of MHE deployed.

4.5. Base supply will segment the MRSP by vehicle type to assure maximum flexibility. This segmentation must remain constant to preclude loss of property and maintain kit integrity. Each segment may be deployed individually to meet operational requirements. **Note:** TOs and Logistics Detail (LOGDET) items will remain with deployed vehicles and MHE. These assets will be returned to the owning unit when the vehicle or equipment is returned to home station.

4.6. Vehicles and MHE should not remain in a deployed status for more than 6 months, and if in a harsh environment with limited support, rotation at 90 days should be considered. Failure to rotate equipment may degrade the readiness and serviceability of the deployed assets. Visibility over assets is required at all levels and the 618 TACC must ensure a viable rotation program. The LTI process should prep vehicles and MHE for harsh environments, (e.g., Antarctica). **Note:** Unless assigned to a specific equipment UTC; unit equipment (electronics, computers, etc) will be rotated with the assigned unit. Each deploying unit will

furnish its own capability unless the original capability was theater-furnished. This will ensure the unit redeploying is properly equipped to handle subsequent deployment requirements.

## **Section E—Planning Phase**

### **5. Pre-deployment Planning.**

5.1. If AMC mobilized aerial port forces (CRG/E/T, APMF, or APS) are deployed as a “stand Alone” capability, or become “stand alone” because of other unit(s) taskings; they shall have, as a minimum, the following communication and equipment capabilities: laptops with LAN and modem, printers, fax machines, and scales.

5.2. Personnel.

5.2.1. Manning requirements are generally determined at HQ AMC IAW Manpower Force Requirements (MANFOR).

5.2.1.1. The MANFOR is a close approximation of manning requirements and is primarily based upon the planned number of aircraft, cargo tonnage, and passengers. The number of work shifts is also considered in MANFOR. The UTCs and MISCAPS contained in the MANFOR are based upon contingency workload factors.

5.2.1.2. UTCs may be tailored based upon projected requirements.

5.2.1.3. When UTC requirements have been determined, key personnel will be selected, notified, and briefed on the operation.

5.3. Vehicles and MHE. Vehicles and MHE will be deployed in sufficient quantities to meet mission requirements as specified in the tasking, the OPLAN, Operations Order (OPORD) and/or Logistics Force Packaging Subsystem (LOGFOR).

5.4. General Planning. Using available airfield surveys and other sources of information, key personnel will ensure that prior to deployment:

5.4.1. Provisions for air terminal facilities are made at the employment site.

5.4.2. Sufficient manpower, equipment, communications, and supplies are deployed.

5.4.3. Sufficient personnel and equipment are planned to be in place in advance of the time they will be needed.



## ***Section F—Execution Phase***

### **6. Initial Employment Tasks.**

6.1. Upon arrival at the employment site, aerial port personnel will begin preparing for operations. The team chief will contact the 618 TACC/MSC at DSN 779-0371/COMM 618-229-0371 or 1-800- AIRMOBILE, option 7 to advise the team is in-place. Additionally, the team chief will contact the employment site air operations agency, such as the CRG/E/T or base operations, to confirm the support provided by the host organization. The team chief will also confirm Maximum Operating on the Ground (MOG), parking plan, and time-sensitive nature of missions to be worked (i.e., multiple aircraft airdrop formation, etc.). In some cases, unit move and sustainment operations will be conducted simultaneously.

6.2. Customer Liaison and Arrival/Departure Airfield Control Group (A/DACG). As soon as possible after arrival, establish contact and rapport with the customer at the employment site. This coordination is vital in establishing documentation and data transfer requirements, chalk arrival times, joint inspection sequence and location, clarification of mission planning details, and determination of customer assistance.

6.3. Deploying as part of a CRG/E/T.

6.3.1. When aerial port forces are deployed with a CRG/E/T, they are members of that CRG/E/T. The senior aerial port representative is responsible to the CRG/E/T for the management of all aerial port assets/operations.

6.3.2. Supervisory requirements should be coordinated between the CRG/E commander or CRT chief and the aerial port staff prior to deployment.

6.3.3. The CRG/E commander/CRT chief ensures the senior aerial port representative is briefed on the latest pertinent data to include OPLAN changes, intelligence information changes, aircraft estimated time of arrival/departure (ETA/ETD), ground time, programmed loads, and all other changes affecting operations.

6.4. Personnel Utilization. Work schedules for deployed aerial port operations are based on individuals working 12-hour shifts. Adverse climatic conditions may dictate shorter work periods. After completion of a continuous duty period, commanders and supervisors must ensure personnel are provided a rest period of sufficient duration to allow a minimum of 8 hours uninterrupted sleep.

6.5. Quarters. Mobilized aerial port forces will make every effort to use suitable government or contract quarters at the deployed location in accordance with AFI 32-1024, *Standard Facility Requirements*. The senior aerial port representative must be available to the command and control agency at all times. For this reason, as a minimum, telephone communications must be available in their assigned quarters. It is the responsibility of the team chief to ensure adequate quarters are available for all personnel subject to their command and control.

6.6. Aerial Port Control Center (APCC). During a contingency or exercise, AMC may provide an Air Mobility Element (AME) to the theater Combatant Commander/Air Force Component Commander (AFCC). The AME will operate theater air mobility forces and monitor/manage AMC en route global forces. The AME will include an APCC.

#### 6.7. Communications.

6.7.1. Internal communications. Dedicated telephone lines and non-tactical radio nets are the most effective means of providing communications. The Air Terminal Operations Center (ATOC) must establish communications with the Tactical Operations Center (TOC), if deployed. Minimum requirement is one land mobile radio (LMR) for direct communication between ATOC and TOC. A radio net, which utilizes numerous base stations and portable units, will provide immediate communications to all sections and key personnel simultaneously. In addition, such a net is readily deployable and lends itself to easy expansion to support the requirements of any size operation.

6.7.2. High Frequency (HF) Radios. In order to carry out their wartime function, all units will have HF radio sets assigned. Primarily, these radios will be used for exercises and contingencies and may be used for daily training. These radios must be continually maintained and ready for deployment at all times. The worldwide standard call sign for aerial port units is "PORT" followed by a numerical suffix (i.e. "PORT One"). All efforts should be made to have radio frequencies re-keyed prior to arrival at the deployed location.

6.7.3. Station-To-Station Communications. When two or more units are deployed, communications between the CSE and the deployed CRG/E/T will become vitally important to effective aerial port management. The most effective type of communication for this purpose is a dedicated HF radio net. Dedicated telephone lines should also be used, if available.

6.7.4. Frequencies. Units must coordinate with their local frequency managers before they can operate any radio (UHF/VHF/FM/HF, etc.) and/or with the responsible CRG/E/T for deployed operations. **Note:** ATOC will need to confirm with CRG/E/T that radios are capable of going secure or utilize UTC UFBS1 which has encryption capable Land Mobile Radios (LMRs).

6.7.5. International Maritime/Marine Satellite (INMARSAT) or Broadband Global Area Network System (BGANS). Units deploying with Deployed Global Air Transportation Execution System (DGATES) may require an INMARSAT or BGANS to transmit data to the GATES Central Database. Due to cost, INMARSAT or BGANS should be the last method used to establish DGATES connectivity when commercial phone, DSN and Non-Secure Internet Protocol Router Network (NIPRNET) are not available. Training unit personnel to operate INMARSAT or BGANS will be a key factor to successful data submission. INMARSAT/BGANS Commanders must establish a viable INMARSAT/BGANS training program. Units can obtain GATES web-based training at <https://amc.csd.disa.mil>.

## 6.8. Unit Moves.

6.8.1. The primary directives guiding unit movements are DoD 4500.9-R, *Defense Transportation Regulation*; AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*; and AFI 10-403, *Deployment Planning And Execution*.

6.8.2. North Atlantic Treaty Organization (NATO) Standardization Agreements (STANAG). STANAGs may apply to combined airlift operations. When a STANAG is in force, it supersedes all US directives otherwise in conflict. All applicable NATO STANAGs will be complied with during joint force NATO operations. For operations involving NATO forces, the provisions of NATO STANAGs 3400, 3465, 3466, 3739, and 3767 may be applicable.

6.8.3. Deploying units will ensure that all cargo is properly packed, marked, labeled, and weighed IAW DoD 4500.9R (Part II and III), MILSTD 129, *Marking for Shipment and Storage*, and any other service specific applicable directives.

6.8.4. Deploying units will provide electronic and hard copy data/transportation documentation IAW DoD 4500.9-R (Part II and III).

6.8.5. Deploying units will ensure that all hazardous cargo submitted for transportation within the air portion of Defense Transportation System (DTS) is properly identified, packaged, marked, labeled, and certified IAW AFMAN 24-204 (I).

6.8.6. Deploying units will comply with DoD 4500.9-R (Part V) and AFI 24-405, *Department of Defense Foreign Clearance Guide* for Customs, Immigration, and Agricultural requirements.

6.8.7. Deploying units will prepare and manifest passengers IAW DoD 4500.9-R (Part I and III).

6.8.8. Deploying units will follow ITV timeliness criteria IAW DoD 4500.9-R (Part III).

## **Section G—Mobilized Aerial Port Responsibilities**

### **7. ATOC.**

7.1. When tasked for a deployment where an ATOC is required, establish this function upon arrival at the employment site. Depending upon the size and scope of the operation, this function may vary from a one-man operation to a full ATOC.

7.1.1. ATOC is responsible for ensuring all functions to support an operation are in place, as required. The success of a deployed ATOC function is dependent upon close coordination with base operations, CRG/E/T, or the theater APCC, as applicable. ATOC will also be dependent upon the timely flow of information between applicable agencies. ATOC provides

this overall coordination and direction of deployed aerial port activities IAW AMCI 24-101, Volume 9, *Air Terminal Operations Center*.

7.1.2. ATOC functions include, but are not limited to, the following:

7.1.2.1. Maintaining AMC Form 68, *Aerial Port Movement Log*, to record aircraft movement. See AMCI 24-101, Volume 9, *Air Terminal Operations Center* for additional information regarding the AMC Form 68.

7.1.2.2. Ensure every aircraft departs with a validated load plan, passenger and/or cargo manifest. **Note:** Use of Air Automated Load Planning System (AALPS) load plans does not relieve the responsibilities for creating and lifting cargo and passenger manifests.

7.1.2.3. Perform data records functions, to include, the distribution, collection, maintenance and filing of all passenger and cargo documentation IAW AMCI 24-101, Volume 6, *Transportation Documentation, Data, Records, and Reports*.

7.1.2.3.1. Sites will report to the Data Processing Center (DPC), which is part of HQ AMC/A4TID. The DPC will be responsible for providing spot training to assist with problem areas, trouble shooting, and general oversight of database management. This in no way relieves the deployed site of their responsibility to provide manifest data, a clear audit trail for all transportation movements, and perform other Data Records duties similar to a fixed aerial port.

7.1.2.3.2. Locations with connectivity capabilities, provided by systems such as the Deployed Global Air Transportation Execution System (DGATES) the Remote Air Transportation System (RGATES) and WEBGATES are responsible for transmitting data and maintaining all records and reports. The DPC's main task with these stations is to manage the manifest registers, and provide spot training if needed. It is the responsibility of the down line station to correct their own discrepancies, maintain all documentation and manifest registers, and ensure clear audit trails are on station.

7.1.2.3.3. Sites without connectivity forward their manifests and transmittal letters to the DPC via fax, e-mail, or regular mail as soon as possible but no later than 24 hours after aircraft departure. All locations must use the fastest means available to submit data for billing purposes to the DPC. Use of express services is authorized. Do not send manifests to another location to be forwarded to the DPC, unless all other means of sending transmittal letters have been exhausted. Austere locations using this process must coordinate with en route locations prior to forwarding the transmittal letters to prevent loss of documentation. Otherwise, all documentation must be directly forwarded to the DPC. The DPC processes the data and transmits to

the Airlift Services Industrial Fund Integrated Computer System (ASIFICS) within 24 hours of receipt. The DPC acknowledges receipt of the manifest data, along with any explanation of exceptions, by either telephone or e-mail to the sender. Contact information for the DPC is as follows:

Email: [ITV.AMC.TEAM@scott.af.mil](mailto:ITV.AMC.TEAM@scott.af.mil) or [amc.a4tid@scott.af.mil](mailto:amc.a4tid@scott.af.mil)  
Phone#: 618-229-0045 or DSN#312-779-0045  
Fax# 618-229-7936 or DSN 779-7936  
Address: HQAMC A4TID  
402 Scott Drive Unit 2A2  
Scott AFB, IL. 62225-5311

## **8. Passenger Service.**

8.1. Passenger service provides overall direction and control of passenger operations IAW AMCI 24-101, Volume 14, *Military Airlift Passenger Service*; DoD 4500.9-R (Part I and III) *Defense Transportation Regulation*; and DoD 4515.13R *Air Passenger Eligibility*.

8.2. Passenger service functions include, but are not limited to:

8.2.1. Coordinate and establish a passenger processing/holding area.

8.2.2. Determine passenger eligibility.

8.2.3. Check border clearance, if required.

8.2.4. Brief passengers on departure times.

8.2.5. Weigh troops and baggage.

8.2.6. Manifest passengers or coordinate manifesting procedures.

8.2.7. Conduct anti-hijacking inspections as required.

8.2.8. Escort passengers to and from the aircraft.

8.2.9. Validate all passenger documentation received from the airlift user. Input passenger data in GATES if tasked to provide Intransit Visibility.

8.3. Anti-Hijack/Air Terminal Security Operations. Commanders will ensure all personnel are aware of the anti-hijacking procedures in DoD, Air Force, and AMC directives. Air terminal security procedures are based on AMCI 24-101, Volume 14, *Military Airlift-Passenger Service* .

8.4. Due to the wide variety of locations and conditions in which aerial port personnel may operate, some of the actual methods and details of terminal security are left to the discretion of

the senior aerial port representative. If the operation involves overseas NATO forces and a combined air terminal is established, the provisions of NATO STANAG 3739 will take precedence over US directives.

## 9. Aircraft Services.

9.1. Aircraft services provides overall direction and control of cargo operations IAW AMCI 24-101, Volume 11, *Cargo and Mail Policy* and DoD 4500.9-R, *Defense Transportation Regulation* (II and III).

9.2. Aircraft service functions include, but are not limited to:

9.2.1. Establish a Ready Line/Loading Ramp Area.

9.2.2. Receive cargo from the Arrival /Departure Airfield Control Group (A/DACG)/user prepared, marked, labeled, and documented IAW the appropriate regulations DoD 4500.9-R (Part II and III), AFMAN 24-204 (I), and AFI 10-403, as applicable.

9.2.3. Validate all cargo documentation received from the airlift user. Input cargo data in GATES if tasked to provide Intransit Visibility.

9.2.4. Perform joint inspections. **Note:** The joint inspection is extremely important to the air deployment process. It is designed as a partnership between mobility and transported force representatives. Joint inspection personnel must know and adhere to the procedures in DoD 4500.9-R, Part III. Joint inspectors will ensure only properly prepared and thoroughly inspected cargo is accepted into the DTS. Joint inspection personnel must meet the minimum training requirements IAW AMCI 24-101, Volume 22, *Training Requirements for Aerial Port Operations*.

9.2.5. Provide ATOC all cargo documentation (i.e. signed cargo manifest, Shipper's Declaration of Dangerous Goods, AMC Form 1015s, *HAZMAT Inspection and Acceptance Checklist* and Certification letters as required) for recording and distribution.

9.2.6. Receive and release inbound cargo to the Arrival Airfield Control Group (AACG)/user.

9.2.7. Establish a pallet grid yard to provide positive control of materials and equipment.

9.2.8. Assemble and preposition loads as required.

9.2.9. Transport cargo to and from the aircraft.

9.2.10. On/offload cargo and baggage. Supervise load teams provided by the user during loading/offloading of the aircraft.

## **10. Fleet Service.**

10.1. The functions of fleet service in a deployed environment are usually minimal. If a fleet service function is required, the provisions of AMCI 24-101, Volume 10, *Military Airlift-Fleet Service*, should be followed as closely as possible. These provisions may be modified to meet local requirements or capabilities. However, units must ensure sanitary handling of food/beverages is accomplished through a segregation of duties. **Note:** Fleet Services UTC does not fall within the CRW mission.

10.2. Do not transport food, beverages, or food service items in a vehicle used to transport waste material or cleaning equipment.

10.3. Ensure the same personnel and vehicles handling the flight food or flight feeding equipment do not perform duties that involve cleaning or removal of waste materials from the aircraft.

**11. Redeployment.** As mission intensity diminishes, planning and coordination with the deployed site command element (CRG/E/T) should be accomplished to develop a gradual roll-up and phase down of operations. This planning should be accomplished to preclude an excessive proportion of personnel and equipment relative to the workload remaining at the operating location. It is recommended equipment be prepared for air shipment as early as possible within mission constraints. A marshaling area for support equipment should be established. All deployed support agencies must be notified to deliver their equipment as soon as possible, to preclude mission delays in redeployment loading. Effective preplanning between aerial port team chief, CRG/E.T, other support customers, and load planning functions is essential to prevent difficulties during roll-up operations. The senior aerial port representative will ensure MRSP/TMSK is included with the equipment, or signed for by the aerial port relief team. Prior to departure, the aerial port team chief or CRG/E/T chief will contact TACC/MSC at DSN 779-0371/COMM (618) 229-0371.

## **12. Deployed Personnel Reports (DP&E)**

12.1. Equipment and personnel information is critical to mission planning. Mobilized aerial port forces will prepare and submit Deployed Personnel & Equipment (DP&E) as outlined below. Submit the report to the TACC Mission Support Cell (MSC), DSN 779-0371/COMM (618) 229-0371, upon arrival and when there is a change in equipment or personnel status. If no changes occur, submission of a daily DP&E is not required. However, MSC should be contacted/ advised each 24-hour period to verify status and receive mission information as needed. **Note:** If the mobilized aerial port force is deployed as part of the CRG/E/T, this DP&E info will be reported by the CRG/E/T.

12.2. Category 1 (MHE). List all, 60K Tunner Loaders, Halvorsen Loaders, 10K AT/STD forklifts, staircase trucks, and LSTs at the deployment site. Remarks should include vehicle

type, registration number, owning command, vehicles out of commission, ETIC, parts ordered/required, assistance requested, and finish with the impact of the shortfall, if any.

12.3. Category 2 (Pallets/Nets). List all, pallets, side and top nets authorized and available at the deployment site. Remarks should include any shortages and the number of pallets and nets being returned from downline stations on a daily basis.

12.4. Category 3 (Tie down). List all tie down equipment authorized and on hand at the deployment site. Remarks should include the status of tie down equipment at offload locations that are not flowing back into the airlift system and steps taken to return equipment to the system.

12.5. Category 4 (Personnel). List all personnel available for deployment. Report personnel by AFSC, on hand and any problem areas; shortfalls, and/or excesses.

**13. In-transit Visibility.** In-transit visibility (ITV) is an integral part of aerial port operations. UTCs, including DGATES and Radio Frequency Identification (RFID) interrogators, have been created to ensure ITV capability for deployed aerial port forces is available to fully support Combatant Commanders. This capability will document all cargo and passengers moving in the air portion of the DTS IAW AMCI 24-101, Volume 9, *Air Terminal Operations Center*. For instances where connectivity cannot be achieved see paragraph 7.1.2.3.3. for instruction.

#### **Section H—Aerial Delivery Flight.**

**Note:** For Contracted Aerial Delivery Flights, refer to Performance Work Statement (PWS).

**14. Responsibilities.** This section outlines responsibilities and provides guidance for AMC Aerial Delivery Flights (ADF).

14.1. ADFs prepare, rig, and inspect Air Force supplies and equipment for AMC assigned airdrop missions and unilateral airdrop training.

14.1.1. Inspect, repair, and repack unit assigned cargo parachutes and rigging equipment.

14.1.2. Recover unilateral airdrop training loads, bundles, and associated equipment from the drop zone (DZ) and return these items to the unit. Airdrop training loads must be recovered from the DZ as soon as possible following each training mission to reduce the risk of loss or damage while on the DZ. In particular, every effort must be made to reduce the exposure of parachutes and rigging equipment to destructive elements. All DZ recovery vehicles should have off-road or four-wheel drive capability to ensure minimum damage to the recovery vehicles. **Note:** During periods of low visibility or darkness, while conducting peacetime operations, all personnel working on the flight line or the DZ will wear reflective vests or other reflective material.



14.1.3. Maintain an adequate stock level of current aerial delivery system equipment, components, and supplies and provide secure storage for items subject to pilferage.

14.1.4. Perform on/offloading of airdrop loads in coordination with Ramp Services.

**NOTES:**

1. Current Rigging TOs will be available and used in load rigging/buildup areas.
2. Assigned personnel who have completed the Joint Airdrop Certification Course or Fabrication of Aerial Delivery Loads Course are authorized, IAW AFI 36-2903, *Dress and Appearance of Air Force Personnel* the wear of the parachute rigger patch and badge while assigned to the unit and perform parachute packing and/or rigging duties.

14.2. Air Transportation Specialists (AFSC 2T2X1).

14.2.1. Duties of 2T2X1s assigned to aerial delivery include, but are not limited to the following:

14.2.1.1. Rigging Air Force supplies and equipment for AMC assigned airdrop missions and unilateral airdrop training.

14.2.1.2. Assisting Air Force and joint service units in pre- Joint Airdrop Inspections (JAI), planning, rigging, and training for mobility, air transportability or tactical airdrop missions. Unit representatives will correct all airdrop load discrepancies found during pre-JAI.

14.3. Aircrew Flight Equipment Section (AFSC 1P0X1).

14.3.1. Aircrew Flight Equipment specialists perform the maintenance, inspection and repair of unit cargo parachutes and related fabric equipment as governed by technical orders. In addition, 1P0X1 personnel perform light maintenance on sewing machines.

14.3.2. Duties of 1P0X1s (military and civilian) supporting ADF include the following:

14.3.2.1. Receiving, unpacking, and inspecting unit possessed cargo parachutes.

14.3.2.2. Inspecting, cleaning, drying, repairing, and packing unit assigned cargo parachutes prior to and after use.

14.3.2.3. Complying with all time compliance technical orders (TCTO) that apply to units possessing cargo parachutes.

14.3.2.4. Update/ annotate AFTO Form 391, *Parachute Log*, for each possessed parachute in accordance with TO 00-25-241, *Technical Manual for Parachute Log and Record*.

14.3.2.5. Making every effort to repair damaged parachutes and related fabric equipment prior to turning items into salvage or depot for repair. If one time repair exceeds the cost of the item, then the item should be turned into salvage.

14.3.2.6. Fabricating other associated airdrop items, as directed by technical orders.

14.3.2.7. Maintaining a sufficient stock level of equipment and supplies to facilitate the inspecting, repairing, and repacking of cargo parachutes.

14.3.2.8. Assisting in investigating parachute malfunctions, as required.

14.3.2.9. Assisting in investigating parachute malfunctions, as required.

14.3.2.10. Instruct unit/joint personnel on methods and techniques necessary to pack cargo parachutes.

**NOTES:**

1. Current parachute TOs will be maintained and utilized in parachute packing/maintenance areas.
2. Personnel with AFSC 2T2X1 may be assigned to this section.
3. Civilian Personnel with AFSC 1P0X1 are highly desirable for ADF units.

14.4. Airdrop training loads:

14.4.1. An adequate stock level of airdrop training loads, equipment, and if required, ballast pallets will be maintained by each unit. Determination of quantity will be coordinated with the regional airlift wing and will be based on the anticipated upgrade and continuation training for the current year considering:

14.4.1.1. Time required for the initial fabrication/rigging of the loads.

14.4.1.2. Storage capability of the unit and, if applicable, the operating location.

14.4.1.3. Time required recovering and rigging the loads.

14.4.1.4. Distance to the DZ/EZ.

14.4.1.5. Availability and condition of recovery vehicles and/or airlift.

14.4.2. All aerial delivery training loads will simulate actual aerial delivery load weights and configurations as much as possible. All vehicle- training loads must be marked "For Training Only." Units will account for these vehicles by maintaining jacket files containing the source documents used to withdraw the vehicles from the Defense Reutilization and Marketing Office (DRMO). Maintain this accountability until the vehicle is turned back in to DRMO. These vehicles will be used only as aerial delivery training loads and will not be repaired or used for any other purpose. To obtain these vehicles, units will comply with requirements of AFMAN 23-110, *USAF Supply Manual*.

**15. Vehicle Management.** The unit VCO/VCNCO will manage ADF's assigned vehicles. A close liaison between the VCO/VCNCO and ADF are required to maintain a successful vehicle management program.

**16. Wing Training Support.** Aerial delivery support consists of assisting, providing and recovering airdrop training loads, ballast loads, training bundles, etc., designated for mission qualification and aircrew certification training.

### ***Section I – Prescribed and Adopted Forms.***

The forms listed below affect, to some degree, aerial port/aerial port mobility flight operations. As a minimum, forms preceded with a dash (-) will be maintained within the mobility units. Forms preceded by an asterisk (\*) will be contained in transportation documentation and publication (TDP) kits and made available for immediate deployment by mobilized aerial port forces. All remaining forms are optional.

#### ***NOTE:***

1. Units must determine the need to deploy CD-ROM or paper copy forms based on the availability of power and the austerity of conditions at the deployed location.
2. Stock levels should be based on a 30-day requirement and established by the OIC/NCOIC.
3. Although not listed below, applicable vehicle operator inspection forms must also be maintained at the unit level. Ensure adequate supplies of forms are deployed with the equipment

#### **17. Prescribed Forms:**

AMC Form 68, *Aerial Port Movement Log*

AMC Forms 302, *Cargo/Passenger Envelope and Checklist*

-\*AMC Forms 68, *Aerial Port Movement Log*

-\*AMC Forms 302, *Cargo/Passenger Envelope and Checklist*

**17.1. Adopted Forms:**

AF Form 847, *Recommendation for Change of Publication*

-\*AF Form 457, *USAF Hazard Report*

AF Form 868, *Request for Motor Vehicle Services*

-\* AF Form 1297, *Temporary Issue Receipt*

-\*AF Form 1800, *Operators Inspection Guide and Trouble Report*

AF Form 1823, *Vehicle and Equipment Work Order*

AF Form 1827, *Minor Maintenance Work Order*

-\*AMC Forms 156, *Terminating Cargo/Mail Manifest Control Log*

-\*AMC Forms 1015, *Hazmat Inspection and Acceptance Checklist*

AMC Form 148, *Boarding Pass/Tickets*, **Note:** Airlift of passengers on commercial missions.

DD Form 518, *Accident-Identification Card*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1384, *Transportation Control and Movement Document*

-\*DD Form 1385, *Cargo Manifest*

-\*DD Form 1387, *Military Shipment Label*

-\*DD Form 1387-2, *Special Handling Data/Certification*

DD Form 1839, *Baggage Identification*

DD Form 1854, *Customs Accompanied Baggage Declaration, US*

-\*DD Form 2130-1, *C-5B Load Plan*

-\*DD Form 2130-2, *C-130 A/B/E/H Load Plan*

- \*DD Form 2130-3, *C-141B Load Plan*
- \*DD Form 2130-6, *KC-10A Load Plan (17 Pallets Configuration)*
- \*DD Form 2130-7, *KC-10A Load Plan (23 Pallets Configuration)*
- \*DD Form 2130-8, *DC8-50 Series F/CF Load Plan*
- \*DD Form 2130-9, *DC8-61/71-63/73F/CF Load Plan*
- \*DD Form 2130-10, *DC8-62CF Load Plan*
- \*DD Form 2130-12, *Cargo Manifest B747-100F/200C/200F*
- \*DD Form 2130C, *Aircraft Load Plan Continuation*
- \*DD Form 2131, *Passenger Manifest*
- \*DD Form 2133, *Joint Airlift Inspection Record*
- DD Form 2775, *Pallet Identifier*

WILLIAM Y. RUPP, Colonel, USAF  
Deputy Director of Logistics

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**A1.1. Publications.** The publications listed below affect, to some degree, aerial port operations. As a minimum, publications preceded with a dash (-) will be maintained within the APS/CRW/APMF sections. Publications preceded by an asterisk (\*) will be contained in transportation documentation and publication (TDP) kits and made available for immediate deployment by the mobilized aerial port forces. All remaining publications are optional.

**NOTE:** Units must determine the need to deploy CD-ROM or paper copy publications based on the availability of power and the austerity of conditions at the deployed location.

#### *References*

AFDD 2-6, *Air Mobility Operations*, 1 Mar 06

AFPAM 10-100, *The Airman's Manual*, 1 Mar 09

AFI 10-201, *Status of Resources and Training System*, 13 Apr 06

AFI 10-248, *Fitness Program*, 25 Sep 06

AFI 10-401, *Air Force Operations Planning and Execution*, 7 Dec 06

-AFI 10-403, *Deployment Planning and Execution*, 13 Jan 08

AFI 11-2C-130, Vol 3, *C-130 Operations Procedures*, 8 Dec 09

AFI 23-302, *Vehicle Management*, 29 Oct 07

AFI 24-405, *Department of Defense Foreign Clearance Guide (FCG)*, 6 May 94

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 Jul 00

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 Jan 09

AFI 32-1024, *Standard Facility Requirements*, 31 May 94

AFI 33-360, Vol 1, *Publications Management Program*, 18 May 06

AFI 36-2201, Vol 3, *AF Training Program On-The-Job Training Administration*, 4 Feb 05

AFI 36-2226, *Combat Arms Program*, 24 Feb 09

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 Aug 06

AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 Aug 98

AFI 91-207, *The US Air Force Traffic Safety Program*, 22 May 07

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*, 1 Jun 96

AFJI 31-102, *Physical Security (Military Police)*, 31 May 91

-\*AFMAN 91-201, *Explosive Safety Standards*, 17 Nov 08

AFMAN 23-110, *USAF Supply Manual*, 1 Apr 09

-\*AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*, 1 Sep 09

AFMAN 24-306, *Manual for Wheeled Vehicle Driver*, 1 Jul 09

AMCI 10-202, Vol 1, *AMC Command and Control Operations*, 5 Jul 06

AMCI 10-202, Vol 4, *Expeditionary Air Mobility Support Operations*, 2 Dec 09

-\*AMCI 24-101, Volume 4, *Military Airlift/Air Transportation Systems Management*, 9 Apr 08

-\*AMCI 24-101, Vol. 6, *Transportation Documentation, Data Records, and Reports*, 5 Aug 09

-\*AMCI 24-101, Vol. 7, *AMC Aerial Port Expeditor (APEX) Aircraft Loading Program*, 20 Jun 08

-\*AMCI 24-101, Vol. 7, Checklist 1, *C-17 Aerial Port Expeditor (APEX) Load Director Interim Checklist*, 1 Dec 08

-\*AMCI 24-101, Vol. 7, Checklist 2, *C-5 Aerial Port Expeditor (APEX) Load Director Checklist*, 1 Dec 08

-\* AMCI24-101, Volume 9, *Air Terminal Operations Center*, 24 Nov 09

-\* AMCI 24-101, Volume 10, *Military Airlift-Fleet Service*, 27 Apr 09

-\*AMCI 24-101, Vol. 11, *Cargo and Mail Policy*, 7 Apr 06

-\*AMCI 24-101, Volume 11, Checklist 1, *C-130 Engine Running Onload/Offload Checklist*, 15 Jun 01

-\*AMCI 24-101, Volume 11, Checklist 3, *C-5 Engine Running Onload/Offload Checklist*, 15 Jun 01

-\*AMCI 24-101, Volume 11, Checklist 4, *C-17 Engine Running Onload/Offload Checklist*, 15 Jun 01

-\*AMCI 24-101, Volume 11, Checklist 5, *Load Team Chief Checklist*, 25 Jul 06

-\*AMCI 24-101, Vol.14, *Military Airlift Passenger Service*, 5 Apr 09

-\*AMCI 24-101, Vol. 20, *Air Transportation Standardization/Evaluation (ATSEV) Program*, 11 Jul 08

-\*AMCI 24-101, Vol. 22, *Training Requirements for Aerial Port Operations*, 22 Aug 08

-AMCI 24-103, *AMC Cargo Load Planning Template System*, 11 Dec 95

DoD 2000.12-H, *Antiterrorism/Force Protection (AT/FP) Program*, 18 Aug 03

-\*DOD 4500.9-R, *Defense Transportation Regulation, Part I*, 1 Apr 2009

-\*DOD 4500.9-R, *Defense Transportation Regulation, Part II*, 1 Jun 2008

-\*DOD 4500.9-R, *Defense Transportation Regulation, Part III*, 1 Sep 2007

-\*DOD 4500.9-R, *Defense Transportation Regulation, Part IV*, 1 Apr 2003

-\*DOD 4500.9-R, *Defense Transportation Regulation, Part V*, 1 May 2009

-\*DOD 4500.9-R, *Defense Transportation Regulation, Part VI*, 1 Aug 2009

DoD 4515.13-R, *Air Transportation Eligibility*, 1 Nov 94

-\* *International Air Transport Association (IATA) Dangerous Goods Regulation*, 1 Jan 10

TO 00-25-241, *Technical Manual for Parachute Log and Record*, 5 May 09

-\*TO 1C-5A-9, *Loading Instructions USAF Series C-5A Airplanes*, 31 Mar 10

-\*TO 1C-10(K) A-9, *Cargo Loading Manual, KC-10A*, 11 Mar 10

-\*TO 1C-17A-9, *Technical Manual Cargo Loading, C-17A*, 15 Jul 10

-\*TO 1C-130A-9, *Cargo Loading Manual, C-130A/B/E/H, HC-130H/(H)N/N/P, LC-130H, MC-130E/H Airplanes*, 1 Jun 10

-\*TO 1C-130J-9, *Cargo Loading Manual (C-130J, EC-130J, and WC-130J)*, 15 Mar 10

TO 13C3-4-12, *Organization Maintenance*, 8 Nov 82

TO 35D-33-2-2-2, *463L Air Cargo Pallets*, 15 Jul 05

TO 35D-33-2-3-1, *Maintenance and Repair Instructions—Air Cargo Pallet*, 1 Apr 72

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 20 Jul 07

TO 36A-1-6, *Installation of Seat Belts in USAF Vehicles*, 30 Jun 99



TO 36A-1-98, *Towing Procedures-Trucks, Truck-Tractor and Passenger Carrying Vehicles*, 8 Mar 77

TO 36M-1-141, *463L Materials Handling Equipment System*, 9 Jun 00

**NOTE:** Maintain 36-series dash one and two technical orders, as applicable, for each type of vehicle subject to deployment. Technical orders may be maintained in the publications library. Prior to deployment, they will be withdrawn from the library for inclusion in TDY kits, as required. Unit supervisors should use their experience and judgment (DOC statements should be considered) in determining quantities of TOs required for mission accomplishment.

### ***Abbreviations and Acronyms***

**AACG**-Arrival Airfield Control Group

**AALPS**-Automated Air Load Planning System

**A/DACG**-Arrival/Departure Airfield Control Group

**ADF**- Aerial Delivery Flights

**AEF**-Air Expeditionary Force

**AFCC**-Air Force Component Commander

**ALCF**-Airlift Control Flight

**AMC**-Air Mobility Command

**AMCU**-Air Mobility Control Unit

**AME**-Air Mobility Element

**AMS**-Air Mobility Squadron

**APCC**-Aerial Port Control Center

**APMF**-Aerial Port Mobility Flight

**ARC**-Air Reserve Component

**ART**- Air Reserve Technician

**ASIFICS**-Airlift Services Industrial Fund Integrated Computer System

**ATOC**-Air Terminal Operations Center

**ATSO**-Ability To Survive and Operate

**BGANS**-Broadband Global Network System

**CALM**-Computer Aided Load Management

**CHOP**-Change of Operational Control

**CRE**-Contingency Response Element

**CRG**-Contingency Response Group

**CRG/E/T**-Contingency Response Group/Element/Team

**CRT**-Contingency Response Team

**CRW**-Contingency Response Wing

**CSE**-Contingency Support Element

**DGATES**-Deployed Global Air Transportation Execution System

**DPC**-Data Processing Center

**DP&E**-Deployed Personnel Reports

**DRMO**-Defense Reutilization and Marketing Office

**DTS**-Defense Transportation System

**DZ**-Drop Zone

**ETA/ETD**-Estimated Time of Arrival/Departure

**EZ**-Extraction Zone

**FTX**-Field Training Exercise

**GSS**-Global Support Squadron

**GMTF**-Global Mobility Task Force

**HAZ DECS**-Shippers Declaration of Dangerous Goods

**HF**-High Frequency

**IAW**-In Accordance With

**INMARSAT**-International Maritime/Marine Satellite

**ITV**-Intransit Visibility

**JFEX**-Joint Forcible Entry Exercise

**JRTC**-Joint Readiness Training Center

**LMR**-Land Mobile Radios

**LOGDET**-Logistics Detail

**LOGFOR**-Logistics Force Packaging Subsystem

**LTI**-Limited Technical Inspection

**MANFOR**-Manpower Force Requirements

**MHE**-Material Handling Equipment

**MISCAPS**-Mission Capability Statements

**MOBEX**-Mobility Exercise

**MOG**-Maximum Operating on the Ground

**MPA**-Military Personnel Appropriation Days

**MRSP**-Mobility Readiness Spare Package

**MSC**-Mission Support Cell

**NATO**-North Atlantic Treaty Organization

**NBC**-Nuclear, Biological, and Chemical

**NIPRNET**-Non-Secure Internet Protocol Router Network

**OPLAN**-Operational Plan

**OPORD**-Operations Order

**OPSTEMPO**-Operations Tempo

**PERSCO**-Personnel Support For Contingency Operations

**PERSTEMPO**-Personnel Tempo

**POS**-Peacetime Operating Stocks

**RFID**-Radio Frequency Identification

**RGATES**-Remote Air Transportation System

**RTDPC**-Revenue Traffic Data Processing Center

**SITREP**-Situation Reports

**STANAG**-Standardization Agreements

**TALCE**-Tanker Airlift Control Center Element

**TDP**-Transportation Documentation and Publication

**TMSK**-Temporary Mission Support Kit

**TO**-Technical Orders

**TOC**-Tactical Operations Center

**TPFDD**-Time Phased Force and Deployment Data

**ULN**-Unit Line Number

**UMIS**-UTC Management Information System

**UTC**-Unit Type Codes

**VCO**-Vehicle Control Officer

**VCNCO**-Vehicle Control NCO

**WRM**-War Reserve Material

## Attachment 2

### MOBILIZED AERIAL PORT FORCES TRAINING REQUIREMENT

Qualification	Minimum Percentage Required
WEBGATES/DGATES	90 Percent
RFID	15 Percent
ITV	(Includes ITV/RFID Administrator) Use Unit's Designed Operational Capability (DOC) Statement plus 10 Percent
AALPS	40 Percent
10K AT/STD Forklift	80 Percent
Halvorsen Loader DOC	80 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
60K Tunner DOC	30 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
ERO	90 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
In-house deployed	100 Percent survivability training
Latrine Servicing Truck	10 Percent (Not required for CRW)
Wide Body Staircase	10 Percent
NVGs	
CRWs	100 Percent (Phase 1 & 2) 30% (Phase 3)
APS/APMFs	100% Percent (Phase 1 & 2) 30% (Phase 3)
Joint Inspection (JI) Qualified	40% (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC