

**9 JUNE 2003**

**Transportation**

**RESERVE AERIAL PORT PROGRAM**



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This instruction implements HQ AFRC Policy Directive 24-1, *Reserve Aerial Port Policy* and provides guidance for organization, management, and operations activities and requirements applicable to reserve aerial port units. If situations arise which are not adequately covered or cannot be resolved, forward request for guidance through channels to HQ AFRC/DONR. Recommendation for changes to this instruction should be similarly forwarded.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

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## Chapter 1

### ORGANIZATION OF AERIAL PORTS UNITS

**1.1. General.** This chapter outlines the organizational requirements for aerial port units. The wartime mission forms the foundation of the organizational structure. Essential peacetime training and support functions are added to allow maximum training for mission readiness.

**1.2. Mobilized Organization Structure.** Mobilized organization structure is governed by wartime Operation Plans (OPLAN), Designed Operational Capability Statements (DOC), Modular Unit Type Codes (UTC), and other applicable gaining command directives.

**1.3. Training Organization Structure.** Commanders evaluate OPLANs, DOCs, UTCs, Global Assets Listing (GAL) and applicable directives to determine unit training objectives. Applicable directives include, but are not limited to: AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*; AFI 10-403, *Deployment Planning and Execution*; AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*, and AMCI 10-403, *Air Mobility Command Force Deployment*, AMCI 10-401, *Unit Type Code*. Commanders organize their units to conduct effective and efficient training to meet their wartime mission. The basic organization of Reserve aerial port units is outlined in AFJI 24-109, *Air Terminals and Aerial Ports*, AMCI 24-101, Volume 21, *Military Airlift and Air Reserve Component (ARC) Aerial Port Training*, AMCI 24-101, Volume 22, *Military Airlift-Training Requirements for Aerial Port Operations*.

#### **1.4. Guidelines For Peacetime Support and Training Functions:**

1.4.1. Commanders ensure essential peacetime support and training functions are accomplished. Number of personnel assigned to peacetime training functions vary by unit. Individuals may be assigned primary duties in these training positions once they are fully qualified in duties and continue to receive proficiency training of their assigned mobility position. Positions include:

1.4.1.1. Unit Deployment Manager (UDM). Coordinates with host/support XP for annual OPLAN review. Administers unit plans, mobility, and readiness programs according to AFMAN 10-401, AFI 10-403, AMCI 10-403, and other applicable directives.

1.4.1.2. Unit Safety Monitor. Administers unit safety program along with wing safety program according to AFI 91-202, *The US Air Force Mishap Prevention Program*; AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program*; AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*; and other governing directives.

1.4.1.3. Materials Handling Equipment (MHE) Training Monitor. Develops unit MHE and other vehicle driver training programs according to AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*; AFMAN 24-307, *Procedures for Vehicle Maintenance Management*; AFI 24-301, *Vehicle Operations*, AFI 24-302, *Vehicle Maintenance Management*, AFPAM 24-317, *Vehicle Control*; and AFOSHSTD 91-46, *Materials Handling and Storage Equipment*.

1.4.1.4. SORTS/ART Reporting Tool Monitor. Administers the unit SORTS reporting program according to AFI 10-201, *Status of Resources and Training System*.

1.4.1.5. Security Manager. Administers unit security and restricted area badge programs according to according to wing safety programs. AFI 31-101, Volume 1, *Air Force Physical Security Program*, AFI 31-210/AFRC Sup, *The Air Force Antiterrorism/Force Protection (AT/FP)*, AFI 31-501, *Personnel Security Program Management*, and other applicable directives.

1.4.1.6. Self Evaluation/Quality Control Manager. Administers the SE/QC program according to AFI 90-201, *Inspector General Activities*, AMCI 24-101, Volume 5, *Air Transportation Unit Plans, Resources, and Mobility*, and works directly for the commander.

1.4.1.6.1. SE/QC Program. Each aerial port commander will establish and use an SE/QC program as directed by this instruction. The program is a management tool designed to measure unit progress and overall operational status.

1.4.1.6.2. The objective is to ensure proficiency in all aspects of aerial port functions/management.

1.4.1.6.3. Evaluate supervisor and functional area manager proficiency and performance.

1.4.1.6.4. Evaluate techniques and procedures for accomplishing training and assigned tasks.

1.4.1.6.5. Enforces unit compliance with instruction governing transportation policies and procedures. This is outlined in DOD, USAF, AMC, and ARC instruction. Assure compliance with DOD, USAF, AMC, and ARC transportation policies and procedures.

1.4.1.6.6. HQ AFRC in conjunction with NAF/DONs will develop and maintain the air transportation functional area checklists.

1.4.1.6.7. Use SE/QC checklists as a guide during staff assistance visits.

1.4.1.6.8. The SE/QC NCO will:

1.4.1.6.8.1. Conduct no-notice functional area spot checks and annual evaluations using approved SE/QC functional area checklists. Coordinate findings with unit commander.

1.4.1.6.8.2. Develop a follow-up file to reevaluate action areas.

1.4.1.6.8.3. Establish and distribute a cross tell file.

1.4.1.6.8.4. Establish a folder/binder for each functional area containing a copy of applicable checklist, copies of evaluations with functional area manager's replies, and copies of cross tells/replies.

1.4.1.6.8.5. Establish a three-binder system.

1.4.1.6.8.6. Binder #1 - Commander's policy letter, annual evaluation schedule, and SE/QC checklist. Binder #2 - Open and closed evaluation suspense's with detailed responses. Binder #3 - Open and closed suspense's to cross tells with detailed responses.

1.4.1.7. Unit Training Manager (UTM) and Unit Education/Training Manager (UETM). Performs all unit level functions described in AFMAN 36-2234, *Instruction System Development*, AFI 36-2201, *Air Force Training Program*, Volumes 1 through 6, and works directly for the commander.

1.4.1.8. Unit Readiness Monitor. Administers chemical warfare defense and disaster preparedness programs according to AFD 32-40, *Disaster Preparedness*; AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*; AFMAN 10-2602, *Nuclear, Biological, Chemical,*

*and Conventional (NBCC) Defense Operations and Standards, AMCI 24-101, Volume 22, Training Requirements for Aerial Port Operations, and other applicable directives.*

**1.5. Other Peacetime Functions.** Support functions may include, but are not limited to:

1.5.1. Academic/Ancillary Training Monitor.

1.5.2. RAPDS/ATCBT/ATWBT Monitor.

1.5.3. Awards and Decorations Monitor.

1.5.4. Unit Career Enhancement Monitor/Representative.

1.5.5. Unit program manager (UPM) to manage the ATSEV program according to AMCI 24-101, Volume 20.

**NOTE:** Administer these peacetime support functions according to applicable directives.

**1.6. Functional Area Training:**

1.6.1. Personnel complete education and training requirements in the Air Transportation Specialty (AFSC 2T2X1) Career Field Education and Training Plan (CFETP). The CFETP provides personnel a clear path to success in all aspects of career field training.

1.6.1.1. Use Air Mobility Warfare Center Air Transportation Computer Based Training (ATCBT) and Air Transportation Web Based Training (ATWBT) to supplement functional area specific training.

1.6.2. Forecast annual formal school requirements following procedures established by local wing/support training office. Forecasts are now submitted using the HQ AFRC/formal schools branch web based forecasting tool

1.6.2.1. Combat Readiness Course (L3AZR2T051 006). Combat Readiness Course and Resources (L3AZR2T051 006). This course is recommended for Senior NCO's and Unit deployment managers.

1.6.2.2. Introduction to Transportation Management (L5OZN21T3 000).

1.6.2.3. Air Transportation Manager (AMC ATM).

1.6.2.4. Aerial Port Operations Course (AMC APO).

**NOTE:** See HQ AFRC/DONR web page for further course information.

## Chapter 2

### DEPLOYMENTS

**2.1. General.** This chapter identifies preparation and general actions necessary for aerial port unit/team deployments (includes UTA Drive/Fly Aways and Annual Tour) and outlines some references, guidelines, and responsibilities (**NOT** all-inclusive). A sample preparation checklist is provided in **Table 2.1**.

#### 2.2. Guidelines:

2.2.1. Aerial port annual tour scheduling workshop is conducted in January for the following fiscal year. Participants are AMC, AMC-OLs, AMC/IG, HQ AFRC, HQ ANG and Reserve NAFs.

2.2.2. Schedule annual tours using the fiscal year calendar. Actual dates are provided by appropriate NAF/DON. Team size depends on support capability of the training site and training needs of the deploying unit. An entire unit may be scheduled for an AT to support an exercise (*Patriot Exercises*, etc.).

2.2.3. Units may conduct field training exercises (bare base/field environment type training) during CONUS annual tours. Units accomplish training using their assigned mobility equipment. If a unit does not possess all necessary equipment for bare base operations, coordinate through parent wing/NAF for assistance.

2.2.3.1. When planning for bare based/field exercises use references in Para **2.2**.

2.2.3.2. Team composition includes but is not limited to:

2.2.3.2.1. Deployed ATOC.

2.2.3.2.2. Load Planners.

2.2.3.2.3. Joint Inspectors.

2.2.3.2.4. Hazardous Material Qualified Personnel (must be inspector qualified).

2.2.3.2.5. Passenger Service Personnel.

2.2.3.2.6. MHE Operators/Load Teams.

2.2.3.3. Integrate task qualification training (TQT) into training objectives established by the unit commander and Unit Deployment Manager (UDM), according to AMCI 24-101, Volume 22, *Training Requirements for Aerial Port Operations*, and other applicable directives.

2.2.3.4. Use annual tours to obtain maximum hands-on and upgrade training. Rotate personnel where possible to maximize training opportunities with the use of QTP's **NOT** available at home station.

#### 2.3. Sequence of Events and Responsibilities:

2.3.1. October-December. HQ AFRC/DONR establishes a date and location for an Annual Tour Scheduling Workshop and notifies participants. **Gaining MAJCOM** determines host-base training capabilities in terms of numbers of personnel and priority time frames. Schedule annual tours for 2-week segments, normally beginning and ending on a weekend, unless the unit commander specifically requests otherwise.

2.3.2. November-December. **Unit Commanders** determine their most urgent training needs and availability of personnel for ATs throughout the fiscal year. (See HQ AFRC/DONR Website for AMC Reserve Coordinator (RC) Training Matrix Information) Submit unit recommended schedule in sufficient time with the following information in order to meet the suspense date established by the NAF/DON. **NAF/DONs** determine annual training requirements based on units' written requests, Expeditionary Operational Readiness Inspection (EORI) schedules, wartime tasking and specialty training.

2.3.3. Annual Tour priorities are as follows:

2.3.3.1. Air Expeditionary Forces support requirements.

2.3.3.2. Scheduled EORIs/Operational Readiness Exercises (ORE).

2.3.3.3. Tasked wartime bed-down locations.

2.3.3.4. OPLAN tasked Area of Responsibility (AOR), when bed-down locations are not possible.

2.3.3.5. Locations that provide specialty training.

2.3.3.6. Unit commander coordinates proposed schedule with the Mission Support Group Commander (MSG/CC).

2.3.3.7. Submit to appropriate NAF/DON, In-Turn.

2.3.4. January-February. AT scheduling workshop develops tentative AT schedule for the next FY based on consideration of active duty aerial port training capability and AFRC aerial port squadron training requirements. NAF/DONs forward tentatively approved AT schedule to each unit commander for review.

2.3.5. February-May. Units review and verify tentatively approved AT schedule with MSG/CC and coordinates with XP.

2.3.6. June. NAF/DONs notify HQ AFRC/DONR of requested changes to tentative AT schedule.

2.3.7. July. HQ AFRC/DON presents tentative AT schedule to the HQ AFRC Deployment Review Board (DRB) for approval. HQ AFRC/DON reviews all disapproved ATs and notifies appropriate NAF/DON of disapproval. NAF/DON provides further justification or reschedules unit deployment. The HQ AFRC DRB meets quarterly to review changes.

2.3.8. August. HQ AFRC/DON notifies gaining MAJCOM and NAF/DONs of the approved AT schedule. NAF/DONs then notify their units.

#### **2.4. Annual Tour (AT) Team Composition:**

2.4.1. Use HQ AFRC/DONR Website for AMC RC Training Matrix Information to determine team composition. Personnel with less than a three-skill level are prohibited from OCONUS deployments and should be scheduled for CONUS training sites only.

2.4.2. Coordinate with AMC RC to obtain approval for AFSCs other than 2T2X1 if appropriate training is available.

#### **2.5. Deployment Approval Process Overview .**

2.5.1. Required actions during preparation for deployments are normally the same for movements during Unit Training Assemblies (UTA) and Annual Tours (AT). All deployments must be routed through or coordinated with the MSG/CC and XP office according to AFRCI 10-204.

2.5.2. The Deployment Review Group (DRG) consists of representatives from each HQ AFRC functional area plus an advisory member from AFRC/DOOM and FMAR and is chaired by the Operations Director. This group reviews all exercises and deployments to ensure compliance with AFRC guidance and provides information to the financial working group and airlift allocations process. The DRG forwards its recommendations to the DRB. The DRG normally meets 2 weeks before the DRB. Required submission dates for deployment or static aircraft requests are as follows:

<u>Deployment or Static A/C Dates</u>	<u>Submit to AFRC NLT</u>
1 Oct - 31 Dec	1 Jun
1 Jan - 31 Mar	1 Sep
1 Apr - 30 Jun	1 Dec
1 Jul - 30 Sep	1 Mar

If submissions are not received by the NLT date, an out-of-cycle request is required.

**NOTE:** Submit DD Form 1249, **SAAM or JCS Exercise-Airlift Request**, for deployments or static aircraft. When the training site is less than 350 miles from home station use surface transportation. Requests will be submitted directly into the Single Mobility System (SMS).

2.5.3. The AFRC DRB must approve deployments requiring AFRC organic airlift and/or commercial funding. The DRB meets quarterly (OCT, JAN, APR and JUL) to validate and approve all deployments. DRB approved requests are forwarded to AFRC/DOO, posted on-line in SMS for pre-buy and presented at the Airlift Allocations Conference (AAC) for organic airlift support. Requests not approved are returned to HQ AFRC/DONR for dissemination. The DRB consists of HQ AFRC directors and heads of special staff agencies and is chaired by HQ AFRC/CV with the Director of Operations as the primary OPR.

2.5.4. Once the deployment schedule has been approved by the DRB, the AAC convenes approximately two weeks later to determine the availability of organic airlift to support the requirements. Airlift units receive the approved deployment information via Single Mobility System (SMS) within 3 days after the DRB.

2.5.5. When organic airlift is unavailable and an annual tour deployment is approved for commercial travel, units will forward a letter to the appropriate NAF/DON to request funding. The letter should include all items included in **Attachment 2**. Once commercial travel is procured, it will not be cancelled within 30 days of departure date, even if organic airlift becomes available.

2.5.5.1. NAF/DONs forward requests to HQ AFRC/DONR for funding. Changes to UTA or AT schedules published by HQ AFRC/DPMR must be coordinated through the appropriate NAF/DON and HQ AFRC/DONR staffs to prevent adverse affects on airlift requirements and funding allocations. (**NOTE:** If the cost or number of personnel exceeds 10% of the originally scheduled deployment, a Staff Summary Sheet is required).

## 2.6. UTA Deployments:

2.6.1. UTA deployments are only permitted when organic airlift is available or deployment destination is within reasonable driving distance. The use of five or more UTA periods (whenever possible) is recommended to maximize airlift, training facilities, and equipment at the deployed location. Units must submit DD Form 1249 to HQ AFRC/DONR through their appropriate NAF/DON to request airlift for each deployment. For UTA drive-aways, no DD Form 1249 is required; however, deployment must be approved within normal DRB channels.

**NOTE:** Personnel cannot travel in a UTA status without being able to perform six hours of duty before or after travel to location. Units should consider using an AF 1610 for travel with conversion into UTA status.

2.6.2. Unit Commanders may request UTA fly-away/drive-away deployments as deemed necessary. Requests for deviations must be routed through the appropriate NAF/DON. Examples of acceptable requests for deviation are:

2.6.2.1. Adverse weather conditions or other safety related hazards.

2.6.2.2. Inability of host site to support the deploying aerial port unit.

2.6.2.3. Cancellation of scheduled airlift support.

2.6.3. The annual tasking and deployment of personnel requirement in AFI 10-403 or other applicable instructions/supplements can be satisfied, when applicable - through a UTA or AT deployment if personnel actually process through a personnel processing line set up by a host unit.

**2.7. Unit Responsibilities For All Deployments:** Units need to follow the guidance for all deployment Annual Tour, UTA, base exercises, etc. as outlined in AFI 10-403.

2.7.1. Unit Deployment Manager (UDM) will:

2.7.1.1. Review approved AT and UTA schedule for airlift deployment requirements. Initiates checklist for each deployment (**Table 2.1**).

2.7.1.2. Ensure overseas port calls are requested for AT teams. Ensure request(s) for organic airlift are submitted using DD Form 1249, **SAAM or JCS Exercise-Airlift Request** or port calls are received from the servicing TMO no later than 90 days before the deployment month.

2.7.1.3. Obtain commercial/city pair reservations for annual tour teams as appropriate.

2.7.1.4. Ensure appropriate travel orders are published in sufficient time to allow team members to prepare for their tour of duty.

2.7.1.5. Keep the commander and staff informed of deployment status.

2.7.1.6. Submit area clearance request according to DOD 4500.54G, **Foreign Clearance Guide**, with an information copy to the appropriate NAF/DON.

2.7.1.7. All members must use their Government Travel card issued to them for all incurred expenses on all authorized deployments including annual tour/UTAs. Any member not in good standing with his/her Government Travel Card will need a letter from their Commander authorizing advance pay through the base FM. Use an AF Form 616, **Fund Cite Authorization (FCA)**, is required by the host base FM.

2.7.2. Deployment Team Chief will:

2.7.2.1. Initiate and maintain a checklist of required actions (**Table 2.1.**). Maintains and updates deployment checklist and briefs UDM (**Table 2.1.**).

2.7.2.2. Ensure preparation of passenger manifest, correct passenger weights of each individual and baggage according to DTR 4500.9R.

2.7.2.2.1. Confirm deployment information with the UDM and/or unit 2T2.

2.7.2.2.2. Request assistance from Transportation ART when:

2.7.2.2.2.1. A unit deployment requirement is in conflict with scheduled airlift.

2.7.2.2.2.2. There is a change in the support capability of the group or wing scheduled to airlift the unit. A change in the support capability of the group or wing scheduled to support unit deployment involving arrival or departure.

2.7.2.2.2.3. Any condition develops which affects the departure.

2.7.2.3. Ensure the unit ART reviews the RAPDS-generated Training Request 14, **Aerial Port Team Deployment Personnel Data**, forward a copy to the appropriate NAF for review 60 days prior to deployment.

2.7.2.3.1. Submit RAPDS-generated Training Request 14 with cover letter, NLT 45 days before team arrival to the host Reserve Coordinator. Include in the cover letter, request for base transportation support for teamwork shifts and meal periods. Ensure specific training objectives are established for all team members including officers and senior NCOs. Also include RAPDS Equipment Evaluation Information Report (*By Unit Member – Last Evaluation Date*). Provide a courtesy copy to the appropriate NAF/DON and HQ AFRC/DON. Coordinate any changes (via email) made after submission of initial RAPDS-generated Training Request 14 with the host active duty unit and appropriate NAF/DON.

2.7.2.3.2. **RAPDS-generated Training Request 14.**

2.7.2.3.2.1. "TRAINING REQUIRED" column. Use this column to indicate required training (use training codes) as identified by an individual's supervisor. Validate the host unit's training capabilities by using the active duty training matrix. (See HQ AFRC/DONR Website for link).

2.7.2.3.2.2. Enter the vehicle MHE code of the vehicles individuals are to qualify or re-certify on in the "TRAINING REQUIRED" column. If "other" is used, enter the short nomenclature of the vehicle or equipment. MHE Codes are located in AFI 24-301.

2.7.2.3.2.3. Units are encouraged to assign their officer and senior NCO personnel without previous aerial port experience to the Air Terminal Operations Center (ATOC) for the first 7 days of the tour to provide them a well-rounded view of all aerial port functions, identify this as an "ATOC Overview". The host aerial port may provide officers an option of working the ATOC or in a particular functional area for the duration of their tour. Senior NCOs may be assigned to work with a functional area supervisor. Officers/SNCOs are encouraged to participate in the ANG/AFRC Junior Officer Orientation Program (AJOP), ANG/AFRC Senior NCO Training and Orientation Program (ATOP) while deployed on annual tour. Information on these programs can be found on the AMC RC Web Site. (See HQ AFRC/DONR Website for link for link).

2.7.2.4. Coordinate on-base lodging with host unit reserve coordinator. Contract quarters may be used only if the unit/wing can fund the additional cost difference between on base and contract quarters. Lodging arrangements for AFRC personnel must be comparable with other TDY personnel at that location.

2.7.2.5. Prior to departure for overseas locations, request a security orientation and threat awareness briefing from the appropriate home station agency. A Force Protection briefing should also be provided immediately upon arrival at the deployed location.

2.7.2.6. Ensure team members deploy with:

2.7.2.6.1. Proper uniforms, safety equipment, and additional clothing/equipment.

2.7.2.6.2. Immunization record updated with immunizations required for the area of deployment (AOR).

2.7.2.6.3. Identification tags (dog tags).

2.7.2.6.4. Valid DD Form 2 (Reserve)/Common Access Card (CAC), **Armed Forces of the United States Geneva Conventions Identification Card**.

2.7.2.6.5. Reserve Aerial Port Data System (RAPDS) training documentation folder for each individual and any other documentation necessary to aid or accomplish training at the deployed location or as required by local policy.

2.7.2.6.6. AF Form 483, **Certificate of Competency**, (i.e. flight line proficiency cards).

2.7.2.6.7. AF Form 2293, **US Air Force Motor Vehicle Operator Identification Car**.

2.7.2.6.8. AF Form 171, **Request for Driver's Training and Addition to U. S. Government Driver's License**.

2.7.2.6.9. Appropriate AF Form 1199A, **USAF Restricted Area Badge**; AF Form 1199B, **USAF Restricted Area Badge**; or AF Form 1199C, **USAF Restricted Area Badge**.

2.7.2.7. Upon arrival, validate and confirm work schedules and transportation requirements with the host unit reserve coordinator. Ensure an on-site orientation briefing, to include work and safety hazards, is given to personnel prior to final assignment to a work area.

2.7.2.8. Deliver Air Transportation Computer Based Training (ATCBT) disk to host unit reserve coordinator.

2.7.2.9. Conduct a mid-tour evaluation with the host unit Reserve Coordinator to identify problems or areas of concern. If problems develop, the team chief must immediately notify the appropriate NAF/DON office, i.e. "agreed training not available". Resolve areas of concern with the host unit reserve coordinator wherever possible before elevating through the chain of command. Use the end-of-tour report to identify problems or areas of concern not resolved prior to departure.

2.7.2.10. Upon return to home station, ensure articles obtained from mobility stocks are returned to base supply.

2.7.2.11. End of Tour Report:

2.7.2.11.1. Ensure the report:

- 2.7.2.11.2. Is addressed to the appropriate unit commander, MSG/CC, NAF/DON, and HQ AFRC/DON, IN TURN.
- 2.7.2.11.3. Includes total number of personnel deployed (officer and enlisted).
- 2.7.2.11.4. Indicates the training location and tour dates.
- 2.7.2.11.5. Shows mode of transportation and cost incurred to/from training location.
- 2.7.2.11.6. Includes billeting costs (on/off-base).
- 2.7.2.11.7. Includes specific training accomplished in each functional area.
  - 2.7.2.11.7.1. Includes number of personnel trained in each area, on each piece of equipment, including automated system training (indicate systems trained on).
  - 2.7.2.11.7.2. Specifies workload handled, to include number and types of aircraft, number of passengers processed and tons of cargo handled.
- 2.7.2.11.8. Reports problems or areas of concern.
  - 2.7.2.11.8.1. Indicates training requested and agreed upon by the host unit but not received. Give details to include rationale for training not received.
  - 2.7.2.11.8.2. If unit receives ATSEV process evaluations, include evaluation results.
  - 2.7.2.11.8.3. Other problems or areas of concern to include details and recommended action.
  - 2.7.2.11.8.4. Signature of Team Chief or designated representative.
  - 2.7.2.11.8.5. Forward an end-of-tour report for all annual tour and UTA deployments to the Unit Transportation ART for review; then forward to the appropriate NAF/DON with a courtesy copy to HQ AFRC/DON NLT 30 days or the next UTA following tour completion.

## **2.8. PATRIOT Partners:**

- 2.8.1. Patriot Partner Exercises are authorized annual tours with primary emphasis on the Air Reserve Component (ARC) personnel taking over the active duty aerial port (partial take-over). The percentage of the take-over must be agreed upon by the active duty unit and the ARC units involved. These exercises provide the ARC with excellent management opportunities.
- 2.8.2. Patriot Partner exercises require additional coordination due to the number of participants. These participants may come from one or several Air Force Reserve and Air National Guard (ANG) units. When more than one unit is involved in the exercise, a lead unit must be identified. Normally, if there is an ARC unit that is co-located with the host aerial port they are designated as the lead unit. However, if the Patriot Partner is held at a location without an ARC unit assigned; then the unit with the greatest number of participants will be designated as the lead unit.
- 2.8.3. The lead unit is responsible for preparing the Patriot Partner Exercise Plan. A sample of this plan can be found on the HQ AFRC/DONR website, under "Download".
- 2.8.4. AMC aerial port locations requesting and/or agreeing to host Patriot Partner Exercises must ensure on-base billeting is requested and secured through the host-base billeting office. Immediately following the Annual Tour Scheduling Workshop, AMC aerial port Reserve Coordinators will be pro-

vided a list of units and number of personnel participating in each Patriot Partner Exercise to coordinate billeting, Government transportation to/from duty section, and dining facilities. **Failure to do so may result in cancellation of the exercise due to Reserve funding capability.**

**Table 2.1. Checklist for Deployment Actions.**

<b>ACTION ITEM</b>	<b>REFERENCE</b>	<b>TIME FRAME</b>	<b>OPR</b>	<b>DATE COMPLETED</b>
1. Select deployment team chief.	General info	NLT 120 days prior	CC	
2. Select/approve deployment team members.	General info	NLT 120 days prior	CC/UDM	
3. Notify XP of deployment dates	<a href="#">2.3.5.</a>	NLT 120 days	UDM	
4. Complete a DD Form 1249 for each AT/UTA deployment regardless of team size.	<a href="#">2.5.2.</a> and <a href="#">2.6.1.</a>	NLT 120 days prior to movement quarter	UDM/ART <b>NOTE:</b> Transportation ART Review	
5. GTN/GATES/GDSS/SMS Access.	General info	120 days prior	Supvr/TC	
6. Arrange round trip port calls with supporting TMO.	<a href="#">2.7.1.2.</a>	NLT 90 days prior	UDM	
7. Arrange commercial air transportation.	<a href="#">2.7.1.3.</a>	90 days <i>if</i> required	UDM/ART Will assist	
8. Notify HQ AFRC/DONR of any changes in airlift requirements (DD Form 1249).	<a href="#">2.7.2.2.2.1.</a>	90 days <i>if</i> required	NAF/DON	
9. Confirm overseas deployment air reservations.	General info	60 days prior	UDM/ART Will assist	
10. Review any changes in the team structure.	General info	60 days prior	UDM/TC/ART Will assist	

<b>ACTION ITEM</b>	<b>REFERENCE</b>	<b>TIME FRAME</b>	<b>OPR</b>	<b>DATE COMPLETED</b>
11. Conduct an initial team briefing to ensure team members are informed of deployment procedures.	General info	NLT 60 days prior	TC	
12. Submit area clearance if required.	<a href="#">2.7.1.6.</a>	60 days prior	UDM	
13. Determine any special clothing requirements from host base.	General info	60 days prior	TC	
14. Submit a copy of the Training Request 14 to NAF/DON for review.	<a href="#">2.7.2.3.</a>	60 days prior	TC/ Transportation ART Review	
15. Ensure specific training objectives are established for all team members.	<a href="#">2.7.2.6.5.</a>	60 days prior	Supervisors/TC	
16. Ensure the active duty training orders are published.	<a href="#">2.7.1.4.</a>	60 days prior	UDM	
17. RCPHA Medical Questionnaire.	General info	60 days prior	Indiv/UDM	
18. Obtain proof of Security Clearance.	General info	60 days prior	Security/UDM	
19. IAAT Letter.	General info	60 days prior	UDM/ Transportation ART will assist	
20. Provide host unit reserve coordinator with Training Request 14 and travel information.	<a href="#">2.7.2.3.1.</a>	NLT 45 days prior	TC	
21. Brief commander on deployment status.	General info	45 days prior	UDM	

<b>ACTION ITEM</b>	<b>REFERENCE</b>	<b>TIME FRAME</b>	<b>OPR</b>	<b>DATE COMPLETED</b>
22. Prepare commercial transportation funding letter (if organic airlift is not available).	See <a href="#">Attachment 2</a>	45 days prior	TC/ Transportation ART will assist	
23. Distribute orders to individuals.	General info	30 days or UTA prior	TC	
24. Notify base supply if mobility items are required.	General info	30 days or UTA prior	TC	
25. Ensure all team members have necessary training records.	<a href="#">2.7.2.6.5.</a>	30 days or UTA prior	TC	
26. Ensure all team members have proper safety equipment and appropriate clothing.	<a href="#">2.7.2.6.1.</a>	30 days or UTA prior	TC	
27. Confirm lodging.	<a href="#">2.7.2.4.</a>	30 days	TC	
28. Coordinate Force Protection/Terrorist Threat	<a href="#">2.7.2.5.</a>	30 days or UTA prior	TC	
29. Brief commander on deployment status.	<a href="#">2.7.1.5.</a>	15 days prior	UDM	
30. Obtain commercial airline itineraries from TMO and distribute to team members.	General info	15 days prior or as dictated by discount terms	TC	
31. Advise the host unit RC of any updated travel info to include separate team member travel.	General info	10 days prior	TC/ Transportation ART will assist	
32. Final deployment team briefing to include Force Protection Briefing.	General info	Immediately Prior	TC/SF/OSI	

<b>ACTION ITEM</b>	<b>REFERENCE</b>	<b>TIME FRAME</b>	<b>OPR</b>	<b>DATE COMPLETED</b>
33. Accomplish on-site orientation briefing to include work and safety hazards.	<a href="#">2.7.2.7.</a>	Day of arrival	TC/RC	
34. Ensure work schedules and meal runs are supported by base transportation.	General info	Day of arrival	TC	
35. Reconfirm return airlift.	General info	Approx 7 days before end-of-tour	TC	
36. Conduct mid-tour evaluation on all aspects of tour.	<a href="#">2.7.2.9.</a>	Mid-tour	TC	
37. Return mobility items to base supply.	<a href="#">2.7.2.10.</a>	NLT 5 days after return	TC	
38. Complete end-of-tour report.	<a href="#">2.7.2.11.</a>	30 days or following UTA	TC	
39. Travel Voucher	General info	NLT 5 days after return	Indiv/TC	

## Chapter 3

### MILITARY PERSONNEL APPROPRIATION (MPA) MAN-DAY PROGRAM

**3.1. General** . This chapter outlines the responsibilities regarding support for the MPA program. The primary purpose of MPA program is to provide qualified and trained personnel to support Active Duty Taskings according to AFI 36-2619, *Military Personnel Appropriation (Mpa) Man-Day Program*.

#### **3.2. Responsibilities:**

##### 3.2.1. HQ AFRC/DONR will:

3.2.1.1. Create tasking worksheet from taskings received from other MAJCOMs; distribute to NAFs and post on to the AFRC/DONR website. (**NOTE:** All AMC taskings will be filled before other MAJCOM taskings.)

3.2.1.2. Receive information from NAFs of volunteers and verify tasking requirements are met.

3.2.1.3. Submit volunteers to requesting MAJCOM. Request MPA man-day allocations/funding.

##### 3.2.2. NAF/DON will:

3.2.2.1. Forward tasking requirements to subordinate units.

3.2.2.2. Submit volunteer information to HQ AFRC/DONR.

3.2.2.3. Function as liaison on all matters concerning MPA taskings.

##### 3.2.3. Unit Commander will:

3.2.3.1. Guarantee all their AEF commitments are met; before he/she submits for approval any MPA/RPA requests. Submit for approval to Wing XP IN TURN to Wing Commander all MPA/RPA requests.

**NOTE:** This also applies to any support requested by Host Base units / Commanders.

Pass on the names of all personnel approved for MPA/RPA support to appropriate NAF OPR for final approval.

3.2.3.2. Establish a policy and checklist for screening personnel volunteering for man-days. Checklist items should include as a minimum: screening for sanctuary zone, skill level qualifications, Career Development Course (CDC) status, MHE currency (QTP), medical/dental fitness, weight management, security clearance, restricted area badge, AF Form 55, ***Employee Safety and Health Record***, number of man-days performed during current fiscal year, uniforms, travel, and special items pertaining to deployment location.

## Chapter 4

### FORMAL TRAINING (SCHOOLS)

**4.1. General.** This chapter complements AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. It provides guidance and clarifies procedures and responsibilities for aerial port personnel participating in formal training.

**4.2. Forecasting Reserve Requirements for School Tours of Active Duty Training (ADT).** AFMAN 36-8001 outlines procedures for programming Reserve school tour requirements. HQ AFRC/DON forecasts Reserve aerial port requirements based on individual unit requirements.

**4.3. Course Quota Utilization.** Maximum effort must be made to ensure formal school quotas are used as scheduled. The servicing wing training office (DPMT) and appropriate NAF/DON must be notified immediately when a scheduled student becomes unavailable and an eligible substitute cannot be designated. All student replacements must be coordinated through the wing training office and approved prior to sending the replacement to school. School quota cancellations are made according to AFMAN 36-8001.

#### **4.4. Scheduling Mobile Training Teams (MTT):**

4.4.1. Coordinate all MTT requirements through the appropriate NAF/DON to HQ AFRC/DONR for consolidation and approval. AFRC/DONR solicits MTT requirements from NAF/DONs and reviews input to determine total requirements.

4.4.2. The host organization is responsible for proving all necessary facilities (based on requested MTT), and funding MTT instructor TDY costs. Cancellation or changes to scheduled training must be according to established guidance.

#### **4.5. Responsibilities:**

##### **4.5.1. HQ AFRC/DONR will:**

4.5.1.1. Solicit MTT requirements from NAF/DONs to ensure sufficient training opportunities are established.

4.5.1.2. Validate and coordinate all aerial port training requirements with appropriate agencies.

4.5.1.3. Make final determination on the use of MTTs to include locations and dates.

4.5.1.4. Monitor formal school training opportunities. Advise NAF/DONs of available training quotas.

##### **4.5.2. NAF/DON will:**

4.5.2.1. Request, validate and forward training requirements from units to HQ AFRC/DONR.

4.5.2.2. Ensure units forecast their formal training requirements annually (as a minimum) to allow for proper coordination and staffing.

4.5.2.3. Notify all units of training quotas as they become available.

4.5.2.4. Ensure formal training (to include MTTs) quotas are effectively used as scheduled.

4.5.3. Unit Commander will:

4.5.3.1. Provide appropriate NAF/DON an annual forecast of training requirements for the following year. Coordinate with local budget office to ensure adequate funds are available to support training requirements.

4.5.3.2. Establish procedures to ensure allocated quotas are used or returned at least 30 days prior to the class start date to allow use by another organization.

4.5.3.3. Ensure training requests are processed through proper channels to include the wing Training Office.

4.5.3.4. Ensure a unit training program is according to AFI 36-2201.

4.5.4. Unit Training Manager will:

4.5.4.1. Ensure all training requests are accurate and training prerequisites/requirements are met prior to submitting personnel for training.

4.5.4.2. Publicize training information throughout the unit.

4.5.4.3. Be familiar with the training status of assigned personnel and keep abreast of training updates and changes affecting unit personnel.

4.5.4.4. Ensure a solid unit training program is in place and personnel training requirements are adequately forecasted and met.

## Chapter 5

### TRAINING MANAGEMENT AND ADMINISTRATION

**5.1. General.** This chapter establishes guidelines for Air Force Reserve aerial port training management and administration. It identifies primary approaches to training and provides guidance for conducting classroom training. Various types of media are defined and guidance provided concerning criterion tests and pre-testing. Responsibilities are outlined for training management and administration. Reference AFI 36-2201. Regardless of training media used, all testing and certification must be accomplished at the unit. Ensure completed training is properly documented.

**5.2. Approaches to Training.** There are three primary approaches to providing training: classroom; unit learning centers; and on-the-job training. Classroom training is normally associated with a certified instructor and groups larger than six personnel. It is conducted in a traditional classroom setting. Unit learning center training is usually associated with self-paced instruction, i.e., ATCBT/ATWBT. On-the-job training is conducted in the work center by a qualified trainer.

**5.3. Training Media.** Each training media uses one or more of the following:

5.3.1. Audiovisual Media. Audiovisual media is effective in providing technical data and transitioning students from an academic learning environment to actually performing in the field. They enable students to view workplace activities otherwise un-adaptable to the conventional classroom environment.

5.3.2. Distance Learning Center (DLC). DLC provides real time interactive, instruction, using video links. Numerous courses are available from a wide variety of sources. (See HQ AFRC/DONR Website for link.)

5.3.3. Air Transportation Computer Based Training (ATCBT/ATWBT). ATCBT/ATWBT provides web-based instruction and may be used in conjunction with other media. (See HQ AFRC/DONR Website for link.)

**5.4. Responsibilities:**

5.4.1. HQ AFRC/DON will:

5.4.1.1. Identify and forecast training requirements for aerial port personnel.

5.4.1.2. Approve/disapprove local development of training media. Sends final notification directly to the requesting unit and information copies to appropriate NAF/DON and DPMT.

5.4.1.3. Ensure Transportation Proficiency Center (TPC) maintains curriculum to support aerial port basic, refresher, and specialized training requirements through in residence or the distance learning center (DLC). See HQ AFRC/DONR Website for link to TPC.

5.4.2. NAF/DON will:

5.4.2.1. Identify and coordinate training requirements and procedural changes to HQ AFRC/DONR.

5.4.3. Unit Commanders will:

- 5.4.3.1. Designate Unit Training Manager to administer the Unit Training Program.
- 5.4.3.2. Ensure training is according to the CFETP using the ATSEV process.
- 5.4.3.3. Ensure training is properly documented and maintained in the RAPDS system.
- 5.4.3.4. Forward suggested RAPDS program changes through NAF/DON for review by RAPDS Council.
- 5.4.3.5. Request HQ AFRC/DON authorization through NAF/DON to develop local training media.
- 5.4.3.6. Select as instructors: individuals who possess technical qualifications, instructional capability, and a skill level equal to or greater than personnel receiving instruction.

**NOTE:** The above requirement must be followed, along with all applicable, requirements outlined in AFI 36-2201, Volume 3, Chapter 4.

- 5.4.3.7. Ensure academic classes are evaluated.

5.4.4. Unit Training Manager will:

- 5.4.4.1. Maintain a current listing and inventory of all training media used by unit instructors.
- 5.4.4.2. Maintain currency of all media affecting training objectives.
- 5.4.4.3. Maintain accountability for media through use of a log or other appropriate means.
- 5.4.4.4. Administer and control tests effectively and under appropriate security guidelines.
- 5.4.4.5. Send training suggestions through NAF/DON to HQ AFRC/DON to ensure appropriate program changes are validated and/or approved.
- 5.4.4.6. Submit copy of locally developed training media through NAF/DON to HQ AFRC/DON to ensure appropriate program changes are validated and/or approved.
- 5.4.4.7. Conduct the Air Force Trainers Course, for potential classroom instructors.
- 5.4.4.8. Review student critiques to evaluate instructor/class effectiveness.
- 5.4.4.9. Compile a list of no-show personnel and forwards to management staff.
- 5.4.4.10. Ensure commanders and supervisors evaluate academic classes.
- 5.4.4.11. Provide guidance during validation of unit Master Training Plan (MTP) and functional area Master Task Listings (MTLs).

**NOTE:** The above requirements must be followed, along with all applicable requirements outlined in AFI 36-2201, Volume 3, Chapter 5.

5.4.5. Instructors/Trainers will:

- 5.4.5.1. Record student attendance and begin class as scheduled.
- 5.4.5.2. Use approved training media only.
- 5.4.5.3. Ensure student critiques are completed. File critiques according to AFMAN 37-139, *Records Disposition Schedule*.
- 5.4.5.4. Forward critiques to the unit training manager for review/action.

5.4.5.5. Forward attendance roster and a list of no-show personnel to the unit training manager.

**NOTE:** Reference AFI 36-2201, Volume 3.

5.4.6. Trainee Responsibilities: These are outlined in AFI 36-2201, Volume 3, page 21. The Trainee is the focal point of the AF training program. The success and quality of the trainee training greatly depends on the relationship between the supervisor, trainer, and trainee.

## Chapter 6

### AIR TRANSPORTATION COMPUTER BASED TRAINING (ATCBT)/AIR TRANSPORTATION WEB-BASED TRAINING (ATWBT)

**6.1. General.** This chapter establishes standardized procedures for operating the ATCBT/ATWBT worldwide. It provides guidelines and defines responsibilities for the use and maintenance of the ATCBT/ATWBT system. ATCBT/ATWBT is a computer training system designed as a bridge between formal technical school training (AFSC 2T2X1) and upgrade training at unit level. ATCBT/ATWBT complements training received from formal schools, career development courses (CDC), and unit OJT. ATCBT/ATWBT is effective as a source of refresher training for previously qualified personnel. HQ AMC/LGTR, HQ AMWC/WCOT (in coordination with HQ AFRC/DON) are OPRs for the ATCBT/ATWBT system and its operation.

#### **6.2. Guidelines:**

- 6.2.1. Commanders must appoint an ATCBT/ATWBT Monitor in writing.
- 6.2.2. Supervisors determine ATCBT/ATWBT lessons for their personnel based upon master task lists and ATSEV for their respective sections. Lessons are used for skill level training and task qualification. Trainees are encouraged to review training material not related to upgrade or task qualification training.
- 6.2.3. Trainees unable to obtain lesson proficiency according to lesson objectives should receive additional training and assistance from the supervisor and/or Unit Training Manager. The trainee's supervisor is responsible for ensuring task proficiency through hands-on performance evaluation.
- 6.2.4. Supervisors coordinate ATCBT/ATWBT training through the ATCBT/ATWBT Monitor to ensure trainees satisfactorily complete assigned lessons.
- 6.2.5. ATCBT/ATWBT systems contain copyrighted and licensed software. Prior written permission from HQ AFRC/DON is required before copying, removing, or transferring system software and for changing system configuration.
- 6.2.6. ATCBT/ATWBT must be accessible and available for unit personnel training during UTAs, ATs, etc. (**NOTE:** See HQ AFRC/DONR website for ATWBT link).

#### **6.3. ATCBT/ATWBT Monitor's Responsibilities:**

- 6.3.1. ATCBT/ATWBT Monitor will:
- 6.3.2. Ensure ATCBT/ATWBT is incorporated into the unit's training program.
- 6.3.3. Register new trainees on the squadron ATCBT/ATWBT training roster and provide a system overview. Demonstrate applications to new personnel during in-processing.
- 6.3.4. Maintain ATCBT/ATWBT data management files and ensure most current update releases are installed.
- 6.3.5. Produce trainee reports for supervisors/managers and commander as required.

- 6.3.6. Coordinate with the unit training manager or section supervisor to ensure assigned personnel in upgrade or task qualification training are scheduled to review training programs pertinent to their AFSC and duty assignment.
- 6.3.7. Ensure supervisors and trainees have an understanding of ATCBT/ATWBT equipment operation, lessons, structure, and how ATCBT/ATWBT applies to OJT.
- 6.3.8. Maintain software, manuals, original disks, and applicable backup copies in a secure location. Performs disk backups of the personnel and training databases on a regular basis. Archive data to disk as necessary.
- 6.3.9. Ensure current lesson catalogs, manuals, regulations, or other directives are placed at each workstation or in a location accessible to the trainee.
- 6.3.10. Execute a computer preventive maintenance program. Ensures equipment cleaning is conducted using a computer cleaning kit to wipe the screen face, keyboard, and exterior of each computer. Frequency of cleaning should be set according to the environment of the workstation and amount of use.
- 6.3.11. Send suggestions for ATCBT/ATWBT software changes directly to the respective NAF/DON with a copy to HQ AFRC/DON.
- 6.3.12. Ensure all diskettes used on a non-ATCBT/ATWBT system are scanned for computer viruses prior to use on ATCBT/ATWBT computers.
- 6.3.13. Provide annual tour team chiefs with the following items before annual tour deployments:
- 6.3.13.1. Deployed roster transmittal disk.
  - 6.3.13.2. Instructions for loading roster, collecting data, and returning collected data to home station.
  - 6.3.13.3. Immediately report system problems directly to HQ AFRC/DONR by telephone or e-mail.

**6.4. ATCBT/ATWBT Workstations.** For ATCBT/ATWBT hardware and software requirements, reference Air Mobility Warfare Center (AMWC) memo found on the AMWC web site. (**NOTE:** See HQ AFRC/DONR website for ATWBT link.)

## Chapter 7

### RESERVE AERIAL PORT DATA SYSTEM (RAPDS)

**7.1. General.** This chapter establishes operational responsibilities and procedures for maintenance and use of RAPDS. The primary function of RAPDS is to provide unit commanders and senior staff members with an effective automated management system. It is the only authorized automated system for documenting training for Air Transportation personnel in AFRC aerial port units. RAPDS is divided into four primary modules: Administration, Material Handling Equipment (MHE), Training, and Mobility. The Mobility module is optional; all other modules are required.

**7.2. Responsibilities.** Responsibilities for each level of command are as follows:

7.2.1. HQ AFRC/DON will:

- 7.2.1.1. Direct the formulation and implementation of RAPDS management and operations for Reserve aerial port units.
- 7.2.1.2. Approve/disapprove changes with recommendations from the RAPDS Council.
- 7.2.1.3. Provide staff supervision, training, and guidance to NAFs to ensure optimum RAPDS use.
- 7.2.1.4. Supervise maintenance and revisions to the RAPDS software program.
- 7.2.1.5. Host RAPDS Council in support of RAPDS objectives.

7.2.2. NAF/DON will:

- 7.2.2.1. Ensure the most current version of RAPDS is installed and implemented in subordinate units.
- 7.2.2.2. Provide guidance and training to subordinate units on program installation and use to ensure their ability to train RAPDS monitors.
- 7.2.2.3. Provide staff assistance to ensure optimum RAPDS use.
- 7.2.2.4. Provide representation at RAPDS Council in support of RAPDS objectives.
- 7.2.2.5. Select units to provide representation at the RAPDS Council in support of RAPDS objectives.
- 7.2.2.6. Distribute revisions/updates to units.

7.2.3. Unit Commanders will:

- 7.2.3.1. Appoint a RAPDS program monitor in writing and ensure implementation of RAPDS.
- 7.2.3.2. Determine which RAPDS reports are necessary to meet unit management and readiness goals.

7.2.4. Unit Training Manager will:

- 7.2.4.1. Monitor integrity of training data input to the RAPDS system.
- 7.2.4.2. Ensure all work centers have a master task plan (MTP) according to AFI 36-2201, Volume 3, Chapter 5. **NOTE:** According to AFI 36-2201, Volume 3, Chapter 6, paragraph 6.1.2, Any

one-deep work centers, or those with fully qualified Senior NCOs (skill level commensurate with their grade), require only a MTL.

7.2.4.3. Ensure proper master task listing (MTL) and job qualification standard (JQS) worksheet formats are used for training records.

7.2.4.4. Ensure training data is entered in the RAPDS system within 90 days after completion.

7.2.4.5. Ensure a training folder containing hard copies of the following documents is maintained on each individual in training:

7.2.4.5.1. RAPDS-generated individual history.

7.2.4.5.2. RAPDS-generated Individual Job Qualification Standards (JQS) Work Center Certification Worksheet.

7.2.4.5.3. Training Qualification Report.

7.2.4.5.4. AF Form 623a, **On-The-Job Training Record-Continuation Sheet**, or authorized substitute.

7.2.4.5.5. ECI Form 9 (provided with CDC) test answer sheets for personnel enrolled in CDC courses.

7.2.4.5.6. Report of initial evaluation on newly assigned personnel.

7.2.4.5.7. RAPDS-generated Signature Page.

7.2.4.5.8. AETC Form 156 (maintain until completion of 5 skill level UGT)

**NOTE:** The documents designated above are minimums; other documents directly related to training may be included. The RAPDS designated documents must be the approved and distributed AFRC formats.

7.2.5. Unit RAPDS Program Monitor will:

7.2.5.1. Supervise and monitor the RAPDS program within the unit.

7.2.5.2. Provide training and guidance to data entry personnel.

7.2.5.3. Provide training to key personnel, functional managers, and work center supervisors on capabilities and use of RAPDS.

7.2.5.4. Monitor security of passwords in the RAPDS system.

7.2.5.5. Ensure RAPDS database and programming are not modified without prior written approval from HQ AFRC/DON.

7.2.5.6. Provide the unit commander with necessary information about available RAPDS reports.

7.2.5.7. Ensure security of RAPDS data and compliance with provisions of the Privacy Act of 1974.

7.2.5.8. Ensure system is backed up on a regular basis.

**7.3. Revisions** . Personnel at all echelons are encouraged to make recommendations for improvements to the RAPDS program. Send program suggestions to the appropriate NAF/DON.

## Chapter 8

### MANAGEMENT OF AERIAL PORT TRAINING AIDS (APTA)

**8.1. General.** This chapter establishes procedures for acquisition, funding, use, operation, inspection, maintenance and disposition of Aerial Port Training Aids (APTA). APTAs are aerospace vehicles permanently grounded, and its primary purpose is to serve as a hands-on training device for Air Force Reserve Command (AFRC) aerial port units. This chapter applies to the Transportation Proficiency Center (TPC) and AFRC aerial port units who request/possess APTAs.

#### **8.2. Acquisition Requirements:**

8.2.1. In order to obtain Command approval to acquisition an APTA trainer, the requesting unit must prepare, staff, and coordinate a completed Staff Summary Sheet (SSS) for obtaining permission to allow long term parking for the APTA from the Base or Installation Commander at a specific location.

8.2.2. Requesting unit initiates a host tenant support agreement (HTSA) or memorandum of agreement (MOA) with an aircraft maintenance unit within the Air Force Reserve Command (AFRC) NAF area of responsibility (AOR); capable of supporting the maintenance requirements for the particular type of APTA aircraft. These agreements should include but are not limited to:

8.2.2.1. RPA man-day funding requirements for personnel.

8.2.2.2. Operations and maintenance (O&M) funding requirements, that is, replacement parts, supplies, travel, and per-diem, etc.

8.2.2.3. Funding for required APTA inspections.

8.2.3. Once an MOA/HTSA is established and approved locally, forward, along with the locally approved staff summary sheet, to the appropriate NAF DON/LGM for approval, concurrence, and coordination.

8.2.4. If approved by the NAF/DON/LGM staff, the coordinated staff summary sheet is forwarded to HQ AFRC/LGQRA - AVDO for AFRC/LG approval. If approved, HQ AFRC/LGQRA - AVDO forwards the request to the Air Staff for coordination approval/disapproval. Forward an information copy of the request to the appropriate system program manager (SPM) for each type of aircraft.

8.2.5. If approved, all APTA requests are placed on projects approved by HQ USAF/XPP and returned to HQ AFRC/LGQRA - AVDO for sourcing.

#### **8.3. Responsibilities of Organization/Unit possessing APTAs:**

8.3.1. The commander or appropriate authority for the organization/unit possessing the APTA appoints a custodian, in writing, to serve as primary point of contact for APTA issues and activities.

8.3.2. The custodian will:

8.3.2.1. Ensure required publications, forms, and checklists are available and used in managing APTA activities to include maintenance inspections and repairs.

8.3.2.2. Establish and maintain a log reflecting date and time of use, type of inspections performed, and name of instructor/operator and crew chief.

8.3.2.3. Ensure APTAs are maintained in safe mechanical condition at all times to ensure safety of training and operation.

8.3.2.4. Ensure all technical orders (TO) inspections and maintenance are performed in a timely manner and according to applicable instructions and TOs.

8.3.3. Ensure owning organization/unit develops local instructions defining the scope of unit training requiring the use of the APTA for training. The instruction also identifies functional responsibility for funding, operations, maintenance, and records management, and specific unit guidance.

#### **8.4. APTA Training Requirements:**

8.4.1. Senior management of the owning organization designates, in writing, APTA custodians, crew chiefs, and instructor/operators and forwards a copy of the appointment letter to their respective NAF/DON.

8.4.2. The TPC conducts initial training for all unit custodians and instructor/operators on procedures, tech orders, and equipment specifics of the APTAs. Arrange directly with the TPC at Dobbins ARB GA.

8.4.3. Unit custodians will:

8.4.3.1. Provide biennial refresher training and certification for instructor/operators at the unit level.

8.4.3.2. Attend biennial training at the TPC.

8.4.3.3. Ensure supervisors document training in the individual's training records. Use the Reserve Aerial Port Data System (RAPDS) to accomplish this documentation.

8.4.3.4. Establish and maintain a log reflecting date and time of use, type of training, unit being trained, and the name of the instructor/crew chief conducting the training.

#### **8.5. Maintenance of Aerial Port Training Aids:**

8.5.1. General. These paragraphs prescribe maintenance procedures governing APTAs. APTAs are aerospace vehicles permanently grounded for the purpose of providing hands-on personnel training.

8.5.2. Permanently grounded aerospace vehicles are those considered excess to future operation or flying requirements by Headquarters Air Force (HQ USAF). Aircraft in this category are re-designated by adding the prefix "G" to the basic mission design series (MDS) and are identified with assignment code "TX". The system program manager (SPM) initiates the save list of items to be removed. HQ AFRC/LGM, in coordination with the unit, reviews and approves the listing ensuring items to be removed are not required for the training program and will not disfigure the external appearance of the aircraft. After items on the save list have been removed, removal of additional items must be approved by HQ AFRC/LGM. Turn in all excess items not required in the training program to base supply.

8.5.3. An APTA crew chief is assigned in writing by the owning organization or by the use of a HTSA or MOA with an organization which possesses the required maintenance AFSCs. This individual must possess the technical expertise, management skills, and leadership ability to assure quality maintenance standards of equipment condition, reliability, and safety are attained. The crew chief is responsible for accomplishing and/or coordinating maintenance actions; ensuring documentation is accurate

and complete, and for being qualified to operate APTA systems and appropriate support equipment to conduct APTA maintenance. All qualified APTA crew chiefs must be certified by qualified maintenance personnel possessing the required AFSC.

8.5.4. APTA Maintenance. APTA maintenance includes on and off equipment maintenance of active systems and subsystems and necessary actions to maintain the aerospace vehicle in a presentable condition. Owing organization:

8.5.4.1. Determines systems and subsystems to be operational and maintained in the same configuration as operational equipment.

8.5.4.2. Ensures standard maintenance practices regarding inspection, appearance, cleanliness, ground safety, and prevention of corrosion are met. Corrosion control procedures are outlined in TO 1-1-691.

8.5.4.3. Develops, prepares, and updates crew chief inspection checklists used for inspecting the condition and safety of APTAs. The crew chief checklists are developed from the actual weapons system home station check (HSC) work deck and approved by an aircraft maintenance organization with the appropriate AFSCs assigned. Ensure inspections are performed using approved pre/post crew chief checklists. Ensure periodic maintenance inspections are conducted by qualified aircraft maintenance personnel at least semi-annually using the tailored HSC work deck. The crew chief checklists must be validated as needed by the aircraft maintenance organization performing the semi-annual inspection and maintenance.

8.5.4.4. Ensures accurate maintenance documentation. APTA mandatory AFTO Form 781 series forms are listed in TO 00-20-5, paragraph 3.2. The aircraft maintenance organization and the owning organization determine what AFTO Form 781 series forms are appropriate for effective management of the APTA. Document maintenance actions per TO 00-20 series requirements. Use of unit operational Management Information System (CAMS, GO81) for APTA records management is recommended. Owing organizations not having logistics capability establish HTSAs or MOAs assigning records management responsibility.

8.5.4.5. Ensures timely completion of Time Compliant Technical Order (TCTOs) on systems designated for configuration management and proper configuration status accounting is maintained. Accomplish TCTOs on systems not designated for configuration management as required to ensure safety of operation.

8.5.4.6. Ensures proper coordination and documentation of parts removed from permanently grounded aircraft are accomplished as follows:

8.5.4.6.1. When an item is removed or replaced, the crew chief ensures this action is documented in the AFTO Forms 781 series. Include the authority for removal (message number, telecom, letters, and dates, etc.) and condition of installed/replacement items.

8.5.4.6.2. When limited save list actions have been completed, the owning organization must keep a copy of the list for historical records.

8.5.4.6.3. Identify all unserviceable components furnished by ALC in a conspicuous manner (red X or red dot system).

8.5.4.6.4. APTAs must be physically supported and secured to prevent the possibility of tipping due to loading/unloading operations (that is, milk stools, tail stands, ballast, blocks, or other physical restraints).

8.5.4.6.5. Ensure operating and maintenance technical data are readily accessible whenever the APTA is in use or undergoing inspection. Use of an APTA G-file is required. G-files may be tailored depending on system capability for the training.

## **8.6. APTA Operations:**

8.6.1. Use a checklist during all phases of APTA operations. Checklists must be reviewed and approved as required by a qualified loadmaster. Use the appropriate -9 series to assist with development of the checklist. Each checklist must reflect all usable systems that apply to the APTA assigned. The checklist must also contain all phases of operations: pre-operation, during operations, and post operation inspections.

8.6.2. The instructor/operator must certify compliance with pre-, during-, and after-operations inspections using a log as referenced in paragraph 8.3.3. The APTA will not be used until all required crew chief inspections are completed and documented.

## **8.7. Disposition:**

8.7.1. Prepare and coordinate staff summary sheet locally and forward to the respective NAF/DON/LGM.

8.7.2. The NAF forwards to HQ AFRC/LGQRA (AVDO).

8.7.3. The owning organization is responsible for funding and disposal of APTAs.

## Chapter 9

### EXPLOSIVES SAFETY/HAZARDOUS MATERIAL (HAZMAT) HANDLING

**9.1. General.** This chapter outlines objectives, responsibilities, and required training for AFRC aerial port units and the explosives safety and hazardous material handling programs.

#### 9.2. Objectives:

9.2.1. Federal law requires the establishment of controls to protect both public and military personnel from dangers associated with hazardous material (HAZMAT). This chapter establishes requirements to protect aerial port personnel handling hazardous materials in the course of their duties.

9.2.2. It is vitally important for all personnel to understand basic concepts for minimizing risks. Simply stated, expose minimum resources to minimum quantities of hazardous materials for the shortest possible time, and even then, exposure must be deemed essential to mission accomplishment.

9.2.3. Commanders ensure personnel are trained and fully qualified before working with or around hazardous materials. This can be accomplished by maintaining a cadre of trained personnel in each section to meet the most stringent requirements in all aspects of explosives safety handling. Unit commanders and management staff should review OPLAN taskings at least annually. This will assist in determining the number of HAZMAT qualified personnel required for peacetime/wartime taskings. Particular attention to this requirement is essential when personnel deploy. Personnel must receive a briefing on local procedures from the host at a deployed location before handling explosives and hazardous materials and possess a AF Form 483.

#### 9.3. Explosives Handling Responsibilities:

##### 9.3.1. Commanders will:

9.3.1.1. Designate an explosives safety officer/NCO (staff sergeant or above) in writing, according to AFMAN 91-201.

9.3.1.2. Establish a viable training program according to AFI 91-202.

9.3.1.2.1. All personnel, supervisory or non supervisory, who operate, handle, transport and load explosives must receive initial and annual explosive safety training according to AFI 91-202, Chapter 10. (This would also include parachute riggers who handle M21 2-second delay cutter cartridges for G-11 B/C parachutes).

**NOTE:** Units assigned an Aerial Delivery function must follow local policy regarding the handling and storage of limited quantities explosives.

9.3.1.3. Ensure concerned local agencies (for example, EOD, fire department, base safety, etc.) are notified of any explosive or HAZMAT mishaps.

##### 9.3.2. Supervisors will:

9.3.2.1. Ensure personnel receive an explosive safety briefing and are properly trained in handling procedures prior starting operations involving explosives or hazardous materials.

9.3.2.2. Ensure personnel use and wear approved clothing and equipment when required.

9.3.2.3. Certify personnel only after successful completion of required training (AMC Explosives Safety Program, CBT ST03 and completion of local procedures observation of duties performed accurately and safely. Ensure certification and re-certification is documented in RAPDS annually.

9.3.2.4. Ensure personnel are familiar with local Operating Instructions (OI) and fully understand the conditions that exist at the location where duty is performed. Supervisors must ask about local OIs and conditions at deployed locations if information is not already provided by local aerial port personnel.

9.3.2.5. Conduct a briefing on specific hazards before personnel handle or transport explosives.

9.3.3. Explosives Handlers will:

9.3.3.1. Immediately report unsafe equipment, material, or conditions to their supervisor.

9.3.3.2. Use approved clothing and equipment when required.

9.3.3.3. Use extreme care and safety in the performance of duties.

**9.4. Training:**

9.4.1. Unit commanders maintain a cadre of trained personnel in each section to meet the most stringent requirements in all aspects of explosives safety handling.

9.4.2. The explosives safety officer/NCO must review applicable safety regulations, AFOSH instructions and local written procedures.

**9.5. HAZMAT Handling Responsibilities:**

9.5.1. Unit Commanders will:

9.5.1.1. Forward (through appropriate NAF/DON to HQ AFRC/DON) a HAZMAT Authorization Letter semi-annually (January and July) validating unit inspectors/preparers (See [Attachment 3](#)).

9.5.1.2. Ensure unit hazardous materials training program meets mission requirements and provides necessary OJT to keep qualified HAZMAT trained personnel proficient and current with changes in regulatory guidance.

9.5.1.3. Ensure personnel selected for initial inspector/preparer training satisfactorily complete required training through in-resident attendance at Lackland AFB TX or AETC approved MTT.

9.5.1.4. Ensure re-certification (refresher) training for personnel previously completing inspector/preparer training is accomplished at unit level using the Air Force approved exportable training package (ETP), for first re-certification. Inspectors re-certify using in-residence or MTT every other cycle.

9.5.1.5. Establish local procedures to ensure qualified inspector/preparer personnel complete re-certification (refresher) training in advance of certification expiration. Commanders are encouraged to replace personnel who fail re-certification training and not recycle them back through initial training. Although AMCI 24-101, Volume 11, authorizes commanders to extend inspector certification for 60 days, this does not apply to AFRC Aerial Port Squadrons. An extension waiver may be granted from HQ AFRC/DONR. Submit request with justification through appropriate NAF/DON.

9.5.1.6. Select only highly qualified unit personnel as HAZMAT instructors. Selected individuals must demonstrate instructional capabilities and have technical knowledge in all areas of hazardous material and be inspector/preparer qualified.

9.5.2. Supervisors will:

9.5.2.1. Ensure personnel handle HAZMAT in a safe manner and observe rules and guidance designed to maximize safety and minimize mishaps.

9.5.2.2. Ensure personnel use approved clothing and equipment when required.

9.5.2.3. Upon successful completion of required training, add personnel to commander's HAZMAT Authorization Letter and ensure documentation is updated in RAPDS.

9.5.2.4. Establish a suspense file to flag qualified inspector/preparer personnel due for re-certification training NLT 90 days prior to avoid loss of inspector/preparer qualification. If an extension waiver is required, one may be requested from HQ AFRC/DONR. Submit request with justification through APS/CC to appropriate NAF/DON. Follow guidance as outlined in AFMAN 24-204(I) Attachment 25, and AMCI 24-101, Volume 11.

## Chapter 10

### AERIAL PORT UNITS WITH AERIAL DELIVERY SECTIONS

**10.1. General.** This chapter specifies the organization, mission, and operating requirements for aerial port units with aerial delivery sections.

**10.2. Organization, Mission and Operations.** Aerial delivery organization, mission, and basic operations are found in applicable portions of AMCI 24-101, Volume 18, *Military Airlift-AMC Aerial Port Mobility Units and Aerial Delivery Flights*, and AFJI 13-210(I), *Joint Airdrop Inspection Records, Malfunction, Investigations, and Activity Reporting*. They support tactical unit moves, resupply, and aerial delivery of personnel, equipment, and supplies during peacetime operations. This is a peacetime only authorization/requirement.

#### 10.3. Guidelines:

10.3.1. Primary responsibility of the aerial delivery section is to support aircrew training. Duties include: building, loading, and rigging airdrop loads; packing and drying parachutes; scheduling and coordinating loading operations; performing airdrop inspections, material control, and drop zone (DZ) recovery.

10.3.2. Local flying squadrons are responsible for managing and supervising all activities at the DZ. Aerial port units provide personnel and vehicles for recovery of airdropped loads and transport of equipment to and from the DZ. Local guidelines determine procurement, management, accountability, and storage issues regarding DZ equipment.

10.3.3. The local flying unit is responsible for aircrew training for loadmasters assigned to aerial port units. Coordinate scheduling of training between the ART air transportation superintendent, aircrew scheduler in the flying unit, and individual concerned.

10.3.4. The unit 2T2 ART will coordinate with the Aircraft Loadmaster Section ensure sufficient prepared loads are available to meet the aircraft training schedule. Loadmaster personnel assigned to the aerial delivery section receive training in final joint inspection for airdrops and complete J5AZA1A251-000, Airdrop Load Inspector Course.

10.3.5. The unit commander determines the required number of 2T2X1s to support aircrew airdrop training mission requirement. 2T2X1 personnel identified to support the Aerial Delivery Support Branch (ADSB) will train and become proficient in air-land cargo operations. Only 5-level or above personnel will be assigned to the aerial delivery section. Personnel assigned to the ADSB must be trained in preparing aerial delivery loads by attending a formal training course. Document course completion in the Reserve Aerial Port Data System (RAPDS).

10.3.6. The ART Air Transportation Superintendent attends squadron/group scheduling meetings to coordinate load, rigging, and DZ recovery requirements.

## Chapter 11

### AERIAL PORT AIR RESERVE TECHNICIAN (ART) SUPPORT STAFF

**11.1. General.** This chapter outlines duties and responsibilities for Air Transportation (2T2X1) and Information Management (3A0X1) air reserve technicians (ART) assigned to AFRC aerial port units.

#### **11.2. Duties and Responsibilities:**

##### 11.2.1. Unit Air Transportation ART will:

- 11.2.1.1. Represent the unit commander in managing day-to-day aerial port programs and activities.
- 11.2.1.2. Coordinate and provide wing support where units have an aerial delivery support branch.
- 11.2.1.3. Coordinate unit readiness programs.
- 11.2.1.4. Provide aerial port technical expertise to unit personnel.
- 11.2.1.5. Provide coordination and guidance for unit personnel participating in local unit training/readiness exercises.
- 11.2.1.6. Perform duties of unit vehicle control officer (VCO) when vehicles are assigned to the unit.
- 11.2.1.7. Coordinate inter-service and host-tenant support agreements required to support the unit training program.
- 11.2.1.8. Serve as primary monitor for the unit Status of Resource and Training System (SORTS) Program. Monitor, prepare, and process SORTS reports. Brief unit commander and key staff on unit status and events affecting unit readiness.
- 11.2.1.9. Perform duties as primary unit supply/equipment custodian.
- 11.2.1.10. Review and ensure unit commander and key staff are briefed on OPLANs and changes involving unit taskings for readiness requirements.
- 11.2.1.11. Direct, control, and monitor activities of unit assigned ARTs, as applicable.
- 11.2.1.12. Analyze unit wartime taskings to determine nature and type of training required to support the most stringent tasking. Ensure unit training programs meet these requirements:
- 11.2.1.13. Monitor unit training to include, but not limited to:
  - 11.2.1.13.1. Hazardous materials handling training.
  - 11.2.1.13.2. Annual Tour/UTA training schedules.
  - 11.2.1.13.3. Transportation Proficiency Center training and formal schools.
  - 11.2.1.13.4. Various hands-on training opportunities.
  - 11.2.1.13.5. Coordination of requested training courses.
  - 11.2.1.13.6. Notifying unit personnel of formal training information upon approval.

- 11.2.1.14. Validate qualifications of personnel submitted for MPA taskings.
  - 11.2.1.15. Maintain liaison with NAF/DON and AMC aerial port coordinators.
  - 11.2.1.16. Serve as program manager for unit man-day requirements.
  - 11.2.1.17. Serve as primary resource advisor.
  - 11.2.1.18. Coordinate unit deployment activities.
  - 11.2.1.19. Develop annual reserve personnel appropriations (RPA) and operations and maintenance (O&M) budgets and approve expenditures.
  - 11.2.1.20. Assist annual tour team chiefs in preparation of RAPDS-generated Training Request 14, DD Form 1249, and other transportation requirements to training deployment sites.
  - 11.2.1.21. Review all end-of-tour and after action reports.
  - 11.2.1.22. Ensure 25% of unit training records are reviewed for documentation accuracy at least quarterly to ensure 100% are reviewed annually. Briefs the unit commander on results.
  - 11.2.1.23. Assist unit in preparing annual training plan.
- 11.2.2. Unit Information Management ART will:
- 11.2.2.1. Assume authority of the Transportation Specialist ART in his/her absence.
  - 11.2.2.2. Manage unit day-to-day administrative/personnel programs necessary to maintain continuity between UTAs. Ensure information in the administrative module of RAPDS is current.
  - 11.2.2.3. Together with the Air Transportation Specialist, ensure facilities, equipment, and training aids are adequate and available prior to a unit UTA.
  - 11.2.2.4. Ensure daily availability to unit members requiring assistance.
  - 11.2.2.5. Perform duties along with the unit supply technician as alternate unit supply/equipment custodian.
  - 11.2.2.6. Serve as Primary Automated Data Processing Equipment custodian.
  - 11.2.2.7. Assist awards and decorations officer/NCO in submitting individual awards and annual transportation awards.
  - 11.2.2.8. Prepare and maintain a monthly staff briefing to include, but not limited to: unit manning status; suspenses; incoming publications and correspondence; Enlisted Performance Report (EPR), Officer Performance Report (OPR) and other pertinent information as required.
  - 11.2.2.9. Manage and monitor unit personnel participation and documentation.
  - 11.2.2.10. Perform duties as alternate unit resource advisor and assist in developing a unit budget and approve expenditures.
  - 11.2.2.11. Assist the Transportation Specialist ART and management staff in conducting and analyzing statistical studies pertaining to effectiveness of unit training programs.
  - 11.2.2.12. Assist in the formulation and development of detailed deployment, recall, communications-out, and other similar plans in support of overall unit mission.
  - 11.2.2.13. Assist in unit computer system security management.

11.2.2.14. Assist management staff with the reporting of SORTS.

11.2.2.15. Monitor unit security program.

11.2.2.16. Coordinate military personnel matters with the Military Personnel Flight (MPF). Compile reports and processes personnel actions.

JAMES E. SHERRARD III, Lt General, USAF  
Commander

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

AFMAN 10-100, *Airman's Manual*

AFRCI 10-204, *Air Force Reserve Exercise and Deployment Program*

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*

AMCI 10-401, *Unit Type Code Management*

AFI 10-403, *Deployment Planning and Execution*

AMCI 10-403, *Air Mobility Command (AMC) Force Deployment*

AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*

AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*

AFJI 13-210(I), *Joint Airdrop Inspection Records, Malfunction, Investigations, and Activity Reporting*

AMCI 24-101, Volume 5, *Air Transportation Unit Plans, Resources, and Mobility*

AMCI 24-101, Volume 11, *Military Airlift - Cargo and Mail*

AMCI 24-101, Volume 18, *Military Airlift - AMC Aerial Port Mobility Units and Aerial Delivery Flights*

AMCI 24-101, Volume 22, *Military Airlift--Training Requirements for Aerial Port Operations*

AFJI 24-109, *Air Terminals and Aerial Ports*

AFI 24-201, *Cargo Movement*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFI 24-301, *Vehicle Operations*

AFI 24-302, *Vehicle Maintenance Management*

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 24-307, *Procedures for Vehicle Maintenance Management*

AFPAM 24-317, *Vehicle Control*

AFI 31-101 Volume 1, *The Air Force Physical Security Program*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 31-210/AFRC Sup, *The Air Force Antiterrorism/Force Protection (AT/FP)*

AFI 31-501, *Personnel Security Program Management*

AFPD 32-40, *Disaster Preparedness*

AFH 32-4014, Volume 4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*

AFI 33-101, *Communications and Information Management Guidance and Responsibilities*  
AFI 33-115, Volume 2, *Licensing Network Users and Certifying Network Professionals*  
AFI 33-204, *Information Assurance (IA) Awareness Programs*  
AFI 36-2201, Volumes 1-6, *Air Force Training Program On The Job Training Administration*  
AFMAN 36-2234, *Instruction System Development*  
AFI 36-2619, *Military Personnel Appropriation (MPA) Man-day Program*  
AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*  
AFMAN 37-139, *Records Disposition Schedule*  
AFI 90-201, *Inspector General Activities*  
AFOSHSTD 91-46, *Materials Handling and Storage Equipment*  
AFMAN 91-201, *Explosives Safety Standard*  
AFI 91-202, *The US Air Force Mishap Prevention Program*  
AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program*  
AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*  
DOD 4500.54-G, *Foreign Clearance Guide*  
DOD 4500.9-R, Part I, II, III, *Defense Transportation Regulation*

### ***Abbreviations and Acronyms***

**ADPE**—Automated Data Processing Equipment  
**ADT**—Active Duty Training  
**AEF**—Aerospace Expeditionary Force  
**AFRC**—Air Force Reserve Command  
**APOD**—Aerial Port of Debarkation  
**APOE**—Aerial Port of Embarkation  
**APTA**—Aerial Port Training Aid  
**ARC**—Air Reserve Component  
**ART**—Air Reserve Technician  
**ALC**—Air Logistics Center  
**AT**—Annual Tour  
**ATCBT/ATWBT**—Air Transportation Computer Based Training/Air Transportation Web-based Training  
**ATOC**—Air Terminal Operations Center

**ATSEV**—Air Transportation Standardization Evaluation  
**CDC**—Career Development Course  
**CONUS**—Continental United States  
**DOCs**—Designed Operational Capability Statements  
**DRB**—Deployment Review Board  
**DRG**—Deployment Review Group  
**EORI**—Expeditionary Operational Readiness Inspection  
**ETP**—Exportable Training Package  
**GAL**—Global Assets Listing  
**GATES**—Global Air Transportation Execution System  
**GDSS**—Global Decision Support System  
**GTN**—Global Transportation Network  
**IAAT**—Information Assurance Awareness Training  
**MAJCOM**—Major Command  
**MHE**—Material Handling Equipment  
**MPA**—Military Personnel Appropriation  
**MSG**—Mission Support Group  
**MTT**—Mobile Training Teams  
**NAF**—Numbered Air Force  
**NLT**—Not Later Than  
**O&M**—Operations and Maintenance  
**OCONUS**—Outside Continental United States  
**OI**—Operating Instruction  
**OPLANs**—Operation Plans  
**OSI**—Office of Special Investigations  
**RAPDS**—Reserve Aerial Port Data System  
**RC**—Reserve Coordinator  
**RCPHA**—Reserve Component Physical Health Assessment  
**RPA**—Reserve Personnel Appropriation  
**SAAM**—Special Assignment Airlift Mission  
**SE/QC**—Self Evaluation/Quality Control  
**SF**—Security Forces

**SM**—System Manager

**SMS**—Single Mobility System

**SORTS**—Status of Resource and Training System

**TC**—Team Chief

**TPC**—Transportation Proficiency Center

**UTCs**—Modular Unit Type Codes

**UDM**—Unit Deployment Manager

**UTM**—Unit Training Manager

**VCO**—Vehicle Control Officer

**VOO**—Vehicle Operations Officer

**Attachment 2****ANNUAL TOUR TRANSPORTATION FUNDING LETTER - INSTRUCTIONS****(FOR STATE-SIDE DEPLOYMENTS ONLY)**

## Information Required:

- a. Your Unit, unit address and date
- b. Be addressed to your NAF/DON, with courtesy copy to HQ AFRC/DONR
- c. Subject: CONUS Annual Tour Funding Request
- d. Deployment location, tour dates and team size
- e. Commercial airfare cost for one-way or round-trip travel (indicate which), per person
- f. Commercial "Chartered" Bus cost, if required. Indicate pick-up & drop-off locations (one-way or round-trip), name of the company providing service with POC & phone number.
- g. Total amount requested for the deployment
- h. Unit Air Transportation ART must sign and provide DSN phone number

**(FOR OVERSEAS DEPLOYMENTS ONLY)**

## Information Required:

- a. Your Unit, unit address and date
- b. Be addressed to your NAF/DON, with courtesy copy to HQ AFRC/DONR
- c. Subject: OCONUS Annual Tour Funding Request
- d. Deployment location, tour dates and team size

*NOTE:* Commercial airfare cost is broken into two areas: AFRC costs and AMC costs. AFRC provides funding from home station to the AMC APOE/D or commercial gateway (one-way or round-trip, as required). AMC provides funding from APOE/D or commercial gateway to OCONUS training location (one-way or round-trip).

- e. AFRC Funded commercial airfare cost for one-way or round-trip travel (indicate which), per person
- f. AMC Funded commercial airfare cost for one-way or round-trip travel (indicate which), per person
- g. Commercial "Chartered" Bus cost, if required. Indicate pick-up & drop-off locations (one-way or round-trip), name of the company providing service with POC & phone number.
- h. Total amount requested for the deployment
- i. Unit Air Transportation ART must sign and provide DSN phone number

**Attachment 3****HAZARDOUS MATERIAL PREPARER/INSPECTOR LETTER**

Letter must include:

- a. Your Unit, unit address and date
- b. Be addressed to your NAF/DON and HQ AFRC/DONR (In Turn)
- c. Subject: Hazardous Material Preparer/Inspector Letter
- d. Paragraphs: (Name: Last, First, Middle Initial)

1. According to AFMAN 24-204(I), paragraph 1.2.7. and Attachment 25, the following individuals are authorized “**Preparers**” (certifying officials) of the Shippers Declaration for Dangerous Goods Certification.

<b>RANK</b>	<b>NAME</b>	<b>SSAN</b>	<b>COURSE</b>	<b>CERTIFICATION DATE</b>

2. According to AFMAN 24-204(I), paragraph 1.2.7. and Attachment 25, the following individuals are appointed as “**Inspectors**” for Hazardous Materials and certification documents.

<b>RANK</b>	<b>NAME</b>	<b>SSAN</b>	<b>COURSE</b>	<b>CERTIFICATION DATE</b>

- e. Commander’s Signature