



TRANSPORTATION

**TRAINING REQUIREMENTS FOR AERIAL
PORT OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AMC/LGTV (MSgt Lori A. Sega)

Certified by: HQ AMC/LGT
(Col Thomas L. Alston)

Supersedes AMCI 24-101, Volume 22,
1 July 2000

Pages: 25
Distribution: F

This volume implements policy outlined in AFI 36-2201, *Air Force Training Program*, AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Program*, and outlines policy and provides guidance to personnel responsible for planning, conducting, administering, evaluating, and managing aerial port training programs. The term ARC (Air Reserve Component) applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Section A	Training Concept	3
1.	General.	3
2.	Purpose.	3
Section B	Responsibilities and Duties	3
3.	HQ AMC/LGTV (Air Transportation Programs Branch), 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308:	3
4.	AMWC/WCOT, (Air Transportation Division), 5656 Texas Avenue, Fort Dix NJ 08640-7400:	4
5.	HQ AFRC/DON, Richard Ray Blvd, Robins AFB GA 31098-1635:	4
6.	Unit-Level Commanders:	4
7.	Unit Training Manager.	5

8.	ATCBT/ATWBT Monitor Responsibilities:	5
9.	Managers, Supervisors, and Training NCOs:	6
10.	ATSEV Unit Program Manager (UPM), Certifier, and Trainer Responsibilities:	6
Section C	Air Transportation Standardization Evaluation (ATSEV) Program	7
11.	Program Guidance.	7
Section D	Formal Training (Not Applicable to ARC)	8
12.	Formal Training Courses and Annual Screening.	8
Section E	Air Transportation Computer/Web- Based Training (ATCBT/ATWBT)	9
13.	General.	9
14.	Purpose.	9
15.	Policy.	9
Section F	Nuclear Biological and Chemical (NBC) Defense Training	10
16.	General.	10
Section G	Training Department of Navy (DON) Personnel at Naval Air Terminals (Not applicable to ARC)	11
17.	Requirements.	11
18.	Forms Adopted.	12
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		13
Attachment 2—AETC AND AMWC FORMAL COURSE LISTING		16
Attachment 3—APPLICABLE ONLY TO GUARD AND RESERVE JOINT INSPECTION TRAINING		17
Attachment 4—(NOT APPLICABLE TO GUARD AND RESERVE) JOINT INSPECTION TRAINING		19
Attachment 5—LOAD PLANNING TRAINING		23
Attachment 6—ADDITIONAL TRAINING REQUIREMENTS		25

Section A—Training Concept

1. General. The goal of aerial port training is to reach and maintain operational readiness to fulfill wartime requirements. Units train to the capabilities listed in the Air Force Wide UTC Availability and Tasking Summary (AFWUS) and their Designed Operational Capability (DOC) statement. Requirements are also identified in the air transportation career field (2T2X1) Career Field Education, Training Plan (CFETP)/Specialty Training Standard (STS) and Qualification Training Packages (QTP).

1.1. For skill-level upgrade, aerial port personnel (2T2X1) are first trained in basic, general responsibilities, then trained in the specific tasks and duties within the unit. As individuals demonstrate proficiency in one section, they are reassigned and trained in another section until they can perform all aerial port functions. The STS for air transportation provides functional qualification standards.

1.2. Air Transportation Computer/Web-Based Training (ATCBT/ATWBT) will be used to supplement performance-based instruction but will not replace on-the-job training or performance evaluation.

1.3. Trainee Evaluation. Unit OJT trainers and instructors will be knowledgeable of basic instructional and evaluation principles.

1.3.1. Objective performance evaluations are the most appropriate way to measure task competence since the desired product of training is increased job performance. The standards for performance objectives are identified in the 2T2X1 CFETP, STS, and individual QTPs. Performance learning objectives are met only when the trainee demonstrates task competence.

1.3.2. Objective written tests are appropriate for assessing learning geared toward increasing knowledge or changing attitudes (i.e., principles of leadership or safety). Unless stated in other training criteria, 80% is the minimum passing standard for written tests.

2. Purpose. This volume provides specific guidance for training AMC Air Transportation (AFSC 2T2X1) personnel to enable them to meet AMC mission readiness and individual unit requirements.

Section B—Responsibilities and Duties

3. HQ AMC/LGTV (Air Transportation Programs Branch), 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308:

3.1. Ensures HQ AMC air transportation training programs are developed using Instructional System Development (ISD) principles and specific work-related tasks are accomplished economically.

3.2. Provides for the overall management and effectiveness of air transportation training programs and guidance to AMC Numbered Air Forces (NAF), unit training branches, and the Air Mobility Warfare Center (AMWC) Transportation Division (WCOT).

3.3. Identifies areas requiring possible implementation of new training programs. In addition, performs quality control on new programs and directs updates as required.

3.4. Validates requests for training equipment required for instructional purposes, and reviews current technological and educational advances. Evaluates commercially developed training modules and courseware for air transportation training application.

3.5. Coordinates air transportation training needs with appropriate training agencies.

- 3.6. Represents AMC air transportation career field at training conferences/workshops and meetings.
- 3.7. Consolidates, establishes, and allocates Air Education and Training Command (AETC) formal school quotas for AMC Air Transportation personnel during the annual screening process in accordance with AMCI 36-2204, *AMC Major Command (MAJCOM) Mission Training Program*.
- 3.8. Manages seat allocations and controls quotas for AMWC Air Transportation courses. See **Attachment 2** for a partial listing of courses. Consult the Education and Training Course Announcements (ETCA) web site for more information at <https://etca.randolph.af.mil/>.
- 3.9. Forecasts for annual Air Transportation Computer/Web-Based Training (ATCBT/ATWBT) budget.
- 3.10. Coordinates new or revised AMWC requested training IAW AMCI 36-2207, Air Mobility Warfare Center (AMWC) Course Development and Ownership Process.
- 3.11. Manages the Air Transportation Standardization Evaluation (ATSEV) Program.

4. AMWC/WCOT, (Air Transportation Division), 5656 Texas Avenue, Fort Dix NJ 08640-7400:

- 4.1. Develops and provides AMC-unique training not otherwise available for the effective and efficient operation of the air transportation mission.
- 4.2. In coordination with HQ AMC/LGTV and AMWC/WCD, conducts triennial reviews of all Air Transportation courses.
- 4.3. In coordination with HQ AMC/LGTV, evaluates industry training programs and instructional methods and equipment for air transportation applicability. Commercially sourced items will be validated through field examination prior to procurement action.
- 4.4. Manages the development of Air Transportation Computer/Web-Based Training courses as directed by HQ AMC/LGTV.
 - 4.4.1. Maintains a master and backup copy of each computer lesson on a CD-ROM or other storage media. These copies must be stored in a fireproof container.
 - 4.4.2. Reviews ATCBT/ATWBT lessons biennially or within 90 days of receipt of revised reference regulations.
 - 4.4.3. Develops procedures for collecting and analyzing ATCBT/ATWBT data from units to evaluate lesson validity. Provides feedback to training branch managers on lesson development and validation.

5. HQ AFRC/DON, Richard Ray Blvd, Robins AFB GA 31098-1635:

- 5.1. Will consolidate unit ATCBT/ATWBT quarterly reports and forward to the AMWC/WCOT.

6. Unit-Level Commanders:

- 6.1. Responsibilities include, but are not limited to those identified in AFI 36-2201, Air Force Training Program, and AMCI 24-101, Vol 20, Air Transportation Standardization Evaluation Program.
- 6.2. Ensures manual procedures are developed and exercised. Manual procedures will be used during "stressful environment" operations, i.e., power outage, computer outage due to battle damage. As a minimum, exercises will be conducted on a quarterly basis and documented (reference AMCI 24-101,

Volume 4, Air Transportation Systems Management). When possible, exercises should be conducted in conjunction with wing/base exercises and during periods when they have the least impact on customer service.

6.3. Reviews and signs OJT Rosters monthly. Maintains a minimum of 3 months of OJT rosters.

6.4. Conducts an evaluation with the assistance of the training manager, at the 12th month of upgrade training, to review trainee progress (CDC progression, core task completion, etc.) and direct appropriate action.

6.5. Eliminates no-shows by being proactive. Only in mission-threatened or real-world situations should member be prevented from attending.

7. Unit Training Manager. Serves as the single point of contact for all unit training requirements identified in AFI 36-2201, *Air Force Training Program*, and local training requirements unique to their location, as directed by the unit commander.

7.1. Reviews OJT Rosters monthly and provides a briefing to the commander.

7.2. Monitors formal training quotas to ensure only qualified personnel are selected to attend formal training classes, IAW Education and Training Course Announcement (ETCA).

7.3. Coordinates with supervisors to ensure all assigned personnel in upgrade or task qualification training are scheduled to review training programs pertinent to their AFSC and duty assignment.

7.4. Organizes training with the ARC coordinator during unit training assemblies (UTA) and annual tours (AT) as required by AFRCI 24-101, *Reserve Aerial Port Program*. Coordinates with the ARC training NCO or team chief for the purpose of loading ARC trainee rosters and making ATCBT/ATWBT equipment available to ARC units during UTAs and ATs.

7.5. Additional unit training requirements may include, but are not limited to, items in [Attachment 6](#).

8. ATCBT/ATWBT Monitor Responsibilities:

8.1. Registers all unit personnel on the squadron ATCBT/ATWBT training roster and demonstrates how to use the system. Provides assistance and be able to answer questions on module content.

8.2. Maintains ATCBT/ATWBT data management files and produces trainee reports for supervisors/managers on a scheduled basis.

8.3. Sends quarterly user comments and lesson completion report by e-mail to <mailto:atwbt.mcguire.af.mil> or mails a floppy diskette to AMWC/WCOT, 5656 Texas Avenue, Fort Dix NJ 08640-7400 not later than the last duty day of the following month.

8.4. Ensures current manuals, regulations, or other directives are placed at each workstation or in a location accessible to the trainee.

8.5. Encourages all personnel to suggest improvements to ATCBT/ATWBT software and lesson content. Suggestions should be sent directly to AMWC/WCOT with an information copy to HQ AMC/LGTV.

9. Managers, Supervisors, and Training NCOs:

- 9.1. Screens records of newly assigned personnel within 14 days of assignment to determine prior training and recommend individuals for formal training courses based on past and present duty assignments. Records for ARC personnel should be screened within 90 days of assignment.
- 9.2. Ensures newly assigned or reassigned personnel are added to or changed in the unit ATCBT/ATWBT trainee roster.
- 9.3. Schedules personnel for ATCBT/ATWBT use and provide remedial training when needed.
- 9.4. Conducts an interview with the trainee to confirm proficiency prior to approval for upgrade.

10. ATSEV Unit Program Manager (UPM), Certifier, and Trainer Responsibilities:

10.1. ATSEV UPMs will:

- 10.1.1. Manage the unit-level and “associate-unit” (if assigned) ATSEV Programs.
- 10.1.2. Be a noncommissioned officer (or civilian equivalent), possess a 2T271 AFSC, (ARC may substitute a 3S271 Training Manager) and be versed in air transportation operations.
- 10.1.3. Ensure process evaluations are conducted monthly, and report results to unit and flight commanders.
- 10.1.4. Track open items until resolved.
- 10.1.5. Develop commander/NAF directed metrics, collect and analyze trend data, and maintain program files for 2 years. Active duty units will enter AMC Form 1026, **Process Evaluation Worksheet**, data into the web-based metrics reporting system.
 - 10.1.5.1. Program files include: AMC Form 1022, **Air Transportation Evaluation History**, AMC Form 1026, **Annual Self Inspections**, standards boards minutes, documentation of Air Transportation Interest Item (ATII) compliance, and results of NAF visits and corrective actions.
 - 10.1.5.2. Parent units will maintain program files for associate units.
- 10.1.6. Report trends and a summary of evaluations to the unit commander on a monthly basis.
- 10.1.7. Ensure ATIIs are reviewed and appropriate action(s) taken.
- 10.1.8. Conduct an annual unit ATSEV self-inspection IAW AMCI 24-101, Vol 20, Attachment 2 (Attachment 3 for ARC units), and provide a written report to the commander.
- 10.1.9. Ensure work center trainers and certifiers use the most current QTPs available from the AMC/LGT web page.
- 10.1.10. Complete the Air Force Training Course (“Train the Trainer”).

10.2. ATSEV evaluators will:

- 10.2.1. Be a noncommissioned officer (or civilian equivalent) and possess a 2T271 AFSC.
- 10.2.2. Conduct process evaluations.
- 10.2.3. Provide pre-evaluation and post-evaluation feedback to personnel participating in process evaluations.

- 10.2.4. Immediately correct breaches of safety or discipline during evaluations.
 - 10.2.5. Be QTP trained and certified in the areas they will be evaluating. These items will be circled on the evaluator's Specialty Training Standard (STS) or documented in the Reserve Aerial Port Data Systems (RAPDS).
 - 10.2.6. Complete the Air Force Training Course ("Train the Trainer").
- 10.3. Work center task certifiers will:
- 10.3.1. Not certify tasks/processes they have trained individuals to perform.
 - 10.3.2. Be QTP trained and certified in the tasks they certify.
 - 10.3.3. Conduct task certifications using the task evaluation checklists.
 - 10.3.4. Administer and score a written training certification assessment (TCA) prior to certification using questions available in the QTPs. Answer keys will be maintained in the ATSEV office. Oral assessments may be given to foreign national civilian employees whose knowledge of the English language is limited.
 - 10.3.5. Brief trainee, supervisor, and trainer on the training certification results.
 - 10.3.6. File the trainee's completed task evaluation checklist in the trainee's military/civilian records, as applicable, or RAPDS for ARC units.
- 10.4. Work center trainers will:
- 10.4.1. Plan, conduct, and document training using the most current QTPs available.
 - 10.4.2. Be QTP trained and certified in the tasks/processes for which they train others.

Section C—Air Transportation Standardization Evaluation (ATSEV) Program

11. Program Guidance. The purpose of training is to ensure each individual is prepared to meet Air Force mission requirements. A strong training program provides the best-trained individuals, units, and forces possible. It also results in increased military readiness and effectiveness. A key facet of a unit's training program is individual job qualification training. On-the-job training ensures individuals are qualified to perform specific duties and tasks associated with their current duty position. Through ATSEV and the use of QTPs, training is standardized throughout the AMC and ARC air transportation community.

11.1. QTPs are instructional packages designed for use at the unit to provide standardized training guidance and to aid certifiers and evaluators (for active duty units) in the certification/evaluation process. QTPs contain either Task Training Guides (TTG) with Task Evaluation Checklists (TECs), or Knowledge Training Guides (KTGs) for knowledge-based QTPs. Knowledge Training Guides do not contain evaluation checklists.

11.1.1. Task-oriented QTPs consist of a TTG, a TEC, and a lesson plan or step-by-step instructions. The TTG contains module number (corresponds with the CFETP) training objectives and references, prerequisites/requirements/equipment, and training steps. The TEC is an evaluation module that contains a task evaluation checklist and a training certification assessment (TCA) used during the certification process.

11.1.2. AMC and ARC air transportation units will use QTPs for all duty position qualification training and certification.

11.1.3. When personnel change duty positions or PCS into a new duty section, they must be entered into duty position qualification training and certified using the appropriate QTPs for items listed in their new duty section's Master Task List (MTL). For those individuals who PCS from/to the same duty section, individuals will be recertified using the appropriate TEC and TCA. The individual will be entered into retraining if the individual cannot successfully complete the assessments. Duty position qualification training will be documented. Keep the TEC from the most current training completed (by task) in the individual's military/civilian training records or in RAPDS.

11.1.4. All senior NCOs who perform specific tasks must maintain completed TECs on those tasks. Since senior NCOs do not normally maintain an AF Form 623, **On-The-Job Training Record**, the TECs may be filed in a separate folder or in RAPDS.

11.2. Certification. Once training is completed, training will be assessed by a certifier. The certification process involves completion of the applicable TEC and a written TCA.

11.2.1. Assessments must be administered in a distraction-free testing environment.

11.2.2. Personnel must achieve an 80 percent score on the TCA in order to complete the certification process.

11.2.3. Those individuals who do not achieve the minimum score, and/or who do not satisfactorily complete the appropriate TEC, will continue with training until the minimum requirements are met.

11.3. Evaluations. The evaluation portion of the ATSEV Program is AMC's formal avenue to ensure effectiveness of air transportation processes and to identify areas for improvement. It exists to provide unit leadership with factual information about the health of the unit and the effectiveness of unit training. Accurate assessments of personnel proficiency and the processes involved are critical to gauging unit effectiveness. This program is intended to enhance crosstell and facilitate benchmarking, while allowing latitude to adapt it for local needs.

11.3.1. Process Evaluations. Process evaluations are assessments of procedures required to accomplish the unit's mission. Every effort should be made to evaluate personnel in the performance of their daily transportation duties without disruption of the normal work schedule. The evaluation focus is on the efficient and effective completion of processes without any major findings. Safety is inherent in all processes and will be an integral part of all evaluations.

Section D—Formal Training (Not Applicable to ARC)

12. Formal Training Courses and Annual Screening. The ETCA web page and DODR 5010.16, *Defense Management Education and Training Program*, contain course summaries, attendance prerequisite requirements for training courses, and detailed guidance for fiscal year TDY-to-school requirements. Prerequisite requirements will be strictly adhered to. It is important that unit-training managers are thoroughly familiar with these publications. Close coordination between unit training managers and HQ AMC/LGTV is crucial to ensuring all available air transportation formal training allocations are filled.

12.1. Refer to AMCI 36-2204, *AMC Major Command (MAJCOM) Mission Training Program*, for information on how to submit students for formal courses, cancellations, name changes, etc.

12.2. Unit training managers must accomplish the annual screening process IAW AMCI 36-2204, *AMC Major Command (MAJCOM) Mission Training Program*

12.2.1. Consolidate all air transportation formal school requirements using the format designated by HQ AMC/DP. Submit requirements with unit commander's endorsement to HQ AMC/LGTV no later than 30 Jun. All level 1 classes must have an AF Form 3933, **MAJCOM Mission Training Request**, endorsed by the commander and submitted with the requirements. Requirements may be submitted via fax or e-mail.

Section E—Air Transportation Computer/Web- Based Training (ATCBT/ATWBT)

13. General. ATCBT/ATWBT is an individualized computer training system designed as a bridge between formal technical school training (AFSC 2T2X1) and upgrade training at unit level. This concept standardizes the training content from formal schools, career development courses (CDC), and unit OJT. AFRC units will find applicable guidance in AFRCI 24-101, *Reserve Aerial Port Program*.

14. Purpose. This guidance establishes standardized procedures for operating ATCBT/ATWBT worldwide. It contains guidelines, sets policy, and defines responsibilities for the use and maintenance of the ATCBT/ATWBT system. ATCBT/ATWBT has been designated as a Lead Command Operating System with HQ AMC/LGTV as the OPR (reference AFI 10-901, *Lead Operating Command-Communications and Information Systems Management*).

15. Policy.

15.1. Supervisors and trainees must have an understanding of how to use ATCBT/ATWBT software, lesson structure, and how ATCBT/ATWBT applies to OJT.

15.2. ATCBT/ATWBT lessons are required for upgrade training from the 3- to 5-skill levels, some 5- to 7-skill levels, and duty positions for AFSC 2T2X1 personnel. Management will determine required lessons based upon the master task lists for their respective sections or as stated in the Career Field Education and Training Plan (CFETP) and QTPs. Trainees are not required to review training materials not related to immediate upgrade or task qualification training, or not related to their respective sections (not applicable to ARC).

15.3. Trainees unable to obtain lesson proficiency IAW the lesson objective should receive additional training and assistance from their supervisor. The supervisor is responsible for ensuring task proficiency through hands-on performance evaluation.

15.4. Supervisors will monitor ATCBT/ATWBT training with the unit training manager to ensure trainees satisfactorily complete all required ATCBT/ATWBT lessons.

15.5. AMC units will make ATCBT/ATWBT workstations available for ARC personnel training during UTAs, ATs, etc.

15.6. Units are responsible for the location of ATCBT/ATWBT workstations based on the number of assigned personnel and the location of individual work centers.

15.7. ATCBT/ATWBT workstations must be available to trainees 24 hours a day, 7 days a week. A locally developed OI should contain instructions for trainee use of these systems after normal duty hours.

15.8. Ensure ATCBT/ATWBT material requirements (appropriate manuals, instructions, or other directives designated by AMWC/WCOT) are available to complete lessons.

15.9. Report system problems, in turn, through the UTM, unit commander, and then directly to AMWC/WCOT by telephone or e-mail within 3 working days.

Section F—Nuclear Biological and Chemical (NBC) Defense Training

16. General.

16.1. Frequency and requirements are outlined in AFI 10-2501, *Full Spectrum Threat Response (FSTR) Planning and Operations*. Additional requirements are identified in AMCPAM 36-4, *Air Base Operability Training*.

16.2. This section provides guidance to ensure air transportation personnel are properly trained to support wartime operations. Unit training managers must coordinate with the Plans, Resources, and Mobility Branch to obtain training required to support mobility operations. Reference AMCI 24-101, Volume 18, *AMC Aerial Port Mobility Units and Aerial Delivery Flights*, for further guidance.

16.3. Base-level NBC training applies to all air transportation personnel at AMC units (to include AMC-gained ARC aerial port units) assigned to or with a deployment commitment to identified chemical threat areas. Its intent is to ensure appropriate qualification training is accomplished for mission-essential duties in a toxic chemical environment while wearing a full NBC ensemble. The goal is to train 100 percent of personnel assigned to mobility position numbers so they can perform their specific mission-essential duties in a toxic environment while wearing the NBC protective clothing ensemble. (See AFI 32-4001 to determine work rates and rest periods.) Minimum mission-essential duties may include, but are not limited to (unless restricted by duty location):

16.3.1. Operate/drive various MHE/vehicles.

16.3.1.1. Proper vehicle/equipment operator maintenance.

16.3.1.2. Safe entry and exit of vehicles/equipment.

16.3.1.3. Proper operation of all equipment controls, including cab controls, rail locks, stop blocks, tiedown devices, and any other equipment needed during normal operations.

16.3.1.4. Proper positioning of MHE for aircraft loading and offloading.

16.3.2. Required spotter duties.

16.3.3. Aircraft loading and offloading functions (cargo and passenger).

16.3.4. Decontamination of cargo before upload or download of aircraft.

16.3.5. Process cargo and passengers using both automated and manual procedures.

16.3.6. Perform Air Terminal Operations Center (ATOC) duties using both automated and manual procedures.

16.3.7. Aircraft fleet servicing functions, as appropriate.

16.3.8. Related air terminal operations (ramp coordinator and duty officer) functions, including delivery and pick up of air manifests, checking aircraft loads, hazardous cargo briefing, etc.

16.3.9. Cargo processing functions that would expose personnel to contaminated areas (pallet buildup or breakdown, etc.).

16.4. Individuals must complete regularly scheduled unit-conducted NBC qualification training in addition to initial and refresher NBC training. When possible, qualification training will be conducted in conjunction with wing/base exercises. As a minimum, NBC qualification training will be conducted on a biannual basis. Document training on the individual's AF Form 1098, **Special Task Certification and Recurring Training**, for military personnel, or on AF Form 971, **Supervisor's Employee Brief**, for civilians or any local automated systems IAW AFI 36-2201.

Section G—Training Department of Navy (DON) Personnel at Naval Air Terminals (Not applicable to ARC)

17. Requirements.

17.1. AMC units will provide technical assistance on all aspects of air terminal operations with qualified air transportation personnel.

17.1.1. Technical assistance will include establishment of a 2-week, hands-on training program for personnel. Training programs may include, but are not limited to, items listed in the 2T2X1 Career Field Education and Training Plan (CFETP), Part II, Specialty Training Standard (STS) and QTPs. Training may be conducted at either the advisory unit or naval air terminal. Actual training time will be based on the experience level of assigned personnel.

17.1.2. AMC personnel assigned to Operating Locations (OLs) or Detachments collocated with Naval Air Terminals will provide technical assistance to the air terminal manager.

17.1.2.1. Technical assistance will include development and management of a professional training program for all Navy military, civilian, and contractor personnel (dependent on the terms and conditions of the contract) in all functions of aerial port operations.

17.2. Formal training quotas for naval air terminal personnel are obtained through the Quota Management Office, Navy Annex, FB #2, Room 3618, Washington D.C. 20370. When possible, the advisory unit should include Navy requirements when courses, such as hazardous cargo training and AMC formal courses, are exported to a particular theater. This consolidation will reduce Department of Defense training expenses.

17.3. The following is a partial list of courses available to Navy personnel. Refer to DODR 5010.16C and the ETCA for course descriptions.

17.3.1. Air Transportation Managers Course, AMC ATM, AMWC, Fort Dix NJ.

17.3.2. DELETED.

17.3.3. Aerial Port Operations Course, AMC APO, AMWC, Fort Dix NJ.

17.3.4. Phoenix Readiness Airfield Contingency Operations Course, PR AMO, AMWC, Ft Dix NJ.

17.3.5. Hazardous Materials Airlift Inspector Course, L3AZR2T000-008, Lackland AFB TX.

17.3.6. Hazardous Materials Preparer Course (Initial), L3AZR2T000-005, Lackland AFB TX.

NOTE: For courses taught by AMWC/WCOT, Navy unit commanding officers may request waivers to course prerequisites from HQ AMC/LGTV, 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308, through the Quota Management Office, Navy Annex, FB #2, room 3618, Washington D.C. 20370. Waiver requests will be considered on a case-by-case basis.

17.4. The Navy will issue orders according to the existing MOA, using Navy fund cites.

18. Forms Adopted. AMC Form 1026, **Process Evaluation Worksheet**, AMC Form 1022, **Air Transportation Evaluation History**, AMC Form 1026, **Annual Self Inspections**, AF Form 623, **On-The-Job Training Record**, AF Form 3933, **MAJCOM Mission Training Request** AF Form 1098, **Special Task Certification and Recurring Training**, AF Form 971, **Supervisor's Employee Brief** DD Form 2133, **Joint Airlift Inspection Record** AF Form 4080, **Load/Sequence Breakdown Worksheet**.

LOREN M. RENO, Brig Gen, USAF
Director of Logistics

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

DOD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part I, Part II, Part III, Part VI

DOD 5010.16-C, *Defense Management Education and Training Program*

AFI 10-403, *Deployment Planning and Execution*

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

AFI 10-901, *Lead Operating Command-Communications and Information Systems Management*

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

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

AFI 24-301, *Vehicle Operations*

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

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

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

AFI 31-210, *The Air Force Antiterrorism/FORCE PROTECTION(AT/FP) Program Standards*

AFI 36-2201, *Air Force Training Program*

AFI 36-2226, *Combat Arms Programs*

AFI 36-2238, *Self-Aid and Buddy Care Training*

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

AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*

AFMAN 91-201, *Explosive Safety Standards*

AFRCI 24-101, *Reserve Aerial Port Program*

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

AMCI 24-101, Volume 4, *Military Airlift/Air Transportation Systems Management*

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

AMCI 24-101, Volume 7, *AMC Aerial Port Phase II Aircraft Loading Program*

AMCI 24-101, Volume 9, *Air Terminal Operations Center*

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

AMCI 24-101, Volume 20, *Air Transportation Standardization Evaluation (ATSEV) Program*

AMCPAM 36-4, *Air Base Operability Training*

AMCI 36-2204, *AMC Major Command (MAJCOM) Mission Training Program*

AMCI 36-2207, *Air Mobility Warfare Center (AMWC) Course Development and Ownership Process*

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, USAF RC-130A, C-130A/B/D/E/H, HC-130H/N/P, LC-130H, MC-130H Airplanes*

TO 1C-130A-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Non-palletized) US Air Force F Series C-130A/B/D/E/H Aircraft*

TO 1C-130A-16-2, *Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-130A/B/D/E/H Aircraft*

TO 1C-135(K)A-9, *Technical Manual Cargo Loading, KC-135*

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

TO 1-C-141B-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Nonpalletized) US Air Force Series C-141B Aircraft*

TO 1-C-141B-16-2, *Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-141B Aircraft*

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

MTMCTEA REFERENCE 99-55-24 Vehicle Preparation Handbook for Fixed Wing Air Movements

MILSTD129, Marking for Shipment and Storage

49 CFR

IATA, ICAO, and Transportation of Dangerous Goods Regulations

Abbreviations and Acronyms

AFRC—Air Force Reserve Command

AFWUS—Air Force Wide UTC Availability and Tasking Summary

AMWC—Air Mobility Warfare Center

ANG—Air National Guard

ARC—Air Reserve Component

ATCBT/WBT—Air Transportation Computer/Web-Based Training

ATSEV—Air Transportation Standardization Evaluation

CFETP—Career Field Education Training Plan

DOC—Designed Operational Capability

ETCA—Education and Training Course Announcement

ISD—Instructional System Development

NAF—Numbered Air Force

RAPDS—Reserve Aerial Port Data System

STS—Speciality Training Standard

QTP—Qualification Training Package

Attachment 2**AETC AND AMWC FORMAL COURSE LISTING**

A2.1. For additional and the most current information on AETC and AMWC courses, consult the Education and Training Course Announcements (ETCA) on the web at: <https://etca.randolph.af.mil/>

AETC Courses:

L3AZR2T000 008	Hazardous Materials Airlift Inspector Course (In residence)
L4AZT2T000 011	Hazardous Materials Airlift Inspector Course (Mobile Training Team)
L3AZR2T000 005	Hazardous Materials Preparer Course (In residence)
L4AZT2T000 005	Hazardous Materials Preparer Course (Mobile Training Team)
J3AZR3S200 011	Principles of Instruction (In residence)
J4AZT3S200 011	Principles of Instruction (Mobile Training Team)
L3AZR2T051 006	Transportation Combat Readiness and Resources

AMWC Courses:

AMC ATM	Air Terminal Manager's (ATM) Course
PR AMO	Phoenix Readiness Airfield Contingency Operations Course
AMC APO	Aerial Port Operations (APO) Course
AMC JIIQ	Joint Inspector Qualification Course

Attachment 3**APPLICABLE ONLY TO GUARD AND RESERVE
JOINT INSPECTION TRAINING**

A3.1. Air Transportation personnel must meet the following requirements to become joint inspection (JI) qualified:

A3.1.1. Must be hazardous cargo preparer or inspector-qualified IAW AFMAN 24-204(I) *Preparing Hazardous Materials for Military Air Shipments*.

A3.1.2. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A3.1.3. Complete the following Air Transportation Computer/Web-Based Training (ATCBT/ATWBT) lessons:

MB01, AMC Mobility/Contingency Operations (WBT)

MB04, Accomplishing Joint Inspection and Preparation of DD Form 2133 Part 1, **Joint Airlift Inspection Record**

MB05, Accomplishing Joint Inspection and Preparation DD Form 2133 Part 2

MB06, Mobility Manifesting: Maintain Packing/Load List

AC03, Palletizing Cargo on 463L Pallets

AC06, Cargo Center of Balance

AT06, Weight and Balance of an Aircraft

AS08, Shoring (Level 2)

AT12, Airlift Planning Factors: C-17 Globemaster

AT13, Airlift Planning Factors: KC-10 Extender

AT14, Airlift Planning Factors: KC-135 Stratotanker

AT15, Airlift Planning Factors: C-5 Galaxy

AT16, Airlift Planning Factors: C-130 Hercules

A3.1.4. Complete the Qualification Training Package (QTP) 7.1.2. Accomplish a Joint Inspection, IAW AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Program*.

A3.1.5. Identified in writing by the unit commander as qualified to perform JIs.

A3.2. The most current JI QTP will be used in conjunction with the most current JI lesson plan and training material (located on the Air Mobility Warfare center joint inspection web site <https://www.amwc.af.mil/wco/wcot/uji.asp>) to conduct joint inspection training.

A3.3. Unit joint inspection trainers are encouraged to attend the AMWC Joint Inspector Instructor Qualification Course. The course provides formal instruction on all aspects of teaching principles/techniques and lesson plan development, with detailed instruction on student/classroom preparation and platform

instruction. Strong emphasis is placed on standardizing the Joint Inspection training procedures and test administration, and maintaining training documentation.

A3.4. The unit commander must identify individuals in writing to perform JIs. An authorization letter listing all individuals qualified to perform JI duties will be maintained and updated as required.

A3.5. After successfully completing the requirements of paragraphs **A3.1.1.** thru **A3.1.4.** above, additional OJT must take place in the unit prior to the commander designating the individual as a Joint Inspector. This additional OJT includes working several joint inspections under supervision, thus gaining confidence and experience in the procedures.

Attachment 4**(NOT APPLICABLE TO GUARD AND RESERVE)
JOINT INSPECTION TRAINING****A4.1. Joint Inspection Definition:**

A4.1.1. Joint Inspection (JI) is the inspection of aircraft loads by qualified representatives from the moving unit and the supporting airlift representative.

A4.2. Objective and Scope:

A4.2.1. Provide the guidance and tools necessary to ensure standardized JI training is being provided to selected unit personnel. This program is intended to work in conjunction with unit Air Transportation Standardization Evaluation (ATSEV) program. JI instruction at the unit level will be executed using HQ AMC-approved curriculum to ensure standardized training command-wide.

A4.2.2. At a minimum, each unit will have enough fully qualified JI personnel as tasked by their Designed Operational Capability (DOC) statement.

A4.2.3. All AMC units must establish a JI Program IAW this publication. Exceptions will be made on a case-by-case basis in coordination with HQ AMC/LGTV. Program requirements consist of three elements:

A4.2.3.1. Joint Inspection Instructor Qualification Course.

A4.2.3.2. Hazardous materials inspector/preparer qualifications IAW AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*.

A4.2.3.3. Unit-level training.

A4.3. Goal:

A4.3.1. Improve the overall JI process. The implementation of this standardized program will enhance the training provided, enhance individual awareness of mobility operations, and improve unit effectiveness. Ultimately, deploying forces will experience standardized JI operations when processing through an AMC terminal.

A4.4. General Information:

A4.4.1. Joint Inspection qualification is a perishable skill in the Air Transportation career field. If not exercised on a regular basis, the ability of units to perform their wartime mission is severely degraded.

A4.4.2. Training is absolutely essential to a viable JI program. It requires thorough planning, careful scheduling, timely implementation, capable direction, and skillful application. Commanders and supervisors at all levels must support the program to assure its effectiveness.

A4.4.3. The JI process is extremely important for a safe air deployment. It is designed as a partnership between the mobility force inspection team and the deploying force. Joint Inspection personnel must be familiar with and adhere to the applicable guidance and procedures outlined in the publications and T.O.'s specified in **Attachment 1** of this publication.

A4.5. Roles and Responsibilities:

A4.5.1. HQ AMC/LGT functions as the overall office of primary responsibility (OPR) and has administrative authority over the Joint Inspection program and will establish policy and administration guidance.

A4.5.1.1. Plans and organizes in conjunction with AMWC an annual Joint Inspection Workshop for the purpose of updating training materials. Workshops allow unit representatives to have face-to-face interaction and cross flow ideas.

A4.5.2. AMC/AMWC manages the program as directed by HQ AMC/LGT.

A4.5.2.1. Formulates policy and guidance, analyzes deficiencies, and assists with solving problems.

A4.5.2.2. Develops standardized JI curriculum and examinations.

A4.5.2.3. Controls and maintains original copies of test material.

A4.5.2.4. Provides administrative guidance and program oversight.

A4.5.2.5. Plans and organizes, in conjunction with HQ AMC/LGT, an annual Joint Inspection Workshop.

A4.5.2.6. Manages a JI web site for the field. <https://www.amwc.af.mil/wco/wcot/uji.asp>.

A4.5.2.7. Develops and provides course critiques to unit program managers.

A4.5.3. Unit commander appoints (in writing) qualified unit JI training instructors and program manager, and provides a copy of appointment letter to HQ AMC/LGT and AMWC/WCOT.

A4.5.3.1. Certifies (in writing) individuals who have successfully completed all training requirements to become JI qualified and are selected to perform JI duties.

A4.5.3.2. Ensures adherence to all safety requirements in accordance with applicable TOs and publications. Unit oversight is essential to the program's integrity.

A4.5.4. Program manager administers JI Program in accordance with AMC directives. Refer to AMWC web site for additional program administration information.

A4.5.4.1. Ensures a unit classroom training course is established or coordinates with another AMC unit with an established JI Program to obtain training.

A4.5.4.2. Schedules unit-level training for appointed personnel on a frequency sufficient to cover initial and biennial refresher training requirements. There must be 1 instructor for every 10 students during the classroom portion and 1 instructor for every 5 students during the hands-on portion.

A4.5.4.3. Maintains class rosters.

A4.5.4.4. Maintains updated curriculum.

A4.5.4.5. Identifies JI instructor requirements and coordinates with HQ AMC/LGTV to forecast Joint Inspection Instructor Qualification (JIIQ) course allocations.

A4.5.4.6. Maintains critiques for 2 years and reviews periodically to identify trends and take corrective actions.

A4.5.5. JI Instructor teaches HQ AMC-approved JI curriculum.

A4.5.5.1. Conducts a unit classroom training course within 90 days after receiving AMWC training.

A4.5.5.2. Reproduces classroom materials to accommodate the number of students scheduled for class.

A4.5.5.3. Administers an End-of-Course exam and hands on evaluations. Provides additional instruction to students that do not meet the 80% minimum passing criteria.

A4.5.5.4. Must be present during classroom testing and hands-on evaluations.

A4.5.5.5. Controls all test materials to prevent test compromise.

A4.6. Training Requirements:

A4.6.1. JI Program Manager:

A4.6.1.1. As a minimum must be a 7-level or civilian equivalent.

A4.6.1.2. JI qualification is highly recommended.

A4.6.1.3. Review AMWC program managers guide located on the AMWC Web Page <https://www.amwc.af.mil/wco/wcot/uji.asp>.

A4.6.2. **JI Instructor:**

A4.6.2.1. As a minimum, must be an experienced 5-level or civilian equivalent.

A4.6.2.2. JI qualified in accordance with this instruction.

A4.6.2.3. Must complete Air Mobility Warfare Center (AMWC) JI Instructor Qualification course.

A4.6.2.4. Must complete Air Force Train the Trainer Course.

A4.6.3. Joint Inspectors (personnel selected to perform, as joint inspectors) must:

A4.6.3.1. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A4.6.3.2. Maintain hazardous materials inspector or preparer qualifications IAW AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*.

A4.6.3.3. Complete unit JI training course, IAW this publication.

A4.6.3.4. Additional OJT will be required at the unit prior to the commander authorizing the individual to perform duties as Joint Inspector. This OJT includes working several joint inspections under supervision.

A4.6.3.5. JI qualified personnel must be thoroughly familiar with applicable publications and T.O.s listed in this volume. In addition, inspectors must be knowledgeable of their host wing's installation deployment plan (IDP).

A4.6.3.6. As a prerequisite, trainees must complete the following Air Transportation Computer Based/Web-Based Training (ATCBT/ATWBT) lessons:

MB01, AMC Mobility/Contingency Operations (WBT)
MB04, Accomplishing Joint Inspection and Preparation of DD Form 2133 Part 1
MB05, Accomplishing Joint Inspection and Preparation of DD Form 2133 Part 2
MB06, Mobility Manifesting: Maintain Packing/Load List
AC03, Palletizing Cargo on 463L Pallets
AC06, Cargo Center of Balance
AT06, Weight and Balance of an Aircraft
AS08, Shoring (Level 2)
AT12, Airlift Planning Factors: C-17 Globemaster
AT13, Airlift Planning Factors: KC-10 Extender
AT14, Airlift Planning Factors: KC-135 Stratotanker
AT15, Airlift Planning Factors: C-5 Galaxy
AT16, Airlift Planning Factors: C-130 Hercules

NOTE: Individuals JI qualified prior to release of this publication are grandfathered until Hazardous Materials Inspector/Preparers recertification date.

A4.6.3.7. After initial qualification, personnel performing duties as joint inspectors will:

A4.6.3.7.1. Maintain proficiency by using training loads/chalks that include at least one vehicle or rolling stock with hazards, a multi-pallet train, and pallets. Whenever possible, actual loads will be used for training. JI personnel will complete at least one inspection per year.

NOTE: Hazardous cargo may be simulated on training loads/chalks.

A4.6.3.7.2. Complete biennial classroom refresher training.

A4.6.3.7.3. As part of biennial recertification, must successfully complete all ATCBT/ATWBT lessons listed in paragraph [A4.6.3.6](#).

A4.7. Training Documentation:

A4.7.1. The JI Instructor will:

A4.7.1.1. Document initial classroom and biennial refresher training requirements using a TEC. As a minimum, instructors will document in the remarks section of the TEC strengths/weaknesses of the student for identification to the student's unit of additional OJT requirements.

A4.7.2. The JI student's supervisor will:

A4.7.2.1. Document initial classroom and biennial refresher training using a separate AF Form 1098, Special Task Certification and Recurring Training, in the individual's OJT record or approved training database. Training for civilian employees will be annotated on the individual's AF Form 971, Supervisor's Employee Brief.

A4.7.2.2. Establish ATSEV training folders for individuals without OJT records. Document additional OJT on AF Form 623a, On-The-Job Training Record Continuation Sheet, or AF Form 971.

Attachment 5**LOAD PLANNING TRAINING**

A5.1. Air Transportation personnel must meet the following requirements to become load planning qualified:

A5.1.1. Must be a 5-level or higher.

A5.1.2. Must be identified in writing by their unit commander (or designated representative) as being fully qualified to load plan a specific airframe. An authorization letter listing all individuals qualified to perform load planning duties will be maintained and updated as required. Training will be annotated in the individual's training record.

A5.1.2.1. Only Load Planners that are certified in writing by the unit commander (or designated representative) may sign the AF Form 4080, **Load/Sequence Breakdown Worksheet**, for Phase II load plans.

A5.1.3. Must be hazardous cargo inspector qualified according to AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*.

A5.1.4. Must be able to select loads by priority using on-hand files and flight data.

A5.1.5. Must be able to manifest cargo/mail, prepare pre-load/pre-manifest documents, using both manual and mechanized methods.

A5.1.6. Must be able to accomplish air terminal inventory.

A5.1.7. Must be familiar with Capability Forecasting functions.

A5.1.8. Must be familiar with aircraft configurations Dash 5 and Dash 9 requirements.

A5.1.9. Must be able to compute aircraft weight and balance.

A5.1.10. Must be able to determine aircraft allowable cabin load (ACL) limitations.

A5.1.11. Must be able to determine critical leg ACL.

A5.1.12. Must be able to complete AF Form 4080 (or comparable mechanized version).

A5.1.13. Must be able to accomplish load planning functions using GATES/ALPS.

A5.1.14. Must be able to determine hazardous material compatibility.

A5.1.15. Must be familiar with passenger restrictions associated with the movement of hazardous cargo.

A5.1.16. Must be able to compute center of balance for rolling stock and pallet trains.

A5.1.17. Must be able to compute cargo tiedown restraint.

A5.1.18. Must be familiar with proper pallet build up and aircraft contour restrictions.

A5.1.19. Must successfully complete all associated ATCBT/ATWBT lessons.

A5.2. Formal training courses do not qualify the trainee to perform load planning functions. Additional OJT must take place in the unit prior to the commander designating the individual as a load planner. This

additional OJT includes months of load planning on each airframe under supervision, thus gaining confidence and experience in the procedures.

NOTE: In coordination with AMC, ARC will determine their requirements.

Attachment 6**ADDITIONAL TRAINING REQUIREMENTS****A6.1. Training requirements may include but are not limited to:**

A6.1.1. Annual explosive safety training for personnel whose duties involves contact with explosives (AFMAN 91-201, *Explosive Safety Standards*).

A6.1.2. Hazardous materials preparer, inspector, and handlers training (AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*).

A6.1.3. Phase II Aircraft Loading Program (AMCI 24-101, Volume 7, *AMC Aerial Port Phase II Aircraft Loading Program*).

A6.1.4. Nuclear cargo loading training (AMCI 24-101, Volume 11, *Military Airlift: Cargo/Mail*).

A6.1.5. Joint airdrop inspection records, malfunction investigations, and activity reporting (AMCI 24-101, Volume 18, *Military Airlift-AMC Aerial Port Units and Aerial Delivery Flights*).

A6.1.6. AF Reserve training (AFRESI 24-101, *Reserve Aerial Port Program*).

A6.1.7. Aircraft marshalling training (AFI 11-218, *Aircraft Operation and Movement on the Ground*).

A6.1.8. Joint Airlift Inspection (AFI 10-403, *Deployment Planning*, and DOD 4500-9PT3, *Mobility*)

A6.1.9. Nuclear Biological and Chemical Defense Training (AFI 32-4001, *Disaster Preparedness Planning and Operations*).

A6.1.10. Vehicle and materials handling equipment (MHE) training (AFI 24-301, *Vehicle Operations*, and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*).

A6.1.11. Mobility-related training (for example, pallet build-up, aircraft loading, equipment tie-down, and hazardous cargo preparation) for other base units as required (AMCI 24-101, Volume 5, *Air Transportation Unit Plans, Resources, and Mobility*).

A6.1.12. Law of Armed Conflict (LOAC) briefings, and personal and family readiness briefings IAW AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict*.

A6.1.13. Self-aid and buddy care training IAW AFI 36-2238, *Self-Aid and Buddy Care Training*.

A6.1.14. Force Protection familiarization training IAW AFI 31-210, *The Air Force Antiterrorism Protection (AT/FP) Program Standards*.

A6.1.15. Small arms training IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2226, *The United States Combat Arms Training and Maintenance Program*, and AMCI 10-403, *Air Mobility Command (AMC) Force Deployment*.