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Transportation

**TRANSPORTATION DOCUMENTATION,
DATA, RECORDS, AND REPORTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AMC/A43D (MSgt Kelly L. Reed)

Certified by: HQ AMC/A4
(Colonel Jeffrey W. Ackerson)

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This volume prescribes procedures for documenting, maintaining, and reporting transportation data for all AMC aerial ports and air terminals. It implements AMCPD 24-1, *Military Airlift*. This volume applies to all active duty, Air National Guard (ANG), US Air Force Reserve (USAFR) units, and all other agencies operating air terminals on behalf of AMC, or utilizing AMC systems for manifesting and In-transit Visibility. This document requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 USC, 8013, Secretary of the Air Force: powers and duties; delegation by, and Executive Orders 9397, 9838, 10450, and 11652. System of records notice F205 AFSCO C, Personnel Security Clearance and Investigative Records, applies.

SUMMARY OF REVISIONS

This interim change (IC) 2004-01 provides guidance for reporting AMC Form 82, Monthly Station Traffic Handling Report through the web. **A bar (|) indicates a revision from the previous edition.**

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Section A—Policy and Procedures

1. General:

1.1. This section contains instructions for maintenance of transportation documents created within the Air Mobility Command (AMC) system. It also covers transportation documents created outside the AMC system pertaining to AMC transportation operations, revenue traffic forms, and documents created for traffic moved by other than AMC Transportation Working Capital Fund (TWCF) aircraft. Guidance for the Global Air Transportation Execution System (GATES), Remote Global Air Transportation Execution System (RGATES), Deployed Global Air Transportation Execution System (DGATES), and Super/Remote Consolidated Aerial Port Subsystems (SRCAPS/RCAPS), are in the GATES and RCAPS user's manuals (UM).

1.2. Transportation documents are forms and documents used in transportation operation to record the receipt, storage, movement, delivery, and other processing of passengers, baggage, cargo, and mail. These documents consist of Department of Defense (DoD), Air Force (AF), AMC, and other forms. In some cases, documented correspondence, locally reproduced documents, other military services forms, or case files of documents related to or used to substantiate transportation forms may be considered as transportation documents.

1.3. All directives in this instruction consider GATES locations synonymous with RGATES and DGATES locations. Unless otherwise specified, those locations are held responsible for compliance with all directives in this instruction.

1.4. This instruction applies to all aspects of Aerial Port/Air Terminal functions and is not intended to be specific to Data Records sections. Aerial Port management will determine best procedures and location for assigned duties specifically identified throughout this instruction.

2. Required Billing Data:

2.1. **Passenger Customer Identification Codes (CIC).** CICs are the basis for passenger travel billing and indicate the service responsible to pay for the travel of that particular duty passenger. Travel authorization for reimbursable space required passenger transportation must cite the chargeable appropriation and CIC approved by the funds certifying official, the full billing address with point of contact and phone numbers, or otherwise provide payment by indicating cash collection or the name and address of a specific organization responsible for reimbursement on a special account handling basis. All monies collected by terminal/gateway personnel will be accounted for on DD Form 1131, **Cash Collection Voucher**, prepared IAW DOD FMR7000.14, Volume 5. Deposit all funds collected with the nearest military finance or disbursing officer or to a bank account designated by the military finance or disbursing officer. Refer to AMCI 24-101 Vol 14, Section F.

2.1.1. **CIC General Guidance.** Passengers routinely arrive at the port with an incomplete CIC, but have all the data in the accounting classification to complete CIC construction. However, CIC construction is not a responsibility inherent to an Aerial Port/Air Terminal

2.2. **Special Account Handling (SAH).** In those cases where passenger orders do not contain a clearly identified CIC, special account handling information is used in lieu of a CIC. Transportation personnel must collect one complete set of travel orders (front and back) with the unique control number included. Enter "A" in the second position of the CIC field, . Attach the travel orders to a copy of the originating manifest and forward to AMC FSS/A8PDB, 402 Scott Dr., Unit 1K1, Scott AFB IL

62225-5311. Documentation can also be scanned and forwarded to:

<mailto:SAH.SUSPENSE@scott.af.mil>. File a copy of the orders as the station copy in the Data Records Section or forward to the designated Revenue Traffic Data Processing Center (RTDPC), or designated records storage facility. Maintain original as the station file copy. Annotate copy of orders with the origin, destination, manifest number, flight number, and Julian date. Ports must send copies of orders to AMC FSS/A8PDB not later than 3 duty days after departure. For more information on approved SAH codes refer to **Table 1**.

2.2.1. In the event a passenger arrives at the passenger terminal without a valid copy of orders, or the nature of the travel is so urgent as to preclude publishing orders, a letter of authorization must accompany the passenger and cite the authority for travel and billing instructions with a fund cite. As a minimum, the letter must be signed by the member's commanding officer and identify the squadron, clear text address, phone number, e-mail address if available, and full line of accounting identifying the organization paying for the travel. Faxed copies of these letters are authorized in the event of an emergency. Do not permit duty passengers to travel if some form of billing documentation and point of contact is not available. Maintain one copy in station file (or at RTDPC) for 1 year active and 1 year non-active, and retire to staging as indicated in paragraph **10**, and **11**, of this instruction. Forward one legible copy to AMC FSS/FMPD, 402 Scott Dr., Unit 1K1, Scott AFB IL 62225-5311.

NOTE: This type of movement is only authorized for emergency situations and is not authorized or intended to replace valid orders. Ports will report suspected abuse from orders issuing agencies to HQ AMC/A43.

2.2.2. In some circumstances passengers will travel using non-billable TACs/CICs. Port commanders must ensure these codes are not misused. Non-billable TACs/CICs are specifically coded so as not to produce a bill and are as follows:

2.2.2.1. Contingency operations where the mission was originated specifically for the purpose of transporting specific cargo or passengers will utilize non-billable TACs/CICs. For cargo enter a four digit TAC of FSAM for an Air Force contingency move. For Passenger movements, you would enter FSAM followed by eleven zeros, creating a 15 digit non-billable CIC. For Army use ASAM, Navy use NSAM, and Marines use MSAM for TACs. For CICs use the same as above and add eleven zeros to complete the CIC. Reference DOD 4500.9-R, Part 2, Appendix O for proper formatting of mobility TCNs. Any airlift capability available for use to move cargo and passengers on an opportune basis after planned mission requirements have been met will be processed and billed as normal revenue generating passenger, cargo, and mail and must be entered with a billable TAC or CIC.

2.2.2.2. Thru-load/In-transit manifesting: If a passenger's travel is terminated, en route, due to mission cancellation, and the passenger was originally manifested to end destination, enter "E" for forward movement to original destination. For example, passenger is manifested from Dover to Bahrain (DOV-BAH), but the mission cancels for maintenance purposes Ramstein AB (RMS). RMS would re-manifest from RMS-BAH with an "E" in the second position of the CIC, as this passenger is thru-load. However, "E" is not be used for connecting flights if the traveler has not reached his/her ultimate destination. For example, passenger intends to travel from DOV to BAH, but no direct flight exists, and passenger is manifested from DOV to RMS and catches another flight from RMS to BAH. Full CICs are used in for both flights (DOV-RMS, and RMS-BAH), as this passenger is merely in-transit at RMS. Do not permit

“E” to be used instead of “A” when CICs are not available, nor is it to be used if the passenger voluntarily changes transportation routing.

2.2.2.3. AMC Mobility Mission Observer (MMO). Passengers designated as AMC MMO have been invited by AMC/CC to accompany AMC aircrew on AMC organic military aircraft. Use of “4MMO 00000000000” is only authorized on AMC organic military aircraft.

2.2.2.4. USAF Academy cadets traveling to/from overseas sponsoring agencies aboard KC-10 aircraft will have the statement: "For travel aboard KC-10 aircraft only, CIC: 8 AFA CADET 000000", in the remarks section of their orders. Cadet travel on other than KC-10 aircraft will require a travel order. Cite the CIC and funding in Block 19.

2.2.2.5. Defense Courier Service personnel may travel under the CIC “MEGP00000000000” under certain circumstances. Refer to AMCI 24-101 Vol 14, *Military Airlift Passenger Service*. For other MEGP transportation refer to AMCI 24-101, Vol 14.

2.2.2.6. Reserve component forces authorized in DoD 4515.13R to travel on DoD controlled aircraft for reserve Inactive Duty Training can be eligible to use an non-billable CIC under certain circumstances. If applicable, port personnel will ensure that the traveler has a travel type code of “NR” and travel priority of “4”, and use one of the following service related CICs:

Army Reserve	2ARE00000000000
Coast Guard Reserve	GCGU00000000000
Marine Reserve	6MRE00000000000
Navy Reserve	3NRE00000000000
Air Force Guard	4AFG00000000000
Army Guard	2AGU00000000000
Air Force Reserve	4AFR00000000000

2.2.2.7. Some missions are funded through O&M, and do not require billable CICs. Passengers traveling on OSA missions will utilize the CIC “OSA00000000000”. Only apply this CIC to those passengers associated directly with the OSA movement. Occasionally passenger terminals receive additional seat releases on OSA aircraft and selects duty passengers for travel. Those additionally selected passengers require billable CICs.

2.2.2.8. Missions transporting cargo and passengers that originate and terminate within the CONUS do not generate revenue for the TWCF. However, the tracking and billing systems require accounting information in order to process these movements. In this case utilize “CTC0” for cargo movements and “CTC00000000000” for passenger movements.

2.3. Cargo, Mail and Defense Courier Service Material Transportation Account Codes (TAC). Cite TACs in the DD Form 1384, **Transportation Control and Movement Document (TCMD)**, authorizing the airlift of space required cargo, mail, or Defense Courier Service material. In the event cargo arrives at the port without a TAC, frustrate to the appropriate service representative (ACA/CSB), or local ITO/TMO for disposition. Additional information on TACs is available at: https://www.daas.dla.mil/tac_inq/tac_menu.html.

Table 1. Transportation Account Codes (TAC).

The first digit of the TAC for movement of cargo identifies the DoD agency responsible for payment of the transportation charge. The following are the most common:		
First Digit	Assignment	Sponsoring Military Department
A	Army	Army
B	Army (MAP)	Army
D	Air Force (MAP)	Air Force
F	Air Force	Air Force
H	Other DoD Agencies (OSD, DCA, NSA, OCD, DNA, DIA, DMA)	Air Force
K	Marine Corps (MAP)	Navy
M	Marine Corps	Navy
N	Navy	Navy
P	Navy (MAP)	Navy
S	DLA	Air Force
T	DoD Contractors	Air Force
Z	Coast Guard	Navy
X	Non-DOD US Government Agencies	Air Force

NOTE: See DoD 4500.9-R *DTR* Volume II *TAC Policy and Procedures, Defense Transportation Regulation-Transportation Account Codes*, for complete list.

a. Assign the following TAC for movement of defense courier material: 0003 Defense Courier Service Material DCSM.

b. The following are unique TACs. This single digit appears in card column (cc) 65 (cc 64, 66, and 67 are blank):

Second Digit (First Digit Blank):

A-Account Handling. Identifies a user without a regular TAC assigned and who reimburses AMC at the government rate (FM web site: https://www.amcfm.scott.af.mil/FM_FMBT.cfm) on a credit basis (applies to passenger/cargo movement).

B-Bumped. Special Assignment Airlift Mission (SAAM) traffic removed from a SAAM flight and provided onward transportation on an AMC channel airlift mission (applies to passenger/cargo movement).

C-Account Handling. Identifies a user who does not have a regular TAC assigned and pays cash to AMC at the government rate (FM web site: https://www.amcfm.scott.af.mil/FM_FMBT.cfm) (applies to passenger/cargo movement).

E-In-transit Account Handling. Identifies a shipment received by a transshipment point not containing an assigned TAC on the inbound manifest

G-Account Handling. Identifies a user not having a regular TAC assigned, and who reimburses at the non-government rate (FM web site: https://www.amcfm.scott.af.mil/FM_FMBT.cfm) on a credit basis (applies to passenger/cargo movement).

J-Account Handling. Identifies a user not having a regular TAC assigned and who pays the non-government rate (FM web site) on a credit basis (applies to passenger/cargo movement).

K-Account Handling. Identifies a user not having a regular TAC assigned and who reimburses at the non-DOD federal agency rate on a credit basis IAW OSD directions (applies to passenger/cargo movement).

L-Account Handling. Identifies a user not having a regular TAC assigned and pays AMC at the non-DOD federal agency rate by paying cash IAW OSD directions (applies to passenger/cargo movement).

N-This code is normally a system-generated code used to signify to port personnel that a CIC or other SAH code is needed. Do not continue processing with this code.

S-Short shipment. Identifies cargo and mail short shipped by the originating station and is re-manifested. Intended to prevent double billing the customer.

2.4. Traffic Without a CIC or TAC or Billing Information. If port personnel are unable to determine the CIC as a minimum, refer to paragraph 2.2. of this regulation. Refer cargo traffic in this category to the appropriate Customer Service Branch (CSB) or appropriate Air Clearance Authority (ACA) for the required TAC.

2.5. Disputed Billing Requests for Documentation to Clear TWCF Suspense. When customers dispute TWCF billing, HQ AMC FSS/FMPD requests original documentation from the originating station, or RTDPC to verify actual traffic movement. Additionally, Special Account Handling and other suspense errors require original documentation in order to clear the TWCF suspense.

2.5.1. In some cases, CICs will not pass edits in ASIFICS and will require the complete accounting code, billing address, or point of contact information as found on the travel orders. HQ AMC will normally send this request directly to the station's Data Records section (or RTDPC in the case of a remote locations) on a periodic basis. When fulfilling these requests from HQ AMC, attach a copy of the travel orders (front, back, and all amendments) to the originating manifest and forward to AMC FSS/A8PDB as listed above for SAH in paragraph 2.2.1. AMC FSS/FMPD may require additional documentation if copies are illegible, incomplete, or not originally received. Documentation is kept on file IAW AFMAN 37-139. Port personnel will make every effort to help eliminate disputed billing. Ports are authorized to scan and send travel orders electronically if the email references the manifest number/reference, mission number and date of departure.

2.5.2. Data Records sections will establish and maintain a CIC Suspense File. When receiving the CIC Suspense Listing from AMC/A8P, ports are encouraged to log the date received and annotate any information specific to the request (i.e. "No orders available" or "Orders missing" or "Mailed on 2 Oct 03"). Port personnel are to make every effort to contact the user to collect a copy of orders if not in the station file. Make an additional copy of the final TWCF manifest and attach copies of requested orders. When all orders for that manifest are collected, package and send to AMC FSS/A8PDB as listed above in paragraph 2.2. of this instruction. The CIC Suspense listing should be aggressively worked.

2.6. **Billing Data Elements:** Billing data elements for cargo are TCN, APOE, APOD, TAC, transportation priority, number of pieces, weight, and cube. Basic billing data elements for passenger movement are CIC, APOE, and APOD (other passenger charges incurred include excess baggage, cash reimbursable travel, meals, etc.). Changes to any of the above mentioned data can result in disputed billing and a possible loss in TWCF revenue.

3. Revenue Traffic Data Processing Centers (RTDPC):

3.1. RTDPCs collect, edit, and transmit movement data to provide reimbursement of airlift funds to the TWCF. The billing process for movement begins when manifests are transmitted to the Airlift Service Industrial Fund Integrated Computer System (ASIFICS) located at Scott AFB, IL, via GATES. Each workday, manifests are run through edits and processed for billing via ASIFICS batch jobs. Each RTDPC is responsible for manifest control and reporting, record storage, oversight of assigned down line stations, to include assisting, training, and site visits to ensure all matters of Data Records type functions are performed at the assigned down line station. The RTDPC ensures the down line station submits cargo and passenger manifests, sends over/short shipment messages, and performs TWCF updates in a timely manner. HQ AMC/A43DB designates RTDPCs and assigns the "parent-child" relationships to ensure proper distribution of RTDPC workloads amongst existing RTDPCs. While the RTDPCs provide this valuable oversight, it does not relieve the down line site of their responsibility to enter data, maintain records IAW AFMAN 37-139, provide a clear audit trail for all transportation movements, and perform other Data Records duties similar to a fixed aerial port.

3.2. Cargo/mail/passenger manifests are transmitted to ASIFICS via GATES /RGATES/DGATES, either directly or via RTDPCs. It is the terminals' responsibility (GATES sites) or RTDPCs (non-GATES sites) to ensure ASIFICS is able to process the manifests. Use Aerial Port Manifest Register (GATES sites) or the Aerial Port Manifest Receipt Control Listing (non-GATES sites). The Aerial Port Manifest Register shows the control number the manifest was approved on from ASIFICS. The Aerial Port Manifest Receipt Control Listing is the actual report that goes to non-GATES sites, showing all manifests approved by ASIFICS. The Aerial Port Manifest Receipt Control Listing report is numbered sequentially. If manifests are created out of sequence, notify HQ AMC/A43D immediately. For non-GATES sites, RTDPCs will complete the Manifest Control Register as determined by local port management. However, port management must ensure a system is in place to fully account for manifest numbers including cancelled manifests. GATES tracks manifests automatically when they are produced within the Aerial Port Manifest Register. Using this register, research all skips in manifest numbers, account for the skips, and reconcile them.

3.3. **Deployed ITV/Contingency/Mobility Reporting:** Many contingency type operations require in-transit visibility (ITV) for a site not previously set up as an operating airfield. The very nature of these sites may create a variety of Data Records type problems due to the high turnover of manning and condition of facilities at these locations. While these airfields currently may not produce billable manifests, the ITV manifest may inadvertently get sent to ASIFICS even if the deployed/contingency site never transmitted the manifest. This creates unreconciled manifests requiring reference documentation in order to provide resolution and a clear audit trail. Additional concerns include but are not limited to over and short shipment processing, surface conveyance, and general database management.

3.3.1. Locations with connectivity capabilities, provided by systems such as DGATES and RGATES, are responsible for transmitting data and maintaining all records and reports required

like normal GATES locations. 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.

3.3.2. Deployed ITV/Contingency/Mobility-type operating sites will report to a local 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, provide a clear audit trail for all transportation movements, and perform other Data Records duties similar to a fixed aerial port. These duties include but are not limited to performing all functions associated with over and short shipment processing, inbound/outbound truck functions, and cargo inventories.

3.4. **Remote Locations Without an Automated System:** Sites without connectivity forward their manifests and transmittal letters to their respective RTDPCs not later than 2 duty days 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 ASIFICS within 2 duty days of receipt. The RTDPC acknowledges receipt of the manifest by returning a copy of the transmittal letter explaining exceptions to the sender.

3.4.1. These remote locations are responsible to forward all traffic documentation annotated on the AMC Form 85, **Aircraft Handled by Type**, to the RTDPC.

Table 2. Daily Manifest Letter of Transmittal.

SAMPLE FORMAT

(REPORTING STATION)

ADDRESS

REPLY TO

DATE

ATTN:

SUBJECT: Daily Manifest Letter of Transmittal Number:

TO:

1. The following manifests were issued for the period 21 Apr 01, 0001Z to 21 Apr 01, 2400Z and are hereby submitted or accounted for:

PASSENGERS	CARGO	MAIL
DB 00650	ZZ 00576	AZ 00600
DC 0651-CX	AA 00577-SM	BA 00601
DD 0652-CX	AB 00578	BC 00603
DE 00653	AC 00579	DE 00605
DF 00654	AD 00580-CX	BF 00606
DH 00656	AE 00581	BG 00607

2. The following manifests were issued but are not submitted on this report for the reasons indicated:

PASSENGERS	CARGO	MAIL
DG 0655-HZ*	ZY 0575-HD*	BB 0602-HD*
	AF 0582-HD*	BD 0604-HZ*

3. Necessary supporting documents (travel orders, shipping documents, etc.,) are sent to HQ AMC FSS/A8PDB by courtesy copy of this correspondence.

1. Travel Orders**

2. Cash Collection Voucher DD 1131**

cc: HQ AMC FSS/A8PDB

* Use list in paragraph 7.5. for explanation of non-submitted, issued manifests

** The attachments listed are illustrative only and may include other supporting travel documents.

3.5. Close all manifests at 2400Z daily, account for them by manifest number, and send a letter of transmittal to the appropriate RTDPCs. Transmittal letters, with attached manifests, are sent to the RTDPC electronically, by ordinary mail or with aircraft destined to the RTDPC. Non-GATES stations record manifests used each day on a transmittal letter and send to their RTDPCs. RCAPS stations without connectivity will use the most expeditious way to send manifest data to the responsible RTDPC. Number transmittal letters consecutively at the beginning of each fiscal year. If acknowledgment of receipt is not received within 30 days after submission, the station of origin initiates follow-up action. Stations reporting to an RTDPC forward two copies each of the transmittal letter and manifests to the designated RTDPC. Send two copies of any special account handling documentation (complete sets of passenger orders, TCMDs, and any other applicable documentation) directly to the RTDPC. Ensure all documentation sent to the RTDPC or HQ AMC FSS/A8PDB is annotated in the margin with the manifest number, manifest reference, and unique control number. GATES and RCAPS stations will send special account handling documentation directly to HQ AMC FSS/A8PDB.

Address:

HQ AMC FSS/A8PDB
402 Scott Dr. unit 1K1
Scott AFB, 62225-5311

3.6. At the end of each month stations designated as RTDPCs, will determine the total number of manifests used by category (cargo, mail, and passenger) and each manifest number not used for TWCF channel traffic movement. These manifest control records are reconciled with those issued at all activities and reported in Section 12 (d) of the RCS: AMC-A43 (M&Q) 7107, Monthly Station Traffic Handling report.

3.7. GATES stations must ensure In-transit Visibility (ITV) by providing the lifting event in GATES no later than 30 minutes after the aircraft departure IAW AMCI 24-101 Vol 23. The Global Decision Support System (GDSS) automatically provides the lift event in GATES during departure of the mission, unless the mission is GATES created. It is the responsibility of the Air Terminal Operations Flight (ATOF) to manually lift GATES-created missions, as GATES will not automatically lift those missions. This includes all manifests entered using the RTDPC function.

3.8. Remote Locations End of Fiscal Year (FY) Manifesting/Reporting: At the end of the fiscal year (30 Sep) all stations ensure aircraft departing after 2400z are assigned manifest numbers reflecting the new fiscal year. Additionally, all ports and air terminals will ensure all current year passenger manifests are marked for TWCF and sent to ASIFICS prior to Oct 15 of the following fiscal year. Stations not reporting to an RTDPC will forward the last sequential manifest number used, by type, directly to HQ AMC FSS/FMPJ prior to 1 Nov of each year. All other stations provide a report to their RTDPC of the last sequential manifest number issued, by type, for the past fiscal year. Also, account for any manifest # used out of sequence by providing disposition instructions (e.g., a station that accidentally generates manifest number 50,000 then resubmits the manifest as number 5,000 will list manifest number 50,000 as out of sequence and resubmitted as number 5,000). This message is sent to the RTDPC NLT 5 Oct and received at the RTDPC NLT 15 Oct of each year. Once the RTDPCs receive this report, it is filed with the corresponding registers on hand for the appropriate down line station. In addition, the RTDPC forwards a compiled report to HQ AMC FSS/FMPJ NLT 1 Nov of each year to include the last manifest used, by type, at the RTDPC.

3.9. Stations not equipped with GATES are required to prepare manifest numbers and references for cargo, mail and passenger movement, and be prepared to present manifest control registers when requested by proper authorities. The manifest register is essential in researching cargo and passenger manifests once they are lifted from the local database. Stations performing aerial port operations must maintain completed manifest control registers for a minimum of 2 years (1 year active and 1 year inactive). Additionally, station file copies of all air manifests (TWCF and non-TWCF) are maintained for 2 years (1 year active and 1 year inactive), and retire to staging as indicated in paragraphs 10. and 11. of this instruction. The RTDPCs print blank registers for their down line stations not having any means of producing one. RTDPCs will send registers NLT 1 Sep for the next fiscal year to their down line stations.

3.10. All locations under the operational control of AMC are required to follow all guidance as listed throughout the remainder of this instruction, in addition to the above guidance.

4. Documentation of Traffic. Traffic is defined as cargo, mail, baggage, or passengers transported on DoD-owned or controlled, or non-DoD aircraft. Document movement as follows:

4.1. TWCF or Opportune Aircraft. Document traffic moved on such aircraft per applicable procedures contained in this instruction, Volumes 9, 11, and 14.

4.2. Aeromedical Evacuation Aircraft. Document patients processed through an AMC passenger terminal IAW this instruction and Volume 14.

4.3. Special Air Mission Aircraft. Document traffic moved on special air mission aircraft operated by the 89 AW IAW this instruction and Volume 9.

4.4. Other than AMC TWCF Aircraft. Manifest cargo, mail, and passengers placed aboard such aircraft IAW this instruction, Volumes 9, 11, and 14. When an AMC mission identifier is not assigned per the general section of the AMC passenger and cargo schedule, ATOF constructs an appropriate AMC mission identifier to manifest and report traffic movement.

4.5. A space available passenger signing up for travel and processed by a terminal IAW AMCI 24-101 Vol 14, is reported as a TWCF passenger on a TWCF manifest regardless of type aircraft (TWCF or non-TWCF) providing the travel.

4.6. When provided a replacement aircraft by a Patriot Express carrier, manifest header information is the same as if the mission operated by the defaulted carrier.

4.7. When the government replaces any aircraft with military aircraft or another commercial carrier, header information reflects the substitute carrier's mission number, name, etc., as if the substitute carrier was the original carrier.

5. Manifest Construction/Registers:

5.1. **Manifest registers.** Manifest registers are used to track manifests sent to ASIFICS, and show when they are approved. They are also used to cross-reference any changes made to manifests if numbers changed due to resubmission. In many cases a manifest may need to be resubmitted to ASIFICS, but cannot be accessed through GATES. Resubmit those manifests with a new manifest number on the same fiscal year register, and cancel the old manifest. For cargo registers, in the remarks column of the register, enter "resubmitted as #---) and enter the resubmitted serial number. On Passenger manifest registers, the user prints the register and hand scribes the resubmitted manifest number.

5.2. Use the following system to ensure standardization of manifest numbering by all stations documenting traffic. Each manifest is identified by station code (station preparing), last digit of the fiscal year, type manifest, and manifest serial number. Use the following codes to identify the type of manifest: P-passenger, C-cargo, and M-mail. There are three types of manifest registers: passenger, cargo/mail, and surface. Number manifests consecutively within each register, starting with the number 00001 at the start of the fiscal year. Manifest numbers and associated manifest references for traffic moved via air, TWCF or non-TWCF traffic, including movement on channel, SAAM, or any opportune flight, is assigned from the single register associated with the type traffic involved (passenger or cargo and mail). Stations maintain separate logs or registers for surface and air manifests.

Table 3. Manifest Construction.

Example: WRI 2C 00001

Station Preparing (McGuire) WRI

Fiscal Year (2002) 2

Type Manifest (Cargo) C

Manifest Serial Number (Consecutive) 00001

5.2.1. GATES automatically creates a manifest register for the user. The Data Records Section reviews this register daily and identifies any inconsistencies. Research any manifest that has a status other than “APPVD” or “VOID” as listed in this instruction, paragraph 7.2., for longer than 7 calendar days. If not resolved after 10 calendar days, open a trouble ticket through the GATES Help Desk. GATES automatically purges the register after three years.

5.2.2. Stations not equipped with GATES are required to maintain manual manifest registers to keep track of manifest numbers and references, and must be prepared to present manifest control registers when requested by proper authorities. The manifest register is used to research cargo and passenger manifests once they are lifted from the local database. Aerial Ports maintain completed air manifest control registers for a minimum of two years (1 year active and 1 year inactive). Non-GATES stations create a manifest register with the following heading as a minimum: Full manifest number, manifest reference, mission number, destination, date sent to ASIFICS or transmittal letter sent to RTDPC, ASIFICS approval date:

5.2.3. During manual manifesting procedures, it is important that the Data Records section, in conjunction with ATOF/Load planning, and the Passenger Terminal determines what sequential number is next. Under normal operating procedures each Data Records Section will maintain and update full passenger and cargo manifest registers daily. However, the load planning element and the Passenger Terminal will maintain their individual registers while under manual procedures. Use last printed automated register in conjunction with AMC Forms 77, **Aircraft Ground Handling Record**, on hand in ATOF, and manifests not forwarded from Load Planning and Passenger Service, to determine the last manifest used. If the next manifest number cannot be easily determined, call the GATES Help Desk for assistance. Manual manifests and registers for cargo and passenger manifests will maintain the same sequential numbering and references inline with the last manifest generated from the automated system used.

Table 4. Manifest Register Construction.

<u>Manifest</u>	<u>Ref</u>	<u>Mission #</u>	<u>Dest</u>	<u>Sent to ASIFICS</u>	<u>ASIFICS Approval date</u>
WRI0C00001	AA	LQP0878E0275	RMS	2 Oct 00	7 Oct 00

5.3. The responsibility for filling out the manifest control register is determined by port management to best fit local conditions. However, port management ensures a system is in place to fully account for manifest numbers including cancelled manifests.

6. End of Fiscal Year Manifesting (Unit):

6.1. At the end of the fiscal year (30 Sep) each station ensures aircraft departing after 2400Z are assigned a manifest number and reference reflecting the new fiscal year.

6.2. All stations not reporting to an RTDPC provide an annual report to HQ AMC FSS/FMPJ of the last manifest number issued, by type, for the past fiscal year NLT 1 Nov. See paragraph 3.8.

7. Manifest Reporting:

7.1. Cargo/Mail/Passenger manifests are transmitted to ASIFICS via GATES, either directly or via RTDPCs. It is the terminals' responsibility (GATES sites) or RTDPCs' (non-GATES sites) to ensure ASIFICS processes the manifests. This is accomplished by using the Aerial Port Manifest Register (GATES sites) or the Aerial Port Manifest Receipt Control Listing (non-GATES sites). Note: Manifests are numbered sequentially. If manifests are created out of sequence notify HQ AMC/A43D immediately.

7.2. **Definitions of ASIFICS Codes:** These codes indicate the status of the manifests within the manifest registers as identified by ASIFICS.

7.2.1. SENT: The manifest was received by GATES and sent to ASIFICS. If the manifest remains in this status for more than seven days, contact the GATES Help Desk. Non-GATES: Same as above.

7.2.2. APPVD: The manifest was accepted and processed by ASIFICS. These approvals are purged automatically after three years through GATES. Non-GATES sites purged after three years.

7.2.3. ERROR: An error is identified. No retransmission is necessary. If still in error status after 15 calendar days, open a trouble ticket through the GATES help desk.

7.2.4. NON-Z: The manifest is out-of-balance (the details do not total up to the header total). The manifest goes to AMC/FSS/FMPCJ for suspense. If assigned non-Z for longer than 15 business days, Data Records personnel must research status through HQ AMC/A43 and open a trouble ticket if applicable.

7.2.5. DUPLICATE: This manifest was previously received and approved. No further action required.

7.2.6. VOID: The manifest number was previously processed by ASIFICS but the manifest data received was amended, possibly due to an over shipment. No action required by the port. Non-GATES: same as above.

7.2.7. CANCELLED: Manifest not used and is cancelled.

7.3. Missing Manifest Report/Unreconciled Manifests. The Missing Manifest report is an ASIFICS generated report listing all manifest numbers not received by ASIFICS from GATES and is available to each station through GATES. Check your GATES User Manual or help screens for details. Likewise, AMC/A43D compiles the Unreconciled Manifest report and transmits via email to port management. The Unreconciled Manifest Report is a listing of manifests on the Missing Manifest listing for longer than 7 days. Normal processing of manifest data between GATES and ASIFICS can take up to 7 days. Data Records sections will focus their attention on the Unreconciled Manifests as normal processing times may extend past the normal 7 day period, indicating a possible problem with the manifest. Data Records cross-references the ASIFICS Missing List with the GATES Manifest Register to determine the status of each manifest and takes action as required. Non-GATES: Retransmit manifests. All stations must cancel manifest numbers that do not represent valid manifests.

7.4. GATES stations lift missions no later than thirty minutes after aircraft departure time. (Normally accomplished automatically during lift of the mission through GDSS). It is the responsibility of the ATOF to manually lift GATES-created missions, as GATES does not automatically lift those missions. Submit all passenger manifests to ASIFICS that are processed from GATES sites no later than 2 duty days after aircraft departure regardless of TWCF status.

7.4.1. When using the RTDPC process to submit manifests, it is important that all missions are lifted in order to maintain database integrity (pay particular attention to GATES-created missions).

7.5. All manifest numbers are listed in numerical sequence, by type. Use the following exception codes to explain non-submission of issued manifests:

7.5.1. CX-manifest cancelled.

7.5.2. SM-manifest used for special mission traffic.

7.5.3. *HD-manifest held for supporting documentation.

7.5.4. *HZ-manifest held due to departure after 2400Z.

7.5.5. NF-manifest used for non-TWCF traffic.

<p>*Manifest numbers coded HD or HZ are listed on subsequent transmittal letters until submitted or cancelled.</p>
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7.6. TWCF Passenger Manifesting. GATES users, to include RGATES and DGATES, must submit TWCF movement data directly to AMC following the procedures below and as listed in the system users manual. All stations not using RGATES/DGATES, and are reporting to an RTDPC, must submit TWCF movement data to their responsible RTDPC for entry into GATES.

7.6.1. Receive flight envelope from Passenger Service and ensure documentation (travel orders, boarding manifest, and space available records, if applicable) is provided for each passenger on the boarding manifest.

7.6.2. All passengers on all manifests will be marked as TWCF and sent to ASIFICS. Do not confuse this with the RCS: AMC-A43(M&Q)7107 reporting requirements for identifying TWCF and non-TWCF flights, as the two requirements are not related. Refer to [Attachment 3](#) for more details on identifying TWCF/non-TWCF missions.

7.6.3. Compare documents manifests, and passenger records for accuracy.

7.6.3.1. Ensure line number, name, rank, travel priority and type, Social Security Number, CIC, and UCN are correct and consistent throughout each line item. For example, do not permit a SAH code of "A" in the CIC field when the travel type code is "OL".

7.6.3.2. GATES stations (including commercial gateways) must correct all errors on each line item and electronically send TWCF passenger data within 2 duty days of lift using procedures outlined in the computer system user manual. Obtain special account handling documents and forward to HQ AMC FSS/A8PDB within 3 duty days of actual time of aircraft departure per paragraph 2.2.

7.6.4. Perform flight imbalance verification if needed depending on system used. Adjust ACL, channel, and perform passenger seat increases or decreases as required.

NOTE: The ACL is never less than duty moved nor adjusted from the original ACL to reflect space available movement. Example: If the ACL is 113 and 115 duty passengers are moved, the ACL is adjusted to 115. Additionally, if an ACL is 354 and 350 passengers are moved, the ACL remains at 354. Only adjust when seats are given to down line stations for duty passengers. This ensures accurate data for flight history reports.

7.6.5. GATES generates a TWCF manifest automatically when the boarding manifest is created. Changes to the original manifest may require the user to cancel the manifest and generate a new TWCF passenger manifest.

7.6.6. Place flight envelope in a suspense file until receipt of manifest receipt control listing from HQ AMC FSS/FMPJ.

7.6.7. Confirm the flight manifest number is approved by ASIFICS by reviewing the passenger manifest register daily. If the manifest is not approved within 10 calendar days open a trouble ticket with the GATES Help Desk.

7.6.8. Ensure movement documents are filed per this volume, paragraphs 10. and 11.

7.6.9. If errors exist on requested TWCF manifests, correct the error and follow the above procedures to submit the data to HQ AMC.

8. Security Classification of Documentation: Generally, transportation documents are not assigned a security classification except when required by competent authority or classified mission directive. Classified documents and forms related to an air movement of security traffic remain classified until destroyed, downgraded, or reclassified per DoD 5200-1-Index, *DoD Index of Security Classification Guides*.

8.1. Accomplish reclassification, downgrading, and declassification of documents per AFI 31-401, *Managing the Information Security Program*, prior to cutoff of documents for retirement or centralization. Classified transportation documents are filed separately as they are created. When classified documents are sent for centralization, storage, or other purposes, provisions of AFI 31-401 relative to transmittal and security of classified files apply.

9. Postal and Courier Service Documents. Copies of Postal Service and Defense Courier Service documents received in connection with transportation documents are filed with the series of transportation documents to which they pertain and disposed of per AFI 37-138, *Records Disposition-Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*.

10. Filing, General: File and maintain transportation documents as prescribed in this volume and dispose of per AFMAN 37-139, *Records Disposition Schedule*, Table 24-2 and **Attachment 5** of this instruction. Close out all documents with a retention period of 1 year or longer at the end of the fiscal year. Cut off passenger and cargo manifest files monthly. Attach all passenger orders to the appropriate passenger manifest. Maintain all air manifests that have not cleared through ASIFICS, regardless of date, unless instructed otherwise by HQ AMC/A43D. All originating air manifests must ultimately be either “APPVD” or “VOID” if used, or cancelled if not used. Maintain consistency in filing plans whether filing electronically, or using hard copy format. Maintain all completed CIC Suspense Listings on file for current fiscal year plus one inactive year, then destroy. Maintain access to all truck manifests (inbound, outbound, land bridge, and surface) for the current fiscal year plus one inactive year, for a total of two fiscal years, and then retire to staging as required below.

10.1. Consolidated Flight Packages (CFP): Due to the need to research past flight information, and occasional direction by higher headquarters to maintain documents indefinitely, AMC must consolidate all source documentation for each mission into a single file per mission, referred to as a Consolidated Flight Package (CFP). Consolidate all acquired documentation into one folder or envelope marked with the mission number. As a minimum, CFPs will contain only 1 copy of each cargo/mail/passenger and Rush Baggage manifest (thruload, originating and terminating complete with all annotations of over and short shipments), the final signed copy of the AMC Form 77, and a copy of each travel order attached to the final TWCF passenger manifest. Additionally, file any source documentation acquired not already in the AMC Form 77, such as pertinent notes specific to mission operations.

10.1.1. All stations performing operations on behalf of AMC, or those using AMC systems for manifesting, must use the CFP filing process effective 1 Oct 03. Individual ports have the option to convert files older than 1 Oct 03 to CFP format to aid in consolidating filing efforts IAW AFI 37-138 *Records Disposition-Procedures and Responsibilities*. When converting older filing systems to the new CFP format, stations should concentrate on consolidating the information on hand, and not try to recreate previously discarded documents (AMC Form 77s, etc.). Regardless of the filing method used, all documentation generated after 1 Sept 2001 identifying inbound and outbound movement via air or surface (to include TDRs) must be retired to the National Archives as permanent records.

10.1.2. Each port must maintain access to the CFP for the active fiscal year plus one inactive for a total of two fiscal years. File each CFP by Julian date beginning with the start of the fiscal year. Continue filing under the date, classifying all missions as Terminating, Originating, or Thruload. For example, file all originating missions on 16 Oct 2002 under the main heading of FY03 289/Originating. In the event that a mission number changes, print the last copy of the AMC IMT 77, and attach to the new mission number. Example, PBP0375EO223 is scheduled to transit EDF, but is re-cut to support PAM0595EA0220. Print an additional copy of the inbound folder of mission “0375” AMC Form 77 and attach to the “0595” AMC Form 77. Terminate the “0375” mission” and file. Maintain CFPs for both missions intact and file separately under appropriate heading, there is no need to completely duplicate all info maintained within the “0375” CFP into the “0595” CFP. At stations with thruload missions maintain one CFP and file all documents for each thruload mission as “Thruload.” For missions that both originate and terminate at the same station (intra-theater, e.g., RMS-TZL-TZR-RMS), consolidate into one CFP and file under “Originating” regardless of the minor mission number change. Take every effort to not duplicate records. Do not separate by TWCF and non-TWCF.

10.1.3. All stations performing port operations will consider CFPs as permanent documents and will retire them to the base staging area after 2 fiscal years IAW guidelines established in AFI 37-138. Stations staging records will be required to answer requests for information based on the *Freedom of Information Act* until the base staging retires these documents to the appropriate National Archives regional center IAW AFMAN 37-139 Table 10-6, rules 1 and 3, and Table 24-2.

10.1.4. Stations generating AMC Forms 68, **Aerial Port Movement Log**, (including deployed sites or austere locations) will maintain the completed and signed AMC Forms 68 and all supporting documentation in lieu of the AMC Form 77, and dispose of them in the same manner as above. Close out AMC Forms 68 every day at 2400Z. Maintain the current and previous fiscal year on station, and forward all remaining data to the base staging area. Unified commands (CENTCOM, PACOM, SOUTHCOM, etc.) will determine which station to forward data when locations have limited storage capabilities. When storage facilities are available maintain all documentation for current plus one inactive fiscal year. Forward all documents older than 2 fiscal years to the base staging area or other area as directed by higher headquarters.

10.2. Deviations from normal storage procedures: Deviations to these disposition instructions must be approved by AMC/A43D. Limitations to manning or storage facilities may prohibit each port from following the above guidelines. The following represent options that each port may use in lieu of normal disposition rules listed above. All ports are authorized to use the option that best meets their needs as long as the records are retrievable when requested.

10.2.1. Filing by Small Units. Small units that create less than two linear feet of documents during a 6-month period may deviate from the standard methods of filing in order to reduce the number of folders and dividers. In those cases, label file drawers to indicate the time periods covered. Also label individual folders to indicate the time periods covered. For example: "Originating, Oct-Mar 03," filed by date. However, all units are to observe the timeframes for maintaining CFPs as prescribed above, and retire documents to the staging area as needed.

10.2.2. Units are permitted the option to electronically scan CFPs into an electronic format (.pdf, .jpg, etc.). Electronic filing will mirror hard copy filing as above, requiring the Data Records section to create the required folders in Windows: all files associated with a mission filed by Julian date beginning with the start of the fiscal year, by destination, type of manifest (TWCF or non-TWCF) and by mission number in that order. Maintain Electronic CFPs (ECFPs) for seven years. Refer to **Figure 1**. for more details on the electronic filing option.

10.2.2.1. Create each ECFP under its own folder using the mission number as the folder name. Create separate folders for passenger and cargo movements for each ECFP. Scan the signed copy of the final manifests using the manifest number as the file name and save under the appropriate folder (cargo manifests filed under the "Cargo" folder, etc.). Do not scan thruload and terminating manifests until all changes are completed to identify bumped, over shipped, and short-shipped cargo. Scan the thruload and terminating manifests, filing and saving the same as above. Scan copies of passenger travel orders and any other acquired source documents (TCMDs, traffic transfer receipts, etc.) and save under the appropriate folder based on type manifest (cargo/passenger). Use the passenger's name as the file name when scanning travel orders. If scanning documents into one file with multiple pages, use the file name "orders.pdf" or "tcmds.pdf." If software or storage limitations prevent a data records section from filing in this manner, then save using file names "orders1.pdf", then "orders2.pdf", etc., and the same for additional types of source documents.

10.2.2.2. Each unit must back-up the ECFP prior to retiring any hard copies to the staging area. Maintain back up copies using an electronic storage media of your choosing (Zip drives, tape drives, Jaz drives, CD, DVDs, etc.) and store separately from source ECFP. Do not rely solely on network or other shared drives to maintain back up data. Ports may have to save back-up files weekly or daily depending on the volume due to the size of the files, and limitations of storage media used. Ports may request deviations to this file plan through AMC/A43D.

10.2.3. Units opting to electronically convert the CFPs may have the option to retire all hard copy CFPs to the staging area early if local policy permits. Units must contact AMC/A43D prior to using this option. Accessibility will be in accordance with the time constraints set forth in this instruction.

10.2.4. Units opting to maintain CFPs in the ports instead of the ECFPs may box the inactive files (previous fiscal years) in the AFI 37-139 approved containers used for retiring to the staging area. Port commanders must ensure adequate protection from the elements for these records at all times.

10.3. Air Manifest Registers: For GATES locations, maintain 1 printed working copy of each register (passenger and cargo) in Data Records. Update daily by printing the last page or pages and attaching to the current registers. Port management will determine the best time to print based on workload, but must be consistent. Use this working copy to determine the last manifest reference used during computer downtimes. For the end of the fiscal year processing, ensure that all manifests are in approved, cancelled, or void status in ASIFICS prior to closing out the manifest register. Close out the manifest register and print the final copy not earlier than 1 Dec and not later than 1 Jan of the following fiscal year. Prepare the final manifest register for staging with CFPs as indicated in paragraph 11. below. File the final copy of the manifest register in box number one retired to the base staging area. Maintain SF 135, **Records Transmittal and Receipt**, at the port until base staging forwards all documentation to the National Archives.

10.4. Truck Manifests and Registers.

10.4.1. Maintain all truck manifests (surface and land bridge, both inbound and outbound) for current fiscal year plus one inactive fiscal year. File manifests sequentially by manifest number and departure date for originating manifests, and by arrival date for terminating manifests.

10.4.2. For GATES locations, print updated pages to the register daily. Port management will determine the best time to print based on workload, but must be consistent. At the end of the fiscal year, print the final copy of the manifest register with all the documented changes. Prepare all truck manifests for staging as listed below, and file one copy of the manifest register in box number one (or next sequential box number if completely filled with the air manifest register) and retire to the base staging area. Maintain SF 135 at the port until documents are retired to the National Archives.

10.5. Transportation Discrepancy Reports (TDR) on Short and Lost Shipments. Maintain TDRs and all supporting documentation to include message traffic for one current fiscal year, and one inactive fiscal year. Forward closed TDRs to base staging and retire as permanent.

10.6. Disposition of Local Reports: Local reports would include any other report found in GATES, (Port Level by Destination, Excessive PHT or SET, Detail Movement Report, cargo inventories, etc.) Maintain local reports for 3 months and then destroy unless directed otherwise below.

10.6.1. Maintain Deleted Records Reports on location for current year plus one inactive fiscal year then retire as permanent.

10.6.2. Maintain section folders (AMC IMTs 229s, 244s, etc.) in their respective sections, for six months, then destroy.

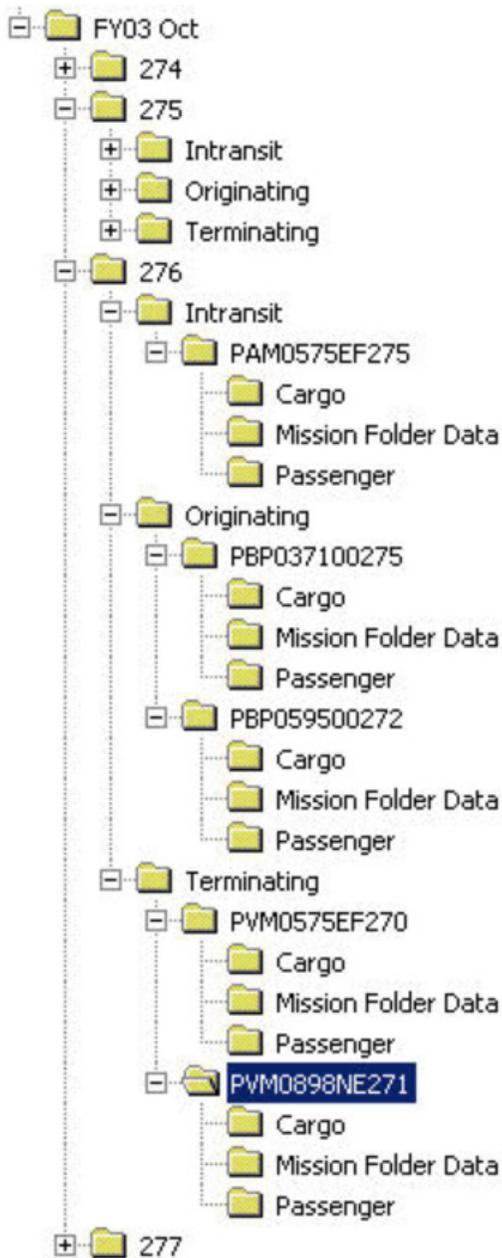
11. Staging/Retirement of Documentation: AFMAN 37-139 *Records Disposition Schedule*, Table 24-2, outlines records disposition for Data Records sections. Prepare Documents for storage IAW AFI 37-138. Pay particular attention to the use of containers specified in AFI 37-138. Do not mix the filing sequence of containers during document transfer. Use SF 135, **Records Transmittal and Receipt**, when retiring documents to the base documentation staging area or when transferring to another activity.

11.1. All documentation eligible for retirement must be staged by 1 April each year. Ports must maintain all SF 135s on location until all documentation for that fiscal year is retired to the National Archives.

11.2. Stage all CFPs listing the CFP file name (mission number) as the complete document on the SF 135. Do not list the manifest numbers or AMC Form 77s separately if in CFP format. Units that elected not to convert post 9/11 files to the new CFP format must list each manifest reference on the SF 135 when preparing documents for staging.

11.3. Units must list each manifest package filed in the AMC Form 68 separately on the SF 135 when preparing forms for staging.

Figure 1. Filing Plan for Electronic Consolidated Flight Package (ECFP)



12. Release of Traffic Records to the Public: Release, access to, or recommendations to withhold traffic records requested under the Freedom of Information Act (FOIA) are processed per DoD 5400.7/AF Sup/AMC Sup 15 Feb 2000, *Freedom of Information Act Program*.

12.1. As appropriate, the transportation representatives at the passenger counter may release the following traffic information:

12.1.1. Eligibility of traffic movement.

12.1.2. AMC schedules.

12.1.3. Route operation as it pertains to scheduled operations.

12.1.4. In-flight lunches, baggage limitations, in-flight comforts and passenger insurance.

NOTE: See AMCI 24-101, Volume 14 for a detailed listing of releasable traffic information.

Section B—Reports

13. General:

13.1. This section contains detailed information for the preparation of transportation reports. Prepare only those reports with a reports control symbol (RCS) or RCS-exempt by provisions of AFI 37-144. Forward recommendations to improve these reports to the HQ AMC functional OPR.

13.2. Transportation reports form the basis for management decisions relative to airlift capability application and in some instances the purchase of commercial augmentation. Therefore, it is imperative reports contain accurate, auditable data. Further, it is essential to submit the reports promptly after cutoff time.

13.3. Sections preparing reports are responsible for the accuracy of data in the reports submitted.

14. Automation in Aerial Ports. Many sections in this chapter describe manual methods of tracking information, in the absence of automation, are proven the best way to do the job. Manual methods are superseded by automated methods if the automated method captures and maintains the same information required by the manual method. For example, if there is a GATES automated report that has the same information as a manual report, the automated report is used. If an automated system generates the same information as a required form, then a printout of that information is maintained as a back up in case of electronic failure, (e.g., maintain a printed copy of the manifest register). Examples of automation include but are not limited to spreadsheets, charts, graphs, and database programs. Likewise, whenever possible send data by e-mail or other electronic means vice postal services. **In all cases, transmit data by the fastest means available without compromising security.**

15. Database Management/Integrity: Database management is vital to rapid processing, accurate portrayal of port levels, and billing data. Data integrity plays a major part in AMC's ability to recover TWCF dollars spent on transportation movements. Port management will ensure the integrity of billing data is never compromised and make every effort to avoid loss of TWCF revenue. Refer to AMCI 24-101 Volume 4 for specific guidelines on database management.

15.1. **Local Reports:** Aggressive management of local reports provides an accurate picture of port levels. Port Operations Officers/Air Terminal Managers will review the following reports as a minimum:

15.1.1. Over/Short shipment Report

15.1.2. Port Level by Destination

15.1.3. Frustrated Cargo

15.1.4. MICAP/Green Sheet/"999"

15.1.5. Excessive PHT or SET

15.1.6. Pallet Listing Report

15.1.7. Manifest Header Summary

15.1.8. Movement Report (Outbound)

15.1.9. Mission Recap

15.1.10. Deleted Records

15.1.11. Detail Movement Report

15.2. Port management must review the Frustrated, Deleted Records, MICAP/Green Sheet/"999", and Excessive PHT or SET reports daily. Port management can view other reports as local policy dictates, but must review at least weekly. Examples of discrepancies to look for are: Incorrect onward modes, excessive PHT hours, wrong PODs, misuse of deleted records, etc. Over/short shipment messages are sent within 3 duty days of receipt for general cargo. Refer to **Table 1.** and **Table 2.** below on additional time constraints on short/lost cargo. Additionally, port management will ensure proper follow-up is provided on SF 361, **Transportation Discrepancy Report (TDR)**. Port management must ensure proper documentation is received to fully account for Over/short shipments.

15.2.1. Other GATES local reports to monitor are the Inbound and Outbound Truck Report and the Inbound and Outbound Mission Report. These reports are extremely helpful to ensure trucks and aircraft are worked in a timely manner and updates to the database are accomplished. Additionally, port management must review cargo inventories to ensure all discrepancies are resolved daily.

15.3. **Deletion of Cargo:** Port management will identify in writing those individuals authorized to delete cargo. Port management will maintain strict controls on the number of individuals authorized to delete cargo, and closely monitor for misuse. Authorization letters are updated every 2 years or sooner if local policy dictates. All cargo deletions are to be properly documented in order to provide a clear audit trail. Print, review and file the report daily. Deletion codes can be found in **Attachment 3.** The Deleted Cargo report in GATES only retrieves cargo deletions occurring during the last 24 hours, making it imperative to pull this report at the same time daily. Port management ensures personnel are available, or a process is in place to run this report daily.

15.4. **Cargo Inventories:** All aerial ports, air terminals, and any other agency performing air transportation activities (see AMCI 24-101, Vol 11) for AMC must perform a physical cargo inventory of all cargo bays and resolve inconsistencies with GATES database inventories. Perform full inventories daily; resolve all discrepancies within 24 hours and forward to port management for review. Port management will follow-up on all discrepancies not resolved within 24 hours. The shift supervisors will sign the inventory to identify all corrective actions are complete. Close out inventory within 24 hours and maintain for 1 month. Local port management will determine the best time to perform the inventory.

16. Over Shipments: Unmanifested air shipments of cargo or mail arriving at an AMC air terminal are considered over shipped. Upon initial notification from the POD, the POE must respond acknowledging the over shipment. Print the over shipment message and attach a copy to the originating manifest. Close over shipments in GATES immediately following response. Adjust the totals of the manifest to reflect the addition of over shipped cargo to that manifest. Pen and ink changes are authorized. Over shipment reports may be printed from GATES and attached to the inbound manifest. In the event the shipment in question was not originating from your stations but was in-transit, file all documentation IAW existing directives to provide a clear audit trail. In all cases, send the over shipment message for general cargo to

the indicated manifesting station within 3 duty days of aircraft arrival advising them of receipt. The station contacted of the discrepancy researches and sends a response back no later than 3 duty days after initial notification. Over shipments are transmitted under the original mission number, for ITV purposes. For Priority Shipments (999, signature service, MICAP/VVIP, REG MAIL) send an over shipment message to the manifesting station within 12 hours of aircraft arrival. The origin manifesting station has 24 hours to respond to the over shipment. Time constraints are applicable to all sites regardless of system used. Messages can be transmitted via telecom or e-mail. If transmission is by telecom, follow-up with hard copy documentation NLT 24 hours after communication.

16.1. **For Non-GATES sites** : Cargo Processing/Aircraft Services Section enters the over shipment into the computer system. The records and reports section checks short shipment files to determine if the shipment was reported as a short shipment. Send the over shipment message for general cargo to the origin manifesting station within 3 duty days of aircraft arrival advising them of receipt and requesting a manifest number to properly record the shipment. The station contacted of the discrepancy researches and sends a response back no later than 3 duty days after initial notification. Over shipments are transmitted under the original mission number, for ITV purposes. For Priority Shipments (999, signature service, MICAP/VVIP, REG MAIL) send an over shipment message within 12 hours of aircraft arrival.

16.2. If the Over shipment occurred between Non-GATES to GATES site: Upon initial notification from the GATES site, the non-GATES site deletes the TCN with the code Y (no longer on hand at the port). The non-GATES site attaches the over shipment message to the applicable manifest the shipment was over shipped on for audit trail purposes.

16.3. If the Over shipment occurred from a GATES to a Non-GATES site: Upon initial notification from the non-GATES site, the GATES site Data Records Section accesses the Cargo Data Management menu's "Over/Short Inbound Messages" window in GATES. Continue to the "Activities" window then click on "Report Over shipment" to complete over ship actions to a non-GATES site.

16.4. If the Over shipment occurred between GATES sites: Upon identification of over shipped cargo the APOD enters the over shipment in GATES while in-checking cargo on the mission upon which it arrived. The APOD ensures that over shipped cargo is attached to the appropriate manifest . The over shipping activity is not used in lieu of a manifest. If a mission arrives without a manifest, contact that station to coordinate manifesting efforts. All inbound manifests are finalized and closed NLT 3 calendar days after ATA. Notify the POE of over shipment actions via telecommunication, with hard copy documentation to follow, or using e-mail.

Table 5. Over shipment Report Format.

UNCLASSIFIED

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UNCLAS

SUBJ: OVER SHIPMENT REPORT.

REPORTING OVER SHIPMENT ON MISSION _____,

AIRCRAFT TYPE _____, AIRCRAFT NUMBER _____,

MANIFEST NUMBER _____.

TCN	PCS	WT	CU	CONSIGNOR	CONSIGNEE
FB3020009042O1XXX	1	40	5	FB3020	FB4816
F2487051624O1OBXX	3	350	12	FB4418	FB5030
FY523001O1X222XXA	2	40	2	FY5230	FY4050

REQUEST MANIFEST NUMBER AND REFERENCE.

NOTE: FOR PERSONAL PROPERTY SHIPMENTS (HHG & U/B), FURNISH INDIVIDUAL'S NAME AND RANK IMMEDIATELY BELOW THE TCN LINE.

NOTE: PLT ID/LSS COLUMN IS OPTIONAL.

UNCLASSIFIED

NOTE: Messages accomplished through GATES are routed to all down line stations to which the mission was destined. All stations must track and trace all shipment(s) on messages to validate if the shipment(s) originated or transited their site, and take appropriate action by replying to the originator of the message.

17. Shipments Received and In-checked But Not Located in the Terminal: For shipments in-checked and not located in the terminal, follow these instructions: Perform a thorough physical inventory of the terminal complex and perform a "Track and Trace" in GATES. Contact the consignee to confirm receipt or non-receipt. Initiate tracer action. If completed tracer action fails to locate the shipment within 10 days, consider the shipment pilfered. Air terminal management will notify Security Forces. If Security Forces investigation does not locate the shipment within 15 days, air terminal management initiates SF 361 in triplicate. Annotate the SF 361 in the remark section with the following statement: "Shipment cannot be located in the AMC system. Shipment is considered pilfered and investigations are continuing. Process this document IAW DOD 4500.9-R, Defense Transportation Regulation Part II, Cargo Movement. If shipment is subsequently located, all concerned will be notified." Send the original copy of the TDR and duplicate copies of supporting documents to the consignee and one copy to the secu-

rity police. File the remaining TDR copy, with original supporting documents in the pilfered shipment files. If Security Forces are unable to perform the investigation or cannot continue investigation efforts, annotate the SF 361 in the remark section with this statement: "Shipment cannot be located in the AMC system, and has been reported to Security Forces for investigation for possible pilferage. Security Forces are unable to continue investigation efforts at this time."

Table 6. Shipments Received And In-Checked But Not Located In The Terminal (Can't Locate).

TYPE SHIPMENT	ACTION TAKEN	TIME FRAME	REFERENCE	COMMENTS
All shipments	Perform a thorough physical inventory of the entire terminal complex	Within 12 hours of identification of "Can't Locate"		Run Track and Trace in GATES and attach to inventory
	Contact the consignee to confirm receipt or non-receipt	Within 12 hours of physical inventory		
	Initiate tracer action	Within 24 hours of confirmation of non-receipt		If tracer action fails to locate shipment within 10 days consider the shipment "pilfered"
	Air Terminal Management will notify Security Forces.	10 days after initiating tracer action		
	If Security Forces investigation does not locate the shipment air terminal management initiates TDR in triplicate	15 days after Security Forces fails to locate shipment	DOD 4500.9R, DTR Part II.	

18. Short shipments: Manifested air shipments of cargo or mail not located upon air cargo in-checking are considered short shipped cargo. Circle the prime/trailer data on the manifest and hand scribe "S/S" in the right hand margin of the manifest. However, manifest totals must be changed on the hard copy inbound manifest. Correct the pieces, weight, and cube and annotate on the last page of the inbound manifest. Attach over and short messages to the manifesting station's hard copy for audit trail purposes. Correct weight and cube on the manifest header line to reflect new totals. Additionally, cargo manifest registers reflect the corrected weights and cube. Time frames for reporting and responding to short shipment messages apply to all stations regardless of type system used.

NOTE: It is never permissible for stations to circumvent the short shipment process by not in-checking cargo and leaving the manifest open. All inbound cargo must be accounted for and manifest closed no later than 18 hours from ATA.

18.1. Short shipment Processing and Tracking: The Data Records Section checks to determine if the shipment was received on a prior mission. GATES/RGATES sites will use the automated Over/Short Message Log provided to cross-reference lost or short shipments with over shipments. At non-mechanized or RCAPS sites, the Data Records Section develops a logbook for cross-referencing lost or short shipments with the following headings (at a minimum):

18.1.1. Case number-Your unit designator followed by a 4-digit sequential number, i.e., FB4427-0001. Begin case numbers at 0001 at the beginning of each fiscal year.

18.1.2. First Message Action Date Time Group (DTG)-Enter the message DTG of the first tracer request.

18.1.3. Second Message Action-If applicable, enter the message DTG of the second tracer request.

18.1.4. Request for Information TDR-Enter the DTG of the receipt/non-receipt message sent to the consignee.

18.1.5. Disposition-Enter final disposition of shipment, e.g., received at consignee

18.2. Priority Shipments Short shipped: Send short shipment reports for signature service, perishable cargo, registered mail, and MICAP/VVIP shipments by immediate message within 12 hours of aircraft arrival. All stations must research and respond to short shipment reports within 24 hours. Reporting stations initiate second message action within 36 hours if addressees fail to respond.

18.3. General Cargo Short shipped: For all other short shipments, send reports within 3 duty days of aircraft arrival to the APOE shown in the manifest TCMD line item. Failure to send the message within the time allotted can result in loss to the TWCF, and could require extensive help from the GATES Helpdesk in order to resolve. Send the short shipment message to the manifesting station, each en route stop of the aircraft (including postal activities for registered mail), and final destination of aircraft, if applicable. Send replies to the station initiating the report no later than 3 duty days after receipt of short shipment notification. The GATES over/short message function automatically assigns case numbers when transmitting a message. The station reporting the short shipment initiates Second Message Action within 5 days should addressees fail to respond. If the shipment is still unaccounted for after 10 calendar days of initial discrepancy, initiate Request For Information Action using the SF 361, **Transportation Discrepancy Report (TDR)** filled out in accordance with *DOD 4500.9-R, Defense Transportation Regulation Part II, Cargo Movement* and send to the consignee. In Part I of the SF 361 check the block with the words "Request for Information" to inquire for receipt/non-receipt of shipment. Enter the following remarks in Block 30 of the SF 361: "Shipment was manifested to this destination, but never arrived at this facility. Request delivery information on shipment(s) per DOD 4500.9-R. Forward your replies to this activity within 5 duty days of receipt. Acceptable replies are via fax, e-mail, or phone". Enter a point of contact to include e-mail, phone, and/or fax number in block 30 of the SF 361.

Table 7. Short shipment Report Format.

UNCLASSIFIED					
01 01 PP UUUU					
UNCLAS					
SUBJ: SHORT SHIPMENT REPORT.					
REPORTING SHORT SHIPMENT ON MISSION ----- AIRCRAFT TYPE: -----					
AIRCRAFT NUMBER: -----, MANIFEST NUMBER:-----					
TCN	PCS	WT	CU	CONSIGNOR	CONSIGNEE
FB302000904201XXX	1	240	5	FB3020	FB4816
F248705162401BXX	3	350	12	FB4418	FB5030
FY523001OIX222XXA	1	40	2	FY5230	FY4050
REQUEST SEARCH AND ADVISE.					
NOTE: FOR PERSONAL PROPERTY (HHG & U/B), FURNISH INDIVIDUAL'S NAME AND RANK IMMEDIATELY BELOW THE TCN LINE.					
UNCLASSIFIED					

Table 8. Short/Lost Shipment.

Use the automated logbook provided to cross-reference at GATES/RGATES sites.				
TYPE SHIPMENT	ACTION TAKEN	TIME FRAME	REFERENCE	COMMENTS
PRIORITY SHIPMENTS TO INCLUDE: Signature service, registered mail, perishable cargo and MICAP/VVIP	Send Short shipment Report by immediate message to shipper and each en route stop of the aircraft.	Within 12 hours after aircraft arrival		Send registered mail messages to postal activities
	Addressees must respond to short shipment message	Within 24 hours of receipt of message		
	Initiate 2 nd message action if addressees fail to respond	Within 36 hours after aircraft arrival		
	Initiate TDR SF 361 (ref #1)	Within 7 days of aircraft arrival	1. DOD 4500.90-R DTR part II 2. AFJMAN 23-215	Reg mail requires use of Report of Discrepancy SF 364 (ref #2)
GENERAL CARGO and ORDINARY MAIL	Send Short shipment Report message to shipper and each en route stop of the aircraft.	Within 3 duty days of aircraft arrival at APOE shown in manifest TCMD line item		Additionally, send mail messages to postal activities
	If applicable send replies to the station initiating the report.	Within 3 duty days after receipt of short shipment notification		
	Initiate 2 nd message	Within 5 days		Only if addressees fail to respond
GENERAL CARGO	If shipment is still unaccounted for, initiate TDR (SF 361) and send to the consignee (except mail shipments)	10 days after aircraft arrival	DOD 4500.9-R, DTR Part II	In part I of the TDR, check the block with the words "REQUEST FOR INFORMATION" (RFI TDR)
MAIL SHORT SHIPMENTS	Initiate Report of Discrepancy SF 364	10 days after aircraft arrival	AFJMAN 23-215	

Use the automated logbook provided to cross-reference at GATES/RGATES sites.				
TYPE SHIPMENT	ACTION TAKEN	TIME FRAME	REFERENCE	COMMENTS
All Short shipments	Clear short shipment in GATES using the appropriate deletion codes as required	Within 24 hours after receipt of RFI TDR		
All lost cargo	Initiate TDR (SF 361) for final disposition	Within 30 days after aircraft arrival		The station originating the tracer action initiates TDR in duplicate

19. Lost Procedures: When researching short shipments and a Request For Information Action using a SF 361 to the consignee fails to locate a shipment in the AMC system within 30 calendar days, it is considered a lost shipment. The station originating the tracer action will initiate a SF 361 for final disposition. The TDR is completed in triplicate. Copy one and duplicate copies of supporting documents will be mailed to the consignee. The second copy and original supporting documents will be retained for station files. Include a statement in the remarks block that the consignee confirms non-receipt, in addition to the following statement: (Reference the case number, etc.). "Shipment could not be located in the AMC system and has been declared lost. Use these documents to support any claim for reimbursement of unearned transportation charges. However, actions should be taken through supply channels to locate lost shipment prior to submitting claim." In those instances where a case file has been initiated and cargo cannot be located, once the APOD submits the SF 361 and closes the case file, send a formal notification message with a copy of the SF 361 to the manifesting station. This formal notification message can be electronic or hard copy. At GATES sites, once the manifesting station receives the SF 361, remove the cargo from FRA status by deleting the shipment using delete code DLF (Cargo Lost). Maintain all documentation on file IAW existing directives to provide a clear audit trail. Non-mechanized or RCAPS/RGATES sites must follow the same procedures. Refer to [Table 2](#).

NOTE: Arbitrary deletion of cargo without proper documentation is never authorized and could be cause for investigation for possible pilferage through audit agencies and or security forces. Port operations officers must be extremely proactive in ensuring they receive needed documentation, and forward non-compliance through their respective chain of command.

Table 9. Instructions for Completing SF 361 IAW DOD 4500.9-R DEFENSE TRANSPORTATION REGULATION PART 2 (DTR 2) Cargo Movement Chapter 210 TRANSPORTATION DISCREPANCY REPORTING (TDR).

A. Documents and their use

SF 361 will be used to notify or confirm notification to carriers of problems with shipments. Request for Information (RFI) must be issued to the carrier for every documented transportation discrepancy. This applies to all U.S. commercial carriers, as well as AMC.

B. Reporting Guidelines

Reporting Discrepancy

Consignee will provide a copy of RFI to the carrier within (seven) days of discovery.

C. Reporting Requirements

1. Responding to the advisory or RFI Message.

Response is required within 10 calendar days of the date the discrepancy was reported if classified or protected. Within 50 calendar days for non-classified, non-protected. Negative reply is required.

2. Unanswered Advisory and RFI Messages

If a response is not received on time, the Transportation Officer (TO) will send a “Non-Response” message to remind the action addresses that a reply is mandatory. See para F-4 for info on message format and where message is to be sent.

3. Guidance for Completing the TDR (SF 361)

If AMC is responsible for the discrepancy, fill out blocks 1 through 28 and 30 – 31. Data for blocks 10, 14, 17 and 19 may not be available.

4. Assembling the TDR Package.

The SF 361 is the source document for claim action against the carrier and, dependent on service or agency policy, for item manager to reissue material, issues credits, or provide disposition and repair instructions.

NOTE: If AMC is responsible for the discrepancy, no supporting documents are required. See para F-8 on supporting documents.

1. SF 361 will be used to notify or confirm notification to carriers of problems with shipments. RFI must be issued to the carrier for every documented transportation discrepancy per DOD 4500.9-R Defense Transportation Regulation Part 2 (DTR 2), Cargo Movement, Chapter 210, Transportation Discrepancy Reporting (TDR). This applies to all U.S. commercial carriers, as well as AMC.

2. Consignees will provide a copy of RFI to the carrier within (seven) days of discovery. Response is required within 10 calendar days of the date the discrepancy was reported if classified or protected. Within 50 calendar days for non-classified, non-protected. Negative reply is required.

a. If a response is not received on time, the Transportation Officer (TO) will send a “Non-Response” message to remind the action addressees that a reply is mandatory. See para F-4 for info on message format and where message is to be sent.

3. Completing the TDR (SF 361). If AMC is responsible for the discrepancy, fill out blocks 1 through 28 and 30 – 31. Data for blocks 10, 14, 17 and 19 may not be available.

4. Assembling the TDR Package. The SF 361 is the source document for claim action against the carrier and, dependent on service or agency policy, for item manager to reissue material, issue credits, or provide disposition and repair instructions.

NOTE: If AMC is responsible for the discrepancy, no supporting documents are required. See para F-8 on supporting documents.

20. AMC Form 56, Re-handled Workload. AMC Form 56 is designed to provide management of both the ATOF and Air Freight sections with an overview of the re-handled workload for their respective sections. Additionally, it is one of the source documents for RCS: AMC-A43 (M&Q) 7107 report. The source document for completing AMC Form 56 is AMC Form 77, **Aircraft Ground Handling Record**; or AMC Form 68, **Aerial Port Movement Log**. Re-handled workload data is found in the remarks section of AMC Form 77 or the remarks section of AMC Form 68. The control function within each work center ensures all information recorded on AMC Form 56 is accurate and properly completed. All entries marked on AMC Form 56 are legibly written in ink, pencil, or typed. Leave blank any block not requiring an entry.

20.1. At the end of each month, information control will forward the completed AMC Form 56 to the OIC or Superintendent of ATOF for review. Likewise, the controlling functions within Air Freight (e.g., ramp control, warehouse control, etc.) will forward the completed AMC Forms 56 to the OIC or Superintendent of Air Freight for review. After reviewing and authenticating all AMC Forms 56, the OIC/Superintendent will forward them to Data Records for inclusion in the RCS: AMC-A43 (M&Q) 7107 report. All AMC Forms 56 are attached to/filed with the station file copy of the RCS: AMC-A43 (M&Q) 7107 report.

20.2. ATOF. When aircraft are re-handled, information control completes AMC Form 56, as appropriate, to reflect this additional workload. Re-handled aircraft workload is defined as those aircraft re-handled due to requirement changes outside the control of the air terminal. Examples include extended delays (delays 24 hours or greater), reroutes, load changes, or aircraft swaps resulting in the re-accomplishment of any previously completed ATOF action, excluding the information control function. Note that disseminating information to subordinate work centers, to include Estimated Time In Commission (ETIC) changes, departure time changes, and all other mission status updates is not considered re-handled work; it is part of the information control function and is inherent in working an aircraft mission. Additionally, do not count cancelled or diverted missions as re-handled aircraft because this workload is reported in a separate column on the 7107 report. Note that ATOF reports on its own re-handling actions and does not report re-handles for other aerial port functions (e.g., Passenger Service, Air Freight, etc.) ATOF will fill out the form for the following reasons:

20.2.1. A load plan is re-accomplished (one rehandle per re-accomplished load plan).

20.2.2. An ATOF representative is required to make additional trips to an aircraft to coordinate/control subordinate work center actions during extended delays, mission reroutes, or load or aircraft swaps (one re-handle for each mission essential trip). Note that trips by the ramp controller or ATOF duty officer/NCO to check aircraft configurations, obtain required paperwork, coordinate with the aircrew, or in any other way coordinate/monitor routine aircraft loading and servicing operations do not constitute an aircraft rehandle.

20.3. Air Freight. When cargo is re-handled, the affected work center's control function completes AMC Form 56, as appropriate, to reflect this additional workload. Re-handled cargo workload is

defined as cargo that is re-handled due to requirement changes outside the control of the air terminal. Examples include aborts, delays, cancellations, reroutes, or aircraft swaps that result in re-accomplishment of any one of the Air Freight functions listed on AMC Form 56. Air Freight fills out the form for the following reasons:

- 20.3.1. Cargo is bumped from a flight.
 - 20.3.2. A properly load-planned load is re-sequenced to meet loadmaster approval (one reprocess).
 - 20.3.3. Cargo is transferred from one aircraft to another (one offload and one on-load).
 - 20.3.4. Cargo is downloaded from a cancelled mission (one download. Account for upload on AMC Form 56 only if not accounted for on AMC Form 77 or AMC Form 68).
 - 20.3.5. Pallets are reconfigured due to Opportune Airlift (one reprocess).
 - 20.3.6. Cargo is frustrated to ACA/CSB (one reprocess). Note: Do not include frustrating for the following codes: FRB, FRC, FRH, FRU, and FRP.
 - 20.3.7. A cargo load is switched (one offload and one on-load).
 - 20.3.8. Loads are returned to storage locations after mission changes (one reprocess).
 - 20.3.9. Pre-built pallets (e.g., ALOC, NAVCON, Code J) arrived improperly configured and are reconfigured by aerial port personnel.
 - 20.3.10. Cargo requiring re-icing more than one time. First re-icing is considered normal business practice, however if cargo remains at any port long enough to require additional re-icings, count as one reprocess for each additional re-icing.
- 20.4. Filling out the AMC Form 56. Use the following instructions when completing AMC Form 56. ATOF and Air Freight use separate forms to record their respective re-handled workload.
- 20.4.1. Authentication (Signed): Requires a review/validation and signature of the appropriate OIC/Superintendent of ATOF and Air Freight for re-handled aircraft workload.
 - 20.4.2. Date: See below
 - 20.4.2.1. From: Enter the day, month and year.
 - 20.4.2.2. To: Enter the day, month, and year.
 - 20.4.3. Page _____ of _____ pages: self-explanatory.
 - 20.4.4. Mission number/call sign: Enter the 12-position mission number (e.g., PQC T657Y0186). Enter the call sign when used in lieu of the 12-position mission number.
 - 20.4.5. Aircraft Type/Number: C-17, B-747, DC-10, etc.
 - 20.4.6. Cargo re-handled: This section applies only to work centers within the Air Freight function. Complete as follows using gross weights throughout:
 - 20.4.6.1. Pounds Offloaded: Enter the gross weight of cargo offloaded.
 - 20.4.6.2. Pounds On-loaded: Enter the gross weight of cargo on-loaded.
 - 20.4.6.3. Pounds Reprocessed: Enter the gross weight of cargo reprocessed (e.g., load re-sequence, pallet reconfiguration, frustrated cargo, etc.). **NOTE:** ATOF disregards these

entries

20.4.7. Aircraft Re-handled: This section applies only to ATOF. Air Freight disregards this entry. Enter the number of re-handled actions performed for each mission.

20.4.8. Affected Work Center: Enter the work center performing the re-handled work. ATOF completes for all ATOF work centers (i.e., load planning and ramp control) while Air Freight completes for all Air Freight work centers (e.g., cargo processing, ramp, special handling, etc.).

20.4.9. Reason for Re-handling: State reasons for task indicated. Do not omit this item. Provide rationale for all re-handle actions. Attach a continuation page if you can't provide complete rationale in the space provided.

21. AMC Form 65, Aircraft Re-serviced Workload: AMC Form 65 is designed to provide Fleet Service management with an overview of their re-servicing workload. Additionally, it is one of the source documents for RCS: AMC-A43 (M&Q) 7107 report. The source document for completing AMC Form 65 is AMC Form 244, **Fleet Service Arrival/Departure Worksheet Authority**. Find re-handled workload data in the remarks section of AMC Form 244. Fleet dispatch ensures all information recorded on the form is accurate and properly completed. All entries marked on AMC Form 65 are legibly written in ink, pencil, or typed. Leave blank any block not requiring an entry.

21.1. At the end of each month, the fleet dispatch section forwards the completed AMC Form 65 to the Superintendent of Fleet Service for review. After reviewing and authenticating AMC Form 65, the superintendent forwards it to data records for inclusion in the RCS: AMC-A43 (M&Q) 7107 report. All AMC Forms 65 are attached to/filed with the station file copy of the RCS: AMC-A43 (M&Q) 7107 report.

21.2. When aircraft are re-serviced (latrine/air transportable galley/lavatory (ATGL) re-serviced, re-cleaning of aircraft, adding or removing meals and/or crew supplies), fleet dispatch completes AMC Form 65, as appropriate, to reflect this additional workload. Re-serviced aircraft workload is defined as those aircraft that are re-serviced due to requirement changes outside the control of the air terminal (i.e. aborts, delays, cancellations, reroutes, or aircraft swaps that result in the re-accomplishment of any one of the fleet service functions listed on AMC Form 65). You may not take credit for situations when ATOF failed to walk the aircraft and miscalculated the configuration or the load or Passenger Service processed too many or too few passengers. Likewise, re-servicing caused by incomplete pre-fleet, fleet, final fleet, or de-fleeting of an aircraft is not counted as re-handled workload. Fill out the form for the following reasons:

21.2.1. Latrine on aircraft scheduled for an operational mission is drained/filled due to maintenance requirements during aircraft generation. Draining and filling counts as a total of one aircraft re-serviced.

21.2.2. An ATGL is re-serviced due to use by non-aerial port personnel between pre-fleet and aircraft departure. Re-servicing due to incomplete pre-fleeting of an aircraft does not constitute re-servicing workload. Take credit for one aircraft re-serviced. Document reasons thoroughly on both AMC Form 65 and AMC Form 244 and up-channel information immediately to the aerial port operations officer.

21.2.3. An ATGL was on/offloaded to/from an aircraft (one aircraft re-serviced).

- 21.2.4. An aircraft interior is re-cleaned due to refuse left by other than aerial port personnel (one aircraft re-serviced). Do not take credit for re-servicing when the reason is incomplete pre-fleet-ing.
- 21.2.5. Extra service was provided after final fleet servicing to bump or add passenger meals or deliver additional supplies requested by aircrew (one aircraft re-serviced). No credit is taken for additional trips caused by incomplete final fleet servicing.
- 21.2.6. The original aircraft was de-fleeted after a tail swap (one aircraft re-serviced).
- 21.3. Use the following instructions when completing AMC Form 65:
- 21.3.1. Date Prepared: Enter the day, month, and year the form was finalized for that month.
- 21.3.2. Month Reporting: Enter the month and year
- 21.3.3. Page _____ of _____ Pages: Self-explanatory.
- 21.3.4. Authentication (Signed): Requires the fleet service superintendent signature.
- 21.3.5. Aircraft Type/Tail Number: C-17, B-747, DC-10, etc./tail number self-explanatory.
- 21.3.6. Mission Number/Call Sign: See below
- 21.3.6.1. Mission Number: Enter the 12-position mission number (e.g., PQC T657Y0186).
- 21.3.6.2. Call Sign: Enter the call sign when used in lieu of the 12-position mission number.
- 21.3.7. Aircraft Cleaned: Enter the number of times the aircraft interior was cleaned (only major re-cleaning).
- 21.3.8. Latrine Service: Enter the number of times the latrine was re-serviced.
- 21.3.9. ATGL: See below
- 21.3.9.1. Galley Cleaned: Enter the number of times the galley was cleaned (only major re-cleaning).
- 21.3.9.2. On/Off-loaded: Enter the number of times an ATGL was on/offloaded.
- 21.3.9.3. Water System Sanitized: Enter the number of times the system required re-servicing.
- 21.3.10. Meals Delivered: Enter the number of times additional meals and/or crew supplies were delivered.
- 21.3.11. Potable Water Service: Enter the number of times the aircraft was reserviced.
- 21.3.12. Remarks. State reasons for tasks indicated. Do not omit this item. Rationale must be provided for all re-servicing actions. Attach a continuation page if you can't provide complete rationale in the space provided.

Criteria for Rehandle Log									
Rehandle Reason	Fleet			Passenger Service			Cargo/Special Handling	Ramp	
	Re-service	On	Off	Reproc	On	Off	Reproc	On	Off
ATGL Re-serviced (21.2.2.)	1								
ATGL Reloaded (21.2.3.)	1								
AC Re-cleaned (21.2.4.)	1								
Meals (21.2.5.)	1	1	1						
Re-ice cargo (20.3.10.)							1		
S/H cargo requiring re-entry on logs *							1		

NOTE: “*” Pertains to special cargo that needs to be reentered on a log such as an AMC Form 214, **Security Cage Log and Inventory**, or Reefer/Freezer logs. Count this weight twice, (once for re-handling cargo and once for reentering cargo on log). This table is not all-inclusive, but does provide guidance for most common situations. Corresponding paragraphs in this instruction are provided in parenthesis on items requiring more clarification.

22. AMC Form 85, Aircraft Handled by Type. The AMC Form 85 is used by records and reports personnel to record all aircraft reported on the RCS: AMC-A43 (M&Q) 7107, Station Traffic Handling Report, section IV. Annotate AMC Form 85 each day of the month even though no aircraft were handled during the 24-hour reporting period. Use AMC Form 77, **Aircraft Ground Handling Record**, and AMC Form 68 as source documents for completing AMC Form 85. The period of the report will be from 0001 to 2400 GMT. At the end of each operating month, tally AMC Forms 85 for inclusion in RCS: AMC-A43 (M&Q) 7107 report. Count all TWCF and non-TWCF aircraft handled (for which AMC Forms 68 and AMC Forms 77 are accomplished), originating, terminating, or both.

Examples:

Count aircraft that arrive at home station as one terminating.

Count aircraft transiting a station as one terminating and one originating.

Aircraft departing from home station are counted as one originating.

All local training missions are counted as originating on outbound and terminating on inbound.

Count local training missions as Non-TWCF aircraft.

NOTE: Categorize all aircraft as TWCF or non-TWCF. TWCF aircraft are identified by the first three letters of the basic mission number prefix as outlined in the general section to the AMC passenger and cargo schedule. Non-TWCF aircraft are all other aircraft not reported as TWCF. Record AMC C-9 aircraft and 89 AW SAM aircraft as non-TWCF and the total recorded in the non-TWCF aircraft column under RCS 7107, Section IV, Aircraft Handled by Type. When counting in-transit aircraft, do so the day of departure. GATES and ASIFICS requirements create a need to sequentially account for all manifests regardless of TWCF status. Do not confuse this requirement with the initiative to mark all passenger manifests to TWCF and send to ASIFICS.

Example: A TWCF C-17 arrives at DOV on 130JD with a manifested on-load on day 132. This is annotated or counted as one originating, one terminating on day 132 for RCS 7107 purposes. Aircraft are not counted more than twice. AMC Forms 68 and AMC Forms 77 are prepared and credit taken for all aircraft diverted or cancelled when setup coordination is made. Prepare AMC Form 68 to take credit for exercise missions not covered by AMC Form 77.

23. AMC Form 108, Passenger Re-handled Workload. AMC Form 108 is designed to provide Passenger Service management with an overview of their re-handled passenger workload. Additionally, it is one of the source documents for RCS: AMC-A43 (M&Q) 7107 report. The source document for completing AMC Form 108 is AMC Form 229, **Passenger Service Flight Folder**. Re-handled workload data is found in the outbound remarks section of AMC Form 229. Passenger Dispatch ensures all information recorded on the form is accurate and properly completed. All entries marked on AMC Form 108 are legibly written in ink or pencil, or typed. Leave blank any block not requiring an entry.

23.1. At the end of each month, the passenger dispatch section forwards the completed AMC Form 108 to the OIC or Superintendent of Passenger Service for review. After reviewing and authenticating AMC Form 108, the OIC/Superintendent forwards it to Data Records for inclusion in the RCS: AMC-A43 (M&Q) 7107 report. AMC Forms 108 are attached to/filed with the station file copy of the RCS: AMC-A43 (M&Q) 7107 report.

23.2. When passengers are re-handled (re-transported, offloaded, re-antihijacked, re-manifested, re-re-boarded, or reprocessed) dispatch completes AMC Form 108, as appropriate, to reflect this addi-

tional workload. Re-handled passenger workload is defined as those passengers that are re-handled due to requirement changes outside the control of the air terminal. Examples include aborts, delays, cancellations, reroutes, or aircraft swaps that result in the re-accomplishment of any one of the passenger processing functions listed on AMC Form 108. Fill out the form for the following reasons:

- 23.2.1. Passengers are returned to the terminal.
 - 23.2.2. Passengers are released for a later show time.
 - 23.2.3. Passengers are released from a delayed/cancelled mission.
 - 23.2.4. Passengers are bumped from a flight for various reasons.
 - 23.2.5. A passenger is a no-show during the gating process and later requests to be placed back into the backlog.
 - 23.2.6. Rotating originating passengers.
- 23.3. Use the following instructions when completing AMC Form 108:
- 23.3.1. Authentication (signed): Requires the Passenger Service officer or superintendent signature.
 - 23.3.2. Date: See below
 - 23.3.2.1. From: Enter the day and month.
 - 23.3.2.2. To: Enter the day, month, and year.
 - 23.3.3. Page _____ of _____ Pages: Self-explanatory.
 - 23.3.4. Mission Number/call Sign:
 - 23.3.4.1. Mission Number: Enter the 12-position mission number (e.g., PQC T657Y0186).
 - 23.3.4.2. Call Sign: Enter the call sign when used in lieu of the 12-position mission number.
 - 23.3.5. Type Aircraft: C-17, B-747, DC-10, etc.
 - 23.3.6. Number of Passengers:
 - 23.3.6.1. Re-transported: Enter the total number of space required (S/R)/space available (S/A) passengers transported to and from the aircraft.
 - 23.3.6.2. Off-loaded: Enter the total number of S/R and S/A passengers off-loaded.
 - 23.3.6.3. Re-antihijacked: Enter the total number of S/R and S/A passengers re-antihijacked.
 - 23.3.6.4. Re-manifested: Enter the total number of S/R and S/A passengers re-manifested.
 - 23.3.6.5. Re-boarded: Enter the total number of S/R and S/A passengers re-boarded.
 - 23.3.6.6. Reprocessed: Enter the total number of S/R and S/A passengers reprocessed.
 - 23.3.7. Remarks: State reasons for tasks indicated. Do not omit this item. Provide rationale for all rehandle actions. Attach a continuation page if you can't provide rationale in the space provided.
 - 23.3.8. Totals: Total all S/R and S/A columns C through H and column I across. Enter the respective S/R and S/A total from column J in the appropriate block of column K.

NOTE: These categories do not refer to normal through-load passengers, e.g., a flight from Los Angeles stops in Seattle to pick up passengers and baggage, Los Angeles passengers are downloaded and then reloaded for departure, these passengers are not considered as re-handled because they are already counted as through-load.

24. Monthly Station Traffic Handling Report, RCS: AMC-A43(M&Q)7107; AMC Form 82 .

(NOTE: This report is designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Continue electronic reporting during *MINIMIZE*.)

24.1. **Purpose.** This report is used to compile transportation workload data to justify personnel, equipment, and facility levels. Data is also used to project future workloads and document facts for various studies.

24.2. **Reporting Instructions.** Each unit prepares this report monthly as of 2400Z on the last day of the month. The report should reach HQ AMC/A43R by the 20th day of the following month. A separate report will be submitted to report workload performed while deployed away from home station. Do not report workload from a location that already submits a 7107 report, e.g., Dover will not report workload performed while on an AEF rotation to Al Udeid. Units reporting deployed workload may deviate from normal reporting timelines. Reports should have the same closeout dates but units can wait until redeployment to compile data.

24.2.1. **AMC Form 82.** Use this form to document workload of AMC air terminals (to include aerial port mobility and aerial delivery support flights), AMC transportation squadrons or traffic management offices, AMC operating locations (OL), detachments (Det), Air Mobility Operations Groups (AMOG), terminals operated under the Chief of Naval Operations (CNO)/AMC Memorandum of Agreement, and any other operation in support of AMC aircraft on-load and offload functions. Units will submit the report through the web at the following URL:

<https://private.amc.af.mil/amc7107/>. Those locations that do not have access to .mil web sites will continue to submit a paper copy. Retain paper file copy for two years for historical/audit information.

24.3. **Security.** This report is unclassified.

24.4. **Entries on AMC Form 82.** All weight entries are in short tons (2,000 pounds). Round off all tonnage figures to the nearest whole ton (example: 6.5 tons to 7 tons, 6.4 tons to 6 tons). If tonnage is less than .5 tons, leave the space blank. If the quantity reported is zero or if a requested entry is not applicable, leave the space blank.

24.4.1. **Heading :**

24.4.1.1. **Report Control Symbol.** The appropriate RCS symbol for this report is RCS: AMC-A43(M&Q)7107.

24.4.1.2. **Month and Year.** Enter the month and year reported. Example: December 1994.

24.4.2. **Station.** Enter the unit designation, station name, and 3-letter code. Example: 731 AMS, Osan AB KOR (OSN); or 436 APS, Dover AFB DE (DOV). Leave the station code block blank.

24.4.3. **Section I, Passengers.** Enter the number of S/R and S/A passengers moved by category of traffic (TWCF and non-TWCF) and total number of passengers moved. Passengers airlifted on an AMC special airlift mission (SAM) or special assignment airlift mission (SAAM) are shown as TWCF traffic. When a manifest (or load list) is not available for AMC or other command special missions, the mission identifier and number of passengers are certified by ATOF. Report only that workload processed through the terminal.

NOTE: If an originating or through-load manifest is annotated "Passengers on this manifest were counted or recounted as originating and terminating for the following reasons: RON, DELAYED, or CONNECTING," circle appropriate word and include in Section I as originating and terminating. Do not count them as through-load, re-handled, or reprocessed passengers. Report the number of S/R and S/A passengers in Section XII, Remarks, e.g.,

RON, DELAYED, or CONNECTING PASSENGERS

ORIG

TERM

550SR/500SA

550SR/500SA

24.4.3.1. Originating. Enter the total number of passengers manifested from the reporting station. Use the boarding manifests as source documents.

24.4.3.2. Terminating. Enter the total number of passengers manifested to the station. Use terminating manifests to count passengers ending travel at the reporting station each month. Include passengers terminating short of their manifested destination.

24.4.3.3. Through. Enter the total number of passengers transiting the station en route to other locations. Use boarding manifests to count passengers who do not begin or end their travel at the reporting station each month.

24.4.3.4. Re-handled Workload. Enter the total of re-handled passengers. Re-handled passengers are those offloaded and/or reloaded to the same aircraft or a different aircraft and mission, re-transported, re-antihijacked, re-manifested, or reprocessed due to requirement changes outside the control of the air terminal. Use completed AMC Form 108 as the source document for this information. Paragraph 23. provides instructions for filling out AMC Form 108.

24.4.3.5. Total. Enter by line and column the total passengers moved. The sum of the lines should equal the sum of the columns. Next, enter the grand total by adding the total S/R and S/A passenger figures.

24.4.4. **Section II, Cargo and Mail.** Enter the total tons of cargo and mail moved by category of traffic (TWCF or Non-TWCF). Report all cargo/mail airlifted or land bridged on AMC SAMs or SAAMs as TWCF traffic. When a manifest (or load list) is not available on an AMC or other command special mission, the mission identifier and true weight will be certified by ATOF. Report all workload processed, uploaded, or downloaded through the terminal. All tonnage reported must have source documentation (AALPS/CALM load plan, manifest, DD Form 365-4, **Weight and Balance Clearance Form F – Transport/Tactical**). Report gross weight for all cargo/mail.

24.4.4.1. Originating. Enter the combined gross cargo and mail tonnage manifested out of the station (to include ballast pallets) in the cargo block. Source: Originating cargo and mail

TWCF, non-TWCF manifests, AALPS/CALM load plans, and DD Form 365-4. Include cargo and mail reprocessed for onward movement.

24.4.4.2. Terminating. Enter combined gross cargo and mail tonnage manifested into the station (to include ballast pallets) in the cargo block. Source: Terminating cargo and mail TWCF, non-TWCF manifests, AALPS/CALM load plans, and DD Form 365-4.

24.4.4.3. Re-handled Workload. Enter cargo and mail tonnage re-handled due to requirement changes outside the control of the air terminal, including load re-sequencing, bumped pallets, load switches, pallet reconfiguration, cargo diversions (destination or mode), or returning loads to storage locations after mission changes. Use completed AMC Form 56 as source document for this information. Paragraph 20. provides instructions for filling out AMC Form 56. For shipments frustrated to reoperation, Customer Service Branch (CSB), or ACA, ensure procedures include annotating an AMC Form 56 indicating additional handling. Use completed AMC Form 33, **Report of Frustrated Cargo**, as the source document for frustrated general cargo shipments. For frustrated hazardous materials use the AMC Form 1015, **HAZMAT Inspection and Acceptance Checklist**, as the source document.

24.4.4.4. KC-10 and Other Aircraft Assets. Enter the tonnage of KC-10 seats, aircraft sub floors, DV modules, ATGLs, buffer boards, portable lavatories, trip seats, and all other aircraft assets on-loaded and offloaded handled by aerial port personnel. Use the standard weight of 1.5 ST for each full set of KC-10 seats (4 seat pallets) that must be handled during KC-10 cargo loading operations to calculate on/offload totals. In the event less than all four seat pallets are handled, report .375 ST for each pallet on/offload. Source documentation, (i.e. AALPS/CALM load plan, manifest, AF Form 4080, **Load/Sequence Breakdown Worksheet**, DD Form 365-4), must be provided to take credit for tonnage.

24.4.4.5. Total. Enter the total weight of cargo, mail, and KC-10 seats into the Cargo column. The sum of the lines should equal the sum of the cargo column. Next, enter the grand total by adding the TWCF and Non-TWCF cargo figures.

24.4.5. **Section III, General Information.** (All cargo and passengers included in 24.4.5.1. and 24.4.5.2. are also included in Sections I and II).

24.4.5.1. Special Category Passengers. Enter total special category S/R and S/A passengers manifested to, from, and through the station. Special category passengers include distinguished visitors (DV), military, civilian, and foreign national personnel in the grade of colonel (or equivalent) and above; BLUE BARK passengers; dependent students not traveling with parent or legal guardian; COIN ASSIST; next of kin (NOK) for very seriously ill (VSI); AMC mission observers (AMO); and Medal of Honor holders. Travel authorizations issued for non-government employed civilians show those who are DVs. Use AM-9s, manifests, ATAs, AMC Form 53, **Application for Air Travel (PA)**, other types of travel authorizations, and any records kept by the special category passenger lounge as a source for this information.

24.4.5.2. Special Handling Cargo. Enter the total shipments, pieces, and tons of originating and terminating special handling cargo. For reporting purposes, special handling cargo is defined as any cargo having a special handling code of other than "Z" or "L", and any cargo requiring special care in its acceptance, packaging, security, environmental control, handling, air movement, or combination of these factors. Categories include, but are not limited to, signature service, registered mail, AMC MICAP/999, refrigerated or biological perishables, fire-

arms, ammunition, explosives, and green-sheet cargo. Do not count special handling cargo more than once.

24.4.5.3. Manifests. Enter the total number of manifests processed to include originating and terminating cargo, mail, passenger, and off-station manifests.

24.4.5.4. RTDPC Line Items. Only RTDPCs need to complete this section. Enter the total number of cargo, mail, and passenger TWCF manifest line items processed for each mechanized and non-mechanized station serviced.

24.4.5.5. Truck Handling. Enter the total shipments (TCNs), pieces, and tonnage on and off-loaded by unit personnel in the appropriate blocks. All AMC-operated CONUS and offshore units should complete this section. CONUS aerial ports must not include base shipments handled (credit for this workload is already given in the TMO manpower standard which is based on base population, not workload). OCONUS units should include all shipments handled by unit personnel. Use manifests and local records to support the data reported in this section.

24.4.5.6. Cargo Processing. Enter the total shipments (TCNs) and pieces of originating air cargo and mail processed in the appropriate blocks. Likewise, enter the total shipments and pieces of terminating air cargo and mail processed in the appropriate blocks. Do not report any shipments or pieces associated with reprocessing of cargo here (identify this data in Section XII, Remarks, if you want to provide information on reprocessed cargo). All AMC-operated CONUS and offshore units should complete this section. Use manifests and local records to support the data reported in this section.

24.4.5.7. Customer Service Branch. Enter the total number of items frustrated or green sheeted and the number of tracer actions completed. Frustrated items are shipments that were no-hits, had erroneous/missing labels, non-billable TAC codes, damaged shipments, improper documentation, etc. Use AMC Form 33 as the source document. Use AMC Form 101, **Green Sheet Request**, as the source document for counting number of green sheet items and AMC Form 1003, **Transportation Project Action Request**, to count tracer actions.

24.4.6. **Section IV. Aircraft Handled by Type.** Enter the number of aircraft handled by category of traffic (TWCF or non-TWCF) and type aircraft. For reporting "other" aircraft identify by type, e.g., C-12, C-21, L-1011, etc., and provide a complete listing of those "other" aircraft in Section XII, Remarks. Title this list "Home Station Other Aircraft Handled." "Aircraft handled" is defined for this section as the total number of aircraft arrivals and departures that require service by aerial port operations at home station. Do not report static aircraft handled during base mobilizations or other exercises, or aircraft handled off-station by deployed personnel in this section. Use completed AMC Form 85 as the source document. A computer-generated report may be used in lieu of the current AMC Form 85 provided it contains the necessary information.

24.4.6.1. TWCF Aircraft. Enter total TWCF aircraft arrivals and departures by aircraft type. Normally, the first three letters of the basic mission number will identify TWCF military and civilian aircraft. To identify TWCF or non-TWCF aircraft use the general information section of the AMC passenger or cargo schedule.

24.4.6.2. Non-TWCF Aircraft. Enter total non-TWCF aircraft arrivals and departures by aircraft type. Non-TWCF aircraft are all aircraft not reported as TWCF (Example: A PACAF C-9 MediVac departs Yokota AB, Japan, and transports TWCF traffic to Kadena AB, Japan is reported as a non-TWCF aircraft even though it carried TWCF cargo). All aircraft owned by

ANG and USAFR are reported as non-TWCF aircraft even though the payload is TWCF, with one exception: ANG and USAFR aircraft flying AMC channel missions carrying AMC mission numbers and TWCF cargo, count as TWCF aircraft. Likewise, KC-10 and KC-135 aircraft with a refueling mission number are counted as non-TWCF even though they are transporting TWCF traffic; however, KC-10 and KC-135 aircraft flying AMC channel missions carrying AMC mission numbers and TWCF traffic are reported as TWCF aircraft.

24.4.6.3. Re-handled Aircraft. Enter total TWCF and non-TWCF aircraft re-handled due to requirements outside the control of the ATOF or terminal (Examples: delays, load change, or mission changes resulting in re-accomplishment of load planning or requires an ATOF representative to make additional trips to an aircraft). Use completed AMC Form 56 as the source document for re-handled aircraft. Paragraph 20. provides instructions for filling out AMC Form 56.

24.4.6.4. Total Handled. Enter total aircraft handled by line and column. The sum of the lines equals the sum of the columns.

24.4.6.5. Cancelled or Diverted. Enter the total number of AMC Forms 77 begun but not completed on inbound and outbound aircraft due to mission diverts and cancellations, respectively. Do not include any forms counted in TWCF or non-TWCF aircraft handled (24.4.6.1. and 24.4.6.2.). Also, do not count cancelled or diverted missions in this block and the re-handled aircraft block (24.4.6.3.).

24.4.7. **Section V. Aircraft Fleeted.** Enter the number of aircraft receiving fleet services by type aircraft. Information for this section is taken from AMC Form 244.

24.4.7.1. Aircraft Fleet Serviced. Enter the combined total of TWCF and non-TWCF aircraft that received fleet services of any kind by type aircraft (as listed in Section IV). Take credit for the specified number of aircraft fleet serviced for each of the following actions:

24.4.7.1.1. Pre-fleet, fleet, and final fleet servicing of an aircraft originating your station (total 1 aircraft fleet serviced).

24.4.7.1.2. De-fleeting and final fleet servicing of an aircraft terminating your station (total 1 aircraft fleet serviced).

24.4.7.1.3. Work performed on backup or standby aircraft when required by the type mission (e.g., PHOENIX Banner, etc.). Count as one aircraft fleet serviced. Remarks section of AMC Form 244 should provide tail number of backup aircraft and substantive rationale for any work performed.

24.4.7.1.4. Work performed during maintenance calls to aircraft in a non-flying status. Take credit only when the work is required to accomplish aircraft or latrine maintenance (e.g., aircraft going into/returning from ISO dock, major aircraft maintenance inspections, major aircraft refurbishment, or latrine leaks). Draining a latrine counts as one aircraft fleet serviced. Filling a latrine counts as one aircraft fleet serviced. Ensure reason for the workload is documented on an AMC Form 244. Do not count as re-serviced workload.

24.4.7.1.5. An in-transit aircraft is counted as two aircraft fleet serviced upon departure. For example: A C-17 transits Yokota AB with 4 hours ground time planned. Upon arrival, the aircraft latrine and galley are serviced, trash emptied, and floor swept. Upon departure, food, water, and coffee are delivered. Take credit for two aircraft fleet serviced.

24.4.7.1.6. For an aircraft tail swap, take credit as follows: Pre-fleet, fleet, and final fleet servicing of a substitute aircraft counts as one aircraft fleet serviced. Servicing the originally scheduled aircraft counts as one aircraft fleet serviced. De-fleeting original aircraft counts as one aircraft re-serviced (total 2 aircraft fleet serviced and 1 aircraft re-serviced).

24.4.7.2. Aircraft Re-serviced. Enter the combined total of TWCF and non-TWCF aircraft by type aircraft (as listed in Section IV) re-serviced due to requirement changes outside the control of the air terminal, including mission aborts, delays, cancellations, reroutes, and aircraft swaps. Use completed AMC Form 65 as the source document for this information. Paragraph **21.** provides instructions for filling out AMC Form 65.

24.4.8. **Section VI. Airdrop.** Enter airdrop items by type load (e.g., CDS, Heavy, etc.) and service (i.e., "Air Force" or "Other"). Example: When an Aerial Delivery Services Flight or Aerial Delivery Services Branch provides one aircraft upload consisting of three platforms of heavy equipment, the column "Number Loaded" will reflect a "3" in the "HE/AF" row. Include workload in support of both on- and off-station training.

24.4.8.1. Number Loaded. Enter the number of airdrop items loaded.

24.4.8.2. Number Offloaded. Enter number of airdrop items returned and offloaded rather than airdropped.

24.4.9. **Section VII. Training.** Leave blank.

24.4.10. **Section VIII. Authentications.** The preparer and reviewing official signs this report. The squadron commander or designated representative is the reviewing official in an APS, AMS, or TRNS. The OL Chief, as specified by the parent unit commander is the reviewing official in a DET, OL, or Commercial Gateway. For contractor-operated terminals, the senior AMC representative validates the report. Be sure to enter a complete signature block (typed name and duty title).

24.4.11. **Section IX. Wing Training.** Enter all workload information pertaining to wing training (airland/airdrop). Such workload should be included as either TWCF or non-TWCF traffic in sections I and/or II.

24.4.12. **Section X. Exercise.**

24.4.12.1. Enter the sum of all local and off-station exercise workload in this section. All workload in this section will be included in Section II.

24.4.12.2. Use guidance in paragraph **24.4.** to report off-station exercise workload

24.4.13. **Section XI-Work Center Data.** Stations or organizations with personnel authorized on unit manning documents (UMD) in functional account code (FAC) 42XXX will complete this section. For the purpose of this report, use only funded authorizations from your most current UMD. Navy units or other non-AMC organizations performing a transportation function in support of AMC operations are also required to complete this section when funded AMC authorizations appear on the UMD.

24.4.13.1. Heading:

24.4.13.1.1. Date of UMD Used. Enter the date of the UMD used to report authorized manpower.

24.4.13.1.2. Fiscal Quarter. Enter the current fiscal quarter.

24.4.13.1.3. Assigned 2T2XXs. Enter the total number of assigned 2T2XX personnel by military and civilian.

24.4.13.1.4. Contractor Personnel. Enter the total number of contractor personnel assigned performing aerial port functions by full-time and part-time.

24.4.13.2. Work Centers. Report all data by work centers. Type each work center in one of the blank spaces provided across the top of the page. AMC Form 82 (Jul 95, pending change) requires you to type in the OSC pertaining to your unit. Use your most current UMD to obtain this information. All OSCs will be listed in numerical and alphabetic order. List personnel requirements in respective OSC functions. For example, if aerial port management moves load planning function to air freight, still report load planning personnel numbers under the TRO OSC.

24.4.13.3. Measurement Items. Use Charts X and Y to convert hours and minutes to man-days for all measurement items requiring entries in man-days. Additionally, sometimes local managers move people from one work center to another to accomplish the workload. For all measurement items, personnel are considered as assigned to the work center where the majority of their work was performed during the month to be reported. Any overtime or TDY man-days performed by such personnel are reported under the assigned work center. Keep local records to show dates and purposes.

Table 11. 7107 Conversion charts X and Y.

CONVERSION CHART X			
Minutes =	Hour	Minutes =	Hour
0-3	.0	34-39	.6
4-9	.1	40-45	.7
10-15	.2	46-51	.8
16-21	.3	52-57	.9
22-27	.4	58-60	1.0
28-33	.5		

CONVERSION CHART Y

Man-hours =	Man-days	Man-hours =	Man-days
.0-.4	.0	4.5-5.2	.6
.5-1.2	.1	5.3-6.0	.7
1.3-2.0	.2	6.1-6.8	.8
2.1-2.8	.3	6.9-7.6	.9
2.9-3.6	.4	7.7-8.0	1.0
3.7-4.4	.5		

24.4.13.3.1. Operating Hours. Enter the total operating hours/days per week for each work center (Example: Passenger terminal works 2 eight hour shifts 7 days a week, the entry would read 16/7).

24.4.13.3.2. Military Authorized/Assigned. Enter, by work center (FAC), the number of AMC military personnel authorized on the UMD and the number assigned to that section. Consolidated sections should report personnel as physically assigned. If other than AMC personnel are assigned, enter civilians, officers, enlisted, contracted personnel, and total assigned in the Section XII, Remarks.

24.4.13.3.3. US Civilians Authorized/Assigned. Enter, by work center, the number of AMC US civilian personnel authorized/assigned.

24.4.13.3.4. Foreign Nationals Authorized/Assigned. Enter, by work center, the number of AMC foreign national employees authorized/assigned.

24.4.13.3.5. Overtime (Man-Days). In this section, 8 hours of overtime equals one man-day of overtime. Overtime is defined as time used to do the work center's workload in excess of 167 hours of work per month per person, 202 hours per month for those serving tours in Korea due to a higher manpower availability factor. Compute this time at the end of the month counting only those days personnel were available for duty. Holidays are con-

sidered non-duty days and any hours worked are counted as overtime. Always deduct the amount of compensatory time given before recording overtime (example: the holiday falls on a Monday and personnel work that day, but are given another day off instead to make up for working on the holiday). If non-AMC personnel work overtime, describe in Section XII, Remarks.

24.4.13.3.5.1. Military Overtime. Enter, by work center, overtime man-days of assigned AMC military personnel.

24.4.13.3.5.2. US Civilian Overtime. Enter, by work center, overtime man-days of assigned AMC US civilian personnel.

24.4.13.3.5.3. Foreign National Overtime. Enter, by work center, overtime man-days of assigned AMC foreign national personnel. If the normal work week is more than 40 hours, report in Section VII, Remarks.

24.4.13.3.5.4. Contractor Overtime. Enter, by work center, overtime man-days worked by contractor personnel at locations where all or a portion of aerial port services are contracted. Report any special contract requirements that affect the overtime calculation in Section VII, Remarks.

24.4.13.3.6. Augmentation (Man-days). In this section, include all augmentation received from both on/off base sources to accomplish aerial port workload. Also count Air Reserve Component (ARC) man-day augmentation. Do not count ARC on annual tours or unit training assemblies.

24.4.13.3.6.1. TDY (Man-days). Enter, by work center, total man-days of TDY augmentation received from on/off base sources in support of work center workload. Include active duty, US civilian, and foreign national personnel as a single entry.

24.4.13.3.6.2. Civilian Over-hire. Enter, by work center, the total man-days of civilian Over-hire augmentation. Man-days associated with student aid or summer hire employees are to be included in civilian over-hire. Include US civilians, foreign nationals, student aid, and summer hire personnel as a single entry for each work center.

24.4.13.3.6.3. ARC Military Personnel Appropriation (MPA). Enter, by work center, the total man-days of ARC MPA augmentation received to accomplish the work center workload.

24.4.13.3.6.4. ARC Unit Training Assembly (UTA)/Annual Tour. Enter, by work center, the total man-days ARC personnel on annual tours or UTA were on duty at the local aerial port. Exclude travel time as well as the time it takes to in-process and orient ARC personnel.

24.4.13.3.7. TDY (Man-Days). In this section, include all TDYs performed by assigned personnel.

24.4.13.3.7.1. On Base. Enter, by work center, the total number of calendar days expended by personnel for on-base TDYs to do tasks not related to work center workload.

24.4.13.3.7.2. Off Base. Enter, by work center, the total number of calendar days

expended by assigned personnel for off-base TDY. Include permissive TDY days and mandatory compensatory time off for extended TDYs.

24.4.13.3.8. Details (Man-days)

24.4.13.3.8.1. Squadron. Enter, by work center, the total man-days used to accomplish tasks benefiting the squadron (as directed by the squadron commander), but not included in Chart Z below. Do not include man-days reported in base details below. Keep local records to show dates and purposes.

24.4.13.3.8.2. Base. Enter, by work center, the total man-days used to do tasks benefiting the base or wing, and directed by the base or wing commander. Do not include man-days reported in squadron details above. Do not count ancillary training. Keep local records to show dates and purposes.

Table 12. 7107 Chart Z.**EDUCATION AND TRAINING**

Education/Military Technical Training and Testing

Driver Education

Proficiency Flying

Human Relations

Answering Surveys

Drug Abuse Education

MEDICAL

Urinalysis

Physical Exams

Outpatient Visits

Dental Visits

Inpatient and Quarters Cases

MISCELLANEOUS

Voting Court Military and Civilian

Quarters Clearance AWOL

Confinement Desertion

Processing (In/Out)

ORGANIZATIONAL DUTIES

Commander's Call

Aerobics

Counseling and Reviews

Parades and Retreats

Additional Duty

Boards and Councils

Staff Duty Officer

LEAVE

Ordinary

Emergency

Rest and Recuperation

Non-chargeable

24.4.13.3.9. Total. After completing work center data, compute the totals and enter in the

far right column.

24.4.14. **Section XII. Remarks:** Enter any additional unclassified information that impacts the manpower authorizations or workload of your unit. Use extra pages when necessary, but be sure to include the station name and date of the report at the top of each page. Examples of information that may impact authorized manpower include travel time and/or distances to/from remote aircraft parking spots.

24.4.14.1. The 89 APS must report the number of passport and visa applications processed including returned or resubmitted applications and total number corrected.

24.4.14.2. Corrections to previous reports are to be submitted on another AMC Form 82, with only the sections needing correction filled out. The month and date are required on the form. Annotate "Corrected Copy" on the top of the form. The corrected copy does not require the signature of the Commander or designated representative.

24.4.14.3. All units with a mobility function will provide a breakdown for each exercise supported listing the exercise name/designator, length of exercise, unit(s) supported, and number of personnel used.

24.4.14.4. All units must report aircraft identified as other, by individual type, e.g., C-21, C-12, L-1011, etc.

24.4.14.5. All units must report the number of originating and terminating pallets along with tonnage that is included in Section II but moved as "capped" pallets and did not require normal palletization or de-palletization.

25. Station On-Hand Channel Report, RCS: AMC-A43 (AR) 7115. This report is designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category prescribed, or as soon as possible after submission of priority reports. Continue electronic reporting during *MINIMIZE*.

25.1. This report reflects the amount of movement ready channel cargo/mail on hand and cargo moved on channel missions in the last 24 hours, as well as other necessary data for efficient application of airlift and other overall management actions. **Table 14.** is an example using Microsoft Excel 5.0. Each station must use this format. Entries pertaining to cargo/mail are in tons by tenths and equivalent pallet positions (EPP).

25.2. D-Day Status. C-2 (continue, routine). During crisis situations, continue to report by electrical means.

25.3. Reporting Instructions:

25.3.1. HQ AMC TACC/XOG in coordination with HQ AMC/A43 directs identification of reporting stations. Frequency will be as directed by HQ AMC TACC/XOG. This report has been automated and is posted daily on the TACC web site. Use the following link to the view station specific products: <https://tacc.scott.af.mil/directorates/xog/analysis.asp>. All stations required to accomplish this report will view their data on a daily basis to verify the information reflected matches the current channel cargo on-hand levels as of the cut off time. It is imperative that units ensure this data is accurate. Any disparities that cannot be corrected by the local unit will be reported immediately to TACC/XOGD. Disparities will be narrowed down by XOGD as either a local or GATES issue. Local issues will have to be corrected by the station. XOGD will address

the GATES issues to include follow up with appropriate agencies to resolution. 25.3.2. 25.3.3 Cut off Time-2400Z. Each 24-hour period is from 0001Z to 2400Z.

25.3.2. Offshore Reporting Stations: Al Udeid (IUD), Bahrain (BAH), Diego Garcia (NKW), Fujairah (FJR), Guam (UAM), Hickam (HIK), Incirlik (ADA), Kadena (DNA), Kuwait (KWI), Naples (NAP), Osan (OSN), Ramstein (RMS), Rota (RTA), Sigonella (SIZ), Singapore (QPG), and Yokota (OKO).

25.3.3. CONUS reporting stations: Charleston (CHS), Dover (DOV), McGuire (WRI), Norfolk (NGU), Travis (SUU).

25.3.4. If there are problems with the automated product or GATES, the bookies may need to mandate stations implement a manual product. In these instances, the following information and formatting instructions are provided. The respective HQ AMC TACC/XOG Bookie must receive the report no later than 0300Z daily. GATES, local station reports, and/or any manual documents will be used as source data.

25.3.4.1. Message dispatch and routing instructions: Station On-hand Channel Report is dispatched via e-mail to the below listed addresses with <mailto:TACC.XOGD@scott.af.mil> as a Courtesy Copy (CC) address. Note: If e-mail is down at your station, facsimiles may be sent to DSN 779-0157 or commercial (618) 229-0157, but the primary means of transmission will be e-mail.

25.3.4.2. E-mail address for all offshore reports is <mailto:TACC.OFFSHORE@scott.af.mil>.

25.3.4.3. E-mail address for DOV, NGU, and WRI reports is: <mailto:TACC.XOGE.Bookie@scott.af.mil>

25.3.4.4. E-mail address for CHS and SUU reports is: <mailto:TACC.XOGW.Bookie@scott.af.mil>

25.3.5. **Data to be Reported.** See [Table 14](#). for sample format. This is in Microsoft Excel 5.0 with proper totaling formulas already entered. Note: For all zero values leave blank.

25.3.5.1. Part 1-Palletized and Loose Channel Cargo/Mail On-Hand by APOD In this section do not include either Rolling Stock or Train data. For palletized cargo, use the gross weight, not the net weight. Enter the total number of pallet positions for all palletized channel cargo for each on-hand APOD. Enter the total tonnage of all palletized channel cargo plus all loose channel cargo for each on-hand APOD. Break out Priority 1-3 and Priority 4 by Unattached and Attached. Note: Attached cargo is load planned or manifested against a mission departing within the next 24 hr period.

25.3.5.2. Part 2--Rolling Stock On-Hand by APOD.. Report Rolling Stock information using the same criteria as stated in Part 1. 25.3.7.3. Part 3--Pallet Trains On-Hand by APOD. Report Pallet Train information using the same criteria as stated in Part 1.

25.3.5.3. Part 4-- Moved last 24 hours. Report movement information for channel missions. For Equivalent Pallet Positions (EPP) use the number of pallet positions utilized by the reporting station. In the weight column, use the net, not gross weight.

25.3.5.4. Part 5-Remarks. Report anything significant or provide any comments which will aid bookies in providing timely airlift services.

Table 13. Stations On-Hand Channel Report RCS: HQ AMC-TACC/XOG(AR)7115

Stations On-Hand Channel Report RCS: HQ AMC-TACC/XOG(AR)7115											
AS of 0001Z DD-MMM-YY											
RAMSTEIN AB											
		Unattached				Attached					
		TP 1-2-3		TP-4		TP 1-2-3		TP-4		Total	
CONFIG	APOD	PLTS	TONS	PLTS	TONS	PLTS	TONS	PLTS	TONS	PLTS	TONS
	ADA	5.0	6.3							5.0	6.3
	ADH	1.0	1.9							1.0	1.9
	ADJ	2.0	2.3							2.0	2.3
	AKT		0.0			3.0	3.2			3.0	3.2
	AVB	4.0	6.7	5.0	8.7					9.0	15.4
	BAH	11.0	28.3							11.0	28.3
	CONUS	7.0	16.3	2.0	3.2	18.0	27.4	2.0	2.0	29.0	48.9
	DHF		0.0								
	DOH	1.0	1.0							1.0	1.0
	ESB		.4								.4
	FRU	6.0	9.7							6.0	9.7
	IFR		0.0								
	IGL		0.1								0.1
	IUD	12.0	21.0							12.0	21.0
	JAG	1.0	1.1							1.0	1.1
	KDH		0.2								0.2
	KEF		0.1			0.0	0.1				0.2
	KIK	5.0	6.8							5.0	6.8
	KLT	2.0	1.3							2.0	1.3
	KSQ	10.	2.6			9.0	15.3			10.0	17.9
	KWI	1.0	1.0			4.0	6.6			5.0	7.7
	LGS	1.0	0.7							1.0	0.7
	MHZ	11.0	15.0	2.0	1.9					13.0	16.9
	NAP		0.6								0.6
	OA1		0.2			1.0	0.6			1.0	0.9
	ORB	3.0	5.9							3.0	5.9
	PRN		0.2								0.2

Part
1

	RTA		0.7							0.7	
	SDA	9.0	13.0			11.0	10.6			20.0	23.6
	SJJ	1.0	0.7							1.0	0.7
	SKP	2.0	3.7							2.0	3.7
	TAS		0.1								0.1
	TLV	3.0	2.9							3.0	2.9
	TZL	6.0	12.1							6.0	12.1
	TZR		0.4								0.4
RS	FRU	1.6	2.2							1.6	2.2
	IUD	2.6	2.5							2.6	2.5
	KSQ	1.6	2.2							1.6	2.2
	KWI	10.6	24.9							10.6	24.9
	OA1	11.0	39.6							11.0	39.6
	SDA	7.8	15.0							7.8	15.0
T2	ADJ	2.0	2.6							2.0	2.6
	CONUS	8.0	14.4							8.0	14.4
	KDH	2.0	0.6							2.0	0.6
T3	ADJ	3.0	1.8							3.0	1.8
	AVB	3.0	7.9							3.0	7.9
TOTAL	TOTAL	148.2	277.0	9.0	13.8	46.0	63.9	2.0	2.0	205.2	356.7

Dep Date	Dep Time	Mission ID	A/C	EPP Used	Net Wt
24-Aug-03	04:40 Z	BBBEDS10B237	L10030	8.0	4.7
24-Aug-03	06:07 Z	UQB09V50A237	C130H	4.0	6.1
24-Aug-03	09:23 Z	UQZ09Z70A237	C130E	1.0	0.1
24-Aug-03	10:25 Z	ABW08G500237	C017A	9.0	21.2
24-Aug-03	11:00 Z	XBWRFY600233	C005A	4.0	4.0
24-Aug-03	11:20 Z	BBACDT70A236	A300	11.0	0.1

24-Aug-03	11:53 Z	BBRGDG50B237	B74720	19.0	30.4
24-Aug-03	12:07 Z	UBA09R700236	C130H	5.0	6.1
24-Aug-03	12:22 Z	XBWREG50G235	C141C	8.0	8.8
24-Aug-03	12:24 Z	UQZ09Z10L236	C130H	3.0	2.5
24-Aug-03	13:25 Z	XBWREG60G236	C141C	2.0	4.2
24-Aug-03	14:20 Z	BBRKDG5AA236	B74710	24.0	37.2
24-Aug-03	16:49 Z	ABW0865X1237	C017A		2.8
24-Aug-03	16:50 Z	XBWREG50A236	C141C		4.5
24-Aug-03	17:30 Z	BBRKDG50A236	B74720		10.0
24-Aug-03	17:46 Z	ABW07590F236	C141B	7.0	11.8
24-Aug-03	17:50 Z	ABW0865XA236	C017A	8.0	5.9
	Total	113.0	160.5		

Remarks	Part 5

26. AMC Key Asset, Materials Handling Equipment (MHE) and Associated Aerial Port Equipment On-Hand Report, RCS: AMC A43(M) 8001. NOTE: This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements

as prescribed or by any means to ensure arrival on the established due dates. Continue electronic reporting during *MINIMIZE*.

26.1. **General.** This report is a tool that informs AMC/A43 and TACC/XOPM of the status of assets and equipment resources at all AMC owned and operated locations. Also, reflects the status of 463L MHE and associated aerial port equipment. This report is divided into modules. Each module contains different data elements.

26.2. Reporting:

26.2.1. Units will submit report via e-mail to the HQ AMC/A43VE and TACC/XOPM organizational box until the web based reporting system becomes available. Once internet access is available, units will submit report via established web based program to HQ AMC/A43V. Units unable to access the report via the web must submit their reports via email to HQ AMC/A43VE and TACC/XOPM organizational boxes until the web based system is available. Use the format shown in Figure 5. Individual reports are required from each unit/base possessing or using **any** AMC aerial port vehicles/equipment, i.e., APS, AMS, DET or OL, and base Transportation A43. The report will be submitted NLT COB on Tuesday of each week or as required by HQ AMC. The report can also be submitted when a unit feels HQ AMC needs to be informed of any significant changes in port capability, or when directed to do so by appropriate authority (Group, NAF).

26.2.2. If units are unable to submit report via e-mail or through A43VEs web page, units will submit report via DMS message or IAW the format shown in Figure 5 with a precedence of "Priority" NLT COB on Tuesday of each week, (Immediate precedence during contingencies). When preparing this report omit line items dealing with vehicles/equipment that are not assigned at the reporting stations. Individual reports are required from each unit/base possessing or using **any** AMC aerial port vehicles/equipment, i.e., APS, AMS, DET or OL, and base Transportation A43. Use the SAMPLE MESSAGE FORMAT provided in 23.3. for clarification of message setup.

26.2.3. Send to: HQ AMC TACC SCOTT AFB IL//XOPM// and HQ AMC SCOTT AFB IL//A43//. Provide info or copy to respective NAFs, Groups, and parent organizations for DETs, OLs, etc.

26.2.4. The report is unclassified except as specified by TACC/XOPM. If report contains classified information, please notify TACC/XOPM immediately to arrange classified fax transmission. Use US message text format (USMTF) during contingencies to ensure proper updating in the GDSS database.

26.3. Directions for completing the 8001:

26.3.1. Module 1A, Blocks 1-20A-

Authorized (Auth)- enter the number of pieces of equipment/vehicles authorized for your assigned unit.

Assigned (Assgn)- enter the number of pieces of equipment/vehicles assigned to your assigned unit.

Available (Avail)- enter the number of piece of equipment/vehicles that are available for use at your assigned unit.

Registration number (REG #)- enter each piece of equipment/vehicle registration number that is assigned to your unit.

Manufacturer (MFR)- enter the name of the manufacturer of each piece of equipment/vehicle that coincides with the registration numbers.

Remarks- enter any information relevant to that particular piece of equipment/vehicle, i.e., TDY, down for maintenance, awaiting disposition, etc.

26.3.2. Module 1B, Blocks 1-20B-

Authorized (Auth)- enter the number of pieces of equipment/vehicles authorized for your assigned unit.

Assigned (Assgn)- enter the number of pieces of equipment/vehicles assigned to your assigned unit.

Available (Avail)- enter the number of pieces of equipment/vehicles that are available for use at your assigned unit.

Registration number (REG #)- enter each piece of equipment/vehicle registration number that is assigned to your unit.

Manufacturer (MFR)- enter the name of the manufacturer of each piece of equipment/vehicle that coincides with the registration numbers.

Remarks- enter any information relevant to that particular piece of equipment/vehicle, i.e., TDY, down for maintenance, awaiting disposition, etc.

26.3.3. Module 1C-

Equipment type- List the type of equipment/vehicle that is awaiting depot, i.e., 40K loader, 40ft rollerized trailer.

Registration number (Reg. #)- enter the registration number of the piece of equipment/vehicle that is awaiting depot.

Quarter/Fiscal Year (Qtr/FY)- enter the quarter and fiscal year that the piece of equipment/vehicle is schedule of be shipped to depot.

Remarks- enter any remarks pertaining to the equipment/vehicle that will aid in the disposition.

26.3.4. Module 2A-

Authorized (Auth)- enter the number of assets authorized for your assigned unit.

Assigned (Assgn)- enter the number of assets assigned to your assigned unit.

Available (Avail)- enter the number assets that are available for use at your assigned unit.

TDY/On mission- Enter TDY location or mission number the assets are attached/deployed to.

Registration number- Enter each asset registration number that is assigned to your unit.

Remarks- enter any information relevant to that particular asset, i.e., down for maintenance, etc.

26.3.5. Module 2B-

Authorized (Auth)- enter the number of assets authorized for your assigned unit.

Available (Avail)- enter the number assets that are available for use at your assigned unit.

Remarks- Enter any information relevant to that particular asset, i.e. overages, shortages, losses, gains, etc.
TDY/On Mission- Enter the number if assets currently TDY/On mission

26.3.6. Module 2C-

Authorized (Auth)- enter the number of assets authorized for your assigned unit.

Available (Avail)- enter the number of assets TDY/On mission.

TDY/On mission- Same as Module 2B.

Remarks- enter any information relevant to that particular asset, i.e., down for maintenance, non-operational, mission deployed on, etc.

26.3.7. Module 3-

Authorized (Auth)- enter the number of assets authorized for your assigned unit.

Available (Avail)- Avail, enter the number of assets physically located within your unit, that are not damaged, and readily available for immediate use.

In-Use – Any assets currently built-up to support cargo movement.

Un-Serv, enter the total number of damaged assets that are physically located in your unit.

Remarks- Enter any information relevant to that particular asset, i.e., overages, shortages, losses, gains, etc.

26.3.8. Module 4-

Authorized (Auth)- enter the number of assets authorized for your assigned unit.

Available (Avail)- Avail, enter the number of assets physically located within your unit, that are not damaged, and readily available for immediate use.

In-Use – Any assets currently built-up to support cargo movement.

Un-Serv, enter the total number of damaged assets that are physically located in your unit.

Remarks- Enter any information relevant to that particular asset, i.e., overages, shortages, losses, gains, etc.

<i>Module 1A Peacetime Assets Continued</i>						
<i>Equipment Type</i>	<i>AUTH</i>	<i>ASGN</i>	<i>AVAIL</i>	<i>Reg #</i>	<i>MFR</i>	<i>Remarks</i>
9C	35K Fix Bridge					
10A	Stationary Loading Ramps					
10B	Mobile Loading Ramps					
11	Tug					
12A	LAV Service Carts					
12B	LAV Service Truck					
13	Water Truck					
14A	3 Ton Highlift					
14B	9 Ton Highlift					
14C	C-5 Highlift					
14D	1 Ton Highlift					
15A	C-5 Stairs					
15B	Wide-bodied Stairs					
15C	Non-motorized Stairs					
16	Bag Conv. Truck					
17A	45' Flatbed TLR					
17B	40' Flatbed TLR Rollerized					
17C	40' Flatbed TRL					
17D	25' Tilt TRL					
18A	5 Ton Tractor					
18B	7.5 Ton Tractor					
18C	10 Ton Tractor					

<i>Module 1A Peacetime Assets Continued</i>						
<i>Equipment Type</i>	<i>AUTH</i>	<i>ASGN</i>	<i>AVAIL</i>	<i>Reg #</i>	<i>MFR</i>	<i>Remarks</i>
18D	Yard Spotter Tractor					
19A	463L Scales					
19 B	Portable Scales					
19C	Drive on Scales					
20	Highline Docks					
21A	Pallet Trailer					
21B	Pallet Dolly					
22A	44 Passenger Bus					
22B	26 PAX Bus					
22C	15 Passenger Van					
22D	9 Passenger Van					
22E	6 Passenger Van					
22F	3 Passenger Van					
23	Metro Van					
24A	M-1025 (HUMMWV)					
24B	TRK HUMMWV UT 4X4					

<i>Module 1B War Reserve Material Assets Continued</i>							
<i>Equipment Type</i>		<i>AUTH</i>	<i>ASGN</i>	<i>AVAIL</i>	<i>Reg #</i>	<i>MFR</i>	<i>Remarks</i>
6A	4K Forklift Gas/ Diesel						
6B	4K Forklift Electric						
7A	6K Forklift						
8A	Cochran Loader						
8B	CL-3						
8C	TA-40						
9A	50K Mobile						
9B	75K Mobile						
9C	35K Fix Bridge						
10	Tug						
11A	LAV Service Carts						

11B	LAV Service Truck						
12	Water Truck						
13A	3 Ton Highlift						
13B	9 Ton Highlift						
14A	C-5 Stairs						

Module 1B War Reserve Material Assets Continued

<i>Equipment Type</i>	<i>AUTH</i>	<i>ASGN</i>	<i>AVAIL</i>	<i>Reg #</i>	<i>MFR</i>	<i>Remarks</i>
14B	Wide-bodied Stairs					
14C	Non-motorized Stairs					
15	Bag Conv. Truck					
16A	45' Flatbed TLR					
16B	40' Flatbed TLR Rollerized					
16C	40' Flatbed TRL					
16D	25' Tilt TRL					
17A	5 Ton Tractor					
17B	7.5 Ton Tractor					
17C	10 Ton Tractor					
18A	463L Scales					
18B	Portable Scales					
19	Highline Docks					
20A	Pallet Trailer					
20B	Pallet Dolly					

Module 1C – Depot Input Schedule

<i>Equipment Type</i>	<i>Reg Number</i>	<i>QTR/FY</i>	<i>Remarks</i>

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<i>Module 2A –Configuration Equipment and Assets</i>					
<i>Equipment/Asset Type</i>	<i>AUTH</i>	<i>AVAIL</i>	<i>TDY/On Mission</i>	<i>Reg #</i>	<i>Remarks</i>
ATGL					
(Comfort Pallet)					
Portable Lavatory					
Portable URNLS					
ALS-R					
ALS-L					
Portable URNLS					
ALS-R					
ALS-L					
PSP					
C17 Seats					
<i>Module 2B –Expendable Equipment</i>					
<i>Items</i>	<i>AUTH</i>	<i>AVAIL</i>	<i>TDY / On MSN</i>	<i>Remarks</i>	
Blankets, Crew					
Pillows, Large					
Blankets, PAX					
Pillows, Small					
Mattress Cover					
Coffee Pot (C5A/B)					
Coffee Pot (C141)					
Sheets, Cotton					
Pillow Case, Small					
Pillow Case, Large					
2 Gal Igloo					
5 Gal Igloo					
Serving Trays (C5)					
Serving Trays (C141)					

27. Nuclear Shoring Kit Inventory Report, RCS: AMC-A43 (A) 8002. NOTE: This report is designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. Discontinue electronic during *MINIMIZE*. See this regulation, Volume 11, for preparation and submission instructions.

28. Baggage Tag Requirement Report, RCS: AMC-A43 (A) 8103. NOTE: This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue electronic reporting during *MINIMIZE*.

28.1. Report provides on-hand data and the next calendar year's projected baggage tag requirements by station for those stations not equipped with GATES. The publications distribution offices do not stock the AMC 20-series baggage tags. Each AMC-owned or controlled passenger terminal must maintain stocks. The data submitted in this report determines annual baggage tag printing requirements AMC-wide. (See Figure 13 for sample report.)

28.2. Report is required by each activity having a requirement for the AMC 20 series baggage tags.

28.3. Reporting Instructions:

28.3.1. Frequency: Annually.

28.3.2. As of date: 30 June.

28.3.3. Due Date: Fifteen days after the as of date.

28.3.4. Method of submission: Routine message or E-Mail to A63BR/A43.

Action to: HQ AMC/A63BR

Info to: HQ AMC/A43

28.4. Preparation: Each report must reflect all of the following items:

28.4.1. Name and phone number (DSN) of person preparing the report.

28.4.2. By AMC form number, quantity on-hand at time of report.

28.4.3. By AMC form number, estimate requirements for each tag for the period 1 July to 31 December of reporting year.

28.4.4. By AMC form number, estimated tags on-hand 31 December of reporting year (item (2) minus Item (3)).

28.4.5. By AMC form number, estimate use of each tag for the period 1 January to 31 December of the coming calendar year.

28.4.6. By AMC form number, estimate requirements to be shipped to your station. (Normally this is Item (5) minus Item (4)).

28.4.7. Mailing address where forms should be sent. Ensure address is complete with numerical designation and office symbol, street address, building number, zip code or APO/FPO number, and geographical location.

Table 15. Baggage Tag Requirement Report Format, RCS: AMC-A43 (A)8103.

HQ AMC SCOTT AFB IL//A63BR//

INFO HQ AMC SCOTT AFB IL//A43//

UNCLAS

SUBJ: BAGGAGE TAG REQUIREMENTS REPORT, RCS: AMC-A43(A)8103:

1. PERSON REPORTING: MSGT FRED FLINTSTONE.

DSN: 440-2526

2. DATA:

A	B	C	D	E	F
	ON HAND	ESTIMATED USE	ESTIMATED TAGS	ESTIMATED USE	
TAG	31 JUN 02	1 JUL-31 DEC 02	ON HAND 31 DEC 02	1 JAN 03-31 DEC 03	REQUIREME NT
20 SJH (1)	32,000	26,000	6,000	50,000	44,000
20 THU	10,000	6,000	4,000	12,000	8,000
20 KEF	15,000	12,000	3,000	30,000	27,000
20 ASI	20,000	18,000	2,000	36,000	34,000
20 LIM	25,000	18,000	7,000	36,000	29,000
20 PAB	18,000	15,000	3,000	30,000	27,000
20 RIO	12,000	9,000	3,000	18,000	15,000

3. DELIVERY ADDRESS FOR AMC FORM 20 SERIES BAGGAGE TAGS:

437 AERIAL PORT SQUADRON/TRO., CHARLESTON AFB, SC 08641

UNCLASSIFIED

28.5. Special Instructions:

28.5.1. Each unit is responsible for soliciting and reporting requirements for its subordinates and OLs. Exception: Commercial gateway detachments will submit their own reports.

28.5.2. AMC advisory units assigned to 15 AF are responsible for soliciting and reporting requirements of the naval activities normally supported with supplies of other AMC publications and forms.

28.5.3. The 735 AMS coordinates and determines the best way to satisfy needs of the numerous detachments and OLs assigned.

28.5.4. 730 AMS/TRP solicits and reports tag requirements for the MCAS at Iwakuni.

28.5.5. 723 AMS/TRP solicits and reports requirements of the OLs and detachment in Europe.

28.5.6. 640 AMS/TRA solicits and reports requirements for the stations located in South America (naval units excluded).

28.5.7. PDO 7084D (AMC PDO 2-46) solicits and reports requirements for all naval units in the 21 AF area of responsibility.

28.5.8. HQ USAFE/SCMV solicits and reports requirements for all its subordinate USAFE units requiring tags.

28.6. Tags are mailed direct from printers to each unit.

29. Forms Prescribed. AMC Form 82, **Monthly Station Traffic Handling Report**, AMC Form 85, **Aircraft Handled by Type**.

30. Forms Adopted. DD Form 365-4, **Weight and Balance Clearance Form F – Transport/Tactical**, DD Form 1131, **Cash Collection Voucher**, DD Form 1384, **Transportation Control and Movement Document (TCMD)**, SF 135, **Records Transmittal and Receipt**, SF 361, **Transportation Discrepancy Report**, AF Form 4080, **Load/Sequence Breakdown Worksheet**, AMC Form 33, **Report of Frustrated Cargo**, AMC Form 53, **Application for Air Travel (PA)**, AMC Form 56, **Re-handled Workload**, AMC Form 65, **Aircraft Re-serviced Workload**, AMC Form 68, **Aerial Port Movement Log**, AMC Form 77, **Aircraft Ground Handling Record**, AMC Form 101, **Green Sheet Request**, AMC Form 108, **Passenger Re-handled Workload**, AMC Form 214, **Security Cage Log and Inventory**, AMC Form 229, **Passenger Service Flight Folder**, AMC Form 244, **Fleet Service/Departure Worksheet Authority**, AMC Form 1003, **Transportation Project Action Request**, AMC Form 1015, **HAZMAT Inspection and Acceptance Checklist**.

DANNY STEELE, Colonel, USAF
Deputy Director of Logistics

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

DOD 4500.9-R *Defense Transportation Regulation, Part I, Passenger Movement*
DOD 4500.9-R *Defense Transportation Regulation, Part II, Cargo Movement*
DOD 7000.14, *Financial Management Regulation*
AFMAN 37-139, TABLE 24-2 *Records Disposition Schedule*
AFI 37-138 *Records Disposition-Procedures And Responsibilities*
AMCI 24-101 VOL 4 *Military Airlift - Air Transportation Systems Management*
AMCI 24-101 VOL 9 *Air Terminal Operations Center*
AMCI 24-101 VOL 11 *Military Airlift - Cargo And Mail*
AMCI 24-101 VOL 14 *Military Airlift-Passenger Service*
AMCI 24-101 VOL 23 *Military Airlift-Amc Aerial Port In-Transit Visibility*

Abbreviations and Acronyms

ALOC—Air Line of Communications
ASIFICS—Airlift Services Industrial Fund Integrated Computer System
ATCMD—Advanced Transportation Control and Movement Document
ATOF—Air Terminal Operations Flight
CFP—Consolidate Flight Packages
CIC—Customer Identification Code
DLA—Defense Logistics Agency
FY—Fiscal Year
GATES—Global Air Transportation Execution System
ITV—In-transit Visibility
MILAIR—Military Air
RCS—Reports Controlled Symbol
RTDPC—Revenue Traffic Data Processing Center
SAH—Special Accounts Handling
TAC—Transportation Account Code
TCMD—Transportation Control and Movement Document
TDR—Transportation Discrepancy Report

Terms

Allot—Arrange, budget, plan

Airlift Services Industrial Fund Integrated Computer System—This is the computer system HQ AMC/FM uses to determine amount to bill on transportation costs

Air Line of Communications—Fully palletized loads of DLA cargo arriving for air movement

Appropriate—Ratify, grant

Augmentation—Increase, add to

Authorization—Approval

Ballast—Weight

Calculation—Project, plan, figure

Category—Class, group, type

Certified—Proved, established

Combine—Joint, mixture, union

Compensatory—Pay, adjust

Compute—Estimate, figure

Configuration—How the interior of aircraft is arranged

Configure—form, contour, layout, arrange

Connection—Relates to

Consecutively—One after another, continues

Conversion—Change

Dependent—Follower, to rely on

Destination—End, address

Documented—Recorded

Environmental—Surroundings

Equivalent—Equal, identical

Exception—To exclude, to reject

Facilities—Buildings

Function—Purpose

Global Air Transportation Execution System—This is the AMC manifesting and tracking system used for cargo and passengers. When referenced in this Instruction, the term "GATES" refers to all forms of the system (RGATES/DGATES/WEB GATES)

Identified—Named, specified

Instruction—Directive

In-Transit Visibility—The real time ability to track and locate DOD cargo/mail, passengers, and personal property from origin to consignee or destination during peace, contingencies, and war. Successful ITV is accomplished only if data is drillable in GTN

Lifted—the action required to send a manifest to ASIFICS once a mission has departed an airfield

Maintain—support, preserve, retain

Manifest—Invoice, listing

Mechanized—Automated

Minimum—Small amount

Missing Manifests—Listing from ASIFICS of manifests not reconciled

Non-mechanized—Not automated

Original—First action

Originating—Beginning, starting

Particular—Detail, event, part, special consideration

Permanent—Unchanged, lasting, undeviating

Port Management—Port Operations Officer/Air Terminal Manager or equivalent

Preclude—Prevent

Prefix—Syllable or number before

Process—To act upon, operating

Prohibit—Forbid, prevent

Quantity—Number

Security—Sureness, safe

Specific—Detailed

Submission—Comply, offer

Submitted—Provide, yield

Subsequently—Later

Terminating—Ending

Thru-load—Attached to a mission from point A to point C

Transit—Passing through

Transportation—Carry

Unclassified—Not classified

Unreconciled Manifests—Manifests listed on the ASIFICS Missing Manifest List for longer than 7 days

Workload—Work, tonnage

Attachment 2

RTDPC LISTING WITH ASSIGNED DOWNLINE STATIONS

RTDPC	STATION CODE	AERIAL PORT NAME
AMC/ITV CELL		
	AEX	Alexandria Int'l, Louisiana
	BIF	Biggs AAF/Ft. Bliss, Texas
	FOE	Forbes AAF, Kansas
	GPT	Gulfport-Biloxi Regional, Gulfport Mississippi
	GRK	Robert Gray AAF, Texas
	GTB	Wheeler-Sack AAF, Fort Drum, NY
	IND	Indianapolis IAP, Indiana
	KH2	Stennis IAP, Mississippi
	LAW	Lawton-Ft. Sill Regional, Oklahoma
	LSF	Lawson AAF, Georgia
	NGP	NAS Corpus Christi, Texas
	NKT	Cherry Point MCAS, North Carolina
	NUE	Nurnberg Int'l, Germany
	NXX	Willow Grove NAX, PA
	ORD	Chicago-O'Hare Int'l, Illinois
	PHL	Philadelphia Intl, PA
	SCK	Stockton Metropolitan, California
	SDF	Louisville/Standiford, Kentucky
	SPI	Capital, IL
	SVN	Hunter AAF, Savannah, Georgia
	VKO	Vnukovo, Moscow
	VOK	Volk Field/Camp Douglas, Wisconsin
CHS		
	ASI	Ascension Island, United Kingdom
	ASU	Silvio Pettirossi Intl, Paraguay
	ATL	Atlanta-Hartsfield International, Georgia
	BDA	Bermuda Int'l, Bermuda
	BOG	Eldorado Intl/Bogota, Columbia

RTDPC	STATION CODE	AERIAL PORT NAME
	BSB	Brasilia Intl, Brazil
	BUE	Buenos Aires, Argentina
	BZE	Philip S.W. Goldson Intl, Belize
	CHS	Charleston AFB, South Carolina
	COF	Patrick AFB, Florida
	GRA	Gamarra, Columbia
	GUA	La Aurora, Guatemala
	KIN	Kingston, Jamaica
	LIM	Lima/Jorge Chavez Intl, Peru
	LPB	El Alto Intl/JF Kennedy Intl, Bolivia
	MCF	Macdill AFB, Florida
	MIQ	Simon Bolivar IAP, Venezuela
	MVD	Carrasco Intl, Uruguay
	NBW	NAS Guantanamo Bay, Cuba
	NIP	NAS Jacksonville, Florida
	NRR	NAS Roosevelt Roads, Puerto Rico
	PAP	Port Au Prince, Haiti
	PLA	Soto Cano AB, Palmerola, Honduras
	PTY	Tocumen Intl/Panama City, Panama
	RIO	Jacarepagua/Rio De Janeiro, Brazil
	SAL	El Salvador Intl, El Salvador
	SCL	Santiago/Auturo Merino Benito Intl, Chile
	SJH	V.C. Byrd, Antigua Barbuda
	SJO	San Jose/Juan Santamaria Intl, Costa Rica
	SJU	Luis Munoz Marin IAP San Juan, Puerto Rico
	TGU	Tegucigalpa/Toncontin Intl, Honduras
	UIO	Mariscal Sucre Intl, Ecuador
	XNO	North AF Aux, South Carolina
DNA		KADENA AB, OKINAWA
	BKK	Bangkok Intl, Bangkok Thailand
	CRK	Clark Int'l Philippines
	DNA	Kadena AB, Okinawa
	NAK	Khorat/Nakhom Ratchasima, Thailand

RTDPC	STATION CODE	AERIAL PORT NAME
	OCO	San Jose, Phillipines
	UTP	U-Taphao Intl, Thailand
	ZAM	Zamboanga Intl, Republic of the Phillipines
EDF		ELMENDORF AFB, ALASKA
	ADQ	Kodiak, Alaska
	AKN	King Salmon, Alaska
	BRW	Barrow/Wiley Post, Alaska
	BTI	Barter Island, Alaska
	CZF	Cape Romanzof LRRS, Alaska
	EDF	Elmendorf AFB, Alaska
	EHM	Cape Newenham LRRS, Alaska
	EIL	Eielson AFB, Alaska
	FYU	Fort Yukon, Alaska
	GAL	Galena/Edward G. Pitka Sr., Alaska
	LUR	Cape Lisburne, Alaska
	OTZ	Kotzebu, Alaska
	PIZ	Point Lay, Alaska
	SVW	Sparrevohn LRRS, Alaska
	SYA	Eareckson AS/Shemya AFB, Alaska
	TLJ	Tatalina, Alaska
	TNC	Tin City LRR, Alasaka
	UTO	Indian Mountain, Alaska
HIK		HICKAM AFB, HAWAII
	ASP	Alice Springs, Austrailia
	AWK	Wake Island AAF, Wake Island
	CHC	Christchurch Intl, New Zealand
	HIK	Hickam AFB, Hawaii
	HNL	Honolulu International, Hawaii
	IZ2	McMurdo Station, Antarctica
	IZC	Mc Murdo Station, Antarctica
	JON	Johnson Atoll, Johnson Island
	KWA	Bucholz AAF/Kwajalein, Marshall Islands
	PPG	Pago Pago Intl, American Samoa

RTDPC	STATION CODE	AERIAL PORT NAME
	RCM	Richmond, Australia
MHZ		RAF MILDENHALL AB, UNITED KINGDOM
	ADA	Incirlik AB, Adana, Turkey
	ADB	Adnan Menderes/Izmir, Turkey
	ADJ	Marka Intl, Amman Jordon
	AKH	Prince Sultan AB/Al Kharj, Saudi Arabia
	AKT	Akrotiri RAF, Cyprus
	AMM	Amman/Queen Alia Intl, Jordan
	AQR	King Faisal, Al Jafr, Jordan
	ASB	Ashgabat, Turkmenistan
	AVB	Aviano AB, Italy
	BAH	Bahrain Intl, Bahrain
	BAL	Batman AB, Turkey
	BOJ	Burgas, Bulgaria
	CAI	Cairo East/Cairo Intl, Egypt
	CHQ	Souda Bay, Crete
	CND	Mihail Kogalniceanu, Romania
	CWE	Cairo West, Egypt
	DHF	Al Dhafra AB, Saudia Arabia
	DIY	Diyarbakir AB, Turkey
	DOH	Doha Int'l, Qatar
	DYU	Dushshanbe, Tajikistan
	EKJ	Prince Sultan AB/Al Kharj, Saudi Arabia
	ESB	Esenboga, Turkey
	FJR	Fujairah Intl, United Arab Emirates
	FRA	Frankfurt Main Int'l, Frankfurt, Germany
	FRF	Rhein Main AB, Germany
	FRU	Manas AB, Frunze, Kyrgyzstan
	GIO	Gioia Del Colle, Italy
	GPA	Araxos, Greece
	GZT	Oguzeli AB, Turkey
	HDS	Hoedspruit AFS, South Africa
	HSA	Shaikh Isa AB, Bahrain

RTDPC	STATION CODE	AERIAL PORT NAME
	IFR	Le Tube/Istries, France
	IGL	Cigli AB, Turkey
	IST	Ataturk/Istanbul, Turkey
	IUD	Al Udeid Ar Rayyan, Qatar
	IZE	Ahmed Al Jaber AB, Kuwait
	J4M	Unspecified Location
	J4P	Unspecified Location
	J4R	Unspecified Location
	J6D	Unspecified Location
	JAG	Jacobabad, Pakistan
	JIB	Djibouti/Ambouli, Djibouti, Africa
	KDH	Kandahar, Afghanistan
	KEZ	Ali Al Salem AB, Kuwait
	KIK	Kirkut AB, Iraq
	KRP	Karup, Denmark
	KSQ	Karshi AB, Uzbekistan
	KWI	Kuwait Intl, Kuwait
	LGS	Lajes Field, Azores
	LY1	Amiko, Dakovica, Kosovo
	MCT	Seeb International, Muscat
	MHZ	RAF Mildenhall AB, United Kingdom
	MSH	Masirah, Masirah Island, Oman
	NAP	NAS Naples, Italy
	NHD	Minhad AB, United Arab Emrites
	NVM	Nevatim AB, Israel
	O9R	Tallil AB, Iraq
	OA1	Bagram AB, Afghanistan
	OA4	Salam, Afgahanistan
	OJ2	Prince Hasan AB, Jordan
	OLB	Olbia/Costa Smeralda, Italy
	OR6	Bashur AB, Iraq
	OR9	Balad Southeast, Iraq
	OZP	Moron AB, Spain
	PDV	Plovdiv, Bulgaria
	PRG	Ruzyne IAP, Prague, Czech Republic

RTDPC	STATION CODE	AERIAL PORT NAME
	PRN	Pristina Int'l Airport, Kosovo
	RAE	Arar, Saudi Arabia
	RDL	Ronchi Dei Legionari, Italy
	RMS	Ramstein AB, Germany
	RTA	NAS Rota, Spain
	SDA	Baghdad Intl, Iraq
	SIZ	NAS Sigonella, Italy
	SJJ	Sarajevo, Bonia and Herzegovina
	SKP	Skopje, Macedonia
	SQX	Shaheed Mwaffaq AB, Jordan
	SVG	Stavanger/Sola, Norway
	TIA	Tirana/Rinas, Albania
	TLV	D. Ben Gurion Int'l, Tel Aviv, Israel
	TPS	Trapani/Birgi, Italy
	TTH	Thumrait, Oman
	TUN	Carthage, Tunis, Tunisia
	TUU	Tabuk/King Faisal AB, Saudi Arabia
	TZL	Tusla AB, Bosnia and Herzegovina
	TZR	Taszar, Hungary
	WRO	Strachowice, Poland
	WVB	Walvis Bay, Namibia
	YES	Istanbul/Sehir-City, Turkey
OKO		YOKOTA AB, JAPAN
	FUJ	Fukue, Japan
	FUK	Fukuoka/Itazuke AUX, Japan
	HLP	Jakarta/Halim Perdanakusuma Int'l, Indonesia
	IWA	Iwakuni MCAS, Japan
	MSJ	Misawa AB, Japan
	NGS	Nagasaki, Japan
	NJA	Atsugi NAF, Japan
	NKW	Diego Garcia NSF
	OKO	Yokota AB, Japan
	QPG	Paya Lebar (RSAF), Singapore
	SIN	Changi, Singapore

RTDPC	STATION CODE	AERIAL PORT NAME
OSN		OSAN AB, KOREA
	HLV	Suwon AB, Korea
	KHE	Kimhae International, Korea
	KPO	Pohang, Korea
	KUZ	Kunsan AB, Korea
	KWJ	Kwangu AB, Korea
	OSN	Osan AB, Korea
	TAE	Taegu AB, Korea
SELF SUPPORTED		
	AGS	Augusta Regional At Bush Field, Georgia
	AHC	Amedee AAF, California
	BAF	Barnes Muni., Massachusetts
	BFK	Buckley AFB, Colorado
	BLV	Scott AFB/MidAmerica Joint Use, Illinois
	DMA	Davis Monthan, New Mexico
	DOV	Dover AFB, Delaware
	FFO	Wright Patterson AFB, Dayton, Ohio
	FHU	Ft Huachuca, Arizona
	FWH	Ft. Worth NAS/JRB, Texas
	GSB	Seymour Johnson AFB, Goldsboro, NC
	HRT	Hurlburt Field, Florida
	HSV	Huntsville Intl-Carl T. Jones Fld, Alabama
	HUA	Redstone AAF, Ala
	IAG	Niagara Falls Int'l, New York
	JAX	Jacksonville Intl, Florida
	LFI	Langley AFB, Virginia
	LGF	Lafuna AAF, Yuma, AZ
	LRF	Little Rock AFB, Arkansas
	MXF	Maxwell AFB, Montgomery, Alabama
	NBC	Beaufort MCAS, South Carolina
	NFO	Futenma MCAS, Japan
	NGU	Norfolk NAS, Virginia

RTDPC	STATION CODE	AERIAL PORT NAME
	NKX	MCAS Miramar, California
	NTD	Point Mugu NAWS, California
	NUG	Moffett Field NAS/Mountain View, California
	NUW	Whidbey Island NAX, Oak harbor, Washington
	NZY	NAS North Island, San Diego, California
	PBI	Palm Beach Intl, Florida
	POB	Pope AFB, North Carolina
	RNO	Reno-Tahoe Int'l, Nevada
	TIK	Tinker AFB, OK
	TKH	Takhli, Thailand
	TUS	Tucson Int'l Arizona
	VCV	So. California Logistics Apt, Victorville, CA
	WRB	Robins AFB, Georgia
	YOD	Cold Lake, Canada
SUU		TRAVIS AFB, CALIFORNIA
	COS	City of Colorado Springs Muni, Colorado
	LAX	Los Angeles Intl, California
	MHR	Mather Field, Sacramento, California
	NYL	Yuma MCAS, Arizona
	RDR	Grand Forks AFB, North Dakota
	RIV	March ARB, California
	SUU	Travis AFB, California
TCM		MCCHORD AFB, WASHINGTON
	SEA	Seattle-Tacoma Intl, Washington
	TCM	McChord AFB, Washington
	YEG	Edmonton Intl, Canada
UAM		ANDERSON AFB, GUAM
	UAM	Anderson AFB, Guam
	KSA	Kosrae Island, Federal States of Micronesia
	PNI	Pohnpei International, Pohnpei Micronesia
	ROR	Babelthuap, Koror/Airai Pacific Ocean

RTDPC	STATION CODE	AERIAL PORT NAME
	SPN	Saipan Int'l Airport, Guam
	TKK	Chuuk Intl, Guam
WRI		MCGUIRE AFB, NEW JERSEY
	ADW	Andrews AFB, Maryland
	BWI	Baltimore-Washington IAP, Maryland
	CEF	Westover ARB/Metropolitan, Mass.
	CRW	Yeager Airport, West Virginia
	HOP	Campbell AAF/Ft Campbell, Kentucky
	KEF	NAS Keflavik, Iceland
	SAV	Savannah, Georgia
	THU	Thule AB, Greenland
	WRI	McGuire AFB, New Jersey

Attachment 3**EVENT CODES IN GATES**

NOTE: The following table lists all available event codes that GATES utilizes. Some of these codes are system codes and cannot be assigned individually by the user.

ADV	Advance (ATCMD submitted but cargo not arrived at port)
AIB	Air Inbound (Scheduled to arrive on an inbound mission)
AIP	Air Inbound Palletized (Palletized cargo scheduled to arrive on an inbound mission)
AIR	Air Inbound Received (Arrived by air, but not movement ready)
ARP	Air Received Palletized (Palletized cargo arrived by air, but not movement ready)
DEL	Deleted Record
DLA	Wrong/Miskeyed TCN or TAC Code
DLB	Split Shipment
DLC	Frustrated Cargo Which Will Not Be Shipped
DLD	Short Shipment (all pieces)
DLE	Correct An Erroneous Receipt Time
DLF	Cargo Lost
DLG	Pilfered/Confiscated Cargo
DLH	Diversion/Confiscated Cargo
DLJ	Report of Survey
DLK	Packaging/Handling Deficiencies
DLL	Piece Control Shipment Deleted for Consolidation
DLM	Shipment Control Delete For Split
DLN	Shipment Deleted For Consolidation With Another TCN
DLS	Short Shipments in Air Inbound Status
DLX	Manifested But Not Received At Next Port
DPT	Lifted via Surface Conveyance
FR1	Cargo w/ Documentation Errors/Problems
FR2	Damaged Shipments
FR3	ACA/CSB Request To Hold Or Divert
FR4	Customs Hold, Divert, Or Remove From System
FR5	Suspected Pilferage
FR6	Cargo Awaiting Clearance Either At Origin or Destination
FR7	Cargo on the Database Which Cannot Be Located in the Terminal

FRD Cargo Awaiting Diplomatic Clearance
FRE Documentation Error During In-check
FRG Surface Movement Short Shipment
FRP Split shipments, barcode label required
FRS Frustrated (Frustrated cargo)
FRT Invalid TAC Code
INC In-checked (Cargo in port, but not movement ready)
LDP Load Planned (Movement ready and load planned)
LFT Lifted (Departed on a mission)
MAL Air Manifested Loose (Loose cargo that is air load planned and manifested)
MAN Manifested (Movement ready, load planned and manifested)
MAP Air Manifested Palletized (Palletized cargo that is air load planned and manifested)
MNL Manifested Loose (Loose cargo that is air load planned)
MSL Surface Manifested Loose (Loose cargo that is surface load planned and manifested)
MSP Surface Manifested Palletized (Palletized cargo that is surface load planned and manifested)
PL1 Palletized cargo - Cargo With Documentation Errors/Problems
PL2 Palletized cargo - Damaged Shipments
PL3 Palletized cargo - ACA/CSB Request To Hold Or Divert
PL4 Palletized cargo - Customs Hold, Divert, Or Remove From System
PL5 Palletized cargo - Suspected Pilferage
PL6 Palletized cargo - Cargo awaiting clearance either at origin or destination
PL7 Palletized cargo - Cargo on the database which can't be located in the terminal
PLA Palletized cargo - Pallet Frustrated Short Pallet Shipment (Air)
PLD Palletized cargo - Short Shipment or Cargo awaiting diplomatic clearance
PLE Palletized cargo - No matching consignee/APOD found during in-check
PLG Palletized Cargo - Pallet Frustrated Short Pallet Shipment (Surface)
PLL Palletized Lifted (Palletized cargo which has departed the port)
PLP Palletized Load Planned (Cargo on an air load planned pallet)
PLS Palletized cargo - Frustrated (Frustrated cargo)
PLT Palletized (Cargo on pallet and movement ready, awaiting lift)
PRO Processed (Cargo in port and movement ready, awaiting lift)
RCD Receipt at APOD
REC Receipted
SEN Sentinel
TAC Transportation Account Code change

Attachment 4

DISPOSITION OF RECORDS

	If the records are or pertain to	Consisting of	Which are	Then
1	Military airlift originating, terminating, and in-transit airlift, using automated and manual documents	Air cargo and passenger boarding manifests for both Transportation Working Capital Fund (TWCF) and non-TWCF flights. Registered and ordinary mail manifests and DD Forms 1384, Transportation Control and Movement Documents (TCMD) used for TWCF and non-TWCF traffic. AMC Forms 53 with or without flight verification, travel orders for passenger movements attached to final TWCF manifest as submitted to the AMC billing system. AMC Form 77 Aircraft Ground Handling Form, Aeromedical Evacuation and Special Assignment Airlift Missions (SAAM), Special Airlift Missions (SAM) and other contingency/exercise manifests. Rush Baggage Manifests	Filed separately or in Consolidated Flight Packages (CFP). Filed as CFP after 1 Oct 2003	Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent
1.01			Optional records maintained for port reference in hard copy, in addition to records listed in rule 1 above.	Maintain current year plus 2 inactive fiscal years, then destroy.
			Optional records maintained for port reference in electronic format, in addition to records listed in rule 1 above	Maintain for 7 years, and then destroy.
1.02	MILAIR Transportation Control and Movement for Cargo and Mail used in lieu of air manifests and not already included in a CFP.		Generated by a Revenue Traffic Data Processing Center on behalf of a downline assigned station. Attach to printed automated manifest	Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent

	If the records are or pertain to	Consisting of	Which are	Then
2	Surface conveyance originating, terminating, and in-transit	Normal surface conveyance and landbridged cargo manifests, DD Forms 1384, Transportation Control and Movement Documents	automated and manual manifests	Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent.
2.01		DD Forms 1384, Transportation Control and Movement Documents	Source documents for above mentioned surface manifests	Attach to Inbound truck manifest, retire to staging as above.
3	Manifest registers	Cargo and Passenger air manifest registers; surface conveyance and land bridge manifest registers		Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent
4	MILAIR Cash Collection Vouchers	Receipts used as supporting documents for preparation of financial reports	At origination, terminating and in-transit stations	Maintain current year plus 2 inactive fiscal years at the port, then destroy
5	Transportation Discrepancy Reports	Reports pertaining to traffic irregularities, packaging and handling deficiencies, over, short, damaged, pilfered, and lost cargo and mail, and correspondence on passenger irregularities. All supporting documentation used in research to include printed message traffic	SF 361 Transportation Discrepancy Report, and SF 364 Report of Discrepancy	Maintain current year plus 1 inactive fiscal year at the port. Retire to staging as permanent
6	Release from Claim for Property Damage for Personal Injury		For TWCF traffic at originating stations	Destroy after 1 year
12	MILAIR Baggage Irregularities	Inventories, tracer actions, baggage identification tags, rush baggage tags, and related correspondence that are records of lost, found, pilfered, and damaged baggage used to support claims for reimbursement or return to owner		Destroy after 1 year

	If the records are or pertain to	Consisting of	Which are	Then
13	MILAIR Baggage Irregularities – HQ AMC Baggage Service Center (BSC)		At HQ AMC BSC	Destroy after 2 years

Attachment 5**IC 2004-01 TO AMCI 24-101, VOLUME 6, TRANSPORTATION DOCUMENTATION,
DATA, RECORDS, AND REPORTS****1 OCTOBER 2004*****SUMMARY OF REVISIONS***

This interim change (IC) 2004-01 provides guidance for reporting AMC Form 82, Monthly Station Traffic Handling Report through the web. **A bar (|) indicates a revision from the previous edition.**

24.2. Reporting Instructions. Each unit prepares this report monthly as of 2400Z on the last day of the month. The report should reach HQ AMC/A43R by the 20th day of the following month. A separate report will be submitted to report workload performed while deployed away from home station. Do not report workload from a location that already submits a 7107 report, e.g., Dover will not report workload performed while on an AEF rotation to Al Udeid. Units reporting deployed workload may deviate from normal reporting timelines. Reports should have the same closeout dates but units can wait until redeployment to compile data.

24.2.1. AMC Form 82. Use this form to document workload of AMC air terminals (to include aerial port mobility and aerial delivery support flights), AMC transportation squadrons or traffic management offices, AMC operating locations (OL), detachments (Det), Air Mobility Operations Groups (AMOG), terminals operated under the Chief of Naval Operations (CNO)/AMC Memorandum of Agreement, and any other operation in support of AMC aircraft on-load and offload functions. Units will submit the report through the web at the following URL: <https://private.amc.af.mil/amc7107/>. Those locations that do not have access to .mil web sites will continue to submit a paper copy. Retain paper file copy for two years for historical/audit information.

DANNY STEELE, Colonel, USAF

Deputy Director of Logistics