***BY ORDER OF THE COMMANDER***
***AIR MOBILITY COMMAND***

***AIR MOBILITY COMMAND***
***INSTRUCTION 10-402***

***17 NOVEMBER 2011***

***Operations***

***CIVIL RESERVE AIR FLEET***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at **www.e-publishing.af.mil** for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

OPR: HQ AMC/A3B

Certified by: HQ AMC/A3
(Mr. Merlin L. Lyman)

Supersedes: AMCI10-402, 1 September 2004

Pages: 91

This instruction establishes policies and procedures for the Civil Reserve Air Fleet (CRAF). The CRAF program is a national plan, based on the Defense Production Act of 1950 and Executive Order 12656, to utilize airlift resources of US air carriers to support Department of Defense (DOD) airlift requirements in a national security situation. This instruction implements AFPD 10-4, *Operations Planning*: *Air and Space Expeditionary Force (AEF),* to establish procedures for peacetime planning for the activation of the CRAF. It provides guidance for Air Force organizations involved in DOD civil augmentation airlift and for civil air carriers participating in the CRAF. Along with the International, Alaska, and Domestic CRAF Airlift Services contract, Public Law 85-804 and Executive Order 10789, as amended, these documents constitute the Air Mobility Command (AMC) guidance for the use of CRAF resources. This publication applies to the Air National Guard (ANG). This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the data prescribed in this regulation are 10 U.S.C. 133, 10 U.S.C. 8013, Executive Order 12656, and Executive Order 9397. Privacy Act Statement required by AFI 33-332 is in Chapter 9. Each form that is subject to the provisions of AFI 33-332 and required by this publication contains a Privacy Act Statement either incorporated in the body of the document or a separate statement accompanying each such document. System of record FO35 AFMPC applies. Note: The reporting requirements within this instruction are exempt from RCS controls per AFI 33-324. Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records,* and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/. Refer recommended

changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: Updated basic policies on the use of CRAF, revised paragraphs dealing with the CRAF Enabling Concept, CRAF Operations Support Team (OST), Civil Airlift Support Specialist (CASS), CRAF chemical bag asset management, and multiple office symbol changes throughout the publication.

## Chapter 1

## ADMINISTRATION

**1.1. General.** This instruction contains the basic concepts of the CRAF.

**1.2. Supplements.** Changes or supplements to this instruction by agencies, other than AMC, are prohibited. This does not preclude its use as a reference document for preparation of intra-agency instructional directives.

**1.3. Revisions.** Forward recommendations for revisions to this instruction to HQ AMC/A3BC, (DOD Commercial Airlift Division, Civil Reserve Air Fleet Branch), 402 Scott Drive, Unit 3A1, Scott AFB, Illinois 62225-5302.

**1.4. Acronyms.** An explanation of the acronyms used in this instruction is in **Attachment 1**.

# Chapter 2

# CRAF GENERAL

## *Section 2A—Policies*

**2.1. Basic Policies.** Basic policies for the CRAF program are directed toward identification, organization, and development of readily available civil aircraft that are capable of augmenting the airlift capability of the DOD. The CRAF may be activated/deactivated incrementally or in total, by stage, segment, section, and elements. The government retains the option of activating any portion of each stage or segment, as required. During CRAF activation, AMC exercises tactical control and the carrier retains operations control. References to HQ AMC/A3BC imply the HQ AMC, DOD Commercial Airlift Division, CRAF Branch.

2.1.1. **CRAF Operational Risk Policy**. CRAF aircraft augment DOD's organic airlift capacity; they are not a replacement for military assets nor will they be tasked to assume the same level of operational risk. The reasons for this policy are based on the vulnerability of civil aircraft and crews to both conventional and chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) threats. Unlike their military counterparts, civilian aircraft are not reinforced with protective armor for aircrew protection against conventional munitions, nor are the crews trained in departure/arrival threat avoidance procedures. Further, civil aircrews are not trained to fly in the protective equipment needed to fly in CBRNE environments, nor are they provided this equipment for use in the air (commercial aircraft are also not modified to connect communications and oxygen systems to the aircrew chemical defense ensemble).

2.1.2. Lack of an internationally accepted standard for aircraft decontamination (i.e., cleanliness) means loss of any CBRNE-contaminated aircraft; no country would likely permit such a craft to enter its airspace. The second order effects of an aircraft loss (whether due to conventional or CBRNE threats) would be reduced future participation in the CRAF program. Therefore, CRAF will not operate in a chemical biological contaminated environment.

2.1.3. In the event an unforeseen CBRNE attack occurs during a transit stop, AMC will issue ground chemical defense ground ensembles and masks to CRAF carrier personnel for personal protection. Every effort will be made to divert arriving CRAF aircraft and if possible, launch aircraft on the ground to prevent contamination. Upon warning of impending CBRNE attack (and it is impossible to launch civil aircraft), civilian crewmembers will don ground ensembles and take shelter, as directed by local authorities.

2.1.3.1. Should a CRAF aircraft become contaminated, it will be removed from the airflow until clearance decontamination can be accomplished. However, even if decontaminated to negligible levels, such assets will not be allowed to be used for flight.

2.1.3.2. Generally, CRAF aircraft will not be used to transport equipment with residual contamination, due to safety and legal concerns. Further information regarding joint operations under CBRNE threat conditions is available in JP 3-11, *Joint Doctrine for Operations in Nuclear, Biological, and Chemical (NBC) Environments*.

2.1.4. While activated, CRAF activated aircraft will comply with A3-approved threat mitigation policies for commercial aircraft published by the AMC Threat Working Group in the AMC policy matrix. Waivers to policies may be granted by the 18 AF/CC on a case-by-case basis IAW procedures outlined in AMCI 14-106, *Threat Working Group*. During pre-mission briefing, intelligence personnel will provide appropriately cleared CRAF crews access to applicable country and airfield risk assessments.

**2.2. Composition of the Fleet.** The CRAF is composed of U.S. registered civil transport aircraft that are suitable and operationally capable of performing airlift for the DOD. The number and type of aircraft are identified to satisfy long-range international, short-range international, aeromedical evacuation (AE), domestic, and Alaskan airlift requirements. Principal considerations in determining aircraft suitability are range, payload, block speed, and configuration. In addition, a minimum flight deck crew to aircraft ratio is required for acceptance into the CRAF. The long-range international, short-range international, and (AE) segments require a minimum 4:1 ratio. (The domestic and Alaskan sections of the national segment requires only sufficient cockpit crew manning to finish each mission without aircrew delays.) Flight deck crewmembers counted in this ratio must be U.S. citizens, free from military Reserve and National Guard obligations, and be eligible for a U.S. SECRET clearance, in accordance with Defense Security Service (DSS) guidelines.) Numbers of committed aircraft can be found in AMC HQ Form 312, *CRAF Capability Summary*, maintained and published by HQ AMC/A3BC (hereafter referred to as "A3BC").

**2.3. Contractual Basis.** The international, Alaska, and domestic CRAF contracts facilitate CRAF participation and incorporate all the contractual provisions necessary for its operation. These contracts establish the contracting carriers' legal obligations to perform and are the basis for payment for all services rendered. **Note:** If there are any contractual conflicts between this instruction and any AMC airlift services contracts, which supports the CRAF, the contract takes precedence. The following paragraphs are for reference only taken from FY09 contracting figures. The latest information can be obtained from USTRANSCOM/AQ-C (TCAQ) or AMC/A3BC.

**Figure 2.1. Long-Range Requirements**

| Long-Range Requirements: | Stage I | Stage II | Stage III |
|---|---|---|---|
| Cargo WBE: | 30 | 75 | 120 |
| Passenger WBE: | 30 | 87 | 136 |

**Figure 2.2. Short-Range Requirements**

| Short-Range Requirements: | Stage II | Stage III | |
|---|---|---|---|
| Cargo WBE: | | 4 | 13 |
| Passenger WBE: | | 3 | 7 |

**Figure 2.3. Aeromedical Evacuation Requirements**

| Aeromedical Evacuation Requirements: | Stage II | Stage III |
|---|---|---|
| Aeromedical B-767 Aircraft: | 25 | 40 |

**2.4. Use of the Fleet.** Use of CRAF resources will be based on military operational plans, terms and considerations of this instruction, and provisions of each carrier's AMC airlift services contract. CRAF Activation can disrupt the nation's domestic air service and, as such, is monitored by the Department of Transportation (DOT).

**2.5. Aircraft Operations.** CRAF aircraft supporting DOD airlift requirements during a CRAF activation will be operated in accordance with appropriate Federal Aviation Regulations (FARs) and such waivers, deviations, or exemptions as applicable.

**2.6. Aircraft Maintenance.** Maintenance of CRAF aircraft is the responsibility of the operating carrier and will be performed in accordance with appropriate FARs and such waivers, deviations, or exemptions where applicable.

**2.7. Logistics Support.** CRAF logistics support will be coordinated with the AMC Crisis Action Team (CAT) and will be monitored by TCAQ (Contract Airlift Office) and CRAF Cell (see paragraph **3.5.1**).

2.7.1. **Use of Existing Carrier Assets**. To the maximum extent possible, logistics support of CRAF aircraft will be provided by the participating carrier and obtained from existing carrier assets. Shortages in such support may be supplemented by carrier contract and/or arrangements with other sources. If CRAF carriers cannot support themselves, requests for assistance should be forwarded to CRAF Cell.

2.7.2. **Use of Government-furnished Material Handling Equipment (MHE).** Government-furnished MHE will be used at military onload/offload airfields whenever possible. Upon TCAQ approval, augmenting commercial resources may be acquired under the Changes clause of the Airlift Services contract in situations where government-furnished MHE is unavailable or inadequate.

2.7.3. **Petroleum, Oil, and Lubricants (POL).** Upon activation, CRAF carriers may purchase POL products at military airfields and/or civil airports in accordance with directives identified in **Chapter 7.** Prior to CRAF activation and when possible, USTRANSCOM Joint Petroleum Office (JPO), in conjunction with HQ AMC/A4, will coordinate with 618 TACC to determine POL requirements and will forward these to the Defense Energy Support Center (DESC). HQ AMC/A4RP will coordinate with USTRANSCOM/JPO, AMC staff agencies, and DESC as required.

2.7.4. **Reimbursable or Equitable Exchange.** Logistics support, other than that listed in the Airlift Services contract, will be furnished at military airfields, if available, on a reimbursable or equitable exchange basis.

2.7.5. **Government-Furnished Cargo Equipment.** Cargo tie-down equipment will be furnished by military customers being moved in accordance with paragraph **6.6** of this instruction.

2.7.6. **Prestocking War Readiness Material (WRM).** Programming, budgeting, funding, procuring, and prestocking WRM is normally unauthorized for specific support of the CRAF (see paragraph **2.7.3**).

2.7.7. **Airframe and Engine Spares.** Support for airframe and engine spares will be obtained from existing airline industry resources (in accordance with **2.7.1** above).

**2.8. Manpower.** All personnel required in the performance of CRAF operations at civil airports shall be furnished by the CRAF carriers. (EXCEPTION: Passenger service agents shall be furnished by AMC at onload and offload sites, to marshal passengers aboard the aircraft and provide the aircraft captain with a manifest that includes actual weights of passengers and cargo.)

2.8.1. CRAF Loading Supervisors. During CRAF activation, carriers may be required to provide highly qualified and certified loading supervisory personnel to report where directed by HQ AMC/A3B. Any decision to position key personnel will be designed to facilitate enhanced airlift movement.

2.8.2. Reserve or National Guard Forces Commitment. For planning purposes, carrier personnel who have a military Reserve or National Guard commitment will not be considered as part of the 4:1 flight deck crew required for acceptance into CRAF. However, during CRAF activation, such personnel may be used in CRAF carrier work until such time as their military units have alerted them for recall to active duty.

2.8.3. U.S. National vs. Indigenous Personnel. During CRAF activation, all flight deck crewmembers must be U.S. citizens eligible for a SECRET clearance. In foreign countries, indigenous personnel determined not to be a threat to U.S. assets may be used to fulfill other personnel requirements.

**2.9. Use of Civil Airfields.** CRAF aircraft will use AMC Threat Working Group-approved en route civil airfields whenever possible, to reduce saturation at military airfields.

**2.10. Leased Aircraft.** In accordance with National Security Decision Directive #280, National Airlift Policy 24 July 1989, airlift procurement through the CRAF program will be suitable and responsive to military requirements. As such, aircraft, which are wet-leased to another carrier without a retrieval clause, are not considered eligible for CRAF participation. Aircraft, which are dry-leased, either to U.S. carriers with whom AMC cannot execute a CRAF contract or to foreign carriers not approved by the Commander U.S. Transportation Command (TCCC), are not considered eligible for CRAF participation.

***Section 2B—Concepts***

**2.11. Aircraft Allocation.**

2.11.1. HQ AMC/A3B (hereafter referred to as A3B) determines aircraft suitability prior to submitting allocation requests to the Department of Transportation (DOT), Research and Special Programs Administration, Office of Emergency Transportation (OET). The Director, OET, allocates U.S. registered civil aircraft to the CRAF by the assigned FAA registration number, in accordance with the Defense Production Act (DPA). Issues regarding the DOT allocation of CRAF aircraft or DOD requirement for CRAF aircraft, should be presented to the Director, OET, for review and resolution (CDRL 003).

2.11.2. Allocation Determination.

2.11.2.1. Long- and short-range international and AE CRAF aircraft are allocated by OET to satisfy DOD wartime airlift requirements, as identified by Joint Chiefs of Staff (JCS), the combatant commanders, and major commands.

2.11.2.2. Domestic and Alaskan CRAF aircraft are allocated by OET to satisfy increased DOD airlift requirements in the CONUS and Alaskan theater during a declared national emergency.

**2.12. Carrier Aircraft Status Reporting.**

2.12.1. CRAF carriers are required to report to TCAQ when a CRAF-allocated aircraft is:

2.12.1.1. Destroyed or suffers major damage.

2.12.1.2. Sold or leased, to include the identity of the transferee, date and place of transfer, and the terms and conditions of the transfer.

2.12.1.3. Registered under a different number or removed from U.S. registration.

2.12.1.4. Otherwise unable to satisfy its CRAF commitment (e.g., seizure by a foreign government, returned to lessor, repossessed by lien holder, undergoing major refurbishment/repairs, etc.)

**2.13. Definitions.**

2.13.1. CRAF: Voluntary DOD program in which civilian air carriers annually contract to provide the DOD emergency surge airlift in exchange for entitlement to routine DOD business (troop charters, cargo missions, etc.). CRAF carriers must be a U.S. entity or citizen owning U.S. registered aircraft that are certificated under FAA FAR Part 121 rules. These aircraft are allocated by DOT in accordance with DOD requirements and aircraft capabilities into segments, such as international (long-range, short-range, cargo, and passenger), national (domestic and Alaskan), and AE, and other segments as mutually agreed upon by the DOD and the DOT.

2.13.2. CRAF Activation: The formal act of notifying CRAF carriers that a CRAF stage, segment, section, and/or element, or any portions thereof, are activated and operational. TCCC, with the approval of the Secretary of Defense (SECDEF), can activate any of the three stages of the CRAF. Per MOU, DOT concurrence is required for allocation of aircraft for CRAF Stage III activation. CRAF aircraft may be used up to the full numbers composing whichever stage has been approved by the SECDEF.

2.13.3. CRAF Deactivation: The formal act of notifying CRAF carriers that a CRAF stage, segment, section, and/or element, or any portions thereof, are deactivated and no longer operational. Per contract, AMC must give carriers 15 days prior notice before deactivating their aircraft. Also, AMC shall provide a minimum 5-calendar day notice for subsequent call-up of those aircraft released.

2.13.4. Aircraft Call-up: After a stage, segment, section, and/or element of CRAF is activated, the formal act of notifying a CRAF carrier that certain aircraft are required to meet DOD airlift requirements in response to a CRAF activation. Aircraft called up shall be given specific directions on where to relocate and scheduled departure times. Aircraft should be called up by registration number. Substitute aircraft of equal capability may be provided when acceptable to A3BC and approved by the contracting officer.

2.13.5. CRAF Stage: A portion of CRAF that may be activated for use in meeting JCS airlift requirements in support of U.S. military involvement in worldwide contingencies.

2.13.6. CRAF Segments: The largest units within CRAF. There are three CRAF Segments: International (Long-range and Short-range), AE, and National (Domestic and Alaska).

2.13.7. CRAF Section: The International and National Segments are organized further by section. The sections for the International Segment are Long-range and Short-range. The sections for the National Segment include Domestic and Alaskan.

2.13.8. CRAF Element: As part of a section, a CRAF element is identified as either passenger or cargo service.

2.13.9. Notification: Officially notifying CRAF carriers or AMC of an impending, or actual CRAF-related activity. Notification is considered acceptable if received by either party by telephone followed in writing, or by electronic message or facsimile, or via Aeronautical Radio, Inc., (ARINC).

2.13.10. Aircraft response time for A3BC planning and exercise purposes is the elapsed time from carrier notification of CRAF activation until the carrier offers the aircraft to TCAQ for mission assignment. Response time for AE aircraft ends when the aircraft arrives in baseline configuration for shipset installation.

2.13.11. Intermediate Staging Base (ISB): Commercial carrier stop added for servicing, providing support, and/or equipment prior to flying into an area of responsibility (AOR). Historical note: Rome, Italy, was used in a 2003 activation. Location can be either a commercial or military airfield, but is generally a location familiar with handling of commercial aircraft.

2.13.12. Enabling Concept: Optional force module used to provide military support to an ISB includes: Intel, supply, and civil engineering war readiness support. See **Chapter 4** for further details.

**2.14. CRAF Activation/Deactivation Process.**

2.14.1. The CRAF may be activated or deactivated either incrementally or in total, by stage, and separately by segments, section, and element. CRAF may be activated in one of the following ways:

2.14.1.1. The President, SECDEF, or TCCC directs CRAF activation. The message to activate is passed from TCCC, to AMC/CC to HQ AMC/A3 to A3B. Warning message is passed from AMC/CC to 18 AF/CC to 618 TACC/CC.

2.14.1.2. AMC/CC and/or 618 TACC/CC are queried concerning the need to activate for a given situation. A3, 18 AF, TACC, and USTRANSCOM determine level of Mobility Air Forces utilization versus anticipated requirements. TCCC then determines if request for activation is warranted.

2.14.1.3. 618 TACC or HQ AMC/A3 sees need for activation and forwards request to TCCC via appropriate command channels.

**2.15. Aircraft Call-up/Release.** Within each activated stage, segment, section, and element, AMC may select and call up specific aircraft needed to fulfill the DOD airlift requirement. AMC may elect to call up only a portion of the available aircraft and is not obligated to call up aircraft from every carrier. Aircraft selection will be prorated based on operational airlift requirements and the MV of each carrier compared to the total CRAF MV. Aircraft should be

called up by FAA registration number. If committed aircraft are not designated for call up within 72 hours after CRAF activation, the aircraft shall be released and the contractor shall receive a minimum of 5 days notice of any subsequent call up, unless a higher stage of CRAF is mandated by DOD contingency requirements. If DOD contingency requirements mandate activation at a higher stage (i.e., Stage II or III), the 5-day minimum notification requirement is nullified and the appropriate response time to the newly activated stage shall apply.

**2.16. Aircraft Substitution during CRAF Activation.** Carriers may substitute aircraft of equal capability for aircraft being called up. Such aircraft substitutions must be acceptable to the CRAF Cell and the AMC Crisis Action Team (CAT) and be approved by the contracting officer. Substitution after CRAF mission planning commences must be kept to a minimum to avoid conflicts, such as pallet contour issues and overflight and/or landing clearances.

**2.17. Volunteer Carriers.** Carriers may volunteer to perform missions prior to and during CRAF activation.

2.17.1. When existing volunteer capacity does not meet forecast mission requirements, TCAQ will initiate through A3B a request for additional volunteerism. Historically HQ AMC/A3 has held teleconferences with carrier MOBREPs to specify additional mission requirements. Prior to this call, TCAQ and A3B will determine the likely type of aircraft and carriers whose unused capacity would meet DOD mission needs.

2.17.2. Volunteers supporting contingency requirements prior to CRAF activation, time permitting, will be given the option for their aircraft to be considered for call-up first. This applies when the CRAF stage and the segment in which their aircraft would normally qualify is activated, but only to the level of aircraft required. If the carrier desires, these aircraft may be considered called up first and released last. After volunteers have committed to activation and been called up, additional aircraft, if required, shall be determined and prorated based on MV of aircraft within the segment and section activated.

**2.18. Aircraft Call-up and Response Time.**

2.18.1. International contracts: When the CRAF is activated, response times for carriers shall be 24 hours after aircraft call-up and mission assignment for Stages I and II and 48 hours for aircraft call-up for Stage III. In those cases where all the aircraft in the stage are not called up, written notification of release from the 24- or 48-hour response requirement will be given within 72 hours of the activation of the CRAF.

2.18.2. Domestic contracts: Upon activation of Stages II or III of the CRAF, aircraft requested by the Government must be positioned where directed by the Government, with maximum fuel aboard consistent with aircraft performance limitations and mission requirements, as quickly as possible, but in no event more than 24 hours for Stage II and 48 hours for Stage III, after the contractor receives mission assignment.

2.18.3. AE Segment: Response time for AE aircraft ends when the aircraft arrives in baseline configuration for the shipset installation. When the AE Segment is activated for Stages II or III, carriers shall, upon notification of aircraft call-up, have 48 hours to reconfigure aircraft in baseline status and deliver to the Aeromedical Evacuation Shipsets (AESS) contractor for aeromedical conversion. When required, subsequent delivery of two aircraft every 24 hours thereafter, for conversion, until the requirement is met or the carrier commitment is exhausted (see **Chapter 13**, paragraph **13.2.1**).

**2.19. Minimum Utilization of Long-Range International Aircraft.** Carriers with long-range international aircraft called up for CRAF service will be guaranteed an average utilization of 8 hours per day per aircraft (13 hours per day for AE) called up for the duration of the call-up or for a minimum of 30 days, whichever is longer. Only aircraft called-up are guaranteed minimum utilization. AMC shall give at least 15 days notice of release of an aircraft called up or deactivation of any part of CRAF. Negotiation of compensation for underutilization shall be in accordance with the procedures outlined in the AMC airlift services contract.

**2.20. CRAF Stages.** TCCC, with the approval of the SECDEF, or the Secretary's designee, may activate any stage of CRAF when expanded civil augmentation of military airlift activity is required. Once activation is approved, TCCC may activate and deactivate the segments, sections, or elements within the activated stage, as required.

2.20.1. Stage I - Committed Expansion. This stage is activated to support substantially expanded peacetime military requirements or a minor regional contingency when AMC organic airlift capability cannot meet both deployment and other airlift requirements simultaneously. It is comprised of long-range assets only.

2.20.2. Stage II - Defense Airlift Emergency. This stage is activated to support a defense airlift emergency. It responds to requirements greater than Stage I, but less than full national emergency. This airlift expansion is identified for response to one major theater war. It is comprised of all three segments--International, National, and AE.

2.20.3. Stage III - National Emergency. This stage is activated to support a declared national defense-oriented emergency or war, or when otherwise necessary for national defense. This is airlift expansion involving total CRAF airlift capability, made available for airlift emergencies involving DOD operations in the following situations:

2.20.3.1. During multiple major theater wars, during a defense-oriented national emergency declared by the President, or in time of a national emergency declared by Congress.

2.20.3.2. In a national security situation short of a declared defense-oriented national emergency.

2.20.3.3. Activation of CRAF Stage III presumes that the Secretary of Transportation has been authorized to exercise presidential priorities and allocation authority.

**2.21. Planning Considerations.**

2.21.1. Unless otherwise specified in applicable tasking messages, planning for the use of CRAF will be predicated upon the following:

2.21.1.1. Availability, upon 24-hour notice, of those passenger and cargo aircraft identified as Stages I and II resources, to perform airlift services as required by the Government.

2.21.1.2. Availability, upon 48-hour notice, of passenger and cargo aircraft identified as Stage III resources.

2.21.1.3. Availability, upon 48-hour notice, of passenger aircraft designated to operate as AE aircraft for delivery to the AESS installation contractor for conversion from the passenger configuration to the AE configuration.

2.21.1.4. Use of carrier resources to the maximum extent possible.

2.21.2. In the event of a national emergency, the Defense Production Act provides for priority allocation of resources and protects contractors against certain third party claims.

2.21.3. Carriers are allowed 3% of available allowable cabin load (ACL), by weight, for necessary self-support. For extended twin-engine operations purposes, the ACL is increased to 7.5% for aircraft committed to the AE Segment.

**2.22. Airlift Requirements.** International (long-range and short-range) airlift requirements for national defense contingencies are based on JCS approved plans. Cargo and personnel requirements that may require airlift support via civil aircraft are extracted from these plans. They range from channel missions that maintain manageable levels at each port, to augmenting the active force in deployment and resupply. Alaska airlift requirements are based on 11 AF and Alaskan North American Air Defense Command (NORAD) region contingency plans and requirements within the Alaskan AOR. Domestic airlift requirements are currently based on an as-needed basis to move DOD personnel throughout the CONUS during CRAF activation. Sizing of the CRAF fleet is based on these requirements.

**2.23. Requirements for CRAF Membership.** The following conditions must be met before a carrier can participate in the CRAF program:

2.23.1. The carrier must be a FAA Part 121 carrier.

2.23.2. The carrier must be approved by the Commercial Airlift Review Board.

2.23.3. The carrier must have 1 year prior equivalent uninterrupted service to the commercial sector.

2.23.4. Minimum international fleet participation levels are 15% for cargo carriers and 30% for passenger carriers.

2.23.5. The international fleet participant must be U.S.-flagged and capable of 10 hrs/day utilization rate (13 hrs/day for AE).

2.23.6. See paragraphs **2.2** and **2.8.2** for manning and crew ratio.

2.23.7. Flight deck aircrew flying CRAF missions are limited to U.S. citizens eligible for a SECRET clearance (see paragraph **2.2**).

***Section 2C—Organization***

**2.24. USTRANSCOM/CC (TCCC).** TCCC, with SECDEF approval, holds CRAF activation decision authority. The AMC/CC is the executor of CRAF activation.

**2.25. HQ AMC/A3.** From daily operations through CRAF activation, the HQ AMC/A3 retains flag officer oversight of CRAF programmatic functions. This includes requesting increased volunteerism from the carriers (see paragraphs 2.17 and 3.9.1.3.) and notifying industry of pending activation. However, once activated, the command, control and operational employment of those carriers is under the purview of the 618 TACC Commander (TACC/CC). This responsibility is consistent with both his/her command of daily AMC operations and the staff expertise required to do so.

**2.26. USTRANSCOM/AQ (or TCAQ).** Responsible for procurement and contract management of commercial airlift services. TCAQ plays an integral role in all phases of commercial operations, from assigning routine missions to the run-up and aftermath of full CRAF activation. TCAQ's expertise and input is essential to the requests for increased volunteers, operation of the CRAF Cell, to activation decision-making.

**2.27. HQ AMC/A3B (or A3B).** Directly responsible for the management of the CRAF program. Prior to and during CRAF activation, A3B acting as the AMC CRAF Cell augments and reports to the CAT-D for management of CRAF resources. CRAF Cell personnel normally support contingencies from the A3B office. This cell may be required to stand up independently when CAT is not in session. See **Chapter 3** for details.

**2.28. 618 TACC.** 618 TACC schedules and tracks all CRAF aircraft supporting AMC missions and if requested will provide information support to AMC leadership. If activated, the AMC CRAF Cell (see **3.5.1**) will provide support to 618 TACC as required. For intra-Alaska missions, 11 AF provides mission oversight. A secondary requestor of CRAF information may be the USTRANSCOM/J3 (Deployment Distribution Operations Center [DDOC]). Usually, they gather CRAF information in support of TCCC.

**2.29. AMC CAT Director (CAT-D).** HQ AMC/A3X Division Chief directs the CAT and is responsible for all CAT activities.

**2.30. AMC CAT.** Chaired by AMC/CV and comprised of the HQ AMC Directors and Special Staff Agency (SSA) chiefs, the CAT, working in conjunction with 618 TACC, provides AMC/CC with a flexible support staff tailored to meet worldwide air mobility requirements during times of crisis. When activated, the CAT provides the AMC Commander expedited staff action and a single focal point within the AMC staff for mission planning, management, and command and control of AMC forces during time-sensitive operations.

**2.31. Technical Advisory Group (TAG)/Mobility Representative (MOBREP).** TAG is a team of qualified airline representatives called MOBREPs, who are designated and provided by CRAF carriers to furnish technical advice and information designed to provide maximum coordination, efficiency, and effectiveness in the use of the CRAF. TAGs may be utilized during peacetime and during CRAF activation. TAG members may be selected from any or all CRAF carriers. The overriding prerequisite for selection must be the specific technical assistance needed for development, maintenance, and execution of adequate CRAF plans. Before and during activation, TAG expertise must be incorporated into CRAF planning.

**2.32. CRAF Operations Support.** The material and personnel who assist in the execution of CRAF operations, as needed, during CRAF activation (see **Chapter 4**). This support may consist of contracting with carriers for logistics support among other things.

***Section 2D—Aircraft Selection Criteria***

**2.33. General.** Aircraft allocated to the CRAF are selected to meet DOD airlift requirements. Therefore, each segment of the CRAF is equipped commensurate with its anticipated tasking.

**2.34. Criteria.** Aircraft selection criteria for each segment of CRAF are as follows:

2.34.1. International Segment, Long-Range Section (Cargo & Passenger):

2.34.1.1. Extended Overwater/Worldwide Capability. Long-range aircraft must be equipped and maintained with the navigation, communications, and life-support systems/emergency equipment required to operate in transoceanic airspace, and on international routes in accordance with FAR. Additionally, long-range aircraft must be equipped to operate in EUROCONTROL and North Atlantic Minimum Navigation Performance Specification airspace and possess the applicable very high frequency (VHF), Mode-S, required navigation performance, and reduce vertical separation minimum communication and navigation capabilities.

2.34.1.2. Range. The standard range capability for long range is 3,500NM for both passenger and cargo aircraft while carrying a productive payload. AMC, at its option, may include aircraft with a shorter range capability when there is a shortfall in long-range capability. However, the minimum acceptable range for this segment/section is the distance from San Francisco CA to Honolulu HI (2,350NM) with a productive payload. A productive payload is 75% of the aircraft's maximum payload.

2.34.2. International Segment, Short-Range Section:

2.34.2.1. Cargo. Aircraft must be turbojet or turboprop, equipped for extended overwater operations, and capable of transporting a productive payload a distance of 1,500NM, departing at sea level in a normal atmosphere. Preferred aircraft should have a door size that will accommodate a standard 463L pallet.

2.34.2.2. Passenger. Aircraft must be turbojet or turboprop, equipped for extended overwater operations, and capable of transporting a productive payload a distance of 1,500NM, departing at sea level in a normal atmosphere.

2.34.3. AE Segment. The aeromedical capability of AMC is based upon the B-767 aircraft modified with AESS, which provides an aircraft configuration suitable to transporting 87 litter patients. When needed, these aircraft will be fitted with an AESS, the equipment specifically designed to convert B-767s for the AE mission. These aircraft, while in a passenger configuration and prior to installation of the AESS, must be capable of meeting all requirements specified for the International Segment, Long-range Section.

2.34.4. Domestic. The CRAF Domestic Services Section support wartime CONUS passenger and cargo airlift requirements.

2.34.4.1. Cargo. Aircraft must be turbojet or turboprop and capable of transporting a minimum ACL of 32,000 lbs a distance of 1,500NM, departing at sea level in a normal atmosphere. Aircraft must have a door size that will accommodate a standard 463L pallet measuring 88 x 108 inches.

2.34.4.2. Passenger. Aircraft must be turbojet or turboprop and capable of transporting a minimum of 75 passengers with a corresponding minimum ACL of 30,000 lbs a distance of 1,500NM, departing at sea level in a normal atmosphere.

2.34.5. Alaskan. The CRAF Alaskan Section supports intra-Alaska operations. Aircraft selected for allocation must be located and available in Alaska. These aircraft are allocated to 11 AF and Alaskan NORAD region wartime airlift requirements in Alaska, northern Canada, and the northern Pacific.

***Section 2E—Aircraft Equipment Requirements***

**2.35. Aircraft Passenger/Cargo Equipment** (see AMCPAM 24-2V1, *Civil Reserve Air Fleet Load Planning Guide*)

2.34.1. Passenger aircraft will be configured in accordance with the FARs, the Defense Transportation Regulation, and airlift services contract.

**2.36. Emergency and Safety Equipment.** Emergency and safety equipment required by FAR Part 121.339 satisfy CRAF extended overwater requirements, and those required by FAR Part 121.353 satisfy CRAF flight over uninhabited terrain.

**2.37. Navigation Route Kit (NRK).** The NRK, comprised of DOD Flight Information Publications (FLIP), is provided by the government through the National Geospatial-Intelligence Agency (NGA) and the Defense Logistics Agency (DLA). NGA publishes FLIP and DLA manages FLIP accounts distribution. The initial kit requirement will be established through A3B. Afterwards, CRAF carriers should communicate directly with DLA for matters concerning required FLIP accounts and recurring distribution (see **Attachment 2**).

***Section 2F—Mobilization Value (MV)***

**2.38. General.** MV is a relative measure of the value that DOD places on commercial aircraft for meeting wartime requirements.

**2.39. Basic MV Factors.** MV computation is based on aircraft payload capability, block speed, range, and productive utilization rate, which is derived from the productivity factor as calculated in AFPAM 10-1403, (*Air Mobility Planning Factors)*. Computation data is derived from the standard equipment, configuration, and performance capability of each aircraft.

**2.40. International, Long-/Short-Range and Aeromedical Evacuation MV Computations.** Computations are based on the relative capability of international, long-range, short-range, and aeromedical evacuation aircraft. The aircraft chosen as the base aircraft is given an equivalent factor of 1.

2.40.1. Source Data. MV is computed from data submitted by carriers onthe *CRAF Aircraft Basic Data Sheet* and the *CRAF Aircraft Performance Data Sheet*. These Data Sheets are part of the solicitation for airlift services and and approved data must be on file in A3B in order to receive MV points.

**2.41. Time Period for Computing and Recomputing MV.** MV will be initially computed after the carriers submit their *CRAF Aircraft Data Sheet* and *CRAF Aircraft Performance Data Sheet* to AMC at contract solicitation. Afterwards, if there are changes to the CRAF fleet, A3BC will recompute MV as needed, throughout the contract period, with the resulting MV points applying only to expansion business.

# Chapter 3

# CRAF MISSION SCHEDULING AND ACTIVATION

## *Section 3A—Mission Scheduling*

**3.1. General.** During an activation, CRAF long- and short-range international and AE mission oversight is the responsibility of the AMC CRAF Cell. The scheduling of CRAF missions is similar to the current procedures used by AMC and the CRAF carriers in scheduling peacetime DOD airlift mission. This chapter contains guidance pertaining to the procedures employed to manage the additional workload created by CRAF activation.

**3.2. Purpose.** To ensure proper use of CRAF resources during CRAF activation.

**3.3. Mission.** The primary objective is to schedule and manage CRAF missions effectively. The CRAF Cell, in coordination with the Airlift Allocation Division (618 TACC/XOBA) and the Aeromedical Evacuation Division (618 TACC/XOPA), will exercise CRAF mission oversight.

**3.4. Concept.** Mission scheduling will be accomplished by the following: CRAF Cell; USTRANSCOM/AQ-C; 618 TACC/ XOGC, XOOO, or XOPC as appropriate; and CRAF carrier operations centers.

3.4.1. The CRAF Cell, in coordination with USTRANSOMC/AQ-C, determines the best type of aircraft available from among current CRAF participants for specific requirements. The carrier is then notified that it has been designated for the mission and submits its aircraft specific information to the originating 618 TACC division (XOGC, XOOO, or XOPC) and USTRANSCOM/AQ-C.

3.4.2. 618 TACC AE planners will coordinate with the CRAF Cell when the AE Segment of CRAF is activated.

**3.5. Manpower and Personnel.** Upon activation of any stage of CRAF, and when directed by the AMC CAT-D, selected HQ AMC personnel will report to the AMC CAT to perform specified duties involving the management of CRAF airlift missions. (**Note:** AMC CAT may not have formed during CRAF pre-activation or activation.) When requested by A3B, CRAF carriers will establish a 24-hour/day operations center manned by qualified personnel and located at the carrier's designated operations centers. Subsequent to the activation of Stage II and prior to Stage III activation, selected CRAF carriers will, upon the request of the AMC CAT-D, provide predesignated carrier liaison and communications supervisor personnel to HQ AMC, Scott AFB IL. To assure appropriate liaison representation and to facilitate assimilation of tasks, arriers should provide personnel with a high degree of knowledge and experience in the carrier’s overall operations and management.

3.5.1. CRAF Cell Personnel. The CRAF Cell will be manned with at least one individual, available 24-hours/day, from the following offices. A3B Division Chief/designated representative will be cell director and may adjust the following list and 24-hour requirement as needed.

3.5.1.1. A3BC

3.5.1.2. USTRANSCOM/AQ

3.5.1.3. AMC/A4TC

3.5.1.4. 618 TACC/XOGC. Note: XOGC is not manned 24/7. XOGC is on-call 24/7 and manned during normal M-F duty hours.

**3.6. Responsibilities.**

3.6.1. A3B:

3.6.1.1. Support the AMC CAT and man the CRAF Cell.

3.6.1.2. Coordinate with Threat Working Group and 618 TACC Planning Directorates.

3.6.1.3. Identify personnel required to support the CRAF Cell.

3.6.1.4. Ensure additional space and office equipment are available to support CRAF activation requirements.

3.6.1.5. CRAF Cell or A3BC will provide 436 LRS, Dover AFB DE and AMC/A4RE with guidance/instructions on the movement of CRAF chemical bags to/from Dover AFB in support of real world CRAF missions.

3.6.2. USTRANSCOM/AQ:

3.6.2.1. Identify personnel to man the CRAF Cell.

3.6.2.2. Initiate expanded acquisition and administration procedures for CRAF contract missions.

3.6.2.3. Oversee mission utilization.

3.6.3. AMC CRAF Cell:

3.6.3.1. Send appropriate CRAF activation messages to CRAF carriers upon receipt of appropriate authority from TCCC. Messages will be released by 618 TACC/CC.

3.6.3.2. Activate overseas intermediate staging bases as required after coordination with USTRANSCOM/AQ-C.

3.6.3.3. Monitor the setup of CRAF missions.

3.6.3.4. Monitor carrier capability status.

3.6.3.5. Should the national emergency situation deteriorate to the point that the President must exercise his statutory powers under Title 10, U.S. Code, Section 2644; the AMC CRAF Cell will assign missions directly to surviving CRAF resources through available communications.

3.6.4. HQ AMC/A4:

3.6.4.1. HQ AMC/A4TR: Monitor MHE support on a weekly basis via the *AMC Key Asset, Materials Handling Equipment (MHE) and Associated Aerial Port Equipment On-hand Report, RCS: AMC A4T (M) 8001*.

3.6.4.2. HQ AMC/A4RW: Acting as command manager for mobility bag assets (CBRNE: chemical warfare ensemble assets) provide direction to 436 LRS, Dover AFB to ensure that CRAF chemical warfare ensemble assets are adequately managed IAW AMC stockage policy. Monthly, AMC/A4RW will notify A3BC of significant changes

in CRAF chemical warfare ensemble stockage levels, which may affect support of the activation of CRAF aircrews.

3.6.5. 618 TACC:

3.6.5.1. Identify need to expand/decrease CRAF operations from one stage to another.

3.6.5.2. Coordinate foreign/host nation overflight and/or landing clearance requests with the 618th Tanker Airlift Control Center's Diplomatic Clearance Branch (618 TACC/XOCZD) as necessary (see paragraph **5.18**.).

3.6.5.3. Assist with coordination for airlift of hazardous materials (HAZMAT).

3.6.5.4. Monitor CRAF missions.

3.6.5.5. Monitor maintenance delays.

3.6.5.6. Schedule CRAF missions.

3.6.6. CRAF Carrier:

3.6.6.1. Schedule crews for mission support and deploy stage crews.

3.6.6.2. Develop mission itinerary in line with AMC airlift requests.

3.6.6.3. Forward aircraft arrival/departure/advisory messages and mission status to the 618 TACC.

3.6.6.4. Advise the CRAF Cell of systemic, non-urgent problems encountered during mission execution. (At-need problems during operations are passed via normal command and control channels in accordance with contractual agreements.)

***Section 3B—AMC CRAF Activation/Deactivation Actions***

**3.7. General.** This section provides an expanded view of basic actions involved in using CRAF, to include key factors affecting its employment. In addition to procedures outlined below, there is a civil air crisis response checklist with supplementary actions to be performed prior to and during CRAF activation. A copy of the checklist is in both the A3BC CRAF Activation book, while copies of the activation/deactivation checklist are included in the CAT OIs. For AE activation specifics see paragraph **13.2.1**

**3.8. CRAF Pre-Activation Procedures.** CRAF is activated by TCCC with the approval of the SECDEF. When TCCC has directed CRAF activation, CRAF carriers, DOT/OET, FAA, OSD/TP and other applicable agencies must be advised as soon as possible. The HQ AMC/A3 will coordinate with AMC/JA, 18 AF/CC, and AMC/CV prior to the release of an activation message.

3.8.1. Activation Requests. When a supported Combatant Commander provides USTRANSCOM with requirements in excess of the capability of organic airlift, USTRANSCOM/J3 (DDOC) will consult with TCAQ, 618 TACC, and A3B concerning the activation of CRAF assets to provide additional support. When AMC and USTRANSCOM staffs agree and advise TCCC that CRAF activation is necessary, A3B will prepare an activation request message for TCCC. This request to SECDEF will include authorization to activate all available forces up to and including Stage II. In accordance with a standing

MOU between DOT and DOD, a Stage III activation will require a separate request to SECDEF. In any case, once SECDEF approval is granted, the activation process begins.

**3.9. CRAF Activation Procedures.**

3.9.1. Activation Process. The process for CRAF activation is briefly outlined as:

3.9.1.1. Supported Combatant Commander requests forces/materiel.

3.9.1.2. USTRANSCOM/J3 (DDOC/Fusion Center) assesses requirement in conjunction with 618 TACC.

3.9.1.3. If current airlift capability does not meet requirements, A3B and TCAQ assess industry's capacity at time of request. If required, A3B and TCAQ will arrange a teleconference between HQ AMC/A3 and MOBREPs to request additional volunteerism from industry (see also paragraph 2-17).

3.9.1.4. If additional volunteerism does not meet requirements, A3B, TCAQ, 618 TACC, and USTRANSCOM/J3 (DDOC) will determine which segment, section, and element of the activated CRAF will be needed to meet COCOM requirements.

3.9.1.5. A3B sends alert warning notification of activation to carriers after input from 618 TACC/CC and HQ AMC/A3.

3.9.1.6. HQ AMC/A3B drafts a staff summary sheet (SSS) and a request message for TCCC seeking SECDEF approval for CRAF activation. As stated above, TCCC's initial request to SECDEF will specify activation authority for all forces up to and including Stage II. Before leaving HQ AMC, the SSS is coordinated through 18 AF, AMC/JA, AMC/CV, and then approved by AMC/CC (see **Attachment 5**).

3.9.1.7. The AMC/CC-signed SSS and hard copy message is delivered to the Chief of USTRANSCOM/DDOC, who in turn delivers it to TCCC. TCCC either sends the request message to SECDEF or requests activation authorization via telephone.

3.9.1.8. SECDEF approves activation and sends approval via response message or telephone to TCCC. TCCC activates CRAF through AMC/CC.

3.9.1.9. 618 TACC determines what segment, section, and element of CRAF is needed and TCAQ makes assignments.

3.9.1.10. HQ AMC/A3 sends an activation message and/or e-mail to the air carriers specifying aircraft by carrier, stage, segment, element etc.

3.9.1.11. TCAQ determines need/availability of aviation war risk insurance in coordination with AMC/JA.

**3.10. Notification.** CRAF activation messages are transmitted over civil circuits to each CRAF carrier. Historically, sending unclassified information via e-mail has proven faster than facsimile machine (notification accomplished within minutes versus hours). These messages are described as follows:

3.10.1. Request for Declaration of Airlift Emergency and/or CRAF Activation. This message is released by the HQ AMC/A3 with an action copy to TCCC and an information copy to the Chief of Staff, United States Air Force. It should contain necessary data for requesting the activation of CRAF Stages I, II, or III.

3.10.2. Stage I Activation Warning. This message will be addressed to all CRAF carriers with an information copy to Air Mobility Command Alternate Headquarters (AMCALT), U.S. DOT/OET, 11 AF, 15 EMTF, 21 EMTF, FEMA, and TSA. It will be released by the HQ AMC/A3. If conditions prevent this message from being transmitted, advance verbal and written notice may have to be given to the carriers to help them prepare as rapidly as possible. This message serves as an advisory for carrier/company planning. Part I advises the long- and short-range international and AE Segment where CRAF communications should be directed. Part II advises domestic and Alaskan operations that mission scheduling will come from AMC for domestic operators and 11 AF for Alaska operations.

3.10.3. Stage I Activation. This message will be addressed to all CRAF carriers with an information copy to AMCALT, U.S. DOT/OET, 11 AF, 15 EMTF, 21 EMTF, FEMA, TSA, and 732 Air Mobility Squadron (AMS) and is to be released by the HQ AMC/A3 upon receipt of proper authority from TCCC.

3.10.4. Stage II Activation Warning. This message will be addressed to all CRAF carriers with an information copy to AMCALT, U.S. DOT/OET, 11 AF, 15 EMTF, 21 EMTF, FEMA, TSA, and 732 AMS and is to be released by the HQ AMC/A3. If conditions do not allow this message to be transmitted, advance verbal and written notice may have to be given to the carriers to help them prepare as rapidly as possible. This message serves as an advisory for carrier/company planning.

3.10.5. Stage II Activation. This message will be addressed to all CRAF carriers, with an information copy to AMCALT, U.S. DOT/OET, 11 AF, 15 EMTF, 21 EMTF, FEMA, TSA, and 732 AMS and is to be released by the HQ AMC/A3 upon receipt of proper authority from TCCC.

3.10.6. Stage III Activation Warning. This message will be addressed to all CRAF carriers with an information copy to AMCALT, U.S. DOT/OET, 11 AF, 15 EMTF, 21 EMTF, FEMA, TSA, and 732 AMS and is to be released by HQ AMC/A3. If conditions do not allow this message to be transmitted, advance verbal and written notice may have to be given to the carriers to help them prepare as rapidly as possible. This message serves as an advisory for carrier/company planning.

3.10.7. Stage III Activation Notification. This message will be addressed to all CRAF carriers, with an information copy to AMCALT, U.S. DOT/OET, 11 AF, 15 EMTF, 21 EMTF, FEMA, TSA, and 732 AMS and is to be released by the HQ AMC/A3 upon receipt of proper authority from TCCC (after a national emergency has been declared by the President or the Congress or their designee). Should communications with HQ USAF be lost, the HQ AMC/A3 will proceed with message release. The message will include the approximate percentage of aircraft and type of airlift (cargo, passenger, or AE), which may be required.

3.10.8. Presidential Authority (Title 10, U.S. Code, Section 2644) Control of Transportation Systems in Time of War. This message is addressed to all CRAF carriers with information to all military and governmental agencies associated with CRAF operations. It advises all concerned that the President has invoked his authority under Title 10, U.S. Code and provides the effective date and Greenwich Mean Time (GMT). It also advises the CRAF carriers that mission assignment and AMC Command and Control will function from the 618

TACC. The message will be released by the HQ AMC/A3 upon receipt of proper authority from TCCC and after coordination with the 18 AF/CC and the AMC CAT.

3.10.9. CRAF Border Clearance Support. This message will be addressed to U.S. Public Health, Immigration, Customs, Agriculture, and U.S. Passport offices. It provides Stage III CRAF activation notification to these agencies, advising them of a substantially increased flow of air traffic and requests their support.

**3.11. Limitation on Use of CRAF Aircraft.**

3.11.1. Aircraft Management. In order to minimize cost to the government and disruption of each carrier's civil schedules and service, only those aircraft actually needed by AMC will be called up and those no longer needed will be released to the carrier for commercial operations as soon as possible.

3.11.2. Cargo Loading. Information on types of cargo and load configuration is contained in AMCP 24-2. Some cargo capable wide body aircraft may carry oversize cargo and wheeled vehicles mounted on pallets or loaded directly on a pallet subfloor. Narrow body cargo aircraft can carry bulk cargo and some may be able to transport wheeled vehicles on pallets, provided the cargo door and floor are compatible with the vehicle being loaded.

3.11.3. Minimum Takeoff/Landing Roll. For the purpose of general planning by all agencies using this instruction, onload airfields normally require at least 8,000 feet of runway for maximum gross weight takeoffs. Offload airfields require a minimum of 7,000 feet for landing.

3.11.4. Engine Running Onload/Offload (ERO). CRAF aircraft are not suitable for EROs. Therefore, do not plan ERO for CRAF operations.

***Section 3C—Air Carrier's CRAF Activation Actions***

**3.12. Air Carrier's CRAF Activation Checklist.** During CRAF activation, carriers will receive the messages specified below.

3.12.1. AMC CAT Activation Message. After senior executive personnel have received this message, carriers will ensure that:

3.12.1.1. Personnel are assigned to its operations control center to provide 24-hour coverage.

3.12.1.2. Ensure carrier personnel who have been requested by the AMC CAT will report to HQ AMC at Scott AFB or AMCALT at Travis AFB CA.

3.12.2. Stages I and II Activation Warning Messages. When either message is received, carriers should:

3.12.2.1. Notify senior executive personnel.

3.12.2.2. Advise the CRAF Cell of forecasted aircraft availability.

3.12.2.3. Assure aircrew personnel are prepared to travel overseas. (Review aircrew security clearance process, TCJA. See also **Chapter 11**.)

3.12.2.4. Prepare to issue Geneva Convention ID cards if deemed necessary by CRAF Cell.

3.12.2.5. For carriers with ISB responsibilities, review needs with TCAQ and be prepared to operate as necessary at the selected stations.

3.12.2.6. Perform other carrier actions necessary to support CRAF activation requirements.

3.12.3. Stage III Activation Warning Message. When this message is received by senior executive personnel, carriers should:

3.12.3.1. Review the operational and maintenance status of all company aircraft allocated to support Stage III of CRAF.

3.12.3.2. Prepare to recall and mobilize all aircraft and aircrews designated to participate in CRAF.

3.12.3.3. Review personnel support requirements.

3.12.3.4. Review the availability of aircraft spares and support equipment.

3.12.4. Stages I, II, and III Activation Messages. Upon receipt of any of these messages, CRAF carriers shall:

3.12.4.1. Ensure personnel scheduled for overseas operations have been issued a Geneva Convention ID card, if required.

3.12.4.2. Standby for aircraft call-up and AMC airlift mission assignment.

3.12.5. Airlift Mission Assignment Message. All airlift services performed by CRAF carriers will be substantiated by delivery orders executed by the contracting officer. Upon receipt of an AMC airlift mission assignment, the carrier will:

3.12.5.1. Make available aircraft and aircrews required to perform the mission. Cargo aircraft may require a loading supervisor as part of the crew. Operators delivering AE aircraft to Greenville TX (Majors Field – KGVT) for installation of the AESS kits will provide a maintenance foreman and aircraft inspector, capable of signing off maintenance write-ups and logbooks, for the duration of the installation process.

3.12.5.2. Ensure NRKs are current and aboard allocated aircraft.

***Section 3D—Air Carrier's CRAF Deactivation Actions***

**3.13. Air Carrier's CRAF Deactivation Checklist.**

3.13.1. Coordinate with 618 TACC/XOP and TCAQ to confirm the amount of civil air augmentation meets current requirements.

3.13.2. Determine the CRAF capability available. Sustained requirements equal to or less than the number of seats available from volunteers should trigger consideration to deactivate the CRAF.

3.13.3. Reassess the need for continuation of any existing contract response team augmentation with carrier management representatives.

3.13.4. Coordinate with USTRANSCOM and 618 TACC/XOP to determine projected date for deactivation.

3.13.5. Notify carriers of possible CRAF deactivation using appropriate communications systems.

3.13.6. Present findings from above to A3 so he/she can make a recommendation to AMC/CC and TCCC.

3.13.7. If necessary, coordinate with 618 TACC/XOPA and the 77 Aeromedical Systems Group (AESG/TFA) on CRAF AE requirements for possible deactivation of AE. Notify the Defense Contract Management Agency (see CRAF AESS CLS Activation Recall Plan) and L3 IS program manager, 903-457-5333/3450 to notify them that carriers will be deactivated and their aircraft reconfigured.

3.13.8. Request TCCC coordinate CRAF deactivation with the CJCS and the Chief of Staff of the Air Force. TCCC will then recommend a deactivation date to the SECDEF.

3.13.9. Prepare message for TCCC to send to SECDEF requesting deactivation.

3.13.10. Following SECDEF approval for deactivation, prepare message for carriers notifying them of deactivation in 15 days.

## Chapter 4

## CRAF OPERATIONS SUPPORT

**4.1. Concept.** The intent of this concept is to make full use of the knowledge, resources, and/or arrangements that may be available during CRAF activation in order to support CRAF operations worldwide. Carriers may be contracted for assistance in providing support to operations. It is also recognized that selected military personnel may be needed to augment personnel at an existing base to be used as an Intermediate Staging Base (ISB), or to bed down an ISB in a location chosen for its ability to effectively support CRAF operations. This support will utilize existing contracts and arrangements to the greatest extent possible.

**4.2. Definitions.**

4.2.1. ISB. An ISB is used to support CRAF operations where intelligence, chemical/biological ground ensemble distribution, or other services are necessary as part of the CRAF Enabling Concept. ISBs could be an existing Air Force base, or set up at a commercial airfield as necessary. A3B selects strategically located civil airports or military airfields as ISBs, based on the airport and local area facilities available, the needs of CRAF and AMC, and in coordination with the Threat Working Group and TACC Planning Directorates.

4.2.2. Augmenting ISB Personnel. Some ISB personnel may be civilians supplied by the activated CRAF airlines; see **4.5.5.4,** Civil Airlift Support Specialist (CASS). DOD personnel may also augment an ISB and perform duties as required to support CRAF operations.

4.2.2.1. DOD Personnel Augmenting the ISB. The CRAF OST Force module (8ECRF within the 088EF PID [Extended Force Module PID]) provides augmentees to support CRAF operations. The sizing of the augmenting team will be IAW paragraph **4.5.2** Once sized, selection of members (sourcing) is performed by their AF or MAJCOM-level functional area managers (FAMs) who select personnel by unit type codes (UTCs). Personnel may be drawn from anywhere in the AF or from a single MAJCOM. Support provided by these personnel may include, but is not limited to, C-CBRNE familiarization, intelligence, weather, and mission briefings, to be coordinated through the CRAF Cell. Once personnel are selected, their names and details of their movement to the ISB will also be coordinated through the CRAF Cell. (See **4.5 CRAF Enabling Concept**)

**4.3. CRAF Support Contract Provisions.** All CRAF support services will be provided through provisions of an AMC Airlift Services contract modification issued by TCAQ. The Airlift Services contract makes provision for the activation of CRAF support services as required during CRAF activation. The TCAQ Airlift Contracting Officer (ACO) will issue the contract modification.

**4.4. Traffic Management.** For planning purposes, airlift planners should route carriers through ISBs when support requirements necessitate their establishment.

**4.5. CRAF Enabling Concept.** The CRAF program is a vital part of DOD's airlift capability. Up to 93% of all passenger and 40% of all cargo is planned to be moved via CRAF during a major conflict. When activated, a large number of civilian airline aircrew members will transit

through an ISB en route to forward operating locations (FOLs). Civil aircrews need support at ISBs to ensure they are prepared to enter the AOR, and military personnel need civilian expertise when dealing with a large influx of civilian aircraft at locations within the AOR. This concept is based on support for commercial aircraft prior to and after entering the AOR. Prior to entering the AOR, a CRAF flight, if at all possible, will make a stop at a CRAF ISB. While there, the CRAF aircrew will receive intelligence briefings, authentication material, as well as chemical warfare defense equipment and training, if required. In theater, CRAF aircrews will normally receive support from military personnel at the FOL. The CRAF Enabling Concept will place a CRAF OST at ISBs and a CASS at FOLs.

4.5.1. The CRAF Enabling Concept will be executed as needed in the event of CRAF activation. This concept may also be implemented without CRAF activation in the event of heightened operations tempo and increased air carrier volunteerism.

4.5.2. The decision to activate a CRAF ISB will be made by HQ AMC Director of Air Space and Information Operations (HQ AMC/A3). As the ISB personnel (see Operations Support Team, next paragraph) are deployed to support commercial carrier operations, the process of right-sizing the OST (pair and tailoring) will include inputs from the CRAF Cell, FAMs and 618 TACC, and be approved by AMC/A3. Per para. **4.5.5.1.1** the choice of ISB location will be coordinated through 618 TACC.

4.5.3. CRAF Operations Support Team (OST). An ISB will be established during CRAF activation, or if necessary, during increased operations tempo supported by increased air carrier volunteerism. ISBs will be used as "gateways" or civil aircraft staging bases for entry into the AOR. CRAF missions entering the AOR will normally be contracted to arrive via an ISB. CRAF OSTs will serve as the point of contact for carriers unfamiliar with that airport's operations and/or unable to obtain services through normal company contracts. The CRAF OST serves as the 24-hour point of contact for airfield and aircrew issues unable to be resolved by normal lines of communication, as well as obtaining services and solving logistical problems beyond civil airlines control. Military manpower for the OST will be derived from the CRAF Enabling Concept Force module; this team will consist of up to 16 functional specialists, depending on requirements.

4.5.3.1. The ISB will be managed by a CRAF OST.

4.5.3.2. The CRAF OST Commander will notify A3B and the CAT of additional military support requirements and/or equipment shortfalls as soon as possible after arrival at the ISB.

4.5.3.3. If practical, A3B will complete an on-site survey at proposed CRAF ISB locations prior to the arrival of the CRAF OST.

4.5.3.4. The CRAF OST will also provide aircrews with chemical warfare defense equipment and training and intelligence briefings.

4.5.3.5. Due to possible ISB locations, CRAF OST personnel must be prepared to perform duties in civilian clothes. All transient military personnel in uniform may be required to stay on the aircraft.

4.5.3.6. The CRAF OST Commander will coordinate with an identified civilian airline liaison, but will have full responsibility of all CRAF operations at the ISB.

4.5.3.7. The AFTRANS 618 TACC/Air Mobility Division is responsible for flow control into/out of the AOR. Cancellations and/or mission changes must be coordinated through TCAQ and 618 TACC/XOCG. The CRAF OST may be asked to facilitate communication with a particular mission, but holds no command and control authority.

4.5.3.8. Although the CRAF OST will be in-place to support CRAF flights, commercial carriers will utilize existing contracts and arrangements for aircraft servicing and aircrew support to the maximum extent possible. They will also utilize civilian communications capabilities and infrastructure for mission reporting, changes, and planning.

4.5.3.9. CRAF aircrews will receive information through normal channels (carrier operation centers).

4.5.4. CRAF OST Composition and Duties. The CRAF OST is made up of the following personnel (final composition depends on the ISB location and in-place resources).

4.5.4.1. OST Commander/Liaison Officer. Oversees the establishment of an ISB and serves as liaison for civilian concerns to be aired directly with the responsible agency. Coordinates with the local U.S. Embassy for assistance with local issues and for intelligence information. Ensures that sufficient authentication material, if required, is on hand for issue to CRAF aircrews. However, Communications Security (COMSEC) material should be issued to CRAF aircrews upon departure from CONUS bases if needed. Will work with local contractors to procure cell phones for OST members; one cell phone will have overseas long distance capability. The person filling this position should be a Field Grade Officer.

4.5.4.2. Command and Control. Ensures correct data is input into the Global Decision Support System (GDSS), Command and Control Information Processing System, or GDSS II. They will also utilize the Global Transportation Network; the designated DOD in-transit visibility system.

4.5.4.3. Intelligence. Presents pre-mission briefings on AOR threat environment to CRAF crews and conducts post-mission debriefs either in person or via secure telephone equipment/secure telephone unit III (STE/STU-III). Intel will deploy with, at a minimum, a classified laptop for connection into a Secret Internet Protocol Router Network (SIPRNET) line, printer, and STE secure phone.

4.5.4.4. Civil Engineering Readiness. Provides chemical warfare defense equipment training to civilian aircrews IAW AMCPAM 10-260, *Civil Reserve Fleet (CRAF) Aircrew Chemical – Biological (CB) Warfare Defense Procedures*. Due to anticipated 1.5-hour ground time, training will likely take place on the aircraft.

4.5.4.5. Supply (Mobility Bags). Manages, issues, receives, and maintains accountability for CRAF individual protective equipment (IPE). They will request additional IPE to ensure mission execution. Supply personnel will board transiting CRAF aircraft, obtain size information from the crew, and deliver the appropriate sized chemical warfare defense equipment to the aircrew. Mobility bag accountability will reside with supply functionals on the OST. Accountability will be maintained with hand receipts; special circumstances will be coordinated with CRAF carriers by A3B.

4.5.4.6. Communications Support. Provides support to include up to two personnel and required Non-Secure Internet Protocol Router Network (NIPRNET)/SIPRNET connectivity (i.e., satellite communications).

4.5.4.7. A3B will coordinate through TCAQ for the OST to purchase cell phones upon arrival at the ISB. A3B will also provide a minimum of two STE terminals.

4.5.5. OST Support Responsibilities**.** The CRAF OST may require support from the following organizations to accomplish its mission, if required:

4.5.5.1. A3B (DOD Commercial Airlift Division) will:

4.5.5.1.1. Select ISBs in coordination with 618 TACC and air carriers. Locations will be based on suitability for aircraft, airfield security, airfield capacity, aircraft parking, aircraft servicing capability, billeting for civilian and military personnel, existing commercial air carrier contract vehicles, and ability to support other CRAF OST functions.

4.5.5.1.2. Select a civilian carrier at ISBs that will act as a liaison with the civilian airport for the CRAF OST Commander. This carrier will have pre-established administrative and logistical connections and will be contracted to assist with providing contractor en route support.

4.5.5.1.3. Identify the amount of IPE and coordinate/fund shipments to each ISB. CRAF chemical warfare defense equipment is currently stored by the 436 LRS, Dover AFB.

4.5.5.1.4. Work with 618 TACC to attempt "express" routing of IPE back to ISBs. As a standard, all CRAF flights into the AOR will be contracted to return through an ISB. For missions not contracted to return through the ISB, the aircrew will leave their IPE with the AEW/AEG LRS in the AOR. The IPE will then be shipped via the next available aircraft back to the ISB.

4.5.5.2. TCAQ will ensure all ISB en route support services provided in connection with CRAF operations will be through provisions of a contract modification issued by HQ AMC. A TCAQ contracting officer will issue all change orders. This change order will include the following support for the OST: general office space, chemical warfare defense equipment storage, COMSEC storage, and additional telephone lines for secure telephone and secure fax communication, as well as logistics support for the aircraft.

4.5.5.3. Upon notification from A3B, 436 LRS, Dover AFB, will build specified number/sizes of C-Bags (chemical warfare ensembles), and prepare for shipment. The bags should depart Dover AFB via ground or air within 24 hours of notification. 436 LRS Supply personnel may be tasked to provide one lead Supply person per CRAF ISB.

4.5.5.4. Civil Airlift Support Specialist (CASS)**.** Mobile Command and Control Forces and Expeditionary Wings are responsible for all incoming and outgoing airfield operations at FOLs. Commercial aircraft pose a significant challenge to military planners and airfield operators. A CASS fills this commercial airlift expertise gap. CASS personnel are civilian airline employees with extensive knowledge in civilian logistics and aircrew operations. CASS personnel will be assigned at locations within the AOR

receiving high civilian traffic loads and will coordinate with the on scene airfield support structure.

4.5.5.4.1. The assignment of CASS personnel will be at the discretion of HQ AMC Director of Air Space and Information Operations (HQ AMC/A3).

4.5.5.5. CASS Duties:

4.5.5.5.1. Assist with and coordinate civilian aircraft handling and crew management issues. Advise and coordinate for effective turn-around of civilian air assets.

4.5.5.5.2. Deploy, if possible, with an ARINC communications terminal and appropriate civilian aircraft load planning technical orders and guidance.

4.5.5.6. Responsibilities. For the CASS program to work, support from the following organizations may be required:

4.5.5.6.1. CRAF Carriers will provide a list of highly qualified CASS personnel to A3B upon receipt of an activation/warning order or as requested. Carriers will be compensated for costs associated with providing such personnel. CASS personnel must be U.S. citizens eligible for a SECRET clearance, fully skilled, and experienced in carrier communication systems and load planning operations.

4.5.5.6.2. TCAQ will ensure CASS personnel contract provisions are met IAW DODI 3020.41.

4.5.5.6.3. Expeditionary Wing Commanders will:

4.5.5.6.3.1. Forward requests for CASS support to A3B through 618 TACC.

4.5.5.6.3.2. Provide quarters, workspace, and force protection to CASS personnel.

4.5.5.6.4. CASS personnel will be trained in and receive chemical warfare defense equipment prior to arriving at the forward operating base. If the CASS cannot be routed through a CRAF ISB, the CASS should coordinate with A3B to obtain the needed protective equipment.

# Chapter 5

# FLIGHT OPERATIONS

## *Section 5A—Concept*

### 5.1. CRAF Operations Authority.

5.1.1. CRAF Operations. CRAF operations will be conducted in accordance with procedures outlined in this instruction, AMCI 24-201, *Commercial Airlift Management-Civil Air Carriers*, the terms of the current AMC Airlift Services contract, and AMCI 24-101, *Military Airlift Transportation*, Volumes 5 (Military Airlift--Baggage Service) and 16 (Military Airlift-Border Clearance). Any situation or subject not covered herein will be resolved by the AMC CAT.

5.1.2. CRAF Carrier Flight Operations. Carrier flight operations will be conducted in accordance with all applicable FARs and carrier operating manuals.

**5.2. Operations.** For contingency planning, the airlift capability in support of missions during CRAF activation is based on a daily aircraft utilization rate of 10 hours. Other requirements for contingency planning are listed below.

5.2.1. The long-range section of the International Segment satisfies JCS requirements that exceed the capability of AMC's organic long-range aircraft.

5.2.2. The short-range section of the International Segment satisfies medium-range offshore DOD airlift requirements.

5.2.3. The AE Segment uses an average daily aircraft utilization rate of 13 hours.

5.2.4. The domestic section of the National Segment satisfies DOD airlift requirements to move personnel throughout the CONUS during CRAF activation.

5.2.5. The Alaska section of the National Segment is allocated aircraft for providing required airlift to satisfy intra-Alaska requirements.

**5.3. Exemption from Seizure.** JCS-approved Unified Command Plans exempt AMC transport aircraft engaged in the execution of approved war plans from seizure by theater commanders. CRAF strategic capable aircraft and crews will not be detained for uses other than AMC's strategic airlift support of the theater commander.

**5.4. Allocation of the Fleet.** Aircraft are allocated to CRAF by DOT/OET under the authority of the Defense Production Act of 1950 as amended (50 USC, App.2061, et. seq.). This allocation is based upon such factors as DOD-approved airlift requirements and suitability of civil aircraft.

**5.5. Passenger Aircraft.** Passenger aircraft will arrive at onload site prepared to receive passengers/troops.

**5.6. Cargo Aircraft.** Cargo aircraft will arrive at onload site prepared to receive main deck cargo loaded on military 463L pallets. Lower lobes should be prepared for bulk loading.

**5.7. Convertible Aircraft.** Convertible aircraft will be in the cargo configuration unless otherwise specified by the CRAF Cell.

**5.8. Planning Factors.** Wartime planning basic data and aircraft planning factors for CRAF cargo and passenger aircraft will be as reflected in AFPAM 10-1403, *Air Mobility Planning Factors*.

**5.9. Carrier Self-Support.** Carriers are allowed 3% of available ACL, by weight, for necessary self-support.

***Section 5B—Communications***

**5.10. In-flight Command and Control (C2) Procedures.**

5.10.1. Mission progress reporting. CRAF aircrews will take actions to ensure that appropriate AMC C2 agencies receive timely updates on mission progress. This must be accomplished while on active AMC missions and when positioning for active AMC missions. C2 agencies are responsible for transmitting this information to other AMC agencies as required. If direct contact with an AMC C2 agency is not possible, the aircrew should contact its carrier operations center for relay or retransmission to 618 TACC/XOCG.

5.10.2. Information to be passed and time of reporting is as follows:

5.10.2.1. Arrival/departure messages. Within 15 minutes of arriving or departing a station, aircrews will pass their AMC mission number, aircraft number, actual time of arrival or departure, and estimated time of departure or arrival. Times will be in GMT.

5.10.2.2. En route communications. Prior to passing over the geographical boundaries of a theater operation area, or as a minimum, 2 hours prior to landing, aircrews must contact the designated AMC C2 agency and pass their mission number, aircraft number, estimated time of arrival (ETA) for destination or alternate, and any significant maintenance problems.

5.10.2.3. Communication with destination station. Thirty minutes before arrival, aircrews must contact the destination AMC C2 agency for confirmation/revision of information passed in paragraph **5.10.2.2**

5.10.3. The AMC C2 agency commander or senior AMC representative will assure CRAF aircrews receive:

5.10.3.1. The latest available communications information concerning the proposed route of flight.

5.10.3.2. Sufficient authentication materials to cover the next 72 hours.

5.10.4. Emergency Security Control of Air Traffic (ESCAT). Aircraft in flight over the CONUS shall be dispersed to safe haven bases, as directed by air traffic control authorities. If such dispersal plans are implemented, operations will be in accordance with the requirements of that portion of the ESCAT plan, which is in effect. If any part of the ESCAT plan is ordered while dispersal is in progress, dispersal operations will be revised as required to comply with ESCAT. When conditions permit, company management shall retain control of the dispersed aircraft and shall direct re-assembly of aircraft at predetermined regroup operating bases, or dispatch to specified onload bases. Airlift mission assignments will then come from 618 TACC and be routed through the carrier corporate management and operations personnel.

5.10.4.1. NORADIinstruction 10-41 (S) provides the Safe Passage procedures for CRAF aircraft departing from and returning to CONUS. Specific Identification, Friend or Foe/Selective Identification Feature (IFF/SIF) instructions are detailed in the "NORAD Master SPINS" document. CRAF-allocated aircraft that are offshore when safe passage procedures are implemented, shall divert to the nearest base listedin Table 5.1, or as directed by Air Traffic Control, to obtain specific procedural information required for penetration and operation in the NORAD area. Base operations personnel at one of the following locations shall provide the NORAD information to cleared carrier personnel prior to aircraft departure for entry into the NORAD defense area. 618 TACC will work with the AMC CRAF Cell and carrier operations personnel to ensure that appropriate classified Safe Passage and IFF/SFF information is made available to CRAF carriers. Upon activation of CRAF, and when required by NORAD, Safe Passage procedures provide that each flight crewmember possess a SECRET clearance prior to being granted access.

**Table 5.1. Divert Bases for Compliance with NORAD Instruction 10-41**

| | |
|---|---|
| ATLANTIC AREA: | Incirlik AB, Turkey; Lajes Field, Portugal |
| PACIFIC AREA: | Andersen AFB, Guam; Yokota AB, Japan; Kadena AB, Japan; Hickam AFB, Hawaii; Elmendorf AFB/Cold Bay AFS (714 ACWS), Alaska. (If aircraft is on the ground at Anchorage International, contact Elmendorf AFB. If aircraft is airborne within the Alaska area, divert to Cold Bay AFS.) |

**5.11. Messages.** The following operational messages are necessary for mission control and flight following by the AMC CAT.

5.11.1. Operational Messages. There are three kinds: departure, arrival, and advisory. Addressees should be the next intended landing site operations center, the appropriate carrier, 618 TACC/XOCG, and A3B.

5.11.2. When standard communications are not possible, the crew should communicate the following information to their parent company (or the most accessible military flight facility) by the most rapid and efficient method at their disposal:

5.11.2.1. Actual time of arrival in GMT.

5.11.2.2. Estimate time of departure in GMT.

5.11.2.3. Proposed destination and estimated time of arrival in GMT.

5.11.2.4. Maintenance problems.

5.11.2.5. Other information as necessary.

***Section 5C—Aircrew, Scheduling, and Mission Management***

**5.12. General.** During CRAF activation, mission scheduling for long- and short-range international, AE, and domestic missions will be accomplished by 618 TACC. Mission to be flown by carriers in the Alaska Segment will be directed by 11 AF. Carriers will schedule

aircrews and aircraft. The remainder of Section 5C applies only to Long- and Short-Range International and AE Segments.

**5.13. Deviation from Mission Schedule.** Except for emergency or safety reasons, deviations from mission schedules must be authorized by the AMC CAT and coordinated with the Administrative Contracting Officer (ACO).

**5.14. Aircrew Scheduling and Staging Responsibility.** Aircrew scheduling and staging will normally be done by the CRAF carrier.

**5.15. Aircrew Complement.** The air carrier aircrew composition is the decision of the CRAF carrier in accordance with carrier operating manuals and Part 121 of the FAR.

5.15.1. The USAF AE crew composition will be determined by the chief nurse of the AE unit, based upon patient load and acuity. A normal B-767 AE crew is composed of four flight nurses and six AE technicians.

5.15.2. Both assignment of carrier or FAA/personnel as check airmen or instructors, as well as the movement of stage crews are authorized. However, additional crewmembers shall not reduce the ACL available to AMC without AMC CAT-D coordination and ACO approval.

5.15.3. Prior to boarding the aircraft, crewmembers must present proper written authority to the operations officer, dispatch center, or AMC representative.

**5.16. Aircrew Notification.**

5.16.1. CONUS. Crew notification will be accomplished by the CRAF carrier.

5.16.2. Overseas. Crew notification may be accomplished by the carrier at civil airports and by base operations or the AMC C2 agency at military airfields.

**5.17. Aircraft Ground Time.** For planning purposes, the ground times in Table 5.2 may be used. Actual ground times are based on mission need. Some loads may require additional time and will be determined by TACC planners and carrier when mission is established.

**Table 5.2. Mission Planning Ground Times**

| **Type Cargo** | **Concurrent Loading/Servicing** (1) | **Offload En Route Stations** (5) | **At Destination** (5) | **Turn-around Station** (1, 2) |
|---|---|---|---|---|
| Palletized Bulk (3) | | | | |
| 1-7 pallets | 3+00 | 1+30 | 0+45 | 3+00 |
| 8-13 pallets | 3+00 | 1+30 | 1+15 | 3+00 |
| 14-18 pallets | 3+30 | 1+30 | 1+15 | 3+30 |
| 19 or more | 5+00 (4) | 1+30 | 3+00 | 5+00 (4) |
| Oversize/rolling Stock | | | | |
| 1-25 ST | 4+00 | 1+30 | 2+00 | 4+00 |
| 26 ST or more | 5+00 (4) | 1+30 | 3+00 | 5+00 (4) |
| Passengers | | | | |

| | | | | |
|---|---|---|---|---|
| 105-250 | 2+00 | 1+30 | 2+00 | 2+30 |
| 251 or more | 3+00 | 1+30 | 3+00 | 3+30 |
| Aeromed Evac Patients | | | | |
| All | 5+00 | 3+00 | 3+00 | 6+00 |
| **Notes:** 1. Add 1 hour at station where concurrent loading and servicing are not authorized. 2. Stations where offload, servicing to include catering, and/or onloading will occur. 3. Assumes aircraft is properly configured to accommodate 463L pallets. 4. Add 1 hour if subfloor must be installed or removed. 5. No aircraft servicing to include catering is planned. | | | | |

**5.18. Overflight and Landing.** DoD contract aircraft operate as "unscheduled civil aircraft" and do not qualify as state aircraft unless the particular aircraft is specifically designated as such by the US Government. Contractors must therefore obtain necessary overflight and landing clearances for their aircraft through the overflown and/or host nation's clearance procedures for nonscheduled civil. The International Flight Information Manual (IFIM) outlines points of contact and responsibilities for obtaining overflight and landing from appropriate foreign civil aviation authorities. Under very limited circumstances, 618 TACC/XOCZD, may be involved in the foreign clearance process with DoD contract carriers. For questions or more information, contact the 618 TACC/XOCZD, which will contact the DoD Executive Agent for the Foreign Clearance Program as necessary.

**5.19. Call Signs.** Contract carriers is on an flying AMC missions, may be authorized to use a special call sign that identifies their aircraft as a DoD contract aircraft. When this special call sign is authorized, it may only be used by contract aircraft on mission segments for which use of the special call sign is required as a condition of an overflight and/or landing clearance, as instructed by 618 TACC/XOCZD.

**5.20. AMC's Automatic E-mail.** AMC has established an e-mail program to provide accurate and timely overflight and landing clearance information to the contractors. The e-mails are auto-generated from the GDSS database every 3 hours as changes occur. E-mail includes a current itinerary and overflight and landing clearance information. TCAQ-CM maintains the e-mail list. Contractors should keep their e-mail addresses current and are encouraged to use organizational addresses versus personnel addresses, due to personnel turnover.

***Section 5D—Aircrew Restrictions***

**5.21. Flight Deck Crew Eligibility.** During activation, flight deck crewmembers must be U.S. citizens and be eligible for a U.S. SECRET clearance.

**5.22. Flight Time Limitations.** The flight time limitation for CRAF crewmembers is specified in the FAR and the carrier's aircraft operating manual, unless otherwise waived by the FAA. Carriers with union agreements should, where possible, have agreements that permit aircrew operations during CRAF activation up to the maximum limits specified by FAR and safe operating practices.

***Section 5E—Air Carrier Dispatch Procedures***

**5.23. Aircraft Captain's Authority.** Aircraft captains may:

5.23.1. Delay or discontinue flight for safety considerations.

5.23.2. Initiate a change in flight plan when, in Captain' opinion, this change is necessary for reasons of safety.

5.23.3. If company operational policy permits, release the flight when operating in support of CRAF.

**5.24. Alternate Airports.**

5.24.1. Selection. When flight planning alternate airports for CRAF missions, CRAF carriers must consider the following:

5.24.1.1. For foreign offload destinations, plan as first priority for a U. S. military airfield or an airfield with U.S. military facilities. (TACC planners may provide preferred alternate airfields.)

5.24.1.2. Availability of billeting and messing facilities for passenger missions.

5.24.1.3. Overflight and landing clearance requirements, overflight agreements, and security considerations for missions carrying dangerous or special handling cargo.

5.24.2. Coordination. The nearest or most available AMC operations center/command post should be contacted before proceeding to an alternate.

5.24.3. AE Missions. In addition to the above considerations, a jetway casualty transport system, or equivalent MHE must be available. A satisfactory patient holding facility may also be required.

***Section 5F—Special Operating Procedures***

**5.25. Early Departure.** CRAF aircraft are expected to depart and arrive on time. If aircraft loading/offloading operations are completed ahead of schedule, the AMC CRAF Cell must authorize early departure from any station.

**5.26. Emergency and Survival Equipment.** CRAF carriers are responsible for providing overwater, emergency, and survival equipment in compliance with the FAR.

**5.27. Priority of Aircraft.** During CRAF activation, military and civil transport aircraft flying in support of the contingency will receive the same priority.

**5.28. Counter-Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (C-CBRNE) Training.** Due to the availability of CBRNE weapons to terrorists and other potential adversaries, AMC will provide a C-CBRNE training video (threat avoidance and personal protection measures) to each carrier for their use in initial and annual training. In the event of CRAF operations where the threat of CBRNE weapons use exists, AMC will issue chemical warfare ground ensembles to the carriers at ISBs to protect aircrew members who are caught on the ground during a CBRNE attack. Carriers should incorporate this training video into crewmembers annual training syllabus.

## Chapter 6

## TRAFFIC AND TERMINAL SERVICES

**6.1. General.** The broad aspects of traffic/terminal services include the receiving, processing, documenting, loading/offloading of passengers and cargo, cabin servicing, preparing and submitting necessary reports, maintaining records, and accomplishing other applicable tasks contained in AMCI 24-101V14.

**6.2. Traffic Function Responsibilities.** During CRAF activation, responsibility for traffic functions will be:

6.2.1. Military Airfields. When military airfields are used by CRAF aircraft, services and equipment will be provided by the government as set forth in the AMC Airlift Services contract and this instruction. Arrangements for required contractual coverage are contained in the AMC Airlift Services contract.

6.2.2. Civil Airfields. Each carrier is responsible for servicing their own aircraft at civil airfields. When required by AMC, TALCE teams will assist at civil airfields.

**6.3. CRAF En Route Support.**

6.3.1. Movement on CRAF aircraft. CRAF carriers will move self-support personnel, equipment, and supplies aboard their own or other civil aircraft in accordance with contractual arrangements and current airlift contract. Three percent of the ACL on CRAF aircraft will be considered available for route support/resupply.

6.3.2. Movement on Military Aircraft. CRAF carriers that are unable to move self-support personnel, equipment, and supplies aboard their own or other civil aircraft will request assistance from the AMC CRAF Cell, who in turn will coordinate with 618 TACC for support.

6.3.3. Priorities. CRAF en route support traffic will be assigned the same movement priority as AMC en route support traffic.

**6.4. Traffic Documentation and Procedures.**

6.4.1. Routing of Traffic Documents. All traffic moved on CRAF aircraft will be documented, processed, and forwarded by AMC personnel in the same manner as traffic moved on AMC aircraft.

6.4.2. AMC Form 8, *Civil Aircraft Certificate*. The AMC Form 8, when properly completed, is the confirmation of airlift services rendered by a carrier. Information for the use of the AMC Form 8 is contained in AMCI 24-201 and the AMC Airlift Services contract.

**6.5. Material Handling Equipment (MHE).**

6.5.1. The AMC CAT Logistics Cell will be responsible for assuring availability of adequate cargo and passenger MHE to support planned workload at all onload and offload locations.

6.5.2. CRAF carriers may be tasked to provide wide-body MHE from their resources where compatible military equipment is not available.

6.5.2.1. Positioning of carrier MHE will normally be the carrier's responsibility.

6.5.2.2. AMC will transport and position MHE that exceeds the carrier's capability to position. HQ AMC/A3 may authorize transport of AMC-provided MHE on carrier missions on a case-by-case basis.

6.5.2.3. Payment to carriers for use of carrier-provided MHE and equipment will be settled under the authority of the AMC Airlift Services contract.

**6.6. Cargo Tie-down Policy.** Military customer being moved is responsible for providing the tie-down equipment for palletized and nonpalletized cargo. For nonpalletized cargo, AMC is also responsible for providing pallets and couplers required for subflooring. AMC will provide tie down required to secure nonpalletized loads to the aircraft. The carrier is responsible for securing pallets to the aircraft.

**6.7. Border Clearance Notification.** It will be the responsibility of the AMC CAT to notify the regional directors of Public Health, Immigrations, Customs, Agriculture, and the east and west coast passport agencies that CRAF has been activated.

**6.8. Pallet Configuration - Cargo Aircraft.** See AMCPAM 24-2V1 for the most current information.

# Chapter 7

# LOGISTICS

## *Section 7A—Responsibilities*

**7.1. AMC.** AMC will be responsible for programming, budgeting, funding, contracting, and monitoring logistics support in the following areas:

7.1.1. Initial Movement and Resupply. Upon CRAF activation, AMC CAT will ensure that sufficient support airlift is made available, when requested by CRAF carriers, for the initial movement and subsequent resupply of CRAF carrier en route support materials and personnel (see paragraph **6.3**).

7.1.1.1. Transportation of resupply support, whether by air or surface, will be by the most expeditious means available and as dictated by the urgency of the requirement.

7.1.1.2. Requests for support must be forwarded to the CRAF Cell.

7.1.2. Logistics Support Planning. AMC CAT logistics representative will monitor and coordinate CRAF logistics support planning as required to ensure maximum operational capability and logistics support effectiveness under the airline self-support concept.

7.1.3. POL Facilities and Resupply Capability.

7.1.3.1. DESC will ensure that adequate POL facilities and resupply capability are available at all planned onload/offload bases (both commercial and military).

7.1.3.2. Carriers should ensure fuel is available at en route transit and alternate airfields. Unusual POL needs should be coordinated by the carrier.

7.1.4. Into-plane POL Services. Into-plane servicing of POL at commercial bases will be a responsibility of the carrier.

7.1.5. HQ AMC/A4RE: Monitor CRAF CBRNE asset management, utilizing appropriate automated databases, to ensure that CRAF asset levels are managed in like fashion to AMC operational units to achieve the highest possible fill rate given current budget and asset lifecycle/manufacture availability. See also paragraph **3.6.4.2**

7.1.5.1. A3BC will provide the total planning number for CRAF chemical bag program to HQ AMC/A4RW.

7.1.5.2. A3BC will provide 436 LRS, Dover AFB and HQ AMC/A4RE with guidance/instructions on the movement of CRAF chemical bags to/from Dover AFB in support of real world CRAF missions and civilian airlines training support.

7.1.5.3. 436 LRS, Dover AFB, will provide HQ AMC/A4RE and A3B with a monthly inventory report of CRAF chemical bag (CBRNE) assets stored at Dover AFB. See also paragraph **4.5.5.3**.

**7.2. Military Bases.** Commanders of military bases as identified in USAF War and Mobilization Plan, Volume 4 (WMP-4), through which CRAF aircraft may transit, are responsible to provide some support services. See the current airlift contract for a complete list of services.

7.2.1. Concurrent servicing at military bases is authorized and encouraged if servicing personnel assigned to base have been properly trained.

***Section 7B—Supply and Services***

**7.3. Aircraft Spare Parts.** Each CRAF carrier will determine spare parts required to accomplish their assigned mission. Carriers should consider all available sources of supply in planning for anticipated spares support.

**7.4. Ground Equipment and Aircraft Service.**

7.4.1. Military Airfields. At military airfields, the government will provide common ground support equipment to CRAF carriers as required.

7.4.2. Civil Airports. At civil airports, carriers will use civil sources to the maximum extent possible, reporting deficiencies to the AMC CAT.

**7.5. POL.**

7.5.1. Military Bases. Fuel products of military specifications will be provided to carriers, as required, on a reimbursable basis (see paragraph **7.2**). Military fuels JP-5 and 8 are acceptable substitutes for commercial fuels. CRAF carriers will provide their own unique requirements of commercial type oils, lubricants, and fluids.

7.5.2. Commercial Airports. Carriers will arrange for POL, using available civil sources to the maximum extent possible, reporting deficiencies to the DESC and TRANSCOM/JPO.

***Section 7C—Maintenance***

**7.6. Maintenance Policy.** Aircraft maintenance will be accomplished at the operators facilities or agencies contracted by the carrier.

**7.7. Emergency Maintenance.** U.S. military commanders are authorized to furnish emergency aircraft maintenance, within the limits of existing capability, on a reimbursable basis. Carrier will provide a qualified supervisor (flight deck crewmember, if available) when maintenance is performed by the military.

**7.8. Maintenance of Ground Support Equipment.**

7.8.1. Military Bases. Peculiar equipment required by the carriers will be the responsibility of the carrier.

7.8.2. Commercial Airports. Equipment provided from airline industry resources will be maintained by the responsible carrier.

# Chapter 8

# COMMUNICATIONS

## *Section 8A—Concept*

**8.1. General.** This chapter establishes communication policies and procedures to be used during the activation of the CRAF.

**8.2. Activation of CRAF.** Activation of the CRAF will require unsecure/secure communication service between the AMC CAT and the carriers.

## *Section 8B—Operating Procedures*

**8.3. General.** Use of Communications Equipment. CRAF aircraft should be equipped with FAA/ICAO-required radios that are capable of communicating with all appropriate control agencies. CRAF aircrews will use International Civil Aviation Organization (ICAO) procedures unless otherwise instructed.

**8.4. Communication Networks.**

8.4.1. Required Services. Reliable continuous communications service via telephone, STE, ARINC, and secure facsimile is necessary for CRAF operations. Additional point-to-point circuits essential to CRAF carrier operations will be provided by the carrier to include those required at mission support locations.

8.4.2. Air-to-Ground:

8.4.2.1. The primary facility for high frequency (HF) en route voice contact will be those civil facilities, which are presently used, e.g., ICAO, ARINC, or company commercial air/ground facilities.

8.4.2.2. USAF High Frequency Global Communications System (HFGCS) stations will be used as an alternate when civil facilities are not available. Frequencies for USAF HFGCS stations are listed in the current DOD Flight Information Handbook.

8.4.2.3. Carrier aircraft will be capable of communicating with U.S. Air Force Communications Control Stations as outlined in the DOD Flight Information Handbook.

8.4.2.4. Voice call signs for individual CRAF aircraft will be as directed by the AMC CAT.

8.4.3. Point-to-Point:

8.4.3.1. Civil communications networks currently in place will be used for communication between the AMC CAT and CRAF carrier operating bases.

8.4.3.2. Military communications will be used as an alternate when civil communications are not available.

8.4.3.3. CRAF aircraft movement messages will be transmitted in the clear.

8.4.3.4. Classified messages will be transmitted over STE/secure facsimile equipment, or other secure equipment, as appropriate.

8.4.3.5. ARINC message exchange between carriers and AMC CAT will be routed in accordance with the International Air Transport Association (IATA) airline seven-letter addresses and the ICAO/Aeronautical Fixed Telecommunications Network (AFTN) eight-letter address. These addresses are the central contact point at each location. Each addressee should establish procedures to ensure internal routing of all CRAF messages. These messages will be in the format applicable to the circuit over which the message is to be sent (e.g., ICAO/AFTN, commercial, IATA/airline, military.)

8.4.3.6. When necessary, to relay messages between circuits which use different procedures, it will be accomplished through automated interchange between ARINC and the FAA-operated AFTN relay station (KMKM) at Kansas City MO.

***Section 8C—Civil Communications Procedures***

**8.5. Purpose.** These operating procedures apply to communications between HQ AMC and the CRAF worldwide. They supplement existing Air Force directives where necessary. The primary purpose of this section is to provide instructions for the benefit of Air Force personnel accessing ARINC or AFTN.

**8.6. Communications Systems.**

8.6.1. ARINC Electronic Switching System (ESS) is a high-speed message switching system. This system provides virtually worldwide telecommunications access through interconnects to most airlines. A message introduced at any airline point will automatically and speedily be routed via this system to any other airline point. Only unclassified messages will be sent via ARINC. HQ AMC is connected to the system, providing speedy access to almost all airline points, both domestic and international. For this reason, the ARINC ESS is specified as the primary path between and to the AMC CAT and most airline locations. The system routes messages on the basis of a seven-letter address code. Detailed procedures and format are in the ATA/IATA Interline Communication Manual and supplemental ARINC documentation, which the base communications center will maintain for use by the CRAF communications section.

8.6.1.1. Equipment trouble on the ARINC ESS machine(s) must be reported immediately to the telephone company servicing the test center. Give the nature of the trouble and the circuit number.

8.6.1.2. Maintain frequent status reports on trouble conditions and ensure that the CRAF communications supervisor on duty is aware that trouble exists.

8.6.1.3. Upon restoration of service, advise CRAF communications supervisor and ensure that all affected messages are repeated and obtained.

8.6.2. AFTN is a worldwide civil communications system of aeronautical point-to-point circuits used for the transmission of flight movement and control information. Entry to the AFTN from U.S. domestic communications systems is made at certain U.S. gateway locations and is done normally by ARINC ESS relaying such messages to the AFTN.

**8.7. Secure Communications.**

8.7.1. All CRAF carrier operations centers and ISB sites will be equipped with a STU III/STE and secure facsimile machine to receive or transmit material up to the SECRET level.

8.7.2. All CRAF carrier operations centers, ISB sites, and CRAF pilots may have secure communication data encryption devices issued to them, which will allow them to authenticate and pass encoded messages to AMC C2 agencies over VHF and HF radio frequencies, phone patch, or telephone.

***Section 8D—Responsibilities***

**8.8. HQ AMC/A3A will arrange for, or ensure the provision of:**

8.8.1. Communications support for CRAF aircrews transiting bases under their jurisdiction.

8.8.2. Control tower, approach control, ground control approach, and Airlift Control Center (ALCC) on bases or facilities under their control to retain VHF capability at frequency 139.0 and below, because CRAF aircraft are not ultra high frequency (UHF) capable.

8.8.3. Non-directional beacon, Very High Frequency Omni-directional Range and Instrument Landing System approaches for CRAF aircraft, because they are not equipped with navigational equipment to fly tactical air navigation approaches.

8.8.4. Applicable operating instructions (OIs) during appropriate flight operation briefings.

8.8.5. Communications, as required, to support the alternate AMC CAT in accordance with **Chapter 3** of this instruction and Continuity of Operations Plan, Air Mobility Command.

8.8.6. Commercial telephone numbers for military Tanker Airlift Control Element (TALCE)/load teams at all onload/offload locations.

# Chapter 9

# MANPOWER AND PERSONNEL

## *Section 9A—Concept*

### 9.1. General.

9.1.1. Transition from Civil to Military Support Operations. The CRAF program structure is designed to permit supporting personnel to transition from commercial operations to military support operations in the most expeditious and efficient manner.

9.1.2. Procurement and Supervision. Procurement and supervision of all personnel required by the CRAF carriers to conduct military support operations will remain the responsibility of each carrier.

9.1.3. See CRAF Enabling Concept: 4.2.3 for CRAF OST Force Module details.

## *Section 9B—Policies*

**9.2. Benefits and Compensations.** Persons assigned to CRAF will remain on the payroll of their original employer and will receive personnel benefits accorded by that employer. Rates of compensation will be determined by the employing carrier.

**9.3. Officer Status Authorized for CRAF Personnel.** CRAF personnel in the following categories will be afforded the courtesies of officer grade: All aircrew, as well as professional and technical personnel including dispatchers, meteorologists, doctors, and nurses.

### 9.4. Passports.

9.4.1. Procedures. CRAF personnel will report to the State Department representative at the nearest and most convenient State Department passport location and provide a completed passport application, two duplicate passport photographs (2"x2"), and satisfactory birth evidence as outlined in the passport regulations. In lieu of such birth evidence, a signed statement from the employing airline, based upon company records, may suffice. The statement from the airline should contain the following information: Name, Date of Birth, Place of Birth, Citizenship, Length of time employed by the airline, Name and address of relative, and/or reference shown in company files.

9.4.2. State Department Responsibility. The State Department will provide the applicant a receipt verifying application and showing date and office of acceptance. Every effort will be made by the State Department representative to issue a passport prior to the overseas departure of the individual.

9.4.3. Emergency Conditions. In an emergency condition where hostilities or enemy action preclude sufficient time to issue a passport, the individual CRAF member will be required to show proof of U.S. citizenship (birth certificate or statement from airline) upon departing from and arriving in the United States.

**9.5. DD Form 489, *Geneva Convention Identity Card*, hereafter referred to as the Geneva Convention Card (GCC).** Civilian noncombatant personnel, authorized to accompany military forces of the U.S. in regions of war, will be issued a GCC. Authority is AFI 36-3026, Volume 1

*Identification Cards for Members of the Uniformed Services*, Their Eligible Family Members, and other Eligible Personnel. The following information is not intended to limit the general applicability of this requirement.

9.5.1. General. Pertinent articles of the Geneva Conventions Relative to the Treatment of Prisoners of War, 12 August 1949, provide that GCCs should be issued to persons, who, because they are working for the DOD, may possibly be subject to becoming prisoners of war. In the event of capture, prisoners are bound to identify themselves by providing their name, rank, social security account number (SSAN), and date of birth to the capturing authority. GCCs shall in no case be taken from prisoners. Prisoners of war shall have identification documents on their person at all times.

9.5.2. Personnel Authorized to Receive the GCC. CRAF carrier personnel, both U.S. and foreign nationals, authorized by the carrier to enter regions of war in performance of AMC Airlift Services contracts, will be issued this card. The bearer's SSAN will be entered on the front side of the DD Form 489 under SERVICE (see **Attachment 3**). The card will not make any reference to nationality. The GCC may be issued to the following company personnel:

9.5.2.1. Aircrew personnel designated to operate company aircraft in the performance of peacetime DOD mission, as well as wartime airlift mission during CRAF activation.

9.5.2.2. Ground support personnel assigned to support ISBs, to include indigenous personnel (non-U.S. citizens) already overseas.

9.5.2.3. Selected supervisory personnel responsible for overall supervision of the company's participation in DOD peacetime airlift contract and activated CRAF operations.

9.5.3. Issuing Cards: GCCs may be issued outside of CRAF activation at the company's discretion; however, during CRAF activation, cards will be completed and issued by company personnel within 48 hours or sooner upon notification from the CRAF Cell. See **Attachment 3** for instructions on filling out cards.

9.5.4. Control. Control of GCCs and issuance to air carriers are responsibilities of A3BC. The following procedures apply:

9.5.4.1. Each CRAF carrier will maintain a minimal stock, as determined by the carrier, of blank cards on hand to meet typical needs. Requests for additional cards should be made to A3BC (by voice 618-229-1751, fax 618-256-6088, or e-mail).

9.5.4.2. A3BC will forward the DD Forms 489, accompanied with an *Accountable Receipt*, by traceable method (i.e., FedEx, certified mail, etc.) to the carriers.

9.5.4.3. The CRAF carrier will inventory the forms prior to signing for receipt of them on the enclosed receipt and is thereafter accountable for them. The signed receipt will be returned to A3BC.

9.5.5. Responsible Company Agent. Each CRAF carrier will designate a company agent responsible for accountability, control, and issuing of the DD Form 489.

9.5.6. Control and Accountability. Each CRAF carrier will establish control and accountability procedures for inventorying, storing, issuing, reporting, controlling, and accounting for the DD Form 489, to include:

9.5.6.1. Performing a physical inventory, by serial number, upon receipt, and advising A3BC immediately of any discrepancy.

9.5.6.2. Entering each serial number into a tracking system such as an electronic spreadsheet (i.e. Microsoft Excel), and maintaining current status including the following data elements, at a minimum, for each individual card: card number, current status, name (if issued), date issued/voided, date lost/stolen/destroyed, and circumstances behind lost/stolen cards. A template spreadsheet can be supplied by A3BC, if desired.

9.5.6.3. Providing a storage facility to ensure the security of blank forms and maintain control to prevent the issuance of this form to unauthorized persons.

9.5.6.4. Performing an annual inventory to determine status of all GCCs and submitting a report to A3BC during the month of January of each year. Report will consist of a summary report and spreadsheet as detailed in the annual International Airlift Services Solicitation.

9.5.6.5. Submitting an immediate report to A3BC when blank cards are determined to be lost. The following information is required in the report: Reason cards cannot be accounted for, serial numbers of missing cards, corrective action taken, and disciplinary action taken, if warranted. Note: Lost cards that have been issued or assigned to employees do not need to be immediately reported and can simply be reported on the company's annual report.

9.5.6.6. Submitting an immediate report to A3BC when blank cards are stolen or thought to be stolen. Immediate reports are also required to local authorities and the nearest Air Force Office of Special Investigation. When issued cards are stolen or thought to be stolen, the contractor will report the suspected theft to the local authorities and HQ A3BC. Contractors should have all individuals involved sign a statement explaining the situation.

9.5.7. Disposition of Outdated/Damaged Cards: GCCs that have been surrendered to the company agent for any reason will be destroyed as classified material. The same is also true for a card that is no longer usable because of a typing error, smudged fingerprint, outdated form, etc. Erasures and strikeovers are not permitted.

9.5.8. Carrier's Instructions to Employee at Time of Issue. After the DD Form 489 has been signed by the company security officer (issuing officer) and laminated, the card will be issued to the individual concerned, specifically advising the bearer of the following, at time of issue:

9.5.8.1. Read the DD Form 489, *Privacy Act Statement-Geneva Conventions Identity Card*, for Civilians Who Accompany the Armed Forces, as required by the Privacy Act of 1974. A copy of this statement will be issued at the time an individual is handed the laminated GCC (July 1974 edition).

9.5.8.2. Read the NOTICE STATEMENT on the reverse side of the DD Form 489.

9.5.8.3. Notify the company security officer immediately if the card is lost or stolen.

9.5.8.4. Request a new card when any of the information on the present one has changed.

9.5.8.5. Surrender the card to the company security officer when:

9.5.8.5.1. No longer employed by the company.

9.5.8.5.2. Carrier no longer has an AMC Airlift Services contract.

9.5.8.5.3. No longer designated for duty during DOD contract airlift operations.

9.5.8.5.4. When any of the information on the present card has changed.

# Chapter 10

# WAIVERS AND EXEMPTIONS

## *Section 10A—General*

**10.1. General.** Certain FAR sections allow the administrator to issue a Certificate of Waiver, a Certificate of Authorization, or operations specifications that authorize a deviation. These actions permit a person or organization to either deviate from a specific regulation or comply with special alternative provisions, conditions, or limitations. This regulatory flexibility is available to the Administrator when the specific regulatory section stipulates that it is available. When a regulatory section stipulates that a deviation is permitted, any person or organization may apply for a deviation. Deviations may be granted and issued to operators conducting operations under FAR Parts 121, 129, or 135. To apply for a deviation, an operator must submit a specific request to the FAA. The application must generally be made by a letter that identifies the specific regulatory guidance from which a deviation is requested.

10.1.1. Deviations for Military Contract Operations.

10.1.1.1. Section 40118 of Title 49, United States Code (U.S.C.) provides for the air transportation of government-financed passengers and property. Normally, the transportation of government-financed passengers and property must be provided by air carrier certificate holders authorized to operate under FAR Part 121. FAR Part 121.57 permits the administrator to authorize deviations to the applicable requirements of FAR Part 121, when necessary, so that operators may perform certain unique operations under military contract. Operators who determine that deviations from certain FAR Part 121 requirements may be needed to operate under a DOD contingency plan must arrange with AMC to submit an application for deviation (application to amend operations specifications) on their behalf.

10.1.1.2. If AMC elects to request such relief, it will submit an application on behalf of all affected operators, directly to the manager of the Air Transportation Division, AFS-200. AFS-200 will in turn provide a copy of each operator's certificate-holding district office (CHDO). CHDO shall immediately advise its regional office that AMC, on behalf of the operator, has forwarded an application (for a deviation and amended operations specifications) to AFS-200. The CHDO shall analyze the request as soon as possible and forward its recommendation through the regional office by the most expeditious available means. These deviations are not applicable until FAA has issued formal approval.

10.1.1.3. When the nature of a crisis does not permit adequate time to obtain deviations in accordance with the above guidance, AMC may obtain immediate relief on behalf of all affected operators, from specific FAR Part 121 requirements via direct telecon or facsimile with AFS-200. CHDOs will be notified of this relief as soon as possible.

10.1.2. The subsequent sections of this chapter list possible FAR Part 121 requirements that may require relief during CRAF operations. This list is not intended to be all-inclusive, nor does it prevent relief from other applicable FAR Part 121, 129, or 135 requirements should the need arise.

***Section 10B—Certification, Operations Specifications, and Certain Other Requirements for Operations Conducted Under FAR Part 121 or Part 135 of this Chapter***

**10.2. FAR 119. 49. Contents of Operations Specifications.** Overhaul and inspection time limitations may be increased up to a maximum of 25 percent above the time limitations shown on the specifications. Such time limitation increases may be used only if the circumstances provide no alternative to continue operation.

***Section 10C—Approval of Routes: Domestic and Flag Air Carriers***

**10.3. FAR 121. 93. Route Requirements:** General. The carrier may conduct operations over routes and into areas without listing such routes or areas in its approved operations specifications, or be required to show that it is competent to operate over such routes or into such areas.

**10.4. FAR 121. 101. Weather Reporting Facilities.** If weather information required by this section is not available, the carrier may use any appropriate weather data prepared by the military.

***Section 10D—Approval of Areas and Routes for Supplemental Air Carriers and Commercial Operators***

**10.5. FAR 121. 113. Area and Route Requirements:** General. The carrier may conduct operations over routes and into areas, while not listing such routes or areas in its approved operations specifications, or be required to show that it is competent to operate over such routes or into such areas.

**10.6. FAR 121. 119. Weather Reporting Facilities.** If weather information required by this section is not available, the carrier may use any appropriate weather data prepared by the military.

**10.7. FAR 121. 125. Flight Following System.** The carrier may conduct flights, which are not monitored in accordance with the requirements of this section.

***Section 10E—Aircraft Requirements***

**10.8. FAR 121. 161. Airplane Limitations: Type of Route.** The operator may operate any extended range twin-engine operational performance standards (ETOPS) -capable airplane in an approved geographical area over a route that contains a point farther than 1 hour, but not farther than the operators FAA ETOPS-approved flight time limitation (in still air at normal cruise speed with one engine inoperative) from an adequate airport.

**10.9. FAR 121. 163. Aircraft Proving Tests.** The operator need not conduct proving tests required by this section, unless an authorized representative of the FAA specifically requires it and notifies the operator in writing.

***Section 10F—Aircraft Instrument and Equipment Requirements***

**10.10. FAR 121. 303. Instruments and Equipment.** Components and parts approved by the military will be considered as approved parts for the purpose of meeting the requirements of this

section and 121.605, provided they are compatible with the aircraft components and systems and test equipment used for conducting ground checks.

**10.11. FAR 121. 345 through 121.351 Radio Equipment.** Any comparable military radio communications system may be substituted for FAA-approved equipment and its use continued until replaced by equipment approved by FAA.

***Section 10G—Maintenance, Preventive Maintenance, and Alterations***

**10.12. FAR 121. 363 through 121.375 Maintenance and Inspection Requirements.** Compatible engines, components, parts, and accessories approved by the military may be substituted for FAA-approved equipment and may be installed by personnel who normally conduct such maintenance functions for the military. The certificate holder may use qualified persons, other than those listed in their operating manual, to perform inspections, provided the other requirements of FAR 121.369 are met.

***Section 10H—Flight Time Limitations: Flag Air Carriers***

**10.13. FAR 121. 481 through 121.493 Flight Time Limitations All Airmen: Airplanes.** The following flight time limitations are authorized for international operations:

10.13.1. Aircraft having two pilots and an additional flight crewmember:

10.13.1.1. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 13 hours during any 24 consecutive hours. A flight crewmember who has been aloft, as a member of flight crew, more than 13 hours during any 24 consecutive hours, will be given a rest period of not less than 12 hours. For Pacific and Southwest Asia operations, a flight crewmember may be scheduled to be aloft, as a member of the flight crew, up to 16 hours.

10.13.1.2. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 120 hours during any calendar month.

10.13.1.3. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 1,200 hours during any calendar year.

10.13.2. Aircraft having three or more pilots and an additional flight crewmember: (See paragraph **10.14.2.1**.) Flight hours shall be scheduled in such a manner as to provide for adequate rest periods on the ground while the flight crew personnel are away from their base (see paragraph **10.14.2.2**.). A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 340 hours during any calendar quarter.

10.13.2.1. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 1,200 hours during any calendar year (see paragraph **10.14.2.4**). A flight crewmember, upon returning to home base from any flight or series of flights and after an absence from home base of more than 1 day, shall receive a rest period of not less than twice the total number of hours aloft, as a member of the flight crew, since the last rest period at home base, provided that the required rest period need not exceed 7 days.

*Section 10I—Flight Time Limitations: Supplemental Operations*

**10.14. FAR 121. 503 through 121.525 Flight Time Limitations All Airmen: Airplanes.** The following flight time limitations are authorized for international operations:

10.14.1. Aircraft having two pilots and an additional flight crewmember:

10.14.1.1. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 13 hours during any 24 consecutive hours. A flight crewmember who has been aloft, as a member of flight crew, more than 13 hours during any 24 consecutive hours, will be given a rest period of not less than 12 hours. For Pacific and Southwest Asia operations, a flight crewmember may be scheduled to be aloft, as a member of the flight crew, up to 16 hours.

10.14.1.2. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 120 hours during any calendar month.

10.14.1.3. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 1,200 hours during any calendar year.

10.14.2. Aircraft having three or more pilots and an additional flight crewmember:

10.14.2.1. Flight hours shall be scheduled in such a manner so as to provide for adequate rest periods on the ground while the flight crew personnel are away from their base.

10.14.2.2. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 340 hours during any calendar quarter.

10.14.2.3. A flight crewmember shall not be scheduled to be aloft, as a member of the flight crew, more than 1,200 hours during any calendar year.

10.14.2.4. A flight crewmember, upon returning to home base from any flight or series of flights and after an absence from home base of more than 1 day, shall receive a rest period of not less than twice the total number of hours aloft, as a member of the flight crew, since the last rest period at home base.

*Section 10J—Flight Operations*

**10.15. FAR 121. 567. Instrument Approach Procedures and Instrument Flight Rules (IFR) Landing Minimums.** When conducting an IFR takeoff or landing or an instrument approach at a military airport, the operator may use the instrument approach procedures and weather minimums prescribed by the military on its approach charts (plates) for use at such an airport.

*Section 10K—Dispatching and Flight Release Rules*

**10.16. FAR 121. 617 through 121.623 Alternate Airport Requirements for Departure and Destination: All Certificate Holders.** The alternate airport requirements specified by the military in accordance with appropriate military directives may be used for compliance.

**10.17. FAR 121. 625 and 121.631 Alternate Airport Weather Minimums and Flight Plan Filing/Amending Procedures.** The alternate weather minimums and flight planning procedures

specified by the military in accordance with appropriate military directives may be used for compliance.

***Section 10L—Request for FAR Deviation for Aeromedical Evacuation Aircraft***

**10.18. General.** It is requested that the FAA authorize deviations to the following sections of FAR Part 121, in order to operate the CRAF AESS on Boeing 767 series aircraft.

**10.19. FAR 121. 157. Aircraft Certification and Equipment Requirements.** Reason for deviation: The operation of CRAF AESS may not comply with those sections pertaining to a transport category airplane, e.g., berths, Section 25.785; passenger information signs (litter patients only), Section 25.803; general illumination light levels (litters may cause shadowing), Section 25.812 (c) and (d); compartment interiors, Section 25.853; safety belts (litter patients only), Section 25.1413(b), (c) and (d); and automatic presentation of oxygen masks (litter patients only), Section 25.1447(c)(1). When installed on CRAF AE missions, litters will serve as a means for the occupants to steady themselves while using the aisles. If litters are not installed, occupants may use litter arms to steady themselves while using the aisles. Litters do not have padded end boards or canvas diaphragms to prevent forward movement of litter patients; however, litters do have a minimum of two straps to help prevent patients from moving forward in the litter. Additionally, patients are briefed to assume a litter crash position in the event of an emergency landing. Passenger service units will be positioned to ensure that oxygen masks will drop and be accessible to litter patients. Passenger service units which will be obstructive or inaccessible to medical crewmembers, litter patients, or ambulatory patients will be disabled. The design of the CRAF AESS allows for lengthening of all oxygen hoses for operational passenger service units in order that the bottom litter patient is able to receive emergency oxygen. The pre-takeoff briefing to passengers will inform the top litter patient to pass the unused oxygen hoses to the lower litter patients. Flight attendants and medical crewmembers will ensure compliance and availability of emergency oxygen to all patients.

**10.20. FAR 121. 291. Demonstration of Emergency Evacuation Procedures (litter patients only).** Reason for deviation. The CRAF AESS is intended to carry a maximum 87 litters on Boeing 767 aircraft during wartime conditions. In addition to FAA required flight attendants, AMC will provide 10 medical crewmembers to care for patients during flight. AMCs experience in AE operations has demonstrated it would be impossible to evacuate all litter and ambulatory patients from the aircraft in 90 seconds. This risk is acceptable to AMC under wartime conditions.

**10.21. FAR 121. 310(c)(2) and (3). Lighting For Interior Emergency Exit Markings.** Once litters are installed on the aircraft, they may cause shadows that result in noncompliance with this FAR. The certificate holder must have approved procedures for cabin occupants other than non-ambulatory patients to aide them in recognizing emergency exits during an emergency evacuation. A briefing describing these procedures shall be included in the passenger briefing required by 14 Code of Federal Regulation (14 CFR), Section 121.571. Medical crewmembers and flight attendants will be required to carry flashlights for in-flight use to observe patients as necessary.

**10.22. FAR 121. 311(a) and (b). Seats, Safety Belts, and Shoulder Harnesses (carry-on litters may not support the required loads).** Reason for deviation: Government provided litters do not meet the FAA requirement for an approved seat or berth. Litters will be the same

as they are in current operation on AMC aircraft on AE missions. These litters will be used for wartime operations. Litters do have straps to secure patients in-flight. No conclusive tests have been conducted to determine if the litters will meet FAA crash-worthiness requirements.

**10.23. FAR 121. 312. Materials for Compartment Interiors.** Reason for deviation. Heat-release applies to the nurse workstation of the CRAF AESS. The nurse workstation, as presently proposed, meets 25.583 (a) requirements. The installation of the CRAF AESS will not remove any of an aircraft's existing heat-release protection. The AESS installation does not degrade the heat-release protection already existing in the aircraft. The requirement to heat-release the nurse workstation will provide limited additional passenger/patient protection in a cabin fire emergency scenario. The CRAF AESS installs two nurse workstations. The nurse workstation is an isolated furniture item, surrounded by government furnished litters, which are not FAA approved. Government provided litters are the same as in current operation on AMC aircraft AE missions. These same litters will be used for wartime operations. Litters are made of canvas with wooden or metal handles. Additionally, each litter patient will have padding on his/her litter for patient comfort. To reduce hazards, no smoking is permitted during AE operations.

**10.24. FAR 121. 317(a) and (f). Passenger Information.** Reason for deviation. Due to the unique nature of the AE mission, AE crewmembers (AECMs) may need to attend to patient care needs during phases of flight (takeoff, en route cruise, and landing) when the fasten seat belt sign is illuminated. This is a common practice on AMC AE missions. AECMs are secured to the litter stanchion with a strap to reduce risk of uncontrolled movement in the cabin. This is not a method to gain additional seating capacity. If patients do not need attention, AECMs will be seated when the seat belt sign is illuminated. In addition, passenger information signs may not be visible to all litter patients. Accordingly, announcements will be made on the public address system to inform these patients to return to their place and fasten their restraining strap. There will be no smoking allowed on AE missions. Flight attendants or medical crewmembers will ensure compliance.

**10.25. FAR 121. 547. Admission to Flight Deck**. In certain instances, an individual from the medical crew may need to discuss an emergency medical situation with ground personnel using the aircraft radio. Relaying this critical information through the pilot may lead to possible misinterpretation of essential information. Therefore, should an individual from the medical crew require access to the flight deck, they will first obtain the approval of the pilot in command to ensure safety is not jeopardized during a critical phase of flight, and once access is granted they will work with the pilots to complete these radio transmissions as quickly as possible. Except in emergencies and unless otherwise authorized, individuals requesting access to the flight deck will possess a current FAA Form 110A/110B or Admission to the Flight Deck, signed by a company representative and issued by the Administrator (FAA). The pilot in command is the final arbiter of access to the flight deck. Medical personnel will return to the cabin as soon as their transactions are complete.

**10.26. FAR 121. 571(a) (3). Briefing Passengers Before Take-off.** Reason for deviation. This section requires that each passenger who may need assistance to move expeditiously to an exit, and his/her attendant be individually briefed by the flight attendant on emergency evacuation procedures. Due to the large number of passengers who may need assistance, this will be impractical. AMC will accept a single briefing, which describes emergency evacuation procedures for all passengers.

**10.27. FAR 121. 574(c). Oxygen For Medical Use by Passengers.** Reason for deviation. The CRAF AESS allows for the carriage of USAF supplied portable oxygen bottles. These bottles may be used by patients should primary patient oxygen systems be inoperative or by medical crewmembers in the event of a condition requiring use of supplemental oxygen. An oxygen recharger line, similar in design to that on USAF aircraft, is located at each nurse work station. It may be necessary to refill empty oxygen bottles from one of the recharging lines in-flight with passengers on board. All AE crewmembers are trained in this procedure on USAF aircraft.

**10.28. FAR 121. 585. Exit Row Seating.** Reason for deviation. The CRAF AESS is designed to maximize litter evacuation capability. It would significantly degrade the capability of the aircraft to limit seating/berthing near the exits to those who meet the requirements of this paragraph. The CRAF AESS is designed so that no exits or escape paths are blocked. Aeromedical crewmembers are trained on USAF aeromedical evacuation aircraft to aid those who need assistance to evacuate the aircraft.

**10.29. FAR 121. 589. Carry-on Baggage.** Reason for deviation. AE crews carry on approximately 1,000 pounds of medical equipment and supplies in addition to personal baggage. Critical Care Air Transport Teams, specialized AE crews, may add an additional 2,000 pounds of medical equipment and supplies. The medical equipment and supplies are contained in large coolers and boxes and are essential for in-flight patient care. This equipment will be accounted for on the manifest, securely fastened with tie-down straps during flight to prevent uncontrolled movement, and will not block emergency exits at any time.

***Section 10M—DOT Exemptions***

**10.30. Transportation of Explosives and Other Dangerous Articles.** The DOD has been exempted from provisions of Title 49 CFR, Subpart B of Part 107, Parts 172 and 175, to the extent necessary to permit the transportation of hazardous materials via DOD contract airlift, under DOT Exemption 7573 and 9232. Hazardous materials authorized by these exemptions are limited to materials authorized to be transported by motor vehicle in conformance with 49 CFR Parts 107 and 171 thru 179. Hazardous material must be prepared/packed according to the requirements in AFMAN 24-204 (I), *Preparation of Hazardous Materials for Military Air Shipments.*

10.30.1. DOT Exemption 7573. This exemption applies to cargo aircraft only for the contract airlift services and civil air operators under contract to AMC.

10.30.1.1. Transport of materials authorized by this exemption is restricted to US military bases, specifically identified US civil airports, and foreign airfields approved by host country.

10.30.1.2. Hazardous materials and explosives must be deemed essential to national defense prior to shipment.

10.30.1.3. Transportation of hazardous materials is authorized in aircraft of US registry only.

10.30.1.4. No persons other than required flight crewmembers and mission essential personnel may be carried on the aircraft.

10.30.1.5. Prior to using this exemption, approval must be obtained from the Director of Operations, AMC.

10.30.1.6. DOD must maintain on file with DOT's associate administrator for Hazardous Materials Safety, an up-to-date list naming each carrier used under this exemption.

10.30.1.7. When requested by DOT's associate administrator for Hazardous Materials Safety, DOD will obtain from each carrier used under this exemption, and provide to DOT, a copy of the manual required by 14 CFR, 121.133(a).

10.30.2. DOT Exemption 9232. This exemption applies to cargo and passenger-carrying aircraft for emergency movements during a declared National Emergency, or during contingencies and expedited movement of US forces as approved by the SECDEF and directed by TCCC.

10.30.2.1. Aircraft used must be those civil aircraft of the CRAF that are necessary to augment military operations and operated under contract and mission control of AMC/CC.

10.30.2.2. No person other than a required flight crewmember, FAA inspector, the shipper or consignee of the material or a representative of the shipper, consignee so designated in writing, or a person necessary for handling the material may be carried on the aircraft.

10.30.2.3. This exemption authorizes transportation of hazardous materials in aircraft of US registry or in aircraft of foreign registry operating within the jurisdiction of the US.

10.30.2.4. Prior to using this exemption, the name of each airport being used in moving Hazard Class 1 (explosives) shall be designated by DOD for use under this exemption, and must be provided to DOT's associate administrator for Hazardous Materials Safety, accompanied by a copy of the airport operator's written approval. (Note: This latter requirement should be accomplished by preplanning, which results in predesignation of airports and designated locations at airports for loading and unloading explosives).

10.30.3. Common requirements that apply to DOT Exemption 7573 and 9232.

10.30.3.1. DOD must have advance permission from the owner or operator of each manned airport where the material is to be loaded or unloaded and where the aircraft is to land while the material is on board.

10.30.3.2. Loading and storage of hazardous materials aboard the aircraft must be in accordance with AFMAN 24-204. Loading and unloading operations shall be monitored by a qualified DOD representative or a technician qualified in accordance with 14 CFR, 121.433a or AFMAN 24-204.

10.30.3.3. During loading or unloading, no person may smoke or operate any device capable of causing an open flame within 50 feet of the aircraft.

10.30.3.4. Unless emergency conditions prescribe otherwise, loading and unloading of the aircraft shall be conducted at a safe distance from heavily populated areas and any place of human abode. However, if an airport has a designated area for loading and unloading, explosives will be loaded and unloaded in this area.

10.30.3.5. No fueling operations of the aircraft may be conducted during the loading and unloading of explosives.

10.30.3.6. Shipping papers identifying all hazardous materials are required.

10.30.3.7. Operation of the aircraft during take-off, en route, and landing must be conducted at a safe distance from heavily populated areas.

10.30.3.7.1. Before movement of the aircraft, the pilot shall notify the control tower of the class(es) of explosives on board.

10.30.3.7.2. Prior to entering an airport traffic area, the pilot shall notify the control tower of the class(es) of explosives on board and request this information be relayed to the appropriate officials.

10.30.3.7.3. When under radar control during the approach and landing phase, the pilot shall request appropriate vectors so as to avoid heavily populated areas.

10.30.3.8. A copy of this exemption must be carried aboard each aircraft operating under these exemptions.

10.30.3.9. Any incident involving loss of contents of the packages must be reported to the Office of Hazardous Materials Regulation as soon as practicable.

10.30.3.10. Prior to takeoff, all crewmembers will be instructed in proper procedures to be followed during an emergency involving hazardous material.

10.30.3.11. When destination is changed after departure because of weather or other unforeseen circumstances, permission from the owner or operator of the alternate airport shall be obtained as soon as practicable.

10.30.3.12. These exemptions do not grant authority to use foreign controlled airspace or airports outside the US.

# Chapter 11

# SECURITY

## *Section 11A—General*

**11.1. Security Requirements for CRAF.** This chapter is a consolidation of security requirements applicable to CRAF.

**11.2. Directives.**

11.2.1. Air Force Instructions in the 31-series (Security) and the DOD Industrial Security Regulations (specifically DOD 5200.1-R/AFI 31-401 and DOD 5220.22-R).

11.2.2. The DOD National Industrial Security Program Operating Manual (NISPOM) for Safeguarding Classified Information (DOD 5220.22M), Feb 08, or superseded by subsequent publications, established requirements for safeguarding of classified information by DOD contractors, subcontractors, vendors, or suppliers. Federal Statutes and Executive Orders as set forth in the DOD NISPOM are also applicable.

## *Section 11B—CRAF Security*

**11.3. Requirements.**

11.3.1. Facility Security Clearance. A facility clearance of SECRET and classified safeguarding capability is required in accordance with DOD 5220.22M, where there is a need for the storage or development of classified documents supporting the CRAF program.

11.3.2. Non-aircrew Security Clearances. All participants in CRAF planning and/or operations are required to possess a security clearance of SECRET, in accordance with the Industrial Security Program. Personnel eligible for such clearances are limited to US personnel (defined as citizens of, nationals of, and immigrant aliens to, the United States). Personnel designated by the carrier to perform duties specified as follows must possess a SECRET security clearance:

11.3.2.1. Carrier personnel involved with overall CRAF planning.

11.3.2.2. Carrier personnel assigned for liaison duty at either HQ AMC or its alternate.

11.3.2.3. Carrier personnel who will attend TAG meetings.

11.3.2.4. Carrier personnel designated to assist AMC personnel at ISBs.

11.3.2.5. All flight operations dispatchers involved in CRAF missions.

11.3.3. Aircrew Security Clearances. Carriers are not required to maintain active security clearances for CRAF flight deck crewmembers during peacetime. SECRET clearances will be granted by TCCC or designee in conjunction with activation of the CRAF. Carriers must ensure that flight deck crewmembers designated to support CRAF operations are US citizens and eligible for a SECRET clearance. Upon request from A3B, carrier shall provide evidence verifying that background investigations have been completed on their CRAF flight deck crewmembers. Background investigations include the following:

1. Seven years employment and residence history.

2. FBI criminal background fingerprint and name check.

3. Local law enforcement agency 10 years criminal background check.

4. National Drivers Register.

5. Drug screening.

6. Financial credit check . **Note:** All above requirements may not have been in effect prior to the Pilot Records Improvement Act (PRIA), 8 May 1997. If individual was hired prior to this, carrier will indicate date hired on employee's records in lieu of accomplishing check or providing documentation of listed requirements.

**11.4. Procedures.**

11.4.1. Facility Security Clearance. CRAF carriers must inform A3BC of the correct address of any company agency requiring a secure facility. A3BC will provide TCAQ with a listing of these agencies.

11.4.1.1. If a new contract is to be negotiated with a contract air carrier not having a current contract, TCAQ, in coordination with A3BC, will furnish the Defense Security Service, Facility Clearance Branch (DSSOCC), with the information necessary to start an investigation of the contractor; ultimately leading to the granting of a facility clearance of SECRET. Information should be sent to:

DSSOCC ATTN: FACILITY CLEARANCE DIVISION, 2780 AIRPORT DRIVE, SUITE 400, COLUMBUS OH 43219

11.4.1.2. Action will be taken by DSSOCC and contract carriers concerned to ensure completion of clearance action with minimum delay.

11.4.2. Personnel Security Clearance. Upon being designated as a CRAF participant, security clearance applications for all required personnel will be completed in accordance with the DOD NISPOM and instructions received from the cognizant Defense Industrial Security Officer, Defense Security Service. All required clearance actions will be forwarded to the appropriate Defense Industrial Security Agent.

**11.5. Safeguarding Classified Information.** Administrative procedures will be developed in accordance with directives referenced in paragraph **11.2** of this instruction to ensure a maximum degree of safeguarding for classified information. This will be accomplished in accordance with the carrier's approved Standard Practice Procedure for Handling of Classified Documents.

***Section 11C—Responsibilities***

**11.6. CRAF Responsibilities.**

11.6.1. Individual CRAF Personnel and Facility Security Officer. Responsibility for security of classified information and material rests with each individual authorized access. To ensure all carrier personnel handling classified material are familiar with requirements for safeguarding of this material, the company security officer must annually review company procedures. The CRAF carrier must establish appropriate safeguards to assure that the individuals who are not cleared, do not gain access to classified information.

11.6.2. Military Base Commander. CRAF aircraft at military installations will receive the same degree of physical security as provided military aircraft in like status. Ingress and egress procedures to and through control points and restricted or controlled areas will be established to permit CRAF crews access to their aircraft and bases.

**11.7. Authority for Access to Classified Documents.**

11.7.1. Authority to Handle Authenticator Material. CRAF flight deck aircrew members may require certain authentication systems in order to perform CRAF missions. When needed, these documents will be made available at military airfields to flight deck aircrew members possessing a SECRET clearance.

11.7.2. Authority for Access to Safe Passage Procedures. NORAD Regulations 55-67 (S) and 55-68 (S), provide the safe passage procedures for CRAF aircraft departing from and returning to the CONUS. Upon activation of CRAF and when required by NORAD, flightdeck aircrew members, having been granted a secret security clearance by the TCCC, are authorized access to the NORAD Safe Passage Procedures for aircraft that are offshore when Stage III of CRAF is activated.

**11.8. Classified Guidance.**

11.8.1. Providing Security Classification Guidance:

11.8.1.1. TCAQ will incorporate the classified guidance in this instruction into the AMC Airlift Services contract as part of Appendix 5.

11.8.1.2. A3BC will provide CRAF classification guidance to TCAQ through submission of a DD Form 254, DOD Contract Security Classification Specification. This form will be made a part of the AMC Airlift Services contract.

11.8.1.3. A3BC will also provide to TCAQ, upon request, classification guidance to support the DD Form 254 submission for peacetime DOD airlift operations.

11.8.1.4. HQ AMC/SFOI will coordinate all security items, to include the DD Form 254, prior to submission to TCAQ.

11.8.2. Reviewing Security Classification Guidance. A3BC will review the security classification guidance, contained in the DD Form 254, in January of each year for the next fiscal year contract and notify TCAQ of the results of that review. When there is a change in the security classification guidance, TCAQ will inform the contractor. The cognizant security office shall be furnished a copy of all notification or reclassification actions.

**11.9. Personnel Security Clearance Authorization.**

11.9.1. General. Authority for carriers to certify the personnel security clearance status of company employees is contained in the NISPOM, DOD 5220.22M. This reference makes provisions for the carrier who has a valid facility security clearance of SECRET to verify the security clearance status of its employees.

11.9.2. Security Clearance Identification. This AMC Instruction is the basis for satisfying the peacetime and wartime security clearance requirements. Contract airlift flight deck aircrew personnel, who possess an active security clearance, may be required to provide protective and signature security services in support of peacetime airlift requirements. During CRAF activation, flight deck aircrew personnel may be required to provide protective

and signature security services in support of wartime airlift requirements. A valid passport or company ID card, either of which has a picture of the bearer, will provide sufficient identification for releasing SECRET material to cleared CRAF personnel.

11.9.3. Security Clearance Verification of Flight Deck Aircrews. During a CRAF activation, the CRAF carrier will put the security access information on the flight release form. Carriers may use company formats, but will ensure that security access statements are clear and unambiguous. An example of a proper statement is "SECRET security access current and valid for Ira A. Eaker, James J. Doolittle, and Amelia N. Earhart."

11.9.4. Security Clearance Confirmation. If validity of the clearance status or the identity of the bearer is questioned, confirmation may be obtained by contacting the appropriate CRAF carrier's company security officer. Should this situation arise when CRAF is activated and the carrier security officer cannot be contacted, the questioner may contact the DSSCO; current telephone numbers are DSN 695-2265 or 614-236-2133 during duty hours and 614-236-2058 after duty hours.

11.9.5. Facility (company) Security Officer's (FSO) Responsibility. The FSO will maintain a current list of company personnel with U.S. Secret clearances and cockpit aircrew personnel who are eligible to receive a secret clearance. These lists will be verified during on-site surveys by inspectors of the DOD Commercial Airlift Division.

11.9.6. Military Base Commanders. All CRAF carrier personnel, after proper clearance verification or confirmation and after proper identification by means of a valid passport or company ID card, any of which has a picture of the bearer, are authorized to have access and receive classified material as necessary to support the DOD airlift mission. Additionally, each individual who is listed with the FSO and Defense Investigative Security Clearance Office and has been the subject of at least a National Agency Check may be issued a restricted area badge in accordance with AFI 31-501, *Personnel Security Program Management*, Chapter 3.

**11.10. Authentication Materials.** Authentication materials and IFF/SIF OIs will be made available to CRAF cockpit aircrew members at military airfield operations and ISBs (as necessary). Initial issue of these documents will be as required to cover elapsed time from departure station to destination and return, or to the first en route station with the capability to provide additional distribution.

**11.11. Classified/Unclassified Operations Briefing.** An operations briefing, including security and communications, will be the responsibility of AMC.

**11.12. Handling of Classified Material.** In addition to the briefing outlined in paragraph **11.11** above, the briefing officer will ensure the aircraft captain or first officer is aware of the following:

11.12.1. Receipt for Classified Material. The contents of the briefing envelope contain information affecting the national defense of the United States and is issued for use while flying. Part of this information is classified and extreme care should be exercised to preclude its being compromised. Upon terminating the flight, all material will be given to the military airfield operations officer or destroyed in accordance with paragraph **11.12.2** below. All classified material will be accounted for by means of the AF Form 310, *Document Receipt and Destruction Certificate*, or a comparable hand receipt. Prior to accepting material, the

aircraft captain should ensure that sufficient legible copies of the receipt form are available to allow one copy for the recipient at the destination and one copy for the aircraft captain's personal file.

11.12.2. Destruction of Classified Material. In the event of an emergency where it appears that classified material cannot be protected, it will be burned or destroyed by other means, to render recognition impossible. In this event, complete the destruction certificate on the SF 153 or AF Form 310. Provide a copy of this form to the issuing office and retain one copy to be held for the required 2 years.

**11.13. Facility Security Officer.** The CRAF carrier FSO, who should be contacted for security clearance verifications, is normally available in the office during the hours of 0900-1700. In some instances, a switchboard can connect you with the FSO.

## Chapter 12

## COMPTROLLER

**12.1. General.** AFI 10-213, *Comptroller Operations under Emergency Conditions* gives guidance for comptroller (HQ AMC/A8) operations under emergency and general war conditions when the CRAF is activated.

**12.2. Budget Concept.** Airlift contracts provide for payment of personnel and airlift during all stages of CRAF activation. Budgeting and funding procedures for contract airlift services, which are in effect at the time of activation, will be continued. Budgeting and funding are the responsibility of HQ AMC/FM.

**12.3. Contracting for Airlift.** Delivery orders issued to CRAF carriers by the AMC contracting officer are based on a Request for Procurement of Commercial Airlift (AF Form 9). The director of industrial fund, HQ AMC/FMAI, will certify fund availability on the Form 9 or issue an obligation authority to HQ AMC/A3.

## Chapter 13

## AEROMEDICAL EVACUATION

### 13.1. Definitions.

13.1.1. Aeromedical Evacuation (AE): Air Force AE provides fixed-wing movement of patients requiring in-flight care and supervision by AE crewmembers to locations offering appropriate levels of medical care.

13.1.2. AE Cell: The AE Cell is the source of clinical and operational expertise and mission execution within the 618 TACC. AE Cell provides the link between C2 and operations and is the clinical interface with airlift operation and the Patient Movement Requirements Center.

13.1.3. Aeromedical Evacuation Crew Member(s) (AECMs). Qualified flight nurses and AE technicians.

13.1.4. Critical Care Air Transport Team (CCATT). Physician, critical care nurse, and respiratory technician assigned to stabilize patient care.

13.1.5. Medical Crew Director (MCD). A qualified flight nurse responsible for the overall supervision of patient care and management of CCATTs and AECMs assigned to AE missions.

13.1.6. Global Patient Movement Requirements Center/Joint Patient Movement Requirements Center/Theater Patient Movement Requirements Center (GPMRC/JPMRC/TPMRC). Patient movement control and regulating center responsible for validating patient movement requirements and matching patient needs with bed availability.

13.1.7. Tanker Airlift Control Center (TACC). The control facility established to provide C2 of all AMC strategic assets.

13.1.8. AESS. A kit which contains subsystems for installation on a B-767 aircraft, to enable the aircraft to carry litter patients and provide oxygen and electrical support for patient care.

13.1.9. Liquid Oxygen (LOX).

13.1.10. Base Line. Preparation of the aircraft (removal of seats, etc.,) to enable the CRAF AESS to be installed.

### 13.2. Performance Required.

13.2.1. The AE portion of the CRAF program is activated in Stages II or III. However, any segment, section, or element within each stage may be specifically activated at any time. When AE aircraft are required and activated, the carrier shall make available or position the aircraft, within 48 hours, at a predesignated location as specified by the government. These aircraft will be properly configured and ready for AESS installation. At the designated location, a separate government contractor shall accomplish the unpacking and installation of the AESS. After the AESS is installed, the aircraft may be flown to a designated location to add Air Force medical personnel to the overall aircrew complement. After the Air Force medical personnel have been added, the aircraft will proceed to the location(s) specified in the mission assignment. When CRAF AE aircraft are no longer required, the carrier shall

return the aircraft to the predesignated location for removal and repacking of the CRAF AESS.

13.2.2. When deviations to FAR Parts 119, 121, or 135 are required to perform contract missions for AMC, carriers will submit requests for deviation authority to AMC. AMC will review the request(s), then forward the carriers' individual or consolidated requests, along with AMC's recommendations, to the FAA for review and action. A list of possible deviations can be found in **Chapter 10**.

13.2.3. Carrier will develop an FAA-approved training program if required to facilitate operation of CRAF AE under PART 121 of the FARs with deviations referenced above.

13.2.4. The carrier will provide the following:

13.2.4.1. A maintenance foreman and aircraft inspector capable of signing off maintenance write-ups and logbooks, at L-3 Integrated Systems, Greenville TX, for the duration of the installation process.

13.2.4.2. Floor pallets and cargo netting (767-300ER) or LD-2 containers (767-200ER) in the aft cargo hold.

13.2.4.3. One life vest/emergency egress card/air sickness bag for each AECM, CCATT, and patient listed on the manifest per aircraft. These life vests will be removed from the seats and placed in the overhead storage compartments when the aircraft is "base-lined" by the airline.

13.2.4.4. Configuration drawings of all variations and tail number associated with the variation of aircraft formally committed to the AE role shall be provided to the AESS Installation Contractor annually.

13.2.5. The Boeing 767-200 series aircraft can be configured with 87 litters and 30+ seats. The Boeing 767-300 series aircraft can be configured with 87 litters and 50+ seats. Once an aircraft is configured, it will not be changed by anyone other than an FAA-certified aircraft mechanic or engineer with access to the FAA-approved Supplemental Type Certificate for that specific aircraft.

13.2.6. Meal service will be IAW the AMC Airlift Services contract. Additionally, the carrier will provide the following:

13.2.6.1. Cold chilled water in lieu of alcoholic beverages.

13.2.6.2. Cold juice/sodas. These will be primarily orange, apple, and grape juices. Mixed soda flavors will be provided with dietary consideration.

13.2.6.3. Coffee and tea.

13.2.7. If special patient meals are necessary, they will be provided from the originating hospital.

13.2.8. There will be no smoking (including flight and medical crew) on any AE aircraft configured for patient carriage. The "No Smoking" sign shall remain illuminated at all times.

13.2.9. Hazardous cargo will not be allowed on AE flights except for cargo that is part of the HQ AMC-approved medical equipment used for AE.

13.2.10. The carrier will take necessary actions to add medical equipment certified for in-flight use to its operations specifications certificate. Prior to use onboard AE missions, all medical equipment must be tested, deemed airworthy, and approved for use by HQ AMC guidance. Equipment not approved for in-flight use on B-767s will undergo an operational checkout IAW the aircraft supplemental flight manual procedures provided by the government in the CRAF AESS packaging.

**13.3. Execution of Flight.**

13.3.1. CRAF AE B-767s will be used to return AECMs, CCATT, and medical equipment from CONUS AE hubs to overseas AE hubs.

13.3.2. Refueling should normally be accomplished prior to enplaning patients; however, if this is not possible, an emergency crash/rescue vehicle will be required to stand by the aircraft during concurrent servicing IAW T.O. 00-25-172. When patients are onboard the aircraft, the aircraft captain will request, through the command post at military airfields, crash/rescue support prior to taxi, takeoff, landing, or aircraft servicing of fuel or LOX.

13.3.3. The aircraft captain and air carrier dispatcher are responsible for mission management and will contact the MCD for a briefing on medical requirements. This will be accomplished 30 minutes prior to takeoff. The following information will be requested and provided:

13.3.3.1. Weather en route.

13.3.3.2. En route flying time.

13.3.3.3. Any additional information that may be pertinent.

13.3.3.4. MCD will provide a list of suitable medical emergency alternate airfields.

13.3.4. Normally, the number of AECMs will be four flight nurses and six medical technicians. The USAF AE crew complement will be determined by the chief nurse of the AE unit based upon operational and clinical requirements of the mission.

13.3.5. Military medical personnel are responsible for the following:

13.3.5.1. The MCD is the military mission manager.

13.3.5.2. The Patient Movement Requirement Center will provide information on any altitude or flight restrictions, due to medical reasons to the AE Cell. The AE Cell will coordinate with 618 TACC/XOPA who will relay this information to the carrier operations center when received (minimum 12 hours prior to flight departure.) The MCD will also brief this information to the aircraft captain.

13.3.5.3. The MCD is the senior medical authority on the aircraft and will have the final decision on medical emergencies affecting manifested patients. Should a medical diversion become necessary, the contractor pilot will make every effort to comply with the request of the MCD. All changes to the missions must be coordinated through 618 TACC/XOCG as the AMC C2 center for final approval.

13.3.5.4. Enplaning and deplaning all patients.

13.3.5.5. Medical care and treatment of all patients.

13.3.5.6. AECMs will secure all medical equipment IAW current Air Force procedures. Equipment in excess of 40 pounds will not be stored in overhead storage bins.

13.3.5.7. AECMs will collect and properly dispose of all medical wastes. Medical waste will be collected and stored separately from common waste.

13.3.6. Should the medical condition of any patient require attention during takeoff, en route cruise or landing, and if the seat belt sign is on, AECMs will be secured with straps to the litter and remain standing during these phases of flight.

13.3.7. AECMs will assist flight attendants and flight crew during aircraft emergencies, including the deplaning of patients during an emergency.

13.3.7.1. Low-pressure, portable oxygen bottles will be available for each AECM for use during emergencies. These bottles will be provided by AMC when available and will be stored behind the nurses' workstation and within reach of each AECM-designated seat.

13.3.8. Should an en route aircraft diversion be required for reasons other than a medical emergency, the aircraft captain will coordinate with the MCD, when possible, before deciding the point of landing. The welfare of the patients is a prime consideration in all such decisions; however, safety is the final determinant. The C2 will be advised and guidance requested for all aircraft or medical emergencies, which require diversions.

13.3.9. In matters of flight safety, decisions of the carrier operations personnel are final. In matters of all patient care, decisions of MCD are final.

13.3.10. The carrier flight attendant personnel will accomplish the following duties:

13.3.10.1. Direct the AECMs and patients during all in-flight and ground emergencies, to include deplaning the airplane.

13.3.10.2. All briefings, including the addition of remarks: "during a cabin decompression, the top litter patient will pass the emergency oxygen mask to the lower litter patients".

13.3.10.3. Meal and beverage service, IAW the AMC Airlift Services Contract. The medical crew will designate which patients can or cannot receive meals or beverages.

**13.4. Aircraft Identification.** The aircraft shall use the call sign of "Air Evac" for all scheduled flights.

**13.5. Configuration Changes.** Configuration Control: the contractor will provide information on aircraft configuration changes, which affect the ability to install the CRAF AESS on designated aircraft to HQ AMC/SG.

**13.6. Mission Scheduling.** The 618 TACC Aeromedical Operations Division is responsible for scheduling all CRAF AE missions. The AE Ops Division receives requirements from USTRANSCOM, and will work closely with the AMC CRAF Cell to ensure that the CRAF resources are properly allocated.

## Chapter 14

## CRAF EXERCISE PROGRAM

**14.1. Purpose.** The CRAF Exercise Program ensures the readiness of HQ AMC and USTRANSCOM staff to competently activate and deactivate the CRAF. As stated in AMCI 10-204, *Air Mobility Command Exercise Program*, exercises "enhance readiness, boost combat capability, streamline procedures, and identify weaknesses. A regular cycle of planning, exercising, and reviewing lessons learned will keep AMC prepared for meeting wartime and contingency commitments."

**14.2. Organization.** For the purposes of this instruction, there are two types of CRAF exercises: AMC CAT exercises and A3BC tabletop reviews.

14.2.1. AMC CAT Exercises. As part of larger exercises involving HQ AMC, the CRAF office will routinely receive exercise injects involving CRAF questions or issues. Occasionally, these exercises will include CRAF activation and A3BC and other staff functions (TCAQ, TACC, and TCJ5) are tasked to perform in a well-coordinated and timely fashion.

14.2.2. A3BC Tabletop Reviews. Many of the tasks for CRAF activation are not part of day-to-day HQ AMC activity. Further, the continual turnover in military personnel means perpetual loss of experience from previous exercises. Therefore, experience shows that smooth execution of CRAF wartime tasks depends upon A3BC conducting annual reviews with relevant staff functions in AMC and USTRANSCOM. This review may be done at any time during the year, but ideally should be within 2-6 months prior to the annual AMC CAT exercise, normally held in the spring.

14.2.2.1. Recommended format and topics. A tabletop format is conducive to learning and facilitates both discussion and questions from participants. Topics for discussion should always include any lessons learned from previous exercises. Review of such lessons learned can spur process improvements and help avoid likely pitfalls in upcoming exercises. Additional topics include activation procedures or any other issues likely to arise during the exercise (communication channels, message handling, etc.)

14.2.2.2. Recommended participants. Consider inviting representatives from 618 TACC, HQ AMC/A3X, TCAQ, TCJ3, TCJ5, and/or Fusion Center.

FREDERICK R. MARTIN, Brigadier General, USAF
Director of Operations

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 10-213, *Comptroller Operations under Emergency Conditions, 22 July 1994*

AFI 31-501, *Personnel Security Program Management, 27 January 2005*

AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and other Eligible Personnel, 17 June 2009*

AMCI 24-101V14, *Military Airlift Transportation, 2 October 2009*

AMCI 24-201, *Commercial Airlift Management-Civil Air Carriers, 1 July 2004*

AMCP 24-2, *Civil Reserve Air Fleet Load Planning Guide, 1 December 2001*

AMC Omnibus Operations Plan, *21 February 2003*

***Prescribed Forms***

AMC Form 312, *CRAF Capability Summary*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AMC Form 8, *Civil Aircraft Certificate*

DD Form 489, *Geneva Conventions Identity Card for Civilians Who Accompany the Armed Forces*

***Abbreviations and Acronyms***

**ACL**—Allowable Cabin Load

**ACO**—Administrative Contracting Officer

**AE**—Aeromedical Evacuation

**AECM**—Aeromedical Evacuation Crew Member

**AESS**—Aeromedical Evacuation Ship Set

**AFTN**—Aeronautical Fixed Telecommunications Network

**ALCC**—Airlift Control Center

**AMC**—Air Mobility Command

**AMCALT**—Air Mobility Command Alternate Headquarters

**AMS**—Air Mobility Squadron

**AOR**—Area of Responsibility

**ARINC**—Aeronautical Radio, Inc.

**C2**—Command and Control

**CASS**—Civil Airlift Support Specialist

**CAT**—Crisis Action Team

**CBRNE**—chemical, biological, radiological, nuclear, and high-yield explosive

**C-CBRNE**—Counter CBRNE

**CFR**—Code of Federal Regulations

**CHDO**—Certificate Holding District Office

**CONUS**—Continental United States

**DDOC**—Deployment Distribution Operations Center (also called Fusion Center)

**DESC**—Defense Energy Support Center

**DLA**—Defense Logistics Agency

**DOT**—Department of Transportation

**DOT/OET**—Office of Intelligence, Security and Emergency Response

**DPA**—Defense Production Act

**DSS**—Defense Security Service

**DSSOCC**—Defense Security Service Facility Clearance Office

**EMTF**—Expeditionary Mobility Task Force

**ESCAT**—Emergency Security Control of Air Traffic

**ESS**—Electronic Switching System

**ETA**—Estimated Time of Arrival

**ETD**—Estimated Time of Departure

**FAA**—Federal Aviation Administration

**FARs**——Federal Aviation Regulations

**FEMA**—Federal Emergency Management Agency

**FLIP**—Flight Information Publication

**FOLS**—Forwarding Operating Locations

**GCC**—Geneva Convention Card

**GDSS**—Global Decision Support System

**GMT**—Greenwich Mean Time

**HGCCS**—High Frequency Global Communications System

**HF**—High Frequency

**IATA**—International Air Transport Association

**ICAO**—International Civil Aviation Organization

**IFR**—Instrument Flight Rules

**IFF/SIF**—Identification, Friend or Foe/Selective Identification Feature

**IPE**—Individual Protective Equipment

**ISB**—Intermediate Staging Base

**JCS**—Joint Chiefs of Staff

**JPO**—Joint Petroleum Office

**MCD**—Medical Crew Director

**MHE**—Material Handling Equipment

**MOBREP**—Mobilization Representatives

**MV**—Mobilization Value

**NGA**—National Geospatial Intel Agency

**NORAD**—North American Air Defense Command

**NRK**—Navigation Route Kits

**OET**—Office of Emergency Transportation

**OI**—Operating Instruction

**OST**—Operations Support Team

**POL**—Petroleum, Oil, and Lubricants

**RSPA**—Research and Special Programs Administration

**SECDEF**—Secretary of Defense

**SIPRNET**—Secret Internet Protocol Router Network

**SSAN**—Social Security Number

**STE**—Secure Telephone Equipment

**TAG**—Technical Advisory Group

**TALCE**—Tanker-Airlift Control Element

**TCCC**—Commander, US Transportation Command

**TSA**—Transportation Security Administration

**UHF**—Ultra High Frequency

**VHF**—Very High Frequency

**WBE**—Wide body Equivalent

**WMP**—4—USAF War and Mobilization Plan, Volume 4

**WRM**—War Readiness Materiel

## Attachment 2

## NAVIGATION ROUTE KIT

**A2.1.** This attachment provides information needed for receipt and management of the CRAF navigation route kit (NRK).

**A2.2.** A NRK, which is made up of DOD Flight Information Publications (FLIP) (navigation maps and charts, terminal information, en route publications, etc.), provides navigation coverage for specific CRAF Segments, is necessary for operating DOD missions, and should be used during CRAF activation. An air carrier operating in any of the three segments of CRAF is authorized to receive a NRK provided by the Government. FLIP, which are produced by the National Geospatial-Intelligence Agency (NGA) and distributed by the Defense Logistics Agency (DLA), provide appropriate area coverage as follows:

A2.2.1. International Segment (long- and short-range) - Global.

A2.2.2. Aeromedical Evacuation Segment - Global.

A2.2.3. National Segment - Continental United States, Alaska, and Distant Early Warning Line. Note: Military navigation aids required during peacetime are also required during CRAF activation.

**A2.3.** FLIP requirements and distribution.

A2.3.1. A3B is responsible for establishing the FLIP/Kits requirement (type and quantity) for each CRAF carrier. The type of FLIP is based on the segment(s) of CRAF the carrier is in. The number of kits a carrier is authorized is based on the number of aircraft the carrier has in CRAF plus one kit for use in the carrier's flight operations dispatch area.

A2.3.2. The minimum number of kits the carrier must maintain is two (one for an aircraft and one for flight operations dispatch). The maximum number of kits a carrier is authorized to receive will not be more than the number of aircraft they have in CRAF and the one for flight operations.

A2.3.3. Before the start of the new contract period, A3B must send a letter to DLA/DSCR-JNAB, listing the carriers and the number of kits required for each. The carrier may contact DLA to increase or decrease the number of kits it is receiving. However, the carrier must maintain the required minimum. To adjust the number of kits it is receiving or to request replacement items required for each kit, the carrier must contact the DLA CRAF FLIP accounts manager at (800) 826-0342 or FAX at (804) 279-6524, and provide its FLIP account number, along with a positive address where the shipment of FLIP will be received.

**A2.4.** FLIP (NRKs) that are placed aboard aircraft must be maintained in heavy-duty type bags or cases, which are procured through local sources at the carrier's expense.

**A2.5.** The CRAF carrier will maintain all NRKs provided by the Government in a current status. Upon receipt of FLIP, to include changes, outdated FLIP will be removed and discarded.

**A2.6.** CRAF carriers are authorized to use the FLIP during peacetime commercial or military contract operations; however, they must still be maintained in a ready status at all times for the appropriate area coverage to support CRAF activation.

**A2.7.** Carrier Responsibilities.

A2.7.1. Advise A3B of needs and requirements. One kit for each CRAF allocated aircraft, plus one for carrier flight operations dispatch.

A2.7.2. Maintain appropriate records to ensure that all kits are current.

A2.7.3. Ensure that each aircraft is provided an appropriate NRK in accordance with the number of aircraft allocated to CRAF by USDOT/RSPA (OET).

A2.7.4. Periodically review FLIP requirements and advise A3B of necessary changes.

A2.7.5. When quantity adjustments need to be made, write the DLA CRAF FLIP account manager at DSCR-JNAB, 8000 Jefferson Davis Highway, Richmond VA 23297-5335, fax 804-279-6524, or call 800-826-0342 or 804-279-6534.

**A2.8.** DLA Responsibilities. DLA/DSCR-JNAB is responsible for forwarding FLIP to appropriate CRAF carrier addresses, using the periodic update provided by A3BC.

**A2.9.** AMC Responsibilities.

A2.9.1. AMC/A6OB will make AMCI 10-402 available on publicly accessible worldwide web address.

A2.9.2. A3B will:

A2.9.2.1. Provide NGA/EDPA and DLA/DSCR-JNAB with a copy of the current CRAF Capability Summary (AMC HQ Form 312). This form provides the total number of aircraft allocated by OET (by type, carrier, and segment) as of the 1st day of the month, and is provided for information only.

A2.9.2.2. Conduct an annual survey of CRAF carriers FLIP and chart requirements and current mailing address.

A2.9.2.3. Advise DLA/DSCR-JNAB annually (October) of the updated CRAF requirements.

**A2.10.** International and AE Segments requirements. The NRK for the International (long- and short-range) and AE Segments will contain one copy of all FLIP for worldwide coverage and the Foreign Clearance Guide, which can be obtained via the worldwide web at **http://www.fcg.pentagon.mil**.

**A2.11.** National Segment, Domestic Section. The NRK for the Domestic Section of the National Segment will contain one copy of all FLIP covering CONUS, Canada, and Mexico.

**A2.12.** National Segment, Alaska Section. The NRK for the Alaska Section of the National Segment will contain one copy of all FLIP covering Alaska, CONUS, and Canada.

A2.12.1. DOD Aeronautical Charts Bulletin Digest (one copy per addressee).

## Attachment 3

## IDENTIFICATION GENEVA CONVENTION IDENTITY CARD - (DD FORM 489)

**A3.1.** Cards will be laminated prior to being issued.

**A3.2.** How to Prepare DD Form 489, Geneva Conventions Identity Card for Persons Who Accompany the Armed Forces. Most entries are self-explanatory; however, special instructions are shown for the following items:

**A3.3.** ISSUE: For contractor (CRAF) personnel, one copy will be prepared and retained by the bearer.

**A3.4.** PHOTOGRAPH: Photograph will be 1 x 1 1/4 inches.

**A3.5.** NAME: Enter person's last, first, and middle name. Enter "IO" if they only use a middle initial. Leave this section blank if they do not have a middle name or initial.

**A3.6.** DATE ISSUED AND ISSUING OFFICER: Date issued is self-explanatory. The Issuing Officer space requires the signature of the company security officer or the authorized representative.

**A3.7.** POSITION TITLE: Enter civilian position title as identified below (i.e., Aircraft Captain, First Officer, Flight Attendant, etc.)

**A3.8.** EQUIVALENT RANK: Enter appropriate equivalent rank shown below (i.e., Field Grade Officer IV, etc.)

**A3.9.** SERVICE: Enter "USAF" in the top half of the block and the individual's Social Security Number in the bottom half.

**A3.10.** FINGERPRINTS: If person's index finger is missing, note it and use the next finger.

**A3.11.** CIVILIAN EQUIVALENT MILITARY RANK FOR GENEVA CONVENTIONCARDS

A3.11.1. The civilian equivalent military rank is based on grade and salary established by the carrier. It is recognized that all carrier job titles are not listed. This list should serve as a guide to identify the appropriate rank. See Table 3.1.

**Note 1**: The military rank categories are as follows:

General Officer: General, Lieutenant General, Major General, Brigadier General

Field Grade Officer: Colonel, Lieutenant Colonel, Major

Company Grade Officer: Captain, 1st Lieutenant, 2nd Lieutenant, Warrant Officer

Non-Commissioned Officer: Chief Master Sergeant, Senior Master Sergeant, Master Sergeant, Technical Sergeant, and Staff Sergeant

**Note 2:** DD Forms 489 issued prior to October 1976 will indicate a different grade/rank presentation, based on earlier requirements. These cards are valid and will continue to be used. However, all DD Form 489s issued after October 1976 will comply with the provisions in this attachment.

**Table A3.1. Civilian/Military Equivalent Ranks**

| CIVILIAN POSITION TITLE | EQUIVALENT MILITARY RANK CATEGORY |
|---|---|
| President / Vice President | General Officer |
| Mobilization Representative Technical Advisory Group Captain (Aircrew) First Officer (Aircrew) | Field Grade Officer |
| **CIVILIAN POSITION TITLE** | **EQUIVALENT MILITARY RANK CATEGORY** |
| Maintenance Shift Foreman Assistant Traffic Station Supervisor Flight Dispatcher Communications Supervisor Passenger Service Supervisor Cargo Service Supervisor Ramp Service Supervisor Mechanic (Aircraft, Radio, Instrument) Passenger Agent Load Control Planner Trip Follower Part Steward Clerk Flight Engineer Navigator/Cabin Attendant | Company Grade Officer |

## Attachment 4

## CRAF CARRIER SECURITY OFFICE LISTING

**A4.1.** The CRAF carrier Facility Security Officer should be contacted for any security clearance verification and normally is available in the office during the carriers local time listed below. In some instances a switchboard may have to connect you with the security officer. The primary telephone is to be used during normal duty hours and the secondary telephone is to be used during other than normal duty hours.

**Table A4.1. CRAF Carrier Security Office Listing.**

| COMPANY | LOCATION | OFFICE HRS | PRIMARY | 24 HOUR* |
|---|---|---|---|---|
| ABX Air, Inc. | Wilmington OH | 0800-1600 | 800-736-3973 Ext. 62960 | 937-366-2440 /2450 |
| Air Transport Intl | Little Rock AR | 0800-1600 | 800-643-9022 Ext. 1502 | Same |
| AirTran Airways | Orlando FL | 0800-1600 | 407-318-5091 | 407-318-5040 /5020 |
| Alaska Airlines | Seattle WA | 0800-1600 | 206-392-6338 | 206-392-6029 |
| Allegiant Air | Las Vegas NV | 0800-1600 | 702-851-7316 | |
| American Airlines | Dallas TX | 0800-1700 | 817-967-8346 | 817-967-8360 |
| Arrow Air | Miami FL | 0800-1600 | 305-889-6336 | 305-869-2296 |
| ASTAR Air Cargo | Wilmington OH | 0800-1600 | 937-302-5501 | 866-779-3452 |
| Atlas Air | Purchase NY | 0800-1700 | 914-701-8777 | 914-701-8050 |
| Continental Airlines | Houston TX | 0900-1800 | 713-834-2170 | 713-324-7209 |
| Delta Air Lines | Atlanta GA | 0800-1600 | 404-714-9184 | 404-761-2047 |
| Evergreen Intl | McMinnville OR | 0800-1700 | 503-472-0011 Ext. 4625 | Ask for Dispatch |
| Federal Express | Memphis TN | 0700-1700 | 901-434-8454 | 901-553-2372 |
| Frontier Airlines | Denver CO | 0800-1700 | 720-374-4462 | 720-374-4251 |
| Hawaiian Airlines | Honolulu HI | 0800-1700 | 808-835-3260 | 808-838-5561 |
| JetBlue Airways | Forest Hills NY | 0800-1700 | 718-709-3562 | 718-709-3771 |
| Kalitta Air, LLC | Ypsilanti MI | 0800-1700 | 734-484-0088 Ext. 7613 | 800-590-1521 |
| Lynden Air Cargo | Anchorage AK | 0800-1700 | 907-249-0221 | 907-249-0225 /0229 |
| Miami Air Intl | Miami FL | 0800-1700 | 305-876-3659 | 305-876-3678 |
| MN Airlines dba Sun Country | Mendota Hgts MN | 0830-1700 | 651-681-3919 | 800-733-6579 |
| National Air Cargo | Ypsilanti MI | 0800-1600 | 734-547-4008 | 734-4884-4801 |
| North American | Jamaica NY | 0800-1700 | 718-907-2121 | 718-907-2126 /2127/2124 |
| Northern Air Cargo | Anchorage AK | 0800-1600 | 907-771-6101 Ext. 122 | 907-249-5107 |
| Northwest Airlines | Minneapolis MN | 0800-1700 | 612-727-0214 | 651-452-7689 |
| Omni Air Intl | Tulsa OK | 0800-1700 | 918-831-3014 | 918-831-3058 |

| | | | | |
|---|---|---|---|---|
| Polar Air Cargo | Purchase NY | 0800-1700 | 914-701-8777 | 914-701-8050 |
| Ryan Intl Airlines | Rockford IL | 0800-1700 | 815-387-3279 | |
| Sky Lease I | Greensboro NC | 0800-1700 | 336-665-7147 | |
| Southern Air | Norwalk CT | 0900-1600 | 203-846-6573 | 203-229-2435 /2430 |
| Southwest Airlines | Dallas TX | 0800-1600 | 214-792-3517 | 800-827-5899 |
| United Air Lines | Chicago IL | 0800-170 | 847 700-5041 | 847 700-4190 /6045 |
| United Parcel Svc | Louisville KY | 0800-1700 | 502-359-1596 | 502 387-8009 |
| USAirways | Arlington VA | 0800-1700 | 412-747-5021 | 412-747-3535 |
| World Airways | Peachtree City GA | 0900-1800 | 770-632-8144 | 770-632-8020 |

**Note:** This is the carrier flight control telephone number, which is manned 24 hours daily. Should it become necessary to use this number, the controller on duty will be responsible for contacting the carrier security officer.

## Attachment 5

## SAMPLE SSS AND CRAF PREACTIVIATION MESSAGE

**Figure A5.1. Sample SSS**

**STAFF SUMMARY SHEET**

| | TO | ACTION | SIGNATURE (Surname) GRADE & DATE | | TO | ACTION | SIGNATURE (Surname) GRADE & DATE |
|---|---|---|---|---|---|---|---|
| 1 | AMC/A3 | Coord | | 6 | AMC/PA | Info | |
| 2 | AMC/JA | Coord | | 7 | AMC/CAT | Info | |
| 3 | 18AF/CC | Coord | | 8 | AMC/A4 | Info | |
| 4 | AMC/CV | Approve | | 9 | | | |
| 5 | AMC/CC | Info | | 10 | | | |

| SURNAME AND GRADE OF ACTION OFFICER | OFFICE SYMBOL | PHONE | TYPIST'S INITIALS | SUSPENSE DATE |
|---|---|---|---|---|
| MERLIN L.LYMAN, GS-15 | A3B | 229-4801 | | |

SUBJECT
**EXERCISE EXERCISE EXERCISE**
Civil Reserve Air Fleet (CRAF) Activation Warning

DATE

SUMMARY

1. The purpose of this SSS is to provide CRAF air carriers with the activation warning message alerting them of the potential for CRAF activation.

2. It is possible that activation of one or more stages of CRAF may be required in the near future. The message at Tab 1 requests AMC/CV approval of activation warning.

3. RECOMMENDATION. AMC/CV approve and AMC/A3 sign activation warning message at Tab 1.

//SIGNED// MLL (Date)
MERLIN L. LYMAN
Chief, DOD Commercial Airlift Division

1 Tab
Activation Warning Message

**Figure A5.2. CRAF Preactivation Message**

THIS MESSAGE IS APPROVED FOR RELEASE BY (CURRENT A3/CC)

TO: USTRANSCOM/CC SCOTT AFB IL
FAA NATIONAL HQ WASHINGTON DC//AEO-200
DEPARTMENT OF TRANSPORTATION WASHINGTON DC/OET/DET-1

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
JCS WASHINGTON DC/J3/J4-LRC
TSA WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ AMC/A3B SCOTT AFB IL

SUBJECT: POSSIBLE CIVIL RESERVE AIR FLEET (CRAF) ACTIVATION.

--- Copy and Paste Content Below to Body of E-mail ----------

NOTE: THIS MESSAGE IS ALSO BEING TRANSMITTED TO CRAF AIR CARRIERS.

1. IT IS POSSIBLE THAT ACTIVATION OF ONE OR MORE STAGES OF CRAF MAY BE REQUIRED IN THE NEAR FUTURE. SHOULD THIS OCCUR, QUESTIONS CONCERNING CRAF MISSION SCHEDULING AND ITINERARY COORDINATION SHOULD BE DIRECTED TO 618 TACC VIA E-MAIL AT XXXX@XXXXX OR TELEPHONE AT 618-229-XXXX. QUESTIONS REGARDING CRAF EN ROUTE SUPPORT FUNCTIONS AND CAPABILITY REPORTING, SHOULD BE DIRECTED TO HQ AMC/A3BC VIA E-MAIL AT AMC-A3BC@SCOTT.AF.MIL OR TELEPHONE AT 618-229-1751/FACSIMILE AT 618-256-6088.

2. REQUEST CARRIER PERSONNEL MAN THE CARRIER'S OPERATION CONTROL CENTER 24 HOURS PER DAY.

3. ALL ADDRESSEES PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE.

(CURRENT COMMANDER), USAF
COMMANDER, AIR MOBILITY COMMAND

**Figure A5.3. Sample SSS.**

**STAFF SUMMARY SHEET**

| | TO | ACTION | SIGNATURE (Surname) GRADE & DATE | | TO | ACTION | SIGNATURE (Surname) GRADE& DATE |
|---|---|---|---|---|---|---|---|
| 1 | 18AF/CC | Coord | | 6 | AMC/PA | Info | |
| 2 | AMC/JA | Coord | | 7 | AMC/A4 | Info | |
| 3 | AMC/CV | Coord | | 8 | AMC/A6 | Info | |
| 4 | AMC/CC | Appr | | 9 | | | |
| 5 | | | | 10 | | | |

| SURNAME AND GRADE OF ACTION OFFICER | OFFICE SYMBOL | PHONE | TYPIST'S INITIALS | SUSPENSE DATE |
|---|---|---|---|---|
| MERLIN L. LYMAN, GS-15 | A3B | 229-4801 | | |

SUBJECT
**EXERCISE EXERCISE EXERCISE**
Request to Activate Civil Reserve Air Fleet (CRAF) Stage I

DATE

SUMMARY

1. The purpose of this SSS is to provide the TCCC with the message requesting CRAF activation and authority to grant access to classified material from the Secretary of Defense (SECDEF).

2. Requirements for movement of troops and cargo in support of Exercise TERMINAL FURY-TURBO DISTRIBUTION have increased to the point where the present level of volunteer commercial augmentation is inadequate. Activation of CRAF Stage I is required to meet the current and projected movement needs. The message at Tab 1 requests SECDEF approval of activation of CRAF Stage I and the authority to grant access to classified material (including COMSEC) to flight deck crewmembers assigned to CRAF missions.

3. RECOMMENDATION. AMC/CC approve message and forward to TCCC for signature and transmittal to SECDEF.

BROOKS L. BASH, Maj Gen, USAF
Director of Air, Space, and Information Operations

1 Tab
Stage I CRAF Activation Request

**Figure A5.4. Message of Commander USTRANSCOM Request to SECDEF to Activate CRAF Stage I.**

THIS MESSAGE IS APPROVED FOR RELEASE BY (AMC/CC)

TO: USTRANSCOM/CC SCOTT AFB IL
SECDEF WASHINGTON DC

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
HQ AMC/CC SCOTT AFB IL
FAA/AEO-200 WASHINGTON DC
DOT/OET/DET-1 WASHINGTON DC
JCS/J3/J4-LRC WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ AMC/A3B SCOTT AFB IL

SUBJECT: REQUEST TO ACTIVATE CRAF (IF REQUIRED, AUTHORIZATION UP TO AND INCLUDING STAGE II)

--- Copy and Paste Content Below to Body of E-mail ----------

1. CONSIDERING THE CURRENT CONDITION CONCERNING OPERATION ENDURING FREEDOM, REQUEST YOUR APPROVAL FOR ACTIVATION OF CRAF. THIS REQUEST WILL INCLUDE AUTHORIZATION UP TO AND INCLUDING STAGE II, IF REQUIRED.

2. ONCE ACTIVATED, THE GOVERNMENT MAY EXERCISE ITS OPTION TO INCREASE THE SERVICES TO BE PERFORMED UNDER THE AMC AIRLIFT SERVICES CONTRACT TO THE FULL CAPACITY OF THE AIRCRAFT UNDER CONTRACT.

3. THE COMMANDER, USTRANSCOM, REQUESTS SECDEF GRANT CRAF AIRCREWS TEMPORARY ACCESS TO CLASSIFIED INFORMATION FOR MISSIONS FLOWN IN SUPPORT OF THE CURRENT NATIONAL DEFENSE EMERGENCY. THIS AUTHORIZATION IS TO REMAIN IN EFFECT FOR THE DURATION OF THE CRAF ACTIVATION PERIOD, AND PERTAINS TO INFORMATION REQUIRED BY THE SPECIFIC AIRCREW MEMBERS TO FLY THE MISSION ASSIGNED BY THE DOD. THIS APPROVAL WILL BE AUTOMATICALLY RESCINDED UPON DEACTIVATION OF THE CRAF.

4. ALL ADDRESSEES PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE.

(CURRENT COMMANDER), USAF
COMMANDER, USTRANSCOM

**Figure A5.5. Sample CRAF Stage I Activation Message.**

THIS MESSAGE IS APPROVED FOR RELEASE BY (AMC/CC)

TO: FAA/AEO-200 WASHINGTON DC
DOT/OET/DET-1 WASHINGTON DC

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
USTRANSCOM/CC SCOTT AFB IL
JCS/J3/J4-LRC WASHINGTON DC
TSA WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ 11AF/CC/LGT ELMENDORF AFB AK
HQ AMC/A3B SCOTT AFB IL

SUBJECT: ACTIVATION CIVIL RESERVE AIR FLEET (CRAF) STAGE I

--- Copy and Paste Content Below to Body of E-mail ----------

NOTE: THIS MESSAGE IS ALSO BEING TRANSMITTED TO CRAF AIR CARRIERS VIA SECURE FAX.

1. CONSIDERING THE CURRENT CONDITION CONCERNING OPERATION ENDURING FREEDOM, THE COMMANDER, USTRANSCOM, HAS DIRECTED THE COMMANDER, AMC, TO ACTIVATE CRAF STAGE I PASSENGER INTERNATIONAL SEGMENT, LONG-RANGE SECTION AS REQUIRED.

2. NOTICE IS HEREBY GIVEN THAT CRAF STAGE I PASSENGER INTERNATIONAL SEGMENT, LONG-RANGE SECTION IS ACTIVATED, EFFECTIVE (DTG), AND THAT THE GOVERNMENT MAY EXERCISE ITS OPTION TO INCREASE THE SERVICES TO BE PERFORMED UNDER THE AMC AIRLIFT SERVICES CONTRACT TO THE FULL CAPACITY OF THE AIRCRAFT UNDER CONTRACT FOR STAGE I.

3. THE FOLLOWING AIRCRAFT ARE ACTIVATED: ALL CARRIERS ARE REQUIRED TO TAKE NECESSARY ACTION TO PREPARE TO POSITION THESE AIRCRAFT AT DESIGNATED ONLOAD LOCATIONS BY (DTG). MISSION SCHEDULING INFORMATION WILL BE FURNISHED AS SOON AS REQUIREMENTS GENERATE AND SERVICE ORDERS ARE ISSUED.
(Information will be filled in prior to sending e-mail.)

4. ALL ADDRESSEES PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE.

(CURRENT COMMANDER), USAF
COMMANDER, USTRANSCOM

**Figure A5.6. Sample CRAF Stage II Activation Message**

THIS MESSAGE IS APPROVED FOR RELEASE BY (AMC/CC)

TO: FAA/AEO-200 WASHINGTON DC
DOT/OET/DET-1 WASHINGTON DC

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
USTRANSCOM/CC SCOTT AFB IL
JCS/J3/J4-LRC WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ 11AF/CC/LGT ELMENDORF AFB AK
HQ AMC/A3B SCOTT AFB IL

SUBJECT: ACTIVATION CIVIL RESERVE AIR FLEET (CRAF) STAGE II (AEROMEDICAL EVACUATION (AE) ONLY)

--- Copy and Paste Content Below to Body of E-mail ----------

NOTE: THIS MESSAGE IS ALSO BEING TRANSMITTED TO CRAF AIR CARRIERS VIA SECURE FAX.

1. CONSIDERING THE CURRENT CONDITION CONCERNING OPERATION ENDURING FREEDOM, THE COMMANDER, USTRANSCOM, HAS DIRECTED THE COMMANDER, AMC, TO ACTIVATE CRAF STAGE II, AE SEGMENT, AS REQUIRED.

2. NOTICE IS HEREBY GIVEN THAT CRAF STAGE II AE SEGMENT, IS ACTIVATED, EFFECTIVE (DTG), AND THAT THE GOVERNMENT MAY EXERCISE ITS OPTION TO INCREASE THE SERVICES TO BE PERFORMED UNDER THE AMC AIRLIFT SERVICES CONTRACT TO THE FULL CAPACITY OF THE AIRCRAFT UNDER CONTRACT FOR STAGE II.

3. THE FOLLOWING AIRCRAFT ARE ACTIVATED: ALL CARRIERS ARE REQUIRED TO TAKE NECESSARY ACTION TO PREPARE TO POSITION THESE AIRCRAFT AT DESIGNATED ONLOAD LOCATIONS BY (DTG). MISSION SCHEDULING INFORMATION WILL BE FURNISHED AS SOON AS REQUIREMENTS GENERATE AND SERVICE ORDERS ARE ISSUED.
(Information will be filled in prior to sending e-mail.)

4. ALL ADDRESSEES PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE.

(CURRENT COMMANDER), USAF
COMMANDER, AIR MOBILITY COMMAND

**Figure A5.7. Sample Commander USTRANSCOM Request to SECDEF to Activate CRAF Stage III.**

THIS MESSAGE IS APPROVED FOR RELEASE BY (USTC/CC)

TO: USTRANSCOM/CC SCOTT AFB IL
SECDEF WASHINGTON DC

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
HQ AMC/CC SCOTT AFB IL
FAA/AEO-200 WASHINGTON DC
DOT/OET/DET-1 WASHINGTON DC
JCS/J3/J4-LRC WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ 11AF/CC/LGT ELMENDORF AFB AK
HQ AMC/A3B SCOTT AFB IL

SUBJECT: REQUEST TO ACTIVATE CIVIL RESERVE AIR FLEET (CRAF) STAGE III

--- Copy and Paste Content Below to Body of E-mail ----------

1. CONSIDERING THE CURRENT CONDITION CONCERNING OPERATION ENDURING FREEDOM, REQUEST YOUR APPROVAL FOR ACTIVATION OF CRAF STAGE III. A FORTHCOMING MESSAGE FROM AMC/CC TO DOT WILL SPECIFY THE ADDITIONAL TAIL NUMBERS USED IN THIS STAGE III ACTIVATION.

2. ONCE ACTIVATED, THE GOVERNMENT MAY EXERCISE ITS OPTION TO INCREASE THE SERVICES TO BE PERFORMED UNDER THE AMC AIRLIFT SERVICES CONTRACT TO THE FULL CAPACITY OF THE AIRCRAFT UNDER CONTRACT.

3. SCHEDULING INFORMATION WILL BE FURNISHED AS REQUIREMENTS GENERATE AND SERVICE ORDERS ARE ISSUED.

4. ALL ADDRESSEES PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE.

(CURRENT COMMANDER), USAF
COMMANDER, USTRANSCOM

**Figure A5.8. Sample CRAF Stage III Activation Message.**

THIS MESSAGE IS APPROVED FOR RELEASE BY (AMC/CC)

TO: FAA/AEO-200 WASHINGTON DC
DOT/OET/DET-1 WASHINGTON DC

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
USTRANSCOM/CC SCOTT AFB IL
JCS/J3/J4-LRC WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ 11AF/CC/LGT ELMENDORF AFB AK
HQ AMC/A3B SCOTT AFB IL

SUBJECT: ACTIVATION CIVIL RESERVE AIR FLEET (CRAF) STAGE III

--- Copy and Paste Content Below to Body of E-mail ----------

NOTE: THIS MESSAGE IS ALSO BEING TRANSMITTED TO CRAF AIR CARRIERS VIA SECURE FAX.

1. CONSIDERING THE CURRENT CONDITION CONCERNING OPERATION ENDURING FREEDOM, THE COMMANDER, USTRANSCOM, HAS DIRECTED THE COMMANDER, AMC, TO ACTIVATION CRAFT STAGE III AS REQUIRED.

2. NOTICE IS HEREBY GIVEN THAT CRAF STAGE III IS ACTIVATED, EFFECTIVE (DTG), AND THAT THE GOVERNMENT MAY EXERCISE ITS OPTION TO INCREASE THE SERVICES TO BE PERFORMED UNDER THE AMC AIRLIFT SERVICES CONTRACT TO THE FULL CAPACITY OF THE AIRCRAFT UNDER CONTRACT FOR STAGE III.

3. SCHEDULING INFORMATION WILL BE FURNISHED AS REQUIREMENTS GENERATE AND SERVICE ORDERS ARE ISSUED.

4. ALL ADDRESSEES PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE.

(CURRENT COMMANDER), USAF
COMMANDER, AIR MOBILITY COMMAND

**Figure A5.9. Sample CRAF Deactivation Message.**

THIS MESSAGE IS APPROVED FOR RELEASE BY (AMC/CC)

TO: FAA/AEO-200 WASHINGTON DC
DOT/OET/DET-1 WASHINGTON DC

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
USTRANSCOM/CC SCOTT AFB IL
JCS/J3/J4-LRC WASHINGTON DC
TSA WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ 11AF/CC/LGT ELMENDORF AFB AK
HQ AMC/A3B SCOTT AFB IL

SUBJECT: DEACTIVATION CIVIL RESERVE AIR FLEET (CRAF) STAGE I

--- Copy and Paste Content Below to Body of E-mail ----------

NOTE: THIS MESSAGE IS ALSO BEING TRANSMITTED TO CRAF AIR CARRIERS VIA SECURE FAX.

1. AMC HAS DETERMINED THAT CONTINUATION OF THE CRAF STAGE LONG-RANGE INTERNATIONAL PASSENGER SEGMENT CALL-UP IS NOT REQUIRED.

2. NOTICE IS HEREBY GIVEN THAT CRAF STAGE I LONG-RANGE INTERNATIONAL PASSENGER SEGMENT IS DEACTIVATED, AND ALL AIRCRAFT ASSOCIATED WITH THIS SEGMENT ARE RELEASED EFFECTIVE (DTG).

3. SCHEDULING INFORMATION WILL BE FURNISHED AS REQUIREMENTS GENERATE AND SERVICE ORDERS ARE ISSUED.

4. ALL ADDRESSEES PLEASE ACKNOWLEDGE RECEIPT OF THIS MESSAGE.

(CURRENT COMMANDER), USAF
COMMANDER, AIR MOBILITY COMMAND

**Figure A5.10. Sample Aircraft Allocation Request Message from AMC/CC to DOT.**

THIS MESSAGE IS APPROVED FOR RELEASE BY (AMC/CC)

TO: FAA/AEO-200 WASHINGTON DC
DOT/OET/DET-1 WASHINGTON DC

CC: SECDEF WASHINGTON DC/DUJD(ATL)/DUSD(LNR)/HQ AMC SCOTT AFB IL/CC
USTRANSCOM/CC SCOTT AFB IL
JCS/J3/J4-LRC WASHINGTON DC
TSA WASHINGTON DC
FEMA WASHINGTON DC
CSAF WASHINGTON DC
15 EMTF/CC TRAVIS AFB CA
21 EMTF/CC MCGUIRE AFB NJ
HQ 11AF/CC/LGT ELMENDORB AFB AK
HQ AMC/A3B SCOTT AFB IL

SUBJECT: CIVIL RESERVE AIR FLEET (CRAF) AIRCRAFT ALLOCATION

--- Copy and Paste Content Below to Body of E-mail ----------

NOTE: THIS MESSAGE IS ALSO BEING TRANSMITTED TO CRAF AIR CARRIERS VIA UNSECURE FAX.

1. IN ADDITION TO STAGE III ASSETS, WHICH HAVE ALREADY BEEN ALLOCATED TO CRAF UNDER ACTIVATION OF STAGES I AND II, REQUEST THE FOLLOWING AIRCRAFT BE ALLOCATED TO CRAF TO MEET DOD OPLAN LONG-RANGE INTERNATIONAL REQUIREMENTS.

PASSENGER CARRIER TYPE QUANTITY FAA REG NUMBER
(Information will be filled in prior to sending e-mail.)

CARGO CARRIER TYPE QUANTITY FAA REG NUMBER
(Information will be filled in prior to sending e-mail.)

2. REQUEST THE FOLLOWING BOEING 767 AIRCRAFT BE ALLOCATED TO CRAF TO MEET THE AEROMEDICAL AIRLIFT REQUIREMENT OF 40 BOEING 767 AIRCRAFT. (Information will be filled in prior to sending e-mail.)

(CURRENT COMMANDER), USAF
COMMANDER, AIR MOBILITY COMMAND