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OF THE AIR FORCE**

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**AIR TRANSPORTATION
STANDARDIZATION AND RESOURCES**

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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 the Air National Guard (ANG). Ensure 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 Air Force (AF) 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. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include (1) the integration of major command (MAJCOM) level guidance into five separate volumes in an effort to bridge guidelines and procedures across the Air Force; (2) official hyperlinks have been updated and renewed; (3) oversight and distribution of numerous MAJCOM levels of authority are now assigned to Air Force Installation and Mission Support Center (AFIMSC); (4) ANG-applicable notes have been added or deleted throughout; (5) AFIMSC Air Transportation Functional Manager is primary office for all formal training course line numbers to include Parachute Rigger Course Phase I; (6) the term small air terminal is now obsolete and all non-aerial port air transportation operations are now referred to as an air transportation functions; and (7) removal of form images as attachments due to form availability via Air Force e-Publishing.

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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 (AMC) 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

AIR TRANSPORTATION TRAINING

Section 2A—Air Transportation Training Development and Management

2.1. Purpose. This section outlines training requirements for all personnel performing air transportation functions and applies to RegAF, AFR, and ANG alike. The goal of air transportation training is to reach and maintain operational readiness to fulfill all peacetime and wartime requirements. To achieve this, units will train to the capabilities listed in the air transportation (2T2X1) career field education and training plan (CFETP) specialty training standard, qualification training package(s) (QTP), and task training guide(s) (TTG). (T-1). Commanders will ensure training meets designed operational capability statements and assigned unit type code (UTC) requirements as reported in Air Force Input Tool and Air and Space Expeditionary Force (AEF) Time Phased Force Deployment Data library. (T-1).

2.2. Roles and responsibilities.

2.2.1. AF Air Transportation Career Field Manager (CFM) will:

2.2.1.1. Ensure training programs are developed using instructional system development (ISD) principles.

2.2.1.2. Provide overall management of training programs and guidance.

2.2.1.3. Validate equipment required for instructional purposes. Evaluate commercial modules and courseware for application.

2.2.1.4. Coordinate training requirements with appropriate agencies and functional managers.

2.2.1.5. Represent career field at training conferences, ISD workshops, and meetings.

2.2.1.6. Coordinate with air transportation education centers/units for requested training (e.g., 423rd Mobility Training Squadron (MTS)) in accordance with Air Mobility Command Instruction (AMCI) 36-2607, *U.S. Air Force Expeditionary Operations School Course Development and Ownership Process*.

2.2.1.7. Manage QTP development to support air transportation CFETP line items.

2.2.2. Air transportation education centers/units (e.g., 345th Training Squadron (Air Transportation Section), 423rd MTS (Air Transportation Section), AFR Transportation Proficiency Center (TPC)) will:

2.2.2.1. Develop training and provide instruction for air transportation courses. (T-2).

2.2.2.2. Conduct an ISD on 423rd MTS air transportation courses upon CFM or AMC/A4T request (e.g., new course development). (T-2).

2.2.2.3. Evaluate industry training programs and instructional methods in coordination with AMC/A4T. (T-2).

2.2.2.4. Manage course development (to include distance learning) as directed by CFM or AMC/A4T and forecast annual budget for training requirements. (T-2).

2.2.2.5. Maintain master and backup copies of each lesson on storage media. (T-2).

2.2.2.6. Develop procedures for collecting and analyzing training data from units. (T-2).

Section 2B—Formal Training (Not Applicable to Air Reserve Component)

2.3. Formal Training Courses.

2.3.1. General. Education and training course announcements contains course summaries, prerequisites, and fiscal year temporary duty to school requirements. Close coordination between unit training managers, AMC/A4T, and AFIMSC is crucial to ensure training allocations are filled.

2.3.2. Units will submit annual training requirements with commander's endorsement to AFIMSC by the deadlines established by Air Force Personnel Center (AFPC) and Air Education and Training Command (AETC). (T-2). Requirements will be consolidated into the format provided by AFIMSC. (T-2). All level one classes must have an AF Form 3933, *MAJCOM Mission Training Request*, endorsed by unit commander and submitted with requirements. (T-2).

2.4. Responsibilities and Duties. AFIMSC Air Transportation MAJCOM Functional Manager will:

2.4.1. Maintain mission readiness training and non-mission readiness training quotas for all air transportation personnel.

2.4.2. Consolidate, establish, and allocate AETC quotas.

2.4.3. Manage allocations and control quotas for 423rd MTS and 345th Training Squadron (TRS) air transportation courses. Coordinate with the 423rd MTS and 345th TRS to determine number and locations of mobile training team classes during fiscal year course scheduling.

2.4.4. Directly assist units concerning any emergent (out of cycle) training requirements. Coordinate with Headquarters AF, AFPC, AETC, TPC and 423rd MTS for any course adjustments as necessary to fulfill training needs.

2.4.5. Act as waiver authority for trainees attending formal courses. Waiver requests will be considered on a case-by-case basis.

Section 2C—Duty Position Training and Evaluation

2.5. Qualification Training Package (QTP) and Task Training Guide (TTG).

2.5.1. General. QTPs/TTGs are standardized unit-level training and evaluation source documents used throughout the air transportation community, and will be completed prior to signing off associated tasks in Training Business Area (TBA). (T-2). Air transportation personnel are directed to utilize QTPs, as prescribed in the CFETP, for duty position qualification and upgrade training. (T-2). Air transportation personnel will use QTPs to train

to the utmost capability based on available equipment or tasks performed at respective locations. (T-2). Partial use of QTP training steps is authorized if not all required resources exist locally. It is not necessary to send people to off-station training to meet requirements created by QTP compliance. QTPs for vehicles are located on AF e-Publishing website and TTGs are located on the AMC/A4T SharePoint® website.

2.5.2. Trainers will utilize task evaluation checklists (TEC) located within the TTG to assess trainees. (T-2). TECs are evaluation tools for annotating process compliance. Most TECs also require completion of a task assessment and an open book assessment administered online in Advanced Distributed Learning Service (ADLS) with a minimum passing score of 80%. Oral assessments may be administered to employees whose knowledge of English written language is limited.

2.5.3. Once an individual is QTP/TTG-trained, TECs are not required to be maintained and will be returned to trainee. (T-2). TECs completed by Air Reserve Component (ARC) members while on annual tour will be given to team chiefs for inclusion in TBA at home station. (T-1). Note: Contractors will be qualified in accordance with the applicable performance work statement (PWS). (T-2).

2.6. Proficiency Assessment. A proficiency assessment (PA) must be accomplished by a qualified trainer when an individual changes duty station, duty position, or when tasks are unarchived in TBA. (T-2). This assessment must be accomplished within 60 calendar days. (T-1). Results of PA will be documented as a journal entry in trainee's TBA record. (T-1). Note: This requirement does not alleviate supervisors from conducting initial evaluations as required in AFI 36-2651, *Air Force Training Program*. (T-1). PA and initial evaluation may be annotated within same TBA entry.

2.7. Remedial Training. Remedial training is required when individual(s) demonstrates a lack of proficiency. (T-1). Supervisors must decertify individuals and require QTP/TTG remedial training based on significant and/or multiple deviations. (T-1). Reasons for decertification must be documented as a journal entry in TBA. (T-1). Note: New versions of existing QTPs/TTGs do not automatically require remedial training, unless directed by AMC/A4T.

2.8. Training Documentation. Initial training and refresher evaluations will be documented in TBA, Core Automated Maintenance System for Mobility (G081) or Graduate Training Integration Management System (GTIMS) for military and civilian employees. (T-1). Establish training folders for individuals without on-the-job training (OJT) records. (T-1). Additionally, training for civilian employees will be annotated in accordance with AFI 36-129, *Civilian Personnel Management and Administration*. (T-1).

Section 2D—Vehicle Training and Qualifications

2.9. General. All units must establish a vehicle training program. (T-2). Training will be in accordance with AFI 24-301, *Ground Transportation* and Air Force Manual (AFMAN) 24-306, *Operation of Air Force Government Motor Vehicles*. (T-2). To ensure training is standardized, vehicle trainers will instruct personnel utilizing the QTPs available on the AF e-publishing website and TTGs available on the AMC/A4T SharePoint® website. (T-2).

2.10. Roles and Responsibilities.

2.10.1. AMC/A4T will:

2.10.1.1. Perform as OPR for air transportation vehicles and AMC vehicle QTP/TTG training development and management.

2.10.1.2. Evaluate air transportation vehicles and AMC vehicle QTP/TTG training as required.

2.10.1.3. Coordinate with Headquarters AF, Air Force Reserve Command (AFRC), National Guard Bureau (NGB), AMC Logistics Readiness Division (AMC/A4R), and AFIMSC on vehicle training issues. Obtain and provide feedback on vehicle training programs as required.

2.10.1.4. Develop and maintain AMC/A4T Standardization and Training website. Note: Required technical orders will be acquired from Enhanced Technical Information Management System.

2.10.2. Unit commanders will designate vehicle trainers in accordance with AFMAN 24-306 by using AF Form 170, *Appointment of Vehicle Trainers*. (T-1).

2.10.3. Unit level 25K/Halvorsen and 60K Tunner K-loader instructors will:

2.10.3.1. Be trained by a unit-qualified Halvorsen/Tunner Instructor. (T-2). If unit does not have a qualified instructor, individuals will complete qualification by either attending the Air Transportation Instructor Course (ATIC) or obtain training at a location with a unit-qualified instructor. (T-2). Note: Personnel who have previously attended Principles of Instruction, Basic Instructors Course, Academic Instructors Course, or another formal instructor training course resulting in a "T" prefix to their duty air force specialty code are not required to attend ATIC. Waivers for course exemptions must be submitted to AFIMSC or AMC/A4T. (T-2).

2.10.3.2. Possess awarded 5-skill level or above (or civilian equivalent). (T-2).

2.10.3.3. Be a qualified operator on Halvorsen and/or Tunner for a minimum of one year. (T-2).

2.10.3.4. Duration of training for ARC personnel is identical to RegAF requirements. ARC Halvorsen/Tunner instructor and operator training is conducted at the TPC, Dobbins Air Reserve Base, Georgia and ANG training is conducted at 165th Airlift Wing, Savannah, Georgia or 105th Airlift Wing, Stewart Air National Guard, New York. ARC will use lesson plans and training material provided by AMC/A4T. (T-2).

2.10.4. Initial Vehicle Training. Unit vehicle trainers will:

2.10.4.1. Train using an approved lesson plan, the QTPs available on the AF e-publishing website and TTGs available on the AMC/A4T SharePoint® website. (T-2). Technical orders will be used as the master reference for respective vehicles. (T-0). Note: When utilizing technical orders, always check publication currency date in the Enhanced Technical Information Management System prior to conducting training. Trainers must brief history of near-misses, reportable mishaps and headquarters-issued due caution notices. (T-2)

2.10.4.2. In addition to the QTP/TTG requirement above, ensure operators also complete online Occupational Safety and Health Administration Forklift Course. (T-1). A copy of the certificate should be retained for local vehicle licensing section.

2.10.5. Trainees will:

2.10.5.1. Complete all applicable QTPs/TTGs. (T-1).

2.10.5.2. Complete applicable unit vehicle training in accordance with this section. (T-2).

2.11. Recertification. Operators require recertification on all materiel handling equipment (MHE) in accordance with AFMAN 24-306, (e.g., K-loaders, and forklifts). (T-1). In addition to the MHE requirement, wide-body and C-5 staircase trucks are also required to be recertified every three years. (T-2). Note: Three-year recertification does not require completion of initial course over again (i.e., three-day Halvorsen or five-day Tunner course) unless operator fails a PA. (T-2).

2.11.1. Any time a vehicle is unarchived in TBA, a PA must be completed prior to operation. (T-1). Recertification process will be accomplished by a qualified vehicle trainer and trainers will use an approved lesson plan, the vehicle QTP available on the AF e-publishing website and TTG available on the AMC/A4T SharePoint® website. (T-2). Trainers must brief history of near-misses, reportable mishaps and headquarters-issued due caution notices. (T-2).

2.11.2. Operators will:

2.11.2.1. Successfully complete a PA on the vehicle. (T-2).

2.11.2.2. Complete online Occupational Safety and Health Administration Forklift Course. (T-1). A copy should be retained for local vehicle licensing section.

2.11.3. Once training is complete, either trainer or operator's supervisor must document training as a journal entry in TBA and update operator's record in G081 or GTIMS. (T-1).

2.11.4. Operators involved in a mishap require a PA from a qualified vehicle trainer. (T-2). If the operator fails a PA, he/she will be decertified and initial vehicle training requirements must be re-accomplished. (T-2). Document the PA and decertification, if applicable, in operator's TBA record. (T-1).

Section 2E—Recurring Training

2.12. General. Units will utilize G081 (local G081 account manager is the point of contact for first-time registration), TBA, or the Air Reserve Component Network database for tracking recurring training and ADLS for ancillary training dates. (T-1). Contingency response wings are authorized to use GTIMS database to track ancillary training instead of G081. Note: Not applicable to ANG units.

2.12.1. All CFETP tasks must be signed off in TBA for initial training. (T-1).

2.12.2. Training will be documented in accordance with [paragraph 2.8](#) (T-2).

Section 2F—Load Team Chief (LTC) Training Requirements (Military Personnel, Government Civilian, or Foreign National Personnel)

2.13. LTC Training Requirements. LTCs must meet the following criteria:

- 2.13.1. Completion of local ramp/aircraft services master task list requirements. (T-2).
- 2.13.2. Familiarization training on MHE applicable to location and ramp operations. (T-2).
- 2.13.3. Hazardous material handler qualification. (T-2).
- 2.13.4. Completion of Accident Prevention TTG and all TTGs under ramp operations (module 11), on the AMC/A4T SharePoint® website. (T-1).
- 2.13.5. Demonstrate competence during aircraft uploads/downloads on multiple aircraft types under supervision. (T-2).
- 2.13.6. ARC Load Team Chief. In addition to LTC criteria, units will assign this duty to at least one person from each ramp services UTC package to ensure mission capability statements are met. (T-2).

2.14. Contractor Load Team Chief Training. In accordance with the applicable PWS, contract LTC criteria will include:

- 2.14.1. Appointment in writing by station manager at air terminal ground handling service contract locations. (T-2).
- 2.14.2. Hazardous Material Handler Qualification. (T-2).
- 2.14.3. Possession of AF Form 483, *Certificate of Competency*, for flightline driving (or installation equivalent). (T-1).
- 2.14.4. Familiarization training on MHE applicable to location and ramp operations. (T-2).
- 2.14.5. Demonstrate competence during aircraft uploads/downloads on multiple aircraft types under supervision. (T-2).

Section 2G—Global Air Transportation Execution System Continuous Learning Environment

2.15. General. The Global Air Transportation Execution System (GATES) Continuous Learning Environment (CLE) supports formal and informal learning environments. CLE informal learning environment is designated for unit-level use. CLE formal learning environment is designated for and only accessible by:

- 2.15.1. 345th TRS, Fort Lee, Virginia.
- 2.15.2. TPC, Dobbins Air Reserve Base, Georgia.
- 2.15.3. 423rd MTS, Joint Base McGuire-Dix-Lakehurst, New Jersey.

2.16. Roles and Responsibilities. Trainees will:

- 2.16.1. Use GATES CLE and TTGs to support OJT. (T-2). Instructions for acquiring CLE accounts and performing functions within CLE are located in GATES CLE user manuals located on the AMC Innovations, Systems and Futures Branch (AMC/A4TI) SharePoint® website. Additional training aids are located on the GATES Training Video website.

2.16.2. Ensure data integrity in CLE. (T-2). Users will not change another unit's data without prior coordination. (T-2).

2.16.3. Only create data under home station aerial port code to support unit learning scenarios. (T-2). Note: Refer to GATES CLE User Manual if an aerial port code is not listed.

2.16.4. Personnel will only enter approved pseudo-data. (T-2). At no time will a user enter real-world PII or sensitive information for any reason. (T-2).

Section 2H—Hazardous Material Training

2.17. General. Commanders assign hazardous material workers into one of four functional groups: Hazardous Material Handlers, Inspectors, Preparers, and Technical Specialist. Personnel performing these duties will complete training in accordance with AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, Attachment 25. (T-1).

2.17.1. Air transportation personnel performing hazardous material inspector duties will complete a PA at least once every year. (T-2). Whenever possible, actual shipments will be used for training. (T-2).

2.17.2. Air transportation personnel are authorized to attend the Hazardous Material Preparer's Certification course when directed by the unit commander to augment traffic management personnel in teaching the base level hazardous material Technical Specialist course or when primary duties are related to certifying hazardous materials. Under these circumstances, units can request allocations through the applicable point of contact/option below:

2.17.2.1. RegAF: email AFIMSC at AFIMSC.XZTE.AirTransportation@us.af.mil.

2.17.2.2. AFR: AFRC Air Transportation Branch (AFRC/A4RF) Aerial Port Hazardous Material Seat Allocation Request website

2.17.2.3. ANG: email the NGB Air Transportation Branch (NGB/A4RDA) at usaf.jbanafw.ngb-a4.mbx.a4rda@mail.mil.

2.17.3. AMC Standardization and Resources Branch (AMC/A4TS), AFRC/A4RF, and NGB/A4RDA are the only authorized agencies to approve hazard materials preparer qualification extensions for air transportation personnel. (T-2). Commanders may approve extensions allowing a preparer to perform inspector responsibilities during contingency operations only. ARC unit commanders will forward all extension requests to AFRC/A4RF or NGB/A4RDA respectively as final approval authority regardless of assignment (e.g., deployed, Military Personnel Appropriation (MPA)). (T-2). Extensions will not resurrect an expired certification. (T-2).

Section 2I—Load Planning Training

2.18. Load Planning Qualification.

2.18.1. Trainees will:

2.18.1.1. Complete all applicable load planning TTG modules. (T-1).

- 2.18.1.2. Possess 5-skill level or above (or civilian equivalent) and be updated in TBA. (T-2).
- 2.18.1.3. Have good performance in cargo operations and ramp service aircraft loading. (T-2).
- 2.18.1.4. Successfully complete load planning distance learning (DL) course located in ADLS, refresher training, and undergo a proficiency assessment (PA) every two years. (T-1). Document refresher evaluations in G081, GTIMS, or the Air Reserve Component Network database in accordance with [paragraph 2.8](#) (T-2).
- 2.18.1.5. Be familiar with military commercial aircraft characteristics, configurations, and limitations outlined in aircraft technical orders. (T-0).
- 2.18.1.6. Determine cargo configuration and aircraft loading requirements in accordance with Air Transportability Test Loading Activity certifications. (T-1).
- 2.18.1.7. Continue OJT until trainer determines trainee has gained confidence and experience in load planning procedures on each airframe. (T-2).
- 2.18.2. OJT is the preferred method for Integrated Computerized Deployment System training. When OJT is not feasible or available, units can coordinate training through:
 - 2.18.2.1. Nearby military installations that have Integrated Computerized Deployment System qualified load planners.
 - 2.18.2.2. Transportation School at Fort Lee, Virginia.
 - 2.18.2.3. AMC affiliation course administrators.
 - 2.18.2.4. Transportation Proficiency Center at Dobbins Air Reserve Base, Georgia. ARC personnel will attend TPC Load Planning course during first 12 months of assignment. (T-2). This course complements ADLS load planning online training lessons and provides concentrated proficiency to initial trainees.
- 2.18.3. All training will be documented in accordance with [paragraph 2.8](#). (T-2).

Section 2J—Joint Inspection (JI) Training

2.19. General. All installations with a deployment requirement must establish a JI program, exceptions will be made on a case-by-case basis in coordination with AMC/A4T or AFIMSC. (T-2). JI training at unit level will be executed using approved curriculum to ensure standardized training enterprise-wide. (T-2). Refer to [paragraph 2.5](#) for required training standards. (T-2).

2.20. Roles and Responsibilities.

- 2.20.1. AMC/A4T and AFIMSC will:
 - 2.20.1.1. Function as the overall office OPR and have administrative authority over the JI program to establish program guidance.
 - 2.20.1.2. Plan and organize, in conjunction with air transportation formal training schools, a Joint Inspection Workshop as needed for the purpose of updating training materials.
- 2.20.2. 423rd MTS (Air Transportation Section) will:

- 2.20.2.1. Manage the program as directed. (T-2).
- 2.20.2.2. Develop standardized JI curriculum and examinations. (T-2).
- 2.20.2.3. Control and maintain original copies of test material. (T-2).
- 2.20.2.4. Provide administrative guidance and program oversight. (T-2).
- 2.20.2.5. Develop and provide course critiques to unit program managers. (T-2).

2.20.3. Unit training managers will ensure personnel schedule DL end of course exam with local education office upon enrollment. (T-1).

2.20.4. Unit JI PM will:

- 2.20.4.1. Administer JI program and refer to the 423rd MTS SharePoint® website for additional program administration information. (T-2).
- 2.20.4.2. Ensure unit classroom training courses are established, or coordinate with another unit with an established JI program to obtain training. (T-2).
- 2.20.4.3. Schedule unit-level training for appointed personnel on a frequency sufficient to cover initial and refresher (every two years) training requirements and maintain class rosters for two years. (T-2).
- 2.20.4.4. Maintain updated curriculum. (T-2).
- 2.20.4.5. Identify JI instructor requirements and coordinate with unit training managers and AFIMSC to forecast ATIC course allocations. (T-2).
- 2.20.4.6. Maintain critiques for two years and review to identify trends and take corrective actions. (T-2).
- 2.20.4.7. Ensure each instructor teaches one class and completes one JI annually. (T-2).
- 2.20.4.8. Administer the JI subject matter expert (SME) refresher examinations to JI instructors. (T-2).
- 2.20.4.9. Possess awarded 7-skill level or above (or civilian equivalent) and must be documented in TBA. (T-2).
- 2.20.4.10. Review unit's JI program manager course guide located on the 423rd MTS SharePoint® website. (T-2).

2.20.5. JI Instructors will:

- 2.20.5.1. Be JI qualified. (T-0).
- 2.20.5.2. Complete AMC ATIC provided by the 423rd MTS. (T-2). Note: Personnel who have previously attended Principles of Instruction, Basic Instructors Course, Academic Instructors Course, or some other formal instructors training resulting in a "T" prefix to their duty air force specialty code are determined as not required to attend ATIC. Waivers for course exemptions must be submitted to AFIMSC or AMC/A4T. (T-2).
- 2.20.5.3. Teach one initial class and completes one JI annually for currency. (T-2).
- 2.20.5.4. Complete JI refresher examination, administered by program manager or designated representative, every two years with minimum passing score of 80%. (T-2).

2.20.5.5. Teach approved JI curriculum. (T-2).

2.20.5.6. Conduct a unit classroom training course within 90 calendar days after completing training. (T-2). For lapses over 90 calendar days, supervisor or PMs must annotate justification in OJT records why instruction was not accomplished. (T-2).

2.20.5.7. Administer end-of-course exam and hands-on evaluations. (T-2). Provide additional instruction to trainees who do not meet 80% minimum passing criteria. (T-2).

2.20.5.8. Be present during classroom testing and hands-on evaluations. (T-2).

2.20.5.9. Control all test materials to prevent test compromise. (T-2).

2.20.5.10. Administer JI refresher examinations to JI personnel. (T-2).

2.20.6. Joint inspectors will:

2.20.6.1. Possess awarded 5-skill level or above (or civilian equivalent) and updated in TBA. (T-2).

2.20.6.2. Maintain hazardous materials inspector or preparer qualifications in accordance with AFMAN 24-204. (T-1).

2.20.6.3. Complete the following DL courses in ADLS:

2.20.6.3.1. Air Freight - Load Planning. (T-1).

2.20.6.3.2. Air Freight – Palletization. (T-1).

2.20.6.3.3. Air Freight – Handling Hazardous Material/Explosives. (T-1).

2.20.6.3.4. Air Freight – Mobility/Contingency Operation. (T-1).

2.20.6.4. Complete Joint Inspection knowledge training guide. (T-1).

2.20.6.5. Complete the unit JI program course. (T-2).

2.20.6.6. Complete additional unit OJT. (T-2). OJT includes conducting several joint inspections under supervision.

2.20.6.7. Be thoroughly familiar with AFMAN 24-204, Title 49 Code of Federal Regulations, **Part 173**, *Shippers-General Requirements for Shipments and Packagings, International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air, International Air Transport Association (IATA) Dangerous Goods Regulation, DTR 4500.9-R, Part III* and the technical orders listed in **Attachment 1**. (T-0). In addition, inspectors must be knowledgeable of AFI 10-403, *Deployment Planning and Execution*, and their host wing's installation deployment plan. (T-1).

2.20.6.8. Complete a PA using training loads/chalks that include at least one vehicle or rolling stock with hazards, a multi-pallet train, and pallets every year. (T-2). Whenever possible, actual loads will be used for training. (T-2).

2.20.6.9. Complete refresher training every two years consisting of a written test and one JI. (T-2). If trainee fails, they will attend initial classroom training and applicable DL training lessons. (T-1). Passing score to maintain proficiency is 80%. Note: Hazardous cargo may be simulated on training loads/chalks.

2.21. Training Documentation.

2.21.1. Document initial classroom and refresher (every two years) training requirements using the JI knowledge training guide. (T-2). At a minimum, instructors will document strengths/weaknesses for additional OJT requirements in remarks section of the knowledge training guide. (T-2). Note: Additional ANG JI requirements are located on the NGB/A4RDA SharePoint® website.

2.21.2. Training will be documented in accordance with [paragraph 2.8](#) (T-2).

Section 2K—Night Vision Goggle (NVG) Training Requirements

2.22. General. NVG Ground Personnel Instructor Course (NVGPIC) is a hands-on, train-the-trainer course conducted at designated locations. Course completion certifies personnel to operate in low-light or no-light airlift ground operations and qualifies individuals as a NVGPIC instructor for airlift ground operations. Note: Personnel who have previously attended Principles of Instruction, Basic Instructors Course, Academic Instructors Course, or another formal instructor training course resulting in a “T” prefix to their duty air force specialty code are determined as not required to attend ATIC. Waivers for course exemptions must be submitted to AFIMSC or AMC/A4T. (T-2).

2.22.1. Current unit NVGPIC instructors may train unit replacement instructor(s). The instructor trainee must instruct their first NVGPIC course under the observation of a current authorized instructor. (T-2). Instructors are required to meet unit level instructor requirements and use approved lesson plan material. Units tasked to maintain the NVG capability at home station must have a minimum of two qualified instructors. (T-2). NVGPIC instructors must complete Airlift Ground Operations in Minimum Lighting Conditions TTG and will be identified in writing by squadron commander or appointed representative. (T-2).

2.22.2. The Night Vision Goggle Ground Personnel course consists of three phases:

2.22.2.1. Phase I: Initial Familiarization Training. Personnel will be trained in proper inspection, operation, and use of NVGs utilizing headquarters approved learning material. (T-2).

2.22.2.2. Phase II: Vehicle Operation. Personnel will operate vehicles in a controlled lowlight, no-light environment using NVGs. (T-2). Tasks will focus on core cargo and ramp operations to improve trainee situational awareness, communications, and functional coordination in preparation for Phase III. (T-2). Vehicle training will be done on a K-loader or 10K All-Terrain forklift during static loading/off-loading operations. (T-2). For static training, practice with static loads such as highline docks or flatbed trailers. (T-2).

2.22.2.3. Phase III consists of engine running on-load/off-load (ERO) operations conducted in low-light, no-light conditions with NVGs. (T-2).

2.22.2.3.1. Ensure every opportunity is taken to conduct Phase III ERO training. (T-2). When not feasible to train with aircraft engines running, NVGPIC instructors may use static aircraft. Use of highline docks is also acceptable with approval from unit commander. Instructors must make training as realistic as possible to replicate ERO training environment. (T-2).

- 2.22.2.3.2. C-17A reduced lighting ERO clarification, in accordance with AFMAN 11-2C-17V3, *C-17 Operations Procedures*. MHE operators may utilize NVGs up to final parking position to enhance situational awareness. (T-2). If mission set requires minimum or reduced light uploads/downloads, loadmasters will ensure proper light discipline is utilized. (T-2). Blacked out (no-light) operations or covert uploads/downloads are not authorized. (T-2).
- 2.22.3. Initial NVGPIC training will be accomplished in its entirety utilizing approved TEC and “Go/No-Go” concept. (T-2).
- 2.22.4. Training may be accomplished “just-in-time” or within 120 calendar days of a deployment when personnel are directly tasked for the air transportation NVG capability UTC via official unit line number line remarks. Units without internal training capabilities will coordinate training with locations that have trained personnel assigned. (T-2). Contact AMC/A4T for current Master Instructor List and locations. (T-2). Coordination must be initiated at least 30 calendar days prior to start of training. (T-2).
- 2.22.5. Unit personnel postured to support the NVG capability UTC must complete refresher training every 15 months. (T-2). Refresher training will be conducted by a qualified instructor using the Airlift Ground Operations in Minimum Lighting Conditions NVG TTG and must consist of all three phases. (T-2).

2.23. Roles and Responsibilities.

- 2.23.1. The Air Transportation CFM will function as OPR and have administrative authority over air transportation NVG program guidance. The CFM will collaborate with AMC, AFRC, NGB and AFIMSC to:
- 2.23.1.1. Develop standardized NVG curriculum and examinations.
 - 2.23.1.2. Control and maintain original copies of test material.
 - 2.23.1.3. Develop and provide course critiques to unit program managers.
 - 2.23.1.4. Plan, coordinate and organize NVG Workshops as needed for the purpose of collaborating and updating training materials.
 - 2.23.1.5. When applicable, conduct an NVG program review during unit effectiveness inspections or other staff visits to the unit.
- 2.23.2. Unit NVG PM will:
- 2.23.2.1. Administer NVG program in accordance with this instruction and refer to Training and Formal Schools SharePoint® websites for additional program administration information. (T-2).
 - 2.23.2.2. Ensure unit classroom training courses are established, or coordinate with another unit with an established NVG program to obtain training. (T-2). Note: Qualified instructors may train their unit replacement instructor(s).
 - 2.23.2.3. Schedule unit-level training for appointed personnel on a frequency sufficient to cover training requirements. (T-2).
 - 2.23.2.4. Maintain class rosters for two years. (T-2).

2.23.2.5. Maintain updated NVGPIC course lesson plans and course materials. (T-2).

2.23.2.6. Ensure each instructor teaches one class and completes one low-light, no-light NVG operation every 15 months. (T-2).

2.23.2.7. Ensure trainees meet course prerequisites, to include those selected to attend NVGPIC. (T-2).

2.23.2.8. Maintain course prerequisite documentation for all trainees. (T-2).

2.23.2.9. Administer the NVGPIC refresher examinations to NVG instructors. (T-2).

2.23.2.10. Be a 7-level or civilian equivalent. (T-2).

2.23.2.11. NVG qualification for PM is highly recommended (not required). (T-2).

2.23.3. NVG instructors will:

2.23.3.1. Possess awarded 5-skill level or above (or civilian equivalent). (T-2).

2.23.3.2. Be NVG Phase III qualified. (T-0).

2.23.3.3. Hold a current secret security clearance. (T-2).

2.23.3.4. Complete four-day NVGPIC training by a certified instructor. (T-2).

2.23.3.5. Teach one initial class every 15 months for currency. (T-2). Instructors must teach all four duty days/three phases of course. (T-2).

2.23.3.6. Complete NVGPIC refresher examination, administered by program manager or designated representative, every 15 months. (T-2). Note: NVGPIC instructors may be requalified by another qualified instructor.

2.23.3.7. Teach headquarters-approved NVG curriculum. (T-2).

2.23.3.8. Conduct a unit classroom training course within 90 calendar days after completing training. (T-2). For lapses over 90 calendar days, supervisor or Program Manager must annotate justification in OJT records why instruction was not accomplished. (T-2).

2.23.3.9. Produce classroom materials to accommodate appropriate number of trainees scheduled for class. (T-2).

2.23.3.10. Administer an end-of-course exam and hands-on evaluations. (T-2). Training will be accomplished in its entirety utilizing approved TEC and "Go/No-Go" concept. (T-2).

2.23.3.11. Be present during classroom testing and hands-on evaluations. (T-2).

2.23.3.12. Control all test materials to prevent test compromise. (T-2).

2.23.3.13. Administer NVGPIC refresher examinations. (T-2).

2.23.3.14. Ensure proficiency of deploying personnel. (T-2). Individuals may require a reevaluation by a qualified trainer using the NVGPIC Fundamentals TEC. (T-2).

2.23.4. NVGPIC Trainees will:

2.23.4.1. Complete NVGPIC TTG. (T-1).

2.23.4.2. Complete the unit NVGPIC program course. (T-2).

2.23.4.3. Complete refresher training every 15 months consisting of a written test and one low-light/no-light NVG operation. (T-2). If trainee fails, they will attend initial classroom training. (T-1).

2.24. Training Documentation. NVGPIC instructor will document initial classroom and refresher (every 15 months) training requirements using the TTG. (T-2). At a minimum, instructors will document in TBA any additional OJT required in accordance with [paragraph 2.8](#) (T-2).

Section 2L—Nuclear Weapons-Related Materiel Training

2.25. Air Transportation Requirements. Unit commanders will ensure that personnel physically handling and/or managing nuclear weapons-related materiel are trained in accordance with the CFETP2T2X1, *Air Transportation Specialty*, identified on the master task list. (T-2). Trainees will accomplish initial and/or refresher training by completing all applicable knowledge training guide and any applicable requirements listed in accordance with AFI 20-110, *Nuclear Weapons Related Materiel Management*. (T-1).

Section 2M—Chemical, Biological, Radiological and Nuclear (CBRN) Training

2.26. General. CBRN defense training requirements are outlined in AFI 10-2501, *Emergency Management Program*. Additional operational CBRN requirements and training information can be found in AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological and Nuclear CBRN Environment*. Several portions of AFMAN 10-2503 apply and should be used for training and drilling.

2.26.1. Unit-level CBRN training applies to air transportation personnel at units (including Traffic Management personnel and AMC-gained ARC personnel assigned to aerial ports) with a deployment commitment to high or medium chemical threat areas. (T-1). Intent is to ensure appropriate task qualification training (TQT) is accomplished for mission-essential duties in a chemical, biological, or radiological environment while wearing full ground crew chemical ensemble. Individuals must complete unit-conducted CBRN TQT in addition to CBRN awareness and CBRN survival skills training in accordance with AFI 10-2501, Attachment 3. (T-1). When possible, TQT will be conducted in conjunction with wing/base exercises. (T-1). CBRN TQT must include career field specific duties performed within air terminal work centers and during vehicle operations. (T-1). CBRN TQT will be conducted in accordance with AEF Online Expeditionary Readiness Training Checklist. (T-1). Training will be documented in TBA, G081 or GTIMS. (T-1). Note: ARC documentation will be in TBA. (T-2).

2.26.2. Air transportation personnel may be tasked to support establishment and operation of an exchange zone to transfer cargo to/from contaminated and clean aircraft without allowing spread of contaminants. Procedures (including a step-by-step aerial port job guide) can be found in the Mobility Air Forces Counter-Weapons of Mass Destruction Concept of Operations (MAF CWMD CONOPS) on the AMC/A4T Training and Formal Schools SharePoint® website.

2.26.3. For additional guidance, refer to Air Force Tactics, Techniques and Procedures (AFTTP)(I) 3-2.60, *Multiservice Tactics, Techniques, And Procedures For Chemical, Biological, Radiological, and Nuclear Decontamination*, AFTTP 3-4, *Airman's Manual*, AFMAN 10-2503, AFI 10-2501, and AFMAN 24-306. Note: AFMAN 24-306, outlines required training for driving while in mission oriented protective posture gear. Unit commanders will utilize risk management principles during vehicle training (i.e., driving in over boots and mask). (T-1).

Chapter 3

AIR TRANSPORTATION STANDARDIZATION EVALUATION PROGRAM (ATSEP) AND LOGISTICS READINESS QUALITY ASSURANCE (QA)

Section 3A—Program Overview

3.1. General. ATSEP is Air Mobility Command's air transportation compliance program executed by commanders at aerial port and air mobility squadron level. This program provides commanders and AMC/A4T with assessments of a unit's ability to perform core air transportation and traffic management procedures ensuring standardized, repeatable, and technically compliant process execution.

3.2. Applicability.

3.2.1. AMC active duty, civilian equivalent, reserve and guard personnel activated under Title 10 performing air transportation or traffic management functions while assigned to an AMC aerial port squadron (APS), air mobility squadron (AMS), contingency response group (CRG) or to an expeditionary location with similar structure.

3.2.2. Logistics readiness squadrons with air transportation personnel assigned will follow guidance outlined in AFI 20-112, *Logistics Readiness Quality Assurance Program*, and are not subject to AMC ATSEP requirements. (T-1).

3.3. Purpose. ATSEP provides tools to:

3.3.1. Validate compliance with established operational and training directives.

3.3.2. Develop trend data by identifying deficiencies in core transportation functions.

3.3.3. Oversee root cause determination and ensure corrective action plan (CAP) for all command process evaluation list (CPEL) items graded as non-compliant, including trends, are in place.

3.3.4. Ensure PA is completed as required.

Section 3B—Roles and Responsibilities

3.4. AMC/A4T. AMC/A4T will:

3.4.1. Establish guidance and training for administration and execution of ATSEP.

3.4.2. Review deficiencies for trends and establish quarterly air transportation interest item(s) (ATII). ATII's require a focused evaluation and will be documented in Logistics Evaluation Assurance Program (LEAP).

3.4.3. Manage the AMC/A4T ATSEP SharePoint® website.

3.4.4. Determine if an ATSEP workshop is required. Should funding not be available for a physical presence of program participants, then a workshop event is not required. Teleconference and/or online meetings can suffice by using Defense Collaboration Service online or other similar e-tools.

3.4.5. Act as LEAP functional administrator for ATSEP.

3.4.6. Provide monthly ATSEP metrics for unit crosstalk when manual procedures are implemented.

3.4.7. Review and brief command leadership on unit evaluation results monthly.

3.4.8. Manage CPEL. CPEL is AMC/A4T managed/directed list of tasks to be evaluated monthly within each unit.

3.5. Unit Commander. Unit commanders will:

3.5.1. Establish and assign appointed personnel to an ATSEP section that will report directly to unit commander. (T-2). For contingency response forces, if determined operationally more effective, ATSEP shall be administered at group level (CRG, Chief of Standardization/Evaluation). (T-2). ATSEP section will be continually manned and report directly to the squadron commander (or group commander as appropriate within contingency response construct). (T-3).

3.5.2. Maintain overall program responsibility. (T-2).

3.5.3. Designate, in writing, a full-time ATSEP unit program manager (UPM), full-time evaluators, and augmentees as applicable. (T-2). Templates are available on the AMC/A4T ATSEP SharePoint® website. Appointment letters will be maintained in ATSEP office files. (T-2). A copy must also be provided to AMC/A4T ATSEP manager. (T-2).

3.5.4. Ensure ATSEP section is staffed with SMEs for all air transportation and applicable traffic management functions in the unit. (T-2).

3.5.5. Limit additional duties for ATSEP personnel. (T-2).

3.5.6. Conduct monthly ATSEP briefing to analyze trends of deficiencies and on-duty mishaps. (T-2). Attendees will include: ATSEP UPM (or designated representative), work center representatives and other senior leaders and unit personnel as required. (T-2).

3.5.7. Ensure all deficiencies are addressed and ensure flight leadership develops CAPs for all CPEL line items graded as non-compliant. (T-2). Note: CPEL line items graded as non-compliant are still required to have minimum number of monthly evaluations completed. (T-2).

3.5.8. Develop monthly commander focus item(s) (CFI) based on CPEL. (T-2). CFIs require a focused evaluation and will be documented in LEAP. (T-2). Commanders should consider areas of non-compliance, trends, high missed items and on-duty mishaps when developing monthly CFI(s).

3.5.9. Ensure an annual ATSEP self-assessment is completed in Management Internal Control Toolset. (T-2).

3.5.10. Consider ATSEP data when conducting squadron self-assessments in Management Internal Control Toolset. (T-2).

3.5.11. Determine/validate significant and critical deficiencies based on category descriptions in this volume. (T-2).

3.6. APS/Flight Superintendent. APS/Flight Superintendent will:

- 3.6.1. Recommend to commander most qualified and proficient individuals to serve as ATSEP UPM and evaluator(s). (T-2).
- 3.6.2. Review monthly ATSEP data: determine if any processes (i.e., mishaps, close-calls, negative evaluation trends) should be recommended to commander as a CFI. (T-2).
- 3.6.3. Attend ATSEP monthly briefings to assess unit performance and actions taken to analyze, correct, and improve aerial port processes. (T-2).
- 3.6.4. Ensure all deficiencies are briefed to all sections and flight leadership develops written CAPs to all CPEL line items graded as non-compliant. (T-2).
- 3.6.5. Review ATSEP deficiencies to ensure corrective actions and CAPs are valid, accurate, and complete. (T-2).

3.7. Unit Program Manager. ATSEP unit program manager will:

- 3.7.1. Be an air transportation senior non-commissioned officer or civilian equivalent. Grade exceptions require a waiver from AMC/A4T. (T-2). Waivers expire one year from approval date or when mission changes. Templates can be found on the AMC/A4T ATSEP SharePoint® website. (T-2).
- 3.7.2. Reflect highest standards of military bearing and professionalism; be impartial, objective, and consistent in all evaluations. Possess strong verbal and written communication skills. (T-2).
- 3.7.3. Complete ATSEP Formal Training course. Interim training will consist of viewing ATSEP training video located on the AMC/A4T ATSEP SharePoint® website. (T-2).
- 3.7.4. Manage unit-level ATSEP. (T-2).
 - 3.7.4.1. Ensure evaluators effectively and accurately identify deficiencies and detect trends of non-compliance. (T-2).
 - 3.7.4.2. Review, track, and compile items graded as non-compliant. Present to flight leadership for review, and to commander for validation. (T-2).
 - 3.7.4.3. Review monthly ATSEP data and all on-duty mishap reports to make recommendations for CFIs. (T-2).
 - 3.7.4.4. Ensure monthly CFIs are evaluated as identified by unit commander. (T-2).
 - 3.7.4.5. Track non-compliant CPEL line items until resolved. (T-2). Re-evaluate previous month's areas of non-compliance to ensure established CAPs are effective. (T-2).
- 3.7.5. Assist leadership in nominating most knowledgeable personnel within the unit to serve as ATSEP evaluators. (T-2).
- 3.7.6. Ensure required number of evaluations are conducted and evenly spread throughout a 30-day period. Evaluation requirements are listed in **paragraph 3.11** (T-2). Ensure evaluations are conducted to cover all shifts and work centers. (T-2).
- 3.7.7. Review current and previous month's reports to identify trends. (T-2).

- 3.7.7.1. Initiate actions when additional attention is required to resolve adverse trends or training discrepancies. (T-2). Actions include facilitating cross-talk and conducting briefings to unit personnel.
- 3.7.7.2. Document, review, and submit monthly evaluation results to AMC/A4T no later than the seventh day of each month. (T-2).
- 3.7.8. Maintain continuity binder or electronic file equivalent. (T-2). Ensure files consist of but not limited to: appointment letters, previous 12 months CFIs, waivers, and previous 12 months ATSEP reports. (T-2).
- 3.7.9. Review and validate deficiencies noted during evaluations. (T-2).
- 3.7.10. Communicate deficiencies to flights/sections within one duty day of discovery for cross-talk and appropriate corrective action. (T-2).
- 3.7.11. Provide a monthly summary of evaluations to unit commander and brief all validated deficiencies. (T-2).
- 3.7.12. Ensure ATIIIs are reviewed, and appropriate action(s) taken. (T-2).
- 3.7.13. Be well-versed on training requirements contained in [Chapter 2](#). (T-2).
- 3.7.14. Certify training for all ATSEP evaluators and augmentees. (T-2).
- 3.7.15. Complete ATSEP Formal Training course within 60 calendar days of assignment. (T-2).
- 3.7.16. Ensure evaluators are proficient on evaluation techniques, LEAP system, and documenting evaluations. (T-1). ATSEP evaluators must pass a PA within 30 calendar days of appointment and prior to being certified to perform unsupervised evaluations. (T-2). PAs will be documented in LEAP and individual training records/TBA. (T-2).
- 3.7.17. Perform LEAP site manager duties for unit. (T-1).
- 3.7.18. Participate in ATSEP meetings hosted by AMC/A4T. (T-2). If UPM is unavailable, the highest ranking evaluator will participate. (T-2).
- 3.7.19. Review and validate all evaluations. Ensure all deficiencies include a clear, detailed, and accurate narrative with a valid reference. (T-2).
- 3.7.20. If UPM acts for both a squadron and a group, UPM will be liaison to the group for aggregation and reporting of squadron ATSEP results. (T-2).
- 3.7.21. Perform evaluations as needed. (T-2).
- 3.7.22. Review CAPs and ensure PAs are conducted. Assist sections with root cause analysis (RCA) as required. (T-2).
- 3.7.23. With the exception of civilian personnel, ATSEP UPMs will serve for a minimum of one year, but no longer than three years. Commanders will establish a rotation procedures in order to ensure fresh expertise is provided to ATSEP section without disrupting continuity. (T-2).

3.8. ATSEP Evaluator. ATSEP evaluators will:

- 3.8.1. Be an air transportation non-commissioned officer with a seven skill level (or civilian equivalent). Traffic management personnel can evaluate applicable traffic management processes. Skill level exceptions require a waiver from AMC/A4T. (T-2).
- 3.8.2. Reflect the highest standards of military bearing and professionalism; be impartial, objective, and consistent in all evaluations. (T-2). Possess strong verbal and written communication skills. (T-2).
- 3.8.3. Complete ATSEP Formal Training course within 60 calendar days of assignment. Interim training will consist of viewing ATSEP training video. (T-2).
- 3.8.4. Be well versed on training requirements contained in **Chapter 2**. (T-2).
- 3.8.5. Provide post-evaluation feedback to personnel. (T-2).
- 3.8.6. Assist sections with RCA as required. (T-2).
- 3.8.7. With the exception of civilian personnel, ATSEP evaluators will serve for a minimum of one year, but no longer than three years. Commanders will establish rotation procedures in order to ensure fresh expertise is provided to ATSEP section without disrupting continuity. (T-2).

Section 3C—Guidance and Procedures**3.9. Program Guidance.**

- 3.9.1. Evaluations are AMC's formal avenue to ensure effectiveness of air transportation processes, identify areas for improvement, and maintain a standardized training program across aerial port functions of the air transportation career field. They provide leadership at all levels with factual information about health and effectiveness of unit training. Accurate assessments of proficiency are critical to identifying unit effectiveness. This program is intended to enhance training, cross-tell, and facilitate potential benchmarking.
- 3.9.2. Process evaluations are assessments of procedures required to accomplish a unit's mission. Conduct evaluations on processes while unit personnel are performing their daily duties without disruption to the normal work schedule. Focus on efficient and effective completion of tasks and processes within command standards. Safety must be inherent in all processes and an integral part of evaluations. Whenever safety is compromised, leadership will apply risk management principles to prevent mishaps. This may include risk assessments or job safety analysis in accordance with AFI 91-202, *The US Air Force Mishap Prevention Program*.

3.10. Mishap Documentation.

- 3.10.1. ATSEP will be used to document all mishap occurring within an aerial port. ATSEP's role is solely to document these findings and will not be involved in any investigation processes. Investigations are responsibility of local safety office and/or flight/squadron leadership. Deficiencies and CAPs are not required for mishaps. (T-2). Note: All mishaps will be reported through chain of command to applicable safety office in accordance with AFI 91-204, *Safety Investigations and Reports*.

3.10.2. ATSEP will send AF Form 978, *Supervisor Mishap Report*, to AMC/A4T ATSEP org box by the 7th of the following month of evaluation cycle. (T-2). Privacy Act information will be omitted from AF Form 978 (i.e., name and social security number) when submitted. (T-2). Note: AF Form 978s will be routed to applicable safety office within timelines established in AFI 91-204.

3.10.3. ATSEP will also validate accomplishment of PAs required as a result of a mishap. (T-2).

3.11. Evaluation Requirements.

3.11.1. Minimum number of monthly air transportation CPEL evaluations required is listed below in **Table 3.1** Units not performing task(s) on CPEL due to location or operational specific reasons may request a waiver through AMC/A4T. Waivers expire one year from approval date or if nature of the waiver changes. (T-2).

3.11.2. Types of evaluation waivers:

3.11.2.1. Type 1: Exemption/exception waiver allows squadron commanders to approve exemption/exception waivers for respective units. Squadron commanders can determine evaluation frequency for CPEL line items identified as Type 1 waiverable. This type of waiver applies to units that may not possess certain types of equipment or resources (i.e., MHE) or a particular function that is performed by another entity (i.e., contractor). Units are required to send signed waivers to AMC/A4T ATSEP functional area managers once approved. (T-2).

3.11.2.2. Type 2: Exception waiver allows AMC/A4T approval to decrease number of monthly evaluations for a particular CPEL line item within a respective unit. Units with this type of waiver will still evaluate waived CPEL line item(s) when opportunity arises, once a month, or quarterly, depending on justification provided. (T-2). Real-world based evaluations are preferred but may not always be an option for units with Type 2 waivers. Therefore, training scenarios will be used when real world opportunities are not available. (T-2).

3.11.2.2.1. Units can request this type of waiver if a significant lack of workload or opportunities for evaluation of a particular line item exists (i.e., JIs only performed once a quarter or minimum available hazardous material for inspection).

3.11.2.2.2. This waiver is intended to provide flexibility in balancing needs for training opportunities with ensuring compliance and is strictly based on workload or opportunities for evaluation. It is not associated with manning and will not be approved without proper justification. (T-2). Note: Whenever possible, units with an approved CPEL requirement waiver will still perform evaluations on waived items and meet their original CPEL requirements (i.e., an increase in monthly workload provides evaluation opportunities). (T-2).

3.11.2.3. All waivers require detailed written justification. (T-2). Wartime tasks identified in unit designed operational capability statements and core tasks identified in CFETP do not qualify for a Type 1 exemption/exception waiver. (T-2). CPEL line items that are evaluated once a month or quarterly, regardless if item is waived or not, will require a focused evaluation. (T-2).

3.11.3. Traffic management processes are exempt from this specific requirement. Units with assigned Traffic management functions will evaluate each Traffic management process on CPEL twice monthly regardless of available personnel. (T-2).

Table 3.1. Number of Required Evaluations Based on Personnel.

<u>Available Personnel</u>	<u>Monthly CPEL Evaluation Requirements</u>
51-200	2
201-300	3
301-400+	4

3.12. Evaluation Process.

3.12.1. All personnel assigned (officers, enlisted, and civilians) to an AMC air transportation unit are subject to ATSEP evaluation to include AFR and/or ANG personnel assigned to and performing duties within a RegAF unit. Evaluations and findings on AFR and ANG personnel are conducted and documented as they are for RegAF. However, ATSEP will not conduct PAs on AFR or ANG personnel. ATSEP members will communicate findings with the reserve liaison. (T-2).

3.12.2. ATSEP evaluations may be conducted in two ways: wing-tip view and focused evaluation.

3.12.2.1. Wing-tip view is used to evaluate multiple tasks within a process at the same time. While this approach does not focus on every step within a task, wing-tip view can detect a need for a focused evaluation.

3.12.2.2. Focused evaluations scrutinize critical steps to an individual task. It is a step-by-step evaluation of a process. Three situations drive focused evaluations:

3.12.2.2.1. While conducting a wing-tip view an indicator is present, or a deficiency is noted that requires a closer look.

3.12.2.2.2. CFIs.

3.12.2.2.3. ATIIIs.

3.12.3. Evaluations will be conducted in a natural working environment as much as possible allowing the process to occur without interruption by ATSEP personnel. (T-2). Evaluations will accurately assess proficiency of personnel and processes. (T-2). In the absence of real world opportunities, training scenarios will be used with intent to provide flexibility in balancing the need for compliance and proficiency. (T-2). Anyone may stop any process if a safety issue is discovered or further process completion could result in harm to an individual, and/or damage to equipment or aircraft. (T-2).

3.12.4. Evaluations resulting in a deficiency will include a reference, instruction, and/or the required standard that was violated. (T-2).

3.12.5. Evaluations will be conducted as part of a process with emphasis on documenting them as either a Minor, Significant or Critical deficiency. (T-2). ATSEP will not conduct investigations to look for deficiencies that are not part of an evaluation. (T-2).

3.12.6. Grading is based on total number of evaluations completed for 30 calendar days.

3.13. Deficiencies.

3.13.1. A deficiency is a validated evaluation finding that violates established guidance. ATSEP will identify all deficiencies. Each deficiency requires leadership to resolve the issue based on merits of the deficiency rather than severity of the deficiency level. (T-2). Deficiencies fall into three categories: Minor, Significant, Critical. (T-2).

3.13.1.1. Minor - validated deficiency noted while evaluating a CPEL line item that violates established guidance but has no immediate threat of personal injury, damage to equipment, severe mission degradation, or does not impose excessive unnecessary cost to the enterprise. NOTE: Unnecessary cost to enterprise will include misappropriation and/or mismanagement of funds or misuse of fund cites/transportation account codes. (T-2).

3.13.1.2. Significant - deficiency noted during an evaluation resulting from actions that have a clear and unambiguous indication that continuing/repeating such action has potential to cause personal injury, damage equipment, incur severe mission degradation, or impose excessive unnecessary cost to the enterprise. Additionally, repeated and deliberate violations of guidance noted during same evaluation may be assigned a significant deficiency. Note: Safety violations are not necessarily significant deficiencies; however, if observed safety violation clearly could have resulted in a mishap, it should be annotated as a Significant. A mission delay will not automatically be considered as severe mission degradation unless delay resulted in mission being canceled or re-cut. Examples of a Significant deficiency are: failure to utilize chock when inside circle of safety, failure to use spotter when operator's view is obstructed by cargo/baggage and/or sterile area/vault left unsecured, etc.

3.13.1.3. Critical - deficiency that resulted in personal injury, damage to equipment or property, severe mission degradation, or imposed excessive unnecessary enterprise cost.

3.13.2. Unit commanders will be notified of all Significant and Critical deficiencies within one duty day. (T-2).

3.13.3. Individuals cited with three or more Minor deficiencies within a single evaluation, a Significant or Critical deficiency, are required to undergo a PA on deficient line item task, to include a review of their TBA records or equivalent. (T-2). PA will be documented in TBA and verified by ATSEP after estimated completion time. (T-2).

3.13.4. CPEL line items that receive a single Significant or Critical deficiency or a total number of Minor deficiencies that is greater than total number of required evaluations on that CPEL line item will be documented as non-compliant. (T-2).

3.13.5. CPEL line items with a Type 2 waiver or a monthly/quarterly evaluation requirement will be graded as non-compliant when there are three or more deficiencies within an evaluation. (T-2).

3.13.6. Line items that are graded as non-compliant for two months in a three month period on a rolling calendar will be tracked as trends. (T-2).

3.13.7. Leadership will brief all applicable deficiencies to their respective flights/sections as it applies to their work center. (T-2). Any line item found to have a deficiency will not be re-evaluated for at least one duty day. (T-2). Flight/section leaders shall brief all personnel and take corrective actions as required. (T-2).

3.13.8. Deficiencies will be referenced per paragraph within applicable guidance. (T-2). Deficiencies with a separate reference on same process would constitute more than one deficiency. Final determination is made by UPM after consulting process owners, leadership, and subject matter experts.

3.14. Corrective Action Plan (CAP). In accordance with AFI 90-201, *The Air Force Inspection System*, a CAP is a deficiency corrective action which at a minimum includes root-cause(s), deficiency cause code(s), countermeasures, responsible section, and estimated completion date.

3.14.1. The following situations require a written CAP:

3.14.1.1. All Significant and Critical deficiencies. (T-2).

3.14.1.2. All line items graded as non-compliant for the month. (T-2).

3.14.1.3. Non-compliance trends. (T-2).

3.14.2. Applicable flights/sections must provide a written CAP for all non-compliant line items by stating actions taken/planned to resolve the identified non-compliance, to include an implementation date or estimated closure date. (T-2). Work center CAPs for non-compliant items will be reviewed by applicable superintendent(s), flight chief(s), operations officer and approved by unit commander before ATSEP suspense date. (T-2).

3.14.3. An RCA of deficiency shall be conducted anytime a CAP is required. (T-2). Recommend using the continuous process improvement program to determine primary, and if applicable, contributing root causes. Guidance can be found in AFI 38-401, *Continuous Process Improvement (CPI)*.

3.15. Reporting Procedures.

3.15.1. ATSEP shares all deficiencies with all squadron members. Intent is for unit leaders from other sections to proactively look at same/similar processes, tasks, or operations to ensure compliance across all functions.

3.15.2. Evaluations should be documented in LEAP. When LEAP is not available, AMC units will utilize ATSEP Manual Evaluations Report found on the AMC/A4T ATSEP SharePoint® website. (T-1). Regardless of documentation method, AMC deficiency data (to include all written CAPs and RCAs) is due to AMC/A4T for review no later than the seventh day of the following month of evaluation cycle. (T-2). Failure to provide data due to computer downtimes and/or problems will not be an acceptable reason during unit inspections.

3.15.3. Evaluation disputes will be resolved within squadron chain of command, preferably between flight leadership and UPM. (T-2). Ultimately, squadron commander has sole authority to accept or reject results of an evaluation.

3.15.4. Unit ATSEP personnel will brief ATSEP data up their applicable chain of command, (i.e., maintenance group, air mobility operations group, CRG) when required. (T-2). AMC ATSEP reporting data, as a minimum, will include:

- 3.15.4.1. Overall compliance (evaluations vs. deficiencies). (T-2).
- 3.15.4.2. Number of evaluations and deficiencies by CPEL breakdown. (T-2).
- 3.15.4.3. Deficiency breakdown (Minor, Significant, Critical), CAPs and RCAs. (T-2).
- 3.15.4.4. CFIs/ATIIIs/mishaps. (T-2).
- 3.15.4.5. Non-compliance areas and trends. (T-2).

Section 3D—ATSEP Program Administration/Execution

3.16. Non-Deployed/In-Garrison Locations.

3.16.1. Squadron commanders will establish an ATSEP section. (T-2). Additional duties must be minimized and not take priority over management/evaluation requirements of unit task evaluation. (T-2). AMC ATSEP sections will establish and maintain an ATSEP organizational email address. (T-2).

3.16.2. Manning for ATSEP office is based on assigned personnel to include civilians and foreign nationals. A minimum of one military 2T2X1 is required; however, squadron commanders will ensure evaluation/quality assurance (QA) section is sufficiently manned so that all required CPEL line item evaluations are fulfilled.

3.16.3. Commanders of AMC units with 50 or less permanently assigned air transportation personnel (including civilian and foreign nationals) are not required to establish an ATSEP section. Commanders electing to establish an ATSEP must fully comply with this instruction. (T-2). These AMC units not required to maintain an ATSEP under this instruction are still subject to inspection by wing inspection or MAJCOM Inspector General teams.

3.16.4. Refer to [Table 3.2](#) for recommended manpower authorizations based on 2T2X1 authorized positions.

Table 3.2. ATSEP Manning Requirements.

Assigned 2T2X1	UPM + Evaluators
0-50	(0) 1*
51-149	2
150-199	3
200-249	4
250-299	5
300-349	6
350-399	7
400-449	8
450-499	9
500-549	10
*ATSEP requirement is not required per Air Force Manpower Standard 42P500. If program is established, ATSEP section will be manned as indicated and duties will be assigned to unit trainers/supervisors. (T-2).	

3.16.5. ATSEP sections should be comprised of a cross-section of aerial port personnel with experience in all work center function, who are highly professional and motivated, and possess strong communication skills. Evaluators should be assigned to ATSEP program manager for evaluation performance report (EPR) purposes.

3.17. Expeditionary Locations.

3.17.1. Commanders at expeditionary AMC locations are required to establish an ATSEP. ATSEP section will establish and maintain an ATSEP organizational email address. (T-2).

3.17.2. Manning for ATSEP will be taken from available personnel. In deployed environments, ATSEP duties may be a primary or an additional duty. (T-2).

3.17.3. Provisions of this publication will be utilized as guidance; however, the following requirements may be waived:

3.17.3.1. Grade requirement for UPM based on allocated authorizations.

3.17.3.2. Formal training requirements for UPM and evaluators.

3.17.3.3. Rotation procedures for UPM and evaluators.

Chapter 4

AIR TRANSPORTATION RESOURCES

Section 4A—Air Transportation Resources Flight

4.1. General. Air Transportation Resources Flight (TROX) requirements apply to AMC APS and/or AMS locations identified with a structure in AFI 24-605 Volume 1, *Air Transportation Organization and Structure*, and that earn manpower for TROX functions. Air transportation personnel assigned under TROX are primarily responsible for unit planning, resources, mobility, equipment, safety, and cyber/security management.

4.1.1. TROX is established to enhance planning capability, resources tracking, mobility operations, and force protection program (administrative functions of the APS or AMS, and to coordinate unit resources, cargo and passenger capabilities, and support functions. TROX ensures all wartime and contingency APS support and AMS requirements are identified and preplanned. TROX also provides a ready source of technical assistance and professional guidance to respective small terminals.

4.1.2. Size of the unit and/or its unique organizational structure (e.g., mobile or en route capability) will determine what responsibilities are applicable.

4.2. Plans Function. The plans function will:

4.2.1. Perform roles and responsibilities as identified in AFI 10-201, *Force Readiness Reporting*, AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*, AFI 10-401, *Air Force Operations Planning and Execution*, AFI 10-402, *Mobilization Planning*, AFI 10-403, and AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*. Coordinate unit inputs to inter-service support agreement (ISSA), intra-service support agreements, host nation support agreements, host tenant support agreement, memorandum of agreement (MOA), memorandum of understanding (MOU), and base support plans through respective air mobility operations wing. (T-1).

4.2.2. Contact AMC Logistics Readiness Branch (AMC/A4OL), through applicable chain-of-command, when a change in mission/unit status occurs. (T-2).

4.2.3. Coordinate contingency plans with AMC/A4OL, air mobility operations wing, wing manpower functions, and participating base and transient units. (T-2).

4.2.4. Provide air transportation guidance, status briefings and/or contingency updates to the crisis response cell unit representative and the deployment control center, or the mobility control unit, on non-AMC bases. (T-2).

4.2.5. Represent unit interests and coordinate unit involvement during base exercises, planning conferences, workshops, and meetings. (T-2).

4.2.6. Write/review annexes or appendices for the base support plan annually. (T-2). Assist AMC functional area managers as unit SME when base support plan is reviewed. (T-2).

4.2.7. Act as OPR for Status of Resources and Training System, Defense Readiness Reporting System reporting and the AEF Reporting Tool. (T-2). Ensure at least two people are appointed and trained as monitors for the reporting systems above. (T-2). Maintain a current copy of AFI 10-201, and MAJCOM supplements. (T-2). Consolidate and review AEF Reporting Tool data for monthly submission online via secret internet protocol router network no later than 15th day of each month (or as directed by higher headquarters). (T-2).

4.2.8. Identify requirements to resolve conflicts with UTC in-place and deploying unit personnel and equipment bed-down, facilities, and other support; deployment requirements not specified in the operational plans, (e.g., deployments in support of local unit exercises and training or to satisfy internal training requirements; and, unit communication requirements to support expanded operations during contingencies or emergencies). (T-2).

4.2.9. Coordinate with wing/logistics plans for host base support of air transportation forces deployed into the unit, as well as ANG/AFR augmenting forces, and all unit requirements at deployed locations, in conjunction with deployed operating location host, and other agencies, as applicable. (T-2). AMC APS/AMS units will develop unit reception and contingency plans to support local installation deployment plan. AMC units that reside as tenant units across other MAJCOM installations (i.e., Pacific Air Forces and US Air Forces Europe) will review and provide inputs to host base plans as needed. (T-2).

4.2.10. Manage contingency response group-element/APS/AMS augmentee programs. (T-2).

4.2.11. Participate in contingency response group-element operations planning. (T-2).

4.3. Unit Deployment Manager. Each unit will have a primary unit deployment manager. (T-2). The unit deployment manager will:

4.3.1. Provide technical assistance for deployment of unit personnel and equipment as needed.

4.3.2. Perform roles and responsibilities as identified in AFI 10-402, AFI 10-403, and AFI 24-602, V2, *Cargo Movement*. (T-1).

4.3.3. Manage, administer, and support unit mobility programs to include but not limited to: unit deployment, support of host deployment (to include host, tenant, or transit forces), base reception of forces, and participation in base mobility exercises. (T-1).

4.3.4. Coordinate actions for Deliberate and Crisis Action Planning and Execution Segments and AEF taskings. (T-1).

4.3.5. Participate in deployment/redeployment planning meetings/site surveys and deploy with unit personnel when tasked. (T-1).

4.3.6. Develop unit mobility local operating procedures. (T-1).

4.3.7. Perform periodic mobility self-inspections to assess the unit's capability to fulfill its wartime taskings. (T-1).

4.3.8. Coordinate with Ground Transportation function to determine MHE/vehicle requirements. (T-1).

4.3.9. Submit formal school training requirements, including mobile training team requests, to the unit/host training function. (T-1).

4.3.10. Schedule and coordinate local mobility and AMC Affiliation Program training for unit personnel through the unit training manager. (T-1).

4.3.11. AMC aerial ports and units with a mobility mission will develop and maintain a cadre of Technical Specialist personnel to certify aerial port equipment shipped in support of tasked deployed operations. (T-1). Local management will determine cadre size. (T-1). Technical Specialist training requirements of AFMAN 24-204 apply. Aerial port teams are not inherently responsible for certifying hazardous materials belonging to other contingency response unit elements or the supported forces. An aerial port element may certify contingency response forces cargo, within the scope of their training as a Technical Specialist, when other contingency response elements lack this capability.

4.4. Unit Antiterrorism Representative. The unit antiterrorism representative will perform roles and responsibilities as identified in DoDIO-2000.16V1_AFI10-245-O, Volume 1, *Antiterrorism (AT) Program Implementation*. (T-0).

4.5. Vehicle Control Officer/Non-Commissioned Officer. Each unit will have a primary and alternate vehicle control officer/non-commissioned officer. (T-2). The primary and alternate vehicle control officer/non-commissioned officer will:

4.5.1. Perform roles and responsibilities as identified in AFI 24-301, AFI 24-302, *Vehicle Management*, and AFMAN 24-306. (T-1).

4.5.2. Serve as flight line driving certifying official in accordance with AFI 13-213, *Airfield Driving*. (T-2).

4.6. Unit Reserve Coordinator. Each AMC APS and/or AMS unit will have a primary Unit Reserve Coordinator. (T-2). The Unit Reserve Coordinator will:

4.6.1. Coordinate with ANG/AFR units to establish MPA man-day and annual training requirements. Unit Reserve Coordinators will be familiar with the ARC's Training Record-14 process and requirements as outlined in AFI 24-605 Volume 4, *Air Transportation Reserve Component*. (T-2).

4.6.2. Coordinate, schedule, and arrange training, transportation, and billeting for teams on flyaway unit training assembly days or annual tours, as required. (T-2). Ensure training, transportation, and billeting requirements are received from the ARC not later than 45 calendar days before the team's scheduled arrival and advise unit(s) of any training or support shortfalls as soon as notified by the supporting unit. (T-2).

4.6.3. Ensure ARC personnel receive training as requested and identified; and all training is properly documented. (T-2).

4.6.4. Ensure AFRC/A4RF has current and accurate information regarding unique training, equipment training requirements, and team size and rank limitations so the information can be displayed on the reserve coordinator website. (T-2).

4.6.5. Provide original copies of the locally produced ARC Annual Tour Survey and AMC ARC Team Chiefs Annual Tour Survey to ARC annual tour personnel. (T-2). Upon completion of the ARC tour, complete a copy of the locally produced AMC ARC Coordinator's Annual Tour Survey and forward copies of all completed surveys to AFRC/A4RF. (T-2).

4.6.6. Report all accidents and injuries involving ARC personnel on annual tour or MPA mandays to AFRC/A4RF as soon as operationally possible, but not later than 24 hours after the incident. (T-2).

4.6.7. Perform roles and responsibilities as identified in AFI 36-2629, *Individual Reservist Management*. (T-1).

4.7. Tool and Equipment Management Program.

4.7.1. Individual equipment items purchased by the unit are authorized for use in work centers and on the flightline. Individual equipment items authorized for use on the flightline includes but is not limited to: Personal Protective Equipment (PPE), reflective vests/belts, ear defenders, gloves; light wands, fall restraint harnesses, Gerbers®, Leathermans®, Maglites®, aircraft loading checklists; tools assigned to specific aircraft servicing equipment such as lavatory service truck or potable water trucks; and, aircraft intercom headsets. (T-2).

4.7.2. Units will ensure accountability/markings of equipment assigned/issued to an individual or team. (T-2).

4.7.3. Marking of equipment assigned/issued to an individual will be accomplished prior to utilizing equipment. (T-2).

4.7.4. Personnel will account for all equipment on their person or used on the flightline, before departing/returning to their work center. Equipment accountability will be documented at a minimum at the beginning and end of each shift. (T-2).

4.7.5. Minimize identification markings (first initial, first four letters of last name, and last two numbers of DoD ID #) on equipment (e.g., ear defenders, reflective vests/belts, gloves) which allows continued use of PPE when individuals are reassigned. PPE issued and marked following previous guidance does not need to be re-etched or replaced solely to comply with these marking requirements. Markings are not required on issued individual clothing, with the exception of gloves.

4.8. Cyber Security Manager. Each unit will have a primary cyber security manager. (T-2). The cyber security manager will perform roles and responsibilities as identified in AFI 17-130, *Cybersecurity Program Management*, DoDMAN5200.02_AFMAN16-1405, *Air Force Personnel Security Program*, and AFI 17-2CDAV3 *Cyberspace Defense Analysis (CDA) Operations and Procedures*. (T-1).

4.9. Unit Safety Representative. Each unit will have a primary unit safety representative. (T-2). The unit safety representative will:

4.9.1. Be organized as identified in AFI 91-202, The US Air Force Mishap Prevention Program. (T-2).

4.9.2. Perform roles and responsibilities as identified in AFI 91-202 and AFMAN 91-203, *Air Force Consolidated Occupational Safety, Fire and Health Standards*. (T-1).

4.10. Facilities Manager. Each unit will have a primary facility manager. (T-2). Facilities managers will perform roles and responsibilities as identified in AFMAN 91-203, AFMAN 32-1001, *Civil Engineer Operations*, AFI 32-2001, *Fire and Emergency Services (F&ES) Program*; AFI 90-301, *Inspector General Complaints Resolution*, and AFI 90-821, *Hazard Communication (HAZCOM) Program*. (T-1).

Section 4B—Pallets and Nets (463L) Management

4.11. General. This section contains procedures and guidance to control and monitor 463L pallet and net assets throughout the Defense Transportation System.

4.12. Pallets and Net Management. AMC/A4T will:

- 4.12.1. Utilize Global Asset Reporting Tool (GART) to monitor asset levels throughout the DoD.
- 4.12.2. Ensure assets are tasked/managed in line with DoD operational requirements.
- 4.12.3. Provide emergency and special program codes for national emergency responses within asset tasking letters when applicable.

4.13. DoD Pallet and Net Distribution Centers (Hubs). Four locations are identified as 463L asset hubs to support Denton Program, foreign military sales, humanitarian, emerging requirements, and subfloor requirements necessary for 618 Air Operations Center-directed commercial airlift in accordance with the DTR 4500.9-R, Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*. (T-0).

4.13.1. The following locations will maintain adequate storage capabilities for the following asset levels in addition to fulfilling AMC-designated hub roles:

- 4.13.1.1. 60 APS, Travis Air Force Base – 15K pallets, 15K top nets, 30K side nets. (T-2).
- 4.13.1.2. 436 APS, Dover Air Force Base – 10K pallets, 10K top nets, 20K side nets. (T-2).
- 4.13.1.3. 437 APS, Charleston Air Force Base – 5K pallets, 5K top nets, 10K side nets. (T-2).
- 4.13.1.4. 721 APS, Ramstein AB – 10K pallets, 10K top nets, 20K side nets. (T-2).

4.13.2. Distribute 463L assets within Global Asset Reporting Tool (GART) designated area of responsibility. AMC/A4T will provide transportation account codes. (T-2).

4.13.3. Mobility air forces units will submit GART report in accordance with [paragraph 4.14](#) As units report lower assets on hand than authorized, program monitors should initiate contact about necessary resupply. (T-2).

4.13.4. Consolidate annual revalidation letters from area of responsibility and submit to AMC/A4T in accordance with DTR 4500.9-R, Part VI. (T-0).

4.13.5. Maintain a tracking log of all assets moved and email to AMC/A4T amcA4T.plt.equip@us.af.mil no later than 2100Z by the 5th of each month. (T-2).

4.13.6. Implement effective corrosion control program in accordance with applicable technical orders to ensure assets remain in serviceable condition at all times. (T-2).

4.13.7. Work closely with AMC/A4T on 463L asset program management. (T-2).

4.14. Reporting Requirements.

4.14.1. Units will follow guidance in accordance with DTR 4500.9-R, Part VI for program management. (T-0).

4.14.2. APS/AMS maintain accountable report for pallets, top nets, and side nets. MB-1 (10,000lb)/MB-2 (25,000lb) chains/devices, straps, KC-10 (1-inch)/standard (2-inch) pallet couplers, and radio frequency identification tags in GART no later than 2100Z every Tuesday. (T-2). All other units are required to submit pallets, top nets, and side nets in GART monthly, between 15-20th. (T-2).

4.14.3. Units unable to submit in GART will e-mail the report to AMC/A4T at amcA4T.plt.equip@us.af.mil. (T-2).

4.15. Pallet and Net Requests.

4.15.1. Units will submit asset requests to their designated hub. ANG units will coordinate with the NGB/A4RDA Functional Area Managers. (T-2).

4.15.2. Deployed locations will submit requests for pallets and nets to their respective theater asset manager. (T-2).

4.15.3. Non-AMC units may forward inventory replenishment requests to AMC/A4T via e-mail at amcA4T.plt.equip@us.af.mil.

4.16. Shipping 463L Assets.

4.16.1. 463L items tasked by AMC for redistribution will move as transportation priority 1 (TP-1). (T-2).

4.16.2. 463L assets destined for repair/retrograde will move as TP-2. To facilitate movement, the air freight officer/superintendent, or airlift clearance authority/customer service branch will upgrade the priority of assets from TP-2 to TP-1 on the 14th day of no movement. (T-2).

Section 4C—AMC Contracted Air Terminal and Ground Handling Services (ATGHS) Program

4.17. General. This program standardizes administrative and operational infrastructure to support all AMC Air Transportation Ground Handling Service (ATGHS) contracts with central management by the Air Transportation Programs section within AMC/A4T.

4.18. AMC/A4T Roles and Responsibilities. AMC/A4T will:

4.18.1. Perform air transportation program manager (PM) and command contracting officer representative (COR) manager execution duties for all AMC ATGHS contracts.

4.18.2. Act as AMC's single point of contact with United States Transportation Command Acquisitions Branch to facilitate AMC ATGHS contract procurement, administration, and management.

4.18.3. Coordinate on command-to-command agreements, MOAs, MOUs, and ISSAs which affect AMC ATGHS contracts. Note: AMC/A4R is the manager for these agreements and can be contacted by e-mail at AMC.A4.A4.RX@us.af.mil.

4.18.4. Define contract requirements for ATGHS operations; develop the PWS and independent government cost estimate; and accomplish required coordination with United States Transportation Command Acquisitions Branch, AMC/A4T branches, AMC Financial Manager, designated support unit (see [Table 4.1](#)), COR manager/representative, and other affected agencies.

4.18.5. Develop and coordinate AMC ATGHS contract QA plans, which will include contracting officer/administrative contracting officer, PM, COR manager, and COR roles and responsibilities, as well as facilitate implementing and executing performance measurement and management as outlined in the QA plans.

4.18.6. Coordinate support for providing contractor training with designated support unit, COR manager, and COR.

4.18.7. Budget for the contract acquisition and modifications as well as AMC/A4T program management and oversight requirements.

Table 4.1. AMC Contracted Air Terminal and Ground Handling Services.

<u>Location</u>	<u>Designated Support Unit</u>
Eielson Air Force Base, Alaska	515 Air Mobility Operations Wing
Misawa Air Base, Japan	
Fukuoka International Airport, Japan	
Kunsan Air Base, Republic of Korea	
Gimhae Air Base, Republic of Korea	
Paya Lebar, Singapore	
Cargo City and Kuwait International Airport, Kuwait	521 Air Mobility Operations Wing
Tel Aviv and Ovda Air Base, Israel	
<u>Central and South America</u>	<u>Designated Support Unit</u>
Kingston, Jamaica	437 APS
<u>AMC Commercial Gateway Location</u>	<u>Designated Support Unit</u>
Baltimore-Washington International Airport, Maryland	305 APS/Detachment 1
Seattle-Tacoma International Airport, Washington	62 APS/Operating Location-A
<u>AMC Unilateral Aircrew Training</u>	<u>Designated Support Unit</u>
Joint-Base Charleston, South Carolina	437 APS
Dyess Air Force Base, Texas	317 Operational Support Squadron
Joint- Base Lewis-McChord, Washington	62 APS

4.19. Designated Support Unit Roles and Responsibilities. Designated support unit will:

4.19.1. Ensure AMC support of the contractor in accordance with contract provisions regarding government- furnished materials, equipment, facilities and training. (T-2).

4.19.2. Accomplish support agreements at overseas contracted locations with assistance from AMC/A4T PM. (T-2).

4.19.3. Appoint a COR manager to act on the commander's behalf and coordinate with AFPC to assign a primary (and alternate(s) when applicable) COR, review contractor performance documentation, and foster lines of communication with the administrative contracting officer and AMC/A4T PM/COR manager for AMC contracted ATGHS locations, **Table 4.1** (T-2).

4.19.4. Delegate and coordinate temporary assignment for SME requirements from within the designated support unit area of responsibility or as coordinated with applicable host installations for SMEs to assist with training or inspection of contracted services.

4.19.5. Provide COR administrative support. (T-2).

4.19.6. Provide publications distribution office support to contracted locations. (T-2).

4.19.7. Budget for administrative support of contracted operations to include but not limited to COR manager and COR temporary duty costs for attending training, site visits, or inspections, and necessary day-to-day support of contracted operations, (e.g., government furnished materials or government-furnished equipment replacement, repair, or spare parts). (T-2).

4.20. COR Manager/CORs Roles and Responsibilities. COR Manager/CORs will:

4.20.1. Perform responsibilities in accordance with DoDI 5000.72, *DoD Standard for Contracting Officers Representative (COR) Certification*. (T-0). COR Manager/CORs will also perform responsibilities in accordance with the contract QA plan and contracting officer appointment memorandum. (T-2).

4.20.2. Assist AMC/A4T PM with developing PWS, QA plans, and independent government cost estimates. (T-2).

4.20.3. Coordinate contract performance requirements (to include modifying existing contracts. (T-2).

4.20.4. Determine effectiveness and quality of contractor performance. (T-2).

4.20.5. Report all contractor performance deficiencies to AMC/A4T PM monthly. CORs will inform PM and COR manager immediately if deficiencies are critical, result in AMC mission degradation, or there is a potential for future negative mission impact. (T-2).

4.20.6. Advise AMC/A4T PM when assistance is required or problems arise in order to facilitate resolution. (T-2).

Section 4D—Navy-Operated AMC Terminal Program

4.21. General. This program standardizes implementation and execution of AMC/Commander, Navy Installations Command (CNIC) MOA requirements. This agreement is applicable to Navy-operated AMC air terminals regularly traversed by AMC aircraft via scheduled channel missions.

4.22. AMC/A4T PM Roles and Responsibilities. AMC/A4T PM will:

4.22.1. Develop, coordinate, and ensure proper administration of AMC/CNIC MOA.

- 4.22.2. Develop Navy-operated AMC Air Terminal Program standards and assist designated support units with implementing and executing Navy-Operated AMC Air Terminal Program for respective regions/locations.
- 4.22.3. Ensure designated support units maintain compliance with AMC/CNIC MOA.
- 4.22.4. Coordinate on any MOA/MOU, ISSA, and memorandum for record associated with a Navy-Operated AMC Air Terminal.
- 4.22.5. Provide AMC/A4T situational awareness updates based on designated support units periodic reports.
- 4.22.6. Jointly, with assigned Navy personnel and AMC technical advisors, develop, review, and submit PWS, QA plans, and independent government cost estimates for locations with contracted air terminal services.
- 4.22.7. Serve as AMC source selection evaluation board member when Navy pursues acquisition or re-acquisition of air terminal services.
- 4.22.8. Monitor contract QA programs, ensure AMC standards are maintained, and appropriate corrective actions pursued, as well as assist Navy with developing required PWS modifications and associated government cost estimates.

4.23. AMC Designated Support Units Roles and Responsibilities. AMC designated support units will:

- 4.23.1. Comply with AMC/CNIC MOA. (T-2).
- 4.23.2. Develop, coordinate, and execute ISSA, memorandum for record, or other agreements, with assistance of wing support agreement manager, required to support Navy Operated AMC Air Terminals (see [Table 4.2](#)). (T-2).
- 4.23.3. Appoint a Navy-Operated AMC Air Terminal PM, responsible for implementing and executing Navy-Operated AMC Air Terminal Program. (T-2).
- 4.23.4. Ensure an AMC representative is appointed as technical advisor when AMC is responsible for bearing pertinent transportation operating costs on a pro-rata share/fully reimbursable basis. (T-2).
- 4.23.5. Coordinate with AFPC to assign technical advisors to locations where AMC traffic warrants constant on-site technical assistance. (T-2).
- 4.23.6. Provide or coordinate administrative support for assigned AMC technical advisors. (T-2).
- 4.23.7. Ensure adequate support, training, assistance, and guidance are provided to Navy Operated AMC Air Terminals. (T-2).
- 4.23.8. Budget for Navy-Operated AMC Air Terminal Program administration and fund Navy Operated AMC Air Terminal operations on a prorated share/fully able basis. (T-2).

Table 4.2. Navy-Operated AMC Air Terminals.

<u>Location</u>	<u>Designated Support Unit</u>
Naval Air Station Norfolk, Virginia	436 APS
Naval Air Station Guantanamo Bay, Cuba	437 APS
Naval Air Station Jacksonville, Florida	437 APS
Camp Lemonnier, Djibouti	521 Air Mobility Operations Wing
Naval Support Activity Manama, Bahrain	
Naval Support Activity Naples, Italy	
Naval Support Activity Sigonella, Italy	
Naval Support Activity Souda Bay, Crete	
Naval Station Rota, Spain	
Naval Support Facility Diego Garcia, British Indian Ocean Territory	
Marine Corps Air Station Iwakuni, Japan	730 AMS

4.24. AMC Designated Support Unit Program Manager Roles and Responsibilities. AMC designated support unit PM will:

4.24.1. Ensure AMC technical advisor responsibilities are included in local and/or regional ISSA. (T-2). Responsibilities include, but are not limited to, providing appropriate support and technical assistance, monitoring air terminal performance, data collection, coordinating and validating annual budgets and expenditures, processing training requests, resolving issues, and maintaining open lines of communication. (T-2).

4.24.2. Assist AMC/A4T PM when Navy-Operated AMC Air Terminal services are contracted; develop PWS, QA plans, and independent government cost estimates, and serve as technical representation for source selection team requirements when Navy pursues acquisition or re-acquisition of air terminal services. (T-2).

4.24.3. Assign technical advisors as primary and alternate QA personnel, responsible for inspecting contractor performance and associated documentation, and fostering lines of communication with AMC/A4T PM, unit PM, Navy-Operated AMC air terminal manager (ATM)/COR, and administrative contracting officer. (T-2).

4.24.4. Provide AMC/A4T PM and unit leadership situational awareness concerning on-going initiatives, concerns, and transportation issues/programs. (T-2).

4.25. AMC Designated Support Unit Technical Advisors Roles and Responsibilities. AMC designated support unit technical advisors will:

4.25.1. Review Navy-operated AMC air terminal workload data monthly to determine Transportation Working Capital Fund/non-reimbursable workload (passenger, cargo, and aircraft) is being identified properly and reported accurately for pro-rata reimbursement calculations.

4.25.2. Coordinate with Navy-operated AMC ATM/COR as required when Navy-operated AMC air terminal services are contracted to determine QA Surveillance Schedule. (T-2). Provide results of inspections/surveillances immediately to ATM/COR for action. (T-2).

4.25.3. Conduct Navy-operated AMC air terminal operations site visits; set frequency of visits depending on size of terminal, frequency of AMC flights, and known terminal operations issues. (T-2). One annual visit is required at a minimum for locations where air terminal services are not contracted. (T-2). Locations where air terminal services are contracted, QA surveillance will be in accordance with the contract QA plan and coordinated with ATM/COR. (T-2).

4.25.4. Provide AMC/A4T PM, AMC designated support unit PM, Navy region PM and ATM/COR copies of site visit reports and contract QA inspections, monitor corrective actions, and provide updates until closed out. (T-2).

4.26. Training Department of Navy, Government Civilian, and Contractor Personnel.

4.26.1. Requirements:

4.26.1.1. AMC-designated support units will provide technical assistance and training for all aspects of air terminal operations to Department of Navy military and civilian personnel assigned to Navy-operated AMC air terminals as well as contractor personnel based on ATGHS or passenger terminal and cargo handling contract requirements. (T-2).

4.26.1.2. At a minimum, technical assistance will include establishing a two-week, hands-on training program for assigned Department of Navy military and civilian personnel. (T-2). Training programs may include, but are not limited to, items listed in CFETP2T2X1, **Part II**, specialty training standard, qualification training package(s) (QTP), and task training guide(s) (TTG). Training may be conducted at either designated support unit or Navy-operated AMC air terminal. Actual training time will be based on experience level of assigned personnel. (T-2).

4.26.1.3. AMC personnel assigned to operating locations or detachments collocated with Navy-operated AMC air terminals will provide technical assistance to ATM and air operations officer. (T-2).

4.26.1.4. Formal training quotas for Navy-operated AMC air terminal personnel are obtained either through Navy Quota Management Office or designated support unit. This includes, but is not limited to, requirements for hazardous cargo inspector training and other AMC formal courses.

4.26.1.5. Refer to the Education and Training Course Announcements website for course descriptions (Reference **Attachment 2**). Note: Courses taught by 423rd MTS, Navy unit commanding officers may request waivers to course prerequisites from via email: ORG.AMCA4-72@us.af.mil or through the Navy Quota Management Office. Waiver requests will be considered on a case-by-case basis.

4.26.2. Navy-operated AMC air terminals are responsible for fully funding and issuing associated orders with all off-site training according to existing AMC/CNIC MOA.

Section 4E—AMC Small Terminal Assistance Program (STAP)

4.27. General. Small Terminals generally have limited air terminal facilities, equipment, operations, or technical expertise. Small Terminals are normally air transportation activities owned and operated outside of AMC purview. The STAP provides a ready source of technical assistance and professional guidance for Small Terminals from larger air transportation entities.

4.28. STAP Objectives.

- 4.28.1. Provide contacts for resolution of daily working level transportation problems.
- 4.28.2. Provide a continuing source of training, technical assistance, and information for air terminal personnel.
- 4.28.3. Provide a mechanism for resolution of problems which cannot be resolved at local level.

4.29. AMC/A4T PM Roles and Responsibilities. AMC/A4T PM will:

- 4.29.1. Review AMC designated support unit site visit reports for trends and/or problems requiring attention.
- 4.29.2. Staff and provide responses to items forwarded by AMC designated support unit, small terminals, or other agencies.
- 4.29.3. Review ISSA and other agreements to ensure they allow and/or support STAP concept as defined in this instruction, including authority/agreement for AMC, and AMC designated support units.

4.30. AMC Designated Support Units Roles and Responsibilities. AMC designated support units will:

- 4.30.1. Develop, coordinate, review, and execute agreements, with assistance of wing support agreements manager, to ensure support of STAP concept as defined in this instruction, including authority/agreement for AMC and AMC designated support units. (T-2).
- 4.30.2. Ensure adequate training, assistance, and guidance is provided to small terminals. (T-2).
- 4.30.3. Support each small terminal designated in **Table 4.3** and provide oversight of any AMC facilities, equipment, and vehicles. (T-2).
- 4.30.4. Provide technical advice when requested by small terminal on aspects of air terminal operations. (T-2).
- 4.30.5. Provide assistance when requested by small terminal with OJT of air terminal personnel. Assistance may be provided at small terminal, designated support unit, and/or by use of DL.
- 4.30.6. Provide assistance to small terminal in obtaining forms and publications. (T-2).
- 4.30.7. Conduct site visits when requested by small terminal or at frequencies identified in a current MOA/ISSA using technically qualified personnel, and notify AMC/A4T and appropriate intermediate command prior to site visit. (T-2).

4.30.7.1. Contact AMC/A4TI prior to performing site visits in order to identify any problems small terminal may be having in documentation and Transportation Working Capital Fund reporting. Problems which cannot be resolved during site visits will be addressed to appropriate command staff. (T-2).

4.30.7.2. Authorize follow-up visits to small terminal where major deficiencies warrant further on-site assistance. Visits will be of sufficient duration to provide technical assistance and appropriate OJT. (T-2).

4.30.7.3. Submit written site visit reports to small terminal leadership with copies forwarded to AMC/A4T and appropriate intermediate command transportation staffs within five duty days of completing visit. (T-2). Also, forward copies to higher headquarter staffs of small terminal unit as directed by MOA, MOU, ISSA, and other agreements. (T-2). Note: Reporting requirement in this paragraph is exempt from licensing in accordance with AFI 33-324, *The Air Force Information Collections and Reports Management Program*. (T-2).

Table 4.3. Small Terminal Assistance Program Locations.

<u>Location</u>	<u>Designated Support Unit</u>	<u>Terminal Operator</u>
Thule, Greenland	305 APS	Space Command
Ascension Island	437 APS	Space Command
Bridgetown, Barbados	437 APS	Army
Managua, Nicaragua	437 APS	USSOUTHCOM
Paramaribo, Suriname	437 APS	Embassy
Patrick AFB, FL	437 APS	Space Command
Port-au-Prince, Haiti	437 APS	USSOUTHCOM
Port-of-Spain, Trinidad	437 APS	USSOUTHCOM
Santo Domingo, Dominican Republic	437 APS	USSOUTHCOM
Soto Cano, Honduras	437 APS	Army
St. Johns, Antigua	437 APS	Headquarters USAF
Djakarta, Indonesia	730 AMS	US Defense Attaché Office
Kwajalein Island	735 AMS	Army
Wake Island	735 AMS	Pacific Air Forces

Section 4F—Mechanized Materiel Handling System (MMHS) Program

4.31. General. MMHS includes equipment, process controllers, or equipment shelters required to handle materiel in a proven, systematic, mechanized manner as described in AFI 23-101, *Air Force Materiel Management*. Examples include: static baggage conveyors, multi-tier storage for 463L pallets, pallet pits, truck dock levelers, omni-roller boards, etc.

4.32. AMC/A4T Roles and Responsibilities. AMC/A4T will:

4.32.1. Initiate and collect aerial port MMHS requirements on an annual basis as MAJCOM focal point to Air Force Materiel Command AF Mechanized Materiel Handling Engineering Office.

4.32.2. Provide guidance to units on how to establish new and validate current requirements during annual MMHS data call.

4.32.3. Validate unit submissions and collaborate with Air Force Materiel Command AF Mechanized Materiel Handling Engineering Office lead engineers on project priorities.

4.32.4. Submit validated and prioritized MMHS requirements to Air Force Materiel Command AF Mechanized Materiel Handling Engineering Office based on annual guidance.

4.33. MMHS Training.

4.33.1. Conduct initial and recurring training on critical components to keep MMHS equipment in operation for mission requirements and extend lifecycle operations. (T-2).

4.33.2. Create and maintain operator and maintenance training plans. (T-2).

4.33.2.1. Document training in TBA for all military and other DoD employee's training records. (T-2). Units without access to TBA will establish local procedures for monitoring and documenting training. (T-2).

4.33.2.2. Ensure MMHS operators and maintenance personnel accomplish initial and recurring training, as required by location, to safely operate and maintain MMHS, in accordance with [Table 4.4](#) (T-2). Note: Use of Inventory Control System software (when installed) is optional.

Table 4.4. Recommended MMHS Operator Training Checklist.

Occupational Safety
Operational Safety
CPR
Fall Protection
Working in confined spaces
Working in confined spaces
Overhead crane train the trainer
Inventory Control System software operation
Overhead crane operator training
Overhead crane rigging to lift/move outsize materials
SIEMENS™ – Air cargo system operator training (specific to certain systems)

Section 4G—Materiel Handling Equipment (MHE)/Specialized Vehicles Program

4.34. General. MHE and specialized vehicles (e.g., K-loaders, forklifts, and staircase trucks) are designed to transport materiel and assist with cargo/passenger operations.

4.35. Vehicle Inspection. All vehicles will be thoroughly inspected in accordance with Technical Order 36-1-191-WA-1, *Technical and Managerial Reference for Motor Vehicle Maintenance*, daily when used and weekly when not used. (T-2). Inspecting vehicles on a daily basis is encouraged to ensure in-commission capability.

4.36. Vehicle Rotation. Vehicles should be rotated to ensure proper serviceability/readiness.

4.37. Vehicle Authorization. Requests for additional and/or different types of vehicle authorizations must be in accordance with AFI 24-302. (T-2).

WARREN D. BERRY
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor Mishap Report*

AF Form 3933, *MAJCOM Mission Training Request*

Abbreviations and Acronyms

2T2X1—Air Transportation Specialists

ADLS—Advanced Distributed Learning Service

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFTTP—Air Force Tactics, Techniques and Procedures

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

AMS—Air Mobility Squadron

ANG—Air National Guard

APS—Aerial Port Squadron

ARC—Air Reserve Component
ART—Air Expeditionary Force Unit Type Code Reporting Tool
ATGHS—Air Terminal and Ground Handling Services
ATIC—Air Transportation Instructor Course
ATII—Air Transportation Interest Item
ATM—Air Terminal Manager
ATSEP—Air Transportation Standardization and Evaluation Program
CAP—Corrective Action Plan
CBRN—Chemical, Biological, Radiological, and Nuclear
CFETP—Career Field Education and Training Plan
CFI—Commander Focus Item
CFM—Air Force Career Field Manager
CFR—Code of Federal Regulations
CNIC—Commander Navy Installations Command
COR—Contracting Officer Representative
CPEL—Command Performance Evaluation List
CRG—Contingency Response Group
DL—Distance Learning
DoD—Department of Defense
DTR—Defense Transportation Regulation
ERO—Engine Running On-load/Off-load
G081—Core Automated Maintenance System for Mobility
GART—Global Asset Reporting Tool
GATES—Global Air Transportation Execution System
GATES CLE—GATES Continuous Learning Environment
GTIMS—Graduate Training Integration Management System
IATA—International Air Transport Association
ICAO—International Civil Aviation Organization
ISD—Instructional Systems Development
ISSA—Inter-Service Support Agreement
JI—Joint Inspection
LEAP—Logistics Evaluation Assurance Program

LTC—Load Team Chief
MAJCOM—Major Command
MHE—Materiel Handling Equipment
MMHS—Mechanized Materiel Handling System
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MPA—Military Personnel Appropriation
MTS—Mobility Training Squadron
NGB—National Guard Bureau
NVG—Night Vision Goggles
NVGPIC—Night Vision Goggle Ground Personnel Instructor Course
OJT—On-the-Job Training
OPR—Office of Primary Responsibility
PA—Proficiency Assessment
PM—Program Manager
PPE—Personal Protective Equipment
PWS—Performance Work Statement
QA—Quality Assurance
QTP—Qualification Training Package
RCA—Root Cause Analysis
RegAF—Regular Air Force
SME—Subject Matter Expert
STAP—Small Terminal Assistance Program
TBA—Training Business Area
TEC—Task Evaluation Checklist
TO—Technical Order
TP—Transportation Priority
TPC—Transportation Proficiency Center
TQT—Task Qualification Training
TROX—Air Transportation Resources Flight
TRS—Training Squadron
TTG—Task Training Guide

UAT—Unilateral Aircrew Training

UPM—Unit Program Manager

US—United States

USTRANSCOM—United States Transportation Command

UTC—Unit Type Code

Terms

Air Transportation Interest Item (ATII)—A process that requires special attention based on current trend data. Much like an AMC/IG special interest item (SII), but applicable to air transportation processes addressed in the ATSEP program. AMC/A4T is responsible for establishing and rescinding ATIIIs.

Advanced Distributed Learning Service (ADLS)—The gateway to the official online learning system of Air Mobility Command.

Available Personnel—Available Personnel are those “on station” performing tasks - including augmenting forces. Personnel working at an alternate work site due to a runway closure are considered augmenting forces to the unit where the tasks are being performed. Individuals (except contingency response wing deployed) who are temporary duty off station or on convalescent leave will not be counted.

Command Performance Evaluation List (CPEL)—AMCs command-directed list of processes to be evaluated within an air transportation unit. The list identifies core tasks, evaluation frequency and waiver level.

Defense Collaboration Service Online—A suite of collaboration tools/services which include web conferencing, instant messaging, collaborative workspaces, and application sharing.

Evaluator—Air transportation personnel who perform evaluations as specified in this instruction.

Focused Evaluation—In-depth evaluation that scrutinizes critical steps to a task. A step-by-step evaluation of a process being conducted.

Go/No Go—Tasks are trained and qualified to the “go/no go” level. “Go” means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

Management Internal Control Toolset—Management Internal Control Toolset is an interactive application designed to assist managing self-inspection programs.

Qualification Training Package (QTP)—An instructional package designed for use at the unit level to train and evaluate personnel in their duty position.

Subject Matter Expert (SME)—SMEs are individuals who have on-the-job experience working in or with the subject/task(s) being analyzed.

Task Training Guide (TTG)—An instructional lesson plan package designed for use at the unit level to train and evaluate personnel in their duty position.

Wing-Tip View—An approach used to evaluate multiple tasks within a process at the same time. Does not focus on any one particular item but can guide focused evaluations.

Attachment 2**REFERENCED WEBSITES AND EMAIL****Figure A2.1. Referenced Websites and Email.**

AMC/A4T SharePoint®:
https://eim2.amc.af.mil/org/a4/A4T/_layouts/15/start.aspx#/SitePages/Home.aspx
AMC/A4T air transportation training email address: ORG.AMCA4-72@us.af.mil
AMC/A4T ATSEP email address: ORG.AMCA4-83@us.af.mil
AMC/A4T ATSEP SharePoint®:
https://eim2.amc.af.mil/org/a4/A4T/A4TS/_layouts/15/start.aspx#/SitePages/ATSEP.aspx
Advanced Distributed Learning Service (ADLS): <https://golearn.adls.af.mil/login.aspx>
AEF Online Expeditionary Readiness Training Checklist:
<https://aefonline.afpc.randolph.af.mil/Predeployment.aspx>
GATES Continuous Learning Environment (CLE) User Manuals:
https://eim2.amc.af.mil/org/a4/A4T/A4TI/_layouts/15/start.aspx#/SitePages/Home.aspx
GATES Training Video:
<https://cs2.eis.af.mil/sites/10643/gates/sitepages/training%20videos.aspx>
Education and Training Command Announcements: <https://app10-eis.aetc.af.mil/etca/SitePages/Home.aspx>
423rd MTS SharePoint®: <https://eim.amc.af.mil/org/afec/student/default.aspx>
The Transportation School - Fort Lee, Virginia: <http://www.lee.army.mil/345th/345th.aspx>