This volume of AMCI 24-101 implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement* and AFPD 24-2, *Preparation and Movement of Air Force Materiel*. It specifically outlines responsibilities and provides guidance for the operation of Air Mobility Command (AMC), Air Reserve Component (ARC), Mobilized Aerial Port Forces, and Aerial Delivery Flights. This publication applies to Air Force Reserve Command (AFRC) Units and the Air National Guard (ANG) only upon mobilization. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (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 the AF Forms 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval.

**SUMMARY CHANGES**

This document is substantially revised and must be completely reviewed. Changed terminologies Global Mobility Task Force (GMTF) to Global Air Mobility Support System (GAMSS), incorporated 615th Contingency Response Wing (CRW) into 621st CRW. Updates have been made to the Contingency Response Element’s responsibilities, Deployed Survivability training classes, AMC Tasking Methodology, and Aerial Delivery training for rigging. This revision has added requirements for AMC form 68, *Aerial Port Movement Log*, completion and
documentation gathering under Mobilized Aerial Port Responsibilities. Data records transmittal procedures and contact information have been revised. Replaced Automated Air Load Planning System (AALPS) with Integrated Computerized Deployment System (ICODES). Deleted all 2130 series load plan forms and deleted Attachment 2 Mobilized Aerial Port Forces Training Requirement that has been incorporated into AMCI 24-101, Vol. 22, *Air Transportation Training Requirements*. This revision also rearranges, removes, and rewrites certain paragraphs that are found in other Air Force Instructions (AFIs) to eliminate redundancy and improve overall readability.

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Section A—General

1. General.

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

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

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

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


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

1.5.2. Contingency Response Element (CRE): A provisional, deployed AMC organization established at fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient. A CRE provides continuing on-site management of AMC airfield operations including C2, communications, aerial port and maintenance on a smaller scale than the full CRG team that opens the base. These critical elements are needed to ensure a safe and highly efficient air base for all tanker and airlift operations. A basic CRE is normally expected to support a Working Maximum Operating on the Ground (MOG) of two aircraft with 24-hour coverage; however, with additional personnel, they can expand to handle many more aircraft as required.
1.5.3. Contingency Response Team (CRT). A CRT performs the same functions as a CRE, but on a smaller scale. The CRT is led by an enlisted supervisor (7-level or above) trained within the unit and certified by the commander. A CRT is capable of supporting operations for 12 hours a day, but will maintain 24 hour C2 coverage.

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

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

Section B—In-Garrison Activities

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

2.1. Weapons.

2.1.1. Theater reporting instructions determine whether personnel will deploy with weapons. If required, the GAU/M-4/M-16 is the standard weapon for mobilized aerial port forces. Officers will have the option of deploying with the GAU/M4/M-16 and/or a 9MM.

2.1.2. All weapons qualification standards for active duty (AD) and ARC personnel groups A and B are IAW AFI 36-2226, Combat Arms Program. Arming groups A and B are defined IAW AFI 31-117, Arming and Use of Force by Air Force Personnel.

2.2. Deployed Survivability Training.

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

2.2.1.1. Ability To Survive and Operate (ATSO).
2.2.1.2. Exercise Eagle Flag.
2.2.1.3. Integrated Defense Training.
2.2.1.4. Joint Readiness Training Center (JRTC).
2.2.1.5. Local wing Mobility Exercises (MOBEX) and Field Training Exercises (FTX).

2.2.1.6. Deployments under field conditions. **Note:** Field conditions are mandatory for all scenarios to qualify as meeting the requirement.


**Section C—AMC Tasking Methodology**


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

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

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

3.3.1. Global Air Mobility Support System (GAMSS). 621st CRW/108 CRG/123 CRG are designed to provide initial GAMSS forces and facilitate the transition to long-range sustainment operations.

3.3.2. Unit move operations. Are generally supported by the CRW/CRGs (AD or ARC) and APS (AD or ARC).

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

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

3.4. Tasking Process.

3.4.1. The 18 AF/A3M will task initial response and equipment requirements as well as support for training AMC Contracted Air Terminal and Ground Handling Services personnel while HQ AMC/A4OL will task AEF steady state type tasking. Both 18 AF/A3M and HQ AMC/A4OL will use the following steps:

3.4.1.1. Determine mission type and size requirement.

3.4.1.2. Determine when Time Phased Force and Deployment Data (TPFDD)/Unit Line Number (ULN) flow ceases and those forces will have a Change of Operational Control (CHOP) to the theater/supported Combatant Commander for sustainment (long-range 2T2 requirements).
3.4.1.3. Determine proper Unit Type Codes (UTC) required based on Mission Capability Statements (MISCAPS).

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

3.4.1.5. ANG Tasking authority will review available UTCs through the UTC Management Information System (UMIS) and reference Air Reserve Technician (ART) as to availability for tasking.

3.4.1.6. Levy UTC taskings.

3.5. Tasking Priority.

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

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

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

3.5.2. For tasking Priority A, units will be tasked by 18 AF/A3M in the following order:

3.5.2.1. CRW and ANG CRGs.

3.5.2.2. Aerial Port Squadrons.

3.5.2.3. ARC Small Air Terminals following activation or utilizing available MPA resources.

3.5.2.4. Enroutes (The decision to accept an AMS tasking will be made by the AMOW/CC)

3.5.2.5. If the AMOW/CC shortfalls the requirement, sourcing will revert to the priority list.

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

3.5.3.1. Tasking Priority B will be tasked to the APS in assigned AEF period.

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

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

3.5.5. Taskings requiring Logistics Readiness/21RX field grade officers with aerial port experience. AEF Center will identify core 21RX field grade requirements to HQ AMC/A4O. HQ AMC/A4O will be the single point of contact for 21R field grade taskings requiring a Logistics Readiness field grade officer. HQ AMC/A4O will review the specific tasking requirements and line remarks and determine level of experience needed and forward to Functional Area Manager. In the event, the Logistics Readiness Officer Functional Area Manager is unable to fill the requirements, the shortfall will be rerouted back through HQ AMC/A4O who will formally shortfall the transportation levy back to the AEF Center for the command. 18 AF/A3M will task Non-steady/Non-rotational/Crisis Action related CRW 21RX field grade requirements. Note: ANG/A3F is the coordinating agency for ANG/CRG 21RX’s.

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

**4. General.**

4.1. Equipment to support all taskings will, as a general rule, come from either theater/CONUS war reserve materials (WRM) or the aerial port squadrons. During exercise planning, every effort should be made to use theater WRM to minimize transportation costs. If theater WRM is not available, equipment requirements will be tasked to the CRWs or pulled from CONUS WRM locations. HQ AMC/A4TR is available to assist in the coordination of the use of theater stocks if required. CONUS fixed aerial ports and en route units are authorized only enough MHE to handle their peacetime workload. These units should not be tasked to support deployment requirements from peacetime operating stocks (POS) without close coordination with the unit commander or theater wing commander.

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

4.3. Tasked vehicles and MHE must receive a Limited Technical Inspection (LTI) from the host vehicle maintenance function. Refer to AFI 24-302, *Vehicle Management*, for more information. All tasked equipment must deploy with appropriate Technical Orders (TO) and either a Mobility Readiness Spare Package (MRSP) or Temporary Mission Support Kit (TMSK) IAW AFI 24-302. Responsibility begins with unit VCO/VCNCO through close coordination with base transportation.

4.4. 18 AF/A3M will determine the requirement for a special purpose vehicle mechanic and TMSK based on the duration and nature of the mission and the type of MHE deployed.

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

4.6. Vehicles and MHE should not remain in a deployed status for more than 6 months, and if in a harsh environment with limited support, rotation at 90 days should be considered. Failure to rotate equipment may degrade the readiness and serviceability of the deployed assets. Visibility over assets is required at all levels and the 618th Air and Space Operations Center (TACC) (AOC) must ensure a viable rotation program. The LTI process should prep vehicles and MHE for harsh environments, (e.g., Antarctica). **Note:** Unless assigned to a specific equipment UTC; unit equipment (electronics, computers, etc) will be rotated with the assigned unit. Each deploying unit will furnish its own capability unless the original capability was theater-furnished. This will ensure the unit redeploying is properly equipped to handle subsequent deployment requirements.
Section E—Planning Phase

5. Pre-deployment Planning.

5.1. If AMC mobilized aerial port forces (CRG/E/T, APS) are deployed as a “Stand Alone” capability, or become “Stand Alone” because of other unit(s) taskings; they should have, as a minimum, the following communication and equipment capabilities: laptops, printers, and, portable scales. Reference para. 6.7 of this instruction for further guidance regarding communication capabilities.

5.2. Personnel.

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

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

5.2.1.2. UTCs may be tailored based upon projected requirements.

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

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

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

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

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

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

Section F—Execution Phase


6.1. Upon arrival at the employment site, aerial port personnel will begin preparing for operations. The team chief will contact the 18 AF/A3M/Mission Support Cell (MSC) at DSN 576-8315/COMM 618-256-8315 or 1-800-AIRMOML, option 7 to advise the team is in-place. Additionally, the team chief will contact the employment site air operations agency, such as the CRG/E/T or base operations, to confirm the support provided by the host organization. The team chief will also confirm MOG, parking plan and time-sensitive nature of missions to be worked (i.e., multiple aircraft airdrop formation, etc.). In some cases, unit move and sustainment operations will be conducted simultaneously.

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

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

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

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

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

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

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

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

6.7. Communications.

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

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

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

6.7.4. Frequencies. Units must coordinate with their local frequency managers before they can operate any radio type and/or with the responsible CRG/E/T for deployed operations. Note: ATOC will need to confirm with CRG/E/T that radios are capable of going secure or utilize UTC UFBS1 which has encryption capable LMRs.

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

6.8. Unit Moves.

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

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

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

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

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

6.8.6. Deploying units will comply with DoD 4500.9-R, DTR (Part V) and AFI 24-405, Department of Defense Foreign Clearance Guide for Customs, Immigration, and Agricultural requirements.
6.8.7. Deploying units will prepare and manifest passengers IAW DoD 4500.9-R, DTR (Part I and III).

6.8.8. Deploying units will follow In-transit Visibility (ITV) timeliness criteria IAW DoD 4500.9-R, DTR (Part III).

Section G—Mobilized Aerial Port Responsibilities

7. ATOC.

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

7.1.1. ATOC is responsible for ensuring all functions to support an operation are in place, as required. The success of a deployed ATOC function is dependent upon close coordination with base operations, CRG/E/T, or the theater APCC, as applicable. ATOC will also be dependent upon the timely flow of information between applicable agencies. ATOC provides this overall coordination and direction of deployed aerial port activities IAW AMCI 24-101, Vol. 9, Air Terminal Operations Center.

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

7.1.2.1. Maintaining AMC Form 68 to record aircraft movement.

7.1.2.1.1. Required paperwork will be determined using the UTC MISCAP for missions arriving and/ or departing to be included in the AMC Form 68 with the following:

Arrival:

- Passenger Manifest
- Cargo Manifest

Departure:

- Signed Passenger Manifest
- Cargo Manifest
- Signed Hazardous Material Brief Sheet
- Signed ICODES load plan or AMC Form 4080, Load/Sequence Breakdown Sheet
- Signed Shippers Declaration of Dangerous Goods (SDDG)
- Signed DD Form 2133, Joint Airlift Inspection Record
- Completed AMC Forms 1015, Hazmat Inspection and Acceptance Checklist
- Completed DD Form 1387-2, Special Handling Data/Certification
- Air Transportability Test Loading (ATTLA) Certifications
- Exemptions/Waivers

7.1.2.1.1. When UTC UFBBR, UFBCP, UFBML, or UFBN2 are deployed there are no paperwork gathering requirements as these are augmenting UTCs to an existing capability.
7.1.2.2. Ensure every aircraft departs with a validated load plan, accurate cargo and/or signed passenger manifest. **Note:** Use of ICODES or AMC Form 4080 load plans does not relieve the responsibilities for creating and lifting cargo and passenger manifests in GATES.

7.1.2.3. When no ATOC function is tasked and cargo/passengers are being handled, the senior CRW or Aerial Port member will ensure:

7.1.2.3.1. AMC Form 68 is completed for any mission that is not channel.

7.1.2.3.2. All applicable station file documents are included in the AMC Form 68. **Note:** This paragraph does not apply to UTC packages listed in paragraph 7.1.2.1.1.

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

7.1.2.4.1. Sites will report Remote Air Transportation System (RGATES) registration and manifest register turn-over to the Data Processing Center (DPC), which is part of HQ AMC/A4TI. For questions regarding data transfer, the DPC can provide just in time training to ensure users are effectively transmitting manifest data to DCBS. This in no way relieves the deployed site of their responsibility to provide manifest data, a clear audit trail for all transportation movements and perform other Data Records duties similar to a fixed aerial port.

7.1.2.4.2. Locations with connectivity capabilities that have access to GATES and DGATES are responsible for transmitting data and maintaining all records and reports. It is the responsibility of the down line station to correct their own discrepancies, maintain all documentation and manifest registers, and ensure clear audit trails are on station.

7.1.2.4.3. Sites without connectivity that wish to request assistance from the DPC must forward their request to HQ AMC/A4TI who will approve/deny the request. If approval is attained, specific procedures will be outlined to ensure accurate and timely data is passed to meet the specific mission needs of the tasking. ITV support provided by the DPC does not relieve the deployed unit of their responsibility to provide a clear audit trail and to enter data, maintain records in accordance with AF records disposition schedules in AFRIMS, or the performance of other Data Records duties. Sites without connectivity forward their manifests in XMAN format or typed manual forms to the DPC via email as soon as possible but no later than one hour prior to aircraft departure. All locations must use the fastest means of transmitting data possible while still maintaining accurate, complete, and legible data is submitted. POC submitting data to the DPC must confirm receipt and remain available should any questions regarding missing or questionable data arise. For more detailed information and instructions pertaining to the DPC, refer to AMCI 24-101 Vol. 6. Contact information for the DPC is as follows:


8.2. If tasked Passenger service functions include, but are not limited to:
   8.2.1. Coordinate and establish a passenger processing/holding area.
   8.2.2. Determine passenger eligibility.
   8.2.3. Check border clearance, when required.
   8.2.4. Brief Troop Commander on departure times.
   8.2.5. Weigh passengers and baggage.
   8.2.6. Coordinate manifesting procedures with using unit (i.e. DD Form 2131 and mechanized manifest).
   8.2.7. Conduct anti-hijacking inspections and briefings as required.
   8.2.8. Escort passengers to and from the aircraft.
   8.2.9. Validate all passenger documentation received from the airlift user. Input passenger data into GATES if service AIT not available or when tasked to provide ITV.
   8.2.10. When assigned seating is necessary, ensure distinguished visitors (DVs) are assigned accordingly.

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

8.3.1. Due to the wide variety of locations and conditions in which aerial port personnel may operate, some of the actual methods and details of terminal security are left to the discretion of the senior aerial port representative. If the operation involves overseas NATO forces and a combined air terminal is established, the provisions of NATO STANAG 3739, Combined Air Terminal Operations, will take precedence over US directives.


9.1. Aircraft services provides overall direction and control of cargo operations IAW AMCI 24-101, Vol. 11, Cargo and Mail Policy and DoD 4500.9-R, DTR (Part II and III).
9.2. Aircraft service functions include, but are not limited to:

9.2.1. Establish a Ready Line/Loading Ramp Area.

9.2.2. Receive cargo from the A/DACG or user. Ensure the cargo is properly prepared, marked, labeled, and documented IAW the appropriate regulations DoD 4500.9-R, DTR (Part II and III), AFMAN 24-204_IP, and AFI 10-403, as applicable.

9.2.3. Validate all cargo documentation received from the airlift user. Input cargo data in GATES when tasked to provide ITV.

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

9.2.4.1. Provide ATOC all cargo documentation (i.e. cargo manifest, JI Forms, SDDGs, AMC Form 1015s and certification/waiver letters as required) for recording and distribution.

9.2.5. Receive and release inbound cargo to the A/DACG user.

9.2.6. Establish a cargo yard to provide positive control of materials and equipment.

9.2.7. Assemble and preposition loads as required.

9.2.8. Transport cargo to/from the aircraft.

9.2.9. On/offload cargo and baggage. Supervise load teams when provided by the user.

10. **Fleet Service.**

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

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

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

11. **Redeployment.** As mission intensity diminishes, planning and coordination with the deployed site command element (CRG/E/T) should be accomplished to develop a gradual roll-up and phase down of operations. This planning should be accomplished to preclude an excessive proportion of personnel and equipment relative to the workload remaining at the operating location. It is recommended equipment be prepared for air shipment as early as possible within mission constraints. A marshaling area for support equipment should be established. All deployed support agencies must be notified to deliver their equipment as soon as possible, to
preclude mission delays in redeployment loading. Effective preplanning between aerial port team chief, CRG/E/T, other support customers, and load planning functions is essential to prevent difficulties during roll-up operations. Ensure ITV IAW AMCI 24-101, Vol. 6. The senior aerial port representative will ensure MRSP/TMSK is included with the equipment, or signed for by the aerial port relief team. Prior to departure, the aerial port team chief or CRG/E/T chief will contact the 618 AOC/MSC at DSN 779-0371/COMM (618) 229-0371.

12. Deployed Personnel and Equipment (DP&E) Reports

12.1. Equipment and personnel information is critical to mission planning. Mobilized aerial port forces will prepare and submit DP&E as outlined below. Submit the report to the 618 AOC, DSN 576-8315/COMM 618-256-8315 or 1-800-AIRMOBL, option 7 upon arrival and when there is a change in equipment or personnel status. If no changes occur, submission of a daily DP&E is not required. However, MSC should be contacted/advised each 24-hour period to verify status and receive mission information as needed. **Note:** If the mobilized aerial port force is deployed as part of the CRG/E/T, this DP&E info will be reported by the CRG/E/T.

12.2. Category 1 (MHE). List all Tunner and Halvorsen Loaders, 10K AT/STD forklifts, staircase trucks and Latrine Service Trucks at the deployment site. Remarks should include vehicle type, registration number, owning command, vehicles out of commission, Estimated Time in Commission (ETIC), parts ordered/required, assistance requested, and finish with the impact of the shortfall, if any.

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

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

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

13. ITV. It is an integral part of aerial port operations and an ITV UTC has been created that includes DGATES (incorporates a Radio Frequency Identification [RFID] tag write capability) and Pallet Tag Interrogation Support Kits [PTISKs] (provide a RFID tag interrogation capability), to ensure ITV capability for deployed aerial port forces is available to fully support Combatant Commanders. This capability will document all cargo and passengers moving in the air portion of the DTS IAW AMCI 24-101, Vol. 9. For instances where connectivity cannot be achieved see paragraph 7.1.2.4.3. of this volume for instructions.

**Section H—Aerial Delivery Flight.**

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

14. Responsibilities. This section outlines responsibilities and provides guidance for AMC Aerial Delivery Flights (ADF).
14.1. ADFs prepare, rig, and inspect Air Force supplies and equipment for AMC assigned airdrop missions and aircrew unilateral airdrop training. Current Rigging TOs will be available and used in load rigging/buildup areas.

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

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

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


14.2. Air Transportation Specialists (AFSC 2T2X1).

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

14.2.1.1. Rigging Air Force supplies and equipment for AMC unilateral airdrop training, demonstrations, or required testing of systems.

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

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

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

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

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

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

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

14.3.2.4. Update/annotate AFTO Form 391, *Parachute Log*, for each possessed parachute in accordance with TO 00-25-241, *Technical Manual for Parachute Log and Record.*
14.3.2.5. Making every effort to repair damaged parachutes and related fabric equipment prior to turning items into salvage or depot for repair. If one time repair exceeds the cost of the item, then the item should be turned into salvage.

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

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

14.3.2.8. Assisting in investigating parachute malfunctions, as required.

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

14.3.2.10. Current parachute TOs will be maintained and utilized in parachute packing/maintenance areas.

14.3.2.11. Personnel with AFSC 2T2X1 may be assigned to this section.

14.3.2.12. Civilian Personnel with AFSC 1P0X1 are highly desirable for ADF units.

14.4. Airdrop training loads:

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

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

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

14.4.1.3. Time required recovering and rigging the loads.

14.4.1.4. Distance to the DZ/Extraction Zone (EZ).

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

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

15. Vehicle Management. The unit VCO/VCNCO will control ADF’s assigned vehicles. A close liaison between the VCO/VCNCO and ADF are required to maintain a successful vehicle management program.
16. **Wing Training Support.** Aerial delivery support consists of assisting, providing and recovering airdrop training loads, ballast loads, training bundles, etc., designated for mission qualification and aircrew certification training.

JOHN C. TOBIN, Colonel, USAF  
Deputy Director of Logistics
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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

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

References:

AFDD 3-17, Air Mobility Operations, 1 Mar 06

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

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

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

AFI 10-403, Deployment Planning and Execution, 20 Sep 12

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

AFI 24-302, Vehicle Management, 26 Jun 12

AFI 31-117, Arming and Use of Force by Air Force Personnel, 30 Jan 13

AFI 31-201, Security Forces Standards and Procedures, 30 Mar 2009

AFI 32-1024, Standard Facility Requirements, 14 Jul 11

AFI 33-360, Publication and Forms Management, 7 Feb 13

AFI 36-2201, Air Force Training Program, 15 Sep 10

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


AFI 91-203, Air Force Consolidated Occupational Safety Instruction, 4 Dec 12


-*AFMAN 91-201, Explosive Safety Standards*, 12 Jan 11


-*AFMAN 24-204 (I), Preparing Hazardous Materials for Military Air Shipments*, 3 Dec 12


-*AMCI 24-101, Vol. 4, Military Airlift/Air Transportation Systems Management*, 21 Apr 11

-*AMCI 24-101, Vol. 6, Transportation Documentation, Data Records, and Reports*, 23 Jul 12


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

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

-* AMCI24-101, Vol. 9, *Air Terminal Operations Center*, 20 Feb 13


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


DOD 4500.54-G, *Foreign Clearance Guide (FCG)*

-*DOD 4500.9-R, Defense Transportation Regulation, Part I*, 1 Nov 2010
- *DOD 4500.9-R, Defense Transportation Regulation, Part II, 1 Jun 2008
- *DOD 4500.9-R, Defense Transportation Regulation, Part III, 1 Jul 2011
- *DOD 4500.9-R, Defense Transportation Regulation, Part IV, 1 Apr 2003
- *DOD 4500.9-R, Defense Transportation Regulation, Part V, 1 Jan 2011
- *DOD 4500.9-R, Defense Transportation Regulation, Part VI, 1 Aug 2009
- *DOD 4515.13-R, Air Transportation Eligibility, 1 Nov 94
- *MIL-STD-129, Military Marking for Shipment and Storage, 19 Sep 07
- * International Air Transport Association (IATA) Dangerous Goods Regulation, 1 Jan 13

TO 00-25-241, Technical Manual for Parachute Log and Record

- *TO 1C-5A-9, Loading Instructions USAF Series C-5A Airplanes
- *TO 1C-10(K) A-9, Cargo Loading Manual, KC-10A
- *TO 1C-17A-9, Technical Manual Cargo Loading, C-17A
- *TO 1C-130A-9, Cargo Loading Manual, C-130A/B/E/H, HC-130H/(H)N/N/P, LC-130H, MC-130E/H Airplanes
- *TO 1C-130J-9, Cargo Loading Manual (C-130J, EC-130J, and WC-130J)

TO 13C3-4-12, Organization Maintenance

TO 35D-33-2-2-2, 463L Air Cargo Pallets

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

TO 36M-1-141, 463L Materials Handling Equipment System

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

A1.2. The forms listed below affect, to some degree, aerial port/aerial port mobility flight operations. As a minimum, forms preceded with a dash (-) will be maintained within the mobility units. Forms preceded by an asterisk (*) will be contained in transportation documentation and publication (TDP) kits and made available for immediate deployment by mobilized aerial port forces. All remaining forms are optional.

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

Prescribed Forms:
*AMC Forms 68, Aerial Port Movement Log

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

Adopted Forms:

-*AF Form 457, USAF Hazard Report

AF Form 847, Recommendation for Change of Publication

AF Form 868, Request for Motor Vehicle Services

-* AF Form 1297, Temporary Issue Receipt

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

AF Form 1823/-1, Vehicle and Equipment Work Order

AF Form 1827, Minor Maintenance Work Order

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

-*AMC Forms 1015, Hazmat Inspection and Acceptance Checklist

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

-*AMC Form 4080, Load/Sequence Breakdown Sheet

DD Form 518, Accident-Identification Card
DD Form 1149, Requisition and Invoice/Shipping Document
DD Form 1384, Transportation Control and Movement Document
- *DD Form 1385, Cargo Manifest
- *DD Form 1387, Military Shipment Label
- *DD Form 1387-2, Special Handling Data/Certification
DD Form 1839, Baggage Identification
DD Form 1854, Customs Accompanied Baggage Declaration, US
- *DD Form 2131, Passenger Manifest
- *DD Form 2133, Joint Airlift Inspection Record
- *DD Form 2775, Pallet Identifier

Abbreviations and Acronyms

A/DACG-Arrival/Departure Airfield Control Group
ADF-Aerial Delivery Flights
AD-Active Duty
AEF-Air Expeditionary Force
AFCC-Air Force Component Commander
AFRC-Air Force Reserve Command
ALCF-Airlift Control Flight
AMC-Air Mobility Command
ANG-Air National Guard
AMCU-Air Mobility Control Unit
AME-Air Mobility Element
AMS-Air Mobility Squadron
AOC-Air and Space Operations Center (TACC)
APCC-Aerial Port Control Center
ARC-Air Reserve Component
ART- Air Reserve Technician
ATOC-Air Terminal Operations Center
ATSO-Ability to Survive and Operate
ATTLA-Air Transportability Test Loading
BGANS-Broadband Global Network System
CRE-Contingency Response Element
CRG-Contingency Response Group
CRG/E/T-Contingency Response Group/Element/Team
CRT-Contingency Response Team
CRW-Contingency Response Wing
CSE-Contingency Support Element
DGATES-Deployed Global Air Transportation Execution System
DPC-Data Processing Center
DP&E-Deployed Personnel and Equipment
DRMO-Defense Reutilization and Marketing Office
DTS-Defense Transportation System
DV- distinguished visitor
DZ-Drop Zone
ETA/ETD-Estimated Time of Arrival/Departure
ETIC-Estimated Time in Commission
EZ-Extraction Zone
FTX-Field Training Exercise
GAMSS-Global Air Mobility Support System
GATES- Global Air Transportation Execution System
HF-High Frequency
IAW-In Accordance With
ICODES–Integrated Computerized Deployment System
INMARSAT-International Maritime/Marine Satellite
ITV-In-transit Visibility
JRTC-Joint Readiness Training Center
LMR-Land Mobile Radios
LOGDET-Logistics Detail
LOGFOR-Logistics Force Packaging Subsystem
LTI-Limited Technical Inspection
MANFOR-Manpower Force Requirements
MHE-Material Handling Equipment
MISCAPS-Mission Capability Statements
MOBEX-Mobility Exercise
MOG-Maximum Operating on the Ground
MPA-Military Personnel Appropriation Days
MRSP-Mobility Readiness Spare Package
MSC-Mission Support Cell
NATO-North Atlantic Treaty Organization
NIPRNET-Non-Secure Internet Protocol Router Network
OPLAN-Operational Plan
OPORD-Operations Order
OPSTEMPO-Operations Tempo
PERSCO-Personnel Support for Contingency Operations
PERSTEMPO-Personnel Tempo
POS-Peacetime Operating Stocks
RFID-Radio Frequency Identification
RGATES-Remote Air Transportation System
SDDG-Shippers Declaration of Dangerous Goods
STANAG-Standardization Agreements
TDP-Transportation Documentation and Publication
TMSK-Temporary Mission Support Kit
TO-Technical Orders
TOC-Tactical Operations Center
TPFDD-Time Phased Force and Deployment Data
ULN-Unit Line Number
UMIS-UTC Management Information System
UTC-Unit Type Codes
VCO-Vehicle Control Officer
VCNCO-Vehicle Control NCO
WRM-War Reserve Material