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This instruction prescribes the policy for the use of Air National Guard (ANG) airlift resources and implements the Air National Guard's Mission Readiness Airlift (MRA) program. It gives guidance on the standard process for requesting and obtaining airlift for training from the ANG. This instruction provides the user community with a single source of information on the entire ANG airlift system.

This instruction applies to the ANG and Army National Guard (ARNG). It is primarily aimed at logistics and scheduling offices in the ANG and ARNG field units. This regulation augments and expands on information contained in Department of Defense (DoD) 4515.13-R, Air Transportation Eligibility, and ANG Instruction (ANGI) 10-207, Global Flight Following. It does not replace those references. The proponent agency for this instruction is the ANG Deployments Team (ANG/XOX). Users are invited to send comments and suggested improvements on Air Force (AF) 847, Recommended Changes to Publications, directly to ANG/XOX, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision incorporates NGR(AF) 55-100, ANG Airlift Operational Procedures, and ANGR 60-05, Use of Air National Guard Aircraft, and realigns ANG transportation policy to echo DoD and United States Transportation Command (USTRANSCOM) guidance (**Chapter 1**). It updates the policy and procedures used within the MRA Program (**Chapter 2** and **Chapter 3**). Specifies current procedures for flight operations while flying under MRA (**Chapter 4**). Provides guidance to users interested in ANG Operational Support Airlift (OSA) travel (**Chapter 5**).

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Chapter 1

TRANSPORTATION POLICIES FOR USE OF ANG AIRCRAFT

1.1. Purpose. This section outlines transportation policy and the management of military airlift resources including those possessed by the ANG.

1.2. Joint Doctrine - Transportation. The Chairman Joint Chiefs of Staff (CJCS) outlines transportation doctrine and guidance in Joint Publication 4-01, Joint Doctrine for The Defense Transportation System.

1.2.1. The Defense Transportation System (DTS) is that portion of the nation's transportation infrastructure, which supports the DoD common-user transportation needs across the range of military operations.

1.2.1.1. Transportation procedures and responsibilities should be the same for peacetime and wartime. This standardization allows transportation forces to train during times of peace in the same manner in which they would operate during war or a contingency and provides flexibility to effectively and quickly support any type of military operation.

1.2.2. The foundation for transportation policy is based on two statutes of United States Code (U.S.C) of Law.

1.2.2.1. U.S.C., Title 31, Section 1344, Passenger Carrier Use, states that vehicles and aircraft of any United States (US) Government agency may only be used for official purposes.

1.2.2.2. U.S.C., Title 31, Section 1301, Anti-Deficiency Act, states that appropriated funds may only be used for the purposes intended, i.e., DoD resources specifically may only be used to support DoD mission requirements.

1.2.3. The CJCS assigns movement priorities in support of DoD components based upon capabilities reported by USTRANSCOM and adjudicates competing lift requirements.

1.3. DoD Transportation Policy. The Secretary of Defense (SECDEF) has designated the Commander, US Transportation Command as the DoD single manager for transportation (other than for Service-unique and theater assigned assets) during times of peace and war.

1.3.1. Department of Defense policy concerning the purposes on which DoD owned or controlled aircraft can be used is set forth in DoD Directive (DoDD) 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel.

1.3.1.1. DoDD 4500.56 specifies that within the CONUS, commercial transportation services shall be the primary method used for official passenger movement including travel for attending conferences, meetings, ceremonies, giving speeches, site visits, etc. OCONUS, commercial air transportation shall be used in accordance with the Joint Federal Travel Regulation (JFTR) Volume 1 and the Joint Travel Regulation (JTR), Volume 2, and travel is funded by the user's organization.

1.3.2. USTRANSCOM J3/J4 Division manages the Joint Operational Support Airlift Center (JOSAC) who has been designated by the Office of the Secretary of Defense (OSD) as the executive agent for military air (MilAir) travel within the CONUS for official business.

1.3.2.1. National Guard OSA aircraft have agreed to provide availability to JOSAC for scheduling of CONUS missions.

1.3.2.2. Within the National Guard, each state is responsible to train at least one requestor/validator on the Joint Air Logistics Information System (JALIS) computer program.

1.3.2.3. National Guard customers interested in using ANG OSA aircraft for official travel within the CONUS must process their request through their state validator who will interface with JOSAC.

1.3.2.4. National Guard customers interested in using ANG OSA aircraft for official travel OCONUS must process their request through the Chief, NGB, Executive Travel Coordinator (NGB-ZAS). Follow the procedures listed in [Chapter 5](#).

1.3.3. The DoD policy for passenger transportation eligibility on DoD owned or controlled aircraft is set forth in DoD 4515.13-R.

1.3.3.1. DoD 4515.13-R delineates who is eligible for DoD transportation and under what circumstance they may travel on DoD assets. If a passenger's eligibility is not specifically addressed, then the passenger must procure an approval through one of two processes. Applicant may seek approval pursuant to the Economy Act or as a waiver by the SECDEF.

1.3.3.2. It is DoD policy that commanders at all levels exercise prudent judgment to ensure that only authorized traffic is transported and that they do not misuse the authority delegated to them. All officials responding to requests for transportation not specifically authorized by DoD 4515.13-R shall make no commitments concerning prospective travelers or cargo until the potential user obtains all required approvals.

1.4. Passenger/Cargo Eligibility Options Outside Standard Channels.

1.4.1. Eligibility Pursuant to the Economy Act (31, U.S.C., 1535/1536). The Economy Act prohibits DoD from providing airlift for any non DoD activity unless it is: (1) of an immediate emergency/life-saving nature, (2) in direct support of the DoD mission, (3) specifically authorized by statute, or (4) it is requested by the head of an executive agency of the federal government pursuant to the Economy Act.

1.4.1.1. The Assistant Deputy Under Secretary of Defense for Transportation Policy (ADUSD/TP) is the approving authority for transportation requests pursuant to the Economy Act.

1.4.1.2. Requests may not come from the user. They must originate with the head of an executive agency of the federal government and the request must contain the following four elements.

1.4.1.2.1. Element One: It must contain the pertinent details of the requested support.

1.4.1.2.2. Element Two: It must articulate how the support requested is in the national interest.

1.4.1.2.3. Element Three: It must certify that commercial transportation (including charter) is not available or is otherwise not satisfactory.

1.4.1.2.4. Element Four: It must include the fund cite or billing information to reimburse the DoD for the service performed.

1.4.1.3. Approved requests will be forward by ADUSD/TP to either USTRANSCOM for processing and scheduling through the DTS or to the NGB Military Support Branch (NGB-ARO-M) who

will coordinate the scheduling and reimbursement process through National Guard standard processes.

1.4.1.4. Detailed information on the airlift approval process pursuant to the Economy Act may be obtained at <http://www.acq.osd.mil/log/tp/>. Click on "Airlift Policy & Issues" and then Click on "Military Air Request" to access the link on the Economy Act, 31 USC 1535, 1536.

1.4.2. Eligibility Through an Exception to DoD Policy. The Executive Secretary, Department of Defense may grant an exception to DoD policy and directly approve transportation requests that are in the best interest of or directly supports the mission of the DoD.

1.4.2.1. Requests may come directly from the user and must contain the following four elements.

1.4.2.1.1. Element One: It must contain the pertinent details of the requested support.

1.4.2.1.2. Element Two: It must articulate with a compelling argument how the support requested is in the best interest of or supports the mission of the DoD.

1.4.2.1.3. Element Three: It must certify that commercial transportation (including an aircraft charter) is not available or is otherwise not satisfactory.

1.4.2.1.4. Element Four: It must state whether the DoD will be reimbursed for the service performed. If it is to be reimbursed, then the billing information must be included.

1.4.2.2. Approved requests will be forward by ADUSD/TP to either USTRANSCOM for processing and scheduling through the DTS or to NGB-ARO-M who will coordinate the scheduling and reimbursement process through National Guard standard processes.

1.4.2.3. Detailed information on seeking a waiver of DoD transportation policy may be obtained at <http://www.acq.osd.mil/log/tp/>. Click on "Airlift Policy & Issues" then Click on "Military Air Request", scroll to the bottom of the page and click on Chapter 10, Special Actions and Procedures, from DoD 4515.13-R.

1.4.3. Eligibility for Denton Amendment Cargo. The provisions of the Denton Amendment apply to humanitarian cargo (donated goods) destined for international locations. Humanitarian cargo donated for shipment within the US must follow the provisions of the Economy Act.

1.4.3.1. All requests to move humanitarian cargo must first obtain approval prior to any commitment of military airlift. Customers must contact the United States Agency for International Development (USAID) to begin the validation process.

1.4.3.2. There are several interim approvals that take place after USAID accepts the initial application. The cargo is eligible for space available movement when USTRANSCOM receives the final approved package and processes it through their internal system. USTRANSCOM will match the Denton load with open cargo capacity on missions flying with the DTS.

1.4.3.3. Detailed information on the Denton Amendment process may be obtained at: <http://public.transcom.mil/J3/denton/denton.htm>.

1.5. United States Air Force (USAF) and Air Mobility Command (AMC) Transportation Policy.

1.5.1. AMC is the USAF Major Command (MAJCOM) under USTRANSCOM. Most of the ANG airlift and air refueling units are AMC gained with the exception of: 156th Airlift Wing (AW), Muniz ANGB, PR is Air Combat Command (ACC) gained; 154th Wing, Hickam AFB, HI; 168th Air Refu-

eling Wing, Eielson AFB, AK; and 176th Wing, Kulis ANGB, AK, are Pacific Command Air Forces (PACAF) gained; and 189th AW, Little Rock AFB, AR, is Air Education Training Command (AETC) gained.

1.5.2. AMC as the air component to USTRANSCOM may authorize ANG units to fly missions under the DTS. AMC provides Military Personnel Appropriation (MPA) days and travel dollars to ANG units when flying AMC missions.

1.5.2.1. AMC will provide the unit with an AMC mission number and mission code for each mission flown. This AMC mission number and code are used for both flight following and funding purposes. ANG units will obtain an ANG mission number and ANG mission symbol to match each AMC mission number and code for administrative purposes within the ANG.

1.5.3. AMC's goal when providing airlift is that all AMC gained assets provide the best service possible to customers traveling by MilAir. AMC Policy Directive (AMCPD) 24-2, Policy for Passengers Aboard AMC Missions, establishes a passenger Bill of Rights with seven goals for every AMC mission.

1.5.3.1. Courteous service.

1.5.3.2. Accurate information.

1.5.3.3. Maximum opportunity to travel, compatible with mission requirements.

1.5.3.4. Safe flight.

1.5.3.5. Clean comfortable facilities during posted operating hours.

1.5.3.6. Transportation to and from aircraft.

1.5.3.7. Your baggage - right place, on-time, undamaged.

1.5.4. The Single Mobility System (SMS). USTRANSCOM in conjunction with AMC, ANG, and Air Force Reserve Command (AFRC), chartered a Tiger Team to develop a plan to use emerging technologies and innovative business protocols to maximize the capabilities of our airlift assets. SMS uses current web technology to provide users access to data from multiple systems through a single screen interface. It is primarily a planning tool designed to maximize the opportunity to match requirements with capabilities and provide visibility of USTRANSCOM, AMC, ANG, and AFRC missions and requirements.

1.5.4.1. The ANG will utilize SMS to assist the planning, allocation and management of mobility requirements, assets, and missions. ANG units may use SMS to volunteer for open airlift missions and access mission information during mission planning.

1.6. National Guard Bureau (NGB) Transportation Policy.

1.6.1. It is NGB policy to comply with DoD policy concerning the use of ANG organic airlift assets for transportation. Organic airlift is defined as military aircraft whose primary mission is other than carrying passengers but has the capability to carry passengers.

1.6.2. Each States Adjutant General (AG) will ensure that aircraft are used for official business only. ANG unit commanders and ultimately the State AGs are responsible for authorizing flights involving ANG aircraft.

1.6.3. National Guard Support to Other DoD Components. Each ANG unit receives many requests from other DoD components to move personnel and cargo to meet mission requirements. National Guard units are not authorized to schedule movement of these loads until the user presents approval (validation) from USTRANSCOM. The user is responsible to obtain cargo/passenger validation from USTRANSCOM through their command channels.

1.6.4. National Guard Support to External Customers. National Guard units also receive many requests from organizations either within the Federal Government external to DoD or from organizations external to the Federal Government. The National Guard does not have the authority to approve these airlift requests. In addition, the National Guard cannot promise or provide airlift until the customer obtains cargo/passenger validation approval processes described in paragraph 1.4. National Guard units are directed not to offer any indication that airlift is possible based on future approvals.

1.7. Missions of Air National Guard Aircraft.

1.7.1. Direct support of the Federal military mission. Types of missions included in this category are:

- 1.7.1.1. Support of ANG and ARNG military training and military activities.
- 1.7.1.2. Support of the active or reserve components of the DoD.
- 1.7.1.3. ANG military training (aviation unit or individual aircrew training).
- 1.7.1.4. Operational support airlift.

1.7.2. In direct support of the State military mission. The Governor has been delegated certain responsibilities with regard to the National Guard, and is empowered to employ ANG aircraft in State emergencies, even when the personnel using these aircraft are on State active duty and under the command of the Governor pursuant to State law. ANGI 10-8101, Military Support To Civil Authorities, provides further guidance on the use of ANG aircraft under State active duty. The types of missions included in this category are:

- 1.7.2.1. Disaster relief operations.
- 1.7.2.2. State-declared emergency operations.
- 1.7.2.3. Civil disturbance operations.

NOTE: Flights to determine if an emergency exists may be conducted as support of the State military mission.

1.7.3. When specifically authorized by law.

1.7.4. In connection with NGB-validated public affairs travel (see paragraph 1.11.), including:

- 1.7.4.1. Tours for community leaders and employers of National Guardsmen to DoD organizations and facilities in order to enhance their understanding and knowledge of DoD missions and functions.
- 1.7.4.2. Airlift of media representatives when such travel is integral to the development of a story presenting the mission of the ANG.
- 1.7.4.3. Orientation flights of media representatives and community leaders in order to familiarize them with the aircraft, its operations, and concept of employment. Such flights may also provide these individuals an understanding of particular programs, roles, and missions of DoD.

1.8. Training Missions. The ANG must use our aircrew training hours in a manner that demonstrates good stewardship of the taxpayers' money. MAJCOMS justify these hours on the basis of maintaining wartime readiness, and Congress and the public expect us to use them accordingly. Each training mission must be structured to achieve maximum training. Any by-product airlift opportunity resulting from a previously scheduled training mission must not degrade the intended training in any way and must comply with applicable DoD directives and regulations. It is essential that all personnel at all levels prevent misuse of air mobility resources as well as the perception of their misuse.

1.9. The Mission Readiness Airlift (MRA) Program. The National Guard has established the MRA program, which utilizes the capacity available on ANG aircraft to support combat readiness training requirements while providing aircrew training.

1.9.1. The MRA program attempts to match aircrew off-station training requirements with National Guard customers seeking point-to-point transportation to meet combat readiness training requirements. The MRA program is not a guaranteed source for point-to-point transportation. National Guard customers planning to use MRA must be fully prepared to fund and source alternate means of transportation to complete their training requirements.

1.9.2. All National Guard units planning to use MRA will comply with this instruction and with any special instructions received from the flying unit or group providing the MRA.

1.9.3. Missions supporting conferences, conventions, staff assistance visits, meetings, and/or Morale, Welfare, and Recreation (MWR) events do not qualify for stand-alone missions under the Mission Readiness Airlift program.

1.10. Travel for Conferences, Conventions, Staff Assistance Visits, Meetings, and/or MWR Events. Travel for conferences, conventions, staff assistance visits, meetings, and/or MWR events by any size of group, whether the event is sponsored by the National Guard or not, does not qualify as combat readiness training under the MRA program. It may qualify as opportune airlift (Priority 6, paragraph 2.5.6.), which means that it may only be supported in conjunction with already validated and scheduled training without adding any additional cost. Personnel seeking transportation for this purpose are advised not to rely on opportune airlift as their primary means of travel because requests may not be filled. Users are encouraged to travel by commercial transportation or apply for OSA transport through JOSAC. (See paragraph 1.3.2.)

1.10.1. It is possible to travel to such events if it takes place in conjunction with already scheduled training missions. Training missions scheduled to transport National Guard members to non-mission readiness training events such as conferences, conventions, meetings, or MWR events are prohibited. Space available or opportune travel on training missions is only permitted if:

1.10.1.1. The aircraft is already scheduled for an official purpose.

1.10.1.2. Travel is on a non-interference basis.

1.10.1.3. The non-interference travel does not require a larger aircraft than needed for the official purpose.

1.10.1.4. Already scheduled official travelers or cargo is not displaced.

1.10.1.5. The travel results in negligible additional cost to the Government. Such travel is funded by the aircraft operator's organization.

1.10.2. It is important the travel is done in conjunction with already scheduled training rather than "training" missions being flown primarily for their transportation by-product. Flying hours flown should not exceed those required to meet legitimate training requirements.

1.11. Travel for Operational Readiness Inspections (ORIs). Units may request transportation to ORIs under the MRA system. Requests must meet the minimum MRA standard described in paragraph 2.4. Personnel groups that do not meet MRA minimum qualifications should make arrangements to travel by commercial transportation or apply for military OSA through the JOSAC system (See paragraph 1.3.2.). Since the MRA program is not a guaranteed point-to-point transportation program, units must be prepared to secure transportation through alternate means.

1.12. Public Affairs Airlift. NGB Public Affairs (NGB-PA) airlift is important to the National Guard although it is outside the MRA system. NGB-PA validates civic leaders and news media representatives requesting opportune airlift on previously scheduled missions.

1.12.1. Transportation for National Guard Bands. When traveling to conduct CONUS or OCONUS performances, National Guard bands are eligible to travel in conjunction with a scheduled military training mission in a manner that does not conflict with operational readiness and is at no additional cost to DoD. National Guard bands may travel as "opportune" passengers utilizing the excess capacity on validated MRA missions. National Guard airlift missions may not be dedicated for band performance travel.

1.12.2. Orientation Flights. ANG participation in orientation flights is governed by Air Force Instruction (AFI) 11-401/ANG Supplement 1, Flight Management. The ANG office of primary responsibility (OPR) for issues regarding orientation flights is the ANG Operations Support Forces Branch (ANG/XOOS).

1.13. Employer Support of the Guard and Reserve (ESGR).

1.13.1. In a negotiated agreement with the MRA program, the National Committee Employer Support of the Guard and Reserve (NCESGR) validates one MRA funded movement per state per year. All NCESGR missions validated for MRA will take place strictly within the CONUS. (Alaska, Hawaii, Guam, Puerto Rico, and the Virgin Islands may also be validated for a mission within their state or territory.) NCESGR movements will be validated in accordance with DoD 4515.13-R, AFI 35-101, Public Affairs Policy and Procedures, and their internal office policy.

1.13.2. Detailed information on ESGR Employer Programs and Support Missions may be obtained at <http://www.esgr.org>.

1.14. State Adjutant Generals and Adjutant Generals Spouse Travel.

1.14.1. The Adjutant Generals (TAGs) may travel in State, space-required status on ANG aircraft only when the requirements outlined in DoD 4515.13-R are met.

1.14.2. Through NGB-PA, the Chief, NGB may approve AG spouse travel on a case-by-case basis.

1.15. Space - Available Passengers (Space - A). Per DoD 4515.13-R, space available passengers may occupy seats on DoD aircraft after all the space required passengers have been accommodated.

1.15.1. DoD aircraft shall not be scheduled to accommodate space available passengers.

1.15.2. No additional funds shall be expended and no additional flying hours shall be scheduled to support this program.

1.15.3. Space-A passengers must meet the eligibility criteria in DoD 4515.13-R.

1.15.4. Groups requesting Space-A transportation must use the DTS and obtain a non-revenue authorization (NRA) number from USTRANSCOM.

1.15.4.1. A NRA number is not validation for a unit to generate a training mission to support the Space-A airlift requirement. A NRA number identifies groups of Space-A travelers.

1.15.4.2. Units that have excess space on already scheduled missions may volunteer to support the NRA request that is going to the same location as the scheduled mission.

1.15.4.3. The NRA number is placed in the remarks section of the Global Decision Support System (GDSS) mission itinerary submitted to the AMC Tanker Airlift Control Center (AMC/TACC) for flight following purposes.

Chapter 2

ANG MISSION READINESS AIRLIFT (MRA) PROGRAM

2.1. Purpose. This section identifies the NGB policy for the management of ANG airlift resources in support of combat readiness training and identifies the policy and procedures for the management of the MRA Program.

2.1.1. Concept. National Guard personnel and equipment will be authorized ANG MRA support when the Chief, NGB determines that a valid combat readiness training requirement exists.

2.1.2. MRA is authorized only for National Guard personnel and cargo requiring transportation to meet combat readiness training requirements. As the DTS manager, USTRANSCOM validates all other organizations or groups external to the National Guard seeking transportation.

2.1.2.1. National Guard personnel and cargo deploying to support real-world contingencies or Joint Chiefs of Staff (JCS) exercises are directed to procure transportation through the Joint Operations Planning and Execution System (JOPES).

2.1.3. MRA is a by-product of flying training events and is used to achieve combat readiness training of both aircrew and the supported unit. Safety is a prime consideration during all National Guard airlift missions. ANG flying units will perform MRA missions in accordance with applicable command directives and provisions of this instruction.

2.1.3.1. MRA provides aircrews with actual loads, unfamiliar operating locations, and over water navigation sorties, which add realism to training and provide practical experience for aircrews.

2.1.4. The Chief, NGB, through ANG/XOX, allocates missions to the flying units who exercise operational control (OPCON) over their participating aircraft.

2.1.4.1. ANG/XOX is the designated OPR who compiles validated MRA requirements and matches them with ANG flying unit availability through interface with flying unit training and scheduling sections.

2.1.4.2. National Guard units requesting MRA must be prepared to obtain transportation from other sources. Validated MRA requests regularly exceed the off-station flying training requirements of the ANG airlift units.

2.1.5. The Chief, NGB and supporting AGs will concur with all MRA requirements involving ANG aircraft.

2.1.6. Missions with inflated requirements are subject to cancellation. This is to preclude units from exaggerating load requirements to qualify for airlift.

2.1.7. ANG Operations Functional Directorate (ANG/XO) provides a Staff Duty Officer (SDO) to assist all National Guard flying operations issues on a 24-hour basis. Access to the SDO can be obtained through the ANG Air Operations Center (ANG/XOC) at DSN 858-6001 or comm. (301) 981-6001.

2.1.8. The Weeklong Dedicated (DED) and Weekend Dedicated (WED), consists of ANG C-130 and KC-135 units who provide volunteer aircraft and aircrews to ANG/XOX for MRA scheduling.

2.1.8.1. DED availability will be from Tuesday at 1000 hours local to Sunday at 1800 hours local (departure and arrival at home station). WED availability will be from Friday at 1000 hours local to Sunday 1800 hours local (departure and arrival at home station).

2.1.8.2. ANG Deployments Team Execution Branch (ANG/XOXE) is responsible for the management and tracking of all dedicated missions. For assistance during duty hours (0730-1630 eastern standard time) contact ANG/XOXE at DSN 278-7148/7158/7162/7163 or comm. (301) 836-7148/7158/7162/7163. After duty hours the SDO can be contacted through the ANG/XOC at DSN 858-6001, comm. (301) 981-6001, or 1-800-443-2985.

2.1.8.3. Unit schedulers will submit dedicated airlift checklist (**Attachment 3**) to ANG/XOXE not later than (NLT) two days prior to the start of all DED/WED missions.

2.1.8.4. When DED/WED are not assigned specific missions prior to the start of their tour, aircraft commanders will contact the ANG/XOC prior to launch and twice daily (through the ANG/XOC) NLT 0900L and NLT 1700L daily.

2.1.8.5. Aircrew duty day begins with morning contact to ANG/XOC. Aircrew duty day ends with evening contact to ANG/XOC unless aircrew must preposition the aircraft for a mission the next day. ANG/XOX dedicated aircrew duty day and crew rest hours will be in accordance with (IAW) MAJCOM regulatory guidance.

2.1.8.6. All dedicated aircrews will self alert. Aircrews not assigned a mission(s) should be available for launch within three hours of an airlift mission notification by the SDO.

2.1.8.7. Aircraft commanders will maintain contact with ANG/XOC and provide times for all dedicated aircraft flight activity at each landing.

2.2. Reimbursement Policy. The ANG/XOXE provides special training (ST) days and flat-rate travel dollars to the airlift units to offset a portion of the travel costs. No additional funding for expenses is available from ANG/XOXE.

2.2.1. ANG/XOXE uses after-action reports generated through the Airlift Information Reporting System (AIRS) interface to the ANG Integrated Database Project (IDP) to validate and initiate aircrew reimbursement (ST days and dollars). Reimbursement cannot be processed without submission of an after-action report by the airlift units.

2.2.2. ANG/XOXE has delegated the responsibility of managing ST days to the unit level. The ST days given to the unit under the MRA program account may only be used to support the temporary duty (TDY) activity of the authorized crew complement on MRA missions. Crewmembers sent on MRA missions beyond the authorized crew complement are funded by the unit. These days may not be used at the unit for any other purpose without direct written approval of ANG/XOXE.

2.2.2.1. At the beginning of each fiscal year (FY), ANG/XOXE sends the initial FY authorization of ST days for MRA to each airlift and tanker unit.

2.2.2.2. Units must report specific number and pay status of days on each after action report for an ANG/XOXE funded MRA or Joint Airborne / Air Transportability Training (JAATT) mission. This function is required for the re-imbursement of Military Personnel (MILPERS) or Operations and Maintenance (O&M) even if payment of mandays is not requested on that mission.

2.2.2.3. During the last quarter of each FY, the unit must apply their remaining allocation of ST days to planned MRA missions through the end of the FY.

2.2.2.3.1. Units that require additional days through the end of the FY must notify ANG/XOXE NLT than 15 August of the current calendar year.

2.2.2.3.2. Units that have excess days on hand must return them to the ANG Financial Management Functional Directorate (ANG/FM) ST Workday Manager NLT 15 August of the current calendar year.

2.2.2.3.3. Before units volunteer for additional last quarter ANG/XOXE funded missions after 15 August of the current calendar year, they must first receive re-imbusement approval of the missions from ANG/XOXE.

2.2.3. ANG/XOXE provides flat rate travel dollars (used for per diem) under the MRA program. There is no travel funding available to the units beyond the authorized flat rate. ANG/XOXE has delegated the management of MRA travel spending to the unit level. Since there are great differences in location costs, it is incumbent upon each unit to select MRA missions that remain overnight (RON) at low cost locations or on-base whenever possible. Units that choose to volunteer for MRA missions that stay at high costs locations must commit unit funds to make up the shortfall in travel funding.

2.2.3.1. If the MRA budget allows, a small amount of travel money may be given to the units as a special validation during the FY. That money is intended to reimburse the last MRA mission flown during the FY, which will terminate after the budget closeout at the end of the FY.

2.2.4. Standard Crew Complements. ANG/XOXE reimburses units per a standard crew complement. Reimbursement is based on the standard crew multiplied by duration of the mission in days.

2.2.4.1. CONUS Standard Crew Complement. The following matrix identifies the daily ANG/XOX CONUS standard reimbursement policy per aircraft type:

2.2.4.1.1. C-130E/H - 3 officers / 3 enlisted.

2.2.4.1.2. C-130J - 2 officers / 1 enlisted. With Initial Operational Capability (IOC).

2.2.4.1.3. C-130J - 3 officers / 4 enlisted. Without IOC.

2.2.4.1.4. KC-135 - 2 officers / 4 enlisted.

2.2.4.1.5. KC-135 - 3 officers / 4 enlisted. With Navigator on Unit Manning Document.

2.2.4.1.6. C-141 - 3 officers / 4 enlisted or 2 officers / 5 enlisted.

2.2.4.1.7. C-17 Under Review.

2.2.4.1.8. C-5 - 2 officers / 7 enlisted.

2.2.4.2. OCONUS Standard Crew Complement. The following matrix identifies the daily ANG/XOX OCONUS standard reimbursement policy per aircraft type:

2.2.4.2.1. C-130E/H - 3 officers / 4 enlisted.

2.2.4.2.2. C-130J - 2 officers / 2 enlisted. With IOC.

2.2.4.2.3. C-130J - 3 officers / 5 enlisted. Without IOC.

2.2.4.2.4. KC-135 - 2 officers / 5 enlisted.

2.2.4.2.5. KC-135 - 3 officers / 5 enlisted. With Navigator on Unit Manning Document.

2.2.4.2.6. C-141 - 3 officers / 5 enlisted or 2 officers / 6 enlisted.

2.2.4.2.7. C-17 Under Review.

2.2.4.2.8. C-5 - 2 officers / 8 enlisted.

2.2.4.2.9. For MRA purposes, OCONUS is defined as anywhere beyond the outermost US Air Defense Identification Zone (ADIZ) or any location outside the continental US.

2.2.4.3. OCONUS Augmented Crew Complement. Occasionally, ANG/XOXE will authorize augmenting a crew to meet mission requirements. Units must coordinate with ANG/XOXE prior to mission launch if augmenting a mission is required. ANG/XOXE will authorize augmenting only on those missions where performance is enhanced due to the extended duty day or mission safety is a factor.

2.2.4.4. Weeklong Dedicated Crew Complement. C-130 and KC-135 units who volunteer for the week-long DED mission will use the applicable OCONUS standard crew complement for reimbursement.

2.2.4.5. Weekend Dedicated Crew Complement. C-130 and KC-135 units who volunteer for the WED mission will use the applicable CONUS standard crew complement for reimbursement.

2.2.4.5.1. Occasionally, ANG/XOXE has OCONUS missions that may be assigned to a WED volunteer. ANG/XOXE will coordinate with the unit to reimburse them at the applicable standard OCONUS crew complement and ensure that the crew has availability to meet the mission timing.

2.2.4.6. Airlift workdays and travel funding is neither authorized nor available for any personnel beyond the standard crew complement. Units may add additional crewmembers to a mission for training purposes at unit expense.

2.2.5. Reimbursement from ANG/XOXE will be accomplished only for ANG mission numbers beginning with DA, DB, DC, DD, DG, and DJ missions with some specific exceptions within the JA/ATT program. (See Appendix 3 for ANG Mission Number Matrix.)

2.2.5.1. The funding authorization for ANG/XOXE funded JA/ATT missions (designated by the mission prefix DJ), is determined at the JA/ATT conference and is posted in the remarks section of the ANG mission number file. After the JA/ATT conference, units may obtain this information from the AIRS program or through the mission query function on ANG/XOX web page. Units will receive days/funding only up to the validation amount.

2.2.5.1.1. ANG/XOXE pays ST days for DJ07 missions that support the US Navy (termed NAVOCEANA). The US Navy will pay the per diem.

2.2.5.2. All other ANG mission number prefixes are funded by sources external to the ANG/XOX MRA account. Each FY, ANG/XOXE will issue a funding policy and procedures message to ANG units explaining reimbursement procedures.

2.2.6. Mission Charges/Expenses. Airlift units that volunteer for MRA are accepting responsibility for all charges incurred in the course of executing the mission.

2.2.6.1. Landing, De-icing, and Service Fees. Each airlift unit should plan to absorb all costs up to and including \$500 per landing location. Airlift units may desire to recoup costs over \$500 from the customer unit/organization.

2.2.6.1.1. Airlift units are responsible to notify customers of costs as far in advance as possible before the mission so that the user has an opportunity to provide a fund-site or coordinate mission adjustments to avoid the expense.

2.2.6.1.2. The user and airlift unit will coordinate responsibility for payment of all fees applicable to airlift NLT 30 days prior to scheduled trip date. If coordination has not taken place, then the airlift unit is volunteering to absorb the fees.

2.2.6.1.3. During the course of a mission, if a provider chooses to land at an unplanned landing base for any reason (including weather diversions) and incurs fees, the provider will absorb the costs as part of doing business.

2.2.6.2. Enroute Maintenance Repairs. Each airlift unit is responsible for the repair of their aircraft if a breakdown occurs during an MRA or NGB funded "DJ" JA/ATT mission. Units should provide a unit fund site for use by their crews to procure parts within the AMC mobility system.

2.2.6.2.1. When an aircraft breaks down during a MRA or "DJ" JA/ATT mission, the crew must first call the ANG/XOC to advise them that there is a problem then initiate the maintenance process with the unit. During the course of the repair, the crew is expected to periodically call in and update the ANG/XOC on the status of the disabled aircraft. The crew is responsible to begin trouble-shooting actions and to coordinate with the ANG/XOX SDO for possible alternate transportation (if required) for their passengers and cargo.

2.2.6.2.2. If it is determined that the best option for repair and/or continuing the mission is for the unit to launch a "rescue" aircraft then the unit planners must contact the SDO so that they can validate the addition of another chalk onto the ANG mission number.

2.2.6.2.3. ANG/XOX will provide the days and dollars for the rescue aircraft if the original mission began with a fundable ANG mission number prefix listed in paragraph 2.2.5. ANG/XOX funding will be based on the standard crew compliment listed in paragraph 2.2.4.

2.2.6.2.4. The unit is responsible for coordinating funding of the rescue aircraft for airlift missions not funded by ANG/XOX.

2.2.6.2.5. The unit is responsible for the funding for the maintenance personnel sent to evaluate/repair the disabled aircraft.

2.2.7. The MRA program validates after-action reports up to the end of the FY. As the FY closes out, it is critical that units submit their after-action reports as soon as possible after mission completion so that reimbursement occurs within the FY.

2.3. MRA Allocation. Validated requests for MRA greatly exceed the airlift training requirements of the ANG. This results in the need for allocation in a way that maximizes training.

2.3.1. To maximize training allocations, ANG Deployments Team - Planning Branch (ANG/XOXP) has developed standard packages for the common off-station training events. ANG/XOXE will actively seek ANG airlift volunteers up to the standard package size.

2.3.1.1. Users seeking airlift beyond the standard package are asking units to support them on unfunded local training missions.

2.4. Minimum Qualifications for MRA. All users will meet the 5/30/300 rule. Movements must have 5 tons of cargo or 30 passengers, and move a minimum distance of 300 miles, unless specifically exempted by the Chief, NGB.

2.4.1. MRA requires 30 passengers minimum at the initial on-load location.

2.4.2. A secondary on-load location may be included on a MRA request if it has a minimum of 15 passengers and is in a direct line to the destination.

2.4.3. Waiver requests of the 5/30/300 rules should be sent in letter format to the appropriate validator. The request must contain point of contact (POC) information, mission details, and a compelling argument as to why the waiver should be granted. The validator will ensure the waiver request contains all the information required to make a decision before forwarding it to ANG/XOXE. ANG/XOXE, 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157 will then staff the package for the Chief, NGB.

2.4.3.1. Users should allow 60 days for a reply to waiver requests.

2.4.3.2. Waiver packages (approved and denied) will be kept on file for five years. The ANG/XOX will not re-staff waiver requests that are currently on file.

2.5. MRA Priority System. The National Guard has developed a system of nine categories of missions, which are called priorities. Currently, the MRA program uses six priority levels (priorities 1 - 6). Priorities 7 - 9 are either reserved for future use or are not part of the MRA system. The purpose of each priority is to describe the purpose of the mission and the funding source.

2.5.1. Priority 1: Airlift for contingencies/emergencies/natural disasters. Response to contingencies and emergencies that warrant immediate response yet are not subject to federalizing the ANG. Examples: Missions funded by sources directed by the Chief, NGB or the Director, ANG.

2.5.2. Priority 2: Airlift for NGB commitments/requirements (ANG and ARNG). NGB committed airlift support as programmed within the NGB budget. Examples: ANG: JCS Exercises.

2.5.3. Priority 3: Airlift for requests critical for the unit to maintain combat readiness status and mission requirements dictate the use of military aircraft. Mission requirements dictate the use of a military aircraft (can not be shipped commercially) and it is important enough to the National Guard and unit training that it will be funded by formal Headquarters (HQ) transportation dollars. The validator will make arrangements for a Special Assignment Airlift Mission (SAAM) under the DTS if MRA is unavailable. Examples: ANG: ORIs, Flag Exercises. ARNG: National Training Center (NTC), Joint Readiness Training Center (JRTC), Combat Unit Annual Training (AT).

2.5.4. Priority 4: Airlift for requests that are important to maintain unit combat readiness status but mission requirements do not dictate use of military aircraft. This mission does not require a military airlift. However, it is important enough to the National Guard and unit training that the validator will fund alternate means (commercial carrier) if MRA is unavailable. Examples: ANG: Snowbird/Winter-basing, Combat Archer. ARNG: Inactive Duty Training (IDT), Overseas Mission Support (OMS), Gunnery Proficiency.

2.5.5. Priority 5: Airlift for requests that fulfill unit combat readiness training or annual field training requirements. This mission would provide combat readiness training to the user and aircrews but the ANG or ARNG functional area does not have budgeted funding for alternate airlift. Unit level user must fund alternate transportation or cancel the deployment if MRA is unavailable. Examples: ANG: Operational Readiness Exercises (OREs), Deployed for Training (DFTs), Sentry Aloha.

2.5.6. Priority 6: Opportune Airlift. This is travel to meet mission readiness airlift requirements but does not meet 5/30/300 (tons/pax/distance) rule (resulting in poor utilization of ANG airlift assets). ANG/XOX will not authorize generation of an ANG aircraft to accomplish a priority 6 airlift request. Airlift support may be possible if an ANG aircraft can support the request in conjunction with other validated mission(s), i.e., aircraft operating in the airlift system thereby not requiring the generation of an additional aircraft or adding an additional day to the existing mission. This priority category will automatically be assigned to any requests, which do not meet the submission guidelines contained in this instruction.

2.5.7. Priority 7: Reserved for future use.

2.5.8. Priority 8: Reserved for future use.

2.5.9. Priority 9: Non Mission Readiness Missions. Any mission that requires an ANG mission number but is not validated MRA. Priority 9 missions are not funded under the MRA account. Examples: ANG/ARNG: MAJCOM funded air refueling and JA/ATT missions.

2.6. NGB Validator's Prioritization Matrix. Prioritization of ANG airlift is based on training for combat readiness. To evaluate where an airlift request falls in the priority system, the matrix below is designed for validator use:

2.6.1. Are the users ANG or ARNG personnel only?

YES (Go to next question)

NO (Doesn't qualify/exit matrix)

2.6.2. Is this airlift requested by the Chief, NGB or the Director, ANG to support a no-notice contingency / emergency / natural disaster?

YES (Priority 1, paragraph 2.5.1.)

NO (Go to next question)

2.6.3. Is this airlift required to meet mission requirements for a contingency rotation, Air Expeditionary Force (AEF) rotation or a JSC exercise?

YES (Must use JOPES, exit matrix)

NO (Go to next question)

2.6.4. Is this airlift request supporting a NGB commitment (line item in NGB budget)?

YES (Priority 2, paragraph 2.5.2.)

NO (Go to next question)

2.6.5. Does this airlift request meet combat readiness training requirements and meet the 5/30/300 rule (See paragraph 2.4.)?

YES (Go to next question)

NO (Not MRA/exit matrix)

2.6.6. Does this airlift request meet combat readiness training requirements and is the date received WITHIN 45 days of the mission?

YES (Priority 6, paragraph 2.5.6.)

NO (Go to next question)

2.6.7. Is the airlift request important for combat readiness training AND can only be filled by military airlift (NGB must have budgeted transportation dollars to purchase military airlift from USTRANSCOM if there are no volunteers)?

YES (Priority 3, paragraph 2.5.3.)

NO (Go to next question)

2.6.8. Is this airlift request important to combat readiness training AND it is important enough to training that the NGB functional area has transportation funds budgeted?

YES (Priority 4, paragraph 2.5.4.)

NO (Priority 5, paragraph 2.5.5.)

2.6.9. Is this airlift for a conference, meeting, convention, or MWR event?

Yes (Priority 6, paragraph 2.5.6.)

NO (Go to next question)

2.6.9.1. Requests for airlift to attend conferences, conventions, or meetings are processed through JOSAC. (See paragraph 1.3.2.)

2.6.10. Does this airlift request support a specific National Guard objective (non emergency)? (Letter from the Chief, NGB or Director, ANG and funding source must be provided with the request.)

YES (Priority 9, paragraph 2.5.9.)

NO (Go to next question)

2.6.10.1. Requests validated as priority 9, (paragraph 2.5.9.) are not part of the MRA system and are not funded by MRA funds.

2.6.11. Does this mission land outside the CONUS so therefore requires an ANG mission number? (Justification and funding source must be provided with the request.)

YES (Priority 9, paragraph 2.5.9.)

NO (exit matrix)

2.6.12. Does this airlift request support a state/unit civic leader tour (CLT)?

YES (See 2.6.12.1.)

NO (Exit matrix)

2.6.12.1. State/Unit CLTs validate as priority 6, paragraph 2.5.6. (opportune). All CLTs require NGB-PA approval and pre-coordination with a flying unit so that they can attach the request to an already scheduled training mission. No MRA funds are expended for CLTs.

2.6.13. Chief/Directors Prioritization. The Chief, NGB has the authority to change any priority.

2.6.14. Requests for airlift from the Chief/Directors, NGB, will be prioritized according to the prioritization matrix, unless specific guidance is given. If a Chief/Director's mission results in a supported mission reverting to a non-support due to airlift asset reassignment, the Chief/Director will be notified.

2.7. MRA Request Submission Deadline. ANG/XOX receives airlift requests (NGB Form 214s) from a validator not the user. The validator must process requests and send them to ANG/XOXE by the date specified in paragraph 2.8.1. for the next quarter or at a minimum, 45 days prior to the scheduled mission date.

2.7.1. The validator has an obligation to process NGB Form 214s in a timely manner. The validation process must include a plan that provides for timely request validation when the primary POC is out of the office.

2.7.2. The user has an obligation to maintain communication with the validator to ensure that their request is processed and forwarded to ANG/XOXE or returned to them with a negative response prior to the submission deadline. The ANG/XOX does not accept any responsibility for airlift requests that have stalled somewhere in the validation process.

2.7.3. Any requests for airlift received by ANG/XOXE after the published submission deadline of 45 days will automatically drop to a priority 6, (paragraph 2.5.6.) opportune airlift.

2.7.4. ANG/XOX will not accept any MRA requests including opportune airlift within 30 days of the requested date.

2.8. Annual MRA Scheduling Cycle. The ANG/XOX sponsors four conferences annually to match aircrew training requirements with validated airlift requests. Units that volunteer as airlift providers are fulfilling their flying training requirements for the user. ANG/XOXE makes every effort to gather as many validated requests as possible to present at the MRA conference.

2.8.1. Annual MRA Scheduling Cycle:

Airlift for FY/Q	Requests due to Validator from User	Requests due to ANG/XOX from Validators	Catalog available from ANG/XOX	Quarterly MRA Conference
FY/Q1	15 Jun	1 Jul	31 Jul	2d Week/Aug
FY/Q2	15 Sep	1 Oct	3 Nov	3d Week/Nov
FY/Q3	15 Dec	2 Jan	30 Jan	2d Week/Feb
FY/Q4	15 Mar	1 Apr	30 Apr	2d Week/May

NOTE: The November Conference is held during the week between Presidential Elections and Veteran's Day in applicable years.

2.9. MRA Allocation Conference Process. ANG/XOXE will coordinate all activities at the quarterly MRA Allocation Conferences.

2.9.1. Validators should plan to submit validated airlift requests for the next quarter to ANG/XOXE NLT 45 days prior to the MRA Allocation Conference.

2.9.2. NLT one week prior to the MRA Allocation Conference, ANG/XOXE personnel will consolidate all validated MRA requests and produce a catalog. ANG/XOXE posts the MRA catalog on the Internet at <https://xox.ang.af.mil/>. This airlift catalog becomes the basis of activity at the subsequent Quarterly MRA Allocation Conference.

2.9.3. Authorized MRA Conference Attendees. Travel to the MRA Conference is funded by each attendee's organization.

2.9.3.1. Mobility unit schedulers are highly encouraged to attend.

2.9.3.2. MRA validators may attend the conference to clarify and coordinate issues pertaining to their respective users. Attendance must be approved through ANG/XOXE.

2.9.3.3. Users shall not attend the conference.

2.9.3.4. External customers are not permitted to attend the conference.

2.9.4. During the conference, missions for the upcoming fiscal quarter are offered to the unit schedulers.

2.9.4.1. Unit schedulers match MRA requests with unit training requirements and availability. Schedulers are highly encouraged to tie two missions into one trip when possible to maximize use of training flying hours.

2.9.4.2. Many AGs strongly encourage their mobility units to provide MRA to their state forces. ANG/XOXE will make every effort to honor "States Rights" if a MRA request comes in with a pre-coordination note for in-state support. The name and phone number of the unit airlift scheduler must be annotated in the remarks section of the Mission Readiness Airlift Request, NGB Form 214.

2.9.4.2.1. If not previously coordinated, the MRA Conference is the last opportunity to claim "States Rights".

2.9.4.2.2. After the quarterly MRA Conference, all unfilled or open missions may be filled by any unit without "States Rights" being a consideration.

2.10. MRA Status Information. An updated MRA catalog is posted by ANG/XOXE on the Internet NLT five working days after each quarterly scheduling conference.

2.10.1. ANG/XOX web-site (<https://xox.ang.af.mil/>) allows units to read the master database files generated by the IDP. The site is only available to ".mil" addresses.

2.10.2. The mission query option under the airlift page allows customers to customize a search to obtain information regarding mission status over any date range chosen. Selecting more than one option narrows the search.

2.10.2.1. Open Missions - selecting the status "open" and unit "any" will bring up unfilled missions that units may volunteer to fill.

2.10.2.2. Filled Missions - selecting the status "filled" and a specific unit will bring up missions that the unit has volunteered for.

2.10.2.3. Missions to a Particular Location - selecting either a specific International Civil Aviation Organization (ICAO) or the ICAO prefix (first letter) will bring up missions to that location.

2.10.3. Unit Schedulers are expected to check the status of their missions on-line as soon as ANG/XOXE posts the updated MRA catalog after the conference. It is important that all errors or disagreements are resolved immediately.

2.10.4. Users or customers can benefit by checking the status of their missions on-line.

2.11. Mission Cancellation and/or Changes. The user must notify the validator and the validator must notify ANG/XOXE of any cancellation or change to the movement requirement.

2.11.1. The MRA user and NGB validator must notify ANG/XOXE when an airlift requirement has been canceled. Since the MRA program matches aircrew wartime training requirements with NGB airlift requirements, users and validators are not authorized to cancel MRA in order to obtain another form of air transportation without coordination and approval from ANG/XOXE.

2.11.2. All ANG flying units that volunteer to support the MRA program have an obligation to complete all MRA missions. A unit requirement to return an MRA mission less than 30 days from the scheduled mission date must be approved through ANG/XOXE.

2.12. Disposition of Unfilled Requests. Returned missions are open MRA missions that ANG/XOX have not been able to satisfy. Unfilled requests will be returned to the validator NLT 30 days prior to the requested departure date. The validator will have the following options on returned unfilled requests:

2.12.1. Cancel the request and advise the requester.

2.12.2. Obtain other transportation if budget / training dollars are available.

2.12.3. Coordinate with the requester and change the departure date and resubmit the request to ANG/XOX for further consideration.

Chapter 3

MISSION READINESS AIRLIFT (MRA) REQUEST PROCEDURES

3.1. Long Range Planning. Off-station training requires that users plan well in advance to make the most of limited workdays, funds, airlift, and availability of individual Guard members. ANGR 50-05, ANG Deployment and Exercises Policy and Procedures, provides the policy and procedural guidance for exercises and deployments.

3.1.1. IAW ANGR 50-05, each state must develop a process to submit their proposed exercise and deployment program to their State AG for approval. The AG will submit OCONUS requests to the governor or his designated representative (if the AG is not the designated representative) for consent.

3.1.2. There is a further requirement to coordinate the approved OCONUS deployments with each ANG Theater Advisor.

3.1.3. The remarks section of the NGB Form 214 should annotate TAG concurrence and ANG Theater Advisor coordination.

3.2. General User Responsibilities. Users at the unit level work with validators who coordinate their deployment program.

3.2.1. ARNG users (unit level) will submit requests for airlift in accordance with the guidelines found in this instruction. ARNG users (unit level) will forward their request for MRA to the State Plans, Operations and Training Officer (POTO). In turn, the State POTO will submit the screened request via the electronic Form 214 process on the ANG/XOX web page to the ARNG Validator (NGB-ARO-O) for validation and prioritization.

3.2.2. ANG users (unit level) will submit their request for MRA using the Information Management Tool (IMT) NGB Form 214 to the unit level Combined Plans Function (formerly Logistics Plans) office that will ensure that the form is accurate and complete. In turn the Combined Plans office will submit the request to the ANG functional manager for validation and prioritization. The IMT is located in the "Airlift" section on the ANG/XOX web site <https://xox.ang.af.mil/>.

3.2.3. To increase the probability of support, all users should have a one-day window before and after the requested movement date. This allows the airlift unit to minimize nonproductive sorties, maximize flexibility, and affords the user a greater opportunity to obtain airlift support.

3.2.4. Users may not request a specific on-load or off-load time. Users must be available to move anytime during the operating day requested. On-load and off-load times will be at the discretion of the MRA provider.

3.2.5. ARNG passengers are limited to two duffel bags per person unless specifically exempted by the MRA provider. Total weight of each duffel bag should not exceed 75 pounds.

3.3. Mission Readiness Airlift Process.

3.3.1. MRA requests for airlift will be submitted through the appropriate validator to the ANG/XOXE as far in advance of the airlift date as possible. This allows the validator time to process the MRA request the meet MRA scheduling cycle timing shown in paragraph 2.10. Each validator is responsible for establishing a time line for their users to meet the deadline.

3.3.1.1. Two MRA requests are required for each deployment (deploy/redeploy) unless noted in the remarks block as a one-way trip.

3.3.2. Validators (Functional Directors or their designated functional managers for ANG and NGB-ARO-O for ARNG) forward prioritized validated missions to ANG/XOXE for inclusion in the scheduling process.

3.3.3. ANG/XOXE seeks airlift volunteers from the ANG mobility units.

3.3.4. ANG/XOXE updates the IDP database whenever there is any change to a mission.

3.3.4.1. Units and customers may query the IDP database available on the Internet to determine the disposition of their mission (See paragraph 2.10.).

3.3.4.2. Missions that are still open 30 days prior to the departure are returned to the validator for disposition (See paragraph 2.12.).

3.4. NGB Form 214 Instructions. MRA requirement will be submitted to ANG/XOX through the validator using NGB Form 214. (Attachment 5). ANG/XOX has developed an electronic Form 214 that is utilized by the ARNG. ANG functional areas are now not authorized to use the on-line electronic Form 214. ANG unit combined plans functionals will be notified of ANG availability dates.

3.4.1. Validators are responsible to train their user community on how to complete a NGB Form 214. ANG/XOX will return incomplete forms to the validator for correction.

3.4.2. The following is a block-by-block explanation of the NGB Form 214.

3.4.2.1. **Section 1:** Section 1 is to be completed by the validator only. The unit level user should leave this section blank.

3.4.2.1.1. **DATE RECEIVED (MM/DD/YYYY):** Date validator receives form.

3.4.2.1.2. **PRIORITY:** Indicate priority using the definitions found in Paragraph 2.5.

3.4.2.1.3. **APPROVED BY:** Printed validator's name, phone number and signature.

3.4.2.1.4. **XOX MSN NR:** The validator will insert the first four digits based on the matrix in Attachment 2.

3.4.2.2. **Section 2:** Section 2 is to be completed by the unit level user.

3.4.2.2.1. **REQUESTOR'S NAME, DSN/COMM PHONE NUMBER:** Indicates the individual designated to coordinate the transportation arrangements for the user. For ANG units it usually is the combined plans functional (formerly logistic plans). Do not use the commander's name/rank for emphasis.

3.4.2.2.2. **AIRLIFT SUPPORT FOR:** The unit and section that is being moved (e.g., 131FW/CES or 35TH FA BDE).

3.4.2.2.3. **STATE:** The two-digit alpha code for the state that the unit is assigned (e.g., MO for Missouri).

3.4.2.2.4. **E-Mail:** Electronic mail address of requestor.

3.4.2.3. **Section 3:** To be completed by the unit level user.

3.4.2.3.1. **EARLIEST AVAILABLE DATE (MM/DD/YYYY):** The earliest available date that pax and/or cargo can move. This is a mandatory requirement for NGB Form 214's submitted requesting two or more C-130 equivalent airlift chalks. ANG/XOXE reserves the right to reject NGB Form 214's submitted without this date.

3.4.2.3.2. **DESIRED DATE (MM/DD/YYYY):** The desired departure date for the move.

3.4.2.3.3. **LATEST ACCEPTABLE DATE (MM/DD/YYYY):** The last date that pax and/or cargo can move. This is a mandatory requirement for NGB Form 214's submitted requesting two or more C-130 equivalent airlift chalks. ANG/XOXE reserves the right to reject NGB Form 214's submitted without this date.

3.4.2.4. **Section 4:** Section 4 is to be completed by the unit level user.

3.4.2.4.1. **# PAX:** The number of passengers to be moved.

3.4.2.4.2. **# TONS CARGO:** Number of short tons of cargo, NOT pounds. 2000 pounds equals one short ton.

3.4.2.4.3. **NUMBER OF AIRCRAFT:** Using the MRA standard that one C-130 holds 65 passengers or six pallets of cargo, determine the number of C-130s that are required to meet the requirement.

3.4.2.4.4. **TYPE OF AIRCRAFT:** The standard aircraft that supports MRA is the C-130. The user may request other types of aircraft and ANG/XOXE will seek volunteers to try and accommodate your request. However, if volunteers do not come forward to support your MRA request, then ANG/XOXE will seek support from the C-130 airlift community.

3.4.2.4.5. **OUTSIZED CARGO:** Circle Y for yes or N for no. Outsized cargo is cargo that cannot be transported on a C-130.

3.4.2.4.6. **CARGO DESCRIPTION:** Should include number of pallets and/or pieces of rolling stock. Baggage is not considered cargo. List any special requirements such as the need for additional ramps, venting for liquid oxygen (LOX), etc. Use Section 6 if required (See paragraph 3.4.2.6.1.).

3.4.2.4.7. **HAZARDOUS MATERIALS (HAZMAT)** must be specified. Specify Proper Shipping Name, Packaging Paragraph, and quantity in accordance with AFJAM 24-204, Preparing Hazardous Materials For Military Air Shipment. If there is no HAZMAT state not applicable (N/A).

3.4.2.5. **Section 5:** Section 5 is to be completed by the unit level user.

3.4.2.5.1. **ON-LOAD and OFF-LOAD:** Give the complete airport name and state or country where the mission originates and terminates.

3.4.2.5.2. **ICAO:** This is a four-digit alpha/numeric code assigned by ICAO (e.g., KADW for Andrews AFB, MD). You may also input a three-digit Federal Aviation Administration (FAA) code (e.g., FOK for The Frances S. Gabreski Airport). These codes can be found in many flight publications including the Enroute Flight Information Publication, Instrument Flight Rules (IFR) or Visual Flight Rules (VFR) Supplement.

3.4.2.5.3. **CONTACT/DSN/COMM/E-MAIL:** Departure and Arrival Coordinator's name, rank, DSN and comm. phone number(s), and e-mail.

3.4.2.5.4. **ENROUTE STOPS:** This also should be an ICAO or FAA identifier and should be filled out *ONLY* in cases that require an Enroute Support Team (EST) stop and/or mandatory billeting requirement.

3.4.2.5.5. **24-HOUR CONTACT:** Name, rank, DSN and comm. phone number(s), and e-mail for supported unit POC. This contact will only be notified in case of an emergency.

3.4.2.6. **Section 6:** Section 6 is to be completed by the unit level user.

3.4.2.6.1. **Justification:** Used for special remarks that are pertinent for this mission. The first line should be the official name of the exercise in which you may be participating and/or how this mission may affect other missions (e.g., Patriot Exercise, or this is the Advanced Echelon (ADVON) for a mission leaving two days later, etc.). You may also expand the information that may indicate special requirements (e.g., C-130 aircraft required) and/or prior coordination with Airlift Scheduling Sections of units that have either refused support or indicated they would support.

3.4.2.6.2. **TAG CONCURRENCE/THEATER COORDINATION.** One of the following remarks must be annotated to indicate that the administrative requirements within the state's chain of command are met:

3.4.2.6.2.1. For CONUS deployments: "This training has TAG concurrence."

3.4.2.6.2.2. For OCONUS deployments: "This training has TAG concurrence and has been coordinated with the ANG Advisor to the Theater."

3.4.2.7. **Section 7:** Section 7 is for office use by ANG/XOX only. Both the unit level user and the validator will leave this section blank.

Chapter 4

MRA FLIGHT OPERATIONS

4.1. Command and Control. The State AGs may approve unit directed training flights within the CONUS in compliance with the Command Agreements as authorized by the NGB. They will ensure that all flying units comply with all directives under which flying operations are authorized. OPCON is vested in the AG.

4.1.1. Commanders will maintain positive control of aircraft away from home station by requiring adherence to the approved mission plan and itinerary.

4.2. ANG Mission Numbers. ANG/XOX assigns ANG mission numbers for all identified in ANG/XOX Mission Number Matrix ([Attachment 2](#)).

4.2.1. Units deployed for an AEF are only required to obtain ANG mission numbers for deployment, swap-out, and re-deployment flights.

4.2.2. Wing Commanders are the ultimate approval authority for all Unit Directed and Funded Local and Off Station Trainers. Commanders approving off station trainers will forward a written summary of the planned flight itinerary to ANG/XOXE in order to obtain an ANG/XOX mission number. (Off station trainers are defined as a unit O&M funded training mission that RON outside of the unit's designated local training area.)

4.3. Unit Generated Mission Numbers. Units will generate their own mission numbers for all local training missions.

4.3.1. For training purposes, local training area is defined as:

4.3.1.1. For CONUS units, the local area is the CONUS.

4.3.1.1.1. Units may designate a tighter local training area.

4.3.1.2. For the units based in Alaska, the local area is within the state.

4.3.1.3. For the units based in Hawaii, the local area is within the state.

4.3.1.4. For the units based in Puerto Rico, the local area includes, Puerto Rico and the Virgin Islands.

4.3.2. To generate a unit mission number, use the following guidelines:

4.3.2.1. The first character will always be a "D".

4.3.2.2. The second character will be a "U".

4.3.2.3. The third and fourth character will be a "16" for unit directed mission. No other number is allowed for unit generated missions.

4.3.2.4. The fifth character will be "Y" for primary Model Design Series (MDS) aircraft or "Z" for operational support airlift aircraft.

4.3.2.5. The sixth, seventh and eighth characters will be the unit's wing numeric designator (e.g., 136 for the 136AW, Fort Worth, TX).

4.3.2.6. The ninth character will designate the unit's sortie number for the day (e.g., if this is the first unit generated sortie for the day, use "1", if this is the second unit generated sortie for the day, use "2", etc.).

4.3.2.7. The tenth, eleventh, and twelfth characters will be the Julian date for the flying date.

4.3.3. ANG units are not authorized to use unit generated "DU16Y" local training mission numbers for off station trainers.

4.4. Mission Planning. ANG mobility units are responsible to meet the entire mission planning requirements for every off-station mission.

4.5. Waiver Authority. Detailed waiver authority information for ANG missions can be obtained on the ANG Operations and Training Division / Mobility Forces Operations Branch (ANG/XOOM) link located at <https://airguard.ang.af.mil/xo/>.

4.6. Maximum Crew Rest. Missions will be planned to maximize airlift and aircrew training. Crew rest on MRA missions shall not exceed 36 hours at any location unless dictated by extraordinary mission requirements and approved by ANG/XOX.

4.7. Phoenix Raven Support. The purpose of Phoenix Raven support is to provide close-in security for personnel and aircraft at enroute locations around the world. The team will always maintain a presence with the aircraft. The Raven team leader will coordinate with the host nation/theater security representative for force protection support. The AMC Threat Working Group (TWG) who conducts operational risk management assessments of airfields worldwide determines Phoenix Raven locations. The AMC TWG regularly publishes an updated list of Phoenix Raven required locations.

4.7.1. ANG units executing an MRA mission will comply with AMC directives regarding force protection to the maximum extent possible.

4.7.2. A Phoenix Raven Team waiver request will include information such as threat mitigation actions and/or plans. AMC/DO is the waiver authority for AMC missions. ANG/XO is the waiver authority for ANG missions. Waivers must be received NLT than five days prior to launch date.

4.7.3. The ANG flying unit may incur a cost for using raven teams or for taking other mandated force protection measures on a mission. This cost will be passed on to the user. If the user declines reimbursement of this cost, an alternate destination not requiring force mitigation must be selected or the mission will be declined. It is recommended that the user be made aware of the possibility of this bill when the ANG flying unit selects the mission.

4.7.4. Since Phoenix Ravens receive a funding separate from the MRA mission, the airlift unit should not include Phoenix Raven personnel in the funds request on their after-action report.

4.7.5. Detailed information on ANG/XO Force Protection and Operations guidance can be obtained on the ANG Security Forces (ANG/XOF) link located at <https://airguard.ang.af.mil/sf/>.

4.8. Pre-Mission Itineraries. Each flying unit prepares a pre-mission itinerary for each assigned mission.

4.8.1. All ANG mobility assets, as part of AMC's total force, will input all mission itineraries (including local training missions) into the AIRS.

4.8.2. Units will input itineraries into GDSS via AIRS NLT 14 days prior to mission launch. (AMC/TACC may perform this process for AMC missions.)

4.8.2.1. Units will update their pre-mission itinerary as changes occur.

4.8.2.2. Units will update their pre-mission itinerary using AIRS. Coordination with the ANG/XOC is necessary to avoid duplicate missions in the GDSS. All changes in itinerary after initial departure will go through the unit for updates in Command and Control Information Processing System (C2IPS) or ANG/XOC for updates in GDSS.

4.9. Flight Following. ANG aircrews are responsible to maintain communication with the ANG/XOC or AMC/TACC from initial departure through final landing at home station.

4.9.1. Units will ensure flight information (takeoff/landing times) is entered into one of the automated mobility tracking systems (i.e., C2IPS or GDSS) for flight following purposes. If a system is not available to the crew, then they will contact the ANG/XOC or AMC/TACC who will take the information.

4.9.1.1. It is important to report every takeoff/landing throughout the day because AMC/TACC implements an overdue aircraft checklist when arrival cannot be confirmed within 30 minutes of estimated time of arrival (ETA) at CONUS stations or one hour at OCONUS stations.

4.9.2. Deviation Reporting. Deviation reporting includes changes to mission timing, destinations, diverts, delays, overflights, aircraft, aircraft commander, etc. Deviation reporting will be relayed to the ANG/XOC or AMC/TACC as soon as the deviation information is known. In some cases, unless directed by a higher headquarter, the deviation may require Unit Commander approval. Units are responsible to develop local procedures to up-channel a deviation.

4.9.2.1. Units flying MRA missions will report all deviations that extend crew duty day or Scheduled Return Time (SRT) to the SDO through the ANG/XOC as the event occurs. The SDO will validate the mission extension for funding purposes. The unit scheduling/current operations branch should contact the ANG/XOXE during duty hours to ensure that the mission extension was recorded in the IDP scheduling program. This will facilitate mission funding from the after-action report.

4.10. After-Action Reporting. An after-action report will be submitted to ANG/XOXE NLT seven working days after mission completion (not including drill weekends). After-action reports are required for all airlift, air refueling, JA/ATT, operational support airlift, and rescue missions.

4.10.1. After-action reports will be submitted to ANG/XOXE through the AIRS computer program. The AIRS program will format the message automatically for the user.

4.10.2. If a manual after-action report is required then the user may use the format and instructions provided in [Attachment 6](#).

4.10.3. The ANG mission number assigned to the flying unit within the IDP system (including the chalk number) must be exact for the after-action report, otherwise it will not be accepted by the IDP system. Before submitting an after-action report, it is recommended that the flying unit cross check the ANG mission number(s) assigned to the unit in the IDP database. This may be accomplished through a unit mission query located on the Airlift Section on ANG/XOX web page. The specific Internet address is <https://xox.ang.af.mil/>.

4.10.4. The mission number must match the FY in which it was assigned. All after-action reports must be submitted prior to the end of the FY. After the start of a new FY (1 OCT), units should not submit after-action reports for mission flown in the previous FY.

4.10.4.1. It is extremely rare when an MRA mission flies over the FY changeover. However, in the event it occurs, mission planners must contact ANG/XOXE immediately so that arrangements may be made prior to the close of the current FY.

4.11. GDSS II Implementation. GDSS II is an AMC project that combines the functionality of GDSS, C2IPS, AIRS, and other applications into a new system. ANG/XOX will continue with modifications to the AIRS application in order to ease the transition from AIRS to GDSS II. As GDSS II is phased in, AIRS will be phased out.

Chapter 5

ANG OPERATIONAL SUPPORT AIRLIFT (OSA) MANAGEMENT

5.1. Purpose. This section establishes the process for validation and scheduling of ANG OSA aircraft for CONUS and OCONUS missions to ensure maximum utilization on scheduled flights.

5.2. CONUS OSA.

5.2.1. CONUS Validation Responsibility. Service Validator is responsible for submitting DD 2768 to JOSAC.

5.2.1.1. Detailed information on obtaining a Requestor/Validator account, the DD 2768 and CONUS OSA passenger eligibility is available at: <https://josac.transcom.mil/>.

5.2.2. CONUS Scheduling Responsibility. JOSAC is responsible for scheduling all ANG OSA aircraft (C-21, C-38, and C-40) for CONUS travel.

5.3. OCONUS OSA.

5.3.1. OCONUS Validation and Prioritization Responsibility.

5.3.1.1. Congressional Delegation (CODEL) and White House Military Office (WHMO) flight request are validated and prioritized through The Executive Secretary of the Department of Defense. Once authorized, HQ USAF Assistant Vice Chief of Staff, United States Air Force, Special Air Missions (CVAM) will present the selected missions for ANG/XOXE inquiry into availability of ANG OSA aircraft.

5.3.1.2. National Guard flight request are validated and prioritized through NGB-ZAS. Requestor will submit a completed DD 2768 to NGB-ZAS for Chief, NGB authorization signature (Block 13.f.). Upon authorization, the DD 2768 is routed to ANG/XOXE for coordination with the ANG OSA unit. Requests not signed by Requestor (Block 12.h.) and Senior Traveling Passenger (Block 14.f.) will not be submitted for authorization.

5.3.1.2.1. Completed DD 2768 and documentation must be faxed or mailed to NGB-ZAS.

5.3.1.2.2. NGB-ZAS will notify the National Guard requestor of authorization status within one to two business days after receipt of completed DD 2768.

5.3.1.3. Active Components will submit a completed DD 2768 through their respective validation authority. Upon authorization, the DD 2768 is routed to ANG/XOXE for coordination with the ANG OSA unit. ANG/XOXE will not act on incomplete requests.

5.3.1.4. DD 2768 can be obtained on the DoD link at: <http://www.e-publishing.af.mil/>.

5.3.1.5. NGB-ZAS and ANG/XOXE contact information may be obtained at <https://xox.ang.af.mil> under OSA Airlift Procedures.

5.3.1.6. All flight requests should be submitted for validation and prioritization NLT 30 days from scheduled departure date.

5.3.2. OCONUS Coordination Responsibility. ANG/XOXE inquires into availability of ANG OSA aircraft for OCONUS travel upon receipt of a validated and prioritized request. Requestors and validators are not authorized to contact ANG OSA unit in order to inquire into aircraft availability.

5.3.3. OCONUS Mission Scheduling Responsibility. The ANG OSA unit will coordinate all flight details with selected users.

5.3.3.1. Scheduled OCONUS OSA missions of lower priorities may be cancelled if a higher priority mission request is submitted to ANG/XOXE.

5.4. ANG Mission Number Validation Authority . An OCONUS ANG (DK) mission number will be issued to the ANG OSA unit by ANG/XOXE only after a validated and prioritized request has been accepted by the ANG OSA unit.

5.5. OCONUS OSA User Responsibility .

5.5.1. User cancellation of an OCONUS OSA mission must be coordinated through ANG/XOXE.

5.5.2. OSA users should plan/arrange alternate commercial transportation back-up.

5.6. Passenger Eligibility for OCONUS OSA. DoD requires all passengers to meet the air transportation eligibility requirements specified in DoD 4515.13-R. If potential passenger(s) do not meet the qualifications for travel on DoD aircraft listed in DoD 4515.13-R, then the requesting organization may seek to gain an eligibility approval by requesting an exception to transportation policy.

5.6.1. It is the requesting organization's responsibility to work the exception through transportation policy process described in DoD 4515.13-R.

5.6.2. IAW DoD 4515.13-R, commanders and other officials responding to requests for transportation shall make no commitments concerning prospective travelers or cargo until the customer provides the required approvals.

5.7. Minimum Passenger Requirements. Minimum passenger requirements for OCONUS OSA transportation is as follows:

5.7.1. **C-21.** Minimum three passengers at initial on-load and minimum of one at any enroute stop for on-load or off-load.

5.7.2. **C-38.** Minimum three passengers at initial on-load and minimum of one at any enroute stop for on-load or off-load.

5.7.3. **C-40** Minimum 30 passengers at initial on-load and minimum of 15 at any enroute stop for on-load or off-load.

5.8. Submission Form (DD 2768) Instructions: Every block is to be completed except as noted below.

5.8.1. **Section 1 - Travel Statement:** Requestor may provide a preliminary priority for the requested OSA mission.

5.8.1.1. **Priority 1 (Emergency)** – Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping operations directed by National Command Authorities (NCA) or for emergency lifesaving purposes.

5.8.1.2. **Priority 2 (Required)** – Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

5.8.1.3. **Priority 3 (Cost Effective/Space Available)** – Official business airlift that is validated to be more cost effective than commercial air travel when supported by military aircraft or official business permitting space available travel on a previously scheduled mission.

5.8.2. Section 2 – Purpose of Travel:

5.8.2.1. **Block 2a. – Priority/Urgency/Justification/Category (PUJC) Codes** – Leave Blank. The appropriate Service validator shall assign the final PUJC Code.

5.8.2.2. **Block 2b. – Complete Mission Description** - Avoid the use of Service acronyms or abbreviations.

5.8.2.3. **Block 2c. – Priority 2 compelling considerations and reason commercial travel is unacceptable** - All priority 2 requests (except for “required-use” passengers) shall answer the following three questions:

5.8.2.3.1. What is the compelling operational requirement?

5.8.2.3.2. Why is commercial transportation unacceptable within a 24-hour period?

5.8.2.3.3. What is the estimated commercial air cost of the request?

5.8.3. **Section 3 – Total Number of Passengers:** OSA missions serve multiple customers. Inaccurate passenger requirements adversely affect the efficient use of OSA assets and could create the perception of misuse or abuse.

5.8.4. **Section 4 - Senior Traveler:** Senior Traveler must be manifested on the OSA mission.

5.8.5. Section 5 – Additional Passengers:

5.8.5.1. Required only for Distinguished Visitor (DV) Code 7 or higher.

5.8.5.2. List additional DVs in rank order.

5.8.5.3. All additional DVs shall be listed. Use additional pages if required.

5.8.6. Section 6 – Desired Flight Itinerary:

5.8.6.1. OSA aircraft have dissimilar operating limitations. OSA missions are scheduled IAW these limitations and may preclude landing or departing from a requested ICAO.

5.8.6.2. ICAO codes can be found on the JOSAC website, <https://josac.transcom.mil/>, or in military/civil/FAA airfield directories.

5.8.6.3. A two hour window must be given for both requested departure and arrival times. The larger the arrival/departure window, the greater the likelihood of OSA support.

5.8.7. **Section 7 – Cost of Commercial Travel:** Cost on each leg should be computed from the nearest commercial airfield to the commercial airfield nearest the desired destination, and may include the additional costs of ground transportation, lodging, per diem, and salary.

5.8.8. Section 8 – Cargo Transportation:

5.8.8.1. Cargo handlers and acceptors are required at destination airfield.

5.8.8.2. Cargo descriptions must include weight, dimensions/cube, class of hazardous cargo, palletized and soft-packed, and any other unique requirements.

5.8.9. Section 9 – Point of Contact:

5.8.9.1. Point of Contact shall not be manifested.

5.8.9.2. 24-hour contact numbers are required. Failure to supply accurate 24-hour contact numbers may result in mission cancellation.

5.8.10. Section 10 – Non-DV Passengers: List as many non-DV passengers as readily identifiable within OSA passenger limitations.

5.8.11. Remarks/Additional Comments:

5.8.11.1. Identify any additional requirements not previously addressed.

5.8.11.2. Approval authority for non-DoD passengers must be identified in this section. Appropriate approval authority is found in DoD 4515.13-R.

5.8.12. Section 12 – Requester:

5.8.12.1. Military personnel and DoD civilian employees with official business travel requirements may request OSA.

5.8.12.2. The requester is responsible for the accuracy and completeness of all information required by DD 2768 for the scheduling of OSA missions. The requester will immediately communicate any mission changes or cancellations to the service validator.

5.8.12.3. The requesting official or office shall maintain requests for a minimum of two years.

5.8.12.4. Submit CONUS OSA travel request to service validator:

5.8.12.4.1. Minimum seven days prior to desired travel for eight passengers or less.

5.8.12.4.2. Minimum of 14 days prior to desired travel date for nine or more passengers.

5.8.12.5. **Submit OCONUS OSA travel request to service validator:** Minimum of 21 days prior to desired date of travel for OCONUS OSA.

5.8.13. Section 13 – Travel Authorizing Official: Use of OSA shall be authorized IAW DoDD 4500.56, Section E2.4.

5.8.14. Section 14 – Senior Traveling Passenger:

5.8.14.1. Each block will be completed.

5.8.14.2. Requires an original signature from the senior traveler. Signature may not be delegated or omitted.

5.9. General User Responsibilities. Requester organizations need to assign a project officer to each flight request. The project officer is responsible for:

5.9.1. Coordinating completion of the DD 2768.

5.9.2. All mission planning communication between the user organization and the airlift provider.

5.9.3. The completion of the passenger manifest including full name, rank or grade, social security number, and office or unit of assignment.

5.9.4. The coordination of passenger billeting and all ground transportation for passengers.

5.9.5. The dissemination of passenger notifications and instructions from the airlift provider. Examples would be passenger check-in times at the terminal, coordination for flight meals, and special or appropriate clothing requirements.

5.9.6. Ensuring all passengers are eligible to travel on DoD aircraft (see paragraph 5.5.) and issuing Invitational Travel Orders (ITOs) for civilian passengers as required by DoD.

5.9.7. Securing all theater, country and special area clearances for all passengers IAW the Foreign Clearance Guide (FCG).

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

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

Joint Publication 4-01, Joint Doctrine for The Defense Transportation System
Joint Federal Travel Regulation, Volume 1
Joint Travel Regulation, Volume 2
DoD Directive 4500.43, Operational Support Airlift (OSA)
DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel
DoD 4515.13-R, Air Transportation Eligibility
AFI 11-401/ANG Sup 1, Flight Management
AFI 13-202, Overdue Aircraft
AFI 35-101, Public Affair Policy and Procedures
AFJMAN 24-204, Preparing Hazardous Materials For Military Air Shipment
AMCPD 24-2, Policy for Passengers Aboard AMC Missions
AMCI 10-202, Volume 6, Mission Reliability Reporting System (MRRS)
AMCI 11-208, Tanker/Airlift Operations
AMCI 65-602, Transportation Working Capital Fund (TWCF) Budget Operations Concepts and Accounts
ANGI 10-207, Global Flight Following
ANGI 10-801, National Guard Counterdrug Support
ANGI 10-8101, Military Support To Civil Authorities
ANGI 34-107, Air National Guard (ANG) Morale, Welfare and Recreation (MWR) Programs, Activities and Facilities
ANGR 50-05, ANG Deployment and Exercise Policy and Procedures
ANGP190-9/NGP 360-5; National Guard Public Affairs Guidelines

Abbreviations and Acronyms

AC—Alternating Current
ACMI—Air Combat Maneuvering Instrumentation
ACC—Air Combat Command
ACL—Allowable Cabin Load
ACS—Air Control Squadron
ADIZ—Area Defense Identification Zone

ADVON—Advanced Echelon

AEF—Aerospace Expeditionary Force

AETC—Air Education Training Command

AF—Air Force

AG—Adjutant General

AFB—Air Force Base

AFI—Air Force Instruction

AFJMAN—Air Force Joint Manual

AFRC—Air Force Reserve Command

AFSOC—Air Force Special Operations Command

AGOS—Air/Ground Operations School

AIRS—Airlift Information Reporting System

AMC—Air Mobility Command

AMCI—Air Mobility Command Instruction

AMCPD—Air Mobility Command Pamphlet

ANG—Air National Guard

ANGI—Air National Guard Instruction

ANGR—Air National Guard Regulation

ANG/XO—ANG Functional Director, Air and Space Operations

ANG/XOC—ANG Operations Center

ANG/XOF—ANG Security Forces

ANG/XOOM—ANG Operations and Training - Mobility Forces and Operations Branch

ANG/XOX—ANG Deployments Team

ANG/XOXE—ANG Deployments Team - Execution Branch

ANG/XOXP—ANG Deployments Team - Planning Branch

ARNG—Army National Guard

ARO-O—ARNG Office Symbol for NGB Transportation Manager

AT—Annual Training

ATCS—Air Traffic Control Squadron

AW—Airlift Wing

CAP—Civil Air Patrol

CBCS—Combat Comm Squadron

CF—Office Symbol - Director, Air National Guard
CJCS—Chairman Joint Chiefs of Staff
CLT—Civic Leader Tour
CODEL—Congressional Delegation
COMM—Commercial Telephone number
CONUS—Continental United States
CVAM—HQ USAF Assistant Vice Chief of Staff, United States Air Force, Special Air Missions
C2IPS—Command and Control Information Processing System
DACT—Dissimilar Aircraft Combat Training
DC—Direct Current
DEA—Drug Enforcement Agency
DED—Dedicated Aircraft (week-long)
DFT—Deployed For Training
DMS—Defense Message System
DoD—Department of Defense
DoDD—Department of Defense Directive
DSN—Defense Switched Network
DTS—Defense Transportation System
DV—Distinguished Visitor
E&S—Engineering and Services
EIS—Engineering Installation Squadron
ESGR—Employee Support of Guard and Reserve
EST—Enroute Support Team
ETA—Estimated Time of Arrival
FAA—Federal Aviation Administration
FCG—Foreign Clearance Guide
FEMA—Federal Emergency Management Administration
FMS—Foreign Military Sales
FWIC—Fighter Weapons Instructor Course
FY—Fiscal Year
GDSS—Global Decision Support System
GOVT—Government

HQ—Headquarters
IAW—In Accordance With
ICAO—International Civil Aviation Organization
IDP—ANG Integrated Database Project
IDT—Inactive Duty Training
IFR—Instrument Flight Rules
INTEL—Intelligence Section
IOC—Initial Operational Capability
IMT—Information Management Tool
ITO—Invitational Travel Order
JA/ATT—Joint Airborne / Air Transportability Training
JALIS—Joint Air Logistics Information System
JCS—Joint Chiefs of Staff
JFTR—Joint Federal Travel Regulation
JRTC—Joint Readiness Training Center
JTR—Joint Travel Regulation
JOPEs—Joint Operation Planning and Execution System
JOSAC—Joint Operational Support Airlift Center
LOX—Liquid Oxygen
MAFFS—Modular Airborne Fire Fighting System
MAJCOM—Major Command
MDS—Model Design Series
MilAir—Military Airlift
MPA—Military Personnel Appropriation
MRA—Mission Readiness Airlift
MSN—Mission
MWR—Morale Welfare and Recreation
MX—Maintenance
N/A—Not applicable
NASA—National Aeronautical and Space Administration
NAVOCEANA—US Navy
NCA—National Command Authorities

NCESGR—National Committee Employer Support of the Guard and Reserve

NGB—National Guard Bureau

NGR—National Guard Regulation

NLT—No Later Than

NORAD—Northern American Aerospace Defense Command

NR—Number

NRA —Non Revenue Authorization

NSF—National Science Foundation

NTC—National Training Center

O&M—Operations and Maintenance (funds)

OCONUS—Outside the Continental United States

OMS—Overseas Mission Support

OPCON—Operational Control

OPR—Office of Primary Responsibility

ORE—Operational Readiness Evaluation

ORI—Operational Readiness Inspection

OSA—Operational Support Airlift

OSD—Office of the Secretary of Defense

PA—Public Affairs

PACAF—Pacific Command Air Forces

PDM—Periodic Depot Maintenance

PMEL—Precision Measurement Equipment Laboratory

POC—Point of Contact

POTO—ARNG Office Symbol - Plans, Operations, Training Officer

PUJC—Priority/Urgency/Justification/Category

RON—Remain Over Night

ROTC—Reserve Officer Training Corp

Q—Quarter

SAAM—Special Assignment Airlift Mission

SDO—Staff Duty Officer

SECDEF—Secretary of Defense

SMS—Single Mobility System

SOCOM—Special Operations Command

Space-A—Space Available Passengers

Sr Svc Sch—Senior Service School

SRT—Scheduled Return Time

ST—Special Training

STOL—Short Take Off and Landing

T.O.—Technical Order

TAG—The Adjutant General

TALCE—Tanker/Airlift Control Element

TDY—Temporary Duty

TTF—Tanker Task Force

TWCF—Transportation Working Capital Fund

TWG—Threat Working Group

USAF—United States Air Force

USAFE—United States Air Force - Europe

USAID—United States Agency for International Development

US—United States

U.S.C.—United States Code

USO—Uniformed Services Organization

USTRANSCOM—United States Transportation Command

VFR—Visual Flight Rules

WED—Weekend Dedicated Aircraft

WHMO—White House Military Office

Terms

Adjutant General—ANG or ARNG officer responsible for the management of the National Guard of a state or territory, not on federal duty (in the District of Columbia and the Virgin Islands, the equivalent post is called Commanding General).

Allowable Cabin Load—The amount of cargo and passengers, determined by weight, cubic displacement, and distance flown, which may be transported by specified aircraft.

Combat Readiness Training—Training events that prepare Guardsmen to meet their mobility requirement.

Defense Transportation System (DTS)—That portion of the Nation's transportation infrastructure, which supports DoD common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, serves and system organic to, contracted for, or

controlled by the DoD

Denton Amendment—Statute specifying the civilian process to validate donated goods (given for humanitarian purposes) to make them eligible for transport to foreign countries on DoD assets on a space available basis.

Depositioning—Depositioning missions are performed to move the aircraft from the off-load base back to home station.

Economy Act—United States Code, Title 31, Sections 1535 and 1536. The Economy Act specifies that the head of an agency may place an order for goods and services with another government agency or with an organizational unit within the same agency if the goods or services are available, it is in the best interest of the government, it is not available on the commercial economy and they pay (including specifying the payment process) for the goods and services rendered.

Eligible Traffic—Traffic for which movement requirements are submitted and space is assigned or allocated. Such traffic must meet eligibility requirements specified by DoD regulatory guidance.

Global Decision Support System (GDSS)—The command, control, and communications computer system deployed by HQ Air Mobility Command to collect, process and present essential flight information among the network of GDSS users.

Joint Operation Planning and Execution System (JOPES)—JOPES includes joint operation planning policies, procedures, and reporting structures supported by communications and automated data processing systems. JOPES is used to monitor, plan, and execute mobilization, deployment, employment, and sustainment activities associated with joint operations.

Mission Readiness Airlift (MRA)—The National Guard program that utilizes the capacity available on ANG aircraft to support combat readiness training while providing aircrew training. The MRA program is not open to other service components or to Guardsmen for any event that uses JOPES (JCS exercises and real world operations).

Opportune Airlift—The specific program of travel allowing authorized cargo to occupy space on DoD assets at no cost to the sponsor, that are surplus after all space-required cargo have been accommodated. No additional flying hours or additional (or negligible) funds shall be expended to support this program.

Operational Support Airlift (OSA)—Movements of high-priority passengers and cargo with time, place, or mission sensitive requirements.

Pallet—A 463L aircraft pallet that is loaded with cargo for transport. Empty, it measures 88" long x 108" wide and is 3" thick. Dimensions and weight of built up pallets vary by aircraft and position on aircraft (tailgate). In most cases, built up pallets will not exceed 96" in height.

Positioning—Positioning missions are performed to move the aircraft from home station to the on-load base.

Provider—Term for the unit who provides airlift for a user.

Short ton—2000 pounds.

Space Available Travel—The specific program of travel allowing authorized passengers to occupy seats on DoD assets at no cost to the traveler, that are surplus after all space-required passengers have been accommodated. No additional flying hours or additional (or negligible) funds shall be expended to support this program.

Staff Duty Officer—A weeklong duty performed by action officers and air transportation specialist assigned to the ANG Deployments Team. The purpose of the SDO is to document mission deviations in order to advise the ANG Senior Staff, ensure the request for additional days are validated, and to ensure that the aircrew is taking all steps to facilitate the repair and move the passengers most expeditiously.

States—The National Guard is organized into all 50 states and 4 State organizations including the District of Columbia, the territory of Guam, the Commonwealth of Puerto Rico, and the United States Virgin Islands.

User—Term for unit requesting airlift to complete combat readiness training requirements.

United States Transportation Command (USTRANSCOM)—The Unified Command that is the DoD single manager for sea, land, and air transportation in both peace and war.

Validator—Designated official who is responsible to manage the Mission Readiness Airlift program within their functional area. Each functional area's program should ensure that off-station training opportunities are divided evenly among the units and will ensure that each airlift request meets minimum MRA qualifications. Since MRA requests greatly exceed available airlift, the validator is responsible to coordinate alternate transportation or training opportunities.

Attachment 2**ANG/XOX MISSION NUMBER MATRIX****1st DIGIT = D (ANG)****2d DIGIT (MISSION CATEGORY)**

A = ANG (transport funds avail)	N = (Reserved for Future Use)
B = ARNG (trans funds avail)	O = Opportune (Cannot generate missions for "DO")
C = ANG	P = PDM
D = ARNG	Q = MPA Funded JA/ATT
E = Emergency/Evacuation	R = Rescue / Search
F = Fighters	S = (Reserved for Future Use)
G = Dedicated (DED/WED)	T = Tanker
H = Humanitarian	U = Unit Directed & Funded Local Trainer
I = TWCF - MPA funded	V = External Funding From Miscellaneous Sources
J = ANG/XOX Funded JA/ATT	W = Special Use (193, 108D2)
K = OSA	X = Contingency
L = NSFam	Y = AMC Missions Under ANG O&M Program
M = MAFFS	Z = Unit Directed & Funded Off Station Trainer

3d and 4th Digit (MISSION USER)

01 NGB	51 ACMI
02 JCS	52 Air Warrior
03 AMC TWCF	53 AGOS
04 AMC	54 Canadian AGOS/DACT
05 ACC	55 Combat Archer
06 US Army	56 Cope Thunder
07 US Navy	57 Annual/Deployed Training
08 US Marine Corp	58 Exercise (OTHER)
09 US Coast Guard	59 Sentry Aloha
10 US Air Force	60 Bomber Trainer
11 AFRC	61 Bomber (OTHER)
12 DoD	62 Unit Conversion

13 US Govt non DoD	63 PMEL
14 ARNG	64 AATTC (TACTICS)
15 ANG	65 Flight Test
16 State (Guard)	66 Weekly Dedicated (DED)
17 PACAF/USAFE/SOCOM	67 Weekend Dedicated (WED)
18 AMC O&M	68 Aircraft MX Support
19 Humanitarian	69 TALCE
20 Acad/CAP/ROTC/Sr Svc Sch	70 EIS
21 AFSOC	71 C4 (CF, CBCS, ACS, ATCS)
22 Airshows	72 Combat Forces
23 USO	73 Health Services Support
24 NGB (BANDS)	74 E&S (Civil Engineers)
25 NGB (Civic Leaders)	75 Security Forces
26 NGB (ESGR)	76 Mission Support Squadron
27 Space	77 Aerial Port
28 NASA	78 Coronet Oak
29 DEA (Federal Drug)	79 Coronet Nighthawk
30 DEA (State Drug)	80 Coronets
31 Rescue	81 AMC funded tanker
32 MAFFs	82 ANG/XOX funded tanker
33 Antarctica/Arctic/Iceland/NSF	83 Other tanker
34 169th Intel Squad/Senior Scout	84 AMC Business Effort
35 117th IS/123d IS/152d IS	85 TTF
36 Commando Solo	86 FMS
37 Refueling (HC-130)	87 Dual Role
38 ORI	88 DFT
39 ORE	89 (open)
40 Fighter Cross Country	90 NGB Patriot Exercise
41 Red/Green Flag	91 C-21 & C-38
42 Maple Flag	92 C-26
43 Gunsmoke	93 C-40
44 William Tell	94 CODEL
45 Fighter Alert	95 CVAM
46 NORAD	496 FY Contingency
47 DACT	97 (open)
48 Snowbird/Winter Base	98 NGB- Civil Support Teams
49 Adversary Training	99 FEMA
50 FWIC Support	

Attachment 3**WEEKLY/WEEKEND DEDICATED CHECKLIST**

1. MISSION DATES _____

2. DEDICATED (DG) MISSION NUMBER: _____

3. ASSIGNED MRA MISSION NUMBERS: _____

4. ITINERARY: _____

5. FLYING UNIT: _____

6. AIRCRAFT CALL SIGN: _____

7. AIRCRAFT TAIL NUMBER: _____

8. AIRCRAFT COMMANDER (A/C): _____

9. A/C CONTACT NUMBER (DSN/COMM): _____

10. A/C CELL PHONE: _____

11. A/C PAGER: _____

12. RON NAME AND ICAO: _____

13. QUARTERS LOCATION/ROOM NUMBER: _____

14. QUARTERS PHONE NUMBER: _____

15. HOMESTATION 24-HOUR CONTACT NUMBER: _____

Attachment 4**AIRCRAFT DATA*****C-130***

Type: The C-130 is a four engine, high wing, all metal transport designed for the transportation of personnel and /or cargo to include airdrop. The exterior dimensions and appearance of the E, H and J models are similar, however their weight carrying capacities can differ. The C-130J-30 “stretch” model incorporates 15 feet additional cargo compartment space.

General Characteristics:

Overall Length: 97 feet, 9 inches

Height: 38 feet, 3 inches (top of tail)

Wingspan: 132 feet, 7 inches

Usable Fuel Types: Jet A, JP-4, JP-5, JP-8

External Power Requirement: AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps

Passenger Configuration:

Maximum troop capacity: 92 (emergency evacuation)

Normal troop capacity: 78 / 90 C-130J-30

Overwater or paratroop capacity: 65 (MRA standard)

Pallets: (5) 463L pallets / (7) 463L pallets C-130J-30, plus one position on ramp (restricted pallet) 45,000 pounds maximum.

Litters: 74 / 97 C-130J-30

Cargo Configuration

Cargo, other than rolling stock, should be palletized whenever possible. Each pallet is restricted to 10,000 pounds. The maximum weight in the cargo compartment is known as the allowable cabin load (ACL) and will vary depending on the planned fuel load.

Cargo Compartment Dimensions

Cargo compartment length: 40 feet / 55 feet C-130J-30

Cargo compartment width: 9 feet, 11 inches

Cargo compartment height: 9 feet

Height of cargo floor above ground: 3 feet, 3 inches to 3 feet, 5 inches

Dimensions of ramp: 10 feet x 10 feet

Floor weight limitations: See T.O. 1C-130A-9

Cargo capacity: 4,500 cubic feet

Latrine Facilities:

Toilet facilities will consist of a chemical toilet and urinals on the C-130 aircraft.

C-141

Type: The C-141 is a four engine, long-range, high-speed, high altitude, swept-wing monoplane designed for use as a heavy logistic transport. The aircraft is designed to airlift various types of combat support equipment, personnel, air evacuation of litter and ambulatory patients, and fully assembled missiles. The aircraft can be air refueled in-flight.

General Characteristics:

Overall Length: 168 feet, 4 inches

Height: 39 feet, 3 inches

Wingspan: 160 feet

Usable Fuel Types: Jet A, JP-4, JP-5, JP-8

External Power Requirement: AC: 200/115 volt, 3 phase, 400 cycle; DC: 28 volt

Passenger Configuration:

Maximum troop capacity: 200 (emergency evacuation)

Overwater troop capacity: 150 (MRA standard)

Normal paratroop limit: 155

Cargo Configuration:

Cargo, other than rolling stock, should be palletized whenever possible. Due to the height of cargo floor, a rollerize-tine forklift should be provided as a minimum. The maximum weight of the pallets for bare tine forklifts will be 5000 lbs.

Cargo Compartment Dimensions:

Cargo compartment length: 93 ft, 4 in

Cargo compartment width: 10 ft 3 in

Cargo compartment height: 9 ft, 1 in

Cargo Door: Width - 10.25 feet, Height - 9.08 feet

Floor weight limits: See the T.O. 1-C141B-9 E

Cargo capacity: (12) 463L pallets, plus one position on ramp (restricted pallet) 67,725 pounds maximum.

Latrine facilities:

The aircraft is equipped with one chemical toilet, but may on-load portable toilets if the number of troops dictates. Caution: As the numbers of troops increase, the on-load of portable toilet, if required due to distance of flight leg, will decrease the floor space available for troop seats.

C-17

Type: The C-17 is a four-engine, long-range, high-speed, high altitude, swept-wing monoplane designed for use as a heavy logistic transport. The aircraft is designed to airlift various types of combat support equipment, personnel, air evacuation of litter and ambulatory patients, and fully assembled missiles. The aircraft has a Short Take Off and Landing (STOL) capability from small, austere airfields. The aircraft can be air refueled in-flight.

General Characteristics:

Overall Length: 174 feet

Height: 55 feet, 1 inch

Wingspan: 169 feet, 8 inches

Usable Fuel Types: Jet A, JP-4, JP-5, JP-8

External Power Requirement: AC: 200/115 volt, 3 phase, 400 cycle; DC: 28 volt

Passenger Configuration:

Maximum troop capacity: 102

Overwater troop capacity: 102

Normal paratroop limit: 102

Litters: 36

Ambulatory patients and attendants: 54

Cargo Configuration:

Cargo, other than rolling stock, should be palletized whenever possible. Due to the height of cargo floor, a rollerize-tine fork-lift should be provided as a minimum. The maximum weight of the pallets for bare tine forklifts will be 5000 lbs.

Cargo Compartment Dimensions:

Cargo compartment length: 88 feet

Cargo compartment width: 18 feet

Cargo compartment height: 12 ft, 4 in

Cargo Door: Width - 18 feet, Height – 10.50 feet

Floor weight limits: See the T.O. for C17

Cargo capacity: (18) 463L pallets, including four on the ramp (restricted pallet) 170,900 pounds maximum.

Latrine facilities:

The aircraft is equipped with one chemical toilet, but may on-load portable toilets if the number of troops dictates. Caution: As the numbers of troops increase, the on-load of portable toilet, if required due to distance of flight leg, will decrease the floor space available for troop seats.

AIRCRAFT DATA: C-5

Type: The C-5 is a four engine, high wing, long-range, high-speed, swept-wing airplane designed for global strategic airlift of outsized cargo.

General Characteristics:

Overall Length: 247.1 feet

Height: 65.1 feet (top of tail)

Wingspan: 222.9 feet

Usable Fuel Types: Jet A, JP-4, JP-5, JP-8

External Power Requirement: AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps

Passenger Configuration:

Normal & Maximum Troop Capacity: 73 passengers

Cargo Compartment Dimensions:

Cargo compartment length: 143 ft, 9 in

Cargo compartment width: 19 feet

Cargo compartment height: 13.5 feet

Floor weight limitations: See T.O. 1-C5A-9

Cargo capacity: (36) 463L pallets, 270,000 pounds maximum.

Latrine facilities:

2 toilets installed in troop area.

AIRCRAFT DATA: KC-135

Type: The KC-135 is a four engine, swept wing, long range, high altitude, high speed airplane used for cargo hauling, troop transport and aerial refueler.

General Characteristics:

Overall Length: 136 feet, 3 inches

Height: 41 feet, 8 inches

Wingspan: 130 feet, 10 inches

Usable Fuel Types: Jet A, JP-4, JP-5, JP-8

External Power Requirement: AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps

Passenger Configuration:

Maximum and normal troop capacity: 50 passengers

Cargo Configuration:

Pallets: 6 non- standard freight pallets,

Cargo Compartment Dimensions:

Cargo compartment length: 860 inches

Cargo compartment width: 129 inches

Cargo compartment height: 81 inches

Distance of cargo floor from ground level: 10 feet

Forward cargo door compartment dimensions: 78 inches high, 117 inches wide

Floor weight limitation: 200 pounds per square foot

Cargo capacity: 20,000 pounds

External passenger loading ramp required: Recommend Air Stairs.

Latrine Facilities:

1 flush toilet and 2 urinal cans.

Attachment 5

NGB FORM 214, MISSION READINESS AIRLIFT (MRA) REQUEST

Figure A5.1. NGB Form 214, Page 1

MISSION READINESS AIRLIFT (MRA) REQUEST					
SECTION 1					
VALIDATOR USE ONLY / UNIT LEVEL USER LEAVE BLANK					
DATE RECEIVED (MM/DD/YYYY)	PRIORITY	APPROVED BY (name/phone/signature)		ANG/XOX MISSION NUMBER	
SECTION 2					
UNIT LEVEL USER USE					
REQUESTOR NAME, DSN/COMM PHONE NUMBER			AIRLIFT SUPPORT FOR (UNIT)		STATE
REQUESTOR EMAIL ADDRESS					
SECTION 3					
UNIT LEVEL USER USE					
EARLIEST AVAILABLE DATE (MM/DD/YYYY)		DESIRED DATE (MM/DD/YYYY)		LATEST AVAILABLE DATE (MM/DD/YYYY)	
SECTION 4					
UNIT LEVEL USER USE					
# PAX	# TONS CARGO	# AIRCRAFT	TYPE AIRCRAFT	OUTSIZED CARGO	
CARGO DESCRIPTION			HAZMAT (IF NONE, STATE N/A)		
SECTION 5					
UNIT LEVEL USER USE					
DETAILS	ICAO	CONTACT NAME	DSN PHONE	COMMERCIAL PHONE	E-MAIL ADDRESS
ONLOAD					
ENROUTE					
OFFLOAD					
24-HOUR CONTACT NAME		DSN PHONE		COMMERCIAL PHONE	
SECTION 6					
UNIT LEVEL USER USE					
JUSTIFICATION <i>(Continue on page 2 of 2, if required)</i>					

Figure A5.2. NGB Form 214, Page 2

SECTION 7					
OFFICE USE ONLY / UNIT LEVEL USER & VALIDATOR LEAVE BLANK					
CONTACT DATE	UNIT/BASE ICAO	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

JUSTIFICATION *(Continued)*

Attachment 6**AFTER-ACTION REPORT AND INSTRUCTIONS**

Use the following sample Defense Message System (DMS) message format in the event that the AIRS program is not available for submission of after-action reports.

The sample below is from the 153AW, Cheyenne IAP, WY, who tied 2 MRA missions together on a 3 day trip.

NOTE: DO NOT INCLUDE THE INFORMATION IN PARENTHESIS.

(FROM) 153AW CHEYENNE IAP WY//DOTS//
(TO) ANG ANDREWS AFB MD//XOXE//
(ORIGINATOR): SUBJECT / AFTER-ACTION REPORT FOR 153AW
(TRIP ID): RMKS / AFTER-ACTION REPORT FOR TRIP /15300188/
A SPECIAL TRAINING OFFICER /9/
B SPECIAL TRAINING ENLISTED /6/
C ANNUAL TRAINING OFFICER /0/
D ANNUAL TRAINING ENLISTED /0/
E TECH/AGR/IDT OFFICER /0/
F TECH/AGR/IDT ENLISTED /3/
G PAY CODE AUTH //
H AIRCRAFT TYPE /C130H/
I PER DIEM REQUESTED /Y/
J OFFICER WORK DAYS REQUESTED /Y/
K ENLISTED WORK DAYS REQUESTED /Y/
ITEM 1 AFTER ACTION REPORT FOR MISSION /DB1400281012/
A EXERCISE OPERATION /KPIT-KLSV/
B DEPARTURE DATE /11-JAN-2003/
C RETURN DATE /12-JAN-2003/
D FLYING HOURS /7 0/
E MSN SORTIES /1/
F PREPO/DEPO SORTIES /2/
G TOTAL SORTIES /3/

H O&M PAX /40

I AMC PAX /0/

J AMC OPP PAX /0/

K AIRDROP PAX /0/

L TOTAL PAX /40/

M O&M PAX MILES /5350/

N AM PAX MILES /0/

O AM OPF PAX MILES /0/

P TOTAL PAX MILES /5350/

Q O&M CARGO /6 0/

R AC CARGO /0 0/

S AMC OPP CARGO /0 0/

T AIRDROP CARGO /0 0/

U TOTAL CARGO /6 0/

V O&M TON MILES /5350/

W AMC TON MILES /0/

X AMC OPP TON MILES /0/

Y TOTAL TON MILES /5350/

AA REMARKS /TRIPS DB1400281012 AND DC1542841073 ARE TIED TOGETHER/

ITEM 2 AFTER ACTION REPORT FOR MISSION /DC1542841073/

A EXERCISE OPERATION /RED FLAG AIRLIFT/

B. DEPARTURE DATE /13-JAN-2003/

C RETURN DATE /13-JAN-2003/

D FLYING HOURS /6 0/

E MSN SORTIES /1/

F PREPO/DEPO SORTIES /0/

G TOTAL SORTIES /1/

H O&M PAX /30/

I AMC PAX /30/

J AMC OPP PAX /0/

K AIRDROP PAX /9/

L TOTAL PAX /60/

M O&M PAX MILES /12800/
N AMC PAX MILES /12800/
O AMC OPP PAX MILES /0/
P TOTAL PAX MILES /25600/
Q O&M CARGO /1 0/
R AMC CARGO /1 0/
S AMC OPP CARGO /0 0/
T AIRDROP CARGO /0 0/
U TOTAL CARGO /2 0/
V O&M TON MILES /12800/
W AMC TON MILES /12800/
X AMC OPP TON MILES /0.0/
Y TOTAL TON MILES /1560000/

AA REMARKS

ITEM 3. (FOLLOW SAME PATTERN IF MORE THAN TWO MISSIONS ARE TIED TOGETHER INTO ONE TRIP)

AFTER ACTION MESSAGE INSTRUCTIONS

TRIP-RELATED FIELDS: *The first section of the report deals with the funding for the entire trip. Trip-related fields occur only once per after action report.*

SUBJECT: The flying/reporting unit.

TRIP ID: A unique identifier associated with a trip. A trip consists of a collection of one or more missions flown during the time when an aircraft leaves its home station and returns.

SPECIAL TRAINING OFFICER: Number of special training officer days used for the mission. When units expend special training officer days, they are reimbursed by ANG/XOXE for both workdays and per diem. Per diem is disbursed from the Military Personnel per diem fund. Report the total number of days expended for the entire trip.

SPECIAL TRAINING ENLISTED: Number of special training enlisted days used for the mission. When units expend special training enlisted days, they are reimbursed by ANG/XOXE for both workdays and per diem. Per diem is disbursed from the Military Personnel per diem fund. Report the total number of days expended for the entire trip.

ANNUAL TRAINING OFFICER: Number of annual training officer days used for the mission. Annual training days data is collected for informational purposes only. Workdays and per diem are not disbursed for annual training days. Report the total number of days expended for the entire trip.

ANNUAL TRAINING ENLISTED: Number of annual training enlisted days used for the mission. Annual training days data is collected for informational purposes only. Workdays and per diem are not disbursed for annual training days. Report the total number of days expended for the entire trip.

TECH/AGR/IDT OFFICER: Number of officer days expended that qualify all Technician, Active Guard Reserve (AGR), or IDT status. Workdays are not reimbursed for these days however, per diem is. Per diem dollars come from the Operations and Maintenance fund. Report the total number of days expended for the entire trip.

TECH/AGR/IDT ENLISTED: Number of enlisted days expended that qualify as Technician, AGR, or IDT status. Workdays are not reimbursed for these days however, per diem is. Per diem dollars come from the Operations and Maintenance fund. Report the total number of days expended for the entire trip.

PAY CODE AUTH: Payment authorization code is used internally at ANG/XOXE to validate the after-action funding request. Leave the Pay Code space blank.

PER DIEM REQUESTED: Indicates whether this after-action report is a request for per diem disbursement or the after action report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that per diem disbursement is requested in accordance with Mission Readiness Airlift funding guidelines. N indicates that per diem disbursement is either not authorized or not desired. This flag applies to the entire trip. *Note: If appropriate workday fields are left blank in the after action report, per diem will not be calculated for the entire trip.*

OFFICER WORKDAYS REQUESTED: Indicates whether this after action report is a request for officer workdays disbursement or the after-action report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that officer workdays disbursement is requested in accordance with MRA funding guidelines. N indicates that officer workday disbursement is either not authorized or not desired. This flag applies to the entire trip.

ENLISTED WORKDAYS REQUESTED: Indicates whether this after action report is a request for enlisted workday disbursement or the after-action report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that enlisted workday disbursement is requested in accordance with MRA funding guidelines. N indicates that enlisted workday disbursement is either not authorized or not desired. This flag applies to the entire trip.

MISSION RELATED FIELDS: *Mission-related fields may occur more than once per after-action report. See the sample for the actual layout of these fields. Since a trip is comprised of one or more missions, there may be several missions included in a single after action report.*

MISSION NUMBER: The ANG mission number generated by ANG/XOXE or the unit generated mission number is always 12 characters. NOTE: DO NOT USE AMC MISSION NUMBERS HERE. AMC MISSION NUMBERS SHOULD BE REPORTED IN THE REMARKS SECTION.

EXERCISE OPERATION: State either the name of the exercise the airlift supports or the on-load/off-load ICAOs.

DEPARTURE DATE: Date (local) that the flying unit departed home station at the start of the mission. This is a date in the DD-MMM-YY format (01-JAN-03).

RETURN DATE: Date (local) that the flying unit returned to home station after completion of the mission. This is a date in the DD-MMM-YY format (02-JAN-03).

AIRCRAFT TYPE: Indicate the type of aircraft flown

FLYING HOURS: Total number of hours used in support of the mission.

MSN SORTIES: A sortie is a pair of station locations that comprise an arrival and departure of an aircraft. Sorties are flown to accomplish mission goals such as transporting passengers or cargo.

PREPO/DEPO SORTIES: Sorties flown to either preposition or deposition an aircraft.

TOTAL SORTIES: Total number of sorties flown. Derived from the addition of MSN SORTIES AND PREP/DEPO SORTIES.

O&M PAX: Total number of National Guard passengers carried on MRA missions.

AMC PAX: Total number of passengers on HQ AMC, SAAM or Channel missions.

AMC OPP PAX: Total number of AMC opportune passengers.

AIRDROP PAX: Total number of passengers airdropped.

TOTAL PAX: Total number of passengers transported. Derived from the addition of passengers given in the O&M PAX, AMC PAX, AMC OPP PAX, and AIRDROP PAX blocks.

O&M PAX MILES: O&M PAX multiplied by air miles.

AMC PAX MILES: AMC PAX multiplied by air miles.

AMC OPP PAX MILES: AMC OPP PAX multiplied by air miles.

TOTAL PAX MILES: Total number of pax miles. Derived from the addition of miles given in the O&M PAX MILES, AMC PAX MILES, and AMC OPP PAX MILES blocks.

O&M CARGO: Amount of National Guard cargo transported on MRA mission, stated in tons.

AMC CARGO: Amount of AMC cargo transported, stated in tons.

AMC OPP CARGO: Amount of AMC opportune cargo transported, stated in tons.

AIRDROP CARGO: Amount of cargo airdropped, stated in tons.

TOTAL CARGO: Total amount of cargo transported, stated in tons. Derived from the addition of the mileage given in the O&M CARGO, AMC CARGO, and AMC OPP CARGO blocks.

O&M TON MILES: O&M CARGO multiplied by air miles.

AMC TON MILES: AMC CARGO multiplied by air miles.

AMC OPP TON MILES: AMC Opportune multiplied by air miles.

TOTAL TOX MILES: Total number of cargo miles. Derived from the addition of mileage given in the O&M TON MILES, AMC TON MILES, and AMC OPP TON MILES blocks.

REMARKS: Remarks are any free-format text that describes special after-action or mission information. When operating on AMC mission numbers, specify the AMC number in this field only.