

**TECHNICAL TRAINING**

**Logistics Readiness Officer Course**

**14 January 2019**



82 TRAINING GROUP  
363 TRAINING SQUADRON  
Sheppard AFB, TX 76311

**“This training is releasable on an oral, visual, and documentary basis to international students with caveats.”**

**DESIGNED FOR AETC COURSE USE  
NOT INTENDED FOR USE ON THE JOB**

**CONTENTS**

(Click on the objective to go that content)

**Block I: Organization, Roles and Responsibilities***Unit 1: Course Orientation*

- a. [Conduct course orientation and introduction.](#)

*Unit 2: Air Force Logistics Construct*

- a. [Without reference, explain the roles and responsibilities of installation level logistics organizations, with at least an 80%.](#)
- b. [Without reference, explain the Logistics Readiness competencies, with at least an 80%.](#)
- c. [Without reference, identify the Logistics Human Capital Strategy, with at least an 80%.](#)

*Unit 3: Safety and Risk Management Principles*

- a. [Without reference, explain the principles of Risk Management and environmental compliance in base level logistics organizations, with at least an 80%.](#)
- b. [Without reference, explain base level logistics compliance metrics and reports, with at least an 80%.](#)

*Unit 4: Squadron Logistics Principles and Procedures*

- a. [Without reference, identify squadron resourcing, budgeting and execution process, with at least an 80%.](#)
- b. [Without reference, explain squadron readiness roles and responsibilities, with at least an 80%.](#)
- c. [Without reference, explain the roles and responsibilities of Maintenance Squadrons \(MXS, AMXS, MUNS, EMS, CMS\) with at least an 80%.](#)

*Unit 5: Logistics Support Above the Wing Level*

- a. [Without reference, identify Air Force logistics support above wing level, with at least an 80%.](#)
- b. [Without reference, identify logistics readiness competencies and joint logistics functions and capabilities, with at least an 80%.](#)
- c. [Without reference, explain procedures for policy management at all levels, with at least an 80%.](#)
- d. [Without reference, explain the roles and responsibilities of Air Reserve Components within the Total Force structure, with at least an 80%.](#)

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**Block II: Base Supply and Material Management***Unit 1: Principles of Asset Management*

- a. [Without reference, identify the Materiel Management Flight Organizational Structure and roles and responsibilities, with at least an 80%.](#)
- b. [Without reference, identify the MICAP concept, principles, and responsibilities at all levels, with at least an 80%.](#)
- c. [Without reference, explain the concepts, policies, and procedures of stock management, with at least 80%.](#)
- d. [Without reference, explain the roles and responsibilities of the Equipment Accountability and Customer Support Liaison Elements, with at least an 80%.](#)

*Unit 2: Flight Service Center and Decentralized Material Support*

- a. [Without reference, identify the role of the Flight Service Center in the Air Force Repair Network, with at least an 80%.](#)
- b. [Without reference, identify the roles and responsibilities of the Flight Service Center, with at least an 80%.](#)
- c. [Without reference, analyze the Repair Network Enhancement Program \(RNEP\), with at least an 80%.](#)
- d. [Without reference, explain the roles and responsibilities of Decentralized Maintenance Support, with at least an 80%.](#)

*Unit 3: Inspection Section and Physical Inventory Control Section*

- a. [Without reference, explain the functions and principles of the inspection section, with at least an 80%.](#)
- b. [Without reference, identify the principles and roles of the physical inventory section, with at least an 80%.](#)
- c. [Without reference, explain the principles of document control, with at least an 80%.](#)
- d. [Without reference, analyze the consolidated inventory adjustment document register \(M10\) and the detail record, with at least an 80%.](#)
- e. [Without reference, analyze the Reports of Survey Process, with at least an 80%.](#)

*Unit 4: Wholesale Material Management*

- a. [Without reference, analyze the principles and procedures of Material Management, with at least an 80%.](#)
- b. [Without reference, analyze the various materiel management research systems to include ES-S, EMALL, FEDLOG, D043, and LIMS-EV, with at least an 80%.](#)
- c. [Without reference, identify the principles of commodity procurement and movement, with at least an 80%.](#)
- d. [Without reference, analyze the Tracer Action Reports and Shipping Discrepancy Reports, with at least an 80%.](#)
- e. [Without reference, explain the principles of equipment management, with at least an 80%.](#)

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*Unit 5: Life Cycle Logistics*

- a. Without reference, analyze Aircraft Sustainability Model (ASM) and the MICAP Asset Sourcing System (MASS) Board, with at least an 80%.
- b. Without reference, explain the relationship between using agencies & squadrons (like agencies) and SCOW, MAJCOM, and Item Managers, with at least an 80%.
- c. Without reference, identify the Logistics Strategy, with at least an 80%.
- d. Without reference, identify the 21R roles and responsibilities in Life Cycle Logistics, with at least an 80%.
- e. Without reference, identify the certifications and training requirement for Life Cycle Logistics certifications, with at least an 80%.

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**Block III: Fuels Management***Unit 1: Fuels Organization*

- a. Without reference, identify the Fuels Management Flight Organizational Structure, with at least an 80%.
- b. Without reference, identify the Fuels Management Flight external relationships, with at least an 80%.

*Unit 2: Fuels Facilities*

- a. Without reference, explain fuel and cryogenic system functions and components, with at least an 80%.
- b. Without reference, identify how to inspect and maintain fuel systems, and cryogenic components, with at least an 80%.
- c. Without reference, explain how to receive, issue, and transfer fuel & cryogenics, with at least an 80%.
- d. Without reference, identify the process to assure fuels infrastructure readiness, with at least an 80%.
- e. Without reference, analyze computer generated fuels reports, with at least an 80%.

*Unit 3: Fuels Distribution*

- a. Without reference, explain the various means for inspecting, maintaining, and distributing fuel products, with at least an 80%.
- b. Without reference, explain the importance of hydrant utilization, with at least an 80%.
- c. Without reference, identify the duties of the expediter, with at least an 80%.

*Unit 4: Fuels Compliance and Environmental*

- a. With reference, identify the different types of inspections in the Fuels Management Flight, with at least an 80%.
- b. Without reference, explain corrective action/root cause analysis with relation to Fuels Management, with at least an 80%.
- c. Without reference, analyze action in the Spill Response Plan, with at least an 80%.
- d. Without reference, explain environmental coordination requirements with respect to the Fuels Management Flight, with at least an 80%.

*Unit 5: Fuels Service Center*

- a. Without reference, explain the role of the Responsible Officer (RO), with at least an 80%.
- b. Without reference, explain the responsibilities of the Fuels Service Center, with at least an 80%.
- c. Without reference, explain the IMP & WCDO Levels, with at least an 80%.
- d. Without reference, analyze the aircraft flying schedules & parking plan, with at least an 80%.
- e. Without reference, explain Bulk Petroleum Contingency Reporting (REPOL), with at least an 80%.

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*Unit 6: Fuels Laboratory Tasks and Procedures*

- a. Without reference, explain Lab Task, Procedures, and duties, with at least an 80%.
- b. Without reference, identify the review of lab results utilizing FMD & Air Force Test & Analysis Tool, with at least an 80%.
- c. Without reference, explain the importance of the Lockout/Tagout program, with at least an 80%.
- d. Without reference, identify contents and use of aircraft crash kit, with at least an 80%.

*Unit 7: Fuels Mobility*

- a. Without reference, explain the functions of Fuels Operational Readiness Capability Equipment (FORCE), with at least an 80%.
- b. Without reference, explain the Aerial Bulk Fuel Delivery System (ABFDS), with at least an 80%.
- c. Without reference, explain Forward Area Refueling Point (FARP) operations, with at least an 80%.

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**Block IV: Ground Transportation and Distribution***Unit 1: Traffic Management*

- a. [Without reference, identify the Deployment and Distribution Flight Organizational Structure, with at least an 80%.](#)
- b. [Without reference, identify the shipping and receiving process within Cargo Movement, with at least an 80%.](#)
- c. [Without reference, identify the roles and responsibilities of Personal Property, with at least an 80%.](#)
- d. [Without reference, identify the functions of the Commercial Travel Office \(CTO\) including official travel and funding, with at least an 80%.](#)
- e. [Without reference, identify the role of Traffic Management in the deployment process, with at least an 80%.](#)
- f. [Without reference, analyze the importance of the Transportation Discrepancy Reports \(TDR\), Report of Shipment \(REPSHIP\) and the personal property discrepancy reports, with at least an 80%.](#)

*Unit 2: Vehicles Operations*

- a. [Without reference, identify Vehicle Operations roles and responsibilities, with at least an 80%.](#)
- b. [Without reference, identify the functions of Documented Cargo Section, with at least an 80%.](#)
- c. [Without reference, identify the authorized use of Government Motor Vehicles and the Misuse Process, with at least an 80%.](#)

*Unit 3: Vehicle Management*

- a. [Without reference, identify the Vehicle Management Flight Organizational Structure, with at least an 80%.](#)
- b. [Without reference, analyze the Vehicle Authorization Listing, critical vehicle listing, and Mission Essential Levels, with at least an 80%.](#)
- c. [Without reference, explain the vehicle authorization establishment process, to include the Vehicle Buy Program and the Vehicle Validation Visit, with at least an 80%.](#)
- d. [Without reference, explain the NWRM vehicle management processes and procedures, with at least an 80%.](#)
- e. [Without reference, identify the vehicle equivalents and vehicle management funding process with at least an 80%.](#)
- f. [Without reference, explain the scheduled, delayed, and summer rebuild maintenance program and the correlation with the deferred parts program, with at least an 80%.](#)
- g. [Without reference, identify the purpose of the Vehicle Control Program, with at least an 80%.](#)
- h. [Without reference, identify AF energy conservation objectives with regards to the vehicle fleet, with at least an 80%.](#)
- i. [Without reference, explain the importance of jacket file management to include NWRM Vehicles, with at least 80%.](#)

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**Block V: Air Transportation and Distribution***Unit 1: Aerial Port Squadron*

- a. [Without reference, identify the mission and functions of the Aerial Port Squadron and Air Mobility Squadron, with at least an 80%.](#)
- b. [Without reference, identify the organization and mission of the commands within the DoD airlift system, with at least an 80%.](#)
- c. [Without reference, identify the roles and responsibilities of the Air Terminal Operations Center, with at least an 80%.](#)
- d. [Without reference, identify the concept of capability forecasting, with at least an 80%.](#)
- e. [Without reference, explain the Automated Information Systems and how they facilitate Total Asset Visibility, with at least an 80%.](#)
- f. [Without reference, analyze the concepts of load planning to include velocity and maximum aircraft utilization, with at least an 80%.](#)

*Unit 2: Air Cargo Procedures*

- a. [Without reference, identify how to process originating and terminating cargo, with at least an 80%.](#)
- b. [Without reference, identify the Joint Inspection process, with at least an 80%.](#)
- c. [Without reference, identify palletization procedures, with at least an 80%.](#)
- d. [Without reference, analyze special handling cargo procedures, with at least an 80%.](#)
- e. [Without reference, identify how to process and coordinate Human Remains at origin, en route and arrival stations, with at least an 80%.](#)
- f. [Without reference, identify hazardous/explosive materials movement and compatibility, with at least an 80%.](#)

*Unit 3: Ramp Operations*

- a. [Without reference, explain the procedures for loading and offloading aircraft, with at least an 80%.](#)
- b. [Without reference, identify the types and descriptions of material handling equipment and associated capabilities, with at least an 80%.](#)
- c. [Without reference, identify the types and descriptions of organic and commercial transport aircraft and associated capabilities, with at least an 80%.](#)
- d. [Without reference, identify the roles of the Aerial Port Expeditor Program \(APEX\), with at least an 80%.](#)
- e. [Without reference, identify Engine Running On/Offloading \(ERO\) procedures, with at least an 80%.](#)
- f. [Without reference, discuss Risk Management \(RM\) specific to ramp operations, with at least an 80%.](#)
- g. [Without reference, identify the role and functions of Fleet Services, with at least an 80%.](#)



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*Unit 4: Passenger Travel*

- a. Without reference, identify customer relations and DV procedures, with at least an 80%.
- b. Without reference, analyze how to determine travel eligibility, with at least an 80%.
- c. Without reference, identify travel restrictions and border clearance requirements, with at least an 80%.
- d. Without reference, identify Space Available (SA) and Space Required (SR) passenger policies and procedures, with at least an 80%.
- e. Without reference, identify passenger terminal security and screening, with at least an 80%.

*Unit 5: Air Mobility Operations*

- a. Without reference, identify the roles and missions of Contingency Response Wings and Groups, Combat Mobility Element (CRW/CRG/CME), with at least an 80%.
- b. Without reference, identify the role of Customer Service Branch/Airlift Clearance Authority, with at least an 80%.
- c. Without reference, identify the QAE process for contract commercial aircraft documentation, with at least an 80%.

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**Block VI: Logistics Planning and Contingency Operations***Unit 1: National Level Logistics Planning and Contingency Operations*

- a. [Without reference, explain the National Military Leadership, with at least an 80%.](#)
- b. [Without reference, explain the National Security Council, with at least an 80%.](#)
- c. [Without reference, explain the National Mobilization, with at least an 80%.](#)

*Unit 2: Joint Level Logistics Planning and Contingency Operations*

- a. [Without reference, explain the purpose of Joint Doctrine, with at least an 80%.](#)
- b. [Without reference, explain Joint Operation Planning, with at least an 80%.](#)
- c. [Without reference, explain Contingency Planning, with at least an 80%.](#)
- d. [Without reference, identify Operational Plans, with at least an 80%.](#)
- e. [Without reference, explain Crisis Action Planning, with at least an 80%.](#)
- f. [Without reference, identify Crisis Action Orders, with at least an 80%.](#)
- g. [Without reference, identify the concepts of an Air Tasking Order, with at least an 80%.](#)
- h. [Without reference, explain the purpose of Joint Operation Planning and Execution System, with at least an 80%.](#)

*Unit 3: Air Force Level Logistics Planning and Contingency Operations*

- a. [Without reference, explain the purpose of Air Force Doctrine, with at least an 80%.](#)
- b. [Without reference, explain the purpose of Deliberate Crisis Action Planning and Execution Segments, with at least an 80%.](#)
- c. [Without reference, explain the MEFPAK, with at least an 80%.](#)
- d. [Without reference, explain the War and Mobilization Plans, with at least an 80%.](#)
- e. [Without reference, identify the concepts of Combat Support, with at least an 80%.](#)

*Unit 4: Base Level Logistics Planning and Contingency Operations*

- a. [Without reference, explain the role of the Installation Deployment Officer \(IDO\), with at least an 80%.](#)
- b. [Without reference, explain the WRM program and key players, with at least an 80%.](#)
- c. [Without reference, explain the Support Agreement program and key players, with at least an 80%.](#)
- d. [Without reference, explain the Logistics Planning systems, with at least an 80%.](#)
- e. [Without reference, explain the difference between short falls and Limiting Factors, with at least an 80%.](#)
- f. [Without reference, explain Deployment Organizational structure roles and responsibilities, with at least an 80%.](#)
- g. [Without reference, develop a Concept Brief, with at least an 80%.](#)
- h. [Without reference, explain Resource Readiness, with at least an 80%.](#)
- i. [Without reference, explain the roles and responsibilities of a Redeployment, with at least an 80%.](#)
- j. [Without reference, identify Base Support Planning and the Committee Responsibilities, with at least an 80%.](#)

**Block VII: Capstone***Unit 1: Capstone Exercise*

- a. [Given reference materials, participate in a capstone event that includes all logistics readiness competencies covering garrison and expeditionary operations, with no more than three instructor assists per position.](#)

**Bibliography**

Block I, Unit 1

1. Course Orientation

a. Conduct course orientation and introduction.

(1) Course overview and administration

- (a) Class Introductions
- (b) Administration, Policies, and Processing
- (c) Course Academics
- (d) Instruction Material Types and Uses
- (e) Training Material and Resource Conservation
- (f) Student Responsibilities (duties) and General Knowledge
- (g) Top/Distinguished Graduate (TG/DG) Program
- (h) Student Feedback Program
- (i) Training Environment Safety
- (j) Fraud, Waste, and Abuse Program
- (k) Academic Integrity
- (l) Sexual Harassment/Assault
- (m) Professional and Unprofessional Relationships
- (n) Trainee Abuse and Hazing

(2) Administration, Policies, and Processing

(a) Orders

1 Keep a copy with you at all times, LRO instructors must keep a copy on file

2 ANG/AFRC and new accessions

a ANG/AFRC students must check in with Liaison Office, Bldg 920,  
DSN 676-2283

b New accessions in-processing: CAC cards, GTC, TDY en route to  
assignment Military Pay

## Block I, Unit 1

## (b) Class / Duty Hours

1 Hours: 0730-1630 Monday through Friday

2 Fifty (50) minute lecture / discussion and Ten (10) minute break each instructional hour

3 Lunch: 1100-1200 - based on lessons

4 You should anticipate departing after 1630 on the last day of class

## (c) Duty Uniform

1 U.S. Air Force personnel - ABUs Mon – Fri

2 Service Dress or any Blues combination may be worn as dictated by staff

3 Foreign international students will wear equivalent uniforms

4 Civilians will wear appropriate/equivalent dress

## (d) Chain of Command

1 Wing Commander

2 Group Commander

3 Squadron Commander

4 Director of Operations

5 Instructor Supervisor (IS)

6 Instructors

7 Class Commander

8 Shred Leaders (If applicable)

9 Contact Information (have students complete Student Roster)

10 Use your Chain of Command

Block I, Unit 1

(e) Tobacco Use

1 Prohibited to all USAF students during class duty hours

2 Exception: International Officers (designated areas)

(f) Cell Phone Use

1 Must be OFF/Silent during class

2 During breaks in the outer hallway

3 May NOT be used while driving on base and the local Wichita falls area (unless hands free device is available)

(g) Common Courtesies

1 Gathering in hallways

2 Sleeping

3 Talking during instruction

(h) Visitors or Evaluators in the Classroom

1 Call class to attention for Senior Officers

2 Follow Protocol

(i) Computer Lab

1 Hours 0730-1630

2 Training/Official Use Only (Must be in UOD to use lab)

3 No unauthorized sites

(j) Post Office: 527 I Avenue

(k) Billeting concerns or issues should be elevated through chain of command. If billeting is unresponsive, please notify an instructor

## Block I, Unit 1

## (l) Dining Facilities

- 1 Tumbleweed Dining Hall - Bldg. 1368
- 2 Mesquite Dining Hall - Bldg. 805
- 3 Breakfast and Dinner Only on Weekdays

## (m) Weapons

- 1 Personal firearms will be stored at the armory
- 2 Take to armory immediately

## (n) Traffic, Driving, Parking

- 1 Watch out for troops
- 2 25 MPH unless otherwise posted
- 3 NO Drinking and Driving

## (o) Sheppard AFB and Local/Travel area

- 1 Travel area is a 6 hour/400 mile driving radius
  - a Air Force Form 4392 required for anyone leaving SAFB but staying within travel area
  - b Any student leaving the travel area radius must be on leave status and submit a signed AF988 or Leave web Pt II
  - c Three-day or longer weekend, ALL PERSONNEL must submit an AF Form 4392
- 2 Flying: Must be on leave and send leave form part II with authorization number to Instructor
  - a Departure will not be scheduled before 1700 on training day
  - b Arrival in Wichita Falls will be scheduled for NLT 1800 day before training day
- 3 High Risk Activities / AETC Form 410: Better to be safe than sorry

## Block I, Unit 1

## (p) Attendance

1 Mandatory

2 Military appointments will be supported

3 Schedule appointments so they do not conflict with class time

4 Discuss with class leader and instructor in advance

5 Notify your shred leader in advance of your appointment; or if you will be late for class

6 Other planned absences approved on case-by-case basis

7 Missing excessive class time may be subject for review by your instructional staff and can lead to an academic drop from the class in extreme cases

8 Emergency leave

a Must have emergency contact numbers

b Must initiate Red Cross notification

9 "Sick Call" Procedures

a Urgent Care/Appointment Line: (940) 676-1847

b Sick Call: Pitsenbarger Gym (Student/Trainee Health)

c AFRC/ANG Students must register at the Tricare Office

d Any appointment: tell them you are TDY and not in Tech school.  
ENSURE YOU BRING YOUR ORDERS

e Emergency Room: No Emergency Services at the Sheppard Clinic;  
off-base at the United Regional Healthcare System (URHCS) 1600  
11th St or Kell West Regional Hospital 5420 Kell West Blvd

f Dental Clinic: (940) 676-4474 same location as Sheppard Clinic;  
inform the dental staff that you are TDY (bring orders)

g Notify class leader/Chain of Command

h Waivers and Quarters

## Block I, Unit 1

## (q) Pregnant Women

1 SAFBI 48-103, Fetal Protection Program

2 Avoid exposure to chemical hazards

3 Instructor must be informed

## (3) Course Academics

## (a) Course Overview by Block

1 Course divided into seven blocks, they may not be taught in numerical order

2 Review titles and provide brief description

3 Block I - Organization, Roles and Responsibilities

4 Block II - Base Supply and Materiel Management

5 Block III - Fuels Management

6 Block IV - Ground Transportation and Distribution

7 Block V - Air Transportation and Distribution

8 Block VI - Logistics Plans and Contingency Operations

9 Block VII - Capstone

a Culminating Event for the Course

b Students will be required to recall information and concepts from all previous blocks

c Evaluated on briefing and ability to answer questions/perform under simulated pressure from instructors



## Block I, Unit 1

## (b) Course Information

1 Course Name / Number: Logistics Readiness Officer (LRO) Course:  
J3OBR21R1 0L1B

2 Class Number: YY/MM/DD

3 Course Length: 45 Academic Days (9 weeks)

4 Graduation Date:

## (c) Proficiency Advancement

1 Take and pass all measurement devices

2 Block Measurement is done by 3 methods

3 Progress Checks

a Used to measure understanding of concepts and information

b May be written, verbal, or performance based

4 Written tests / Block test for Blocks 1-6

a Minimum passing is 80 percent

b Test failure and wash back procedures

c First failure see Instructor Supervisor/Director, receive LOC and retest

d Second failure see Commander, receive LOC and possible retest

e Third failure under-go faculty review board and possible elimination from LRO Basic Course and/or separation from AF

5 Capstone Event

a Culminating Event for the Course

b Students will be required to recall information and concepts from all previous blocks

c Evaluated on briefing and ability to answer questions/perform under simulated pressure from instructors

Block I, Unit 1

(d) Special Individualized Assistance (SIA)

1 Mandatory for Block Test failure

2 Available upon student request if needed

(4) Instructional Material Types and Uses

(a) Student Text

(b) Lecture/Discussions

(c) Site Visits

(d) Videos

(5) Training Material and Resource Conservation

(a) Classroom energy conservation

1 Turning lights off / shut door when leaving class

2 Turn off any heated elements (ex. coffee pots)

(b) Environmental Officer will be responsible for executing energy conservation and recycling program

(c) Report concerns to instructor

(6) Student Responsibilities (duties) and General Knowledge

(a) Student conduct

1 Professional conduct is expected at all times

2 Be prepared for class

3 Unexcused absences may result in elimination from the course

4 Continual tardiness is unacceptable / unprofessional and can result in administrative action

5 Keep attentive and remain alert in class

6 Adhere to the class break schedule

7 Notify your instructor and/or shred leader promptly if you encounter any problems, on or off duty that will affect your training

Block I, Unit 1

(b) General up-keep

1 Don't leave trash on your desks

2 Empty classroom trash can daily

3 Weekly classroom cleanup: Wipe down surfaces, vacuum, general upkeep

(c) Academic Freedom

1 Privilege of debate with discretion on any subject related to course curricula

2 Does not authorize the use of offensive remarks, irresponsible statements or profanity

(d) Physical Training

1 Three times per week either individually or in a group setting per Physical Fitness Officer discretion

2 Instructors may join group sessions

(e) Student Additional Duties

1 Graduation Representative

2 Social Officer

3 Environmental Officer

4 Physical Training Officer

5 Academic Officer

6 Volunteer Coordinator

7 Snack Officer

8 International Liaison

Block I, Unit 1

(7) Top/Distinguished Graduate (TG/DG) Program

(a) Outstanding Contributor

1 Peer Leadership Award (all eligible)

2 Voted by class

(b) Distinguished Graduate

1 Top 10% of class

2 96% average

(c) Top Graduate (if class size permits)

1 Top 10% of class

2 98% average

(d) All Awards

1 Whole Person Concept

2 Academic

3 PT

4 Community Service

5 Peer Leadership Rating

6 Instructor Leadership Rating

(e) AF Form 475 Education / Training Report

1 Three rated areas

a Academic/Training Accomplishments

b Professional Qualities

c Other (volunteer/community service)

2 Written by class leaders / instructors

## Block I, Unit 1

3 USAF Officers – AF Form 475

4 International Officers – DD Form 2496

(8) Student Feedback Program

(a) Individual Feedback (from instructor to students)

1 Instructors can provide feedback to student at any time

2 Student can request individual feedback from instructors at any time

(b) Student Feedback

1 AETC Form 736 – feedback for each block

2 Can be submitted at any time

3 Write or print legibly; remember, it must be read by the chain of command

4 When responses to feedback are desired, submit e-mail address and contact phone number

5 Students will report allegations of serious offenses (to include sexual assault, discrimination, harassment, inappropriate relations, safety hazards, security violations, test compromise, etc., and any other incidents leading to conditions causing a negative impact on the training or the training environment) immediately through the chain of command

6 End-of-Course Surveys cover entire course and base-wide activities / facilities

(9) Training Environment Safety

(a) Fire drills and disaster control exercises

(b) Tornadoes and / or severe weather

(c) Motorcycle Safety Briefings

## Block I, Unit 1

## (10) Air Force Fraud, Waste and Abuse Prevention and Detection

- (a) Prevent and eliminate fraud, waste, abuse (FWA) and mismanagement
- (b) Report suspected FWA
- (c) Use chain of command or base IG as appropriate

## (11) Academic Integrity

- (a) Sharing or receiving verbal or written information about progress check/test questions is considered test compromise and punishable under the UCMJ
- (b) Cheating violates the Air Force Core Values and does not allow for proper training which could impact the success of the Air Force mission

## (12) Sexual Harassment and Assault Reporting

- (a) Remember your core values and conduct yourself accordingly
- (b) Trainees/students are to report sexual assault in accordance with AFI 90-6001, Sexual Assault Prevention and Response (SAPR) Program
- (c) Points of contact for students and trainees: SARC, Chaplain, Victim's advocate, etc.
- (d) Victims of sexual harassment and/or sexual assault in training environments are provided confidential access to victim support services
- (e) Victims will be afforded the necessary time for recovery and opportunity to make up training missed during the recovery period
- (f) Training may be made up through either special individualized assistance (SIA) or washback/recycle
- (g) How training will be made up will be determined by the instructor supervisor with the best interests of the student in mind and based on the amount of training that has been missed, complexity of the training, and other relevant factors

1 Probationary continuation

2 Progress through course

Block I, Unit 1

(13) Professional and Unprofessional Relationships

- (a) AFI 36-2909 and AETCI 36-2909 provided guidance on professional and unprofessional relationships
- (b) Professional conduct and relationships are essential to successful mission accomplishment.
- (c) Instructors and other faculty members and trainees/students must maintain a professional relationship to maintain good order and discipline
- (d) Trainees/students must not attempt to develop a personal relationship with instructors or staff members.

(14) Trainee abuse and hazing will not be tolerated

- (a) Trainee abuse is defined as any unauthorized physical or verbal act or omission by a faculty or staff member against a trainee/student intended to cause or result in unlawful physical, emotional, psychological or financial harm
- (b) Hazing is harassing or persecuting with meaningless, difficult or demanding tasks.
- (c) Hazing in the military includes unauthorized assumption of authority by on military member over another which results in cruelty or humiliation
  - 1 If you witness hazing and are able to stop it, do so immediately
  - 2 If you are unable to stop it, notify someone in your chain of command

## Block I, Unit 2

## 2. Air Force Logistics Construct

a. Without reference, explain the roles and responsibilities of installation level logistics organizations, with at least an 80%.

(1) The Logistics Readiness Squadron (LRS) is the primary learning environment for Logistics Readiness Officers (LROs)

(a) Officers must learn key tenets associated with the core LRS capabilities

(b) LROs need breadth and depth in our core logistics readiness processes to meet operational demands in a combat support environment

(2) LRS leadership and roles are as follow:

(a) LRS Commander (LRS/CC)

1 Overall responsibility for health, welfare, and morale of assigned personnel

2 Develops broad plans and policies that ensure mission readiness

3 Provides strategic planning

4 Acts as Accountable Officer (AO) and Nuclear Weapons Related Materiel (NWRM) Accountable Officer

5 Determines and pursues funding, facilities, personnel, and equipment needed to perform mission

(b) Commander's Support Staff

1 Provides overall leadership for the installation's logistics processes related to cargo movement, deployment planning, equipment, fuels, logistics plans, operations, passenger movement, personal property, supplies, and vehicles

2 Consists of:

a Operations Officer or Director of Operations

b Logistics Manager (if applicable)

c Additional positions may include Squadron Chief/Superintendent, First Sergeant, and Administrative Assistants



## (c) Operations Officer or Director of Operations (LGR)

1 Provides direct support to the Squadron Commander, oversees day-to-day operations within the squadron, and directly supervises the following squadron units:

2 Squadron Readiness (LGRR)

a Responsible for the Unit Control Center (UCC)

b UCC may be staff by permanent personnel, but can be augmented during contingencies and surge operations

3 Operations Officer will carry out Logistics Manager duties when Logistics Manager is not assigned

## (d) Logistics Manager (LGL)

1 Senior civilian logistician

2 Position must be warranted by manpower standards

3 Responsible for oversight of programs and processes associated with squadron business processes to include:

a Operations Compliance (LGLO)

1 Oversees the Quality Assurance (QA) program in the LRS

2 Provides oversight of squadron compliance, training, resources, accountability and analysis

3 Conducts monthly LRS QA summary meetings with Commander

b Squadron Training

1 Unit Training Manager (UTM)

2 Tracks upgrade training for airmen

c Resource Management

1 Responsible for all Funds Management functions to include facilities, funds management, stock control and infrastructure

2 Oversees squadron Government Purchase Card and Government Travel Card programs

d Metrics and Systems Management: responsible for the maintenance and upkeep of computer systems used within the LRS

(3) Within the LRS, there are four standard flights:

(a) Deployment and Distribution Flight (LGRD)

1 Responsible for the centralized command and control, planning, and execution of all wing deployment operations

2 Directs the distribution of cargo, passengers, and personal property and serves as the installation transportation authority

3 The Installation Deployment Officer (IDO) is appointed from within the Deployment and Distribution Flight

4 Operates the Installation Deployment Readiness Cell (IDRC), Deployment Control Center, and Reception Control Center

(b) Fuels Management Flight (LGRF): ensures quality petroleum products, cryogenic fluids, and missile propellants are acquired, produced, and issued safely and efficiently to using organizations

(c) Materiel Management Flight (LGRM): responsible for stocking, storing, issuing, managing, inventorying, and inspecting all Department of Defense (DoD) supplies and equipment

(d) Vehicle Management Flight (LGRV)

1 Single authority and source for maintenance and management of the installation's motor vehicle fleet

2 Assigns, accounts for, and maintains vehicle assets to ensure they are safe, efficient, and environmentally sound to meet the wing's needs

## Block I, Unit 2

(e) Some bases may have an Aerial Port Squadron (APS) or an Air Mobility Squadron (AMS)

1 These squadrons generate, launch, and recover en-route aircraft and intra-theater airlift missions

2 Operate air terminal facilities in support of DoD sponsored customers

(4) Squadron Readiness is responsible for the following:

(a) Unit Control Center (UCC): activated during real-world scenarios and exercises which require the LRS to conduct accountability, recall personnel, or complete its wartime mission

(b) Unit Deployment Manger (UDM)

1 Member assigned to a unit that manages all deployment readiness and training aspects for all deployable personnel and equipment within the unit to ensure they are deployment ready

2 Support redeployed personnel in the Redeployment Support Process along with commanders of their units

(c) Resource Readiness

1 Measures the effectiveness in meeting Title 10, United States Code responsibilities to organize, train, and equip forces for combatant commands

2 A Commander's objective assessment of the unit's ability to execute the full spectrum mission for which the unit was organized

(d) Air and Space Expeditionary Force (AEF) Unit Type Code Status Reporting Tool (ART)

1 Air Force system used to employ the force to fulfill global requirements across the range of military operations

2 It contains Unit Type Code (UTC) readiness data

3 Unit Type Code (UTC) overall health ratings will either be:

a Green: The complete Unit Type Code (UTC) to include the exact manpower and equipment requirements are available to deployed and/or training can be accomplished within 72 hours of notification or sooner if subject to more stringent criteria

b Yellow: The Unit Type Code (UTC) has a missing or deficient manpower or equipment requirement, but that missing or deficient capability does not prevent the Unit Type Code (UTC) from being tasked and accomplishing its mission in a contingency and/or Air and Space Expeditionary Force (AEF) rotation

c Red: The Unit Type Code (UTC) has a missing or deficient capability that prevents the entire Unit Type Code (UTC) from being tasked and accomplishing its mission in a contingency and/or Air and Space Expeditionary Force (AEF) rotation

(5) A standard wing generates and employs combat capability

(a) One commander has authority and responsibility to command the wing

(b) Standard operational wing structure is a wing with four groups

1 Operations Group

2 Maintenance Group

3 Mission Support Group

4 Medical Group

(6) The Logistics Readiness Squadron plays a key role in sortie generation through the 5 core competencies

(a) Fuels

(b) Logistics Plans

(c) Supply

(d) Transportation

(e) Vehicle Management

## Block I, Unit 2

b. Without reference, explain the Logistics Readiness competencies, with at least an 80%.

(1) The Logistics Readiness Core Competencies comprise all of the functional and operations areas for which a Logistics Readiness Officer is responsible, to include the Logistics Readiness Squadron, the Aerial Port Squadron, Air Mobility Squadrons or other operational areas in which an LRO may serve

(2) The LRO Core Competencies are:

- (a) Fuels
- (b) Logistics Plans
- (c) Supply
- (d) Transportation
- (e) Vehicle Management

(3) Fuels Core Competency

- (a) Ensure the cleanliness and dryness of Petroleum, Oils, and Lubricants
- (b) Manage Bulk Fuel to support daily flying mission and peacetime humanitarian or contingency operations
- (c) Liaise with organizations above the base level to manage POL products for the base

(4) Logistics Plans

- (a) Integrates and coordinates the efforts of logistics planning, command and control, deployment, beddown and redeployment activities
- (b) Manage deployment operations
- (c) Manage War Reserve Material (WRM) for the base or Area of Responsibility
- (d) Liaise with Installation Mission Support Center, Major Commands, and other organizations

## Block I, Unit 2

## (5) Supply

- (a) Directs materiel management operations such as direction and management of retail or wholesale supply activities
- (b) Ensures integrity of Supplies in storage and positive control of inventory for the Accountable Officer (AO)

## (6) Transportation

- (a) Transportation is broken in to two principle areas
- (b) Air Transportation

1 Responsible for coordinating transportation support requirements and capabilities with other agencies using DoD and USAF Logistics, transportation, and In-Transit Visibility (ITV) systems

2 Accomplish the planning, scheduling, processing, loading, and unloading of passengers, cargo, and baggage

3 Manage fixed and mobile air terminals through various sub-processes to include Fleet Servicing, Aerial Delivery, Passenger Terminals, freight, and Air Terminal Operations

## (c) Ground Transportation

1 Focuses on optimizing the distribution networks to achieve the effective and efficient flow of personnel, equipment, and materiel to meet mission and service requirements

2 Provides the Air Force with organic ground transportation capability for passengers and cargo using a multitude of vehicles in direct support of mission requirements

3 Uses military and commercial transportation to move personnel, eligible dependents, materiel, and personal property (TMO)

## (7) Vehicle Management

- (a) Coordinates vehicle and equipment requirements, assignments, priorities, and warranty repairs
- (b) Manages the vehicle fleet, special purpose and material handling vehicles and equipment

## Block I, Unit 2

c. Without reference, identify the Logistics Human Capital Strategy, with at least an 80%.

(1) Logistics Human Capital Strategy

(a) Air Force Logistics future operating concepts have changed, which is driving a wide range of efforts develop the Future Air Force Logistics workforce over the near, mid and far term

(b) We must be able to deliberately, repeatedly, and affordably deliver high quality, integrated, agile Total Force logisticians, across all planning time horizons, with the right competencies, at the right place, at the right time to provide agile logistics in support of Global Vigilance- Global Reach- Global Power

(2) The Logistics workforce is a ready, capable, total force consisting of Active, Reserve, Guard, and Civilian professionals possessing the four logistics competencies of Supply/Fuels Management, Deployment/Distribution/Transportation, Maintenance, and Life Cycle Logistics

(a) Supply/Fuels Management: Skills include the ability to accurately forecast requirements, identify and select supply sources, schedule deliveries, receive, warehouse, verify and transfer product, and authorize supplier payments

(b) Deployment/Distribution/Transportation: Ability to plan, coordinate, synchronize, and execute personnel and cargo movement and sustainment tasks in support of military operations

(c) Maintenance: Ability to maintain weapon systems and manufacture, retain, or restore materiel to a serviceable condition to achieve world class, agile, warfighting capabilities in support of the full spectrum of military operations

(d) Life Cycle Logistics: Ability to plan, develop, implement, and manage comprehensive, affordable, and effective systems support strategies. Encompasses the entire system's life cycle including acquisition, sustainment, and disposal

(e) Nuclear Logistics

1 While not a fifth core competency, skill sets for nuclear logistics are integrated throughout the enduring four competencies

2 Ability to integrate the unique aspects and requirements of the Air Force Nuclear Enterprise across the four main logistics competencies and include a full-understanding of the joint DOE/DoD nuclear weapons process and a zero defect culture

## Block I, Unit 2

## (3) Developing the Present Force

(a) Air Force Logistics develops the workforce through education, training, and experience using education and training, experience, and deliberate development of Officers, Enlisted, and Civilian personnel

(b) The goal of logistics officer development is to deliberately produce colonels who can competently serve as group commanders and key leaders in important staff positions

(c) The goal of logistics enlisted development is to develop CMSgts to fill key positions including Career Field Managers, MAJCOM functional managers, Functional Area Managers, Group Superintendents, and Squadron Superintendents

(d) The goal of logistics civilian development is to develop civilian airmen to fill Key Career Positions

## (4) The Future Logistics Human Capital Environment

(a) The future poses a number of global security challenges that will have significant impact on the Air Force Logistics

(b) The future operating environment will be characterized by a contested environment (Area Access/Area Denial, Cyber), constrained resources, increased demand for logistics, and increased complexity

(c) We must develop five future logistics operating concepts as an enterprise

1 Integrated Planned Embedded with Operations

2 Dynamic Log Command and Control

3 Full Spectrum Resilient Networked Logistics

4 Collaborative Logistics and Shared Resources

5 Performance-Optimized Logistics Teams



Block I, Unit 2

(5) Logistics Enterprise Human Capital Strategic Process

(a) Define the Force- map the core competencies and evolving capabilities of the present Logistics Workforce to the Future

(b) Develop the Force- educate, train, and retain experience

(c) Manage the Force- focuses on career field management and mentoring of the total logistics workforce

(d) Retain Ready, Resilient Airmen- this is done through engagement, retention, and resiliency initiative

(e) Enable the Workforce- using leadership, technology, tools, equipment, policy and process

## Block I, Unit 3

## 3. Safety and Risk Management Principles

a. Without reference, explain the principles of Risk Management and environmental compliance in base level logistics organizations, with at least an 80%.

(1) Within the Logistics Squadrons, there are many risks associated with daily mission accomplishment and logistics is an inherently dangerous job

(2) The Air Force is committed to providing safe, healthy environments for Air Force personnel and for those affected by Air Force operations; therefore, it must be ever alert to identify and control hazards and to prevent mishaps

(3) At every level of its program, the Air Force will comply with Federal statutory and regulatory requirements and higher authority policy directives

(4) AF Safety Management System:

(a) Created with the vision of being a world leader in safety management and providing care for Airmen and the environment to meet our air, space, and cyberspace mission

(b) The three priorities of the AFSMS is to comply with all safety and regulatory guidelines, protect our assets, personnel, and materiel by effectively identifying and managing risks, and instilling a culture encourages an supports continuous improvement

(5) Risk Management (RM) is the key to mishap prevention

(a) RM should be utilized to the maximum extent possible to identify and assess hazards from which mitigating controls are developed

(b) The 5 Steps of the Air Force RM Process are:

1 Identify the hazards

2 Assess the Hazards

3 Develop Controls and Make Decisions

4 Implement Controls

5 Supervise and Evaluate

(c) Commanders and supervisors at all levels are expected to determine the level of acceptable risk required to preserve assets and safeguard health and welfare

## Block I, Unit 3

(d) RM should be incorporated into daily activities, both on and off duty

(e) The principles of Risk Management are:

1 Accept no unnecessary risk

2 Make risk decisions at the appropriate level

3 Integrate RM into operations, activities, and planning at all levels

4 Apply the process cyclically and continuously

(6) Occupational Safety and Health Administration (OSHA):

(a) Created to ensure safe and healthy working conditions for our men and women by setting and enforcing standards and by providing training, outreach, education, and assistance

(b) Part of the United States Department of Labor

(c) Administrator for OSHA is the Assistant Secretary of Labor for Occupational Safety and Health

(d) OSHA's administrator answers to the Secretary of Labor, who is a member of the cabinet of the President of the United States

(7) The Air Force implements Federal statutory and regulatory guidelines through the Air Force Occupational Safety and Health (AFOSH) program

(a) All Air Force personnel will comply with Occupational Safety and Health Guidelines

(b) Commanders shall:

1 Ensure and promote applicable occupational safety and health guidance for workplace and operations is available to all personnel

2 Provide a safe and healthful workplace by conducting monthly spot-inspections for hazards or deficiencies

3 Provide employees necessary personal protective equipment (PPE) and ensure compliance with program requirements

## Block I, Unit 3

(c) Supervisors shall:

1 Ensure safe working conditions by providing proper PPE and ensuring equipment and tools are properly used and maintained

2 Ensure workers exposed or potentially exposed to hazardous chemicals or material are trained on the hazards of the chemicals and materials

(8) Potential hazards faced within a Logistics Squadron include but are not limited to:

(a) Hazardous Materials exposure

(b) Industrial Noise

(c) Heavy Equipment Dangers

(d) Confined Space

(e) Fall Hazards

(9) As an LRO, it is your responsibility to ensure the safety and wellbeing of those individuals placed in your charge. You are responsible for:

(a) Keeping personnel safe and identifying work center hazards

(b) Create applicable Operating Instructions (OIs) for all shop personnel

(c) Do not allow anyone to work alone

(d) Immediately respond to reported safety concerns and problems

(e) Brief work center hazards, safety requirements, and safety references

(f) Generate and Document AF Form 55s, Employee Safety and Health Record

(10) Accident or mishap reports must be generated whether it occurs on or off duty and document mishaps on AF Form 978

(11) Safety Inspections: Wing Safety, Bio-environmental, and other organizations may inspect your area for safety compliance

(12) Hazards specific to each core competency will be addressed in further blocks

(13) Safety is everyone's responsibility

## Block I, Unit 3

b. Without reference, explain base level logistics compliance metrics and reports, with at least an 80%.

(1) Metrics are standard of measurement for an organizations behavior, activities, and performance

(a) In the Air Force, metrics are used to gauge an organizations effectiveness and efficiency at accomplishing the mission assigned to them

(b) Logistics Readiness Officers will use metrics at all levels

(c) It is important that you understand how to analyze and interpret metrics

(d) There are 4 primary mathematical tools that LROs use to interpret data:

1 Forecasting:

a Process of estimation in unknown situations

b Used in Supply Chain Management to make sure the right product is at the right place at the right time

c Accurate forecasting helps an organization meet consumer demands (warfighter)

2 Descriptive Statistics:

a Used to describe the main features of a collection of data in quantitative terms – using numbers to support a conclusion

b Aim to quantitatively summarize data set, rather than being used to support inferential statements about population data are thought to represent

3 Graphical Statistics: Utilizes plots, diagrams, histograms, bar graphs, pie charts, etc. to visualize quantitative data – using visuals to support a conclusion

4 Probability: Measure of how likely it is that some event will occur

## Block I, Unit 3

## (2) Analytical Skills

(a) While conducting analysis, you will encounter situations in which it is useful to measure the Central Tendency of your data:

1 Mean: Average of a set of values – add all of your values together and divide by the number of values in the set to determine the mean

2 Median:

a Middle value in the set. Line up all of your numbers from smallest to largest and find the one in the middle

b If there are an even number of values in your set, take the average of the 2 in the middle

3 Mode:

a The number which occurs the most frequently in your set

b If you plotted a visual column chart of all your data points, the mode would be the tallest column

c If there is no most commonly occurring value or no tallest column, there is no mode

(b) Time-Series:

1 Sequence of data points, typically measured at successive times, spaced at intervals

2 Time gives the analyzer context in interpreting the data, allows for the identification of trends, and permits forecasting

(c) Decision Analysis: Approach to decision making under conditions of uncertainty that involves modeling of sequences or pathways of multiple possible strategies (e.g., of diagnosis and treatment for particular clinical problem) to determine which is optimal

Block I, Unit 3

(3) Common Metrics in the Logistics Readiness Squadron

(a) Fuels

1 Hydrant Utilization Rate

2 Response Time

(b) Vehicle Management

1 Vehicle in Commission Rate

2 Mission Essential Level

3 Man hours to maintenance level

4 Non-mission Capable due to Supply Rates

(c) Deployment and Distribution

1 Readiness Reporting

2 Cargo throughput

3 MICAP Response Times

4 Shortfalls and LIMFACS

5 Dispatch Response Time

6 Vehicle Support Requests

7 Discrepancy Reports

8 Transportation Discrepancy Reports

(d) Materiel Management

1 Materiel Readiness Spare Parts Kits Fill Rates

2 Stockage & Issue Effectiveness

3 Non-mission Capable Rates for Aircraft

## Block I, Unit 3

- (4) One measure of metrics is found in the Quality Assurance (QA) program:
- (a) Provides leadership with an assessment of the unit's ability to perform key logistics processes ensuring standardized, repeatable, technically compliant process execution, while promoting a culture of professional excellence and personal responsibility
  - (b) Quality logistics, procedural and compliance, and equipment serviceability are the responsibility of all LRS personnel
  - (c) The evaluation and analysis of deficiencies and problem areas are key functions of quality assurance that highlight and identify underlying causes of poor quality in logistics procedures
- (5) Quality Assurance section is aligned under Operations Compliance in the LRS
- (a) The Commander may designate the section report directly to the Operations Officer or Logistics Manager
  - (b) Quality Assurance should consist of a representation from across the LRS AFSCs to provide sufficient functional expertise and should be staffed with highly competent, well qualified subject matter experts
  - (c) Augmentation is authorized due to mission requirements, but needs to be minimized as much as possible
  - (d) If units tailor the structure, the minimum authorized is three: an Officer in Charge or Non Commissioned Officer in Charge plus two personnel
  - (e) Air Reserve Component units are authorized to tailor the structure in order to accomplish the quality assurance function and complete mission requirements
  - (f) Assessment Methodology - Formal avenue to ensure effectiveness of logistics processes and identify areas for improvement
    - 1 Provide leadership with factual information on health and effectiveness of the unit and training
    - 2 Accurate assessments of proficiency and processes
    - 3 Enhance cross-tell and facilitate benchmarking
    - 4 Adaptive to local conditions
    - 5 Assessments are conducted through the use of: evaluations, inspections, and observations



## Block I, Unit 3

(6) Evaluations represent a direct evaluation of a logistics action, inspections or training and are used to evaluate job proficiency, degree of training, and compliance with technical data or instructions. Any individual performing, supervising, or evaluating logistics tasks is subject to a direct evaluation. There are three categories of evaluation:

(a) Personnel Evaluations (PE)

1 Direct evaluation of an individual or team conducting or performing a logistics action (over-the-shoulder)

2 May be conducted on task-oriented functions such as equipment maintenance as well as process-oriented functions such as vehicle dispatch

(b) Trainer Proficiency Evaluations (TPE): Direct evaluation of a unit instructor or trainer to determine their ability to teach accurately and sufficiently

(c) Evaluator Proficiency Evaluations (EPE)

1 Direct evaluation of another QA evaluator performing a quality/compliance assurance function

2 Any individual training or certifying personnel on a task or process is subject to a TPE

(7) Inspections measure the results of examining equipment and processes to ensure compliance with established standards. Inspections are rated pass or fail. Categories of inspection include:

(a) A Quality Verification Inspection (QVI): Inspection of equipment condition or a process after an inspection, repair action, or process completed by a technician or supervisor to assess if it was properly completed (after the fact)

(b) Special Inspection (SI):

1 Inspection not covered by a Quality Verification Inspection (QVI) or the evaluations

2 Examples are: consolidated tool kits, document control procedures and file plans, equipment forms, Foreign Object Debris (FOD) program execution, housekeeping, inventory controls, safety practices, Technical Order files, and any other interest items identified by Headquarters AF and MAJCOMs

## Block I, Unit 3

(8) Observations are observed events or conditions with safety implications or technical violations not related to an evaluation or inspection that are considered unsafe, not in accordance with established procedures, or in the case of equipment, unsafe to operate.

(a) Detected Safety Violation (DSV)

1 Observed, unsafe act executed by an individual

2 The evaluator must stop the unsafe act immediately

3 Automatic “fail” rating

(b) Technical Data Violation (TDV)

1 Observation of a person performing maintenance or any other logistics process inconsistent, contradictory or without the required technical data present at the job site when mandatory use is required

2 Automatic “fail” rating

(c) Unsatisfactory Condition Report (UCR): Unsafe or unsatisfactory condition – other than a DSV, and is chargeable to the work center supervisor

(9) There are 2 types of discrepancy categories

(a) Category 1 (CAT I):

1 Required inspection or procedural item missed or improperly completed

2 A specific item, step, note, caution, or warning identified in the procedural guidance

3 Major or minor depending on severity

(b) Category 2 (CAT II):

1 Obvious defect, which could have been detected by a technician or supervisor but not a specific item, step, note, caution, or warning identified in the procedural guidance

2 Major or minor depending on severity

## Block I, Unit 3

## (10) Assessment Finding Procedures

- (a) Quality Assurance will notify the LRS/CC immediately of all major findings or failures due to safety, security, or nuclear surety. The QA section will also suspense evaluations/inspections receiving a fail, DSV, TDV, or UCR to the appropriate flight commander or NCOIC for corrective actions
- (b) Work centers must respond to all findings by stating the action taken to resolve the identified problem to include the implementation date or estimated closure date (ECD)
- (c) All findings (i.e., failed evaluations, inspection, or observations) will include a reference to the technical order, instruction, and/or command standard violated
- (d) Root cause analysis will be conducted by the evaluated work center for all major finding to determine underlying causes and appropriate corrective action
- (e) Confirmation of major findings or failures and immediate corrections or planned corrective actions will be routed to the LRS QA OIC or NCOIC within 10 duty days.
- (f) All findings will include a reference to the TO, instruction, and/or command standard violated of each finding prior to the determination to include findings in the QA database

## (11) Assessment Frequency

- (a) The minimum number of required monthly assessments can found in AFI 20-112, Logistics Readiness Quality Assurance Program, in table A2.1
- (b) All LRS personnel must be assessed at least once annually
- (c) Assessments must cover all shifts, including weekends as applicable

## (12) Within Air Mobility Command, Aerial Port Squadrons will use the Air Transportation Standardization Evaluation Program (ATSEP)

- (a) Applicable to all Air Mobility Command Aerial Port Squadrons, Air Mobility Squadrons, and Contingency Response Squadrons
- (b) ATSEP augments the Air Force Inspection system by conducting evaluations that align the Air Force, MAJCOM, and Squadron standards
- (c) ATSEP provides commander and HQ AMC/A4T with an assessment of a unit's ability to perform key air transportation and traffic management processes ensuring standardized, repeatable, and technically compliant process execution while promoting a culture of professionalism, operational excellence, and personal responsibility

## Block I, Unit 3

(13) Evaluations will be conducted in a natural working environment as much as possible and in accordance with the Command Process Evaluation List (CPEL)

(a) Two types of finding:

1 Significant Finding-a validated deficiency noted while evaluation a CPEL line item that degrades a commanders ability to support the mission

2 Minor Finding-a validated deficiency noted while evaluating a CPEL line item that does not meet the definition of a significant finding yet requires corrective action

(b) All deficiencies noted during evaluations will be validated by the UPM and routed to all flights/sections within one duty day of discovery

(c) Responses must be provided back to the ATSEP Unit Program Manager within 5 duty days

(14) The ATSEP Program Manager must be a Senior NCO (or civilian equivalent) with an awarded seven level in the AFSC of 2T2X1

(a) Manning within the ATSEP office is based on assigned personnel

(b) A minimum of two 2T2 personnel are required ensure all areas of the CPEL are covered with units of 200 personnel or less (Note: Units with 50 or less permanently assigned air transportation personnel are not required to establish an ATSEP)

(c) One additional evaluator is required for every 100 personnel beyond 200

(d) ASTEP will be comprised of a cross-section of aerial port personnel who are high motivated, possess strong communication skills and excellent records

## Block I, Unit 4

## 4. Squadron Logistics Principles and Procedures

a. Without reference, identify squadron resourcing, budgeting and execution process, with at least an 80%.

## (1) Key Base Level Vocabulary

(a) The Fiscal Year (FY): The period of time over which the DoD budget process is planned and executed. The fiscal year begins on 1 October and ends 30 September

(b) Comptroller:

1 Wing-level office that provides the Wing with sound financial and budgetary advice

2 Serves as the primary financial advisor to the Wing/CC

(c) Financial Management Board (FMB):

1 Composed of senior-level Wing leadership that produces Wing funding priorities, approves budgets, and oversees funding distribution (decision makers)

2 Approves budgets, execution plans, and revisions

3 Chaired by the Wing/CC and in cases where more than one Wing operates at an installation, the Wing/CC with command authority for the entire base serves as the chair

4 At a minimum, meets quarterly

5 The Wing/CC and each Group/CCs serve as voting members on the board, but the board is attended by other interested parties and some Squadron/CCs

(d) The Financial Working Group (FWG):

1 Composed of the Comptroller, Group Resource Advisors, Squadron Advisors, Contracting, Civilian Personnel, Manpower and Financial Management

2 Chaired by the Wing Comptroller

3 Meets monthly

4 Develops budget estimates and Execution Plans

5 Develops and monitors Spend Plans

6 Analyzes and manages Initial Distribution

7 Develops and prioritizes the Unfunded Requirements (UFRs) list

8 Recommends funding strategies to the Financial Management Board

(e) Resource Advisor (RA):

1 In-house technical advisor on all financial matters

2 Each squadron and each group are assigned an RA and they are the principle subject matter experts on all things money

(f) Government Purchase Card (GPC):

1 Used to purchase items below a specific threshold

2 Allows unit purchaser to bypass the Comptroller and Contracting squadrons

(g) Spend Plan:

1 Project the rate at which money will be obligated over the course of a fiscal year

2 A roadmap for spending money

(h) Execution Plan:

1 Financial building block for the next fiscal year

2 An estimate of what an organization expects to spend the following year

(i) Closeout: Review and scrubbing of all financial accounting records as well as effectively spending remaining fiscal year funds

## Block I, Unit 4

## (j) Unfunded Requirements:

1 Mission essential items that are currently either not budgeted for or are beyond current budget allocation

2 These you need, but do not have money to purchase

## (k) Continuing Resolution Authority (CRA):

1 Allocation of funds to the DoD based off of last fiscal year's budget

2 Enacted when Congress cannot agree on a budget for the coming fiscal year

## (2) DOD Budget and Program Process

(a) Each military service submits their respective Program Objective Memorandum (POM) to the Office of the Secretary of Defense every year

(b) A Program Objective Memorandum (POM) is a prioritized list of items and projects – along with associated costs – that is routed up the chain of command to secure funds from Congress

(c) DoD consolidates each POM into a defense budget and presents it to the President

(d) The President then creates a Presidential Budget based on inputs from all governmental agencies

(e) Presidential Budget is submitted to Congress for approval

(f) Once a budget is approved, it moves to the DoD where the money is divided into Appropriation Codes and Program Elements

1 Appropriation Codes are sometimes referred to as "colors of money"

a Appropriation Codes limit where and how money can spent

b For example, funds coded for Procurement cannot be spent for Operations and Maintenance (O&M) activities

2 Each Appropriation Code will have further Program Elements for each category. Manpower, research and development, special operations, etc. programs will span across each Appropriation Code

(g) Additionally, money is funded into the Defense Working Capital Fund (DWCF)

1 Each service has a unique service capital fund (i.e. Air Force Working Capital Fund, Army Working Capital Fund)

2 There are also funds that span across the DoD services such as the Transportation Working Capital Fund (TWCF)

(h) Once a budget is approved and money is programmed, funding distributions will flow from Headquarters Air Force to the different Major Commands and down to each individual wing

### (3) Executing the Budget

(a) During the execution of the budget, many AF units have already committed funds to the purchase of products and services

(b) This is accomplished through commitments

(c) A commitment is:

1 Money set aside or reserved for a specific requirement

2 An organization may set money aside for a future purpose within the fiscal year

(d) An obligation:

1 Amount of money the government is legally bound to pay as part of a contract or Government Purchase Card purchase

2 If the purchase violates public law or exceeds the fund availability, the invoice must still be paid and sufficient funds must be obtained



Block I, Unit 4

(4) End of Fiscal Year Close-out Procedures

(a) This process ensures the efficient and effective spending of all remaining funds and completion of all associated documents

(b) All effort must be taken to ensure all transactions have been successfully processed prior to 29 September to ensure expenses are accounted for in the fiscal year in which they accrued

(c) The Bank generates a special fiscal year-end bill referred to as Month 13

(d) Month 13 cycle close date is 2 October and includes all charges for purchases received between the September cycle close date and the Month 13 cycle close date

(e) After the certification of Month 13 Summary Invoice, money will flow to the applicable agency

## Block I, Unit 4

b. Without reference, explain squadron readiness roles and responsibilities, with at least an 80%.

(1) Squadron Readiness is responsible for:

- (a) Unit Control Center (UCC)
- (b) Unit Deployment Manger (UDM)
- (c) Readiness Reporting

(2) Unit Control Center (UCC): Activated during real-world scenarios and exercises which require the LRS to conduct accountability, recall personnel, or complete its war-time mission

(3) Unit Deployment Manager (UDM):

- (a) Member assigned to a unit that manages all deployment readiness and training aspects for all deployable personnel and equipment within the unit to ensure they are deployment ready
- (b) Support redeployed personnel in the Redeployment Support Process along with commanders of their units

(4) Readiness reporting is comprised of three distinct but closely aligned assessments

(a) Resource readiness (formerly the Status of Resources and Training System or SORTS) is a commander's objective assessment of the unit's ability to execute the full spectrum mission for which the unit was organized. In addition, it measures the effectiveness in meeting Title 10, United States Code (USC) responsibilities to organize, train, and equip forces for combatant commands

(b) Resource readiness is the ability of a unit to provide trained personnel and required equipment for the entire range of missions the unit is organized for.

(c) Capability readiness (formerly the Defense Readiness Reporting System or DRRS) is a commander's subjective assessment of the unit's ability to accomplish tasks based on the mission for which the unit was organized or designed. In addition, it provides an assessment of the unit's ability to perform assigned missions (i.e., Named Operations and Top Priority Plans)

(d) Capability readiness is the ability of the trained personnel coupled with the equipment to accomplish discrete mission essential tasks (METs) to support designed and assigned missions. Regarding Capability readiness, commanders must ensure the capability can be accomplished to the appropriate level (i.e., capacity)

## Block I, Unit 4

(e) Resource and Capability readiness are reported via DRRS

(f) DRRS is the single automated reporting system within the DoD functioning as the central registry of all operational units in the US Armed Forces and designated foreign organizations

(g) It provides objectives data critical to crisis planning, the contingency and peacetime planning processes, while also establishing a subjective capabilities-based, adaptive, near real-time readiness reporting system for the DoD to measure the readiness of military units to meet missions and goals assigned by the SECDEF

(h) Readiness reporting will not be used as input for performance appraisal of a unit or a unit commander. Unit commanders, however, are ultimately responsible for all unit data and readiness assessments

(5) UTC readiness is contained in the Air Expeditionary Force (AEF) Reporting Tool (ART).

(a) ART is the Air Force system used to employ the force to fulfill global requirements across the range of military operations which can be executed from individual to multiple units

(b) ART allows units the ability to report UTC level readiness data. It provides one central location to archive reported data and allows immediate updates and ready access to an aggregate UTC status for all levels of command

## Block I, Unit 4

c. Without reference, explain the roles and responsibilities of Maintenance Squadrons (MXS, AMXS, MUNS, EMS, CMS) with at least an 80%.

(1) Maintenance Group

(a) Group Staff

1 Weapons Standardization

2 Quality Assurance

(b) Maintenance Operations (MXO): fleet health functions

(c) Maintenance Training

(d) Programs and Resources

(e) Aircraft / Helicopter Maintenance Squadron (AMXS/HMXS)

1 Overall management of aircraft (Health of the Fleet)

2 Servicing, inspecting, maintaining, launching, recovering aircraft (Sortie Generation)

3 Debriefing aircraft with aircrew

4 Logistical support

(f) Maintenance Squadron (MXS)

1 Maintenance Supervision provides overall management and supervision of daily maintenance activities

2 Fabrication Flight

3 Accessories Flight

4 Avionics Flight

5 Aerospace Ground Equipment

6 Armament Flight

7 Munitions Flight

8 Propulsion Flight

9 Test Measurement Diagnostics Equipment (TMDE) Flight

## Block I, Unit 4

## (2) Maintenance Squadron (Backshop Maintenance) Organization

## (3) Accessory Flight

## (a) Electrical-Environmental (E&amp;E) Section

1 Perform on/off-equipment maintenance on aircraft electrical and environmental systems and components

2 Repairs, overhauls, tests, modifies, services and inspects electrical components and wiring harnesses

3 Maintains all aircraft lead acid and nickel cadmium (NICAD) batteries and charging units

## (b) Egress Section

1 Maintains egress systems, components, and trainers

2 Provides egress qualification training

(c) Fuels System Section: repairs, functionally checks, and inspects fuel systems, fuel tanks, hydrazine systems, and related components

## (d) Hydraulic Section

1 Maintains pneumatic, hydraulic, and pneudraulic systems and components

2 Provides maintenance for support and test equipment

3 Maintains hydraulic test stands, pumping units, and associated equipment

4 Local manufacture and testing of flexible hose assemblies and testing of rigid tubing

## (4) Avionics Flight

(a) The sections assigned to this flight will vary depending on the weapons system supported. MAJCOMs will establish avionics sections and responsibilities to match their mission requirements

## (b) Communication-Navigation Section

1 Performs off-equipment maintenance and/or Cannot Duplicate (CND) screening on communication and navigation components and systems

2 Responsibilities include maintenance of radar altimeters HF, UHF, IFF, ADF, VOR/ILS, TACAN, AFSATCOM/SATCOM, Cockpit Voice Recorder, emergency location transmitter secure voice, interphone, search/weather/Doppler radars GPS, and associated data-bus management system components

(c) Sensors Section

1 Maintains off-equipment maintenance of sensor systems and associated support equipment not maintained by TMDE

2 Maintains POD histories, Pave Penny Target Identification Set Laser, AVTR, CTVS, LANTIRN, FLIR, DLIR, and Infrared Acquisitions/Designation System (IRADS)

(d) Electronic Warfare System (EWS) Section

1 Performs on/off equipment maintenance on aircraft EWS and components

2 Stores and controls non-installed EA pods

(e) Instrument and Flight Control Systems (IFCS) aka Guidance and Control (GAC)

1 Performs off-equipment maintenance on guidance controls to include:

a Automatic flight controls

b Attitude heading reference system (AHRS)

c Inertial navigation system (INS)

d Navigation computers

2 Maintains compass and stability augmentation systems (SAS), weapons release computer systems (WRCS) and flight data recorders (FDR)

## Block I, Unit 4

## (5) Propulsion Flight

(a) Maintains aircraft engine propulsion units, propulsion components, and propellers

(b) Jet, Turboprop, Turbo-shaft Engine Intermediate Maintenance Section: stores, builds-up, tears down, modifies, and repairs engines/modules, QEC kits, and test components

(c) Engine Test Stands (ETS) and Noise Suppression System (NSS) Section

1 Test engines to ensure quality of maintenance

2 Accomplishes engine preservation

(d) Module/Accessory Repair Section

1 Operates and maintains the bearing room

2 Repairs and maintains fuel nozzles, fuel manifolds, oil pumps, accessory housing, afterburners, thrust reversers, augmentors, engine components and modules

(e) Small Gas Turbine Engine Section

1 Repairs and maintains small gas turbines used in aircraft (i.e. APU)

2 Operates small gas turbine engines and test stands

(f) Propeller Section: repairs, builds-up, tears down, and modifies propellers, valve housings, pump housings, and associated components

## (6) Test, Measurement, and Diagnostic Equipment (TMDE) Flight

(a) Consist of a Precision Measurement Equipment Laboratory (PMEL), a Production Control section, a Quality Program (QP) section and a TODO

(b) Precision Measurement Equipment Laboratory (PMEL)

1 Maintains, calibrates, and certifies TMDE, traceable to the National Institute of Standards and Technology

2 Performs in-laboratory and on site calibration and repair using laboratory equipment and calibration standards, transportable field calibration unit (TFCU), portable automatic test equipment (PATEC)

(c) Production Control Section

1 Consists of customer service, production scheduling, and maintenance supply liaison

2 Customer service establishes procedures for turn-in and pick-up of TMDE

3 Production scheduling balances incoming workload, manages and schedules TMDE TCTOs, schedules TMDE bases on category and first-in, first-out within each category. TMDE categories are: Emergency, Mission Essential, and Routine

(d) PMEL Quality Assurance Section: perform technical evaluations and reviews of TMDE production processes, products, and services to assess equipment condition, process compliance, personnel proficiency and competency, and quality of training

(7) Aerospace Ground Equipment (AGE)

(a) Repair and Inspection: major maintenance on powered/ non-powered AGE

(b) Servicing, Pick-up and Delivery

1 Ensures proper fuel/oil levels & other servicing requirements met

2 Prepares AGE for deployments

3 Picks-up/Delivers AGE from flightline to AGE Flight as well as moving AGE on flightline in support of expediter

(c) AGE Scheduling

1 Responsible for AGE historical records

2 Prepares AGE maintenance plan

3 Schedules, controls and monitors TCTOs/TCI and OTIs



## Block I, Unit 4

## (8) Armament Flight

(a) When supporting more than one AMU, may be divided into combat armament support teams (CAST)

(b) Maintenance Section: performs off-equipment maintenance on armament systems, guns, pylons, racks launchers and adapters

## (9) Fabrication Flight

## (a) Aircraft Structural Maintenance (ASM) Section aka Sheet Metal

1 Manages structural repair, corrosion control, composite repair, and low observable coatings

2 Provides inspection, damage evaluation, repair, manufacture, and/or modification of metallic, composite, plastic components, and related hardware associated with aircraft and support equipment

3 Manufactures metal tubing (fuel and hydraulic lines), conduits, and cable

4 Operates and controls the Paint Barn

5 Manages the wash rack. Ensures the washing and corrosion inspection schedule in the weekly and monthly maintenance plans are complied with

## (b) Metals Technology Sections

1 Inspects, repairs, manufactures, fabricates, performs heat treating, welding

2 Ensures proper materials are selected for local manufacture

## (c) Non-Destructive Inspection (NDI) Section

1 Determines structural integrity of aircraft, engines, specified components and AGE

2 Perform optical, dye-penetrant, magnetic particle, ultrasonic, eddy current, and radiographic inspections

3 NDI personnel do not make serviceability determinations

## Block I, Unit 4

## (10) Maintenance Flight

## (a) Repair and Reclamation (R&amp;R) Section

1 Removes, replaces, and rigs flight control surfaces/systems on primary assigned aircraft

2 Maintains landing gears, doors, canopies and associated equipment requiring structural or component maintenance beyond the capability of other activities

## (b) Wheel and Tire (W&amp;T) Section

1 Manages build-up, repair, test, and storage of wheel and tire components

2 Cleans, inspects, and properly stores wheel bearings

(c) Aircraft Inspection Section: performs aircraft (Phase, Periodic, Isochronal or Letter Check) inspections

(d) Transient Aircraft Maintenance Section: responsible for recovering, servicing, inspecting, minor maintenance, and launching transient aircraft

## (11) Aircraft Crashed, Damaged or Disabled Aircraft Recovery (CDDAR)

(a) The MXG/CC is responsible for the base CDDAR program

(b) CDDAR is the ability to move damaged or disabled aircraft using specialized equipment

(c) The CDDAR program must be designed to provide a response and/or recovery capability with the following considerations:

1 Urgency to open the runway for operational use

2 Prevention of secondary damage to the aircraft

3 Preservation of evidence for mishap or accident investigations

4 Ability to lift or move all assigned Mission Design Series (MDS)

5 CDDAR of aircraft on and off base

(d) CDDAR Team: led by Team Chief (At a minimum a SNCO or civilian equivalent)

## Block I, Unit 4

## (e) Exercises

- 1 Conduct Crashed, Damaged or Disabled Aircraft Recovery CDDAR exercises at least annually
- 2 Involve all wing agencies
- 3 Simulate lifting of operational aircraft, attach and apply tension to the cables (Operational aircraft will never be lifted by any means)
- 4 Demonstrate Crashed, Damaged or Disabled Aircraft Recovery CDDAR equipment (inflate lifting bags)
- 5 Quality assurance or the wing exercise evaluation team will evaluate each exercise

## (f) Equipment

- 1 A list of all CDDAR equipment will be maintained
- 2 All equipment will be centrally located and stored in a manner that allows for rapid response
- 3 Inspect and operationally check all equipment quarterly

## (g) Vehicles

- 1 General purpose radio-equipped truck
- 2 Trailer and tow vehicle
- 3 Aircraft tow tractor
- 4 Crane
- 5 Flatbed tractor/trailer

## (h) Training

- 1 The MTF will conduct initial and recurring qualification courses and ensure certification is documented
- 2 Recurring training will be conducted every 12 months

## Block I, Unit 5

## 5. Logistics Support Above the Wing Level

a. Without reference, identify Air Force logistics support above wing level, with at least an 80%.

TRAINING METHOD(s): Lecture/Discussion

AUDIOVISUAL AID(s):  
Multimedia Presentation

(1) All Wings require outside assistance from support agencies. The Defense Logistics Agency (DLA), General Services Administration (GSA), AF Materiel Command (AFMC), and the defense industry provide logistics support for our military services

(2) Defense Logistics Agency (DLA)

(a) Defense Logistics Agency (DLA)

(b) DLA is Defense Department Combat Support Agency

(c) Headed by a 3-Star flag officer who reports to the Assistant Secretary of Defense for Logistics and Materiel Readiness as well as the Undersecretary of Defense for Acquisition, Technology, and Logistics

(d) As a logistics integrator and acquisition and service provider:

1 DLA acquires items from manufacturers and suppliers that it then provides to the DoD and other Federal customers, often with supplementary services such as warehousing, packaging, and transportation

2 DLA contracts for items that are provided directly by the manufacturer to DLA customers

3 DLA provides more than \$37 billion in goods and services annually

(e) DLA is divided into 6 subordinate commands called primary level field activities

(f) The 6 activities are:

1 DLA Aviation sources and contracts aviation parts

2 DLA Land and Maritime sources Vehicle and Sealift parts

3 DLA Troop Support sources uniforms and class II items

## Block I, Unit 5

4 DLA Energy sources and manages Petroleum, Oil, and Lubricants for DoD

5 DLA Distribution provides storage and distribution services

6 DLA Disposition Services provides "Reverse logistics" or disposal of surplus or excess materiel from the services

(3) General Services Administration (GSA)

(a) Provides centralized procurement for the federal government, offering billions of dollars' worth of products, services, and facilities that federal agencies need to serve the public

(b) Provides tools, equipment, and non-tactical vehicles to the US military

(c) Provides state and local governments with law enforcement equipment, firefighting and rescue equipment, and disaster recovery products and services

(4) AF Materiel Command (AFMC)

(a) Conducts research, development, testing and evaluation for AF weapons systems

(b) Provides acquisition management services and logistics support necessary to keep AF weapon systems ready for war and performs its mission through the following agencies:

1 AF Research Laboratory (AFRL)

a Headquarters located at Wright-Patterson Air Force Base, Ohio

b Pioneers new capabilities for warfighters while developing innovative solutions for future challenges

c Think about the AFRL as the Science and Technology division of the Air Force

2 AF Test Center (AFTC)

a Headquarters located at Edwards Air Force Base, California

b Conducts developmental test and evaluation of air, space and cyber systems to provide timely, objective and accurate information to decision makers

3 Air Force Life Cycle Management Center (AFLCMC)

a Headquarters located at Wright-Patterson Air Force Base, Ohio

b Charged with life cycle management of Air Force weapon systems from their inception to retirement

4 Air Force Sustainment Center (AFSC)

a Provides capabilities through depot maintenance and supply chain management

b Manages the Air Forces Supply chain

5 309th Aerospace Maintenance and Regeneration Group (309 AMARG)

a Also known as “The Boneyard”

b Aircraft and aerospace vehicles from the Air Force, Navy/Marine Corps, Army, Coast Guard and several federal agencies including NASA

c Fleet that provides a unique savings account from which military units throughout the world may withdraw parts and aircraft

(5) Defense Industry - Comprises government and commercial industry involved in research, development, production and service of military materiel, equipment and facilities. Includes:

(a) Defense contractors: business organizations or individuals that provide products or services to a defense department of a government

(b) Arms industry: produces guns, ammunition, missiles, military aircraft, and their associated systems and consumables

(c) Private military contractors: private companies that provide logistics, manpower, and other expenditures for a military force

## Block I, Unit 5

b. Without reference, identify logistics readiness competencies and joint logistics functions and capabilities, with at least an 80%.

(1) Joint Logistics

- (a) The Nation's ability to project and sustain military power depends on effective joint logistics
- (b) Delivers sustained logistics readiness for the Combatant Commander (CCDR) and subordinate joint force commanders (JFC) through the integration of national, multinational Services, and combat support agency (CSA) capabilities
- (c) The integration of these capabilities ensures forces are physically available and properly equipped at the right place and time to support the joint force
- (d) The relative combat power that military forces can generate against an adversary is constrained by a nation's capability to plan for, gain access to, and deliver forces and materiel to required points of application or Area of Responsibility (AOR)
- (e) Joint logistics are an essential component to joint operations because none of our Military Services alone have sufficient capability to support the joint force

(2) Joint Logisticians

- (a) Joint logisticians are military officers, warrant officers, enlisted personnel, civilians, and contractors who specialize in providing joint logistics support extending from the national industrial base to the end user
- (b) They plan, supervise, execute, synchronize, and coordinate core joint logistic functions
- (c) They understand tactical, operational, and strategic operations and synchronize efforts to effectively meet joint force requirements

(3) The Joint Staff

- (a) Under the exclusive authority, direction, and control of the CJCS
- (b) Focal point for the CJCS; ensures all CCDRs concerns are represented and advocated during all levels of coordination
- (c) Members from multiple services on the staff

## Block I, Unit 5

## (d) Joint Divisions or Directorates

1 J-1 Manpower and Personnel

a Manages manpower

b Formulates personnel policies

2 J-2 Intelligence

a Ensures availability of sound intelligence on area & enemy locations, activities, & capabilities

b Directs intelligence efforts on proper enemy items of interest

3 J-3 Operations

a Assists in direction and control of operations

b Plans, coordinates & integrates operations

4 J-4 Logistics

a Formulates logistics plans

b Coordinates & supervises supply, maintenance, repair, evacuation, transportation, construction, & related logistics matters

5 J-5 Plans Policy

a Assists commanders in long-range or future planning

b Prepares campaign and operations plans

6 J-6 Command, Control, Communications, and Computers (C4)

a Assists commanders with responsibilities for communications-electronics & automated data systems

b Furnishes communications to exercise command in mission execution



7 J-7 Operational Plans and Joint Force Development

a Supports the CJCS and the Joint Warfighter through joint force development, in order to advance the operational effectiveness of the current and future joint force

b Develops the deliberate, iterative and continuous process of planning & the current and future joint force

8 J-8 Force Structure, Resources and Assessment

a Develops capabilities, conducts studies, analysis, and assessments, and evaluates plans, programs, and strategies for the CJCS

b Provides support to CJCS for evaluating and developing force structure requirements

## (4) Joint Publication (JP) 4-0, Joint Logistics,

(a) The keystone document of the joint logistics series and provides the doctrinal framework and describes how logistics are delivered to support joint missions across the Range Of Military Operations (ROMO)

(b) Contains the overarching ideas and principles contained in this publication provide a common perspective from which to plan, execute and control joint logistics operations in cooperation with our multinational partners and other U.S. Government agencies

1 Defines logistics as “the integration of strategic, operational, and tactical support efforts within the theater, while scheduling the mobilization and movement of forces and materiel to support the JFC’s concept of operations (CONOPS)”

2 Provides guidance for joint logistic operations

3 Describes those core logistic capabilities that are essential to success

4 Offers a framework within which joint logistics can be planned, executed and controlled effectively

(c) While the operating environment constantly changes, the expectations of joint force commanders will not change; he/she expects joint logistics to give him/her sustained logistic readiness, which will provide freedom of action to execute operations in support of national objectives

## Block I, Unit 5

## (5) Operational Environment

- (a) The composition of conditions, circumstances, and influences that affect the employment of capabilities and bear on the decisions of the commander
- (b) The joint logistics operational environment will continue to change and increase in complexity
- (c) Core logistics capabilities must continue to evolve to meet the demands of dynamic environments
- (d) Globalization, technology advancements, anti-access/area-denial, and flexible adversaries create a complex, ever-changing operational environment
- (e) Understanding this environment is essential to planning, executing, synchronizing, and coordinating logistic operations

## (6) Core Joint Logistic Capabilities include:

## (a) Deployment and Distribution

- 1 Moving/sustaining forces and logistic support globally and on time
- 2 The global dispersion of the threats, coupled with the necessity to rapidly deploy, execute, and sustain operations worldwide, makes the deployment and distribution capability the cornerstone of joint logistics

## (b) Supply

- 1 Managing supplies and equipment
- 2 Managing inventory
- 3 Managing global supplier networks
- 4 Assess global requirements, resources, capabilities and risks

## (c) Maintenance Operations

- 1 All Services employ a maintenance strategy that supports the joint commander's freedom of action through depot and field level maintenance
- 2 Depot -- Depot level maintenance performs materiel maintenance requiring major overhaul, or a complete rebuilding of parts, assemblies, subassemblies, and end-items
- 3 Field Level -- Encompasses the organizational maintenance and repairs necessary for day-to-day operations

## (d) Logistic Services:

1 Comprises the support capabilities that collectively enable the US to provide global sustainment for our military forces

2 Food service

3 Water and ice service

4 Contingency base services

5 Hygiene services

## (e) Operational Contract Support:

1 Capability that gives the Combatant Commander the ability to synchronize and integrate functions and tasks between agencies

2 Contract support integration

3 Contractor management

## (f) Engineering:

1 Integrate, synchronize and direct engineer operations

2 Enhance visualization of the operational area

3 Functions include general engineering, combat engineering and geospatial engineering

## (g) Health Service Support:

1 Maintains the individual and group health

2 Includes all services performed, provided, or arranged that promote, improve, conserve, or restore the mental and physical wellbeing of personnel

3 Health service delivery

4 Health system support

5 Force health protection

## Block I, Unit 5

## (7) Principles of Logistics:

## (a) Flexibility

1 The ability to adapt logistic structures and procedures to changing situations, missions, and concepts of operations

2 How well logistics responds in a dynamic environment

## (b) Economy

1 Achieved when effective support is provided by using the fewest resources at the least cost and within acceptable levels of risk

2 At the tactical and operational levels, economy is reflected in the number of personnel, units and equipment required to deliver support

## (c) Attainability

1 The ability to provide the minimum essential supplies and services required to begin combat operations

2 Some examples of minimal requirements are inventory on hand (days of supply), critical support and Service capabilities, theater distribution assets (surge capability), combat service support (CSS) sufficiency, and force reception throughput capabilities

## (d) Responsiveness

1 The right support and the right quantity in the right place at the right time

2 Characterized by the reliability of support and the speed of response to the needs of the joint force

## (e) Simplicity

1 The need to reduce complexity and often fosters efficiency in both planning and execution of national and theater logistics operations

2 Clarity of tasks, standardized and interoperable procedures, and clearly defined command relationships contribute to simplicity

## Block I, Unit 5

## (f) Sustainability

1 Ability to maintain the necessary level and duration of logistics support to achieve military objectives throughout the theater for the length of operations

2 Focused on the long-term objectives and requirements of the supported forces

## (g) Survivability

1 Capacity of the organization to prevail in the face of potential destruction

2 Examples of military objectives or “high value targets” selected for their effect on logistics and subsequent theater operational capability include: industrial centers, airfields, seaports, railheads, supply points, depots, lines of communications (LOC), shipping, rail/road bridges, and intersections

## (8) Classes of Supply

(a) US Armed Forces divides supplies into 10 classes of supply management and planning

(b) Joint Logisticians must understand the classes of supply in order to operate in the Joint Environment

## (9) Classes of Supply include:

## (a) Class I - Subsistence

1 Field service food preparation

2 Meals ready to eat (MREs), group heat and serve rations, etc.

## (b) Class II - Clothing, Individual Equipment, Tools, Admin Supplies

1 Includes a variety of supplies and equipment

2 Clothing, individual equipment, tools and unclassified maps

3 Predictable based on demand history

## Block I, Unit 5

## (c) Class III - Petroleum, Oils, and Lubricants

1 Bulk Fuel - aviation or vehicle

2 Packaged Petroleum Products

a Including lubricants, greases, hydraulic fluids, and compressed gasses

b Usually transported or stored in 55 gallon drums

c Typically does not include fuels

## (d) Class IV - Construction Materials

1 Consists of fortification, barrier, and construction materials

2 Fighting and protective positions

## (e) Class V - Ammunition

1 Munitions are a dominant factor in determining the outcome of offensive, defensive, and often stability operations

2 Provide the means to defeat and destroy the enemy

3 Must be managed to ensure availability

## (f) Class VI - Personal Demand Items

1 Consists of AAFES items for sale to troops and authorized individuals

2 Supplies dictated by available shipping space

## (g) Class VII - Major end items

1 Guns, rocket launchers, tanks, vehicles, aircraft, etc.

2 Major end item is a final combination of end products that is ready to use

## (h) Class VIII - Medical Materials

1 Health service logistics

2 Encompasses planning and executing medical supply operations, medical equipment maintenance and repair, blood storage and distribution, and optical fabrication and repair

(i) Class IX - Repair Parts

1 Repair parts consist of any part, subassembly, assembly, or component required for installation in maintaining an end item, subassembly, or component

2 Support maintenance and repair functions

(j) Class X - Material for Nonmilitary Programs

1 Coordination and distribution of Class X is led by the Department of State

2 Economic and agricultural development or various relief and education programs

## Block I, Unit 5

c. Without reference, explain procedures for policy management at all levels, with at least an 80%.

(1) Policy Management is guided by AFI 33-360, Publications and Forms Management

(2) Air Force units at all levels must ensure publications and forms are complete, accurate, current, and accessible to Air Force users

(3) Publications and Forms Process

(a) Draft and Collaborate

1 Entails building a new or modifying an existing publication/form and obtaining subject matter expert inputs

2 Questions to consider

a Is a new publication or form required

b Who are the authorities and where are they found

(b) Coordinate

1 The Office of Primary Responsibility obtains endorsements to publish from offices with functional interest and technical expertise, oversight responsibilities, statutory/regulatory review requirements

2 Resolution on disputed language must be reached or waived

(c) Certify and Approve

1 Obtain senior leaders certification and approval to publish as policy, guidance, and/or detailed procedures

2 What level of coordination is required for the publication/form

a Two digit coordination or Departmental Level

b Command/Field Level

(d) Publish

1 Completed AF Form 673 or AF Form 399

2 Word or PDF version of document or form

3 Associated Files



## Block I, Unit 5

(4) Only duly appointed Air Force employees are authorized to make decisions on behalf of the Air Force when comes to accepting or rejecting comments and certifying or approving publications and forms

(a) The Chief, Information Dominance and Chief Information Officer (SAF/CIO A6) serves as the Air Force focal point on all matters relating to information management policy

(b) Commanders and Directors can approve for their area of responsibility: must ensure that publication is not less restrictive than higher headquarters publications

(5) Certain processes with the Logistics Community require the maintenance and proper disposal of official records

(a) Air Force units at all levels have a requirement to document their organizations, functions, policies, procedures, and activities. This documentation serves as the official record of the Air Force. These records must be preserved by implementing effective life-cycle management procedures and must be managed systematically to ensure they are complete, accurate, trustworthy, and easily accessible. Every Air Force activity must manage its records to comply with legal accountability requirements

(b) 44 U.S.C defines records as "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business..."

(6) Operating Instructions (OI)

(a) Specific instructions for functions performed in the element

(b) Formatted same as AFIs

(c) Coordinated through appropriate agencies and personnel

(d) Approved by Flight Commander

(e) Review and update OIs annually

## Block I, Unit 5

d. Without reference, explain the roles and responsibilities of Air Reserve Components within the Total Force structure, with at least an 80%.

(1) Total Force Structure

(a) US Air Force (USAF) is composed of air, space, and cyberspace forces for both combat and support

(b) US Air Force (USAF) is the nation's principal air and space force who is responsible for the preparation of forces necessary for the effective prosecution of war

(c) We fulfill our mission through the implementation of the Total Force

(d) Total Force includes Regular Air Force, Air National Guard, Air Force Reserve military personnel, US Air Force military retired members, US Air Force civilian personnel (including foreign national direct and indirect-hire, as well as non-appropriated fund employees), contractor staff, and host-nation support personnel

(e) The Active, Guard, Reserve, and civilian components of the Total Force each offer unique capabilities and strengths

(2) Components:

(a) Regular Air Force

1 Organize, train, equip and provide air, space and cyberspace forces

2 Forces used for combat operations, military engagement, and security cooperation

(b) Air Force Reserve (AFR)

1 Mission-ready reserve force capable of serving operationally throughout the world

2 Considered a sub-part of USAF

(c) Air National Guard (ANG)

1 When called to federal service or "active duty" ANG falls under the POTUS and Title 10, US Code

2 Under state laws the ANG serves under individual state governors and Title 32, US Code

(3) Frameworks for Integration (three basic models):

(a) Classic Associations

1 Regular AF component unit retains principal responsibility for a weapon system or systems, which it shares with one or more reserve component units

2 Regular AF organization hosts one or more Air Reserve Component (ARC) organizations

3 Regular and reserve component units retain separate organizational structures and chains of command

(b) Active Associations

1 Reserve component unit has principal responsibility for a weapon system or systems, which it shares with one or more regular AF units

2 ARC organization hosts one or more Regular AF organizations

3 Reserve and regular component units retain separate organizational structures and chains of command

(c) Hybrid Associations

1 One component host shares a mission with two or more associates from the other components

2 ARC organization host shares a mission with one or more ARC component associates, as well as one or more Regular AF associates

a The host organization is the organization with primary responsibility for mission accomplishment and is normally assigned the preponderance of the primary physical resources (e.g. aircraft, weapon system equipment, weapon system support, and production facilities)

b The associate organization shares primary physical resources assigned to the host, and may provide additional physical resources necessary to support the association mission

c Associate organizations can vary from full or tailored wings to groups, squadrons, detachments, flights, and elements, depending on the scope of the assigned mission and IAW the intent of the sponsoring MAJCOM

#### (4) Operational Utilization of the ARC

- (a) Foundational assumption on the use of the ARC has shifted from a strategic reserve augmenting active capacity to a force that is fully engaged and organized in operationally indistinguishable units
- (b) Additionally, the ARC still provides strategic depth and surge capacity
- (c) Incorporate Total Force considerations wherever possible to increase the flexibility of our force structure and optimize our operational responses The Air Staff

#### (5) The Air Staff

- (a) A1 -- Manpower, Personnel and Services
- (b) A2 -- Intelligence, Surveillance and Reconnaissance
- (c) A3 -- Operations, Plans and Requirements
- (d) A4 -- Logistics, Installations & Mission Support
- (e) A5/8 -- Strategic Plans and Programs
- (f) A6 -- Communications
- (g) A9 -- Studies, Analyses, Assessments and Lessons Learned
- (h) A10 -- Strategic Deterrence and Nuclear Integration (Limited to HQ USAF & approved MAJCOM headquarters)

## Block II, Unit 1

## 1. Principles of Asset Management

a. Without reference, identify the Materiel Management Flight Organizational Structure and roles and responsibilities, with at least an 80%.

(1) Standard AF LRS/Materiel Management Activities focus on:

- (a) Support wing wartime missions/Customer support focus
- (b) War Readiness
- (c) Expeditionary logistics support
- (d) Supply chain management
- (e) Care and security of Nuclear Weapons-Related Materiel (NWRM)

(2) LRS Commander:

(a) Acts as the Accountable Officer (AO) and Nuclear Weapons-Related Materiel Accountable Officer (NWRMAO)

1 If an AO will be absent for more than 30 days, an AO signature authority will be appointed in writing for documents requiring AO approval

2 Typically the DO or Log Manager

(b) Review metrics related to Materiel Management effectiveness

(3) Materiel Management Flight is responsible for all retail materiel management functions for a base/location such as storing, inspecting, inventorying, issuing, returning, repair cycle and customer support functions

(a) Serve as the primary liaison between customers and Air Force Materiel Command, Supply Chain Operations Wing, and other DoD Materiel Management entities

(4) Materiel Management Flight Leadership Responsibilities

(a) Maintain supply area diagrams showing layout of warehouses, bays, and pallet storage areas

(b) Ensure items are stored and handled according to DoD and AF TOs, manuals, and directives

## Block II, Unit 1

- (c) Oversee and manage self-inspection, metrics review, and flight training programs
- (d) Responsible to the AO for processing, handling, Care of Supplies in Storage (COSIS) and material handling equipment for which the AO has storage responsibility
- (e) Ensure flight personnel adhere to and apply proper inspection, issue, storage, warehousing, and materiel handling techniques
- (f) Provide materiel management technical guidance
- (g) Bring evidence of fraud or theft to the attention of the AO and participate in inquiries or investigations regarding the loss, damage, destruction, or theft of Government property
- (h) Review and coordinate requests for base initiated Adjusted Stock Levels (ASL)
- (i) Lead, analyze and evaluate squadron degraded operations program
- (j) Review inventory analysis/research to identify root causes, trends, inventory discrepancies, adjustments and recommend corrective actions to mitigate further out-of-balance conditions

## (5) M-Flight is divided into 5 sections

- (a) Asset Management Section
- (b) Flight Service Center
- (c) Customer Support Section
- (d) Inspection Section
- (e) Physical Inventory Control Section

## (6) Asset Management Section

- (a) Responsible for stocking, storing, issuing, and inspecting DoD supplies
- (b) Divided into 5 Elements
- (c) Central Storage Element - Responsible for storing non-aircraft supply and equipment items

## Block II, Unit 1

(d) Aircraft Parts Store - Responsible for receiving, storing, and issuing weapon system spares

(e) Hazardous Materials Pharmacy (HAZMART) - Manages hazardous materials

(f) Individual Equipment Element (IEE) - Responsible for all Class II items unless contracted out and operates centralized on-base issue, storage, and return intake point for Class II items

(g) Individual Protection Equipment (IPE) - Responsible for storing, inventory, inspection and issue of mobility Bags (Mobags), small arms, Chemical/Biological/Radiological/Nuclear Equipment (CBRNE), Personnel Protective Equipment (PPE), & Individual Body Armor (IBA)

(7) Flight Service Center

(a) Serves as the primary point of contact for units regarding repair cycle management

(b) Monitors items requiring repair and replacement from time of issue until returned to LRS

(8) Customer Support Section

(a) Serves as Materiel Management liaison and equipment accountability authority for wing customers

(b) Equipment Accountability Element: Base equipment review and authorization activity (ERAA) and manages all base level equipment items, with the exception of vehicles

(c) Customer Support Liaison Element: responds to customer logistics concerns, and proactively anticipates problems impeding wing units from fulfilling mission requirements. Tracks MICAPs with DMS & MX personnel

(9) Inspection Section

(a) Responsible for establishing and maintaining identification of items received, stored, issued, shipped and transferred

(b) Chief Inspector is responsible for executing the Care of Supplies in Storage (COSIS) in all warehouses

(c) Accepting or rejecting materiel items

## Block II, Unit 1

## (10) Physical Inventory Control Section

- (a) Responsible for the centralized execution of inventory functions for the Accountable officer in accordance with inventory policy contained in DLM 4000.25-M, Defense Logistics Management System Manual
- (b) Prepares and publishes the Annual Inventory Schedules for all property categories
- (c) Conducts physical inventories of equipment and supplies
- (d) Performs causative Research for all inventory discrepancies
- (e) Obtains Accountable Officer signature for Consolidated Inventory Adjustment Document Register (M10)

## (11) Decentralized Materiel Support (Where applicable)

- (a) Supply (2S) personnel assigned to authorized supply positions in a maintenance activity
- (b) Coordinate maintenance and materiel actions for their assigned maintenance activity
- (c) Will coordinate with all sections of the materiel management flight for various issues

## (12) Operations Compliance (LGLO) (Not part of M Flight)

- (a) The commander's single point of contact for "health of the squadron" issues
- (b) Oversees the Quality Assurance (QA) program in the LRS
- (c) Works closely with the Inspection Section and Chief Inspector to ensure accountability of assets within LGRM control

## (13) Functional Systems Management (Not part of M Flight)

- (a) Responsible for the centralized management and decentralized execution of core squadron logistics systems
- (b) Ensures accurate and updated information is contained in materiel management systems
- (c) Aids in providing stock record integrity



(14) Resource Management (Not part of M Flight)

- (a) Responsible for all Funds Management functions to include facilities, funds management, stock control and infrastructure
- (b) Tracks and monitors Supply Management Activity Group funding for the Materiel Management Flight

(15) Supply Management Activity Group Funds (SMAG)

- (a) SMAG funds are part the Working Capital Fund and used to purchase items in the materiel management system
- (b) SMAG funds are then reimbursed by customer Operations and Maintenance (O&M) funds when "purchases" are made
- (c) HQ AFMC/Financial Management Resources Group distributes total cost authority to the 435th Supply Chain Operations Squadron SMAG flight based on budget inputs
- (d) 435th SCOS SMAG Flight then allocates funding to individual host base account SMAG Managers

## Block II, Unit 1

b. Without reference, identify the MICAP concept, principles, and responsibilities at all levels, with at least an 80%.

- (1) LRS focuses on 3 fundamental processes critical to AF Material Management
  - (a) Requisitions-receipt of materiel to stock
  - (b) Issues-issuing those items to customers when requested
  - (c) Due-Outs-requisitioning and tracking items that a customer has requested but was not in stock
- (2) Customer material requests are the basis of the Supply Chain Process
- (3) Customers submit one of two requests for supplies or equipment
  - (a) Routine Request - Not urgently required and do not affect the customer's mission negatively
  - (b) Expedited Request - Urgently required and potentially affect the mission negatively
- (4) Customers provide specific data elements associated with requests. This information includes:
  - (a) Priority
  - (b) Item identification
  - (c) Job order number
  - (d) Justification
- (5) The type of requested item dictates submission, pick-up location, forms, and approval requirements
- (6) Base-level MICAP support actions require intense scrutiny and effective process management to ensure that government funds are being used in the most efficient way possible
- (7) It is the responsibility of the local Maintenance organization, not the LRS, to ensure MICAP verification is appropriately accomplished. MICAP backorder process normally begins when assets are not available to fill issue requests

## Block II, Unit 1

(8) The Materiel Management flight will initiate the following actions

(a) Customer Support Liaison contacts requesting Maintenance Production Superintendent or equivalent IAW AFI 21-101, Aircraft and Equipment Maintenance Management to verify MICAP condition

(b) Customer Support Liaison and other material management sections will perform an exhaustive search for available local resources as part of the MICAP verification

(c) Local resources include, but are not limited to

1 Substitute or Interchangeable NSN/Next Higher Assembly (NHA)

a Has the NSN been changed or is the NSN part of a higher sub-assembly

2 Time Change/Time Compliance Technical Order assets

a Is the item available as part of a TCTO kit or in work to be changed

3 Bench Stock assets

a Is the item listed in a bench stock listing for another unit

4 War Reserve Materiel

a Requires a letter of release from WRM program

5 Readiness Spares Parts Kit and Non-Airborne Readiness Spares Parts Kit

a Complete a thorough check of all assets in kits and check for due-out requisitions

6 Assets in the Repair Cycle

a Check for items close to being repaired/ready for release

7 Tail Number Bin (TNB)

a TNB's are used in AMC as a aggregation point for job order parts

### 8 Local Purchase

a Local Purchase (LP) is a request for supplies and equipment in conjunction with the contracting squadron to purchase the items from a local source

b Requests for items of supply to be locally procured may be requested only after all government supply and mandatory sources have been exhausted

(9) Customer Support Liaison personnel document verification process in the materiel management system and include all pertinent data to include:

- (a) Part number
- (b) TO Reference & figure
- (c) VIIN
- (d) Make, model, manufacturer, etc

(10) Air Force Sustainment Center (AFSC)

(a) AFSC coordinates requisitions and movements of AFMC assets, primarily on Demand Based and Non-Demand Based mission support requirements

(b) Alignment of material assets is a global effort, and AFSC focuses on optimizing mission effectiveness base-by-base, while managing material cost factors

1 AFSC and AFMC coordinate material realignments, based on weapon system quantity adjustments or realignments

2 Transfers of out-going and in-coming material assets require a high degree of scrutiny ensures material items are effectively managed

3 AFMC/AFSC Logistics Operation Center (LOC), staffed with material subject matter experts and equipment specialists, track requisitions, weapon system spares realignments, and coordinate with applicable SCOGs and SCOSs as necessary

4 AFSC focuses on WRM assets, CHPMSK fill rates, In-Place Readiness Spares Packages, Total Wartime Requirements by weapon system, and coordination of RBL adjustments with AFMC

## Block II, Unit 1

(11) USAF has three Depot facilities, all working at direction of the AFSC

(a) Ogden Air Logistics Complex, UT

(b) Oklahoma City Air Logistics Complex, OK

(c) Warner Robins Air Logistics Complex, GA

(d) Each depot complex has specific maintenance and material support responsibilities in support of aircraft, munitions, launchers, common and specialized ground support equipment, vehicles, common and specialized tooling, weapons system spare parts, Line Replacement Units (LRUs), Shop Replacement Units (SRUs), commodities, avionics components, propulsion assets, etc

(12) The 635th Supply Chain Operations Wing was established to ensure effective and efficient Supply Chain Management throughout the requisition and provisioning process. SCOW responsibilities are airframe specific and divided between two subordinate Supply Chain Operations Groups (SCOGs)

(a) The parent SCOW, 635th SCOW, is located at Scott AFB, IL

1 635th SCOG, also at Scott AFB, focuses on Air Mobility assets

2 735th SCOG is located at Joint Base Langley-Eustis, VA, focusing on fighters, bombers, ICBMs, and special operations assets.

(b) Multiple Supply Chain Operations Squadrons (SCOS's) were established to support SCOW and SCOG material management requirements

(c) SCOS's act as "first responders" in the MICAP process and are available 24-7 to support wings in the sourcing as well as future prevention of MICAP situations

(13) AMARG-309th Aerospace Maintenance and Regeneration Group (AMARG), commonly known as "the Boneyard", is comprised of maintenance and material personnel who receive aircraft/weapons systems upon retirement

(a) Upon arrival at AMARG the aircraft/weapon system is inspected and prepared for long-term storage

(b) Components on an AFMC "Save-List" are removed for re-use as USAF material assets

(c) When possible, removed components are bench-checked and if serviceable are placed into the AF inventory; if no bench-check is possible, customers may requisition items and test them upon delivery

(d) If the item fails a bench-check at the requesting base, AMARG is advised and determines what to do with the AMARG provided item; AMARG will assist with additional actions to resolve the MICAP

## Block II, Unit 1

c. Without reference, explain the concepts, policies, and procedures of stock management, with at least 80%.

(1) Inventory Policy

(2) There are four key questions necessary to determine effective inventory policies

(a) When do we stock an item?

(b) How much of an item do we stock?

(c) When do we stop stocking an item?

(d) How long do we keep an item on the shelf if no one demands it?

(3) AFMAN 23-122, Section 2A, outlines steps for materiel management processes associated with demand and supply planning for base retail operations

(4) Past demand is often the best predictor of future demand to determine Range and Depth of items to stock

(a) The accurate collection and updating of historical consumption data is critical to effective materiel management

(b) Demand-Based Stock Levels algorithms are contained in AFMAN 23-122

(5) There are three AF methodologies for centrally computing stock levels. One for AFMC managed items and two for DLA managed items

(a) Readiness Based Leveling (RBL) is used for AFMC managed items

(b) Customer Oriented Leveling Technique (COLT) is used for DLA managed items with an established demand history

(c) Proactive Demand Levels (PDL) is used for DLA managed items with little or no demand history (2 or fewer hits over a 12 month period)

(6) Readiness Based Leveling (RBL) is a centrally computed quantity pushed from Air Force's D035E system

(a) The RBL process was designed to allocate AFMC-computed worldwide peacetime requirements among AF bases and depots in a way that minimizes worldwide expected backorders

(b) When RBL levels are established in the materiel management system, the RBL quantity becomes the new base stock level

## Block II, Unit 1

(c) Computing RBLs considers demand data (item usage), pipeline times, adjusted stock levels and worldwide requirements data

(d) Bases send item usage data to the RBL (D035E) system via the materiel management system

1 RBL is processed quarterly at AFMC for bases and depots

2 Computation is performed during third week of first month of each quarter

3 RBL will allocate a stock level to all worldwide users, however, there is no guarantee each user will receive a positive level.

a Even though a base may have sufficient demands to establish a demand level in the materiel management system, AFMC-computed worldwide peacetime requirement may not be sufficient to allocate a positive level to every base

b The system could allocate a stock level of zero to a base

(e) RBL contains special rules for honoring Contingency High Priority Mission Support Kit (CHPMSK) requirements

1 CHPMSK levels are loaded at contingency (deployed) locations and supported by the source of supply

2 CHPMSKs support long term (over 90 days) contingency needs

3 To accommodate CHPMSK requirements, RBL subtracts CHPMSK authorized quantities from worldwide peacetime requirements before any RBL allocations are made

4 Additional CHPMSK quantities requisitioned by the contingency location will be offset by reductions in RBL allocations to all worldwide users of the CHPMSK items

(7) Customer Oriented Leveling Technique (COLT) is a DLA tool to centrally compute levels for Budget Code 9 items having established demand histories

(a) Designed to set base stock levels on DLA-managed items to minimize base-wide unit customer wait time (CWT) per dollar spent

(b) Designed to produce cost-neutral stock levels at the base with respect to demand leveling process

## Block II, Unit 1

(c) The USAF COLT team obtains base-level data from USAF centralized databases for input into COLT model which develops stock levels one base at a time

(d) The goal is finding and sustaining optimum levels

(e) Levels are computed once a quarter for each base

(f) COLT computes levels for one-third of the bases each month of the quarter

(8) Proactive Demand Levels (PDL) is a DLA tool focusing on items having no demand history, or extremely low historical demands

(a) The goal is a reduction in number of MICAPs for Material Management IT systems non-stocked items

(b) PDL looks at world-wide user data and attempts to predict or proactively level stocks to prevent future MICAP or backorder situations

(9) Mission Change Data (MCD)

(a) Designed to alter base stock levels for items applicable to a weapon system already assigned at the base, affected by a known mission change

(b) Addition/loss of weapon system end items at a base, or unit may be tasked to fly same number of sorties while increasing/decreasing average sortie duration (ASD)

(10) Adjusted Stock Levels (ASLs)

(a) When current stock levels are insufficient, requests for ASL are submitted to AFMC using a digitally signed email

(b) Categorized as Permanent, Temporary, or Directed based on analysis/review reasons and results

1 Permanent Levels

a When analysis/review determines the need for an ASL based on an indefinite period or critical mission requirement and the demands pattern will not warrant an RBL/COLT level, a permanent level will be approved .

b Permanent Levels can be loaded as a Minimum, Maximum, or Fixed type levels



## 2 Temporary Levels

a When missions change, or new mission requirements justify ASLs and the purpose for new levels indicate future demands will result in self-sustaining levels, AFMC establishes the level as a temporary level

b Loaded as Minimum, Maximum, or Fixed level

## 3 Directed Levels

a ASLs from higher levels are termed directed because quantity, application, justification and approval have already been determined

### (11) Exception Management Codes

(a) Exception codes are assigned to item records when exception processing is necessary for management of excesses, requisitions, shipments and issues.

(b) AFMC personnel manage the Exception Code and Exception Phase programs

(c) LRS/Materiel Management Activity is responsible for locally assigned exception codes

## Block II, Unit 1

d. Without reference, explain the roles and responsibilities of the Equipment Accountability and Customer Support Liaison Elements, with at least an 80%.

(1) Customer Support Section (LGRMC) is comprised of 2 elements

- (a) Equipment Accountability
- (b) Customer Support Liaison

(2) Section personnel serve as the customers primary Material Management liaison. Responsibilities include:

- (a) Managing all equipment items for the AO
- (b) Liaise with MAJCOM and Higher Headquarters for Equipment related matters
- (c) Customer feedback focal point
- (d) Interfacing with AFMC
- (e) Monitoring maintenance and materiel interface
- (f) Performing document control
- (g) Base-level stock control functions
- (h) Bench Stock management
- (i) Coordinate base-level supply customer training
- (j) Training needs for DMS personnel
- (k) Quarterly SAV's to validate execution of base-level bench stock functions
- (l) Annual Materiel Procedural Surveillance
- (m) Semi-Annual Discrepancy Report analysis

(3) The LRS/CC ensures an Equipment Accountability Element (EAE) is established to:

- (a) Serve as base equipment review and authorization activity (ERAA)
- (b) Manage equipment items owned by the organization
- (c) Manage base level equipment items, with the exception of vehicles

## Block II, Unit 1

(d) Provide materiel management support and guidance to Accountable Officers, Responsible Officers, and Responsible Persons in control and accountability equipment assets in AF Equipment

(4) Additional EAE duties and responsibilities

(a) AFI 23-101 covers ERAA responsibilities

(b) Interface with MAJCOM Command Equipment Management Office (CEMO) and AFMC in regards to equipment management

(c) Coordinate equipment movement info with CEMO and forward to AFMC for processing

(d) Advise approving and/or appointing authorities on equipment guidance and procedures affecting lost, stolen, damaged, or destroyed government property (Class II, VII and IX)

(e) Provide Block III, COMSEC, and Item Unique Identification (IUID) training to custodians

(f) Coordinate/direct deployment and redeployment of Class VII assets between AOs, ROs and RPs

(g) Attend deployment concept briefings to identify units deploying or transferring equipment

(h) Ensure Unique Item Identifier (UII) construct and application for equipment managed in Materiel Management IT system is IAW MIL-STD-130N, Identification Marking of U.S. Property

(i) Update War Reserve Materiel (WRM) equipment records

(j) Communication Security/Controlled Cryptographic Item (COMSEC/CCI) and Small Arms/Light Weapons (SA/LW) reconciliations

(k) Conduct annual visits on all organizational equipment accounts

(l) Input data for Chief Financial Officer (CFO) assets in the applicable materiel management IT system and ensure key supporting documentation is maintained in Master Jacket File

(m) Ensure equipment custodians/commanders are signing/utilizing a Customer Authorization/Custody Receipt Listing (CA/CRL) from ILS-S; only authorized CA/CRL is one generated by ILS-S

## Block II, Unit 1

## (5) Customer Support Liaison Element

(a) The Customer Support Liaison Element responds to logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements

(b) Tracks and prevents MICAP situations

## (6) Key duties and responsibilities of the Customer Support Liaison Element include:

(a) Interface with AFMC and provide guidance to work center supervisors on utilization of supply management products

(b) Monitoring the overall maintenance and materiel interface, perform document control, customer support, research and base level records maintenance/stock control functions and bench stock management

(c) Focal point for customer feedback

(d) Submit Price Challenge and Verification Program submissions (formerly Zero Overpricing Program)

(e) Coordinating Base-Level Supply Customer Training as it pertains to Block I (General Materiel Management Indoctrination) and Block IIA/B (Bench Stock/Repair Cycle)

(f) Coordinating Materiel Management related training needs for DMS personnel

(g) Perform quarterly visits to maintenance work centers; providing guidance for maintaining bench stock, shop and operating stocks; assisting users in resolving materiel management related problems; For Geographically Separated Units (GSUs), conduct quarterly telecons in lieu of physical visits (Exception: ANG/AFRC activities will conduct semi-annual visits)

(h) Conducting annual supply procedural surveillance visits to maintenance support work centers; brief work center supervisors on results, follow-ups on corrective actions and provide a copy of the report to affected Unit CC/designated representative; annual supply procedural surveillance visits may be conducted in lieu of one quarterly maintenance work center visit. For GSUs, conduct annual telecons to address issues and physically visit the units at least once every three years

## Block II, Unit 2

## 2. Flight Service Center and Decentralized Material Support

a. Without reference, identify the role of the Flight Service Center in the Air Force Repair Network, with at least an 80%.

## Multimedia Presentation

(1) The Accountable Officer has overall responsibility for the repair cycle process, in that the LRS CC/AO will ensure repairable/non-repairable parts are processed through repair channels IAW DoDM 4140.01

(2) The Accountable Officer ensures that a Flight Service Center (FSC) is established, manned, and equipped to serve as the primary point of contact with aircraft maintenance units regarding repair cycle management of repairable weapons systems spare parts

(3) The Flight Service Center (FSC) serves as the Accountable Officer's designated representative to manage the repair cycle process.

(a) FSC also ensures materiel management personnel physically verify the correct item is returned by maintenance and validates the corresponding documentation

(b) FSC is responsible for daily coordination with maintenance to ensure accurate status and continuous flow of DIFM assets

(c) The applicable Maintenance organization is responsible for all removed DIFM items until they are turned in to the LRS Materiel Management activity

(d) The Maintenance Commander or equivalent will ensure removed DIFM items are physically returned to the RS Materiel Management Activity within 4 days

(e) IAW AFI 21-101, Maintenance activities that are non-Aircraft, refer to AFPD 21-1 for the governing maintenance publication

## Block II, Unit 2

(4) Documented Cargo section will pick up recoverable item (DIFM) returns for those customers outside of maintenance community.

(a) DIFM items will be picked up from on-base issue/drop off points and delivered to FSC. Customers will ensure items contain proper documentation prior to pick up.

1 Documented Cargo personnel are not required to inspect or complete documentation

2 FSC will inspect/process DIFM assets IAW with AFMAN 23-122

3 FSC personnel will take delivery of DIFM items and coordinate with the owning unit for discrepancies with packaging and/or documentation

(5) The materiel management IT system establishes a DIFM record and tracks unserviceable assets until repaired, evacuated, or condemned

(a) LRS will retain document justification for duration of the DIFM indicator

(6) DIFM reconciliation is conducted by using the Repair Cycle Asset Management List (D23)

(a) Tool to monitor status and maintain visibility of issued within the repair cycle

(b) Mx uses D23s to maintain DIFM control, workload schedules and repair priorities

(c) Report furnished to appropriate maintenance activity to verify item location and status

(d) M Flight personnel will update the DIFM record in the system

(e) When discrepancies are discovered Materiel Management will request a special inventory

(7) If an asset is repaired and turned-in serviceable, the computer scans internal records for due-outs

(a) If a Due-Out for the part exists, a Due-Out release (DOR) document is produced

(b) The item, with documentation, is delivered to the customer who ordered it

(c) If the computer does not find a Due-Out, a "notice to stock" document is created and the item forwarded to proper storage facility and placed on the shelf (in stock)

## Block II, Unit 2

## (8) Condemnation

- (a) Only ERRCD XF assets may be condemned at base-level
- (b) Maintenance repair shop checks assets thoroughly before condemning them
- (c) Condemnation occurs only when the determination is made that the item has been expended in use beyond repair
- (d) If an item is condemned, proper steps must be taken to ensure that all demilitarization is accomplished prior to disposal

## (9) Awaiting Parts (AWP)

- (a) Material requests needed to repair end-items that are designated as a high priority
- (b) FSC and MX monitor AWP's to ensure they are returned to serviceable condition ASAP
- (c) Awaiting Parts (AWP) Validation Listing (D19)
  - 1 Monitor bits and pieces on order to repair XD1, XD2, or XF3 assets in AWP status
  - 2 End-item document number, due-out document number and due-in document number
  - 3 When all items are received for an AWP end-item, DIFM status changes to FWP

## (10) Not Repairable This Station (NRTS)

- (a) Cannot be repaired at base-level and are turned in Unserviceable Condition
- (b) LRS ships these assets to a repair facility as soon as possible
- (c) If condition is condemned, take action to remove the asset from the AF inventory

## Block II, Unit 2

## (11) Time Compliance Technical Orders (TCTO)

(a) TCTO's TCTOs are intended to expedite the accomplishment of retrofit changes to end articles/items, parts, and materiel within specific time periods and reduce the probability of accidents/unreliability of systems or equipment due to non-compliance

(b) A TCTO is typically a kit containing the guidance, parts, materials, and disposition/disposal instructions necessary to modify one weapon system end item

(c) Maintenance activities at base level are responsible for implementing the TCTO program at the base level to include:

1 TCTO publication distribution

2 Coordination of TCTO matters

3 Identification and submission of TCTO kit requirements

4 Installing kits

5 Advising LRS/Materiel Management Activity of impending transfers of aircraft or end items

6 Maintenance advises the FSC of any kit excesses and/or changes required

(d) LRS/Materiel Management Activity will:

1 Ensure compliance with roles and responsibilities IAW AFI 21-101 and AFI 23-101

2 Ensure Storage and Control of TCTO Kits to prevent loss or unauthorized use of kits and their components

3 Requisition all TCTO kits using normal MILSTRIP procedures

4 Monitors will maintain a listing of all current TCTO requisitions and ensure accurate status on a monthly basis

(e) A TCTO kit file will contain:

1 The TO publication

2 AF Form 2001, Notification of TCTO Kit Requirements

3 Copy of receipt documents

4 Kit availability notice or copy of transaction history showing transaction



## (12) Reject Management Program

(a) There are several instances whereby items are not suitable for issue or distribution, and results in a Reject action by either the customer or warehouse personnel

(b) This may occur when

1 Material items are lacking applicable or correct documentation

2 Material items are deemed defective by Inspectors and aircraft maintenance personnel

3 Material item functional checks have not been accomplished

4 Material items fail required functional checks

(c) Documentation of these actions must be annotated in ES-S as soon as practical

1 Disposition of rejected items must be carefully coordinated and managed locally

2 AFMC and AFSC must be notified, to ensure the applicable Source of Supply is notified when warranty actions are required or guarantee items must be provided

## Block II, Unit 2

b. Without reference, identify the roles and responsibilities of the Flight Service Center, with at least an 80%.

(1) FSC key duties include managing

- (a) Establishment and oversight of Supply Points
- (b) Time Compliance Technical Orders (TCTOs)
- (c) Due-in From Maintenance (DIFM), parts in-work within the maintenance back-shops
- (d) Coordinate disposition of unserviceable condition code "F" DIFM items through AFMC
- (e) Found On Base (FOB), items literally found on the base
- (f) Management of all Awaiting Parts actions
- (g) Processing of Turn-around (TRN) repair actions
- (h) Management of all Local Manufacture components
- (i) Validate the Not Repairable this Station (NRTS) listing semi-annually

(2) The FSC tracks all Depot Level Repairable (DLR) assets to ensure only authorized actions are performed locally

(a) Local aircraft MX units have intentionally limited scope of DLR repair authorization

1 DLR items are AFMC centrally managed and funded

2 Local management of DLR funding is a substantial portion of the operating budget, and all expenditures must be carefully scrutinized and managed to ensure full accountability

3 Track DLR items as part of local and depot repair cycle processes to ensure 100% accountability

## Block II, Unit 2

(b) The three Air Logistics Complexes (depots) are the primary repair cycle centers for DLR items, and responsible for management of DLR items from initial acquisition through disposal/demilitarization

1 DLR items are commonly returned to the applicable ALC for repair, overhaul, or upgrade

2 Local (base-level) aircraft maintenance repair actions are intentionally limited in scope

3 AFMC managers advise MAJCOMs of increased costs needed to cover any Depot Level Repairables (DLR), to ensure they are budgeted for in the annual budget submissions

(c) With mission changes or weapon system changes or upgrades, it may be necessary to process Initial Issue of DLR assets, in order to acquire necessary weapons system components to meet mission requirements

1 If this occurs, adjustments are processed in support of Cost Per Flying Hour (CPFH) accounting

2 CPFH accounting must be IAW the approving authority as outlined in AFI 23-101 and AFMAN 23-122

(3) Supply Points are additional warehouses located within or next to activities they support

(a) Supply Pointss may be located on or off-base

(b) Materiel Management coordinates with maintenance control officers for establishment of a supply point

1 Organizations requesting a supply point must provide space, facilities, and security

2 Items stored at a supply points may NOT have an ERCCD Code of “ND” or “NF”

3 Materiel Management maintains accountability and control of stored supply points assets

## Block II, Unit 2

(c) Supply Points are required to be inventoried at least semi-annually

1 Inventories are performed and documented using the Supply Point Listing (Q13)

2 Supported activities will verify Q13 authorizations and balances, and perform a physical count of all assets at each supply point

3 Accounts with discrepancies on their Q13 will be frozen, and applicable research conducted until the discrepancies are resolved

(4) Time Compliance Technical Orders (TCTOs)

(a) TCTO Kits are designed to contain all essential technical guidance, parts and materiel required to complete a modification on a single end item

1 Typically, TCTO kits are intended to improve a weapon systems overall capabilities

2 All new TCTO materials will be requisitioned, managed, stocked, and stored IAW AFMAN 23-122

(b) Requisitioning of TCTO parts and material is accomplished via normal MILSTRIP procedures

1 Material removed to accomplish a TCTO must be accounted for and turned in for asset accountability and compliance with all intended disposition instructions

2 TCTO completions will be reported to AFMC for weapons system life cycle tracking purposes

(5) Deficiency Reporting, Investigation and Resolution (DRI&R)

## Block II, Unit 2

## (6) The FSC will process all deficient material exhibits

- (a) Air Force Materiel Command Instruction (AFMCI) 63-510, Deficiency Reporting, Investigation and Resolution (DRI&R) details specific guidelines for identifying deficiencies and resolving those deficiencies within the bounds of program resources as well as appropriate acceptance of risk for deficiencies not resolved in a timely manner
- (b) Defense Logistics Agency Regulation (DLAR) 4155.24, Product Quality Deficiency Report (PQDR) Program, supports shipment, material, and billing actions
- (c) Review and update product exhibit information on submissions
- (d) Coordinate with the applicable aircraft maintenance unit to ensure all associated documents and exhibit assets are promptly processed and managed
- (e) Ensure DRI&R items are tracked back to the Source of Supply
- (f) Drives the continuous improvement of system quality
- (g) It allows investigative findings to be applied to reappearances, for example, in the occurrence of the same common item deficiency on different systems
- (h) Reduces total ownership costs by identifying a system's deficiencies early in its life cycle
- (i) DRI&R processes apply to all USAF and contractor members and organizations who acquire, test, operate, or sustain USAF owned or managed military or weapon systems equipment

## (7) Material Exhibit Equipment DRI&amp;Rs

- (a) When items are received they will be inspected and tested as necessary to verify serviceability
- (b) Received items with a deficient condition must be reported to applicable Source of Supply

1 Procedures for processing all DRI&Rs are found in T.O. 00-35D-54

2 Facilitates process/procedure/manufacture changes to prevent future discrepancies

Block II, Unit 2

(c) Data captured by deficiency reporting may be used as a source of information (with analysis) to reflect the past performance history of either a contractor or organic entity

(d) Air Force Office of Special Investigation (AFOSI) and the Defense Criminal Investigation Service (DCIS) may use this data to support or conduct investigations

(e) Contractors shall report product quality deficiencies on (USAF) government furnished property (GFP) or equipment (GFE)

## Block II, Unit 2

c. Without reference, analyze the Repair Network Enhancement Program (RNEP), with at least an 80%.

(1) Repair Network Enhancement Program

(a) MXG/CC is the OPR for the RNEP program

(b) Provides wing senior leadership a forum to:

1 Evaluate current aircraft weapons systems resource and support status

2 Highlight bottlenecks and problem areas

3 Discuss ways to improve the overall repair cycle process

(c) Will be held at least quarterly and chaired by the WG/CV, MXG/CC and MSG/CC

(d) One of the objectives of the IREP meeting is to increase overall base self-sufficiency for repair and reduce the overall cost of operations

(e) Topics discussed may vary based on local requirements but should include key elements of asset management and costs associated with each of the maintenance stock fund divisions

(f) Asset Profile/Top Projected MICAP Situations

1 In-depth review of an asset identified as critical to mission accomplishment or that causes frequent MICAP situations

2 Data in an asset profile may include number authorized and on-hand, number repaired and not repaired, number of MICAPs, average repair cycle days, average AWP days, monthly demand, item cost, and financial value of assets in the repair cycle

(g) Top CANN Items

1 Items with significant cannibalization histories

(h) AWP Summaries

1 Analyze due-out causes and back order priorities

2 Determine what, if any, supply action is necessary

## Block II, Unit 2

## (2) DIFM Process

(a) When FSC receive serviceable items from maintenance, items are placed in stock

(b) If a due-out release is in the system, item is sent to the customer as quickly as possible

(c) When the FSC receives a non-serviceable items from maintenance, the FSC will accomplish the appropriate paperwork and ensure the item is sent to the correct backshop maintenance activity for repair

(3) Due-out Cause Codes are often referred to as MICAP Cause codes and identify the reason or explanation for not having the item requested available and in stock

(a) Due-out cause codes are broken down by two primary categories: Non-stocked items and Stocked items; additionally, some actions will fall into a seldom used category: Special Purpose

(b) Non-Stocked Item Cause Codes

1 A - No stock level established—First time recurring demand. No previous demand or reparable generation before this request

2 B - No stock level established—Past recurring demand or reparable generation experience but Air Force stockage policy precluded establishment of a demand-based stock level

3 C - Air Force stockage policy permits a demand-based stock level, but an external decision by HQ AFMC has determined that stocking the item at the base should be restricted. This Cause Code is also assigned when Air Force stockage policy permits a demand-based stock level for the item, but only non-recurring demands have occurred on the NSN

4 D - Base decision not to stock the item. A demand-based stock level exists, but the base has taken action not to stock the item such as assigning a maximum level of zero



## Block II, Unit 2

## (c) Stocked Item Cause Codes

1 F - Full base stock-Depth of stock insufficient to meet MICAP/due-out requirement.

2 G - Full base stock-Quantity necessary for requirement is in AWP status. The number of recoverable items in need of repair is equal to or greater than the authorized stock level. Identifies repair part shortages. Assumes if repair parts had been available, a serviceable asset would have been available

3 H - Less than full base stock-Stock replenishment requisition exceeds priority group UMMIPS standards. Focus attention on source of supply processing of stock replenishment requisitions

4 J - Less than full base stock-Stock replenishment requisition does not exceed priority group UMMIPS standards. Additional follow-up or upgrade action may be required

5 K - Less than full base stock-No stock replenishment due-in established. Take action to determine the reason

6 R - Full base stock-Assets cannot be used to satisfy this requirement because they are deployed, inaccessible (off-base supply point), or unavailable

## (d) Special Purpose Due Out Codes

1 Y - Data not available on manually prepared MICAP Start report (B9M) transactions due to the retail supply system being inoperative for unscheduled maintenance

2 Z - System/Commodity received without MICAP item (initial shortage). Cause code Z identifies MICAP incidents due to a lack of initial stockage at the base. This code alerts management to the problem and identifies the items involved

## Block II, Unit 2

d. Without reference, explain the roles and responsibilities of Decentralized Maintenance Support, with at least an 80%.

(1) Decentralized Materiel Support (DMS) is a key aspects of the Materiel Management Customer Interfaces

(a) Supply personnel assigned to installation maintenance units and liaise with M Flight

(b) Coordinate maintenance and materiel actions for assigned maintenance activity

(c) Permanent Change of Assignment (PCA) to an AMXS, and work for a year or more

(d) Assist Customer Support Liaison Element personnel in verification of MICAPS and other high priority issues for their respective units

(2) DMS personnel directly support the Intermediate Repair Enhancement Program (IREP) meeting by:

(a) Providing Materiel Management information pertaining to their respective unit

(b) Advise MXG leadership of supply support problems regarding MX efforts

(c) Identify Materiel Management-related training needs to MXG work center supervisors

(d) Coordinate with MXG work centers and develop a Not Repairable This Station (NRTS) list

(e) Coordinate with the Flight Service Center to ensure the repair work is included in the repair cycle record

(f) Solicit and consolidate inputs from MXG sections to initiate a Quick Reference List (QRL)

(g) Distribute QRL to appropriate MXG work centers and Aircraft Parts Store(s)

(h) Monitor status of all backorder requisitions

## Block II, Unit 2

## (3) Bench stock management concept and purpose

(a) Bench Stock is an absolutely critical element of all aspects of aircraft production and back-shop maintenance efforts, as well as Minor or Major phase or isochronal maintenance support

(b) Establishing a bench stock involves

1 Justification for bench stock establishment

2 Coordination with MSG and MXG leadership, via the applicable squadrons, to ensure compliance with AFI 23-101 and AFI 21-101 requirements

3 Creation of storage bin locations, shelving, small and large containers, etc.

(c) The owning organization is responsible for the identification of all bench stock requirements (types of items and quantities of each desired)

(d) The owning organization must provide the facility, security, and controls to ensure bench stock materials are effectively managed

(e) Items typically stored are critical to effective and efficient production support, and are placed close to "point of maintenance", thereby saving time

1 Some of the typical items found stored in a bench stock include a significant number of fasteners, washers, packings, retainers, bolts, some tool items, rags, cleaning agents, gloves, goggles, etc.

2 Annual reviews of the types of items stored in a bench stock will facilitate future stockage decisions and priorities, and are helpful in acquiring needed materials while avoiding stockage of unneeded items

## Block II, Unit 3

## 3. Inspection Section and Physical Inventory Control Section

a. Without reference, explain the functions and principles of the inspection section, with at least an 80%.

(1) The Inspection Section is responsible for warehouse surveillance programs and training inspectors

(2) The Chief Inspector is appointed by the Accountable Officer and is responsible for executing/overseeing warehouse inspection programs to include the Care of Supplies in Storage (COSIS) program

(3) Other responsibilities of the inspection section include

(a) Identify and monitor test, repair, protection, and preservation of warehouses stocks

(b) Establish and maintain the identification of items received, stored, issued, shipped, and transferred

(c) Validate and process identity changes for materiel for with the AO is responsible

(d) Maintain a file of all active TCTO's for items in the warehouse stockroom

(e) Accept or reject items delivered that require acceptance at the destination

(f) Working with maintenance to determine if items should be accepted or rejected

(4) COSIS Inspection Program

(a) Chief Inspector conducts an overall COSIS warehouse inspections

(b) Copies of the report are provided to the inspected activity for their corrective actions

(c) Inspection personnel follow-up within 10 days to ensure discrepancies were corrected

(d) Discrepancies not closed within 10 days will remain open for tracking purposes

(e) Discrepancies are briefed to the Accountable Officer until resolved

(f) Copies of this report are also provided to LRS/QA for situational awareness

## Block II, Unit 3

## (5) Functional Checks

- (a) Select items in the materiel management system require a functional check prior to acceptance into stock accounts or prior to issue to customers
- (b) Materiel Management personnel will coordinate with appropriate maintenance personnel to ensure proper serviceability of assets
- (c) Inspection Section will manage items requiring functional check assigned to the materiel management warehouse
- (d) All function checks will be performed in accordance with the Technical Order for that particular item

## (6) Identity Changes

- (a) Inspectors will ensure all identity changes are tracked and updated in the materiel management system
- (b) Use FEDLOG or D043 of ES-S to track identity changes AF wide

## (7) Inspection Off-Line Checklist is a file listing items unsuitable for Air Force use

- (a) The Inspection Section is responsible for managing the local Offline Checklist to include
  - 1 Suspect materiel
  - 2 Failed function checks
  - 3 TCTOs not loaded during initial screening
- (b) Items remain for 1 year or until condition is resolved or rescinded

## (8) Electrostatic Sensitive Devices

- (a) Certain devices are very sensitive to electronic interference, so much so that it can damage the item and impact its functionality
- (b) These items are sensitive/susceptible to damage caused by static electricity and or electromagnetic forces
- (c) ESD items require electrostatic/electromagnetic protective packaging materials, special marking, special workstations, clothing, equipment, and handling procedures

(d) ESD protective materials limit static electricity generation by rapidly dissipating electrostatic charges over its surface or volume or provide shielding against electromagnetic interference forces

1 Type I barrier material is intended for use for the water vapor proof electrostatic and electromagnetic protection of microcircuits, certain semiconductor devices (such as microwave diodes and field effect transistors, sensitive resistors and other miniature electronic parts requiring this protection). It is also used where contact with oil or grease is possible

2 Type III barrier material is intended for use for the waterproof electrostatic protective, electrostatic shielding transparent barrier is required and contact with oil or grease is not contemplated

#### (9) Condition Tags and Labels

(a) 1574 (Yellow) - condition codes A,B,C as well as to identify property when the original serviceable tag has been lost or damaged

(b) 1575 (Brown) - condition code J,K,L, and Q items which are suspended from issue pending condition classification

(c) 1576 (Blue) - condition code D items that require test, alteration, modification (TCTO and Function Check Items)

(d) 1577 (Red) - condition code H items that are unserviceable or condemned

(e) 1577-2 (Green) - condition code E,F, and G items that unserviceable materiel that can be repaired/restored

(f) AFTO Form 350 - a two part form required on items removed for maintenance shop processing.

1 Include removed engines end items, components removed from end items and subassemblies removed from assemblies

2 A completed AFTO Form 350 serves to identify the origin of an item and contains key data elements needed to document shop actions

## Block II, Unit 3

(10) First-in First Out (FIFO) is required to ensure those items with a shelf-life are effectively management.

(a) In essence, those items with the earliest shelf-life (i.e. oldest items) will be issued first to limit spoilage and waste

(b) Items with a short shelf life should be screened at least once each month to purge unserviceable assets

(11) Shelf Life Coded Items are those items that have deteriorative characteristics to the degree that a storage time period shall be assigned to ensure that they will perform satisfactorily

(a) DD Form 2477 Inspection Extension labels are used to update DD Form 1574/1575 for Type II items which have expired

(b) User/customer is responsible for correct shelf life identification after it is received from supply

(c) Testing is not required for expired materiel if the cost of testing exceeds the total cost of the material (line item) on hand or when only one unit remains and the unit will be used up in testing

(12) Hazardous Materials are those items which pose a physical danger to personnel or equipment. AFI 32-7086 discusses the measures that we must take to properly store and handle HAZMAT

(a) Corrosives: materials that have a destructive effect on human tissue and both steel and aluminum on equipment

(b) Flammables: they can come in solid, liquid, and aerosol forms and can ignite when exposed to hit or ignition sources

(c) Cylinders: these containers are filled with either hazardous or non-hazardous gases stored under moderately or extremely high pressures. They can explode when handled improperly or if they are exposed to heat sources

(d) Low-Hazard Materials: materials that still pose a threat to personnel and equipment, but not to the degree of those three previously listed. Examples include low-grade acids, pesticides, poisons, and certain batteries

Block II, Unit 3

(13) Annual Internal Inspections

(a) The inspection section is required to conduct annual internal inspections as part of the COSIS program

(b) Items to consider for these inspections include but are not limited to:

1 ESD storage

2 Proper storage placement (indoor vs outdoor storage, controlled item storage)

3 Warehouse Bin Labels

4 Items requiring functional check



## Block II, Unit 3

b. Without reference, identify the principles and roles of the physical inventory section, with at least an 80%.

- (1) The Accountable Officer is ultimately responsible for safekeeping of installation assets and inventories
- (2) The Accountable Officer and M Flight/CC establish local procedures for control of storage area visitors
  - (a) Visitors will be escorted or wear a badge authorizing their presence
  - (b) Sign-in/sign-out log is required to record all warehouse visitors
- (3) Inventories serve two purposes
  - (a) Validate an Account and ensure that stock records match actual stocks
  - (b) Correct Errors that may be present as a result of an out of balance condition
- (4) Selecting assets for issue requires daily action and attention to detail
  - (a) Fill or Kill actions generate an automatic issue transaction
  - (b) Warehouse personnel must take action to move assets from stock and deliver to customers
- (5) Potential Selection Issues
  - (a) Warehouse Refusal: Materiel Management's inability to satisfy a fill/kill request for a customer, likely means records are inaccurate; may occur if warehouse location is empty or does not contain sufficient items to fill order
  - (b) Excess Stock (ES-S shows 0-balance but items are on shelf--inaccurate records)
- (6) Organization Refusals (Org Refusals)-Occurs when organizational customer refuses to accept an item (damaged, wrong item, incorrect quantity, etc.)
  - (a) Customer must annotate all receipt copies with phrase "Organizational Refusal"
  - (b) Transportation personnel will return documents and property to Inspection Section

## Block II, Unit 3

(7) Inventories require planning to avoid mission impact. The length of time and number of items per inventory should be enough to accurately capture the current state of inventory while limiting impact to operations and customers

(8) Physical Inventory Control Section will establish an inventory schedule by FY to ensure all items assigned to a warehouse location and/or detail record are inventoried per AFI 23-101

(a) Warehouse personnel and Physical Inventory Control Section may serve as inventory counters

(b) Inventories are conducted by Lots

1 Identifiable aggregations of stock items

2 Based on item locations, federal supply class, security, etc.

3 Lot size is established by local Materiel Management leadership

4 Should represent a meaningful portion of total inventory workload

5 Lots should be small enough to permit inventory process completion

(c) All materiel and equipment items in storage/in use are subject to inventory annually

(9) Frequency of inventory counts is based upon item category

(a) Exceptions to annual inventory

1 Complete NWRM physical inventory count must be completed semi-annually

2 COMSEC equipment and Weapons physical inventories are completed semi-annually

3 AFMC may issue Worldwide Inventories on specific items located

## Block II, Unit 3

## (10) 2 types of Inventory Counts

## (a) Complete Inventory Counts

- 1 Counting all items within specified parameters
- 2 Concerned with both Range and Depth of stock
- 3 Apply to all stock record account codes, satellites, and custodial accounts

## (b) Special Inventory Counts

- 1 Reconcile out-of-balance discrepancies discovered during other than complete or sample inventory
- 2 Concerned with only the Depth of a few items
- 3 Applies to all on-hand and in-use materiel and equipment items

## (11) Inventory Counts may take place in either a Closed or Open Warehouse

## (a) Closed Warehouse

- 1 Warehouse, or a portion of, is closed to all receipt and issue transactions
- 2 Type "A" Non-MICAP and type "1" MICAP issue requests are the only exceptions

## (b) Open Warehouse

- 1 Normal receipt and issue transactions will continue throughout the inventory
- 2 Stock Records will change as issues and receipts continue

(12) Discrepancies will occur between stock record balances and on-hand balances in storage

(13) There are two purposes for research:

- (a) Establish liability, providing relief to AO/RO for items not located
- (b) Determine acts of negligence or abuse by individuals

## Block II, Unit 3

## (14) Two primary types of research: Inventory and Causative

(a) Inventory: Identify causes for out-of-balance conditions and is divided into 2 sub-processes:

1 Post-Count Validation: at inventory conclusion, results are analyzed to ensure results obtained reflect correct material counts

2 Pre-Adjustment Research: additional analysis of records to ensure applicable transactions have been accounted for, prior to adjusting (up or down) inventory counts and dollar values

(b) Causative Research: identify, analyze, and evaluate inventory discrepancies root causes

1 Eliminate repetitive errors

2 Required on pilferable items valued at over \$100

3 Required for controlled items

4 Required for DIFM items

5 Required for inventory adjustments totaling more than \$1,000

6 Causative research ends when discrepancy cause is discovered, or produces no conclusive findings

(15) Discrepancies found during Inventory Counts or during Research may be Resolved or Unresolved

(a) Resolved Discrepancies - Correctable by reprocessing a transaction to correct the balance or performing a records reversal

(b) Unresolved Discrepancies - Not corrected by reprocessing transactions to correct the balance

(16) Records Reversal and Correction (formerly RVP)

(a) Inadequate research and subject knowledge could result in rejects or erroneous inventory adjustments

(b) When processing the record reversal, coordinate with Asset Management to determine correct quantities, unit of issue or stock numbers when necessary to ensure accurate processing of the record reversal

(17) All adjustments to accountable records must be accomplished within 30 days

(a) Includes the dollar value shown on the inventory records

(18) Consolidated Inventory Adjustment Document Registry (M10) assists the Accountable Officer in evaluating the accuracy of accounts

(a) Identify areas where adjustments are being made by Materiel Management

(19) Certain documents within the Materiel Management system will be of particular interest to both the Materiel Management Flight Commander and Accountable Officer

(a) Consolidated Transaction History (D37)

1 A computerized compilation of daily transaction records

2 Using these compiled records, users can search the CTH area to reverse-post transactions, to make inquiries, and to control documents

3 Eliminates the need do rely on multiple days (up to a years worth) of D06 Daily Transaction Listing

4 CTH inquiry process allows users to research and compile transactions in a user defined sequence

## Block II, Unit 3

c. Without reference, explain the principles of document control, with at least an 80%.

(1) Document Control monitors supply and equipment documents that establish the Accountable Officers accountability of stock items

(2) Document Control will ensure any action affecting the stock record account is processed through the applicable materiel management IT system

(3) Document Control will perform quality control checks

(a) At a minimum, document number, stock number, quantity and unit of issue are compared between each document and the materiel management IT system record for accuracy

(b) Additional quality control checks are as follows:

1 Only individuals identified on the classified authorization listing can sign for classified items.

2 Immediately report security incidents to the LRS CC/AO and the squadron security manager if unauthorized individuals have signed for property

(4) Delinquent Documents

(a) A document becomes delinquent on the sixth calendar day after the processed date on the document control record for on-base organizations and satellites on the 11th calendar day for off-base organizations unless it contains a modified delinquent requirement

(b) Classified: All classified items (including NWRM) are delinquent after 3 calendar days=

(c) All controlled item source documents that apply to Small Arms/Light Weapons (SA/LW) are delinquent after 3 calendar days

(d) COMSEC documents are delinquent after 3 calendar days

(e) Delinquent documents will be processed IAW AFMAN 23-122

## Block II, Unit 3

(5) LRS/Materiel Management Activities will retain hard copy or IT/electronic image source documents or Fileable documents. These documents include:

- (a) Issue Transactions
- (b) Local Purchase Receiving Transactions
- (c) Bench Stock Issue Transactions
- (d) Directed Shipment Transactions
- (e) Shipment Transactions
- (f) Unit of Issue and/or Unit Price Change Transactions
- (g) Identity Change Transactions
- (h) Disposal Transactions

(6) The following documents will be filed and maintained permanently by Document Control:

- (a) All classified and NWRM documents
- (b) All receiving documents except local purchase, with an extended cost dollar value greater than \$1,000
- (c) Local Purchase receiving documents regardless of extended cost dollar value

(7) Files Management and Disposition

- (a) Document Control will maintain a Files Maintenance and Disposition Plan in accordance with AFMAN 33-363
- (b) All information for disposition of files will be found in this plan and on the Air Force Records Information Management System (AFRIMS)
- (c) Official records vary widely to include books, papers, maps, photographs, electronic media, or other documentary materials, regardless of physical form or characteristics, that the Air Force makes or receives under Federal law or during the course of its public business and keeps as evidence of its organization, functions, policies, decisions, procedures, operations, or other activities, and because of the material's informational value
- (d) Disposition timeline will vary based on the type, classification, and age of official records.
- (e) Consult with your base Chief of Records to ensure compliance with all public laws and instructions with respect to materiel management documents

## Block II, Unit 3

## (8) Processing Degraded Operations (Post-Post Transactions)

- (a) Governing materiel management support processes must be performed in the event the materiel management IT system (in whole or in part) is not available
- (b) Degraded operation condition exists when automated systems are inoperative or other circumstances significantly impede normal materiel management processing
- (c) Materiel management support operations are degraded when automated systems are not accessible; are temporarily down due to power failure, environmental condition, hardware/software problem, etc.; or during normal offline periods (end-of-day, end-of year).
- (d) Manual accounting procedures must be used during degraded operations

## (9) Contingency Teams For Degraded Operations

- (a) The composition of the management team may vary, but normally it will include the LRS CC/AO or equivalent, the Contingency Team Chief, and representatives from each affected elements. The initial team meeting will focus on assessing the situation and reviewing the contingency plan
- (b) This team will conduct situation assessments, identify problems, and make recommendations for operation changes throughout the exercise/situation.

## (10) Document Control For Degraded Operations

## (a) General Issues, Releases, and Shipments

1 Once the appropriate signature has been obtained, Document Control will receive copy 1 of all degraded operations documents

2 Maintain these documents in a suspense file according to ascending Julian date serial number

3 When the document is one that Document Control must keep, file the handwritten accountable materiel management document in the permanent document file

## (b) Returns

1 Inbound Cargo or designated return point will send a copy of all returns to Document Control

2 Maintain returns in a suspense file in document number order



(11) Certain documents within the Materiel Management system will be of particular interest to both the Material Management Flight Commander and Accountable Officer

(a) Consolidated Transaction History (D37)

1 A computerized compilation of daily transaction records

2 Using these compiled records, users can search the CTH area to reverse-post transactions, to make inquiries, and to control documents

3 Eliminates the need do rely on multiple days (up to a years worth) of D06 Daily Transaction Listing

4 CTH inquiry process allows users to research and compile transactions in a user defined sequence

(b) DIFM Management Listings, to control DIFM items

1 Repair Cycle Asset Management List (D23)

a Tool to monitor status and maintain visibility of issued assets within the repair cycle

b Mx uses D23s to maintain DIFM control, workload schedules and repair priorities

2 Awaiting Parts (AWP) Validation Listing (D19)

a Monitor bits and pieces on order to repair XD1, XD2, or XF3 assets in AWP status

b End-item document number, due-out document number and due-in document number

c When all items are received for an AWP end-item, DIFM status changes to FWP

(c) Consolidated Inventory Adjustment Document Register (M10)

1 Produced monthly by Inventory section for AO signature

2 Contains all information regarding official adjustments to the detail record as a result of out of balance conditions discovered through inventory actions or otherwise

## Block II, Unit 3

d. Without reference, analyze the consolidated inventory adjustment document register (M10) and the detail record, with at least an 80%.

(1) As a Material Management Flight Commander, the Consolidated Inventory Adjustment Record provides visibility of account inventory overall and for specific periods of time, which acts as a tool for identifying potential trends in missing items and their associated costs.

(2) Consolidated Inventory Adjustment Document Register (M10 / NGV836)

(a) Captures all adjustments to the Official Detail Record for a supply account.

(b) Purpose: to assist the LRS CC/AO or equivalent in evaluating the accuracy of the account, and to identify areas where adjustments are being made, as follows:

1 Provides a consolidated listing of adjustments to record balances

2 Produces a list of controlled item adjustments, and identifies sample inventories in progress over 30 days

3 Produces a signature page for each type account within system designator containing all required certifying and approving signature elements

(c) The Consolidated Inventory Adjustment Document (IAD) Register (M10) must contain an entry for each adjustment transaction appearing on the following two registers:

1 D-04 - Daily Document Register – identifies daily items processed

2 D-06 – Daily Transaction Register – changes in item status daily

3 Additionally, the following documents, D-37 – Consolidated Transaction History, and the D-23 – DIFM – Due in From Maintenance, are compilations of customer requests and production repair actions over a specified period of time

(3) Detail Record

(a) The detail record is the list all items on an organizations supply account

(b) It is used to ensure accountability of all assets under the control of the Accountable officer

(c) Detail Record information for assets is input by Customer Service representatives and maintained by the Document Control section.

## Block II, Unit 3

## (4) Stock Levels

(a) Stock levels reflect customer past demands of items necessary to meet mission accomplishment. The USAF uses three stock level methodologies:

1 AFMC uses Readiness Based Leveling (RBL)

2 DLA utilizes Customer Oriented Leveling Technique (COLT)

3 DLA also utilizes Proactive Demand Leveling (PDL)

(b) When current stock levels are insufficient, requests for adjusted stock levels (ASLs) are submitted to AFMC. This effects all three methodologies.

(c) Types of Approved Levels: Categorized as Permanent, Temporary, or Directed based on analysis/review reasons and results.

1 Permanent Levels: When analysis/ review determines the need for an ASL based on an indefinite period or critical mission requirement and the demands pattern will not warrant an RBL/COLT level, a permanent level will be approved “Sustainment Flag P”. Permanent Levels can be loaded as a Minimum, Maximum, or Fixed type levels

2 Temporary Levels: When missions change, or new mission requirements justify ASLs and the purpose for new levels indicate future demands will result in self-sustaining levels, AFMC establishes the level as a temporary level using “Sustainment Flag T”. Loaded as Minimum, Maximum, or Fixed Level.

3 Directed Levels: ASLs from higher levels are termed directed because quantity, application, justification and approval have already been determined; directed ASLs are established in ILS-S as: Loaded as Minimum memo ASLs, Maximum memo ASLs, or Fixed firm ASLs upon receipt.

## Block II, Unit 3

e. Without reference, analyze the Reports of Survey Process, with at least an 80%.

(1) AFMAN 23-220, ROSs for Air Force Property prescribes guidance and procedures applicable to Air Force ROS Program

(a) Reports of Survey are required for all property losses more than \$500 and are adjudicated using the gross negligence standard

(b) A report of survey is required if there is evidence of gross negligence, willful misconduct, or deliberate unauthorized use, or if property records must be adjusted

(c) USAF members and employees can be held financially liable for loss, damage or destruction of AF property caused by negligence, willful misconduct, or deliberate unauthorized use

(2) General ROS Purposes

(a) Research and investigate causes of loss, damage, or destruction of property and determine if it was attributable to negligence or abuse

(b) Assess monetary liability against individuals, or relief from liability if no evidence of negligence, willful misconduct, or deliberate unauthorized use

(c) Provide documentation which can be used to support accountable record adjustments

(d) Provide commanders with case histories to facilitate corrective action to prevent recurrence

(3) ROS Objectives

(a) One ROS program objective is to point up materiel management weaknesses; Block 10 of the DD Form 200 addresses actions to prevent recurrence

(b) AFI 23-111, Management of Government Property in Possession of the Air Force should be referred to regarding responsibility for Government property

## Block II, Unit 3

## (4) Examples of when a ROS is Mandatory

- (a) Controlled, sensitive, weapons, or classified items damaged or destroyed unless exempted; if the ROS contains classified information, ROS must have appropriate Security Classification
- (b) Evidence of abuse, gross negligence, willful misconduct, or deliberate unauthorized use, fraud, theft, or if negligence is suspected
- (c) Negligence is evident in the loss of hand tools regardless of dollar value unless voluntary monetary reimbursement or replacement in kind is offered and accepted
- (d) Hand tools or other pilferable items over \$100 unit cost or \$500 total cost
- (e) Stock records are adjusted for pilferable items in excess of \$2,500
- (f) Stock records are adjusted for uncontrolled/non-pilferable items in excess of \$16,000
- (g) Stock record adjustments exceed \$50,000

## (5) When property is lost, damaged, or destroyed, the ROS Program Manager will be advised promptly so a ROS number can be assigned

- (a) Organization possessing the property will initiate a ROS and that unit CC, or in some cases the appointing authority, will appoint an investigating officer (IO) to determine the facts

## (6) Investigating Officers must be "disinterested" and have no custodianship, care, accountability, or safekeeping interest for the property

- (a) When appointed as Investigating Officer, investigation completion becomes a primary duty
- (b) Investigating Officer, at a minimum, will answer six questions
  - 1 What happened
  - 2 How it happened
  - 3 Where it happened
  - 4 When it happened
  - 5 Who was involved
  - 6 Is there evidence of negligence, misconduct, or deliberate unauthorized property use/disposition

## Block II, Unit 3

- (c) Investigating Officer, based on facts, makes findings and recommendations on personal liability
- (d) ROS is referred to the Accountable Officer for records adjustments
- (e) Investigating Officer allows person(s) involved to review the case and provide verbal or written information to refute findings and recommendations
- (f) ROS is processed to the approving authority for assignment of financial responsibility against individual(s) charged, or relieving them from responsibility
- (g) If financial responsibility is assessed, ROS will be referred to the legal office for review
- (h) The approving authority reviews the ROS and assigns or relieves financial responsibility
- (i) ROS is submitted for acknowledgment by individual(s) charged, who are advised ROS action may be appealed to the next level in the chain of command above the person assigning financial liability assessment

## (7) Disciplinary Action

- (a) Assessment of financial liability will not be used instead of, or as a form of, disciplinary action
- (b) CCs must take disciplinary action if cases warrant taking disciplinary action under Uniform Code of Military Justice (UCMJ); this is a separate action not related to assessment/non-assessment of financial liability
- (c) CCs are encouraged to use administrative actions when assessment of financial liability by ROS is not practical or desirable; measures could include counseling, oral or written reprimands, appropriate remarks in performance evaluations, service to the installation or the community, or non-judicial punishment under Article 15 of UCMJ

## Block II, Unit 4

## 4. Wholesale Material Management (AFMC/AFSC/DLA)

a. Without reference, analyze the principles and procedures of Material Management, with at least an 80%.

## (1) DoDI 4140.01 DoD Supply Chain Materiel Management Policy

(a) Provides policies applicable to Supply Chain and Materiel Management and requires the armed services to maintain materiel control and visibility of inventory, including retail inventories

## (2) AFPD 23-1

(a) Establishes direction for determining and stocking materiel requirements, ordering, receiving, storing, issuing, demilitarizing, and disposing of USAF materiel

(b) Per AFPD 23-1 the USAF shall

1 Manage materiel resources from time ordered until time issued

2 Controlled materiel is accurately received, stored, issued, demilitarized, and disposed of

3 Maintain supply chain Positive Inventory Control (PIC) and In-Transit Visibility (ITV)

## (3) AFI 23-101 Air Force Materiel Management

(a) Implements Secretary of the Air Force (SECAF) direction, as outlined in AFPD 23-1, Materiel Management

(b) Provides direction for determining and stocking materiel requirements, cataloging, ordering, sourcing, receiving, delivering, and return/disposal of materiel for Class IX repair parts, select Class VII major end items and Class II items as identified and approved by Headquarters Air Force (HAF)

## (4) AFMAN 23-122 Materiel Management Procedures

(a) Basic Supply Procedures Manual

(b) Implements AFPD 23-1 and AFI 23-101 directions specific to stocking, storage, ordering, sourcing, receiving, issuing and disposition requirements.

(c) Majority of base-wide daily supply management activities are covered in this manual to include technical processes and procedures with materiel management systems

## Block II, Unit 4

(5) Efficient material management optimizes AF resources and operations while ensuring responsible use of tax-payer dollars

(6) Each operational location is assigned a Stock Record Account Numbers (SRANs)

(a) Every location has a unique SRAN, i.e. FB3020

(b) A SRAN is a 6-digit alpha-numeric code identifying a supply account address (base)

(c) Each SRAN digit identifies a piece of information regarding a supply account

1 The first digit is the service owning the transaction

a F = USAF

b N = US Navy

c A = US Army

2 The second digit represents the installation Type Activity Code (TAC) that is processing the transaction

a B = Base Supply

b E = Base Equipment

c P = Fuel Supply

d V = Munitions

3 Digits 3-6 comprise a 4-digit address unique to each base (Example: 3020 = Sheppard AFB)

(7) National Stock Numbers (NSNs) are official labels applied to items throughout federal supply system

(a) An NSN is a unique identifying series of numbers referring to a single item

(b) Every item processed by the US Federal Supply System is assigned an NSN and they are used to identify and manage military supply chain items



## Block II, Unit 4

(8) Certain NSN's can be substituted or changed for another NSN. These are called interchangeability and Substitution Groups (I&SG)

(a) NSN's may be identified as part of a subassembly, or the NSN will change all together based on new manufacturers etc

(b) To identify changed NSN's, technicians can look in FEDLOG or on the D043 system

(9) Expendability, Recoverability, Reparability, Cost-Category Codes Designators (ERRCD) are 3-position alpha-numeric codes assigned to items based on the nature and cost of that particular item

(a) The first position signifies the nature and durability of the item

1 X = expendable

2 N = non-expendable

(b) The second position represents the highest level of repair and lowest level of condemnation

1 B = user level

2 F = field level ie. aircraft maintenance back-shops or centralized intermediate repair facilities

3 D = depot level

(c) The last position is Cost Category. It indicates the items' value and who paid for it

1 "1" and "2": Investment Items (high cost) paid for by Depot, MAJCOM, or HAF

2 "3": Expense Items: Usually purchased out of organizational funds and generally not intended to be repaired or reused. These items are disposed of rather than repaired repeatedly

(10) Once a Customer Request is received, the request is coded to specify the requesting organization, priority of the request, and specific processing requirements

## Block II, Unit 4

- (11) Once the issue request is processed in the system, one of four things can happen
- (a) “Fill” – the item is available on the shelf
  - (b) “Kill” – the item is NOT available on the shelf, but IS available in a War Readiness Materiel (WRM) asset on the installation like a Readiness Spares (RSP) Kit
  - (c) "Backorder"- the item is not available on the shelf nor in a WRM asset. It must be ordered from another source of supply
  - (d) “Reject” – the requisition input is not recognized by SBSS meaning there is likely an error with the request itself
- (12) When the system produces a Fill or Kill, warehouse personnel will locate the item using the Warehouse location code
- (a) If the customer is present, the pulled item will be issued immediately to the customer
  - (b) If the customer is not present, the item will be stored in a staged pick-up location or handed to Documented Cargo for Delivery
- (13) Storage and Distribution Operations comprise 2 general types of storage facilities
- (a) Covered Storage is any storage space within a roofed structure
    - 1 It is AF policy to use existing covered storage facilities to the maximum extent possible
    - 2 Covered storage offers the best protection from the outdoor elements
  - (b) Open Storage
    - 1 Any uncovered space used for storage purposes
    - 2 Designed for storing items not requiring outdoor element protection or other special handling instructions
    - 3 Open Storage is divided into 2 types
      - a Improved: have been manicured and organized to improve access and security
      - b Unimproved: have not been modified in any way

## Block II, Unit 4

- (14) Certain items require alternate or additional procedures for storage, handling, and inspection
- (15) Items requiring function checks prior to issue
- (16) Warranty items
- (17) Assets pending modification
- (18) Controlled items are those items that are scarce, very costly, highly technical, or have a high resale value. They are further divided into 3 categories:
  - (a) Classified: those items requiring protection in the interest of national security
  - (b) Sensitive: those items requiring a high degree of protection and control
  - (c) Pilferable: those items that have a ready resale value, civilian utility and especially subject to theft
- (19) Shelf Life Coded Items are those items that have deteriorative or unstable characteristics
- (20) Hazardous Materials pose a physical danger to personnel or equipment
- (21) There are 4 general types of hazardous items that Materiel Management will manage
  - (a) Corrosives: destructive effect on human tissue, steel and aluminum
  - (b) Flammables: can ignite when exposed to ignition sources
  - (c) Cylinders: can explode when handled improperly or exposed to heat sources
  - (d) Low-Hazard Materials: pose a threat, but not to degree of prior categories

## Block II, Unit 4

(22) Warehouse personnel will assign and maintain permanent warehouse locations for each serviceable item stocked; each warehouse location is identified using an alphanumeric 10 or 11 digit code known as the Warehouse Location Code

(a) The code is arranged in alternating letter/number sequence to distinguish one location from another

(b) Each part of the code refers to an element within the storage are i.e. shelf/level/bin location

1 The first position in the code refers to either the Warehouse (for indoor storage) or Storage lot (for outdoor storage) that the item is placed in. Warehouse and storage lots are identified with a 2 digit number

2 The second position refers to the Stock Room (indoor) or Storage Block (outdoor) by which the Warehouse or Storage lot is divided. These are identified by a letter

3 The third position represents the bin row within the Storage Room or Block. Bin rows are identified by a 3 digit number and usually appear as a row of shelves

4 The fourth position is the storage level at which the item is stored. Levels are identified using letters and begin from the ground floor with A and work upwards

5 The fifth position identifies the bin or space on the shelf and works from front to back and left to right

6 The sixth position in the code is optional and represents the bin subdivision. Bin subdivisions are typically used for smaller items stored in bin drawers

(23) Bin Labels are affixed to every “active” storage location in a Warehouse of Storage Lot. They contain Warehouse Location Code for each item and make it easier to determine the identity of the item in that location

(24) Documented Cargo Operations fall under the Deployment and Distribution flight. However, they will have a close working relationship with the Material Management Flight

## Block II, Unit 4

## (25) Documented Cargo Operations Responsibilities

(a) Under Vehicle Operations, Documented Cargo Operations is responsible for all Documented Cargo services and Due-In for Maintenance (DIFM) returns within the confines of the installation

(b) Documented Cargo Operations deliver supplies and equipment to base units by using the Time Definite Delivery (TDD) concept

1 Time Definite Delivery (TDD) concept of operations is a standard for delivery of supplies, equipment, and cargo that utilizes scheduled sweeps over designated routes/areas of the installation

2 The frequency of scheduled sweeps and number of delivery routes/areas determined by local mission, volume of cargo, and customer needs

(c) Supports movement of cargo from Materiel Management Flight storage/issue locations to the Aircraft Parts Store, Flight Service Centers, and Cargo Movement

(d) Delivers shipments to Defense Logistics Agency (DLA)-Disposition Services generated from Cargo Movement or Materiel Management Flight

(e) Delivers directed/non-directed lateral shipments originating from Flight Service Center and Aircraft Parts Store to Cargo Movement

## (26) Documented Cargo Operations Process

(a) Materiel Management Flight (LGRM) will provide the Documented Cargo Section with copies of delivery destinations, unit POCs, and Classified Receipt Listing

(b) Priority cargo (priority cargo and MICAPS) will be delivered as soon as possible (goal is within 30 minutes).

(c) LGRM and Cargo Movement are responsible for notifying Vehicle Operations when priority cargo is ready for delivery

## Block II, Unit 4

b. Without reference, analyze the various materiel management research systems to include ES-S, EMALL, FEDLOG, D043, and LIMS-EV, with at least an 80%.

(1) Federal Logistics Data (FEDLOG)

- (a) FEDLOG is a database published monthly by the Defense Logistics Agency
- (b) It is used by multiple career fields to retrieve management, part reference/part number, supplier, and other pertinent data for National Stock Numbers with the Federal Supply System

(2) D043 Air Force Interchangeability and Substitutability Data File

- (a) D043 contains item information by Master National Stock Number and Related National Stock Number
- (b) It provides the Air Force with the functional and physical replacement items that are equivalent in performance, reliability, and maintainability
- (c) In addition, it contains information on items capable of being exchanged for another under specific conditions or applications
- (d) Records for all identity changes are kept in the D043 and updated in real time. FEDLOG is updated monthly
- (e) The inspection section will manage all identity changes for stock records for your accounts

(3) Electronic-Mall (E-Mall)

- (a) Internet-based electronic mall designed to make it easier for customers to place, track orders, and pay for products

(4) Logistics Installation and Mission Support - Enterprise View (LIMS-EV)

- (a) LIMS-EV is made of a host of different capabilities spanning across Executive, Logistics Readiness, Requirements, Maintenance Repair and Overhaul, and Installation and Mission Support capabilities
- (b) The goal of the LIMS-EV is to be the One Version of the Truth for A4/7 Reporting and Analysis
- (c) LIMS-EV consumes and processes data from 70+ legacy system to deliver official DoD and AF Key Performance Parameters and Key System Attributes

Block II, Unit 4

(5) Enterprise Solution-Supply (ES-S)

- (a) ES-S records and enables supply transactions
- (b) Provides enterprise level view of the materiel in the AF inventory
- (c) ES-S executes the following actions
  - 1 Filling materiel items requests (Issues)
  - 2 Requisitioning items (placing on order)
  - 3 Processing items personnel have turned back in
  - 4 Tracking backorders and shipments
  - 5 Inventory actions
  - 6 Accounting for supplies and equipment

## Block II, Unit 4

c. Without reference, identify the principles of commodity procurement and movement, with at least an 80%.

(1) The Military Standard Requisition and Issue Procedures (MILSTRIP) is a standard or uniform method of requisitioning supplies from the Source of Supply (SOS) that is common to all branches of service

(a) In the past, each military service used its own forms, formats, and procedures for requisitioning supplies

(b) This created an undue burden on our Sources of Supply, forcing them to respond to widely varied procedures to fill customer demands

(2) The MILSTRIP procedure will be the same for all services requisitioning supplies and is as follows

(a) Step 1: Customer places a demand on a source of supply (SOS)

(b) Step 2: A material release order is produced at the SOS and drives SOS personnel to check on the availability of the part

(c) Step 3: A Supply Status is generated indicating if the item is available and/or releasable for the customer

(d) Step 4: A materiel release confirmation is generated, indicating to SOS personnel if the item is releasable as well as shipping instructions

(e) Step 5: A shipment status is generated for the customer indicating when the item will ship and an estimated arrival date

(f) Step 6: The materiel is shipped to the customer. this shipment generates either a Bill of Lading (CONUS) or Transportation Control and Movement Document (OCONUS)

(g) Step 7: Customer will acknowledge receipt of the item indicating the requisition has been fulfilled

(h) Step 8: Money is transferred from SMAG funds to SOS to complete MILSTRIP process

(i) MILSTRIP Items will be processed in the materiel management system

(j) The system will generate a DD Form 1348-1a for acceptance and movement



## Block II, Unit 4

## (3) Uniform Material Movement and Issue Priority System (UMMIPS)

(a) Provides a system to ensure requirements are processed in a timely manner

(b) UMMIPS sets time-definite delivery (TDD) standards--TDD standards are assigned by

1 The maximum time during any given pipeline segment

2 Geographical area of the activity originating the order for a designated transportation priority

3 Each activity indicates the priority information by a force/activity designator (FAD) and an urgency of need designator (UND)

(4) A key to ordering material items is determination of the importance and urgency. Two factors are used to determine the proper priority: Force Activity Designators (FADs) and Urgency of Need Designators (UNDs)

(5) FADs are Roman numerical codes signifying relative order of importance of requesting organization; they are assigned by SECDEF, Chairman of the Joint Chiefs of Staff, or a DoD Component, indicate a unit's relative mission essentiality (importance)

(a) I – Combat Forces

(b) II – Combat Readiness

(c) III – Deployment Readiness

(d) IV – Active & Reserve

(e) V – Other

## Block II, Unit 4

(6) UNDs are used to signify the degree of urgency, directly associated with how mission effectiveness is impacted due to non-availability of materiel. The urgency of need is broken down into Non-MICAP and MICAP requests

(a) Parts ordered as Non-Mission Capable (non-MICAP) related

1 “A”: Prevents the activity from performing their mission

2 “B”: Impairs, but does not prevent, the activity’s mission

3 “C”: Stock Replenishment or routine requirements that do not qualify a higher UND

(b) Parts ordered as Mission Capable (MICAP)

1 “1”: Prevents mission accomplishment; end item is not operationally ready, is out of commission, or inoperative

2 “J”: Impairs primary mission accomplishment; end item is not fully equipped or is operating in a limited or restricted capacity

3 “/”: Caused by battle or combat damage

(7) Transportation Priorities

(a) To determine transportation priority, combine FAD with UND to determine movement priority

(b) There are three TDD categories: 1, 2, and 3

(c) Priority Designator's are divided into three categories

1 01-03- highest level, eligible for TDD 1 or 2 (air movement or expedited surface)

2 04-08- middle level, eligible for TDD 2 or 3 (non-expedited air or surface)

3 09-14- lowest level, eligible for TDD 3 (surface, ground, rail or sealift)

## Block II, Unit 4

(8) The aggregate time-definite delivery (TDD) standards represents the targeted time, within a specified level of confidence (85 percent), that requisitioned materiel should be delivered to customer

(a) The time starts when the requisition is established and ends when the customer provides acknowledgment of the receipt of requisitioned materiel to the inventory manager

(b) For a typical UMMIPS request, customers will request a specific Required Delivery Date (RDD) in the form of a Julian date

(c) When dealing with expedited UMMIPS situations, the following codes will be used

1 777 - indicates that the customer is requesting expedited transportation

2 999 - indicates that an OCONUS customer (or a CONUS customer alerted for OCONUS deployment within 30 days) is requesting expedited handling due to a not mission capable supply (NMCS) requirement

(9) Supply Assistance Requests

(a) When all other attempts have failed to acquire current or improved status for priority 01-08 requisitions, the supply assistance request message should be used

(b) The LRS/Materiel Management Activity will assist customers with preparing supply difficulty and supply assistance requests for forwarding to AFMC

(c) AFMC will combine base inputs and submit assistance requests to the appropriate ALC or SOS, and return responses to the initiators

(d) The supply assistance request message informs the source of supply how the lack of the requisitioned item affects mission support

(e) Supply assistance request messages should be used when repeated attempts to improve the Estimated Shipment Date (ESD) have failed

## Block II, Unit 4

d. Without reference, analyze the Tracer Action Reports and Shipping Discrepancy Reports, with at least an 80%.

(1) When UMMIPS standards are not met, Materiel Management personnel should initiate a Tracer Action Report (TAR)

(a) TAR transactions are used to initiate tracer action, and update transportation tracer flags on shipment status details

(b) After initial identification and set up of transportation tracer flags, TAR transactions are used to delete erroneous shipment status details, or provide internal controls to allow for subsequent receipt processing

(c) Specific TAR transactions are processed if delayed or lost requisitions (shipments) are never received

(2) The M16 report lists shipment status details updated during TAR processing and provides statistical data by source of supply and mode code

(a) The M16 report segregates delayed or lost requisitions (shipments) into potential losses, actual losses, or recovered shipments

(3) Shipping Discrepancy Reports: The SDR program is used to promote evaluation, correction, prevent recurrence and improvement of logistics operations

(a) To describe the procedures for submitting, following up, and replying to SDR. For policy specific requirements review AFI 23-101 and for IT specific guidance use AFH 23-123

(b) The LRS CC/AO will ensure detailed SDR data is maintained to analyze their programs. Bases must collect information on the number of SDRs submitted and received, dollar value, and discrepancy type. The number of follow-ups responses received, unresolved SDRs, and dollar values recovered will also be measured.

(c) Operations Compliance will semiannually report the effectiveness of the SDR program to their respective MAJCOMs.

## Block II, Unit 4

e. Without reference, explain the principles of equipment management, with at least an 80%.

(1) Air Force Equipment Management System (AFEMS)

- (a) AFEMS provides managers with uniform ways of handling equipment across all MAJCOMs
- (b) Managers can authorize, account for, and report the on-hand distribution of equipment
- (c) Allows equipment managers to determine kinds of equipment needed for different missions
- (d) Provides Total Asset Visibility

(2) Equipment Authorization Inventory Data (EAID)

- (a) Authorization, accounting, and reporting record for host and tenant units supported by LRS
- (b) Sometimes referred to as a jacket file
- (c) EMC 1 coded items do not require EAID records due to their nature

(3) Allowance source concept - Organizations are authorized only the minimum amount of equipment required to accomplish unit missions. The Allowance Source Concept includes considerations of:

- (a) Allowance Standards - Items and quantities required to perform missions and duties of organizations and individual specialists
- (b) Basis of Issue (BOI) - Defined as the maximum quantity for non-expendable items that you can have within the allowance standard

(4) AF Materiel Command

- (a) Dedicated to tracking USAFs equipment worldwide
- (b) Primary responsibility is ensuring AF approved IT system data is accurate and up-to-date
- (c) Completes quarterly Equipment Authorization and On-Hand Balance Reconciliations
- (d) Clears equipment rejects and IT system variances

## Block II, Unit 4

- (e) Reviews Allowance Source Code Listings
  - (f) Manages special allowance flags
  - (g) Notifies gaining LRS/Materiel Management Activities of incoming transfer assets
  - (h) Processes equipment transfers, loans, and Redistribution Orders (RDOs)
  - (i) Tracks deployment and transfer of equipment
  - (j) Validates allowance change requests
  - (k) Develops buy/budget projections and initiating procurement actions for centrally procured NSNs to support current and forecasted (future) requirements
- (5) Command Equipment Management Office (CEMO)
- (a) Manages Equipment Accounts at the command-level
  - (b) Issue equipment authorizations and allowances based on USAF unit wartime/peacetime needs
  - (c) Redistribute base-funded items and conduct inspections
- (6) Accountable Officers responsibilities
- (a) Establish installation ERAAs
  - (b) Establishing and maintaining records for LRS supported units
- (7) Equipment Accountability Element (EAE)
- (a) Ensure accountability of in-use equipment
  - (b) Ensure equipment custodians execute their duties per AFI 23-111
  - (c) Assist equipment custodians with equipment issues
  - (d) Schedule unit visits and spot-checks 10% of accountable assets during SAVs
  - (e) Verify NWRM accountability per AFI 20-110
  - (f) Verify accountability of COMSEC and weapons

## Block II, Unit 4

## (8) Equipment Custodians (ECs)

- (a) Must develop controls to enforce Supply Discipline within their account(s)
- (b) Must complete Block III training prior to assuming custodial responsibilities, and accept custodial responsibility for property
- (c) ECs must be an E-5 or higher or civilian equivalent
- (d) The following personnel are INELIGIBLE to serve as equipment custodians:
  - 1 SrA or below
  - 2 Commissioned officers directly involved with the readiness of combat forces

## (9) Special Purpose Recoverables Authorized Maintenance (SPRAM) Assets

- (a) ERRCD code XD/XF items used by maintenance to perform functions such as detecting or isolating a fault, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or on-line equipment
- (b) SPRAM includes items listed in the -21 TO's and are used to conduct approved Air Education and Training Command (AETC) training courses
- (c) SPRAM assets are managed on detail records accounted for by LRS/Materiel Management Activity
- (d) The EAE will review all SPRAM authorizations annually and certify them as valid

## Block II, Unit 5

## 5. Life Cycle Logistics

## (1) Aircraft Sustainability Model (ASM)

(a) The ASM (Aircraft Sustainability Model), designed by the Logistics Management Institute, optimizes a set of spare parts required to sustain a flying program

(b) ASM is a Readiness-Based Sparing (RBS) optimization model that computes:

1 Least cost mix of spares to achieve a given system availability target

2 It can also be used to provide the most effective spares list given a constrained budget

(c) ASM is used for Readiness Based Sparing (RBS) IAW DoDM 4140.1-R Vol 2

1 DODM 4140.1-R Vol 2 mandates use of RBS where feasible for organic weapon system provisioning requirements

2 ASM is a standard Air Force model for computing contingency (Readiness Spare Packages) requirements for aircraft weapon systems

3 Computes spares requirements whether the weapon system has an organic or contract product support integrator

(d) ASM has also been used for numerous airborne and non-airborne system acquisition programs

1 Computes both initial and replenishment spares requirements

2 Available in a desktop implementation that provides database management and reporting capabilities

(e) The ASM sparing model:

1 Optimizes and assesses inventory allocation across multiple echelons

2 Has been applied to a wide variety of sparing environments, including:

a Initial weapon system fielding

b Steady-state (constant level of effort)

c Dynamic operations (variable level of effort)



(2) MICAP Assets Sourcing System (MASS)

(a) The MICAP Asset Sourcing System is used primarily by the MICAP specialist in Base Supply to:

- 1 Source parts from other USAF bases (lateral support)
- 2 Maintain and report the current status of all MICAP items

(b) When sourcing the part from another USAF base:

- 1 MICAP specialist inputs the NSN and quantity of the required part
- 2 MASS performs an on-line query of all other known users of the part
- 3 SCOS / SCOG validate and determine which bases provide the part

(c) The output of this query identifies all bases which have the part and groups these bases into two categories:

- 1 Category 1 – bases where the part (or asset) is available for requisition and shipment from the source base
- 2 Category 2 – includes bases currently showing an inventory balance for the part, but the part or asset is inaccessible and cannot be requisitioned through MASS due to circumstances such as:

- a Exceeding the fill-rate level
- b Frozen inventory
- c Pending deployments

(d) Readiness Base Leveling (RBL), is an AFMC methodology for centrally computing stock levels; RBL managed assets are available for MASS selections;

(e) examples for MASS pull actions would be:

- 1 Contingency High Priority Mission Support Kit (CHPMSK)
  - a To accommodate CHPMSK requirements, RBL subtracts CHPMSK authorized quantities from worldwide peacetime requirements before any RBL allocations are made
  - b Additional CHPMSK quantities requisitioned by the contingency location will be offset by reductions in RBL allocations to all worldwide users of the CHPMSK items

2 High Priority Mission Support Kit (HPMSK)

3 Maintenance Readiness Spares Packages (MRSP)

4 Integrated Readiness Spares Packages (IRSP)

5 Mission Support Kits (MSK)

6 War Readiness Material (WRM) -- must have WRM program manager approval

## Block II, Unit 5

b. Without reference, explain the relationship between using agencies & squadrons (like agencies) and SCOW, MAJCOM, and Item Managers, with at least an 80%.

(1) Life Cycle Logistics (LCL) spans the entire weapon system life cycle, encompassing both acquisition and sustainment activities, and includes professionals responsible for planning, development, modifications, implementation, and management of effective and affordable weapon system, materiel, or information systems product support strategies

(2) Management of logistics requires synergistic thinking; AF entities thrive or survive with effective life cycle logistics management which ensures mission support and execution are realized.

(3) Airframe-assigned wings, regardless of type, must utilize each logistics workforce category in peacetime and wartime

(4) The DoD Logistics Human Capital Strategy divides the logistics workforce into 4 categories

(a) Supply Management

(b) Maintenance Support

(c) Deployment/Distribution/Transportation

(d) Life Cycle Logistics

(5) Air Force Materiel Commander is the AF manager for logistics enterprise activities and it's subordinate commanders maintain most of the Air Force's procedural manuals, technical data, and technical orders for all aspects of the Services logistics functions

(6) Supply Management

(a) Acquires and delivers new reparable items to the AF, other DoD, other Agency and foreign allies. Some reparable functions are transferred to DLA based on AF provision

(7) Information Services

(a) Develops, acquires, integrates, implements, protects, and sustains combat support information systems for the USAF and DoD customers. The operation of these systems is the responsibility of Defense Information Systems Agency (DISA)

## Block II, Unit 5

## (8) Depot Maintenance

(a) Repairs weapon systems and reparable spare parts that ensure readiness in peacetime and provide sustainment to combat forces in wartime

(b) The AF utilizes Depot facilities to centrally manage weapons system support, and the types of support range from extensive aircraft maintenance repairs to modifications of systems, airframes, software and hardware.

(c) This is only possible if assets are procured in sufficient quantities for effective mission requirements, are readily available, and are effectively controlled and managed

## (9) Combat Support

(a) Provides the trained and equipped expeditionary combat support forces and capabilities to meet worldwide logistics needs

## (10) Supply Chain Operations Groups

(a) When a weapon system requires material items, the process begins with a requisition at the base level

(b) If assets are not available locally, the requisition is entered into ES/S and the supply chain is energized to resolve the issue

(c) The AF has two Supply Chain Operations Groups (SCOGs), one supporting AMC-managed aircraft at Scott AFB, IL, and the second supporting ACC-managed fighters and SOF aircraft at Langley AFB, VA.

(d) The two SCOGs are part of the Supply Chain Operations Wing located at Scott AFB, IL

(e) Un-filled requisitions locally are sourced from a Source of Supply (SOS), depending upon the type and nature of the material required. Some examples include but are not limited to:

1 AFMC-managed items located at like-weapon system bases (F-16 or C-17 bases)

2 DLA-managed items

3 Contractor provided/managed items, i.e., T-6 assets

4 Centralized Intermediate Repair Facility (CIRF) assets

5 Locally manufactured assets

(11) AFMC has Item Managers (IMs) assigned to each National Stock Number

(a) Item Managers manage approximately 2,500 weapon system items, and their daily managerial tasks focuses on all aspects of life cycle management for each material item

(b) AF decisions regarding purchasing, maintenance concepts, modification, updates, modernization, retirement, disposal and demilitarization all come into play for each NSN and Item Managers are a key component of the Depot repair processes

(c) Item Managers, working with AFSC and the Depots, focus on

1 Forecasting and Demand Planning

2 Supply Planning

3 Sourcing

4 Inventory management

(12) Acquisition Logistics

(a) Defined as the technical and management activities conducted to ensure supportability implications are considered early and throughout the acquisition process to minimize support costs and to provide the user with the resources to sustain the system in the field

(b) Product Support is a continuous and collaborative set of activities that establishes and maintains readiness and the operational capability of a system, subsystem, or end item throughout its life cycle

(13) Major Phases of the Defense Acquisition Process include

(a) Material Solution Analysis (MSA)

(b) Technology Maturation and Risk Reduction (TMRR)

(c) Engineering and Manufacturing Development (EMD)

(d) Production and Deployment (P&D)

(e) Operations and Support (O&S)

## Block II, Unit 5

## (14) Integrated Program Teams

(a) Multidisciplinary group of people who are collectively responsible for delivering a defined product or process. Team Members include:

(b) Program Manager

1 A 62E/63A/21R Acq coded military member will serve as the integrator for the functional managers to deliver successful projects, daily execution of the project or program, and are responsible for overall cost, schedule, and performance of the project or program. The program manager is ultimately accountable for all IPT members' ability to meet project and program contract, funding, repair, and engineering goals

(c) System/Component Engineer

1 Oversees and leads the system engineering process or component repair process by translating operational and user needs/requirements into system level requirements, detailed specifications, and repairable assets

(d) Procuring Contracting Officer (PCO)

1 Enters into contracts on behalf of the government and the "ONLY" authorized office to obligate the government into a contractual relationship. The PCO ensures that no contract occurs without meeting all requirements of law, regulation, and policy

(e) Financial Manager

1 Assists with resource and cost estimating, budgeting, and tracking expenditures. Financial Managers assist program managers to ensure adequate funds are available

(f) Program Management Specialist (PMS)

1 Assists the program manager with executing military interdepartmental purchase requests (MIPRs), contractor purchase orders, and purchase requests. The PMS is also responsible for generating funding transfer documents between program office and organic depot agencies

(g) Equipment Specialist

1 The technical liaison to the program manager and system engineer utilizing D200, D043 A/C, JDMICs for cataloging NSNs, researching part drawings, technical orders (TMIS), and ACPINS for software release and tracking

## Block II, Unit 5

## (h) Item Manager (IM)

1 The supply chain agent who enables tracking, monitoring, and managing repairable assets across the maintenance enterprise. IMs work with program managers to ensure acquisition contracts include Item Unique Identification (IUID) when required implementation plans or IUID indication is necessary according to the Federal Logistics Information System (FLIS) or AF Interchangeability and Substitutability Data File (D043) that contains item information listed by National Stock Number (NSN)

## (i) Contractor Personnel

1 Personnel associated from private industry who provide contracted services to the governmental team

(15) The Life Cycle Logistician/PM should understand user requirements, influence the system design for supportability, identify cost-effective support approaches, establish a life cycle sustainment plan, and understand the roles of each IPT functional member. Additionally they should

(a) Ensure the requirement of a Life Cycle Sustainment Plan is included as part of the Acquisition Strategy for all Acquisition Category programs

(b) Ensure the design of the weapons system is supportable and the support has sufficient design

(c) Develop and ensure the repair strategy of assets necessary for weapons system effectiveness during cradle to grave timelines

(d) Continually adjust the Life Cycle Sustainment Plan to reduce life cycle costs and to increase the weapons system intended service life

(16) Sustainment is the implementation of all the support functions, processes, and activities required to maintain a system at its intended level of operation in the field

(a) The DoD's preferred method for sustaining a system is through Performance Based Logistics (PBL)

(b) Examines metrics to ensure that the newly acquired system is meeting the standard from the original acquisition contract or adjusted by Program Managers

## Block II, Unit 5

## (17) DoD Acquisitions Logistics Organizations

- (a) Inventory Control Points: This organization procures spares and repair parts, maintains product data, sustaining engineering and product improvement, medical supplies and equipment and disposal of assets from scrap to weapon systems
- (b) Distribution Depots: This organization stores spares and material, optimizes stocking by location, performs kitting and special preservation services, and packs/ships items to customers
- (c) Maintenance Depots: This organization maintains end items and equipment, and repairs spares
- (d) Transportation Managers: This organization plans and procures transportation, manages infrastructure and Defense Transportation Systems operation, and performs distribution process ownership functions in conjunction with DLA and Theatre Commanders
- (e) Joint Commands/ Military HQs: This organization is responsible for programming, budgeting, training, and coordinating the allocation and priority of limited resources in wartime



## Block II, Unit 5

c. Without reference, identify the Logistics Strategy, with at least an 80%.

(1) As stated previously, Supply Management, Maintenance Support, Deployment/Distribution/Transportation, and Life Cycle Logistics are 4 logistics workforce categories and all are critical to an effective Logistics Strategy.

(2) Each category supports the others to ensure long-term utilization of each acquired weapon system, whether an airframe, munition, special or common vehicles, etc.

(3) Maintenance Support

(4) The weapon system maintenance concept determines manning, tooling, facilities, operations, material storage, etc.

(a) The maintenance concept involves planning and execution of maintenance, both scheduled and unscheduled, to ensure effective weapon system utilization (short term and long term -- 30+ years)

(b) Depot maintenance is the highest level of repair and involves extensive component overhaul

(c) Field level maintenance is the day-to-day local maintenance organization, and typically is reflected in the different maintenance repair (back) shops

1 Avionics, Propulsion, Sheet Metal, Welding, Electro-Environmental, Pneudraulics or Hydraulics, Wheel and Tire, Fuel Systems, Non-Destructive Inspection (NDI), Corrosion Control, and either Isochronal or Phase maintenance, etc. depending upon weapon system type

(d) User maintenance is typically referred to as Flight-line maintenance

1 Launch and recovery of weapon systems (aircraft) for local sorties / missions

2 Pre-flight, Thru-flight, and Basic Post-flight (BPO) inspections

(e) Production and Support, regardless of the level of maintenance, is what returns weapons system assets to Fully Mission Capable (FMC) status for peace or wartime requirements

## Block II, Unit 5

## (5) Maintenance Support Section

(a) Support Sections (commonly called "Support" or "the tool room") are located in or near the aircraft maintenance units (AMUs), and are designed to provide essential tools, equipment, and aircraft maintenance production support items

(b) Support is typically staffed by aircraft maintenance personnel, and Decentralized Maintenance Support (DMS) personnel (supply technicians PCA'd from LRS for 1 year) depending upon local leadership manning decisions

(c) The primary purpose of Support is to facilitate maintenance production efforts by having known support items at or near the production effort

1 Typical Support items found include:

a A variety of system Servicing Kits

b Basic Post-flight (BPO), Pre-flight, & Thru-flight checklists

c Tough Books (providing electronic Technical Orders and schematics)

d Rags, cleaning materials

e Common weapon system tools

f Specialized weapon system tools

2 Exception: equipment items are not normally stored in, or signed out of, support sections

## (6) Deployment/Distribution/Transportation (D/D/T)

(7) Includes the movement, packaging, cargo scheduling and dispatching of materials, support services, and personnel in response to move and sustain the force. D/D/T is typically comprised of:

(a) Physical Distribution/Transportation Operations

(b) Deployment Planning

(8) Technology advancements have greatly facilitated D/D/T, and all other aspects of life cycle logistics; efficient and rapid data movement between levels of command, sources of supply, repair facilities, etc., has significantly reduced processing times and the time necessary to get critical assets where needed

## Block II, Unit 5

## (9) Life Cycle Logistics (LCL)

(10) LCL spans the entire system life cycle, encompassing both acquisition and sustainment activities; it is essential that:

- (a) Product support strategies meet operational readiness and effectiveness goals
- (b) Cost, schedule and performance supportability requirements are addressed consistently
- (c) Supportability considerations are implemented during systems design, meet system material availability and reliability, operations and support cost, and mean down time objectives
- (d) Deliver optimal life cycle product support

(11) LCL resources required to provide product support must be minimized while meeting warfighter needs, and ensuring long-term affordable material readiness. Acquisition of unnecessary inventory assets is wasteful and contrary to AF material management strategies; acquiring the right assets, in the right quantities, at the right locations facilitates mission readiness globally while minimizing overall costs

(12) Life Cycle Logistics is an interdependent process that is successful when user driven requirements are articulated to sustaining engineering, supply chain, and acquisition program offices in a forecasted manner

(13) Supply chain support strategies range from Full Organic Support (all accomplished by government activities) to Public-Private partnerships, to Full Contractor Support (all accomplished by commercial activities). There are four main drivers of supply chain performance:

- (a) Inventory Requirements - what is needed across the enterprise?
- (b) Transportation - how do we get it where it is needed?
- (c) Facilities - is storage space, design etc. adequate to support?
- (d) Information - how do we maintain accurate information and visibility of assets across the enterprise?
- (e) Efficiency and Responsiveness are also considerations when measuring the drivers of supply chain performance

(14) Understanding customer needs is the central core of effective supply chain management

## Block II, Unit 5

d. Without reference, identify the 21R roles and responsibilities in Life Cycle Logistics, with at least an 80%.

(1) Within the 21R Logistics career field. Life Cycle Logisticians (LCLs) are officers who are encouraged to attain Acquisition Professional Development Program (APDP) certification

(2) LCLs are trained to focus on the entire system life cycle, encompassing both acquisition and sustainment activities, as well as the information systems used to support operational strategies

(3) LCLs achieve these objectives by ensuring integration of the Integrated Product Support (IPS) elements to maximize supportability, reliability, availability, maintainability, mission effectiveness, and system affordability throughout its life cycle

(4) LCLs influence system design and provide effective, timely product support capabilities that drive effective, best value product support planning and execution

(a) Emphasis is placed on ensuring materiel readiness at optimal life cycle costs and integrating life cycle management principles

(b) By designing and implementing performance-based life cycle product support strategies to provide effective system support

(5) LCLs perform a critical role during system acquisition and life cycle operational phases to ensure

(a) Product support strategies meet program goals for operational effectiveness and readiness

(b) Supportability requirements are addressed consistently with cost, schedule, and performance

(c) Supportability considerations are implemented during systems design

(d) System materiel availability, materiel reliability, operations and support cost, and mean down time objectives are met

(e) Delivery of optimal life cycle product support

## Block II, Unit 5

- (6) There are seven competency areas of LCLs
  - (a) Logistics Design Influence
  - (b) Integrated Product Support (IPS) Planning
  - (c) Product Support and Sustainment
  - (d) Configuration Management
  - (e) Reliability and Maintainability Analysis
  - (f) Technical/Product Data Management
  - (g) Supportability Analysis
- (7) LCLs pursue two primary objectives
  - (a) Ensure weapons systems are designed, maintained, and modified to continuously reduce demands for logistics
  - (b) Ensure effective and efficient logistics support
- (8) AF has identified specific attributes that are valued within the LCL workforce
  - (a) Broad depth and breadth of experience, including serving on programs in different life cycle phases, logistics experience in operational MAJCOMs, joint service experience, and depot operations experience
  - (b) Multiple DAWIA certifications
  - (c) Exceptional life cycle product support and subject matter expertise
  - (d) Higher-level educational training, including undergraduate and graduate degrees
  - (e) Professional logistics certifications desired such as the International Society of Logistics Certified Professional Logistician (CPL) or one of the new AFMC certifications (i.e., Professional Maintenance, Supply, etc.)

## Block II, Unit 5

e. Without reference, identify the certifications and training requirement for Life Cycle Logistics certifications, with at least an 80%.

- (1) Acq Coded LROs will attain certification in specific disciplines
- (2) Typically, a 3-year assignment will result in Level I PM and Level II LCL certification
  - (a) Level I certification will be awarded with one-year commitment in an Acq coded billet, to include the necessary DAU courses needed for Level I certification
  - (b) Level II certification awarded after two years of experience in an Acq coded billet, to include the necessary DAU courses needed for Level II certification (approx. 14 courses)
- (3) Levels greater than Level II can be achieved if the billet the LRO is in requires such level
- (4) Acq Coded LROs will have opportunity to attend Acquisitions Technical School at WPAFB (17 day tech school within the first year of assignment)
- (5) Acq Coded LROs are enrolled in Defense Acquisition University (DAU) to begin required courses to complete certification standards requirements by annual timelines
  - (a) Via the AF Portal, LRO PMs can view their credentials, requirement completion plan, and other acquisition/sustainment information under the ACMS (Acquisition Career Management System) page and can view their APDP print out
  - (b) APDP (Acquisition Professional Development Plan) provides an up-to-date acquisition record that pulls data from officer SURF and DAU/AFIT Now graduated classes
- (6) Continuous learning requirement of 80 continuous learning credits (CLPs) due every 24 months (these CLPs can occur from symposiums, AFIT now courses, DAU courses, Acquisitions/sustainment trainings etc.)

## Block III, Unit 1

## 1. Fuels Organization

(1) Fuels Management Team (FMT) comprised of Fuels Management Flight Commander (FMFC) and Fuels Manager (FM) or Superintendent

- (a) FMTs are trained to maintain command and control of the flight
- (b) Provides optimal mission support, foster innovation, and provide quality of life initiatives geared toward building a robust and resilient Fuels Management Flight
- (c) Complies with AF inspection program
- (d) Follows requirements, procedures, and guidelines as outlined in all applicable regulations
- (e) Provides bulk petroleum forecasts, receipt, storage, issue, quality, and the accounting of cryogenics, gases, additives, and hypergolic products
- (f) Establishes vehicle, equipment, facility, and personnel minimum essential levels (MELs)
- (g) Establishes a Hydrant Utilization Strategy (HUS) to ensure the effective use of hydrant systems, determine optimum hydrant-to-mobile refueler use ratio

(2) Fuels Management Flight Responsibilities:

- (a) Maintains and operates fuels and cryogenic facilities and equipment
- (b) Directs receipt storage and issue operations for petroleum, cryogenics, and alternative fuel products
- (c) Manages, operates, and maintains storage and dispensing facilities
- (d) Performs technical fuels functions
- (e) Oversees unit personnel readiness
- (f) Monitors unit manning document. Participates in mobility planning. Reviews, monitors, and updates Air and Space Expeditionary Force Reporting Tool (ART)
- (g) Performs maintenance on refueling equipment pumping systems

## Block III, Unit 1

## (3) Fuels Information Service Center (FISC) Section Chief

(a) The FISC manages fuel resources and provides flight support, product accounting, and laboratory analysis of fuel, cryogenic, and hypergolic products

1 FISC Section Chief supervises: Fuels Service Center (FSC), Fuels Support, and Fuels Laboratory

2 Fuels Service Center

a Typically 24-hour-a-day, 7-day-a-week operating work center

b The FSC must be staffed with at least two graduates from the Defense Logistics Agency-Energy (DLA-Energy) Fuels Manager Defense (FMD) and Accounting Joint Base System Modernization-Energy (BSM-E) courses achieving the 040 Special Experience Identifier (SEI)

c FSC personnel (controllers) should have a broad background in fuels and the experience of working in nearly all areas of the flight

1 Controllers are responsible for personnel utilization

2 Ensure timely dispatch of fueling operators

3 The training supervisor provides a personnel qualifications roster and updates this list as necessary in FMD

d Accounts for all products stored, issued and received IAW DLA Energy Policies

e Uses FMD to collect, store, monitor, and process

1 All product accounting transactions

2 Product inventory management

3 Vehicle and Fuels Support Equipment (FSE) status

4 Reconcile transactions daily

f Coordinates with using organizations every year to forecast fiscal year (FY) product requirements

g Monitors aircraft sortie generation status



## Block III, Unit 1

h Acts as the single point of contact for the Fuels Management Flight (FMF)

i Ensures procedures are in place to provide pertinent information between shift controllers, FISC, Fuels Operations (Ops), FMT, and supporting agencies

j Communicates using radios and telephones

1 Radios are the primary means of communication between FSC and personnel performing fuel operations

2 Maintain Class A, Class C, and a direct phone line to Maintenance Operations Center (MOC)

k FSC must maintain a servicing clipboard for each fueling vehicle; clipboards are marked with vehicle/FSE registration number and contain:

1 Form 1898, Fuels Sales Slip

2 AFTO Form 422, Differential Pressure Log

3 AF Form 824, Daily Fuels Request and Servicing Log

4 AF Form 4427, Operator's Inspection Guide and Trouble Report and waiver card if applicable

5 A 24-hour manual log that reflects all fuel servicing operations and events for a 1-day period

l Maintains spare keys for fuels equipment, facilities, and access points; exception for equipment under Quality Control (QC) hold are maintained by lab personnel only

m Provides operator(s) with the following when dispatched

1 Servicing location

2 Applicable checklist

3 Clipboard matching FMD dispatch

4 Aircraft type and tail number, vehicle/equipment type, or facility number

5 Estimated fuel quantity, reason, and if contamination is suspected (for defuels only)

n Verifies fuel grade, organizational tank, and tank custodian prior to fuel delivery

o Manages Vehicle Identification Link (VIL) key program

1 Coordinates with Vehicle Management & Analysis (VM&A) to reconcile Master Vehicle list quarterly

2 With potential Defense Property Accountability System (DPAS) implementation, VIL key management should be removed from FSC control

p Maintains disaster preparedness measurements

1 A standardized base grid map with all fuel facilities marked

2 An alert recall roster of all fuels personnel

3 Checklists or operating instructions for procedures to follow during disaster

4 An alternate parking location to relocate fueling equipment

3 Fuels Support

a Responsible for the budgets when we need parts, tools, or equipment

b Provides the FMT approved supply and equipment budget forecasts to squadron resource advisor

1 Programs for annual laboratory supplies to meet product quality requirements

2 Forecasts replenishment and resupply of Personal Protective Equipment

3 Identifies advanced, specialized fuels training to meet the minimum requirements prescribed by AFI 23-201, Fuels Management

## Block III, Unit 1

c Monitors equipment authorizations assigned to the fuels Laboratory and Custodian Authorization/Custody Receipt Listings (CA/CRLs)

d Ensures flight personnel are awarded the appropriate special experience identifier (SEI)

e Understands the unit Status of Resources and Training System (SORTS) Designed Operational Capability (DOC) statement, unit type code (UTC) posturing, coding procedures, and status of all flight UTCs presented in the Air & Space Expeditionary Force Reporting Tool (ART)

f Under Fuels Support, you could have Fuels Mobility and Fuels Training:

g Fuels Mobility: At the FMT's discretion, a Fuels Mobility Element can be created for locations storing and/or using fuels support equipment (FSE)

1 Identifies fiscal year mobility support funding requirements

2 Ensures operator maintenance is performed on mobility equipment

3 Maintains an operational file for Technical Orders (TOs)

4 Prepares and processes equipment, with associated Readiness Spares Packages (RSPs) and fuel kits for each UTC when tasked

5 Coordinates with transportation, supply, and personnel functions to meet MAJCOM deployment time frames; transfers accountability of CA/CRL items to a deployed supply account if deployment time period exceeds initial requirements

6 Coordinates with Unit Deployment Manager to ensure personnel documentation is maintained to meet training and deployment requirements

7 Schedules personnel requiring special qualifications training for fuels mobility and support equipment

8 Maintains a current listing of all SEIs have completed flight physicals, physiological training and any other unique training requirements for all UTC requirements

## Block III, Unit 1

h Fuels Training

- 1 Administers and coordinates with the Unit Training Manager (UTM) for upgrade training programs
- 2 Coordinates flight training program with UTM
- 3 Maintains personnel qualifications and training in FMD
- 4 Schedules/coordinates drivers training through the Vehicle Control Non-Commissioned Officer (VCNCO)
- 5 Reviews/document all training records within Training Business Area (TBA) every six months
- 6 Ensures deployable personnel complete their training
- 7 Implements the FMT developed rotational training program according with the Career Field Education and Training Plan (CFETP)

4 Fuels Laboratory

- a Ensures the dryness and cleanliness of fuel and fuel handling systems
- b Fuels lab has a dedicated objective in Unit 2, which will cover in depth information on processes, personnel, and procedures

## (b) Fuels Operations Section Chief

- 1 Manages product servicing resources, Fuels Support Equipment (FSE), flightline support, fuels preventive maintenance, product movement, and storage of bulk petroleum, cryogenic, and hypergolic products as required
- 2 Reviews aircraft flying schedules for fuels support requirements and tailors work shifts accordingly
- 3 Manages assigned vehicles IAW AFI 24-302, Vehicle Management
- 4 Establishes product rotation procedures for hydrant and fuel storage facilities IAW DoD 4140.25-M and T.O. 37-1-1, General Operation and Inspection of Installed Fuel Storage and Dispensing Systems

## 5 Fuels Distribution

a Supervises Mobile Distribution and Preventive Maintenance elements

b Reviews flying schedules to ensure resources are available to meet mission requirements

c Monitors personnel performing fuel servicing operations, preventive maintenance functions, and flightline operations

### 1 Mobile Distribution

a Maintains close liaison with the FSC to report progress of operations and coordinates changes in scheduled work plans

b Familiarizes servicing vehicle operators with flightline safety, aircraft parking ramps, runway crossings, aircraft taxiways, and control tower signals. Conducts familiarization on infrequently used routes or infrequently performed operations

c Initiates disqualification action when an individual's attitude, mental, or physical state are potentially unsafe for operating vehicles

### 2 Preventive Maintenance

a Conducts daily checkpoint inspection on vehicles and FSE required to meet the mission. Inspection team will consist of two personnel using the AF Form 4427, Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles & Equipment) and approved T.O. checklists. Vehicles and FSE may be inspected on-the-spot or moved to a designated location if required to ensure spill containment is in place

b Remove unsafe or inoperable vehicle/FSE from service and turn in to appropriate maintenance activity for corrective action

c Coordinates with VM to ensure all required vehicles/FSE are turned in on time for scheduled and unscheduled maintenance inspections

## (c) Fuels Environmental Safety Office

1 Charged with the management of environmental programs, safety programs and fuels Military Construction (MILCON) and Sustainment, Restoration, and Modernization (SRM) projects

2 Provides daily safety and weekly environmental briefing topics. Incorporates monthly Back-to-Basics (B2B) and Incident summaries

3 Responds to and investigates fuel spills

4 Initiates incident reporting via the Incident Reporter

5 Manages Initial Accumulation Points (IAPs) or Satellite Accumulation Points (SAPs) for environmental compliance IAW CE Environmental requirements

6 Prepares for Environmental, Safety, and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) inspections

## (d) Knowledge Operations

1 Tasks with the management of the technical order (T.O.) library, Enhanced Technical Information Management System (ETIMS), Air Force Records Information Management System (AFRIMS), DLA Energy file plans, Fuels Manager® Defense (FMD) accounts, and DLA Energy Automated Information Technology (AIT) systems

## Block III, Unit 1

b. Without reference, identify the Fuels Management Flight external relationships, with at least an 80%.

(1) Fuels Management Flight external relationships

(2) Military's demand of POL is the baseline for a single point of contact to own and manage the military's fuel products

(a) Defense Logistics Agency Energy (DLA-Energy)

1 Acts as the worldwide integrated-material manager (IMM) for bulk petroleum products IAW DoD 4140.25M and interim policies

2 Utilizes regional offices to monitor customer activity, capability, and operating practices for both Continental US and overseas locations

3 Works with the Joint Petroleum Office (JPO) to execute IMM responsibilities

4 DLA Energy supports bulk petroleum supply and distribution operations by exercising management responsibilities for consolidation and review of requirements, procurement, funding, budgeting, storage, and designated distribution of bulk petroleum to meet operational requirements

(b) Joint Petroleum Office (JPO)

1 Supports each unified command

2 Responsible for all aspects of petroleum logistics within the cognizance of the Combatant Commander

3 Acts as planners to coordinate fuel requirements for Operational Plans

4 Work in conjunction with its service components, Sub-Area Petroleum Office, and DLA-Energy

5 Has the primary responsibility of synchronizing the fuel requirements throughout the joint force

## Block III, Unit 1

## (c) Defense Fuel Support Point (DFSP)

1 Facility that stores DLA-Energy-owned fuel, which includes almost all Air Force Bases, are termed DFSPs by DoD 4140.25M

2 A bulk fuel storage facility (or terminal) that receives, stores, and, issues DLA-owned product in support of a Military Service or Federal Agency's requirements

3 Two categories of DFSPs: intermediate and base-level

4 Many types of DFSPs: Government-Owned, Government-Operated (GOGO); Government-Owned, Contractor-Operated (GOCO); Contractor-Owned, Contractor-Operated (COCO); Foreign Government, or North Atlantic Treaty Organization (NATO) storage

## (d) HQ USAF/A4LR

1 Establishes and updates AF Fuels policies and AF instructions

2 Develops self-assessment checklists (SACs)

3 Develops petroleum budget estimates and accomplishes other financial and commodity management responsibilities

4 Issues training waivers for course prerequisites and skill level core tasks

5 Prescribes the use of Fuels Technical Letters (FTL) for Air Force Petroleum Office (AFPET) to facilitate interim operational guidance

6 Chairs the Fuels Support Equipment & Vehicle Working Group (FSEVWG) - Forum to review and develop:

a Vehicle and equipment policy

b Allowance standards

c Performance specifications

d Depot maintenance requirements



## Block III, Unit 1

## (e) Air Force Petroleum Office (AFPET)

1 Serves as AF Service Control Point (SCP) for fuels

a Military Construction (MILCON)

b Sustainment, Restoration, and Modernization (SRM) process

c Environmental programs

d Infrastructure

2 Manages 37 and 42B series T.O.s for fuels and cryogenics quality control guidance

3 Performs site surveys and technical assistance visits upon request

## (f) Air Force Installation Mission Support Center (AFIMSC)

1 All manpower issues are handled by AFIMSC

2 Manages all training allocations for POL advanced courses

3 Manages all POL Air Expeditionary Force (AEF) taskings requested by the AEF Center

## (g) Major Commands (MAJCOMs) Responsibilities

1 Consolidates, validates, and submits fuel and missile fuel requirements to AFPET

2 Develops fuel support for contingency wartime plans

3 Validates War Consumable Distribution Objective (WCDO) and Inventory Management Plan (IMP)

4 Develops wartime fuel requirements in accordance with War and Mobilization Plan (WMP) and sends a courtesy copy to AFPET

5 Manages Fuel Support Equipment (FSE) storage, maintenance, and training

6 Coordinates all equipment, refueling vehicles and FSE acquisition requirements through AFPET

7 Reviews and validates JCS REPOL web-based reports for applicable bases

## Block III, Unit 1

## (h) Base Level Support -- LRS/CE/Aircraft Mx

1 Logistics Readiness Squadron Commander (LRS/CC)

a The LRS/CC appoints a primary and alternate Fuels Responsible Officer (RO) IAW DoD 4140.25M

b Budgets for training requirements outlined in the unit's Designed Operational Capability (DOC) statement and those postured as rotationally available in UTC availability in Deliberate and Crisis Action Planning and Execution Segments (DCAPES)

c Provides personal and safety equipment

2 Base Civil Engineer (BCE)

a Provides 24-hour maintenance support for fuels facilities and associated equipment primarily through the Water and Fuels System Maintenance (WFM) element of their organization

b Maintains a special inventory level coordinated with Fuels Management Team (FMT) for fixed system filter separator elements

c Maintains permanently installed fuels facilities and equipment, and provides 24-hour maintenance support

d Provides secondary containment

e Provides a covered roof over liquid oxygen (LOX) and liquid nitrogen (LIN) storage tanks

f Under normal conditions, inspects, cleans or deactivates tanks and removes tank bottoms and sludge for fuel tanks as required

g Provides protective fencing that secures storage facilities

h Paints, marks, and color codes permanently installed fuel facilities

i Provides resources to inspect, clean, or deactivate tanks and removes tank bottoms and sludge from fuel tanks as required

3 Aircraft Maintenance

- a Coordinates refueling, ground products, and cryogenic support requirements with Fuels Service Center (FSC) by providing sortie data, accurate quantity estimates, and proper fuel grade requests
- b Provides weekly flying schedules and promptly notifies the FSC of schedule changes
- c Assists fuels personnel in positioning fuel servicing vehicles/equipment used for aircraft servicing
- d Connects/disconnects Single Point Receptacle (SPR) nozzles and performs safety of attachment check
- e Parks or tows aircraft to hydrant outlets
- f Provides the reason for defuel, estimated quantity, and the fuel grade to the fuels control center
- g Assists in filling cryogenic servicing carts by performing safety person responsibilities outside of established servicing hours

## Block III, Unit 2

## 2. Fuels Facilities

## (1) Tank Construction Features

(a) Two general classes--aboveground and underground

(b) Aboveground Storage Tanks

1 Two types: fixed roof and floating roof

2 Floating Roof Tanks has no fixed roof, instead the floating pan (roof) is exposed to the elements and “floats” on top of the fuel

a Floating tank roof is equipped with flexible fabric seals for protection against evaporation losses and fire hazards

b Little or no vapor space

c Many bases, especially cold climate areas, are installing geodesic domes to protect the floating pans from the elements and prevent possible water entry

3 For all new construction, the cone roof tank with a floating pan and a 5% sloped bottom and center sump is the only aboveground tank approved for jet fuels

a All-weather tank

b 5% sloped bottom and center sump act as a self-cleaning mechanism for draining tank bottoms

(c) Underground Tanks -- Use overfill prevention devices such as overfill alarms, automatic shutoff devices, and ball float valves for protection

## (2) Glossary of System Components

(a) Dome Covers - lids on the openings of tank cars, tank trucks, etc. which provides access to the tank

(b) Dike/Secondary containment - a required earthen, asphalt or concrete barrier used to contain product in case of an aboveground tank rupture; the containment should hold all of the tank’s capacity plus a 12-inch freeboard

(c) Fill stands - a dispensing line from either the bulk storage issue/transfer pipeline or the issue line from one or more operation storage tanks

## Block III, Unit 2

- (d) Filter Separator - a cylindrical vessel containing elements or cartridges designed to remove fine sediment particles and to coalesce and separate water from fuel
- (e) Flexible Seal - floating tank roofs are equipped with flexible fabric seals for protection against evaporation losses and fire hazards
- (f) Gauge Hatch - an opening in the fuel tank used to measure the elevation of fuel and water with gauging equipment
- (g) Grounding - providing an electrical path to ground (or earth)
- (h) Bonding - providing an electrical path between two objects to equalize the static potential
- (i) Hydrant Outlet Assembly - a recessed opening covered with a lid, flush with the ramp
- (j) Operating Storage - a facility constructed for storing and dispensing fuel directly to the aircraft
- (k) Low Point Drain - the low point of a fuel system or storage tank where water will collect for draining purposes
- (l) Manhole - an opening in a tank to allow a person to enter the tank for inspection or cleaning
- (m) Product Recovery System - a system that removes fuel and water from the tank water drains
- (n) Pump house - a fixed facility which houses pumps and controls used for moving fuel
- (o) Pumps - used for loading, unloading, and transferring product
- (p) Strainers - screens installed in fuel receiving and dispensing systems for removal of solid contaminants
- (q) Visi-Flo - a transparent flange inserted at the offloading header to monitor fuel flow while offloading a tank car/tank truck

## Block III, Unit 2

## (3) Hydrants

(a) From bulk storage, fuel is pushed to an intermediate location referred to as Hydrants

1 Hydrant dispensing systems fall into two basic categories: permanently installed systems and air-transportable systems

2 Each system was developed to service certain types of aircraft

3 The different types of permanently installed hydrant systems are the Type II (Pritchard), Type III (Constant Pressure), Type IV (pressurized hot refueling), and the Type V (In-shelter) hydrant systems

## (b) Installed Hydrant Systems

1 Type II-Pritchard Hydrant System (Multi-Outlets)

a Consists of a pump house with six or eight operating 50,000-gallon storage tanks

b Older system not seen in too many bases now

2 Type III (Constant Pressure System)

a Pressurized system for constant pressure and automatically controlled by demand, using groups of high-volume pumps, filter separators, and a pipeline distribution system arranged for extreme flexibility and simplicity in operation

b Equipped with a computer microprocessor that senses the need for flow

c Energizes 1, 2, 3, or 4, pumps to establish flow rates varying anywhere between 600 and 2,400 gallons per minute

d Designed for large framed aircraft

3 Type IV Hydrant System

a Pressurized/constant pressure hot-refueling system and is primarily designed for medium frame fighter aircraft

b Developed by USAFE to provide the best support for fighter aircraft

c Upon returning from a mission, the fighter taxis to the "hot pad" (normally located just off the taxiway), takes on fuel with the engine(s) running, and then taxis to a shelter for weapons loading and maintenance

#### 4 Type V Hydrant System

a In-shelter, and most modern, refueling system

b The system is constant pressure and allows fighter aircraft to be refueled in a hardened shelter

c A refueling pantograph is located inside the Tab Vee aircraft shelter providing the capability to quickly refuel and simultaneously re-arm fighter aircraft in a relatively protected environment

#### (4) Cryogenics

(a) Cryogenics storage falls under the NCOIC of Facilities at a stateside base or an overseas base without a production plant

(b) Primary mission is to receive, store, transfer, inventory, and document transactions of Liquid Oxygen (LOX) and Liquid Nitrogen (LIN)

#### (c) Support Equipment

1 Purge Unit -- a portable electric motor-driven blower and heater unit used to purge storage containers with heated air; this is used to remove all moisture and impurities that may have entered the tank

2 Vacuum Gauge -- a hand-held, battery-powered unit used to measure the vacuum reading of the annular space of a cryotainer

3 Vacuum Pump -- a portable, explosion-proof, electric-driven, free-air pumping unit, which draws and maintains the insulating vacuum in storage containers

#### (d) Facility Requirements

1 Protective Fencing

2 Concrete Foundation

3 Paved Road

4 Telephone with a Loud Bell

5 Grounding Points

## Block III, Unit 2

## (5) Cryotainers

(a) Storing cryogenic fluids can be a difficult task; the fluid must be kept extremely cold to maintain its liquid state

1 Liquid Oxygen (LOX) boils at -297 degrees

2 Liquid Nitrogen (LIN) boils at -321 degrees

(b) Storage is accomplished by keeping heat away from it

(c) Cryotainer Facts

1 Stores cryogenics in fluid form

2 Cryotainer sizes range from 50-6,000 gals

(d) Heat Movement

1 Heat movement causes LOX and LIN product loss due to evaporation

2 Conduction

a Heat transferred by conduction is transferred through some solid object such as metal

b Our cryogenic tanks are actually two tanks--a small one inside a large one (just like a thermos)

c To slow down heat transfer by conduction, stainless steel supports are used to hold the inner tank so it doesn't touch the outer tank

d Since stainless steel is a poor conductor of heat, the heat conducted from the outer tank to the inner tank is slight, resulting in a low gas-off rate

3 Radiation

a Radiation is heat traveling through space by waves or rays

b A dark object exposed to the sun on a bright day will get much warmer than the air around it

c The best way to control radiated heat is to reflect the rays

d We paint cryotainers white and keep them under covered sheds

e Together, these measures help prevent the sun's heat from transferring to the product



#### 4 Convection

a Convection is heat transferred by a fluid or air

b An old wood stove serves as a good example of how heat moves by convection

c As the air near the stove gets warm, it expands and starts to rise

d Cool air from the floor then moves toward the stove and gets warm

e This flow of air eventually heats up the entire room

f In the cryotainer, a space called the annular space exists between the two tanks

g If this space were full of air, heat would be convected from the warmer outer tank to the colder inner tank

h To slow down this convected heat, we evacuate as much air as we can from the annular space with a vacuum pump

(e) Reducing Cryogenic Losses. To assist the FMFC in reducing losses, the cryogenics supervisor can:

1 Limit the fill periods; establish cart-filling schedule with using organizations

2 Fill only those carts actually required for aircraft servicing; use active carts to a minimum, maintain others in purged, standby status

3 Keep active tanks as full as economically possible

## Block III, Unit 2

b. Without reference, identify how to inspect and maintain fuel systems, and cryogenic components, with at least an 80%.

(1) Fuel Facility Inspection

(a) General Information

1 T.O. 37-1-1 provides guidance on inspection procedures and reporting deficiencies

2 Operational, weekly, monthly, and semi-annual inspections are performed by the operator and/or appropriate agency to identify deficiencies or maintenance needs

3 Any deficiency compromising quality of product, hazards to the environment, or safety of operation and personnel will be considered adequate justification for placing system out of service

4 The FMFC will inform squadron commander, MAJCOM fuels office, and affected agencies of any deficiency which compromises mission accomplishment

(b) AFTO Form 39

1 Base fuel systems will be inspected using AFTO Form 39

2 Deficiencies will be recorded on AFTO Form 39, Fuel System Inspection Guide and Discrepancy Record

3 Fuels Management will report all deficiencies to the Civil Engineer (CE)

4 Provides a monthly record of system

a Inspections

b Maintenance actions

5 Active systems will be inspected prior to each use

## Block III, Unit 2

6 Additional inspection items may be incorporated for local use as directed by the FMFC

a Fuels Supervisor Weekly Inspection Section

1 Fuels facilities supervisors must inspect hydrant systems weekly

2 Fuels facilities supervisors must annotate completion of weekly inspections in the FUELS SUPERVISOR WEEKLY INSPECTION Section of the AFTO Form 39

b Water and Fuels Systems Maintenance (WFM) Weekly Inspection

1 WFM personnel are required to inspect fuel facilities weekly

2 WFM personnel will sign and date in the WFM WEEKLY INSPECTION section to signify completion of this inspection requirement

c Management Monthly Inspections

1 Monthly, the FMT and WFM will conduct a joint inspection of each permanent fuel facility

2 FMFC or Fuels Manager/Superintendent will review completed AFTO Form 39 monthly and sign on page 2 accordingly

(2) Cryogenic Tank Inspection

(a) PPE

1 Headgear

2 Covered vent or ventless goggles

3 Face shield

4 Apron

5 Approved leather gloves with wool inserts

6 Long sleeves

7 Coveralls (required for LOX)

## Block III, Unit 2

## (b) Procedures

1 Servicing/Daily Inspection

2 Review the AFTO Form 244 (Industrial/Support Equipment Record) for all cryotainers being used for open discrepancies that will affect the operation

a Maintained on all cryotainers

b Used to document inspections, record discrepancies, and note corrective actions

c Annotate completion of inspection and record any discrepancies on the AFTO Form 244

d Discrepancy Symbols

1 Red diagonal identifies a minor discrepancy

2 Red X identifies a major discrepancy; do not use the equipment

3 Red dash identifies a scheduled inspection is overdue

e When a discrepancy has been corrected, person correcting the discrepancy enters the first initial of their last name in the SYMBOL block

## Block III, Unit 2

c. Without reference, explain how to receive, issue, and transfer fuel & cryogenics, with at least an 80%.

(1) Jet Fuel Receiving

- (a) When fuel is requisitioned, the first stop is bulk storage
- (b) Bulk Storage is the heart of all fuel systems, fuel is received, stored and transferred as needed to operating storage
- (c) Fuel is received into bulk storage areas in a variety of ways: tank truck, pipeline, barge, railroad cars, etc.
- (d) Ensure alternate receipt methods are sufficient as identified in your base support plan
- (e) Ensure you have sufficient ullage prior to any operation receipt

1 Tank Truck/Car Receipts

a Before you begin any receiving operation, ensure you have sufficient ullage in the receiving tank to receive the product

b The storage attendant must ensure the grade, quantity, and seal numbers (if applicable) agree with the DD Form 250, Material Inspection and Receiving Report, Bill of Lading, or contractor delivery ticket

2 Pipeline, Barge, and Tanker Receipts

a Prior to starting any receiving actions, you must check for communication devices in the area

b When filling bulk storage tanks, electrostatic hazards are greater due to their large size

c It is possible to have an electrostatic discharge from the surface of the liquid to the tank shell or to objects within the tank

d The fill rate for an empty (or nearly empty) tank must be reduced to prevent excessive agitation, turbulence, spraying and misting which results in a high rate of static generation

### 3 Transferring Fuel

a When transferring fuel from fuel storage to hydrants, we must ensure there is adequate communication available between the transfer and receiving points

b Use telephone or radio for communication between the transfer and receiving points

c If there is an alarm system, it must be heard from outside the transfer/receiving facilities

d During the last 30 minutes contact must be established every 10 minutes between the transfer and receiving points

### 4 Fill Stand Operations

a Once vehicle refueling units have issued their load of fuel to aircraft/ground vehicles, the operators are directed to go to Fuel Storage fill stands or hydrant system fill stand to refill their units

b Bottom-loading method is the approved method to accomplish refill

## (2) Tank Gauging

### (a) Automated Tank Gauging (ATG)

1 ATG Detects properties of the fuel in the tank

2 Information is viewed on Graphic Display Consoles located throughout the fuels flight

a Control Room of Type III

b Facilities NCOIC

c Fuels Service Center (FSC)

d Fuels Management Team (FMT)

## Block III, Unit 2

3 The following will be options to view

- a Tank Number
- b Product Level
- c Fuel temperature
- d Water Level

(b) Manual Tank Gauging

1 Performed to meet monthly requirements to ensure ATG accuracy

2 Daily physical inventory is required when there is no ATG

3 Gauging Equipment

- a PPE (rubber gloves)
- b Tape and Bob
- c Cup Type Thermometer
- d Fuel Finding Paste
- e Water Finding Paste
- f Clean Rag

4 A minimum waiting period of 30 minutes after completion of fuel movement is required before gauging tanks. This is a required safety measure taken to permit the relaxation of electrostatic charges

5 Obtain Fuel/Water Quantity and Temperature Readings

6 Document Gauge Readings

(c) Documenting the Inventory

1 A locally developed form will normally be used to record the information that FSC will need

2 They will record the information on a DD Form 2921, Physical Inventory Petroleum Products

## Block III, Unit 2

## (3) Jet Fuel Distribution

(a) Tank Trucks: most commonly used mobile fueling unit; dispensing pump runs off the truck engine

## (b) R-11 Tank Truck

1 The primary mobile refueling vehicle for the USAF

2 6,000 gallon capacity, can re-fuel at 600 GPM and has 60 feet of hose

## (c) C-300 and C-301

1 Ground Fuels Servicing Vehicles designed to deliver ground fuels such as MOGAS, diesel fuel, and fuel oils

2 1,200 gallon capacity

3 C-301 has 4-wheel drive capability

## (d) R-12 or Hydrant Servicing Vehicle

1 Used in conjunction with Type III hydrant systems to service large frame aircraft

2 Utilizes Type III pumps for issuing fuel

3 Issue and defuel at rates higher than R-11

a 750 gpm through ground servicing hoses

b 1,000 gpm through lift platform hoses

c Equipped with pump for defuel operations - defuel rate of 300 gpm



## Block III, Unit 2

## (4) Cryogenic Issue/Receipt

(a) The issue tank must be inspected and the AFTO 244 annotated prior to pressurizing

(b) Review AFTO Form 134, Aviator Breathing Oxygen Servicing Trailer Log, for aircraft servicing in order to account for LOX. Ensure aircraft tail numbers have been annotated in Block G showing servicing to aircraft to account for the product

## (c) Odor Test

1 Air crew members depend on the quality control of liquid oxygen

2 These procedures are established to ensure flight safety and mission accomplishment

3 Equipment used for the ODOR test will include

a 400-ml beaker

b Watch glass cover

c Filter paper and tweezers

d PPE

4 Obtain sample from the cart and allow the liquid to completely boil off

5 Liquid will evaporate rapidly; remove watch glass cover and sniff beaker at frequent intervals until frost on outside of beaker has completely melted

6 There should be NO ODOR present in sample (if odors are present, sample fails)

7 If sample fails, do NOT release cart and notify FSC immediately

## Block III, Unit 2

## (d) Performing Particulate Test

- 1 This test is only required when LOX is suspected of contamination
- 2 Equipment used for the particulate test includes
  - a PPE
  - b 400-ml beaker
  - c Watch glass cover
  - d Unlined sheet of white paper
  - e Lint-free cloth
- 3 Obtain sample from the cart
- 4 When the frost on the outside of the beaker has completely melted, wipe the outside of beaker with a clean, lint-free cloth and place beaker on unlined sheet white paper
- 5 Visually examine beaker for presence of particles without magnification
- 6 If there are ANY visible particles, the sample FAILS
- 7 If sample fails, do NOT release cart and notify FSC immediately

## Block III, Unit 2

d. Without reference, identify the process to assure fuels infrastructure readiness, with at least an 80%.

(1) Military Construction and Sustainment Restoration, and Modernization Projects

(2) Background

- (a) Competitive DoD-wide process based on justification and mission impact
- (b) Must be used for fixed petroleum facilities
- (c) DLA Energy programs, budgets, and funds this program for worldwide Services' fuel infrastructure (holding DLA Energy-owned fuel) to assure the readiness of DoD fuel assets

(3) Military Construction (MILCON) Projects

- (a) DoD process used by Defense Logistics Agency (DLA) for all worldwide Military Service fuel infrastructure requirements
- (b) Budget established annually by Congress
- (c) New fuel construction projects with a cost of more than \$1,000,000
- (d) Requires a planning process of 3-5 years
- (e) Projects include erecting, installing, or assembling a real property facility

(4) Sustainment, Restoration and Modernization (SRM)

- (a) Biggest and most prominent tool to address facility issues
- (b) Sustainment: Maintenance and repair activities necessary to keep facilities in good working order
- (c) Restoration: Repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes
- (d) Modernization: Alteration of facilities solely to implement new or higher standards to accommodate new functions or to replace facilities that typically last more than 50 years
- (e) Comprised of four pillars

## Block III, Unit 2

(f) The process begins with the identification of what needs to be fixed; the deficiency

(g) Project is developed through one of the four pillars for approval, funding, and execution

1 Recurring Maintenance: A contract funded by DLA through USACE (Army Corps)

2 Planning Studies

a A wall-to-wall assessment of your POL facilities by an engineering team to identify deficiencies

b Three phase project

1 Assessment

2 Design

3 Construction

3 Centrally Managed Programs

a AFPET provides technical direction to DLA Energy in coordination with Base and MAJCOM

b Groups common work together for ease of execution and streamlined management

1 Tank Inspections/repairs

2 Pipeline Integrity Management Plans

3 Cathodic Protection

4 Rail/Pier Infrastructure

4 Emergent Deficiencies

a Maintenance, repair, and upgrade not included in the other three pillars

b Emergency situation

(5) Submitting MILCON and SRM Projects

(a) Identify a Need

- 1 Increase/decrease in mission requirements
- 2 Establishment of a new mission requirement
- 3 Maintain/Repair of facilities

(b) FMT Initiates AF Form 332

- 1 Give complete work description
- 2 Most importantly a strong justification as to why the project is required

(c) AFPET manages all Air Force submissions

## Block III, Unit 2

e. Without reference, analyze computer generated fuels reports, with at least an 80%.

(1) The Fuels Management Team (FMT) is responsible for preparing computer generated reports IAW AFI 23-201, Fuels Management

(2) Use Joint Chiefs of Staff (JCS) Bulk Petroleum Contingency Report (REPOL) to report bulk petroleum contingency status for all fuels activities IAW Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.14B, Joint Reporting Structure Logistics

(a) Provides Joint Staff, DLA Energy, CCMD, AF/A4LE, AFPET, and the MAJCOMs with summary information to capture capability, damage, and deficiencies affecting bulk petroleum supplies, storage, and distribution

(b) Fuels Management Team submitter is required to complete JCS REPOL familiarization using the JCS REPOL Training Guide and Attachment 6, Joint Chiefs of Staff (JCS) Bulk Petroleum Contingency Report (REPOL) Users Guide

(c) JCS REPOLs will be submitted:

1 Monthly by the active duty/ANG no later than the first Friday of each month

2 AFRC will submit quarterly reports for traditional reservists filling JFA7S, JFA7M, and JFA9M UTCs. This requirement is used to support 7-level core task training as prescribed by the 2F0X1 CFETP and submitters will rotate monthly (AFRC quarterly) to ensure proficiency is attained across the Fuels Management Flight

3 When directed by Headquarters Air Force (HAF), MAJCOM, Combatant Command (CCMD)

4 During IG inspections and/or exercises, when requested

(3) Air Force Test and Analysis Tool (AFTAT)

(a) It is important to thoroughly review reports received from the Area Laboratory even if fuel operations are running smoothly at your location

(b) Comments from the laboratory personnel and/or disposition instructions from the AFPET Tech-Team may include important guidance specific to your sample or location

## Block III, Unit 2

## (4) Laboratory Reports and the AFPET Sample Life Cycle

- (a) Identify the Lab Report Number: AFTAT generates
- (b) Identify the test method: ASTM, MIL-STD
- (c) Identify the test name, specification min/max,
- (d) Analyze the report to identify a failure: indicated with "X"
- (e) Analyze the disposition instructions

## (5) Air Force Common Output Level Standards (AF COLS)

- (a) Data is used to assess how well bases are able to execute the stated standards within available resource limitations
- (b) Identifies potential risks to the Air Force associated with programming and budgeting decisions

## (c) Approved AF COLS are used to:

- 1 Quantify standards adding transparency to operational procedures
- 2 Assist commanders with prioritizing use of dwindling resources
- 3 Set customer expectations

## (d) Petroleum and Cryogenics Mission and AF COLS

1 The Petroleum and Cryogenics mission is to provide the installation and tenant organizations with:

- a On-specification aviation
- b Ground and alternative fuels
- c Cryogenic products to facilitate base operating support functions

2 Aircraft sortie generation. This mission includes the safe and efficient receipt, storage, transfer and issue of:

- a Petroleum and cryogenic products
- b Ensures commodities and services are available when and where they are needed and in the right quantities

(e) AF COLS Reporting Tool

1 Each reporting period will be officially tasked by HQ USAF; period is expected to be semi-annual

2 The Petroleum and Cryogenic contains three fields

a Aviation Fuel Support

b Mobile Ground Fuel Support

c Cryogenics Support



## Block III, Unit 3

## 3. Fuels Distribution

a. Without reference, explain the various means for inspecting, maintaining, and distributing fuel products, with at least an 80%.

TRAINING METHOD(s): Lecture/Discussion

AUDIOVISUAL AID(s):  
Multimedia Presentation

## (1) Distribution

(a) Fuels Service Center's (FSC) busiest area of control is Distribution

(b) Distribution gets our product to the customer

(c) Monitors personnel performing fuel servicing operations, preventive maintenance functions, and flightline operations

(d) Composed of Mobile Distribution and Preventive Maintenance

(2) Duties of the Non Commissioned Officer in Charge (NCOIC) of Distribution -- The NCOIC supervises mobile distribution and preventive maintenance

## (3) Mobile Distribution

(a) Mobile "Distro's" role is to supply Air Force weapon systems, ground vehicles, and the many items of support equipment with petroleum and cryogenic products

(b) "You call, we haul"

(c) Maintains close liaison with the FSC to report progress of operations and coordinates changes in scheduled work plans

(d) Trains personnel on radio operation, discipline, and use of radio transmission codes

(e) Initiates disqualification action when an individual's attitude, mental, or physical state are potentially unsafe for operating vehicles

(f) Familiarizes servicing vehicle operators with flightline safety, aircraft parking ramps, runway crossings, aircraft taxiways, and control tower signals

(g) Ensures personnel are trained on equipment

#### (4) Special Servicing Operations

(a) The type of special fuel servicing operations you may perform will depend upon the type of aircraft, the type of mission, and the type of equipment assigned to your base

(b) All special fuel servicing operations servicing constraints are listed in T.O. 00-25-172

##### 1 Hot Refueling

a Hot refueling is issuing fuel into an aircraft with aircraft engines running and provides minimum aircraft turnaround times

b Individuals performing hot refueling operations must receive initial qualification training and be recertified annually

c The crew chief maintains control of the deadman during hot refueling operations

##### 2 Hot/Rapid Defuel

a Hot/Rapid Defueling provides a means to rapidly off-load fuel from C-130 and EC/KC/RC-135 series aircraft

b The operation is considered a hot defuel because one outboard aircraft engine is used to provide power to onboard fuel transfer pumps

c Individuals performing Hot/Rapid Defueling operations must receive initial qualification training and be recertified annually

##### 3 Concurrent Servicing Operations (CSO)

a Concurrent Servicing Operations (CSO) involve the fuel servicing of aircraft while other specified maintenance activities take place simultaneously

b The purpose of concurrent servicing operations is to speed up the turn-around times of aircraft

c The Concurrent Servicing Supervisor (CSS) is responsible for controlling and monitoring all operations

d There are two different types of concurrent servicing operations depending upon the type of aircraft serviced

1 Concurrent Servicing Operation Supporting Combat Sortie Generation (CSO/CSG)

a CSO/CSG is the simultaneous fuel servicing and either loading/unloading of munitions, aircraft reconfiguration (loading/unloading fuel tanks), or other specified maintenance to include oil, nitrogen, and hydraulic fluid servicing

b Designed for A-10, F-15, F-16, and F-22 aircraft

2 Concurrent Servicing Operation you may perform is a Concurrent Servicing Supporting Cargo/Passenger Aircraft. Concurrent Servicing Supporting Cargo/Passenger Aircraft is the simultaneous servicing of fuel with passengers on-board or the performance of minor maintenance, fleet servicing, or baggage and/or cargo loading/unloading

4 Multiple-Source Refueling

a Multiple-source refueling involves the issue of fuel to large frame aircraft using more than one fuel source

b The fuel source can be multiple trucks, hydrant hose trucks, or a combination

5 In-Shelter Refueling

a In-shelter refueling is performing a fuel servicing operation in a garage-type structure

b Known as a Hardened Aircraft Shelter (HAS)

## Block III, Unit 3

## (5) Preventive Maintenance

- (a) Performs inspections each day the vehicle/equipment is used
- (b) Ensures unsafe conditions or deficiencies are detected and corrective action is taken
- (c) Unsafe and inoperable equipment must be taken out of service and reported/turned in to the appropriate maintenance activity
- (d) Uses T.O. checklists to perform daily and monthly checks of vehicles and Fuels Service Equipment (FSE)
- (e) Conducts daily checkpoint inspection on vehicles and FSE required to meet the mission
- (f) Inspection team will consist of two personnel using the AF Form 4427, Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicles). Vehicles and FSE may be inspected on-the-spot or moved to a designated location if required to ensure spill containment is in place
- (g) All vehicles are also required to undergo a 30 day inspection

1 A three person Preventive Maintenance Team (PMT) will conduct a monthly (every 30 days) vehicle/FSE inspections using the approved monthly checklists

2 Accomplished in and by the preventive maintenance function

(6) Vehicle Inspection Form. The AF Form 4427 acts as a guide for vehicle inspections: daily, weekly, and monthly

## Block III, Unit 3

b. Without reference, explain the importance of hydrant utilization, with at least an 80%.

(1) Hydrant Utilization Background

(a) AFI 23-201 outlines requirements for using Hydrant Use Strategy (HUS) to determine Hydrant Use Goal (HUG)

(b) GOAL: Identify how aircraft hydrant fuel systems can be better used based on resourcing, training and investment

(2) FMT Ensures Efficient Use of Resources

(a) Advocate for the use of hydrant systems

(b) Systems are designed to be flexible/efficient modes of aircraft fueling

(c) Use hydrant systems to the greatest extent possible

(3) Hydrant Use Strategy (HUS)

(a) Strategy is your local guidance on how to ensure the effective use of hydrant systems

(b) The strategy and coordination between the LRS/CC, Ops and Mx communities is essentially a cost benefits analysis that should consider the manpower impact, facility and equipment maintenance and upkeep, as well as cost of and return on investment

(c) The MILCON/SRM dollars spent to build and upgrade Hydrant Systems are worth considering and advocating

(4) Hydrant Use Goal (HUG)

(a) Use the HUS to define the Hydrant Use Goal (HUG) every 3 years or when directed by AFPET

(b) Coordinate the HUG with the Operations Group (OG), Maintenance Group (MXG), and Airfield Management to determine optimum use of the hydrant system

(c) The HUS and HUG can be used to justify facility/personnel adjustments when mission changes justify

## Block III, Unit 3

## (5) Hydrant Utilization Rate (HUR)

(a) Calculate the HUR and compare it to the HUG using the following equation:  $X = (A/B) * 100$

1 A = Actual Hydrant Gallons; the total gallons refueled/defueled from aircraft using hydrant pits/outlets (defuel gallons are included with refuel gallons as a positive number)

2 B = Total Gallons; the total gallons refueled/defueled from aircraft using mobile refuelers, hydrant systems, and other FSE

(b) Submit HUR to AFPET monthly for metrics reporting and provide rationale for instances where the HUR fell short of achieving the HUG

(c) This is not intended to be a report card for Fuels Management Flights, but rather serve as a tool where HAF and AFPET can help communicate with leadership on the importance of considering hydrant use in the overall aircraft fuel support strategy

## Block III, Unit 3

c. Without reference, identify the duties of the expediter, with at least an 80%.

(1) The Fuels flightline expediter maintains communication with Fuels Service Center (FSC) and coordinates hydrant, storage, and fuels servicing operations as needed

(a) Note: An expediter is not required for ground fuel operations

(b) One should be available if assistance is required

(2) Monitors fuel servicing operations, corrects deficiencies, terminates unsafe operations, and reports discrepancies

(3) Maintains a spill response kit in the expediter vehicle for containment and clean-up of small leaks or spills

(4) Supplies foreign object collection containers and adheres to foreign object damage (FOD) prevention measures outlined in AFI 21-101, Aerospace Equipment Maintenance Management

(5) Ensures an expediter tool kit (ETK) is available to facilitate on-the-spot repairs

(6) The items recommended for the expediter tool kit include:

(a) Multimeter

(b) Adjustable open end wrench

(c) Wire stripper pliers

(d) Locking pliers

(e) Twisting (Spindle) wire pliers

(f) Safety Wire (.032)

(g) Phillips & Flat screwdriver

(h) Allen wrench (for ground clamp)

(i) RTV/Silicone or equivalent

(j) Single point receptacle gap gauge

(k) Ground clamp & Bonding plug

## Block III, Unit 4

## 4. Fuels Compliance and Environmental

a. With reference, identify the different types of inspections in the Fuels Management Flight, with at least an 80%.

## (1) Background

(a) The Air Force Inspection System (AFIS) is used by commanders at all levels

(b) Ensures the readiness, effectiveness, and efficiency of the mission and personnel

(c) Supervisors assist commanders by making sure programs, systems, processes and procedures achieve required results

(d) Supervisors report and help correct items that are deficient

(e) In the past:

1 Air Force used an inspection system that emphasized inspection preparation

2 Inspection preparation takes valuable time and effort away from commanders, supervisors and operators

(f) Commanders evaluate their units and focus their resources and prioritize risks based on mission requirements--not inspection preparation

## (2) Purpose

(a) In order for the Air Force to better motivate and promote compliance, improve unit performance, and provide continuous mission readiness, a new structure and inspection system was formed

(b) It is FMT's responsibility to know and apply AFIS requirements in order to help the unit and wing fix deficiencies and focus on priorities

(c) AFIS is used to strengthen mission effectiveness and identify problem areas that hinder unit performance and mission readiness



## Block III, Unit 4

## (3) Checklist Tracking

(a) The tracking of compliance is now centrally located and accessible by commanders, managers, and assessors at all levels

1 Management Internal Control Toolset (MICT)

a Allows for the creation and compilation of communicators (a.k.a. checklists), written from existing guidance (i.e., AFI 23-201), and packaged into an online database

b The Fuels Management Flight may have several communicators assigned, depending on MAJCOM, mission, commander's discretion, facilities, or other requirements

c The two main MICT communicators for the fuels career field are AFI 23-201, Fuels Management, and AFI 23-502, Recoverable Fuel

2 Assessing Yourself

a Provides flight management with a view of compliance and mission capability, and also commanders, IG inspectors and other supporting organizations

b Highlighting deficiencies through MICT shows a potential inspector you're aware of a problem and also provides a system for the Fuels Management Team (FMT) to track resolution

3 Benefits of a Thorough Assessment

a Being very detailed in your responses to questions within a communicator has multiple benefits

1 Validates your procedures comply with prescribed guidance

2 Provides continuity that prevents processes from becoming non-compliant

3 Detailed responses can provide an inspector a "warm fuzzy" before commencing an inspection

b Some locations may not even receive an inspector during a UEI simply because the assessor(s) provided enough valuable information and supporting documentation to verify compliance

Block III, Unit 4

b. Without reference, explain corrective action/root cause analysis with relation to Fuels Management, with at least an 80%.

(1) Inventory Variations

(a) Occurs during the movement of fuel

(b) Specific event

(c) Trend

(d) Operating Variations

1 Occur daily and are unavoidable

2 Evaporation

3 Pipe Fill

4 Temperature

(e) In transit Variations

1 Receiving Fuel

2 Difference between the quantity shipped and the quantity received

(f) Determinable

1 Spill

2 Fire

3 Theft

4 Contamination

## Block III, Unit 4

## (g) Trend Variation

- 1 Hard to recognize
- 2 Small variation that occur daily
- 3 Over time can become excessive
- 4 Could indicate a small leak, mechanical malfunction, poor management practices

## (2) Causative Research

(a) Regardless of the type of variation, when excessive; causative research is required

(b) Fuels Management Teams establish in writing a realistic daily gain/loss tolerance for each product handled

1 Investigate when tolerance is exceeded

a Review all transactions, supporting documentation, physical inventories

b Did you receive fuel that day?

c Correct amount entered on paperwork?

d Was there an excessive in transit variation?

e Did you verify sales and credits against each source document?

f Was there a determinable loss that day?

2 Positive Inventory Control (PIC)a PIC Sheet

1 Spreadsheet that calculates gains and losses by each facility/tank for each grade of fuel

2 Overall gain/loss should match the gain/loss in Fuels Manager Defense

3 Aids in causative research

4 Pinpoints where the gain/loss occurred

5 Used to investigate the tolerance established by Fuels Management Team

6 Causative research ends when the discrepancy has been identified and appropriate action has been taken to correct the problem

3 Daily Routine Task Outline

a Logical and efficient order to reconcile fuels accounts

b Aids in consistency of tasks

c Assists in training new fuels accountants

(3) Implementing sound accounting practices and applying positive inventory control, you can pinpoint problem areas to ensure accurate reporting

## Block III, Unit 4

c. Without reference, analyze action in the Spill Response Plan, with at least an 80%.

(1) One of the foundational elements within the Fuels community is “don’t spill it”

(2) One aspect of our training involves the Spill Prevention, Control and Countermeasures (SPCC) plan

(a) IAW CFR Part 112.3-112.8, a SPCC plan is required

1 Equipment

2 Workforce

3 Procedures and steps to prevent, control, and provide adequate countermeasures for potential discharge

(b) IAW AFI 23-201, The Fuels Management Team

1 Trains personnel on their responsibilities outlined in the base SPCC/HAZMAT plan

2 Ensures each fuels facility has applicable sections of the SPCC printed out and available in case of an emergency

3 Stores spill prevention and cleanup material and ensure they are available in an emergency

4 Ensures personnel are trained on installed leak detection systems

5 Manages water from petroleum operations

6 Coordinates with Civil Engineering to establish procedures for the proper operation, inspection, and maintenance of oil/water separators

7 Coordinates with base environmental to sample/properly dispose of tank dike drainage, water bottoms, and water containing residual petroleum

8 Establish procedures to prevent unauthorized discharge of contaminated water

## Block III, Unit 4

## (3) Fuel spills

- (a) Class I spills involve an area less than two feet in any plane dimension (direction)
- (b) Class II spills involve an area not over 10 feet in any plane dimension (direction), or not over 50 square feet and not of a continuing nature
- (c) Class III spills involve an area over 10 feet in any plane dimension (direction) or over 50 square feet in total area or of a continuing nature

1 Once fuel spill classification has been determined, the FMT then categorizes mishaps as either: Category I (Minor), Category II (Moderate) or Category III (Severe)

2 Category I

a Repair, value of lost/unrecoverable fuel and/or cleanup cost less than \$100

b Any individual seen by Medical Treatment Facility (MTF) and released back to duty with no restrictions

3 Category II

a Repair, value of lost/unrecoverable fuel and/or cleanup cost valued at \$101 to \$1,000

b Any individual seen/treated by a MTF and restricted to light duty

4 Category III

a Any class of fuel spill that reached ground water and/or navigable water ways

b Any individual seen/treated by MTF and lost duty days

c Any mishap requiring environmental remediation

d Any mishap resulting in Aircraft being grounded

e Any mishap resulting in a fire and/or explosion

f Cleanup costs of fuel spills should be minimal to a FMT; however, include costs of spill pads purchased by DLA Energy or local CE environmental flight associated with cleanup cost

(4) Bottom line; know your responsibilities outlined in the SPCC before you begin operations. There may not be time to review the plan, once a spill occurs

## Block III, Unit 4

d. Without reference, explain environmental coordination requirements with respect to the Fuels Management Flight, with at least an 80%.

(1) Fuels Environmental Safety Office is charged with the management of environmental programs, safety programs and fuels Military Construction (MILCON) and Sustainment, Restoration, and Modernization (SRM) projects

(a) Provides daily safety and weekly environmental briefing topics. Incorporates monthly Back-to-Basics (B2B) and Incident summaries, which are maintained on AFPET's SharePoint site

(b) Remains current on emergency funding reimbursement procedures for spill cleanup actions IAW DoD 4140.25-M and DLA Energy Policy DESC I-13, Fuel Spill/Leak Reporting

(c) Assists Base Civil Engineer (BCE) with environmental cleanup efforts and supports the justification for reimbursable fuel spill cleanup expenses

(d) Coordinates with BCE Environmental office to determine environmental compliance actions

(e) Initiates environmental projects during DLA Energy's annual request for action

(f) Responds to and investigates fuel spills under Fuels Management Flight's (FMF) purview

(2) Coordinates fuel incident reports with potential release to waters with BCE Environmental IAW AFI 90-803, Environmental, Safety, and Occupational Health Compliance Assessment and Management Program

(a) Initiates incident reporting via the Incident Reporter

(b) Manages Initial Accumulation Points (IAPs) or Satellite Accumulation Points (SAPs) for environmental compliance IAW CE Environmental requirements

(c) Prepares for Environmental, Safety, and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) inspections IAW AFI 90-803 and AFI 90-201, The Air Force Inspection System

(d) Coordinates new work orders and projects with BCE. Closely monitors and tracks the status through completion

(e) Serves as MILCON/SRM project monitor. Provides centralized management and oversight of fuels projects

## Block III, Unit 5

## 5. Fuels Service Center

a. Without reference, explain the role of the Responsible Officer (RO), with at least an 80%.

(1) Responsible Officer (RO) or Terminal Manager (TM)

(a) The DLA Energy Region is responsible for verifying each Defense Fuel Support Point (DFSP) has an assigned Responsible Officer (RO) or Terminal Manager (TM) and Defense Working Capital Fund (DWFC) Accountant

(b) Each year, during the month of March, DLA Energy completes an annual data call to each DFSP to verify and update names of personnel who perform each of the key duties

(2) Accountability

(a) Members of military services, Reserves, National Guards, and DoD civilians shall be assessed financial liability when government property is lost, damaged, or destroyed as a result of their negligence, willful misconduct, or deliberate unauthorized use

(b) Taking over an account is serious business, and when you are appointed as a Responsible Officer you will have ultimate responsibility

(c) Further guidance on DoD's policy on accountability can be found in DoD 7200.10-M, Accounting and Reporting for Government Property Lost, Damaged, or Destroyed

(3) Responsible Officer or Terminal Manager

(a) Responsible Officer (RO) and or a Terminal Manager (TM) will be assigned at all Defense Fuel Support Points (DFSP)

(b) RO is appointed in writing by the Squadron Commander

(c) RO must be proficient in Fuels Management and is responsible for the care and safeguarding of the petroleum stocks



## Block III, Unit 5

(d) Responsible Officer (RO) shall be Government employees with minimum grade of GS-9, or the equivalent, E-7, or WO1/O-1 (warrant/commissioned officer)

1 Responsible for all key duties at each DFSP

2 Accountable for ensuring Defense Working Capital Fund (DWCF) energy transactions are processed to the Enterprise Business Solution (EBS) IAW DoD 4140.25-M and DLA Energy Interim Policies and Instructions

3 Signs required documents to approve DWCF petroleum inventory quantities and quality adjustments

4 Approves the end-of-month book and physical inventory reconciliation and operating gain/loss calculations

5 Initiates operating gain/loss investigations per DLA Energy guidance

6 Periodically observe and confirm Defense Working Capital Fund (DWCF) physical inventories

## Block III, Unit 5

b. Without reference, explain the responsibilities of the Fuels Service Center, with at least an 80%.

(1) Fuels Service Center

(a) Coordinates fuels operations and maintains all product accounts according to AFI 23-201 and DLA Energy Policies

(b) Accounts for all products stored, issued and received IAW DLA Energy Policies

(c) Uses FuelsManager® Defense (FMD) to collect, store, monitor, and process:

1 All product accounting transactions

2 Product inventory management

3 Vehicle and Fuels Support Equipment (FSE) status

4 Reconcile transactions daily and submit data IAW DLA Energy P-1

5 Maintain a list of FMF emergency power generator locations and trained operators

6 Monitor and provide current inventory status of all products and pertinent information in regards to receipts, storage, issue transactions, and Minimum Essential Level/Inventory Management Plan/War Reserve Materiel (MEL/IMP/WRM)

7 Perform back-up of the Business Systems Modernization-Energy system(s) IAW DLA Energy P-3, Document/Data Control and Retention

(d) Coordinates with using organizations every year to forecast fiscal year (FY) product requirements

(e) Monitors aircraft sortie generation status

(f) Acts as the single point of contact for the FMF. FMTs may designate a point of contact to facilitate reporting, notification, and response during other than normal duty hours

(g) Ensures procedures are in place to provide pertinent information between shift controllers, FISC, Fuels Operations (Ops), FMT, and supporting agencies. Informs FISC, Ops, FMT, Water Fuels System Maintenance (WFSM) and/or Vehicle Management (VM) whenever in-commission rates fall below MEL

(h) Maintains a document control function for fuels documents and transactions processed IAW DLA Energy P-3

(i) Communicates using radios and telephones. Radios are the primary means of communication between FSC and personnel performing fuel operations. The FSC must maintain positive control over all fuels facilities and flightline operations

(j) Ensures the following are maintained:

1 Class A, Class C, and a direct phone line to Maintenance Operations Center (MOC)

2 Ability to receive crash net emergency notifications

3 Liquid Fuel System and flightline layout of all piping/facilities and servicing locations (Tab G-7)

4 Base Disaster preparedness layout with associated cordon plotter (Tab O-3)

5 Alert recall roster and flight key personnel listing

6 Disaster/emergency checklists and operating instructions

7 Alternate parking plan to relocate vehicles/FSE

(k) Requisitions cryogenics products according to DLA Energy interim ordering instructions and accounts for LOX and LIN

(l) Servicing clipboards are comprised of the following:

1 Marked with vehicle/FSE registration number and color coded

2 AFTO Form 422, Differential Pressure Log

3 DD Form 1898, Energy Sale Slip

4 AF Form 4427, Operator's Inspection Guide and Trouble Report and waiver card if applicable

5 Locally generated dispatch form as needed

## Block III, Unit 5

(m) Provides operator(s) with the following when dispatched:

1 Servicing location

2 Applicable checklist

3 Clipboard matching FMD dispatch

4 Aircraft type and tail number, vehicle/equipment type, or facility number

5 Estimated fuel quantity, reason, and if contamination is suspected (for defuels only)

(n) Verifies fuel grade, organizational tank, and tank custodian prior to fuel delivery

(o) Weather notification procedures consist of the following:

1 Notify all applicable fuels personnel and terminate those operations outlined in AFI 91-203, Air Force Consolidated Occupational Safety Instruction to include: commercial cryogenics receipts, cryogenic issues performed outdoors, and bare base cryogenic operations

2 Record all pertinent information associated with weather conditions

(2) Key control measures:

(a) Maintain spare keys for fuels equipment, facilities, and access points. Coordinate the control of spare vehicle keys with the Vehicle Management Flight

(b) Inspect and validate all spare keys retained for fuels operations and correct deficiencies every six months. Route completed inspection report through FMT for review, corrective actions, and signature

(c) Request and replace keys or locks as required

(d) Keep fuel servicing vehicles keys in the ignition at all times

(e) Ensure keys issued for operational use over extended periods of time are signed for using the AF Form 1297, Temporary Issue Receipt

## Block III, Unit 5

## (3) Vehicle Identification Link (VIL) Management

(a) Encode VIL keys for alternative flex fuel vehicles with the appropriate fuel grade when available on base or within the local area as prescribed by AFI 24-302, Vehicle Management

(b) Require organizations whose mission requires them to frequently travel off base to have their VIL key encoded with sufficient grade codes to prevent mission impact. Justify, coordinate, and approve requests for multiple grade codes programmed on VIL keys on the VIL key request form

(c) Coordinate with Vehicle Management & Analysis (VM&A) to reconcile the Master Vehicle List quarterly

1 Reconcile the Master Vehicle List with DoD FuelMaster® Advanced Enhanced (DoDFM AE). Vehicles identified as transferring off-base or to another unit need to be recoded

2 Provide the unit Vehicle Control Noncommissioned Officer/Resource Advisor (VCNCO/RA) with the effected VIL Key Encode Letters for correction or disposition

(d) Reconcile VIL Key Encode Letters every year IAW DLA Energy P-5, Vehicle Identification Link (VIL) Key Encoding, Accountability, and Control

## Block III, Unit 5

c. Without reference, explain the IMP & WCDO Levels, with at least an 80%.

(1) Inventory Levels

- (a) The reason we need to store fuel is to meet mission needs; before we begin we need to understand what drives our inventory levels
- (b) Must stay on top of your fuel levels – your Fuels Service Center (FSC) accountants will keep you apprised of problems, but you still must review daily and monthly inventory documents

(2) Inventory Management Plan (IMP)

- (a) Document created by DLA-Energy through which the worldwide DoD petroleum posture is managed
- (b) The IMP will tell you the minimum and maximum amounts of fuel that you may store at your base for peacetime and wartime requirements
- (c) Manages storage and inventory data for all Defense Fuel Support Points (DFSP)
- (d) DLA Energy may issue adjustments as fuel requirements change
- (e) Classified "SECRET"

(3) Petroleum War Reserve Requirement (PWRR): Fuel required to support the busiest wartime requirement based on the number of days designated to support an OPLAN

(4) Petroleum War Reserve Stock (PWRS)

- (a) The amount of fuel DLA Energy authorizes a DFSP to store to meet mission requirements based on the PWRR
- (b) All or a portion of a DFSP's PWRS may be held at another DFSP nearby
- (c) Even if your base does not have a wartime requirement, you may be tasked by DLA-Energy to hold fuel for another base near you

## Block III, Unit 5

## (5) Operating Stock (OS)

- (a) Fuel required to sustain daily operations and ensure fuel availability to support US military forces world-wide
- (b) Fuel level required to sustain peacetime operations and ensure fuel availability for sale
- (c) Required to support daily flying activity at your home station location

## (6) Unobtainables

- (a) Pipeline manifolds
- (b) Tank Bottoms
- (c) Capacity required to float tank pans
- (d) Fuel below the suction point (low Level)

## (7) Maximum Authorized Inventory Level

- (a) The most amount of fuel a DFSP is allowed to store
- (b) Equals the Operating Stock + PWRS

## (8) Inviolate Level

- (a) The IMP also levies your base with an inviolate level, which you should never drop below
- (b) The least amount of fuel a DFSP is allowed to store
- (c) Equals PWRS + Unobtainables

## (9) Responsible Officer Responsibilities

- (a) Review the IMP for accuracy
- (b) Ensure petroleum Operating Storage is supportable and can sufficiently meet your operating peacetime mission
- (c) Note the inviolate and maximum authorized levels

Block III, Unit 5

(d) Whenever an inviolate level penetration of 72 hours or greater is anticipated or occurs

1 Provide verbal notification to DLA Energy Region (Stateside) or Joint Petroleum Office (Overseas)

2 Written notification to Air Force Petroleum Office within 24 hours

a State the product grade, penetration quantity, and expected recovery date

b Emergency resupply shall occur only when lack of inventory affects on-going operations

(10) War Consumables Distribution Objective (WCDO)

(a) Prepared by MAJCOMs to identify authorized quantities of war consumables to support Air Force wartime missions

(b) Cryogenics/Deicing fluid



## Block III, Unit 5

d. Without reference, analyze the aircraft flying schedules & parking plan, with at least an 80%.

- (1) Aircraft Flying Schedule: the weekly flying schedule is a final refinement to the monthly plan for aircraft maintenance
- (2) Procedures are outlined in AFI 21-101
- (3) Provides sortie generation information
  - (a) Alert requirements
  - (b) Aircraft take off and landing times
  - (c) Configuration requirements
  - (d) Munitions requirements
  - (e) Fuel Loads
- (4) Aircraft Maintenance
  - (a) Coordinates refueling, ground products, and cryogenic support requirements with Fuels Service Center (FSC) by providing sortie data, accurate quantity estimates, and proper fuel grade requests
  - (b) Notifies FSC if any contamination is suspected and provides verification of the last fuel grade issued to the aircraft for defuel requests
  - (c) Provides flying schedules and promptly notifies the Fuels Service Center (FSC) of any schedule changes
  - (d) Coordinates with Airfield Management and Fuels Management Team (FMT) to establish aircraft fuel servicing priorities when not outlined in the Base Support Plan (BSP) or Expeditionary Site Plan (ESP)
- (5) Fuels Information Service Center: reviews flying schedules and coordinates with Fuels Operations to meet mission requirements
- (6) Fuels Operations: reviews aircraft flying schedules for fuels support requirements and tailors work shifts accordingly
- (7) Fuels Distribution
  - (a) Reviews flying schedules to ensure resources are available to meet mission requirements
  - (b) Monitors personnel performing fuel servicing operations, preventive maintenance functions, and flightline operations

## Block III, Unit 5

e. Without reference, explain Bulk Petroleum Contingency Reporting (REPOL), with at least an 80%.

(1) The Bulk Petroleum Contingency Report (REPOL) is a contingency report that provides the Joint Staff (JS) and combatant commanders (CCDRs) situational awareness regarding POL status at a location

- (a) AFI 23-201 Attachment 6 provides clarification of fields
- (b) Inventory status
- (c) Forecasted receipts
- (d) Personnel
- (e) Equipment
- (f) Facility Status
- (g) LIMFACS

(2) Requirements. During Wartime REPOLs are submitted daily for locations within the Area Of Responsibility (AOR)

(a) Joint Staff and CCDR designate the time as well as any special requirements to include in the REPOL

(b) Submitted through Defense Logistics Agency-Energy Joint Chief of Staff REPOL site

1 SIPR email

2 Secure fax

(c) Air Force Petroleum Office (AFPET) reviews submitted REPOLs to maintain situational awareness

(d) Fuels Management Teams (FMT) are required to submit the JCS REPOL IAW AFI 23-201 Monthly

1 Rotate submitter

2 Maintain REPOL reporting proficiency

3 Support 7-level core task training

(3) Access. JCS REPOL Web Based Application Account Request on AFPET SharePoint

- (a) SECRET security clearance
- (b) Primary and Alternate POCs
- (c) Contact AFPET Current Operations

## Block III, Unit 6

## 6. Fuels Laboratory Tasks and Procedures

a. Without reference, explain Lab Task, Procedures, and duties, with at least an 80%.

(1) Fuels Quality

(a) The lives of the aircrews and passengers depend on the Fuels Management Flight providing high-quality, uncontaminated products

(b) Fuel storage and transport systems (including trucks, rail cars, pipelines, barges, and ocean going tankers) pose a significant potential for contamination

(c) Military petroleum products require quality surveillance from the point of initial acceptance by the Government until they are actually used

(d) Every individual who physically handles petroleum products shares this responsibility.

(e) In this lesson, you will learn how to ensure only clean, dry fuel within the use limits is issued to aircraft at your base through the efforts of your base fuels lab and other personnel

(f) The laboratory section is aligned under the Fuels Information Service Center under the fuels flight structure

(2) Fuels Management Team (FMT) Responsibilities

(a) Establish a base fuels laboratory equipped for limited tests to evaluate the cleanliness of fuel and fuel-handling systems

(b) Equip the laboratory to perform the tests specified by 42-Series Technical Orders for all products handled

(3) Fuels Information Service Center (FISC)

(a) Charged with management of fuels resources, providing support, accounting and laboratory analysis of fuel and cryogenic products

(b) This section will discuss the Laboratory portion of FISC

## Block III, Unit 6

## (4) Lab Technicians

- (a) Staff the lab with individuals who have the highest integrity
- (b) At least one of the lab technicians must have graduated from the Fuels Quality Control Specialist Course
- (c) At least 30 days of lab familiarization training
- (d) New graduates of the lab school should receive at least 6 months' experience in the lab and be put in for the Special Experience Identifier (SEI) 039

## (5) Quality Control (QC) Hold Program

- (a) Administer program when: refueling unit goes overdue sample, aircraft crash or incident, element changed in filter separator
- (b) Assign caution tags and notify FSC when placing or removing the caution tag, record in FMD
- (c) QC hold keys are maintained by the laboratory personnel
- (d) Equipment on QC hold will not be used for servicing until lab personnel have completed required sampling with satisfactory results

## (6) Additives

- (a) Military specification requirements are met through various additives to Jet A/A1

## (b) Static Dissipater Additive (SDA)

1 As fuel is pumped through pipelines, filters and strainers, an electrostatic charge is generated

2 An electrostatic charge is also generated as fuel "free-falls" or is sprayed through air; this is why fuel tanks are filled from the bottom of the tank

3 This generation of electrostatic charge can cause serious safety concerns and worse cause an explosion

4 SDA relaxes electrostatic charges caused by movement of fuel in pipeline and fuel trucks

5 Reduces electrostatic relaxation times by increasing the conductivity of the fuel

6 NOTE: SDA is a surface-active agent (surfactant)--too much can disarm filter-separators and prevent the coalescence and separation of water from the fuel

## (c) Corrosion Inhibitor/Lubricity Improver (CI/LI)

1 Reduces corrosion by preventing water from reaching and rusting the metal

2 Forms a film on metal that prevents water from reaching and rusting the metal

3 Fuel system corrosion has been reduced significantly over the years because of improved system design eliminating most water from the systems

4 This additive is still needed because it enhances the lubricating qualities of the fuel which reduces wear of the aircraft fuel controls and fuel pump

## (d) Fuel System Icing Inhibitor (FSII)

1 Lowers the freezing point of small quantities of dissolved water in fuel to prevent ice from forming

2 This prevents the formation of ice in the fuel, which can clog filter elements and result in engine stalls

3 FSII does not lower the freezer point of the fuel, but lowers the freezing point of water present in the fuel

4 Helps restrict bacterial growth in fuel systems from the presence of water

5 Water removes FSII from fuel; a decrease in FSII content in fuel is an indication of the presence of water in a system, requiring immediate investigation and corrective action

## (e) Additive Injection

1 Used on commercial fuels without the military additives

2 Designed to safely inject fuel additives

3 Each additive is calibrated to the required amount needed for the amount of fuel that is stored

## Block III, Unit 6

## (7) Types of Contamination

## (a) Chemical contamination

1 Results from mixing different grades of fuel or chemicals

2 Carelessness is the major cause

3 Chemical contaminants can disarm the filter/separators, allowing water and sediment to pass through to the aircraft

4 Prevented by: isolating different products, positive physical separation between systems, strict adherence to established operating procedures and alertness of operating personnel

## (b) Biological contamination

1 Results from the growth of bacteria or fungi due to the presence of water

2 To avoid this, we must keep the water out of the fuel system

3 “Apple jelly” can plug aircraft filters, cause malfunctions and corrode integral fuel tanks

## (c) Material contamination

1 Most common, occurring in all products

2 Water -- Present in all fuel systems can enter during receipts especially tankers and barges

3 Solids -- Dust, powder or flakes; sources of these sediments are storage tanks, metal vessels, filter separators, pumps, hoses etc.

## (8) Lab Tests are covered in T.O. 42B-1-1 (Below are not all inclusive)

## (a) Correlation/Aircraft Servicing Sample

1 Ensure product quality at your base is verified by a DLA-Energy Area Laboratory

2 The Area Lab runs the same tests as your technicians to ensure base laboratories are running the tests properly

3 Tests include FSII, flash point, and solids

4 These samples are submitted every 90 days to your Area Lab

## (b) Flash Point Test

1 The flash point of a fuel is the temperature at which the fuel gives off sufficient vapor to ignite

2 A sample is heated at a slow, constant rate with continual stirring; a small flame is directed into the cup at regular intervals

3 The flash point is the temperature at which the vapor above the sample temporarily ignites without supporting continuous burning

4 A drop in flash point can indicate a possible contamination

## (c) FSII Test

1 Lowers the freeze point of free water in fuel (not the fuel itself) to prevent the formation of ice in the fuel which can clog filters and screens and result in engine stalls

2 Water removes FSII from fuel, so low FSII could indicate water has been introduced into the fuel

## (d) Conductivity Test (SDA)

1 As fuel is pumped through pipelines and filters, static electricity will be generated

2 If the fuel conductivity is too low, the relaxation time is too long; if the conductivity is too high, fuel probes on some aircraft may give erroneous readings--excessive amounts of the additive also disarm the filters

## (e) Solids Determination

1 Color and Particle Assessment Method -- filter membrane color test provides a rapid, simple means of detecting changes in the fuel or changes in mechanical conditions of the fueling system

2 Matched Weight Monitor -- fuel is filtered through a pre-weighted test membrane filter and the increase in membrane is determined after the filter is dried; contamination is determined by increase in weight of the test filter relative to the controlled filter

3 Bottle Method -- used to determine the solid content and filtration time in the fuel; used every time you get a receipt



## Block III, Unit 6

(f) Fiber Determination -- One quart sample of fuel is obtained and examined to determine the number of visible fibers; Filter Separators (Limit 10 per quart)

(g) Free Water Determination -- Aeronautical Engine Lab (AEL) water detector is a portable instrument used to quantitatively determine the free water present in fuel

(h) API Gravity

1 Determine the density or specific gravity of fuels at 60 degrees using a hydrometer

2 A significant change in gravity may indicate contamination by another product

3 It is a measure of how heavy or light the fuel is compared to water

(i) Corrosion Inhibitor/Lubricity Improver -- ball on Cylinder Lubricity Evaluator (BOCLE) conducted at area lab; not performed at base level

(9) Sampling Frequencies

(a) Receipt -- Sample from each turbine fuel receipt source is taken daily and analyzed for total solids, filtration time, conductivity, FSII, and flash point

(b) Storage -- The only tanks that require sampling are those which receive fuel directly from a supplier (example, if your storage personnel only receive into tanks 1 and 2 and then transfer into tanks 3 through 6, only tanks 1 and 2 need to be sampled)

(c) Tank Trucks and hose carts are sampled for solids and water weekly -- ALL truck sampled every 30 days

(d) Hydrants -- Type II is sampled monthly on any system actively servicing aircraft or filling trucks; Types III, IV, and V are sampled weekly

(e) De-fuel Equipment -- Sampled monthly or when converted

(f) Filter Separators -- Whenever elements are changed

(10) Record Laboratory Results -- all laboratory tests will be recorded and maintained for 6 months

(11) Microscopic Analysis -- examine solids by microscope; examination of known particles will familiarize operators with what to look for on the filter

(12) Air Force POL Technical Assistance Team

- (a) Located at Wright-Patterson AFB, OH has worldwide responsibility to identify, investigate, and correct problems
- (b) Responds within 3 working days
- (c) Issues a written report not later than 30 days after completion of the investigation

## Block III, Unit 6

b. Without reference, identify the review of lab results utilizing FMD & Air Force Test & Analysis Tool, with at least an 80%.

(1) Lab results Analysis

(a) The fuels laboratory is charged with ensuring quality fuel products are available for use at Defense Fuel Support Points (DFSP)

(b) The lives of the aircrew depend on the strict adherence to regulations and quality work done by the fuels lab

(2) Fuels Laboratory

(a) Schedules and administers fuels quality control program IAW T.O. 42B-1-1

(b) Ensures Fuels Manager Defense (FMD) is up to date and reflects current and accurate samples and due dates to include all fuel and cryogenic sample results

(c) Uses AFTO Form 150, Base Fuels Sampling and Testing Record, at deployed locations, if automation is unavailable

(d) Only qualified personnel assigned to the Laboratory input sample data into Fuels Manager Defense (FMD) and the Air Force Test and Analysis Tool (AFTAT)

(e) Record visual fuel samples from vehicles, Fuels Support Equipment (FSE), and facilities at discretion of FMT for trend analysis of water accumulation or removal from fuel systems

(f) Ensures all product samples are processed in Air Force Test and Analysis Tool (AFTAT) and submitted to an Aerospace Fuels Laboratory. Source, Date sampled, Quantity

(3) FISC

(a) Reviews AFTAT Laboratory reports to ensure fuel meets quality standards

(b) Identifies negative trend patterns while providing recommended changes to FMT to improve product quality

(4) AFPET Area Lab

(a) Samples are assigned a priority based on the critical nature of the sample. Level I, II, III

(b) Samples are tested and entered into AFTAT to generate the report

## Block III, Unit 6

c. Without reference, explain the importance of the Lockout/Tagout program, with at least an 80%.

(1) Lock out/Tagout provides a means to isolate energy sources to prevent unexpected start-up

(a) It applies to all machines, equipment, Air Force workers and contractors who may be exposed to hazardous energy during servicing, maintenance or modification activity

(b) LOTO procedures will be strictly followed when working on equipment that may generate, hold or release any form of hazardous energy while the equipment is shut down

(c) All LOTO devices provide a positive means to isolate and prevent uncontrolled release of hazardous energy. LOTO is required whenever service, maintenance or modification will be performed on equipment or machinery where unexpected energizing, start-up or release of stored energy could injure personnel or damage equipment

(2) Authorized Tagout Devices

(a) AF Form 983, Danger – Equipment Lockout Tag: shall be used in conjunction with energy-isolating devices

(b) AF Forms 979, Danger Tag, or 982, Do Not Start Tag: shall be used in conjunction with service/administrative locks

(c) These tagout devices immediately alert workers to existing and/or potential hazards from servicing, maintenance or modifications to equipment or machinery

(d) Ensure lockout devices comply with AFI 91-203, are maintained separate from the Fuels QC Hold Program locks and be readily identifiable (e.g. POL/LO-1, POL/LO-2, etc.)

## Block III, Unit 6

## (3) Caution Tag Program

(a) AF Form 980, Caution Tag, is used to warn personnel against potential hazards

(b) NCOIC Fuels Laboratory manages Caution Tag Program

(c) NCOIC Fuels Laboratory responsible for

1 Placing an AF Form 980 on equipment/facilities that are overdue laboratory sampling

2 Recording Caution Tag actions using Fuels Manager Defense (FMD)

3 Informing the FSC when an AF Form 980 is placed on or removed from equipment/facilities

(d) Contaminated and Off-Specification Fuel: laboratory personnel regularly sample and fuel and cryogenic products to ensure products meet military specifications

(e) In event of suspected contaminated or off-specification fuel/cryogenic product, laboratory personnel will:

1 Notify the FMT, FSC and Fuels Operations Section Chief immediately

2 Remove contaminated fuel/cryogenic stock, equipment, or facility from service

3 Place an AF Form 980, Caution Tag, on affected equipment/facility

4 Lock affected equipment/facility controls to prevent use

5 Analyze samples to determine the problem and the root cause

(f) Examples of when a Caution Tag may be used

1 MRU goes overdue sample

2 Aircraft accident; all refueling equipment/facilities associated with the accident (e.g. MRU, fillstand, storage tank) are removed from service for sampling

3 MRU returns to service after major maintenance was performed on pumping and dispensing system (e.g. filter elements changed)

Block III, Unit 6

- (4) Anytime a Caution Tag is placed on refueling equipment/facilities
- (a) Laboratory personnel will update equipment/facility status in FMD to reflect it has been placed out of service
  - (b) FSC or laboratory personnel will place equipment clipboard in locked box (QC Hold box). Laboratory personnel maintain control of QC Hold box keys
  - (c) Equipment/facility on QC hold will NOT be used for any operations
  - (d) Equipment/facility on QC Hold must be sampled by Laboratory personnel before it can be used for servicing
  - (e) After equipment/facility has been sampled and the sample passes, laboratory personnel remove the equipment clipboard from the QC Hold box and return it to FSC

## Block III, Unit 6

d. Without reference, identify contents and use of aircraft crash kit, with at least an 80%.

(1) During a crashed aircraft investigation, the entire fuel analysis element is put under a microscope

(a) Even though your fuel may not have caused the accident, investigators may find the lab was cutting corners in their daily activities

(b) When requested by local authorities or the accident/mishap investigation team, lab personnel will obtain and submit samples from crashed aircraft to an Area Lab for analysis as dictated by the AFPA Team

(c) Lab personnel will submit the maximum quantity available up to the required amount for analysis (sometimes during crashes not very much fuel is left)

(d) Contaminated Liquid Oxygen (LOX) is also a reason an aircraft could have crashed (e.g., the pilot breathes too much LOX that is contaminated with Methane and passes out); LOX carts and cryotainers are also susceptible to additional testing

(2) Crashed Aircraft Sampling Kit

(a) Maintained in the lab

(b) Inspect and inventory crash kit every six months for serviceability and documents inspections in FMD

1 Use tamper-proof seal(s) to prevent equipment removal

2 Re-inspect kit if there is any evidence of tampering

(c) Maintain a crash kit containing the following equipment

1 Epoxy-lined cans, 1 gallon; 8 each

2 Beaker, 400 milliliter; 2 each

3 Plastic Flexible hose

4 Funnel; 1 each

5 Drum thief; 1 each

6 Lint-free absorbent towels or paper wipes

7 Pliers

8 Screwdrivers

9 AFTO Form 475

10 Notebook

11 Pens or pencils

12 Explosion-proof flashlight

13 Suction bulb

14 Personal protective gear; (face shield, laboratory apron, disposable nitrile gloves)

15 Other items as directed by FMT

16 Not required, however, recommended, sample kit



## Block III, Unit 7

## 7. Fuels Mobility

a. Without reference, explain the functions of Fuels Operational Readiness Capability Equipment (FORCE), with at least an 80%.

(1) Primary Function

- (a) Fuel receipt
- (b) Bulk fuel storage
- (c) Transfer
- (d) Truck fillstand
- (e) Aircraft refueling system

(2) Description

- (a) When used in conjunction with fabric fuel bladders, it provides a deployable, above-ground, constant pressure, flow on demand fueling system for aircraft, i.e., a Type III hydrant fueling system
- (b) A typical equipment arrangement to perform the hydrant mission uses three R-18s (Pumping Unit), three R-19s (Filter Separator Unit), three R-20s (Servicing Platform), and hoses, fittings, and components from the R-21 (Plumbing Assembly) capable of providing up to 2,700 gpm directly to receiver aircraft, please note that FORCE does not have a standard foot print
- (c) A single system is capable of providing 400,000 gallons per day
- (d) Each FORCE system is equipped with a R-18 pump, R-19 filter separator, line strainer, two offloading skids capable of receiving from 4 tank trucks simultaneously, meter, hose, and couplings to offload fuel from a remote location outside the base perimeter fencing
- (e) FORCE has one R-18 designed to transfer fuel from a bulk storage location to operating storage at rates of 900 GPM or more

(f) Interoperability

1 FORCE, in addition to supporting all US Air Force aircraft, can refuel all other services/NATO aircraft using the SPR or open port nozzle. The FORCE system can also receive from and issue fuel to all US Army, US Marine Corps and NATO road tankers/pipeline systems

2 The system also has two fillstand skids to allow the fill of refueling vehicles

## Block III, Unit 7

b. Without reference, explain the Aerial Bulk Fuel Delivery System (ABFDS), with at least an 80%.

(1) Purpose

(a) The Aerial Bulk Fuel Delivery System (ABFDS) is designed for aerial delivery of fuel into locations where other methods of transportation are impractical

(b) The system has been certified for bulk transport of all types of liquid fuel, including AVGAS

(2) Specifications

(a) One ABFDS system consists of two modules connected by a crossover manifold that enables one or both modules to fill and empty its fuel bladders

(b) System mounted on 463L pallet

(c) Can be installed on C-130, C-17, and C-5 aircraft

1 C-130 - two 3K bladders and two ABFDS modules

2 C-17 - three 3K bladders and two ABFDS modules

3 C-5 - ten 3K bladders and four ABFDS modules

(d) While the ABFDS can carry from 3,000 to 30,000 gallons per sortie it is not a cost effective or an efficient means of providing fuel resupply especially when trying to support large flying operations, and as such should only be considered when all other means of resupply have been exhausted.

(e) Extreme care must be exercised concerning fuel commingling if multiple grades of fuel are being delivered using ABFDS

(3) Operation

(a) ABFDS systems can be modified with alternate capability equipment (ACE) to refuel aircraft directly from the ABFDS

(b) When the ABFDS is combined with an ACE package, the unit is referred to as the Aerial Delivery and Dispensing System (ADDS)

(c) Two AFSC 2F0X1 Special Experience Identifier (SEI) 369 qualified ABFDS operators are required for operation of the ABFDS or ABFDS with ACE

(d) The aerial fuel delivery standard configuration utilizes all pallet positions inside the aircraft cargo compartment, to include the ramp position

(e) The number of fuel bladders may be reduced due to mission requirements

## Block III, Unit 7

c. Without reference, explain Forward Area Refueling Point (FARP) operations, with at least an 80%.

(1) Purpose of Forward Area Refueling Point (FARP) Operations

- (a) Refueling operations that are normally conducted at night under austere conditions using the Forward Area Manifold Cart (FAM Cart)
- (b) This type of operation is aircraft-to-aircraft transfer of fuel using approved/specified equipment
- (c) FARP operations are normally conducted on C-130 and C-17 aircraft using certified FARP personnel.

(2) Air Force Special Operations Command, Logistics Readiness Division (AFSOC/A4RE)

- (a) Certifies bases supporting the AFSOC mission
- (b) FARP missions are performed in 7 bases around the world

1 Cannon AFB, New Mexico

2 Kadena AB, Japan


3 RAF Mildenhall, England

4 Hurlburt Field AFB, Florida

5 Charleston AFB, South Carolina

6 Davis Monthan AFB, Arizona

7 Moody AFB, Georgia

- (3)  Take students on a field trip to the Fuels Management Flight

## Block IV, Unit 1

## 1. Traffic Management

a. Without reference, identify the Deployment and Distribution Flight Organizational Structure, with at least an 80%.

(1) Deployment & Distribution Flight

(a) Responsible for centralized command and control, planning, and execution of wing deployment operations

(b) Distribution of cargo, passengers, and personal property

(2) Deployment and Distribution is broken down into two sections;

(a) Deployments - Deployments process are executed in four sections:

1 Base Support

2 Deployments

3 Support Agreements

4 War Reserve Materiel

5 More detailed information will be discussed in a future block instruction

(b) Distribution - Distribution processes are executed through three sections:

1 Small Air Terminal and Passenger Movement Section: manages base level traffic management activities (cargo and passenger movement) and provides core transportation expertise to the Installation Deployment Officer

a Small Air Terminal Element

1 Manages day-to-day and contingency air terminal operations

2 Oversees passenger and cargo processing and aircraft handling

b Passenger Movement Element

1 Official travel service for the movement of eligible passengers

2 Commercial Travel Office (CTO) is found in this element and provides commercial ticketing

2 Distribution Section: responsible for transportation of surface cargo and personnel in support of daily and contingency operations

a Cargo Movement Element - Plans, packages, manages, ships, and receives DoD cargo

b Vehicle Operations Element - Single source for safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations

3 Personal Property Section: Responsible for administering the DoD personal property movement program within its area of responsibility:

a Inbound Element

b Outbound Element

c Quality Assurance Element

## Block IV, Unit 1

b. Without reference, identify the shipping and receiving process within Cargo Movement, with at least an 80%.

(1) Distribution management policies and procedures

(2) Distribution defined as: Receiving materiel, property, and people from the point of origin and delivering it or them to a point of destination and all processes that go into making it happen

(3) Regulatory Guidance

(a) Title 49, Code of Federal Regulations (49 CFR) - Overarching primary guidance for air, land and sea movement

(b) DoD 4500.9R, DTR, Part II Cargo Movement - Prescribes procedures and guidance and assigns responsibilities for performing traffic management functions (e.g. distribution operations) initiated or sponsored by DoD activities, to include the transportation and movement of cargo and materiel

(c) DoD 4500.9R, DTR, Part III Mobility - Establishes the criteria for mobility movement

(d) AFI 24-203, Preparation and Movement of Air Force Cargo - Assigns responsibilities and provides guidance and procedures on the planning, documentation, funding and other actions associated with the movement of Air Force cargo in support of peacetime, exercise, humanitarian, and contingency operations

(e) AFMAN 24-204, Preparing Hazardous Materials for Military Air Shipment - Provides instructions for preparing hazardous materials for shipment aboard military aircraft (DoD owned or controlled)

(f) International Air Transportation Association (IATA) Dangerous Goods Regulations (DGR) manual

1 Global reference for shipping hazardous material (HAZMAT) by air

2 Is used universally by commercial airlines (domestically and internationally)

(g) International Civil Aviation Organization (ICAO) Dangerous Goods Regulations (DGR) - Amplifies basic standards and provides detailed instructions for the safe movement of HAZMAT by commercial air as well as the standards for inspection and compliance

(h) International Maritime Dangerous Goods Code (IMDG) - Provides international guidance on how on to safely transport or ship HAZMAT by water

## Block IV, Unit 1

## (4) Transportation modes and responsible agencies

(a) Cargo, materiel, and personnel move through the Defense Transportation System (DTS) by air, land, or sea.

1 Mode of transportation refers to a category of movement within the Defense Transportation System (DTS)

a Air

b Land

c Sea

2 Method of transportation refers to a means of movement within a mode

a Inland surface transportation via rail, road, or inland waterway

b Sealift via coastal or ocean transport

c Air transportation via DoD owned or controlled aircraft

d Pipeline

(b) United States Transportation Command (USTRANSCOM)

1 Unified combatant command, organized on a functional rather than geographical basis

2 Provides global transportation management by air, land, and sea

3 Responsible for providing all modes of transportation to the DoD in times of peace and in times of war

4 Within USTRANSCOM, the Deployment Distribution Operations Center (DDOC) is:

a Single location for managing all movement requirements (cargo and passengers)

b Provides day-to-day execution oversight of USTRANSCOM missions from 24 to 72 hours prior to execution

c Command and control hub

Block IV, Unit 1

(c) Transportation Component Commands (TCC)

1 Surface Deployment and Distribution Command (SDDC)

a Serves as the single port manager responsible for ship loading and unloading

b Responsible for all ground movement

c Controls cargo distribution and port management movement

d Managed by US Army

2 Military Sealift Command (MSC)

a Supports our nation by delivering supplies and conducting specialized missions across the world's oceans

b Primary advantage: capacity

c Disadvantages: speed, requires deep water ports, massive second destination transportation, and force protection

d Managed by Us Navy

3 Air Mobility Command (AMC)

a Provides global reach, and worldwide mobility to combatant commanders in support of wartime, contingency, or exercise taskings

b AMC relies on organic and augmented commercial aircraft to carry out mission

c Managed by US Air Force



## Block IV, Unit 1

## (d) Commercial Partners

1 Civil Reserve Air Fleet (CRAF)

a Commercial aircraft committed to support the movement of military forces and materiel

b Augments Air Mobility Command (AMC) fleet

2 Voluntary Intermodal Sealift Agreement (VISA)

a Partnership between the US Government and the maritime

b Provides DoD with “assured access” to commercial sealift and intermodal capacity

c Augments Military Sealift Command (MSC) fleet

## (5) Roles and responsibilities of base level traffic management activities.

## (a) Traffic Manager or Installation Transportation Officer (TO)

1 The installation’s single manager for cargo movement and must be fully qualified to control all traffic management functions incidents as well as the movement of Department of Defense passengers, cargo, and personal property

2 Contracting Officer Representative (COR), alternate COR, or ordering officer for transportation related Federal Acquisition Regulation (FAR) based contracts

3 CBL Tracking Officer to account for each Commercial Bill of Lading (CBL) issued under their area of responsibility

4 Installation Reusable Container Program Manager (RCPM)

## (b) Ensure the following:

1 Information in the installation Transportation Facilities Guide (TFG) is updated

2 Cargo Movement Operations System (CMOS) is used to receive, in-check, process, ship and document cargo arriving and departing the installation

## Block IV, Unit 1

3 Movement of cargo is only by DoD-certified freight carriers having an active Tender of Freight Services on file and is approved by Surface Deployment and Distribution Command (SDDC) or Air Mobility Command (AMC)

4 Cargo personnel have access and accounts to all applicable systems to perform their duties

5 Personnel are trained to safely handle, package, load, transport, unload, receive, and store hazardous, classified, and protected material and cargo

(6) Cargo movement processes

(a) Cargo Movement Element

1 First point of contact for customers shipping and receiving cargo

2 Focuses on traffic management activities of receiving, processing, and shipping DoD cargo, materiel, and equipment

(b) DoD cargo, materiel, and equipment

1 Acceptance / Rejection of Cargo

2 Prior to TOs accepting cargo for movement, they must ensure the customer offering an item for shipment provides the following information:

3 Authority to ship.

4 Funding data (e.g., Transportation Account Code (TAC))

5 Tracking number

6 Clear destination shipping address

7 Identity–description or characteristics of the cargo

8 National Stock Number, nomenclature, or proper shipping name

9 Quantity–piece count and unit of issue

10 Condition–serviceable or unserviceable

11 Reject shipments not in compliance

12 Encourage and permit on–the–spot corrections

13 Make every effort to assist customer before turning them away

## (c) Types of Shipments

1 Military Standard Requisitioning and Issue Procedure (MILSTRIP)

a Identified as shipments processed through Enterprise Solution-Supply (ES-S) and Cargo Movement Operations System (CMOS)

b Shipments are first processed through the Materiel Management Flight

c ES-S automatically advances shipments into CMOS

d Cargo Movement Element personnel processes Military Standard Requisitioning and Issue Procedure (MILSTRIP) on DD Form 1348-1A, Issue Release/Receipt Document

e Processing time starts when cargo is relinquished from the customer

f All cargo should be packaged, marked, and labeled in an appropriate shipping container

g Accepting or rejecting shipments generates a notice in Cargo Movement Operations System (CMOS)

2 Non Military Standard Requisitioning and Issue Procedure (Non-MILSTRIP)

a Shipments not processed through Enterprise Solution System (ES-S)

b Cargo Movement Element personnel processes Non Military Standard Requisitioning and Issue Procedure (non-MILSTRIP) on DD Form 1149, Requisition and Invoice/Shipping Document

c Processing time starts when cargo is relinquished from the customer

d Unlike Military Standard Requisitioning and Issue Procedure (MILSTRIP), data must be manually entered into Cargo Movement Operations System (CMOS)

## Block IV, Unit 1

## (7) Transportation Priority (TP)

(a) Establishes movement precedence for cargo based on the Force Activity Designator (F/AD), Urgency of Need Designator (UND), and Priority Designator (PD)

(b) Transportation Priority (TP)-1 and Transportation Priority (TP)-2 shipments are air-eligible and moved by Air Mobility Command (AMC) or commercial carrier

(c) Transportation Priority (TP)-3 shipments normally move via surface transportation

1 Military Standard Requisitioning and Issue Procedure (MILSTRIP) shipments

a Force Activity Designator (F/AD), Urgency of Need Designator (UND), and Priority Designator (PD) loaded to each National Stock Number (NSN) within ES-S

b Allows Cargo Movement Element to ship Military Standard Requisitioning and Issue Procedure (MILSTRIP) by correct Transportation Priority (TP)

2 Non Military Standard Requisitioning and Issue Procedure (Non-MILSTRIP) shipments

a Based on customer's Required Delivery Date

b Justified Required Delivery Date determines Transportation Priority (TP)

c Required Delivery Date (RDD)-Three character numeric data field identifying the level of service (in terms of time) that a customer requires of the distribution system to meet a time definite delivery standard.

(d) Green Sheet

1 Cargo in the Air Mobility Command (AMC) airlift system may gain movement precedence over other priority cargo of the sponsoring Service, including 999 shipments

2 Request for priority movement will bump only that service's cargo

3 Generally deligated from the Wing Commander to the Mission Support Group Commander (MSG/CC) or Maintenance Group Commander (MXG/CC)

## Block IV, Unit 1

## (e) Purple Sheet

1 Cargo in the Air Mobility Command (AMC) system in-transit to a Combatant Command (COCOM) area of responsibility to gain movement precedence over other priority cargo in-transit to the same area

2 Includes RDD 999 and Green Sheet shipments, regardless of sponsoring service

3 Generally deligated from the Combatant Commander to the Component Commander

## (f) Transportation Control Number (TCN)

1 Unique, non-duplicated 17 character data element

2 Assigned to control and manage every shipment throughout the transportation pipeline

3 Mandatory for each shipment entering the Defense Transportation System (DTS)

4 Allows for in-transit visibility

## (g) Type and Selection of Containers

1 Reusable Containers

a Shipping and storage container that can be reused, repaired, or retrofitted to prolong its serviceable life

b Four types:

1 Short-life: Effective for 10 trips minimum

2 Long-life: Effective for 100 trips minimum

3 Multi-application: Protects variety of components within a given fragility and size range

4 Specialized: Protects a specific item during handling, shipping, and storage

## Block IV, Unit 1

## (h) Additional Shipping Containers

1 Fast Packa Complete shipping and storage systemb Designed for reuse and recoveryc Key advantage is versatility2 Standard Packsa Normally cardboard boxb Cushioning not part of the container

## (i) Special Packaging Instructions (SPI) Drawings

1 Detailed packaging instructions2 Blueprint

## (j) Consolidation

1 Assembly or combination of a group of containers or items into a single load2 Consolidate shipments to the maximum extent possible

(k) Segregating Cargo - Defined as physically separating and storing cargo according to priority, type, or special handling requirement

## (l) Packaging Special Cargo

1 Must not reveal interior classified information2 Internal component classified, then use outside shell or body to enclose classification information3 Eliminate markings on exterior container not applicable to the shipment, includes no security classification or TPS required4 Apply all hazardous material related markings and labels

## Block IV, Unit 1

## (m) Identification Markings &amp; Labels

1 Identifies contents of a shipping container

2 Assists in correctly handling, shipping, receiving, issuing, or storing

a Marking: refers to information directly imprinted on a shipping container

b Labels: directly affixed to a shipping container

1 Hazard labels: diamond-shaped and required for most dangerous goods in all class and divisions

2 Handling labels: rectangular-shaped and provide additional visual directives to safely move, handle, transport, or store (Hazardous Material (HAZMAT) shipments

3 Packing list label or envelope: contains any required shipping documents

## (n) Compatibility

1 In agreement with, or to get along with someone or something

2 Transport hazardous materials in a manner that will not allow interactions in event of a leakage or contact

## (o) Placards

1 Warning signs used to alert vehicle operators and other personnel to the presence of hazardous materials

2 Must meet specifications of 49 Code of Federal Regulations (CFR)

3 Look similar to hazard labels

4 Required for vehicles and parked aircraft transporting hazardous materials

## Block IV, Unit 1

(p) Transportation Protective Services (TPS) & Air Mobility Command (AMC) or United States Transportation Command (USTRANSCOM) Defense Courier Division

1 Used to move special cargo

2 Handle TPS shipments as first priority for delivery, offload, and security

(q) Report of Shipment (REPSHIP)

1 Report notifying an agency of a shipment of hazardous material, classified, protected, sensitive, or Nuclear Weapons Related Material(NWRM) cargo

2 Shipper must send Report of Shipment (REPSHIP)

3 Must be sent to receiver within:

a CONUS – 2 hours of shipment departure

b OCONUS – 8 hours of shipment departure

4 Receiver must acknowledge receipt of shipment within 24 hours

5 Receiver issues a Transportation Discrepancy Report (TDR) when Report of Shipment (REPSHIP) is not received prior to receipt of shipment

6 Shipper issues a TDR when the receiver does not acknowledge receipt of Report of Shipment (REPSHIP) within 24 hours

(r) Secure Holding Areas

1 Provided by an installation to a carrier transporting special cargo that arrives after hours or provided at the discretion of an installation commander to a vehicle in transit when no emergency exists

2 Assures positive security control over movement of special cargo

3 Cargo Movement Element monitors and updates installation's capabilities



## Block IV, Unit 1

## (s) Hazardous Materiel Report of Shipment (Reshipment) &amp; Transshipment

1 Cargo Movement Element must:

2 Check previously packaged and certified shipments

3 Recertify when originating as a new shipment or changing to a different mode and method at a transship location

4 Remove shipments not in compliance from Defense Transportation System (DTS) and take action meet standards

## (t) Shipment Planning

1 Coordinated decisions concerning warehousing, consolidating, packing, and mode of transportation for shipments entering the Defense Transportation System (DTS)

2 Shipment planner responsibilities are:

a Determine best value

b Select mode and method

c Select carrier

## (u) Tender

1 Not contracts

2 Carrier's offer to provide services at a quoted rate

3 When cost is agreed upon, it is documented on the Commercial Bill of Lading (CBL)

## (v) Routing Authority

1 Activity designating a mode of transportation and/or provides routing instructions for shipments requiring clearance prior to movement

2 Cargo type, commodity and classification drive the need for routing authority

3 Transportation Officer approves general commodity CONUS shipments

4 Surface Deployment and Distribution Command (SDDC) approves special cargo shipments:

## Block IV, Unit 1

## (w) Third Party Payment System (TPPS)

1 System used to pay Transportation Service Providers (TSP) for cargo moved

2 Processed through US Bank

## (x) Transportation Service Provider Payment Process

1 Commercial Bill of Lading (CBL) provides list of goods shipped

2 Cargo Movement Element enters shipment data into CMOS

3 Upon cargo delivery, TSP must submit status to Third Party Payment System (TPPS)

4 Cargo Movement Element determines amount Government obligated to pay and confirms delivery

5 US Bank pays TSP upon confirmation of services in Third Party Payment System (TPPS)

## (y) Transportation Control and Movement Document (TCMD)

1 DD Form 1384, Transportation Control and Movement Document (TCMD)

a Controls movement of cargo through the Defense Transportation System (DTS)

b Advanced TCMD (ATCMD)

1 Notification and clearance document for export OCONUS shipments entering the Defense Transportation System (DTS)

2 Allows clearance authorities to determine if receiving Port of Embarkation (POE) has sufficient capability to handle a shipment of cargo

3 Provides advance notice of shipments with information necessary to process and move through DTS

c Prime TCMD (PTCMD)

1 Accompanies shipment of cargo entering the Defense Transportation System (DTS) as part of the packing list

2 Used by POE as the basis for initially accepting the cargo for movement

(z) Inbound Shipment Process

1 Cargo Movement Element examines and checks all incoming shipments against Commerical Bill of Lading (CBL) or Government Bill of Lading (GBL)

2 If discrepancy found, stop unloading, examine entire shipment, and document

3 DD Form 361, Transportation Discrepancy Report (TDR)

a Primary document used to file claims against carriers for damaging shipments

b Used to notify or confirm notification to the carrier of shipping discrepancies

## Block IV, Unit 1

c. Without reference, identify the roles and responsibilities of Personal Property, with at least an 80%.

(1) Personal Property Regulatory Guidance

(a) Joint Travel Regulation (JTR)- Pertains to per diem, travel, transportation allowances, and relocation allowances for Active Duty customers, Service Reserve Component customers, DoD civilian employees, and civilians traveling with the use of DoD funds

(b) DoD 4500.9R, Defense Transportation Regulation (DTR), Part IV, Personal Property

1 Provides procedures, guidance, and assigns responsibilities for performing traffic management functions

2 Pertains to the movement and storage of personal property and mobile homes

(c) Personal Property Consignment Instruction Guide Online (PPCIG OL)

1 CONUS and OCONUS shipment or import restrictions

2 Lists instructions to ensure personal property is consigned to the proper destination

(2) United States Transportation Command (USTRANSCOM), Services/Agencies, and theater command responsibilities

(a) Provides technical direction

(b) Supervises traffic management functions

(c) Uses Air Mobility Command (AMC) and Military Sealift Command (MSC) to the maximum extent to move personal property by military air and ocean

(d) Surface Deployment and Distribution Command (SDDC) manages the overall land or over the road movement of personal property

Block IV, Unit 1

(3) Personal Property Offices

(a) Joint Personal Property Shipping Office (JPPSO)

1 Operational upper echelon or functional chain of command

2 Serve a regional area

3 JPPSO staffed and operated by members from two or more military services

(b) Personal Property Section

1 Inbound Element

a Clears and arranges delivery of inbound personal property shipments

b Authorizes inbound personal property into storage in transit or non-temporary storage

c Traces late shipments

d Provides counseling

2 Outbound Element

a Determines personal property shipment entitlements

b Counsels military members and DoD civilians

3 Quality Assurance Element

a Ensures the commercial industry stays in compliance of Government regulations

b Performs carrier warehouse inspections

c Conducts visits and performs carrier inspections at member's residence

## Block IV, Unit 1

(4) The most common personal property items moved in the Defense Transportation System (DTS) are:

(a) Household Goods (HHG)

1 Items associated with the home and all personal effects belonging to a member and dependents on the member's official orders

2 Government transportation obligation is limited to cost of transporting the member's maximum weight allowance between authorized places at the Best Value cost

3 Military weight allowance based on rank/grade

a Professional Books, Papers, and Equipment (PBP&E)

1 Items needed for the performance of official duties

2 Weight is not calculated in the member's weight allowance (Max 2,000 pounds)

3 Must be weighed separately and identified on the origin inventory as Professional Books, Papers, and Equipment (PBP&E)

(b) Unaccompanied Baggage (UB)

1 Part of a military member's prescribed weight allowance of household goods

2 Transported separately from major bulk of HHG

3 Transported by an expedited mode via commercial air carrier

4 Needed immediately or soon after arrival at destination

5 Max 2,000 pounds, 1,000 lbs expedited

## Block IV, Unit 1

## (5) Types of storage

## (a) Storage in Transit (SIT)

1 Part of Household Goods (HHG) transportation

2 Cumulative; may accrue at any combination of origin, transit, and/or destination

3 Authorized and approved for storage at the nearest storage facility

## (b) Non-Temporary Storage (NTS)

1 All storage other than Storage in Transit

2 Member may elect Non-Temporary Storage (NTS) for OCONUS Permanent change of station (PCS) in lieu of transportation

## (c) Storage in Transit (SIT) can be converted to Non-Temporary Storage (NTS)

1 Member may request Storage in Transit (SIT) be changed to Non-Temporary Storage (NTS)

2 Requires Service approval

3 Government expense

## (6) Personal Property Movement Process

(a) Starts when member receives notification of Permanent change of station (PCS)

(b) Two methods to initiate personal property movement process are:

1 Defense Personal Property System (DPS) Self-Counseling:

a Members (both military and civilians) will use Defense Personal Property System to arrange shipment and storage of personal property

b Requires Move.mil logon

c Provides weight allowance information

d Details any restrictions

e Lists member and Transportation Service Provider's responsibilities

f Member should review PPCIG for additional restrictions

g Exceptions for Self-Counseling pre-identified by each Military Service

2 In-person Counseling:

a Primarily used for unique or circumstances exempted from self-counseling

b Member may also elect person-to-person counseling on shipment and storage entitlements

c Provides same information and forms as the self-counseling session

d Counselor must review the Personal Property Consignment Instruction Guide (PPCIG) with the member and ensure the most current information is available

(c) Transportation Service Provider (TSP)

1 Members may request a specific Transportation Service Provider (TSP)

2 Members may request non-use of a specific Transportation Service Provider (TSP)

(d) Pickup dates: member specifies desired pickup dates in Defense Personal Property System (DPS)

(e) Delivery Dates

1 Member requests Desired Delivery Date

2 Normally based on Report No Later Than Date (RNLTD)

3 DPS displays Required Delivery Date (RDD)



## Block IV, Unit 1

## (7) Claims Counseling

## (a) Quick Claim: minor loss or damage

1 Less than \$500

2 Within five days of delivery

## (b) Full Replacement Value (FRV): \$50,000 maximum liability

1 \$5,000 per shipment or \$4.00 times the net weight of the Household Goods (HHG) shipment, or the gross weight of the individual Unaccompanied baggage shipment, in pounds, not to exceed \$50,000, whichever is greater

2 Damage to personal property at time of delivery, the member must complete Notification of Loss or Damage at delivery

3 Damage to personal property discovered after delivery member, must complete the Notification of Loss or Damage after delivery, but within 75 days of the delivery date

## (c) Member indicates via Defense Personal Property System (DPS) any loss and/or damage to shipment

## (d) Member completes claim in Defense Personal Property System (DPS) within nine months of delivery to be eligible for Full Replacement Value (FRV)

## (e) Transportation Service Provider (TSP) must pay, deny, or make an offer within 60 days

1 Member may accept or reject Transportation Service Provider (TSP) offer on a line-by-line (item) basis

2 Negotiate settlement through Defense Personal Property System (DPS)

## Block IV, Unit 1

## (f) Military Claims Office (MCO)

1 Base Legal Office

2 Members have option to transfer claim in Defense Personal Property System (DPS) to the servicing MCO after 30 days

3 Military Claims Office (MCO) pays member depreciated value and pursues the Full Replacement Value (FRV) claim with Transportation Service Provider (TSP)

4 Member receives difference if Government Full Replacement Value (FRV) claim exceeds depreciated value paid by Military Claims Office (MCO)

## (g) Inconvenience Claims

1 Member may file inconvenience claim for out-of-pocket expenses caused by Transportation Service Provider(TSP) failure

2 Personal Property Offices provides necessary information to file inconvenience claim

3 It is the Transportation Service Providers (TSP) responsibility to pick up and deliver personal property shipments on the agreed-upon dates as reflected on the Bill of Lading

4 Failure to do so can cause serious inconvenience to the DoD customer and family, and can result in the expenditure of funds by the customer for lodging, food, rental/purchase of household necessities

## (h) Real Property Damage

1 Government is not responsible for damage to a residence in conjunction with movement of personal property

2 Member must seek recovery/restitution directly from the responsible Transportation Service Provider (TSP)

## (i) Traffic Distribution List

1 Contains the number of DoD approved Transportation Service Providers (TSP) with an acceptable Best Value Score

2 Ranked from highest to lowest

3 Defense Personal Property System (DPS) distributes shipments to qualified Transportation Service Providers (TSP) based on Best Value Scores

## Block IV, Unit 1

d. Without reference, identify the functions of the Commercial Travel Office (CTO) including official travel and funding, with at least an 80%.

(1) Commercial Travel Office (CTO)

(a) Civilian operated business under DoD contract

(b) Provides official travel services to authorized personnel

1 Provides transportation and travel services as outlined in the contract

2 Complies with all applicable regulations, publications, instructions, and directives

3 Mandatory use when the CTO available

(c) Determines official travel allowances and entitlements IAW Joint Traffic Regulation (JTR)

(2) Passenger Movement Policies

(a) The Joint Travel Regulation (JTR)- Pertains to per diem, travel, transportation allowances, and relocation allowances for Active Duty customers, Service Reserve Component customers, DoD civilian employees, and civilians traveling with the use of DoD funds

(b) DoD Foreign Clearance Guide (FCG)

1 Contains information based on bilateral arrangements between US and foreign government officials

2 Includes information for international mission planning and execution, personal travel to foreign countries, entrance requirements and general information on foreign locations

(c) AFI 24-101, Passenger Movement

1 Guidance and procedures for arranging official transportation of Air Force personnel

2 Applies to all Air Force-sponsored official travel

## Block IV, Unit 1

## (d) AFI 24-114, Air Transportation Operations (Non-Aerial Port)

1 Applicable to all Air Force user- small terminals operations worldwide

2 Provides guidance and procedures for Small Air Terminals performing an airlift function in support of the DoD

## (e) AMCI 24-101, Volume 14, Military Airlift Passenger Service

1 Applicable to all Reserve components and AD units operating Passenger Terminals on behalf of AMC

2 Establishes policy and procedures for passenger processing, baggage handling, and provides uniformity, standardization, and guidance for orderly and efficient passenger operations

## (3) Passenger Movement Entitlements

## (a) LGRD and the Commercial Travel Office make official travel arrangements

1 Provides reservations and ticketing for all personnel when travel orders authorize DoD funded travel

2 Must stay in compliance with DoD transportation and travel policies

3 CTO issues passenger tickets on all modes and by all methods

## (b) Official Travel

1 Travel performed under competent travel orders at the appropriated fund expense with business of the DoD or the government

2 Supported by appropriated travel orders

3 Transportation mode and method selected by member may not exceed overall government cost

## (4) Allowable Transportation Expenses

## (a) Most common transportation expenses are:

(b) Airline

(c) Train

(d) Ship/vessel

## Block IV, Unit 1

- (e) Bus tickets
- (f) Cost of conveyance to transportation terminals
- (g) Privately owned conveyance expense (mileage allowance)

1 JTR directs use of least expensive unrestricted economy/coach class accommodations for all passenger transportation modes

a Transportation for official travel procured and/or paid for by the Government only for that portion of a trip properly chargeable to the Government.

b Additional expenses are the traveler's financial responsibility

#### (5) Types of Official Travel

##### (a) Temporary Duty (TDY)

1 Duty at one or more locations, away from the Permanent Duty Station (PDS), under a travel order providing:

2 Reimbursed transportation cost and authorized expenses

3 No reimbursement for expenses not listed on travel order or authorized by an approving official

##### (b) Leave-In-Conjunction with Official (LICWO) Travel

1 Combination of unfunded personal travel and official Temporary Duty

2 Not applicable to permanent change of station travel

3 Member will only be reimbursed the cost of official travel

##### (c) Permanent Change of Station (PCS)

1 Assignment or transfer of a member to a different PDS under a competent order

2 Uniformed services customers authorized travel allowances and entitlements from their losing base to the new PDS

3 Dependents may PCS with their military sponsora Concurrent Dependent Travel1 Dependents authorized to travel with military member2 Member authorized dependent travel allowances3 Transportation and travel allowances not to exceed Government expenseb Member Elects to Serve an Unaccompanied Tour1 Leave dependent at losing PDS2 Move dependents to any CONUS location3 Move dependents to any non-foreign OCONUS area4 Move dependents to authorized follow-on OCONUS locationc Dependent Restricted Tour1 Leave dependent at losing PDS2 Move dependents to any CONUS location3 Move dependents to any non-foreign OCONUS area4 Move dependents to authorized follow-om OCONUS location5 Move dependents to an OCONUS location justified by hardshipd Command Sponsored Dependent - Dependent residing with a member at an OCONUS location at which an accompanied-by-dependent tour is authorized

e Non-Command Sponsored Dependent

1 Dependent residing with a customer at an overseas location, but not on the official travel orders when the member was provided a PCS notification

2 Authorized dependent travel and transportation allowances if the member is to serve an accompanied tour at the new OCONUS PDS

3 Travel costs must not exceed the allowances from the place the dependent was last moved at the Government expense

f Consecutive Overseas Tour (COT) and In-Place COT (IPCOT) - Members and authorized dependents are authorized funded leave travel to their home of record

g Circuitous Travel

1 Travel as any route other than the one that would normally be prescribed by the CTO/LGRD between places listed in member's PCS travel orders

2 Member must pay for the additional cost of travel, if any, that exceeded the Government's cost

## (6) Funded Emergency Leave (EL)

- (a) Authorized for military members and command sponsored dependents permanently assigned OCONUS
- (b) Must be approved by member's commander
- (c) Government funds round-trip transportation
- (d) Travel is not authorized CONUS to CONUS

## (7) Funded Dependent Student Travel

- (a) Members assigned OCONUS are authorized round-trip transportation if member's dependent is attending a CONUS formal education program
- (b) Authorized one funded round-trip any time within a fiscal year
- (c) Not applicable to service academy cadets

## Block IV, Unit 1

## (8) Invitational Travel Orders (ITO)

(a) Primarily involves non-DoD personnel, including spouses and other family customers

(b) Authorized personnel include the media, foreign exchange officers, or other US Government agencies and departments

## (9) Transporting Human Remains, Escorts, and Relatives of Personnel Attending Group Burials

(a) D Flight Commander must work closely with mortuary affairs officers for arranging transportation of human remains

(b) Human remains are moved on DoD owned/controlled aircraft from OCONUS points

(c) Human remains are moved by commercial air or surface within CONUS

(d) Escorts are authorized travel and expenses

## (10) Gifts, Gratuities, and Other Benefits from Commercial Sources

(a) Government travelers on official business at government expense may keep points or miles, upgrades, or access to carrier clubs or facilities for personal use

(b) Promotional material must be obtained under the same terms as those offered to the general public

(c) Must not incur additional cost to the government

(d) When using frequent flyer miles to upgrade to Business or First Class, members are not authorized to wear a uniform or to associate a rank or grade with the upgrade

## (11) Issues with Commercial Airlines

## (a) Voluntary Seat Relinquishing

1 Must not delay travel or impede mission

2 Official traveler may keep payments from carrier

3 Additional travel expenses incurred are the traveler's financial responsibility; not reimbursable by the Government



## Block IV, Unit 1

## (b) Involuntary Seat Relinquishing

1 Traveler receives per diem and miscellaneous expense reimbursement on travel voucher

2 Any monetary compensation for the denied seat belongs to the Government

## (c) Mishandled Baggage

1 Official traveler may keep payments from a commercial carrier for mishandled checked baggage

2 Accepting settlement negates any potential claim entitlement against Government

3 Accepting carrier's compensation considered payment in full

## (12) Passenger movement procedures

## (a) Quality Assurance Evaluators

1 Ensures CTOs provide services required under the official travel contract

2 Monitors reservation and ticketing services provided

3 Determines if CTO provides the lowest fare or best value fare available

## (b) DoD Order of Precedence

1 USTRANSCOM

a Contracted airlift

b Must be used for OCONUS travel unless there is a documented negative critical mission impact, even if the service can be provided at less cost or even if the travel is more convenient for the member

2 General Service Administration (GSA) Airline City Pair Program - Commercial airline (e.g. American, Delta, Hawaiian, Alaska, United, Southwest, etc.)

3 Other US Civil Reserve Air Fleet (CRAF) carriers

4 DoD-approved non-CRAF US flag carriers

## Block IV, Unit 1

5 Scheduled service on US air carriers neither DoD approved nor disapproved

6 DoD approved foreign flag carriers

7 Scheduled service on foreign air carriers neither DoD-approved nor disapproved

(c) USTRANSCOM-contracted airlift

1 First choice in the order of precedence for official travel

2 Two types of contracted airlift are:

a Category B (Patriot Express) - Passenger movement in planeload lots on commercial aircraft chartered by AMC

1 Scheduled common-user channel missions

2 Operates between military and/or commercial gateway airports

3 Services a particular CONUS-OCONUS route

b Category M (MilAir)

1 Movement of official travel/duty passengers on military aircraft operating between military air terminals

a High cost option with limited resources

b Reserve use for high-priority passengers to meet mission sensitive requirements

2 Do not use MilAir when Category B is able to meet mission requirements within a 24-hour period

(d) General Service Administration (GSA) Airline City Pair Program

1 Second choice in the order of precedence for official travel

2 GSA awards contracts to commercial air carriers for official Government travel

3 Contracts awarded based on best value and changes annually

## Block IV, Unit 1

4 USTRANSCOM temporarily or permanently suspend carriers as necessary

5 There are two groups of GSA Airline City Pair fares:

a Non-restricted city pair fares

1 More expensive

2 No penalties for changes

b Capacity controlled

1 Less expensive

2 Limits or restrictions

3 Use when restrictions or limits do not hinder mission

4 CTO looks at capacity controlled fare as first choice for commercial travel

(e) Premium Class Travel (PCT) Accommodations - DoD policy requires least expensive coach class transportation accommodations for official travel

1 Advance planning essential to ensure compliance with DoD policy

2 PCT is only used when exceptional circumstances are warranted to meet mission requirements

3 Authorized and approved on an exception basis

(f) Dual Commitment Transportation

1 Duplicate travel reservations on multiple modes of transportation

2 Commercial air transportation will not be requested or scheduled for DoD group travel unless all actions to obtain military air transportation have been terminated

## Block IV, Unit 1

## (g) Group Movement

1 Group travel is defined as ten or more passengers

2 LGRD has the authority to route any size group except those requiring the purchase of Category B travel

## (h) Mobility

1 Within LGRD, the Small Air Terminal and Passenger Movement Section will augment deployment work center activities

2 One of these activities is the Personnel Deployment Function (PDF). The PDF is an organized processing activity designed to ensure deploying personnel are properly accounted for and prepared for deployment

## (13) Traffic management passenger movement process.

## (a) Defense Travel System (DTS)

1 Normally, passenger movement for official travel starts with the traveler submitting an official travel/temporary duty requirement in DTS

2 Authorizing officials review and approve or disapprove the request

3 Connects member, Approving Official, CTO, LGRD, base Finance, and Defense Finance and Accounting Services (DFAS)

## (b) CONUS (stateside) Travel

1 Preferred method is commercial air

2 Military air must be approved due to mission degradation

## (c) PCS International Travel - LGRD works with base level Military Personnel Section (MPS) to arrange routes and reservation and to route PCS international travel

1 Category B or M are booked through the AMC Passenger Operations Center

2 CTO may route using GSA Airline City Pair Program

3 If GSA Airline City Pair Program is unavailable, CTO must reserve travel on CRAF carriers to the maximum extent possible

## Block IV, Unit 1

## (d) Port Call

- 1 10-day travel window required for all PCS travelers
- 2 14-day window recommended for PCS travelers with pets
- 3 Port call window allows maximum utilization for Category B (Patriot Express) airlift
- 4 Member may request a rest stop on international flights; must not exceed 24-hours

## (e) Government Travel Card (GTC)

- 1 Preferred payment method when travelling
- 2 Mandatory use for official travel and transportation related expenses
- 3 Encompasses Individual Billed Account (IBA) and Centrally Billed Account (CBA)

a IBA is individually issued Government Travel Card used by authorized individuals to pay for official travel and transportation related expenses

b CBA is the government contractor issued charge card used by LGRD/CTO for official airline travel, for which LGRD/CTO bills the government

## (f) Travel Documentation

- 1 Joint responsibility of the traveler, authorizing official, LGRD/CTO, and Finance
- 2 Travel documentation (paper or electronic) is required for travel authorization, payments, and auditing purposes

## (g) Records Maintenance

- 1 LGRD/CTO retains copies of:
- 2 Orders for CBA and either a copy of the ticket, passenger name record (PNR) or AF Form 529, Request for Air Carrier Services
- 3 Justification for non-use of Category B, GSA Airline City Pair Program, etc

## Block IV, Unit 1

e. Without reference, identify the role of Traffic Management in the deployment process, with at least an 80%.

(1) The LRS/Traffic Management section will establish procedures for booking passengers commercially and the IDO will accomplish these actions IAW the Installation Deployment Plan (IDP).

(2) LRS Traffic Management or Passenger Processing personnel will:

(a) Manifest and collect emergency contact information directly from deploying personnel

(b) Facilitate compliance with 49 U.S.C. § 41113, Plans to Address Needs of Families of Passengers Involved in Aircraft Accidents, by requiring the collection of identifying and emergency contact information called for in 14 CFR, Part 243, Passenger Manifest Information

(3) Deployment and Distribution Flight (LGRD)

(a) At CONUS AMC strategic aerial ports, the aerial port Squadron (APS) assumes responsibility for the deployment functions described below

1 Organizes, establishes, trains, and leads the Cargo Deployment Function (CDF) by defining transportation deployment work center staffing, facilities, work areas, and requirements

2 Serves as focal point for Cargo Movement and Operations System (CMOS), Integrated Computerized Deployment System (ICODES), and Global Air Transportation Execution System (GATES) and provides training on these systems

3 Ensures sufficient certified load planners are available to support 24-hour contingency, exercise, and deployment operations

4 Designated load planners must be appointed in writing by their unit commander (or equivalent)

5 An authorization letter listing all individuals qualified to perform load planning duties will be maintained by the unit with a copy provided to the IDO as changes occur

6 Training will also be annotated in the individual's training record

7 Works directly with the Installation Deployment Readiness Cell (IDRC) to schedule deploying personnel on channel airlift and commercial travel from home station to all enroute pre-deployment training (PDT) locations (as required), and from home station to the Aerial Port Of Embarkation (APOE)

8 Confirms with the Installation Deployment Readiness Cell (IDRC) that passengers are not scheduled for aggregation prior to scheduling any channel reservations

9 Refers to applicable Passenger Routing instructions for all passengers

10 Briefs passengers regarding excess baggage limitations

11 Books passenger commercial tickets to/from the port on behalf of areas within the AOR that don't have a Commercial Travel Office (CTO). Passenger Movement Elements inform their home station Distribution Management Section of AMC mission number, date and time of arrival

12 Assists the Installation Deployment Officer (IDO) in developing processes for collection of Energy Performance Certificate (EPC) data

13 Manages the on-hand stock of Radio-frequency identification (RFID) tags and burns tags for deploying cargo, when required hardware is available. Assists the IDO in overall Radio-frequency identification (RFID) tag program management IAW with locally approved guidance

14 Designates representatives as needed, via the Installation Deployment Plan (IDP), to be a part of the Installation Deployment Readiness Center (IDRC) direct support staff, available to the Installation Deployment Officer (IDO) when required for transportation requirements of taskings

15 Appoints qualified individuals as Cargo Deployment Function (CDF) non-commissioned officers in charge (NCOIC)

## Block IV, Unit 1

f. Without reference, analyze the importance of the Transportation Discrepancy Reports (TDR), Report of Shipment (REPSHIP) and the personal property discrepancy reports, with at least an 80%.

(1) Reference- Defense Transportation Regulation- Part II, Chapter 210

(2) Transportation Discrepancy Report (TDRs) will be used to document loss, shortage, and damage discrepancies attributable to the Transportation Service Provider

(3) The purpose of a TDR is to:

(a) Document the loss, shortage or damage to Government material to support the filing of claims against TSPs for Government reimbursement. If a claim is not filed, the Government is not compensated for loss/damage, which leaves the Government, and thereby the taxpayer, to pay the bill.

(b) Document the loss, shortage or damage to Foreign Military Sales (FMS) or other Security Cooperation Program (SCP) shipments to support filing claims against TSPs for reimbursement to the foreign customer.

(c) Document other TSP-related discrepancies, such as improper cargo blocking and bracing; shipping paper irregularities; broken/missing seals; failure to provide transport equipment that complies with Military Standard (MIL-STD) and/or state and federal transportation safety regulations; and TSP-related hazardous materials (HAZMAT) marking, labeling, placarding, and documentation errors.

(d) Report transportation discrepancies involving motor, air, water, rail, and small package TSPs for:

1 Astray freight (see Defense Transportation Regulation [DTR] Chapter 209)

2 Shortage

3 Pilferage

4 Theft

5 Damage

6 Vandalism

7 Material overage

8 Contract and/or accessorial services ordered but not provided

9 Non-conformance with HAZMAT shipping requirements



- (4) The SDDC Strategic Business Office, AMSSD-SBI-CB, will:
- (a) Serve as the Department of Defense (DoD) TDR program manager
  - (b) Establish and maintain procedures for transportation discrepancies involving DTS shipments
  - (c) Develop, maintain, and administer the Global Freight Management (GFM) Discrepancy Identification System (DIS)
  - (d) Take necessary measures to determine the effectiveness of and weaknesses in the TDR process and provide recommendations to DoD Components for improvement or corrective action(s)
  - (e) Provide data, analysis, reports, and information to DTS users to determine trends and procedures to reduce loss and damage
  - (f) Assist Government agencies in resolving transportation discrepancies
  - (g) Ensure published regulatory guidance meets the needs of the military and federal agencies involved with the TDR program
  - (h) Provide Transportation Officers (TOs) and Receiving Officers with timely, adequate training and assistance in the preparation and submission of TDRs
  - (i) Provide assistance to theater Commander (CDR) Area Monitoring Offices (AMOs), and review and comment on all AMO implementing instructions
  - (j) Monitor TDR actions and initiate investigative or corrective actions as required
  - (k) Monitor the TDR performance of field activities that fail to respond to requests for information (RFIs)
  - (l) Assist finance centers and claims offices in obtaining shipment and discrepancy information to resolve transportation discrepancies

Block IV, Unit 1

(5) Report of Shipment (REPSHIP)

- (a) Reference- Defense Transportation Regulation- Part II, Chapter 205
- (b) An advance notification of shipment provided by a shipper to the consignee not later than 24 hours prior to the shipment arrival
- (c) Shippers of TPS material will forward a REPSHIP to the consignee
- (d) Shippers shall notify the designated receiver no later than 2 hours after a shipment's departure
- (e) Such notification will be by telephone, facsimile machine, or other immediate electronic means
- (f) All receivers shall establish and maintain suspense lists to ensure timely receipt of the material

## Block IV, Unit 2

## 2. Vehicles Operations

a. Without reference, identify Vehicle Operations roles and responsibilities, with at least an 80%.

(1) Regulatory Guidance

- (a) DoDM 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles- Prescribes limited use of Government Motor Vehicles (GMV) to official governmental purposes
- (b) AFI 24-301, Vehicle Operations- Establishes procedures and standards for managing Vehicle Operations on Air Force installations
- (c) AFMAN 24-306, Manual for the Wheeled Vehicle Operator- Covers general principles of non-tactical wheeled vehicle operation
- (d) Operating Instructions (OI)- Specific instructions for functions performed in the element

(2) Roles and responsibilities of base level vehicle operations

- (a) Installation Commander - Supports and acts as approval authority for the Government Motor Vehicle official use program
- (b) LRS Commander - Administers installation vehicle misuse reporting and investigation program
- (c) Distribution Section Chief
  - 1 Responsible for day-to-day management of the Vehicle Operations and Cargo Movement Elements
  - 2 Ensures all assigned personnel receive training and enables full organic transportation support to flying and ground operations
- (d) Vehicle Operations Element NCOIC
  - 1 Responsible for day-to-day management of the Vehicle Operations assigned vehicle fleet
  - 2 Supervises assigned personnel

## Block IV, Unit 2

## (e) Vehicle Operations Control Center (VOCC) NCOIC

1 Provides passenger and cargo movement capability for the installation

2 Receives and validates request for support services and vehicles

## (f) Operator Records and Licensing (OR&amp;L) NCOIC

1 Issues GMV operator licenses

2 Maintains the system of records for motor vehicle operators

## (g) Vehicle Operations Control Center Support NCOIC

1 Supervises assigned Vehicle Operations Control Center Support personnel

2 Develops Vehicle Operations Control Center personnel work schedules

## (h) Equipment Support NCOIC

1 Ensures availability of adequate equipment and supplies

2 Works with Vehicle Operations Control Center to ensure assigned vehicle fleet condition meets mission requirements

## (i) Training Validation and Operations (TVO) NCOIC

1 Manages all aspects of Vehicle Operations personnel, vehicle, and equipment training

2 Serves as vehicle certification authority for the installation

3 Establishes specific driving routes to evaluate trainees

4 Develops written tests and coordinates over-the-road routes with installation Safety Office and Security Forces

5 Certifies installation operators on passenger buses, tractors, or tractor/trailer combinations

(j) Vehicle Operations Element - Provides assistance moving cargo and/or passengers by providing forklifts and or/tractor-trailers during contingency operations and exercises

## Block IV, Unit 2

## (3) Priority of Transportation Services

- (a) Scheduled DoD bus service
- (b) DoD specially scheduled leased or owned bus service
- (c) Van pools
- (d) GMV centrally dispatched “taxicab” operation
- (e) GMV individually dispatched to licensed service member or civilian employee

## (4) Making Official Use Determinations

- (a) Is the purpose of the vehicle use essential to the successful completion of a DoD function, activity, or operation
- (b) Is the purpose of the vehicle use consistent with the purpose for which the GMV was acquired
- (c) Is the use of GMV transportation the most cost effective method of satisfying the requirement

## (5) Authorized Use of GMVs

## (a) Temporary Duty (TDY)

1 Requests evaluated against need, distance involved, and the mission

2 When authorized, a GMV may be used for:

a Sustenance: on- or off-base to reputable establishments in reasonable proximity

b Entertainment and morale: on-base facilities required for comfort or health of member

## (b) Permanent Party personnel

1 Transportation to or from Air Force scheduled appointments on- or off-base

2 Authorized: stop at off-base eating establishment in the immediate vicinity or direct route

3 Prohibited: stop at private quarters or shopping/personal convenience

## Block IV, Unit 2

(c) Event participation - Authorized for military and civilian personnel officially participating

(d) U-Drive It (UDI) - Provides limited number of passenger, utility, or light cargo vehicles

1 Used to temporarily support official use activities

2 Normally limited to 72-hours, but can be approved up to 60 days

(e) Domicile to Duty Transportation (DtD)

1 Recognized official or employee of a Federal agency operating a GMV between their private residence and place of duty

2 Two authorized positions for the Air Force

a Secretary of the Air Force

b Chief of Staff

(f) Command and Control Vehicles (CACV) - Authorized for Air Force commanders with:

1 Overall responsibility for operations or installation security

2 Require 24-hour emergency response

3 Require continuous communication

(g) Bus Transportation Support

1 Modified shuttle bus service transports personnel between duty locations and transit centers

2 Shuttle bus service transports individuals on official business between offices on installations or between nearby installations

3 Group transportation service is limited to those situations where there is a need to provide DtD transportation

4 Mass transit service is designed to fulfill requirements beyond the scope of the shuttle bus service

5 Emergency bus service transports personnel between residence and duty location when public transportation strikes and transportation stoppages occur

## Block IV, Unit 2

6 Military community activities - Supports Morale, Welfare, and Recreation programs, community activity programs, family service center programs, or private organizations

(6) Unauthorized uses of GMVs

- (a) Reason of grade, prestige, or personal convenience
- (b) Reason for personal business or personal nature
- (c) Miscellaneous event support
- (d) Personal or social engagements
- (e) Household goods movement
- (f) Inappropriate parking locations
- (g) Permissive TDY status

(7) Vehicle Control Officer/Vehicle Control Non Commissioned Officer

- (a) Focal point for an organization's vehicle matters
- (b) Charged with preventing misuse, abuse, and damage to unit's vehicles
- (c) Investigates vehicle incidents, accidents, misuse, and abuse cases

(8) Vehicle Misuse Reporting

- (a) Personnel should report all suspected misuses to LRS Vehicle Operations
- (b) Vehicle Operations forwards substantiated allegations with technical assessments to LRS Commander

(9) Vehicle Operations Element - Single source for safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations

(a) Unit Vehicle Training

1 The using organization conducts all required vehicle training

2 Unit commanders will designate in writing, personnel as vehicle training instructors by vehicle type and submit the request to Operator Records and Licensing (OR&L)

## Block IV, Unit 2

## (b) Vehicle Qualifications

1 The AF Form 171, Request for Driver's Training and Addition to U.S. Government Driver's License, will be used to document vehicle training and qualifications

2 The trainee's AF Form 2293, U.S. Air Force Motor Vehicle Operator Identification Card and AF Form 2296, Vehicle Operator Information, will be updated by Operator Records and Licensing

## (c) Flightline Driver Training

1 Airfield Management is responsible for flightline training

2 Qualification documented on AF Form 483, Certificate of Competency

## (d) Military Members and Civilian Employees Scheduled for PCS, Retirement, or Separation

1 Personnel with an AF Form 2293 must contact Operator Records and Licensing (OR&L)

2 An electronic copy of the AF Form 2296 will be sent to all military members and civilian employees

## (e) Licensing for Contingency and Remote Areas

1 Certain personnel assigned to contingency and remote areas are required to have an AF Form 2293

2 The parent or losing command will ensure licenses and qualifications records are issued to personnel as required

## (f) Licensing Federal Civilian Employees

1 Federal civilian employees follow same licensing process as military personnel

2 Civilian employees require medical fitness assessments every four years



## Block IV, Unit 2

## (g) Licensing Contractor Personnel

1 Contractor personnel comply with licensing requirements of the State and local motor vehicle laws

2 DoD contractors may be issued AF Form 2293, AF Form 2296, or AF Form 171 “For Maintenance Purposes Only”

3 Contractor employees shall be certified by the contractor at the contractor’s expense

## (h) Commercial Drivers Licenses (CDL) for Civilian Employees

1 Federal civilian employees must have a CDL if they operate a vehicle

2 Civilian employees purchase CDLs at their own expense

3 Civilian employees are waived from maintaining a CDL if:

4 The employee is operating a GMV within the confines of any military installation

5 At the state discretion for operation of certain vehicles, e.g. firefighter vehicles, emergency response, snow removal vehicles, etc

## (i) Commercial Drivers Licenses (CDL) for Military Members - The following are waived from maintaining a CDL

1 All active duty military personnel

2 All members of the Reserves and National Guard on active duty, including personnel on full-time duty, part-time training, and National Guard technicians. Note: The exception is not applicable to U.S. Reserve Technicians

## (j) Suspension/Revocation of GMV Operator’s Driving Privileges

1 Security Forces/Law Enforcement acts on behalf of the installation commander and suspends, revokes, and reinstates driving privileges

2 OR&L maintains a separate file with the AF Forms 2293, AF Form 2296, and the suspension/revocation letter

Block IV, Unit 2

(k) Vehicle accidents/mishaps

1 Operator surrenders AF Form 2293 with reports provided by Security Forces to VCO/VCNCO

2 Commanders may reinstate license at their discretion

(l) Training for Vehicle Operations Personnel

1 Vehicle Operations leadership is responsible for ensuring assigned personnel are trained

2 Training is accomplished through a combination of:

a Technical Training

b On-the-Job Training

c Advance Distributive Learning

d Career Development Courses

(m) Quality Assurance Program (QAP)

1 Vehicle Operations functions can be wholly or partially contracted to commercial providers

2 The Vehicle Operations Element NCOIC will be responsible for the coordination and management of the Performance Management Assessment Program/Quality Assurance Program to assess contractor performance

## Block IV, Unit 2

b. Without reference, identify the functions of Documented Cargo Section, with at least an 80%.

(1) Documented Cargo Operations Responsibilities

(2) Vehicle Operations is responsible for all Documented Cargo services and Due in for Maintenance (DIFM) Returns within the confines of the installation

(3) Delivers supplies and equipment to base units by using the Time Definite Delivery (TDD) concept

(4) TDD concept of operations is the standard for delivery of supplies, equipment and cargo. It utilizes scheduled sweeps over designated routes/areas of the installation

(5) Frequency of scheduled sweeps and number of delivery routes/areas is a local determination driven by mission, volume of cargo and customer needs. Vehicle Operations tailors sweep frequencies/routes to provide support for primary mission of the installation/base for the LRS commander's approval

(6) Delivery frequencies/routes should minimize the need for individual unit delivery requirements

(a) Assist Materiel Management Flight (LGRM) Document Control Section in resolving document errors. LGRM is the overall OPR for all delivery document issues

(b) LGRM will provide the Documented Cargo Section with copies of delivery destinations, unit POCs and the Classified Receipt Listing

(c) Documented Cargo will ensure current copies are available either automated or hard copy

(d) Notify LGRM immediately of all unnecessary delays caused by the absence of receiving personnel, incorrect addresses, organizational refusal, improper documentation, etc

(e) Items precluded from delivery due to these circumstances will be returned to original pickup point for resolution and included on the next scheduled sweep or may be picked up from Cargo Movement (CM) or Aircraft Part Stores (APS) by the customer

(f) Ensure all dispatchers and operators are briefed on established procedures to properly dispatch and document cargo movements, to include processes for Nuclear War Related Materiel (NWRM), classified, sensitive, pilferable materiel handling

Block IV, Unit 2

(7) Supports movement of cargo from Materiel Management Flight storage/issue locations to the Aircraft Parts Store, Flight Service Centers, and Cargo Movement

(a) Delivers shipments to Defense Logistics Agency (DLA)-Disposition Services generated from Cargo Movement or Materiel Management Flight

(b) Delivers directed/non-directed lateral shipments originating from Flight Service Center and Aircraft Parts Store to Cargo Movement

(8) Documented Cargo Operations Process

(a) Vehicle Operations leadership may establish alternate locations (sub-motor pools) to support Documented Cargo services

(b) Materiel Management Flight (LGRM) will provide the Documented Cargo Section with copies of delivery destinations, unit POCs, and Classified Receipt Listing

(c) Documented Cargo Section will notify LGRM of all unnecessary delays

(d) Priority cargo (priority 01 and MICAPS) will be delivered as soon as possible (goal is within 30 minutes)

## Block IV, Unit 2

c. Without reference, identify the authorized use of Government Motor Vehicles and the Misuse Process, with at least an 80%.

- (1) Vehicle Misuse Reporting:
- (2) LRS Commander administers installation vehicle misuse reporting and investigation program
- (3) Report suspected misuses to LRS Vehicle Operations
  - (a) Vehicle Operations conducts an initial technical assessment of the incident to determine if regulatory official use guidance may have been violated
  - (b) Note: AF/A4LR will serve as the primary point of contact for misuses or reckless vehicle operation allegations reported to GSA
- (4) Vehicle Operations will collect the information and conduct a technical assessment for review and forward substantiated allegations with technical assessments to LRS/CC in cases of vehicle misuse
- (5) Technical assessments will include at a minimum the date, time and location of incident as well as the vehicle's make, model and vehicle registration number
- (6) Technical assessments will also clearly state the alleged offense and applicable official use guidance addressed in the suspected misuse
- (7) Forward allegations along with the technical assessment to the LRS commander within 5 duty days of receiving the complaint
- (8) The LRS commander will forward suspected misuse technical assessment requiring investigation to the appropriate unit commander within 5 duty days of receipt
- (9) Commanders have 15 calendar days to respond to the LRS commander's assessment and identify actions taken to prevent further occurrences (if appropriate)
- (10) Unit commander responses will include address requirements
  - (a) The purpose of the vehicle use must be essential to the successful completion of a DoD function, activity, or operation
  - (b) The purpose of the vehicle use must be consistent with the purpose for which the GMV was acquired
  - (c) If provided, the GMV transportation used must be the most cost effective method of satisfying the requirement

Block IV, Unit 2

- (11) Vehicle Operations will maintain a log of reported misuse cases
- (12) The misuse log with technical assessments and unit responses will be kept on file for 6 years
- (13) Annually, the LRS commander will provide their respective group commander with detailed results of pending and completed vehicle misuse investigations with recommendations to improve official use of GMVs
- (14) Vehicle Operations will provide a copy of the annual unit misuse data to Vehicle Management and Analysis (VM&A) Vehicle Control Program (VCP) for dissemination to unit VCOs
- (15) Penalties for Misuse of DoD Motor Vehicles
  - (a) Misuse or acts/omissions resulting in misuse of GMVs (owned, rented, or leased) may result in disciplinary action
  - (b) All military and civilian employees need to take appropriate measures to prevent misuse, abuse or willful acts/omissions that could cause damage to GMVs
  - (c) Directing personnel to violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies

## Block IV, Unit 3

## 3. Vehicle Management

a. Without reference, identify the Vehicle Management Flight Organizational Structure, with at least an 80%.

TRAINING METHOD(s): Lecture/Discussion

AUDIOVISUAL AID(s):  
Multimedia Presentation

(1) Vehicle Fleet Management Flight's mission is to provide the AF with safe and serviceable motor vehicles, watercraft and railroad equipment to meet the warfighter's requirements IAW AFI 24-302 and utilize the Defense Priorities and Allocation System (DPAS) as its system of record

(a) The Vehicle Management Flight is responsible for the overall management, operation, and maintenance of the installation's vehicle fleet

(b) They account for, operate, and maintain vehicle assets so they are safe, efficient, and environmentally sound to meet the wing's needs

(2) The Flight Commander, Vehicle Fleet Manager (VFM) and Vehicle Management Superintendent (VMS) should establish work centers as focal points for the labor, parts, and tools needed to do the job; must determine the number of work centers by the type and quantity of vehicles to be serviced; and the location of shop buildings; other responsibilities include:

(a) Establish local vehicle fleet management procedures

(b) Coordinate on all correspondence above unit-level dealing with Vehicle Management issues

(c) Resolve technical problems or ask for technical aid to solve problems that involve maintenance beyond local capabilities

(d) Coordinate with the Materiel Management Flight to make sure required supplies are available

(e) Develop and submit an annual Vehicle Management budget

(f) Ensure proper documentation of vehicle accident and abuse repairs

(g) Analyze reports received from Fleet Management and Analysis (FM&A) (i.e. manpower, Materiel Control rates, cost, etc.) to find weak or deficient areas, and develop/implement corrective policies and procedures

## Block IV, Unit 3

(h) Establish a Vehicle Control Program and provide Vehicle Control Officer/Vehicle Control Non-commissioned Officer (VCO/VCNCO) orientation

(i) Ensure Limited Technical Inspections (LTIs) are prepared promptly and accurately

(j) Approve or disapprove all cannibalization requests

(k) Conduct production meetings weekly with section supervisors to identify and solve maintenance problems, review workload and discuss production issues

(l) Conduct weekly Roll Call with all Vehicle Management employees

(m) Promote and ensure risk management (RM), safety and occupational health and fire prevention

(3) Fleet Management and Analysis (FM&A) is the central data collection element within Vehicle Management and responsible for the efficient and economical operation and maintenance of the base vehicle fleet

(a) Ensures the efficient and economical operation of base vehicle fleet by scheduling maintenance, controlling maintenance production, and ensuring accurate data collection

(b) It is the focal point for determining repairs and authorizing the expenditure of manpower and material through the work centers; it is also the focal point for the movement of vehicles and equipment to and from the work centers and for commercial contract repair activities

(c) The Vehicle Fleet Manager/Vehicle Management Superintendent (VFM/VMS), or representatives from Vehicle Management and Analysis (VM&A), will be appointed (in writing) by the LRS Commander or equivalent as the equipment custodian for their vehicle accounts; the LRS Commander or equivalent will review and endorse the Custodian Authorization/Custody Receipt Listings (CA/CRL) after Vehicle Fleet Manager/Vehicle Management Superintendent (VFM/VMS) or representatives from Vehicle Management and Analysis (VM&A) have accomplished the inventory

(d) Data management: Fleet Management and Analysis (FM&A) will monitor workload status, control work flow through the work centers using an estimated time in-commission (ETIC), and inform the work center supervisors of scheduled work, Time Compliance Technical Orders (TCTOs), and other needs



## Block IV, Unit 3

- (e) Initiates AF Form 1823, Vehicle and Equipment Work Order based off customer service center review and forwards the work order and vehicle to the appropriate work center
- (f) If contract maintenance is required, Fleet Management and Analysis (FM&A) will obtain an estimate of repairs and arrange to send the vehicle to the contractor
- (g) Fleet Management and Analysis (FM&A) monitors the vehicle downtime/non-mission capable (NMC) and ensures payment is made to the contractor
- (h) FM&A validates all requests for rentals/leases for installation activities

(4) Customer Service Center is the interface between the vehicle user/Vehicle Control Officer (VCO) and Vehicle Management Flight and usually receives all incoming work

- (a) Must be staffed with mechanics who are technically proficient and able to troubleshoot/diagnose the vehicle problem
- (b) Customer Service Center (CSC) work center will perform incoming inspections on vehicles to determine maintenance requirements and annotate it on AF Form 4355, Vehicle Incoming Inspection and debriefs the Vehicle Control Officer (VCO)/user
- (c) When maintenance is minor, Customer Service Center (CSC) will make the repair if it can be accomplished within 2 hours using low cost bench stock parts (parts valued under \$60)
- (d) If repair actions take 2 or more hours Customer Service Center (CSC) will provide information to Vehicle Management and Analysis (VM&A) for AF Form 1823, Vehicle and Equipment Work Order initiation
- (e) Customer Service Center (CSC) requests mobile maintenance if a vehicle is immobile

(5) Mobile Maintenance performs maintenance or repair away from Vehicle Management (VM)

- (a) Operates from a truck with tools and parts that can be dispatched to fix disabled vehicles in the field “Handy Man on wheels”
- (b) Mobile Maintenance will dispatch to the site of the disabled vehicle, diagnose the cause of the breakdown and make repairs
- (c) When the repair cannot be accomplished on-site, Vehicle Operations is called for tow support

Block IV, Unit 3

(6) Multi-Purpose

(a) “Normal Vehicles”

(b) Maintains all vehicles that DO NOT BELONG TO Fire Truck, Refueling Maintenance or Specialized Material Handling Equipment (MHE)

(c) Multi-purpose shop handles your High Mobility Multipurpose Wheeled Vehicles (HMMWVs), Busses, Bread vans, Heavy trucks, tractor trailers, everything except the heavy specialized machinery

(7) Fire Truck Maintenance section is responsible for maintaining the installation’s military and commercial design fire, crash, and rescue vehicles; typically co-located with the fire station

(8) Material Handling Equipment (MHE)/463L Maintenance section is responsible for the safe and serviceable repair of the installation’s specialized 463L/MHE (Material Handling Equipment) vehicles

(a) Forklifts

(b) Aircraft cargo loaders: 60K/25K loaders

(9) Allied Trades

(a) Body Work

(b) A/C

(c) Machine Shop

(10) Refueling Maintenance

(a) Repair Refuelers: R-11s

(b) Typically not in same facility with Vehicle Management (VM)

## Block IV, Unit 3

(11) Materiel Control (MC) Section is responsible for managing, providing oversight, and acquiring materiel to support vehicle maintenance; the parts, supplies, equipment and tool required

- (a) Materiel Control (MC) is a liaison between VM, the supply system, and commercial parts vendors
- (b) Materiel Control (MC) procures supplies and parts for maintenance, and manages the shop bench stock, working stock, and tool control program
- (c) 2T3XX and 2S0XX personnel
- (d) Materiel Control (MC) keeps FM&A and key personnel informed of overall supply situation as it affects the shop
- (e) Check, verify and revalidate all parts requirements on delayed AF Form 1823, Vehicle and Equipment Work Order
- (f) Check daily and verify the need and status of parts for all Non-Mission Capable-Supply (NMCS) vehicles
- (g) Assist shop equipment custodians in acquiring equipment authorizations
- (h) Establish tool crib and issue procedures for all tools as signed
- (i) Materiel Control (MC) establishes Bench Stocks so that expendable supplies needed to support the shop are always available
  - 1 If Materiel Control (MC) fails to maintain the correct levels of bench stock/right items, could disrupt the vehicle maintenance repair process and increase Non-Mission Capable (NMC) rates
  - 2 Low-Cost Bench Stocks: items that cost less than \$60
  - 3 High-Cost Bench Stocks: items that are \$60 or more and are charged to the specific vehicle when used
- (j) Working Stocks are essential to ensure certain fast-moving items are available at the Vehicle Management work site to reduce vehicle repair time
  - 1 Working stock is limited to a 4-week level (based on past experience or consumption)
  - 2 Certain bulk items (such as wiper blades kits, electric wire kits, heater hose, etc.) are cheaper and easier to manage when bought in bulk; working stocks may be authorized for these and for seasonal items, even if their rate of use is low

## Block IV, Unit 3

## (k) Tool Kits

1 Individualized Tool Kits (ITK) are individualized tool boxes assigned (received) to each mechanic

a Maintained and inventoried by the mechanics

b Inventoried at the end of each shift

2 Composite Tool Kits (CTK) are received to the work center supervisors and consist of specialized tools (torque wrenches, impact wrenches, and electric or air tools) for all mechanics to use in the specialized work center

a Kept in Materiel Control (MC) or work centers themselves

b Ensure all personnel know checkout procedures

(l) Tool Cribs are a storage and issue point for common and specialized tools shown on one or more Allowance Standard (an equipment allowance document which prescribes basic allowances of organizational equipment and provides the control to develop, revise or change equipment authorization inventory data)

1 Materiel Control (MC) typically manages tool cribs in their shop complex

2 Use AF Form 1297, Temporary Issue, Receipt or chit system to maintain accountability

## (12) Levels of Maintenance

(a) Depot-Level maintenance provides technical aid and overhaul of specific vehicles

1 Warner-Robins Air Logistics Complex manages depot-level maintenance for AF vehicle needs


2 Includes major repair, overhaul, or complete rebuilding of vehicles

## Block IV, Unit 3

(b) Base-Level maintenance includes both organizational and intermediate levels

1 Organizational = accomplished by unit level Vehicle Operators; operators use vehicle's applicable Operator's Inspection Guide or Technical Orders (TOs)

2 Intermediate = accomplished by the base Vehicle Management Flight, including major and minor repairs, such as: Preventive Maintenance and Inspections (PM&I), repairing, fabricating, or replacing unserviceable components

(13)  Take students on field trip to the 82 Logistics Readiness Squadron (LRS) to observe Vehicle Management Flight organizational structure and operations

## Block IV, Unit 3

b. Without reference, analyze the Vehicle Authorization Listing, critical vehicle listing, and Mission Essential Levels, with at least an 80%.

(1) Vehicle Authorization Listing (VAL) - The source document for all vehicle authorizations

(a) Identifies the following information concerning vehicles assigned to the base:

1 Stock number

2 Name (nomenclature) for type of vehicle

3 Authorized quantity

4 Using activity/organization

5 Use code

6 Vehicle registration number

(b) VAL is used to identify and track authorizations for mobility, base support, joint-use, and WRM vehicles

1 Authorized by the specific function they perform and not the unit

2 They are generally limited to those functional and critical vehicles required to perform AF missions

(2) Mission Critical Vehicle List

(a) Each deployed Vehicle Management operation employs a maintenance priority system which considers current battle conditions and requirements

(b) The deployed VFM/VMS assigns priorities as necessary

## Block IV, Unit 3

## (3) Mission Essential Levels (MEL)

- (a) The MEL shows the number of vehicles or vehicular equipment, by authorized type and any substitutes, needed in mission capable status to complete the user's mission
- (b) The VFM/VMS review the vehicle MEL for maintenance priorities and for backfilling primary vehicles when vehicles are in Vehicle Management
- (c) A unit is below the established MEL for a particular vehicle/equipment type; further loss of vehicles or equipment will degrade mission support and other base assets cannot fulfill the need of a particular vehicle
- (d) This list serves as the vehicle maintenance priority repair list which the VFM/VMS can use as a guide for day to day fleet management
- (e) Vehicle Management ensures that minimum essential vehicle levels and mission needs are met. This may require withdrawing vehicles from organizations currently above their MEL or with lower priorities
- (f) Direct Mission Support Vehicles/Equipment - Vehicles and equipment which are used to support combat, tactical or airfield operations. MELs for these vehicles will be developed and verified each year between using organization requirements and the vehicle management activity

## Block IV, Unit 3

c. Without reference, explain the vehicle authorization establishment process, to include the Vehicle Buy Program and the Vehicle Validation Visit, with at least an 80%.

(1) Vehicle Authorization Review Authority

(a) The Vehicle Fleet Manager (VFM) is the vehicle authorization review authority for the installation

(b) Only the minimum number of vehicles necessary to support the mission will be authorized

(2) Vehicle Fleet Manager (VFM)

(a) Reviews and validates vehicle requirements and vehicle change requests

(b) Recommends increases or decreases in vehicle authorizations

(3) Considers the following to address additional vehicle authorizations

(a) Use of vehicles from the U-Drive It (UDI) fleet, priority recall, or short term lease/rental to satisfy short duration or sporadic mission requirements

(b) Types and quantities of vehicles must clearly be the minimum number to accomplish the mission

(c) Do not authorize vehicles for reasons of grade, prestige, personal convenience or to individual persons except as previously stated

(4) Use Logistics Installation and Mission Support-Enterprise View (LIMS-EV) to review vehicle utilization. The Allowance Standard (AS) is a seven-digit code which describes the AS used, Base Code and User Code. For example, the AS Code for a registered fleet vehicle (010) belonging to Langley AFB (LA), LRS Vehicle Mgt Flt (EG) would be: "010LAEG"

(5) All additions or changes to vehicle authorizations, require an authorization request to be processed through 441 Vehicle Supply Chain Operations Squadron (VSCOS)



## Block IV, Unit 3

(6) To request a new authorization, or to request updates to an existing authorization, send request to 441 VSCOS

(a) Authorized quantity increase due to mission change

1 Requests to increase vehicle fleet size must be supported by a verifiable mission change

2 e.g., OPLAN, Provisional Plan (PPLAN), Executive Order (EXORD), Fragmentary Order (FRAGO), base layout, operation moved to a different location on base, added a ramp, etc

(b) All new or increased authorizations will be coordinated with functional community

1 If approved

2 Functional community will request vehicle procurement funding for the initial validated vehicle requirements and advocate additional funding in the out-years of the Program Objective Memorandum (POM) for increased vehicle buy replacement dollars

(c) Any non-mission change increase will be offset by adjustments to other vehicle authorizations to preclude an overall increase in authorizations

1 Units with a requirement and funds will contact servicing Vehicle Management activity

2 Vehicle Management ensures requirement has: valid authorization, current vehicle is replacement eligible, or authorization is vacant

3 Vehicle Management works with 441 VSCOS to ensure requirement is procurable (not on Robins no buy list)

a After authorization is validated, asset is deemed procurable, Vehicle Management forwards completed to 441 VSCOS for processing

b 441 VSCOS works with Robins to complete order

c Vehicles are tracked using LIMS-EV Due-In screen until arrival

## Block IV, Unit 3

## (7) Vehicle Validation (VV)

(a) 441 VSCOS is required to perform a complete review of each installation's vehicle authorizations every three to five years depending on established trigger points

(b) VV schedules will be distributed annually

(c) When scheduled VV start date is within 30 days, a message will be sent to that particular installation's gatekeeper and vehicle management activity

(d) The installation FM&A section will accomplish the following prior to an on-site Vehicle Validation (VV)

1 Conduct a VCO/VCNCO meeting to educate base VCO/VCNCOs and commanders on the purpose of vehicle validation visit

2 Meet with VCOs prior to validation visit and ask the following questions for each authorization

a Who is using the vehicle

b What is the vehicle being used for

c Is this the right size and type vehicle needed

3 Develop a schedule. Each unit with authorized vehicles must be scheduled

4 Have a folder for each organization with the following

a Utilization data (12 months)

b On-Line Vehicle Interactive Management System (OLVIMS) U-Drive It (UDI) requests over the last year

(e) Vehicle authorization increases must be funded by the requesting functional activity prior to any authorizations being added to the VAL

(f) If a genuine mission change has not occurred (e.g., additional aircraft assigned, new weapon systems deployed, new units assigned to a base, etc.) then the total number of authorized vehicles at a base cannot increase

Block IV, Unit 3

(g) Some additional factors to consider during the process are:

- 1 The mission,
- 2 Base/unit population
- 3 Physical layout of the installation
- 4 Geographical region/climate as well
- 5 The needs of the customer

(h) Update Integrated Logistics Support-System (ILS-S) with post validation results

(i) 441 VSCOS will notify the base once final authorizations are posted in ILS-S

## Block IV, Unit 3

d. Without reference, explain the NWRM vehicle management processes and procedures, with at least an 80%.

(1) 441 Vehicle Supply Chain Operations Squadron (VSCOS)

(a) Oversee the Nuclear Certified Equipment (NCE) program for registered vehicles and vehicular equipment

(b) Provide liaison between field units and Robins AFB SE&V, Air Force Nuclear Weapons Center and MAJCOM NCE Manager

(c) Note:441 VSCOS has centralized the NCE vehicle program, the procedures below satisfy NCE requirements at or below the installation level

1 New vehicles-During initial inspection of new vehicles, FM&A will verify nuclear certification status by comparing the vehicle data plate, shipping documents, NIIN, make and model information against the USAF Master Nuclear Certification Listing (MNCL)

2 Master Nuclear Certification Listing

a Validate the data plate information on Nuclear Certified vehicles (to include data plate legibility) and ensure the data matches vehicle information contained on the MNCL

b Review DPAS to ensure the nuclear certified status of the vehicle is correctly identified

(2) Vehicle Management and Analysis (VM&A)

(a) Responsible for the efficient and economical operation and maintenance of the base vehicle fleet

(b) Review and Verify Nuclear Certified Vehicle Certification and Records

(c) VM&A will validate, document and ensure the accuracy of nuclear vehicle certification status by completing the following actions

(d) Vehicles and vehicular equipment items identified on the USAF Master Nuclear Certification Listing (MNCL) are maintained IAW manufacture standards, TO 36-1-191 and other relevant vehicle maintenance technical orders and manuals

## Block IV, Unit 3

e. Without reference, identify the vehicle equivalents and vehicle management funding process with at least an 80%.

(1) The AF vehicle fleet represents a tremendous investment for the corporate AF

(a) The vehicle buy program provides funding for programmatic replacement of existing assets, but is not funded to purchase vehicles for new requirements

1 441 Vehicle Supply Chain Operations Squadron (VSCOS) must closely scrutinize any request to increase the size of the vehicle fleet

2 Requests to increase vehicle fleet size must be supported by a verifiable mission change, e.g., Operation Plan (OPLAN), Provisional Plan (PPLAN), etc.

(b) The functional community requesting additional vehicle authorizations will fund the initial purchase of the vehicles, and advocate additional funding in the out-years of the Program Objective Memorandum (POM) for increased vehicle buy replacement dollars, or provide funding annually for leased assets

(2) Funding Source

(a) Funding is appropriated by Congress for vehicle procurement through appropriation bills

(b) Appropriated money is further defined by Budget Program Activity Codes (BPAC)

(c) BPAC classifications “below the appropriation level” are used to identify major budget programs, or in relation to vehicles, the type of vehicle the funding supports

(d) A given vehicle type is only in one BPAC, but can be at any base within a MAJCOM or AF fleet

(e) Funds allocated to each vehicle NSN are split among all vehicles and vacancies within that NSN

(f) The Vehicle Prioritization Model provides better justification for appropriations and is a proven business model that identifies vehicle requirements while connecting them with the mission they support

1 The model calculates End of Life (EOL) year based on depreciation of the vehicle and cumulative sustainment (O&M) costs

2 Depreciation is based on a default life expectancy of 20 years

3 EOL is adjusted, or set, when O&M cost exceeds depreciation value

## Block IV, Unit 3

f. Without reference, explain the scheduled, delayed, and summer rebuild maintenance program and the correlation with the deferred parts program, with at least an 80%.

(1) Scheduled Maintenance

(a) Scheduled maintenance includes Preventive Maintenance & Inspection (PM&I) and Special Inspections, at regular intervals to maintain a safe and serviceable vehicle fleet

(b) FM&A will develop and maintain a continuous 18-month scheduled maintenance plan quarterly for vehicles and vehicular equipment that require PM&Is by “date and/or mileage/hour reading” only IAW TO 36-1-191, Table 3-1 and 3-2; e.g., aircraft cargo loaders and trailers

1 Consider seasonal needs, labor-hour availability, organizational need and fair apportionment of vehicles or vehicular equipment with PM&I requirements when developing a scheduled maintenance plan

2 All PM&I will be conducted using the AF Form 4354, Vehicle Preventive Maintenance and Inspection (PM&I) in conjunction with applicable manufacturer maintenance requirements

(2) Delayed Maintenance

(a) Maintenance that can be delayed without damage to the vehicle or a compromise of safety

(3) Seasonal rebuild program Operating Instructions

(a) Seasonal rebuild programs (if applicable)

(b) Must include start and completion dates

1 Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS) will ensure dates will be consistent with the using organization's mission and will be coordinated in writing

2 Target dates are established for beginning and completing repairs on off-season vehicles and equipment to ensure their readiness when seasonal needs require their use

## Block IV, Unit 3

## (4) Delayed for Parts

(a) When a lack of parts does not cause a Not Mission Capable Supply (NMCS) condition, a delayed-for-parts AF Form 1823/-1 is initiated and the vehicle is returned to the user

1 Delayed parts management is the heart of supply support for the preventive maintenance program

2 The importance of this function grows as vehicles get older

3 Although delayed parts have a lower priority than NMCS, they need special attention by Materiel Control to ensure that positive action is taken for each request

(b) When an AF Form 1823/-1 has been delayed for parts, the FM&A workload controller makes a new form with all the required information, and sends a copy of the form and the parts request to Materiel Control for processing

(c) All parts backordered through Integrated Logistics Support-System (ILS-S) are marked on AF Form 2005 or the supply control log

## Block IV, Unit 3

g. Without reference, identify the purpose of the Vehicle Control Program, with at least an 80%.

(1) Vehicle Control Program

- (a) DoD policy requires that government motor vehicle resources are organized and managed to ensure optimum responsiveness, efficiency and economy in support of the DoD mission
- (b) To ensure day-to-day management of those motor vehicles permanently assigned to units and agencies, the AF has adopted the Vehicle Control Program (VCP)
- (c) Each organizational commander with registered and/or leased vehicles assigned to their organization will appoint a Vehicle Control Officer (VCO) and/or Vehicle Control Non-Commissioned Officer (VCNCO) (to include alternates as needed), in writing, and forward that appointment to the base vehicle management activity

(2) Establishing and Managing Installation VCP

- (a) FM&A personnel will develop a training plan and thoroughly train newly appointed VCO/VCNCOs on their duties
  - 1 Training will include Logistics Installation and Mission Support-Enterprise View (LIMS-EV) Vehicle View to show VCO/VCNCOs how to view ETICs, generate hand receipts and master reports
  - 2 Introduction to duties should include a briefing on current wing vehicle management or vehicle use policies; such as wing accident/abuse policy or installation idling policy
- (b) FM&A personnel will conduct a VCP staff assistance visit with each unit VCO/VCNCO annually
  - 1 The VCO/VCNCO is provided the following information during each visit:
    - a Issues such as operational problems, security, operator training, licensing, lesson plans and misuse will be discussed
    - b A computation of O&M cost per mile for each unit vehicle
    - c Utilization/rotational analysis
    - d Annual Training Requirement IAW AFI 24-301



## Block IV, Unit 3

## (3) Vehicle Control Duties

(a) Locally developed VCO/VCNCO orientation briefings will cover all aspects of VCO/VCNCO duties

(b) As a minimum unit VCO/VCNCO's are responsible for:

1 Acting as a liaison between their unit and the host logistics readiness squadron for all unit government motor vehicle matters

2 Controlling unit vehicles and obtaining transportation services required to support unit mission requirements

3 Defending vehicle requirements, justifying requests for additional vehicle authorizations; complying with the base vehicle rotation and priority recall plans; and notifying the Vehicle Fleet Manager (VFM)/Vehicle Management Superintendent (VMS) when assigned vehicles are no longer required

a VCOs provide vehicle management

b Mission impact statements to substantiate annual base vehicle buy submissions when requested by vehicle management

4 Ensuring supplies, tools, and equipment for unit vehicles, such as highway warning kits, first aid kits (when required by local authorities), tire chains, polish, wax, chamois, sponges, jacks, lug wrenches, fire extinguishers, and spare tires with O&M funds and GPC

5 Ensuring only qualified and properly licensed military, DoD employees, or authorized DoD contractors who meet the criteria established in AFI 24-301 operate assigned motor vehicles

6 Ensuring that operator maintenance is performed and vehicle malfunctions are reported to vehicle management

## Block IV, Unit 3

h. Without reference, identify AF energy conservation objectives with regards to the vehicle fleet, with at least an 80%.

(1) Background- IAW Section 6002 of the Resource Conservation and Recovery Act (RCRA), Section 9002 of the Farm Security and Rural Investment Act (FSRI) of 2002, and EO 13423, Federal agencies are directed to implement sustainable environmental practices for the acquisition of green products and services

(2) The DOD Green Procurement Program (GPP) was established in 2004 and provides an agency-wide strategy for implementing an effective program

(a) The purpose of the DOD GPP is to enhance and sustain mission readiness through cost effective acquisition that achieves compliance and reduces resource consumption and waste generation

(b) Green Procurement Program

1 AF Vehicle Management activities will establish a GPP giving first preference (preferred procurement) to EPA-designated recycled-content vehicular products and USDA-designated biobased products and shall purchase designated products/items in the following categories to the maximum extent practical; meeting performance and safety standards set forth by vehicle manufactures and technical orders, while being procured in a cost-effective manner

a Engine Coolants (EPA)

b Engine Oil, Gear Oil, Hydraulic Fluids and Lubricants (EPA and USDA)

c Sorbent Products (USDA)

d Tires (EPA)

(3) Program Responsibilities

(a) Vehicle Management

1 Identify opportunities to procure green products and services in the normal course of business, maintain a list of such opportunities, and update the list regularly to reflect changes in the mission and availability of green products and services relevant to the mission

2 Establish procedures to collect GPP data to support administrative requirements

3 Review and update GPP every three years or sooner if regulations or requirements change, new products are designated or operational changes affect procurement

4 Apply service lifecycle and procurement costs when determining effectiveness of green procurement decisions

a One example is recap tires versus new tires

b If a new tire has a service life twice as long as a recap tire but only costs 20 percent more, then purchase of a new tire will save 40 percent overall and will be the obvious procurement choice

5 Administrative Requirements

a Green Procurement Program Log

b All applicable Vehicle Management activities will use the virtual “Air Force Vehicle Management Green Procurement Program Log” to document data concerning the use/procurement of all items identified in the designated categories above

(4) Resource Conservation and Recovery Act (RCRA)

(a) A US law that provides, in broad terms, the general guidelines for the waste management program envisioned by Congress

(b) Resource Conservation and Recovery Act (RCRA) includes a Congressional mandate directing the Environmental Protection Agency (EPA) provide a comprehensive set of regulations to implement the law

(5) Environmental Protection Agency (EPA) is the federal agency charged with protecting human health and environment through writing and enforcing regulations based on laws passed by Congress

(a) Environmental Protection Agency’s (EPA) federal facilities program ensures that federal facilities comply with environmental laws; take action to prevent, control, and abate pollution; and fosters environmental stewardship within the federal community

(b) Set national standards, help States that cannot meet the national standards, and enforce regulations

## Block IV, Unit 3

(6) AF Environmental Quality Program is committed to cleaning up environmental damage resulting from its past activities, meeting all environmental standards applicable to its present operations

(a) Programs intent is to plan its future activities to minimize environmental impacts

(b) All AF functions are required to comply with the AF's environmental quality program which supports installation pollution-prevention and compliance programs worldwide

(c) The Vehicle Management (VM) Flight is a "generator" of hazardous waste

(d) A Generator is a person or site whose processes and actions create hazardous waste

(e) There are several environmental requirements that the Vehicle Management (VM) Flight must ensure are met to guarantee environmental compliance including: collecting, accounting for, and maintaining logs and documentation on specific chemicals/substances

(f) Seven specific sections in the Vehicle Management (VM) Flight that require environmental requirements and compliance:

1 Pollution Prevention – reducing or eliminating waste at the source by modifying production processes, promoting the use of non-toxic or less-toxic substances, implementing conservation techniques, and reusing materials rather than putting them into the waste stream; ensure "green" procedures; ensure recycling containers are available for use

2 Hazardous Waste (HW) – byproduct of manufacturing processes that is toxic and presents a potential threat to people and the environment; ensure proper training is documented on all personnel and ensure compliance with satellite accumulation point requirements and Hazardous Waste (HW) collection points;

3 Waste Water – water that has been used in washing, flushing, manufacturing, etc; maintain approved wash racks; ensure sinks and floor drains are used for water disposal ONLY

4 Petroleum, Oils and Lubricants – broad term which includes all petroleum and associated products used by the Armed Forces; ensure spill control materials and personal protective equipment are on hand/on the individual at all times in the event of a spill; spill prevention training provided to all personnel

5 Toxins – (Asbestos and Lead-Based Paint) are critical when completing all projects involving painting or construction; buildings must be reviewed by the Bioenvironmental or Civil Engineers prior to beginning construction

6 Hazardous Materials (HAZMAT) – any substance or material that, based on its quantity, concentration, physical or chemical characteristics, may pose a real hazard to human health or the environment; in Vehicle Management (VM) we must ensure that Safety Data Sheets (SDS) are updated and coordinated with the appropriate base agencies

7 Air Quality – measurement of the pollutants in the air; a description of healthiness and safety of the atmosphere; ensure equipment is being operated in compliance with applicable laws, regulations, and permit conditions

(7) Environmental, Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) is a way to evaluate and improve Air Force processes and procedures to assess management effectiveness and monitor compliance with federal, state, and local laws or regulations and conformance with DoD, Air Force or installation instructions, policies, or other requirements

(a) In response to Executive Order 12088, Federal Compliance and Pollution Control Standards (October 13, 1978), the Air Force designed the Environmental, Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) (AFI 90-803) to assist Air Force installations and organizations in complying with all applicable pollution control standards

(b) The Environmental, Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) is designed to help installation commanders assess performance of their environmental, safety and occupational health programs and to identify and track solutions to environmental, safety and occupational health compliance and conformance deficiencies

(c) MAJCOMs conduct internal inspections annually

(d) MAJCOM conduct external inspections at least once every three years

(e) Vehicle Management (VM) is a user of Hazardous Materials (HAZMAT) and a generator of hazardous waste; therefore, compliance with Environmental, Safety and Occupational Health Compliance Assessment and Management Program (ESOHCAMP) policies is very important to the installation and AF as a whole

## Block IV, Unit 3

## (8) Additional Environmental Policies

(a) Clean Air Act and Amendments – Deals with atmospheric pollution and are implemented at the federal, state, and local levels; major concern for Vehicle Management (VM) under this legislation are vehicle exhaust emissions and ozone-depleting chemicals

(b) Code of Federal Regulations (CFR), Title 40, Chapter 1, Subchapter C, Part 82, Subpart B – Servicing of Motor Vehicle Air Conditioners: establishes standards and requirements for servicing motor vehicle air conditioners (MVAC) where only certified technicians, using certified equipment which has been registered with the Environmental Protection Agency (EPA), service or maintains motor vehicle air conditioners (MVACs)

(c) Pollution Prevention Act of 1990 – Established that pollution should be prevented or reduced at the source

(d) AFI 32-7001 Environmental Management – Provides directive requirements for Pollution Prevention (P2); outlines an environmental risk reduction strategy for environmental aspects associated with the processes or activities that generate pollutants

(9) Cumulatively, our US Laws, DoD Regulations and AF Publications are the mandatory guidance we use

(a) To ensure the AF continues to clean up environmental damage from the past

(b) We must ensure we meet all environmental standards applicable to present operations, including planning future activities to minimize environmental impacts

## Block IV, Unit 3

i. Without reference, explain the importance of jacket file management to include NWRM Vehicles, with at least 80%.

(1) Vehicle and Equipment Records

(2) The practice of physically storing and filing paper vehicle/equipment maintenance forms and records has been the only option available for many years

(3) However, the practice of scanning and electronically storing/filing vehicle records (i.e., permanent and active vehicle historical records/documents (record jacket contents), processed AF Form 1827, etc.) to replace or augment a shop's "paper" filing system is preferred

(4) By converting to electronic files, VM activities can store maintenance records in an off-site location/server as back-up files, at the same time making vehicle maintenance/repair historical documentation readily available to repair shop personnel, including outlying work centers

(5) Hard copy vehicle and equipment historical record (jacket) instructions

(a) FM&A initiates a vehicle jacket file when a vehicle is first received

(b) Make a historical records file (jacket) for each vehicle maintained by the shop

1 File all material in the active (working record) portion of the jacket file in chronological order

2 File material in the historical portion of the jacket file by record type, in chronological order

(6) Electronic vehicle and equipment record instructions

(a) FM&A will establish a main-folder for each vehicle or vehicular equipment item listed on the OLVIMS Vehicle Master List

(b) FM&A will Validate, Review and Verify Nuclear Certified Vehicle Certification and Records

(c) Review the permanent portion of the records jacket/file for documentation concerning nuclear certified vehicle modification request, DULL SWORD reporting and subsequent certification actions (e.g., "Restricted Use")

(d) Document actions on AF form 4354, Vehicle Preventive Maintenance and Inspection (PM&I), and maintained in the active portion of the records jacket/file

## Block V, Unit 1

## 1. Aerial Port Squadron

a. Without reference, identify the mission and functions of the Aerial Port Squadron and Air Mobility Squadron, with at least an 80%.

(1) The movement support and orchestration of all air movements of cargo, equipment, rolling stock, special handling material, Hazardous Materials (HAZMAT) and passengers, are the prime responsibilities of the USAF's Aerial Port Squadrons (APS) and Air Mobility Squadrons (AMSs)

(2) The APS's operate long-term fixed air terminal facilities at Air Mobility Command (AMC) locations, or at smaller mobile terminal facilities, in support of AMC airlift operations such as at Dover, Travis, McChord, McGuire and Charleston AFBs, etc.

(a) APS's are charged with managing commercial and military air transportation services as the aircraft transit their station

(b) When assigned to an Airlift Wing at an AMC base or installation, the APS is aligned under the Mission Support Group (MSG)

(c) USAF reorganization efforts at some locations resulted in the active duty APS's being realigned into the Maintenance Group (MXG)

1 Reserve Associate units assigned to the bases have not YET realigned out of the MSG

(3) Base-level APS or AMS roles and responsibilities, by flight, are as follows:

(a) The focal point, or APS "command center", for all Aerial Port mission execution is the Air Terminal Operations Center (ATOC)

1 Personnel oversee all daily operational activities within the unit

2 ATOC is the center through which all airlift traffic flow, and where AP Operations information is received, processed, reported, and dispatched

(b) Cargo Operations Flight (COF):

1 Primarily responsible for controlling and preparing the documentation of cargo and mail for movement in the Air Mobility Command airlift system on Transportation Working Capital Fund (TWCF) aircraft

2 Performs all applicable IT system updates and paperwork documentation, as well as cargo preparation, for military (organic) and commercially contracted aircraft supporting the DTS



3 Special Handling, an essential sub-section of COF:

- a Responsible for cargo requiring any level of special handling
- b Material acceptance, air movement, environmental control, handling, security, or a combination of these factors
- c Loads and unloads all “loose cargo” shipments that are “Life or Death” urgency, MICAPS, or registered mail

4 Cargo Operations Flight personnel are also responsible for ensuring all items transported across political boundaries on AMC or commercially contracted civilian aircraft are in compliance with several key documents:

- a Department of Defense Foreign Clearance Guide (DoD FCG), and the Foreign Clearance Manual (FCM)
- b Department of Defense 4515.13, Air Transportation Eligibility
- c AMCI 24-101, and all applicable Volumes

(c) Ramp Operations Flight (ROF) personnel:

1 Ensure manifested cargo and mail are loaded and offloaded as required on AMC owned or controlled aircraft

2 Assemble, stage, and inspect all planned equipment, vehicles, and cargo loads for movement readiness

3 Physically load and download manifested cargo on the aircraft

a Responsible for documenting changes to load plans, and informing ATOC

4 NOTE: Special Handling loads and off-loads all cargo requiring Special Handling, in coordination with ROF personnel

5 2T personnel from throughout Ramp Operations Flight may assist with cargo handling efforts, as required

6 Responsible for conducting and managing the Aerial Port Expeditor (APEX) Program

a Selected Ramp Operations personnel are trained to operate all mechanisms in the aircraft loading bay

b Lead aircraft load efforts without flight crew or loadmaster presence (if operational requirements dictate)

(d) Passenger Operations Flight (POF):

1 Accommodates arriving and departing passengers, and all of their associated military and civilian baggage

2 Mission: Control and prepare documentation of passengers and baggage for movement aboard AMC and contracted aircraft

3 Responsible for following functions:

a PAX Processing PAX Terminal Security

b Gate Services and In-Flight Meal Processing

c Baggage Service Programs to include Bag Loading and Downloading;

d PAX Loading and Downloading management as well as PAX Reservations

(e) Fleet Operations Flight (FOF): (may be combined under Passenger Operations Flight at some locations)

1 Aircraft servicing, to include trash removal, lavatory cleaning, meal delivery, aircraft equipment (Passenger Service Kits – medical)

2 Divided into three sections: Dispatch, Supply, and Aircraft Servicing

3 Manage, maintain, install and remove the Air Transportable Galley/Lavatory (ATGL) from aircraft, when missions need the additional assets due to significant PAX quantities

(f) Aerial Delivery Flight (ADF):

1 Prepares, rigs, and inspects USAF supplies and equipment for AMC airdrop missions and unilateral airdrop training

2 Recover, repair, and reconstitute air-dropped supplies and equipment

3 Conduct training as required for sister services on Aerial Delivery processes

## Block V, Unit 1

## (g) Readiness and Resources Flight (R&amp;RF):

1 Responsible for administration of unit Planning efforts, Resources management, unit Mobility execution, Force Protection, and typically is operationally divided into 4 flight sub-functions:

2 Plans Function:

a Provides current information highlighting significant changes in Operations Plans (OPLANS) taskings and status

b Ensures all supported local and deployment plans are up-to-date

c Informs the LRS/CC and unit personnel of changes received from higher HQ

3 Resources Function:

a Serves as unit Resource Advisor (RA), preparing, submitting, monitoring, and managing the LRS budget

b Oversees unit manpower authorizations, monitoring unit workload and productivity

c Resolves manpower and workload issues

d Submits manning augmentation requests through appropriate channels for review and action

4 Mobility Function:

a Manages, administers, and supports unit mobility programs

b Manages unit-wide exercises, and unit deployment activities

c Serves as Unit Deployment Manager (UDM)

5 Unit Antiterrorism (AT) Representative:

a Manages unit Integrated Defense Plan (IDP), ensuring it is tailored to the LRS's missions

b Responsible for Force Protection of personnel assigned to the APS

c Provides updates to unit AT plans as appropriate and briefs the squadron on active threats

## Block V, Unit 1

(4) Air Mobility Squadrons (AMSs) are established in concert with AMCI 24-101 Volumes, and intended to support all "normal APS" activities OCONUS

(a) Functional or organizational alignment will be as needed to support the designed mission support requirements

(b) Flights, Sections, or Elements will be manned to the minimum essential levels, necessary to support air movements

1 Material Handling Equipment, vehicles, and supplies will fluctuate as mission needs increase or decrease

2 Monthly reports will be used to substantiate equipment and manning levels (up or down)

3 Augmentation, when needed, must be fully justified, and submitted in a timely manner

a support, manning, or equipment levels require a constant review of mission priorities, and realignment of assets when necessary

(c) AMSs are:

1 Charged with managing cargo, PAX, equipment, rolling stock and vehicular movements via air

2 Stand-alone tenant units located Outside the Continental United States (OCONUS)

3 Execute all normal Aerial Port functions at their respective stations

4 May include an associated aircraft maintenance activity, to support transiting military and civilian aircraft

5 Provide inter-theater, intra-theater, and contract commercial air mobility support worldwide

6 Support DoD, North Atlantic Treaty Organization (NATO), and higher headquarters operational taskings

(d) Air Mobility Detachments (AMDs)

1 Subordinate to AMSs, provide inter-theater, intra-theater, and contract commercial air mobility support worldwide

2 Typically, operate on a significantly smaller scale than an AMS

(e) Air Mobility Operating Locations (OLs)

1 Provide inter-theater, intra-theater, and contract commercial air mobility support as required

2 Typically manned and equipped on a smaller scale than the parent AMDs

## Block V, Unit 1

b. Without reference, identify the organization and mission of the commands within the DoD airlift system, with at least an 80%.

(1) Air Transportation and Distribution

(2) Joint Publication (JP) 4-01 – Joint Doctrine for the Defense Transportation System (DTS), is a Secretary of Defense (SECDEF) level document

(3) This DoD-level document defines the establishment and management of the DTS

(a) DTS is defined as: “that portion of the global transportation infrastructure that supports DoD transportation needs in peace and war.” Aerial Port activities comprise a significant portion of the DTS and are subject to this regulation

(b) The Doctrine of JP 4-01 focuses on DTS capabilities orchestrated by United States Transportation Command (USTRANSCOM), and three supporting commands that are utilized by USTRANSCOM to execute global material, equipment, and personnel movements

(4) USTRANSCOM:

(a) Provides over-arching DoD global transportation capabilities via DTS, and separates subordinate command support by type of transportation needed

1 Support includes air, land, and sea transportation

2 Terminal management, and aerial refueling as required

3 Global deployment, employment, sustainment, and redeployment of US forces

(5) The mission of USTRANSCOM, as defined by SECDEF, and directed by US TRANSCOM/CC is to:

(a) "Provide "full-spectrum" global mobility solutions"

(b) "Provide "enabling capabilities" for supported customers' peace and war-time requirements"

## Block V, Unit 1

(6) The three subordinate commands of USTRANSCOM facilitating all aspects of DTS requirements are:

(a) Surface Deployment and Distribution Command (SDDC) provides and manages:

1 Worldwide common-user ocean terminal services (Seaports for material embarkation and debarkation)

2 Traffic management services to deploy, employ, sustain, and redeploy forces globally

3 Overland transportation movements (rail and via road)

4 Cargo movements into and out of Seaports

5 Oversight is performed by the US Army, as they are the most significant customer supported (volume)

(b) Military Sealift Command (MSC) provides/manages:

1 Worldwide common-user and exclusive use of sealift transportation services

2 Deployment, employment, sustainment, and redeployment of US forces globally

3 Oversight by the US Navy

4 NOTE: SDDC and MSC are both involved in sea-lift transportation:

5 SDDC manages ports and cargo moving in/out of Debarkation/Embarkation ports

6 Movement of ocean-going cargo via ships, associated crews and support personnel, and sufficient means of sustaining the assets globally

## Block V, Unit 1

## (c) Air Mobility Command (AMC)

1 AMC is charged with managing the movement via air, of DoD personnel, equipment, vehicles and material

2 AMC also controls all commercially contracted AMC and USTRANSCOM material air movements

a 1) Utilizes "common-user" air mobility, in-flight refueling, and aeromedical evacuation services, and supports DoD's ability to deploy, employ, sustain, and redeploy US forces on a global basis

b 2) Airlift execution agent for the Secretary of the Air Force (SECAF), in the accomplishment of peacetime air movement services, in order to promote emergency wartime capabilities of assigned forces, and to ensure global support of all DoD components

c 3) Relies on both military (AF organizationally owned, commonly referred to as organic) and commercial air carriers to move personnel and materiel, in support of existing and contingency mission requirements

(7) The USTRANSCOM/CC, with SECDEF approval, activates the Civil Reserve Air Fleet (CRAF) during defense-oriented situations or contingencies

(a) CRAF: Aircraft contracted from commercial air carriers, support global DoD material movements in response to contingency DoD or humanitarian requirements

(b) There are three (3) Stages of CRAF activation; each successive stage involves the use of more aircraft to meet progressively larger contingencies

1 Stage 1: Committed Expansion is in response to a regional crisis, or small-scale contingencies

2 Stage 2: Defense Airlift Emergency is in response to a Major Theater War

3 Stage 3: National Emergency, multiple theaters of war involving national mobilization (WW-III)



## Block V, Unit 1

(c) Augmentation by CRAF carriers DoD's capability with contractually committed US civilian aircraft, aircrews and support structure, when requirements exceed DoD's air mobility capability

1 In exchange for their service CRAF partners are given DOD peacetime airlift business for a profit; airlines provide:

a 30% of its Passenger (PAX) fleet

b 15% of its cargo fleet

c 4 complete aircrews for each aircraft (usually staged along the intended mission route)

2 Upon notification, CRAF carriers have 48 hours to provide aircraft and crews

(d) CRAF is comprised of 2 segments, each providing a specific capability:

1 International: Long Range and Short Range sections

a Long range: passenger and cargo aircraft capable of extended ranges (over water)

b Short-range: near offshore operations with PAX and cargo aircraft

2 National: domestic services, and Alaska sections

a Domestic provides passenger and cargo aircraft for service using regional US carriers

b Alaska section provides predominantly cargo aircraft support

c NOTE: National segment is only used during CRAF Activation Stages II and III

(8) Continental US (CONUS) and Outside Continental US (OCONUS) support of USTRANSCOM and AMC air movement efforts are executed and operationally controlled by the AMC/CC

(a) The Air Mobility direction and guidance flows from the Roles, Responsibilities, Relationships, and Authorities (R3A) of AMC

(b) R3A control efforts are bolstered by key agencies, and effective utilization of the Global Air Mobility Support System (GAMSS is a "process -- a capability -- a structure -- a concept", not a specific IT system)

## Block V, Unit 1

(9) To effectively lead and manage tasked air mobility requirements, the AMC/CC executes global Operational Control (OPCON) and Administrative Control (ADCON) of assigned forces through 18 AF and the USAF EC

(a) This is accomplished via an established chain of command and designated responsibilities, from AMC through subordinate units down to Air Mobility Operating Locations (OLs)

(b) The first OCONUS echelons of command are Air Mobility Operations Wings (AMOWs), located at Joint Base Pearl Harbor-Hickam, Hawaii, and Ramstein AB, Germany

1 GAMSS relies upon AMOWs and their subordinate network of established organizations, personnel, facilities and equipment, based on a fixed system supporting USTRANSCOM and AMC requirements

2 AMOWs operate a fixed enroute structure designed to facilitate global air movements and coordination

3 Utilize a baseline command and control (C2) infrastructure for conducting and documenting all support operations

(c) AMOWs ensure AMSs and AMOLs are manned and equipped to support AMC requirements, and reporting mission support data as mission execution occurs

1 AMOWs coordinate logistical air movements in / out of European and Pacific theaters

2 Oversight and direction for subordinate organizations:

a Air Mobility Operations Groups (AMOGs)

b Air Mobility Squadrons (AMSs)

c Air Mobility Detachments (AMDs)

d Air Mobility Operating Locations (AMOLs)

## Block V, Unit 1

## (d) Air Mobility Operation Groups (AMOGs)

1 Currently, there are four overseas organizations and one CONUS AMOG

2 Responsibilities: plan, supervise, manage, and direct the activities of their subordinate AMSs, detachments, and operating locations

3 Provide administrative control, and enroute aircraft maintenance support as needed

4 Provide transportation services for inter-theater and intra-theater air mobility missions worldwide

5 Perform command, operations, logistics, communications, C2, budget, safety, plans and support agreement duties

## (e) Air Mobility Squadrons (AMS)

1 Charged with managing cargo, PAX, equipment, rolling stock and vehicular movements via air

2 Stand-alone tenant units located Outside the Continental United States (OCONUS)

3 Execute all normal Aerial Port functions at their respective stations

4 May include an associated aircraft maintenance activity, to support transiting military and civilian aircraft

5 Provide inter-theater, intra-theater, and contract commercial air mobility support worldwide

6 Support DoD, North Atlantic Treaty Organization (NATO), and higher headquarters operational taskings

## (f) Air Mobility Detachments (AMDs)

1 Subordinate to AMSs, provide inter-theater, intra-theater, and contract commercial air mobility support worldwide

2 Typically, operate on a significantly smaller scale than an AMS

## Block V, Unit 1

## (g) Air Mobility Operating Locations (OLs)

1 Provide inter-theater, intra-theater, and contract commercial air mobility support as required

2 Typically manned and equipped on a smaller scale than the parent AMDs

(10) Air support movements and taskings are managed at AMC/CC direction, in support of USTRANSCOM requirements

(a) The Tanker Airlift Control Center (TACC) was created in the 70's, and subsequently renamed the 618th Air Space Operations Center (AOC)

1 The 618th AOC is divided into 3 sections:

a Aerial Port Control Center (APCC)

b Global Channel Operations (GCO)

c Contingency Operations Directorate (COD)

(11) The 618 AOC/CCs direct representative on a daily basis for APCC operations is the Channel Mission Manager

(a) Each 618th AOC Section is staffed with Subject Matter Experts (SMEs)

(b) SMEs are in daily contact with Aerial Port Squadron (APS) Air Terminal Operations Centers (ATOCs), for 70+ aerial ports worldwide

1 - APCC is the AMC command authority for:

a Issuing passenger prohibitive cargo deviations

b Initiation of management actions to

c Expedient movement of national interest items, human remains (HR), life-or-death cargo

d Critical aircraft spare part movements directly supporting the DoD airlift system

2 - APCC Controllers have knowledge in ATOC, load planning, passenger movement, and hazardous cargo

a Available 24 hours a day, 7 days a week to provide guidance to ATOC senior controllers

3 In the event an APS encounters a problem hindering mission execution, controllers have the expertise necessary to provide operational guidance and technical knowledge to coordinate unique moment's notice requirements well outside the realm of a normal ATOC

## Block V, Unit 1

c. Without reference, identify the roles and responsibilities of the Air Terminal Operations Center, with at least an 80%.

(1) The focal point, or APS "command center", for all Aerial Port mission execution is the Air Terminal Operations Center (ATOC); personnel oversee all daily operational activities within the unit

(a) ATOC is the center through which all airlift traffic flow, and where AP operations information is received, processed, reported, and dispatched

1 All space allocated to each assigned airlift mission is controlled, and ATOC ensures the maximum utilization of space on each aircraft

2 ATOC controllers should be at least an E-4 with experience in multiple APS work centers

3 Controllers should also have extensive knowledge of directives, policies, and procedures pertaining to passenger and cargo or mail handling

4 The ATOC is charged with prioritizing APS workload, and conducting oversight to each work center as missions dictate

(b) ATOC is required to provide personnel for four operational functions:

1 Senior controller,

2 Information control, ramp control and capability forecasting report directly to ATOC flight or section chief

3 Data Records, whose responsibilities are outlined in AMCI 24-101, Vol. 6, Transportation Documentation, Data Records, and Reports

(2) ATOC Duty Officers (DOs):

(a) ATOCs typically have a DO assigned who reports directly to the APS/CC or their designated representative

(b) Duties and responsibilities for any ATOC collocated within a Base or Wing Command Post will be outlined in local Operating Instructions

## Block V, Unit 1

(3) The Flight Chief, or Section Chief if applicable, is directly responsible to the flight commander or DO for safe daily APS mission execution

(a) His/her responsibilities are to:

(b) Supervise and control all ATOC resources and to ensure that only highly qualified and motivated personnel are selected to perform ATOC duties

(c) Ensure max utilization of airlift IAW Precision Loading policy

(d) In the event an ATOC function is collocated as specified in paragraph 1 or are tasked to duties not covered in this volume, the ATOC flight/section chief will outline these specific duties/ responsibilities by local operating instructions to assure full compliance with established directives and local procedures

(e) It is ATOC's responsibility to inform aircrew at crew show of projected number of seats released

1 When the crew or mission cannot accommodate proposed seat release, annotate in mission remarks

(4) Senior Controller: ATOC flight/section chief will designate qualified individuals as Senior Controllers

(a) Personnel assigned as Senior Controllers will monitor and oversee aerial port flightline operations

1 Should have continuous access to a radio and flight line vehicle

2 When a DO is not assigned/available, Aerial Port Squadron (APS)/CC may delegate those responsibilities to senior controllers

3 Responsible for ensuring tasks listed below are accomplished, however, Information Control (IC) / Ramp Control (RAMPCO) may be the individuals actually accomplishing the task

4 Ensures fleet, cargo, passenger service, and ATOC ramp coordinator, as appropriate, meet arriving and departing aircraft requiring service IAW locally established sequence of events (SOE)

5 Ensure IC aggressively seeks inbound aircraft information

6 Ensure load plans are complete at least 6 hours prior to mission departure

a Monitor planning, selection, and positioning of cargo loads prior to loadmaster/boom operator arrival

b Extremely important at enroute stations where short ground times demand quick service

7 Ensure max number of seats are released to passenger services NLT 5 hours prior to departure, or as soon as requirements are known

8 Closely monitor and coordinate missions with unique requirements, i.e. aeromedical evacuations (AEs), DVs, “quick turn” missions

9 Ensure adequate personnel are available to provide mission support as necessary

10 Closely monitor current operational conditions to include:

a Weather forecast

b Aircraft maintenance status

c Current ramp conditions

d Aircraft parking plans, etc.

e Verify loadmaster/boom operator alert times with the C2 agency

f Ensure aircrews are briefed on explosives, hazardous, or special handling cargo

g Check inbound/outbound mission folders (AMC Form 77 and or AMC Form 68, Aerial Port Movement Log) for completeness and accuracy

h Review updated manpower and MHE, vehicle, and equipment availability at each shift change

i Shipments of AMC MICAPs (Mission Capable), Human Remains (HR) and Nuclear Weapons Related Materials (NWRM)

## Block V, Unit 1

## (5) Information Control (IC):

(a) IC personnel gather, process, and disseminate all information pertaining to ATOC and APS operations

1 Ensure terminal work centers are given necessary info to accomplish assigned missions

2 Coordination with C2 agencies, Base Operations, Maintenance, base agencies, and up-line or down-line station ATOCs

3 Closely monitors all work center SOEs to ensure established timelines are being met to prevent aircraft delays

(b) IC is typically divided into 2 functions: Inbound Documentation and Outbound Documentation

1 Local management may adjust how to manage both requirements, based upon the type of installation and aircraft mission support requirements

2 ATOC will not solely rely on automated systems, such as GATES, GDSS or email to retrieve/disseminate load information

3 ICs must be aggressive in obtaining/disseminating load info if not readily available

a Call applicable work centers, and up-line and down-line stations to pass or retrieve load info

(c) Inbound Documentation:

1 Ensures documentation is disseminated to terminal work centers, and original copies are forwarded to records and reports for filing

2 PAX service collects and sends terminating and through load PAX/baggage manifests to ATOC, IAW AMCI 24-101, Vol. 14



## Block V, Unit 1

## (d) Outbound Documentation:

1 Establish close coordination with load planning to ensure receipt of outbound documentation no later than 6 hours prior to mission departure

2 ICs verify aircraft documents (except PAX boarding manifests) and verify completeness of contents prior to delivery to the aircraft

3 Ensure ramp coordinator delivers mission document packets to outbound aircraft if documentation is not available at aircrew briefing time

4 Responsible for Mission Coordination with applicable Work Centers

5 Verbally (telephone, LMR, etc.) notifies affected air terminal work centers when there are sudden changes in:

a Aircraft maintenance status,

b Changes in aircraft parking spots

c Changes in aircraft departure/arrival times

d Aircraft tail swaps

e Aircraft configuration changes, diverted, cancelled, and aborted missions, etc.

6 Announces aircraft inbound arrivals/departures via radio or telephone:

a Coordinates seat releases

b Calculates max number of seats available based on review of load plans, GDSS mission remarks, and additional crew members

c Ensures seats are released to passenger service NLT 5 hours prior to departure, or as requirements are known

7 Provide Aircrew Notification:

a Verify aircrew show times with the local C2 agency and provide tentative availability times to terminal work centers

b When situations alter or requirements change, coordinate with local C2 agency to make adjustments to established SOEs

8 Provide Aircraft Load Briefings:

a IC, RAMPCO, or designated representative will brief the Aircraft Commander (AC) or loadmaster/boom operator on:

1 Seat releases

2 NWRM/special cargo shipments

3 Prisoners/guards

4 Couriers

5 Number of pallets

6 Load characteristics (e.g., overhang, rolling stock, etc.)

7 Total tonnage, etc.

b Notify local Command and Control (C2) agency of applicable aircraft load briefing information;

c Loadmaster or boom operator may receive the briefing by telephone, in person at Air Terminal Operations Center (ATOC), or at the aircraft

d When PAX, deportees, and special category PAX info is available, ensure RampCo briefs AC or a designated representative

e Complete briefings for aircraft loaded using Aerial Port Expeditors (APEX) criteria

1 ICs use AMC Form 30, APEX Mission Load Brief Cover Sheet

9 Provide Hazardous Cargo Briefings:

a IC, RAMPCO, or an AP designated representative will:

1 Brief the AC or representative (loadmaster/boom operator) concerning hazardous cargo according

2 IAW AFMAN 24-204-IP, Preparing Hazardous Materials for Military Air Shipments

## Block V, Unit 1

(e) IC coordinates with the 618 Air Operations Center (AOC)/Flight Manager (FM) and ensures:

1 PAX/cargo load info is in GATES 6 hours prior to mission departure

2 Provides FM time to calculate fuel loads, file flight plans with appropriate authorities, and obtain airspace clearances for movement of hazardous and explosive cargo

3 Coordinates 1,000 pound+ Load Plan changes within 6 hour window thru 618 AOC/XOCM

(f) Provides Border Clearance Notification:

1 Ensures coordination, when not already performed by the local C2 agency or base operations, is coordinated and upchanneled

2 IC will provides both initial and updated airlift information to each border clearance agency as required

(g) GATES Intransit Visibility (ITV):

1 ICs "Depart" missions in GATES NLT 30 minutes after actual departure time

2 GATES should automatically enter departure time based on a departure message from GDSS-II; if necessary, ICs manually update GATES

3 ICs will have Integrated Data Environment/Global Transportation Network Convergence (IGC) and Global Decision Support System (GDSS) accounts to verify and support ITV data

## Block V, Unit 1

## (6) Ramp Controller (RAMPCO)

(a) Eyes and ears of the Information Controller and monitors all Aerial Port handling operations; meet all inbound/outbound aircraft to collect and disseminate cargo/passenger mission documentation; maintains constant communication with Information Control

## (b) Inbound RAMPCO:

1 Meet all inbound aircraft to collect cargo/passenger mission documentation

a Exceptions may be made with prior coordination for local missions requiring no aerial port services

2 Ensure sufficient copies of registered mail or signature service manifests are on the aircraft for special handling personnel to collect and transfer accountability

3 Physically inventory and annotate in-transit cargo aboard aircraft by pallet position, weight, destination, pallet ID, and other locally required load planning information

4 Identify information for rolling stock, and also pallets that have forward and or aft overhang

5 Identify pallets loaded out of the originally intended position will include start, stop and C/B fuselage station

6 Verify with loadmaster/boom operator that aircraft locks, rails, rollers, winch, ventilation stations, operational lavatories, etc., are operational

a Validate aircraft configuration and obtain operating weight/moment as well as weight and balance data for computation of a firm ACL

b When necessary, escort border clearance personnel to and from aircraft

c Coordinate all ground handling activities with appropriate work centers

## Block V, Unit 1

## (c) Outbound RAMPCO will:

- 1 Ensure delivery of all final manifests to aircraft prior to scheduled departure
- 2 Deliver mission document packets to outbound aircraft when such documentation is not available at time of crew briefings
- 3 Verify aircraft is configured for planned passenger/cargo upload
- 4 Coordinate all ground handling activities with appropriate work centers
- 5 Relay information concerning load changes through information control
- 6 Monitor AP aircraft loading/servicing operations and
- 7 Recommend to DO or senior controller when diverting equipment and personnel will prevent mission delays
- 8 When necessary, escort border clearance personnel to and from aircraft

## (7) Load Planning (LP) Section (sub-section within ATOC):

(a) Plans, selects, sequences, and monitors cargo and mail loads; personnel begin load planning aircraft 12 hours prior to departure and must complete this action not later than 6 hours prior to departure

- 1 Supplement load and update load plans, if required and time permits
- 2 Ensure documentation is recovered for bumped pallet or shipments
- 3 Ensure pallets or shipment is processed back into movement ready on-hand file for future load planning
- 4 For cargo special loading issues, IC and/or LP coordinates with down line stations:
  - a Ensure vehicles, Material Handling Equipment (MHE), highline space, storage, and drivers are available to accept cargo prior to movement

## Block V, Unit 1

(8) ATOC Facilities and services identified below are the minimum essential requirements for an ATOC to meet its many daily support responsibilities

(a) Intra-base Telephone System: survivable voice (telephone) system to provide dedicated service (direct circuits)

(b) Direct links with the following activities should always be considered:

1 Applicable Command and Control (C2) agency, SQ or AP operations office, and Records Reports and Analysis

2 Base Operations, PAX operations, Cargo operations, Ramp operations, Special handling

3 Law enforcement desk, Fire department, Explosive Ordnance Disposal (EOD)

4 Representatives from US Immigration/Customs Enforcement, Department of Agriculture

(c) Land Mobile Radio (LMR) Policy and Requirements

1 ATOC requires a LMR system to effectively accomplish its assigned mission support requirements

2 Each LMR system needs to consist of a fixed low power (not to exceed 35 watts) transceiver and portable radios

(d) Radio system antennas:

1 Will be installed at sites selected to provide optimum range

2 AFI 33-106, Managing High Frequency Radios, outlines procedures for management of LMR equipment

(e) Standardization:

1 The optimum work area is based upon maximum number of personnel performing required section functions during peak workload periods

2 When possible and practical, install wall, floor, and ceiling silencing materials to minimize noise levels

Block V, Unit 1

(f) Each ATOC requires ready access to:

1 Global Air Transportation Execution System (GATES)

2 Global Decision Support System (GDSS)-II

3 A non-secure fax, as well as a and scanner / copier

(g) Status Boards:

1 GATES should be used in lieu of status boards

2 When status boards are required, for example, when GATES outages or manual procedures are in effect, info on display boards or television monitors will enable effective command and control of all APS functions

(h) At locations where required ATOC facilities are not available and cannot be provided at base level

1 Unit CCs will submit requests through host base engineering channels to the MAJCOM responsible for support facilities

2 Ensure facility limitations are also submitted to and coordinated with HQ AMC/A4TR

## Block V, Unit 1

d. Without reference, identify the concept of capability forecasting, with at least an 80%.

(1) Understanding the overall air transportation support a APS or AMS station possesses will facilitate cargo and passenger movements to and from that station

(2) Each Aerial Port (APS or AMS) activity is required to provide a monthly update on the ability to handle cargo, mail, PAX, and aircraft (by type)

(a) USTRANSCOM and AMC/A4T fully scrutinize and utilize the monthly station reports, and will adjust cargo movements based upon the report

(b) Reports are prepared, reviewed, and transmitted by APS or AMS Capability Forecasting personnel

(3) Capability Forecasting (CF) is a compilation of all APS or AMS operational and support resources:

(a) The CF report provides each AP Section with daily and monthly airlift capability forecasts, and consolidated reports on their levels of effort

(b) This includes known airlift capability, by type of aircraft due to transit the installation hosting the APS or AMS, based on current operations bulletins, schedules, revisions, amendments, or changes seen in the IT systems utilized to coordinate cargo and passenger movement

(c) The accuracy and timeliness of all submitted monthly reports are paramount to facilitating equipment and workload scheduling

1 Each APS or AMS has a finite amount of support equipment, and each piece requires periodic inspections or scheduled maintenance

2 When equipment is unavailable for load or unload operations, it becomes a critical factor when planning cargo movements to the APS or AMS

3 Effective and efficient utilization of 2T personnel ensures a balanced capability is present to handle transiting or originating aircraft

4 Cargo or passenger surge movements may necessitate re-negotiation with AMC and USTRANSCOM, relative to supporting the surge period



## Block V, Unit 1

## (4) Airlift Capability Support Schedules:

(a) Forecasters are responsible for extracting copious amounts of mission data from C2 systems, a variety of Operations, Maintenance, and APS or AMS published schedules, and all associated amendments, to prepare the daily mission support schedules

(b) Two of the most commonly utilized C2 systems are:

1 Single Mobility System (SMS)

2 Global Decision Support System (GDSS-II)

(c) Forecasters will prepare, complete and distribute mission-associated documentation in advance of the intended operations support

(d) Actively monitoring schedules, and updating work centers with new info upon receipt, promotes effective mission execution, whereas failure to provide updates will likely result in highly ineffective mission support, and significantly waste limited APS or AMS resources

## (5) Monitor Cargo Capability:

(a) Each AP or AMS receives notifications of scheduled airlift space assignments, which drives the daily control and monitoring of AP management levels

(b) The cargo capabilities provides AP leadership a tool to accurately portray the port's status and level of effort

(c) It is very important to identify periods of under or over generation; some factors are:

1 Lack of equipment necessary to move cargo awaiting upload or download

2 Notifications of significant changes of cargo or passenger thru-put, as directed by AMC or USTRANSCOM

(d) Personnel on each shift should count the amount of on-hand and movement-ready cargo, to fully grasp the level of projected resources support needed; it may be necessary to request increases or reduction in airlift capability, based on the cargo counts

(e) Daily GATES pallet listing reports are pulled and used to monitor and maintain accurate pallet counts by destination, module type, and weight/cube

## Block V, Unit 1

(f) Cargo managers are tasked with achieving maximum pallet and aircraft utilization goals, and to coordinate with 618 AOC/XOG, load planning, and cargo operations management as necessary to obtain needed mission support capabilities

(6) Station On Hand Channel Report

(a) Capability Forecasting must be prepared to provide manual backlog data (7115 report) to 618 AOC/XOG, as required and IAW AMCI 24-101, Vol. 6

(b) The 7115 Report reflects

1 The amount of movement ready channel cargo and mail on hand

2 The amount of cargo moved on channel missions in the last 24 hours

3 Data for efficient application of AMC-tasked airlift and other overall APS or AMS management actions

(7) Control of Opportune Airlift:

(a) Forecasters must closely monitor all known Opportune Airlift aircraft transiting their station

(b) The Forecast generated will include each in-transit or inbound mission capability, which will depart that day

(c) Each station strives to maximize utilization on commercial and organic missions before Opportune Airlift missions

(8) Records, Reports and Analysis (RRA):

(a) RRA personnel are the final quality check for all air transportation documentation created or updated at the APS or AMS

(b) RRA serves as the official record-keepers and historians for all APS or AMS operations that have occurred at each specific location

(c) Documents prepared by RRA drive current and future allocations and assignments of equipment, personnel, and scheduled missions

## Block V, Unit 1

e. Without reference, explain the Automated Information Systems and how they facilitate Total Asset Visibility, with at least an 80%.

(1) Successful documentation of all Aerial Port support operational events is extremely critical, and heavily dependent upon a robust and capable network of Automated Information Technology (AIT) systems

(2) AIT systems must be able to capture taskings, accomplish prioritization actions, update training, MHE, and station capabilities to support by type of aircraft (commercial or military), types of serviceable equipment present, any mission support limitations, and capture the total APS daily results

(3) AMC utilizes the following systems to facilitate in-transit tracking of material, vehicle, and personnel movements:

(a) Global Air Transportation Execution System (GATES):

1 AMC's automated Aerial Port air transportation management system

2 Provides computer-aided cargo and passengers processing and manifesting, aircraft load planning, data collection, a significant number of management reports, passenger processing and manifesting, cargo tracking, and passenger reservations

3 A key GATES requirement is capturing reimbursement costs of Transportation Working Capital Fund (TWCF) support, PAX and cargo, of AMC channel airlift missions

4 GATES is capable of generating cargo, passengers, and resource reports at both the HQ and unit level

5 Provides message routing and delivery for all AMC transportation airlift operators regardless of size, workload, volume, configuration, or location; information flow is critical for all receiving stations to ensure support

(b) Global Decision Support System II (GDSS II):

1 One-stop-shop command and control (C2) system utilized at all levels to promote mission execution

2 Provides near-real-time visibility for aircrews, cargo aircraft, and ongoing missions regardless of location

3 NOTE: Facilitates tracking of supported missions when other systems are unavailable, i.e., GATES

(c) Cargo Movement Operations System (CMOS): A CSAF-directed Integrated Deployment System (IDS) for use at non-AMC locations, and used primarily to create / modify cargo manifests

1 Preparing all documentation, and updating movement documentation as applicable

2 Enables bar-coding and scanning for cargo processing, greatly facilitating movement actions

3 Provides detailed and timely In Transit Visibility (ITV) for each aircraft carrying PAX and cargo

(d) Transportation Coordinators' Automated Information Movements System II (TC-AIMS II):

1 As DoD's largest customer, the US Army created an integrated information transportation system for their movements

2 System is able to manage and support routine deployment, sustainment, and redeployment and retrograde operations

(e) Integrated Computerized Deployment System (ICODES):

1 Single, cross-service, planning, and execution system for "loading and stowage"

2 Provides users the ability to load-plan for not only aircraft, but also ships, railcars, and cargo vehicles

3 System was selected by USTRANSCOM in 2007

(f) Mechanized Materials Handling System (MMHS):

1 A system created to facilitate remote storage and retrieval of pallets, by bar code

2 Presently, large strategic ports have this mechanized, indoor storage areas for in-transit 463L cargo pallets

3 Significantly minimizes movement by forklift, and tracking of storage location

## Block V, Unit 1

(g) Integrated Data Environment/Global Transportation Network Convergence (IGC):

1 Designed to collect and integrate DTS information from other selected transportation systems

2 Presents pertinent data for Joint Force Commander and Combatant Commander staff users

3 End goal is to effectively support Joint Force Commander's ability to make decisions

(h) Deliberate and Crisis Action Planning and Execution System (DCAPES): Supports AF war planners and commanders in performing tasks required to plan, source, mobilize, deploy, sustain, redeploy, and reconstitute forces for deliberate and crisis operations.

(i) Single Mobility System (SMS):

1 SMS is a web-based computer system providing visibility of air, sea, and land transportation assets

2 SMS provides aggregated reporting of cargo and passenger movements

3 SMS collects plane, ship, and truck movement data from systems such as IGC and GDSS

4 SMS guidance is found in AFI 10-403, and SMS is intended to be a "read-only" alternative to the IGC

(4) Effective AIT systems utilization and management is absolutely critical to successful information flow and coordination:

(a) Each identified system facilitates material, equipment, cargo, and passenger movements throughout DTS

(b) Combatant Commanders and Joint Force Commanders rely on these transportation management systems

1 Ensures they are able to effectively plan, receive, control, distribute, and re-distribute essential materials

2 Forward movements of critical and general support materials depend upon stable systems

## Block V, Unit 1

(c) Right-sizing the deployed and employment packages minimizes material reachback requirements, and facilitates overall attainability, supportability and sustainability

(d) AIT data for these efforts is what drives the type and quantity of support airlift needed to accomplish all types of material and passengers moving into and out of a theater of operations (AOR)

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Block V, Unit 1

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## Block V, Unit 1

f. Without reference, analyze the concepts of load planning to include velocity and maximum aircraft utilization, with at least an 80%.

(1) USTRANSCOM and AMC rely heavily upon effective cargo load planning of every air transportation mission, to ensure the preparation of optimum loads which are fully compliant with safety or HAZMAT requirements

(a) This is accomplished by having highly experienced Load Planners working at each APS's or AMS's Load Planning Section

(2) Schedule management drives all APS or AMS activities, especially cargo movement operations

(a) Sequence of Events (SOEs) are utilized for all port operations

(b) Several APS or AMS sections are involved in the management of cargo selected, load planned, and uploaded for each airlift mission

1 Cargo Operations Flight, Load Planning Section, and Air Terminal Operations Center (ATOC) for process oversight and direction

(c) Cargo Operations Flight:

1 Receives and in-checks all cargo and mail arriving at the station

2 Prepares, reviews, and processes necessary initial cargo paperwork

3 Builds pallets for aerial movement, however Cargo Operations personnel do NOT plan or sequence the cargo for aircraft loading

4 Review all load plans and ensure that PAX-prohibitive cargo is not aboard the aircraft when PAX are present

(d) Load Planning Section: normally assigned to ATOC

1 Planners will establish an SOE for each supported cargo movement mission

2 When required, Planners will contact Flight Mission Managers at 618th AOC, for additional mission planning guidance

## Block V, Unit 1

3 Planners are responsible for selecting, sequencing, and monitoring all cargo and mail loads

a The load planning process begins 12 hours prior to the scheduled aircraft departure

b All load planning activities must be completed no later than 6 hours prior to the scheduled aircraft departure

4 Planners use the Integrated Computerized Deployment System (ICODES) to build load planes and prepare cargo manifests for each mission

a When and if they deem necessary, Loadmasters or Boom Operators have the authority to deviate from a load plan

b They have the final say in how and where cargo is loaded aboard the aircraft

c Deviations must be annotated in the ATOC shift log notes and applicable documents updated as soon as possible

5 Load Planning must contact 618th AOC / APCC if they need permission to deviate in certain situations

6 Planners should select the cargo for movement based on the System Entry Time (SET) to avoid spoilage of shelf-life items

7 Some cargo items are exempt from processing by the SET time, are moved immediately, and includes the following categories:

a MICAP parts

b Life-or-Death cargo

c Human Remains

d Priority 1/999

e Perishables Items

## Block V, Unit 1

## (3) Documentation Preparation:

(a) Load Planning will complete an AF Form 4080, Load / Sequence Breakdown Sheet, for every load plan created

1 The AF Form 4080 depicts the specific placement of all cargo, aboard each AMC channel or opportune airlift mission

a Loose cargo, weighing 300 lbs or less, need not be annotated on the AF Form 4080

(b) Load Planning is responsible for inventorying all cargo and mail within the Aerial Port of Embarkation / Debarkation (APOE/D's) possession daily

1 Inventories are critical to cargo movement management, by priority, and SET

2 Inventory includes all cargo placed in the HAZMAT area, and the Frustrated Cargo area

3 Personnel from the Special Handling Section will conduct their own inventory of all Special Handling cargo

(c) Load Planning will then produce a DD Form 1385, Cargo Manifest, for each airlift mission

1 The DD Form 1385 is a condensed list of all cargo on the aircraft

2 The DD Form 1385 differs dramatically from the AF Form 4080, because it does NOT show the cargo placement location aboard an aircraft

3 Planners must account for all Space Block notices from USTRANSCOM or AMC

a A Space Block allocates specific aircraft space for cargo items which require movement on a unique, non-recurring basis

b Equates to a "reservation" for high-priority cargo

c The Space Block allows the Consignor to circumvent normal SET priorities

d All space blocks are validated by Aerial Port Control Center (APCC)

## Block V, Unit 1

(d) Planners are tasked with:

1 Supporting a wide variety of global mission types (spelled out later in this Objective)

2 Ensuring necessary cargo certifications have been acquired prior to inclusion into mission support load plans

(4) Cargo Movement Certification:

(5) Some specific cargo items, due to their unusual nature, size, and weight, require certification for aerial transportation

(a) DOD's Air Transportability Test Loading Agency (ATTTLA) is the agency responsible for approving these type of air movements within the DTS

(b) The Consignor is responsible for coordinating and attaining the required ATTTLA certifications

(c) Proof of ATTTLA certification must be provided for:

1 All items over 20 feet in length

2 All items over 8 feet in height

3 Any items exceeding 10,000 lbs in total weight

4 Any item with a floor contact pressure of greater than 50 PSI

5 Any vehicle with an axle weight greater than 5,000 lbs, or a single wheel weight of 2,500 lbs

(6) Global Channel Operations (GCO) is part of AMC'S 618th AOC, and is responsible for ensuring cargo movements are as rapid as practical (referred to as Velocity Initiatives), maximizing available aircraft utilization, and coordination via IT systems to ensure affected APS or AMS locations have current information

(a) The GCO groups DTS airlift missions by type, destination, and priority

1 To achieve this, GCO will establish and manage Cargo and PAX movements utilizing recurring world-wide routes

2 The recurring routes are categorized into 2 types of Channel Missions: Distribution, and Contingency

## Block V, Unit 1

## (b) Distribution Channel Missions:

- 1 Routinely services at least 2 points (locations) on a recurring basis
- 2 Movements are dependent on the volume of air traffic, or quality of life purposes in remote areas

## (c) Contingency Channel Missions:

- 1 Services 2 points based on operational necessity, i.e., urgent movement of Mine Resistant Armored Personnel (MRAP) vehicles to Iraq
- 2 Supports missions, operations, and contingencies when and as directed by the SECDEF

## (d) Opportune Airlift Mission:

- 1 Any aircraft NOT flying a Channel Mission that has cargo or passenger room
- 2 Crew will notify ATOC and offer up the empty space to cargo, mail, and passengers desiring transport to the aircraft destination

## (e) Special Assignment Airlift Missions (SAAMs):

- 1 SAAMs are designed to perform and provide an exclusive service for a specific user at a desired movement time
- 2 SAAMs are funded missions that cannot be supported (executed) by regular AMC Channel Missions due to:
  - a Unusual nature
  - b Sensitivity
  - c Urgency
  - d Operational delivery points, outside of established channel structures
- 3 SAAMs are for the exclusive use of, and are paid for by, the supported agency or organization
- 4 The supported agency or organization may deny opportune airlift, even if they have space, based on SAAM mission requirements

## Block V, Unit 1

## (f) Contingency / Exercise Missions:

1 Support unit movement requirements necessitating dedicated airlift, in support of combat need or combat readiness

2 Directly support Joint Chief of Staff (JCS) taskings for real world or exercise requirements

3 Opportune cargo and passengers are permitted, provided they do not interfere with the primary mission of the aircraft

## (g) Operational Support Airlift (OSA) Missions:

1 Movement of HIGH-PRIORITY passengers and cargo with time, place, or mission-sensitive requirements

2 Opportune passengers and cargo are permitted on these missions, provided OSA customer requirements are met or are not interfered with

## (h) Joint Airborne Air Transportability Training (JA/ATT) Missions:

1 Provide basic airborne training

2 Proficiency and continuation training for:

a Airdrop, air assault, and air-land operational training events

b Aircraft static loading of passengers and cargo

## (i) Aeromedical Evacuation (AE) Missions:

1 Training for aeromedical evacuation activities using specialized medical attendants and equipment for in-flight medical care

2 Conducting actual aeromedical airlift evacuation patients, for both CONUS or OCONUS activities

## Block V, Unit 2

## 2. Air Cargo Procedures

a. Without reference, identify how to process originating and terminating cargo, with at least an 80%.

(1) The processing of cargo movements into and throughout the Defense Transportation System (DTS) is reliant upon effectively accomplishing all processing tasks, and entering all pertinent cargo management documentation into the applicable IT systems

(2) To effectively manage the entire cargo processing actions, Aerial Port Operations relies on detailed guidance from several key DoD and AMC publications

(a) The process begins when Airlift Clearance Authority/Customer Service Branch (ACA/CSB) approves or disapproves Consignor-submitted Transportation Control Movement Documents (TCMDs)

1 ACA/CSB receives Advance TCMDs, validates the capability to move by air, and ability to cross political boundaries, in accordance with two primary DoD- level documents which drive the daily DTS cargo management decisions: DoD 4515.13-R, Air Transportation Eligibility, and the DoD Foreign Clearance Guide (FCG)

(b) DoD 4515.13-R:

1 Material moved by air transportation must adhere to numerous safety and operational guidelines

2 This document establishes the criteria for both passenger or cargo movements aboard a DoD aircraft, or a commercially contracted aircraft

(c) DoD Foreign Clearance Guide (FCG) includes the Foreign Clearance Manual (FCM), which is divided into 4 chapters

1 The FCM informs users of what passengers are required to produce to legally cross political boundaries aboard AMC aircraft

2 The FCM also specifies what passengers, crewmembers, their personal property, equipment, cargo, and mail must comply with, IAW the host laws and regulations of the country they are traveling into



## Block V, Unit 2

(3) The 618th Air and Space Operations Center (AOC), AMC A-staff, and USTRANSCOM rely upon ACA/CSB clearance decisions to plan the numbers and types of aircraft needed to meet cargo movement requests, as well as several volumes of AMCI 24-101

(a) Air Mobility Command Instruction (AMCI) 24-101, Volume 11, establishes the Cargo and Mail Policy supported by APSs and AMSs globally

1 Procedures and guidance to control of cargo and mail throughout AMCs airlift system and via the DTS

(b) AMCI 24-101, Volume 9, provides clear guidance on all aspects of Air Terminal Operations Center (ATOC) operational requirements

1 Charges this work center with the effective and efficient control of all space allocated on assigned airlift missions

2 ATOC is ultimately responsible for maximum utilization on each aircraft

3 ATOC carefully coordinate movement of all types of special category cargo, in accordance with AMCI 24-101, Volume 11

(c) AMCI 24-101, Volume 7, delineates AMC's Aerial Port Expediter (APEX) Aircraft Loading Program

1 Provides guidance for APS or AMS personnel to onload or offload cargo aircraft, without the presence of the loadmaster or boom operator

2 Operationally, aircrew members may be unavailable due to extended mission briefings, driving a need to utilize APEX qualified personnel

(4) Aerial Ports use Monthly Station Traffic Handling Reports to measure originating and terminating cargo processing performance, and overall cargo or passenger support capabilities available at each supported APS or AMS

(a) Providing an effective support capability, it is essential that key metrics are captured and provided to 618th AOC, AMC, and USTRANSCOM:

1 Quantity of cargo and passengers (PAX) moved each day, on each aircraft

2 Quantity of cargo and PAX Re-Handled (may be due to mission changes, aircraft is no longer serviceable, adverse weather, etc.)

3 Number of cargo and refueling aircraft handled by type

4 Quantity of available serviceable and spare on-site MHE assets

(b) ATOC is required to maintain constant oversight of all cargo and PAX movements at their station, and every APS-performed mission must be properly documented, and included in monthly station reporting

(5) USTRANSCOM and AMC rely heavily upon the submission of accurate and timely Monthly Station Traffic Handling Reports; each station must submit AMC Form 82/7107 Reports, which are compiled automatically in the Global Air Transportation Execution System (GATES) program at AMC locations, and contains the following "sub-reports":

(a) AMC Form 56, Cargo Rehandled Workload

1 Cargo off-loaded from an already loaded aircraft, for any operational or aircraft maintenance reasons

2 Cargo that had to be re-loaded, due to planning errors on part of APS or AMS personnel

(b) AMC Form 65, Aircraft Re-serviced Workload - annotates the number of aircraft re-serviced by Fleet section personnel (re-complete the aircraft cleaning processes)

(c) AMC Form 108, Passenger Rehandled Workload

1 Annotates the total number and weight of baggage or PAX loaded, off-loaded, and on-loaded again

2 Identifies the Rehandled cause (aircraft no longer serviceable, adverse weather, etc.)

(d) AMC Form 85, Aircraft Handled - this report captures the total number of all aircraft handled, by aircraft type

(e) Station On Hand Channel Report, AMC (AR) 7115 - amount of movement-ready channel cargo and mail on-hand for movement, and cargo and mail moved in the prior 24 hours

(f) Weekly 8001 Asset Report - lists all MHE assets (loaders) assigned to your location

(g) Aerial port Material Handling Equipment (MHE)

1 Equipment utilization operations must be accurately documented and reported up-channel to AMC and USTRANSCOM

2 It is very important to up-channel the adverse affects that unserviceable equipment has caused at each station

3 Capability forecasting of cargo and passenger support operations facilitates future decisions on cargo and PAX movements to that station

## Block V, Unit 2

b. Without reference, identify the Joint Inspection process, with at least an 80%.

(1) Prior to movement support and orchestration of air movements, a Joint Inspection may be required of cargo, equipment, rolling stock, special handling material, Hazardous Materials (HAZMAT) and passengers, and if so are the prime responsibilities of the USAF's Aerial Port Squadrons (APS) and Air Mobility Squadrons (AMSs)

(a) Joint Inspections ensure air worthiness of cargo for safety of flight, and accurate documentation for in-transit visibility and billing purposes in accordance with DoD 4500.9-R Part III (Defense Transportation Regulation-Mobility), Appendix O.

(b) The Joint Inspection (JI) of cargo roles and responsibilities, at base-level by flight, are as follows:

(c) Cargo Operations Flight (COF):

1 Initially receive cargo, equipment, aircraft, mail, etc., for movement via AMC

2 Download pertinent cargo info from applicable IT systems and inspect the cargo for proper preparation

3 Cargo Operations Flight personnel are also responsible for ensuring all items transported across political boundaries on AMC or commercially contracted civilian aircraft are in compliance with several key documents:

a Department of Defense Foreign Clearance Guide (DoD FCG), and the Foreign Clearance Manual (FCM)

b Department of Defense 4515.13, Air Transportation Eligibility

c AMCI 24-101, and all applicable Volumes

(d) Special Handling sub-section of COF:

1 Responsible for Joint Inspection of any cargo requiring any level of special handling

2 Upon JI approval, will stage the SH loads for load efforts

## Block V, Unit 2

## (e) Ramp Operations Flight personnel:

1 Ensure manifested cargo and mail are loaded and offloaded as required on AMC owned or controlled aircraft

2 Assemble, stage, and inspect all planned equipment, vehicles, and cargo loads for movement readiness

3 Physically load and download manifested cargo on the aircraft

a Responsible for documenting changes to load plans, and informing ATOC

4 Validate that all Joint Inspection requirements have been accomplished

a Frustrate any cargo that has not had the required Joint Inspection accomplished, and notify ATOC immediately

## (2) Several key documents must be carefully inspected:

(a) DD Form 1387-2, Special Handling Data/Certification

(b) AMC Form 1033, Shipper's Declaration for Dangerous Goods

(c) AMC Form 1015, HAZMAT Inspection and Acceptance Checklist

(3) Joint Inspectors are highly qualified, trained, and possess extensive job knowledge when it comes to approving cargo for airlift. An Air Transporter must have the following to become a qualified Joint Inspector:

(a) 5-level complete

(b) HAZMAT Inspectors Course complete

(c) Joint Inspector Course complete

(4) Joint Inspectors utilize DD Form 2133, Joint Airlift Inspection Record/Checklist, while performing JIs.

## (5) During the Joint Inspection Process

(a) If any issues are discovered, the Consignor should be present, and is responsible for correction of all cargo and documentation issues

(b) Cargo will not be entered into DTS for Movement (On-Hand File of GATES) until the issues are resolved

(6) Logistics Readiness Officers can best support their Joint Inspectors by understanding inspection timelines, consignor requirements, and ensuring proper training is provided to unit representatives throughout the base.

(7) Ensuring users/consignors understand their role in cargo preparation and movement is key to smooth joint inspections and successful aerial port operations.

(8) Safety of flight is paramount in all cargo preparation and inspection considerations

## Block V, Unit 2

c. Without reference, identify palletization procedures, with at least an 80%.

(1) The effective and efficient movement of cargo requires a standardized system of palletization, and trained personnel well-versed in all cargo handling processes and procedures

(2) Cargo Movement Processes:

(a) Cargo Palletization starts when material items are received at the Cargo Operations Flight, with a Prime Transportation Control Movement Document (PTCMD), authorizing the cargo movement by air transportation

(b) Material is separated by type, destination, and priority and prepared for loading onto the appropriate shipping device

(c) The most common USAF shipping device is the 463L Pallet system, which is fully compatible with all AMC and commercially contracted cargo aircraft

1 Pallet Total area: 108 inches by 88 inches, which includes the usable area and pallet stops (teeth) on the outside of the pallet

2 Usable area: 104 inches by 84 inches, due to the need to effectively secure the cargo to the available tie-down positions

3 Each 463L pallet can carry a maximum weight of 10,000 lbs of cargo, and has a maximum height of 96 inches

(3) Pallet Condition is critical to cargo movement and each pallet requires a detailed inspection prior to use:

(a) Items which prevent pallet usage:

1 Dents or gouges which may fracture the pallet's aluminum skin

2 Pallets that are delaminated on the bottom, warped or misshapen for any reason

3 All pallets with D-ring damage

## Block V, Unit 2

(b) When building pallets, all cargo must be protected while maintaining pallet stability

1 Load cargo so the Center of Gravity within the pallet remains low and toward the center

2 Load large, heavier items first and place the items as close to the center of the pallet as possible

3 Place lighter, smaller items toward the outsides and top of the pallet;

a Aids in overall pallet stability while preventing items from being crushed or damaged during loading or while in transit

b Aim for a “cube” or “pyramid” shape when building a pallet

(4) Cargo Movement Documentation:

(a) Each pallet requires the following paperwork prior to air movement:

1 AMC Form 39, Pallet Invoice, which is a detailed record of all cargo that has been placed on a single pallet

2 DD Form 2775, Pallet Identifier, which depicts the cargos' physical characteristics (height, weight, cube, destination)

(5) Additional Cargo Movement Considerations:

(a) Frequently, cargo items exceed the usable pallet area dimensions

1 AMC utilizes the process of connecting pallets together, to create “pallet trains”

2 Pallet trains are specifically referred to by the number of pallets married together

a T-2 for 2 coupled pallets

b T-3s for 3 coupled pallets

c T-4 for 4 coupled pallets

d T-5 for 5 coupled pallets

3 Pallet trains generally do not exceed 5 pallets (T-5) in length

## Block V, Unit 2

(b) Center of Balance (CB): markings aid in loading cargo or vehicles aboard aircraft, and must have CB markings:

1 All pallet trains, regardless of the overall length

2 All vehicles (rolling stocks)

3 Any item with a Center of Balance that is at a point other than the physical center

4 Any item 10 feet in length or longer

(c) Cargo CB:

1 Cargo CB is a critical load planning factor, and assists with meeting cargo Safety of Flight requirements

(d) Radio Frequency Identification (RFID) Tags:

1 Real-time ITV of cargo processing Aerial Port (AP)s and Aerial Port of Debarkation (APOD)s

(6) Aircraft Capabilities:

(a) The initial Load Planning efforts are driven by the type of aircraft being supported, and the internal configuration

(b) Load Planners must ensure the load plan has considered the relevant factors, and if questions arise, contact 618th AOC immediately

1 Some aircraft are dual-mission configured, and can carry both passengers and cargo on a particular mission

2 The AF's KC-10s, KC-46s, and KC-135Rs are capable of carrying pax, cargo, and also off-loading fuel inflight to receiving aircraft

3 Commercial aircraft arrive at the APS or AMS configured for passengers, or just cargo, not normally both at the same time



## Block V, Unit 2

d. Without reference, analyze special handling cargo procedures, with at least an 80%.

(1) The Defense Transportation System (DTS) involves every type of transportation necessary for cargo movements to their intended destinations

(2) A significant amount of handled cargo requires Special Handling, and is handled separately from standard cargo handling activities

(3) Within the APS or AMS, Cargo Operations Flight (COF):

(a) Has the responsibility to receive all cargo items and mail for shipment processing

(b) COF personnel will perform a 100 percent inspection of originating shipments, and a key section of the COF is the Special Handling Section (SH)

(4) SH management considerations or concerns include:

(a) Training of personnel to perform Inspections and Acceptance

(b) Certification of personnel to perform Inspections and Acceptance

(c) Training on types of Documents utilized with SH cargo

(d) The many different types of SH cargo, which can vary from:

1 High-Value materials (gold, silver, "green-backs", etc.)

2 Classified materials

3 Some Nuclear Weapons Related Materials (NWRM)

4 Space-Blocked items from APCC

5 Personal effects from deceased members

6 Registered and Certified Mail

7 Perishable Items

8 Life and Death cargo (blood, plasma, organs, etc.)

## Block V, Unit 2

(5) All SH cargo requires preparation and inspection of the Special Handling Data/Certification form, the DD Form 1387-2

(a) Consignors will prepare a DD Form 1387-2 and submit it with the SH item(s)

(b) The Consignor (shipper) must be available to ensure compliance with applicable controls, shipment preparations, and movement directives

1 Consignors are advised of packaging, marking, labeling, and certification requirements for military air shipments

(c) For HAZMAT item inspections and movements, the AF utilizes AFMAN 24-204 as the primary guideline

1 AFMAN 24-204 contains the necessary information and rules for air transport of all HAZMAT items

2 By virtue of their properties, have been identified as regulated materials requiring additional care, storage, and handling

3 Some examples of Hazardous Materials:

a Munitions, and explosive components

b Toxic chemicals, and some Non-Toxic chemicals

c Nitrogen products and Liquid Oxygen products

d All Flammable materials

(6) Safety Considerations While loading HAZMAT:

(a) Ensure proper ventilation is established and maintained (LOX, GOX, Nitrogen carts, etc.)

(b) The Consignor is responsible for hook-up of a vent system on the aircraft and or cargo container

1 ATOC controllers will arrange for consignor's qualified person to complete the vent hook-up during the loading process

2 Placard all HAZMAT appropriately so it is readily visible to aircrew and load personnel

(c) No smoking around HAZMAT under any conditions

## Block V, Unit 2

- (d) Ensure the correct class of fire extinguisher is immediately available and serviceable
  - (e) Notify medical personnel if the movement involves radioactive material
  - (f) Always use HAZMAT PPE, and ensure it is available for other personnel as required
- (7) Special Handling personnel will certify each shipment, from initial consignment to the APOE and throughout the DTS
- (a) Shipping documentation must be IAW applicable Defense Transportation Regulatory (DTR) guidelines
  - (b) All items and associated documentation must be prepared, inspected, and cleared for movement within DTS, via the DTR
  - (c) HAZMAT items require Air terminals to establish procedures to ensure Technical Specialists (TSs) are available on each shift
    - 1 TSs are divided into “Inspectors” and “Preparers”, and are fully trained and certified as necessary to process the cargo items
    - 2 Local APS or AMS leadership will determine the extent of the (TS) inspector or preparer cadres
  - (d) Consignors are responsible for preparation of AMC Forms 1033 / 1033-1, Shipper's Declaration for Dangerous Goods
    - 1 Aircrew personnel will carefully review both the AMC Forms 1033 and 1015
  - (e) APS or AMS personnel will complete an AMC Form 1015, HAZMAT Inspection and Acceptance Checklist, to document their Inspection
    - 1 If Frustration of the HAZMAT is required, it will be accomplished via the AMC Form 1015

## Block V, Unit 2

## (8) Inspection and Quality Control:

(a) AP teams are not responsible for certifying SH items belonging to Contingency Response Wing (CRW) elements, or the supported forces

(b) AP personnel and deployed "Inspectors" will utilize notify the Consignor when any item has issues with:

1 Any and all SH cargo inspections

2 Documentation processing actions

3 Verification that the cargo is ready for shipment movements

(c) ACA/CSB will be notified and will officially Frustrate the shipment in-place in DTS until corrected

1 ACA/CSB will remove the Frustration action, when duly notified by the APS or AMS the issue was corrected

## (9) Security Issues:

(a) There are a number of SH concerns when dealing with "secure" materials, such as weapons, money, Secret and Top Secret documents, etc.

(b) Inspectors will not open individual boxes, safes, or COMSEC equipment within containers, unless a visible discrepancy is identified (Exception: When the transported force unit CC identifies, in writing, the inspection will compromise security, no viewing is authorized)

(c) APS / AMS must make arrangements for high-value items

1 Items must be stored appropriately, whether in a safe, or the APS Security Cage

2 Entry and removal actions from the Security Cage are documented on the AMC Form 214

3 Daily inventories of secured items will be conducted and documented at shift change to transfer accountability

4 One-shift operations will conduct twice-daily inventories

## Block V, Unit 2

e. Without reference, identify how to process and coordinate Human Remains at origin, en route and arrival stations, with at least an 80%.

(1) The processing and coordination of Human Remains (HR) movements, whether at an originating station, en route stations, or arrival stations are an extremely important aspect of all APS or AMS shipments

(2) Human Remains (HR) movements, and Blue Bark passenger movements, are commonly all referred to as "Blue Bark", regardless of type of support provided

(a) The Mortuary Affairs Program guidance is provided in AFI 34-242, for transportation of deceased military personnel and other Human Remains (HR), when authorized by AMC and or USTRANSCOM, between overseas locations and the Continental United States (CONUS)

(b) Whenever possible, restrict the movement of HRs to cargo and or "dual-mission" configured airlift missions

(c) HRs will move on a Space-Required basis

(3) Onloading / offloading at all stations, origin, enroute, and final destination is a carefully orchestrated effort:

(a) HR movements should always be accomplished as discreetly as possible

(b) Transport must be formal in nature, in an honorable and dignified manner (referred to as Dignified Transfer)

(4) The AF center for HR / Mortuary Affairs processing is located at Dover AFB, DE

(a) Typically, an escort officer or NCO from the owning Wing, Group, or SQ will be selected to escort the HR transfer case

(b) HR transport to a final destination may include movement all the way to the Home of Record of the deceased member

(c) Escort officials will monitor all transfer movement aspects, to include enroute storage if necessary

1 Escorts will have no additional duties while performing this task

2 Escorts will contact family members and advise them of transfer activities, expectations, and assistance if within regulatory guidelines

## Block V, Unit 2

- (5) Blue Bark passengers may be:
- (a) Active duty service members
  - (b) US/DoD citizen employees
  - (c) Dependents traveling in conjunction with the death of:
    - 1 Military members
    - 2 Civilian employees
    - 3 Dependents when returning to the CONUS with HR movements
  - (d) Blue Bark PAX are provided DV treatment and considerations; identify these PAX to the flight crew upon loading
- (6) Blue Bark movements are time-sensitive
- (a) Process HRs and Blue Bark escorts within 18 hours at all stations
  - (b) Shipments will move on a separate manifest, using the manifest as a hand-to-hand receipt
  - (c) Transfer cases containing remains will be stowed on the aircraft/pallet in a level position
  - (d) When loaded in an aircraft, transfer cases should be loaded in the forward most available cargo position
    - 1 The feet will never be higher than the head while stowed
    - 2 The head will always be stowed toward the aircraft nose
  - (e) In the event cargo jettisoning is necessary, this ensures transfer cases are the last cargo jettisoned
  - (f) No PAX, aircrew, onload or offload team members, or other personnel should not stand, sit, or lean on HR transfer cases
  - (g) Do not on/offload human remains concurrently with other passengers/patients

## Block V, Unit 2

## (7) HR movements on wide body aircraft (e.g., C-5, C-17, or KC-10s):

(a) Load Planning will depict the exact placement of transfer cases aboard each aircraft

(b) RAMPCO will immediately notify aircrew members of HR or transfer case movements

1 Make every effort to ensure transfer cases carrying HRs are not stacked

2 Stacking transfer cases with HRs should only occur when absolutely unavoidable

3 No cargo will be loaded on top of transfer cases containing HRs

(c) When HRs are received at an AMC terminal, store them in a secure area separate from other cargo

1 If remains are not embalmed (should be annotated on the paperwork), refrigerated storage is required

2 If refrigeration is not available, contact the installation Mortuary Affairs Office for assistance

## (8) Movement of Empty HR Transfer Cases:

(a) If more than one empty transfer case is shipped or stored, stacking is permitted

(b) The maximum number of empty HR transfer cases that can be safely transported on a 463L pallet is 12

1 Place HR transfer cases in three rows

2 Stack each HR row a maximum of four HR cases high

## Block V, Unit 2

f. Without reference, identify hazardous/explosive materials movement and compatibility, with at least an 80%.

(1) It is a very common practice for hazardous materials (HAZMAT), or "dangerous goods", to be transported throughout the Defense Transportation System (DTS), and involves every type of transportation necessary for HAZMAT movement to intended destinations

(a) Specific guidelines for "dangerous goods" are an essential element of safe material transportation

(b) The AF utilizes AFMAN 24-204-IP as the primary guidelines for hazardous material movements, because it contains the necessary information and rules for air transport of all items which, by virtue of their properties, have been identified as regulated materials requiring additional care, storage, stowage, and handling

(c) Hazardous Materials (HAZMAT) and explosive materials require careful preparation, coordination, documentation, and load planning

(d) The Consignor (shipper) must ensure complete compliance with all applicable HAZMAT controls, shipment preparations, and movement directives

1 Consignors are advised of packaging, marking, labeling, and certification requirements for military air shipments, IAW AFMAN 24-204

2 AMC transportation support functions (APS and AMS) will use AMC Form 1033/1033-1, Shipper's Declaration for Dangerous Goods

(e) Key documents are utilized to certify HAZMAT shipments, from initial consignment to the APOE and throughout the DTS

1 Shipping documentation must be IAW applicable Defense Transportation Regulatory (DTR) guidelines

2 All items and associated documentation must be prepared, inspected, and cleared for movement within DTS, via the DTR



## Block V, Unit 2

(f) Air terminals will establish procedures to ensure Technical Specialists (TSs) are available on each shift

1 TSs are further divided into “Inspectors” and “Preparers”, and are fully trained and certified as necessary to process HAZMAT

2 Inspectors and Preparers will have ready access to pertinent messages concerning HAZMAT, as well as changes and updates

3 Local APS or AMS leadership will determine the extent of the (TS) inspector or preparer cadres

(g) AP teams are not ultimately responsible for certifying HAZMAT items belonging to Contingency Response Wing (CRW) elements, or the supported forces

(2) Inspection and Quality Control

(a) Air Terminal personnel and deployed “Inspectors” will utilize the AMC Form 1015, HAZMAT Inspection and Acceptance Checklist because it:

1 Facilitates cargo inspections

2 Facilitates all processing actions

3 Verifies the cargo is ready for shipment movements

4 Enables HAZMAT Frustration actions, when and as required

a Frustrated HAZMAT is annotated in DTS immediately

b ACA/CSB will officially Frustrate the shipment in-place in DTS, until the issue is corrected

c ACA/CSB will remove the Frustration action, when duly notified by the APS or AMS the issue was corrected

## Block V, Unit 2

## (3) Cargo Operations and Ramp Operations personnel will:

(a) Perform a 100 percent exterior inspection of originating HAZMAT shipments, and all associated documentation

(b) Verify compliance with AFMAN 24-204 and other applicable directives  
(NOTE: Intransit terminal inspectors are not required to document or accomplish a new HAZMAT inspection, via an AMC Form 1015, if the inspection was already performed at the originating terminal, and the Shipper's Declaration for Dangerous Goods has been completed)

## (c) "Sight-Sensitive" Cargo

1 Some HAZMAT cargo, by its nature, will be identified as "Sight-Sensitive", and exempt from full inspection

a May include chemicals that cannot be exposed to light due to the nature of the container

b May include X-RAY or radioactive type products

2 Some cargo, by its nature, should have limited visibility by those who have no need to do so

a Special Forces cargo

b Some "Very-Important" cargo

3 Prior approval must be obtained from the AMC Director of Operations (AMC/A3) or Director of Logistics (AMC/A4)

4 A copy of the approval letter must be provided to the inspector

5 When a "sight sensitive" approval is issued, Inspector access to the cargo will be limited to:

a Visual inspection to ensure "safety-of-flight"

b An exterior inspection to check for undocumented HAZMAT, if applicable

(d) Security Issues: Inspectors will not open individual boxes, safes, or COMSEC equipment within containers if the transported force unit CC identifies (in writing) the inspection will compromise security, unless a discrepancy is identified

Block V, Unit 2

(4) Safety Considerations While loading HAZMAT:

(a) Ensure proper ventilation is established and maintained (LOX, GOX, Nitrogen carts, etc.)

(b) The Consignor is responsible for hook-up of a vent system on the aircraft and or cargo container

1 ATOC controllers will arrange for consignor's qualified person to complete the vent hook-up during the loading process

2 Placard all HAZMAT appropriately so it is readily visible to aircrew and load personnel

(c) No smoking around HAZMAT under any conditions

(d) Ensure the correct class of fire extinguisher is immediately available and serviceable

(e) Notify medical personnel if the movement involves radioactive material

(f) Always use HAZMAT PPE, and ensure it is available for other personnel as required

## Block V, Unit 3

## 3. Ramp Operations

(1) The placement and security of palletized and non-palletized cargo, vehicles, rolling stock, etc., on an aircraft is essential to maintaining a safe center of balance throughout the aircraft

(a) Failure to properly plan, position, and secure cargo, rolling stock, or vehicles could have disastrous results

(2) Ramp Operations personnel will coordinate with loadmasters, boom operators, or Aerial Port Expediter (APEX) personnel during loading/unloading operations

(a) A variety of briefings will be conducted to ensure all affected members are aware of their duties and responsibilities

1 Full Load Team brief

2 MHE Operators brief

3 Personnel Protective Equipment briefing and verification

4 Circle of Safety adherence by all team members

5 All changes to any load aspect will be fully briefed to aircrew personnel

(b) Also, all changes to aircraft load plans must be coordinated with ATOC, and agreed to by aircrew personnel

(3) Cargo, vehicles, rolling stock, pallets, etc., must be loaded or unloaded as safely and efficiently as possible

(a) Load Team members should be fully qualified on all types of MHE they operate

1 This will be difficult to validate at down-range locations

2 Many of the load / unload efforts are in support of types of rolling stocks or vehicles that are "first-time" by load members

3 When necessary, obtain as detailed an operations briefing as possible from the equipment "owner" prior to their departure

## Block V, Unit 3

(4) There are 3 primary cargo loading and downloading methods: Ground Ramp, Horizontal Ramp, and Side Door

(a) Ground Ramp

1 The aircraft loading ramp will make contact with the ground and rolling stocks will move into and out of the plane

2 This method enables the loading and downloading of rolling stocks directly into the aircraft from the ground

3 Approach shoring may be necessary to facilitate a proper loading angle, depending upon the rolling stock or vehicle

(b) Horizontal Ramp

1 For this method, the aircraft ramp is positioned parallel to the ground

2 K-loader or forklift is positioned so pallets may be rolled off the K-loader or forklift into the aircraft

3 This method is preferred because it is a fast and easy method for loading pallets

(c) Side-Door loading

1 This method is used for aircraft with cargo doors along the side of the fuselage: KC-10, KC-135, KC-46, B-747

2 Material Handling Equipment (MHE) for side-door must be carefully placed as damage to an aircraft is more likely

(5) Cargo is moved and secured different types of MHE at APSs and AMSs:

(a) Four thousand pound (4K) Standard Forklift:

(b) Ten thousand pound (10K) Standard Forklift:

(c) Ten thousand pound All Terrain (10K-AT) Forklift:

(d) The “Halverson” 25K Loader: named for Col Gail Halverson, the Berlin Airlift “Candy Bomber”

(e) The “Tunner” 60K Loader: named for Lt Gen William Tunner, Berlin Airlift director

## Block V, Unit 3

b. Without reference, identify the types and descriptions of material handling equipment and associated capabilities, with at least an 80%.

(1) The placement and security of palletized and non-palletized cargo, vehicles, rolling stock, etc., on an aircraft is essential to maintaining a safe center of balance throughout the aircraft

(a) Failure to properly plan, position, and secure cargo, rolling stock, or vehicles could have disastrous results

(b) Ramp Operations personnel will closely coordinate with loadmasters, boom operators, or Aerial Port Expeditors (APEX) personnel throughout the loading or unloading operations

(c) All changes to aircraft load plans must be coordinated with APS or AMS, and agreed to by aircrew personnel

(d) Cargo, vehicles, rolling stock, pallets, etc., must be loaded as safely and efficiently as possible

(2) Cargo is moved and secured with many different types of MHE at APSs and AMSs, some examples are:

(a) Four thousand pound (4K) Standard Forklift:

1 Lifting, stacking, and transporting non-463L cargo and materials

2 Generally used for building the pallets themselves

3 4K's are powered by a variety of systems: electric, propane, gas powered, diesel

(b) Ten thousand pound (10K) Standard Forklift:

1 Utilized for lifting, stacking, and transporting palletized cargo in warehouses, cargo ramps, and cargo yards

2 Utilized for aircraft loading and unloading operations

3 Predominantly utilized for moving 10,000 lbs of cargo on improved surfaces

## Block V, Unit 3

(c) Ten thousand pound All Terrain (10K-AT) Forklift:

- 1 4-wheel drive, designed for use at austere, remote locations
- 2 Deployable on most AMC cargo aircraft during wartime operations
- 3 Utilized for lifting, stacking, and transporting palletized cargo
- 4 Carries up to 10,000 lbs over any surface

(d) The “Halverson” 25K Loader: named for Col Gail Halverson, the Berlin Airlift “Candy Bomber”

- 1 Air-transportable and carries up to 3 pallets
- 2 Max cargo weight of 25,000 lbs
- 3 Compatible with loading decks and cargo doors of most military and commercial aircraft

(e) The “Tunner” 60K Loader: named for Lt Gen William Tunner, Berlin Airlift director

- 1 The Tunner carries up to 6 pallets with a max cargo weight of 60,000 lbs
- 2 The 60K is compatible with most military and commercial aircraft
- 3 The load deck can be raised up to 18.5 feet high
- 4 The 60K utilizes pitch, roll, and side-shift controllers to optimize interface with cargo decks

## Block V, Unit 3

(3) Aircraft Loading Operations are aided by 3 primary types of Tie-Down Equipment to secure cargo, vehicles, etc.:

(a) CGU-1/B:

1 Ratchet-type tie-down strap with a ratchet hook, nylon webbing, and a flight tie-down hook assembled to form 1 unit

2 Rated capacity of 5,000 lbs

(b) MB-1:

1 A chain-type tie-down device with a tensioning grip, adjustable hook, quick-release lever, chain lock and chain pocket

2 Device and associated chains are rated at 10,000 lbs

(c) MB-2:

1 Similar to a MB-1 but larger in scope

2 Chain-type tie-down device with a tensioning grip, adjustable hook, quick-release lever, chain lock and chain pocket

3 Rated to 25,000 lbs



## Block V, Unit 3

c. Without reference, identify the types and descriptions of organic and commercial transport aircraft and associated capabilities, with at least an 80%.

(1) US TRANSCOM uses a number of different military (organic) and commercial aircraft to transit cargo and personnel by air around the globe

(2) Differences, capabilities, and limitations of each aircraft necessitate the type aircraft necessary to meet specific cargo and passenger mission requirements

(a) Aerial Port Squadron (APS) personnel must be fully trained on each type of aircraft they regularly support, as well as any specialized training for non-common types of aircraft

(b) Civilian (CRAF) aircraft are not standardized and come in many different types, sub-types and models; these different types comprise the contracted requirement of an airline's fleet, and there may be significant internal configuration differences within 2 aircraft of the same model

(c) Common types of civilian aircraft are B-747, DC-10, L-1011, B-737, B-757, B-767, B-777, and other airframes capable of efficiently hauling cargo and passengers globally

(d) Final responsibility for load planning a commercial aircraft rests with the carrier providing airlift services to the DoD

(e) USAF's Load Planners will provide a list of movement-required cargo

1 Number of pallets by weight, cube, size

2 Types of equipment, rolling stock, or vehicles with weight and cube as applicable

3 Numbers and categories of PAX, as applicable

(f) It is the contractors responsibility to provide correctly configured aircraft to meet the mission support requirements and movement timelines

1 USAF may assist the load planning effort if requested

2 USAF does NOT assume liability or sign for the final load planning product

## Block V, Unit 3

(g) USAF Airlift Aircraft commonly utilized are as follows:

1 C-5A/B/M Galaxy: Global airlift

- a Carries up to 36 pallets (463L) in parallel rows of 18 pallets each
- b Max cargo load of 270,000 lbs
- c Pallets on forward or rearward loading ramps may not exceed 7,500 lbs
- d Vehicles may be loaded via front or aft loading ramps
- e 13.5 feet max height through forward ramp
- f 13 feet max height through aft ramp
- g Carry up to 340 PAX on the cargo deck in seat-kits
- h 73 PAX in aft PAX compartment, above the cargo deck

2 C-17 Globemaster III: Intra-theater and global airlift missions

- a Maximum payload of 170,900 lbs
- b Carry up to 102 PAX
- c Carry up to 18 pallets
  - 1 Logistics (LGS) Configuration: 18 pallets side-by-side
  - 2 Aerial Delivery (ADS) Configuration: 11 pallets centered in the aircraft

3 C-130 Hercules (E and H models): Primarily intra-theater airlift missions

- a Max take-off payload of 42,000 lbs
- b Carry up to 6 pallets in a single row
- c Seating capacity for 92 PAX

4 C-130 Hercules (J model): Performs intra-theater airlift missions

a Max take-off payload of 44,000 lbs

b Up to 8 pallets in a single row

c Seating for up to 128 PAX

5 KC-10A Extender: Combines roles of aerial refueling and cargo movement

a Carry up to 24 pallets

b Up to 73 PAX if seat-kits are installed

c Max payload of 170,000 lbs

6 KC-135 Stratotanker: Aerial refueling and cargo movements for DoD, NATO, and coalition forces

a Carry up to 6 pallets in a single row

b Seating for 65 PAX

c Max payload is 83,000 lbs

## Block V, Unit 3

d. Without reference, identify the roles of the Aerial Port Expeditor Program (APEX), with at least an 80%.

(1) Air movements of cargo, equipment, rolling stock, special handling material, etc., are part of AMC's Velocity Initiatives, and are designed to be fully coordinated and orchestrated events IAW AMCI 24-101, Vol 7

(2) On occasion, mission dictates may require APS or AMS personnel to load the aircraft without the presence of a Loadmaster or Boom operator

(a) This may be a result of additional pre-departure aircrew preparations or briefings, which necessitate their absence from the departing aircraft

(b) APS or AMS leadership will identify the total manpower requirement to facilitate this effort

(3) The program to accomplish this requirement is known as the Aerial Port Expeditor (APEX) Program

(a) Selected Ramp Operations personnel are trained to operate all mechanisms in the aircraft loading bay

(b) APEX members will lead every aspect of the aircraft load efforts without flight crew or loadmaster presence

(c) NOTE: Aircraft maintenance personnel are responsible for initial aircraft opening, powering up, and standing by to resolve aircraft maintenance issues that may arise during the preparation for, execution, and completion of the load / unload efforts

(4) Training:

(a) The total cadre size of APEX-qualified personnel should be held to the minimum essential to achieve program goals

(b) A fully-qualified 7-level NCO should be selected as APEX Program Manager or NCOIC; eligible members should be fully-qualified 5-level SrA or higher, prior to participation or selection for APEX training

(c) All APEX members should be highly experienced on the variety of aircraft regularly handled at their operating location

(d) APEX members should be highly experienced on all types of cargo handling MHE

## Block V, Unit 3

(5) Ramp Operations Flight (ROF) personnel will have primary responsibility for executing the APEX program:

(a) The APEX Load Crew Team Chief will conduct a detailed APEX briefing to ensure all APS participants are aware of all cargo and mail considerations

(b) The APEX Load Crew Team Chief will conduct a detailed APEX briefing to aircrew members upon their arrival, to inform them of every APEX action taken

1 APEX crew members will perform all load and offload cargo actions required on AMC owned or controlled aircraft

2 Prior to load efforts, the Apex load crew team chief will ensure equipment, vehicles, and cargo loads have been inspected and verified

(c) The APEX crew members are responsible for documenting any changes made to load plans, and informing ATOC

(6) The ATOC Senior Controller, or a Controller, will notify Operations that an APEX load of the departing aircraft will be conducted

(a) ATOC will also notify Passenger Operations Flight (POF) when an APEX managed load effort will be conducted

(b) POF will notify ATOC when any issues arise regarding departing passengers, to ensure the APEX team is advised

(7) Readiness and Resources Flight personnel manage total manning efforts, and financial support activities

(a) It may be necessary to acquire additional personnel and funding to support APEX mission efforts

(b) Coordination with Resources Function should happen as soon as an APEX program is going to be considered / established

1 Unit Resource Advisor (RA) must be provided sufficient information for preparation and submission of budgetary requirements

2 Unit manpower increases in authorizations must be substantiated by unit APEX workload requirements

3 Requests for manning augmentation must be submitted through all appropriate channels for review and action

## Block V, Unit 3

e. Without reference, identify Engine Running On/Offloading (ERO) procedures, with at least an 80%.

(1) The Mobility Force Commander (MFC) may authorize Engine Running Onload/Offload (ERO) to expedite the flow of aircraft through airfields during all air landed operations where the reduction of ground time warrants a departure from normal operating procedures

(a) ERO operations may be conducted, provided the following

1 The on/offload airfield is transited on an operational stop basis and no safety of flight conditions exist

2 The decision to ERO will be properly coordinated between the aircraft Commander (CDR) and any existing local Command and Control (C2) function Command Post, Alternate Mobility Command Center

a Contingency Response Element, Contingency Response Team

b Arrival/Departure Airfield Control Group [A/DACG]

c Combat Control Team and the affected functional areas

(b) Consider operational risks

1 Determine the types of hazards

2 Assess the risks

3 Analyze risks control measures

4 Make control decisions

5 Implement risk controls

6 Supervise and review prior to approving ERO operations

7 Evaluate such risks as day/night operations, weather, experience levels, type of cargo, passengers, and location of operations

8 Braking action on the ramp is such that there is no danger of the aircraft sliding with brakes set (Chocks will not be used)

9 Normally, the ramp and cargo doors are used for on / offloading (Exception: Circumstances may dictate use of the crew entrance door for on/offloading)

## Block V, Unit 3

10 During adverse weather, ensure the vehicle operator's vision is not obscured by the elements

11 Self-propelled vehicles may require winch assistance if positive traction of vehicle wheels cannot be maintained throughout the operation

(c) Do not use ERO procedures when explosive cargo is involved unless authorized by the MFC, contingency operations order, or air tasking orders

1 Exception: small arms ammunition—Class/Division 1.4

2 Troops are briefed on all safety requirements

3 Troops must have hearing protection prior to loading/offloading operations

(2) ERO Team

(a) An ERO normally consists of load teams, maintenance, and user personnel formed as one overall and cohesive unit

(b) Close coordination is required at all times during EROs between air and ground crews

(c) Team structure and equipment:

1 Aircraft Maintenance Team:

a This team will direct and park aircraft and control the aircraft perimeter

b The team consists of one marshalling qualified aircraft maintenance parking director and two assistants to ensure proper wing tip clearances are met

2 Load Team:

a Loads and offloads aircraft with trained ERO individuals

b The team will consist of a team chief and additional personnel as determined by the type of aircraft and load

3 Equipment Requirements:

- a Personnel will have gloves, steel-toed boots, hearing protection, and goggles (goggles are optional for C-17 operations)
- b During hours of darkness or reduced visibility, reflective vests/belts will be worn
- c Extra sets of C-130 auxiliary ground loading ramps, as required
- d Vehicle with front mounted pintle hook
- e C-130 ramp support ("milk-stool")
- f Materials Handling Equipment (MHE)
- g Reflective vests/belts and wands

4 Briefing Requirements:

- a All personnel involved in the ERO at the aircraft will receive a briefing on procedures and safety prior to beginning ERO operations. The loading team supervisor will conduct the briefing. The loading team supervisor will brief the loadmaster at the aircraft
- b The loading team supervisor highlights key topics such as hand signals, route to and from the aircraft, load team position, cargo type, special on/offloading instructions, and use of any MHE. The load team supervisor will check to ensure all personnel and troops have the required safety items (e.g., hearing protection devices and steel-toed boots)

## (d) Team duties—Onload.

1 Maintenance:

- a As the aircraft taxis into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks
- b The maintenance parking director directs the aircraft to the parking spot
  - 1 After the aircraft comes to a complete stop, clear the area forward of the aircraft
  - 2 Position one person immediately aft and 20 feet (ft) outboard of each wing tip to ensure the area remains clear



2 Load team:

a The loading team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations. Briefing topics include hand signals, route to aircraft, position of load team, type of cargo, specific on/offloading instructions, and use of MHE.

b Check for personal safety items such as goggles, reflective vests/belts, gloves, ear protection devices, and steel-toed boots.

c Vehicle and troop directors utilize distinctive clothing/equipment such as reflective vest and wands for night operations.

d Vehicle operators will remain in their vehicles when within 50 ft (C-5: 200 ft, C-17: 25 ft) of the aircraft, and until the vehicle is secured aboard the aircraft with one chain forward and one aft.

e Loading team chiefs maintain complete control of their teams, positioning them in a preplanned area clear of engine exhaust and a minimum of 50 ft (C-5: 200 ft, C-17: 25 ft) aft of the aircraft when it has stopped.

f The preplanned area will be on the outside of the aircraft's turning radius and clear of engine exhaust.

(e) The loading teams will not approach the aircraft until all engines are in low-speed ground idle or reverse thrust (the C-5 loading team will not approach the aircraft until the crew entrance door is deployed and the scanner has deplaned).

1 In all cases, the loading team will not proceed to the aircraft until signaled by an aircrew member.

2 C-5 loading team members will always approach the aircraft from the front.

3 When offloading/onloading pallets through the aft doors of the C-5, the person chocking the k-loader will approach the aircraft from the nose and be escorted to the rear of the aircraft by the scanner

a When the aircraft has stopped and engines are in low-speed ground idle or reverse thrust (on C-5 scanner has deplaned), the loading team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 50 ft (C-5: 200 ft, C-17: 25 ft) aft of the aircraft, until reaching aircraft centerline where they will turn and approach the aircraft

b **WARNING:** Loading team personnel will remain clear of the aircraft cargo ramp until positioned for onload

4 The loading team will position the support MHE as required. Trained team personnel will install the extra set of aircraft auxiliary ground loading ramps

5 Team members may assist the aircraft loadmaster in positioning stabilizer struts (**WARNING:** When onloading and offloading, or transporting pallets on forklifts with rollerized tines, secure the pallets to the forklift prior to movement)

6 Under the direction of the team chief, with the exception of the C-17 (25 feet), vehicle operators will position loads a minimum of 50 feet and slightly to the right or left of aircraft fuselage, leaving a clear path behind the aircraft

a The preferred method for offloading/onloading the C-5 is in the forward-kneel, drive-in position

b C-5 loads will be positioned a minimum of 200 ft forward or aft and slightly to the right or left of the aircraft fuselage

c Only one piece of loading equipment is to be directed to approach the aircraft at any given time

7 The aircrew loadmaster retains overall responsibility for loading aircraft

## Block V, Unit 3

8 The loading team chief will coordinate with the aircrew loadmaster to present manifest, discuss load sequence, ground vehicle direction, and tie-down requirements

a Loading team personnel will go aboard and assist in preparing the aircraft for a specific load

b Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp

9 The ground vehicle director takes a position clearly visible to the vehicle driver

a If trailers are pushed aboard, the vehicle director takes a position next to the driver's side cab of the prime mover

b Positioning the load inside the aircraft requires loading team members' assistance in observing load clearance

(f) When the cargo onload is complete, except for ramp load, troops are directed aboard by the troop CDR \

1 All personnel are to remain a minimum distance of 50 ft (C-5: 200 ft, C-17: 25 ft) from the aircraft until reaching the aircraft centerline where they will be directed by the team chief to the aircraft

2 Ramp loading will be completed after all troops are onboard

(g) Team duties—offload

1 Maintenance: Same as onload

2 Loading team: Same as onload with the additional requirements

a **WARNING:** Loading team personnel will remain clear of the aircraft cargo ramp until positioned for offload

b If troops are aboard, they are deplaned at the direction of the aircraft loadmaster

c Instruct troops to proceed a minimum of 50 ft aft (C-5: 200 ft forward or aft, C-17: 25 ft aft) of the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 300 ft (C-17: 200 ft) before stopping

## Block V, Unit 3

3 The team chief will coordinate offload procedures and conditions with the aircrew loadmaster and receive manifests; additional team members position themselves to the side of the aircraft ramp until all troops have deplaned

4 The team chief directs the team aboard to remove any remaining tiedown restraints, beginning with the first vehicle to be offloaded and working forward or aft for specific aircraft

a The ground vehicle director takes a position 25 feet to the rear of the aircraft and directs the vehicles 50 ft aft (C-5: 200 ft forward or aft, C-17: 25 ft aft) before turning to left or right to the receiving area

b The offloading team departs the aircraft after ensuring all tiedown equipment is positioned on the aircraft centerline and the auxiliary loading ramps are placed on the aircraft ramp as required

c C-5: stow tiedown equipment in containers during aircraft kneeling and unkneeling if time permits

5 When the aircraft is secured, the team chief stops 50 ft (C-5: 200 ft forward or aft) aft of aircraft centerline and gives thumbs up to inform the aircrew loadmaster the team and equipment are all clear of aircraft

(h) Troop Loading/Offloading

1 Exiting through the aft cargo door and ramp is the preferred method when troops are involved on the C-130 and C-17

a The preferred method for the C-5 is through the forward ramp

b Deplane passengers before offloading cargo, and load passengers after onloading cargo, unless cargo size and location dictate otherwise

2 Troops being onloaded and offloaded will be briefed on the hazards involved with ERO procedures

3 Minimum items that will be briefed include securing loose articles, hearing protection, and any local conditions

a Crew entrance door loading/offloading will be in accordance with publications

b Deplaning personnel must be briefed to remain forward of the extended interphone cord

4 **WARNING:** When loading or unloading personnel, baggage, or equipment through the crew entry door with engines operating, stay clear of engine inlets and ensure personnel adhere to all off-load supervisory members

a Secure all loose personal items before passing in front of operating engines

b Personnel will not proceed aft of the crew entrance door while engines are operating

c When offloading troops through the front crew door, the troop buses will park in front of the aircraft on the left side with the nose of the bus pointing away from the aircraft and no closer than 50 ft (C-5: 200 ft) forward of the left wing movement

## Block V, Unit 3

f. Without reference, discuss Risk Management (RM) specific to ramp operations, with at least an 80%.

(1) Risk Management and Mishap Prevention are dangerous processes and are key to ensuring there is no damage to aircraft, Material Handling Equipment (MHE), cargo or personnel throughout aircraft Uploading and Downloading operations

(a) Vehicle & MHE operators will not move within 10 feet of an aircraft unless assisted by a spotter

1 Speed limits within 10 feet of an aircraft: 5 MPH

2 Anyone on the flight-line or at the aircraft may halt operations due to unsafe conditions

(b) Loading Operations: Carefully coordinated efforts between loadmaster or boom operator and the load team supervisor or chief

1 At locations where the Aerial Port Expeditor (APEX) program is authorized, load team supervisors or chiefs may load without the presences of the loadmaster or boom operator

2 Before loading begins, the loadmaster or boom operator will be thoroughly briefed by the ATOC Ramp Coordinator (RAMPCO)

3 Any load, or loading, concerns will be addressed and resolved during the briefing(s)

(2) Loading operations involving 463L pallets require the following additional precautions:

(a) Pallet locks should never be utilized as “pallet stops”, they are not strong enough or made of material capable of stopping heavy loads

(b) Position all pallet D-rings in the up position to prevent wedging into the aircraft floor

1 Aircraft installed flooring materials (typically made of aluminum) are not strong enough to withstand damage when D-ring wedging occurs

2 Flooring damage, due to D-rings, will result in grounding the aircraft until the issue is resolved

(c) Load support material:

## Block V, Unit 3

(d) Some cargo, equipment, and vehicles require some type(s) of shoring to facilitate loading or stowage operations

1 It is absolutely essential that the correct type of shoring be utilized, to minimize injury to personnel, damage to aircraft, and damage to MHE

2 Multiple briefings may be required to ensure all APS and aircrew personnel are fully aware of shoring requirements, and uses

3 Shoring is funded, manufactured, and stored locally by APS or AMS personnel

a Shoring helps to spread the weight of all items over a larger floor area

b Shoring protects the aircraft floor from stowed cargo or vehicle damage

4 There are 4 types of shoring: Sleeper, Rolling, Parking, and Approach

a Sleeper: prevents vehicles with pneumatic tires from bouncing in flight, and causing subsequent aircraft damage

b Rolling: distributes rolling stock weight while in motion, protecting the aircraft floor

c Parking: placed under vehicles while stowed, and used in conjunction with rolling shoring to prevent floor damage

d Approach: decreases loading ramp angles and prevents rolling stocks from impacting the ground or aircraft during load or unload processes

(e) Load Crews should push pallets to the max extent possible to ensure positive pallet control

1 Avoid pulling pallets to the max extent possible, due to the lack of positive control

2 Do not allow personnel to position themselves between moving pallets, or where they cannot be seen by load team members

(f) Ensure you have adequate space and “clearance” before moving cargo aboard an aircraft

1 Do not use gravity to move a pallet; it is highly dangerous to personnel, aircraft, and load vehicles

2 Load crew members must maintain positive control of pallets at all times

3 Any aircrew or load team members are responsible for stopping any unsafe load operations, immediately

(3) Loading Operations involving rolling stocks (common or specialized use vehicles, etc.):

(a) Ensure the appropriate class of fire extinguishers are immediately available

(b) Stress ventilation to prevent injury to personnel and aircraft systems

(c) Drive the vehicle in the lowest gear possible

(d) Prior to operation and loading, ensure brakes are properly functioning

(e) Keep vehicle running and an operator behind the wheel during loading, and until the rolling stock is secured to the floor



## Block V, Unit 3

g. Without reference, identify the role and functions of Fleet Services, with at least an 80%.

(1) The cleanliness condition (Fleet Service) of AMC and contracted commercial carriers is of tremendous importance

(a) To ensure the Fleet Service efforts are fully supported, AMCI 24-101, Volume 10, identifies and explains Military Airlift-Fleet Service requirements

(b) This volume also implements policy to ensure transport aircraft are fully supplied with PAX and crew comfort items, as necessary to meet mission support requirements

(2) Fleet Services is the APS or AMS Flight or Section responsible for cleanliness and servicing a supported aircraft (lavatory, meals, water, trash, etc.)

(a) This Flight or Section is normally a stand-alone entity (the total population and complexity of the function determines Flight or Section status)

(b) At some locations, Fleet may be combined with the PAX Operations Flight

(c) Depending upon the geographic location of the Fleet Service unit, this function may be contracted out with a locally contracted agency

(3) Operationally, Fleet Service is typically divided into 3 main Functions, IAW AMCI 24-101 Volume 10:

(a) Supply Function:

1 Requisitions, stores, and controls all essential supplies and equipment needed for servicing military and commercially contracted aircraft

2 Supply must keep enough supplies on hand for a minimum of 30-45 days of support to meet mission requirements

3 Fleet personnel will utilize AMC Form 249, Fleet Service Equipment Record, to conduct and manage their Fleet supply inventories

## Block V, Unit 3

## (b) Dispatch Function:

1 Responsible for close coordination of mission support requirements, and ensures crews are dispatched to meet Fleet requirements

2 A critical element of Dispatch is maintaining all shift documentation (shift log) on any support provided (depicts total levels of effort)

a Assigns work and dispatches personnel and vehicles for aircraft cleaning, meal delivery, and aircraft servicing

b Personnel will maintain constant contact with Air Terminal Operations Center (ATOC) and provide updates as needed

## (c) Aircraft Servicing Function:

1 Cleaning interior surfaces, removing any debris from PAX compartments, and removal of any trash

2 Provide lavatory servicing (empties waste), and also the temporarily installed Air Transportable Galley / Lavatories (ATGL)

3 Responsible for all food deliveries to the aircraft, for both PAX and aircrew members

## (4) There are several Fleet servicing safety concerns:

(a) Personnel delivering food should not service lavatories on the same shift, unless absolutely necessary, and only after they shower and change uniforms

(b) Fleet personnel must seek immediate medical treatment if there are signs or symptoms of receiving cuts or scratches, while servicing aircraft latrines

(c) Personnel in direct contact with waste matter from any source will immediately wash themselves and change clothes (uniforms or coveralls)

## (5) Passenger Service Kits (PSKs):

(a) When required or requested, Fleet will provide PSKs, which are small kits stocked with limited medical supplies

(b) The PSKs are made available by the aircrew during the mission for passenger relief, if applicable, as symptoms appear

Block V, Unit 3

(6) Air Transportable Galley/Lavatory (ATGL):

(a) When the number of PAX exceeds the available installed lavatory capabilities, a palletized galley / lavatory will be installed for use on military aircraft

(b) ATGLs are typically stored and maintained at the larger APS locations, i.e., Travis, Dover, Ramstein, McChord, etc.

(c) When required, the ATGL is signed out, but it is very important to have the ATGL returned to the organization that provided the ATGL

(7) Fleet Service utilizes the AMC Form 65, Aircraft Reserviced Workload report

(a) This form annotates the number of aircraft that needed to be re-serviced by Fleet section

(b) Utilized to validate the total support efforts, whether requested by aircrew, or mission change requirements

## Block V, Unit 4

## 4. Passenger Travel

a. Without reference, identify customer relations and DV procedures, with at least an 80%.

(1) The APS's Passenger Services Center (PSC) personnel are the "face to the customer", and it is essential that PSC agents exhibit the highest professional standards, are always courteous, ready at all times to assist, and knowledgeable of all PSC activities

(a) AMC provides the primary PCS guidance, and key air terminal operations tasks are delineated in AMCI 24-101 V 14

(b) There are two additional key documents PSC agents utilize daily:

1 DoD 4515.13, Air Transportation Eligibility -- verifying the PAX are able to move via air

2 DoD Foreign Clearance Guide (FCG), and the associated DoD Foreign Clearance Manual (DoD FCM) for travel eligibility across political borders

(c) PSC agents:

1 Execute seat management for both military and commercially contracted outbound flights

2 Responsible for providing seat availability for Space-Available (Space-A) and Space-Required (Space-R),

3 Provide travel updates to PAX as they occur

(d) Aircraft Commanders (AC) on military aircraft are the final authority on seat releases aboard their aircraft

(e) When serious disagreements arise about whether the AC should accept PAX, issues are elevated through the local chain of command to 618th Air Operations Center (Tanker Airlift Control Center (TACC)), as necessary

(f) At AMC ports utilizing the GATES system, PSC "locks and downloads" the Pre-Manifest

1 Locking and downloading the passenger pre-manifest provides the initial indication of what PAX to expect for a particular supported mission (in or out of the location), and allows local manipulation and updating of the boarding manifests

2 This will occur no later than 24 hours prior, but no earlier than 72 hours prior to mission departure

## Block V, Unit 4

## (g) Commercially contracted mission passenger support:

1 PSC coordinates directly with the carriers Contract Representative (COR) to fill unused seats

2 Seat requirements are also coordinated through AMC and USTRANSCOM

## (2) Cargo vs. PAX travel determinations:

(a) As a rule, PAX will rarely displace or bump cargo from an airlift mission

(b) When necessary, the PAX Service Center coordinates this action with the Operations Officer/ATOC Duty Officer to displace Transportation Working Capital Fund (TWCF) cargo or mail in favor of PAX

1 There must be a compelling reason to do so

2 Reason should be coordinated up to the Aerial Port Control Center (APCC)s level and documented

(c) Duty PAX are not rotated or bumped from a flight to accommodate other duty PAX after they have checked-in (Exception: a Distinguished Visitor (DV), Emergency Leave PAX, or special category PAX not manifested earlier)

(d) PSC must deny onward movements of erroneously manifested PAX already in the AMC airlift system (i.e., stowaways), notify Security Forces as necessary, and make arrangements to return the PAX to their point of origin

1 If PAX refuse a seat back to their starting point, they forfeit their right to travel

2 PAX exhibiting misconduct or unacceptable behavior may be placed on an Ineligible List in GATES - when placed on this list, they are barred from flying aboard an AMC aircraft world-wide

(e) DVs: military or civilian dignitaries are afforded an additional customer support commensurate with their rank and or position

1 Senior officers (O-6 or higher)

2 Chief Warrant Officer (CWO) 5s

3 Civilian equivalents to senior officers

4 E-9s if traveling with DVs

(f) DVs are typically provided with a separate waiting area with amenities

1 Provided the option to board/deplane first

2 Provided the option to not check their luggage (palletize their luggage)

3 DVs may elect to have their luggage floor-loaded next to them (not recommended)

4 DVs may desire a separate vehicle for transport to the aircraft for loading

## Block V, Unit 4

b. Without reference, analyze how to determine travel eligibility, with at least an 80%.

(1) DoD transportation resources will be routinely used to accomplish DoD and approved interagency missions, and policies for the eligibility of passengers, cargo, and Human Remains (HRs) for transportation on DoD aircraft are strictly enforced

(2) Travel within the Defense Transportation System (DTS), via military and commercially contracted aircraft for DoD purposes, is governed by DoDI 4515.13, Air

(3) Transportation Eligibility, and supported by both the DoD Foreign Clearance Guide (DoD FCG) and the associated Foreign Clearance Manual (FCM)

(a) This Instruction establishes the criteria for PAX or cargo movement aboard a DoD aircraft

(b) Determines PAX eligibility and informs users of who, or what, may travel within the DTS

(4) There are a number of Command elements or support agencies that play a key role in helping further define who or what may travel via air

(5) USTRANSCOM/CC Responsibilities:

(6) Tasks Air Mobility Command (AMC) with executing the air movements of cargo, equipment, vehicles, and applicable DoD employees

(a) Accepts passengers, cargo, and HRs for transportation, as authorized in DoDI 4515.13 and DoDD 4500.54E

(b) Provides users of the Defense Transportation System with transportation rates, to include passengers, cargo, and human remains

(c) Annually, in March, collects and provides the Deputy Assistant Secretary of Defense for Transportation Policy Space-A movement data, including the number of passengers moved from AMC passenger terminals

(7) Combatant Commander (CCDRs) Responsibilities:

## Block V, Unit 4

(8) In addition to the operational and mission responsibilities within their areas of responsibility (AORs), the CCDRs:

- (a) Establish procedures and approve transportation of non-DoD personnel on DoD aircraft under their control
- (b) Provide direction for when the CCDRs determine travel is in the best interests of their commands and the DoD
- (c) Approve use of DoD aircraft under their control by individuals other than news media representatives for non-local travel for public affairs purposes
- (d) This authority may be further delegated, in writing, however not below the two-star or civilian-equivalent level within their commands

(9) APS or AMS Passenger Service Center (PSCs) Terminal Security and Screening Responsibilities:

(10) AMC terminals are, potentially, high threat areas due to the necessary handling of large numbers of DTS travelers

(a) Terminal Security must remain a tightly controlled effort, to include:

- 1 Close-circuit TV, duress alarms, stand-off distance, blast-resistant glass, etc.
- 2 Walk-through Magnetometers, and passenger screening wands
- 3 Single-point of access, and closely monitored and alarmed exit points
- 4 Random security exercises with Security Forces personnel, PSC agents, and PSC supervisors

(b) Screening of passengers by PSC personnel must ensure DoDI 4515.13 policies and procedures are:

- 1 Implemented to protect the privacy of individuals in the collection, use, and dissemination of personally identifiable information (PII)
- 2 All PII records gathered from individuals using the DTS will be controlled and maintained, by manifesting systems, and storage programs



3 Passengers on DoD or DoD-contracted aircraft may be denied boarding or transportation if:

- a They are unruly
- b Under the influence of alcohol, narcotics, or other drugs
- c May create a hazard to the safety of the aircraft or passengers
- d Are a disruptive influence on passenger processing efforts

(c) Passenger Movement Processes:

- 1 PSC agents manage all Space-Available (Space-A) / Space-Required (Space-R) movements
- 2 PSC agents are the primary assistance representatives in the AMC Passenger Terminal
- 3 PSC agents are commonly referred to as "the face to the customer"

(d) PAX Eligibility for Space-R transportation

- 1 Determined via DoD 4515.13 on DoD aircraft under the conditions cited in this guidance
- 2 PSC personnel will deny transportation, when an order or authorization for movement is not authorized by this issuance, nor approved according to the policies in this issuance

(e) Passenger Registration:

- 1 There is no guarantee of transportation, and reservations will not be accepted or made for any Space-A traveler
- 2 Passengers desiring Space-A travel will sign up via the Space-A Register, which is not an official reservation
- 3 The DoD is not obligated to continue an individual's travel, or to return the individual to the point of origin
- 4 Travelers should have sufficient funds to pay for transportation, lodging, and other expenses if Space-A transportation is not available

## Block V, Unit 4

(f) Each installation from which Space-A transportation is offered will establish a single Space-A register

1 All passengers accepted for airlift from that location must have been selected from the register's roll

2 Maintenance of the register is the responsibility of the AMC passenger activity, where established

3 The register will be automated, if the capability exists

4 Where no AMC passenger activity is established, the installation CDR will designate the organization responsible for the Space-A register

(g) To compete for Space-A travel, personnel must present required documentation, and sign up on the Space-A register in person or remotely

1 Space-A requesters may submit AMC Form 140, valid Leave Orders, or a DD Form 1853 if part of a Reserve Component

2 The United States Transportation Command (USTRANSCOM) and other DoD Components will provide procedures for using remote sign up services

3 The original date and time of sign-up will be documented and remain with the traveler:

a Until movement to their declared final destination is complete

b Their leave terminates

c A maximum of 60 days has passed, whichever occurs first

(h) The CDR may further restrict this time limit for assigned personnel

1 Registered PAX are not required to accept a seat offered

2 Failure to accept a seat will not jeopardize their position on the Space-A register

3 Passengers dropped from a register may sign up again, in their respective category, and provided a new date and time of sign-up

## Block V, Unit 4

## (i) Passenger Selection Impartiality

1 Transportation opportunities will be provided equitably, without regard to rank or grade, military or civilian, or branch of service

2 No distinction is made between members that have retired from the RC and members retired from active duty

3 Space-A seats may not be reserved or blocked for use at en-route stops along mission routes

4 Individuals traveling to or from an OCONUS location may travel on a CONUS leg segment when there is no change of aircraft or mission number

## (j) Priority of Movement

1 Case-by-case, Installation CDRs may change the movement priority of a Space-A traveler, for emergency or humanitarian reasons

2 When a movement priority is changed, the passenger will be moved no higher than the bottom of the Category I Space-A list

3 This authority may be delegated to no lower than the Chief of the Passenger Terminal or equivalent

4 Where AMC units are tenants, the senior AMC authority will advise the Installation CDR of this authority and offer technical assistance

5 The upgrade will be effective from the passenger's originating and transit locations to the emergency location

## Block V, Unit 4

c. Without reference, identify travel restrictions and border clearance requirements, with at least an 80%.

(1) The Department of Defense (DoD) recently completely updated the Foreign Clearance Guide (DoD FCG), and on 1 Feb 2018 a supporting document was enacted and embedded, the Foreign Clearance Manual (FCM)

(2) The DoD FCG and FCM are directive on:

- (a) The Office of the Secretary of Defense (OSD)
- (b) The Military Departments (including their National Guard and Reserve components)
- (c) The Military Services
- (d) The Chairman of the Joint Chiefs of Staff and the Joint Staff
- (e) The Combatant Commands
- (f) The Defense Agencies and DoD Field Activities

(3) The DoD FCG is designed to provide "Aircraft Diplomatic Clearance" (ADC), resulting in obtaining permission from a foreign government for a US aircraft to overfly or land in its territory

(a) The DoD FCG is organized into three separate elements: Individual country entries, a Foreign Clearance Manual with four chapters, and a classified supplement

(b) The embedded Foreign Clearance Manual establishes standards for requesting and approving DoD foreign clearance requests for aircraft diplomatic clearances, personnel travel clearances, and provides information concerning coordinating Foreign Operating Rights requests for approval

1 Ch. 1 of the Foreign Clearance Manual describes the purpose and applicability of the document

2 Ch. 2: DoD Policy for aircraft, and implementing procedures for obtaining DoD Aircraft Diplomatic Clearances, Airports of Entry (AOE) permission, and operations in international and host nation airspace

3 Ch. 3: DoD Policy for personnel and implementing procedures for DoD Personnel Travel Clearances and other requirements for foreign travel

4 Ch. 4: US Government policy and implementing procedures for obtaining Foreign Operating Rights to accomplish DoD actions

## Block V, Unit 4

## (4) The Aircraft and Personnel Automated Clearance System (APACS)

(a) APACS is a single-source, web-based tool that facilitates the creation, submission, coordination and notification of aircraft diplomatic and personnel travel clearances (Country, Theater, and Special Area)

(b) APACS is linked directly to the DoD FCG, users complete pre-formatted electronic forms by pulling required format information directly from the DoD FCG

(c) DoD FCG users shall use APACS to request and approve DoD aircraft and personnel clearance requests, when available

(d) An Aircraft Diplomatic Clearance permits movement into or through the territory of a foreign country to include:

1 Military aircraft, cargo, equipment, and approved vehicles

2 Aircrew members performing aircrew duties

3 Support or aircrew personnel performing related activities, necessarily involved in such entry or transit

4 The Aircraft Diplomatic Clearance is subject to whatever restrictions the clearance specifies

(e) The DoD FCG applies specifically to DoD aircraft diplomatic clearance requirements to, from, or between foreign areas and foreign clearance procedures for the transportation of materiel aboard DoD aircraft

(f) Provisions of the Foreign Clearance Manual do not normally apply to civil air carriers, even if civil air carriers are operating under DoD contract

(g) Flights within a state's territorial airspace, including airspace above its territorial seas, require consent except when aircraft are transiting international straits or exercising the right of passage through archipelagic sea lanes

(h) Aircraft Diplomatic Clearance for overflight constitutes official permission (consent) to operate in sovereign airspace

## Block V, Unit 4

(i) Some Aircraft Diplomatic Clearances are issued as a Blanket Clearance, which is a prearranged clearance for specified categories of flights or personnel travel, usually granted on a periodic basis for a specified purpose and or period of time

1 Blanket Clearances are typically repetitive in nature

2 Global Channel Missions may fall into this category, due to the sequence of stops in some nations repeatedly

(j) The Foreign Clearance Manual informs PAX what is required to cross the boundaries legally, when traveling on AMC or commercial contracted aircraft

(5) USTRANSCOM, AMC and the Airlift Clearance Authority/Customer Service Branch (ACA/CSB), as applicable, must ensure travelers and cargo shipments comply with the host nation laws and regulations into which they are traveling

(a) USTRANSCOM, via AMC's 618th Air Operations Center (AOC), reviews, approves or disapproves ADC submissions to the nation to be visited

1 The 618th AOC will contact the travel destination when air movements across political boundaries are required

2 Passenger Service Center agents at local APSs and AMSs also use the Foreign Clearance Manual extensively to validate clearances

(b) Virtually every nations has some level of travel requirements or restrictions that must be adhered to

1 Example: within the Middle East nations, tobacco, alcohol, some medications and published material are not allowed

2 PAX attempting to carry unauthorized materials will be denied air movement

## Block V, Unit 4

## (6) Preparation and Submission of the Aircraft Diplomatic Clearance Request

(a) Used for travel into a foreign nation (Aircraft Diplomatic Clearance approved into the nation)

(b) Clearance request must clearly stipulate:

1 What cargo is being transported

2 How many passengers

3 Duration of the visit

4 Purpose of the visit

5 Projected arrival date and time

6 Projected departure date and time

7 Any additional critical factors, per the visited nation's requirements

## (7) Aircraft Diplomatic Clearance Due Regard

(a) US military aircraft operate with Due Regard for the safety of international and national civil air activities

(b) US military aircraft operating in international airspace shall observe International Civil Aviation Organization (ICAO) flight procedures

## (8) Challenges to DoD Missions

(a) Challenges to US military aircraft in international airspace may range from a person or organization requesting information from an aircrew in flight to an intercept or engagement by a foreign aircraft with a US military aircraft

(b) If foreign nation authorities challenge a US military aircraft operating in international airspace, or transiting international straits or archipelagic sea lanes, the aircrew should advise them they are operating IAW with international law and continue on the planned route of flight

## Block V, Unit 4

## (9) Sovereignty of US Military Aircraft

- (a) US military aircraft are sovereign instrumentalities
- (b) Under an ADC to land on foreign soil, US policy asserts they are entitled to the same privileges and immunities customarily accorded warships
- (c) Privileges and immunities include, in the absence of stipulations to the contrary:
  - 1 Exemption from duties and taxation
  - 2 Immunity from search, seizure, and inspections (including customs and safety inspections)
  - 3 Any other exercise of jurisdiction by the HN over the aircraft or the personnel, equipment, or cargo on board

## (10) The Foreign Clearance Manual has a variety of common, and uncommon, material travel restrictions; a few are:

- (a) Munitions and armaments
- (b) Alcohol products
- (c) Medicinal products (legal and illegal)
- (d) Hazardous materials/products
- (e) Tobacco products
- (f) Duty-Free products
- (g) NOTE: Travelers or cargo shippers who carry/send unauthorized items are subject to USAF, DoD, and potentially the host countries legal systems



## Block V, Unit 4

## (11) Personnel Clearance

(a) The DoD FCG and Foreign Clearance Manual apply to DoD personnel and non-DoD personnel (including foreign nationals) traveling under DoD sponsorship

(b) The traveler, or sponsoring authority, is responsible for ensuring travelers have travel clearances (Country, Theater, and/or Special Area) via APACS

(c) Travel clearance for DoD personnel performing official temporary duty abroad, must be coordinated and granted by appropriate country, Combatant Command, Department of Defense and Department of State authorities

(d) Some of the PAX categories requiring special clearance considerations are:

1 DoD detainees being returned to their home station (CONUS or OCONUS)

2 Captured prisoners in transit to a centralized POW facility

3 Unaccompanied minors

4 PAX with special medical needs

5 Escorted personnel, pending some form of disciplinary investigation/punishment

(e) There are three types of personnel clearances: Country, Theater, and Special Area

1 Country Clearance:

a Granted by a foreign government through a US Embassy for official travel to that country

b The US Embassy Chief of Mission (COM) may delegate country clearance-granting authority for DoD personnel to the US Defense Attache Office (DAO) or another defense-related entity in country

c Country clearance covers only the visit to the country specified and for the purpose requested

2 Special Area Clearance:

a Access to restricted zones, and required notification of or concurrence granted by Department of State

b Special area clearance requirements do not apply to:

c Personnel in unified or overseas Service commands traveling to units of those commands

d Intra-theater troop movements

e Personnel deploying to support formally-approved exercises or deployments

f Aircrew members who perform aircrew duties exclusively

3 Theater Clearance:

a Granted by a geographic Combatant Command, or through a component CDR or other delegated authority, for official travel to or within its geographic Combatant Command area of responsibility (AOR)

b Combatant CDRs may delegate clearance-granting authority to a component command, or an authority within the Combatant Command

## Block V, Unit 4

d. Without reference, identify Space Available (SA) and Space Required (SR) passenger policies and procedures, with at least an 80%.

(1) Passenger Service Center (PSC) agents are the face to the customer in air terminals, and one of their key responsibilities is validating the status of eligible passengers, and determining their priority and category of travel during check-in and acceptance for boarding

(a) Passengers traveling on DoD-owned and contracted aircraft

1 Will be screened before boarding the aircraft IAW U.S. entry and exit requirements in Defense Transportation Regulation (DTR) 4500.9-R, Part 3

2 Individuals not cleared to travel will not board the aircraft

(b) PSC agents will check and verify the identification (ID card) of each traveler, and dependents if applicable

1 Space-R reservations are good for 10 calendar days

2 Space-A reservations are good for 60 calendar days

3 Greenwich Mean Time (Zulu Time) is used for the time of sign-up

(c) PAX may sign-up for Space-R or Space-A using one of the following 4 methods:

1 In person

2 Via email: requester may send AMC Form 140, Leave Orders, or DD Form 1853 in a secure email

3 Regular Mail: with all proper documentation included

4 Via fax: with all proper documentation

(2) Space-Required (Space R) Passenger Processing:

(a) Members are traveling on official Government travel (orders)

(b) Space-R will be booked ahead of all Space-A, unless there are emergent reasons not to do so

## Block V, Unit 4

(c) To determine the sequence in which Space R PAX will fly, first determine their overall priority:

- 1 Priority 1: Emergency
- 2 Priority 2: Urgent (Deadline Arrival)
- 3 Priority 3: Urgent (Important)
- 4 Priority 4: All Other Qualified for Space-R

(d) PAX are then further prioritized by category WITHIN each priority:

- 1 Category 1: Uniformed Service Members
- 2 Category 2: DoD Civilian Employees
- 3 Category 3: Dependents and Family Members
- 4 Category 4: NAF Employees
- 5 Category 5: Employees of Other Federal Agencies

(3) Space-Available (Space-A) travel:

(a) DoD program allowing authorized PAX to occupy surplus seats on a DoD controlled aircraft, after accommodating revenue-producing PAX and cargo

(b) There are 6 primary Space-A priorities / categories; priorities and categories are one in the same:

- 1 Priority A/Category 1: Unfunded Emergency Leave
- 2 Priority C/Category 2: Environmental and Morale Leave
- 3 Priority D/Category 3: Active Duty Ordinary Leave/Pass
- 4 Priority E/Category 4: Unaccompanied Dependents
- 5 Priority F/Category 5: Permissive TDY
- 6 Priority R/Category 6: Retired and dependents, Reserve Personnel, and ROTC

## Block V, Unit 4

## (c) Space-A PAX register for travel via an AMC Form 140

1 Active Duty members must present an ID card and leave orders that are valid through the travel date

2 If leave orders expire while in transit, members contact their leadership to request an extension, before being dropped from a flight

3 Verbal confirmation of leave extensions via phone or email are acceptable

4 AF Reserve/Air National Guard personnel must also present an ID card and a completed DD Form 1853, Travel Eligibility, Verification for Reserve

## (d) Space-A PAX Processing:

1 Space-available transportation is allowed on a non-interference basis only

2 DoD aircraft, including training missions, will not be scheduled or sized to accommodate Space A passenger movements

3 Space-A transportation will not be used for personal gain or for a business enterprise

4 No additional funds may be used or flight hours performed to provide transportation under the space-available travel program

a Space-A PAX must show up “ready to travel” on the desired departure date

b Space-A PAX must mark themselves “present” at PAX Service Counter prior to Space-A Roll Call

c Space-A Roll Call will occur no earlier than 2 hours prior to scheduled mission departure time

d Space-A PAX who did NOT mark themselves present, but show to Roll Call, will be accommodated ONLY after those who are marked Present

5 PAX may refuse a seat at any time and for any reason

## Block V, Unit 4

## (4) Unique Categories of PAX:

(a) There are a number of passengers needing assistance, over and above "regular" passenger processing

(b) These passengers may include:

1 Distinguished Visitors (DVs) are senior officers (O-6 or higher), E-9s traveling with DVs, Chief Warrant Officer (CWO) 5s, or civilian equivalents

a Typically provided with a separate waiting area with amenities

b Option to board/deplane first and not check luggage (palletize their luggage)

c Some DVs desire a separate vehicle while being transported to the aircraft for loading

2 Blue Bark PAX are:

a Active duty service members, or US citizen employees of the DoD and/or their dependents, traveling in conjunction with death of a military member or civilian employee, or dependents when returning to the CONUS

b PAX are given the same treatment as DVs

c PAX are identified to the flight crew upon loading

3 COIN Assist PAX: dependents whose sponsors are Missing in Action (MIA), Prisoners of War (POW), or otherwise designated by the DoD

a PAX are given the same treatment as DVs

b PAX are identified to the flight crew upon loading

4 Medal of Honor recipients

a Regardless of rank

b Provided DV privileges

5 Next of Kin of Very Seriously Ill PAX:

a Family members traveling because of a serious illness of a DoD member, civilian employee, or dependent

b PAX are provided DV privileges

6 Disabled Passengers (DP):

a May need PAX service assistance due to mental or physical disabilities

b Every effort will be made to transport passengers with disabilities who are otherwise eligible to travel

c PSC personnel and aircrew members will provide assistance in boarding, seating, and deplaning a disabled passenger

d The Chief of the Passenger travel section, or the aircraft CDR, may disapprove transportation if:

1 There is an unacceptable risk to the safety or health of the DP, other passengers, or crew

2 If operational, equipment, or manpower limitations preclude accepting a DP, service animal, or mobility assistance device

e The aircraft CDR is the final approval authority on all matters relating to flight safety

f DPs compete for Space-A seats and not given preferential selection for flights

g Assist DPs while loading / unloading and identify them to the flight crew

h To the max extent possible, seat them next to a restroom or aircraft exit

7 Large-Bodied PAX:

a Cannot be safely restrained in a single aircraft seat using a seatbelt

b Final decision on large bodies passenger acceptance rests with the AC

c If the PAX are denied movement, document the action and notify the ATOC

8 Women up to 34th week of pregnancy, or 6 weeks of more post-partum:

a May travel on AMC aircraft, if certified in writing, from a medical officer / civilian doctor

9 Women desiring travel after the 34th week or sooner than 6 weeks post-partum:

a May travel on AMC aircraft, if certified in writing, from a medical officer / civilian doctor

b Infants 6 weeks or older may also travel with parent(s)

10 Children 12-17 years of age:

a Accepted for unaccompanied travel as Space-R, NOT on Space-A

b Sponsors of unaccompanied children must complete AMC Form 1004 upon check-in

c Coordination of unaccompanied travel with aircrew members is accomplished as soon as possible to ensure they can be accommodated

11 Mission-Route Support PAX:

a Personnel required to perform time-sensitive actions critical to AMC mission

b Typically, are short-notice in nature; personnel SUPPORT AMC / DTS in some valuable way; examples include:

1 AMC Inspection Team members

2 Augmentees reassigned to other locations due to changes in mission volumes



12 Mission Essential Personnel (MEP):

a Perform unique duties directly associated with a particular mobility aircraft, aircrew or missions

b Couriers carry or accompany State Department documents, classified material, or financial assets

c Will not be removed from aircraft unless absolutely necessary

1 Aircraft Maintenance Personnel

2 Safety Personnel

3 Public Affairs Escorts

4 Phoenix Ravens, who stay with and guard / secure the aircraft at non-secure locations

## Block V, Unit 4

e. Without reference, identify passenger terminal security and screening, with at least an 80%.

(1) Passenger Terminal Facility Force Protection

(a) AMCI 24-101, Volume 14

1 Minimize possibility of mass casualties in AMC passenger terminals, prevent damage or destruction of AMC aircraft, and protect passenger terminal operational capability from terrorist actions

2 Installation and unit commanders may implement additional mitigation measures where local threat analysis warrants

(b) HQ AMC must approve any Force Protection deviation request

(c) Mitigation Measures

1 Unified Facilities Criteria 4-010-01, DOD Minimum Antiterrorism Standards for Buildings; standards for “standoff” distances

2 Standoff Distance

a Designed to provide survivable structure in the event of a vehicle bomb

b Minimum standoff distance is 25m (82 ft) from inhabited portions of the facility to vehicle areas

1 Increase minimum distance during elevated FPCONs

2 Not required on flight line side of facility

d Harden or waiver facility if unable to meet minimum standoff distance

e Unobstructed space

1 Allows easier visual detection of explosive devices

2 Ensure obstructions within 25m (82 ft) of facility do not allow concealment

### 3 Observation and Monitoring

- a Monitor areas vulnerable or prone to a terrorist attack and criminal activity
- b Physically monitor and secure critical areas
- c Normal security patrols and/or random antiterrorism measures

### 4 Single Point of Entrance/Exit (SPE)

- a Optional
- b Decision to implement/maintain made no lower than local squadron/detachment commander
  - 1 Based on FPCON, budget, personnel, facility, and local threat considerations
  - 2 When implemented only one primary way for passengers to enter and exit the terminal

### 5 Inspect all passengers and baggage entering the terminal

- a “Sterile” terminal
- b Moving security checkpoint to terminal entrance replaces security at final gate boarding area

### 6 Mass Notification

- a Facility must have means to provide real-time notification
- b Public address system

### 7 Utilities

- a Secure building utilities and environmental systems
  - 1 Limited access
  - 2 Not accessible by the general public
- b Back-up generators
- c Secured air intakes for heating, ventilation, and air conditioning systems

## Block V, Unit 4

## (2) Passenger Terminal Security and Screening

## (a) AMC policy

1 Prevent entry of unauthorized weapons, firearms, or explosives into the Defense Transportation System

2 Awareness of personnel involved in all phases of passenger terminal operations

## (b) Passenger Terminal Physical Security Inspections

1 Conduct external and internal physical security

2 Terminal Physical Security External/Internal Inspection Checklist (AMCI 24-101, Volume 14)

3 Commanders develop additional protections

## (c) Duress Alarm System

1 Direct link from the AMC Passenger Terminal to Security Forces

2 Keep the activating device out of public view

## (d) Terminal Security Equipment

1 Compliance with Transportation Security Administration requirements

2 Scanning devices detect unauthorized materials

3 X-ray Machine

a Baggage screening only

b Detects metal, plastic explosives, plastic weapons, narcotics and organic materials

4 Walkthrough Magnetometer

a Detects ferrous and non-ferrous metals

b If a passenger activates the magnetometer, they must check their clothing for any metal and proceed through rescreening

c When a passenger activates the magnetometer a second time inspect them with a hand-held wand

5 Hand-Held Wand

a Used to inspect when passengers activate walk-through device twice or when walk-through device not available

b Detects ferrous and non-ferrous metals

c Isolates location of metallic items on a person

(e) NOTE: PSC may refuse entry for a passenger; Security Forces/law enforcement may conduct a physical inspection or detain a passenger

## Block V, Unit 5

## 5. Air Mobility Operations

a. Without reference, identify the roles and missions of Contingency Response Wings and Groups, Combat Mobility Element (CRW/CRG/CME), with at least an 80%.

(1) AMC Aerial Port tasking policy

(a) Air Mobility Command has taken great care to craft a policy designed to properly assign essential aerial port personnel, support equipment, vehicles, and aircraft loading equipment (MHE), in preparation for a wide variety of possible global mission support scenarios

(b) A key tenet of the policy focuses on prioritizing units to be tasked, based on:

1 The nature and locations of the missions being supported, nationally or internationally,

2 Whether it involves initial establishment, short-term augmentation, or long-term sustainment and growth

(2) AMC's contingency response force is the Contingency Response Wing (CRW) and Contingency Response Groups (CRGs), and as such are manned, trained, equipped, and prepared for immediate deployment to a myriad of contingencies and emergencies

(a) Aerial Port personnel are AMC's primary source for deployed support of Air and Space Expeditionary Force (AEF), as well as fulfilling temporary, contingency, or exercise air movement sustainment operations

(b) Overseas, Air Mobility Squadrons (AMS) were created as the backbone of the Enroute air mobility support system, which also provides some AEF support

(c) AMSs are responsible for managing cargo, pax, equipment, rolling stock and vehicular movements via air from their location

(d) Staffing of the AMS is largely accomplished through PCS personnel, and may include short tour locations

(3) Deployed operations are generally supported by AP personnel performing one of four mission types:

(a) 1) Initial in-place support of a Global Air Mobility Support System (GAMSS) capability:

1 621 CRW, 108 CRG and 123 CRG, are designed to provide initial GAMSS forces

2 This involves establishment of an initial operational support capability

3 Efforts are short-term in nature, and designed to facilitate transition to long-term sustainment operations

(b) 2) Unit move operations, into or out of a theater of operations (AOR):

1 Generally supported by AD or Air Reserve Component (ARC) CRW/CRG personnel, and APS (both AD or ARC) personnel

2 Coordinate and manage materials, personnel, and equipment to optimize mission performance

(c) 3) Break-bulk operations:

1 Break-bulk cargo, or general cargo, are goods that must be loaded individually, and not in intermodal containers, nor in bulk as with oil or grain

2 Break-bulk cargo is typically transported in bags, boxes, crates, drums, or barrels

3 Ships or aircraft may carry this type of cargo

4 Typically conducted at a fixed port operation

5 Generally supported by APS (AD or ARC) or AMS

(d) 4) Backfill of personnel, or augmentation of, an existing organization:

1 Generally performed by ARC APS personnel through use of Military Personnel Appropriation (MPA) man-days

2 Can also be filled by AD APS personnel if workload permits

(4) Contingency Response Group (CRG):

(a) CRGs are designed to deploy with the first responders for opening airbases

(b) CRG units bridge the gaps between seizure forces and follow-on combat or expeditionary combat support forces

(c) CRGs are critical to the AF's ability to rapidly deploy U.S. military forces

## Block V, Unit 5

(d) CRGs initiate air operations, of any type in minimal time, at any AMC suitable base or location around the globe

(e) CRGs may also provide command and control (C2), AP services, and aircraft quick-turn maintenance

(f) CRGs also focus on force protection and various airbase support capabilities for AMC's Global Mobility mission

(5) Contingency Response Elements (CRE):

(a) A provisional, deployed AMC organization established at fixed, en route, and deployed locations where AMC operational support is non-existent or insufficient

(b) CREs provide on-site management of AMC airfield operations including C2, communications, AP and maintenance on a smaller scale than the full CRG team that opens the base

(c) CREs provide a safe and efficient air base for all tanker and airlift operations

(d) A basic CRE is normally expected to support a Working Maximum Operating on the Ground (WMOG) of 2 aircraft with 24-hour coverage; additional personnel can expand number of aircraft handled

(6) Contingency Response Team (CRT):

(a) Perform same functions as CREs, but on a smaller scale

(b) Led by an enlisted supervisor (7-level or above), trained within the unit and certified by the commander

(c) Capable of supporting 12-hour operations, but also maintain 24-hour C2 coverage to facilitate mission changes

(7) Contingency Support Element (CSE):

(a) A specific mission support capability other than core command and control, logistic, or aerial port service

(b) CSE personnel may be deployed as an element of a CRG, CRE, CRT, or as a small scale stand-alone entity



## Block V, Unit 5

## (8) Contingency support Tasking Process:

(a) 18th AF/A3M has responsibility for tasking all initial mobility response and equipment requirements, as well as support for mission essential training of AMC Contracted Air Terminal and Ground Handling Services personnel

(b) At the same time, HQ AMC/A4OL will task AEF steady-state type taskings to help deconflict support requirements

(c) Both 18 AF/A3M and HQ AMC/A4OL use the following steps:

1 Determine mission type and size requirement

2 Determine when Time Phased Force and Deployment Data (TPFDD) and Unit Line Number (ULN) flow ceases

3 Determine when forces Change of Operational Control (CHOP) to a theater-supported Combatant Commander for sustainment

4 Determine Unit Type Code (UTC)s required based on Mission Capability Statements (MISCAPS)

5 Determine unit to provide UTCs utilizing AEF Libraries and possible ARC involvement

6 ANG Tasking authority will review the available UTCs via the UTC Management Information System (UMIS), and reference the AEF Reporting Tool (ART) to determine personnel and unit tasking availability

(d) A critical element of tasking support is the deconfliction of multiple deployment support requirements

(9) UTC taskings are levied by first determining the Tasking Priority (validated "mission need" importance)

(a) Unit tasking priority will vary based on whether the mission is:

1 Priority A: An initial response event, usually associated with a GAMSS-type tasking

2 Priority B: Typically depicted as an AEF steady state type tasking

## Block V, Unit 5

(b) For tasking Priority A requirements, 18 AF/A3M will task Units in the following order:

1 1) CRW and ANG CRGs

2 2) Aerial Port Squadrons

3 3) ARC Small Air Terminals, following their activation, or when utilizing available MPA resources

4 4) Enroute support stations -- the decision to accept one of these AMS taskings will be made by the AMOW/CC

5 NOTE: If the AMOW/CC shortfalls the requirement, sourcing will revert to the priority list until filled

(c) For tasking Priority B requirements, HQ AMC/A4OL will task units

1 1) Tasking will be transmitted to the APS for acceptance, with component concurrence

2 2) Assigned AEF periods, when deconflicted, and are managed and approved by the tasked MAJCOMs

(10) Occasionally, AMC is tasked for support of locations that have existing in-place commercial terminal service contracts

(a) 10-days advance Tasking notice: The tasking theater is required to provide AMC sufficient review, approval, and sourcing time when the theater requires augmentation, in support of local wing exercises and training events

(b) Every effort will be made to support theater exercises and training requirements with AMC augmentation, to ensure there are no unintentional adverse personnel shortages at APS or AMS supported stations caused by the tasking requirement (Example -- excessive Balad AB 2T tasking for support of the 2005 Islamabad, Pakistan earthquake)

## Block V, Unit 5

(c) Some Taskings require Logistics Readiness/21RX field grade officers with AP experience:

1 AEF Center will identify core 21RX field grade requirements to HQ AMC/A4O

2 HQ AMC/A4O will be the single point of contact for 21R field grade taskings requiring a field grade LRO

3 HQ AMC/A4O will coordinate with ANG/A3F as necessary if the ANG is to fill the requirement

(d) Additionally, AMC/A4O will:

1 Review the specific tasking requirements and associated "line remarks"

2 Determine and validate level of experience needed to meet the tasking

3 Forward the tasking to the Functional Area Manager for sourcing

(e) NOTE: If the LRO Functional Area Manager is unable to fill requirements, it is officially a Shortfall, and will be routed back through HQ AMC/A4O, who will Shortfall the Transportation Levy back to the AEF Center

(f) For Non-steady, Non-rotational Crisis Action taskings, 18 AF/A3M will task the CRW 21RX for Field Grade requirements

(g) NOTE: When applicable, the ANG/A3F is the coordinating agency for all ANG/CRG 21RX requirements

## Block V, Unit 5

b. Without reference, identify the role of Customer Service Branch/Airlift Clearance Authority, with at least an 80%.

(1) The movement of "cargo" begins with a Consignors' request and justification for air shipment; the agency charged with reviewing and approving cargo movements is the Airlift Clearance Authority/Customer Service Branch (ACA/CSB)

(a) Cargo movement begins with a Consignor, which is any person or agency delivering cargo to the Aerial Port of Embarkation (APOE) for movement

(b) ACA/CSB is the single point of contact between any consignor and the APOE

(c) ACA/CSB is charged with controlling the movement of all cargo introduced into the airlift system, and into the DTS

(d) Consignors are responsible for producing all required cargo movement documentation, with supporting movement justification

(2) Cargo Documentation preparation begins when Consignors produce a Transportation and Control Movement Document (TCMD)

(a) There are 2 copies of the TCMD form that are sent to 2 separate locations

1 The Advance TCMD, which is prepared by Consignor and sent to ACA/CSB for cargo clearance to a specific APOE

2 The Prime TCMD: When cargo is approved by ACA/CSB, the submitted Advance TCMD becomes a Prime TCMD

3 The Consignor is notified, and then utilizes the Prime TCMD to physically accompany the cargo shipment to the APOE and through DTS

(b) Completed TCMDs (Primes) accompany each shipment throughout AMCs airlift system

(c) The TCMD serves the following essential purposes:

1 It documents and records the movement of each shipment in the DTS

2 It provides APS or AMS personnel with a means of In-Checking all cargo and or mail

3 It officially clears the cargo shipments to the APOE, provided the Consignor has completed all documents correctly

## Block V, Unit 5

## (3) ACA/CSB cargo movement Approvals or Disapprovals:

(a) ACA/CSB reviews each Advance TCMD and will clear, or challenge, the movement requests

(b) Following factors are considered:

1 Priority: is delivery of this cargo time-sensitive?

2 Cost: is moving this cargo via air economical?

3 Alternatives:

a Is there time to ship the material by ground, rail, or sea?

b Does it save money to ship the material by ground, rail, or sea?

(c) Burden of Proof:

1 Consignor must justify aerial movement requirements via the TCMD

2 If the air movement is disapproved, the Consignor may resubmit with additional justification

## (4) Aerial Port Of Embarkations:

(a) Respective APOEs have responsibility to provide ACA/CSB with monthly air terminal cargo handling capability information

1 Reports are utilized to determine if the APOE can physically handle items tendered by Consignors via monthly reports

2 Reports will contain Airlift Resources, Cargo Capacity, and Equipment Capabilities

(b) When Consignors deliver cargo, Cargo Operations Flight personnel must process cargo/mail as soon as possible, not to exceed 6 hours after time of receipt

1 Focus is on whether ACA/CSB has approved a consignor's shipment, and if the APOE possesses the means to process and move the shipment

2 ACA/CSB clears shipments in Global Air Transportation Execution System (GATES) and APOE personnel process/prepare shipments for movement

3 A cleared TCMD is placed in the "On-Hand File" within GATES and is viewable by down-range stations, USTRANSCOM, and AMC (618th AOC/APCC)

## Block V, Unit 5

## (5) Cargo Operations Flight:

- (a) Personnel must comply with all policies, guidance, and procedures detailed in AMCI 24-101, Volume 11, to process ALL cargo and mail
- (b) MICAPs are processed within 30 minutes of receipt at each location
- (c) This may require inspections, acceptance, and possibly frustration of cargo not in compliance with ACA/CSB and cargo movement guidelines

## (6) Frustrated Cargo:

- (a) Consigner material tendered for shipment containing paperwork, marking, or packaging errors is frustrated

- 1 ACA/CSB will be notified by the APOE of Frustrated Cargo

- 2 APOE personnel will complete an AMC Form 33, Report of Frustrated Cargo, to annotate the Frustration

- 3 ACA/CSB will review/complete the cargo frustration process in GATES

- (b) APOE personnel will place shipments with discrepancies in a Frustrated Cargo Bay until the Consignor makes necessary corrections, and ACA/CSB re-clears the cargo for onward movement

- 1 In-transit cargo arriving at an APOE with errors is removed from DTS and set aside in the Frustrated Cargo Bay

- 2 Process can be halted if the Consignor makes corrections at time of check-in

- 3 Cargo in-check area at an APOE is a controlled area; security measures must ensure Supply Discipline

- a Escort visitors (to include Consignors)

- b Challenge intruders

- c Log all non-port personnel in/out of the in-check area

## Block V, Unit 5

(7) System Entry Time (SET) is utilized to facilitate timely cargo movements

(a) SET is the Date and Time a shipment arrived at an APOE

(b) SET is a 3-position alpha-numeric designator and stays with the shipment while the cargo is in DTS

(c) SET aids ACA/CSB, Aerial Ports, and customers or Consignors with In-Transit Visibility (ITV) of their cargo shipments

1 First character: determined using letters to designate time of day the shipment entered DTS

a "A" = 0001 hours – 0100 hours

b "B" = 0101 hours to 0200 hours, etc.

2 Next 2 characters:

a Use the last 2 digits of the Julian Date on which a shipment was entered into DTS

b Shipments rarely remain in DTS for more than 100 days so only 2 digits are needed

(8) Special Cargo Handling and Movement:

(a) AMCI 24-101, Volume 11 provides a definition of Special Cargo, and the associated criteria for approval and movement

(b) Special Cargo is any cargo "which requires special handling involving acceptance, air movement, environmental control, handling, packaging, security, or a combination of these factors"

(c) Consignors must

1 Provide a fully completed and signed DD Form 1387-2, Special Handling Data/Certification, for each shipment requiring special handling

2 Ensure tendered Hazardous cargo is in the proper shipping container, commensurate with the Hazard class

3 Ensure Hazardous cargo containers are clearly marked with the correct Hazard Class

4 Provide a fully documented AMC Form 1033, a Shipper's Declaration for Dangerous Goods

5 Certify that the hazardous cargo is safe to transport on AMC owned or controlled aircraft

(d) When HAZMAT cargo tendered for shipment requires Frustration, it is annotated using AMC Form 1015, HAZMAT Inspection and Acceptance Checklist

1 APS or AMS personnel will inspect all Hazardous cargo via an AMC Form 1015

2 Re-inspection of HAZMAT cargo may need to be accomplished at subsequent APS or AMS locations, via a new AMC Form 1015

(e) If cargo is pilferable or valuable, it is placed in the Security Cage while awaiting shipment

1 Cargo placed in Security Cages are annotated on an AMC Form 214, Security Cage Log and Inventory

2 Security Cages are inventoried at least once per shift by Aerial Port personnel

(f) Consignors will notify ACA/CSB and APOE when a shipment is classified, to what degree, and special security requirements

1 Classified cargo will be guarded or placed in the security cage

2 Will only be in-checked/handled by an inspector with the same level of security clearance as the cargo



## Block V, Unit 5

c. Without reference, identify the QAE process for contract commercial aircraft documentation, with at least an 80%.

(1) The movement support and orchestration of all air movements of cargo, equipment, rolling stock, special handling material, Hazardous Materials (HAZMAT) and passengers, are the prime responsibilities of the USAF's Aerial Port Squadrons (APS) and Air Mobility Squadrons (AMSS)

(2) This includes Contractual oversight of commercial aircraft, which is managed by a Quality Assurance Evaluator (QAE) function

(a) Civilian aircraft configurations are not standardized, and APS or AMS personnel are frequent participants in load and unload efforts

1 AF personnel may assist civilian load efforts, but NOT responsible for the load integrity -- the carrier bears full responsibility

(b) The QAE personnel are tasked with ensuring a safe and operationally compliant work environment is established and maintained

(c) When issues are identified, the QAE will notify the contract carrier

1 If the issue is "emergency" in nature, work efforts will be stopped immediately until the issue is resolved

2 Contractors will be notified of the action taken by the QAE, and must respond prior to continued aircraft loading or unloading

(d) QAEs will suspend the Contractor to provide:

1 Full explanation of the issue

2 Causal factors, causing the issue

3 Actions taken to resolve the issue

4 If not corrected immediately, Contractors must provide a "get-well" date

(e) QAEs will conduct additional oversight inspections to ensure the issue has been resolved

1 Inspection reports will be elevated to APS or AMS leadership, as well as USTRANSCOM and AMC

## Block V, Unit 5

(3) Commercial aircraft review by base-level QAEs includes coordination with a number of APS / AMS Flights, Sections, or Elements

(a) Cargo Operations Flight personnel receive tendered cargo from Consignors, and must ensure the items and associated documentation are "movement ready", prior to turning the items over to the commercial carrier

1 QAE personnel are responsible for reviewing, inspecting, and notifying cargo operations personnel when deficiencies are noted, prior to cargo and mail for movement in the Air Mobility Command airlift system on Transportation Working Capital Fund (TWCF) aircraft

2 QAEs will review IT system updates and paperwork, as well as cargo preparation, for commercial aircraft supporting the DTS

3 Special Handling (SH) sub-section:

a QAEs will coordinate with SH personnel to ensure cargo requiring any level of special handling is properly coordinated with the commercial carrier, to include notifying them of any truly special handling requirements or restrictions

b QAEs will periodically review SH load and unload efforts of "loose cargo" shipments that are "Life or Death" urgency, MICAPS, or registered mail, and document any deficiencies

4 QAE personnel will conduct random inspections of items prepped for transport across political boundaries on commercially contracted civilian aircraft, and that they are in compliance with several key documents:

a Department of Defense Foreign Clearance Guide (DoD FCG), and the Foreign Clearance Manual (FCM)

b Department of Defense 4515.13, Air Transportation Eligibility

c AMCI 24-101, and all applicable Volumes

(b) Ramp Operations Flight personnel:

1 QAEs ensure manifested cargo and mail are provided for load as required on controlled aircraft

2 QAEs will verify the documentation of changes to load plans, and that ATOC was informed in a timely manner

Block V, Unit 5

(c) Passenger Operations Flight: QAEs will review documentation of passengers and baggage for accuracy prior to contracted aircraft movements

(d) Fleet Operations Flight: (may be combined under Passenger Operations Flight at some locations) - QAEs will inspect Aircraft servicing efforts, to include trash removal, lavatory cleaning, meal delivery, and commercially provided aircraft equipment to ensure serviceability and cleanliness standards have been met

## Block VI, Unit 1

## 1. National Level Logistics Planning and Contingency Operations

a. Without reference, explain the National Military Leadership, with at least an 80%.

(1) National & Military Leadership

(2) National Command Authority (NCA) - The President and the Secretary of Defense make up the NCA

(3) President of the United States (POTUS)

(a) The President is our Commander in Chief and has the ultimate authority in making decisions regarding the use of the nation's armed forces

(b) Secretary of Defense

1 The Secretary of Defense is the principal defense policy adviser to the President

2 Responsible for the formulation of general defense policy and policy related to all matters of direct concern to the Department of Defense (DoD), and for execution of approved policy

3 Under the direction of the President, the Secretary of Defense exercises authority, direction, and control over the DoD

(4) Chairman of the Joint Chiefs of Staff (Chairman, Joint Chief of Staff) - is the principal military adviser to the President, the Secretary of Defense, and the National Security Council

(5) Joint Chiefs of Staff (JCS)

(a) The JCS consists of the Chairman, Vice Chairman, Army Chief of Staff, Marine Corp Commandant, Chief of Naval Operations, Air Force Chief of Staff, and Chief of National Guard Bureau

(b) Members of the JCS do not exercise executive authority to command combatant forces

(c) The chain of command runs from the President to the Secretary of Defense and from the Secretary of Defense to the Combatant Commanders

## Block VI, Unit 1

## (6) National Security Strategy (NSS)

(a) The NSS is a comprehensive report prepared annually by the executive branch of the government for Congress and outlines the major national security concerns of the US and how the administration plans to address them using the instruments of national power. The document is more general in content, and its implementation relies on elaborating guidance provided in additional supporting documents, such as the National Defense Strategy and the National Military Strategy

(b) Outlines major national security concerns

## (7) National Defense Strategy (NDS)

(a) The NDS is a document from the Secretary of Defense to the CJCS and Service Chiefs addressing how the Armed Forces of the United States will fight and win America's wars and describes how the DoD will support the objectives outlined in the NSS.

(b) How Armed Forces of the United States will fight and win America's wars  
Framework for other DoD strategic guidance

## (8) National Military Strategy (NMS)

(a) The NMS, derived from the NSS and NDS, prioritizes and focuses the CJCS's recommendations to the Secretary of Defense on how the United States should employ the military element of power in support of the NSS. The NMS describes the strategic landscape and includes a discussion of the potential threats and risks

(b) Prioritizes and focuses of the Armed Forces of the United States while conveying the Chairman, Joint Chiefs of Staff (CJCS's) recommendations to Secretary of Defense (SecDef)

## (9) Contingency Planning Guidance (CPG)

(a) The CPG is written guidance from the Secretary of Defense to the CJCS annually for the preparation and review of contingency plans for specific missions. The Secretary issues this guidance with the approval of the President. The CPG focuses the guidance given in the National Security Strategy and is the principal source document for the Joint Strategic Capabilities Plan

(b) Written guidance from Secretary of Defense (SecDef) to Chairman, Joint Chiefs of Staff (CJCS)

## Block VI, Unit 1

## (10) Joint Strategic Capabilities Plan (JSCP)

(a) The JSCP is the primary means through which the CJCS exercises responsibility for directing the preparation of joint plans. It apportions limited forces and resources to combatant commanders, based on military capabilities resulting from completed program and budget actions and intelligence assessments

(b) Primary system by which the Chairman, Joint Chiefs of Staff (CJCS) in coordination with the Joint Chiefs of Staff (JCS) and the Combatant Commanders (CCDRs) conduct contingency planning

## (11) Principles and processes of Global Force Management (GFM):

(a) Aligns force assignment, apportionment, and allocation methodologies in support of the National Defense Strategy (NDS), joint force availability requirements, and joint force assessments

(b) Presents comprehensive insight into the global availability of U.S. military forces; and provides senior decision makers a vehicle to quickly and accurately assess the impact and risk of proposed allocation, assignment, and apportionment changes as outlined in the Global Force Management Implementation Guidance

(c) Within GFM, the force allocation process allocates Service rotational forces to satisfy combatant commander operational requirements for military capabilities to support the defense strategy and President's NSS

(d) The GFM allocation process consists of two specific processes --- 1. rotational force allocation in support of Combatant Commander annual force needs and 2. emergent force allocation in support of Combatant Commander emerging or crisis-based requests for capabilities and forces

(e) Submit their requirements through a stepped process culminating in the Secretary of Defense–approved Global Force Management Allocation Plan (GFMAP)

(f) Details of this process are outlined in Joint Staff's biennial GFM Implementation Guidance (GFMIG)

(g) Combatant Commander initiates the GFM allocation process by identifying a requirement and submitting a request for forces/request for capability (RFF/RFC) to the Joint Staff

(h) The RFF/RFC provides Combatant Commanders with a means to obtain required support not already assigned or allocated to the command

(i) In accordance with Chairman, Joint Chief of Staff Manual 3122.01A, the supported Air Force component headquarters will review all RFFs/RFCs for USAF capabilities being requested and place the requirements(s) in the applicable TPFDD prior to the supported Combatant Commander forwarding to the Joint Staff

(j) The emergent requirements with solution are placed into a MOD to the GFMAP

## Block VI, Unit 1

b. Without reference, explain the National Security Council, with at least an 80%.

(1) National Security Council System (NSC)

(2) Joint Planning and Execution Community (JPEC) - Collective term for commands and agencies involved in joint operation planning

(a) Members:

1 Chairman, Joint Chiefs of Staff (CJCS)

2 Joint Staff

3 Military Services

4 Defense agencies

5 Non-DoD departments and agencies

6 Allied Commands and agencies

(b) Key players:

1 Chairman of the Joint Chiefs of Staff

2 Principal military advisor

3 Military Services

4 Military Service Chiefs are force providers and are responsible to organize, train, and equip service forces

(3) Unified Combatant Command

(a) Established by President

(b) Broad, continuing mission under a single commander

(c) Assigned components of two or more Military Departments

(d) Commander of unified combatant command typically Combatant Commander (CCDR)

(e) Geographical or Functional



Block VI, Unit 1

- (4) Service Component Commands
  - (a) Made up of Military Service forces
  - (b) Sub-Unified Commands
  - (c) Established to conduct operations on a continuing basis
- (5) Joint Task Force (JTF)
  - (a) Geographic or Functional
  - (b) Specific, limited objective
  - (c) Dissolved when mission achieved or no longer needed
- (6) Functional component commands - Forces of two or more Military Departments
- (7) Supported vs. Supporting Commander
  - (a) Supported Commander - Receives forces or capabilities
  - (b) Supporting Commander - Provides aid, complementation, or sustainment
- (8) Operational Control (OPCON) - Directs all aspects of military operations and joint training
- (9) Tactical Control (TACON) - Controls designated forces, e.g. ground forces or aircraft sorties
- (10) Administrative Control (ADCON) - Focuses on all administrative and support functions, e.g. training, personnel management, discipline, control of resources, etc

## Block VI, Unit 1

c. Without reference, explain the National Mobilization, with at least an 80%.

(1) Mobilization Responsibilities

(2) President of the United States - The President is the highest authority that directs the nation's military, including mobilization

(3) Secretary of Defense - As authorized, Secretary of Defense Exercises involuntary recall authority for reserve component forces

(4) Office of the Secretary of Defense - Assists the Secretary of Defense in managing mobilization of the Reserve Component by developing implementation guidance for issue by the Secretary of Defense or designated representative to the Joint Staff, Military Departments, and Defense agencies.

(5) Secretary of the Air Force - Upon receipt of the Executive Order, Secretary of the Air Force is given authority to approve involuntary activation/mobilization requests under certain circumstances

(6) Chairman of the Joint Chiefs of Staff - The Chairman, in consultation with the other members of the Joint Chiefs of Staff (JCS), prepares integrated plans for military mobilization, establishes planning relationships, develops mobilization options, and provides mobilization recommendations to the Secretary of Defense

(7) National Security Council (NSC) - At the direction of the President, the NSC establishes national security emergency preparedness policy, normally by means of an Executive Order that assigns emergency preparedness responsibilities, including mobilization, to the Department of Defense and other Federal departments and agencies

(8) The President chairs the NSC; regular attendees include the Vice President, Secretary of State, Secretary of the Treasury, Secretary of Defense, and Assistant to the President for National Security Affairs ; Chairman of the Joint Chiefs of Staff is the statutory military advisor to the Council

(9) Authorities for Activation

(a) There is no set or chronological sequence to these levels of activation; each depends on the nature of the contingency, its imminence, and the threat to U.S. National Security

(b) These authorities remain in effect until rescinded by the President or Congress, or expire by law. There are seven major authorities for activation:

## Block VI, Unit 1

(10) Volunteerism - This flexible authority can be utilized to bring Selected Reserve (SelRes), Individual Ready Reserve (IRR) Airmen, and Guardsmen (with consent from the respective Governor or other appropriate authority) to active duty on a voluntary basis during domestic or international emergencies and other contingency operations

(11) Retired Airmen - Eligible retired Airmen may be involuntarily assigned to such duties as the Secretary of the Air Force considers necessary in the interests of National Security. Under Title 10 and regulations prescribed by the Secretary of Defense, a retired member of the Active Component or a member of the Retired Reserve who retired with an Active Duty (AD) retirement may be ordered to AD by the Secretary of the Air Force at any time

(12) Selective Mobilization for a domestic emergency - Active Armed Forces may be expanded as a result of action by Congress and/or the President to mobilize Air Reserve Component (ARC) units, certain IRR, and the resources needed for their support to meet the requirements of a domestic emergency that is not the result of an enemy attack

(13) Presidential Reserve Call-Up (PRC) - The President, without declaration of national emergency, may authorize the Secretary of Defense to augment the active Armed Forces by a call-up of ARC units and for certain individuals for not more than 365 days to meet the requirements of an operational mission or certain emergencies

(14) Partial Mobilization (PM) - The Active Armed Forces may be expanded as a result of action by the President (not more than 1,000,000 for not more than 24 consecutive months) to mobilize Ready Reserve Component units, individual reservists, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security

(15) Full Mobilization - Active Armed Forces may be expanded as a result of action by Congress and the President to mobilize all Reserve Component units and individuals in the existing approved force structure, as well as all retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security. ARC personnel, for instance, can be placed involuntarily on active duty for the duration of the emergency plus six months

(16) Total Mobilization - The Active Armed Forces may be expanded as a result of action by Congress and the President to organize and/or generate additional units or personnel beyond the existing force structure, and the resources needed for their support, to meet the total requirements of a war or other national emergency involving an external threat to the national security

## Block VI, Unit 2

## 2. Joint Level Logistics Planning and Contingency Operations

a. Without reference, explain the purpose of Joint Doctrine, with at least an 80%.

(1) Regulatory Guidance

(2) Joint Publication (JP) 5-0, Joint Operation Planning is the core of joint warfighting doctrine and establishes the framework for our forces' ability to fight as a joint team

(3) Joint Doctrine

(a) Provides the fundamental principles that guide the employment of United States military forces in coordinated action toward a common objective

(b) Provides authoritative guidance from which joint operations are planned and executed

(4) Joint Doctrine Fundamentals

(a) Joint doctrine is based on extant capabilities (i.e., current force structures and materiel)

(b) It incorporates time-tested principles of joint operations, operational art, and elements of operational design. Joint doctrine standardizes terminology, relationships, responsibilities, and processes among all United States forces to free Joint Force Commanders

(c) Authoritative guidance and will be followed except when, in the judgment of the commander, exceptional circumstances dictate otherwise

(5) The judgment of the commander based upon the situation is always paramount

(6) Joint doctrine applies to the Joint Staff, Combatant Commanders, subordinate unified commanders, Joint Task Force commanders, and subordinate component commanders of these commands, the Services, and Combat Support Agency

(a) In developing joint doctrine, existing Service, multi-Service, and multinational doctrine is considered

(b) If conflicts arise between the contents of joint doctrine and the contents of Service or multi-Service doctrine, joint doctrine takes precedence for the activities of joint forces unless Chairman, Joint Chief of Staff has provided more current and specific guidance

## Block VI, Unit 2

(7) Joint doctrine is not policy

(8) Policy and doctrine are closely related, but they fundamentally fill separate requirements

(a) Policy can direct, assign tasks, prescribe desired capabilities, and provide guidance for ensuring the Armed Forces of the United States are prepared to perform their assigned roles; implicitly policy can create new roles and a requirement for new capabilities

(b) Policy drives doctrine; however, on occasion, an extant capability will require policy to be created. As doctrine reflects extant capabilities, into doctrine

(9) Purpose of Joint Doctrine Joint doctrine is written for those who:

(a) Provide strategic direction to joint forces (the Chairman, Joint Chief of Staff and Combatant Commanders)

(b) Employ joint forces (Combatant Commanders, subordinate unified commanders, or Joint Task Force commanders)

(c) Support or are supported by joint forces (Combatant Commands, sub-unified commands, Joint Task Forces, component commands, the Services, and Combat Support Agency)

(d) Prepare forces for employment

(e) Train and educate those who will conduct joint operations

## Block VI, Unit 2

b. Without reference, explain Joint Operation Planning, with at least an 80%.

(1) Joint Operation Planning is a coordinated Process that transforms national strategic objectives into activities to plan for joint force

(b) Planning

(c) Deployment

(d) Employment

(e) Sustainment

(f) Redeployment

(g) Reconstitution

(2) There are two types of joint operation planning

(a) Contingency planning

(b) Crisis action planning

(3) Four major interrelated components affect development of joint operational plans

(a) Joint Strategic Planning System (JSPS)

(b) Planning, Programming, Budgeting, and Execution (PPBE) process

(c) Joint Operations Planning and Execution System (JOPES)

1 The DoD directed single, integrated joint command and control system for operation planning and execution

2 Facilitates rapid building of plans and rapid development of effective options through variations of approved Operation Plans

3 The President chairs the NSC; regular attendees include the Vice President, Secretary of State, Secretary of the Treasury, Secretary of Defense, and Assistant to the President for National Security Affairs

4 Chairman of the Joint Chiefs of Staff (Chairman, Joint Chief of Staff) is the statutory military advisor to the Council

Block VI, Unit 2

(d) National Security Council (NSC)

1 The President chairs the NSC; regular attendees include the Vice President, Secretary of State, Secretary of the Treasury, Secretary of Defense, and Assistant to the President for National Security Affairs

2 Chairman of the Joint Chiefs of Staff is the statutory military advisor to the Council

## Block VI, Unit 2

c. Without reference, explain Contingency Planning, with at least an 80%.

(1) CONTINGENCY PLANNING

- (a) Planning that occurs in non- crisis situation
- (b) Formal process, develops response to potential crises
- (c) Determines forces required
- (d) Prepares deployment plans
- (e) Continually evaluates selected course of action

(2) Contingency planning begins with a risk and vulnerability assessment that includes:

(3) Contingency Planning Steps

(a) Step 1 - Planning Initiation - Planning begins when an appropriate authority recognizes a potential for military capability to be employed in response to a potential or actual crisis

(b) Step 2 - Mission Analysis - The joint force's mission is a task or a set of tasks which together with a purpose clearly indicates the action to be taken and the reason for doing so. The primary purpose of mission analysis is to understand the problem and purpose of the operation; and to issue appropriate guidance to drive the rest of the planning process

(c) Step 3 - Course of Action Development (COA) - A COA consists of the following information:

- 1 What type of military action will occur
- 2 Why the action is required (purpose)
- 3 Who will take the action
- 4 When the action will begin
- 5 Where the action will occur
- 6 How the action will occur (method of employment of forces)
- 7 The staff converts the approved COA into a CONOPS



## Block VI, Unit 2

(d) Step 4 - Course of Action Analysis and War-gaming - The commander and staff analyze each tentative COA separately according to the commander's guidance. COA analysis identifies advantages and disadvantages of each proposed friendly COA

(e) Step 5 - Course of Action Comparison - COA comparison is an objective process. COAs are considered independently of each other and evaluated and compared against a set of criteria that are established by the staff and commander

(f) Step 6 - Course of Action Approval

1 The staff determines the best COA to recommend to the commander

2 The staff briefs the commander on the COA comparison, the analysis, and war gaming results including a review of important supporting information

3 The commander selects a COA or forms an alternate COA based upon the staff recommendations and the commander's personal estimate, experience, and judgment

(g) Step 7 - Plan or Order Development

1 The Chairman, Joint Chief of Staff, in coordination with the supported and supporting commanders and other members of the JCS, monitors planning activities, resolves shortfalls when required, and reviews the supported commander's OPLAN for adequacy, feasibility, acceptability, completeness, and compliance with joint doctrine

2 The supported commander will conduct in-progress reviews with the Secretary of Defense to confirm the plan's strategic guidance and receive approval of assumptions, the mission statement, the concept, the plan, and any further guidance required for plan refinement

(4) JP 5-0, Joint Operation Planning, identifies four levels of planning and establishes a minimum level of effort for each. The supported CCDR may increase the level of effort as necessary

(a) Level 1 Plan - Commander's Estimate. This plan requires the development of a COA. The resulting product can be a COA briefing, a commander's estimate or concept, a command directive, or a memorandum

(b) Level 2 Plan - Base Plan. This plan culminates in a base plan without annexes (unless otherwise specified) that the CCDR briefs to SecDef at an IPR. Level 2 plans provide sufficient detail to describe the CONOPS, major forces, concepts of support, and anticipated timelines for completing the mission

## Block VI, Unit 2

(c) Level 3 Plan - Concept Plan (CONPLAN). This level is an abbreviated OPLAN with selected annexes and a CCDR's estimate of the plan's feasibility with respect to forces, logistics, and transportation

(d) Level 4 Plan - Operation Plan (OPLAN). This plan requires a full description of the CONOPS, a complete set of annexes, and detailed TPFDD

(5) Time-Phased Force Deployment Data (TPFDD)

(a) Classified; electronic detailed requirements, capabilities, and movement data

(b) Primary document for executing deployments

(6) Time-Phased Force Deployment Data (TPFDD) Components

(a) Unit Type Code (UTC)

1 Five character alphanumeric code

2 Represents force capability in the form of personnel and/or equipment

(b) Unit Line Number (ULN)

1 Five or seven character alphanumeric code

2 Identifies unique requirement in a Time-Phased Force Deployment Data (TPFDD)

(c) Unit Identification Code (UIC)

1 Six character alphanumeric code

2 Identifies Active, Reserve & Guard units

(d) Bulk Cargo - Cargo that fits on a 463L aircraft pallet

(e) Oversize Cargo - Exceeds useable area of a 463L aircraft pallet

(f) Outsize Cargo - Exceeds size limits of most aircraft but fits on a C-5 or C-17

(g) Authorized Personnel - Total number of personnel in a Unit Type Code (UTC)

## Block VI, Unit 2

## (h) Pax

1 Passengers requiring transportation

2 Can be less than authorized personnel

(i) Mode and Source Code (MS) - Transportation means by which personnel and cargo are transported between strategic points

(j) Origin - Beginning point of a deployment, redeployment, or movement where forces or material are located

(k) Ready to Load Date (RLD) - When forces must be ready to move from the origin

(l) Port of Embarkation (POE) - Geographic point in a routing scheme at which cargo or personnel enter the Defense Transportation System (DTS)

(m) Available to Load Date (ALD) - When forces must be prepared to load at Port of Embarkation (POE)

(n) Earliest and Latest Arrival Date (EAD/LAD) - Earliest or latest date when forces, resupply shipment, accepted at a Port of Debarkation (POD)

(o) Port of Debarkation (POD) - Geographic point at which cargo or personnel are discharged; may or may not be final destination

(p) Destination - Final location where force capability will be employed; may or may not be the same as the Port of Debarkation (POD)

(q) Required Delivery Date (RDD) - When forces must be at the destination

(7) Joint Reception, Staging, Onward Movement and Integration Concept

(8) JRSOI is the essential process that transitions deploying or redeploying forces, consisting of personnel, equipment, and materiel into forces capable of meeting the Combatant Commander operational requirements or returns them to their parent organization or Service. The four segments of JRSOI are described below

(a) Reception operations include all those functions required to receive and clear personnel, equipment, and materiel through the Port of Debarkation (POD)

(b) Staging assembles, temporarily holds, and organizes arriving personnel, equipment, and materiel into forces and capabilities and prepares them for onward movement, tactical operations, or Service reintegration

## Block VI, Unit 2

(c) Onward Movement is the process of moving forces, capabilities, and accompanying materiel from reception facilities, marshalling areas, and staging areas to other theater destinations, actual assembly areas and/or OAs or onward from the POD or other reception areas to the home/demobilization station

(d) Integration is the synchronized transfer of capabilities into an operational commander's force prior to mission execution or back to the component/Service

(9) There are three overarching principles of JRSOI. These principles can assist commanders and their staffs in the planning and execution of JRSOI. Combatant Commanders should consider these principles when planning JRSOI operations

(a) Unity of command is to ensure unity of effort under one responsible commander for every objective. In the context of deployment and redeployment operations, this is the supported Combatant Commander

(b) Synchronization links deployed personnel, equipment, and materiel in a timely manner. A well-synchronized flow expedites buildup of mission capability and avoids saturation at nodes and along Lines of Communication (LOC)s, thereby enhancing survivability. Synchronization requires detailed joint planning, timely and predictable airflow and seafloor, visibility of assets moving through the pipeline, and the ability to adjust movement schedules

(c) Balance is especially relevant to the relationship between deployment and theater distribution. To achieve balance, the flow through the inter-theater pipeline and the intra-theater network must be regulated and integrated to allow a continuous and controlled flow of forces and sustainment into and within the Area of Responsibility

(10) Concepts of force posturing (Warfighter and Institutional Force)

(11) The Air Force's Total Force is part of the Air Expeditionary Force

## Block VI, Unit 2

(12) There are four major elements of the Air Expeditionary Force structure: readily available force, enabler force, in-place support, and institutional force. The first three elements are components that primarily constitute the Air Force's war fighting capability and are therefore postured in the Unit Type Code (UTC). The fourth element provides the Air Force's sustainment capability necessary to meet Secretary of the Air Force statutory functions

(a) Readily Available Force - The readily available force is the primary pool from which the Air Force fulfills rotational requirements. To meet these requirements, the Air Force aligns its war fighting capabilities into a baseline of 10 Air Expeditionary Forces (5 pairs), each intended to contain an equivalent capability from which to provide forces

(b) Enabler Force - The Enabler force includes common user assets, such as global mobility forces, special operations and personnel recovery forces, space forces, and other uniquely categorized forces that provide support to authorized organizations within and outside the Department of Defense

(c) In-place support - There are two types of in-place support

1 Those forces that almost exclusively employ in direct support of a Combatant Commander mission

2 Those that represent the minimum number of requirements to support critical home station operations

3 In-place support forces are also included in the Air Expeditionary Force Tempo Bands

(d) Institutional Force

1 The Institutional Force consists of those forces assigned to organizations responsible to carry out the Secretary of the Air Force Title 10 functions at the Air Force level (i.e. organize, train, equip, recruit, supply)

2 Will not posture UTCs in the Air Expeditionary Force Capability Library

3 Although these organizations as a whole do not represent a war fighting capability, the individuals assigned to these organizations are inherently deployable

## Block VI, Unit 2

d. Without reference, identify Operational Plans, with at least an 80%

(1) OPERATIONAL PLAN (OPLAN)

(2) An OPLAN is a complete and detailed joint plan containing a full written description of the combatant commander's concept of operations to counter a perceived threat. An OPLAN includes all required annexes, appendices, and a supporting TPFDD. It may be used as the basis of a campaign plan (if required) and then developed into an operations order (OPORD)

(a) Titles - There are two titles for each OPLAN:

1 Long Title - a brief, plain language description of the OPLAN that is classified at the same level as the OPLAN, itself.

2 Short Title

a The short title of an OPLAN is unclassified and denotes three pieces of information about the plan.

b The three elements are:

1 The commander preparing the plan. Identifies the Combatant Commander tasked to prepare the plan

2 The type of plan. Plan can be an OPLAN or a CONPLAN

3 The Plan Identification Designator (PID). The PID is a six-position alphanumeric code denoting the plan series and year. PIDs are assigned based on the command the plan ultimately supports

(b) Cover

1 The cover page is unclassified. However, on the top and bottom it indicates the highest classification of the plan (the back cover must also reflect this classification).

2 Also, shown on the cover are the Short Title (whose plan, what kind of plan, and the PID) and what is usually unclassified are the date of the plan, the authority for classification and declassification, any warning notices, and a count of how many copies are provided

## Block VI, Unit 2

## (c) Plan Summary

1 The Plan Summary is an executive summary.

2 It includes the following:

a Purpose statement, indicating what the expected results would be by executing the plan

b Statement indicating the political, military, legal, and environmental implications for executing the plan

c Brief summary of force requirements, deterrent measures, deployment, employment, supporting and collateral plans

d List of assumptions

e Timetable showing the buildup of forces in the theater

f Description of command relationships

g Staff estimates on logistics and personnel

h Listing and impact assessment of shortfalls and limiting factors

## (d) Classification Guidance

1 In tabular format,

2 This page shows the planner the classification of major subjects as they progress from the planning phase through the post conflict phase

## (e) Table of Contents

1 The Table of Contents is a listing of all the required annexes, appendices, tabs, exhibits, and maps addressed in the plan.

2 The annexes address the functional areas, such as Operations, Logistics, Communications, etc

## Block VI, Unit 2

## (f) Basic Plan

1 The foundation of the plan

2 It provides a list of references including charts, maps, and documents needed to conduct the plan.

3 It also provides a myriad of information such as:

a A referral to the TPFDD for tasked organizations

b A description of the Situation including enemy and friendly capability, pre-conflict actions, assumptions for planning, and legal considerations

c A Mission Statement indicating what the purpose of the plan is and what is expected to be accomplished upon execution

d A section on Execution including a concept of operations

e Describing how the plan is expected to unfold

f Commander's Intent which will include phasing of the operation and the desired end state;

g The structure of the OPLAN; deployment/employment requirements;

h Task list describing each mission to be performed and by whom

i A section on Administration and Logistics providing a brief concept of logistics and administration support

j A section on Command and Control including command relationships; locations, establishment & reporting of command posts; succession to command; and C4I systems

(g) Annexes -There are five OPLAN annexes that are especially important to Logistics Planners

1 Annex A, Task Organization

2 Annex C, Operations

3 Annex D, Logistics



4 Annex E, Personnel

5 Annex P, Wartime Host Nation Support

(h) Appendices

1 As annexes amplify the information in the Basic plan, appendices amplify the information in the annex providing further detail into specific subjects.

2 Appendices follow the same basic format as the annexes and Basic Plan

3 Tabs are further subsets of appendices that provide more detailed information.

4 Tabs can be in narrative form. It will follow the same format as appendices, annexes, and the Basic Plan or they can be in tabular form providing information on items like expected POL consumption, organization charts, etc

5 Exhibits are attachments to tabs and are identified by numbers.

6 Exhibits expand tabs by enabling planners to organize the layout of greater levels of detailed data. Exhibits also help avoid excessive detail in other attachments

7 Maps are for the promotion of visual understanding

## Block VI, Unit 2

e. Without reference, explain Crisis Action Planning, with at least an 80%.

(1) Crisis Action Planning (CAP)

(2) Joint Pub 5-0, Doctrine for Planning Joint Operations, defines a crisis as "an incident or situation involving a threat to the United States, its territories, citizens, military forces, and possessions or vital interests that develops rapidly and creates a condition of such diplomatic, economic, political, or military importance that commitment of U.S. military forces and resources is contemplated to achieve national objectives"

(3) Planning is based on current events in real time and normally occurs in emergencies and time sensitive situations

(4) Six Planning Phases of Crisis Action Planning

(a) Phase I – Situation Development

1 During phase 1, Situation Development, events that have potential national security implications are detected, reported, and assessed to determine whether a military response is required

2 Phase I ends when the combatant commander submits an assessment of the situation to the President, Chairman of the Joint Chiefs of Staff and the Secretary of Defense

(b) Phase II – Crisis Assessment

1 During phase 2, Crisis Assessment, begins upon receipt of the combatant commander's assessment of the situation. The President, Secretary of Defense, and Joint Chiefs of Staff analyze the situation through available intelligence and information gathering to determine whether a military option should be prepared

2 The President and Secretary of Defense identify national interests and objectives in considering possible diplomatic, economic, and military alternatives to achieve resolution

3 Phase 2 ends when the President through the Secretary of Defense makes a decision to either return to the pre-crisis situation or to have military options developed for consideration and possible use

(c) Phase III – Course of Action (COA) Development

1 During phase 3, the Chairman, Joint Chief of Staff issues a planning directive, normally a “Warning Order”, that directs the combatant commander to prepare Course of Actions (COAs). The planning directive provides the Secretary of Defense strategic guidance for joint operations planning and may include specific guidance on developing COAs

2 The COA Development phase of CAP implements a decision by the President, Secretary of Defense, and Chairman, Joint Chief of Staff to develop military options. Normally, the directive will be a Chairman, Joint Chief of Staff Warning Order, but other CAP-prescribed orders may be used if the nature and timing of the crisis mandate acceleration of the planning

3 The directive establishes command relationships and identifies the mission and any planning constraints.

4 The directive will identify forces and strategic mobility resources,

5 Establish tentative timing for execution,

6 Request that the combatant commander develop these factors

7 If the President and SECDEF direct development of a specific COA, the directive will describe the COA and request the combatant commander’s assessment

8 Based on the combatant commander’s guidance, supporting commanders, subordinate joint force commanders, and component commanders begin Time Phase Force Deployment Data (TPFDD) development. Time permitting a TPFDD is generated for each COA

9 The COA Development phase of CAP ends with the submission of the combatant commander’s estimate.

(d) Phase IV – COA Selection

1 During phase 4, COA Selection, the Chairman, Joint Chief of Staff and other Joint Staff members review and evaluate the COAs provided by the supported commander's estimate and present them in order of priority to the Secretary of Defense

2 In response, the Chairman, Joint Chief of Staff issues an “Alert Order” which describes the selected COA in sufficient detail to enable planning for deploying forces

## Block VI, Unit 2

3 It will contain guidance to amplify or change earlier guidance provided in the Chairman, Joint Chief of Staff “Warning Order”. In some cases, a Planning Order is used to initiate execution-planning activities before a COA is formally selected by the President/Secretary of Defense

4 The Planning Order will not normally be used to direct the deployment of forces or to increase force readiness.

5 If force deployment is directed, the Planning Order will require the approval of the Secretary of Defense. Issuance of either the Planning Order or the Alert Order marks the beginning of the Execution Planning

6 Issuance of either an “Alert Order” or a planning order signifies the end of Phase 4

(e) Phase V – Execution Planning

1 During phase 5, Execution Planning, the selected COA is transformed into an Operational Order (OPORD) that directs subordinate commanders on how to execute the operation. The supported commander’s OPORD is published with a major force list, instructions for the conduct of operations in the objective area, and the logistics and administrative plans for support of the operations

2 Phase 5 ends with the combatant commander’s submission and the Secretary of Defense approval of the OPORD

(f) Phase VI – Execution

1 During phase 6, it is initiated by the President/Secretary of Defense decision to exercise a military option to deal with the crisis. The Secretary of Defense authorizes the Chairman, Joint Chief of Staff to issue an “Execute Order” that directs the combatant commander to implement the OPORD. The Chairman, Joint Chief of Staff Execute Order directs the deployment and employment of forces, defines the timing for the initiation of operations, and conveys guidance not provided in earlier CAP orders and instructions

2 Subordinate and supporting commanders execute their OPORDs and conduct operations to accomplish objectives. United States Transportation Command manages common-user global air, land, and sea transportation, reporting the progress of deployments to the Chairman, Joint Chief of Staff and the combatant commander

3 The execution phase continues until the crisis is terminated and force redeployment has been completed. If the crisis is prolonged, the CAP process may be repeated continuously as circumstances change and missions are revised

## Block VI, Unit 2

f. Without reference, identify Crisis Action Orders, with at least an 80%.

(1) Crisis Action Planning Orders. Several orders are used to direct preparations, planning, deployment, and execution of plans in response to crises

(2) The Warning Order (WARNORD)

(a) Published by the Chairman, to the Supported and Supporting Commanders

(b) Initiates COA development

(c) The WARNORD establishes command relationships

(d) It establishes a tentative C-day and L-hour

(e) A warning order does not authorize movement of forces unless specifically stated

(3) The Planning Order (PLANORD)

(a) Published by the Chairman, Joint Chiefs of Staff (CJCS) to Supported commander and Joint Planning and Execution Community (JPEC)

(b) Direct execution planning before a COA is formally approved Secretary of Defense and President of the United States (POTUS)

(c) Does not authorize movement of forces

(4) The Alert Order (ALERTORD)

(a) Published by the Secretary of Defense to Supported Commander and JPEC

(b) Announcing the selected COA

(c) Describe the COA sufficiently to allow detailed planning necessary to deploy forces

(5) The Prepare to Deploy Order (PTDO), Deployment Order (DEPOD) and Redeployment Order

(a) Published by the Secretary of Defense to Commands and Service Chiefs

(b) Prepare forces to deploy or deploy forces without approving the execution of a plan or OPORD

(c) Does not approve execution of a specific plan

(6) The Execute Order (EXORD)

- (a) Published by the Secretary of Defense to Commands and Service Chiefs
- (b) Directs the deployment and/or employment of forces
- (c) Initiating or terminating the employment of U.S. military forces

## Block VI, Unit 2

g. Without reference, identify the concepts of an Air Tasking Order, with at least an 80%.

(1) Identify the concepts of an Air Tasking Order

(2) When using Schedule of events for real-world contingencies, Operational Readiness Exercises/Inspections (ORE/I), and/or local exercises, units will use tasked ULNs as they appear on the applicable tasking authorization document (Air Tasking Order (ATO), Time Phased Deployment Data (TPFDD), etc

(3) When developing and maintaining the UTC Availability LOGPLAN PID, LOGMOD Administrators will designate ULNs or a series of ULNs to coincide with each unit's tasked UTCs, i.e., Civil Engineering would use ULNs CES01 through CES99

(4) Movement Flow Schedule

(a) The Deployment Control Center (DCC) will coordinate with its MAJCOM, supported component headquarters and TACC concerning airlift

(b) The supported CCDR will coordinate movement with USTRANSCOM during Crisis action

(c) DCC will access Deliberate and Crisis Action Planning and Execution Segments (DCAPES), Integrated Data Environment/ Global Transportation Network Convergence (IGC), Global Decision Support System (GDSS), and/or Single Mobility System (SMS)

(d) The IDRC will coordinate with its MAJCOM, or component headquarters, who will then coordinate with 618 AOC, TACC, for airflow and/or surface movement information during normal rotations in support of Combat Air Forces/Mobility Air Forces (CAF/MAF) strategic airlift support

(e) Airlift support for ECS will be coordinated with TACC by the component headquarters and verified for validation to USTRANSCOM

(f) For visibility of airflow, the IDRC will access DCAPES, Global Decision Support System (GDSS), SMS and/or IGC. If airlift is not visible after the USTRANSCOM (USTC) Status Codes in the TPFDD shows lift is allocated ("A"), then the IDRC should contact their MAJCOM AEF Cell who will then contact the TACC for status

(g) Monitor Status a designated POC in each work center should provide status of deployment issues to the IDO/IDRC, who is responsible for status reporting to the Crisis Action Team. Also, POCs will report LIMFAC/shortfalls status. LOGMOD Schedule screens, status boards, and other electronic media are helpful management tools for tracking deployment status

## Block VI, Unit 2

(h) Units will prioritize the movement of cargo and passengers as directed in DCAPES (or, at a minimum, LOGPLAN) to meet the RDD specified by the Supported Command. The primary method of scheduling personnel and cargo is the LOGMOD Schedule

(5) The joint air tasking cycle provides for the effective and efficient employment of joint air capabilities and forces made available

(a) This process provides an iterative, cyclic process for the planning, apportionment, allocation, coordination, and tasking of joint air missions and sorties within the guidance of the JFC

(b) The cycle accommodates changing tactical situations or JFC guidance as well as requests for support from other component commanders. The joint air tasking cycle is an analytical, systematic cycle that focuses joint air efforts on accomplishing operational requirements

(c) Much of the day-today tasking cycle is conducted through an interrelated series of information exchanges and active involvement in plan development, target development, air execution, and assessment (through designated component LNOs and/or messages), which provide a means of requesting and scheduling joint air missions. A timely ATO is critical—other joint force components conduct their planning and operations based on a prompt, executable ATO and are dependent on its information

(6) The joint air tasking cycle begins with the JFC's objectives, incorporates guidance received during JFC and component coordination, and culminates with assessment of previous actions

(a) The ATO articulates the tasking for joint air operations for a specific execution timeframe, normally 24 hours

(b) The joint air tasking cycle is synchronized with the JFC's battle rhythm

(7) The Joint Air Operation Control (JAOC) normally establishes a 72- to 96-hour ATO planning cycle. The ATO matches and tasks air forces and capabilities made available to the JFACC for tasking to prosecute targets and resource AIRSUPREQs and other requirements. Other component air missions should be on the ATO to improve joint force visibility and to assist with overall coordination and deconfliction. The other component air missions that appear on the ATO may not be under the control of the JFACC, and the JFACC will coordinate changes with all affected components



## Block VI, Unit 2

## (8) Joint Force Air Component Commander Air Tasking Process Responsibilities

- (a) Plan, integrate, coordinate, allocate, task, and direct the joint air effort in accordance with the joint force commander's (JFC's) guidance and joint force objectives
- (b) Develop a joint air operations plan derived from the JFC's broader operation or campaign objective and guidance regarding the objectives, effects, tasks, and responsibilities of joint air capabilities and forces
- (c) After consulting with other component commanders, recommend apportionment of the joint air effort by priority that should be devoted to various air operations for a given period of time
- (d) Translate air apportionment into allocations and develop targeting guidance into the air operations directive and air tasking order
- (e) Direct and ensure deconfliction of joint air operations
- (f) Synchronize joint air operations with space and cyberspace operations
- (g) Coordinate with the appropriate components' agencies or liaison elements for integration and deconfliction with land and maritime operations
- (h) Coordinate with the appropriate components' agencies or liaison elements for tasking of the air forces and capabilities made available
- (i) Coordinate with the joint force special operations component commander's special operations liaison element for integration, synchronization, and deconfliction with special operations
- (j) Monitor execution and redirect joint air operations as required
- (k) Compile component target requirements and prioritize targets based on JFC guidance, if delegated the responsibility
- (l) Accomplish tactical and operational assessment

## Block VI, Unit 2

(9) Joint Air Tasking Cycle Stages. The joint air tasking cycle consists of six stages:

- (a) Objectives, Effects, and Guidance
- (b) Target Development
- (c) Weaponing and Allocation
- (d) ATO Production and Dissemination
- (e) Execution Planning and Force Execution
- (f) Assessment

(10) Stage 1: Objectives, Effects, and Guidance

- (a) The JFC provides updates to the guidance, priorities, and objectives based on enemy operations and the current/expected friendly order of battle
- (b) The JFC also refines the intended CONOPS. The JFC's guidance on objectives and effects will identify targeting priorities and will include the JFC's air apportionment decision
- (c) Air Apportionment Air apportionment allows the JFC to ensure the priority of the joint air effort is consistent with campaign or operation phases and objectives
- (d) Given the many functions that joint air forces can perform, its operational area wide application, and its ability to rapidly shift from one function to another, JFCs pay particular attention to air apportionment
- (e) After consulting with other component commanders, the JFACC makes the air apportionment recommendation to the JFC. The methodology the JFACC uses to make the recommendation may include priority or percentage of effort devoted to assigned mission-type orders, JFC objectives, or other categories significant to the campaign or operation

(11) Stage 2: Target Development - This is the point in the joint targeting cycle and intelligence process, after analysts from other organizations have incorporated all-source intelligence reports into a targeting database, where efforts of the joint air targeting cycle relate target development to air tasking and target aimpoints are selected, and these and other data are submitted to the Targeting Effects Team (TET)

## Block VI, Unit 2

## (12) Stage 3: Weaponeering and Allocation

- (a) During this stage, JAOC personnel quantify the expected results of the employment of lethal and nonlethal means against prioritized targets to create desired effects
- (b) All approved targets are weaponeered, to include recommended aim points, weapon systems and munitions, fusing, target identification and description, desired direct effects of target attack, probability of creating the desired effect, and collateral damage concerns
- (c) The final prioritized targets are developed and are then provided to the master air attack plan (MAAP) team. The TET may provide the MAAP team a draft JIPTL to begin initial planning
- (d) Air Allocation

1 Following the JFC's air apportionment decision, the JFACC translates that decision into total number of sorties by weapon system type available for each objective and task. Based on the apportionment decision, internal requirements, and Air Support Request (AIRSUPREQ) messages, each air-capable component prepares an allocation request (ALLOREQ) message for transmission to the JFACC (normally not less than 36 hours prior to the start of the ATO execution period, thus coinciding with the beginning of the MAAP process). ALLOREQ messages report (from other components to the JFACC):

2 Number and type of air assets made available for tasking as directed by the JFC air apportionment decision. These may be excess sorties not required by the air capable components and made available for tasking by the JFACC. The air capable component commander will normally direct what missions those assets are capable of conducting

3 Includes requests for air support from components to the JFACC that exceed the unit's capabilities

## (e) Allotment

1 The sortie allotment (SORTIEALOT) message confirms (and where necessary modifies) the ALLOREQ and provides general guidance to plan joint air operations. The JAOC reviews each component's allocation decision/ALLOREQ message and may prepare a SORTIEALOT message back to the components as required, in accordance with established operations plans guideline. The SORTIEALOT addresses three basic requirements:

## Block VI, Unit 2

(f) Revisions, if any, to the component's planned allocation of joint air sorties necessitated by unforeseen joint force requirements and within the JFC's air apportionment guidance

(g) Approval/disapproval of component requests and allotment of other component's excess sorties

(h) Revisions to mission data for component AIRSUPREQs

(13) Stage 4: ATO Production and Dissemination

(a) ATO production team constructs, publishes, and disseminates the daily ATO and applicable SPINS to appropriate forces. ATO production team is responsible for the dissemination of the ATO. They develop and maintain a comprehensive address list of approved ATO recipients and coordinate redundant procedures for timely ATO dissemination and receipt

(b) The air operations database (AODB) manager is an experienced ATO production technician who oversees the AODB update and change process. The AODB consists of the friendly order of battle that includes bases, units, aircraft, mission types, call signs, etc., and incorporates the identification friend or foe/selective identification feature plan

(14) Stage 5: Execution Planning and Force Execution -

(a) The JFACC directs the execution of air capabilities and forces made available for joint air operations. Inherent in this is the authority to redirect joint air assets.

(b) The JFACC will coordinate with affected component commanders upon redirection of joint sorties previously allocated for support of component operations

(15) Stage 6: Assessment

(a) Assessment is performed by all levels of the joint

(b) The JFC should establish a dynamic system to conduct assessment throughout the joint force and to ensure that all components are contributing to the overall joint assessment effort. Normally, the joint force J-3 is responsible for coordinating assessment, assisted by the J-2. Assessment is a continuous process that measures the overall effectiveness of employing joint force capabilities during military operations. It determines progress toward accomplishment of tasks, creation of effects, and achievement of objectives

## Block VI, Unit 2

h. Without reference, explain the purpose of Joint Operation Planning and Execution System, with at least an 80%.

(1) Joint Operation Planning and Execution System (JOPES) is an overarching, comprehensive system encompassing the full spectrum of processes, procedures, and actions supporting every facet of the planning, decision-making, and execution continuum. JOPES applies to the development and implementation of operation plans and orders prepared in response to the President, Secretary of Defense, or Chairman, and specifies the policies, procedures, and format for developing and executing plans. JOPES includes sub-processes for mobilization, deployment, employment, sustainment, redeployment, and demobilization

(2) Joint Operation Planning and Execution System (JOPES)

(a) Available through Global Command and Control System (GCCS)

(b) Department of Defense-directed system for conventional operation planning and execution

(c) Conduct planning during peace and wartime

(d) Joint and conventional Time-Phased Force Deployment Data (TPFDDs) created and maintained

(e) Hierarchy

(3) There are four, Chairman Joint Chief of Staff Manuals (CJCSM) that govern JOPES:

(a) CJCSM 3122.01A, JOPES Volume I - Planning Policies and Procedures- provides policy guidance and procedures for the peacetime and crisis action development, coordination, dissemination, review, approval and implementation of joint OPLANs and CONPLANs tasked by the JSCP or other CJCS directives

(b) CJCSM 3122.03B, JOPES Volume II - Planning Formats and Guidance- along with its classified supplement, CJCSM 3122.04A, prescribe standard formats and minimum content requirements for OPLANs and CONPLANs

(c) CJCSM 3122.02C, JOPES Volume III - Crisis Action TPFDD Development and Deployment Execution- establishes procedures for the development of TPFDD and deployment of forces within the context of JOPES in support of joint military Operations

(d) CJCSM 3150.016A, JOPES Reporting Structure - Sets forth guidance and standards to be used in the organization and development of information reporting to the JOPES database

## Block VI, Unit 2

## (4) JOPES tools

## (5) JOPES Edit Tool (JET)

(a) Provides a capability for the planner to create and modify a TPFDD file and build a force list

(b) Provides the means for planners to build the force list in the TPFDD. Planners use JET to define the force requirements by unit type codes (UTC), associate these UTCs with tasked units, routing from origin to destination, and route UTC into the theater

## (6) Rapid Query Tool (RQT)

(a) Provides a capability for the planner to query and produce reports from a TPFDD file.

(b) Provides the means for planners to produce relevant time phased force deployment listings (TPFDL). These TPFDLs are used to coordinate the deployment flow and ensure each UTC's movement is in the proper sequence. A TPFDL can be sorted by different data fields. Common data sorts used by planners are by Service, UTC, dates (ALD, LAD, RDD, etc.), destination, origin, transportation mode, and functional area

(7) Scheduling and Movement (S&M)- Enables the planner to report and track movement of TPFDD requirements

(8) Medical Analysis Tool (MAT)- Provides medical planners with a means of determining the overall medical feasibility of an existing or proposed OPLAN

(9) Joint Engineer Planning and Execution System (JEPES)- Provides the planner a means to analyze facility, material, and force level support requirements for civil engineering personnel

(10) Web Hoc Query (WHQ)- Provides users with a means to develop, save, and print tailored queries extracting data from the JOPES core database via the SIPRNET

(11) Airfield Information- Airfield information is provided via access to the National Geospatial-Intelligence Agency website

(12) Standard Reference Files-specify codes for locations, cargo and passenger movement details for UTCs or large equipment items, movement details for UTCs or individual equipment items

## Block VI, Unit 2

(13) Geographic Location File (GEOFILE)- provides codes for specific locations. Properly used, these codes aid force movement planning. Planners must be careful they use the correct code to ensure the required location is listed. For example, Charleston seaport, airport, and military airport each have different geographic codes

(14) Type Unit Characteristics (TUCHA) file

(a) The TUCHA file contains the deployment data for all approved DOD UTCs, including the number of passengers and the cargo increments and the weights and dimensions.

(b) This standard reference file is used when planners develop the TPFDD. When a planner enters a UTC in a TPFDD, the information from this file is copied into the TPFDD. This cargo data is the level four information needed to plan the forces movement

(15) Type Unit Equipment Detail File (TUDET)-contains the dimensional and weight data for large pieces of equipment. It may be looked up using the nomenclature or national stock number

## Block VI, Unit 3

## 3. Air Force Level Logistics Planning and Contingency Operations

a. Without reference, explain the purpose of Air Force Doctrine, with at least an 80%.

(1) Governing Documents

(a) Air Force Doctrine Volume 1, Air Force Basic Doctrine, is the senior statement of Air Force doctrine

(b) Air Force Instruction 10-401, Air Force Operations Planning and Execution throughout the Air Force, covers the procedures and standards that govern operations planning and execution throughout the Air Force

(2) Air Force Doctrine

(a) It discusses the fundamental beliefs that underpin the application of Air Force capabilities across the range of military operations

(b) It provides guidance on the proper employment of airpower, sets the foundation for educating Airmen on airpower, guides the development of all other doctrine, and provides insight where personal experience may be lacking

(c) Describes the various operations and activities that underpin the Service's ability to provide global vigilance, global reach, and global power, which allows us to anticipate threats and provide strategic reach to curb crises with overwhelming power to prevail

(d) Global Vigilance is the ability to gain and maintain awareness – to keep an unblinking eye on any entity – anywhere in the world; to provide warning and to determine intent, opportunity, capability, or vulnerability; then to fuse this information with data received from other Services or agencies and use and share relevant information with the joint force commander

(e) Global Reach is the ability to project military capability responsively – with unrivaled velocity and precision – to any point on or above the earth, and provide mobility to rapidly supply, position, or reposition joint forces

(f) Global Power is the ability to hold at risk or strike any target anywhere in the world, assert national sovereignty, safeguard joint freedom of action, and achieve swift, decisive, precise effects

(g) Air Force Strategic Environment Assessment, provide a perspective on future trends and implications Some key points are summarized as follows:



## Block VI, Unit 3

- (h) Changes are leading to a shift in the balance of power, a more multi-polar world, and potentially adverse deviations to traditional United States alliances and partnerships
- (i) The potential demand for certain types of operations—especially those associated with irregular warfare, humanitarian operations, special operations, information gathering, and urban operations—will likely increase, and effective deterrence will likely become more challenging
- (j) Adversaries are gaining access to potential new and enhanced technologies and their associated capabilities. These capabilities, which will challenge Air Force operations include more lethal and precise weapon systems, enablers, and defenses; improved capabilities in space and cyberspace; weapons of mass destruction; and emerging and disruptive technology
- (k) The proliferation of inexpensive technology enabled by globalization is greatly enhancing the ability of both state and non-state actors to challenge not only United States military power and interests
- (l) United States advantages derived from space and cyberspace will decline relative to select potential adversaries who will approach parity with the United States in terms of their command and control and situational awareness capabilities
- (m) As an adversary's capabilities are brought to bear, portions of the operational environment can change from permissive to contested or highly contested
- (n) Strategic planners may need to rethink existing assumptions and force structures and develop new concepts that integrate nuclear, conventional, irregular warfare, and non-kinetic capabilities
- (o) There may be regions where many states possess nuclear weapons
- (p) The Cold War notion of controlling escalation may no longer be sufficient
- (q) This volume is arranged around the following fundamental topics
- (r) Doctrine – Fundamental principles by which the military forces or elements thereof guide their actions in support of national objectives. It is authoritative but requires judgment in application
- (s) Airpower – the ability to project military power or influence through the control and exploitation of air, space, and cyberspace to achieve strategic, operational, or tactical objectives”

## Block VI, Unit 3

- (t) The Range of Military Operations – a primer on the operational environment in which Airmen perform their missions
- (u) The Principles of Joint Operations – a discussion of the broad principles that commanders generally consider in the conduct of operations
- (v) The Tenets of Airpower – While the principles of joint operations provide general guidance on the application of military forces, the tenets of airpower provide more refined considerations for the employment of air, space, and cyberspace capabilities
- (w) The proper application of airpower requires a comprehensive doctrine of employment and an Airman’s perspective. As the nation’s most comprehensive provider of military airpower, the Air Force conducts continuous and concurrent air, space, and cyberspace operations
- (x) The air, space, and cyberspace capabilities of the other Services serve primarily to support their organic maneuver paradigms; the Air Force employs air, space, and cyberspace capabilities with a broader focus on theater-wide and national-level objectives. Through airpower, the Air Force provides the versatile, wide-ranging means towards achieving national objectives with the ability to deter and respond immediately to crises anywhere in the world

## Block VI, Unit 3

b. Without reference, explain the purpose of Deliberate Crisis Action Planning and Execution Segments, with at least an 80%.

(1) Deliberate and Crisis Action Planning and Execution Segments (DCAPES)

(a) DCAPES is the Air Force's war planning system and provides an Air Force feed to JOPES automated data processing (ADP)

(b) The objective of DCAPES is to enable improved and streamlined operations planning and execution processes which include associated policy and procedures, along with organizational and technology improvements

(c) DCAPES provides standard data files, formats, application programs, and management procedures that are Air Force unique and joint guidance compliant and used primarily for force planning, sourcing equipment and personnel requirements, transportation feasibility estimation, civil engineering support, and medical planning

(d) DCAPES supports all phases of operations planning and execution at the HAF, major command, component, and wing/squadron level. It provides data manipulation capability to Air Force planners to perform rapid OPLAN development, conduct feasibility and capability analyses, and support mobilization, deployment, sustainment, redeployment, demobilization, reconstitution, and personnel accounting of forces

(e) The primary means of communicating planning data among Air Force commands and agencies will be through the exchange of JOPES TPFDDs, DCAPES detailed plan requirements data, and Logistics Planning Files (LPF)

(f) DCAPES and JOPES share common business rules and automated data processing (ADP) procedures and policies to plan and execute joint military operations

(g) Air Force planners at all levels will use DCAPES to support the combatant commander's selected course of action (COA) in a timely manner

(h) DCAPES is CJCSM 3150.16 compliant, and supports JOPES ADP by establishing a standard Air Force support system in GCCS for joint operation planning and execution. DCAPES uses the JOPESREP for exchanging formatted data among the unified commands, Services, Service components, United States Transportation Command (USTRANSCOM), the JS, and DOD agencies. DCAPES transactions that support JOPES procedures are the mechanisms for submitting movement requirements to USTRANSCOM

(i) Sole capability and system of record at base-level for receipt and verification of all deployment taskings

Block VI, Unit 3

(j) Air Force-directed system for conventional operation planning and execution

(k) Provides feed to Joint Operation Planning and Execution System (JOPES)

(2) Common Deliberate and Crisis Action Planning and Execution Segments (DCAPES) Applications

(a) AF Joint Operation Planning and Execution System Editing Tool (AFJET)-  
View and edit Joint Operation Planning and Execution System (JOPES) data

(b) AF Query Tool (AFQT)-Produces queries and reports

(c) Deliberate and Crisis Action Planning and Execution Segments Tasking  
Notification Tool (DCAPES TNT)- Confirms and verifies sourced requirements

## Block VI, Unit 3

c. Without reference, explain the MEFPAK, with at least an 80%.

(1) Manpower and Equipment Force Packaging System (MEFPAK) resides in DCAPEs

(2) AF Unit Type Code (UTC) repository

(a) Manpower Force Packaging System (MANFOR)

(b) Mission capability statement (MISCAP)

(c) Logistics Force Packaging System (LOGFOR)

(3) Manpower and Equipment Force Packaging (MEFPAK). The Manpower and Equipment Force Packaging system (MEFPAK) is the process for developing and describing standard, predefined manpower and equipment force capabilities and determining the deployment characteristics of these capabilities in support of JOPES and DCAPEs, LOGMOD, AND MANPER

(a) Standard descriptions of the units and elements are used for wartime, contingency, and force planning to all levels of command. MEFPAK operates within the DCAPEs software on GCCS

(b) Standard force capabilities are uniquely identified in MEFPAK by UTCs, which are integral parts of contingency and crisis action planning. UTCs are the data records identified in TPFDDs that identify what forces are deploying

(c) UTCs depict a force capability with personnel and/or equipment requirements. The unique five-character UTC designator is controlled by the Joint Staff

(d) A UTC becomes standard when it's registered in MEFPAK and entered in the TUCHA with complete movement characteristics

(e) These standard unit descriptions/force capabilities are collected in two components of the MEFPAK: the MANFOR and the Logistics Force Packaging System (LOGFOR). UTC packages are the basic building blocks for determining detailed planned manpower and equipment requirements data

1 The MANFOR is a component of DCAPEs. Standard UTCs are used in DCAPEs and JOPES to identify manpower and logistics requirements for deployment, movement planning, and plan execution.

2 A MEFPAK subsystem that provides equipment and materiel requirements and summarized transportation characteristics through its Logistics Detail component

## Block VI, Unit 3

(f) The MEFFPAK summary report reflects standard Air Force UTC personnel and cargo movement characteristics used by Air Force planners for general war planning

(g) DCAPEP assimilates data from MEFFPAK, converting the data into a format needed by JOPES

(h) The process starts when UTCs are registered in the Headquarters Air Force (HAF) Manpower Force Packaging System (MANFOR) system. Next the manpower and logistics detail are built by the MEFFPAK responsible agency in DCAPEP and LOGMOD

(i) MEFFPAK generates summary information for the JCS in the Type Unit Data Report (TYPREP) file. The JCS distributes the TYPREP as the TUCHA to the Combatant commanders for use in JOPES for developing the TPFDD and in determining OPLAN transportation feasibility

(4) Note: Joint planning above the component level doesn't require the personnel and equipment detail contained in the MEFFPAK

(5) Unit Type Code (UTC)

(a) Force Capability

(b) Five character alphanumeric code in the form of:

1 Personnel

2 Equipment

3 Build for thirty days of sustained capability

(c) Three parts of a UTC

1 MISCAP

2 Mission the UTC is capable of accomplishing,

3 AFSC, Skill level, Grade, Special Experience Indicators (SEI), Equipment, and substitution rules

4 LOGFOR

a Standard equipment requirements

b Developed and Maintained in Logistics Module (LOGMOD)

5 MANFOR - Standardized manpower requirements

## Block VI, Unit 3

## (6) UTC Development

(a) New UTCs will be requested when a desired capability does not exist in a standard UTC. In addition, the following guidelines will help determine when a UTC must be developed:

1 New equipment types enter the inventory

2 Deployable units experience a significant operational or mission change

3 Significant operational or program changes occur in manpower or equipment

4 Air Force organization requires a change in the way an existing capability functions

(b) Pilot Unit - The organization that will decide what equipment and manpower will be included in the UTC is called the pilot unit. The pilot unit is selected by the MEFPAK (Manpower & Equipment Force Package) Responsible Agency (MRA) (e.g. MAJCOM) that will be responsible for ensuring that the UTC will be developed and maintained properly. The pilot unit is required to conduct an annual review process of all UTCs and coordinate any required changes to the UTC with non-pilot units and their MRA

(c) Pilot units should include all non-pilot units in any correspondence dealing with the UTC. Non-pilot units evaluate recommended pilot unit changes to the UTC and provide their inputs (comments, recommendations for approval/disapproval and changes in equipment authorizations) directly to the pilot unit

(d) Non-pilot Unit - Non-pilot units are units that use the UTC that the pilot unit develops. Non-pilot units keep in contact with the pilot unit so they are aware of changes coming to the UTC

## (7) Parts of UTC

(a) Increment—Are parts of the UTCs. Some UTCs will have multiple increments assigned to it. Inside increments there will be equipment items, supplies and spare parts that will be assembled into loads for deploying cargo aircraft. The increment serves as the primary method of organizing material for deployment

(b) Item—The item is the next level of detail. An item is piece of cargo that is a part of the increment, container or standalone type item

## Block VI, Unit 3

(c) Suffix Item—Are the items within items

1 Standard MISCAP, LOGFOR and MANFOR

2 These UTCs are used over and over again

3 Requirements/capabilities do not change

4 They are a standard requirement to do a specific job at a specific location

5 The UTC isn't deployable, but the individual filling that position is Z99:

6 A created capability that previously didn't exist

7 No Standard MISCAP. LOGFOR or MANFOR

(8) Types of UTCs

(a) Standard UTC

(b) UTCs that have complete movement characteristics and identify manpower and logistics requirements that can be captured in an approved military force capability

(c) Non-Standard UTC

(d) UTCs that do not have complete movement characteristics and don't capture an approved military force capability, Normal they identified as Z99 type UTCs



## Block VI, Unit 3

d. Without reference, explain the War and Mobilization Plans, with at least an 80%.

(1) The USAF War and Mobilization Plan (WMP). The WMP consists of five volumes and is the Air Force's supporting document to the JSCP. The five WMP volumes provide the Air Staff, Air Force planners, and Air Force commanders with current policies, planning factors, and Chairman, Joint Chief of Staff apportioned forces for conducting and supporting operations

(a) The WMP establishes requirements for developing mobilization and planning programs to support and sustain contingency operations of the programmed forces.

(b) It encompasses all basic functions necessary to match facilities, personnel, and materiel resources with planned wartime activity

1 Volume 1 (WMP-1), Basic Plan and Supporting Supplements. WMP 1 provides a consolidated reference source for general policies and guidance for mobilization planning and the support of combat forces in time of war. The Basic Plan addresses the general situation, mission, concept of operations, and execution tasks for Air Force forces in regional conflicts

2 Volume 2 (WMP-2), Plans Listing and Summary. WMP-2 is the single-source document that provides the listing of all active plans with TPFDDs. At a minimum, this list will include JSCP tasked plans and their associated "working slices" (the Air Force portion of the TPFDD)

3 Volume 3 (WMP-3), Combat and Support Forces. WMP-3 has four parts

a Part 1 Contains Combat Forces

b Part 2 Air Force Unit Type Code (UTC) Availability and contains all postured UTC capability in the Air Force

c Part 3 contains the Air Force Readiness Spares Package (RSP) authorization document

d Part 4 is the Capability Annexes to the Air & Space Expeditionary Force Presence Policy (AEFPP)

4 Volume 4 (WMP-4), Wartime Aircraft Activity (WAA). WMP-4 is governed by this instruction and Air Force Instruction 25-101, War Reserve Materiel (WRM) Program Guidance and Procedure. WMP-4 documents the deployment, positioning, and employment of activity of Air Force aviation units for each geographical location

## Block VI, Unit 3

5 Volume 5 (WMP-5), Basic Planning Factors and Data. WMP-5 provides approved United States Air Force planning factors by aircraft type and theater, serving as a basis for establishing worldwide support for programmed force levels. These factors, derived for aircraft apportioned in WMP-3 in support of the JSCP, are used to develop the WMP-4, providing the basis for planning and pre-positioning of war reserve Materiel

## Block VI, Unit 3

e. Without reference, identify the concepts of Combat Support, with at least an 80%.

(1) The Air Force defines Combat Support as the foundational and crosscutting capability to field, base, protect, support, and sustain Air Force forces across the range of military operations

(2) Combat Support provides a structural overview for what is perceived as a wide variety of functional areas; understanding its core capabilities and processes gives a solid foundation of what support to the Service entails

(3) The foundation of Combat Support is a ready force, properly sized, organized, trained, and integrated. The structure comes from diverse functional communities that train and are equipped to provide a wide variety of capabilities. Combat Support derives its capabilities from three overarching principles:

(a) Combat Support enables operations in peacetime and wartime with effects supporting United States national interests at any time or place across the range of military operations

(b) Combat Support provides essential support while minimizing the forward footprint and maximizing reach back, thus increasing effectiveness and responsiveness

(c) Combat Support provides the ability to transition swiftly from home station to a deployed environment and between operational requirements

(4) Air Force combat support global responsibilities may include, but are not limited to, the following key tasks to monitor, assess, plan, and execute the development, maintenance, and sustainment of combat support capabilities:

(a) Plan and coordinate communications and information support

(b) Plan and coordinate force protection support

(c) Establish and identify manpower and equipment requirements

(d) Develop supporting plans to meet combatant commander mission requirements

(e) Identify host-nation support (HNS) requirements

(f) Coordinate planning activities and requirements with force provider(s)

(g) Coordinate with commander's staff to identify employment locations

(h) Develop expeditionary site plans (ESP) for approved employment locations

## Block VI, Unit 3

(i) Establish Combat support command and control (CSC2) nodes and responsibilities

(j) Manage allocated war reserve materiel (WRM)

(5) The Air Expeditionary Force Schedule operates on two 12-month life cycles that is aligned with the Global Force Management Cycle and coincide with fiscal years

(6) Prior to the beginning of every Air Expeditionary Force cycle, Air Force Functional Area Managers (FAM) will revalidate the Tempo Band alignment of their respective capability areas and realign forces if necessary. Every 12 months, a new 24-month Air Expeditionary Force Schedule will be established

(7) To meet these Combatant Commander requirements, the Air Force aligns its warfighting capabilities (i.e., forces from combat, combat support, and combat service support organizations) into a baseline of five Air Expeditionary Force Tempo Bands,

(8) Global Force Management (GFM). GFM aligns force assignment, apportionment, and allocation methodologies in support of the National Defense Strategy (NDS), joint force availability requirements, and joint force assessments. GFM presents comprehensive insight into the global availability of U.S. military forces; and provides senior decision makers a vehicle to quickly and accurately assess the impact and risk of proposed allocation, assignment, and apportionment changes as outlined in the Global Force Management Implementation Guidance (GFMIG) as well as Joint Staff directives

(9) Within GFM, the force allocation process allocates Service rotational forces to satisfy combatant commander operational requirements for military capabilities to support the defense strategy and President's National Security Strategy (NSS).

(a) The GFM allocation process consists of two specific processes

1 Rotational force allocation in support of combatant commander (CCDR) annual force needs

2 Emergent force allocation in support of CCDR emerging or crisis-based requests for capabilities and forces

(b) For annual rotational force allocation, Combatant Commanders (CCDRs) submit their requirements through a stepped process culminating in the SecDef–approved Global Force Management Allocation Plan (GFMAP). Details of this process are outlined in Joint Staff’s biennial GFM Implementation Guidance (GFMIG).

(c) The Global Force Management Allocation Plan (GFMAP) Annexes, approved by the SecDef, allocate specific rotational forces to combatant commanders. In the event of an emerging crisis, the allocation annex may be adjusted or suspended by the SecDef.

## Block VI, Unit 3

## (10) AIR AND SPACE EXPEDITIONARY FORCE (AEF) CONCEPT

(11) The Air Force methodology for organizing, training and equipping and sustaining rapidly responsive air and space force to meet defense strategy requirements

(12) The basic concept of the Air Expeditionary Force used today was born of necessity after years of rotations between Operations Northern Watch and Southern Watch. High operations tempo forced us to update our Air Force-wide system of organizing, scheduling and presenting our forces to Combatant Commanders.

## (13) Air Expeditionary Force Key Principles

(14) The Air Expeditionary Force is the methodology of the Air Force for presenting forces to Combatant Commanders

(15) Three main principles that provide the foundation of how the Air Expeditionary Force

(a) Predictability

(b) Equitability

(c) Transparency

(16) Predictability- The Air Expeditionary Force battle rhythm allows us to maintain a high state of readiness for all of our forces all of the time. Alignment of forces across Air Expeditionary Force blocks defines our battle rhythm

(17) Equitability- With the addition of tempo banding, Air Expeditionary Force concept allows us to look across our entire Air Force and deploy Airmen at the same rate within the same skill set

(18) Transparency- The Air Expeditionary Force is transparent in the sense that there is no mystery to the process

## Block VI, Unit 4

## 4. Base Level Logistics Planning and Contingency Operations

a. Without reference, explain the role of the Installation Deployment Officer (IDO), with at least an 80%.

(1) Installation Deployment Officer (IDO)

(2) The IDO will be appointed, in writing, from within the LRS Distribution and Deployments Flight IAW ("Air Force Organization" Instruction 38-101). The IDO will be either a qualified (21R3) military Logistics Readiness Officer (LRO) or a civilian GS-0346, Logistics Management Specialist, with plans and integration experience. NOTE: Per the Officer Classification Directory (AFOCD), a "21R3" is considered fully qualified

(a) Acts on behalf of the Installation/Wing Commander in directing, controlling, coordinating, and executing deployment actions for real-world and exercises scenarios

(b) Where air terminals or aerial ports exist, within their capability they will provide all aerial port passenger and cargo support functions to transiting forces. If the terminal/ports capability is exceeded the host IDO will organize augmentation support

(c) For aggregate passenger or cargo missions or instances where the installation is the designated Aerial Port of Embarkation or Debarkation (APOE/D), the IDO is responsible for the coordination of all required installation support

(d) Identifies the training venues and requirements to unit commanders (or equivalents) to ensure adequate personnel are trained in deployment functions, to include pallet build-up and hazardous cargo certification

(e) Develops and publishes Host Installation/Wing Commander-approved local guidance on deployment procedures in the form of the IDP

(f) Ensures the installation/wing meets all personnel/cargo pre-execution and Command and Control deployment requirements IAW required timelines.

(g) Receives all deployment taskings, including individual augmentee requirements, in support of all deployment commitments and immediately keeps the host Installation/Wing Commander, tasked commanders and senior commanders of tenant units, informed of such taskings

(h) Facilitates the installation's shortfall, reclama and UIC Change processes IAW Air Force Instruction 10-401

(i) Supports UDM staff assistance visits (SAVs), if requested

## Block VI, Unit 4

- (j) Develops, maintains and incorporates standardized unit level Self- Assessment Checklists (SACs) into the IDP
- (k) Provides technical and procedural guidance to include training for UDMs.  
NOTE: UDM Computer Based Training (CBT) is available through the Advanced Distributed Learning System (ADLS). The UDM CBT is intended to provide a foundational level of training to newly assigned Air Force UDMs, but does not replace the requirement for an IDO to develop and provide UDM additional training that outlines requirements, processes and procedures unique to the host MAJCOM and installation
- (l) Chairs the Deployment Process Working Group (DPWG), which includes members from tenant units and the local URC, as applicable. Utilizes the DPWG to discuss overall deployment program status and current issues along with ensuring all components of IDS are operational to the maximum extent possible.
- (m) Provides each UDM with their unit's deployment requirements for each OPLAN/CONPLAN TPFDD and/or Air Expeditionary Force commitments (UTA Extract)
- (n) Collaborates with the Medical Treatment Facility (MTF) to ensure all UDMs are trained on individual medical readiness, DHA, and Deployment Medical Clearance requirements at least twice a year
- (o) Manages installation deployment process training Ensures the installation uses available automated systems (i.e. IDS components) to maintain cargo and passenger in-transit visibility
- (p) Serves as the OPR for IDS, the flow of IDS data at the installation, and the LOGMOD component of IDS
- (q) Appoints, in writing, primary and alternate LOGMOD Administrators. LOGMOD administrators should be knowledgeable and proficient in all facets of LOGMOD
- (r) Ensures individual personnel equipment (IPE) and deployment bags are authorized, on-hand, and ready for deployment IAW Air Force Instruction 23-101, AF Materiel Management, Air Force Instruction 10-2501, and this publication
- (s) Reviews all deployment-related documents
- (t) At least annually and as required, briefs the Installation/Wing Commander, key installation staff, tenant/CCs, and key personnel to efficiently manage the installation deployment process for mission success

## Block VI, Unit 4

(u) Includes information on unit taskings, base through-put when selected by higher headquarters (HHQ) commands as an aggregate port of embarkation/debarkation in the TPFDD (units, passengers, cargo, and timing), and an assessment of overall supportability

(v) Ensures Emergency Point of Contact information is collected in a timely manner for each deploying unit and provided by chalk to the CMOS/ GATES operator for input

(w) Conducts UDM meetings, at a minimum quarterly, with all host / tenant units with a deployment commitment (regardless of Parent MAJCOM or Air Force Component status)

(3) The IDO is responsible for training Unit Commanders within 90 days of assuming command as well as UDMs upon appointment. The IDO will provide training for both in the following areas:

(a) Types of Deployments

(b) Global Force Management

(c) UTC Management

(d) Assessing Unit Readiness

(e) Personnel/Cargo Readiness

(f) Deployment Systems

(g) Tasking Process

(h) Preparing Personnel/Cargo for Deployment

(i) Mass Deployments

(j) Redeployment and Reintegration

(k) With the pre-defined training and standards outlined by the supported commander, the responsibility for preparation and movement rests with the deploying unit. Preparation for movement includes:

1 Review of personal Service records and legal documents

2 Medical processing to include updating inoculations



- 3 Receipt of theater-specific organizational clothing and equipment
- 4 Theater-specific cultural or environmental protection training
- 5 Warrior skills training/expeditionary combat skills training, etc
- 6 Refresher weapons training
- 7 Preparation of equipment, ammunition and supplies
- 8 Mission specific training (i.e., hot refueling)
- 9 Focused awareness of the impact of threat, climate and geography
- 10 Units will also utilize theatre specific to include location specific Reporting Instructions

(4) Installation Deployment Plan (IDP)

- (a) The host Installation/Wing Commander will publish an IDP to define local wing/installation deployment processes, procedures, infrastructure, and resources used to deploy forces
- (b) The IDO develops the IDP for the host Installation/Wing Commander
- (c) The IDO review the Installation Deployment Plan Annually
- (d) The IDO must analyze inputs from all assigned or attached units (including collocated, GSU, tenant, Institutional, and transient units) and develop local operations guidance on how units will deploy from the installation. Include processes for executing all contingencies, exercises, and other deployments
- (e) The IDP must describe who, what, when, where, and how the installation meets each basic deployment requirement
- (f) As the deployment process owner, the host Installation/Wing Commander must ensure the IDO and the deployment planning and execution community are in step with his or her direction
- (g) The IDO/IRO will conduct an annual IDP briefing to the host Installation/Wing Commander and senior staff in order to review the status of the IDP and all requirements as listed in Attachment 12. Briefing attendance and content will be documented in writing and maintained by the IDO

## Block VI, Unit 4

- (h) The IDO will analyze all applicable planning documents to ensure the IDP addresses the full range of military operations the installation is identified to support
- (i) IDPs for forward presence forces will include HN resources required to successfully execute deployment and redeployment operations
- (j) HN agreements, such as status-of-forces agreements and multinational and/or bilateral agreements negotiated before crisis situations arise facilitate needed access to HN resources
- (k) HNs will provide a variety of services through their national agencies in support of deployment and redeployment execution
- (l) To mitigate risk, the IDP will continually consider ORM throughout the deployment planning and execution process, taking advantage of the expertise at their local safety offices and the tools and techniques contained in publications
- (m) The IDO, in coordination with the Wing Anti-Terrorism Officer (ATO) and Threat Working Group (TWG), will determine if there is an increased threat to, and the criticality of, mass forces staging for deployment(s).
- (n) Once the maximum simultaneous deployment capability is documented, preparation or modification of facilities can occur, personnel training will be required, acquiring appropriate equipment will begin, and creation or adjustments to processes will be practiced and codified
- (o) As a minimum, the IDP must address the following areas:
  - 1 Deployment roles and responsibilities
  - 2 Pre-execution procedures
  - 3 Deployment work-center organization and facilities
  - 4 Unit personnel and equipment assembly areas
  - 5 Cargo marshaling yards
  - 6 Installation-level passenger and cargo processing facilities/locations
  - 7 Execution procedures
  - 8 Weapons and ground safety concerns (including ORM mitigation procedures)

9 Deployment training requirements

10 Pre-processing procedures

(p) The IDP must clearly define:

1 Processes for individual issue and mass issue of mobility bags

2 IPE

3 Weapons and ammunition

4 Storage, inventory, and maintenance responsibilities for IPE, deployment bags, Small arms / Light Weapons, ammunition, individual body armor, and individual first aid kit (IFAK) requirements

(q) The IDP must:

1 Identify how the installation, to include tenants, Institutional Forces, and associate units, will work within the Air Expeditionary Force construct. It must also answer force projection related questions such as:

a How taskings are received

b Who receives the tasking

c Who is notified

d How taskings are validated

e Validation timelines

f Sourcing and shortfalls

g How shortfalls are processed

2 The IDP will reflect mass and individual processing procedures. It will include interface procedures to receive, process, and deploy individuals and independent units departing by airlift or surface to an APOE or from the installation when designated an aggregate APOE

## Block VI, Unit 4

(r) Installations will revise the IDP after any of the following events:

1 Activation of a new unit with a deployment commitment

2 A major change in manpower or equipment authorizations that result in changes to installation deployment policy or processes

3 A unit move or Mission Design System (MDS) change by a tenant or subordinate unit

4 Receipt of newly published deployment guidance or changes from AF/A4LX

5 A significant change to the installation's deployment processes and/or procedures

(s) The IDP must identify process and physical choke points and provide guidance on how to eliminate them or reduce the impact of them on deployment operations

(t) Tenant units will deploy IAW host IDP. The host IDO determines specific support requirements based on tenant unit requirements, taskings and available resources

(u) Importance of Load Planning

1 Air Force Instruction 10-403 requires pre-load plans for the first four chocks of all aviation UTCs

2 Pre-load planning is important because it makes building an LOGMOD Schedule much easier

3 Identifies problems putting people and cargo

4 Preplanned load plans must be based on C-17 aircraft unless other organic aircraft are used

5 Ensuring maximum aircraft utilization

## Block VI, Unit 4

## (5) 463L Pallets

(a) 463L pallets are the mandatory for aircraft load planning

(b) However, Internal Slingable Units (ISU) may be used as a suitable substitute for 463L pallets

1 Not all types of ISUs will fit on all types of military or commercial aircraft

2 Units should ensure that if they do purchase/use ISUs that they have types that will fit on all AMC/commercial aircraft, including DC-8s, KC-10s, and KC-135s

3 Pallet dunnage will always accompany 436L pallets during movement

## (6) Airlift Flow

(a) Maximum on ground (MOG): Number of aircraft that can be parked and/or worked (loaded/unloaded) simultaneously

1 Parking MOG is the number of aircraft that physically can be parked

2 Working MOG is the number of aircraft that can be worked at the same time

(b) (i.e., an installation may be able to park 10 wide-body aircraft at one time but may only have the personnel and equipment to load or unload two)

(c) Another consideration to take into account is the possibility of explosives being loaded onto the aircraft. If so, the aircraft may have to be loaded at the hot cargo pad

## (7) The Deployment Process Working Group (DPWG)

(a) Chaired by the IDO, the DPWG will be established at each installation

(b) Mandatory DPWG members:

1 Logistics Readiness Squadron (LRS):

2 Deployment and Distribution Flight (LGRD): IDO (Chair)

3 Plans and Integration Section (LGRDX)

4 Small Air Terminal Section (LGRDT)

5 Force Support Squadron (FSS):

6 Readiness and Plans Section (FSOX)

7 Manpower and Personnel Flight (FSM)

8 Wing Plans (Wing/XP or equivalent organization)

9 Unit Deployment Managers (UDM)

10 Aerial Port Squadron (APS) (AMC units only)

(c) Additional representatives (as required)

(d) Oversees IDS and DCAPES implementation and sustainment, as well as address deployment policy and training issues

(e) Assists in formulation of installation deployment guidance and development of the IDP

(f) Meets at least semi-annually

(g) Maintains awareness of rotational requirements and potential worst-case taskings

(h) Ensures the IDO publishes DPWG meeting minutes with a list of attendees present, discussions, and action items

## Block VI, Unit 4

b. Without reference, explain the WRM program and key players, with at least an 80%.

(1) Instructions

- (a) AFI 25-101
- (b) MAJCOM Sup
- (c) Organizational AFI(s)
- (d) Technical Orders

(2) War Reserve Materiel (WRM) program and key players

- (a) WRM is authorized for wartime to maximize worldwide warfighting capability, and is positioned around the world to provide flexibility to support multiple theaters for a given timeframe.
- (b) Definition of WRM - Department of Defense Instruction 3110.06, War Reserve Materiel Policy, defines WRM as war materiel used to reduce reaction time and to sustain forces.
- (c) Air Force WRM consists of an enterprise managed global strategy and dynamically positioned equipment, vehicles, and consumables to support the full Range of Military Operations (ROMO)
- (d) Starter Stock/Swing Stock - WRM is positioned as either starter or swing stocks, or a combination of the two, to increase worldwide warfighting capability
  - 1 Starter Stock - Starter stocks are WRM stocks pre-positioned in or near the point of intended use until air and sea lines of communication are capable of sustaining operations
  - 2 Swing Stock - Swing stocks are WRM stocks positioned ashore or afloat for meeting war reserve requirements of more than one contingency in more than one theater of operation. Swing stocks will be used to complement starter stocks as a follow-on source of supply in a regional contingency

## Block VI, Unit 4

## (e) CAPABILITY PACKAGES

1 WRM is packaged as a capability/Unit Type Code (UTC). These capability packages are composed of equipment, vehicles, consumables, munitions, and medical resources

2 WRM consumables include tanks, racks, adapters and pylons (TRAP); bulk Petroleum, Oils and Lubricants (POL); rations; and engines

3 The Air Force WRM Program combines capabilities into three critical operational support areas

a Flight line Support (FS)

b Personnel Support (PS)

c Infrastructure Support (IS)

4 Within these support areas, there are three sets of capabilities:

a BEAR capability has no peacetime or mobility equipment equivalent within the USAF

b Fuels Support Equipment (FSE) aligns to provide flight line support

c FORCE capability has no peacetime or mobility equipment equivalent within the USAF

d Note: Fuels Operational Readiness Capability Equipment (FORCE) is the WRM portion of FSE

(f) WRM is based on wartime requirements and does not duplicate peacetime or deployment equipment

(g) WRM is authorized for wartime; however, with proper approval/authorization and funding, it may be used for Small Scale Contingency (SSC), Noncombatant Evacuation Operation (NEO), steady state Air and Space Expeditionary Force (AEF), Joint Chief of Staff (JCS) exercises, and emergencies

(h) The use of WRM should be contingent upon the impact on our ability to support the mission. The WRM categories below help to distinguish different types of WRM that perform various functions:



## (i) CATEGORIES AND USE CODES OF WRM

1 Consumables - Consumable items are expended when used. WRM consumables directly relate to and are necessary for a weapon system or combat support activity. Examples of WRM consumables are petroleum, oil, and lubricants (POL); aircraft guns and gun barrels; auxiliary fuel tanks; and film. These items are identified on an authorization source document titled the War Consumable Distribution Objective (WCDO) and it is published in two parts

2 WRM consumables are accounted and tracked through the Materiel Management System. The logistics planners filling the role of WRMNCO will be provided with a list or access to the R07 or Q07 listings from Material Management. When deletions or changes to authorizations are identified, the WRMNCO will contact the WRM manager (WRMM) at base supply to update the changes to consumables in the Materiel Management System

3 Vehicles

a WRM vehicles are generally limited to functional and critical vehicles, such as fire trucks and material handling equipment (MHE). The Vehicle Authorization List (VAL) process that is used to authorize WRM vehicles

b The vehicle management flight will store WRM vehicles in a serviceable, ready-to-use condition

4 Rations - A ration is considered the food necessary to feed one person for one day.

a The Services Squadron will appoint a WRM Manager (WRMM) to act as the primary point of contact for WRM management.

b It is the responsibility for this WRMM to determine how the rations requirement will be met.

c The Services WRMM may decide a contracted dining facility will be used instead of issuing meals ready to eat (MRE) to sustain troop strength. The WRMO/NCO will be provided with a current copy of the Funded Level Rations Requirements (FLRR) letter by the Force Support Squadron (FSS) WRM point of contact

5 Equipment - Equipment items are durable items that can be used over and over. The WPARR authorizes airlift-intensive equipment for pre-positioning in a theater

## 6 Basic Expeditionary Airfield Resources (BEAR)

a BEAR are a critical capability of agile combat support (ACS) and expeditionary combat support (ECS). BEAR provides vital equipment and supplies necessary to support and bed down combat and combat support forces at expeditionary sites with limited support facilities and infrastructure. BEAR is designed to provide minimum essential housekeeping facilities (billeting, showers, mortuary, entomology, field exchange, latrines, and food service), flight line support (operations and back shop maintenance shelters, supply warehousing, and fire/crash rescue), and combat support operations (water distribution and shelters for functions such as base maintenance, vehicle maintenance, and aircraft tire maintenance)

b BEAR systems and equipment are grouped or aggregated into UTC packages. Utilization of BEAR UTCs significantly reduces the footprint and airlift required by previous housekeeping systems

## 7 Fuels Mobility Support Equipment

a Fuels mobility support equipment (FMSE) consists of a group of air-transportable fuels assets designed to support USAF refueling operations at bare bases, or to expand the in-place refueling capability of an existing base Examples of FMSE include the R-14 and R-25 dispensing systems and the Area Bulk Fuels Distribution System (ABFDS)

b Items which are not War Reserve Materiel

c Items which are not critical to the supported plan are not considered WRM. Several other items that are not considered WRM include: comfort and morale items, items readily available commercially (bottled water and rented general-purpose vehicles), substance items other than operational rations (fresh produce), items with a limited shelf life, unless offset by rotational procedures, items that are out of date (surplus parts from obsolete aircraft)

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## (j) USE CODES

1 Reference Air Force Handbook 23-123, Vol 2, Part 1 ILS, Materiel Management Operations, 5 April 2016

2 Any equipment that requires formal property accountability has equipment authorized in-use details loaded to the item in the base supply system. The equipment use codes are used by the supply system to identify the item. The items are loaded in the supply system as Mobility, Support, Joint Use, or WRM assets

## (k) EQUIPMENT

1 CODE VEHICLE CODE DESCRIPTION

2 A J Mobility Equipment/Vehicles

3 B K Support Equipment/Vehicles

4 C L Joint Use Equipment/Vehicles

5 D M WRM Equipment/Vehicles

6 There may be situations when a unit requires an equipment asset held in WRM storage to perform its mission. The War Reserve Materiel Manager (WRMM) will provide the WRMNCO with a memorandum providing the justification to use the asset. It is the WRMNCO's responsibility to coordinate the justification request to use a WRM asset with the approval authority. The war reserve materiel program manager (WRMPM) will either approve or disapprove the unit's request and the WRMNCO will provide the unit WRMM with the final decision once the approval authority has ruled on the matter

## (3) ROLES AND RESPONSIBILITIES WITHIN WRM

(a) The Host Wing/Installation Commander has the responsibility to appoint in writing the Mission Support Group Commander (MSG/CC or equivalent) as the installation WRM Program Manager (WRMPM)

1 Provides a copy of the letter to the installation WRMO/NCO and MAJCOM WRMO/NCO

2 He/she will also ensure the WRMPM position is coded as a minimum SECRET

## Block VI, Unit 4

(b) War Reserve Materiel Program Manager (WRMPM) - The WRMPM manages the installation overall WRM program and ensures appropriate planning, programming, budgeting, acquisition, distribution, storage, and maintenance of its WRM. The WRMPM has the following responsibilities:

- 1 Appoints the installation WRMO/NCO from the Plans and Integration Section of the LRS in writing and provide a copy of the letter to the Command WRMO/NCO
- 2 Ensures all personnel involved in the host wing program are aware of the overall WRM concept as the program changes
- 3 Acts as approving official for all WRM use requests within their authority, or reviews and recommends approval or disapproval for use request exceeding his or her authority
- 4 Approves the Wing WRM Financial Plan submission
- 5 Chair the Installation WRM Review Board

(c) Installation WRM Review Board (IWRB) - The objective of the IWRB is to initiate, accomplish, and/or direct actions to ensure the WRM program supports the installation's contingency/wartime mission

- 1 Chaired by the WRMPM and its members include Group Commanders, Squadron Commanders with WRM equity, Installation Plans and Program Officers, Comptroller or Budget Analyst, and WRM Managers. The IWRB will:
  - 2 Ensure theater repositioning objectives identified for their installations are met
  - 3 Review WRM planning documents and assess readiness status of the installation WRM program
  - 4 Review available resources (i.e., manpower, funding, infrastructure, etc.) needed to properly store and maintain identified repositioning objectives
  - 5 Where resources are lacking, establish program priorities and action plans to obtain the appropriate resources
  - 6 Identify any shortfalls and limiting factors that impact the installation's WRM program
  - 7 Review on-hand balance and condition status of all WRM quantities and actions required if deficiencies exist

8 Review surveillance visit results, corrective actions taken and estimated completion date

9 Review use of WRM for trends or indicators that may have a negative impact on contingency use

10 Review facility/storage issues

11 Review orientation and formal training status

12 Review out load planning

13 Review WRM Inspector General Inspections, surveillance visits, and audits issues

(d) War Reserve Materiel Officer/Non-Commissioned Officer (WRMO/WRMNCO) - The WRMO and NCO will manage the installation WRM program as the office of primary responsibility (OPR) and maintain a SECRET clearance

1 The WRMO and NCO will serve as the focal point for all WRM matters and advise the WRMPM of issues or concerns with performing WRMPM duties. Along with the many other responsibilities listed below

2 Attend the DCAPES/LOGFAC formal training

3 Complete WRM Advanced Distributed Learning Service (ADLS). This course is located on the AFCEC ADLS website. The course is a one-time requirement and should be taken prior to assuming duties as the Wing/Base level WRMO and WRMNCO

4 Maintain current WRM authorization documents on file and ensure inventories and supply records accurately reflect authorizations

5 Ensure proper distribution of WRM authorization documents to appropriate WRMMs and Supply Chain Management functions

6 Coordinate with the functional WRMMs and evaluate authorized WRM to determine if the requirement can be satisfied through actions such as host nation support, local purchase, joint use, etc

7 Participate in the Base Support Plan (BSP)/Expeditionary Site Plan process to ensure WRM is properly documented in the appropriate chapters

## Block VI, Unit 4

8 Develop and consolidate a WRM financial plan for the storage, maintenance, and reconstitution of WRM as required and submits to WRMPM for approval

9 Conduct the Installation WRM Review Board semi-annually

10 Conduct WRM surveillance visits to each activity (including tenant units) involved in the WRM program, semi-annually

11 Direct and document recalls of Joint Use WRM vehicles through Vehicle Management as needed

12 Ensure each agency storing WRM, to include tenants and non-AF installations controlled by that installation, appoints a WRMM for that function

13 Establish a WRM training program and ensures newly appointed WRMMs receive training within 30 days of being appointed and receives recurring training as required

14 Perform MRSP reconciliations and kit detail updates as directed

15 Track and monitor the accountability, serviceability, and availability of all WRM requirements/authorizations utilizing readiness tools such as Integrated Maintenance Data System and CRIS, etc

(e) War Reserve Materiel Managers (WRMMs)

1 WRM managers are appointed in writing by the respective unit commander and are responsible for overseeing storage and maintenance requirements for WRM assets assigned to their organization as applicable

2 WRMM responsibilities within their units:

a Develop and submit unit WRM budget requirements to the WRMO/NCO for WRMPM approval and consolidation into the Wing Financial Plan

b Participate in the Installation WRM Review Board

c Attend formal and recurring training

d Ensure all WRM assets are properly inspected, maintained, marked, documented, and stored IAW applicable instructions to include specific TOs and instructions

(f) WRM Training Program - The goal of WRM training is to acquaint unit WRMMs with the base-level WRM program, required responsibilities, and applicable program directives. Each command may establish its own requirements for the content of WRM training, but the following main areas must be addressed:

- 1 Purpose of WRM
- 2 Categories of WRM
- 3 WRM authorization documents and how to read them
- 4 WRM inspection and maintenance intervals
- 5 Peacetime use of WRM
- 6 Purpose of the Installation WRM Review Board
- 7 WRM surveillance visit program
- 8 WRM maintenance responsibilities
- 9 Budgeting and funding for the WRM program
- 10 Storage and marking of WRM assets

(g) War Reserve Materiel Surveillance

- 1 Surveillance is conducted to ensure compliance with appropriate instructions and ensure asset readiness to include proper authorization documentation, serviceability, and accountability
- 2 Logistics planners assigned, as the WRMNCO will conduct surveillance visits semi-annually
- 3 All units that store or maintain WRM must be inspected The WRMM from the unit or function being inspected must accompany the WRMNCO on surveillance visits to provide technical expertise on the items being inspected WRM surveillance visits will include the following actions:
- 4 Review of appointment letters and records of initial and recurring training
- 5 Check of security clearances of individuals receiving classified WRM source documents

6 Ensure WRMMs have access to appropriate and current WRM policies, directives, instructions, regulations and guides

7 Check proper marking and storage of all WRM assets, including rotation of shelf stock if necessary

8 Review inspection and serviceability documents for all WPARR and WCDO items. This review may include WPARR items that are marked as joint use

9 Ensure all required technical orders (TO) and TO changes, tools, and required parts are on hand or on order

10 Review all documentation pertaining to use of WRM or check out to any organization is correct and on file

(h) Joint Use Surveillance - In addition to conducting surveillance of WRM, the WRMNCO also has responsibilities regarding joint use assets. Keeping in mind that the peacetime user of joint use equipment may not be the same as the war time user, WRMNCOs ensure storing/using units in peacetime are capable of turning over joint use assets in a timely manner. A few key items to keep in mind regarding joint use assets:

1 Joint use users must establish controls, to include status charts depicting the location and serviceability of all joint use assets

2 WRMNCOs must ensure exercises include recall of joint use assets

3 Joint use equipment users who move joint use assets off base for use must notify the WRMNCO; replacement assets may be required if the items cannot be recalled within 24 hours

4 Organizations storing joint use assets must notify the WRMNCO of any joint use items that will be out of commission for 30 days or more; estimated repair date must be included in notification

(i) Joint Use Vehicles

1 The WRMNCO will conduct semi-annual joint use vehicle recalls. This applies to vehicles, which do not have the same peacetime and wartime user. If the peacetime using organization is also the wartime user, they do not need to participate in the recall. Joint use vehicles with the same peacetime and wartime user will be inspected during the unit's WRM surveillance visit



2 When conducting the vehicle recall, the vehicle management flight will record the time of notification as well as the time the vehicle is delivered. Vehicles that are delivered later than two hours from notification should be discussed at a WRM Review Board for removal from joint use and returned to WRM status. Commanders of units that return recalled vehicles in unsafe or unserviceable condition will have to address the next Installation WRM Review Board with corrective actions. These vehicles will also be considered for return to use code M, WRM status

(4) WRM Documents:

(a) War Plans Additive Requirements Report (WPARR)

1 All WRM vehicle requirements will be identified in the War Plans Additive Requirements Report (WPARR)

2 The WPARR is a document prepared by using and Storing Commands to provide data on additive war reserve materiel equipment requirements

3 The MAJCOMs use the WPARR Part I to identify WRM assets for repositioning

4 Additionally, the WPARR serves as a source document for WRM vehicles listed on the MAJCOM VAL

5 The WPARR contains two parts:

a Part I: Command to Command - It is used by MAJCOM to MAJCOM to identify requirements by location. It reflects the supporting MAJCOM requirements to supported MAJCOM planned operating bases. It is required annually by 1 June

b Part II: Command to Base

1 It is used by MAJCOM to base to identify specific requirements. It consolidates the supporting MAJCOM requirements to determine the support necessary for incoming forces. It is required annually by 15 August

2 Using information from the WPARR, the MAJCOM VAL identifies all vehicle authorizations. The MAJCOM transportation function produces the VAL annually

## Block VI, Unit 4

## (b) War Consumables Distribution Objective (WCDO)

1 Is a deliberate planning document that identifies “Worst Case” requirements

2 The Command WRMO/NCO will identify, validate, and disseminate WRM consumable authorizations, allocation, and starter/swing objectives on the WCDO

3 Be sent to the applicable host base with Planned Operating Base/Alternate Storage Location planning responsibilities

4 Logistics planners will review the WCDO document and compare the information to the Wartime Aircraft Activity Report (WAAR). The purpose of scrutinizing the information is to ensure there are enough consumables to maintain the number of flying sorties found on the WAAR. All the major categories of war consumables are calculated using WCDO procedures

5 The WCDO is produced as follows:

a Non-munitions day-by-day requirements

b Identifies the day-by-day non-munitions consumable requirements to support WMP-4 sorties by POB, Plan (ALL PLANS), MDS and Unit

c Non-munitions Accumulative Totals. Identifies the total POB non-munitions consumable requirements by NSN, the most stringent Plan quantity/Starter quantity/Swing quantity/Allocated quantity

d Munitions day-by-day requirements

## (c) Inventory Management Plan (IMP)

1 The Inventory Management Plan (IMP) is a document reflecting the total aviation fuels Petroleum War Reserve Requirements (PWRR) and the Operating Stock (OS) computed by using activities requirements and levels. This is a SECRET document controlled on the SIPRNET

2 The IMP is a data services product published by DLA Energy regional/field office annually. It identifies the total Department of Defense fuel plan

## Block VI, Unit 4

3 The IMP considers the base total fuels inventory requirement, minimum and maximum amounts of fuel that may be stored at a base for peace time and war time requirements. The IMP identifies the base storage authorization for WRM prepositioned bulk fuel taking base facility limitations into account

(d) WRM requirements on the Vehicle Authorization List (VAL)

1 The Vehicle Authorization Listing (VAL) is the source document for all vehicle authorizations

2 It identifies the following information concerning vehicles assigned to the base:

a Stock number

b Name (nomenclature) for type of vehicle

c Authorized quantity

d Using activity/organization

e Use code

f Vehicle registration number

3 VAL is used to identify and track authorizations for mobility, base support, joint-use, and WRM vehicles

4 Authorized by the specific function they perform and not the unit

5 They are generally limited to those functional and critical vehicles required to perform AF missions

6 The WRMO/WRMNCO will coordinate with the vehicle management office to reconcile user identified requirements and authorizations identified in the VAL

(e) Wartime Aircraft Activity Report (WAAR) extract

1 The WAAR describes the specific aircraft activity for an installation in support of current plans

2 It tells how many times aircraft will land and take off at a base

3 How many aircraft will be stationed there

4 USAF wartime aircraft lines of activity are identified by a unique line number in the WMP-4, Wartime Aircraft Activity (WAA)

5 The WAAR is produced using either Air Force or MAJCOM directed plan, unique sorties durations and rates (Sortie rates are how many times each aircraft will fly each day and sortie duration is how long each flight will last)

## Block VI, Unit 4

c. Without reference, explain the Support Agreement program and key players, with at least an 80%.

(1) Support Agreements:

(a) Department of Defense Instruction 4000.19 provides basic guidance for the Department of Defense support agreements program

(b) Air Force Instruction 25-201, explains USAF policies and procedures. These instructions direct that support agreements be developed between affected Suppliers and Receivers to document recurring support

(2) Purpose of Support Agreements

(a) Document an “agreement” between two agencies

(b) Terms and conditions one unit provides to another unit

(c) Recurring or day-to-day basis

(3) Documentation - A support agreement will be documented on a Defense Department (DD) Form 1144; Support Agreement, An Memorandum of Agreement and Memorandum of Understanding will be documented on Memorandum of Record as described in AFI 25-201

(a) MEMORANDUM OF AGREEMENT OR UNDERSTANDING (MOA or MOU)

1 Memorandum of Agreement (MOA)

a MOAs are General areas of conditional agreement between two or more parties

b MOAs can be used to document:

1 A single reimbursable purchase

2 Non-recurring reimbursable support

3 Non-reimbursable support

2 Memorandum of Understanding (MOU)

a An MOU will be used to document issues of general understanding between two or more parties that do not involve reimbursement

b MOUs must include the information in the sample MOU in Air Force Instruction 25-201

## (4) ROLES AND RESPONSIBILITIES

## (a) Installation Commander

1 The Installation Commander has authority over the installation and other real property (including use rights such as leases, permits, easements, and licenses) used to support the Receivers subject to delegated authorities and Office of the Secretary of Defense and Air Force policies

2 In addition, the Installation Commander will provide support to Geographically Separated Units (GSUs) and Receivers under the special support conditions IAW Air Force Instruction 25-201

## (b) Installation Supplier Support Agreement Managers (SAMs)

1 The SAM is an appointed individual responsible for managing the unit's or organization's support agreements

2 Non-AF organizations will use their equivalent of a Supplier and/or Receiver SAM

3 They are the office of primary responsibility for the support agreements program at the base providing the support

a All Supplier SAMs:

1 Are appointed in writing (primary and/or alternate) by the Supplier's leadership (e.g., Installation Commander or designated representative)

2 Serve as the single POC between Supplier and the Receiver SAM

3 Use the Supplier's (e.g. Installation Commander) local procedures and processes to establish suspense dates (e.g., 30 calendar days from the date of the request) for providing and receiving information to ensure timely processing of a support agreement, accomplishing periodic reviews, and resolving disputes

4 Administer the support agreement program and prepare support agreements IAW Department of Defense Instruction 4000.19, AFPD 25-2, Air Force Instruction 25-201, other applicable laws, regulations, HAF guidance, and inputs from their Functional Area Agreement Coordinators (FAACs)

5 Task the Supplier's FAACs to review and coordinate on support requests, as required. Track responses and follow-up if responses are not received by the Supplier's suspense date

6 Should develop an Installation Support Agreement Catalog (ISAC) or equivalent document starting with the core support activities and then adding any unique support activities not identified elsewhere. Coordinate and staff the catalog verbiage among Supplier FAACs. Staff and submit the complete ISAC (or equivalent document) to Installation Commander (or designated individual) for approval and signature

7 Assist Geographically Separated Units (GSUs), Air Force Elements (AFELMs), non Department of Defense Federal agencies, and federally-recognized Indian tribes in developing support agreements, if they have no Supplier SAM

8 Provide initial and annual training to the (Supplier and Receiver) FAACs, SAMs, and other applicable organizations and maintain the training documentation

9 Financial and manpower representatives will assist the Supplier SAMs in providing this training

10 Maintain a current list of Supplier FAACs appointed by the Commander or designated appointee

11 Maintain a continuity folder to include current policies and procedures (e.g., Department of Defense Instruction 4000.19, AFD 25-2, this instruction, and relevant Command's supplement to this instruction), current roster of Supplier and Receiver POCs involved in the support agreement process, appointment memos for the SAMs, FAACs, and other applicable organizations, applicable metrics and training logs, current support agreements, and the required historical documents

12 Comply with Air Force Record Disposition Schedule (RDS) for records disposition. Ensure expired reimbursable support agreements (those replaced by updated or new support agreements) are retained to support financial audits as required by relevant Air Force policies

13 Post signed copies of final support agreements and terminations to the applicable repositories in a manner that makes them accessible to all affected parties

b The Supplier SAMs will:

1 Revise support agreements based on the impact of the requested changes or available funding and the effect or impact on the Supplier's capability to support these changes, e.g., drives an increase or decrease in resources, operations tempo, etc

2 Participate in the strategic basing process at Joint Bases and AF Installations when there are changes to the roles, missions, operations tempo, or number of supported personnel

3 Establish a triennial review date three years from the effective date of the signed document at which time the support agreement must be reviewed in its entirety and validated IAW AF 25-201

c Supplier's Functional Area Agreement Coordinators (FAACs) - FAACs are appointed in writing (primary and/or alternate) by their respective leadership or designated representative

1 Execute their organization's review process

2 Ensure they have organization leadership consensus for their portion of the support agreement

3 Will return inputs on the agreements and related documents by the established suspense dates and in the format required by the Supplier SAM

4 Participate in annual budget reviews and triennial reviews

5 Identify any significant changes in factors affecting the level of support

6 Define, provide, and validate the levels of support for each support activity

7 Provide the required definitions to the Supplier SAM for compilation, publication, and update in the ISAC or equivalent document

8 Review the specific provisions and terms relating to each support activity



9 Negotiate with the Receiver FAAC on the support activities

10 Work to resolve procedural and technical disputes directly with Receiver's FAACs

11 Update unit cost factors IAW Air Force Instruction 65-601

12 Assist FM in annual costing reviews (when requested)

13 Contact the servicing MO Section and assist in determining manpower requirements for support requested

14 Work with the Resource Advisor to ensure bills for reimbursable support Identify changes that affect the support agreements and inform the applicable SAMs

15 Determine what should be charged for each support activity and engage the Command-Level subject matter experts for additional guidance

16

#### (5) KEY PLAYERS

##### (a) Environmental Impact Analysis Process (EIAP)

1 The Support Agreement Program Manager must ensure all support agreements within their Command comply with policies for requiring analysis of the environmental impact

2 Each unit or organization at any level initiates support action and is responsible for complying with the EIAP and ensuring integration of the EIAP at the initial planning stages of a proposed action

##### (b) Supplier's Manpower and Organization (MO) Section

1 Manpower will prepare and approve manpower annex or certification statement to the support agreement Provide manpower annex or certification statement to the Supplier SAM and the Receiver's MO

2 Document manpower impacts of the support agreement

3 Assist Financial Management (FM) in cost factor development in areas involving labor (e.g., man-hours or man-years)

4 Assist Supplier SAM with FAAC training

5 Notify the Command-Level MO offices of terminated support agreements

(c) Supplier's Financial Management/Comptroller (FM) Office

1 Accomplish the annual budget review. Ensure this review is documented to include all findings. Review reimbursements collected compared to actual support agreement calculations and billings

2 Assist the FAACs with basis for reimbursement, costing methodologies, computations, and billing frequencies

3 Develop funding annex with FAAC assistance and provide the funding annex or certification to the Supplier SAM

4 Assess financial impact of each support agreement and provide financial guidance to all parties involved in the support agreement process

5 Assist the Supplier SAM with FAAC and SAM training and provide initial and recurring training for the Resource Advisors

6 Establish the procedures for billing charges with the applicable non-Department of Defense Federal Agency or federally-recognized Indian tribe accounting service for an inter-agency support agreement

7 Ensure that the Receiver's reimbursable direct incremental cost requirements are included in the Supplier's annual financial plan

8 Monitor billing and collection of reimbursable support costs

9 Assist with validating planning factors based on mission requirements after support requirements are finalized

10 Review the ISAC or equivalent document to ensure reimbursable core support activities and corresponding unit cost factors are properly identified

## Block VI, Unit 4

## (d) Supplier's Civil Engineer (CE) Office

1 Review the support agreement for environmental, energy, facility operations, facility maintenance and repair, fire emergency services, and EOD concerns and consistency with applicable requirements and policies

2 Review the ISAC or equivalent document for standard levels of support

3 Provide approval for all support agreements where a Receiver requests support that the Supplier cannot provide or the required support is greater than the standard level of support the Supplier can provide for CE-related support activities

4 Provide CE actions and responses to the Supplier SAM

## (e) Supplier's Security Forces (SF) Office

1 Focus on security concerns (resource protection, weapon system security, weapon storage, law enforcement and related security services) during the required review and coordinate on the support agreement during the initial review cycles

2 Additional reviews are only required if SF-related issues (security concerns) are identified

3 Review the ISAC or equivalent document for standard levels of support for SF-related support activities

4 Complete required reviews and provide SF actions and responses to the Supplier SAM

## (f) Supplier's Judge Advocate (JA) Office

1 Review support agreements and support requests

2 Review and approve the ISAC or equivalent document standard levels of support for legal implications

3 JA certification of a support agreement

4 The JA review will occur after other coordination has been completed and appropriate changes incorporated

(6) ACQUISITION AND CROSS SERVICING AGREEMENTS (ACSA)

- (a) Department of Defense Directive 2010.9 implements reference by updating policy for the acquisition from and transfer to authorized foreign governments of logistics support, supplies, and services
- (b) The exchange of logistics support, supplies and services between the U.S. Air Force and other allied and friendly forces
- (c) ACSA authority should be used during wartime, combined exercises, training, deployments, contingency operations, humanitarian or foreign disaster relief operations, peace operations conducted under Chapter VI or VII of the United Nations Charter, or for unforeseen or exigent circumstances
- (d) Acquisition-only authority
- (e) Eligible countries and international organizations are: Governments of other North Atlantic Treaty Organization (NATO) countries and NATO subsidiary bodies, the United Nations Organization or any regional international organization of which the United States is a member
- (f) Use of acquisition-only authority does not require the existence of a cross-servicing agreement or an implementing arrangement as a prerequisite
- (g) Cross-servicing agreement authority
- (h) The Secretary of Defense is authorized to enter into cross-servicing agreements with the governments of NATO countries.

## Block VI, Unit 4

## (7) ACSA REIMBURSEMENT

(a) In acquiring or transferring logistics support, supplies, or services by exchange of supplies or services, the Department of Defense Components may not agree to or carry out the following:

1 Prohibited by law from acquiring

2 Transfers of source, byproduct, or special nuclear materials or any other material, article, data or thing of value the transfer of which is subject to applicable reference

3 Transfers of chemical munitions

4 Retransfers by the recipient of logistical support, supplies, or services to any entity required without the prior written consent of the U.S. Government, obtained through applicable Department of Defense channels

(b) Payment in Cash

1 Payment will be made in the currency specified in the particular

2 ACSA and in accordance with the agreed transfer arrangement

3 Electronic Funds Transfers or check is acceptable as cash payment

(c) Replacement-in-kind - Where the receiving party replaces logistics support, supplies, and services that it receives with logistics support, supplies, and services of an identical, or substantially identical, nature is considered replacement-in-kind

(d) Exchange of Equal Value - In a transaction conducted under ACSA authorities, payment by the receiving nation of logistics support, supplies, or services by exchanging logistics support, supplies or services of an equal value to those received

## Block VI, Unit 4

d. Without reference, explain the Logistics Planning systems, with at least an 80%.

(1) Logistics Module (LOGMOD)

(a) A CAC-enabled web based logistics-planning program that resides on the AF Portal and receives and maintains the cargo and personnel details for UTCs and taskings

(b) It maintains detailed cargo records as well as personnel records (levy file positions and the personnel to fill them) and provides a Command and Control capability through the LOGMOD Schedule. LOGMOD operates in unclassified mode

(c) Components: LOGMOD is built around four major components: Logistics Force Packaging Subsystem (Maintain LOGFOR), Planning Subsystem (Planning), Execution Subsystem (Schedules) and the Personnel Subsystem

1 Logistics Force Packaging Subsystem (Maintain LOGFOR): The Logistics Force Packaging System (LOGFOR) is an unclassified module which contains standard Unit Type Code (UTC) equipment details. This information can be viewed by Administrators and or Planners

2 The Planning Subsystem is an unclassified module that assists with base-level deployment planning. Planning can be viewed by HAF, MAJCOM and Wing level Administrators, Planners, and Unit Deployment Managers (UDMs)

3 The Execution Subsystem is an unclassified module that assists with base-level scheduling and monitoring of deployment actions. Schedules can be viewed by HAF, MAJCOM and Wing level Administrators, Schedulers, Command Users and UDMS

4 The Personnel Subsystem is an unclassified module that is the Unit Deployment Manager's tool for managing their unit's personnel for deployments

5 Information and System Sensitivity: Data processed by or handled by LOGMOD is Unclassified but Sensitive Information, which includes For Official Use Only (FOUO) and Privacy Act (PA) information

## (d) Products from LOGMOD:

1 REPORT QUEUE - The report queue is where reports are stored once they have been generated. From this screen a user will be able to open, save, or delete any report that they have generated

2 AF FORM 245/LOCATOR CARD - The Air Force Form 245/Locator Card is designed to allow the gaining PESRCO as well as the Deployed Unit the availability to contact the personnel indicated on the locator card quickly. Additionally, the AF Form 245 provides in and out processing actions. Only the Admin user and the UDM can generate an AF Form 245 report

3 AF FORM 4006/SHORTFALL - Used to submit unit shortfalls to the Installation Deployment Officer (IDO) if a unit cannot commit cargo or personnel to a requirement. Each shortfall is generated on a separate AF Form 4006

4 CHANGE LOG REPORT - The Change Log Report shows you the changes that have occurred within a specific Schedule. The Admin, Scheduler, and UDM can generate this report

5 DATA BASE (DB) VERIFY REPORT - Verifies there are no data irregularities in the cargo data, allowing the user to successfully transfer (Copy) data from PLANNING to LOGFOR, LOGFOR to PLANNING, LOGFOR to LOGFOR, PLANNING to PLANNING and PLANNING to EXECUTION, or Export data to LOGMOD's Interface partners. Admin, Planner and UDM users can generate the DB Verify Report

6 DEPLOYMENT POC REPORT - Report that is utilized to provide a Point of Contact listing. All HAF, MAJCOM and Wing users can generate this report

7 DEPLOYMENT REQUIREMENTS MANNING DOCUMENT (DRMD) REPORT - Single document that consolidates all deployment tasking requirements for a particular contingency, exercise, or deployment. Admin, Scheduler and UDM users can generate the DRMD

8 EXECUTION HAZARD LIST REPORT - Report that provides the hazards associated with a Schedule. Admin, Scheduler and UDM users can generate the Hazard List Report

9 FAC LINK REPORT - Generated for LOGFOR, Planning, or Schedules. It contains the association of units and FACs. Only Admin and Planner users can generate this report

10 LOAD LIST REPORT - Designed to provide the user with the contents of an increment, down to the Item Level detail. Admin, Planner, Scheduler and UDM users can generate the Load List Report.

11 LOG BOOK REPORT - Allows users to generate a report that will show all entries contained in the logbook for a given schedule. Admin, Scheduler and UDM users can generate the Log Book Report

12 LOGFOR UTC COMPARISON REPORT - Display the full report and the items that changed between the standard UTC and the working copy will have an indicator of the change. The report order within the UTC shall be generated by Inc, Dep Ech, Item, and Suffix Item. Admin and Planner users can generate the LOGFOR UTC Comparison Report

13 MARSHALING PLACARD REPORT - Allows the user to generate the Placards that belong on Increments prior to departure. Admin and UDM users can create the Marshaling Placard Report

14 MATERIAL LIST REPORT - Report that provides the user with the most detailed list of items for an increment, down to the items that are contained within a Suffix item

15 MOVEMENT SUMMARY REPORT - Provides the total Bulk, Oversized, Outsized, Organic, and Non-Air Transportable information for both Pax and equipment from a Schedule. The Admin and Scheduler users can create the Movement Summary Report

16 NSN LINK REPORT - Shows which units are using the NSN. The Admin and UDM users can generate this report

17 NSN SUMMARY REPORT - Allows the user to generate a report that contains all of the National Stock Numbers that belong at the Plan or UTC/ULN level depending on the level of input by the user. Admin and Planner users can generate the NSN Summary Report

18 PACKING LIST REPORT - Report is a report that provides the user with items for an increment, down to the Suffix item level detail. If there are no suffix items, the increment will not be included in the report. Admin, Scheduler and UDM users can generate the Packing List Report

19 PLAN ID NETWORK REPORT - Identifies which UTC/ULNs are associated with each Plan. Admin and Planner users can generate the Plan Id Network Report



## Block VI, Unit 4

20 PLANNING HAZARD LIST REPORT - Report that provides the hazards associated with a Plan. Admin, Planner, and UDM users can generate the Planning Hazard List Report

21 UNIT ORG/FAC/ORG SHOP REPORT - Provides the user with the ability to generate a report that shows the Organization, UIC, FAC, Org, Shop, and FAC Title for each Wing. Admin, Planner, and UDM roles can generate the Unit Org Id/FAC/Org Shop Report

22 UTC/ULN SUMMARY REPORT - Report that provides the user a list of all increments that are included in LOGFOR UTCs and UTC/ULNs of a Plan

23 Note: If LOGMOD is unavailable, units will use the AF Form 2511, AF Form 2511A, and AF Form 2512 to distribute deployment scheduling information

(e) Types of User Accounts

1 System Administrators: Provides general oversight of all permissions performed in LOGMOD

2 Command (CMD): This limited role is primarily used for Schedule viewing only

3 UDM: Unit Deployment Managers manage the daily planning and execution activities for each unit with a deployment commitment. UDMs should be appointed and adequately trained prior to being granted access to LOGMOD

4 Scheduler: This role is generally used to assist Wing Administrators with Wing Execution activities

5 Planner: This role is used for UTC Management in LOGFOR and Planning

6 Wing Admin: Have full access to all Plans, Schedules and Personnel assigned to their Wing. Wing Administrators have the same permissions as all UDMs assigned to their wing

7 Major Command (MAJCOM): Can Add, Modify and Delete UTCs and Organizations in their assigned MAJCOM. MAJCOM Administrators have the same permissions of Wing Administrators

8 Air Force Installation & Mission Support Center (IMSC): This role has the same permissions as the MAJCOM Admin role

9 Headquarters Air Force (HAF): Primarily manages all AF standard tables and UTCs. HAF Administrators have the same permissions of as MAJCOM Administrators

## Block VI, Unit 4

e. Without reference, explain the difference between short falls and Limiting Factors, with at least an 80%.

(1) Limiting Factor (LIMFAC)

(a) Factor / condition that, critical temporary/permanent negative impact on performing wartime mission

(b) A factor or condition that, either temporarily or permanently

(c) Impedes mission accomplishment

1 Illustrative examples are transportation network deficiencies

2 Lack of in-place facilities, malposition forces or materiel, extreme climatic conditions, Distance, transit or overflight rights, political conditions, etc

3 Classified as personnel/materiel deficiencies, problems or conditions

4 Critical temporary/permanent negative impact on performing wartime mission

5 Requires aid of higher headquarters to resolve

(2) Shortfall

(a) The lack of forces, equipment, personnel, materiel, or capability

(b) Reflected as the difference between the resources identified as a plan requirement and those apportioned to a Combatant Commander (CCDR)

(c) Adversely affect the Combatant Commander's ability to accomplish the mission

(d) (JP 5-0); (AF) the lack of forces, equipment, personnel, materiel or capability, reflected as the difference between the resources identified as a plan requirement (or Service asset) and those apportioned to a Combatant Commander (or assigned to the Service) for planning that would adversely affect the command's ability to accomplish its mission. (Air Force Instruction 10-401)

## Block VI, Unit 4

f. Without reference, explain Deployment Organizational structure roles and responsibilities, with at least an 80%.

(1) Deployment organizational structure (IDRC/DCC etc.)

(a) Deployment Work centers

1 Deployment management requires all agencies responsible for deployment actions to work together to ensure they meet all taskings

2 Installation determines when to activate work centers according to the situation at hand

3 Crisis Action Team

4 Installation Deployment Readiness cell

5 Deployment Control Center

6 Cargo Deployment Function

7 Personnel Deployment Function

8 Unit Deployment Function

(b) Crisis Action Team

1 Responsible for all command and control requirements for the base

2 Commanders determine the appropriate COAs and provide direction needed to perform required actions

3 Normally chaired by Installation Commander

(c) Installation Deployment Readiness Cell (IDRC)

1 The IDRC is a collocated, centralized function that serves as the focal point for all deployment and execution operations

2 The IDRC is responsible for identifying, validating and distributing taskings and information

3 It is the day-to-day focal point for all deployment and execution operations

4 The IRDC will coordinate with all UDMs to ensure appropriate units are tasked in DCAPES while making necessary corrections, as needed

5 Upon Deployment Control Center (DCC) activation, the IDRC functions fall under the control of the DCC

6 Its permanent staff includes the IDO, logistics planners and Installation Personnel Readiness (IPR) personnel. Additionally, TMO, Air Transportation, Manpower and other functional personnel either on a permanent basis or direct support staff must be available to the IDO when required

(d) Deployment Control Center (DCC)

1 The DCC serves as the focal point for all deployment related exercises and contingency operations to include identifying, verifying and distributing tasking information before and during execution as well as coordinating transportation for personnel and cargo

2 Must ensure the installation meets all deployment command and control requirements

3 Serves as the focal point for deployment command and control requirements beyond the normal Installation Deployment Readiness Cell's capabilities

4 It must ensure the installation meets all deployment command and control requirements

5 DCC manning includes the IDO, Logistics Plans, Personnel, Transportation, LOGMOD Schedule Monitors, Supply, Admin, runners, and selected unit representatives

6 Training for each of the work centers will include a thorough knowledge of Air Force Instruction 10-403, the local IDP, and functional expertise in their respective AFSC/function

7 All DCC personnel require a Secret clearance

## Block VI, Unit 4

## (e) Cargo Deployment Function (CDF)

1 The CDF is responsible for all actions necessary to receive in-check, inspect, marshal, load plan, manifest and supervise the loading of cargo aboard deploying aircraft or vehicles

2 The host LRS, or APS on an AMC strategic port base, is responsible for providing CDF training which will include local deployment management documents and, more importantly, functional expertise in their CDF duties

3 As a minimum the CDF requires: suitable materiel handling equipment (MHE), fixed or portable scales, RFID tags, approach shoring material, portable lighting, marking equipment for classified and hazardous equipment holding areas, uninterrupted power (generator) and robust communications (including telephones and LMRs, as required)

4 CDF manning includes:

a Cargo In-Check - Responsible for verifying that equipment has been received for processing, is properly marked and packaged and meets safety and in-transit visibility requirements for transport

b Cargo Marshalling - Responsible for the placement of cargo in load plan sequence by chalk, normally according to chalk departure times, in preparation for JI

c Joint Inspection (JI) - A JI is conducted on equipment/cargo with the owning unit representatives before the load is accepted.

d Controllers - Manages the status of cargo increments through the CDF and updates cargo completion times for the DCC. They also identify potential bottlenecks and work with CDF personnel, units and the DCC to ensure cargo is processed on time

e Cargo Manifesting - Responsible for verifying cargo documentation is correct and for passing information to load planners. Ensure accurate data is put in CMOS/GATES, along with correct documentation as well as RFID tags to ensure ITV. They also produce updated DD Form 1387s, Military Shipping Labels, to attach to cargo prior to aircraft loading

f Final Load Planner - Completes final load plans to ensure maximum utilization of aircraft Allowable Cabin Load (ACL), ease of cargo on/offload, and safety of flight standards.

g Quality Control

1 Ensures all documentation is correct, adequate, posted, protected and processed properly and that equipment/material is properly configured for transport

2 Documentation includes cargo and passenger manifests, load plans, hazardous material certification and special handling documentation

h Load Teams - Load teams are responsible for transporting, loading and securing cargo on aircraft or other vehicles. Members must be licensed and qualified to operate applicable MHE as well as be HAZMAT handler certified

i Ramp Coordinator (RAMPCO) - RAMPCO ensures effective coordination of all aircraft and vehicle loading operations for the Cargo Deployment Function (CDF) OIC/NCOIC and the Installation Deployment Officer. They are the eyes and ears of the Cargo Deployment Function. They pass on the aircraft commander package to either the aircraft commander/loadmaster and briefs them on special cargo handling requirements

## (2) Personnel Deployment Function (PDF)

(a) The PDF is an organized processing activity designed to ensure deploying personnel are properly accounted for and prepared for deployment. It serves as the installation's focal point for monitoring all personnel processing activities to include eligibility screening, pre-deployment briefings, orders preparation, passenger manifesting, passenger baggage handling and passenger loading. The PDF serves as the wing's last set of eyes ensuring all personnel are eligible for deployment

(b) The IDO will establish a formal PDF processing line to provide the most effective means to check personnel eligibility and readiness. Once established, there are two mandatory stations on the PDF line that must be fully staffed: Deployment Eligibility and Medical. A few of the agencies commonly on the PDF line include:

1 Emergency Data Station

2 Identification Station

3 Finance Station

4 Legal Station

5 Chaplain Station

6 Airman and Family Readiness Station

7 Services (ground support meals) Station

8 Air Passenger Terminal (Baggage Handling) Station

9 Amnesty Box Station

(c) As a minimum, the PDF requires: uninterrupted power (generator); robust communications (telephones and LMRs, as required); correct ADPE and unclassified and classified communication; classified storage; adequate briefing and passenger holding facilities; and adequate baggage handling facilities

(3) Unit Deployment Control Center (UDCC)

(a) The UDCC is responsible for coordinating all unit level deployment activities to include receipt of taskings and preparation of cargo and personnel for deployment. Once activated upon direction of the IDO, the UDCC will not deactivate without prior coordination with the IDO and the DCC. The UDCC staff will include at least two trained and qualified UDMs and must be able to successfully perform 24-hour operations when required

(b) As a minimum, the UDCC requires: uninterrupted power (generator); robust communications (telephones and LMRs, as required) and classified storage capability

## Block VI, Unit 4

g. Without reference, develop a Concept Brief, with at least an 80%

(1) Purpose of Concept Brief

(2) Concept brief is a venue to disseminate critical deployment information

(a) Sets tone for deployment

(b) Installation Deployment Officer (IDO) leads brief

(c) Key personnel

1 Wing Leadership

2 Group Commanders

3 Squadron Commanders

4 Unit Deployment Managers

5 Deployment Work Center supervisors

a Cargo Deployment Function

b Personnel Deployment Function

(d) IDO is OPR/focal point for concept briefing. Other agencies will brief respective sections as required

1 OSI, Intel, Weather, Wing Safety, MUNS, etc

2 IDRC/DCC Staff will coordinate briefing requirements

(e) Update pre-canned slides

1 Message traffic (WARNORD, PTDO, DEPOD, EXORD)

2 TPFDD

3 AFRIT



Block VI, Unit 4

(f) Logistics Module (LOGMOD) Schedule

1 Brief LOGMOD Schedule if already populated, e.g. personnel processing start time

2 Mode of transportation and departure information

a Air Flow (IGC, GDSS, SMS)

b Surface Movement - LGRD/APS

c Build schedule from Estimated Time of Departure (ETD)

## Block VI, Unit 4

h. Without reference, explain Resource Readiness, with at least an 80%.

(1) AEF Reporting Tool (ART)

- (a) ART is accessed via SIPRNET. AEF Online measures UTC readiness at the unit (Squadron) level
- (b) Unit commander assessments reported in ART present the status of each UTC in the Unit type Code Availability (UTA)
- (c) ART is not a report card, but a method of identifying a UTCs ability to perform its MISCAP
- (d) Identify shortages of resources; therefore, commanders must "tell it like it is"
- (e) Based on the capability defined by the MISCAP statement to include manpower (MANFOR) and equipment (LOGDET) requirements
- (f) A UTC readiness assessment is based on resources that are expected to be mission ready and available within the UTCs designated response time or within 72 hours of tasking, whichever is less
- (g) A UTC is eligible to be tasked to perform its mission at any time. Commanders rate each UTC against the unit's current ability to deploy and employ the UTC. Areas to be considered are personnel, equipment, training and equipment condition. The overall assessment:

1 Green = Go: All identified personnel, equipment and training for the Air Expeditionary Force allocated UTC are available for deployment within 72 hours of notification

2 Yellow = Caution: The UTC has a missing or deficient capability, but that missing or deficient capability does not prevent the UTC from being tasked and accomplishing its mission in a contingency and/or Air Expeditionary Force rotation. Units must provide a detailed explanation of the shortfall in the remarks section and describe the shortfall, corrective action and provide a projected get-well date

3 Red = No Go: The UTC has a missing or deficient capability that prevents the UTC from being tasked and accomplishing its mission in a contingency and/or Air Expeditionary Force rotation. Units must provide a detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a get-well date

## Block VI, Unit 4

(h) UTC reporting must be accomplished every 31 days or within 24 hours of a major status change

1 Marked as tasked to deploy within 5 days of unit receiving deployment notification

2 Resetting the deployment status from "Yes" to "No" not later than five (5) calendar days return home station

(i) Monthly Assessment process:

1 Do the personnel and equipment associated with a UTC match the MANFOR and LOGDET exactly and can meet its MISCAP?

a If yes, then report Green

b If not, go to next question

2 Can UTC accomplish the MISCAP?

a If yes, Status is Yellow, enter remarks and get well date

b If no, status is Red, enter remarks and get well date

(2) Force Readiness Reporting

(a) Comprised of three distinct, but closely aligned assessments:

1 Resource Readiness (formerly SORTS) - objective assessment

2 Capability Readiness (formerly DRRS) - subjective assessment

3 Unit Type Code Readiness (reported in ART) - system used to employ the force

(b) President, Chairman of the Joint Chief of Staff, and Commanders use it to provide a realistic indication of a unit's readiness

## Block VI, Unit 4

## (3) Designed Operational Capability (DOC) Statement

## (a) The DOC statment has changed significantly

1 Now a convenient single document that compiles specific resources units are required to report

2 Not a source or authoritative document

3 Does not establish, organize, design, equip, or task a unit

## (b) The DOC Statement is simply a MAJCOM-generated document that consolidates reporting criteria and information

1 Based and updated according to Authoritative Data Source (ADS) requirements (e.g. Equipment Allowance, Manpower Standard, Personnel Accountability System, etc.) and Functional Area Manager (FAM) inputs (i.e. MAJCOM)

2 Measured units will have only one DOC Statement that will be located in the Defense Readiness Reporting System (DRRS)

3 No two DOC statements will reference the same resources

4 Ensures standards of reporting - provides baseline for reporting assesments (discussed later)

5 Assists commanders with gathering and reporting readiness data

6 Approved and published by the MAJCOM Readiness Office

## (4) Defense Readiness Reporting System

## (a) The sole readiness reporting system for the Department of Defense

1 Single automated reporting system within the DoD functioning as the central registry of all operational units in the US Armed Forces

2 Provides objective data critical to crisis planning, the contingency and peacetime planning processes

3 Establishes a subjective capabilities-based, adaptive, near real-time readiness reporting system for the DoD

4 Measure the readiness of military units to meet missions and goals assigned by the SECDEF

5 Used by the CSAF and subordinate commanders in assessing their effectiveness in meeting Title 10 USC responsibilities to organize, train, and equip forces for Combatant Commanders (CCMDs)

6 Used by the AF for budget allocation and answering congressional inquiries on readiness status

(b) Both the Resource Readiness Assessment (RRA) and the Capability Readiness Assessment (CRA) are reported in DRRS by measured unit commanders

(5) Assessments for Capability Readiness Assessment (CRA) and Resource Readiness Assessments (RRA) must be completed by commanders between the 1st and 15th of every month

## Block VI, Unit 4

i. Without reference, explain the roles and responsibilities of a Redeployment, with at least an 80%.

(1) Redeployment— The transfer of forces and materiel to support another joint force commander's operational requirements, or to return personnel, equipment, and materiel to the home and/or demobilization stations for reintegration and/or out-processing

(a) Redeployment Planning

1 At the Combatant Commander level, redeployment planning will normally begin when the Joint Task Force staff gathers to plan an operation. Planning will begin upon arrival at the deployment location

2 At the installation level, the IDO and logistics planners assist and advise deploying commanders, and their redeployment team members on movement responsibilities

3 A critical link for success is for the employment location's reception team to collect and store all aircraft commander's packages from arriving airlift missions during force closure

(b) The reception team will retain documentation for redeployment. At employment locations, the lead unit is responsible for redeployment actions for all units at the site

1 Redeployment Documentation, Data, and Automated Systems

2 The employment location reception and/or logistics readiness team (when/where available) will take charge of, consolidate and store all airlift aircraft commander's packages. Otherwise, the deployed logistics planners, or a designated alternates will need to obtain the documents

3 Deployed units will coordinate, review and update personnel and cargo deployment paperwork when required

4 Documentation includes: aircraft load plans, personnel and cargo manifests, HAZDECs, load and packing lists, etc

5 It is imperative both the location's redeployment team and units keep good records of current assigned and redeployed resources

6 Mirror deployment process, NOT deployment in reverse

a Planning for redeployment begins upon arrival at deployed location

b Retrieve Troop Leader Package ASAP

c Three types of redeployments:

1 Return to home station

2 Forward deployment

3 Air Expeditionary Force (AEF) Rotation

7 Redeployment Time-Phased Force Deployment Data (TPFDD)

8 Maintain Time-Phased Force Deployment Data (TPFDD) discipline and timeline

(c) Redeployment Assistance Team (RAT)

1 Redeployment team members will assist the employment location's logistics teams and/or Redeployment Assistance Team (RAT) in executing the movement plan at the employment site. A RAT team will consist of logistics planners, air transportation, traffic management, PERSCO, and unit representatives

1 Coordinates redeployment effort to get cargo and personnel back home or to a forward location

2 Consists of logistics planners, air transportation, traffic management, Personnel Support for Contingency Operations (PERSCO), and unit representative

3 Supplements logistics specialties at the employed location

a E/LRS

b E/APS

## Block VI, Unit 4

## (d) Redeployment Electronic Data

1 The reception team's logistics planners are responsible for the collection of resource information

2 LOGPLAN, CMOS export files, deployed personnel files and tasked plan files will be generated at the deployed location or acquired from the unit's home station

3 Pre-planned aircraft load plans and a prioritization plan will be developed and re-evaluated throughout the deployment lifecycle

## (e) Redeployment Support Systems

1 IDS is the primary automated suite supporting and enabling the redeployment process. All IDS components usage is dependent upon system access and/or Combatant Commander processes

2 LOGMOD, DCAPES, CMOS (or GATES) and IGC will be used to the maximum extent possible to ensure processing efficiency and ITV

3 Wherever possible, deploying/deployed logistics planners will utilize LOGMOD to develop a Redeployment LOGMOD Schedule for the purpose of preparing, scheduling and processing deployed personnel and cargo for redeployment



## Block VI, Unit 4

j. Without reference, identify Base Support Planning and the Committee Responsibilities, with at least an 80%.

(1) Base Support Planning and the Committee responsibilities

(a) Base Support Plan (BSP) - Primarily developed for locations with a permanent AF presence, and is fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. The term BSP describes all plans developed to meet crisis or contingency planning requirements and any other site planning requirements

(b) Expeditionary Site Plans (ESP) - ESPs are associated with locations without a permanent AF presence and will contain only the minimum data necessary to make initial bed down decisions. ESPs will be developed in short time frames to meet contingency needs without full staffing or coordination. It is the installation level or site plan to support unified and specified command wartime operations plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities, and limitations to plan for actions and resources supporting war or contingency operations, including deployment, post-deployment, and employment activities (as appropriate)

(c) BSP Planning Products

1 A BSP is primarily developed for main operating bases or collocated operating bases (COBs) with a permanent AF presence

2 BSPs are prepared in two parts:

a BSP Part I. The BSP Part I identifies resources and capabilities at a Forward Operating Location (FOL) by functional area. It is normally unclassified and marked "For Official Use Only (FOUO)"

b BSP Part II. The BSP Part II allocates BSP Part I resources and identifies Limiting Factor (LIMFAC)s and/or shortfalls to support a specific OPLAN. Part II development is normally synchronized to support the adaptive planning cycle and publication of supporting plans. It's normally classified at the same level as the OPLAN it supports

3 Planning documents include:

- a Supported/supporting OPLANs and Concept Plans (CONPLANs)
- b Time Phased Force and Deployment Data (TPFDDs) including all-service data
- c Wartime Aircraft Activity Report (WAAR)
- d War Reserve Materiel (WRM) authorization documents
- e Contingency in place requirements

4 BSP Planning Cycle

- a All installations will maintain a BSP Part 1
- b Your MAJCOM or NAF will identify subordinate installations required to maintain a BSP Part II, as well as, provide guidance for preparing BSPs
- c Units are required to review, update, and/or re-write BSP/ESPs Parts I and II biennially, as directed by the MAJCOM, in conjunction with TPFDD updates (Part II only), or when there has been significant change in the unit's support posture
- d A BSP planning conference should be conducted at the planned operating base to provide deploying units an opportunity to conduct a site survey in conjunction with the BSP conference
- e The host unit, HHQ, deploying unit, and/or transiting unit representatives will attend the BSP conference

## Block VI, Unit 4

## (2) HOST PLANS AND INTEGRATION FUNCTION

(a) The Base Support Plan process is critical; you will be heavily involved in preparing your installation to receive forces as well as preparing locations without a permanent Air Force presence to operate as a fully functioning support base

(b) The Site Manager (Installation) will:

1 Oversee BSP preparation and execution

2 Manage the BaS&E tool

3 Report BSP LIMFACs and shortfall to higher headquarters (HHQ)

4 Conduct BSPPC meetings

5 Maintain a continuity book and/or electronic files that will contain the following items:

6 BSP, Air Force Instruction 10-404, applicable MAJCOM supplements

7 Installation and unit BSP manager appointment letters

8 BSPPC attendee list and minutes

9 BSP planning documents

10 LIMFAC and shortfall documentation

11 Manage the BSP LIMFAC reporting program. Note: LIMFACs and shortfalls will be validated by the Wing Commander and the BSPPC, and forwarded to C-MAJCOM/CNAF for corrective actions

12 Schedule and manage BSPPC meetings. Note: Minutes must be signed by BSPPC Chair, or as directed by the C-MAJCOM/C-NAF

(c) Unit Commander (Unit/CC) will:

1 Appoint a functional data manager (FDM), in writing, and provide this letter to the installation SM

2 Validate LIMFACs and shortfalls

## Block VI, Unit 4

(d) Functional Data Manager (FDM) (Wing) will:

1 Manage BSP Part I and II planning data management on behalf of the Wing/CC

2 Maintain a continuity book that will contain the following:

a FDM appointment letters

b BSPC meeting minutes

c BSP planning documents (or storage location if not maintained in continuity book), as required

d LIMFAC and shortfall documentation, as applicable

e Miscellaneous: Include such information as BaS&E Planning Tool Known Problems and Workarounds (KP&W), System Advisory Notices (SANs), lessons learned, message traffic, training slides, BaS&E User's Guide, and any comments which would add to the understanding of the expeditionary site planning process)

3 Identify and submit BSP LIMFACs and shortfalls to installation BSP site manager

(e) MAJCOM Functional Area Managers (FAMs) will:

1 Work closely with subordinate units to resolve BSP Part II LIMFACs and shortfalls

2 Provide assistance and input for BSP and Expeditionary Site Plan (ESP) development

(f) Installation Commander (CC) will:

1 Ensure installation BSP is developed and maintained

2 Appoint an installation site manager

3 Host BSP conferences and site surveys

4 Chair the Base Support Plan Committee (BSPC)

## Block VI, Unit 4

(3) BASE SUPPORT INSTALLATION (BSI) - The Base Support Installation is a Department of Defense Service or agency installation within the United States and its territories tasked to serve as a base for military forces engaged in either homeland defense or defense support of civil authorities

(a) HOW THESE INSTALLATIONS ARE IDENTIFIED:

1 As part of the Defense Support of Civil Authorities, Combatant Commanders will designate BSIs upon concurrence of the owning Service and approval of the Secretary of Defense

2 These bases are listed under the Federal Emergency Management Agency “Department of Defense and Federal Inter-Agency Facilities Usage Reference for Defense Support of Civil Authorities” and is the official document identifying the regions and the bases within each region tasked to support under the BSI concept

(b) LEVEL OF SUPPORT:

1 These bases will provide common-user logistics support (Fuel, Food, general supplies, etc.) but they can also be tasked to provide technically qualified personnel to assist in the disaster response, minimal essential equipment and procurement support

2 The BSI may also serve as a marshalling or staging, or mobilization area for Military Support to Civil Authority as directed by Department of Defense Directive 3025.1-M

(c) WHO HAS PRIORITY:

1 Resources available from the BSI may be limited due to the effects of the disaster/attack and further restricted based on a realignment of military priorities

2 Support will be temporary in nature, using resources not required for preparation or conduct of military operations

(d) MAJCOM: Major Commands/Component Major Commands and Numbered Air Force/A4s are responsible for identifying and maintaining a roster of subordinate units tasked as a BSI for planning purposes

## Block VI, Unit 4

## (e) BASE LEVEL:

1 As directed by Air Force Instruction 10-404, Base Support and Expeditionary (BaS&E) Site Planning, units are required to update the Base Support and Expeditionary (BaS&E) planning tool with the installation's Base Support Plan data (Part I) biennially

2 This data, in turn, provides the planning factors needed to execute any Joint Reception, Staging, Onward Movement and Integration (JRSO&I) in support of any civil emergency. The planning factors are pulled by generating a "BSI Report" from the BaS&E planning tool

(f) AFNORTH: Air Forces Northern (AFNORTH) provides BSI data requirements to the HAF program manager for inclusion in BaS&E and generates the BSI report as needed

(g) REFERENCE: JP 1-02, Department of Defense Dictionary of Military and Associated terms, JP 3-28, Defense Support of Civil Authorities and Department of Defense 3025.1-M, Manual for Civil Emergencies

## (4) Expeditionary Site Survey Process (ESSP)

## (a) Concept

1 Site surveys are accomplished during contingency and crisis action planning to identify data pertinent to the success of a given operation. In both circumstances enough information is collected to avoid the need for repeat visits. Expeditionary Site Surveys (ESSs) are conducted during contingency planning to identify data related to the site used to assess the suitability of a location for any Mission-Design Series (MDS)

2 BaS&E is the mandatory system for conducting site surveys. A full site survey is required in order to write the BSP and/or ESP. A full site survey or BSP consists of all site survey information arranged into separate functional chapters residing in the ESP and Quick Reaction Survey (QRS)

3 Site Surveys is a physical investigation of a location to gather data in support of a planned or possible contingency operation

4 The QRS only opens mandatory chapters when time is critical. Surveys viewed or authorized for checkout in QRS mode contain all bed-down capability assessment data elements. Additionally, only mission critical data elements are active for data entry. Elements that are not time critical are disabled or "grayed out"

5 Bed down sites

(b) An ESS will be conducted at planned operating locations and possible bed down sites identified by the Combatant Commander during the site selection process

1 C-MAJCOM/A4s and C-NAFs will identify locations within their Area of Responsibility (AOR) as the most likely candidates for conducting contingency operations

2 Locations are determined from theater engagement plans, Combatant Commander's staff inputs, intelligence information, and other authoritative data sources

#### (5) MAJCOM Approval

(a) MAJCOM/A4 or equivalent will appoint a Site Survey Management Office (SSMO) to provide oversight and assist site survey team development/coordination for sites that affect contingency and humanitarian relief operations in their AOR. These include but are not limited to: threat assessments, pavement evaluation, airfield suitability assessment, pre-deployment site surveys, landing zone/drop zone assessment, and bed down assessments

(b) Note: Country clearance will also be required prior to conducting an ESS. The C-MAJCOM/C-NAF is responsible for obtaining country clearance

#### (6) EXPEDITIONARY SITE SURVEY PROCESS (ESSP)

(a) The ESSP is composed of three interactive processes:

1 Site Selection Process Air component staffs will work with Combatant Commanders and AMC planners to assess Forward Operating Location (FOL) suitability based on mission requirements

2 Data Collection Process There are three data collection phases:

a Pre-Site Survey Phase During the pre-site survey phase, SMEs research the selected FOL by reviewing prior surveys, BSP expeditionary site plans, common installation pictures, maps and imagery of the location. SMEs may contact the air component and Combatant Command country teams for information and assistance, if necessary

b Site Survey Phase During the site survey phase, the site team is deployed to the FOL to conduct the actual site survey. The site survey team will use the BaS&E checklists to collect information

c Post-Site Survey Phase During the post-site survey phase, subject matter experts (SMEs) do an in-depth feasibility assessment of the site survey data to identify the FOL's suitability for current and/or future missions

3 Data Storage and Access Process: The AF ESSP Program Manager (AF/A4LX) will ensure databases duplication is minimized by sharing databases to the maximum extent possible

(b) MAJCOM/A3 staff will review site survey team's FOL survey data and either approve or disapprove the site for current or future operations

#### (7) SITE SURVEY TEAM

(a) The site survey team will include functional area Subject Matter Experts (SME)s from the lead wing or major deploying units, as required

(b) Site survey team members will be trained to and use the BaS&E application to the maximum extent possible

(c) The C-MAJCOM/C-NAF with operational responsibility at the proposed and/or planned forward operating location will invite other MAJCOM representatives

#### (8) FUNCTIONAL AREA

(a) Logistics Plans Team Chief (from Component Command)

(b) Operations Plans

(c) Airlift Operations - Airfield Manager, Air Traffic Control, AOF/CC as required. From AMC, funded by supported MAJCOM

(d) Airlift Logistics

(e) From AMC, funded by Supported MAJCOM

(f) Civil Engineer

(g) Logistics Readiness

(h) Aircraft Maintenance

(i) Munitions Maintenance



## Block VI, Unit 4

- (j) Safety
- (k) Weapons Safety - Required for explosives site plans
- (l) Communications
- (m) Contracting - Contingency contracting experience
- (n) Financial Management
- (o) Supply
- (p) Security
- (q) Personnel
- (r) Petroleum, Oil, Lubricants (POL)
- (s) Medical Services - Medical readiness experience
- (t) Services
- (u) Office of Special Investigations
- (v) Intelligence

**(9) ROLES AND RESPONSIBILITIES****(a) Expeditionary Site Survey (ESS)/Contingency Site Survey (CSS) Team Chief**

- 1 Selects site survey team members
- 2 Coordinates and conducts ESSs
- 3 Chairs pre-ESS planning meetings
- 4 Collects and provides ESS data to ESS team members prior to departure
- 5 Provides FOL local threat briefing to ESS team members
- 6 Arranges and co-chairs meetings with host nation personnel
- 7 Ensures team members update BaS&E within 40 days of ESS completion
- 8 Completes and distributes After Action Report (AAR)s

## Block VI, Unit 4

## (b) ESS/CSS Team

- 1 Conducts ESSs
- 2 Completes Expeditionary Site Survey Process (ESSP) Computer Based Training (CBT)
- 3 Possesses a valid U.S. passport
- 4 Possesses appropriate security clearance

## (c) Functional Area Manager/Subject Matter Expert (FAM/SME)

- 1 Each team must have at least one certified airfield manager who is current on airfield suitability surveys
- 2 Chemical Biological Radiological Nuclear Explosive Threat and Vulnerability
- 3 Assessments Requirements:
  - a Preventative Medicine
  - b Civil Engineering Emergency Management
  - c Security Forces (SF). Note: SF personnel must complete the Air Base Defense Command Course
  - d Office of Special Investigations (OSI). Note: OSI personnel must complete the Air Base Defense Command Course
  - e Each team must have at least one certified pavements evaluation, Global Positional System (GPS) surveying, and beddown assessment, airfield operations qualifications
  - f Civil Engineer personnel will meet minimum requirements as specified by Air Force Civil Engineering Center (AFCEC)
  - g All members must be Antiterrorism/Force Protection (AT/FP) level 2 trained
  - h The weapons safety team member functional must meet special experience indicator (SEI) 375 qualification requirements
  - i When position or Air Force Specialty Code (AFSC)-specific requirements exist, the ESS team chief will NOT allow substitutions

(d) Site Survey Team Types

1 Expeditionary site survey team (ESST)

a The ESST is responsible for production of basic essential data related to the site including threat assessment, airfield suitability survey, pavements evaluation, and bed down assessment

b The ESST utilizes this data to complete an ESP that can be used to assess the suitability of a location for any MDS

2 Contingency Site Survey Team (CSST)

a The CSST will be mission specific and will focus on the data that is pertinent to the success of the given operation utilizing a specific MDS

b A CSST will typically contain a smaller number of members and work on a specific timeline

c Production of an ESP is not a requirement for a CSST

d It is at the C-MAJCOM's discretion whether or not to have the CSST produce an ESP during a contingency site survey. CSSTs are groups of highly qualified individuals who have a high-level working knowledge of the ESSP and its deliverables. The CSST will conduct detailed analysis of the information available on the site/country and determine what additional information is required to execute the anticipated assigned mission. CSSTs collect data for a specific mission and/or FOL. A follow-on team will be tasked to produce the BSP later

(10) PURPOSE OF THE BASE SUPPORT PLANNING COMMITTEE (BSPC)

(a) A planning body chaired by the installation commander (or equivalent) to facilitate the development of the BSP (normally comprised of senior level leadership). The BSPC serves as the focal point for plan development and reports to the commander on the status of plans. It integrates the numerous base-level requirements and functional support actions to present a coordinated overview of activity in the BSP

(b) Responsibilities/Members of the BSPC

(c) The primary function of the BSPC is to support BSP and ESP preparation and database maintenance activities

(d) The BSPC will:

1 Be chaired by the installation commander (or equivalent)

2 Include the following primary members:

a Wing staff organizations

b Group commanders

c Unit and tenant unit commanders

3 Convene to disseminate information and establish timelines and requirements

4 Consider recommended changes and inputs received from transiting and/or employing units for possible incorporation into the BSP to include tenant unit requirements

5 Resolve conflicted resource requirements requests

6 Validate and prioritize installation force deployment, reception, employment LIMFACs/ shortfalls for submission to HHQ

#### (11) BASE SUPPORT PLANNING AND EXPEDITIONARY SITE PLANNING (BAS&E)

(a) NIPRNET/SIPRNET based suite of standard systems tools that enables automated, employment-driven, agile combat support planning. BaS&E supports the expeditionary site planning process by accurately and rapidly identifying resources and combat support requirements at potential employment locations, providing bed down capability analysis and LIMFAC identification, and facilitating force-tailoring decisions to reduce the overall deployment footprint

(b) The Base Support & Expeditionary (BaS&E) Planning Tool delivers an improved process for campaign planning and course of action (COA) analysis and selection. It enables a more accurate and expedient identification of resources as well as critical support requirements for potential bed-down locations around the world

(c) BaS&E is the mandatory AF system of record for all BSP, ESP, and BSI data collection, storage, and access and can be used in support of the Combatant Commander decision-making process

(d) Note: Recommend the FDM use the Base Support Plan Catalog located on the BaS&E SharePoint site as a guide when developing their BSPs

(e) BaS&E consists of four modules on the NIPRNET and five modules on the SIPRNET. These modules are mandated for use when they are available at all levels of command. All BaS&E account access will be granted in accordance with MAJCOM/A4 guidance

## (12) BaS&E MODULES

### (a) Locate Module

1 This module provides easy access to information stored within the BaS&E database

2 This module operates on both NIPRNET and SIPRNET environments

### (b) Query Module

1 This module allows a user to narrow the search for potential bed down locations using specific multiple filter criteria (i.e. country, Area of Responsibility (AOR), runway length, etc.)

2 These conditions will typically be based on potential logistics planning requirements. This module operates on both NIPRNET and SIPRNET environments

### (c) Collect Module

1 The Collect module operates on both NIPRNET and SIPRNET environments

2 This module supports the ESP process by providing a survey tool designed to guide site survey teams and planners to perform an operational assessment of a site

3 Information collected during the survey is stored and subsequently analyzed by planners to ultimately determine a site's airfield suitability, produce a full spectrum threat assessment, pavement evaluation, and an initial bed down assessment

4 Three types of surveys may be produced within the Collect module: a Base Support Plan (BSP), an Expeditionary Site Plan (ESP), or a Quick Reaction Survey (QRS). Each survey is comprised of checklists used to methodically capture site survey data in a standardized format. QRS and ESP surveys have the ability to be accomplished offline. BSP and ESP surveys use a two-part format that is managed within separate Part I and Part II modules located inside of the Collect module

a Part I (unclassified data) outlines base capabilities and total resources

b Part II (classified data) depicts contingency requirements and allocates resources identified in Part I, assesses the ability to support an operation or plan, and identifies limiting factors (LIMFACs). Part II surveys are only accomplished online. The site survey process ultimately defines the information necessary for planners to make bed down, reception, and deployment-planning decisions

(d) User Management Module

1 This module is for user account management capability and ensures role-based permissions are provided according to operation support needs

2 This application is contained within BaS&E NIPRNET and SIPRNET applications

(e) Assess Module

1 This module provides planners with the capability to rapidly make bed down selections based on predetermined planning factors

2 This enables quick course of action (COA) assessments within the early stages of air campaign planning

3 The user may create, open, save, edit, close, or delete an assessment

4 The Assess module operates only on the SIPRNET environment

## Block VII, Unit 1

## 1. Capstone Exercise

a. Given reference materials, participate in a capstone event that includes all logistics readiness competencies covering garrison and expeditionary operations, with no more than three instructor assists per position.

## (1) Capstone

(a) Students will participate in a table-top deployment exercise covering all logistics topics covered in the course

(b) Students are required to recall concepts and information taught in previous blocks in order to successfully complete the capstone event

(c) Students will be required to fill various roles during the capstone event to include:

1 Deployment Control Center

2 Cargo Deployment Function

3 Personnel Deployment Function

4 Flight Representatives (Deployment and Distribution, Fuels, Materiel Management and Vehicle Management)

(d) Students will be graded on their ability to answer questions, think and reason through situations and respond to simulated pressures applied by instructors

(e) Students will also be graded on their ability to brief the events and decisions of the day from the table-top deployment exercise

(2) The capstone is a pass/fail event

(3) A feedback session will be conducted with each student after they complete their briefing and their performance has been graded

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