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Transportation

**MILITARY AIRLIFT—AMC MOBILIZED
AERIAL PORT FORCES AND AERIAL
DELIVERY FLIGHTS**

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This volume of AMCI 24-101 implements AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*. This volume outlines responsibilities and provides guidance for the operation of Air Mobility Command (AMC), Air Reserve Component (ARC), Mobilized Aerial Port Forces and Aerial Delivery Flights. Selected paragraphs of this chapter do not apply to ARC units and are so identified. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, volume 1, *Publications Management Program*, affect this publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It redefines the TDY tasking methodology (paragraph **3.1. -3.5.3.1.**); redefines deployed survivability requirements for mobile units (paragraph **2.3.**); deleted Compensatory Time Off policy and the Engine Running On/Offload (ERO) attachment.

Section A	General	3
1.	General.	3
Section B	In-Garrison Activities	3
2.	Deployed Survivability for CONUS AMOG/APMF and Mobilized Aerial Port Forces.	3
Section C	AMC Tasking Methodology	4
3.	General.	4
Section D	Vehicles and Material Handling Equipment (MHE)	6

4.	General.	6
Section E	Planning Phase	7
5.	Pre-deployment Planning.	7
Section F	Execution Phase	8
6.	Initial Employment Tasks.	8
Section G	Mobilized Aerial Port Responsibilities	10
7.	ATOC.	10
8.	Passenger Service.	12
9.	Aircraft Services.	12
10.	Fleet Service.	13
11.	Redeployment.	13
12.	Situation Reports (SITREP).	14
13.	In-transit Visibility.	14
Section H	Aerial Delivery Flight	14
14.	Responsibilities.	14
15.	Vehicle Management.	16
16.	Wing Training Support.	16
17.	Forms/IMT’s Prescribed and Adopted.	17
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		18
Attachment 2—MOBILIZED AERIAL PORT FORCES TRAINING REQUIREMENT		24

Section A—General

1. General.

1.1. This section outlines responsibilities and provides guidance for AMC mobilized aerial port forces. The commander is responsible for planning and directing all activities associated with mobility operations. The commander will monitor personnel Air Expeditionary Force (AEF) availability, PER-STEMPO availability beyond AEF, equipment status, daily projected workload, worldwide mobility status and ensure that training is accomplished and updated as required.

1.2. AMC mobilized aerial port forces are highly mobile and flexible units organized for and capable of rapid deployment by air or surface to augment AMC theater airlift forces and/or to support operations or contingencies.

1.3. Mobilized aerial port forces may be tasked to support any type of airlift mission during war or military operations other than war (MOOTW), and must be able to transition seamlessly as requirements change. The mission of mobilized aerial port forces is to provide cargo and passenger handling services at all levels to meet all operational requirements.

1.4. One of the primary functions is to establish and operate non-fixed air terminals at employment sites where no permanent air terminal organization exists. Deployment operations may vary from as little as one individual with no equipment to one or more fully deployed units with a variety of equipment.

NOTE: Units will operate under the provisions of this instruction and applicable volumes of AMCI 24-101 until the appropriate command agency designates the mobile unit as a permanent detachment or operating location. Additional directives will be cited throughout this instruction and should be referenced for detailed procedures.

Section B—In-Garrison Activities

2. Deployed Survivability for CONUS AMOG/APMF and Mobilized Aerial Port Forces. (Applicable to selected ARC units when operational plan (OPLAN) requirements exist). The ability to deploy aerial port assets, establish airlift support operations, and sustain those operations in any type of environment, whether it be MOOTW, or war itself, is critically important to the mission of all aerial port units. Training in deployed survivability and force protection is essential to the success of operations in austere or potentially hostile locations where little or no security forces are present.

2.1. Weapons.

2.1.1. Theater reporting instructions will be the determinant as to whether personnel should deploy with weapons. The standard weapon for all mobilized aerial port forces will be the M-16. Officers will have the option of deploying with the M-16 and/or the 9MM.

2.1.2. All weapons qualification standards for active duty and ARC personnel groups A, B, and C are IAW AFI 36-2226, *Combat Arms Program*. Arming groups A, B, and C are defined IAW AFI 31-207, *Arming and Use of Force By Air Force Personnel*.

2.2. Deployed Survivability Training.

2.2.1. Mobilized aerial port forces will establish an in-house deployed survivability program to ensure all personnel receive training based on required intervals. This program can be adjusted as

necessary to meet local environmental and equipment availability considerations. Lesson plans should be developed using AFMAN 10-100, *Airman's Manual* and Air Force Handbook 32-4014V4, *USAF Ability to Survive and Operate procedures in a Nuclear, Biological, and Chemical (NBC) Environment*. Additionally, audiovisual products are available to support many combat skills training requirements and can be obtained through AMCPAM 36-4, *Air Base Operability Training*, Attachment 2. The following may be used to satisfy deployed survivability training:

- 2.2.1.1. Ability To Survive and Operate (ATSO).
- 2.2.1.2. Joint Readiness Training Center (JRTC).
- 2.2.1.3. Local wing mobility exercises (MobEx, FTX).
- 2.2.1.4. Deployments under field conditions.

NOTE: At a minimum, units will meet the training requirements IAW AFI 10-403, *Deployment Planning and Execution*.

2.3. Physical Fitness Program.

2.3.1. A higher level of physical fitness is essential to sustain airlift support operations in austere locations and keep pace with an increasing OPSTEMPO. Personnel typically are required to work sustained 12-hour shifts while deployed. Personnel must also be capable of sustained ops in chemical warfare equipment and/or body armor.

2.3.2. Units will establish in-house physical fitness programs to be conducted, at least three times a week for all personnel IAW AFI 10-248, *Fitness Program*. Each exercise should begin at the basic level and increase as needed.

NOTE: Each unit should consult with appropriate base medical staff to assist with developing their program.

2.4. Training Documentation. Units will document training IAW AFI 10-403, AMCI 24-101, Volume 20, *Air Transportation Standardization/Evaluation Program* and Volume 22, *Training Requirements for Aerial Port Operations*.

Section C—AMC Tasking Methodology

3. General.

3.1. The AMC Aerial Port tasking policy is designed to properly assign aerial port personnel to a wide variety of possible mission scenarios. The policy prioritizes units to be tasked based on the nature of the mission.

3.2. The Air Mobility Operations Groups (AMOG) are AMC's contingency response force, the Aerial Port Squadrons (APS) are AMC's primary source for AEF support and sustainment operations, and the overseas Air Mobility Squadrons (AMS) are the backbone of the En Route system.

3.3. Deployed operations are generally supported by aerial port personnel performing one of four mission types:

3.3.1. Global Mobility Task Force (GMTF). 615 and 621 AMOG are designed to provide initial GMTF forces and facilitate the transition to long-range sustainment operations.

3.3.2. Unit move operations. Generally supported by either 615 or 621 AMOG or an APS (active or ARC).

3.3.3. Break-bulk operations. This is typically a fixed port operation generally supported by an APS (active or ARC) or an AMS.

3.3.4. Backfill or augmentation of existing organization. Generally performed by ARC aerial port personnel through use of Military Personnel Appropriation (MPA) man-days; can also be filled by active aerial port personnel if workload permits.

3.4. Tasking Process.

3.4.1. TACC Mission Support Division (XOPM), in coordination with HQ AMC/A43, will determine a unit's ability to effectively and efficiently support an AEF requirement and task appropriately, using the following steps:

3.4.1.1. Determine mission type and size the requirement.

3.4.1.2. Determine when Time Phased Force and Deployment Data (TPFDD)/Unit Line Number (ULN) flow ceases and those forces will have a Change of Operational Control (CHOP) to the theater/supported Combatant Commander for sustainment (long-range 2T2 requirements).

3.4.1.3. Determine proper Unit Type Codes (UTC) required based on Mission Capability Statements (MISCAPS).

3.4.1.4. Determine the most appropriate unit to provide the required UTC utilizing the Air Force-Wide UTC Availability System (AFWUS) and concurrently determine possible ARC involvement.

3.4.1.5. Levy UTC taskings.

3.5. Tasking Priority.

3.5.1. Unit tasking priority will vary based on whether the mission is:

3.5.1.1. An initial response, GMTF type tasking (Priority A).

3.5.1.2. An AEF steady state type tasking (Priority B).

3.5.2. For tasking Priority A, units will be tasked in the following order:

3.5.2.1. CONUS AMOG.

3.5.2.2. Aerial Port Squadrons with an Aerial Port Mobility Flight (APMF).

3.5.2.3. Aerial Port Squadrons without an APMF (this includes ARC Forces following activation).

3.5.2.4. Enroute AMOG/CCs (the decision to accept an AMS tasking will be made by the AMOG/CC. If the AMOG/CC shortfalls the requirement, sourcing will revert back up the priority list).

3.5.3. For tasking Priority B:

3.5.3.1. Aerial Port Squadrons in assigned buckets

3.5.4. Taskings for support of locations having terminal service contracts.

3.5.4.1. Every effort must be made to support theater exercise/training requirements with

AMC augmentation. The theater is required to provide AMC with 10-days advance notice when they require augmentation in support of local wing exercises/training. When operational necessity precludes notification within the prescribed time limit, AMC will still support the exercise/training.

3.5.5. Taskings requiring Logistics Readiness/21RX field grade officers with aerial port experience. AEF Center will identify core 21RX field grade requirements to HQ AMC/A45. HQ AMC/A45 will be the single point of contact for 21R field grade taskings requiring a Logistics Readiness field grade officer. HQ AMC/A45 will review the specific tasking requirements and line remarks and determine level of experience needed and forward to Functional Area Manager. In the event, the Logistics Readiness Officer Functional Area Manager is unable to fill the requirement, the shortfall will be rerouted back through HQ AMC/A45 who will formally shortfall the transportation levy back to the AEF Center for the command.

3.5.5.1. Tasking Shortfalls: Refer to POLICY 2000-00, AEF Individual Augmentee Reclama and UTC Personnel Shortfall Procedures. Specific shortfall procedures are outlined in AFI 10-215, *Personnel Support For Contingency Operations (PERSCO)*, AFI 10-400, *Aerospace Expeditionary Force Planning*, AFMAN 10-401, Vol 1, *Operation Plan And Concept Plan Development And Implementation*, and AFI 10-403 *Deployment Planning And Execution*.

Section D—Vehicles and Material Handling Equipment (MHE)

4. General.

4.1. Equipment to support all taskings will, as a general rule, come from either theater/CONUS war reserve materials (WRM) or the squadrons. During exercise planning, every effort should be made to use theater WRM to minimize transportation costs. If theater WRM is not available, equipment requirements will be tasked to the AMOGs and APMFs, or pulled from CONUS WRM locations. HQ AMC/A43 is available to assist in the coordination of the use of theater stocks if required. CONUS fixed aerial ports and en route units are authorized only enough MHE to handle their peacetime workload. These units should not be tasked to support deployment requirements from peacetime operating stocks (POS) without close coordination with the unit commander or theater group commander.

4.2. The squadron/group VCO/VCNCO will manage assigned vehicles for mobile aerial port forces. Due to their unique mobility mission, a close liaison between the wing vehicle control officer/vehicle control NCO (VCO/VCNCO), squadron/group VCO/VCNCO, and mobility unit are required to maintain a successful vehicle management program.

4.3. Tasked vehicles and MHE must receive a Limited Technical Inspection (LTI) from the host vehicle maintenance function. Refer to AMCSUP1 to AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*, for more information. All tasked equipment must deploy with appropriate Technical Orders (TO) and either a Mobility Readiness Spare Package (MRSP) or Temporary Mission Support Kit (TMSK) IAW AFMAN 24-307, *Procedures for Vehicle Maintenance Management*). Responsibility begins with unit VCO/VCNCO through close coordination with base transportation.

4.4. TACC/XOPM and HQ AMC Logistics Operations Center Support (A45) will determine the requirement for a special purpose vehicle mechanic and MRSP based on the duration and nature of the mission and the type of MHE deployed.

4.5. Base supply will segment the MRSP by vehicle type to assure maximum flexibility. This segmentation must remain constant to preclude loss of property and maintain kit integrity. Each segment may be deployed individually to meet operational requirements.

NOTE: TOs and Logistics Detail (LOGDET) items will remain with deployed vehicles and MHE. These assets will be returned to the owning unit when the vehicle or equipment is returned to home station.

4.6. Vehicles and MHE should not remain in a deployed status for more than 6 months, and if in a harsh environment with limited support, rotation at 90 days should be considered. Failure to rotate equipment may degrade the readiness and serviceability of the deployed assets. Visibility over assets is required at all levels and the TACC must ensure a viable rotation program. The LTI process should prep vehicles and MHE for harsh environments, e.g., Antarctica.

NOTE: Unless assigned to a specific equipment UTC, electronic, computer, and other unit equipment will be rotated with the assigned unit. Each deploying unit will furnish its own capability unless the original capability was theater-furnished. This will ensure the unit redeploying is properly equipped to handle subsequent deployment requirements.

Section E—Planning Phase

5. Pre-deployment Planning.

5.1. Stand Alone. If the TALCE is not able to deploy in conjunction with APMF or APS and/or the TALCE pulls out, APMF and APS deployed personnel shall ensure they have the same communication and equipment capabilities i.e. (laptops with LAN and modem, printers, fax machines and scales) as the TALCE.

5.2. Personnel.

5.2.1. Manning requirements are generally determined at HQ AMC IAW Manpower Force Requirements (MANFOR).

5.2.1.1. The MANFOR is a close approximation of manning requirements and is primarily based upon the planned number of aircraft, cargo tonnage, and passengers. The number of work shifts is also considered in MANFOR. The UTCs and MISCAPS contained in the MANFOR are based upon contingency workload factors.

5.2.1.2. UTCs may be fragged and tailored based upon projected requirements.

5.2.1.3. When UTC requirements have been determined, key personnel will be selected, notified, and briefed on the operation.

5.3. Vehicles and MHE. Vehicles and MHE will be deployed in sufficient quantities to meet mission requirements as specified in the tasking, the OPLAN, Operations Order (OPORD) and/or Logistics Force Packaging Subsystem (LOGFOR).

5.4. General Planning: Using available airfield surveys and other sources of information, key personnel will ensure that prior to deployment:

5.4.1. Provisions for air terminal facilities are made at the employment site.

5.4.2. Sufficient manpower, equipment, communications, and supplies are deployed.

5.4.3. Sufficient personnel and equipment are planned to be in place in advance of the time they will be needed.

Section F—Execution Phase

6. Initial Employment Tasks.

6.1. Upon arrival at the employment site, aerial port personnel will begin preparing for operations. The team chief will contact the TACC/MSC at DSN 779-0371/COMM 618-229-0371 to advise the team is in-place. Additionally, the team chief will contact the employment site air operations agency, such as the Tanker Airlift Control Element (TALCE) or base operations, to confirm the support provided by the host organization. The team chief will also confirm Maximum Operating on the Ground (MOG), parking plan, and time-sensitive nature of missions to be worked (i.e., multiple aircraft air-drop formation, etc.). In some cases, unit move and sustainment operations will be conducted simultaneously.

6.2. Customer Liaison and Arrival/Departure Airfield Control Group (A/DACG). As soon as possible after arrival, establish contact and rapport with the customer at the employment site. This coordination is vital in establishing documentation and data transfer requirements, chalk arrival times, joint inspection sequence and location, clarification of mission planning details, and determination of customer assistance.

6.3. TALCE.

6.3.1. The TALCE is a composite element tailored to provide mission support at austere locations or when command and control, mission reporting, or required support functions are non-existent.

6.3.2. A TALCE is composed of a commander, TALCE Operations Center (TOC), and Mission Support Elements (MSE), as required.

6.3.3. A MSE is an additional element of support such as aerial port, maintenance, logistics, medical, etc.

6.3.4. A Mission Support Team (MST) is deployed to mobility airfields where a full TALCE is not required. An MST performs the same functions as a TALCE but on a smaller scale. An enlisted supervisor (7-level or above) trained within the Air Mobility Control Unit (AMCU—The terms “AMS, AMCF, ALCS, ALCF, and PACAF TALCE are interchangeable with, and will be described using the term “Air Mobility Control Unit (AMCU)” unless otherwise stated, IAW AMCI 10-202, Vol. 4) and certified by an AMCU commander manages the MST. MSTs are normally used for short durations or when there is a Maximum Operation on the Ground (MOG) of 1-2. A TALCE/MST is used to provide mission support forces on either a planned or no-notice basis.

6.3.5. When aerial port forces are deployed with a TALCE/MST, they are members of that TALCE/MST. The senior aerial port representative is responsible to the TALCE/MST for the management of all aerial port assets/operations.

6.3.6. Supervisory requirements should be coordinated between the TALCE/MST commander and the aerial port staff prior to deployment.

6.3.7. The TALCE/MST commander ensures the senior aerial port representative is briefed on the latest pertinent data to include OPLAN changes, intelligence information changes, aircraft esti-

mated time of arrival/departure (ETA/ETD), ground time, programmed loads, and all other changes affecting operations.

6.4. Personnel Utilization. Work schedules for deployed aerial port operations are based on individuals working 12-hour shifts. Adverse climatic conditions may dictate shorter work periods. After completion of a continuous duty period, commanders and supervisors must ensure personnel are provided a rest period of sufficient duration to allow a minimum of 8 hours uninterrupted sleep.

6.5. Quarters. Mobilized aerial port forces will make every effort to use suitable government or contract quarters at the deployed location in accordance with AFI 32-1024, *Standard Facility Requirements*. The senior aerial port representative must be available to the command and control agency at all times. For this reason, as a minimum, telephone communications must be available in their assigned quarters. It is the responsibility of the team chief to ensure adequate quarters are available for all personnel subject to their command and control.

6.6. Aerial Port Control Center (APCC). During a contingency or exercise, AMC may provide an Air Mobility Element (AME) to the theater Combatant Commander/Air Force Component Commander (AFCC). The AME described in AMC Mission Directive 710, *Air Mobility Operations Groups and Squadrons*, will operate theater air mobility forces and monitor/manage AMC en route global forces. The AME will include an APCC.

6.7. Communications.

6.7.1. Internal communications. Dedicated telephone lines and non-tactical radio nets are the most effective means of providing communications. The Air Terminal Operations Center (ATOC) must establish communications with the TOC, if deployed. Minimum requirement is one land mobile radio (LMR) for direct communication between ATOC and TOC. A radio net, which utilizes numerous base stations and portable units, will provide immediate communications to all sections and key personnel simultaneously. In addition, such a net is readily deployable and lends itself to easy expansion to support the requirements of any size operation.

6.7.2. High Frequency (HF) Radios. In order to carry out their wartime function, all units will have HF radio sets assigned. Primarily, these radios will be used for exercises and contingencies and may be used for daily training. These radios must be continually maintained and ready for deployment at all times. The worldwide standard call sign for aerial port units is "PORT" followed by a numerical suffix (i.e. "PORT One"). All efforts should be made to have radio frequencies re-keyed prior to arrival at the deployed location.

6.7.3. Station-To-Station Communications. When two or more units are deployed, communications between the MSE and the deployed TALCE will become vitally important to effective aerial port management. The most effective type of communication for this purpose is a dedicated HF radio net. Dedicated telephone lines should also be used, if available.

6.7.4. Frequencies. Units must coordinate with their local frequency managers before they can operate any radio (UHF/VHF/FM/HF, etc.) and/or with the responsible TALCE for deployed operations.

NOTE: ATOC will need to confirm with TALCE/MST that radios are capable of going secure or utilize UTC UFBS1 which has encryption capable LMRs.

6.7.5. International Maritime/Marine Satellite (INMARSAT). Units deploying with Deployed Global Air Transportation Execution System (DGATES) may require an INMARSAT to transmit

data to the AMC. INMARSAT will be the primary method to establish DGATES connectivity when commercial phone, DSN and Non-Secure Internet Protocol Router Network (NIPRNET) are not available. Training unit personnel to operate INMARSAT will be a key factor to successful data submission. Commanders must establish a viable INMARSAT training program. Units can obtain GATES web-based training at <http://airforce.thinq.com>.

6.8. Unit Moves.

6.8.1. The primary directives guiding unit movements are DoD 4500.9-R, *Defense Transportation Regulation*; AFJI 24-109, *Air Terminals and Aerial Ports*; AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*; and AFI 10-403, *Deployment Planning And Execution*.

6.8.2. NATO Standardization Agreements (STANAG). STANAGs may apply to combined airlift operations. When a STANAG is in force, it supersedes all US directives otherwise in conflict. All applicable NATO STANAGs will be complied with during joint force NATO operations. For operations involving NATO forces, the provisions of NATO STANAGs 3400, 3465, 3466, 3739, and 3767 may be applicable.

6.8.3. Deploying units will ensure that all cargo is properly packed, marked, labeled, and weighed IAW DoD 4500.9R (Part II and III), MILSTD 129, *Marking for Shipment and Storage*, and any other service specific applicable directives.

6.8.4. Deploying units will provide electronic and hard copy data/transportation documentation IAW DoD 4500.9-R (Part II and III).

6.8.5. Deploying units will ensure that all hazardous cargo submitted for transportation within the air portion of Defense Transportation System (DTS) is properly identified, packaged, marked, labeled, and certified IAW AFMAN 24-204 (I).

6.8.6. Deploying units will comply with DoD 4500.9-R (Part V) and AFI 24-40X series for Customs, Immigration, and Agricultural requirements.

6.8.7. Deploying units will prepare and manifest passengers IAW DoD 4500.9-R (Part I and III).

6.8.8. Deploying units will follow ITV timeliness criteria IAW DoD 4500.9-R (Part III).

Section G—Mobilized Aerial Port Responsibilities

7. ATOC.

7.1. When tasked for a deployment where an ATOC is required, establish this function upon arrival at the employment site. Depending upon the size and scope of the operation, this function may vary from a one-man operation to a full ATOC.

7.1.1. ATOC is responsible for ensuring all functions to support an operation are in place, as required. The success of a deployed ATOC function is dependent upon close coordination with base operations, TALCE, or the theater APCC, as applicable. ATOC will also be dependent upon the timely flow of information between applicable agencies. ATOC provides this overall coordination and direction of deployed aerial port activities IAW AMCI 24-101, Volume 9.

7.1.2. ATOC functions include, but are not limited to, the following:

7.1.2.1. Maintaining AMC Form 68, **Aerial Port Movement Log**, to record aircraft movement.

7.1.2.1.1. If generating AMC Forms 68, maintain the completed and signed copy with all supporting documentation in lieu of the AMC Form 77, **Aircraft Ground Handling Record**. The AMC Form 68 with supporting documents, will serve as a Consolidated Flight Package (CFP) and will be returned to home station for filing and disposition (unless being relieved by other aerial port mobility forces) IAW AMCI 24-101, Volume 6, *Transportation Documentation, Data, Records, and Reports*, AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*. See volume 9 of AMCI 24-101, *Air Terminal Operations Center* for additional information regarding the AMC Form 68.

7.1.2.2. Ensure every aircraft departs with a validated load plan, passenger and/or cargo manifest.

NOTE: Use of Air Automated Load Planning System (AALPS) load plans does not relieve the responsibilities for creating and lifting cargo and passenger manifests.

7.1.2.2.1. Perform data records functions, to include: the distribution, collection, and maintenance of all passenger and cargo documentation IAW AMCI 24-101, Volume 6.

7.1.2.2.2. Consolidate all source documentation for each mission into a single file per mission, referred to as a CFP. If generating AMC Forms 68, refer to paragraph 7.1.3.1.2.

7.1.2.2.3. Sites will report to a local Revenue Traffic Data Processing Center (RTDPC) as assigned by HQ AMC/A43D. The RTDPC will be responsible for providing spot training to assist with problem areas, trouble shooting, and general oversight of database management. This in no way relieves the deployed site of their responsibility to provide manifest data, a clear audit trail for all transportation movements, and perform other Data Records duties similar to a fixed aerial port.

7.1.2.2.4. Locations with connectivity capabilities, provided by systems such as DGATES and Remote Global Air Transportation Execution System (RGATES), are responsible for transmitting data and maintaining all records and reports. The RTDPCs main tasks with these stations are to manage the manifest registers, and provide spot training if needed. It is the responsibility of the down line station to correct their own discrepancies, maintain all documentation and manifest registers, and ensure clear audit trails are on station.

7.1.2.2.5. Sites without connectivity forward their manifests and transmittal letters to their respective RTDPCs no later than 48 hours after aircraft departure. All locations must use the fastest means available to submit data for billing purposes to their RTDPCs. Use of express services is authorized. If aircraft is destined to the RTDPC, place RTDPC disks and a transmittal letter in a packet marked for the "Data Records section: RTDPC" as additional documentation accompanying the manifested load. Do not send manifests to another location to be forwarded to the RTDPC, unless all other means of sending transmittal letters have been exhausted. Austere locations using this process must coordinate with en route locations prior to forwarding the transmittal letters to prevent loss of documentation. Otherwise, all documentation must be directly forwarded to the RTDPC. The RTDPC processes the data and transmits to the Airlift Services Industrial Fund Integrated Computer System (ASIFICS) within 48 hours of receipt. The RTDPC acknowledges receipt of the

manifest by returning a copy of the transmittal letter explaining exceptions to the sender.

8. Passenger Service.

8.1. Passenger service provides overall direction and control of passenger operations IAW AMCI 24-101, Volumes 14 and 15 *Military Airlift-Passenger and Baggage Services*; DoD 4500.9-R (Part I and III) *Defense Transportation Regulation*; and DoD 4515.13R *Air Passenger Eligibility*.

8.2. Passenger service functions include, but are not limited to:

8.2.1. Coordinate and establish a passenger processing/holding area.

8.2.2. Determine passenger eligibility.

8.2.3. Check border clearance, if required.

8.2.4. Brief passengers on departure times.

8.2.5. Weigh troops and baggage.

8.2.6. Manifest passengers or coordinate manifesting procedures.

8.2.7. Conduct anti-hijacking inspections as required.

8.2.8. Escort passengers to and from the aircraft.

8.2.9. Ensure all documentation received from the airlift user representative is promptly given to manifesting personnel for entry into the appropriate manifesting system.

8.3. Anti-Hijack/Air Terminal Security Operations. Commanders will ensure all personnel are aware of the anti-hijacking procedures in DoD, Air Force, and AMC directives. Air terminal security procedures are based on AMCI 24-101, Volume 14 and 24, *Military Airlift-Passenger Service* and *AMC Passenger Terminal Force Protection*.

8.4. Due to the wide variety of locations and conditions in which aerial port personnel may operate, some of the actual methods and details of terminal security are left to the discretion of the senior aerial port representative. If the operation involves overseas NATO forces and a combined air terminal is established, the provisions of NATO STANAG 3739 will take precedence over US directives.

9. Aircraft Services.

9.1. Aircraft services provides overall direction and control of cargo operations IAW AMCI 24-101, Volume 11, *Military Airlift-Cargo and Mail* and DoD 4500.9-R, *Defense Transportation Regulation* (II and III).

9.2. Aircraft service functions include, but are not limited to:

9.2.1. Establish a Ready Line/Loading Ramp Area.

9.2.2. Receive cargo from the DACG/user prepared, marked, labeled, and documented IAW the appropriate regulations DoD 4500.9-R (Part II and III), AFMAN 24-204 (I), and AFI 10-403, as applicable.

9.2.3. Ensure all documentation received from the airlift user representative is promptly given to an air transportation representative for entry into the appropriate manifesting system.

9.2.4. Perform joint inspections.

NOTE: The joint inspection is extremely important to the air deployment process. It is designed as a partnership between mobility and transported force representatives. Joint inspection personnel must know and adhere to the procedures in DoD 4500.9-R, Part III. Joint inspectors will ensure only properly prepared and thoroughly inspected cargo is accepted into the DTS. Joint Inspection personnel must meet the minimum training requirements IAW AMCI 24-101, Volume 22, *Training Requirements for Aerial Port Operations*.

- 9.2.5. Provide ATOC all cargo documentation (i.e. signed cargo manifest, load lists, Shipper's Declaration of Dangerous Goods, AMC Form 1015s, and Certification letters as required) for recording and distribution.
- 9.2.6. Receive and release inbound cargo to the AACG/user.
- 9.2.7. Establish a pallet grid yard to provide positive control of materials and equipment.
- 9.2.8. Assemble and preposition loads as required.
- 9.2.9. Transport cargo to and from the aircraft.
- 9.2.10. On/offload cargo and baggage. Supervise load teams provided by the user during loading/offloading of the aircraft.

10. Fleet Service.

10.1. The functions of fleet service in a deployed environment are usually minimal. If a fleet service function is required, the provisions of AMCI 24-101, Volume 10, *Military Airlift-Fleet Services*, should be followed as closely as possible. These provisions may be modified to meet local requirements or capabilities. However, units must ensure sanitary handling of food/beverages is accomplished through a segregation of duties.

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

10.3. Ensure the same personnel and vehicles handling the flight food or flight feeding equipment do not perform duties that involve cleaning or removal of waste materials from the aircraft.

11. Redeployment. As mission intensity diminishes, planning and coordination with the deployed site command element (TALCE/MST) should be accomplished to develop a gradual roll-up and phase down of operations. This planning should be accomplished to preclude an excessive proportion of personnel and equipment relative to the workload remaining at the operating location. It is recommended equipment be prepared for air shipment as early as possible within mission constraints. A marshaling area for support equipment should be established. All deployed support agencies must be notified to deliver their equipment as soon as possible, to preclude mission delays in redeployment loading. Effective preplanning between aerial port team chief, TALCE/MST, other support customers, and load planning functions is essential to prevent difficulties during roll-up operations. The senior aerial port representative will ensure MRSP/TMSK is included with the equipment, or signed for by the aerial port relief team. Prior to departure, the aerial port team chief or TALCE/MST chief will contact TACC/MSD at DSN 779-0371/COMM (618) 229-0371.

12. Situation Reports (SITREP).

12.1. Aerial Port mobility forces will prepare situation reports (SITREP) as outlined below. Submit the report to the TACC Mission Support Cell (MSC), DSN 779-0371/ COMM (618) 229-0371, upon arrival and then as capabilities change. Equipment and personnel information is critical to mission planning. Changes should be reported daily. If no changes in status occur, no report is required. However, MSC will be notified every 24 hours to advise there is no change.

NOTE: If the mobilized aerial port force is deployed as part of the TALCE/MST, this SITREP info will be reported by the TALCE/MST.

12.2. Category 1 (MHE). List all 60K, 40K, 25K/Halvorsen, 10K AT/STD, WBELs/Cochrans, staircase trucks, and LSTs at the deployment site. Remarks should include vehicle type, registration number, owning command, vehicles out of commission, ETIC, parts ordered/required, assistance requested, and finish with the impact of the shortfall, if any.

12.3. Category 2 (Pallets/Nets). List all pallets, side and top nets authorized and available at the deployment site. Remarks should include any shortages and the number of pallets and nets being returned from downline stations on a daily basis.

12.4. Category 3 (Tiedown). List all tiedown equipment authorized and on hand at the deployment site. Remarks should include the status of tiedown equipment at offload locations that are not flowing back into the airlift system and steps taken to return equipment to the system.

12.5. Category 4 (Personnel). List all personnel available for deployment. Report personnel by AFSC, on hand, and any problem areas, shortfalls, and/or excesses.

13. In-transit Visibility. In-transit visibility (ITV) is an integral part of aerial port operations. UTCs have been created to ensure ITV capability for deployed aerial port forces is available to fully support Combatant Commanders. This capability will document all cargo and passengers moving in the air portion of the DTS IAW AMCI 24-101, Volume 23, *Military Airlift – Aerial Port In-transit Visibility*. In instances where connectivity cannot be achieved, a manual or computer generated cargo/passenger manifest will be generated. A manifest and diskette will also be generated and a telephonic voice or fax message sent to the next downline station. The next downline station with ITV capability will ensure cargo/pax data is input into GATES/GTN.

Section H—Aerial Delivery Flight

14. Responsibilities. This section outlines responsibilities and provides guidance for AMC Aerial Delivery Flights (ADF).

14.1. ADFs prepare, rig, and inspect Air Force supplies and equipment for AMC assigned airdrop missions and unilateral airdrop training.

14.1.1. Inspect, repair, and repack unit assigned cargo parachutes and rigging equipment.

14.1.2. Recover unilateral airdrop training loads, bundles, and associated equipment from the drop zone (DZ) and return these items to the unit. Airdrop training loads must be recovered from the DZ as soon as possible following each training mission to reduce the risk of loss or damage while on the DZ. In particular, every effort must be made to reduce the exposure of parachutes and

rigging equipment to destructive elements. All DZ recovery vehicles should have off-road or four-wheel drive capability to ensure minimum damage to the recovery vehicles.

NOTE: During periods of low visibility or darkness, while conducting peacetime operations, all personnel working on the flight line or the DZ will wear reflective vests or other reflective material.

14.1.3. Maintain an adequate stock level of current aerial delivery system equipment, components, and supplies and provide secure storage for items subject to pilferage.

14.1.4. Perform on/offloading of airdrop loads in coordination with Ramp Services.

NOTES:

1. Current Rigging TOs will be available and used in load rigging/buildup areas.
2. Assigned personnel who have completed the Joint Airdrop Certification Course or Fabrication of Aerial Delivery Loads Course are authorized, IAW AFI 36-2903, the wear of the parachute rigger patch and badge while assigned to the unit and perform parachute packing and/or rigging duties.

14.2. Air Cargo Specialists (AFSC 2T2X1).

14.2.1. Duties of 2T2X1s assigned to aerial delivery include, but are not limited to the following:

14.2.1.1. Rigging Air Force supplies and equipment for AMC assigned airdrop missions and unilateral airdrop training.

14.2.1.2. Assisting Air Force and joint service units in pre- Joint Airdrop Inspections (JAI), planning, rigging, and training for mobility, air transportability or tactical airdrop missions. Unit representatives will correct all airdrop load discrepancies found during pre-JAI.

14.3. Parachute Shop (AFSC 2A7X4).

14.3.1. (**Does not apply to ARC**) Fabrication and parachute specialists perform the maintenance, inspection, storage, and repair of unit cargo parachutes and other fabric equipment. In addition, 2A7X4 personnel perform light maintenance on related equipment, such as sewing machines.

14.3.2. Duties of 2A7X4s include, but are not limited to the following:

14.3.2.1. Receiving, unpacking, and inspecting unit possessed cargo parachutes.

14.3.2.2. Inspecting, cleaning, drying, repairing, and packing unit assigned cargo parachutes prior to and after use.

14.3.2.3. Complying with all time compliance technical orders (TCTO) that apply to units possessing cargo parachutes and other fabric equipment.

14.3.2.4. Maintaining an AFTO Form 391, **Parachute Log**, for each possessed parachute in accordance with TO 00-25-241.

14.3.2.5. Making every effort to repair damaged parachutes and associated equipment prior to turning items into salvage or depot for repair. If one time repair exceeds the cost of the item, then the item should be turned into salvage.

14.3.2.6. Storing cargo parachutes in a secure area which provides protection from pilferage, moisture, and direct sunlight. In addition, parachute use must be rotated to ensure all inspec-

tion and repack requirements are accomplished in accordance with I3C-series TOs.

14.3.2.7. Fabricating other associated airdrop items, as required.

14.3.2.8. Storing, inspecting, and repairing unit assigned fabric items.

14.3.2.9. Maintaining a sufficient stock level of equipment and supplies to facilitate the operation of the parachute shop.

14.3.2.10. Assisting in investigating parachute malfunctions, as required.

14.3.2.11. Instruct unit/joint personnel on methods and techniques necessary to pack cargo parachutes.

NOTES:

1. Current parachute TOs will be maintained and utilized in parachute packing/maintenance areas.
2. Personnel with AFSC 2T2X1 may be assigned to this section.

14.4. Airdrop training loads:

14.4.1. An adequate stock level of airdrop training loads, equipment, and if required, ballast pallets will be maintained by each unit. Determination of quantity will be coordinated with the regional airlift wing and will be based on the anticipated upgrade and continuation training for the current year considering:

14.4.1.1. Time required for the initial fabrication/rigging of the loads.

14.4.1.2. Storage capability of the unit and, if applicable, the operating location.

14.4.1.3. Time required to recover and rig the loads.

14.4.1.4. Distance to the DZ/EZ.

14.4.1.5. Availability and condition of recovery vehicles and/or airlift.

14.4.2. All aerial delivery training loads will simulate actual aerial delivery load weights and configurations as much as possible. All vehicle- training loads must be marked "For Training Only." Units will account for these vehicles by maintaining jacket files containing the source documents used to withdraw the vehicles from the Defense Reutilization and Marketing Office (DRMO). Maintain this accountability until the vehicle is turned back in to DRMO. These vehicles will be used only as aerial delivery training loads and will not be repaired or used for any other purpose. To obtain these vehicles, units will comply with requirements of AFMAN 23-110, *USAF Supply Manual*.

15. Vehicle Management. The unit VCO/VCNCO will manage ADF's assigned vehicles. A close liaison between the VCO/VCNCO and ADF are required to maintain a successful vehicle management program.

16. Wing Training Support. Aerial delivery support consists of assisting, providing and recovering airdrop training loads, ballast loads, training bundles, etc., designated for mission qualification and aircrew certification training.

17. Forms/IMT's Prescribed and Adopted.

17.1. Forms or IMT's Prescribed. AMC Form 68, **Aerial Port Movement Log** and AMC Form 302, **Cargo/Passenger Envelope and Checklist.**

17.2. Forms or IMT's Adopted. AMC Form 1015, **Hazardous Material Inspection Checklist.**

LOREN M. RENO, Brigadier General, USAF
Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

A1.1. Publications. The publications listed below affect, to some degree, aerial port operations. As a minimum, publications preceded with a dash (-) will be maintained within the APS/AMS/APMF sections. Publications preceded by an asterisk (*) will be contained in transportation documentation and publication (TDP) kits and made available for immediate deployment by the mobilized aerial port forces. All remaining publications are optional.

NOTE: Units must determine the need to deploy CD-ROM or paper copy publications based on the availability of power and the austerity of conditions at the deployed location.

Department of Defense

DoD 2000.12-H, *Antiterrorism/Force Protection (AT/FP) Program*

-*DoD 4500.9-R; *Defense Transportation Regulation (DTR)*, Parts I-VI

DoD 4515.13-R, *Air Transportation Eligibility*

Air Force Standard Publications (and all applicable supplements)

AFMAN 10-100, *The Airman's Manual*

AFI 10-201, *Status of Resources and Training System*

AFI 10-248, *Fitness Program*

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

-AFI 10-403, *Deployment Planning and Execution*

AFI 11-2C-130, Vol 3, *C-130 Operations Procedures*

AFI 11-2C-141, Vol 3, *C-141 Operation Procedures*

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFPD 21-3, *Technical Orders*

AFI 24-101, *Passenger Movement*

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 24-302, *Vehicle Maintenance Management*

AFJMAN 24-306, *Manual for Wheeled Vehicle Driver*

AFI 24-401, *Customs--Europe*

AFI 24-402, *Customs--Pacific*

AFI 24-403, *Customs--Southern*

AFI 24-404, *Customs--Domestic*

AFI 24-405, *Department of Defense Foreign Clearance Guide (FCG)*

AFJI 31-102, *Physical Security (Military Police)*

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*

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

AFI 31-301, *Air Base Defense*

AFH 31-302, *Air Base Defense Collective Skills*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

AFI 33-360, Vol 1, *Publications Management Program*

AFI 36-2226, *Combat Arms Program*

AFMAN 36-2227, Vol 2, *Combat Arms Training and Maintenance Rifle, Handgun, Shotgun, Grenade Launcher, M72 Light Antitank Weapon Submachine Gun, and M249 Squad Automatic Weapon Training Programs*

AFMAN 37-123, *Management of Records*

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

AFI 90-201, *Inspector General Activities*

-*AFMAN 91-201, *Explosive Safety Standards*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-207, *The US Air Force Traffic Safety Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*

AMC and Multicommand Standard Publications

AMCIND 2, *Numerical Index of AMC and Multicommand Standard Publications and Forms*

AMCI 10-202, Vol 1, *AMC Command and Control Operations*

AMCI 10-202, Vol 3, *Contingency and Wartime Air Mobility Management*

AMCI 23-102, *Expeditious Movement of AMC MICAP, VVIP and FSS Items*

-*AMCI 24-101 (all volumes), *Military Airlift Transportation*

-AMCI 24-103, *AMC Cargo Load Planning Template System*

AMCP 31-1, *Air Mobility Command Arming Policy*

AMCI 36-2102, *Passports and Visas*

Technical Orders

-TO 00-5-1, *Air Force Technical Order System*

TO 00-5-2, *Technical Order Distribution System*

TO 00-5-15, *Air Force Time Compliance Technical Order System*

TO 00-25-172, *Ground Servicing of Aircraft and Positioning of Equipment*

TO 00-25-241, *Technical Manual for Parachute Log and Record*

-*TO 1C-5A-9, *Loading Instructions USAF Series C-5A Airplanes*

-*TO 1C-10(K)A-9, *Cargo Loading Manual, KC-10A*

-*TO 1C-17A-9, *Technical Manual Cargo Loading, C-17A*

-*TO 1C-130A-9, *Cargo Loading Manual, C-130A/B/E/H, HC-130H/(H)N/N/P, LC-130H, MC-130E/H Airplanes*

-*TO 1C-130J-9, *Cargo Loading Manual (C-130J, EC-130J, and WC-130J)*

-*TO 1C-141B-9, *Loading Instructions--Aircraft C-141B US Air Force Series*

-TO 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data, and Ammunition Complete Round Chart*

TO 13C3-4-12, *Organization Maintenance*

TO 35D-33-2-2-2, *463L Air Cargo Pallets*

TO 35D-33-2-3-1, *Maintenance and Repair Instructions—Air Cargo Pallet*

TO 36-1-3, *Painting, Marking and Lighting Requirements for USAF Vehicles*

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*

TO 36A-1-6, *Installation of Seat Belts in USAF Vehicles*

TO 36A-1-98, *Towing Procedures-Trucks, Truck-Tractor and Passenger Carrying Vehicles*

TO 36M-1-141, *463L Materials Handling Equipment System*

TO 36XX-X-1, *Vehicle/Equipment Operating Manual*

TO 36XX-X-2, *Vehicle/Equipment Service/Maintenance Manual*

TO 36XX-X-3, *Vehicle/Equipment Overhaul Manual*

TO 36XX-X-4, *Vehicle/Equipment Illustrated Parts Breakdown*

NOTE: Maintain 36-series dash one and two technical orders, as applicable, for each type of vehicle subject to deployment. Technical orders may be maintained in the publications library. Prior to deployment, they will be withdrawn from the library for inclusion in TDY kits, as required. Unit supervisors should use their experience and judgment (DOC statements should be considered) in determining quantities of TOs required for mission accomplishment.

Army Field Manuals

(Recommended as references to conduct in-house self-defense programs)

FM 21-76-1 *Multi-service Procedures For Survival, Evasion, and Recovery*

FM 21-75 *Combat Skills of the Soldier*

FM 5-103 Survivability

FM 7-10 The Infantry Rifle Company

Joint Pub 3-10.1 Joint Tactics, Techniques, Procedures for Base Defense

FM 21-10 Field Hygiene

FM 21-16 Unexploded Ordnance (UXO) Procedures

FM 90-3 Desert Operations

Miscellaneous Publications

49 (CFR) Code of Federal Regulations

Official Air Transport Restricted Articles Tariff Number 6D

Air Force Occupational Safety and Health Standards (AFOSH) 91-66, General Industrial Operations

Army TB 55-46-1, Standard Characteristics (Dimensions, Weight and Cube) for Transportability of Military Vehicles and Other Outsized/Overweight Equipment (In Toe Line Item Number Sequence)

Operating Policy, as Applicable

MILSTD129, Marking for Shipment and Storage

Unit Operating Instructions

Current Host-Tenant Agreement (When Applicable)

-*IATA, ICAO, and Transportation of Dangerous Goods Regulations

Forms

The forms listed below affect, to some degree, aerial port/aerial port mobility flight operations. As a minimum, forms preceded with a dash (-) will be maintained within the mobility units. Forms preceded by an asterisk (*) will be contained in transportation documentation and publication (TDP) kits and made available for immediate deployment by mobilized aerial port forces. All remaining forms are optional.

NOTE:

1. Units must determine the need to deploy CD-ROM or paper copy forms based on the availability of power and the austerity of conditions at the deployed location.
2. Stock levels should be based on a 30-day requirement and established by the OIC/NCOIC.
3. Although not listed below, applicable vehicle operator inspection forms must also be maintained at the unit level. Ensure adequate supplies of forms are deployed with the equipment.

DD Forms

DD Form 518, **Accident-Identification Card**

DD Form 1149, **Requisition and Invoice/Shipping Document**

DD Form 1384, **Transportation Control and Movement Document**

-*DD Form 1385, **Cargo Manifest**

-*DD Form 1387, **Military Shipment Label**

-*DD Form 1387-2, **Special Handling Data/Certification**

DD Form 1839, **Baggage Identification**

DD Form 1854, **Customs Accompanied Baggage Declaration, US**

-*DD Form 2130-1, **C-5B Load Plan**

-*DD Form 2130-2, **C-130 A/B/E/H Load Plan**

-*DD Form 2130-3, **C-141B Load Plan**

-*DD Form 2130-6, **KC-10A Load Plan (17 Pallets Configuration)**

-*DD Form 2130-7, **KC-10A Load Plan (23 Pallets Configuration)**

-*DD Form 2130-8, **DC8-50 Series F/CF Load Plan**

-*DD Form 2130-9, **DC8-61/71-63/73F/CF Load Plan**

-*DD Form 2130-10, **DC8-62CF Load Plan**

-*DD Form 2130-12, **Cargo Manifest B747-100F/200C/200F**

-*DD Form 2130C, **Aircraft Load Plan Continuation**

-*DD Form 2131, **Passenger Manifest**

-*DD Form 2133, **Joint Airlift Inspection Record**

DD Form 2275, **Pallet Identifier/Placard**

AF Forms

-*AF Form 457, **USAF Hazard Report**

AF Form 868, **Request for Motor Vehicle Services**

-* AF Form 1297, **Temporary Issue Receipt**

-*AF Form 1800, **Operators Inspection Guide and Trouble Report (General Purpose Vehicle)**

-*AF Form 1810, **Operators Inspection Guide and Trouble (463L & Material Handling Equipment (MHE))**

AF Form 1823, **Vehicle and Equipment Work Order**

AF Form 1827, **Minor Maintenance Work Order**

AMC Forms

AMC Forms 53, **Application for Air Travel (PA)**

-*AMC Forms 68, **Aerial Port Movement Log**

-*AMC Forms 156, **Terminating Cargo/Mail Manifest Control Log**

-*AMC Forms 302, **Cargo/Passenger Envelope and Checklist**

-*AMC Forms 1015, **Hazardous Material Inspection Checklist**

Other Forms

CF 7512, **Transportation Entry and Manifest of Goods Subject to Customs Inspections and Permit**

SF Forms 91, **Operators Report of Motor Vehicle Accident**

Shippers Declaration for Dangerous Goods

NOTE: AMC Form 148, Boarding Pass/Ticket, and flight insurance packets are for airlift of passengers on commercial missions.

Attachment 2**MOBILIZED AERIAL PORT FORCES TRAINING REQUIREMENT**

Qualification	Minimum Percentage Required
RGATES/DGATES	90 Percent
ITV	Use Unit's Designed Operational Capability (DOC) Statement plus 10 Percent
CALM/AALPS	40 Percent
10K AT/STD, 25K	90 Percent
Halvorsen Loader	90 Percent (AMOG Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
60K Tunner	30 Percent (AMOG Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
Cochran	10 Percent (AMOG Personnel Only)
ERO	50 Percent
In-house deployed survivability training	100 Percent
Latrine Servicing Truck	10 Percent
Wide Body Staircase	10 Percent
NVGs	
AMOGs	75 Percent
APMFs	30 Percent
APS without APMFs	10 Percent