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Transportation

MILITARY AIRLIFT--FLEET SERVICE

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This volume implements AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*, and ensures transport aircraft are fully supplied with passenger and crew comfort items and interiors are clean and presentable. The operational portions of this publication apply to Air National Guard (ANG) and United States Air Force Reserve (USAFR) units performing AMC missions. Reporting, accountability, and maintenance requirements apply to ANG/USAFR units only when they have AMC assets under their control.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision changes the functional responsibility from HQ AMC/DONP to HQ AMC/A43P; Deletes the requirement for Quality Control program currently covered under ATSEV; Deletes requirement for certain stations to assemble and maintain a mobility kit containing fleet service expendable supplies, currently covered under UTC UFBL; Clarified home stations requirement for initial upload of equipment and supplies to meet mission requirements; Added procedures for filling out section IV of the AF Form 4128, *Fleet Service Checklist*; Adds requirement to use Mirabowl Q as a lavatory deodorizer and included mixture ratios; Adds new requirement for sealing and inventorying the passenger service kit; Updates reporting requirements for the AMC Key Asset, Materials Handling Equipment (MHE) and Associated Aerial Port Equipment On-Hand Report, RCS: AMC A43(M) 8001, Deletes requirement to Stencil Air Transportable Galley/lavatory (ATGL) with the home station and unit number.

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Section A—References

1. References. See [Attachment 1](#)

Section B—Duties and Responsibilities.

2. Fleet Service Section: Fleet service includes, but is not limited to, picking up, loading, and unloading fleet service equipment and supplies, Air Transportable Galley/lavatory (ATGL), portable lavs, in-flight meal delivery, aircraft latrine and water servicing, and aircraft interior cleaning. The fleet service manager is responsible for ensuring accomplishment of duties as described below:

2.1. Administration. Performs administrative functions as required by the fleet service manager, including:

2.1.1. Assists shift personnel in maintaining records for administration of training programs.

2.1.2. Consolidates and files shift documentation.

2.1.3. Prepares reports as required in accordance with AMCI 24-101, Volume 6, *Military Airlift-Transportation Documentation, Data, Records, and Reports* .

2.1.4. Assists fleet service supervisors in preparing work schedules and detail rosters.

2.1.5. Establishes, administers, and ensures compliance with safety and force protection programs for the fleet service section.

2.2. Vehicle Control. The fleet service vehicle control officer/NCO (VCO/NCO) acts as the liaison between the squadron VCO/NCO and the fleet service section. The fleet VCO/NCO will ensure section personnel comply with applicable directives, i.e., AFI 24-302, *Vehicle Management*, and squadron operating instructions.

2.3. Supply. Requisitions, stores, issues, and controls supplies and equipment required for servicing transport aircraft. Ensures equipment and supplies are available for issue at all times. This function will be augmented by 2T2X1 personnel to ensure coverage.

2.3.1. Procures equipment on a custody receipt as authorized in Allowance Standard (AS) 758, *Aerial Port Organization*.

2.3.2. Procures fleet (aircraft) equipment, as required, to configure aircraft.

2.3.3. Establishes and maintains a minimum 30-day stock level of expendable supplies based on procurement lead-time, consumption data, and projected mission requirements.

2.3.4. Reviews inventories and consumption data monthly and adjusts levels of supplies as required and approved by the fleet service manager.

2.3.5. Selects and preassembles expendable supplies into standard aircraft loads as determined by local management. [Attachment 2](#) contains a list of standard items and required quantities. Additional supplies are authorized as required by mission type and operating directives.

2.3.6. Turns in equipment that is repairable, condemned, and excess accountable property.

2.3.7. Orders new and replacement equipment.

2.3.8. Maintains record of supply issues and accountability.

2.3.8.1. Maintains, resupplies, and issues passenger service kits using AMC Form 268, **Passenger Service Kit Packing/Inventory List**, see NOTE to paragraph 5.1. The contents of the kit are listed in **Attachment 6**.

2.3.8.2. Stores, issues, and accounts for:

2.3.8.2.1. Passenger Information Cards. AFVA 11-225, **Passenger Information Card (C-5 Galaxy)**, AFVA 11-226, **Passenger Information Card (KC-135 Passenger Emergency Procedures)**. Home station fleet service activities place these cards onboard departing home station aircraft in quantities established by AFI 11-2C-17, Vol. 3, Addenda A, *C-17 Configuration and Mission Planning*, AFI 11-2C-5, Vol. 3, Addenda A, *C-5 Operations Configuration and Mission Planning*, AFI 11-2C-141, Vol. 3, Addenda A, *Operations Configuration/Mission Planning*, AFI 11-2C-9, Vol. 3, *C-9 Operations Procedures*. (See AFI 11-202, Volume 3, *General Flight Rules*, for passenger briefing card requirements. Provide additional 25 cards in the crew's expendable supplies for replacement of cards missing or destroyed en route.

2.3.9. Maintains blankets and pillows in quantities to satisfy mission requirements as specified in AMCI 11-208, *AMC Tanker/Airlift Operations*, AFI 11-2C-5, Vol. 3, Addenda A, AFI 11-2C-141, Vol. 3, Addenda A, AFI 11-2C-17, Vol. 3, Addenda A, AFI 11-2C-9, Vol. 3, AFI 11-2C-130, Vol. 3, Addenda A, *C-130 Operations Configuration/Mission Planning*, and operating directives.

2.3.9.1. Maintains blankets and pillows in a sanitary condition. Package blankets, until used, in polyethylene protection bags in standard lots determined by the fleet service manager. For quantities other than the standard, ensure the package is conspicuously marked to reflect the actual quantity. Exchange clean blankets and pillows for soiled blankets and pillows on a one-for-one basis to maintain initial stock level at home and en route stations with a fleet service function.

2.3.9.2. Packaging of blankets in polyethylene protection bags may be included in laundering contracts, unless it is more advantageous to utilize an Air Force installation cleaning facility.

2.3.10. Home station fleet service checks AF Form 4128, **Fleet Service Checklist**, to determine amount of equipment issued/removed by en route stations.

2.3.11. Uses AF Form 4128 and any attachments as a turn-in slip for replenishing fleet service stocks.

2.4. Equipment Support. Maintains, stores, and provides installation/removal of the following unique aircraft support equipment:

2.4.1. ATGL and portable lavatory units, to include cleaning, resupplying, transporting, and minor maintenance.

2.4.2. Portable urinals, to include cleaning, transporting, and minor maintenance as described in **Section C** of this volume.

2.4.3. Electric hot cups, insulated hot/cold jugs, and electric hot plates, to include only minor maintenance. Fleeting/defleeting crews will transport these items to/from the aircraft. (Insulated hot/cold jugs only for KC-10.)

2.5. Line Services. Line services is the primary activity within the fleet service section. Those activities listed in paragraphs 2.1. through 2.4. function in direct support of line services. Line services are

divided into five functional activities as listed in 2.5.1. through 2.5.5. Depending on the size of the fleet service section and location in relation to the flight kitchen and the flight line, individual functional activities may be combined or overlapped (except as noted in paragraph 2.5.4.7.).

2.5.1. Dispatch: Coordinates requirements, dispatches crews, and maintains shift documentation. Duties of the dispatch activity will include:

2.5.1.1. Assigns work and dispatches crews for aircraft cleaning, fleetling, meal pick-up/delivery, and aircraft servicing (latrine/water).

2.5.1.2. Receives, coordinates, and/or relays information regarding aircraft fleeted or requiring fleet service to/from air terminal operations center (ATOC), passenger service, and ramp service. Transmission may be via radio, telephone, Global Air Transportation Execution System (GATES), or intercom.

2.5.1.3. Ensures line service crews are dispatched in sufficient time to meet all AMC aircraft at block-in and non-AMC aircraft upon request.

NOTE: Due to uncontrollable situations such as ramp saturation, meet the aircraft as soon as possible after block-in.

2.5.1.4. Maintains aircraft arrival/departure information on AMC Form 244, **Fleet Service Arrival/Departure Work Sheet** (Attachment 7).

2.5.1.5. Receives, reviews, and extracts information, and files fleet service checklists and accountable supply/equipment documentation.

2.5.1.6. Provides AF Form 4128 to the fleetling crew when dispatched. Obtains a signed copy from the fleetling crew for originating missions and the return copy from terminating missions from the defleetling crew.

2.5.1.7. Confirms total passenger meals ordered with passenger service or other agency as per local policy prior to dispatching the meal delivery crew to pick-up meals.

2.5.1.8. Files AF Form 129, **Tally In-Out**, AF Form 3516, **Food Service Inventory Transfer Receipt**, or locally produced form in accordance with AFI 37-138, *Records Disposition--Procedures and Responsibilities*.

2.5.2. Fleetling: Delivers service equipment and supplies to originating and intransit aircraft.

NOTE: The home stations where aircraft are based will ensure initial equipment and supplies are loaded to meet mission requirements. Intransit stations will ensure equipment quantities are maintained at required levels for the mission and resupply as needed and annotate changes on the AF Form 4128. See paragraph 8. for addition instructions on completing and using the AF Form 4128.

2.5.2.1. Prior to aircraft departure, the fleetling crew will:

2.5.2.1.1. Obtain equipment as indicated on AF Form 4128. Enter additional items on AF Form 4128.

2.5.2.1.2. Obtain prepackaged supplies based on mission requirements.

2.5.2.1.3. Obtain sufficient quantities of passenger information cards.

2.5.2.1.4. Obtain passenger service kit and ensure the kit is sealed.

2.5.2.1.5. Obtain cleaning supplies and deodorants to accomplish any required final spot cleaning.

2.5.2.1.6. Obtain any items that were removed from the aircraft for cleaning; i.e., serving trays, dishes, water and coffee jugs, coffee pots, hot cups, hot plates, drawers, and other equipment. Place this equipment in plastic bags to maintain a sanitary condition. Cover coffee jug and igloo spouts in plastic. Bundle serving trays in lots of five for the crew, lots of 10 for passengers, and wrap in plastic.

NOTE: Original aircraft equipment may be substituted with like items.

2.5.2.2. Transports equipment and supplies to aircraft.

2.5.2.3. At the aircraft, the fleeting crew will:

2.5.2.3.1. Turn over the completed AF Form 4128 to the loadmaster, boom operator, medical attendant, or flight attendant after equipment is inventoried.

NOTE: This is not a joint inventory, however, aircrews will make every attempt to ensure this form is placed on the aircraft. Aircrew signature is not required. The aircrew will maintain control of the supplies and equipment placed onboard and notify fleet service of any irregularities.

2.5.2.3.2. Stow all equipment and supplies in the proper location.

2.5.2.3.3. Place blankets and pillows in each aft-facing seat on passenger and dual-configured aircraft using the quantities specified in AMCI 11-series publications. On aircraft carrying passengers with troop seats, provide blankets and pillows based upon the seat release passed by ATOC. Store in polyethylene (plastic) bags for issue by crew member.

2.5.2.3.4. Place one passenger information card in each airline-type seat pocket.

2.5.2.3.5. Ensure latrines are serviced. To discourage ground use a warning sign/seal may be posted over latrine discouraging use prior to loading of passengers.

2.5.2.3.6. Spot clean any areas soiled during loading operations.

2.5.2.3.7. Ensure each crew bunk is equipped in accordance with AFI 11-2C-5, Vol. 3, Addenda A, AFI 11-2C-141, Vol. 3, Addenda A, AFI 11-2C-17, Vol. 3, Addenda A, AFI 11-2C-9, Vol. 3, AFI 11-2C-130, Vol 3, Addenda A,. The flight crew is responsible for making up the bunks.

2.5.2.3.8. If available contact the loadmaster, boom operator, or flight attendant, and advise fleeting is complete.

2.5.2.4. Upon return to the section, the fleeting crew will return unused items and cleaning supplies.

2.5.3. Defleeting Section: Removes and stores equipment and supplies from terminating home station aircraft and intransit aircraft. The defleeting crew will perform the following:

2.5.3.1. Inventory all equipment and compare AF Form 4128 with supplies/equipment actually onboard.

2.5.3.2. Return equipment items not requiring cleaning to the equipment storage area.

2.5.3.3. Transport equipment items requiring cleaning/sanitizing to the flight kitchen.

2.5.3.4. Return all unused supply items to the supply section for reuse.

2.5.3.5. Advise dispatch of equipment taken to flight kitchen for cleaning, so someone can be sent to get the equipment later.

2.5.4. Meal Pickup/Delivery: Pickup and deliver meals, snacks, and beverages to and from the aircraft.

2.5.4.1. Count and sign for meals, snacks, and beverages.

2.5.4.2. Assist the loadmaster/boom operator, medical attendant, or flight attendant in stowing flight food aboard the aircraft (See paragraph 16.).

2.5.4.3. Dispose of flight food from overseas areas as directed by the US Department of Agriculture (USDA).

2.5.4.4. Sign for, pickup, and turn in all flight food to the flight kitchen (ensure accountability on an AF Form 129 or AF Form 3516).

NOTE: Excess food items are not to be consumed by any personnel.

2.5.4.5. Provide copies of AF Forms 129, AF Form 3516, or locally produced form to the dispatcher for filing.

2.5.4.6. Pickup and deliver overpacked meals.

NOTE: Dry ice will be provided by local services agency.

2.5.4.7. Ensure personnel and vehicles used to handle and transport flight food or flight feeding equipment do not perform duties which involve cleaning or removal of waste materials from the aircraft. Personnel must shower and change clothes before being performing duties handling flight food or flight feeding equipment, if prior duties involved cleaning or removal of waste materials.

2.5.5. Aircraft Cleaning/Service: Fleet service is responsible for cleaning interior surface debris from the passenger compartment of all transport aircraft and providing lavatory and water servicing to transport aircraft as outlined in this volume.

2.5.5.1. Empty all aircraft trash containers and replace with new (plastic) liners. Remove and clean containers, as necessary.

2.5.5.2. Remove all trash from airline-type seat pockets.

2.5.5.3. Remove all trash from the floor and sweep and mop as required to remove residue.

2.5.5.4. Clean aircraft latrines to include floor, bulkheads, mirrors, sinks, toilet area, overhead water containers, and cabinets.

2.5.5.5. Clean the oven and galley areas.

2.5.5.6. Straighten seats and cross seat belts on the seats.

2.5.5.7. Service lavatory and water servicing equipment in accordance with governing Technical Orders (TOs) and applicable directives.

2.5.5.8. Position/deposition, hook up, and provide water and lavatory servicing.

2.5.5.9. Provide latrine and water servicing information to fleet service dispatch for recording on AMC Form 244.

2.5.5.10. Ensure aircraft latrine spills are cleaned up; report spills that cannot be completely cleaned up by fleet to maintenance; e.g., avionics deck, seepage, and tarmac spills.

2.5.5.11. Ensure lavatory and water system malfunctions are recorded on AFTO Form 781A **Maintenance Discrepancy and Work Document** identifying the deficiency.

2.5.5.12. Ensure the assembly/donut seal and waste drain cap is secured after servicing in accordance with the applicable Technical Orders for the type of lavatory servicing truck used and in accordance with applicable aircraft TOs.

Section C—Equipment/Supplies Issues and Control

3. Aircraft Equipment Issue:

3.1. Equipment is normally only issued to AMC transport aircraft. Equipment is obtained from base supply as authorized in AS 758 and in the type and quantities required to configure assigned aircraft in accordance AMCI 11-208, AFI 11-2C-5, Vol. 3, Addenda A, AFI 11-2C-141, Vol. 3, Addenda A, AFI 11-2C-17, Vol. 3, Addenda A, AFI 11-2C-9, Vol. 3, AFI 11-2C-130, Vol. 3, Addenda A,.

3.2. The fleet service manager will establish a level of the following minimum items to support intransit AMC transport aircraft.

Table 1. Items to Support Intransit Aircraft.

	Blankets
	Pillows
	Cup, electric
	Coffee pot
	Hot plate
	Jug, thermos (two-gallon capacity)
	Igloo (five-gallon capacity, with handles)
	Igloo (two-gallon capacity)
	Sheets, cotton
	Pillowcases, cotton
	Expendables as indicated in Attachment 2

3.3. At the home station, the Aircraft Generation Squadron, Sortie Generation Flight's Dash 21 section stores and installs enhanced double and triple airline seats. At en route stations, the responsibility to store and deliver enhanced double and triple airline seats is a local decision.

3.3.1. Storing and shipping triple seats:

3.3.1.1. Seats will be stored in a dry covered building with a clean and serviceable plastic pallet cover protecting them from the elements.

3.3.1.2. Palletized seats awaiting shipment will be placed inside a building or under cover if at all possible. If it has to be stored in an outside grid system, ensure adequate protection from the elements is provided. Built up pallets will be covered with two plastic pallet covers.

4. Aircraft Supplies Issue:

4.1. Fleet service issues supplies to all originating or transiting aircraft, as required. The primary supplies required for issue to transport aircraft are listed in **Attachment 2**. Requisition those supply items shown to have a historical need to accomplish the unit mission. Additional supplies are authorized, as required, by type mission and operational directives.

4.2. AMC tanker aircraft will carry passenger comfort kits (assigned at home station), with blankets, pillows, and passenger service kits. Exchange clean blankets and pillows for soiled blankets and pillows on a one-for-one basis to maintain initial stock level (30 blankets, 15 pillows). Ensure passenger service kit levels are maintained as outlined in paragraph **5**.

4.3. To ensure aircraft are fully outfitted at originating and en route stations, the fleet supply section will establish a 30-45 day stock level for expendable items listed in **Attachment 2** through supply channels. The fleet supply section must inventory the stock level to reorder necessary items. The inventory should be accomplished to ensure stock levels do not fall below a 30-day supply level.

4.4. The fleet service manager will review inventories and consumption data monthly and adjust stock levels, if required.

4.5. To expedite fleetings and provide correct amount and type of supplies, supplies should be pre-packaged. Prepacking into aircraft loads should be accomplished for the most common aircraft configuration originating/transiting your station. Reference AFI 11-2C-5, Vol. 3, Addenda A, AFI 11-2C-141, Vol. 3, Addenda A, AFI 11-2C-17, Vol. 3, Addenda A, AFI 11-2C-9, Vol. 3, AFI 11-2C-130, Vol. 3, Addenda A.

5. Passenger Service Kits. The kits are stocked with limited medical supplies that are made available by the crew for passenger relief as symptoms indicate.

5.1. Place passenger service kits aboard all AMC passenger, dual-configured, and cargo missions.

NOTE: The fleet service manager at the home station will maintain the kits and a sufficient supply of items to replenish the kits of both transient (to include kits contained in passenger comfort kits) and home station aircraft. Kits will remain onboard the aircraft at intransit stations. An inventory of the kit is not required at each stop nor does the kit need to be resealed until the mission returns to the home station or is replaced at an originating station. At en route stations, the fleet service manager will maintain an open medical supply account and stock levels will be determined by local management. On return to home station, recover the passenger service kit immediately upon aircraft arrival. If kit seal has been broken, or the expiration date annotated on the seal is within 14 days or past due, the kit will be inventoried. Replace depleted stock, check expiration dates on all medicines, replace expired medicines and reseal. (Keep medical items in the original container of issue, with literature to maintain positive item identification and to prevent erroneous substitution. Do not refill individual bottles from other bottles. Medicines cannot be commingled due to manufacture, lot numbers, and expiration dates.) Place items included in the kit in a toolbox, NSN 5140-01-037-0482 or suitable substitute container/toolbox. Label the words "Passenger Service Kit" on toolboxes using visible block letters for ease of identification.

5.2. Place a signed copy of AMC Form 268 in each passenger service kit. Contents of the passenger service kit are listed in **Attachment 6**. A suitable substitute approved by local medical supply personnel may be used in place of items listed.

5.3. Seal all passenger service kits prior to placing them aboard aircraft. Keep passenger service kits sealed at all times and keep medical supply items secure. Annotate on the seal, date and time, station, the earliest expiration date of medicine within the kit, and initials of person performing inventory.

5.4. Requisition items used in the passenger service kits through normal medical supply channels.

6. Non-AMC Aircraft Equipment and Supplies Issues:

6.1. On request, fleet service personnel will issue expendable supplies and equipment to non-AMC aircraft based on mission requirements.

6.2. Do not issue equipment listed on AF Form 4128, Part II. **Exception:** If these aircraft are carrying Transportation Working Capitol Fund (TWCF) passengers/cargo and items are requested, then prepare in duplicate, an AF Form 1297, **Temporary Issue Receipt for Issued Items**. Legibly print the name, organization, mission/tail number, and home station of the individual signing for the equipment. If available, attach a copy of the crew orders.

NOTE: Do not loan the 2-gallon metal jugs.

6.2.1. If the aircraft mission will terminate at an AMC aerial port, furnish ATOC with the quantity of items to be removed from the aircraft and returned to the issuing station, for inclusion in the remarks section of the ALLOAD message.

6.2.2. If the aircraft mission will terminate at a non-AMC station, dispatch a message to the aircrew's home organization indicating the aircraft tail number and the name of the individual who signed for the items and request the return of the items to the nearest AMC station.

6.3. On request, each non-AMC aircraft will be jointly inventoried upon arrival or departure by fleet service personnel and the aircraft commander's designated representative to determine the type and amount of equipment onboard. Document equipment on an AF Form 1297 in two copies, give one copy to the responsible crew member and maintain the second copy in the AMC Form 244.

7. Procedures for Issuing, Controlling, and Accounting for Air Transportable Galley/Lavatory (ATGLs), Portable Lavatory Units (Porta Lavs), Portable Urinals, and Associated Equipment:

7.1. Controlling, accounting, and reporting of aircraft passenger configuration assets is essential to provide the highest standard of service for our airlift customers. Air transportation (fleet service section) monitors, controls, and accounts for these assets. Close coordination between aircraft maintenance, ATOC, and fleet service is necessary to ensure proper use of these assets.

7.2. Day-to-day management and redistribution of these assets will reside at the squadron level.

7.3. ATGLs are distributed according to mission requirements. Coordinate long-term or permanent redistribution with HQ AMC/A43E for approval prior to pallet movement.

7.4. Issue equipment for the ATGLs/portable unit using AMC Form 12-1, **Comfort Pallet/Portable Lavatory Unit Checklist**. Prepare sufficient copies of AMC Form 12-1 to enable each en route station to retain a copy. The original copy of AMC Form 12-1, prepared by the home station, will accom-

pany the ATGL/porta lav throughout its entire mission. Complete AMC Form 12-1 using the same procedures for AF Form 4128.

7.4.1. When mission requirements dictate that ATGL's be downloaded at en route or terminating stations, the gaining station must contact the owning base listed on the ATGL and report it. Without proper servicing and maintenance the ATGL will deteriorate. Therefore, every effort must be made to return the ATGL back to it's assigned station as soon as possible.

8. Equipment Control (AF Form 4128):

8.1. Issue aircraft equipment using AF Form 4128 prepared in sufficient copies for each station. The original copy of AF Form 4128 will accompany the aircraft throughout its entire mission. Complete this form, as follows:

8.1.1. Home station.

8.1.1.1. Enter the three-letter station code designator and actual quantity of each fleet service item placed aboard the aircraft in the appropriate blocks in Parts I and II.

8.1.1.2. Add any items peculiar to that station or flight in the blank space provided.

8.1.1.3. After the inventory is accomplished by a fleet service representative, retain a copy in the home station file. The fleet service representative will sign the appropriate block in Part I.

8.1.2. Intransit station.

8.1.2.1. Use AF Form 4128 to inventory the aircraft and to account for required equipment. If no AF Form 4128 is onboard initiate one at your station and annotate "no original" in block one of Sections 1 and 2.

8.1.2.2. Return the original copy to the aircraft prior to departure.

8.1.3. Offshore stations functioning as originating station.

8.1.3.1. Remove the original copy of AF Form 4128 from the aircraft and maintain the form in the mission folder until the aircraft departs to its home station.

8.1.3.2. Prepare a new AF Form 4128 as described in paragraph **8.1.1.** above.

8.1.3.3. When the aircraft prepares to return to home station, use AF Form 4128 which was suspended in paragraph **8.1.3.1.**

8.2. The aircraft commander or designated representative is responsible for inventorying the fleet service equipment onboard and ensuring adequate quantities of supplies and equipment have been placed onboard.

8.3. If an inventory change occurs at en route stations, annotate Part III of AF Form 4128 and enter the type and amount of equipment added or removed and the reason on AMC Form 244.

8.3.1. For en route stations without an established inventory of expendables and/or nonexpendables, the AF Form 4128 will be annotated in accordance with Paragraph **8.5.1.** below and replacement items will not be issued. Broken items will not be removed but will accompany the aircraft to the first station capable of replacing the item(s).

8.4. Equipment may be transferred between two AMC aircraft using AF Form 4128, prepared in duplicate. Attach a copy of AF Form 4128 from the aircraft transferring the equipment to the original.

The aircraft commander or designated representative on the aircraft transferring the equipment retains the original AF Form 4128 and returns it to the originating station.

8.5. When conducting an inventory and an item is missing or lost, complete Part IV of the AF Form 4128. This verifies that an inventory has been conducted, the item is not on the aircraft, and the station conducting the inventory is not responsible for finding it.

8.5.1. List the item missing or lost, amount, station where lost, date ,your signature and provide a brief statement on how the item was lost or missing.

9. Fleet Service Section Equipment Inventory: Inventory expendable/nonexpendable equipment using AMC Form 249, **Fleet Service Equipment Record**, or computerized version, prepared as shown in **Attachment 3**. The fleet service manager may review the report and take action to adjust discrepancies, return loaned equipment to/from their station, and ensure timely return of items in maintenance. As a minimum, the report should include regulated items listed in **Attachment 4**, plus any regulated items unique to a specific station; i.e., DV tablecloths, napkins, etc. Dispose of in accordance with AFI 37-138.

10. AMC Key Asset, Materials Handling Equipment (MHE) and Associated Aerial Port Equipment On-Hand Report, RCS: AMC A43(M) 8001:

10.1. The following assets will be closely monitored and will be reported weekly using AMC-A43(M) 8001 report via established web based program to HQAMC/A43E” NLT COB every Tuesday or as required by HQ AMC. Units unable to access the report via the web must submit their reports via email to HQ AMC/A43E and TACC/XOPM organizational boxes until the web based system is available Coordinate with your unit OPR of the report to ensure timely submission:

NOTE: Stock numbers do not need to be reported.

<u>NOUN</u>	<u>NATIONAL STOCK NUMBER</u>
ATGL	7360 01 328 5127 (ATGL)
Portable Lavatories	4510 00 920 8901
Portable Urinals	
Airline Seats—Triple	(See Note 1)
Non-Expendable (Controlled) Equipment:	
Two Gallon Thermos Jug, C-130	
Two Gallon Thermos Jug, Electric	7310 00 532 5867
Hot Cups	7310 00 151 6569
Hot Plates	7310 00 723 9550
Coffee Pouch Holders, C-141	7310 00 428 1238
Coffee Pouch Holders, C-5A	7310 00 404 5493
Expendable Equipment:	
Passenger Service Kits	5140 00 587 5558

NOUN**NATIONAL STOCK NUMBER**

Crew Blankets	7210 00 282 7950
Passenger Blankets	7210 00 054 7911
Mattress Covers	7210 00 883 8492
Coffee Pots	7350 00 927 8222
Pillow Cases	7210 00 231 2373
Serving Trays, C-141	7350 00 931 1481
Serving Trays, C-5	7350 00 224 4561
Large Pillows	7210 00 015 5190
Small Pillows (See Note 2)	7210 00 682 6601
Cotton Sheets	7210 00 482 7071
Igloos, Two Gallon	7330 00 893 8549
Igloos, Five Gallon	7350 00 224 8550

Note 1: Fleet must coordinate with aircraft maintenance to determine the quantity of seats on-hand.

Note 2: Local purchase of disposable pillows is authorized.

10.1.1. If unable to submit a report via e-mail or through A43Es web page, units will submit report via DMS message with a precedence of "Priority" NLT COB on Tuesday of each week, (Immediate precedence during contingencies). Use the SAMPLE MESSAGE FORMAT provided in AMCI 24-101, Vol. 6, paragraph 26 and Table 14.

10.2. HQ AMC/A43P will monitor each station's assets and, along with TACC/XOPM, direct shipment from one location to another when appropriate. All stations will continue to order supplies to replace those lost through normal attrition.

10.3. All reporting stations will transmit information copies to all fleet services for management of equipment and supplies at the lowest level.

Section D—Equipment/Systems Procedures and Maintenance

11. Air Transportable Galley/Lavatory (ATGL)/Portable Lavatory Unit (Porta Lav):

11.1. The fleet service manager is responsible for control and accountability of ATGLs and portable lavatory units. Report ATGL weekly using AMC-A43(M) 8001 report via established web based program to HQ AMC/A43E NLT COB every Tuesday or as required by HQ AMC. Units unable to access the report via the web must submit their reports via email to HQ AMC/A43E and TACC/XOPM organizational boxes until the web based system is available. Coordinate with your unit OPR of the report to ensure timely submission. Fleet service personnel will ensure ATOC has the owning station threeletter code and 5-digit ATGL reg. number (i.e., AF127) for inclusion on the ALLOAD message. Responsibility for ensuring the continued serviceability of the ATGLs/porta lavs is shared among fleet service, maintenance, and aircrew personnel.

11.1.1. ATGLs will be sent via military air as much as possible. If transported by truck, fleet service personnel are responsible for ensuring the trucking company has been provided proper shipping information and requirements. ATGLs must be shipped using an air-ride type trailer and tie down is applied thru tine holes and not over the top of ATGL. ATGL must have an additional tarp over the top over the existing ATGL cover while in surface transport mode. This tarp must be secured with bungee cord to prevent damage to the tarp and unit.

11.2. Air Transportable Galley/Lavatory. The ATGL provides electrical and water systems for galley and latrine services.

11.2.1. Installation/removal. Do not release rail system locks until the vent hose, oxygen hose, and cannon plug are disconnected and aerial port personnel are prepared to offload the unit.

NOTE: Only qualified maintenance personnel may connect/disconnect the vent hose, oxygen hose, and cannon plug.

11.2.2. Fleet service will perform pre/post-flight inspection requirements, post load operational checks if power is available, and oven/refrigerator temperature checks IAW applicable TOs. Maintenance personnel provide power on the aircraft to test and to provide required maintenance for installed units.

11.2.3. Fleet service personnel will clean and service the ATGL.

11.2.4. After verifying the serviceability of the potable water and latrine systems, service each system IAW TO-13B4-4-1 *Air Transportable Galley/Lavatory*.

NOTE: This procedure is normally accomplished with the ATGL not loaded aboard the aircraft.

11.2.4.1. Drain potable water supply tank completely.

11.2.4.2. Remove cleaning hole caps from cleaning holes.

11.2.4.3. Add 11 ounces, 5 percent sodium hypochlorite solution, Federal Specification 0-5-00602, NSN 6810-00-598-7316.

11.2.4.4. Refill with fresh potable water from water truck or trailer. Do not use clear water tank of lavatory servicing truck.

11.2.4.5. Allow solution to remain in the potable water supply tank for at least 30 minutes.

11.2.4.6. Drain cleaning solution through all faucets until supply tank is completely drained.

11.2.4.7. Close all faucets and refill with potable water, open faucets, and drain completely.

11.2.4.8. Close all faucets and refill with potable water.

11.2.4.9. Taste water for presence of chlorine. If it tastes of chlorine, repeat the tank draining and refilling process until the chlorine taste is removed.

11.2.4.10. Replace cleaning hole caps.

11.2.5. Fleet service personnel will perform winterization on ATGLs when the aircraft remains at locations over 4 hours where freezing temperatures are expected. Aircrew/maintenance personnel will ensure winterization of the ATGLs when Fleet Service personnel are not available. For complete instructions on the winterization process refer to TO-13B4-4-1, paragraph 5-2.

11.3. Portable Lavatory Unit. The porta lav provides airline-type latrine facilities for crew members and passengers.

11.3.1. Installation/removal. Only maintenance technicians may connect/disconnect electrical cable from aircraft outlet or secure/release porta lav units from the aircraft floor.

11.3.2. Fleet service personnel will perform pre/post-flight inspection requirements IAW TO-13B4-4-1. Maintenance personnel provide external power to aircraft as required.

11.3.3. Fleet service personnel will clean and service portable lavatory units IAW TO-13B4-4-1.

11.4. Transport ATGLs to/from the aircraft by K-loader when possible. When necessary to use a forklift, utilize the forklift area provided on the side of the units. To prevent damage to the units, the forklift tine length must be a minimum of six feet. Porta lavs may be transported to/from the aircraft using a K-loader or a forklift. When using a forklift, securely strap the unit to the forklift. Recommend use of padding between carriage and ATGL prior to transport to prevent damage.

11.5. The fleet service section will store mission-ready ATGLs/porta lavs and install weatherproof covers on all mission-ready units until just prior to loading.

11.5.1. Store ATGLs on a 463L pallet dolly (A/M-32H-6), three-point dunnage, or a suitable roller system. Reference TO-13B4-4-1 for restriction on length of storage without accomplishing preventive maintenance.

11.5.2. Store porta lavs on warehouse skids.

11.6. Loadmaster and fleet service personnel will use AFTO Forms 244, **Industrial/Support Equipment Record/245 Continuations Sheet**, in accordance with TO-00-20-5, to record discrepancies, corrective action, and scheduled inspections on the ATGL, portable lavatory, and portable urinals. Retain all forms with the ATGL/porta lav until the 180-day inspection. When the inspection is complete, initiate new forms and dispose of the old ones in accordance with AFI 37-138. Centrally locate the form on the front of the ATGL/porta lav and retain it with the ATGL/porta lav between periodic inspections. Attach a canvas jacket to the ATGL/porta lav and use it to store the forms. Stencil three letter station code and serial number on the outside top corner of tarps on at least 2 sides in 6 inch lettering using a high visibility orange or yellow color.

11.7. At en route stations, ATGL discrepancies will be documented on AFTO Form 244/245 and forward equipment to the applicable home station for repair. Fleet service personnel will perform specified maintenance. Specified maintenance is limited to:

11.7.1. ATGLs:

11.7.1.1. Install/remove ovens, refrigerators, and coffee brewers, as required, on units not installed aboard aircraft.

11.7.1.2. Tighten loose screws.

11.7.1.3. Attach hoses and perform minor plumbing within station capability.

11.7.1.4. Replace light bulbs.

11.7.2. Fleet service personnel are not required to perform electrical repairs. Reference the written maintenance agreement at current particular base between AMC wing maintenance and fleet service for more detailed breakdown of maintenance responsibilities.

11.7.3. Porta lavs:

- 11.7.3.1. Tighten loose screws.
- 11.7.3.2. Replace light bulbs.

12. Portable Urinals:

12.1. The fleet service manager is responsible for control and accountability of portable urinals. Also, ensure proper and timely repair of assets by organizational/field-level maintenance. Fleet service personnel will prepare DD Form 350, **Individual Contracting Action Report**, for urinals processed through maintenance channels for repair. Base supply can assist in preparing DD Form 350. Responsibility for ensuring the continued serviceability of these portable urinals is shared among fleet service, maintenance, and aircrew personnel.

12.2. Fleet service personnel will deliver/pickup portable urinals. Maintenance technicians or loadmasters will install/remove units.

12.3. Mission-ready portable urinals will be cleaned and stored by fleet.

12.4. Document maintenance requirements on AFTO Form 245.

12.5. Stations in possession of portable urinals will maintain them according to AFI 21-103 *Equipment Inventory, Status and Utilization Reporting*.

12.6. Personnel assigned fleet service duties must receive proper training and remain aware of applicable technical orders and directives pertaining to the installation, removal, maintenance, and cleaning of portable urinals. Assistance is available from the organizational/field maintenance squadrons.

12.7. Follow the procedures below to control these assets:

12.7.1. Stencil portable urinals with the station owning it and unit number on the front and back using at least one and one-half inch high letters. (Example: TCM-001.)

12.7.2. Control portable urinals via AF Form 4128.

12.7.3. Inspect each unit returning from a mission for broken, missing, or corroded parts and expedite repair. Fleet service personnel will perform minor repair; i.e., tighten loose nuts/bolts, etc.

12.7.4. Take timely follow-up action on return of portable urinals if not returned by off-loading stations.

12.7.5. Perform periodic maintenance as required.

12.7.6. Maintain status of urinals; i.e., on missions, on loan, in repair, due out, due periodic maintenance.

13. Potable Water System. Purify installed aircraft water systems after completing periodic maintenance or at the request of base medical personnel. Reference aircraft TO-1C-5A-2-1 for C-5 aircraft, TO-1C-10K(A)-2-38 for KC-10A aircraft, and TO-1C-9C-2-38 for C-9 aircraft. Drain and purge potable water systems as scheduled or directed by medical personnel.

14. Vehicles/Equipment:

14.1. Mark special purpose vehicles/equipment assigned to fleet service in accordance with applicable TOs Do not remove markings presently on vehicles until normal repainting is required. (Not applicable for KC-10 waste and water servicing vehicles.)

14.2. Do not transport food, beverages, or food service items in a vehicle used to transport waste material or cleaning equipment.

14.3. To prevent the spread of disease, at least one vehicle must be designated for waste removal. If it becomes necessary to use a waste removal vehicle for transporting meals or clean supplies/equipment, thoroughly scrub the vehicle interior with hot soapy water and rinse with 50 parts per ml.(ppm) chlorine water solution. Obtain this rinse by mixing one teaspoon of chlorine bleach to one gallon of water.

Section E—Flight Meals

15. General:

15.1. Fleet service personnel will pickup and deliver all confirmed meal orders called into the flight kitchen by passenger service or the one-stop aircrew processing center.

EXCEPTION: Meals ordered by flight crews after final fleet servicing or later than 45 minutes prior to block time must be picked up by the crews.

NOTE: In extenuating circumstances, when directed by higher authorities (i.e., ATOC/Command Post Duty Officer) to deliver meals after the 45-minute cutoff, potential aircraft delays will not be charged to fleet service.

15.2. The fleet service representative will sign for overpacked meals for scheduled and special missions ordered by mission directives at the flight kitchen. The loadmaster/boom operator fleet service representative will conduct a joint inventory of the meals and loadmaster/boom operator will receipt for the meal by signing AF Form 129, AF Form 3516, or locally produced form.

15.3. Handle all food items found aboard aircraft in accordance with procedures outlined in AFI 34-239, *Food Service Management Program*.

16. Stowing Flight Food. The loadmaster, boom operator, aeromedical evacuation technician, or flight attendant, with the assistance of the fleet service personnel are responsible for stowing flight food aboard the aircraft. Fleet service personnel will only assist in stowing flight food in the galley and ATGL storage areas.

17. Disposal of Fresh Fruit and Other Food Found on Aircraft: To comply with requirements of the USDA, dispose of fresh fruit and other food waste from box lunches aboard aircraft arriving at ports of entry as follows:

17.1. Prior to landing at the port of entry, the aircraft commander or designed representative will ensure all food waste, including peelings, are collected in tight, leak-proof, covered receptacles (taped or double-tied plastic bags satisfy this requirement).

17.2. Place all garbage, regardless of composition, in disposable containers. "Garbage" is defined as any fruit, meat, vegetable, etc., whole or in part. Subject to the approval/concurrence of the USDA,

fleet service personnel will remove the material and ensure the contents of containers are promptly disposed of (i.e., incinerated or sterilized) at approved facilities.

17.3. After passengers are deplaned, and at the request of the USDA inspector, the fleet service representative will thoroughly inspect the aircraft for any additional fruit or other food waste. The inspection will include the seats, floors, latrine areas, and any other possible places of storage or concealment. Dispose of any items found as described in paragraph 17.2.

Section F—Aircraft Cleaning and Servicing

18. Aircraft Cleaning: Fleet service personnel are responsible for surface cleanliness of passenger and cargo compartments, latrines, galleys, drawers, and associated passenger comfort equipment. Home stations will provide full service. All other AMC stations will provide services to the maximum extent possible, based on equipment, ground time, and personnel available.

18.1. Maintenance cleaning responsibilities (home station):

18.1.1. Maintenance section personnel are responsible for cleaning the flight deck, inspecting, cleaning, and replacing upholstered seat covers, curtains, and drapes. Maintenance personnel clean windows (inside and outside), doors, stairwells, bulkheads, and walls. Spills beyond fleet service capabilities will be cleaned by maintenance; i.e., avionics deck, seepage.

18.1.2. Only qualified maintenance personnel will remove oven, coffee brewers, and potable water tanks as required. Fleet service will notify the maintenance aircraft coordination center (MOCC) when maintenance assistance is required.

18.1.3. Latrines and galleys are for in-flight use only. It may be necessary to use aircraft trash containers for storage of maintenance-generated refuse; however, maintenance personnel are responsible for emptying and cleaning trash containers before release of the aircraft to fleet service and operations per AMCI 11-208.

18.2. Cleaning ovens and galleys:

18.2.1. During flight, the aircraft commander is responsible for ensuring the loadmaster, boom operator, KC-10 flying crew chief, or flight attendant maintain each galley with related equipment, in a suitably sanitary condition.

18.2.2. Fleet service personnel will clean the galley and oven of each passenger aircraft during authorized ground times of 12 or more hours at turnaround stations. Oven cleaning consists of removing racks, cleaning the oven interior, and replacing the racks. Take the racks and igloos to the flight kitchen for cleaning.

18.2.3. Fleet service is responsible for cleaning ovens removed from aircraft or ATGL. The flight kitchen personnel will clean all other items from the galley and ATGL which must be sanitized and placed in plastic bags; that is, serving trays, dishes, water and coffee jugs, coffee pots, hot cups, hot plates, drawers, and other similar equipment. Fleet service personnel will ensure this equipment is placed in plastic bags to maintain a sanitary condition. Flight kitchen/fleet service will cover water and coffee jug spouts in plastic.

19. Latrine Servicing:

19.1. Service/clean the latrines at home station and at all en route and terminating stations, as required. Service latrines in accordance with applicable aircraft and vehicle TOs and instructions. Ensure the proper deicer/anti-icer and deodorizer levels are maintained. (Furnish deicer/anti-icer solution mix of approximately 50/50 deicer/anti-icer to water). If reserviced, ensure that credit is taken on the AMC Form 65, **Aircraft Reserviced Workload**.

19.1.1. Between the months of November and April all stations are to service aircraft latrines with a 70/30 mixture of Cryotech E-36, NSN 6850-01-436-9463, anti-icing fluid/to water for aircraft destined for or transiting extreme cold weather locations, to include Elmendorf AFB, Alaska. Between the months of May through Oct revert back to servicing with a 50/50 mixture.

19.1.2. To prevent malodor, all stations will ensure the appropriate mixture ratio of Mirabowl Q is added to the anti-icer/water solution stated above. Depending on the concentration of Mirabowl Q, use the following mixture ratios:

19.1.2.1. For Mirabowl Q in 55 gallon drums, NSN 7930-01-420-3593, use a mixture ratio of 20:1.

19.1.2.2. For Mirabowl QC in 7 gallon containers, NSN 7930-01-436-7958, use a mixture ratio of 128:1 (1 ounce of Mirabowl to 1 gallon of anti-icer/water solution).

19.2. Health protection for latrine servicing personnel:

19.2.1. There is the possibility of disease transmission by contact with human waste while servicing aircraft latrines. Some waste material usually vents to the ground when connecting and disconnecting the drainage system. Such material can become airborne in gusty wind conditions and contaminate those personnel servicing the aircraft.

19.2.2. To reduce this possibility, ensure:

19.2.2.1. A quantity of plug, assembly/doughnut seals (P/N 4259-20), NSN 4510-01-142-9226, are on hand in the fleet service section.

19.2.2.2. All departing aircraft will have seals installed.

19.2.2.3. Replace all missing seals (doughnuts) with correct seal. See [19.2.2.1](#) above.

19.2.2.4. Use extreme caution when opening the lavatory servicing panel to avoid accidental contamination by discharged waste due to missing or faulty plug assembly/doughnut.

19.2.2.5. Personnel servicing aircraft latrines will wear rubber-type gloves and face-shields. Recommend the use of rubber apron or coveralls to reduce the chance of contamination. Fleet service personnel are authorized to wear the blue or green coverall in performance of their duties. See Allowance Standard 758 for basis of issue.

19.2.2.6. Seek immediate medical treatment for personnel receiving cuts or scratches while servicing aircraft latrines.

19.2.2.7. Personnel in direct contact with waste matter from any source will wash immediately and change clothes.

19.2.2.8. Close cooperation will be maintained between supervisory personnel and medical services/ bioenvironmental personnel on all problems concerning sanitation and industrial

health.

19.2.2.9. At least weekly, Lavatory Service Trucks will be washed with hot soapy water and thoroughly rinsed with clear water in accordance with applicable TOs. Special emphasis will be placed on exterior surfaces and storage compartments subject to rapid corrosion/deterioration.

20. Potable Water Servicing: Provide potable water servicing to aircraft in accordance with the applicable Technical Orders for the type of water servicing truck used. Service all aircraft in accordance with applicable aircraft TOs.

21. Cleaning and Servicing Other Than AMC Aircraft:

21.1. On request, fleet service personnel are responsible for providing aircraft cleaning, meal delivery, and latrine servicing to other military transport aircraft based on mission requirements.

21.2. On request, fleet service personnel provide the following nonreimbursable services to AMC contract aircraft:

21.2.1. Potable water (includes equipment and into-plane servicing).

21.2.2. Lavatory servicing, including positioning, hookup, operation, and positioning of servicing unit. (Furnish deicer/anti-icer solution mix of approximately 50/50 deicer/anti-icer to water.) The contractor is responsible for providing additional antifreeze solution should individual contractor operating specialist require a stronger mix. This is done subsequent to the completion of government-furnished lavatory servicing.

EXCEPTION: At joint-use airfields when the contractor terminates a commercial or military mission and parks the aircraft on the civilian side allowing adequate time to accomplish commercial fleet servicing, then later positions the aircraft for an AMC mission requiring lavatory servicing, the carrier will reimburse AMC.

21.2.3. High-lift truck for galley servicing (if available) at those military bases where commercial catering service is not available.

Section G—Fleet Service Force Protection

22. Force Protection Procedures: Fleet service supervisors should understand the awareness of the theater/local threat and increase their force protection measures. The following guidelines will be taken:

22.1. Check all ATGLs, portable lavatories, and portable urinals to ensure there is no contraband.

22.2. All personnel must be alert for suspicious articles when servicing all aircraft to include fleeting/defleeting, aircraft cleaning, meal pickup/delivery. Suspicious items should not be touched or moved and should be reported to the appropriate agencies i.e. ATOC, MOCC, SFS, etc..

22.3. Any personal items found on aircraft will be turned into the passenger terminal lost and found or Security Forces if no lost and found section exists.

22.4. Heighten security in areas such as storage areas used for aircraft supplies and equipment.

22.5. All personnel must realize the importance of personal recognition and challenge visitors in the work area.

Section H—AMC Tanker Aircraft

23. KC-135 Tanker Base Fleet Operations.

23.1. Where no aerial port is present, the air refueling wing commander will determine the focal point for fleet service issues. This focal point will perform fleet service duties as an additional duty. Designation of this focal point will be documented and a copy of the documentation will be forwarded to HQ AMC/A43/A37V/TACC.

23.2. The tanker base focal point will ensure the fleet requirements listed in paragraphs **23.3.** through **23.6.** are accomplished.

23.3. AMC tanker aircraft will carry passenger comfort kits (assigned at home station) with blankets, pillows, and passenger service kits. Comply with guidance on passenger service kits in paragraph **5.** **NOTE:** Tanker bases are considered home station.

23.4. At AMC tanker bases the following are the minimum items to have on hand to support passenger carrying aircraft:

23.4.1. Pillows

23.4.2. Blankets

23.4.3. Passenger Service Kits

23.4.4. Expendables, as needed per **Attachment 2** (decided by local management)

23.5. At AMC tanker bases the following forms are required:

23.5.1. AF Form 4128, **Fleet Service Checklist.**

23.5.2. AMC Form 268, **Pax Kit Packing/Inventory List**

23.6. At AMC tanker bases, the following report is required:

23.6.1. AMC-A43(M) 8001.

23.6.1.1. AMC tanker bases will submit AMC-A43(M) 8001 report weekly via established web based program to HQAMC/A43E NLT COB every Tuesday or as required by HQ AMC. Units unable to access the report via the web must submit their reports via email to HQ AMC/A43E and TACC/XOPM organizational boxes until the web based system is available.

23.6.1.2. If unable to submit report via e-mail or through A43Es web page, units will submit report via DMS message with a precedence of "Priority" NLT COB on Tuesday of each week (Immediate precedence during contingencies). Use the SAMPLE MESSAGE FORMAT provided in AMCI 24-101, Vol 6, paragraph 23. and Figure 5.

23.7. The controlling focal point activity will inventory expendable supplies weekly. Review inventories and consumption data and adjust levels of supplies monthly.

23.8. The controlling focal point activity will ensure aircraft are serviced according to published local procedures as developed by local management. Paragraph 2.6 may be referenced for guidance.

24. IMTs Prescribed: AMC IMT 12-1 **ATGL/Portable Lavatory Checklist**, AMC IMT 65 **Aircraft Reserviced Workload**, AMC IMT 244 **Fleet Service Arrival/Departure Worksheet**, AMC IMT 249 **Fleet Service Equipment Record**, AMC IMT 268 **Passenger Service Kit Packing/Inventory List.**

25. IMTs/Forms Adopted: AF Form 4128 **Fleet Service Checklist**, AF IMT 129 **Tally In-Out**, AF IMT 3516 **Food Service Inventory Transfer Receipt**, AF IMT 1297 **Temporary Issue Receipt for Issued Items**, DD Form 350 **Individual Contracting Action Report**, AFTO IMT 781A **Maintenance Discrepancy and Work Document**, AFTO IMT 244 **Industrial/Support Equipment Record**, AFTO IMT 245 **Industrial/Support Equipment Record (Continuation Sheet)**.

DANNY STEELE, Col, USAF
Deputy Director of Logistics

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

AFPD 24-1, *Personal Movement*

AFI 24-302, *Vehicle Management*

AFI 11-2C-5, Volume 3, *C-5 Aircrew Operations Procedures*

AFI 11-2C-9, Volume 3, *C-9 Operations Procedures*

AFI 11-2C-130, Volume 3, Addenda A, *C-130 Configuration/Mission Planning Operations*

AFI 11-202, Volume 3, *General Flight Rules*

AFI 34-239, *Food Service Management Program*

AFI 37-138, *Records Disposition-Procedures and Responsibilities*

AFI 21-103, *Equipment Inventory Status and Utilization Reporting*

AMCI 11-208, *AMC Tanker/Airlift Operations*

AMCI 24-101, Volume 6, *Military Airlift-Transportation Documentation, Data, Records, and Reports*

AFI 11-2C-5, Volume 3, Agenda A, *C-5 Operations Configurations and Mission Planning*

TO 13B 4-4-1, *Air Transportable Galley/Lavatory*

TO 35D3-17-3-1, *Tank Pumping Unit, Aircraft Lavatory Servicing, (Operation and Servicing Instructions)*

TO 35D3-17-5-1, *Operations, Maintenance, Overhaul Instruction - Lavatory Servicing Truck (Stinar Corp), Tank Pumping Unit Aircraft Servicing Low Profile*

T.O. 35D3-17-7-1, *Tank Pumping Unit, Aircraft lavatory Servicing (Operation and Servicing Instructions).*

TO 36A12-23-8-1, *Tank Truck 250 Gallon Water, Type 32A24 (Operation and Maintenance Instructions)*

Abbreviations and Acronyms

ATGL—Air Transportable Galley/Lavatory

ATOC—Air Terminal Operations Center

USDA—United States Department of Agriculture

Attachment 2

EXPENDABLE SUPPLIES

A2.1. The following list of expendable supplies is a basic guideline, local management will determine actual quantities based on mission requirements.

<u>NSN</u>	<u>Noun</u>	<u>Basis of Issue to All Transport Aircraft</u>
8105-00-835-7212	Bag, air sickness	1 ea seat setup
8105-00-848-9631	Bag, plastic "36 x 54"	5 ea aircraft (C-9 only)
8105-00-989-2377	Bag, trash, polyethylene 40" x 39" x 14"	6 ea C-130
	Bag, trash, polyethylene	6 ea C-141, C-5, & C-17
6840-01-412-4634	Insecticide, aerosol, D-phenothrin- 2 percent (not to be used in-flight)	3 ea C-5, 2 ea C-17, 1 for all others
7920-00-205-1182	Cups, hot drink	5 hr flt, 2 ea pax & crew member; over 5 hr flt, 4 ea pax & crew member
6840-00-721-6055	Deodorant, type as auth	2 ea C-5, 1 ea all others in TO 00-80-BC-4, 16 oz can
6515-00-137-6345	Plug, ear, noise protector	1 box (C-5, C-141, C-17, C-130) Disposable, 100s. All others as required
7920-00-753-5242	Pads, scouring	1 ea acft equipped with ovens
8540-00-530-3770	Paper, toilet	3 ea pax acft; 1 ea cargo acft
8540-00-262-7178	Paper, towel, pkg	2 ea pax acft; 1 ea cargo acft
8520-00-551-0375	Soap, 1/2 oz cake	2 cakes ea cargo acft; 5 cakes ea latrine on pax acft
7920-00-633-9928	Sponge	2 ea C-5, 1 ea all others
7340-00-753-5565	Stirring sticks, wood	25 ea pax acft; 10 ea cargo acft
7350-00-444-1323	Straws, drinking	25 ea pax acft
8540-00-782-3554	Towelette, moist	25 ea cargo acft; 50 ea pax acft
8540-00-793-5425	Facial tissue	1 box each pax acft

Attachment 3

FLEET SERVICE EQUIPMENT RECORD

The AMC Form 249, Fleet Service Equipment Record , will be completed as described below:	
<u>Block</u>	<u>Entry Description</u>
NATIONAL STOCK NUMBER:	Enter the national stock number of the item.
ITEM NAME:	Enter the description of the item. NOTE: NSN and item name may be locally overprinted with standard equipment used by the station.
AUTHORIZATION:	This entry will be the total number of items presently authorized your station. Your authorization is based on determination by the fleet service manager and/or squadron/port operations officer.
TOTAL ON HAND	Based on section inventory enter the total number of items on hand.
LOSS/TURN IN:	Enter the number of items which will be permanently reduced from the inventory.
ON LOAN/DUE OUT:	Enter total number of items due return to another station/agency.
TOTAL EXCESS	Enter the total number of items due to be turned in or on loan from another station.
ON MISSION:	Based on a review of AF Form 4128 AMC Forms 12-1 and AMC Form 244, enter total number of items out on mission aircraft (to include local missions).
ON LOAN/DUE IN:	Enter total number of items due return from another station or agency.
IN MAINTENANCE:	Enter total number of items in maintenance at the time current inventory was completed.
DUE BACK DATE:	Enter the date that in-maintenance equipment is due back.
TOTAL OUT:	Enter the total number of items on mission, on loan, and in maintenance.

Attachment 4

REGULATED ITEMS

A4.1. Regulated items are those items that are highly pilferable, subject to unwarranted losses, or difficult to control. The following is a basic list of regulated items normally maintained by fleet service sections.

<u>NSN</u>	<u>Item</u>
7210-00-282-7950	Blankets, OD
7210-00-682-6600	Blankets, passenger
7210-01-015-5190	Pillows, large
7210-00-682-6601	Pillows, small
7210-00-231-2373	Pillowcase, linen
1680-00-279-9803	Mattress, foam
7210-00-205-3083	Mattress, cover
7210-00-171-1099	Sheets, linen
7330-00-893-8550	Igloo, 5 gal (with handles only)
7330-00-893-8549	Igloo, 2 gal
7310-00-723-9550 (DIFM)	Hot plate, electric (C-5 aircraft)
7330-00-532-58671255 (DIFM)	Jug, insulated, electric, 2-gallon
7310-00-151-6569	Hot cup, electric (aircraft)
7350-00-927-8222	Pot, coffee (C-5 aircraft)
7310-00-404-5493LH	Plastic coffee canister
7310-01-242-4685LH	C-5B Coffee server (pot)
7310-01-238-6765	C-5B Coffee brew cup Oven insert racks (C-9)
7310-00-909-3974	Oven insert rack handles Weatherproof cover Refuse containers
4510-00-112-9897	Drink station/lavatory cup dispenser
4510-00-930-8316	Toilet paper spools
4510-00-587-5558	Kit, pax service (tool box)

Attachment 5

PASSENGER SERVICE KIT

The following items will be placed in each passenger service kit. A suitable substitute approved by local medical supply personnel may be used in place of items listed.

<u>NSN</u>	<u>Name</u>	<u>Quantity</u>
6505-00-106-0875	Ammonia Inhalant, 1/3 ml, 10s	1 package
6505-00-073-9536	Dimenhydrinate Tabs, 50mg, individually sealed, 12s(12)	24 each
6505-01-073-9536	Acetaminophen Tabs, 325 mg, individually sealed, 250s	100 each
6505-00-118-1948	Aspirin Tabs, 0.324gm, individually sealed, 100s	50 each
6505-00-735-1742	Aluminum Hydroxide Gel, Dried, Magnesium Hydroxide, and Simethicone Tabs, individually sealed, 100s	100 each
NDC 51079-0690020 (Item 160861)	Loperamide 2mg cap 10 x 10 unit dose (Imodium) 2	20 each
6505-01-174-1470	Children's Tylenol, Chewable	1 bottle
6505-00-869-4177	Oxymetazoline Hydrochloride Nasal 15ml spray bottle (Afrin)	5 bottles
6510-00-200-4000	Bandage, Gauze, Sterile, Roller, 2", 12s	1/2 package
6510-00-550-8501	Adhesive Tape, Surgical, 2"	2 roles
6510-00-597-7469	Bandage, Adhesive, 3/4" X 3", 100s	24 each
6510-00-786-3736	Pad, Isopropyl Alcohol Impregnated, 200s	1/2 package
6510-01-010-0307	Pad, Povidone-Iodine Impregnated, individually sealed, 100s	1/2 box
6515-01-364-8554	Gloves, Patient, Examining	2 pair

Attachment 6**FLEET SERVICE ARRIVAL/DEPARTURE WORKSHEET**

A6.1. Use AMC Form 244 to record all ground handling fleet service operations on military transport aircraft, and commercial contract carrier missions. Information accurately recorded on the work sheet provides the fleet service manager with a clear picture of the day-to-day workload. Normally a single AMC Form 244 is used for each aircraft, regardless of mission number changes. Home stations will prepare an AMC Form 244 for the originating mission and complete the form upon mission return. En route stations will prepare the folder for the inbound mission and complete it upon mission departure. Enter reservicing data in the remarks section of the AMC Form 244 and on AMC Form 65, **Aircraft Reserviced Workload**. At the end of the month, the fleet service manager will validate AMC Form 65 and send it to reports and analysis.

A6.2. Enter the following information in appropriate spaces on the form. Arrival, header section:

A6.2.1. Mission number/date information provided by ATOC.

A6.2.2. Operator: Provided by ATOC.

A6.2.3. Aircraft type/tail number: Provided by ATOC.

A6.2.4. Date: Calendar date aircraft will arrive, ETA. Provided by ATOC.

A6.2.5. Arrival data:

A6.2.5.1. ATA: Actual time of arrival (calendar date and time). Provided by ATOC.

A6.2.5.2. ATB: Actual time aircraft on blocks. Provided by ATOC.

A6.2.5.3. ATOC initials: Initials of the ATOC controller who passed aircraft arrival time to the fleet service dispatcher.

A6.2.5.4. Time: Actual time aircraft block time was passed by the ATOC.

A6.2.5.5. From: Three-letter code of the aircraft's last departure station. Provided by ATOC.

A6.2.5.6. Spot: Aircraft parking location. Provided by ATOC.

A6.2.5.7. Ground time: Estimated time period aircraft is to be on the ground from block in to block out.

A6.2.5.8. All other arrival entries are self-explanatory. Ensure times reflect actual amount of time spent on each task from time dispatched until return to section.

A6.2.6. Departure, header section:

A6.2.6.1. Entries same as procedures for arrival, except ETD and actual time of departure (ATD) is shown. Also use this section for all originating departures of home station aircraft.

A6.2.6.2. Routing. Three-letter station codes for mission operation.

A6.2.6.3. Upon completion of AMC Form 244, file the folder with enclosures, AF Form 4128, and any other forms pertaining to the mission. Make disposition in accordance with AFI 37-138.