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AIR MOBILITY COMMAND**

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**Transportation**

**AIR TERMINAL OPERATIONS CENTER**

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This instruction implements AFPD 24-2, *Preparation and Movement of Air Force Materiel*. It establishes policy and procedures for the Air Terminal Operations Center (ATOC). This instruction applies to the Air National Guard (ANG) when in Title 10 status and assigned to Air Mobility Command (AMC). It also applies to the US Air Force Reserve Command (AFRC) and their units. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command to [a4tcp@us.af.mil](mailto:a4tcp@us.af.mil). 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

**This document has been substantially revised and must be completely reviewed.** Major changes include: addition of AMC Form 77, *Aircraft Ground Handling Record* instructions, removal of load planning section to AMCI 24-101, Volume 11, *Cargo and Mail Policy*, consolidated Attachment 2, *Information Systems* with terms in Attachment 1, relocated *Port to Port Requirements* from paragraph 9 to Attachment 2, added Attachment 7, AMC Form 56, *Re-handled Workload* instructions, added responsibility for the Station On Hand Channel Report,

RCS: AMC (AR) 7115 (7115 report) to cape forecasting, added verbiage to Mission Load Report (MLR) and bumped cargo procedures, added guidance for handling non-TWCF missions, added guidance for supporting host installation mobility operations, included all ATOC messages from the A4T website, and provided new seat release procedures. This version eliminates references to outdated publications and information systems. Further revisions are made for clarity and currency.

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### *Section A— ATOC Overview*

**1. Air Terminal Operations Center (ATOC).** This volume provides guidance and procedures to be used by the ATOC in performance of daily responsibilities. ATOC is placed an echelon above all other air terminal work centers to effectively exercise command and control. ATOC is the focal point for aerial port mission execution. It is the central point through which all information relating to airlift traffic flow and aerial port operations is received, processed, and dispatched to each functional area as well as to the chain of command. Personnel assigned to ATOC should be at least an E-4 with experience in multiple work centers, as well as extensive knowledge of all directives, policies, and procedures pertaining to passenger and cargo/mail handling. ATOC controls all space allocated on AMC airlift missions, is responsible for obtaining maximum utilization on each aircraft, and coordinates movement of special category cargo and passengers in accordance with AMCI 24-101, Vol. 11, *Cargo and Mail Policy* and Vol. 14, *Military Airlift-Passenger Service*. ATOC has the authority to prioritize aerial port workload and provide oversight to all aerial port work centers. ATOC is the focal point of the Aerial Port Expediter (APEX) loading operations and will coordinate with local command and control, ramp services, dispatch and maintenance controllers to establish aircraft on/offload times and configurations IAW AMCI 24-101, Vol. 7, *APEX Aircraft Loading Program*. ATOC's role is to provide proactive and safe oversight and correct information to manage available resources in order for the aerial port to effectively receive, document, and handle passengers, cargo, and mail. The ATOC is required to perform four functions: senior controller, information control, ramp control, and capability forecasting; all report directly to the ATOC flight/section chief. Data Records is also part of ATOC, however, their responsibilities are outlined in AMCI 24-101, Vol. 6, *Transportation Documentation, Data Records, and Reports*. Duty Officers (DOs) are normally located within ATOC and report directly to the Squadron Commander or designated representative. Duties and responsibilities for ATOC's collocated within base or wing command posts, will be outlined in local operations instructions.

**2. 618th Air Space Operations Center (AOC) /Aerial Port Control Center (APCC).** 618 AOC/APCC serves as the 618 AOC Commander's direct representative, is the channel mission manager, and single point of contact for over 70 aerial ports worldwide. 618 AOC/APCC is the command authority for issuing passenger prohibitive cargo deviations and initiates management actions to ensure expeditious movement of national interest items, human remains (HR), life-or-death, and critical aircraft spares directly supporting the Department of Defense (DOD) airlift system. 618 AOC/APCC controllers have knowledge in ATOC, load planning, passenger movement, hazardous cargo, and are available 24 hours a day, 7 days a week to provide guidance to aerial port DO's/ATOC senior controllers. 618 AOC/APCC can be contacted at DSN 312-779-0350/0355. In the event an aerial port encounters a problem that would hinder mission execution, 618 AOC/APCC controllers have the expertise necessary to provide operational

guidance and technical knowledge to coordinate unique/moment's notice requirements well outside the realm of a normal ATOC.

**3. Duty Officer (DO).** The Squadron Commander or designated representative outlines the responsibilities of the DO and number required on shift to perform daily tasks based on installation and aircraft mission requirements. The DO is responsible for aerial port operations and ensuring all work centers are accomplishing mission related tasks in a safe and timely manner. Other responsibilities usually include researching mishaps, aircraft delays, resolving issues with outside agencies/customers, monitoring Material Handling Equipment (MHE), and redirecting manning from one work center to another to avoid mission saturation. DO's must have continuous access to a radio and a vehicle for observation of flightline activities. During the shift, the DO's will visit each work center. When a duty officer is not available, the Squadron CC or designated representative will delegate DO responsibilities (i.e. senior controller).

**4. Facilities Requirements.** The facilities and services detailed below are the minimum requirements for ATOC to meet its responsibilities. Where required facilities are not available and cannot be provided at base level, the responsible unit commander will submit a request through host base engineering channels to the major command (MAJCOM) responsible for support facilities and HQ AMC/A4TR. Thus, as a minimum, these requirements are essential to effectively manage the ATOC:

4.1. **Intra-base Telephone System.** Each ATOC will have a survivable voice (telephone) system to provide dedicated service. Because the requirement for direct circuits varies from base to base, local management must determine what direct circuits are needed. A direct link with the following activities should always be considered: command and control (C2) agency, base operations, passenger operations, cargo operations, ramp operations, special handling, squadron or port operations office, records reports and analysis, law enforcement desk, fire department, explosive ordnance disposal (EOD), aerial port or support squadron commander, representatives from US Immigration/Customs Enforcement, Department of Agriculture, and other locally designated agencies.

4.2. At least one Class A capable telephone will be located on information control consoles.

4.3. **Land Mobile Radio (LMR) Policy and Requirements.** Each ATOC requires a LMR system to effectively accomplish its assigned mission.

4.3.1. Each LMR system will consist of a fixed low power (not to exceed 35 watts) transceiver and portable radio(s). This system will be under control of the ATOC.

4.3.2. Radio system antennas will be installed at sites selected to provide optimum range.

4.3.3. AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communications Systems, and the Military Affiliate Radio System* outline procedures for management of LMR equipment.

4.4. **Standardization.** The optimum working area for ATOC is based upon maximum number of personnel required to perform section functions during peak workload periods. Square footage allowed for each person required to perform duties will be in accordance to AFI 32-1024, *Standard Facility Requirements*.

4.4.1. When possible, install wall, floor, and ceiling silencing materials in the ATOC to reduce noise level to a minimum.

4.5. ATOC personnel will have access to the Global Air Transportation Execution System (GATES) and the Global Decision Support System (GDSS). ATOC facilities will also have the following items; a non-secure fax, and reproduction equipment (scanner/copier).

4.6. **Status Boards.** GATES should be used in lieu of status boards. In the event status boards are required (ex. GATES outage/manual procedures) information on display boards/television monitors will enable effective command and control of all port functions.

### ***Section B—Air Terminal Operations Center Work Centers***

**5. Flight/Section Chief.** The flight/section chief is directly responsible to the flight commander or operations officer for safe daily aerial port mission execution. His/her responsibilities are to supervise and control all ATOC resources and to ensure that only highly qualified and motivated personnel are selected to perform ATOC duties. The flight/section chief will ensure maximum utilization of airlift IAW Precision Loading policy located at <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/precision/hello.html>. In the event an ATOC function is collocated as specified in paragraph 1 or are tasked to duties not covered in this volume, the ATOC flight/section chief will outline these specific duties/responsibilities by local operating instructions to assure full compliance with established directives and local procedures. The ATOC flight/section chief will be comprised of an officer and a Senior Non-Commissioned Officer (SNCO), however local management may adjust requirement based on installation and aircraft mission requirements.

5.1. The flight/section chief is responsible for ensuring an adequate number of personnel are trained as Contracting Officer Representative (COR) to monitor and oversee AMC commercial contract air carrier's performance IAW the International Airlift Contract's Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP). The Acquisition administrator is USTRANSCOM/TCAQ which can be reached at E-mail: **USTCAQ-Operations@ustranscom.mil**.

5.2. The flight/section chief is directly responsible for making sure mobility kits are assembled and maintained in all ATOCs with a mobility tasking for deployment as directed by the 618 AOC. These kits may also be used during power outages or natural disasters. Strategic aerial ports will maintain a minimum of one mobility kit, but management may obtain additional kits. These kits will contain all publications, forms, miscellaneous supplies,

and equipment as identified in AMCI 24-101, Vol. 18, *Military Airlift--AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*, for Air Reserve Components (ARC), mobile, and strategic units. Hard copy prints and publication may be maintained on appropriate electronic storage media or accessed from the Air Force portal if so authorized by the aerial port flight/section chief.

**5.3. Manual Procedures.** The flight/section chief must ensure that ATOC personnel are capable of transitioning to a manual operation if automated systems are not available. Training requirements for manual procedures are detailed in AMCI 24-101, Volume 22, *Training Requirements for Aerial Port Operations*. The flight/section chief must ensure cargo forecasting is prepared to provide manual backlog data (7115 report) to 618 AOC/XOG as required and IAW AMCI 24-101, Vol. 6, *Transportation Documentation, Data Records, and Reports*. The flight/section chief must ensure that ATOC has an adequate amount of manual mission folders, (AMC Form 77 and AMC Form 68, *Aerial Port Movement Log*), for manual procedures and inclusion in mobility kits. GATES generated AMC Form 77s are available at <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/hello.html>. AMC Form 77's and AMC Form 68's are also available on the e-Publishing website at <http://www.e-publishing.af.mil/> for downloading or ordering.

**5.4. AMC Form 56.** The ATOC flight/section chief maintains overall responsibility for review and submission of the AMC Form 56 to Data Records. Procedures for AMC Form 56 are located in Attachment 7 of this instruction.

**6. Senior Controller.** The ATOC flight/section chief will designate qualified individuals as senior controllers. Personnel assigned as senior controllers will monitor/oversee aerial port flightline operations. Senior controllers must have continuous access to a radio and flight line vehicle for observation of activities. When a DO is not assigned or available, the squadron CC may delegate those responsibilities to senior controllers. As a minimum, senior controllers are responsible for ensuring the tasks listed below are accomplished, however, information control/ramp control may be the individuals actually accomplishing the task.

6.1. Ensure fleet, cargo, passenger service, and ATOC ramp coordinator, as appropriate, meet all arriving and departing aircraft requiring service IAW locally established sequence of events (SOE).

6.2. During pre-aircraft arrival planning, review information contained in the inbound Mission Load Report (MLR) to ensure the proper execution of services required from the aerial port. Ensure information control aggressively seeks inbound information when inbound aircraft information is not available.

6.3. Ensure load plans are complete at least 6 hours prior to mission departure.

6.4. Monitor planning, selection, and positioning of cargo loads prior to loadmaster/boom operator arrival. This is particularly important at en route stations where short ground times demand quick service.

- 6.5. Ensure maximum number of seats has been released to passenger services NLT 5 hours prior to mission departure or as soon as requirements are known.
- 6.6. Closely monitor and provide coordination for missions with unique requirements, i.e. aero-medical evacuations (AEs), Distinguished Visitors (DVs), “quick turn” missions, and ensure adequate personnel are available to provide support as needed.
- 6.7. Closely monitor current operations to include; weather forecast, aircraft maintenance status, current ramp conditions, aircraft parking plans, etc...
- 6.8. Verify loadmaster/boom operator alert times with the C2 agency and ensure aircrews are briefed concerning explosives, hazardous, or other special handling cargo.
- 6.9. Coordinate courier movements with defense courier station personnel and passenger service work center.
- 6.10. Coordinate commercial contract missions with COR, carrier's representatives, cargo operations and passenger service.
- 6.11. Ensure transportation delays are coordinated with affected air terminal work centers and provide local C2 agency with detailed information on the delay. See paragraph 7.15 for more information.
- 6.12. Monitor input of source data and on-time transmission of MLR's, delay reports, and other related traffic reports. Check information in the MLR for accuracy and completeness. Additional information on the MLR is located in Attachment 3.
- 6.13. Check inbound/outbound mission folders (AMC Form 77 and/or AMC Form 68, *Aerial Port Movement Log*) and its documentation for completeness and accuracy. Additional information regarding the AMC Form 77 and the AMC Form 68 are located in Attachment 3.
- 6.14. Closely monitor aircraft maintenance status to ensure passenger holding time at aircraft is consistent with mission requirements and not excessive.
- 6.15. Review updated manpower and MHE/vehicle/equipment availability at each shift change.
- 6.16. Personally monitor aerial port handling of AMC Mission Capability Assets (MICAP), HR's and Nuclear Weapons Readiness Material (NWRM) shipments. Review Attachment 6 for additional information.

6.17. Review mission data against Precision Loading policy located at <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/precision/hello.html> to ensure maximum utilization of airlift.

**7. Information Control.** Information control gathers, processes, and disseminates all information pertaining to air terminal operations. They ensure each terminal work center is given the necessary information to effectively accomplish the assigned mission by working closely with the C2 agency, base operations, maintenance control, other base agencies, and up-line/down-line station ATOCs. Information control closely monitors all work center SOEs to ensure established timelines are being met to prevent aircraft delays. Information control will be separated into two functions, inbound control and outbound control; however, local management may adjust requirement based on installation and aircraft mission requirements. **NOTE:** ATOC will not solely rely on automated systems, i.e. GATES, GDSS or email to retrieve/disseminate load information. When required, information controllers must be aggressive in obtaining/disseminating load information when unavailable, i.e. call the work centers and up-line/down-line stations to pass/retrieve load information.

**7.1. Inbound Documentation.** Information control ensures documentation is disseminated to respective terminal work centers and original copies are forwarded to the records and reports section for filing. Passenger service will collect and send terminating and through load passenger/baggage manifests to ATOC IAW AMCI 24-101, Vol. 14, *Military Airlift-Passenger Service*. If documentation is incomplete or missing, information control will retrieve copies as needed from GATES. If missing documentation is from a non-GATES station, information control will contact stations, i.e. originating/enroute, in an attempt to locate and recover missing documentation. Enter an explanation in the remarks sections of AMC Form 77/AMC Form 68 if document recovery efforts are unsuccessful.

**7.2. Outbound Documentation.** Information control will establish close coordination with load planning in order to ensure receipt of outbound documentation no later than six hours prior to mission departure. Information control will verify the aircraft document packet (except for passenger boarding manifests) and account for completeness of its contents prior to delivery to the aircraft. Information control will ensure the ramp coordinator delivers mission document packets to outbound aircraft when the documentation is not available at the time of the aircrew briefing.

**7.3. AMC Form 77/AMC Form 68.** Information control will provide accurate SOE and load information on the AMC Form 77/AMC Form 68. Place all source/required documentation in the pertinent mission folder. Procedures for AMC Form 77/AMC Form 68 are located in Attachment 3 of this instruction.

**7.4. Mission Load Report (MLR) Information.** Provide current arrival/departure data via inbound/outbound GATES MLR and telephonic notification for flights three hours or less. Ensure data is sufficiently clear and complete to allow for effective ground handling preparation efforts. Send MLR NLT 30 minutes after actual aircraft departure. For additional MLR information refer to Attachment 3 of this instruction.

7.5. **Mission Coordination with Work Centers.** Information control will verbally (telephone, LMR, etc.) notify affected air terminal work centers when there are sudden changes in aircraft maintenance status, changes in aircraft parking spots, changes in aircraft departure/arrival times, tail swaps, aircraft configuration changes, diverted, cancelled, and aborted missions, etc. to ensure current information is passed to all affected air terminal work centers. When MLR's are not available for inbound aircraft, information control will pass inbound information to affected work centers by telephone. Information control will announce inbound arrivals and departures of AMC aircraft via the radio or by telephone.

7.6. **Seat Release.** Calculate the maximum number of seats available based on review of load plans, GDSS mission remarks, and accounting for additional crew members (ACM)/duty passengers. Ensure all available seats are released to passenger service NLT 5 hours prior to mission departure or as soon as requirements are known. **NOTE:** It is ATOC's responsibility to inform the aircrew, at time of crew show, of the total number of seats released. If crew/mission cannot accommodate the proposed release, ATOC must annotate reason why in mission remarks.

7.7. **Aircrew Notification.** Information control will verify loadmaster/boom operator show times with the local C2 agency and provide tentative availability times to terminal work centers. When unique situations alter or change of requirements arise, coordinate with local C2 agency to make changes or cancellations of established SOE times. Document changes or cancellations on AMC Form 77 or AMC Form 68.

7.8. **Aircraft Load Briefing.** Information control, ramp coordinator, or designated representative will brief the aircraft commander or designated representative (e.g., loadmaster/boom operator) concerning seat release, NWRM/special cargo shipments, prisoners/guards, couriers, number of pallets, load characteristics (e.g., overhang, rolling stock, etc.), total tonnage, etc. Notify the local C2 agency of applicable aircraft load briefing information. The loadmaster/boom operator may receive the briefing by telephone at the one-stop facility, in person at ATOC, or at the aircraft. Once information concerning number of passengers, deportees, special category passengers, and handicapped passengers is available, ensure the ramp coordinator briefs aircraft commander or designated representative. **NOTE:** Information control may use AMC Form 30, *APEX Mission Load Brief Cover Sheet*, to complete briefings for aircraft that are loaded using APEX criteria.

7.9. **Hazardous Cargo Briefing.** Information control, ramp coordinator or designated representative will brief the aircraft commander or designated representative (e.g., loadmaster/boom operator) concerning hazardous cargo according to AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*. The aircraft commander or designated representative will print their name and rank directly below their signature on the brief sheet. When the GATES Mission Brief Sheet or ICODES loadplan is utilized, loadplanners will print their name and rank directly below their signature on the air terminal representative signature block.

- 7.9.1. For manual procedures, personnel will ensure the following air terminal inspection certification statement is annotated on the DD Form 1385, *Cargo Manifest*, with printed name and signature of air terminal representative, "ALL HAZARDOUS MATERIALS COVERED BY THIS MANIFEST HAVE BEEN INSPECTED AND FOUND TO BE PACKAGED IN THE PROPER OUTSIDE CONTAINER, FREE OF VISIBLE DAMAGE AND LEAKS, AND IS PROPERLY CERTIFIED." Loadplanners will print their name/rank and place their signature directly below the statement. Additionally, ensure the following aircrew briefing statement is annotated on the DD Form 1385, "I HAVE BEEN BRIEFED ACCORDING TO AFMAN 24-204 IP, PARAGRAPH 1.2.9., ON HAZARDOUS CARGO COVERED BY THIS MANIFEST." Once ATOC has briefed the aircraft commander or designated representative, have the aircraft commander or designated representative print their name/rank and sign their name directly below the statement. Apply these statements by pen and ink, programmed wording, rubber stamps, or typewriter.
- 7.10. **C2 Agency or Base Operations Hazardous Cargo Load Notification.** ATOC will provide local C2 agency or base operations, as applicable, with hazardous material information for compliance with AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*. Refer to AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, Attachment 21, which outlines the information the briefing agency is required to provide to aircraft commander or designated representative.
- 7.11. **C2 Agency Coordination.** Information control will provide all necessary information to the local C2 agency to ensure completion of ground handling services prior to scheduled departure time. Coordinate payload requirements and ensure the air manifests have been completed NLT 6 hours prior to departure. C2 agencies need load information in gross weights 6 hours prior in advance of departure time so computerized flight plans, fuel loads, and airspace clearance issues can be worked. C2 agencies can use this information to determine preferred/special parking requirements in advance of aircraft arrival.
- 7.12. **618 AOC/Flight Manager (FM) Coordination.** Information Control will ensure final cargo load information is placed in GATES six hours prior to mission departure. For manual procedures, notify the 618 AOC/XOCM at DSN# 312-779-0301, Comm# 618-229-0301, 6 hours prior to mission departure. The FM needs the cargo load information (passenger data when available) 6 hours prior to departure to allow time to calculate fuel loads, file flight plans with appropriate authorities, and obtain airspace clearances for movement of hazardous and explosive cargo. Changes to the load plan within the 6 hour window of over 1,000 pounds must be coordinated thru 618 AOC/XOCM.
- 7.13. **Border Clearance Notification.** When not already performed by the local C2 agency or base operations, information control will provide initial and updated airlift information to each border clearance agency as required.
- 7.14. **GATES Intransit Visibility (ITV).** Ensure all missions in GATES are departed NLT 30 minutes after actual departure time. GATES should automatically enter departure time

based on a departure message from Global Decision Support System (GDSS). If GATES is not automatically updated, the information controller will update GATES with the departure time.

7.14.1. Query the Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) to ensure ITV timeliness criteria IAW Defense Transportation Regulation (DTR) 4500.9-R (Part I, *Passenger Movement*, Part II, *Cargo Movement*, and Part III, *Mobility*). Timeliness is measured from actual aircraft departure time to availability of data in IGC. Movement data must be available in IGC as follows: Two hours for all intra-theater and CONUS air movements, one hour for all sustainment airlift and unit/non-unit strategic air movements.

7.14.2. If movement data is not drillable in IGC IAW prescribed timeliness criteria, contact the AMC C2 Call Center at Scott AFB, IL, 618-256-4949, DSN 312-576-4949 or the IGC Help Desk at (618) 220-6836, DSN 312-770-6836.

7.14.3. Information Controllers will have IGC and GDSS accounts to verify and support ITV data.

7.14.4. Refer to paragraph 22 of this volume for more information regarding ITV.

7.15. **Transportation Delay Reporting.** Coordinate with the local or appointed C2 agency on all Aerial Port delays to ensure the most appropriate code per AMCI 10-202, Vol. 6, *Mission Management and Reliability Reporting System (MMRRS)* is assigned.

7.15.1. Once a delay has occurred, review the aerial port sequence of events (SOE) and coordinate with outside agencies (i.e. POL, Maintenance, etc.) to identify the primary reasons for departure delay. Ensure a detailed narrative of the circumstances leading to the delay is placed in the remarks section of the AMC Form 77 or AMC Form 68.

7.15.2. Coordinate with the local or appointed C2 agency on all aerial port delays to ensure the most appropriate 300 series delay which best describes the reason for delay, from AMCI 10-202, Vol. 6, *MMRRS*, is assigned. If the reason for delay cannot be readily identified, work with the C2 agency to assign a delay code of x-555 until the proper delay code can be determined.

7.15.3. If the mission was delayed on a Special Assignment Airlift Mission (SAAM), Joint Airborne Air Transportability Training (JA/ATT), Exercise, Contingency, Operational Support Airlift (OSA) and/or Executive Airlift mission leg due to the user; ensure C2 utilizes either 171 or 173 delay code.

7.15.4. If the mission was delayed by higher headquarters to support MICAP, HR's, wait for known delayed space block passengers, etc., ensure C2 utilizes Execution 500 series delay codes.

7.15.5. Once mission has departed your station and C2 has completed all actions, review mission in GDSS to ensure the proper delay code/remarks were utilized, coordinate with C2 if corrections are required. **NOTE:** Overall responsibility for delay determination is aerial port commander or designated representative.

7.16. **Assigning Mission Identifiers for non-AMC Missions.** Information control will construct a mission identifier when cargo/mail or passengers are loaded at their station aboard any aircraft that is not identified in GATES. If a mission number is unavailable, use MAF Mission ID Encode/Decode Table found at URL: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/s6925EC1341A00FB5E044080020E329A9/Files/editorial/Encode-Decode.pdf?channelPageId=s6925EC1341A00FB5E044080020E329A9&programId=tA4057E1F2C6A9B77012CBD26518A1C04>

7.17. **Maintaining AMC Form 56.** When aircraft are re-handled, information control completes an AMC Form 56, as appropriate, to reflect this additional workload. For instructions on when to complete/completing the AMC Form 56, see Attachment 7.

7.18. **Bumped Pallet and Shipment Responsibilities.** A bumped pallet or shipment is any pallet or shipment of cargo/mail that is manifested, but removed from the manifest or aircraft. Manifested cargo/mail shipments will not be bumped without the ATOC's approval. Section responsibilities for bumped cargo/mail are as follows:

7.18.1. **Information Control function will:**

7.18.1.1. Initiate a "cargo/mail" bump sheet and contact all affected work centers. (The GATES Bump Sheet or locally produced cargo/mail bump sheet will be used). As a minimum, the worksheet will contain the following.

7.18.1.1.1. Mission/aircraft number, manifest number, pallet ID and/or Transportation Control Number (TCN) date and time cargo/mail was bumped.

7.18.1.1.2. Reason for bump, i.e. warped pallet, allowable cabin load (ACL) reduction, contact points inadequate, etc.

7.18.1.1.3. Present location of cargo/mail.

7.18.1.1.4. Printed name/signature of person initiating bump sheet and name of person (signature not required) notified of bumped cargo information from the affected work centers.

7.18.1.2. Notify load planning to supplement load, if required and time permits.

7.18.1.3. Receive new final manifest from loadplanning or correct the final manifest by circling the pallet/shipment (line item) and annotate the manifest with the words "Pallet or Shipment bumped at (i.e. EDF)."

7.18.1.4. Recover all documentation pertaining to bumped pallet/shipment (e.g., Shipper's Declaration for Dangerous Goods, Transportation Control Movement Documents (TCMD), DD Form 1252) and deliver to load planning.

7.18.1.5. Annotate the AMC Form 77/AMC Form 68, remarks section, that pallet/shipment was bumped and reason. Ensure the completed cargo/mail bump sheet is filed in the AMC Form 77/AMC Form 68.

7.18.2. **Aircraft/Ramp Services will:** Offload/deliver the pallet/shipment to appropriate work center.

7.18.3. **Cargo Operations/Special Handling will:**

7.18.3.1. Correct any discrepancies. Cargo/mail shipments bumped at enroute locations will be processed as intransit cargo. Originating locations will verify with load planning that pallet/shipment has been removed from system load chalk.

7.18.3.2. Relocate cargo/mail and inform information control of new location for inclusion on the bump sheet.

7.18.4. **Load Planning will:**

7.18.4.1. Supplement load and update load plans, if required and time permits.

7.18.4.2. Ensure documentation is recovered for bumped pallet or shipments.

7.18.4.3. Ensure the pallet or shipment is processed back into the movement ready on-hand file for future load planning.

7.19. For cargo that has special loading issues, information control and/or load planning will coordinate with down line stations to ensure the necessary vehicles, MHE, equipment, highline space, storage, and drivers are available to accept the cargo prior to movement. Information control will annotate unique equipment requirements in the MLR.

**8. Ramp Control.** The ramp coordinator is the eyes and ears of information control and will monitor all aerial port ground handling operations to include maintaining constant communication with information control.

**8.1. The inbound ramp coordinator will:**

8.1.1. Meet all inbound aircraft to collect cargo/passenger mission documentation (exceptions may be made with prior coordination for local missions requiring no aerial port services).

8.1.2. Ensure sufficient copies of registered mail/signature service manifests remain on the aircraft for special handling personnel to collect/transfer accountability. (GATES down line stations can create their own if needed).

8.1.3. Physically inventory and annotate intransit cargo aboard aircraft by pallet position, weight, destination, pallet ID, and other locally required load planning information. Information for rolling stock, pallets that have forward and/or aft overhang, and pallets loaded out of position will include start, stop and C/B fuselage station. Annotate C/B fuselage station for all pallet trains. Verify with loadmaster/boom operator that the aircraft locks, rails, rollers, winch, aircraft ventilation stations, operational lavatories, etc., are all operational. For passenger information, annotate number of thru-load passengers, physical seats, boom operators/loadmasters, and infant cots. Record this information on locally produced worksheets. Ensure one copy is filed in the AMC Form 77/AMC Form 68 and one copy is given to loadplanning. **NOTE:** Inbound load plans or blank AF Form 4080, *Load Sequence Breakdown Worksheet*, may be utilized as a worksheet for physical aircraft inventory.

8.1.4. Validate aircraft configuration and obtain the operating weight/moment as well as applicable weight and balance data for computation of a firm ACL.

8.1.5. When necessary, escort border clearance personnel to and from aircraft.

8.1.6. Coordinate all ground handling activities with appropriate work centers.

## 8.2. **The outbound ramp coordinator will:**

8.2.1. Ensure delivery of all final manifests to the aircraft prior to scheduled departure time.

8.2.2. Deliver mission document packets to outbound aircraft when such documentation is not available at the time of crew briefings.

8.2.3. Verify aircraft is configured for planned passenger/cargo upload.

8.2.4. Coordinate all ground handling activities with appropriate work centers.

8.2.5. Relay information concerning load changes through information control.

8.2.6. Monitor all aerial port aircraft loading/servicing operations and make recommendations to the duty officer/senior control to divert equipment and personnel in order to prevent mission delays as needed.

8.2.7. When necessary, escort border clearance personnel to and from aircraft requiring such services.

**9. Capability Forecasting.** This function provides each terminal work center with daily or monthly airlift capability forecasts. The forecasts consist of known airlift capability based upon current operations bulletins, schedules, revisions, amendments or changes and will include all available opportune airlift and requests/receipts for clearance of explosives and applicable FMS shipments (see Attachment 2, Port-to-Port Clearance Requirements), and diplomatic cargo clearances. Accuracy and timeliness are paramount to facilitate equipment scheduling and workload planning. Close coordination with local activities is necessary to provide the most current and complete information available. Hence, it is imperative that capability forecasting pass all additions, deletions, and/or revisions to published forecasts to affected work centers. This section performs the following duties:

9.1. **Airlift Capability Schedules.** Forecasters extract the necessary data from appropriate C2 systems (i.e., Single Mobility System (SMS), GDSS, etc.) or published schedules and amendments to prepare the daily mission schedule. This should be completed in advance of operations and distributed to terminal work centers. Forecasters monitor schedules and update terminal work centers with new information immediately upon receipt.

9.2. **Monitoring Cargo Capability.** Receive/monitor airlift space assignments and control the port management levels by channel. This gives aerial port leadership a tool to accurately portray the port's status, identify periods of under/over generation, and when necessary, request increases or reduction in airlift capability. Additionally, forecasters will pull a daily GATES pallet listing report to monitor and maintain an accurate pallet count by destination, module type, and weight/cube. Coordinate with 618 AOC/XOG, load planning, and cargo operations management to achieve maximum pallet and aircraft utilization goals. Stations equipped with GATES should use the system's local management reports as described in the current system user's manual to the maximum extent possible.

9.3. **Station On Hand Channel Report, RCS: AMC (AR) 7115.** Cape Forecasting must be prepared to provide manual backlog data (7115 report) to 618 AOC/XOG as required and IAW AMCI 24-101, Vol. 6, *Transportation Documentation, Data Records, and Reports*. This is a report required by 618 AOC/XOG and AMC/A4T that reflects the amount of movement ready channel cargo/mail on hand and cargo moved on channel missions in the last 24 hours, as well as other necessary data for efficient application of airlift and other overall management actions

9.4. **Control of Opportune Airlift.** Monitor all known opportune airlift. The forecast will include in-transit or inbound mission capability which will depart that station on the operating day. **NOTE:** Stations shall strive to maximize utilization first on commercial, then organic missions, before opportune airlift, to the greatest extent possible.

**9.5. Contingency, Exercise, JA/ATT, SAAM, and AMC Special Air Mission (SAM) Coordination.** Coordinate mission requirements with users, air terminal work centers, and 618 AOC/XOCG (DSN 312-779-0320). If SAAM/SAM missions are authorized to transport cargo, vehicles, equipment and personnel IAW AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, Chapter 3, *Tactical, Contingency, or Emergency Airlift*, the statement "AFMAN 24-204\_IP, Chapter 3 applies" must be included on the mission execution directive (e.g., GDSS Mission Detail). If the GDSS mission remarks does not contain this statement, then hazardous material requirements for channel missions pertaining to fuel levels, compatibility, packaging, etc., will be:

9.5.1. Compatible according to AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, Table A18.1 and Table A18.2.

9.5.2. Vehicle and equipment fuel levels will not exceed limits authorized for non-tactical airlift.

9.5.3. Hand-carried hazardous materials must be packaged as required by AFMAN 24-204\_IP.

**9.6. Diplomatic Clearance Procedures.** For diplomatic clearance procedures, go to Attachment 5.

**9.7. Explosives Monitoring.** Coordinate inbound or outbound clearance for channel and opportune explosives shipments and monitor the terminal's explosive movement requirements and capability. (The Host base Weapons Safety office provides authorized explosives storage locations and explosives limitations for the installation). Requests for explosives clearances will be IAW AMCI 11-208, *Tanker/Airlift Operations* and Attachment 2, *Port to Port Requirements*. For space block procedures see paragraph 12 of this volume.

### ***Section C— Miscellaneous Information***

**10. USTRANSCOM Defense Couriers.** Shipments escorted by Defense Couriers can contain highly classified national security material that requires courier escort. These shipments consist of loose loaded, palletized, hand-carried items, or a combination of these configurations. Courier escorts will either be dedicated (assigned to the dispatching courier station) or designated (from aircrew or passenger manifest).

10.1. **Dedicated Couriers.** Dedicated couriers are members of the US Armed Forces or civilian employees assigned to the USTRANSCOM/J3-C and can be identified by their Defense Courier credentials. Dedicated couriers at stations located on AMC installations will have flight line badges.

10.2. **Designated Couriers.** A designated courier is an appropriately cleared active duty member of the US Armed Forces (in the grade E5 or above) or, when authorized, a US

Government civilian employee (in the grade GS-5 or above), who is selected by a dedicated courier to take custody of, safeguard, and escort a particular courier shipment. Specific information concerning designated couriers can be found in DODI 5200.33, *Defense Courier Operations*, enclosure 7.

10.3. At destination stations, courier personnel will contact ATOC or C2 personnel to determine aircraft arrival and courier information (for example, ETA, parking spot, designated courier's names, passenger or aircrew member, size of shipment, etc.).

10.4. When temporary secure storage of courier escorted material is required at any station other than destination station, the couriers will request host base assistance for necessary security arrangements. The squadron or port operations officer will coordinate courier material (assume TOP SECRET) secure storage requirements with the base commander.

**10.5. USTRANSCOM/J3-C Defense Courier Responsibilities.**

10.5.1. Courier station personnel will coordinate all channel space block movements with 618 AOC/XOG Cargo Bookies. Airlift must be requested NLT 48 hours prior to the required movement date. For weekend missions, requests must be submitted NLT 1200 hrs. Friday (CST). For more information, see paragraph 12, Space Blocks.

10.5.2. Ensure space blocked escorted material and/or couriers are coordinated and available to the aerial port IAW locally coordinated SOE.

10.5.3. Ensure escorted material is properly packaged and documented IAW DTR 4500.9-R, Part II, *Cargo Movement*.

10.5.4. Coordinate designated courier requirements with ATOC within the time parameters established by local aerial port directives.

10.5.5. For movements by dedicated couriers, ensure courier travel orders are delivered to the passenger terminal no later than 2 hours and 20 minutes prior to aircraft block time. When cargo is not hand-carried, dedicated couriers will board aircraft after observing upload of cargo.

10.5.6. For movement by designated couriers, provide flightline escort for the couriers and escorted material to the aircraft and support the couriers until the aircraft departs.

**10.6. 618 AOC/XOG (Cargo Bookies) Responsibilities.**

10.6.1. Provide 24-hour assistance to process space block requests.

10.6.2. Confirm validity of request, and if approved, notify the appropriate aerial port capability forecaster, USTCJ3-C and requesting courier station of flight information.

10.6.3. Update GDSS mission display remarks to reflect cargo and courier movement information.

**10.7. Aerial Port Responsibilities for defense courier shipments.**

10.7.1. Ensure appropriate aerial port sections are notified of courier space block requirements.

10.7.2. Coordinate with courier station personnel on aircraft arrival, departure, and loading information (for example, ETA, ETD, parking spot, courier's names, size of shipment, etc.).

10.7.3. Process and manifest defense courier personnel on the selected mission IAW AMCI 24-101, Vol. 14, *Military Airlift - Passenger Service*.

10.7.4. If required, provide flightline escort to courier station personnel to monitor cargo loading.

10.8. Refer to AMCI 24-101, Vol. 11, *Cargo and Mail Policy*, and Vol. 14, *Military Airlift - Passenger Service*, for additional courier information.

**11. Additional Crew Member (ACM) Travel (AMCI 11-208, *AMC Tanker/Airlift Operations*).** An additional crew member is an individual who possesses valid flight orders or supporting message authorizing ACM status.

11.1. **ACM Policy.** Qualified Mission Design Series (MDS)-specific crew members may travel aboard mobility aircraft (except 89AW and special operations missions) as ACMs to accomplish training, evaluation, or pre-/de-position in support of mobility operations. ACMs are assigned in addition to the normal aircrew complement required for a mission. Crew members are not authorized to travel in ACM status while in leave status.

11.2. **ACM Notification Responsibility.** ACMs must notify the C2 agency not later than 3 hours prior to scheduled aircraft departure time of their intent to travel. In turn the C2 agency will notify the ATOC at least 3 hours prior to the scheduled departure time and inform them of ACM seating requirements and if team integrity is desired. ACMs who do not notify the C2 agency at least 3 hours prior to scheduled departure will be required to process through the passenger terminal for onward travel.

11.3. **ACM En Route Travel Continuation.** En route C2 agencies are normally notified of an ACM's intent to continue on the same mission in the remarks section of the

previous stations C2's departure message or by air-to-ground radio communications with the aircraft commander. In the event this method fails, ACMs who intend to continue with the mission they are traveling on must ensure the crew notifies the enroute C2 agency of their intent during the 30 minute out call.

**11.4. ACM Seating and Priority.** ACMs normally travel in the crew compartment. If the number of ACMs desiring travel exceeds the capacity of the crew compartment, the C2 agency will notify the ATOC, who in turn will coordinate with the passenger terminal so seats not previously assigned to duty or emergency leave passengers may be used for ACMs. Duty passengers, once manifested, will not be displaced by ACM travelers. ACMs have priority over space available passengers unless passengers are Category I, emergency leave. They will not bump planned cargo on AMC missions, unless approved by 618 AOC/XOG. Both originating and through load space available passengers (unless on approved emergency leave) may be displaced by ACM travelers provided the C2 agency is notified not later than 3 hours prior to aircraft departure time. Once ATOC determines final passenger loads and seat assignments are made, passengers will not be moved from their assigned seats by ACMs. ACMs will report to the aircraft in sufficient time to clear customs and load baggage, but NLT 1 hour prior to aircraft departure time. If the ACM fails to show by the prescribed time, the seats will be released to the ATOC. Flight examiners have priority over and will not be displaced by any other ACMs. The priority of travel for flight examiners is MAJCOM, NAF, wing or group, then squadron, per AMCI 11-208, *AMC Tanker/Airlift Operations*.

**12. Space Blocks.** The intent of space blocking is to allocate space for traffic that requires movement on a unique, nonrecurring basis. This should not be interpreted to allow users to consistently circumvent established transportation priorities and gain unwarranted movement precedence over other shipping activities. Advise shipping activities requesting space block approval on a routine basis over a specific channel that this constitutes a potential abuse of this privilege and will not be approved.

**12.1. 618 AOC/XOG Responsibilities.** Confirm validity of the request and, if approved, notify the appropriate aerial port capability forecaster and customer of flight information. Annotate space block information on the GDSS Mission Detail for the selected mission. On commercial cargo missions, 618 AOC/XOG will only space block courier escorted material, monetary shipments, authorized couriers, and military working dogs (MWDs) with handlers on channel missions. 618 AOC/APCC may be contacted for short notice (inside 24hrs) requests. Send confirmation or cancellations of space blocks by message, fax, e-mail, or telephone to all stations concerned.

**12.2.** Stations will receive confirmation of space blocks from the 618 AOC booking activity via telephone, fax, GDSS, or e-mail and will ensure necessary coordination to provide the space as directed.

12.3. **Cargo and Mail Space Block Information.** Space block requests for cargo and mail that are submitted to 618 AOC for cargo or dual-configured missions will include the following information:

- 12.3.1. Transportation control number.
- 12.3.2. Pieces, weight, and cube.
- 12.3.3. Item nomenclature.
- 12.3.4. Mission number.
- 12.3.5. Origin and destination stations.
- 12.3.6. Justification for space block and other pertinent information (outsized cargo, etc.).

12.4. **Passenger Space Blocks.** Space block requests for passengers that are submitted to the appropriate 618 AOC booking agency (618 AOC/XOGC) for cargo missions will include the following information:

- 12.4.1. Number of passengers.
- 12.4.2. For all missions include name, rank, and last four of SSN.
- 12.4.3. Mission number.
- 12.4.4. Origin and destination stations.
- 12.4.5. Justification for space block and other pertinent information. **NOTE:** 618 AOC/XOG will not space block passengers on Patriot Express or dual-configured aircraft as the Traffic Management Office (TMO) is responsible for booking passengers on these missions to prevent overbooking.

12.5. **MWDs and Handlers.**

12.5.1. MWDs will be moved on military aircraft, commercially-contracted cargo aircraft, and Patriot Express missions. Patriot Express missions will be on a case-by-case basis to avoid displacement of limited pet spaces.

12.5.2. Shippers must contact the appropriate capability forecasting office to coordinate movement on military and commercially contracted cargo aircraft. **NOTE:** After duty hours, contact information control.

12.5.3. Capability forecasting will determine a suitable mission and request space blocking of MWD and handlers with 618 AOC/XOG Cargo Bookies. After duty

hours, Information control will determine a suitable mission and request space blocking of MWD and handlers through 618 AOC/APCC. 618 AOC/APCC will contact the 618 AOC/XOG Cargo Bookies.

12.5.4. To space block MWDs on Patriot Express missions; Transportation Offices must contact XOGs Passenger Section at DSN 312-779-4024 or commercial 618-229-4024. MWDs must have a transportation account code (TAC) and TCN and will be billed as cargo. MWDs will be approved on a case-by-case basis after it is determined the ability to move on cargo missions is not available. Requests for movement on Patriot Express missions will normally not be approved more than 10 days from departure to minimize the impact on pet movements.

12.5.5. Requests for commercially-contracted cargo and Patriot Express missions must be accomplished a minimum of 2 working days prior to movement for approval.

12.5.6. The following must be included in all requests:

12.5.6.1. Name, Rank, and SSN of handler (full SSN if traveling on Patriot Express, last four for other missions). **NOTE:** In addition, commercial "passenger" missions require date and place of birth of handler.

12.5.6.2. Branch of Service.

12.5.6.3. TCN and type of dog (Explosive, Drug, Search and Rescue, etc.). Identify any HAZMAT accompanying the shipment.

12.5.6.4. Total Weight (dog, kennel, food, bags).

12.5.6.5. Include a separate entry on Patriot Express missions for dog and kennel only (must not exceed the number of pets or ACL listed in GATES).

12.5.6.6. Mission number, departure date/time, aerial port of embarkation (APOE) , aerial port of debarkation (APOD).

12.5.6.7. 24-hour POC name and number (DSN and commercial).

### 13. Movement of Animals.

13.1. For transportation of household pets (cats and dogs) see DTR 4500.9-R, Part 1, *Passenger Movement*, Chapter 103.

13.2. For any other type of animal (birds, fish, mammals, reptiles, etc.) movement (for official purposes, non-PCS), see DOD 4515.13R, *Air Transportation Eligibility*. **NOTE:** Service animals with approved documentation are not considered pets.

#### **14. Handling of Traffic on Aborted/Diverted Flights.**

##### **14.1. Aborted Flights at Station of Origin.**

14.1.1. In cases where a flight returns to point of origin and requires change of aircraft without any change in loads, manifest header information will be changed to reflect the aircraft number and date of departure. At non-automated stations, if manifest header data has been sent to the data processing center (DPC), send a message notifying them of the change in aircraft number and departure date so a new header card may be prepared.

14.1.2. When a flight returns to point of origin and substitute aircraft is not available to move the traffic, return the traffic to the terminal and ensure the shipment is processed back into the movement ready on-hand file for future load planning. At non automated stations, re-enter shipment in the on-hand level for movement on other flights. Mark manifests as "void" and notify the appropriate DPC so detail information contained on the manifests will not be processed.

14.1.3. Place appropriate comments in the AMC Form 77/AMC Form 68 remarks block for aborted missions. Utilize same mission folder for mission completion of aborted flights.

##### **14.2. Aborted and Diverted Flights at En Route Stops.**

14.2.1. When an aircraft aborts or diverts at an en route stop and traffic will continue on the same aircraft at a later date, no change in documentation is required.

14.2.2. In cases where traffic is offloaded from an aborted/diverted aircraft and the load is selected to move on a different aircraft, process thru-load manifests as terminating manifests. Create new manifests for shipments and identify such traffic as intransit on the detail record.

14.2.3. Once offloaded, cargo and mail for an APOD other than the manifested destination will be entered into the backlog for subsequent shipment to the APOD. If the mission's destination is changed to the APOD of the traffic, it is permissible to leave the traffic on the aircraft and re-manifest it to destination. Prepare a new manifest using the inbound manifest as source data and follow normal distribution procedures. If there is insufficient time to re-manifest the traffic prior to ETD of the aircraft, it is acceptable to manually change the manifest header data and prepare a new manifest after aircraft departure. In such cases, normal distribution of the manifest will be made to include providing copies to the manifest destination.

Shipments in this category are exempt from AMCI 24-101, Vol. 11, *Cargo and Mail Policy* provisions which require re-weighing and re-accomplishment of DD Form 2775, *Pallet Identifier*.

**15. Baggage Pallet Utilization on AMC Aircraft.** When 20 or more passengers/troops are to be loaded on an AMC aircraft, a pallet position will be left open to accommodate the palletized baggage. If there is no space for a baggage pallet, the ATOC duty officer/senior controller in coordination with aircraft loadmaster/boom operator may approve floor loading of the baggage. **NOTE:** The KC-10 requires a baggage pallet/position when there are more than 10 passengers. Reference AFI 11-2KC-10, Vol. 3, *KC-10 Operations Procedures*, and T.O. 1C-10(K) A-9.

**16. Aerial Port Engine Running On and Offload (ERO) Procedures.** EROs will be used to expedite the flow of aircraft when ground time warrants a departure from normal operation. EROs are primarily useful in combat, contingency, or training operations and can be used to increase velocity when required.

16.1. **ATOC Authority.** ATOC is the coordinating and approving authority for aerial port ERO support. EROs will not be used for convenience and will not be requested unless they will enhance velocity, training, and mission effectiveness. When aerial port or maintenance mission requirements indicate an ERO, ATOC can request an ERO through Command Post, who in turn, will coordinate with the aircrew.

16.2. **Applicable Aircraft.** ERO operations will be performed only on US Air Force active and reserve component C-130, C-5, C-17, and C-21 aircraft. Safe EROs on C-21 aircraft only require crew coordination and adherence to applicable regulations AFI 11-2C-XXX-V3, (aircraft type) *Operations Procedures* and the Operational Risk Principles listed in paragraph 16.4 below.

**16.3. Types of ERO Requests.**

16.3.1. Planned ERO Based on Mission Directive, Operation Order (OPORD), or JA/ATT. This is the preferred ERO method for aerial port support. ATOC/capability forecasting will track these requests and facilitate aerial port actions in accordance with this paragraph.

16.3.2. Short Notice ERO Request. This is a request from an aircrew and it is not normally approved. This request must be coordinated between the aircrew, ATOC, maintenance, local Command Post, and when necessary, 618 AOC/XOCG. For arriving aircraft, the aircrew, port, or maintenance should request ERO support NLT 30 minutes prior to ETA. For departing aircraft, requests will be made at crew show time. This will allow Operational Risk Management (ORM) assessments (see paragraph 16.4), work center coordination, essential work load adjustments, passenger preparations, and ERO safety briefings.

16.3.3. Non-running to Running ERO Request. This is a request to start engines during aircraft on-loading. This request should only be considered for C-17 aircraft under normal strategic airlift conditions. The use of this ERO reduces aircraft pre-flight preparation time and accommodates any last minute loading or maintenance situations. Aircraft commanders are responsible for contacting the Command Post to request an ERO. The Command Post will notify ATOC and the duty officer/senior controller will determine if there is an ERO qualified load team available. The aircraft commander will not start engines until ATOC approves the ERO. If the ATOC approves the ERO, the mission loadmaster will conduct a safety briefing prior to starting the ERO operations, as he/she is responsible for the overall safety and supervision of the load crew. ATOC will also contact Passenger Service to advise them about passenger loading.

16.4. **Operational Risk Management (ORM).** The ATOC will ensure use of the six-step ORM process to determine if ERO support will be provided based on a local risk assessment. Each ERO request will require a separate assessment to include but not limited to:

16.4.1. Identifying the hazard.

16.4.2. Assessing the risks.

16.4.3. Analyzing risk control measures.

16.4.4. Making control decisions.

16.4.5. Implementing risk control measures.

16.4.6. Assessing and considering:

16.4.6.1. Mission visibility.

16.4.6.2. Availability of qualified personnel.

16.4.6.3. Aircraft load characteristics.

16.4.6.4. Overall operational mission impact on other arrivals and departures.

16.5. **Use of Checklists.** Use of the applicable ERO checklist is mandatory for all EROs performed on C-5, C-17, and C-130 aircraft. These checklists are located under AMCI 24-101, Volume 11, *Cargo and Mail Policy* at URL: [www.e-publishing.af.mil](http://www.e-publishing.af.mil).

16.6. **Passenger Operations.** Passenger service agents will brief passengers about the ERO prior to boarding, IAW AMCI 24-101, Vol. 14, *Military Airlift Passenger Service*.

16.7. **Explosive Operations.** Aircraft with Class/Division 1.1 through 1.3, 1.5 and 1.6 will only be provided ERO support if authorized by an OPOD. ATOC will verify this through local Command Post or 618 AOC/APCC. Aircraft with Class/Division 1.4 can be ERO'd without an OPOD. **NOTE:** Any ERO of explosives requires a thorough ORM consideration.

16.8. **Training and Certification Requirements.** Aerial port commanders will take the necessary actions to ensure personnel are trained and available to support EROs when training and velocity can be achieved. Personnel assigned to ERO duties must be task certified using the Qualification Training Program (QTP) IAW AMCI 24-101, Vol. 20, *Air Transportation Standardization/Evaluation (ATSEV) Quality Assurance*, and applicable requirements in AMCI 24-101, Vol. 22, *Air Transportation Training Requirements*.

## **17. AMC Transportation Working Capital Fund (TWCF), Non-TWCF, Category B, and Air Reserve Component (ARC) Aircraft.**

17.1. **Utilization of AMC TWCF Airlift Missions.** Passenger, cargo, and dual configured missions including dual-configured unused space aboard SAAM, exercise, and contingency missions between CONUS and overseas and within overseas area:

17.1.1. Only traffic eligible for transportation under the provisions of DOD 4515.13-R, *Air Transportation Eligibility*, may move on AMC aircraft between the CONUS and overseas areas and between overseas areas.

17.1.2. Some traffic (cargo or mail and passengers) may move over more than one published channel to arrive at the final destination for the consignee. All documentation for traffic of this nature must reflect the final destination AMC terminal identifier code (point where traffic departs AMC system for movement via other modes) as the APOD. The originating terminal (point where traffic entered AMC system) will reflect its terminal identifier code as the APOE. Should a change in traffic status require modification of these elements, return all documentation to the appropriate service representative for re-accomplishment. **NOTE:** The manifest station, APOE, and APOD are the key elements in the TWCF billing process. When the manifest station is the same as the APOE, TWCF will bill the customer to the APOD identified from the DD Form 1384, *Transportation Control and Movement Document*. Any changes made to the origin APOE can result in either duplicate or no billing of customers. At the first point of entry in the AMC airlift system, the APOE must coincide with the manifest station for billing to occur. When the manifest station is not the same as the APOE, this traffic is determined to be intransit and no billing will occur.

17.1.3. **Displacing Cargo with Passengers.** Space available passenger movement will not be considered until provisions have been made for the movement of all revenue cargo, mail or passengers.

## 17.2. Handling and Utilization of DOD (Non-TWCF) Aircraft for Movement of Non-TWCF Traffic Outside AMC Channel Routes.

17.2.1. As DOD common user terminals, AMC Aerial Ports will provide services to both TWCF and Non-TWCF DOD missions IAW of the Joint Chiefs of Staff (JCS) priority system. When requested Aerial ports will also provide non-reimbursable support services to DOD Non-TWCF missions. Non-reimbursable support services must not interfere with TWCF mission support requirements and no reimbursable expense may be incurred by the aerial port e.g. labor overtime, expendable materials, etc. Non-reimbursable support services include but are not limited to MHE support for baggage/cargo on/off-loading aircraft operations and transportation to/from the aircraft to/from the air terminal or the installation's designated mobility processing area.

17.2.2. When aerial ports provide MHE support only, no Joint Inspection (JI) of the cargo is required, and it is the responsibility of the owning organization to ensure cargo is properly prepared for air transportation (weight, fuel levels, center of balance, etc.) and manifested, to protect the safety of the aircraft, aircrew, and passengers. Aerial ports will use the remarks section of AMC Form 77 or AMC Form 68 to document aerial port loading assistance, and retain a copy of the owning organizations manifest.

17.2.3. For outbound Non-TWCF missions, where the DOD unit requires more than MHE assistance (i.e. manifesting, load planning, etc.), the unit will, prior to arriving at the aerial port, ensure all cargo is prepared, packed, marked, labeled and documented IAW DTR 4500.9-R, Part II, *Cargo Movement*, and/or Part III, *Mobility*, as applicable, AFMAN 24-204 IP, *Preparing Hazardous Materials for Military Air Shipments* (for hazardous materials), MILSTD-129, *Military Standard Marking for Shipment and Storage*, and applicable TO's. Prior to aircraft loading, the aerial port personnel will perform a JI with the users, and the aerial port will create/retain a copy of the manifest for the station work file.

17.2.3.1. When Aerial Ports provide full aerial ports services, GATES will be used for manifesting/ITV.

17.2.4. When space is allotted to AMC on Non-TWCF support missions routed over an existing validated AMC channel, all cargo and passengers in the aerial port backlog will be selected by priority/system entry time and load planned appropriately.

## 17.3. Utilization of Commercial Contract Aircraft.

17.3.1. **Passenger and Dual-Configured (passenger and cargo) Aircraft.** Any passenger traffic authorized by DOD 4515.13-R, *Air Transportation Eligibility*, may travel on the aircraft. Hazardous cargo must be packaged to meet Quantity Limitations according to either AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, 49 Code of Federal Regulations (CFR), International Civil Aviation

Organization (ICAO) or the International Air Transport Association (IATA) for passenger movement.

### **17.3.2. Commercial Cargo Aircraft.**

17.3.2.1. Cargo and mail authorized movement by DOD 4515.13-R, *Air Transportation Eligibility*, will be in accordance with DTR 4500.9-R. All hazardous material will be in compliance with either: AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, (under DOT-SP-7573) and the appropriate competent authority approvals (CAA) or DOT exemptions, 49 CFR, ICAO, or IATA.

17.3.2.2. Do not move passengers on cargo-configured aircraft except as indicated:

17.3.2.2.1. Escorts for HRs.

17.3.2.2.2. Any individual specifically identified in official travel order as a courier, guard, or escort for cargo or courier material.

17.3.2.2.3. Contract Administrators (CA) and Contracting Officer Representative (COR) in performance of duties outlined in International Airlift Contract's PWS and QASP.

17.3.2.2.4. The number of passengers is normally limited to two. However, there are provisions in the standard category B contract that allows for installation of a third seat if there is sufficient space, and the contractor is notified of the requirement 24 hours prior to scheduled departure.

**17.4. Utilization of ARC Aircraft Operating with an AMC Mission Identifier.** Cargo and mail authorized by DOD 4515.13-R, *Air Transportation Eligibility*, may be moved on these aircraft between the CONUS and overseas areas and between and within overseas areas on dual-configured and cargo configured aircraft.

**17.5. Utilization of ARC Aircraft Operating with an ARC Mission Identifier.** Reference AMCI 11-208, *AMC Tanker/Airlift Operations*, for specific guidance; this includes training missions.

**17.6. Utilization of AMC Aircraft for Movement of Opportune Traffic.**

17.6.1. As outlined in DOD 4515.13-R, *Air Transportation Eligibility*, aircraft in a positioning, repositioning, or training status may be employed in the movement of DOD cargo and passengers on an opportune basis. Opportune airlift is any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission and the portion of airlift capability available for use after planned mission requirements have been met. **NOTE:** An aircraft positioning/repositioning to/from a channel mission can be considered opportune airlift, but caution must be taken to ensure opportune cargo does not interfere with or delay the scheduled departure of channel mission.

**18. Utilization of SAAM Aircraft.** Use of unused space aboard SAAM aircraft for movement of eligible traffic in accordance with DOD 4515.13-R, *Air Transportation Eligibility*, is authorized provided user requirements have been met and there are no security or training requirements that would preclude the movement of eligible traffic. The senior AMC representative, air terminal manager or aircraft commander (when no AMC representative is available) in conjunction with the troop commander (or user if no passenger/troop commander is on board) will make the determination to move eligible traffic.

### **19. Enroute Aerial Port Services Support for Host Installation Mobility Operations and Transiting Mobility Forces**

19.1. For host wing installation deployment activities to include all services assigned to the host installation, the host or joint base installation commander (Wing/ABG/CC) is responsible to ensure installation is capable of supporting deployment operations IAW AFI 10-403, *Deployment Planning and Execution*, and determines augmentation program requirements. AMC aerial ports will provide MHE, Load Team Chief and JI inspection support, and may provide additional support as detailed between the tenant APS/AMS and the Host Installation.

19.2. For operations involving DOD transiting forces; originating, in-transit or terminating, (e.g., deploying/redeploying forces not assigned to the host wing), all required aerial port services support will be provided by the aerial port with augmentation from transiting forces as necessary IAW DTR part III, *Mobility*, chapter 303, para b.2.b.(3) and para b.2.c.(1). The aerial port should not be expected to perform Arrival/Departure Airfield Control Group (A/DACG) functions.

19.2.1. Unless specifically tasked by the unified command to provide an A/DACG function, the host wing should not be expected to augment the aerial port except in crisis situations (e.g., natural disaster response, humanitarian crisis) as outlined in the coordinated installation deployment plan/support agreement; however, the host wing will retain oversight and responsibility for overall coordination of deploying/redeploying actions to include all necessary base reception/staging. In addition, the aerial port will coordinate with the host through formal agreement for requirements that exceed aerial port capacity, (i.e., cargo and passenger staging/processing facilities). It is critical that the aerial port and installation deployment officer maintain

regular two-way communication on projected movements to facilitate integrated and seamless support.

## 20. Billing non-DOD Aircraft for Aerial Port Aircraft Services.

20.1. As outlined in AMCI 65-602, *Transportation Working Capital Fund (TWCF) Budget Guidance and Procedures*, aerial ports will track airlift services provided to other than TWCF-controlled aircraft.

### 20.1.1. Foreign Governmental Aircraft.

20.1.1.1. US Air Force airfields are available, with proper coordination for use by foreign governmental aircraft (military and state), provided this use does not interfere with military operations and use of the airfield. Routine airfield services will be provided by aerial port units to support foreign governmental aircraft on a non-reimbursable basis. As stated in AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*, routine airfield services is defined as crew, passenger, and baggage on/off-loading, screening, and transportation to/from the aircraft, terminal, and base operations. Additional routine services may be provided on a non-reimbursable basis at the discretion of the installation commander provided there is no additional cost to the Air Force to do so. AMC/A4TC also identifies cargo on/off-loading operations and transportation to/from aircraft, terminal, and base operations as routine services.

20.1.1.2. All foreign countries will be provided routine airfield services without charge unless specifically identified as not providing reciprocal services (all foreign countries are assumed to be under an agreement for the exchange of these services or be providing similar services to military and other state aircraft of the United States).

20.1.1.3. If determined by the installation commander or designated representative that billing is warranted, aerial ports will bill for services not defined as routine services (e.g.; cargo preparation, pallet build up/breakdown, or other operations that would not meet the definition of cross-docking). See paragraph 20.2 for billing instructions.

20.1.1.4. Billing documentation specified in paragraph 20.2 is not required for routine airfield services. Tonnage handled and passengers processed will be reflected on the 7107, *Monthly Station Traffic Handling Report*.

20.1.1.5. Reimbursable charges for supplies and services furnished to a foreign governmental aircraft that result in additional cost to the Air Force

will be charged to the foreign government (i.e., consumables not reimbursed under TWCF). All supplies and services will be charged under appropriate arrangements, e.g., Foreign Military Sales (FMS) case, Acquisition and Cross-Servicing Agreement (ACSA), authorized air and/or credit card for fuel purchases or billed directly to the foreign government.

20.1.1.6. Aerial ports will not obligate aircraft maintenance services, issue supply accountable parts or allow access to USAF Technical Orders (T.O.) without calling HQ AMC/A4RXP at, DSN 779-2947.

20.1.2. **Non-DOD Aircraft.** Aerial Ports will submit billing documentation as outlined in paragraph 20.2 through 20.4 for all services provided to non-DOD aircraft.

20.2. **Preparing and Submitting the Aerial Port Billing Document.** Aerial ports will submit a memorandum through their local finance office to the Defense Finance Accounting Service (DFAS) IAW AMCI 65-602, *Transportation Working Capital Fund (TWCF) Budget Guidance and Procedures* to initiate carrier billing. This memorandum will be submitted as soon as possible after completion of ground services and/or supply support, but not later than three duty days. The memorandum will detail all handling of inbound and outbound segments of the mission. The aerial port will provide a copy to the carrier's representative or crew in the event there is no representative, and retain a file copy in AMC Form 77/AMC Form 68 IAW disposition requirements.

20.3. **A4TC Web Page Memorandum Template.** A self-explanatory template with three attachments for this memorandum is available for download on the A4TC web page titled "Reimbursement for Non-DOD Aircraft" at URL: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/107411948/Files/a4t/a4tc/cargo/tools/hello.html>.

20.4. **Cash/Check Payment for Services.** In the event cash or check payment is made or necessary for services, the aerial port will complete a DD Form 1131, *Cash Collection Voucher*, that will be submitted to the local Finance Service Office by the squadron Resource Manager on the next business day. **NOTE:** A format for this form is available on the A4TC web page at URL: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/107411948/Files/a4t/a4tc/cargo/tools/hello.html>.

## *Section D— Border Clearance*

### **21. Border Clearance - General.**

21.1. Border clearance is IAW Department of Defense Foreign Clearance Guide (FCG) and can be found at website: <https://www.fcg.pentagon.mil/>. Passengers, crew members, and their personal property; equipment, cargo, mail, and all other items (including the aircraft) transported across political boundaries on AMC aircraft must comply with the laws and regulations of the country involved. The DOD FCG prescribes requirements of foreign governments for personal identification documents, customs, health, and diplomatic

clearance of aircraft and cargo. (See Attachment 5 for diplomatic clearance procedures.) This section does not apply to US Air Force Reserve (AFRC) units.

21.2. **Border Clearance Agencies.** Requirements for United States border clearance are prescribed in the laws and regulations of the following agencies:

21.2.1. **Customs Bureau.** Performs inspection and clearance of all personal baggage and cargo imported to or exported from the United States, including receipt of necessary documentation from carriers and passengers; receipt of necessary export declarations from carriers for submission to the Foreign Trade Division, Bureau of Census and Department of Commerce; control of the importation of wild animals, wild birds, plumage and eggs, in compliance with the laws of the Fish and Wildlife Service, Department of the Interior; and, control of the importation of foods and drugs in compliance with laws of the Food and Drug Administration.

21.2.2. **Immigration and Naturalization Service.** Performs clearance of all aliens and US citizens into and out of the US in compliance with laws of the Departments of Justice and the Department of State, to include examination and receipt of necessary documentation from carriers and passengers.

21.2.3. **Department of Agriculture.** Controls the importation of plants, plant products, fresh fruits, vegetables, domestic animals, animal products, poultry, hay, straw, and similar materials. They will receive all necessary documentation from carriers, passengers, and crew.

21.2.4. **Public Health Service.** Ensures all crew members and passengers traveling on AMC aircraft to or from a foreign area comply with directives relative to immunization requirements, quarantine procedures, and fumigation of aircraft.

21.2.5. To ensure compliance with these laws and regulations, all AMC aircraft entering or departing the United States to or from a foreign area must clear through an APOE, APOD or a customs port of entry where border clearance can be obtained. Border clearance inspectors are available or on call at all AMC APOEs.

21.3. **References.** The following directives implement laws and regulations pertaining to border clearance requirements. Refer to these directives for specific and regional requirements:

21.3.1. DTR 4500.9R, Part V, *Department of Defense Customs and Border Clearance Policies and Procedures.*

21.3.2. DODD 4500.54-E, *DOD Foreign Clearance Guide.*

21.3.3. AFJI 48-104, *Quarantine Regulations of the Armed Forces*.

21.4. **Supply of Forms.** The port operations officer, senior AMC representative, or equivalent will be responsible for maintaining a 3-month supply of necessary border clearance forms for passengers and cargo (United States and foreign) for those destinations or channels serviced by their station. Maintain these forms so as to be readily available for military and contract flights. The COR will ensure commercial carriers provide a sufficient number of border clearance forms on each aircraft to meet appropriate agency requirements. (See applicable border clearance directive from paragraph 21.3 above for forms requirements). Minimal form requirements include:

21.4.1. I-94 W, *Nonimmigrant Visa Waiver Arrival/Departure Form*.

21.4.2. CBP-3171, *Application Permit, Special License Unlading-Lading-Overtime Services*.

21.4.3. CBP-3461, *Entry/Immediate Delivery*, in lieu of CF 7501, *Entry Summary*, to be furnished within 30 days.

21.4.4. CBP-6059B, *Customs Declaration*.

21.4.5. CBP-7501, *Entry Summary*.

21.4.6. CBP-7507, *General Declaration, Agriculture, Customs, Immigration, and Public Health*.

21.4.7. CBP-7512, *Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit*.

21.4.8. DC Form 7525V, *Shipper's Export Declaration*.

21.4.9. DD Form 1252/1252-1, *US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I and Part II*.

21.5. **Inspection Overtime.** When it is necessary to request overtime services of Customs, Immigrations, Department of Agriculture, and Public Health Service inspectors, take the following action:

21.5.1. File (in advance when possible) requests with the Customs inspector for overtime service on Customs Form (CF) 3171, *Application-Permit-Special License Unlading-Lading-Overtime Services*. This form may also be used to confirm an oral request. All requests must have financial approval and reservation of funds as soon as possible after ordering. Port personnel will maintain records to certify Standard

Form 1080, *Voucher for Transfers between Appropriations and/or Funds*, as a receipt of overtime services. As a minimum, records will consist of whether or not missions serviced were out of the Transportation Working Capital Fund, the inspector's name and overtime hours worked; and an audit of overtime worked vice aircraft arrival or departure log.

21.5.2. Prior to certification of receipt of services for payment, review the file to ensure all items are correct.

**21.6. Commanders of Regular and Limited Airport of Entry (AOE).** Commanders of AOE's and air bases that are customs ports of entry will:

21.6.1. Establish local procedures to ensure all entry and departure requirements for aircraft, crew members, passengers, baggage and cargo are met per DTR 4500.9-R, Part V, *Customs and Border Clearance Policies and Procedures* and the DOD FCG.

21.6.2. Designate an appropriate functional element or official to furnish timely advance notice of aircraft arrivals and departures to the Federal Inspection Service (FIS) and maintain an active liaison with local FIS officials.

21.6.3. Ensure quarantine is imposed in compliance with AFJI 48-104, *Quarantine Regulations of the Armed Forces*, when an epidemic of communicable disease creates a hazard through the spread of disease within the area of command as a result of aircraft movement. Quarantine will be affected whether outbreak occurs among military or civilian personnel.

21.6.4. Institute procedures to ensure crew members and passengers meet the following requirements before departing the point of origin:

21.6.4.1. Valid passports and visas when required by the DOD FCG.

21.6.4.2. Current immunization and vaccination documentation in compliance with the DOD FCG and AFJI 48-110, *Immunizations and Chemoprophylaxis*.

21.6.4.3. A briefing on action to safeguard classified material in an emergency as defined in DODM 5200.01-V1, *DOD Information Security Program: Overview, Classification, and Declassification*, and AFI 31-401, *Information Security Program Management*.

21.6.5. Quarterly meetings are recommended between US Customs Service Port Directors and the Commanders of the Airports of Entry.

21.6.6. Facilitate inspection and clearance of aircraft, crew members, passengers, baggage and cargo by border clearance officials.

21.6.7. Commanders must provide adequate office and inspection facilities for border clearance activities.

21.6.8. Coordinate with border clearance agencies to provide briefings on border clearance requirements for crew members and other personnel traveling on DOD owned/controlled aircraft.

**21.7. Senior AMC Representative at Last Port Prior to Entry.** The senior AMC representative at the last port prior to entry into the Customs Territory of the United States (CTUS) will:

21.7.1. Notify the destination base commander of aircraft requiring border clearance.

21.7.2. Ensure all border clearance forms have been prepared and are in the possession of the aircraft commander before departure.

21.7.3. Ensure passengers and crew members have in their personal possession passport, visas, and immunization and vaccination documentation as required by the DOD FCG.

21.7.4. Ensure passengers and crew members are briefed regarding the following:

21.7.4.1. Action to take to safeguard classified material in an emergency as defined by DODM 5200.01-V1, *DOD Information Security Program: Overview, Classification, and Declassification* and AFI 31-401, *Information Security Management*.

21.7.4.2. Customs, immigration and quarantine laws covering entry of persons, baggage, plants and animals into the CTUS in compliance with AFJI 48-104, *Quarantine Regulations of the Armed Forces*. Additionally, prior to boarding, passengers will be made aware of restricted and prohibited articles.

21.7.5. Ensure DD Form 1252s are available for all HHG shipments.

**21.8. Aircraft Commander.** The aircraft commander is responsible for ensuring aircraft and passengers are either pre-cleared or transit a regular AOE for full federal inspection services en route to the final destination. If the aircraft lands for emergency or temporary

reasons, the aircraft commander will ensure no cargo, baggage, personal property or equipment is removed from the aircraft, and no passenger or crew member depart the landing place unless removal or departure is necessary for safety or preservation of life and property. The aircraft commander must provide border clearance documentation and manifests to border clearance personnel upon arrival.

21.9. **Inspections.** Actual inspections will follow guidelines established in DTR 4500.9R, Part V, *DOD Customs and Border Clearance Policies and Procedures*.

### ***Section E— Intransit Visibility***

**22. Intransit Visibility (ITV).** ITV is the ability to track the identity, status, and location of DOD unit and non-unit cargo, passengers, patients, forces, military and commercial airlift, sealift, surface assets, and personal property from origin to consignee or destination during peace, contingencies and war.

22.1. IGC is the DOD's single designated source for in-transit shipment information that supports the family of transportation users and providers--both DOD and commercial. IGC collects and integrates transportation information from selected transportation systems and gives its customers located anywhere in the world, a seamless near-real-time capability to access and employ transportation and deployment information: <https://www.igc.ustranscom.mil/igc/>.

22.2. GATES is the IGC ITV feeder system used by AMC aerial ports and deployed forces to process, manifest, and track passengers and cargo; support resource management and provide command and control support information. Specific requirements and information for use of GATES is found at: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/gates/hello.html>.

22.2.1. HQ AMC/A4T is the functional manager for GATES and common-user aerial port ITV business processes. HQ AMC/A4TI serves as the command ITV functional manager. HQ AMC/A4TI ensures and monitors ITV capabilities at fixed aerial ports.

22.3. **ITV for Contingency/Mobility Operations.** Commanders of AMC owned and/or operated aerial ports will ensure all AMC owned or controlled airlift missions departing their station have all mobility cargo and passengers manifested in GATES. Deploying units remain responsible for providing the ITV source information (DTR 4500.9-R, Part III, *Mobility*, Chap. 302) and aerial ports will continue to advise/assist units as required. To meet these requirements, AMC units will use one of the following procedures to ensure GATES is utilized as the ITV source provided to IGC: **NOTE:** This requirement will not apply to those instances where the local base LRS oversees the deployment processing and manifesting function using CMOS since the port is only augmenting the wing deployment process.

22.3.1. Import the cargo/passenger data into GATES utilizing the unit provided ATCMD file (i.e., TC-AIMS II, MDSS II, CMOS, etc.) for cargo and XMAN for passengers. Cargo data import instructions are available in the GATES User Manual (GUM) on the GATES Informational Community of Practice (COP), under Cargo Data Management. Request for/access to the GATES Informational COP is located on the HQ AMC/A6 website: <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-LG-AM-73-4-5-4&Filter=OO-LG-AM-73>

The current XMAN version is located on the HQ AMC/A4TI website: <https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/itvinfo/hello.html>. This is the only version to be used for passengers.

22.3.2. Hand input all cargo and passenger data into GATES utilizing the unit provided manual cargo manifest/TCMD and/or passenger manifest.

22.4. In the event that the deploying unit is unable to provide the data via electronic means, the port will assist and then notify HQ AMC/A4TC who will advise the unit's parent MAJCOM.

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

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

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- DODD 4500.54E, *DOD Foreign Clearance Guide*, 28 December 2009
- DTR 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*, November 2010
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- DTR 4500.9-R, *Defense Transportation Regulation, Part III, Mobility*, July 2011
- DTR 4500.9-R, *Defense Transportation Regulation, Part V, Customs*, January 2011
- DOD 4515.13-R, *Air Transportation Eligibility*, November 1994
- DODI 5200.33, *Defense Courier Operations (DCO)*, 30 June 2011
- DODM 5200.01-V1, *DOD Information Security Program: Overview, Classification, and Declassification*, 24 February 2012
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- AFI 10-1801, *Foreign Governmental Aircraft Landings at United States Air Force Installations*, 1 September 1997
- AFI 11-2C130, Vol. 3, *C-130 Operations Procedures*, 23 April 2012
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AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 November 2010

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFI 32-1024, *Standard Facility Requirements*, 14 July 2011

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AMCI 23-102, *Expeditious Movement of AMC MICAP/VVIP/Assets*, 29 June 2009

AMCI 24-101, Vol. 6, *Transportation Documentation, Data, Record, and Reports*, 23 July 2012

AMCI 24-101, Vol. 7, *AMC Aerial Port Expeditor (APEX) Aircraft Loading Program*, 24 July 2012

AMCI 24-101, Vol. 11, *Cargo and Mail Policy*, 7 April 2006

AMCI 24-101, Vol. 14, *Military Airlift - Passenger Service*, 14 August 2012

AMCI 24-101, Vol. 18, *Military Airlift - AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*, 24 March 2011

AMCI 24-101, Vol. 20, *Air Transportation Standardization/Evaluation (ATSEV) Quality Assurance*, 11 January 2008

AMCI 24-101, Vol. 22, *Air Transportation Training Requirements*, 31 December 2012

AMCI 65-602, *Transportation Working Capital Fund (TWCF) Budget Guidance and Procedures*, 23 December 2009

T.O. 1C-10(K) A-9, *Cargo Loading Manual*, December 2008

49-CFR, *Transportation*, 8 August 2012

IATA, *Dangerous Goods Regulation (Required)*, 2011

ICAO, *Technical Instructions for the Safe Transport of Dangerous Goods by Air (Recommended)*, 2011

***Prescribed Forms***

AMC Form 77, *Aircraft Ground handling Record*

AMC Form 145, *Passenger Deviation Request*

***Adopted Forms***

AMC Form 56, *Re-handled Workload*

AMC Form 30, *APEX Mission Load Brief Cover Sheet*

AMC Form 68, *Aerial Port Movement Log*

AMC Form 85, *Aircraft Handled by Type*

AMC Form 302, *Cargo/Passenger Envelope and Checklist*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4080, *Load and Sequence Breakdown Worksheet*

DD Form 1131, *Cash Collection Voucher*

DD Form 1252/1252-1, *US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I and Part II*

DD Form 1384, *Transportation Control and Movement Document*

DD Form 1385, *Cargo Manifest*

DD Form 2775, *Pallet Identifier*

*I-94 W, Nonimmigrant Visa Waiver Arrival/Departure Form*

*CBP-3171, Application Permit, Special License Unlading-Lading-Overtime Services*

*CBP-3461, Entry/Immediate Delivery*

*CBP-6059B, Customs Declaration*

*CBP-7501, Entry Summary*

*CBP-7507, General Declaration, Agriculture, Customs, Immigration, and Public Health*

*CBP-7512, Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit*

*DC Form 7525V, Shipper's Export Declaration*

### ***Abbreviations and Acronyms***

**ACA** - Airlift Clearance Authority

**ACL** - Allowable Cabin Load

**ACM** - Additional Crew Members

**ACSA** - Acquisition and Cross-Servicing Agreement

**A/DACG** - Arrival/Departure Airfield Control Group

**AE** - Aero-medical Evacuation

**AFMAN** - Air Force Manual

**AFRC** - Air Force Reserve Command

**AMC** - Air Mobility Command

**AMS** - Air Mobility Squadron

**AOC** - Air and Space Operations Center

**AOE** - Airport of Entry

**APEX** - Aerial Port Expeditor

**APOD** - Aerial Port of Debarkation

**APOE** - Aerial Port of Embarkation

**APS** - Aerial Port Squadron

**ARC** - Air Reserve Components

**ATOC** - Air Terminal Operations Center

**ATSEV** - Air Transportation Standardization/Evaluation

**C2** - Command and Control

**CAA** - Competent Authority Approval

**CBP** - Customs and Border Protection

**CCC** - Command and Control Center

**CDDOC** - COCOM Deployment Distribution Operations Center

**CIC** - Customer Identification Code

**CMOS** - Cargo Movement Operations System

**COCOM** - Combatant Command

**COMM** - Commercial

**CONUS** - Continental United States

**COP** - Community of Practice

**COR** - Contracting Officer Representative

**CRW** – Contingency Response Wing

**CTUS** - Customs Territory of the United States

**DDOC** - Deployment and Distribution Operation Center

**DOD** - Department of Defense

**DOT** - Department of Transportation

**DTR** - Defense Transportation Regulation

**DTS** - Defense Transportation System

**DV** - Distinguished Visitors

**ECWR** - Explosives Clearance Worksheet Request

**EO** - Explosive Ordnance

**EOD** - Explosive Ordnance Disposal

**ERO** - Engine Running Onload or Offload

**ETA** - Estimated Time of Arrival

**ETD** - Estimated Time of Departure

**FCG** - Foreign Clearance Guide

**FIS** - Federal Inspection Service

**FMS** - Foreign Military Sales

**GATES** - Global Air Transportation Execution System

**GDSS** - Global Decision Support System

**GUM** - GATES User Manual

**HQ AMC/A4T** - Air Transportation Division

**HQ AMC/A4TC** - Cargo and Traffic Management Branch, Air Transportation Division

**HQ AMC/A4TI** - Transportation Systems and Data Management Branch, Air Transportation Division

**HQ AMC/A4TP** - Passenger Branch, Air Transportation Division

**HQ AMC/A4TR** - Transportation Resources Branch, Air Transportation Division

**IAA** - Israeli Aviation Authority

**ICODES** - Integrated Computerized Deployment System

**IBD** - Inhabited Building Distance

**IDE** - Integrated Data Environment

**IDF** - Israeli Defense Forces

**IGC** - Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence

**IT** - Information Technology

**ITO/TMO** - Transportation Office/Traffic Management Office

**ITV** - In-transit Visibility

**JA/ATT** - Joint Airborne/Air Transportability Training

**JCS** - Joint Chiefs of Staff

**JI** - Joint Inspection

**LOC** - Lines of Communication

**LRS** - Logistics Readiness Squadron

**MAF** - Mobility Air Forces

**MEP** - Mission Essential Personnel

**MDS** - Mission Design Series

**MICAP** - Mission Capability Assets

**MLR** - Mission Load Report

**MRT** - Maintenance Repair Team

**MWD** - Military Working Dog

**NEW** - Net Explosive Weight

**NRA** - Non-Revenue Airlift

**NWRM** - Nuclear Weapons Readiness Material

**OPORD** - Operation Order

**ORM** - Operational Risk Management

**OSA** - Operational Support Airlift

**OSD** - Office of the Secretary of Defense

**PL** - Precision Loading

**PSN** - Proper Shipping Name

**PWS** - Performance Work Statement

**QASP** - Quality Assurance Surveillance Plan

**QTP** - Qualification Training Program

**SAAM** - Special Assignment Airlift Mission

**SAM** - Special Air Mission

**SNCO** - Senior Non Commissioned Officer

**SLPC** - Single Load Planning Capability

**SMS** - Single Mobility System

**SOE** - Sequence of Events

**SWOG** - Special Weapons Over Flight Guide

**TAC** - Transportation Account Code

**TCAIMS II** - Transportation Coordinator's Automated Information for Movement System II

**TCMD** - Transportation Control and Movement Document

**TCN** - Transportation Control Number

**TDA** - Turkish Diplomatic Authorization

**TWCF** - Transportation Working Capital Fund

**UN** - United Nations

**USAFR** - United States Air Force Reserve

**USTRANSCOM** - United States Transportation Command

**XOCZD** - 618 Air and Space Operations Center (TACC) International Clearance Branch

*Terms*

**APOD** - A station that serves as an authorized port to process and clear aircraft, ships, and traffic for entrance to the country in which it is located.

**APOE** - A station that serves as an authorized port to process and clear aircraft, ships, and traffic for departure from a particular country.

**Cargo** - Any items or supplies.

**CMOS** - CMOS is an Installation Transportation Office/Traffic Management Office (ITO/TMO) system. CMOS integrates computer hardware, software, and communications to effectively plan, document and manage outbound and inbound cargo and passengers; and to plan, schedule, and monitor the execution of transportation activities in support of deployment and reception of forces. CMOS provides warfighters with an end-to-end distribution capability and real time in-transit visibility during all passenger and cargo movements.

**Deployment** - The relocation of forces to areas of operation.

**Destination** - The location to which units, materiel, or individuals are traveling. The Combatant Commander, Military Services, or Defense agencies designate it.

**GATES** - The current real-time system that supports fixed, deployed, and mobile sites. It processes and tracks cargo and passengers; supports resource management and provide command and control support information. It generates cargo, passenger, and resource reports at headquarters and unit level, and provides message routing and delivery for all AMC transportation airlift operators regardless of size, workload volume, configuration, or location.

**GDSS** - GDSS is a USTRANSCOM-funded system providing Mobility Air Forces (MAF) Command and Control (C2) information for the Defense Transportation System (DTS) to combatant commanders throughout the full spectrum of military operations. As the MAF's principal C2 system, the operational imperative is to deliver robust capabilities to command and control MAF forces using a net-centric environment, allowing access and information sharing across classified and unclassified domains. GDSS has evolved far beyond C2; features that have been added to GDSS include the ability to plan, source and schedule (personnel and aircraft), dispatch missions with a full array of flight services, and flight follow. GDSS has approximately 22 interfaces with other systems in various capacities.

**ICODES** - ICODES is a load planning software tool that assists embarkation specialists in the rapid development of cargo load plans. Serving as the Single Load Planning Capability (SLPC) for the Department of Defense, ICODES links load planners throughout the enterprise with each other and authoritative data sources for near real-time collaboration in support of Joint Forces

deployment and distribution operations. ICODES provides end-to-end supply chain visibility through increased in-transit cargo visibility, distribution forecasting and planning, and information visualization.

**IGC** - IGC allows the newer Enterprise Data Warehousing capabilities of GTN and the capability deliveries of the IDE to be managed by a single Program Manager; retiring the legacy GTN components in 2010, providing a state-of-the-art capability to perform reporting, ad hoc queries, and multi-dimensional analyses, as well as, ensuring consistent access to common, authoritative logistics data, business rules, and reliable information. IGC enhances capability to interoperate, unifies information technology (IT) development across the Domain, synchronizes investment into objective systems, and eliminates legacy/redundant data stores and interfaces.

**In Transit Visibility** - The ability to track the identity, status, and location of DOD unit and non-unit cargo and passengers, patients, and personal property from origin to consignee or destination during peace, contingencies, and war.

**Manifest** - A document listing in detail the passengers, cargo, or mail carried aboard.

**NWRM** - Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable materiel) identified by the military departments that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle. The AF adds definition to NWRM (NWRM-AF) as “select nuclear combat delivery system components and use control equipment that are design sensitive, or needed to authorize, prearm, arm, launch, release or target a nuclear weapon, or needed to maintain and protect system integrity.”

**Origin** - The location from which personnel or material commence movement to a destination.

**Precision Loading** - Cargo Policy based on increased pallet utilization by profile and aircraft utilization by airframe.

**TC-AIMS II**- TC-AIMS II provides automated support to functions now performed by unit and installation Transportation Coordinators, who may be using manual processes. TC-AIMS II improves and expedites unit movements and Transportation Operating Agency actions, and provides a source of timely and accurate deployment information for use at all Joint Deployment Community command levels. Under TC-AIMS II, unit movement, installation transportation, and load planning functionality is accessible from a single client platform at the unit/installation level. The processing, tracking, and reporting of data is available to decision makers at various command levels.

**TCN** - A unique 17-position alphanumeric data element assigned to control a shipment unit throughout the transportation pipeline.

**TCMD** - The shipment information document (DD Form 1384, *Transportation Control and Movement Document*). It provides advance notice of shipments and the information necessary to process the shipments through the Defense Transportation System. The TCMD is the basis for preparation of air and surface manifests and for compiling logistics reports.

**Theater** - A geographical area outside CONUS for which a commander of a unified command has been assigned military responsibility.

**Unit** - Any military element whose structure is prescribed by an authority, such as a Table of Organization and Equipment.

## Attachment 2

### PORT TO PORT REQUIREMENTS

A2.1. **Explosives: Port-to-Port Clearance Requirements.** The APOE will request port-to-port clearance for air shipment of explosives and applicable FMS shipments at the earliest possible date, but NLT 24 hours prior to requested missions ETD (unless a specific location requires a greater notification time). The APOD will respond to the request ASAP. An APOE will not ship explosives or applicable FMS shipments without APOD approval except when free-flow is authorized. En route stations must ensure up-line and down-line stations are aware of their requirements to move cleared explosives and applicable FMS shipments. This should prevent incompatible cargo from being planned and loaded by up-line and down-line stations. Explosives port-to-port clearance requests will include:

- A2.1.1. PSN and UN Number.
- A2.1.2. Class/Division and Compatibility Group.
- A2.1.3. Net Explosives Weight (NEW).
- A2.1.4. Inhabited Building Distance (IBD), if applicable.
- A2.1.5. Commodity Code/Risk Category.
- A2.1.6. Pieces/Weight/Cube.
- A2.1.7. Requested arrival date.
- A2.1.8. Mission number.

**NOTE:** Class/Division 1.5 will be treated the same as Class/Division 1.1 for clearance requirements.

A2.1.9. All FMS shipments terminating at Ramstein AB and destined to countries within the USEUCOM Theater of operations will be port-to-port cleared. USEUCOM FMS validator will be required to ensure all end to end clearances have been met prior to requesting port-to-port airlift clearance.

A2.2. The APOE must consult the Foreign Clearance Guide (FCG) and the 618 International Clearance Branch (XOCZD) for any diplomatic clearance requirements, see Attachment 5 for more information regarding diplomatic clearance requirements. The APOE will follow procedures listed below for the following locations: **NOTE:** All information is subject to change.

A2.2.1. **Alice Springs, Richmond, Australia.** Richmond can only accept Class 1.1, 1.2, 1.3, and 1.4 explosives in accordance with parking restrictions, NEW limits, and ramp parking locations listed in note below. All explosive shipments require 14 days clearance

prior to arrival. E-mail clearance requests to Det. 1, 735 AMS/TR, **steven.melnyczenko.2.au@us.af.mil** or Commercial Fax: 011-61-4587-1663. Detailed questions should be directed to RMC AMC OPS at Commercial: 011-61-4587-1655. After hours contact cell is: 61-4-0875-2714.

**NOTE:** Specific local restrictions for all AMC aircraft:

Class 1.1 = 49.9 kg // Western apron with waiver only. \*

Class 1.2.1 = 2000 kg // Western apron.

Class 1.2.2 = 8000 kg // Western apron.

Class 1.3 = 9000kgs // Western apron and 1000 kg // spot 2.\*\*

Class 1.4 = 9000 kg // Western apron and 2000kg // spot 2/3.\*\*

\*Project Air 5398 for AGM-142 NEW=1600.

\*\*Parking Restriction: Due to lack of separation distance between spot 2 and 3, aircraft cannot occupy both spots during explosive ordnance (EO) loading operations.

**A2.2.2. AMC Norfolk, VA.** All 1.1, 1.2, and 1.3 explosives require seven (7) to ten (10) days clearance. POC for clearances is the weapons station duty officer at DSN 312-565-0800 or Commercial 757-443-0800. Requests will include proper shipping name, class/division, piece, weight, cube, NEW, and UN number. All requests require a follow-up e-mail to: **HazmatNMC@airtermnorva.navy.mil** and **HazmatNGU@airtermnorva.navy.mil**. All 1.4 explosives require 72 hours clearance time. POC is air terminal duty officer at DSN 312-565-6556 or Commercial 757-445-6556. E-mail: **HazmatNGU@airtermnorva.navy.mil**.

**A2.2.3. Al Udeid AB, Qatar.** All munitions destined for or transiting thru Qatar via military airlift must be pre-cleared thru Qatari customs prior to being accepted at the Aerial Port of Embarkation (APOE). Customs pre-clearance is a shipper's responsibility and must be accomplished utilizing the GHQ (General Headquarters of Qatar) letter. The GHQ letter must accompany the shipment when delivered to the APOE. The APOE will not accept munitions destined for or transiting thru Qatar without the GHQ letter. All transiting and terminating Class/Division 1.1 thru 1.4 require 7 days prior notification. Outsized handling capability is limited to 12 positions. All clearance requests are based on parking capability and onward movement of explosives. POC is 8 EAMS/ Capability Forecasting, DSN 318-437-2645. E-mail: **8eams.troc@auab.afcent.af.mil**.

**A2.2.4. Andersen AFB, Guam.** Free-flow of Class/Division 1.4C, D, E, and S is authorized up to two 463L pallets or 1000 lbs. NEW. All other explosives require 48 hours clearance. Whenever possible, in-transit explosives should be planned on direct missions to minimize handling and storage. POC is the 734 AMS Capability Forecasting Office at DSN 315-366-6055/3125. E-mail: **734ams.atoc@us.af.mil**.

**A2.2.5. Aviano AB, Italy.** All Class/Divisions of explosives must be cleared at least 48 hours prior to departure from the APOE. Limited temporary storage is available on a case-by-case basis for transiting explosives. Aircraft parking is limited to 30,000 lbs. NEW. POC is Capability Forecasting at DSN 314-632-7321, Fax 314-632-4270. E-mail: **cape.forecast@aviano.af.mil**.

A2.2.6. **Bahrain IAP, Bahrain.** All explosive shipments require clearance through USDAO, 14 days prior to arrival. Contact ATOC at DSN 318-439-3321, E-mail [atoc@bahrain.navy.mil](mailto:atoc@bahrain.navy.mil) to coordinate movement.

A2.2.7. **Christchurch, New Zealand.** All explosive Class/Divisions destined for consignees in New Zealand can be accepted into Christchurch. Only explosive Class/Divisions 1.4, 1.5, & 1.6, can be accepted as through-load explosives on missions transiting Christchurch. No explosive Class/Divisions can be transshipped through Christchurch due to no Explosive Storage Capability. All clearance requests for terminating or through-load explosives must be coordinated a minimum of 14 days prior to arrival. Clearance requests for terminating explosives must include, in addition to normal information requirements, the Consignee's clear text name and address. POC is AMC Flight Operations at commercial 99-011-643-358-1455, FAX 99-011-643-358-1458.

A2.2.8. **Diego Garcia, British Indian Ocean Territory (B.I.O.T).** All transiting and terminating explosives require a minimum of 72 hours clearance prior to departure from APOE. Freeflow of transiting Class/Division 1.4 remaining on aircraft is authorized but requires 72 hour courtesy call. For explosive clearance, submit Explosives Clearance Worksheet Request (ECWR), and as applicable, approved 618th Air Operations Center (AOC) Dips Hazardous Cargo Coordination Spreadsheet. Submit proof of explosives clearance confirmation for all explosives shipments transiting Diego Garcia to subsequently transit or terminate at Singapore. POC is Det 1, 730 AMS Cape Forecasting (AMC Contractor), DSN 315-370-2987, COMM 011-246-370-2987, Fax 315-370-3968. Email: [730AMS.Det1.ATOC@diego.af.mil](mailto:730AMS.Det1.ATOC@diego.af.mil). Foreign aircraft with transiting explosives/ordnance must contact Naval Support Facility (NSF), Diego Garcia, Base Operations (Base Ops), DSN 315-370-3322.

A2.2.9. **Dover AFB, DE.** All explosive require 48 hours prior to arrival. Free-flow of explosives is not authorized. POC for explosive clearance during normal duty hours is the 436th APS Explosive coordinator at DSN 312-445-2304. For emergency clearance after duty hours, weekends, or holidays, contact the aerial port duty officer at DSN 312-445-2300/2301.

A2.2.10. **Eielson AFB, AK.** All explosive shipments must be coordinated at least 48 hours prior to departure. There is limited in-transit storage at Eielson AFB AK. POC is CATO ATGHS ATOC DSN 317-377-3257, Fax 317-377-3095 or E-mail: [cato.eielson@eielson.af.mil](mailto:cato.eielson@eielson.af.mil).

A2.2.11. **Fukuoka IAP, Japan.** Fukuoka cannot accept any level of explosives.

A2.2.12. **Gimhae AB, Korea.** Gimhae is prohibited from handling any explosives.

A2.2.13. **Guantanamo Bay NAS, Cuba.** All Class/Divisions of explosives must be cleared at least 72 hours prior to departure from APOE. Temporary storage is on a case-by-case basis. Fax requests to: DSN 312-564-5022 or Commercial 011-539-5399/5299.

A2.2.14. **Gunsan AB, Korea.** Class/Division 1.3 with 100 lbs. or less NEW and 1.4 limited to 1 each 463L pallet explosives must be coordinated at least 72 hours prior to scheduled departure. All other Class/Divisions and NEW must be coordinated at least 5 days prior to scheduled departure. POC is CATO-GUNSAN ATOC at DSN 315-782-4737, e-mail: [ed.owens@kunsan.af.mil](mailto:ed.owens@kunsan.af.mil).

A2.2.15. **Incirlik AB, Turkey.** All explosives require 72 hours clearance prior to arrival. Import and export shipments of explosives require a Turkish Diplomatic Authorization number (TDA #). E-mail or fax TDA letter with explosive request will ease clearance process. FMS explosives are exempt from the TDA # requirement. POC is Cape Forecasting at DSN 314-676-8371. After duty hours contact ATOC at DSN 314-676-3783/6811 Fax 314-676-3134. E-mail: [728AMS.capeforecast@incirlik.af.mil](mailto:728AMS.capeforecast@incirlik.af.mil).

A2.2.16. **Joint Base Charleston, SC.** All explosives require 48 hours clearance prior to arrival. Free-flow of explosives is not authorized. POC for explosive clearance during normal duty hours is 437 APS, Capability Forecasting at DSN 312-673-3193/3194, or E-mail [437APSScape@charleston.af.mil](mailto:437APSScape@charleston.af.mil). After-duty hours, weekends and holidays contact the aerial port duty officer at DSN 312-673-3246.

A2.2.17. **Joint Base Elmendorf-Richardson, AK.** All explosives transiting or terminating Elmendorf require a minimum of 48 hours advance notice prior to entering the Alaskan theater, to include Eielson AFB. Unlimited Free-flow of transiting 1.4 explosives is authorized. Free-flow of terminating Class/Division 1.4 up to two 463L pallets is authorized, except for Class/Division 1.4 compatibility groups B, G, and F, which require 48 hours clearance approval. Primary POC is Elmendorf Cape Forecasting, DSN 317-552-3569/4297/2548 or FAX 317-552-1919. Alternate POC is Elmendorf ATOC, DSN 317-552-2104 or email [732ams.cape@us.af.mil](mailto:732ams.cape@us.af.mil).

A2.2.18. **Joint Base Lewis/McChord.** Free-flow of Class/Division 1.4C, D, E, and S is authorized up to two 463L pallets or 1000 lbs. NEW. All other explosive require coordination 48 hours prior to arrival. All requests for terminating or through-load explosive clearance during normal duty hours must be coordinated through the 62 APS Capability Forecasting office at DSN 312-382-0700. For emergency clearance after duty hours, weekends, or holidays, contact the aerial port duty officer at DSN 312-382-2611/2613.

A2.2.19. **Joint Base McGuire-Dix-Lakehurst, NJ.** All explosives require seven workdays clearance prior to arrival. There is no multi-pallet explosive storage capability. Prior clearance is required for all FMS shipments terminating the USEUCOM Theater. This will be performed by APOE/APOD Ramstein capability forecasters after all other clearance requirements are met and confirmed by theater FMS approval authority. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being advanced to APOE. POC is Capability Forecasting, DSN 312-650-4917/0276 or Commercial: 609-754-4917/0276.

A2.2.20. **Joint Base Pearl Harbor-Hickam, HI.** All explosives transiting or terminating JBPHH must be coordinated at least 48 hours prior to scheduled departure. Explosive aircraft

parking is limited to three spots not to exceed 25,000 lbs. NEW 1.1; 19,800 lbs. NEW 1.2.1; and 30,000 lbs. NEW 1.3. Unlimited free-flow of transiting 1.4 explosives is authorized. Free-flow of terminating 1.4 up to 10,000 lbs. gross weight or four pallets is authorized, except for 1.4 compatibility groups B, G, and F, which require 48 hours clearance approval. Primary POC is 735 AMS Cape Forecasting, DSN 315-449-6964 or FAX 315-448-3312. Alternate POC is JBPHH ATOC, DSN 315-449-6981/6906. Email [735ams.capeforecasti@hickam.af.mil](mailto:735ams.capeforecasti@hickam.af.mil).

A2.2.21. **Kadena AB, Japan.** All transiting and terminating Class Division 1.1-1.4 require 48 hour coordination. All Class/Division 1.4 explosives transiting on quick turn aircraft are considered free-flow and require 24 hour prior to ETA courtesy notification. 733 AMS is responsible for coordinating explosive shipments into OL-A Clark and OL-B Utapao. Cargo destined for these two locations requires a minimum of 45 days advance request notification. Duty hours POC between 2200Z-0730Z, is the 733 AMS Airlift Management, DSN 315-634-0007, Commercial 011-81-6117-340007, Fax DSN 315-634-1759. The after-hours or emergency POC is ATOC at DSN 315-634-3535, Commercial 011-81-6117-343535. E-mail: [733AMS.cap@us.af.mil](mailto:733AMS.cap@us.af.mil).

A2.2.22. **Kuwait City International Airport.** Classes 1.1 through 1.3 are prohibited. Class 1.4 is authorized but requires advance clearance, both inbound and outbound. For clearance requests, contact the 5 EAMS Capability Forecasting office at DSN 318-450-1200 or Cell Phone 011-965-6778-6459. Email: [cav.cape@kcab.afcent.af.mil](mailto:cav.cape@kcab.afcent.af.mil).

A2.2.23. **Lajes Field, Portugal.** Through-load, transship, and terminating explosives shipments must be coordinated at least 5 days prior to scheduled departure from APOE. Class/Divisions 1.1 (30 lbs. NEW maximum), 1.2 (27,000 lbs. NEW maximum), 1.3 (unlimited), 1.4 (unlimited) can be accepted as through-load only. Transshipment of Class/division 1.1, 1.2, 1.3 (any amount of NEW), and 1.4 (unlimited) can be accommodated with prior coordination. For terminating explosives, storage space is limited to (1.3G/100 lbs. NEW maximum, and (1.4S / one (1) 463L pallet and two (2) 40"x48" wooden skids maximum) respectively. POC is 729 AMS Cape Forecasting, DSN: 314-535-7009/4217, Commercial: 011-351-295-57-7009/4217. Email: [729ams.atoc@lajes.af.mil](mailto:729ams.atoc@lajes.af.mil).

A2.2.24. **MCAS Iwakuni, Japan.** Minimum of 48 hours prior notification is required for all Class/Division of explosives. Maximum single aircraft load of any Class/Division is 30,000 lbs. NEW. Contact ATOC or Load Planning at DSN 315-253-5500 (ATOC) or DSN 315-253-3165 (Load Planning) for clearance. FAX number is DSN 315-253-4294.

A2.2.25. **Misawa AB Japan.** All explosives require minimum 24 hours clearance. Free-flow of Class/Division 1.4 is not authorized. Contact AMC CATO ATOC at DSN 315-226-2471, Fax 315-226-2461. E-mail: [msjatoc@misawa.af.mil](mailto:msjatoc@misawa.af.mil).

A2.2.26. **Naples, Italy.** No terminating or transiting Class/Divisions 1.1 thru 1.3 explosives. Under special circumstances, Class/Division 1.4 may be accepted with prior authorization from USDAO Rome. All movement must be coordinated 48 hours prior. POC is Naples ATOC, DSN 314-626-5226/5424 or FAX 314-626-5259. Explosive clearance at Naples takes minimum one week notice to USDAO Rome for 1.4S movement for ISAF rotations. Coordinate with Naples ATOC to reconfirm coordination times.

A2.2.27. **Osan AB, Korea.** All explosives require 72 hours clearance. Free-flow of Class/Division 1.4 up to 1000 lbs. is authorized. POC is Capability Forecasting at DSN 315-784-6593. E-mail: **731ams/cape@osan.af.mil**.

A2.2.28. **Paya Lebar Air Base, Singapore.** All Explosive Class/Divisions must be cleared 14 days prior to scheduled departure from APOE and coordinated through the USDAO Singapore office. Due to special customs permits required to import and transit weapons or explosives into Singapore, individuals must review the FCG (<https://www.fcg.pentagon.mil/fcg.cfm>) for additional requirements. During normal duty hour's 2300Z-1100Z, Monday through Friday and 2300Z-0500Z Saturdays, POC is Capability Forecasting, DSN 315-421-2804/FAX COMM: (+65)6282-9448 or E-mail: **amcsingapore.sp@andersen.af.mil**. After duty hours, weekends, and holidays please contact the Aerial Port Duty Officer COMM (+65)9127-0315 or (+65)9862-5262.

A2.2.29. **RAF Mildenhall, United Kingdom.** All explosive Class/Divisions must be cleared 48 hours prior to scheduled departure from APOE. Any explosives shipped on a multi-pallet train should be coordinated at the earliest possible date but at least 48 hours prior. Include consignee in request for terminating explosives. During normal duty hours contact Capability Forecasting at DSN 314-238-5519, FAX 238-2828. E-mail: **727ams.troo@mildenhall.af.mil**. After duty hours, weekends, and holidays contact the aerial port duty officer at DSN 314-238-2272.

A2.2.30. **Ramstein AB, Germany.** All Classes/Divisions of explosives require clearance 72 hours prior to departure from the APOE. Prior clearance is required for all FMS shipments terminating Ramstein AB and destined for countries within the USEUCOM Theater. FMS shipments will be assigned a mission number to complete port-to-port clearance and passed to the APOD/theater FMS approval authority prior to cargo being shipped to the APOE. POC is Ramstein Capability Forecasting, DSN 314-479-4418/4419; Fax 314-479-5224. E-mail: **721.aps.tr-ops@ramstein.af.mil**.

A2.2.31. **Rota NAS, Spain.** The user will request port-to-port clearance for air shipment of explosives and hazardous materials no earlier than 72 hours by e-mail to **m-ro-navsta-atoc-rota@eu.navy.mil** and **rotaaodo@navsta.rota.navy.mil**. Contact is DSN 314-727-2138 or COMM 34 country code 956-82-2138. The user shall provide all required hazardous cargo information. In addition to the Port to Port approvals, the Madrid ODC Diplomatic Clearances and the Air Operations Duty Officer will not approve any PPR's until cargo and hazardous materials have been coordinated through the ATOC. Temporary storage will be coordinated on a case by case basis through the Air Operations Duty Officer and the Naval Munitions Command. There is no outsize storage capability for T-2, T-3, and T-4 pallet trains, only single pallets.

A2.2.32. **Signonella, Italy.** All Class/Divisions of explosives must be cleared at least 12 days prior to departure from the APOE with prior authorization from USDAO Rome.

A2.2.33. **Spangdahlem AB, Germany.** All Classes/Divisions of explosives require clearance 72 hours prior to departure from the APOE. Specific local restrictions for parking ramp 6 (Hot cargo pad): Class/Division 1.1 is limited to 12,000 lbs. NEW, Class 1.2 is limited to 143,000 lbs. NEW, and Class/Division 1.3 is limited to 100,000 lbs. NEW. Parking ramp 5: Class/Division 1.3 is limited to 10,220 lbs. NEW per spot; there is no NEW restriction for Class/Division 1.4. Temporary Storage Limits: Class/Division 1.3 is limited to 100 lbs. NEW; there is no NEW restriction for Class/Division 1.4. POC is Spangdahlem Cape Forecasting DSN 314-452-8846, Monday through Friday only. E-mail: **726ams.tro@spangdahlem.af.mil**.

A2.2.34. **Tel Aviv, Israel.** There are no HAZMAT/Explosive operations conducted at Tel Aviv. Any HAZMAT/explosive material will be transported to OVDA Air Base, Southern Israel and requires a minimum of 14 working days' notice for prior coordination with United States Embassy (TLV Aircraft Clearance Office: Commercial number is 011 972-3-519-7331). All munitions must have clearance prior to movement and arrival to OVDA Airbase. N.E.W restrictions will be identified/determined at the time clearance is requested by the Israeli Aviation Authority (IAA) and the Israeli Defense Forces (IDF). Consignee requires 14 working days prior to arrival at airport in order to arrange in-country movement to final destination. There is no transit explosive storage or overnight parking for aircraft at this location. POC is AMC Contractor: Commercial telephone: From CONUS: 011-972-3-973-2916, From Europe: 00-972-3-973-2916.

A2.2.35. **Travis AFB, CA.** All Class/Division 1.1, 1.2, 1.3, and 1.4 with compatibility groups of A, B, F, H, J, K, L, and N or any explosives that exceeds the usable dimensions of a single pallet, including multi-pallet trains require clearance. Free-flow is authorized with a 24 hour courtesy e-mail or phone call for 1.4 with compatibility groups of C, D, E, G, and S with a total NEW per aircraft of 1,000 pounds or less, and the shipment does not exceed two (2) 463L pallets. Three to five pallet positions requires a 72 hour courtesy call. Shipments exceeding five pallet positions require clearance. POC is 60 APS Cape Forecasting, DSN 312-837-4545/4544 Fax 312-837-4555. Commercial: 707-424-4545/4544. E-mail: **60apscapeforecast@amc.af.mil** after duty hours POC is 60 APS duty officer at DSN 312-837-4551/4552 or Commercial 707-424-4551/4552.

A2.2.36. **Yokota AB, Japan.** All transiting and terminating Class/Division 1.1 thru 1.4 require 72 hours prior notification. Explosives exceeding an IBD of (12) require 60 days advance notice and 30 days advance clearance. All clearance requests are based on parking capability and onward movement of explosives. POC is 730 AMS Capability Forecasting, DSN 315-225-7163. Commercial: 011-81-3117-55-7163. Fax 315-225-8472. E-mail: **730ams.capes@yokota.af.mil**.

A2.3. Submit any changes to the explosives clearance requirements to HQ AMC/A4TC, [amc.a4tcp@us.af.mil](mailto:amc.a4tcp@us.af.mil).

### Attachment 3

#### ATOC MISSION FOLDERS AND MISSION LOAD REPORT (MLR)

**A3.1. AMC Form 77, Ground Handling Record.** The AMC Form 77 is a step-by-step record of events for all data entered and will populate all appropriate fields when entered into GATES. Information control will prepare an AMC Form 77 for each mission handled and ensure all information on the form is accurate. If there are no port requirements, an AMC Form 77 will not be utilized. An AMC Form 77 will not be prepared for ramp coordinators meeting aircraft with negative requirements. The inbound folder will have most information filled in from the inbound MLR from the previous station. The outbound folder will self-populate as information is input by other terminal work centers. Upon completion, verify information is correct and ready for signatures (manual or digital). Pen and ink changes are authorized.

**A3.2. Accuracy.** Information controllers will ensure all information on the form is accurate and properly completed. A considerable amount of the information contained on the form is furnished by other terminal work centers; therefore, it is the responsibility of these work centers to ensure the information provided is accurate, timely, and complete.

A3.2.1. Record all times in Greenwich Mean Time (GMT).

A3.2.2. If block is not used, leave blank.

A3.2.3. SOE start and complete times will reflect the times that work on an aircraft actually started and finished. In all instances, the time recorded will reflect the time the first task is started and the last task was completed.

A3.2.4. If a section completes all tasks and at a later time it is necessary for the same section to return to the aircraft, the subsequent handling should be recorded in the remarks section.

**A3.3. Quality Control.** Once the form is completed, the senior controller must review it for accuracy and contents. Both signature blocks can be signed by the same person should the person who completed the form also be the senior controller. After signing, the senior controller sends the folder to the Data Records section at a time determined by local management. **NOTE:** Once an AMC Form 77 is completed for a mission and that mission cancels or diverts back, annotate the form with the reason the mission did not operate or was diverted. If a section completes all tasks and at a later time and it is necessary for the same section to return to the aircraft, the subsequent handling should be recorded in the AMC Form 77 remarks section, finalized and sent to the Records, Reports, and Analysis section for inclusion on the AMC Form 85, *Aircraft Handled by Type* (refer to AMCI 24-101, Volume 6 for instructions).

**A3.4. AMC Form 77 Completion Instructions.** GATES automatically populates the AMC Form 77 with information populated by port work centers (SOE completion, basic load information, etc.) However, not all blocks are auto-populated, and information controllers must

be aware of form completion requirements. Information in the folder is vital to qualifying and quantifying movement data in the DTS. Complete or ensure completion of the GATES AMC Form 77 as follows:

**A3.5. Inbound:** This information is used as a management tool for planning cargo/mail and passenger off-load. Pass inbound mission information to all work centers as soon as it is available.

A3.5.1. **Block 1: MISSION NUMBER/DATE:** Enter mission number and date. Example: PBP080700160 / 12 Oct 2011.

A3.5.2. **Block 2a: MDS:** Enter numbers of design designation and alpha characters. Example: C5B.

A3.5.3. **Block 2b: TAIL #:** Enter last five alphanumeric characters of the serial number. Use leading zeros as necessary. Example: 60141, 015ST.

A3.5.4. **Block 3. OPERATOR:** Enter the two or three characters of the operator of the aircraft. Example: Operator is 62 AW, or 436 AW. For commercial contract flights, enter the three-letter carrier code. Example: Federal Express, enter FDX; for World Airways, enter WOA.

A3.5.5. **Block 4: FROM:** Enter the three-letter air terminal identifier code for the station of last departure. Example: SUU, OSN, EDF.

A3.5.6. **Block 5: ETA:** Enter estimated date and time of arrival. Example: 06 Oct 2011/2056.

A3.5.7. **Block 6a: ATA:** Enter actual date and time for aircraft arrival. Example: 06 Oct 2011/2108.

A3.5.8. **Block 6b: ATB:** Enter actual date and time for aircraft block. Example: 06 Oct 2011/2116.

A3.5.9. **Block 7: SPOT:** Enter the aircraft parking spot. Example: F3, 7, G1W.

A3.5.10. **Block 8: GROUND TIME:** Enter the scheduled ground time. If it is a terminating mission, enter "TERM". Example: 003+15, TERM.

A3.5.11. **Block 9: PASSENGER DATA OFFLOAD:** Breakdown as follows:

A3.5.11.1. **Block 9a: SPACE REQUIRED:** Enter total space required off this station.

A3.5.11.2. **Block 9b: SPACE AVAILABLE:** Enter total space available off this station.

A3.5.11.3. **Block 9c:** TOTAL: Enter total number of passengers off this station.

A3.5.11.4. **Block 9d:** FOREIGN NATIONALS: Enter total foreign nationals off this station (non-US citizens, to include foreign national dependents of US citizens).

A3.5.11.5. **Block 9e:** CIVILIANS: Enter total number of civilians off this station.

A3.5.11.6. **Block 9f.** DISTINGUISHED VISITORS. Enter total number of distinguished visitors off this station.

A3.5.11.7. **Block 9g:** PATIENTS: Enter total number of patients off this station (this number may be obtained from manifest or local aeromedical representative). **NOTE:** FN, CIV, DV, and patient numbers are for informational purposes so service can be provided by-appropriate agencies. Therefore, an individual may be reflected more than once depending on the different categories that apply. Example: an individual may be a civilian and a DV; therefore, the individual is reflected as both a CIV and DV.

A3.5.12. **Block 10:** PASSENGER DATA THRU: Breakdown as follows:

A3.5.12.1. **Block 10a:** SPACE REQUIRED: Enter total space required through load this station.

A3.5.12.2. **Block 10b:** SPACE AVAILABLE: Enter total space available through load this station.

A3.5.12.3. **Block 10c:** TOTAL: Enter total number of passengers through load this station.

A3.5.12.4. **Block 10d:** FOREIGN NATIONALS: Enter total foreign nationals through load this station (non-US citizens, to include foreign national dependents of US citizens).

A3.5.12.5. **Block 10e:** CIVILIANS: Enter total number of civilians through load this station.

A3.5.12.6. **Block 10f:** DISTINGUISHED VISITORS. Enter total number of distinguished visitors through load this station.

A3.5.12.7. **Block 10g:** PATIENTS: Enter total number of patients through load this station (this number may be obtained from manifest or local aeromedical representative). **NOTE:** FN, CIV, DV, and patient numbers are for informational purposes so service can be provided by appropriate agencies. Therefore, an individual may be reflected in more than one category. Example: an individual may be a civilian and a DV; therefore, the individual is reflected as both a CIV and DV.

A3.5.13. **Block 11:** CARGO / MAIL DATA OFFLOAD: Breakdown as follows:

A3.5.13.1. **Block 11a:** CARGO WEIGHT: Enter gross weight to be offloaded at this station.

A3.5.13.2. **Block 11b:** MAIL WEIGHT: Enter gross weight to be offloaded at this station. **NOTE:** Currently, the GATES generated AMC Form 77 displays net weight for Blocks 11a and 11b. ATOC must line-out auto-populated net weight amounts for these blocks and insert the gross weight. ATOC must also line-out the word “Net” for Blocks 11a and 11b. The next version of GATES will correct this issue.

A3.5.13.3. **Block 11c:** CARGO CONFIGURATION: Enter rolling stock, floor loaded, married pallets, number of single pallets, etc. to be offloaded at this station. Example: 6\$, 1 T-2, 1 T-4, 7 RSS, 18 PCS LSS Reg Mail.

A3.5.13.4. **Block 11d:** TOTAL NEW: Enter total net explosive weight offloaded at this station. **NOTE:** Enter in the remarks section; the Class/Division, NEW in metric measurements, and other vital information on explosives. Example: 1.1F, 59 kgs, loose loaded in pallet position 7.

A3.5.14. **Block 12:** CARGO / MAIL DATA THRU: Breakdown as follows:

A3.5.14.1. **Block 12a:** CARGO GROSS WEIGHT: Enter gross weight through load this station.

A3.5.14.2. **Block 12b:** MAIL GROSS WEIGHT: Enter gross weight through load this station. **NOTE:** Currently, the GATES generated AMC Form 77 displays net weight for Blocks 11a and 11b. ATOC must line-out auto-populated net weight amounts for these blocks and insert the gross weight. ATOC must also line-out the word “Net” for Blocks 11a and 11b. The next version of GATES will correct this issue.

A3.5.14.3. **Block 12c:** PALLET POSITIONS: Enter total pallet positions occupied and break down of cargo (i.e. rolling stock, floor loaded, married pallets, number of single pallets, etc.) through load this station. Example: 5 PP’s/1\$, 2RSS, 8 PCS LSS.

A3.5.14.4. **Block 12d:** TOTAL NEW: Enter total NEW through load this station. **NOTE:** Enter in the remarks section; the Class/Division, NEW in metric measurements, and other vital information on explosives. Example: 1.1F, 59 kgs, loose loaded in pallet position 7.

A3.5.15. **Block 13:** SPECIAL HANDLING / HUMAN REMAINS: Enter any additional special handling/HR information if necessary.

A3.5.16. **Block 14: INBOUND COORDINATION:** Enter in the ETA, revised ETA (1) (2), and ATA/ATB columns with the initials of the individual receiving the information for each applicable section. At the bottom of each column, ATOC representatives passing the information will enter their initials and the time all sections were notified. Enter in the off load columns the start and completion times received and the initials of the individual passing the times from each applicable section. At the top of the column, enter the earliest of all start times and the latest of all completion times in the appropriate block and pass to the Command and Control Center (CCC). Enter the initials of the individual in CCC receiving these times in the initials block.

A3.5.17. **Block 15: COMPLETED BY:**

A3.5.17.1. **Block 15a: PRINTED NAME:** Print rank and name of ATOC individual that completed folder.

A3.5.17.2. **Block 15b: SIGNATURE:** Signature of ATOC individual that completed folder. **NOTE:** If mission terminates and outbound portion of AMC Form 77 is not utilized, the information controller will annotate folder contents in the inbound remarks section. The Senior Controller will QC the folder and print/sign blocks 15A and 15B (next to or below ATOC individual that completed folder).

A3.5.18. **REMARKS (Page 2):** Enter any inbound information vital to the operation of the missions. This should include, but is not limited to, special handling information, AMC MICAP/VVIP shipments, NWRM shipments, times, problems, personnel contacted, phone calls, space blocks, equipment failures, aborts, etc. Information entered will begin with Julian date and GMT, and end with the initials of the individual that logged the remark. Examples: 186/2137Z Loadmaster was sick upon arrival, requested transportation to the hospital...WJB or 223/0565Z AMC MICAP downloaded and transported to outbound aircraft by ATOC 4...KJA or 196/1255Z NWRM remained on aircraft with courier RDW. Reference inbound MLR for source information.

Figure A3.1. Inbound GATES AMC Form 77.

AIRCRAFT GROUND HANDLING – INBOUND										
1. MISSION NUMBER / DATE	2. MDS	TAIL #	3. OPERATOR	4. FROM	5. ETA	6a. ATA	6b. ATB	7. SPOT	8. GROUND TIME	
PASSENGER DATA										
	SPACE REQUIRED A.	SPACE AVAILABLE B.	TOTAL C.	FOREIGN NATIONALS D.	CIVILIANS E.	DISTINGUISHED VISITORS F.	PATIENTS G.			
9. OFFLOAD										
10. THRU										
CARGO / MAIL DATA										
11. OFFLOAD	A. CARGO NET WEIGHT	B. MAIL NET WEIGHT	C. CARGO CONFIGURATION				D. TOTAL NEW			
12. THRU	A. CARGO NET WEIGHT	B. MAIL NET WEIGHT	C. PALLET POSITIONS				D. TOTAL NEW			
13. SPECIAL HANDLING/HUMAN REMAINS										
14. INBOUND COORDINATION										
SECTION A.	B. ETA	(Initials Only) C. REVISED ETA		D. ATA/ATB	E. OFFLOAD					
		(1)	(2)		TIME	START	COMPLETE	(Initials)		
CCC										
PASSENGER										
BAGGAGE										
PSC										
FLEET SVC										
ACFT/RAMP										
SPECIAL HAND										
LOAD PLAN										
DCS										
SEC POLICE										
PUBLIC HEALTH										
CUSTOMS										
AGRICULTURE										
IMMIGRATION										
PASSED BY										
PASSED FROM ATOC TIME										
15. COMPLETED BY	A. PRINTED NAME			B. SIGNATURE						

**A3.6. Outbound:** This information is used as a management tool for planning cargo/mail and passenger up-load. Pass outbound mission information to all work centers as soon as it is available. When properly completed, entries in this section provide the various work centers with the information needed to complete the mission. Additionally, they provide a record of events that took place in handling the outbound mission.

A3.6.1. **Block 1:** MISSION NUMBER: Enter mission number. Example: LQR72F30A283.

A3.6.2. **Block 2a:** Aircraft Type/Number (MDS): Enter numbers of design designation and alpha characters. Example: DC8F, C5B.

A3.6.3. **Block 2b:** TAIL #: Enter last five alphanumeric characters of the serial number. Use leading zeros as necessary. Example: 60141, 015ST.

A3.6.4. **Block 3:** OPER: Enter the two or three characters of the operator of the aircraft. Example: Operator is 62 AW or 436 AW. For commercial contract flights, enter the three-letter carrier code. Example: Federal Express, enter FDX; for World Airways, enter WOA.

A3.6.5. **Block 4:** MISSION ROUTING: Enter the three-letter air terminal identifier code for each station of the mission routing. Indicate any routing change in the remarks. Example: SUU HIK OKO DNA OSN.

A3.6.6. **Block 5:** ETD: Enter estimated date and time of departure. Example: 08 Oct 2011

2220.

A3.6.7. **Block 6:** ATB: Enter actual date and time the aircraft blocks out. Example: 08 Oct 2011 2206.

A3.6.8. **Block 7:** ATD: Enter actual date and time the aircraft is airborne (obtain from CCC). Example: 08 Oct 2011 2224.

A3.6.9. **Block 8:** SPOT: Enter the aircraft parking spot. Example: F3, 7, G1W.

A3.6.10. **Block 9:** DATE: Enter actual date and time of operation. Example: 08 Oct 2011 2224.

A3.6.11. **Block 10:** ETIC/IC: Enter time aircraft is estimated to be in commission utilizing blocks 1, 2, and 3 if necessary. Also, enter time aircraft comes in commission using IC block. "Trouble Shooting" as an ETIC is an appropriate entry if ATOC information controllers cannot obtain a more specific aircraft maintenance from the command post/maintenance complex. Update trouble shooting ETICs often to insure functional areas have current aircraft status routinely.

A3.6.12. **Block 11:** CONFIG: Enter the aircraft configuration for AMC aircraft. If the aircraft configuration has been modified, enter the number of pallet positions and seats available. Enter the number of seats and pallet positions for Category B missions.

A3.6.13. **Block 12:** OPERATING WEIGHT: Enter aircraft operating weight.

A3.6.14. **Block 13:** OPERATING MOMENT/INDEX: Enter the aircraft operating moment.

A3.6.15. **Block 14:** RAMP FUEL WEIGHT: Enter the ramp fuel load weight.

A3.6.16. **Block 15:** ALLOWABLE CABIN LOAD (ACL): Enter ACL. ACL is the maximum payload (cargo, mail, passengers, patients, and baggage) that can be safely transported by a specific aircraft over a specific route.

A3.6.17. **Block 16:** CRITICAL LEG ACL: Enter critical leg ACL when available (from 618 AOC Flight Manager, downline stations, etc.). Critical leg ACL is defined as the maximum payload (cargo, mail, passengers, patients, and baggage) which may be carried over the most restrictive segment of a mission. The critical leg is normally the longest flying time and will usually be the most restrictive.

A3.6.18. **Block 17:** AIRCRAFT RAMP WEIGHT: Enter actual aircraft ramp weight. Obtain this figure by adding aircraft operating weight, ramp fuel weight, and total gross weight of manifested load.

**A3.6.19. Block 18: LOADMASTER DATA:**

A3.6.19.1. **Block 18a: SCHEDULE SHOW:** Enter loadmaster scheduled show time as established by CCC. Enter the initials of the individual in CCC passing the scheduled show time and the initials of the person in ATOC who receives the scheduled show time in the appropriate block.

A3.6.19.2. **Block 18b: TIME AVAILABLE:** Enter the time the loadmaster is available for duty.

A3.6.19.3. **Block 18c: MISSION BRIEFING:** Enter time loadmaster was briefed and the initials of the person in ATOC that briefed the loadmaster in the appropriate blocks.

A3.6.19.4. **Block 18d: LOADMASTER'S NAME/GRADE:** Enter the loadmasters name and grade. For Example: Bryant, E-7.

**A3.6.20. Block 19: PASSENGER CLOSEOUT/ANTIHIJACKING:**

A3.6.20.1. **Block 19a: # PAX:** Enter the total number of passengers the flight is closed out with.

A3.6.20.2. **Block 19b: CLOSEOUT BY:** Enter the day/time all passengers are processed and the manifest is closed out, and the initials of the individual passing the closeout.

A3.6.20.3. **Block 19c: ANTIHIJACKING BY:** Enter the time antihijack actions are complete and initials of the individual passing the information.

**A3.6.21. Block 20: TIME CARGO/MAIL MANIFEST RECEIVED:**

A3.6.21.1. **Block 20a: PRE:** Enter the time the preload manifest is received. (Optional)

A3.6.21.2. **Block 20b: FINAL:** Enter the time the final manifests are received.

**A3.6.22. Block 21: AIRCRAFT AVAILABLE FOR LOADING:**

A3.6.22.1. **Block 21a:** Enter day/time aircraft is released to the air terminal for loading

A3.6.22.2. **Block 21b:** Enter initials of CCC representative passing the information

A3.6.22.3. **Block 21c:** Enter initials of ATOC person receiving the information in the appropriate blocks.

**A3.6.23. Block 22: NOTIFICATION OF ACL/SEATS:**

A3.6.23.1. **Block 22a:** ACL/SEATS: Enter in line 1 the computed ACL and SEATS. Example: 40,000 AND 8. (40,000 pounds ACL and eight seats available). Complete lines 2, 3, and 4 in the same manner for revised ACLs if needed.

A3.6.23.2. **Blocks 22 b-f:** Enter the initials of individuals receiving the computed ACL/SEATS at PAX, PSC, LOAD PLAN, FLEET SRVCS as well as day and time information that is passed in the appropriate blocks. Complete lines 2, 3, and 4 in the same manner for revised ACLs if needed.

A3.6.23.3. **Block 22g:** Enter in the ATOC column the initials of the ATOC individual passing the information. Complete lines 2, 3, and 4 in the same manner for revised ACLs if needed.

**A3.6.24. Block 23: MANIFESTED LOAD DATA:**

A3.6.24.1. **Block 23a:** Enter number of THRU, ON and TOTAL.

A3.6.24.1.1. **Block 23b:** TOTAL PAX: Enter number of passengers.

A3.6.24.1.2. **Block 23c:** PAX WEIGHT: Enter passenger weight.

A3.6.24.1.3. **Block 23d:** BAGGAGE WEIGHT: Enter net baggage weight (do not include weight of baggage pallet/bin).

A3.6.24.1.4. **Block 23e:** CARGO WEIGHT: Enter net cargo weight.

A3.6.24.1.5. **Block 23f:** MAIL WEIGHT: Enter net mail weight.

A3.6.24.1.6. **Block 23g:** PALLETS: Enter number of pallets and tare weight (subtract the net weight from the gross weight to obtain tare weight; also include baggage pallets/bins)

A3.6.24.1.7. **Block 23h:** TOTAL GROSS: Enter total weight of PAX WEIGHT, BAGGAGE WEIGHT, CARGO WEIGHT, MAIL WEIGHT and TARE WEIGHT. **NOTE:** Adjust payload in GATES for tare weights not already included.

A3.6.25. **Block 24:** MISSION ABORT: Enter ETA, ATA, ATB, SPOT, TIME, CCC, and OTHER ABORT DATA on air or ground abort information, as appropriate. Use Remarks section, if needed.

A3.6.26. **Block 25 a-g:** OUTBOUND COORDINATION: Enter in the ETD, revised ETD, ATD, and ETIC/ IC columns the initials of the individual receiving the information at each

internal and/or external work-center. At the bottom of each column, the ATOC representative passing the information will enter their initials and time all work-centers were notified. Enter in the ONLOAD DATA column, the START and COMPLETION times and the INITIALS of the individual passing the information to ATOC from each applicable work-center. At the top of the column enter the earliest of all start times and latest of all completion times in the appropriate blocks and pass to CCC. Enter the initials of the individual in CCC receiving these times in the INIT block. In the PAX CALL column, enter the time the passengers are to be at the aircraft ready to load and the initials of the individual in passenger service who receives the information. At the bottom of the column, enter the time the passenger load call was passed and the initials of the individual in ATOC passing the information.

A3.6.27. **Block 26:** FOLDER CONTENT: Mark each item when the corresponding document is placed in the mission folder. Leave blank those items that do not apply to the applicable mission. Additional contents not listed will be documented in block 26 (use remarks section if needed). The MLR is not required to be contained in the AMC Form 77. **NOTE:** Information control will ensure all station file documentation is included in the AMC Form 77 prior to forwarding to Data Records.

A3.6.28. **Block 27:** TELECON COORDINATION: Enter receivers and passer's initials, as well as time passed, in the appropriate blocks when the aircraft load message is passed by telephone for flights three hours or less.

A3.6.29. **Block 28:** COMPLETED BY:

A3.6.29.1. **Block 28a:** PRINTED NAME: Print rank and name of ATOC individual that completed folder.

A3.6.29.2. **Block 28b:** SIGNATURE: Self-Explanatory.

A3.6.30. **Block 29:** SHIFT SUPERVISOR:

A3.6.30.1. **Block 29a:** PRINTED NAME: Print rank and name of ATOC senior controller.

A3.6.30.2. **Block 29b:** SIGNATURE: The senior controller will sign indicating the folder has been reviewed, all required documents are present and the history is accurate and complete. Exceptions will be noted.

A3.6.31. **REMARKS (page 2):** Enter any outbound information vital to the operation of the missions. This should include, but is not limited to, special handling information, AMC MICAP/VVIP shipments, NWRM shipments, times, problems, personnel contacted, phone calls, space blocks, equipment failures, aborts, etc. Information entered will begin with Julian date and time; end with the initials of the individual that logged the remark. Examples: 186/2137Z Loadmaster became sick, requested transportation to the hospital...WJB or 223/0565Z AMC MICAP arrived at aircraft services, processing into GATES...KJA or

196/1255Z NWRM was loose loaded by ATOC 4 in pallet position one...RDW.

Figure A3.2. Outbound GATES AMC Form 77

AIRCRAFT GROUND HANDLING – OUTBOUND

1. MISSION NUMBER	2. MDS	TAIL #	3. OPER	4. MISSION ROUTING			5. ETD	6. ATB	7. ATD	8. SPOT	9. DATE			
10. ETIC/IC (1)		(2)	(3)	IC	11. CONFIG	12. OPERATING WEIGHT	13. OPERATING MOMENT/INDEX	14. RAMP FUEL WEIGHT	15. ALLOWABLE CABIN LOAD	16. CRITICAL LEG ACL	17. AIRCRAFT RAMP WEIGHT			
18. LOADMASTER DATA			A. SCHEDULE SHOW			B. TIME AVAILABLE		C. MISSION BRIEFING		D. LOADMASTER'S NAME/GRADE				
			TIME	CCC	ATOC			TIME	BY					
19. PASSENGER CLOSEOUT/ANTIHIJACKING					20. TIME CARGO/MAIL MANIFEST RECEIVED			21. AIRCRAFT AVAILABLE FOR LOADING						
A. # PAX	B. CLOSEOUT	BY	C. ANTIHIJACKING	BY	A. PRE	B. FINAL	A. TIME	B. CCC	C. ATOC					
22. NOTIFICATION OF ACL/SEATS						23. MANIFESTED LOAD DATA								
ACL/SEATS	PAX	PSC	LOAD PLAN	FLEET SRVCS	DATE/TIME	ATOC	FOR	TOTAL PAX	PAX WEIGHT	BAGGAGE WEIGHT	CARGO WEIGHT	MAIL WEIGHT	PALLETS G.	TOTAL GROSS
A.	B.	C.	D.	E.	F.	G.	A.	B.	C.	D.	E.	F.	#	TOTAL WEIGHT
(1)							THRU							
(2)							ON							
(3)							TOTAL							
(4)														
24. MISSION ABORT		A. ETA		B. ATA		C. ATB		D. SPOT	E. TIME	F. CCC	G. OTHER ABORT DATA			
SECTION	ETD	REV ETD	ATD	E. ETIC/IC			F. ONLOAD DATA			G. PAX CALL	26. FOLDER CONTENT			
25 A.	B.	(1)	(2)	D.	(1)	(2)	(3)	IC	START	COMP	INIT			
CCC												OFF PAX MANIFEST	HUMAN REMAINS	
PASSENGER												THRU PAX MANIFEST	PERMIT TO PROCEED	
BAGGAGE												ON PAX MANIFEST	AMC FORM 101	
PSC												OFF CARGO MANIFEST	DD FORMS 1387-2	
FLEET SVC												THRU CARGO MANIFEST	PAX PRE MANIFEST	
ACFT/RAMP												ON CARGO MANIFEST	LOAD PLANS	
SPECIAL HAND												OFF MAIL MANIFEST	BUMP SHEET	
LOAD PLAN												THRU MAIL MANIFEST	MISSION LOAD INBOUND	
DCS												ON MAIL MANIFEST	MISSION LOAD OUTBOUND	
SEC POLICE												REG MAIL MANIFEST	LIFE/DEATH MANIFEST	
PUBLIC HEALTH												MICAP MANIFEST	SDDG	
CUSTOMS												DEVIATION WAIVER	AMC FORM 1015	
AGRICULTURE												LOAD PULL SHEETS	BRIEF SHEET	
IMMIGRATION														
COM POST														
PASSED BY														
FM ATOC TIME														
27. TELECON COORD		28. COMPLETED BY					29. SHIFT SUPERVISOR							
A. RECEIVER		A. PRINTED NAME			B. SIGNATURE		A. PRINTED NAME			B. SIGNATURE				
B. PASSER														
C. TIME PASSED														

A3.7. **AMC Form 68, Aerial Port Movement Log.** This form is designed to provide a step-by-step record of events for special missions. It is only necessary to enter mission pertinent data as entries will auto-populate as information is entered into GATES. An AMC Form 68 may be prepared, in lieu of AMC Form 77, for the following missions:

- A3.7.1. AMC exercise or contingency.
- A3.7.2. JA/ATT missions.
- A3.7.3. Expeditionary operational readiness inspection (EORI).
- A3.7.4. Operational plans (OPLANS).
- A3.7.5. SAAM missions.

A3.7.6. Local training missions. **NOTE:** When channel and opportune traffic, to include space available passengers, is transported on any of the above missions, prepare AMC Form 77 in lieu of annotating the mission on the AMC Form 68.

A3.8. **Manual AMC Form 68.** Non-GATES stations or operations that require a hard copy AMC Form 68 are only required to enter mission specific data; all other fields will be left blank. Folders will be closed at 2400 GMT each day and the senior controller will review it for accuracy and sign it and send the folder and contents to the Data Records section. In the event a mission operates for a period of more than 1 day, transfer information to a new AMC Form 68. Units with minimum workloads will use previous day AMC Form 68 until a complete day's mission can no longer be recorded. For documentation requirements during deployment see AMCI 24-101, Vol. 18, *Military Airlift—AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*. **NOTE:** When channel and opportune traffic, including space available passengers, are transported on any of the above missions, prepare AMC Form 77 in lieu of the AMC Form 68.

A3.9. **Mission Load Report (MLR).** ATOCs at en route and destination stations must receive advance information concerning cargo, passengers, and mail aboard arriving aircraft. This information is provided within the MLR. Information control will send the MLR (to include NWRM info, i.e. TCN, APOD, weight, cube and position on aircraft) as soon as the load is firm, but no later than 30 minutes after the actual departure time (ATD). If the MLR is sent more than once, annotate the first sent time in the remarks section of the AMC Form 77/AMC Form 68. Once the MLR is sent, down line stations can retrieve all required information. Information will be provided to 618 AOC/APCC upon request. Additionally, MLRs will include special cargo (i.e., NWRM, re-icing, refrigeration) and passenger DV information. MLRs will be unclassified, unless specifically designated otherwise by AMC headquarters. The MLR is not required to be contained in the AMC Form 77/AMC Form 68. **NOTE:** GATES MLR's are only sent to the next down-line station. When stations receiving MLR's have no additional requirements on the outbound, the MLR is still required to be sent to the next down-line station. For non-GATES stations, email or fax MLR.

A3.9.1. When a mission originates at a non-GATES station, pertinent outbound information usually listed in the MLR will be passed by information control via fax, e-mail or phone to the next down-line station NLT 30 minutes after ATD. If a mission transits a non-GATES station, the MLR will be faxed and/or emailed to that station NLT 30 minutes after ATD. When information is faxed or emailed, confirm receipt. If unable to contact next station, annotate in AMC Form 77/AMC Form 68 remarks.

A3.9.2. Prepare a MLR on departures of all AMC missions, including:

A3.9.2.1. ANG/USAFR-operated missions.

A3.9.2.2. Commercial contract (category B) aircraft.

A3.9.2.3. Other service or command aircraft carrying opportune cargo/passengers.

A3.9.2.4. AMC exercise or contingency operations.

A3.9.2.5. AMC Special Air Mission (SAM).

A3.9.2.6. Special Assignment Airlift Missions (SAAM).

A3.9.3. GATES MLR Format and Accuracy. The MLR is the primary means by which AMC aerial ports communicate mission related cargo (e.g. payload, load breakdown, special interest cargo, NWRM, hazardous cargo) and passenger information between ports. It's imperative that the information not only be in the correct format, but be accurate. The MLR will be reviewed by the senior controller prior to sending. All data entry errors/omissions will be corrected prior to sending. An example of the MLR is below, Figure A3.3.

Figure A3.3. Sample MLR

## MISSION LOAD REPORT

REPORT STATUS: REVISION 1					AS OF: 28 Mar 2012 1348		
MISSION #	MDS	TAIL #	CONFIG	PRTY	MSN TYPE		
BBR7DG50C087	MD011F	N950AR	C	1B1	CONTINGENCY		
DEPARTING	NEXT STA	ETA NEXT STATION		ROUTING			
WRI	RMS	27 MAR 2012 1322		RMS KWI RMS DOV			
PART I: AIRCRAFT INFORMATION			OPERATING WEIGHT	MOMENT INDEX	ACL		
			289900	69	188000		
PASSENGER SUMMARY			CARGO SUMMARY				
TOTAL SEATS ABOARD	2		TOTAL PP ABOARD	40			
TOTAL SEATS AVAIL THIS STATION	2		TOTAL PP AVAIL THIS STATION	40			
TOTAL PASSENGERS	2		PP AVAIL NEXT	6.0			
PAX WEIGHT	350		TOTAL CARGO CUBE	10522			
PAX BAGGAGE SUMMARY							
BAGGAGE PALLET QTY						0	
PAX BAGGAGE BREAKDOWN BY APOD							
APOD	PCS		WEIGHT				
RMS	0		0				
KWI	0		0				
RMS	0		0				
DOV	0		0				
TOTAL NET BAG WT:			0	TOTAL GROSS BAG WT:		0	
PAYLOAD SUMMARY							
	PCS	PLTS	RSS/TRAINS	TOTAL PP USED	GROSS WEIGHT		
Cargo/Mail		40	0	40.0	99232		
Loose	16	0		1.0	122		
Pax/Bags	0	0		0.0	350		
Total Payload	16	40	0	41.0	99704		
C/M Off Next	0	7	0	7.0	23203		
PART II: PASSENGER BREAKDOWN							
PAX ACLS: RMS: 0 KWI: 2							
	PAX	FN	CIV	DV	PAT	FTE	PET
THRU-LOAD	0	0	0	0		0	0
ON THIS STATION	2	0	0	0		0	0
TOTAL ABOARD	2	0	0	0	0	0	0
OFF NEXT STATION	0	0	0	0	0	0	0
PASSENGER DEVIATION NUMBERS AND DESTINATION							
PASSENGER REMARKS							
FOREIGN NATIONALS:							

PATIENTS:						
	Lit Qty	Lit Wt	Pat Qty	Pat Wt	NMA Qty	NMA WT
Thru						
On						
Total	0	0	0	0	0	0
PERSONAL PETS						
PART III: CARGO BREAKDOWN						
LOAD BREAKDOWN						
PP	COMMENTS			START FUSELAGE	STOP FUSELAGE	
01L	01L/KWI/940/PC/E/HT34			0	0	
02L	02L/RMS/4600/PC/B/HT70			0	0	
04L	04L/RMS(CAI)/1570/PC/E/HT55			0	0	
05L	05L/RMS/1840/PC/B/HT67			0	0	
06L	06L/RMS/2150/PC/F/HT88			0	0	
07L	07L/RMS/2523/PC/L/HT89			0	0	
08L	08L/RMS/3420/PC/E/HT52			0	0	
09L	09L/RMS/7100/PC/B/HT71			0	0	
10L	10L/KWI/1800/PC/B/HT73			0	0	
11L	11L/KWI/2060/PC/E/HT51			0	0	
12L	12L/KWI/3780/PC/F/HT80			0	0	
13L	13L/KWI/2900/PC/F/HT93			0	0	
14L	14L/KWI/4160/PC/F/HT71			0	0	
15L	15L/KWI/2130/PC/B/HT65			0	0	
16L	16L/KWI/2925/PC/E/HT38			0	0	
17L	17L/KWI/5880/PC/E/HT60			0	0	
18C	18C/KWI/820/PC/E/HT30			0	0	
19	19 /KWI/2635/PC/E/HT48			0	0	
20	20 /KWI/1300/PC/E/HT37			0	0	
21	21 /KWI/1011/PC/E/HT45			0	0	
22	22 /KWI/1011/PC/E/HT45			0	0	
23	23 /KWI/1011/PC/E/HT45			0	0	
24	24 /KWI/1011/PC/E/HT45			0	0	
01R	01R/KWI/1/12/LS					
01R	01R/KWI/3600/PC/E/HT47					
02R	02R/KWI/2700/PC/F/HT81			0	0	
03R	03R/KWI/15/110/LS					
03R	03R/KWI/1600/PC/E/HT40					
04R	04R/KWI/2740/PC/E/HT46			0	0	
05R	05R/KWI/1011/PC/E/HT45			0	0	
06R	06R/KWI/1011/PC/E/HT45			0	0	
07R	07R/KWI/1011/PC/E/HT45			0	0	
08R	08R/KWI/1011/PC/E/HT45			0	0	
09R	09R/KWI/1011/PC/E/HT45			0	0	
10R	10R/KWI/1820/PC/F/HT68			0	0	
11R	11R/KWI/2260/PC/F/HT67			0	0	
12R	12R/KWI/2960/PC/F/HT93			0	0	
13R	13R/KWI/3960/PC/L/HT82			0	0	
14R	14R/KWI/2360/PC/B/HT70			0	0	
15R	15R/KWI/2910/PC/E/HT38			0	0	
16R	16R/KWI/2910/PC/E/HT38			0	0	
17R	17R/KWI/5780/PC/F/HT62			0	0	
SPECIAL INTEREST CARGO						
HUMAN REMAINS, RE-ICING/REFRIGERATION SHIPMENTS, REGISTERED MAIL SHIPMENTS, DEFENSE COURIER CARGO, ETC.						
PP	CATEGORY	DEST	NOMENCLATURE	TCN	PCS	WGT
COMMENT				REICE INFO		

03R	REG MAIL	KWI		AMFJFK2082X001XXA	1	1
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXB	1	1
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXC	1	12
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXD	1	12
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXE	1	12
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXF	1	12
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXG	1	12
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXH	1	12
REG MAIL						
03R	REG MAIL	KWI		AMFJFK2082X001XXJ	1	1
REG MAIL						
17L	AAE	KWI		SW31232082W030XXX	1	5525
AAE						
11L	AAE	KWI		SW31232082W031XXX	1	1705
AAE						
12R	AAE	KWI		SW31232082W035XXX	1	2605
AAE						
11R	AAE	KWI		SW31232083W036XXX	1	1905
AAE						
14L	AAE	KWI		SW31232083W038XXX	1	3805
AAE						
12L	AAE	KWI		SW31232083W039XXX	1	3425
AAE						
10L	AAE	KWI		SW31232083W040XXX	1	1445
AAE						
02R	AAE	KWI		SW31232084W053XXX	1	2345
AAE						
14R	AAE	KWI		SW31232085W055XXX	1	2005
AAE						
01L	MIL DOG	KWI	MILITARY WORKI	W34GNA2076X186XXX	1	320
MWD WONGMARQUEZ 6068						
18C	AAE	KWI	BRUSH,CLEANING	W56KHC20480016XXX	1	1
AAE						
03R	SIG SERV	KWI	RECEIVER-TRANS	W56KSG20119005LAX	1	9
SIG SERV						
03R	SIG SERV	KWI	RECEIVER-TRANS	W56KSG20389018LAX	1	10
SIG SERV						
01L	MIL DOG	KWI	MWD KENNEL	W90NAJ2056J448XXX	1	320
MWD ARNOLD 6030						
19	AAE	KWI	TRAVERSING MEC	W90QG520773128XXX	1	23
AAE						
19	AAE	KWI	TRAVERSING MEC	W90QG520773313XXX	1	19
AAE						
01R	AAE	KWI	BRACKET ASSEMB	W90WMB20770033XXX	1	1
AAE						
03R	AAE	KWI	IMAGE INTENSIF	W910M220400834LXX	1	2
AAE						
18C	AAE	KWI	MAGAZINE,CARTR	W910M220650381LXX	1	61
AAE						

18C	AAE	KWI	CRADLE ASSEMBL	W910M220671189LXX		1	22	
AAE								
18C	AAE	KWI	RECOIL MECHANI	W910M220771224XXX		1	13	
AAE								
18C	AAE	KWI	STOCK EXTENSIO	W910M220771448XXX		1	1	
AAE								
03R	AAE	KWI	IMAGE INTENSIF	W910M220771508LXX		1	2	
AAE								
03R	AAE	KWI	IMAGE INTENSIF	W910M220780585LXX		1	10	
AAE								
18C	AAE	KWI	COVER.PROTECTI	W910M220790326XXX		1	2	
AAE								
18C	AAE	KWI	TRACK ASSEMBLY	W910M220790354MXX		1	13	
AAE								
18C	AAE	KWI	RECOIL MECHANI	W910M220790358XXX		1	7	
AAE								
18C	AAE	KWI	HOOK.PISTOL	W910M220790470XXX		1	10	
AAE								
18C	AAE	KWI	ADAPTER RAIL,W	W910M220810791XXX		1	3	
AAE								
03R	AAE	KWI	IMAGE INTENSIF	W91RH220760064MXX		1	2	
AAE								
HAZARDOUS CARGO								
ALL HAZARDOUS, ARMS, AMMUNITION AND EXPLOSIVES (AA&E).								
PP	PSN	UN NBR	HAZ CLASS	P CODE	PCS	WGT	CUBE	NEW
03R	AEROSOLS,FLAMMABLE	UN1950	2.1	5	1	5	1	0
01R	FLAMMABLE SOLID, INORGANIC, N.O.S.	UN3178	4.1	5	1	12	1	0
03R	CONSUMER COMMODITY	ID8000	9	5	1	84	10	0
03R	ALCOHOLS, N.O.S.	UN1987	3	5	1	168	11	0
03R	COMPRESSED GAS, FLAMMABLE, N.O.S.	UN1954	2.1	5	1	8	2	0
03R	AEROSOLS, FLAMMABLE	UN1950	2.1	5	1	14	1	0
03R	AEROSOLS, FLAMMABLE	UN1950	2.1	5	1	14	1	0
03R	PETROLEUM GASES, LIQUEFIED	UN1075	2.1	5	1	538	42	0
03R	AEROSOLS	UN1950	2.1	5	1	416	23	0
03R	CONSUMER COMMODITY	ID8000	9	5	1	3	1	0
03R	AEROSOLS, FLAMMABLE	UN1950	2.1	5	1	13	1	0
PART IV: LOAD/UNLOAD REMARKS								
C-5/WIDE-BODY LOAD: UNLOAD:								
LOAD/UNLOAD REMARKS:								
SPECIAL PURPOSE VEHICLES REQUIRED:								
SECURITY GUARDS REQUIRED: NO								
PART V: FLEET REMARKS								
INOPERATIVE AIRCRAFT EQUIPMENT:								
INOPERATIVE EQUIPMENT ON ATGL:								
FLEET REGULATED ITEMS TO RECOVER:								
PART VI: PAYLOAD ADJUSTMENT REMARKS								
PART VII: MISSION LOAD REMARKS								
ADD 8 CUBE FOR REG MAIL AND 157 CUBE FOR OD MAIL								

## Attachment 4

### PASSENGER DEVIATION WAIVER PROCEDURES

A4.1. **Passenger Safety.** Passenger safety must be the prime concern. AMC policy is to move passengers and any hazardous materials on separate aircraft whenever possible. This means that unless mission requirements dictate otherwise, passengers and hazardous materials must not be moved together whenever airlift capability affords separation as an option. Deviations will not be used as authority to place hazardous materials restricted by 49 CFR, 172.101 on AMC contracted passenger aircraft (to include "Combi" aircraft).

A4.2. **Deviation Guidelines.** Passenger travel other than mission essential, may not accompany cargo moved IAW a compatibility or packaging waiver unless waived by an issuing authority (e.g. ATOC, loadplanning, 618 AOC/APCC, etc.). When a Department of Transportation (DOT) exemption, Special Permit or Competent Authority Approval (CAA) identifies material as cargo aircraft only, a passenger deviation may be issued if the Proper Shipping Name (PSN) is P3 or P4-coded in AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*. If P5-coded and a DOT exemption, Special Permit or CAA identifies material as cargo aircraft only, follow procedures for issuing a "P4" deviation.

A4.2.1. Deviation approval officials will exercise judgment in issuing deviations given the projected airlift flow through their stations. In all cases, cargo will be moved IAW established movement standards. Passengers will not displace cargo unless approved by the 618 AOC/APCC. Deviations must only be considered in those situations when cargo and passenger movement on separate aircraft cannot be accommodated due to excessive separation (as a minimum-24 hours) in scheduled airlift through a station.

A4.2.2. Deviation issuing officials will consider availability of alternate movement. Whenever possible, passengers should be carried on:

A4.2.2.1. Aircraft configured to accommodate passengers.

A4.2.2.2. Cargo aircraft without hazardous materials on board.

A4.2.2.3. Aircraft carrying only P5-coded hazardous materials.

A4.3. **Exempt Personnel.** Passenger deviation approvals are not required for.

A4.3.1. Guards

A4.3.2. Couriers

A4.3.3. Technical Escorts (i.e. MWD Handlers)

A4.3.4. Maintenance Repair Team (MRT) members

A4.3.5. Additional Crew Members (ACM)

A4.3.6. AMC Mission Observer (AMO)

A4.3.7. Mission Essential Personnel (MEP)

A4.3.8. Duty passengers traveling with P-4 coded cargo.

A4.3.9. SAAM validated passengers

A4.3.10. Participants in tactical/contingency/emergency operations (AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, Chapter 3) and deployments conducted IAW DTR 4500.9R, Part III, *Mobility*.

A4.3.11. Non-participant travel. Passengers (non-participants) on tactical, contingency, or emergency validated missions, deployments and SAAMs are authorized only if:

A4.3.11.1. Individual issue hazardous materials hand-carried by "Participants" are limited to small arms-type ammunition (C/D 1.4S or 1.4C), NBC equipment, or chemical/first aid kits.

A4.3.11.2. All other hazardous materials hand-carried are in proper shipping configuration or packaging which would allow movement on a channel mission.

A4.3.11.3. Fuel in transported vehicles does not exceed one-half tank.

A4.3.11.4. Transport support equipment is drained.

A4.3.11.5. All hazardous materials are compatible IAW AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, Tables A18.1 and A18.2.

A4.3.11.6. Hazardous materials are not coded as P-1, P-2, or P-3 in AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*, Table A.1 (Special Provisions).

A4.3.11.7. A passenger deviation is approved if required. **NOTE:** Deviation exempt personnel must have protective equipment equal to or greater than what is used by the aircrew when traveling on aircraft carrying P-1 or P-2 hazardous materials.

A4.4. **Responsibilities Assigned.** HQ AMC/A4TC retains overall responsibility of the AMC passenger deviation program.

A4.4.1. 618 AOC/APCC issues passenger deviations to allow movement of passengers with P3-coded cargo IAW AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*. 618 AOC/APCC will also issue deviations for movement of passengers with P4-coded cargo on AMC missions as needed. **NOTE:** Only the operating MAJCOM's AOC has the approval authority for P3-coded cargo.

A4.4.2. AMC APS and AMS will issue passenger deviations for P4-coded cargo as specified in this supplement. Each APS and AMS will develop procedures for requesting, issuing, and reporting passenger deviations.

A4.4.3. The appropriate Air Mobility Operations Wing (AMOW) will designate the AMS or air terminal (within their respective area of responsibility) that is responsible for issuing passenger deviations for detachments, operating locations, contract air terminals, and small terminals. Navy- operated AMC Air Terminal Norfolk will issue "P4" deviations for Caribbean-region Navy terminals. CONUS Navy terminals (i.e., Navy-operated AMC Air Terminal Jacksonville) will request passenger deviations from 618 AOC/APCC. Central and South America locations will request deviations from 618 AOC/APCC.

A4.4.4. Aerial ports/air terminals must ensure passengers are eligible to travel with hazardous materials IAW this supplement prior to releasing seats on non-AMC controlled aircraft. The 618 AOC/APCC or aerial ports/terminals will not issue deviations for non-AMC missions. Requests for passenger deviations on non-AMC missions will be directed through 618 AOC/APCC to appropriate MAJCOM/Service authority.

A4.4.5. Deployed aerial ports deviation responsibility rests with the senior transportation representative. Units will retain deviation data at home station and report it when requested by HQ AMC.

A4.4.6. Aerial Port/Terminal Deviation Approval Officials' Qualifications. Passenger deviation approval officials will be:

A4.4.6.1. Designated in writing by the section chief or flight commander. **NOTE:** Responsibility may be delegated to qualified personnel in load planning as designated by their cargo operations section chief or flight commander.

A4.4.6.2. E-4 or above, or civilian equivalent.

A4.4.6.3. 5-skill level.

A4.4.6.4. Hazardous material "Inspector/Preparer" qualified.

**A4.5. Other Considerations.** Deviation approval official will also consider when approving or disapproving deviations if:

A4.5.1. Aircraft is equipped with Emergency Passenger Oxygen System (EPOS).

A4.5.2. Quantity per package (cargo aircraft only column) is equal to or less than authorized for passenger movement specified in 49 CFR, 172.101, *Hazardous Materials Table*. IATA, Dangerous Goods Regulations or ICAO technical instructions may be used in place of 49 CFR.

**A4.6. Documentation.** Passenger deviations will be documented using AMC Form 145, *Passenger Deviation Request*. For requests requiring 618 AOC/APCC approvals call Commercial 618-229-0350 or DSN 779-0350 and electronically transmit form to **TACC.APCC.TACC.APCC@us.af.mil** at least 4 hours prior to mission departure. List only passenger prohibited items ("P-3" or "P-4") on AMC Form 145. **NOTE:** Substitute "APCC" with three letter identifier of aerial port/terminal issuing deviation.

A4.6.1. **Format.** Issuing station/calendar year/Julian date/sequence number. Example: RMS0713601, HIK0714502, APCC 0714106.

A4.6.2. **Codes.** Stations designated as issuing agencies for other locations will substitute that location's identifier in the deviation number. (Example: Ramstein issuing a deviation for Cairo would use: CAI0701601.) **NOTE:** For hazardous cargo requiring passenger deviation numbers, ensure the deviation number is granted through en route stations to final destination in the mission routing for the hazardous cargo. Example; Mission originates at Dover, with a transit stop at Ramstein, and final destination Tel Aviv, passenger deviation will read as DOV0731001, to TLV.

#### **A4.7. Operational Guidelines.**

A4.7.1. Deviations remain in force until the hazardous material is removed from the mission.

A4.7.2. En route stations may move additional cargo or passengers with like characteristics to the same destination under a deviation issued by a previous station as long as passenger deviation restrictions are not violated.

A4.7.3. En route stations will use guidelines of this paragraph prior to placing passengers on aircraft already operating under a deviation or before adding P3 or P4-coded cargo to an aircraft already carrying passengers.

A4.7.4. The ATOC will ensure the originating and transit passenger deviation number(s) are clearly annotated on the load plan and MLR. ATOC will supply the passenger deviation number to passenger service for inclusion on passenger manifest.

A4.7.5. In all cases, the most restrictive deviation takes precedence. 618 AOC/APCC issued deviations take precedence over any issued by an APS/AMS.

## Attachment 5

### DIPLOMATIC CLEARANCE PROCEDURES

**A5.1. General.** Foreign countries have placed various restrictions and limitations on the movement of aircraft and in some cases, cargo across their borders. These countries have further prescribed specific procedures to acquire permission (diplomatic clearance) for aircraft and cargo movement over their borders. Use DOD 4500.54E, *Department of Defense (DOD) Foreign Clearance Guide*, as well as the classified volume, to determine which restrictions apply for the specific country and the procedures to follow to obtain diplomatic clearances from those countries.

A5.1.1. The FCG does not always include country specific hazardous cargo aircraft diplomatic clearance coordination requirements. When in doubt, consult with 618 AOC International Clearance Branch (XOCZD) at DSN 312-779-3008 to determine lead time requirements for country landings and overflights. Always forward all hazardous cargo information to XCOZD, regardless of class, as soon as the information becomes available.

### **A5.2. Responsibilities Assigned.**

A5.2.1. 618 AOC/XOCZD is responsible for obtaining diplomatic clearances for aircraft and cargo when required by the DOD FCG. Diplomatic clearance is not obtained through port-to-port procedures by aerial ports and/or users. **NOTE:** The following categories of cargo are exempt from this paragraph: Poison and etiologic/biological agent shipments. This cargo is processed according to AFMAN 24-204\_IP, *Preparing Hazardous Materials for Military Air Shipments*. Shipments of nuclear weapons or nuclear weapons components. Clearances for these shipments are governed by the Special Weapons Over Flight Guide (SWOG).

A5.2.2. Capability forecasting or designated representative (i.e. loadplanning, information control) will be responsible for the submission of cargo requiring diplomatic clearance to 618 AOC/XOCZD. To ensure proper processing of cargo requiring diplomatic clearance:

A5.2.2.1. Determine from the DOD FCG (and its classified volume) whether diplomatic clearances are required for each shipment. Information needed to determine this includes: type of cargo, ultimate user, destination country, and countries likely to be transited en route to destination. **NOTE:** For hazardous materials, special handling/cargo operations personnel will check the shipment against the FCG to determine if diplomatic clearance is required and coordinate with capability forecasting or designated representative accomplishing diplomatic clearance with 618 AOC/XOCZD.

A5.2.2.2. Compile a listing for each country's requirement, and review the time periods (or lead time) necessary to process diplomatic clearances for each country. This information is listed in the DOD FCG by country: click Aircraft Entrance Requirements at the top of the page and then reference item B. AIRCRAFT CLEARANCE LEAD-TIME AND VALIDITY.

A5.2.2.3. After determining the required completion date for diplomatic clearance action, initiate the request process by downloading the Hazardous Cargo Aircraft Clearance Request form located at URL: [https://tacc.scott.af.mil/default.asp?action=FILEUPLOAD&component=TACC\\_FORMS](https://tacc.scott.af.mil/default.asp?action=FILEUPLOAD&component=TACC_FORMS)

A5.2.2.4. Submit completed request through 618 AOC/XOCZD via: Global e-mail at: [tadip@us.af.mil](mailto:tadip@us.af.mil) or if electronic means are unavailable, fax requests to: DSN 779-0154, or Commercial (618) 229-0154.

A5.2.2.5. Information required by 618 AOC/XOCZD when requesting diplomatic clearances for explosives Class/Division 1.1, 1.2, 1.3; Toxic Chemical Ammunition (compatibility group K); Inhalation Hazard, Zone A Substance; Division 6.2 material requiring a technical escort; and Radioactive Materials required to be labeled radioactive yellow III.

A5.2.2.5.1. Proper Shipping Name.

A5.2.2.5.2. Hazard Class or Division (include compatibility group for explosives).

A5.2.2.5.3. United Nations (UN) Number.

A5.2.2.5.4. Number of Pieces.

A5.2.2.5.5. Gross Weights.

A5.2.2.5.6. Net Explosive Weight for C/D 1.1, 1.2, 1.3, 1.4 and 1.5.  
**NOTE:** Provide same information as requested in A5.2.2.5. to contracted commercial air carriers for their use when obtaining diplomatic clearances for hazardous materials.

A5.2.2.6. After requesting clearance from 618 AOC/XOCZD, ATOC will:

A5.2.2.6.1. Monitor the status of the request by communicating with XOCZD via telephone at Commercial 618-229-3008 or DSN 779-3008.

A5.2.2.6.2. Ensure diplomatically cleared cargo for a specific airlift mission has priority over all other cargo eligible to be moved on the same mission.

A5.2.2.6.3. Notify 618 AOC/XOCZD when changes to load plans affect the type or quantity of hazardous material placed on or removed from the aircraft. **NOTE:** Timely notification to 618 AOC/XOCZD concerning changes to planned hazardous material on the aircraft is crucial in obtaining

updated and correct diplomatic clearances and ensuring continued mission movement.

A5.3. In coordination with the C2 agency, dispatch a priority message through administrative channels, advising en route stations of diplomatically cleared cargo aboard the mission. (Prepare message in accordance with AFMAN 33-326, *Preparing Official Communications*). If short flying/transit times are involved, notification should be by telephone immediately followed up with a message. Information passed will include the following:

A5.3.1. Cargo TCN, pieces, weight, and cube.

A5.3.2. Mission and aircraft tail numbers on which the cargo is moving.

A5.3.3. A statement cautioning en route stations not to remove diplomatically cleared cargo from its specified mission.

A5.3.4. Short notice requests for diplomatic clearances or requests to remove previously cleared cargo from an aircraft will be handled by the ATOC flight/section chief or aerial port duty officer. The ATOC flight/section chief or aerial port duty office will:

A5.3.4.1. Advise their next higher headquarters of all particulars, to include an explanation of the operational necessity of the cargo and impact statement if cargo is not cleared. Notification will be by priority message, with information copy to each successive command level, including HQ AMC/A3 and 618 AOC/APCC.

A5.3.4.2. Frustrate cargo that is awaiting diplomatic clearance. Port hold time is computed from the date and time the approved clearance becomes effective.

A5.4. **Diplomatic Clearance for Weapons and Weapons Part Shipments.** This section outlines how to obtain diplomatic clearances for weapons and weapon parts.

A5.4.1. For Commodity Code 2 shipments, special handling/cargo operations personnel will check the shipment against the FCG to determine if diplomatic clearance is required.

A5.4.2. If diplomatic clearance is NOT required; the shipment will be put in "PRO" status in GATES. Send paperwork (if applicable) to the load planning section. This will let them know that NO clearance is needed.

A5.4.3. If diplomatic clearance IS required; special handling/cargo operations personnel will put the shipment in "FRD" status.

A5.4.4. Cape forecasting personnel or designated representative will monitor GATES daily to check for "FRD" cargo and ensure new shipments found in "FRD" status are cleared. Confirm or send requests to 618 AOC/XOCZD for weapons or weapons part shipments in accordance with instructions listed in paragraph A5.2.

A5.4.5. After diplomatic clearance is obtained, cargo forecasting or designated representative will notify special handling/loadplanning to take the shipment out of "FRD" status and place the shipment in "PRO" status and attach shipment to the scheduled mission. This will let Load Planning know that clearance has been obtained.

## Attachment 6

### SPECIAL CARGO

A6.1. **AMC MICAP.** The ATOC duty officer/senior controller is directly responsible for coordinating the movement of AMC MICAP with load planning, special handling, and information control. Ensure the shipment is documented and manifested in accordance with procedures in this volume and AMCI 23-102, *Expeditious Movement of AMC MICAP/VVIP Assets*. Ensure remarks section of the MLR states that AMC MICAP cargo is aboard and provides specific location aboard the aircraft. MICAP remarks will include at least the TCN, nomenclature, and the aircraft type/tail number it is marked for (i.e., Mark for C-17/60017). ATOC duty officers/senior controllers will personally monitor/control movement of all AMC MICAP shipments from arrival in the terminal until loaded on an aircraft and departed. Delayed departures for aircraft waiting on AMC MICAP will NOT be granted without 618 AOC/APCC approval and coordination with 618 AOC/XOCL.

A6.1.1. 618 AOC/APCC will pass MICAP movement information to the originating and terminating ATOC. Intransient ATOCs will be notified if MICAP transloads to another mission at their station. At locations that have GDSS, 618 AOC/APCC will pass MICAP movement information to ATOC by providing them the Transportation Plan Summary number which contains MICAP information. Transportation Plan Summary numbers are located in GDSS under the Aircraft Management tab; once on this screen, ports can search MICAP mission information using the 5-digit number passed to them from 618 AOC/APCC (Example: TP# 59316).

A6.1.2. The ATOC duty officer/senior controller will notify 618 AOC/APCC when:

A6.1.2.1. The port receives the AMC MICAP.

A6.1.2.2. NLT 1 hour prior to selected mission's ETD, confirm AMC MICAP has been physically loaded on the aircraft.

A6.1.2.3. An AMC MICAP does not arrive on station as previously coordinated.

A6.1.2.4. An AMC MICAP shipment is received with missing or incorrect documentation (i.e. TCMD does not show shipment as having a Required Delivery Date (RDD) of 999, and project code 196, etc.).

A6.1.2.5. An AMC MICAP shipment is incorrectly manifested to/from their location and to confirm corrective action requested by 618 AOC/XOCL has been accomplished.

A6.1.2.6. When the outbound mission scheduled to transport the AMC MICAP is delayed, 618 AOC/APCC will notify 618 AOC/XOCL. 618 AOC/XOCL will evaluate all factors to determine if an alternate movement plan and/or re-route is required. 618 AOC/XOCL will advise 618 AOC/APCC of all re-route requests. In turn, 618 AOC/APCC will advise the ATOC duty officer/senior controller of 618 AOC/XOCL generated re-route requests.

**A6.2. Delays Affecting Movement of AMC MICAP, Life/Death, Green/Purple Sheet Shipments.** The ATOC duty officer/senior controller will monitor special interest cargo like AMC MICAP, Green/Purple Sheet, life/death shipments planned or loaded on an originating or transit aircraft with an anticipated delay of 2 hours or more. ATOC will advise 618 AOC/APCC of the nature and priority of the shipments and if necessary, request re-routing instructions to expedite cargo movement. If no change to the routing is made, contact 618 AOC/APCC every 12 hours to reassess situation with consideration of:

A6.2.1. Estimated Time in Commission (ETIC) and slipping ETIC.

A6.2.2. Extended crew rest.

A6.2.3. Equipment or manpower availability.

A6.2.4. Available terminal space.

A6.2.5. Security requirements.

A6.2.6. Local management factors.

**A6.3. Shipments of AMC MICAP on Category B Passenger Missions.** When using category B passenger missions to move MICAP items, the following procedures apply:

A6.3.1. Limit shipment to non-passenger prohibitive cargo. Shipments must not exceed 100 lbs. and must fit into the baggage compartment of the aircraft.

A6.3.2. Follow same guidelines listed in paragraph A6.1.

**A6.4. Remains of Deceased Personnel.** Transportation of military and other authorized remains by AMC is authorized between overseas and CONUS, CONUS to CONUS and CONUS to overseas in accordance with DOD Directive 1300.22, *Mortuary Affairs Policy* and AFI 34-242, *Mortuary Affairs Program*.

A6.4.1. Restrict movement of HRs to cargo or dual-configured airlift missions when possible; however, baggage compartment space on passenger-type aircraft may be used when satisfactory service cannot be accomplished on cargo missions.

A6.4.2. Upon receipt of HRs, all air terminals will contact 618 AOC/APCC who in turn will determine airlift and take appropriate measures to expedite onward movement.

A6.4.3. HRs may be shipped on AE missions for AOR and contingency locations where timely movement of HRs cannot be satisfied by subsequent airlift. 618 AOC/APCC controllers will coordinate all movement of HRs on AE missions, if approval is granted, 618

AOC/APCC will advise all stations affected and update GDSS Mission Display. **NOTE:** If needed, HRs can be loaded at the back of the aircraft (not on the ramp).

A6.4.4. HRs shipped from overseas to a stateside location destined to DOV may be airlifted via military air. For example, a line of duty death at HIK may travel HIK-SUU then transferred to a DOV flight if deemed the fastest mode of transportation.

A6.4.5. The destination station's ATOC will notify the mortuary officer or designated agency receiving the shipment of the ETA of the aircraft.

A6.4.6. Cremated Remains. See current AFI 34-242, *Mortuary Affairs Program* for guidance.

A6.4.7. Escort duties must be performed per AFI 34-242, *Mortuary Affairs Program*. If possible, do not separate escorts accompanying HRs.

A6.4.8. If a unit representative is acting as an escort and cannot make a flight or connection, the remains will proceed without them.

A6.4.9. If the family has requested a specific escort and that person is traveling on a mortuary fund citation, his/her duties do not begin until the remains leave the mortuary.

A6.5. **HRs Mission Load Report (MLR).** ATOC information control is responsible for preparing MLR input relating to movement of HRs. The originating station will obtain all information required for movement messages, other than flight data, from the local mortuary affairs activity. MLR information will include the deceased individual's name, rank, branch of service and agency/individual to receive. The message will be placed in PART III of the MLR.

A6.6. **Life or Death Shipments.** These shipments consist of biological or other medical supplies of such urgency that human life is dependent upon immediate receipt. The shipper will establish life or death urgency upon delivery to an AMC terminal. See AMCI 24-101, Vol. 11, *Cargo and Mail Policy* for more information.

A6.7. **Green Sheet Cargo/Procedures.** An action invoked by DOD components to identify specific cargo already on hand at an air terminal that requires movement precedence over all other cargo, including 999 shipments, from that DOD component. Green Sheet is not a priority; rather, it is designed to override priorities when expedited movement of specific shipments is required. These shipments are considered in the interest of national defense and must be certified as an operational necessity by sponsoring Service. It only overrides priorities for the requesting Service's shipments. Blanket Green Sheet action is not authorized. Judicious application of Green Sheet procedures is essential to preserve the effectiveness of its intent. Exception: In the absence of Customer Service Branch (CSB) or Aircraft Clearance Authority (ACA) action, the air terminal operations officer (or designated representative) may initiate Green Sheet action when necessary to meet a DOD component RDD for a Green Sheet shipment. **NOTE:** This does not authorize air terminal operations officers to designate any cargo as Green Sheet only to act upon a sponsoring Service's Green Sheet request.

A6.7.1. Requests for Green Sheet actions will be submitted by letter, email or fax to the sponsoring service ACA or overseas ACA that has geographical responsibility over the aerial port where the on-hand cargo is located.

A6.7.2. Green Sheet requests must include TCN, pieces, weight, cube, consignee DODAAC, APOE/APOD, and a valid reason for Green Sheet action (i.e. aircraft down, work stoppage). Customers must be specific regarding urgency and vague statements such as "urgently needed" are not sufficient.

A6.7.3. The originating ACA will coordinate in writing (either E-mail or fax) with down-line ACAs to ensure that cargo remains "Green-Sheeted" when on a terminating channel mission and/or enroute stops to ensure action remains in effect to final destination. All down-line/enroute stations are required to honor original Green Sheet action.

A6.7.4. APOEs will accommodate Green Sheet requests to the maximum extent consistent with airlift management effectiveness. AMC, however, has final authority for determining the method for providing timely and responsible movement consistent with priority precedence determined by the shipper service.

A6.7.5. If a situation arises in which airlift capability cannot move all Green Sheet cargo on hand for a particular destination, that cargo will move in the sequence in which it was Green Sheeted and ATOC must notify the appropriate ACA/CSB and 618 AOC/APCC of the situation.

A6.7.6. At automated stations, load planning section will enter an alpha code "G" in the special priority field of GATES and enter the words "Green Sheet as of (insert the GMT hour and date the code request was received)" in the applicable trailer (TX1) data fields. This trailer record will remain through all transshipment points to final destination.

A6.7.7. At manual stations, load planning will ensure the statement "Green Sheet as of (in the clear date and time of request)" is typed or printed in the remarks Section (block 21) of the DD Form 1384 manual TCMD, and under applicable line entries on the manifest. Prepare DD Form 1384 in accordance with DTR 4500.09, Part II, *Cargo Movement*. Document Identifier Code (DIC) T\_I will apply.

A6.7.8. One copy of the Green Sheet request will be accomplished by the requesting agency for each TCN. Entries and procedures required above provide adequate documentation of Green Sheeting action within the aerial port. Return or route Green Sheet request to the appropriate CSB or ACA for retention and disposition. Local management is authorized to retain a file copy of the Green Sheet request or letter if desired.

A6.7.9. For more information regarding Green Sheet procedures review the DTR 4500.9-R, Part II, *Cargo Movement*, and AFI 24-203, *Preparation and Movement of Air Force Cargo*.

**A6.8. Purple Sheet Cargo/Procedures** . The Purple Sheet process authorizes specifically identified cargo in the AMC system in transit to the Combatant Command (COCOM) area of responsibility (AOR) to gain movement precedence over other priority cargo in transit to the COCOM AOR, including 999 and Green Sheet shipments, regardless of service lane or arrival date at the APOE. The COCOM requires the ability to prioritize sustainment cargo during Lines of Communication (LOC) stress or during shifts of contingency/combat operations. The intent is to outline a process for the supported combat command to prioritize sustainment cargo already on hand at an APOE for subsequent flow into the COCOM area of responsibility per the DTR 4500.9-R, Part II, *Cargo Movement*. The COCOM utilizes Purple Sheeting to expedite movement of specific shipment(s) of national interest and operational necessity. Purple Sheet applies from initial identification to the shipment's final destination APOD.

A6.8.1. The COCOM J4 approves Purple Sheet request and forwards to COCOM Deployment Distribution Operations Center (CDDOC). CDDOC will forward after coordination to the USTRANSCOM Deployment Distribution Operation Center (DDOC). The DDOC tasks the 618 AOC, who in turn tasks the applicable Aerial Port (APOE). No blanket shipment or plane load Purple Sheet request will be approved.

**A6.8.2. Aerial Port procedures.** The only authorized Purple Sheeting authority to the Aerial Ports will be the 618 AOC. Once the Aerial Port is tasked by the 618 AOC the following actions will occur:

A6.8.2.1. The Air Terminal Operations Center (ATOC) coordinates the request with the applicable work centers (i.e., Load Planning, Capability Forecasting, or Cargo Operations) to confirm that the cargo is on hand at the APOE and movement ready.

A6.8.2.2. ATOC notifies the service ACA or Customer Service Branch (CSB) for CONUS ports of Purple Sheet cargo.

A6.8.2.3. If applicable, the CSB or ACA changes the priority and RDD fields in the Global Air Transportation Execution System (GATES) to read "1" "999" and enter the words "Purple Sheet as of XXXXZ" in the applicable trailer (TX1) data fields. If no CSB or ACA assistance is available, ATOC will direct the Air Freight section to accomplish the system changes. Since no special priority code exists for Purple Sheet cargo, adding the information to the trailer data fields above is key to identifying the cargo as Purple Sheet for ITV purposes.

A6.8.2.4. At manual stations, the load planning section will ensure the statement "Purple Sheet" as of (in the clear date and time of request) is typed or printed in the remarks block (item 21) of the DD Form 1384 manual TCMD, and under applicable line entries on the manifest. Prepare DD Form 1384 in accordance with DOD 4500.32-R. Document Identifier Code (DIC) T\_I will apply.

A6.8.2.5. Stage loose shipments in a specific warehouse location for ramp services or task the Special Handling work center to upload. These shipments are high-visibility, so it is

imperative that the Aerial Port leadership ensures expeditious and well-coordinated movement.

A6.8.2.6. Plan movement on the first available mission. Purple Sheet cargo will not displace cargo already manifested on departing aircraft, unless directed by 618 AOC.

A6.8.2.7. Manifest Purple Sheeted cargo separately with markings —Purple Sheet Cargo.

A6.8.2.8. Every effort will be made to release the cargo at its end destination as swiftly as possible upon aircraft arrival.

A6.8.2.9. For more information regarding Purple Sheet procedures review the DTR 4500.9-R, Part II, *Cargo Movement*, and AFI 24-203, *Preparation and Movement of Air Force Cargo*.

**A6.9. NWRM scope and guidance:** In response to a recent Office of the Secretary of Defense (OSD) released memorandum on NWRM, an Air Force Nuclear Logistics Surety Team (NLST) developed mandatory fundamentals training for all logisticians who manage, handle, or process NWRM assets IAW AFI 20-110, *Nuclear Weapons-Related Materials Management*, paragraph 9.1.1, NWRM requires safeguards to ensure system integrity, security and accountability are maintained at all times.

A6.9.1. The OSD approved definition of NWRM is “classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable materiel) identified by the military departments that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.”

A6.9.2. The AF adds definition to NWRM (NWRM-AF) as “select nuclear combat delivery system components and use control equipment that are design sensitive, or needed to authorize, prearm, arm, launch, release or target a nuclear weapon, or needed to maintain and protect system integrity.”

A6.9.3. NWRM procedures and guidance apply to all nuclear sustainment activities directly or indirectly involved in NWRM management. This includes air force supply (base, depot), transportation, maintenance (base, depot contract/organic), munitions, depot storage, disposal, demilitarization, and anywhere NWRM is managed, located, stored, used, etc. The successful application of these procedures requires the full cooperation of all personnel associated with the storage, shipping, transshipping and receiving of all hazardous/non-hazardous and classified/unclassified NWRM assets.

A6.9.4. NWRM carries a commodity code “5” and special handling code “Y” when processed IAW applicable guidance in AMCI 24-101, Vol. 11, *Cargo and Mail Policy*.

## Attachment 7

### AMC FORM 56 INSTRUCTIONS

A7.1. The AMC Form 56 is designed to provide management with an overview of the re-handled workload for the entire aerial port. The form will cover an entire operating month and is the source document for re-handled data. Credit CANNOT be taken by one section to correct mistakes by another. Non-GATES sites may use the manual AMC Form 56 in lieu of electronic version.

A7.2. Re-handled aircraft workload is defined as requirement changes outside the control of the air terminal. Examples include: extended delays (delays 24 hours or greater), reroutes, load changes, or aircraft swaps resulting in the re-accomplishment of any previously completed ATOC action, excluding the information control function. Note that disseminating information to subordinate work centers, to include Estimated Time in Commission (ETIC) changes, departure time changes, and all other mission status updates is not considered re-handled work; it is part of the information control function and is inherent in working an aircraft mission. Additionally, do not count cancelled or diverted missions as re-handled aircraft because this workload is reported in a separate column on the 7107 report. Note that ATOC reports on its own re-handling actions and does not report re-handles for other aerial port functions (e.g., passenger operations, cargo operations, loadplanning, etc.). ATOC will fill out the form for the following reasons:

A7.2.1. An ATOC representative is required to make additional trips to an aircraft to coordinate/ control subordinate work center actions during extended delays, mission reroutes, or load or aircraft swaps (one re-handle for each mission essential trip). Note that trips by the ramp controller or aerial port duty officer to check aircraft configurations, obtain required paperwork, coordinate with the aircrew, or in any other way coordinate/monitor routine aircraft loading and servicing operations, do not constitute an aircraft re-handle. **NOTE:** You must physically work the aircraft, i.e., re-process, re-handle the cargo, mail, baggage, or re-transport passengers, to take credit for any re-handled workload. See AMCI 24-101, Vol. 6, *Transportation Documentation, Data, Record, and Reports* for more information.

A7.3. **AMC Form 56 Instructions.** Use the following instructions when completing AMC Form 56.

A7.3.1. Authentication (Signed): Requires a review/validation and signature of the appropriate of ATOC flight/section chief and cargo operations flight/section chief for re-handled aircraft workload.

A7.3.2. Date: See below.

A7.3.3. From: Enter the day, month and year.

A7.3.4. To: Enter the day, month, and year.

A7.3.5. Page of pages: self-explanatory.

