

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 13-106**

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***Nuclear, Space, Missile, Command and Control***

**AIR MOBILITY LIAISON OFFICERS  
(AMLO)**

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This instruction implements AFPD 13-1, *Command and Control Enterprise (C2 Enterprise)*. It describes the mission policies and procedures for US Air Force (USAF) AMLOs supporting US Army (USA) and US Marine Corps (USMC) units. This instruction does not apply to Air National Guard or Air Force Reserve Command units and members. Air Mobility Command (AMC) is the lead command for Air Mobility Liaison Officers (AMLO).

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**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. Major changes include new organizational responsibilities; renaming of the Command AMLO to Senior AMLO; new requirements for deployed on/off-station mission reports and Senior AMLO weekly activity reports; establishment of a coordinating relationship with (E)ASOG/(E)ASOS units; addition of initial qualification, mission qualification and combat mission ready training tables; addition of new continuation training and documentation requirements; designation of a Chief AMLO function; new requirements for After Action Reporting and a Contingency, Exercise and Deployment (CED) order request process.

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## Chapter 1

### GENERAL

**1.1. Introduction.** AMLOs are rated Air Force officers specially trained to advise Army and Marine Corps units on the optimum, safe use of air mobility assets. They normally support Army units at the Corps, Division, Brigade Combat Teams (BCT) and selected brigade echelons, but may support echelons above Corps. AMLOs also support Marine Expeditionary Force (MEF) headquarters and provide air mobility expertise to the MEF commanding general (CG) and to the MEF's Major Subordinate Commands (MSCs). AMLOs may support other unit types or agencies if the requirement is validated by HQ AMC/A3 and sourcing capability exists.

1.1.1. AMLO Definition. An AMLO is a rated air mobility officer trained specifically to provide air mobility expertise and close, tactical-to-strategic level combat operations support to ground forces ingarrison and while deployed to contingencies or exercises. AMLOs educate, train and facilitate delivery of air mobility capabilities to operational and logistic elements of the ground component. Simultaneously, they examine air mobility operations and voice enterprise concerns to air mobility leadership. AMLOs are organized and empowered to serve as the single authoritative voice on mobility issues representing and advising the ground commanders they support.

1.1.2. AMLO Mission. Ensure the supported commander's desired effects by optimizing employment of the full spectrum of the air mobility enterprise.

**1.2. Waivers.** Unless otherwise noted, waiver authority for this instruction is HQ AMC/A3. Waiver requests will be coordinated through the appropriate Numbered Air Force (NAF) or Component-NAF (C-NAF) and Major Command (MAJCOM) A3 to HQ AMC/A3 for action.

**1.3. Supplements.** MAJCOMs may supplement this document in order to provide specific guidance to their respective AMLOs. MAJCOMs will coordinate all supplements to this AFI with HQ AMC/A3C prior to publication.

#### **1.4. Responsibilities.**

1.4.1. AF/A3O. Provide the conduit for HQ Air Force-level staff coordination to support AMLO organizational matters (i.e., manning, rated authorizations).

1.4.2. Pacific Air Forces (PACAF)/A3 and United States Air Forces in Europe (USAFE)/A3. Ensure assigned AMLOs have the equipment necessary to accomplish AMLO mission requirements as designated in the 7FVUN unit type code (UTC) Mission Capability Statement (MISCAP).

1.4.3. HQ AMC/A3. Provide policy and guidance to ensure AMLO support is vectored in accordance with (IAW) Air Force senior leader direction. Validate AMLO formal training courseware and develop training requirements. Advocate and coordinate for new or updated communications requirements. Test new communications equipment to ensure it meets AMLO mission requirements. Provide subject matter expertise to support AMLO initial qualification training. Advocate for AMLO force development opportunities. Perform lead MAJCOM functional area responsibilities IAW AFD 109, *Lead Command Designation and Responsibilities for Weapon Systems*, and AFI 10401, *Flight Management*.

1.4.4. HQ ACC/A3F. Coordinate AMC/ACC support agreements with ASOG/ASOS units to provide administrative and logistical support to AMLOs based at collocated non Air Force installations.

1.4.5. C-MAJCOM/C-NAF. The AMLO's parent C-MAJCOM or C-NAF will task assigned units to support validated AMLO deployment requirements to meet the mobility needs for the AMLO's supported units. Ensure AMLO deployments supporting non-aligned units are tasked IAW paragraph 2.4.2.

1.4.6. 18 AF. Provide command and control for AMC and AMC-gained deployed AMLOs.

1.4.7. 621st Contingency Response Wing (CRW). Designate a Chief AMLO and alternate for each COSG and provide names to 18 AF/A3 and HQ AMC/A3C.

1.4.8. 615th and 621st Contingency Operations Support Group (COSG) Commanders and PACAF/USAFE ASOG/ASOS Commanders with assigned AMLOs. Ensure AMLOs are trained and equipped to execute all mission requirements specified in this instruction. Establish and maintain communications with aligned-unit senior leadership to facilitate inter-service support issues.

1.4.9. Chief AMLO. Communicate issues and concerns from the AMLO Operating Locations (OL) to the CRW leadership as needed. Schedule meetings as required via teleconference or Defense Connect Online to ascertain the collective status of OLs within their region to determine appropriate courses of action to support the aligned units. Ensure AMLO readiness to accomplish planned deployments. Maintain an accurate deployment schedule to include names, OL, Personnel Accounting Symbol (PAS), supporting base Installation Deployment Officer and other necessary information in coordination with the CRW Unit Deployment Manager (UDM), and ensure this information is provided to HQ AMC/A3C IAW paragraph 4.7. prior to AMLO deployments.

## Chapter 2

### AMLO OPERATIONS

**2.1. Mission.** AMLOs support Army or Marine Corps units in two distinct operational environments: in-garrison and deployed.

**2.2. In-Garrison AMLOs.**

2.2.1. Advise the supported unit during the development and implementation of contingency and exercise plans and training programs regarding air mobility operations.

2.2.2. Coordinate with planners and decision makers within the supported unit and supporting agencies such as, but not limited to, functional and geographic Air and Space Operations Centers (AOC), USTRANSCOM J3, Joint Movement Center (JMC) and Joint Deployment and Distribution Operations Center (JDDOC) to achieve supported unit movement objectives.

2.2.3. Educate the supported Army and Marine Corps unit on air mobility capabilities, processes, and optimization of mobility resources for deployment, employment, sustainment and redeployment to achieve the supported unit's objectives. Instruction will include the employment of airlift assets in a chemical, biological, radiological and nuclear (CBRN) threat environment.

2.2.4. Monitor the AMC Affiliated Contingency Load Planning Program (ACLP) for the supported Army and Marine Corps unit. AMC's Affiliation Training schedule may be found at: <https://cs.eis.af.mil/a3/mm/affiliation/default.aspx>

2.2.5. Advise the supported unit on the Joint Airborne/Air Transportability Training (JA/ATT) program. The AMLO should review JA/ATT mission requests for feasibility, accuracy and efficiency.

2.2.6. Coordinate air mobility aspects of unit exercises and evaluations (e.g., operational readiness inspections, operational readiness exercises, emergency deployment readiness exercises, mission readiness exercises, etc.) with the appropriate C-NAF/AOC.

2.2.7. Conduct drop zone (DZ) surveys and landing zone (LZ) feasibility analysis when a special tactics team (STT), qualified Army unit surveyor, or qualified Marine unit drop zone support team (DZST) surveyor is not available.

2.2.8. Conduct LZ feasibility analysis and provide mission capability recommendations.

2.2.9. Conduct Drop Zone Control Officer (DZCO), Drop Zone Safety Officer (DZSO), and Landing Zone Safety Officer (LZSO) operations when no STT/DZST is present, IAW AFI 13-217, *Drop Zone and Landing Zone Operations*.

2.2.10. Coordinate with and assist the appropriate agencies to develop and update force projection platform "playbooks" to ensure a deliberate and tailored plan with appropriate resources to deploy aligned units from the appropriate location. AMLOs will review playbooks annually and coordinate to update playbooks as changes require.

2.2.11. Provide responsive mobility expertise and operational support to collocated ASOG/ASOS units.

2.2.12. Provide close support for aligned unit movement objectives by facilitating accurate and timely communication between unit and air mobility planners and on-scene troubleshooting expertise.

2.2.13. Examine air mobility enterprise processes and procedures and recommend improvements through HQ AMC/A3CM.

2.2.14. Act as liaison between supported unit and Contingency Response Group (CRG)/Contingency Response Element (CRE)/Contingency Response Team (CRT) or other deployed mobility forces to ensure the supported unit's requirements are met.

### **2.3. Deployed AMLOs.**

2.3.1. Advise supported units during combat operations, contingencies and exercises on the optimal use of air mobility resources.

2.3.2. Coordinate with the planners and decision makers within the supported unit and supporting agencies such as, but not limited to, functional and geographic Air and Space Operations Centers (AOC), USTRANSCOM J3, Joint Movement Center (JMC) and Joint Deployment and Distribution Operations Center (JDDOC) to achieve supported unit movement objectives.

2.3.3. Advise and educate the supported unit on the development, submission, and coordination of planned, immediate and emergency requests for airlift support.

2.3.3.1. Submit requests for immediate airlift requirements if necessary to meet short timelines when the supported unit cannot accomplish the action.

2.3.4. Educate unit transportation agencies on accessing air mobility mission schedules, airlift priorities and airlift in-transit visibility systems.

2.3.5. Conduct DZ surveys and LZ feasibility analysis when a STT, qualified Army unit surveyor, or qualified Marine Corps unit DZST surveyor is not available.

2.3.5.1. Submit DZ/LZ updates to theater AMD and HQ AMC/A3D.

2.3.6. Conduct airfield feasibility analysis and recommend updates to the AMC Form 174, *Airfield Survey*, when necessary.

2.3.6.1. Submit airfield information updates to the theater AMD and HQ AMC/A3A.

2.3.7. Conduct DZ/LZ operations when no STT/DZST is present.

2.3.7.1. Duties will be limited to DZCO and LZSO IAW AFI 13-217.

2.3.7.2. Provide LZSO instruction IAW AFI 13-217 utilizing AFSOC approved lesson plan as required.

2.3.8. Examine air mobility enterprise processes and procedures and recommend improvements through the theater AMD and/or DIRMOBFOR.

2.3.9. Evaluate the joint integration of Air Force, Army and Marine systems for embarkation planning and command and control (C2).

2.3.10. Serve as the air mobility representative to the supported unit's crisis action team.

2.3.11. Act as liaison between supported unit and Contingency Response Group (CRG)/Contingency Response Element (CRE)/Contingency Response Team (CRT) or other deployed mobility forces to ensure the supported unit's requirements are met.

#### **2.4. AMLO Command Relationships.**

2.4.1. AMLOs are granted Direct Liaison Authorized (DIRLAUTH) with functional and geographic Air and Space Operations Centers (AOC), JDDOCs, commanders and other agencies in order to facilitate information flow and support to the warfighter. AMLOs are considered part of the aligned unit's special staff and are not directly assigned to any numbered staff section.

2.4.2. In-garrison. C-NAFs maintain Operational Control (OPCON) and are responsible for deployment coordination and tasking of their assigned AMLOs. ADCON remains with the AMLO's parent unit. The appropriate tasking authority will coordinate with the AMLO's parent and aligned unit prior to tasking an AMLO to support a non-aligned unit.

2.4.3. Deployed. AMLOs remain under the OPCON of the C-NAF and Administrative Control (ADCON) of the parent command while deployed unless a change of control is specified in an appropriate order. Command relationships for deployed AMLOs will be identified in the deployment order (DEPORD), operation order (OPORD), tasking order (TASKORD) or the special instructions (SPINS).

2.4.3.1. The AMLO supporting the highest command echelon within the theater shall be designated the Senior AMLO. The Senior AMLO, in coordination with the Director of Mobility Forces (DIRMOBFOR) and AMD Chief, will exercise coordinating authority over AMLOs at lower echelons within their designated Area of Responsibility (AOR) to ensure the maximum utilization and synchronization (Reference paragraph 4.8., AMLO Augmentation). The Senior AMLO will maintain active and persistent contact with the Air Component Coordination Element (ACCE) and Senior Air Liaison Officer (ALO) (if applicable) and its associated (E)ASOG/(E)ASOS to provide timely mobility expertise and ensure optimum visibility on air mobility issues and their impact on combat operations. Requirements for additional AMLO support beyond the Senior AMLO's available resources will be coordinated through the DIRMOBFOR to HQ AMC/A3C for validation and routing to the appropriate tasking authority.

2.4.3.2. Upon entering the AOR, AMLOs will establish and maintain active and persistent communication with the Senior AMLO and must have access to joint C2 elements as necessary to optimize use of air mobility resources across the range of operations, including but not limited to G/S-3, G/S-3 Air, G/S-4, Army Airspace Command and Control (A2C2), Command Posts and Tactical Operations Center (TOC).

2.4.3.3. AMLOs will maintain active and persistent contact with the Senior ALO (if applicable) at their respective command echelon and its associated (E)ASOG/(E)ASOS to provide timely mobility expertise and assistance as required to ensure optimum visibility on air mobility issues and their impact on combat operations.

#### **2.5. AMLO Mobility.**

2.5.1. AMLOs will utilize established military personnel transportation processes to schedule mode of travel to/from and throughout deployed locations. Alternate modes of

transportation may be utilized IAW the Joint Federal Travel Regulation for unique circumstances to meet short notice mission essential requirements.

2.5.2. AMLOs performing official duties en route to or from deployed locations should request MEP status for AMC missions already in the system from the 618 AOC (TACC) Senior Controller IAW AFI 11-401 AMC Supplement (paragraph 1.6.2.6.2.).

2.5.2.1. HQ AMC/A3C will validate MEP status when AMC AMLO movement requires use of MEP. HQ AMC/A3C will provide validated AMC AMLO requirements to 618 AOC/XOZ IAW AFI 11-401 AMC Supplement (paragraph 1.6.2.6.8.).

2.5.3. AMLOs should request MEP status from the appropriate Air Mobility Division Chief of Military Operations for theater-controlled airlift missions.

2.5.4. MEP travelers must notify the Air Terminal Operations Center of their intent to travel aboard a specific mission no later than three hours prior to departure time. They shall not normally be added to the mission after that point if it shall adversely impact manifested passengers.

## **2.6. AMLO Reconstitution.**

2.6.1. AMLOs will reconstitute their equipment to full operational capacity within 72 hours after return to home station.

2.6.2. AMLOs will report any equipment that cannot be brought to full operational capacity or replaced within 72 hours through their chain of command to their parent C-NAF and MAJCOM functional managers.

## **2.7. AMLO Reporting.**

2.7.1. Deployed AMLOs will provide On-Station and Off-Station reports to 18 AF, their parent C-NAF and the Senior AMLO when arriving or departing the AOR and whenever they will be away from their primary deployed duty location for more than 24 hours.

2.7.2. Deployed Senior AMLOs will provide weekly activities reports to 18 AF and the parent C-NAF of assigned AMLOs. In addition to weekly activities, the report will contain each deployed AMLO's supported unit information, deployment start and end dates, and contact information. Similar information will be provided for AMLOs inbound to the AOR. Senior AMLOs will also send this report to HQ AMC/A3C, 18 AF/A3, USAF EC/CC, 621 CRW/CC, theater DIRMOBFOR, theater AMD Director, theater ACCE and theater EASOG/CC. 618 AOC (TACC) Contingency Mission Support Cell can be reached at DSN 312-576-8315/8479, STE DSN 312-779-0039, and/or VOSIP 302-576-7965.

2.7.3. AMLOs will accomplish after-action reports (AAR) following participation in supported unit training, disaster response, exercises, and contingency events IAW CJCSI 3150.25D, *Joint Lessons Learned Program (JLLP)* and AFI 90-1601, *Air Force Lessons Learned Program*.

2.7.3.1. After-Action Report (AAR). AARs are concise reports that include a summary and observations. The key to the AAR is not the format, but rather the AAR's effect in helping Airmen fight a smarter, more capable fight. AARs will contain a summary of the mission supported and a brief description of the concept of operations, roles and responsibilities, airlift volume and reliability statistics, problem areas, and lessons

learned. In each area where problems were encountered, the problem should be clearly described, together with the causes, impact and the solution if one was found or a recommendation. Specific facts and information are needed to help resolve the problem.

2.7.3.2. The Joint Lessons Learned Information System (JLLIS) will be used to store and disseminate AARs and track observations through resolution.

2.7.3.2.1. AARs with observations must be approved by the AMLO's parent Wing Vice Commander or Deputy (C)NAF/A3, if there is no Wing in the AMLO's parent chain of command, prior to the unit posting the AAR in JLLIS.

2.7.3.2.2. AARs with observations will be entered in JLLIS NLT 15 days after the event or end of deployment. Inform HQ AMC/A3CM of the AAR submission using the JLLIS email feature.

2.7.3.2.3. Observations requiring C-NAF or MAJCOM action or dissemination will be identified in the AAR and will be individually entered into JLLIS NLT 30 days after the event or deployment.

2.7.3.2.4. MAJCOMs will use JLLIS to access, action and disseminate the AAR and applicable observations.

## Chapter 3

### QUALIFICATION AND TRAINING

**3.1. Qualification.** Personnel selected for AMLO assignments must have the ability to authoritatively represent the Air Force and explain air mobility systems, processes, tactics and capabilities to their supported unit. AMLOs will be qualified mobility pilots or navigators (11MX or 12MX AFSCs) with airlift and airdrop experience highly desired.

3.1.1. Upon selection for an AMLO assignment, personnel not currently holding a top secret clearance must apply for an upgrade to the Top Secret classification.

3.1.2. AMLOs assigned to Army Division/USMC MEF headquarters or higher echelon headquarters will be field grade officers. AMLOs assigned to Brigade and lower echelons or to a Division/MEF headquarters where a field grade officer is in place can be a company grade officer.

**3.2. Training Objective.** This paragraph prescribes basic policy and guidance for training AMLOs. The overall objective of the AMLO formal training program is to develop and maintain a high state of mission readiness for the immediate and effective employment in contingencies, defense support to civil authorities and humanitarian assistance/disaster response.

3.2.1. Training items listed in Tables 3.1-3.4 are mandatory for all AMLOs. HQ AMC/A3CM is the waiver authority for any exceptions to Tables 3.1-3.4.

3.2.2. The formal training pipeline accomplishes all training items listed in Tables 3.1-3.3.

3.2.3. HQ AFPC will assign individuals selected for an AMLO assignment to the following formal training:

3.2.3.1. Air Mobility Liaison Officer Qualification Course (AMLOQC)

3.2.3.2. Combat Airmen Skills Training (CAST)

3.2.4. Individuals selected for an AMLO assignment must complete all formal training listed in paragraph 3.2.3. and prerequisite training requirements prior to arriving at gaining unit (IQT, MQT). Exceptions must be granted by HQ AMC/A3CM.

3.2.5. The gaining unit pays for TDYs to training courses listed in paragraph 3.2.3. accomplished en route and incident to Permanent Change of Station (PCS) to an AMLO assignment IAW AFI 36-2110, *Assignments* (paragraph 4.7.4.4.), AFI 65-601, *Financial Management - Budget Guidance and Procedures*, Volume 1 (paragraph 10.3.4.5.), and the Education and Training Course Announcement (ETCA) website, <https://etca.randolph.af.mil/default1.asp>. The training courses listed in paragraph 3.2.3. are not identified as AETC funded USAF Formal Training Courses.

3.2.6. Losing units and bases are responsible for providing prerequisite training not listed in paragraph 3.2.3. See the ETCA website (Organization: *USAF Expeditionary Center*, Course ID: *AMC AMLOQC*, PDS Code: *COU*) for current list of prerequisite training.

3.2.7. Tables 3.1-3.4 only include training requirements that specifically apply to AMLOs. These tables do not include or replace any training required by AOR-specific pre-deployment requirements or other applicable AFIs with the exception of CAST.

### 3.3. Training Process

3.3.1. Training items identified with a subject knowledge level code will have a written test developed for that training item.

3.3.2. Training items identified with a task performance level code will have a task evaluation with a “Go or No-Go” standard developed for that training task.

**3.4. Initial Qualification Training (IQT).** IQT will be completed before reporting to the gaining OL position. HQ AMC/A3C will establish standards, tasks, and formal training requirements for AMLOs.

3.4.1. IQT includes the Introduction to Air Mobility Operations Course WBT and the AMLO Qualification Course (AMLOQC).

3.4.2. The USAF Expeditionary Center Mobility Operations School Detachment 2 (USAF EC MOS Det 2) will provide documentation of satisfactory AMLOQC completion by providing a memo to the AMLO’s gaining commander including the following information as a minimum:

3.4.2.1. AMLO’s Name, Grade and Organization

3.4.2.2. AMLOQC Training Completion Date

3.4.2.3. AMLOQC Closed Book Test Score (pass/fail) and Date

3.4.2.4. AMLOQC Open Book Test Score (pass/fail) and Date

3.4.2.5. DZCO Initial Qualification Training Date

3.4.2.6. LZSO Initial Qualification Training Date

3.4.2.7. AMC Affiliation Training Completion Date

3.4.2.8. Notification of Training Deficiencies and Unit Corrective Action

3.4.2.9. USAF EC MOS Det 2 Commander’s (or designated representative) Name, Rank, Signature and Date

3.4.2.10. AMLO’s Name, Rank, Signature and Date

**3.5. Mission Qualification Training (MQT).** MQT includes the Combat Airman Skills Training (CAST) course, M4 and M9 weapons qualifications, and Up Armored Highly Mobile Multipurpose Wheeled Vehicle (UAHMMWV) driver certification training.

**NOTE:** M4 and M9 weapons qualifications are required prior to attending CAST. CAST and UAHMMWV training must be accomplished prior to the AMLOQC. Coordinate with USAF EC MOS Det 2 for alternate training opportunities if UAHMMWV training is unavailable at the member’s home station.

3.5.1. Units may develop Theater or aligned Army/Marine Corps specific MQT requirements.

**3.6. Combat Mission Ready (CMR) Status.** An AMLO is considered CMR when all IQT, MQT, local indoctrination, and deployed AOR-required training is satisfactorily accomplished.

3.6.1. COSG or PACAF/USAFE ASOG commanders will certify CMR status by documenting AMLO's satisfactory completion of IQT, MQT and all required mobility training. CMR certification may be delegated to the ASOS/CC or COSG Chief AMLO.

3.6.1.1. AMLOs must accomplish all training items in Table 3.4 prior to CMR certification.

3.6.1.2. The commander's AMLO CMR certification documentation will include the following information as a minimum:

3.6.1.2.1. AMLO's Name, Grade, Organization and Aligned Unit

3.6.1.2.2. Date of Certification

3.6.1.2.3. DZCO Initial Qualification Training Date

3.6.1.2.4. LZSO Initial Qualification Training Date

3.6.1.2.5. CAST Initial Training Date

3.6.1.2.6. UAHMMWV Driver Certification Date

3.6.1.2.7. Unit developed Theater-Specific Training Completion Date

3.6.1.2.8. Commander's Name, Rank, Signature and Date

3.6.1.2.9. AMLO's Name, Rank, Signature and Date

3.6.2. AMLOs should complete all MQT, mobility training and commander certification within 60 days of arrival at their gaining unit.

**3.7. Continuation Training (CT).** AMLOs will maintain ancillary and recurring training requirements IAW AFI 36-2201, *Air Force Training Program*, and this regulation. For training requirements identified as dependent upon an Air and Space Expeditionary Force (AEF) cycle assignment, AMLOs are designated Enablers and will schedule individual training accordingly to meet the deployment timelines of their supported unit.

3.7.1. Jump qualified AMLOs assigned to airborne units will maintain jump proficiency IAW AFI 11410, *Personnel Parachute Operations*.

3.7.2. In order to maintain currency as a DZCO, all AMLOs must set up and control a DZ IAW AFI 13217 once every 12 months. In the event an AMLO does not fulfill this requirement, refresher training will be received from a currently qualified DZCO and an AF Form 4304, *Drop Zone/Landing Zone Control Log*, dated 13 Sep 02, and AF Form 1522, *ARMS Additional Training Accomplishment Report* (or unit-approved currency tracking system) will be accomplished. A noncurrent AMLO may not function as a DZCO until refresher training has been accomplished IAW paragraph 3.7. Waiver authority for training is the OG/CC of the flying unit conducting the airdrop. During contingency operations, waiver authority rests with the air component commander who has OPCON of the flying unit conducting the airdrop (minimum O-6 level). A DZCO event will include the following subtasks:

3.7.2.1. Power-on, configuration, and use of all 7FVUN UTC air-to-ground radio models.

3.7.2.2. Power-on, configuration, and use of all 7FVUN UTC GPS models.

3.7.2.3. Must include aircrew coordination, establishing pre-briefed signals; establish air to ground radio communication with airdrop aircraft and controlling at least one drop.

3.7.3. In order to maintain currency as an LZSO, all AMLOs must set up a landing zone IAW AFI 13-217 once every 12 months. In the event an AMLO does not fulfill this requirement, refresher training will be received from a currently qualified LZSO and an AF Form 4304 and AF Form 1522 (or unit-approved currency tracking system) will be accomplished. A noncurrent AMLO may not function as an LZSO until refresher training has been accomplished IAW paragraph 3.7. Waiver authority for training is the MAJCOM A3. During contingency operations, waiver authority rests with the air component commander who has OPCON of the flying unit conducting the LZ operations (minimum O-6 level). An LZSO event will include the following subtasks:

3.7.3.1. Power-on, configuration, and use of all 7FVUN UTC air-to-ground radio models.

3.7.3.2. Power-on, configuration, and use of all 7FVUN UTC GPS models.

3.7.3.3. Must include validating LZ conditions, set up AMP 1, AMP 2 or AMP 3 markings, establish air to ground radio communication with landing aircraft and operate the LZ for at least one landing.

3.7.4. AMLOs will remain current in Air Force ancillary and mobility (e.g., CBRN, LOAC, et al) training requirements IAW AFI 36-2201 through their parent unit or closest Air Force installation. Parent unit commanders may determine where AMLOs obtain required Air Force training.

3.7.5. For all weapons training, AMLOs will comply with arming Group A requirements, IAW AFI 362226, *Combat Arms Program*.

3.7.6. Continuation training for CAST may be accomplished IAW Air Force requirements via a supported Service refresher training course (Army or Marine Corps equivalent course). For equivalent Service courses, a validation letter will be accomplished documenting the training and sent to the AMLO's parent MAJCOM A3 for coordination and approved by HQ AETC/A3. Send copies of HQ AETC approved Service equivalent courses to HQ AMC/A3C at [amc.a3mm.org@scott.af.mil](mailto:amc.a3mm.org@scott.af.mil).

3.7.7. AMLOs will remain current in air load planning IAW AMCI 10-202 Vol 4, *Expeditionary Air Mobility Support Operations*, paragraph 6.14.

3.7.8. By the end of each training year, all CMR qualified AMLOs must have completed annual CT requirements or the AMLO is referred to the commander for disciplinary or appropriate remedial action IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*.

3.7.8.1. The training year is defined as 1 January through 31 December.

3.7.8.2. AMLOs that initially become CMR after 30 June are exempt from all CT requirements for the remainder of that training year.

### **3.8. Extensions.**

3.8.1. COSG/ASOG commanders are authorized to grant one 30-day MQT or CT extension. A second 30-day MQT or CT extension must be approved by the AMLO's Parent C-

NAF/A3. A third 30-day MQT or CT extension must be approved by the AMLO's Parent MAJCOM FAM (O-6 minimum).

3.8.2. If a CT extension is granted, AMLOs will remain CMR while completing missed CT requirements.

3.8.3. Commanders will ensure MQT and/or CT extensions are documented in the AMLO's training record.

**3.9. Non-CMR (N-CMR).** If an AMLO fails to complete all CT requirements within the training year and is not extended IAW paragraph 3.6., then the AMLO becomes N-CMR and must re-qualify. The N-CMR AMLO must satisfactorily accomplish the delinquent CT courses or tasks to re-qualify. For CT items specified in subparagraphs 3.5.2. and 3.5.3., the N-CMR AMLO must successfully demonstrate proficiency IAW subparagraphs 3.5.2. and 3.5.3. Requalification will be documented in the AMLO's training record.

### **3.10. AMLO Flying**

3.10.1. AMLOs on active flight status will maintain currency in accordance with applicable aircraft model designation series directives. Active AMLO authorizations are dependent on flying billet availability, assignment location, MAJCOM policy and availability of aircraft for training.

3.10.2. AMLOs in flying positions must seek attachment for flying IAW AFI 11-401 and applicable MAJCOM supplements.

3.10.2.1. AMLOs will contact HQ AMC/A3TF prior to attempting attachment to a non-AMC unit.

### **3.11. Training Folders and Documentation.**

3.11.1. AF Form 623, *On the Job Training Record*, dated 1 Oct 96. The AF Form 623 maintains basic source documents to provide a history of each AMLO's qualifications. An AF Form 623 is established by the USAF EC MOS Det 2 for each AMLO upon entering the AMLOQC and must be maintained throughout the duration of the AMLO's assignment. The individual AMLO is responsible for ensuring the accuracy and completeness of their AF Form 623. AMLOs will maintain the AF Form 623 in a location readily accessible to the AMLO and will forward electronic copies of new or revised AF Form 623 documents to their commander or the commander's designated representative (e.g., Unit Training Manager). The USAF EC MOS Det 2 will forward electronic copies of the initial AF Form 623 to the AMLO's gaining commander. Commanders will maintain an electronic copy of all AF Form 623s. The AF Form 623 is divided into tabs which are labeled at the bottom of the cover page. Each label should start with the top tab and run from left to right.

3.11.1.1. Tab 1 - Career Field Education and Training Plan (CFETP) (In development). All AMLOs will maintain an AMLO Special Duty Identifier (SDI) CFETP in the AF Form 623. Changes to the CFETP are posted behind the CFETP.

3.11.1.1.1. AF Form 797, *Job Qualification Standard Continuation Sheet*, dated 1 Aug 02. This form is used to list training tasks not listed in the CFETP, such as tactics, techniques, equipment and/or employment/insertion methods. Use the standardized AF Form 797 as the list of AMLO training tasks until an AMLO SDI CFETP is developed and approved. OLs are authorized to include additional training

events. Document additional training or attendance at any formal school or training course that does not grant a certificate maintained in Tab 5.

3.11.1.2. Tab 2 - Basic and Certification Documentation. Maintain a copy of special orders, certification letters or basic qualification letters, including those not specifically required in other listed tabs, such as USAF EC MOS Det 2 AMLOQC completion certification (see 3.2.2.), AMC Form 9 (*AMC Airlift Load Plan Certification*), Automated Air Load Planning System (AALPS)/computer-assisted load planning, any Joint Planning and Execution System (JOPES) training courses, Sustainable Range Awareness Training (SRAT), other applicable AF Form 1256s, etc.

3.11.1.3. Tab 3 - AF Form 623a, *On-the-Job Training Record Continuation Sheet*, dated 1 Mar 79. This form is used for those comments specified by AFI 36-2201. Initial evaluations, entrance into training, break in training, or lack of training capability will be documented.

3.11.1.4. Tab 4 - AF Form 803, *Task Evaluation Form*, dated 1 Jun 84. A copy of all tasks using the AF 803 will be maintained for all spot checks and written or performance assessments conducted on all AMLOs, such as LZSO Qualification Training written test and performance assessment, spot and recurring LZSO performance assessments, recurring open and closed-book assessments.

3.11.1.5. Tab 5 - DZCO Documentation. Maintain copy of DZCO Certification form, local area DZCO certification letter(s), all AF Form 4304s (archived most recent to least recent).

3.11.1.6. Tab 6 - LZSO Documentation. Maintain copy of LZSO Certification form, local area LZSO certification letter(s), all AF Form 4304s (archived most recent to least recent).

3.11.1.7. Tab 7 - Combat Skills Training. Maintain a copy of all Air Force, joint and coalition/allied/foreign combat and/or contingency skills training certificates/letters, such as Warrior Skills Training, DIRT-P Training, etc.

3.11.1.8. Tab 8 - Ancillary Training. Ancillary training reports and AF Form 1522 are maintained under this tab. However, unit training managers may track ancillary training using another system of choice and place a memorandum behind the tab indicating the action. If a tracking system is used, individuals may maintain hardcopies of those products in Tab 8.

3.11.1.8.1. AF Form 1098, *Special Task Certification Recurring Training*, dated 1 Apr 85. This form is used to record recurring training to include re-certification for tasks not tracked in another system such as setting up useable landing zone markings IAW AFI 13217 or range control officer, etc.

3.11.1.9. Tab 9 - Airborne Documentation (applicable to AMLOs on or required to be on jump status, i.e. in a "J-coded" billet). Maintain copy of AF Form 4323, *ARMS Multi-Crew Jump Record*, dated 4 Aug 08, Basic Airborne Course graduation certificate, Basic Airborne Course Refresher Certificate (required if non-current), aeronautical orders and AF Form 1042, *Medical Recommendations for Flying or Special Operational Duty*, dated 1 Feb 92.

3.11.1.10. If guidance for documentation in this instruction conflicts with existing or newly published instructions, the governing AFI will take precedence.

**Table 3.1. Initial Qualification Training**

<b>Training Items</b>	<b>Level</b>
1. Air Ground Operations	
a. Joint Doctrine TR: DoD Directive 3025.16, 3025.18, Joint Pubs 3-0, 3-08, 3-09, 3-11, 3-16, 3-17, 3-27, 3-28, 3-30, 3-33, 3-35, 3-41, 3-52, 3-57, 6.0, USCENTCOM Intra-Theater Airlift Letter of Instruction, USTRANSCOM Handbook 10-20, GTA 90-01-020, Joint Task Force-Port Opening CONOPS	
1. Command Relationships	3c
2. Doctrine for Air Mobility Operations	C
3. Doctrine for Interagency, Intergovernmental Organization, and Nongovernmental Organization During Joint Operations	C
4. Doctrine for Joint Fire Support	C
5. Command and Control for Joint Air Operations	C
6. Deployment and Redeployment Operations	C
7. Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives Consequence Management	C
8. USTRANSCOM Processes and Procedures	C
9. Theater Deployment and Distribution Operations Center Integration	3c
10. Strategic Force Deployment Planning	
i. Personnel and Equipment Force Flow Planning	B
ii. Airhead Operations Planning	2b
11. Defense Support to Civil Authorities	B
b. US Army TR: ADP 3-0, FMs 1, 1-02, 3-21.38, 3-21.220, 3-35, 3-52, 3-90.6, 5-0, 90-26	
1. Employment Doctrine	C
2. Staff Integration	3c
3. Military Decision Making Process	3c
4. Deployment and Redeployment	C
5. Airspace Management, and Army Airspace Command and Control (A2C2) System	C
c. US Marine Corps TR: MCDP 1-0, MCRP 5-12D, MCWP 3	
1. Employment Doctrine	C
2. Staff Integration	C
3. Marine Corps Decision Making Process	C
d. US Air Force TR: AFDDs 1, 3-1, 3-01, 3-52, 3-40, 3-17, AFPD 13-1, AFJ 13-210(I), AFI 11-2AEV3, 12-114 Vol 3, 13-106, 13-217, AFOTTP 2-3.2, AFTTP 3-42.5, AFTTP (I) 3-2.6, 3-2.17, 3-2.68, 13-1AOC Vol 3, AMC OPOD 17-76, AMC C-CBRN CONOPS, AMCI 10-202 Vol 4, 24-101V14, Applicable T.O.s,	
1. Air Mobility Doctrine	C

2. US Air Force Transportation Component (AFTRANS) Functions, Responsibilities, and Processes	C
3. Global Air Mobility Support System Capabilities	C
4. Theater Air Mobility Process, Procedures, and Extraction	C
5. Air Tasking Order Process, Procedures, and Extraction	C
6. Airspace Control Order /deconfliction/ management	C
7. Mobility Aircraft Systems and Capabilities	C
8. Coordinate Airlift Operations	C
9. Landing Zone Operations	C
10. Drop Zone Operations	C
11. Aeromedical Evacuation	C
12. Coordinate Joint Airborne/Air Transportability Training Missions	C
2. Sustainment Operations	
a. Joint Doctrine TR: DoD Directive 2010.9, 4500.9-R Part III, 4500.45, 4500.56, 4515.13R, Joint Pubs 4-0, 4-01, 4-01.5, 4-07, 4-08, 4-09	
1. Joint Logistics Doctrine	C
2. Authorities and Responsibilities	C
3. Logistics Planning	C
4. DoD Transportation Policies	C
b. US Army TR: FMs 4-20.07, 4-90, 4-93.2, 4-94	
1. Sustainment Doctrine	C
2. Unit Functions and Capabilities	C
3. Integrating Sustainment into Operations	C
c. US Marine Corps TR: MCWP 4-1	
1. Self-Sustainment	C
2. External Sustainment Requirements	C
d. US Air Force TR: AFI 11-2C-130 Vol 3, Addenda A , AFI 11-2C-5 Vol 3, Addenda A, 11-2C-17, Vol 3, Addenda A, 11-2KC-10 Vol 3, 11-2KC-135 Vol 3 Addenda A, 11-2KC-135 Vol 3, 24-103, 24-204, AMCI 24-101 Vol 11, TO 1C-130A-9, 1C-130A-9, 1C-130J -9 , 1C-5A-9, 1C-17A-9, 1C-135(K)A-9, 1C-10(K)A-9, 13C7-1-5, TO 13C7-1-11, TO 13C7-37-31, TB-55-46-1, AMCPAM 24-2 Vol 1	
1. Hazardous Material Preparation Responsibilities	C
2. Aerial Resupply	C
3. Cargo Preparation and Inspection for Airlift Operations	3c
4. Material Handling Equipment Capabilities	C
5. Air Cargo Loading Operations	C
6. Contingency Air Load Planning	3c
3. Communications Equipment TR: Applicable T.O.s, AFTTP(I) 3-2.49, AFLMM-64	
a. IRIDIUM Satellite Telephone	
1. Non-secure	3c

2. Secure	3c
b. Manpack Portable Radios (VHF, UHF, SATCOM)	
1. Non-secure	3c
2. Secure	3c
3. ECCM	3c
4. Equipment Troubleshooting	3c
4. Land Navigation Fundamentals TR: FM 1-02, 3-25.26, Applicable TOs	
a. Foot	3c
b. Plot Military Grid Reference System	4d
c. Plot Latitude/Longitudes	4d
d. Extract Map Information	4d
5. Computer Operations TR: Applicable system user's manuals	
a. Operate Joint Operations Planning and Execution System (JOPES)	3c
b. Operate Single Mobility System (SMS)	4d
c. Operate JA/ATT Management System (JMS)	4d
d. Special Assignment Airlift Mission (SAAM) Request System (SRS)	2b
e. Operate Intra Theater Airlift Request System (ITARS)	4d
f. Operate Portable Flight Planning System (PFPS)	3c
g. Joint Lessons Learned System (JLLIS)	2b
6. Tactical Operations TR: AFI 13-217, ETL 09-6 (Chg 1), 97-9, 02-19, Applicable TOs	
a. Operate Night Vision Devices	3c
b. Operate Anemometer/wind speed and direction measuring device	4d
c. Operate GPS	3c
d. Operate Assault Zone Lighting Systems	4d
e. Conduct Landing Zone Operations	
1. Assess Landing Zone Surface Usability	4d
2. Establish Operational Landing Zone	4d
3. Perform Landing Zone Safety Officer Duties	4d
f. Conduct Drop Zone Operations	
1. Assess Drop Zone Usability	4d
2. Establish Operational Drop Zone	4d
3. Perform Drop Zone Control Officer Duties	4d
4. Perform Drop Zone Safety Officer Duties	4d
g. Airdrop Damage Estimate Process	D
h. Survey Operational Drop Zone	
1. AF Form 3823 Drop Zone Survey	3c
2. Tactical Drop Zone Survey	3c
7. Liaison Skills TR: AFTTP(I) 3-2.21, FM 7-22.7, 6-22	3c
8. Field Skills TR: ATPP 3-34.39, FM 3-21.75, 21-10, 22-6, STP 21-1-SMCT	
a. Defense Measures	

1. Site Selection and Bivouac	2b
2. Personal Camouflage	2b
3. Equipment Camouflage	2b
4. Site Defense	2b
b. Field Hygiene	2b

**Table 3.2. Mission Qualification Training**

<b>Training Items</b>	<b>Level</b>
1. M4 Carbine Air Force Qualification Course (AFQC) TR: AFMAN 36-2227V1	3c
2. M9 Semiautomatic Pistol Air Force Qualification Course (AFQC) TR: AFMAN 36-2227V1	3c
3. HMMWV Operations TR: AFJMAN 24-306, AFTTP(I) 3-2.58, Applicable TOs, AF Form 1800, AF Form 293, AF Form 171	
a. Vehicle Safety	C
b. Tactical Vehicle Characteristics	C
c. Perform Air Force Operations Vehicle Inspections	3c
d. Drive/Operate Vehicle Under Various Conditions	3c
1. Non-Tactical Conditions	3c
2. Tactical Conditions	3c
3. Convoy Procedures	3c
4. Night Conditions	3c
e. Winch Operation	3c
f. Runflat Operations	3c
g. Operator Maintenance	3c

**Table 3.3. Combat Readiness Training**

<b>Training Items</b>	<b>Level</b>
1. Equipment Training TR: AFPAM 10-100	
a. Configure Individual Combat Equipment (ICE)	3c
b. Contingency Driving	3c
2. M16A2 and M4 Carbine Marksmanship TR: AFCAT 21-209 Vol 1; FM 3-22.9	
a. Weapon Refresher Training	3c
b. Marksmanship Fundamentals	3c
c. Engage Pop-up Targets	3c
3. Vehicle Egress Training TR: GTA 03-030, HMMWV Egress Handbook 06-31, CALL Handbook 08-30 MRAP Vehicles, TC 55, TC 21-305-4.1	
a. Tactical Vehicle Characteristics	A
b. Perform Vehicle Egress Procedures	3c
4. Tactical Movement	

TR: ATTP 3-06.11, FM 3-06, 3-21.75, 3-21.8, 3-24.2, 22-6, MCWP 3-35.3, STP 21-1-SMCT, 21-24-SMCT	
a. Basic Troop Leading Procedures	A
b. Tactical Movement Principles	C
c. Utilize Individual Movement Techniques	3c
d. Utilize Fire Team Movement Formations	3c
e. React to Contact Dismounted	3c
f. Urban Battle Space	C
g. Conduct Dismounted Movement in an Urban Environment	3c
h. Conduct Movement Around Buildings	3c
i. Conduct Emergency Building/Room Entries and Exits	3c
j. Fight from the Defense	3c
k. Challenge Individuals on Foot	3c
l. Challenge Individuals in a Vehicle	3c
5. Land Navigation TR: FM 1-02, FM 3-25.26 Change 1, DAGR Operators Pocket Guide, DAGR Familiarization, DAGR O&M Change 3	
a. Determine Grid Coordinates of a Point on a Military Map	3c
b. Measure Distance on a Map	3c
c. Convert Azimuths	3c
d. Locate an Unknown Point on a Map and on the Ground by Resection	3c
e. Complete GPS Orientation (DAGR)	3c
6. Basic Communication TR: SH 21-76	
a. Tactical Radio Fundamentals	A
b. Blue Force Tracker Fundamentals	A
c. Utilize Prowords	3c
d. Utilize Phonetics	3c
e. Apply Brevity in Transmissions	3c
f. Transmit Reports	3c
7. Counter Improvised Explosive Devices (IED) TR: FM 3-90.119, USCENTCOM CIED Training Guidance, CIED Bulletin 10-14, CREW Handbook (GTA 90-10-047), MNC-I C-IED Smart Book GTA 90-10-046	
a. Counter IED Principles	B
b. IED Characteristics	A
c. Methods of IED	C
d. Indicators of IED	A
e. Types of IED Attacks	A
f. React to an IED	3c
g. Report an IED	3c
h. Employ Electronic Warfare Devices	3c
8. Care Under Fire TR: AFPAM 10-100, FM 4-02.2, 4-02.4, 4-02.6, 4-25.11, 8-10-6, CCR 525-33	
a. Self Aid and Buddy Care	
1. Perform Airway Management	3c

2. Apply Bleeding Controls Measures	3c
3. Treat for Impaled Objects	3c
4. Treat Burns	3c
5. Treat for Shock	3c
6. Splint Fractures	3c
7. Dress Wounds	3c
b. Perform Casualty Care	3c
c. Perform Casualty Evacuation	3c
9. High Risk of Isolation Briefing TR: DoDD 3002.01E	
a. Personal Recovery	A
10. Mounted Operations TR: JP 3-10, FM 55-30, GTA 07-09-001, CALL Handbook 08-30 MRAP Vehicles, TC 55, TC 21-305-4.1, Tactical Convoy Operations 09, Training Support Package 071-MET	
a. Principles of Mounted Operations	B
b. Perform Security Responsibilities	3c
c. Perform IED Sweeps at 5, 10, and 25 meters	3c
d. React to Direct/Indirect Fire While Mounted	3c
e. Perform Hasty Vehicle Recovery	3c

**Table 3.4. Local Indoctrination Training**

Training Item	Level
1. Mission and Organization of NAF/Group/Unit TR: Locally developed	C
2. Inter-Service Support Agreement (ISSA)/Host-Tenant Support Agreement(HTSA) TR: AFI 25-201	C
3. OPLAN Taskings TR: Aligned/Support Unit(s) DOC Statement(s)	C
4. DOC Statement Review and UTC Composition TR: AFI 10-201, AFMAN 10-401V1	C
5. Unit Operating Instructions TR: AFPAM 91-216; Unit OIs	C
6. Mission and Organization of Aligned Army/USMC Unit(s) TR: Aligned Army/USMC Unit Standard Operating Procedures (SOP)	C
7. Code of Conduct Training TR: DoD Instruction 1300.21, AFI 36-2209	C
8. Applicable Army/USMC Standard Operating Procedures TR: Aligned Army/USMC Unit Standard Operating Procedures (SOP)	C
9. Mobility Procedures TR: AFI 10-402V1, AFI 10-403: Local Host Installation Procedures, AFI 11-401	C
10. Local Area Range Familiarization TR: AFI 11-214, AFI 13-212 (and applicable supplements), Local Range Procedures	C
11. Laser Safety Training TR: AFOSH Standards	C

**Table 3.5. Task Measurement Standard Scales and Definitions**

Level	Scale Value	DEFINITION: The Individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (LIMITED)
	2	Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all part of the task. Needs only spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCE THEORY)
Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationships of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)

\*A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task (Example: b and 1b).

\*\*A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

## Chapter 4

### ADMINISTRATION AND LOGISTICS

**4.1. Performance Reports.** Officer performance reports will be written, additionally rated and endorsed within assigned parent unit channels. Letters of evaluation (LOE) may be completed by personnel responsible for observing a ratee's performance when the ratee is not under the direct supervision of the designated rater (e.g. theater DIRMBOFOR, theater AMD chief, TDY supervisors and supported unit commander) IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

**4.2. Awards and Decorations.**

4.2.1. Recommendation for Air Force awards and decorations for AMLOs will be submitted by the parent MAJCOM.

4.2.2. Army and Marine Corps awards and decorations for AMLOs will be submitted according to Army and Marine Corps directives.

4.2.3. HQ AMC will select and award the Air Force AMLO of the Year. PACAF and USAFE may each nominate one AMLO to compete for this award IAW AMCI 36-2806, *Award Program Management*.

**4.3. Publications.** Each parent unit with assigned AMLOs will maintain a functional publications library for their AMLOs. Army and Marine Corps publications should be obtained through appropriate local distribution channels.

4.3.1. In addition to AFI 13-106, the publications provided in [Attachment 1](#) serve as the basis for a Master Publications file listing publications that AMLOs will maintain in their deployment kits and additional publications that must be readily available and accessible through other on base or post sources for reference.

4.3.2. Publications annotated in [Attachment 1](#) with "Library" will be maintained in the functional publications library and the AMLOs' deployment kits. Electronic copies are suitable for AMLO deployment kits as long as the information is readily available and accessible. See AFI 33-360, *Publications and Forms Management*, Section 2J for specific instructions.

**4.4. Funding.**

4.4.1. The supported Army or Marine Corps unit will fund the appropriate TDYs for supported unit related activities IAW Service memorandums of agreement. TDY related to Joint Chiefs of Staff (JCS) exercises will be funded using the appropriate exercise fund cites. Other agencies requesting AMLO support will fund the requested support.

4.4.2. Gaining units will fund travel expenses for personnel attending the AMLOQC.

4.4.3. For AMLOs on active flying status (API-6), the AMLO's parent unit will fund flying currency TDY. If the flying unit sends the AMLO on an off-station flying mission, the flying unit will supply a fund cite to cover that portion of the AMLO's TDY expenses.

**4.5. Assistance Visits, Conferences, and Workshops.**

4.5.1. Assistance Visits. Parent unit commanders or their designated representatives should visit each OL under their command at least annually to evaluate the operation and provide assistance and guidance as necessary.

4.5.2. HQ AMC/A3C will host an annual AMLO workshop.

4.5.3. Parent units should host AMLO workshops in conjunction with their annual Mobile C2 partnership workshops or conferences to facilitate training and communication among AMLOs and other units within a theater of operations.

**4.6. Medical Profiles.** AMLOs placed on a limited or non-deployable profile must immediately notify their chain of command.

**4.7. CED Orders Request.** Requests for AMLO deployment and redeployment support may be initiated by the AMLO or the Army or Marine Corps G/S-3 or G/S-4 at the installation requesting support. AMC requests will be vetted through the designated CRW Chief AMLO. Forward the CED orders request to the parent C-NAF for approval and action. The format for the request will include, but is not limited to, the following information:

4.7.1. AMLO's Name, Grade, Social Security Number and Contact Phone Number (send FOUO/encrypted IAW Privacy Act policy)

4.7.2. UTC (7FVUN)

4.7.3. Requesting Unit

4.7.3.1. UIC: (F+last 4 PAS Code)+0

4.7.4. Supported Unit

4.7.4.1. Supported Unit POCs

4.7.5. ULN Project Code (if available)

4.7.6. Required reporting dates and location (ULN info):

4.7.6.1. Deployed Location

4.7.6.2. RLD (5 days prior to RDD)

4.7.6.3. ALD/Proceed Date (4 days prior to RDD)

4.7.6.4. EAD (3 days prior to RDD)

4.7.6.5. LAD (2 days prior to RDD)

4.7.6.6. RDD (in place date)

4.7.6.7. ORGN (GLOC)

4.7.6.7.1. Mode of Travel (from origin to APOE)

4.7.6.8. APOE (GLOC)

4.7.6.8.1. Mode of Travel (from APOE to APOD)

4.7.6.9. APOD (GLOC)

4.7.6.9.1. Mode of Travel (from APOD to DEST)

## 4.7.6.10. DEST (GLOC)

4.7.7. AMLO's Servicing PAS (i.e. Stationed at Ft Campbell, servicing PAS is Scott AFB)

4.7.8. Estimated Tour Length (# Days)

**NOTE:** Standardized deployment remarks are built into DCAPEs. Changes to the standardized remarks codes identified after the initial request requires re-coordination through the designated Chief AMLO and update by the C-NAF FAM.

4.7.9. Standard line remarks for AMLO tasking will include the following items and do not need to be included in request unless a change is required:

4.7.9.1. Will hand-Carry Mobility A, B and/or C Bag.

4.7.9.2. Official Courier of Classified Information.

4.7.9.3. Three pieces/70 lbs of Excess Accompanied Baggage.

4.7.9.4. Will Hand-Carry LES AF Form 141.

4.7.9.5. Will Hand-Carry Medical Records.

4.7.9.6. Will Hand-Carry 9 MM Pistol.

4.7.9.7. Will Hand-Carry M4 Rifle.

**4.8. AMLO Augmentation.** Requests for AMC AMLO augmentation for non-aligned units may be initiated by the AMLO or the Army/Marine Corps G/S-3 or G/S-4 at the installation requesting augmentation and sent to HQ AMC/A3C for validation and action. Send information copies to Forces Command (FORSCOM)/AFOP-TRI for continental US (CONUS) operations. Requests for PACAF and USAFE AMLO augmentation must be coordinated through their respective C-NAF and MAJCOM FAMS. Requests should be received at least 30 days in advance to permit administrative processing and to ensure effective scheduling of the augmenting AMLO(s). The request will include the following minimum information:

4.8.1. Requesting unit and supporting unit

4.8.2. Required reporting date and location

4.8.3. Duration of TDY

4.8.4. Number of augmentees required

4.8.5. Nature of duties of each individual required including specific echelon and unit of assignment

4.8.6. Fund cite (if required)

4.8.7. Billeting conditions (field or garrison)

4.8.8. Field equipment requirements

4.8.9. Uniform requirements

4.8.10. Names and telephone numbers of Army, Marine Corps and Air Force points of contact for the appropriate echelon of assignment

**4.9. AMLO Personnel Actions.**

4.9.1. The Air Force Personnel Center (AFPC) will normally place personnel projected for AMLO duty on assignment to the gained location for a period of three years.

4.9.2. AFPC will schedule personnel projected for AMLO duty to accomplish CAST and AMLOQC training en route to the gained location.

4.9.3. AFPC will fill all AMLO authorizations IAW the Rated Staff Allocation Plan.

4.9.4. AFPC will make every effort to select individuals for AMLO duty that meet the requirements specified in paragraph 3.1 (Qualifications).

4.9.5. AMLOs assigned to Army and Marine Corps installations will utilize the nearest Air Force installation for force support and other Air Force unique personnel services.

#### **4.10. Joint Experience Credit.**

4.10.1. AMLO's may be eligible receive Joint Duty Assignment (JDA) Credit via the Experience-based Joint Duty Assignment (E-JDA) process. This process is outlined at AFPC's Total Force Joint Officer Management website available at [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/6040/kw/Joint%20Officer%20Management](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/6040/kw/Joint%20Officer%20Management)

4.10.2. AMLO parent units should establish processes to capture and submit AMLO joint duty experiences to the E-JDA.

4.10.3. All AMLOs will provide documentation of their joint service activities through their group level parent unit as part of out-processing prior to departing the unit.

## Chapter 5

### EQUIPMENT

#### 5.1. Mobility and Field Equipment.

5.1.1. Equipment necessary to accomplish AMLO mission requirements as designated in the UTC MISCAP is listed in the UTC logistics detail (LOGDET). Additional specialized equipment will be provided by the parent or Army/Marine Corps unit IAW current Joint Command/Service Agreements. Contact appropriate MAJCOM/A3s for current Joint Command/Service Agreements.

5.1.1.1. Using commands will work with AMC, as the lead MAJCOM for AMLOs, to develop unit type codes designed to meet worldwide capability requirements.

5.1.1.2. AMC, in coordination with the Core Function Lead Integrator for Mobility, will program for new AMLO-unique equipment requirements.

5.1.2. AMLO equipment will be maintained IAW technical orders and applicable Air Force, MAJCOM, and assigned unit procedures by unit assigned personnel or non-unit assigned personnel IAW current Joint Service, Command-to-Command, or other unit or base level support agreements.

5.1.2.1. Contact appropriate MAJCOM/A3s for current Joint Service and Command-to-Command Agreements and for guidance on AMLO equipment not provided in support agreements.

5.1.3. AMLOs are authorized the wear of a broad spectrum of specialized individual equipment and protective gear while training or deployed for their safety and mission effectiveness since their mission requirements place them in operating conditions similar to Battlefield Airmen.

#### 5.2. Vehicle and Communication Support.

5.2.1. Vehicles will be provided by the AMLO's aligned unit IAW the Army/Air Force Liaison Support MOA signed 31 March 2011.

5.2.2. Army and Marine Corps specific equipment required to maintain connectivity with Army and Marines will be provided by the supported unit IAW Service memorandums of agreement.

5.2.2.1. HQ AMC/A3CM is responsible for testing new hardware and software to ensure compatibility with Army and Marine Corps communication systems.

BURTON M. FIELD, Lt Gen, USAF  
DCS, Operations, Plans & Requirements

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

**Note:** The Joint Publications listed below can be found at [http://www.dtic.mil/doctrine/nipr\\_index.html](http://www.dtic.mil/doctrine/nipr_index.html), and clicking on “Joint Publications” in the left-hand column.

- JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*, 15 August 2012
- JP 3-0, *Joint Operations*, 11 August 2011
- JP 3-08, *Interorganizational Coordination During Joint Operations*, 24 June 2011
- JP 3-09, *Joint Fire Support*, 30 June 2010
- JP 3-10, *Joint Security Operations in Theater*, 03 February 2010
- JP 3-11, *Operations in Chemical, Biological, Radiological, and Nuclear (CBRN) Environments*, 26 August 2008
- JP 3-16, *Multinational Operations*, 07 March 2007
- JP 3-17, *Air Mobility Operations*, 2 October 2009 (Library)
- JP 3-18, *Joint Forcible Entry Operations*, 16 June 2008
- JP 3-27, *Homeland Defense*, 12 July 2007
- JP 3-28, *Civil Support*, 14 September 2007
- JP 3-30, *Command and Control for Joint Air Operations*, 12 January 2010
- JP 3-33, *Joint Task Force Headquarters*, 30 July 2012 (Library)
- JP 3-35, *Deployment and Redeployment Operations*, 07 May 2007 (Library)
- JP 3-41, *Chemical, Biological, Radiological, and Nuclear Consequence Management*, 21 June 2012
- JP 3-52, *Joint Airspace Control*, 20 May 2010
- JP 3-57, *Civil-Military Operations*, 08 July 2008
- JP 4-0, *Joint Logistics*, 18 July 2008
- JP 4-01, *Joint Doctrine for the Defense Transportation System*, 19 March 2003
- JP 4-01.5, *Joint Tactics, Techniques, and Procedures for Transportation Terminal Operations*, 9 April 2002
- JP 4-07, *JTTP for Common-User Logistics During Joint Operations*, 11 June 2001
- JP 4-08, *Joint Doctrine for Logistic Support of Multinational Operations*, 25 September 2002
- JP 4-09, *Distribution Operations*, 05 February 2010
- JP 5-0, *Joint Operation Planning*, 11 August 2011
- JP 6.0, *Joint Communications System*, 10 June 2010

**Note:** USTRANSCOM publications listed below can be found at [http://www.transcom.mil/publications/pubs\\_index.cfm](http://www.transcom.mil/publications/pubs_index.cfm), under “OPERATIONS (Series 10)” USTRANSCOM H10-20, *Joint Planner's Handbook for Deployment Operations*, 1 November 2005

USTRANSCOM H10-24, *USTRANSCOM Joint Planning Handbook*, 17 May 2010

**Note:** Marine Corps publications listed below can be found at <https://www.doctrine.usmc.mil/>, select “Publications & Ordering”, then Marine Corp Doctrinal Pubs (MCDP), or Marine Corps Warfighting (MCWP), Reference (MCRP) and Interim Pubs.

MCDP 1-0, *Marine Corps Operations*, 9 August 2011

MCRP 5-12D, *Organization of Marine Corps Forces*, 13 October 1998

MCWP 3, *Expeditionary Operations*, 16 April 1998

MCWP 4-1, *Logistics Operation*, 15 April 1999

MCDP 4, *Logistics*, 21 February 1997

MCDP 5, *Planning*, 21 July 1997

MCWP 5-1, *Marine Corps Planning Process*, 24 August 2010

MCRP 4-11.3J, *Airdrop of Supplies and Equipment: Rigging Airdrop Platforms*, June 2006

DoD 4500.54-E, *DoD Foreign Clearance Guide* (Library), can be found at <https://www.fcg.pentagon.mil/fcg.cfm>

**Note:** DoD Directives listed below can be found at <http://www.dtic.mil/whs/directives/corres/dir.html>, and using the “Search & Filter Table” function.

CJCSI 3150.25D, *Joint Lessons Learned Program (JLLP)*, 20 April 2012

DoD Directive 2010.9, *Acquisition and Cross-Servicing Agreements*, 28 March 2003

DoD Directive 3002.01E, *Personnel Recovery in the Department of Defense*, 16 March 2009

DoD Directive 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, 2 March 1997

DoD 4515.13-R, *Air Transportation Eligibility*, November 1994, Incorporating Change 3, 9 April 1998

DoD Directive 3025.18, *Defense Support of Civil Authorities (DSCA)*, 29 December 2010, Incorporating Change 1, September 21, 2012

DoD Directive 5158.04, *United States Transportation Command*, July 27, 2007

**Note:** Defense Transportation Regulations listed below can be found at <http://www.transcom.mil/dtr/dtrHome/>

DTR 4500.9-R-Part I, *Passenger Movement*, November 2010

DTR 4500.9-R-Part II, *Cargo Movement*, June 2008 (Includes changes through 27 August 2012)

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**Note:** Air Force doctrine publications listed below can be found at <http://www.au.af.mil/au/lemay/main.htm>

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AFDD 3-1, *Air Warfare*, 22 January 2000

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AFDD 3-40, *Counter-CBRN Operations*, 26 January 2007

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AFDD 6-0, *Command and Control*, 1 Jun 2007

**Note:** Air Force publications listed below can be found at <http://www.e-publishing.af.mil/>, clicking on “Departmental” and then selecting the appropriate document series (Publication or Special) for the publication.

AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*, 8 March 2007

AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, 1 May 1998

AFPD 13-1, *Command and Control Enterprise (C2 Enterprise)*, 6 Aug 2012

AFI 3-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006

AFI 10-403, *Deployment Planning and Execution*, 13 January 2008

AFI 11-2C-130 Volume 3, Addenda A, *C-130 Operations Configurations/Mission Planning*, 13 August 2009

AFI 11-2C-5 Volume 3, Addenda A, *C-5 Operations Configurations/Mission Planning*, 1 November 2011

AFI 11-2C-17, Volume 3, Addenda A, *C-17 Configuration and Mission Planning*, 17 August 2010

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AFI 11-2AEV3, *Aeromedical Evacuation (AE) Operations Procedures*, 18 May 2010

AFI 11-218, *Aircraft Operations and Movement on the Ground*, 28 October 2011 (Library)

AFI 11-401, *Flight Management*, 10 December 2010

AFI 11-401, *Flight Management, AMC Supplement (draft)*

AFI 11-410, *Personnel Parachute Operations*, 7 January 2010

AFI 13-204, *Airfield Operations, Volume 1*, 1 Sep 2010 (Library)

AFI 13-204, *Airfield Operations, Volume 3*, 1 Sep 2010 (Library)

AFI 13-217, *Drop Zone and Landing Zone Operations*, 10 May 2007 (Library)

AFI 24-101, *Passenger Movement*, 27 October 2004

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 25-201, *Support Agreements Procedures*, 1 May 2005; IC 28 January 2008

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000

AFI 33-328, *Administrative Orders*, 16 January 2007

AFI 33-360, *Publications and Forms Management, Change 3*, 11 June 2009

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AFI 36-2201, *Air Force Training Program, Change 1*, 8 March 2011

AFI 362226, *Combat Arms Program*, 24 February 2009

AFI 36-2406, *Officer and Enlisted Evaluation Systems, Change 3*, 11 October 2011

AFI 65-601, *Financial Management - Budget Guidance and Procedures, Volume 1*, 16 August 2012

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AFI 91-204, *Safety Investigations and Reports*, 24 September 2008 (Library)

AFMAN 24-306(I), *Manual for the Wheeled Vehicle Operator*, 1 July 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPAM 10-1403, *Air Mobility Planning Factors*, 12 December 2011 (Library)

AFPAM 32-2004, *Aircraft Fire Protection for Exercises and Contingency Response Operations*, 1 May 2012 (Library)

AFTTP 3-42.5, *Aeromedical Evacuation (AE)*, 1 November 2003

AFTTP 13-1AOC Volume 3, *Operational Procedures-Air Operations Center, Change 1*, 18 May 2012

AMCI 24-101 Volume 11, *Cargo and Mail Policy*, 7 April 2006

AMCPAM 24-2 Volume 1, *Civil Reserve Air Fleet Load Planning Guide*, 1 December 2001

AFJ 13-210(I), *Joint Airdrop Inspection Records, Malfunction/Incident Investigations, and Activity Reporting*, 23 Jun 2009 (Library),  
<http://www.apd.army.mil/AdminPubs/MultiServicePublication.asp>

**Note:** The AFTTP(I) publications listed below can be found at <http://www.alsa.mil/mttps.html> and then selecting the appropriate document.

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AFTTP(I) 3-2.58, *MTPP for Tactical Convoy Operations*, 13 January 2009

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FM 1-02, *Operational Terms And Graphics*, 21 September 2004; C1 2 February 2010

FM 1-100, *Army Aviation Operations*, 21 February 1997

ADP 3-0, *Unified Land Operations*, 10 October 2011

FM 3-21.8, *The Infantry Rifle Platoon and Squad*, 28 March 2007

FM 3-21.38, *Pathfinder Operations*, 25 April 2006 (Library)

FM 3-21.75, *The Warrior Ethos and Soldier Combat Skills*, 28 January 2008

FM 3-21.220, *Static Line Parachuting Techniques and Training*, 23 September 2003

FM 3-25.26, *Map Reading and Land Navigation*, 18 January 2005; C1 30 August 2006

FM 3-35, *Army Deployment and Redeployment*, 21 March 2010 (Library)

FM 3-52, *Army Airspace Command and Control in a Combat Zone*, 1 August 2002

FM 3-90.6, *Brigade Combat Team*, 14 September 2010

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FM 4-90, *Brigade Support Battalion*, 31 August 2010

FM 3-92, *Corps Operations*, 26 November 2010

FMI 4-93.2, *The Sustainment Brigade*, 4 February 2009

FM 4-94, *Theater Sustainment Command*, 12 February 2010

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**Note:** Engineering Technical Letters listed below can be found at [http://www.wbdg.org/ccb/browse\\_cat.php?o=33&c=125](http://www.wbdg.org/ccb/browse_cat.php?o=33&c=125).

ETL 09-6 (Chg 1), *C-130 and C-17 Landing Zone (LZ) Dimensional, Marking, and Lighting Criteria*, 17 August 2009

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GTA 90-01-020, *DSCA Handbook-Liaison Officer Toolkit*

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AMC OPORD 17-76, *Joint Airborne/Air Transportability Training (JA/ATT)*, <https://jaatt.us.af.mil/>, (Library)

### ***Forms Adopted***

AF 4329, *Observation, Issue or Lesson Learned* (NIPR)

AF 4329A, *Observation, Issue or Lesson Learned* (SIPR)

AF Form 623, *Individual Training Record Folder*, 1 October 1996

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AF Form 803, *Report of Task Evaluation*, 1 June 1984

AF Form 847, *Recommendation of Change of Publication*, 22 September 2009

AF Form 922, *Individual Jump Record*, 1 November 1982

AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*, 1 February 1992

AF Form 1098, *Special Task Certification and Recurring Training*, 1 April 1985

AF Form 1256, *Certificate of Training (LRA)*, 1 November 1986

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AF Form 3823, *Drop Zone Survey*, 1 October 2002 (Library)

AF Form 4304, *Drop Zone/Landing Zone Control Log*, 13 September 2002 (Library)

AF Form 4323, *ARMS Multi-Crew Jump Record*, 4 August 2008

AMC Form 9, *AMC Airlift Load Plan Certification*, March 1993

AMC Form 174, *Airfield Survey*, 1 May 1994 (Library)

### ***Forms Prescribed***

None

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

**A2C2**—Army Airspace Command and Control

**AAR**—After Action Report

**AC**—Active Component

**ACCE**—Air Component Coordination Element

**ACM**—Additional Crew Member

**ACR**—Armored Cavalry Regiment

**ADCON**—Administrative Control

**ADP**—Army Doctrine Publication

**AEF**—Air and Space Expeditionary Force

**AFDD**—Air Force Doctrine Document

**AFI**—Air Force Instruction

**AFJMAN**—Air Force Joint Manual

**AFOSH**—Air Force Occupational Safety and Health

**AFPAM**—Air Force Pamphlet

**AFPD**—Air Force Policy Directive

**AFTRANS**—US Air Force Transportation Component

**AFTTP**—Air Force Tactics, Techniques, and Procedures

**ALO**—Air Liaison Officer

**ALD**—Available to Load Date

**AMC**—Air Mobility Command

**AMCI**—AMC Instruction

**AMD**—Air Mobility Division

**AMLO**—Air Mobility Liaison Officer

**AOO**—Air and Space Operations Center

**AOR**—Area of Responsibility

**APOD**—Aerial Port of Debarkation  
**APOE**—Aerial Port of Embarkation  
**ATTP**—Army Tactics, Techniques, and Procedures  
**BCT**—Brigade Combat Team  
**C2**—Command and Control  
**CALL**—Center for Army Lessons Learned  
**CBRNE**—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive  
**CCDR**—Combatant Commander  
**CDR**—Commander  
**CED**—Contingency, Exercise, and Deployment  
**CFETP**—Career Field Education and Training Plan  
**CG**—Commanding General  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**CJCSI**—Chairman of the Joint Chiefs of Staff instruction  
**CJCSM**—Chairman of the Joint Chiefs of Staff manual  
**CMR**—Combat Mission Ready  
**C-NAF**—Component Numbered Air Force  
**COCOM**—Combatant Command (command authority)  
**CONOPS**—Concept of Operations  
**CONUS**—Continental United States  
**COSG**—Contingency Operations Support Group  
**CRE**—Contingency Response Element  
**CRG**—Contingency Response Group  
**CRT**—Contingency Response Team  
**CRW**—Contingency Response Wing  
**DAGR**—Defense Advanced GPS Receiver  
**DEPORD**—Deployment Order  
**DIRLAUTH**—Direct Liaison Authorized  
**DIRMOBFOR**—Director of Mobility Forces  
**DLA**—Defense Logistics Agency  
**DOC**—Designed Operational Capability  
**DOD**—Department of Defense

**DODD**—Department of Defense directive  
**DSCA**—Defense Support to Civil Authorities  
**DZ**—Drop Zone  
**DZC**—Drop Zone Controller  
**DZST**—Drop Zone Support Team  
**ECCM**—Electronic Counter-Counter Measures  
**ETL**—Engineering Technical Letter  
**FA**—Field Army  
**FAM**—Functional Area Manager  
**FCC**—Functional Combatant Commander  
**FLIP**—Flight Information Publications  
**FM**—Field Manual  
**FORSCOM**—Forces Command  
**GCC**—Geographic Combatant Commander  
**GLOC**—Geographic Location  
**GPS**—Global Positioning Satellite  
**GTA**—Ground Training Aid  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IED**—Improvised Explosive Device  
**IFR**—Instrument Flight Rules  
**IMT**—Information Management Tool  
**IQT**—Initial Qualification Training  
**JA/ATT**—Joint Airborne/ Air Transportability Training  
**JCS**—Joint Chief of Staff  
**JMC**—Joint Movement Center  
**JDDOC**—Joint Deployment and Distribution Operations Center  
**JP**—Joint Publication  
**LOE**—Letter of Evaluation  
**LOGDET**—Logistics Detail  
**LZ**—Landing Zone  
**LZSO**—Landing Zone Safety Officer

**MAJCOM**—Major Command  
**MCDP**—Marine Corps Policy Document  
**MCRP**—Marine Corps Reference Publication  
**MCWP**—Marine Corps Warfighting Publication  
**MEF**—Marine Expeditionary Force  
**MET**—Mission Essential Task  
**METL**—Mission Essential Task List  
**MEP**—Mission Essential Personnel  
**MQT**—Mission Qualification Training  
**MRAP**—Mine-Resistant Ambush Protected  
**MSC**—Major Subordinate Command  
**NAF**—Numbered Air Force  
**N-CMR**—Non-Combat Mission Ready  
**OI**—Operating Instruction  
**OL**—Operating Location  
**OPCON**—Operational Control  
**OPORD**—Operational Order  
**OPLAN**—Operation Plan  
**OPR**—Officer Performance Report  
**OPR**—Office of Primary Responsibility  
**ORGN**—Origin  
**PAS**—Privacy Act Statement  
**PACAF**—Pacific Air Forces  
**PD**—Policy Directive  
**RDS**—Records Disposition Schedule  
**SATCOM**—Satellite Communication  
**SECAF**—Secretary of the Air Force  
**SMCT**—Soldier’s Manual of Common Tasks  
**SORN**—System of Records Notices  
**SPINS**—Special Instructions  
**STP**—Soldier Training Publication  
**STT**—Special Tactics Team

**TACC**—Tanker Airlift Control Center

**TACON**—Tactical Control

**TASKORD**—Tasking Order

**TDY**—Temporary Duty

**TO**—Technical Order

**TOC**—Tactical Operations Center

**UAHMMWV**—Up-Armored Highly Mobile Multi-Purpose Wheeled Vehicle

**UHF**—Ultra High Frequency

**UIC**—Unit Identification Code

**ULN**—Unit Line Number

**USA**—United States Army

**USAF**—United States Air Force

**USAFE**—United States Air Forces Europe

**USCENTCOM**—United States Central Command

**USTRANSCOM**—United States Transportation Command

**USMC**—United States Marine Corp

**UTC**—Unit Type Code

**VHF**—Very High Frequency

### *Terms*

**Administrative Control (ADCON) (JP1)**—ADCON is the direction or exercise of authority over subordinate or other organizations with respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations. ADCON is synonymous with administration and support responsibilities identified in Title 10, USC. This is the authority necessary to fulfill Military Department statutory responsibilities for administration and support. ADCON may be delegated to and exercised by CDRs of Service forces assigned to a CCDR at any echelon at or below the level of Service component command. ADCON is subject to the command authority of CCDRs. ADCON may be delegated to and exercised by CDRs of Service commands assigned within Service authorities. Service CDRs exercising ADCON will not usurp the authorities assigned by a CCDR having COCOM over CDRs of assigned Service forces.

**Air Mobility Liaison Officer (AMLO)**—An air mobility expert supporting specific Army/Marine Corps ground units. AMLOs assigned to AMC units at Operating Locations (OL) for command and control support, report to 18 AF at all times. Normally, Army/Marine Corps Division levels and higher are supported with AMLOs. Infantry BCTs and ACRs not located with a Division are also authorized permanent OL AMLOs.

**Airlift Request Types**—(1) Planned Requests; air movement requests that are known or projected in advance and are normally handled through normal logistic channels. (2) Immediate Requests; air movement requirements that are identified too late for the normal air tasking order cycle coordination and are transmitted directly to the Joint Air Operations Center (JAOC). (3) Emergency Requests; short notice air movement requirements that must be satisfied before the JMC can issue a formal tasking.

**Air Support Operations Center (ASOC)**—The principal air control agency of the theater air control system responsible for the direction and control of air operations directly supporting the ground combat element. It processes and coordinates requests for immediate air support and coordinates air missions requiring integration with other supporting arms and ground forces. It normally collocates with the Army tactical headquarters senior fire support coordination center within the ground combat element. (JP 1-02)

**Aligned Unit**—The designated Army or Marine Corps unit with whom a long term AMLO support relationship has been established IAW inter-Service MOAs for liaison support.

**Combat Mission Ready (CMR)**—The status awarded to an individual who completes IQT and MQT, local indoctrination, and deployed AOR-required training and is certified by the commander (Chapter 3).

**Continuation Training (CT)**—Required to maintain duty position qualification and proficiency.

**Coordinating Authority (JP 1)**—CDRs or individuals may exercise coordinating authority at any echelon at or below the level of combatant command. Coordinating authority is the authority delegated to a CDR or individual for coordinating specific functions and activities involving forces of two or more Military Departments, two or more joint force components, or two or more forces of the same Service (e.g., joint security coordinator exercises coordinating authority for joint security area operations among the component CDRs). Coordinating authority may be granted and modified through a memorandum of agreement to provide unity of command and unity of effort for operations involving, RC, and AC forces engaged in interagency activities. The CDR or individual has the authority to require consultation between the agencies involved but does not have the authority to compel agreement. The common task to be coordinated will be specified in the establishing directive without disturbing the normal organizational relationships in other matters. Coordinating authority is a consultation relationship between CDRs, not an authority by which command may be exercised. It is more applicable to planning and similar activities than to operations. Coordinating authority is not in any way tied to force assignment. Assignment of coordinating authority is based on the missions and capabilities of the commands or organizations involved.

**Direct Liaison Authorized (DIRLAUTH) (JP 1)**—DIRLAUTH is that authority granted by a CDR (any level) to a subordinate to directly consult or coordinate an action with a command or agency within or outside of the granting command. DIRLAUTH is more applicable to planning than operations and always carries with it the requirement of keeping the CDR granting DIRLAUTH informed. DIRLAUTH is a coordination relationship, not an authority through which command may be exercised.

**Initial Qualification Training (IQT)**—A formal training process designed to initially qualify an individual to perform their duty position requirements without regard to unit's operational mission.

**Liaison (DoD)**—The contact or intercommunication maintained between elements of military forces to ensure mutual understanding and unity of purpose and action.

**Mission Qualification Training (MQT)**—Training required to achieve a basic level of competence in a unit's primary tasked missions. This training is a prerequisite for CMR status.

**Non-Combat Mission Ready (N-CMR)**—The status CMR individuals are placed in after failing to complete academic/proficiency training or currency requirements within the allotted training cycle.

**Operational Control (OPCON) (JP 1)**—OPCON is the command authority that may be exercised by CDRs at any echelon at or below the level of combatant command and may be delegated within the command. When forces are transferred between combatant commands, the command relationship the gaining CDR will exercise (and the losing CDR will relinquish) over these forces must be specified by the SecDef.

**Operating Location (OL)**—An Army or Marine Corps installation to which an AMLO is assigned in support of specific Army or Marine Corps ground maneuver unit(s). OLs are assigned to AMC units as OLs for command. Normally OLs are permanently supported at Division levels and higher. Separate infantry brigades or regiments are also authorized OL AMLOs.

**Parent Unit**—AMC, USAFE or PACAF unit of assignment. AMC AMLO's parent unit will be the 621 CRW, 19 AW, or the USAF Mobility Operations School.

**Supported Unit**—The Army or Marine Corps unit with whom an AMLO support relationship has been established by the appropriate C-NAF in a directive or order. The term "supported unit" may also be used to refer to the AMLO's aligned unit.