

BY ORDER OF THE AMC COMMANDER



**AIR MOBILITY COMMAND
INSTRUCTION 24-101 VOLUME 5**

1 DECEMBER 2003

Transportation

***AIR TRANSPORTATION UNIT PLANS
RESOURCES AND MOBILITY***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

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Supersedes AMCI 24-101, Volume 5,
1 February 1999

Pages: 16
Distribution: F

This volume of AMCI 24-101 outlines responsibilities and provides guidance unique to aerial port flights. Air National Guard (ANG) and the Air Force Reserve Command (AFRC) units are not bound by this instruction but are encouraged to use it. See **Attachment 1** for a glossary of references and supporting information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision provides new acronyms and terminology, a refined guidance in the resources, mobility and administration functions, and outlines the Air Reserve Component (ARC) Liaison Program responsibilities.

Section A—Air Transportation Combat, Readiness, and Resources Flight

1. General.

1.1. This volume provides guidance for the Air Transportation Combat, Readiness, and Resources Flight (TRX/CCX). TRX/CCX is responsible to the commander for all unit planning, a number of resource functions, and unit mobility.

1.2. TRX/CCX is established to enhance the planning capability, resources tracking, and mobility operations of the aerial port or air mobility squadron (AMS), and to coordinate unit resources, cargo and passenger capabilities, and support functions. TRX/CCX ensures all wartime and contingency aerial port support and AMS requirements are identified and preplanned. TRX/CCX provides a ready source of technical assistance and professional guidance to respective small terminals.

1.3. Not every TRX/CCX will perform all the following responsibilities and some, such as in the AMS, will have unique requirements as determined by the unit commander. The size of the unit and/

or its unique organizational structure (e.g., mobile or en route capability) will determine which paragraphs apply.

Section B—Responsibilities

2. TRX/CCX Plans Functions.

- 2.1. Keep the unit commander and staff informed of any significant changes in mission/unit or Operations Plan (OPLAN) taskings and status, as identified in the War and Mobilization Plan (WMP), Designed Operational Capability (DOC) statement, Air Force-Wide Unit Type Code Availability System (AFWUS), and Status of Resources and Training System (SORTS). Coordinate with HQ AMC Logistics, Transportation Programs (A4T) on changes to these items.
- 2.2. Provide liaison on planning matters for each new plan and plans under review (maintenance) with ANG/AFRC units augmenting the unit.
- 2.3. Coordinate with ANG/AFRC for unit MPA man-day and annual training requirements when an active duty reserve coordinator has not been established.
- 2.4. Coordinate deliberate plans and deployment requirements with Headquarters Air Mobility Command (HQ AMC), Air Mobility Operations Groups (AMOG), Wing XPs and A4R Flights, and participating base and transient units. Prepare unit-planning checklists as applicable.
- 2.5. Coordinate deployment execution with 18AF Tanker Airlift Control Center (TACC), AMOGs, Wing XPs, and A4R Flights and the participating unit.
- 2.6. Provide air transportation guidance, status briefings and/or contingency updates to the crisis response cell unit representative and the deployment control center, or the mobility control unit, on non-AMC bases.
- 2.7. Represent unit interests and coordinate unit involvement during base exercises, planning conferences, workshops, and meetings.
- 2.8. Prepare local Operating Instructions (OI) to use as guides in the unit planning function.
- 2.9. Write annexes or appendices for the base support plan, after reviewing all OPLANs, which require unit support as defined by AMC Deployment Analysis System Station Utilization Report.
- 2.10. Determine the unit's capability and develop air transportation implementing instructions to support each OPLAN and Operational Order (OPORD), using Joint Chiefs of Staff and AMC guidance.
- 2.11. Brief/notify the commander, aerial port supervisors, and wing plans/logistics plans of unit capabilities, shortfalls, or limiting factors; work with base agencies and higher headquarters to resolve conflicts.
- 2.12. Act as Office of Primary Responsibility (OPR) for SORTS reporting. Ensure at least two people are appointed and trained as SORTS monitors.
 - 2.12.1. Consolidate and review SORTS data for monthly input to base SORTS OPR. Maintain a current copy of AFI 10-201, *Status of Resources and Training System*, and Major Command (MAJCOM) supplements.

- 2.12.2. Develop TRX/CCX OIs for collecting required SORTS reporting data, and coordinate with the SORTS monitor from HQ AMC/A4TR, AMOG/A4X, and Logistics Readiness Squadron (LRS), to clarify problems and resolve procedural issues and concerns.
- 2.13. Act as OPR for Operations Security (OPSEC), IAW AFI 33-211, and Communications Security (COMSEC), IAW AFPD 10-11.
- 2.14. Identify requirements to resolve conflicts in the following areas:
 - 2.14.1. Unit Type Code (UTC) in-place and deploying unit personnel and equipment beddown, facilities, and other support.
 - 2.14.2. Deployment requirements not specified in the OPLANS. For example, deployments in support of local unit exercises and training or to satisfy internal training requirements.
 - 2.14.3. Unit communication requirements to support expanded operations during contingencies or emergencies.
- 2.15. Coordinate with wing/logistics plans on:
 - 2.15.1. Host base support for air transportation forces deployed into the unit, as well as Air National Guard (ANG)/Air Force Reserve Component (AFRC) augmenting forces. AMC bases develop unit reception and contingency plans. AMC units on non-AMC bases review and provide inputs to host base plans.
 - 2.15.2. All unit requirements at deployed locations, in conjunction with the deployed operating location (OL) host, HQ AMC/TACC/Air Transportation Operations Division (XOPM), and 18AF/TACC/Logistics Readiness (A4R), as applicable.
 - 2.15.3. Procedures and agreements for the use of base facilities to support unit deployment requirements.
- 2.16. Participate in TALCE operations planning.
 - 2.16.1. Manage Tanker Airlift Control Element (TALCE) /aerial port/AMS augmentee program.
- 2.17. Coordinate unit inputs to Host Tenant Support Agreement (HTSA)/Inter-Service Support Agreements (ISA)/Host Nation Support Agreements (HNSA) and base support plans through respective Group/A4X. Coordinate with LRS (Group/A4X for 715/721AMOG) to resolve issues with Wing Plans/Logistics Plans, and MAJCOM OPRs to resolve conflicts that may arise.
- 2.18. Monitor the overall status of the unit's Materials Handling Equipment (MHE) and vehicle fleet. May be tasked to provide input/coordinate data for inclusion in the AMC Key Asset and Equipment Report, RCS: AMC LGT (AR) 8001. Input may include the tracking of personnel and equipment.

3. TRX/CCX Resources Function.

- 3.1. Budget. Prepare, submit, monitor, and manage the unit's budget. Act as unit resource advisor.
- 3.2. Manpower and Personnel.
 - 3.2.1. Monitor unit manpower authorizations (military and civilian personnel requirements, to include civilian temporary hires and overhires).
 - 3.2.2. Work with wing manpower organization to resolve manpower and workload issues. (En routes will work through AMOG/A4X/A4T/A1.)

3.2.3. Monitor unit workload and productivity.

3.2.4. Submit manning augmentation requests through appropriate chains of command for review and action.

3.3. Facilities and Equipment. Manage and monitor unit facilities and equipment programs.

3.4. ANG/AFRC Unit Coordinator.

3.4.1. Coordinate, schedule, and arrange training, transportation, and billeting for ARC teams on unit training assembly days or annual tours, and coordinate transportation and billeting for personnel performing MPA man-days.

3.5. Inspections and SAVs. Perform Staff Assistance Visits (SAV) to OLs, Detachments, or AFRC units when designated advisory unit responsibility. Assist in preparing replies/reports for all visits.

3.6. Programs. Administer and manage unit programs.

3.6.1. Security. Develop and monitor the unit's security program according to applicable AF and Major Command (MAJCOM) directives.

3.6.1.1. Monitor and maintain status of unit security violation investigations.

3.6.1.2. Ensure unit personnel receive security training according to regulations.

3.6.2. Crosstell/Self-Inspection Program.

3.6.3. Logistics Standardization and Evaluation Program (LSEP). Conduct unit self-evaluations and provide augmentees for HQ AMC Logistics Stan/Eval Teams as directed by the unit commander.

3.6.4. Review, evaluate, and identify operational trends from HQ AMC LSEP reports that influence aerial port compliance with established guidance.

3.7. Management Support.

3.7.1. Coordinate visits and prepare briefing packages.

4. TRX/CCX Mobility Function. Manage mobility programs for the unit to include: unit deployment, support of host deployment (to include host, tenant, or transit forces), or base reception. Participate in base mobility exercises and deployments when applicable. Units may have to support any or all combinations of the following taskings:

4.1. Support unit deployments.

4.1.1. Assign port or AMS personnel to mobility positions. Monitor personnel and equipment for mobility readiness (shots, mobility bags, passports, and deployment eligibility).

4.1.2. Maintain copies of unit pyramid recall rosters and pass information to appropriate base and higher headquarters agencies.

4.1.3. Participate in mobility conferences, meetings, and workshops. Act as the OPR for unit/port inputs to the Logistics Module (LOGMOD) system and as OPR for all port issues related to deployment planning and execution.

4.1.4. Develop unit mobility operating procedures. Perform periodic mobility self-inspections to assess the unit's capability to fulfill its wartime taskings.

- 4.1.5. Coordinate flight actions for Air Mobility Taskings (AMT) from 18AF/TACC with the Logistics Readiness Squadron (LRS) (Group/A4X shop for 715/721 AMOG).
- 4.1.6. Assign OPRs and suspenses for mobility/readiness action items to the appropriate unit function.
- 4.1.7. Serve as Unit Deployment Manager (UDM) for unit mobility and readiness matters, and coordinate with the base plans function to ensure smooth deployment of personnel and equipment.
- 4.1.8. Participate in deployment/redeployment planning meetings/site surveys and deploy with unit personnel when tasked.
- 4.1.9. Coordinate with vehicle operations function to determine MHE/vehicle requirements.
- 4.1.10. Task transportation personnel and equipment, assign them to positions, and schedule them for exercises and deployment in conjunction with the Installation Deployment Plan (IDP).
- 4.1.11. Submit formal school training requirements, including mobile training team requests, to the unit/host training function.
- 4.1.12. Schedule and coordinate local mobility and AMC Affiliation Program training for unit personnel IAW AMCI 10-202, Vol 4.
- 4.1.13. Recommend qualified instructors for various mobility functions (e.g., joint inspection or hazardous materials preparation).
- 4.2. Support host, tenant, or transient forces deployment. The host Transportation/ A4TR Combat Readiness and Resources is responsible for all training at non-AMC bases. AMC provides load team training as required.
 - 4.2.1. Schedule and coordinate local mobility and AMC Affiliation Program training for base personnel.
 - 4.2.1.1. Coordinate with the unit training function, develop available programs, courses, and materials available for base mobility training.
 - 4.2.1.2. Conduct mobility-related training (for example, pallet build-up, aircraft loading, equipment tie-down, and hazardous cargo prep) for base personnel as required.
 - 4.2.1.3. Provide technical assistance as needed to deploying units.
 - 4.2.2. Coordinate on wing plans and base transportation plans.
- 4.3. Support the base reception plan.
 - 4.3.1. Single point of contact to coordinate reception plan.

5. TRX/CCX Administration. Perform necessary TRX/CCX administrative functions to include, but not limited to:

- 5.1. Maintain required publications and forms.
- 5.2. Prepare correspondence IAW AFMAN 33-326, *Preparing Official Communications* and maintain unclassified files IAW AFI 33-322, Air Force Records Management Program and AFMAN 37-139, *Records Disposition Schedule*.

5.3. Maintain and control classified files and materials to include receipt, inventory, and destruction according to applicable security regulations IAW AFI 31-401.

6. Small Terminal Assistance Program (STAP)

6.1. Small terminals specified to receive scheduled SAVs, generally, have limited air terminal facilities, equipment, operations, and technical expertise. These terminals include, but are not limited to, AMC-established Detachments (Det), and Operating Locations (OL) at military bases; Navy Air Terminal Support (NATS) units on Navy bases; terminals operated by other commands and/or services and served by AMC airlift; and contractor operated terminals (other than AMC Contracted Air Terminal Operations (CATO)). The STAP was developed to make the small terminal operator's tasks easier by providing a ready source of technical assistance and professional guidance.

6.2. The objectives of the STAP:

6.2.1. Provide contacts for the resolution of daily working level transportation problems.

6.2.2. Provide a continuing source of training, technical assistance, and information for air terminal personnel.

6.2.3. Provide a mechanism for the resolution of problems which cannot be resolved at the small terminal level.

6.3. Responsibilities of the Air Transportation Staff (A4) at HQ AMC.

6.3.1. Review reports for trends and/or problems requiring attention.

6.3.2. Staff and provide responses to items forwarded by AMOGs, Functional Area Units, small terminals, or other agencies.

6.3.3. Perform SAVs upon request of the AMOGs, or the STAP unit as directed by HQ AMC/A4T; normally at the same cycle frequency as the AMOGs or Functional Area Unit.

6.3.4. Review ISAs and other agreements to ensure they allow and/or support the STAP concept as defined in this instruction, including authority/agreement for HQ AMC, AMOGs, and AMC Functional Area Units.

6.4. Responsibilities of Air Transportation Staffs at the AMOGs.

6.4.1. Review agreements to ensure they allow and/or support the STAP concept as defined in this instruction, including authority/agreement for HQ AMC and AMC Functional Area Units SAVs.

6.4.2. Ensure Functional Area Units in their areas of jurisdiction provide adequate training, assistance, and guidance to small terminals.

6.4.3. Ensure SAVs are conducted when necessary to small terminals as defined in para 6.1., and applicable reports and staff issues are forwarded to HQ AMC as required.

6.4.4. Visit each Functional Area Unit annually to ensure small terminals are receiving required assistance and follow-up actions are conducted.

6.4.5. Schedule visits accordingly to each affected Functional Area Unit and/or small terminal after receiving Functional Area Unit's schedule to visit their small terminals.

6.4.6. As appropriate, recommend changes and/or improvements to this and other instructions.

6.5. Responsibilities of the Functional Area Unit.

6.5.1. Support each small terminal(s) designated in **Attachment 2** of this instruction, and/or as assigned by the AMOG, support agreements, etc.

6.5.2. Schedule visits to small terminals and forward a copy of the schedule to the Intermediate Command.

6.5.2.1. Set frequency of the visits depending on the size of the terminal, frequency of AMC flights, and known terminal operations problems. As a minimum, an annual visit is required.

6.5.3. Provide technical advice on all aspects of air terminal operations by qualified air transportation personnel. Provide oversight of AMC facilities, equipment, and vehicles.

6.5.3.1. Provide guidance to the terminal operators in processing cargo, mail, and passengers for airlift.

6.5.3.2. Provide guidance in preparation, maintenance, and distribution of traffic documentation (manifests, TCMDs, etc.), and reporting procedures for the Transportation Working Capital Fund (TWCF).

6.5.3.3. Provide guidance in preparation and forwarding of directed/required reports.

6.5.4. Provide assistance with On-the-Job-Training (OJT) of air terminal personnel. Assistance may be provided on site, at Functional Area Unit location, and by use of Computer Based Training (CBT) and Web Based Training (WBT).

6.5.5. Provide assistance in obtaining forms and publications.

6.5.6. Conduct SAVs using Quality Assurance (QA) Specialists and/or technically qualified personnel at frequencies determined by the Functional Area Unit, Memorandum of Understanding (MOU), ISAs, or other agreements.

6.5.6.1. Authorize follow-up visits to small terminal operations where major deficiencies warrant further on-site assistance. These visits will be of sufficient duration to provide technical assistance and OJT.

6.5.6.2. Contact the Central Data Collection Point (CDCP)/Revenue Traffic Data Processing Center (RTDPC), prior to performing SAVs, to identify any problems the STAP terminal may be having in documentation and TWCF reporting. Problems that cannot be resolved during SAVs will be addressed to the appropriate command staff.

6.5.6.3. Submit written SAV reports to the visited unit with copies forwarded to: HQ AMC/A4T and appropriate intermediate command transportation staffs. Also, forward copies to higher headquarter staffs of the small terminal unit as directed by MOU, ISA, and other agreements. NOTE: The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.4 of AFI 33-324, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.

7. Air Reserve Component (ARC) Liaison Program:

7.1. The primary purpose of the Air Reserve Component Liaison program is to provide specialized, functional competence to AFRC and ANG aerial port units and assist them to meet their wartime task-

ing requirements. AMC active duty personnel are assigned to OLs to provide technical assistance to the ARC. Additionally, these OL(s) provide a liaison between the ARC and active duty aerial ports, ensuring to a greater degree the quality of training provided to the ARC by the active duty ports.

7.2. Objectives of the ARC Liaison Program.

7.2.1. Provide an operational link/liaison between ARC units, Reserve Numbered Air Forces (NAF), HQ AMC, and active duty aerial ports.

7.2.2. Provide a continuing source of technical assistance and information for ARC personnel.

7.2.3. Provide guidance, advice, and technical assistance as required to solve problems associated with operational readiness and AMC-supported systems.

7.2.4. Provide oversight and evaluation to ARC units to ensure training to AMC standards and the unit's most stringent war plan tasking.

7.3. Responsibilities of the Air Transportation Staff at HQ AMC.

7.3.1. Task ARC aerial port units IAW current OPLAN requirements and provide timely information about taskings to ANG/DOOS and HQ AFRC/DON.

7.3.2. Provide quotas for ARC personnel to attend AMC formal training courses.

7.3.3. Validate manning augmentation requests and manage the Military Personnel Appropriation (MPA) man-day program, in coordination with the TACC.

7.3.4. Act as operational link between AMC/Air Operations Squadron (AOS) Operating Locations and HQ AMC.

7.4. Responsibilities of HQ AMC Air Operations Squadron (AMCLSS) Operating Locations (OLs).

7.4.1. Act as operational link/liaison between HQ AFRC, Reserve NAFs, HQ AMC, and active duty aerial ports.

7.4.2. Monitor AFRC unit training requirements and ensure alignment with active duty aerial port training capabilities.

7.4.3. Coordination of annual tour forecast with active aerial port training capabilities/needs and resolving scheduling conflicts.

7.4.4. Monitor End-of-Tour Reports and AMC IMT (Form) 6, **Air Reserve Component (ARC) Annual Tour Survey**, AMC IMT (Form) 7a, **AMC ARC Coordinator's Annual Tour Survey**, and AMC IMT (Form) 7b, **AMC ARC Team Chief's Annual Tour Survey** to ensure AFRC-requested training is accomplished satisfactorily and issues resolved as required.

7.4.5. Maintain oversight and evaluation of AFRC units to ensure units are training to AMC standards and the unit's most stringent war plan tasking.

7.4.6. Guidance, advice, and technical assistance as required to solve problems associated with operational readiness and AMC-supported systems.

7.4.7. Participate in SAVs to ARC aerial port units as requested. OL members are primarily responsible for providing specialized, functional competence to assist units to meet wartime tasking requirements.

7.4.8. Review, evaluate, and identify operational trends from HQ AMC/IG inspection reports that impact AFRC aerial port readiness and capabilities.

7.4.9. Maintain oversight of ARC personnel on MPA man-days and assist in resolving related issues as appropriate.

7.4.10. Perform additional staff duties and responsibilities as assigned by HQ AMC.

7.5. Responsibilities of Active Duty Unit Commanders.

7.5.1. In conjunction with ARC unit commander, assume responsibility for the host/ARC relationship.

7.5.2. In conjunction with ARC unit commander, coordinate required disciplinary/legal actions against ARC personnel performing training or augmentation at the active port as necessary.

7.5.3. Assign primary and alternate unit coordinators at all annual tour training locations.

8. ANG/AFRC Unit Reserve Coordinator.

8.1. Maintain a continuity folder that contains as a minimum, those items identified in [Attachment 3](#) to this instruction.

8.2. Coordinate, schedule, and arrange training, transportation and billeting for ANG/AFRC teams on unit training assembly days or annual tours.

8.3. Ensure the AFRC Form 14 (or other automated product) is received from ARC unit not later than 45 days before team arrival and advise the ARC team of any training or support shortfalls as soon as notified by the supporting base agency.

8.4. Ensure ARC personnel receive training as requested on the AFRC Form 14 (or other automated product). Training will be administered and documented IAW AMCI 24-101 Volume 20, *Air Transportation Standardization/Evaluation) Program* and AMCI 24-101 Volume 22, *Training Requirements for Aerial Port Operations*.

8.5. Ensure the supported AMCLSS Operating Location has current and accurate information regarding unique training and equipment training requirements so the information can be displayed on the HQ AMC reserve coordinator website.

8.6. Provide original copies of AMC IMT/Form 6; Annual Tour Survey, and AMC IMT/Form 7b; AMC ARC Team Chiefs Annual Tour Survey to ARC annual tour personnel. Upon completion of the tour, complete a copy of AMC IMT/Form 7a; AMC ARC Coordinator's Annual Tour Survey and forward copies of AMC IMTs/Forms 6, 7a, and 7b to the appropriate AMCLSS operating location located at 4AF and 22AF for compilation of training data and unresolved issues identified in the surveys.

8.7. Report all accidents and injuries involving ARC personnel on annual tour or MPA man-days to the appropriate AMCLSS operating location as soon as operationally possible but not later than 24 hours after the incident.

9. Information Management Tools (Forms) Adopted. AMC IMT (Form) 6, Air Reserve Component (ARC) Annual Tour Survey, AMC IMT (Form) 7a, AMC ARC Coordinator's Annual Tour Survey, and AMC IMT (Form) 7b, AMC ARC Team Chief's Annual Tour Survey.

JEFFREY W. ACKERSON, Colonel, USAF
Deputy Director of Logistics

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

AFPD 10-11, *Operations Security*

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

AFI 24-235, *Transportation Combat Readiness Flight*

AFI 31-401, *Information Security Program Management*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 33-322, *Air Force Records Management Program*

AFI 33-324, *The Information Collections and Reports Management Program Controlling Internal, Public, and Interagency Air Force Information Collections*

AFMAN 33-326, *Preparing Official Communications*

AFMAN 37-139, *Records Disposition Schedule*

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

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

Abbreviations and Acronyms

AFWUS—Air Force-Wide Unit Type Code Availability System

AMOG—Air Mobility Operations Group

AMS—Air Mobility Squadron

ANG/AFRC—Air National Guard/Air Force Reserve Command

CBT—Computer Based Training

CDCP—Centralized Data Collection Point

HNSA—Host Nation Support Agreement

HTSA—Host Tennant Support Agreement

ISA—Inter-Service Support Agreement

MAJCOM—Major Command

MHE—Materials Handling Equipment

MOU—Memorandum of Understanding

MPA—Military Personnel Appropriation

NAF—Numbered Air Force

NATS—Navy Air Terminal Support

OI—Operating Instruction

OJT—On-the-Job Training

OL—Operating Location

OPSEC/COMSEC—Operations Security/Communication Security

OPLAN—Operations Plan

OPORD—Operations Order

POC—Point of Contact

QA—Quality Assurance

RCS—Reports Control Symbol

SAV—Staff Assistance Visit

SORTS—Status of Resources and Training System

STAP—Small Terminal Assistance Program

TALCE—Tanker Airlift Control Element

TRX/CCX—Air Transportation Combat, Readiness, and Resources Flight

TWCF—Transportation Working Capital Fund

UDM—Unit Deployment Manager

UTC—Unit Type Code

WBT—Web Based Training

Attachment 2

SMALL TERMINAL ASSISTANCE PROGRAM

Location:	Functional Area Unit:	Terminal Operator
Dakar, Senegal	305 APS	Embassy
Nairobi, Kenya	305 APS	Army
NAVSTA Keflavik, Iceland	305 APS	Navy
N'Djamena, Chad	305 APS	Army
Republic of the Congo	305 APS	Army
South Africa	305 APS	Army
Thule, Greenland	305 APS	Space Command
NAVSTA, Norfolk	436 APS	Navy
Ascension Island	437 APS	HQ USAF
Barbados	437 APS	USSOUTHCOM
Bridgetown, Barbado	437 APS	Army
Guantanamo Bay, Cuba	437 APS	Navy
Georgetown, Guyana	437 APS	Army
Jacksonville NAS, Florida	437 APS	Navy
Kinshasa, Zaire	437 APS	Embassy
Kingston, Jamaica	437 APS	Embassy
Managua, Nicaragua	437 APS	USSOUTHCOM
Nassau, Bahamas	437 APS	Navy
NAS Roosevelt Roads, Puerto Rico	437 APS	Navy
N'djamena, Chad	437 APS	Embassy
Niamey, Niger	437 APS	Embassy
Paramaribo, Suriname	437 APS	Embassy
Patrick AFB, FL	437 APS	USAF
Port-au-Prince, Haiti	437 APS	USSOUTHCOM
Port-of-Spain, Trinidad	437 APS	USSOUTHCOM
Santo Domingo, Dominican	437 APS	USSOUTHCOM
Soto Cano, Honduras Republic	437 APS	Army
St. Johns, Antiqua	437 APS	HQ USAF
Admin SUPU, Fajairah, UAE	721 AMOG	Navy

Location:	Functional Area Unit:	Terminal Operator
Admin SUPU, Manama, Bahrain	721 AMOG	Navy
Admins SUPU, Souda Bay, Crete	721 AMOG	Navy
Akrotiri, Crete	721 AMOG	USAFE
Amman, Jordan	721 AMOG	MAP/Embassy/CENTCOM
Izmir, Turkey	721 AMOG	USAFE
Moron, Spain	721 AMOG	USAFE/4EAMS
Naples, Italy	721 AMOG	Navy
Nerra, Rep Alverca	721 AMOG	Navy
NAS Sigonella, Italy	721 AMOG	Navy
NAVSTA Rota, Spain	721 AMOG	Navy
USNAVSUPPO, Lamaddalena, It	721 AMOG	Navy
Christ Church, NZ	OL A 715 AMOG	Navy
Diego Garcia, Indian Ocean	730 AMS	Navy
Djakarta, Indonesia	730 AMS	USDAO
Iwakuni MCAS, Japan	730 AMS	Marines
Paya Labar, Singapore	730 AMS	Navy
Kwang Ju AB, Korea Det 3	731 AMS	PACAF
51 COBSS		
Suwon AB, Korea Det 2, 51	731 AMS	PACAF
COBSS		
Taegu AB, Korea Det 1, 51	731 AMS	PACAF
COBSS (Co-Located Operating Bases)		
Bangkok, Thailand	733 AMS	Army
U-Tapao, Thailand	733 AMS	JUSMAG
Camp Covington, Guam	734 AMS	Civic Action Team
Chuuk, Caroline Island	734 AMS	Civic Action Team
Kosrae Island	734 AMS	Civic Action Team
Palau Island	734 AMS	Civic Action Team
Alice Springs, Australia	735 AMS	Space Command
Kwajalein Island	735 AMS	Army
Johnston Island	735 AMS	Defense Nuclear Agency

Location:	Functional Area Unit:	Terminal Operator
Richmond Australia Det 1	735 AMS	AMC
Wake Island	735 AMS	Army
Woomera, Australia	735 AMS	Space Command

NOTE: Functional Area Unit visits to Co-Located Operating Bases (COBSS) in Korea are for the purpose of contingency/exercise beddown support requirements. The COBSS are administered through the 51FW, Osan AB, Korea.

Attachment 3**RESERVE COORDINATOR CONTINUTY BINDER**

All Reserve Coordinators (RC) will maintain a continuity binder with the following items as a minimum requirement. Each RC has the authority to include additional information as they see fit to standardize the product to the Aerial Port which they are assigned to.

Tab 1: Reserve Coordinator Appointment Letter

Reserve coordinators duties and responsibilities

Tab 2: Points of Contact

Billeting

Dining Facility

AMC/DOZXR and OL's

Tab 3: Applicable Instructions (may maintain a computer copy vs. hard copy)

AMC 24-101, Vol. 21 ARC Aerial Port Training

AFRC 24-101 Reserve Aerial Port Program

Tab 4: In Brief Information

Squadron Command Organization

Local Information

Safety Briefing

Tab 5: Information Point Papers and Hand-outs and Messages

Mishap Notification Message

MPA Request Sample Letter

Tab 6: Annual Tour Schedule and Training Matrix (may maintain a computer copy vs. hard copy)