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CHIEF, NATIONAL GUARD BUREAU**

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This instruction prescribes the policy for the use of Air National Guard (ANG) airlift resources and implements the Air National Guard's Mission Readiness Airlift (MRA) program. It gives guidance on the standard process for requesting ANG Operational Support Airlift (OSA), airlift for training from the ANG MRA Program and Joint Airborne/Air Transportability Training (JA/ATT). This instruction provides the user community with a single source of information on the entire ANG airlift system.

This instruction applies to the ANG, Army National Guard (ARNG), and potential users. It is primarily aimed at logistics and scheduling offices in the ANG and ARNG field units. This regulation augments and expands on information contained in Department of Defense (DoD) 4515.13-R, *Air Transportation Eligibility* and DoD Directive 4500.56, *DoD policy on the Use of Government Aircraft and Air Travel*. It does not replace those references. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The proponent agency for this instruction is the ANG Operational Plans and Execution Division (NGB/A3MT). Users are invited to send comments and suggested improvements on Air Force (AF) Information Management Tool (IMT) 847, *Recommended Changes to Publications*, directly to Air National Guard, Operational Plans and Execution Division (NGB/A3MT), 3500 Fetchet Avenue, Joint Base Andrews, MD 20762-5157. This instruction does not meet tier level waiver requirements IAW AFI 33-360. Waiver requests are strictly worked through the Mission Readiness Airlift (MRA) office.

SUMMARY OF CHANGES

This interim change revises ANGI 10-201 by (1) recommending 30 day coordination for ARNG missions on fees associated with the mission, (2) adds Unit Training Assembles (UTA) to Priority 5, (3) corrected paragraph references, (4) remove C-38 from the publication, (5) local training area defined in AFI 11 Series, Volume 3, Wing Supplement, Operational Procedures. A margin bar (|) indicates newly revised material.

Chapter 1— TRANSPORTATION POLICIES FOR USE OF ANG AIRCRAFT	5
1.1. Purpose.....	5
1.2. Joint Doctrine - Transportation.....	5
1.3. DoD Transportation Policy.....	5
1.4. Passenger/Cargo Eligibility Options Outside Standard Channels.	6
1.5. United States Air Force (USAF) and Air Mobility Command (AMC) Transportation Policy.....	7
1.6. National Guard Bureau (NGB) Transportation Policy.	7
1.7. Non-Standard Airlift Requests, Travel for Conferences, Conventions, Staff Assistance Visits, Meetings, and/or MWR Events.	9
1.8. Emergency Response	10
1.9. Transportation of mobilized Airmen/Soldiers in Title 10 status.....	10
Chapter 2— ANG MISSION READINESS AIRLIFT (MRA) PROGRAM	11
2.1. Purpose.....	11
2.2. Dedicated Aircraft Support.....	12
2.3. Reimbursement Policy.....	13
2.4. MRA Allocation.	16
2.5. Minimum Qualifications for MRA.....	16
2.6. MRA Priority System.	17
2.7. NGB Validator’s Prioritization Matrix.	18
2.8. MRA Request Submission Deadline.	19
2.9. Annual MRA Scheduling Cycle.	20
Table 2.1. Annual MRA Scheduling Cycle.....	20
2.10. Airlift Allocation Council Process.....	20

2.11.	MRA Status Information.	21
2.12.	Mission Cancellation and/or Changes.	22
2.13.	Disposition of Unfilled Requests.	22
Chapter 3— MISSION READINESS AIRLIFT (MRA) REQUEST PROCEDURES		24
3.1.	Long Range Planning.	24
3.2.	General User Responsibilities.	24
3.3.	Mission Readiness Airlift Process.	25
3.4.	Airlift Instructions.	25
Chapter 4— FLIGHT OPERATIONS		28
4.1.	Command and Control.	28
4.2.	ANG Mission Identifiers.	28
4.3.	Unit Generated Mission Identifiers.	28
4.4.	Mission Planning.	29
4.5.	Waiver Authority.	29
4.6.	Maximum Crew Rest.	29
4.7.	Phoenix Raven Support.	29
4.8.	Pre-Mission Itineraries.	30
4.9.	Flight Following.	30
4.10.	After-Action Reporting.	31
4.11.	GDSS II.	32
Chapter 5— ANG OPERATIONAL SUPPORT AIRLIFT (OSA) MANAGEMENT		33
5.1.	Purpose.	33
5.2.	CONUS OSA.	33
5.3.	OCONUS OSA.	33
5.4.	ANG Mission Number Validation Authority.	34
5.5.	OCONUS OSA User Responsibility.	34
5.6.	Passenger Eligibility for OCONUS OSA.	35
5.7.	Minimum Passenger Requirements.	35
5.8.	Submission Form Instructions (DD Form 2768).	35

5.9.	General User Responsibilities.....	38
Chapter 6—	JOINT AIRBORNE / AIR TRANSPORTABILITY TRAINING (JA/ATT)	39
6.1.	Purpose.....	39
6.2.	JA/ATT Program Description.....	39
6.3.	JA/ATT Mission Validation and Scheduling.....	40
6.4.	JA/ATT Mission Reimbursement.....	40
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	42
Attachment 2—	NGB/A3M MISSION NUMBER MATRIX	53
Attachment 3—	WEEKLY/WEEKEND DEDICATED CHECKLIST	55
Attachment 4—	AIRCRAFT DATA	56

Chapter 1

TRANSPORTATION POLICIES FOR USE OF ANG AIRCRAFT

1.1. Purpose. This section outlines transportation policy and the management of military airlift resources possessed by the ANG.

1.2. Joint Doctrine - Transportation. The Chairman Joint Chiefs of Staff (CJCS) outlines transportation doctrine and guidance in Joint Publication 4-01, *Joint Doctrine for the Defense Transportation System*.

1.2.1. The Defense Transportation System (DTS) is that portion of the nation's transportation infrastructure, which supports the DoD common-user transportation needs across the range of military operations. The ANG does not fall under the DTS.

1.2.1.1. Transportation procedures and responsibilities should be the same for peacetime and wartime. This standardization allows transportation forces to train during times of peace in the same manner in which they would operate during war or a contingency and provides flexibility to effectively and quickly support any type of military operation.

1.2.2. The foundation for transportation policy is based on two statutes of United States Code (USC).

1.2.2.1. USC, Title 31, Section 1344, Passenger Carrier Use, states that vehicles and aircraft of any United States (US) Government agency may only be used for official purposes.

1.2.2.2. USC, Title 31, Section 1301, Anti-Deficiency Act, states that appropriated funds may only be used for the purposes intended, i.e., DoD resources specifically may only be used to support DoD mission training requirements.

1.2.3. The CJCS assigns movement priorities in support of DoD components based upon capabilities reported by USTRANSCOM and adjudicates competing lift requirements.

1.3. DoD Transportation Policy. The Secretary of Defense (SECDEF) has designated the Commander, US Transportation Command as the DoD single manager for transportation (other than for Service-unique and theater assigned assets) during times of peace and war.

1.3.1. Department of Defense policy concerning the purposes on which DoD owned or controlled aircraft can be used is set forth in DoD Directive (DoDD) 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*.

1.3.1.1. DoDD 4500.56 specifies that within the Continental United States (CONUS), commercial transportation services shall be the normal method used for official passenger movement including travel for attending conferences, meetings, ceremonies, giving speeches, site visits, etc. Outside the Continental United States (OCONUS), commercial air transportation shall be used in accordance with the Joint Federal Travel Regulation (JFTR) Volume 1, *Uniformed Service Members*, and the Joint Travel Regulation (JTR), Volume 2, *Department of Defense Civilian Personnel*, and travel is funded by the user's organization.

1.3.2. USTRANSCOM J3/J4 Division manages the Joint Operational Support Airlift Center (JOSAC) who has been designated by the Office of the Secretary of Defense (OSD) as the executive agent for military air (MilAir) travel within the CONUS for official business.

1.3.2.1. The National Guard will establish specific agreements identifying those specific OSA aircraft that will provide availability to JOSAC for CONUS scheduling. Contact info as follows: <https://josac.transcom.mil/> or call 576 2824/1768.

1.3.2.2. Within the National Guard, each state is responsible to train at least one requestor/validator on the Joint Air Logistics Information System (JALIS) computer program.

1.3.2.3. National Guard customers interested in using OSA aircraft for official travel within the CONUS must process their request through their state validator who will interface with JOSAC.

1.3.2.4. National Guard customers interested in using ANG OSA aircraft for official travel OCONUS must process their request through the Chief, National Guard Bureau (NGB), Executive Travel Coordinator (NGB-ZAS). Follow the procedures listed in **Chapter 5**. Active Component customers interested in using ANG OSA aircraft for official travel OCONUS must provide an authorized and validated request to ANG Operational Plans and Execution Branch (NGB/A3MT) and NGB-ZAS. Follow the procedures listed in **Chapter 5**. All requests for OCONUS travel will be subject to prioritization and will be determined on ANG ability to fund or the user's ability to fund.

1.3.3. The DoD policy for passenger transportation eligibility on DoD owned or controlled aircraft is set forth in DoD 4515.13-R *Air Transportation Eligibility* and is strictly enforced by the ANG.

1.3.3.1. DoD 4515.13-R *Air Transportation Eligibility* delineates who is eligible for DoD transportation and under what circumstance they may travel on DoD assets. If a passenger's eligibility is not specifically addressed, then the passenger must procure an approval. Applicant may seek approval or a waiver pursuant to Assistant Deputy under Secretary of Defense (Transportation Policy) procedures.

1.3.3.2. It is DoD policy that commanders at all levels exercise prudent judgment to ensure that only authorized traffic is transported and that they do not misuse the authority delegated to them. All officials responding to requests for transportation not specifically authorized by DoD 4515.13-R *Air Transportation Eligibility* shall make no commitments concerning prospective travelers or cargo until the potential user obtains all required approvals and the flying unit must then obtain the required ANG approval.

1.4. Passenger/Cargo Eligibility Options Outside Standard Channels.

1.4.1. The DoD is prohibited by law from providing airlift for any non DoD activity unless it is: (1) of an immediate emergency/lifesaving nature, (2) in direct support of the DoD mission, (3) specifically authorized by statute, or (4) it is requested by the head of an executive agency of the federal government.

1.4.1.1. The Assistant Deputy Under Secretary of Defense for Transportation Policy (ADUSD/TP) is the approving authority for transportation requests pursuant to the Economy Act.

1.4.1.2. Detailed information on the airlift approval process pursuant to this section may be obtained at <http://www.acq.osd.mil/log/tp/>. Click on "Airlift Policy " and then Click on "Military Air Request".

1.5. United States Air Force (USAF) and Air Mobility Command (AMC) Transportation Policy.

1.5.1. AMC is the USAF Major Command (MAJCOM) under USTRANSCOM. Most of the ANG airlift and air refueling units are AMC gained with the exception of: 156th Airlift Wing (AW), Muniz ANGB, PR is Air Combat Command (ACC) gained; 154th Wing, Joint Base Pearl Harbor-Hickam, HI; 168th Air Refueling Wing, Eielson AFB, AK; and 176th Wing, Joint Base Elmendorf-Richardson, AK, are Pacific Air Forces (PACAF) gained; 189th AW, Little Rock AFB, AR, is Air Education and Training Command (AETC) gained; 193rd Special Operations Wing, Harrisburg, PA is Air Force Special Operations Command (AFSOC) gained.

1.5.2. AMC as the air component to USTRANSCOM may authorize ANG units to fly missions under the DTS. AMC provides flying hour reimbursement, Military Personnel Appropriation (MPA) days and travel dollars to ANG units when flying AMC Transportation Working Capital Funds (TWCF) missions.

1.5.2.1. AMC will provide the unit with an AMC mission identifier and mission symbol for each mission flown. This AMC mission identifier (commonly referred to as mission number) and mission symbol are used for both flight following and funding purposes. ANG flying units will ensure that the correct mission symbol is issued to ensure proper funding and flight hour reimbursement. AMC mission identifier guidance can be found within the MAF Mission ID Encode/Decode Procedures. Contact NGB/A3MT for mission symbol inquiries DSN: 612-7162 or DSN 612-7167.

1.5.3. Units are required to use GDSS II for all mission planning and tracking purposes on all missions and locals. Single Mobility System (SMS) can be used as a secondary means of mission tracking.

1.5.3.1. GDSS II information can be obtained at <https://gdss2support.scott.af.mil>.

1.5.3.2. SMS information can be obtained at: <http://sms.transcom.mil>.

1.6. National Guard Bureau (NGB) Transportation Policy.

1.6.1. It is NGB policy to comply with DoD policy concerning the use of ANG organic airlift assets for transportation. Organic airlift is defined as military aircraft whose primary mission is other than carrying passengers but has the capability to carry passengers.

1.6.2. Each state's Adjutant General (TAG) will ensure that aircraft are used for official business only. ANG unit commanders and ultimately TAG's are responsible for authorizing flights involving ANG aircraft IAW all applicable transportation regulations, laws and policies.

1.6.3. National Guard Support to Other DoD Components. ANG units receive many requests from other DoD components to move personnel and cargo to meet mission requirements. National Guard units are not authorized to schedule movement of these loads until the user presents approval (validation) from USTRANSCOM. The user is responsible to obtain cargo/passenger validation from USTRANSCOM through their command channels.

ANG units are not authorized to support contingency airlift missions utilizing appropriated training flying hours and funding. Wing leadership will ensure proper use and management of all appropriated funding, to include flying hour usage.

1.6.4. National Guard Support to External Customers. National Guard units also receive many requests from organizations either within the Federal Government external to DoD or from organizations external to the Federal Government. The National Guard does not have the authority to approve these airlift requests. In addition, the National Guard cannot promise or provide airlift until the customer obtains cargo/passenger validation approval processes described in [Paragraph 1.4](#). ANG units are directed, by DOD Directive, not to offer any indication that airlift is possible, based on future approvals. Any support authorized should include full reimbursement of flying hours, per diem and man days via requestor provided fund cites.

1.6.5. Authorized missions in direct support of the federal military mission. Types of missions included in this category are:

1.6.5.1. Support of ANG and ARNG military training and military activities. (See [Chapter 2](#)).

1.6.5.2. Support of the active or reserve components of the DoD.

1.6.5.3. ANG military training (aviation unit or individual aircrew training).

1.6.5.4. Operational Support Airlift for designated OSA units.

1.6.6. Authorized missions in direct support of the State military mission. The Governor has been delegated certain responsibilities with regard to the National Guard, and is empowered to employ ANG aircraft in State emergencies, even when the personnel using these aircraft are on State active duty and under the command of the Governor pursuant to State law. NGR 500-1/ANGI 10-8101, *Military Support to Civil Authorities*, provides further guidance on the use of ANG aircraft under State active duty. The types of missions included in this category are:

1.6.6.1. Disaster relief operations.

1.6.6.2. State-declared emergency operations.

1.6.6.3. Civil disturbance operations. **NOTE:** Flights to determine if an emergency exists may be conducted as support of the State military mission.

1.6.7. ANG training missions must use aircrew training hours in a manner that demonstrates good stewardship of appropriated funding. The ANG justifies these hours on the basis of maintaining mission readiness. Each training mission must be structured to achieve maximum training. Any by-product airlift opportunity resulting from a previously scheduled training mission must not degrade the intended training in any way and must comply with applicable DoD directives and regulations. It is essential that personnel at all levels prevent misuse of air mobility resources as well as the perception of their misuse. It is important the travel is done in conjunction with already scheduled training rather than "training" missions being generated and flown primarily for their transportation by-product. Flying hours flown should not exceed those required to meet legitimate training requirements.

1.6.8. The Mission Readiness Airlift (MRA) Program was established by the National Guard Bureau to utilize the available capacity on ANG aircraft to support mission readiness training requirements while providing aircrew training.

1.6.8.1. The MRA program attempts to match aircrew off-station training requirements with National Guard customers seeking point-to-point transportation to meet mission readiness training requirements. The MRA program is not a guaranteed source for point-to-point transportation. National Guard customers planning to use MRA must be fully prepared to fund and source alternate means of transportation to complete their training requirements.

1.6.9. **Travel for Operational Readiness Exercises and Inspections (ORE/ORIs).** Units may request transportation to ORE/ORIs under the MRA program IAW approved standard package requirements. Requests must meet the minimum MRA standard described in [Paragraph 2.4](#). Unit requests that do not meet MRA minimum qualifications should make arrangements to travel by commercial transportation or apply for military OSA through the JOSAC system (See [Paragraph 1.3.2](#)). Since the MRA program is not a guaranteed point-to-point transportation program, units must be prepared to secure transportation through alternate means.

1.7. Non-Standard Airlift Requests, Travel for Conferences, Conventions, Staff Assistance Visits, Meetings, and/or MWR Events. Travel for conferences, conventions, staff assistance visits, meetings, and/or MWR events by any size of group, whether the event is sponsored by the National Guard or not, does not qualify as mission readiness training under the MRA program and training missions will not be scheduled solely to support this type of transportation requirement. Requirements may qualify as opportune airlift (Priority 8, [Paragraph 2.6.8](#)), which means that it may only be supported in conjunction with already validated and scheduled training without adding additional cost to the government. Personnel seeking transportation for this purpose are advised not to rely on opportune airlift as their primary means of travel because requests may not be filled and the supporting air wings are not responsible for mission cancellations. Users are encouraged to travel by commercial transportation or apply for OSA transport through JOSAC. (See [Paragraph 1.3.2](#)).

1.7.1. It is possible to travel to such events if it takes place in conjunction with already scheduled training missions. Training missions scheduled to transport National Guard members to non-mission readiness training events such as conferences, conventions, meetings, or MWR events are prohibited. Space available or opportune travel on training missions is only permitted if:

1.7.1.1. The aircraft is already scheduled for an official purpose to the desired airfield.

1.7.1.2. Travel is on a non-interference basis.

1.7.1.3. The non-interference travel does not require a larger aircraft than needed for the official purpose.

1.7.1.4. Already scheduled official travelers or cargo is not displaced.

1.7.1.5. The travel results in negligible additional cost to the Government. Such travel is funded by the aircraft operator's organization.

1.8. Emergency Response Airlift. Request for Information (RFI) and Request for Assistance (RFA) in response to natural and or man-made disasters that require immediate response will be managed by the ANG Crisis Action Team (CAT) as they flow through Joint Information Exchange Environment (JIEE). Specific policies and guidance will be issued to the field, via the CAT airlift cell based upon event requirements. Initial contact should be made to the CAT at DSN 612-7486/7203 Commercial: 240-612-7486/7203, e-mail: ang.cat.exec@ang.af.mil

1.9. Transportation of mobilized Airmen/Soldiers in Title 10 status. Current guidelines prohibit the use of appropriated training funds to solely support the generation of aircraft for the transportation of mobilized members in Title 10 status. Transportation requests for National Guard mobilized members in Title 10 status will adhere to all applicable regulations, laws, and policies. Call NGB/A3MT for current policies DSN: 612-7162 or DSN 612-7163.

Chapter 2

ANG MISSION READINESS AIRLIFT (MRA) PROGRAM

2.1. Purpose. This section identifies the NGB policy for the management of ANG airlift resources in support of mission readiness training and identifies the policy and procedures for the management of the MRA Program.

2.1.1. Concept. The MRA program supports the Chief, NGB's mission of providing trained and mission ready forces. National Guard personnel and equipment will be authorized ANG MRA support when valid mission readiness training requirement exists.

2.1.2. MRA is authorized only for National Guard personnel and cargo requiring transportation to meet mission readiness training requirements not externally funded. The DTS manager, USTRANSCOM, validates all other organizations or groups external to the National Guard seeking transportation.

2.1.2.1. National Guard personnel and cargo deploying to support real-world contingencies or Joint Chiefs of Staff (JCS) exercises are directed to procure transportation through the Joint Operations Planning and Execution System (JOPES) unless a memorandum of agreement (MOA) has been established. MAJCOM seeking ANG support for JCS and COCOM exercises will supply ANG with source of funding to include flight hours unless an MOA has been established.

2.1.3. MRA is a by-product of flying training events and is used to achieve mission readiness training for both aircrew and the supported unit. Safety is a prime consideration during all National Guard airlift missions. ANG flying units will perform MRA missions in accordance with applicable command directives and provisions of this instruction.

2.1.3.1. MRA provides aircrews with actual loads, unfamiliar operating locations, OCONUS requirements, which add realism to training and provides practical experience for aircrews.

2.1.4. The Chief, NGB, through NGB/A3MT, allocates missions to the flying units who exercise operational authority over their participating aircraft.

2.1.4.1. NGB/A3MT is the OPR who compiles validated MRA requirements and matches them with ANG flying unit availability through interface with flying unit training and scheduling sections. NGB/A3MT will base validation upon meeting published MRA criteria and the availability of fiscal year funding. NGB/A3MT retains the right to cancel, deny, or alter previously validated MRA missions if funding is determined to no longer be available.

2.1.4.2. National Guard units requesting MRA must be prepared to obtain transportation from other sources. Validated MRA requests regularly exceed the off-station flying training requirements of the ANG flying units.

2.1.5. All MRA missions involving ANG aircraft require TAG concurrence. All OCONUS MRA missions additionally require theater coordination, approval, and will adhere to ANGI 16-101, *International Activities*.

2.1.6. Missions with inflated requirements are subject to cancellation. This is to preclude units from exaggerating load requirements to qualify for airlift.

2.1.7. ANG Air, Space and Information Directorate (NGB/A3) provides a Staff Duty Officer (SDO) to assist all National Guard flying operation issues on a 24-hour basis. Access to the SDO can be obtained through the ANG Command Center at DSN 858-6001 or CML. (301) 981-6001 or 1-800-548-5543.

2.2. Dedicated Aircraft Support. The Weeklong Dedicated (DED) and Weekend Dedicated (WED) consists of ANG C-130, KC-135 and C-17 units who provide volunteer aircraft and aircrews to NGB/A3MT for MRA scheduling.

2.2.1. DED availability will be from Tuesday at 1000 hours local to Monday at 1800 hours local (departure and arrival at home station). WED availability will be from Friday at 1000 hours local to Sunday 1800 hours local (departure and arrival at home station).

2.2.1.1. OCONUS based units will perform an additional day on WED assignments based on validated requirements. NGB/A3MT is the approval authority.

2.2.2. NGB/A3MT is responsible for the management and tracking of all dedicated missions. For assistance during duty hours (0730-1630 Eastern Standard Time) contact NGB/A3MT at DSN 612-7162/7167 or CML. (240) 612-7162/7167.. After duty hours the SDO can be contacted through the ANG Command Center at DSN 858-6001, CML (301) 981-6001, or 1-800-548-5543.

2.2.3. Unit schedulers will submit the Dedicated Airlift Checklist (see [Attachment 3](#)) to NGB/A3MT (USAF.JBANAFW.NGB-A3.MBX.A3XE-MISSION-READ-AIRLIFT@MAIL.MIL) and the ANG Command Center (USAF.JBANAFW.NGB-A3.MBX.ANG-COMMAND-CENTER@MAIL.MIL) no later than (NLT) two business days prior to the start of all DED/WED missions.

2.2.4. When DED/WED are not assigned specific missions prior to the start of their tour, and/or their duty day, the aircraft commanders will contact the ANG Command Center prior to launch from home station and upon landing as well as twice daily NLT 0900L and NLT 1700L daily.

2.2.5. NGB/A3MT will decide staging locations based on mission needs, regional airlift flows and unit input.

2.2.6. Aircrew duty day begins with morning contact to ANG Command Center, unless otherwise coordinated. Aircrew duty day ends with evening contact to ANG Command Center unless tasked, or aircrew must preposition the aircraft for a mission the next day or otherwise coordinated. NGB/A3M dedicated aircrew duty day and crew rest hours will be in accordance with (IAW) MAJCOM regulatory guidance.

2.2.7. All dedicated aircrews will self-alert if not assigned a tasking. Aircrews not assigned a mission(s) should be available for launch within three hours of an airlift mission/tasking notification by the SDO or Command Center, if all crew rest requirements are satisfied.

2.2.8. Aircraft commanders will maintain contact with ANG Command Center and provide times, maintenance status and current contact numbers for all dedicated aircraft flight activity at each landing.

2.3. Reimbursement Policy. NGB/A3MT provides special training (ST) days and flat-rate travel dollars to the airlift units to offset a portion of the travel costs. NGB/A3MT will review unit travel expenditures on a quarterly basis and will adjust flat rate travel costs as appropriate.

2.3.1. NGB/A3MT uses after-action reports generated through the ANG Integrated Database Project (IDP) web-based After-Action Reporting System located at <https://airguard.ang.af.mil/IDP3/> to validate and initiate aircrew reimbursement (ST days and travel dollars). Reimbursement cannot be processed without submission of an after-action report by the airlift units. All after-action reports must be filed NLT five calendar days after mission completion. After-action reports for emergency or relief operation missions must be submitted upon mission completion, but no later than 48 hours.

2.3.1.1. No additional days will be allocated until after actions greater than five calendar days of completed missions have been reviewed by NGB/A3MT.

2.3.2. NGB/A3MT has delegated the responsibility of managing ST days to the unit level. The ST days given to the unit under the MRA program account may only be used to support the temporary duty (TDY) activity of the authorized crew complement on MRA missions. Crewmembers sent on MRA missions beyond the authorized crew complement are funded by the unit. These days may not be used at the unit for any other purpose without direct written approval of NGB/A3MT.

2.3.2.1. If funds are available at the beginning of each fiscal year (FY), NGB/A3MT will send an initial authorization of ST days for MRA to each airlift and tanker unit, as required.

2.3.2.2. Units must report specific number and pay status of days on each after action report for an NGB/A3MT funded MRA or Joint Airborne /Air Transportability Training (JA/ATT) mission. This function is required for the reimbursement of Military Personnel (MILPERS) or Operations and Maintenance (O&M) funding even if payment of ST days is not requested on that mission.

2.3.2.3. During the last quarter of each FY, the unit must apply their remaining allocation of ST days to planned MRA missions through the end of the FY, resulting in a zero balance of ST days.

2.3.2.3.1. Units that require additional days through the end of the FY must notify NGB/A3MT NLT than 1 August of the current calendar year.

2.3.2.3.2. Units are to notify NGB/A3MT and return unused days by August 31 of the current FY. At the end of the FY any excess workdays and/or funding will be pulled by the NGB Financial Manager.

2.3.2.3.3. Before units volunteer for additional missions after 1 August of the last quarter, they must first receive reimbursement approval from NGB/A3MT.

2.3.3. NGB/A3MT provides flat rate travel dollars (used for per diem) to augment unit training and TDY funds through the MRA program. NGB/A3MT has delegated the management of MRA travel spending to the unit level. Since there are great differences in location costs, it is incumbent upon each unit to select MRA missions that remain overnight (RON) at low cost locations or on-base whenever possible. Units that choose to volunteer for MRA missions and stay at high cost locations must commit unit funds to make up the

shortfall in issued travel funding or seek additional reimbursement of per-diem costs over those funded by NGB/A3MT from the user/host.

2.3.3.1. The MRA travel funds may be given to the units as a special validation during the FY. These funds are intended to reimburse the last MRA missions that will terminate after the budget closeout for the FY.

2.3.4. Reimbursable Crew Complements. NGB/A3MT reimburses units per the following crew complements.

2.3.4.1. CONUS Crew Complement will be paid for a maximum of three days. The following matrix identifies the daily NGB/A3M CONUS reimbursement policy per aircraft type:

2.3.4.1.1. C-130E/H - 3 officers / 3 enlisted.

2.3.4.1.2. C-130J - 2 officers / 3 enlisted.

2.3.4.1.3. KC-135 - 2 officers / 4 enlisted.

2.3.4.1.4. C-17 - 2 officers / 3 enlisted.

2.3.4.2. OCONUS Crew Complement will be paid for a maximum of four days. For MRA purposes, OCONUS is defined as anywhere beyond the outermost US Air Defense Identification Zone (ADIZ) or any location outside the continental US. The following matrix identifies the daily NGB/A3M OCONUS reimbursement policy per aircraft type:

2.3.4.2.1. C-130E/H - 3 officers / 4 enlisted.

2.3.4.2.2. C-130J - 2 officers / 3 enlisted.

2.3.4.2.3. KC-135 - 2 officers / 5 enlisted.

2.3.4.2.4. C-17 - 2 officers / 3 enlisted.

2.3.4.3. OCONUS Augmented Crew Complement. Units must coordinate with NGB/A3MT prior to mission launch if augmenting a mission is required. NGB/A3MT may authorize augmenting only on those missions where performance is enhanced due to the extended duty day or mission safety is a factor.

2.3.4.4. Weeklong Dedicated Crew Complement. Units who volunteer for the week-long DED mission will use the applicable OCONUS standard crew complement for reimbursement.

2.3.4.5. Weekend Dedicated Crew Complement. Units who volunteer for the WED mission will use the applicable CONUS standard crew complement for reimbursement.

2.3.4.5.1. Occasionally, NGB/A3MT has OCONUS missions that may be assigned to a DED volunteer. NGB/A3MT will coordinate with the unit to reimburse them at the applicable standard OCONUS crew complement and ensure that the crew has availability to meet the mission requirements.

2.3.4.5.1.1. All DED crews are highly encouraged to carry their personal US passports in the event an OCONUS mission is needed.

2.3.4.6. Airlift workdays and travel funding is neither authorized nor available for any personnel beyond the standard crew complement. Units may add additional crewmembers to a mission for training purposes at unit expense.

2.3.5. Reimbursement from NGB/A3MT will be accomplished only for ANG mission numbers beginning with DA, DB, DC, DD, DG, and DJ missions with some specific exceptions within the JA/ATT program.

2.3.5.1. The funding authorization for NGB/A3MT funded JA/ATT missions (designated by the mission prefix DJ), is determined by the ANG JA/ATT Coordinator and NGB/A3MT. It will be posted in the remarks section of the ANG mission number file. Units may obtain this information from the JA/ATT web program (<https://JAATT.amc.af.mil>) or through the mission query function on the NGB/A3M web page. Units will receive days/funding only up to the validation amount. For further JA/ATT guidance see **Chapter 6**.

2.3.5.2. All other ANG mission number prefixes are funded by sources external to the NGB/A3M MRA account. Each FY, NGB/A3MT will issue a funding policy and procedures message to ANG units explaining reimbursement procedures.

2.3.6. Mission Charges/Expenses. Airlift units that volunteer for MRA have the responsibility to ascertain all charges and expenses that will be incurred over the course of the mission. This planning should be done far enough in advance to allow the user and airlift unit time to negotiate payment of the additional charges. Contact NGB/A3MT for coordination.

2.3.6.1. Landing, De-icing, and Service Fees. Each airlift unit may absorb costs up to \$500 per landing location unless prior coordination is made with the supported unit. Airlift units may desire to recoup costs from the customer's organization.

2.3.6.1.1. Airlift units are responsible to notify customers of costs as far in advance as possible before the mission so that the user has an opportunity to provide a fund-cite or coordinate mission adjustments to avoid the expense.

2.3.6.1.2. The user and airlift unit will coordinate responsibility for payment of all fees applicable to airlift no later than 30 days prior to scheduled trip date. If coordination has not taken place by the departure date, the airlift unit will absorb all associated fees.

2.3.6.1.3. During the course of a mission, if the airlift unit chooses to land at an unplanned landing base for any reason (including weather divers) and incurs fees, the airlift unit will absorb the costs as part of doing normal business.

2.3.6.2. Enroute Maintenance Repairs. Each airlift unit is responsible for the repair of their aircraft if a breakdown occurs during an MRA or NGB funded "DJ" JA/ATT mission. Units should coordinate with their home unit to procure parts within the AMC mobility system. Pursuant to an ANG-AMC agreement, ANG aircraft on any mission may seek support from AMC/XOCO by calling DSN 779-0363 or Commercial 618-229-0363, and should be prepared to coordinate payment for parts through their home station Logistics/Supply channels.

2.3.6.2.1. When an aircraft breaks down during a MRA or “DJ” JA/ATT mission, the crew must first call the ANG Command Center to advise them of the problem and then initiate the maintenance process with their home unit or AMC/XOCO. During the course of the repair, the crew is expected to call in and update the ANG Command Center on the status of the disabled aircraft daily. The crew is responsible to begin trouble-shooting actions and to coordinate with the NGB/A3M SDO for possible alternate transportation (if required and available) for their passengers and cargo. The crew must also call ANG Command Center and advise them of aircraft diverts, station over fly, mission delay or a mission re-cut within GDSS2.

2.3.6.2.2. If it is determined that the best option for repair and/or continuing the mission is for the unit to launch a "rescue" aircraft then the unit planners must contact the SDO so that they can validate the addition of another chalk onto the MRA mission number.

2.3.6.2.3. NGB/A3MT will provide the days and dollars for the rescue aircraft if the original mission began with a fundable MRA mission number prefix listed in **Paragraph 2.3.5**. NGB/A3MT funding will be based on the standard crew complement listed in **Paragraph 2.3.4**.

2.3.6.2.4. When the launch of a rescue aircraft is required for a mission not funded by NGB/A3MT, the unit is responsible for the funding. The workdays must come from the unit's resources.

2.3.6.2.5. For MRA missions, NGB/A3MT will fund MRTs if home unit funding is unavailable. In these instances, NGB/A3MT will determine the best means of travel (commercial, Mil Air, etc.) and will fund travel and per diem costs for maintenance personnel. Units are expected to send their maintenance personnel in Technician or AGR Status to the maximum extent possible.

2.3.6.2.5.1. Guard maintenance personnel should be used to the maximum extent possible, however, for those TFI units with co-located active-duty or AFRC maintenance personnel, active-duty or AFRC members may be sent as part of the MRT. The active-duty/AFRC will use the NGB fund cites designated for MRT costs.

2.4. MRA Allocation. Validated requests for MRA greatly exceed the airlift training requirements of the ANG. This results in the need for allocation that maximizes training.

2.4.1. To maximize training allocations, NGB/A3MT has developed standard packages for the common off-station training events. NGB/A3MT will actively seek ANG airlift volunteers up to the standard package size. Standard Packages are determined by the validators to meet training deployment requirements.

2.4.1.1. Users seeking airlift beyond the standard package size are asking flying units to support them on unfunded local training missions.

2.5. Minimum Qualifications for MRA. Movements must have 5 tons of cargo or 30 passengers and move a minimum distance of 300 miles. All users will meet this 5/30/300 rule, unless specifically exempt by NGB/A3MT.

2.5.1. MRA requires 30 passengers minimum at the initial on-load location.

2.5.2. A secondary on-load location may be included on an MRA request if it has a minimum of 15 passengers and is in a direct line to the destination.

2.5.3. Waiver requests of the 5/30/300 rules should be sent via e-mail to the appropriate validator a minimum of 45 days prior to the mission date. The request must contain point of contact (POC) information, mission details, and a compelling argument as to why the waiver should be granted. The validator will ensure the waiver request contains all the information required to make a decision before forwarding it to NGB/A3MT, USAF.JBANAFW.NGB-A3.MBX.A3XE-MISSION-READ-AIRLIFT@MAIL.MIL.

2.6. MRA Priority System. The National Guard has developed a system of nine categories of missions, which are called priorities. Currently, the MRA program uses nine priority levels (Priorities 1 –9). The purpose of each priority is to describe the purpose of the mission and the funding source.

2.6.1. Priority 1: Airlift for contingencies/emergencies/natural disasters. Response to contingencies and emergencies that warrant immediate response yet are not subject to federalizing the ANG. Examples: Disaster relief missions directed by the Chief, NGB or the Director, ANG.

2.6.2. Priority 2: High priority/visibility airlift missions determined by NGB/A3. Airlift for NGB commitments/requirements (ANG/ARNG). NGB committed airlift support as programmed within the NGB budget. Examples: ORI, pre-mobilization just in time training for contingencies.

2.6.3. Priority 3: Airlift for NGB commitments/requirements (ANG/ARNG). NGB committed airlift support as programmed within the NGB budget. Examples: JCS Exercises, NGB Sponsored Exercises (Patriot, Global Guardian)

2.6.4. Priority 4: Airlift requests critical for the units to maintain mission readiness status for units preparing for real world operational deployments. Examples: ANG Flag Exercises, Operational Readiness Exercises (ORE), ARNG Combat Training Center Rotations.

2.6.5. Priority 5: Airlift requests that are important to maintain unit mission readiness status but mission requirements do not dictate the use of military aircraft. However, it is important enough to the National Guard and unit training that the validator will fund alternate means (commercial carrier) if MRA is unavailable, ANG Annual Field Training events will be reviewed by the validator and the mission be assigned either to priority 5 or 6 as appropriate based upon the validators judgment and recommendation. Examples: Unit Training Assembles (UTA), ANG Annual Field Training, and ARNG Annual Training.

2.6.6. Priority 6: Airlift requests that fulfill routine unit mission readiness training or annual field training requirements. This mission would provide mission readiness training to the user but the ANG or ARNG functional area does not have budgeted funding for alternate airlift. Unit level user must fund alternate transportation or cancel the deployment if MRA is unavailable. Typical Examples: ANG Annual Field Training and ARNG Annual Training that cannot be accomplished effectively at home station.

2.6.7. Priority 7: Non-Mission Readiness Airlift Missions. Any mission that requires an ANG mission number but is not validated MRA. Priority 7 missions are not funded under

the MRA account. Examples: ANG/ARNG: MAJCOM funded air refueling and JA/ATT missions for non-National Guard users.

2.6.8. Priority 8: Opportune Airlift/Space-A. This is travel to meet mission readiness airlift requirements but does not meet 5/30/300 (tons/pax/distance) rule (resulting in poor utilization of ANG airlift assets). NGB/A3X will not authorize generation of an ANG aircraft to accomplish a priority 8 airlift request. Airlift support may be possible if an ANG aircraft can support the request in conjunction with other validated mission(s), i.e., aircraft operating in the airlift system thereby not requiring the generation of an additional aircraft or adding an additional day to the existing mission. This priority category will automatically be assigned to any requests, which do not meet the submission guidelines contained in this instruction.

2.6.9. Priority 9: Other travel that does not meet priorities 1-8.

2.7. NGB Validator's Prioritization Matrix. Prioritization of ANG airlift is based on training for mission readiness. To evaluate where an airlift request falls in the priority system, the matrix below is designed for validator use:

2.7.1. Are the users ANG or ARNG personnel only?

YES (Go to next question)

NO (Doesn't qualify/exit matrix)

2.7.2. Is this airlift requested by the Chief, NGB or the Director, ANG to support a no-notice emergency / natural disaster?

YES (Priority 1, Paragraph 2.6.1.)

NO (Go to next question)

2.7.3. Is this airlift required to meet mission requirements for a contingency rotation, Air Expeditionary Force (AEF) rotation or a JCS exercise?

YES (Must use JOPEs, exit matrix)

NO (Go to next question)

2.7.4. Is this airlift request supporting a NGB commitment (line item in NGB budget)?

YES (Priority 2, Paragraph 2.6.2.)

NO (Go to next question)

2.7.5. Does this airlift request meet mission readiness training requirements and meet the 5/30/300 rule? (See [Paragraph 2.5](#))

YES (Go to next question)

NO (Not MRA/exit matrix)

2.7.6. Does this airlift request meet mission readiness training requirements and was it received late? (WITHIN 45 days of the mission)

YES (Priority 8, Paragraph 2.6.6.)

NO (Go to next question)

2.7.7. Is the airlift request important for mission readiness training AND can only be filled by military airlift (NGB must have budgeted transportation dollars to purchase military airlift from USTRANSCOM if there are no volunteers)?

YES (Priority 3, Paragraph 2.6.3.)

NO (Go to next question)

2.7.8. Is this airlift request important to mission readiness training AND is it important enough to training that the NGB functional area has transportation funds budgeted?

YES (Priority 4, Paragraph 2.6.4.)

NO (Go to next question)

2.7.9. Does this airlift request meet MRA requirements but does not meet **Paragraphs 2.7.1-2.7.4**?

Yes (Priority 5, Paragraph 2.6.5.) **NO** (Go to next question)

2.7.10. Is this airlift for a conference, meeting, convention, or MWR event?

Yes (See **Paragraph 1.3.1.1**) NO (Go to next question)

2.7.10.1. Requests for airlift to attend conferences, conventions, or meetings are processed through JOSAC. (See **Paragraph 5.2.1**).

2.7.11. Does this mission require an ANG mission identifier but is not validated MRA?

YES (Priority 8, Paragraph 2.6.8.) **NO** (Go to next question)

2.7.11.1. Requests validated as priority 8 are not part of the MRA system and are not funded by MRA funds.

2.7.12. Is the mission destination outside the CONUS, therefore requiring an ANG mission number, but does not meet MRA validation requirements? (Justification and funding source must be provided with the request.)

YES (Priority 8, Paragraph 2.6.8.) **NO** (exit matrix)

2.7.13. Does this airlift request support a state/unit civic leader tour?

YES (See **Paragraph 2.7.13.1**) **NO** (Exit matrix)

2.7.13.1. State/Unit orientation flights are validated as priority 9, **Paragraph 2.6.9** (Non-MRA). Orientation flights require pre-coordination with a flying unit so that they can attach the request to an already scheduled training mission allowing mission support in an opportune status. No MRA funds are expended for civic leader tours and the generation of aircraft to solely support this type of requirement is not authorized. Please refer to DoDI 4515.13, NG Pam 360-5/ANGP 35-1, National Guard Public Affairs Guidelines for approval procedures.

2.7.14. Chief/Directors Prioritization. The Chief, NGB has the authority to change any priority consistent with applicable law, regulation and policy.

2.7.15. Requests for airlift from the Chief/Directors, NGB, will be prioritized according to the prioritization matrix, unless specific guidance is given. If a Chief/Director's mission results in a supported mission reverting to a non-support due to airlift asset reassignment, the Chief/Director will be notified.

2.8. MRA Request Submission Deadline. Requests will be submitted through IDP3 (<https://airguard.ang.af.mil/IDP3>) under "Airlift" module. Appropriate validator must process requests and send them to NGB/A3MT by the date specified in Paragraph 2.10.1., for the next quarter or at a minimum, 45 days prior to the scheduled mission date. NGB/A3MT receives MRA requests, from the validator **not** the user.

2.8.1. The validator has an obligation to process MRA request in a timely manner. The validation process must include a plan that provides for timely request validation when the primary POC is out of the office.

2.8.2. The user has an obligation to maintain communication with the validator to ensure that their request is processed or returned prior to the submission deadline. NGB/A3MT does not accept any responsibility for airlift requests that have stalled somewhere in the validation process.

2.8.3. Any requests for airlift received by NGB/A3MT within 45 days of scheduled mission date will automatically drop to a priority 8, (Paragraph 2.6.8.) and scheduled as opportune airlift.

2.8.4. NGB/A3MT will not accept any MRA requests including opportune airlift within 30 days of the requested date.

2.9. Annual MRA Scheduling Cycle. NGB/A3MT sponsors four council's annually to match aircrew training requirements with validated airlift requests. NGB/A3MT makes every effort to gather as many validated requests as possible to present to the MRA council.

2.9.1. Annual MRA Scheduling Cycle:

Table 2.1. Annual MRA Scheduling Cycle.

Airlift for. FY/Q	Requests due. to Validator. from User	Requests due. to NGB/A3M. from Validator	Catalog. available. from NGB/A3MT	Quarterly. MRA. Council
FY/Q1	1 July	15 July	31 July	2d Week/August
FY/Q2	1 October	15 October	3 November	3d Week/November
FY/Q3	2 January	15 January	30 January	2d Week/February
FY/Q4	1 April	15 April	30 April	2d Week/May
NOTE: The November Council is held during the week between Presidential Elections and Veteran's Day in applicable years. Dates are subject to change.				

2.10. Airlift Allocation Council Process. NGB/A3MT will coordinate all activities at the quarterly Airlift Allocation Council.

2.10.1. Validators should plan to submit validated airlift requests for the next quarter to NGB/A3MT NLT 45 days prior to the Airlift Allocation Council meeting.

2.10.2. NLT two week prior to the Airlift Allocation Council meeting. NGB/A3MT personnel will consolidate all validated MRA requests and produce a catalog. This airlift catalog becomes the basis of activity at the subsequent Quarterly Airlift Allocation Council meetings.

2.10.2.1. NGB/A3MT will transmit a catalog no later than 14 calendar days before the Quarterly Airlift Allocation Council meeting where ANG units will have the opportunity to home-state missions within the allotted time provided. Once pass the allotted time to home-state missions no more home-state requests will be granted.

2.10.2.2. To home-state a MRA mission the ANG unit will submit an e-mail to NGB/A3MT (USAF.JBANAFW.NGB-A3.MBX.A3XE-MISSION-READ-AIRLIFT@MAIL.MIL) providing the line number(s) in the current published catalog the unit will home-state.

2.10.3. Authorized Mission Allocation Council Attendees. Travel to the Airlift Allocation Council meetings are funded by each attendee's organization.

2.10.3.1. Mobility unit schedulers, current operations, and maintenance scheduler's personnel are highly encouraged to attend.

2.10.3.2. MRA validators may attend the Council meetings to clarify and coordinate issues pertaining to their respective users. Attendance must be approved through NGB/A3MT.

2.10.3.3. National Guard users shall not attend the Council meetings without prior approval of NGB/A3MT.

2.10.3.4. External customers are not permitted to attend the Council meetings.

2.10.4. During the Airlift Allocation Council meetings, missions for the upcoming fiscal quarter are offered to the unit schedulers.

2.10.4.1. Unit schedulers match MRA requests with unit training requirements and availability. Schedulers are highly encouraged to tie two or more missions into one trip when possible to maximize use of training flying hours.

2.10.4.1.1. In order to increase efficiency, priority will be given to C17 units able to combine multiple chinks into a single mission.

2.10.4.2. Many TAGs strongly encourage their in-state airlift units to provide MRA to their state forces. NGB/A3MT will make every effort to honor "States Rights" if a MRA request comes in with a pre-coordination note for in-state support. The name and phone number of the unit airlift scheduler must be annotated in the remarks section of the Mission Readiness Airlift Request, NGB 214 within IDP 3.

2.10.4.2.1. If not previously coordinated, the last opportunity to claim "States Rights" will be 7 days prior to the Airlift Allocation Council meeting.

2.10.4.2.2. After the quarterly Airlift Allocation Council meeting, all unfilled or open missions may be filled by any unit without "States Rights" being a consideration.

2.11. MRA Status Information. Updated MRA information is posted by NGB/A3MT in IDP 3 NLT five working days after each quarterly Council meeting. You can search the missions using the "summary filter" within the mission module to determine the status of missions open and/or filled.

2.11.1. NGB/A3MT web-site (<https://airguard.ang.af.mil/IDP3>) allows units to read the master database files generated by the Integrated Database Project (IDP). The site is only available to ".mil" addresses and is CAC enabled.

2.11.2. The mission summary option under the mission module allows customers to customize a search to obtain information regarding mission status over any date range chosen. Selecting more than one option narrows the search.

2.11.2.1. Open Missions - selecting the status "open" and unit "any" will bring up unfilled missions that units may volunteer to fill.

2.11.2.2. Filled Missions - selecting the status "filled" and a specific unit will bring up missions that the unit has volunteered for.

2.11.2.3. Missions to a Particular Location - selecting either a specific International Civil Aviation Organization (ICAO) or the ICAO prefix (first letter) will bring up missions to that location.

2.11.3. Unit Schedulers are expected to check the status of their missions' on-line using "summary filter" within the mission component as soon as NGB/A3MT posts the updated MRA information after the Council meeting. It is important that all errors or disagreements be resolved immediately. This update will occur within five days after the Council meeting ends.

2.11.4. Users and customers can benefit by checking the status of their missions within IDP 3.

2.12. Mission Cancellation and/or Changes. The user must notify the validator and the validator must notify NGB/A3MT of any cancellation or change to the movement requirement.

2.12.1. The MRA user and NGB validator must notify NGB/A3MT when an airlift requirement has been canceled. Since the MRA program matches aircrew wartime training requirements with NGB airlift requirements, users and validators are not authorized to cancel MRA in order to obtain another form of air transportation without coordination and approval from NGB/A3MT.

2.12.2. All ANG flying units that volunteer to support the MRA program have an obligation to complete all MRA missions. To return a MRA mission less than 30 days from the scheduled mission date; the unit should reach out to other ANG units in attempt to fill the mission. If unable to fill the mission the unit will contact NGB/A3MT via e-mail (USAF.JBANAFW.NGB-A3.MBX.A3XE-MISSION-READ-AIRLIFT@MAIL.MIL) requesting approval.

2.13. Disposition of Unfilled Requests. Returned missions are open MRA missions that NGB/A3MT has not been able to satisfy. Unfilled requests will be returned to the validator/user NLT 30 days prior to the requested departure date. The intent of this is to notify the validator/requestor their airlift request is still open and for them to start reaching out to units and/or start preparing for alternate means of transportation.

2.13.1. Return MRA missions are NOT canceled missions. A daily report is generated of open missions within IDP 3 from current day to 30 days out.

2.13.2. Those missions within 30 days of schedule move will be placed in return status.

2.13.2.1. The following statement is placed on all return missions. "This mission is being returned because it is within 30 days of requested mission date. Returned missions are open MRA missions that NGB/A3MT has not been able to satisfy. User should consider alternate means of travel and/or contact airlift units themselves."

2.13.3. The validator/user has the following options, but not limited to, on returned unfilled requests:

2.13.3.1. Reach out to ANG units for support

2.13.3.2. Coordinate with the requester, NGB/A3MT, and change the departure for further consideration.

2.13.3.3. Obtain other transportation (Non-revenue Authorization (NRA) number, Special Assignment Airlift/Air Mission (SAAM), etc.) if budget / training dollars are available.

2.13.3.3.1. NRA allows the user to reach out to Active Duty and/or Air Force Reserves for support. Requests are submitted through A3MT and approved via USTRANSCOM. NOTE – NRA requests will not be approved for OCONUS, any Flag Exercise, and if transportation dollars are available.

2.13.3.3.2. SAAMs are submitted through CAMPS (<https://campsweb.scott.af.mil/Portal/UnprotectedForms/Banner.aspx>) and validated by the A3MT office. All SAAMs require a Line of Accounting (LOA) before the request will be validated. NOTE – LOA is paying flying hours from the aircraft(s) homestation and back to homestation which in turn be extremely expensive based on the request.

2.13.3.4. Cancel the request thru NGB/A3MT and advise the requester.

Chapter 3

MISSION READINESS AIRLIFT (MRA) REQUEST PROCEDURES

3.1. Long Range Planning. Off-station training requires that users plan well in advance to make the most of limited workdays, funds, airlift, and availability of individual Guard members.

3.1.1. Each state must develop a process to submit their proposed exercise and deployment program to their State AG for approval. The AG will submit OCONUS requests to the governor or his designated representative (if the AG is not the designated representative) for consent. Requestors and NGB validators are responsible to insure that training events are properly validated and approved, and thus eligible for MRA transportation.

3.1.2. There is a further requirement to coordinate the approved OCONUS deployments with each ANG Theater Advisor. ARNG OCONUS missions will be verified in Army Training Information Management System (ARTIMS).

3.1.3. The justification section of the airlift request should annotate TAG concurrence and ANG Theater Advisor coordination or ARNG ODT line number (if applicable).

3.2. General User Responsibilities. Users at the unit level work with validators who coordinate their deployment program.

3.2.1. ARNG users (unit level) will submit requests for airlift in accordance with the guidelines found in this instruction. ARNG users (unit level) will forward their request for MRA to the State Plans, Operations, and Training Officer (POTO). In turn, the State POTO will submit the request through the Airlift module utilizing IDP 3 (<https://airguard.ang.af.mil/IDP3>) to the ARNG Validator, NGB Transportation Manager (NGB-ARO-O) for validation and prioritization.

3.2.2. ANG users (unit level) will submit their request for MRA through their LGRR office. LGRR office will ensure the request is accurate and will submit the request through IDP 3 (<https://airguard.ang.af.mil/IDP3>) "airlift module" for validation.

3.2.3. To increase the probability of support, all users should have a one-day window before and after the requested movement date. This allows the airlift unit to minimize nonproductive sorties, maximize flexibility, and affords the user a greater opportunity to obtain airlift support.

3.2.4. Users may not request a specific on-load or off-load time. Users must be available to move anytime during the operating day requested. On-load and off-load times will be at the discretion of the MRA provider.

3.2.5. If users request more than one sortie, they should not assume that a flying unit that volunteers to fly one of the sorties will fly the remaining sorties. The flying unit is only obligated to fly the sortie for which they have volunteered.

3.2.6. Passengers are limited to two duffel bags per person unless specifically exempted by the MRA provider. Total weight of each duffel bag should not exceed 70 pounds and be in compliance with AMCI 24-101 V14 (para. 68.1, "Except as noted, passengers are authorized to check two pieces of baggage not to exceed 70 pounds each (140 pounds total) and 62 linear inches").

3.3. Mission Readiness Airlift Process.

3.3.1. MRA requests for airlift will be submitted through the appropriate NGB validator (Functional Director or their designated functional manager for ANG and NGB-ARO-O for ARNG) to NGB/A3MT as far in advance of the airlift date as possible. This allows the NGB validator time to process the MRA request and meet MRA scheduling cycle timing shown in Paragraph 2.10. Each validator is responsible for establishing a time line for their users to meet the deadline.

3.3.1.1. Two MRA requests are required for each deployment (deploy/redeploy) unless noted in the remarks block as a one-way trip.

3.3.1.2. Validator is required to ensure request eligibility for MRA support and must ensure that passenger and cargo descriptions are detailed enough to allow NGB/A3MT to conduct efficient aircraft scheduling.

3.3.2. Validator will prioritize and forward validated missions to NGB/A3MT for inclusion in the scheduling process.

3.3.3. NGB/A3MT seeks airlift volunteers from ANG mobility units.

3.3.4. NGB/A3MT updates the IDP 3 database whenever there is any change to a mission.

3.3.4.1. Units and customers may query the IDP 3 database available on the Internet to determine the disposition of their mission (See [Paragraph 2.12](#)).

3.3.4.2. Missions that are still open 30 days prior to the departure are returned to the validator / user for disposition (See [Paragraphs 1.6.8.1](#) and [2.14](#)).

3.4. Airlift Instructions. MRA request will be submitted to NGB/A3MT through their appropriate validator utilizing Airlift Module within IDP 3 (<https://airguard.ang.af.mil/IDP3>). ANG Current Operations will utilize the “current ops” module for off station trainer, PDM, washes, etc. All other requests will utilize the “airlift” module.

3.4.1. Validator is responsible to train their user community on how to submit airlift request. NGB/A3MT will return incorrect/incomplete requests to the validator for correction.

3.4.2. The following is a block-by-block explanation of the airlift request via IDP 3 “airlift module”.

3.4.2.1. **Tab 1 (General):** All red blocks are required (recommend filling all blocks).

3.4.2.1.1. **Requester Name:** Rank and Name of requester. Do not use the commander’s name/rank for emphasis.

3.4.2.1.2. **Phone (DSN):** DSN number to include country code.

3.4.2.1.3. **Agency:** Appropriate Functional Area Manager (FAM) or exercise name

3.4.2.1.4. **State:** Requester’s state.

3.4.2.1.5. **Earliest Available Date (MM/DD/YYYY):** The earliest available date that pax and/or cargo can move.

3.4.2.1.6. **Desired Date (MM/DD/YYYY):** The desired departure date for the move.

3.4.2.1.7. **Latest Acceptable Date (MM/DD/YYYY):** The last date that pax and/or cargo can move.

3.4.2.1.8. **PAX (Passengers):** The number of passengers to be moved.

3.4.2.1.9. **Cargo:** Number of short tons of cargo, NOT pounds. 2000 pounds equals one short ton (personal baggage is NOT cargo).

3.4.2.1.10. **Outsized Cargo:** Select Yes or No. Outsized cargo is cargo that cannot be transported on a C-130.

3.4.2.1.10.1. **Note:** If no is selected you should select C130(s).

3.4.2.1.11. **Aircraft Type:** The standard aircraft that supports MRA is the C-130. If you request other than C-130, you are indicating that this cargo is outsized and cannot be accommodated by other than C-17. The user may request other types of aircraft in the remarks block and NGB/A3MT will seek volunteers to try and accommodate your request. However, if volunteers do not come forward to support your MRA request, then NGB/A3MT will seek support from the C-130 airlift community.

3.4.2.1.12. **Aircraft Quantity:** Using the MRA standard that one C-130 holds 65 passengers or six pallets of cargo, determine the number of C-130s that are required to meet the requirement.

3.4.2.1.13. **Support For:** Who or what is this move supporting.

3.4.2.2. **Tab 2 (Details):** All blocks required and great detail is recommended.

3.4.2.2.1. **Cargo Description:** Should include number of pallets and/or pieces of rolling stock. Number of bags per person should be stated in this block. (Maximum of two each, 75lbs each). List any special requirements such as the need for additional ramps, venting for liquid oxygen (LOX), etc.

3.4.2.2.2. **Hazardous Materials (HAZMAT):** Must be specified. Specify Proper Shipping Name, Packaging Paragraph, and quantity in accordance with AFMAN 24-204(I) *Preparing Hazardous Materials for Military Air Shipments*. If there is no HAZMAT, state "not applicable" (N/A).

3.4.2.2.3. **Justification:** Used for special remarks that are pertinent for this mission. The first line should be the official name of the exercise in which you may be participating and/or how this mission may affect other missions (e.g., Patriot Exercise, or this is the Advanced Echelon (ADVON) for a mission leaving two days later, etc.). You may also expand the information that may indicate special requirements (e.g., C-130 aircraft required) and/or prior coordination with the Airlift Scheduling Section of a home state unit that has indicated they are going to declare "States Rights" and support the requested mission.

3.4.2.2.4. **CONUS/OCONUS TAG Concurrence:** Select appropriate TAG concurrence based on your move request. By doing so states the TAG is aware of this request and approves.

3.4.2.3. **Tab 3 (Stations):** All red blocks are required.

3.4.2.3.1. **Stations:** International Civil Aviation Organization (ICAO) is a four-digit alpha/numeric code assigned by ICAO (e.g., KADW for Joint Base Andrews, MD). These codes can be found in many flight publications including the Enroute Flight Information Publication, Instrument Flight Rules (IFR) or Visual Flight Rules (VFR).

3.4.2.3.2. **Contact/DSN/COMM/E-Mail:** Departure and Arrival Coordinator's name, rank (recommend different contacts), DSN and comm. phone number(s), and e-mail. Valid ".mil" e-mail addresses only.

3.4.2.3.3. **Enroute Stops:** This also should be an ICAO and should be filled out *ONLY* in cases that require an enroute stop (enroute stops must be in a direct line to destination and must have a minimum of 15 passengers).

3.4.2.3.3.1. To add a stop select "stop" from the drop down menu and select add and complete Para 3.4.2.3 for that line.

3.4.2.3.4. **Submission:** Click submit and you will be prompted if you request a return trip; if so, click yes and fill out the Earliest Available, Desired Date, and Latest Available and click submit. Once completed the POCs listed will receive an e-mail with "airlift request ID" (1511191), and this is your referencing number for tracking purposes.

Chapter 4

FLIGHT OPERATIONS

4.1. Command and Control. The State AGs or designated representative may approve unit directed training flights within the CONUS as authorized by the NGB. They will ensure that all flying units comply with all directives under which flying operations are authorized. OPCON is vested in the AG.

4.1.1. Commanders will maintain positive control of aircraft away from home station by requiring adherence to the approved mission-planned itinerary and all applicable governing guidance.

4.1.2. MRA missions should be planned in a manner that will maximize the utilization of O & M flying hours. These missions will demonstrate prudent accomplishment of unit training objectives.

4.2. ANG Mission Identifiers. NGB/A3M assigns ANG mission identifiers for all missions IAW the NGB/A3M Mission Identifier Matrix (see [Attachment 2](#))

4.2.1. Units deployed for an AEF or contingency are only required to obtain ANG mission identifiers for deployment, swap-out, and re-deployment flights if no TACC (USTRANSCOM) mission identifier is issued.

4.2.2. Wing Commanders or Operation Group Commanders are the ultimate approval authority for all Unit Directed and unit funded Off Station Trainers (OST). Commanders approving off station trainers will forward a written summary of the planned flight itinerary, dates of execution and the purpose of the off station trainer to NGB/A3MT in order to obtain an NGB/A3M mission identifier. Requests that do not demonstrate a high training value will not be issued a mission identifier.

4.2.3. Off station trainers are defined as a unit O&M funded training mission that carries passengers, RONs away from home station or transits outside of the unit's designated local training area. The local training area should be defined in the units AFI 11 Series, Volume 3, Wing Supplement, Operational Procedures.

4.3. Unit Generated Mission Identifiers. Units will generate their own mission identifiers for all local training missions.

4.3.1. For training purposes, the local training area should be defined in the units AFI 11 Series, Volume 3, Wing Supplement, Operational Procedures

4.3.1.1. DELETE

4.3.1.2. DELETE

4.3.1.3. DELETE

4.3.1.4. DELETE

4.3.2. To generate a unit mission identifier, use the following guidelines:

4.3.2.1. The first character will always be a "D".

4.3.2.2. The second character will be a "U".

4.3.2.3. The third will be an “N”.

4.3.2.4. The fourth and fifth characters will be a unique designation assigned to each organizational unit listed in **Table 11.3** in the MAF Mission ID Encode/Decode Procedures.

4.3.2.5. The sixth and seventh characters will be dependent on the type of training being accomplished. See **Table 11.5** in the MAF Mission ID Encode /Decode Procedures.

4.3.2.6. The eighth and ninth characters will designate the unit’s sortie number for the day (e.g., if this is the first unit generated sortie for the day, use “01”, if this is the second unit generated sortie for the day, use “02”, etc.).

4.3.2.7. The tenth, eleventh, and twelfth characters will be the Julian date for the flying date.

4.3.3. ANG units are not authorized to use unit generated “DUN” local training mission identifiers for off station trainers.

4.4. Mission Planning. ANG flying units will adhere to mission planning criteria as described in applicable governing guidance.

4.5. Waiver Authority. Detailed waiver authority information for ANG missions can be obtained on the ANG Operations and Training Division / Mobility Forces Operations Branch (NGB/A3OM) [link](#) located at <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-OP-AN-G6> or by contacting NGB/A3OM. (Commercial 240-612-9299/9273/9295, DSN 612-9299/9273/9295).

4.6. Maximum Crew Rest. Missions will be planned to maximize airlift and aircrew training. Crew rest shall not exceed 36 hours at any location unless dictated by extraordinary mission requirements and approved by NGB/A3MT.

4.7. Phoenix Raven Support. The purpose of Phoenix Raven support is to provide close-in security for personnel and aircraft at enroute locations around the world. The team will always maintain a presence with the aircraft when at a field where Ravens are required. The Raven team leader will coordinate with the host nation/theater security representative for force protection support. The AMC Threat Working Group (TWG) who conducts operational risk management assessments of airfields worldwide determines Phoenix Raven locations. The AMC TWG regularly publishes an updated list of Phoenix Raven required locations. See website <https://private.amc.af.mil/a7/a7s/a7so/a7soc/links.cfm>.

4.7.1. ANG units executing an MRA mission will comply with AMC directives regarding force protection to the maximum extent possible.

4.7.2. A Phoenix Raven Team waiver request will include information such as threat mitigation actions and/or plans. AMC/DO is the waiver authority for AMC missions. NGB/A3 is the waiver authority for ANG missions. Waivers must be received NLT than five days prior to launch date.

4.7.3. The ANG flying unit may incur a cost for using raven teams or for taking other mandated force protection measures on a mission. This cost will be passed on to the user. If the user declines reimbursement of this cost, an alternate destination not requiring force

mitigation must be selected or the mission will be declined. It is recommended that the user be made aware of the possibility of this bill when the ANG flying unit selects the mission.

4.7.4. Since Phoenix Ravens receive a funding separate from the MRA mission, the airlift unit should not include Phoenix Raven personnel in the funds request on their after-action report.

4.7.5. Detailed information on NGB/A7 Force Protection and Operations guidance can be obtained on the ANG Security Forces (NGB/A7S) link located at <https://private.amc.af.mil/a7/a7s/a7so/a7soc/index.cfm>.

4.8. Pre-Mission Itineraries. Each flying unit prepares a pre-mission itinerary for each assigned mission.

4.8.1. ANG mobility assets will input all mission itineraries (including local training missions) into the GDSS II.

4.8.1.1. ANG Air Refueling assets will input all refueling data into GDSS II

4.8.2. Units will input itineraries into GDSS-II NLT 30 days prior to mission launch. (AMC/TACC may perform this process for AMC missions.).

4.8.2.1. Units will update their pre-mission itinerary as changes occur.

4.8.2.2. Units will update their pre-mission itinerary using GDSS-II. Coordination with the ANG Command Center is necessary to avoid duplicate missions in the GDSS-II. All changes in itinerary after initial departure will go through the unit for updates in GDSS II or ANG Command Center.

4.9. Flight Following. ANG aircrews are responsible to maintain communication with the ANG Command Center for MRA missions from initial departure through final landing at home station.

4.9.1. Units will ensure flight information (takeoff/landing times) is entered into one of the automated mobility tracking systems GDSS-II for flight following purposes. If a system is not available to the crew, then they will contact their unit command post or ANG Command Center.

4.9.1.1. It is important to report every takeoff/landing throughout the day because AMC/TACC implements an overdue aircraft checklist when arrival cannot be confirmed within 30 minutes of estimated time of arrival (ETA) at CONUS stations or one hour at OCONUS stations.

4.9.2. Deviation Reporting. Deviation reporting includes changes to mission timing, destinations, divers, delays, aircraft, aircraft commander, etc. Deviation reporting will be relayed to the ANG Command Center as soon as the deviation information is known. In some cases, unless directed by a higher headquarter, the deviation may require Unit Commander's approval. Units are responsible to develop local procedures to up-channel a deviation.

4.9.2.1. Units flying MRA missions will report all deviations that extend crew duty day or Scheduled Return Time (SRT) to the SDO through the ANG Command Center as the event occurs. The SDO will validate the mission extension for funding purposes. The unit scheduling/current operations branch should contact NGB/A3MT during duty hours

to ensure that the mission extension was recorded in the IDP scheduling program GDSSII. This will facilitate mission funding from the after-action report.

4.10. After-Action Reporting. An after-action report will be submitted to NGB/A3MT NLT five calendar days after mission completion. After-action reports are required for all mission numbers provided by NGB/A3MT or ANG Command Center. For Emergency/Disaster Relief missions it is extremely important to accomplish after actions within 48 hours of mission completion.

4.10.1. After-action reports will be submitted to NGB/A3MT through IDP 3 (<https://airguard.ang.af.mil/IDP3>) “after-action” module.

4.10.2. The ANG mission number assigned to the flying unit within the IDP system (including the chalk number) must be exact for the after-action report, otherwise it will not be accepted by the IDP system. Before submitting an after-action report, it is recommended that the flying unit cross check the ANG mission number(s) assigned to the unit in the IDP database. This may be accomplished through a unit mission query located on the “after-action” module within IDP 3 (<https://airguard.ang.af.mil/IDP3>).

4.10.3. The mission number must match the FY in which it was assigned. All after-action reports must be submitted prior to the end of the FY. After the start of a new FY (1 October), units should not submit after-action reports for mission flown in the previous FY.

4.10.3.1. It is extremely rare when an MRA mission flies over the FY changeover. However, in the event it occurs, mission planners must contact NGB/A3MT immediately so that arrangements may be made prior to the close of the current FY.

4.10.4. Submitting After-Action report NLT five calendar days after mission completion.

4.10.4.1. In IDP 3 (<https://airguard.ang.af.mil/IDP3>) select “after-action” module and click new.

4.10.4.2. Select unit, squadron, and aircraft type.

4.10.4.3. Select the mission number you are completing the after-action for and click next.

4.10.4.3.1. Note – After-action reports for MRA tied missions can be complete by clicking on one mission number and while holding the “ctrl” key select all the remaining mission numbers.

4.10.4.4. Fill in all information related to that mission and hit next.

4.10.4.5. Fill in total number of days (officer/enlisted) utilized to complete this mission and select YES/NO for requesting Per Diem, Officer, and Enlisted days.

4.10.4.5.1. Note – If days/dollars was front loaded for this particular mission you will select no for Per Diem, Officer, and Enlisted days.

4.10.4.6. In the remarks section provide details of the mission to include, but not limited to mission completed, aircraft broke (MRT Team sent), additional crew members (be descriptive and who approved), etc. Hit next and you are complete.

4.10.5. Editing/Deleting After-Action can only can be done if the after-action has not been obligated/authorized by NGB/A3MT.

4.10.5.1. In IDP 3 (<https://airguard.ang.af.mil/IDP3>) select “after-action” module and click query.

4.10.5.2. Select fiscal year, unit, squadron, and aircraft type.

4.10.5.3. Find the mission number you wish to edit/delete.

4.10.5.4. Make appropriate changes and hit save, or hit delete to delete the after-action record. Once deleted, you can resubmit the after-action IAW para. 4.10.4.

4.10.6. Missing After-Action Report is a report, generated from 1 Oct to five days prior of current day the report is ran, of completed MRA missions with after-action reports still pending. This report will be e-mailed to ANG Current Operations group accounts requesting the after-action be completed in a timely manner.

4.10.7. ANG Current Operations and Finance will ensure all after-action reports are submitted before requesting days/dollars from NGB/A3MT. NGB/A3MT reserves the right to reject any request for days/dollars until pending after-action reports of completed MRA missions are submitted.

4.11. GDSS II. GDSS II is an AMC project that combined the functionality of GDSS, C2IPS, AIRS, and other applications into a new system. GDSS II is the only AMC approved C2 system.

Chapter 5

ANG OPERATIONAL SUPPORT AIRLIFT (OSA) MANAGEMENT

5.1. Purpose. This section establishes the process for validation and scheduling of ANG OSA aircraft for CONUS and OCONUS missions to ensure maximum utilization on scheduled flights.

5.2. CONUS OSA.

5.2.1. CONUS Validation Responsibility. The service Validator is responsible for submitting DD Form 2768, *Military Air Passenger/Cargo Request* to JOSAC.

5.2.1.1. Detailed information on obtaining a Requestor/Validator account, the DD Form 2768 and CONUS OSA passenger eligibility is available at: <https://josac.transcom.mil/>.

5.2.2. CONUS Scheduling Responsibility. JOSAC is responsible for scheduling ANG OSA aircraft (C-40) for CONUS travel when the unit makes tail available to JOSAC for scheduling. ANG OSA aircraft will follow scheduling priorities set forth in governing guidance. ANG OSA units will make aircraft available to JOSAC when other priority missions are not scheduled and maintenance is not required.

5.3. OCONUS OSA.

5.3.1. OCONUS Validation and Prioritization Responsibility. ANG retains scheduling authority for all OSA OCONUS missions supported by ANG OSA units.

5.3.1.1. Congressional Delegation (CODEL) and White House Military Office (WHMO) flight requests are validated and prioritized through The Executive Secretary of the Department of Defense. Once authorized, HQ USAF Assistant Vice Chief of Staff, United States Air Force, Special Air Missions (CVAM) will present the selected missions for NGB/A3MT inquiry into availability of ANG OSA aircraft. All inquiries of support will require completion of the ANG OSA flying unit mission support checklist to determine mission feasibility. See **paragraph 5.7** for minimum passenger criteria and waiver authority.

5.3.1.2. National Guard flight requests are validated and prioritized through NGB-ZAS. Requestor will submit a completed DD Form 2768 to NGB-ZAS for Chief, NGB authorization signature (Block 13.f.). Requests not signed by Requestor (Block 12.h.) and Senior Traveling Passenger (Block 14.f.) will be returned without action. Upon authorization, the DD Form 2768 is routed to NGB/A3MT for coordination with the ANG OSA unit to determine mission support.

5.3.1.2.1. Completed DD Form 2768 and documentation must be faxed or e-mailed to NGB-ZAS.

5.3.1.2.2. NGB-ZAS will notify the National Guard requestor of authorization status within one to two business days after receipt of completed DD Form 2768.

5.3.1.3. Active components will submit a completed DD Form 2768 through their appropriate authorizing official who in turn will submit the DD Form 2768 to their respective service validator in accordance with service directed procedures. Upon authorization, the DD Form 2768 is routed to NGB/A3MT and NGB-ZAS for staffing.

NGB/A3MT will present the mission request to ANG OSA units to determine if the mission will be accepted by an ANG OSA unit. NGB-ZAS will review DD Form 2768 to determine if the form is in compliance with all applicable directives. Missions that are determined to not be in compliance with all applicable directives will not be processed for ANG OSA airlift support.

5.3.1.4. DD Form 2768 can be obtained on the DoD link at: <http://www.e-publishing.af.mil/>.

5.3.1.5. NGB-ZAS and NGB/A3MT contact information may be obtained at the A3M SharePoint (<https://gkoportal.ng.mil/ang/A3/A3M/A3MT/SitePages/Home.aspx>).

5.3.1.6. National Guard requests should be submitted for validation and prioritization NLT 30 days from scheduled departure date. Active components must provide NGB/A3MT and NGB-ZAS with a correctly completed, authorized and validated DD Form 2768 NLT 14 working days prior to the mission departure date. Depending on the nature of the mission, reimbursement/funding may be required prior to mission support.

5.3.2. OCONUS Coordination Responsibility. NGB/A3MT inquiries into availability of ANG OSA aircraft for OCONUS travel upon receipt of a validated and prioritized request. Requestors and validators are not authorized to contact ANG OSA units in order to inquire into aircraft availability.

5.3.3. OCONUS Mission Scheduling Responsibility. After OCONUS mission acceptance, the ANG OSA unit will coordinate all flight details with selected users.

5.3.3.1. Scheduled OCONUS OSA missions of lower priority are subject to short notice mission cancellations if a higher priority mission request is submitted to NGB/A3MT. NGB/A3MT reserves the right to redirect or cancel missions in order to meet the mission requirements of the National Guard.

5.4. ANG Mission Number Validation Authority . An OCONUS ANG (DK) mission number will be issued to the ANG OSA unit by NGB/A3MT only after a validated and prioritized request has been deemed complete and acceptable by NGB-ZAS and the mission has been accepted by the ANG OSA unit. NGB/A3MT may authorize the issuing of a temporary mission number in order to initialize mission flight planning requirements.

5.5. OCONUS OSA User Responsibility .

5.5.1. User cancellation of an OCONUS OSA mission must be coordinated through NGB/A3MT and the ANG OSA unit providing transportation.

5.5.2. OSA users should plan/arrange alternate commercial transportation as a back-up. ANG OSA units are not required to provide spare aircraft or follow-on missions if the mission scheduled is not able to be completed. Additional support will be determined by the NGB/A3MT.

5.5.3. OSA user/requester is responsible for the accuracy and completeness of the DD Form 2768. Any discrepancies found on the DD Form 2768 will result in denial of the request.

5.5.4. User must supply 24 hour contact numbers for all legs of the requested mission. Active component user/requestor must supply contact numbers for the service validator that determined the Priority/Urgency/Justification/Category (PUJC) code on the DD Form 2768,

(enter information in Section 11 of DD Form 2768). Failure to provide contact information will result in denial of the request.

5.5.5. User/requester will ensure that authorizing official determines whether the requester is authorized to travel on OSA aircraft in accordance with DoDD 4500.43, *Operational Support Airlift (OSA)*, DoDD 4500.56, and DoD 4515.13-R. Authorizing official and service validator will assume all responsibility for ensuring that travelers requesting ANG OSA transportation have met all applicable DoD, Major Command, and ANG directives, regulations and instructions. If it is determined by any ANG representative that all guidance has not been strictly adhered to by the user/requestor, the mission request will be denied and subsequent missions will not be accepted until this situation has been evaluated and corrected.

5.6. Passenger Eligibility for OCONUS OSA. DoD requires all passengers to meet the air transportation eligibility requirements specified in DoD 4515.13-R. If potential passenger(s) do not meet the qualifications for travel on DoD aircraft listed in DoD 4515.13-R, then the requesting organization may seek to gain an eligibility approval by requesting an exception to transportation policy.

5.6.1. It is the requesting organization's responsibility to work the exception through the transportation policy process described in DoD 4515.13-R.

5.6.2. IAW DoD 4515.13-R, commanders and other officials responding to requests for transportation shall make no commitments concerning prospective travelers or cargo until the customer provides the required approvals.

5.7. Minimum Passenger Requirements. NGB/A3MT is the approval authority for exceptions to the minimum passenger criteria. Written requests by the user shall be submitted to NGB/A3MT NLT 14 days prior to mission date. Waiver approval will be based upon mission requirements and efficient use of aircraft capacity. Raven requirements will not be counted against minimum passenger criteria. Minimum passenger requirements for OCONUS OSA transportation are as follows:

5.7.1. DELETE

5.7.2. C-40 Minimum 20 passengers at initial on-load and minimum of 10 at any enroute stop for on-load or off-load.

5.8. Submission Form Instructions (DD Form 2768) : Every block will be completed except as noted below. All provided information must adhere to all applicable regulations, directives and instructions.

5.8.1. **Section 1 - Travel Statement:** Requestor may provide a preliminary priority for the requested OSA mission.

5.8.1.1. **Priority 1 (Emergency)** – Airlift in direct support of operational forces engaged in combat, contingency (Title 10), or peace keeping operations directed by National Command Authorities (NCA) or for emergency lifesaving purposes. Active component must supply appropriate fund cite to provide full reimbursement to the National Guard. ANG OSA units cannot pay for missions that support contingency missions i.e., Title 32 assets cannot be used to support Title 10 operations. Fund cites will be supplied to NGB/FM for approval.

5.8.1.2. **Priority 2 (Required)** – Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

5.8.1.3. **Priority 3 (Cost Effective/Space Available)** – Official business airlift that is validated to be more cost effective than commercial air travel when supported by military aircraft or official business permitting space available travel on a previously scheduled mission.

5.8.2. **Section 2 – Purpose of Travel:**

5.8.2.1. **Block 2a.** – Priority/Urgency/Justification/Category (PUJC) Codes – Leave Blank. The appropriate service validator shall assign the final PUJC Code. Active Component Service validators must enter contact information in section 11. Failure to supply required contact information will result in denial of the mission request.

5.8.2.2. **Block 2b.** – **Complete Mission Description** - Avoid the use of Service acronyms or abbreviations.

5.8.2.3. **Block 2c.** – **Priority 2 compelling considerations and reason commercial travel is unacceptable** - All priority 2 requests (except for “required-use” passengers) shall answer the following three questions:

5.8.2.3.1. What is the compelling operational requirement?

5.8.2.3.2. Why is commercial transportation unacceptable within a 24-hour period?

5.8.2.3.3. What is the estimated commercial air cost of the request?

5.8.3. **Section 3 – Total Number of Passengers:** OSA missions serve multiple customers. Inaccurate passenger requirements adversely affect the efficient use of OSA assets and could create the perception of misuse or abuse.

5.8.4. **Section 4 - Senior Traveler:** Senior Traveler must be manifested on the OSA mission.

5.8.5. **Section 5 – Additional Passengers:**

5.8.5.1. Required only for Distinguished Visitor (DV) Code 7 or higher.

5.8.5.2. List additional DVs in rank order.

5.8.5.3. All additional DVs shall be listed. Use additional pages if required.

5.8.6. **Section 6 – Desired Flight Itinerary:**

5.8.6.1. OSA aircraft have dissimilar operating limitations. OSA missions are scheduled IAW these limitations and may preclude landing or departing from a requested ICAO.

5.8.6.2. ICAO codes can be found on the JOSAC website, <https://josac.transcom.mil/>, or in military/civil/FAA airfield directories.

5.8.6.3. A two hour window must be given for both requested departure and arrival times. The larger the arrival/departure window, the greater the likelihood of OSA support.

5.8.7. **Section 7 – Cost of Commercial Travel:** Cost on each leg should be computed from the nearest commercial airfield to the commercial airfield nearest the desired destination, and may include the additional costs of ground transportation, lodging, per diem, and other such appropriate factors may be considered .

5.8.8. **Section 8 – Cargo Transportation:**

5.8.8.1. Cargo handlers and acceptors are required at destination airfield and will be coordinated by the requester.

5.8.8.2. Cargo descriptions must include weight, dimensions/cube, class of hazardous cargo, palletized and soft-packed, and any other unique requirements.

5.8.9. **Section 9 – Point of Contact:**

5.8.9.1. Point of Contact shall not be manifested.

5.8.9.2. 24-hour contact numbers are required. Failure to supply accurate 24-hour contact numbers may result in mission cancellation.

5.8.10. **Section 10 – Non-DV Passengers:** List as many non-DV passengers as readily identifiable within OSA passenger limitations.

5.8.11. **Remarks/Additional Comments:**

5.8.11.1. Active components must include contact information for the Service validator that assigned the PUJC code.

5.8.11.2. Identify any additional requirements not previously addressed.

5.8.11.3. Approval authority for non-DoD passengers must be identified in this section. Appropriate approval authority is found in DoD 4515.13-R.

5.8.12. **Section 12 – Requester:**

5.8.12.1. Military personnel and DoD civilian employees with official business travel requirements may request OSA.

5.8.12.2. The requester is responsible for the accuracy and completeness of all information required by DD Form 2768 for the scheduling of OSA missions. The requester will immediately communicate any mission changes or cancellations to the service validator.

5.8.12.3. The requesting official or office shall maintain requests for a minimum of two years.

5.8.12.4. **Submit CONUS OSA travel request to service validator:**

5.8.12.4.1. Minimum seven days prior to desired travel for eight passengers or less.

5.8.12.4.2. Minimum of 14 days prior to desired travel date for nine or more passengers.

5.8.12.5. Submit OCONUS OSA travel request to service validator: Minimum of 45 days prior to desired date of travel for OCONUS OSA. Active component requesters will ensure that NGB/A3MT and NGB-ZAS receive a completed and validated DD Form 2768 NLT 30 days prior to departure date. Submission requirements may be adjusted by

NGB/A3MT based upon mission location and Foreign Clearance Guide requirements. Failure to provide requested information by required dates will result in denial of request.

5.8.13. **Section 13 – Travel Authorizing Official:** Use of OSA shall be authorized IAW DoDD 4500.56, Section E2.4.

5.8.14. **Section 14 – Senior Traveling Passenger:**

5.8.14.1. Each block will be completed.

5.8.14.2. Requires an original signature from the senior traveler. Signature may not be delegated or omitted.

5.9. General User Responsibilities. Requester organizations need to assign a project officer to each flight request. The project officer is responsible for:

5.9.1. Coordinating completion of DD Form 2768 and ensuring requests adhere to all applicable directives, regulations and instructions.

5.9.2. All mission planning communication between the user organization and the airlift provider.

5.9.3. The completion of the passenger manifest including full name, rank or grade, social security number, and office or unit of assignment.

5.9.4. The coordination of passenger billeting and all ground transportation for passengers.

5.9.5. The dissemination of passenger notifications and instructions from the airlift provider. Examples would be passenger check-in times at the terminal, coordination for flight meals, and special or appropriate clothing requirements.

5.9.6. Ensuring all passengers are eligible to travel on DoD aircraft (see **Paragraph 5.5**) and issuing Invitational Travel Orders (ITOs) for civilian passengers as required by DoD.

5.9.7. Securing all theater, country and special area clearances for all passengers IAW the Foreign Clearance Guide (FCG).

Chapter 6

JOINT AIRBORNE / AIR TRANSPORTABILITY TRAINING (JA/ATT)

6.1. Purpose. This chapter identifies the processes by which ANG units provide airlift support for JA/ATT.

6.2. JA/ATT Program Description. The JA/ATT program is a DoD regulated, JCS directed, Air Force managed and funded program designed to provide airborne and proficiency continuation training in a joint environment. JA/ATT offers the Services an opportunity to jointly develop tactics, knowledge, and procedures; increase proficiency in airdrop, assault landing, and mobility operations; and concurrently satisfy user and airlift wing currency and proficiency requirements.

6.2.1. NGB/A3MT manages ANG airlift support and other aspects of National Guard participation in the JA/ATT program. Specifically, NGB/A3MT:

6.2.1.1. Validates all ANG airlift support for JA/ATT training missions (except local unit-directed training missions and missions tasked by Tanker Airlift Control Center (TACC) to mobilized wings). ANG flying units supporting AMC/TACC contracts are not required to provide JA/ATT support while performing contract requirements. ANG flying units are prohibited from outside agency tasking of O&M monies.

6.2.1.2. Validates all ANG airlift support for JA/ATT requests/airdrop events in support of an air show or demonstration (except missions tasked by TACC to mobilized wings).

6.2.1.3. Advocates for the ANG and ARNG JA/ATT user community. The National Guard has over 2000 jump spaces in units, and the majority of these are in special operations or related types of units (Army Special Forces; Long Range Surveillance Detachments; Para rescue Jumpers; and Special Tactics Squadrons) with a high probability of deployment or activation.

6.2.1.4. Facilitates ANG wings and ANG/ARNG user units in satisfying their JA/ATT training requirements. ANG/ARNG JA/ATT planners can find additional information at the JA/ATT link on the NGB/A3M Deployments webpage (<https://airguard.ang.af.mil/IDP>).

6.2.2. ANG airlift wings are eligible to provide support to JA/ATT users from all services and components. The majority of ANG-supported JA/ATT missions occur in CONUS, with a smaller number occurring OCONUS.

6.2.2.1. AMC administers the CONUS JA/ATT program, and manages support from CONUS-based AMC-gained airlift units. ANG/ARNG units in CONUS, to include Puerto Rico and Virgin Islands, should submit their JA/ATT requests to the AMC/TACC through the JA/ATT webpage at <https://jaatt.amc.af.mil/>. Additional AMC JA/ATT guidance is found in AMC Operations Order 17-76, *Joint Airborne/Air Transportability Training*.

6.2.2.2. PACAF administers the PACOM JA/ATT program, and manages support from PACOM-based PACAF-gained airlift units. ANG/ARNG units in PACOM should submit their JA/ATT requests to the PACAF Air Mobility Operations Control Center

(AMOCC) through its JA/ATT webpage at <https://www.ops.hickam.af.mil/amocc/tools/jaatt>. Additional PACAF JA/ATT guidance is found in PACAF Instruction (PACAFI) 10-2101, *Air Mobility Operations*.

6.2.2.3. ANG/ARNG users with JA/ATT missions planned in other Theaters, and ANG wings that have been solicited to support JA/ATT missions in other Theaters, should contact the NGB/ A3MT JA/ATT validator directly.

6.2.3. Transportation airlift (typically from a unit's Home Station) normally is authorized in conjunction with a JA/ATT mission. The JA/ATT program is not intended to be a source of point to point transportation. Requests with a negligible training component will not be validated.

6.3. JA/ATT Mission Validation and Scheduling.

6.3.1. Validation. Wings are requested to notify NGB/A3MT of all JA/ATT missions they desire to support as soon as the opportunity presents itself; NGB/A3MT will not validate ANG support without prior wing confirmation of availability and capability to provide support.

6.3.1.1. JA/ATT missions will not be validated without having a current DZ/LZ survey on file. It remains the requester's responsibility to ensure the DZ/LZ survey is updated and posted on the Zone Availability Report (ZAR) prior to mission execution.

6.3.2. Scheduling. After validation, NGB/A3MT schedules the JA/ATT mission and generates an ANG mission number. 'DJ' numbers are assigned to NGB-funded JA/ATT missions; 'DQ' numbers are assigned to MAJCOM-funded JA/ATT missions (AMC, PACAF).

6.3.3. Crew complement. Standard crew complements will be utilized, as listed in **Chapter 2** of this instruction. The following standard crew augmentation will be authorized, dependent on mission events and duration:

6.3.3.1. One additional enlisted crew member is authorized when the JA/ATT mission entails cargo drops, to satisfy the loadmaster/Joint Airdrop Inspector (JAI) requirement.

6.3.3.2. One additional enlisted member (a Crew Chief) is authorized if required when the JA/ATT mission must RON away from Home Station.

6.3.3.3. Requests to further augment the crew complement must be justified, and will only be approved in instances where safety or mission performance are an issue. Additional personnel required to satisfy wing training requirements are to be funded by the wing.

6.3.4. Prioritization. ANG missions supporting ANG/ARNG users, except for air shows and demonstrations, are assigned an ANG scheduling priority of 4. ANG missions supporting non-ANG/ARNG users, or any airshow or demonstration, are assigned an ANG scheduling priority of 9.

6.4. JA/ATT Mission Reimbursement. JA/ATT airlift missions can be externally funded (and assigned ANG 'DQ' mission numbers) or NGB-funded (and assigned ANG 'DJ' mission numbers).

6.4.1. NGB-funded missions. Airlift wing actions for an NGB-funded JA/ATT are the same as for a standard MRA mission: The wing should ensure orders reflect an ESP code of 'AH' and submit an After Action Report. Reimbursement for travel and Per Diem costs is at the flat rate of the ANG MRA program. Maintenance support procedures are the same as for any standard MRA mission.

6.4.2. AMC-funded missions. AMC directly reimburses wings for MPA days and indirectly reimburses travel and Per Diem costs. Wings request MPA days via the Command Man-Day Allocation System (CMAS), and AMC issues an MPA authorization document. Wings fund travel and per diem costs, and claim reimbursement from NGB/FM under ESP code '2O' (AMC in turn reimburses NGB) (Mobilized wings supporting AMC JA/ATT missions use the same travel and per diem reimbursement process). AMC is responsible for providing maintenance support.

6.4.3. PACAF-funded missions. PACAF provides MPA funding only, and only for PACAF-gained assets supporting JA/ATTs in the Pacific Theater; it does not fund travel and per diem costs or maintenance support. Wings request MPA days via CMAS, and PACAF issues an MPA authorization document. For JA/ATT missions supporting ANG/ARNG users, NGB/A3MT) will assign an ANG 'DJ' mission number and reimburse travel and per diem at the MRA flat rate. The wing will claim travel and per diem, but not ST days, when it submits its AAR. For non-ANG/ARNG users, the wing either must fund its participation from its own resources or request reimbursement of travel and per diem costs from the user.

MICHAEL R. TAHERI, Brigadier General, USAF
Commander, Air National Guard Readiness Center

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Joint Publication 4-01, *Joint Doctrine for The Defense Transportation System*

AMCI 24-101 V14, *Military Airlift Passenger Service*

AFI11 Series, Volume 3, Wing Supplement, *Operational Procedures*

DoD 4515.13, *Air Transportation Eligibility*

Joint Federal Travel Regulation, Volume 1, *Uniformed Service Members*

Joint Travel Regulation, Volume 2, *Department of Defense Civilian Personnel*

DoD Directive 4500.43, *Operational Support Airlift (OSA)*

DoD Directive 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*

DoD Instruction 5435.2, *Delegation of Authority to Approve Travel in and Use of Military Carriers for Public Affairs Purposes*

DoD 4515.13-R, *Air Transportation Eligibility*

MAF Mission ID Encode/Decode Procedures

AFI11 Series, Volume 3 **Chapter 10** or Wing Supplement, *Operations Procedures*

AFI 13-202, *Overdue Aircraft*

AFI 35-101, *Public Affair Responsibilities and Management*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipment*

AMCI 10-202, Volume 6, *Mission Reliability Reporting System (MMRRS)*

AMCI 11-208, *Tanker/Airlift Operations*

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

AMC Operations Order 17-76, *Joint Airborne/Air Transportability Training*

NGR 500-2/ANGI 10-801, *National Guard Counterdrug Support*

ANGI 10-8101, *Military Support To Civil Authorities*

ANGI 16-101, *International Activities*

AFI 11-401/ANG Sup 1, *Aviation Management*

AFI 35-103, *Public Affairs Travel*

NG PAM 360-5/ANGP 35-1; *National Guard Public Affairs Guidelines*

PACAFI 10-2101, *Pacific Air Mobility Operations*

TO 1C-130-9, *Loading Instructions Manual*

TO 1C-17A-9, *Loading Instructions Manual*

*Nonstandard Flight Quick Reference Guide***Orientation Flights**

DoD 4515.13-R, Ch. 3, and 4

AFI 11-401, Ch. 1.9

NG Pam 360-5/ANGP 35-1. Ch. 4, Table E-1, Appendix H and I

AFI 35-103

DoDI 5435.2

AFI 35-105, Section H

Flyovers

AFI 11-209 ANG SUP

NG Pam 360-5/ANGP 35-1, Ch 4.13

ESGR flight (Bosslift)

DoD 4515.13-R, Ch. 3, and 4

NCESGR Instruction 1250.22

NG Pam 360-5/ANGP 35-1. Ch. 4, Table E-1, Appendix H and I

AFI 35-103

DoDI 5435.2

AFI 35-105, Section H

Denton Cargo

10 U.S.C. 402

www.hatransportation.oasis.org

www.usaid.gov

Abbreviations and Acronyms

AAR—After Action Report

AC—Aircraft Commander

ACMI—Air Combat Maneuvering Instrumentation

ACC—Air Combat Command

ACL—Allowable Cabin Load

ACS—Air Control Squadron

ADIZ—Area Defense Identification Zone

ADVON—Advanced Echelon

AEF—Aerospace Expeditionary Force

AETC—Air Education Training Command

AF—Air Force

AG—Adjutant General

AFB—Air Force Base

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AGOS—Air/Ground Operations School

AIRS—Airlift Information Reporting System

AMC—Air Mobility Command

AMOCC—Air Mobility Operations Control Center

ANG—Air National Guard

ARNG—Army National Guard

AOR—Area of Responsibility

AT—Annual Training

ATCS—Air Traffic Control Squadron

AW—Airlift Wing

CAP—Civil Air Patrol

CBCS—Combat Comm Squadron

CF—Office Symbol-Director, Air National Guard

CJCS—Chairman Joint Chiefs of Staff

CLT—Civic Leader Tour

CODEL—Congressional Delegation

COMM—Commercial Telephone number

CONUS—Continental United States

CVAM—HQ USAF Assistant Vice Chief of Staff, United States Air Force, Special Air Missions

C2IPS—Command and Control Information Processing System

DACT—Dissimilar Aircraft Combat Training

DEA—Drug Enforcement Agency

DED—Dedicated Aircraft (week-long)

DFT—Deployed For Training

DMS—Defense Message System

DoD—Department of Defense

DoDD—Department of Defense Directive
DSN—Defense Switched Network
DTS—Defense Transportation System
DV—Distinguished Visitor
DZ—Drop Zone
E&S—Engineering and Services
EIS—Engineering Installation Squadron
ESGR—Employee Support of Guard and Reserve
EST—Enroute Support Team
ERA—Emergency Response Airlift
ETA—Estimated Time of Arrival
FAA—Federal Aviation Administration
FCG—Foreign Clearance Guide
FEMA—Federal Emergency Management Administration
FMS—Foreign Military Sales
FWIC—Fighter Weapons Instructor Course
FY—Fiscal Year
GDSS—Global Decision Support System
GOVT—Government
HAZMAT—Hazardous Materials
HQ—Headquarters
IAW—In Accordance With
ICAO—International Civil Aviation Organization
IDP—ANG Integrated Database Project
IDT—Inactive Duty Training
IFR—Instrument Flight Rules
INTEL—Intelligence Section
IOC—Initial Operational Capability
IMT—Information Management Tool
ITO—Invitational Travel Order
JA/ATT—Joint Airborne / Air Transportability Training
JAI—Joint Airdrop Inspector

JALIS—Joint Air Logistics Information System
JCS—Joint Chiefs of Staff
JFTR—Joint Federal Travel Regulation
JRTC—Joint Readiness Training Center
JTR—Joint Travel Regulation
JOPEs—Joint Operation Planning and Execution System
JOSAC—Joint Operational Support Airlift Center
LZ—Landing Zone
LOX—Liquid Oxygen
MAFFS—Modular Airborne Fire Fighting System
MAJCOM—Major Command
MDS—Model Design Series
MilAir—Military Airlift
MOA—Memorandum of Agreement
MPA—Military Personnel Appropriation
MRA—Mission Readiness Airlift
MSN—Mission
MWR—Morale Welfare and Recreation
MX—Maintenance
N/A—Not applicable
NASA—National Aeronautical and Space Administration
NAVOCEANA—US Navy
NAVOCEANO—Naval Oceanographic Office
NCA—National Command Authorities
NCESGR—National Committee Employer Support of the Guard and Reserve
NGB—National Guard Bureau
NGR—National Guard Regulation
NLT—No Later Than
NORAD—Northern American Aerospace Defense Command
NR—Number
NRA—Non Revenue Authorization
NSF—National Science Foundation

NTC—National Training Center
O&M—Operations and Maintenance (funds)
OCONUS—Outside the Continental United States
OMS—Overseas Mission Support
OPCON—Operational Control
OPR—Office of Primary Responsibility
ORE—Operational Readiness Evaluation
ORI—Operational Readiness Inspection
OSA—Operational Support Airlift
OSD—Office of the Secretary of Defense
PA—Public Affairs
PACAF—Pacific Command Air Forces
PACOM—Pacific Command
PDM—Periodic Depot Maintenance
PMEL—Precision Measurement Equipment Laboratory
POC—Point of Contact
POTO—ARNG Office Symbol - Plans, Operations, Training Officer
PUJC—Priority/Urgency/Justification/Category
RON—Remain Over Night
ROTC—Reserve Officer Training Corp
Q—Quarter
SAAM—Special Assignment Airlift Mission
SDO—Staff Duty Officer
SECDEF—Secretary of Defense
SMS—Single Mobility System
SOCOM—Special Operations Command
Space-A—Space Available Passengers
Sr Svc Sch—Senior Service School
SRT—Scheduled Return Time
ST—Special Training
STOL—Short Take Off and Landing
TO—Technical Orde.

TACC—Tanker Airlift Control Center
TAG—The Adjutant General
TALCE—Tanker/Airlift Control Element
TDY—Temporary Duty
TTF—Tanker Task Force
TWCF—Transportation Working Capital Fund
TWG—Threat Working Group
USAF—United States Air Force
USAFE—United States Air Force - Europe
USAID—United States Agency for International Development
US—United States
USC—United States Code
USO—Uniformed Services Organization
USTRANSCOM—United States Transportation Command
VFR—Visual Flight Rules
WED—Weekend Dedicated Aircraft
WHMO—White House Military Office
ZAR—Zone Availability Report

Terms

Adjutant General—ANG or ARNG officer responsible for the management of the National Guard of a state or territory, not on federal duty (in the District of Columbia and the Virgin Islands, the equivalent post is called Commanding General).

Allowable Cabin Load—The amount of cargo and passengers, determined by weight, cubic displacement, and distance flown, which may be transported by specified aircraft.

Mission Readiness Training—Training events that prepare Guardsmen to meet their mobility requirement.

Defense Transportation System (DTS)—That portion of the Nation's transportation infrastructure, which supports DoD common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, serves and system organic to, contracted for, or controlled by the DoD.

Denton Amendment—Statute specifying the civilian process to validate donated goods (given for humanitarian purposes) to make them eligible for transport to foreign countries on DoD assets on a space available basis.

Depositioning—Depositioning missions are performed to move the aircraft from the off-load base back to home station.

Eligible Traffic—Traffic for which movement requirements are submitted and space is assigned or allocated. Such traffic must meet eligibility requirements specified by DoD regulatory guidance.

Global Decision Support System (GDSS)—The command, control, and communications computer system deployed by HQ Air Mobility Command to collect, process and present essential flight information among the network of GDSS users.

Joint Operation Planning and Execution System (JOPES)—JOPES includes joint operation planning policies, procedures, and reporting structures supported by communications and automated data processing systems. JOPES is used to monitor, plan, and execute mobilization, deployment, employment, and sustainment activities associated with joint operations.

Mission Readiness Airlift (MRA)—The National Guard program that utilizes the capacity available on ANG aircraft to support mission readiness training while providing aircrew training. The MRA program is not open to other service components or to Guardsmen for any event that uses JOPES (JCS exercises and real world operations).

Opportune Airlift—The specific program of travel allowing authorized cargo to occupy space on DoD assets at no cost to the sponsor, that are surplus after all space-required cargo have been accommodated. No additional flying hours or additional (or negligible) funds shall be expended to support this program.

Operational Support Airlift (OSA)—Movements of high-priority passengers and cargo with time, place, or mission sensitive requirements.

Pallet—A 463L aircraft pallet that is loaded with cargo for transport. Empty, it measures 88 inches long x 108 inches wide and is 3 inches thick. Dimensions and weight of built up pallets vary by aircraft and position on aircraft (tailgate). In most cases, built up pallets will not exceed 96 inches in height.

Positioning—Positioning missions are performed—move the aircraft from home station to the on-load base.

Provider—Term for the unit who provides airlift for a user.

Short ton—2000 pounds.

Space Available Travel—The specific program of travel allowing authorized passengers to occupy seats on DoD assets at no cost to the traveler, that are surplus after all space-required passengers have been accommodated. No additional flying hours or additional (or negligible) funds shall be expended to support this program.

Staff Duty Officer—A weeklong duty performed by action officers and air transportation specialist assigned to the ANG Deployments Team. The purpose of the SDO is to document mission deviations in order to advise the ANG Senior Staff, ensure the request for additional days are validated, and to ensure that the aircrew is taking all steps to facilitate the repair and move the passengers most expeditiously.

States—The National Guard is organized into all 50 states and four State organizations including the District of Columbia, the territory of Guam, the Commonwealth of Puerto Rico, and the United States Virgin Islands.

User—Term for unit requesting airlift to complete mission readiness training requirements.

United States Transportation Command (USTRANSCOM)—The Unified Command that is the DoD single manager for sea, land, and air transportation in both peace and war.

Validator—Designated official who is responsible to manage the Mission Readiness Airlift program within their functional area. Each functional area's program should ensure that off-station training opportunities are divided evenly among the units and will ensure that each airlift request meets minimum MRA qualifications. Since MRA requests greatly exceed available airlift, the validator is responsible to coordinate alternate transportation or training opportunities.

TRIP ID—A unique identifier associated with a trip. A trip consists of a collection of one or more missions flown during the time when an aircraft leaves its home station and returns.

SPECIAL TRAINING OFFICER—Number of special training officer days used for the mission. When units expend special training officer days, they are reimbursed by NGB/A3MT for both workdays and per diem. Per diem is disbursed from the Military Personnel per diem fund. Report the total number of days expended for the entire trip.

SPECIAL TRAINING ENLISTED—Number of special training enlisted days used for the mission. When units expend special training enlisted days, they are reimbursed by NGB/A3MT for both workdays and per diem. Per diem is disbursed from the Military Personnel per diem fund. Report the total number of days expended for the entire trip.

ANNUAL TRAINING OFFICER—Number of annual training officer days used for the mission. Annual training day's data is collected for informational purposes only. Workdays and per diem are not disbursed for annual training days. Report the total number of days expended for the entire trip.

ANNUAL TRAINING ENLISTED—Number of annual training enlisted days used for the mission. Annual training day's data is collected for informational purposes only. Workdays and per diem are not disbursed for annual training days. Report the total number of days expended for the entire trip.

TECH/AGR/IDT OFFICER—Number of officer days expended that qualify all Technician, Active Guard Reserve (AGR), or IDT status. Workdays are not reimbursed for these days however, per diem is. Per diem dollars come from the Operations and Maintenance fund. Report the total number of days expended for the entire trip.

TECH/AGR/IDT ENLISTED—Number of enlisted days expended that qualify as Technician, AGR, or IDT status. Workdays are not reimbursed for these days however, per diem is. Per diem dollars come from the Operations and Maintenance fund. Report the total number of days expended for the entire trip.

PAY CODE AUTH—Payment authorization code is used internally at NGB/A3MT to validate the after-action funding request. Leave the Pay Code space blank.

PER DIEM REQUESTED—Indicates whether this after-action report is a request for per diem disbursement or the after action report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that per diem disbursement is requested in accordance with Mission Readiness Airlift funding guidelines. N indicates that per diem disbursement is either not authorized or not desired. This flag applies to the entire trip. *Note: If appropriate workday fields are left blank in the after action report, per diem will not be calculated for the entire trip.*

OFFICER WORKDAYS REQUESTED—Indicates whether this after action report is a request for officer workdays disbursement or the after-action report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that officer workday's disbursement is requested in accordance with MRA funding guidelines. N indicates that officer workday disbursement is either not authorized or not desired. This flag applies to the entire trip.

ENLISTED WORKDAYS REQUESTED—Indicates whether this after action report is a request for enlisted workday disbursement or the after-action report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that enlisted workday disbursement is requested in accordance with MRA funding guidelines. N indicates that enlisted workday disbursement is either not authorized or not desired. This flag applies to the entire trip.

MISSION RELATED FIELDS—Mission-related fields may occur more than once per after-action report. See the sample for the actual layout of these fields. Since a trip is comprised of one or more missions, there may be several missions included in a single after action report.

MISSION IDENTIFIER—The ANG mission number generated by NGB/A3MT or the unit generated mission number is always 12 characters. NOTE: DO NOT USE AMC MISSION IDENTIFIERS HERE. AMC MISSION IDENTIFIERS SHOULD BE REPORTED IN THE REMARKS SECTION.

EXERCISE OPERATION—State either the name of the exercise the airlift supports or the on-load/off-load ICAOs.

DEPARTURE DATE—Date (local) that the flying unit departed home station at the start of the mission. This is a date in the DD-MMM-YY format (01-JAN-13).

RETURN DATE—Date (local) that the flying unit returned to home station after completion of the mission. This is a date in the DD-MMM-YY format (02-JAN-13).

AIRCRAFT TYPE—Indicate the type of aircraft flown.

FLYING HOURS—Total number of hours used in support of the mission.

MSN SORTIES—A sortie is a pair of station locations that comprise an arrival and departure of an aircraft. Sorties are flown to accomplish mission goals such as transporting passengers or cargo.

PREPO/DEPO SORTIES—Sorties flown to either preposition or deposition an aircraft.

TOTAL SORTIES—Total number of sorties flown. Derived from the addition of MSN SORTIES AND PREP/DEPO SORTIES.

O&M PAX—Total number of National Guard passengers carried on MRA missions.

AMC PAX—Total number of passengers on HQ AMC, SAAM or Channel missions.

AMC OPP PAX—Total number of AMC opportune passengers.

AIRDROP PAX—Total number of passengers airdropped.

TOTAL PAX—Total number of passengers transported. Derived from the addition of passengers given in the O&M PAX, AMC PAX, AMC OPP PAX, and AIRDROP PAX blocks.

O&M PAX MILES—O&M PAX multiplied by air miles.

AMC PAX MILES—AMC PAX multiplied by air miles.

AMC OPP PAX MILES—AMC OPP PAX multiplied by air miles.

TOTAL PAX MILES—Total number of pax miles. Derived from the addition of miles given in the O&M PAX MILES, AMC PAX MILES, and AMC OPP PAX MILES blocks.

O&M CARGO—Amount of National Guard cargo transported on MRA mission, stated in tons.

AMC CARGO—Amount of AMC cargo transported, stated in tons.

AMC OPP CARGO—Amount of AMC opportune cargo transported, stated in tons.

AIRDROP CARGO—Amount of cargo airdropped, stated in tons.

TOTAL CARGO—Total amount of cargo transported, stated in tons. Derived from the addition of the mileage given in the O&M CARGO, AMC CARGO, and AMC OPP CARGO blocks.

O&M TON MILES—O&M CARGO multiplied by air miles.

AMC TON MILES—AMC CARGO multiplied by air miles.

AMC OPP TON MILES—AMC Opportune multiplied by air miles.

TOTAL TOX MILES—Total number of cargo miles. Derived from the addition of mileage given in the O&M TON MILES, AMC TON MILES, and AMC OPP TON MILES blocks.

REMARKS—Remarks are any free-format text that describes special after-action or mission information. When operating on AMC mission numbers, specify the AMC number in this field only.

Attachment 2

NGB/A3M MISSION NUMBER MATRIX

Table A2.1. 1st DIGIT = D (ANG) 2d DIGIT (MISSION CATEGORY).

A = ANG (transport funds avail)	N = (Reserved for Future Use)
B = ARNG (trans funds avail)	O = Opportune (Cannot generate missions for "DO")
C = ANG	P = PDM
D = ARNG	Q = MPA Funded JA/ATT
E = Emergency/Evacuation	R = Rescue / Search
F = National Science Foundation (NSF)	S = NGB Approved / Unit Funded
G = Dedicated (DED/WED)	T = Tanker
H = Humanitarian	U = Unit Directed and Funded Local Trainer
I = TWCF - MPA funded	V = External Funding From Miscellaneous Sources
J = NGB/A3X Funded JA/ATT	W = Special Use (193, 108D2)
K = OSA	X = Contingency
L = (Reserved for Future Use)	Y = AMC Missions Under ANG O&M Program
M = MAFFS	Z = Unit Directed and Funded Off Station Trainer

Table A2.2. 3d and 4th Digit (MISSION USER).

01 NGB	51 Northern Strike
02 JCS	52 Southern Strike
03 AMC TWCF	53 Northern Lightning
04 AMC	54 Northern Sentry
05 ACC	55 Combat Archer
06 US Army	56 Cope Thunder
07 US Navy	57 Annual/Deployed Training
08 US Marine Corp	58 Exercise (OTHER)
09 US Coast Guard	59 Sentry Aloha.
10 US Air Force	60 Sentry Savannah
11 AFRC	61 (open)
12 DoD	62 Unit Conversion
13 US Govt non DoD	63 PMEL.
14 ARNG	64 AATTC (TACTICS)
15 ANG	65 Flight Test
16 State (Guard	66 Weekly Dedicated (DED)
17 PACAF/USAFE/SOCOM	67 Weekend Dedicated (WED)

18 AMC O&M	68 Aircraft MX Support
19 Humanitarian	69 TALCE
20 Acad/CAP/ROTC/Sr Svc Sch	70 EIS
21 AFSOC	71 C4 (CF, CBCS,ACS, ATCS)
22 Airshows	72 Combat Forces.
23 USO	73 Health Services Support
24 NGB (BANDS	74 E&S (Civil Engineers)
25 NGB (Civic Leaders)	75 Security Forces
26 NGB (ESGR) Squadron.	76 Mission Support Squadron
27 Space	77 Aerial Port
28 NASA	78 Coronet Oak
29 DEA (Federal Drug)	79 Coronet Nighthawk
30 DEA (State Drug	80 Coronets
31 Rescue	81 AMC funded tanker
32 MAFFs	82 NGB/A3X funded tanker
33 Antarctica/Arctic/Iceland/NSF	83 Other tanker
34 169th Intel Squad/Senior Scout	84 AMC Business Effort
35 117th IS/123d IS/152d IS	85 TTF
36 Commando Solo	86 FMS
37 Refueling (HC-130)	87 (open)
38 ORI	88 (open)
39 ORE	89 (open)
40 (open)	90 NGB Patriot Exercise
41 Red / Green Flag	91 C-21
42 Maple Flag	92 C-26
43 (open)	93 C-40
44 (open)	94 CODEL
45 (open)	95 CVAM
46 (open)	96 FY Contingency
47 DACT	97 (open)
48 Snowbird/Winter Base	98 NGB- Civil Support Teams
49 Adversary Training	99 FEMA
50 FWIC Support	

Attachment 3

WEEKLY/WEEKEND DEDICATED CHECKLIST

EMAIL TO: *USAF.JBANAFW.NGB-A3.MBX.A3XE-MISSION-READ-AIRLIFT@MAIL.MIL* AND *USAF.JBANAFW.NGB-A3.MBX.ANG-COMMAND-CENTER@MAIL.MIL*

MISSION DATES: _____

DEDICATED (DG) MISSION NUMBER: _____

ASSIGNED MRA MISSION NUMBERS: _____

ITINERARY: _____

FLYING UNIT: _____

AIRCRAFT CALL SIGN: _____

AIRCRAFT TAIL NUMBER: _____

AIRCRAFT COMMANDER (A/C): _____

A/C CONTACT NUMBER (DSN/COMM): _____

A/C CELL PHONE: _____

ALT NUMBER: _____

RON NAME AND ICAO: _____

QUARTERS LOCATION/ROOM NUMBER: _____

QUARTERS PHONE NUMBER: _____

UNIT CALL IN REPORTS: _____

DATE TIME LOCATION REMARKS

Attachment 4
AIRCRAFT DATA

A4.1. C-130.

A4.1.1. **Type** : The C-130 is a four engine, high wing, all metal transport designed for the transportation of personnel and /or cargo to include airdrop. The exterior dimensions and appearance of the E, H and J models are similar, however their weight carrying capacities can differ. The C-130J-30 “stretch” model incorporates 15 feet additional cargo compartment space.

A4.1.2. General Characteristics:

A4.1.2.1. **Overall Length** : 97 feet, 9 inches.

A4.1.2.2. **Height** : 38 feet, 3 inches (top of tail).

A4.1.2.3. **Wingspan** : 132 feet, 7 inches.

A4.1.2.4. **Usable Fuel Types** : Jet A, JP-4, JP-5, JP-8.

A4.1.2.5. **External Power Requirement** : AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps.

A4.1.3. Passenger Configuration :

A4.1.3.1. **Maximum troop capacity** : 92 (emergency evacuation).

A4.1.3.2. **Normal troop capacity** : 78 / 90 C-130J-30.

A4.1.3.3. **Overwater or paratroop capacity** : 65 (MRA standard).

A4.1.3.4. **Pallets** : (5) 463L pallets / (7) 463L pallets C-130J-30, plus one position on ramp (restricted pallet 4664 lbs)

A4.1.3.5. **Litters** : 72 / 97 C-130J-30.

A4.1.4. **Cargo Configuration.** Cargo, other than rolling stock, should be palletized whenever possible. Each pallet is restricted to 10,000 pounds. The maximum weight in the cargo compartment is known as the allowable cabin load (ACL) and will vary depending on the planned fuel load.

A4.1.5. Cargo Compartment Dimensions.

A4.1.5.1. **Cargo compartment length** : 40 feet / 55 feet C-130J-30.

A4.1.5.2. **Cargo compartment width** : 9 feet, 11 inches.

A4.1.5.3. **Cargo compartment height** : 9 feet.

A4.1.5.4. **Height of cargo floor above ground** : 3 feet, 3 inches to 3 feet, 5 inches.

A4.1.5.5. **Dimensions of ramp** : 10 feet x 10 feet.

A4.1.5.6. **Floor weight limitations** : See TO 1C-130A-9, *Cargo Loading Manual*.

A4.1.5.7. **Cargo capacity** : 4,500 cubic feet.

A4.1.6. Latrine Facilities:

A4.1.6.1. Toilet facilities will consist of a chemical toilet and urinals on the C-130 aircraft.

A4.2. C-17 .

A4.2.1. **Type** : The C-17 is a four-engine, long-range, high-speed, high altitude, swept-wing monoplane designed for use as a heavy logistic transport. The aircraft is designed to airlift various types of combat support equipment, personnel, air evacuation of litter and ambulatory patients, and fully assembled missiles. The aircraft has a Short Take Off and Landing (STOL) capability from small, austere airfields. The aircraft can be air refueled in-flight.

A4.2.2. **General Characteristics** :

A4.2.2.1. **Overall Length** : 174 feet.

A4.2.2.2. **Height** : 55 feet, 1 inch.

A4.2.2.3. **Wingspan** : 169 feet, 8 inches.

A4.2.2.4. **Usable Fuel Types** : Jet A, JP-4, JP-5, JP-8.

A4.2.2.5. **External Power Requirement** : AC: 200/115 volt, 3 phase, 400 cycle; DC: 28 volt.

A4.2.3. **Passenger Configuration** :

A4.2.3.1. **Maximum troop capacity** : 102.

A4.2.3.2. **Overwater troop capacity** : 102.

A4.2.3.3. **Normal paratroop limit** : 102.

A4.2.3.4. **Litters** : 36.

A4.2.3.5. **Ambulatory patients and attendants** : 54.

A4.2.4. **Cargo Configuration:** Cargo, other than rolling stock, should be palletized whenever possible. Due to the height of cargo floor, a rollerize-tine fork-lift should be provided as a minimum. The maximum weight of the pallets for bare tine forklifts will be 5000 lbs.

A4.2.5. **Cargo Compartment Dimensions:**

A4.2.5.1. **Cargo compartment length** : 88 feet.

A4.2.5.2. **Cargo compartment width** : 18 feet.

A4.2.5.3. **Cargo compartment height** : 12 feet, 4 inches.

A4.2.5.4. **Cargo Door** : Width - 18 feet, Height – 10.50 feet.

A4.2.5.5. **Floor weight limits** : See the TO 1C-17-9, *Cargo Loading Manual*.

A4.2.5.6. **Cargo capacity** : (18) 463L pallets, including four on the ramp (restricted pallet) 170,900 pounds maximum.

A4.2.6. **Latrine facilities:**

A4.2.6.1. The aircraft is equipped with one chemical toilet, but may on-load portable toilets if the number of troops dictates. Caution: As the numbers of troops increase, the on-load of portable toilet, if required due to distance of flight leg, will decrease the floor space available for troop seats.

A4.3. AIRCRAFT DATA: KC-135 .

A4.3.1. **Type** : The KC-135 is a four engine, swept wing, long range, high altitude, high speed airplane used for cargo hauling, troop transport and aerial refueler.

A4.3.2. General Characteristics :

A4.3.2.1. **Overall Length** : 136 feet, 3 inches.

A4.3.2.2. **Height** : 41 feet, 8 inches.

A4.3.2.3. **Wingspan** : 130 feet, 10 inches.

A4.3.2.4. **Usable Fuel Types** : Jet A, JP-4, JP-5, JP-8.

A4.3.2.5. **External Power Requirement:** AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps.

A4.3.3. Passenger Configuration :

A4.3.3.1. Maximum and normal troop capacity: 50 passengers.

A4.3.3.2. **Litters** : 18.

A4.3.4. **Cargo Configuration:** Pallets: 6 non- standard freight pallets.

A4.3.5. Cargo Compartment Dimensions:

A4.3.5.1. **Cargo compartment length** : 860 inches.

A4.3.5.2. **Cargo compartment width** : 129 inches.

A4.3.5.3. **Cargo compartment height:** 81 inches.

A4.3.5.4. **Distance of cargo floor from ground level** : 10 feet.

A4.3.5.5. **Forward cargo door compartment dimensions** : 78 inches high, 117 inches wide.

A4.3.5.6. **Floor weight limitation** : 200 pounds per square foot.

A4.3.5.7. **Cargo capacity** : 20,000 pounds.

A4.3.5.8. **External passenger loading ramp required** : Recommend Air Stairs.

A4.3.6. Latrine Facilities .

A4.3.6.1. 1 flush toilet and 2 urinal cans.