

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND (AMC)**

**AIR MOBILITY COMMAND  
INSTRUCTION**



**11-208**

**8 FEBRUARY 2017**

**Flying Operations**

**MOBILITY AIR FORCES  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 11-2, *Aircrew Operations* and AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*. This instruction prescribes specific guidance and information for aircrews, support functions, and users of Air Mobility Command (AMC) airlift, air refueling (A/R), aeromedical evacuation (AE), and air mobility support services. The source documents for weapon system-specific information are the applicable Air Force Instruction (AFI) 11-2 mission design series (MDS)-specific Volume 3 (e.g., AFI 11 2 KC-10, Volume 3). In the event this instruction conflicts with the governing MDS-specific instruction, the MDS-specific instruction takes precedence unless this instruction is more restrictive. Notify the appropriate office of primary responsibility (OPR) for corrective action. Flying units should issue this instruction to all aircraft commanders and place a copy in their aircrew/mission trip kit. Contact Headquarters (HQ) AMC/A3O for conflict resolution. The Privacy Act System Number F011 AF A3OM, Aviation Resource Management System (ARMS) covers required information. It applies to AMC active duty units and AMC-gained Air Force Reserve Command (AFRC) and Air National Guard (ANG) crews flying missions tasked by the 618th Air Operations Center (Tanker Airlift Control Center) (618 AOC [TACC]), missions tasked by the Office of the Air Force Assistant Vice Chief of Staff of the Air Force, Special Air Missions (CVAM), and Joint Operational Support Airlift Center (JOSAC). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air

Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, route AF Form 847s from the field through the functional's chain of command at HQ AMC/Operations Management Division (A3O), 402 Scott Drive Unit 3A1, Scott AFB, IL 62225-5302, using procedures outlined in AFI 11-215, *USAF Flight Manuals Program (FMP)*. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Major changes include: 89<sup>th</sup> Airlift Wing (AW) and 375<sup>th</sup> Air Mobility Wing (AMW) management; en-route resources management; AMC Standby Forces; Mission Execution Services (MES); aircrew scheduling; Air Refueling Liaison Office (ARLO); COMAFFOR Apportionment and Allocation Process (CAAP); KC-46 Operations, and Air Mobility Support Operations.

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## CHAPTER 1

### MOBILITY AIR FORCES MANAGEMENT

#### 1.1. Guidance and Information.

1.1.1. This instruction provides guidance and information for use by aircrews, planners, support organizations/agencies, and users of AMC airlift, A/R, AE, and air mobility support resources. Precedence will be given to AMC-published operations orders (OPORDs), Air Force Transportation Component (AFTRANS) Special Instructions (SPINS), and other AFIs where conflicts exist. Coordinate guidance counter to this instruction with HQ AMC/A3O prior to OPORD or AFTRANS SPINS publication. AMC OPORD and AFTRANS SPINS can be accessed on SIPRNET at <https://18af.eim.amc.af.smil.mil/A3/spins/default.aspx>.

#### 1.2. AMC's Responsibilities.

1.2.1. AMC is both an Air Force MAJCOM, with Lead-MAJCOM responsibilities, and the Air Component to USTRANSCOM, with Component-MAJCOM responsibilities.

1.2.2. The AMC Commander exercises Operational Control (OPCON) of air mobility forces through delegated authorities to the 18 AF/CC and the 618 AOC (TACC)/CC.

#### 1.3. 18 AF and 618 AOC (TACC).

1.3.1. 618 AOC (TACC) plans, tasks, executes, and assesses United States Transportation Command (USTRANSCOM) air mobility, and air mobility support mission requirements, except Executive Aircraft (EA) and missions under the control of the Presidential Airlift Group (PAG). The 618 AOC (TACC)/Strategy Division (SRD's) AOC/USTRANSCOM Fusion Center representatives consult with USTRANSCOM to refine and assess the feasibility of Combatant Commander (CCDR) requirements. When existing node capacity does not meet mission requirements, 618 AOC (TACC) informs 18 AF who coordinates changes to the Global Air Mobility Support System (GAMSS) with the United States Air Force Expeditionary Center (USAF EC) and/or AMC/A4. 18 AF/CC further delineates 618 AOC (TACC) authorities in an annual standing OPORD.

1.3.2. AFRC/A3 and NGB/A3, as mission execution authority, should coordinate Air Reserve Component (ARC)-directed OCONUS missions with 618 AOC (TACC)/XOC and USTRANSCOM TCJ3-J (JOSAC) (including area and diplomatic clearance [DIP] messages). ARC/A3 mission planners may offer any unused airlift or air refueling capacity on these missions to 618 AOC (TACC)/XOC for Defense Transportation System (DTS) opportune cargo, passenger movements and/or opportune air refueling requirements. 618 AOC (TACC)/XOC and/or USTRANSCOM TCJ3-J may request use of any available unused airlift and air refueling capacity. Ultimate authority to accept opportune airlift or air refueling is the ARC aircraft commander. DTS cargo/passenger movement identified to the ARC at least 14 days before scheduled training mission departure will normally be accommodated. In order to minimize mission impact, DTS movement requests 7-14 days before scheduled training mission departure will normally be accommodated if not deviating from departure date, scheduled return time (SRT), or itinerary. Due to the extensive planning required, DTS requests within 7 days of scheduled training mission departure will normally

not be accommodated. **NOTE:** ARC/A3 should input all OCONUS missions and CONUS disaster relief missions into Global Decision Support System (GDSS).

1.3.3. Missions controlled by the 618 AOC (TACC) move from planning to execution 24 hours prior to the initial mission departure leg. The Flight Managers (FMs) in 618 AOC (TACC)/XOCM begin building crew papers for each flight managed sortie approximately 6 hours prior to the scheduled departure time reflected in GDSS

1.3.4. Airfield Detail entry, Giant Report, is a mandatory prerequisite for loading mission information (itinerary, etc.) into GDSS for MAJCOM command and control, flight following and other supervisory processes. Consequently, all landing locations must be entered into GDSS with adequate information to support MAJCOM processes and enhance command situational awareness. Initiate airfield location additions into GDSS by contacting the Airfield Suitability Office (AMC/A3A).

#### 1.4. Waivers.

1.4.1. Directive guidance to units (will, shall, must, etc.) throughout this regulation is tiered IAW AFI 33-360.

1.4.2. Waiver Authorities. AMC has obtained exception to the Tier Waiver Authorities construct contained in Table 1.1 of AFI 33-360, for operational publications in the 10, 11 and 13 series. Unless a waiver authority is explicitly designated by office symbol in these publications, Tier 2 waivers for AMC assigned and gained assets will be reviewed and approved as follows:

1.4.2.1. For AMC operational missions, waiver authority is delegated to 18 AF/CC, the operational mission execution authority. This is in lieu of the AFI 33-360 construct of a waiver at the T-2 level, MAJCOM/CC (delegable no lower than MAJCOM Director).

1.4.2.2. For AMC training missions, waiver authority is delegated to HQ AMC/A3.

1.4.2.3. The levels cited in the sub-paragraphs above provide proper oversight/risk management by the commander or director best organized to assess risks with mission requirements.

1.4.2.4. Waiver Process. Coordination through HAF/A3 is required for Tier 0 waivers. Initiate coordination through command channels. Tier 1 waivers are not used in this publication.

1.4.2.5. Time sensitive waivers for missions in execution will be routed through the mission C2 agency senior controller for expedited handling.

1.4.2.6. Waivers for missions in planning should be submitted via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, to the appropriate publication OPR for subject matter expert coordination and then decision by the designated waiver authority. See [Figure 1.1](#) AF Form 679, Waiver/Approval Request.

Figure 1.1. Air Force Form 679, Waiver/Approval Request.

AIR FORCE PUBLICATION COMPLIANCE ITEM WAIVER REQUEST/APPROVAL				
<b>SECTION I: REQUESTING UNIT ACTIONS</b>				
1. COMMANDER OR CIVILIAN LEADER OF UNIT REQUESTING WAIVER:	2. RANK/GRADE:	3. UNIT:	4. DATE:	
5. TIER WAIVER NUMBER/AUTHORITY: (See AFI 33-360, Publications and Forms Management, paragraph 1.9. for more detailed guidance.) <input type="checkbox"/> NONE. Non-Tiered Requirements are processed and approved as directed in the specific publication. <input type="checkbox"/> TIER 0: Requirement external to AF; Requests for waivers must be processed through command channels to Publication CPR for consideration. <input type="checkbox"/> TIER 1: MAJCOM Commander (delegable no lower than the MAJCOM Director), with the concurrence of the publication's Approving Official <input checked="" type="checkbox"/> TIER 2: MAJCOM Commander (delegable no lower than MAJCOM Director) <input type="checkbox"/> TIER 3: Wing/DIU/POA Commander (delegable no lower than Group Commander or equivalent)				
6. PUBLICATION NUMBER AND TITLE: AMCI 11-208, MOBILITY AIR FORCES MANAGEMENT			7. DATE PUBLISHED:	
8. REQUIREMENT/COMPLIANCE ITEM: (Identify the specific paragraph number and text for which the commander/director is requesting a waiver) 10.4.1. Waiver/Approval of ARFF requirement listed in Table 10.3.				
9. RATIONALE: Explain how complying with the requirement/compliance item impacts mission accomplishment; cost of compliance creates unacceptable risk and/or cost of compliance outweighs benefit and/or personnel cannot comply due to lack of resources.				
10. TIME PERIOD OR CIRCUMSTANCES FOR WHICH THE WAIVER WILL BE REQUIRED:				
11. RISK MITIGATION MEASURE:				
12. IMPACT OF DISAPPROVAL:				
<b>SECTION II: COORDINATION ACTIONS.</b> Tier 1 waiver requests must have publications HAF approving official's concurrence prior to MAJCOM Commanders approval				
ORG/OFFICE	ACTION	NAME, GRADE/RANK	SIGNATURE	DATE
<b>SECTION III: APPROVAL AUTHORITY AND EXPIRATION</b>				
<input type="checkbox"/> WAIVER APPROVED - PERMANENT (A permanent waiver must be renewed within 30 days of the approving commander's change of command) <input type="checkbox"/> WAIVER APPROVED - TEMPORARY EXPIRATION DATE: <input type="checkbox"/> WAIVER DISAPPROVED				
13. WAIVER MODIFICATION:				
NAME, GRADE/RANK, ORG/OFFICE SYMBOL, TITLE OF APPROVING COMMANDER			SIGNATURE	DATE

1.5. Mission Planning.

1.5.1. The mission planner is responsible for coordination of all facets of the mission. Duties include:

1.5.1.1. Ensure airfield suitability IAW guidance in GDSS Airfield Detail and the Airfield Suitability and Restrictions Report (ASRR).

1.5.1.2. Review current Terminal Instrument Procedures (TERPS), if required.

1.5.1.3. Check Notices to Airmen (NOTAMs).

1.5.1.4. Advise aircrews of hazards and operating restrictions, entering the planned cargo to include hazardous cargo information into GDSS.

1.5.1.5. Obtain weight-bearing capacity waivers, ensuring material handling equipment (MHE) and aircraft rescue and firefighting (ARFF) is available.

1.5.1.6. Evaluate potential weather disruptions.

1.5.1.7. Check airfield operating hours and maximum on ground (MOG) limitations.

1.5.1.8. Meet diplomatic clearance requirements.

1.5.1.9. Obtain prior permission required (PPR) number if required.

1.5.1.10. Review related intelligence.

1.5.1.11. Review related geospatial and mapping intelligence (GeoReach).

1.5.1.12. Coordinate geospatial and MOG analysis with the AMC Geospatial Integration Office (AMC GIO) located in AMC/A4OC, as required.

1.5.1.13. Coordinate explosive movements with all stations to prevent problems with previously cleared explosives/hazards and Contingency Response Force (CRF)/Team Call Sign/contact frequencies.

1.5.1.14. Provide an Operational Risk Management (ORM) score for each mission IAW AMCI 90-903, *Aviation Operational Risk Management (AVORM) Program*.

1.5.2. Planning sources should include, but are not limited to, the ASRR, TERPS review, current information in the GDSS Airfield Detail, General Planning (GP), Area Planning (AP), Weather, NOTAMs, Flight Information Publications (FLIP), Instrument Flight Rules Supplement, the Department of Defense Foreign Clearance Guide (DoD FCG), GeoReach, and Threat Working Group (TWG) products. Planners should also consult 18 AF Air Operations Directive (AOD) and 618 AOC (TACC)/CC's Annex to 18 AF AOD on SIPRNET at <https://18af.eim.amc.af.smil.mil/A3/AOC/default.aspx>.

1.5.3. Mission planners will ensure the aircrew has the opportunity to receive an appropriate Intelligence and Tactics briefing, copy of the appropriate AFTRANS SPINS, theater-specific SPINS, access to a current copy of the AMC Airfield Risk Assessment or Country Risk Assessment pertaining to any airfields that will be transited, Airspace Control Order products, tactical flimsies, and communication cards (as appropriate). Mission planners should also contact appropriate Air Operations Centers (AOCs) to ensure no additional restrictions or conflicts exist that may cause mission delay or cancellation.

1.5.3.1. Planners will incorporate these processes into mission planning checklists. **NOTE:** When operating on a 618 AOC (TACC) flight managed sortie, the aircrew will notify the Flight Manager after reviewing the crew papers to validate receipt and understanding of all information. (T-2).

1.5.3.2. Planners will publish mission directives as part of the mission papers.

1.5.4. Optimal cost considerations include a review of fuel costs at departure and destination locations to determine the cost effectiveness of carrying extra fuel through high fuel cost locations. Other considerations also include determining whether it is less expensive to increase sortie speed with a concomitant fuel cost increase, versus the increased temporary

duty costs of augmented crew members when the crew duty day becomes a factor. The responsible planning agency for the mission must ensure all essential planning details are entered into GDSS not later than (NLT) 24 hours prior to mission departure when the mission is identified for flight management. (T-2).

1.5.5. Operations Security/Communications Security (OPSEC/COMSEC) will be practiced throughout the planning and execution phases of all missions/sorties. Flight planning information pertaining to operations within combat airspace (slot times, destinations, departure/arrival times, or routings) will be transmitted by the most secure means possible. 618 AOC (TACC)/XOC and AMC/A3 will coordinate to ensure the most secure and effective planning of mission/sortie segments transiting or within combat airspace. See [Table 1.1](#) for responsible planning agency for each mission type.

**Table 1.1. Responsible Planning Agency for each Mission Type.**

<u>Mission Type</u>	<u>Responsible Planning Agency</u>
Aeromedical Evacuation	618 AOC (TACC)/XOP/XOC
Aeromedical Evacuation Mission Support (AECM med equipment, CCATTs and Patient Movement Items, patient staging)	HQ AMC/SG
AFRC airlift	AFRC, operating unit
Air show	Operating unit
Air refueling exercise	618 AOC (TACC)/XOO
ANG airlift	ANG, operating unit
AMC support mission	Operating unit
Business effort or special exercise	Operating wing, designated planning agency
Channel	618 AOC (TACC)/XOG, United States Air Forces in Europe (USAFE) and Pacific Air Forces (PACAF) Air Mobility Divisions (AMDs)
Contingencies	618 AOC (TACC)/XOP
Contingency air refueling	618 AOC (TACC)/XOO
CORONETs	618 AOC (TACC)/XOO
Cyclone/ National Oceanic and Atmospheric Administration	Operating unit
Drone	Operating unit
DUAL ROLE	Operating unit, 618 AOC (TACC)/XOO
Fighter escort	Operating unit
Chairman of the Joint Chiefs of Staff (CJCS) Exercises	618 AOC (TACC)/XOP, operating unit

Functional check flight	Operating unit
Ground alert	Operating unit
Hurricane/typhoon evacuation and other catastrophic missions	618 AOC (TACC)/XOO/XOP, operating unit
Integral unit deployments	Operating unit
Training to include Joint Airborne/Air Transportability Training (JA/ATT)	Operating unit
Operational Readiness Inspection	Air Force Inspection System, (Inspector General for Inspection)
Operational Support Airlift (OSA)/EA	89 AW/HQ USAF/CVAM, 932 AMW, and 6 AMW
Presidential Airlift mission	Presidential Airlift Group
Other tanker missions	Operating unit, designated planning agency
Special Assignment Airlift Mission (SAAM)	Operating unit, 618 AOC (TACC)/XOO
Search and Rescue	Operating unit
Theater Direct Delivery	618 AOC (TACC)/XOCR
Transfer of aircraft between units	Operating unit

## 1.6. Aircrew Management.

1.6.1. Not Applicable to EA and PAG aircrews.

1.6.2. Mismatched Crews. Match returning wing aircraft with corresponding crews. When the airflow allows, match de-positioning aircraft and aircrews to their home stations. See paragraph [1.30.2.4](#) for further guidance.

1.6.3. Removing/Replacing Crews and Crew Members.

1.6.3.1. For 618 AOC (TACC) tasked missions, aircrews may travel in Mission Essential Personnel (MEP) status to home station. Coordinate MEP requests with 618 AOC (TACC)/XOCG or 618 AOC (TACC)/XOOK (for A/R missions), for 618 AOC (TACC)/XOZ approval. Non AMC-gained ARC aircrews should coordinate with 618 AOC (TACC)/XOCG or 618 AOC (TACC)/XOOK (for A/R missions), after receiving approval from HQ AFRC and NGB/A3X. **(T-3).**

1.6.3.2. When aircraft is away from home unit the aircraft commanders will not remove/replace their crews or crew members without prior approval and concurrence of the controlling command and control (C2) agency, stage managers, or the crew member's home unit command post (CP). These controls are essential for effective aircrew and mission management. **(T-2).**

1.6.3.3. Crew members will return to home station via military/contract air when possible. When the crew arrives at home station, regardless of travel mode, the aircraft commander will check in with the appropriate C2 agency NLT 1 hour after arrival. **(T-2)**.

1.6.4. Assigning additional crew members and maintenance personnel in excess of the augmented crew complement will be coordinated with the tasked unit current operations and approved by 618 AOC (TACC)/XOB/XOG/XOO/XOP NLT 24 hours before the initial departure to ensure the appropriate remarks are annotated in the GDSS mission schedule for space block assurances. Reserve Associate units must coordinate with their respective active duty wing current operations and follow the above protocol when the crew consists of more than nine crew members.

## **1.7. Mission Commanders (MCs).**

1.7.1. MC are required when carrying distinguished visitors (DVs) code-3 or higher, CAPSTONE, SAAMs, CORONETs, exercise employment missions, and other high visibility missions. MCs serve as the liaison between 618 AOC (TACC), the aircrew, other support agencies, and the customer. They provide the leadership and management essential for the timely, secure, and coordinated execution of DV and high visibility missions. MCs have overall responsibility and are the final authority for decisions that impact mission execution. This section does not apply to aircraft units that normally carry DVs (OSA/EA units). **(T-2)**.

1.7.2. Airlift-MCs are responsible to 18 AF/CC and 618 AOC (TACC)/CC for planning, accompanying, and responsible for safe and successful mission execution of the airlift formation supporting United States (U.S.) Army airdrop, joint forcible entry (JFE), and U.S. Special Forces missions. Airlift-MCs, in leading and managing the mobility air forces (MAF) package, are responsible to 18 AF/CC and 618 AOC (TACC)/CC for remaining within acceptable levels of risk and achieving the commander's intent as outlined by 18 AF/CC in mission type orders. Airlift-MCs ensure the timely, secure, and coordinated mission execution.

1.7.2.1. SAAM-MCs must contact the SAAM Executive Missions Branch, 618 AOC (TACC)/XOOD, mission planner as soon as tasked in order to be actively engaged from the mission planning stage all the way through mission completion. In addition, SAAM-MCs will contact the 618 AOC (TACC)/XOOD Branch Chief (DSN 779-1500) a minimum of 3 days prior to mission home station departure to discuss specific MC duties pertaining to his/her assigned mission. **(T-2)**.

1.7.2.1.1. The tasked wing will assign a field grade officer, qualified in the primary weapon system, to be the SAAM-MC NLT 2 duty days after mission tasking. This assignment will not be changed within 5 duty days of home station departure. Waiver authority for this requirement is the 618 AOC (TACC)/XOO Director. **(T-2)**.

1.7.2.1.1.1. He/she shall not act as a primary flight crew member nor perform flight duties at any time during mission execution. **(T-2)**.

1.7.2.1.1.2. The SAAM-MC does not have crew rest requirements or flight duty period/crew duty day limitations.

1.7.2.1.1.3. The SAAM-MC will introduce him/herself to the travel coordinator prior to mission execution and maintain constant liaison throughout mission

execution. (T-3).

1.7.2.1.1.4. The SAAM-MC will ensure that the onboard contact/travel coordinator understands that the SAAM-MC is their 24/7 contact for all mission execution questions or concerns. (T-3).

1.7.2.1.1.5. The SAAM-MC will remain with the mission even if the primary flight crew is staged or aircraft type is changed, provided the SAAM-MC is qualified in the changed aircraft type. There may be times when the SAAM-MC will remain onboard the aircraft in excess of 24 hours. (T-2).

1.7.2.1.2. Feedback, both positive and negative, is required from all SAAM-MCs upon mission completion via email to 618 AOC (TACC)/XOOD; email address: [TACC.XOOD@us.af.mil](mailto:TACC.XOOD@us.af.mil). (T-2). Feedback pertaining to a specific airfield will also be forwarded by 618 AOC (TACC) to the AMC/A3A; email address: [airfield.helpdesk@us.af.mil](mailto:airfield.helpdesk@us.af.mil). An archive of SAAM-MC feedback is maintained on the 618 AOC (TACC) website. This website will enable a “one-stop shopping” of critical information for future SAAM-MCs.

1.7.2.1.3. 618 AOC (TACC)/XOOO maintains and publishes the 618 AOC (TACC) Executive Missions Mission Commander Guide at <https://tacc.us.af.mil/?action=xoo&XOOpage=XOOO>. This guide provides a ready reference for designated MCs on pre-mission, execution, and post-mission duties. The For Official Use Only (FOUO) document is available via the 618 AOC (TACC) SIPRNET website.

1.7.2.2. The applicable unit current operations will be notified of the requirement to provide a MC via DD Form 1249, *SAAM or JCS Exercise - Airlift Request*, from 618 AOC (TACC)/XOB as well as a telephone or email contact from 618 AOC (TACC)/XOOO mission planners. (T-2).

1.7.3. Tanker-MCs are required for all air refueling missions when more than two aircraft are assembled to perform missions away from home station. For 618 AOC (TACC) tasked missions, the AOC will designate a tanker-MC from within the tasked aircrews, or, when necessary, coordinate with the appropriate agency for an additional crew member to act as a dedicated tanker-MC. When Air Combat Command (ACC)/Air Operations Squadron (AOS) moves CORONETs, the tanker-MC is the final authority for tanker operations, and shall ensure tanker aircrew members have properly coordinated mission details for the CORONET IAW AFI 11-207, *Combat Aircraft Delivery*.

1.7.3.1. The tanker-MC’s primary duty is to ensure successful mission accomplishment.

## 1.8. Flight Attendants (FAs) and Communication System Operators (CSOs).

1.8.1. FAs and CSOs regularly perform aircrew duties on non-DV AMC aircraft in support of DV travel. FAs and CSOs are aircrew members and have flight duty period (FDP) and crew duty time (CDT) limitations, per AFI 11-2VIP, Volume 3, *VIP Operations Procedures*.

1.8.2. When non-DV aircraft have FAs and CSOs assigned during mission origination or in-system, mission commanders/pilots-in-command (PICs) will ensure:

1.8.2.1. FAs and CSOs are placed on the flight orders. Pen-and-ink changes may be used IAW AFI 11-401, *Aviation Management*. (T-2).

1.8.2.2. A signed copy of the Air Force Technical Order (AFTO) Form 781, *ARMS Aircrew/Mission Flight Data Document* extract along with a copy of the flight authorization is given to the appropriate individuals when they depart the crew. The flight authorization can contain pen and ink changes but must be annotated with the PIC certification of go/no-go for changes IAW AFI 11-401. **(T-2)**.

1.8.2.3. FAs and CSOs will be included in all transportation and billeting arrangements. FAs and CSOs may stay with the DV party and coordinate billeting with the contact officer (prior coordination with the PIC required). **(T-3)**.

1.8.2.4. FAs and CSOs will receive an egress briefing prior to the first mission leg. **(T-2)**. The remarks section of the AFTO Form 781, to include the extract, will be annotated with the statement, "Just-In-Time Egress Training Accomplished", FA/CSO required to perform crew duties. **(T-2)**.

1.8.2.5. As members of the crew, consideration must be given to FAs and CSOs for any CDT/FDP changes and/or crew swaps during mission execution. The MC or aircraft commander will contact the appropriate home unit's C2 agency with any significant itinerary changes affecting the FAs and/or CSOs. **(T-2)**.

1.8.3. The lead FA will coordinate with the PIC regarding FA-prepared aircrew meals, costs associated with those meals, and servicing requirements for the mission. **(T-3)**.

1.8.4. FAs and CSOs may fly in flight suits or civilian attire as mission requirements and locations dictate. FAs may also fly in FA uniforms.

## **1.9. Alcoholic Beverages.**

1.9.1. IAW AFI 34-219, *Alcoholic Beverage Program*, and under the funds management requirements of AFI 34-201, *Use of Nonappropriated Funds (NAFS)*, dispensing of alcoholic beverages is authorized on AMC and AMC-gained DV code 3, or higher, missions with flight attendant service. Service of alcohol on all other missions will be approved on a case-by-case basis via a request by the MC or aircraft commanders, through AMC/A3V with final approval by 18 AF/CC. **(T-2)**. Those dispensing alcohol must comply with all server requirements IAW AFI 34-219 annual Dram Shop Training.

## **1.10. Mission Priority Deviations.**

1.10.1. Temporary deviation from planned priorities may be necessary during periods of unusually heavy commitments. Coordination between 618 AOC (TACC)/XOB and the tasked unit current operations will determine the mission(s) for nonsupport or home station departure delay. In turn, 618 AOC (TACC)/XOB will notify the affected 618 AOC (TACC) directorate(s).

## **1.11. C-5 Operations.**

1.11.1. Unless otherwise indicated by mission need, C-5 missions are always planned for maximum allowable cabin load (ACL). Cargo will not be downloaded to facilitate nonstop flights without the approval of 618 AOC (TACC)/XOG for channel cargo, 618 AOC (TACC)/XOO for SAAM cargo, or 618 AOC (TACC)/XOP for contingency and exercise cargo, and either 618 AOC (TACC)/XOC or XOZ approval. **(T-2)**.

1.11.2. C-5 crew-in-place kneeling requirements apply to all applicable missions. In certain cases, conditions may exist which will preclude accomplishment of a crew-in-place kneeling, e.g., expiration of crew duty time and passenger considerations. Normally, passengers will be offloaded prior to kneeling the aircraft. In all cases, the decision to accomplish crew-in-place kneeling rests with the aircraft commander after coordination with appropriate CP/Air Mobility Control Center (AMCC). When a C-5 crew-in-place kneeling is required, aircraft commanders will begin kneeling procedures immediately upon arrival. **(T-2)**.

1.11.3. Passenger Limitations. Up to 73 passengers are authorized in the troop compartment of the C-5 (exception: tail numbers 68-0213 and 68-0216). A maximum of eight personnel (in addition to aircrew members) are authorized in the courier compartment of the C-5. Concurrence of the aircraft commander is required to allow seating personnel in the courier compartment (see paragraph **1.31** for space available seat release policy). A loadmaster (LM) is required to monitor passengers seated in the courier compartment during all phases of flight. Couriers and cargo escorts are authorized cargo compartment entry during non-critical phases of flight to perform essential in-flight duties. These personnel will not be seated in the cargo compartment during flight. See AFI 11-289, *PHOENIX BANNER, SILVER, and COPPER Operations*, for specific PHOENIX BANNER/SILVER/COPPER support mission restrictions.

## **1.12. C-17 Operations.**

1.12.1. Unless otherwise indicated by mission need, C-17 missions are always planned for maximum ACL. Cargo will not be downloaded to facilitate a nonstop flight without approval of 618 AOC (TACC)/XOG for channel cargo, 618 AOC (TACC)/XOO for SAAM cargo, or 618 AOC (TACC)/XOP for contingency and exercise cargo, and either 618 AOC (TACC)/XOC or XOZ approval. **(T-3)**.

1.12.2. When necessary or practical to expedite cargo movement, return the mission to planned schedule, or enhance crew duty day CRF/AMC support unit commanders/Air Terminal Operations Centers (ATOCs), and C-17 aircraft commanders are encouraged to consider the aircraft's unique Engine Running Onload and Offload (ERO) design features in the decision process. The advanced technology incorporated in the C-17 produces a hazard-free environment around the aircraft during EROs with the exception of a small area in front of each engine. Personnel will not come within nine feet in front of any operating C-17 engine during an ERO. **(T-2)**. The aircraft commander is responsible for prior coordination with local C2 agencies and/or the 618 AOC (TACC) for an early departure and with the CRF/AMC support unit at the onload/offload station to ensure the ERO is conducted in a safe manner.

1.12.3. C-17 Semi-Prepared Runway Operations (SPRO).

1.12.3.1. Operations Group Commander (OG/CC) approval is required for SPRO within the CONUS, Alaska, and Hawaii.

1.12.3.2. MAJCOM/A3 approval is required in all other instances. For semi-prepared landing zone (LZ)s other than matted surfaces, MCs will ensure proper engineering evaluations (i.e., Dynamic Cone Penetrometer or equivalent) are completed by qualified personnel within one week of the first landing to verify the LZ meets C-17 requirements. **(T-2)**. Upon receipt of a request for C-17 semi-prepared LZ operations, planners will

notify HQ AMC/A3DT (Combat Tactics) and 18 AF/A3D of the mission details to include dates, LZ name, number of C-17s, number of proposed landings, concept of operations (CONOPS) and number of night missions (if applicable). Upon review of the LZ survey, HQ AMC/A3DT will forward the request along with the LZ survey and an ORM review for AMC/A3 approval. Reference AFTRANS SPINS for additional guidance.

### **1.13. KC-10 Operations.**

1.13.1. KC-10 DUAL ROLE Procedures. See AFI 11-2KC-10, Volume 3 for guidance on DUAL ROLE operations.

1.13.2. Priority for KC-10 air refueling missions will be IAW CJCSI 4120.02D, *List of Priorities – DOD Transportation Movement Priority System*. **(T-0)**. Units must coordinate with the ARLO or the 618 AOC (TACC) A/R Execution Cell prior to cancellation of any refueling established via the ARLO. Air refueling events can be cancelled on flight managed missions with 618 AOC (TACC)/XOZ approval if the receiver aircraft does not require air refueling and there is no GDSS mission or leg remark requiring the air refueling.

1.13.3. Seating availability varies depending on configuration (i.e., with/without increased accommodation units). Configuration will be IAW AFI 11-2KC-10 Volume 3.

1.13.4. KC-10 units will not assign Wing Air Refueling Pod (WARP)-configured aircraft unless specifically tasked to do so. **(T-2)**.

### **1.14. KC-46 Operations.**

1.14.1. KC-46 DUAL ROLE Procedures. See AFI 11-2KC-46, Volume 3, for guidance on DUAL ROLE operations.

1.14.2. Priority for KC-46 air refueling missions will be IAW CJCSI 4120.02D. **(T-0)** Units must coordinate with the ARLO or the 618 AOC (TACC) A/R Execution Cell prior to cancellation of any refueling established via the ARLO. Air refueling events can be cancelled on flight managed missions with 618 AOC (TACC)/XOZ approval if the receiver aircraft does not require air refueling and there is no GDSS mission or leg remark requiring the air refueling.

1.14.3. KC-46 units tasked for drogue configuration will not assign WARP-configured aircraft unless specifically tasked to do so. **(T-2)**.

### **1.15. KC-135 Operations.**

1.15.1. KC-135 DUAL ROLE Procedures. See AFI 11-2KC-135, Volume 3, for guidance on DUAL ROLE operations.

1.15.2. Priority for KC-135 air refueling missions will be IAW CJCSI 4120.02D. **(T-0)**. Units must coordinate with the ARLO or the 618 AOC (TACC) A/R Execution Cell prior to cancellation of any refueling established via the ARLO. Air refueling events can be cancelled on flight managed missions with 618 AOC (TACC)/XOZ approval if the receiver aircraft does not require air refueling and there is no GDSS mission or leg remark requiring the air refueling.

1.15.3. KC-135 units tasked for drogue configuration will not assign Multi-Point Refueling System-configured aircraft unless specifically tasked to do so.

### 1.16. CORONET Missions.

1.16.1. Prepositioning Times. Any tanker aircraft supporting a CORONET should arrive at their designated prepositioned launch base 24 to 36 hours before the scheduled departure for that CORONET leg. These times do not apply for aircraft and crews scheduled for back-to-back CORONET missions. Tanker planners may use 17+00 hours minimum for these missions. Deviations from these times must be pre-coordinated with the 618 AOC (TACC).

1.16.1.1. ARLO planners (after coordination with the CORONET planner) may use positioning or de-positioning legs to fill unmet Priority 3 & 4, per CJCSI 4120.02D, air refueling requests. The CORONET mission timing will take priority in all cases.

1.16.2. KC-135 units tasked to fly CORONET missions should ensure the aircraft departs home station configured per AFI 11-2KC-135, Volume 3, Addenda A. At a minimum, the aircraft will be configured for both drogue and boom refueling to allow en route flexibility. **(T-2).**

### 1.17. Special Assignment Airlift Missions.

1.17.1. Briefing Requirements. Prior to departing home station on Joint Chiefs of Staff (JCS) priority 1 SAAM missions, wing current operations will provide the aircraft commander with a face-to-face briefing covering the mission itinerary and other information and instructions as applicable/required. **(T-2).** PHOENIX BANNER/SILVER/COPPER mission briefings is contained in IAW AFI 11-289. The controlling CP/AMCC or 618 AOC (TACC)/XOC will brief ISS aircrews. **(T-3).**

1.17.1.1. Aircraft and/or mission commanders supporting Detainee Movement Operations should meet with the security element officer-in-charge to discuss the Detainee Movement Team CONOPS and procedures, cargo compartment configuration, aircrew instructions, emergency evacuation plans, and any mission/aircraft commander questions or concerns. **(T-2).**

1.17.2. AMC/Special Missions Briefing for Aircrews. These briefings provide instructions to aircrews when providing AMC-directed airlift support for special operations forces. Normally aircrews are briefed prior to departing home station, the last AMC station before arriving at the onload location, or when a crew change occurs. The briefing provides additional guidance and aircrew operating instructions. It also establishes procedures to support non-employment movements of selected special operations forces. AMC/A3DJ maintains the current special missions briefing for aircrews which can be found in both the aircrew electronic flight bag and AFTRANS SPINS, Attachment 02.

### 1.18. International Arms Treaty Missions.

1.18.1. The operating wing will position the supporting aircraft and crew with sufficient time to allow crew rest prior to assuming responsibility for operating treaty missions. **(T-2).** Crews are not required in place until there are missions scheduled. For example, if there are no missions scheduled until the 5th of the month, the crew/aircraft may delay positioning until the 4th. Further, during periods with extended gaps between missions, several options are available. The operating wing may, in coordination with 618 AOC (TACC)/XOBK, de-position the crew to home station provided a treaty crew is back in place for the next scheduled mission. **(T-2).** The mission schedule should reflect this option if selected. A

second option is to utilize the treaty crew/aircraft for intra-theater missions that do not interfere with scheduled treaty missions. Liberal crew releases are authorized and encouraged for treaty crews. Treaty crews will be placed in BRAVO alert status unless specifically directed by 618 AOC (TACC)/XOZ. (T-2).

### 1.19. Ground Times.

1.19.1. Ground times listed in **Table 1.2** may differ from those found in AFI 11-2MDS, Volume 3-specific instructions, *Operations Procedures*, and other directives due to operational reasons and velocity initiatives.

**Table 1.2. Ground Times<sup>9</sup>**

	C-5	C-17	C-130	KC-10	KC-46	KC-135	C-21
<b>En route Ground Time (w/cargo upload)</b>	3+45 <sup>1</sup>	2+45 <sup>1</sup>	2+00 <sup>1</sup>	3+45 <sup>1</sup>	3+45 <sup>1</sup>	3+45 <sup>1</sup>	1+15
<b>En route Ground Time (refuel only)</b>	2+45 <sup>2</sup>	1+45 <sup>2</sup>	1+15 <sup>2</sup>	2+45 <sup>2</sup>	2+45 <sup>2</sup>	2+45 <sup>2</sup>	
<b>ERO<sup>10</sup></b>	2+00	1+45	0+45	N/A	N/A	N/A	N/A
<b>Minimum Ground Time<sup>6</sup></b>	17+00 <sup>3</sup>	16+30 <sup>3,4</sup>	16+00 <sup>3,4</sup>	17+00 <sup>3,7</sup>	17+00 <sup>3,7</sup>	17+00 <sup>3,7</sup>	15+45 <sup>3,5</sup>
<b>DUAL ROLE Missions</b>	N/A	N/A	N/A	18+15 <sup>7,8</sup>	18+15 <sup>7,8</sup>	18+15 <sup>7,8</sup>	N/A
	<sup>1</sup> Increased or decreased en route ground times may be authorized by 618 AOC (TACC)/XOZ during mission execution or by 618 AOC (TACC)/XOG/XOO/XOP during mission planning when mission requirements dictate. C-130J/C-130J-30 ground times are 3+00 due to reduced crew complement.						

	<p><sup>2</sup>Shortened en route ground times may be used for any dedicated AE mission with no onload/offload of cargo except baggage pallets. En route ground times for C-130 CONUS patient redistribution missions may be planned for 45 minutes (0+45) and KC-135 CONUS patient redistribution missions may be planned for 2 hours (2+00). These reduced ground times apply to patient onload and/or offload operations only, not to include refuel or reconfiguration operations. Aeromedical Evacuation Planners may use these reduced ground times at their discretion based upon the number of patients and complexity of the onload/offload operation.</p>
	<p><sup>3</sup>Normally plan minimum ground time between engine shutdown (or arrival in the blocks if engine shutdown is not scheduled) and next takeoff time IAW AFI 11-2MDS Volume 3.</p>
	<p><sup>4</sup>Prime Nuclear Airlift Force (PNAF) mission ground time will be IAW AFI 13-526, Volume 1, <i>Prime Nuclear Airlift Force Operations</i> and AFI 13-526, Volume 2, <i>DOE/NNSA Category I &amp; II Special Nuclear Material (SNM) Cargo Airlift Operations</i>. Normally, PNAF missions have a minimum ground time of 17+15 hours or, 20+15 hours if both an offload and onload is scheduled.</p>
	<p><sup>5</sup>The time between show and departure may be shortened to 1+30 hours for a minimum of 15+15 hours when requirements dictate.</p>
	<p><sup>6</sup>The aircraft commander may modify normal ground time:</p>
	<p>In the interest of safety.</p>
	<p>To no less than 12 hours from the start of crew rest until mission reporting. Before reducing normal ground time consider mission preparation time, cargo loading time, and other factors peculiar to the mission. The controlling C2 agency will not ask the aircraft commander to accept less than a normal ground time. Waivers for exercises and contingencies are according to AFI 11-202, Volume 3, <i>General Flight Rules</i>.</p>
	<p>To a maximum of 36 hours with approval of 618 AOC (TACC)/XOZ, when the crew has completed 3 consecutive near-maximum crew duty days.</p>
	<p><sup>7</sup>Normally plan 18+15 hours ground time for DUAL ROLE missions, KC-135 cargo missions without rollers, and KC-10 en route channel mission stops with a cargo download or onload. This allows for cargo loading operations upon arrival and 3+15 hours show for departure. En route crew rest stops on DUAL ROLE missions with less than 18+15 hours planned must be approved by the Air Refueling Operations Division, 618 AOC (TACC)/XOOK.</p>
	<p><sup>8</sup>Planned arrival time at an en route station immediately prior to a DUAL ROLE mission is 24 hours (minimum) before departure. This allows time for mission briefing, refueling, unloading cargo, and crew rest.</p>

	<sup>9</sup> Anticipate a significant increase in ground times for the on/offload of contaminated aircraft during Exchange Zone (EZ) operations. Work/rest cycles in AFMAN 10-2503, Table A2.4, apply for personnel wearing individual protective equipment. For processing contaminated personnel and cargo through the EZ, use average times of 45 minutes for 20 passengers, 90 minutes for 5 pallets, and 30 minutes for 3 aircrew members. See the AMC Counter-Chemical, Biological, Radiological, and Nuclear (C-CBRN) CONOPS.
	<sup>10</sup> Onload or offload operations only, not including refuel or reconfiguration operations.
<b>NOTE:</b> When possible, increase crew rest times in excess of the minimum at en route stations to give crews the opportunity to overcome the cumulative effects of fatigue resulting from flying several consecutive days and/or transiting several time zones.	

1.19.2. When a mission arrives at a station behind schedule, CPs/AMCCs (with coordination/approval of 618 AOC (TACC), or the aircrew working with 618 AOC (TACC), will attempt to return the mission to its published schedule. Prior to setting up crews to enter crew rest, the CP/AMCC will contact 618 AOC (TACC) to ensure this adjustment does not conflict with operations at down-line stations (i.e., MOG, operating hours, etc.). Adjust ground times IAW the MDS-series instructions, consistent with airfield restrictions, flow control, and other operational considerations. Crews will be provided a minimum of 12+00 hours of uninterrupted crew rest after release by the applicable C2 agency. Crews will make adjustments as directed by CP/AMCC, 618 AOC (TACC)/XOCG, or XOOK for A/R missions. **EXCEPTION:** Ground time will not be adjusted by CP/AMCC solely to return the mission to its published schedule during the final crew rest prior to departing for home station on a de-positioning leg. **(T-2).** Aircraft commanders may request reduced or extended ground times, if desired, to depart at a more opportune time.

1.19.3. Maximum scheduled ground time will be 36 hours unless more time is needed to meet operational requirements. Obtain approval to exceed 36 hours ground time from 618 AOC (TACC)/XOZ during mission execution or 618 AOC (TACC)/XOG/XOO/XOP during mission planning. **(T-2).**

1.19.4. Air Abort and Diversion Ground Times. AMC military missions that air abort or divert for non-maintenance reasons are authorized the ground times listed in **Table 1.3** Early departures are authorized and highly encouraged with concurrence of 618 AOC (TACC). Provide crews with a minimum of 12+00 hours off crew rest after release by the applicable C2 agency. In some instances, this may be less than the authorized ground time. C2 agencies and aircrews will minimize mission deviations to the maximum extent possible.

**Table 1.3. Air Abort/Diversion Ground Times.**

	<b>C-5</b>	<b>C-17</b>	<b>C-130 (H/J)</b>	<b>KC-10</b>	<b>KC-46</b>	<b>KC-135</b>
<b>Non-Maintenance Reasons<sup>1</sup></b>	17+00	16+30	16+15	17+00	17+00	17+00

<b>Maintenance Reasons<sup>2</sup></b>	18+15	17+45	17+15	18+15	18+15	18+15
<sup>1</sup> Type “K” station code (air abort/diversion for non-mechanical reasons).						
<sup>2</sup> Type “J” station code (air abort/diversion for aircraft system malfunction). The additional authorized ground time for maintenance diversions/abort is provided for the aircrew to assist with maintenance troubleshooting. It is also provided for the aircrew to await a maintenance determination if the aircraft can be repaired in sufficient time to continue the mission within the authorized crew duty day, or if crew rest will be required.						

1.19.5. Commercial mission ground times. Ground times for commercial aircraft at onload and offload stations will be published in GDSS by the 618 AOC (TACC) mission planner. When a commercial carrier ferries in to originate an outbound mission, the carrier is obligated by contract to position the aircraft designated for the mission load requirements at the onload location at least 2 hours prior to scheduled departure. **Exceptions:** Any aircraft with an ACL in excess of 13 pallets must position 2+30 hours in advance of scheduled departure. Aircraft with 19+ pallets must position 4 hours in advance.

1.19.5.1. 618 AOC (TACC) planners and controllers will ensure contracted commercial cargo mission ground times are based on narrow-body or wide-body aircraft types as listed in [Table 1.4](#)

**Table 1.4. Commercial Ground Times.**

<b>Planning Ground Times (Cargo Aircraft)</b>					
<b>Aircraft Type</b>	<b>Originating Stations</b>	<b>Terminating Stations</b>	<b>En route Stations</b>	<b>Turn-around Stations</b>	<b>Exception L-1011</b>
<b>Narrow-Body</b>	2+00	2+00	2+00	2+30	1+00
<b>Wide-Body</b>	3+00	3+00	3+30	3+30	N/A
<b>Planning Ground Times (Passenger Aircraft)</b>					
<b>Contracted ACL (# Passengers)</b>	<b>Originating Stations</b>	<b>Terminating Stations</b>	<b>En route Stations</b>	<b>Turn-around Stations</b>	
<b>250 or less</b>	2+00	2+00	N/A	N/A	
<b>251 or more</b>	3+00	3+00	N/A	N/A	
<b>170 or less (small aircraft)</b>	N/A	N/A	1+30	2+00	
<b>171 – 260 (medium aircraft)</b>	N/A	N/A	2+00	3+00	
<b>261 or more</b>	N/A	N/A	3+00	3+00	

(large aircraft)					
<b>Mixed</b>	2+00	2+00	2+00	2+00	

**Notes:**

1. When a wide-body aircraft terminates an active mission and originates on another mission, ground time is 3+30 hours.
2. When establishing schedules, 618 AOC (TACC)/XOG/XOO/XOP planners and commercial schedulers retain flexibility to determine actual ground times based on specific mission needs.

**1.20. Diversion/Reroute Procedures.**

1.20.1. Should it become apparent while airborne that mission reliability will be affected by required maintenance at a destination where regular AMC maintenance does not exist, the aircrew will advise 618 AOC (TACC) through C2 channels, utilizing secure voice (e.g., Iridium phone, military SATCOM, High Frequency Global Communications System (HFGCS) phone patch), or secure C2 data (e.g., C2 messaging or text chat,). For flight managed sorties, the Flight Manager shall participate in the divert/reroute discussion and decision, and will provide the aircrew with requested assistance in executing the revised plan of action. CVAM and JOSAC-tasked missions will follow local procedures for in-flight or ground maintenance issues. The aircraft commander is the final decision authority to continue to destination or divert for maintenance pursuant to the safe conduct of the flight.

1.20.2. When Reserve Associate missions must be canceled due to non-generation of cargo, substitute missions of similar duration, normally not to exceed the original SRT, will be provided whenever possible.

**1.21. Altitude Reservations.**

1.21.1. 618 AOC (TACC)/XOP is the focal point for AMC altitude reservation planning and requests for AMC and AMC-gained receivers. 618 AOC (TACC)/XOP will develop, submit, and track altitude reservations required for AMC missions IAW Federal Aviation Administration (FAA) Handbooks and Host Nation requirements, as well as European and Pacific Central Altitude Reservation Function regulations.

1.21.2. For AMC and AMC-gained receivers, aircraft commanders will ensure altitude reservation (ALTRV) approval is received prior to mission execution and included in the crew papers. **(T-3)**. ALTRV approvals are transmitted by the various central altitude reservation facilities and copies are received by 618 AOC (TACC)/XOP and 618 AOC (TACC)/XOC. Aircrews needing to check the status of their ALTRV should contact 618 AOC (TACC)/XOP (normal duty hours) or 618 AOC (TACC)/XOC (non-duty hours). If the sortie is flight managed, 618 AOC (TACC)/XOCM requires ALTRV approval information at estimated time of departure (ETD) minus 6 hours. ALTRV requests for flight managed missions will include the Aeronautical Fixed Telecommunication Network address KRCHYXYX so the ALTRV approval message will be received electronically by 618 AOC (TACC)/XOCM.

1.21.3. ALTRVs usually include a 1 hour ALTRV void if aircraft not airborne (AVANA) time to account for delays. If a mission delays more than the AVANA time, aircrews should request 618 AOC (TACC) to coordinate with the appropriate agency responsible for the

ALTRV approval (618 AOC [TACC]/XOP for AMC airlift ALTRV approvals), if necessary, for a new ALTRV approval as soon as the anticipated deviation is known.

1.21.4. Requests for ALTRVs do not eliminate the responsibility to obtain diplomatic clearances or file flight plans. Consult FLIP General Planning, **Chapter 4**, on filing requirements for ALTRVs.

## 1.22. Navigation Errors.

1.22.1. Reporting procedures for over water navigation errors. Notify the nearest C2 agency after landing any time an aircrew is notified by a controlling agency of an overwater Gross Navigational Error. Aircraft commanders will also notify their unit and have the mission navigator (if applicable) and any sortie logs or charts available to aid in recalling specific facts and circumstances. **(T-2)**.

## 1.23. Fuel Efficiency/Fuel Loads.

1.23.1. Not applicable to Executive Airlift Missions.

1.23.2. Aircrews have the responsibility to ensure missions are executed as efficiently as possible, such as confirming that excess equipment is removed, minimizing Auxiliary Power Unit use, and adhering to computer flight plan fuel loads. Additionally, aircrews have the option to use fuel savings configuration management as described in applicable Flight Crew Information Files (FCIFs) and/or AFI 11-2MDS Volume 3. Aircrews must also provide post-mission reports after every sortie via the Fuel Tracker, as described in the applicable FCIFs and/or AFI 11-2MDS Volume 3, so that AMC can provide efficiency reports for HAF, OSD and Congressional requirements, and to track and maximize fuel savings. **(T-2)**.

1.23.2.1. The AMC Fuel Efficiency Division (AMC/A3F) continues to explore fuel saving initiatives and encourages personnel to submit suggestions electronically to AMC/A3F, [amc.a3e.fueloffice@us.af.mil](mailto:amc.a3e.fueloffice@us.af.mil).

1.23.3. Required ramp fuel loads will be IAW applicable MDS-series instructions. Tankering fuel may be authorized by mission planners or 618 AOC (TACC), but is only justified by mission requirements or for cost avoidance to minimize refueling at locations where fuel is inordinately expensive. Tankering fuel for convenience is strictly prohibited. Cargo/passengers will not be downloaded if the sole reason for the download is to avoid a fueling/defueling deviation. **EXCEPTIONS:** For air refueling missions, controlling C2 agencies will have the aircraft fueled to the ramp fuel indicated on the 24-hour Air Refueling Flight Plan (if previously requested from 618 AOC [TACC]/XOCZF Flight Plans Branch) and adjust the fuel load as necessary based on the 6-hour flight plan provided by 618 AOC (TACC)/XOCZF or the flight plan contained in the crew papers if on a flight managed sortie. Consider the following factors when determining fuel loads.

1.23.3.1. Fuel aircraft to final fuel load as close to scheduled departure as practical to minimize subsequent refueling/defueling. Exercise utmost caution during last minute fuel adjustments so safety is not compromised.

1.23.3.2. An accurate cargo/passenger weight (payload) is the single most important factor in producing an accurate computer flight plan (CFP). The Air Terminal Operations Center (ATOC) will provide an accurate payload weight to the controlling C2 agency at least 6 hours before each mission's scheduled departure time. This information and other

pertinent flight planning factors, once entered into GDSS, is available for retrieval by 618 AOC (TACC) flight planners and FMs. Mission planners will provide passenger weights based on actual weights or standard passenger weights. The standard passenger weights are either 245 pounds (passenger weight 175 pounds plus 70 pounds baggage) for standard passengers, 400 pounds for combat equipped (web gear, weapon, ruck sack and duffel bag) or IAW OPOD or AFTRANS SPINS. Flight Managers will use this information to calculate an accurate fuel load and CFP. Crew papers will be published/posted and available approximately 4 hours prior to ETD. For non-flight managed sorties, after receipt of the payload weight, 618 AOC (TACC)/XOCZF will transmit CFPs to the departure station approximately 6 to 8 hours prior to scheduled departure time. If the payload weight is not in GDSS, 618 AOC (TACC)/XOCZF will use standard payload weights based upon aircraft type. If the controlling C2 agency has not received a CFP within four hours of scheduled departure, they will contact 618 AOC (TACC)/XOCZF immediately. See paragraph 5.5, Computer Flight Plans for specific procedures and responsibilities.

1.23.3.2.1. If actual passenger weight is not known 6 hours prior to scheduled takeoff time, a standard passenger weight will be used. Multiply the appropriate passenger weight by the number of planned duty passengers. Since seat release happens well after the Flight Manager completes and publishes the crew papers, they do not include weight for space available (space-A) passengers. If the crew plans to carry space-A passengers and/or the actual payload differs significantly from that used in the FM's CFP, the crew may contact the FM for help in determining the new ramp fuel (block 10) requirement. Ultimately, an accurate payload weight will result in an accurate fuel load indicated on the CFP and eliminate last minute fuel adjustments.

1.23.3.2.2. Contact the Flight Manager (618 AOC [TACC]/XOCZF for non-flight managed missions) to request an updated CFP, if practical, for:

1.23.3.2.2.1. Flights up to 1,000 miles in length, when the actual payload is heavier than the CFP payload by more than 5,000 pounds for C-130/C-17/KC-135 aircraft or by more than 10,000 pounds for C-5/KC-10 aircraft.

1.23.3.2.2.2. Flights over 1,000 miles in length, when the actual payload is heavier than the CFP payload by more than 2,000 pounds for all aircraft types.

1.23.3.2.3. Base flight planned fuel load (FPFL) on optimum altitudes. Do not delay departure if the optimum altitude is not available unless sufficient fuel onboard can be confirmed or a change in air refueling control time (ARCT) can be coordinated.

1.23.4. Mission planners will not exceed the following landing weights: C-5, 840,000 lbs.; C-17, 585,000 lbs.; C-130, 155,000 lbs.; C-130J, 164,000 lbs.; KC-46, 310,000 lbs.; KC-10, 436,000 lbs.; and KC-135, 235,000 lbs. If an aircraft is diverted in flight from the planned destination, the aircraft commander will not dump fuel just to meet the planned landing weight unless emergency/performance requirements dictate a lower landing weight.

1.23.5. The Defense Logistics Agency (DLA) Energy I-5, Fuel Card Program, and DoD 4140.25-M, Volume 2, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*, provides procedures for procuring aviation fuels, ground fuels, oil, and other supplies

and services at non-DoD locations. Additional information concerning these procedures can be obtained through HQ AMC/A4RX.

1.23.5.1. Into-Plane Contracts. DLA-Energy negotiates into-plane refueling agreements at numerous civil airport locations. The locations are identified in the DoD FLIP En Route Supplement and the DLA-Energy Into-Plane Contract Information System at <http://www.dla.mil/Energy/Offers/Products/GovernmentFuel/AIRCard.aspx>. If available, aircrews will use the into-plane contract at civil airports, to obtain refueling support. Do not use other vendors for refueling.

1.23.5.2. Aviation Into-plane Reimbursement (AIR) Card. The U.S. Government AIR Card® Program provides a means to procure aviation fuel, fuel-related supplies and approved ground services worldwide at both DLA-Energy contract and non-contract locations. This is the next option for refueling support. For current information, see the DLA-Energy website at [http://www.energy.dla.mil/govt\\_fuel\\_cards/Pages/AIRCard.aspx](http://www.energy.dla.mil/govt_fuel_cards/Pages/AIRCard.aspx).

1.23.5.3. Canadian into-plane contract provisions permit U.S. aircraft to use Canadian contracts/agreements. Aircrews must use DD Form 1896, *DoD Fuel Identaplate*, at Canadian National Defense Contract (CNDC) locations to purchase fuel at the DLA-Energy standard price. Fuel purchases with the AIR Card at CNDC locations will result in full open-market pricing to include Canadian excise tax assessment. More information may be found in the AIR Card desk guide and DESC-DI-1-31, *Purchase of Aviation Fuel and Services at Commercial Locations*.

1.23.5.4. Ground Refueling Transaction Documents. Return the refueling transaction documents for all refueling support to the aircraft's home station. Accumulate these documents with the AF Form 664, *Aircraft Fuels Documentation Log*, and forward it to the aircraft's Wing Refueling Document Control Officer.

## **1.24. Mission Essential Personnel.**

1.24.1. Personnel required for aircraft or unit mission execution but are not authorized aeronautical orders. Personnel tasked to perform unique ground support duties at an en-route location or destination point that are directly related and essential to aircraft or unit mission accomplishment may fly as MEP.

1.24.2. Policy. MDS-specific MEP qualified crew members may travel aboard MAF aircraft (except 89 AW and special operations missions unless owning OG/CC approval is obtained and coordinated with appropriate mission planners) as MEPs to de-position in support of mobility operations. For questions or clarification of MEP policy or the procedures below, contact the parent major command (MAJCOM) or AF/A3O-ATA3O.

1.24.3. Procedures.

1.24.3.1. Reference AFI 11-401 and AMC Supplement 1 for information on MEP procedures.

1.24.4. MEP Seating. MEPs may travel in the crew compartment with pilot in command (PIC) concurrence. Assigning additional crew members and maintenance personnel in excess of the basic/augmented crew complement (as required by mission) will be coordinated with the tasked unit current operations and approved by the appropriate 618 AOC (TACC)

planning directorate NLT 24 hours before the initial departure to ensure the appropriate remarks are annotated in GDSS. MEPs will not bump planned cargo on AMC missions, unless approved by 618 AOC (TACC)/XOZ. Both originating and through-load space available passengers may be displaced by MEPs provided the C2 agency is notified not later than 4 hours prior to aircraft block out time. Passengers will not be displaced by MEPs once ATOC determines final passenger loads and assigns seats.

1.24.5. MEPs desiring travel must notify the C2 agency, who, in turn, will notify ATOC of the number of MEPs and if MEP team integrity is desired. **(T-2)**. The C2 agency will coordinate MEP arrival at the aircraft with the aircraft commander.

1.24.6. MEP Status for Federal Aviation Administration (FAA) Evaluators. MEP status is approved for FAA evaluators when accompanying AMC crew members to administer FAA flight evaluations. The following restrictions apply:

1.24.6.1. The USAF must incur no expense.

1.24.6.2. The FAA evaluator will not occupy either pilot seat, nor manipulate any flight controls, nor perform maneuvers not specifically authorized by AMC training directives. **(T-0)**.

1.24.6.3. The FAA evaluator must be listed on the AF Form 4327a, *Flight Authorization*, in the remarks section (below the line). Pen-and-ink changes may be used IAW AFI 11-401.

1.24.7. Briefing. The aircraft commander or his/her designated representative will brief MEPs IAW the most current AMC Mission Briefing Guides. **(T-2)**.

1.24.8. Priority of MEP Travel. Flight examiners have priority and will not be displaced by any other MEPs. **(T-2)**. The priority of travel for flight examiners is MAJCOM, numbered Air Force, wing or group, then squadron.

1.24.9. Individuals will coordinate their travel with the appropriate C2 agency prior to travel. They will process through the CP as early as possible but NLT 4 hours prior to scheduled block out time. **(T-3)**. Flight examiners or DVs desiring alert must coordinate their alert with the CP. **(T-2)**.

1.24.10. The CP will notify ATOC of required seating for MEPs NLT 4 hours prior to scheduled block out time. **(T-2)**. MEPs will report to the aircraft in sufficient time to clear customs and load baggage, but NLT 1.5 hours prior to scheduled block out time. **(T-2)**. If the MEP fails to show by the prescribed time, the seats will be released to the ATOC. **(T-2)**.

1.24.11. Unless specifically restricted by the MAJCOM/A3 and documented in the remarks section of the mission directive, the individuals listed below are authorized blanket MEP and do not require approval for specific missions. MEP status is authorized on all AMC aircraft except nuclear airlift missions, unless otherwise approved IAW AFI 13-526, Volume 1, *Prime Nuclear Airlift Force Operations*, AFI 13-526, Volume 2, and AFI 13-526, Volume 3, *DoD Nuclear-Related and DOE/NNSA Cargo (other than CAT I & II SNM) Airlift Operations*. **(T-2)**.

1.24.11.1. Designated HQ AMC or ARC flight examiners listed on the HQ AMC/A3V Flight Evaluation Status Aircrew Letter or equivalent ARC letter.

1.24.11.2. AMC crew members traveling to and from locations to accomplish valid training requirements as stated on crew orders.

1.24.11.3. AMC crew members on crew orders positioning/de-positioning for AMC-directed missions. Wings will forward requests for space allocation to 618 AOC (TACC)/XOB. (T-3).

### **1.25. Immigration and Naturalization Service (INS) Inspections.**

1.25.1 Missions are usually planned to return to CONUS through a recognized INS federal inspection service station or a military aerial port of embarkation (APOE) listed in the DoD FCG (North American Edition, Section IV). **NOTE:** These locations are mandatory entry points if passengers include family members/retirees. If all passengers are active duty military, missions can also return to CONUS through special airports of entry listed in the DoD FCG.

1.25.2. Non-unit passengers must possess appropriate documentation for INS clearance IAW the DoD FCG. For military, a valid U.S. military identification card. For family members/retirees, one of the following:

1.25.2.1. A valid U.S. passport (U.S. citizen).

1.25.2.2. Resident alien card (permanent resident status).

1.25.2.3. Foreign passport (valid) with non-immigrant or immigrant visa.

### **1.26. DoD Foreign Clearance Guide.**

1.26.1. DoD FCG provides a single source of information to assist aircrews in understanding customs restrictions, requirements, and preparation of forms for U.S. and international customs clearance.

### **1.27. Airlift/Air Refueling Priority System.**

1.27.1. JCS airlift and air refueling priorities are defined in CJCSI 4120.02D. This document is available online in the Chairman of the Joint Chiefs of Staff Directives Electronic Library at the following address: ([http://www.dtic.mil/cjes\\_directives](http://www.dtic.mil/cjes_directives)).

### **1.28. Orientation Flights.**

1.28.1. Reference AFI 11-401 and AMC Supplement 1 for information on orientation flights.

### **1.29. Procedures to Obtain Airlift for Deployed/Deploying Mission Assets.**

1.29.1. Mission support airlift users must submit airlift requests as specified in the following paragraphs and then to 618 AOC (TACC)/XOG/XOO/XOP for all mission support assets requiring onload. **EXCEPTION:** Airlift requests for assets requiring onload at locations under deployed AMD control should be submitted to that AMD. This applies to CRF packages and Mission Support Elements consisting of logistics or transportation assets. The corresponding AMC functional managers of the assets will serve as the validators for all such requests. Submit airlift requests using DD Form 1249, or United States Message Text Format (USMTF) as appropriate IAW DoDD 4500.09E, *Transportation and Traffic Management*. Make the request to the appropriate 618 AOC (TACC) agency as follows:

1.29.1.1. SAAMs or JA/ATTs: Direct airlift requests to USTRANSCOM/TCJ3-RR, then to 618 AOC (TACC)/XOOOS (SAAM) or 618 AOC (TACC)/XOBC for JA/ATTs. Support airlift will be assigned the same priority as the SAAM or JA/ATT being supported. (T-2).

1.29.2. Exercises/Contingencies. Direct airlift requests to 618 AOC (TACC)/XOP. Make every effort to incorporate mission support airlift into the initial exercise flow.

### 1.30. Stage Management.

1.30.1. Deployed Stage Operations Personnel. At operating locations with AMC en route Air Mobility Operations Wing (AMOW), Air Mobility Operations Group (AMOG), Air Mobility Squadron (AMS), Expeditionary Air Mobility Squadron (EAMS), Expeditionary Operations Support Squadron (EOSS) or Mobile C2 forces (i.e., Contingency Response Group [CRG], Element or Team), the “Stage” functions under *specified Administrative Control (ADCON)* is delegated to the senior AMC commander at the operating location. Define command relationships in the 18 AF deployment order (DEPORD) and CONOPS. *Specified ADCON* may include force protection, accountability, discipline, lodging, and messing responsibilities. Operationally, the deployed Senior Stage Manager (SSM) will report directly to the commander specified in the DEPORD. Other stage personnel will report to the SSM at the deployed location. 618 AOC (TACC)/XOZ or designated operational authority is responsible for overseeing operational issues for an aircrew stage. The stage manager and his/her team respond to guidance and taskings from 618 AOC (TACC) to execute the local support for mobility missions transiting or originating from that location. It is important that stage managers coordinate any issues with other agencies supporting mobility missions as well as 618 AOC (TACC)/XOZ. Local AMC commanders will integrate the deployed stage management team into their operations, providing support as required. (T-2). The stage manager must ensure that movement data in GDSS is current and accurate for flight managed missions operating through a stage location. Also, the stage manager will determine the method for delivering crew papers to the aircrew and communicate this method to 618 AOC (TACC)/XOCM. See AMCI 10-210, *Stage Management Operations*, for additional details and guidance. **NOTE:** When AE crews are integrated into a stage, the stage management team may be augmented with all or part of an AE Operations Team unit type code and equipment.

#### 1.30.1.1. Responsibilities.

1.30.1.1.1. 618 AOC (TACC)/XOZ is responsible for oversight of stage operations within its Area of Responsibility (AOR). When stage management is required for a large airflow over an extended period, 618 AOC (TACC)/XOZ may establish a stage operations management cell. Operational stage issues, such as crew manning or workload, should be forwarded to 618 AOC (TACC)/XOZ.

1.30.1.1.2. Stage managers co-located with a CRF will coordinate with CRF/CC or Team Chief and should forward support issues through the daily Situation Report or directly to 618 AOC/XOPM.

1.30.1.1.3. Stage managers are the link between headquarters and the aircrews flying in the stage. They are responsible for smooth stage operations including lodging, messing, security, etc. The stage manager ensures the correct crew is assigned to the

correct mission (i.e., air refueling, airdrop, augmented, or SRT requirements). Additionally, the operating location stage manager will ensure that aircrew information in GDSS is correct.

1.30.1.1.4. The 618 AOC/(TACC) organization with planning responsibility for the stage (XOO/XOP/XOG) will determine the number and type of crews required at each location, and request them through 618 AOC (TACC)/XOB.

1.30.1.1.5. 618 AOC (TACC)/XOB will task AMC wings for crews required by 618 AOC (TACC)/XOO/XOP/XOG. 618 AOC (TACC)/XOB will notify 618 AOC (TACC)/XOO/XOP/XOG, and the location stage manager when requests will not be fully met.

1.30.1.1.6. Stage Manager End of Tour Report. Upon completion of stage operations, the senior stage manager at the deployed location will forward an after action report (AAR) to 618 AOC (TACC) Stage Management and designated en route command oversight/leadership. **(T-2)**. Use the AAR format template outlined in AMCI 10-210, paragraph 7.3.1. 618 AOC (TACC) stage managers will distribute this report to 18AF/A3 and AMC/A3CG for continuity. The report will highlight areas for improvement as well as areas that were well executed. **(T-2)**. IAW AFI 90-1601, *Air Force Lessons Learned Program*, stage managers will ensure AARs are posted to the Joint Lessons Learned Information System (JLLIS) website (<https://www.jllis.mil>). JLLIS has an email function suitable for disseminating AARs to appropriate offices such as 618 AOC (TACC).

1.30.2. Stage Posture. Stages typically operate on a directional basis. Alert sequence is determined as follows:

1.30.2.1. Aircrews requiring an emergency return to home station.

1.30.2.2. Crew SRT, if within 48 hours of their established SRT.

1.30.2.3. Crew arrival time. Use first-in, first-out (FIFO) to the maximum extent possible. Depending upon HHQ policy, strict adherence to FIFO may be modified in certain circumstances (i.e. maintaining aircrew directional flow, operational risk management, and special mission requirements).

1.30.2.4. Match returning wing aircraft with corresponding crews. When the airflow allows, match de-positioning aircraft and aircrews to their home stations. Always seek approval via 618 AOC (TACC) stage managers to ensure proper coordination for airflow deviation and early aircrew release. **NOTE:** If a stage crew is forced to return to crew rest because of a mission delay or abort, that crew becomes first out when legal for alert.

1.30.3. When crew changes or stages occur at operating locations, the stage manager must ensure the correct crew data is entered into GDSS. If the stage manager and C2 managers do not have access to GDSS, the stage manager will contact 618 AOC (TACC)/XOCG who will then enter the information. Additionally, the deployed stage manager will forward daily Stage Reports to 618 AOC (TACC)/XOCG and XOZ. **(T-2)**. Follow AMCI 10-210 Attachment 6 template (Operating Location Stage Report Template). The report should include name(s) of aircraft commander, crew type, crew size, SRT, legal for alert, date/time arrived on station, projected outbound mission, and any limitations or issues. The report will

be sent via email or facsimile (fax) once a day or more often at 618 AOC (TACC)/XOZ request. Ensure proper classification guidance is followed consistent with current operational policies. (T-2).

### **1.31. Space Available Seat Release Policy.**

1.31.1. Aircrews flying AMC missions will release the maximum number of seats commensurate with aircraft configuration, cargo/airlift requirements, mission taskings, and flight safety. (T-2). (EXCEPTION: 89 AW crews will follow space available seat release policy guidelines per AFI 11-2VIP, Volume 3, and AMC crews flying BANNER missions will follow space available seat release policy guidelines in AFI 11-289.) To meet this goal, it is the responsibility of the senior AMC representative at that location to ensure quality passenger care. The aerial port, or its equivalent (to include Small Terminal Assistance Program units and Contracted Air Terminal Operations units), is responsible for cargo and passenger compartment utilization. They will plan, load, and execute all aircraft cabin loads, ensuring the availability of every seat for passenger use after meeting requirements for cargo, additional crew members, and space-required passengers (after proper coordination with the aircraft commander). (T-2). The aircraft commander is responsible for passengers and cargo once they are onboard the aircraft. This responsibility extends to identifying additional crew members to assist in passenger care and safety in order to maximize the use of available seats. The senior AMC representative, in conjunction with the troop commander and the aircraft commander, will ensure all unused seats on DoD-owned and controlled aircraft are released for use by passengers, including space-A passengers. (T-2).

1.31.1.1. Aircraft commander coordination is required on SAAM, JA/ATT, and contingency missions to ensure the load configuration allows passengers. Hazardous cargo, unusual training requirements, country requirements, or a defined need for security may make it necessary to restrict space available seat releases. Seats will not be released on missions carrying classified cargo if releasing seats will compromise the mission, or if seat release is prohibited by another instruction governing shipment of a particular type of classified cargo. (T-2).

1.31.1.2. Aircraft commanders will provide CP/AMCC or base operations personnel with timely information concerning planned destination(s), number of seats available, and departure time. (T-2). The CP will, in turn, relay this information to ATOC who will enter appropriate data into GDSS.

### **1.32. Airfield Suitability and GDSS Airfield Detail.**

1.32.1. AMC/A3A determines airfield suitability for AMC aircraft. Policy, guidance, and information for each worldwide airfield location AMC organic aircraft operate through is included in GDSS Airfield Detail and the Giant Report.

1.32.2. IAW AFPD 10-21, *Air Mobility Lead Command Roles and Responsibilities*, AMC manages the MAF process to formulate destination airport analysis supporting Air Force-wide global MAF operations. Accordingly, AMCI 11-211, *Destination Airfield Suitability Analysis*, and the Airfield Suitability and Restrictions Report (ASRR) comprise essential operations policy. The ASRR can be reviewed and downloaded under the Location Management section of GDSS.

1.32.2.1. Policy from both the ASRR and AMCI 11-211 form the basis for information and guidance displayed in GDSS Airfield Detail and the Giant Report. The ASRR and GDSS Airfield Detail/Giant Report are designed to provide location-specific suitability policy guidance, detailed airfield pavement data, available “inside-the-fence” obstacle information, and, when applicable, TERPS reviews.

1.32.2.2. Following coordination and authorization from HQ AMC/A3A, the AMC GIO may augment the airfield assessment process by providing detailed imagery and terrain analysis on airfields where pre-existing data is outdated, insufficient or omitted.

1.32.3. AMC staff actions that affect airfield suitability policy or operating restrictions must be coordinated with AMC/A3A and, when applicable, incorporated into the airfield review process and updated in GDSS Airfield Detail and/or the ASRR as appropriate.

1.32.3.1. Notify AMC/A3A of any discrepancies in the ASRR or GDSS Airfield Detail.

1.32.3.2. Aircrew and planner feedback is essential to ensure the best possible information, guidance and data is retained in GDSS Airfield Detail/Giant Report. Aircrew shall complete any AF Form 3992, *Instrument Procedure Flyability Check, Instrument Approach Procedure (IAP)/3993, Instrument Procedure Flyability Check, Departure procedure (DP)*, that has been posted in the Giant Report for a specific location, IAW AMCI 11-211, paragraph **3.3.2 (T-2)**.

1.32.4. Due to Cybersecurity requirements, providing GDSS Airfield Detail/Giant Report information in any format to a foreign government employee, a foreign military person, or a foreign exchange/liaison officer must be approved through the AMC Foreign Disclosure Office (A5/A8X). **Exception:** Foreign nationals working for the USAF with a valid need for access to GDSS are granted program access by AMC/A3 through a process managed by AMC/A3C.

### **1.33. Central and South America En Route Notes.**

1.33.1. All AMC C-5, C-17, C-21, C-130, KC-10, KC-46, KC-135, and OSA/EA missions operating in the Caribbean, Central America, and South America will comply with the following procedures to enhance real-time C2 of missions under the operational control of 618 AOC (TACC). **(T-2). EXCEPTION:** 89 AW crews conduct mission reporting through 89 OG Current Operations and remain outside normal 618 AOC (TACC) C2 reporting channels per AFI 11-2VIP, Volume 3, 89AWSUP-1, *VIP Operations Procedures*.

1.33.1.1. Movement Information. Aircraft commanders will ensure departure and arrival information is passed to 618 AOC (TACC)/XOCG or XOOK for A/R missions, call sign "HILDA." **(T-2)**. The primary means of passing this information is through direct contact with 618 AOC (TACC). In order to receive essential C2, diversion, and security and diplomatic clearance information, aircrews must establish secure voice, C2 messaging, or text chat when practical, with 618 AOC (TACC) after departure from each station and again prior to arrival at destination. Plan these contacts to preclude interference with other essential duties (i.e., departure/approach, etc.). Flights of less than 1 hour duration may not permit phone-patch contact. Aircraft commanders must report arrival within 10 minutes after landing. **(T-2)**.

1.33.1.2. Ops Normal Calls. During missions to South American locations, aircrews will make hourly "ops normal" checks during flight until initiating descent. **(T-2)**. When the aircraft is not equipped with an operational ACARS, aircrews will contact a HFGCS station and request relay of an "ops normal" report to "HILDA" with block time of report. **(T-2)**. Example: "MACDILL, relay ops normal report to 'HILDA' for time 1830." Routine communication with HFGCS stations will not constitute a normal hourly "ops normal" report unless instructions to relay to "HILDA" with times are included in message. When equipped, aircrews may use Inmarsat phone capability in lieu of an HFGCS relay.

1.33.1.3. Position Reporting. Aircrews should make every effort to pass position reports either by data link through protected or secure C2 messaging, ACARS, or directly to air traffic control (ATC) agencies on published frequencies. **(T-2)**.

1.33.1.3.1. ACARS equipped aircraft. ACARS is the primary method for position reporting. Aircrews will configure the Flight Management System to allow ACARS communications unless operationally restricted. On flight managed missions, Flight Managers will configure C2 systems (GDSS) for aircraft position reporting IAW the 618 AOC (TACC)/XOCM Flight Manager Operations Manual. **(T-2)**.

1.33.1.3.2. Non-ACARS equipped aircraft. Short-range communications are normally via a Very High Frequency radio. Relays through a third party, such as other aircraft or airport towers, should be very specific as to whom the information is intended. **(T-2)**. If necessary use HFGCS stations for relay and provide name of the South American ATC agency. Aircrews transiting Merida Air Control Center airspace should report positions referencing published navigational aids or fixes, not geographic coordinates (latitude/longitude). Merida controllers do not have the capability to translate geographic coordinates into meaningful information. **EXCEPTION:** EA crews are exempt from calling HILDA every hour.

1.33.1.3.3. Military Data Network (MDN) equipped aircraft. The KC-46 is the first aircraft to implement protected and secure C2 messaging. The C2 position report message is the primary method for position reporting. Aircrews will configure the MDN to allow protected FOUO or classified C2 message communications unless in emissions control conditions. On flight managed missions, FM will configure C2 systems (GDSS) for aircraft position reporting IAW the 618 AOC (TACC)/XOCM Flight Manager Operations Manual. **(T-2)**.

## **1.34. Intelligence.**

1.34.1. AMC Air Intelligence Squadron. Intelligence support is provided by the AMC Air Intelligence Squadron (AIS). The AMC AIS is the intelligence organization responsible for providing timely, accurate, and actionable intelligence to the 618 AOC (TACC) in support of global mobility operations planning and execution. The AMC AIS includes two divisions that provide intelligence products and services: The Intelligence Surveillance and Reconnaissance (ISR) Operations Division (A2O) and the Analysis Division (A2A).

1.34.1.1. The ISR Operations Division is responsible for providing 24/7 intelligence, situational awareness, risk analysis, and threat warning support to the 618 AOC (TACC). A2O manages and facilitates the following capabilities:

- 1.34.1.1.1. The Senior Intelligence Duty Officer (SIDO) Branch provides 24/7 intelligence and threat warning in direct support of 618 AOC (TACC)/XOZ. The SIDO branch fields a team of Senior Intelligence Duty Officers responsible for directing the efforts of the AIS's intelligence team in support of 618 AOC (TACC) mission planning and execution. SIDOs are specifically responsible for monitoring all-source near-real-time intelligence, conduct predictive analysis of adversary actions, and correlate threat reporting to missions in execution. The SIDOs also review all air mobility Mission Reports (MISREPs) for threat information that could impact other missions, perform threat assessments to support dynamic flight rerouting, and provide assessments supporting Secure Launch and Positive Launch decision processes. The SIDO also functions as an after-hours advisor and action officer for the AMC Threat Working Group.
- 1.34.1.1.2. Unit Support Branch is the focal point for meeting intelligence information requirements from airlift and tanker operational units under 618 AOC (TACC) command and control. Unit Support provides intelligence updates to units to support aircrew mission planning and pre-mission briefings, and manages a requests for information (RFI) process to ensure timely responses to unit intelligence and information requirements. It also reviews all MISREPs for intelligence data and quality control, ensuring compliance to reporting requirements outlined in the Mobility Intelligence Reporting Directive (MIRD). The Unit Support Branch includes two key teams in direct support of the 618 AOC (TACC). The Weapons Analysis Team (WAT) provides threat systems analysis and closely reviews and surface-to-air fires (SAFIRES), spotlighting, laser, electronic warfare, and airfield direct and indirect fire attacks, to identify emerging threats or new adversary tactics, techniques, and procedures (TTPs). The Collection Requirements Management Team (CRMT) is responsible for coordinating with USAF, USTRANSCOM, and theater collection elements to meet the 618 AOC (TACC)/CC's Priority Intelligence Requirements. Finally, the Unit Support Branch can provide or facilitate access to geospatial intelligence and services for imagery, terrain analysis, pattern of life, force beddown and aircraft parking analysis, and general and special purpose map products.
- 1.34.1.1.3. The TWG is the 18 AF focal point for coordinated threat and risk analysis in support of global mobility operations. The TWG provides functionally integrated risk assessments and mission execution policy recommendations which mitigate threat and security vulnerabilities. When deviating from 18 AF/CC-approved policy (reference AMC Policy Matrix via AMC/A2 SIPRNET website (<http://amcin.scott.af.smil.mil>)), the TWG will review waivers submitted by the 618 AOC (TACC) planning directorates and provide recommendations to 18 AF/CC for approval. For missions scheduled to execute within 24 hours that require waivers, the TWG may be recalled if determined necessary by the TWG Chairman (AMC/A2 Director).
- 1.34.1.2. AMC/A2A provides cyber, regional political/military and terrorism analysis, as well as operational intelligence support for all 618 AOC (TACC) controlled missions. In response to 618 AOC (TACC) planning and execution requirements, they identify intelligence gaps and prepare RFIs to obtain intelligence from their counterparts in the intelligence community.

1.34.2. Air Force National Tactical Integration (AF NTI)-618 AOC (TACC). The AF NTI-618 AOC (TACC) is an operating location of the 22d Intelligence Squadron (22 IS) attached to the AMC AIS. The AF NTI-618 AOC (TACC) leverages the National Signals Intelligence (SIGINT) enterprise to provide 618 AOC (TACC) with 24/7 near-real-time intelligence and threat warning support through the SIDO. They are also able to collaborate with NTI cells at other theater AOCs to provide tips and RFI support. Finally, the AF NTI-618 AOC (TACC) is able to assist in the downgrading of classified compartmented information for release at the collateral level.

1.34.3. Reporting. AMC aircrews and unit intelligence personnel will prepare and file intelligence reports IAW the MIRD. **(T-2)**. In general, aircrews will report mission results or any other time-sensitive, urgent information by filing an in-flight report. **(T-3)**. At the end of a mission, unit intelligence personnel will complete a MISREP if the crew has any information of potential intelligence significance. **(T-2)**. All 618 AOC (TACC)-controlled missions that land in a TWG-designated Tier 1 or Tier 2 country (reference: TWG Watch List) require a MISREP including “nothing significant to report” debriefs. Unit intelligence personnel will complete an Intelligence Report, if aircrews note events that could have an immediate and significant impact on current planning and operations, or information that may be perishable and of immediate interest to upper echelons of command. **(T-2)**. Change of operational control (CHOP)’d aircrews and intelligence personnel who are not under OPCON to AMC will comply with their respective theater intelligence reporting directives. Non-CHOP’d aircrews transiting overseas locations without AMC intelligence personnel will debrief (if required) with intelligence personnel at the first opportunity, which may be at home station or at a subsequent AMC en route location. **(T-2)**.

## CHAPTER 2

### COMMAND AND CONTROL OF MOBILITY OPERATIONS

#### 2.1. AMC C2 Policy and Authority.

2.1.1. AMCI 10-202, Volume 1, *AMC Command and Control Operations*, formally establishes AMC C2 policy and defines authority to direct AMC forces within the unified command structure.

2.1.2. 618 AOC (TACC), as 18 AF's AOC, plans, tasks, executes, and assesses most of AMC's air mobility forces. 618 AOC (TACC) monitors, but does not control, CVAM, JOSAC, and ARC-tasked missions. To the best of their ability, the 618 AOC (TACC) and all other AMC C2 agencies will monitor all MAF mobility assets transiting their stations regardless of whether or not they are on an AMC-tasked mission, assisting aircraft commanders and potential users as needed (see [paragraph 8.1](#) for OPSEC/COMSEC Note).

2.1.3. 618 AOC (TACC) mission execution is handled by either the Global Operations Division, 618 AOC (TACC)/XOCG, or the Air Refueling Operations Division, 618 AOC (TACC)/XOOK.

2.1.3.1. 618 AOC (TACC)/XOCG has three execution cells divided along functional areas of responsibility. One cell is responsible for Contingency, JA/ATT, Support, and Exercise mission operations. A second cell is responsible for global Channel, and Aeromedical Evacuation mission operations. The third cell is responsible for SAAM, and Operational Support Airlift mission operations. Each cell ensures global C2 of all respective mission types.

2.1.3.2. 618 AOC (TACC)/XOOK has one execution cell (AR Execution Cell) which is responsible for C2 of all 618 AOC (TACC) planned air refueling missions.

2.1.4. Theater Direct Delivery (TDD), a.k.a. "Reachback" 618 AOC (TACC)/XOCR, is the single point of contact for planning and execution of all TDD missions. During contingencies, 618 AOC (TACC)/XOCR works closely with the Combatant Commander's Air Operations Center (AOC), Air Mobility Division (AMD), and/or Airlift Control Teams to schedule and execute theater-validated intratheater movements for forward positioned and transient 618 AOC (TACC) airlift assets.

2.1.5. Flight Management. 618 AOC (TACC)/XOCM FMs confirm that information (e.g., weather, NOTAMs, intelligence) needed to plan assigned sorties is accurate, complete, and de-conflicted; create risk-mitigated flight plans; file flight plans with Air Traffic Service (ATS); prepare, publish, and transmit accurate and complete crew papers; provide verbal departure briefings to aircrew when requested; flight follow the sortie from departure to arrival, assisting aircrews as required; and coordinate sortie mission issues with appropriate authorities. FMs serve as the focal point of a centralized support network which proactively monitors the sortie's operational environment, predictively analyzes changes in key information elements that could pose hazards/risks to sortie success, derives alternatives and pushes actionable plans (dynamic retasking) to the aircrew and ATS.

#### 2.2. Command Post (CP)/Air Mobility Control Center (AMCC) support of aircrews.

2.2.1. Timely and effective communication between CP/AMCC and aircrews is essential to mission accomplishment. CP/AMCC will provide necessary information to support aircrew needs IAW AFI 10-207, *Command Posts*, and AMCI 10-202, Volume 6, *Mission Management and Reliability Reporting System (MMRRS)*.

2.2.2. Wing command posts or other Wing/CC designated 24-hour POCs at CONUS locations will:

2.2.2.1. Subscribe to weather threat assessment tool notifications for wing-specific missions at: <https://tacc.scott.af.mil/?action=WTAMain> IAW AMCI 15-101, *Weather Operations and Support*. (T-3).

2.2.2.2. Disseminate mission-specific weather threat notifications IAW locally established procedures. (T-3).

### 2.3. Global Air Mobility Support System.

2.3.1. AMC's global en route system supports and enables 618 AOC (TACC) C2 function. It consists of fixed bases with assigned forces as well as expeditionary forces. The 515 AMOW provides the fixed portion of the en-route system in the PACOM AOR, the 512 AMOW provides support in the EUCOM and CENTCOM AORs, the contingency response forces (CRF) provide capability to temporarily expand the en route, either at fixed AMOW locations or other locations where MAF infrastructure may or may not exist. Additional forces (i.e., aircrew stage operations, aircraft maintenance, aerial port, etc.) may augment designated en route forces as necessary to meet mission demands beyond AMOW or CRF capability or capacity. The AMOW performs command, operations, logistics (aerial port and aircraft maintenance), communications, C2, budget, safety, plans and support agreement duties through subordinate AMOG, AMSs, detachments and operating locations.

### 2.4. Secure Launch Control.

2.4.1. Overview. Increasing global political instability creates situations where AMC forces may encounter a high threat environment during seemingly routine missions. The secure launch program attempts to minimize exposure of these forces by identifying potential high threat locations/areas and maintaining timely intelligence information during mission execution. 618 AOC (TACC)/XOCG, XOOK for A/R missions, or 618 AOC (TACC)/XOCR for TDD missions, and mission managers monitor launches for mission segments that will transit unstable regions. After receiving the latest threat assessment from AIS SIDO, 618 AOC (TACC)/XOZ will approve or disapprove launch into these high threat areas. This secure launch control decision will be entered into GDSS and telephonically forwarded to the departure C2 agency or directly to the aircraft commander, as applicable. It is imperative that the aircraft commander maintains close communication with AMC C2 agencies to avoid unnecessary exposure to hostile threats.

2.4.2. Authority. 18 AF/CC is the final authority for identification of secure launch control locations. 18 AF/CC is the authority for secure launch *approval or disapproval*. In all cases, launch approval will be determined by weighing the intelligence assessment of the potential threat against mission requirements. **EXCEPTION:** AMC/CC approval is required for flights arriving or departing airfields contaminated with chemical, biological, or radiological agents/material.

2.4.2.1. The 18 AF/CC will utilize the TWG Watch List (TWL) to designate secure launch locations. The AMC TWG will assess the risk to MAF operations using the TWL, assigning each country a tier based on the assessed level of risk and present the TWL to the 18 AF/CC for approval. Tier 1 countries represent SIGNIFICANT risk, Tier 2 countries represent MODERATE risk, and Tier 3 countries represent LOW risk. Once approved by the 18 AF/CC airfields in Tier 1 and 2 countries on the TWL will require secure launch approval prior to launch.

2.4.3. C2 Procedures. The applicable planning agency in 618 AOC (TACC) will:

2.4.3.1. Coordinate for in-system Phoenix Ravens for short notice requirements. This is done by placing a leg remark against the departure line of the station International Civil Aviation Organization (ICAO) identifier immediately prior to the arrival line of the secure launch identified station ICAO. This requirement does not apply to missions CHOP'd to another combatant command (CCMD).

2.4.3.2. Obtain an intelligence update from the AIS SIDO approximately 6 hours prior to the schedule departure and forward it, along with a "go/no-go" recommendation, to 618 AOC (TACC)/XOZ for launch determination.

2.4.3.3. Enter 618 AOC (TACC)/XOZ's name and decision, into the GDSS mission display as an additional leg remark for the same departure line referenced in **paragraph 2.4.1**

2.4.3.4. Launch Disapproval. If the launch is disapproved, immediately contact the aircrew and 618 AOC (TACC)/XOCM shift lead (for flight managed missions). Contact may be direct or via the servicing C2 agency at the aircrew's location. DO NOT interrupt the aircrew's crew rest period. For contracted commercial aircraft, immediately contact the carrier representative (dispatcher). Ensure communication of 618 AOC (TACC)/XOZ's guidance (e.g., whether or not to alert the crew, hold the crew, launch to another location), as applicable for the specific situation.

2.4.3.5. Short-Notice Secure Launch Designations. Due to time-sensitive, short-notice situations, 618 AOC (TACC)/XOZ may designate secure launch add-on requirements for up to 72 hours. If 618 AOC (TACC)/XOZ establishes a short-notice secure launch requirement, 618 AOC (TACC)/XOC controllers will screen all missions for applicability. Within the 72-hour period, 618 AOC (TACC)/XOC will obtain a recommendation from AMC TWG on whether to continue or terminate the secure launch designation. Advise 618 AOC (TACC)/XOCM of these decisions as soon as possible.

## 2.5. Mission Movement Reporting.

2.5.1. The following aircraft movement reporting procedures (see **paragraph 8.1**, OPSEC/COMSEC Note) are applicable to all aircrews transiting locations without an AMC C2 presence:

2.5.1.1. Aircraft Commander Responsibilities. Aircraft commanders will report movement information such as:

2.5.1.1.1. Estimated time of departure (ETD)

2.5.1.1.2. Actual time of block (ATB) out

- 2.5.1.1.3. Actual time of departure (ATD)
  - 2.5.1.1.4. Estimated time of arrival (ETA)
  - 2.5.1.1.5. Actual time of arrival (ATA)
  - 2.5.1.1.6. ATB in
  - 2.5.1.1.7. Advisory and departure load data
  - 2.5.1.1.8. Arrival and departure times from air refueling tracks
- 2.5.1.2. Aircraft commanders will also report any other factors that may affect mission accomplishment directly to 618 AOC (TACC) IAW procedures contained in FLIP and appropriate AFI 11-2MDS, Volume 3-specific instructions. **(T-2)**. At stations with an AMC C2 agency presence, aircraft commanders experiencing problems will contact the local C2 agency which will, in turn, coordinate with 618 AOC (TACC). **(T-2)**. At stations without an AMC C2 agency presence, aircraft commanders will contact 618 AOC (TACC) using (in order of priority/preference/availability) C2 message, ACARS, Iridium (secure), Inmarsat voice, DSN, commercial telephone numbers, high frequency (HF)/single side band radio telephone patch or message relay, United States Defense Attaché Office (USDAO) message capability, commercial telephone (collect), patches through naval vessels, and/or any control facility that is reachable. **(T-3)**. Aircraft commanders are expected to exhaust all communication possibilities before delaying movement information. **(T-3)**. This is especially important when operating in austere communications areas.
- 2.5.1.3. Timeliness. Aircrew should pass the mission movement report as soon as practical after landing for arrivals and as soon as practical after takeoff for departures. For equipped aircraft, C2 messaging and ACARS will automatically transmit block-out, takeoff, landing, and block-in times as those events occur (sent as “Out, Off, On and In” times respectively). For C-17 only, the aircrew may need to manually send an “In” report when conducting an engine running on or offload to avoid disabling all ACARS reporting. Consult current Technical Order information. When there is a planned crew change (stage operations) at the destination, aircrews will pass maintenance status to the AMC C2 agency NLT 1 hour prior to arrival. **(T-3)**. Stage managers can coordinate with 618 AOC (TACC) to determine if the outbound crew should be alerted as scheduled.
- 2.5.1.4. Overdue Aircraft. IAW AFI 13-202, *Overdue Aircraft*, 618 AOC (TACC) will initiate a communications search for any aircraft whose arrival information is not received within 30 minutes of ETA at CONUS stations and within 1 hour at OCONUS off-line stations.
- 2.5.1.5. Communications Problems. Aircrews experiencing problems complying with these procedures will report problems to the next AMC C2 agency contacted. **(T-3)**. The C2 agency will transmit communication problems to 618 AOC (TACC)/XOPMR (618) 256-8511. **(T-3)**. Frequency interference issues will be addressed by the 618 AOC (TACC) frequency managers. The message will contain aircraft tail number, mission number, date, time, location, frequencies involved, problems encountered, and any additional comments.

2.5.1.6. Air Refueling (A/R) Mission Reporting Program. HQ AMC places high priority in scheduling, accomplishing, and tracking successful air refueling events on operational missions. To accurately capture air refueling data, all AMC and AMC-gained tanker aircraft will accomplish a post air refueling report via the Fuel Tracker Air Refueling Module or AF IMT 791, *Aerial Tanker In-Flight Issue Log*, as applicable. **(T-2)**. For the KC-46, the aircrew will transmit a tanker A/R event status C2 message to report tanker A/R event status and fuel offloaded within 20 minutes after departing the A/R track.

2.5.1.6.1. The receiver aircraft commander will report the air refueling information to the destination C2 agency after landing. **(T-2)**. If a local C2 agency is unavailable, the aircraft commander will contact the 618 AOC (TACC) via HFGCS phone patch or 1-800-AIR-MOBL. **(T-3)**. The contacted C2 agency will enter the information in GDSS. **(T-2)**. Aircrews operating ACARS-equipped aircraft will normally send the Receiver A/R Report Message to the appropriate AOC. **(T-2)**. For KC-46 aircraft receiving fuel, the aircrew will transmit a receiver A/R event status C2 message to report A/R event status and fuel onloaded within 20 minutes after departing the A/R track. **(T-2)**.

## **2.6. Flight Following DVs (O-6/equivalent and higher).**

2.6.1. Using C2 channels, aircraft commanders are responsible for inbound reporting of all O-6s and above that are onboard their aircraft. The report will include the DV code (DV-4, DV-7, etc.) and travel status (e.g., MEP, duty passenger, space-A, aircrew member.). **(T-3)**. Reporting for DV-5s and above will include the Voice Call Sign List call sign if one is assigned to the individual. **(T-3)**. CVAM-tasks missions and EA aircraft on non-CVAM missions will use local procedures. **(T-3)**. **NOTE:** DV codes will not be used on flight plans when filing. **(T-0)**.

## **2.7. Communicating with C2 Agencies.**

2.7.1. Callers to 618 AOC (TACC) often request to speak to a duty officer immediately. Usually, however, callers are better served by allowing the mission manager to take the information and determine who in 618 AOC (TACC) is best suited to respond. Mission managers are trained to recognize duty officer workload priorities and effectively solve most situations. As a guide, movement information should be passed to a mission manager. The cell Deputy Director of Operations (DDO) or duty officer should handle unusual mission circumstances. Aircraft maintenance matters should be directed to 618 AOC (TACC)/XOCL. 618 AOC (TACC) Aerial Port Control Center (APCC) handles channel cargo and passenger matters, and 618 AOC (TACC)/XOPAC, AE Operations works aeromedical evacuation issues. Calls with load information for computer flight planning can be directed to the flight planner or a mission manager if unable to contact the flight planner. Weather-related inquiries should be directed to the 618 AOC (TACC)/XOW duty forecaster. For flight managed sorties, aircrews should request to speak to the Flight Manager planning or flight following their mission. **NOTE:** 618 AOC (TACC)/APCC is divided into east and west areas.

2.7.2. Aerial Port Control Center (APCC). APCC provides 24 hour management of global channel missions in execution. Channel mission managers are the single point of contact for aerial port functions worldwide and serves as the 618 AOC (TACC) commander's direct representative on channel operations. The APCC:

2.7.2.1. Responds to air transportation planning and management challenges for all passenger, cargo and aerial port issues.

2.7.2.2. Provides critical guidance to 618 AOC (TACC) C2 personnel and participates in the mission planning process to ensure cargo velocity is sustained.

2.7.2.3. Coordinates and advises USTRANSCOM on commercial passenger and cargo mission delays.

2.7.2.4. Synchronizes and ensures timely movement/delivery of human remains (HRs), mission capable, life-or-death, and other high priority shipments for DoD and AMC.

2.7.2.5. Is the Command's Authorizing Official to administer passenger prohibitive hazardous cargo deviations on AMC controlled aircraft.

2.7.2.6. Provides channel mission expertise to 618 AOC/XOZ.

## **2.8. Deviation (Delay) Reporting.**

2.8.1. Determining Deviation Code Assignment. Missions should depart according to the applicable AFI 11-2MDS, Volume 3-specific instructions using block-out times for commercial aircraft and actual departure times for all other missions. The event in the launch sequence that occurs first, and subsequently causes a late departure, will be assigned the primary deviation code. Deviation codes are assigned by the controlling C2 agency at the station where the deviation occurred and will represent a consolidated unit position. Deviation remarks are mandatory and will explain the deviation and corrective action. AMCI 10-202 Volume 6, requires movement deviation codes, both primary and secondary (when applicable), be assigned. Questions concerning the correct assignment of deviation codes should be directed to HQ AMC/A3CF via email at [a3.a3cfmissionmanagement@us.af.mil](mailto:a3.a3cfmissionmanagement@us.af.mil).

2.8.2. Aircrew Deviations. CPs/AMCCs who assign an aircrew deviation code will advise the pilot in command (PIC), explaining the sequence of events and logic used in reaching the decision. **(T-3)**.

2.8.3. Timeliness of Deviation Reporting. Units will comply with the deviation reporting procedures outlined in AMCI 10-202, Volume 6, to include ensuring timely input of deviation messages and/or subsequent assignment of an X555 deviation code. **(T-2)**. AMC uses deviation analysis to improve mission reliability and to measure how well we serve AMC customer needs. One of the key factors in this analysis is timely review of deviations. HQ AMC and 618 AOC (TACC) staffs review all AMC mission deviations on a recurring basis; therefore, it is extremely important that 618 AOC (TACC) and units work closely together to ensure timely and accurate deviation reporting.

## **2.9. Crew Request for Crew Enhancement Crew Rest/Crew Rest Extension.**

2.9.1. Mission Planning Considerations. Planners will review mission timing for positioning/de-positioning legs to allow for a more favorable alert time and/or arrival time at home station or to enhance messing options immediately prior to crew alert. Scheduling additional ground time during the final crew rest could eliminate many crew requests for crew rest extensions.

2.9.2. Crews should not request crew rest extensions until the leg prior to the request. Earlier requests will be noted by 618 AOC (TACC)/XOZ but will not be approved/input into the

system due to the potential for mission variability/changes. The primary approval consideration is based on mission requirements. Approval of the extension includes inputs from the aircrew's home unit, aircraft home unit, station at which the extension is to occur, and all affected downline stations.

2.9.3. 618 AOC (TACC) DDOs have approval authority for all inactive missions requesting less than 6 hours of crew rest extension. All active missions and/or crew rest extensions 6 hours or greater require approval by 618 AOC (TACC)/XOZ. If a request is disapproved, the controlling C2 agency will notify the aircraft commander through C2 channels of the reason for disapproval.

## **2.10. PRIME KNIGHT Reporting.**

2.10.1. This program is designed to minimize the time aircrews spend getting into billeting at crew rest locations. PRIME KNIGHT success depends on the accuracy of aircrew information. The following guidance applies to all C2 agencies and AMC aircrews:

2.10.1.1. C2 Agency Notification Responsibilities. When flight authorizations are not present in GDSS, AMC CPs/AMCCs will ensure current aircrew orders (including AE crew members, MEPs, deadhead crews, and Mobility Mission Observers [MMOs]) are transmitted to the next crew rest station's C2 agency NLT 30 minutes after the mission departs (include mission number and expected arrival/departure times). **(T-3)**. The aircraft commander should follow-up with the departure and arrival C2 agency and is ultimately responsible for ensuring billeting requirements are passed.

2.10.1.2. Aircrew Notification Responsibilities. If a mission is departing from a location without an AMC C2 agency, the aircrew will call the next crew rest station (when able) to pass crew count/make-up (including AE crew members, MEPs, deadhead crew members, and MMOs), expected arrival time, and the number of officers, enlisted, male and female, etc. **(T-3)**.

2.10.1.3. Units must ensure the fund cite is clearly indicated on the orders when making advance reservations. **(T-3)**. Without a fund cite, aircrews must use a government credit card to make advance reservations.

## **2.11. Early Departure.**

2.11.1. The applicable planning agency in 618 AOC (TACC) must approve early departures (more than 20 minutes). Approval is necessary to avoid downline operational restrictions and the potential of departing without last minute priority cargo/passengers. The approval coordination process allows 618 AOC (TACC) to work ATC clearance and flow control issues. When early departures involve locations supported by a Control and Reporting Element, additional time is required for coordination due to limited capabilities at deployed locations. Ramp and support facilities are easily saturated by unscheduled arrivals.

## **2.12. Double Blocking Procedures.**

2.12.1. Hazardous cargo, refueling, and parking sometimes require an aircraft to double block; e.g., the aircraft is required to block-in at one parking spot, then move to normal parking for final block-in. The extra time required for double blocking will be taken into account during mission planning and scheduling. Report the arrival IAW AMCI 10-202, Volume 6.

2.12.2. Double blocking requirements on departure. To compensate for double blocking on departure, the aircrew "legal for alert time" may be adjusted to provide additional time from aircrew "show time" to departure. When the authorized ground time does not allow for this adjustment, deviation reporting procedures will be IAW AMCI 10-202, Volume 6.

### **2.13. Request for En Route Maintenance Support.**

2.13.1. Any aircraft flying a mission or missions tasked by AMC through 618 AOC (TACC) is authorized en route maintenance support. This includes aircraft deployed to the theater, but with OPCON maintained by AMC. CVAM and JOSAC-tasked missions follow local procedures for in-flight or ground maintenance issues. When an aircrew determines that aircraft maintenance is required at a station with no AMC maintenance capability, the flying crew chief (FCC) or maintenance MEP assigned in lieu of an FCC, or the aircraft commander, accompanied by the crew member most knowledgeable of the malfunctioning system, will initiate a telephone call to 618 AOC (TACC)/XOCL (through 618 AOC (TACC)/XOC) and discuss the system problem. IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, FCCs/MEP maintenance personnel are responsible for launch, recovery, inspection, servicing, generation, and maintenance of aircraft in austere locations and locations where specific MDS maintenance capability may not be available. To aid 618 AOC (TACC)/XOCL controllers in providing timely support, the teleconference should provide the following information:

2.13.1.1. Tail number, aircraft type, location.

2.13.1.2. Aircraft commander's, FCC's, and/or MEP's name, phone number, crew rest location, room number.

2.13.1.3. Mission-essential maintenance conditions, fault isolation number, if applicable, and troubleshooting actions that have been accomplished.

2.13.1.4. Date/time maintenance issue discovered.

2.13.1.5. Progress of maintenance actions to date.

2.13.1.6. Should parts be required, provide the following:

2.13.1.6.1. Name or "nomenclature" of the part(s).

2.13.1.6.2. Quantity of each part.

2.13.1.6.3. Part number for each part.

2.13.1.6.4. National stock number of each part.

2.13.1.6.5. Technical order reference--illustrated parts breakdown (-4).

2.13.2. The aircraft commander will coordinate with the FCC and en route/transient supervisor to establish a work/rest plan based on maintenance and mission requirements. **(T-2)**. The aircraft commander will be the primary decision authority to determine when the FCC begins a rest cycle for the next mission. If at a station without maintenance capability, the FCC/MEP will report maintenance information directly to 618 AOC (TACC)/XOCL. **(T-3)**. In addition, at locations serviced by a DoD transient alert (TA) facility, the aircraft commander will report discrepancies to TA. The local TA must order all required parts IAW AMCI 21-108, *Logistics Support Operations* and AFI 23-101, *Air Force Materiel*

*Management.* If the aircraft is “not mission capable” and there is no AMC C2 agency on location, the aircrew will not enter crew rest until 618 AOC (TACC)/XOCL is debriefed. **(T-3)**. The crew will troubleshoot the malfunctioning system using the fault reporting and fault isolation manuals (if applicable).

#### **2.14. Originating Mission Setup.**

2.14.1. Mission essential information input. Not less than 24 hours prior to mission departure, GDSS-equipped locations will enter the following information for each mission departing their station:

2.14.1.1. Aircraft tail number.

2.14.1.2. Aircraft due home date.

2.14.1.3. Aircraft commander's name and last four digits of his/her social security number.

2.14.1.4. Aircraft commander's wing.

2.14.1.5. Aircraft commander's squadron.

2.14.1.6. SRT.

2.14.1.7. Number of officers and enlisted.

2.14.1.8. Crew breakdown (numbers of male and female officers, and numbers of male and female enlisted).

2.14.1.9. Crew type.

2.14.1.10. Crew qualification.

2.14.2. When receiving short-notice taskings, CPs and AMCCs will enter the preceding information into GDSS as soon as the information is known. **(T-3)**.

2.14.3. Units will report the same information and use the same timing criteria as in the above paragraph to 618 AOC (TACC) via telephone when GDSS input cannot be accomplished. **(T-3)**. When reporting information via telephone, units will maintain a log with the time and person's name/rank receiving the information. **(T-3)**.

#### **2.15. Mission Revisions.**

2.15.1. Execution Baseline. Missions are considered “in execution” 24 hours prior to departure time of the first leg. 618 AOC (TACC)/XOC will manage AMC missions after the execution baseline (24 hours prior to initial launch). Planning and execution directorates will work in concert to ensure the mission is executable. Prior to execution baseline, AMC missions will be managed by the applicable planning agency 618 AOC (TACC)/XOO/XOG/XOP and 618 AOC (TACC)/XOB. Follow-on missions to a current mission stand alone, and do not enter execution until 24 hours prior to departure time of the first leg. However, changes to missions currently in execution will be reviewed immediately to ensure that impacts to follow-on mission(s) are promptly dealt with. Mission executors will process any necessary changes to follow-on missions (diplomatic clearances, PPRs, routings, operating hours, timing, etc.), or notify the appropriate planner of required actions

as soon as possible. **Exception:** 618 AOC (TACC)/XOCR plans and executes all TDD missions.

2.15.1.1. Prior to execution, the planning agency is responsible for mission changes.

2.15.1.2. After missions enter execution, the planning agency will not make changes without coordinating with the appropriate 618 AOC (TACC) execution agency. **(T-2)**.

2.15.1.3. After initial launch, mission changes are the responsibility of 618 AOC (TACC)/XOCG, 618 AOC (TACC)/XOOK for A/R missions, or 618 AOC (TACC)/XOCR for TDD missions, to include for coordinating with the planning agency and the active barrel in XOB as required.

2.15.1.4. 618 AOC (TACC) does not flight-follow or revise local training missions. The training mission scheduling agency is responsible for revising local training missions. If the local command post re-cuts a mission agency, the command post must coordinate with the scheduling agency.

2.15.2. The applicable planning agency in 618 AOC (TACC) may re-cut missions (change Mission Display and update GDSS) for the following reasons:

2.15.2.1. To support a validated user request. See AMCI 10-202, Volume 6.

2.15.2.2. To clarify the GDSS mission display for a mission with major schedule revisions. Major schedule revisions include, but are not limited to, a planned change in en route location, an en route purpose change from remain overnight (RON) to quick turn or vice versa, and a major change in timing that will not be evident to downline stations without re-cut action.

2.15.2.3. To re-push a mission to other C2 systems, for example from GDSS to the Joint Operation Planning and Execution System (JOPES). This is not considered an adjustment to baseline.

2.15.2.4. To correct typographical errors, such as mission numbers, dates, or times, in the initial schedule.

## 2.16. Aircraft Due Home Date.

2.16.1. The return of aircraft to home station for valid, scheduled maintenance is of concern to all. The primary way to ensure this action occurs begins at the unit level. Wing current operations personnel will input the aircraft due home date in GDSS. **(T-3)**. Maintenance plans and scheduling personnel need to coordinate with wing current operations personnel to ensure proper aircraft due home dates are entered. Add the appropriate words to indicate the maintenance event related to the aircraft due home date. Do not send aircraft on missions when the current date is too close to the due home date, and remember to allow ample time for en route delays. If an aircraft return date jeopardizes a needed event, the possessing maintenance function should submit a Technical Assistance Request IAW TO 00-25-107, *Maintenance Assistance*, for approval of the necessary overflight.

## 2.17. Command and Control Flight Program.

2.17.1. CP/AMCC controllers participating in the C2 flight program, IAW [paragraph 5.6.10](#), Passenger Movement, will adhere to the following guidelines. The program is not intended to be point-to-point travel for controllers to observe other C2 agencies. It is intended

to give controllers an understanding of the full spectrum of aircrew duties, from alert to crew rest, and all aspects of the air mobility mission. This includes being billeted, alerted, and transported with the aircrew. Events to observe include, but are not limited to, flight planning and loading both cargo and passengers. C2/AMCC controllers can fly in MEP status IAW AFI 11-401.

## **2.18. Flight Manager Flight Orientation Program.**

2.18.1. Flight Manager Operations Familiarization (OPSFAM). OPSFAM provides Flight Managers the opportunity to observe and participate in aircrew duties to include flight planning, preflight, aircraft loading/downloading, en route aircrew and post-flight activities. FMs can fly in MEP status IAW AFI 11-401.

## **2.19. Crew Release.**

2.19.1. Normally, crews will not be released for more than 24 hours. In order to meet frequency and user requirements, in-place crews are often used to move high priority missions that are delayed in the air mobility system. In addition, AMC forces in the field must be capable of responding to emerging international, national, or HQ AMC requirements. Worldwide contingencies, medical emergencies, and humanitarian airlifts are common occurrences and AMC forces are always the first to be called upon.

## **2.20. Positive Launch Procedures.**

2.20.1. 618 AOC (TACC) uses positive launch procedures to ensure flow control and for other management reasons. When implemented, 618 AOC (TACC) will notify departure station C2 agencies will be notified of applicable missions. One hour prior to departure at en route stops, C2 agencies will call the respective 618 AOC (TACC) airlift cell for positive launch coordination and approval. Aircrews should be prepared to hold in place at flight duty stations for positive launch approval. The 618 AOC (TACC)/XOZ approves mission launch.

## **2.21. C2 System Data Input.**

2.21.1. Automated daily/periodic reports are compiled to provide senior leadership and supported commands with information and statistics to manage and improve the air mobility system. Therefore, it is imperative that all personnel enter complete and accurate data into C2 systems. Report data entry problems to the respective system help desk.

## **2.22. CRF Support of Aircrews.**

2.22.1. CRF are deployed to locations where USAF air mobility support is insufficient or nonexistent. They provide C2, communications, aerial port services, limited aircraft maintenance, and may contain other support from functional areas such as security forces, weather, intelligence, etc., to ensure safe, effective air mobility operations. CRF forces are tailorable in capability and size, and are deployed on short notice to support SAAM, JA/ATT, exercise, tanker support, contingencies, and emergency relief missions.

2.22.2. Upon completion of deployed operations, the CRF Commander, or Team Chief, will complete an AAR and submit it to HQ AMC/A9L, HQ AMC/A3CG, 18 AF/A5L, and 618 AOC (TACC)/XOPM within 30 days of returning to home station. **(T-2)**.

## CHAPTER 3

### FLYING HOUR ALLOCATION/COMMITMENT

#### 3.1. Flying Hours.

3.1.1. This chapter outlines responsibility for allocating and committing AMC active duty flying hours and ARC user-funded flying hours to support DoD worldwide mobility and training requirements. **NOTE:** CVAM controlled aircraft will use local procedures.

#### 3.2. Responsibilities.

3.2.1. Wings/groups will:

3.2.1.1. Execute unit flying hour program as directed by the appropriate headquarters. **(T-2).**

3.2.1.2. Identify planned deviations from commitment to the appropriate headquarters. **(T-2).**

3.2.1.3. Establish local procedures to verify the accuracy of hours submitted to Equipment Inventory Multiple Status Utilization Reporting System. **(T-2).**

3.2.2. AMC/A3TR will:

3.2.2.1. Allocate funded hours to active duty units as the fiscal year plan.

3.2.2.1.1. Review the flying hours executed, compare them with monthly hours allocated, and make adjustments as required.

3.2.2.1.2. Quality control all flying hour inputs and report performance to HQ USAF.

3.2.2.2. Establish/coordinate procedures to provide flying hour commitments to AMC.

## CHAPTER 4

### AIRCREW SCHEDULING

#### 4.1. Regulations.

4.1.1. Flying unit commanders (AMC, Reserve Associate, and AMC-gained) will follow the policies of AFI 11-401; AFI 11-202, Volume 3, *General Flight Rules*; AFI 11-2MDS, Volume 3-specific instructions; AFI 11-202, Volume 2, and this instruction when scheduling crews on AMC missions. **(T-2)**.

4.1.2. Flight Authorizations. Issue flight authorizations using MAJCOM procedures.

4.1.3. Security Clearances. All attached and assigned aircrew members must have a security clearance that meets the requirements of the mission. **(T-2)**.

#### 4.2. Aircrew Complement.

4.2.1. Crew complements are outlined in AFI 11-2MDS, Volume 3.

#### 4.3. Scheduling Priorities.

4.3.1. Initial/upgrade/requalification/difference training/recurring flight evaluations.

4.3.2. Keeping aircrew members current and qualified.

4.3.3. Accomplish as many currency items as possible on operational missions to reduce unilateral flying training.

4.3.4. Distribute flying time as evenly as possible within the same crew position and comply with individual training and proficiency requirements.

#### 4.4. Scheduled Return Time (SRT).

4.4.1. SRT and Firm SRT (FSRT) are terms/concepts used by air mobility units to predict when crews will return to home station. They allow force managers to plan aircrew availability and provide crews visibility over monthly flying activities. AMC and AMC-gained C-5, C-17, C-130, KC-10, KC-46, and KC-135 aircrews (except those on standby at home station) will have an SRT established on their flight orders. **(T-2)**. Units, aircrews, and C2 agencies, including the 618 AOC (TACC), must be aware that flight orders and GDSS SRT entries refer to mission end time, not FSRT.

4.4.1.1. FSRT must be computed as outlined below. The FSRT for the crew will be entered in the crew information section of the flight orders. **(T-2)**.

4.4.1.2. Computations. Wing/group current operations will calculate SRTs using the mission end time. **(T-3)**. The SRT is the same as the scheduled mission end time and will be used in GDSS for tracking purposes. **(T-3)**. Mission end time is defined as the time the aircrew is scheduled to return to home station based on scheduled mission timing. For missions departing home station with no return mission tasked, an SRT of 10 days after mission departure should be used. If the eventual return mission end time is earlier than the 10 days used, that end time should be the new basis for SRT. For deployed aircrew those times are printed in the OPORD associated with their deployment. AMC's goal is to return all crews to home station NLT 2 hours past SRT. For active duty units flying airlift

or non-coronet tanker missions, FSRT is the SRT plus 48 hours. For active duty units flying coronet tanker missions, FSRT is the SRT plus 96 hours. For ARC crews on Military Personnel Appropriation (MPA) orders flying airlift or non-coronet tanker missions, FSRT is the SRT plus 24 hours, unless the crew is on orders that extend beyond the SRT plus 24 time frame. In that case, the FSRT is the SRT plus 48 hours. For ARC crews on MPA orders flying coronet tanker missions, FSRT is the SRT plus 96 hours. In order to keep an ARC crew out to SRT plus 96, the published order must cover the entire time frame.

4.4.1.3. Prior to mission execution, 618 AOC (TACC)/XOB or 18 AF may coordinate with the unit to establish longer or shorter SRTs and/or FSRTs as mission requirements dictate.

4.4.1.4. Tanker Deployments. Deployed tanker units will compute mission SRTs based on the planned time of the deployment and the specific deployment requirements. **(T-2)** Redeployments may be adjusted by 618 AOC (TACC) up to 3 days to accommodate the movement of fighter aircraft (not applicable for ARC personnel). Changes to ARC SRTs will be requested through HQ AFRC and/or NGB. **(T-2)**.

4.4.1.5. C-130 Unit Deployments. SRT is computed as scheduled redeployment date (or deployment duration). Deployed units will adhere to SRT specified in deployment orders. **(T-2)**.

4.4.1.6. BRAVO/ALPHA alert. Crews on alert will have "TBD" on their orders for an SRT. **(T-2)**. Upon notification, the controlling agency, normally 618 AOC (TACC), will determine SRT based on projected mission duration, enter this SRT in GDSS, and inform the aircraft commander. If launching against a mission of unknown duration, the 618 AOC (TACC)/XOC will determine SRT for all airlift missions, 618 AOC (TACC)/XOOK will determine SRT for all tanker missions. SRT and FSRT rules apply to crews launched from BRAVO/ALPHA alert.

4.4.1.7. Local training missions. As determined by crew duty day.

#### 4.4.2. Changing scheduled return time.

4.4.2.1. During mission setup/planning, wing/group current operations will change the SRT as dictated by mission changes, itinerary, stages, etc. **(T-2)**. All changes shall be coordinated through the aircrew's squadron.

4.4.2.2. Within 12 hours of crew alert at home station (24 hours for ARC crews), the SRT will not be changed by C2 personnel. Make every effort to avoid changing pre-established SRTs for ARC crews.

#### 4.4.3. Overflying scheduled return time.

4.4.3.1. During periods of routine mobility operations, aircrews will not be diverted or delayed in the AMC system so as to prevent their return by FSRT. The following applies to both active and ARC aircrews:

4.4.3.1.1. If it appears the FSRT will be overflowed, 618 AOC (TACC) will coordinate with the aircraft commander and unit commander to determine the action to be taken. If the crew returns home prior to mission completion, 618 AOC (TACC) is responsible for notifying 618 AOC (TACC)/XOB that a new crew tasking is

required to complete the mission. 618 AOC (TACC)/XOB will contact the wing with the replacement crew requirement. For ANG/AFRC crews, 618 AOC (TACC) will also coordinate with the aircraft commander and home unit for SRT overflight.

4.4.3.1.2. Priority one add-ons, natural disaster relief, emergency air evacuation missions, and JCS-directed requirements will be supported, even when the SRT will be overflown. 618 AOC (TACC)/XOZ will direct FSRT overflight for active duty crews when required. 618 AOC (TACC)/XOZ will coordinate with ANG/AFRC aircraft commander and unit commander for FSRT overflight approval.

4.4.3.2. For active duty units, 618 AOC (TACC) will notify the crew and parent wing of the new scheduled return time. If the home wing or group identifies an overriding problem associated with extending an individual crew member past their FSRT, the home station command post will notify 618 AOC (TACC) of the special circumstances. **(T-2)**. 618 AOC (TACC)/XOZ will make every effort to accommodate special circumstance requests.

4.4.3.3. For ARC units. FSRTs for AFRC and ANG aircrews are considered firm and will not be overflown without the approval of the aircraft commander and the parent unit. **(T-3)**. AFRC and ANG units will be notified of pending SRT and FSRT overflight as early as possible so a crew replacement may be accomplished, or crew member extension approved if needed.

4.4.3.4. All aircrew qualified in mobility aircraft are authorized MEP on any mobility aircraft, except on EA, to pre/de-position in support of mobility operations, IAW AFI 11-401. **(T-2)**. 618 AOC (TACC)/XOZ is the approval for use of MEP on 618 AOC (TACC) tasked missions in execution. If this is impossible, 618 AOC (TACC) will verify that no military or contract transportation is available, then call the unit commander, associate wing commander (AFRC) or wing/group commander (ANG) for approval to send the crew members(s) via commercial transportation. All crew members on AMC missions may use DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, for commercial transportation if required (see AMCI 36-2602, *Management of the Reserve Associate Program*). In addition, 618 AOC (TACC)/XOB will coordinate for any required MPA man-days for ARC personnel.

4.4.4. Managing Scheduled Return Time. Crews will be monitored closely by 618 AOC (TACC) and all en route command and control centers (CCCs) to ensure recovery by the FSRT. CCC must consider SRTs in the management of stage crews. If SRTs are not a factor, first-in, first-out concept will normally apply. The owning OG/CC is responsible for managing crew members who are separated from their aircraft or crew so they return to home station by FSRT.

## CHAPTER 5

### MISSION PLANNING

#### 5.1. Policies and Responsibilities.

5.1.1. This chapter outlines policies and responsibilities for developing AMC mobility mission schedules, and conducting mission planning and mission following activities. The goal is to maintain aircrews and aircraft in a constant state of readiness and provide global logistics support as a by-product. The air mobility mission planning activities and sequence should provide a structure to adequately plan missions. The air mobility schedule should provide an even flow of aircrews and aircraft throughout the mobility system. This reduces scheduling turbulence for aircrews, maintenance, traffic, and other support areas. Air mobility mission following activities ensure the mission is conducted as planned and scheduled, or necessary changes are managed to sustain the even flow of aircrews and aircraft throughout the mobility system. Additionally, this chapter addresses procedures and mechanisms to provide feedback between and amongst the mobility aircrew and air mobility support agencies, including the Aviation Safety Action Program (ASAP).

5.1.2. Safety is paramount and everyone's responsibility. It is incumbent on planners at every level and aircrews to identify the risks associated with a given mission using risk management (RM) principles to reduce risks to the maximum extent possible. The level of risk is a function of mission importance; however, accepting unnecessary risk in the interest of expediency endangers resources and personnel and will not be tolerated. Designated mission planners at all levels will score each mission IAW AMCI 90-903.

5.1.3. Unit command posts will subscribe to the 618 AOC (TACC) weather threat service to receive changes to the weather threat status for 618 AOC (TACC) missions operated by their wing. **(T-3)**. Unit command posts will disseminate mission-specific weather threat notifications IAW locally established procedures. **(T-3)**.

5.1.4. Mission planners should refer to the AMC Policy Matrix when planning divert locations to ensure the location meets the 18 AF/CC policy requirements. If unsure about a location or policy, refer to the AIS SIDO on the floor for clarification.

#### 5.2. Mission Schedules.

5.2.1. AMC mission schedules are published in GDSS and, when required, by Strategic Automated Command and Control System (SACCS) message, as far in advance as practical, but normally NLT 24 hours before scheduled departure. GDSS is the primary tasking method.

#### 5.3. Aircraft and Aircrew Allocations.

5.3.1. 618 AOC (TACC)/XOB allocates aircraft and aircrews to support the following:

5.3.2. Joint Airborne/Air Transportability Training (JA/ATT) missions. This category includes continuation and proficiency combat training supporting DoD agencies. Missions include airdrop, air assault, aircraft static load training, and service school support. 618 AOC (TACC)/XOBC (C-130/JA/ATT Allocation) publishes validated JA/ATT missions in Appendix 1 to Annex C via the JA/ATT Management System, <https://JAATT.us.af.mil>.

5.3.3. Exercise missions. This category covers all missions supporting CJCS exercises. Exercise directives (or equivalent) are published by AMC/A3Y as appropriate.

5.3.4. SAAMs. This category includes user-funded requirements requested because of the unusual nature of the cargo, sensitivity/urgency, or operations into airfields other than those normally transited by AMC aircraft.

5.3.5. Channel missions. This category includes missions operating over established routes to provide scheduled service between specified locations. 618 AOC (TACC)/XOG is the single agency responsible for directing worldwide strategic channel airlift operations for passenger and cargo movement in the Defense Transportation System. XOG develops route structures, schedules airlift missions and provides oversight on channel system performance. They work hand-in-hand with AMC aerial ports, en-route locations, as well as mobility management, command and control, current operations and global readiness functions to meet sustainment movement requirements of AMC customers.

5.3.6. Air Refueling. This category includes all USTRANSCOM validated or AMC directed air refueling missions in support of global requirements. These missions are published in GDSS.

#### 5.4. Mission schedules.

5.4.1. Active duty wings/groups develop and publish mission schedules for the following:

5.4.2. Unilateral Air Force Training. This category includes AMC aircrew training to achieve and maintain mission ready status in both Operations and Maintenance (O&M) and Transportation Working Capital Fund (TWCF) missions. Missions include qualification and upgrade training, standardization/evaluation, and continuation training. Training missions are planned, scheduled, and flown within the committed/allocated hours.

5.4.3. Other Missions. This category includes non-revenue support, maintenance, test/ferry, etc.

5.4.4. Test. HQ AMC Test and Evaluation (HQ AMC/TE) conducts Operational Testing to determine the operational effectiveness and suitability of systems, TTP, training, and doctrine, or the operational potential for the MAF. AMC testers conduct TE in the most realistic operational environment as possible to meet AMC's lead command requirements throughout the system's life cycle or tactics employment. Conditions should be representative of operational conditions to include wartime surge and combat support requirements at austere sites and humanitarian operations.

5.4.4.1. Request for Test Assets. Requests for MAF aircraft and aircrew support requirements for TE are made by HQ AMC/TEP using the process outlined in the AMC CAAP OPORD. A HQ AMC/TEP representative will act as the focal point for TE requirements. CAAP is the primary channel through which HQ AMC/TE secures aircraft and aircrew required for accomplishing TE and planned operational missions may be identified for testing on a non-interference basis.

#### 5.5. Flight plans.

5.5.1. AMC uses computer based flight planning to provide computer-generated flight plans for air mobility aircrews. The flight planning system provides an optimized solution for navigational and fuel computations. **NOTE:** OPSEC and COMSEC will be practiced

throughout the planning and execution phases of all missions/sorties. Flight planning information pertaining to operations within combat airspace (e.g., slot times, destinations, departure/arrival times, or routings) will be transmitted by the most secure means possible. 618 AOC (TACC) and theater AOC/AMD will coordinate to ensure the most secure and effective planning of mission/sortie segments transiting or landing within combat airspace.

5.5.2. 618 AOC (TACC) Flight Plans and Airspace Branch Responsibilities. 618 AOC (TACC) Flight Plans and Airspace Branch (XOCZF), is the focal point for all AMC mission routing and the coordination on any current or future airspace issues affecting navigational data for AMC routing. 618 AOC (TACC)/XOCZF is responsible for developing and maintaining the city-pair database. 618 AOC (TACC)/XOCZF will comply with AF and HQ AMC instructions and directives to provide operational CFPs, when requested, to support appropriate AMC missions. Short-notice requests will be supported within capability and time constraints of the computer and communications system.

5.5.3. When requested, CFPs are provided for aircraft movement for legs of any length when there is an operational need (i.e., diplomatic clearances required). Requirements for CFPs will be tracked in GDSS. Requests for CFP support are necessary. For FM-managed sorties, the FM is responsible for ensuring a CFP is linked and available. Itinerary changes within 12 hours of departure may require follow up communications with appropriate planning agencies in 618 AOC (TACC).

5.5.4. CFPs are normally prepared 6 to 8 hours prior to scheduled departure. GDSS is the normal means of retrieval. For FM managed sorties, the CFP will be available approximately 4 hours prior to ETD and included in the downloadable crew papers.

5.5.5. CFPs are route, altitude, and fuel optimized based on forecast winds and cargo weight. CFPs will reflect the optimized solution unless routing and/or altitude changes are dictated by international airspace directives and agreements, diplomatic clearances, hazardous en route weather, routing to avoid or join established tracks, aircraft performance restrictions, etc. To ensure adequate time to correctly generate the CFP, other change requests must be made at least 24 hours in advance with proper coordination during normal duty hours.

5.5.6. 618 AOC (TACC)/XOCZF generates CFPs for most missions entered into GDSS. Notional flight plans can be requested by unit planners through MES on the 618 AOC (TACC) website at [https://tacc.us.af.mil/default.asp?action=SERVICE\\_REQUESTS](https://tacc.us.af.mil/default.asp?action=SERVICE_REQUESTS).

5.5.7. CP/AMCC Responsibilities. CP/AMCC duty controllers must be familiar with the procedures for downloading crew papers from the GDSS website.

5.5.8. Aircrew Responsibilities. Aircrews must comply with the flight planning provisions for the appropriate AFI 11-2MDS, Volume 3-specific instructions and this instruction. **(T-2)**. Specific aircrew responsibilities are:

5.5.8.1. Aircrews are ultimately responsible for flight plan accuracy. **(T-2)**. CFPs must be checked to ensure routing is in compliance with FLIP, agrees with diplomatic clearances where applicable, complies with prescribed terrain clearance, and meets any other requirement unique to the mission, such as alternate airfields. Immediately notify 618 AOC (TACC)/XOCM of any discrepancies to ensure receipt of a corrected CFP. Aircrew feedback is essential to provide all crews with the best product possible.

5.5.8.2. Coordinate all change requests with the FM prior to contacting 618 AOC/XOCG or XOOK for A/R missions, for approval.

5.5.8.3. In the event the aircrew will not have access to GDSS at an austere or non-DoD supported airfield to retrieve the next sortie's crew papers, the aircrew will provide an email address or fax number to 618 AOC (TACC)/XOCG, XOOK for A/R missions, or XOCM prior to terminating the current sortie. **(T-2)**. This information will be entered as a leg remark in GDSS to facilitate transmission of crew papers to the aircrew. KC-46 aircrews can access GDSS directly from the aircraft using the unclassified or classified MDN and download crew papers for the current or next sortie. KC-46 aircrews can also request 618 AOC (TACC)/XOCG, XOOK, or XOCM email the crew papers using the KC-46 aircraft email address.

#### 5.5.9. Request for Special Requirements/Routings.

5.5.9.1. Optimized CFP information will be used unless specific mission requirements dictate otherwise. Requests for CFP support for special requirements or notional flight plans should be coordinated at the earliest opportunity with 618 AOC (TACC)/XOCZF via GDSS and MES.

5.5.10. CFPs for JA/ATT A/R missions will be provided as close to the planned scenario as possible. Due to the processing time of these CFPs, requests must be made 48 hours to one week in advance, depending on intricacy and number of flight plans requested.

#### 5.5.11. Air Refueling (A/R) Missions.

5.5.11.1. All A/R CFP requests should be sent to 618 AOC (TACC)/XOCZF and coordinated at least 72 hours prior to departure. All required A/R information must be entered into GDSS. For assistance in resolving A/R problems, contact 618 AOC (TACC)/XOCZF.

5.5.11.2. Local A/R CFPs are provided by their respective units and are not supported by 618 AOC (TACC)/XOCZF.

5.5.11.3. Special A/R CFP requests should be made as far in advance as possible.

5.5.11.4. CORONET CFPs originate with the CORONET Detail Planner assigned to the CORONET leg. They are validated by 618 AOC (TACC)/XOCZF and then provided to 618 AOC (TACC)/XOCM for inclusion in the crew papers. CFPs are also (normally) included in the electronic mission folder (EMF). CORONET crew papers and EMFs may be transmitted to crews via whatever means necessary. For KC-46 aircrews, the use of unclassified or classified email is an approved means as long as the information is encrypted and marked FOUO. Questions regarding CORONET flight plans should be addressed to the CORONET Detail Planner or CORONET Operations Branch (618 AOC [TACC]/XOOKP). For missions in execution, questions regarding CORONET flight plans should be addressed to the 618 AOC (TACC) A/R Execution Cell, or assigned Flight Manager.

5.5.11.4.1. CFPs for flight managed CORONET missions will be included in the crew papers. For the KC-46 aircraft, the crew uses their MDN to send an unclassified or classified flight plan request C2 message to request a CFP. GDSS will respond with a flight plan message containing the current active CFP and flight plan route.

**NOTE:** The crew will need to view the CFP using their MDN and manually enter the waypoint information into the aircraft navigation system. (T-2).

## 5.6. Load planners and port managers.

5.6.1. Cargo load planners and port managers must have a thorough knowledge of mission identifiers, and aircraft flow patterns to ensure all shipments are planned for movement by the most expeditious and economical means available. 618 AOC (TACC) sustainment and channel-coded contingency (non-contingency/SAAM) cargo movements are the responsibility of the Global Channel Operations Directorate (XOG). 618 AOC (TACC)/XOG maintains liaison with all aerial ports in order to identify cargo movement requirements for the most efficient application of airlift capability. For currently established AMC airlift channels, associated tariffs, and an APOE/Aerial Port of Debarkation (APOD) routing guide, refer to the AMC Air Channel Sequence Listing, at either <https://tacc.us.af.mil/?action=xog&XOGpage=xogd> or <https://eim.amc.af.mil/org/tacc/XOG/XOGD/Channel%20Sequence%20Guide/Forms/AllItems.aspx>.

5.6.2. Sensitive Special Interest Cargo. Shipment of sensitive special interest cargo must be thoroughly coordinated to minimize any disruption of airlift service. All stations moving cargo that requires special handling should load this cargo in positions that will facilitate offload and onload at in-transit and/or terminating stations IAW AMCI 24-101, Volume 9, *Air Terminal Operations Center*.

5.6.3. Signature Service (SS). The purpose of SS is to provide continuous responsibility for custody of the material during transit. Detailed procedures are outlined in AMCI 24-101, Volume 11, *Cargo and Mail Policy*.

5.6.4. Defense Couriers. 618 AOC (TACC) oversees all defense material space blocks. Reference AMCI 24-101, Volume 9, for guidance.

5.6.5. Dry Ice Requirements. Give all stations at least 24 hours advance notice on shipments requiring dry icing except when more stringent restrictions apply or upon temporary notification by a station due to saturation of facilities or equipment failure. Advance notification is essential because some stations may require 72 hours or more to ensure adequate stocks are available to support the mission.

5.6.6. Restrictions and/or Requirements for Explosive Movements. See AMCI 24-101, Volume 9, for specific explosives clearance requirements or restrictions unique to the AMC aerial ports/air terminals. Points of contact (POCs) are normally located within the ATOC or the Capability Forecasting section of the AMC aerial port/air terminal.

5.6.7. Channel Mission Management. Guidance in the following paragraphs applies to channel missions only. It does not apply to SAAM, contingency/exercise, or other missions scheduled to fulfill a directed operational requirement.

5.6.7.1. Early Departure. Missions will not be permitted to depart early with unused capability or without pre-manifested passengers unless operational considerations dictate and departure has been coordinated through 618 AOC (TACC)/APCC and approved by the appropriate 618 AOC (TACC) planning agency.

5.6.7.2. Delayed Departure. Loading of cargo missions will not be terminated for the purpose of avoiding a delayed departure, if movement-ready cargo/duty passengers are available and ACL permits. When movement-ready cargo/duty passengers fail to move, a full explanation will be included in the "ALLOAD" Remarks. The ALLOAD message provides the majority of passenger and cargo information. The ALLOAD message may be received from Global Air Transportation Execution System (GATES), primary, or from existing GDSS nodes. However, if GATES or other systems are not available, you may enter cargo information directly into GDSS, which will send an ALLOAD message to update all other systems.

5.6.7.3. Cancellation/Rescheduling CONUS Outbound Missions. 618 AOC (TACC)/XOG will consider canceling or rescheduling CONUS outbound missions if available cargo will not utilize ACL or available pallet positions. Should theater or inbound cargo/duty passenger requirements dictate, missions may be rescheduled as directed by 618 AOC (TACC)/XOG.

5.6.8. Fleet Service. Refer to AMCI 24-101, Volume 10, *Military Airlift--Fleet Service*.

5.6.9. 463L Pallets, Nets, Couplers, and Tiedowns. Pallet, net, coupler, and tiedown inventories fluctuate throughout the airlift system. If pallet and net inventories significantly exceed or fall below authorizations or if there are questions about a unit's authorization, contact HQ AMC/A4TR at DSN 779-4592. Refer to AMCI 24-101, Volume 13, *463L Pallet and Net Management*.

5.6.10. Status of the Aerial Port's Material Handling Equipment is reported in accordance with AMCI 24-101, Volume 5, *Air Transportation Readiness and Resources*, in the Global Asset Reporting Tool (GART). Contact HQ AMC/A4TR at DSN: 779-4592 for GART related issues.

5.6.10.1. 618 AOC (TACC)/XOPM Mission Support Division is responsible for coordinating, sourcing, tasking and monitoring tasked and currently employed mission support capabilities supporting validated USTRANSCOM requirements. After all employed assets return to home station and are reconstituted, HQ AMC/A4 again assumes monitoring responsibilities IAW AMCI 24-101, Volume 6.

5.6.11. Passenger Movement. Refer to AMCI 24-101, Volume 14, *Military Airlift Passenger Service* for policy and procedures governing the movement of passengers, baggage, pets and service animals.

5.6.12. Cargo/Passenger Space Block Procedures. Space blocks on Channel, Contingency, and SAAM missions are approved/disapproved by the 618 AOC (TACC)/XOG Channel Bookie, 618 AOC (TACC)/XOPC, and 618 AOC (TACC)/XOO, respectively

5.6.12.1. MEPs and additional crew members are requested by wing current operations through 618 AOC (TACC)/XOB. Space block procedures are outlined in AMCI 24-101, Volume 9.

5.6.13. Capability Forecasting will direct space-block requests and inquiries to the following POCs in [Table 5.1](#)

**Table 5.1. Space-block request POCs.**

<p><u>Channel shipments originating in the CONUS:</u></p> <p>Norfolk or McGuire: contact 618 AOC (TACC)/XOGB at DSN 779-4690 Email: 618.tacc.xoge.bookie@us.af.mil</p> <p>Dover, Charleston, or Travis: contact 618 AOC (TACC)/XOGA at DSN 779-4027 Email: UDG_618AOC_TACCXOGABOOKIE@us.af.mil</p>
<p><u>Channel shipments originating OCONUS:</u></p> <p>618 AOC (TACC)/XOGC – Offshore Cargo Bookies at DSN 779-4794 Email: offshore.cargo.bookies@us.af.mil</p>
<p><u>Contingency and Exercise shipments:</u></p> <p>618 AOC (TACC)/XOPC at DSN 779-4607/3115 Email: tacc.xop.contingency@us.af.mil</p>
<p><u>Special Assignment Airlift Mission (SAAM) shipments:</u></p> <p>618 AOC (TACC)/XOOO at DSN 779-1500 Email: tacc.xooo@us.af.mil</p>
<p><b>NOTE:</b> ATOC may contact 618 AOC (TACC)/APCC at DSN 779-0350 for approval/disapproval inside 24 hours of mission execution.</p>

5.6.13.1. All requests for DV space block will flow through USTRANSCOM/J3-V or the Office of the Secretary of Defense Executive Secretariat. **(T-0)**. These offices will coordinate with the requestor and applicable offices/commands (supported CCMD) to ensure theater/country clearances have been obtained and the DV's travel has been approved and/or requested.

5.6.14. 618 AOC (TACC)/XOOOD, Executive Mission Branch, is the primary contact for DV-4 and higher travel. In coordination with the requestor and USTRANSCOM, they will determine the best option from the available scheduled airlift. 618 AOC (TACC)/XOOOD will coordinate with appropriate divisions within 618 AOC (TACC) to ensure the mission selected will not be adversely affected by placing a DV space block on the mission. There is not a process listed for space-blocking DV-5 through 7.

5.6.15. Border Clearance. The DoD Foreign Clearance Guide is the only official/acceptable source for international passenger border clearance requirements. Additional border clearance guidance and references are located in AMCI 24-101, Volume 9, Section D, Border Clearance.

5.6.16. Cooperative Airlift Agreements (CAA). The Governments of Australia, Canada, United Kingdom, and New Zealand have agreements with the United States that provide for the reciprocal transportation of cargo. 618 AOC (TACC)/XOG is the validating authority for cargo and passenger movements under the CAA. CAA policy and procedures are outlined in AMCI 24-101, Volume 11.

## 5.7. Aircrew Training Policy.

5.7.1. This policy applies to AMC and AMC-gained mobilized ARC units. AMC/A3 may issue further guidance to supplement or change this policy as necessary. AMC's overall objective of the aircrew training program is to develop and maintain a high state of mission readiness, facilitating immediate and effective employment in exercises, contingencies, limited war, and general war operations. Accordingly, each training mission must be structured to achieve maximum training. Any by-product airlift opportunity resulting from training must not degrade the intended training in any way and must comply with applicable DoD and AF instructions. Any use of flying training hours to accomplish other than direct training requirements must be approved by the appropriate NAF/CC. All personnel must prevent the misuse of air mobility resources as well as the perception of their misuse.

### 5.7.2. Aircrew Ground and Flight Continuation Training Requirements.

5.7.2.1. CAAP, is AMC's system for allocating aircraft and crews to 618 AOC (TACC)/XOB for tasking. CAAP products can be accessed via SIPRNET at [https://intelshare.intelink.sgov.gov/hqamaa30/caap\\_ADT/List/Team%20Discussion/Allitems.aspx](https://intelshare.intelink.sgov.gov/hqamaa30/caap_ADT/List/Team%20Discussion/Allitems.aspx) and via NIPRNET at <https://intelshare.intelink.gov/sites/amc-a30-ops-management-division/A300/CAAP/SitePages/Home.aspx>. 618 AOC (TACC)/XOB and HQ AMC/A300 constantly coordinate on the number of taskable aircraft and aircrew with input from Wing's Current Operations, validated requirements and customers. XOB creates multiple metrics that provide a snapshot and forecast of availability to provide real-time feedback to HQ AMC/A300.

5.7.3. CAAP identifies a wing allocation of aircraft and crews for the wing commander to perform unit-level operations and maintenance requirements at their discretion. The wing allocation supports both active and associate requirements at associate locations where AMC "possesses" the tails. Utilization of these assets is guided by the most current CAAP Fragmentary Order (FRAGORD) and OPORD. This guidance applies to both the unit/CC and 618 AOC (TACC)/CC. 618 AOC (TACC)/XOB will make every effort to leave this wing allocation intact but may task this allocation of aircraft and/or aircrews for operations supporting contingency and Air and Space Expeditionary Force movements for a limited period of time as authorized through the monthly CAAP FRAGORD. HQ AMC/A300, DSN 779-3320, is the OPR for the number of aircraft and aircrews allocated for each wing's use, HQ AMC/A3T is the office of collateral responsibility. Unit OG/CC and MXG/CC will manage limited training assets to conduct the following training:

5.7.3.1. Training required for unit activation or conversion. **(T-2).**

5.7.3.2. Formal course training accomplished in-unit or at the KC-10 Formal Training Unit. **(T-2).**

5.7.3.3. Mission ready training for newly gained aircrew members. **(T-2).**

5.7.3.4. Aircraft commander and instructor preparatory training. **(T-2).**

5.7.3.5. Local upgrades such as formation lead, Night Vision Goggles, Special Operations Low-Level II, Special Operations Air Refueling, and PNAF. **(T-2).**

5.7.3.6. Continuation training events not being accomplished as a by-product of operational missions and 618 AOC (TACC)/XOB taskings. **(T-2).**

5.7.3.7. Portions of aircrew evaluations not being accomplished as a by-product of real world operations and 618 AOC (TACC)/XOB taskings. **(T-2)**.

5.7.3.8. Maintenance training. On a non-interference basis, MAF aircraft on 618 AOC (TACC)-controlled missions will be made available to en route maintenance for proficiency training. **(T-2)**.

5.7.4. Use of CAAP wing allocated aircraft. In support of mission qualification training, units may “volunteer” to use their wing-allocated aircraft on a 618 AOC (TACC) mission to gain the needed theater-specific training or experience. When units volunteer for such missions, the crew and aircraft will not be diverted or re-allocated by the 618 AOC (TACC) without the consent of the owning operations group commander (waiver authority is the HQ AMC/A3). **(T-2)**. Since these missions are primarily off-station trainers, it is acceptable if higher JCS priority cargo/missions are not filled in order to perform a lower priority mission to a specific theater of operations for the purpose of training aircrews; cargo and passenger movement is a by-product. However, since these are AMC missions, 618 AOC (TACC) command and control and en route support and requirements rules apply (i.e., 618 AOC (TACC) would lead recovery efforts for maintenance problems vice home station for off-station trainers).

5.7.5. Training lapse once deployed. Deployed crew members losing currency on a specific event will reference their respective AFI 11-2MDS, Volume 1-specific instructions to determine the action required.

## **5.8. Unit/Aircrew responsibilities.**

5.8.1. Unit OG/CC responsibilities: OG/CCs will manage training assets to accomplish all training requirements including continuation training requirements. **(T-2)**. If training assets are insufficient to accomplish all continuation training events, OG/CCs should manage training assets in order to accomplish events to the maximum extent possible. **(T-2)**. Certain unique training situations exist that cannot be addressed in this document. In those cases, contact HQ AMC/A3TA for airlift aircraft or HQ AMC/A3TK for tanker aircraft for coordination and further guidance. OG/CCs will also make every effort to accomplish aircrew evaluations within the 17-month eligibility window. **(T-2)**. If mission requirements preclude completion, evaluations must be accomplished within the 6-month extension granted by HQ AF/A3O. Waiver requests exceeding 24 months between evaluations will not be processed.

5.8.2. Unit Commander Responsibilities. Unit commanders are responsible for monitoring and reporting flying hours for each crew member and processing high-time waivers as required IAW AFI 11-202 Volume 3. Unit commanders will also ensure the most current ARMS 7/30/90 day flight summaries are produced and supplied for each crew member departing home station. In lieu of this product, units will use manual flight hour tracking until crews return to home station or deployed units can run 7/30/90 day flying queries.

5.8.3. Aircrew Member Responsibilities. Individual aircrew members will record training events accomplished IAW unit policies. **(T-3)**. Aircraft commanders must ensure flying hours are tracked for each crew member. Aircraft commanders will notify their unit commanders or stage managers at en route locations when crew members are within 20 hours of exceeding these maximums so they can manage crews appropriately.

## 5.9. Training Mission Planning Factors.

5.9.1. On CONUS missions ground times/crew rest may be extended beyond normal times with airfield leadership approval. However, comments addressing this deviation must be in off-station requests and the Wing Operations Plan. At least 1+15 ground time must be scheduled at en-route stations unless using ERO procedures. Early departures must be coordinated and approved by the destination station and the servicing CPs. On OCONUS trainers extended ground time must be coordinated with 618 AOC (TACC)/XOZ for approval due to MOG and throughput considerations.

### 5.9.2. Passengers/Cargo, and Air Refueling Activity:

5.9.2.1. Move passengers on training missions whenever feasible. On missions with short legs (approximately 6 hours or less), passengers may be deplaned and training continued in the destination local area. On missions of longer duration, the aircraft commander will determine if the training planned is compatible with passenger movement and should release seats, if feasible. **(T-2)**.

5.9.2.2. Although cargo generation is not a prerequisite for operating a training mission, ensure every effort is made to productively use the cargo capacity available. Anticipate cargo movement on all training missions and plan missions (i.e., routing, en route timing, etc.) to accommodate cargo. Contact 618 AOC (TACC)/XOG to coordinate cargo availability.

5.9.3. Air Refueling Activity. Whenever possible, accomplish air refueling activity on all tanker training mission legs with sufficient flight duration. Although air refueling activity is not a prerequisite for operating a tanker training mission, make every effort to productively use the boom capacity available. Before planning a tanker training mission leg with no air refueling activity, check the Air Refueling Scheduling Tool (ARST) for any unfilled receiver requests or contact the 618 AOC (TACC) ARLO to ensure that no unfilled receiver air refueling requests exist for the time and vicinity of the planned mission leg. When an open request exists, tanker units may be asked to make reasonable timing and track adjustments to the planned mission leg to accommodate receiver needs. When requested, such adjustments will have little or no impact on the originally planned mission.

5.9.4. AE Training. AE training may be conducted on both active duty and reserve associate off-station training missions IAW AFI 11-2AE, *Aeromedical Evacuation Aircrew Training*, Volume 1. **(T-2)**. AE training occurs concurrently with primary aircrew training. AE training for any unit (active duty, AFRC, or ANG) can only be conducted on a non-interference basis on missions scheduled for training. Each reserve associate wing is authorized to fly one "long" AE trainer in the Pacific per quarter. AE units will develop a memorandum of agreement with their active duty current operations for active duty off-station training that will include the following topics:

5.9.4.1. Pallet positions dedicated to AE training should be limited to 4 (additional pallet positions will be required to accomplish tandem AE crew training).

5.9.4.2. Trainers diverted for high priority missions may cause AE training to be suspended.

5.9.4.3. AE units will continue to apprise appropriate agencies (to include 618 AOC [TACC]/XOPA) of their itineraries, equipment onboard, and availability for use as in system select opportunity AE missions.

5.9.5. Remain Overnight (RON)/Crew Rest. Off-station trainers should RON at bases having adequate on base billeting facilities and AMC maintenance support. However, missions that have approved static load training at a non-AMC supported base may RON at that station. Airlift off-station trainers are prohibited from RON/crew resting at any Korean base.

## **5.10. Crew Complement.**

5.10.1. Off-station training mission planners and schedulers must ensure that the crew complement includes instructors since the primary purpose for these missions is to provide flight crew training (N/A for ARC).

## **5.11. Off-Station Trainers.**

5.11.1. Off-Station Training Flights (OSTFs) (AFRC refer to AFRCI 11-201, *AFRC Flying Operations*, for OSTF guidance). Off-station trainers are defined as an O&M funded training mission that carries passengers and/or RONs. Ideally, the crew(s) being trained should completely plan and coordinate off-station training missions in concert with all wing operating agencies. Wing current operations is ultimately responsible for ensuring that missions are properly planned. **(T-3)**. Unit planners must check and comply with all known guidance, such as Notices to Airmen (NOTAMs), en route supplements, the DoD Foreign Clearance Guide, and station flow control requirements. OSTF sorties will not normally be flight managed. **(T-2)**.

5.11.2. OSTF mission planners must also use GDSS station workload products to de-conflict mission arrivals and departures. They should allow a 1 hour separation between the off-station mission and other missions. Once planned, the mission should be flown as planned. Squadron/wing training offices should conduct post-mission reviews to determine if productivity, quality, and events were accomplished as envisioned with the purpose of improving the quality of future training missions. **(T-3)**.

5.11.3. Planning and coordination should include, but not be limited to, determining each day's route of flight, fields to transit, and types of approaches and landings to be flown. Comply with diplomatic clearance constraints and ensure proper security for the aircraft and crew.

5.11.4. Wing commanders are the approval authority for off-station trainers. **(T-2)**. Prior to approval, commanders will carefully review each proposed trainer's itinerary to ensure it is justifiable and represents the best avenue for meeting training requirements. Off-station trainers will be conducted at DoD or joint use airfields to the maximum extent possible. **(T-2)**. Aircrews will utilize government facilities (billeting, petroleum/oils/lubricants, etc.) to the maximum extent possible. **(T-2)**.

## **5.12. C-CBRN CONOPS.**

5.12.1. HQ AMC C-CBRN CONOPS provides guidance for air mobility operations in a CBRN-threat environment. The CONOPS stresses contamination avoidance and contains guidance on exchange zone (EZ) operations by flying/landing upwind of contamination source. If avoidance is not possible, and the aircraft becomes contaminated, the aircraft

interior/exterior is required to be cleaned to a clearance level of decontamination. In order to contain the CBRN effect, if clearance level decontamination is not achievable that fact must be included in the mission diplomatic clearance request. In addition, the approval authority for landing contaminated aircraft at OCONUS locations must be coordinated through Department of State and HN (Host Nation). Requests for landing contaminated aircraft within the CONUS or territories must be coordinated by the HAF/Deputy Chief of Staff for Plans and Operations, who will seek DoD approval. **(T-0)**. DoD must coordinate with applicable civilian authorities and DoD must obtain approval from the President or SECDEF.

### **5.13. Mission Movement.**

5.13.1. CJCS exercises are designed to test the capability of the contingency airlift commitment. The success of the airlift performance is graded not only on departure reliability but also on the ability to deliver requirements by the specified latest arrival date.

5.13.2. CJCS exercise/contingency departure reliability is based on the published schedule versus actual departure time.

5.13.3. Early departures may be approved only after concurrence by the user, downline CRE/stations, and approval of 618 AOC (TACC)/XOCG, XOOK for A/R missions, and/or XOZ.

5.13.4. Overflight of en-route fuel/opportune cargo stops may be approved if there is no movement requirement and:

5.13.4.1. Diplomatic clearances are not affected.

5.13.4.2. Destination operating hours/MOGs are not violated.

5.13.4.3. Scheduled airfields are advised of decision to overfly.

5.13.4.4. Request is approved by 618 AOC (TACC)/XOZ.

5.13.5. Daily reports are compiled to provide senior leadership and supported commands with statistics regarding total/cumulative movements. Therefore, cargo/passenger loads and unusual offload requirements are particularly important to document in flight following and departure messages.

5.13.6. Timely communications are essential to airlift flow management. Inbound crews must notify AMC CPs/AMCCs of the aircraft maintenance status, cargo offload, estimated fuel onload, and other support requirements. **(T-2)**.

5.13.7. CJCS exercise/contingency offload reliability is also based on published schedule versus actual arrival time at the offload station. An early arrival or scheduled arrival plus 2 hours is considered on time for exercise reliability.

### **5.14. Planning Factors.**

5.14.1. Unless otherwise directed by 618 AOC (TACC), refer to the planning factors in AFPAM 10-1403, *Air Mobility Planning Factors*. Nominal values are listed in **Table 5.2** for tankers.

5.14.2. Troop Weights: See AFI 11-2MDS (C-5, C-130, C-17 Addenda A) and AFPAM 10-1403.

**Table 5.2. Air Refueling Planning Factors.**

Type Aircraft	Max Takeoff Fuel Load	Fuel Burn (Lbs./Hr.)
KC-10	335,000	18,000
KC-46	213,000	10,000
KC-135R	200,500	10,000

**NOTE:** Maximum takeoff fuel load can be impacted by airfield, surrounding terrain, runway characteristics, and atmospheric conditions.

**5.15. Mission Data.**

5.15.1. CJCS priority, operation/exercise name, OPLAN, mission identifiers, and AFTO Form 781 mission symbols will be published in 18 AF orders or other formal means of written and/or electronic communications.

5.15.2. Contingency airlift mission priorities are normally 1B1 or 1B2; however, some missions may have a higher priority. CJCS exercise airlift mission priorities are 2B1 or 2B2. See JP 4-01, *Joint Doctrine for the Defense Transportation System, Appendix A*, and AFI 11-221, *Air Refueling Management (KC-10, KC-46, and KC-135)*, for air refueling priorities. Some CJCS exercises are designated Joint Combined Exchange Training and carry a 1B1/2 priority.

5.15.3. CJCS exercise missions will use X in the third character of the AMC mission number. The eighth and ninth characters will designate specific exercises. Designating mission characters for contingencies vary. Mission number encode/decode tables may be found at the HQ AMC/A3C Fixed Command and Control Operations Branch AF Portal page under “Mission Management.”

5.15.4. CJCS exercises will use an L for the first alpha-numeric character of the mission symbol as logged on the AFTO Form 781. Contingencies will normally use C, P, or R for the first alpha-numeric character as directed by AF/A3O-AIF. The second and third characters will designate specific operations/exercises. When missions from several exercises or SAAMs are integrated into a single flow, 18 AF orders will direct the proper mission symbol. Current data on mission symbols may be found on AMC/A3TR website.

5.15.4.1. CJCS exercises/contingencies are billed based on mission symbols. It is critical for aircrews to log the correct mission symbol in the AFTO Form 781.

**5.16. Aircraft Policies.**

5.16.1. 618 AOC (TACC) mission planners may request that 618 AOC (TACC)/XOB task back-up/spare aircraft IAW CJCSI 4120.02D.

5.16.2. Aircraft will be configured IAW the current GDSS cut. **(T-2)**. Any configuration questions or changes will be coordinated with 618 AOC (TACC) mission planners.

**5.17. Aircrew Policies.**

5.17.1. During contingencies, interfly will be specified in the appropriate OPLAN or CONOPS. Interfly will be according to AFI 11-401 and the appropriate AFI 11-2MDS, Volume 3-series instructions.

5.17.2. Crews departing home station on a CJCS exercise/contingency should expect to remain deployed IAW their FRAGORD/SRT, as applicable. (T-2).

5.17.2.1. For a planned stage, SRT will be determined and tasked by 618 AOC (TACC)/XOB.

5.17.2.2. If a crew is selected in-system to fly a higher priority mission, that crew will return to complete their original mission unless a replacement crew/aircraft is provided.

5.17.3. ALPHA, BRAVO and/or CHARLIE standby postures will not normally be planned. However, should mission conditions warrant, crews may be placed in a standby posture provided they are advised when entering crew rest IAW AFI 11-2MDS, Volume 3-series instructions. CRE/AMD/CP will use standby postures only with the approval of 618 AOC (TACC)/XOZ.

5.17.4. Aircrews tasked to support a stage will be used as the primary crews to operate the airflow. The use of crews other than those deployed for the operation requires coordination with the appropriate AMD and 618 AOC (TACC).

5.17.5. When an exercise/contingency mission is operating in delay, command and control centers and aircrews must attempt to get the mission back on schedule by reducing ground time. Ground times will be adjusted IAW applicable AFI 11-2MDS, Volume 3-specific instructions, consistent with airfield restrictions, flow control, and other operational considerations. This is not an aircrew option; it is an operational requirement. This requirement also applies to de-positioning legs when the mission is scheduled to flow to another mission.

5.17.6. Augmented crews will assume alert for an augmented requirement until briefed otherwise by AMCC or CRE.

5.17.7. Aircrew requests to extend ground time for additional crew rest will not normally be approved on active legs of CJCS exercises, missions supporting contingency operations, or de-positioning legs if flowing to another mission.

## **5.18. Unit/Wing Responsibilities.**

5.18.1. In addition to taskings in other sections and normal execution, the originating wing is responsible for:

5.18.1.1. Obtaining PPRs not previously coordinated by 618 AOC (TACC) mission planners.

5.18.1.2. Reserving aircrew billeting and transportation requirements, to include positioning stage crews.

5.18.1.3. Confirming final aircraft configuration with the user and 618 AOC (TACC) mission planners.

5.18.1.4. Providing 618 AOC (TACC)/XOCZD with information as required IAW DoD Foreign Clearance Guide lead times.

5.18.1.5. Confirming meal requirements.

5.18.1.6. Coordination and confirming security requirements.

5.18.1.7. Ensuring personnel are familiar with the current AMC Commander's Training Guidance (CTG) and Exercise Plans (EXPLANs).

5.18.1.7.1. Commanders and Directors at all levels are responsible for aligning their participation and support to CJCS exercises with the AMC CTG which specifies how resources and capabilities should be used; results of recent mission training assessments; applicable lessons learned; operational needs deemed necessary by combatant commanders.

5.18.1.7.2. For major exercises, an EXPLAN may be required to layout the situation, including start-of-exercise conditions, mission, execution, administration, and command/control/coordination procedures for safe and orderly conduct of the exercise in the absence of an OPLAN, CONOPS, OPORD, etc. The target audience for the general EXPLAN includes planners, controllers, and exercise participants/players. Contact the Joint Exercise Division (AMC/A3Y) at, <https://eim.amc.af.mil/org/a3/a3y>.

5.18.2. When tasked, units will appoint an exercise project officer and alternate. **(T-2)**. The designated project officer will become familiar with all phases of the exercise at their station. This includes, but is not limited to:

5.18.2.1. Identification of limiting factors.

5.18.2.2. Manning.

5.18.2.3. Billeting.

5.18.2.4. Transportation.

5.18.2.5. MOGs.

5.18.2.6. Reconfiguration requirements.

5.18.2.7. Ensuring an efficient stage operation.

## **5.19. Meals/In-Flight Feeding.**

5.19.1. The following reimbursement procedures apply to flight meals served aboard AMC aircraft (**NOTE:** Not applicable to CVAM-controlled missions):

5.19.1.1. No cash is collected onboard the aircraft. Before boarding the aircraft, the troop commander ensures cash is collected from personnel receiving basic allowance for subsistence (BAS) and signatures with the last four of their Electronic Data Interchange Personal Identifier number for personnel authorized to subsist at government expense. Money is collected for flight meals, including operational rations. Flight meals are provided to personnel, IAW AFI 34-239, *Food Service Management Program*.

5.19.1.2. The Troop Commander ensures two certified meal lists are prepared, and includes total number of purchased meals plus cash collected. **(T-2)**. One list indicates cash personnel; the other reflects personnel receiving meals at government expense. To facilitate meal procedures, a certified copy of the passenger manifest may be used. Annotate specific meal requirements by passenger name and include totals at bottom of manifest.

5.19.1.3. The passenger service representative ensures the certified meal list and cash is forwarded to the flight kitchen at home base and en-route stations. Boom operators (BO) and LMs will perform this function at stations where there is no passenger service function. **(T-2)**. Flight kitchen personnel sign for the list and money and issue transfer receipts.

5.19.1.4. Personnel under group travel orders are not entitled to per diem. Therefore, enlisted personnel are provided meals at government expense free, and officers pay the basic meal price.

5.19.2. When loads are comprised of several using organizations, the CRE/ATOC may designate a troop commander.

5.19.3. Contact AFSVA/SVI for additional guidance or clarification of meals procedures.

## **5.20. Transportation Policies.**

5.20.1. Provisions of AFMAN 24-204 (IP), *Preparing Hazardous Materials for Military Air Shipments*, apply to missions transporting hazardous/ explosive cargo.

5.20.2. For exercises, the operating wing is responsible for coordinating clearance of hazardous cargo from onload through en route to offload locations. **(T-2)**. The 618 AOC (TACC) POC is the CJCS exercise/contingency planner. During the mission planning phase, 618 AOC (TACC)/XOO/XOP enters the explosives classes and net explosive weight into the mission detail section of GDSS. This ensures effective capability forecasting so that ATOC at all stations have access to explosives information to ensure adequate storage space and parking is available prior to mission execution.

5.20.3. 618 AOC (TACC)/XOO/XOP mission planners or unit planners will submit hazardous cargo information to the International Clearance Branch (618 AOC [TACC]/XOCZD) NLT 7 working days prior to departure (or earlier if required by the DoD FCG) for inclusion in diplomatic clearance requests. **(T-3)**.

## **5.21. DoD FCG/Diplomatic Clearance Policies.**

5.21.1. 618 AOC (TACC) mission planners will build the mission in the Consolidated Air Mobility Planning System or GDSS and then coordinate with 618 AOC (TACC)/XOCZD to obtain diplomatic clearances.

5.21.2. Operating wings will forward required information, such as aircraft commander's name, fund cites for fuel/ground services, aircraft tail numbers, and any other information as required by the individual country to be overflown/transited (as listed in the DoD FCG) to 618 AOC (TACC)/XOCZD NLT 7 working days prior to departure (or earlier if required by the DoD FCG). **(T-2)**.

## **5.22. Safety.**

5.22.1. Exercise operations provide opportunities to practice skills and procedures necessary to successfully execute a contingency or emergency plan. This may include user requests for non-standard operations. If a user requests an operation in conflict with directives, the aircraft commander will analyze the risks involved and, if it is determined that the operation can be conducted safely, request a waiver from 18 AF/CC through 618 AOC (TACC). **(T-2)**. Under no circumstances will ground or flight safety be compromised. If unusual problems or

hazards are encountered, contact the nearest CRF, CP, or local base safety representative. In matters of flight safety, the aircraft commander's decision is final.

### 5.23. Theater Direct Delivery (TDD).

5.23.1. 618 AOC (TACC) employs TDD to provide strategic airlift capability to support a combatant command's contingency intratheater airlift requirements. 618 AOC (TACC)/XOCR works closely with the combatant command's AOC, Air Mobility Division, and/or Airlift Control Team to schedule and execute theater-validated intratheater airlift movements for forward positioned and transient 618 AOC (TACC) airlift assets.

### 5.24. Special Airlift Planning.

5.24.1. Australian mission operations planning:

5.24.1.1. Western Australia Command and Control Reporting. The mission commander or aircraft commander on all missions operating in Australia will make every effort to pass arrival and departure information to C2 agencies. **(T-2)**. Primary means of contact will be via HFGCS. Back up communications include the Royal Australian AF HF communications network station at Sydney or message communications through Detachment 1, 735 AMS at Richmond AAF.

5.24.2. Credible Dove Missions (xE1/xE2) are designated Close Watch.

5.24.2.1. Any significant problems associated with these missions or deviations from scheduled times in excess of 2 hours must be reported immediately to 618 AOC (TACC) and, in turn, Detachment 42, Sacramento Air Logistics Center. 618 AOC (TACC)/XOC will contact 618 AOC (TACC)/XOOL after receiving notification of a delay in excess of 2 hours.

5.24.3. International Arms Treaty Missions. These missions operate in support of the Strategic Arms Reduction Treaty, Threshold Test Ban Treaty, Conventional Armed Forces in Europe, Bilateral Chemical Weapons Destruction Agreement, UN Chemical Weapons Convention, and the Strategic Arms Reduction Treaty II. These missions transit various locations in Russia and the Commonwealth of Independent States airlifting passengers and cargo to points of entry designated in the treaties. In addition, missions are flown within the CONUS carrying Russian inspectors on inspection missions.

5.24.4. AMC Special Missions Departing Hanoi. AMC aircrews departing Hanoi will contact Hong Kong ACC as soon as possible after departure and provide their flight plan and flight information region (FIR) boundary estimates. Hong Kong ACC, on receipt of the flight plan, can then take appropriate action to ensure standard air traffic separation.

5.24.5. Air Forces Southern (AFSOUTH) Operations. All message traffic relating to operations that are planned or are actually operating in this area will include AFSOUTH/A3/A3X, 612 AOC, and 618 AOC (TACC)/XOC as info addressee.

5.24.6. Use of unspecified "J" ICAO codes. HQ AMC has assigned "J" ICAO codes for use as "unspecified location." See [table 5.3](#) for J-Codes.

### Table 5.3. J-Codes.

18 AF J-Codes
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J101-130	18 AF	J201-230	18 AF
J131-139	305 AMW	J231-239	62 AW
J140-149	436 AW	J240-249	60 AMW
J150-159	437 AW	J250-259	Reserved
J160-169	Reserved	J260-269	317 AG
J170-179	OSA/EA Units	J270-274	43 AW
J180-189	618 AOC (TACC)/XOP	J275-289	463 AG
J190-199	18 AF/Reserved	J290-299	18 AF/Reserved
<b>NOTE:</b> When J codes are utilized, due to mission classification or lack of recognized ICAO identifier, 618 AOC (TACC)/XOOL will be provided with the actual name of the airfield as well as any other significant information necessary to successfully manage the mission or aircraft flow.			

5.24.7. United States Pacific Command (USPACOM) Central Funding Shipments (Jingles Cargo).

5.24.7.1. The USPACOM Central Funding shipments, designated Jingles Cargo, are managed by the Joint Base Pearl Harbor-Hickam Accounting and Finance Office (AFO). They provide cash, which is obtained from the Federal Reserve Bank, to military bases in the Pacific. At least two U.S. military personnel from the Kadena AFO accompany all shipments. These couriers are personally responsible for proper handling of the shipment. They are armed, but will surrender their weapons to the LM after the aircraft blocks out, prior to takeoff. Their weapons should be returned after landing and prior to opening any aircraft doors.

5.24.7.2. Aircrew members should be aware of the sensitive nature of these shipments and follow basic Jingles Cargo rules. There should be no discussions about the shipment with or around anyone who is not involved. Jokes about the shipments or discussions about the size of the shipments are not appropriate at any time. When landing, doors should not be opened until security forces arrive at the aircraft. If a Jingles Cargo mission is delayed or diverted, the changes must be passed to the appropriate AMCC for relay to all base agencies involved. The couriers will provide points of contact.

5.24.7.3. For problems or questions contact the nearest AMCC or HQ PACAF/ACF.

5.24.8. Guantanamo Bay Passenger Flights. Make every effort to operate the mission on schedule as the passengers must depart their quarters 2 hours prior to flight check-in time to ride the ferry across Guantanamo Bay. 618 AOC (TACC)/XOCG will advise Guantanamo Bay of any flight delays via direct voice communication.

**5.25. Call Signs (also see AFI 33-217, *Voice Call Sign Program*).**

5.25.1. Training Missions. Aircraft will use the unit static call sign prefix followed by a two digit suffix assigned by the parent unit. **(T-2).**

5.25.2. Operational Missions. Unless specifically stated otherwise by OPOrd, FRAGORD, AFTRANS SPINS, or diplomatic clearance, when flying AMC missions use "RCH"

(RCH=REACH) call sign followed by the last digit of the year the aircraft was built and the last 3 digits of the aircraft tail number, or as required by diplomatic clearance (see **EXCEPTION** below). Annotate flight plans as indicated in **Table 5.4**:

**Table 5.4. Flight Plan Call Sign Annotations.**

DD Form 1801		DD Form 175	
item 7	RCH followed by the last digit of the year the aircraft was built and the last 3 digits of the aircraft tail number	aircraft call sign block	RCH followed by the last digit of the year the aircraft was built and the last 3 digits of the aircraft tail number
<p><b>EXCEPTION:</b> In order to prevent duplication between aircraft, all C-130s will use their unit static/tactical call signs, the daily call sign from the variable call sign listing, or the call sign required by diplomatic clearance in lieu of using the RCH call sign. <b>(T-2)</b>. The aircraft listed in <b>Table 5.5</b>. have been assigned a unique call sign to eliminate duplication. Aircrews will file and use the assigned call sign while operating these aircraft on any AMC-directed mission, unless using a diplomatically cleared call sign. <b>(T-2)</b>. Unit static/tactical call signs will be used on training and JA/ATT missions. Tanker aircraft will continue to use unit static/tactical call signs for training sorties and operational air refueling missions. <b>(T-2)</b>. Tanker aircraft will normally use the assigned RCH call sign on cargo movement legs. Air evacuation mission call signs will be modified as required to comply with the conventions described in FLIP GP to ensure proper handling and priority by air traffic control.</p>			

**Table 5.5. Call Sign Exceptions.**

Aircraft	Serial Number	Assigned Call Sign
KC-10A	83008076	RCH 8376
KC-10A	83008080	RCH 8380
KC-10A	83008081	RCH 8381
KC-10A	83008082	RCH 8382
C-17A	97000041	RCH 9741
C-17A	97000042	RCH 9742
C-17A	97000043	RCH 9743
C-17A	97000044	RCH 9744
C-17A	97000045	RCH 9745
C-17A	98000053	RCH 9853
KC-135T	58000049	RCH 5849

KC-135T	58000050	RCH 5850
KC-135R	58000051	RCH 5851
KC-135R	58000052	RCH 5852

5.25.3. Only USTRANSCOM contracted commercial carriers will use company call signs and/or CAMBER call signs. Contact USTRANSCOM for current policy guidance on CAMBER call signs.

## 5.26. PHOENIX PUSH Missions.

5.26.1. Definition. PHOENIX PUSH is a code name to designate a mission with high-level interest from any of the following: Senior AF and DoD leadership, U.S. Congress, or the national and international media, which must therefore receive special attention IAW Close Watch procedures. Any mission where non-accomplishment in whole or in part may be prejudicial to AMC or USAF, or may attract unfavorable comment should be designated PHOENIX PUSH.

5.26.2. Scope. Many AMC missions already operate with special handling requirements, e.g., PHOENIX BANNER. PHOENIX PUSH will be used to identify the other high priority missions defined above that must stay on schedule. PHOENIX PUSH missions will require the personal attention of the wing/unit senior staff. The PHOENIX PUSH designator will mandate expeditious handling of the mission at all levels of operations.

5.26.3. Use. Planners at all levels (OG, wing, NAF, 618 AOC [TACC] and HQ AMC) must be involved in properly designating PHOENIX PUSH missions. 618 AOC (TACC) will forward recommendations for PHOENIX PUSH missions to AMC/CC who is the final arbiter in determining PHOENIX PUSH status for all AMC-controlled missions. PHOENIX PUSH can be designated for an entire mission or a particular segment of a mission. The designation may be added after a mission has departed home station.

5.26.4. PHOENIX PUSH Determination. [Table 5.6](#) should be used as a reference guide to assist planners in recommending PHOENIX PUSH mission designation. The table provides broad guidance and is not all-inclusive; one or more factors may dictate the use of PHOENIX PUSH. Judgment on the part of planners at every level is essential to the final recommendation for PHOENIX PUSH status. [Table 5.6](#) displays mission criteria that highlight possible PHOENIX PUSH triggers.

**Table 5.6. Mission Criteria.**

Mission Priority	JCS-Directed Mission Non-routine Time Critical
Type of Mission	Combat Support Humanitarian Evacuation (includes Aeromedical) Peacekeeping New Weapon System Flight Test

Type of Load	Troops, Combat Supplies Perishable Supplies (food/medical) High Level DVs
Mission Itinerary	Time Critical Segment
Destination	High Media Interest Follow-On Requirements

5.26.5. Examples of the anticipated visibility likely to require the PHOENIX PUSH designation include:

5.26.5.1. Involves high level negotiation or implementation of international peace agreements.

5.26.5.2. Will adversely affect a current combat operation or capability.

5.26.5.3. Non-accomplishment would adversely affect overall tanker/airlift mission or other operations of special interest to the President, CJCS, SECDEF, CSAF, USTRANSCOM/CC, or AMC/CC.

5.26.5.4. Non-accomplishment may result in news media coverage and could be prejudicial or embarrassing to the USAF, DoD, or the U.S. Government.

5.26.5.5. Mission is receiving significant congressional interest and/or international/national media coverage.

5.26.5.6. Affects political, military, domestic, and international events that may result in an official reaction.

5.26.5.7. Natural disaster assistance, civil disorders, or other emergencies with high national or international interest.

5.26.5.8. Evacuation of civilian or military personnel.

**5.27. AMC Form 54, Aircraft Commander’s Report on Services/Facilities.**

5.27.1. Reference AFI 11-2MDS, Volume 3-specific instructions for guidance.

5.27.2. Aircrew Effectiveness Feedback by En Route Commanders. It is just as important for en-route commanders to provide feedback (positive or negative) on aircrews as it is for aircraft commanders to provide feedback on en-route services/facilities with the AMC Form 54. En route commanders will provide this feedback via a memorandum to the aircrew’s squadron commander, with a courtesy copy sent to the aircrew’s parent OG/CC. **(T-2)**. Procedures are similar to those used for AMC Form 54. **NOTE:** The reporting requirement in this paragraph is exempt from licensing IAW AFI 33-324, *The Air Force Information Collections and Reports Management Program*.

5.27.3. Processing policy. Timeliness and objectivity are essential to the validity and responsiveness of this process. If required, each intermediate review level will forward the memorandum within 5 workdays. **(T-2)**. The unit assigned primary responsibility for corrective action will attempt to resolve the issue within 30 days of memorandum receipt. **(T-**

2). Weekly status reports will be submitted to the appropriate MAF OG/CC when corrective action is not completed within 30 days.

#### 5.27.4. Routing.

5.27.4.1. Flying Squadron Commander. Evaluate each memorandum. Close out those that do not warrant further action. Endorse completed memorandums and return to the submitter. Forward two copies of open memorandums with recommendations to the OG/CC. Maintain one copy for file/monitoring. Inform submitters their memorandum has been forwarded. **(T-2)**.

5.27.4.2. OG/CC. Evaluate each report. Close out those that do not warrant further action. Endorse completed memorandums for return to the flying squadron commander and submitter. Forward reports that pertain to other AMC and AMC-gained organizations to the applicable OG/CC. Forward memorandums that cannot be addressed at the Group to AMC Wing CV (if applicable).

5.27.4.3. AMC Wing CV. Evaluate each report. Close out those that do not warrant further action. Endorse completed reports and return to the submitter through the OG/CC. Forward reports that require command assistance to HQ AMC/A3.

#### 5.28. AMC Form 196, *Aircraft Commander's Report on Crew Member*.

5.28.1. The AMC Form 196 is a tool to document an aircrew member or mission essential personnel's outstanding, below average, or unsatisfactory performance during a mobility mission. An aircraft commander should identify individuals with outstanding, or sub-standard performance as quickly as possible. Generally, units should resolve problems at the lowest level possible. If the local senior leader is able to resolve the issue allow him or her to do so.

#### 5.29. FM Aircrew Survey.

5.29.1. The purpose of this survey is to gather information for measuring process improvement and customer satisfaction with the FM aircrew support. The survey may be filled out via a web form located at the following address: [https://618 AOC \(TACC\).scott.af.mil/618 AOC \(TACC\)apps/surveysays/surveyquestions.asp?S=1](https://618 AOC (TACC).scott.af.mil/618 AOC (TACC)apps/surveysays/surveyquestions.asp?S=1).

#### 5.30. Aviation Safety Action Program (ASAP).

5.30.1. ASAP is an identity-protected, self-reporting system, to reduce mishaps and improve operations and training. ASAP is designed for Airmen to report information and concepts critical to resolving mishap precursors, and the sharing of this information across AF aviation communities. ASAP submissions and information is available at the following address: <https://www.usaf-mfoqa.com/>.

## CHAPTER 6

### AEROMEDICAL EVACUATION (AE) MISSIONS

#### 6.1. HQ AMC is the Lead MAJCOM for AE.

6.1.1. AMC/CC exercises OPCON for AE missions through 18 AF who delegates TACON to 618 AOC (TACC)/CC. 18 AF/618 AOC (TACC) provides AE elements and planning assistance to the intermediate supporting theaters, or in the CONUS. CONUS and near offshore (Alaska and United States Southern Command) AE patient requirements are regulated by the Theater Patient Movement Requirements Center-Americas (TPMRC-A). 618 AOC (TACC)/XOPA, in coordination with 618 AOC (TACC)/XOPAC AE Operations, executes command and control of AMC intertheater and CONUS AE missions. 618 AOC (TACC)/XOPAC AE Operations executes command and control of AMC/AMC-gained AE crews during AMC AE mission execution. Air Force Tactics, Techniques, and Procedures (AFTPP) 3-42.5, *Aeromedical Evacuation*, AFI 11-2MDS, Volume 3-specific instructions, AFI 11-2AE, Volume 3, *Aeromedical Evacuation (AE) Operations Procedures*, and AFI 11-2AE, Volume 3, Addenda A, *Aeromedical Evacuation Operations Configuration/Mission Planning*, contain additional guidance on AE operations (see paragraph 8.1 for OPSEC/COMSEC note).

#### 6.2. AE Capability Reporting.

6.2.1. To enhance AE reliability, home stations responsible for positioning aircraft for AE missions will ensure all required equipment is dispatched in proper working condition. Home station logistics organizations should palletize and process this equipment for aerial shipment on the positioning aircraft. **(T-3)**. If a condition develops on the positioning mission that precludes the aircraft from operating as an AE mission, the aircrew will immediately report the condition to 618 AOC (TACC)/XOPA, who in conjunction with 618 AOC (TACC)/XOPAC AE Cell operations, will determine the best solution (tail swap, mission delay, etc.). **(T-2)**.

#### 6.3. Aircraft Positioning.

6.3.1. When practical, position aircraft for AE missions to arrive at the reconfiguration station a minimum of 6 hours prior to scheduled departure.

#### 6.4. Logistics Requirements.

6.4.1. When possible, the owning organization, MXG or Aircraft Maintenance Squadron (AMXS), at originating stations must ensure aircraft selected for designated AE missions are fully mission capable and spotted 6 hours prior to scheduled departure. The cargo compartment, comfort pallet (if utilized), lavatories, galleys, and AE kits must be inspected to ensure equipment is clean and functional. AE personnel will inspect the aircraft to ensure it is acceptable for AE. **(T-2)**.

6.4.2. AMC Mission Capability (MISCAP) and Logistics Material. AMC MISCAP and logistics material unrelated to medical activities will only be transported aboard designated AE missions on a non-interference basis. **(T-2)**. POC: 618 AOC (TACC)/XOPA.

#### 6.5. AE Mission Resources.

6.5.1. AE missions will be accomplished by optimizing the use of available multi-role aircraft, including C-21, C-130, C-17, KC-46, and KC-135 aircraft. Other mobility airframes, such as the C-5 and KC-10, may be used on a case-by-case basis. Refer to AFI 11-2AE, Volume 3, Addenda A, and applicable AFI 11-2MDS, Volume 3-specific instructions for AE guidelines.

## **6.6. Prepositioned AE Equipment (PAEE).**

6.6.1. United States European Command and United States Pacific Command. Theater assets will be prepositioned for unscheduled or contingency AE missions or for an opportune airframe when the positioning aircraft is delayed. Assets should be sufficient to support two AE missions. A portable oxygen bottle (POB) Contingency Kit containing 10 portable oxygen bottles for use by AE crew members (AECMs) on contingency or unscheduled AE missions will be supported at each base by local support agencies as required. There are no POBs available on the KC-10. KC-10 aircrew will have to supply five auxiliary oxygen bottles, four from the crew bunk and the AE crew will supply one bottle from the AE squadron. **(T-3)**. Litter stanchion augmentation set (LSAS), and/or SLS will be used on the C-17, and KC-135 as required. C-17 LSASs will be positioned at airlift hubs to support mission expectations/requirements. Refer to the LSAS CONOPS at the AMC/A3OE website <https://eim.amc.af.mil/org/a3o/A3OE/A3OE%20Documents/Forms/AllItems.aspx?RootFolder=%2Forg%2Fa3o%2FA3OE%2FA3OE%20Documents%2FEquipment%2FLSAS>.

6.6.2. AE operations will be supported by the in-place Air Mobility Squadrons to include aerial port flights and maintenance flights, to ensure prepositioned equipment is available for upload when needed. **(T-3)**. Aerial port flights and/or maintenance flights will provide storage for frustrated, positioning, and de-positioning AE equipment, i.e., LSAS, SLS, or similar equipment that must be left behind. **(T-3)**.

6.6.3. En-route Issuing Unit (IU) Responsibilities. Upon prepositioned equipment release, the IU will issue equipment IAW this instruction. **(T-3)**. Send a priority message NLT 12 hours or next duty day after aircraft departure to the borrowing unit (unit owning the uploaded aircraft). Request equipment return immediately following mission termination. The message will identify the equipment used, aircraft type used, complete mission number, and aircraft tail number. When the loaned PAEE/Dash 21 equipment is uploaded on transient AMC aircraft annotate the AF Form 4076, *Aircraft Dash 21 Equipment Inventory*, in the next open check column to show the added equipment. Ensure the location and dates are annotated in the appropriate blocks at the top of the column. Additionally, document the AFTO Form 781 with an informational note IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy, and Procedures*, so the assets can be returned. The entry will include mission number, the equipment loaned, unit loaning the equipment, and point of contact for returning the equipment, (i.e., name, DSN, etc.). The unit loaning the equipment will retain a record of the message in a suspense file until the equipment is returned. **(T-2)**. If equipment is not returned within 30 days from the date of loan, notify the appropriate home station to recover the items. Any unserviceable POB will be returned to the appropriate owning unit. Loaning or returning unserviceable equipment or requesting replacements will require a message IAW **paragraph 6.6.6**

6.6.4. Borrowing unit responsibilities. When PAEE or POBs are loaned, the borrowing unit aircraft AMXS-21 section or equivalent will be accountable for returning assets to the owning unit (OU). **(T-2)**. Return all loaned assets to the OU NLT 30 days from the date of loan. Movement of equipment will require an offload message to controlling agency.

6.6.5. Owning Unit Responsibilities. Aeromedical Evacuation operations will be supported at each base by local support agencies as required and will repair/replenish assets as required. **(T-2)**. Movement of equipment will require a message IAW **paragraph 6.6.6**

6.6.6. All organizations will report shipment or loan by priority message within 12 hours or next duty day. Include type of equipment, stock number and amount, and address to the responsible organization with information copy to HQ AMC A4Q/A4O, 18 AF, and respective en-route location(s).

### **6.7. Aeromedical Kit Shipment/Positioning.**

6.7.1. Make every effort to ensure required AE equipment is either installed IAW configuration requirements or palletized/crated and strictly controlled for positioning/shipment. Palletized/crated AE equipment will be shipped priority one/999. DD Form 1149, *Requisition and Invoice/Shipping Document*, indicating the specific positioning number, date, time of mission, transportation control number (TCN), and equipment being shipped will be attached to the pallet/crate. All palletized/crated AE equipment is considered inviolate and will remain as such until reaching its final destination.

6.7.2. In the event a positioning aircraft departs home station without its required AE equipment, home station ATOC will provide 618 AOC (TACC)/XOPA with the mission number of the aircraft shipping the equipment, date and time of expected arrival at destination, and TCN. **(T-2)**. 618 AOC (TACC)/XOPA will notify en-route and destination aerial ports of the shipment's criticality and will aggressively monitor and manage the shipment to ensure arrival at destination in time to utilize the assets for the intended active AE mission.

6.7.3. Home station ATOC will trace (via Global Air Transportation Execution System, Integrated Development Environment/Global Transportation Network Convergence, or other tracing methods) all AE equipment shipments by TCN upon request of the OU. Additionally, if an AE equipment shipment is delayed, the ATOC where the shipment is delayed will notify 618 AOC (TACC)/XOPA to expedite handling and management actions.

### **6.8. Aeromedical Evacuation Mission Requirements.**

6.8.1. C-5, C-17, C-21, C-130, KC-10, KC-46, and KC-135 aircraft have capability for AE configuration. Configuration will be IAW applicable AFI 11-2AE, Volume 3, Addenda A.

### **6.9. Enplaning and Deplaning Patients.**

6.9.1. Enplaning and deplaning of patients will be IAW applicable AFI 11-2AE, Volume 3.

### **6.10. Passengers on AE Missions.**

6.10.1. C-5, C-17, C-21, C-130, KC-10, KC-46, and KC-135 aircraft have capability to carry authorized passengers. Enplaning and deplaning of passengers will be IAW applicable AFI 11-2MDS, Volume 3-specific instructions with prior concurrence of the Medical Crew Director (MCD).

6.10.2. The MCD may reserve additional litters if patient requirements dictate. When mission load permits, 1) an emergency litter will be set up on all AE missions (except on the C-21); 2) a minimum of one seat should be reserved for every three litter patients on all AE missions; and 3) a minimum of two litters should be reserved for ambulatory patient use on mission legs scheduled to exceed 4 hours in length. In all cases, the MCD must coordinate with the C2 agency with mission TACON prior to bumping cargo or passengers. **(T-2)**. Three additional seats are reserved for AE crew members to store equipment.

## **6.11. Aircrew Communications.**

6.11.1. The MCD is responsible for notifying the PIC when patient conditions require special medical accommodations upon arrival at destination. Give special consideration to convey any patients being cared for by a Critical Care Air Transport Team (CCATT) and/or any specialized medical transport teams so facilities can receive appropriately. The PIC will, in-turn, contact the destination CP via the load message so medical information is relayed to the AE representative or receiving medical facility. This is especially important at remote or non-routine locations where contact information at airfields is limited or foreign language barriers exist. Proactive reporting will prevent unnecessary implementation of Overdue Aircraft Checklist procedures. On flight managed sorties, the PIC will also notify the FM. For ACARS-equipped aircraft, the Air Evacuation Report in the C2 message set or free text message may be used. The MCD will provide the PIC with offload requirements for each leg of the mission. In the event that specialized medical equipment or capability is required for patient off-load, the MCD will contact the appropriate Patient Movement Requirements Center (PMRC)/AOC to communicate the requirement directly, rather than communicate through the PIC.

6.11.2. Crew reporting of arrival/departure times. At AMC locations, the local CP accomplishes this function. At non-AMC locations, the aircrew is responsible for notifying 618 AOC (TACC) of arrival and departure times via HFGCS radio, telephone, or whatever means available.

6.11.3. Upon completion of all AE missions/sorties (to include RON locations), the MCD will call 618 AOC (TACC)/XOPAC to give an end of mission report. The end of mission report will include the patient load, the number of urgent or priority patients on board and those requiring special teams, any in-flight occurrences, and the number of pallet positions utilized by AE and by non-AE cargo. **(T-2)**. Also include in the report the number of DVs, CCATT, battle injuries, and passengers. **(T-2)**. If a DD Form 2852, *Patient Movement Event/Near Miss Report*, is used, report the associated cite number and give a brief synopsis of the event. Include any mission delays and medical occurrences in-flight and submit the form to TPMRC. A conference call will be established to the appropriate PMRC and/or AMD as required by the 618 AOC (TACC)/XOPAC.

## **6.12. Access to aircraft at destination.**

6.12.1. The Aeromedical Evacuation Operations Team is considered ground support for the AE crew and should have immediate access to the aircraft to coordinate configuration, enplaning, and deplaning when safe to do so and given permission from maintenance or front end crewmember.

## **6.13. Patient/Cargo Mix.**

6.13.1. When transporting both cargo and litter patients, litters will be transported forward of the cargo pallets, if possible. (T-2). **EXCEPTION:** When transporting patients and cargo on the KC-46, cargo will be positioned forward of the patients. No hazardous cargo will be transported with patients on the KC-135. (T-2).

6.13.2. The LM/BO must make every effort to stay in the vicinity of the crew and patients in-flight, and during critical phases of flight.

6.13.3. Cargo will not be bumped except in very unusual/abnormal cases, and only after the PIC/MCD contact 618 AOC (TACC)/XOPAC or other appropriate C2 agencies.

#### **6.14. Airlift of human remains (HRs).**

6.14.1. Human remains will not be carried on AE missions except under extraordinary circumstances. (T-2). For 618 AOC (TACC)-controlled missions, submit requests for movement of HRs on AE missions to the 618 AOC (TACC)/APCC. The 618 AOC (TACC)/APCC will coordinate with 618 AOC (TACC)/XOPAC AE Operations for feasibility. Both organizations will then coordinate the request with 618 AOC (TACC)/XOZ. Final approval authority is the 618 AOC (TACC)/CC. For non-618 AOC (TACC)-controlled missions, contact the controlling C2 agency. If approval is granted, the PIC and the ATOC chief will ensure loading/offloading of HRs is accomplished discreetly and not concurrently with passenger or patient loading or offloading cargo. Human remains should be loaded forward of jettisonable cargo whenever possible.

#### **6.15. Explosive and Hazardous Cargo.**

6.15.1. Explosive cargo may be carried on scheduled AE missions with patients IAW AFI 11-2AE, Volume 3, unless a clear detriment to the health and well-being of the patient or passengers can be demonstrated. Refer to AFMAN 24-204 for hazardous product special provisions rating. P4- and P5-rated hazardous material have no AE restrictions.

#### **6.16. SAAM/Channel AE Mission Identifier Prefixes.**

6.16.1. The following procedures will apply when assigning AMC mission identifier prefixes to AE missions:

6.16.2. Scheduled AE Missions. The second mission character will be the letter "L" for that portion designated as AE in the 618 AOC (TACC)/XOPA schedule.

6.16.3. Patients Manifested on an Already Scheduled Cargo or Mixed Mission. Missions will operate with published channel mission identifiers. If the mission must be rescheduled from its preassigned channel to accommodate the patient, an "L" will be used as the second character of the prefix for that portion designated as AE.

6.16.4. Positioning/De-positioning for an Emergency AE on an Off-Channel Route. If a mission is rerouted/diverted to operate as an AE mission, it will be re-cut to operate as a SAAM. The second and third characters will be the letters "L" and "M," respectively. Obtain SAAM sequence number from 618 AOC (TACC)/XOPA AE Cell. AE SAAMs routinely are cut as active missions on all legs and will not position and de-position.

#### **6.17. Urgent/Priority AE Missions.**

6.17.1. 618 AOC (TACC)/XOPAC personnel identify resources and schedule or reprioritize missions to meet the requirement. They also coordinate with XOCG and XOB as required.

6.17.2. IAW CJCSI 4120.02D, priority 1B1 is assigned to missions for patients requiring urgent and priority AE; also Critical Care/Medical Specialty Teams and Aeromedical Evacuation Crews returning to in-theater point of origin after transporting patients to locations outside assigned area of operations (includes all associated medical equipment and supplies).

6.17.3. In coordinating urgent/priority requirements, 618 AOC (TACC)/XOPAC personnel will, as soon as practical, provide 618 AOC (TACC)/XOC and FMs with the nature of the patient's condition, special flight and/or handling restrictions, cargo/passenger restrictions, and location of specialized equipment/personnel needed for the mission. As a minimum, all of this information will be passed to the aircrew.

6.17.4. While urgent requirements must be moved on the first available aircraft to preserve life, limb or eyesight, priority requirements should begin movement within 24 hours.

## CHAPTER 7

### AIRCRAFT DIPLOMATIC CLEARANCES

#### **7.1. Department of Defense Directive 4500. 54E, *DoD Foreign Clearance Program (FCP)*, implements DoD policies governing the Foreign Clearance Program.**

7.1.1. The DoD FCG and its internal DoD Foreign Clearance Manual (FCM) establish criteria for requesting DoD aircraft diplomatic clearances through U.S. Embassies worldwide. The DoD FCG/FCM also establishes criteria for requesting DoD personnel foreign travel clearances through U.S. Embassies and the geographical combatant commands.

7.1.2. An aircraft diplomatic clearance constitutes permission by a foreign government for a United States aircraft to overfly or land in its territory. A diplomatic clearance permits the movement of military aircraft, cargo, equipment, and aircrew members performing aircrew duties only. Related activities permitted to aircrew include those necessary for entry or transit. The aircrew is subject to any restrictions defined in the diplomatic clearance. Acceptance of a flight plan and the issuance of a flight clearance by a foreign air traffic control (ATC) unit does not constitute official approval to enter the airspace of any country that requires either prior permission or aircraft diplomatic clearance.

7.1.3. 618 AOC (TACC)/XOCZD is the command's expert and focal point for all AMC aircraft diplomatic clearance coordination actions except for EA units, USTRANSCOM contract carrier missions, and 618 AOC (TACC)/XOOON missions. 618 AOC (TACC)/XOCZD initiates aircraft clearance requests for AMC missions as outlined in paragraph 7.6, and the DoD FCG. 618 AOC (TACC)/XOCZD assumes overall responsibility for quality control of the AMC aircraft diplomatic clearance request process. 618 AOC (TACC)/XOCZD is not responsible for coordination of personnel country clearances or visas.

#### **7.2. Operations in International Airspace, National Airspace, and Flight Information Regions.**

7.2.1. International Airspace. All airspace seaward of coastal states' national airspace, including airspace over contiguous zones, exclusive economic zones, and the high seas. International airspace is open to aircraft of all nations. Military aircraft may operate in such areas free of interference of control by the coastal state.

7.2.2. National Airspace. Airspace above territorial seas, internal waters, and land territory. Consistent with international law, the U.S. Government recognizes territorial sea claims up to a maximum distance of 12 nautical miles from coastal state baselines drawn IAW international law. Flights within a state's territorial airspace, including airspace above its territorial seas, require the state's consent except when aircraft are transiting international straits or exercising the right of passage through archipelagic sea lanes. Aircraft diplomatic clearance for overflight constitutes official permission (consent) to operate in sovereign airspace. Exceptions to policy are identified in the classified supplement of the DoD FCG (<https://www.fcg.pentagon.smil.mil>).

7.2.3. Flight Information Region (FIR). Airspace of defined dimensions, within which, flight information service and alerting service are provided. A FIR normally encompasses substantial areas of international airspace. A FIR does not reflect international borders or national airspace. The ICAO establishes FIRs IAW the Convention on International Civil Aviation. Civil aviation authorities of designated nations administer them pursuant to ICAO authority, rules, and procedures.

### **7.3. General Operational Guidance.**

7.3.1. Normally, a mission sortie is planned to follow the most direct or fuel efficient route. In some cases, the most direct or fuel efficient route may not be possible due to factors such as the type cargo carried (e.g., chemical, nuclear, biological), country coordination lead times, political sensitivities, religious holidays, no U.S. diplomatic or consular relations, etc. 618 AOC (TACC)/XOCZD will assess the most advantageous route and once determined, coordinate for diplomatic clearances through the appropriate U.S. clearance authority. To ensure mission success, it is imperative sufficient information (country coordination lead times met, hazardous cargo coordinated, mission support fully explained, etc.) be provided far enough in advance to allow compliance with DoD FCG requirements established by the countries concerned.

7.3.2. Consistent with international law, the U.S. recognizes territorial sea claims up to 12 nautical miles. Diplomatic constraints and/or a lack of diplomatic clearances usually result in AMC missions operating in international airspace. The U.S. does not normally recognize territorial sea claims beyond 12 nautical miles; however, specific guidance from certain U.S. authorities may establish limits that differ from the standard (see FLIP, General Planning for further information on U.S. policy).

7.3.2.1. Aircrews on a flight planned route which takes them from international airspace into national airspace for which approved aircraft clearances were obtained should not amend the flight planned route. Additionally, aircrews should not enter into national airspace for which a diplomatic clearance has not been duly requested and granted through diplomatic channels.

7.3.2.2. Air traffic control agencies are not vested with authority to grant diplomatic clearances for penetration of national airspace where prior clearance is required from the respective country. Aircraft clearances are only obtained through diplomatic channels.

7.3.3. It is the responsibility of the aircrew to ensure aircraft clearance dates and times are valid, and the route of flight is accurate. Discrepancies must be immediately relayed to 618 AOC (TACC)/XOCG or XOOK for A/R missions.

7.3.4. The aircraft diplomatic clearance constitutes official permission to operate in a foreign nation's national airspace for a specified period of time. Should an ATC agency deny clearance into/over their national airspace when the crew possesses a valid aircraft diplomatic clearance, the crew should first attempt to verify the aircraft diplomatic clearance number and validity, then re-attempt entry. If still denied entry, the crew should contact 618 AOC (TACC)/XOCG, or XOOK for A/R missions, and advise of the current situation. 618 AOC (TACC)/XOCG, or XOOK for A/R missions, will alert 618 AOC (TACC)/XOCZD who will contact the U.S. clearance authority for resolution. If an aircrew is challenged outside of

national airspace (i.e., not “allowed” to fly in international airspace) the crew shall follow guidance IAW DoD FCM, Chapter 2.

7.3.5. 618 AOC (TACC)/XOCZD does not obtain diplomatic clearances for alternate airfields. Should a crew divert to an alternate airfield due to weather, maintenance, in-flight emergency, etc., they will normally be allowed into the designated alternate location, but a diplomatic clearance may be required to depart. Notify 618 AOC (TACC)/XOCG or XOOK for A/R missions as soon as practical of the aircraft divert. 618 AOC (TACC)/XOCG or XOOK for A/R missions will, in turn, coordinate with 618 AOC (TACC)/XOCZD to coordinate for aircraft diplomatic departure and subsequent clearances. This process may take as long as the lead time listed in the DoD FCG. If a crew is delayed beyond scheduled ground time at a foreign location, they must verify their diplomatic clearance to depart is still valid.

#### **7.4. Responsibilities and Procedures.**

7.4.1. 618 AOC (TACC)/XOCZD obtains aircraft diplomatic clearances for 618 AOC (TACC) internal and external users to overfly or land in a foreign country through the appropriate U.S. clearance authority, usually the U.S. Defense Attaché Office (USDAO) or another office of the U.S. Embassy or U.S. Mission.

7.4.1.1. Internal User. 618 AOC (TACC) internal users (618 AOC [TACC]/XOO/XOP/XOG /XOCG) will submit diplomatic clearance requests through the Interactive Mission Record (IMR) via the Diplomatic Clearance Application Program (DCAP). It is imperative sufficient information is provided in advance to meet country requirements.

7.4.1.2. External User. External users (ANG, AFRC, 437 AW/OGA, and active duty Air Force on unit funded missions) interested in 618 AOC (TACC) integrated services (Flight Management, Flight Plans, Aircraft Diplomatic Clearances) must submit a service request through the 618 AOC (TACC) website, <https://tacc.us.af.mil>, IAW **paragraph 7.6**. It is imperative that sufficient information is provided to 618 AOC (TACC)/XOCZD in advance to meet country requirements.

7.4.2. Mission diverts or changes which result in an aircraft overflying or landing at a destination other than originally planned and requested requires immediate coordination with 618 AOC (TACC)/XOCG or XOOK for A/R missions, who will update GDSS, and notify 618 AOC (TACC)/XOCZD of changes via DCAP. 618 AOC (TACC)/XOCZD will coordinate with the appropriate U.S. clearance authority (e.g., USDAO) for departure clearance.

7.4.3. Flight Planned Route Determination. 618 AOC (TACC)/XOCZD coordinates with 618 AOC (TACC)/XOCZF, Flight Plans Branch, for flight plans. 618 AOC (TACC)/XOCZD determines the optimal route of flight based on various factors such as country coordination lead time requirements, cargo restrictions, etc.

7.4.4. 618 AOC (TACC)/XOCZD does not coordinate or obtain aircraft diplomatic clearances for USTRANSCOM contract carrier missions. Contract carriers are responsible for coordinating aircraft diplomatic clearances, when required, IAW the DoD Foreign Clearance Guide’s Commercial Contract Aircraft Appendix through the Automated Personnel and Aircraft Clearance System.

7.4.5. Radio Call Signs. With few exceptions, the radio call sign for a mission is assigned and reserved in GDSS by 618 AOC (TACC)/XOCZD during the diplomatic clearance coordination phase. The issuance of a Reach (RCH) call sign by 618 AOC (TACC)/XOCZD ensures call sign de-confliction throughout the mission cycle, and the ability to track outstanding diplomatic country clearances. 618 AOC (TACC) directorates have blocks of RCH call signs reserved in the GDSS database for their use when it's necessary to expedite other coordination requirements (e.g., airfield PPR, ground services, air refueling altitude reservations, etc.).

7.4.5.1. Due to GDSS diplomatic clearance tracking limitations, 618 AOC (TACC)/XOCZD must assign RCH call signs for external users when MES are requested.

## **7.5. Internal user responsibilities.**

7.5.1. Obtain a notional climatological flight plan from the 618 AOC (TACC) Flight Plans Branch (XOCZF) to ensure sortie timing accuracy prior to building the GDSS mission detail. Flight time disparities of more than 15 minutes from the 618 AOC (TACC)/XOCZD acquired flight plan and GDSS times will require the mission planner to make appropriate adjustments in GDSS prior to 618 AOC (TACC)/XOCZD coordinating diplomatic clearances.

7.5.2. Review DoD FCG lead times and other requirements, such as hazardous cargo lead times, for all countries to be transited, including overflights. Coordination with 618 AOC (TACC)/XOCZD should be planned to allow enough time for processing and coordination of the longest diplomatic clearance coordination lead time.

7.5.3. If diplomatic clearance coordination lead times cannot be met, provide a thorough explanation of the requirement for short notice diplomatic clearance coordination in DCAP when the longest diplomatic coordination lead time cannot be met. 618 AOC (TACC)/XOCZD shall, in turn, include the explanation in the aircraft clearance request message to the respective U.S. clearance authority.

7.5.4. Ensure missions are published in GDSS prior to submitting the IMR via the DCAP for diplomatic clearance action to 618 AOC (TACC)/XOCZD.

7.5.5. Coordinate changes to missions in execution through 618 AOC (TACC)/XOCG, or XOOK for A/R missions, who will forward mission changes through the IMR via the DCAP for action to 618 AOC (TACC)/XOCZD.

## **7.6. External User Responsibilities (Planners/Schedulers/Aircrew).**

7.6.1. External Users (ANG, AFRC, 437 AW/OGA, active duty Air Force on unit-funded missions) desiring integrated support for flight plans, flight management, and/or diplomatic clearances must submit a service request application to 618 AOC (TACC) for MES. **(T-2)**.

7.6.1.1. Submit requests through the 618 AOC (TACC) website (<https://tacc.us.af.mil>) via the "Service Requests" tab.

7.6.1.2. Approved service requests will automatically create a diplomatic clearance request in the DCAP, along with an email notification to the individual who requested services.

7.6.1.3. Changes to missions must be coordinated through DCAP via the AOC website “External Access” link. Missions in execution can be updated by the organization, or the AFRC command center via the 618 AOC (TACC) website (<https://tacc.us.af.mil>) “External Access” link. A crew may call 618 AOC (TACC)/XOCG, or XOOK for A/R missions, to request GDSS mission updates and coordination with 618 AOC (TACC)/XOCZD. 618 AOC (TACC)/XOCG, or XOOK for A/R missions, will update GDSS and notify 618 AOC (TACC)/XOCZD of any changes via DCAP.

7.6.2. External users must review the DoD FCG, Section II, *Aircraft Entrance Requirements*, during pre-mission preparation, and:

7.6.2.1. Coordinate and obtain a notional climatological flight plan from 618 AOC (TACC)/XOCZF to ensure sortie timing accuracy prior to building the GDSS mission detail. Flight time disparities greater than 15 minutes from the 618 AOC (TACC)/XOCZD-acquired flight plan and GDSS times will require the mission planner to make appropriate adjustments in GDSS prior to 618 AOC (TACC)/XOCZD coordinating diplomatic clearances.

7.6.2.2. Review DoD FCG lead times and other requirements, such as hazardous cargo lead times, for all countries to be transited, including overflights. Coordination with 618 AOC (TACC)/XOCZD should be planned to allow enough time for processing and coordination of the longest diplomatic clearance coordination lead time.

7.6.2.3. Forward country-specific information, e.g., hazardous cargo, aircraft tail numbers, fund cite, crew names, passports, to 618 AOC (TACC)/XOCZD prior to the required aircraft diplomatic clearance lead time for the most restrictive country to be transited via DCAP. If the mission is inside of this lead-time requirement, the unit must make every effort to provide country-specific information to 618 AOC (TACC)/XOCZD as soon as possible for processing. Delays in providing the required information may cause delays or denial of diplomatic clearance by the U.S. clearance authority (e.g., USDAO) or host nation.

7.6.3. External users are responsible to submit crew member visas where required.

7.6.4. Keep changes to country-specific information to a minimum as it may jeopardize aircraft diplomatic clearance(s). Changes to country-specific information must be submitted to 618 AOC (TACC)/XOCZD immediately.

7.6.5. 618 AOC (TACC)/XOCZD coordinates diplomatic clearances from the United States to the overseas destination and return. All coordination of inter/intratheater training activities/sorties/round robins in support of exercises, ceremonies, airdrops, air refueling events, etc., is the sole responsibility of the flying unit.

7.6.6. Mission diverts or changes which result in an aircraft overflying or landing at a destination other than originally requested will require immediate coordination with either the home station, command center, or 618 AOC (TACC)/XOCG, or XOOK for A/R missions. The home station, command center, 618 AOC (TACC)/XOCG, or 618 AOC (TACC)/XOOK for A/R missions, will update GDSS and notify 618 AOC (TACC)/XOCZD of changes via DCAP. 618 AOC (TACC)/XOCZD will coordinate with the respective USDAO for departure clearance after diverting. Expedient and thorough communication is key to mission success.

## CHAPTER 8

### AIR MOBILITY SUPPORT

#### 8.1. Flight Management.

8.1.1. Flight management improves sortie planning and execution processes, information management, communications, security, and collaboration with Mobility Air Forces. 618 AOC (TACC) FM services are provided to specified MAF sorties under the command and control of the 618 AOC (TACC). PACAF 613 AOC and USAFE 603 AOC provide FM services for their respective theater-assigned MAF forces. When specified, aircrews will be assisted by certified Flight Managers in pre-departure planning, ATC flight plan filing, and sortie flight following. **NOTE:** OPSEC/COMSEC will be practiced throughout the planning and execution phases of all missions/sorties. Flight planning information pertaining to operations within combat airspace (slot times, destinations, departure/arrival times, or routings) will be transmitted by the most secure means possible. For KC-46 missions, mission and flight plan information can be exchanged using classified GDSS and the classified MDN C2 messaging, text chat, and/or email. 618 AOC (TACC)/XOC/XOCM and theater AOC/AMD will coordinate to ensure the most secure and effective planning of mission/sortie segments transiting or within combat airspace.

#### 8.2. 618 AOC (TACC) Flight Management Division (XOCM) Responsibilities.

8.2.1. Flight Managers normally start reviewing mission planning factors 6 hours prior to ETD for their assigned sorties. These factors include, but are not limited to, weather, NOTAMs, diplomatic clearances (if applicable), payload, GDSS mission itinerary, GDSS remarks and advisories, air refueling (if applicable), PPR requirements, specified routing structures and air routing requirements and restrictions.

8.2.2. The FM will build a MAJCOM directive compliant Computer Flight Plan (CFP) based on the mission/sortie planning factors review. When applicable, the FM will use diplomatically cleared routing that complies with the sortie's current GDSS DIP Detail. Normally, this routing is available in the approved flight plan built and posted to GDSS by 618 AOC (TACC)/XOCZF. For sorties where the approved flight plan is not required (no diplomatic clearance required) or part of its routing is trans-Atlantic (North Atlantic Track dependent), the FM will check the AMC route database maintained by 618 AOC (TACC)/XOCZF for routes that are created to meet fuel efficiency, ATC, or other mission specific requirements. If a suitable route does not exist in the database, the FM will request that 618 AOC (TACC)/XOCZF create one, or the FM will formulate one.

8.2.3. The Flight Manager will place the CFP into the crew papers. The content of these papers is dictated by HQ AMC/A3V and is described in AFI 11-255, Volume 3, *Flight Manager Responsibilities and Procedures*.

8.2.4. The crew papers should normally be published no later than 4 hours prior to ETD. The primary means of transmitting crew papers is through GDSS. Various locations have been identified to download and print the papers for the crews. Crew papers can also be transmitted in a number of different ways, to include .mil email address, AMRDEC SAFE, or fax. For the KC-46 aircraft, crew papers can be retrieved from GDSS using the MDN web browsing application or can be emailed directly to the aircraft MDN. Crew papers can be sent

in a protected, encrypted mode, via the unclassified NIPRNET or secure encryption via the classified SIPRNET. The KC-46 aircrew using their MDN C2 messaging application will have the ability to request their mission information, CFP/flight plan routing, A/R tasking, A/R track, weather forecast, wind data, and payload information prior to aircraft departure.

8.2.5. PICs will thoroughly review the crew papers. The PIC, or designated representative, will contact the FM before signing the flight plan. **(T-2)**. The FM will provide additional detail on the sortie plan, answer questions, and resolve any aircrew concerns with the plan.

8.2.6. If the aircrew requests a change to the plan specified in the crew papers, the FM will make every effort to respond to the change and will coordinate the requested change within the 618 AOC (TACC) and/or ATC structure.

8.2.7. After departure, the Flight Manager will flight follow the sortie to destination and provide the aircrew any necessary updates to mission/sortie execution information.

8.2.8. Crew papers must be created for each sortie selected for FM services. When a mission operates into locations without a method to deliver the crew papers to the aircrew, FMs may create a multi-sortie package to provide the crew with departure paper support until reaching the next location where they can receive crew papers. This ensures that each leg is planned as close to execution as possible, thus using the most current planning factors available. When the next stop on the sortie itinerary is an en route stop, with the same aircrew continuing with the mission, the aircrew can expect to get crew papers for the next leg of the mission upon arrival if the follow-on leg is flight managed. For the KC-46 aircraft, the crew can request updates to crew papers and receive them directly on the aircraft via email or crew download when notified updated crew papers are available. Updates to mission and flight plan information can be also made using C2 messaging. If the aircrew will RON and continue on the same mission, crew papers will be available for the next leg at show time if the sortie is selected for FM services.

### **8.3. CP/AMCC/Contingency Response Force Element Responsibilities.**

8.3.1. When designated as a “paper-the-crew” site, these agents will download crew papers from GDSS, review the papers to ensure all required elements have been downloaded, and print a legible copy for the aircrew. Other locations on a specific installation may be designated to perform these functions.

8.3.2. The above agents will contact 618 AOC (TACC)/XOCM if crew papers for an FM-managed sortie, as identified in GDSS, are not available for download 30 minutes after aircrew alert time.

8.3.3. It is critical to the FM process that mission data be current and correct in GDSS. All elements of the AMC C2 structure will make accurate, timely GDSS data entry a priority.

8.3.4. For AMC-controlled or supported locations, the C2 elements provide connectivity between FMs and the aircrew on the ground and in the process of executing a mission.

8.3.5. Permanent AMC C2 locations will obtain and maintain passwords necessary to access and download crew papers. Temporary C2 elements will obtain passwords to access GDSS prior to deploying when missions will be flight managed at the deployed location. Temporary C2 elements must also ensure that adequate communication lines and printing capacity are available.

#### 8.4. Aircrew Responsibilities.

8.4.1. Aircrews will immediately review the crew papers for completeness and accuracy. **NOTE:** Unclassified departure papers will not include mission-relevant threat information. Aircrews must ensure they receive an adequate intelligence update from unit intelligence personnel prior to departure from home station for OCONUS missions.

8.4.2. After completing the crew papers review, the aircraft commander, or the designated representative, will contact the FM to discuss any needed changes and receive updates from the FM. **(T-2)**. The contact should be made as early as possible in the pre-departure process to allow the FM time to make changes to the plan. Communication with the Flight Manager is critical to the safety and success of the mission/sortie. The aircraft commander will leave a signed copy of the flight plan with base operations (or point of filing).

8.4.3. Aircrews will address questions or concerns about FM weather packages through the Flight Manager to the 618 AOC (TACC) weather operators. The 618 AOC (TACC)/XOW weather directorate is the lead weather agency for FM-managed missions (AFI 15-128, *Air Force Weather Roles and Responsibilities*, and AMCI 15-101).

8.4.4. During flight, it is essential aircrews use any means available to keep the FM informed about sortie progress, routing changes, and en route divers, and to receive essential C2 information from the FM. KC-46 aircrews will use C2 messaging to report mission updates, changes, divert, and changes in aircraft/crew status.

8.4.4.1. Mission index flying (MIF) provides in-flight mission optimization to save fuel via aircrew entry of current flight conditions, such as wind, altitude, temperature, and aircraft gross weight, to produce an optimized speed and altitude profile for those conditions. C-5, C-17, KC-10, and KC-135 aircrews should use MIF to the maximum extent possible as directed in AFI 11-2MDS, Volume 3-specific instructions.

8.4.4.2. KC-46 operators will input a “cost index” in the Multifunction Control Display Unit during preflight procedure.

8.4.5. After completing an FM-managed sortie, and when possible, complete the Aircrew Survey located on the 618 AOC (TACC) home page at <https://tacc.us.af.mil/default.asp?action=SurveyDisplay>. The data collected facilitates program improvement.

#### 8.5. En-Route Resource Management.

8.5.1. Stable operations depend on a steady flow of missions in the mobility system. Since operations schedules are developed for stability, management actions must follow them. Policies and responsibilities listed below apply to all aircraft operating on AMC missions.

8.5.2. Responsibilities. Commanders must monitor their support capability and inform 618 AOC (TACC) if it changes enough to affect mission scheduling.

8.5.3. Aircraft holds/early departures. All planning/scheduling agencies are responsible for identifying operational requirements or restrictions early enough to avoid schedule deviations. If, however, good judgment requires deviations, evaluate the effect on downline operations before making any decision. Approval authority for early departures or holds is the agency with operational control or management responsibility, 618 AOC (TACC), or AF component commander for exercise or contingency employments. Deviations may be

authorized for weather, air traffic control restriction(s), or airfield limitations (scheduled runway closure, etc.) and must be explained with the appropriate AMCI 10-202, Volume 6, deviation code.

8.5.4. Ground Times. When a mission is operating in delay, attempt to return the mission to scheduled times by reducing ground time at intermediate stops or turnaround stations Unless an early departure is authorized, aircraft arriving early must be held until scheduled departure time. Otherwise ground times are:

8.5.4.1. As published in 618 AOC (TACC) schedules, GDSS, OPLAN/OPORD, AFTRANS SPINS, or as required for a SAAM.

8.5.4.2. According to 618 AOC (TACC) operating procedures for other missions, aircraft which make unscheduled landings, or with mission identifier changes.

8.5.4.3. As required by the mission, aircrew capability, and 618 AOC (TACC) operating procedures for offshore aircraft.

8.5.5. Overflying en-route stations. Aircraft commanders may request 618 AOC (TACC) approval to overfly a scheduled stop. The 618 AOC (TACC) will ensure the overflight:

8.5.5.1. Will not impact onload/offload requirements.

8.5.5.2. Will not exceed the maximum (aircraft) on ground (MOG) at the new destination.

8.5.6. Returning aircraft. Wings must include aircraft due home dates in the remarks section of departure messages when the aircraft departs home station. This date is based on planned maintenance actions (scheduled minor/major isochronal inspection, aircraft refurbishment, major Time Compliance Technical Order/modification, mid-internal Programmed Depot Maintenance, depot-level maintenance, etc.).

8.5.7. Priorities. Use mission priority listing IAW CJCSI 4120.02D to support en-route aircraft.

8.5.7.1. Training, route familiarization and aircraft transfer. **NOTE:** This applies to routine transfers only. If an aircraft is being transferred to accomplish a specific mission, that aircraft will receive the same priority at an en-route stop as the specific mission it is supporting. For example, if an aircraft is being transferred to replace a broken aircraft that is tasked to support an urgent aeromedical evacuation, the transferring aircraft will carry the urgent aeromedical evacuation priority when it stops en-route.

8.5.8. Conversions.

8.5.8.1. Missions in execution may be ISS and used for other higher priority requirements at the discretion of 618 AOC (TACC)/XOZ or 618 AOC (TACC)/CC. Mission number changes are relayed to aircrews and en-route/destination stations. **NOTE:** ARC aircraft/crews will not be selected as an ISS without approval of the appropriate ARC headquarters.

8.5.9. Reroutes or schedule changes.

8.5.9.1. The AMC objective is to operate mission schedules as originally published. Do not reschedule missions solely to avoid incurring departure/arrival delays. Schedule

changes or reroutes must be due to user requests, additional higher priority missions, changing requirements, forecast weather problems, or other operational considerations to ensure productive use of mobility assets. Schedule changes must be coordinated with the affected stations and approved by one of the following:

8.5.9.1.1. 618 AOC (TACC)/XOZ. For ARC aircraft and crews, 618 AOC (TACC)/XOZ will coordinate with the appropriate ARC headquarters.

8.5.9.1.2. Air Force component commander having OPCON. For ARC aircraft and crews, the Air Force component commander will coordinate with the appropriate ARC headquarters.

8.5.9.2. Basis for rerouting CONUS aeromedical evacuation missions will be aeromedical requirements and optimization of airlift. Aeromedical requirements include, but are not limited to, Aeromedical Staging Facility patient capabilities, specific patient requirements, and forecast aeromedical airlift capability for further movement of patients to destination hospitals, and location of other aircraft operating in the system and their mission priority. Most aeromedical evacuation missions operating to and within CONUS generally require further patient movement by CONUS redistribution missions. The TPMRC-A coordinates patient airlift requirements within CONUS and intertheater. Additionally, they coordinate strategic aeromedical interface with the appropriate overseas TPMRCs and 618 AOC (TACC)/XOPAC.

#### 8.5.10. Operational Support Flights.

8.5.10.1. AMC active duty operational support flights must be limited. They require GDSS message traffic (and telephone coordination with the AMC airlift director as needed) to insure managers are aware of all operations. Positioning, de-positioning, support and ferry missions in CONUS may be used for operational support flights.

8.5.11. Replacement Aircraft. Aircraft on high priority missions with actual or potential extended deviations may be replaced provided the selected aircraft does not negatively impact the mission or aircraft integrity.

## CHAPTER 9

### SECURITY PROCEDURES

#### 9.1. AMC Security Procedures.

9.1.1. This section, along with other classified guidance, establishes security procedures for AMC worldwide flight operations. This guidance supplements information provided in AFI 31-117, *Arming and Use of Force by Air Force Personnel*, AFI 36-2654, *Combat Arms Program*, and AFI 11-2MDS, Volume 3-specific instructions. Planners will make every effort to ensure all security requirements are met prior to home station departure. 618 AOC (TACC)/XOC will work with en-route stations to ensure rerouted missions comply with these requirements. Aircrews will review requirements prior to each mission to ensure they have the latest guidance. (T-2). Aircraft commanders will ensure that crew members are briefed on any updates received during the mission. (T-2).

#### 9.2. Aircrew Arming/Airfield Security.

9.2.1. Aircraft commanders will review and be familiar with the security requirements in AFI 31-117 and appropriate AMC OPORDs. Additionally, aircraft commanders will review and be familiar with anti-hijacking guidance to aircrews in the AFTRANS SPINS Baseline.

9.2.2. For active duty units, 618 AOC (TACC) mission planners will issue guidance for operations to and through airfields and/or areas that require aircrew arming. 89 AW missions will arm IAW current AMC guidance. (T-2).

9.2.3. For ARC Units, ARC aircrews will be armed at the discretion of the AFRC/A3 or NGB/A3 as applicable. On all AMC-directed missions, ARC aircrews will comply with applicable AMC OPORDs or the AFTRANS SPINS.

9.2.4. The following procedures will be used by aircrews and security forces (SF) when aircrews are armed or security forces are required for a mission:

9.2.4.1. Phoenix Raven (PR) teams will be deployed to provide security and force protection for aircraft transiting locations where the AMC TWG has determined the risk is unacceptable for the planned ground time. PR members will be placed on AF Form 4327A, *Crew Flight (FA)ictectAuthorization*, designated as MEP IAW AFI 11-401, *Aviation Management*, and applicable AFI 11-2MDS, Volume 3-specific instructions. Their orders will be annotated to reflect that status and processed accordingly.

9.2.4.1.1. Overall responsibility for force protection rests with the mission commander (if assigned) or the aircraft commander. Mission commanders and aircraft commanders will review and be familiar with applicable guidance contained in AFI 31-104, *Security Forces Specialized Missions*, and AMCI 31-104, *Phoenix Raven Program*. As part of the pre-mission planning and during mission execution, the aircraft commander (or mission commander if assigned) will:

9.2.4.1.1.1. In coordination with wing mission planners, intelligence, and judge advocate, ensure PR members receive a briefing on DoD FCG restrictions, use of force authorization, current intelligence information, and unique mission requirements.

9.2.4.1.1.2. Ensure PR members attend the aircrew briefing.

9.2.4.1.1.3. Continuously coordinate with the PR team leader for force protection measures. After guards are posted and the aircraft commander and PR team leader assess the security as adequate, additional PR members not required for immediate duty will be billeted with the aircrew.

9.2.4.1.1.4. Arrange for PR members' lodging, food, transportation, and relief.

9.2.4.1.1.5. Ensure all personnel comply with established force protection measures.

9.2.4.1.1.6. Ensure at least three PR members remain with the aircraft for large aircraft and two PR members for small aircraft. **(T-2)**.

9.2.4.1.1.6.1. Under no circumstances will a PR team be relieved of their security responsibilities without direct coordination with 618 AOC (TACC). **(T-2)**.

9.2.4.1.2. If a PR team is not on the mission and the mission commander (if assigned) or aircraft commander assesses security as inadequate, then crew members will be armed IAW the DoD FCG and provide protection until the situation is resolved. If additional protection for the aircrew is needed at the hotel or while transiting to and from the airport, the aircraft commander is responsible for coordinating additional security through the CP, U.S. Embassy Regional Security Officer (RSO), local military or law enforcement agencies as appropriate.

9.2.4.1.3. PR team members receive training similar to U.S. Air Marshals and may be assigned as flight deck denial (FDD) augmentation to assist the aircrew with anti-hijacking and in-flight aircraft security.

9.2.4.1.3.1. Mission planners and aircrew, to include 618 AOC (TACC), will request that the AMC TWG review specific missions for FDD augmentation recommendations. Refer to AFTRANS SPINS Baseline, paragraph 6.8., for guidance.

9.2.4.1.3.2. Based on TWG recommendations, missions requiring PR support for FDD augmentation will be coordinated through AMC Security Forces, who will source and task appropriate PR personnel.

9.2.4.1.3.3. PR members, as well as aircrew performing FDD augmentation IAW AFTRANS SPINS, will comply with the weapon restrictions listed in the DoD FCG.

9.2.4.1.3.4. When in crew rest, PR members and aircrew will store their weapons and ammunition in an available DoD or North Atlantic Treaty Organization armory. If these facilities are not available, teams will store weapons and ammunition aboard the aircraft in a locked container secured to the aircraft. Additionally, teams may consider storage at a U.S. Embassy or U.S. Security Assistance Office (SAO), if the mission profile allows for advance notification and coordination with the appropriate agency.

9.2.4.2. Countries that prohibit firearms are listed in the DoD FCG. When transiting one of those countries, aircrew members/security guards will not carry weapons outside the aircraft. Lock weapons in the gun box when performing ground duties or while in crew rest.

### **9.3. Locking Aircraft.**

9.3.1. Parking on a secure ramp. When parking on a secure ramp, the aircraft will normally be left unlocked/unsealed to allow ground personnel immediate access for servicing, loading, towing, and emergencies. If the aircraft commander determines that security or the need to detect unauthorized entry is necessary, the aircrew will use a lock or breakable seals (boxcar seals, safety wire, etc.) using procedures in the appropriate AMC and multi-command regulations. If further security is required, other measures (Security Forces or local security) will be procured. If ground personnel need to access a sealed aircraft, they will request permission from the local C2 agency which will log the breach and notify the aircrew at alert time. Ground personnel will reseal the aircraft using similar means. Aircrews will report unauthorized seal breakage via AMC Form 54. **NOTE:** Not applicable to CVAM-controlled missions.

9.3.2. Secure all aircraft hatches to aid in detection of unauthorized entry to aircraft when maintenance/aircrew personnel are not present or before maintenance relinquishes security responsibility to the security forces.

### **9.4. Security Awareness and Precautions.**

9.4.1. Increased threat to aircrew and aircraft. Aircrews must check possible Force Protection Conditions (FPCONs) changes with local CPs and review AFI 10-245, *Antiterrorism (AT)*.

9.4.2. Aircrews should know the threat and alter their behavior accordingly. Be alert, maintain a low profile, and do not be predictable.

9.4.3. Use crew members and/or PR members to prevent unauthorized or undetected access to the aircraft during ground operations in high threat or unsecured areas. If needed, use a scanner and/or PR members to walk along with the aircraft during taxi operations and assign crew members to scan from the flight deck, cargo compartment windows, and overhead hatches. If it's suspected that any unauthorized individuals have approached or gained access to the aircraft, notify the aircraft commander. The aircraft should be stopped and inspected prior to takeoff.

### **9.5. FPCONs.**

9.5.1. Refer to AFI 10-245, *Antiterrorism (AT)*.

### **9.6. COMSEC Storage.**

9.6.1. Store COMSEC material in U.S. facilities or onboard the aircraft.

9.6.1.1. When aircrews RON in non-allied countries and U.S. guards are not available, aircrews must transport classified keying material to a U.S. facility for secure storage. Only store keying material onboard aircraft when no secure U.S. facilities exist (e.g., base operations, command post, base communications center). Aircrews storing material

onboard the aircraft must adhere to the guidance established in AFMAN 33-283, *Communications Security (COMSEC) Operations*.

## Chapter 10

### AIRCRAFT RESCUE AND FIREFIGHTING (ARFF)

#### 10.1. Fire Emergency Services (FES) Policy And Guidance.

10.1.1. This chapter provides FES policy and guidance for determining minimum ARFF requirements for all AMC fixed-wing aircraft operating into airfields and landing zones worldwide. Exceptions to this policy are listed in [paragraph 10.3](#). For all other airfields and landings zones not exempted in [paragraph 10.3](#), the mission planner and aircraft commander are responsible for ensuring airfields meet ARFF requirements contained in this chapter, to include contacting airfield managers and referencing the GDSS database or applicable airfield publications. If applicable, follow waiver guidance contained in [paragraph 10.4](#) and [Table 10.3](#). PACAF, USAFE, U.S. Air Forces Central Command, ARC, etc., aircraft flying on 618 AOC (TACC)-controlled missions will be considered AMC aircraft. POC for ARFF is HQ AMC/A4OC, DSN 779-2800/0733. **(T-2)**.

10.1.2. Airfields that publish a NOTAM restricting specific aircraft due to a degraded ARFF capability, will take precedence over the ARFF guidance in this chapter. Additionally, NOTAMs degrading airfield ARFF capabilities will still be subject to the requirements in [Table 10.3 \(T-2\)](#).

10.1.3. AMC uses commercial contract carriers to supplement organic airlift capability. The final authority for determining ARFF suitability is the contracted carrier as guided by FAA regulations. If ARFF suitability is below that required for a commercial carrier, the carriers' dispatchers typically contact the airfield to see if they can raise their firefighting capability. Company dispatchers should also coordinate with 618 AOC (TACC) for assistance, if needed.

#### 10.2. Definitions.

10.2.1. ARFF Vehicle, see [Table 10.1](#), USAF ARFF Vehicle Capacities/Capabilities. A motorized vehicle that carries a quantity of water and fire extinguishing agent in affixed tanks. It must be equipped with a fire pump capable of discharging metered water and foam through one or more turrets and monitor the deluge gun nozzle while the vehicle is in motion. These discharge devices may be electrically, hydraulically, or manually controlled.

10.2.2. Assault Landing Zone (ALZ). An airfield or prepared area designed for training or employment use.

10.2.3. Optimum Level of Service (OLS). The amount of agent and firefighters needed to execute rescue operations on the interior and exterior of an aircraft involved in a large fire.

10.2.4. Reduced Level of Service (RLS). The amount of agent and firefighters needed to execute rescue operations at one location of the aircraft that is involved in a substantial fire.

10.2.5. Critical Level of Service (CLS). The amount of agent and firefighters needed to execute rapid intervention at one location of the aircraft that is involved in a small fire.

10.2.6. Inadequate Level of Service (ILS). The inadequate amount of agent and firefighters required for interior operations and which are considered unsafe. Property loss and the loss of life is expected.

### 10.3. Policy.

10.3.1. As stated in [paragraph 10.1.1](#), this chapter provides ARFF guidance for all AMC aircraft operating at airfields worldwide. The following exceptions to this guidance are listed below and will not require a waiver from 618 AOC (TACC) or 18 AF.

10.3.2. Takeoff and Landing Frequency. Infrequent operations to airfields will not require a waiver or adherence to the guidance contained in Table 10.3. IAW AFPAM 32-2004, *Aircraft Fire Protection for Exercises and Contingency Response Operations*, infrequent operations are defined as: USAF Vehicle Sets 1 through 3 (C-20, C-21, C-32, C-37, C-40, C-130); not more than four planned takeoffs and four planned landings within 7 consecutive days; USAF Vehicle Sets 4 through 6 (KC-135, KC-46, C-17, KC-10, C-5); not more than two planned takeoffs and two planned landings within 7 consecutive days. **(T-2)**.

10.3.3. Department of Defense (DoD) Airfields. Any airfield worldwide where a DoD manager/contractor is present and operates under their respective DoD ARFF guidance. For example, while Moron AB or Yokota AB are not wholly under DoD control, a DoD airfield manager is on location.

10.3.3.1. Austere skiways, ski landing areas, and open-snow landing areas supporting 618 AOC (TACC) tasked LC-130 operations cannot meet the ARFF requirements defined in this chapter due to lack of resources and being cost prohibitive. 618 AOC (TACC) tasked LC-130 operations into these locations are waived below CLS/ILS by 18 AF/CC IAW [Table 10.3](#)

10.3.4. FAA Part 139 Airfields. Those airfields, as listed in the Part 139 Airport Certification Status List (ACSL), which meet the minimum FAA ARFF index below, are exempted for the following aircraft:

10.3.4.1. C-5, KC-10 – FAA ARFF index E

10.3.4.2. C-17, KC-135, KC-46 – FAA ARFF index D or better

10.3.4.3. C-130 – FAA ARFF index C or better

10.3.4.4. C-21 – FAA ARFF index B or better. **NOTE:** If the airfield does not meet the above criteria and exceeds the frequency exemption in paragraph 10.3.2, follow the guidance contained in [Table 10.3](#) Reference the link below to access the ACSL: [http://www.faa.gov/airports/airport\\_safety/part139\\_cert/](http://www.faa.gov/airports/airport_safety/part139_cert/). **(T-2)**.

10.3.5. ICAO Airfields. Those airfields meeting the minimum ICAO aerodrome ARFF performance level are exempted for the following aircraft:

10.3.5.1. C-5 – Performance level category 9 or higher

10.3.5.2. KC-10 – Performance level category 8 or higher

10.3.5.3. C-17, KC-135, KC-46 – Performance level category 7 or higher

10.3.5.4. C-130 – Performance level category 6 or higher

10.3.5.5. C-21 – Performance level category 3 or higher. **NOTE:** If ICAO ARFF performance level category is in question, consult the following publications: Flight Information Publication (FLIP), Automated Air Facilities Intelligence Files, Aeronautical Information Publication (AIP)\*, or an Embassy Deputy Air Officer. If the airfield does

not meet the above criteria, and exceeds the frequency exemption in [paragraph 10.3.1](#), then follow the waiver guidance contained in [Table 10.3 \(T-2\)](#). \*Typically countries publish their own AIP.

10.3.6. In an ongoing effort to make ARFF data more readily accessible to mission planners and crews, HQ AMC/A3A will populate the GDSS database with information that becomes available during annual review of normal airfield assessment sources. Planners are also expected to add to the database any information they receive from reliable sources, stating the name, date, and source of the information.

10.3.7. 618 AOC (TACC) and HQ AMC/A4OC must review any unique operational risks that would require repositioning ARFF personnel/equipment and ensure ARFF coordination outlined in this instruction.

10.3.8. The ARC will coordinate ARFF requirements for ARC-controlled missions.

#### **10.4. Waiver Request.**

10.4.1. An AF Form 679 must include the following, (see [Figure 1.1](#)):

10.4.1.1. Date(s) and type of operations.

10.4.1.2. Type aircraft involved.

10.4.1.3. Description of available ARFF assets, to include dedicated manpower, amount of firefighting agent available, and number of ARFF vehicles.

10.4.2. Waiver authority for AMC-missions is the 18 AF/CC (or their designated representative) as appropriate. If a waiver is required, initiate a formal waiver request using AF Form 679. If obtaining a formal waiver will result in the delay of a mission, request a verbal waiver from 18 AF. Follow-up with the formal waiver process as soon as time permits. Provide an after-action summary to the appropriate waiver authority with information copies to 618 AOC (TACC), HQ AMC/A4OC, and AFIMSC DET 9/CER. (T-2).

#### **10.5. Mission Impact Statement.**

10.5.1. A mission impact statement must accompany all waiver requests. **NOTE:** No waiver is required for the first aircraft in and the last aircraft out carrying ARFF equipment. (T-2).

#### **10.6. Unilateral Aircrew Training.**

10.6.1. Determine ALZ/airfield ARFF requirements for unilateral aircrew training on a case-by-case basis. If the requirements in [Table 10.3](#) are not met, submit a waiver request to include a description of the ALZ/airfield. Record the approval for ALZ training operations on the appropriate ALZ Survey (AF Form 3822, *Landing Zone Survey*). The approval remains in effect until the next required survey. (T-2).

#### **10.7. Aeromedical Evacuation.**

10.7.1. AFI 11-2AE, Volume 3, addresses concurrent refueling operations for aeromedical evacuations. (T-2).

#### **10.8. Special Weapons Standby Requirement.**

10.8.1. A minimum of one Air Force P-19 (or equivalent) vehicle is required when an aircraft transporting special weapons (e.g., nuclear weapons, guided missiles) lands at an airfield and conducts onload and offload operations, as well as start engines/taxi/takeoff. (T-2).

**Table 10.1. USAF ARFF Vehicle Capacities/Capabilities.**

Vehicle	Pump Capacity (Gallons Per Minutes)	Water Capacity (Gallons)	Foam Capacity (Gallons)	Dry Chemical (Pounds)
P-23	2,000	3,000	500	500
P-19	950	1,000	130	500
P-19R	1,950	1,500	210	450
P-34	90	500	56	N/A

### 10.9. Aircraft Rescue and Firefighting Requirements.

10.9.1. Minimum fire protection capabilities in this instruction are based on Risk Management (RM) principles. Firefighting and rescue capabilities can be extremely limited when operating at locations not managed by a USAF airfield manager.

10.9.1.1. The ARFF requirements listed in [Table 10.3](#) are the minimum required to attack and provide a rescue path in the initial stages of an aircraft fire. It provides limited capability to assist crew member evacuation or sustained fire suppression operations. Aircrews operating at locations with reduced or critical levels of service must be aware of the increased risk as a result of limited fire protection capabilities.

10.9.2. ARFF requirements at airfields not managed by a DoD Airfield Manager are based on type of aircraft, firefighters, and gallons of firefighting agent carried on ARFF vehicles. When aircraft types are mixed, ARFF requirements are based on the largest requirement for a single type of aircraft. (T-2).

10.9.2.1. Manpower requirements are based on firefighter activities. Operations at airfields with less than CLS manpower are not authorized and a waiver must be submitted. (T-2).

10.9.2.2. FES manpower assigned to non-USAF ARFF vehicles should be commensurate with the size and specific mission of the vehicle. (T-2).

### 10.10. Guidance on ARFF Suitability.

10.10.1. Determine the ARFF suitability of the airfield by obtaining aircraft type, number of firefighters and gallons of firefighting agent available. Reference [Table 10.3](#) with the data to determine the level of service. If the ARFF capability falls below the OLS category, missions are approved with crew awareness. If the ARFF capability falls below the RLS category, missions are approved with 618 AOC (TACC)/XOZ (or designated representative) approval, or OG/CC approval for unit planned missions. If ARFF capability falls below the CLS category, missions will require 18 AF/CC (or designated representative) approval IAW [paragraph 10.4](#). **NOTE: Table 10.2**, Category Classifications for National Fire Protection Act (NFPA), FAA, and ICAO, assist planners by showing how the different classifications correlate with each other.

**Table 10.2. Category Classifications for NFPA, FAA, and ICAO.**

NFPA			FAA			ICAO		
	Fire			Fire			Fire	
1	2	120				1	1	92
2	2	200				2	1	264
3	2	670				3	1	475
4	3	1,340				4	1	951
5	6	2,760				A	1	139
6	9	3,740				B	2	1,500
7	12	4,880				C	2	3,000
8	12	7,780				D	3	4,000
9	15	9,570				E	3	6,000
10	15	14,260						

**Table 10.3. Crash Firefighting Matrix.**

Aircraft Type		Optimum Level of Service <sup>1</sup>		Reduced Level of Service <sup>2</sup>		Critical Level of Service <sup>3</sup>		Inadequate Level of Service	
Aircraft	AF Vehicle Set	OLS - Firefighters	OLS - Gallons Q1+Q2+Q3	RLS - Firefighters	RLS - Gallons Q1+Q2	CLS - Firefighters	CLS - Gallons Q1	ILS - Firefighters	ILS - Gallons
A-10, C-21, F-15, F-16, F-22, F-35, F-117, T-37B, BQM-34, RQ-1A/B, T-38, AT-38, MQM-107, T-6A, UV-18, QF-4, CV-22, UH-1N, C-38A, T-1, RQ-4, and C-12	1	14	2,500 - 1,340	13 - 8	1,339 - 526	7	526 - 325	6 or below	324

C-20	2	14	4,000 - 2,760	13 - 8	2,759 - 1,316	7	1,315 - 752	6 or below	751
C-9, C-22, C-32, C- 37, C-40, C-130, E- 3, E-8, T- 43, MH- 53 and RC-135	3	14	5,000 - 4,880	13 - 8	4,879 - 3,335	7	3,334 - 1,322	6 or below	1,321
B-1, B-2, B-52, C- 17, KC-46 and KC- 135	4	16	8,000 - 7,780	15 - 8	7,779 - 4,364	7	4,364 - 1,732	6 or below	1,731
E-4 (747), KC-10 and VC- 25	5	17	10,000 - 9,570	16 - 8	9,569 - 6,292	7	6,291 - 2,330	6 or below	2,329
C-5	6	18	13,000 - 12,626	17 - 8	12,625 - 7,508	7	7,507 - 2,589	6 or below	2,588

<sup>1</sup>Below OLS – Crew Awareness.

<sup>2</sup>Below RLS – 618 AOC (TACC)/XOZ (or designated representative) approval required. OG/CC approval for unit planned missions.

<sup>3</sup>Below CLS/ILS – 18 AF/CC (or designated representative) approval required.

**Note:** The numbers in this table are on a per shift basis. Obtain aircraft type (to get the vehicle set), number of firefighters, and gallons available to fight the fire. Airfield ARFF NOTAMs are not restricting (unless an aircraft is specified) as long as the firefighting capability depicted above is met for the given mission. For example, a NFPA category 9 aircraft is not restricted from operating into an airfield NOTAM'd as a category 7 airfield as long as the RLS or CLS quantities are met.

### 10.11. Risk Management.

10.11.1. Capability for each primary resource (agent and personnel) is described as OLS, RLS, CLS, or ILS. The overall capability is the lowest level of service available for either resource. For example, when agent is OLS and personnel are CLS, the overall capability is CLS. (T-2).

10.11.2. OLS is when all authorized resources are available for emergency response within response time standards. OLS provides sufficient capability for quick response and sustained operations after arrival on scene. During OLS, emergency response forces shall accomplish all objectives when responding to emergency incidents.

10.11.3. RLS is when the Emergency Response Capability (ERC) is less than OLS but greater than CLS. Sufficient capability is provided for initial response, scene assessment and implementation of mitigation tactics. This level of service represents increased risk/loss potential due to lack of ERC to perform rescue and sufficient mitigation tactics simultaneously. FES objectives may not be successful during situations where simultaneous rescue and firefighting activities are required.

10.11.4. CLS capability exists when 7 firefighters are available to respond to an emergency within the response time standards. Upon arrival, the Incident Commander will determine the appropriate actions to be taken depending upon their initial evaluation of the situation. Successful outcomes can only be expected when the incident can be quickly mitigated. Firefighters are expected to revert to defensive operations when the emergency cannot be quickly contained. This level of service represents limited rescue capability and increased risk/loss potential due to limited resources. Due to exhaustion and resource limitations, CLS is considered a “one shot” capability that cannot be sustained for more than approximately 15 minutes.

10.11.5. ILS capability represents an amount of agent less than CLS and the property involved in fire is expected to be destroyed. Except for fires in the incipient stage, entry for firefighting purposes is not permitted.

10.11.6. Regardless of available manpower, CLS agent in [Table 10.3](#) represents increased risk to aircrews and reduces the probability that the fire can be extinguished. The RLS column is a safer alternative and provides increased capability. CLS is the minimum level of agent acceptable and should be limited to very short duration operations. This level of protection is necessary before operations begin. **(T-2)**.

10.11.7. When airfields/conditions fall outside of the exempted criteria, aircraft commanders and mission planners shall take the necessary steps to ensure adequate fire protection capabilities exist prior to approving AMC mission operations into an airfield. **(T-2)**.

## Chapter 11

### AMC STANDBY FORCES

#### 11.1. Policy.

11.1.1. AMC policy is to keep a minimum number of aircrews and aircraft on short-notice standby, ready to respond to short-notice mobility tasks. AMC-gained units will not normally be requested to perform home station standby duties. Units flying AMC missions may be placed into standby status at en-route locations.

#### 11.2. Authority:

11.2.1. The 618 AOC (TACC)/CC may direct units to establish ALPHA, BRAVO, or CHARLIE standby forces to support priority missions.

11.2.2. Unit commanders, at their discretion, may establish a wing standby force over and above other standby forces when expecting short-notice priority taskings.

#### 11.3. Standby Forces.

11.3.1. ALPHA, BRAVO, and CHARLIE Standby will be IAW AFI 11-2MDS, Volume 3-specific instructions for individual aircraft requirements. **(T-2)**.

11.3.2. PHOENIX BANNER ALPHA, BRAVO, and CHARLIE Standby. Reference AFI 11-289, *PHOENIX BANNER, SILVER, AND COPPER Operations*, and the AFTRANS SPINS Baseline.

11.3.3. J-Alert will be IAW AFI 11-2MDS, Volume 3-specific instructions. **(T-2)**.

11.3.4. Wing standby forces. As directed by the unit commander.

11.3.5. Standby force management and crew rest will be IAW AFI 11-2MDS, Volume 3-specific instructions. **(T-2)**. **NOTE:** The AMC commander may waive any crew rest periods, but normally only do so during high-priority mobility tasks or changes in unit readiness.

11.3.5.1. Form the Standby Force IAW AFI 11-2MDS, Volume 3-specific instructions.

11.3.5.2. Configure aircraft IAW AFI 11-2MDS, Volume 3-specific instructions. **NOTE:** 618 AOC (TACC) may direct aircraft configuration as well as aircrew complements, fuel loads, and/or other specific requirements based on planning factors.

11.3.5.3. ALPHA Standby and J-Alert Aircraft Security. Units will complete maintenance and aircrew preflight inspections before placing an aircraft in ALPHA standby status IAW AFI 11-2MDS, Volume 3-specific instructions. **(T-2)**.

11.3.5.4. Alert duty time will be IAW AFI 11-2MDS, Volume 3-specific instructions. **(T-2)**.

11.3.5.5. When launched, units will reconstitute ALPHA or BRAVO standby forces. **(T-2)**.

11.3.5.5.1. If activated, units are not required to reconstitute CHARLIE standby forces unless specifically tasked by the 618 AOC (TACC). If not activated, wings

will continue the CHARLIE alert commitment until relieved by the 618 AOC (TACC).

#### **11.4. Command and Control.**

11.4.1. The 618 AOC (TACC)/CC controls AMC standby forces. Communicate all standby force tasking information and subsequent changes through command and control channels to ensure 618 AOC (TACC) and wing command posts have the current standby force status at all times.

11.4.2. Report unit standby forces status through command and control channels. Report the following to 618 AOC (TACC):

11.4.2.1. Forecast and actual establishment of a standby force.

11.4.2.2. Alerting CHARLIE standby crews to enter crew rest. Notify 618 AOC (TACC) of the time the crew entered crew rest.

11.4.2.3. Launch of a standby force (report aircraft movement using AMCI 10-202, Volume 4, *Expeditionary Air Mobility Support Operation*, procedures).

11.4.2.4. If unable to launch the ALPHA or BRAVO standby force, or alert the CHARLIE standby force in the required time (due to maintenance, weather, etc.).

## CHAPTER 12

### MISSION EXECUTION SERVICES

#### 12.1. Procedures, Relationships, and Responsibilities.

12.1.1. This chapter establishes procedures, relationships, and responsibilities between the 618 AOC (TACC) and agencies (Air Force, ANG, and/or AFRC) requesting employment of 618 AOC (TACC) MES for non-USTRANSCOM validated missions. MES benefits the entire mobility system through the synergy of existing resources.

#### 12.2. Support Range.

12.2.1. The range of MES may include flight planning, diplomatic clearance support, deploy/redeploy routing waivers, opportune air refueling support, mission number assignment, administrative services (GDSS), and flight management support.

#### 12.3. MES Request Application Process.

12.3.1. Air Force, ANG, or AFRC units desiring 618 AOC (TACC) MES for non-USTRANSCOM validated missions may submit a service request application through the 618 AOC (TACC) website, <https://tacc.us.af.mil>. A request for MES does not imply approval. 618 AOC (TACC) reserves the right to deny any request for MES, or cancel any previously approved support when warranted by ongoing AMC operations. In this situation all reasonable attempts will be made to explain and/or notify the aircrew (or their 24-hour POC) of a curtailment of support.

12.3.2. Users must establish a 618 AOC (TACC) website account to submit requests for MES. When initially attempting to access the website, a new user will be instructed on how to apply for a 618 AOC (TACC) account.

12.3.3. In addition to completing the MES request application, a diplomatic clearance request must be submitted via the Diplomatic Clearance Application Program (DCAP) for all missions planned to operate OCONUS. Phone, email, or fax requests for diplomatic clearance support will not be accepted. All changes to mission itinerary must be updated through DCAP.

12.3.4. The 618 AOC (TACC) Service Provider will receive an auto-generated email in their organizational account. At this point the 618 AOC (TACC) Service Provider will assess the request and either accept or deny the service request application.

12.3.5. The requester will receive an email notifying them of the acceptance or denial to their service request application.

12.3.6. Once the requester has been notified of the acceptance of diplomatic aircraft clearance support, he or she must update DCAP with hazardous cargo (including Class 9) and crew information. Failure to provide accurate data may invalidate a diplomatic clearance.

12.3.7. 618 AOC (TACC)'s designated duty officer position will receive an auto-generated email notification when MES have been approved.

#### 12.4. Mission Execution Services Available.

12.4.1. Computer Flight Plans. This option is for customers who require computerized flight plans. Notional flight plans will be processed on a workload available basis. Operational flight plans will be generated in time to meet the requirements of the requester. For CFP requests when the mission is not in GDSS, include the mission parameters known at the time of the request.

12.4.2. Secure Launch Support. Users will select this option when scheduled to transit locations that may require an intelligence update prior to arrival. This function is performed by the duty officers in 618 AOC (TACC) while the mission is in execution. This service can be stand-alone, but must be requested in the mission remarks. Approval will be annotated in the mission remarks for the applicable leg of the mission.

12.4.3. Flight Management Service. Users can request flight management support on any mission. If the request is approved, the Flight Managers will provide their normal range of services throughout mission execution on requested segments. Selecting this option does not automatically include support for aircraft diplomatic clearances. If diplomatic clearances are required for any segment of the mission, the user must request aircraft diplomatic clearance support, and a flight management support request with automatically be included. A request for support does not automatically indicate approval for support. Each request will be evaluated through normal processes.

12.4.4. Diplomatic Clearance Service. Requests for aircraft diplomatic clearances must include a list of ICAOs identifying the point of departure and point of arrival for each sortie in the mission. The 618 AOC (TACC) must maintain a certain level of oversight for products provided and used for filing/flying purposes. If diplomatic clearance support is requested, flight management services will automatically be requested at the same time. A request for Mission Execution Services does not imply approval of support.

12.4.5. Mission Number Support. C-130 units deploying or redeploying use this option to request a mission ID from 618 AOC (TACC)/XOPCE. The unit requestor must include point of contact information and specify the number of C-130 mission numbers required, to include deploying or redeploying legs. 618 AOC (TACC)/XOPCE will reply directly to the provided POC email with the assigned mission numbers.

12.4.6. Standard Routing Waiver. If a deviation to the AMC Standardized Deploy/Redeploy Routing is required for mission accomplishment, the user will select this option to request a waiver. Units must include valid justification supporting their request.

## **12.5. Responsibilities for Missions in Execution.**

12.5.1. Unit and/or Crew. The aircraft commander is responsible for immediately notifying either the home station, appropriate ARC command center, or 618 AOC (TACC)/XOCG, (618 AOC [TACC]/XOOK for A/R missions) designated duty officer of all changes (e.g., date/time changes, ICAO changes, hazardous cargo information updates, crew information, etc.) . The flying organization, command center, 618 AOC (TACC)/XOCG, or 618 AOC (TACC)/XOOK duty officer, will update GDSS to reflect the changes reported by the aircraft commander, and submit all changes to the 618 AOC (TACC) International Clearance Branch via DCAP.

12.5.2. 618 AOC (TACC)/XOCG or 618 AOC (TACC)/XOOK for A/R missions. The appropriate duty officer position will be notified by an auto-generated email approximately 5

days prior to mission execution when MES are approved, and will be available to the aircraft commander or unit to update mission profile information in GDSS. The duty officer will coordinate changes with the International Clearance Branch via DCAP.

12.5.3. 618 AOC (TACC)/XOCM. Flight managers will provide crew papers for executable sorties approximately 4 hours prior to takeoff, for approved requests. Timely flight management service is contingent on accurate itinerary and times in GDSS.

12.5.4. 618 AOC (TACC)/XOCZF. When CFP execution support is requested, CFPs will be pushed to GDSS four to six hours prior to mission departure.

12.5.5. 618 AOC (TACC)/XOCZD. All changes must be coordinated via DCAP after GDSS mission profile is updated. The International Clearance Branch will review the reported changes in DCAP and then coordinate with U.S. embassies when necessary. A change to a mission in execution has the potential to delay a mission while the embassy coordinates for permissions with the host nation.

## Chapter 13

### 89TH AIRLIFT WING MISSION MANAGEMENT

#### 13.1. Administration:

13.1.1. Applicability. This chapter applies to the 89 AW.

13.1.2. Availability of Forms. Specialized forms used only by the 89 AW will be locally developed, produced, maintained, and stocked. **(T-3)**.

#### 13.2. Policies.

13.2.1. General. This chapter outlines policies and responsibilities for management of 89 AW missions. It prescribes specific actions which enable the wing to respond to the air transportation requirements for the President, Vice President, Cabinet members of the United States, and other high ranking dignitaries. Deviations from specific policies may be required during certain missions. The 89 AW/CC will determine when operations requirements dictate deviations; however, deviations must be minimized to ensure continuity of operations. **(T-3)**.

13.2.1.1. Presidential Airlift Group missions. The White House Military Office (WHMO) has direct operational control of all assets under the command of the PAG/CC. The PAG/CC will determine when operations requirements dictate deviations; however, deviations must be minimized to ensure continuity of operations. **(T-3)**.

13.2.2. Objectives.

13.2.2.1. Satisfy user airlift requirements.

13.2.2.2. Preserve an adequate response capability.

13.2.2.3. Satisfy training requirements.

13.2.2.4. Standardize operations and management procedures.

13.2.3. Executive Airlift. The Special Air Missions Officer, Office of the Vice Chief of Staff, USAF (CVAM Airlift Operations), validates all Air Force airlift supporting the White House or any other branch of the Government, and acts as the single coordination agent for the CONUS EA fleet. This office determines priorities of requesting agencies and bills transportation costs to users. Coordinate all actions involving movement of 89 AW EA aircraft with HQ USAF/CVAM.

13.2.4. Mission management.

13.2.4.1. CVAM Airlift Operations validates 89 AW special air missions.

13.2.4.2. 1 AS/CC and 99 AS/CC schedule training missions subject to the mission/alert requirements.

13.2.4.3. The 89 AW/CC delegates primary responsibility for mission management to the aircraft commander. Aircraft commanders, as representatives of the 89 AW/CC, are the final authority for all operational matters pertaining to their aircraft, crew, and mission.

13.2.4.4. Planning. The 89 AW mission operations branch (89 OSS/OSOF) acts as the single point of contact for mission assignment from HQ USAF/CVAM. The 89 AW Current Operations branch (OG/OGO) acts as executive agent for the 89 AW/CC to ensure 89 AW missions are planned as tasked by HQ USAF/CVAM. During the mission planning phase, 89 OG/OGO acts as liaison between the aircraft commander and HQ USAF/CVAM.

13.2.4.5. Execution. The 89 OG/OGO acts as the single point of contact for 89 AW mission execution.

### **13.3. Responsibilities.**

#### 13.3.1. 618 AOC (TACC).

13.3.1.1. Provides operational point of contact with HQ USAF and other agencies on all 89 AW activities.

#### 13.3.2. 89th Airlift Wing.

13.3.2.1. 89th Operations Group (OG) Commander ensures the policies of this regulation are followed by all agencies and individuals as appropriate.

13.3.2.1.1. Applies aircrew resources to meet mission and training requirements, optimizes use of resources and stabilizes workloads.

13.3.2.1.2. Informs HQ USAF/CVAM when wing resources to support EA missions are limited. No formal report is required.

#### 13.3.2.2. 89th Maintenance Group Commander.

13.3.2.2.1. Applies aircraft resources to meet EA requirements.

13.3.2.2.2. Coordinates with HQ USAF/CVAM to ensure maintenance requirements of the wing are integrated with mission tasking.

13.3.2.3. Rated Personnel Selection. Applications for duty with the 89 AW for all aircrew members are submitted to the 89 OG personnel office via the Air Force Personnel Center, Rated Officer Assignments. The 89 OG/CC is the approval authority for the interview and selection process.

#### 13.3.3. Flying Units.

13.3.3.1. Develop and monitor the aircrew schedule.

13.3.3.2. Inform 89 OG/CC when aircrew resources cannot fulfill EA requirements.

13.3.3.3. Maintain aircrew training and currency records.

### **13.4. Mission Planning and Scheduling.**

13.4.1. Executive Airlift Policy. 89 OG/OGO will ensure missions are executed as directed by HQ USAF/CVAM. **(T-3)**. Do not accept changes from sources other than 89 OG/OGO or HQ USAF/CVAM.

### **13.5. Mission Identifiers.**

13.5.1. Mission identifiers for EA Close Hold missions operated by 89 AW aircraft are computer-generated numbers from the Special Air Mission Management System. EA

missions that are not designated as Close Hold will use the standard AMC mission identifiers contained in the passenger/cargo schedule.

## Chapter 14

### 375 AMW MANAGEMENT

#### 14.1. Administration.

14.1.1. Applicability. This chapter applies to Headquarters AMC, 375 AMW, its airlift and aeromedical evacuation squadron and detachments, and those en-route elements which support 375 AMW airlift missions.

14.1.2. Supplements. To standardize command operations, do not supplement the basic policies or responsibilities laid out in this instruction. Supplements may only amplify or refine particulars of this instruction. Send copies of any supplement to 375 OG/CC, HQ AMC/A3O, and 618 AOC (TACC)/DS.

#### 14.2. Policies.

14.2.1. General. This chapter establishes policies for managing aircrews and aircraft during normal operations. These policies are flexible to meet changing requirements. Commanders may deviate from these policies only when absolutely essential to meet operational requirements. Report all commander deviations through 375 OG channels.

14.2.2. Objectives. This chapter's objectives are to:

14.2.2.1. Satisfy user requirements.

14.2.2.2. Stabilize aircrew, aircraft, and maintenance workload scheduling.

14.2.2.3. Standardize operations.

14.2.2.4. Preserve an adequate response capability.

14.2.2.5. Delegate authority to the lowest practical level.

14.2.3. Schedules. Both operations and maintenance must develop monthly and weekly schedules. Although these schedules are produced separately, they are directly related in the overall planning effort.

14.2.4. Command and Control. TACON authority is delegated directly from AMC/CC to 375 AMW Commander for all C-21 missions.

14.2.4.1. CVAM Missions.

14.2.4.1.1. CVAM, validates, schedules, and tasks all C-21 CVAM missions.

14.2.4.1.2. 618 AOC (TACC) provides operational point of contact with HQ USAF and other agencies on CVAM missions.

14.2.4.2. Non-CVAM operational support airlift and AE missions.

14.2.4.2.1. 618 AOC (TACC)/XOCG/DDO for SAAMs and Channels controls all non-CVAM operational support airlift and AE missions.

14.2.4.2.2. 618 AOC (TACC)/XOCG plans and manages all non-CVAM operational support missions and AE Missions.

14.2.4.3. The 458 AS/CC and 457 ASCC schedule training missions subject to the formal training unit and mission requirements.

14.2.5. Planning. The 375 OG Current Operations (OSS/OSO) is the single point of contact for 375 AW mission assignment from CVAM. 375 OSS/OSO is the executive agent for the 375 AMW/CC to ensure missions are planned as tasked by CVAM. During the mission planning phase, 375 OSS/OSO is the liaison between the aircraft commander and CVAM.

14.2.6. Scott AFB command post provides continuous command and control of all aeromedical forces and local training flights under the control of the 375 AMW.

### **14.3. Responsibilities.**

#### 14.3.1. HQ AMC/A3T:

14.3.1.1. Program and allocate 375 AMW flying hours.

14.3.1.2. Track and report execution of 375 AMW flying hours.

14.3.1.3. Adjust programmed hours as requested by 375 AMW within financial constraints.

#### 14.3.2. 618 AOC (TACC)/XOCG:

14.3.2.1. Plans and manages operational support missions.

#### 14.3.3. 375th Airlift Wing:

14.3.3.1. Applies aircrew resources to meet mission and training schedules.

14.3.3.2. Manage execution year flying hour program. Turn in unexecuted hours or request additional hours from HQ AMC/A3TR.

#### 14.3.4. Squadrons and detachments:

14.3.4.1. Develop required reports, schedules, and plans in coordination with host base maintenance.

14.3.4.2. Schedule assigned and attached aircrew members.

14.3.4.3. Maintain aircrew training and currency records.

14.3.4.4. Maintain individual flight evaluation folders and records for all assigned and attached pilots.

14.3.4.5. Coordinate launch and recovery procedures of local and operational support airlift missions with base operations or command post and maintenance.

14.3.4.6. At non-AMC bases, send all AMC reports according to AFRD 25-2, *Support Agreements*. The supporting maintenance unit must provide information to complete the necessary reports and weekly updates.

Brian S. Robinson, Brigadier General, USAF  
Director of Operations, Strategic Deterrence, and  
Nuclear Integration

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

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None

### ***Adopted Forms***

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AF Form 664, *Aircraft Fuels Documentation Log*

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AF Form 1381, *USAF Certification of Air Crew Training*

AF Form 3822, *Landing Zone Survey*

AF Form 3992, *Instrument Procedure Flyability Check, Instrument Approach Procedure (IAP)*

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AF Form 4076, *Aircraft Dash 21 Equipment Inventory*

AF Form 4324, *Aircraft Assignment/Aircrew Qualification Worksheet*

AF Form 4327A, *Crew Flight (FA) Authorization*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AMC Form 43, *AMC Transient Aircrew Comments*

AMC Form 54, *Aircraft Commander's Report on Services/Facilities*

AMC Form 196, *Aircraft Commander's Report on Crew Member*

DD Form 175, *Military Flight Plan*

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

DD Form 1249, *SAAM or JCS Exercise – Airlift Request*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 1801, *DoD International Flight Plan*

DD Form 1896, *DoD Fuel Identaplate,*

DD Form 2131, *Passenger Manifest*

DD Form 2852, *Patient Movement Event/Near Miss Report*

SF Form 44, *Purchase Order-Invoice Voucher (Storage Safeguard Form)*

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

**AAR**—After Action Report

**ABG**—Air Base Group

**ABW**—Air Base Wing

**ACARS**—Aircraft Communications Addressing and Reporting System

**ACC**—Air Combat Command

**ACL**—Allowable Cabin Load

**ACSL**—Airport Certification Status List

**ADCON**—Administrative control

**AE**—Aeromedical Evacuation

**AECM**—AE crew member

**AFFOR**—Air Force forces

**AFI**—Air Force Instruction

**AFIMSC**—Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive  
**AFO**—Accounting and Finance Office  
**AFRC**—Air Force Reserve Command  
**AFSOUTH**—Air Forces Southern  
**AFTRANS**—Air Force Transportation Component  
**AG**—Airlift Group  
**AIR**—Aviation Into-plane Reimbursement Card  
**AIS**—Air Intelligence Squadron  
**ALTRV**—Altitude Reservation  
**ALZ**—Assault Landing Zone  
**AMC**—Air Mobility Command  
**AMCC**—Air Mobility Control Center  
**AMCI**—Air Mobility Command Instruction  
**AMD**—Air Mobility Division  
**AMOG**—Air Mobility Operations Group  
**AMOW**—Air Mobility Operations Wing  
**AMS**—Air Mobility Squadron  
**AMW**—Air Mobility Wing  
**AMXS**—Aircraft Maintenance Squadron  
**ANG**—Air National Guard  
**AOC**—Air Operations Center  
**AOR**—Area of Responsibility  
**AOS**—Air Operations Squadron  
**AP**—Area Planning  
**APCC**—Aerial Port Control Center  
**APOD**—Aerial Port of Debarkation  
**APOE**—Aerial Port of Embarkation  
**A/R**—Air Refueling  
**ARC**—Air Reserve Component  
**ARCT**—Air Refueling Control Time  
**ARFF**—Aircraft Rescue and Firefighting  
**ARINC**—Aeronautical Radio Incorporated

**ARLO**—Air Refueling Liaison Office  
**ARMS**—Aviation Resource Management System  
**ASAP**—Aviation Safety Action Program  
**ASRR**—Airfield Suitability and Restrictions Report  
**ATA**—Actual Time of Arrival  
**ATB**—Actual Time of Block  
**ATC**—Air Traffic Control  
**ATD**—Actual Time of Departure  
**ATS**—Air Traffic Service  
**ATOC**—Air Terminal Operations Center  
**AVANA**—ALTRV-Void if Aircraft Not Airborne  
**AW**—Air Wing  
**BAS**—Basic Allowance for Subsistence  
**BO**—Boom Operator  
**C2**—Command and Control  
**CAA**—Cooperative Airlift Agreement  
**CAAP**—COMAFFOR Apportionment and Allocation Process  
**CAP**—Combat Air Patrol  
**CCATT**—Critical Care Air Transport Team  
**C-CBRN**—Counter-Chemical, Biological, Radiological, and Nuclear  
**CCC**—Command and Control Center  
**CCDR**—Combatant Commander  
**CCMD**—Combatant Command  
**CDRUSTRANSCOM**—Commander USTRANSCOM  
**CDT**—Crew Duty Time  
**CFP**—Computer Flight Plan  
**CHOP**—Change of Operational Control  
**CJCS**—Chairman of the Joint Chiefs of Staff  
**CLS**—Critical Level of Service  
**C-NAF**—Component Numbered Air Force  
**CNDC**—Canadian National Defense Contract  
**COCOM**—Combatant command (command authority)

**COMAFFOR**—Commander Air Force forces  
**COMSEC**—Communications Security  
**CONOPS**—Concept of Operations  
**CONUS**—Continental United States  
**CP**—Command Post  
**CRF**—Contingency Response Force  
**CRG**—Contingency Response Group  
**CRW**—Contingency Response Wing  
**CSAF**—Chief of Staff of the Air Force  
**CSO**—Communication System Operators  
**CTG**—Commander's Training Guidance  
**CVAM**—Assistant Vice Chief of Staff of the Air Force, Special Air Missions  
**DCAP**—Diplomatic Clearance Application Program  
**DCD**—Defense Courier Division  
**DDO**—Deputy Director of Operations  
**DEPORD**—Deployment Order  
**DIP**—Diplomatic Clearance  
**DLA**—Defense Logistics Agency  
**DoD**—Department of Defense  
**DoD FCG**—Department of Defense Foreign Clearance Guide  
**DSN**—Defense Switched Network  
**DTS**—Defense Transportation System  
**DV**—Distinguished Visitor  
**EA**—Executive Airlift  
**EASA**—Executive Airlift Scheduling Activity  
**EMF**—Electronic Mission Folder  
**ENAO**—Emergency Nuclear Airlift Operations  
**ERC**—Emergency Response Capability  
**ERO**—Engine Running Onload and Offload  
**ETA**—Estimated Time of Arrival  
**ETD**—Estimated Time of Departure  
**EXORD**—Execute Order

**EXPLAN**—Exercise Plans  
**EZ**—Exchange Zone  
**FA**—Flight Attendant  
**FAA**—Federal Aviation Administration  
**FCC**—Flying Crew Chief  
**FCG**—Foreign Clearance Guide  
**FCIF**—Flight Crew Information Files  
**FCM**—Foreign Clearance Manual  
**FDD**—Flight Deck Denial  
**FDP**—Flight Duty Period  
**FES**—Fire Emergency Services  
**FIFO**—First-In, First-Out  
**FIR**—Flight Information Region  
**FLIP**—Flight Information Publication  
**FM**—Flight Manager  
**FOUO**—For Official Use Only  
**FPCON**—Force Protection Condition  
**FPFL**—Flight Planned Fuel Load  
**FRAGORD**—Fragmentation Order  
**FRST**—Firm Scheduled Return Time  
**GART**—Global Asset Reporting Tool  
**GATES**—Global Air Transportation Execution System  
**GAMSS**—Global Air Mobility Support System  
**GCC**—Geographic Combatant Commander  
**GDSS**—Global Decision Support System  
**GIO**—Geospatial Integration Office  
**GP**—General Planning  
**HF**—High Frequency  
**HFGCS**—High Frequency Global Communications System  
**HQ**—Headquarters  
**HR**—Human Remains  
**IAW**—In Accordance With

**ICAO**—International Civil Aviation Organization  
**ILS**—Inadequate Level of Service  
**IMR**—Interactive Mission Record  
**INS**—Immigration and Naturalization Service  
**ISR**—Intelligence Surveillance and Reconnaissance  
**ISS**—In System Select  
**IU**—Issuing Unit  
**JA/ATT**—Joint Airborne/Air Transportability Training  
**JCS**—Joint Chiefs of Staff  
**JFC**—Joint Force Commander  
**JLLIS**—Joint Lessons Learned Information System  
**JOPEs**—Joint Operation Planning and Execution System  
**JOSAC**—Joint Operational Support Airlift Center  
**LSAS**—Litter Station Augmentation Set  
**LM**—Loadmaster  
**LZ**—Landing Zone  
**MAF**—Mobility Air Forces  
**MAJCOM**—Major Command  
**MC**—Mission Commander  
**MCD**—Medical Crew Director  
**MDN**—Military Data Network  
**MDS**—Mission Design Series  
**MEP**—Mission Essential Personnel  
**MES**—Mission Execution Services  
**MHE**—Material Handling Equipment  
**MISCAP**—Mission Capability  
**MIF**—Mission Index Flying  
**MIRD**—Mobility Intelligence Reporting Directive  
**MISREP**—Mission Report  
**MMO**—Mobility Mission Observer  
**MPA**—Military Personnel Appropriation  
**MOG**—Maximum (aircraft) on Ground

**MTF**—Medical Treatment Facilities  
**MXG**—Maintenance Group  
**NFPA**—National Fire Protection Act  
**NGB**—National Guard Bureau  
**NLT**—Not Later Than  
**NOTAM**—Notice to Airmen  
**NTI**—National Tactical Integration  
**O&M**—Operations and Maintenance  
**OCONUS**—Outside the Continental United States  
**OLS**—Optimum Level of Service  
**OPCON**—Operational control  
**OPORD**—Operations Order  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**OPSFAM**—Operations Familiarization  
**ORM**—Operational Risk Management  
**OSS/OSO**—Operations Support Squadron/Current Operations  
**OSA**—Operational Support Airlift  
**OSTF**—Off-Station Training Flight  
**OU**—Owning Unit  
**PACAF**—Pacific Air Forces  
**PAEE**—Prepositioned Aeromedical Evacuation Equipment  
**PAG**—Presidential Airlift Group  
**PIC**—Pilot-In-Command  
**PMRC**—Patient Movement Requirements Center  
**PNAF**—Prime Nuclear Airlift Force  
**POB**—Portable Oxygen Bottle  
**POC**—Point of contact  
**PPR**—Prior Permission Required  
**RFI**—Request for Information  
**RLS**—Reduced Level of Service  
**RM**—Risk Management

**RON**—Remain Overnight  
**SAAM**—Special Assignment Airlift Mission  
**SACCS**—Strategic Automated Command and Control System  
**SAFIRE**—Surface-to-Air Fire  
**SAM**—Special Air Mission  
**SECDEF**—Secretary of Defense  
**SIDO**—Senior Intelligence Duty Officer  
**SIGINT**—Signals Intelligence  
**SIK**—Subsistence-in-Kind  
**SLS**—Stanchion Litter System  
**Space-A**—Space available  
**SPINS**—Special Instructions  
**SPRO**—Semi-Prepared Runway Operations  
**SRD**—Strategy Division  
**SRT**—Scheduled Return Time  
**SS**—Signature Service  
**TA**—Transient Alert  
**TACON**—Tactical Control  
**TACC**—Tanker Airlift Control Center  
**TERPS**—Terminal Instrument Procedures  
**TCN**—Transportation Control Number  
**TDD**—Theater Direct Delivery  
**TE**—Test and Evaluation  
**TO**—Technical Order  
**TPFDD**—Time-Phased Force and Deployment Data  
**TPMRC-A**—Theater Patient Movement Requirements Center-Americas  
**TTP**—Tactics, Techniques, and Procedures  
**TWCF**—Transportation Working Capital Fund  
**TWG**—Threat Working Group  
**TWL**—TWG Watch List  
**U.S**—United States  
**USAFE**—United States Air Forces in Europe

**USAF EC**—United States Air Force Expeditionary Center

**USDAO**—United States Defense Attaché Office

**USMTF**—United States Message Text Format

**USPACOM**—United States Pacific Command

**USTRANSCOM**—United States Transportation Command

**VIP**—Very Important Person

**WAT**—Weapons Analysis Team

**WARP**—Wing Air Refueling Pod

**WHMO**—White House Military Office

### *Terms*

**Aerial delivery missions**—employ airdrop of personnel, equipment, and supplies into potentially hostile environments, locations lacking adequate access by other means, or when airland is insufficient to meet closure times. It requires specially trained crews, special equipment, and additional mission planning.

**Aeromedical evacuation**—system provides time-sensitive mission, critical en route care to patients to and between medical treatment facilities (MTF). The Air Force's AE capability comprises a system of systems including ground and airborne forces providing and supporting medical care within MTFs, patient staging platforms, and in the air. AE personnel, crews, critical care air transport teams, and other specialty teams execute patient movement predominately on MAF aircraft, as well as aboard sister service, contracted, and international partner airframes. AE forces operated as far forward as air operations occur. The system is designed to be flexible to operate across the spectrum of potential scenarios and interface with joint, multinational, and special operations forces.

**Airlift**—defined as operations to transport and deliver (airland and airdrop) forces and materiel through the air in support of strategic, operational, or tactical objectives.

**Air refueling**—(A/R) is defined as “the refueling of an aircraft in flight by another aircraft.” A/R extends presence, increases range, and serves as a force multiplier. A/R significantly expands the options available to a commander by increasing the range, payload, persistence, and flexibility of receiver aircraft.

**AMC Policy Matrix**—contains the 18 AF/CC approved force protection policies which are available to mission planners and aircrew members worldwide via AMC/A2's SIPRNET website (<http://amcin.scott.af.smil.mil>). This product is provided as a quick reference tool, summarizing the policies listed in each risk assessment.

**Air mobility support**—provides command and control, aerial port, and maintenance for Mobility Air Forces (MAF). Air mobility support is part of the GAMSS. GAMSS consists of a limited number of permanent en route support locations plus deployable forces that deploy according to a global reach laydown strategy. Air mobility support forces are divided between USTRANSCOM and geographic combatant commands.

**AMRDEC SAFE**—an application used to send large files to individuals which would normally be too large to send via email. There are no user accounts for SAFE - authentication is handled via email and CAC.

**Banner missions**—require close coordination with the White House Military Office (WHMO). These highest priority missions require posturing aircrews in an enhanced alert status to be flexible to user requirements. See AFI 11-289, *PHOENIX BANNER, SILVER, and COPPER Operations*, for additional guidance. A subset of missions tasked by the WHMO in support of White House operations are the following: PHOENIX BANNER mission is a SAAM supporting the President of the United States. PHOENIX SILVER mission is a SAAM supporting the Vice President of the United States. PHOENIX COPPER mission is a SAAM supporting White House-directed missions when not supporting the President or Vice President.

**Cape Forecasting**—a function/duty position within the ATOC.

**CAPSTONE**—missions transport newly selected flag and general officers to visit key U.S. military commands in the United States and abroad, where they meet with commanders, U.S. ambassadors and embassy personnel, and the senior political and military leaders of foreign governments.

**Channel missions**—scheduled service flown over established routes to specified locations. All channels are considered common-user distribution channels or contingency channels supporting ongoing Joint Chiefs of Staff (JCS)-directed contingency operations. These channels can serve intertheater or intratheater needs. The majority of airlifted sustainment moves on channel missions.

**CORONET missions**—movement of air assets, usually fighter aircraft, in support of contingencies, rotations, and exercises of aircraft movements for logistics purposed. The tanker aircraft on a CORONET mission provides fuel to avoid intermediate stops and provides weather avoidance, oceanic navigation, communication, and command and control of the mission.

**Executive Airlift**—missions provide safe, reliable, connected, and protected air transportation for national leadership in direct support of national security objectives, while ensuring continuity of government. EA is a strategic mobility enabler dedicated to transporting the President, Vice President, Cabinet, Members of Congress, DoD-approved senior officials and foreign dignitaries. EA uses specially configured and modified aircraft to conduct highly sensitive, often classified, worldwide missions enabling senior leadership to employ diplomatic, informational, military and economic instruments of power. These special air missions (SAMs) are primarily executed using VC-25, C-32, C-40, C-37, C-21 and C-20 aircraft. However, due to the high-demand, low-density nature of the mission, EA leverages OSA aircraft, Service Secretary, CCDR, and other mobility assets to fulfill time-sensitive senior leader requirements. User-specified communication requirements drive the need for the very latest capabilities and technologies. CVAM is the coordinating authority for EA missions and serves as the chief of executive airlift scheduling activity (EASA). CVAM receives EA taskings from the WHMO, Office of the Secretary of Defense (OSD) Executive Secretariat, Senior DoD leadership and OSD Legislative Affairs. EASA is the point of contact when collaborative scheduling is required for combat support mission aircraft and executive aircraft. Mission efficiency, effectiveness and urgency require customized mission dispatch, execution and visibility tools and command and control (C2) structure. While USTRANSCOM/CC, through 18 AF/CC, maintains OPCON of SAM operations, these operations are outside the normal AMC operational command authority C2

structure. The 618 AOC (TACC) is responsible for flight following and providing support as needed while detailed mission planning, execution and C2 are normally exercised at the organizational level in coordination with CVAM and the WHMO.

**Exercise and contingency missions**—involve deployment, sustainment, and redeployment via intertheater or intratheater airlift. Mobility assets participating in exercises enable units to gain additional training from unique mission scenarios and objectives that are not regularly accomplished during normal or contingency operations. Exercise and contingency operations are normally shaped by the functional or geographic combatant commanders who develop an exercise directive, operation plan (OPLAN) or operation order with specific logistical requirements for operations directed by the President, the SECDEF, or the JCS. Deployment and redeployment transportation requirements are planned using JOPES. Supported commanders validate their intertheater requirements to USTRANSCOM through time-phased force and deployment data (TPFDD). The TPFDD details the CDR's deployment/redeployment priorities that enable air mobility planners to build air movement plans. Regardless of the method used to identify the requirement, the 618 AOC (TACC) schedules assigned airframes, missions, and support necessary to manage the air mobility flow for intertheater airlift. The theater air mobility division (AMD) schedules assigned airframes, missions, and support necessary to manage the air mobility flow for intratheater airlift.

**GeoReach**—provides a standardized geospatial-enabled engineer reconnaissance process for locating, collecting, mapping, assessing, and enabling geospatial information on CCMD forward operating locations and sites of interest. It provides an intelligence enabling capability to support iterative planning and contingency basing, imagery and terrain analysis, force beddown and aircraft parking analysis, and general and special purpose map products that supports decision making.

**Geospatial Engineering**—encompasses those tasks that provide geospatial information and services to enhance awareness, understanding, and effective use of the operational environment for commanders and staffs across the range of military operations. Geospatial engineering provides the joint force commander (JFC) with terrain analysis and visualization of the operational environment through the utilization and display of accurate terrain and other geospatially referenced information and derived actionable advice that is referenced to precise locations on the earth's surface. This geospatial data forms the foundation upon which all other information on the operational environment is layered to form the Common Operational Picture for the JFC and is an element of Geospatial Intelligence. Geospatial engineer units provide strategic, operational, and tactical terrain analysis; terrain visualization; digital terrain products; nonstandard or updated map products; and baseline survey data to combat, combat support, and combat service support forces. (JP 3-34, *Joint Engineer Operations*)

**Human remains**—missions seek to return human remains with the highest dignity and respect. These missions are often high priority, close watch missions requiring high levels of coordination for ceremonies and handling. See JP 4-06, *Mortuary Affairs* and AFI 34-501, *Mortuary Affairs Program*.

**Humanitarian assistance and disaster relief operations**—provide assistance to areas suffering from natural or manmade disasters to relieve or reduce human suffering, disease, hunger or privation. These operations may be in support of the Department of Homeland Security, directed

by the State Department or the geographic combatant commander (GCC), or conducted in support of other national objectives.

**J-Alert**—a JCS-directed alert force.

**Joint Airborne/Air Transportability Training**—airlift missions are CJCS-directed to provide continuation and proficiency training to airlift aircrews, support personnel, and Service common users.

**Noncombatant evacuation operations**—directed by the Department of State or other appropriate authority, in conjunction with the DoD, whereby noncombatants are evacuated from foreign countries when their lives are endangered by war, civil unrest, or natural disaster to safe havens or to the United States. These missions are characterized by short timelines, increased coordination and oversight, and public affairs involvement. See JP 3-68, *Noncombatant Evacuation Operations*, for additional guidance.

**Operational support airlift (OSA)**—provides a means of airlift for high-priority passengers and cargo with time, place, or mission-sensitive requirements. Continental US (CONUS)-based OSA assets serve the needs of approved Department of Defense (DoD) users validated by the joint operational support airlift center (JOSAC) at USTRANSCOM. Flying units, via Service-established procedures, indicate specific aircraft availability for Service, JOSAC, and AE missions. Outside the CONUS (OCONUS), OSA assets provide airlift for the timely movement of limited numbers of priority personnel and cargo. OCONUS OSA flights are predominantly used to meet GCC or Service component commander requirements.

**Phoenix Raven**—are specially trained security forces personnel that deploy with the air mobility aircraft to mitigate threats. They are trained and equipped to provide protection of the aircraft and aircrews when transiting high-risk areas.

**Prime Nuclear Airlift Force (PNAF)/Emergency Nuclear Airlift Operations (ENAO)**—missions supporting the Nuclear Enterprise are classified as Nuclear Airlift Missions. Nuclear Airlift missions include PNAF, Nuclear related, Special Nuclear Materials (SNM) in support of the Department of Energy, and ENAO. PNAF airlift missions include those aircrews, aircraft, and other functions that provide peacetime logistical airlift support for nuclear weapons and nuclear components. Other peacetime Nuclear Airlift missions include airlifting nuclear related materials and SNM in support of the Department of Energy. ENAO is the emergency logistic airlift of DoD nuclear cargo. All regular Air Force or Air Reserve Component aircrew in Title 10 status may be used for ENAO. See AFI 13-526 Volume 4, *Emergency Nuclear Airlift Operations*.

**Special Assignment Airlift Missions (SAAMs)**—are operated to satisfy all domestic requirements and those that require special handling due to cargo weight and size, movement urgency and sensitivity, or other special factors. SAAMs are prioritized through the DoD transportation movement priority system.

**Threat Working Group (TWG) Watch List (TWL)**—a list of countries sorted into three tiers according to the level of assessed risk to MAF operations. The TWL is a TWG product approved by the 18 AF/CC. The TWL is given a comprehensive top-to-bottom review annually with revalidation by the 18 AF/CC. Tier 1 countries pose a significant risk to MAF operations, Tier 2 countries pose a moderate risk to MAF operations, and Tier 3 countries are assessed to pose a low risk to MAF operations and generally do not require restrictive force protection policies. A

country's tier may be increased out of cycle based on new or updated information, however, the tier will only be reduced during its annual review.