

1 FEBRUARY 2004



Transportation

**MILITARY AIRLIFT POLICY FOR AERIAL
PORT OPERATIONS**

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Pages: 3
Distribution: F

This publication establishes overall aerial port operations mission policy. It applies to Air National Guard units when in the ANGIND 2 and to the Air Force Reserve Command aerial port activities.

1. General. The primary responsibility of AMC aerial port operation activities is to provide air transportation for all users of the Defense Transportation System (DTS).

1.1. Responsibilities. Outlines organizations and responsibilities from MAJCOM to flight level. AMC unit activities will comply with policies and instructions contained within the following publications: (a) AMCPD 24-1, *Military Airlift Policy for Aerial Port Operations*, and (b) all applicable volumes of AMCI 24-101, *Instruction for Aerial Port Activities*.

2. Transportation Policy. Aerial port activities will maintain adequate numbers of applicable volumes to AMCI 24-101. All work centers require Volume 1. Unit supplements or other directives that change basic policies, procedures, or formats of this policy directive, without waiver, are prohibited.

3. AMC Programming Structure and Responsibility. AMC aerial port activities will maintain sufficient automated systems to ensure the efficient operation of their activities.

4. Aerial Port Combat Readiness and Resources. This activity is responsible for all unit planning, resource functions, and unit mobility. In addition, the activity identifies and preplans wartime/contingency aerial port support requirements.

5. Transportation Documentation, Data, Records, and Reports. This section maintains transportation documents created within the Air Mobility Command (AMC) system and reports data to management activities.

6. AMC Aerial Port Phase II, Aircraft Load Planning and Loading Program. Aerial Port Phase II is an aircraft loading program directly managed and supervised by air transportation personnel. It provides units the flexibility to determine the best time to load or offload aircraft when aircrew support is not avail-

able and allows management the ability to distribute workload evenly. It will not serve as an aircrew enhancement or alleviate the loadmaster's responsibility to on and offload aircraft.

7. Passenger Reservation Management. Aerial port activities will ensure that the management of passenger reservations is carried out in accordance with AFJI24-107OPNAVINST 4630.23AA, *Policies and Procedures for Obtaining Passenger Reservations for DoD International Air Travel*.

8. Air Terminal Operations Center (ATOC). Provides aerial port activities with information to manage available resources to receive, document, and move passengers, cargo, and mail. It is the focal point through which all information relating to airlift traffic flow is received, processed, and dispatched to functional areas.

9. Fleet Service. Supplies transport aircraft with passenger and crew comfort items and ensure transport aircraft interiors are clean and presentable.

10. Cargo/Mail. Provides procedures and guidance for the control and documentation of cargo/mail movement through the military airlift system. Provides detailed guidance for using automated systems.

11. AMC Customer Service Branches. Serves as the single focal point liaison to shipper services and air clearance authorities.

12. Passenger Service. Provides complete services to arriving and departing passengers and travelers using AMC air travel. AMC operates these operations for two reasons: (a) To continually exercise and train the military and civilian manpower needed to help the United States meet contingencies around the world and if need be, go to war. (b) To provide low-cost transportation to the DoD.

13. Baggage Service. Provides detailed guidance for handling checked baggage to ensure it is delivered intact, undamaged, and available to each traveler as soon as possible on their arrival at their destination.

14. Border Clearance. AMC aircraft must comply with the laws and regulations of the countries served. To ensure compliance, the *DoD Foreign Clearance Guide* provides guidance for proper border clearance of passengers.

15. Training Requirements and Standards for Air Reserve Components (ARC) in Aerial Port Operations. Primary focus is on ARC aerial port activities and the maintenance of training requirements. All training must center on unit readiness through individual proficiency.

16. Training Requirements for Aerial Port Operations. Primary focus is on active duty aerial port activities and the maintenance of training requirements. The objective of training and the role of management are the same—operational readiness through qualified personnel within every unit.

17. AMC Mobile Units and Aerial Port Mobility. To maintain a constant state of readiness, mobile aerial port activities exist to provide rapid response capability. Provides operational guidance for these units to establish and operate non fixed air terminals at employment sites where no permanent air terminal organization exists.

18. AMC Aerial Port In-Transit Visibility (ITV). To provide ITV policy guidance to AMC Aerial Port Squadrons and AMC deployed units, and supplements DOD guidance found in the United States Transportation Command Defense (USTRANSCOM) In-transit Visibility Integration Plan-Revised 2000. Also applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC).

JEFFREY W. ACKERSON, Colonel, USAF
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