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**AIR TRANSPORTATION
RESERVE COMPONENT**

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SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Major changes include (1) change of publication number due to change of Department of the Air Force Policy Directive number, (2) subject matter changes in all chapters, and (3) defines distinct roles and responsibilities for AFR and ANG air transportation personnel.

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Chapter 1

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

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

1.2. Roles and Responsibilities.

1.2.1. Aerial Port Manager will:

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

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

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

1.2.1.4. Ensure unit's annual program plan is developed by 1 September of each fiscal year (FY). The annual program plan is used for identifying key and large program timelines within a year that may require internal or external coordination of budgets and/or resources. The annual program plan will contain:

1.2.1.4.1. Unit training assembly (UTA) schedule to include local UTA drive-aways and deployment readiness training.

1.2.1.4.2. Annual tour (AT) schedule with the reserve coordinator (RC) website's location limits for each approved location.

1.2.1.4.3. Exercise schedule.

1.2.1.4.4. Static aircraft schedule.

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

1.2.1.4.6. Block and ancillary training schedule.

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

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

1.2.1.4.9. Logistics Readiness internal and external award due dates.

1.2.1.5. Have an active secret internet protocol router network account and check email on a regular basis. Will maintain access to classified readiness reporting systems.

1.2.1.6. Ensure monthly readiness reports are updated accurately and assessed within timelines established in AFI 10-201, *Force Readiness Reporting*, and AFRC/A3.

1.2.1.6.1. Mission capability and UTC Assessment reports must accurately reflect the availability of resources, personnel, and training conveyed in Resource Reporting.

- 1.2.1.6.2. UTC Assessments will be completed with line level detail (names in system).
- 1.2.1.7. Ensure unit contact information is current within the Aerial Port Unit Information Listing on the Air Force Reserve Command (AFRC) Logistics Force Management (AFRC/A4RF) annual tour website listed in **Attachment 4** (applies to ANG units).
- 1.2.1.8. Submit for AT and UTA fly-aways using the scheduling tool on the Air Reserve Component (ARC) Aerial Port Deployment Links website (**Attachment 4**). AFRC/A4RF will provide confirmation email when submission is accepted.
- 1.2.1.9. Analyze assigned UTCs to determine nature and type of training required.
- 1.2.1.10. Coordinate unit deployment activities.
- 1.2.1.11. Provide coordination and guidance for unit personnel participating in training and/or readiness exercises. Notify appropriate entities of exercise participation according to **paragraph 2.8**.
- 1.2.1.12. Ensure the automated training record (ATR) and unit personnel management roster, including duty titles (**Attachment 6**) and office symbols are aligned in accordance with this publication.
- 1.2.1.13. Validate qualifications of personnel submitted to support taskings.
- 1.2.1.14. Brief unit commander and designated staff on issues affecting unit readiness at least once a month.
- 1.2.1.15. Maintain liaison with all numbered air force (NAF) points of contact (POCs), AFRC POCs, and Air Mobility Command (AMC) aerial port RCs.
- 1.2.1.16. Ensure vacancies or potential vacancies are input into the Reserve Management Vacancy System (RMVS).
- 1.2.1.16.1. Vacancies in RMVS should include key job details, application requirements, and unit submission POC.
- 1.2.1.16.2. The unit commander may request MAJCOM functional manager (MFM) assistance when additional career field advocacy is required.
- 1.2.1.16.3. All Air Force specialty code (AFSC) applicants, Aerial Port Managers (APMs) or Senior Enlisted Leader (SEL) will send SMSgt and CMSgt advertisements to AFRC/A4RF for career field notification to ensure a fair and transparent advertisement process.
- 1.2.1.16.4. Units will not submit informal advertisements, such as memorandums or e-mails, outlining additional requirements.
- 1.2.1.17. Review and validate all Training Request 14 (TR14) and team training reports (TTR) prior to submission.
- 1.2.1.18. Ensure the TTRs identifies any transportation and logistics deficiencies.
- 1.2.1.19. Ensure all required data listed in **Table 4.1** is entered into the AFRC Air Transportation Special Certification database located on the AFRC/A4RF website located in **Attachment 4** (also applies to ANG units).

- 1.2.1.20. Coordinate and provide airdrop training support when applicable.
- 1.2.1.21. Serve as primary resource advisor.
- 1.2.1.22. Develop annual reserve personnel appropriation (RPA) and operations and maintenance (O&M) budgets and approve expenditures.
- 1.2.1.23. Serve as program manager for unit man-day requirements.
- 1.2.1.24. Perform duties as primary unit supply and equipment custodian.
- 1.2.1.25. Manage government travel card (GTC) program.
- 1.2.1.26. Manage government purchase card program if applicable.
- 1.2.1.27. Ensure facilities, equipment, and training aids are adequate and available prior to UTA start date (e.g., material handling equipment, static aircraft, computers and transportation related systems, training cargo).
- 1.2.1.28. Perform unit vehicle control official (VCO) duties when vehicles are assigned to the unit and a designated unit VCO is not available.
- 1.2.1.29. Coordinate inter-service and host-tenant support agreements, memorandums of understanding and memorandums of agreement.
- 1.2.1.30. Work with unit leadership to determine the best use of eTools, (e.g., airdrop, joint inspection, quality assurance (QA), load planning, ramp coordinator duties).
- 1.2.1.31. Provide eTools POC information to MFM for technical refreshes.
- 1.2.1.32. Units with an approved Aerial Delivery support mission will ensure monthly workload data is entered in the Air Transportation Workload Data Tool (also applies to ANG units).

1.2.2. Assistant Aerial Port Manager will:

- 1.2.2.1. Keep abreast of and take an active role in assisting the Aerial Port Manager in management of all day-to-day aerial port activities.
- 1.2.2.2. In the absence of the Aerial Port Manager and in consultation with unit senior leadership, perform duties as the Aerial Port Manager in managing all aerial port operations and mobility readiness.
- 1.2.2.3. Direct, evaluate and coordinate modular and scalable UTC training, reaction time, and mission capability statement.
- 1.2.2.4. Serve as the aerial port QA unit program manager (UPM).
- 1.2.2.5. Conduct and facilitate the commander's inspection program, integrating wing inspection team activities.
- 1.2.2.6. Assist the Aerial Port Manager with ensuring resources, facilities, equipment, and training aids are adequate and available prior to the UTA.
- 1.2.2.7. Provide coordination and guidance for unit personnel participating in local unit training and/or readiness exercises.

- 1.2.2.8. Assist the Aerial Port Manager with reviewing inter- and intra-service support agreements.
- 1.2.2.9. Monitor and coordinate functional and pre-deployment training to include, but not limited to: hazardous material handling training, AT and UTA training schedules, and Transportation Proficiency Center (TPC) training.
- 1.2.2.10. Assist the Aerial Port Manager with ensuring the ATR and the Unit Personnel Management Roster, including duty titles and office symbols, are aligned with organization structure outlined in this instruction.
- 1.2.2.11. Provide training and assist annual tour team chief (TC) in preparing the TR14 and other documents required for training and/or deployment locations.
- 1.2.2.12. Validate training on the TR14 matches the Individual Training Record (ITR) and the contingency/expeditionary training requirements listed in the Career Field Education and Training Plan (CFETP) 2T2X1.
- 1.2.2.13. Assist unit in preparing the annual program plan.
- 1.2.2.14. Review and validate all TR14s and TTR prior to submission. Ensure TTR identifies any transportation and logistics deficiencies.
- 1.2.2.15. Provide oversight for unit Readiness and Resource programs, as defined by the unit commander.
- 1.2.2.16. Provide monthly status reporting to unit leadership regarding deficiencies in readiness training and recommended actions to improve unit readiness.
- 1.2.2.17. Have an active secret internet protocol router network account and check email on a regular basis. Will maintain access to classified readiness reporting systems.
- 1.2.2.18. Assist with monthly readiness reporting to ensure accuracy and assessed within timelines established in AFI 10-201 and AFRC/A3 Air Force Reserve Command Operations.

Chapter 2

AIR RESERVE COMPONENT TRAINING MOVEMENTS

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

2.2. Guidelines.

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

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

2.2.3. Annual Tour must be used to obtain maximum hands-on training. Team size depends on support capability of the training site and training needs of the deploying organization. (T-2) An entire organization may be scheduled for AT to support an exercise.

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

2.2.4.1. High Operations (Ops) Tempo – Proficiency training with minimal upgrade training.

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

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

2.2.5. To ensure maximum availability and effectiveness of the annual tour program, AFRC/A4RF will:

2.2.5.1. Develop and conduct orientation and training for reserve coordinators upon request. (T-2)

2.2.5.2. Ensure current policies and procedures are reflective of ARC training requirements and provide the necessary information to reserve coordinators for the execution of the annual tour program. (T-2)

2.3. Annual Tour Program.

2.3.1. The annual tour program provides initial and proficiency hands-on training for skill level upgrades, UTC oriented tasks, and leadership development, necessary to cultivate and maintain mission ready Airmen. To ensure maximum availability of training opportunities with continuously limited resources, the annual tour program will:

2.3.1.1. Ensure all units will be afforded the opportunity to attend off station annual tours for the purpose of providing breadth of perspective in new operational environments, as well as to resolve stagnation concerns to the maximum extent possible.

2.3.1.2. Units with local training capabilities will utilize their ability to train at home station, when not attending off station annual tours. (T-2)

2.3.1.3. Senior non-commissioned officers (SNCOs) will maximize annual tour opportunities to build upon leadership development. (T-2)

2.3.1.4. Unit Commanders will determine the most suitable use of annual tour training. (T-2)

2.3.2. AFRC/A4RF will:

2.3.2.1. Provide details and coordinate the initial sign-up for the next fiscal year's annual tours during the month of January. (T-2)

2.3.2.2. Ensure units are limited to requesting three annual tour training locations during the initial sign-up period: two Continental United States (CONUS) and one Outside Continental United States (OCONUS) location. (T-2)

2.3.2.3. Units stationed at OCONUS locations may request up to three OCONUS training locations during the initial sign-up period.

2.3.2.4. Units should target 80% of their participating population to attend annual tours on the initial sign up. (T-2)

2.3.2.5. Notify units when additional annual tours may be requested after the initial sign-up period has been completed. (T-2)

2.3.2.6. Units co-located with an AMC Aerial Port or Air Mobility Squadron will:

2.3.2.6.1. Maximize their home station training capabilities, prior to requesting additional off station annual tour deployments. (T-2)

2.3.2.6.2. Submit adequate justification to their NAF Air Transportation Functional Area Manager (FAM) identifying the impact to training and readiness, when requesting additional off station annual tour deployments. (T-2)

2.3.2.6.3. In an effort to ensure continued availability and maximum utilization of training resources offered at AMC operated Aerial Ports or Air Mobility Squadrons, units will be required to send at a minimum 85% of the initial personnel scheduled for training within a fiscal year. (T-2)

2.3.2.7. Perform a yearly review of the previous fiscal year annual tour personnel scheduled utilization rates, prior to the opening of the next fiscal year annual tour scheduling. The utilization rate is computed by comparing the total number of personnel initially scheduled for annual tours against the actual number of personnel that attended annual tours within that fiscal year. (T-2)

2.3.2.8. Contact the appropriate NAF Air Transportation FAM to develop corrective actions for units under executing the personnel scheduled utilization rate.

- 2.3.2.9. Units will proactively modify (reduce or swap) their annual tour personnel requirements no later than (NLT) 120 days prior to the execution of the annual tour. (T-2)
- 2.3.3. Units requesting additional OCONUS annual tour training locations after the initial signup will need to submit written justification to AFRC/A4RF through their respective NAF Air Transportation FAM with Mission Support Group commander approval and concurrence that wing funding is available for commercial travel. (T-2)
- 2.3.4. Annual tours accomplished at AMC Aerial Ports or Air Mobility Squadrons, in groups of five or more, must be submitted through the AFRC/A4RF established scheduling process and will be subject to the 85% utilization procedure outlined in [paragraph 2.3.2.6.3](#) (T-2)
- 2.3.5. Units should plan and conduct off station annual tours at the training locations listed in [Attachment 5](#). (T-2)
- 2.3.6. Units will:
- 2.3.6.1. Consider assigned UTC and skill level upgrade requirements when requesting an individual's initial or proficiency training during an annual tour. (T-2)
 - 2.3.6.2. Prioritize members requiring UTC initial skills training, ahead of members requiring proficiency training. (T-2)
- 2.3.7. Members who are unable to attend an off station annual tour should maximize training capabilities available at either their home station or at a supplemental/advanced training location. (T-2)
- 2.3.8. Many AMC Aerial Port locations have limited capacity for providing adequate training opportunities for SNCOs. The reserve coordinator will define specific location capacity limitations and make the information available to unit leadership. (T-2) Units are required to submit a deviation request to exceed SNCO capacity limitations. (T-2)
- 2.3.8.1. Units sending SNCOs on annual tour at AMC Aerial Port training locations will prioritize the needs for UTC readiness training and leadership development. (T-2)
 - 2.3.8.2. Units sending SNCOs for the purpose of leadership development are required to submit a deviation request, in order to coordinate leadership shadowing with the training unit. (T-2)
- 2.3.9. Organizations must submit a completed TR14 NLT 90 days prior to deployment. (T-2)
- 2.3.9.1. Changes to the TR14 will only be permitted up to 45 days prior to scheduled deployment. (T-2)
 - 2.3.9.2. Adding or swapping personnel within 45 days prior to the scheduled deployment will only be allowed on a case-by-case basis, if the requested change does not exceed the training capabilities of the training location. (T-2) Requests to add or swap personnel must be submitted to the respective NAF Air Transportation FAM or NGB Air Transportation Branch (NGB/A4RDA) for consideration. (T-2)
 - 2.3.9.3. Failure to meet TR14 suspense's could result in annual tour cancellation.

2.4. Restricted Area Badges and Airfield Driving. Organization members traveling to OCONUS or CONUS locations (except home station) should have a restricted area badge and Air Force Form 483, *Certificate of Competency*, for airfield driving unless a deviation has been approved. (T-2)

2.4.1. Units will coordinate with the Reserve Coordinator at the Annual Tour location to determine if home station issued restricted area badges can be used or if temporary restricted area badges must be issued to members upon arrival. (T-2)

2.4.2. Annual Tour locations requiring that temporary/localized restricted area badges be issued to members should coordinate this requirement with AFRC/A4RF for inclusion in the reporting instructions listed on the ARC Aerial Port Deployment Links website. (T-2)

2.5. Deviations. Deviations may be submitted with justification through the formal process located on the ARC aerial port deployment link website. Units must submit requests NLT 90 days prior to the AT. (T-2) Organizations must review all deviation remarks when returned “approved” or “disapprove”. (T-2)

Table 2.1. ARC AT Planning Timeline.

OPR	Action	Suspense
Units	Start planning training requirements for future fiscal year scheduling process. (T-3) Each unit should start projecting annual tours, including identifying individual training needs, dates, and locations. Until a master training schedule is available, time frames should be approximate (i.g., January, February) for planning purposes.	4th Qtr of FY
AFRC/A4RF and NGB/A4RDA	AFRC Air Transportation MFM and the ANG Air Transportation MFM will socialize current training concerns and priorities with component counterparts, to effectively maximize availability of AMC units for ARC training.	4th Qtr of FY
AFRC/A4RF	Contact reserve coordinators for all approved training locations listed in Attachment 5 , to confirm current capacity/training limitations and request updates to the AMC Reserve Coordinator (RC) information sheets.	4th Qtr of FY
AFRC/A4RF	Create AT planning schedule based on FY calendar and forward to AMC units for priority input.	4th Qtr of FY
AMC Units	Annotate schedule with priorities and events that may affect training. AMC units will annotate the schedule with Priority Code 1, 2, or 3. Priority 1 indicates High Ops Tempo, Priority 2 indicates Low Ops Tempo, and Priority 3 indicates least need.	4th Qtr of FY
AFRC/A4RF	Place training schedule on the ARC Aerial Port Deployment Links website (see Attachment 4) and notify units of availability.	December

Units	Determine locations and time frames based on requirements identified during the initial planning process using deployment guidelines in paragraphs 2.2. and 2.3. Unit commanders determine their most urgent training needs and personnel availability for ATs throughout the FY. Use the ARC Aerial Port Deployment Links website (see Attachment 4) to access the AMC Reserve Coordinator information sheet. It provides information such as team size limits, available training, AFSC limits, and other pertinent information crucial to planning tours for each AMC location. Personnel with less than a 3-skill level will only be scheduled for home station annual tours, technical school, or the Apprentice course at the TPC.	1st Qtr of FY
Units	Submit individual schedules using the “Add Deployment Request” option on the ARC Aerial Port Deployment Links website. (Attachment 4)	2nd Qtr of FY
AFRC Logistics Readiness Functional Area Manager Branch (AFRC/A4RX)	Input schedule into Single Mobility System (SMS) and route for movement review board (MRB) approval. Deployments not approved by the MRB process will be returned to unit for resolution.	3rd Qtr of FY

2.6. UTA Drive-away and Fly-away.

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

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

2.7. Proficiency, Operational, Readiness, and Technical (PORT) Training. To enhance readiness, teamwork, and excellence in executing air transportation and mobility functions, ARC units may request a 5-day PORT training through the Transportation Proficiency Center. Once approved for participation with the applicable program manager, units will submit individualized training requests. (T-2)

2.8. Exercises. In order to maintain UTC accountability and personnel oversight, all ARC aerial port units must:

- 2.8.1. Notify their respective FAM of all on or off station exercise involvement. (T-2)
- 2.8.2. AFR aerial port units must notify AFRC/A4RX FAM and NAF Air Transportation FAM. (T-2)
- 2.8.3. ANG aerial port units must notify NGB/A4RDA at NGB.A4.A4RDA.Org@us.af.mil. (T-2) At a minimum, include the number of personnel participating, location and duration of the exercise. (T-2)
- 2.8.4. Notification is not required for wing exercises.

2.9. Training Movement Request Approval Process Overview.

- 2.9.1. For annual tour movements, full time equivalent (FTE) must submit training movement requests and changes to AFRC/A4RF using the AFRC Aerial Port Deployment Links website (Attachment 4). (T-2)
- 2.9.2. For annual tour movements, AFRC/A4RX enters training movements into SMS for airlift support request.
- 2.9.3. AFRC/A4RX submits movement requests to wing for approval via SMS.
- 2.9.4. Upon wing approval, AFRC/A4RX will submit training movement request at the quarterly AFR MRB to A4R. (T-2)
- 2.9.5. FTEs will initially assign activity code of “P” (pending) to movement requests and upon approval by the AFR MRB, change activity code to “A” (approved). (T-2) AFRC/A4RX will email communicate with Force Generation Center to solicit organic airlift during the Airlift Allocation Planning Council. (T-2)
- 2.9.6. FTEs will assign an activity code of “I” (informational) to movement requests in SMS for home station, drive-away deployments, or static aircraft requests. (T-2) Once it has been briefed to the AFR MRB, FTEs will update the activity code to “B” (briefed). (T-2)
- 2.9.7. The Airlift Allocation Planning Council is held quarterly, to determine the availability of organic airlift. FTEs interested in participating in the Airlift Allocation Planning Council must coordinate for approval with AFRC/A4RX.
- 2.9.8. If organic airlift is unavailable and the deployment was approved by AFRC/A4R for commercial travel funds, units will submit a request for funding using the automated worksheet found on the ARC Deployment website for review by AFRC/A4RF and processing by AFRC/A4RX. (T-2)
- 2.9.9. AFRC Funding is primarily utilized for CONUS travel associated with stateside movements or team travel to and from aerial port of embarkation for CONUS movements. OCONUS funds request must be submitted through the ARC deployment website and will be processed on a case-by-case basis depending on funding availability, cost comparisons to similar travel, team size and composition, and other restricting factors. OCONUS commercial travel may be wing funded if organic airlift is not available. (T-2)

2.9.10. Changes or cancellations. FTEs must coordinate changes or cancellation of scheduled training movements as outlined above. (T-2) Notify training location to prevent adverse effects on scheduled host base support, scheduled airlift requirements and approved travel funds. (T-2) Ensure justification is provided for cancellation and/or deviation from scheduled deployment. (T-2) Use the Deployment Change Request worksheet found on the AFRC/A4RF website ([Attachment 4](#)) under Aerial Port Deployments. (T-2)

2.10. ARC Organization Responsibilities.

2.10.1. AFR Unit Commander will monitor all aspects of the annual tour program.

2.10.2. AFRC APM/Assistant Aerial Port Manager (AAPM) and ANG unit FTEs will:

2.10.2.1. Ensure a TC is identified. (T-2)

2.10.2.2. Establish a "View only" SMS account through US Transportation Command. (T-2)

2.10.2.3. Review organization deployments through SMS to determine status, airlift, etc. (T-2)

2.10.2.4. Ensure Training Movement checklist ([Attachment 2](#)) is provided to the TC for each deployment. (T-2)

2.10.2.5. Keep the commander and staff informed of training movement status. (T-2)

2.10.2.6. Provide assistance to the TC. (T-2)

2.10.2.7. Validate each TR14 for team composition and accuracy of requested training. (T-2)

2.10.3. TC will:

2.10.3.1. Utilize Training Movement Checklist ([Attachment 2](#)). (T-2)

2.10.3.2. Confirm deployment information with the organization FTE. (T-2)

2.10.3.3. Prepare the TR14 Aerial Port Deployment Personnel Data. (T-2) The TC will use the "Initial Training Requested" column to indicate all initial training and the "Proficiency TNG Requested" column to indicate all proficiency training for all enlisted 2T2XX personnel only. (T-2) The TC will enter all requested training for non-2T2XX and officers in the "Special Remarks" column. (T-2) The host unit's training capabilities can be validated by using the RegAF training matrix. See [Attachment 4](#) for website for link.

2.10.3.4. Ensure individual training objectives are identified on the TR14 for all team members, to include officers and SNCOs. (T-2)

2.10.3.4.1. If available, officers and SNCOs are encouraged to participate in the host unit's training and orientation program while deployed on AT.

2.10.3.4.2. CMSgts attending an annual tour for leadership development/shadowing are not required to provide training tasks on the TR14, but must submit a deviation request with justification. (T-2)

- 2.10.3.5. Ensure FTE validates the TR14 within required timeframes outlined on the Deployment Checklist in [Table A2.1](#) (T-2)
- 2.10.3.6. Submit all required items listed on the host unit's RC website, NLT 45 days prior to team's arrival. (T-2)
- 2.10.3.7. Notify the FTE if any deviations or difficulties arise such as, but not limited to: changes in airlift, lodging, and ground transportation. (T-2)
- 2.10.3.8. Ensure each team member has a copy of the Team Member Checklist ([Attachment 3](#)) prior to leaving home station. (T-2)
- 2.10.3.9. Continuously monitor progress of team's requested training on TR14 during annual tour. (T-2)
- 2.10.3.10. Conduct a mid-tour meeting with the host unit leadership to provide status of training as requested on the TR14, problems and/or areas of concern. (T-2) Issues should be resolved at the lowest level. If problems persist (e.g., agreed training not available), the TC must immediately notify the home station organization FTE. (T-2)
- 2.10.3.11. Comply with all training movement requirements listed in [Attachment 2](#). (T-2) Failure to meet responsibilities could result in cancellation of the deployment or redirected to assigned training base.
- 2.10.3.12. Complete a TTR for all AT as well as UTA drive-aways and/or fly-aways. (T-2) Reports should identify areas of concern not resolved prior to departure and all requested training on the TR14 not accomplished during the training movement. ANG organizations will submit the TTR to NGB/A4RDA. (T-2) TC must complete reports NLT 30 days after the deployment or the next UTA following tour completion. (T-2) Note: AFR Logistics Readiness Officers will submit an officer's training report (one report per officer). (T-2)

2.11. NAF Air Transportation FAMs will:

- 2.11.1. Approve or disapprove additional annual tour requests based on written justification and tour utilization trends. (T-2)
- 2.11.2. Review and approve all movement requests (MRs) in SMS for OCONUS airlift support. NAF air transportation FAMs will track all remaining subordinate unit MRs to ensure Airlift Allocation Planning timelines are met. (T-2)
- 2.11.3. Must review all subordinate unit TR14 requests and ensure personnel assigned meet host wing duty section and UTC training area limitations. Review TR14 for administrative and training task accuracy. (T-2)
- 2.11.4. Coordinate and approve/disapprove all deviation requests within 14 days of receipt. (T-2)
- 2.11.5. Review and validate SNCO training request for host wing limitations and the validity of training tasks. (T-2)
- 2.11.6. Review all subordinate unit TTR and notify AFRC/A4RF of any concerns and trends.

Chapter 3

AIR FORCE RESERVE VOLUNTEERISM MAN-DAY PROGRAM

3.1. General. This chapter outlines the volunteerism responsibilities for non- mobilization support utilizing military personnel appropriation (MPA) and/or non-unit RPA funding.

3.2. Responsibilities.

3.2.1. AFRC/A4RX will:

3.2.1.1. Notify units and NAF Air Transportation FAMs of volunteer man-day opportunities from requesting organizations, to include exercise shortfalls. (T-2)

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

3.2.1.3. Submit volunteer names and personnel data to the requesting organization (i.e., FGX, MAJCOM, Force Provider) for approval. (T-2)

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

3.2.1.5. Provide guidance for identification, availability, and qualifications of 2T2XX personnel desiring to volunteer for deployment taskings outside of their unit's reserve component period (RCP) cycle.

3.2.1.6. Maintain the Deployment Volunteer Listing, to include verifying UTC training and qualifications through multiple data base platforms of volunteering members. NAF Air Transportation FAMs will review the Deployment Volunteer Listing quarterly with AFRC FAMs to identify gaps in capabilities and utilization of members. (T-2)

3.2.2. The unit will:

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

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

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

3.2.2.4. Ensure personnel volunteering meet UTC and position requirements and component remark codes. (T-2)

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

3.2.2.6. Ensure all funding requests are coordinated as soon as possible but NLT 30 days prior to start of duty, when applicable. (T-2) Note: For MPA volunteer unit line number positions not on a partial mobilization order, FAM submits approved member to Force Generation Center (FGC) for input into the Manpower MPA Man-Day Management System (M4S) to be pushed to wing and/or unit POC. (T-2)

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

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

3.2.2.9. Facilitate Deployment Volunteer Applications to add members to the AFRC/A4RX Deployment Volunteer Listing for sourcing of deployment requirements outside of their designated RCP.

Chapter 4

TRAINING MANAGEMENT AND ADMINISTRATION

4.1. General. The goal of air transportation training is to reach and maintain operational readiness to fulfill UTC requirements. To achieve this, organizations will train to requirements identified in the Air Transportation (2T2XX) CFETP. It is the commander's responsibility to ensure all personnel assigned to a UTC must meet and train to the UTC mission capability requirements. (T-1)

4.2. Training Sources.

4.2.1. CFETP 2T2X1. The CFETP 2T2X1 contains specialty training standard (STS) and contingency/expeditionary training requirements that define training tasks for skill-level and UTC requirements.

4.2.2. TPC. Offers training for air transportation initial, supplemental, and advanced training requirements through in-residence courses, distance learning, and mobile training teams (MTTs).

4.2.2.1. MTTs. MTTs provide academic training courses at off-site locations. The host organization will provide all necessary classroom facilities, rental vehicles and/or u-drive it, lodging, and funding MTT instructor temporary duty costs if the request is for an out-of-cycle class. (T-2) Note: The host organization will provide wing financial management funding preapproval in writing prior to requesting an MTT. (T-2)

4.2.2.2. Requests for MTTs will be routed per TPC guidance. The MTT request will be coordinated through the respective NAF Air Transportation FAM (for AFR units), or to ANG/A4RDA (for ANG units), for concurrence prior to review by the AFRC Air Transportation MFM and approval by the TPC. (T-2)

4.2.2.2.1. Units should contact the TPC course scheduler to obtain a tentative date/time period for the requested class, based on instructor and resource availability, prior to submission of the MTT request. The TPC will coordinate dates of training based on existing course schedules and availability of instructor resources. (T-2)

4.2.2.2.2. Units will e-mail required documentation upon submittal of an MTT request to the TPC at HQAFRC.A4RTT@us.af.mil and their respective NAF Air Transportation FAM (for AFR units) or ANG/A4RDA at NGB.A4.A4RDA.Org@us.af.mil (for ANG units). (T-2)

4.2.2.3. MTT requests must be submitted by the requesting unit NLT 60 days prior to the requested class start date, in order to allow for adequate processing time and resource allocation. (T-2)

4.2.2.4. Units requesting an MTT must be able to fill at least 50% of the minimum class size with ARC assigned home station personnel, requiring initial training for the requested course. (T-2)

4.2.2.5. Upon final approval of the MTT request, AFRC/A4RF will notify other ARC units of any available seats for the MTT. (T-2) Two weeks prior to class start date, unfilled seats will be released back to the requesting unit for members requiring refresher training or other component personnel.

4.2.2.6. Approved MTT requests must be received by the TPC NLT 45 days prior to class start date, to ensure adequate time for allocating resources and funding. (T-2)

4.2.2.7. MTTs will be prioritized based on the following criteria:

4.2.2.7.1. Priority 1. Units tasked to deploy within the next 18 months, prioritized by closest deployment date. (T-2)

4.2.2.7.2. Priority 2. Units with degraded UTC capabilities. (T-2)

4.2.2.7.3. Priority 3. Units unable to perform required training utilizing local resources. (T-2)

4.2.2.7.4. Priority 4. All other requests. (T-2)

4.3. AFR Responsibilities. The responsibilities listed below are in addition to duties outlined in DAFI 36-2670, *Total Force Development*.

4.3.1. AFRC Air Transportation MFM will:

4.3.1.1. Identify and forecast training requirements for air transportation 2T2XX personnel. (T-2)

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

4.3.1.3. Validate and coordinate all air transportation training requirements with appropriate agencies. (T-2)

4.3.1.4. Solicit Air Education and Training Command, USAF Expeditionary Operations School or TPC MTT requirements from NAF Air Transportation FAM to ensure sufficient training opportunities are requested. (T-2)

4.3.1.5. Make final determination on the use of Air Education and Training Command, USAF Expeditionary Operations School or TPC MTTs to include locations and dates. (T-2)

4.3.1.6. Monitor formal school training opportunities. Advise NAF Air Transportation FAM of available training quotas. The AFRC Air Transportation MFM will have final authority of AFRC air transportation airmen solicitating and requesting seats in formal and informal training. (T-2)

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

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

4.3.2. TPC will:

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

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

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

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

4.3.2.5. Manage student pre-registration, changes, and cancellations for courses. (T-2)

4.3.2.6. Communicate course attendance prerequisites to unit POC in advance. (T-2) The TPC will remove members failing to meet prerequisites and members will return to home station. (T-2)

4.3.2.7. Maintain student graduation records in the Military Personnel Data System (MilPDS). (T-2)

4.3.3. NAF Air Transportation FAMs will:

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

4.3.3.2. Coordinate unique special certification course prioritization requirements with AFRC/A4RF for units with degraded readiness or deployment requirements. (T-2)

4.3.3.3. Review and approve unit submitted TR14 and deviation requests, prior to coordination with applicable reserve coordinators, within 14-days of receipt. (T-2)

4.3.3.4. Validate TPC MTT requests prior to review by AFRC/A4RF. (T-2)

4.3.3.5. Monitor and assist assigned units with Organizing, Training and Equipping on behalf of the Air Transportation MFM. (T-2)

4.3.3.6. Gain access and assist units navigating in classified readiness platforms identified in applicable guidance and by AFRC/A3. (T-2)

4.3.3.7. In conjunction with the AFRC FAM, NAF Air Transportation FAMs will review unit readiness reports to identify inaccuracies in training, reduce subjective assessments, and provide training direction for Aerial Port Management. (T-2)

4.3.3.8. Ensure subordinate units personnel meet UTC qualifications and training requirements of assigned UTCs. (T-2)

4.3.3.9. Provide oversight, management, and support for participation in the planning and execution of participation in higher echelon processes. (T-2)

4.3.3.10. Utilize their respective exercise processes, coordinate with Aerial Port Management, and communicate with AFRC FAMs to target exercises beneficial to readiness training requirements. (T-2)

4.3.3.11. Monitor subordinate units' special certifications. Assist units with corrective actions in increasing qualifications of high skills (hazardous material, joint inspector, and load planning) when qualifications rates are below 80%. (T-2)

4.3.4. Unit commanders will:

4.3.4.1. Ensure 3-levels in upgrade training are informed of 5-skill level training opportunities outlined in **paragraph 4.6** in a timely manner. (T-2)

4.3.4.2. Ensure members selected for mobilization, or volunteer for validated requirements, are fully qualified for the associated UTC and have an active training plan in the ATR that includes all contingency/expeditionary training requirements listed in the CFETP 2T2X1 for that UTC. (T-2) Members deploying in a UTC outside of their assigned work center will ensure associated UTC tasks are added to the member's active training record for the duration of the deployment. (T-2)

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

4.3.4.4. Ensure the ATR is organized by work center, according to the approved organizational structure on the unit's unit manpower document (UMD). (T-2)

4.3.4.5. Ensure members are fully qualified in assigned UTC requirements outline in the CFETP in a timely manner.

4.3.5. Supervisors will:

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

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

4.3.5.3. Ensure to the greatest extent possible web-based training is completed at home station prior to participating in annual tour training to ensure maximum on-the-job training (OJT) is achieved. (T-3)

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

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

4.3.6. Trainers will:

4.3.6.1. Meet requirements and qualifications outlined in DAFMAN 36-2689, *Training Program*, paragraph 5.2.10. (T-2)

4.3.6.2. Be qualification training package (QTP)/task training guide (TTG) trained, proficient and will know the most current policies and procedures on the tasks and processes for which they train others. (T-2) Trainers will ensure the tasks and processes for which they train others are active on their individual training plan (ITP).

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

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

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

4.3.6.6. Ensure all training dates are documented in the ATR. (T-2)

4.3.6.7. Record student attendance in formal classroom settings and forward attendance roster and no-show personnel to supervisors and unit training manager (UTM) or additional duty unit training manager (ADUTM). (T-2)

4.4. Additional Training (AFR Only).

4.4.1. Hazardous Material Inspector Qualification.

4.4.1.1. Units will follow hazardous material certification qualification criteria outlined in CFETP 2T2X1. (T-2)

4.4.1.2. Units will submit all hazardous material inspector initial course requests either directly through the TPC course enrollment website or by submitting an AF Form 101, *Reserve Requirements for School Tours of Active Duty for Training*, to their local wing training office. (T-2)

4.4.1.3. Unit leadership is responsible for ensuring hazardous material certification expirations do not cause work center or UTC readiness degradation during the refresher cycle. (T-2)

4.4.2. Load Planning and Joint Inspection Assignments.

4.4.2.1. Due to the cost of formal training and OJT time required to qualify load planners and joint inspectors, members will be postured against these special skill positions no less than three years or complete a minimum of one deployment in the assigned UTC, after becoming fully qualified. (T-2) Note: Exceptions to this policy will be submitted to the NAF Air Transportation Functional Managers for approval. (T-2)

4.4.2.2. Developing a fully qualified and proficient load planner from cradle to grave is a time extensive task; units will fully leverage UTA, AT, and RPA opportunities to develop this skill set. (T-2)

4.4.2.3. Units may assign Master Sergeants as load planners or joint inspectors based only on Unit Manpower Document and UTC requirements. (T-2)

4.4.2.4. Units will not assign Senior or Chief Master Sergeants as load planners or joint inspectors unless required to fulfill assigned tasking requirements as identified by the AFRC/A4RX FAM. (T-2)

4.4.2.5. Personnel maintaining high skills qualifications must adhere to initial training, refresher training, and proficiency assessment requirements listed in AFI 24-605, Volume 5, *Air Transportation Standardization and Resources*.

4.4.2.6. Units will prioritize readiness training and manpower assignments for positions requiring hazardous material inspector, load planning, or joint inspection qualifications. (T-2) Units will ensure a qualification rate above 80% for positions postured against load planning or joint inspection UTCs. (T-2)

4.4.2.7. Units will minimize readiness impact to high skill capabilities (load planning and joint inspection) when rotating or reassigning personnel. (T-2)

4.4.2.8. Units should forecast member progression and career development to ensure a healthy mix of seasoned and newly assigned personnel to high skill functional areas at all times.

4.4.3. Special Certification Database.

4.4.3.1. Work center supervisors will enter and ensure accuracy of data entered into the AFRC Air Transportation Special Certification database. (T-2)

4.4.3.2. Certifications that are required to be tracked in the Special Certification database are listed in **Table 4.1** (T-2)

4.4.3.3. Supervisors will:

4.4.3.3.1. Record any associated initial and refresher training for certifications tracked in the Special Certification database and in the members ATR. (T-2)

4.4.3.3.2. Ensure that UTC/work center and member information is kept updated in the Special Certification database. (T-2)

Table 4.1. Special Certification Database Required Records.

25K Halvorsen Instructor
60K Tunner Instructor
Air Transportation Instructor (attendance to Air Transportation Instructor Course)
Hazardous Material Inspector
Hazardous Material Preparer
Joint Inspector
Load Planner (record initial training and airframe qualifications)
Parachute Rigger
Quality Assurance Evaluator

4.5. Hazardous Material Qualification Extension Requests. Units will submit hazardous material qualification extension requests (for subsequent requests beyond the first 60-day waiver granted by the unit commander) to AFRC/A4RF or NGB/A4RDA, following the guidance of AFMAN 24-604, *Preparing Hazardous Material For Military Shipments*, paragraph A25.5, regardless of assignment (e.g., deployed, MPA).

4.6. Skill Level Training. Due to lack of specific and continuous workload at most reserve aerial ports, 2T2X1 personnel are authorized to participate in either the Accelerated Mission Readiness Training (AMRT) as outlined in AFRCI 36-2603, *Air Force Reserve Seasoning Training Program (STP)*, for AFR or Mission Essential Skills Training (MEST) outlined in ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*, for ANG at locations listed in **Attachment 5**. (T-2) Waiver requests for locations not listed in **Attachment 5** may be forwarded to AFRC/A4RF (for AFR) or NGB/A4RDA (for ANG) for consideration.

4.6.1. Units co-located with an AMC Aerial Port, or other approved training location in [Attachment 5](#), will receive preference for scheduling AMRT or MEST at that location. (T-2)

4.6.2. Units scheduling AMRT or MEST may coordinate directly with the reserve coordinator at the training unit. (T-2)

4.7. 1-Skill Level Training.

4.7.1. The intent of the 1-level training policy is to retain airmen awaiting formal initial skills training by allowing them to limitedly and safely participate in material handling equipment (MHE), specialized vehicle operation and basic skills training tasks within their assigned AFSC at home station. This means that the section supervisor must evaluate the member and have the resources to absorb the added workload of training the member. Safety is paramount in utilizing 1-levels. They are never to be left alone under operational conditions, work independently, be responsible for work, or be counted towards the employable workforce. This is not meant to be a method to circumvent technical school or allow airmen to work without attending technical school or stay in training indefinitely. This effort requires members, supervisors, and commanders to evaluate and understand the abilities of the individual and the unit to perform vehicle operations and basic skills tasks safely.

4.7.1.1. 1-levels must operate under a qualified trainer on a limited basis with the following stipulations:

4.7.1.1.1. 1-level member, supervisor, and squadron commander must agree to all terms below in writing by creating a Journal Entry in the member's training record. (T-2)

4.7.1.1.2. Never operates independently and is always accompanied by a qualified trainer. (T-2)

4.7.1.1.3. Will not operate vehicles at or near operational aircraft and personal safety training must be accomplished prior to vehicle operation. (T-2)

4.7.1.1.4. Will not transport hazardous material. (T-2)

4.7.1.1.5. All task training will be tracked locally in the member's training record. (T-2)

4.7.1.1.6. Will follow all training steps outlined in the applicable task training guide. (T-2)

4.7.1.1.7. Will only be trained by a qualified vehicle instructor for the applicable vehicle. (T-2)

4.7.1.1.8. Will not be qualified in the Special Certification Database. (T-2)

4.7.1.1.9. Will not be licensed on any specialized or material handling equipment vehicles, excluding those qualified in AFI 24-301, *Ground Transportation*, paragraph 5.4.6.1. (T-2)

4.7.1.1.10. This does not grant any special privileges towards technical school waivers. (T-2)

4.7.1.1.11. Cannot be in 1-level status and training for greater than a 12-month period without MAJCOM approval. (T-2)

4.7.1.1.12. Will be evaluated by Quality Assurance as part of a training-based personnel evaluation along with the trainer. (T-2)

4.7.1.1.13. Under supervision, may assist qualified members on basic operational tasks, that do not require specialized training, for familiarization purposes only and will not be signed off or considered qualified in such tasks until attendance to formal initial skills training has been accomplished. (T-2)

4.7.1.1.14. Non-prior service members are only eligible for this program once they have completed Basic Military Training, are able to receive a restricted area badge, and meet all of the previous stipulations. (T-2)

4.7.1.1.15. Prior service members are only eligible for this program if they are able to receive a restricted area badge and meet all of the previous stipulations, excluding non-prior service, and are awaiting attendance in the Basic Air Transportation Training Course at the Transportation Proficiency Center or the Basic Air Transportation Apprentices Course at the 345th Training Squadron, as applicable. (T-2)

4.7.1.1.16. 1-level members are not authorized to participate in off station annual tours.

Chapter 5

QA (AFR ONLY)

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

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

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

5.2. Purpose.

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

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

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

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

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

5.3. QA Structure.

5.3.1. The QA section is aligned under the Readiness and Resources flight (TROX).

5.3.1.1. The required minimum number of QA evaluators in a small sized aerial port squadron is two.

5.3.1.2. The required minimum number of QA evaluators in a medium and large aerial port squadron is three.

5.3.1.3. The UPM is not included in the minimum number of QA evaluators, however, the UPM should also maintain QA evaluator proficiency.

5.3.1.4. QA personnel must remain UTC trained and deployable. (T-2)

5.3.1.5. Personnel assigned as primary evaluators will not perform daily functional duties except in cases where mission failure will result. (T-2)

5.3.1.6. To avoid potential conflicts of interest, primary evaluators will be assigned to the QA UPM for reporting purposes. (T-2)

5.3.1.7. Augmentees will be used to ensure assessments are accomplished in all areas outlined in the contingency/expeditionary training requirements listed in the CFETP 2T2X1. (T-2)

5.3.2. Primary evaluators will:

5.3.2.1. Have experience in one or more of the following sections: Ramp Service, Cargo Processing, and/or Passenger Operations. (T-2)

5.3.2.2. For smaller work centers (e.g., Air Terminal Operations Center, Load Planning, Joint Inspection), flight leadership will select qualified personnel to serve as augmentees. (T-2)

5.3.2.3. Augmentees cannot be the flight chief or non-commissioned officer in charge for the work center being assessed. (T-2)

5.3.3. Personnel are assigned to QA for a minimum of 36 months, but no longer than 48 months. In addition, personnel will:

5.3.3.1. Serve no more than two rotations in the QA section. (T-3)

5.3.3.2. Ensure expertise flows in and out of the QA section without disrupting continuity, rotation of personnel will be staggered. (T-2)

5.4. Responsibilities.

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

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

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

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

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

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

5.4.2. Unit commanders will:

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

5.4.2.2. Designate, in writing, the QA UPM (if the unit does not have an Assistant Aerial Port Manager), evaluators, and augmentees. (T-2)

5.4.2.3. The letter of appointment will identify the sections which each QA personnel are qualified to assess, and the date member will rotate from the section. (T-2)

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

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

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

5.4.3. Assistant Aerial Port Manager QA UPM will:

- 5.4.3.1. Be a SNCO with a 7-skill level or higher. (T-2)
 - 5.4.3.2. Complete training in accordance with [paragraph 5.5](#) (T-2)
 - 5.4.3.3. Manage the unit level QA program and nominate and select the most qualified and proficient personnel to serve as evaluators and/or augmentees. (T-2)
 - 5.4.3.4. Ensure rotation of personnel. (T-2)
 - 5.4.3.5. Enter and update QA personnel information in the AFRC Air Transportation Special Certification database. (T-2)
 - 5.4.3.6. Develop milestones in the ATR for all QA personnel. (T-2)
 - 5.4.3.7. Work with commander, flight chiefs, superintendents, and squadron senior enlisted leader to establish an augmentee schedule. (T-3)
 - 5.4.3.8. Ensure QA personnel are qualified on the tasks they are assessing. (T-2)
 - 5.4.3.9. Ensure required evaluator proficiency evaluations (EPEs) are performed on all QA personnel and recorded in LEAP. (T-2)
 - 5.4.3.10. Ensure assessments are conducted as outlined in the APS Evaluation Guide. (T-2)
 - 5.4.3.11. Perform LEAP site manager duties outlined in [paragraph 5.6.4](#) (T-2)
 - 5.4.3.12. Ensure QA Assessments are accomplished on all work center UTC tasks using the contingency/expeditionary training requirements listed in the CFETP 2T2X1 as a guide. (T-2)
 - 5.4.3.13. Provide supervisors with assessment results. (T-3)
 - 5.4.3.14. Track all observations and assessments rated as “Fail” until resolved. (T-2)
 - 5.4.3.15. Inform unit leadership of all late replies and repeat findings in accordance with the commander’s written response policy. (T-3)
 - 5.4.3.16. Assist section leads with root cause analysis for all major findings to determine underlying causes. (T-3)
 - 5.4.3.17. Ensure assessments are closed with appropriate corrective action and dates.
 - 5.4.3.18. Review past and present reports to identify trends. (T-2)
 - 5.4.3.19. Prepare and provide the commander and flight leadership with a quarterly QA briefing. (T-2)
 - 5.4.3.20. Upload the commander’s letter of appointment for UPM, evaluators and augmentees, training plan, commander’s written response policy, and completed briefing slides in the appropriate unit folder located on the AFRC/A4R SharePoint® website. (T-2)
- 5.4.4. QA Evaluators/Augmentees will:
- 5.4.4.1. Be a non-commissioned officer, well-seasoned in the 2T2XX AFSC and have a 7-skill level awarded. (T-2)
 - 5.4.4.2. Have been QTP/TTG trained on all CFETP processes they are certified to evaluate. (T-2)

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

5.4.4.4. Ensure APS related local operating instructions, technical orders, manuals, ATR, and policy documents are spot checked for currency. (T-2)

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

5.4.4.6. Perform assessments as outlined in the APS QA Evaluation Guide. (T-2) All assessments on personnel, including SNCOs, must be conducted using the current QTPs/TTGs. (T-2) Guides can be found in the APS QA Document Library on the AFRC/A4R SharePoint® website (Attachment 4).

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

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

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

5.4.5. Work center supervisors will:

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

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

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

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

5.5. QA Training.

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

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

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

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

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

5.5.2.4. Become familiar with root cause analysis fundamentals. (T-2)

5.6. LEAP Database.

5.6.1. The Air Force Logistics Directorate has designated LEAP as the QA authoritative source for QA. Units will use LEAP for documenting and reporting QA assessments and observations. (T-1)

5.6.1.1. Access to LEAP requires all users to submit a DD Form 2875, *System Authorization Access Request (SAAR)*. Roles in LEAP are assigned, based on the user's level of responsibilities to QA (see AFR LEAP User's Manual on the AFRC/A4R SharePoint® website). LEAP accounts are disabled after 60 days of inactivity; the system automatically deletes accounts after 90 days of inactivity.

5.6.1.2. Manual Procedures. Units unable to access the LEAP database due to unforeseen circumstances may construct an Evaluation & Inspection (E&I) plan using localized products such as Microsoft Word, Microsoft Excel, etc. to conduct evaluations and inspections. (T-2) Evaluations and inspections conducted using localized products must be populated into the LEAP database as soon as the system becomes available, not to exceed 30-days after system access/availability has been restored. (T-2)

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

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

5.6.4. Site Managers. Site Managers will:

5.6.4.1. Manage LEAP at the unit level by: providing oversight of unit accounts; approving and disapproving new users; modifying existing user accounts and enabling locked accounts. (T-2)

5.6.4.2. Develop and publish the unit's E&I plans by 1 October each year. (T-2) E&I plans show the areas, types, and number of assessments to be conducted over the course of the year. E&I plans will list planned evaluation and inspections on a monthly basis. (T-2)

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

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

5.7. Assessment Requirements.

5.7.1. The contingency/expeditionary training requirements listed in the CFETP 2T2X1 provides a list of tasks and processes for each work center's UTC and identifies each task and/or process to be assessed.

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

5.7.3. QA evaluators and/or augmentees will evaluate tasks based on the member's assigned section contingency/expeditionary training requirements listed in the CFETP 2T2X1 (i.e., load planning personnel are evaluated on load planning processes). (T-2)

5.7.4. Evaluations may be conducted by RegAF personnel or cross organizations of co-located Aerial Port Squadrons.

5.7.4.1. Recommend providing the APS QA Worksheet. AFR QA personnel will enter these evaluations into LEAP. (T-2)

5.7.4.2. Enter evaluator's name and unit in the remarks section of LEAP (e.g., "Evaluation conducted by TSgt John Doe, 60APS"). (T-2)

5.7.5. Types of Assessments. There are five categories of assessments and three categories of observations. Assessments consist of evaluations and inspections.

5.7.5.1. Evaluations include:

5.7.5.1.1. Personnel evaluation.

5.7.5.1.2. Trainer proficiency evaluation.

5.7.5.1.3. EPEs.

5.7.5.2. Inspections include:

5.7.5.2.1. Quality verification inspection.

5.7.5.2.2. Special inspection.

5.7.5.3. Observations include:

5.7.5.3.1. Detected safety violation.

5.7.5.3.2. Technical data violation.

5.7.5.3.3. Unsatisfactory condition report.

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

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

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

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

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

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

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

5.7.6.2. Major Finding.

5.7.6.2.1. A deficiency that results or could result in widespread or significant mission impact or failure. Actions have a clear indication that continuing such action in the particular instance will cause personal injury, damage equipment, incur severe mission degradation or impose excessive unnecessary cost to the enterprise. Under no circumstances will a safety or equipment reliability error go uncorrected. (T-2)

5.7.6.2.2. When these conditions are detected, correct them immediately. (T-2)

5.7.6.2.3. The evaluator considers the seriousness of the error when deciding whether or not the member(s) performing the process, and the evaluation itself, should continue.

5.7.7. Rating Criteria. Personnel are assessed using the same performance standard in AFI 36-2670. Assign one of the following ratings to every assessment:

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

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

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

5.7.9. Trend Analysis. QA personnel review previous reports to determine if inspected areas have improved or declined. (T-3) Consistent high scores in any category may indicate the program’s emphasis is not focused on the unit’s actual problem areas. Low scoring areas may require a reassessment of the corrective action plan taken by management. Continuous communication between unit leadership, supervision and QA personnel is essential. QA personnel will highlight trends and root causes in the summary. (T-2)

5.7.10. Quarterly Briefing.

5.7.10.1. The briefing provides a summary of the unit’s performance, a discussion of problem areas, a review of trend data and successful initiatives.

5.7.10.2. The following areas must be addressed:

5.7.10.2.1. Number of evaluations and/or inspections completed. (T-2)

5.7.10.2.2. Pass and/or fail rate for each section. (T-2)

- 5.7.10.2.3. Open and closed items (to include estimated closure dates). (T-2)
 - 5.7.10.2.4. Observations. (T-2)
 - 5.7.10.2.5. Major findings. (T-2)
 - 5.7.10.2.6. Trends. (T-2)
 - 5.7.10.2.7. Root cause. (T-2)
 - 5.7.10.2.8. Corrective actions. (T-2)
- 5.7.10.3. This can be done using graphs, and narratives. A template for the briefing can be found on the AFRC/A4R SharePoint® website.

Chapter 6

AERIAL PORT AND PROGRAM MANAGEMENT (AFR ONLY)

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

6.1.1. Squadron Senior Enlisted Leader.

6.1.1.1. Squadron senior enlisted leaders provide oversight and management of personnel issues and actions related to the management of personnel within the aerial port squadron. (T-3)

6.1.1.2. Example areas of focus are good order and discipline, promotions, reenlistments, section reassignments, and other actions or duties as designated by the unit commander. The Squadron Senior Enlisted Leader works in conjunction with the Aerial Port Manager, Assistant Aerial Port Manager, First Sergeant, Talent Management Consultant, and other appropriate entities and agencies to address specific personnel issues or actions as required. (T-3)

6.1.1.3. This position is intended to be filled with a CMSgt. (T-2)

6.1.2. Operations Superintendent.

6.1.2.1. Operations superintendents address the mechanics of operating an aerial port squadron. (T-3)

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

6.1.2.3. This position is intended to be filled with a SMSgt. (T-2)

6.2. Program Management.

6.2.1. The Readiness and Resources flight consolidates unit programs and readiness capabilities into a single functional area.

6.2.2. With oversight from the Assistant Aerial Port Manager, the Readiness and Resources flight will manage the implementation and execution of unit readiness programs such as unit fitness program, unit deployments, unit health monitoring, unit training, other readiness and administrative programs deemed appropriate as identified by the unit commander. (T-3)

6.2.3. Traditional Reservists assigned to Readiness and Resources will ensure that programs under their purview are executing on schedule and regularly report any deviations, concerns or issues to the Assistant Aerial Port Manager.

6.2.4. Members assigned to Readiness and Resources are not all encompassing, nor are they expected to execute these programs on their own.

6.2.5. The unit commander may assign additional duty responsibilities to any member within their scope of authority, to augment section assigned functions and ensure that unit readiness programs are properly maintained to enhance unit mission effectiveness.

6.2.6. In lieu of appropriate or available personnel to staff the Readiness and Resources flight, the Assistant Aerial Port Manager will manage, monitor and perform the required duties. (T-3)

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

6.3. Career Field Developmental Positions. Career field developmental positions are defined as positions that provide unique perspective and career growth opportunities outside of a traditional Aerial Port Squadron environment. Career field developmental positions will provide higher level scope and enterprise perspective, allowing members to gain breadth and experience working with command and enterprise partners to execute mission requirements.

6.3.1. 2T2X1 positions marked with a “D” authorized AFSC prefix on the UMD are considered to be standard developmental positions by the AFRC Air Transportation MFM. These positions are intended for limited assignment duration by fully qualified Airmen 7-skill level or above, as identified by the UMD authorized AFSC. (T-2)

6.3.2. 2T2X1 positions marked with an “R” or “T” authorized AFSC prefix on the UMD, that are not otherwise identified as key or strategic positions are considered to be career enhanced developmental positions by the AFRC Air Transportation MFM, due to their operational alignment. These positions are intended for limited assignment duration by fully qualified Airmen 5-skill level or above, as identified by the UMD authorized AFSC. (T-2)

6.3.3. Members are expected to serve no more than six years consecutive in developmental positions, before returning to an Aerial Port Squadron position to further their career and leadership development. (T-2)

6.4. Special Duty Positions. Special duty positions are intended for career development/professional growth outside of the Air Transportation career field and not long-term assignment. Airmen serving in special duty positions for more than five years should begin looking for transition opportunities back into their primary 2T2X1 AFSC, to avoid a downgrade in skill level. (T-2)

Chapter 7

AERIAL PORT READINESS TRAINING PROGRAM (AFR ONLY)

7.1. General.

7.1.1. This chapter provides specific guidance for AFR air transportation personnel assigned to an aerial port unit. (T-2)

7.1.2. All AFR Aerial Port Squadrons must establish a readiness training program, to address the specific training and readiness requirements outlined in this chapter. (T-2)

7.2. Purpose.

7.2.1. Provide oversight and execution of fundamental, initial and specialty skill training requirements related to Aerial Port operations within the air transportation career field. (T-2)

7.2.2. Conduct supplemental and advanced training courses for initial and specialized skillsets such as MHE operation, Joint Inspection, and Load Planning. (T-2)

7.2.3. Coordinate home station contingency/readiness exercises and annual tour planning. (T-2)

7.2.4. Perform unit VCO duties as defined in AFI 24-301, paragraph 5.5 and AFI 24-302, *Vehicle Management*, paragraph 9.13. (T-2)

7.2.5. Perform unit airfield driving program manager (ADPM) duties as defined in DAFI 13-213, *Airfield Driving*, paragraph 2.8..

7.2.6. Develop and maintain newcomer orientation and 3-skill level training programs, aimed at accomplishing initial administrative tasks for newly assigned Airmen, as well as providing oversight for the completion of training tasks associated with obtaining a 3-skill level for prior service members. (T-2)

7.2.7. Enhance unit readiness and training effectiveness by maximizing limited training time allocated during a UTA through the consolidation of course instruction, exercise planning, and vehicle management (VM) activities into independent actions accomplished beyond the timeframe of a UTA schedule, Monday through Friday. (T-2)

7.2.8. Provide primary Wing Inspection Team subject matter expertise augmentation to the Wing Inspector General, for the purposes of conducting inspections and exercises under the authority of the Wing Commander. (T-2) Following the guidance of DAFI 90-302, *The Inspection System of the Department of the Air Force*, paragraph 2.5, for further information.

7.3. Structure.

7.3.1. The Aerial Port Readiness Training Program falls within the Readiness and Resources Flight (TROX) and is intended to be managed by a full-time program manager for maximum effectiveness. Units that do not earn a full-time resource for this program will assign a program manager for oversight but may be limited in capability of program execution.

7.3.2. Units may assign traditional reserve augmentation to accomplish required functions utilizing fully qualified 7-skill level members.

7.4. Responsibilities.

7.4.1. Course Instruction. Provide instruction for supplemental and advanced training courses outlined in **Table 7.1** (T-2) Courses instructed may be limited due to local resource constraints (e.g., access to MHE) or assignment of a full-time program manager.

7.4.1.1. Instructors must maintain proficiency/currency on any specialized skillset qualifications required for courses being instructed. (T-2)

7.4.1.2. Members are permitted to attend training courses listed in **Table 7.1** at alternate training locations, if the training capability cannot be provided at home station.

7.4.1.3. Coordinate with TPC instructor cadre on course development and lesson plans. (T-2)

7.4.1.4. Assist with instruction of Specialty Training Standards and contingency/expeditionary training requirements as necessary. (T-2)

7.4.2. Annual Tours/Exercises. Lead unit coordination efforts for static and base exercises related to mission readiness. (T-2)

7.4.2.1. Perform training and logistics coordination efforts for home station annual tours. (T-2)

7.4.2.2. Coordinate with wing and supporting agencies to enhance localized/organic Total Force joint training opportunities. (T-2)

7.4.2.3. Assist the APM and Assistant APM with team chief training for preparation of the TR14. (T-2)

7.4.3. VCO. Function as the primary VCO for the unit. (T-2)

7.4.3.1. Liaise between vehicle trainers and Training, Validation, and Operations (TVO) Examiner to schedule knowledge, endorsement, and performance exams for applicable vehicles. (T-2)

7.4.3.2. Liaison between unit and host VM for all unit government motor vehicle matters. (T-2)

7.4.3.3. Control unit vehicles and obtain transportation services required to support unit mission requirements. (T-2)

7.4.3.4. Receive permanently assigned unit vehicles from base VM and assign to respective authorized functions. (T-2)

7.4.4. Facilitate Unit Readiness. Provide guidance and functional expertise to enhance the management and execution of unit readiness. (T-2)

7.4.4.1. Accomplish initial administrative and orientation tasks for newly assigned Airmen. (T-2)

7.4.4.2. Provide oversight for prior service 3-skill level upgrades. (T-2)

7.4.4.3. Escalate concerns or delays in course allocations to NAF and MAJCOM functional leadership. (T-2)

7.4.4.4. Coordinate formal training requirements with wing training, MAJCOM and schoolhouse authorities. (T-2)

7.4.4.5. Monitor/track progress of formal training requests with group/wing training managers. (T-2)

7.4.4.6. Coordinate with the Assistant Aerial Port Manager on monthly status reporting regarding deficiencies in readiness training and recommended actions to improve unit readiness. (T-2)

7.4.4.7. Develop and coordinate proficiency assessment requirements for Joint Inspection and Load Planning with supervisors. (T-2)

7.4.4.8. Track and monitor special skill duty assignments, outlined in [paragraph 4.4.2.6](#) and [paragraph 4.4.2.7](#) (T-2)

7.4.4.9. Provide inputs for scenario development, inspect assigned areas/functions, validate self-assessments, evaluate scenarios, participate in the lessons learned, and provide inputs to reports for the Commander's Inspection Program. (T-2)

7.4.4.10. Participate in unit effectiveness inspection (UEI) continual evaluation processes as a Pertinent Oversight Authority (POA), upon request by the Air Transportation MFM. (T-2)

7.4.4.11. Provide UEI augmentation as a POA to the MAJCOM IG, upon request by the Air Transportation MFM. (T-2)

7.4.5. Airfield Driving Program Management. Manage the unit's airfield driving program. (T-2) Must conduct and coordinate airfield driving training requirements for initial and refresher certifications. (T-2)

7.5. Training.

7.5.1. The Aerial Port Readiness Training Program Manager (RTPM) and formal course instructors are required, at a minimum, to have been awarded a 7-skill level and must attend the Air Transportation Training Instruction Course (ATTIC) at the USAF Expeditionary Operations School, Joint Base McGuire-Dix-Lakehurst. (T-2)

7.5.2. Formal course instructors must be fully qualified in the capability/vehicle/specialty for the courses being instructed. (T-2)

7.5.3. Accomplish required training to perform VCO duties as defined by host installation Fleet Management and Analysis. (T-2)

7.5.4. Accomplish required training to perform Wing Inspection Team duties as outlined in DAFI 90-302, Attachment 11. (T-2)

Table 7.1. Locally Instructed Supplemental and Advanced Training Courses.

Course Title
Integrated Computerized Deployment System (ICODES) Familiarization Course
Joint Inspection Course
60K Tunner Operator Course
25K Halvorsen Operator Course
Air Load Planning Course (Initial)
Forklift Training Operator Course
High Lift Operator Course
Lavatory Service Truck Operator Course
Water Truck Operator Course
Baggage Conveyor Belt Vehicle Operator Course
Staircase Truck Operator Course

TOM MILLER
Lieutenant General, USAF
DCS/Logistics, Engineering, & Force Protection

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

DoD Foreign *Clearance Guide*, Current Edition
DoDI 5400.11, *DoD Privacy and Civil Liberties Program*, 29 January 2019
DAFPD 24-6, *Distribution and Traffic Management*, 12 October 2022
DAFI 13-213, *Airfield Driving*, 4 February 2020
DAFI 20-112, *Logistics Readiness Quality Assurance Program (LR QA)*, 21 March 2022
DAFI 36-2670, *Total Force Development*, 25 June 2020
DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023
DAFMAN 36-2689, *Training Program*, 13 March 2023
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023
AFI 10-201, *Force Readiness Reporting*, 5 June 2024
AFI 24-301, *Ground Transportation*, 22 October 2019
AFI 24-302, *Vehicle Management*, 21 February 2020
AFI 24-605, Volume 5, *Air Transportation Standardization and Resources*, 2 July 2020
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFMAN 24-604, *Preparing Hazardous Material For Military Shipments*, 9 October 2020
ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*, 30 April 2019
AFRCI 36-2603, *Air Force Reserve Seasoning Training Program*, 28 January 2021

Prescribed Forms

None

Adopted Forms

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

AF IMT 938, *Request and Authorization for Active Duty Training/Active Duty Tour*
NGB Form 336, *Air National Guard Orders Request*

Abbreviations and Acronyms

2T2XX—Air Transportation Specialists
ADUTM—Additional Duty Unit Training Manager
ADPM—Airfield Driving Program Manager
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFSC—Air Force Specialty Code
AMC—Air Mobility Command
AMRT—Accelerated Mission Readiness Training
ANG—Air National Guard
APM—Aerial Port Manager
AAPM—Assistant Aerial Port Manager
APS—Aerial Port Squadron
ARC—Air Reserve Component
ART—Air Reserve Technician
AT—Annual Tour
ATR—Automated Training Record
ATTIC—Air Transportation Training Instruction Course
CFETP—Career Field Education and Training Plan
CONUS—Continental United States
DAFI—Department of the Air Force Instruction
DoD—Department of Defense
E&I—Evaluation and Inspection
EPE—Evaluator Proficiency Evaluation
FAM—Functional Area Manager
FGC—Force Generation Center
FTE—Full Time Equivalent
FY—Fiscal Year

GTC—Government Travel Card
ICODES—Integrated Computerized Deployment System
ITR—Individual Training Record
ITP—Individual Training Plan
LEAP—Logistics Evaluation Assurance Program
M4S—Manpower MPA Man-day Management System
MAJCOM—Major Command
MEST—Mission Essential Skills Training
MFM—MAJCOM Functional Manager
MHE—Material Handling Equipment
MilPDS—Military Personnel Data System
MPA—Military Personnel Appropriation
MR—Movement Requests
MRB—Movement Review Board
MTT—Mobile Training Team
NAF—Numbered Air Force
NGB—National Guard Bureau
NLT—No Later Than
O&M—Operations and Maintenance
OCONUS—Outside Continental United States
OJT—On-the-job Training
OPR—Office of Primary Responsibility
Ops—Operations
POA—Pertinent Oversight Authority
POC—Point of Contact
PORT—Proficiency, Operational, Readiness, and Technical
QA—Quality Assurance
QTP—Qualification Training Package
Qtr—Quarter
RC—Reserve Coordinator
RCP—Reserve Component Period
RMVS—Reserve Management Vacancy System

RTPM—Readiness Training Program Manager
RPA—Reserve Personnel Appropriation
SEL—Senior Enlisted Leader
SMS—Single Mobility System
SNCO—Senior Non-Commissioned Officer
STS—Specialty Training Standard
TC—Team Chief
TPC—Transportation Proficiency Center
TR14—Training Request 14 (“14” refers to how many days for an annual tour)
TTG—Task Training Guide
TTR—Team Training Report
TVO—Training, Validation, and Operations
UEI—Unit Effectiveness Inspection
UMD—Unit Manpower Document
UPM—Unit Program Manager
UTA—Unit Training Assembly
UTC—Unit Type Code
UTM—Unit Training Manager
VCO—Vehicle Control Official
VM—Vehicle Management

Office Symbols

RegAF—Regular Air Force
DAF—Department of the Air Force
AF/A4LR—Air Force Logistics Readiness
AFRC/A3—Air Force Reserve Command Operations
AFRC/A4RF—Air Force Reserve Command Logistics Force Management
AFRC/A4RR—Air Force Reserve Command Logistics Policy and Plans
A4RC/A4RX—Air Force Reserve Command Logistics Readiness
NGB/A4RDA—National Guard Bureau Logistics Readiness Deployment and Distribution Air Transportation
TROX—Readiness and Resources

Terms

Automated Training Record (ATR)—A generic term for the official Air Force designated automated training records and management application utilized for career field education and training plans, upgrade training documentation and other related actions.

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

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

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

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

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

Attachment 2

TRAINING MOVEMENT CHECKLIST

A2.1. The checklist in Table A2.1 is a guide to assist with required actions prior to a deployment.

Table A2.1. Deployment Checklist.

ACTION ITEM	TIME FRAME	OPR	DATE COMPLETED
Select and approve deployment TC	NLT 180 days prior	Unit Leadership	
Select and approve deployment team members	NLT 120 days prior	Unit Leadership	
Ensure GTC for all members or AF Form 616, <i>Fund Cite Authorization</i> , has been approved	NLT 120 days prior	Aerial Port Manager or Assistant	
Initiate TR14	NLT 120 days prior	TC	
Verify military airlift or arrange commercial air trip port calls with the supporting traffic management office and/or commercial ticket office	NLT 90 days prior	TC, Unit Deployment Manager, Aerial Port Manager or Assistant	
Notify AFRC/A4RF of any changes in airlift requirements	As required	Aerial Port Manager, Assistant Aerial Port Manager	
Conduct initial team briefing to ensure members are informed of deployment procedures	NLT 90 days prior	TC	
Check Department of Defense (DoD) 4500.54-G, <i>DoD Foreign Clearance Guide</i> , for requirements and submit country clearance (as applicable)	60 days prior	TC	
Determine any special clothing requirements from host base (as applicable)	60 days prior	TC	

Ensure specific training objectives are established and validated for all team members	60 days prior	Supervisors, TC, UTM, Aerial Port Manager or Assistant	
Submit TR14	90 days prior	TC, Aerial Port Manager or Assistant	
Request orders	60 days prior	TC, Aerial Port Manager or Assistant	
Provide host unit RC with travel information	NLT 45 days prior	TC	
Submit all required documentation to RC (as identified on RC website)	NLT 45 days prior	TC	
Submit commercial transportation funding request (if organic airlift is not available)	NLT 45 days prior	TC, Aerial Port Manager or Assistant	
Notify base supply if mobility items are required	30 days prior or UTA prior	TC	
Ensure all team members have completed Individual Checklist (N/A for ANG units)	30 days prior or UTA prior	TC	
Confirm lodging and ground transportation	30 days prior	TC	
Coordinate in-flight meals for organic airlift	30 days prior	TC	
Schedule Threat Awareness and Force Protection Briefing	30 days prior or UTA prior	TC	
Brief Commander on deployment status	15 days prior	TC	
Advise host unit RC of any updated travel info to include separate team member arrival(s)	10 days prior	TC and/or Aerial Port Manager or Assistant	
Obtain commercial airline itineraries from the traffic management office and distribute to team members	15 days prior or as dictated by the travel office	TC	
Final deployment briefing to include Force Protection Briefing	Immediately prior	TC, SC, Office of Special Investigations	

Accomplish on-site orientation briefing to include work and safety hazards	Day of arrival	TC and/or RC	
Ensure transportation is established to support work schedules and meal runs	Day of arrival	TC	
Reconfirm return airlift	Approximately seven days before end of tour	TC	
Conduct mid-tour meeting on all aspects of the tour	Mid-tour	TC and/or RC	
File Travel Voucher	NLT five days after return	TC and/or Team members	
Complete Team Training Report	Within 30 days following deployment	TC	
Note: Failure to comply with timelines may result in the training movement being cancelled. If the training movement is cancelled, the unit will be required to perform the tour at home station.			

Attachment 3

ANNUAL TOUR INDIVIDUAL TEAM MEMBER CHECKLIST

A3.1. Annual Tour Individual Team Member Checklist. The checklist in [Table A3.1](#) is a guide to assist individuals with required actions prior to a deployment.

Table A3.1. Team Member Checklist.

ACTION	TIME FRAME	OPR	DATE COMPLETED
Ensure all required web based training is completed at home station prior to departure	NLT 30 days prior	Team Member	
Ensure GTC is active or have approved AF Form 616	NLT 30 days prior	Team Member	
Appropriate AF Form 1199, <i>USAF Entry Control Card</i> (Restricted Area Badge)	NLT 30 days prior	Team Member	
AF Form 2293, <i>US Air Force Motor Vehicle Operator Identification Card</i>	NLT 30 days prior	Team Member	
AF Form 483, <i>Certificate of Competency</i> (i.e., Flight line proficiency cards)	NLT 30 days prior	Team Member	
Identification tags (dog tags)	NLT 30 days prior	Team Member	
Proper uniforms, safety equipment, and additional clothing and/or equipment	NLT 30 days prior	Team Member	
AF Form 938, <i>Request And Authorization for Active Duty Training/Active Duty Tour</i> , (Travel Orders) (AFRC) NGB Form 336, <i>Air National Guard Orders Request</i>	NLT five days prior	Team Member	
Common Access Card (CAC)	As required	Team Member	

Valid civilian driver's license	As required	Team Member	
File Travel Voucher	NLT five days after return from tour	Team Chief and/or Team Member	
Ensure all articles obtained from base supply are returned at home station	NLT five days after return from tour	Team Chief and/or Team Member	

Attachment 4**WEBSITES**

A4.1. AFRC Air Transportation SharePoint®: <https://usaf.dps.mil/teams/AFRCAirTrans>.

A4.2. myLearning: <https://lms-jets.cce.af.mil>.

A4.3. Transportation Proficiency Center (TPC): <https://usaf.dps.mil/teams/10835>.

**A4.4. AFRC/A4R Logistics Readiness Division
SharePoint®:** <https://usaf.dps.mil/sites/AFRC-A4/A4Rnew>

A4.5. 2T2X1 Task Training

Guide: <https://intelshare.intelink.gov/sites/A4T/A4TS/Training/layouts/15/start.aspx#/Qualification%20Training%20Packages%20QTPs%20%20Task%20Trainin/Forms/AllItems.aspx>

A4.6. Air Transportation Workload Data

Tool: <https://usaf.dps.mil/teams/13569/2t2/Module/Home.aspx?tab=Home>.

A4.7. Annual Tour Website

(ATP): [https://webapps.afrc.af.mil/a4/a4r/a4rt/atp/\(S\(wmyygv5553xk0lqwwqp1zg55\)\)/atp.aspx](https://webapps.afrc.af.mil/a4/a4r/a4rt/atp/(S(wmyygv5553xk0lqwwqp1zg55))/atp.aspx).

A4.8. Special Certification Database

(SCD): [https://webapps.afrc.af.mil/a4/a4r/a4rt/speccert/\(S\(oljezsjv5kqi54jkaivdovi4\)\)/Default.aspx](https://webapps.afrc.af.mil/a4/a4r/a4rt/speccert/(S(oljezsjv5kqi54jkaivdovi4))/Default.aspx).

Attachment 5

ARC AIR TRANSPORTATION AUTHORIZED TRAINING LOCATIONS

A5.1. ARC Air Transportation Authorized Training Locations. In order to ensure maximum effectiveness of annual tour and seasonal training programs, the locations listed in **Table A5.1** are approved for ARC units to conduct off station annual tour and AMRT.

Table A5.1. ARC Air Transportation Approved Training Locations.

Location	Annual Tour	AMRT/MEST
Andersen AFB, Guam	Yes	Yes
Dobbins ARB, GA	Yes	No
Dover AFB, DE	Yes	Yes
JB Pearl Harbor-Hickam, Hawaii	Yes	Yes
JB Charleston, SC	Yes	Yes
JB Elmendorf, AK	Yes	No
JB Lewis-McChord, WA	Yes	Yes
Kadena AB, Japan	Yes	No
Little Rock AFB, AR	Yes	No
*March ARB, CA	Yes	No
McGuire AFB, NJ	Yes	Yes
Norfolk NAS, VA	Yes	No
Osan AB, South Korea	Yes	No
Ramstein AB, Germany	Yes	Yes
Spangdahlem AB, Germany	Yes	No
Travis AFB, CA	Yes	Yes
Yokota AB, Japan	Yes	Yes
*Locations identified provide limited or mission-based training capabilities and require direct coordination to determine available scheduling periods and logistical support. These locations should be considered secondary to more active training locations.		

A5.2. Requests for locations not listed in Table A5.1 will be submitted to AFRC/A4RF or to NGB/A4RDA for review. (T-2)

A5.3. Official schoolhouses are permitted for any training requirement and are not subject to Table A5.1.

Attachment 6

DUTY TITLES

A6.1. Duty Titles. The Air Force Reserve Command organizes aerial port squadrons at a functional level typically as small, medium, large. Structures facilitate the training and deployment of air transportation specialists and associated Air Force Specialty Codes in support of combatant commanders through the Global Force Manager. Refer to [Table A6.1](#) for respective duty titles. Members assigned to Aerial Port Squadrons must use duty titles listed in [Table A6.1](#) (T-2)

Table A6.1. Duty Titles and Office Symbols.

Position Description	Office Symbol	Duty Title
1. Commander	CC	COMMANDER
2. Aerial Port Management		
Aerial Port Manager (APM)	TRM	SUPT. AERIAL PORT MANAGEMENT
Squadron Senior Enlisted Leader	TRM	SENIOR ENLISTED LEADER
3. Assistant Aerial Port Management		
Assistant Aerial Port Manager (AAPM)	TRMA	SUPT. MISSION READINESS
4. Operations Management		
Operations Officer	TRO	OPERATIONS OFFICER
Officer in Charge	TRO	OIC, [Function Specific]
Operations Superintendent	TRO	OPERATIONS SUPERINTENDENT
5. Quality Assurance (QA)		
NCOIC, Quality Assurance	TRQ	NCOIC, QUALITY ASSURANCE
Quality Assurance Evaluator	TRQ	QUALITY ASSURANCE EVALUATOR
6. Air Freight Operations Flight		
Flight Chief, Air Freight Operations	TROC	FLIGHT CHIEF, AIR FREIGHT OPERATIONS
6.1. Cargo Processing		
NCOIC, Cargo Processing/Special Handling	TROCA	NCOIC, CARGO PROCESSING / SPECIAL HANDLING
Supervisor, Cargo Processing/Special Handling	TROCA	SUPERVISOR, CARGO PROCESSING / SPECIAL HANDLING
Cargo Processing Representative/Special Handling	TROCA	CARGO PROCESSING REPRESENTATIVE / SPECIAL HANDLING

6.2. Ramp Operations		
NCOIC, Ramp Operations	TROCR	NCOIC, RAMP OPERATIONS
Supervisor, Ramp Operations	TROCR	SUPERVISOR, RAMP OPERATIONS
Ramp Operations Representative	TROCR	RAMP OPERATIONS REPRESENTATIVE
7. Air Terminal Operations Flight		
Flight Chief, Air Terminal Operations Flight	TROO	FLIGHT CHIEF, AIR TERMINAL OPERATIONS FLIGHT
7.1. Air Terminal Operations Center		
NCOIC, Air Terminal Operations Center	TROOA	NCOIC, AIR TERMINAL OPERATIONS CENTER
Supervisor, Air Terminal Operations Center	TROOA	SUPERVISOR, AIR TERMINAL OPERATIONS CENTER
Air Terminal Operations Center Representative	TROOA	AIR TERMINAL OPERATIONS CENTER REPRESENTATIVE
7.2. Load Planning		
NCOIC, Load Planning	TROOM	NCOIC, LOAD PLANNING
Supervisor, Load Planning	TROOM	SUPERVISOR, LOAD PLANNING
Load Planning Representative	TROOM	LOAD PLANNING REPRESENTATIVE
8. Passenger Operations Flight		
Flight Chief, Passenger Operations	TROP	FLIGHT CHIEF, PASSENGER OPERATIONS
Supervisor, Passenger Operations	TROP	SUPERVISOR, PASSENGER OPERATIONS
Passenger Operations Representative	TROP	PASSENGER OPERATIONS REPRESENTATIVE
9. Readiness and Resources Flight		
Flight Chief, Readiness and Resources	TROX	FLIGHT CHIEF, READINESS AND RESOURCES
Readiness and Resources Representative	TROX	READINESS AND RESOURCES REPRESENTATIVE