

Transportation

AIR NATIONAL GUARD AERIAL PORT PROGRAM

This instruction implements ANG policy and provides guidance for organization, management and operations activities and requirements applicable to ANG Aerial Port units. If situations arise which are not adequately covered or cannot be resolved, forward guidance requests through the appropriate channels to ANG/LGT. Recommendations for changes or additions to this instruction should be similarly forwarded. This instruction implements AFD 24-1.

Chapter 1

ORGANIZATION OF AERIAL PORT UNITS

1.1. References, Abbreviations, and Acronyms. See attachment 1.

1.2. Purpose. This chapter outlines the organizational requirements for aerial port units. The wartime mission forms the foundation of the organizational structure. Essential peacetime training and support functions are added to allow maximum training for mission readiness.

1.2.1. The policies and procedures prescribed by this instruction are applicable to all ANG Aerial Port units while in a non-mobilized status.

1.3. Mobilized Organization Structure. Mobilized organization structure is governed by wartime Operation Plans (OPLAN), Designed Operational Capability Statements (DOC), Unit Type Codes (UTC), and other applicable gaining command directives.

1.4. Training Organization Structure. Commanders and appointed representatives will evaluate OPLANs, DOC statements, UTCs, and applicable gaining command directives to determine unit training objectives and organize the unit to conduct effective training. Applicable gaining command directives include, but are not limited to, AFMAN 10-401, *Operation Plan and Concept Plan Development*; AFI 10-403, *Deployment Planning*; AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*; AFR 76-6, *Movement of Units in Air Force Aircraft*; AMCI 24-101V21, *Military Air Reserve Component Aerial Port Training*; and AMCI 24-101V22, *Training requirements for Aerial Port Operations*, and applicable AF JQS Training Standards (STS).

1.5. Guidelines Regarding Peacetime Support and Training Functions:

1.5.1. Commanders ensure essential peacetime support and training functions are performed. Only individuals who are fully qualified in the duties of their assigned mobility position may perform these functions as primary duties. Number of personnel assigned to peacetime functions vary from unit to unit. These positions include:

1.5.1.1. Wing Plans and/or Installation Deployment Officer (IDO)/NCO. Administers unit plans, deployment, and readiness programs IAW AFMAN 10-401, AFI 10-403, AFI 10-406, *Mobility For Air Mobility Command Forces*, and other applicable directives.

1.5.1.2. Unit Safety Monitor. Administers unit safety program in accordance with Air Force Occupational Safety and Health Standards and other governing directives.

1.5.1.3. Material Handling Equipment (MHE) Training Monitor. Develops unit MHE and other vehicle driver training programs in accordance with AFI 24-301, *Vehicle Operations*.

1.5.1.4. Status of Readiness and Training Systems (SORTS) Monitor. Administers the unit's SORTS reporting program in accordance with AFI 10-201, *Status of Resources and Training Systems*, and applicable directives.

1.5.1.5. Security Manager. Administers unit security and restricted area badge programs in accordance with AFI 31-101V1, *Air Force Physical Security Program*, and other applicable directives.

1.5.1.6. Self Evaluation/Quality Control (SE/QC). Personnel assigned to this function work directly for the commander and administer the SE/QC program in accordance with AFI 90-201, *Inspector General Activities*, and AMCI 24-101V21.

1.5.1.7. Unit Training Branch. Performs all unit level functions described in AFMAN 36-2234, *Instructional System Development* and AFI 36-2201, *Developing , Managing, and Conducting Training*.

1.5.1.8. Unit Disaster Preparedness Monitor. Administers the chemical warfare defense and disaster preparedness programs in accordance with AFD 32-40, *Disaster Preparedness*; AFI 32-4001, *Disaster Preparedness, Planning and Operations*; AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*, AMCI 24-101V22, and other applicable directives.

1.6. Other Peacetime Training and Support Training. May include, but are not limited to:

1.6.1. Academic/Ancillary Training Monitor.

1.6.2. Computer Based Training (CBT) Monitor.

1.6.3. On-the-Job (OJT) Monitor.

1.6.4. Awards and Decorations Monitor.

1.6.5. Unit Career Advisor.

Note: Administer peacetime support and training functions in accordance with applicable directives.

1.7. Functional Area Training:

1.7.1. Personnel will train and qualify to the requirements in the *Unit Type Code Management Information System (UTCMS)/Global Asset Listing (GAL)* and in all areas of the applicable STS identified by an asterisk (*). Units are encouraged to train their personnel in other functional areas, thus enhancing their overall abilities to maximize training opportunities.

1.7.2. Commanders are highly encouraged to select personnel to attend functional schools or annual tours to further enhance training.

Chapter 2

ANNUAL TOURS--SCHEDULING AND PLANNING

2.1. Purpose. This chapter establishes ANG functional guidance for scheduling annual tours (AT) for aerial port units.

2.1.1. Annual tours are performed to increase individual proficiency. Deployed annual tours are performed to familiarize personnel with active duty working environments, locations, and theaters where they may be required to deploy with little notice and immediately perform their contingency duties. Unit commanders must be aware of the negative impact on SORTS ratings if personnel do not take full advantage of the proficiency/upgrade training provided during annual training deployment tours. These deployments allow personnel to gain required/valuable hands-on proficiency training in areas not available at home station.

2.2. Guidelines. When establishing desired dates and deployment sites, each aerial port should consider the availability of personnel and options in the event of cancellation by some participants.

2.3. Procedure. Each year the unit will request deployment sites and desired dates for the following fiscal year as directed by ANG/LGT messages.

2.3.1. Deployment site submissions will be by letter or message, identifying location, team size, and desired time frame. Each category, CONUS and off-shore, should be ranked listing a primary choice and alternates.

2.3.2. Scheduling of training sites will be made by ANG/LGT. Annual tour sites and dates desired by unit will be matched against available training matrix offered by AMC OLS. If a desired site cannot be provided during the dates given, an alternate site will be selected. The more latitude allowed on dates, the easier it is to match desires against available training sites.

2.3.2.1. Annual tours will be scheduled for a 2-week period normally beginning on a Saturday, unless otherwise identified by the training matrix.

2.3.2.2. NGB Form 214-R, *Unit Training Airlift Requests*, must be processed IAW ANGR 50-05, *ANG Deployments and Exercise Policy and Procedures*. Requests must be submitted through the wing LGX/XPL for consolidation with other base agencies deploying to the same locations. When preparing airlift requests, consider requested port call date and transit time from home station to APOE. It may be appropriate to shorten on-station training time by a couple of days to allow for ANG airlift to interface with port calls.

2.3.3. Whenever deviations to the schedule are needed, the unit will notify all concerned by message/fax, as soon as it becomes clear the commitment cannot be filled. Initial notification to ANG/LGT will also be followed up with a letter explaining the reasons for cancellation.

2.4. Annual Tour (AT) Team Composition:

2.4.1. Use the AMC OL Matrix to determine team composition. Normally, personnel with less than a three-level are prohibited from OCONUS deployments. Schedule these personnel for CONUS training sites only. Exceptions to the AMC OL Matrix can be worked between the deploying unit and the unit hosting deployment team.

2.4.2. Include personnel in AFSCs other than 2T2XX within the total personnel for a given team size.

2.5 Port Calls. Each unit will be notified when the annual tour schedule is confirmed between ANG/LGT and AMC. At this point, provide a copy of off-shore training deployments to the traffic management office for input to the system for port call blocks.

Chapter 3

ANNUAL TOUR DEPLOYMENTS/EXERCISES

3.1. Purpose. This chapter identifies the preparation and general actions necessary for aerial port unit/team deployments/exercises. Guidelines, responsibilities, requirements, and procedures are outlined. A suggested preparation checklist is provided.

3.2. References:

3.2.1. United States Air Force Foreign Clearance Guide (FOUO)

3.2.2. AFMAN 10-401, *Operational Plan and Concept Plan Development.*

3.2.3. AFI 10-403, *Deployment Planning.*

3.2.4. AFI 32-6005, *Unaccompanied Housing Management and Temporary Lodging Facilities.*

3.2.5. AFI 31-210, *The Air Force Anti-terrorism Program.*

3.2.6. AMCI 24-101V1, *Military Airlift --Transportation.*

3.3. Guidelines:

3.3.1. Overview. Many actions regarding deployments are the same whether the movement is in response to Unit Training Assemblies (UTA) or Annual Tour (AT) deployments.

3.3.1.1. Changes to the official annual tour schedules published by ANG/LGT effect airlift requirements and allocations. It is essential that such changes be requested by the unit through ANG/LGT as soon as possible to ensure appropriate actions are completed.

3.3.2. Unit Training Assembly (UTA) Deployments:

3.3.2.1. UTA deployments are allowed when organic airlift is available or the destination is within a reasonable time and distance limit for surface transportation. Use of commercial air transportation for UTA deployments is discouraged and is at the expense of the deploying unit.

3.3.2.2. The requirements in AFMAN 10-401 or other applicable directives for annual deployment of personnel with deployment tasking are satisfied by either UTA or annual tour deployment.

3.3.3. Annual Tour Deployments:

3.3.3.1. Request organic airlift support for the CONUS travel requirement of all annual tour deployments using the NGB Form 214-R. Reference chapter 2, paragraph 2.3.2.2 for requirements.

3.3.3.2. Annual tour teams deploying offshore plan to use organic airlift to the designated aerial port of embarkation (APOE) or commercial gateway from which the overseas movement is to begin via AMC channel airlift. Make commercial reservation or CAT-B requests through TMO as soon as possible after notification that organic/SAAM airlift is not available. Once made, do not cancel commercial reservations even if organic airlift becomes available.

3.4. Unit Deployment Coordinator (UDC):

3.4.1. Reviews approved AT and UTA schedule for airlift deployment requirements. Initiates a Deployment Actions Checklist for each deployment (figure 3.1).

3.4.2. Ensures overseas port calls are requested for annual tour teams.

- 3.4.2.1.** Request port calls not later than 90 days before the deployment month from the servicing TMO.
- 3.4.2.2.** For group offshore port call requests for aerial port teams, the TMO is encouraged to enter “APS” in the RIC. This identifies the request as an ANG Aerial Port deployment with a relatively inflexible movement requirement.
- 3.4.2.3.** Obtains commercial reservations through TMO for annual tour teams, if required.
- 3.4.3.** Ensures appropriate travel orders are published in sufficient time to allow team members to prepare for their tour of duty, IAW ANGI 37-101, *Air National Guard Administrative Orders*.
- 3.4.4.** Keeps the commander informed of deployment status.
- 3.4.5.** Submit appropriate area clearance request in accordance with the Foreign Clearance Guide (FCG).
- 3.4.6.** Process AF Form 616, *Fund Cite Authorization (FCA)*, as required.
- 3.4.7.** Ascertain that team composition compares with host port training matrix. (Request deviations as required through the appropriate agencies.)
- 3.4.8.** Arrange for billeting in transit (if required) and deployment site. (Follow up periodically.)
- 3.4.9. Deployment Team Chief/Unit Deployment Coordinator:**
- 3.4.9.1.** Initiates and maintains a checklist of required actions and confirms deployment information.
- 3.4.9.2.** Completes and requests NGB Form 214-R.
- 3.4.9.3.** If you are able to consolidate with another section within your unit, or with another aerial port, submit only one coordinated airlift request.
- 3.4.9.4.** Indicate on-load, en route, offload, and number of passengers for each location with the total annotated in the cargo data block of the NGB Form 214-R.
- 3.4.9.5.** The remarks section should indicate who airlift is shared with, i.e., aerial port 20 pax, mission support personnel annual training 20 pax; along with any special instructions.
- NOTE:** Do not include personal baggage in the cargo weight.
- 3.4.9.6.** Submit/Coordinate NGB airlift requests, submitted through your wing XPL/LGX, are to arrive at ANG/LGT NLT 45 days prior to airlift requirements or as directed by annual tour deployment messages.
- 3.4.9.6.1.** If a change is required to an existing airlift request, do not send a corrected NGB Form 214-R. Coordinate changes through your wing XPL/LGX who will in turn FAX or send a message to ANG/LGT indicating mission change requirements. Any and all changes, i.e., number of pax, port call, must be made known to ANG/LGT. **NOTE:** Do not call ANGRC scheduling direct even if your airlift unit is supporting you.
- 3.4.9.7.** Reviews a computer generated product (see sample, figure 3.1.) before it is forwarded to the active duty reserve coordinator with a suitable cover letter. It is forwarded not later than 45 days before departure. Include a request for base transportation support to cover team work shifts and meals in the cover letter. Ensures specific training objectives are established for all team members including officers and senior NCOs. Coordinates changes made after submission of the initial via message to the host unit and ANG/LGT. Fills out the form as follows:
- 3.4.9.7.1.** “Rank and Name” column. Identify Team Chief (TC) and Assistant Team Chief (ATC).

3.4.9.7.2. “Materiel Handling Equipment (MHE) Qualified” column. Use the vehicle management codes to identify the specific vehicle/equipment that each individual is qualified to operate.

3.4.9.7.3. “Training Required” column. Use this column to show required training identified by the immediate supervisor of each individual scheduled.

3.4.9.7.3.1. If vehicle qualification or recertification training is required, indicate in the “Training Required” column the vehicle management code (see reverse of figure 3.2) that identifies the type of vehicle (MHE) desired. If “other” is used, enter short nomenclature of the equipment.

3.4.9.7.3.2. Hazardous Materials Qualification (HMQ) Code (see reverse of figure 3.2).

3.4.9.7.3.3. Identify in writing trainers and certifiers to ensure 623 training requirements are met. Establish times during each shift to allow trainers time to train individuals. Allow 90 minutes per shift, per certifier to accomplish documentation.

3.4.9.8. Coordinates billeting in advance. Provide on base billeting unless the host active duty unit funds the difference between on base and contract quarters.

3.4.9.9. Ensures all personnel are provided with a security briefing for the area before departing home station. The team chief may request a security orientation briefing upon arrival at deployment site.

3.4.9.10. Ensures all team members are in compliance with Air Force standards and deploys with proper work clothing, safety equipment, and any extra clothing required by hosting unit. The host base training site does not provide clothing. Coordinates with home station base/unit supply for any mobility items required.

3.4.9.11. Ensure all team members deploy with:

3.4.9.11.1. Shot record current for area of deployment.

3.4.9.11.2. Identification tags (dog tags).

3.4.9.11.3. *DD Form 2, (Res), Armed Forces of the United States Geneva Convention Identification Card.*

3.4.9.11.4. *AF Form 623, OJT Training Record.*

3.4.9.11.5. *AF Form 2293, US Air Force Motor Vehicle Operator Identification Card and OF 346, US Government Motor Vehicle Operator’s Identification Card.*

3.4.9.11.6. *AF Form 171, Request for Driver’s Training and Addition to U.S. Government Driver’s License.*

3.4.9.11.7. *AF Form 1199, Restricted Area Badge.*

3.4.9.11.8. Passports (If required for special missions).

3.4.9.12. Works with active duty reserve coordinator in arranging work schedules that are compatible with base transportation. Before personnel report to their assigned work areas, ensures an on site orientation briefing which includes work and safety hazards is conducted.

3.4.9.13. Hand-carries current Computer Based Training (CBT) diskette.

3.4.9.14. In conjunction with the reserve coordinator, conducts a mid-tour evaluation of all aspects of the tour to date. Resolves problems revealed during the tour at the lowest level through communications with the host unit’s

reserve coordinator. Makes comments regarding any problems not resolved in the end-of-tour report. Note: Deployment team chiefs will make every effort to ensure personnel are receiving required/requested training.

3.4.9.15. Ensures that articles obtained from mobility stocks are returned to home station base/unit supply.

3.4.9.16. Accomplish End Of Tour Report as required.

3.4.9.16.1. Submit report through ANG/LGT if annual tour problem areas were not resolved at deployed training site.

3.4.9.16.2. Submit unit level after action report as local policy dictates.

	ACTION ITEM	REFERENCE	TIME FRAME	PERSON RESPONSIBLE	DATE COMP
1	Select Deployment Team Chief (TC)	General	NLT 120 Days Prior	Cmdr	
2	Select / Approve Deployment Team	2.4.1.	NLT 120 Days Prior	Cmdr / UDC	
3	Arrange Round Trip Port Calls with TMO	3.4.2.3.	As Required	UDC	
4	Arrange for Commercial Air Transportation	3.4.2.1.	NLT 90 Days Prior	UDC	
5	Arrange for Intransit and Deployed Site as Required. Follow up	3.4.8.	NLT 90 Days Prior	TC / UDC	
6	Complete NGB Form 214-R for each or Redeployment Regardless of Team Size	3.4.9.2 / 2.3.2.2.	Per ANGRC Directives	TC / UDC	
7	Notify ANG/LGT of any Changes in Airlift Requirement	2.3.3.	As Required	UDC	
8	Confirm Oversea Deployment Air Reservations	General	60 Days Prior	UDC	
9	Review Any Changes in Team Structure	General	60 Days Prior	UDC / TC	
10	Conduct an Initial Team Briefing. Ensure Team Members are Informed of Deployment Procedures	General	NLT 60 Days Prior	TC	
11	Submit Area Clearance if Required	3.4.5.	IAW FCG	UDC	
12	Ascertain From Host Special Clothing Requirements	3.4.9.10	60 Days Prior	TC	
13	Ensure Specific Training Objectives are Established for All Team Members	3.4.9.7.3	60 Days Prior	TC	
14	Ensure That Active Duty Training Orders Are Published	3.4.3.	45 Days Prior	UDC	
15	Brief Commander on Deployment Status	3.4.4.	45 Days Prior	UDC	
16	Provide the Host Coordinator with Figure 3.2 and Travel Information	3.4.9.7	45 Days Prior	TC	
17	Distribute Orders to Team Members	General	35 Days Prior	TC	
18	Notify Base Supply if Mobility Items are Required from Mobility Bags	3.4.9.10	30 Days Prior	TC	
19	Ensure that all Team Members Have the Necessary Records and IDs	3.4.9.11	30 Days Prior	TC	
20	Ensure that all Members have proper Safety Equipment and Appropriate Clothing	3.4.9.10	30 Days Prior	TC	
21	Final Deployment Team Briefing	General	30 Days Prior	TC	
22	Brief Commander on Deployment Status	3.4.4.	15 Days Prior	UDC	
23	Provide All Team Members With A Security Briefing	3.4.9.9	UTA before Deployment	TC	
24	Obtain Billiting Obligation Authority (AF Form 616)	3.4.6.	15 Days Prior	UDC	
25	Pick Up MTAs and Commercial Airline Tickets From TMO and Distribute	General	15 Days Prior	UDC	
26	Advise the Host Coordinator of Any Updated Travel info to Include Separate Team Member Travel.	General	10 Days Prior	TC	
27	Accomplish On-site Orientation Briefing to Include Work and Safety Hazards	3.4.9.12	Day of Arrival	TC / Reserve Coordinator	
28	Ensure That Work Schedules and Meal Runs are Supported by Base Transportation	3.4.9.12	Day of Arrival	TC	
29	Confirm Return Airlift	General	Mid Tour	TC	
30	Conduct Mid-Tour Eval of All Aspects of the Tour	3.4.9.14	Mid Tour	TC	
31	Pick Up CBT Disk From Host Unit	3.4.9.13	End of Tour	TC	
32	End-Of-Tour Report (As Required)	3.4.9.16	5 days after UTA following Deploement	TC	

Figure 3.1. Deployment Actions Checklist.

VEHICLE CODES:

- | | |
|----------------------------|-------------------------|
| A - 10K Forklift | I - Trailer, 25 Ft |
| B - 10K Forklift AT | J - Trailer, 40 Ft |
| C - 25K Loader | K - Bus, 29 Pax |
| D - 40K Loader | L - Bus, 40 Pax |
| E - 4K Forklift 463L | M - Bus, 45 Pax |
| F - 6K Forklift 463L | N - Truck, Mobile Stair |
| G - Truck, Tractor 5 Ton | O - Other (Specify) |
| H - Truck, Tractor 7.5 Ton | |

HazMat Qualification Codes:

- | | | | |
|-------------|--------------|-----------|------------|
| 1. Preparer | 2. Inspector | 3. Packer | 4. Handler |
|-------------|--------------|-----------|------------|

TRAINING CODES:

- | | |
|--|--|
| <p>1. ATOC</p> <p>a. Supervisor Responsibilities</p> <p>b. Duty Officer</p> <p>c. Information Control (to include AM-9 and TR-1)</p> <p>d. Load Planning</p> <p>e. Ramp Coordinator</p> <p>f. Capability Forecasting</p> <p>g. Other (Specify)</p> <p>2. RAMP SERVICES</p> <p>a. Supervisor Responsibilities</p> <p>b. Aircraft Configuration and Tie Down</p> <p>c. Dispatch (to include AMC 56)</p> <p>d. Crew Chief Responsibilities</p> <p>e. MHE Training</p> <p>f. Aircraft Loading/Unloading</p> <p>g. Other (Specify)</p> <p>3. CARGO PROCESSING</p> <p>a. Supervisor Responsibilities</p> <p>b. Receipt and Processing</p> <p>c. Pallet Build Up and Documentation</p> <p>d. Pallet Nets (to include inspection and inventory)</p> <p>e. Pallet Breakdown and Incheck</p> <p>f. Frustrated Cargo Identification and Documentation</p> <p>g. Other (Specify)</p> | <p>4. SPECIAL HANDLING</p> <p>a. Supervisor Responsibilities</p> <p>b. Use of AFJMAN 24-204</p> <p>c. SDDG Verification</p> <p>d. Special Cargo Inventory</p> <p>e. Use of Appropriate Forms (DD Form 1907)</p> <p>f. Special Category Carto</p> <p>g. Other (Specify)</p> <p>5. PASSENGER SERVICES</p> <p>a. Supervisor Responsibilities</p> <p>b. Dispatch</p> <p>c. Processing, Passenger Boarding, Anti-Hijacking</p> <p>d. Terminal Reservations (TRS), AMC Form 53, DD Form 1482 Series</p> <p>e. Completion of DD Form 2131</p> <p>f. MHE Training</p> <p>g. Baggage Handling (Lost and Found)</p> <p>6. SPECIAL VEHICLE MAINTENANCE: (No Codes)</p> <p>7. FLEET SERVICE</p> <p>8. ANNUAL EVALUATION:</p> <hr/> <hr/> <hr/> |
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Chapter 4

TRAINING MANAGEMENT AND ADMINISTRATION

4.1. Purpose. This chapter establishes guidelines for ANG Aerial Port training management and administration relative to the use of training modules. It identifies primary approaches to training and provides guidance when conducting classroom training. Various types of media are defined and guidance provided concerning criterion tests and pre-testing. Responsibilities are outlined for training management and administration.

4.2. General. Aerial port training modules are centrally developed to ensure standardized, high quality training material is available to all aerial port personnel. They are designed for use by individuals or groups. All testing/certification must be accomplished at the unit. Ensure completed training is properly documented.

4.3. Approaches to Training. There are three primary approaches to providing training: classroom, unit learning centers, and hands-on training. Classroom training is normally associated with a certified instructor and groups larger than six personnel and is conducted in the work center by a qualified trainer.

4.4. Training Modules. Each training module uses one or more of the following:

4.4.1. Lesson Plan. A lesson plan serves as a blueprint to follow when practicing and presenting the lesson. It emphasizes objectives to ensure the subject matter is presented in effective learning order, acts as a timetable for the different points of instruction, and enables instructors to cover all the important information. Lesson plans are designed to involve one or a combination of these four actions: telling (lecture method), discussing (discussion method), showing (demonstration method), and doing (performance method).

4.4.2. Study Guide. Study guides, which are similar to textbooks, are knowledge-oriented.

4.4.3. Workbooks. Workbooks are performance-oriented and present exercises to be worked or problems to be solved. They may also lead students through a particular job. For example, vehicle inspection workbooks are set up in a checklist format that leads the student through an orderly inspection. No answer sheets are required for this type of workbook.

4.4.4. Program Text. The programmed text is a student-centered, self-paced medium that can be either knowledge or performance-oriented. It presents information in planned steps and requires students to respond appropriately before proceeding to the next step. The programmed text can be used outside the classroom and work center.

4.4.5. Handout. Handouts provide information to be used in conjunction with study guides, workbooks, and programmed texts. The first page of a handout indicates how it is to be used.

4.4.6. Audiovisual Media. Slide/video tapes and interactive video tapes/disks are examples of audiovisual media. Audiovisual modules are effective in providing technical data which transitions students from an academic learning environment to performance in the field. They enable students to view workplace activities otherwise unadaptable to the conventional classroom environment.

4.4.7. Criterion Tests. Satisfactory completion of module is realized by passing the criterion test. Normally a score of 80 percent or higher, corrected to 100 percent, is acceptable.

4.5. Pre-testing. Pre-testing is an acceptable method of measuring an individual's current qualifications on previously certified subject matter or task performance. If an individual scores 80 percent or higher on the criterion test and corrects all wrong answers, they have completed the training module. Documentation is accomplished exactly as if the trainee had worked his/her way through every step of the module.

4.6. Computer Based Training (CBT). CBT provides stand-alone instruction or may be used in conjunction with other media. CBT requires a grade of 80 - 100 percent for satisfactory completion.

4.7. Responsibilities:

4.7.1. ANG/LGT:

4.7.1.1. Identifies training needs.

4.7.1.2. Indicates by job title the individuals to receive the training (target population).

4.7.1.3. Indicates initial distribution for the training module.

4.7.1.4. Reviews published modules annually for currency and accuracy.

4.7.1.5. Publishes training modules, including information on the target population, suggested plans of instruction, and how units must document training.

4.7.1.6. Publishes changes to modules as necessary.

4.7.2. Aerial Port Unit Commanders:

4.7.2.1. Designate the training function to oversee the use and development of training modules.

4.7.2.2. Ensure training is documented.

4.7.2.3. Suggest procedural and content improvements/changes in the modules through channels.

4.7.2.4. Identify training needs through channels.

4.7.2.5. Requests authority to locally develop training modules from ANG/LGT through channels.

4.7.2.6. Select individuals who possess technical qualifications and instructional capability to be instructors, and have a skill level equal to or greater than personnel receiving the instructions.

4.7.2.7. Ensure academic classes and instructors are evaluated IAW AMCI 24-101V21.

4.7.3. Aerial Port Unit Training Functions:

4.7.3.1. Maintain current AFRES produced training modules.

4.7.3.2. Maintain currency of all modules by incorporating directed changes within three UTAs of receipt.

4.7.3.3. Provide adequate storage for all current training modules.

4.7.3.4. Ensure identified target population receives the training.

4.7.3.5. Account for all copies of each module by establishing a sign-in/out system using a log or other appropriate means.

4.7.3.6. Maintain test security by limiting access to testing materials and ensuring test compromise is prevented.

4.7.3.7. Monitors the development of and submits locally developed training modules through channels to ANG/LGT.

4.7.4. Aerial Port Instructors:

4.7.4.1. Ensure class begins as scheduled.

4.7.4.2. Record attendance.

4.7.4.3. Use approved lesson plans.

4.7.4.4. Ensure students complete a **Training Course Critique**. Critiques will be filed in accordance with applicable directives.

4.7.4.5. Review critiques and forward to unit training technician for review/action.

4.7.4.6. Forward a list of “no show” personnel to the unit training technician.

4.7.4.7. Compare and update, if needed, individual (personalized) lesson plans and other training material with master file of training material.

4.7.5. The Unit Training Technician:

4.7.5.1. Ensures educational quality of locally developed modules before forwarding through channels.

4.7.5.2. Uses training course J4AJS3S2X1-00X, Air Force Training Course, and conducts a short course for all instructors/trainers. Gives individuals failing the course on the first try remedial training and pretest using a criterion test and/or the observation method for determining satisfactory completion. Those who do not attain a score of 80 percent or better in their second qualification attempt will not be certified.

4.7.5.3. Certifies those who satisfactorily complete J4AJS3S2X1-00X, Air Force Training Course. Certification is recorded in training records.

4.7.5.4. Reviews students critiques and forward to training officer/NCO for their review/action.

4.7.5.5. Maintains roster of trained personnel and develops a list of “no show” personnel through the supervisor.

4.7.5.6. Provides commander with a list of “no show” personnel; and reason for “no show.”

Chapter 5

AIR TRANSPORTATION COMPUTER BASED TRAINING (ATCBT)

5.1. General. ATCBT is a computer training system designated as a bridge between formal technical school training (for AFSC 2T2XX) and upgrade training at unit level. ATCBT standardizes the training and content from formal schools, career development courses (CDC), and unit OJT.

5.2. Purpose: HQ AMC/XOTA, in coordination with ANG/LGT and AFRES/DON, is the OPR. This chapter establishes standardized procedures for operating ATCBT worldwide. It contains guidelines and defines responsibilities for the use and maintenance.

5.3. System Requirements:

5.3.1. The programs, CONTROL and CDSX, are copyrighted and licensed software used in ATCBT. Do not copy, remove from, or transfer to additional systems without prior permission.

5.3.2. Do not change system configuration without specific, prior permission from ANG/LGT.

5.3.3. ATCBT is a training medium, not a computer medium. Use of any other programs on the ATCBT computer is prohibited.

5.3.4. Maintain computer security and training.

5.3.5. Manage computers in accordance with AFI 33-114, *Software Management*.

5.3.6. Unit guidelines or needs determine who, other than individuals in upgrade training or task qualification training, are entered on the trainee roster.

5.4. Guidelines:

5.4.1. The commander appoints a CBT manager in writing.

5.4.2. Supervisors and trainees must have an understanding of ATCBT equipment operation, lesson structure, and how ATCBT applies to OJT. Supervisors determine mandatory lessons based upon the master task lists for their respective sections. Trainees are not required to review training material unrelated to immediate upgrade or task qualification training.

5.4.3. Complete ATCBT lessons as specified in the lesson inventory. Trainees unable to obtain these objectives receive additional training and help from their supervisor. Completion of ATCBT lessons alone will not satisfy certification requirements.

5.4.4. Supervisors coordinate training through the training manager to ensure trainees satisfactorily complete all assigned ATCBT lessons.

5.5. ATCBT Manager Responsibilities:

5.5.1. Register new trainees on the squadron ATCBT training roster; demonstrates equipment use to new personnel upon in-processing and provide assistance to answer questions on module content.

5.5.2. Maintain ATCBT data management files and produce trainee reports on schedule basis for supervisors, managers, and higher headquarters.

5.5.3. Coordinate with supervisors to ensure all assigned personnel on upgrade or task qualification training are scheduled to review training programs pertinent to their AFSC and duty assignment.

5.5.4. Print the quarterly user comment and system utilization reports and mail to ANG/LGT. Refer to the ATCBT users guide for procedures.

5.5.5. Ensure current lesson catalogs, manuals, regulations, or other directives are at each workstation or in a location accessible to the trainee.

5.5.6. Execute a computer preventative maintenance program based on the manufacturer's directions and ATCBT Computer Setup and Operation Guide.

5.5.7. Make suggestions for ATCBT software changes and mail them directly to ANG/LGT.

5.5.8. Scan all diskettes for computer viruses on a non-ATCBT system prior to use on ATCBT computers.

5.5.9. Ensure ATCBT material requirements (appropriate manuals, regulations, or other directives) are available to complete lessons.

5.5.10. Report system problems through channels to ANGRC/LGT by telephone or electronically transmitted message.

Chapter 6

EXPLOSIVE SAFETY/HAZARDOUS MATERIAL (HAZMAT) HANDLING

6.1. Purpose. This chapter outlines objectives, responsibilities, and required training which constitutes the explosive safety and hazardous material handling program for aerial port units.

6.2. Objectives:

6.2.1. Federal law requires controls be established to protect both the public and the military from the dangers associated with hazardous material. This chapter establishes requirements to protect aerial port personnel handling hazardous materials in the course of their duties.

6.2.2. It is important that all personnel understand the basic concept in minimizing risks: Simply stated, expose minimum resources to minimum quantities of hazardous materials for the shortest possible time, and then only when such exposure is essential to mission accomplishment.

6.2.3. Commanders ensure personnel who work with hazardous materials are trained and qualified in tasks performed. Particular attention is required when personnel deploy. Explosives/HAZMAT handlers must receive a briefing on local procedures by the host before handling explosives/HAZMAT at the deployed location. If not provided, personnel must ask for it.

6.3. Explosive Handling Responsibilities:

6.3.1. Commanders:

6.3.1.1. Designate in writing an Explosive Safety Officer/NCO. Reference AFMAN 91-201, *Explosive Safety Standards*.

6.3.1.2. Establish a training program (see paragraph 6.4 for specific program contents).

6.3.1.3. Ensure all concerned local agencies (EOD, fire department, base safety, etc.) are notified of any explosive mishap.

6.3.2. Supervisors:

6.3.2.1. Ensure personnel understand the hazards and risks involved in explosive operations.

6.3.2.2. Ensure personnel are properly trained in handling procedures before starting operations involving explosives.

6.3.2.3. Ensure personnel wear and use approved clothing when required.

6.3.2.4. Certify personnel only after completion of required training (paragraph 6.4) and observation of personnel performing duties safely. Certification is accomplished in the individuals training record and reaccomplished annually.

6.3.2.5. Understand local operating instructions (OI) and conditions that pertain to the location where duty is being performed. Supervisors must ask about local OIs and conditions if this information is not provided by local aerial port personnel.

6.3.2.6. Conduct a briefing on the specific hazards associated with the material each time before handling.

6.3.3. Explosive Handlers:

6.3.3.1. Report to their supervisors any condition, equipment or material they may consider unsafe.

6.3.3.2. Wear and use approved clothing and/or equipment when required.

6.3.3.3. Be alert and careful during the performance of duties involving explosives.

6.4. Training:

6.4.1. Unit commanders maintain a cadre of trained personnel to meet the most stringent requirements of all aspects of explosive safety handling.

6.4.2. The Explosive Safety Officer/NCO reviews applicable safety regulations and local written procedures.

6.5. HAZMAT Handling Responsibilities:

6.5.1. Unit Commander:

6.5.1.1. Determines and validates, through ANG/LGT, the number of required personnel to meet the most stringent unit tasking within the following categories:

6.5.1.1.1. Preparers. Department of Defense (DoD) personnel whose responsibilities require them to sign legally binding documentation certifying that hazardous materials are properly classified, packaged, marked and labeled and, in all aspects, meet the legal requirements for shipment within the defense transportation system or on commercial carriers (i.e., packagers, vehicle and equipment preparers). The preparer certification is good for mobility/peacetime operations and individuals must retrain every 24 months (refresher).

6.5.1.1.2. Inspectors. DoD personnel whose responsibilities require them to review the integrity of the packaging and accuracy of documentation for all hazardous material being transported within the defense transportation system or commercial carriers (i.e., load planners, joint inspectors, recoupage specialist (nonsigner), in transit packaging specialist (nonsigner), in checker, and shipment planner). Inspector recertification is required every 24 months.

6.5.1.1.3. Handler. Anyone who handles hazardous materials (i.e., warehouse workers, load team members, drivers, equipment operators, marshalling yard worker inspectors, packers, and preparers).

6.5.1.1.4. Packer. Anyone who places items into containers for shipment but does not sign legally binding documents (i.e., originating packaging specialist and recoupage specialist).

6.6. Unit Training Function/Technician:

6.6.1. Ensure unit hazardous materials training programs meet mission requirements.

6.6.2. Initial preparer training must be obtained through attendance at a DOT approved MTT or in-resident course.

6.6.3. Refresher training may be conducted at unit level using guidelines from AETC material.

NOTE: Select unit instructors from highly qualified unit personnel who have demonstrated instructional capabilities and are technically knowledgeable in hazardous material.

Chapter 7**AERIAL PORT UNITS WITH AN AERIAL DELIVERY MISSION**

7.1. Purpose. This chapter specifies the organization, mission, and operating procedures for aerial port units with aerial delivery mission.

7.2. Organization, Mission, and Operations. The organization, mission, and basic operations of these units are found in applicable portions of AMCMD 704, *AMC Operations Group and Squadrons*; AMCI 24-101V23, *AMC Aerial Port Mobility/Aerial Port Mobility Flights*. Aerial delivery sections support tactical unit moves, resupply, and aerial delivery of personnel, equipment, and supplies during peacetime operations. For ANG Aerial Port units, this is a peacetime only authorization/requirement.

7.3. Guidelines:

7.3.1. Primary responsibility of the aerial delivery section is to support aircrew training. Duties include building, loading and rigging airdrop loads; packing, repairing, and drying parachutes; scheduling and coordinating loading operations, and performing airdrop inspections, material control, and drop zone (DZ) recovery.

7.3.2. The local flying squadron is responsible for managing and supervising all activities at the DZ. The aerial port unit provides personnel and vehicles for recovery of airdrop loads and transport of equipment to and from the DZ. Local guidelines determine the procurement, management, accountability and storage issues regarding DZ equipment.

7.3.3. Coordinate scheduling of training between the aerial port superintendent and the aircrew scheduler in the flying unit. Aerial port personnel will ensure sufficient prepared airdrop loads are available to meet aircrew training requirements.

7.3.4. Only 5-level or above air transportation personnel will be assigned to the aerial delivery section. Rotation of personnel is encouraged. Air transportation personnel assigned to the aerial delivery section receive training in preparing aerial delivery loads. This training is accomplished by completion of the Fabrication of Aerial Delivery Loads Course (L5AZA2T251-000). Selected air transportation personnel receive training and qualification in joint airdrop inspection by completing requirements specified in AFJI 13-210, *Joint Airdrop Activities Inspection Records, Malfunction/Incident Investigations and Reporting*. The unit commander determines the number of 2T2X1 personnel to be trained.

7.3.5. The aerial port superintendent or a designated representative will attend the wing/group/squadron scheduling meeting to coordinate airdrop scheduling and DZ recovery requirements.

7.3.6. The aerial port superintendent or a designated representative will be an active member of the Wing/Group Aerial Delivery Review Board which investigates airdrop malfunctions, incidents and off the drop zone airdrops.

7.3.7. It is highly recommended that the aerial port furnish a representative to the Tri-Annual Airdrop Review and Malfunction Analysis Board hosted by the Airborne and Field Services Department U.S. Army Quarter Master School.

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Director, Air National Guard

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Chief
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1 Attachment
References, Abbreviations, and Acronyms

Attachment 1

REFERENCES, ABBREVIATIONS, AND ACRONYMS

References:

United States Air Force Foreign Clearance Guide (FOUO).

ANGI 37-101, *Air National Guard Administrative Orders*

AFMAN 10-401, *Operation Plan & Concept Plan Development.*

AFI 10-403, *Deployment Planning.*

AFI 10-406, *Mobility for Air Mobility Command Forces*

AFJI 13-210, *Joint Airdrop Activities Inspection Records, Malfunction/Incident Investigations and Reporting*

AFJMAN 24-204, *Preparing Hazardous Materials for Military Air Shipment*

AFI 24-301, *Vehicle Operations*

AFI 31-101V1, *The Air Force Physical Security Program,*

AFI 31-210, *The Air Force Anti-terrorism Program.*

AFPD 32-40, *Disaster Preparedness*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*

AFI 32-6005, *Unaccompanied Housing Management and Temporary Lodging Facilities.*

AFI 36-2204, *Developing, Managing, and Conducting Training*

AFI 33-114, *Software Management*

AFMAN 36-2234, *Instructional System Development*

AFR 76-6, *Movement of Units in Air Force Aircraft*

AFI 90-201, *Inspector General Activities*

AFMAN 91-201, *Explosive Safety Standards*

AMCI 24-101V1, *Military Airlift-Transportation.*

AMCI 24-101V21, *Military Air Reserve Component Aerial Port Training*

AMCI 24-101V22, *Training Requirements for Aerial Port Operations*

AMCI 24-101V23, *AMC Aerial Port Mobility/Aerial Port Mobility Flights*

AMCMD 704, *AMC Operations Group and Squadrons;*

NGB Form 214-R, *Airlift Request*

DD Form 2 (Res), *Armed Forces of the United States Geneva Convention Identification Card*

DD Form 1907, *Signature and Tally Record*

DD Form 1482 Series, *Military Airlift Command Transportation Authorizations*

DD Form 2131, *Passenger Manifest*

AF Form 171, *Request for Driver's Training and Addition to U.S. Government Driver's License.*

AF Form 623, *On-the-Job Training Record*

AF Form 1199, *Restricted Area Badge.*

AF Form 2293, *US Air Force Motor Vehicle Operator Identification Card*

Abbreviations and Acronyms:

APOE	Aerial Port of Embarkation
AT	Annual Tour
ATC	Assistant Team Chief
ATCBT	Air Transportation Computer Based Training
CBT	Computer Based Training
CDC	Career Development Course
CONUS	Continental United States

DOC	Designed Operational Capability Statements
DOD	Department of Defense
DZ	Drop Zone
FCA	Fund Cite Authorization
FCG	Foreign Clearance Guide
FOUO	For Official Use Only
GAL	Global Asset Listing
HAZMAT	Hazardous Material
IDO	Installation Deployment Officer
MHE	Material Handling Equipment
OI	Operating Instructions
OJT	On-the-Job Training
OPLAN	Operations Plans
SE/QC	Self Evaluation/Quality Control
SORTS	Status of Readiness and Training Systems
TC	Team Chief
TMO	Traffic Management Office
UTCMIS	Unit Type Code Management Information System
UDC	Unit Deployment Coordinator
UTA	Unit Training Assemblies
UTC	Unit Type Codes