

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 24-605
VOLUME 1**



2 JULY 2020

Transportation

**AIR TRANSPORTATION
ORGANIZATION AND STRUCTURE**

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ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A4LR

Certified by: AF/A4L
(Brig Gen Linda S. Hurry)

Supersedes: AFI 24-605, 11 May 2015

Pages: 16

This instruction implements Air Force Policy Directive (AFPD) 24-6, *Distribution and Traffic Management* and establishes uniformity, standardization, and guidance for orderly and efficient Air Transportation operations. This volume applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes to this instruction to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. Supplements to this publication are not authorized. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include the integration of major command (MAJCOM) guidance into five separate volumes in an effort to bridge policy gaps across the Air Force. Additionally, this revision 1) standardizes the format and layout for readability; 2) improves the organization of chapters and content within each chapter; and 3) clarifies guidance for air transportation personnel.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4):

1.1.1. Develops and publishes passenger procedures for Air Force passenger movement in accordance with Secretary of the Air Force delegated responsibilities.

1.1.2. Coordinates with other Headquarters Air Force offices and military services on Air Force and Joint air transportation matters.

1.2. Air Mobility Command Air Transportation Division (AMC/A4T):

1.2.1. Operates and provides organizational advice, planning, and oversight for aerial ports.

1.2.2. Provides organizational advice to AMC terminals operated by other services supporting Department of Defense (DoD) components as established in accordance with Defense Transportation Regulation (DTR) 4500.9-R, **Part III**, *Mobility*.

1.3. Major Command Commanders: Operate air terminals to support MAJCOM or service-specific authorized airlift requirements as established in accordance with DTR 4500.9-R, Part III.

1.4. Air Force Installation and Mission Support Center:

1.4.1. Provides AF wide intermediate-level organizational advice, planning, and oversight for air terminals.

1.4.2. Directly consults, coordinates, and advises subordinate and MAJCOM subordinate activities providing air transportation airlift support or unilateral aircrew training (UAT) support functions.

Chapter 2

ORGANIZATION, STRUCTURE AND MANPOWER

2.1. Organization. Air Force air transportation functions are organized to provide:

- 2.1.1. Quality air transportation for its customers within both statutory authority and the guidelines of DoD policy.
- 2.1.2. Support for DoD and the Air Force's capability to move passengers and air cargo worldwide.
- 2.1.3. UAT support to enhance military airlift capabilities in the worldwide movement of passengers and air cargo.

2.2. Structure

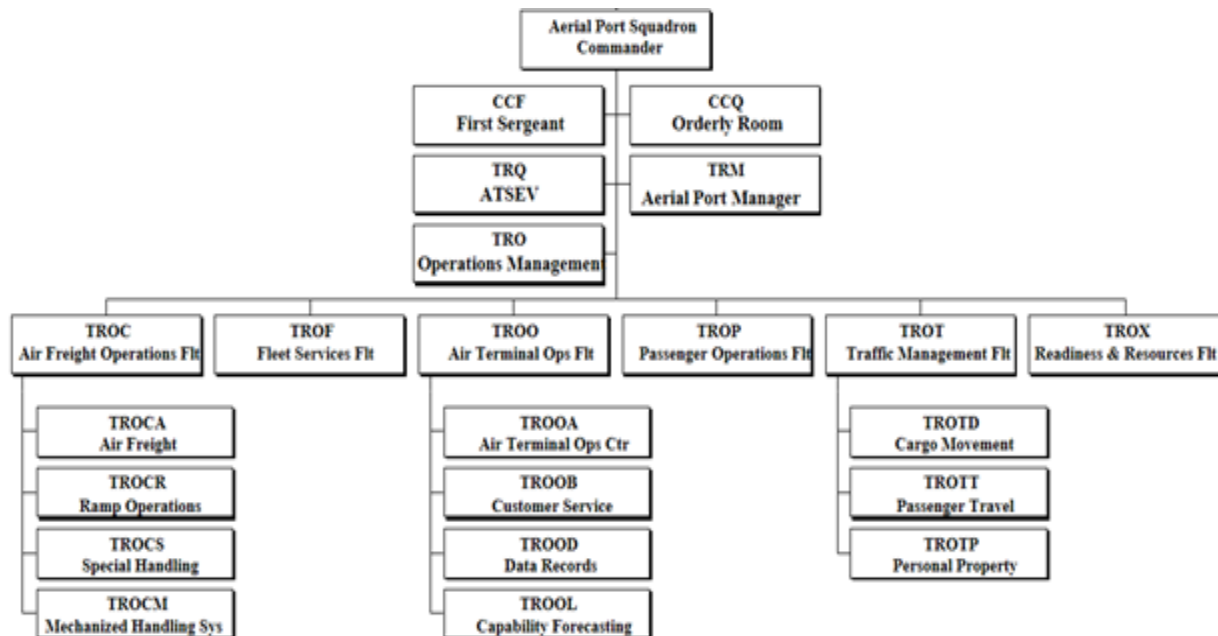
2.2.1. Aerial Port Squadron (APS) and Air Mobility Squadron (AMS):

2.2.1.1. An aerial port squadron is typically located in the Continental United States (CONUS) and consist mostly of air transportation and traffic management personnel. Note: Information regarding Air Force Reserve aerial port squadron organizational structure can be found in [paragraph 2.2.4](#)

2.2.1.2. An Air Mobility Squadron is typically located outside the CONUS in various locations across the globe. An Air Mobility Squadron is typically composed of air transportation and aircraft maintenance personnel and serves as an en route station, or in transit hub for cargo and passenger movement between specified regions.

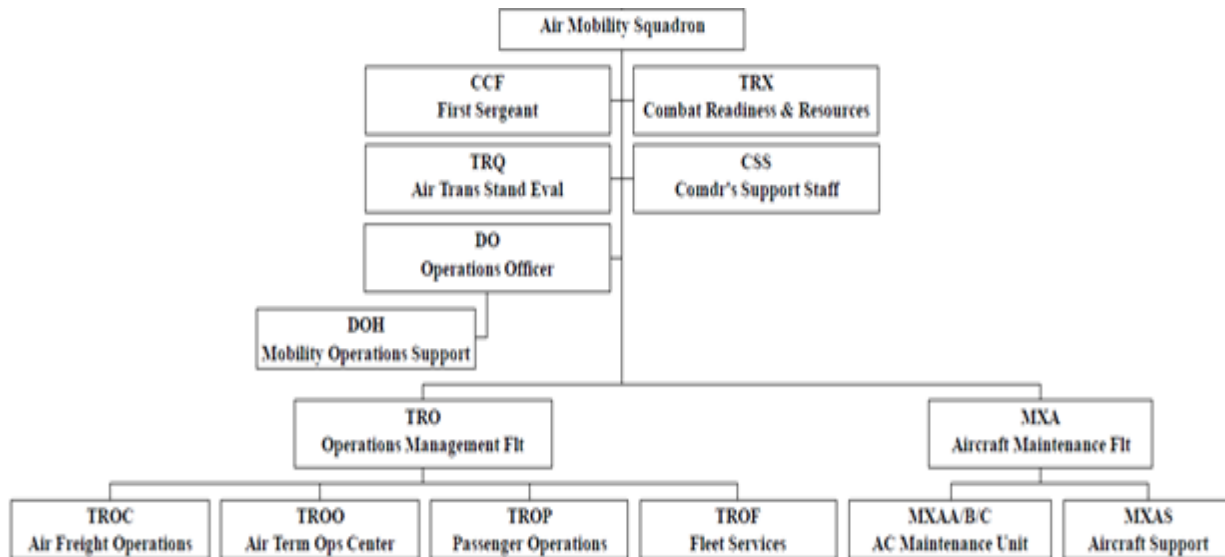
2.2.1.3. **Figure 2.1.** Provides a visual representation of the typical APS organizational structure.

Figure 2.1. APS Organizational Structure.



2.2.1.4. **Figure 2.2.** Provides a visual representation of the typical AMS organizational structure.

Figure 2.2. AMS Organizational Structure.



2.2.2. Contingency response units organized under Contingency Response Groups:

2.2.2.1. Contingency response units typically consist of air transportation, maintenance, command and control, security forces, and other personnel. The mission of these units is to deploy its personnel within 12 hours to open air bases or augment existing air bases worldwide.

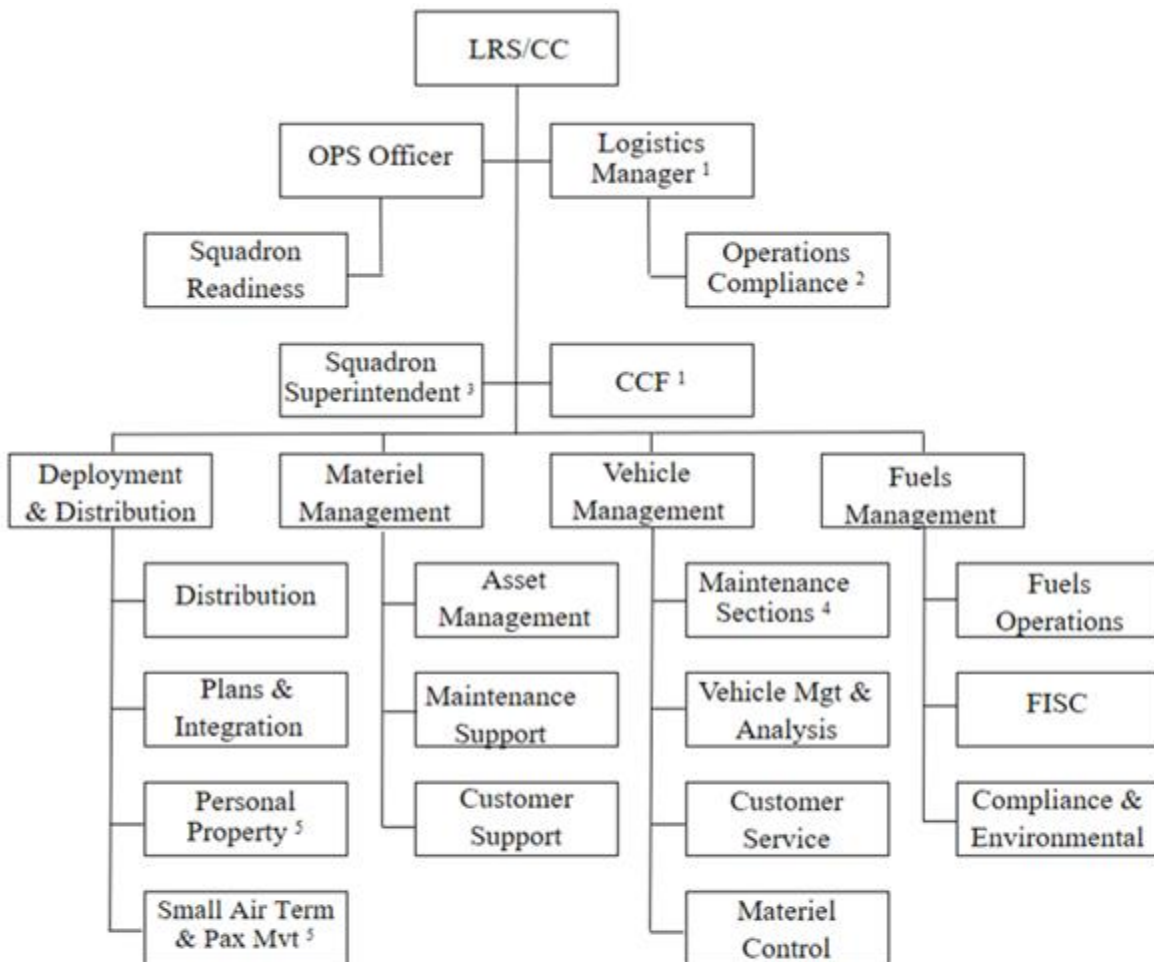
2.2.2.2. Air transportation personnel assigned to these units typically perform functions based on specific unit type codes (UTCs).

2.2.3. Logistics Readiness Squadron (LRS):

2.2.3.1. An LRS typically consists of fuels, logistics plans, materiel management, traffic management, ground transportation, air transportation, vehicle management, and other personnel. Air transportation personnel within an LRS are typically assigned to a Deployment and Distribution Flight.

2.2.3.2. **Figure 2.3.** Provides a visual representation of the typical LRS organizational structure as outlined in Program Action Directive (PAD) 08-01, *Implementation of the Chief of Staff of the Air Force Direction to Establish the Global Wing Organizational Structure*. **Note:** Small air terminal is obsolete within the LRS structure; air transportation function (ATF) and UAT personnel are earned in accordance with current Air Force Manpower Standard (AFMS).

Figure 2.3. LRS Organizational Structure (Ref: PAD 08-01).



Notes:

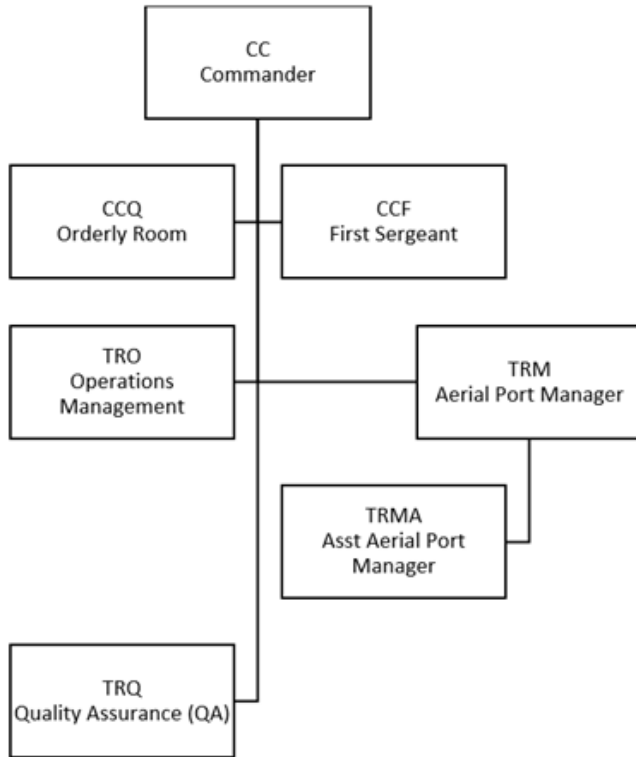
1. As earned in accordance with existing manpower standards
2. When no Log Manager, aligned under the Operations Officer
3. Optional. If used, position will be sourced internally
4. Materials Handling Equipment, Multi-purpose & Fire Truck Maintenance Sections
5. At locations with no Aerial Port Squadron or Host Support Function

2.2.4. AFR Aerial Port Squadrons:

2.2.4.1. The Air Force Reserve Command organizes aerial port squadrons at a functional level typically as small, medium, large and super. Structures facilitate the training and deployment of air transportation specialists and associated Air Force Specialty Codes in support of combatant commanders. Refer to [Table A4.1](#) for respective duty titles.

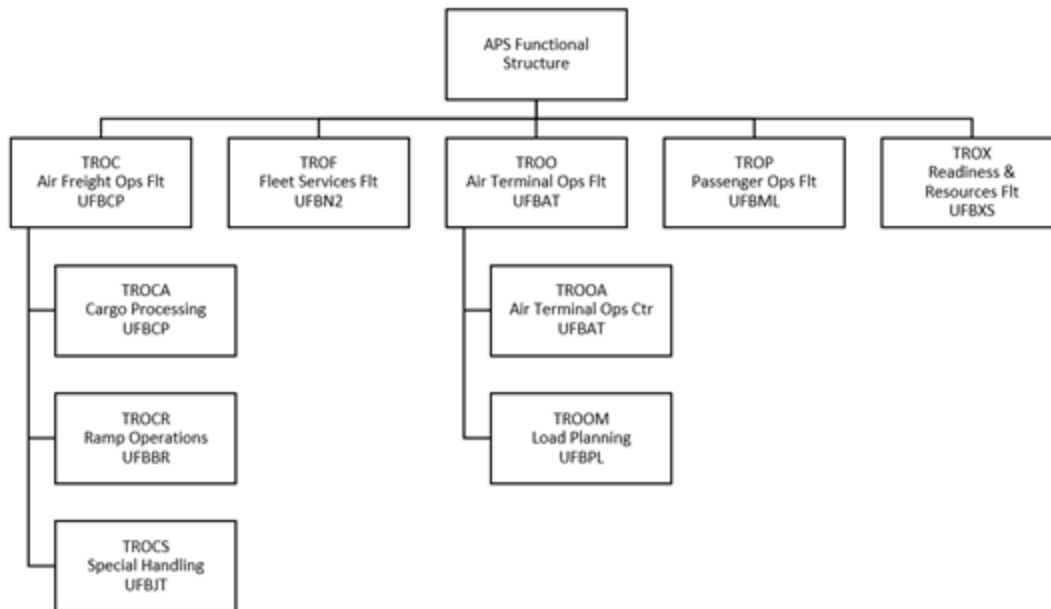
2.2.4.2. **Figure 2.4.** Provides a visual representation of the AFR aerial port squadron hierarchy.

Figure 2.4. AFR Aerial Port Squadron Hierarchy Structure.



2.2.4.3. **Figure 2.5.** Provides a visual representation of the AFRC aerial port squadron functional structure.

Figure 2.5. AFR Aerial Port Squadron Functional Structure.



2.3. Manpower

2.3.1. The organization's mission is critical to determine the structure and manpower needed to accomplish a specific function, workload, or program. Manpower requirements are generally determined by an AFMS or other management decision. The air transportation AFMS listed below provides insight into the specific functions performed and the manpower resources authorized. Note: Organizations should only perform functions necessary to accomplish the unit's assigned mission and supported by an appropriate AFMS. For example, an APS/AMS could earn manpower for Data Records section functions under the 42P3 AFMS listed below, however, an LRS does not perform this function and therefore, does not earn the associated manpower. Current manpower standards are listed in **Table A3.1** and available at the following link: <https://cs2.eis.af.mil/sites/11190/AFMDandAFMS/default.aspx>

2.3.1.1. Air Force Manpower Determinant (AFMD) 42P1-42P7 quantifies manpower required to accomplish tasks to support air transportation operations within the APS and AMS (RegAF). Air transportation authorizations in this AFMD are earned to perform functions in one of the following sections:

- 2.3.1.1.1. Readiness and Resources
- 2.3.1.1.2. Passenger Operations
- 2.3.1.1.3. Air Terminal Operations Center (ATOC)
- 2.3.1.1.4. Air Freight
- 2.3.1.1.5. Air Transportation Standardization Evaluation
- 2.3.1.1.6. Operations Management
- 2.3.1.1.7. Fleet Services

2.3.1.2. AFMS 42P9 quantifies varying levels of manpower required to accomplish tasks of an air transportation function (ATF)—previously small air terminal—within the LRS based on location or installation population/workload:

- 2.3.1.2.1. Limited and/or non-standard airfield operation—installations specified within AFMS 42P9 receive constant air transportation manpower authorizations to perform infrequent functions and support wing deployment operations.
- 2.3.1.2.2. Collocated with an AMC APS/AMS—installations specified within AFMS 42P9 receive constant air transportation manpower authorizations to support wing deployment operations. An LRS does not earn air transportation manpower authorizations to perform aerial port functions at these installations.
- 2.3.1.2.3. Manpower authorizations earned for Core ATF Capability, Aircraft Passenger Operations, Aircraft Cargo Operations, and Aircraft Flights Supported are determined based on population and workload factors specified within AFMS 42P9 to support MAJCOM or service-specific authorized airlift requirements.

2.3.2. Workload data is used to validate and support manpower and equipment requirements. Aerial ports and air terminals capture monthly data in accordance with AFI 24-605, Volume 2, *Air Transportation Operations*, (e.g., Workload Reporting System, Workload Data Tool).

2.3.3. Current Air Force Manpower Standards are utilized to determine earned authorizations. Improvements in air transportation processes/functions lead to revised AFMS that more accurately reflect the associated manpower requirements. The Air Force Reserve and Air National Guard use applicable Manpower Standards.

WARREN D. BERRY
Lieutenant General, USAF
DCS/Logistics, Engineering, & Force Protection

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

AFH 36-2618, *The Enlisted Force Structure*, 16 October 2018

AFI 24-605, Volume 2, *Air Transportation Operations*, XX XXX 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFPD 24-6, *Distribution and Traffic Management*, 23 March 2018

DTR 4500.9-R, Part III, *Mobility*, June 2016

PAD 08-01, *Implementation of the Chief of Staff of the Air Force Direction to Establish the Global Wing Organizational Structure*, 1 May 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAPM—Assistant Aerial Port Manager

AF—Air Force

AFI—Air Force Instruction

AFMD—Air Force Manpower Determinant

AFMS—Air Force Manpower Standard

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

AMS—Air Mobility Squadron

ANG—Air National Guard

APM—Aerial Port Manager

APS—Aerial Port Squadron

ATF—Air Transportation Function

ATOC—Air Terminal Operations Center

ATSEP—Air Transportation Standardization and Evaluation Program

CONUS—Continental United States

DoD—Department of Defense

DTR—Defense Transportation Regulation

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

NCOIC—Noncommissioned Officer in Charge

OIC—Officer in Charge

OPR—Office of Primary Responsibility

PAD—Program Action Directive

PAX—Passenger Operations

QA—Quality Assurance

RegAF—Regular Air Force

UAT—Unilateral Aircrew Training

UTC—Unit Type Code

Attachment 2**AFI 24-605 VOLUME STRUCTURE**

- A2.1. Volume 1–Air Transportation Organization and Structure**
- A2.2. Volume 2–Air Transportation Operations**
- A2.3. Volume 3–Air Transportation Functions and Unilateral Aircrew Training**
- A2.4. Volume 4–Air Transportation Reserve Component**
- A2.5. Volume 5–Air Transportation Standardization and Resources.**

Attachment 3**AIR TRANSPORTATION MANPOWER STANDARD LIST****Table A3.1. Air Transportation Functional Account Codes.**

Series Number	Title
42P0	Air Transportation (Applicable to AFR)
42P1	Readiness
42P2	Passenger Service
42P3	Air Terminal Operations Center (ATOC)
42P4	Air Freight
42P5	ATSEP/Quality Assurance
42P6	Operations Management
42P7	Fleet Services
42P8	Unilateral Aircrew Training (UAT)
42P9	Air Transportation Function (ATF)

Attachment 4

AIR FORCE RESERVE (AFR) DUTY TITLES

A4.1. AFR Duty Titles. Duty titles identify level of responsibility for assigned work centers and reflect the UTCs of reserve aerial port personnel throughout the unit.

Table A4.1. AFR Duty Titles.

Position Description	Office Symbol	Duty Title (<i>Enlisted duty titles derived from AFH 36-2618, The Enlisted Force Structure, paragraph 5.1.</i>)
1. Commander	CC	COMMANDER
2. Full Time Support		
Aerial Port Manager (APM)	TRM	SUPT. AERIAL PORT MANAGEMENT
Assistant Aerial Port Manager (AAPM)	TRMA	SUPT. MISSION READINESS
4. Operations Management		
Operations Officer	TRO	OPERATIONS OFFICER
Officer in Charge (OIC)	TRO	OIC, [Function Specific]
Squadron Superintendent	TRO	SQUADRON SUPERINTENDENT
Operations Superintendent	TRO	OPERATIONS SUPERINTENDENT
5. Quality Assurance (QA)		
NCOIC, Quality Assurance (QA)	TRQ	NCOIC, QUALITY ASSURANCE (QA)
Quality Assurance (QA) Evaluator	TRQ	QUALITY ASSURANCE (QA) EVALUATOR
6. Air Freight Operations Flight		
Flight Chief, Air Freight Operations	TROC	FLIGHT CHIEF, AIR FREIGHT OPERATIONS
6.1. Cargo Processing		
NCOIC, Cargo Processing	TROCA	NCOIC, CARGO PROCESSING
Supervisor, Cargo Processing	TROCA	SUPERVISOR, CARGO PROCESSING
Cargo Processing Representative	TROCA	CARGO PROCESSING REPRESENTATIVE
6.2. Ramp Operations		
NCOIC, Ramp Operations	TROCR	NCOIC, RAMP OPERATIONS
Supervisor, Ramp Operations	TROCR	SUPERVISOR, RAMP OPERATIONS
Ramp Operations	TROCR	RAMP OPERATIONS

Representative		REPRESENTATIVE
6.3. Special Handling		
NCOIC, Special Handling	TROCS	NCOIC, SPECIAL HANDLING
Supervisor, Special Handling	TROCS	SUPERVISOR, SPECIAL HANDLING
Special Handling Representative	TROCS	SPECIAL HANDLING REPRESENTATIVE
7. Fleet Services Flight		
Flight Chief, Fleet Services	TROF	FLIGHT CHIEF, FLEET SERVICES
Supervisor, Fleet Services	TROF	SUPERVISOR, FLEET SERVICES
Fleet Services Representative	TROF	FLEET SERVICES REPRESENTATIVE
8. Air Terminal Operations Flight		
Flight Chief, Air Terminal Operations Flight	TROO	FLIGHT CHIEF, AIR TERMINAL OPERATIONS FLIGHT
8.1 Air Terminal Operations Center		
NCOIC, Air Terminal Operations Center (ATOC)	TROOA	NCOIC, AIR TERMINAL OPERATIONS CENTER (ATOC)
Supervisor, Air Terminal Operations Center (ATOC)	TROOA	SUPERVISOR, AIR TERMINAL OPERATIONS CENTER (ATOC)
Air Terminal Operations Center (ATOC) Representative	TROOA	AIR TERMINAL OPERATIONS CENTER (ATOC) REPRESENTATIVE
8.2. Load Planning		
NCOIC, Load Planning	TROOM	NCOIC, LOAD PLANNING
Supervisor, Load Planning	TROOM	SUPERVISOR, LOAD PLANNING
Load Planning Representative	TROOM	LOAD PLANNING REPRESENTATIVE
9. Passenger Operations Flight		
Flight Chief, Passenger Operations (PAX)	TROP	FLIGHT CHIEF, PASSENGER OPERATIONS (PAX)
Supervisor, Passenger Operations (PAX)	TROP	SUPERVISOR, PASSENGER OPERATIONS (PAX)
Passenger Operations (PAX) Representative	TROP	PASSENGER OPERATIONS

		REPRESENTATIVE
10. Readiness and Resources Flight		
Flight Chief, Readiness and Resources	TROX	FLIGHT CHIEF, READINESS AND RESOURCES
Readiness and Resources Representative	TROX	READINESS AND RESOURCES REPRESENTATIVE