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AIR MOBILITY COMMAND**

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Logistics Staff

**ACQUISITION AND CROSS-
SERVICING AGREEMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of AFI 25-301, *Acquisition and Cross Servicing Agreements*. This publication implements Major Command (MAJCOM) policy by supplementing specific areas unique to Air Mobility Command (AMC). This publication is applicable to all AMC units and Air Force Reserve Command (AFRC) and Air National Guard (ANG) units upon mobilization and/or AMC-led classic AFRC and ANG associations. Supplements to this publication and the basic AFI are not required to be sent to the OPR for review unless they have deviations. The authorities to waive wing/unit level requirements in this publication are identified with a tier (T-2, T-3) number following the compliance statement. See AFI 33-360, *Publication and Forms Management*, Table 1.1 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. Waivers for T-2 or non-tiered compliance items will be sent to HQ AMC/A4RX, AMC.A4.A4.RX@us.af.mil. Refer recommended changes and questions about this publication through the appropriate functional chain of command to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records

Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.1.1.3. This supplement is applicable to AMC expeditionary units remaining ADCON to AMC.

1.2.1. Appointed AMC ACSA managers (PM) must contact AMC/A4RX for AGATRS accounts and training (T-2).

1.3. Eligible Foreign Nations. Units below MAJCOM level are not authorized to use ACSA acquisition-only authority (T-2).

1.3.2. Units will execute ACSA exchanges IAW this supplement (T-2).

1.4.2.1. (Added) RIK is a payment where the receiving party replaces LSSS received with LSSS of an identical, or substantially identical, nature.

1.4.3.1. (Added) Units are not authorized to approve EVE exchanges without AMC/A4RX approval (T-2).

1.4.5.1. (Added) The most appropriate MAJCOM, wing, group, squadron, or unit FM or resource advisor will use the most appropriate financial management guidance to execute PIK reimbursements, either paying or collecting reimbursements. Copies of all applicable FM documentation (receipts, invoices, MIPRs, etc.) must be uploaded to AGATRS to prove reimbursements are occurred and are complete (T-2).

1.5. Categories of Support. The following is a list of most common USML (found in 22 CFR §121.1) forbidden exchanges AMC units may encounter: technical data (must be IAW the specific document's disclosure statement, most tech data is forbidden unless approved within the Foreign Disclosure Office (FDO) chain of command), COMSEC, classified anything, munitions/explosives, chaff/flare and dispensers, and the sale/exchange of major end items of equipment, such as an aircraft engine. This list is not all inclusive so always consult your legal office, FDO, and/or AMC/A4RX for assistance when in doubt. AMC/A4RX can request special approval authority if appropriate.

1.5.1. Units must submit all construction project requests to AMC/A4RX for staff coordination and approval (T-2).

1.5.2. Units must submit all USML and combat configured load asset transfer requests to AMC/A4RX for staff coordination and approval (T-2).

1.5.3. Units must submit all transfer requests of items subject to the Atomic Energy Act to AMC/A4RX for AMC staff coordination and approval (T-2).

1.6. Guidance for ACSA Use. When in doubt concerning exchange authority/legality, always seek assistance prior to providing support. If wing level SMEs, FDO, and/or JA cannot make a base level determination, the issue must be up-channeled to AMC/A4RX for final coordination and decision at the MAJCOM level (T-2).

1.6.2. IAW AFI 10-1801, additional routine services may be provided on a non-reimbursable basis at the discretion of the installation commander, provided there is no additional cost to the Air Force (T-2). Non-AMC installation commanders hosting an AMC tenant cannot commit AMC resources without coordination and approval of the appropriate AMC commander (T-2).

1.6.3. Airlift, Air-to-Air Refueling (AAR), and Aeromedical Evacuation (AE) support requests are only approved by USTRANSCOM and must be processed through the USTRANSCOM ACSA manager for consideration **(T-2)**. Requests for airlift, AAR, or AE support must be coordinated with AMC/A4RX (normal business hours) or 618 AOC/TACC (after hours) for USTRANSCOM consideration **(T-2)**.

1.6.4. Equipment loans will be managed as a RIK transaction **(T-2)**. The reimbursement to close the transaction is the return of the same item in serviceable condition, less any acceptable normal wear and tear. Resource leasing will be managed as a cash transaction with the expectation the resource will also be returned in serviceable condition, less any normal wear and tear **(T-2)**. If leased or loaned items are lost or damaged beyond normal wear and tear, a new cash ACSA transaction should be negotiated to fund repair or replacement of the item, referencing the original loan/lease transaction document. Anytime an item is loaned or leased, a joint inspection with both parties should occur and when possible, pictures of asset condition may be appropriate.

1.6.4.1. **(Added)** Determining a fair lease cost is the responsibility of the owning commander and his SMEs. Lease value must also be coordinated with the ACSA manager and FM POC. Common methodologies for determining lease values include: 1) straight line depreciation (replacement cost / usable life expectancy x period of use, \$100 / 10 years x 1 year lease period = \$10 fee); 2) average sustainment/operating cost for the period of the lease; or 3) a comparative price one would expect to pay on the local economy for a similar service. The key in determining a good lease fee is the methodology is fair and easily understood. The goal is to ensure the USG is not funding the operational sustainment of another nation and losing money intended to sustain our own forces. In most instances, a loan is the right thing to do unless the item is a significant piece of equipment with high sustainment costs and the period of use is worth the effort of seeking reimbursement. In the end, the asset owning commander must determine whether it will be a loan or lease, as well as, the costing methodology for a lease.

1.6.5. Approval authority must come from the commander or commander appointed representative having custodial or funding responsibility for LSSS being provided or received **(T-2)**.

2.1.1. Units below MAJCOM level are not authorized to use ACSA acquisition-only authority. Contact AMC/A4RX for assistance if a possible acquisition only situation arises **(T-2)**.

2.4.1.2. Alternate, manual ACSA forms are available on the AMC share point site in the ACSA folder (<https://cs3.eis.af.mil/sites/OO-LG-AM-14/default.aspx>). All ACSA transactions documented on manual forms must still be documented and uploaded to AGATRS **(T-2)**.

2.4.2. Mandatory minimum support documentation includes: 1) signed and completed ACSA forms that authorize the transaction (authorized requester and supplier signatures completed); 2) receiving proof (signed ACSA form), including other invoice documents that prove a change in custody or service provided; 3) financial payment/collection forms verifying a funds transaction occurred to the appropriate fund citation identified on the authorization document; or a recognition document(s) proving a RIK or EVE reimbursement was completed. Other support information/documents are optional but highly recommended if they improve auditability and accountability **(T-2)**.

3.4. NAF ACSA Manager. AMC/A4RX functions as the NAF and MAJCOM ACSA manager due to the matrixed staff concept. After AMC duty hours, 618 AOC/XOCL can provide limited 24/7 assistance and advice for AMC field units IAW AMCI 21-108, *Logistics Support Operations*.

3.5. Wing/Installation Level ACSA Manager. At AMC Main Operating Bases (MOB), the MSG/CC (non-joint bases) or ABW/CC (joint bases) is the installation level ACSA authority. AW or Group/CCs (Pope AAF, Andrews, Dyess, etc), CRW/CCs and AMOW/CCs are the ACSA authorities for their respective organizations. Commanders with ACSA authority should appoint an ACSA manager from the Log Plans career field, normally located in the LRS, wing staff, or joint base business office depending on the organizational design. Commanders with ACSA authority may retain or delegate ACSA transaction signature authority (authorized supplier/receiver on ACSA transaction forms); if delegated, it should be delegated to the unit commander having authority over the appointed ACSA manager. If needed for effective execution, CRW and AMOW commanders may retain or delegate ACSA transaction authority to geographically separated unit commanders but those commanders must still execute IAW CRW or AMOW ACSA manager processes. ACSA managers and transaction authority commanders must work in close coordination to ensure effective and legal ACSA exchanges. Deployed AMC unit commanders that remain ADCON to AMC should be delegated transaction authority as needed and must work closely with their assigned ACSA manager to execute exchanges legally and effectively **(T-3)**.

3.5.1. AMC ACSA authorities and/or delegated transaction signature authorities (MSG/CC, AMOW/CC, CRW/CC, or ACSA managers and signatory authorities) are authorized to execute RIK and PIK transactions to support real world operations, exercises (host or participant), or NMC enroute aircraft **(T-2)**. AMC units are NOT authorized to execute EVE transactions or loans/leases of resources that will leave the installation unless those items are part of an AMC MRT (meaning, the resources remain under AMC accountability) **(T-2)**. Loans/leases that depart the installation must be coordinated and approved by HQ AMC/A4RXP **(T-2)**.

3.5.2. Installation level ACSA managers must be appointed in writing by the appropriate authority (MSG/CC, AMOW/CC, CRW/CC, or MSG appointed LRS/CC). Appointment letters are by name and will include: JKO course training dates (P-US1293, ACSA Overview, P-US1294 - FOGO Essentials, P-US1295 - AGATRS Essentials), AGATRS training date, and AMC ACSA training date (contract HQ AMC/A4RX for assistance with AGATRS and AMC training). Template appointment letters and other AMC specific information and training can be found on the AMC share point site: <https://cs3.eis.af.mil/sites/OO-LG-AM-14/default.aspx>. Provide a copy of all PM appointment letters to AMC/A4RX; AMC.A4.A4.RX@us.af.mil **(T-2)**.

3.5.2.1. **(Added)** Installation level AMC ACSA managers will ensure compliance with all applicable directives and instructions when executing transactions, and maintain ACSA transactions in AGATRS. Provide leadership awareness briefings annually or as needed to ensure program compliance **(T-2)**.

3.6. Staff Judge Advocate (JA). ACSA managers may need to consult with JA and/or Foreign Disclosure Office (FDO) concerning the legality of an exchange to ensure the DoD is authorized to exchange that specific LSSS item using ACSA authority. If the issue cannot be resolved locally, forward the issue to the AMC/A4RX ACSA manager for AMC determination.

Examples of questionable LSSS include: Tech data, munitions, end items such as aircraft engines, classified, COMSEC, electronic warfare assets, sensitive items, construction projects, access to communication networks, etc (T-2).

3.6.1. For all issues that cannot be resolved at the installation, use the ACSA management chain of command. Forward all ACSA issues to AMC/A4RX. A4RX will consult with MAJCOM/JA, FM, or FDO as needed.

3.6.2. Installation ACSA authorities are NOT authorized to negotiate IAs. ACSA managers, as needed, may draft up specific Implementing Instructions (II) on single transactions to clarify how a specific support transaction will take place. II can be attached to an ACSA form or written on the form itself as needed. ACSA managers are encouraged to develop standard IIs for recurring support such as exercise MOBILITY GUARDIAN or GREEN FLAG; contact A4RXP for example IIs as needed (T-2).

3.7.2. The appropriate unit commander, in coordination with resource advisor/financial manager and SMEs, will validate costing, determine reimbursement LOA, and financial reimbursement process prior to agreeing to a cash transaction (T-2).

3.8. Functional Area Managers. When providing support, the ACSA manager will coordinate with the supplying unit functional manager(s) and their commander(s) to ensure: 1) support is available without negative impact to the USAF mission(s); 2) support is within ACSA legal authority; 3) everyone agrees to method(s) of reimbursement; 4) funds cite(s) is available for PIK transactions or there are primary POCs for RIK reimbursements; and 5) all parties agree to the reimbursement timeframe (T-2). When receiving support, the ACSA manager must also coordinate with the receiving unit functional manager(s) and their commander(s) to ensure: 1) the request is within ACSA legal authority; 2) can be reimbursed by AMC unit using RIK or PIK; 3) reimbursement POCs are identified and have authority over the fund cite(s) used for PIK transactions; and 4) all parties agree with reimbursement timing (T-2). In all instances, the providing or receiving commander must approve the logistics exchange prior to the ACSA transaction signature authority signing and authorizing the exchange on the ACSA form (T-2).

3.8.2. IIs or execution remarks can be attached to any ACSA form and should be used for complicated transactions where details are required to ensure a clean process. The II or execution remarks should be part of the negotiations to ensure both parties agree to the particulars of the specific exchange. Consider the following information in an II or execution remark: each party's responsibilities, documentation requirements, dates, timelines, phases, custody exchange process, reimbursement dates, transportation plan, POCs, equipment condition, and liability for damaged/lost goods, etc.

STEVEN J. BLEYMAIER, Brig Gen, USAF
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Protection

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

AFI25-101, *Acquisition and Cross Servicing Agreements*, 03 June 2016

AMCI21-108, *Logistics Support Operations*, 21 September 2017

Prescribed Forms

No Forms Prescribed

Adopted Forms

No News Forms Adopted

Abbreviations and Acronyms

No New Abbreviations and Acronyms