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AIR MOBILITY COMMAND**

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OPERATION**

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This instruction implements AFPD 10-2, Readiness. It describes basic procedures, facilities, organizations, manpower, and materiel needed by the AMC Commander to provide the capability to operate at worldwide locations through the use of deployable mobile Command and Control (C2), aerial port services, aircraft maintenance elements and other Contingency Support forces.

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**SUMMARY OF CHANGES**

This publication has been substantially revised, please read in its entirety. This revision provides basic policy and guidance relevant to planning, deploying, supporting, and using Contingency response forces to include: Contingency Response Groups (CRG), Contingency Response Elements (CRE), Contingency Response Teams (CRT), Contingency Support Elements (CSE), Airfield Survey Teams (AST), and other special purpose teams to provide support for air mobility operations. This does not include Air Mobility Operations Squadrons (AMOS). Specific training timelines for special mobile C2 qualifications have been modified. Training tables have been modified. Currency and qualification timelines and table have been modified. It clarifies the

minimum standards for qualifications, selection, and training of assigned personnel; deployed and in garrison operating procedures; the AMC Airfield Survey Program; the Hard-sided, Expandable Lightweight Air Mobile Shelter (HELAMS) system maintenance program; and the AMC Affiliated Contingency Load Planning Program (ACLP). This instruction also includes the host base SJA as a designated counsel for the CRW commanders. Except as otherwise noted, this instruction applies to AMC Contingency Response Wings (CRWs) and Air Reserve Components (ARC) including the Air Force Reserve Command (AFRC) and National Guard Bureau (NGB)/Air National Guard (ANG) Airlift Control Flights (ALCF). The terms "CRW", "CRG", "Global Mobility Squadron (GMS)", "Global Mobility Readiness Squadron (GMRS)", "Global Support Squadron (GSS)" and "ALCF" are interchangeable with, and will be described using the term "Air Mobility Control Unit (AMCU)" for in-garrison discussions. The terms "CRG", "CRE", "CRT", "CSE", "Assessment Team (AT)", and "AST" are interchangeable with, and will be described using the term "contingency response forces" for deployed operations unless otherwise stated. Headquarters Air Mobility Command is the lead command and proponent for this instruction.

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## Chapter 1

### GENERAL

**1.1. Introduction.** As a component of United States Transportation Command (USTC), Air Mobility Command (AMC), through its global mobility forces, provides support for the global engagement of US forces in support of national objectives. As part of its global mobility forces, AMC maintains expeditionary capable, highly mobile contingency response forces to manage, coordinate, support, and control global mobility missions. Contingency response forces are deployed to locations where United States Air Force (USAF) air mobility operational support is insufficient or nonexistent. They provide C2, communications, aerial port services, aircraft maintenance and may contain a Contingency Support Element (CSE) from functional areas such as security forces, weather, intelligence, etc., to ensure safe, effective air mobility operations. These forces deploy on short-notice to support Special Assignment Airlift Missions (SAAMs), Joint Airborne/Air Transportability Training (JA/ATT), exercises, tanker support, contingencies, and emergency relief. Active duty Contingency Response Wings (CRW) provides a core capability which consists of C2, communications, aerial port, and aircraft maintenance. All other units referenced in this instruction provide mobile C2 and communications capability only.

#### 1.1.1. Key Terms and Definitions.

1.1.1.1. “Will” and “Shall” indicate a mandatory requirement.

1.1.1.2. “Should” is normally used to indicate a preferred, but not mandatory, method of accomplishment.

1.1.1.3. “May” indicates an acceptable or suggested means of accomplishment.

1.1.1.4. A “Note” indicates an operating procedure, technique, etc., considered essential to emphasize.

**1.2. Application.** This instruction applies to all AMC air mobility control units (AMCU) capable of providing contingency response forces and equipment in support of air mobility operations. References to AMCU apply equally to all in-garrison organizations, including CRWs, Contingency Response Groups (CRG), Global Mobility Squadrons (GMS), Global Mobility Response Squadrons (GMRS) and Global Support Squadrons (GSS), unless otherwise noted. References to contingency response forces apply equally to all deployed organizations including but not limited to CRGs, Contingency Response Elements (CRE), Contingency Support Teams (CST), Airfield Survey Teams (AST), Contingency Response Teams (CRT), Contingency Support Elements (CSE), and AMC-gained Air National Guard (ANG) and Air Force Reserve Command (AFRC)).

**1.3. Purpose and Scope.** The purpose of this instruction is to define responsibilities and provide basic guidance for the management and employment of contingency response forces. It defines responsibilities and tasks that each organization must accomplish with established minimum requirements. It does not dictate how to accomplish those tasks or limit unit prerogatives to establish their own training, procedures, standards, and goals in concert with this instruction. Specific policies concerning taskings, procedures, and management directives will be provided to the units from HQ AMC Directorate of Air Space and Information Operations/Expeditionary Mobility Operations Division/Mobile C2 Branch (HQ AMC /A3MM).

Additionally, this instruction prescribes operating procedures for the Airfield Survey program, the AMC Affiliated Contingency Load Planning Program (ACLP) program, the communications maintenance program, deployed capabilities, and command relationships.

**1.4. Mission.** Contingency response forces provide the capability to operate worldwide where little or no mobility operations support exists. Mobile C2 elements provide command leadership and management of deployed forces, the aerial port element provides cargo and passenger handling services required to meet operational requirements, and the quick-turn aircraft maintenance element provides basic crew chief skills to assist transiting aircraft. In order to meet these objectives, the following specific missions must be accomplished:

1.4.1. Establish mobile C2 operations at designated airfields. This includes command and control, communications, aerial port unit movement capabilities, and aircraft maintenance to provide support to launch, recover, and refuel transient aircraft. Additionally, contingency response forces have the capability to sustain operations under bare-base conditions (5 days without resupply) when unit self-sufficiency is required.

1.4.2. Deploy CRTs to manage air mobility operations and provide support to airlift users in moving passengers and cargo under circumstances when a CRE capability would be too large, minimum operating hours are expected (12 hrs or less) and/or short-ton thru-put is expected to be light, and finally if a CRE is unavailable.

1.4.3. Provide contingency response forces to the Air Force's Open the Airbase force module IAW the CRG and Airbase Opening directives.

1.4.4. Conduct CONUS and OCONUS airfield surveys to assess the capability and limitations of specified airfields in support of planned or anticipated air mobility operations.

1.4.5. Provide training in air mobility contingency load planning and equipment preparation to all airlift users.

1.4.6. Provide communications support for deployed C2 operations.

1.4.7. Deploy a Contingency Response Management Cell to the Air Mobility Division (AMD), when needed (two or more contingency response force teams deployed in support of the same theater), to monitor and manage contingency response forces. Source preferably with the 7E1AD UTC.

1.4.8. Provide stage crew management at Global Mobility locations (4 crews or less).

**1.5. Contingency Response Forces Military Essentiality Status and Priority.** Through its service components, the Department of Defense (DOD) identifies and prioritizes essential military manpower, materiel, and programs to ensure proper management and allocation of critical resources.

1.5.1. Per AFI 38-204, *Programming USAF Manpower*, mobile C2 personnel are designated a direct combat support unit with a military essentiality status (MES) code A. This is the data code used in the unit authorization file (UAF). Core manpower positions do not require active engagement in combat; however, contingency response force personnel duties are critical to combat operational success and may expose them to hostile action.

1.5.2. In accordance with AFI 16-301, *USAF Air Force Priority System for Resources Management*, contingency response forces deploy as direct combat support units and have a

DoD force activity designator (FAD) essentiality rating of FAD II and a precedence rating of 2-01 through 2-10 (FAD IV and a precedence rating of 4-01 through 4-10 for ANG and AFRC during peacetime; revert to FAD II when deployed/mobilized).

**1.6. General Policies.** The following policies apply to contingency response forces, including but not limited to CREs, ASTs, Affiliation Training Teams (ATT), Contingency Load Planning Teams (CLPTs), ALCFs, CSTs, CRTs, CSEs, Joint Inspectors (JIs), and In-Transit Visibility (ITV).

1.6.1. Orders. The following special authorizations are approved for inclusion in all mission temporary duty (TDY) orders. (This includes AF Form 938, *Request and Authorization for Active Duty Training/Active Tour*, used to order ANG and AFRC members to active duty).

1.6.1.1. Members on active flying status are authorized additional crewmember (ACM) status on tanker/airlift aircraft.

1.6.1.2. During travel to and from a deployed location and while at the deployed location (work load permitting) personnel on active flying status may update their flying currency on aircraft in which they are current and qualified. Personnel should obtain prior approval from the flying unit and be entered on the file copy AF Form 4327A, *Crew Flight (FA) Authorization*, or applicable theater command form once that unit returns to home station.

1.6.1.3. IAW AMCI 11-208, *Tanker/Airlift Operations*, all contingency response forces personnel are authorized mission essential ground personnel (MEGP) status to and from deployed locations. Flight deck seating and use of aircraft radios to coordinate mission information with the aircrew or other agencies is authorized with concurrence of the aircraft commander.

1.6.1.4. When mission requirements dictate, orders will direct personnel to travel in civilian clothes.

1.6.1.5. Team integrity is essential.

1.6.2. Quarters. Every effort should be made to use government or contract quarters at the deployed location. The deployed commander/team chief may use commercial facilities when military lodging facilities are nonexistent or do not meet Air Force standards (AFI 34-246, *Air Force Lodging Program*). The Combatant/Theater Commander, through the Commander of Air Force Forces (COMAFFOR) has force protection responsibility for all military forces in his geographic area of responsibility (AOR) and may require the contingency response forces to relocate or change billeting arrangements. AMC controlled commanders/team chiefs are still required to contact the AMC Threat Working Group (TWG) and 618th Tanker Airlift Control Center (618 TACC)/XOP for additional guidance and confirmation of existing threats. 618 TACC/XOP will task additional Expeditionary Combat Support (ECS) if required. When an AMD is present, forces will contact the theater TWG.

1.6.2.1. Teams will only deploy under field conditions due to military necessity or to meet mission objectives. Although contingency response forces have bare base capability, ECS is normally the responsibility of the exercise/theater host and will be outlined in the exercise/contingency OPOD prior to deployment.

1.6.3. Voice capable communications must be readily available to deployed team chiefs and commanders to maintain connectivity to the 618 TACC and Air Mobility Division (AMD) (if present).

1.6.4. Passports and International Driving Permits. Contingency response forces personnel covered by this instruction will have passports purchased at government expense. If an international driving permit is required, it will be purchased at government expense as well.

1.6.5. Deployed Personnel Utilization/Additional Duties. Work schedules for deployed operations are based on 12-hour work shifts with minimum personnel and assets. Contingency response forces deployments do not normally exceed 45 days. Written approval from the commander with operational control (OPCON) authority is required to use contingency response forces assets and personnel to support any non-primary mission requirement.

1.6.6. In-Garrison Personnel Utilization/Additional Duties. (Active Duty only) To ensure each AMCU maintains a nucleus of personnel to meet the Design Operational Capability (DOC) response requirement, members should not be included within host base additional duty requirements (except bay orderly for dorm residents). However, memoranda of agreement with host wings may be established for currency, professional development and other identified augmentation support. Members are still eligible for deployment while assigned additional duties.

1.6.7. AMCU loadmasters and boom operators will not load aircraft either at home station or at deployed locations unless they are current and qualified on the assigned aircraft and have had proper pre-mission crew rest.

1.6.8. ARC Scheduling. ARC contingency response forces will be placed in an official duty status to accomplish all of the following tasks:

1.6.8.1. Pre-mission planning, to include planning conference attendance

1.6.8.2. Equipment preparation and packing.

1.6.8.3. Team briefings

1.6.8.4. Travel to and from the deployed location

1.6.8.5. Mission operations

1.6.8.6. Equipment recovery and turn-in

1.6.8.7. After-action reporting

**1.7. Pilot Unit Responsibilities.** A pilot unit will be designated for each UTC. Guidelines for pilot unit and non-pilot unit responsibilities are in AFI 10-401, *Air Force Operations Planning and Execution*. UTC change coordination between pilot and all non-pilot units is mandatory.

**1.8. Deviations.** The on-site commander may authorize deviations from prescribed methods if required for mission accomplishment. Safety will never be compromised. 618 TACC/XOP and HQ AMC/A3 will be informed of all deviations that occur as soon as practical. Unit supplements to this instruction require HQ AMC/A3 approval.

**1.9. Changes and Supplements.** Recommendations for improvement or changes to this instruction are encouraged. Submit recommendations for changes to this publication to HQ

AMC/A3M. Units are authorized, and encouraged, to write local Supplements or Operating Instructions to implement this AMCI. A copy of such Supplements or Operating Instructions will be forwarded to AMC/A3M for informational purposes.

**1.10. Waiver authority for this instruction is HQ AMC/A3.** Waivers will be submitted by the unit Stan/Eval office (or unit training office for those units without a Stan/Eval office) through the wing commander to HQ AMC/A3M, who will forward to HQ AMC/A3. Waiver authority for chapters four and five items are delegated to the wing commander. Wing commanders may delegate waiver authority for items in chapter four to the group commander. Waiver requests will be kept on file for two years and will be maintained by the wing Stan/Eval office (or unit training office for those units without a Stan/Eval office).

1.10.1. For ARC. Waiver authority for ANG will be submitted to HQ AMC/A3M through ANG NGB/A3 . Waiver authority for AFRC will be submitted to HQ AMC/A3M through appropriate HQ AFRC numbered Air Force (NAF) A3T to HQ AFRC/A3 channels.

## Chapter 2

### ORGANIZATIONS AND FUNCTIONS

**2.1. General.** This chapter describes the elements that make up the deployed contingency response forces C2 structure, units that comprise it, organizations that manage it and relationships that support its functions and tasks. Additionally, this section defines the C2 structure for AMCU. The procedures for the management and tasking of contingency response forces equipment and personnel will be the same during peacetime, contingency, and humanitarian relief operations. Contingency response forces will have the capability to surge to wartime levels of effort using the same procedures and facilities that are used on a day-to-day basis. The centralized management and tasking organizations are at HQ AMC and the 618 TACC. Further discussion of C2, can be found in AMCI 10-202V1, *AMC Command and Control Operations*, and AMCI 10-202V3, *Contingency and Wartime Air Mobility Management*. Questions about AMC Global Mobility Forces policy should be directed to HQ AMC/A3M.

**2.2. Mobile C2 Support Organizations.** This portion applies to the following organizations: 618 TACC/ XOP and HQ AMC/A3M.

2.2.1. 618 TACC/XOP coordinates with other 618 TACC, AMC, USTC, and Unified Command and Air Component's planning agencies to validate, source, task, deploy, and manage deployed mission support forces. For their assigned taskings, 618 TACC/XOP will be responsible for:

2.2.1.1. Exercise and contingency planning, serving as a single point for coordinated taskings, the coordination for airlift and the tracking of deployment mission support forces (MSF), and for coordinating MSF capability assessment.

2.2.1.2. Coordinating air mobility mission support requirements and problem resolution.

2.2.1.3. Attending or coordinating sourcing of AMCU personnel to attend JA/ATT, exercise, and other planning conferences in which airlift/tanker mission support requirements will be discussed or identified.

2.2.1.4. Receiving and coordinating manpower and materiel requests and recommendations.

2.2.1.5. Coordinating sourcing of resources to fill mission support shortfalls.

2.2.1.6. Coordinating deployment and redeployment airlift for mission support forces.

2.2.1.7. Coordinate initial sourcing for SAAM, JA/ATT, and exercise and contingency mission support equipment and manpower and materiel packages. The Deliberate and Crisis Action Planning and Execution Segments (DCAPES) message is the AMC recognized source for tasking all AMC Mission Support Forces.

2.2.1.8. Determining format and procedures for building DCAPES taskings and publishing a daily DCAPES tasking message (if required).

2.2.1.9. Creating, coordinating, and publishing mission support plan identifications (PID), time-phased force and deployment data (TPFDD), and unit line numbers (ULN)

based on manpower and materiel inputs in support of Joint Chiefs of Staff (JCS) exercises and contingencies.

2.2.1.10. Publishing mission support ULNs in the daily DCAPES message and coordinating ULN sourcing with the appropriate AMC agency for unit levy flow.

2.2.1.11. Publishing support PID, TPFDD, and ULNs in the Joint Operation Planning and Execution System (JOPES) for CR force taskings for USTC tracking and theater commander visibility.

2.2.1.12. Managing the MPA program and authorizing the use of MPA days for deployed CRE, CRT, and AMD missions. Requesting and coordinating annual MPA day authorizations and providing quality assessment of the 618 TACC/XOP MPA programs.

2.2.2. HQ AMC/A3MM (Expeditionary Mobility Operations Division, Mobile C2 Branch) is the AMC staff agency that manages AMCU manpower and equipment programs, establishes command policies and procedures, and provides guidance for training, readiness, and employment of those forces. HQ AMC is the lead command and proponent for all AMCU/ Global Mobility Force functional management. HQ AMC/A3MM will be responsible for:

2.2.2.1. Establishing policy and procedures for all AMCU and Global Mobility Force issues to include coordination with Air Force Specialty Code (AFSC) Functional Areas, ANG, AFRC, headquarters.

2.2.2.2. Sourcing and validating 7Exxx and 7FVUN UTC manpower and material requests, and recommendations for their execution.

2.2.2.3. Managing AMCU manpower and equipment authorizations, tables of allowances, and MRSP authorizations.

2.2.2.4. Developing and advocating funding for new equipment, communication systems, computer systems, and ensuring functionality, interoperability, and suitability of those systems.

2.2.2.5. Establish and standardize training programs for the contingency response forces and evaluate training programs for AMCU personnel.

2.2.2.6. Acting as focal point for ideas, electronic databases, and projects initiated or conducted by individual AMCUs to minimize duplication of effort by individual units and to disseminate methods and solutions to all squadrons.

2.2.2.7. Providing AMCU quality assistance and standardization policy, guidance, and on-site assessments.

2.2.2.8. Publishing instructions, pamphlets, handbooks, messages, and other written guidance to support all CR force planning and operations functions.

**2.3. In-Garrison (Home Station) Organizations.** Unit commanders are responsible for manning, training, and equipping assigned personnel IAW Chapter 4 of this instruction. Commanders are responsible for ensuring the pre-deployment planning and preparation in support of mission taskings is properly completed. Personnel and equipment will be able to load aboard transportation medium within 12 hours of tasking (36 hours for ARC forces).

Commanders are also responsible for ensuring the post-deployment reconstitution of personnel and equipment is accomplished.

2.3.1. Contingency Response Wing (CRW) – The CRWs are the active duty units that contain contingency response forces comprised of Contingency Response Groups and Contingency Operations Support Groups.

2.3.2. Contingency Response Group (CRG) – The in-garrison mission of the CRG is to ensure Force Module 1 (Open the Airbase) is prepared to support the combatant commander by opening airfields in a permissive, uncertain or hostile environment. Force Module 1 contains various Unit Type Codes (UTCs) that provide the combatant commander the capability to establish the foundation for an air head once an airfield is seized. When postured, deployable forces must present themselves and their equipment for deployment within 12 hours from formal notification.

2.3.3. Global Support Squadron (GSS) – The in-garrison mission of the GSS is to prepare to deploy contingency response forces to locations where the en-route support for air mobility operations is insufficient or nonexistent. Additionally, the GSS assists the CRGs by facilitating training for contingency response forces. The GSS may be responsible for the management and maintenance of UTC-assigned equipment for the CRW and equipping CRW assigned personnel. With few exceptions, the unit is comprised of deployable forces that must present themselves and their equipment for deployment within 12 hours from formal notification.

2.3.4. Airlift Control Flights (ALCFs) – The ARC ALCFs contain UTCs capable of providing the mobile C2 portion of the enabler air mobility operations forces and the ability to augment theater AMDs. As Guard and Reserve forces, the units must present themselves and their equipment for deployment within 36 hours (12 hours when mobilized) from formal notification. While there isn't a standard organizational composition or structure, ALCF's are collocated with an ARC airlift wing and are normally resident within the Operations Group.

**2.4. Deployed Organizations.** Several types of C2 organizations and special purpose teams may be deployed in support of air mobility operations. They are temporary in nature and are established at deployed locations to manage, control and provide a variety of services and support to the air mobility mission.

2.4.1. When the AMCU commander/flight chief or designated representative receives an execution order for a contingency, real-world, or emergency tasking, contingency response forces have 12 hours (36 hours for ARC forces) to recall, brief, mobilize in-garrison manpower through the processing line (time permitting), and deliver materials to the ready line for deployment. The planning phase of operations normally occurs between the alert order and the execution order; however, mission requirements may dictate that the planning phase also take place within the required response time. Contingency response force advanced echelon (ADVON) packages may be moved earlier if mission requirements dictate. AMCUs must maintain adequate recall rosters and procedures to ensure available in-garrison personnel can meet the required response time. Deployed contingency response forces will maintain the ability to roll-up and redeploy within 12 hours of notification.

2.4.2. The host wing, group, or squadron to which an AMCU is assigned must ensure adequate mobility support and procedures have been established to deploy contingency

response forces within the allocated time. Contingency response forces resources are normally among the first forces deployed during contingencies. For this reason, the commanders/flight chiefs and supervisory personnel must work closely with mobility processing organizations to ensure proper sequencing and timing of deploying chalks. Contingency response force members will not be tasked to be permanent members of host mobility processing units; however, the AMCU may designate members to remain until the last chalk to help coordinate deployment issues.

2.4.3. Once contingency response forces deploy, capabilities (personnel and/or equipment) cannot be reassigned or given another tasking without commander/team chief coordination. Additionally the commander/ team chief will not redeploy personnel without controlling agency approval.

2.4.4. Deployed contingency response force designation. When necessary to combine UTCs from various units to form a complete deployed capability, the deployed organization name will be defined by the unit providing the commander or team chief. The unit is responsible for the overall operation and therefore determines the deployed unit designation. The deployed organization name will be defined by:

2.4.4.1. Commander's/team chief's parent organization (CRW for CONUS active duty, CRG for theater assets, wing for ARC, etc).

2.4.4.2. An alpha designator, for multiple contingency response teams from the same unit.

2.4.4.3. The team designation (IAW Para 2.6. and sub paragraphs).

2.4.4.4. Unclassified location identifier EXAMPLE: "615 CRW CRE/B/EDDF" would be designated as such because the team chief is from the 573 GSS, part of the 615 CRW (parent organization), this is a CRE (contains at least core mobile C2, maintenance and port), this is the second CRE (B) deployed from the 615th, and is deployed to Frankfurt, Germany (ICAO - EDDF).

2.4.5. Contingency Response Group (CRG). CRG describes the composite group of deployed forces that provide the combatant commander with a portion of the Open the Airbase force module. This deployed capability bridges the gap between seizure forces and sustainment forces (in subsequent force modules) and consists of the specific complement of skill sets defined by the Air Staff. contingency response forces embedded within the CRG will follow the guidance of this regulation.

2.4.6. Contingency Response Element (CRE). The CRE is a deployed organization at forward locations where air mobility operational support is non-existent or insufficient. The core capability sets of a CRE are C2, communications, aerial port, and aircraft maintenance. CREs provide minimum essential on-load, offload, and en route aircraft mission support during deployment, employment, and redeployment operations. CRE team leaders will be certified IAW Chapters 4 and 5 of this AMCI (see applicable chapter for training requirements and waiver authority).

2.4.6.1. CRE organizational structures will vary depending on the mission. CRE commanders will accomplish detailed planning for the tasked deployment and make specific recommendations on the type and size of manpower and material required to

AMC/A3MM. In situations where time is extremely limited, 618 TACC and AMC/A3MM will accomplish detailed planning on behalf of the CRE commander. CREs may then request changes to the Manpower and Material (M&M) package. M&M packages are only required by exception when the tasked unit has a change in manning or material to the tasking received. **NOTE:** AMC/A3MM may direct deployment of specific equipment and personnel based on contingency or deliberate planning factors if time precludes the involvement of the deploying AMCU.

2.4.6.2. The CRE commander is ultimately responsible for all aspects of air mobility operations at a designated airfield and will form a cohesive team from key functional area CSEs. These functional area CSEs may be sourced from different units.

2.4.7. Contingency Response Team (CRT). A CRT performs the same functions as a CRE, but on a smaller scale. The CRT is led by an enlisted supervisor (7-level or above) trained within the unit and certified by the commander. A CRT is capable of supporting operations for 12 hours a day, but will maintain 24 hour C2 coverage. The CRT chief is usually a loadmaster or boom operator as prescribed by the 7E1AF UTC Mission Capability (MISCAP) Statement. However, any core enlisted AFSC may be trained, certified, and deployed as a CRT Team Chief. CSEs will augment a CRT as required.

2.4.8. Stage Operations Management. In cases where there is insufficient aircrew management related services, the CRE or CRT may manage a limited number of stage crews (no more than 4) as part of their Contingency Support duties. However, when there is a significant amount of airfield and/or aircraft activity, or when a large number of stage crews are planned, separate stage crew management teams (7E1AN UTC) will be deployed to perform this task.

2.4.9. Contingency Support Element (CSE). CSEs consist of personnel and equipment providing a specific Contingency Support capability other than the core C2. They may be deployed as an element of a CRE or CRT, or as a small-scale, stand-alone entity.

2.4.10. Airfield Survey Team (AST). An AST will be led by a core member certified to conduct airfield surveys. The airfield survey team chief tasked to conduct the survey will determine the composition of the AST. At minimum a 1C7X1 (Airfield Manager) will conduct the airfield survey. Other desired team members include; a TERPs qualified 13MXX/1C1XX, a 32EXX/3E5X1 (Civil Engineer), a 2A5X1 (Maintenance Crew Chief) and a 2T2X1 (Air Transportation Specialist).

2.4.11. In-Transit Visibility (ITV). Provides support personnel to set-up and operate ITV equipment at passenger and cargo on/offload locations.

2.4.12. Joint Inspector Team (JI). The JI provides the air component of the joint inspection team for air land Contingency Support.

2.4.13. Affiliation Training Team (ATT). An ATT provides instruction to airlift users in the areas of airlift planning, cargo load planning, and equipment preparation by instructing the equipment preparation course (EPC) and the airlift planner's course (APC) to various airlift users. An ATT consists of one or two affiliation instructors. See Chapter 6 for detailed information on the AMC ALCP, ATT responsibilities and organizational structure.

2.4.14. Contingency Load Planning Team (CLPT). A CLPT helps an airlift user prepare and marshal the initial loads prior to the arrival of the first aircraft, provides on-the-spot training and quality control to the deploying organization. The CLPT may also provide limited C2 management at locations where the airflow is minimal or sparsely scheduled. The CLPT will consist of three qualified affiliation instructors. A CRT Chief will be in charge of the CLPT and one of the three instructors must be Air Load Planning System (ALPS) certified.

2.4.15. Communications Support Team (CST). A team of contingency response forces communications and air ground equipment personnel deployed to support another unit's communications requirement. The team deploys under the supervision of a specially trained and certified NCO (7-level). When deployed in support of a specific mission or operation where no CR forces team is operating, they will report directly to the senior AMC/USAF representative. They normally remain under the OPCON of 18AF. The team chief will act as communications and computer security officer and will ensure computer security procedures are followed in accordance with USAF guidance. CSTs will coordinate with HQ AMC/A6 SCTX Spectrum Management, 618 TACC or theater frequency manager as soon as possible to allow time to accomplish host nation coordination for all required radio frequencies and ensure these frequencies are available at the deployed location. AMCU communications, AGE, and support equipment will be transported under the positive control of a cargo courier at all times. HQ AMC/A3MM approval is required to transport equipment without escort.

2.4.16. Air Traffic Control (ATC) and Special Tactics Teams (STT). STTs provide air traffic control and communications at forward area locations for airdrop or air/land operations and their OPCON resides within AFSOC. ATC will provide air traffic control and communications at forward area locations for air/land operations and will normally remain under the OPCON of 18AF.

**2.5. Deployed Command and Working Relationships.** When contingency response forces arrive at their deployed operating location, the commander/team chief must establish positive working and logistical relationships with in-place forces, host-base organizations, and airlift users. Working relationships should be formalized in written memo or other document and distributed to all parties involved. Normally, Base Operating Support (BOS) will be provided by the host base or supporting components. Contingency response forces operating within an AMD's area of responsibility (AOR) will provide mission information, OPREPs and SITREPs to the AMD. The following protocol applies to command relationships at deployed locations:

2.5.1. Upon departing home-station, AMC contingency response forces (including ARC forces when gained by AMC) will be under OPCON of the 618 TACC.

2.5.2. **(For contingency response forces-only locations)** The contingency response forces commander/team chief has responsibility for all tanker/airlift Contingency Support personnel and equipment. Personnel from other units tasked to support contingency response forces are normally temporarily attached and are under the control and authority of the commander/team chief.

2.5.3. Contingency response forces and Special Tactics Teams (STT). The contingency response forces commander, if designated as the Senior Airfield Authority (SAA) at the deployed location (until relieved/replaced by an individual designated by the JFC), is responsible for the control, operation, and maintenance of an airfield to include the runways, associated taxiways, parking ramps, land, and facilities whose proximity affects airfield

operations. This includes directing STT activities in support of airfield operations. However, operational control of the STT remains with Special Operations Command while the contingency response forces commander has tactical control (TACON) of the STT for a specified duration.

2.5.4. Air expeditionary wing/air expeditionary group (AEW/AEG) and contingency response forces locations. Often contingency response forces are deployed to an operational location where multiple deployed C2 units are operating or where they will be replaced by other forces. Normally, a location with an identified unit bed down requirement will deploy an AEW/AEG. At these locations contingency response forces will retain their deployed unit structure, designation, and commander when there is no CHOP. Unless otherwise outlined in OPOD or through combatant commander (COCOM) agreement, the contingency response forces commander is responsible for all collocated air mobility units and for those missions and tasks directed by 18AF/CC through the 618 TACC. Team integrity must be maintained for redeployment/forward deployment mission requirements.

2.5.5. Contingency response forces and theater bases. Contingency response forces can deploy to permanent or contingency airfields hosted by a theater USAF unit commander. The host unit may provide much of the Expeditionary Combat Support required for base tenant units, to include messing, tents, sanitation facilities, showers, etc. While contingency response forces may not fall under the host base commander for administrative command or operational authority, contingency response forces should assist in establishing and maintaining the airfield or base camp with manpower and equipment not essential to the air mobility mission when possible. Safety and availability of essential equipment dictates that the duty duration for personnel is reasonable and equipment is not abused or used in any manner that could adversely impact the mission.

**2.6. Conflict Resolution.** Problems that adversely affect safety, morale, or mission accomplishment should be brought to the attention of the commander exercising OPCON through appropriate channels. The 618 TACC MSC or Director of Mobility Forces-Air (DIRMOBFOR-Air) may assist with resolution. If problems cannot be resolved through these channels, elevate to the next higher level.

**2.7. Command and Control.** The 618 TACC Mission Support Cell (MSC) maintains 24-hour connectivity to all mission support operations and maintains visibility of deployed mission support forces. Its primary responsibility is to ensure each deployed contingency response forces team arrives at its assigned operating location on time with the proper equipment and personnel, it can sustain operations for the duration of the mission, and it can return to home station in a timely manner. For each deployed operating location, the MSC will coordinate with the deployed commander/team chief operating hours, procedures, and required actions. The MSC collects information on airfield capability, limitations, and status. The MSC will coordinate equipment, resupply, and repair requirements for deployed locations with 618 TACC/XOCL, and will assist with coordination of airlift to the deployed location. The MSC also coordinates personnel, legal, financial, diplomatic, and security issues, for deployed contingency response forces teams. The MSC will maintain a global awareness of all contingency response force operations and provide information received to other 618 TACC functional areas for planning and critical operational decisions. Issues directly related to airlift and tanker operations (e.g. aircraft movement, maintenance problems, crew availability) should be reported to, and coordinated with, 618 TACC XOPC/XOPM (or air operations center) as appropriate.

## Chapter 3

### OPERATIONS

**3.1. Introduction.** This chapter provides policy and guidance for contingency response forces pre-mission planning, deployment, execution, redeployment, and operational reports.

**3.2. Policy.** Numerous factors determine the scope of an operation. Among those considerations are strategic/theater airlift flow, threat conditions, location, quarters, messing, etc. contingency response forces will be responsible for accomplishing all taskings until the operation or exercise terminates, or released by 618 TACC/XOP/controlling agencies. The following policies will be used for planning deployment operations:

3.2.1. Mission Prioritization. AMCUs will manage support for deployed operations and affiliation training using the JCS priority system found in Joint Publication 4-01, Appendix A, paragraph 4. Within the JCS guidance, the priorities are as follows:

3.2.1.1. Phoenix Banners/Silvers, Contingencies/Humanitarian Relief, and 618 TACC/XOP directed standby status.

3.2.1.2. JCS exercises and pertinent planning conferences

3.2.1.3. JAATTs / SAAMs

3.2.1.4. Affiliation Training

3.2.1.5. All other taskings

**NOTE:** AMCUs may short-fall affiliation training for Phoenix Banners, contingencies, humanitarian relief, and 618 TACC/XOP directed standby status. However, units may only short- fall one instructor position without prior approval from HQ AMC/A3M.

3.2.2. Weapons. Contingency response forces must be prepared to deploy with weapons when directed. Qualified Weapons Couriers will be appointed in writing for deploying forces. All personnel deploying with weapons will be briefed prior to departure on the use of deadly force and rules of engagement.

3.2.2.1. The commander/team chief will ensure provisions are made for the appropriate clearing procedures while at the deployed location to include; instruction cards for weapons clearing (IAW AFMAN 31-229, *USAF Weapons Handling Manual*), designated clearing areas and clearing barrels.

3.2.2.2. Prior to deployment, all personnel will be trained IAW AFI 31-207, *Arming And Use of Force by Air Force Personnel*, on the Air Force use of force policy and training documented in the individual ancillary training folder. CJCS Standing Rules of Engagement or theater-specific rules of engagement will be briefed prior to deployment. In addition, Unit Training Managers (UTMs) will ensure personnel are properly trained in their assigned weapon(s), as annotated in the AF Form 522, *USAF Ground Weapons Training Data*, and the unit Master Arming List, prior to issue. For duty requiring members to be armed when not in uniform, authorization to bear arms must be documented on AF Form 523, *Concealed Carry Permit*.

3.2.3. Uniform. The appropriate uniform for the deployed location will be at the discretion of the commander/team chief, consistent with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, the tactical situation, the Foreign Clearance Guide, and the COCOM/Joint Task Force (JTF) commander's policy. Performance of duty in civilian clothes is normally specified in the tasking message. However, the commander/team chief may authorize the wear of civilian clothing based on security requirements, host nation sensitivities or requests, or other conditions that might cause diplomatic incidents or adverse publicity.

3.2.4. Force Protection. The commander/team chief is responsible for ensuring security of resources under the contingency response force's control at deployed locations. This may be provided by local police forces, security forces, sister service/coalition forces, host nation forces, or contingency response force personnel as deemed adequate by the commander/team chief. The commander/team chief shall further incorporate security forces, intelligence, Air Force Office of Special Investigations (AFOSI), Civil Engineer, and medical personnel under their command into a Force Protection Cell for their deployed location. This deployed cell will keep the commander/team chief abreast of force protection requirements and concerns. Additional forces will be deployed as mission dictates.

3.2.5. Other functional areas should be considered as the mission dictates.

3.2.6. ARC Funding. ARC forces tasked to support deployed operations will be MPA funded. MPA funding will be used for personnel participating in primary positions and other mission related activities such as conference attendance, airfield survey, planning, and completion of post mission reports. Personnel in training must be unit funded. ARC forces will coordinate with their respective headquarters prior to submitting MPA requests.

**3.3. Tasking, Planning and Sourcing.** USTC receives requirements for air mobility operations support from combatant commands and other agencies. Once validated by USTC, the taskings are passed to the 618 TACC and A3MM for further review and to validate the effects desired by the requester. Once validated, the taskings are sourced through coordination of the 618 TACC/XOP and A3MM Functional Area Manager (FAM). The A3MM FAM will coordinate with the sourced AMCU on the appropriate manpower and equipment necessary. All exercise requirements will be coordinated through A3MM for validation and sourcing.

3.3.1. Planning. The 618 TACC/XOPM is responsible for facilitating crisis action planning with the FAMs.

3.3.2. Sourcing. All AMC or AMC-gained contingency response forces will be sourced through coordination of the 618 TACC/XOP and AMC/A3MM. USAFE/PACAF CRG forces, ANG, and AFRC AMCUs availability/utilization will be considered during the sourcing process.

3.3.2.1. The 618 TACC/XOP and A3MM must coordinate with the theaters, AFRC and ANG to eliminate redundancies in sourcing.

3.3.2.2. Availability and utilization of ANG and AFRC forces will be coordinated with the appropriate HQ AFRC/A3TC and NGB/A3.

3.3.3. Preparation for Deployment:

3.3.3.1. Contingency response forces must be ready for aircraft loading within 12 hours (36 hours for ARC) of receipt of tasking. Units will maintain 24 hour coverage by qualified personnel to receive taskings/directives from the appropriate authority. The sourced AMCU will conduct mission planning and may request specific manpower and equipment requirements for contingency response forces deploying to a particular location IAW paragraph 2.6.6.1.

3.3.3.2. The AMCU is responsible for ensuring that pre-departure planning is complete and adequate to accomplish the mission while providing for the well-being of the deployed personnel. Each deploying commander/team chief will assemble and brief all deploying personnel prior to departure on the mission objective, operating environment, and individual preparation required for deployment. Those who cannot be personally briefed will be informed sufficiently prior to departure to accomplish any items needed for preparation.

3.3.4. Unit pre-departure planning will include, but not be limited to operating environment, mission requirements, and contingency response forces' support requirements as follows:

3.3.4.1. Operating environment:

3.3.4.1.1. Collecting all relevant data [Foreign Clearance Guide (FCG) classified/unclassified), flight information processing system (FLIPS), Global Decision Support System (GDSS) Giant Report, AMC Form 174, Geo Reach, after action reports, etc.] on the operating location.

3.3.4.1.2. Area intelligence and threat analysis.

3.3.4.1.3. Determining level of host base support and restrictions.

3.3.4.1.4. Security/Force Protection requirements and restrictions (for personnel, equipment, aircraft, and communications security [COMSEC] materials).

3.3.4.1.5. Arming of personnel and rules of engagement.

3.3.4.1.6. Storage of weapons and classified materials.

3.3.4.1.7. Special requirements such as clothing, translators, passports/visas, specific vehicle operation qualifications.

3.3.4.1.8. Tactical Ballistic Missile Warning requirements and procedures.

3.3.4.1.9. Chemical, biological, radiological, nuclear, and high yield explosives (CBRNE) Warfare Threat.

3.3.4.1.10. Friendly forces and their relationships to Global Mobility Forces.

3.3.4.1.11. Legal considerations (SOFA, host-nation laws, etc.).

3.3.4.2. Mission requirements:

3.3.4.2.1. Proposed airflow, parking/working MOG, mission concept of operations (CONOPS)/Operational order (OPORD) .

3.3.4.2.2. Flight following, flight management, and crew control requirements

3.3.4.2.3. Aircraft support requirements (e.g. fuel, liquid oxygen (LOX), power carts, AGE).

- 3.3.4.2.4. Weather observing and forecasting support.
- 3.3.4.2.5. Crash, fire, rescue.
- 3.3.4.2.6. Internal and external communications plan (reference following website to get the communications request completed and sent to 618 TACC/XOP for further coordination  
[https://618TACC@scott.af.mil/directorates/sct/SCT\\_files/commsupport.doc](https://618TACC@scott.af.mil/directorates/sct/SCT_files/commsupport.doc)).
- 3.3.4.2.7. Safety equipment and procedures.
- 3.3.4.2.8. Explosive Ordnance Disposal (EOD).
- 3.3.4.2.9. Aerial Port operations (MHE, ITV, JI, special handling and passenger services).
- 3.3.4.3. CR forces' support requirements:
  - 3.3.4.3.1. Sustainability (meals, water, fuel, and sanitary facilities).
  - 3.3.4.3.2. Billeting, meals, and transportation.
  - 3.3.4.3.3. Contracting.
  - 3.3.4.3.4. Advance funding for TDY expenses and unit costs.
  - 3.3.4.3.5. Area health and medical concerns.
  - 3.3.4.3.6. Emergency medical care for Air Force personnel.
  - 3.3.4.3.7. Uniform and individual mobility bag and professional gear requirement.
  - 3.3.4.3.8. Identifying specific deployment and redeployment airlift requirements.
- 3.3.5. Airlift Planning. IAW AFMAN 24-203, *Preparation and Movement of Air Force Cargo*, command planners will ensure that contingency response forces defined within this instruction will both deploy and redeploy under Chapter 3 guidelines in order to prevent "mission readiness" from being negatively impacted. This guidance will be included in the remarks section of the AMC Form 59, Mission Directive. Waiver authority for AFMAN 24-203 resides within HQ AMC/A4.
- 3.3.6. Equipment Preparation and Accountability. Equipment shipping documentation will be prepared IAW AFMAN 24-203 by certified individuals. Units will ensure certified individuals are available to prepare equipment and documentation for redeployment at deployed location. Units will ensure positive control of equipment during deployment actions and appoint qualified deployed equipment custodians prior to deployment, as required.
- 3.3.7. Annex 1, AMCI 10-202V4, *Contingency and Wartime Mobility Airfield Operations Management*, CL1 further expands upon planning and deployed operational mission considerations associated with contingency response functions.

### **3.4. Deployed Operations.**

- 3.4.1. Positioning. Contingency response forces' commanders/team chiefs must evaluate all factors and determine when to be in place. For on-load locations, contingency response forces should be in place no later than 48 hours prior to arrival of the first scheduled aircraft (24 hours for offload locations). Large scale operations may require positioning an advance

team 3 to 10 days prior to the operation. During emergency or contingency operations, contingency response forces may be required to work missions immediately upon arrival at the operating location. 618 TACC mission planners and commanders/team chiefs must coordinate force arrival requirements to ensure that forces arrive in time to safely support the mission. As a minimum, all efforts must be made to put contingency response forces on the first arrival aircraft and/or in place at least 3 hours prior to the scheduled arrival of the first aircraft to be supported.

3.4.2. Arrival Actions. The contingency response forces' commander/team chief is responsible for establishing a working relationship with the host airfield commander or manager. This should include familiarization with permissible operating areas and hours, operational restrictions, and confirmation of the operation's planning factors. Special interest should be placed on airfield safety and security, runway/taxiway obstructions, runway/taxiway conditions, airfield lighting, weather condition reporting, emergency notification, and hazardous cargo marshalling and parking areas. Further, the commander/team chief should verify emergency medical support, health, sanitation, and confirmation of Tactical Ballistic Missile Warning procedures as soon as possible. The commander/team chief must initiate actions to secure billeting and messing facilities for all assigned personnel, and must have positive accountability of all personnel and equipment arriving on station and maintain an awareness of unit capability and readiness.

3.4.3. Daily Operations. Operating hours for contingency response forces will be established by the deployed commander in coordination with host nation, JTF, JFAC, AOC, and 618 TACC.

3.4.3.1. Frequently, contingency response forces are the only US personnel on station. As such, they are highly visible and their actions have far reaching diplomatic consequences for the United States. Commanders, team chiefs, supervisors, and senior NCOs should be selected based on their demonstrated good duty performance, professional conduct on and off-duty, good judgment, cultural awareness for the customs and sensitivities of the host nation, ability to exercise tact and diplomacy in their dealings with others, and proven effectiveness in exercising their supervisory responsibilities. 618 TACC/XOP or appropriate controlling agency, along with the deployed commander/team chief, have the responsibility and authority to direct the immediate return of any person to home station who engages in misconduct or whose continued presence or conduct may otherwise reflect poorly on the USAF or the United States. A detailed report of the facts and basis for returning the individual to home station should be provided to the appropriate authority and to the individual's unit commander. Unit commanders will take appropriate action to address the misconduct or other matter.

3.4.3.2. The Tactical Operations Center (TOC) is the focal point of contingency response operations. It serves as the command, control, and communications center for deployed operations. The commander/team chief coordinates the activities of airfield management, command and control, information management, administrative specialists, communications, ramp coordinators, contracting and finance, ATC, quick turn maintenance, supply, AMC asset security, and airfield security and all other assigned UTCs. Access to the TOC will be limited to personnel essential to controlling operations (as designated by the commander/team chief). The TOC will be protected to level 1 and 2

threats in accordance with AFJI 31-102, *Physical Security*, and AFI 31-101, *The Air Force Installation Security Program* (FOUO).

3.4.3.2.1. The contingency response force's commander will appoint a liaison officer for interagency/international relations if necessary. The commander may also appoint a TOC director to coordinate staff activities.

3.4.3.2.2. The crew control section of the TOC dispatches aircrew transportation, provides aircrew briefings and weapons storage, issues aircrew brochures, makes billeting assignments, orders computer flight plans, maintains the aircrew stage, answers telephone queries as to expected alert times, maintains all aircrew records, and alerts and briefs aircrews. On medium and large-scale contingency response forces deployments, it is recommended that crew control be a separate function from the TOC.

3.4.3.2.3. Communications network equipment will be established in the TOC to provide C2 connectivity and internal team communications. This may include, but is not limited to: high frequency (HF), ultra-high frequency (UHF) and very high frequency (VHF) air-to-ground communications equipment, satellite communications equipment, mobile giant voice equipment and a land-mobile radio net. Secure and HAVEQUICK capabilities will be available during all JCS exercises and non-training operations. CR forces will utilize call signs, code words, and chatter-mark procedures as outlined in OPOD, CONOPS, SPINS and ATO.

3.4.3.2.4. Depending on the requirement, some contingency response forces positions may not need to deploy. For example, weather capabilities may already exist on the host airfield.

3.4.3.2.5. Normally, supply and the petroleum, oil, and lubricants (POL) activities are incorporated into the maintenance function. On medium and large scale Global Mobility Forces operations, combining flight line AGE personnel, special and general purpose vehicle repair personnel, and AGE drivers into a pool (with the responsibility for all daily equipment inspections, including vehicles) is advisable. Not only do these personnel have the expertise to accomplish the tasks, but will have the responsibility for the required daily inspections if tasked by the commander/team chief.

3.4.3.2.6. The aerial port operations function is generally organized along normal fixed port operations lines. Functions to be activated are determined by workload requirements. Functions may include, but are not limited to, air terminal operations center (ATOC), air cargo section, air passenger section, ITV, and JI.

3.4.3.2.6.1. Where arrival/departure airfield control groups (A/DACG) are involved, they work very closely with aerial port personnel. It is advisable to have a CR forces representative in the A/DACG and an A/DACG representative in the aerial port section. Effective communications between the two (such as land-mobile radios or field phones) is essential. Similar working relationships should be established with Marine Corps embarkation battalions and USAF deployment control centers (DCC).

- 3.4.3.2.7. Unless the threat condition dictates the need for a security forces team, an Anti-Terrorism Level II certified Force Protection coordinator will normally be deployed. The coordinator will evaluate the situation, interface with any existing security forces, and assist the contingency response forces commander in determining the need for security force measures or augmentation.
- 3.4.3.3. Contingency response forces are designated the C2 agency controlling all air mobility aircraft, crews, and support forces at or transiting the deployed operating location. Any request for waivers or deviation from operational directives must be coordinated with HQ agencies through the 618 TACC or AMD, if established.
- 3.4.3.4. Safety of personnel, aircraft, equipment, and timely accomplishment of the mission is the responsibility of the commander/team chief. If conditions exist that might cause injury, loss of life, or damage to aircraft or equipment, the commander/team chief may terminate all operations until the problems can be corrected.
- 3.4.3.4.1. Contingency response forces will coordinate with host airfield manager to ensure Bird Aircraft Strike Hazard (BASH) program established IAW guidance found in AFPAM 91-212, *Bird/Wildlife Aircraft Strike Hazard Management Techniques*.
- 3.4.3.4.2. Commander/team chief will ensure Foreign Object Damage (FOD) prevention procedures are adequate for airflow and operating environment. Program will be established if non-existent and specific limitations/hazards concerning FOD will be relayed to mission planners at 618 TACC and/or AMD.
- 3.4.3.5. The deployed equipment custodians are responsible to ensure equipment is maintained and utilized correctly. Equipment will be utilized by qualified individuals and equipment should not be utilized by non-contingency response forces. Equipment custodians will monitor the status of equipment and inform the commander/team chief upon any change in operational status.
- 3.4.3.5.1. To protect personnel from harmful contact and vapor hazards, ensure that contamination of equipment and vehicles with chemical, biological, and/or radiological warfare agents (and subsequent decontamination attempts) is documented in maintenance forms and lifecycle historical records. The "Red C" symbol will be used IAW T.O. 00-20-1 and the AMC Counter- Chemical, Biological, Radiological, and Nuclear Concept of Operations (AMC C-CBRN CONOPS).
- 3.4.3.6. The commander/team chief will maintain information on the current location and status of all deployed personnel and equipment. Within 24 hours of initial arrival, and whenever a change occurs thereafter, or at the direction of the 618 TACC MSC or AMD, the commander/ team chief will provide a Deployed Personnel and Equipment Report (DP&E). See Attach A2.4. for report formats.
- 3.4.3.7. The commander/team chief will approve and send a daily Situation Report (SITREP) to 618 TACC/XOP MSC/controlling agency and the AMD (if established) IAW Para 3.6.3.
- 3.4.3.8. The commander/team chief will establish an area security plan, including emergency notification, personnel accountability procedures, duress codes, security response actions, higher headquarters notification, an emergency destruction plan for

classified materials, and Tactical Ballistic Missile warning. If personnel are deployed with weapons, the security plan will include emergency combat actions and regular reviews of the rules of engagement and the use of deadly force.

3.4.3.9. The commander/team chief is directly responsible for the health, well being, and actions of their personnel. A medical emergency plan will be developed to handle accidents or illness that might occur either at the operating site or in the billeting area. The plan should include an emergency movement and treatment plan for serious accidents and should establish a process for conducting daily disease surveillance to provide early detection of unusual disease trends that may suggest a biological warfare attack.

3.4.3.10. The commander/team chief will ensure that air mobility operations at an airfield contaminated with chemical, biological, or radiological agents are conducted in accordance with the AMC C-CBRN CONOPS. Due to the difficulty in completely decontaminating large-frame aircraft, contamination avoidance must be practiced to the maximum extent possible. Commanders/team chiefs will advise senior leadership of the presence of contamination, operate in clean areas to the maximum extent possible, and limit the upload of contaminated or formerly contaminated cargo to prevent cross contamination of aircraft. The term “formerly contaminated” means that decontamination has been attempted. Regardless of the level of decontamination achieved, residual contaminants (undetectable with currently fielded detectors) may remain. Therefore, specific higher-headquarters authorization to airlift this cargo will be required.

3.4.3.11. CRE/CRT Mobile C2 Responsibilities. In addition to the duties and responsibilities outlined in the above paragraphs, the commander/team chief will ensure the following items are accomplished whenever mobile C2 capabilities are present within the deployed contingency response forces:

3.4.3.11.1. Operational Reporting (OPREP) accomplished within theater guidance and IAW with AFI 10-206, Operational Reporting.

3.4.3.11.2. Ensure flight following information updated (AMC Form 356, *Movement Flow Chart*).

3.4.3.11.3. Establish Events Log.

3.4.3.11.4. Daily monitor Air Tasking Order (ATO) and special instructions (SPINS) for changes.

3.4.3.11.5. Execute Quick Reaction Checklists (QRCs) as required.

3.4.3.11.6. Coordinating Notices to Airmen (NOTAMs) as required.

### **3.5. Roll-Up and Redeployment.**

3.5.1. Contingency response forces commanders/team chiefs will develop procedures for the orderly phase-down of operational capability (commensurate with the planned airflow requirements) and for the redeployment of all personnel and equipment. Redeployment airlift requirements identified earlier should be verified and airlift availability reconfirmed. The commander/team chief will forward a roll-up plan to 618 TACC/XOP controlling agency and the AMD if established. See Attachment A4.1 for report format.

3.5.2. Roll-up and Redeployment load plans will be forwarded to HQ AMC 618 TACC/XOP MSC or controlling agency (info AMD if established) as soon as possible after arrival at the deployed location. In cases where contingency response force assets are CHOPed to a theater commander, airlift requests for the roll-up need to be validated by the supported commander in the JOPES PID database 21 days prior to movement IAW CJCSM 3022.02, JOPES VOLUME III. This report should be updated as required. Sequentially number reports. See Attachment A4 for format. The commander/team chief is responsible and accountable for ensuring that all equipment and personnel depart the deployed location with valid shipping or travel arrangements to home station or follow-on tasking locations. If individuals are detained for legal or diplomatic reasons or equipment seized or impounded by the host nation, contact the 618 TACC/XOP MSC or AMD, if established, for assistance and direction.

3.5.3. Particular attention must be paid to the host airfield commander or manager's final perceptions of the USAF. All borrowed or joint-use equipment must be returned in a clean, serviceable condition and operations areas must be cleaned and restored to their original (or better) condition. Commander/team chief should also personally meet with key host officials to resolve any final problems or unfinished business. All financial obligations of the US government must be paid or satisfactory arrangements made to ensure that obligations will be taken care of in an appropriate and timely manner. Commander/team chiefs must comply with host nation diplomatic and security requirements during roll-up.

3.5.4. Transfer of equipment to theater or follow-on forces should only be accomplished during extreme circumstances. Coordination with 618 TACC/XOP (or controlling agency), AMC/A3, and home station AMCU must be completed before any contingency response forces' equipment is left behind or transferred to theater or follow-on forces. All transfer authorizations must be received/approved through the appropriate HQ AMC functional. Additionally, theater/follow-on forces must be authorized to receive/accept and be fully qualified on the equipment to be transferred. A complete inventory listing quantity and serial numbers of equipment shall be completed, a signed receipt will be completed, and home station equipment accounts will be updated before a funding transfer takes place per AFMAN 23-110V2, *Air Force Supply Manual*, Pt 2, Chapter 22.

3.5.5. Commander/team chief will provide a detailed listing to COMAFFOR and controlling agencies of equipment and vehicles to be redeployed that are contaminated or have been formerly contaminated with chemical, biological, or radiological warfare agents (see AMC C-CBRNE CONOPS).

3.5.6. Commander/team chief will send an off-station report before departing deployed locations as outlined in Attachment A2.3.

3.5.7. Contingency response forces will complete reconstitution actions within 72 hrs of return to home station.

### **3.6. Reports.**

3.6.1. On-Station Report. Within 30 minutes of arrival, AMC and AMC-gained forces shall submit an initial on-station report by the most expeditious means, either voice or data, to 618 TACC/XOP MSC and info the AMD (if established). As soon as contingency response forces are prepared to begin operations, a revised on-station report will be submitted. Limiting

factors to mission execution will be identified. Classify On-Station Report IAW JP 3-54 Joint Doctrine for Operations Security, DoD Directive 5205.2, DoD Operations Security (OPSEC) Program. At a minimum On-Station Reports should be handled at "For Official Use Only" levels (FOUO). See Attach A2.1. for report format.

3.6.2. Deployed Personnel & Equipment report will be sent to 618 TACC/XOP/controlling agency and info AMD (if established) within 24 hours of arrival at the deployed location. This report will be updated and resent when manpower and equipment changes occur or when requested by 618 TACC/XOP MSE or controlling agency. Reports will be sequentially numbered. See Table A2.5. for format.

3.6.3. Situation Reports (SITREPs), unless otherwise directed by 618 TACC/XOP or controlling agency, will be sent by the contingency response forces NLT than 0200Z daily and reflect current information from the activities occurring from 0001Z to 2359Z of the previous day. OPORDs, SPINS, or CONOPS may direct different reporting times and formats for the daily SITREP. These formats and times will be adhered to only with concurrence of 618 TACC/XOP MSC/controlling agency. It will include the limiting factors to mission execution, location workload, threat environment, airfield capability, equipment status, and personnel availability. It will also contain any medical, legal, or diplomatic problems or changes in the host base/force and deployed force working relationship. Classify SITREPs IAW JP 3-54 *Joint Doctrine for Operations Security*, DoD Directive 5205.2, *DoD Operations Security (OPSEC) Program*. At a minimum SITREP should be handled at FOUO levels.

3.6.3.1. Reports will be sequentially numbered starting with 001. Content and format will be IAW Attach A2.2.1. or as directed by mission directives or higher HQ. Transmission of SITREPs to 618 TACC/XOP may or may not be required for training exercises. For specific guidance contact TACC618 TACC/XOP. Classify transmissions IAW paragraph 3.6.3 of this Instruction. See Attach A2.2. for instructions on completing SITREPs.

3.6.4. Operational Reports (OPREPs). OPREPs will be submitted as required. Initial reports must be submitted within 15 minutes of event or incident or when known. Do not wait to gather further information. Hard copy must be submitted within 1 hour of event or incident or when known. Initial reports may be verbal or data and should be transmitted via the most expeditious means available. Complete reports should be sent as soon as possible.

3.6.5. Off-Station Reports will be sent during the roll-up or redeployment phase to announce the termination of Contingency Support capability and to confirm the movement of personnel and equipment to their home station or follow-on tasking location. Classify transmissions IAW paragraph 3.6. of this Instruction. See Attach A2.3. for format.

3.6.6. After-Action Reports (AAR) will be provided to HQ AMC/A3M, and 618 TACC/XOP. ARC AMCUs will provide AARs to their respective HQ FAMs for coordination. AARs will be completed and turned into in-garrison leadership within 5 duty days. It will contain a summary of the contingency, exercise, or operational mission supported and a brief description of the concept of operations, contingency response forces' roles and responsibilities, airlift volume and reliability statistics, problem areas, and lessons learned. In each area where problems are encountered, the problem should be described, together with the causes, impact, and the solution (if one was found) or recommended

solution of the commander/team chief. Specific facts and information are needed to help solve problems and prevent future forces from repeating the same mistakes. These lessons learned will be entered into the after action report link on the AMC/A3MM Community of Practice (CoP). Theater-assigned AMCU's lessons learned will be entered into the AMC/A3MM AAR CoP link after review by their respective theater/HQ Functional Manager. Send AARs in Microsoft Word document format to [AMC-A3MM@scott.af.mil](mailto:AMC-A3MM@scott.af.mil), [AMC\\_A3M@scott.af.smil.mil](mailto:AMC_A3M@scott.af.smil.mil) if classified, no later than 7 workdays upon return to home station, and should be addressed to 618 TACC/XOP. AAR content and format will be defined by AMC/A3M in coordination with 618 TACC/XOP or controlling agency. See Table A2.5. for format.

3.6.7. An Airfield Survey (AMC Form 174) will be conducted/updated for each deployed location if the current airfield data is inaccurate or the survey is more than 3 years old. Chapter 7 further describes the airfield survey program and requirements.

3.6.8. Report Addressees. Except as noted, send reports from deployed locations to 618 TACC/XOPM and info copy AMC/A3MM and AMD (if established). For AFRC forces supporting AMC missions and tasked by AMC, submit report to 618 TACC/XOP MSC and AMD (if established) and an information copy to HQ AFRC Command Center. For AFRC tasked missions, submit reports to HQ AFRC Command Center and AMD if established, with information copy to 618 TACC/XOP MSC.

3.6.9. Automated Database Usage. Reports will be submitted via secure means. If GDSS does not support a specific report, deployed units may use a secure data base program to track and submit mission data as long as the format and content comply with guidance from 618 TACC/XOPM.

### **3.7. In-Garrison Reports.**

3.7.1. Weekly Commitment Report/UTC Availability Report. Units will provide commitment Reports IAW NAF guidance with an info copy to 618 TACC/XOPM. This report will include a listing of all tasked and forecasted deployments for at least the following two week period. In addition, units must provide the number and status of all parent UTCs. This report will run from Tuesday through Monday. ARC AMCUs will submit monthly reports to their respective NAF and HQ/Bureau functional manager NLT the 5th of each month.

## Chapter 4

### SELECTION, TRAINING, AND QUALIFICATION

**4.1. General.** Deployed contingency response forces are temporary mission support organizations who function as an extension of AMC C2. The term “Core personnel” refers to AMCU authorized/assigned personnel who are assigned against deployable UTCs. Personnel requirements will be consistent with the personnel requirements prescribed in AMCPAM 10-405, *AMC Deployment, and Redeployment Guide for Base Operating Support*.

**4.2. Selection and Qualification of Personnel.** Personnel selected for assignment to an AMCU should have a minimum of three years of retainability to accommodate the multitude of additional training requirements. Members will fill deployment UTCs based upon their AFSC, training, qualification and/or certification regardless of in-garrison duty title or position.

4.2.1. Commanders/flight chiefs and superintendents will review inbound assignments to ensure personnel meet requirements and are suitable to perform the mission.

4.2.1.1. Personnel with a physical profile that would prevent or exempt them from worldwide mobility requirements will not be assigned to an AMCU. Personnel who cannot deploy and perform required tasks due to permanent or long-term physical limitations or restrictions will be considered for reassignment or separation.

4.2.1.2. Personnel who cannot meet mobility requirements (passport, security clearance, etc.) or who become non-deployable and are already assigned will be identified to the AMCU commander and installation/MAJCOM/AFPC functional manager for that AFSC as required, for appropriate actions (PCA, reassignment if applicable, separation, etc.). Coordinate with HQ AMC/A3MM.

4.2.1.3. Security clearance requirements. Mission requirements dictate AFSCs and quantities of Top Secret (TS) clearance needed by each AMCU IAW AFI 31-501, *Personnel Security Management Program*. All other AMCU personnel to include ARC personnel will have at least a Secret clearance.

4.2.1.4. Officers considered for assignment to an AMCU should possess specific knowledge of AMC C2, and have background and experience in air mobility operations. Assigned officers must be able to plan, organize, deploy, employ, redeploy, and lead squadron size organizations in support of operations at deployed locations. Enlisted personnel being considered for assignment to an AMCU unit manpower document (UMD) position must possess the AFSC, grade, skill-level, and preferably the special experience identifier (SEI) assigned to that position (N/A AFRC). **NOTE:** Reference AFI 10-403, *Deployment Planning and Execution*, for utilization of 3-level personnel.

4.2.1.5. Non-certified AMCU personnel may be assigned against UTC line numbers provided there is a redundancy of certified members on the team.

4.2.1.6. Aircrew currency or qualification has no effect on eligibility to perform deployed duties provided member meets criteria in paragraphs 4.2.1.1., 4.2.1.2., 4.2.1.3. and 4.2.1.4.

**NOTE:** ARC aircrew may maintain flight currency in any type of AMC aircraft as determined by the AMCU/CC or OG/CC.

4.2.2. Position description. All personnel will support the mission and their team regardless of functional specialty. Although responsible for the primary function, each may be tasked to work in various roles and capacities to meet mission requirements (cross-functional training). Commanders remain responsible to ensure personnel are trained and safely utilized for their assigned tasks.

4.2.2.1. CRE Commanders/Operations Officers. CRE Commanders and Operations Officers are responsible for effective C2 and support of deployed air mobility operations. CRE Commanders will be rated officers with extensive air mobility experience. Waivers to this requirement will be IAW Paragraph 1.10 and 1.10.1 of this instruction. Non-rated officers assigned to an AMCU should have ample background in air mobility operations before being considered for upgrade to CRE Operations Officer. These non-rated officers will be assigned against their functional UTCs, but may be entered into upgrade training for CRE Operations Officer at the discretion of the AMCU commander. Substitution of non-rated officers for UTC line numbers requiring a rated officer may be made on a case-by-case basis and approved by the highest level AMCU commander. The non-rated officer must be fully qualified in the deployed duty position and will not simultaneously deploy in their primary AFSC function.

4.2.2.2. Loadmasters and Boom Operators. Each active duty AMCU should have at least one loadmaster and boom operator from each airlift/tanker aircraft. ARC aircrew may maintain flight currency in any type of AMC aircraft as determined by the ALCF/CC or OG/CC.

4.2.2.3. Airfield Management. Airfield management personnel will have a thorough understanding of airfield management operations including airfield operating restrictions and criteria, airfield survey, obstacle evaluation criteria, airfield inspections, flight planning, notices to airmen (NOTAM), airfield lighting and markings, Bird Air Strike Hazard (BASH) avoidance, and flight line safety. Airfield management personnel requiring additional training in these areas must receive that training from a qualified airfield manager prior to deploying in a UTC line number. Additionally, airfield managers may be cross-functionally trained to perform other functions in support of deployed operations. Recommend completion of the USAF's *Chief, Airfield Management Course*.

4.2.2.4. Command and Control. Command and control personnel must have a thorough understanding of AMC mission management and mission monitoring; emergency management and crisis actions; and OPREP reporting. They must be able to operate C2 systems to report or extract information on missions that transit their deployed location. Command and control personnel must also be proficient in aircrew management, crew duty time restrictions, diplomatic clearance, and operational reporting in addition to mission/flight following reporting. Personnel will complete initial training from a fixed command post. Commanders must coordinate with the local command post to set up training schedules for proficiency training. Additionally, command and control personnel may be cross-functionally trained to perform other functions in support of deployed operations.

4.2.2.5. Personnel Specialist. Personnel specialist assigned to AMCUs will be part of the in-garrison commander's support staff and will work closely with the commander, superintendent, and first sergeant to ensure personnel actions help ensure unit staffing levels and readiness. When deployed, actions will focus on PERSCO strength reporting to ADCON and OPCON agencies IAW established directives.

4.2.2.6. Communications Maintenance (SEI 191). Communications Maintenance personnel will have a basic understanding of military radio theory, fault isolation and troubleshooting techniques, flight line safety, and the Air Force Composite Tool Kit (CTK) Program. Once assigned, all active duty and select ANG/AFRC personnel will attend and successfully complete the Advanced Mobile C2 Communications Course prior to deploying in a UTC line number. Training for all remaining ANG/AFRC Communications Maintenance personnel will be in accordance with agreement between HQ AMC/A3M and ANG/AFRC FAMs. Communications Maintenance personnel may also attend formal course identified for the supported Wideband SATCOM system, the USAF Expeditionary Center (USAF EC) Generator and USAF EC Environmental Control Unit (ECU) courses, but these courses are not mandatory for Communications Maintenance duty .

4.2.2.7. AGE (SEI 191). Assigned personnel must attend both the USAF EC generator and USAF EC ECU courses prior to deploying in a UTC line number. AGE personnel must also obtain EPA Type II refrigeration certification prior to attending the USAF EC ECU course. AGE personnel should attend these courses at the USAF EC every 24 months. AGE personnel may also attend the Advanced Mobile C2 Communications Course, but the course is not mandatory for the UTC position. AGE personnel are assigned to support bare base support and TSC-159 equipment.

4.2.2.8. Wideband satellite communications (SATCOM). Wideband SATCOM personnel will have a basic understanding of military/commercial SATCOM theory, fault isolation and troubleshooting techniques, flight line safety, and the Air Force CTK Program. Once assigned, all personnel will attend and successfully complete the formal course identified for the supported Wideband SATCOM system prior to deploying in a UTC line number. Wideband SATCOM personnel may also attend the Advanced Mobile C2 Communications, USAF EC Generator, and USAF EC ECU courses, but these courses are not mandatory for the Wideband SATCOM duty position.

4.2.2.9. In-transit Visibility. Assigned personnel are an integral part of aerial port operations. Personnel must be trained in ITV systems and knowledgeable of DoD 4500.9-R, *Military Standard Transportation & Movement Procedure(s) (MILSTAMP) requirements*.

4.2.2.10. Air Terminal Operations Center. Assigned personnel will be trained in passenger and cargo documentation, completion of AMC Form 68, *Aerial Port Movement Log*, and coordinating information to and from work sections.

4.2.2.11. Air Transportation. Assigned personnel will be trained to perform duties in a highly mobile and flexible environment and be capable of rapid deployment to augment or support air mobility operations/contingencies. (See AMCI 24-101V18, *Military Airlift-AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*)

4.2.2.12. Aircraft Maintenance. Assigned personnel will be trained to perform duties in a highly mobile and flexible environment and be capable of rapid deployment to augment or support air mobility operations/contingencies. These personnel will be trained in tasks, which enable them to provide the initial duties required to support marshaling of various aircraft types, to include commercial aircraft. AMCUs will ensure deployed teams have sufficient numbers of personnel qualified to support the C-5 and C-17 aircraft as a minimum.

4.2.2.13. Weather. Assigned personnel interface with C2, aircrews, and other customers to inject weather data that identify at-risk missions based upon weather impacts or mission priority. Weather personnel will assign risk factors, recommend courses of action, and assist in the decision making process to mitigate weather threats. Weather personnel will be trained to perform all aspects of weather operations as specified in AFMAN 15-129, *Air and Space Weather Operations Processes and Procedures*, AFMAN 15-111, *Surface Weather Observations*, and AMCI 15-101, *AMC Weather Operations*.

4.2.2.14. Legal. HQ AMC/JA will designate a judge advocate (JA) assigned the CRW host base legal office to serve as the CRW legal advisor. Judge advocates designated as legal advisors to AMCUs will be part of the in-garrison commander's support staff and will work closely with the CRW commander and subordinate commanders/team chiefs to ensure relevant legal issues are considered and addressed as part of commanders' operational decision making and plans process. When deployed, JAs will provide CRG commanders with full service operations law support, including; advising on the legal basis for the use of force, law of war, human rights, rules of engagement, emergency essential civilians supporting military operations, contingency contractor personnel, criminal law, environmental law, fiscal law, deployment contracting and battlefield acquisition, intelligence law and interrogation operations, administrative law, international agreements and SOFAs, legal assistance, noncombatant evacuation operations, special operations, civil affairs, air, sea, and space law, and/or detainee operations. The CRW legal advisor will be trained and maintain currency in specific command job qualification standards as required by this instruction.

**4.3. Special Experience Identifiers (SEI).** After certification and completion of web-based training and 9 months experience, all enlisted core personnel will be awarded SEI 090 in accordance with AFI 36-2108, Enlisted Classification. Personnel in AFSCs 2AXXX or 2EXXX, who are trained and qualified in HELAMS system operations and maintenance, will also be awarded SEI 191 after 6 months of experience.

#### **4.4. Instructors/Trainers/Evaluators.**

4.4.1. Highly experienced personnel in a given qualification/specialty/task may be certified as an instructor/trainer/evaluator for that qualification/specialty/task by their AMCU Commander. Annotation shall be made and signed by the commander on the AF Form 797, *Job Qualification Standard Continuation*, or a certification letter in the individual's training record. Additionally, documentation will be made on the AMCU's Letter of Xs (see Attach A3.12.).

4.4.2. Personnel will not perform the duties of an instructor/trainer/evaluator until certification documentation and/or certification board (if required – see Chapter 5) is

complete. Additionally, personnel will not act in the capacity of an instructor/trainer/evaluator on the same deployment where they completed training for that position. Exceptions will be granted only with AMCU commander approval.

4.4.3. Instructors for contingency response-specific duty positions (CRE Commander, CRE Operations Officer, CRT Chief, CSE Team Chief, Airfield Survey Team, Communications Support Team, Ramp Coordinator, Contingency Load Planning Team, and Affiliation Instructor) require six months qualification in the duty position and completion of an Air Force certified instructor course as defined IAW Education and Training Course Announcements (ETCA), the Air Force Instructors Course (AIC) or equivalent Aircrew Flight Instructor Course . Waivers will be submitted through the AMCU's Standardization and Evaluation office or training office to the AMCU's Commander for approval.

4.4.3.1. Individuals may only be trained in specific Career Field Education Training Plan (CFETP) tasks by personnel certified to instruct by the AMCU commander, IAW their respective AFSC skill-level upgrade guidance.

4.4.3.2. Individuals may be trained in specific command job qualification standard (CJQS) tasks by personnel other than certified CJQS instructors/evaluators. However, only certified CJQS instructors may close the respective item in the Job Qualification Standard.

4.4.3.3. The primary instructor for an individual will be a certified CJQS instructor/evaluator in the duty position or special qualification for which the individual is in training.

4.4.3.4. Personnel will not be recommended for duty position certification or special qualification by an individual who is not an instructor/evaluator for that duty position or qualification.

4.4.3.4.1. Certified CRE Commanders may act as instructors for CRE Operations Officers.

4.4.3.4.2. Certified CRT Chiefs may act as instructors for Ramp Coordinators.

4.4.3.5. Instructors conducting CR-specific duty positions mission upgrades will not plan to train more than two students during any field exercise or any training completed away from home station.

4.4.4. Evaluators for contingency response-specific duty positions must be an instructor for the duty position or special qualification they will evaluate. AMCU commanders should appoint only the most experienced personnel as evaluators. All evaluators will complete an in-house training program conducted by the AMCU Standardization and Evaluation office and be interviewed by the highest level AMCU commander at their station (CRW/CC for AMC active-duty units, CRG/CC for PACAF/ USAFE units, and AMS or AMCU Commander for ARC units) before certification as an evaluator. Waivers will be submitted paragraph 1.10 and 1.10.1 of this Instruction for approval.

4.4.4.1. Evaluator training will include, but is not limited to evaluation grading criteria, conduct of evaluations to include pre-briefs and debriefs, and evaluation forms.

4.4.4.2. Evaluators will not conduct more than one evaluation for any given duty position/individual on a single deployment. Evaluators may conduct more than one

evaluation as long as two different duty positions/individuals are being evaluated, (EXAMPLE: may conduct one CRE Ops Officer evaluation concurrent with a separate single CRE/CC evaluation, two Ramp Coordinator (RAMPCO) evaluations may be conducted on the same deployment using different shifts, two CRE CC evaluations--or two CRT CCs--on the same deployment are not permitted simultaneously, see Para 5.1. for waiver specifics).

**4.5. Orientation and Certification Training.** This section establishes the minimum training proficiency and evaluation requirements for AMCU personnel. The unit training program is the responsibility of the AMCU commander and will be conducted IAW AFI 36-2201V3, Developing, Managing, and Conducting Training. The two major types of training are CJQS training and Career Field Education and Training Plan (CFETP) training. CJQS training is mission qualification specific training and CFETP training is AFSC specific skills training.

4.5.1. All personnel will be trained according to the provisions of this instruction. Once an individual is qualified, their primary duty is to deploy. To maintain currency for contingency response CJQS positions, individuals must perform certified-specific global mobility operations duties out of garrison (i.e., during an exercise, TDY, or contingency deployment) at least once every 18-months. Loss of currency requires deployment under the supervision of a certified CJQS instructor. The individual's applicable CJQS will be used to document task recertification.

4.5.2. Training Regression. Individuals who fail to demonstrate satisfactory performance during the conduct of assigned duties or who fail to complete Category I training must have their training records annotated in accordance with AFI 36-2201V3. If an individual is downgraded from "qualified" to "training" status for any reason, supervisors must take immediate action for de-certification and document such action on a De-Certification Letter (see Attachment A3.2.).

4.5.3. Each AMCU will appoint a training manager in writing to administer the unit training program. Certification authority will be prescribed in Chapter 5, Para 5.4.1.2.4. of this instruction.

4.5.3.1. All new members will be assigned a primary trainer, documented in writing in the training folder, until certification is complete.

4.5.4. Types of Training. Contingency response training falls into three major categories:

4.5.4.1. Category I Orientation

4.5.4.2. Category II Certification

4.5.4.3. Category III Continuation Training

**NOTE:** Quota requests for formal Air Education and Training Command (AETC)/USAF Expeditionary Center (USAF EC) training courses will be directed through unit training channels to higher headquarters FAMs for ARC personnel.

4.5.5. Training documentation. Individuals assigned to AMCUs will supplement their CFETP and Electronic Training Records [Training Business Administration (TBA), AF Training Records (AFTR)] with separate training/certification documentation when upgrading to contingency response specific qualifications. Individuals without CFETP records will use a separate folder. Separate folder or CFETP supplements will contain; CR

certification documents, trainer assignment, initial assessment, and all training documentation. The initial assessment provides feedback to the AMCU commander/flight chief to tailor the individual's training plan based upon current knowledge level, required on-the-job training (OJT), and additional formal training requirements. Initial assessment will be documented on an AF Form 623A, On-the-Job Training Record Continuation Sheet, and placed in Section I of the Global Mobility training folder (or CFETP supplement section). Training will adhere to approved CJQS.

4.5.5.1. Category I-Orientation. Individuals assigned will receive orientation IAW approved CJQS. Orientation may include self-study, CBTs, briefings, or local tours. Complete orientation within 45 days after the individual is deemed ready for training by unit commander (60 days for ARC). Document orientation on an AF Form 623a and place in Section I of the training folder (or applicable automated training folder). Category I Orientation is divided into four areas:

4.5.5.1.1. Category Ia: Unit specific tasks and ancillary training. This category includes Air Force ancillary training requirements IAW AFI 10-403, mobility requirements IAW AMCI 10-403, command/unit specific directives, and unit in-processing items.

4.5.5.1.2. Category Ib, Academics. This training focuses on contingency response mission categories, core capabilities, organization, operating environments, and roles and responsibilities. Includes formal knowledge-based courseware approved by HQ AMC/A3M and administered by the USAF EC.

4.5.5.1.3. Category Ic, Bare-base survivability/expeditionary skills training. This category focuses on deployed site bed-down and equipment familiarization; field hygiene and sanitation; operations in minimum lighting conditions to include Night Vision Device (NVD) training; and equipment preparation/pallet build-up. Includes appropriate courseware approved by AMC/A3. **NOTE:** All AMCU personnel will accomplish Categories Ib and Ic by completing the Fundamentals of Expeditionary Mobility Operations (FEMO) web-based training course followed by the in-residence Air Force Contingency Response Mission Orientation Course (contingency response-MOC) administered by the USAF EC. Exceptions must be approved by HQ AMC/A3MM.

4.5.5.1.4. Category Id, Contingency Skills Training. This category focuses on force protection/airfield defense techniques. Includes appropriate courseware approved by AMC. Unit personnel will participate in formal or unit developed/managed combat skills training every 20 months IAW command directives. AFRC AMCU personnel will attend the AFRC Combat Skills Orientation (CSO) course as soon as practical, but within 3 years of assignment, or obtain a waiver from HQ AFRC/A3TC. Attendance at this course is a one-time requirement and will not hinder orientation certification. Refresher training as a minimum will be conducted locally every 24-30 months IAW command directives.

4.5.5.1.5. AMCU personnel will be qualified (annotated on AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*, and authorized to operate government motor vehicle.

4.5.5.1.6. Unless the AMCU commander or mission requirements dictate otherwise, the primary duty weapon for all personnel is the M16 series rifle (M16A2, GAU, or the M4 carbine). Officers, enlisted aircrew in flying billets and 7E1AM UTC personnel will be qualified in both the M9 and M16 series rifle. All personnel will, at a minimum, be in arming group B and qualify IAW AFI36-2226, *Combat Arms Program*. Other specialty weapon qualifications for SF forces will be maintained IAW their duty positions as defined by PHOENIX FIST CONOPs. AMCU commanders may allow qualification in both weapons for 7E1XX, PFFPT, XFAA2, and XFFK7 UTC personnel to allow increased flexibility in mission types and to meet courier requirements.

4.5.5.2. Category II-Certification. This category includes training necessary to meet assigned Unit Type Code (UTC) Mission Capabilities (MISCAP) statement requirements and follows Category I training. Training methods include self-study, computer-based training (CBTs), formal training, and practical (operational) training. OJT will be supervised by a highly qualified and certified unit member. For applicable qualifications, a practical evaluation by a certified evaluator culminates training. Certification is documented on the AF Form 797. Complete Category II training IAW CJQS guidelines. Individuals who have not completed Category II training will not deploy in a primary UTC position unless they are under the direct supervision of a qualified trainer. For those individuals exceeding the recommended training time, the training manager and the commander will conduct a monthly training progress review. The review will be annotated in the individual's training record and maintained until the individual is qualified. Additionally, this information will be provided to HQ AMC/A3MM in the monthly Training Review Panel (TRP) and to ANG/NGB, AFRC NAF, and HQ AFRC/A3TC on the monthly ALCF Report. Training waivers are IAW Paragraph 1.10 and 1.10.1 of this instruction. ARC personnel may coordinate with active duty units for the availability of missions to assist with completing Category II training. Extensions or waivers to this requirement must be submitted through the AFRC A3T.

4.5.5.2.1. AMCU personnel will complete the Mobility Air Forces (MAF) Mobile C2 Leadership Course at the USAF EC during CRE Operations Officer certification. The MAF Mobile C2 Course will normally be the first item completed on the CJQS.

4.5.5.2.2. CRE Commander Certification. Officers must be qualified CRE operations officers and complete required CJQs. Member should serve as the commander under the supervision of a certified CRE commander instructor on at least one off-station deployment prior to evaluation and certification.

4.5.5.2.3. CRE Operations Officer Certification. Officers must complete required CJQs and should deploy off station twice in training status (OCONUS preferred), prior to evaluation/certification (recommend a minimum of 3 deployments; 2 training and one evaluation).

4.5.5.2.3.1. CRE Operations Officers must complete Mobility Air Forces (MAF) Mobile C2 Leadership course at the USAF Expeditionary Center at the beginning of Operations Officer training. The MAF Mobile C2 course will normally be the first item completed on the CJQS.

4.5.5.2.3.2. CRE Operations Officers must complete Airlift Planners Course prior

to being certified as an operations officer. ARC officers are not required to complete the APC prior to certification but will complete the APC as soon as practicable.

4.5.5.2.3.3. CRE Operations Officers must complete an AMC C2 orientation visit at HQ AMC/A3MM and 618 TACC conducted at Scott AFB NLT 18 months after being assigned to an AMCU. Attendance prior to CRE Operations Officer Certification is not required.

4.5.5.2.3.4. CRE Operations Officers must complete Stage Management web-based training.

4.5.5.2.3.5. CRE Operations Officers assigned to 7E1XX UTCs should complete the Mobile C3 Operations Course at the USAF EC prior to certification.

4.5.5.2.4. Contingency Response Team Chief Certification. CRT chiefs will be highly qualified 7-level enlisted personnel. Assigned personnel who will perform CRT team chief duties will fall under the same criteria as AMCU operations officers and CRE commanders. AMCU NCOs selected to perform CRT chief duties must have a 7-level and be capable of organizing and operating at deployed locations. Normally personnel with an X1AXXX AFSC (IAW UTC MANFOR) will be selected for CRT Chief certification. Other AFSCs may train, upgrade, and deploy as a CRT chief, however, these individuals will not be computed for Status of Resources and Training (SORTs) reporting and must deploy with a certified Ramp Coordinator possessing a X1AXXX AFSC. As a minimum, CRT Chiefs will complete the following training prior to certification:

4.5.5.2.4.1. Contingency response Ramp Coordinator CJQS and one deployment performing Ramp Coordinator duties.

4.5.5.2.4.2. Attend MAF Mobile C2 Leadership course at the USAF Expeditionary Center. Complete the MAF Mobile C2 Leadership course at the beginning of CRT Chief certification.

4.5.5.2.4.3. AMC C2 system familiarization training.

4.5.5.2.4.4. On station, emergency operations reports (OPREP), HOMELINE, BEELINE, etc., mission reporting, and flight management.

4.5.5.2.4.5. Coordination required to ensure fuel, equipment, loads, load teams, aircrew transportation, billeting, security, flight planning, and other required support are available at deployed location.

4.5.5.2.4.6. Airfield Survey Team Chief CJQS.

4.5.5.2.4.7. Aircraft parking plans, movement of aircraft on the ground, and related ground and flying safety.

4.5.5.2.4.8. Stage Management web-based training.

4.5.5.2.4.9. CRT Chiefs assigned to 7E1XX UTCs should complete the Mobile C3 Operations course at the USAF EC prior to certification.

4.5.5.2.4.10. Airfield Management (1C7X1) and Command and Control (1C3X1)

personnel assigned to 7E1XX series UTCs should complete the Mobile C3 Operations course prior to certification.

4.5.5.2.5. CRE Commander Certification. Officers must be currently qualified as CRE operations officers and successfully complete the Airfield Survey Team Chief and CRE/CC CJQs. Additionally, they must serve as an in-garrison planning officer on at least one deployment. Finally, member should serve as the commander under the supervision of a certified CRE commander instructor on at least one off-station deployment prior to evaluation and certification. Waiver authority for these requirements is IAW Para 1.10 of this AMCI.

4.5.5.2.6. CRE Operations Officer Certification. Officers must have completed all required CJQs and should deploy off-station twice in training status (OCONUS preferred) prior to evaluation/certification (minimum 3 deployments; 2 training and one evaluation). Waiver authority for these requirements is IAW Para 1.10 of this AMCI. In addition CRE ops officers should:

4.5.5.2.6.1. Complete Airlift Planners Course prior to being certified as an operations officer. ARC officers are not required to complete the APC prior to certification but will complete the APC as soon as practicable.

4.5.5.2.6.2. Complete an AMC C2 orientation visit at HQ AMC/A3MM and 618 TACC conducted at Scott AFB NLT 18 months after being assigned to an AMCU. Attendance prior to CRE Operations Officer Certification is not required (N/A for former AMC Staff or if previously accomplished).

4.5.5.2.6.3. Attend Mobility Air Forces (MAF) Mobile C2 Leadership course at the USAF EC prior to being certified as an operations officer.

4.5.5.2.6.4. Accomplish Stage Management web-based training.

4.5.5.2.7. Contingency Response Team Chief Certification. CRT chiefs will be highly qualified 7-level enlisted personnel. Assigned personnel who will perform CRT team chief duties will fall under the same criteria as AMCU operations officers and CRE commanders. AMCU NCOs selected to perform CRT chief duties must have a 7-level and be capable of organizing and operating at deployed locations. Normally personnel with a X1A2X1 or X1A0X1 AFSC will be selected for CRT Chief certification. Other AFSCs may train, upgrade, and deploy as a CRT chief, however, these individuals will not be computed for Status of Resources and Training (SORTs) reporting and must deploy with a certified Ramp Coordinator possessing a X1A2X1 or X1A0X1 AFSC. CRT Chief training will consist of, but is not limited to, the following and must be completed prior to CRT Chief certification:

4.5.5.2.7.1. Contingency response Ramp Coordinator CJQS and one deployment performing Ramp Coordinator duties.

4.5.5.2.7.2. MAF Mobile C2 Leadership course at the USAF EC.

4.5.5.2.7.3. AMC C2 system familiarization training.

4.5.5.2.7.4. On station, emergency operations reports (OPREP), HOMELINE, BEELINE, etc., mission reporting, and flight management.

4.5.5.2.7.5. Coordination required to ensure fuel, equipment, loads, load teams, aircrew transportation, billeting, security, flight planning, and other required support are available at deployed location.

4.5.5.2.7.6. Airfield Survey Team Chief CJQS

4.5.5.2.7.7. Aircraft parking plans, movement of aircraft on the ground, and related ground and flying safety.

4.5.5.2.7.8. Stage Management web-based training.

4.5.5.2.8. Airfield Management (1C7X1) and Command and Control (1C3X1). Initial qualification will consist of, but is not limited to:

4.5.5.2.8.1. Certification on GDSS.

**NOTE:** Operations personnel will attend a Course conducted by the USAF EC or a local AMC validated course prior to certification. Local command post/base operations orientation is mandatory. All 1C7X1 and 1C3X1 must be certified in writing for each C2 system they are qualified on and required to operate.

4.5.5.2.8.2. Training in preparation and transmission of aircraft movement messages (arrival/departure) conducted at a command post or operations center: aircraft flight following, aircraft operating requirements (e.g. aircraft refueling, minimum essential equipment, maintenance status codes, etc.), and aircrew support requirements, to include completing Stage Management web-based training on aircrew stage operations IAW AMCPAM 10-210, *Stage Crew Management*. Once qualified, refresher training will be accomplished in accordance with this volume and AFI 36-2201V3.

4.5.5.2.8.3. Complete at least 20 hours of supervised practical training (actual, exercise, or equivalent training) in the assigned duty position to include radio operations.

4.5.5.2.8.4. All other training requirements as identified in AMCI 10-202V2, *Command and Control (C2) Responsibilities and Procedures*.

4.5.5.2.8.5. In addition, Airfield Managers must be trained IAW AFI 13-213, *Airfield Management*, and also IAW the 1C7X1 Career Field Education and Training Plan. Training should include emphasis on airfield inspections and airfield surveys to include airfield criteria, parking plans, airfield lighting and markings, airfield safety and clear zones, hazardous cargo parking and emergency jettison areas, airfield operating minimums, and aircraft operating limitations. Coordinate training with the local airfield manager to ensure airfield access and flight line driving requirements are met.

4.5.5.2.8.6. Setup and operational familiarization of all applicable Global Mobility communications equipment.

4.5.5.2.8.7. Accomplish communications security, crypto-operations, and authentication procedures to include setup and operation of secure terminal equipment (STE)/secure telephone unit (STU-III) and secure fax.

4.5.5.2.8.8. Cross-functional training requirements. Airfield Management

(1C7X1) personnel will be trained to assist with basic C2 controller duties (i.e. arrival/departure reporting, etc., IAW CJQS). C2 controller duties are secondary to critical Airfield Management duties and tasks.

4.5.5.2.9. Ramp Coordinator Certification (SEI 090). Loadmasters (X1A2X1) and Boom Operators (X1A0X1) will be tasked to perform Ramp Coordinator duties. AMCU loadmasters and boom operators who are non-current for grounding items in accordance with AFI 11-401, *Flight Management*, will not perform primary aircrew duties, Ramp Coordinators will perform deployed Global Mobility specific tasks. Ramp Coordinator training will include:

4.5.5.2.9.1. Complete APC to include load planning all airlift aircraft using computer systems and DD Form 2130 series method.

4.5.5.2.9.2. A/DACG, Marine embarkation, and Deployment Control Center (DCC) orientation training, to include marshaling yard, joint inspection, ready line, flight-line equipment and personnel escort, and engines running on-load and engines running offload (ERO) procedures.

4.5.5.2.9.3. Deployed Aerial Port and Aircraft Maintenance processes and ramp safety procedures.

4.5.5.2.9.4. Ramp Coordinators assigned to 7E1XX series UTCs should complete the Mobile C3 Operations course at the USAF EC prior to certification.

4.5.5.2.10. Communication Maintenance (SEI 191). Training will be IAW approved CJQS. 2A5X3A, 2E1X1, 2E1X3, and 2E2X1 personnel will complete the Mobile C3 Systems course at the USAF EC prior to certification. 2E1X1 and 2E2X1 personnel will complete the Small Package Initial Communications Element (SPICE) certification IAW approved CJQS and attend the Mobile C2 SPICE course at the USAF EC at the beginning of SPICE training.

4.5.5.2.11. AGE (SEI 191). Training will consist of, but not be limited to, knowledge of and practical experience in ECUs and mobile power generators. AGE training will be IAW approved CJQS. Personnel will complete the Mobile C2 Generator Course and/or the Mobile C2 ECU course at the USAF EC at the beginning of certification training.

4.5.5.2.12. Personnel Specialist (3S0X1). This training will consist of, but is not limited to, knowledge of and practical experience in message transmission and receipt, message distribution and files, security documentation, records, publications, and forms, emergency actions, radio operations, and local PERSCO orientation. Personnel will complete at least 20 hours of supervised practical training (actual, exercises, or equivalent training) in the assigned duty position, to include deployed operations. Personnel must be proficient in accomplishing the reports outlined in AFI 10-215, *Personnel Support for Contingency Operations (PERSCO)*.

4.5.5.2.13. Weather. Weather personnel will be fully qualified in their basic Air Force Specialty Code skills. Additionally, they will complete the Orientation CJQS as specified on the HQ AMC/3M CoP, prior to Tier 1 Certification.

4.5.5.2.14. Contingency Support Elements Team Chief Certification. Individuals selected to lead CSEs, CSTs, Airfield Survey Teams (AST), or Affiliation Training Teams/Contingency Load Planning Teams will complete any applicable CJQS for that team and complete at least two deployments, including an evaluation, as a member of that particular type team. Additionally, before certification, team chiefs will be:

4.5.5.2.14.1. Trained in foreign clearance and foreign operating rights procedures, to include requesting country clearances and theater clearance.

4.5.5.2.14.2. Trained to arrange shipment of required equipment.

4.5.5.2.14.3. Be able to determine mission requirements given verbal or formal tasking message and apply information to determine and organize required personnel and equipment.

4.5.5.2.14.4. Be able to apply personnel and equipment deployment/redeployment procedures.

4.5.5.2.14.5. Be able to arranging billeting/transportation for team members.

4.5.5.2.14.6. Trained in Force Protection awareness.

4.5.5.2.15. Communications Support Team Certification. Training for all CST personnel will include completion of CJQS and the following:

4.5.5.2.15.1. Communications concept of operations.

4.5.5.2.15.2. Equipment power and support requirement.

4.5.5.2.15.3. Equipment configuration, to include COMSEC, frequency, and antenna selection and arrangement.

4.5.5.2.15.4. Safety and security of personnel, equipment, COMSEC, and classified operational information.

4.5.5.2.15.5. Knowledge of field level communications maintenance and testing, maintenance data collection, supply, and readiness spares kit (RSK) requirements.

4.5.5.2.15.6. Personnel selected to perform CST team chief duties must be a qualified 7-level in their AFSC.

4.5.5.2.16. Airfield Survey Team (AST) Certification. As a minimum, all ASTs will deploy with an experienced airfield manager (7-level) or an Airfield Operations Officer (13MXX) certified to complete the AMC Form 174 and authorized to update the Air Force standard airfield information database. Members certified to serve as an AST Chief will complete the AST Chief CJQS and should have a minimum of 1 year contingency response experience and will be a 7-level, if enlisted. Training will include, but is not limited to:

4.5.5.2.16.1. Aircraft characteristics, aircraft operating requirements, aircraft ground support requirements, and aircraft security requirements in accordance with AFI 31-101.

4.5.5.2.16.2. Aircrew support requirements to include aircrew billeting, messing,

and medical requirements.

4.5.5.2.16.3. Airfield inspections and airfield surveys to include airfield criteria, parking plans, airfield lighting and markings, airfield safety and clear zones, hazardous cargo parking and emergency jettison areas, airfield operating minimums, and aircraft operating limitations.

4.5.5.2.16.4. Basic contingency response forces operating requirements, to include determining airfield capability and methods to support an operation, e.g. working areas, weather, host support, etc.

4.5.5.2.16.5. Determining aircraft working/parking maximums on ground (MOG) at the operating location, including contingency, civil engineering (CE) and total parking area, and normal operating working and parking MOGs. This includes identifying the causes of MOG limitations and determining what equipment/personnel could be used to overcome the limitation.

4.5.5.2.16.6. Support agreements, site survey operations, airfield operating restrictions, airport management and organization, Federal Aviation Administration (FAA) and International Civil Aviation Organization (ICAO) publications, flight planning, and aircraft ATC support requirements.

4.5.5.2.16.7. AMC Form 174 familiarization/completion and reporting requirements.

4.5.5.2.16.8. An individual will deploy on a minimum of two airfield surveys (one preferably OCONUS) under the supervision of a certified airfield survey team chief before certification. Waiver authority for these requirements is AMC/A3.

4.5.5.2.17. AMC Affiliated Contingency Load Planning (ACLP) Certification. ACLP personnel will be highly qualified loadmasters, boom operators, or aerial port specialists IAW 7E1AQ UTC MISCAP statement.

4.5.5.2.17.1. Individuals must complete the Equipment Preparation Course (EPC) and the Airlift Planners Course (APC) before being certified to teach the ACLP course. Additionally, the individual must have completed the appropriate CJQS under the supervision of a qualified affiliation instructor and complete the Contingency Load Planning Instructor Preparation Course (CLIP) at the USAF EC. Upon completion of all requirements, the unit Affiliation Manager will recommend certification to the AMCU commander.

4.5.5.2.17.2. ACLP. Loadmasters/Boom Operators selected to deploy as the ACLP chief must be CRT chief qualified IAW 7E1AQ UTC mission capability statement. ACLP members will be ACLP instructor qualified.

4.5.5.3. Category III--Continuation and Proficiency Training. This training is designed for personnel to maintain a high level of proficiency, ensure standardized procedures, and to build combat skills and team cohesiveness between the diverse functional areas within AMCUs.

4.5.5.3.1. Training will be of sufficient duration and scope to maintain required proficiency levels. For those items not specifically addressed in this AMCI,

commanders will determine if the events will be annual, semi-annual, quarterly, or monthly requirements. Document individual Continuation and Proficiency training IAW this chapter. Training objectives and tables for each specialty will be determined by the commander in coordination with HQ AMC/A3M standardization and training and listed in the respective wing Operating Instruction. Objectives will include, but not be limited to:

4.5.5.3.2. Changes in air mobility operations instructions, publications, policies, or procedures and items impacting AMCU operations that require immediate attention or review.

4.5.5.3.3. Any unique unit requirements.

4.5.5.3.4. Deployment lessons learned.

4.5.5.3.5. Equipment operation.

4.5.5.3.6. Deployment and redeployment procedures.

4.5.5.3.7. Ability to Survive and Operate (ATSO) skills, Force Protection techniques.

4.5.5.3.8. Pallet buildup and cargo preparation (annual requirement for all AFSCs subject to deploy IAW AFI 10-403).

4.5.5.3.9. C2 drills.

4.5.5.3.10. Mission planning exercises (creating Manpower & Material requests, country clearances, mission folders, etc.).

4.5.5.3.11. Night Vision Device (NVD) refresher training.

4.5.5.3.12. Bare-base survivability/expeditionary skills refresher training. **NOTE:** Contingency skills refresher training and bare-base survivability/expeditionary skills refresher training may be accomplished by participating in recurring field training exercises (Joint Forces, Joint Readiness Training Center, Eagle Flag, etc.). HQ AMC/A3MM will advocate with applicable MAJCOM POCs for participation. Exercises may be tasked through the 618 TACC/XOP. Theater CRGs should make every effort to schedule and fully participate in at least one exercise per year. ANG and AFRC units will coordinate through NGB/A3OS and AFRC/A3T for participation every 24-30 months.

4.5.5.3.13. When mission and unit funding permits, select AMCU personnel should attend the following courses: Middle East Orientation Course (MEOC), Asian Pacific Orientation Course (APOC), Latin American Orientation Course (LAOC), African Orientation Course (AOC), Dynamics of International Terrorism (DIT), Revolutionary Warfare Course (RWC), Advanced Air Mobility Operations Course (AAMOC), and the 618 TACC Orientation.

**4.6. AFSC Cross-Functional Training Requirements.** Cross-Functional Training Requirements will be developed by commanders and listed in the respective wing Operating Instruction.

**4.7. Contingency response proficiency.** AMCUs will document and track individual deployments/exercises/training events as well as tracking total deployments by time and type.

Managers will then identify shortcomings of an individual's training and schedule future deployments accordingly. For example, a 1A271 may be CRT-qualified but not have deployed as a CRT team chief for over 18 months, thus requiring a deployment or refresher training for proficiency.

4.7.1. Flight proficiency training. All personnel in authorized active flying positions (as specified in the unit personnel management roster) will maintain flight proficiency and flight currency IAW AFI 11-2 (Aircraft MDS), Vol I, *Aircrew Training*. This includes required aircrew ground training, flight training, check rides, and sufficient flying time to maintain aircrew skills and proficiency, and build flight experience. Flight records will be maintained by the unit to which the individual is attached. Personnel who are non-current for grounding items in accordance with AFI 11-202V2, *Aircrew Standardization/Evaluation Program*, will not perform primary aircrew duties, but can perform Global Mobility duties.

4.7.2. Command and Control (1C3X1) and Operations (1C7X1) personnel. In addition to contingency response proficiency training, 1C3X1 personnel must remain proficient in their AFSC. To accomplish this, personnel will train in local units. Units should allow for a minimum of 16 hours of training per quarter. (ANG and AFRC personnel may attend refresher and proficiency training as necessary.) The AMCU commander/flight chief will have final authority to withdraw a person from training (only after completion of a scheduled shift or with at least 8 hours notification before a scheduled shift), when mission requirements dictate. The AMCU training section will coordinate with the base airfield manager or command post superintendent to establish a training agreement and schedule (Memorandum of Understanding). Document training in the individual's AF Form 623, *On-the-Job Training Record*, in accordance with AFI 36-2201V3.

4.7.3. Air Transportation personnel. In addition to contingency response proficiency training, Air Transportation Personnel will maintain currency and proficiency through participation with the local aerial port. Currency and proficiency guidance is provided by HQ AMC/A4 and AMCI 24-101V18 in coordination with HQ AMC/A3MM.

4.7.4. Aircraft Maintenance personnel. In addition to contingency response proficiency training, Aircraft Maintenance Personnel will maintain currency and proficiency through participation with the local maintenance function or by going off station as required by availability of required MDSs. Currency and proficiency guidance is provided by HQ AMC/A4 and AMCI 21-104, *Aircraft Maintenance Training*, in coordination with HQ AMC/A3MM.

4.7.5. Proficiency Training for ANG and AFRC units. Proficiency training for all positions will include participation in at least one contingency response exercise or operation every 18 months, measured from the last day of the last deployment.

**4.8. Currency, Qualification, and Proficiency.** Units will ensure members maintain currency, qualification, and proficiency for each duty position. As a minimum, members remain current in their primary duty position until the last day of the 18th month following their last off-station deployment in that position. To maintain the highest level of readiness, units will coordinate with AMC/A3MM to develop appropriate proficiency training tables for each duty position and will outline the training in the wing Operating Instruction. For extended gaps in training, qualification is lost when a member has not deployed in their primary duty position for 3 years.

The following paragraphs outline certain duty positions that may regain currency by means other than an off-station deployment.

4.8.1. CRE Commander/Operations Officer Currency. Currency is achieved by accomplishing an off-station deployment in the capacity of a CRE Commander/Operations Officer.

**NOTE:** CRE Commanders performing CRE Commander duties update both their CRE Commander and CRE Operations Officer currencies simultaneously.

4.8.2. CRT Chief Currency. CRT Chief currency is achieved by accomplishing an off-station deployment in the capacity of a CRT Chief.

**NOTE:** CRT Chiefs performing CRT Chief duties update both their CRT Chief and Ramp Coordinator currencies simultaneously.

4.8.3. Other AMCU core members (command and control, airfield manager, aerial port, and aircraft maintenance personnel and Ramp Coordinators) require only a deployment performing their core tasks to achieve currency. An on-station exercise/deployment is sufficient.

4.8.4. AST Currency. AST Currency is achieved by accomplishing an airfield survey.

4.8.5. ATT/CLPT Currency. ATT/CLPT Currency is achieved by instructing an Affiliation Class or by accomplishing a CLPT deployment. ATT/CLPT members remain current within 12 months from the most recent event.

4.8.6. CSE Team Chief Currency. There is no currency for CSE team chief qualifications. Personnel must maintain other currencies as outlined in this chapter.

4.8.7. Loss of Currency. Once currency is lost, members must successfully complete an in-house AMCU-directed academic program designed for that specific qualification. Additionally:

4.8.8. CRE Commanders must accomplish an off-station CRE deployment with a current and qualified CRE Commander Instructor.

4.8.9. CRE Operations Officers must accomplish an off-station CRE deployment as a CRE Operations Officer with a current and qualified CRE Commander/Operations Officer Instructor.

4.8.10. CRT Chiefs must accomplish an off-station CRT deployment with a current and qualified Instructor CRT Chief.

4.8.11. Other core members must accomplish a deployment acting in their assigned functional specialty with a current and qualified instructor in that specialty.

4.8.12. AST members must accomplish an airfield survey with a current and qualified Instructor AST.

4.8.13. ATT/CLPT members must either teach an Affiliation Training Course or accomplish a CLPT deployment under the supervision of a current and qualified ATT/CLPT Instructor.

4.8.14. Loss of Qualification. Loss of qualification requires completion of Category I and II training for the specified duty position IAW this instruction. Waivers can be submitted IAW chapter 1 of this instruction.

**4.9. Training Records.** Those AFSCs without functional area guidance will develop training folders IAW with this chapter.

**Table 4.1. CRG Currency and Qualification.**

Specialty	Currency	Loss of Currency	Loss of Qual After	Requal
CRE CC	18 months	Local Trng & 1 Off Station	3 Years w/o a Deployment	Comply w/Ch 4
CRE/OPS OFF	18 months	Local Trng & 1 Off Station	3 Years w/o a Deployment	Comply w/Ch 4
AMCU Core	18 months	Local Trng & 1 Off Station	3 Years w/o a Deployment	Comply w/Ch 4
CRT Chief	18 months	Local Trng & 1 Off Station	3 Years w/o a Deployment	Comply w/Ch 4
CRT Team	18 months	Local Trng & 1 Off Station	3 Years w/o a Deployment	Comply w/Ch 4
AST Chief	AS 18 mos.	Local Trng and 1 Survey	3 Years w/o a Survey	Comply w/Ch 4

**NOTE:** Off-Station Currency and Requalification training will be supervised by a qualified instructor for that specialty.

4.9.1. CFETP Supplement. Individuals mandated to maintain a CFETP (Training Business Area or hard copy IAW functional area requirements) will supplement the CFETP with contingency response training documentation in a manner that maintains the six-part Global Mobility format outlined in Table 4.2. In the event an individual achieves SNCO status and a CFETP is no longer required, the contingency response specific training documentation should be moved to a separate training folder as described in 4.5.5 Individual Training Folder. If a CFETP is not required, an individual training folder is established as a six-part binder or equivalent, constructed using the format outlined in Table 4.2. The training documentation may be computer generated or maintained in a computer database, provided the AMCU establishes a standardized plan for all duty sections. Documentation of all training requirements and accomplishments is the joint responsibility of the individual, the trainer and the unit training office.

**Table 4.2. Training Folder Breakdown.**

Section	Content
I	Orientation
II	Mission Certification
III	Special Qualification Upgrade
IV	Proficiency Training
V	Continuation/Recurring Training
VI	Local Training Documentation and Certificates

**4.10. Training Review Panel (Not applicable to the ARC).** The review is a vehicle to help manage CR forces. It compares the organizations authorized versus assigned manning and required versus qualified personnel for specific contingency response duty positions. TRP will be briefed to AMC/CC monthly.

4.10.1. Data must be provided to HQ AMC/A3M NLT the 5th calendar day of each month with current data as of the end of the previous month. Data must be e-mailed in Microsoft Excel. See Attach A2.7. for report format.

4.10.2. Specific data includes authorized versus assigned manning broken down by AFSC according to unit DOC statement. Include required number and number of qualified for the following categories: CRG Commanders, CRE Commanders, CRE Ops Officers, CRT Chiefs, ATT Members, Airfield Managers, Command and Control Personnel.

## Chapter 5

### STANDARDIZATION AND EVALUATION

**5.1. Purpose and Scope.** The Standardization and Evaluation program is the commander's tool to first, ensure personnel are trained to published standards and remain proficient in their respective functional areas and secondly, validate the unit's mission readiness and effectiveness, to include documentation of individual qualifications and capabilities. Unless otherwise noted, waiver authority for the requirements defined in this chapter resides with the CRW commander for active duty units. AFRC and NGB will develop tailored programs and processes to meet the objectives listed below. Specific program objectives are:

5.1.1. Develop and ensure standardization of operational procedures not specifically addressed in AF/ Command guidance. This includes: Contingency Response Elements, Contingency Response Teams, Contingency Support Elements, Communications Support Teams, Airfield Survey Teams, Air Mobility Liaison Officers (AMLO), Affiliation Training and Stage Management.

5.1.2. Ensure compliance with appropriate operational, training, and administrative directives.

5.1.3. Evaluate and revise operational directives, procedures, and techniques as required.

5.1.4. Provide a system to assess individual qualifications, proficiency and capability to accomplish assigned contingency response functions.

5.1.5. Recognize trends and recommend/initiate changes to operational procedures, training programs and directives.

5.1.6. Ensure standardized training programs and procedures to provide qualified personnel to accomplish Expeditionary Air Mobility Support Operations regardless of unit of assignment (active duty, ANG or AFRC).

### 5.2. Responsibilities.

5.2.1. Stan/Eval Visits. HHQ Stan/Eval staffs may visit units during the administration of formal inspections, Staff Assistance Visits (SAVs) or in an informal capacity.

#### 5.2.1.1. Contingency Response Force Standardization/Evaluation Visit (CRFSEV):

5.2.1.1.1. Purpose. CRFSEVs are the principle tool for evaluating contingency response forces operations and verifying safe and effective mission accomplishment. This is achieved through contingency response force testing and task evaluations to ensure compliance with approved operational procedures and applicable special interest items. Additionally, the effectiveness of unit Stan/Eval and Training programs are evaluated to ensure compliance and standardization among contingency response units, and provide meaningful feedback to unit commanders.

5.2.1.1.1.1. HQ AMC CRFSEV teams may request augmentation from units or user-commands. The HQ AFRC NAF/A3 should augment teams for CRFSEVs on their respective AFRC units, and may be asked to augment any CRFSEV team. AFRC augmentee support will be coordinated through HQ AFRC NAF/A3.

5.2.1.1.2. CRFSEV Testing. CRFSEV team will administer an open book examination to all available qualified CRE/CCs, CRE Ops Officers, CRT Chiefs, Assessment Team members, CSE Chiefs, contingency response Ops Controllers, contingency response Communications members, contingency response AGE members, and RAMPCOs in the grade of O-5 and below. All personnel attached to the wing or below will test. Test individuals who are qualified in more than one of the above positions in their primary UTC.

5.2.1.1.2.1. CRFSEV Tests will be derived from a minimum of 85% MQF questions, with the balance coming from local MIFs and directives. MQF questions will be developed by Contingency Response units IAW paragraph 5.4.3. and submitted to AMC/A3M. AMC/A3M will develop CRFSEV tests from all unit provided question banks.

5.2.1.1.2.2. The CRFSEV team will report the names of individuals tested and their scores to the unit commander. The final CRFSEV report will list the average of test scores by UTC position and the overall average test score.

5.2.1.1.2.2.1. The CRFSEV team chief may elect to send the CRFSEV test after formal CRFSEV notification but before arrival of the CRFSEV team. In this case, the unit will identify a “trusted agent” to control the CRFSEV test content and conduct unit testing, or as specified by CRFSEV team chief.

5.2.1.1.3. Primary CRFSEV Task Evaluations. HQ AMC examiners will administer task evaluations to senior Wing (or equivalent) Stan/Eval personnel for each of the unit’s assigned missions.

5.2.1.1.3.1. If any senior Stan/Eval personnel are scheduled to change within 3 months following a CRFSEV, administer evaluations to designated replacements.

5.2.1.1.3.2. Credit may be taken for CRFSEV task evaluations on local and off-station SPOT evaluations administered by HQ AMC examiners on AMC-directed deployment, re-deployment, operational and local training exercises within 90 days of the designated start date of the CRFSEV. CRG/CC approval is required when conducting operational or local evaluations before the scheduled CRFSEV for ANG and AFRC contingency response units.

5.2.1.1.4. CRFSEV Requirements:

5.2.1.1.4.1. CRFSEV Scheduling/Notification. AMC CRFSEV teams will normally visit units approximately every 40 months for unit-equipped active duty units and approximately every 60 months for unit-equipped ANG and AFRC units. Associate unit (active duty and ARC) visits will be the same frequency (and usually concurrent) with their unit-equipped host unit. Active duty AMC CRFSEVs should be conducted in conjunction with the unit’s AMC Logistics Stan/Eval Program (LSEP) inspection. ARC Contingency Response unit’s CRFSEV should be aligned with their parent unit’s Aircrew Stan/Eval Visit (ASEV). Official unit CRFSEV notification will be sent to the unit not less than 90 days prior to the scheduled visit. The notification message will include CRFSEV team composition, transportation requirements, special interest items, and other details of the visit. Initial planning dates for unit CRFSEVs are

coordinated with AFRC and NGB IG and A3 counterparts, and are published semi-annually in the AMC/IG Command-wide Inspection Schedule and posted on the AMC/A3M CoP. Unit scheduling conflicts should be reported to HQ AMC/A3MM for resolution; all changes will be coordinated with the respective MAJCOM, with final approval by HQ AMC/A3.

5.2.1.1.5. Task evaluations should represent a cross section of the unit's operational mission. All of the Contingency Response unit's personnel filling UTC positions listed in paragraph 5.2.1.1.2. may be asked to accomplish specific tasks for their qualification to assess proficiency and compliance to applicable regulations. CRFSEV evaluations may be administered up to and including 90 days prior to the beginning of the CRFSEV.

5.2.1.1.5.1. CRFSEV teams will complete all documentation for evaluations conducted before departure.

5.2.1.1.6. CRFSEV grading. A unit-level overall CRFSEV grade will be awarded. At the conclusion of the visit, the CRFSEV team chief will provide feedback (oral or written) to the unit commander and staff. In addition, HQ AMC/A3 or designated representatives will release a CRFSEV written report following review/endorsement. CRFSEV teams will identify those areas not in compliance with current guidelines and include as "required improvements". Units will report corrective action to AMC/A3M within 90 days after receiving the final report. This report will be in the form of an official memorandum signed by the unit's wing/group commander to HQ AMC/A3M. It will provide specifics on what corrective action was taken to resolve each of the "required improvements" to bring each of the designated areas into compliance.

5.2.1.1.6.1. Individual programs will be awarded a grade using the following scale:

5.2.1.1.6.1.1. Outstanding: Program exceeds all requirements with no significant discrepancies.

5.2.1.1.6.1.2. Excellent: Program exceeds most requirements with few deviations noted.

5.2.1.1.6.1.3. Satisfactory: Program meets requirements with some deviations noted.

5.2.1.1.6.1.4. Marginal: Program meets most requirements with significant discrepancies noted.

5.2.1.1.6.1.5. Unsatisfactory: Major discrepancies noted that degrade program effectiveness.

5.2.1.1.7. CRFSEV Results. Approved unit CRFSEV Reports are posted on HQ AMC/A3M CoP.

5.2.1.2. Staff Assistance Visits.

5.2.1.2.1. AMC/A3M (AFRC NAF/A3 for AFRC units and NGB/A3 for ANG) will conduct scheduled Mid Term CRFSEV Staff Assistance Visits (SAVs) at the

- approximate half-way point between CRFSEVs. Notification of the SAV will be sent to the unit approximately 45 days prior. SAVs may include any Stan/Eval or training related area the unit requests.
- 5.2.1.2.2. AMC/A3M will normally not conduct a SAV in the 6 month period prior to a Stan/Eval inspection.
- 5.2.1.2.3. Reports generated by a SAV will be informal (internal use only). Results from AFRC and ANG SAVs administered IAW paragraph 5.2.1.2.1. will be briefed to the AFRC A3 and NGB/A3 and forwarded to AMC/A3M.
- 5.2.1.3. Informal Visits. For AMC evaluators visiting AMC units, prior coordination for an informal visit is not required. Informal visits to AFRC and ANG units will be coordinated through AFRC NAF/A3 and NGB/A3. AFRC NAF evaluators may perform informal visits within their NAFs with NAF A3 approval. If the purpose of the visit is other than continuation training, HHQ evaluators will informally in/out-brief with the WG/CC or OG/CC as appropriate. Reports, if generated, will be informal (for internal use only).
- 5.2.2. Wing Commander or equivalent (CRG/CC for ANG) will:
- 5.2.2.1. Establish a Standardization and Evaluation Program.
- 5.2.2.2. Determine appropriate manning for Standardization and Evaluation office. For those duty positions requiring evaluations (CRE Commander, CRE Ops Officer, CRT Chief, Ramp Coordinator, AST Chief, and Affiliation Instructor), at least 10% of the authorized personnel for that duty position within the wing, or equivalent, will be certified as evaluators.
- 5.2.2.3. Be ultimately responsible for the mission readiness and effectiveness of the AMCU as a whole.
- 5.2.2.4. Appoint the Technical Order Distribution Office Manager (TODO).
- 5.2.3. Other AMCU Commanders will:
- 5.2.3.1. Actively support the Standardization and Evaluation Program and directives.
- 5.2.3.2. Establish training programs to ensure personnel are qualified. This includes auxiliary, proficiency and upgrade training.
- 5.2.3.3. Review training and evaluation records of newly assigned or attached members and those completing formal training, to determine the training required to certify the individual for the Global Mobility mission.
- 5.2.3.4. Monitor training status of assigned personnel.
- 5.2.3.5. Counsel personnel requiring additional/corrective training.
- 5.2.3.6. Designate instructors/trainers/evaluators.
- 5.2.3.7. Convene unit Review & Certification (R&C) Boards as required.
- 5.2.3.8. Appoint Exercise Evaluation Team personnel for their unit(s) as required.
- 5.2.3.9. Appoint Standardization and Evaluation Liaison Officer (SELO). Commanders will appoint an individual(s) to act as SELO for their unit as required. The SELO should

possess a working knowledge of training programs but is not required to be an officer, instructor or evaluator in their duty position. SELO's duties include:

- 5.2.3.9.1. Forward to wing or equivalent Standardization and Evaluation Office all Letters of Evaluation and Certification and De-Certification Letters for unit personnel.
  - 5.2.3.9.2. Establish and maintain a Letter of Xs or equivalent database, documenting certifications and special qualifications for personnel filling deployable positions. The letter/database will contain the minimum information found in paragraph **5.4.2.3.1** (see paragraph **5.4.2** and **Attachment 4.3**).
  - 5.2.3.9.3. Oversee preparation for unit R&C Boards (see paragraph **5.4.1**).
  - 5.2.3.9.4. Coordinate and inform Standardization and Evaluation office on all unit exercises to ensure standardization of procedures/execution and to receive assistance in exercise development.
- 5.2.3.10. Appoint Technical Order Distribution Account Manager(s) (TODA) as required.
- 5.2.3.11. Appoint personnel to augment Standardization and Evaluation Office as required.
- 5.2.3.12. Appoint personnel to establish and maintain the Master Read File within the unit (see paragraph 5.4.6). Units are authorized to use an electronic database. Stan/Eval offices will maintain hard copies of Master Read File items.
- 5.2.3.13. Ensure personnel have signed off their respective Mobility Information File (MIF) card prior to participating in any mission exercise, deployment, TDY, or ground training event.
- 5.2.3.14. Request Staff Assistance Visits (SAVs) from Standardization and Evaluation office as required.
- 5.2.3.15. Maintain publications libraries as required.
- 5.2.4. Standardization and Evaluation Office will:
- 5.2.4.1. Implement AMCU/CC policies and manage/oversee the Standardization and Evaluation Program.
  - 5.2.4.2. Develop and represent the AMCU/CC position to MAJCOM and Air Force staffs with regards to all standardization and evaluation issues and programs.
  - 5.2.4.3. Coordinate with Wing Plans, or equivalent, for Memorandum of Understanding (MOU) with the host wing to coordinate actions for the QA, TODO, Exercise Evaluation Team (EET), and ATSEV programs. Additionally they may coordinate training and evaluation assistance for Command & Control, Weather, Maintenance, and Aerial Port as required. If a MOU is required, Standardization and Evaluation will ensure it is reviewed at least once every two years.
  - 5.2.4.4. Establish guidance for and conduct scheduled mission, spot and no-notice Global Mobility-specific evaluations (see paragraph 5.5.).

- 5.2.4.5. Establish guidance for and manage the Maintenance Quality Assurance Program (see paragraph 5.4.7.).
- 5.2.4.6. Establish guidance for and manage the ATSEV Program (see paragraph 5.4.8.).
- 5.2.4.7. Monitor the training programs of each unit and conduct SAVs when directed by AMCU/ CC or requested by unit/CC in order to ensure the continuity and validity of programs.
- 5.2.4.8. Monitor the Evaluation Program of each unit and conduct SAVs when directed by AMCU/CC or requested by unit/CC in order to ensure the continuity and validity of programs.
- 5.2.4.9. Establish and implement standards and guidelines for the Review and Certification Program (See paragraph 5.4.1.).
- 5.2.4.10. Develop and maintain Standardization and Evaluation Testing Program and Master Question File (See paragraph 5.4.3.).
- 5.2.4.11. Establish and maintain a Master Waiver Log and track status and resolution of all training and standardization and evaluation waivers applied for by AMCU personnel.
- 5.2.4.12. Establish, manage, and maintain quality control of the Master Read File Program (see paragraph 5.4.6.).
- 5.2.4.13. Maintain an Airfield Survey Program to ensure standardization of surveys and creation of a survey library.
- 5.2.4.14. Conduct quarterly Standardization and Evaluation Board (SEB) (see paragraph 5.4.11.).
- 5.2.4.15. Manage the EET Program.
- 5.2.4.16. Advise functional managers in development of Unit Type Code (UTC) and AFSC-specific Mission Essential Task Lists (METLs).
- 5.2.4.17. Forward recommend changes to CJQS, Master Task Listings (MTL), and training courseware for Global Mobility-specific mission qualifications to HQ AMC/A3MM.
- 5.2.4.18. Monitor and observe unit deployment preparations for all exercise and/or real-world contingency taskings and other deployment preparations as directed by AMCU/CC or requested by unit/CC.
- 5.2.4.19. Develop and maintain AMCU Master Publications Library, to include electronic and deployed libraries.
- 5.2.4.20. Develop and maintain the AMCU TODO Program. (See paragraph 5.4.9.).
- 5.2.4.21. Function as the AMCU point of contact for all recommendations to change Air Force publications and technical orders.

### **5.3. Standardization and Evaluation Office Personnel Qualifications and Duties.**

- 5.3.1. AMCUs identified within contingency response contain differing capabilities/requirements based on their DOC directives. AMCUs need to ensure that all personnel assigned to their organizations are tracked/represented within their respective

Standardization and Evaluation Offices. In the absence of funded Standardization and Evaluation Office positions, AMCU's may establish procedures and/or a MOU with the in-garrison host wing/base or their affiliated CRW to ensure these responsibilities are completed (i.e. on-loan personnel, support agreements, etc.). The following will define the Standardization and Evaluation office personnel responsibilities and qualifications. AMCU's only require the Standardization and Evaluation personnel listed below that are assigned to their organization's mission directives.

5.3.2. The Chief, Standardization and Evaluation Office must be CRE commander and Airfield Survey Team Chief qualified. He/she will:

5.3.2.1. Designate personnel to manage Standardization and Evaluation Programs.

5.3.2.2. Oversee the CRE Commander and CRE Operations Officer evaluations and training programs.

5.3.3. The Command & Control Evaluator must be Airfield Survey Team Chief qualified and be a Command Post Controller, Airfield Manager, or Communications/Satellite equipment operator. This individual will:

5.3.3.1. Oversee Command and Control, Airfield Manager, and Communications/Satellite Equipment evaluations and training programs.

5.3.3.2. Oversee the Airfield Survey Program and other programs as directed by the Chief, Standardization and Evaluation.

5.3.4. The Operations Evaluator must be CRT Chief qualified and Affiliation Instructor and Stage Manager qualification is desired. This individual will:

5.3.4.1. Oversee the Ramp Coordinator, CRT Chief, Stage Manager, Weather, and Affiliation evaluations and training programs.

5.3.4.2. Oversee other programs as directed by the Chief, Wing Standardization, and Evaluation.

5.3.5. Maintenance QA Evaluators must be dual qualified on C-5 and C-17 and have completed a QA course. The QA Manager will:

5.3.5.1. Establish and implement guidelines and procedures for developing and administering a Maintenance Quality Assurance Program (see paragraph 5.4.7).

5.3.5.2. Oversee all QA evaluations and inspections for the AMCU.

5.3.5.3. Oversee aircraft maintenance and AGE maintenance evaluations and training programs.

5.3.5.4. Oversee other programs as directed by the Chief, Standardization and Evaluation.

5.3.6. The Technical Order Distribution Office Manager will establish and maintain a Technical Order account to ensure all cargo loading manuals, aircraft maintenance, MHE, AGE, communications/satellite equipment and other technical data is current for the AMCU (see paragraph 5.4.9.).

5.3.6.1. It is not necessary for the TODO manager to be assigned to the Standardization and Evaluation section. However, the Chief of Standardization and Evaluation will ensure the TODO function is accomplished in accordance with the CRW/CC (or equivalent) direction and policies.

5.3.7. Air Transportation Standardization/Evaluation Program Manager: As a whole, ATSEV personnel must possess all the aerial port qualifications required within the unit's mission directive. Evaluators must also be CSE Chief qualified and have completed the Air Force Trainer Course. The Program Manager will:

5.3.7.1. Oversee aerial port and CSE Chief evaluations and training programs.

5.3.7.2. Oversee other programs as directed by the Chief, Wing Standardization and Evaluation.

**5.4. Standardization and Evaluation Programs.** AMCUs will ensure the following programs are resident within their Standardization and Evaluation function. Units will develop specific procedures for each program utilizing the general guidance provide within this instruction. Some AMCUs may not require all the below mentioned programs based upon their units individual mission directives. HQ AMC/A3 will assist with these determinations.

5.4.1. Review and Certification Program. The Review and Certification Program places primary responsibility for unit training, upgrade, and certification of personnel on the Unit Commander. Unit supervisory involvement is critical to ensure the Unit Commander has all available information to make the best decisions possible for maintaining unit capability. Frequency and composition of R&C Boards will be determined by the AMCU Commander. See Attach A3.4. and A3.5. for samples of R&C Board coordination sheets and minutes.

5.4.1.1. The Review portion of the R&C Program provides commander oversight of unit training. The Review, which is as important as the Certification portion, receives more emphasis and needed support from unit leadership. The purpose of the Review portion of R&C is to address the adequacy of training for substandard performance, in-unit upgrades, and qualifications/re-qualifications, as required.

5.4.1.2. The Certification portion of the R&C Program formally completes the mission certification process. This portion provides commander oversight through formal documentation of mission qualification or other specialized training. See Attachment A3.1. for proposed R&C board discussion items for certifications.

5.4.1.2.1. R&C Boards will certify completion of training/evaluations for initial upgrade or re-qualification to CRG Commander, CRE Commander, CRE Operations Officer, CRT Chief, CSE Chief, Airfield Survey Team Chief, Communications Support Team Chief, Assessment Team, Ramp Coordinator, Affiliation Instructor, CRE AGE, and COMM JQS. In addition, the R&C Board will certify all personnel in the following tasks: In-Transit Visibility, Joint Inspection, and NVG Operations.

5.4.1.2.2. All personnel, either directly assigned to a deployable UTC or expected to deploy supporting operations, will be certified upon completion of Category I training as outlined in Chapter 4 of this instruction.

5.4.1.2.3. R&C Boards will certify personnel as an Instructor or Evaluator for the positions of CRE Commander; CRE Operations Officer; CRT Chief; CSE Chief;

Airfield Survey Team Chief; Communications Support Team Chief; Ramp Coordinator; and Affiliation Instructor and for those personnel instructing NVG Operations. Instructor and Evaluator qualifications will be IAW paragraph 5.5.2. Indicate Instructor and Evaluator status on Letter of Xs. (See paragraph 5.4.2. and Attachment 3.12).

5.4.1.2.4. Certification officials for all contingency response duty positions are listed in Table 5.1.

**Table 5.1. Certification Official Matrix.**

QUALIFICATION	CRW/CC	CRG/CC	SQ/ALCF/CC
CRG COMMANDER	X		
AT MEMBER		X	
CRE COMMANDER		Note 1	X
CRE OPS OFFICER		Note 1	X
CRT TEAM CHIEF			X
AST TEAM CHIEF		Note 1	X
AFFILIATION INSTR			X
CSE TEAM CHIEF			X
CST TEAM CHIEF			X
ITV			X
JI			X
NVD OPERATOR			X
MX PRO SUPER			X
RAMPCO			X
CRE AGE			X
OTHER CJQS		Notes 1 & 2	

**NOTES:**

1. SQ and ALCF/CCs will be certified by the CRG/CC or OG/CC for ARC.
2. Covers all CJQS certifications.

5.4.2. Letter of Xs. Units will maintain a Letter of Xs, or equivalent database, documenting Global Mobility certifications and special qualifications for unit personnel. The information will be updated monthly and a copy will be provided to the Stan/Eval office.

5.4.2.1. The commander's signature certifies the Letter of Xs.

5.4.2.2. Units will re-certify their Letter of Xs once per month and send a copy to Standardization and Evaluation Office, if applicable.

5.4.2.3. Units indicate an individual's certification or qualification by placing an "X" in the appropriate column. Instructor certification is indicated with an "I," evaluator certification is indicated by an "E."

- 5.4.2.3.1. All assigned personnel will be listed on the Letter of Xs with the following qualifications to include, but not limited to: Cat 1 Training complete, CRE Commander, CRE Operations Officer, AST Chief, CRT Chief, CSE Chief, CST Chief, Affiliation Instructor, Ramp Coordinator, C-5/C-17 MTL Completion, Production Superintendent, CRE AGE, NVG Marshalling, In-Transit Visibility System operation qualification, JI qualification, NVG MHE Operator, Operations NCO, CRE Comm JQS, I-BEST/SPICE Equipment, Weapons Courier, and Deployed Equipment Custodian.
- 5.4.2.3.2. AMCU commanders may add additional qualifications to their Letter of Xs at their discretion.
- 5.4.3. Standardization and Evaluation Testing. AMCU Standardization and Evaluation Offices will establish a testing program designed to assess personnel's knowledge of Air Force, AMC, and AMCU/CC Special Interest Items (SII), pre-mission planning duties, the deployment process, and emergency actions as required.
- 5.4.3.1. CRE Commanders, CRE Operations Officers, CRT Chiefs, and CSE Chiefs will successfully complete an open book evaluation before being certified in their respective duty position. Grade examinations as a percentage of correct answers to the number of questions. Successful completion is defined as a grade of 80% or higher.
- 5.4.3.2. AMCU Commanders may direct other mission related testing as required.
- 5.4.3.3. Standardization and Evaluation Offices will maintain at least two versions of each test with questions derived from a Master Question File (MQF). MQF sources include AFI 10-401, AFI 31-201, *Security Police Standards and Procedures*, AMCI 10-202V4, *Contingency and Wartime Mobility Airfield Operations Management*, AMC Global Mobility Checklists, AMC Global Mobility Quick Reaction Checklists, Master Read File, IDP, and the Foreign Clearance Guide. Tests and MQF will be reviewed by Wing Stan/Eval annually for accuracy and currency. HQ AMC/A3MM will review CRW MQF products annually.
- 5.4.3.4. All tests will assess knowledge of current SIIs, deciphering tasking documents, gathering user/mission requirements, acquiring transportation for personnel and equipment, gathering information on mission location, force protection considerations/planning, acquiring country/theater/special area clearances, and resolving problems in mission execution.
- 5.4.3.5. CRE Commanders and CRT Chiefs will be tested on knowledge of OPREP reporting, Quick Reaction Checklists, airfield suitability, theater C2 systems, reporting requirements, stage management, finance/contracting responsibilities, legal considerations when resolving personnel/host nation issues, and sister service supporting/supported organizations and capabilities.
- 5.4.3.6. CRE Operations Officers will be tested on knowledge of OPREP reporting, Quick Reaction Checklists, airfield suitability, theater C2 systems, reporting requirements, and stage management.
- 5.4.3.7. CRE Ops Controllers and Assessment Team (7E1AM UTC) members will successfully complete open book examinations as part of the Contingency Response

SEV. These examinations will be IAW paragraphs 5.4.3.3 and 5.4.3.4. CRE Ops Controllers will also successfully complete examinations IAW AFI 10-207 AMC SUP 1, *Command Posts*.

#### 5.4.4. Staff Assistance Visits (SAVs).

5.4.4.1. Standardization and Evaluation Offices will periodically visit specific units to ensure the goals of the Training Program and the Standardization and Evaluation Program are reached. The purpose is to review group/squadron training and standardization and evaluation programs, provide feedback to the units, and evaluate specific areas of interest as directed by the Wing, Group, or Squadron Commander, as appropriate. There is no timetable or limits to visits.

5.4.4.2. Standardization and Evaluation Offices will use applicable regulations and functional areas and CJQs as a guide during their visits. When processes do not meet standards a memorandum recommending process improvement will be forwarded to appropriate AMCU commander.

5.4.4.3. Results of the visit will be provided in a report to the unit commander and to the commander requesting or directing the SAV.

5.4.4.4. When required, Standardization and Evaluation Office augmentation may be necessary to accomplish visits in a timely manner.

#### 5.4.5. Exercise Evaluation Team.

5.4.5.1. The EET is an integral part of the AMCU's Standardization and Evaluation Program. They are also the unit commander's tool to ensure exercises accurately assess a unit's core tasks and areas of special concern to the commander.

5.4.5.2. Squadron/ALCF, and higher level, Commanders may appoint personnel as EET members for their units.

5.4.5.3. Personnel shall be subject matter experts in their respective duty positions.

5.4.5.4. Commanders shall appoint as many EET members as they deem necessary to effectively evaluate their core tasks.

5.4.6. Master Read File Program. The goal of the Master Read File Program is to ensure the timely distribution of pertinent information to all AMCU members. Standardization and Evaluation Office administers the Master Read File Program through release of Mobility Information File (MIF) items and the Mobility Crew Bulletin (MCB). The Safety Office releases Safety Read File (SRF) items.

5.4.6.1. Upon approval by the Commander, official message traffic, technical bulletins, safety messages, Operating Instructions, policy letters, and other information as directed, will be distributed to all members. Units will determine procedures for distribution.

5.4.6.2. Units will maintain a Master Read File consisting of four sections:

5.4.6.2.1. Section A: MIFs (Changes to operational procedures, AF/Command policy guidance, etc.).

5.4.6.2.2. Section B: Mobility Crew Bulletin (see paragraph 5.4.6.5.).

5.4.6.2.3. Section C: Unit Read File (Unit specific non-mission related items).

5.4.6.2.4. Section D: Safety Read File (Safety reports, messages, etc.).

5.4.6.3. All personnel must review the Master Read File prior to each mission exercise, deployment, TDY, or ground training event. Beyond this requirement units will determine review frequency and documentation requirements.

5.4.6.4. Items posted to the MIF are maintained until the withdrawal date and apply to the indicated units/qualifications. On the withdrawal date, Standardization and Evaluation will incorporate the item into the MCB, extend the item's expiration date by reissuing another MIF indicating so, or remove the MIF from the Master Read File.

5.4.6.5. Mobility Crew Bulletin contains items of vital interest, which have been extracted from publications, directives, and messages not normally available to AMCU members. In addition, the MCB:

5.4.6.5.1. Will be published quarterly and remains in effect until replaced or changed by a subsequent MCB.

5.4.6.5.2. Contains AF/Command/AMCU Global Mobility-related SII.

5.4.6.5.3. Contains a listing of publications recommended for Global Mobility deployment kits.

5.4.6.5.4. Contains a listing of AMCU Operating Instructions, Policy Letters, and Memorandums of Understanding.

5.4.7. Maintenance Quality Assurance (QA). Maintenance quality and equipment reliability is the responsibility of all maintenance personnel. The combined efforts of QA personnel, maintenance leaders, and technicians are necessary to ensure high quality maintenance production and equipment reliability. Maintenance leaders are responsible for safety of flight, safety of equipment operation, and quality maintenance production. The QA staff evaluates the quality of maintenance accomplished in the AMCU and performs necessary functions to manage the organization's Maintenance Standardization and Evaluation Program/Communications Standardization and Evaluation Program (MSEP/CSEP). The MSEP/CSEP provides an objective sampling of both the quality of equipment and the proficiency of maintenance personnel. QA serves as the primary technical advisory agency in the maintenance organization, assisting maintenance supervision at all levels to resolve quality problems. The evaluation and analysis of deficiencies and problem areas are key functions of QA that highlight and identify underlying causes of poor quality in the maintenance production effort. By finding causes of problems and recommending corrective actions to supervisors, QA can significantly affect the quality of maintenance within the maintenance complex. Aircraft and equipment condition and personnel proficiency are validated through the MSEP/CSEP and shall be recorded using a AMC-approved QA database. Overall, the QA Program validates use of effective training programs, maintenance techniques, safety procedures, supply discipline, security procedures, good housekeeping practices and deployment and redeployment processes. QA responsibilities include:

5.4.7.1. Responsible to the AMCU/CC to perform as the primary technical advisory agency for maintenance, assisting work center supervisors.

5.4.7.2. Implements and administers the MSEP/CSEP.

5.4.7.3. Manages the Product Improvement Programs (PIP) and other programs.

5.4.7.4. Reviews aircraft aborts, in-flight emergencies (IFE), and other incidents as required using MIS.

5.4.7.5. Implements the unit Foreign Object Damage prevention program.

5.4.7.6. QA uses their technical expertise to assist the AMCU/CC to arrive at informed decisions when coordinating with higher headquarters, Air Force Materiel Command (AFMC), Defense Contract Management Agency (DCMA), and other outside agencies.

5.4.7.7. Evaluates unit maintenance management procedures, including locally developed forms, publications, and operating instructions for accuracy, intent, and necessity (IAW AFI 21-101 Ch. 1).

5.4.7.8. Ensures management/evaluation of the special programs in AFI 21-101, Aerospace Equipment Maintenance Management, Chapter 14, and other programs as assigned by the commander.

5.4.7.9. Specific requirements and responsibilities can be located in AFI 21-101, AMCSUP1.

5.4.7.10. Units with maintenance functions will develop unit level operating instructions to outline QA Programs and evaluations.

5.4.8. Air Transportation Standardization/Evaluation provides a common approach to training and evaluation for AMC and AMC-gained units. It establishes standardized training and provides the tools to train and evaluate air transportation personnel and processes.

5.4.8.1. Specific program objectives are to:

5.4.8.1.1. Ensure the standardization of unit level training.

5.4.8.1.2. Provide a system to assess air transportation personnel qualifications and capabilities.

5.4.8.1.3. Ensure a competent workforce.

5.4.8.1.4. Ensure compliance with appropriate operational directives, training, and administrative directives.

5.4.8.1.5. Identify trends and recommend changes.

5.4.8.1.6. Specific requirements and responsibilities are located in AMCI 24-101V20, *Air Transportation Standardization/Evaluation Program*.

5.4.8.2. Units with aerial port functions will develop unit level operating instructions to outline unit ATSEV Programs and evaluations.

5.4.9. Technical Order Distribution Office. TODO is responsible for establishing/maintaining account requirements and distribution of records for the AMCU TODO library and for sub-account libraries, using the ATOMS database. The TODO Manager will:

5.4.9.1. Ensure Automated Technical Order Management System (ATOMS) records are current as T.O.s and status update notices are received.

5.4.9.2. Establish Technical Order Distribution Accounts and manage T.O. Libraries based on mission requirement.

5.4.9.3. Review requirements to ensure minimum essential T.O.s and quantities are requested.

5.4.9.4. Distributes T.O.s and increments to TODAs upon receipt, notify them of backorder status and follow-up actions being taken.

5.4.9.5. Perform routine and annual ATOMS record checks and library inventories of the unit T.O. library and assist and support the TODAs in performing their annual inventories.

5.4.10. Unit TODAs will control and protect T.O. copies as organizational equipment, perform routine T.O. Catalog checks and annual library inventory, and ensure all T.O.s are maintained IAW T.O. 00-5-1.

5.4.10.1. Units with TODO functions will develop unit level operating instructions to outline processes for Lessons Learned. AMCUs will manage a Lessons Learned Program which will:

5.4.10.1.1. Analyze exercises, inspections, evaluations, and After Action Reports to determine if any trends are developing that would have a detrimental impact on readiness or effectiveness.

5.4.10.1.2. Identify best practices for accomplishing the Global Mobility mission.

5.4.10.1.3. Track progress of changes implemented to programs in response to trends or lessons learned.

5.4.10.2. Standardization and Evaluation Office will conduct Lessons Learned meetings as required with AMCU instructors and evaluators. Information will also be shared with other CRW/CRG/ALCF units and HQ AMC/A3MM.

5.4.11. Standardization and Evaluation Board (SEB). The SEB is the CRW (or equivalent) Commander's tool to periodically review the Standardization and Evaluation Program and to assess the effectiveness of training programs. The SEB will be conducted once per quarter. Information to be covered may include:

5.4.11.1. Current SIIs

5.4.11.2. QA inspections

5.4.11.3. ATSEV inspections

5.4.11.4. Operations, Command & Control, Communications, Security, and Intel Global Mobility mission evaluations

5.4.11.5. SAV Results

5.4.11.6. Lessons Learned/Trends

5.4.11.7. TODO updates & status.

5.4.11.8. Evaluator Manning

## **5.5. Evaluations.**

5.5.1. Administration. The evaluation program is designed to verify successful training completion and that individuals are ready to conduct operations unsupervised. All evaluations will be conducted by personnel certified as evaluators in the CJQS area being evaluated. Evaluations will be recorded on a Letter of Evaluation and Certification (see Attachment A3.1.) and certified by the Unit Commander at the R&C Board.

5.5.2. Evaluation Requirements. Accomplish all Global Mobility mission evaluations IAW this paragraph.

5.5.2.1. Completion of the following CJQSs requires evaluations prior to certification: CRE Commander, CRE Operations Officer, Contingency Response Team Chief, Ramp Coordinator, Airfield Survey Team Chief and ACLP Instructor.

5.5.2.2. IAW Para 5.10., commanders may direct a requirement for an evaluation before certification for other duty-positions including instructor or evaluator qualifications.

5.5.2.3. Certification of an individual in a CJQS requiring an evaluation without completion of an evaluation will only be accomplished in extraordinary circumstances. Requests for waiver will be submitted to Standardization and Evaluation for recommendation and forwarding to CRW/CC or equivalent (highest level AMCU/CC in chain of command for ARC). With this commander's approval, request will be forwarded to HQ AMC/A3 for resolution. ARC may devise their own procedure.

5.5.2.4. Requirements for QA and ATSEV evaluations are IAW applicable AF/Command directives.

5.5.3. Types of Evaluations.

5.5.3.1. Mission Evaluations. All members will successfully complete a mission qualification evaluation upon completion of any CJQS as outlined in paragraphs 5.5.2.1. and 5.5.2.2. Some mission evaluations require successful completion of an examination (see Para 5.4.3.). Record this evaluation on a Letter of Evaluation and Certification.

5.5.3.2. No-Notice Evaluations. Commanders may direct evaluations at any time for personnel in their unit. Record this evaluation on a separate Letter of Evaluation and Certification.

5.5.3.3. Requalification Evaluations (IAW Table 4.2). Individuals previously qualified in Global Mobility operations who have lost currency for less than 3 years may receive a requalification evaluation after applicable local training is complete. Individuals beyond 3 years will complete initial training and receive a qualification evaluation for the applicable position. Individuals may receive a requalification evaluation following de-certification after corrective training (if applicable).

5.5.3.3.1. The unit commander will determine if the member requires a requalification evaluation after a de-certification. If required, the evaluation will be recorded on a separate Letter of Evaluation and Certification.

5.5.3.3.2. If the member does not require a requalification evaluation, the commander will certify the member as re-qualified on a separate Letter of Evaluation and Certification.

5.5.3.4. Spot Evaluations. Unit commander may direct evaluations targeting specific areas but not all aspects of a mission. These evaluations shall be identified as Spot Evaluations and recorded on a separate Letter of Evaluation and Certification.

5.5.4. Evaluation Grading Policies. When evaluation of a required area is not possible, the area may be verbally evaluated. Evaluators will make every effort to evaluate all required areas during the evaluation before resorting to this provision. If an alternate method is used to complete the evaluation, document in the comments portion of the Letter of Evaluation and Certification. Use of this provision must be approved by the examinee's commander.

5.5.5. Evaluation Grading System. A two-tiered grading system is used to evaluate and document performance. Individual scores are recorded for examinations while areas/subareas of performance are individually graded against established evaluation criteria. Performance less than fully qualified is documented. An overall qualification level is determined from the compilation of these individual scores/grades.

5.5.5.1. This section does not pertain to QA and ATSEV evaluations. Reference paragraphs 5.4.7. and 5.4.8. for QA and ATSEV grading systems.

5.5.5.2. Area/Subarea Grades. In the absence of criteria from AF/Command directives, Standardization and Evaluation Office will establish areas and subareas to be evaluated and the appropriate grading criteria for those areas/subareas. Areas will have a two-level (Q/U) or three-level (Q/Q-/U) grading system. The overall area grade will be the lowest of any subarea grade awarded.

5.5.5.2.1. Qualified (Q). Q is the desired level of performance. The examinee demonstrated a satisfactory knowledge of all required information, performed duties within the prescribed tolerances and accomplished the assigned mission.

5.5.5.2.2. Qualified Minus (Q-). Q- indicates the examinee is qualified to perform the assigned area tasks, but requires debriefing or additional training as determined by the evaluator. Deviations from established standards must not exceed the prescribed Q-tolerances or jeopardize safety.

5.5.5.2.3. Unqualified (U). Assign a U area grade for any breach of discipline, performance outside allowable parameters or deviations from prescribed procedures/tolerances that adversely affected mission accomplishment or compromised safety. An examinee receiving an area grade of U normally requires additional training. When, in the judgment of the evaluator, additional training will not constructively improve examinee's performance, it is not required. In this case, the evaluator must thoroughly debrief the examinee.

5.5.5.3. Critical Areas. Critical areas require adequate accomplishment by the member in order to successfully achieve the mission objectives. Critical areas are graded either "Q" or "U".

5.5.5.3.1. Critical areas are identified by "(Critical)" in the area title and shading of the "Q-" block on the Evaluation Worksheet (See Attachments A3.7. thru A3.9.).

5.5.5.3.2. As a minimum Safety, operational risk management (ORM), Judgment, and Emergency Procedures are considered Critical Areas for all Global Mobility mission evaluations.

5.5.5.4. Qualification Levels. Overall evaluation performances are graded by qualification levels as follows:

5.5.5.4.1. Qualification Level 1 (Q-1). The member demonstrated desired performance and knowledge of procedures, equipment and directives within tolerances specified in the grading criteria. This will be awarded when no discrepancies were noted and may be awarded when discrepancies are noted if:

5.5.5.4.1.1. The discrepancies resulted in no U grades being given in any area(s)/subarea(s).

5.5.5.4.1.2. In the judgment of the evaluator, none of the discrepancies preclude awarding of an overall Qualification Level 1.

5.5.5.4.1.3. All discrepancies noted during the evaluation were cleared during the debrief.

5.5.5.4.2. Qualification Level 2 (Q-2). The member demonstrated the ability to perform duties safely, but:

5.5.5.4.2.1. There were one or more area(s)/subarea(s) where additional training was assigned.

5.5.5.4.2.2. A non-critical area/subarea grade of U was awarded.

5.5.5.4.2.3. In the judgment of the evaluator, there is justification based on performance in one or several areas/subareas.

5.5.5.4.3. Qualification Level 3 (Q-3). The member demonstrated an unacceptable level of safety, performance or knowledge.

5.5.5.4.3.1. An area grade of U awarded in a critical area requires an overall Q-3 for the evaluation.

5.5.5.4.3.2. An overall Q-3 can be awarded if, in the judgment of the evaluator, there is justification based on performance in one or several areas/subareas.

5.5.6. Conduct of Evaluations.

5.5.6.1. Evaluators will pre-brief the examinee on the conduct, purpose, requirements of the evaluation, and all applicable evaluation criteria. Evaluators will then evaluate the examinee in each graded area/sub area.

5.5.6.2. Evaluators will normally not evaluate personnel they have primarily trained, recommended for upgrade, which they supervise, or who write their effectiveness/performance reports. Deviations must be approved by the examinee's commander and the Standardization and Evaluation Office chief.

5.5.6.3. An evaluation will not be changed to a training mission to avoid documenting substandard performance, nor will a training mission be changed to an evaluation.

5.5.6.4. Early termination of an evaluation (an incomplete evaluation) for any reason will be clearly documented on the CJQS evaluation worksheet with a course of action recommended to complete the evaluation.

5.5.6.5. The judgment of the evaluator and the guidance provided in this instruction will be the determining factors in assigning an overall qualification level. The evaluator will thoroughly critique all aspects of the evaluation. During the critique, the evaluator will review the examinee's overall rating, specific deviations, and any additional training required. Evaluator will debrief examinee and the examinee's supervisor.

5.5.6.6. In the event of unsatisfactory performance, the evaluator will recommend additional training requirements to the AMCU/CC. Required additional training should not be accomplished on the same mission.

5.5.6.7. Re-evaluations will normally be administered by an evaluator other than the one who administered the original unsatisfactory evaluation. Deviations must be approved by the examinee's commander and the Standardization and Evaluation Office chief.

5.5.7. Unsatisfactory Performance. Conduct a thorough post-mission debriefing to the examinee and applicable team members on all aspects of the evaluation.

5.5.7.1. The evaluator will immediately correct breaches of safety during an evaluation.

5.5.7.2. Notify the examinee's commander, or designated representative, whenever unsatisfactory (Qualification Level "Q-3" for QA and ATSEV) performance is observed.

5.5.7.3. Evaluators observing unsatisfactory performance by a team member other than the examinee will correct the member and provide feedback, if warranted.

5.5.7.4. AMCU commanders will direct re-evaluations if in the opinion of the evaluator the unsatisfactory performance warrants not certifying the individual in the evaluated duty position. Required items for re-evaluations will be determined by the AMCU commander after considering the evaluator's recommendations. Re-evaluations may be completed in-garrison and should be completed within 30 days of the date of the failed evaluation.

5.5.8. Incomplete Evaluation. Evaluators will make every effort to prevent an incomplete evaluation from occurring. It is possible that circumstances beyond their control may result in an incomplete evaluation. The evaluator will take every action possible to complete as many items as possible during the evaluation.

5.5.8.1. The evaluator will evaluate all items accomplished and document on the Letter of Evaluation and Certification those items required to complete the evaluation. Any critical item graded unsatisfactory will trigger requirement for a complete re-evaluation. Letter of Evaluation and Certification will be completed to document the failed evaluation and a separate Letter of Evaluation and Certification will be completed for the re-evaluation.

5.5.8.2. The evaluator completing the evaluation will ensure all items required to complete the evaluation are accomplished and will document completion of the evaluation by signing the incomplete Letter of Evaluation and Certification in the evaluator's block.

5.5.8.3. If possible, the evaluator for the incomplete evaluation should be the same one used to complete the evaluation. If this is not possible, the evaluator completing the evaluation will completely review the incomplete evaluation Letter of Evaluation and Certification to ensure all items will be accomplished.

**5.6. Letter of Evaluation and Certification Completion and Management.** Use the Letter of Evaluation and Certification along with other documents to record and to certify member qualification as demonstrated in all evaluations. See Attachment A3.1. for format.

5.6.1. Identify examinee's name, grade and organization. Use the unit designation and location that the examinee is assigned to or attached to. When attending a FTU course in which an evaluation is administered, the organization and location will reflect the FTU organization/location. Examinees assigned to HHQ may use their office symbol in place of the unit designation.

5.6.2. Identify the duty position for which the evaluation was given. Enter the examinee's highest qualification in that particular duty position demonstrated during the evaluation. **NOTE:** Examiner is not a qualification, it is a certification, and should only be entered when demonstrated during the evaluation, e.g., a Spot Evaluation in which the examinee receives an evaluation while administering an evaluation.

5.6.3. If an examination is required to complete an evaluation, the score will be annotated in the Letter of Evaluation and Certification. Enter failed examination score with successfully completed score as follows: "63/98".

5.6.4. Mission descriptions will be annotated and should be of sufficient detail to verify that the significant required areas for the evaluation were accomplished. Mission descriptions should outline the "profile" of the evaluation stating type/location of TDY/deployment phase and specific mission data. Mission data includes number of personnel on TDY/deployment, number of aircraft worked, amount of cargo/passengers/aeromedevacs, etc. Comments addressing specific areas in which instructional ability was demonstrated are mandatory for all evaluations of instructors.

5.6.4.1. If two or more TDYs/events are required to complete an evaluation, the examiner completing the evaluation signs the Letter of Evaluation and Certification.

5.6.4.2. If more than one examiner was involved in administering the evaluation, examiners other than the one signing will enter remarks describing those parts of the evaluation they evaluated and sign a signature block immediately adjacent their remarks.

5.6.5. If recommending additional training, the evaluator will annotate a due date for that training not to exceed the last day of the second month following the event requiring additional training (e.g. 26 Jan 05 evaluation, 31 Mar 05 due date).

5.6.6. Reviewing and Approving Officers. Reviewing Officers ensure all the requisites of the evaluation were met and the evaluation profile, garrison and TDY/deployment phases, was adequate enough to justify the qualification level assigned by the examiner. The Approving Officer awards the duty position certification to the examinee.

5.6.6.1. The Reviewing Officer will be the AMCU Operations Officer as a minimum.

5.6.6.2. For evaluations where the Operations Officer is being evaluated the reviewing Officer will be the AMCU Commander.

5.6.6.3. The Approving Officer shall be the AMCU Commander or higher.

5.6.6.4. For evaluations where the AMCU/CC is being evaluated the Approving Officer will be the Group or Wing Commander.

5.6.6.5. For evaluations where the Group Commander is being evaluated and for all CRE Commander, CRT Chief, AST Chief, and CSE Chief evaluations the CRW/CC, or as annotated in Table 5.1., shall be the Approving Officer.

5.6.6.6. For formal course evaluations at a FTU, the reviewing and approving officers will be assigned to the FTU.

5.6.6.7. The Reviewing and Approving Officers will ensure the recommended additional training is adequate to correct the noted deficiencies.

5.6.6.8. If a Reviewing or Approving Officer does not agree with the evaluator's overall rating, the overall grade will not be changed. The Reviewer or Approver will mark the "Do Not Concur" and will annotate comments above their signature block.

5.6.7. All Letters of Evaluation and Certification and De-Certification Letters will be sent by the AMCU's SELO to the Standardization and Evaluation Office.

5.6.7.1. De-Certification Letters are prepared when necessary as outlined in Chapter 4 and using guidelines of Attachment A3.2. of this instruction.

5.6.8. The Standardization and Evaluation Office will develop procedures for maintaining evaluation and waiver documentation for the entire organization.

5.6.8.1. The Standardization and Evaluation Office will maintain all training and evaluation waivers, Letters of Evaluation and Certification, and De-Certification Letters for an individual until 6 months after the individual's departure date for a permanent change of assignment to a unit other than another AMCU or a permanent change of station.

5.6.8.2. When an individual undergoes a permanent change of assignment to a unit other than another AMCU or a permanent change of station, the Standardization and Evaluation Office will prepare a memorandum for record documenting all evaluations and de-certifications the individual has undergone. This memorandum will be given to the individual and a copy kept for 6 months past the departure date.

5.6.8.3. Memorandums documenting waivers to Training and Standardization and Evaluation guidance and regulations should be kept by Standardization and Evaluation Office and a copy kept in the individual's training folder.

**5.7. CRE Commander Evaluation Profile.** All CRE/CC evaluations will assess examinee's pre-deployment, employment, re-deployment, and post deployment actions. See Attachment A3.7. for evaluation worksheet. Examinee will perform the following items:

5.7.1. Pre-Deployment Actions:

5.7.1.1. Prepare and submit Manpower & Materials (M&M) message.

5.7.1.2. Frequency Request.

5.7.1.3. Diplomatic Country/Theater Clearance, and Airlift Request.

5.7.1.4. Complete following items from AMCI 10-202V4 CL1:

5.7.1.4.1. Mission Planning Checklist.

5.7.1.4.2. Host Base Checklist.

- 5.7.1.4.3. Pre-Deployment Suspense Checklist.
- 5.7.1.4.4. Pre-Departure Briefing.
- 5.7.1.4.5. Operations Actions Checklist.
- 5.7.1.4.6. Complete Deployment Schedule of Events (DSOE) actions IAW local Installation Deployment Plan (IDP).
- 5.7.2. Employment Actions. Complete following items from AMCI 10-202V4 CL1:
  - 5.7.2.1. CRE Arrival, CRE Commander/CRT Arrival Actions.
  - 5.7.2.2. Initial Safety Briefing, and Shift Changeover Briefing.
  - 5.7.2.3. HELAMS/TOC Set up Procedures.
  - 5.7.2.4. OPS Officer Arrival Actions.
  - 5.7.2.5. OPS NCO Arrival Actions.
  - 5.7.2.6. Load/Boom Arrival Actions.
  - 5.7.2.7. Comm/AGE Arrival Functions.
  - 5.7.2.8. MX Arrival Actions.
  - 5.7.2.9. Aerial Port Arrival Functions.
  - 5.7.2.10. Functional Area Arrival Actions.
  - 5.7.2.11. Prepare and submit On Station Report, Deployed Personnel & Equipment Report, and SITREP.
  - 5.7.2.12. Update AMC Form 174 (if applicable).
  - 5.7.2.13. Perform following items for at least one actual aircraft:
    - 5.7.2.13.1. Retrieve and extract airflow information.
    - 5.7.2.13.2. Coordinate airflow management activities with appropriate agencies.
    - 5.7.2.13.3. Oversee aerial port/maintenance/command and control operations.
- 5.7.3. Re-Deployment Actions:
  - 5.7.3.1. Complete following items from AMCI 10-202V4 CL1:
    - 5.7.3.1.1. Roll-Up Timetable.
    - 5.7.3.1.2. CRE Roll-Up Plan and Functional Roll-Up Plans.
  - 5.7.3.2. Prepare and submit Re-Deployment Plan Message and Off-Station Report.
- 5.7.4. Post Deployment Actions:
  - 5.7.4.1. Oversee reconstitution actions IAW unit guidance.
  - 5.7.4.2. Ensure completion of COMSEC Post-Deployment Checklist.
  - 5.7.4.3. Submit After-Action Report.

5.7.5. Evaluators will assess examinee's skill on the following items through simulations if not actually performed during the TDY/deployment:

- 5.7.5.1. Quick Reaction Checklist (QRC) execution.
- 5.7.5.2. OPREP submission.
- 5.7.5.3. Assigning aircraft delay codes.
- 5.7.5.4. Aircrew management.
- 5.7.5.5. Coordinating resupply or parts.
- 5.7.5.6. Preparing and submitting Purchase Request.
- 5.7.5.7. Completion of HATR Report, USAF Hazard Report, and AMC Form 97, *AMC In-flight Emergency and Unusual Occurrence Worksheet*.
- 5.7.5.8. Implementation of Force Protection plan

**5.8. CRE Operations Officer Evaluation Profile.** All CRE Operations Officer evaluations will assess examinee's pre-deployment, employment, re-deployment, and post deployment actions. See Attachment A4.7. for evaluation worksheet. Examinee will perform the following items:

5.8.1. Pre-Deployment Actions. Prepare and submit Manpower & Materials (M&M) message, Frequency Request, Diplomatic Country/ Theater Clearance, and Airlift Request.

5.8.1.1. Complete following items from AMCI 10-202V4 CL1:

- 5.8.1.1.1. Mission Planning Checklist, Host Base Checklist.
- 5.8.1.1.2. Pre-Deployment Suspense Checklist.
- 5.8.1.1.3. Operations Actions Checklist.
- 5.8.1.1.4. Complete DSOE actions IAW local IDP.

5.8.2. Employment Actions. Complete following items from AMCI 10-202V4 CL1:

- 5.8.2.1. OPS Officer Arrival Actions and Shift.
- 5.8.2.2. Changeover Briefing.
- 5.8.2.3. Ensure completion of following items from AMCI 10-202V4 CL1:
  - 5.8.2.3.1. H-ELAMS/TOC Set-up Procedures.
  - 5.8.2.3.2. OPS NCO Arrival Actions.
  - 5.8.2.3.3. Load/Boom Arrival Actions.
  - 5.8.2.3.4. Comm/AGE Arrival Functions.

5.8.2.4. Prepare and submit an On-Station Report, a Deployed Personnel & Equipment Report, and a SITREP.

5.8.2.5. Perform following items for at least one actual aircraft:

- 5.8.2.5.1. Retrieve and extract airflow information.
- 5.8.2.5.2. Coordinate airflow management activities with appropriate agencies.

- 5.8.2.5.3. Oversee aerial port/maintenance/command and control operations.
- 5.8.3. Re-Deployment Actions. Complete following items from AMCI10-202V4\_CL1:
  - 5.8.3.1. Roll-Up Timetable, CRE Roll-Up Plan and Functional Roll-Up Plan.
  - 5.8.3.2. Prepare and submit Re-Deployment Plan Message and Off-Station Report.
- 5.8.4. Post Deployment Actions:
  - 5.8.4.1. Oversee reconstitution actions IAW unit guidance.
  - 5.8.4.2. Ensure completion of COMSEC Post-Deployment Checklist.
- 5.8.5. Evaluators will assess examinee's skill on the following items through simulations if not actually performed during the TDY/deployment:
  - 5.8.5.1. Quick Reaction Checklist (QRC) execution.
  - 5.8.5.2. OPREP submission.
  - 5.8.5.3. Assigning aircraft deviation codes.
  - 5.8.5.4. Radio operating procedures.
  - 5.8.5.5. Use of flight following systems.
  - 5.8.5.6. Aircrew management.
  - 5.8.5.7. Coordinating resupply or parts.
  - 5.8.5.8. Completion of HATR Report, USAF Hazard Report, and AMC Form 97.

**5.9. Contingency Response Team Chief Evaluation Profile.** All CRT Chief evaluations will assess examinee's pre-deployment, employment, re-deployment, and post deployment actions. See Attachment A3.9. for evaluation worksheet. Examinee will perform the following items:

- 5.9.1. Pre-Deployment Actions:
  - 5.9.1.1. Prepare and submit Manpower & Materials (M&M) message, Frequency Request, Diplomatic Country/ Theater Clearance, and Airlift Request.
  - 5.9.1.2. Complete following items from AMCI10-202V4\_CL1:
    - 5.9.1.2.1. Mission Planning Checklist.
    - 5.9.1.2.2. Host Base Checklist.
    - 5.9.1.2.3. Pre-Deployment Suspense Checklist.
    - 5.9.1.2.4. Pre-Departure Briefing.
    - 5.9.1.2.5. Operations Actions Checklist.
    - 5.9.1.2.6. Complete DSOE actions IAW local IDP.
- 5.9.2. Employment Actions.
  - 5.9.2.1. Complete following items from AMCI10-202V4\_CL1:
    - 5.9.2.1.1. CRE Arrival.
    - 5.9.2.1.2. CRE Commander/CRT Arrival Actions.

- 5.9.2.1.3. Initial Safety Briefing, and Shift Changeover Briefing.
- 5.9.2.1.4. Ensure completion of following items from AMCI10-202V4\_CL1:
- 5.9.2.1.5. H-ELAMS/TOC Set-up Procedures.
- 5.9.2.1.6. OPS Officer Arrival Actions.
- 5.9.2.1.7. Mobile C2 Controller Arrival Actions.
- 5.9.2.1.8. Load/Boom Arrival Actions.
- 5.9.2.1.9. Comm/AGE Arrival Functions.
- 5.9.2.1.10. MX Arrival Actions.
- 5.9.2.1.11. Aerial Port Arrival Functions, and Functional Area Arrival Actions.
- 5.9.2.2. Prepare and submit following reports:
  - 5.9.2.2.1. On-Station Report, Deployed Personnel & Equipment Report.
  - 5.9.2.2.2. SITREP.
  - 5.9.2.2.3. Update AMC Form 174.
- 5.9.2.3. Perform following items for at least one actual aircraft:
  - 5.9.2.3.1. Retrieve and extract airflow information.
  - 5.9.2.3.2. Coordinate airflow management activities with appropriate agencies.
  - 5.9.2.3.3. Oversee aerial port/maintenance/command and control operations.
- 5.9.3. Re-Deployment Actions. Complete following items from AMCI10-202V4\_CL1:
  - 5.9.3.1. Roll-Up Timetable, CRE Roll-Up Plan, and Functional Roll-Up Plans.
  - 5.9.3.2. Prepare and submit Re-Deployment Plan Message and Off-Station Report.
- 5.9.4. Post Deployment Actions:
  - 5.9.4.1. Oversee reconstitution actions IAW unit guidance.
  - 5.9.4.2. Ensure completion of COMSEC Post-Deployment Checklist.
  - 5.9.4.3. Submit After-Action Report.
- 5.9.5. Evaluators will assess examinee's skill on the following items through simulations if not actually performed during the TDY/deployment:
  - 5.9.5.1. Quick Reaction Checklist (QRC) execution
  - 5.9.5.2. OPREP submission
  - 5.9.5.3. Assigning aircraft delay codes
  - 5.9.5.4. Aircrew management
  - 5.9.5.5. Radio operating procedures
  - 5.9.5.6. Use of flight following systems
  - 5.9.5.7. Coordinating resupply or parts

5.9.5.8. Preparing and submitting Purchase Request

5.9.5.9. Completion of HATR Report, USAF Hazard Report, and AMC Form 97

5.9.5.10. Implementation of Force Protection plan

**5.10. AMCU commanders.** May develop profiles and criteria for other duty positions that they deem necessary, and require evaluations prior to certification. Profiles, criteria, and evaluation worksheets must be approved by HQ AMC/A3M before accomplishing any of these evaluations.

## Chapter 6

### AMC AFFILIATED CONTINGENCY LOAD PLANNING PROGRAM

**6.1. General.** The AMC Affiliated Contingency Load Planning Program (ACLP) is designed to develop a mutual understanding of air mobility requirements and capabilities for AMC aligned units. ACLP helps foster an informed, professional, and cooperative management environment for users of military airlift. This program provides affiliation classroom training and airlift load planner training/certification. Limited airlift capability combined with the rapid response required for global mobility, puts increased responsibilities on the airlift user. In order to assist in becoming more self-sufficient when preparing for air movement, ACLP was devised to increase management awareness and involvement, provide technical information, quality assistance, and feedback to airlift customers. The affiliation relationship, once aligned and established at all working levels, promotes this concept through staff visits, formal classroom training, staff planning validation, and joint participation in mobility operations. If assistance is required for rapid global mobility purposes, this aligned relationship provides the AMC airlift customer timely mobility expertise through the 7E1AQ Contingency Load Planning Team. This two man planning team consists of highly qualified load planning specialists who have firsthand knowledge of the aligned unit's specific mobility requirements. Preplanning, early identification of air mobility requirements, and identification of potential problems help ensure a smooth flow of cargo, personnel, and aircraft. Program objectives are directed toward one goal; improving mission readiness for affiliated units. This is accomplished by teaching airlift users how to efficiently and safely plan, prepare, and quickly deploy by air with minimal Air Force assistance. **NOTE:** This program does not provide for hazardous cargo certification, automated load planning system, or AMC C2 procedures training.

#### 6.2. Objectives.

6.2.1. To establish a relationship between airlift managers and using agencies to optimize airlift planning, utilization, mission capabilities and requirements by:

6.2.1.1. Providing a joint training program to enhance planning and execution, ensuring rapid and efficient movement by air.

6.2.1.2. Reducing user reliance on Air Mobility mission support.

6.2.1.3. Providing a Contingency Load Planning team for AMC aligned units to assist in rapid global mobility requirements.

**6.3. Affiliation.** The term affiliation is defined as the relationship between an AMCU and the aligned affiliated unit. This relationship provides the avenue necessary for unit level coordination between HQ AMC and the airlift user.

**NOTE:** All units executing training under the ACLP must have HQ AMC/A3MM approval.

**6.4. Affiliate Alignment Requests.** Airlift users will send initial requests for affiliate alignment to HQ AMC/A3MM. Validation will be based on the unit's propensity to deploy on AMC airlift under AMC dedicated airlift requirements outlined IAW DoD restrictions. Cargo size, unit size, load planner requirements, and deployment frequency are determining factors and are submitted along with other commitments requiring AMC airlift support. Once validated and approved, HQ AMC/A3MM will identify an AMCU to be affiliated with the requesting unit. For ARC units,

AMC's recommendation for affiliation will be sent to the respective ARC headquarters for final determination. The ARC headquarters will then accomplish affiliation alignment and notification. The ARC will inform HQ AMC/A3MM of its final decision. If alignment is disapproved, training can still be accomplished. AMC/A3MM provides the airlift user with information on "space available" training and AMCU POC's for scheduled classes.

**6.5. Affiliate Types.** Each unit is assigned an Affiliate Type (Table 6.1.). Types I, II, III, and IV align CRWs with active duty units. Type V units can be active duty or ARC units. Types VI and VII designate ARC units. The affiliate type controls the amount and frequency of training the user unit will receive to maintain its deployment capability IAW HQ AMC requirements. The affiliate type does not relate to the unit's JCS or mission priority.

**6.6. Type Rating Change/Removal.** Affiliate units that have not participated in ACLP for a period of two years, or who's mission has changed and no longer requires ACLP training, will be removed from ACLP or have their type rating changed. HQ AMC A3MM, ARC and AMCU ACLP managers recommend changes or removal of type ratings. ACLP managers forward written requests for a change/removal of type rating to HQ AMC/A3MM for final approval.

**Table 6.1. Affiliate Training Types and Authorized Training Frequencies.**

Type Training	Authorized Frequency
I	5 x per fiscal year
II	2 x per fiscal year
III	1 x per fiscal year
IV	when affiliated unit is scheduled to participate in known operations
V	as needed (see note 3)
VI (ARC)	1 x per fiscal year
VII (ARC)	when affiliated unit is scheduled to participate in known operations

**NOTES:**

1. "Just in Time" or special training needs for all type ratings will be considered on a case by case basis and are subject to instructor availability. Requests will be coordinated through HQ AMC/A3MM for approval/disapproval.
2. Individual unit Affiliate Type is validated and published by HQ AMC/A3MM during the initial training approval process and revalidated every 18 months.
3. Type V Applies to units affiliated with HQ AMC and to units that have a classroom training requirement and a wartime tasking but are not entitled to an aligned unit relationship.

**6.7. Activities.** The following are considered the minimum activities necessary to ensure an effective program. Air Mobility Liaison Officers (AMLOs) should participate in these activities to the maximum extent possible.

6.7.1. Initial Visits. Newly aligned units should receive a personal welcome by the AMCU affiliation manager or representative. Visits provide staff assistance, command orientation, and an opportunity to establish a rapport between AMCUs and airlift users. Visits should include a briefing to the unit commander; logistics personnel, mobility officers, NCOs, and A/DACG embark battalions, or DCC personnel. The briefing should provide an overview of AMC's organization, capabilities and limitations, deployment procedures, and the importance of the Equipment Preparation and Airlift Planners' Course. It should focus on the units' mission, deployment requirements, the interface between its air mobility planners, and AMC

mission support forces while discussing the roles and capabilities of each to include procedures for requesting ACLP assistance. The working relationship between the unit's deployment control unit (A/DACG, embark battalions, DCC) and the AMCU should be thoroughly described. AMCUs will discuss the specifics of ACLP training to include the type of training offered (EPC/APC), class request procedures, student authorization for training prerequisites, load planner currency tracking, staff assistance availability, and ACLP tasking procedures. Affiliation visits should be conducted when requested by the airlift user commander, when significant changes in staff or organization occur, or once every 18 months (as a minimum).

6.7.2. Sister Service School Quality Control Visits. AMC/A3MM will align each Sister Service School to a CRW via a Memorandum of Understanding (MOU). CRWs will interface annually with Sister Service Schools that conduct Affiliation training via a Quality Control Visit. The visit ensures adherence to prescribed AMC standards. As a minimum, the associated CRW will conduct an annual instructor observation and observe new instructor certifications. New instructors will complete the ATT JQS to AMC standards IAW AFI 36-2201V5, *Air Force Training Program Career Field Education and Training*, and comply with existing MOUs.

**NOTE:** Document Sister Service School visits and forward a copy via e-mail to HQ AMC/A3MM with a list of current qualified instructors. CRWs will ensure Sister Service School visits are funded IAW Para 6.7.6.2.

6.7.3. Instructor Assessment. The AMC Affiliation Manager and AMCU Affiliation Managers will conduct periodic instructor assessments. The AMC Affiliation Manager is responsible for assessing CRW, AFRC NAF and NGB affiliation managers. Travel/per diem funding for HQ AMC assessments will be provided by the CRW affiliation program budget. The HQ AMC Affiliation Manager will coordinate instructor assessments 30 days prior to the scheduled class start date to allow time for travel order processing. AFRC NAF affiliation managers are responsible for assessing AFRC instructors. The NGB/A3 will serve as the affiliation training office of primary responsibility (OPR) and coordinate actions with AMC/A3MM. HQ AMC/A3MM will coordinate and observe ANG affiliation courses and instructors as required. AMCU Affiliation Managers will document assigned primary instructor assessments annually. HQ AMC assessments count towards this requirement. Document assessments on an AMC Form 248, *Instructor Evaluation Checklist*, and place a copy in the member's evaluation folder. AMCU managers will e-mail a list of qualified instructors to AMC/A3MM annually. If an instructor is de-certified, they will complete remedial training in the deficient area(s) of the AMC ACLP/affiliation CJQS and complete an evaluation prior to being signed off by the unit commander. For AFRC units, the AFRC headquarters OPR, the NAF OPR, or a designated representative will observe at least one affiliation course per AMCU every 24 months. Submit a written evaluation summary to the instructor, AMCU CC, AFRC NAF, HQ AFRC, and HQ AMC/A3MM.

6.7.4. Computer-Assisted Load Planning. All Affiliation instructors will be proficient in computer-assisted load planning tools. The AMCU affiliation manager will assign one individual to work computer load planning development and usage issues. Each AMCU will maintain an electronic load list of the aligned unit's deployable equipment, as well as the ability to transfer load plans electronically at home station and at each deployed location. Unit affiliation managers will secure AALPS (or current automated system) training for

affiliation instructors through the appropriate certified trainer. Funding will come from the CRW/ARC affiliation budget.

6.7.5. Staff Assistance Visit (SAV). AMCU's should provide aligned affiliates with a SAV when requested by the affiliated unit commander. The AMCU will make every attempt to align the SAV with scheduled affiliation training. The AMCU affiliation manager will be the POC for the visit. They will coordinate activities with the affiliated unit prior to the visit. SAVs fall into two distinct categories: mission planning validation and exercise quality assessments. Participation in the AMCU Affiliation Conference may satisfy the mission planning validation requirement.

**NOTE:** Type V alignments do not require SAVs.

6.7.6. Mission Planning Validation. AMCU's provide their aligned units load planning assistance and unit specific load plan validation. A unit database will be established and maintained for ready use in a computer-assisted load planning system. When possible, AMCU's will establish a data link with affiliated units for unit load plan validation using automated systems. If the assigned unit is unable to provide contingency load planning assistance to the aligned Affiliate unit, the Affiliate unit should immediately contact their AMCU ACLP manager. The shortfall will be channeled to AMC/A3MM/ARC functional managers for re-tasking. Every effort should be made to keep the tasking within the assigned unit for mission continuity. The AMCU's inability to provide assistance may call for re-alignment of the affiliated unit to another AMCU. The information will be thoroughly reviewed by AMC/A3MM and ARC program managers.

6.7.6.1. Exercise Quality Assessments. AMCU will provide assistance visits during selected mobility or deployment exercises, subject to instructor availability. AMCU personnel will assist inspectors or participants at the unit commander's discretion. Affiliation training managers will use the standard AMC/A3MM approved Exercise Quality Assessment Guide (see Attachment A3.9). Affiliation instructors determine if load plans are correct, note discrepancies, and assess equipment marshaling, preparation, and documentation procedures. On-the-spot instruction or correction may be provided at the discretion of the unit commander. Affiliation instructors will identify unsafe conditions or actions and intervene when necessary to prevent personal injury or damage to equipment. Prepare an after action report within 3 duty days upon trip completion. Submit reports to the supported unit, the AMCU commander, and AMC/A3MM.

6.7.6.2. Funding. Funding for active duty AMCU personnel conducting an Exercise Quality Assessment, to include USAF EC cadre conducting courseware validation, is provided by the ACLP program budget. AFRC funding will be used for all affiliation activities involving their own service units and MPA for AMC Type V affiliates. One Exercise Quality Assessment every 18 months is authorized MPA per aligned unit. AFRC AMCU's training ANG units and ANG AMCU's training AFRC units are MPA funded. Other MPA funding will be determined by AMC/A3MM. Reserve and ANG units will not teach AMC funded affiliation classes to aligned units unless tasked by AMC. Prior to the release of MPA days, the AMCU affiliation manager will forward a request to their respective AFRC NAF headquarters for validation, who will then forward to AMC/A3MM for final approval. ANG units will forward requests for MPA to NGB/A30S for validation, who will forward to AMC/A3MM for final approval. The

CRWs are responsible to provide funding for reproduction of classroom materials for all Type V and Sister School alignments as established by HQ AMC/A3MM directives.

**6.8. USAF EC Courseware Validation.** USAF EC cadre may conduct periodic courseware validation and small group tryouts in a secondary instructor position. This allows validation of the ACLP courseware development and instructor implementation. Prior coordination is required with HQ AMC/A3MM/AFRC NAF/NGB NLT 45 days prior to the class start date. Validation reports are due to the HQ AMC/A3MM/AFRC/NGB within 5 working days after completion of the validation period.

**6.9. Additional Planning Requirements.** AMCU's will assist affiliated units, when possible, planning air mobility operations or participating in air deployment exercises. Affiliate units will request assistance well in advance of the intended operation or exercise to allow sufficient time for AMCU personnel scheduling and preparation. The AMCU should assist the affiliated unit in understanding and determining their own unit specific requirements such as identifying operational plans, support equipment availability at both on-load and offload locations, key personnel, airlift related duties, and methods for developing and modifying movement priorities. Further emphasis should be placed on load planning activities such as load preparation and documentation, certification of hazardous materials, and load team composition and duties. The affiliated unit should have a thorough understanding of any inter-service agreements affecting operations at their departure airfield. Lastly, they should have an understanding of the AMCU support available to them, and its limitations to include 7E1AQ Contingency Load Planning assistance.

**6.10. Affiliation Training.** The core of ACLP is affiliation training provided through classroom instruction. It provides a forum for the exchange of information in an informal, working-level environment. Training is provided at the AMC aligned airlift user's facility. Training facilities must meet AMC standards for an effective classroom environment. ACLP is one course taught in two phases providing the student with the knowledge to safely and efficiently plan unit airlift requirements. Phase I is a two day course covering equipment preparation, weighing and marking procedures, basic center of balance calculations, and aircraft and flight line safety. Phase II continues for the next six days with instruction in aircraft characteristics, load planning, and manifest documentation requirements. All classes will be conducted using the ACLP program lesson plans, guides, and handouts.

6.10.1. Phase I (EPC). Phase I is designed for unit personnel that will participate in deployment equipment preparation and is a prerequisite for continuing to Phase II. The goal is to train unit personnel to prepare, load, and tie-down unit equipment on air mobility aircraft. It also provides basic weight and balance procedures and marshaling requirements necessary for Phase II. The course is presented during one day of academic instruction and one day of hands-on equipment preparation exercise using ACLPW 36-101 V1, the standard AMC syllabus, and visual aid packages. Phase I completion awards a training certificate that qualifies the student to prepare unit cargo for air shipment. Phase I graduates are encouraged to train other unit personnel in equipment preparation procedures. When feasible, a one-day, hands on training SAV may be conducted with the aligned unit provided AMCU program manager approval is granted no later than 30 days prior to the event. These training SAVs should be scheduled when requested by the aligned unit or in conjunction with a normal SAV, or Exercise Quality Assessments whenever possible. If possible, a static loading aircraft should be scheduled in conjunction with phase I. The practical experience gained in

preparing, marshaling, and loading equipment on an actual aircraft does much to reinforce the information presented in the classroom.

6.10.1.1. Static Loaders for Phase I Training. Classroom training time will not be shortened or canceled to support static loader aircraft. To ensure effective use of the aircraft, the unit equipment tasked to support the practical exercise must arrive at the training site promptly and be configured for airlift. During the practical exercise, the entire unit will be involved in the training process. If possible, use the actual equipment that the unit will prepare for deployment. This affords the individuals responsible for equipment preparation, load consolidation, and transportation the opportunity to perform their duties in a supervised training environment. Inspect cargo using the DD Form 2133, *Joint Airlift Inspection Record*, prior to loading aboard the aircraft. When static load aircraft are not available, use universal loading simulators (ULS) to represent actual AMC-assigned air mobility aircraft. Any cargo having discrepancies on the DD Form 2133, which cannot be corrected, will not be loaded on the static aircraft or ULS. The joint inspection team should consist of a representative from the deploying unit mobility office, A/DACG (installation mobility office), and selected students from the class. **NOTE:** cargo discrepancies on the DD Form 2133. As with actual unit moves, only cargo passing the joint inspection will be loaded on the aircraft or ULS. The primary instructor will use as much of the authorized aircraft ground time as possible to maximize training.

6.10.2. Phase II (APC). Phase II is restricted to unit movement officers and supervisory personnel (E-5 and above or civilian equivalent) who are actively involved with the unit's load planning process and who have successfully completed Phase I training. These certified individuals become the backbone of the unit's contingency load planning capability should AMCU load planning support become unavailable. Students must have 12-months retainability with direct responsibility for airlift planning and execution of joint combat air mobility operations. Individuals who do not meet these criteria may be admitted with written verification from their commander or unit mobility officer stating that they have a valid need for the training. The course is six days of academic instruction using AMCW 36-101 V2, the standard AMC syllabus and visual aid packages. **NOTE:** Students who fail to progress will be considered for removal from course. This consideration is at the discretion of the primary instructor through coordination with the respective AMCU ACLP Manager.

6.10.3. Comprehensive Examinations. AMCU's will use written exams from the USAF EC approved courseware. The Phase I exam will be a 50 question open-book test. The Phase II exam will be a 30-question open-book test followed by an open-book aircraft load planning exercise. Students will have 1.5 hours to complete Phase I written examination, and 1 hour to complete the Phase II written examination. Students have 2 hours to complete final load plan examination. The minimum passing score for each exam is 80%. Exams will be scored separately. Students who do not achieve a minimum score of 80% on each exam will not be certified. There are no provisions for re-testing. Students who do not become certified may be rescheduled for the next available course.

6.10.4. Deviations. Instructors will not deviate or modify course length, content, and examination format without coordination with HQ AMC/A3MM/NGB/AFRC NAF approval

6.10.5. Class Size. Class size is regulated to provide an effective student to instructor ratio. The minimum class size for Phase I and Phase II is 10 students. Phase I will not exceed 50 students and Phase II will not exceed 25 students.

6.10.5.1. Phase I. Phase I classes of 10-25 students require one qualified instructor. Classes over 25 students require two qualified instructors. If units desire static-load training, they must submit a formal airlift request to HQ AMC/A3MM/NGB/AFRC NAF 60 days in advance of the desired training date. For AFRC units, static-load training must be requested through the deployment review board (DRB) process. Static-load training should be held in conjunction with equipment preparation training, or a planned unit or base mobility exercise.

6.10.5.2. Phase II. Phase II classes with 10-15 students require one qualified primary instructor. Affiliation instructor JQS upgrade training is authorized with one qualified instructor. The primary instructor provides training to the upgrade candidate, but maintains overall responsibility for teaching the class. Classes with 16-25 students require a primary and secondary instructor. Due to instructor workload with a large class, a qualified secondary instructor is required if JQS upgrade training will take place. HQ AMC/A3MM/NGB/AFRC NAF is the waiver authority for the above requirements.

**6.11. Primary and Secondary Instructor.** When two instructors are required for a class, the AMCU affiliation manager will designate one (must possess 1AXXX AFSC) as the primary instructor. Secondary instructors need only be ATT JQS certified. The primary instructor will be responsible for ensuring all administrative duties before, during, and after return to home station are complete. Additionally, the primary instructor is responsible for any operational issues that come up during affiliation training. Operational issues include, but are not limited to, static loader aircraft coordination, inadequate classroom environment/facilities that do not meet minimum AF standards, and on and off-station reporting. Instructors will complete the ATT CJQS and be recommended by the AMCU affiliation manager prior to being certified by the commander. Affiliation instructors will complete the Contingency Load Planning Instructor Preparation Course (CLIP) conducted at the USAF EC (PDS IAQ).

**6.12. Training Cancellation.** The primary affiliation instructor is authorized to cancel training when objectives cannot be met and after consulting with the AMLO (if assigned), the installation OPR for affiliation matters, NAF Affiliation manager (if applicable), the parent AMCU, and HQ AMC/A3MM. Reasons include, but are not limited to; less than 10 students, unsuitable training environment (Para 6.16.), insufficient equipment to support training needs, or delays in training that preclude efficient use of remaining training time. HQ AMC/A3MM is the final approval authority for cancellation.

6.12.1. Student Availability. Students will be available for training at all times for the duration of the course. Host units will consider students to be in a TDY or TAD status for the entire course. Absences from affiliation training are not authorized. Students will not be scheduled to perform other duties to include OOD, CQ, or any other after-duty hours activities. Students scheduled for other activities or appointments will be immediately removed from training. The affiliation training day should align with the duty day of the host installation. If affiliation training for any training day ends before the end of the host installation duty day, students will be released to perform self-study. Exception: Students may be released to participate in physical training if it does not inhibit class objectives.

**6.13. Certificates of Completion.** Students successfully completing Phase I and II training will be issued an AF Form 1256, *Certificate of Training*, signed by the unit commander or designated representative. Students who complete Phase II will be issued an AMC Form 9, *AMC Airlift Load Plan Certification*. A control number will be documented on the AMC Form 9. Use the affiliated unit's AMCU control number for short falls. The following procedures will be used when creating the control numbers. Use the AMCU's identifier, fiscal year the class is scheduled, and the sequence number of the class being conducted. Example: control number 315-06-05 represents the 315th AMCU, FY 2006 and the fifth class in the fiscal year. Certificates will note which phase was completed. Phase II certificates will include the appropriate course identification personnel code (USAF PDS 9N1 or USMC code M9T). If other services assign their own personnel code to Phase II, that code will be included on the certificate for students assigned to that service. The primary instructor will coordinate with the host POC to ensure the proper code is included on the Phase II certificate. The Sister Service Schools will use their own control numbers as outlined in the respective MOU. **NOTE:** CRW's will report Sister Service School class summaries to HQ AMC/A3MM.

**6.14. Phase II Certification.** Graduates of Phase II will be certified as aircraft load planners with certification valid for 24 months. The AF Form 1256 and/or AMC Form 9 will serve as the qualification source document.

**6.15. Recertification Eligibility Period.** Individuals may recertify 18 to 24 months after the initial/latest certification. Recertification training should be conducted in conjunction with a regularly scheduled affiliation training class. Affiliation managers will ensure recertification training includes aircraft overview, open book examination (must score 80% or higher) and aircraft load plan. The review is normally conducted concurrently with Phase I training to afford students the opportunity to attend Phase II (if required). For personnel who do not meet the provisions of this paragraph, recertification may be accomplished by completing AMC Phase II or attending a sister service school. Waiver authority is HQ AMC/A3MM. **NOTE:** 2T2X1 personnel actively involved in the load planning process require recertification every 48 months. Affiliation instructors do not require recertification or recurring training if they possess a current instructor evaluation AMC Form 248.

**6.16. Classroom Requirements.** The primary instructor will be the final authority on classroom suitability. If the classroom does not meet minimum standards for an acceptable learning environment, the instructor(s) will work with the unit POC and AMLO (if assigned) to resolve any discrepancies. If the discrepancies cannot be resolved, considerations should be given to class cancellation. Any class cancellation should be coordinated through HQ AMC/A3MM. As a minimum, classrooms will have adequate lighting, environmental controls, and sufficient workspace for each student. The minimum workspace for each student will be 36" x 36". Classrooms should have the ability to be secured when class is not in session. Normally, the same classroom will be used for the duration of the course. Classrooms should not be in the immediate work area of the students so as to minimize interruptions from other unit personnel. The host unit will provide AV/classroom equipment (TV, VCR, dry erase board, or other materials) as needed.

**6.17. Scheduling.** AMCU's will submit an annual affiliation schedule and a current list of qualified instructors to HQ AMC/A3MM prior to 15 September. For the ARC, inputs will be routed through the respective NGB/AFRC NAF affiliation manager for validation. The schedule will reflect the unit being taught, location (including the state/country), inclusive dates, and the

type of class. Further, the ARC will indicate the pay type (MPA or RPA) instructors will be on for each class. Units will not teach affiliation classes until tasked by AMC.

6.17.1. Affiliation managers will schedule affiliated unit training based on type rating and training availability requests and make every effort to deconflict training with existing AMCU taskings. Affiliated units should be offered as many classes as their Type rating affords. Additional class requests will be coordinated with HQ AMC/A3MM.

6.17.2. Affiliation managers will ensure a forecasted schedule for Phase I and Phase II training is sent to affiliates prior to the beginning of the fiscal year. The master schedule and affiliated unit listing posted on the AMC/A3MM CoP website will serve as the source document for tasking and funding determination.

6.17.3. Non-Affiliated Unit Training. HQ AMC/A3MM is the approval authority for training non-affiliated units. Units that desire training, briefings, or other affiliation activities should submit a written request from the unit commander to HQ AMC/A3MM.

#### **6.18. Unit ACLP Management:**

6.18.1. Unit Commander. The commander is responsible for the unit-level ACLP program to include selecting and training instructors, ensuring quality instruction, proper guidance and emphasis to achieve program objectives.

6.18.2. Unit ACLP Manager. The commander will appoint a highly qualified 1AXXX (primary AFSC) as the unit affiliation manager. ACLP Managers for AFRC units will be the 1AXXX Air Reserve Technician.

**6.19. Contingency Load Planning Instructor Preparation Course (CLIP).** This course familiarizes personnel with current courseware and helps standardize the curriculum taught in the field. Active duty units request CLIP training allocations with HQ AMC/A3MM NLT 45 days prior to Class Start Date (CSD). ARC affiliation managers make CLIP requests through their respective training channels.

**6.20. Instructor Quarters.** Comply with paragraph 1.6.2. for general billeting guidance. To ensure integrity/security of teaching/testing materials, affiliation instructors should be billeted in the same quarters with students. If the primary instructor is billeted in government quarters, access to a telephone must be readily available in the room to meet AMC's commitment to worldwide operations. The primary instructor will submit a written report to their parent unit, NGB/AFRC NAF (if applicable) and HQ AMC/A3MM explaining any billeting problems.

**6.21. Courseware.** The USAF EC is responsible for courseware development and maintenance. The Instructional System Design (ISD) model will be used to evaluate requirements (training gap) and the desired educational goals for the ACLP program.

6.21.1. Quality Control. HQ AMC/A3MM, ARC and AMCU affiliation managers will maintain a high degree of quality control over the airlift planner, equipment preparation, and static load aircraft or ULS training.

6.21.2. Instructors will teach at least one Airlift Planners Course every 12 months to maintain currency. If the 12-month period is exceeded, re-qualification is required. Re-qualification is accomplished under the supervision of a current and qualified instructor while conducting an Airlift Planners Course.

6.21.3. The unit affiliation manager will maintain and review end of course student critiques (AMC Form 502, *AMC Affiliation Training Student Critique*) for significant comments regarding instructor performance, course content, and recommended changes. Significant remarks will be consolidated and sent to HQ AMC/A3MM and the USAF EC for review/action within five working days.

**NOTE:** ARC units will consolidate and forward to respective headquarters in addition to HQ AMC/A3MM and USAF EC.

6.21.4. Instructors will prepare class summaries for Phase I and Phase II affiliation training. Unit affiliation managers will submit summaries via e-mail to HQ AMC/A3MM within five working days. ARC units will submit summaries to NAF headquarters/ANG NGB within 10 days of course completion.

**6.22. AMC ACLP Program Conference.** One AMC ACLP Program conference is authorized each fiscal year to discuss and resolve problem areas within the affiliation program as perceived by the Army, Navy, Marine Corps, and Air Force affiliates. The conference will be hosted by the affiliated service agencies on a rotational basis and chaired by HQ AMC/A3MM. Attendees will represent the major commands, sister services, USAF EC, NGB, AFRC and affiliated Army, Navy, Marine, and Air Force units.

**6.23. Documentation.** AMCU's will establish and maintain records for each aligned unit. Records will document key personnel, training accomplished, staff visit activities, problem areas/issues, and trends. Unit folders may be kept electronically and/or in hard-copy form. As a minimum, aligned unit folders will contain the following information:

6.23.1. TAB 1 – Unit Information:

- 6.23.1.1. Alignment letter.
- 6.23.1.2. Unit contact information.
- 6.23.1.3. Equipment list.
- 6.23.1.4. Aircraft load plans.
- 6.23.1.5. Mission syllabus.
- 6.23.1.6. Commander.
- 6.23.1.7. AMLO.
- 6.23.1.8. Training officer/NCO.
- 6.23.1.9. UDM.
- 6.23.1.10. AALPS Planner(s).

6.23.2. TAB 2 – Affiliation Training Information:

- 6.23.2.1. Affiliation schedule.
- 6.23.2.2. Affiliation Summary.
- 6.23.2.3. After action report.
- 6.23.2.4. Certified airlift load planners.

6.23.3. TAB 3A – Staff Assistance Visit (SAV) – Mission Planning Validation:

- 6.23.3.1. SAV after action report -- mission planning validation.
- 6.23.3.2. SAV checklist report -- mission planning validation.
- 6.23.4. TAB 3B – Staff Assistance Visit (SAV) – Exercise Quality Assessment:
  - 6.23.4.1. SAV after action report – exercise quality assessment.
  - 6.23.4.2. SAV checklist report -- exercise quality assessment.
- 6.23.5. TAB 4 – Operations and Deployment Planning Assistance:
  - 6.23.5.1. After action report – operations and deployment planning assistance.
  - 6.23.5.2. Findings and recommendation report.
- 6.23.6. TAB 5 -- Correspondence:
  - 6.23.6.1. Request letters or emails.
  - 6.23.6.2. Other correspondence.

**6.24. ARC participation in ACLP Program.** CRWs are aligned with ARC Type V units to provide AMC affiliation training. ARC participation in the ACLP Program is threefold. First, the ARC conducts an affiliation program for ARC assigned affiliates. The second part involves affiliates assigned to ARC units by AMC and the final piece is ARC assistance to the CRW assigned affiliates when requested.

6.24.1. Associate MPA Program. Certain conditions must be met before AMC/A3MM will release MPA days in support of the ACLP Program. MPA days may be used when ARC ALCF members support validated ACLP Program shortfalls from active duty CRWs. These shortfalls must be in support of the ACLP program and active duty affiliated units that the active duty CRW personnel cannot support due to tasking priority. MPA days (if available) will also be released when the provisions of paragraph 6.7. have been met.

6.24.2. Requesting MPA days. When the provisions of paragraph 6.7. have been met, ARC ALCFs can request MPA days. All AFRC units will request MPA days through 22AF/A3O or 4AF/A3TC to HQ AMC A3MM utilizing MPA funding request letter found on A3MM ALCP COP website. Requests are due to 22AF and 4AF NLT 30 days prior to the scheduled class start date. Validated requests are submitted to HQ AMC/A3MM by the NAF NLT two weeks prior to scheduled class start date. ANG units will request MPA days through NGB/A3T. Requests are submitted in Consolidated Man-day Authorization System (CMAS) by the commander or affiliation manager.

6.24.3. Active Duty Requirements. CRW's that cannot meet scheduled training obligations will make every attempt to reschedule training to meet affiliate unit's requirements. If the course cannot be rescheduled, units may shortfall instructor position(s) or the complete class to HQ AMC/A3MM. Shortfall notices will include, but are not limited to, class dates, deployment dates (travel days) and location of the class to include the affiliated unit, with POC and phone numbers. The active duty CRW short falling an affiliation class or instructor position(s) will provide travel and per diem funding to the ARC unit providing instructor(s) from the CRW affiliation budget.

6.24.4. ARC Requirements. Upon accepting the active duty shortfall, 22AF/A3O, 4AF/A3TC or ANG NGB/A3T will submit an MPA request through CMAS with actual class

dates, number of travel days, cost of transportation, and per diem and hotel costs. Upon MPA day approval, the ARC unit will contact the Active Duty unit for fund cite and additional information.

## Chapter 7

### AMC AIRFIELD SURVEY PROGRAM

**7.1. Purpose.** The purpose of this chapter is to define the AMC Airfield Survey Program, establish responsibilities, and develop the procedures used to request, task, conduct, and document airfield surveys. This chapter also establishes authority to conduct airfield surveys.

**7.2. General.** Airlift, tanker, contract carrier, and CRAF aircraft operate at airfields throughout the world. These airfields must be certified as suitable for specific AMC aircraft operations. HQ AMC/A3AS will determine the airfield suitability for all AMC aircraft. The suitability assessment of airfields is based in part on information provided by airfield surveys, when available. AMCUs in conjunction with functional area experts are responsible for conducting airfield surveys throughout the world. The form used by survey teams to document airfield survey data is the AMC Form 174, *Airfield Survey* (or an electronic form approved by HQ AMC/A3M). Survey Tool for Employment Planning (STEP) planning tool may be used to augment AMC Form 174 requirements.

#### **7.3. Responsibilities.**

7.3.1. HQ USTC. Responsible for providing airfield survey request oversight, feasibility recommendations, combatant command coordination, prioritization in the event of overlapping requirements, and obtaining combatant command approval for the activation and movement of airfield survey teams.

7.3.2. USTC Deployment Distribution Operations Center (DDOC) Combatant Command Regional Branches. Responsible for providing airfield survey oversight, receiving and reviewing airfield survey requests for accuracy, assessing prioritization and requested completion timeline and tasking HQ AMC to provide feasibility assessment. They are also responsible for providing combatant command coordination (between requesting combatant commands, HQ AMC and 618th Tanker Airlift Control Center Directorate of Global Readiness Mission Support branch (618 TACC/XOPM) as required), prioritizing in the event of overlapping and multiple requirements. Once HQ AMC provides their feasibility assessment, the USTC DDOC regional branch is responsible for reviewing HQ AMC airfield survey feasibility recommendations, providing combatant commands feasibility recommendations and courses of action when appropriate. Upon combatant command concurrence, the USTC DDOC regional branch is responsible for tasking 618 TACC/XOPM to execute airfield surveys, obtaining combatant command approval for the activation and movement of airfield survey teams, forwarding unit line numbers (ULNs) to the appropriate combatant command for validation, assisting in the arrangement of airfield survey team transportation and activation of survey team tracking and visibility.

7.3.3. HQ AMC. Responsible for managing the airfield survey program and determining airfield suitability for all AMC aircraft. The airfield suitability assessment is based in part on information provided by airfield surveys, when available. Air Mobility Control Units (AMCUs) in conjunction with functional area experts are responsible for conducting airfield surveys throughout the world.

7.3.4. HQ AMC Analysis Division (HQ AMC/A2A). Responsible for providing detailed imagery with sufficient information to identify dimensions of hard surfaces and potential hazards or limiting factors.

7.3.5. HQ AMC Airspace and Airfield Operations Division (HQ AMC/A3A). OPR for AMC airfield suitability and is responsible for providing USTC a consolidated HQ AMC and 618 TACC airfield survey feasibility recommendation for all airfield survey requests, determining airfield suitability for AMC aircraft operations, updating and maintaining the HQ AMC Airfield Database (AFD) contained in GDSS, and sole source authority for official HQ AMC airfield suitability. Duties include researching available and applicable resources such as host nation aeronautical information publication (AIP) data, pavement reports, previous airfield surveys, flight information publications (FLIP), etc., to determine airfield suitability for AMC aircraft operations; receiving completed surveys from AMC Airfield Survey teams, updating the AFD, forwarding completed surveys to USTC, and providing consultation to USTC and other HQ AMC organizations planners regarding feedback and/or information necessary for a complete airfield suitability assessment, and why a particular airport is or is not suitable for a specific AMC aircraft.

7.3.6. HQ AMC Expeditionary Mobility Operations Division (HQ AMC/A3M). Responsible for managing the AMC Airfield Survey Program, and establishing policy, procedures and standards for accomplishing airfield surveys and airfield survey team training and management. Duties include serving as HQ AMC command FAM for AMC CRWs airfield survey teams, monitoring and reporting readiness and availability of AMC CRWs' airfield survey capabilities, sourcing USTC validated airfield survey requirements to AMC CRWs, coordinating Air Force Reserve Command (AFRC) and Air National Guard (ANG) airfield survey capabilities when required, and maintaining after action report database for airfield survey taskings.

7.3.7. HQ AMC Logistics Readiness Division (HQ AMC/A4R). Responsible for managing the airfield site survey program as it supports the wartime deliberate planning process, establishing standards and procedures for use in the automated airfield site survey tools, integrating HQ AMC and USTC logistics multi-users environment and arranging the storage of Expeditionary Site Plan (ESP) data.

7.3.8. HQ AMC Civil Engineering Operations Division (HQ AMC/A70). Responsible for providing policy, engineering recommendations and guidance pertaining to pavement evaluations consistent with the established Air Force criteria on the capabilities and limitations of airfield surfaces to support AMC missions to include structural capacity, surface conditions and maximum on ground (MOG) calculations.

7.3.9. 618 TACC Planners. Responsible for consulting with HQ AMC/A3A concerning what feedback and/or information is necessary for an airfield suitability assessment when a particular airfield is not suitable for a specific AMC aircraft planned for mission operations. If 618 TACC planners subsequently determine that a new or updated airfield survey is required they may initiate one through the combatant command air component, or suggest alternative airfields to USTC and the requestor.

7.3.10. 618 TACC/XOPM. Responsible for working with command FAMs and subject matter experts to match validated airfield survey requirements with the appropriate level of mobility support. Duties include coordinating with AMC FAMs, the respective combatant

command air component and the DIRMOBFOR-Air, if established, on details including the scope and timing of the survey, transportation, security and any equipment requirements, determining the need for additional survey data above and beyond the requestors request, facilitating right-sized teams (tailored), tasking an AMCU to conduct the air field survey, forwarding transportation requirements to USTC for validation, notifying the appropriate USTC DDOC combatant command regional branch of any exceptional circumstances or issues that arise, monitoring airfield survey teams through execution of mission to include receiving appropriate reports and disseminating them to appropriate 618 TACC, HQ AMC, and USTC, coordinating additional support on behalf of airfield survey team as required during mission execution.

7.3.11. AMCU Airfield Survey Teams. Responsible for training and certifying survey teams, coordinating with 618 TACC/XOPM and HQ AMC FAMs to complete airfield surveys in accordance with requesting organization's requirements, coordinating with 618 TACC/XOPM for additional support during mission execution, providing documentation and returning completed airfield survey to HQ AMC/A3A, 618 TACC/XOPM, USTC combatant command regional branch, combatant command and requesting organization no later than three duty days upon return to home station.

7.3.12. Combatant Command. Responsible for forwarding validated airfield survey requests in accordance with Attachment 3 through the USTC DDOC combatant command regional branch points of contact contained in Attachment 2. USTC will confirm receipt and validate request with requesting organization prior to initializing tasking process with HQ AMC FAMs and the 618 TACC.

**7.4. AMCU Airfield Survey Program.** The AMCU commander/flight chief is responsible for managing, training, equipping, and quality control of the unit airfield survey program. He/she will appoint an airfield survey program manager (1C7X1, 13M3X or 32E3G) to administer the program, ensure survey team chiefs and members are properly trained and certified, and provide quality control of the final airfield survey reports.

**7.5. Airfield Survey Tasking Procedures.**

7.5.1. Request for Airfield Surveys. Requests for airfield capability assessments may come from, but are not limited to the following sources:

7.5.1.1. HQ AMC/A3AS

7.5.1.2. HQ AMC/A3V, Airlift Operations

7.5.1.3. 18 AF/618 TACC

7.5.1.4. AMD (for any AOR)

7.5.1.5. Special Operations planners

7.5.1.6. Current Operations planners and schedulers

7.5.1.7. AMC Exercise planners

7.5.1.8. AMC Operations Plans planners in coordination with AMC Logistics Plans planners

7.5.1.9. National Guard Bureau/A3 or HQ AFRC/A3

- 7.5.1.10. Accident Investigation Boards
- 7.5.1.11. Federal agencies (State Department, Department of Defense, etc.)
- 7.5.1.12. United States Embassies
- 7.5.1.13. Intelligence
- 7.5.1.14. Air and Space Operations Centers (AOC)
- 7.5.1.15. Air Operations Planners (other DOD users)
- 7.5.1.16. Theater FPOCs/13AF/A3

7.5.2. Requestors shall forward airfield survey requests to the combatant command responsible for the airfield for validation prior to submission to USTC. The combatant command will review and forward valid airfield surveys requests to the USTC DDOC via email using the airfield survey worksheet contained in Attachment 3. Upon receipt of the airfield survey request worksheet, the applicable USTC DDOC combatant command regional branch will review for accuracy and then forward to HQ AMC (A2A, A3A, A3M, A4R A70) and TACC XOPM via Logbook Newsgroup for feasibility recommendation. HQ AMC A3A will provide a coordinated HQ AMC and 618 TACC feasibility recommendation to the applicable USTC Combatant Command Regional Branch. The feasibility recommendation will state whether an airfield survey is required and supportable, if not required or unsupported provide alternate courses of action. USTC will notify the combatant command if the airfield survey request will be supported or non-supported. USTC will task 618 TACC/XOPM to execute all supported airfield survey requests.

7.5.3. If HQ AMC requires an update to an existing survey, or a survey is required for an exercise/contingency, 618 TACC/XOP will task an AMCU to conduct the survey. HQ AFRC/A3TC or NGB/A3 may task their respective ALCFs to conduct airfield surveys as required after coordination with 618 TACC/XOP. CRW survey teams may conduct unit funded airfield surveys/updates as required for training and will inform 618 TACC/XOPM prior to survey teams departing home station. Training will not be conducted in a combat zone.

7.5.4. The tasked AMCU and functional experts will conduct the survey and publish the results on an AMC Form 174, or approved data base, within 5 duty days of the survey completion date. If results are needed prior to 5 days, the essential information will be provided by e-mail, message, telephone, facsimile, or other most expeditious means. Airfield surveys are maintained by 618 TACC/XOP and HQ AMC/A3AS. To recommend immediate changes to protected airfield suitability information E-mail; [AMC.A3AS@scott.af.mil](mailto:AMC.A3AS@scott.af.mil) or contact HQ AMC/A3AS at DSN 779-3112 or DSN FAX 576-2019. **NOTE:** HQ AMC/A22 maintains classified surveys. All other US and foreign airfield surveys will be maintained by 618 TACC/XOP.

## **7.6. Accomplishment of Surveys.**

7.6.1. Airfield surveys are valid for 3 years. If no updates are made after 3 years, the complete survey should be re-accomplished. Surveys over 3 years old will be maintained for archive purposes only. Generally, survey data should be updated every 2 years or whenever significant changes have occurred to the airport or the operating environment. Whenever an AMCU airfield operations staff determines an airfield survey does not exist or requires

updating, 618 TACC/XOPM will be notified. Since airfield surveys can be very costly in terms of funding and manpower, comments regarding the importance and immediate need for the airfield data should be included. 618 TACC/XOP will task a unit to accomplish the survey consistent with mission priorities, funding, and manpower availability.

7.6.2. For each deployment, the Global Mobility Forces commander, or CRT team chief is responsible for updating the airfield survey of their deployed location or certifying that the current survey is still accurate. In addition, airfield information must be updated in the G2 Airfield Database. Minor updates to the AMC Form 174 may be provided by electronic mail, message, or letter to HQ AMC/A3AS and 618 TACC/XOP. If major changes have occurred, or if the existing AMC Form 174 is inadequate, a new report will be required. Airfield survey status will be included in each deployment after action report.

7.6.3. In cases where team members cannot perform a quality survey due to restrictions imposed by local authorities, especially foreign governments, the team members should attempt to gather as much information as permitted. The team chief will indicate on the front cover of the AMC Form 174 the limitations encountered (e.g., "Limited survey due to host nation restricting access to the parking ramp. All parking ramp, taxi way, and runway data collected is host nation provided information.")

**7.7. Documentation.** AMC Form 174. Part I, *Airfield Suitability*, is designed to provide specific information on the capability of the airfield to physically handle air mobility aircraft. Part II of the survey is a checklist designed to provide information to determine if the airfield has the facilities to support air mobility operations. AMCUs, in conjunction with functional experts, may be tasked to accomplish parts of, or all of the survey, depending on the proposed operation. All items in the checklist will be completed and marked "N/A" when appropriate. This requirement is to ensure survey areas are properly identified and not overlooked during HQ AMC/A3AS suitability determination. The airfield survey team may use an HQ AMC/A3M approved electronic version of the airfield survey checklist. Future developments of a computer assisted airfield survey program will include direct input of the completed surveys into a centrally located airfield survey data base by means of either a laptop or palmtop computer. The electronic copy should be sent to the HQ AMC/A3AS, HQ AMC/A7OI and 618 TACC/XOPM via E-mail. A printed copy together with maps, diagrams and attachments should also be sent to 618 TACC/XOP. Each unit conducting a survey will retain a copy of the survey and keep it on file (until it is superseded by a newer version) for backup and archive purposes.

7.7.1. Optional documentation using USAF standard STEP: STEP is intended to provide deliberate planning level base capabilities information. Specific on-hand infrastructure and potential maximum capacity projections are additionally reviewed. It will provide site survey members a hand-held, automated checklist that will allow one time data entry. AST members will be given permission to update specific chapters when/if required.

**7.8. Quality of Airfield Surveys.** The AMC Form 174 must be completed in as much detail as possible. The survey information provided is critical to determining aircraft suitability and AMC Contingency Support requirements, and serves as an important tool for mission planners and AMC functional managers. The following minimum elements should be included:

7.8.1. Additional attachments such as digital pictures, airfield diagrams, parking plan diagrams, taxi routes and hazardous cargo areas, area maps, airfield photographs, city maps, road maps, local checklists, phone numbers, policies, and restrictions, etc., are extremely

useful. Provide template diagrams of MOG and parking configurations. Highlight hazardous areas, emergency jettison areas, and warning areas. Include locally produced Standard Instrument Departures (SID) and other airfield handouts. Point out key facilities such as the fire department, fuels, in-flight kitchen, weather facility, motor pool, billeting, transient alert, assigned CRE areas, commonly used marshaling yards, etc.

7.8.2. Ensure the final summary reflects the MOG capabilities by type of aircraft, special cautions and/or restrictions, and additional assessments of capabilities that would help mission and AMCU planners determine aircraft and support capabilities and requirements at the airfield. The final summary is the team chief's opportunity to put on the commander's hat and answer the questions of who, what, where, and how much tanker and air mobility support would be needed at the location to run a two shift operation with the worse case MOG listed. **NOTE:** Do not make a suitability determination; only make recommendations as to the suitability of the airfield. The recommendation should match the information gathered.

7.8.3. Report measurements in feet measured to the nearest inch. Convert meters to feet using 3.281 ft/meter as the conversion factor.

7.8.4. Top priorities are runway(s), taxiway(s), and parking apron measurements, weight bearing capacity (WBC) and obstacle information. It is imperative that obstacle information be specific to include location, height, and distance from runway or taxiway centerline, and the edge of the apron. Measure and document each obstacle only once, with reference to the nearest approach end of the runway. For each taxiway and apron indicate whether lighting is available. Data provided by the location's Airfield Manager (or equivalent) should be verified for accuracy. If not verified, annotate data as such.

**7.9. Airfield Survey Database.** The AMC Airfield Database resides in GDSS. Access to the database is through either a GDSS terminal or through a communications terminal. The Airfield Survey, AMC Form 174, should be used to update the GDSS database. Survey team chiefs should review the database prior to deploying on the airfield survey. Review of the database may be accomplished at any GDSS or communications terminal. Notify HQ AMC/A3AS, HQ AMC/A3MM, and 618 TACC/XOPM of any discrepancies noted in the database.

**7.10. Pilot Unit Responsibilities.** HQ AMC/A3M is the AMC OPR for the Expeditionary Airfield Survey Program. However, an AMCU will be assigned as a pilot unit to provide field level inputs and improvements to the program. All AMCU commanders/flight chiefs and personnel conducting or compiling airfield surveys are encouraged to submit recommendations to the pilot unit. The pilot unit will be responsible to improve the quality of the airfield survey program by soliciting new ideas and evaluating them. The pilot unit should consolidate suggestions and comments from other units and submit new proposals for implementation to HQ AMC/A3M. Areas for improvement include content of the survey, written guides for survey teams, procedures, and training criteria.

## Chapter 8

### GLOBAL MOBILITY C2 COMMUNICATIONS/AGE MAINTENANCE PROGRAM

**8.1. Purpose.** The Global Mobility C2 Communications/Aerospace Ground Equipment (Comm/AGE) Maintenance program encompasses all personnel and equipment assigned to an AMCU for the purpose of providing Comm/AGE support for 7E1XX series UTCs. This includes: line-of-sight and beyond line-of-sight voice/data communications systems and operators/technicians; automated C2 systems and system administrators; and power generation/climate control equipment and mechanics/technicians. This chapter provides an explanation of the relationship between established USAF maintenance practices, AMC guidance, and the unique Global Mobility Comm/AGE mission; only topics not found in higher echelon publications shall be addressed. In instances where this chapter conflicts with USAF-level or higher echelon publications, those publications take precedence. Conflicts between this chapter and existing higher echelon guidance, regardless of circumstance, should be identified to HQ AMC/A3M for resolution.

**8.2. General.** An AMCU is considered a “mobility-only” unit; Comm/AGE equipment and personnel are assigned solely to support the AMCU’s ability to perform its assigned mobility mission.

8.2.1. Organization. While in-garrison, AMCU Comm/AGE maintenance personnel should be organized and staffed in the most streamlined manner possible to eliminate parallel levels of supervision and management. Instead, personnel utilization should be technician-oriented to maximize in-garrison productivity with a focus on deployment readiness.

8.2.2. Funding. AMCU commanders should ensure that their Comm/AGE maintenance program is properly equipped and funded to perform all authorized organizational and limited intermediate level repair on assigned Comm/AGE systems, expandable shelters, and unit-assigned test equipment.

8.2.3. Communications Guidance. AMCUs will use AFI 33-150, *Maintenance Management of Communications-Electronics*, as the governing directive for all Communications-Electronic (C-E) maintenance activities and consider it primary source documentation for all localized C-E maintenance practices and maintenance management policies.

8.2.4. AGE Guidance. AMCUs will use AFI 21-101, *Aerospace Equipment Maintenance Management*, as the governing directive and primary source documentation for maintenance activities involving 7E1XX UTC support equipment such as tactical generators, environmental control units, and power distribution panels. In the event AGE maintenance management policies conflict with AFI 33-150 or higher echelon guidance, those publications shall take precedence unless such a default will pose a danger to personnel or assigned equipment. Report such conflicts to HQ AMC/A3 immediately for resolution.

**8.3. AMCU-Unique Formal Training.** HQ AMC/A3 will ensure that AMCU-unique formal training programs are available and adequate to provide the skills necessary to operate and maintain assigned equipment.

8.3.1. The primary formal training provider for Comm/AGE personnel is the USAF EC. The USAF EC maintains a training facility and qualified instructors to train AMCU personnel on Comm/AGE equipment in a controlled environment.

8.3.2. Commercial training. AMCU commanders may wish to leverage commercial training opportunities to broaden the expertise of their assigned personnel. Commercial courses are considered supplemental training opportunities and do not eliminate the requirement for personnel to attend established formal training courses or complete mandatory training requirements for the assigned Comm/AGE duty position.

8.3.3. USAF EC Course Development Process. When requested by the USAF EC, AMCU commanders shall make every attempt to provide seasoned Comm/AGE personnel to serve as Subject Matter Experts (SMEs) for both initial and revision levels of Instructional Systems Development (ISD). The effectiveness of any formal training course can be directly attributed to the expertise of the individuals selected to serve as SMEs for the ISD. It is not in the best interest of the Global Mobility community to send inexperienced or newly assigned personnel to serve as a SME; graduates of the subsequent formal course that spawns from the ISD will be less than effective, resulting in additional requirements during the OJT phase of an individual's training.

**8.4. Local Modification of Comm/AGE Equipment.** AMCUs are not authorized to alter, modify, adjust, enhance, or in any way change a Comm/AGE system, subsystem, or component in a manner that results in that equipment's inability to match appearance or performance specifications outlined within its corresponding USAF technical order, manufacturer-issued operating/owner's manual, or other such publication without written approval from approval authority. All assigned Comm/AGE equipment shall remain standardized to the maximum extent possible in order to ensure successful sourcing and tasking of inter-AMCU Comm/AGE assets.

**8.5. Mission Readiness Spares Package (MRSP).** AMCUs will maintain 50 percent (or one MRSP if only one 7E1XX UTC assigned) of each type of non-airborne MRSP in-garrison and ready to meet deployment response times. A 7E1XX non-airborne MRSP is not the property of the AMCU; it is owned by the host base logistics group/squadron and is loaned to the AMCU for use during deployments. Until a component is extracted from the MRSP, the AMCU will not compromise the inventory control seal unless required for shipment/customs inspection. If the seal is compromised, the AMCU will notify the base supply function as soon as operationally possible. While an MRSP is on loan to the AMCU, the AMCU will cooperate with base supply and allow them to maintain control and accountability of each MRSP. The AMCU will honor base supply requests to conduct scheduled inventories or other inspections as deemed necessary by the base supply function. When tasked to deploy, the AMCU will contact the base supply function, notify them the MRSP is in deployment status, and provide an estimated return date (with subsequent updates to firm the estimate). Upon return from deployment, the AMCU will follow established base supply directives to restore/replenish the MRSP to pre-deployment condition without a cost incurred by the base supply function.

**8.6. Attendance at Partnership and Standardization Conferences/Workshops.** Comm/AGE maintenance personnel may attend the AMC Global Mobility Conference.

8.6.1. AMC Global Mobility Conference. This forum affords the opportunity to meet face-to-face with AMC Global Mobility Comm/AGE managers and their peers to discuss

problems, concerns, and other pertinent issues that require the attention of HQ AMC/A3M or other HQ AMC directorates.

8.6.2. AMC-assigned/gained Comm/AGE Partnership Workshop. AMC-assigned AMCU Comm/AGE work centers should partner themselves with their AMC-gained counterparts and host partnership workshops to discuss Comm/AGE equipment, maintenance practices, and exploit Comm/AGE OJT opportunities. The AMC-assigned AMCUs may elect to allow their partnered AMCUs to rotate hosting duties, but the AMC-assigned AMCU should remain lead unit for planning and organization purposes.

## **8.7. Prescribed and Adopted Forms.**

### **8.7.1. Adopted Forms:**

DD Form 2133, *Joint Airlift Inspection Record*

AF Form 1256, *Certificate of Training*

AF Form 623A, *On-the-Job Training Record Continuation Sheet*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AF Form 1256, *Certificate of Training (LRA)*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

AFKAO-1, *USAF Voice Call Sign Instructions*

AFKAI-1 (C), *USAF Voice Call Sign List (VCSL)*

AKAC-176, *Joint Operation Code*

AKAC-1553, *Triad Numeral Cypher/Authentication System*

AKAI-18, *Joint Intra-theater Changing Call Sign Book*

### **8.7.2. Prescribed Forms:**

AMC Form 68, *Aerial Port Movement Log*

AMC Form 97, *Implementation of Force Protection Plan*

AMC Form 174, *Airfield Survey*

AMC Form 248, *Instructor Evaluation Checklist*

AMC Form 356, *Movement Flow Chart*

AF Form 797, *Job Qualification Standard Continuation/Command JQS*

AMC Form 9, *AMC Airlift Load Plan Certification*

AMC Form 174, *Airfield Survey*

AMC Form 502, *AMC Affiliation Training Student Critique*

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*

AFPD 10-4, *Planning*

AFI 10-201, Status of Resources and Training System

AFI 10-206, *Operational Reporting* (Library)

AFI 10-207 AMC SUP 1, Command Posts

AFI 10-215, Personnel Support for Contingency Operations (PERSCO)

AFI 10-401, Air Force Operations Planning and Execution

AFI 10-403, Deployment Planning and Execution (Library)

AFI 10-707, Spectrum Interference Resolution Program

AFPAM 10-1403, Air Mobility Planning Factors (Library)

AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations

AFI 11-2C-5V3-ADD-A, C-5 Operations - Configuration and Mission Planning (Library)

AFI 11-2C-17V3-ADD-A, C-17 Operations - Configuration and Mission Planning (Library)

AFI 11-2C-130V3, *C-130 Operations* (Library)

AFI 11-2KC-10V3, *KC-10 Operations Procedures* (Library)

AFI 11-2KC-135V3-ADD-A, *KC-135 Operations – Configuration* (Library)

AFI 11-2KC-135V3, *KC-135 Operations Procedures* (Library)

AFI 11-202V2, Aircrew Standardization/Evaluation Program

AFI 11-202V3, *General Flight Rules* (Library)

AFI 11-218, Aircraft Operation and Movement on the Ground

AFI 11-401, Aviation Management

AFI 13-213, *Airfield Management*

AFI 21-101, *Aerospace Equipment Maintenance Management*

AFMAN 23-110V2, *USAF Supply Manual, Material Management*

AFMAN 24-203, *Preparation and Movement of Air Force Cargo* (Library)

AFI 31-101, The Air Force Installation Security Program (FOUO)

AFJI 31-102, Physical Security

AFI 31-207, Arming and Use of Force by Air Force Personnel

AFI 31-501, *Personnel Security Program Management*

AFI 32-1042, Standards for Marking Airfield (Library)  
AFI 33-150, *Maintenance Management of Communications Electronics*  
AFI 33-201V2, Communications Security (COMSEC) User Requirements  
AFI 33-201V3, Reporting COMSEC Deviations  
AFI 33-201V7, Management of Manual Cryptosystems  
AFI 33-201V9, Operational Instructions for the Secure Voice Devices  
AFI 34-246, *Air Force Lodging Program*  
AFMAN 36-2108, Enlisted Classification  
AFI 36-2201V3, Air Force Training Program, On the Job Training Administration  
AFI 36-2201V5, Air Force Training Program Career Field Education and Training  
AFI 36-2226, Combat Arms Program  
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

**NOTE:** The following publications are applicable to AFRC AMCUs only. In addition to the required USAF publications listing, AFRC AMCUs will maintain these publications:

AFI 10-201, AFRCSUP1, Status of Resources and Training System  
AFRCI 10-203, United States Air Force Reserve Command (AFRC) Command and Control  
AFRCI 10-204, Air Force Reserve Exercise and Deployment Program  
AFRCI 10-205, Airlift Control Flight (ALCF) Reporting  
AFI 10-206 AFRCSUP1, *Operational Reporting*  
AFI 10-2501 AFRCSUP1, Full Spectrum Threat Response (FSTR) Planning and Operations  
AFI 11-401 AFRCSUP1, *Aviation Management*  
AFI 21-101 AFRCSUP1, *Aerospace Equipment Maintenance Management*  
AFI 21-103 AFRCSUP1, Equipment Inventory, Status and Utilization Reporting  
AFI 31-207 AFRCSUP1, Arming and Use of Force by Air Force Personnel  
AFI 33-201V2 AFRCSUP1, *Communications Security (COMSEC) User Requirements*  
AFI 36-2226 AFRCSUP1, *Combat Arms Program*  
AFI 36-2903 AFRCSUP1, *Dress and Personal Appearance of Air Force Personnel*  
AMC Counter-Chemical, Biological, Radiological, and Nuclear Concept of Operations  
AMCIND 2, Numerical Index of Air Mobility Command and Multi-Command Standard Publications and Forms  
AMCI 10-202V1, *Command and Control Operations* (Library)  
AMCI 10-202V4 CL1, Expeditionary Air Mobility Support Operations Checklist (Library)  
AMCI 10-202V6, Mission Reliability Reporting System (MRRS) (Library)

AMCPAM 10-210, Stage Crew Management (Library)

AMCI 11-208, *Tanker/Airlift Operations* (Library)

AMCI 13-101, *Air Mobility Liaison Officers* (AMLOs) (Library)

AMCI 21-101, *Maintenance Management Policy*

AMCI 21-104, Aircraft Maintenance Training

AMCPAM 10-405, AMC Deployment, Employment, and Redeployment Guide for Base Operating Support

AMCI 24-101V18, *Military Airlift-AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*

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

AMCPAM 31-1, Air Mobility Command Arming Policy

DOD Foreign Clearance Guide

Flight Information Publications (FLIP) Planning – Worldwide (Library)

FLIP Instrument Flight Regulations (IFR) Supplements and En route Charts (Library)

JP 4-01, Joint Doctrine for the Defense Transportation System

Location Identifier ICAO Document 7910 (Library)

Location Identifier Handbook-FAA Publication 7350 (Library)

TAFB 90-101, Inspection System

TO 1C-5A-9, Loading Instructions (Library)

TO 1C-5A-9-2, Specific Instructions for Loading Instructions Manual (Library)

TO 1C-10(K)A-5, Basic Weight Checklist and Loading Data (Library)

TO 1C-10(K)A-9, Cargo Loading Manual (Library)

TO 1C-130E-5, Basic Weight Checklist and Loading Data (Library)

TO 1C-130A-9, Cargo Loading Manual (Library)

TO 1C-130H-5, Basic Weight Checklist and Loading Data (Library)

TO 1C-130J-9, Cargo Loading Manual (Library)

TO 1C-135-5-1, Basic Weight Checklist, Maintenance Data, Loading Data, and Fuel Loading Data (Library)

TO-1C-135-9, Cargo Loading Manual (Library)

Air Force Records Disposition Schedule (available on-line at: <https://afirms.amc.af.mil>)

TB 55-46-1, Standard Characteristics for Transportability Military Vehicles and Other Outsized/Over-weight Equipment (Library)

*Abbreviations and Acronyms*

**A/DACG**—Arrival/Departure Airfield Control Group  
**AALPS**—Automated Air Load Planning System  
**ACLP**—Affiliated Contingency Load Planning Program  
**ACM**—Additional Crewmember  
**ADVON**—Advanced Team  
**AEG**—Air Expeditionary Group  
**AEW**—Air Expeditionary Wing  
**AFPAM**—Air Force Pamphlet  
**AFPD**—Air Force Policy Directive  
**AFSC**—Air Force Specialty Code  
**AFRC**—Air Force Reserve Command  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPAM**—Air Force Pamphlet  
**AFPD**—Air Force Policy Directive  
**AFJQS**—Air Force Job Qualification Standard  
**AGE**—Aerospace Ground Equipment  
**ALCF**—Airlift Control Flight  
**AMC**—Air Mobility Command  
**AMCI**—AMC Instruction  
**AMCPAM**—AMC Pamphlet  
**AMCU**—Air Mobility Control Unit  
**AMD**—Air Mobility Division  
**AMLO**—Air Mobility Liaison Officer  
**AMOS**—Air Mobility Operations Squadron  
**AMS**—Air Mobility Squadron  
**ANG**—Air National Guard  
**AOC**—Air and Space Operations Center  
**APCC**—Aerial Port Control Center  
**A/R**—Aerial Refueling  
**ARC**—Air Reserve Component

**AST**—Airfield Survey Team

**AT**—Assessment Team

**ATC**—Air Traffic Control

**ATOC**—Air Terminal Operations Center

**ATSEV**—Air Transportation Standardization/Evaluation

**ATT**—Affiliation Training Team

**C2**—Command and Control

**CBRNE**—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive

**CBRN**—Counter-Chemical, Biological, Radiological and Nuclear

**CC**—Commander

**CE**—Civil Engineers

**CFETP**—Career Field and Education Training Plan

**CHOP**—Change in Operation Control

**CJQS**—Command Job Qualification Standard

**CLIP**—Contingency Loadplanning Instructor Preparation Course

**CLPC**—Contingency Load Planning Course

**CLPT**—Contingency Load Planning Team

**COMAFFOR**—Commander of Air Force Forces

**CONOPS**—Concept of Operations

**CRAF**—Civil Reserve Air Fleet

**CRG**—Contingency Response Group

**CRE**—Contingency Response Element

**CRT**—Contingency Response Team

**CRW**—Contingency Response Wing

**CRFSEV**—Contingency Response Forces Stan Eval Visit

**CSEP**—Communications Standardization and Evaluation Program

**DAMA**—Demand Assigned Multiple Access

**DCAPES**—Deliberate and Crisis Action Planning and Execution Segments

**DCC**—Deployment Control Center

**DDOC**—Deployment Distribution Operations Center

**DIRMOBFOR**—Air—Director of Mobility Forces-Air

**DOC**—Designed Operational Capability

**ECS**—Expeditionary Combat Support  
**EET**—Exercise Evaluation Team  
**EOD**—Explosives Ordnance Disposal  
**ERO**—Engines Running Onload and Offload  
**FAA**—Federal Aviation Administration  
**FAM**—Functional Area Manager  
**FPOC**—Force Projection Operations Center **GAMSS**—Global Air Mobility Support System  
**GDSS**—Global Decision Support System  
**GMRS**—Global Mobility Readiness Squadron  
**GSS**—Global Support Squadron  
**HELAMS**—Hardsided, Expandable Lightweight Air Mobile Shelter  
**HF**—High Frequency  
**IAW**—In Accordance With  
**IG**—Inspector General  
**ITV**—In-Transit Visibility  
**JA/ATT**—Joint Airborne/Air Transportability Training  
**JI**—Joint Inspection  
**JOPEs**—Joint Operation Planning and Execution System  
**JTF**—Joint Task Force  
**MEGP**—Mission Essential Ground Personnel  
**MES**—Military Essentiality Status  
**METL**—Mission Essential Task List  
**MHE**—Materials Handling Equipment  
**MIF**—Mobility Information File  
**MOG**—Maximum On Ground  
**MOU**—Memorandum of Understanding  
**MPA**—Military Personnel Appropriations  
**MSC**—Mission Support Cell  
**MSEP**—Maintenance Stan Eval Program  
**MSF**—Mission Support Forces  
**MSRP**—Mission Readiness Spares Package  
**NGB**—National Guard Bureau

**NOTAM**—Notices To Airmen  
**OJT**—On-the-Job Training  
**OPR**—Office of Primary Responsibility  
**OPREP**—Operations Report  
**PACAF**—Pacific Air Forces  
**PACOM**—US Pacific Command  
**PERSCO**—Personnel Support for Contingency Operations  
**PID**—Plan Identification  
**PMEL**—Precision Measurement Equipment Laboratory  
**PMI**—Preventive Maintenance Inspection  
**POL**—Petroleum, Oil and Lubricants  
**QA**—Quality Assurance  
**R&C**—Review and Certification  
**RPA**—Reserve Personnel Appropriations  
**SAA**—Senior Airfield Authority  
**SAAM**—Special Assignment Airlift Mission  
**SAV**—Staff Assistance Visit  
**SEB**—Standardization and Evaluation Board  
**SECDEF**—Secretary of Defense  
**SEI**—Special Experience Identifier  
**SELO**—Standardization and Evaluation Liaison Officer  
**SID**—Standard Instrument Departures  
**SII**—Standard Instrument Identifiers  
**SII**—Special Interest Item  
**SME**—Subject Matter Expert  
**STAN/EVAL**—Standardization/Evaluation  
**STT**—Special Tactics Team  
**TDY**—Temporary Duty  
**TO**—Technical Order  
**TOC**—Tactical Operations Center  
**TODA**—Technical Order Distribution Account  
**TODO**—Technical Order Distribution Office

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

**TRP**—Training Review Panel

**TWG**—Threat Working Group

**USAFE**—United States Air Forces, Europe

**USTC**—United States Transportation Command

**UAF**—Unit Authorization File

**UHF**—Ultra-High Frequency

**ULN**—Unit Line Number

**ULS**—Universal Loading Simulators

**UMD**—Unit Manpower Document

**USTC**—United States Transportation Command

**UTC**—Unit Type Code

**VHF**—Very High Frequency

**AF/A3**—Pacific Air Operations Center Air Mobility Division

**TACC**—618<sup>th</sup> Tanker Airlift Control Center

### *Terms*

**Aerial Port Control Center (APCC)**—Provides in-theater command and control of all aerial port personnel and assets and ensures timely movement of all air passenger and cargo requirements.

**AF Form 797, (Job Qualification Standard Continuation/Command JQS)**— Contains tasks, knowledge and technical references to which a trainee must be certified.

**Air and Space Operation Center (AOC)**—The principal air operations installation (land or ship based) from which all aircraft and air warning functions of tactical air operations are controlled. The AOC is the senior air operations element of the theater air control system. As focal point of the system, the AOC is connected by communications to operations, logistics, intelligence centers, appropriate staff elements of higher and lateral headquarters, other intelligence agencies, subordinate units, and subordinate elements of the theater air control system.

**Air Force Component Commander (AFCC)**—The senior USAF commander who serves as the Air Force Service component commander under the joint force commander (JFC). The AFCC exercises overall command of all USAF forces within an area of responsibility (AOR). The JFC may designate the AFCC as the joint force air component commander (JFACC). When appointed, the JFACC is a functional component commander whose authority is derived from the JFC and whose purview extends over air assets from all Services within the theater or AOR.

**Air Mobility Control Unit (AMCU)**—Generic term referring to CRG, GMRS, GMS, GSS, and ALCF.

**Air Mobility Division (AMD)**—One of five divisions of the Air and Space Operations Center. The AMD plans, coordinates, tasks and executes the theater air mobility mission. It is lead by the AMD Chief and is normally organized into four functionally oriented teams; Airlift Control Team (ALCT), Air Refueling Control Team (ARCT), Air Mobility Control Team (AMCT) and the Aeromedical Evacuation Control Team (AECT). The AMD coordinates with the theater Deployed Distribution Operations Center (DDOC) for movement requirements and the 618 TACC for integration of inter-theater air mobility missions.

**Air Mobility Liaison Officers (AMLOs)**—Rated officers with extensive mobility experience. They are primarily assigned to Army/Marine units with high priority, short notice airborne and air mobility missions. They work with the supported commander's G-3/G-4 staff to provide advice and assistance on air mobility matters. They assist in evaluating the feasibility of proposed air mobility operations and identifying problem areas. They provide key recommendations to both the Army commander and AMC C2 agencies. They also assist in requesting tactical airlift, survey and tactical drop zones, and control certain airdrop operations.

**Air Mobility Operations Squadron (AMOS)**—Provides a team of personnel to deploy worldwide to establish an AMD, Tanker cell (or Tanker cell augmentation) and an aerial port control center (APCC) when requested.

**Air Transportation Standardization/Evaluation (ATSEV) Program**—A commander's tool to validate air transportation readiness by providing a common approach to training, and the tools to train and evaluate all aerial port (2T2XX) personnel to one standard AMC-wide.

**Certification Board**—Certifies unit personnel complete (after all training and evaluations) for initial upgrade or re-qualification to CRE commander, CRT chief, or CSE chief. Chaired by the Wing Commander.

**Commander, Air Force Forces (COMAFFOR)**—The senior Air Force commander responsible for all Air Force forces assigned to joint task force.

**Contingency Response Group (CRG)**—Contingency Response Groups (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. The CRG CONOPs and AFI 10-202, Contingency Response Groups, describes CRG operations. HQ AMC/A3MM is the functional manager for the CRGs.

**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 is composed of Contingency Support elements from various units and 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. Since CREs

are deployed primarily to support AMC's global air mobility mission, they will normally remain under the operational control of AMC.

**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.

**Contingency Response Wing**—The Air Forces global reach crisis response force. Rapidly deploy tailorable, multi-role, multi-skilled, expeditionary mobility teams, organized to quickly assess and effectively open forward contingency airbases and conduct air mobility support operations anywhere in the world. Exercise command authority over the respective Contingency Response Groups (CRGs), Global Support Squadrons (GSSs) and Air Mobility Liaison Officers (AMLOs) at their Operating Locations (OLs) for organization, control of resources and equipment, personnel management, logistics, training, readiness, mobilization, demobilization, discipline, and any other appropriate matters. Ensures mission-ready airfield assessment teams, airfield operations, C2, aerial port, quick-turn aircraft maintenance, weather, intelligence, air traffic control, security forces, finance, fuels, supply, and contracting personnel are available to project and sustain combat forces worldwide.

**Contingency Response Forces**—Generic term referring to “deployed” personnel/equipment from any of the following organizations: ALCF, CRG, CRW, GMRS, and GMS.

**Contingency Response Force Stan-Eval Visit (CRFSEV)**— CRFSEVs are the principle tool for evaluating Contingency Response Force operations and verifying safe and effective mission accomplishment. This is achieved through contingency response force testing and task evaluations to ensure compliance with approved operational procedures and applicable special interest items. Additionally, the effectiveness of unit Stan/Eval and Training programs are evaluated to ensure compliance and standardization among contingency response units, and provide meaningful feedback to unit commanders.

**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 CRE or CRT, or as a small scale stand-alone entity.

**Director of Mobility Forces-Air (DIRMOBFOR-Air)**—The DIRMOBFOR- Air is the COMAFFOR's designated coordinating authority with all agencies affecting air mobility operations. The DIRMOBFOR – Air is also the advisor on how best to effectively use air mobility assets. He or she is normally assigned or attached to the COMAFFOR's special staff to assist in planning and conducting air mobility operations and should be given appropriate liaison authority.

**Exercise Evaluation Team (EET)**—The intent of this program is to enable the commander the ability to evaluate response capabilities and train personnel for contingencies. Team members conduct the planning, execution, and evaluation of all exercises involving two or more functional areas. The governing guidance is AFI 32-4001, Chapter 5, and TAFBI 90-101.

**Global Mobility Readiness Squadron (GMRS)**—An in-garrison organization which houses the FP, Intel, ATC, POL, Supply, Vehicle MX, Contracting and Finance UTC that when combined with GMS resources comprise the CRG. GMRS forces are primarily responsible for executing the Open the Airbase force module by shaping the airbase environment to support air operations of any type.

**Global Mobility Squadron (GMS)**—An in-garrison organization which houses the C2, Aerial Port, MX, and WX UTCs that when combined with the GMRS resources, comprise the CRG. GMS forces are primarily responsible for executing the Open the Airbase force module by planning, coordinating, and conducting initial airfield/air mobility support operations. The GMS may also provide the core C2, Aerial Port, and MX capabilities for CRE operations in support of Global Mobility.

**Job Qualification Standard (JQS)**—Comprehensive task list common to all persons serving in the duty position, which describe a particular job type or duty position (commonly referred to as Command JQS, or CJQS).

**Joint Force**—A general term applied to a force that is composed of significant elements of the US Army, Navy, or Marine Corps and the Air Force or two or more of these services operating under a single commander authorized to exercise unified command and operational control over joint forces.

**Joint Forces Commander (JFC)**—A general term applied to a commander authorized to exercise combatant command (command authority) or operational control (OPCON) over a joint force.

**Mobility Information File (MIF)**—A collection of information for each functional area (aerial port, command and control, maintenance, etc.) necessary for CRW/CRG specific operations. The MIF consists of six sections; all, C3, aerial port, maintenance, other, and read file. Each squadron maintains a copy while the master is maintained in Stan/Eval. All individuals must sign off their MIF card prior to deploying.

**Quality Assurance**—Functional experts who accomplish periodic in-progress evaluations and after action inspections on key areas in the maintenance arena.

**Review and Certification (R&C) Program**—The R&C Program is designed to ensure safe and efficient Global Reach Laydown (GRL) operations through a systematic review of individual qualifications prior to allowing that person to conduct operations without supervision. It is intended to help standardize squadron certification programs set up by the respective squadron commanders. Execution of the program encompasses R&C Boards, appropriate documentation, and interviews for certain qualifications.

**Senior Airfield Authority (SAA)**—An individual designated/appointed by the component responsible for airfield operations at the direction of the JFC. This individual is responsible for the control, operation, and maintenance of an airfield to include the runways, associated taxiways, parking ramps, land, and facilities whose proximity affect airfield operations.

**Special Interest Item (SII)**—A tool to focus management attention, gathers data, and assesses the status of specific programs and conditions in the field. SIIs are evaluated by IG inspectors using inspection guides and grading criteria provided by the SII sponsoring agency.

**Special Tactics Teams (STTs)**—STTs are small, task organized teams of Air Force parachutists and combat diver qualified personnel trained and equipped to control drop, landing, and extraction zone air traffic in austere and/or hostile conditions. These teams survey and establish terminal airheads as well as provide guidance to aircraft for air mobility operations. They provide command and control and conduct reconnaissance, surveillance, and survey assessments of potential objective airfields/assault zones, in addition to performing limited weather

observations and removal of obstacles or unexploded ordinance with demolition. The ALCC will control STT operations through the STT operations staff.

**Staff Assistance Visit (SAV)**—Performed to solve specific problems or exchange information by covering any standardization/evaluation area. An example would be visiting squadron-training offices to monitor training folder status.

**Training Business Area (TBA)**— TBA is a Net-Centric, Global Combat Support System (GCSS)-AF IF Web-Based application providing Air Force Warfighters with global, real-time visibility into technical qualifications, certifications and training status of weapons systems and communications-electronic systems maintenance professionals Air Force wide.

**618th Tanker Airlift Control Center (618 TACC)**—The 618 TACC is the functional name for the highest level in the AMC C2 system providing centralized command and control of AMC assigned, operated, and gained forces. This agency serves as the central execution agency for determining and tasking all AMC operational and mission requirements. 618 TACC C2 is divided into four cells. Three cells are geographic (Americas, East, and West). They provide mission management of AMC resources in their AOR. The fourth cell is the 618 TACC emergency actions cell which implements applicable JCS, USAF, USTC, and AMC coded and clear text emergency actions directives. The 618 TACC is a direct reporting unit to HQ AMC.

**Training Review Panel (TRP)**—A projection of personnel in critical AFSCs and the status of their contingency response specific training.

**Attachment 2**  
**REPORTS**

**A2.1. Sample On-Station Report Format.**

**Figure A2.1. Sample On-Station Report Format.**

FROM: (PARENT UNIT)/(ALPHA DESIGNATOR)/(TYPE UNIT)/(LOCATION)  
[EXAMPLE: 615/A/CRG/PHIK]  
TO: 618 TACC COMMAND CENTER SCOTT AFB IL//XOP/XOPMC//AMD  
(If deployed)  
INFO: (OTHER AGENCIES AS REQUIRED)  
CLASSIFICATION: (AS REQUIRED)  
SUBJECT: ON STATION REPORT

1. THE (unit) IS ON STATION AT (ICAO) IN SUPPORT OF (exercise/operation name)
2. CRG COMMANDER/CRE COMMANDER/CRT TEAM CHIEF:
3. DUTY PHONE:
4. COMMANDER'S/TEAM CHIEF'S QUARTERS/ROOM/PHONE:
5. STRENGTH REPORT: OFFICERS ENLISTED IN TRAINING TOTAL O/E  
CRE CORE  
OPERATION OFFICERS  
AERIAL PORT  
MAINTENANCE  
OTHER (SPECIFY)  
TOTAL:
6. COMMUNICATIONS:
  - A. CALL SIGN:
  - B. TOC/HELAMS/SELCALL:
  - C. SATCOM VOICE:
  - D. UHF (AIR-TO-GROUND) FREQS: PRIMARY SECONDARY
  - E. VHF (AIR-TO-GROUND) FREQS: PRIMARY SECONDARY
  - F. HF VOICE FREQS: PRIMARY SECONDARY
  - G. FAX PHONE NUMBER:
  - H. STE PHONE NUMBER:
7. REDEPLOYMENT SUPPORT AIRLIFT REQUIRED:
8. MHE AND AGE AVAILABLE:
9. LIMFACS:
10. REMARKS: (LOCATION)/(EXERCISE/OPERATION NAME)
11. MOGS: PARKING: WORKING:
12. ETD NEXT STATION

A2.1.1. Sample CLPT/ATT On-Station Report.

**Figure A2.2. Sample CLPT/ATT On-Station Report.**

SUBJ: CLPT/ATT TRAINING ON STATION REPORT  
1. (U) THE CLPT/ATT IS ON STATION AT , IN SUPPORT OF AFFILIATION AS

OF (DD MMM YY).

2. (U) TEAM MEMBER(S) ARE: AND .
3. (U) DUTY PHONE: (DSN & COMM)
4. (U) QUARTERS LOCATION/ROOMS AND PHONE NUMBER:
5. (U) ETD: (DD MMM YY).

## **A2.2. Sample Situation Report (SITREP).**

### **Figure A2.3. Sample Situation Report (SITREP).**

FROM: (UNIT)/(ALPHA DESIGNATOR)/(TYPE UNIT)/(LOCATION) [EXAMPLE:  
615/A/CRG/PHIK]

TO: 618 TACC SCOTT AFB IL//XOP/XOPMC/XOGM//

HQ AMC SCOTT AFB IL//LGRM/DPX/DPXX//A4/A1//

THEATER AMD (If Formed)

INFO: (DEPLOYED UNIT'S HOME UNIT)

CLASSIFICATION: (AS REQUIRED)

SUBJECT: (UNIT)/(ALPHA DESIGNATOR)/(TYPE UNIT)/(LOCATION)/SITREP NUMBER  
(XXX) FOR THE PERIOD (DTG) TO (DTG)

#### **I. AIRLIFT:**

1. MISSIONS: (THIS PERIOD, BY ACFT TYPE, SCHEDULED, FLOWN)
2. AIR EVACUATION MISSIONS (if applicable):
  - A. (NUMBER OF MISSIONS, THIS PERIOD, BY ACFT TYPE, SCHEDULED, FLOWN)
  - B. (NUMBER OF PATIENTS BY LITTER, AMBULATORY)
3. OFF-LOAD PAX/CARGO (In Short Tons):
  - A. PAX: (NUMBER TODAY/CUMULATIVE NUMBER FOR DEPLOYMENT)
  - B. CARGO: (NUMBER TODAY/CUMULATIVE NUMBER FOR DEPLOYMENT)
4. ON-LOAD PAX/CARGO (In Short Tons):
  - A. PAX: (NUMBER TODAY/CUMULATIVE NUMBER FOR DEPLOYMENT)
  - B. CARGO: (NUMBER TODAY/CUMULATIVE NUMBER FOR DEPLOYMENT)
5. THRU-LOAD PAX/CARGO (In Short Tons):
  - A. PAX: (NUMBER TODAY/CUMULATIVE NUMBER FOR DEPLOYMENT)
  - B. CARGO: (NUMBER TODAY/CUMULATIVE NUMBER FOR DEPLOYMENT)
6. MOGS: (PARKING/WORKING) (Aircraft type specific)

#### **II. EQUIPMENT STATUS (Summarize Current Status of Equipment On-Station):**

1. MHE STATUS:
2. MAINTENANCE EQUIPMENT STATUS:
3. VEHICLE STATUS:

#### **III. COMMUNICATIONS STATUS:**

1. VOICE: (TYPE, FREQUENCY) and/or AS PUBLISHED IN 618 TACC C2SID (DTG), (STATUS)
2. DATA: (TYPE, FREQUENCY) and/or AS PUBLISHED IN 618 TACC C2SID (DTG), (STATUS)
3. NAVAIDS: (TYPE, STATUS)

#### **IV. SECURITY STATUS (Current Threat Assessment and Status of Security Forces):**

#### **V. PERSONNEL STATUS:**

1. PERSONNEL:
  - A. MALE: (OFFICER, ENLISTED, CIVILAIN)

- B. FEMALE: (OFFICER, ENLISTED, CIVILAIN)
- C. TOTAL: (OFFICER, ENLISTED, CIVILAIN)
- 2. BREAKDOWN:
  - A. OPERATIONS: (QUALIFIED/IN TRAINING)
  - B. MAINTENANCE: (QUALIFIED/IN TRAINING)
  - C. AERIAL PORT: (QUALIFIED/IN TRAINING)
  - D. SECURITY FORCES: (QUALIFIED/IN TRAINING)
  - E. ATC: (QUALIFIED/IN TRAINING)
  - F. MEDICAL: (QUALIFIED/IN TRAINING)
  - G. INTEL: (QUALIFIED/IN TRAINING)
  - H. OTHER (SPECIFY AFSC): (QUALIFIED/IN TRAINING)
  - I. TOTAL: (QUALIFIED/IN TRAINING)
- VI. COMMANDERS COMMENTS:  
NOTE: Instructions for SITREPs.

### Section I. Airlift

1. Missions flown: This section will reflect the type ACFT and number of missions flown. A scheduled mission is one that did not divert in and was scheduled in GDSS. If a mission was scheduled in but did not arrive due to maintenance, weather or other circumstances it is shown under the scheduled column but not under the actual column. The cumulative column is a total since the start of the operation.
2. Air Evacuation Missions: This is accomplished the same as above except the number of litter and ambulatory patients are shown. This information will be provided by the AES element deployed.
3. Inbound Pax/Cargo: This section will list all personnel and equipment that arrived. List the personnel and equipment that terminate your station. Do not list through load equipment/PAX
4. Outbound Pax/Cargo: This section will list all Personnel and Equipment that departed your station. Do not list through load Pax/Cargo.
5. Thruload Pax/Cargo: This section will list all Personnel and Equipment that transited your station. Do not list final offloaded and initial onload pax or cargo.
6. MOG: List your current working and parking MOG in this section.

### Section II. Equipment Status

1. MHE Status: List the status of all MHE on station. List the status of host base support equipment being used by the CRE.
2. Maintenance Equipment Status: List the status of all Maintenance Equipment on station. List the status of host base support equipment being used by the CRE.
3. Vehicle Status: List the status of all Vehicles on station. List the status of host base Vehicles being used by the CRE.

### Section III. Communications Status

1. Voice: List the status of all voice systems being used (SAT voice, Telephones, STE, etc.)
2. Data: List the status of all data systems being used (DOD DAMA, SPICE, FAX, Secure FAX,

DMS, etc.)

3. NAVAIDS: List the status of all airfield NAVAIDS

#### Section IV. Security Status

List the current security assessment at your location.

#### Section V. Personnel Status

1. List the totals of all personnel deployed to that location (officer, enlisted, civilian, gender, total)

2. CRG Breakdown: List by duty section the CRG make-up.

#### Section VI. Commander/Team Chief comments

List any comments or concerns the commander/team chief may have.

### **A2.3. Sample Off Station Report Format.**

#### **Figure A2.4. Sample Off Station Report Format.**

FROM: (PARENT UNIT)/(ALPHA DESIGNATOR)/(TYPE UNIT)/(LOCATION)

[EXAMPLE:

615/A/CRG/PHIK]

TO: 618 TACC SCOTT AFB IL//XOPM/XOPMC//

AMD (If deployed)

INFO: (any other HQ as required and deployed CRG/CRE home unit)

CLASSIFICATION: (AS REQUIRED)

SUBJECT: OFF STATION REPORT

1. THE (unit) CRG/CRE WILL BE OFF STATION AT (location/ICAO) AS OF (date/time group).

2. NEXT STATION IS (location/ICAO).

3. DEPARTING ON (mission number) AS OF (date/time group)

4. REMARKS: (as required)

### **A2.4. Sample Deployed Personnel and Equipment Report Format.**

#### **Figure A2.5. Sample Deployed Personnel and Equipment Report Format.**

FROM: (PARENT UNIT)/(ALPHA DESIGNATOR)/(TYPE UNIT)/(LOCATION)

[EXAMPLE:

615/A/CRG/PHIK]

TO: 618 TACC SCOTT AFB IL//XOP/XOPMC/XOGM//

HQ AMC SCOTT AFB IL//LGRM/DPX/DPXX//A4/A1//

THEATER AMD (If Established)

INFO: (DEPLOYED UNIT'S HOME UNIT)

CLASSIFICATION: (FOUO or CONFIDENTIAL or SECRET or TOP SECRET)

SUBJECT: DEPLOYED PERSONNEL AND EQUIPMENT REPORT NUMBER XXX (DTG)

1. THE FOLLOWING PERSONNEL AND EQUIPMENT ARE DEPLOYED TO (ICAO) IN SUPPORT OF (EXERCISE/OPERATION NAME):
  - A. PERSONNEL: (ULN/LNR, NAME ((LAST, FIRST, MI)), RANK, AFSC, UNIT, ARRIVAL DATE, MAJCOM)
  - B. EQUIPMENT: (ULN, NOMENCLATURE, QUANTITY, OWNING UNIT, ARRIVAL DATE)
2. THE FOLLOWING PERSONNEL AND EQUIPMENT ARRIVED (ICAO) SINCE LAST REPORT:
  - A. PERSONNEL: (ULN/LNR, NAME ((LAST, FIRST, MI)), RANK, AFSC, UNIT, ARRIVAL DATE, MAJCOM)
  - B. EQUIPMENT: (ULN, NOMENCLATURE, QUANTITY, OWNING UNIT, ARRIVAL DATE)
3. THE FOLLOWING PERSONNEL AND EQUIPMENT DEPARTED (ICAO) SINCE LAST REPORT:
  - A. PERSONNEL: (ULN/LNR, NAME ((LAST, FIRST, MI)), RANK, AFSC, UNIT, ARRIVAL DATE, DEPARTURE DATE, MAJCOM)
  - B. EQUIPMENT: (ULN, NOMENCLATURE, QUANTITY, OWNING UNIT, ARRIVAL DATE, DEPARTURE DATE)
4. POC IS (NAME/CONTACT INFORMATION)

**A2.5. After Actions Report Format.**

**Figure A2.6. After Actions Report Format.**

(XXX CRW) AFTER ACTION REPORT EX X-XX							
TO: HQ AMC 618 TACC SCOTT AFB IL//XOP/XOPS/XOPM/XOCL/A3MM/A4XX							
DATES:	DD-MMM-YY – DD XXX YY	UNIT: XXX CRG		UNIT SUPPORTED: USNORTHCOM			N/A
TYPE:		Exercise		LOCATION:		Blue AAF and Black AFB WA	
JTF-PO/CC JTF-PO/J3 (CRE/CC)		Col Lt Col Name Lt Col (Inst) Name		OPS OFF J3-Air		Lt Col Name Lt Col Name (Eval) Lt Col Name	
MST CHIEF		Capt Name		OPS NCO		TSgt Name	
RAMPCO		MSgt Name		APS		MSgt Name	
OPS		X/XX		COMM/AGE		X/XX	
MX		X/XX		AERIAL PORT		X/XX	
SF		X/X		FINANCE		X/X	
TOTAL	XX/X/X	TOTAL TNG	X/X	RAMPC O	X/X	PERSCO	X/X
TYPE ACFT	C-130	C-17	C-5	INTEL	X/X	SUPPLY	X/X

NUMBER	X	X	X	CONS	X/X	US ARMY	X/X/X X
DELAYS	X	X	X	MEDICAL	X/X	OTHER	X/X
RELIABILITY			XX%	KC-135	C-17	Other	TOTAL
PAX ONLOAD	X	PAX OFFLOAD	XXX	X	X	X	XX
CARGO ONLOAD	X	CARGO OFFLOAD	XXX	X	X	X	X
TOTAL NUMBER OF DACG/LOADING TEAMS WHO HAVE ATTENDED APC/EPC	/			XXX%	XXX%	XXX%	XXX%
NAME OF AMLO CONTACTED :	N/A					TOTAL MOVED	XXX
						TOTAL MOVED	XXX
APC				/ /			
BRANCH OF SERVICE				FAILURES			
COMM CENTER	X			MARC			
RADIO FREQS	XXX.X UHF, XXX.XIL MR, SATCOM XXX.X			SL	/ /	SV	
TELEPHONE #S	DSN XXX-XXXX; Comm XXX-XXX-XXXX; IRIDIUM XXXXXXXXXX XX INMARSAT XXXXXXXXXX X						
				SATCOM	X	HF	
MOG/SHIFT				PARKING XxC-17 and XxC-5 or XxC-			

	130 Working XxC-17 or XxC-130 or XxC-5 at either KGRF or KTCM.
POL AVAILABLE	Y
TRANSPORTATION	
EQUIPMENT LIST	6K1AG, 7E1AB, 7E1AE, 7E1BD (Water/MRE), 7E1AM, HFHC1 (2x fire bottles and Tool kit only), UFBVE, UFBJA, UFMXC, UFBLK (4), 3X 10K AT AND 2X NGSL (MHE BORROWED FROM THE XX AW)
BILLETING	
MESSING	
TOC/JOC FACILITIES	
CRASH/FIRE/RESCUE	
PRINT NAME AND GRADE OF WRITER	PRINT NAME AND GRADE OF REVIEWER
NAME, Lt Col, USAF	NAME, Lt Col, USAF
POST MISSION NARRATIVE: Describe areas of interest, problems, successes, lessons learned, etc.	

**A2.6. Sample Training Review Panel Format.**

**Figure A2.7. Sample Training Review Panel Format.**

	Auth	Assgn	Qual	Losses	Gains
Ops Off					
Ops NCOs					
Load/Boom					
Comm/Age					
MX					
APS					
WX					
Intel					
SF					
ATC					
Medical					
Finance					
Contracting					
POL					
MHE MX					
TRAINING					
	NAME	AFSC	Start Training Date	Est Completion Date	
<u>Remarks:</u> Explain problem areas. Include actions taken/required, and get well date.					

**Attachment 3**  
**FORMS AND LETTERS**

**Figure A3.1. Sample Letter of Evaluation and Certification.**

1. The named individual is not considered qualified until all three areas have been completed and signed.

**A. Evaluator Recommendation**

MSgt Grantland Rice, 570 GMS, was evaluated on Contingency Response Team Chief duties at Mackall AAF, NC, from 5-19 Jan 06. He scored a 94% on the open book examination. He planned and led the deployment of a 19-person team that supported 12 airlift missions moving 45 tons of cargo and 157 passengers. He completed all actions for redeployment and reconstitution. One discrepancy recorded when examinee failed to properly assign mission deviation code.

I recommend MSgt Rice for certification to Contingency Response Team Chief following 1 hour of additional training in assigning mission deviation codes. Training will be completed by 28 Feb 06.

\_\_\_\_\_  
Evaluator Name, Rank, Organization

\_\_\_\_\_  
Signature, Date

**B. Reviewing Officer**

I have reviewed the individual's record and concur / non-concur with the above recommendation with my comments as outlined below.

\_\_\_\_\_  
Reviewer Name, Rank, Office Symbol

\_\_\_\_\_  
Signature, Date

**C. Approving Officer**

I certify / do not certify MSgt Grantland Rice as qualified to deploy in a primary UTC position and perform the duties of Contingency Response Team Chief with an effective date of \_\_\_\_\_.

\_\_\_\_\_  
Approving Officer Name, Rank, Office Symbol

\_\_\_\_\_  
Signature, Date

2. This page will be filed in the respective portion of the training folder IAW AMCI 10-202V4.

Figure A3.2. Sample Decertification Letter.



DEPARTMENT OF THE AIR FORCE  
621st CONTINGENCY RESPONSE WING (AMC)

Date

MEMORANDUM FOR TSgt John Doe

FROM: 817 GMS/CC

SUBJECT: Memorandum of De-Certification

1. TSgt John Doe, 123-45-6789, is removed from CRT Chief and CRT Chief Instructor/Evaluator status effective 1 Sep 03. This action is due to your failure to perform assigned duties during a recent deployment.
2. Corrective Action shall be initiated and a complete mission evaluation is required before re-certification as a CRT Chief. Corrective action will include 10 hours of ground training concentrating on pre-departure planning and OPREPs. In addition, you will re-accomplish COCSEC User training and require one ride as a CRT Chief student under the direct supervision of a CRT Chief Instructor. Upon the instructor's recommendation you will be scheduled for a complete mission evaluation as CRT Chief.
3. A review of the corrective action training will occur at every squadron Review & Certification Board until a satisfactory mission evaluation is completed. Failure to complete this corrective action by 31 Aug 2005 will result in a review of your status to perform the CRW mission.
4. You will acknowledge receipt of this letter within 5 duty days. This letter will be maintained in your Mobility Evaluation File and Training Folder/Record, if applicable, in accordance with AFI 10-202 Vol 4 and 621 CRW OI 10-202.

I.M. BOSS, Lt Col, USAF  
Commander

1st Ind, TSgt Doe

MEMORANDUM FOR 817 GMS/CC

I acknowledge receipt of this letter on \_\_\_\_\_, I understand and will comply with all corrective actions outlined above.

JOHN DOE, TSgt, USAF

---

### **A3.1. Review and Certification Board General Areas of Discussion.**

A3.1.1. The following is a list of general areas for board members to reference as they brief aspects of the unit's mission. Use this time to instruct, congratulate, challenge, and motivate the individual as they embark on a new segment of their career.

Commander:

Congratulations

Unit mission – commander's perspective

Leadership by example

Professional expectations and responsibilities associated with new qualification

Organizational support individual can expect from squadron

General knowledge

Chain of command

Safety philosophy

Operations Officer:

Unit's mission – operations officer perspective

-Technical competence

-Paperwork

-Monitor/maintain your currency and proficiency

-Keep leadership informed

-Technical support individual can expect from squadron, non retribution

-CRM / ORM

-Safety

Training and Stan/Eval:

-Adherence to Technical Orders and Instructions

-Stay in the books

-Available support from Stan/Eval and Training

-Expectations and responsibilities associated with new qualification

-Instructor Techniques

-Documentation

-Continuation training

-“Hangar Fly”

Safety

-Situational Awareness

-Safety programs (Operational Risk Management, Form 97, BASH, etc)

-Privileged information; why we have it and how we use it

Flight Commander or senior representative from functional specialty

-Remember where you came from

-Expectations

-Your role as a role model

-OPRs, EPRs, Awards and Decorations while deployed

Figure A3.3. R&C Board Coordination Sheet.

CRW R&C BOARD  
COORDINATION SHEET

OFFICE	Req'd	NAME	Notify	Present
CC				
DO				
Ops FLT				
Maint FLT				
Port FLT				
Training				
Safety				
Primary Trainer/Evaluator				

UNIT	
MONTH	
Scheduled Date/Time	

Figure A3.4. R&amp;C Board Coordination Sheet.



DEPARTMENT OF THE AIR FORCE  
621st CONTINGENCY RESPONSE WING (AMC)

MEMORANDUM FOR RECORD

FROM: 816 GMS/CC

SUBJECT: Review and Certification Board Minutes

1. The R&C Board convened at 1000 on 28 May 2005. The following board members were present:

CC: Lt Col Owens  
DO: Lt Col Agar  
SELO/Ops Flt: Maj Colley  
Training: TSgt Leasure  
Safety: TSgt Kenley  
Aerial Port: MSgt Crawley  
Mx: SMSgt Berge

2. Review.

a. The commander reviewed all training records of individuals in training and signed off the monthly review.

b. The following individual's training records were reviewed for entry into upgrade training to the position indicated:

Maj Buck Rogers – CRE/CC  
MSgt Chris Walker – Ramp Coordinator

**Figure A3.5. Review and Certification of Board Minutes.**

DEPARTMENT OF THE AIR FORCE  
621st CONTINGENCY RESPONSE WING (AMC)

MEMORANDUM FOR RECORD

FROM: 816 GMS/CC

SUBJECT: Review and Certification Board Minutes

1. The R&C Board convened at 1000 on 28 May 2005. The following board members were present:

CC: Lt Col Owens  
DO: Lt Col Agar  
SELO/Ops Flt: Maj Colley  
Training: TSgt Leasure  
Safety: TSgt Kenley  
Aerial Port: MSgt Crawley  
Mx: SMSgt Berge

2. Review.

a. The commander reviewed all training records of individuals in training and signed off the monthly review.

b. The following individual's training records were reviewed for entry into upgrade training to the position indicated:

Maj Buck Rogers – CRE/CC  
MSgt Chris Walker – Ramp Coordinator

c. Additional Training: TSgt John Doe. Not recommended for CRT upgrade on XX XXXX  
03. Member has completed 10 hours of ground training; however, all CRT training was cancelled due to exercise termination. Recommend continuing CRT training on the next available CRT trip.

3. Certification.

a. The following crewmembers were interviewed and upgraded to the position indicated:

Capt Angel Flyer – CRE Operations Officer  
SSgt That Goode – Affiliation Instructor  
SSgt Robert Wooley – CSE Chief

b. The commander certified the following individuals to perform the duties indicated (Interview not required):

Capt Sky King – CRE/CC Evaluator  
TSgt Pete Mitchell – Mx Production Superintendent  
SSgt Who Ami – CRE Ops NCO  
SrA Gary Fowler – ITV

c. Commander-Directed Downgrade: TSgt Brick Hands was downgraded from CRT Chief to CRE Cadre two weeks ago after member failed to properly plan a mission. Corrective action training will include 10 hrs ground training by CRT Instructor and an evaluation. Ground training will cover all aspects of pre-departure planning. A Memo for Record detailing corrective actions will be completed by unit SELO and filed in member's MEF.

4. Discussion. A discussion concerning the upcoming CRE/IGX exercises followed. Board recommended that a CRT team be formed to operate at both exercises.

5. Pending actions to be tracked by squadron SELO.

- a. Additional training for TSgt Doe (suspense: 15 Jul 2005)
- b. Corrective Training Memo for TSgt Hands (suspense: 5 Jun 2005)
- c. CRW/CC Interview for Capt King, SSgt Goode, SSgt Wooley (suspense: 31 Aug 05)

6. The board adjourned at 1040 on 28 May 2005. This memorandum will be filed for two years from posted date IAW AMCI 10-202V4. Questions can be directed to Maj Colley, squadron SELO, at x8075.

CARL W. AGAR, Lt Col, USAF  
Commander

**Figure A3.6. Sample CJQS Certification Letter.**

1. The named individual is not considered qualified until all three areas have been completed and signed.

**A. Evaluator Recommendation**

MSgt Grantland Rice, 570 GMS, was evaluated on Contingency Response Team Chief duties at Mackall AAF, NC, from 5-19 Jan 06. He scored a 94% on the open book examination. He planned and led the deployment of a 19-person team that supported 12 airlift missions moving 45 tons of cargo and 157 passengers. He completed all actions for redeployment and reconstitution. One discrepancy recorded when examinee failed to properly assign mission deviation code.

I recommend MSgt Rice for certification to Contingency Response Team Chief following 1 hour of additional training in assigning mission deviation codes. Training will be completed by 28 Feb 06.

\_\_\_\_\_  
Evaluator Name, Rank, Organization

\_\_\_\_\_  
Signature, Date

**B. Reviewing Officer**

I have reviewed the individual's record and concur / non-concur with the above recommendation with my comments as outlined below.

\_\_\_\_\_  
Reviewer Name, Rank, Office Symbol

\_\_\_\_\_  
Signature, Date

**C. Approving Officer**

I certify / do not certify MSgt Grantland Rice as qualified to deploy in a primary UTC position and perform the duties of Contingency Response Team Chief with an effective date of \_\_\_\_\_.

\_\_\_\_\_  
Approving Officer Name, Rank, Office Symbol

\_\_\_\_\_  
Signature, Date

2. This page will be filed in the respective portion of the training folder IAW AMCI 10-202V4.

Figure A3.7. Example CRE Commander Evaluation Checklist.

Task No.	TASK DESCRIPTION	Q	Q-	U	REMARKS
1	MISSION TASKINGS				
1.3	Extract information from Warning Order, Exercise Support Plan, CONOPS, OPLAN, OPORD, Base Support Plan, etc.				
3	PRE-DEPLOYMENT				
3.2	Airfield Survey and Summary of Airfield Restrictions				
3.8	Obtain frequencies from Frequency Manger at TACC				
3.9	Coordinate airlift activities with TACC (obtain fund site for airlift)				
3.12	Explain procedures for obtaining flight plans from TACC				
3.13	Determine requirements for U.S. and foreign customs, immigration, and agriculture clearances				
3.14	Orders ULNs/Non ULNs/NATO (obtain fund site)				
3.16	Prepare and submit Manpower and Material requirements				
3.17	Prepare and submit DD Form 1249 Airlift Request for SAAM or JCS exercise				
3.19	Coordinate deployment process with the Unit Deployment Managers (UDM)				
4	DEPLOYMENT				
4.1	Conduct mission briefings				

Task No.	TASK DESCRIPTION	Q	Q-	U	REMARKS
5	SUSTAINMENT				
5.1	Submit On Station Report to TACC				
5.2	Submit Deployed Personnel and Equipment report to TACC				
5.3	Accomplish situational reports (SITREP)				
5.7	Retrieve and extract airflow information from the ATO, SPINS				
5.12	Coordinate airlift management activities with appropriate agencies (Airfield manager/Base Ops/Host Nation/US Embassy)				
5.16	Update AMC FORM 174: AIRFIELD SURVEY				
6	REDEPLOYMENT				
6.1	Develop and accomplish a Roll-up Plan				
6.2	Submit Re-Deployment Plan to TACC				
7	POST DEPLOYMENT				
7.3	Complete After Action Report/Trip Report and any additional documentation				
8	MISSION MANAGEMENT				
8.1	Explain deployed CRE/CC role				

TREND ANALYSIS GUIDANCE

Grading Criteria:

Q = Qualified      Q- = Marginal      U = Unsatisfactory

- Q: **Qualified:** Performance standard for skill and knowledge performance in observed tasking area is met. No further training is necessary.
- Q-: **Marginal:** Less than satisfactory performance standard in skill and knowledge performance in non-critical tasking areas. Additional training is may be required.
- U: **Unsatisfactory:** Unsatisfactory performance standard level in the skill and knowledge performance area in a critical (5.1-5.3, 5.5-5.7, 5.9, 6.2, 6.7, 7.3, 13.1-13.6) or a group of non-critical areas. Additional training is required. Circle task or sub-task number and document training requirements, AF Form 623a, in Section IV of the individuals training record.

This form will be used as a guide to certify or re-certify an individual to CRE Commander Qualification. This form will be filed in the individuals training folder until upgrade training is completed. Remarks and comments should be accomplished on this evaluation form. Areas graded marginal or unsatisfactory will be clearly and completely explained.

Evaluators name and rank: \_\_\_\_\_

Date \_\_\_\_\_

Individuals name and rank: \_\_\_\_\_

Date: \_\_\_\_\_

Figure A3.8. Example CRE Operations Officer Evaluation Checklist.

Task No.	TASK DESCRIPTION	Q	Q-	U	REMARKS
1	<b>MISSION TASKINGS</b>				
1.5	UTC tasking, personnel and equipment LOGDET and MANFOR				
3	<b>PRE-DEPLOYMENT</b>				
3.13	Determine requirements for U. S. and foreign customs, immigration and agriculture clearances				
3.15	Travel arrangements				
4	<b>DEPLOYMENT</b>				
4.2	Identify DPU requirements				
4.7	Prepare and marshal mobility equipment through Joint Inspection (JI) line or TMO				
5	<b>SUSTAINMENT</b>				
5.1	Submit On Station Report to TACC				
5.2	Submit Deployed Personnel and Equipment report				
5.3	Accomplish SITREP				
5.5	Initiate and maintain the AF FORM 1924 Events Log				
5.6	Retrieve station workload and form 59s from GDSS/C2IPS				
5.7	Retrieve and extract airflow information from ATO/SPINS				
5.9	Prepare and update AMC Form 356 Flight Following Log				
5.10	Publish and distribute airflow schedule				
5.11	Report arrival and departure times to C2 agencies				

Task No.	TASK DESCRIPTION	Q	Q-	U	REMARKS
5.12	Coordinate airlift management activities with Airfield Manager/ Base Ops/Host Nation/ US Embassy				
5.14	Coordinate work schedules APS, MX, and other MSE's				
5.17	Explain Mission Reliability Reporting System (MRRS)				
5.18	State standard ground times and assignment of Delay Codes				
5.19	Explain aircraft maintain Alpha status codes (A-1, A-2, A-3, A-4)				
5.24	Coordinate aircraft/ ground support requirements				
5.25	Coordinate aircrew support requirements				
6	<b>REDEPLOYMENT</b>				
6.2	Submit Re-Deployment Plan to TACC				
6.3	Coordinate departure activities with host base personnel				
6.5	Identify personnel and equipment for re-deployment				
6.6	Coordinate manifesting and marshaling of CRE equipment and personnel				
6.7	Submit OFF Station reports to TACC				
7	<b>POST DEPLOYMENT</b>				
7.1	Coordinate equipment turn-in, service and repair				

Task No.	TASK DESCRIPTION	Q	Q-	U	REMARKS
8	<b>MISSION MANAGEMENT</b>				
8.3	Describe deployed operational chain of command				
8.4	Describe CRE arrival actions and duties				
9	<b>INFORMATION SECURITY</b>				
9.4	Explain proper OPSEC procedures				
11	<b>SAFETY</b>				
11.1	Explain and demonstrate safety procedures				
11.3	Develop FOD prevention program				
13	<b>EMERGENCY ACTIONS</b>				
13.1	Demonstrate QRC's				
13.2	Explain OPREP 3 reporting				
13.3	Explain Force Protection THREATCON levels				
13.4	Explain MOPP levels				
13.5	Describe USAF standardized alarm signals				
13.6	Explain anti-hijacking procedures				

Task No.	TASK DESCRIPTION	Q	Q-	U	REMARKS
15	<b>AIRCRAFT GROUND PROCESSING</b>				
15.5	State aircraft wing clearance and turn radius requirements				
15.6	Explain and coordinate ERO Procedures				
15.8	Explain aircraft concurrent servicing operations				
15.9	Lightning restrictions				
15.10	Wind restrictions				
16	<b>AIRCREW MANAGEMENT</b>				
16.1	State basic and augmented crew duty time limitations for all airlift aircraft				
16.2	Explain aircrew alerting and release procedures				
16.3	Explain aircrew alerting and release procedures for Alpha, Bravo and Charlie alert				
16.4	Prepare and distribute locally generated aircrew brochure				
16.5	Accomplish aircrew arrival/departure briefing				

TREND ANALYSIS GUIDANCE

Grading Criteria:

Q= Qualified      Q- = Marginal      U = Unsatisfactory

**Q:**      **Qualified:** Performance standard for skill and knowledge performance in observed tasking area is met. No further training is necessary.

**Q-:**      **Marginal:** Less than satisfactory performance standard in skill and knowledge performance in non-critical tasking areas. Additional training is may be required.

**U:**      **Unsatisfactory:** Unsatisfactory performance standard level in the skill and knowledge performance area in a critical (5.1-5.3, 5.5-5.7, 5.9, 6.2, 6.7, 7.3, 13.1-13.6) or a group of non-critical areas. Additional training is required. Circle task or sub-task number and document training requirements, AF Form 623a, in Section IV of the individuals training record.

This form will be used as a guide to certify or re-certify an individual to Operations Officer Core Qualification. This form will be filed in the individuals training folder until upgrade training is completed. Remarks and comments should be accomplished on this evaluation form. Areas graded marginal or unsatisfactory will be clearly and completely explained.

Evaluators name and rank: \_\_\_\_\_

Date \_\_\_\_\_

Individuals name and rank: \_\_\_\_\_

Date \_\_\_\_\_

**Figure A3.9. Sample AMC Exercise Quality Assessment Guide.**

AMC Exercise Quality Assessment Guide

CRG/CRE: DATE:

NO. ITEM YES NO NA

UNIT NAME/LOCATION

TYPE AFFILIATE: I II III IV VI VII (Circle one)

UNIT POC/PHONE NUMBER

EXERCISE TYPE: CONTINGENCY, JCS, SAAM, JA/ATT, CPX  
(Circle one)

1. a. Does the unit understand the current programs, concepts, and AMC policies?

(i.e. Defense Transportation Regulation 4500.9 Part III (DTR)

This information can be found in chapter 1 and the APPENDIX of the above mentioned regulations, and AMC PAM 36-1.

NOTES:

b. Did the unit involve or request assistance from AMC in the planning phase of the exercise (AMLO/CRE)?

2. Can the unit demonstrate the ability to, or physically verify the following:

a. Prepare unit cargo (weigh, mark, measure, load, manifest, and compute C/B's)

b. Prepare DD Form 2131, Passenger Manifest

c. Prepare/certify hazardous materials. (If possible, obtain a list of unit personnel that are HAZMAT certified and compare it to the Shippers Declaration for Dangerous Goods. This list can also be put in the affiliated units folders.)

d. Prepare/certify cargo manifest/loadplan

e. Provide qualified load teams

f. Provide shoring and dunnage

g. Operate an A/DACG, DCC, or Embark

If the ADACG was operated by a host, did the unit provide an affiliation trained representative.

h. Provide portable scales

i. Provide pusher type vehicle for loading trailers

j. Provide personnel to assist in the Joint Inspection

k. Provide safety briefings and safety equipment

l. Does the unit have the Automated Air Load Planning System (AALPS)

m. Did the unit supply load plans to CRE/ aerial port prior to execution?

n. Was the load planner phase II certified?

NOTES:

## AMC Exercise Quality Assessment Guide

CRG/CRE: DATE:

NO. ITEM YES NO NA

3. Which airlift control unit (AMCU) are they aligned with?

4. Have deploying unit personnel attended the Phase I training?

a. If so, how many? \_\_\_\_\_

b. When?

c. How many were utilized by the deploying unit in an air load planner capacity?

NOTE:

5. Have deploying unit personnel attended the Phase II training?

a. If so, how many? \_\_\_\_\_

b. When?

c. How many were utilized by the deploying unit in an air load planner capacity?

NOTE:

6. Did you identify or correct any cargo discrepancies in the following:

a. UNIT AREA -

b. ALERT HOLDING AREA -

c. CALL FORWARD AREA d.

READY LINE -

7. Did you identify or correct any discrepancies in the cargo or passenger

manifest?

NOTES:

8. Did the Aircraft Loadmaster find any discrepancies?

NOTES:

9. Have you compared your findings with the A/DACG or DCC?

NOTES:

10. Distribution:

1 cy - HQ AMC/A3MM

1 cy - 615th / 621st CRG AFF. MGR. (Active Duty Only)

1 cy - 4AF / 22AF AFF. MGR. (Guard and Reserve Only)

1 cy - Affiliated Unit Folder

1 cy - Affiliated Unit (Commander)

1 cy - Air Mobility Warfare Center (USAF EC)

**Attachment 4****PLANNING****Figure A4.1. Sample Redeployment Plan Format.**

FROM: (PARENT UNIT)/(ALPHA DESIGNATOR)/(TYPE UNIT)/(LOCATION)

[EXAMPLE: 615/A/CRG/PHIK]

TO: 618 TACC COMMAND CENTER SCOTT AFB IL//XOPW/XOPE/XOPMC//

AMD (If established)

CLASSIFICATION: (AS REQUIRED)

SUBJECT: REDEPLOYMENT PLAN 001

I. FOLLOWING IS THE REDEPLOYMENT PLAN FOR (location), AS OF (date/time group).

1. PHASE I - EAD (dd/mmm/yy) (list phases by earliest available date for the redeployment)

A. PERSONNEL:

ULN/LNR NAME (last, first, MI) RANK AFSC UNIT

B. TOTAL PAX:

C. EQUIPMENT/CARGO:

ULN	NOMENCLATURE	QTY	OWNING UNIT	WEIGHT (short tons)
-----	--------------	-----	-------------	---------------------

D. TOTAL SHORT TONS:

E. AIRLIFT REQUIREMENTS: (proposed type of aircraft and itinerary requested)

F. SPECIAL CONSIDERATIONS/REMARKS:

G. POC IS:

DUTY PHONE: