

**17 JULY 2003**



**HEADQUARTERS AIR MOBILITY COMMAND  
AND FIELD OPERATING AGENCIES**

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This mission directive implements policy guidance in AFD 10-1, *Mission Directives*, AFI 10-101, *Format and Content of Mission Directives*, and AFI 38-101, *Air Force Organization*. It defines the mission, command, responsibilities, and organization of HQ Air Mobility Command (AMC), Scott AFB IL, and its Field Operating Agencies (FOAs). Applies to the Air National Guard (ANG) or the US Air Force Reserve (AFR) units, effective upon the date of unit activation.

### **SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This interim change (IC) 2003-01 corrects the numbering of this mission directive. AMC Mission Directive 601 is renumbered to AMC Mission Directive 701 IAW AFI 10-101, *Format and Content of Mission Directives*. A bar (|) indicates changes from the previous edition.

**1. Mission.** Provides airlift, air refueling, special air mission, and aeromedical evacuation (AE) for United States forces. Prepares forces for independent, joint, or combined operations in the roles of force sustainment, power projection, and military operations other than war. Also supplies forces to theater commands to support wartime tasking. As the Air Force (AF) component of the United States Transportation Command (USTRANSCOM), AMC is the single manager for air mobility.

**2. Command.** HQ AMC is a major command (MAJCOM) reporting to the Chief of Staff of the Air Force (CSAF).

2.1. Exercises administrative and operational control over assigned forces and, when activated, Air Mobility Command-gained AFR and ANG forces.

2.2. Commands worldwide AMC forces in support of USTRANSCOM.

**3. Responsibilities.**

### 3.1. HQ Air Mobility Command Commander (CC):

3.1.1. Implements Secretary of the Air Force and the CSAF directives addressing administration and policies concerning assigned and augmentation forces operating in support of combatant commands.

3.1.2. Employs air mobility forces worldwide under combatant commands

3.1.3. On order, provides air mobility forces to combatant commands.

3.1.4. Ensures Air Mobility Command-gained AFR and ANG units are interoperable and operationally ready.

3.1.5. As the AF Component Commander, USTRANSCOM, exercises operational control of airlift, air refueling, and other AMC forces assigned to USTRANSCOM.

3.1.6. Maintains forces in a constant state of readiness to meet the tasked wartime support requirements for all Department of Defense (DoD) agencies.

3.2. Vice Commander (CV): Assists AMC/CC in performance of duties and responsibilities. In AMC/CC's absence, acts as the Commander in matters affecting the command.

### 3.3. Command Section Executive Support (CCEE):

3.3.1. Develops, implements command section policies for preparation and processing of correspondence within HQ AMC.

3.3.2. Focal point for receiving, dispatching, routing, and monitoring all command section correspondence.

3.3.3. Manages all command section suspenses using the Suspense Tracking Application for Command Staff computer program.

### 3.4. Command Scheduling (CCES):

3.4.1. Schedules CC and CV day-to-day activities as they interface with field commanders, AMC and USTRANSCOM Staffs, executive and legislative officials, and local, state, and federal authorities.

3.4.2. Coordinates throughout the AMC staff to ensure command-directed briefings are scheduled to meet command section suspenses.

3.4.3. Ensures quality read-ahead products are furnished for upcoming meetings with AMC/CC.

3.4.4. Creates and maintains intermediate and long-range calendars and resolves scheduling conflicts.

### 3.5. Command Chief Master Sergeant (CCC):

3.5.1. Serves as the principal advisor to the AMC/CC and the AMC staff on matters of health, welfare, morale, and the proper utilization of enlisted personnel within the command.

3.5.2. Serves as the functional manager for first sergeants in HQ AMC.

3.6. Reserve Affairs (RE): Serves as the central point of contact for all matters related to ANG and AFR management of tanker and airlift resources. Acts as liaison between ANG and AFR Command in providing opportune, channel, and special airlift missions as required by AMC.

### 3.7. Headquarters Squadron Section (CCQ):

3.7.1. Supports the AMC/CC through the execution and coordination of administrative, logistical, personnel and training programs and policies; and administering to the general health, welfare, and morale of assigned personnel through command and orderly room functions.

3.7.2. Initiates, reviews, and acts on investigations and inquiries involving assigned personnel and exercises command jurisdiction over all enlisted personnel.

3.7.3. Provides liaison between assigned personnel, installation command, and support functions and agencies.

### 3.8. Protocol (CCP):

3.8.1. Office of primary responsibility for visits, ceremonies, and social functions hosted by Command Section general officers.

3.8.2. Coordinates with AMC staff to ensure visitor itineraries, billeting, transportation, and security needs are arranged.

3.8.3. Organizes or assists as necessary with all ceremonies related to change of command, retirement, promotion, and awards when Command Section general officers are involved.

3.8.4. Responsible for reserving facilities and entertainment, menu planning, invitations, programs, seating, master of ceremony assignments, and billeting procedures for Command Section-hosted social events.

3.8.5. Assists the AMC staff and AMC subordinate organizations with protocol advice as necessary.

### 3.9. Commander's Action Group (CCX):

3.9.1. Assists the AMC/CC in formulating command policy and initiatives on various air mobility issues.

3.9.2. Researches and provides background for the Commander's speeches, briefings, congressional testimony and special projects.

3.9.3. Provides support for the Commander's travel, conferences, and meetings.

3.9.4. Interfaces with the staffs of USTRANSCOM, HQ USAF, other MAJCOMs, and subordinate commands.

### 3.10. Civil Engineering (CE):

3.10.1. Enhances AMC's non-lethal application of airpower by managing the wartime and peacetime posture, training, and deployments needed to ensure combat support readiness.

3.10.2. Establishes policy and provides oversight for fire protection, explosive ordnance disposal, full spectrum threat response operations, manpower, data automation, technical support, maintenance, repair, and energy programs.

3.10.3. Air Mobility Command Civil Engineer Squadron (AMCCES) is a MAJCOM FOA reporting directly to HQ AMC/CE. Provides vital support to the Air Mobility Team; constructs, operates, and monitors AMC facilities; provides emergency services; and orchestrates efforts to preserve and enhance the environment.

### 3.11. Operations (DO):

3.11.1. Lead staff for DoD air refueling and military and civil airlift systems--includes tactics, training, evaluation, command and control, Single Integrated Operational Plan/Operational Plan development, AE, special operations, weather, civil reserve air fleet, airfield operations contracting, and Presidential airlift.

3.11.2. Formulates policy to execute Presidential and Secretary of Defense plans for use of national mobility assets during war, crisis, and Joint Chief of Staff exercises to support combatant commanders.

3.11.3. Air Mobility Command Air Operations Squadron (AMCAOS) is a MAJCOM FOA reporting directly to HQ AMC/DO.

3.11.3.1. Provides support to contracting and certification of civilian carriers, deployable command and control, and planning worldwide.

3.11.3.2. Provides Operations Groups at various AMC locations support in the area of air traffic control, airfield operations, tactics and weather.

### 3.12. Personnel (DP):

3.12.1. Provides command direction and policy for over 100 AF personnel programs supporting AMC operations worldwide.

3.12.2. Responsible for personnel accountability, education, training, promotion, recognition, separation, professional development, quality force, military equal opportunity, civilian personnel, equal employment opportunity, enlisted and officer assignments, individual mobilization augmentee (IMA), and family support programs impacting AMC bases.

### 3.13. Director of Staff (DS):

3.13.1. Manages and integrates all activities of the Command Headquarters.

3.13.2. Provides support to AMC/CC, CV, and other directorates in fulfilling their global mobility duties for AMC as a component of USTRANSCOM and service MAJCOM.

3.13.3. Supervises special agencies: Executive Support, Conference Center, Presentations, History, and Facilities.

### 3.14. Comptroller (FM):

3.14.1. Responsible for the budgeting and financial execution of operational requirements for all appropriated funds; budgeting and administration of the airlift portion of the Transportation Working Capital Fund (TWCF); cost and economic analyses.

3.14.2. Provides non-appropriated funds financial activity oversight; and analyzing financial data as a basis for management and operational decisions.

3.14.3. Administers accounting and finance staff activities as prescribed by HQ USAF and ensures field compliance with DoD policies and public laws.

3.14.4. Maintains liaison with Defense Finance and Accounting Service (DFAS) to ensure proper disbursement and collection of funds.

3.14.5. Air Mobility Command Finances Services Squadron (AMCFSS) is a MAJCOM FOA reporting directly to HQ AMC/FM.

3.14.5.1. Formulates, plans, establishes procedures, and directs the administration of the airlift portion of the TWCF.

3.14.5.2. Develops, prepares, and justifies the command-wide operating and capital budget estimates and revised budgets.

3.14.5.3. Evaluates and directs development of accounting/billing programs and systems.

3.14.5.4. Develops, justifies, and administers the command's Operation and Maintenance, Military Family Housing, and Medical and Investment Equipment (3080) budgets.

3.14.5.5. Develops financial plans, spend plans, and unfunded lists, and participates in Program Objective Memorandum development.

3.14.5.6. Analyzes AMC channel passenger and cargo, special account handling, and contingency airlift movements.

3.14.5.7. Monitors accuracy of transportation data used to produce back-up detail for DFAS billings.

3.15. Chaplain (HC):

3.15.1. Enables commanders and Chaplain Service personnel to provide and promote opportunities for the free exercise of religion for all the people of AMC.

3.15.2. Ensures a fully mission capable force committed to ethical leadership and spiritual care, ready to respond to any contingency worldwide.

3.15.3. Establishes policy and provide technical assistance under the guidance of HQ USAF/HC and AMC/CC.

3.16. Inspector General (IG):

3.16.1. Directs the development and implementation of inspection policies and processes affecting all Air Mobility Forces.

3.16.2. Assesses and reports on the wartime readiness of AMC active duty and AMC-gained Air Reserve Component forces.

3.16.3. Assesses and reports on areas mandated by law, and mission areas identified by senior Air Force and MAJCOM leaders as critical to the health and performance of AMC and AMC-gained ANG units.

3.16.4. Accomplishes assessments through Expeditionary Operational Readiness Inspections, Single Integrated Operational Plan, En Route Readiness Inspections, Nuclear Surety Inspections, Unit Compliance, and Special Interest Item inspections.

3.16.5. Manages the command's Inquiries and Complaints Program to ensure fair and equal treatment of personnel, and prevent and /or eliminate fraud, waste, and abuse.

3.17. Intelligence (IN):

3.17.1. Delivers actionable mobility-focused intelligence to HQ AMC/CC, Tanker Airlift Control Center (TACC), and Active and AMC-gained AFR and ANG units.

- 3.17.2. Integrates intelligence into air mobility operations, plans, and exercises.
- 3.17.3. Manages intelligence resources, manpower, and budget.
- 3.17.4. Directs systems planning, deployment, and sustainment.
- 3.17.5. Chairs AMC's Threat Working Group program for force protection of air mobility assets.
- 3.17.6. Air Mobility Command Air Intelligence Squadron (AMCAIS) is a MAJCOM FOA reporting directly to HQ AMC/IN.
  - 3.17.6.1. Provides intelligence support to deployed and in-garrison units, the AMC/CC, AMC staff, and TACC.
  - 3.17.6.2. Produces tailored intelligence products for AMC global air mobility forces.
  - 3.17.6.3. Develops guidelines for personnel assignments, training, and systems use for AMC Intelligence units.
  - 3.17.6.4. Manages command's intelligence manpower requirements, civilian personnel, career development and formal training issues; and IMA program.
  - 3.17.6.5. Performs long-range strategic planning, programming, and budgeting.
  - 3.17.6.6. Supports AMC units for acquisition, tactics, information operations, and force protection.
- 3.18. Staff Judge Advocate (JA):
  - 3.18.1. Provides legal counsel and legal services to AMC/CC and AMC staff to facilitate DoD airlift and refueling and all other command missions.
  - 3.18.2. Ensures command activities are conducted in effective compliance with applicable laws; minimizes legal impediments to command missions; and defends against legal challenges.
  - 3.18.3. Provides oversight of legal services delivered throughout the command.
- 3.19. Logistics (LG):
  - 3.19.1. Advises the AMC/CC on all aspects of logistics policies and plans for maintenance engineering, facilities, contracting, supply, motor vehicles and equipment, aerial ports, logistics planning, automated data processing programs, weapon system configuration and control, and resource management.
  - 3.19.2. Directs planning, programming, financial management, and oversight of contractor logistics support, depot level reparable, fuel, contract engineering, and depot purchased equipment maintenance programs.
  - 3.19.3. Develops concepts and manages logistics support for all AMC missions in peacetime and contingencies including 24-hour a day recovery support for non-mission capable aircraft.
  - 3.19.4. Negotiates and consummates interservice support agreements between the airlift services and military departments.
  - 3.19.5. Air Mobility Command Contracting Flight (AMCCONF) is a MAJCOM FOA reporting directly to HQ AMC/LG.
    - 3.19.5.1. Primary office of responsibility for policy, oversight, and pricing support to AMC

contracting activities responsible for award and administration of construction, services, commodities, airlift and related airlift services, automated data processing equipment, and audiovisual products.

3.19.5.2. Advises USTRANSCOM and AMC/CC and staff agencies on all matters relating to the execution and performance of contracts, small business program, and competition in contracting issues.

3.19.5.3. Provides contracting support for exercises and real world contingencies.

3.19.6. Air Mobility Command Logistics Support Squadron (AMCLSS) is a MAJCOM FOA reporting directly to HQ AMC/LG.

3.19.6.1. Develops AMC unit mobility requirements and plans mobility deployment of AMC personnel and equipment.

3.19.6.2. Formulates plans and policy supporting AMC's peacetime and wartime missions.

3.19.6.3. Reviews and prepares logistics annexes to war and contingency plans.

3.19.6.4. Manages the command's War Readiness Material logistics resources and maintenance training.

3.19.6.5. Plans, programs, and budgets in support of AMC logistics functions.

3.19.6.6. Implements, supply, fuels, and equipment programs.

3.19.6.7. Provides functional management and technical guidance for active, AFR, and ANG-gained fuels personnel.

3.19.6.8. Maintains surveillance over manpower and facilities.

3.19.6.9. Performs aircraft maintenance analysis.

3.19.7. Air Mobility Command Regional Supply Squadron (AMCRSS) is a MAJCOM FOA reporting directly to HQ AMC/LG.

3.19.7.1. Provides centralized logistic services in support of AMC's global air mobility mission, to include Mission Capable Reporting Indicator, Stock Control, Funds Management, Records Maintenance, Equipment Management, Supply Computer Operations, and Weapon System Spares Management for AMC wings.

3.19.7.2. Manages AMC forward supply system and forward-deployed weapon system contingency support for strategic airlift, air bridge operations, and aircraft under AMC control.

3.19.7.3. Provides supply support to the Logistics Readiness Center in support of AMC aircraft or aircraft filling AMC missions grounded off-station.

3.20. Public Affairs (PA):

3.20.1. Provides counsel to the AMC/CC and senior staff on public matters affecting the mission.

3.20.2. Works with communities and media to maintain public trust and support.

3.20.3. Develops information strategies to achieve global influence and deterrence while maintaining national security.

3.20.4. Provides ready PA forces across the spectrum of conflict.

3.20.5. USAF Band of Mid-America, Scott AFB IL, is a MAJCOM FOA reporting directly to HQ AMC/PA. Supports the AF mission through the presentation of world-class musical products and services that promote and support troop morale, recruiting, community relations, and the preservation of our national heritage.

3.20.6. USAF Band of the Golden West, Travis AFB CA, is a MAJCOM FOA reporting directly to HQ AMC/PA. Supports the AF's global mission in war and peace by fostering our national heritage and by providing professional military products and services for official military, recruiting, and community relations' events throughout California, Oregon, and Washington.

### 3.21. Communications and Information (SC):

3.21.1. Leads MAJCOM direction on wartime and peacetime integrated communications and information globally.

3.21.2. Provides command, control, communications and computer support to USTRANSCOM, AMC, and worldwide aerial ports.

3.21.3. Formulates policies and provides services on the strategic management of information and visual resources.

3.21.4. Dual-hatted as the Command Chief Information Officer.

3.21.5. Air Mobility Command Communications Group (AMCCG) is a MAJCOM FOA reporting directly to HQ AMC/SC.

3.21.5.1. Manages AMC-wide computer enterprise, operates and maintains AMC command and control and transportation systems.

3.21.5.2. Provides Information Assurance for all AMC systems, and manages and maintains consolidated servers across AMC and selected AF systems.

3.21.5.3. Engineers and sustains AMC computer networks.

3.21.5.4. Tests and validates mission-critical software procured by the government to ensure interoperability with Defense Transportation System assets.

3.21.5.5. Develops and maintains AMC-unique software applications.

3.21.5.6. Provides integrated attack warning and attack assessment while controlling and defending AMC networks.

### 3.22. Safety (SE):

3.22.1. Analyzes trends to establish mishap reduction objectives, develops mishap prevention policy, and identifies opportunities for improvement.

3.22.2. Manages command safety training and education and awards program and is the safety focal point and consultant responsive to AMC organizations and other agencies.

### 3.23. Security Forces (SF):

3.23.1. Provides command direction and monitors over the command's Antiterrorism, Force Protection; Integrated Base Defense, Installation Security, Police Services, Administrative Security, and Combat Arms Marksmanship and Training Programs.

3.23.2. Manages AMC/SF Expeditionary Air and Space Force deployments.

- 3.23.3. Provides fly-away security and protection of Global Mobility Task Force personnel and resources for day-to-day and contingency operations.
- 3.24. Surgeon (SG): Ensures maximum operational health support and combat support capability in AMC's community-based medical treatment facilities and the worldwide AE system while supervising and monitoring their peacetime health care service.
- 3.25. Services (SV):
  - 3.25.1. Directs planning, programming, and financial oversight and promotes improved productivity by providing activities promoting physical fitness, unit and community cohesion, family well-being, and quality of life for military, civilian employees, and their family members.
  - 3.25.2. Provides oversight of mortuary affairs activities and the port mortuary operations.
- 3.26. Test and Evaluation (TE):
  - 3.26.1. Command focal point for all test and evaluation.
  - 3.26.2. Develops policy, plans resources, and manages operational tests of strategic, direct delivery, special operations, combat delivery, air refueling, operational support, special air missions, and medical evacuation aircraft; command and control; electronic warfare systems; aircraft subsystems; aircraft support equipment; and tactics development for Global Reach.
  - 3.26.3. Sole test tasking authority for AMC field test agencies, for test with DoD, HQ USAF, AF Operational Test and Evaluation Center, other services, MAJCOMs, and agencies.
- 3.27. Plans and Programs (XP): Provides supervisory planning and programming support for all air mobility concepts, budget strategies, manpower and organization, competitive sourcing, strategic planning and metrics, programs and policy, operational and resource-level analyses, Title X wargaming support of air mobility operations, air mobility doctrine, intergovernmental agreements, and congressional interests, and acts as single manager for the command's validated acquisition programs.

PAUL W. ESSEX, Major General, USAF  
Director of Plans and Programs

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

AFPD 10-1, *Mission Directives*

AFI 10-101, *Format and Content of Mission Directives*

AFI 38-101, *Air Force Organization*

***Abbreviations and Acronyms***

**AE**—Aeromedical Evacuation

**AF**—Air Force

**AFR**—Air Force Reserve

**AMC**—Air Mobility Command

**ANG**—Air National Guard

**CSAF**—Chief of Staff of the Air Force

**DFAS**—Defense Finance and Accounting

**DoD**—Department of Defense

**FOAs**—Field Operating Agencies

**IMA**—Individual Mobilization Augmentee

**MAJCOM**—Major Command

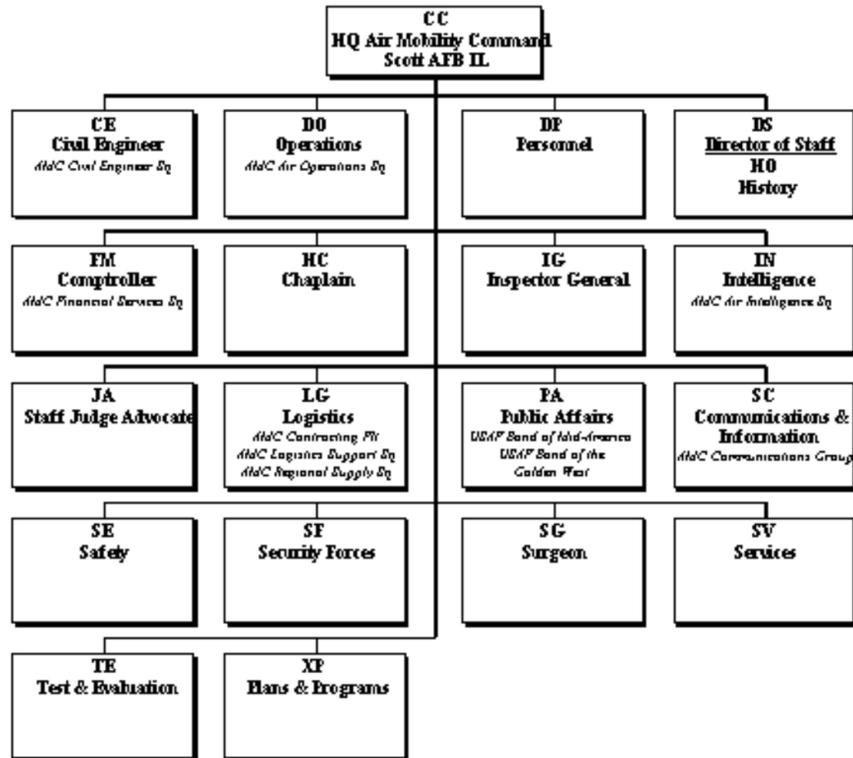
**TACC**—Tanker Airlift Control Center

**TWCF**—Transportation Working Capital Fund

**USTRANSCOM**—United States Transportation Command

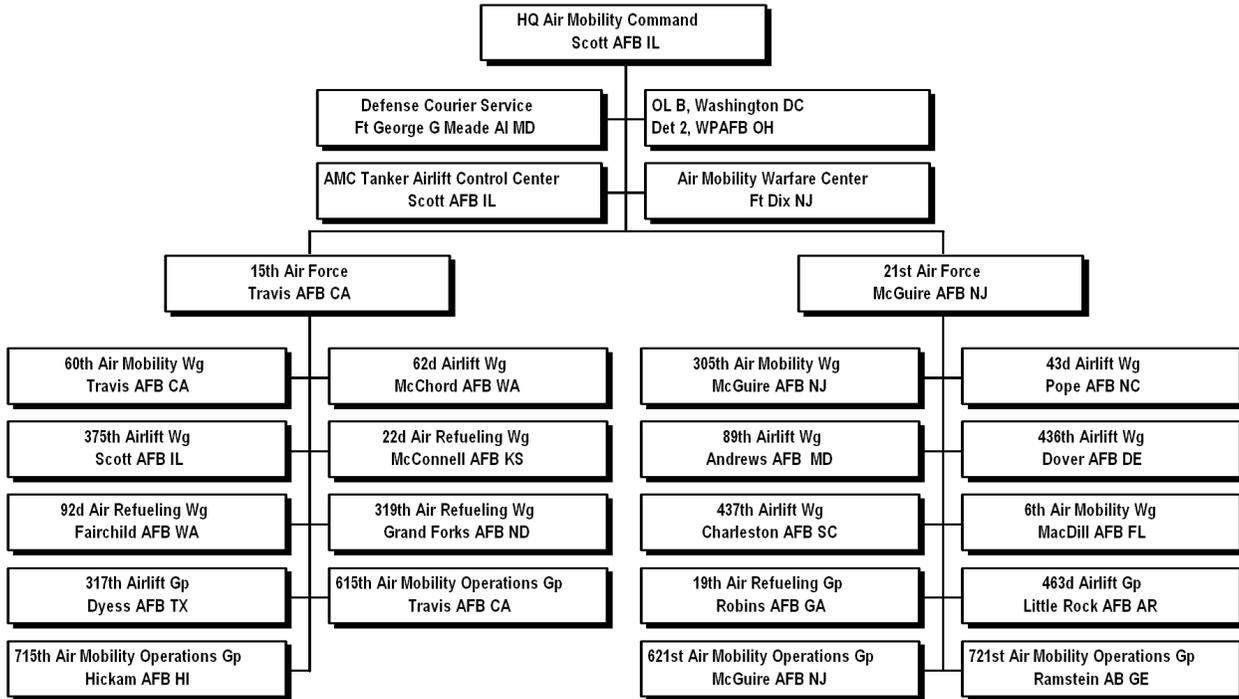
Attachment 2

HQ AIR MOBILITY COMMAND AND FIELD OPERATING AGENCIES



Attachment 3

HQ AMC MOBILITY COMMAND



**Attachment 4**

**IC 2003-01 TO AMCMD 601, HEADQUARTERS AIR MOBILITY COMMAND AND FIELD  
OPERATING AGENCIES**

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***SUMMARY OF REVISIONS***

This interim change (IC) 2003-01 corrects the numbering of this mission directive. AMC Mission Directive 601 is renumbered to AMC Mission Directive 701 IAW AFI 10-101, *Format and Content of Mission Directives*.

PAUL W. ESSEX, Major General, USAF  
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