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AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND INSTRUCTION
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**AIR TRANSPORTATION READINESS AND
RESOURCES**

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Volume 5 of AMCI 24-101 outlines responsibilities and provides guidance unique to the Aerial Port or Air Mobility Squadron. This publication does not apply to the Air National Guard (ANG). Selected sections of this volume apply to the Air Force Reserve Command (AFRC) units and are so identified. ANG and AFRC units are encouraged to utilize the guidance when appropriate. See Attachment 1 for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) (HQ AMC/A4TR, DSN 779-4592 /Commercial 618-229-4592) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This interim change revises AMCI 24-101, Volume 5 by (1) establishing scale calibration tolerances when no calibration documentation is available (2) correcting the GART weekly status report submission date, and (3) correcting the mishap report link. A margin bar (|) indicates newly revised material.

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Section A—Air Transportation Combat Readiness and Resources Flight

1. General.

1.1. The Air Transportation Combat Readiness and Resources Flight is responsible to the commander for unit planning, resources, unit mobility, force protection, and administrative functions.

1.2. The Air Transportation Combat Readiness and Resources Flight (CCX/TRX) is established to enhance the planning capability, resources tracking, mobility operations, force protection program, and administrative functions of the Aerial Port Squadron (APS) or Air Mobility Squadron (AMS), and to coordinate unit resources, cargo and passenger capabilities, and support functions. CCX/TRX ensures all wartime and contingency APS support and AMS requirements are identified and preplanned. CCX/TRX provides a ready source of technical assistance and professional guidance to respective small terminals.

1.3. Not every CCX/TRX will perform all the following responsibilities and some will have additional unique requirements as determined by the unit commander. The size of the unit and/or its unique organizational structure (e.g., mobile or en route capability) will determine what is applicable.

2. CCX/TRX Plans Function.

2.1. CCX/TRX will:

2.1.1. Provide the unit commander and staff with current information highlighting any significant changes in mission/unit or Operations Plan (OPLAN) tasking and status.

2.1.2. Contact Headquarters Air Mobility Command (HQ AMC) Logistics Readiness (A4OL), through applicable chain-of-command, when a change in mission/unit status occurs.

2.1.3. Coordinate contingency plans with HQ AMC/A4OL, Air Mobility Operations Wings (AMOW), Wing Manpower functions, and participating base and transient units.

2.1.4. Prepare unit-planning checklists as applicable.

2.1.5. Provide air transportation guidance, status briefings and/or contingency updates to the crisis response cell unit representative and the deployment control center, or the mobility control unit, on non-AMC bases.

2.1.6. Represent unit interests and coordinate unit involvement during base exercises, planning conferences, work-shops, and meetings.

2.1.7. Write/review annexes or appendices for the Base Support Plan (BSP) annually. Assist the AMC Functional Area Manager (FAM) as your unit Subject Matter Expert (SME) when the BSP is reviewed, as requested.

2.1.8. Act as Office of Primary Responsibility (OPR) for Status of Resources and Training System (SORTS)/Defense Readiness Reporting System (DRRS) reporting. Ensure at least two people are appointed and trained as SORTS/DRRS monitors. Maintain a current copy of AFI 10-201, *Status of Resources and Training System*, and Major Command (MAJCOM) supplements.

2.1.9. Act as OPR for Air Expeditionary Force Report Tool (ART), maintain a current copy of AFI 10-244, *Reporting Status Of Aerospace Expeditionary Forces* and MAJCOM supplements.

2.1.9.1. Report status of UTCs using ART IAW AFI 10-244.

2.1.9.2. Consolidate and review ART data for monthly submission online via SIPR no later than 15th day of each month (or as directed by higher headquarters).

2.1.9.3. Develop CCX/TRX Continuity Book for collecting and submitting required ART reporting data, and coordinate with the ART monitor from HQ AMC Fixed Command and Control (A3RC).

2.1.10. Identify requirements to resolve conflicts with Unit Type Code (UTC) in-place and deploying unit personnel and equipment bed-down, facilities, and other support; deployment requirements not specified in the OPLANS, e.g., deployments in support of local unit exercises and training or to satisfy internal training requirements; and, unit communication requirements to support expanded operations during contingencies or emergencies.

2.1.11. Coordinate with wing/logistics plans for host base support of air transportation forces deployed into the unit, as well as ANG/AFRC augmenting forces, and all unit requirements at deployed locations, in conjunction with the deployed operating location host, and other agencies, as applicable. Note: AMC bases develop unit reception and contingency plans and AMC units on non-AMC bases review and provide inputs to host base plans.

2.1.11.1. Manage Contingency Response Group-Element (CRG-E) /APS/AMS augmentees programs.

2.1.11.2. Participate in CRG-E operations planning.

2.1.12. Coordinate unit inputs to Inter-Service Support Agreements (ISSA), Intra-Service Support Agreements (ISA), Host Nation Support Agreements (HNSA), Host Tenant Support Agreement (HTSA), Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and base support plans through respective AMOW.

3. CCX/TRX Resources Function.

3.1. CCX/TRX will:

3.1.1. Act as unit resource advisor. Prepare, submit, monitor, and manage the unit's budget.

3.1.2. Monitor unit manpower authorizations (military and civilian personnel requirements, to include civilian temporary hires and over-hires).

3.1.3. Manage/monitor unit facilities, Materials Handling Equipment (MHE), vehicles, and equipment programs.

3.1.3.1. Monitor the overall status of the unit's MHE and vehicles, provide input/coordinate data for inclusion in the AMC Key Asset and Equipment Report, RCS: AMC A4TR (AR) 8001 (to include the tracking of personnel and equipment as required), via the Global Asset Reporting Tool (GART).

- 3.1.4. Provide an ANG/AFRC Unit Coordinator, as applicable.
 - 3.1.4.1. Coordinate with ANG/AFRC units to establish Military Personnel Appropriation (MPA) man-day and annual training requirements.
 - 3.1.4.2. Coordinate, schedule, and arrange training, transportation, and billeting for teams on flyaway unit training assembly days or annual tours, as required.
- 3.1.5. Perform Staff Assistance Visits (SAV) to Detachments (DET), Operating Locations (OL), or AFRC units when assigned designated unit advisory responsibility and prepare trip reports for all visits.
- 3.1.6. Manage and administer unit programs to include but not limited to Security Program, Crosstell/Self-Inspection Program, and Logistics Compliance Assessment Program (LCAP).
 - 3.1.6.1. Develop and monitor the unit's Security Program according to applicable Department of Defense (DoD), Air Force (AF), and Major Command (MAJCOM) directives.
 - 3.1.6.1.1. Act as OPR for Operations Security (OPSEC), in accordance with (IAW) AFI 33-201 Vol. 2, *Communications Security (COMSEC) User Requirements*, and AFPD 10-7, *Information Operations*.
 - 3.1.6.1.2. Monitor and maintain status of unit security violation investigations.
 - 3.1.6.1.3. Ensure unit personnel receive required security training.
 - 3.1.6.2. Review, evaluate, and identify operational trends from external and internal evaluations which influence compliance with established guidance.

4. CCX/TRX Mobility Function.

4.1. CCX/TRX will:

- 4.1.1. Manage, administer, and support mobility programs for the unit to include but not limited to: unit deployment, support of host deployment (to include host, tenant, or transit forces), base reception of forces, and participation in base mobility exercises.
 - 4.1.1.1. Serve as Unit Deployment Manager (UDM) for unit mobility and readiness matters, and coordinate with the base plans function to ensure smooth deployment of personnel and equipment.
- 4.1.2. Assign APS or AMS personnel to the appropriate Air Expeditionary Force (AEF) band.
 - 4.1.2.1. Monitor personnel and associated equipment for mobility readiness (e.g., personnel immunizations, mobility bags, passports, deployment eligibility, and equipment availability/maintenance status).
 - 4.1.2.2. Maintain copies of unit recall rosters. Provide them to appropriate base and higher headquarters agencies.
 - 4.1.2.3. Coordinate actions for Deliberate and Crisis Action Planning and Execution Segments (DCAPES) and AEF Tasking.
- 4.1.3. Participate in mobility conferences, meetings, and workshops.

- 4.1.3.1. Participate in deployment/redeployment planning meetings/site surveys and deploy with unit personnel when tasked.
- 4.1.3.2. Act as the OPR for unit inputs to the Logistics Module (LOGMOD) system and for all unit issues related to deployment planning and execution.
- 4.1.3.3. Act as the OPR for UTC development and maintenance as a pilot or non-pilot unit IAW AFI 10-401, *Air Force Operations Planning and Execution*, Chapter 5.
- 4.1.4. Develop unit mobility operating procedures.
 - 4.1.4.1. Perform periodic mobility self-inspections to assess the unit's capability to fulfill its wartime taskings.
 - 4.1.4.1.1. Assign and suspense OPRs for mobility/readiness action items.
 - 4.1.4.2. Task transportation personnel and equipment, assign them to positions, and schedule them for exercises and deployments in conjunction with the Installation Deployment Plan (IDP).
 - 4.1.4.2.1. Coordinate with vehicle operations function to determine MHE/vehicle requirements.
 - 4.1.4.3. Submit formal school training requirements, including mobile training team requests, to the unit/host training function.
 - 4.1.4.3.1. Schedule and coordinate local mobility and AMC Affiliation Program training for unit personnel IAW AMCI 10-202, Vol. 4, *Expeditionary Air Mobility Support Operations*.
- 4.1.5. Provide technical assistance for deployment of unit personnel and equipment as needed.

5. CCX/TRX Unit Antiterrorism Representative.

5.1. CCX/TRX will:

- 5.1.1. Manage the unit Integrated Defense (ID) plan which is tailored to the unit mission. The unit ID plan supplements, not replaces the host installation ID plan.
- 5.1.2. Ensure the unit commander has appointed a primary and alternate AT Representative. A copy of the appointment letter will be forwarded to the installation AT Representative.
 - 5.1.2.1. Appoint the AT Representative as the unit's member of the installation Antiterrorism Working Group (ATWG).
- 5.1.3. Document the unit AT Representative's review of the installation threat assessment annually or as needed. Advise unit personnel of what the threats are, and why the threats are present. Threats or vulnerabilities identified in the installation threat assessment that affect the unit should be identified and addressed in a unit threat mitigation plan.
- 5.1.4. Ensure the unit AT Representative conducts a quarterly unit ATWG meeting.

5.1.5. Ensure the AT Representative conducts and documents internal AT exercises and participation in base exercises. Exercise documentation will be retained and provided to higher headquarters AT evaluation/assessment teams.

5.2. Manage and document AT Training.

5.3. Adhere to the unit AT Plan Template. The unit AT Representative will, at a minimum, include the following in the unit AT reference book:

5.3.1. Unit AT Representative appointment letter, to include copy of Level II training certificate.

5.3.2. Unit Specific FPCON Measures. Example: AFI 10-245, *Air Force Antiterrorism (AT) Standards* Attachment 2, Measure Bravo 5. At the beginning and end of each workday, as well as random intervals, inspect the interior and exterior of buildings in regular use for suspicious packages.

5.3.3. Copies of all unit security type checklists.

5.3.4. Random Antiterrorism Measures (RAMs). Copies of the installation matrix and localized unit RAMs. AT Representative will document date and time RAMs are performed.

5.3.5. A copy of the last four installation ATWG minutes, at a minimum.

5.3.6. Any unit tailored items should be included and are highly encouraged.

6. CCX/TRX Administration.

6.1. CCX/TRX will:

6.1.1. Maintain required publications and forms.

6.1.2. Prepare correspondence IAW AFMAN 33-326, *Preparing Official Communications*, and maintain unclassified files IAW AFI 33-322, *Records Management Program*, and AFMAN 33-363, *Management of Records with the Air Force Records Disposition Schedule (RDS)*.

6.1.3. Maintain and control classified files and materials to include receipt, inventory, and destruction according to applicable security regulations IAW AFI 31-401, *Information Security Program Management*.

Section B—Air Transportation Programs

7. AMC Contracted Air Terminal and Ground Handling Services (ATGHS).

7.1. This program standardizes the administrative and operational infrastructure to support all AMC ATGHS contracts with the central management of resources, procurement, and management by HQ AMC Air Transportation Plans and Programs (A4TR).

7.2. AMC/A4TR will:

7.2.1. Act as Program Manager and Command Contracting Officer Representative Manager for the execution of all AMC ATGHS contracts.

7.2.2. Coordinate on Command-to-Command Agreements, Memorandum of Agreements or Understanding (MOA or MOU), and supporting ISSA/ISA, which affect contracted ATGHS operations.

7.2.3. Define contract requirements for ATGHS operations, develop the Performance Work Statement (PWS), and accomplish required coordination with United States Transportation Command/Command Acquisition- Specialized (USTRANSCOM/TCAQS), HQ AMC/A4T Branches, HQ AMC/FM, HQ AMC/A7K, AMOW/APS/AMS/DET, Contracting Officer Representative Manager, Contracting Officer Representative (COR), and other affected agencies.

7.2.4. Assist with developing, implementing and executing performance measurement and management as outlined in the contracted ATGHS Quality Assurance (QA) Plans.

7.2.5. Coordinate support for providing contractor training with AMOW/APS/AMS/DET, COR Manager, and COR.

7.2.6. Budget for the procurement and modifications, which support contract acquisition.

7.3. USTRANSCOM/AQ-R responsibilities:

7.3.1. Award contracts for the procurement or reacquisition of ATGHS contracts.

7.3.2. Provide contract administration for each ATGHS contract.

7.3.2.1. Provide centrally managed administrative support to the Administrative Contracting Officer (ACO).

7.4. AMOW/APS will:

7.4.1. Ensure AMC support of the contractor IAW contract provisions regarding government-furnished training, supplies, facilities, and equipment.

7.4.2. Accomplish support agreements at overseas contracted locations with assistance from AMC/A4TR, and APS/AMS/DET/OL personnel, as applicable.

7.4.3. Appoint a COR Manager to act on the Commander's behalf: assigning primary and alternate CORs, reviewing contractor performance documentation, and fostering lines of communication with the ACO and A4TR for AMC Contracted ATGHS locations designated in Attachment 2 of this instruction.

7.4.3.1. COR Manager/CORs will assist AMC/A4TR with developing Performance Work Statements (PWS), Performance Plans, and Government Cost Estimates.

7.4.3.1.1. COR Manager/CORs coordinate contract performance requirements with AMC/A4TR as a member of the contract acquisition multi-functional team and submit requests for modification to in-place contracts to AMC/A4TR.

7.4.3.2. COR Manager/CORs serve as SME as members of the Source Selection Evaluation Team (SSET).

7.4.3.3. COR Manager/CORs determine the effectiveness and quality of contractor support to customers.

7.4.4. Advise AMC/A4TR when assistance is required or problems arise beyond control or resolution capability.

7.5. Supporting AMOW/AMS/APS/Det/OL will:

7.5.1. Provide administrative support for CORs.

7.5.2. Provide Publications Distribution Office support to contracted locations when the host-base cannot meet these requirements.

7.5.3. Budget for administrative support of contracted operations. This includes such things as Unit COR Manager and COR TDY costs for attending training and participation in contract solicitation and administration efforts; as well as necessary day-to-day support of contracted operations, e.g. cost for replacement of Government-Furnished Materials.

7.6. COR Manager/CORs /Technical Advisors will:

7.6.1. Perform COR Manager/CORs, IAW DoD COR Handbook, and the contract Quality Assurance Performance Plan.

8. Navy Operated AMC Air Terminal Program.

8.1. This program standardizes the implementation and execution of AMC/Chief of Naval Operations (CNO) MOA requirements. This agreement is applicable to Navy-operated AMC terminals regularly traversed by AMC aircraft via scheduled channel missions.

8.2. AMC/A4TR, Program Manager delegated responsibility for ensuring the AMC/CNO MOA is properly administered will:

8.2.1. Assist AMOW/APS with developing, implementing and executing the Navy Operated AMC Air Terminal Program.

8.2.2. Ensure AMOW/APS/AMS/Det/OLs comply with the AMC/CNO MOA.

8.2.2.1. Coordinate on associated ISSA/ISA and MOUs developed by AMOW/APS/DET/OL.

8.2.3. Provide AMC/A4T situational awareness updates based on AMOW/APS/DET/OL periodic reports.

8.2.4. Jointly, with assigned Navy personnel, develop, review, and submit Performance Work Statements (PWS), QA Plans, and Government Cost Estimates; and, serve as technical representation for source selection team when the Navy pursues the acquisition or re-acquisition of Air Terminal Services.

8.2.4.1. Monitor contract QA programs, ensure AMC standards are maintained and appropriate corrective actions pursued as well as assist the Navy with developing required PWS modifications.

8.3. AMOW/APS will:

8.3.1. Comply with the AMC/CNO MOA.

8.3.1.1. Appoint a Regional Navy Operated AMC Air Terminal Manager, responsible for implementing and executing the Navy Operated AMC Air Terminal Program.

8.3.1.2. Ensure an AMC representative is appointed as the Technical Advisor when AMC is responsible for bearing pertinent transportation operating costs on a prorated share or fully reimbursable basis.

- 8.3.1.3. Appoint a COR Manager to act on the commander's behalf; assigning primary and alternate CORs/Performance Assessment Representatives (PAR), reviewing contractor performance documentation, and fostering lines of communication with the ACO and AMC/A4TR for Contracted Navy Operated AMC Air Terminal locations.
- 8.3.2. Develop, coordinate, and execute associated /ISSA/ISA and MOUs.
- 8.3.2.1. Ensure AMC technical personnel responsibilities are agreed to within a local or regional ISSA. These responsibilities include, but are not limited to working with the appropriate contracting agency, QA Personnel, COR and/or PAR.
- 8.3.2.2. Budget for program administration and funding of Navy Operated AMC Air Terminal Operations.
- 8.3.3. Conduct Navy Operated AMC Air Terminal Operations SAVs; set frequency of the visits depending on the size of the terminal, frequency of AMC flights, and known terminal operations issues. An annual visit is required at a minimum for locations where Air Terminal Services are not contracted. Locations where Air Terminal Services are contracted, QA Surveillance will be IAW the contract QA Performance Plan.
- 8.3.3.1. Provide AMC/A4TR copies of SAV reports and contract QA Performance Plan reports.
- 8.3.3.2. Keep AMC/A4TR and unit commanders up-to-date with on-going initiatives, concerns, and information concerning transportation issues/programs.
- 8.3.4. Assist AMC/A4TR with developing and reviewing PWS, QA Performance Plans, and Government Cost Estimates; and serve as technical representation for source selection team when the Navy pursues the acquisition or re-acquisition of Air Terminal Services.
- 8.3.5. Ensure Designated Support Units provide adequate training, assistance, and guidance to Navy Operated AMC Air Terminals.
- 8.3.6. Provide or coordinate administrative support for QA/COR/PAR personnel.

9. AMC Small Terminal Assistance Program (STAP).

9.1. Small terminals generally have limited air terminal facilities, equipment, operations, or technical expertise. These terminals include, but are not limited to, AMC-established Detachments (Det), and Operating Locations (OL); Navy Operated AMC Air Terminals; terminals operated by other commands and/or services and served by AMC airlift; and contractor operated terminals (other than AMC Contracted Air Terminal and Ground Handling Service locations). The STAP makes the small terminal operator's tasks easier by providing a ready source of technical assistance and professional guidance.

9.2. The objectives of the STAP:

- 9.2.1. Provide contacts for the resolution of daily working level transportation problems.
- 9.2.2. Provide a continuing source of training, technical assistance, and information for air terminal personnel.

9.2.3. Provide a mechanism for the resolution of problems which cannot be resolved at the small terminal level.

9.3. Responsibilities of AMC/A4TR.

9.3.1. Review reports for trends and/or problems requiring attention.

9.3.2. Staff and provide responses to items forwarded by AMOW, APS, AMS, Designated Support Unit, small terminals, or other agencies.

9.3.3. Perform SAVs upon request of the AMOW, APS, AMS, or the small terminal.

9.3.4. Review ISSA/ISA and other agreements to ensure they allow and/or support the STAP concept as defined in this instruction, including authority/agreement for HQ AMC, AMOW, APS, AMS, and AMC Designated Support Units.

9.4. Responsibilities of the AMOW/APS/AMS.

9.4.1. Develop, coordinate, review, and execute agreements to ensure they allow and/or support the STAP concept as defined in this instruction, including authority/agreement for HQ AMC and AMC Designated Support Units.

9.4.2. Ensure Designated Support Units in their areas of responsibility provide adequate training, assistance, and guidance to small terminals.

9.4.3. Ensure SAVs are conducted when necessary to small terminals as defined in paragraph 9.5.6., and applicable reports and staff issues are forwarded to AMC/A4TR as required.

9.4.4. Ensure small terminals are receiving required assistance and follow-up actions are conducted.

9.4.5. As appropriate, recommend changes and/or improvements to this and other instructions.

9.5. Responsibilities of the Designated Support Unit.

9.5.1. Support each small terminal(s) designated in Attachment 3 of this instruction, and/or as assigned by the AMOW, support agreements, etc.

9.5.2. Schedule visits to small terminals as appropriate and notify AMC/A4TR and appropriate intermediate command.

9.5.2.1. Set frequency of the visits depending on the size of the terminal, frequency of AMC flights, and known terminal operations issues.

9.5.3. Provide technical advice on all aspects of air terminal operations by qualified air transportation personnel. Provide oversight of AMC facilities, equipment, and vehicles.

9.5.3.1. Provide guidance to the terminal operators in processing cargo, mail, and passengers for airlift.

9.5.3.2. Provide guidance in preparation, maintenance, and distribution of traffic documentation (TCMDs, manifests, etc.), and reporting procedures for the Transportation Working Capital Fund (TWCF).

9.5.3.3. Provide guidance in preparation and forwarding of directed/required reports.

9.5.4. Provide assistance with On-the-Job-Training (OJT) of air terminal personnel. Assistance may be provided at the small terminal, Designated Support Unit, and by use of Web Based Training (WBT).

9.5.5. Provide assistance in obtaining forms and publications.

9.5.6. Conduct SAVs using technically qualified personnel at frequencies determined by the Designated Support Unit, MOA, MOU, ISSA/ISA, or other agreements.

9.5.6.1. Authorize follow-up visits to small terminal operations where major deficiencies warrant further on-site assistance. These visits will be of sufficient duration to provide technical assistance and OJT.

9.5.6.2. Contact the Data Processing Center (DPC), AMC/A4TID, prior to performing SAVs, to identify any problems the small terminal may be having in documentation and TWCF reporting. Problems which cannot be resolved during SAVs will be addressed to the appropriate command staff.

9.5.6.3. Submit written SAV reports to the visited unit with copies forwarded to: AMC/A4TR and appropriate intermediate command transportation staffs. Also, forward copies to higher headquarter staffs of the small terminal unit as directed by MOA, MOU, ISSA/ISA, and other agreements. NOTE: The reporting requirement in this paragraph is exempt from licensing in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections* paragraph 2.11.4.

10. Air Reserve Component (ARC) Program:

10.1. The primary purpose of the Air Reserve Component (ARC) program is to provide specialized, technical, and functional expertise assistance to AFRC and ANG APS units, which enhances their ability to meet wartime mission and tasking requirements.

10.2. AMC/A4TR will:

10.2.1. Provide quotas for ARC personnel to attend AMC formal training courses.

10.2.2. Validate manning augmentation requests and manage the Military Personnel Appropriation (MPA) man-day program, in coordination with 618 Tanker Airlift Control Center (618 TACC).

10.2.3. Act as operational link between HQ AMC/Air Operations Squadron (AOS) Operating Locations and HQ AMC.

10.3. Active Duty Unit Commanders will:

10.3.1. In conjunction with ARC unit commander, assume responsibility for the host/ARC relationship.

10.3.2. In conjunction with ARC unit commander, coordinate required disciplinary/legal actions against ARC personnel performing training or augmentation at the active unit as necessary.

10.3.3. Assign primary and alternate unit coordinators at all annual tour training locations.

10.4. ANG/AFRC Unit Reserve Coordinators will:

10.4.1. Maintain a continuity folder, reference Attachment 4.

10.4.2. Coordinate, schedule, and arrange training, transportation, and billeting for ANG/ARC teams on flyaway unit training assembly days or annual tours.

10.4.3. Ensure training, transportation, and billeting requirements are received from the ARC not later than 45 days before the team's scheduled arrival and advise the ARC team of any training or support shortfalls as soon as notified by the supporting unit.

10.4.4. Ensure ARC personnel receive training as requested and identified; and all training is properly documented.

10.4.5. Ensure AFRC/A4RT has current and accurate information regarding unique training, equipment training requirements, and team size and rank limitations so the information can be displayed on the reserve coordinator website.

10.4.6. Provide original copies of the locally produced ARC Annual Tour Survey and AMC ARC Team Chiefs Annual Tour Survey to ARC annual tour personnel. Upon completion of the ARC tour, complete a copy of the locally produced AMC ARC Coordinator's Annual Tour Survey and forward copies of all completed surveys to AFRC/A4RT.

10.4.7. Report all accidents and injuries involving ARC personnel on annual tour or MPA man-days to AFRC/A4RT as soon as operationally possible, but not later than 24 hours after the incident.

Section C—Mechanized Material Handling Systems and Material Handling Equipment (MHE)/Specialized Vehicle Programs

11. Mechanized Material Handling Systems (MMHS) Program.

11.1. MMHS are designed to use mechanical means to move and/or store material. Examples are: highline docks, baggage conveyors, multi-tier storage for 463L pallets, pallet pits, truck dock levelers, scales, omni-roller boards, etc.

11.2. AMC/A4TR will:

11.2.1. Initiate and collect MMHS requirements on an annual basis.

11.2.1.1. Provide guidance to units on how to establish new requirements and validate current requirements.

11.2.1.2. Validate submissions and collaborate with AFMC lead engineers on project priorities.

11.2.2. Visit locations with MMHS no more than annually. The visit will include, but is not limited to, an inspection of the current systems and identification of systems which need to be repaired, upgraded, or replaced.

11.3. Units owning and/or establishing requirements for MMHS for new systems, repairs, upgrades, or replacements will:

11.3.1. Provide validated requirements in response to the annual AMC/A4TR data call.

11.3.1.1. Submit each project separately and clearly define each project's requirements.

11.3.1.2. Large scale MMHS projects coincide with facility construction projects or major facilities upgrades; but, are not included within facility project itself. Large MMHS project funding is targeted to meet and align with the facilities construction schedule.

11.3.1.3. Validate their first submission, the initial project requirement, each year thereafter until the project is completed or no longer required.

11.4. Units will ensure any type of MMHS is properly maintained to minimize downtime and extend the lifecycle.

11.4.1. Units will inspect MMHS systems at a minimum annually, IAW Attachment 5.

11.4.2. Units will create and maintain operator and maintenance training plans.

11.4.2.1. Training will be documented in the Training Business Area (TBA) for all military personnel and in all other DoD employees training records. Units without access to TBA will establish local procedures for monitoring and documenting training.

11.4.2.2. Commanders will ensure MMHS operators and maintenance personnel accomplish initial and recurring training (Attachment 6, MMHS Operator and Maintenance Training, Recommended Training Checklist) to safely operate and maintain unit MMHS. Initial and recurring training are key components to keeping MMHS equipment in operation to meet mission requirements and extend lifecycle operations.

11.4.3. All inspections, maintenance, and/or repairs will be documented, retained on file locally for 12 months, and archived for an additional 24 months.

11.4.3.1. Scales will be calibrated IAW T.O. 00-20-14, Air Force Metrology and Calibration Program. In the event this T.O. isn't applicable, and manufacturer's requirements are not available, scale calibrations will not exceed 180 days. Additionally, calibration will be set to +/- 1% when no other calibration documentation (i.e. Manufacturer's, T.O., etc.) is available. All efforts will be made to acquire appropriate documentation prior to the next calibration cycle.

11.4.3.2. Wire ropes, chains and hooks shall be thoroughly inspected monthly (every 30 days), IAW AFI 91-203, *Air Force Consolidated Safety Instruction*. Inspections for each item shall be documented separately on AFTO Form 95, Significant Historical Data, or locally developed tracking system.

11.4.3.3. Use of local tracking systems for documenting inspections, maintenance and other activities is acceptable in place of specified AFTO Form 95, AFTO Form 244, Industrial/Support Equipment Record, and general purpose forms. Electronic signatures are acceptable. While this standard eliminates the requirement for paper AFTO Forms 95 and 244 and general purpose forms, MAJCOMs, NAFs, local procedures, Technical Orders and other Air Force guidance may continue to require use of these forms. Before discontinuing use of any forms reference prescribing directives to include AFI 91-203.

11.4.4. Units will report MMHS downtimes for other than preventive maintenance to AMC/A4TR, amca4tr.plt.equip@us.af.mil. The following information will be forwarded within one duty day of the MMHS being returned to operational status: date and time system was recorded as down and returned to operational status; a brief description of what caused the downtime; what maintenance/repair actions were required; total maintenance/repair costs; and, impacts to mission (aircraft delayed, cargo left behind, pallets stuck in system, etc.).

11.5. Units will use the Inventory Control System (ICS) software (when installed). All ICS capabilities available will be utilized, to include but not limited to, inventory pallets loaded in the MMHS, interface with GATES, sequence aircraft loads, and 3D camera capabilities.

11.5.1. MMHS operators and maintenance personnel will accomplish initial and annual refresher unit training, which includes system operations, troubleshooting minor errors, and systems maintenance requirements.

12. Material Handling Equipment (MHE)/Specialized Vehicles Program.

12.1. MHE and Specialized Vehicles are designed to transport material and assist with uploading and downloading cargo/passenger operations, e.g., K-loaders, forklifts, and staircase trucks.

12.2. All vehicles (MHE and Specialized Vehicles) will be accounted for using the GART.

12.2.1. Weekly status reports are required, at a minimum, from each unit possessing or using any AMC APS vehicles/equipment.

12.2.1.1. The weekly report will be submitted each Tuesday NET 0600Z or NLT 2100Z.

12.2.2. An additional report may be submitted to inform AMC/A4TR of any significant changes in unit/base capability, or when directed to do so by an appropriate authority (Group, Wing, or Numbered Air Force).

12.3. All vehicles will be thoroughly inspected IAW T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, daily when used and weekly when not used. Inspecting vehicles on a daily basis is encouraged to ensure in-commission capability.

12.4. Unit leadership is responsible for ensuring vehicles are rotated from high use to low use work areas to spread usage among all assigned vehicles.

12.4.1. Assigned Halvorsen loaders are designated as the primary support vehicle for loads of one to three pallets. This does not apply to Halvorsens in "Pure WRM" statuses, which are not used for daily operations.

12.4.2. Vehicles with a recorded trend of low usage each month may be targeted for transfer to satisfy other requirements.

12.5. Requests for additional and/or different types of vehicle authorizations compete for finite enterprise resources and therefore drive reallocation of vehicles from one unit to support another.

12.5.1. Units requesting modification of their vehicle authorizations must complete an AF Form 601, Equipment Action Request, IAW AFI 24-302, *Vehicle Maintenance Management*. All requests must clearly state the requested action and include supportive justification.

12.6. The Caterpillar 10K All Terrain (A/T) forklift is certified by the manufacturer to move rolling stock (trailers, etc.) with the Caterpillar version of a front pintle hook attachment, Aircraft Loading Fork Attachment (ALFA). Units will only use the ALFA for movement of rolling stock with the Caterpillar forklift. The Air Force Safety Center (AFSEC) has provided Exemption 11-03 allowing the John Deere model 10K A/T forklift and the Arrow Manufacturing (MFG) pintle hook to be utilized for aircraft loading operations. Exemption 11-03 is expected to expire 25 August 2013. Refer to Exemption 11-03 <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/equipment/10k/hello.html> for special restrictions. Once Exemption 11-03 expires, no other brand of pintle hook attachment or forklift will be authorized.

12.6.1. Units may use the 10K A/T forklift when no other compatible prime mover is assigned or available. Operational Risk Management (ORM) guidance is outlined in Attachment 7, Pintle Hook Attachment Checklist. The checklist will be completed each time the 10K A/T forklift is used will be retained on file for 12-months.

12.7. Ensure Vehicle/Equipment Mishaps are reported. Submit initial notification within 24-hours. Initial notification requires a synopsis of the incident. Follow-up notification will be sent within five (5) duty days. Photographs and additional information, i.e. cost estimates, will be provided in the follow-up notification. The safety investigation will take precedence if a mishap is reportable IAW AFI 91-204, *Safety Investigations and Reports*. Refer to the following link to report Vehicle/MHE incidents: https://private.amc.af.mil/A4/conf/mhe_mishap/registration_form.asp

Section D—Use and Proper Control of Personal Electronic Devices (PED) and Accountability/Marking of Personal Protective Equipment (PPE)/Assigned or Issued Equipment (Applicable to AFRC units)

13. Use and Proper Control of PED.

13.1. Unit leadership will ensure proper use and control of PED.

13.2. PED used on the flight line or in unit work areas will only be used for official/authorized business. Devices will not be used while actively performing tasks such as loading passengers/cargo or operating equipment/vehicles.

13.2.1. During aircraft maintenance actions, PED not required in the performance of aircraft maintenance, will be powered off. Placing PED in the silent or vibrate mode does not satisfy this requirement. This restriction does not apply to personnel performing management duties, such as Duty Officer or Ramp Controller.

13.3. Unit personnel will comply with PED restrictions in T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, AFMAN 91-201, *Explosive Safety Standards*, AFI 91-207, *The US Air Force Traffic Safety Program*, AFMAN 31-116, *Air Force Motor Vehicle Supervision*, and AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, as well as applicable aircraft and equipment T.O.s, and other command/base instructions.

14. Accountability/Marking of Personal Protective Equipment (PPE)/Assigned or Issued Equipment.

14.1. Only individual equipment items purchased by the unit are authorized for use in work centers and on the flightline. Individual equipment items authorized for use on the flightline includes but is not limited to: PPE, reflective vests/belts, ear defenders, gloves; light wands, fall restraint harnesses, Night Vision Goggles (NVG), Gerbers, Leathermans, Mag Lights, aircraft loading checklists; tools assigned to specific aircraft servicing equipment such as Lavatory Service Truck (LST) or Potable Water Trucks; and, aircraft intercom headsets.

14.2. Units will ensure accountability/markings of equipment assigned/issued to an individual or team.

14.2.1. Personnel will account for all equipment on their person or used on the flightline, before departing/returning to their work center or proceeding from one work assignment/task to another. Equipment accountability will be documented at the beginning and end of each shift.

14.3. Marking of equipment assigned/issued to an individual will be accomplished prior to utilizing equipment.

14.3.1. Minimize identification markings (first initial, last name, and GO81 man/employee number or other code approved by AMC/A4TR) on equipment such as ear defenders, reflective vests/belts, gloves, etc., which allows continued use of PPE when individuals Permanent Change of Station/Permanent Change of Assignment (PCS/PCAs). PPE issued and marked following previous guidance does not need to be re-etched or replaced solely to comply with these marking requirements; however, if any part of the Social Security Number (SSN) has been used it will be removed. Markings are not required on issued individual clothing, with the exception of gloves.

14.3.1.1. Contingency Response Wing (CRW) personnel will use the last four numbers of the DoD Identification (ID) number (found on the back of their ID card). Personnel may continue to use the last four digits of their SSN if they have an ID card with their SSN, until the ID card is replaced and a DoD ID number is assigned.

14.4. Tools assigned to a vehicle or equipment, for example a screw driver, pliers, flashlight, etc., will be listed on the vehicle/equipment, AF Form 1800, Operator's Inspection Guide and Trouble Report, and marked with the Vehicle Identification number and unit work center (e.g., 723 AMS/TROF).

14.5. Units will immediately initiate lost or missing equipment item(s) procedures.

14.5.1. The person identifying the missing item will search the immediate work area. After completing an initial search and the item is not found, notify the Flight Commander/Chief and the Duty Officer, or the equivalent thereof.

14.5.2. The Duty Officer, or equivalent, will:

14.5.2.1. Initiate a search for the item and if the item is not found, determine when to terminate the search.

14.5.2.2. Notify the Operation Terminal Operations Center and Unit Commander when an item cannot be found.

14.5.2.2.1. . Ensure the Unit Lost Item Log is annotated and the Unit Lost Item Report is initiated.

14.5.2.3. Notify the Operation Center and Unit Commander when the item is found.

14.5.2.3.1. Ensure the Unit Lost Item Log is annotated and the Unit Lost Item Report is completed.

14.5.3. The Unit must also comply with procedures outlined in AFI 21-101, *Aircraft and Equipment Maintenance Management* para 10.8.1.3 and local Operating Instructions, if the possibility exists that the item was lost on an aircraft/flightline.

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

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

- AFPD 10-7, *Information Operations*, 6 September 2006
- AFI 10-201, *Status of Resources and Training System*, 13 April 2006
- AFI 10-244, *Reporting Status Of Aerospace Expeditionary Forces*, 15 June 2012
- AFI 10-245, *Air Force Antiterrorism (AT) Standards*, 21 September 2012
- AFI 10-245_AMCSUP, *The Air Force Antiterrorism (AT) Standards*, 21 September 2012
- AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006
- AFI 21-101, *Aircraft and Equipment Maintenance Management*, 26 July 2010
- AFI 24-302, *Vehicle Maintenance Management*, 26 June 2012
- AFI 31-218 (I), *Motor Vehicle Traffic Supervision*, 22 May 2006
- AFI 31-401, *Information Security Program Management*, 1 November 2005
- AFI 33-201V2, *Communications Security (COMSEC) User Requirements*, 26 April 2005
- AFI 33-322, *Records Management Program*, 4 June 2012
- AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000
- AFI 91-207, *The US Air Force Traffic Safety Program*, 27 October 2011
- AFMAN 31-116, *Air Force Motor Vehicle Supervision*, 9 May 2012
- AFMAN 33-363, *Management of Records*, 1 March 2008
- AFMAN 33-326, *Preparing Official Communications*, 25 November 2012
- AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011
- AFI 91-203, *Air Force Consolidated Safety Instructions*, 15 June 2012
- AMCI 10-202, Volume 4, *Expeditionary Air Mobility Support Operations*, 2 December 2009
- AMCI 24-101 Volume 20, *Air Transportation Standardization/Evaluation Program*, 11 January 2008
- AMCI 24-101 Volume 22, *Training Requirements for Aerial Port Operations*, 22 August 2008
- DoD COR Manual*, 22 March 2012
- T.O. 00-20-14, *Air Force Meteorology and Calibration Program*, 30 September 2011
- T.O. 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, 19 January 2012
- T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 12 Jan 2012

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 601, *Equipment Action Request*

AF Form 1800, *Operator's Inspection Guide and Trouble Report*

AFTO Form 95, *Significant Historical Data*

AFTO Form 244, *Industrial/Support Equipment Record*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFWUS—Air Force-Wide Unit Type Code Availability System

AMCI—Air Mobility Command Instruction

AMOG—Air Mobility Operations Group

AMOW—Air Mobility Operations Wing

AMS—Air Mobility Squadron

ANG/AFRC—Air National Guard/Air Force Reserve Command

ATGHS—Air Terminal and Ground Handling Services

ATM—Air Terminal Manager

APS—Aerial Port Squadron

BSP—Base Support Plan

CBT—Computer Based Training

CCX/TRX—Air Transportation Combat, Readiness, and Resources Flight

CDCP—Centralized Data Collection Point

COR—Contracting Officer Representative

CRG—E—Contingency Response Group-Element

CRW—Contingency Response Wing

DoD—Department of Defense

HNSA—Host Nation Support Agreement

HTSA—Host Tenant Support Agreement

IAW—In Accordance With

ID—Identification

ISA—Intra-Service Support Agreement

ISSA—Inter-Service Support Agreement

LST—Latrine Service Truck

MAJCOM—Major Command

MHE—Materials Handling Equipment

MOA—Memorandum of Agreement

MOC—Maintenance Operations Center

MOU—Memorandum of Understanding

MPA—Military Personnel Appropriation

NAF—Numbered Air Force

NATS—Navy Air Terminal Support

NVG—Night Vision Goggle

OI—Operating Instruction

OJT—On-the-Job Training

OL—Operating Location

OPSEC/COMSEC—Operations Security/Communication Security

OPLAN—Operations Plan

OPORD—Operations Order

PED—Personal Electronic Device

POC—Point of Contact

PPE—Personal Protective Equipment

PWS—Performance Work Statement

QA—Quality Assurance

RCS—Reports Control Symbol

SAV—Staff Assistance Visit

SME—Subject Matter Expert

SORTS—Status of Resources and Training System

STAP—Small Terminal Assistance Program

TM—Terminal Manager

TWCF—Transportation Working Capital Fund

UDM—Unit Deployment Manager

USTRANSCOM—United States Transportation Command

UTC—Unit Type Code

WBT—Web Based Training

Terms

Personal Electronic Device— An electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDA's), cameras, and any device that provides a wireless connection to the Internet.

Tool— A hand-held implement such as a screwdriver, pliers, or hammer, used to accomplish work.

Use— shall include carrying or possessing a Personal Electronic Device that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or in the silent mode shall be considered to be in use.

Attachment 2

**AMC CONTRACTED AIR TERMINAL AND GROUND HANDLING SERVICES
(ATGHS)**

Table A2.1. AMC Contracted Air Terminal and Ground Handling Services (ATGHS)

Contracted Air Terminal Operations (CATO)	
Location	Functional Director
Eielson AFB, Alaska	515 AMOW/XPO
Misawa AB, Japan	515 AMOW/XPO
Fukuoka IAP, Japan	515 AMOW/XPO
Gunsan, Republic of Korea	515 AMOW/XPO
Gimhae, Republic of Korea	515 AMOW/XPO
Paya Lebar, Singapore	515 AMOW/XPO
Al Mubarak, Kuwait	521 AMOW/ADO
Al Udeid, Qatar	521 AMOW/ADO
Tel Aviv, Israel	521 AMOW/ADO
AMC Station Manager Contracts	
Location	Functional Director
Central and South America	437 APS/CCX
Kingston, Jamaica	437 APS/CCX
AMC Commercial Gateway	
Location	Functional Director
Baltimore-Washington IAP, MD	305 APS/DET 1
Seattle-Tacoma IAP, WA MD	62 APS/OL-A
AMC Baggage Service Center	
Location	Functional Director
Joint-Base Charleston, SC	437 APS/CCX
AMC Aerial Delivery Services	
Location	Functional Director
Joint-Base Charleston, SC	HQ AMC/A4TR
Dyess AFB, TX	HQ AMC/A4TR
Joint- Base Lewis-McChord, WA	HQ AMC/A4TR
Pope Field, NC	HQ AMC/A4TR

Attachment 3

SMALL TERMINAL ASSISTANCE PROGRAM LOCATIONS

Table A3.1. Small Terminal Assistance Program Locations

Location	Designated Support Unit	Terminal Operator
Thule, Greenland	305 APS	Space Command
NAVSTA, Norfolk	436 APS	Navy
Ascension Island	437APS	HQ USAF
Bridgetown, Barbados	437 APS	Army
Guantanamo Bay, Cuba	437 APS	Navy
Jacksonville NAS, Florida	437 APS	Navy
Managua, Nicaragua	437 APS	USSOUTHCOM
Paramaribo, Suriname	437 APS	Embassy
Patrick AFB, FL	437 APS	USAF
Port-au-Prince, Haiti	437 APS	USSOUTHCOM
Port-of-Spain, Trinidad	437 APS	USSOUTHCOM
Santo Domingo, Dominican	437 APS	USSOUTHCOM
Soto Cano, Honduras Republic	437 APS	Army
St. Johns, Antiqua	437 APS	HQ USAF
Akrotiri, Cyprus	521 AMOW	USAFE
Amman, Jordan	521 AMOW	
MAP/Embassy/CENTCOM		
Izmir, Turkey	521 AMOW	USAFE
ADMINSUPU, Manama, Bahrain	521 AMOW	Navy
NSA Naples, Italy	521 AMOW	Navy
NAS Sigonella, Italy	521 AMOW	Navy
NAVSUPPACT, Souda Bay, Crete	521 AMOW	Navy
NAVSTA Rota, Spain	521 AMOW	Navy
Moron, Spain	725 AMS	USAFE
Diego Garcia, Indian Ocean	730 AMS	Navy
Bangkok, Thailand	733 AMS	Army
U-Tapao, Thailand	733 AMS	JUSMAGTHAI
Clark/Diosdado, Philippines	733 AMS	JUSMAGPHIL
Zamboanga, Philippines	733 AMS	PACOM
Djakarta, Indonesia	730 AMS	USDAO
Atsugi, Japan	730 AMS	Navy
Iwakuni MCAS, Japan	730 AMS	Marines
Alice Springs, Australia	735 AMS	Space Command
Richmond, Australia	735 AMS	AMC
Kwajalein Island	735 AMS	Army
Wake Island	735 AMS	PACAF
Christchurch, New Zealand	735 AMS	AMC

Attachment 4**RESERVE COORDINATOR CONTINUITY BINDER****Figure A4.1. Reserve Coordinator Continuity Binder**

Reserve Coordinators (RC) will maintain a continuity binder with the following items as a minimum:

1. Reserve Coordinator Appointment Letter

Reserve coordinators duties and responsibilities

2. Points of Contact

Billeting

Dining Facility

HQ AMC/A4TR

3: Applicable Instructions (may maintain a computer copy vs. hard copy)

AFRCI 24-101, Reserve Aerial Port Program

4. In Brief Information

Squadron Command Organization

Local Information

Safety Briefing

Level 1 FP training (OCONUS)

5: Information Point Papers and Hand-outs and Messages

Mishap Notification Message

MPA Request Sample Letter

6: Annual Tour Schedule and Training Matrix (may maintain a computer copy vs. hard copy)

Attachment 5

UNIT ANNUAL SYSTEMS INSPECTION

Table A5.1. MMHS Systems Inspection Requirements

The inspection items listed below are the minimum requirements.

General:

- All inspections will be performed IAW manufacturer's manuals to include manufacturer recommended service intervals. Inspections will be performed, at a minimum, annually if the manufacturer's documentation does not provide inspection or service information.
- Inspect all equipment for abnormal wear and tear.
- Ensure all rollers, chains, bearings, and/or moving parts are properly lubricated (when applicable) to ensure safe continued operation. Ensure proper alignment.
- Visually check structure/s and weldments for: cracks, breaks, loose/missing bolts or hardware.
- Check all nuts and bolts are serviceable and tightened to proper specifications.
- Warning horns, buzzers, bells, and lights: ensure operational, replace/repair if applicable.
- Check equipment operating areas to ensure there are no obstructions, bindings, or unwarranted contact.
- Inspect all motors, gear drives, sprockets, etc., for safe operation. Wiring harnesses will be inspected for wear and fraying. Replace wires that are frayed, exposed, and/or unsafe.
- All scales will be calibrated IAW T.O. 00-20-14 and/or manufacturer's manuals/requirements. In the absence of a listing in T.O. 00-20-14 and manufacturer's documentation, calibrate scales no less than 180 days.

All Inspection requirements for the specific types of equipment listed below are in addition to the general requirements listed above.

MMHS Large Systems (Cargo/Pallet Conveyors, TVs, ETV, Multi-Level Storage, Multi-Pallet Oversize systems, etc.):

- Inspect wire rope system: wire rope, drum, sheaves, bearings, safety grab/brakes, rope and clevis, and slack rope indication. Check for abnormal wear and operation. Inspections will be conducted IAW Manufacturer manuals, AFI 91-203, or a minimum of annually.
- Inspect all safety equipment, i.e. laser leveling equipment, emergency stops to ensure proper alignment and safe operation.
- Inspect tracks, wheels, and bearings for abnormal wear and operation.
- Inspect rail brakes for abnormal wear and ensure operational.
- Inspect isle and distance detection devices to ensure operational.

Passenger Baggage Conveyors:

- Inspect all moving parts to ensure safe operation without interference.
- Ensure areas around, under, and behind the conveyors are clean and free of debris.
- Inspect gear drives, chains, belts are properly aligned, and provide safe operation. Replace chains and belts when worn, stretched, or otherwise unsafe.
- Inspect all wiring and replace worn/frayed, unsafe wiring as required.

Omni Rollers (Including Omni-roller floors in confined spaces, i.e. security cages):

- Check all rollers for lubrication and operation.
- Replace rollers as required.
- Inspect roller flooring to ensure no areas have been dented, torn, raised. Replace as required.

Truck Dock Leveler/s:

- All truck dock levelers will be inspected no less than every 12-months.
- Truck Dock Levelers should be inspected by qualified personnel. Units without assigned maintenance personnel may have to contact their local maintenance offices or pay for service by a qualified commercial vendor.
- Ensure safe operation of all moving parts.
- Inspect electric wiring and replace frayed or worn wires.
- Inspect hydraulic rams and gas shocks for proper operations. Replace as required.
- Inspect all nuts and bolts for tightness IAW with manufacturer's documentation.
- Ensure all mounting nuts and bolts are intact and tightened to manufacturer's requirements.

Pallet Pits:

- Ensure pallet pits are cleaned out on a routine basis. All trash should be removed.
- Cycle the Pallet Pit from the highest to the lowest position ensuring full movement capability.
- Lubricate moving parts when/where required.
- Inspect all wiring, if applicable, and replace worn, frayed, and or burned wiring.
- Inspect rollers for movement and lubrication, ensure safe operation.

Cargo Roller Conveyors:

- Inspect all rollers for safe operation without binding. Replace rollers as required.

Rotating Tables:

- Inspect rollers for safe operation, without binding, and replace as required.
- Inspect pneumatic/hydraulic/electric equipment used to rotate the table. Replace parts and wiring as required.

Finger Docks:

- Inspect rollers, chain/gear drives, motors for alignment, wear and tear, and for safe operation.
- Replace parts as required.
- Inspect all hand holds, and safety rails to ensure they are firmly affixed and secure.
- Inspect all steps, maintenance ways/access points to ensure they are safe, secured, without creating tripping hazards.
- Ensure trash and debris is removed from under the finger docks at least semi-annually.

Highline Docks:

- Inspect all frame structures, weldments, see general items.
- Ensure highline docks are secured to the ground.
- Inspect all rollers ensuring safe operation and proper lubrication.

Outside/Overhead Crane:

- Inspect all components IAW manufacturer's documentation.
- All moving parts should be in proper alignment and lubricated.
- All electrical wiring should be inspected; replace worn/frayed wiring as required.
- Cables/Wire Ropes should be inspected IAW manufacturer's documentation.

Truck Leveler/s:

- Inspect all items IAW manufacturer's documentation.
- Inspect all wiring and replace worn/frayed wiring as required.
- Ensure all moving parts are lubricated and operate safely and properly aligned.

All Other Associated Equipment:

- Inspect all other associated equipment IAW manufacturer's documentation.
- Perform applicable inspection items from the general section listed above.

Attachment 6

MMHS OPERATOR AND MAINTENANCE TRAINING

Table A6.1. Recommended Training Checklist

Training for both Operator and Maintenance personnel:

- Occupational Safety
- Operational Safety
- CPR
- Fall Protection
- Working in confined spaces
- Overhead crane train the trainer
- ICS software operation
- Overhead crane operator training
- Overhead crane rigging to lift/move outside materials
- SIEMENS – Air cargo system operator training (Specific to Certain Systems)

Maintenance Training:

- Working in confined spaces: supervisor, attendant, and entrant
- Handling Hazardous Materials
- Industrial Safety (Recurring) for electrical, mechanical, hydraulic, and crane operation
- Overhead crane safety and inspector
- Wire rope inspection
- Scale calibration (where applicable)
- ICS software training for minor error codes
- Maintenance of hydraulic systems
- Recurring test/maintenance of electrical installation (electrical cabinets/wiring/relays/contactors, etc.)
- PLC (Programmable Logic Controller)
- Lock out/Tag out procedures
- Welding classes (Arc, MIG, TIG, Cutting, Soldering, and Brazing)
- SIEMENS S7 Service 1 (Specific to Certain Systems)
- SIEMENS S7 Service 2 (Specific to Certain Systems)
- SIEMENS - Air Cargo Maintenance Training (when applicable)
- SITRAIN – Training for Automated and Industrial Solutions – SIMATIC S7, TIA
- Fundamentals of Programmable Logic Controller using RS Logix 5, 500, and 5000
- Programmable Logic Controller 5 and 500 maintenance troubleshooting
- AC Motor Drive Fundamentals
- Advanced Programmable Logic Controller Network Communications and Online Practices
- Fundamentals of Electronic Scales Source: Rice Lake Weighing Systems
- Basic Electrical Principles and Fundamentals
- Fundamentals of Hydraulic Systems
- Maintenance and Inspection of Elevated Transfer Vehicles, Transfer Vehicles
- Maintenance and Inspection of Truck Dock Levelers, Man-lifts, and Scissor Lifts

Attachment 7

10K A/T FORKLIFT ORM GUIDANCE

Table A7.1. Pintle Hook Checklist

ORM Checklist for 10K A/T Forklift w/Aircraft Loading Forklift Attachment (ALFA) to Ensure Safe Operations "When No Other Prime Mover is Available"		Page 1 of 1 Pages		
OPR:	HQ AMC/A4TR	Date:		
NO.		Yes	No	N/A
	Caterpillar authorizes the 10K A/T for "Push/Pull" as long as the ALFA attachment is used. In this configuration, the Caterpillar 10K A/T is authorized to move fixed tongue rolling stock materiel up to 20,000 LBS. Follow this checklist when no other Prime Movers are available to move other types of rolling stock materiel			
	** DO NOT continue conducting 10K A/T aircraft loading/unloading operations if there are any "NO" answers to the questions below. **			
	Enter Date: _____, Type Aircraft: _____, and Mission Number: _____			
1	Is the operator trained to operate the 10K A/T with front pintle hook attachment?			
2	Is the forklift a Caterpillar? Note: Ensure AF Form 1800 is signed off at beginning of each shift.			
3	Is the forklift cab installed as required by OSHA to provide Roll Over Protection and Fall Protection?			
4	Only use the Aircraft Loading Fork Attachment (ALFA) provided by Caterpillar Inc. Ensure the ALFA is attached to the forklift IAW with the Operator's Manual.			
5	Has the Load Team Chief or Supervisor ensured the pintle hook attachment is correctly attached? Note: The rear pintle hook is not authorized for loading and unloading operations and may only be used for recovery of the forklift.			
6	Has the Load Team Chief or Supervisor briefed the operator that the fork positioner will not be operated while the fork tine attachment is attached to the forklift? The forks will not be opened or closed while the pintle hook attachment is installed.			
7	Has the Load Team Chief or Supervisor briefed the operator and ensured that the forklift will be operated in first gear with a maximum engine speed of 1600 RPM?			
8	Note: Except when on the aircraft ramp, forklift shall not operate on greater than a 2% slope.			
9	At least one spotter will assist the 10K A/T operator at all times while the forklift is connected to a non-motorized rolling stock. Additional spotters may be required depending on non-motorized rolling stock type and dimensions. It is critical the forklift operator have sufficient spotter assistance to ensure safe operations.			
10	File a completed checklist in the ATOC flight folder and/or file for 12-months.			
11	Load Team Chief / Supervisor: Signature: _____ Print Name: _____			