



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions for this publication.

OPR: NGB/A3XE

Certified by: NGB/A3
(Col Christopher D. Swadener)

Supersedes ANGI 10-201, 29 November 2004

Pages: 53

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 ANG Operational Support Airlift (OSA), airlift for training from the ANG MRA Program and Joint Airborne/Air Transportability Training (JA/ATT). This instruction provides the user community with a single source of information on the entire ANG airlift system.

This instruction applies to the ANG, Army National Guard (ARNG), and potential users. 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*, DoD Directive 4500.56, *DoD policy on the Use of Government Aircraft and Air Travel* and ANG Instruction (ANGI) 10-207, *Global Flight Following*. It does not replace those references. The proponent agency for this instruction is the ANG Operational Plans and Execution Division (NGB/A3X). Users are invited to send comments and suggested improvements on Air Force (AF) Information Management Tool (IMT) 847, *Recommended Changes to Publications*, directly to Air National Guard, Operational Plans and Execution Division (NGB/A3X), 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision 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**). Provides guidance on ANG airlift support of JA/ATT requirements (**Chapter 6**).

Chapter 1— TRANSPORTATION POLICIES FOR USE OF ANG AIRCRAFT 4

1.1. Purpose. 4

- 1.2. Joint Doctrine - Transportation. 4
- 1.3. DoD Transportation Policy. 4
- 1.4. Passenger/Cargo Eligibility Options Outside Standard Channels. 5
- 1.5. United States Air Force (USAF) and Air Mobility Command (AMC) Transportation Policy. 5
- 1.6. National Guard Bureau (NGB) Transportation Policy. 6
- 1.7. Non Standard Airlift Requests, Travel for Conferences, Conventions, Staff Assistance Visits, Meetings, and/or MWR Events. 8
- 1.8. Emergency Response 8
- 1.9. Transportation of mobilized Airmen/Soldiers in Title 10 status. 8

Chapter 2— ANG MISSION READINESS AIRLIFT (MRA) PROGRAM 9

- 2.1. Purpose. 9
- 2.2. Dedicated Aircraft Support 10
- 2.3. Reimbursement Policy. 10
- 2.4. MRA Allocation. 14
- 2.5. Minimum Qualifications for MRA. 14
- 2.6. MRA Priority System. 14
- 2.7. NGB Validator’s Prioritization Matrix. 15
- 2.8. MRA Request Submission Deadline. 17
- 2.9. Annual MRA Scheduling Cycle. 17
- 2.10. MRA Allocation Conference Process. 17
- 2.11. MRA Status Information. 18
- 2.12. Mission Cancellation and/or Changes. 19
- 2.13. Disposition of Unfilled Requests. 19

Chapter 3— MISSION READINESS AIRLIFT (MRA) REQUEST PROCEDURES 20

- 3.1. Long Range Planning. 20
- 3.2. General User Responsibilities. 20
- 3.3. Mission Readiness Airlift Process. 20
- 3.4. NGB 214 Instructions. 21

Chapter 4— MRA FLIGHT OPERATIONS 24

- 4.1. Command and Control. 24
- 4.2. ANG Mission Numbers. 24

| | | |
|---|--|-----------|
| 4.3. | Unit Generated Mission Numbers. | 24 |
| 4.4. | Mission Planning. | 25 |
| 4.5. | Waiver Authority. | 25 |
| 4.6. | Maximum Crew Rest. | 25 |
| 4.7. | Phoenix Raven Support. | 25 |
| 4.8. | Pre-Mission Itineraries. | 26 |
| 4.9. | Flight Following. | 26 |
| 4.10. | After-Action Reporting. | 26 |
| 4.11. | GDSS II Implementation. | 27 |
| Chapter 5— ANG OPERATIONAL SUPPORT AIRLIFT (OSA) MANAGEMENT | | 28 |
| 5.1. | Purpose. | 28 |
| 5.2. | CONUS OSA. | 28 |
| 5.3. | OCONUS OSA. | 28 |
| 5.4. | ANG Mission Number Validation Authority. | 29 |
| 5.5. | OCONUS OSA User Responsibility. | 29 |
| 5.6. | Passenger Eligibility for OCONUS OSA. | 30 |
| 5.7. | Minimum Passenger Requirements. | 30 |
| 5.8. | Submission Form Instructions (DD Form 2768) | 30 |
| 5.9. | General User Responsibilities. | 33 |
| Chapter 6— JOINT AIRBORNE / AIR TRANSPORTABILITY TRAINING (JA/ATT) | | 34 |
| 6.1. | Purpose. | 34 |
| 6.2. | JA/ATT Program Description. | 34 |
| 6.3. | JA/ATT Mission Validation and Scheduling. | 35 |
| 6.4. | JA/ATT Mission Reimbursement. | 35 |
| Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | | 37 |
| Attachment 2— NGB/A3X MISSION NUMBER MATRIX | | 47 |
| Attachment 3— WEEKLY/WEEKEND DEDICATED CHECKLIST | | 49 |
| Attachment 4— AIRCRAFT DATA | | 50 |

Chapter 1

TRANSPORTATION POLICIES FOR USE OF ANG AIRCRAFT

1.1. Purpose. This section outlines transportation policy and the management of military airlift resources 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. The ANG does not fall under the DTS.

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 (USC).

1.2.2.1. USC, 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. USC, 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 training 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 Continental United States (CONUS), commercial transportation services shall be the normal method used for official passenger movement including travel for attending conferences, meetings, ceremonies, giving speeches, site visits, etc. Outside the Continental United States (OCONUS), commercial air transportation shall be used in accordance with the Joint Federal Travel Regulation (JFTR) Volume 1, *Uniformed Service Members*, and the Joint Travel Regulation (JTR), Volume 2, *Department of Defense Civilian Personnel*, 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. The National Guard will establish specific agreements identifying those specific OSA aircraft that will provide availability to JOSAC for CONUS scheduling. Contact info as follows: <https://josac.transcom.mil/> or call 576 2824/1768.

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 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, National Guard Bureau (NGB), Executive Travel Coordinator (NGB-ZAS). Follow the procedures listed in **Chapter 5**. Active Component customers interested in using ANG OSA aircraft for official travel OCONUS must provide an authorized and validated request to ANG Operational Plans and Execution Branch (NGB/A3XE) and NGB-ZAS. Follow the procedures listed in **Chapter 5**. All requests for OCONUS travel will be subject to prioritization and will be determined on ANG ability to fund or the users ability to fund.

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. Applicant may seek approval or a waiver pursuant to Assistant Deputy Under Secretary of Defense (Transportation Policy) procedures.

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 and the flying unit must then obtain the required ANG approval.

1.4. Passenger/Cargo Eligibility Options Outside Standard Channels.

1.4.1. The DoD is prohibited by law from providing airlift for any non DoD activity unless it is: (1) of an immediate emergency/lifesaving 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.

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. Detailed information on the airlift approval process pursuant to this section may be obtained at <http://www.acq.osd.mil/log/tp/>. Click on "Airlift Policy and Issues" and then Click on "Military Air Request".

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 Refueling 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 flying hour reimbursement, Military Personnel Appropriation (MPA) days and travel dollars to ANG units when flying AMC Transportation Working Capital Funds (TWCF) missions.

1.5.2.1. AMC will provide the unit with an AMC mission number and mission symbol for each mission flown. This AMC mission number and mission symbol are used for both flight following and funding purposes. ANG flying units will ensure that the correct mission symbol is issued to ensure proper funding and flight hour reimbursement. AMC mission number guidance can be found within the AMC encode/decode tables. ANG units will obtain an ANG mission number for administrative accounting purposes within the ANG. Contact NGB/A3E for mission symbol inquiries DSN: 278-8965.

1.5.3. The ANG will utilize current command and control systems for mission planning and tracking purposes. The primary tracking systems will be GDSS II and Single Mobility System (SMS).

1.5.3.1. GDSS II information can be obtained at <https://gdss2support.scott.af.mil>.

1.5.3.2. SMS information can be obtained at: <http://SMS.Transcom.mil>.

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 state's Adjutant General (TAG) will ensure that aircraft are used for official business only. ANG unit commanders and ultimately the State AG's are responsible for authorizing flights involving ANG aircraft IAW all applicable transportation regulations, laws and polices.

1.6.3. National Guard Support to Other DoD Components. ANG units receive 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. ANG units are not authorized to support contingency airlift missions utilizing appropriated training flying hours and funding. Wing leadership will ensure proper use and management of all appropriated funding, to include flight hour usage.

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. Any support authorized should include full reimbursement of flying hours, per diem and man days via requestor provided fund sites.

1.6.5. Authorized missions in direct support of the Federal military mission. Types of missions included in this category are:

- 1.6.5.1. Support of ANG and ARNG military training and military activities.(See [Chapter 2](#)).
- 1.6.5.2. Support of the active or reserve components of the DoD.
- 1.6.5.3. ANG military training (aviation unit or individual aircrew training).
- 1.6.5.4. Operational support airlift for designated OSA units.

1.6.6. Authorized missions 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:

- 1.6.6.1. Disaster relief operations.
- 1.6.6.2. State-declared emergency operations.
- 1.6.6.3. Civil disturbance operations.

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

1.6.7. ANG training missions must use aircrew training hours in a manner that demonstrates good stewardship of appropriated funding. The ANG justifies these hours on the basis of maintaining war-time readiness. 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 personnel at all levels prevent misuse of air mobility resources as well as the perception of their misuse. 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.

1.6.8. The Mission Readiness Airlift (MRA) Program was established by the National Guard Bureau to utilize the available capacity on ANG aircraft to support combat readiness training requirements while providing aircrew training.

- 1.6.8.1. 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.

1.6.9. **Travel for Operational Readiness Inspections (ORIs).** Units may request transportation to ORIs under the MRA program IAW approved standard package requirements. Requests must meet the minimum MRA standard described in Paragraph [2.4](#). Unit requests 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.

1.7. Non Standard Airlift Requests, 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 and training missions will not be scheduled solely to support this type of transportation requirement. 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 additional cost to the government. 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 and the supporting air wings are not responsible for mission cancellations. Users are encouraged to travel by commercial transportation or apply for OSA transport through JOSAC. (See Paragraph [1.3.2.](#)).

1.7.1. 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:

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

1.7.1.2. Travel is on a non-interference basis.

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

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

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

1.8. Emergency Response Airlift (ERA). Airlift requirements in response to natural and or man-made disasters that require immediate response will be managed by the ANG Crisis Action Team (CAT). Specific policies and guidance will be issued to the field and based upon event requirements. CAT POC: DSN: 278-7484/7243/7166, Commercial: 301-836-7484/7243/7166, email: ang.cat.airlift@ang.af.mil.

1.9. Transportation of mobilized Airmen/Soldiers in Title 10 status. In general, current guidelines prohibit the use of appropriated training funds to solely support the generation of aircraft for the transportation of mobilized members in Title 10 status. Transportation requests for National Guard mobilized members in Title 10 status will adhere to all applicable regulation, law, and policy. Refer to <https://xox.ang.af.mil> for current policy letters.

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. The MRA program supports the Chief, NGB mission of providing trained and ready combat forces. National Guard personnel and equipment will be authorized ANG MRA support when 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 not externally funded. 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) unless an MOA has been established. MAJCOM seeking ANG support for JCS and COCOM exercises will supply ANG with source of funding to include flight hours unless an MOA has been established.

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, OCONUS requirements, which add realism to training and provides practical experience for aircrews.

2.1.4. The Chief, NGB, through NGB/A3XE, allocates missions to the flying units who exercise operational authority over their participating aircraft.

2.1.4.1. NGB/A3XE is the OPR who compiles validated MRA requirements and matches them with ANG flying unit availability through interface with flying unit training and scheduling sections. NGB/A3XE will base validation upon meeting published MRA criteria and the availability of fiscal year funding. NGB/A3XE retains the right to cancel, deny, or alter previously validated MRA missions if funding is determined to no longer be available.

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 flying units.

2.1.5. All MRA missions involving ANG aircraft require TAG concurrence. All OCONUS MRA missions additionally require theater coordination, approval, and will adhere to ANGI 16-169.

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 (NGB/A3) provides a Staff Duty Officer (SDO) to assist all National Guard flying operation issues on a 24-hour basis. Access to the SDO can be

obtained through the ANG Command Center (NGB/A3XC) at DSN 858-6001 or comm. (301) 981-6001 or 1-800-443-2985.

2.2. Dedicated Aircraft Support The Weeklong Dedicated (DED) and Weekend Dedicated (WED), consists of ANG C-130 and KC-135 units who provide volunteer aircraft and aircrews to NGB/A3XE for MRA scheduling.

2.2.1. 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).

2.2.2. NGB/A3XE is responsible for the management and tracking of all dedicated missions. For assistance during duty hours (0730-1630 Eastern Standard Time) contact NGB/A3XE 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 Command Center at DSN 858-6001, comm. (301) 981-6001, or 1-800-443-2985.

2.2.3. Unit schedulers will submit dedicated airlift checklist (**Attachment 3**) to NGB/A3XE not later than (NLT) two days prior to the start of all DED/WED missions.

2.2.4. When DED/WED are not assigned specific missions prior to the start of their tour, aircraft commanders will contact the ANG Command Center prior to launch and twice daily NLT 0900L and NLT 1700L daily.

2.2.5. Aircrew duty day begins with morning contact to ANG Command Center. Aircrew duty day ends with evening contact to ANG Command Center unless aircrew must preposition the aircraft for a mission the next day. NGB/A3X dedicated aircrew duty day and crew rest hours will be in accordance with (IAW) MAJCOM regulatory guidance.

2.2.6. 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 or NGB/A3XC.

2.2.7. Aircraft commanders will maintain contact with ANG Command Center and provide times, maintenance status and current contact numbers for all dedicated aircraft flight activity at each landing.

2.3. Reimbursement Policy. NGB/A3XE provides special training (ST) days and flat-rate travel dollars to the airlift units to offset a portion of the travel costs. NGB/A3XE will review unit travel expenditures on a quarterly basis and will adjust as appropriate.

2.3.1. NGB/A3XE uses after-action reports generated through the ANG Integrated Database Project (IDP) web based After Action Reporting System located at <https://xox.ang.af.mil> 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. Routine after-action reports must be filed NLT five days after mission completion. After action reports for emergency or relief operation missions must be submitted ASAP upon mission completion.

2.3.2. NGB/A3XE 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 NGB/A3XE.

2.3.2.1. If funds are available at the beginning of each fiscal year (FY), NGB/A3XE sends the initial FY authorization of ST days for MRA to each airlift and tanker unit.

2.3.2.2. Units must report specific number and pay status of days on each after action report for an NGB/A3XE funded MRA or Joint Airborne / Air Transportability Training (JA/ATT) mission. This function is required for the reimbursement of Military Personnel (MILPERS) or Operations and Maintenance (O&M) funding even if payment of man days is not requested on that mission.

2.3.2.3. 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, resulting in a zero balance of ST days.

2.3.2.3.1. Units that require additional days through the end of the FY must notify NGB/A3XE NLT than 1 August of the current calendar year.

2.3.2.3.2. Units are to return unused days to the program manager. At the end of the Fiscal Year the NGB Financial Manager will then pull workdays and funding.

2.3.2.3.3. Before units volunteer for additional last quarter NGB/A3XE funded missions after 1 August of the current FY, they must first receive reimbursement approval of the missions from NGB/A3XE.

2.3.3. NGB/A3XE provides flat rate travel dollars (used for per diem) under the MRA program. NGB/A3XE 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 cost locations must commit unit funds to make up the shortfall in travel funding or seek additional reimbursement of per-diem costs over those funded by NGB/A3XE from the user.

2.3.3.1. The MRA travel funds may be given to the units as a special validation during the FY. These funds are intended to reimburse the last MRA missions that will terminate after the budget closeout for the FY.

2.3.4. Standard Crew Complements. NGB/A3XE reimburses units per a standard crew complement. Reimbursement is based on the standard crew multiplied by the duration of the mission in days.

2.3.4.1. CONUS Standard Crew Complement. The following matrix identifies the daily NGB/A3X CONUS standard reimbursement policy per aircraft type, additional crewmembers/crew chiefs must have prior approval by NGB/A3XE:

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

2.3.4.1.2. C-130J - 2 officers / 1 enlisted. With Initial Operational Capability (IOC). Additional loadmaster is authorized if mission requirements dictate. (Prior approval required from NGB/A3XE).

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

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

2.3.4.1.5. C-17 - 2 officers / 1 enlisted. Additional crewmember / crew chief authorized if mission requirements dictate. (Prior approval required from NGB/A3XE).

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

2.3.4.2. OCONUS Standard Crew Complement. For MRA purposes, OCONUS is defined as anywhere beyond the outermost US Air Defense Identification Zone (ADIZ) or any location outside the continental US. The following matrix identifies the daily NGB/A3X OCONUS standard reimbursement policy per aircraft type:

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

2.3.4.2.2. C-130J - 2 officers / 2 enlisted. With IOC. Additional loadmaster is authorized if mission requirements dictate. (Prior approval required from NGB/A3XE).

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

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

2.3.4.2.5. C-17 - 2 officers / 2 enlisted. Additional crewmember / crew chief authorized if mission requirements dictate. (Prior approval required from NGB/A3XE).

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

2.3.4.3. OCONUS Augmented Crew Complement. Occasionally, NGB/A3XE will authorize augmenting a crew to meet mission requirements. Units must coordinate with NGB/A3XE prior to mission launch if augmenting a mission is required. NGB/A3XE will authorize augmenting only on those missions where performance is enhanced due to the extended duty day or mission safety is a factor.

2.3.4.4. 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.

2.3.4.5. 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.

2.3.4.5.1. Occasionally, NGB/A3XE has OCONUS missions that may be assigned to a WED volunteer. NGB/A3XE 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 requirements.

2.3.4.6. 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.

2.3.5. Reimbursement from NGB/A3XE 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 [Attachment 2](#) for ANG Mission Number Matrix.).

2.3.5.1. The funding authorization for NGB/A3XE 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 JA/ATT web program or through the mission query function on the NGB/A3X web page. Units will receive days/funding only up to the validation amount. For further JA/ATT guidance see [Chapter 6](#).

2.3.5.1.1. NGB/A3XE will negotiate with US Navy (NAVOCEANA) for support and funding for DJ07 missions that support NAVOCEANA.

2.3.5.2. All other ANG mission number prefixes are funded by sources external to the NGB/A3X MRA account. Each FY, NGB/A3XE will issue a funding policy and procedures message to ANG units explaining reimbursement procedures.

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

2.3.6.1. 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 from the customer's organization.

2.3.6.1.1. 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-cite or coordinate mission adjustments to avoid the expense.

2.3.6.1.2. The user and airlift unit will coordinate responsibility for payment of all fees applicable to airlift 15 days prior to scheduled trip date. If coordination has not taken place by the departure date, the airlift unit will absorb all associated fees.

2.3.6.1.3. During the course of a mission, if the airlift unit chooses to land at an unplanned landing base for any reason (including weather divers) and incurs fees, the airlift unit will absorb the costs as part of doing normal business. Excessive additional costs will be considered for reimbursement on a case by case basis by NGB/A3XE.

2.3.6.2. 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. Pursuant to an ANG-AMC agreement, ANG aircraft on any mission may seek support from AMC/XOCO by calling DSN 779-0363 or Commercial 618-229-0363.

2.3.6.2.1. When an aircraft breaks down during a MRA or "DJ" JA/ATT mission, the crew must first call the NGB/A3XC to advise them of the problem and then initiate the maintenance process with the unit or AMC/XOCO. During the course of the repair, the crew is expected to periodically call in and update the NGB/A3XC on the status of the disabled aircraft. The crew is responsible to begin trouble-shooting actions and to coordinate with the NGB/A3X SDO for possible alternate transportation (if required) for their passengers and cargo. The crew must also call NGB/A3XC and advise them of aircraft divers, station over fly, mission delay or a mission re-cut.

2.3.6.2.2. 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.

2.3.6.2.3. NGB/A3XE 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 2.3.5. NGB/A3XE funding will be based on the standard crew compliment listed in Paragraph 2.3.4.

2.3.6.2.4. When the launch of a rescue aircraft is required for a mission not funded by NGB/A3XE, the unit is responsible for the funding. The workdays must come from the units resources.

2.3.6.2.5. The unit is responsible for the funding and workdays for the maintenance personnel of all missions sent to evaluate/repair the disabled aircraft.

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

2.4.1. To maximize training allocations, ANG Deployments Team - Planning Branch (NGB/A3XO) has developed standard packages for the common off-station training events. NGB/A3XE will actively seek ANG airlift volunteers up to the standard package size. Please review Standard Packages Summary on the ANG website located at <https://xox.ang.af.mil>.

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

2.5. Minimum Qualifications for MRA. Movements must have 5 tons of cargo or 30 passengers and move a minimum distance of 300 miles. All users will meet this 5/30/300 rule, unless specifically exempt by NGB/A3XE.

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

2.5.2. 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.

2.5.3. 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 NGB/A3XE , ang.xoxe.mra@ang.af.mil.

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

2.5.3.2. Waiver packages (approved and denied) will be kept on file for five years.

2.6. MRA Priority System. The National Guard has developed a system of nine categories of missions, which are called priorities. Currently, the MRA program uses seven priority levels (Priorities 1 – 6, 9). Priorities 7 - 8 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.

2.6.1. 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: Disaster relief missions directed by the Chief, NGB or the Director, Air National Guard.

2.6.2. Priority 2: High priority/visibility airlift missions determined by ANG/A3. Airlift for NGB commitments/requirements (ANG/ARNG). NGB committed airlift support as programmed within the NGB budget. Examples: ORI and/or JCS Exercises.

2.6.3. Priority 3: Airlift requests critical for the units to maintain combat readiness status for units preparing for real world operational deployments. Examples: ANG Flag Exercises, ARNG Combat Training Center Rotations.

2.6.4. Priority 4: Airlift requests that are important to maintain unit combat readiness status but mission requirements do not dictate the use of military aircraft. 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, ANG Annual Field Training events will be reviewed by the validator and the mission be assigned either to priority 4 or 5 as appropriate based upon the validators judgment and recommendation. Examples: ANG Annual Field Training and ARNG Annual Training.

2.6.5. Priority 5: Airlift requests that fulfill unit combat readiness training or annual field training requirements. This mission would provide combat readiness training to the user 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. Typical Examples: ANG Unit Training Assembles (UTA) and Operational Readiness Exercises (ORE); ARNG Inactive Duty Training (IDT).

2.6.6. 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). NGB/A3X 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.

2.6.7. Priority 7: Reserved for future use.

2.6.8. Priority 8: Reserved for future use.

2.6.9. Priority 9: Non-Mission Readiness Airlift 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 for non National Guard users.

2.7. 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:

2.7.1. Are the users ANG or ARNG personnel only?

YES (Go to next question)

NO (Doesn't qualify/exit matrix)

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

YES (Priority 1, Paragraph 2.6.1.)

NO (Go to next question)

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

YES (Must use JOPES, exit matrix)

NO (Go to next question)

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

YES (Priority 2, Paragraph 2.6.2.)

NO (Go to next question)

2.7.5. Does this airlift request meet combat readiness training requirements and meet the 5/30/300 rule? (See Paragraph 2.5.)

YES (Go to next question)

NO (Not MRA/exit matrix)

2.7.6. Does this airlift request meet combat readiness training requirements and was it received late? (WITHIN 45 days of the mission)

YES (Priority 6, Paragraph 2.6.6.)

NO (Go to next question)

2.7.7. 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 2.6.3.)

NO (Go to next question)

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

YES (Priority 4, Paragraph 2.6.4.)

NO (Go to next question)

2.7.9. Does this airlift request meet MRA requirements but does not meet Paragraphs 2.6.1. – 2.6.4.?

Yes (Priority 5, Paragraph 2.6.5.)

NO (Go to next question)

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

Yes (See Paragraph 2.7.10.1.)

NO (Go to next question)

2.7.10.1. Requests for airlift to attend conferences, conventions, or meetings are processed through JOSAC. (See Paragraph 1.3.1.1.)

2.7.11. Does this mission require an ANG mission number but is not validated MRA?

YES (Priority 9, Paragraph 2.6.9.)

NO (Go to next question)

2.7.11.1. Requests validated as priority 9, (Paragraph 2.6.9.) are not part of the MRA system and are not funded by MRA funds.

2.7.12. Is the mission destination outside the CONUS, therefore requiring an ANG mission number, but does not meet MRA validation requirements? (Justification and funding source must be provided with the request.)

YES (Priority 9, Paragraph 2.6.9.)

NO (exit matrix)

2.7.13. Does this airlift request support a state/unit civic leader tour?

YES (See Paragraph 2.7.13.1.)

NO (Exit matrix)

2.7.13.1. State/Unit civic leader tours are validated as priority 9, Paragraph 2.6.9. (Non MRA). All civic leader tours require NGB-PA approval and pre-coordination with a flying unit so that they can attach the request to an already scheduled training mission allowing mission support in an opportune status. No MRA funds are expended for civic leader tours and the generation of aircraft to solely support this type of requirement is not authorized.

2.7.14. Chief/Directors Prioritization. The Chief, NGB has the authority to change any priority consistent with applicable law, regulation and policy.

2.7.15. 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.

2.8. MRA Request Submission Deadline. NGB/A3X receives NGB 214, *Mission Readiness Airlift (MRA) Reques*, from a validator not the user. The validator must process requests and send them to NGB/A3XE by the date specified in Paragraph **2.9.1.**, for the next quarter or at a minimum, 45 days prior to the scheduled mission date.

2.8.1. The validator has an obligation to process NGB 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.

2.8.2. The user has an obligation to maintain communication with the validator to ensure that their request is processed and forwarded to NGB/A3XE or returned prior to the submission deadline. NGB/A3X does not accept any responsibility for airlift requests that have stalled somewhere in the validation process.

2.8.3. Any requests for airlift received by NGB/A3XE after the published submission deadline of 45 days will automatically drop to a priority 6, (Paragraph **2.6.6.**) opportune airlift.

2.8.4. NGB/A3X will not accept any MRA requests including opportune airlift within 30 days of the requested date.

2.9. Annual MRA Scheduling Cycle. NGB/A3X sponsors four conferences annually to match aircrew training requirements with validated airlift requests. NGB/A3XE makes every effort to gather as many validated requests as possible to present at the MRA conference.

2.9.1. Annual MRA Scheduling Cycle:

| Airlift. for. FY/Q | Requests due. to Validator. from User | Requests due. to NGB/A3X. from Validators | Catalog. available. from NGB/A3X | Quarterly. MRA. Conference |
|-----------------------------------|--|--|---|---|
| FY/Q1 | 15 June | 1 July | 31 July | 2d Week/August |
| FY/Q2 | 15 September | 1 October | 3 November | 3d Week/November |
| FY/Q3 | 15 December | 2 January | 30 January | 2d Week/February |
| FY/Q4 | 15 March | 1 April | 30 April | 2d Week/May |

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

2.10. MRA Allocation Conference Process. NGB/A3XE will coordinate all activities at the quarterly MRA Allocation Conferences.

2.10.1. Validators should plan to submit validated airlift requests for the next quarter to NGB/A3XE NLT 45 days prior to the MRA Allocation Conference.

2.10.2. NLT one week prior to the MRA Allocation Conference, NGB/A3XE personnel will consolidate all validated MRA requests and produce a catalog. NGB/A3XE 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.

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

2.10.3.1. Mobility unit schedulers and current operations personnel are highly encouraged to attend.

2.10.3.2. MRA validators may attend the conference to clarify and coordinate issues pertaining to their respective users. Attendance must be approved through NGB/A3XE.

2.10.3.3. National Guard users shall not attend the conference without prior approval of NGB/A3XE.

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

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

2.10.4.1. 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.

2.10.4.1.1. In order to increase efficiency, priority will be given to C-5/C-17 units able to combine multiple chinks into a single mission.

2.10.4.2. Many AGs strongly encourage their in-state airlift units to provide MRA to their state forces. NGB/A3XE 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 214.

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

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

2.11. MRA Status Information. Updated MRA information is posted by NGB/A3XE on the Internet NLT five working days after each quarterly scheduling conference. You can search the missions using the query mode to determine the status of missions filled.

2.11.1. NGB/A3X web-site (<https://xox.ang.af.mil/>) allows units to read the master database files generated by the Integrated Database Project (IDP). The site is only available to ".mil" addresses.

2.11.2. 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.

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

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

2.11.2.3. 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.

2.11.3. Unit Schedulers are expected to check the status of their missions on-line using the query functions as soon as NGB/A3XE posts the updated MRA information after the conference. It is important that all errors or disagreements be resolved immediately. This update will occur within five days after the conference ends.

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

2.12. Mission Cancellation and/or Changes. The user must notify the validator and the validator must notify NGB/A3XE of any cancellation or change to the movement requirement.

2.12.1. The MRA user and NGB validator must notify NGB/A3XE 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 NGB/A3XE.

2.12.2. 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 NGB/A3XE.

2.13. Disposition of Unfilled Requests. Returned missions are open MRA missions that NGB/A3XE has not been able to satisfy. Unfilled requests will be returned to the validator/user NLT 30 days prior to the requested departure date. The validator/user will have the following options on returned unfilled requests:

2.13.1. Cancel the request thru NGB/A3XE and advise the requester.

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

2.13.3. Coordinate with the requester, NGB/A3XE and change the departure 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.

3.1.1. 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. Requestors are responsible to insure that training events are properly validated and approved, and thus eligible for MRA transportation.

3.1.2. There is a further requirement to coordinate the approved OCONUS deployments with each ANG Theater Advisor. ARNG OCONUS missions will be verified in Army Training Information Management System (ARTIMS).

3.1.3. The remarks section of the NGB 214 should annotate TAG concurrence and ANG Theater Advisor coordination or ARNG ODT line number (if applicable).

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 request via the Electronic 214 process on the NGB/A3X web page to the ARNG Validator, NGB Transportation Manager (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 214 to the unit level Combined Plans Function 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 thru the Electronic 214 process on the NGB/A3X web page. The Electronic NGB 214 is located in the "Airlift" section on the NGB/A3X 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. 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 NGB/A3XE as far in advance of the airlift date as possible. This allows the validator time to process the MRA request

and meet MRA scheduling cycle timing shown in Paragraph 2.9. 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.

3.3.1.2. Validators are required to ensure request eligibility for MRA support and must ensure that passenger and cargo descriptions are detailed enough to allow NGB/A3XE to conduct efficient aircraft scheduling.

3.3.2. Validators (Functional Directors or their designated functional managers for ANG and NGB-ARO-O for ARNG) forward prioritized validated missions to NGB/A3XE for inclusion in the scheduling process.

3.3.3. NGB/A3XE seeks airlift volunteers from ANG mobility units.

3.3.4. NGB/A3XE 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 2.11.).

3.3.4.2. Missions that are still open 30 days prior to the departure are returned to the validator / user for disposition (See Paragraph 2.13.).

3.4. NGB 214 Instructions. MRA requirement will be submitted to NGB/A3X through the validator using NGB 214. NGB/A3X has developed an Electronic NGB 214 that is located on the NGB/A3X website. Use the on-line Electronic NGB 214.

3.4.1. Validators are responsible to train their user community on how to complete a NGB 214. NGB/A3X will return incomplete forms to the validator for correction.

3.4.2. The following is a block-by-block explanation of the NGB 214. Instruction for the electronic form NGB 214 is located on the website at <https://xox.ang.af.mil>.

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 2.6.

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

3.4.2.1.4. **A3X 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 214s submitted requesting two or more C-130 equivalent airlift chalks. NGB/A3XE reserves the right to reject NGB 214s 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 214s submitted requesting two or more C-130 equivalent airlift chalks. NGB/A3XE reserves the right to reject NGB 214s 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 NGB/A3XE will seek volunteers to try and accommodate your request. However, if volunteers do not come forward to support your MRA request, then NGB/A3XE 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. Number of bags per person should be stated in this block. (Maximum of two each, 75lbs each). 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 AFMAN 24-204(I) *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 stop.

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 NGB/A3XE 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 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-planned itinerary and all applicable governing guidance.

4.1.2. MRA missions should be planned in a manner that will maximize the utilization of O & M flying hours. These missions will demonstrate prudent accomplishment of unit training objectives.

4.2. ANG Mission Numbers. NGB/A3X assigns ANG mission numbers for all missions IAW the NGB/A3X Mission Number Matrix ([Attachment 2](#)).

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

4.2.2. Wing Commanders or Operation Group Commanders are the ultimate approval authority for all Unit Directed and unit funded Off Station Trainers (OST). Commanders approving off station trainers will forward a written summary of the planned flight itinerary, dates of execution and the purpose of the off station trainer to NGB/A3XE in order to obtain an NGB/A3X mission number. Requests that do not demonstrate a high training value will not be issued a mission number. .

4.2.3. Off station trainers are defined as a unit O&M funded training mission that RONs away from home station or transits outside of the unit's designated local training area. (The local training area is defined in the units AFI 11 Series, Volume 3, Chapter 10, *Operations Procedures*).

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 training area is defined in the units AFI 11 Series, Volume 3, Chapter 10, *Operations Procedures*.

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 flying units will adhere to mission planning criteria as described in applicable governing guidance.

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 (NGB/A3OM) link located at <https://airguard.ang.af.mil/xo/> or by contacting NGB/A3OM. (Commercial 703-607-2935/2924/2927, DSN 327-2935/2924/2927).

4.6. Maximum Crew Rest. Missions will be planned to maximize airlift and aircrew training. Crew rest shall not exceed 36 hours at any location unless dictated by extraordinary mission requirements and approved by NGB/A3XE.

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. See website <https://airguard.ang.af.mil/sf>.

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. NGB/A3 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 NGB/A7 Force Protection and Operations guidance can be obtained on the ANG Security Forces (NGB/A7S) 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 will input all mission itineraries (including local training missions) into the GDSS II.

4.8.2. Units will input itineraries into GDSS-II 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 GDSS-II. Coordination with the ANG Command Center is necessary to avoid duplicate missions in the GDSS-II. All changes in itinerary after initial departure will go through the unit for updates in GDSS II or ANG Command Center.

4.9. Flight Following. ANG aircrews are responsible to maintain communication with the ANG Command Center for MRA missions or AMC/TACC for AMC missions 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 GDSS-II for flight following purposes. If a system is not available to the crew, then they will contact the ANG Command Center 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, divers, delays, overlies, aircraft, aircraft commander, etc. Deviation reporting will be relayed to the ANG Command Center 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 Command Center as the event occurs. The SDO will validate the mission extension for funding purposes. The unit scheduling/current operations branch should contact NGB/A3XE during duty hours to ensure that the mission extension was recorded in the IDP scheduling program GDSSII. This will facilitate mission funding from the after-action report.

4.10. After-Action Reporting. An after-action report will be submitted to NGB/A3XE NLT five business 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. For Emergency/Disaster Relief missions it is extremely important to accomplish after actions ASAP.

4.10.1. After-action reports will be submitted to NGB/A3XE through the web based application. The web based application is the method of reporting.

4.10.2. 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 NGB/A3X web page. The specific Internet address is <https://xox.ang.af.mil/>.

4.10.3. 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 October), units should not submit after-action reports for mission flown in the previous FY.

4.10.3.1. It is extremely rare when an MRA mission flies over the FY changeover. However, in the event it occurs, mission planners must contact NGB/A3XE 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 combined the functionality of GDSS, C2IPS, AIRS, and other applications into a new system. GDSS II is the only AMC approved C2 system.

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. The service Validator is responsible for submitting DD Form 2768, *Military Air Passenger/Cargo Request* to JOSAC.

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

5.2.2. CONUS Scheduling Responsibility. JOSAC is responsible for scheduling ANG OSA aircraft (C-21, C-38, and C-40) for CONUS travel when the unit makes tail available to JOSAC for scheduling. ANG OSA aircraft will follow scheduling priorities set forth in governing guidance. ANG OSA units will make aircraft available to JOSAC when other priority missions are not scheduled and maintenance is not required.

5.3. OCONUS OSA.

5.3.1. OCONUS Validation and Prioritization Responsibility. ANG retains scheduling authority for all OSA OCONUS missions supported by ANG OSA units.

5.3.1.1. Congressional Delegation (CODEL) and White House Military Office (WHMO) flight requests 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 NGB/A3XE inquiry into availability of ANG OSA aircraft. All inquiries of support will require completion of the ANG OSA flying unit mission support checklist to determine mission feasibility. See paragraph 5.7. for minimum passenger criteria and waiver authority.

5.3.1.2. National Guard flight requests are validated and prioritized through NGB-ZAS. Requestor will submit a completed DD Form 2768 to NGB-ZAS for Chief, NGB authorization signature (Block 13.f.). Requests not signed by Requestor (Block 12.h.) and Senior Traveling Passenger (Block 14.f.) will be returned without action. Upon authorization, the DD Form 2768 is routed to NGB/A3XE for coordination with the ANG OSA unit to determine mission support.

5.3.1.2.1. Completed DD Form 2768 and documentation must be faxed or emailed 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 Form 2768.

5.3.1.3. Active components will submit a completed DD Form 2768 through their appropriate authorizing official who in turn will submit the DD Form 2768 to their respective service validator in accordance with service directed procedures. Upon authorization, the DD Form 2768 is routed to NGB/A3XE and NGB-ZAS for staffing. NGB/A3XE will present the mission request to ANG OSA units to determine if the mission will be accepted by an ANG OSA unit. NGB-ZAS will

review DD Form 2768 to determine if the form is in compliance with all applicable directives. Missions that are determined to not be in compliance with all applicable directives will not be processed for ANG OSA airlift support.

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

5.3.1.5. NGB-ZAS and NGB/A3XE contact information may be obtained at <https://xox.ang.af.mil> under OSA Airlift Procedures.

5.3.1.6. National Guard requests should be submitted for validation and prioritization NLT 30 days from scheduled departure date. Active components must provide NGB/A3XE and NGB-ZAS with a correctly completed, authorized and validated DD Form 2768 NLT 14 working days prior to the mission departure date. Depending on the nature of the mission, reimbursement/funding may be required prior to mission support.

5.3.2. OCONUS Coordination Responsibility. NGB/A3XE 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 units in order to inquire into aircraft availability.

5.3.3. OCONUS Mission Scheduling Responsibility. After OCONUS mission acceptance, the ANG OSA unit will coordinate all flight details with selected users.

5.3.3.1. Scheduled OCONUS OSA missions of lower priority are subject to short notice mission cancellations if a higher priority mission request is submitted to NGB/A3XE. NGB/A3XE reserves the right to redirect or cancel missions in order to meet the mission requirements of the National Guard.

5.4. ANG Mission Number Validation Authority. An OCONUS ANG (DK) mission number will be issued to the ANG OSA unit by NGB/A3XE only after a validated and prioritized request has been deemed complete and acceptable by NGB-ZAS and the mission has been accepted by the ANG OSA unit. NGB/A3XE may authorize the issuing of a temporary mission number in order to initialize mission flight planning requirements.

5.5. OCONUS OSA User Responsibility.

5.5.1. User cancellation of an OCONUS OSA mission must be coordinated through NGB/A3XE and the ANG OSA unit providing transportation.

5.5.2. OSA users should plan/arrange alternate commercial transportation as a back-up. ANG OSA units are not required to provide spare aircraft or follow-on missions if the mission scheduled is not able to be completed. Additional support will be determined by the NGB/A3XE.

5.5.3. OSA user/requester is responsible for the accuracy and completeness of the DD Form 2768. Any discrepancies found on the DD Form 2768 will result in denial of the request.

5.5.4. User must supply 24 hour contact numbers for all legs of the requested mission. Active component user/requestor must supply contact numbers for the service validator that determined the Priority/Urgency/Justification/Category (PUJC) code on the DD Form 2768, (enter information in Section 11 of DD Form 2768). Failure to provide contact information will result in denial of the request.

5.5.5. User/requester will ensure that authorizing official determines whether the requester is authorized to travel on OSA aircraft in accordance with DoDD 4500.43, *Operational Support Airlift (OSA)*,

DoDD 4500.56, and DoD 4515.13-R. Authorizing official and service validator will assume all responsibility for ensuring that travelers requesting ANG OSA transportation have met all applicable DoD, Major Command, and ANG directives, regulations and instructions. If it is determined by any ANG representative that all guidance has not been strictly adhered to by the user/requestor, the mission request will be denied and subsequent missions will not be accepted until this situation has been evaluated and corrected.

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 the 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. NGB/A3XE is the approval authority for exceptions to the minimum passenger criteria. Written requests by the user shall be submitted to NGB/A3XE NLT 14 days prior to mission date. Waiver approval will be based upon mission requirements and efficient use of aircraft capacity. Raven requirements will not be counted against minimum passenger criteria. Minimum passenger requirements for OCONUS OSA transportation are 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 20 passengers at initial on-load and minimum of 10 at any enroute stop for on-load or off-load.

5.8. Submission Form Instructions (DD Form 2768) : Every block will be completed except as noted below. All provided information must adhere to all applicable regulations, directives and instructions.

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 (Title 10), or peace keeping operations directed by National Command Authorities (NCA) or for emergency lifesaving purposes. Active component must supply appropriate fund cite to provide full reimbursement to the National Guard. ANG OSA units can not pay for missions that support contingency missions i.e., Title 32 assets cannot be used to support Title 10 operations. Fund cites will be supplied to NGB/FM for approval.

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. Active Component Service validators must enter contact information in section 11. Failure to supply required contact information will result in denial of the mission request.

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 other such appropriate factors may be considered .

5.8.8. Section 8 – Cargo Transportation:

5.8.8.1. Cargo handlers and acceptors are required at destination airfield and will be coordinated by the requester.

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. Active components must include contact information for the Service validator that assigned the PUJC code.

5.8.11.2. Identify any additional requirements not previously addressed.

5.8.11.3. 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 Form 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 45 days prior to desired date of travel for OCONUS OSA. Active component requesters will ensure that NGB/A3XE and NGB-ZAS receive a completed and validated DD Form 2768 NLT 30 days prior to departure date. Submission requirements may be adjusted by NGB/A3XE based upon mission location and Foreign Clearance Guide requirements. Failure to provide requested information by required dates will result in denial of request.

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 DD Form 2768 and ensuring requests adhere to all applicable directives, regulations and instructions.

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).

Chapter 6

JOINT AIRBORNE / AIR TRANSPORTABILITY TRAINING (JA/ATT)

6.1. Purpose. This chapter identifies the processes by which ANG units provide airlift support for JA/ATT.

6.2. JA/ATT Program Description. The JA/ATT program is a DoD regulated, JCS directed, Air Force managed and funded program designed to provide airborne and proficiency continuation training in a joint environment. JA/ATT offers the Services an opportunity to jointly develop tactics, knowledge, and procedures; increase proficiency in airdrop, assault landing, and mobility operations; and concurrently satisfy user and airlift wing currency and proficiency requirements.

6.2.1. NGB/A3XE manages ANG airlift support and other aspects of National Guard participation in the JA/ATT program. Specifically, NGB/A3XE:

6.2.1.1. Validates all ANG airlift support for JA/ATT training missions (except local unit-directed training missions and missions tasked by Tanker Airlift Control Center (TACC) to mobilized wings). ANG flying units supporting AMC/TACC contracts are not required to provide JA/ATT support while performing contract requirements. ANG flying units are prohibited from outside agency tasking of O&M monies.

6.2.1.2. Validates all ANG airlift support for JA/ATT requests/airdrop events in support of an air show or demonstration (except missions tasked by TACC to mobilized wings).

6.2.1.3. Advocates for the ANG and ARNG JA/ATT user community. The National Guard has over 2000 jump spaces in units, and the majority of these are in special operations or related types of units (Army Special Forces; Long Range Surveillance Detachments; Para rescue Jumpers; and Special Tactics Squadrons) with a high probability of deployment or activation.

6.2.1.4. Facilitates ANG wings and ANG/ARNG user units in satisfying their JA/ATT training requirements. ANG/ARNG JA/ATT planners can find additional information at the JA/ATT link on the NGB/A3X Deployments webpage (<https://xox.ang.af.mil>).

6.2.2. ANG airlift wings are eligible to provide support to JA/ATT users from all services and components. The majority of ANG-supported JA/ATT missions occur in CONUS, with a smaller number occurring OCONUS.

6.2.2.1. AMC administers the CONUS JA/ATT program, and manages support from CONUS-based AMC-gained airlift units. ANG/ARNG units in CONUS, to include Puerto Rico and Virgin Islands, should submit their JA/ATT requests to the AMC/TACC through the JA/ATT webpage at <https://private.amc.mil/JAATT>. AMC conducts bi-monthly JA/ATT scheduling conferences. Additional AMC JA/ATT guidance is found in AMC Operations Order 17-76, *Joint Airborne/Air Transportability Training*.

6.2.2.2. PACAF administers the PACOM JA/ATT program, and manages support from PACOM-based PACAF-gained airlift units. ANG/ARNG units in PACOM should submit their JA/ATT requests to the PACAF Air Mobility Operations Control Center (AMOCC) through its JA/ATT webpage at <https://www.ops.hickam.af.mil/amocc/tools/jaatt>. Additional PACAF JA/ATT guidance is found in PACAF Instruction (PACAFI) 10-2101, *Air Mobility Operations*.

6.2.2.3. ANG/ARNG users with JA/ATT missions planned in other Theaters, and ANG wings that have been solicited to support JA/ATT missions in other Theaters, should contact the NGB/A3XE JA/ATT validator directly.

6.2.3. Transportation airlift (typically from a unit's Home Station) normally is authorized in conjunction with a JA/ATT mission. The JA/ATT program is not intended to be a source of point to point transportation. Requests with a negligible training component will not be validated.

6.3. JA/ATT Mission Validation and Scheduling.

6.3.1. Validation. Wings are requested to notify NGB/A3XE of all JA/ATT missions they desire to support, either prior to the JA/ATT scheduling conference or as the opportunity presents itself; NGB/A3XE will not validate ANG support without prior wing confirmation of availability and capability to provide support.

6.3.1.1. JA/ATT missions will not be validated without having a current DZ/LZ survey on file. It remains the requester's responsibility to ensure the DZ/LZ survey is updated and posted on the Zone Availability Report (ZAR) prior to mission execution.

6.3.2. Scheduling. After validation, NGB/A3XE schedules the JA/ATT mission and generates an ANG mission number. 'DJ' numbers are assigned to NGB-funded JA/ATT missions; 'DQ' numbers are assigned to MAJCOM-funded JA/ATT missions (AMC, PACAF).

6.3.3. Crew complement. Standard crew complements will be utilized, as listed in [Chapter 2](#) of this instruction. The following standard crew augmentation will be authorized, dependent on mission events and duration:

6.3.3.1. One additional enlisted crew member is authorized when the JA/ATT mission entails cargo drops, to satisfy the loadmaster/Joint Airdrop Inspector (JAI) requirement.

6.3.3.2. One additional enlisted member (a Crew Chief) is authorized if required when the JA/ATT mission must RON away from Home Station.

6.3.3.3. Requests to further augment the crew complement must be justified, and will only be approved in instances where safety or mission performance are an issue. Additional personnel required to satisfy wing training requirements are to be funded by the wing.

6.3.4. Prioritization. ANG missions supporting ANG/ARNG users, except for air shows and demonstrations, are assigned an ANG scheduling priority of 4. ANG missions supporting non-ANG/ARNG users, or any airshow or demonstration, are assigned an ANG scheduling priority of 9.

6.4. JA/ATT Mission Reimbursement. JA/ATT airlift missions can be externally funded (and assigned ANG 'DQ' mission numbers) or NGB-funded (and assigned ANG 'DJ' mission numbers).

6.4.1. NGB-funded missions. Airlift wing actions for an NGB-funded JA/ATT are the same as for a standard MRA mission: The wing should ensure orders reflect an ESP code of 'AH' and submit an After Action Report (AAR) IAW Attachment 6 to this instruction. Reimbursement for travel and Per Diem costs is at the flat rate of the ANG MRA program. Maintenance support procedures are the same as for any standard MRA mission.

6.4.1.1. Pursuant to a negotiated agreement with the US Navy, the ANG provides periodic JA/ATT support to the Naval Oceanographic Office (NAVOCEANO). Airlift wings supporting

NAVOCEANO JA/ATT missions process the mission as an ordinary MRA mission, except that travel and Per Diem costs are not claimed on the AAR. Instead, NAVOCEANO accomplishes direct reimbursement to the wing of full travel and Per Diem costs via a Military Interdepartmental Purchase Request (MIPR). Starting in FY08, all NAVOCEANO missions will be SAAM funded.

6.4.2. AMC-funded missions. AMC directly reimburses wings for MPA days and indirectly reimburses travel and Per Diem costs. Wings request MPA days via the Command Man-Day Allocation System (CMAS), and AMC issues an MPA authorization document. Wings fund travel and per diem costs, and claim reimbursement from NGB/FM under ESP code '2O' (AMC in turn reimburses NGB) (Mobilized wings supporting AMC JA/ATT missions use the same travel and per diem reimbursement process). AMC is responsible for providing maintenance support.

6.4.3. PACAF-funded missions. PACAF provides MPA funding only, and only for PACAF-gained assets supporting JA/ATTs in the Pacific Theater; it does not fund travel and per diem costs or maintenance support. Wings request MPA days via CMAS, and PACAF issues an MPA authorization document. For JA/ATT missions supporting ANG/ARNG users, NGB/A3XE will assign an ANG 'DJ' mission number and reimburse travel and per diem at the MRA flat rate. The wing will claim travel and per diem, but not ST days, when it submits its AAR. For non-ANG/ARNG users, the wing either must fund its participation from its own resources or request reimbursement of travel and per diem costs from the user.

Craig R McKinley, 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, *Uniformed Service Members*.

Joint Travel Regulation, Volume 2, *Department of Defense Civilian Personnel*.

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*.

AFI11 Series, Volume 3 Chapter 10, *Operations Procedures*.

AFI 13-202, *Overdue Aircraft*.

AFI 35-101, *Public Affair Policy and Procedures*.

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipment*.

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*.

AFI 11-401/ANG Sup 1, *Flight Management*.

ANGI 34-107, *Air National Guard (ANG) Morale, Welfare and Recreation (MWR) Programs, Activities and Facilities*.

ANGPAM35-1; *National Guard Public Affairs Guidelines*.

PACAFI 10-2101, *Air Mobility Operations*.

TO 1C-130-9, *Cargo Loading Manual*.

TO 1C-17-9, *Cargo Loading Manual*.

TO 1C-5A-9, *Cargo Loading Manual*.

Abbreviations and Acronyms

AAR—After Action Report.

AC—Aircraft Commander.

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.
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.
AMOCC—Air Mobility Operations Control Center.
ANG—Air National Guard.
ARNG—Army National Guard.
AOR—Area of Responsibility.
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.
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.
DZ—Drop Zone.
E&S—Engineering and Services.
EIS—Engineering Installation Squadron.
ESGR—Employee Support of Guard and Reserve.
EST—Enroute Support Team.
ERA—Emergency Response Airlift.
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.
HAZMAT—Hazardous Materials.
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.

JAI—Joint Airdrop Inspector.

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.

JOPEX—Joint Operation Planning and Execution System.

JOSAC—Joint Operational Support Airlift Center.

LZ—Landing Zone.

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.

NAVOCEANO—Naval Oceanographic Office.

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.

PACOM—Pacific Command.

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.

TO—Technical Order.

TACC—Tanker Airlift Control Center.

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.

USC—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.

ZAR—Zone Availability Report.

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.

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 inches long x 108 inches wide and is 3 inches 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 inches 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 four 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.

Glossary.

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 NGB/A3XE 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 NGB/A3XE 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 day's 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 day's 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 NGB/A3XE 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 workday's 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 NGB/A3XE 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.

Attachment 2

NGB/A3X MISSION NUMBER MATRIX

1st DIGIT = D (ANG)

2d DIGIT (MISSION CATEGORY)

| | |
|---|---|
| <p>A = ANG (transport funds avail). B = ARNG (trans funds avail). C = ANG. D = ARNG. E = Emergency/Evacuation. F = Fighters. G = Dedicated (DED/WED). H = Humanitarian. I = TWCF - MPA funded. J = NGB/A3X Funded JA/ATT. K = OSA. L = NSFam. M = MAFFS</p> | <p>N = (Reserved for Future Use). O = Opportune (Cannot generate missions for "DO"). P = PDM. Q = MPA Funded JA/ATT. R = Rescue / Search. S = (Reserved for Future Use). T = Tanker. U = Unit Directed and Funded Local Trainer. V = External Funding From Miscellaneous Sources. W = Special Use (193, 108D2). X = Contingency. Y = AMC Missions Under ANG O&M Program. Z = Unit Directed and Funded Off Station Trainer</p> |
|---|---|

3d and 4th Digit (MISSION USER)

| | |
|--|--|
| <p>01 NGB. 02 JCS. 03 AMC TWCF. 04 AMC. 05 ACC. 06 US Army. 07 US Navy. 08 US Marine Corp. 09 US Coast Guard. 10 US Air Force. 11 AFRC. 12 DoD. 13 US Govt non DoD. 14 ARNG. 15 ANG.</p> | <p>51 ACMI. 52 Air Warrior. 53 AGOS. 54 Canadian AGOS/DACT. 55 Combat Archer. 56 Cope Thunder. 57 Annual/Deployed Training. 58 Exercise (OTHER). 59 Sentry Aloha. 60 Bomber Trainer. 61 Bomber (OTHER). 62 Unit Conversion. 63 PMEL. 64 AATTC (TACTICS). 65 Flight Test.</p> |
|--|--|

| | |
|------------------------------------|------------------------------|
| 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 NGB/A3X 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 Flag. | 91 C-21 and 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****A4.1. C-130**

A4.1.1. **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.

A4.1.2. General Characteristics:

A4.1.2.1. **Overall Length :** 97 feet, 9 inches.

A4.1.2.2. **Height :** 38 feet, 3 inches (top of tail).

A4.1.2.3. **Wingspan :** 132 feet, 7 inches.

A4.1.2.4. **Usable Fuel Types :** Jet A, JP-4, JP-5, JP-8.

A4.1.2.5. **External Power Requirement :** AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps.

A4.1.3. Passenger Configuration:

A4.1.3.1. **Maximum troop capacity :** 92 (emergency evacuation).

A4.1.3.2. **Normal troop capacity :** 78 / 90 C-130J-30.

A4.1.3.3. **Overwater or paratroop capacity :** 65 (MRA standard).

A4.1.3.4. **Pallets :** (5) 463L pallets / (7) 463L pallets C-130J-30, plus one position on ramp (restricted pallet) 45,000 pounds maximum.

A4.1.3.5. **Litters :** 74 / 97 C-130J-30.

A4.1.4. 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.

A4.1.5. Cargo Compartment Dimensions.

A4.1.5.1. **Cargo compartment length :** 40 feet / 55 feet C-130J-30.

A4.1.5.2. **Cargo compartment width :** 9 feet, 11 inches.

A4.1.5.3. **Cargo compartment height :** 9 feet.

A4.1.5.4. **Height of cargo floor above ground :** 3 feet, 3 inches to 3 feet, 5 inches.

A4.1.5.5. **Dimensions of ramp :** 10 feet x 10 feet.

A4.1.5.6. **Floor weight limitations :** See TO 1C-130A-9, *Cargo Loading Manual*.

A4.1.5.7. **Cargo capacity :** 4,500 cubic feet.

A4.1.6. Latrine Facilities:

A4.1.6.1. Toilet facilities will consist of a chemical toilet and urinals on the C-130 aircraft.

A4.2. C-17.

A4.2.1. **Type:** The C-17 is a four-engine, long-range, high-speed, high altitude, swept-wing mono-plane 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.

A4.2.2. *General Characteristics:*

A4.2.2.1. **Overall Length** : 174 feet.

A4.2.2.2. **Height** : 55 feet, 1 inch.

A4.2.2.3. **Wingspan** : 169 feet, 8 inches.

A4.2.2.4. **Usable Fuel Types** : Jet A, JP-4, JP-5, JP-8.

A4.2.2.5. **External Power Requirement** : AC: 200/115 volt, 3 phase, 400 cycle; DC: 28 volt.

A4.2.3. *Passenger Configuration:*

A4.2.3.1. **Maximum troop capacity** : 102.

A4.2.3.2. **Overwater troop capacity** : 102.

A4.2.3.3. **Normal paratroop limit** : 102.

A4.2.3.4. **Litters** : 36.

A4.2.3.5. **Ambulatory patients and attendants** : 54.

A4.2.4. *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.

A4.2.5. *Cargo Compartment Dimensions:*

A4.2.5.1. **Cargo compartment length** : 88 feet.

A4.2.5.2. **Cargo compartment width** : 18 feet.

A4.2.5.3. **Cargo compartment height** : 12 feet, 4 inches.

A4.2.5.4. **Cargo Door** : Width - 18 feet, Height – 10.50 feet.

A4.2.5.5. **Floor weight limits** : See the TO 1C-17-9, *Cargo Loading Manual*.

A4.2.5.6. **Cargo capacity** : (18) 463L pallets, including four on the ramp (restricted pallet) 170,900 pounds maximum.

A4.2.6. *Latrine facilities:*

A4.2.6.1. 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.

A4.3. AIRCRAFT DATA: C-5.

A4.3.1. **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.

A4.3.2. **General Characteristics:**

A4.3.2.1. **Overall Length :** 247.1 feet.

A4.3.2.2. **Height :** 65.1 feet (top of tail).

A4.3.2.3. **Wingspan :** 222.9 feet.

A4.3.2.4. **Usable Fuel Types :** Jet A, JP-4, JP-5, JP-8.

A4.3.2.5. **External Power Requirement :** AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps.

A4.3.3. **Passenger Configuration:**

A4.3.3.1. **Normal and Maximum Troop Capacity:** 73 passengers.

A4.3.3.2. **Litters:** N/A.

A4.3.4. **Cargo Compartment Dimensions:**

A4.3.4.1. **Cargo compartment length :** 143 feet, 9 inches.

A4.3.4.2. **Cargo compartment width :** 19 feet.

A4.3.4.3. **Cargo compartment height :** 13.5 feet.

A4.3.4.4. **Floor weight limitations :** See TO 1C-5A-9, *Cargo Loading Manual*.

A4.3.4.5. **Cargo capacity :** (36) 463L pallets, 270,000 pounds maximum.

A4.3.5. **Latrine facilities:**

A4.3.5.1. 2 toilets installed in troop area.

A4.4. AIRCRAFT DATA: KC-135.

A4.4.1. **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.

A4.4.2. **General Characteristics:**

A4.4.2.1. **Overall Length :** 136 feet, 3 inches.

A4.4.2.2. **Height :** 41 feet, 8 inches.

A4.4.2.3. **Wingspan :** 130 feet, 10 inches.

A4.4.2.4. **Usable Fuel Types :** Jet A, JP-4, JP-5, JP-8.

A4.4.2.5. **External Power Requirement:** AC: 200/225 volt, 3 phase, 400 cycle; DC: 28 volt, 400 amps.

A4.4.3. **Passenger Configuration:**

A4.4.3.1. Maximum and normal troop capacity: 50 passengers.

A4.4.3.2. **Litters** : 36.

A4.4.4. **Cargo Configuration:** Pallets: 6 non- standard freight pallets.

A4.4.5. **Cargo Compartment Dimensions:**

A4.4.5.1. **Cargo compartment length** : 860 inches.

A4.4.5.2. **Cargo compartment width** : 129 inches.

A4.4.5.3. **Cargo compartment height:** 81 inches.

A4.4.5.4. **Distance of cargo floor from ground level** : 10 feet.

A4.4.5.5. **Forward cargo door compartment dimensions** : 78 inches high, 117 inches wide.

A4.4.5.6. **Floor weight limitation** : 200 pounds per square foot.

A4.4.5.7. **Cargo capacity** : 20,000 pounds.

A4.4.5.8. **External passenger loading ramp required** : Recommend Air Stairs.

A4.4.6. **Latrine Facilities.**

A4.4.6.1. 1 flush toilet and 2 urinal cans.