



**1 December 1998**

**Transportation**

**RESERVE AERIAL PORT POLICY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFRC/DONR  
(CMSgt John Herring)  
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Certified by: HQ AFRC/DO  
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**SUMMARY OF REVISIONS**

This revision changes the name of this policy directive from Reserve Aerial Port Program to Reserve Aerial Port Policy.

- 1. Purpose.** Effective combat operations require reliable and efficient logistical support. This directive establishes policies for training and equipping Reserve aerial port units to provide air transportation support during force deployment, sustainment, and redeployment.
- 2. AFRC aerial port units serve in fixed terminals and in forward areas throughout the world. Units must train to meet the requirements of gaining major commands.**
  - 2.1. An Annual Tour Scheduling Workshop is held in January of each year to develop a tentative schedule for the following fiscal year.
    - 2.1.1. Attendees represent HQ AFRC, Air National Guard, HQ AMC and AFRC numbered air forces.
    - 2.1.2. Factors considered include active duty aerial port training capability, training requirements of AFRC aerial port units, proximity of training site to home station, and unit wartime tasking.
    - 2.1.3. One third of AFRC aerial port personnel should be scheduled to a wartime tasked AOR each fiscal year for annual tour training.
  - 2.2. HQ AFRC/DON forecast requirements for formal school training, and monitor utilization rates.
  - 2.3. HQ AFRC/DONR is the functional manager for all AFRC Hazardous Materials Handling training.

3. This directive establishes the following responsibilities:

3.1. HQ AFRC is responsible for developing and overseeing training requirements in the Reserve aerial port system. These responsibilities include developing viable annual tour and unit training programs, distributing training materials, coordinating formal schools, and assisting in obtaining equipment and supplies.

3.2. Numbered air forces are responsible for assisting in planning and monitoring unit training activities. They serve as technical advisors and as a single point of contact for their respective subordinate wings/groups and squadrons. They ensure formal school training is requested and quotas are filled. They monitor scheduled deployments, and ensure requests are submitted for organic airlift. Provide staff assistance to subordinate units in preparation for inspections by higher headquarters.

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander

Attachment 1

APS ANNUAL TOURS COMPLETED

