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HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FLDCOMs/FOAs/DRUs

FROM: AF/A4
1030 Air Force Pentagon, Suite 4C1065
Washington DC 20330-1030

SUBJECT: Department of the Air Force Guidance Memorandum to DAFI 24-605V5 *Air Transportation Standardization and Resources*.

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes to DAFI 24-605V5, *Air Transportation Standardization and Resources*. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

This guidance is applicable to all Air Transportation airmen, units, and squadrons. Based on the 2025 Line Operations Safety Audit findings, the establishment of the Load Team Chief program is being implemented. Updates include requiring improved tracking and documentation of qualifications, along with additional training requirements, to enhance safety and standardization.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of an interim change (IC) or rewrite of the affected publication, whichever is earlier.

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Director of Logistics DCS/Logistics,
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Attachment:
Guidance Changes

ATTACHMENT
Air Transportation Standardization and Resources

Current guidance in Department of the Air Force Instruction 24-605V5, *Air Transportation Standardization and Resources*, remains in effect with the following changes:

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

2.14. (CHANGED) LTC General. Units with a LTC requirement must establish a LTC program. (T-2) This program is essential for overseeing training activities to guarantee fulfillment of LTC qualifications.

2.14.1 **(CHANGED)** Unit LTC Program Manager (PM) will:

2.14.1.1. **(ADDED)** Maintain an up-to-date roster of individuals who are qualified to undertake LTC responsibilities. (T-2) This list will encompass certification dates for initial qualification. (T-2) Regularly update this record to ensure accuracy. AFRC units will utilize the special certification database to track LTC rosters.

2.14.1.2. **(ADDED)** Validate training utilizing ADLS certificates, MyLearning certificates, or official training transcripts. (T-2)

2.14.1.3. **(ADDED)** All training will be documented IAW paragraph 2.8. (T-2) for military and civilian employees. Organizations utilizing G081 will track applicable recurring task in G081. (T-2) For individuals lacking OJT records, establish training folders. Additionally, training for civilian employees will be annotated IAW DAFI 36-129, Civilian Personnel Management and Administration.

2.14.2 **(CHANGED)** LTC Training Requirements

2.14.2.1. **(ADDED)** Must have a minimum of 6 months as a Load Team member. (T-2)

2.14.2.2. **(ADDED)** Completion of local ramp and aircraft services master task list requirements. (T-2)

2.14.2.3. **(ADDED)** Familiarization training on MHE applicable to location and ramp operations. (T-2)

2.14.2.4. **(ADDED)** Hazardous material handler qualification. (T-2)

2.14.2.5. **(ADDED)** Completion of General Hazards and Accident-Mishap Prevention TTG and applicable TTGs under ramp operations. (T-2)

2.14.2.6. **(ADDED)** Demonstrate competence during aircraft uploads and downloads on multiple aircraft types under supervision. (T-2)

ATTACHMENT

Air Transportation Standardization and Resources

2.14.2.7. **(ADDED)** ARC Load Team Chief. In addition to LTC criteria, units will assign this duty to at least one person from each ramp services UTC package to ensure mission capability statements are met. (T-2)

2.14.2.8. **(ADDED)** Possession of AF Form 483, Certificate of Competency, for flightline driving (or installation equivalent). (T-1)

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 24-605, VOLUME 5**



3 SEPTEMBER 2025

Transportation

**AIR TRANSPORTATION
STANDARDIZATION AND RESOURCES**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 24-6, *Distribution and Traffic Management* and establishes uniformity, standardization, and guidance for orderly and efficient Air Transportation operations. This publication applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), the Air Force Reserve (AFR), the Air National Guard (ANG), the United States Space Force, the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those with a contractual obligation to abide by the terms of Department of the Air Force (DAF) publication. Compliance with this publication and attachments is mandatory. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Major Commands (MAJCOMs) supplements are submitted to AF/A4LR at AF.A4LR.Workflow@us.af.mil. The authorities to wing, unit, delta, or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, or T-3") number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority or alternately to the requestor's commander for non-tiered compliance items. All approved waivers must be sent to AF/A4LR AF.A4LR.Workflow@us.af.mil, within 30 days of approval, for situational awareness and process improvement considerations. For questions on interpreting this instruction, first contact your MAJCOM functional activity. Refer recommended changes and questions about this publication through your assigned MAJCOM, AFR or ANG, to the OPR using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include (1) 25K Halvorsen and 60K-Loader training has undergone significant modifications, (2) **Chapter 3**, Air Transportation Compliance Program (ATCP) added to provide guidance on compliance program execution, (3) **Chapter 4**, Air Transportation Standardization Evaluation Program (ATSEP) has been completely revamped, with substantial changes made to the evaluation process, (4) **Chapter 5**, Air Force Installation Mission and Support Center (AFIMSC) Logistics Readiness Squadron (LRS) Performance Evaluation Program (PEP) added, (5) Major change to references, many AFI changed to DAFIs with undated numbering, (6) **Section 2K**, Night Vision Goggles training has been added.

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Chapter 1

ROLES AND RESPONSIBILITIES

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

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

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

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

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

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

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

1.4. Air Force Installation and Mission Support Center (AFIMSC):

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

1.4.2. Directly consults, coordinates, and advises subordinate and MAJCOM subordinate activities providing air transportation aircrew support training, or aerial delivery operations.

Chapter 2

AIR TRANSPORTATION TRAINING

Section 2A—Air Transportation Training Development and Management

2.1. Purpose. This section outlines training requirements for all personnel performing air transportation functions and applies to RegAF, AFR, and ANG alike. The goal of air transportation training is to reach and maintain operational readiness to fulfill all peacetime and wartime requirements. To achieve this, units will train to the capabilities listed in the Air Transportation (2T2X1) Career Field Education and Training Plan (CFETP) specialty training standard, qualification training package(s) (QTP), and task training guide(s) (TTG). **(T-1)** Commanders will ensure training meets designed operational capability statements and assigned unit type code (UTC) requirements. **(T-1)**

2.2. Roles and responsibilities.

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

2.2.1.1. Perform OPR duties for Air Transportation Training Development and Management. **(T-1)**

2.2.2. Headquarters Air Mobility Command, Air Transportation Division (HQ AMC/A4T) will:

2.2.2.1. Utilize the instructional system development (ISD) principles outlined in AMCI 36-2607, *U.S. Air Force Expeditionary Operations School Course Development and Ownership Process* when requesting new course development. **(T-2)**

2.2.2.2. Oversee the management of instructor material and policy. Training material include but not limited to; 25K Halvorsen, 60K Tunner, Joint Inspection, and Night Vision Goggles. **(T-2)**

2.2.2.2.1. A4T will review instructor material annually. **(T-2)**

2.2.2.2.2. A4T will conduct a biannual rewrite workshop for each program. **(T-2)**

2.2.2.2.2.1. Workshops will include a team of subject matter experts and curriculum specialists from the 423d TRS (Air Transportation Section). **(T-2)**

2.2.2.2.2.2. Workshops will provide a collaborative platform for these experts to share their knowledge and skills, with the goal of reviewing, revising, and refining to ensure training remains current, relevant, and effective. **(T-2)**

2.2.2.3. Validate equipment required for instructional purposes. Evaluate commercial modules and courseware for application. **(T-2)**

2.2.2.4. Coordinate training requirements with appropriate agencies and functional managers. **(T-2)**

2.2.2.5. Represent career field at training conferences, ISD workshops, and meetings. **(T-2)**

2.2.2.6. Coordinate with air transportation education centers and units for requested training. **(T-2)**

2.2.2.7. Manage TTG development to support air transportation CFETP line items. **(T-2)**
Note: AFIMSC will be the OPR for the management and development of Air Transportation Vehicle and Material Handling Equipment (MHE) QTPs with AMC/A4T being the OCR. **(T-2)**

2.2.2.7.1. A4T will review TTGs annually. **(T-2)**

2.2.2.7.2. A4T will conduct a biannual TTG rewrite workshop, bringing together a team of subject matter experts and curriculum specialists from the 423d TRS (Air Transportation Section). **(T-2)**

2.2.2.7.2.1. Workshop will provide a collaborative platform for these experts to share their knowledge and skills, with the goal of reviewing, revising, and refining the TTGs to ensure it remains current, relevant, and effective. **(T-2)**

2.2.3. Air transportation education centers and units (e.g., 345th Training Squadron (Air Transportation Section), 423d TRS (Air Transportation Section), AFR Transportation Proficiency Center (TPC)) will:

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

2.2.3.2. Conduct an ISD on 423d TRS air transportation courses upon CFM or AMC/A4T request (e.g., new course development). **(T-2)**

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

2.2.3.4. Manage course development, including DL, as directed by CFM or AMC/A4T and forecast annual budget for training requirements. **(T-2)**

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

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

2.2.3.7. Attend AMC/A4T training workshops to provide curriculum writing expertise and support the development of high-quality training. By attending these workshops, 423d will be able to share their expertise and help ensure that training programs are designed to meet the needs of learners and achieved the desired learning objectives.

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

2.3. Formal Training Courses.

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

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

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

- 2.4.1. Maintain mission readiness training and non-mission readiness training quotas for all air transportation personnel. **(T-2)**
- 2.4.2. Consolidate, establish, and allocate AETC quotas. **(T-2)**
- 2.4.3. Manage allocations and control quotas for 423d TRS and 345th Training Squadron (TRS) air transportation courses. **(T-2)** Coordinate with the 423rd MTS and 345th TRS to determine number and locations of mobile training team classes during fiscal year course scheduling. **(T-2)**
- 2.4.4. Directly assist units concerning any emergent (out of cycle) training requirements. Coordinate with Headquarters AF, AFPC, AETC, TPC and 423rd MTS for any course adjustments as necessary to fulfill training needs. **(T-2)**
- 2.4.5. Act as waiver authority for trainees attending formal courses. Waiver requests will be considered on a case-by-case basis. **(T-2)**

Section 2C—Duty Position Training and Evaluation

2.5. Qualification Training Package and Task Training Guide.

2.5.1. General.

- 2.5.1.1. QTPs and TTGs are standardized unit-level training and evaluation source documents used throughout the air transportation community and will be completed prior to signing off associated tasks in MyTraining. **(T-1)**
- 2.5.1.2. Air transportation personnel are directed to utilize QTPs and TTGs, as prescribed in the CFETP, for duty position qualification and upgrade training. **(T-1)**
- 2.5.1.3. Air transportation personnel will use QTPs and TTGs to train to the utmost capability based on available equipment or tasks performed at respective locations. **(T-1)**
- 2.5.1.4. Partial use of QTP and TTGs training steps is authorized if not all required resources exist locally.
- 2.5.1.5. It is not necessary to send people to off-station training to meet requirements created by QTP/TTGs compliance.
- 2.5.1.6. QTPs and TTGs for vehicles are located on AF e-Publishing website and TTGs are located on the AMC/A4TS SharePoint® website.

2.5.2. Trainers will utilize task evaluation checklists (TEC) located within the TTG to assess trainees. **(T-1)** TECs are evaluation tools for annotating process compliance.

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

2.6. Proficiency Assessment (PA). A PA must be accomplished by a qualified trainer when an individual changes duty station, duty position, or when tasks are unarchived in training records. **(T-1)** This assessment must be accomplished within 60 calendar days. **(T-1)** Results of PA will be documented as a journal entry in trainee's training record. **(T-1) Note:** This requirement does not alleviate supervisors from conducting initial evaluations as required in DAFI 36-2670, *Total Force Development*. **(T-1)** PA and initial evaluation may be annotated within same training record entry.

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

2.8. Training Documentation. It is mandatory to verify all training through the validation of ADLS or MyLearning certificates or training transcript. Initial training and refresher evaluations will be documented in MyTraining, Core Automated Maintenance System for Mobility (G081) or equivalent system or database for military and civilian employees. **(T-1)** Establish training folders for individuals without on-the-job training (OJT) records. **(T-1)** Additionally, training for civilian employees will be annotated IAW DAFI 36-129, *Civilian Personnel Management and Administration*. **(T-1)**

2.8.1. Air Transportation Training/Instruction Course (AMC ATTIC). AMC ATTIC prepares Air transportation unit members for trainer or instructor responsibilities in specific Unit training programs. This course prepares individuals to effectively train and instruct others, ensuring the highest standards of air transportation operations are maintained.

2.8.1.1. The instruction covers teaching principles, techniques, lesson plan personalization, student/classroom preparation and platform instruction skill sets. Lessons focus on standardizing training procedures, administering tests and maintaining training documentation.

2.8.1.2. Students will instruct from AMC standardized curriculum, TTGs, and QTPs under evaluation conditions. **(T-1)**

2.8.1.3. AMC ATTIC is required to instruct the following Air Transportation training qualification courses: JI, Night Vision Goggles, and K-Loader training programs (i.e. 60K/25K). **(T-1)**

2.8.1.3.1. Personnel who have previously attended Principles of Instruction, Basic Instructors Course, Academic Instructors Course, Joint Inspector Instructor Qualification (JIIQ), or another formal instructor training course resulting in a "T" prefix to their duty air force specialty code are not required to attend AMC ATTIC as these are acceptable substitutes.

2.8.1.3.2. Waivers for course exemptions must be submitted to AFIMSC, AMC/A4T, NGB A4, or AFRC A4. **(T-2)**

2.8.1.3.3. Individuals who are identified as a trainer within the functional area they are assigned should attend AMC ATTIC. This applies to uniformed members of RegAF, AFR, and ANG 2T2, 2T0 personnel with a minimum of two (2) years' Time in Service or equivalent DoD civilians and contractors tasked to perform trainer duties. Waiver authority for RegAF is AFIMSC 2T2 MAJCOM Functional Manager (FM), AFR is AFRC 2T2 MAJCOM functional manager, and ANG is ANG 2T2 MAJCOM functional manager.

Section 2D—Vehicle Training and Qualifications

2.9. General. All units must establish a vehicle training program. **(T-1)** Training will be IAW AFI 24-301, *Ground Transportation* and AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*. **(T-1)** To ensure training is standardized, vehicle trainers will instruct personnel utilizing the AFQTPs available on the AF e-publishing website. **(T-1) Note:** Refer to **Table 2.1.**, *Vehicle Training References*, for additional guidance on vehicle training.

Table 2.1. Vehicle Training References.

MHE	REFERENCES
Baggage Conveyor – E295	QTP 24-3-E925, <i>Baggage Conveyor Belt Vehicle</i> <i>Applicable TO</i>
25K Halvorsen - E936	QTP 24-3-E936, <i>25K Halvorsen Loader</i> <i>Applicable TO</i>
25K Southwest - E935	QTP 24-3-E935 <i>25K Loader, Type A/S 32H-5</i> <i>Applicable TO</i>
Lavatory Service Trucks – C603	QTP 24-3-C603, <i>Lavatory Service Truck (LST)</i> <i>Applicable TO</i>
Staircase Truck – C604	QTP 24-3-C604, <i>Staircase Truck</i> Manufacturer's Operator's Manual for the specific staircase truck model being trained on
All Vehicles	AFI24-301, <i>Ground Transportation</i> AFI 24-302, <i>Vehicle Management</i> DAFI 24-605 V2, Chapter 3, Paragraph 3.2.2., <i>Air Transportation Operations</i> AFMAN 24-306, Chapter 4, Paragraph 4F, <i>Operation of Air Force Government Motor Vehicles</i> , 30 July 2020. AF Form 1800, <i>Operator's Inspection Guide and Trouble Report</i> DAFMAN 91-203 <i>Air Force Consolidated Occupational Safety Instruction TO 36M-1.141, 463L Material Handling Equipment System</i> Local Instructions for Parking and Traffic Flow Plan
Note: Prerequisites for all vehicles: Possess a valid state driver's license, AF Form 171, <i>Request for Driver's Training and Addition to U.S. Government Driver's License</i> , compliance with relevant local licensing jurisdiction requirements and online CBT through MyLearning for the specific vehicle being trained on.	

2.10. Roles and Responsibilities.

2.10.1. AFIMSC will:

2.10.1.1. Perform as OPR for all air transportation vehicles and MHE QTP development and management. **(T-1)**

2.10.1.2. Evaluate air transportation vehicles QTP training as required. **(T-2)**

2.10.1.3. Coordinate with Headquarters AF, Air Force Reserve Command (AFRC), National Guard Bureau (NGB), AMC Logistics Readiness Division (AMC/A4R), and AMC/A4T on vehicle training issues. **(T-2)**

2.10.1.4. Obtain and provide feedback on vehicle training programs as required. **(T-2)**

2.10.2. AMC/A4T:

2.10.2.1. Coordinates with AFIMSC on vehicle QTP updates and submit DAF 673 as required.

2.10.2.2. Will develop and maintain AMC/A4T Standardization and Training website. **(T-2)** **Note:** The necessary technical orders (TO) can be obtained from Enhanced Technical Information Management System.

2.10.3. Unit commanders:

2.10.3.1. Will designate vehicle trainers IAW AFMAN 24-306 by using AF Form 170, *Appointment of Vehicle Trainers*. **(T-1)**

2.10.4. Initial Vehicle Training. Unit vehicle trainers:

2.10.4.1. Follow vehicle training and qualification documentation procedures outlined in AFI 24-301, *Ground Transportation*. **(T-1)**

2.10.4.2. Will conduct training using the approved lesson plan where applicable, QTPs (accessible on the AF e-publishing website), and relevant TTGs (available on the AMC/A4T SharePoint® website). **(T-1)**

2.10.4.2.1. TOs will be used as the master reference for respective vehicles. **(T-0)** **Note:** When utilizing TOs, always check publication currency date in the Enhanced Technical Information Management System prior to conducting training.

2.10.4.2.2. Trainers must brief history of near-misses, reportable mishaps, and headquarters-issued due caution notices. **(T-2)**

2.10.5. Trainees will:

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

2.10.5.2. Complete applicable unit vehicle training IAW this section. **(T-2)**

2.11. 25K Halvorsen/60K-Loader Training.

2.11.1. AMC/A4T will:

2.11.1.1. Function as the OPR and have administrative authority to establish program guidance. **(T-2)**

2.11.1.2. Plan and organize, in conjunction with Total Force, a Training Workshop as needed for the purpose of updating training materials. **(T-2)**

2.11.1.3. Manage the program as directed. **(T-2)**

2.11.1.4. Control and maintain original copies of test material. **(T-2)**

2.11.1.5. Provide administrative guidance and program oversight. **(T-2)**

- 2.11.1.6. Develop and provide course critiques to unit program managers (UPM). **(T-2)**
- 2.11.2. 423d TRS (Air Transportation Section) will:
 - 2.11.2.1. Develop standardized curriculum and examinations in collaboration with AMC/A4T **(T-2)**
- 2.11.3. Unit level Training PM will:
 - 2.11.3.1. Maintain a list of qualified instructors. **(T-2)**
 - 2.11.3.2. Act as the commander's POC for loader instruction and training. **(T-2)**
 - 2.11.3.3. Designate trainers and provide ongoing mentorship. **(T-2)**
 - 2.11.3.4. Ensure K- Loader trainers are qualified to perform trainer duties. **(T-2)**
- 2.11.4. The instructors will:
 - 2.11.4.1. Attend AMC ATTIC. **(T-2)**
 - 2.11.4.1.1. Personnel who have previously attended Principles of Instruction, Basic Instructors Course, Academic Instructors Course, Joint Inspector Instructor Qualification (JIIQ), or another formal instructor training course resulting in a "T" prefix to their duty air force specialty code are not required to attend AMC ATTIC as these are acceptable substitutes.
 - 2.11.4.2. Be qualified operator on 25K Halvorsen or 60K Tunner for a minimum of one year with proven expertise on applicable K-Loader. **(T-2)** **Note:** It is important to acknowledge that the responsibility for determining instructor expertise lies with the unit, and that the quality of training is directly impacted on that expertise. Therefore, selection should be carefully scrutinized.
 - 2.11.4.3. Document formal class attendance via journal entry in MyTraining or training records. **(T-2)**
 - 2.11.4.4. Instructors will train utilizing the following:
 - 2.11.4.4.1. Approved lesson plans available on AMC/A4T SharePoint® website. **(T-2)**
 - 2.11.4.4.2. QTPs available on the AF e-publishing website. **(T-1)**
 - 2.11.4.4.3. TOs will be used as the master reference for respective vehicles. **(T-0)** **Note:** When utilizing TOs, always check publication currency date in the Enhanced Technical Information Management System prior to conducting training.
 - 2.11.4.5. Ensure prior to initial vehicle operation an AF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*, is issued to the trainee to be used as a permit while in training. **(T-1)**
 - 2.11.4.5.1. The instructor is only responsible for completing Section I, *Operator/Trainee Information*, and Section II, *Vehicle Training or Verification of Vehicle/Equipment Qualifications*. Section III, *Training Certification*, is completed and signed only after applicable OJT has been accomplished with a unit trainer.
- 2.11.5. Unit K-Loader Trainers:

- 2.11.5.1. Will be licensed on the applicable loader a minimum of six months prior to performing K-Loader training duties. **(T-1)**
- 2.11.5.2. Provide OJT after trainee completes formal class.
 - 2.11.5.2.1. OJT length and trainer quality is the responsibility of the unit.
 - 2.11.5.2.2. The trainer will provide the trainee with ample opportunities for practice time and hands-on experience before allowing them to approach an aircraft before signing AF Form 171, Section III. **(T-2)**
 - 2.11.5.2.3. Will administer and document PA after OJT is complete. **(T-2)**
 - 2.11.5.2.4. Ensure Section III, *Training Certification*, is completed and signed for licensing purposes after applicable OJT and PA have been accomplished. **Note:** Section III will only be signed after the trainer is confident the trainee is ready. **(T-2)**
- 2.11.5.3. Will provided remedial training to decertified operators IAW of this regulation. **(T-2)**
- 2.11.5.4. Will brief history of near-misses, reportable mishaps, and headquarters-issued due caution notices. **(T-2)**
- 2.11.6. Trainees will:
 - 2.11.6.1. Complete 25K and/or 60K course. **(T-1)**
 - 2.11.6.1.1. 25K course is a 2-Day course.
 - 2.11.6.1.2. 60K course is a 3-Day course. The 3-Day course does not include reconfiguration for air transport. For those units that require reconfiguration training there is a 2 Day Air and Ground Transport Course. Course Material is available on AMC/A4T SharePoint® website. **Note:** Reconfiguration for air transportation (2 Day Air and Ground Transport Course) is not required to be qualified as a K-Loader operator.
 - 2.11.6.2. Complete all applicable QTPs. **(T-1)**
 - 2.11.6.3. Complete applicable unit vehicle training IAW this section. **(T-2)**
 - 2.11.6.3.1. Duration of training for ARC personnel is identical to RegAF requirements. If ARC unit is incapable of providing training, initial loader training is available at the TPC, Dobbins Air Reserve Base, Georgia; however, units may coordinate with an ARC or RegAF location with a qualified instructor for operator training as needed. Coordinate with NGB/A4RDA for ANG locations. Total Force will use lesson plans and training material provided by AMC/A4T. **(T-2)**
- 2.11.7. Biannual PA is required for all operators.
 - 2.11.7.1. Newly qualified operators (regardless of license status) will complete a PA while in an active military status (ex: during their annual tour or ARC activation). **(T-1)**
 - 2.11.7.2. After the assessment, the operator will conduct OJT with a loader trainer until required proficiency is reached. **(T-2)**
 - 2.11.7.3. Failure of the initial PA does not require decertification and is treated similarly to unarchiving a previously licensed vehicle.

2.11.7.3.1. Progress is tracked until a PA is passed or the qualified trainer is satisfied the operator may be licensed and operate unsupervised.

2.12. Recertification. Operators will undergo recertification on all MHE IAW AFMAN 24-306 (e.g., K-Loaders, and forklifts). **(T-0)** In addition to the MHE requirement, wide-body and C-5 staircase trucks are also required to be recertified every three years. **(T-0) Note:** Three-year recertification does not require completion of initial course over again (i.e., two-day Halvorsen or three-day Tunner course) unless operator fails a PA.

2.12.1. Recertification process will be accomplished by a qualified vehicle trainer and trainers will use an approved lesson plan, the vehicle QTP available on the AF e-publishing website and TTG available on the AMC/A4T SharePoint® website. **(T-2)** Trainers must brief history of near-misses, reportable mishaps, and headquarters-issued due caution notices. **(T-2)**

2.12.2. Any time a vehicle is unarchived in individual training records, a PA must be completed prior to operation. **(T-1)**

2.12.3. Once training is complete, either trainer or operator's supervisor must document training as a journal entry in individual training records or update operator's record in G081. **(T-1)**

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

Section 2E—Recurring Training

2.13. General. Units will utilize G081, individual training records, the Air Reserve Component Network database, or equivalent system or database for tracking recurring training and ancillary training dates. **(T-1)**

2.13.1. All CFETP tasks must be signed off in individual training records for initial training. **(T-1)**

2.13.2. Training will be documented IAW [paragraph 2.8](#). **(T-2)**

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

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

2.14.1. Completion of local ramp and aircraft services master task list requirements. **(T-2)**

2.14.2. Familiarization training on MHE applicable to location and ramp operations. **(T-2)**

2.14.3. Hazardous material handler qualification. **(T-2)**

2.14.4. Completion of General Hazards and Accident-Mishap Prevention TTG and applicable TTGs under ramp operations. **(T-2)**

2.14.5. Demonstrate competence during aircraft uploads and downloads on multiple aircraft types under supervision. **(T-2)**

2.14.6. ARC Load Team Chief. In addition to LTC criteria, units will assign this duty to at least one person from each ramp services UTC package to ensure mission capability statements are met. **(T-2)**

2.14.7. Possession of AF Form 483, *Certificate of Competency*, for flightline driving (or installation equivalent). **(T-1)**

2.15. Contractor Load Team Chief Training. IAW the applicable PWS, contract LTC criteria will include:

2.15.1. Appointment in writing by station manager at air terminal ground handling service contract locations. **(T-2)**

2.15.2. Hazardous Material Handler Qualification. **(T-2)**

2.15.3. Possession of AF Form 483, *Certificate of Competency*, for flightline driving (or installation equivalent). **(T-1)**

2.15.4. Familiarization training on MHE applicable to location and ramp operations. **(T-2)**

2.15.5. Demonstrate competence during aircraft uploads and downloads on multiple aircraft types under supervision. **(T-2)**

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

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

2.16.1. 345th TRS, Fort Lee, Virginia.

2.16.2. 622 TRS, Transportation Proficiency Center (TPC), Dobbins Air Reserve Base, Georgia.

2.16.3. 423d TRS, USAF Expeditionary Center (EC), Joint Base McGuire-Dix-Lakehurst, New Jersey.

2.17. Roles and Responsibilities. Trainees will:

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

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

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

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

Section 2H—Hazardous Material Training

2.18. General. Commanders assign hazardous material workers into one of four functional groups: Hazardous Material Handlers, Inspectors, Preparers, and Technical Specialist. Personnel performing these duties will complete training IAW AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, Attachment 25. **(T-1)**

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

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

2.18.2.1. RegAF: email AFIMSC/A35S (Reference [Attachment 2](#)).

2.18.2.2. ANG: email the NGB Air Transportation Branch (NGB/A4RDA) (Reference [Attachment 2](#)).

2.18.3. For specific requirements and guidelines on hazardous material training extensions, refer to AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*, Attachment 25.

2.19. Dangerous Goods Training.

2.19.1. All AMC Air Passenger Terminals and Navy Operated AMC Passenger Terminals will complete Dangerous Goods Training. **(T-2)**

2.19.2. IAW 14 CFR Part 121, Subpart Z and Appendix O guidance, passenger service agents must complete Dangerous Goods training every 24 Months. **(T-0)**

2.19.2.1. AMC passenger service agents will accomplish initial and refresher training utilizing the approved training material located on A4TS SharePoint under Training Resource Documents. **(T-2)**

2.19.2.2. Initial and refresher training will be documented in MyTraining, G081 under the code HQ AMC Dangerous Goods Training APS/000057 or units can document training in an equivalent system/database for military and civilian employees. **(T-2)** Establish training folders for individuals without OJT records. Additionally, training for civilian employees will be annotated IAW DAFI 36-129, Civilian Personnel Management and Administration. **(T-1)**

Section 2I—Load Planning Training

2.20. General. Units with a Load Planning requirement must establish a Load Planning program. **(T-2)** This program is essential for overseeing training activities to guarantee fulfillment of Load Planning qualifications and recertifications.

2.20.1. Load Planning training will utilize the applicable Task Training Guide found on the HQ AMC/A4T Training SharePoint. (T-2) Refer to [paragraph 2.8](#) for additional training requirements.

2.21. Roles and Responsibilities.

2.21.1. Unit Load Planning Program Manager (PM) will:

2.21.1.1. Maintain an up-to-date roster of individuals who are qualified to undertake load planning responsibilities. (T-2) This list will encompass certification dates for both initial qualification and subsequent recertifications. (T-2) Regularly update this record to ensure accuracy.

2.21.1.2. Validate training utilizing ADLS certificates, MyLearning certificates, or official training transcripts. (T-2)

2.21.1.3. Annotate training in trainee's training records. (T-2)

2.21.2. Initial Load Planning Training. Trainees will:

2.21.2.1. Complete all applicable load planning TTG lessons. (T-2)

2.21.2.2. Possess 5-skill level or above (or civilian equivalent) and be updated in individual training records. (T-2)

2.21.2.3. Successfully complete Load Planning I (Basic). Basic is a one-time only requirement. (T-2)

2.21.2.4. Successfully complete Load Planning II (Advance) which is divided into airframe specific courses. (T-2)

2.21.2.4.1. This is a one-time only requirement, and the Load Planning section's Master Training Plan will determine the relevant airframes needed for training. Note: It is important to consider Unit Type Code requirements in determining airframe training.

2.21.2.5. Be familiar with military commercial aircraft characteristics, configurations, and limitations outlined in the aircraft TO. (T-2)

2.21.2.6. Determine cargo configuration and aircraft loading requirements IAW Air Transportability Test Loading Activity certifications. (T-1)

2.21.2.7. Continue OJT until trainer determines trainee has gained confidence and experience in load planning procedures on each airframe. (T-2)

2.21.2.8. Know processes and procedures for determining hazardous material compatibility for all cargo utilizing AFMAN 24-604 Attachment 18.

2.21.3. Refresher Load Planning Training. Trainees will:

2.21.3.1. Complete refresher training every two years (biennially) by successfully passing the Load Planning III Biennial Recertification Test. (T-2)

2.21.3.1.1. In the event of a failed test, member will review material and retake test until a passing score is achieved. (T-2)

2.21.3.2. Document refresher evaluations and PAs in MyTraining, G081, or equivalent approved system or database IAW [paragraph 2.8](#). (T-2)

2.22. Integrated Computerized Deployment System Training.

2.22.1. OJT is the preferred method for Integrated Computerized Deployment System training. When OJT is not feasible or available, units can utilize training resources:

2.22.1.1. Nearby military installations that have Integrated Computerized Deployment System qualified load planners.

2.22.1.2. ICODES User Guides located on the Military Surface Deployment & Distribution Command's (SDDC) website.

2.22.1.3. Transportation Proficiency Center at Dobbins Air Reserve Base, Georgia.

2.22.2. All training will be documented IAW [paragraph 2.8](#). (T-2)

Section 2J—Joint Inspection (JI) Training

2.23. General. All Air Force installations with a deployment requirement must establish a JI program, exceptions will be made on a case-by-case basis in coordination with assigned MAJCOM. (T-2) JI training at unit level will be executed using approved Task Training Guides and approved curriculum to ensure standardized training enterprise-wide. (T-2)

2.24. Roles and Responsibilities.

2.24.1. AMC/A4T will:

2.24.1.1. Function as the overall office OPR and have administrative authority over the JI program to establish program management for Aerial Port Squadrons (APS) and Air Mobility Squadrons (AMS). (T-1)

2.24.1.2. Plan and organize, in conjunction with Total Force, a JI Workshop as needed for the purpose of updating training materials. (T-1)

2.24.1.3. Manage the program as directed. (T-1)

2.24.1.4. Control and maintain original copies of test material. (T-1)

2.24.1.5. Provide administrative guidance and program oversight. (T-1)

2.24.1.6. Develop and provide course critiques to unit PMs. (T-1)

2.24.1.7. Develop standardized JI curriculum and examinations in collaboration with 423d TRS. (T-2)

2.24.2. AFIMSC will:

2.24.2.1. Function as the overall OPR and have administrative authority over the JI program to establish program management for the Logistic Readiness Squadrons. (T-1)

2.24.3. NGB/A4RD (or designated representative) will:

2.24.3.1. Function as the overall office OPR and have administrative authority over the JI program to establish program management for ANG units. (T-2)

2.24.4. AFRC/A4RF (or designated representative) will:

2.24.4.1. Function as the overall office OPR and have administrative authority over the JI program to establish program management for AFRC units. **(T-2)**

2.24.5. Unit JI PM will:

2.24.5.1. Administer JI program and refer to the A4T SharePoint® website for additional program administration information. **(T-2)**

2.24.5.2. Ensure unit classroom training courses are established or coordinate with another unit with an established JI program to obtain training. **(T-2)**

2.24.5.3. Schedule unit-level training for appointed personnel on a frequency sufficient to cover initial and refresher (every two years) training requirements and maintain class rosters for two years. **(T-2)**

2.24.5.4. Maintain updated curriculum. **(T-2)**

2.24.5.5. Identify JI instructor requirements and coordinate with unit training managers and AFIMSC/A35S to forecast AMC ATTIC course allocations. **(T-2)**

2.24.5.6. Maintain critiques for two years and review to identify trends and take corrective actions. **(T-2)**

2.24.5.7. Ensure each instructor teaches one class and completes one JI annually. **(T-2)**

2.24.5.8. Administer the JI subject matter expert (SME) refresher examinations to JI instructors. **(T-2)**

2.24.5.9. Possess awarded 7-skill level or above (or civilian equivalent) and must be documented in individual training records. **(T-2)**

2.24.5.10. Review unit's JI PM course guide located on the A4T SharePoint website. **(T-2)**

2.24.5.11. Maintain an up-to-date roster of individuals who are qualified to undertake both Joint Inspection and Joint Inspector Instructor responsibilities. This list should encompass certification dates for both initial qualification and subsequent recertifications. Regularly update this record to ensure accuracy. **(T-2)**

2.24.5.12. Ensure all training is validated utilizing ADLS certificates, MyLearning certificates or training transcript. **(T-2)** Training will be annotated in the individual's training record. **(T-2)**

2.24.6. JI Instructors will:

2.24.6.1. Be JI qualified for a minimum of one year. **(T-0)**

2.24.6.2. Complete AMC ATTIC provided by the 423d TRS. **(T-2)** **Note:** Personnel who have previously attended Principles of Instruction, Basic Instructors Course, Academic Instructors Course, Joint Inspector Instructor Qualification, or another formal instructor training course resulting in a “T” prefix to their duty air force specialty code are not required to attend AMC ATTIC as these are acceptable substitutes. Waivers for course exemptions must be submitted to AFIMSC/A34OA, AMC/A4T, NGB/A4, or AFRC/A4. **(T-2)**

2.24.6.3. Teach one initial class and complete one JI annually for currency. **(T-2)**

2.24.6.4. Complete JI refresher SME examination, administered by PM or designated representative, every two years with minimum passing score of 80%. **(T-2)**

2.24.6.5. Teach approved JI curriculum. **(T-2)**

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

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

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

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

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

2.24.7. Joint inspectors will:

2.24.7.1. Possess awarded 5-skill level or above (or civilian equivalent) and updated in individual training records. **(T-2)**

2.24.7.2. Demonstrate outstanding proficiency in both cargo operations and ramp service aircraft loading. **(T-2)**

2.24.7.3. Maintain hazardous materials inspector or preparer qualifications IAW AFMAN 24-604. **(T-1)**

2.24.7.4. Complete the following DL courses in MyLearning:

2.24.7.4.1. Load Planning 1 (Basic). **(T-1)**

2.24.7.4.2. Air Freight - 6.2. Cargo Build-up **(T-1)**

2.24.7.4.3. Air Freight – 6.3. Air Freight Manual Procedures. **(T-1)**

2.24.7.4.4. Air Freight – 6.4.1. Special Cargo **(T-1)**

2.24.7.4.5. Air Freight - 6.4.2. Hazardous Cargo **(T-1)**

2.24.7.4.6. Air Freight – Mobility Contingency Operations. **(T-1)**

2.24.7.5. Complete JI Task Training 1 Guide. **(T-1)**

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

2.24.7.7. Complete a minimum of two successful JIs under the supervision of a qualified JI trainer. **(T-2)**

2.24.7.8. Be thoroughly familiar with AFMAN 24-604, Title 49 Code of Federal Regulations, **Part 173**, *Shippers-General Requirements for Shipments and Packagings, International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air, International Air Transport Association (IATA) Dangerous Goods Regulation, DTR 4500.9-R, Part III* and the TOs listed in **Attachment 1. (T-0)**

2.24.7.8.1. In addition, inspectors must be knowledgeable of AFI 10-403, *Deployment Planning and Execution*, and their host wing's installation deployment plan. **(T-1)**

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

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

2.25. Training Documentation.

2.25.1. Instructors will document initial classroom and refresher (every two years) training requirements using the JI TTG and TEC. **(T-2)**

2.25.1.1. At a minimum, instructors will document strengths and weaknesses for additional OJT requirements in remarks section of the TEC. **(T-2)**

2.25.2. It is mandatory to verify all training through the validation of ADLS or MyLearning certificates or training transcript.

2.25.2.1. All evaluations and PAs will be recorded in MyTraining or, G081 as applicable, for military and civilian employees. **(T-2)** For individuals lacking OJT records, establish training folders. Additionally, training for civilian employees will be annotated IAW DAFI 36-129, Civilian Personnel Management and Administration.

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

2.26. General. Night Vision Goggle training is designed to qualify Total Force individuals assigned to an in-garrison mission and meet deployment requirements. Course completion qualifies personnel to operate in low-light airlift ground operations.

2.26.1. The Night Vision Goggle Operator/Instructor Course (NVGOIC) is available to Total Force members at any of the following locations:

2.26.1.1. 19th LRS, Little Rock Air Force Base, AR.

2.26.1.2. 622d Transportation Readiness Squadron, Transportation Proficiency Center (TPC), Dobbins Air Reserve Base, GA.

2.26.1.3. 165th Airlift Wing, Savannah Air National Guard Base, GA.

2.26.1.4. 435th Contingency Response Squadron (CRS) Ramstein AB, Germany.

2.26.1.5. 305th APS, Joint Base McGuire-Dix-Lakehurst, NJ.

2.26.2. The two-day Night Vision Goggle Operator/Instructor Course consists of three phases:

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

2.26.2.2. Phase II: Vehicle Operation. Personnel will operate vehicles in a controlled lowlight environment using NVGs. **(T-2)**

2.26.2.2.1. Tasks will focus on core airlift ground operations to improve trainee situational awareness, communications, and functional coordination in preparation for Phase III. **(T-2)** 2.26.2.2.2. Vehicle training will be done on a K-Loader or 10K All Terrain (AT) forklift during static loading and off-loading operations. **(T-2)** For static training, practice with static loads such as highline docks or flatbed trailers.

2.26.2.3. Phase III will consist of engine running on-load/off-load (ERO) operations conducted in low-light conditions with NVGs. **(T-2)**

2.26.2.3.1. Ensure every opportunity is taken to conduct Phase III ERO training. When there's a shortage of available aircraft for training, NVG instructors may opt to utilize static aircraft with their engines running.

2.26.2.3.1.1. When using static aircrafts, instructors should make training as realistic as possible to replicate an ERO training environment.

2.26.2.3.1.2. If ERO operations cannot be conducted, use a highline dock or K-Loader to replicate training. Load teams will communicate solely using hands signals. **(T-2)** Verbal communication will only be utilized to stop unsafe operations. **(T-2)**

2.26.2.3.2. C-17 reduced lighting ERO clarification, IAW AFMAN 11-2C-17V3, *C-17 Operations Procedures*. MHE operators may utilize NVGs up to final parking position to enhance situational awareness. **(T-2)** If the mission set requires minimum or reduced light uploads and downloads, loadmasters will use proper light discipline. **(T-2)** Blacked out (no-light) operations or covert uploads and downloads are not authorized. **(T-2)**

2.27. Roles and Responsibilities.

2.27.1. Headquarters Air Force (HAF). The Air Transportation CFM will function as OPR and have administrative authority over Air Transportation NVG program guidance. The CFM will collaborate with AMC, AFRC, NGB and AFIMSC for program updates. **(T-2)**

2.27.2. AMC/A4T will:

2.27.2.1. Function as OCR over the NVG program. **(T-1)**

2.27.2.2. Control and maintain original copies of test material. **(T-1)**

2.27.2.3. Develop and provide course critiques to unit PMs. **(T-1)**

2.27.2.4. Plan, coordinate, and organize NVG Workshops with Total Force as needed for the purpose of collaborating and updating training materials. **(T-1)**

2.27.2.5. When applicable, conduct an NVG program review during unit effectiveness inspections or other staff visits to the unit. **(T-1)**

2.27.3. 423rd TRS (Air Transportation Section) will:

2.27.3.1. Develop standardized NVG curriculum and examinations in collaboration with AMC/A4T. **(T-2)**

2.27.4. NVGOIC Training locations, will serve as the primary certifier for unit level instructors. It may also be used as an alternate location for operator training. **(T-1)**

2.27.4.1. The NVGOIC locations will:

2.27.4.1.1. Administer NVG program IAW this instruction and refer to applicable registration SharePoint® websites for additional program administration information. **(T-2)**

2.27.4.1.2. Ensure training courses are established and coordinated in collaboration with AFIMSC, NGB, and TPC to forecast course schedules. **(T-2)**

2.27.4.1.3. Update the Master NVG Instructor List located on the AMC/A4T Training SharePoint® page. **(T-2)** (Reference [Attachment 2](#)).

2.27.4.1.4. Maintain updated NVGOIC lesson plans and course materials. **(T-2)**

2.27.4.1.5. Ensure instructors meet NVGOIC prerequisites identified on TTG to include AMC ATTIC. **(T-2)**

2.27.5. NVG Instructors. NVGOIC is a hands-on, train-the trainer course conducted at three designated locations. Course completion certifies personnel to operate in low-light airlift ground operations and qualifies individuals as a NVGOIC instructor for airlift ground operations.

2.27.5.1. NVG Instructors will:

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

2.27.5.1.2. Attend a formal instructor course. **(T-2)** See **paragraph. 2.8.1** of this instruction for additional details.

2.27.5.1.3. Attend the two-day NVGOIC at one of the primary instructor training installations. **(T-2)**

2.27.5.1.4. Current unit NVGOIC instructors may train unit replacement instructor(s). The instructor trainee must instruct their first NVGOIC course under the observation of a current authorized instructor. **(T-2)** Instructors are required to meet unit level instructor requirements and use approved lesson plan material. Units tasked to maintain the NVG capability at home station must have a minimum of two qualified instructors. **(T-2)** NVGOIC instructors must complete NVG portion of the Readiness and Mobility Training TTG.

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

- 2.27.5.1.6. Teach one initial class every 12 months for currency and annotate in training records. **(T-2)** Instructors must teach all two-duty days/three phases of course. **(T-2)**
- 2.27.5.1.7. Teach HAF-approved NVG curriculum. **(T-2)**
- 2.27.5.1.8. Produce classroom materials to accommodate appropriate number of trainees scheduled for class. **(T-2)**
- 2.27.5.1.9. Maintain updated NVGOIC lesson plans and course materials. **(T-2)**
- 2.27.5.1.10. Ensure training courses are established and coordinated in collaboration with AFIMSC, NGB, and TPC to forecast course schedules. **(T-2)**
- 2.27.5.1.10.1. RegAF operator locations will submit course schedule six months prior to the FY to AFIMSC. **(T-1)**
- 2.27.6. NVG Operators. Personnel assigned to units with an in-garrison NVG mission or personnel tasked to support the Line Remark and Reporting Instructions “Member must be qualified on NVG” for a contingency deployment requirement and are required to attend the NVG course conducted by a qualified instructor. **(T-2)** Units without qualified instructor(s) will coordinate training with locations that have trained instructors assigned. **(T-2)**
- 2.27.6.1. NVG Operators will:
- 2.27.6.1.1. Complete NVG portion of *Readiness and Mobility Training TTG*. Validate prerequisite training requirements with Unit Training Manager prior to course enrollment. **(T-2)**
- 2.27.6.1.2. Ensure proficiency as an MHE (10K AT and or K-Loaders) operator by re-evaluation on vehicle fundamentals, to include navigating controls, within 90 days prior to attending NVGOIC. **(T-2)**
- 2.27.6.1.3. Attend NVGOIC. **(T-2)**
- 2.27.6.1.4. Complete refresher and recertification training every 36 months as needed for deployment requirements. **(T-2)** Refresher training will be conducted by a qualified instructor using the NVG portion of *Readiness and Mobility Training TTG* and must consist of all three phases. **(T-2)**
- 2.27.6.1.5. Units with in-garrison mission requirements can conduct refresher training internally with a qualified instructor and use of the Night Vision Goggle (NVG) portion of *Readiness and Mobility Training TTG* and a proficiency evaluation.

Section 2L—Nuclear Weapons-Related Materiel Training (NWRM)

2.28. Air Transportation Requirements. Unit commanders will ensure that personnel physically handling and or managing nuclear weapons-related materiel are trained IAW the 2T2X1 CFETP, *Air Transportation Specialty*, identified on the master task list. **(T-1)** Trainees will accomplish initial and refresher training by completing all applicable knowledge training guide and any applicable requirements listed IAW DAFMAN 20-110, *Nuclear Weapons Related Materiel (NWRM) Management*. **(T-1)**

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

2.29. General. CBRN defense training requirements are outlined in DAFI 10-2501, *Emergency Management Program*. Additional operational CBRN requirements and training information can be found in DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear (CBRN) Defense Program*. Several portions of DAFI 10-2503 apply and should be used for training and drilling.

2.29.1. Unit-level CBRN training applies to air transportation personnel at units (including Traffic Management personnel and AMC-gained ARC personnel assigned to aerial ports) with a deployment commitment to high or medium chemical threat areas.

2.29.1.1. Intent is to ensure appropriate task qualification training (TQT) is accomplished for mission-essential duties in a chemical, biological, or radiological environment while wearing full ground crew chemical ensemble.

2.29.1.2. Individuals must complete unit conducted CBRN TQT in addition to CBRN awareness and CBRN survival skills training IAW DAFI 10-2503, Chapter 6. **(T-1)**

2.29.1.3. When possible, TQT will be conducted in conjunction with wing and base exercises. **(T-1)** CBRN TQT must include career field specific duties performed within air terminal work centers and during vehicle operations. **(T-1)**

2.29.1.4. Training will be documented in training records or G081. **(T-1) Note:** ARC documentation will be in individual training records. **(T-2)**

2.29.2. Air transportation personnel will establish and operate an exchange zone when tasked to transfer cargo to or from contaminated and clean aircraft without allowing spread of contaminants. **(T-1)** Procedures (including a step-by-step aerial port job guide) can be found in the Mobility Air Forces Counter-Weapons of Mass Destruction Concept of Operations (MAF CWMD CONOPS) on the AMC/A4T Training and Formal Schools SharePoint® website.

2.29.3. For additional guidance, refer to Air Force Tactics, Techniques and Procedures (AFTTP)(I) 3-2.60, *Multi-Service Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Contamination*, AFTTP 3-4, *Airman's Manual*, DAFI 10-2503, and DAFI 10-2501. Unit commanders will utilize risk management principles during vehicle training (i.e., driving in over boots and mask). **(T-1)**

Chapter 3

AIR TRANSPORTATION COMPLIANCE PROGRAM (ATCP)

Section 3A—Program Overview

3.1. General. ATCP is the air transportation compliance program executed by commanders at the APS, AMS, 621 Contingency Response Wing (CRW), and AFIMSC units. This program provides commanders and MAJCOMs with assessments of a unit's ability to perform core air transportation procedures ensuring standardized, repeatable, and technically compliant process execution.

3.1.1. Evaluations are the Air Transportation (2T2) career field's formal avenue to ensure the effectiveness of processes, ensure execution of duties, identify areas for improvement, and maintain a standardized training program utilizing the Task Training Guides as an evaluation tool. They provide leadership, at all levels, with factual information on the effectiveness of unit training and units' overall compliance in executing the mission. Accurate assessments of proficiency are critical to identifying unit effectiveness.

3.1.2. Evaluations are centered on the efficient and effective completion of tasks and processes IAW command standards. Safety must be integrated into all processes and considered a core element of the evaluation. **(T-1)**

3.1.3. All unit personnel, to include officers, enlisted, and civilians, are subject to evaluations, except for government contractors.

3.2. Applicability. All Air Transportation personnel will follow guidance applicable to the entity they are assigned: **Chapter 4** for Air Mobility Command (AMC) APS, AMS, and 621 CRW; Chapter 5 for AFIMSC Logistic Readiness Squadrons (LRS), and other non-AMC 2T2 teams. **(T-2) Note:** AFR and NGB are excluded from following ATCP guidance. AFR will follow DAFI 24-605V4 and NGB will follow DAFI 20-112 *Logistics Readiness Quality Assurance Program (LR QA)*, for compliance.

Chapter 4

AIR TRANSPORTATION STANDARDIZATION EVALUATION PROGRAM (ATSEP)

Section 4A—Program Overview

4.1. Applicability. All AMC Air Transportation personnel assigned to an APS, AMS, or 621 CRW will follow the guidance outlined in **Chapter 4** of this instruction. **(T-2)**

4.2. Purpose. This program is intended to enhance compliance through training, cross-tell, and facilitate potential benchmarking. ATSEP provides tools to train and evaluate Air Transportation personnel on processes to a single standard. Program objectives are to:

- 4.2.1. Validate proper execution of duties IAW established operational and training directives.
- 4.2.2. Develop trend data by identifying remediation areas in core air transportation functions.
- 4.2.3. Identify non-compliance with Task Training Guides (TTGs) within units' training program for trainers and supervisors at all levels through the Performance Evaluation (PE) process.
- 4.2.4. Oversee root cause determination and ensure a Corrective Action Plan (CAP) is in place for all Command Process Evaluation List (CPEL) item deficiencies that are SIGNIFICANT or CRITICAL through the Compliance Evaluation (CE) process.

Section 4B—Roles and Responsibilities

4.3. Headquarters Air Force (HAF): HAF will

- 4.3.1. Establish compliance requirements for the administration and execution of ATSEP. **(T-2)**

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

- 4.4.1. Establish overall guidance and training for the administration and execution of ATSEP. **(T-2)**
- 4.4.2. Act as OPR for Aerial Port and Air Mobility Squadrons and CRW units within AMC. **(T-2)**
- 4.4.3. Review ATSEP findings for trends to establish quarterly Air Transportation Interest Item(s) (ATII). **(T-2)**
- 4.4.4. Host ATSEP workshops, as required, in person or via virtual means. **(T-2)**
- 4.4.5. Act as data entry system functional administrator for AMC. **(T-2)**
- 4.4.6. Provide monthly ATSEP metrics for unit cross-talk when manual procedures are implemented. **(T-2)**
- 4.4.7. Review and brief HQ AMC/A4T leadership on unit evaluation results as needed. **(T-2)**
- 4.4.8. Manage AMC CPEL. Will notify changes to the CPEL through the AMC/A4T ATSEP SharePoint and other electronic means. **(T-2)**

4.4.9. AMC/A4T MAJCOM Functional Manager will validate manning positions for ATSEP UPMs and evaluators IAW the manpower standard. **(T-2)**

4.5. Squadron commander:

4.5.1. Will establish an ATSEP section. **(T-2)**

4.5.2. Will maintain overall program responsibility. **(T-2)** Establish and appoint personnel to an ATSEP section that will report directly to the squadron commander. **(T-2)** Manning for the ATSEP section will be IAW **Table 4.1. ATSEP Manning Requirements.** **(T-2)** Additional duties will be minimized and will not take priority over ATSEP management or evaluation requirements. **(T-2)** Additional duties levied upon the ATSEP office must directly correlate to the function of the office. **(T-2)**

4.5.3. 621st and 821st Contingency Response Groups will be manned with one UPM each, with augmentees providing additional support to perform evaluator duties. **(T-2)**

Table 4.1. ATSEP Manning Requirements.

Authorized 2T2X1 Personnel	ATSEP UPM + Evaluators
50 & below	1
51-149	2
150-199	3
200-249	4
250-299	5
300-349	6
350-399	7
400-449	8

4.5.4. Will designate, utilizing an appointment letter, a full-time ATSEP UPM, full-time evaluators, and augmentee as applicable. **(T-2)**

4.5.5. Will staff the ATSEP section by appointing Subject Matter Experts (SMEs) to be the ATSEP UPM and evaluators. **(T-2)**

4.5.6. Will establish rotation procedures for assigned military personnel to ensure fresh expertise is provided to the ATSEP section without disrupting continuity. **(T-2)** **Note:** An augmentee program may be established if needed.

4.5.7. Will develop monthly Commander Focus Item(s) (CFI). **(T-2)** Commanders should consider deficiencies, trends, and on-duty mishaps when developing monthly CFI(s).

4.5.8. Will chair monthly squadron ATSEP briefings to analyze trends of remediation areas. **(T-2)** ATSEP UPM (or designated representative) must be in attendance. **(T-2)** Other senior leaders, work center representatives, and squadron personnel may attend, as appropriate.

4.5.9. Will ensure flight leadership develops remediation plans based on TTG requirements for PE “No-Go.” (T-2)

4.5.10. Will ensure flight leadership develops CE CAPs for each SIGNIFICANT and CRITICAL CPEL line-item deficiency. (T-2) The commander (or designated representative) will approve CE CAPs and provide a copy to the ATSEP UPM and flight(s) or section(s) in which it originated. (T-2)

4.6. ATSEP UPM responsibilities:

4.6.1. Will be an Air Transportation Senior Non-Commissioned Officer, civilian equivalent, or as authorized by the unit’s manning document. (T-2) Grade waivers for 6 months or less are approved by the squadron commander; waivers over 6 months require AMC/A4T MAJCOM Functional Manager approval. All waivers will be routed to AMC/A4TS ATSEP Command Manager. (T-2) Waivers expire one year from approval date or if the nature of the waiver changes. (T-2)

4.6.2. Will complete the ATSEP Formal Training Course (FTC) within 90 calendar days of assignment. (T-2)

4.6.3. Will serve for a minimum of one year, but no longer than three years. (T-2) **Exception:** assigned civilian personnel.

4.6.4. Will participate in ATSEP meetings hosted by AMC/A4TS. (T-2) If the ATSEP UPM is unavailable, the highest-ranking evaluator will participate. (T-2)

4.6.5. Will be well-versed on training requirements contained in DAFI 24-605, Volume 5, Chapter 2, and all QTPs and TTGs. (T-2)

4.6.6. Assist leadership in nominating the most knowledgeable personnel within the unit to serve as ATSEP evaluators.

4.6.7. Will maintain the ATSEP appointment letter, signed by the commander, in the ATSEP office files. (T-2) Additionally, will provide a copy to AMC/A4TS ATSEP Command Manager. Coordinate and maintain ATSEP waivers. (T-2)

4.6.8. Will ensure evaluators are proficient in evaluation techniques, documenting evaluations, and ATSEP data entry system. (T-2)

4.6.8.1. ATSEP evaluators must pass a PA within 30 calendar days of completing the ATSEP FTC and prior to being certified to perform unsupervised evaluations. (T-2) PAs will be documented in the evaluator’s individual training records. (T-2)

4.6.9. Ensure AMC/A4TS quarterly ATIIIs are reviewed and evaluated appropriately.

4.6.10. Will ensure tasks and processes identified in the commander’s monthly CFI(s) are evaluated. (T-2)

4.6.11. Will validate all PEs and CEs and submit to AMC/A4TS ATSEP Command Manager via the approved data entry system. (T-2)

4.6.12. Will review unit’s current and previous month’s ATSEP data to identify trends. (T-2) **Note:** UPMs will take proactive measures, including facilitating crosstalk, when additional attention is required to resolve adverse trends or training discrepancies. (T-2)

4.6.13. Will provide a monthly summary of evaluations to the squadron commander. During the commander's monthly ATSEP briefing, will brief all validated PE "No-Go" and CE deficiencies. **(T-2)**

4.6.14. Will track overall evaluation progress to ensure the required number of evaluations are conducted and evenly spread throughout the month or quarter, as applicable, while ensuring evaluations cover all shifts and work centers. **(T-2)** PE and CE evaluation requirements are listed in paragraph **4.11.3.1** and **4.1.3.2.**, **Table 4.2. Minimum Monthly CE CPEL Requirements by Personnel Quantity**, or **Table 4.3. CR Minimum Monthly CE CPEL Requirement by Personnel Quantity**, respectively.

4.6.15. Will ensure annual PEs are completed on all 2T2X1 members assigned to the squadron, except for government contractors. **(T-2)**

4.6.16. For PEs: will track "No-Go" for trend analysis and ensure follow up evaluations are completed no earlier than (NET) 24-hours and no later than (NLT) 30 days from the "No-Go," as coordinated with the section for completion of remedial training. **(T-2)** Will ensure evaluators notify the evaluatee's flight or section leadership within one duty day of the "No-Go." **(T-2)**

4.6.17. For CEs: will ensure evaluators effectively and accurately identify deficiencies and detect trends. Will ensure all CE deficiencies include a clear, detailed, and accurate narrative with a valid reference. **(T-2)**

4.6.17.1. Validate deficiencies (MINOR, SIGNIFICANT, or CRITICAL) based on descriptions in paragraph **4.14.2.2**, **4.14.2.3**, and or **4.14.2.4**. **(T-2)**

4.6.18. Will notify the applicable sections (s), flight (s) leadership, and the unit commander of any identified SIGNIFICANT or CRITICAL deficiency within one day of discovery during CE. **(T-2)** Additionally, within one duty day, UPM will provide instructions on CAP process and responsibilities to the section(s), flight(s) leadership. **(T-2)**

4.6.19. Will conduct a thorough review of CAPs, written by the flight(s) or section(s), to assess their relevance and applicability to resolving the root cause. **(T-2)**

4.6.19.1. Coordinate with flight leadership with any input and or adjustments prior to submitting to the squadron commander (or designated representative) for approval.

4.7. ATSEP evaluators and augmentees responsibilities:

4.7.1. Will be an air transportation Senior Non-Commissioned Officer or Non-Commissioned Officer with an awarded 7-skill level (or civilian equivalent). **(T-2)**

4.7.2. Will serve for a minimum of one year, but no longer than three years. **(T-2) Exception:** assigned civilian personnel.

4.7.3. Be well versed on training requirements contained in DAFI 24-605, Volume 5, Chapter 2.

4.7.4. Will be QTP or TTG trained in the task they are evaluating. **(T-2)**

4.7.5. Will complete the ATSEP Formal Training Course (FTC) within 90 calendar days of assignment. **(T-2)**

4.7.6. Will pass a PA within 30 calendar days of completing the ATSEP FTC and prior to being certified to perform unsupervised evaluations. (T-2)

4.7.7. Will perform PE and CE evaluations as outlined in paragraph 4.11.3.1 and 4.11.3.2., Table 4.2. Minimum Monthly CE CPEL Requirements by Personnel Quantity, or Table 4.3. CR Minimum Monthly CE CPEL Requirement by Personnel Quantity under the direction of the ATSEP UPM. (T-2)

4.7.8. Will provide post-evaluation feedback to evaluatee(s) and the evaluatee's section leadership. (T-2)

4.7.9. After performing a PE deemed "No-Go," will notify the evaluatee's flight or section leadership within one duty day of the "No-Go" and indicate the remedial training that needs to be conducted. (T-2) Re-evaluation will occur once remedial training has been accomplished, however NET 24-hours and or NLT 30 days from the scored "No-Go." (T-2)

4.7.10. After performing a CE resulting in a deficiency(ies), will coordinate with the ATSEP UPM to categorize the deficiency(ies) as MINOR, SIGNIFICANT, or CRITICAL. (T-2) If the deficiency is deemed SIGNIFICANT or CRITICAL, immediately notify the ATSEP UPM of the CAP requirement. (T-2) Note: Deficiencies referenced in Attachment 3 or Attachment 4 must be categorized as listed. (T-2) If not listed, the deficiency will be categorized IAW the MINOR, SIGNIFICANT, and CRITICAL definitions of paragraph 4.14.2.2, 4.14.2.3, and or 4.14.2.4. (T-2)

4.7.11. Will enter completed CEs and PEs into the approved data entry system to be validated by the ATSEP UPM. (T-2)

4.8. Flight leadership responsibilities:

4.8.1. Recommend well rounded individuals with extensive air transportation experience as ATSEP UPM, evaluator(s), and augmentee(s) to the commander.

4.8.2. Will review CE deficiency CAPs for applicability and ability to resolve the root cause of the deficiency, prior to submission to the ATSEP UPM. (T-2)

4.9. Section leadership and supervisor responsibilities:

4.9.1. Will develop remediation plans based on TTG requirements for PE "No-Go's." (T-2) Will coordinate with ATSEP section for re-evaluation NET 24 hours, but NLT 30 days of scored "No-Go." (T-2)

4.9.2. Will de-certify individuals under their supervision who have back-to-back PE "No-Go" on the same CFETP Specialty Training Standard(s) (STS) line item. (T-2)

4.9.3. Will brief all applicable ATSEP CE deficiencies to the respective flight or section as it applies to their work center personnel and corrective actions to be taken. (T-2)

4.9.4. When CE deficiencies are deemed SIGNIFICANT or CRITICAL, will write CAPs for their section and submit to the ATSEP UPM. (T-2)

4.9.4.1. Once approved by the commander, will implement the CAP. (T-2)

Section 4C—Guidance and Procedures

4.10. Evaluation Process.

4.10.1. Evaluations will be conducted using two different approaches: Performance Evaluations (PE) and Compliance Evaluations (CE). **(T-2)**

4.10.2. The evaluator or individual being evaluated will stop the evaluation at any time if a safety concern arises that could result in harm to an individual or damage to equipment or aircraft. **(T-2)**

4.11. Performance Evaluation (PE).

4.11.1. Performance Evaluation Process.

4.11.1.1. The objective of the PE is to validate training on the member's UTC requirement(s) prescribed in the 2T2X1 CFETP, Attachment 3. **Note:** Civilian 2T2X1 members will be evaluated on primary tasks according to their assigned duty section. **(T-2)** Military members not assigned to a UTC will be evaluated on primary tasks according to their assigned duty section. **(T-2)** ATSEP is not authorized to evaluate civilian contractors.

4.11.1.2. PEs are an over-the-shoulder evaluation of a specific individual or team of individuals while performing a single task within the member's UTC or a single primary duty task if not assigned to a UTC. **Note:** Multiple task can be evaluated during a PE if the evaluator so chooses.

4.11.1.3. The evaluator will notify the evaluatee of the start and conclusion of the PE. **(T-2)**

4.11.1.4. If the evaluatee is assigned to a UTC, the evaluator will confirm that the evaluatee knows what UTC they are assigned. **(T-2)**

4.11.1.5. The evaluator will conduct a PE by randomly selecting a single 2T2X1 Specialty Training Standards (STS) line item from the evaluatee's assigned UTC. The evaluated task must be signed off in the evaluatee's training record (i.e. UFBJT, STS line item 6.1.3, Expedited Shipment). **(T-2)** If the evaluatee is not assigned a UTC, the evaluator will conduct the PE on a single task under the individual's primary task. **(T-2)**

4.11.1.6. The evaluator will conduct PEs IAW the selected TTG's or QTP's Task Evaluation Checklist (TEC). **(T-2)** If evaluating more than one individual simultaneously, it is considered a unique PE, and the TEC must be completed for each evaluatee. **(T-2)**

4.11.1.7. ATSEP UPMs, evaluators, and augmentees will reference [paragraph 4.11.3.2](#) for total monthly evaluations required. **(T-2)**

4.11.1.8. In situations where the workload is minimal, training scenarios and or training exercises will be used to validate and verify proficiency. **(T-2)** Tabletop evaluations will not be used. **(T-2)**

4.11.2. Performance Evaluation Outcome

4.11.2.1. A PE measures an airman's ability to perform the evaluated task based on the TTG's Task Evaluation Checklist (TEC), resulting in a "Go" or "No-Go." **(T-2) Note:** PEs will not be assigned a deficiency, nor be categorized as MINOR, SIGNIFICANT, or CRITICAL. Deficiency categories only apply to CEs.

4.11.2.2. Evaluations are identified as a "Go" if the Airman has correctly accomplished all asterisked, ("*") items in the TTG or TEC. Any items without an asterisk incorrectly performed will be a "Go" if, with the guidance of the evaluator, can correct the errors or understand the proper performance after the completion of the evaluation. **(T-2)**

4.11.2.2.1. Any task or step identified on the TTG with an asterisk, ("*") performed incorrectly will be an automatic "No-Go." **(T-2)**

4.11.2.2.2. A "No-Go" is reevaluated NET 24 hours, but NLT 30 days from the evaluation. This allows the individual to receive any remedial training needed prior to the re-evaluation. A re-evaluation failure, back-to-back "No-Go", will result in decertification. **(T-2)**

4.11.2.3. PEs will not count toward the monthly or quarterly CE CPEL requirements, nor will ATSEP conduct a CE simultaneously with a PE for the same individual. **(T-2) Note:** Safety violations during a PE will result in an automatic "No-Go". **(T-2)**

4.11.2.3.1. If, while conducting a PE, an evaluator witnesses a compliance deficiency or a safety concern arises that could result in harm to an individual or damage to equipment or aircraft from an individual not undergoing a PE, the PE will be paused while the evaluator addresses the violation, and the violation will be documented as a CE. **(T-2)**

4.11.3. Performance Evaluation Requirements. PEs must be performed on each 2T2X1 member at least annually. **(T-2)** This is to validate proficiency on at least one of the CFETP STS line-item tasks utilizing the applicable TTG TEC based on the member's assigned UTC. If the member is not assigned a UTC, the evaluator will conduct the PE on a single task under the individual's primary task. **(T-2)** Members may undergo more than one PE annually based on the monthly requirements. **Note:** PE requirements will not be waived. **(T-2)**

4.11.3.1. PE Criteria. PEs are performed on one CFETP STS Line Item in evaluatee's assigned UTC and must be signed off in the evaluatee's training record. Evaluator will utilize the TTG TEC when conducting PEs. Evaluations will cover a variety of STS tasks within each UTC. **(T-2)**

4.11.3.2. Monthly PE Requirements. Units will perform PEs on all available 2T2X1 members annually on a fiscal year basis. Monthly requirement is 15% of a unit's available 2T2X1 personnel (rounded up). Additionally, units will conduct PEs on 2% of their available 2T2X1 trainers monthly. **(T-2)**

4.11.3.3. Trainer PEs will be performed on the trainers ability to properly train individuals. Ensure trainers are utilizing and following TTGs and applicable guidance when they are performing training duties. Trainers will also receive a PE on their assigned UTC or primary task if not assigned a UTC.

4.12. Compliance Evaluation (CE).

4.12.1. Compliance Evaluation Process.

4.12.1.1. CE is an evaluation of a process or task to verify the proper completion of that task based on CPEL requirements. A CE is used to evaluate a single or multiple tasks within a process simultaneously. A CE can be an “after-the-fact” evaluation or completed while the tasks are being performed. A CE is attributed to a specific individual or team and will follow paragraph 4.14.2.2, 4.14.2.3, and or 4.14.2.4 for assigning deficiencies. More than one CE can be conducted simultaneously but will be conducted in the immediate vicinity of the process or task. **Note:** ATSEP is not authorized to evaluate civilian contractors.

4.12.1.2. Evaluations will be conducted in an authentic work environment. Evaluations will accurately assess the proficiency of personnel and processes.

4.12.1.3. A retrospective evaluation, also known as an 'after-the-fact' assessment, can be performed utilizing existing documentation, such as load plans, manifests, and other relevant records.

4.12.1.3.1. However, any findings or discrepancies identified during this evaluation must be supported by direct evidence and firsthand information; reliance on secondhand knowledge or hearsay is not acceptable for justifying or explaining the evaluation or any discrepancies that are found. **(T-2)**

4.12.1.4. Evaluations resulting in a deficiency will include a reference, instruction, and or the required standard to support the violation.

4.12.1.5. Deficiencies identified during the evaluation will be classified as MINOR, SIGNIFICANT, or CRITICAL.

4.12.1.6. There is no requirement for the evaluator to make notification that a CE is being conducted.

4.12.1.7. In situations where the workload is minimal, training scenarios and or training exercises will be used to validate and verify compliance. Tabletop evaluations will not be used.

4.12.2. Compliance Evaluation Deficiencies.

4.12.2.1. A CE deficiency is a validated evaluation finding that violates any prescribed written guidance. Each deficiency requires leadership to resolve the issue based on the merit(s) of the deficiency rather than the severity of the deficiency level. Deficiencies fall into three categories: MINOR, SIGNIFICANT, and CRITICAL.

4.12.2.2. MINOR – A validated deficiency which does not meet the definition of a CRITICAL or SIGNIFICANT deficiency but requires corrective action.

4.12.2.3. SIGNIFICANT – A validated deficiency which has or could have negative mission impact. See [Attachment 3](#) for examples.

4.12.2.4. CRITICAL – A validated deficiency resulting in personal injury leading to loss of manpower, severe damage to equipment or property, severe mission degradation, or imposed excessive unnecessary enterprise cost. See [Attachment 4](#) for examples.

4.12.2.5. MISHAPS – On duty mishaps will be documented as an evaluation and identified as a SIGNIFICANT or CRITICAL deficiency and will require a CAP. See **Attachment 3 and Attachment 4** for examples. ATSEP does not have to observe a mishap in order for it to be documented. ATSEP UPM however, will be notified of on duty mishaps involving personnel, vehicles, MHE, or equipment to insure proper documentation.

4.12.2.6. Evaluators will brief flight and section leadership deficiencies within one duty day. **(T-2)**

4.12.2.7. Corrective Action Plan (CAP). CAPs are the formal remediation documents for SIGNIFICANT and CRITICAL deficiencies which includes root cause(s) analysis, deficiency cause code(s), countermeasures, responsible section, and estimated completion date.

4.12.2.8. Applicable flight(s) or section(s) must produce a written CAP for each SIGNIFICANT and CRITICAL deficiency by stating actions taken or planned to resolve the deficiency and include an estimated closure date. **(T-2)** Work center CAPs will be reviewed by applicable section or flight leadership before submission to the ATSEP UPM. **(T-2)** The ATSEP UPM will provide the CAP to the commander (or designated representative) for approval prior to the ATSEP suspense date. **(T-2)**

4.12.2.9. A root cause analysis is conducted anytime a CAP is required. Recommend using the continuous process improvement program to determine primary, applicable, and contributing root causes. Guidance can be found in DAFI 38-401, *Continuous Process Improvement (CPI)*.

4.12.3. Compliance Evaluation Requirements.

4.12.3.1. Monthly evaluation requirements are the number of times each CPEL item needs to be evaluated based on the number of assigned 2T2X1 personnel, listed in **Table 4.2. Minimum Monthly CE CPEL Requirements by Personnel Quantity**. Units not performing task(s) listed on CPEL due to location or operational specific reasons may request a waiver following the processes outlined in **paragraph 4.12.4**. Waivers expire one year from approval date or if nature of the waiver changes. **(T-2)**

4.12.3.2. CR will utilize **Table 4.3. CR Minimum Monthly CE CPEL Requirements by Personnel Quantity**. **(T-2)**

Table 4.2. APS/AMS Minimum Monthly CE CPEL Requirements by Personnel Quantity.

2T2X1 Available Personnel	Monthly CE Requirements
1-199	1
200 -300	2
301+	3

Table 4.3. CR Minimum Monthly CE CPEL Requirements by Personnel Quantity.

2T2X1 Available Personnel	Monthly CE Requirements
1-149	1
150-199	2
200+	3

4.12.4. Compliance Evaluation Exemption and Exception Waivers.

4.12.4.1. Wartime tasks identified in unit Designed Operational Capability statements and core tasks identified in the CFETP do not qualify for exemption or exception waivers.

4.12.4.2. Type 1: An exemption or exception waiver allows squadron commanders to approve exemption or exception waivers for their respective units.

4.12.4.2.1. Squadron commanders can determine evaluation frequency for CPEL line items identified as Type 1. This type of waiver applies to units that do not possess certain types of equipment, resources (i.e., MHE), UTC, or a particular function that is performed by another entity (i.e., contractor).

4.12.4.2.2. Waivers will be routed IAW template on AMC ATSEP SharePoint.

4.12.4.3. Type 2: Exception waiver allows AMC/A4TS Branch Chief to approve a decrease in the number of monthly or quarterly evaluations for a particular CPEL line item within a respective unit.

4.12.4.3.1. Units with this type of waiver will still evaluate waived CPEL line item(s) when opportunity arises, monthly or quarterly, depending on justification provided. **(T-2)**

4.12.4.3.2. Real world-based evaluations are preferred but may not always be an option for units with Type 2 waivers. Therefore, training scenarios will be used when real world opportunities are not available. **(T-2)**

4.12.4.3.3. Waivers will be routed IAW the template on AMC ATSEP SharePoint. **(T-2)**

4.12.4.4. Type 3: Exceptions waiver allows a squadron commander to approve a decrease in the minimum required number of monthly evaluations as listed in **Table 4.2. or Table 4.3** across all evaluation requirements for a temporary period. Any event that a unit commander deems necessary to reduce CPEL evaluation requirement (i.e., local exercise or wing inspections, fluctuations in unit manning due to deployments, etc.) is eligible for this waiver. Maximum waiver period will not exceed 30 days. **(T-2)** The AMC/A4TS ATSEP Command Manager must receive all approved Type 3 waivers. **(T-2)**

4.13. Reporting Procedures.

4.13.1. The ATSEP data entry system will share all reporting APS and AMS deficiencies and “No-Gos” with all the Air Transportation community. The intent is for all Air Transportation personnel to proactively look at the same or similar processes, tasks, or operations to ensure compliance across all functions.

4.13.1.1. Names and UTCs are considered Personally Identifiable Information (PII) and will not be recorded in the data entry system.

4.13.2. ATSEP UPMs and evaluators will document evaluations using the approved data entry system. **(T-2)** In the event of system outage, units will utilize ATSEP Manual Evaluations Report found on the AMC/A4T ATSEP SharePoint® website. **(T-2)** Regardless of documentation method, units will submit monthly evaluation data (to include all written CAPs) to AMC/A4TS for review no later than the seventh day of the following month. **(T-2)** Extensions can be granted on a case-by-case basis with coordination from AMC/A4TS ATSEP Command Manager. **(T-2)**

4.13.3. Evaluation disputes will be resolved within squadron chain of command, preferably between flight leadership and UPM. Ultimately, squadron commander has sole authority to accept or reject results of an evaluation with the exception of **Attachment 3** or **Attachment 4** items.

4.13.4. Unit ATSEP personnel will brief ATSEP data up their applicable chain of command, (i.e., Maintenance Group, Air Mobility Operations Group, CRG) when required. **(T-2)**

Chapter 5

AFIMSC LRS PERFORMANCE EVALUATION PROGRAM (PEP)

Section 5A—Program Overview

5.1. Applicability. All Air Transportation personnel assigned to an Air Transportation Function (ATF) or Unilateral Aircrew Training (UAT) flight will follow the guidance outlined in DAFI 24-605, Vol 5, Chapter 5. (T-1)

5.2. Purpose. This program is to ensure personnel are proficient on tasks associated with deployment requirements and trained to their designated UTC. Supervisors and trainers will utilize Attachment 3 of the CFETP to evaluate trainee proficiency of tasks corresponding to their UTC. This is supplementary to the Unit's Quality Assurance (QA) program under DAFI 20-112.

Section 5B—Roles and Responsibilities

5.3. Headquarters Air Force (HAF):

5.3.1. Responsible for establishing compliance requirements for the administration and execution of PEP.

5.4. afimsc/izdoa.

5.4.1. Establish overall guidance and training for the administration and execution of PEP.

5.4.2. Act as OPR for ATFs and UATs under their purview.

5.4.3. Review PEP findings for trend analysis.

5.4.4. Host PEP workshops, as required, via virtual means.

5.4.5. Act as data entry system functional administrator.

5.5. PEP Manager will:

5.5.1. Be an Air Transportation ATF or UAT flight lead or designated Quality Assurance representative. (T-2)

5.5.2. Reach out to UDM for UTC assignment for all assigned Air Transportation personnel.

5.5.3. Ensure PEP evaluations are accomplished according to **Table 5.8**. Minimum PE requirements. Note: This does not apply to government contractors. (T-2)

5.5.4. Ensure consolidated PEP evaluations are sent to AFIMSC/IZDOA no later than the 10th day of the following month. (T-2)

5.5.5. Track "No-Go's" and ensure follow up evaluations are completed no sooner than 24 hours and no later than 30 Days from the "No-Go". (T-2)

5.5.6. Be well-versed on training requirements contained in DAFI 24-605, Volume 5 Chapter 2, and all QTPs and TTGs (as applicable). (T-2)

5.5.7. Ensure evaluators are proficient in evaluation techniques, documenting evaluations, and PEP data entry systems (as applicable). (T-2)

5.5.8. Review previous PEP data to identify trends. Will initiate actions, to include facilitating cross-talk, when additional attention is required to resolved adverse trends or training discrepancies. (T-2)

5.5.9. Participate in PEP workshops hosted by AFIMSC/IZDOA. (T-2)

5.6. Flight evaluators will:

5.6.1. Be an Air Transportation Non-Commissioned Officer or Senior Non-Commissioned Officer with a 7-skill level (or civilian equivalent) or an already assigned Quality Assurance Evaluator. (T-2)

5.6.2. Be well-versed on training requirements contained in DAFI 24-605, Volume 5, Chapter 2, and all QTPs and TTGs (as applicable). (T-2)

5.6.3. Perform PEs as outlined in **Table 5.8**. Minimum PE Requirements under the direction of the PEP Manager. (T-2)

5.6.4. Provide post-evaluation feedback to evaluatee(s) and PEP Manager.

5.6.5. After performing a PE deemed “No-Go,” will notify the PEP Manager within one duty day of the “No-Go” and indicate the remedial training that needs conducted. Re-evaluation will occur between 24 hours and 30 days form the :No-Go,” once remedial training has been accomplished. (T-2)

5.6.6. Compile completed PEs into an excel spreadsheet (provided by AFIMSC) to be validated by the PEP Manager within three duty days of completion. (T-2)

Section 5C—Guidance and Procedures

5.7. Evaluation Process.

5.7.1. The evaluator or individual being evaluated will stop the evaluation at any time if a safety concern arises that could result in harm to an individual or damage to equipment or aircraft.

5.8. Performance Evaluation (PE).

5.8.1. Performance evaluation Process.

5.8.1.1. The objective of the PE is to validate training on the member’s UTC requirement(s) prescribed in the 2T2X1 CFETP, Attachment 3. Note: Civilian 2T2X1 members will be evaluated on primary tasks according to their assigned duty section. (T-2) Military members not assigned to a UTC will be evaluated on primary tasks according to their assigned duty section or projected UTC assignment. (T-2)

5.8.1.2. PEs are an over-the-shoulder evaluation of a specific individual or team of individuals while performing a specific UTC task.

5.8.1.3. The evaluator will notify the evaluatee of the start and conclusion of the PE. (T-2)

5.8.1.4. The evaluator will confirm that the evaluatee knows what UTC they are assigned. (T-2)

5.8.1.5. The evaluator will conduct a PE by randomly selecting a single 2T2X1 specialty training Standards (STS) line item from the evaluatee's assigned UTC. (T-2) The evaluated task must be signed off in the evaluatee's training record (Ex. UFBJT, STS line item 3.8, Conduct Joint Inspection). (T-2)

5.8.1.6. The evaluator will conduct PEs IAW the selected TTG's or QTP's Task Evaluation Checklist (TEC). (T-2) If evaluating more than one individual simultaneously, it is considered a unique PE and the TEC must be completed for each evaluatee. (T-2)

5.8.1.7. PEP Managers, evaluators, and augmentees will reference **Table 5.8**. Minimum PE Requirements for total evaluations required. (T-2)

5.8.1.8. In situations where the workload is minimal, training scenarios and or training exercises will be used to validate and verify proficiency. Tabletop evaluation will not be used.

5.8.2. Performance Evaluation Outcome:

5.8.2.1. A PE measures an Airman's ability to perform the evaluated task based on the TTG's Task Evaluation Checklist (TEC), resulting in a "Go" or "No-Go".

5.8.2.2. An evaluation will be identified as a "Go" if the Airman has correctly accomplished all asterisked, "*", items in the TTG TEC. Any items without an asterisk incorrectly performed will be a "Go" if the evaluatee, with the guidance of the evaluator, can correct the errors and or understand the proper performance after the completion of the evaluation.

5.8.2.2.1. Any task or step identified on the TTG with an asterisk, "*", performed incorrectly will be an automatic "No-Go".

5.8.2.2.2. A "No-Go" will be reevaluated no sooner than 24 hours, but no later than 30 days from the evaluation. This allows the individual to receive any remedial training as needed prior to the re-evaluation. A re-evaluation failure will result in decertification.

5.8.2.3. PEs may count toward the monthly or quarterly LR QA requirements. If the individual receiving a PE is deficient in a manner not specified in the TEC of the task being evaluated or a safety concern arises that could result in harm to an individual or damage to equipment or aircraft, the evaluator will pause the evaluation to address the violation but will not constitute a QA deficiency.

5.8.3. Performance Evaluation Requirements:

5.8.3.1. PEs must be performed on each 2T2X1 member at least annually. (T-2) This is to validate proficiency on all CFETP STS line-item tasks utilizing the applicable TTG TEC based on the member's assigned UTC. Members may undergo more than one PE annually based on the requirements as listed in **Table 5.1**. Minimum PE requirements. Note: PE requirements will not be waived. (T-2)

Table 5.1. Minimum PE Requirements.

Criteria	PE Requirements
PEs are performed on all CFETP STS Line Items in evaluatee's assigned UTC. Note: Crossflow tasks do not need to be evaluated Must be: Signed off in the evaluatee's training record Conducted utilizing the task's TTG TEC	Units will conduct PEs on all assigned 2T2s annually. All STS Line Items must be evaluated within 12 months. These evaluations can be spread out throughout 12 months or all or some Line Items can be evaluated at the same time.

Chapter 6

AIR TRANSPORTATION RESOURCES

Section 6A—Air Transportation Resources Flight

6.1. General. Air Transportation Resources Flight (TROX) requirements apply to AMC APS and AMS locations identified with a structure in DAFI 24-605 Volume 1, *Air Transportation Organization and Structure*, and that earn manpower for TROX functions. Air transportation personnel assigned under TROX are primarily responsible for unit planning, resources, mobility, equipment, safety, and cyber or security management. AFRC Readiness and Resources Flight (TROX) functions are identified in DAFI 24-605V4.

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

6.1.2. Size of the unit or its unique organizational structure (e.g., mobile or enroute capability) will determine what responsibilities are applicable.

6.2. Plans Function. The plans function will:

6.2.1. Perform roles and responsibilities as identified in AFI 10-201, *Force Readiness Reporting*, AFI 10-401, *Operations Planning and Execution*, AFI 10-402, *Mobilization Planning*, AFI 10-403, *Deployment Planning and Execution* and AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*. Coordinate unit inputs to General Terms and Conditions (GT&C), intra-service support agreements, host nation support arrangements, host tenant support agreement, memorandum of agreement (MOA), memorandum of understanding (MOU), and base support plans through respective air mobility operations wing. **(T-1)**

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

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

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

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

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

6.2.7. Act as OPR Defense Readiness Reporting System (DRRS) and Deliberate and Crisis Action Planning and Execution System (DCAPES) reporting. **(T-2)**

6.2.7.1. Ensure at least two people are appointed and trained as monitors for the reporting systems above. **(T-1)**

6.2.7.2. Maintain a current copy of AFI 10-201, and MAJCOM supplements. **(T-2)**

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

6.2.9. Coordinate with wing logistics plans for host base support of air transportation forces deployed into the unit, as well as ANG/AFR augmenting forces, and all unit requirements at deployed locations, in conjunction with deployed operating location host, and other agencies, as applicable. **(T-2)**

6.2.9.1. AMC APS/AMS units will develop unit reception and contingency plans to support local installation deployment plan. **(T-2)**

6.2.9.2. AMC units that reside as tenant units across other MAJCOM installations (i.e., Pacific Air Forces and US Air Forces Europe) will review and provide inputs to host base plans as needed. **(T-2)**

6.2.10. Manage contingency response group-element, APS, and AMS augmentee programs. **(T-2)**

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

6.3. Unit Deployment Manager. Unit Deployment Manager will:

6.3.1. Each unit will have a primary unit deployment manager. **(T-2)**

6.3.2. Provide technical assistance for deployment of unit personnel and equipment as needed. **(T-2)**

6.3.3. Perform roles and responsibilities as identified in AFI 10-402, AFI 10-403, and Defense Transportation Regulation, *Part III*, Mobility. **(T-1)**

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

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

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

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

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

6.3.9. Coordinate with Ground Transportation function to determine MHE and vehicle requirements. **(T-1)**

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

6.3.11. Schedule and coordinate local mobility training for unit personnel through the unit training manager. **(T-1)**

6.3.12. AMC APS and AMS units with a mobility mission will develop and maintain a cadre of Technical Specialist personnel to certify aerial port equipment shipped in support of tasked deployed operations IAW AFI 10-403 and AFMAN 24-604. **(T-1)**

6.3.12.1. Local management will determine cadre size. **(T-1)**

6.3.12.2. Aerial port teams are not inherently responsible for certifying hazardous materials belonging to other contingency response unit elements or the supported forces. An aerial port element may certify contingency response forces cargo, within the scope of their training as a Technical Specialist, when other contingency response elements lack this capability.

6.4. Unit Antiterrorism Representative. The unit antiterrorism representative will perform roles and responsibilities as identified in DoDIO-2000.16V1_DAFI31-145-O, is available on Warehouse Management System. **(T-0)**

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

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

6.5.2. Serve as flight line driving certifying official IAW DAFI 13-213, *Airfield Driving*. **(T-2)**

6.6. Unit Reserve Coordinator. Unit Reserve Coordinator will:

6.6.1. Each AMC APS or AMS unit will have a primary Unit Reserve Coordinator. **(T-2)**

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

6.6.2.1. Brief leadership on fiscal year schedules, blocked out dates, surge timeframes, and ARC participation as found on the ARC Aerial Port Deployment Link. **(T-2)**

6.6.3. In conjunction with the Annual Tour team chief, coordinate, schedule, and arrange training, transportation, and billeting for teams on flyaway unit training assembly days or annual tours, as required. **(T-2)**

6.6.3.1. Ensure training, transportation, and billeting requirements are received from the ARC not later than 45 calendar days before the team's scheduled arrival and advise unit(s) of any training or support shortfalls as soon as notified by the supporting unit. **(T-2)**

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

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

6.6.6. Provide original copies of the locally produced ARC Annual Tour Survey and AMC ARC Team Chiefs Annual Tour Survey to ARC annual tour personnel. (T-2)

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

6.6.7. Report all accidents and injuries involving ARC personnel on annual tour or MPA man-days to AFRC/A4RF or NGB/A4RDA, as soon as operationally possible, but not later than 24 hours after the incident. (T-2)

6.6.8. Perform roles and responsibilities as identified in DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*. (T-1)

6.7. Tool and Equipment Management Program.

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

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

6.7.3. Marking of equipment assigned or issued to an individual will be accomplished prior to utilizing equipment IAW DAFI 21-101. (T-3)

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

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

6.8. Cyber Security Manager.

6.8.1. Each unit will have a primary cyber security manager. (T-2)

6.8.2. The cyber security manager will perform roles and responsibilities as identified in AFI 17-130, *Cybersecurity Program Management* and DoDMAN5200.02_DAFMAN16-1405, *Department of the Air Force Personnel Security Program*. (T-0)

6.9. Unit Safety Representative.

6.9.1. Each unit will have a primary unit safety representative. (T-2)

6.9.2. Will be organized as identified in DAFI 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*. (T-2)

6.9.3. Will perform roles and responsibilities as identified in DAFI 91-202 and DAFMAN 91-203, *Air Force Consolidated Occupational Safety, Fire and Health Standards*. (T-1)

6.10. Facilities Manager.

6.10.1. Each unit will have a primary facility manager. (T-2)

6.10.2. Facilities managers will perform roles and responsibilities as identified in DAFMAN 91-203, DAFMAN 32-1001, *Civil Engineering Federal Wage System Force Development*, AFI 32-2001, *Fire and Emergency Services (F&ES) Program*; DAFI 90-301, *Inspector General Complaints Resolution*, and AFI 90-821, *Hazard Communication (HAZCOM) Program*. (T-1)

Section 6B—Pallets and Nets (463L) Management

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

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

6.12.1. Utilize Global Asset Reporting Tool (GART) to monitor asset levels throughout the DoD. (T-0)

6.12.2. Ensure assets are tasked and managed in line with DoD operational requirements. (T-0)

6.12.3. Provide emergency and special program codes for national emergency responses within asset tasking letters when applicable. (T-0)

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

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

6.13.1.1. 60 APS, Travis Air Force Base – 15K pallets, 15K top nets, 30K side nets. (T-2)

6.13.1.2. 436 APS, Dover Air Force Base – 10K pallets, 10K top nets, 20K side nets. (T-2)

6.13.1.3. 437 APS, Charleston Air Force Base – 5K pallets, 5K top nets, 10K side nets. (T-2)

6.13.1.4. 721 APS, Ramstein AB – 10K pallets, 10K top nets, 20K side nets. (T-2)

6.13.1.5. 730 AMS, Yokota AB – 10K Pallets, 10K top nets, 20K side nets. (T-2)

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

6.13.3. Mobility air forces units will submit GART report IAW [paragraph 6.14](#). As units report lower assets on hand than authorized, program monitors should initiate contact about necessary resupply. **(T-0)**

6.13.4. Consolidate annual revalidation letters from area of responsibility and submit to AMC/A4T IAW DTR 4500.9-R, Part VI. **(T-0)**

6.13.5. Maintain a tracking log of all assets moved and email to AMC/A4T AMCA4TS.PLT.Equip@us.af.mil no later than 2100Z by the 5th of each month. **(T-2)**

6.13.6. Implement effective corrosion control program IAW applicable TO to ensure assets remain in serviceable condition at all times. **(T-0)**

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

6.14. Reporting Requirements.

6.14.1. Units will follow guidance IAW DTR 4500.9-R, Part VI for program management. **(T-0)**

6.14.2. APS and AMS will maintain accountable report for pallets, top nets, and side nets. MB-1 (10,000lb), MB-2 (25,000lb) chains/devices, straps, KC-10 (1-inch) or standard (2-inch) pallet couplers, and radio frequency identification tags in GART no later than 2100Z every Tuesday. **(T-2)**

6.14.2.1. All other units will submit pallets, top nets, and side nets in GART monthly, between 15-20th. **(T-2)**

6.14.3. Units experiencing difficulty submitting pallet and net reports in GART will e-mail the report should contact AMC/A4T Pallet and Nets PM (Reference [Attachment 2](#)). **(T-2)**

6.15. Pallet and Net Requests.

6.15.1. AMC units will submit pallet and net requests to their designated hub, as indicated by GART alignment. ANG and AFR units will coordinate pallet and net requests through appropriate MAJCOM/A4 Functional Area Managers. **(T-2)**

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

6.15.3. Non-AMC units may forward inventory replenishment requests to AMC/A4T, Pallet and Nets PM via e-mail: (Reference [Attachment 2](#))

6.16. Shipping 463L Assets.

6.16.1. 463L items tasked by AMC for redistribution will move as transportation priority 1 (TP-1). **(T-2)**

6.16.2. 463L assets destined for repair/retrograde will move as TP-2. To facilitate movement, the air freight officer, superintendent, or airlift clearance authority or customer service branch will upgrade the priority of assets from TP-2 to TP-1 on the 14th day of no movement. **(T-2)**

Section 6C—AMC Contracted Air Terminal and Ground Handling Services (ATGHS) Program

6.17. General. This program standardizes administrative and operational infrastructure to support all ATGHS contracts with central management by the Air Transportation Programs section within AMC/A4T.

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

6.18.1. Perform Air Transportation PM, Functional Services Manager (FSM), and command Contracting Officer Representative (COR) manager execution duties for all ATGHS contracts. (T-2)

6.18.2. Act as AMC's single point of contact with United States Transportation Command (USTRANSCOM) Acquisitions Branch to facilitate ATGHS contract procurement, administration, and management. (T-2)

6.18.3. Coordinate on command-to-command agreements, MOAs, MOUs, and 7600A - General Terms & Conditions (GT&C) which affect ATGHS contracts. (T-2) Note: AMC/A4R is the manager for these agreements and can be contacted by e-mail (Reference [Attachment 2](#)).

6.18.4. Define contract requirements for ATGHS operations; develop the PWS and independent government cost estimate (IGCE); and accomplish required coordination with USTRANSCOM Acquisitions Branch, AMC/A4T branches, AMC Financial Manager, designated support unit (DSU) (see [Table 6.1](#). AMC Contracted Air Terminal and Ground Handling Services.), COR manager, representative, and other affected agencies. (T-2)

6.18.5. Develop and coordinate ATGHS contract Quality Assurance Surveillance Plans (QASPs), which will include contracting officer or administrative contracting officer, PM, COR manager, and COR roles and responsibilities, as well as facilitate implementing and executing performance measurement and management as outlined in the QA plans. (T-2)

6.18.6. Coordinate support for providing contractor training with DSU, COR manager, and COR. (T-2)

6.18.7. Budget for the contract acquisition and modifications as well as AMC/A4T program management and oversight requirements. (T-2)

Table 6.1. AMC Contracted Air Terminal and Ground Handling Services.

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

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

- 6.19.1. Ensure AMC support of the contractor IAW contract provisions regarding government- furnished materials, equipment, facilities, and training. (T-2)
- 6.19.2. Accomplish support agreements at overseas contracted locations with assistance from AMC/A4T PM. (T-2)
- 6.19.3. Appoint a COR manager to act on the commander's behalf and coordinate with AFPC to assign a primary (and alternate(s) when applicable) COR, review contractor performance documentation, and foster lines of communication with the administrative contracting officer and AMC/A4T PM/FSM for AMC contracted ATGHS locations, **Table 6.1** (T-2)
- 6.19.4. Delegate and coordinate temporary assignment for SME requirements from within the DSU area of responsibility or as coordinated with applicable host installations for SMEs to assist with training or inspection of contracted services.
- 6.19.5. Provide COR administrative support. (T-2)
- 6.19.6. Provide publications distribution office support to contracted locations. (T-2)

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

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

6.20.1. Perform responsibilities IAW DoDI 5000.72, DoD Standard for COR Certification. (T-0) COR Manager/CORs will also perform responsibilities IAW the contract QA plan and contracting officer appointment memorandum. (T-0)

6.20.2. Assist AMC/A4T PM with developing PWS, QA plans, and IGCE. (T-2)

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

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

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

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

Section 6D—Navy-Operated AMC Terminal Program

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

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

6.22.1. Develop, coordinate, and ensure proper administration of AMC/CNIC MOA. (T-2)

6.22.2. Develop Navy-Operated AMC Air Terminal Program standards and assist DSU with implementing and executing Navy-Operated AMC Air Terminal Program for respective regions and locations. (T-2)

6.22.3. Ensure DSUs maintain compliance with AMC/CNIC MOA. (T-2)

6.22.4. Coordinate on any MOA or MOU, 7600A – General Terms & Conditions (GT&C), and memorandum for record associated with a Navy-Operated AMC Air Terminal. (T-2)

6.22.5. Provide AMC/A4T situational awareness updates based on DSU periodic reports. (T-2)

6.22.6. Jointly, with assigned Navy personnel and AMC technical advisors (TAs), develop, review, and submit PWS, QA plans, and IGCE for locations with contracted air terminal services. (T-2)

6.22.7. Serve as AMC source selection evaluation board member when Navy pursues acquisition or re-acquisition of air terminal ground handling services. (T-2)

6.22.8. Coordinate with AMC 2T2 Functional Manager to assign TAs to locations where AMC traffic warrants constant on-site technical assistance. (T-2)

6.22.9. Monitor contract QA programs, ensure AMC standards are maintained, and appropriate corrective actions pursued, as well as assist Navy with developing required PWS modifications and associated government cost estimates. (T-2)

6.23. AMC Designated Support Units Roles and Responsibilities. AMC DSU will:

6.23.1. Comply with AMC/CNIC MOA. (T-2)

6.23.2. Develop, coordinate, and execute MOA, MOU, GT&C, memorandum for record, or other agreements, with assistance of wing support agreement manager, required to support Navy-Operated AMC Air Terminals (see [Table 6.2](#). Navy-Operated AMC Air Terminals.). (T-2)

6.23.3. Appoint a Navy-Operated AMC Air Terminal PM, responsible for implementing and executing Navy-Operated AMC Air Terminal Program. (T-2)

6.23.4. Ensure an AMC representative is appointed as TA when AMC is responsible for bearing pertinent transportation operating costs on a pro-rata share or fully reimbursable basis. (T-2)

6.23.5. Coordinate with AFPC and AMC/A4T to assign TA to locations where AMC traffic warrants constant on-site technical assistance. (T-2)

6.23.6. Provide or coordinate administrative support for assigned AMC TA. (T-2)

6.23.7. Ensure adequate support, training, assistance, and guidance are provided to Navy-Operated AMC Air Terminals. (T-2)

6.23.8. Budget for Navy-Operated AMC Air Terminal Program administration and fund Navy-Operated AMC Air Terminal operations on a prorated share or fully reimbursable basis. (T-2)

Table 6.2. Navy-Operated AMC Air Terminals.

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

6.24. AMC Designated Support UPM Roles and Responsibilities. AMC DSU PM will:

6.24.1. Provide DSU commander information on Navy-Operated AMC Air Terminals capabilities and limitations to ensure Rapid Global Mobility within their respective Area of Responsibility. (T-3)

6.24.2. Train DSU commander on their role in Navy-Operated AMC Air Terminals and distinct lines of authority when contracted services are involved to avoid obligating the DoD to pay for services performed beyond the scope of the contract. (T-2) Federal Acquisition Regulation (FAR) 3.104 and Joint Ethics Regulation (JER) govern protection of procurement sensitive and proprietary information.

6.24.3. Ensure AMC TA responsibilities are included in local and, or , MOA, MOU, or GT&C. (T-2)

6.24.3.1. Responsibilities include but are not limited to: providing appropriate support and technical assistance, monitoring air terminal performance, data collection, coordinating and validating annual budgets and expenditures, processing training requests, resolving issues, and maintaining open lines of communication. (T-2)

6.24.4. Assist AMC/A4T PM when Navy-Operated AMC Air Terminal services are contracted; develop PWS, QA Quality Assurance Surveillance Plans (QASP), and IGCEs, and serve as technical representation for source selection team requirements when Navy pursues acquisition or re-acquisition of air terminal services. (T-2)

6.24.5. Coordinate with the Region Airfield Operations Program Director. Set frequency and schedule of Navy-Operated AMC Air Terminal operations site Staff Assistance Visits (SAVs) based on size of terminal, frequency of AMC flights, and known terminal operations issues. (T-2)

6.24.5.1. At a minimum, one annual visit is required for locations where air terminal services are not contracted. (T-2)

6.24.5.2. Locations where ATGHS are contracted, QA surveillance frequency will be IAW the contract QA plan and coordinated with the Air Terminal Manager (ATM) or COR. (T-0)

6.24.6. Assign TAs as primary and alternate QA personnel or Performance Assessment Representatives (PARs) at contracted locations.

6.24.7. Recommend most qualified TAs to commander and ensure members are SMEs for all air transportation functions. (T-2)

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

6.25. AMC Designated Support Unit Technical Advisors Roles and Responsibilities. AMC DSU TAs will:

6.25.1. Review Navy-Operated AMC Air Terminal workload data monthly to determine Transportation Working Capital Fund and non-reimbursable workload (passenger, cargo, and aircraft) is being identified properly and reported accurately for pro-rata reimbursement calculations. (T-2)

6.25.2. Ensure AMC funding requirements are met, monitoring expenditure of funds, and validate any requested increases or new funding requirements. (T-2)

6.25.3. Coordinate with Navy-Operated AMC ATM or COR as required when Navy-Operated ATGHS locations are contracted to determine QA Surveillance Schedule. (T-2)

6.25.3.1. Provide results of inspections and surveillances immediately to ATM or COR for action. (T-2)

6.25.4. Conduct Navy-Operated AMC Air Terminal operations site visits; set IAW frequency and schedule set by the DSU PM. (T-2)

6.25.4.1. Validate compliance IAW established operational and training directives. (T-2)
Note: Locations where air terminal ground handling services are contracted, QA surveillance will be IAW the contract QA plan and coordinated with ATM or COR. (T-0)

6.25.5. Provide AMC/A4T PM, AMC DSU PM, Navy Region PM and ATM or COR copies of site visit reports and contract QA inspections, monitor corrective actions, and provide updates until closed out. (T-2)

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

6.26.1. Requirements:

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

6.26.1.2. At a minimum, technical assistance will include establishing a two-week, hands-on training program for assigned Department of Navy military and civilian personnel. (T-2)

6.26.1.2.1. Training may be conducted at either DSU or Navy-Operated AMC air terminal. Training programs may include, but are not limited to, items listed in 2T2X1 CFETP, Part II, Chapter 2 – Air Transportation Training, specialty training standard, QTPs, and TTGs. Note: Actual training will be based on experience level of assigned personnel. (T-2)

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

6.26.1.4. When requested by the Navy-Operated AMC ATM or COR and approved by AMC/A4T PM or AMC DSU PM, on-site TAs will provide training to Navy personnel and/or contractors to ensure Navy-Operated AMC Air Terminals meet AMC requirements IAW DTR and AMC regulations. (T-2)

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

6.26.1.6. Refer to the Education and Training Course Announcements website for course descriptions (Reference [Attachment 2](#)). Note: Courses taught by 423rd TRS, Navy unit commanding officers may request waivers to course prerequisites to AMC/A4TS Training via email: (Reference [Attachment 2](#)) or through the Navy Quota Management Office. Waiver requests will be considered on a case-by-case basis.

6.26.2. Navy-Operated AMC Air Terminals are responsible for fully funding and issuing associated orders with all off-site training according to existing AMC/CNIC MOA Section.

Section 6E—AMC Small Terminal Assistance Program (STAP)

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

6.28. STAP Objectives.

6.28.1. Provide contacts for resolution of daily working level transportation problems.

6.28.2. Provide a continuing source of training, technical assistance, and information for air terminal personnel.

6.28.3. Provide a mechanism for resolution of problems which cannot be resolved at local level.

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

- 6.29.1. Review AMC DSU site visit reports for trends and problems requiring attention. **(T-2)**
- 6.29.2. Staff and provide responses to items forwarded by AMC DSU, small terminals, or other agencies. **(T-2)**
- 6.29.3. Review GT&C and other agreements to ensure they allow, and support STAP concept as defined in this instruction, including authority and agreement for AMC, and AMC designated support units. **(T-2)**

6.30. AMC Designated Support Units Roles and Responsibilities. AMC DSUs will:

- 6.30.1. Develop, coordinate, review, and execute agreements, with assistance of wing support agreements manager, to ensure support of STAP concept as defined in this instruction, including authority and agreement for AMC and AMC DSUs. **(T-2)**
- 6.30.2. Ensure adequate training, assistance, and guidance is provided to small terminals. **(T-2)**
- 6.30.3. Support each small terminal designated in **Table 6.3. Small Terminal Assistance Program Locations**, and provide oversight of any AMC facilities, equipment, and vehicles. **(T-2)**
- 6.30.4. Provide technical advice when requested by small terminal on aspects of air terminal operations. **(T-2)**
- 6.30.5. Provide assistance when requested by small terminal with OJT of air terminal personnel. Assistance may be provided at small terminal, DSU, or by use of DL. **(T-2)**
- 6.30.6. Provide assistance to small terminal in obtaining forms and publications. **(T-2)**
- 6.30.7. Conduct site visits when requested by small terminal or at frequencies identified in a current MOA or GT&C using technically qualified personnel and notify AMC/A4T and appropriate intermediate command prior to site visit. **(T-2)**
 - 6.30.7.1. Contact AMC/A4TI prior to performing site visits in order to identify any problems small terminal may be having in documentation and Transportation Working Capital Fund reporting. Problems which cannot be resolved during site visits will be addressed to appropriate command staff. **(T-2)**
 - 6.30.7.2. Authorize follow-up visits to small terminal where major deficiencies warrant further on-site assistance. Visits will be of sufficient duration to provide technical assistance and appropriate OJT. **(T-2)**
 - 6.30.7.3. Submit written site visit reports to small terminal leadership with copies forwarded to AMC/A4T and appropriate intermediate command transportation staffs within five duty days of completing visit. **(T-2)** Also, forward copies to higher headquarter staffs of small terminal unit as directed by MOA, MOU, GT&C, and other agreements. **(T-2)** **Note:** Reporting requirement in this paragraph is exempt from licensing IAW AFI 33-324, *The Air Force Information Collections and Reports Management Program*. **(T-2)**

Table 6.3. Small Terminal Assistance Program Locations.

Location	Designated Support Unit	Terminal Operator
Pituffik, Greenland	305APS	Space Force
Ascension Island	437APS	Space Force
Bridgetown, Barbados	437APS	Army
Managua, Nicaragua	437APS	USSOUTHCOM
Paramaribo, Suriname	437APS	Embassy
Patrick AFB, FL	437APS	Space Command
Port-au-Prince, Haiti	437APS	USSOUTHCOM
Port-of-Spain, Trinidad	437APS	USSOUTHCOM
Santo Domingo, Dominican Republic	437APS	USSOUTHCOM
Soto Cano, Honduras	437APS	Army
St. Johns, Antigua	437APS	Headquarters USAF
Djakarta, Indonesia	730AMS	US Defense Attaché Office
Kwajalein Island	515AMOW	Army
Wake Island	515AMOW	Pacific Air Forces

Section 6F—Mechanized Materiel Handling System (MMHS) Program

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

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

6.32.1. Initiate and collect aerial port MMHS requirements on an annual basis as MAJCOM focal point to Air Force Materiel Command AF Mechanized Materiel Handling Engineering Office. **(T-2)**

6.32.2. Provide guidance to units on how to establish new and validate current requirements during annual MMHS data call. **(T-2)**

6.32.3. Validate unit submissions and collaborate with Air Force Materiel Command Mechanized Materiel Handling Engineering Office lead engineers on project priorities. **(T-2)**

6.32.4. Submit validated and prioritized MMHS requirements to Air Force Materiel Command Mechanized Materiel Handling Engineering Office based on annual guidance. **(T-1)**

6.33. Unit Roles and Responsibilities.

6.33.1. Units will ensure all MMHS are properly maintained to minimize downtime and extend the lifecycle. **(T-2)**

6.33.1.1. Units will inspect MMHS at a minimum annually, IAW [Attachment 5](#). (T-2)

6.33.1.2. All inspections, maintenance, and repairs will be documented, retained on file locally for 12 months, and archived for an additional 24 months. (T-0)

6.33.1.3. Wire ropes, chains and hooks shall be thoroughly inspected monthly (every 30 days), IAW DAFMAN 91-203, *Air Force Occupational Safety Fire and Health Standards*. (T-0) Inspections for each item shall be documented separately on AFTO Form 95, *Significant Historical Data*, or locally developed tracking system. (T-1)

6.33.1.4. Use of local tracking systems for documenting inspections, maintenance and other activities is acceptable in place of specified AFTO Form 95, AFTO Form 244, *Industrial/Support Equipment Record*, and general-purpose forms. Electronic signatures are acceptable. While this standard eliminates the requirement for paper AFTO Forms 95 and 244 and general-purpose forms, MAJCOMs, NAFs, local procedures, TO, and other Air Force guidance may continue to require use of these forms. Before discontinuing use of any forms reference prescribing directives to include DAFMAN 91-203.

6.33.1.5. Scales will be calibrated IAW TO 00-20-14-WA-1, Air Force Metrology and Calibration Program. (T-0)

6.33.1.5.1. In the event this TO isn't applicable, and manufacturer's requirements are not available, scale calibrations will not exceed 180 days. **Note:** Calibration will be set to + or - 1% when no other calibration documentation (i.e. Manufacturer's, TO, etc.) is available. All efforts will be made to acquire appropriate documentation prior to the next calibration cycle. (T-2)

6.34. MMHS Training. Units will:

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

6.34.1.1. Training will be documented in individual training records for all military and other DoD employees. (T-2) Units without access to individual training records will establish local procedures for monitoring and documenting training. (T-2)

6.34.1.2. MMHS operators and maintenance personnel will accomplish initial and recurring training, as required by location, to safely operate and maintain MMHS, IAW [Table 6.4. Recommended MMHS Operator Training Checklist](#). (T-2) **Note:** Use of Inventory Control System software (when installed) is optional.

Table 6.4. Recommended MMHS Operator Training Checklist.

Operational Safety
CPR
Fall Protection
Working in confined spaces
Overhead crane Train-the-Trainer
Inventory Control System software operation
Overhead crane operator training
Overhead crane rigging to lift or move outsize materials
MMHS Operating Procedures

Section 6G—Material Handling Equipment (MHE) and Specialized Vehicles Program

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

6.36. Vehicle Inspection. All vehicles will be thoroughly inspected IAW TO 36-1-191-WA-1, *Technical and Managerial Reference for Motor Vehicle Maintenance*, daily when used and monthly when not used. **(T-0)** Inspecting vehicles on a daily basis is encouraged to ensure in-commission capability, however, all vehicles will be inspected prior to operation IAW TO 36M-1-141, *463L Material Handling Equipment System*. **(T-0)**

6.37. Vehicle Rotation. Vehicle utilization at each location should be rotated regularly to ensure proper serviceability and readiness.

6.38. Vehicle Authorization. Requests for additional or different types of vehicle authorizations must be IAW AFI 24-302. **(T-2)**

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

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Prescribed Forms

None

Adopted Forms

AF Form 170, *Appointment of Vehicle Trainers*

AF Form 483, *Certificate of Competency*

AF Form 847, *Recommendation for Change of Publication*

AF Form 3933, *MAJCOM Mission Training Request*

AFTO Form 95, *Significant Historical Data*

AFTO Form 244, *Industrial/Support Equipment Record*

Abbreviations and Acronyms

2T2X1—Air Transportation Specialists

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Center

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AMC—Air Mobility Command

AMC ATTIC—Air Transportation Training/Instruction Course

AMCI—Air Mobility Command Instruction

AMS—Air Mobility Squadron

ANG—Air National Guard

APS—Aerial Port Squadron

ARC—Air Reserve Component

ATGHS—Air Terminal and Ground Handling Services

ATM—Air Terminal Manager

ATSEP—Air Transportation Standardization and Evaluation Program

CAP—Corrective Action Plan

CBRN—Chemical, Biological, Radiological, and Nuclear

CFETP—Career Field Education and Training Plan

CFM—Air Force Career Field Manager

CNIC—Commander Navy Installations Command

COR—Contracting Officer Representative

CPEL—Command Process Evaluation List

DL—Distance Learning
DoD—Department of Defense
DTR—Defense Transportation Regulation
ERO—Engine Running On-load/Off-load
G081—Core Automated Maintenance System for Mobility
GART—Global Asset Reporting Tool
GATES—Global Air Transportation Execution System
GT&C—General Terms and Conditions
JI—Joint Inspection
LTC—Load Team Chief
MAJCOM—Major Command
MHE—Materiel Handling Equipment
MMHS—Mechanized Materiel Handling System
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MTS—Mobility Training Squadron
NGB—National Guard Bureau
NVG—Night Vision Goggles
NVGOIC—The Night Vision Goggle Operator/Instructor Course
OJT—On-the-Job Training
OPR—Office of Primary Responsibility
PA—Proficiency Assessment
PM—Program Manager
PPE—Personal Protective Equipment
PWS—Performance Work Statement
QA—Quality Assurance
QTP—Qualification Training Package
RCA—Root Cause Analysis
RegAF—Regular Air Force
SME—Subject Matter Expert
STAP—Small Terminal Assistance Program
TBA—Training Business Area

TEC—Task Evaluation Checklist
TO—Technical Order
TP—Transportation Priority
TPC—Transportation Proficiency Center
TQT—Task Qualification Training
TROX—Air Transportation Resources Flight
TRS—Training Squadron
TTG—Task Training Guide
UAT—Unilateral Aircrew Training
UPM—Unit Program Manager
UTC—Unit Type Code

Office Symbols

AF/A4—*Deputy Chief of Staff for Logistics, Engineering and Force Protection*
AFIMSC/A35S—*Air Force Installation & Mission Support Center Functional Management & Readiness Division*
AFIMSC/A34OA—*Air Force Installation & Mission Support Center Air Transportation Element*
AFRC/A4RF—*Air Force Reserve Command Force Management Branch*
AMC/A4T—*Air Mobility Command Air Transportation Division*
AMC/A4TI—*Air Mobility Command Innovations, Systems and Futures Branch*
AMC/A4OL—*Air Mobility Command Logistics Readiness Operations Branch*
AMC/A4R—*Air Mobility Command Logistic Readiness Division*
AMC/A4TS—*Air Mobility Command Standardization and Resources Branch*
NGB/A4RDA—*National Guard Bureau Air Transportation Branch*

Terms

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

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

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

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

Mishap—An unplanned occurrence, or series of occurrences, that results in damage to DoD property; occupational illness to DoD personnel; injury to on- or off-duty DoD military personnel; injury to on-duty DoD civilian personnel; or damage to public or private property, or injury or illness to non-DoD personnel, caused by DoD activities. Mishaps are classified by total direct mishap cost and the severity of injury/occupational illness.

MyLearning—The gateway to the official online learning system of Air Mobility Command.

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

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

Attachment 2

REFERENCED WEBSITES AND EMAIL

Figure A2.1. Referenced Websites and Email.

AMC/A4T SharePoint®:

<https://intelshare.intelink.gov/sites/A4T/SitePages/Home.aspx>

AMC/A4T air transportation training email address: ORG.AMCA4-72@us.af.mil

AMC/A4T ATSEP email address: ORG.AMCA4-83@us.af.mil

AMC/A4T ATSEP SharePoint®:

<https://intelshare.intelink.gov/sites/A4T/A4TS/ATSEP/eval/SitePages/EnterpriseDashboard.aspx>

Air Force Forces Generation Connect (AFFORGEN Connect): <https://tmis.us.af.mil/afforgenconnect>

GATES Continuous Learning Environment (CLE) User Manuals:

<https://intelshare.intelink.gov/sites/A4T/PDRF/SitePages/Home.aspx?RootFolder=%2Fsites%2FA4T%2FPDRF%2FPDRF%20Documents%2FA4TI%20%2D%20Innovations%2C%20Systems%2C%20Futures%20Branch%2FGATES&FolderCTID=0x012000A79E118E5DAC1C4BB58CFE189D6E5259&View=%7B72C61C33%2D1CC3%2D4F4A%2DA640%2D09496FE71F1A%7D>

GATES Continuous Learning Environment (CLE): <https://cle-gtsair.transport.mil/>

Education and Training Command Announcements: <https://usaf.dps.mil/teams/app10-etca/SitePages/home.aspx?isdlg=1&IsDlg=1>

423rd MTS SharePoint®: <https://usaf.dps.mil/sites/USAF-EC/EOS/Student/SitePages/Mission.aspxs.mil>

The Transportation School – Fort Gregg-Adams, Virginia: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC134B660FB5E044080020E329A9>

AFIMSC/35S email address: AFIMSC.A35S.airtransportation@us.af.mil

NGB Air Trans Branch (NGB/A4RDA) email address:
NGB.A4.A4RDA.Org@us.af.mil

AMC/A4T Training email address: ORG.AMCA4-72@us.af.mil

TPC registration SharePoint®: <https://aris.cce.af.mil/>

AMC/A4T Pallet and Nets Program Manager: AMCA4TS.PLT.Equip@us.af.mil

AMC/A4R: AMC.A4.A4.RX@us.af.mil

ARC Aerial Port Deployment Links: <https://webapps.afrc.af.mil/a4/a4r/a4rt/atp/atp.aspx>

Attachment 3

SIGNIFICANT DEFICIENCY CHART

A3.1. Note: Not an all-inclusive list. A validated deficiency which has or could have negative mission impact.

Table A3.1. Significant Deficiency Chart.

General Safety
<ul style="list-style-type: none"> • MHE/Vehicle violations & infractions with-in the Circle of Safety • Lack of PPE: Gloves, hearing protection (as required by local OI/Bio-environmental policy) around running APUs/MHE/operating MHE • K-Loader Operations: Elevator mode, rolling more than one pallet, fall protection harness etc. • Operating forklifts (4K/10K) with obstructed views without a spotter. • Operating vehicle/MHE without wearing a seatbelt • Wearing rings/jewelry that violates policy • Violation of spotter and/or chocker policy • Airfield Driving: improper adherence to flight line, apron, taxiway, runway rules/regulations • Operating 60K in deck mode and suspension in load position, other than within final alignment and close proximity to the A/C ramp or loading docks • Staircase trucks improperly set at aircraft (i.e., stabilizer extension, platform alignment) • Not completing anti-hijacking statement during passenger check-in
Security General
<ul style="list-style-type: none"> • Handle/sign for classified shipments and registered mail without proper authorization • Unauthorized personnel inside a restricted area • Security container (example: safe) or area (example: security cage) left unsecured • Failure to properly screen passengers using e-Secure Flight • Not properly screening passengers and carry-on baggage before entering the sterile gate area • Failure to check passenger ID against boarding pass and manifest when entering gate area • Funds drawers and safes left open/unattended without authorized members present
Hazardous/Environmental
<ul style="list-style-type: none"> • Mismarked hazardous class • Firefighter symbols (visible from all sides) • Incorrectly identifying proper HAZMAT class • Failure to perform an exterior inspection on 100% of originating hazardous material shipment and associated documents.

Joint Inspection
<ul style="list-style-type: none">• Joint Inspector failed to validate center-of-balance• Joint Inspector failed to validate HAZMAT• Joint Inspector failed to validate most current ATTLA certification letter was provided• Joint Inspector failed to validate properly prepared cargo
Fleet Service
<ul style="list-style-type: none">• Improper PPE use during Dirty Fleet operations• Potable Water Trucks (PWT) not sanitized for over 30 days
ERO
<ul style="list-style-type: none">• LTC failure to brief all members prior to the ERO• Improper use of PPE• Failure to wait until engines are set to idle or reverse thrust and signaled from aircrew member• Failure to maintain minimum distance for type of aircraft until reaching centerline
Air Freight
<ul style="list-style-type: none">• Pallet-train improper tie-down: incorrect/mixed/insufficient restraint• Incorrect shoring upon aircraft loading• Refrigerated cargo not properly inspected/documented (freeze/chill logs) for appropriate temperature range IAW policy
Mishap
<ul style="list-style-type: none">• Vehicle/MHE/Equipment that resulted in minor reportable damage• Cargo resulted in minor reportable damage• Caused minor personal injury

Attachment 4

CRITICAL DEFICIENCY CHART

A4.1. Note: Not an all-inclusive list. Deficiency resulting in personal injury leading to loss of manpower, severe damage to equipment or property, severe mission degradation, or imposed excessive unnecessary enterprise cost.

Table a4.1. Critical Deficiency Chart.

<ul style="list-style-type: none"> • 300 series mission delay that results in loss of DIP clearance (i.e., rations channel/blood runs, etc.) • 300 series Mission delay that results in mission cancelation (i.e., rations channel/blood runs, etc.) • Top 5 mission degradation/delays • Human Remains mission degradation/delays
Mishap
<ul style="list-style-type: none"> • Caused personal injury resulting in loss of life or limb • Resulted in equipment out of commission • Involved hazardous material • Pallet dropped from a loader, highline dock, or MMHS • Environmental/installation (s) impact

Attachment 5

UNIT ANNUAL SYSTEMS INSPECTION

Table A5.1. MMHS Systems Inspection Requirements. The inspection items listed below are the minimum requirements.**General:**

- All inspections will be performed IAW manufacturer's manuals to include manufacturer recommended service intervals. Inspections will be performed, at a minimum, annually if the manufacturer's documentation does not provide inspection or service information.
- Inspect all equipment for abnormal wear and tear.
- Ensure all rollers, chains, bearings, and/or moving parts are properly lubricated (when applicable) to ensure safe continued operation. Ensure proper alignment.
- Visually check structure(s) and weldments for: cracks, breaks, loose/missing bolts, or hardware.
- Check all nuts and bolts are serviceable and tightened to proper specifications.
- Warning horns, buzzers, bells, and lights: ensure operational, replace/repair if applicable.
- Check equipment operating areas to ensure there are no obstructions, bindings, or unwarranted contact.
- Inspect all motors, gear drives, sprockets, etc., for safe operation. Wiring harnesses will be inspected for wear and fraying. Replace wires that are frayed, exposed, and/or unsafe.
- All scales will be calibrated IAW TO 00-20-14 and/or manufacturer's manuals/requirements. In the absence of a listing in TO 00-20-14 and manufacturer's documentation, calibrate scales no less than 180 days.

All Inspection requirements for the specific types of equipment listed below are in addition to the general requirements listed above.

MMHS Large Systems (Cargo/Pallet Conveyors, TVs, ETV, Multi-Level Storage, Multi-Pallet Oversize systems, etc.):

- Inspect wire rope system: wire rope, drum, sheaves, bearings, safety grab/brakes, rope and clevis, and slack rope indication. Check for abnormal wear and operation. Inspections will be conducted IAW Manufacturer manuals, DAFMAN 91-203, or a minimum of annually.
- Inspect all safety equipment, i.e. laser leveling equipment, emergency stops to ensure proper alignment and safe operation.

- Inspect tracks, wheels, and bearings for abnormal wear and operation.
- Inspect rail brakes for abnormal wear and ensure operational.
- Inspect isle and distance detection devices to ensure operational.

Passenger Baggage Conveyors:

- Inspect all moving parts to ensure safe operation without interference.
- Ensure areas around, under, and behind the conveyors are clean and free of debris.
- Inspect gear drives, chains, belts are properly aligned and provide safe operation. Replace chains and belts when worn, stretched, or otherwise unsafe.
- Inspect all wiring and replace worn/frayed, unsafe wiring as required.

Omni Rollers (Including Omni-roller floors in confined spaces, i.e. security cages):

- Check all rollers for lubrication and operation.
- Replace rollers as required.
- Inspect roller flooring to ensure no areas have been dented, torn, raised. Replace as required.

Truck Dock Levelers:

- All truck dock levelers will be inspected no less than every 12-months.
- Truck dock levelers should be inspected by qualified personnel. Units without assigned maintenance personnel may have to contact their local maintenance offices or pay for service by a qualified commercial vendor. Ensure safe operation of all moving parts.
- Inspect electric wiring and replace frayed or worn wires.
- Inspect hydraulic rams and gas shocks for proper operations. Replace as required.
- Inspect all nuts and bolts for tightness IAW with manufacturer's documentation.
- Ensure all mounting nuts and bolts are intact and tightened to manufacturer's requirements.

Pallet Pits:

- Ensure pallets pits are cleaned out on a routine basis. All trash should be removed.
- Cycle the pallet pit from the highest to the lowest position ensuring full movement capability.

- Lubricate moving parts when/where required.
- Inspect all wiring, if applicable, and replace worn, frayed, and or burned wiring.
- Inspect rollers for movement and lubrication, ensure safe operation.

Cargo Roller Conveyors:

- Inspect all rollers for safe operation without binding. Replace rollers as required.

Rotating Tables:

- Inspect rollers for safe operation, without binding, and replace as required.
- Inspect pneumatic/hydraulic/electric equipment used to rotate the table. Replace parts and wiring as required.

Finger Docks:

- Inspect rollers, chain/gear drives, motors for alignment, wear, and tear, and for safe operation.
- Replace parts as required.
- Inspect all hand holds, and safety rails to ensure they are firmly affixed and secure.
- Inspect all steps, maintenance ways/access points to ensure they are safe, secured, without creating tripping hazards.
- Ensure trash and debris is removed from under the finger docks at least semi-annually.

Highline Docks:

- Inspect all frame structures, weldments, see general items.
- Ensure highline docks are secured to the ground.
- Inspect all rollers ensuring safe operation and proper lubrication.

Outside/Overhead Crane:

- Inspect all components IAW manufacturer's documentation.
- All moving parts should be in proper alignment and lubricated.
- All electrical wiring should be inspected; replace worn/frayed wiring as required.
- Cables/Wire Ropes should be inspected IAW manufacturer's documentation.

Truck Levelers:

- Inspect all items IAW manufacturer's documentation.
- Inspect all wiring and replace worn/frayed wiring as required.
- Ensure all moving parts are lubricated and operate safely and properly aligned.

All Other Associated Equipment:

- Inspect all other associated equipment IAW manufacturer's documentation.
- Perform applicable inspection items from the general section listed above.