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AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND  
INSTRUCTION 24-101, VOLUME 10**



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**Transportation**

**MILITARY AIRLIFT—FLEET SERVICE**

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This volume implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement*. It prescribes procedures for documenting, maintaining, and reporting transportation data for all Air Mobility Command (AMC) aerial ports and air terminals. AMCI 24-101, Volume 10 *Fleet Service*, ensures transport aircraft are fully supplied with passenger and crew comfort items and interiors are clean and presentable. This volume applies to all active duty, Air Force Reserve Command (AFRC) units, Air National Guard (ANG) units upon mobilization and all other agencies operating on behalf of AMC. Reporting, accountability and maintenance requirements apply to ANG/USAFR units only when they have AMC assets under their control. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of IAW the 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 the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. 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. 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. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. System of Records Notice (SORN) F024 AF USTRANSCOM DOD, Defense Transportation System Records, applies and is available at: <https://dpclo.dod.afpims.mil/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/6874/fo24-af-ustranscom-d-dod.aspx> . The use of the name or mark of any specific

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

This document has been re-written and must be completely reviewed. Changes include: Procedures for the Air Transportable Galley/Lavatory (ATGL), non-expendables, aircraft servicing, galley servicing, personal protective equipment, fleet service checklist.

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## **1. Fleet Service Functions and Responsibilities.**

### **1.1. Fleet Service Functions.**

1.1.1. Fleet Service includes, but is not limited to, picking up, loading and unloading Fleet Service equipment and supplies, ATGL, in-flight meal delivery, aircraft latrine and water servicing and aircraft interior cleaning. The Fleet Service Manager is responsible for ensuring accomplishment of duties as described below and ensures compliance with safety and force protection programs. Local procedures should be established to address aircraft servicing specific requirements in support of training missions. Contracted terminals will operate IAW their established Statement of Work and/or contract.

**1.2. Supply Function:**

1.2.1. Requisitions, stores, issues and controls supplies and equipment required for servicing aircraft. Ensures equipment and supplies are available for issue. The supply function will:

1.2.2. Procure equipment on a custody receipt as authorized in Allowance Standard (AS) 758, *Aerial Port Organization*.

1.2.3. Procure Fleet Service equipment as required for aircraft configuration.

1.2.4. Establish and maintain a minimum 30-45 day stock level of expendable supplies based on procurement lead-time, consumption data and projected mission requirements to ensure aircraft are fully outfitted with items listed in **Table A3.1, Attachment 3**.

1.2.5. Review inventories and consumption data monthly and adjust levels of supplies as required and approved by the Fleet Service Manager.

1.2.6. Select and preassemble expendable supplies into standard aircraft loads as determined by local management. **Table A3.1, Attachment 3** contains an expendable supplies list of standard items and required quantities. Additional supplies are authorized as required by mission type and operating directives.

1.2.7. Follow proper disposition instruction for repairable or condemned equipment. Identify and report excess accountable property IAW **paragraph 1.2.9**

1.2.8. Inventory expendable/nonexpendable equipment using AMC Form 249, *Fleet Service Equipment Record* as shown in **Table A6.1, Attachment 6**. The Fleet Service Manager will review the record and reconcile overage/shortages. As a minimum, the record will include regulated items listed in **Table A2.1, Attachment 2**, plus any regulated items unique to a specific station (i.e., tablecloths, napkins, etc.).

1.2.9. AMC Key Asset, Equipment On-Hand Report. Each unit is required to account for all reportable assets (ref **Table 1.1**) in their possession and submit a weekly 8001 asset report to HQ AMC/A4TP via the web based Global Asset Reporting Tool (GART) NLT 2100Z every Tuesday (immediate precedence during contingencies) via the following link:

<https://webapp.amc.af.mil/GART/Login.aspx?msg=Page%20requires%20login>.

**Note:** Stock numbers do not need to be reported.

**Table 1.1. Reportable Assets/Home Station Requirements.**

Items	National Stock Number (NSN)
ATGL	7360-01-328-5127

Two Gallon Thermos Jug, C-130	7330-01-467-7718
Two Gallon Thermos Jug, Electric	7310-00-532-5867
Hot Cups	7310-00-151-6569
Hot Plates	7310-00-723-9550
Coffee Pouch Holders, C-5	7310-00-404-5493
Crew Blankets	7210-00-282-7950
Passenger Blankets	7210-00-054-7911
Mattress Covers	7210-00-883-8492
Coffee Pots	7350-00-927-8222
Pillow Cases	7210-00-231-2373
Large Pillows	7210-00-015-5190
Small Pillows	7210-00-682-6601
Cotton Sheets	7210-00-482-7071
Igloos, Two Gallon	7330-00-893-8549
Igloos, Five Gallon	7350-00-224-8550

- 1.2.9.1. If unable to submit a report via GART, units will submit report via message with precedence of "Priority" or by sending a copy to Scott AMC/A4 A4TP FLEET Policy [ScottAMCA4-A4TP@us.af.mil](mailto:ScottAMCA4-A4TP@us.af.mil) IAW **paragraph 1.2.9**
- 1.2.9.2. HQ AMC/A4TP is the focal point for the command's assets along with directing shipment of assets between CONUS and OCONUS locations. Each Air Mobility Operations Wing (AMOW) will monitor their respective theater of operations in GART on a weekly basis and direct assets between locations.
- 1.2.10. All stations will continue to order supplies to replace those lost through normal attrition.
- 1.2.11. Maintain a record of supply issues and accountability IAW local procedures.
- 1.2.12. Human Waste Clean-up Kits (HWCK) ref **Table 1.2**:
- 1.2.12.1. Maintain and issue human waste clean-up kits. Kits can be ordered through medical supply channels or an equivalent commercial kit.
- 1.2.12.2. Home station units will establish appropriate levels of kits based on historical workload and number of aircraft assigned to provide one kit per aircraft.
- 1.2.12.3. Enroute units will maintain appropriate stock levels to replace consumed items. Local management will establish stock level.

**TABLE 1.2. Human Waste Clean-up Kit Contents (NSN:**

<b>QTY</b>	<b>KIT CONTENTS</b>
1	Re-sealable Clear Bag
1	Pair of Latex-Free Gloves
2	8 X 10 inch All-purpose Reinforced Absorb Towels
1	Mask with Eye Shield
1	Citri-Zorb Absorb Packet
1	Scoop and Scraper
1	Protective Apron
1	Rinseless Hand Sanitizer Wipe
3	Iso-Tech Alcohol 14 X 14 inch Wipes
1	Small Red BIOHAZARD Bag
1	13 Gallon Red BIOHAZARD Bag

1.2.13. Maintain pillows and blankets in quantities to satisfy mission requirements.

1.2.14. Maintain and store pillows and blankets in a sanitary condition.

1.2.15. Units with vacuum sealers will seal one passenger pillow inside a pillow case and one passenger blanket for storing and placement aboard aircraft.

1.2.16. Units without vacuum sealers will package passenger pillows inside a pillow case and blankets in polyethylene protection bags in standardized lots determined by the Fleet Service Manager. Ensure the package is clearly marked to reflect the quantity.

1.2.17. Home station Fleet Service personnel will receive the completed AMC Form 4128, *Fleet Service Checklist*.

1.2.17.1. Will reconcile the completed AMC Form 4128 to determine equipment changes at enroute stations. Review discrepancies with fleet manager and determine course of action.

1.2.18. The Fleet Service Manager will review inventories and consumption data monthly and adjust stock levels as required.

1.2.19. Non-Expendables should be prepackaged to expedite fleetting. Prepacking aircraft supplies should be accomplished for the most common aircraft configuration originating/transiting your station. See [Attachment 2](#) for appropriate instructions.

### 1.3. Dispatch Function:

1.3.1. Coordinates requirements, dispatches crews and maintains shift documentation.

1.3.2. Assigns work and dispatches personnel for aircraft cleaning, meal pick-up/delivery and aircraft servicing (latrine/water). Personnel, vehicles and equipment which are

involved with lavatory cleaning and servicing, or removal of garbage/human waste will not handle/transport inflight meals or food preparation equipment. If duties involve lavatory cleaning/servicing, removal of garbage/human waste, personnel must shower, change clothes and change/decontaminate boots before performing duties requiring handling inflight meals or food equipment. Local management will establish measures to prevent cross-contamination and ensure vehicles used to transport food and associated equipment are cleaned and sanitized IAW base bioenvironmental.

1.3.3. Receives, coordinates and/or relays information regarding aircraft fleet servicing to/from Air Terminal Operations Center (ATOC), Passenger/Ramp Service.

1.3.4. Ensure fleet crews are prioritized and dispatched accordingly to meet all quick-turn AMC aircraft. AMC aircraft with ground times exceeding four hours will be deflected at a time prescribed by local Fleet Service Management. Non-AMC aircraft will be met upon request based on mission requirements.

1.3.5. Documents/Maintains aircraft arrival/departure information on AMC Form 244, *Fleet Service Arrival/Departure Work Sheet*; (**Attachment 4**). All data must be entered into the GATES system.

1.3.6. Receives, reviews, extracts information and files documentation.

1.3.7. Aircraft home station will provide original AMC Form 4128, *Fleet Service Checklist* (**Figure A5.1, Attachment 5**) to the fleet crew and obtain a signed copy.

1.3.8. Enroute locations receive a signed copy of the AMC Form 4128 from fleet crew for transiting aircraft.

1.3.9. Terminating (home station) receive completed AMC Form 4128 and forward to supply custodian.

1.3.10. Confirms total passenger meals ordered with passenger service or other agency as per local policy prior to dispatching for meal pickup.

1.3.11. Files AMC Form 4128; AF Form 129, *Tally In-Out*; AF Form 3516, *Food Service Inventory Transfer Receipt* or locally produced form; destroy after 30 days.

1.3.12. Document/Maintains AMC Form 65, *Aircraft Reserviced Workload*.

#### 1.4. Aircraft Servicing Function:

1.4.1. Fleet Service is responsible for cleaning interior surface debris from the passenger compartment and provides lavatory servicing to transport aircraft as outlined in this volume. Flight food items are only to be consumed by passengers.

1.4.2. Provide lavatory servicing and galley service information to dispatch for recording on AMC Form 244, *Fleet Service Arrival/Departure Worksheet*.

1.4.3. Ensure aircraft lavatory and water system malfunctions are reported to ATOC.

1.4.4. Spot clean any areas soiled during ATGL loading operations.

1.4.5. To avoid cross contamination garbage and waste are defined as:

- 1.4.5.1. "Garbage" - Any fruit, meat, vegetable, etc., whole or in part, that is no longer useful or wanted which is placed in a refuse container in galley and passenger compartment area.
- 1.4.5.2. "Waste" - Material which has come in contact with body fluids, used HWCK items and lavatory refuse container content.
- 1.4.6. Lavatory Servicing (Dirty Fleet):
  - 1.4.6.1. Lavatory Service Truck (LST)
    - 1.4.6.1.1. Provide LST service IAW **paragraph 5**.
    - 1.4.6.1.2. Ensure assembly seal and waste drain cap is secured after servicing IAW lavatory servicing truck/aircraft TOs.
    - 1.4.6.1.3. Service lavatory equipment IAW Technical Orders (TOs) and applicable directives.
  - 1.4.6.2. Clean aircraft latrines to include floor, bulkheads, mirrors, sinks, toilet area, cabinets, doors and door handles.
  - 1.4.6.3. Empty all latrine waste containers and replace with new (plastic) liners. As needed, clean containers and dispose of refuse properly.
  - 1.4.6.4. Ensure aircraft latrine spills are cleaned. Report spills in/outside the aircraft that cannot be completely cleaned to ATOC.
  - 1.4.6.5. Ensure latrines are serviced. To prohibit ground use, a warning sign/seal may be posted over latrine prior to loading of passengers.
  - 1.4.6.6. Collect all garbage and waste in passenger compartment including lavatory.
  - 1.4.6.7. Prior to landing at a CONUS port of entry, the designated aircrew representative will ensure all garbage is collected in a leak-proof receptacle (taped or double-tied, double plastic bags satisfy this requirement). OCONUS locations will dispose of garbage IAW host nation guidelines.
  - 1.4.6.8. After approval/concurrence from the Customs/US Department of Agriculture (USDA), at ports of entry, remove the garbage for proper disposal.
  - 1.4.6.9. To comply with requirements of the USDA, dispose of garbage at approved facilities, i.e., incinerated, sterilized or IAW host nation guidelines.
- 1.4.7. Galley Service (Clean Fleet):
  - 1.4.7.1. Potable Water Servicing Truck.
    - 1.4.7.1.1. Provide potable water service IAW **paragraph 5**.
    - 1.4.7.1.2. When requested by maintenance personnel through ATOC, a potable water truck will be provided during the purification process for installed aircraft water systems.
  - 1.4.7.2. Clean aircraft galley to include counter top, sink, cabinets, doors, door handles.
  - 1.4.7.3. Deliver flight feeding equipment, meals and supplies to aircraft.

- 1.4.7.4. Home station will ensure initial equipment, supplies and AMC Form 4128 are loaded per mission requirements.
- 1.4.7.5. Enroute stations will ensure equipment quantities are maintained at required levels per mission requirements. Resupply and annotate changes on AMC Form 4128. See [Attachment 5](#) for AMC Form 4128 instructions.
- 1.4.7.6. Obtain and replace items removed from aircraft for cleaning (e.g., dishes, water and coffee jugs, coffee pots, hot cups, hot plates, drawers and other equipment). Place equipment in plastic bags and/or wrap coffee jug and igloo spouts in plastic to maintain a sanitary condition. Original aircraft equipment may be substituted with like items.
- 1.4.7.7. Verify there is one human waste clean-up kit on each AMC organic mission.
- 1.4.7.8. Annotate additional items on AMC Form 4128 per mission requirements.
- 1.4.7.9. Complete an inventory of all supplies/equipment using the AMC Form 4128. The designated aircrew representative will complete Part I of AMC Form 4128 after being briefed of assets loaded. **Note:** To prevent potential delay, do not open bulk packaged pillows and blankets. Quantity will be identified on the outer bulk package.
- 1.4.7.10. The AMC Form 4128 will remain on aircraft while away from home station.
- 1.4.7.11. At enroute stations, annotate changes in Part II of AMC Form 4128. The Fleet and aircrew representative will complete Part I to verify changes.
- 1.4.7.12. Assist aircrew in stowing all equipment and supplies as time and manning permit.
- 1.4.7.13. Fleet Service personnel will bulk load packaged pillows and blankets on originating aircraft. On aircraft carrying passengers, provide pillows and blankets based on mission requirement. Aircrew representative will hand out pillows and blankets when requested by a passenger. For quick turn missions, leave used pillows and blankets on seats for thru-load passengers. Do not mix used and unused pillows and blankets when servicing terminating aircraft.
- 1.4.7.14. Ensure all crew pillows with cases, blankets, mattress covers and sheets are provided IAW mission requirements. The flight crew is responsible for preparing bunks.
- 1.4.7.15. Transport equipment items to the flight kitchen for cleaning/sanitizing.
- 1.4.7.16. Inventory all equipment marked on AMC Form 4128 against supplies/equipment actually onboard. Sign the AMC Form 4128 upon completion of inventory as annotated.
- 1.4.7.17. At enroute locations, remove used/soiled equipment and supplies for cleaning from aircraft. Ensure items annotated on AMC Form 4128 are returned to aircraft prior to departure. At home station, remove all items listed on the AMC Form 4128.

1.4.7.18. Clean oven and galley areas. Remove any (perishable/nonperishable) food items from the galley/ATGL when ground times are greater than 12 hours or IAW local guidance. Aircrew nonperishable items must be identified and requires coordination with Fleet Service personnel to remain on aircraft.

1.4.7.19. Straighten seats, fold blankets and cross seat belts.

1.4.7.20. After approval/concurrence from the Customs/USDA and after passengers are deplaned, thoroughly inspect the passenger compartment for any remaining garbage.

1.4.7.21. Remove all garbage from passenger compartment floor, seat pockets and sweep as required to remove residue.

1.4.7.22. Empty all aircraft garbage containers and replace with new (plastic) liners. Place bagged garbage from galley and passenger compartment in central location to be collected by Lavatory Servicing. As needed, clean containers and dispose of refuse properly.

#### 1.4.8. Flight Meals:

1.4.8.1. Pickup/deliver meals, snacks and beverages to/from the aircraft or as required.

1.4.8.2. Meals ordered by aircrew within 45 minutes prior to block time or after established local SOEs must be picked up by the aircrew.

1.4.8.2.1. In extenuating circumstances, when directed by ATOC to deliver meals after the 45-minute cutoff, potential aircraft delays will not be charged to Fleet Service.

1.4.8.3. Handle all food items IAW procedures outlined in AFI 34-239, *Food Service Management Program*.

1.4.8.4. Count and sign for meals, snacks and beverages from Flight Kitchen.

1.4.8.5. Verify and account for food items on AF Form 129, AF Form 3516 or locally produced form.

1.4.8.6. Pickup and deliver over-packed meals. Dry ice will be provided by local services agency. Notify services as early as possible to ensure requested stock is in place.

1.4.8.7. Stowing Flight Food. The designated aircrew representative is responsible for stowing flight food aboard the aircraft. Fleet Service personnel will only assist in stowing flight food in the galley and ATGL storage areas.

#### 1.4.9. Expendables:

1.4.9.1. Issue supplies to originating and transiting aircraft as required. The primary supplies required for issue to aircraft are listed in **Attachment 3**.

#### 1.4.10. Non-Expendables:

1.4.10.1. Equipment is issued to AMC aircraft IAW mission requirements. Equipment is obtained from base supply as authorized in Allowance Standard (AS 758) for the type and quantities required to configure aircraft.

1.4.10.2. The Fleet Service Manager will establish, at a minimum, a level of the items in **Table 1.3** below to support intransit AMC aircraft.

**Table 1.3. Items to Support Aircraft**

Blankets
Pillows
Igloo, Five Gallon
Igloo, Two Gallon
Sheets, Cotton
Pillowcases, Cotton
* Cup, Electric
* Pot, Coffee
* Plate, Hot
* Jug, Thermos Two Gallon Electric
Expendables are listed in <b>Attachment 3</b>
* <b>Note:</b> Not supplied to intransit aircraft, these items are a home station requirement. Unserviceable items will remain on aircraft and replaced at home station.

1.4.10.3. Exchange clean pillows and blankets for soiled pillows and blankets on a one-for-one basis.

1.4.10.4. AMC tanker aircraft assigned at home station, configured to carry passengers, will carry at a minimum 20 pillows and blankets. **Note:** Not required for local training missions.

#### 1.4.11. Non-AMC Aircraft Equipment and Supply Issues:

1.4.11.1. On request, Fleet Service personnel may issue expendable supplies to non-AMC aircraft based on mission requirements.

1.4.11.2. Units will use the AF Form 1297, *Temporary Issue Receipt for Issued Items*, or locally produced form to issue equipment to home station/intransit aircraft.

1.4.11.3. For local training missions, units will use either AMC Form 4128 or AF Form 1297 to control and account for fleet equipment items. Legibly print the name, organization, mission/tail number and home station of the individual signing for the equipment. Do not loan Electric 2-gallon Insulated Metal Jugs.

1.4.11.4. If the aircraft mission will terminate at a non-AMC station, ATOC will dispatch a message to the aircraft home organization indicating the aircraft tail number and the name of the individual who signed for the items and request the return of the items to the nearest AMC station.

1.4.11.5. If the aircraft mission will terminate at an AMC aerial port, furnish ATOC with the quantity of items to be removed from the aircraft and returned to the issuing station for inclusion in the remarks section of the Mission Load Report.

1.4.11.6. On request, each non-AMC aircraft will be jointly inventoried upon arrival or departure by Fleet Service personnel and the aircraft commander's designated representative to determine the type and amount of equipment onboard. Document equipment on either an AMC Form 4128 or AF Form 1297 in two copies, give one copy to the crew member and maintain the second copy in Fleet Service station file.

## **2. AMC Aircraft Cleaning Roles and Responsibilities.**

### **2.1. Fleet Service:**

2.1.1. Responsible for surface cleanliness of all passenger compartments, latrines, galleys, drawers and associated passenger comfort equipment. Home stations will provide full service. All other AMC stations will provide services to the maximum extent possible based on equipment and ground time.

2.1.2. Clean galley and oven of each aircraft during ground times of 12 hours or more. Remove racks prior to cleaning the oven. Oven racks will be cleaned by in-flight kitchen personnel and returned to aircraft.

2.1.3. Fleet Service personnel are responsible for cleaning ovens removed from aircraft or ATGL. In-flight kitchen personnel will clean items removed from galley/ATGL which must be sanitized and placed in plastic bags or cover spouts with plastic (e.g., dishes, coffee pots, hot cups, hot plates, drawers, water and coffee jugs, and other similar equipment). Fleet Service will ensure equipment is appropriately covered and remains in plastic to maintain a sanitary condition.

### **2.2. Maintenance:**

2.2.1. Clean the flight deck, windows, doors, stairwells, bulkheads, walls and any spills beyond Fleet Service capabilities (e.g., avionics deck, seepage) and inspecting/replacing upholstered seat covers, curtains and drapes.

2.2.2. Removal of oven, coffee brewers and potable water tanks as required.

2.2.3. Responsible for emptying and cleaning garbage/waste containers before release of the aircraft to Fleet Service IAW specific airframe AFI 11-2MDS-Vol 3 instruction. Latrines and galleys are for in-flight use only.

### **2.3. Aircrew:**

2.3.1. During flight, the aircraft commander is responsible for ensuring the aircrew will maintain each galley and related equipment, in a suitable sanitary condition.

### **2.4. Human Waste Clean-up Kit (HWCK):**

2.4.1. Aircrew personnel if available in doing so does not detract from primary duties, aircrew will provide materials and assistance to accomplish inflight cleanup IAW specific airframe AFI 11-2MDS-Vol 3 instruction. Aircrew will request individuals, troop commanders, team leaders, or traveling companions assistance with in-flight cleanup whenever possible utilizing the HWCK.

2.4.2. When notified by ATOC, Fleet Service personnel will clean any residual fluids/waste on the surface areas of the passenger compartment using a HWCK.

2.4.3. ATOC will contact the medical facility infection control officer for proper disposal of blood contaminated items, used medical supplies, human tissue or similar items. Items contaminated with feces or urine should be disposed of IAW local procedures.

### **3. Vehicles/Equipment.**

3.1. Mark special purpose vehicles/equipment assigned to Fleet Service IAW applicable TOs. Do not remove markings presently on vehicles.

3.2. Do not transport food, beverages, or food service items in a vehicle used to transport garbage/waste material.

3.2.1. At least one vehicle must be designated for garbage/waste removal. If it becomes necessary to use a waste removal vehicle for transporting meals or clean supplies/equipment, thoroughly scrub the vehicle interior with hot soapy water and rinse with 50 parts per million chlorine water solution or IAW base Bioenvironmental Engineering.

3.3. As a minimum the potable water truck tank will be sanitized every 30 days and anytime the vehicle returns from maintenance IAW Technical Orders (TOs) and directives.

### **4. Spotting and Chocking.**

4.1. A prepositioned chock will be used.

4.2. One person may accomplish the spotting and chocking requirements for Latrine Servicing Trucks (LST) and water trucks.

4.3. Preposition chock far enough away to avoid vehicle/equipment contacting the aircraft. If required to reposition the chock, the spotter will signal the driver stop the vehicle/equipment. At no time will the spotter reposition the chock while the vehicle is in motion. Once the chock is repositioned and the spotter is in position, the spotter can then signal the operator to continue.

4.4. Latrine servicing trucks (LST) and water trucks left unattended at the aircraft inside the "circle of safety" (Ref. AFI 13-213, AFI 91-203 and AFMAN 24-306) during servicing operations must have dual chocks. One chock must be placed in front and one behind the rear tire and must be in place prior to the operator exiting the vehicle. The operator will ensure the vehicle transmission is placed in park/neutral as required by applicable TO and the emergency brake is set. **Note:** At no time will any vehicle be left running while parked and unattended at the aircraft (LST and potable water truck are not considered parked while being used to service the aircraft).

4.5. Spotters will not position themselves between a fixed object and an approaching mobile resource.

4.6. Requirements for spotter training is met by completion of online training for aerial port vehicles course and completion of QTP 14.4, "Perform Ground Spotter Duties." AMC spotter training slides (a prerequisite of QTP 14.4) are posted on the A4T Division webpage. Re-accomplish QTP 14.4 following a spotting/chocking evaluation failure or during a mishap

investigation. Refresher training will be documented in *Training Business Area (TBA)* as a journal entry.

4.7. Vehicle chocks must conform to the sizes listed in TO 00-25-172.

## 5. Aircraft Latrine Servicing/Potable Water Servicing.

5.1. Service latrines IAW applicable aircraft and vehicle TOs/instructions. Utilize a copy of the aircraft TO during the servicing process or when no TO is available, coordinate with carrier representative, aircrew or maintenance personnel for guidance while servicing aircraft. **Note:** If latrine requires re-servicing, record on AMC Form 65, *Aircraft Reserviced Workload*.

5.2. To reduce odor, ensure an appropriate mixture of GSA approved deodorizer is added to the anti-ice/water solution.

5.3. Ensure proper deicer/anti-ice and deodorizer levels are maintained with a General Services Administration (GSA) approved anti-icing fluid to water mixture. During normal operations service with a 50/50 mixture. During the months of November through April, service with a 70/30 mixture for aircraft transiting extreme cold weather locations where continuous temperature is below 32 degrees Fahrenheit.

5.3.1. Aircraft with the new “Fresh Water Latrine System” will be serviced with fresh water only. No anti-icing fluid to water mixture is required. **Note:** Aircraft with this system may be required to be drained during long ground times if freezing temperatures are expected.

5.4. Order anti-icing fluid and/or deodorizer through the GSA Advantage website or approved vendor. GSA Advantage Link: [https://www.gsaadvantage.gov/advgsa/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do)

5.4.1. Search for one of the recommended products listed below:

5.4.1.1. BLUEJUICE LF (AIRCRAFT LAVATORY FLUID) Summer Blend.

5.4.1.2. BLUEJUICE LF (AIRCRAFT LAVATORY FLUID) Winter Blend.

5.4.1.3. CRYOTECH E36 LAVATORY ANTIFREEZE. **Note:** May be used until inventory is depleted. Once inventory is depleted, do not use this product.

5.4.1.4. Following deodorizers may be used if needed.

5.4.1.4.1. FLORIN ANTISMELL SUPER.

5.4.1.4.2. MIRABOWL Q.

5.4.1.4.3. Aircraft Toilet Deodorant (ATD) Concentrate / SP-97000.

5.5. Potable Water Servicing. Provide potable water servicing to aircraft IAW the applicable TOs for the type of water servicing truck used. A copy of the aircraft TO will be on hand and followed throughout the entire servicing process. Coordinate with carrier representative prior to servicing commercial aircraft.

## 6. Health Protection and Personal Protective Equipment (PPE):

6.1. There is a possibility of disease transmission by contact with human waste while servicing aircraft latrines/ATGL. Waste material may escape when connecting to and while

disconnecting from aircraft. Material can become airborne in windy conditions and contaminate personnel. To reduce the possibility, Fleet Service personnel will comply with the following procedures:

6.1.1. Use extreme caution when opening lavatory servicing panel.

6.1.2. During servicing operations, personnel will adhere to PPE requirements as outlined below. **Note:** Management will contact Base Public Health Office or Bioenvironmental Engineering to determine any additional PPE.

6.2. Required PPE for LST Operations (ref [Table 6.1](#))

**TABLE 6.1. PPE**

<b>Required PPE:</b>	<b>Notes:</b>
Waterproof Outer Garments	Outer garment(s) must fully cover arms, legs and torso from spills. Can be one piece coverall or two piece jacket/pants set. Jacket will overlap pants and outer garment must be closed to neckline. Outer garments can be with or without a hood. <b>Note:</b> Hood is required for overhead operations.
Face Shield	In accordance with AFI 91-203, paragraph 14.4. A face shield/goggle single unit is an authorized substitute for the face shield and goggle requirements when meeting AFI 91-203, ANSI STD Z87.1. Example: Jackson V90 Shield Goggle Protection Model 18629.
Goggles	
Shoe/Boot Covers, Non-Absorbent Safety Toe Boots or Rubber Over Boots	Shoe/boot covers or rubber over boots will not replace required safety shoes/boots. Covers/rubber boots will be placed over safety shoes/boots.
Heavy Outer Rubber Gloves	
Latex/Synthetic Type Inner Gloves	

6.3. Seek immediate medical treatment after servicing aircraft latrines, if required due to adverse health effects.

6.4. Personnel in direct contact with waste from any source will wash immediately and change clothes/boots. Decontaminate PPE with hot soapy water.

6.5. Maintain close cooperation with medical services/Bioenvironmental concerning sanitation and industrial health.

6.6. Lavatory Service Trucks (LSTs) will be washed with hot soapy water and thoroughly rinsed with clear water IAW TO 36-1-191.

**7. Air Transportable Galley/Lavatory (ATGL) Roles and Responsibilities.** The continued serviceability of ATGLs is shared among Fleet Service, Aircraft Maintenance and Aircrew personnel.

### 7.1. Fleet Service will:

7.1.1. Ensure ATOC has the ATGL home station three-letter code and 5-digit registration number (e.g., WRI-AF127) for inclusion on the Mission Load Report.

7.1.2. Perform pre/post-flight inspection requirements. Check AFTO Form 244, *Industrial/Support Equipment Record*/AFTO Form 245, *Continuation Sheet* for open discrepancies. When power is available, perform operations check IAW TO-13B4-4-1, *Air Transportable Galley/Lavatory*. Report discrepancies to aircraft maintenance within 4 hours of discovery.

7.1.3. Transport to/from aircraft, load and download ATGLs. A K-loader is the primary method of transporting, loading and downloading of ATGLs. Only when a K-loader is not available, may a forklift be used as a secondary source IAW TO-13B4-4-1. To prevent damage, pick up on lavatory side and use padding between carriage/ATGL during transport.

7.1.4. Install/remove. Only qualified maintenance personnel will connect/disconnect the vent hose, oxygen hose and cannon plug. Do not release rail system locks until the vent hose, oxygen hose and cannon plug are disconnected.

7.1.5. Service the ATGL and clean surface areas IAW TO-13B4-4-1, NLT 4 hours after download.

7.1.6. Perform winterization when ATGL is expected to be exposed to freezing temperatures for more than four hours IAW TO-13B4-4-1.

7.1.7. Coordinate with aircraft maintenance for storage of ATGLs.

### 7.2. Aircraft Maintenance will:

7.2.1. Control distribution and perform/schedule maintenance.

7.2.1.1. ATGLs will be distributed according to mission requirements, contact ATOC with the home station three-letter code and 5-digit registration number (e.g., WRI-AF127 ) from the ATGL that will be uploaded.

7.2.2. Perform pre/post-flight inspection requirements, check AFTO Form 244/245 for open discrepancies when notified by Fleet Service. When power is available, perform operations check IAW TO-13B4-4-1, when Fleet Service personnel are not assigned.

7.2.3. Will connect/disconnect the vent hose, oxygen hose and cannon plug.

7.2.4. Log in ATGL usage information within 24 hours after download. Record information at the following website:  
<https://atgl.sofsa.mil/Login.aspx?ReturnUrl=%2fUsers%2fReports.aspx>.

7.2.5. Establish a rotation of ATGL assets on hand based on hours/years of usage.

7.2.6. Perform winterization when ATGL is expected to be exposed to freezing temperatures for more than four hours IAW TO-13B4-4-1, when Fleet Service personnel are not assigned.

7.2.7. Prepare and ship ATGL. **Note:** Must be shipped using an air-ride type trailer and tie down is applied through tine holes and not over the top of unit.

**7.3. Aircrew will:**

7.3.1. Remove any perishable food items from the galley/ATGL during extended ground times greater than 12 hours. Items left in the galley/ATGL after aircrew departure will be disposed of by Fleet Service IAW local guidance. Aircrew nonperishable items require identification and coordination with Fleet Service personnel to remain on aircraft. Fleet personnel are not responsible for items left behind by aircrew.

7.3.2. Perform winterization when ATGL is expected to be exposed to freezing temperatures for more than four hours IAW TO-13B4-4-1, when Fleet Service and maintenance personnel are not assigned.

**8. Servicing of Contracted and Non-AMC Aircraft.**

8.1. On request through ATOC, fleet is responsible for providing aircraft cleaning, meal delivery, potable water and latrine servicing.

8.2. On request through ATOC, fleet will provide the following non-reimbursable services to AMC contracted aircraft:

8.2.1. Potable water servicing. Ref: [paragraph 5](#).

8.2.2. Lavatory servicing. Ref: [paragraph 5](#). The contractor is responsible for providing additional antifreeze when a more concentrated solution is required.

8.3. Provide High-lift truck operations for galley servicing, if available.

**9. AMC Tanker Base Fleet Operations.**

9.1. Where no AMC Aerial Port Fleet function is present, the wing commander will determine the focal point for Fleet Service issues. The focal point will be documented and provided to HQ AMC/A4TP and 618 AOC (TACC)/XOC.

WALTER L. ISENHOUR, Col, USAF  
Deputy Director of Logistics

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

AFI 11-2C-5, V3, *C-5 Operations Procedures* 24 Feb 2012

AFI 11-2VIP, V3, *VIP Operations Procedures* 12 Feb 2010

AFI 11-2C-130, V3, Addenda A, *C-130 Configurations/Mission Planning Operations* 9 Dec 2009

AFI 11-202, Volume 3, *General Flight Rules* 7 Nov 2014

AFI 21-103, *Equipment Inventory Status and Utilization Reporting* 26 Jan 12

AFI 23-302, *Vehicle Management* 5 Jan 2012

AFI 34-239, *Food Service Management Program* 17 Apr 2014

AMCI 11-208, *Tanker/Airlift Operations* 1 Jun 2000

AMCI 24-101, Volume 6, *Transportation Data Records Management* 23 Jul 2012

AFI 11-2C-130J Concept of Operations Annex C, Addendum A, *C-130J Operations Configuration/ Mission Planning* 9 Dec 2009

TO 13B 4-4-1, *Air Transportable Galley/Lavatory* 15 Apr 2001

TO 35D3-17-7-1, *Tank Pumping Unit, Aircraft Lavatory Servicing (Operation and Servicing Instructions)* 15 May 1996

TO 36A12-23-8-1, *Tank Truck 250 Gallon Water, Type 32A24 (Operation and Maintenance Instructions)* 19 Aug 1985

***Adopted Forms***

DD Form 350, *Individual Contracting Action Report*

AF Form 129, *Tally In-Out*

AF IMT 1297, *Temporary Issue Receipt*

AF Form 3516, *Food Service Inventory Transfer Receipt*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 245, *Industrial/Support Equipment Record (Continuation Sheet)*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AMC Form 65, *Aircraft Reserviced Workload*

AMC Form 249, *Fleet Service Equipment Record*

***Prescribed Forms***

AMC Form 12-1, *ATGL/Portable Lavatory Checklist*

AMC Form 244, *Fleet Service Arrival/Departure Worksheet*

AMC Form 4128, *Fleet Service Checklist*

***Abbreviations and Acronyms***

**AMC**—Air Mobility Command

**AFTO**—Air Force Technical Order

**ANG**—Air National Guard

**AS**—Allowance Standard

**ATGL**—Air Transportable Galley/Lavatory

**ATOC**—Air Terminal Operations Center

**GART**—Global Asset Report Tool

**GATES**—Global Air Transportation Execution System

**GSA**—General Services Administration

**HWCK**—Human Waste Clean-up Kit

**IAW**—In Accordance With

**MHE**—Materials Handling Equipment

**MOC**—Maintenance Operations Center

**OPR**—Office of Primary Responsibility

**TO**—Technical Order

**TWCF**—Transportation Working Capital Fund

**USAFR**—United States Air Force Reserve

**USDA**—United States Department of Agriculture

**VCO/VCNCO**—Vehicle Control Officer/Non-Commissioned Officer

**ATTACHMENT 2**  
**NON-EXPENDABLE ITEMS**

**A2.1.** Non-Expendable items are those items that are highly pilferable, subject to unwarranted losses, or difficult to control. The following is a basic list of regulated items normally maintained by Fleet Service sections. For discontinued items and no longer available through GSA, units are authorized to make local purchases for like items as required.

**Table A2.1. Non-Expendable List**

<b>Item</b>	<b>NSN</b>
Blankets, OD	7210-00-282-7950
Blankets, passenger	7210-00-682-6600
Pillows, large	7210-01-015-5190
Pillows, small	7210-00-682-6601
Pillowcase, linen	7210-00-231-2373
Mattress, foam	1680-00-279-9803
Mattress, cover	7210-00-205-3083
Sheets, linen	7210-00-171-1099
Igloo, 5 gal (with handles only)	7330-01-449-2319
Igloo, 2 gal	7330-00-893-8549
Hot plate, electric (C-5 aircraft)	7310-00-723-9550 (DIFM)
Jug, insulated, electric, 2-gallon	7330-00-532-58671255 (DIFM)
Hot cup, electric (aircraft)	7310-00-151-6569
Pot, coffee (C-5 aircraft)	Item is cancelled w/o replacement NSN
Plastic coffee canister	7310-00-404-5493LH
C-5B Coffee server (pot)	Item is cancelled w/o replacement NSN
C-5B Coffee brew cup oven insert racks (C-9)	No data on NSN
Oven insert rack handles weatherproof cover refuse containers	Item is cancelled w/o replacement NSN
Drink station/lavatory cup dispenser	4510-00-112-9897
Toilet paper spools	4510-00-930-8316
Kit, Human Waste Clean-up Tool Box or suitable substitute	4510-00-587-5558

**ATTACHMENT 3**  
**EXPENDABLE ITEMS**

**A3.1.** The following list of expendable items is a basic guideline; local management will determine actual quantities based on mission requirements. For discontinued items and no longer available through GSA, units are authorized to make local purchases as required.

**Table A3.1. Expendable Items List**

<b>Noun</b>	<b>NSN</b>	<b>Basis of Issue to All Transport Aircraft</b>
Bag, Air Sickness	8105-00-835-7212	1 ea seat setup
Bag, Plastic 36" x 54"	8105-01-183-9764	5 ea aircraft (C-9 only) USN operates C-9s
Bag, Trash, Polyethylene 40" x 39" x 14"	8105-00989-2377	6 ea C-130
Bag, Trash Polyethylene		6 ea C-5 & C-17
Insecticide, Aerosol, D-Phenothrin- 2 Percent ( <b>not to be used in-flight</b> )	6840-01-412-4634	3 ea C-5, 2 ea C-17, 1 for all others
Cups, Hot Drink	7920-00-205-1182	5 hr flt, 2 ea pax & crew member; over 5 hr flt, 4 ea pax & crew member
Deodorant, type as authorized	6840-00-721-6055	2 ea C-5, 1 ea all others in TO 00-80-BC-4, 16 oz can
Plug, Ear, Noise Protector	6515-00-137-6345	1 box (C-5, C-17, C-130) Disposable, 100 count. All others as required.
Pads, Scouring	7920-00-753-5242	1 ea acft equipped with ovens
Paper, Toilet	8540-00-530-3770	3 ea pax acft; 1 ea cargo acft
Paper, Towel, Pkg	8540-00-262-7178	2 ea pax acft; 1 ea cargo acft
Soap, .5 oz Cake	8520-00-551-0375	2 Cakes ea cargo acft; 5 cakes ea latrine on pax acft
Sponge	7920-00-633-9928	2 ea C-5, 1 ea all others
Stirring Sticks, Wood	7340-00-753-5565	25 ea pax acft; 10 ea cargo acft
Straws, Drinking	7350-00-444-1323	25 ea pax acft

Towelette, Moist	8540-00-782-3554	25 ea cargo acft; 50 ea pax acft
Facial Tissue	8540-00-793-5425	1 box each pax acft
Human Waste Clean-up Kit	6515-01-524-9755	One kit

**ATTACHMENT 4****FLEET SERVICE ARRIVAL/DEPARTURE WORKSHEET**

**A4.1.** Use AMC Form 244 to record all ground handling Fleet Service operations on military transport aircraft and commercial contract carrier missions. Information accurately recorded on the worksheet provides the Fleet Service manager a clear picture of the day-to-day workload. Normally, a single AMC Form 244 is used for each aircraft regardless of mission number changes. Home stations will prepare an AMC Form 244 for the originating mission and complete the form upon mission return. Enroute stations will prepare the folder for the inbound mission and complete it upon mission departure. Record re-servicing data outside the Aerial Port's control in the remarks section of the AMC Form 244 and on AMC Form 65, *Aircraft Reserviced Workload*. Refer to AMCI 24-101, Vol 6, *Transportation Data Records Management* for additional information. At the end of the month, the Fleet Service manager will validate AMC Form 65.

A4.1.1. At GATES locations, AMC Form 244 is not required to be printed/filed. Ensure header data is entered into GATES.

A4.1.2. During network outages and at Non-GATES stations fill-out, print and file AMC Form 244 or locally produced equivalent.

**ATTACHMENT 5**  
**FLEET SERVICE CHECKLIST**

**A5.1.** The AMC Form 4128, *Fleet Service Checklist*, will be completed as described below. A sample AMC form 4128 can be found in **Figure A5.1** below:

**A5.2.** Fleet Service personnel will brief aircraft commander or designated representative of items loaded on aircraft using AMC Form 4128. **Note:** To prevent potential delay, do not open bulk packaged pillows and blankets, quantity will be identified on packaging.

**A5.3.** Issue aircraft equipment using AMC Form 4128, with sufficient copies for each station. The original will accompany the aircraft throughout entire mission. **Note:** AMC Form 4128 is initiated by home station and will remain in the AF Form 4169/AMC Form 4128 binder. If form is removed, return prior to aircraft departure. Complete this form, as follows:

**A5.4.** Enter Header information.

A5.4.1. Part I Certification: Enter three-letter station code designator, date, Fleet Service representative (print and sign) and aircrew representative (print name, rank, unit and sign) validating briefing was accomplished of items listed in Part II were loaded, for each intransit stop if inventory changes are made.

A5.4.2. Part II Equipment: Enter actual quantity of each item placed aboard aircraft in the appropriate blocks. Add any items not listed.

A5.4.3. After inventory is accomplished by Fleet Service and an aircrew representative have been briefed, retain a copy in the station file.

A5.4.4. Local training missions returning to home station on the same day of departure do not require an AMC Form 4128. Local management will determine accountability procedures for equipment (e.g., Excel Spreadsheet similar to AMC Form 68).

**A5.5.** Enroute locations.

A5.5.1. Use AMC Form 4128 to inventory and account for equipment. If no form is onboard, create and annotate "No Original" in block one of Sections I and II.

A5.5.2. Return the original to aircraft prior to departure.

A5.5.3. When an inventory change occurs, annotate Part III, *Changes In Inventory*, enter item, amount, station, date and reason.

A5.5.4. When an item is missing or lost, aircrew will complete Part IV, *Unrecovered Supplies and Equipment*. Provide as much information as possible on missing/lost items; e.g., item, amount, station, and date.

Figure A5.1. Sample Fleet Service Checklist.

FLEET SERVICE CHECKLIST																		
AIRCRAFT NUMBER		MODEL		MISSION NUMBER				HOME BASE										
<b>I. CERTIFICATION -- FLEET SERVICE/AIRCREW (THE UNDERSIGNED AIRCREW REP HAS BEEN BRIEFED ON ITEMS IN SECTION II, appropriate column)</b>																		
STATION CODE		DATE		FLEET SERVICE REP (PRINT AND SIGN)				AIRCREW REP (PRINT NAME, RANK, UNIT AND SIGN)										
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
<b>II. EQUIPMENT (EXPLAIN INVENTORY CHANGES IN SECTION III AND IV AS APPLICABLE)</b>																		
ITEM		1		2		3		4		5		6		7		8		TERMINATION CHECK
				A	D	A	D	A	D	A	D	A	D	A	D	A	D	
BLANKETS, CREW																		
PILLOWS, LARGE																		
BLANKETS, PASSENGERS																		
PILLOWS, SMALL																		
MATTRESS COVERS																		
CUP, ELECTRIC, HOT																		
COFFEE POUCH HOLDER (C-5)																		
COFFEE POT																		
HOT PLATE																		
JUG, THERMOS, 2 GAL, ELECTRIC																		
SHEETS, COTTON																		
PILLOW CASE, COTTON																		
PORTABLE URINAL																		
THERMOS JUG, 2 GAL (C-130)																		
IGLOO, 2 GAL																		
IGLOO, 5 GAL																		
SERVING TRAYS																		
<b>III. CHANGES IN INVENTORY</b>																		
ITEM		AMOUNT		STATION		DATE		REASON										
		INCREASE (+)	DECREASE (-)															
<b>IV. UNRECOVERED SUPPLIES AND EQUIPMENT</b>																		
STATEMENT OF MISSING ITEMS AND RECOVERY ATTEMPT (USE REVERSE OF FORM FOR CONTINUATION IF NECESSARY)																		
<i>I certify that the property listed above was, to the best of my knowledge, lost through no fault or misconduct on the part of the person who had custody of the property.</i>																		
AIRCRAFT COMMANDER / DESIGNATED REP				GRADE		ORGANIZATION				ROUTE SEGMENT								

**ATTACHMENT 6**  
**FLEET SERVICE EQUIPMENT RECORD**

**A6.1.** The AMC Form 249, *Fleet Service Equipment Record*, will be completed as described below:

**Table A6.1. Fleet Service Equipment**

<b>Block</b>	<b>Entry Description</b>
NATIONAL STOCK NUMBER:	Enter the national stock number of the item.
ITEM NAME:	Enter the description of the item.
AUTHORIZATION:	This entry will be the total number of items presently authorized your station. Your authorization is based on determination by the fleet service manager and/or squadron/port operations officer.
TOTAL ON HAND:	Based on section inventory, enter the total number of items on hand.
LOSS/TURN IN:	Enter the number of items which will be permanently reduced from the inventory.
ON LOAN/DUE OUT:	Enter total number of items due return to another station/agency.
TOTAL EXCESS:	Enter the total number of items due to be turned in or on loan from another station.
ON MISSION:	Based on a review of AMC Form 4128, AMC Forms 12-1 and AMC Form 244, enter total number of items out on mission aircraft (to include local missions).
ON LOAN/DUE IN:	Enter total number of items due return from another station or agency.
IN MAINTENANCE:	Enter total number of items in maintenance at the time current inventory was completed.
DUE BACK DATE:	Enter the date that in-maintenance equipment is due back.
TOTAL OUT:	Enter the total number of items on mission, on loan and in maintenance.