

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

**AIR FORCE INSTRUCTION 24-605
VOLUME 4**



2 JULY 2020

Transportation

**AIR TRANSPORTATION RESERVE
COMPONENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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;
AFRCI 24-101, 1 September 2015

Pages: 41

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to the requestor's commander for non-tiered compliance items. Compliance with [Attachment 2](#) in this publication is mandatory.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include change of publication number due to change of Air Force Policy Directive number and subject matter changes in all chapters. It defines distinct roles and responsibilities for AFR and ANG air transportation personnel.

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Chapter 1

AFR/ANG AIR TRANSPORTATION AIR RESERVE TECHNICIAN (ART) AND ACTIVE GUARD RESERVE ROLES AND RESPONSIBILITIES

1.1. Purpose. This chapter outlines roles and responsibilities for air transportation personnel assigned to AFR and ANG (when specified) organizations.

1.2. Roles and Responsibilities.

1.2.1. Aerial Port Manager will:

1.2.1.1. Act as the primary focal point representing the unit commander in managing day-to-day aerial port programs and activities. (T-3).

1.2.1.2. Be fully trained and qualified in their assigned unit type code (UTC). (T-3).

1.2.1.3. Direct, manage, and monitor activities of unit assigned full-time personnel, as applicable. (T-3).

1.2.1.4. Ensure unit's annual program plan is developed by 1 September of each fiscal year (FY). (T-3). The annual program plan is used for identifying key and large program timelines within a year that may require internal or external coordination of budgets and/or resources. The annual program plan will contain:

1.2.1.4.1. Unit training assembly (UTA) schedule to include local UTA drive-aways. (T-3).

1.2.1.4.2. Annual tour (AT) schedule with the Reserve Coordinator (RC) website's location limits for each approved location. (T-3).

1.2.1.4.3. Exercise schedule. (T-3).

1.2.1.4.4. Static aircraft schedule. (T-3).

1.2.1.4.5. Work center task qualification training schedule (e.g., Ramp Service–June, Passenger Service–September). (T-3).

1.2.1.4.6. Block and ancillary training schedule. (T-3).

1.2.1.4.7. Material handling equipment availability schedule (used when equipment is borrowed or shared by multiple work centers or units). (T-3).

1.2.1.4.8. Enlisted and/or officer performance report static closeout dates by rank (e.g., CMSgt – 31 May, MSgt – 30 September). (T-3).

1.2.1.4.9. Logistics Readiness internal and external award due dates. (T-3).

1.2.1.5. Have a secret internet protocol router network account and check email on a regular basis. (T-3).

1.2.1.6. Prepare, monitor, and process required monthly readiness reports (i.e., Resource Reporting, Capability Readiness, UTC Readiness within the Defense Readiness Reporting System contained in Air and Space Expeditionary Force (AEF) Reporting Tool). (T-3).

- 1.2.1.7. Ensure unit contact information is current within the Aerial Port Unit Information Listing on the Air Force Reserve Command (AFRC) Air Transportation Branch (AFRC/A4RF) annual tour website listed in [Attachment 6](#) (applies to ANG units). (T-3).
- 1.2.1.8. Submit for AT and UTA fly-aways using the scheduling tool on the Air Reserve Component (ARC) Aerial Port Deployment Links website ([Attachment 6](#)). (T-3). AFRC/A4RF will provide confirmation email when submission is accepted (also applies to ANG units).
- 1.2.1.9. Analyze assigned UTCs to determine nature and type of training required. (T-3).
- 1.2.1.10. Coordinate unit deployment activities. (T-3).
- 1.2.1.11. Provide coordination and guidance for unit personnel participating in training and/or readiness exercises. (T-3).
- 1.2.1.12. Ensure Training Business Area (TBA) and Unit Personnel Management Roster, including duty titles and office symbols are aligned in accordance with AFI 24-605, Volume 1, *Air Transportation Organization and Structure*. (T-3).
- 1.2.1.13. Validate qualifications of personnel submitted to support taskings. (T-3).
- 1.2.1.14. Brief unit commander and designated staff on issues affecting unit readiness at least once a month. (T-3).
- 1.2.1.15. Maintain liaison with all numbered air force (NAF) points of contact (POC), AFRC POC, and Air Mobility Command (AMC) aerial port RCs. (T-3).
- 1.2.1.16. Ensure vacancies or potential vacancies are input into the Reserve Management Vacancy System (RMVS). (T-3). Vacancies in RMVS should include key job details, application requirements, and unit submission POC. The unit commander may request major command (MAJCOM) functional manager (MFM) assistance when additional career field advocacy is required. Local policies will not levy MAJCOM advertisement outside of RMVS. (T-3). Note: To ensure a fair and transparent advertisement process for all Air Force specialty code (AFSC) applicants, the Aerial Port Manager will only forward RMVS forms. Units will not submit informal advertisements, such as memorandums or e-mails, outlining additional requirements. (T-3).
- 1.2.1.17. Review and validate all Training Request 14 (TR14) and team training reports (TTR) prior to submission. (T-3).
- 1.2.1.18. Ensure the TTR identifies any transportation and logistics deficiencies. (T-3).
- 1.2.1.19. Ensure all required data is entered into the AFRC Air Transportation Special Certification database located on the AFRC/A4RF website located in [Attachment 6](#) (also applies to ANG units). (T-3).
- 1.2.1.20. Coordinate and provide airdrop training support when applicable. (T-3).
- 1.2.1.21. Serve as primary resource advisor. (T-3).
- 1.2.1.22. Develop annual Reserve Personnel Appropriation (RPA) and Operations and Maintenance budgets, and approve expenditures. (T-3).

- 1.2.1.23. Serve as program manager for unit manday requirements. (T-3).
- 1.2.1.24. Perform duties as primary unit supply and equipment custodian. (T-3).
- 1.2.1.25. Manage Government Travel Card (GTC) program. (T-3).
- 1.2.1.26. Manage Government Purchase Card program if applicable. (T-3).
- 1.2.1.27. Ensure facilities, equipment, and training aids are adequate and available prior to UTA start date, (e.g., material handling equipment, static aircraft, computers and transportation related systems, training cargo). (T-3).
- 1.2.1.28. Perform duties of unit vehicle control officer when vehicles are assigned to the unit. (T-3).
- 1.2.1.29. Coordinate inter-service and host-tenant support agreements, memorandum of understanding and memorandum of agreement. (T-3).
- 1.2.1.30. Work with unit leadership to determine the best use of eTools, (e.g., airdrop, joint inspection, quality assurance (QA), load planning, ramp coordinator duties). (T-3).
- 1.2.1.31. Provide eTools POC information to MFM for technical refreshes. (T-3).

1.2.2. Assistant Aerial Port Manager will:

- 1.2.2.1. Keep abreast of and take an active role in assisting the Aerial Port Manager in management of all day to day aerial port activities. (T-3).
- 1.2.2.2. In the absence of the Aerial Port Manager and in consultation with unit senior leadership, perform duties as the Aerial Port Manager in managing all aerial port operations and mobility readiness. (T-3).
- 1.2.2.3. Direct, evaluate and coordinate modular and scalable UTC training, reaction time, and mission capability statement. (T-3).
- 1.2.2.4. Serve as the aerial port QA Unit Program Manager (UPM). (T-3).
- 1.2.2.5. Conduct and facilitate the commander's inspection program, integrating wing inspection team activities. (T-3).
- 1.2.2.6. Assist the Aerial Port Manager with ensuring resources, facilities, equipment, and training aids are adequate and available prior to the UTA. (T-3).
- 1.2.2.7. Provide coordination and guidance for unit personnel participating in local unit training and/or readiness exercises. (T-3).
- 1.2.2.8. Assist the Aerial Port Manager with reviewing inter and intra-service support agreements. (T-3).
- 1.2.2.9. Monitor and coordinate functional training to include, but not limited to: hazardous material handling training, AT and UTA training schedules, and Transportation Proficiency Center (TPC) training. (T-3).
- 1.2.2.10. Assist the Aerial Port Manager with ensuring TBA and the Unit Personnel Management Roster, including duty titles and office symbols, are aligned with organization structure outlined in this instruction. (T-3).

1.2.2.11. Provide training and assist annual tour Team Chief (TC) in preparing the TR14 and other documents required for training and/or deployment locations. (T-3).

1.2.2.12. Validate training on the TR14 matches the Individual Training Plan (ITP) and the latest version of the Command Training and Evaluation List (CTEL). (T-3).

1.2.2.13. Assist unit in preparing the annual program plan. (T-3).

1.2.2.14. Review and validate all TR14s and TTR prior to submission. Ensure TTR identifies any transportation and logistics deficiencies. (T-3).

1.2.2.15. Provide oversight for unit Readiness and Resource programs, as defined by the unit commander. (T-3).

Chapter 2

ARC TRAINING MOVEMENTS

2.1. General. This chapter identifies preparation and general actions necessary for aerial port team training movements (i.e., UTA drive-away, fly-aways, AT, and exercises). This chapter also outlines references, guidelines, and responsibilities. A training movement checklist is provided in [Attachment 2](#). ANG personnel must perform off station AT for skill-level upgrade and maintaining AFSC proficiency. (T-3).

2.2. Guidelines.

2.2.1. Annual Tour (AT). The scheduling process begins in the 4th Qtr. of each fiscal year. The scheduling process includes members from each NAF, AMC, National Guard Bureau (NGB), and AFRC/A4RF.

2.2.2. AFRC/A4RF and NGB Air Transportation Branch (NGB/A4RDA) will initiate a planning schedule and coordinate through the process outlined in [Table 2.1](#) (T-2). All tasked organizations must complete their actions by the indicated suspense date to ensure a viable product. (T-2).

2.2.3. The AT is used to obtain maximum hands-on training. Team size depends on support capability of the training site and training needs of the deploying organization. An entire organization may be scheduled for AT to support an exercise.

2.2.4. Tour locations and considerations. To facilitate effective scheduling, organization commanders must consider tour locations, AEF obligations and wing scheduled events. (T-2). This includes:

2.2.4.1. High Ops Tempo – Proficiency training with minimal upgrade training.

2.2.4.2. Low Ops Tempo – Upgrade training with minimal proficiency training.

2.2.4.3. Exercises – Combination of proficiency, upgrade and management opportunities.

2.2.4.4. Patriot Partner – Partial port take overs with a combination of proficiency, upgrade, and management opportunities (may be used when preparing for deployments with AEF partners).

2.3. ARC Scheduling.

2.3.1. All AFR units are assigned to a RegAF aerial port as their primary training location as indicated on the ARC Aerial Port Deployment Links website ([Attachment 6](#)).

2.3.2. Only 50 percent of unit authorized, not assigned, personnel will be allowed to deploy away from their assigned RegAF port (home station for ANG units) for training each year for a standard annual tour. (T-2). Team composition will not consist of more than 25 percent senior non-commissioned officers (SNCOs) or as identified on the Reserve Coordinators website (whichever is less). (T-2).

2.3.3. Units will schedule no more than one transcontinental annual tour, not to exceed the training location's maximum number of personnel or 25 percent of the ARC unit's authorized personnel (whichever is less), during a fiscal year. (T-2).

2.3.4. Exercises, deployment readiness training at Dobbins Air Reserve Base, Georgia or other special events do not apply to the 50 percent rule.

2.3.5. Annual tours are subject to redirection due to unforeseen circumstances and real world events.

2.3.6. Units will consider assigned UTC and skill level upgrade requirements when requesting an individual's initial or proficiency training during an AT. (T-2).

2.4. Restricted Area Badge. Organization members traveling to Outside Continental United States (OCONUS) locations require a restricted area badge. (T-2). Members traveling to Continental United States (CONUS) locations (except home station) require a restricted area badge unless a deviation has been approved. (T-2).

2.5. Deviations. Deviations may be submitted with justification through the formal process located on the ARC aerial port deployment link website. Units must submit requests no later than (NLT) 90 days prior to the AT. (T-2). Organizations must review all deviation remarks when returned "approved" or "disapprove". (T-2).

Table 2.1. ARC AT Planning Time Line.

OPR	Action	Suspense
Units	Start planning training requirements for fiscal year scheduling process. (T-3). Each unit should start planning AT, including identifying individual training needs, dates, and locations. Until a master training schedule is available, time frames should be approximate (i.e., January, February) for planning purposes.	4th Qtr of FY
AFRC/A4RF	Create AT planning schedule based on FY calendar and forward to AMC units for priority input.	4th Qtr of FY
AMC Units	Annotate schedule with priorities and events that may affect training. AMC units will annotate the schedule with Priority Code 1, 2, or 3. Priority 1 indicates High Ops Tempo, Priority 2 indicates Low Ops Tempo, and Priority 3 indicates least need.	4th Qtr of FY
AFRC/A4RF	Place training schedule on website (see Attachment 6) and notify units of availability. Units finalize individual AT schedules.	December
Units	Select locations and time frames based on requirements identified during the initial planning process using deployment guidelines in paragraphs 2.2. and 2.3. Unit commanders determine their most urgent training needs and personnel availability for ATs throughout the FY. Use AFRC/A4RF website to access the AMC Reserve Coordinator (RC) information website. It provides information such as team size limits, available training, AFSC limits, and other pertinent information crucial to planning tours for each AMC location. Personnel with less than a three skill level will only be scheduled for home station annual tours, technical school, or the Apprentice course at the TPC.	1st Qtr of FY
Units	Submit individual schedules using the “Add Deployment Request” option on the ARC Aerial Port Deployment Links website. (Attachment 6)	2nd Qtr of FY
AFRC Logistics Readiness Functional Area Manager Branch (AFRC/A4RX)	Input schedule into Single Mobility System (SMS) and route for Movement Review Board (MRB) approval. Deployments not approved by the MRB process will be returned to unit for resolution.	2nd Qtr of FY

2.6. UTA Drive-away and Fly-away.

2.6.1. AFR organization commanders and ANG Superintendents may request UTA fly and/or drive-away deployments as deemed necessary. The use of five or more UTA periods is recommended to maximize airlift, training facilities, and equipment at the deployed location. For scheduling, refer to [paragraphs 2.2 and 2.3](#) Fly-away deployments are organic airlift only, no AFR MRB commercial funding will be authorized. (T-2).

2.6.2. Drive-away deployments are permitted when the deployment destination is within reasonable driving distance. Note: Personnel cannot travel in a UTA status without being able to perform six hours of duty before or after travel to location. (T-3). Organization should consider using a DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, for travel conversion into UTA status.

2.7. Patriot Partner Exercise.

2.7.1. Patriot Partner exercises are authorized for AT with primary emphasis on the ARC's partial takeover of the RegAF aerial port. The percentage of the takeover must be agreed upon by the RegAF unit and the ARC organizations involved. (T-2). These exercises provide the ARC with excellent management opportunities.

2.7.2. Patriot Partner exercises require additional coordination due to the number of participants. These participants may come from one or several AFR and/or ANG organizations. AFRC/A4RF will identify unit with the greatest number of participants as lead organization when more than one organization is involved. (T-2).

2.7.3. The lead organization is responsible for conducting a Patriot Partner Planning Meeting to coordinate organization efforts and formalizing the Patriot Partner Plan. (T-3). Organizations not participating in the Patriot Partner Planning Meetings may be cancelled from the exercise or redirected to a home station annual tour.

2.7.4. The lead organization will provide respective AMC reserve coordinators with a list of organizations and number of personnel participating in each Patriot Partner exercise to coordinate lodging, government transportation to and from duty section, and dining facilities. (T-2). Failure to do so may result in AT cancellation. (T-2).

2.8. Exercises. In order to maintain UTC accountability and personnel oversight, all ARC aerial port units must notify their respective Functional Area Manager (FAM) of all on or off station exercise involvement. (T-2). AFR aerial port units must notify AFRC/A4RX FAM and NAF POC. (T-2). ANG aerial port units must notify NGB/A4RDA at usaf.jbanafw.ngb-a4.mbx.a4rda@mail.mil. (T-2). At a minimum, include the number of personnel participating, location and duration of the exercise. (T-2). Notification is not required for wing exercises.

2.9. Training Movement Request Approval Process Overview.

2.9.1. Full Time Equivalent (FTE) must submit training movement requests and changes to AFRC/A4RF using the AFRC Aerial Port Deployment Links website ([Attachment 6](#)). (T-2).

2.9.2. AFRC/A4RX FAM enters training movements into SMS for airlift support request.

2.9.3. AFRC/A4RX FAM submits request to wing MRB for approval via SMS.

2.9.4. Upon wing approval, AFRC/A4RX will submit training movement request at the quarterly AFR MRB to A4R. (T-2).

2.9.5. FTEs will initially assign activity code of “P” (pending) to movement requests and upon approval by the AFR MRB, change activity code to “A” (approved). (T-2). AFRC/A4RX FAM will email Force Generation Center to solicit organic airlift during the Airlift Allocation Planning Council. (T-2).

2.9.6. FTEs will assign an activity code of “I” (informational) to movement requests in SMS for home station or drive-away deployments. (T-2). Once it has been briefed to the AFR MRB, FTEs will update the activity code to “B” (briefed). (T-2).

2.9.7. The Airlift Allocation Planning Council is held quarterly, to determine the availability of organic airlift.

2.9.8. If organic airlift is unavailable and the deployment was approved by AFRC/A4R for commercial travel funds, units will submit a request for funding using the automated worksheet found on the AFRC/A4RF website under ARC Deployments. (T-2). Note: Units with an outstanding TTR and officer’s training reports or without an approved TR14, will not be authorized future commercial travel funds. (T-2).

2.9.9. Funding for travel is divided into two categories:

2.9.9.1. AFRC Funded: CONUS travel associated with stateside movements or team travel to and from aerial port of embarkation for OCONUS movements. Note: Units submitting funding requests to the command for CONUS must first be denied at the wing level. (T-2).

2.9.9.2. AMC Funded: OCONUS travel costs associated between the aerial port of embarkation and/or commercial gateway to and from the OCONUS training location. If AMC channel or charter (Patriot Express) flights are not available when team needs to travel, AMC will provide travel funding for coast to coast or direct flights to nearest international airport. (T-2). Once commercial travel is procured, it will not be cancelled within 30 days of departure date, even if organic airlift becomes available (see Procedural Information Message for AMC Transportation Working Capital Fund F68). Note: AMC does not fund ground transportation.

2.9.10. Changes or cancellations. FTEs must coordinate changes or cancellation of scheduled training movements as outlined above. (T-2). Notify training location to prevent adverse effects on scheduled host base support, scheduled airlift requirements and approved travel funds. (T-2). Ensure justification is provided for cancellation and/or deviation from scheduled deployment. (T-2). Use the Deployment Change Request worksheet found on the AFRC/A4RF website ([Attachment 6](#)) under Aerial Port Deployments. (T-2).

2.10. ARC Organization Responsibilities.

2.10.1. Units must follow the guidance as outlined in Air Force Manual (AFMAN) 36-2136, *Reserve Personnel Participation*.

2.10.2. AFR Unit Commanders will:

2.10.2.1. Monitor and support all aspects of training movement activities. (T-2).

2.10.2.2. Review and approve final draft of TTR. (T-2).

2.10.3. ARC FTEs will:

- 2.10.3.1. Ensure a Team Chief (TC) is identified. (T-2).
 - 2.10.3.2. Establish a “View only” SMS account through US Transportation Command. (T-2).
 - 2.10.3.3. Review organization deployments through SMS to determine status, airlift, etc. (T-2).
 - 2.10.3.4. Ensure Training Movement checklist ([Attachment 2](#)) is provided to the TC for each deployment. (T-2).
 - 2.10.3.5. Keep the commander and staff informed of training movement status. (T-2).
 - 2.10.3.6. Provide assistance to the TC. (T-2).
 - 2.10.3.7. Validate each TR14 for team composition and accuracy of requested training. (T-2).
- 2.10.4. TC will:
- 2.10.4.1. Utilize Training Movement Checklist ([Attachment 2](#)). (T-2).
 - 2.10.4.2. Confirm deployment information with the organization FTE. (T-2).
 - 2.10.4.3. Prepare the TR14 Aerial Port Deployment Personnel Data. (T-2). The TC will use the "Initial Training Requested" column to indicate all initial training and the “Proficiency TNG Requested” column to indicate all proficiency training for all enlisted 2T2XX personnel only. (T-2). The TC will enter all requested training for non-2T2XX and officers in the “Special Remarks” column. (T-2). The host unit’s training capabilities can be validated by using the active duty training matrix. See [Attachment 6](#) for website for link.
 - 2.10.4.4. Ensure individual training objectives are identified on the TR14 for all team members, to include officers and SNCOs. (T-2). If available, officers and SNCOs are encouraged to participate in the host unit’s training and orientation program while deployed on AT.
 - 2.10.4.5. Ensure FTE validates the TR14. (T-2). Organizations must submit the completed TR14 NLT 90 days prior to deployment. (T-2). Submit a request to AFRC/A4RF to unlock the TR14 to make any changes. (T-2). Note: The FTE can only make changes once the TR14 has been unlocked, adding or swapping personnel within 60 days prior to the scheduled deployment will not be allowed. (T-2).
 - 2.10.4.6. Submit all required items listed on the host unit’s RC website, NLT 45 days prior to team’s arrival. (T-2).
 - 2.10.4.7. Notify the FTE if any deviations or difficulties arise such as, but not limited to: changes in airlift, lodging, and ground transportation. (T-2).
 - 2.10.4.8. Ensure each Team member has a copy of the Team Member Checklist ([Attachment 3](#)) prior to leaving home station. (T-2).
 - 2.10.4.9. Continuously monitor progress of team’s requested training on TR14 during annual tour. (T-2).

2.10.4.10. Conduct a mid-tour meeting with the host unit leadership to provide status of training as requested on the TR14, problems and/or areas of concern. (T-2). Issues should be resolved at the lowest level. If problems persist (e.g., agreed training not available), the TC must immediately notify the home station organization FTE. (T-2).

2.10.4.11. Comply with all training movement requirements listed in [Attachment 2](#). (T-2). Failure to meet responsibilities could result in cancellation of the deployment or redirected to assigned training base.

2.10.4.12. Complete a TTR for all AT as well as UTA drive-aways and/or fly-aways. (T-2). Reports should identify areas of concern not resolved prior to departure and all requested training on the TR14 not accomplished during the training movement. ANG organizations will submit the TTR to NGB/A4RDA. (T-2). TC must complete reports NLT 30 days after the deployment or the next UTA following tour completion. (T-2). Note: AFR Logistics Readiness Officers will submit an officer's training report (one report per officer). (T-2).

Chapter 3

AFR VOLUNTEERISM MANDAY PROGRAM

3.1. General. This chapter outlines the responsibilities regarding volunteerism for non-mobilization support utilizing Military Personnel Appropriation (MPA) and/or non-unit RPA funding.

3.2. Responsibilities.

3.2.1. AFRC/A4RX will:

3.2.1.1. Notify units of volunteer manday opportunities from requesting organizations. (T-2).

3.2.1.2. Request non-mobilization deployment opportunities if available from participating MAJCOMs when additional unit volunteers are identified and wing approvals are received. (T-2).

3.2.1.3. Submit volunteer names and personnel data to the requesting MAJCOM organization for approval. (T-2).

3.2.1.4. Monitor and track unit volunteerism for command-level recognition of mission support and contributions to real-world activities. (T-2).

3.2.2. Unit will:

3.2.2.1. Consider AEF mobilization commitments before submitting for approval of any volunteer manday requests. (T-2).

3.2.2.2. Ensure screening process is in place for personnel selected for volunteer mandays. (T-2).

3.2.2.3. Ensure, at a minimum, volunteers meet readiness requirements to include medical and dental standards, fitness currency, and security validation prior to selection. (T-2).

3.2.2.4. Ensure personnel volunteering meet position requirements and line remarks. (T-2).

3.2.2.5. Ensure volunteerism manday tours are identified and reported to AFRC/A4RX for monitoring and tracking of mission support and real-world contributions. (T-2).

3.2.2.6. Ensure all funding requests are coordinated as soon as possible but NLT 30 days prior to start of duty, when applicable. (T-2). Note: For MPA volunteer unit line number positions not on a partial mobilization order, FAM submits approved member to Force Generation Center and/or Force Generation Squadron and AMC for Manpower MPA Man-Day Management System to be pushed to wing and/or unit POC. (T-2).

3.2.2.7. Coordinate all Volunteer Reserve System requests through unit and/or wing leadership and AFRC/A4RX prior to approval routing for source validation. (T-2).

3.2.2.8. Submit vetted unit line number MPA volunteers to AFRC/A4RX FAM including wing and unit commander approvals in proper format for tracking (i.e., deployment volunteer request and Snowflake via email to the FAM). (T-2).

Chapter 4

TRAINING MANAGEMENT AND ADMINISTRATION

4.1. General. The goal of air transportation training is to reach and maintain operational readiness to fulfill UTC requirements. To achieve this, organizations will train to requirements identified in the Air Transportation (2T2XX) Career Field Education and Training Plan (CFETP) and follow documentation and training procedures outlined in AFI 36-2651, *Air Force Training Program*. (T-1).

4.2. Training Business Area (TBA).

4.2.1. User Roles. Supervisors will identify and document subordinate user role(s) as a journal entry in accordance with the TBA Account Management policy. (T-2). TBA policy, program updates, and guides can be found at <https://usaf.dps.mil/teams/11319/default.aspx>

4.2.2. TBA User and Ad Hoc Reporting ART Guides. All logistics personnel that use TBA will read the TBA User's Guide and document completion as a TBA journal entry NLT 90 days after receiving a user role. (T-2). In addition to the user's guide, all supervisors and unit leadership will also review the ART guide to assist in management of AD HOC report generation and work center training oversight. (T-2). Supervisors and leadership with an active ITP will document ART Guide review as a TBA journal entry. (T-2).v Guides can be found in the Aerial Port Squadron (APS) QA Document Library on the AFRC Logistics Readiness Division (AFRC/A4R) SharePoint® website (**Attachment 6**).

4.2.3. Manage Milestones. Work center supervisors will ensure master task list milestones are loaded into the "Manager Milestones" function for the assigned work center. (T-1). Ensure all fields are populated (e.g., Duty Position Level, Minimum Coverage, TRNG Comp Month) and Number of Training Days is reflective of how long it takes on average to teach the task. (T-3). Use and understand color coding and color changes in the ITP. (T-3).

4.2.4. Manage and Identify Deployment Tasks. Work Center Supervisors will ensure the assigned work center CTEL task group is loaded against its corresponding work center's "Manage Identifiers and Identify Deployment Tasks" list, verify UTC reports populate and are accurate. (T-1). Work center supervisors will revalidated tasks after each CFETP or CTEL update and no later than annually. (T-1).

4.2.5. Journal Entries. Work center supervisors will document journal entries in accordance with AFI 36-2651. (T-1). Journal entries are a supervisor and trainer responsibility and will not be initiated by trainees or used in place of active subordinate supervision. (T-1).

4.3. Training Sources.

4.3.1. AFR Command Training and Evaluation List (CTEL). The CTEL is an AFRC-directed document, used by commanders, QA, Unit Training Manager (UTM), supervisors, and trainees. It is a guide for training, provides assessment requirements to the QA section, and used to verify 100 percent task coverage for assigned modular UTCs. The CTEL is located on the AFRC/A4R SharePoint® website (**Attachment 6**).

4.3.2. Transportation Proficiency Center (TPC). Offers training of aerial port basic, refresher, and specialized training requirements through in-residence courses, distance learning center and mobile training team (MTT) (Attachment 6).

4.3.3. Mobile training team (MTT). MTTs provide academic training courses at mobile location. AFR units must coordinate all MTT requirements, including TPC MTT out of cycle requests, respectively through AFRC/A4RF or ANG/A4RDA for consolidation and approval. (T-2). The host organization will provide all necessary classroom facilities, rental vehicles and/or u-drive it, lodging, and funding MTT instructor temporary duty costs if the request is for an out-of-cycle class. (T-2). Note: The host organization will provide wing financial management funding preapproval in writing prior to requesting a MTT. (T-2). Unit leadership is responsible for ensuring hazardous inspector refresher training is received and all members attending a hazardous inspector MTT course do not expire at the same time two years later. (T-2).

4.3.4. Audiovisual Media. Audiovisual media is effective in providing technical data and transitioning students from an academic learning environment to actually performing in the field. Audiovisual media could be used to supplement qualification training package (QTP) training.

4.4. AFR Responsibilities. The responsibilities listed below are in addition to duties outlined in AFI 36-2651.

4.4.1. AFRC Air Transportation MFM will:

4.4.1.1. Identify and forecast training requirements for aerial port 2T2XX personnel. (T-2).

4.4.1.2. Approve and disapprove AFR 2T2XX unit developed lesson plans, (e.g., equipment or processes that do not have formal training plans). Send final notification directly to the requesting unit and information copies. (T-2).

4.4.1.3. Validate and coordinate all aerial port training requirements with appropriate agencies. (T-2).

4.4.1.4. Solicit Air Education and Training Command, Air Force Expeditionary Center or TPC MTT requirements from NAF POC to ensure sufficient training opportunities are requested. (T-2).

4.4.1.5. Make final determination on the use of Air Education and Training Command, Air Force Expeditionary Center or TPC MTTs to include locations and dates. (T-2).

4.4.1.6. Monitor formal school training opportunities. Advise NAF POC of available training quotas. (T-2).

4.4.1.7. Have direct liaison authority with the TPC. (T-2).

4.4.1.8. Solicit the TPC to develop courses to enhance AFR 2T2XX training goals and needs. (T-2).

4.4.2. TPC will:

4.4.2.1. Monitor and identify changes to governing guidance to ensure curriculum accurately represents 2T2XX requirements. (T-2).

4.4.2.2. Develop, validate and maintain curriculum and testing measures according to the instructional systems development process for all course objectives. (T-2).

4.4.2.3. Develop a schedule every fiscal year for in-resident courses and mobile training teams. (T-2). Solicit input from MFM. (T-2).

4.4.2.4. Publish and maintain course schedules on the TPC website. (T-2). Review quarterly, de-conflict and ensure balanced utilization. (T-2). Coordinate published course changes with MFM. (T-2).

4.4.2.5. Manage student pre-registration, changes, and cancellations for courses through the TPC website. (T-2).

4.4.2.6. Communicate course attendance prerequisites to Assistant Aerial Port Manager in advance. (T-2). The TPC will remove members failing to meet prerequisites and members will return to home station. (T-2).

4.4.2.7. Have direct liaison authority with AFRC/A4RF. (T-2).

4.4.3. NAF Logistics Readiness Division will:

4.4.3.1. Identify and coordinate training requirements and procedural changes. (T-2).

4.4.3.2. Review subordinate unit hazardous inspector allocation submissions, prioritize, and provide rack and stack to AFRC/A4RF NLT 40 days prior to class start date. Note: Only required when submissions exceed max class size. (T-2).

4.4.4. Unit commanders will:

4.4.4.1. Ensure 3-levels in upgrade training are informed of Seasoning Training Program (STP) availability in a timely manner. (T-3).

4.4.4.2. Ensure members selected for mobilized or volunteer validated requirements are assigned to the associated work center in TBA, have an active ITP including all CTEL tasks for that work center and a recent supervisor initial evaluation and proficiency assessment, and QA evaluation. (T-2). Members will remain in the work center until redeployment. (T-3).

4.4.4.3. Ensure individuals assigned additional duty positions are fully qualified in their assigned UTC and Work center (Training status code R) and continue to receive proficiency training in their assigned UTC position. (T-2).

4.4.5. Supervisors will:

4.4.5.1. Oversee training process within respective section. (T-3).

4.4.5.2. Approve, monitor, and track subordinate required TPC and formal training courses. (T-3). Develop a tracking tool to prevent no shows or duplicate requests. (T-3).

4.4.5.3. Ensure to the greatest extent possible web-based training is completed at home station prior to participating in annual tour training to ensure maximum on-the-job training (OJT) is achieved. (T-3). Initial 40-hour load planning web-based training may be accomplished the first week of an off station CONUS annual tour with host location approval. Member's load planning OJT should start immediately after completion of web-based training.

4.4.5.4. Perform periodic checks of work centers, training settings, classroom environments, and OJT to ensure effectiveness. (T-3). Supervisors will not use lectures and classroom instruction alone to certify task evaluation checklists where repeatable trainer and trainee hands-on demonstration and performance did not occur. (T-3).

4.4.5.5. Compile a list of classroom no-show personnel and forward to unit management staff. (T-3).

4.4.6. Trainers will:

4.4.6.1. Be QTP trained, proficient and will know the most current policies and procedures on the tasks and processes for which they train others. (T-2). Trainers will ensure the tasks and processes for which they train others are active on their ITP.

4.4.6.2. Only use approved training material. (T-2).

4.4.6.3. Follow steps outlined within QTPs and not deviate from instructional guidance. (T-2).

4.4.6.4. Ensure trainees complete all training steps outlined within QTPs in the proper order. (T-2).

4.4.6.5. Ensure all training dates are documented in TBA. (T-2).

4.4.6.6. Record student attendance in formal classroom settings and forward attendance roster and no-show personnel to supervisors and UTM. (T-2).

4.5. Additional Training. (AFR Only)

4.5.1. Scheduling TPC and Air Education and Training Command Courses. Units will submit all hazardous material inspector course requirements through the TPC enrollment website (see [Attachment 6](#)) for functional verification. (T-2). If approved, the unit and member are notified via e-mail of enrollment and/or instructions to submit AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*. Units will submit AF Form 101 to the 2T2XX MFM for verification or the form will be returned to the unit. (T-2).

4.5.1.1. Scheduling with other services. Units will only request Air Force hazardous material courses with 2T0XX/2T2XX embedded in the course number. (T-2). Units will not coordinate directly with other services such as Army or Navy. (T-2).

4.5.1.2. Unit leadership is responsible for ensuring hazardous material certifications expirations do not cause work center degradation during the refresher cycle. (T-2).

4.5.2. Reserve Load Planning and Special Handling Work Centers. Due to the cost of formal training and OJT time required to qualify load planners, special handlers and joint inspectors, trainees will be assigned to these high skill positions no less than three years after becoming fully qualified. (T-2). Units may submit a waiver to the NAF Functional Managers for approval. Units will assign Master Sergeants based only on Unit Manning Document and UTC requirements. (T-2). Units will not assign Senior or Chief Master Sergeants as load planners or joint inspectors unless required to fulfill UTC requirements and approved by the AFRC/A4RX FAM. (T-2).

4.5.2.1. Work center supervisors will enter and ensure accuracy of data entered into the AFRC Air Transportation Special Certification database. (T-2). Unit commanders must designate each load planner by specific airframe they have been trained to load plan. (T-2).

4.5.2.2. Specific airframe training will be documented in the member's Work Center Job Qualification Standard (WJQS) tasks in TBA. (T-2). Developing a fully qualified and proficient load planner from cradle to grave is a time extensive task; recommend units fully leverage UTA, AT, and RPA opportunities to develop this skill set.

4.6. Hazardous Material Qualification Extension Requests. Units will submit hazardous material qualification extension requests (first 60 days and consecutive) to AFRC/A4RF or NGB/A4RDA, as final approval authority regardless of assignment (e.g., deployed, MPA). (T-2). Units will not submit extension requests to resurrect expired certifications. (T-2).

4.7. Reserve Load Team Chief. To ensure mission capability requirements are met, units will assign this duty to at least one person from each Material Handling Equipment Operations (UFBBR) UTC package. (T-2).

4.8. Reserve Seasoning Training Program (STP). Due to lack of specific and continuous 5-skill level workload at most reserve aerial ports, 2T2XX personnel are STP funding priority one and two. These personnel will train at the closest and available large AMC aerial port locations (e.g., Dover Air Force Base, Delaware; Andersen Air Force Base, Guam; Joint Base Pearl Harbor-Hickam, Hawaii; Joint Base McGuire-Dix-Lakehurst, New Jersey; Joint Base Charleston, South Carolina; Travis Air Force Base, California; and Joint Base Lewis-McChord, Washington). (T-2). Waiver requests may be forwarded to AFRC/A4RF for consideration.

Chapter 5

QUALITY ASSURANCE (QA)

5.1. General. This chapter provides specific guidance for AFR air transportation personnel assigned to an aerial port unit. AFR and ANG air transportation personnel assigned to a logistics readiness squadron will comply with guidance in AFI 20-112, *Logistics Readiness Quality Assurance Program*.

5.1.1. AMC's Air Transportation Evaluation and Standardization Program does not apply to AFR units and should not be signed off in TBA. APS QA is the AFR's air transportation compliance program, executed by commanders at the squadron level.

5.1.2. Assessments are the official avenue to ensure the effectiveness of training, readiness of unit personnel, areas for improvement and a standardized training program. They provide leadership with information about the health and effectiveness of the unit. Accurate assessments of personnel proficiency are critical to identifying unit effectiveness. This program is intended to enhance training and communication within the aerial port community.

5.2. Purpose.

5.2.1. Provide commanders with a systematic, quantitative measurement of process and task performances with associated feedback.

5.2.2. Assess the unit's ability to perform key air transportation tasks and processes to ensure standardized, repeatable, and technically compliant process execution.

5.2.3. Assess members' proficiency of UTC tasks and inspect line remarks training completion prior to deployment and identify areas requiring additional training.

5.2.4. Develop trend data by identifying deficiencies in core air transportation functions.

5.2.5. Oversee root cause determination and ensure there is a corrective action plan for all observations and assessments rated as "Fail".

5.3. QA Structure.

5.3.1. The QA section is a separate work center aligned under the readiness section. The required minimum number of QA evaluators in a small sized aerial port squadron is two. (T-2). The required minimum number of QA evaluators in a medium, large and super-sized aerial port squadron is three. (T-2). The UPM is not included in the minimum number of QA evaluators, however, the UPM should also maintain QA evaluator proficiency. (T-2). QA personnel must remain UTC trained and deployable. (T-2). Personnel assigned as primary evaluators will not perform daily functional duties except in cases where mission failure will result. (T-2). To avoid potential conflicts of interest, primary evaluators will be assigned to the QA UPM for reporting purposes. (T-2). Augmentees will be used to ensure assessments are accomplished in all areas outlined in the CTEL. (T-2).

5.3.2. Primary evaluators will have experience in one or more of the following sections: Ramp Service, Cargo Processing, and/or Passenger Operations. (T-2). For smaller work centers, (e.g., air terminal operations center, fleet service, load planning, special handling, joint inspection), flight leadership will select qualified personnel to serve as augmentees. (T-2). Augmentees cannot be the superintendent or non-commissioned in charge for the work center being assessed. (T-2).

5.3.3. Personnel are assigned to QA for a minimum of 36 months but no longer than 48 months. In addition, personnel will serve no more than two rotations in the QA section. (T-3). To ensure expertise flows in and out of the QA section without disrupting continuity, rotation of personnel will be staggered. (T-2).

5.4. Responsibilities.

5.4.1. AFRC Readiness Branch (AFRC/A4RR) will:

5.4.1.1. Establish policy and administration of the program. (T-2).

5.4.1.2. Review unit reports for trends. (T-2).

5.4.1.3. Publish command specific Air Transportation Interest Items in response to trend data or when otherwise directed. (T-2).

5.4.1.4. Coordinate with NAF POC to develop, update and maintain the CTEL. (T-2).

5.4.1.5. Act as the Logistics Evaluation Assurance Program (LEAP) Functional Administrator. (T-2).

5.4.1.6. Manage the AFRC APS QA section of the AFRC/A4R SharePoint® website. (T-2).

5.4.2. Unit commanders will:

5.4.2.1. Establish a QA program and maintain overall program responsibility. (T-2).

5.4.2.2. Designate, in writing, the QA UPM (if the unit does not have an Assistant ART), evaluators, and augmentees. (T-2). The letter of appointment will identify the sections which each QA personnel are qualified to assess and the date member will rotate from the section. (T-2).

5.4.2.3. Establish a written response policy for all Observations and assessments rated as Fail.

5.4.2.4. Host QA quarterly meeting. (T-2).

5.4.2.5. Provide a QA quarterly report to the group commander. (T-2).

5.4.3. Assistant Aerial Port Manager and/or QA UPM will:

5.4.3.1. Be a SNCO with a 7-skill level or higher. (T-2).

5.4.3.2. Complete training in accordance with [paragraph 5.5](#) (T-2).

5.4.3.3. Manage the unit level QA program and nominate and select the most qualified and proficient personnel to serve as evaluators and/or augmentees. (T-2).

5.4.3.4. Ensure rotation of personnel. (T-2).

- 5.4.3.5. Enter and update QA personnel information in the AFRC Air Transportation Special Certification database. (T-2).
 - 5.4.3.6. Develop milestones in TBA for all QA personnel. (T-2). Training will be documented in TBA using the WJQS for APS QA. (T-2).
 - 5.4.3.7. Work with commander, flight chiefs, and superintendents to establish an augmentee schedule. (T-3).
 - 5.4.3.8. Ensure QA personnel are qualified on the tasks they are assessing. (T-2).
 - 5.4.3.9. Ensure required evaluator proficiency evaluations (EPEs) are performed on all QA personnel and recorded in LEAP. (T-2).
 - 5.4.3.10. Ensure assessments are conducted as outlined in the APS Evaluation Guide. (T-2).
 - 5.4.3.11. Perform LEAP site manager duties outlined in [paragraph 5.6.4](#) (T-2).
 - 5.4.3.12. Ensure QA Assessments are accomplished on all work center UTC tasks using the CTEL as a guide. (T-2).
 - 5.4.3.13. Provide supervisors with assessment results. (T-3).
 - 5.4.3.14. Track all observations and assessments rated as “Fail” until resolved. (T-2).
 - 5.4.3.15. Inform unit leadership of all late replies and repeat findings in accordance with the commander’s written response policy. (T-3).
 - 5.4.3.16. Assist section leads with root cause analysis for all major findings to determine underlying causes. (T-3).
 - 5.4.3.17. Ensure assessments are closed with appropriate corrective action and dates.
 - 5.4.3.18. Review past and present reports to identify trends. (T-2).
 - 5.4.3.19. Prepare and provide the commander and flight leadership with a quarterly QA briefing. (T-2).
 - 5.4.3.20. Upload the commander’s letter of appointment for UPM, evaluators and augmentees, training plan, commander’s written response policy, and completed briefing slides in the appropriate unit folder located on the AFRC/A4R SharePoint® website. (T-2).
- 5.4.4. QA Evaluators/Augmentees will:
- 5.4.4.1. Be a non-commissioned officer, well-seasoned in the 2T2XX AFSC and have a 7-skill level awarded. (T-2).
 - 5.4.4.2. Have been QTP trained on all CFETP processes they are certified to evaluate. (T-2).
 - 5.4.4.3. Complete training in accordance with [paragraph 5.5](#) (T-2).
 - 5.4.4.4. Ensure APS related local operating instructions, technical orders, manuals, TBA, and policy documents are spot checked for currency. (T-2).

5.4.4.5. Not serve as an extension of the workforce and will not provide assistance (e.g., ground spotting duties, verify vehicle lights are operable) or provide training to evaluatees during an evaluation. (T-2).

5.4.4.6. Perform assessments as outlined in the APS QA Evaluation Guide. (T-2). All assessments on personnel, including SNCOs, must be conducted using the current QTPs. (T-2). Guides can be found in the APS QA Document Library on the AFRC/A4R SharePoint® website (Attachment 6).

5.4.4.7. Verify evaluated individuals have been trained properly and training was documented in member's TBA. (T-2).

5.4.4.8. Enter all assessments into LEAP. (T-2). All detected findings will be included even if the acceptable quality level has not been exceeded. (T-2).

5.4.4.9. Provide UPM with updates on all observations and assessments rated as "Fail". (T-2). Include details of the finding(s) and valid reference(s). (T-2).

5.4.5. Work center supervisors will:

5.4.5.1. Provide responses to failed assessments in accordance with the commander's written response policy and provide QA with an estimated closure date by close of the following UTA. (T-3).

5.4.5.2. Provide root cause analysis and corrective action plan actions for observations, assessments rated as Fail and repeat findings. (T-2).

5.4.5.3. Determine if decertification and/or retraining is warranted for an individual that has failed an assessment. (T-3).

5.4.5.4. Work closely with the QA UPM to ensure training deficiencies are being addressed. (T-3).

5.5. QA Training.

5.5.1. Units will identify milestones in TBA for all QA evaluators and augmentees. (T-2). Training must cover inspection and evaluation techniques, documenting inspections, and actions to prevent personal injury or equipment damage. (T-2). Training must be documented on the WJQS in TBA. (T-2).

5.5.2. Units will use the AFRC QA Evaluation Guide for QA training. (T-2). The guide can be found on the AFRC/A4R SharePoint® site. AFRC/A4RR's in-residence, Logistics Enterprise Quality Assurance Course is optional. To become fully qualified, QA personnel must:

5.5.2.1. Complete evaluation technique training requirements outlined in the evaluation guide and practical hands on training within 210 days of appointment. (T-2).

5.5.2.2. Pass three initial EPEs upon completion of training (the first EPE will be accomplished within 90 days). (T-2).

5.5.2.3. Complete LEAP training located in the APS QA section of the AFRC/A4R SharePoint® website. (T-2).

5.5.2.4. Complete USAF continuous process improvement training instructed by the local manpower office. (T-2). This is not intended to be full facilitator training but rather the basics of eight step problem solving to include root cause analysis (4th step).

5.6. Logistics Evaluation Assurance Program (LEAP) Database.

5.6.1. The Air Force Logistics Directorate has designated LEAP as the QA authoritative source for QA. Units will use LEAP for documenting and reporting QA assessments and observations. (T-1). Access to LEAP requires all users to submit a DD Form 2875, *Systems Authorization Access Request (SAAR)*. Roles in LEAP are assigned, based on the user's level of responsibilities to QA (see AFR LEAP User's Manual on the AFRC/A4R SharePoint® website). LEAP accounts are disabled after 60 days of inactivity; the system automatically deletes accounts after 90 days of inactivity.

5.6.2. LEAP training slides and the users' manual can be found in the APS QA section of the AFRC/A4R SharePoint® website.

5.6.3. Each unit is authorized two (2) site managers: the assistant technician and/or QA UPM and an individual designated by the assistant technician and/or QA UPM.

5.6.4. Site Managers. These personnel manage LEAP at the unit level by: providing oversight of unit accounts; approving and disapproving new users; modifying existing user accounts and enabling locked accounts; and developing and publishing the unit's Evaluation & Inspection (E&I) plans by 1 January each year. (T-2). E&I plans show the areas, types, and number of assessments to be conducted over the course of the year. Site Managers will also:

5.6.4.1. Ensure QA personnel enter assessments by close of the following UTA. (T-2).

5.6.4.2. Conduct a monthly review and validation of all LEAP inputs for accuracy of content and data integrity. (T-2).

5.7. Assessment Requirements.

5.7.1. The CTEL provides a list of tasks and processes for each work center's UTC and identifies each task and/or process to be assessed.

5.7.2. The unit will conduct 25 percent of the work center's CTEL quarterly to ensure 100 percent completion by the end of each calendar year. (T-2). Assess a random sampling of 25 percent of the personnel assigned to each work center. (T-2). Assigned personnel are individuals on the manning document that are active participants versus non-participating AFR members. Example: A non-participating member would be no-pay no-points, student status, retired, etc.

5.7.3. QA evaluators and/or augmentees will evaluate tasks based on the member's assigned section CTEL (i.e., load planning personnel are evaluated on load planning processes). (T-2).

5.7.4. Evaluations may be conducted by RegAF personnel. Recommend providing the APS QA Worksheet. AFR QA personnel will enter these evaluations into LEAP. (T-2). Enter evaluator's name and unit in the remarks section of LEAP (e.g., "Evaluation conducted by TSgt John Doe, 60APS"). (T-2).

5.7.5. Types of Assessments. There are five categories of assessments and three categories of observations. Assessments consist of evaluations and inspections. Evaluations include: personnel evaluation, trainer proficiency evaluation, and EPEs. Inspections include: quality verification inspection, and special inspection. Observations include: detected safety violation, technical data violation, and unsatisfactory condition report.

5.7.5.1. Evaluations. Evaluations accurately assess the proficiency of each individual, team, trainer, and/or evaluator. The evaluator focuses on members' performance in relation to task standard as outlined in QTPs.

5.7.5.1.1. Personnel are evaluated to the "go or no go" level. "Go" means the individual can perform the task without assistance and utilizing appropriate instructions or procedural guidance.

5.7.5.1.2. All 2T2XX personnel involved in performing air transportation processes are subject to an evaluation, to include senior NCOs.

5.7.5.2. Inspections. Inspections are a review of a completed process and/or task such as a form review. All inspections will be rated as a "Pass" or "Fail."

5.7.5.3. Observations. Observations are unplanned events. They are neither an evaluation nor an inspection. Observations occur when a QA members' intent was to assess other events, however, the observation is discovered and/or witnessed and action must be taken due to safety and/or security. If an unsafe act or security violation occurs during an assessment, it results in an immediate rating of "Fail." Observations are not counted toward CTEL completion.

5.7.6. Findings are validated deficiencies and will be tracked at the unit level until resolved. (T-2). All findings must include a reference (technical order, instruction and/or command standard) that was violated. (T-2). There are two types of findings:

5.7.6.1. Minor Finding. A deficiency that is procedurally incorrect but, only has minor mission impact. It has no immediate threat to personal injury, damage to equipment, mission degradation, or does not impose excessive unnecessary cost to the enterprise.

5.7.6.2. Major Finding. A deficiency that results or could result in widespread or significant mission impact or failure. Actions have a clear indication that continuing such action in the particular instance will cause personal injury, damage equipment, incur severe mission degradation or impose excessive unnecessary cost to the enterprise. Under no circumstances will a safety or equipment reliability error go uncorrected. (T-2). When these conditions are detected, correct them immediately. (T-2). The evaluator considers the seriousness of the error when deciding whether or not the member(s) performing the process, and the evaluation itself, should continue.

5.7.7. Key Task List. The Key Task List is a command-developed list of required assessments based on trends, designed to cover tasks that are complex, and those affecting critical logistics processes, nuclear surety and/or safety as designated by leadership. All key task list actions identified on the CTEL requires a mandatory call to QA each time the action is performed. (T-2). QA will respond and perform an assessment. (T-2).

5.7.8. Rating Criteria. Personnel are assessed using the same performance standard in AFI 36-2651, paragraph 6.9.5. Acceptable quality levels denotes the maximum allowable minor findings and still pass an assessment. Assign one of the following ratings to every assessment:

5.7.8.1. A “Pass” rating indicates the process met the acceptable standard and is in compliance with established guidelines.

5.7.8.2. A “Fail” rating indicates the process did not meet the acceptable standard and is not in compliance with established guidelines.

5.7.9. Follow-Up Assessments and Observations. QA will follow-up on all major findings and observations, after the root cause analysis has been submitted to the QA office to verify the corrective action plan has been implemented by the flight. (T-3). Note: This does not constitute an additional assessment towards the minimum quarterly assessments standards. If the QA UPM determines that the follow-up is not a sustainable solution, the assessment will remain open. (T-2).

5.7.10. Trend Analysis. QA personnel review previous reports to determine if inspected areas have improved or declined. (T-3). Consistent high scores in any category may indicate the program’s emphasis is not focused on the unit’s actual problem areas. Low scoring areas may require a reassessment of the corrective action plan taken by management. Continuous communication between unit leadership, supervision and QA personnel is essential. QA personnel will highlight trends and root causes in the summary. (T-3).

5.7.11. Quarterly Briefing. The briefing provides a summary of the unit’s performance, a discussion of problem areas, a review of trend data and successful initiatives. (T-2). The following areas must be addressed: number of evaluations and/or inspections completed, pass and/or fail rate for each section, open and closed items (to include estimated closure dates), observations, major findings and/or trends, root cause, and corrective actions. (T-3). This can be done using graphs, and narratives. A template for the briefing can be found on the AFRC/A4R SharePoint® website.

Chapter 6

AERIAL PORT AND PROGRAM MANAGEMENT (AFR ONLY)

6.1. Aerial Port Operations Management. The squadron superintendent and operations superintendent provide critical oversight of assigned air transportation personnel and processes. These roles are described in further detail in the following paragraphs:

6.1.1. Squadron Superintendent. Squadron superintendents provide oversight and management of personnel issues and actions related to the management of personnel within the aerial port squadron. (T-3). Example areas of focus are good order and discipline, promotions, reenlistments, section reassignments, and other actions or duties as designated by the unit commander. The Squadron Superintendent works in conjunction with the Aerial Port Manager, Assistant Aerial Port Manager, First Sergeant, Career Advisor, and other appropriate entities and agencies to address specific personnel issues or actions as required. (T-3).

6.1.2. Operations Superintendent. Operations superintendents address the mechanics of operating an aerial port squadron. (T-3). Example areas of focus are issues related to live missions, training exercises, schedule planning, outside agency coordination, and other actions or duties as designated by the unit commander. The Operations Superintendent works in conjunction with the Aerial Port Manager, Assistant Aerial Port Manager, and other appropriate entities and agencies to address specific operational issues or actions as required. (T-3).

6.2. Program Management. The Readiness and Resources section consolidates unit programs and readiness capabilities into a single functional area. (T-3). With oversight from the Assistant Aerial Port Manager, the Readiness and Resources section manages the implementation and execution of unit readiness programs such as unit fitness program, unit deployments, unit health monitoring, unit training and other readiness programs deemed appropriate as identified by the unit commander. (T-3).

6.2.1. Traditional Reservists assigned to Readiness and Resources will ensure that programs under their purview are executing on schedule and regularly report any deviations, concerns or issues to the Assistant Aerial Port Manager. (T-3). Members assigned to Readiness and Resources are not all encompassing, nor are they expected to execute these programs on their own. The unit commander may assign additional duty responsibilities to any member within their scope of authority, to augment section assigned functions and ensure that unit readiness programs are properly maintained to enhance unit mission effectiveness. In lieu of appropriate or available personnel to staff the Readiness and Resources section, the Assistant Aerial Port Manager will manage, monitor and perform the required duties. (T-3).

6.2.2. For installations where certain readiness functions are assigned at a higher level, such as at the group or wing, the Readiness and Resources section will become the focal point between the unit and the assigned installation team, ensuring required duties are performed. (T-3).

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

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

AFI 20-112, *Logistics Readiness Quality Assurance Program (LR QA)*, 6 October 2017
AFI 24-605, *Volume 1, Air Transportation Organization and Structure*, X XXX 2020
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 33-360, *Publications and Forms Management*, 1 December 2015
AFI 36-2651, *Air Force Training Program*, 3 January 2019
AFMAN 36-2136, *Reserve Personnel Participation*, 6 September 2019
AFPD 24-6, *Distribution and Traffic Management*, 23 March 2018
DoD 4500.54-G, *DoD Foreign Clearance Guide*, Perpetual
Title 10 United States Code, Section 9013, *Secretary of the Air Force*, 14 January 2019

Adopted Forms

AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*
AF Form 483, *Certificate of Competency*
AF Form 616, *Fund Cite Authorization (FCA)*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1199, *Air Force Entry Control Card*
AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*
AF IMT 938, *Request and Authorization for Active Duty Training/Active Duty Tour*
DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*
DD Form 2875, *Systems Authorization Access Request (SAAR)*
NGB Form 336, *Air National Guard Orders Request*

Abbreviations and Acronyms

2T2XX—Air Transportation Specialists
AEF—Air & Space Expeditionary Force
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFR—Air Force Reserve

AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AMC—Air Mobility Command
ANG—Air National Guard
APS—Aerial Port Squadron
ARC—Air Reserve Component
ART—Air Reserve Technician
AT—Annual Tour
CAC—Common Access Card
CFETP—Career Field Education and Training Plan
CONUS—Continental United States
CTEL—Command Training Evaluation List
DoD—Department of Defense
E&I—Evaluation and Inspection
EPE—Evaluator Proficiency Evaluation
FAM—Functional Area Manager
FTE—Full Time Equivalent
FY—Fiscal Year
GTC—Government Travel Card
ITP—Individual Training Plan
LEAP—Logistics Evaluation Assurance Program
MAJCOM—Major Command
MFM—MAJCOM Functional Manager
MPA—Military Personnel Appropriation
MRB—Movement Review Board
MTT—Mobile Training Team
NAF—Numbered Air Force
NGB—National Guard Bureau
NLT—No Later Than
OCONUS—Outside Continental United States
OJT—On-the-Job Training
OPR—Office of Primary Responsibility

Ops—Operations

POC—Point of Contact

QA—Quality Assurance

QTP—Qualification Training Package

Qtr—Quarter

RC—Reserve Coordinator

RegAF—Regular Air Force

RMVS—Reserve Management Vacancy System

RPA—Reserve Personnel Appropriation

SMS—Single Mobility System

SNCO—Senior Non-Commissioned Officer

SORN—Systems of Records Notice

STP—Seasoning Training Program

TBA—Training Business Area

TC—Team Chief

TPC—Transportation Proficiency Center

TR14—Training Request 14 (“14” refers to how many days for an annual tour)

TTR—Team Training Report

UPM—Unit Program Manager

UTA—Unit Training Assembly

USC—United States Code

UTC—Unit Type Code

UTM—Unit Training Manager

WJQS—Work Center Job Qualification Standard

Terms

AEF Reporting Tool—The AEF Reporting Tool (ART) allows units the ability to report UTC level readiness data. It provides one central location to archive reported data. It allows immediate updates and ready access to an aggregate UTC status for all levels of command with sufficient depth of information to make informed decisions on the employment of forces for AEF operations. It further provides a means for identifying and analyzing actionable indicators of change.

eTools—Electronic tools, or eTools, are portable electronic devices (such as laptop computer, handheld device) that operate in a disconnected mode and are typically certified to operate on Air Force networks.

Logistics Evaluation Assurance Program (LEAP)—A dynamic web application designed to provide logistics quality assurance personnel the capability for direct input of the quality assurance evaluation results.

Small, Medium, Large and Super Aerial Port Squadrons—The Air Force Reserve Command organizes aerial port squadrons at a functional level typically as small, medium, large and super. This structure facilitates the organization, training and deployment of air transportation specialists and associated Air Force Specialty Codes in support of combatant commanders.

Snowflake—A Snowflake is a template used by the AFR typically to staff specific actions (i.e., service member request civilian reemployment rights due to an absence from civilian employment by reason of service in the uniformed services).

Training Business Area (TBA)—Air Force automated training records and management application utilized for career field education and training plans, upgrade training documentation and other related actions.

Unit Type Code—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit." A Unit Type Code can consist of personnel, vehicles and/or equipment.

Attachment 2

TRAINING MOVEMENT CHECKLIST

A2.1. This checklist is a guide to assist with required actions prior to a deployment.

Table A2.1. Deployment Checklist.

ACTION ITEM	TIME FRAME	OPR	DATE COMPLETED
Select and approve deployment TC	NLT 120 days prior	Unit Leadership	
Select and approve deployment team members	NLT 120 days prior	Unit Leadership	
Ensure GTC for all members or AF Form 616, <i>Fund Cite Authorization</i> , has been approved	NLT 120 days prior	Aerial Port Manager or Assistant	
Initiate TR14	NLT 120 days prior	TC	
Verify military airlift or arrange commercial air trip port calls with the supporting traffic management office and/or commercial ticket office	NLT 90 days prior	TC, Unit Deployment Manager, Technicians	
Notify AFRC/A4RF of any changes in airlift requirements	As required	Aerial Port Manager, Assistant Aerial Port Manager	
Conduct initial team briefing to ensure members are informed of deployment procedures	NLT 90 days prior	TC	
Check Department of Defense (DoD) 4500.54-G, <i>DoD Foreign Clearance Guide</i> , for requirements and submit country clearance (as applicable)	60 days prior	TC	

Determine any special clothing requirements from host base (as applicable)	60 days prior	TC	
Ensure specific training objectives are established and validated for all team members	60 days prior	Supervisors, TC, UTM, Technician	
Submit TR14	90 days prior	TC, Technicians	
Request orders	60 days prior	TC, Technicians	
Provide host unit RC with travel information	NLT 45 days prior	TC	
Submit all required documentation to RC (as identified on RC website)	NLT 45 days prior	TC	
Submit commercial transportation funding request (if organic airlift is not available)	NLT 45 days prior	TC, Technicians	
Notify base supply if mobility items are required	30 days prior or UTA prior	TC	
Ensure all team members have completed Individual Checklist (N/A for ANG units)	30 days prior or UTA prior	TC	
Confirm lodging and ground transportation	30 days prior	TC	
Coordinate in-flight meals for organic airlift	30 days prior	TC	
Schedule Threat Awareness and Force Protection Briefing	30 days prior or UTA prior	TC	
Brief Commander on deployment status	15 days prior	TC	
Advise host unit RC of any updated travel info to include separate team member arrival(s)	10 days prior	TC and/or Technicians	

Obtain commercial airline itineraries from the traffic management office and distribute to team members	15 days prior or as dictated by the travel office	TC	
Final deployment briefing to include Force Protection Briefing	Immediately prior	TC, SC, Office of Special Investigations	
Accomplish on-site orientation briefing to include work and safety hazards	Day of arrival	TC and/or RC	
Ensure transportation is established to support work schedules and meal runs	Day of arrival	TC	
Reconfirm return airlift	Approximately seven days before end of tour	TC	
Conduct mid-tour meeting on all aspects of the tour	Mid-tour	TC and/or RC	
File Travel Voucher	NLT five days after return	TC and/or Team members	
Complete Team Training Report	Within 30 days following deployment	TC	
Note: Failure to comply with timelines may result in the training movement being cancelled. If the training movement is cancelled, the unit will be required to perform the tour at home station. (T-2) .			

Attachment 3

ANNUAL TOUR INDIVIDUAL TEAM MEMBER CHECKLIST

A3.1. This checklist is a guide to assist individuals with required actions prior to a deployment.

Table A3.1. Team Member Checklist.

ACTION	TIME FRAME	OPR	DATE COMPLETED
Ensure all required Advanced Distributed Learning Service training is completed at home station prior to departure	NLT 30 days prior	Team Member	
Ensure GTC is active or have approved AF Form 616	NLT 30 days prior	Team Member	
Appropriate AF Form 1199, <i>USAF Entry Control Card</i> (Restricted Area Badge)	NLT 30 days prior	Team Member	
AF Form 2293, <i>US Air Force Motor Vehicle Operator Identification Card</i>	NLT 30 days prior	Team Member	
AF Form 483, <i>Certificate of Competency</i> (i.e., Flight line proficiency cards)	NLT 30 days prior	Team Member	
Identification tags (dog tags)	NLT 30 days prior	Team Member	
Proper uniforms, safety equipment, and additional clothing and/or equipment	NLT 30 days prior	Team Member	

AF IMT 938, <i>Request And Authorization for Active Duty Training/Active Duty Tour, (Travel Orders) (AFRC) NGB Form 336, Air National Guard Orders Request</i>	NLT five days prior	Team Member	
Common Access Card (CAC)	As required	Team Member	
Valid civilian driver's license	As required	Team Member	
File Travel Voucher	NLT five days after return from tour	Team Chief and/or Team Member	
Ensure all articles obtained from base supply are returned at home station	NLT five days after return from tour	Team Chief and/or Team Member	

Attachment 4

CERTIFICATION REQUIREMENTS

A4.1. Hazardous Material Inspector

A4.2. Hazardous Material Preparer

A4.3. Load Planning

A4.4. Quality Assurance


A4.5. Joint Inspection

A4.6. Training Business Area

Attachment 5

SAMPLE HAZARDOUS MATERIAL WAIVER REQUEST

Figure A5.1. Sample Hazardous Material Waiver Request.

	DEPARTMENT OF THE AIR FORCE <small>AIR FORCE RESERVE COMMAND</small>	DATE
MEMORANDUM FOR HQ AF/POC HQ AFRC/A4RF IN TURN		
FROM: XXX APS/CC Full Address		
SUBJECT: Extension for Hazardous Material Inspector/Preparer		
1. Request approval for extension of certification of the following individual: Name: MSgt Jones, Ronald B. Expires: DATE		
2. Justification: Member was deployed on short notice to replace injured individual and is unable to test prior to expiration. The member will return from deployment on/about DATE		
3. Point of contact for this extension is NAME and CONTACT INFO.		
COMMANDERS NAME, Rank, USAF Commander		

Attachment 6**WEBSITES**

A6.1. AFRC Air Transportation SharePoint®. <https://afrc.eim.us.af.mil/sites/A4/A4R/A4RF/AirTrans>

A6.2. Advanced Distributed Learning Service (ADLS). <https://golearn.adls.af.mil>

A6.3. Transportation Proficiency Center (TPC). <https://cs2.eis.af.mil/sites/10835>

A6.4. AFRC/A4R Logistics Readiness Division SharePoint®.
<https://afrc.eim.us.af.mil/sites/A4/A4R>

A6.5. AMC Qualification Training Packages.
<https://www.my.af.mil/USAF/AFP40/d/s6925EC1353610FB5E044080020E329A9/Files/a4t/a4ts/atsev/qtp/hello.html>