

**HEADQUARTERS**  
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NG Regulation (AF) 55-100

**Air Transportation**

**ANG AIRLIFT OPERATIONAL PROCEDURES**

**Summary.** This is a first time publication of National Guard Bureau guidance on procedures, policy, and guidelines for requesting and obtaining airlift from the Air National Guard. This regulation provides the user community with a single source of information on the entire ANG airlift system. It is designed to assist in the preparation and submission of requests for use of ANG airlift assets for unit training, deployments, exercises, or any other valid use. It provides a definitive reference on the processing of airlift requests and the scheduling of airlift after receipt of the request by NGB/XOOC.

**Applicability.** This regulation applies to the Army National Guard (ARNG) and the Air National Guard (ANG). It is primarily aimed at logistics and scheduling offices in the Army and Air National Guard field units. This regulation augments and expands on information contained in DODR 4515.13R, NGR 55-10, NGR 350-1, and NGP 350-1. It does not replace those regulations.

**Internal Control System.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from NGB/XOOC, Andrews AFB, MD 20331-6008.

**Interim Changes.** Interim changes to this regulation are not official unless they are authorized by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency for this regulation is the Air Operations Branch, National Guard Bureau (NGB/XOOC). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB/XOOC, Andrews AFB, MD 20331-6008

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in accordance with applicable command directives and provisions of this regulation.

(2) National Guard units planning airlift by Air National Guard airlift units will comply with the provisions of this regulation and with any special instructions received from the airlift unit or group conducting the airlift.

(3) The Chief, National Guard Bureau and supporting TAGs will concur with all airlift requirements involving Air National Guard airlift aircraft. NGB compiles validated airlift requirements and matches these requirements with ANG airlift availability through interface with the unit training and scheduling sections. The National Guard Bureau will evaluate overall airlift requirements, aircrew availability, programmed commitments versus flying hours availability, and the matching of airlift missions, when possible, to minimize no-payload route segments.

(4) The Chief, National Guard Bureau, through the NGB, Andrews AFB Air Operations Center (NGB/XOOC), will allocate missions to airlift units who will exercise control over participating aircraft. The airlift unit will prepare an airlift mission setup for each assigned mission.

(5) An ANG/ARNG Airlift Quota Council composed of both Directorates and their immediate staffs will meet periodically for reconciling airlift commitments/requirements between Directorates. This council will determine the required ANG airlift support, identify those missions with other available transport, and prioritize between ANG and ARNG requirements.

(6) When the requirements of mission are beyond the capabilities of any one unit, the Chief, National Guard Bureau through NGB/XOOC will coordinate the mission with two or more airlift units.

(7) Missions that require few aircraft or must be conducted on short notice may be coordinated with and allocated to airlift groups individually in order to conserve time and avoid unnecessary workloads. NGB/XOOC will send an assignment message to the ANG unit providing the airlift.

(8) A weekly tasker message will be transmitted to all airlift units and units being airlifted. The Adjutant General of each state involved and state staff will be included as an addressee on the message.

(9) Missions will be planned to maximize airlift and aircrew training. Crew rest should not exceed 36 hours at any location unless dictated by mission requirements.

(10) All unit generated Air National Guard missions that will land in another State must be approved by the State Adjutant General. In these cases, the unit will generate its own mission number and transmit that number to NGB/XOOC along with the flight itinerary. Paragraph 3-4a contains guidance on how to build a unit generated mission number.

(11) Airlift units participating in JCS exercises or SAC Support missions are exempt from the provisions of NGR 55-10 but must receive an XOOC mission number and submit itineraries to NGB/XOOC and MAC (ALCC).

(12) HIJACKING OF AIRCRAFT: It is the joint responsibility of

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the "user" and the airlift unit to assure compliance with provisions of AFR 60-14, Preventing and Resisting Unlawful Seizure (Hijacking) of Aircraft.

(13) ANG COMMITMENTS TO PUBLIC RELATIONS AIRLIFT: Public Relations Airlift is important to the National Guard. Due to limited resources, coordination with XOOO is necessary for movements involving band trips, civic leaders, service schools, and USO trips.

(14) WEEKEND DEDICATED SUPPORT: Will consist of each ANG C-130 unit providing 9 aircraft and aircrews per quarter for NGB/XOOO scheduling. Availability will be from Friday at 1000 hours local to Sunday 1800 hours local (departure and arrival at home station). Weekend dedicated missions should increase NGB flexibility of the ANG Airlift System and should accomplish the following objectives:

- Provide airlift support to specifically identified requirements.
- Fill high priority missions first.
- Reduce non-productive sorties.
- Promote efficiency by instituting a regional scheduling plan.
- Increase system-wide productivity.

Units with special circumstances (VOLANT OAK, ORI, MAFFS, conversion, etc.) would be exempt.

(15) ANG KC-135 AIRLIFT INTO CENTRAL/SOUTH AMERICA: NGB/XOOO is authorized to use ANG KC-135 aircraft when available for appropriate airlift to include Central/South America missions.

(16) NGB JA/ATT PROGRAM

POLICY: JA/ATT participation will be limited to 5 percent of the unit's total allocated flying hour program. Manday and per diem reimbursement is provided by HQ MAC (MPA), NGB (ST), or unit funding. NGB will fully fund validated CONUS missions and 50 per cent of OCONUS JA/ATT.

(17) EUROPEAN SUPPLEMENTAL AIRLIFT (EUCOM CHANNEL): This program provides aircraft to supplement the established MAC Channel from Dover AFB, McGuire AFB, or Charleston AFB to Torrejon AB, Spain and return. Missions are scheduled six months in advance and are incorporated into the MAC Cargo Bulletin. Missions depart the APOE on the first and third Sunday each month and return the following Saturday. While at Torrejon AB, the unit is tasked for intra-theater airlift by 322ALD (ALCC) at Ramstein AB, GE.

(18) Puerto Rico Rotator: MAC gained ANG airlift units will deploy a rotational airlift force to Puerto Rico and the Virgin Islands on a continuous basis to provide airlift support to the Adjutants General, Puerto Rico, Virgin Islands and National Guard area of responsibility. This mission will support the 156TFG and Virgin Island Precision Measuring Equipment Laboratory (PMEL) cargo. ANG units will rotate in accordance with the schedule developed by NGB/XOOO. TAG Puerto Rico will coordinate mission planning up to 250 flying hours per year with NGB/XOOO to maximize aircraft utilization.

(19) Weekly Dedicated Mission: Operated Tuesday thru Sunday. One aircraft per week is scheduled between the months of October thru March and two air-

craft per week are scheduled between the months of April thru September.

(20) NGB/XOOC Schedulers: Airlift scheduling duties are assigned via a weekly rotational system coincidental with Staff Duty Officer (SDO) responsibilities. Each scheduler will be responsible for ALL airlift scheduling and inquiries during the assigned SDO duty week. The SDO weekly schedule is identified through the tasker and shopper messages. Validators, airlifters, and requestors should contact the appropriate scheduler assigned during the period of the airlift inquiry in order to effect efficient processing of airlift inquiries and problems.

1-4. **Abbreviations and Terms**  
Abbreviations and special terms used in this regulation are explained in the glossary.

1-5. **Prioritization and Allocation**

a. **Purpose.** This section covers the policies and procedures for the prioritization and allocation of ANG airlift resources to support the ARNG and the ANG. This section applies to all users of ANG airlift assets. This section contains specific guidance for the operation and management of airlift resources of the ANG.

b. **Overview.**

(1) The airlift provided by the Air National Guard to all National Guard forces is a by-product of flying training requirements.

(a) Flying hours for the ANG transport aircraft are prescribed by the airlift flying

hour program. The needed number of hours are calculated by quantifying mission ready aircrew flying training requirements and extrapolating to determine the aggregate unit requirements.

(b) ANG airlift is a by-product of flying training events which should be flown outside the local flying area for the purpose of enhancing aircrew experience.

(c) ANG airlift provides aircrews with actual loads, unfamiliar operating locations, and overwater navigation sorties which add realism to training and provide practical experience for aircrews.

(2) Validated requests for airlift greatly exceed the airlift training requirements of the Air National Guard. This has resulted in the need for allocation of airlift in a way that maximizes training fairly and equitably.

c. **User Responsibilities**  
(Refer to Chapter 3 for detail).

(1) Army National Guard users will submit requests for airlift IAW guidelines in NGB Pam 350-1 and this regulation.

(2) Air National Guard users will submit requests for airlift IAW guidelines in this regulation.

(3) All users will meet the 5/30/300 rule; movements must have 5 tons of cargo or 30 passengers, and move a minimum distance of 300 miles, unless specifically exempted by the Chief, NGB.

(4) To increase the probability of support, all users should have a one day window before and after the requested movement date. This allows the airlift unit to minimize nonproductive sorties, maximize

flexibility, and affords the user a greater opportunity to obtain airlift support.

#### 1-6. Allocation of ANG Airlift

##### a. Submission to NGB/XOOC

(1) Validators (Division Chiefs for ANG and NGB-ARO-Y for ARNG) forward prioritized, validated missions to NGB/XOOC for inclusion in the scheduling process.

(2) NGB/XOOC assembles validated missions into the Airlift Mission Catalog and forwards this catalog quarterly to all airlift units. The mission catalog becomes the basis of activity at the subsequent Quarterly Airlift Schedulers meeting.

##### b. Prioritization of ANG airlift. Summary of priorities:

(1) **Priority 1:** CONTINGENCIES/ EMERGENCIES/NATURAL DISASTERS: Response to contingencies and emergencies that warrant immediate response yet are not subject to federalizing the ANG.

(2) **Priority 2:** NGB COMMITMENTS/REQUIREMENTS (ANG & ARNG): NGB committed airlift support as determined by the NGB Airlift Quota council (examples: Volant Oak, Volant Dew, Puerto Rican Rotator, TAC ORIs, TAC deployments, and ARNG permanent rotations).

(3) **Priority 3:** REQUIRES MILITARY AIRLIFT AND NGB TRANSPORTATION FUNDS MAY OR MAY NOT BE AVAILABLE: This mission is important enough to the National Guard and unit training that it will be funded by formal transportation dollars (if available) and mission requirements dictate the use of a military aircraft.

(4) **Priority 4:** REQUIRES AIRLIFT AND NGB TRANSPORTATION FUNDS ARE AVAILABLE: This mission is important enough to the National Guard and unit training

that it will be funded by alternate means if ANG airlift is not available, yet it does not require a military aircraft.

(5) **Priority 5:** REQUIRES AIRLIFT BUT NGB TRANSPORTATION FUNDS ARE NOT AVAILABLE: This mission would provide training to the user and aircrews but the airlift cannot be purchased separately.

(6) **Priority 6:** OTHER AIRLIFT: Does not meet 5/30/300 (tons/pax/distance) rule resulting in poor utilization of ANG airlift assets. NGB/XOOC will not generate an ANG aircraft to accomplish a priority 6 airlift request. Airlift support may be possible if an ANG aircraft can support the request in conjunction with other validated mission(s), i.e. aircraft operating in the airlift system thereby not requiring the generation of an additional aircraft. This priority category will automatically be assigned to any requests which do not meet the submission guidelines contained in this regulation.

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

(1) Is this airlift request supporting a contingency/emergency/natural disaster?

NO YES (PRIORITY 1)

(2) Does this airlift request meet the 5/30/300 rule?

YES NO (PRIORITY 6)

(3) Is this airlift request supporting a NGB commitment? (ANG or ARNG)

NO YES (PRIORITY 2)

(4) Is a military aircraft required to accomplish the mission?

NO YES (PRIORITY 3)

(5) Does this airlift requirement have NGB transportation funds budgeted?

YES (PRIORITY 4) NO (PRIORITY 5)

**SPECIAL NOTE:** The Chief, NGB has the authority to upgrade any priority.

*d. Chief/Directors Prioritization.* Requests from the Chief/Directors, NGB will be prioritized according to the prioritization matrix, unless specific guidance is given. If a Chief/Director mission would result in a supported mission reverting to a nonsupported mission due to airlift asset reassignment, the Chief/Director will be notified.

*e. Routine Requests.* Any routine request for airlift received after the published submission deadline will automatically drop to a priority 6. A request is considered "routine" if it involves unit training that could have been scheduled well in advance.

*f. Unfilled Requests.* Unfilled requests will be returned to the validator 45 days prior to the requested desired departure date. The validator will have the following options on returned unfilled requests:

(1) Cancel the request and

advise the requester.

(2) Obtain other transportation if budget training dollars are available.

(3) Coordinate with the requester and change the departure date and resubmit the request to XOOO for further consideration. If a request is submitted to XOOO 45 days or less prior to the requested departure date, it will automatically be returned to the validator.

*g. Filled Mission Processing.*

(1) When missions are filled, NGB/XOOO will make available to the validators documents with the mission numbers, users, user POCs, airlifter(s), and airlifter(s) POCs.

(2) If the users are in the ARNG, NGB-ARO-Y will notify each unit on mission status and provide point(s) of contact at the airlift unit(s).

(3) If the users are in the ANG, validators will notify each unit on mission status and give point(s) of contact at the airlift unit(s).

(4) Users and airlifters should coordinate with each other at least 60 days prior to the movement.

(5) The user must notify the validator and the validator must notify NGB/XOOO of any cancellation or change to the movement requirement.

(6) Airlifters will notify NGB/XOOO of any cancellation or change to the movement requirements. NGB/XOOO will in turn notify the validator and attempt to find alternate airlift for the mission, if needed.

(7) Missions with inflated requirements are subject to cancellation and identification in the monthly TAG message. This is

to preclude units from exaggerating load requirements to increase their priority.

### 1-7. Quarterly Airlift Scheduling Meeting

AIRLIFT REQUIREMENT SCHEDULING FY/Q	214-R'S DUE TO XOOC FROM NGB VALIDATORS	QUARTERLY MEETING
FY/Q1	15 JULY	2ND WEEK AUG
FY/Q2	01 OCT	2ND WEEK NOV
FY/Q3	01 JAN	2ND WEEK FEB
FY/Q4	01 APR	2ND WEEK MAY

#### a. Meeting Activities

(1) NGB/XOOC will host the airlift unit schedulers at quarterly airlift coordination meetings - at the NGB Andrews AFB facility. The meetings will be held on the second weeks of August, November, February, May and will address the airlift schedule for the upcoming Fiscal quarter. The February meeting will be a breakout of the Annual Airlift Conference, hosted by a field unit.

(2) Prior to the scheduling meeting/breakout, training validators and NGB/XOOC will review airlift requests.

(3) NGB-ARO-Y and ANG validators will attend the breakout to clarify and coordinate issues pertaining to their respective users.

(4) Missions are presented to airlift schedulers for inclusion in their flying training schedules.

(5) Airlift requirements are matched with training requirements during the quarterly airlift scheduling meetings to maximize airlift productivity and, where possible, tie with other missions.

(6) Meetings serve to quali-

ty check the airlift request database and improve overall productivity.

(7) While efforts will be made to fill higher priority missions first, users should be aware of the following items that can impact selection:

(a) Seasonal and daily differences. Most units request airlift for the Summer and for weekends, to coincide with annual training and drill weekends. Requests for weekday, non-summer dates have a greater chance of being filled. The first weekend of the month is traditionally the Unit Training Assembly (UTA, or drill weekend) for the ANG airlift units, and availability is diminished at that time and on national holidays.

(b) Flexibility. If requesters indicate a degree of flexibility in travel dates, the opportunity of that flight being filled is significantly enhanced.

(c) Command and Control. During peacetime, the National Guard is a state controlled organization, and as such the ANG Operations Center can only request that units fly missions. The prioritization system gives NGB an opportunity to monitor the

activities of users and airlifters, but units can not be ordered to fly specific missions. Any airlift accomplished but not validated and scheduled through NGB/XOOC is subject to nonsupport of workday and per diem funding by XOOC.

**b. Post conference reports.**

(1) An updated airlift catalog is prepared by NGB/XOOC and sent to validators and airlift units not later than 15 days after each quarterly scheduling meeting.

(2) NGB-ARO-Y States Report is sent out in accordance with NGB Pam 350-1 and will be sent out not later than 15 days each quarterly scheduling meeting.

(3) The weekly airlift shopper message solicits airlift for unfilled missions at least 60 days prior to the requested start date of the missions.

(4) The weekly airlift tasker message confirms filled missions at least 90 days out. The weekly tasker is used to update the quarterly tasker report. This message is sent to the supported and the supporting units state headquarters. The message will include:

(a) Number of missions requested and filled for users, by priority, system wide.

(b) Number of missions requested and filled for users, by priority, in the TAG's jurisdiction.

(c) Number of ANG airlift missions, by priority, filled by airlift units in the TAG's jurisdiction.

(d) Adjutants General are encouraged to review the monthly message and monitor their assigned units for possible abuse of the airlift system.

(5) NGB-ARO-Y 45 Day Report on ARNG request status informs NGB-ARO-Y weekly of the status of their requests at least 45 days prior to the requested mission start date.

**Chapter 2**

**Airlift Requester Procedures**

**2-1. Requirements**

**a. Submission.** Airlift requirements will be submitted through the appropriate airlift validator to NGB/XOOC, as far in advance of the airlift date as possible. To allow the validator to forward airlift requests to XOOC 45 days prior to the departure date, it is essential that the validator be in receipt of the request well in advance. The validator requires ample time to review, approve, and prioritize the request prior to forwarding to NGB/XOOC. In order for the validator to forward requests to XOOC as specified in paragraph 1-7 and take required actions on each request, the following matrix is provided for usage by requesters for ANG airlift:

Fiscal Quarter	Due Date To Validator
FQ 1	15 Jun
FQ 2	1 Sep
FQ 3	1 Dec
FQ 4	1 Mar

**b. Information Required.** Each statement of airlift requirements will be submitted on NGB Form 214-R, Unit Training Airlift Request, to NGB/XOOC through the validator. The NGB Form 214-R is located at the back of this regulation for local reproduc-

tion. Instructions for completing the form are printed on the reverse side of the form. The items on the form marked with an asterisk are mandatory and must be completed on all requests. If blocks 2b and 2c are not completed, the request will not be considered for scheduling. It is mandatory that the following be included:

- (1) Justification.
- (2) Desired departure and return dates.
- (3) Onload and offload airports with the matching four character ICAO identifiers.
- (4) Number of personnel to be airlifted. This must be an accurate figure as it will be the basis for aircraft scheduling.
- (5) Equipment to be airlifted. Description, weight and cube of equipment. List specific dimensions and weight of vehicles and all large unusual items. Itemize all wheeled vehicles.
- (6) Project Officer. List the name, unit address, unit phone number, and home phone of the project officer who will be responsible for coordination with the air transport unit.
- (7) Onload, enroute, and offload airfield points of contact (POCs) with Autovon and commercial phone numbers. Whenever they are available.
- (8) Operation or exercise name, if available and unclassified.
- (9) Remarks. Any information that will help to coordinate or plan the mission.

## 2-2. ARNG and ANG Annual Training Policy and Procedures

**a. Introduction.** This section provides policy and procedural guidance for annual training, including exercises and deploy-

ments. Guidelines for training activities within specific functional areas are provided in the attachments. This regulation is applicable to all units. It outlines specific procedures for various types of training activities, including exercises and deployments, in which units are involved. It provides administrative guidance to ensure an effective annual training program.

### **b. General.**

(1) Training will continue to be conducted with limited resources. Training opportunities exceed the resources available. Limitations existing workdays, travel funds, flying hours, and availability of the individual Guard members.

(2) To equitably distribute available resources, appropriate NGB division concurrence is required for all annual/special training. Each unit commander will ensure that only essential personnel participate and that all training is accomplished as close to home station as possible. Airlift for training deployments will be considered only for equipment and personnel necessary to perform the unit's prime mission.

(3) Airlift requests will be reviewed and assigned a priority by appropriate NGB validators and NGB/XO will ensure effective use of ANG airlift resources. Airlift missions which will enhance training for airlift units will receive top priority. Other requests will be validated by considering the impact on unit readiness and training.

(4) All OCONUS deployments require conceptual approval from NGB before initiating negotiations or making commitments with individuals or agencies outside

of the National Guard Bureau. Items considered when evaluating proposals include but are not limited to appropriateness of proposed tasking, cost, conceptual feasibility, political considerations, and value of training compared with available alternatives.

(5) Sufficient information to completely evaluate proposed deployments must be provided before conceptual approval and should include: requesting agency, proposed exercise dates and tasking, number of personnel, airlift requirements, source of funding/workdays, and training benefits to be derived. Evaluation of requests and appropriate response will generally be accomplished within 2 weeks.

(6) After deployment approval, all deployment coordination will be accomplished between appropriate NGB office and MAJCOM unless direct unit-to-unit communication is authorized by NGB. When direct unit-to-unit coordination is authorized, provide the appropriate NGB office with information copies of all correspondence.

#### ***c. Administrative Requirements.***

(1) Any significant changes that affect the exercise budget must be programmed and included in the Program Objective Memorandum (POM) cycle.

(2) Units will each quarter submit NGB Form 214-1, Proposed Exercise/Deployment Program, to the AG for approval. Procedures are to be developed within the State for units to submit these requests in sufficient time for accomplishing necessary State action. The time parameters to be established must be sufficient

to allow the State Headquarters to forward AG-approved NGB Form 214-1 to NGB validators within the due date parameters established in paragraph 2-1a of this regulations.

(3) NGB/XOOC coordinates and schedules all ANG airlift. The following airlift request procedures apply for all proposed deployments:

(a) All airlift requests for scheduled exercises and deployments will be submitted through the appropriate NGB validators to NGB/XOOC on NGB Form 214-R to arrive NLT the published submission dates identified in chapter 2. Throughout the year revisions and additional requests must also be submitted on NGB Form 214-R. Emergency/immediate requests may be submitted to NGB/XOOC by telephone.

(b) Airlift requests for less than 30 passengers, less than 10,000 pounds of cargo, and distances of less than 300 nautical miles do not effectively utilize aircraft cabin load capability and will be considered as other airlift, priority 6. Short to medium range deployments may be supported by shuttling aircraft. Changes or cancellations to previously approved deployments must be reported immediately to NGB/XOOC via telephone. Last minute changes in dates or locations will substantially reduce chances of airlift support.

(4) All agencies involved in the scheduling process must adhere to published suspense dates and instructions. Questions on the use of NGB Form 214-R and 214-1 should be directed to NGB/XOOC, DSN 858-6001.

(5) Appendixes B, C, D, and E are included to provide users with guidance in determining aircraft requirements for airlift requests. However, users are encouraged to leave the NR/TYPE ACFT field blank on the NGB Form 214-R. NGB/XOOC will accomplish this field based on airlift parameters and aircraft availability.

### 2-3. Prepermission Actions of Units Being Airlifted

a. **Project Officer.** The commander of the unit being airlifted will designate a project officer from his unit who is knowledgeable about airlift requirements. The project officer will be responsible for the following:

(1) Compliance with the provisions of this publication.

(2) Coordination with the airlift unit for formulation of the airlift mission setup.

(3) Coordination at onload/enroute/offload base during airlift.

(4) Contacting the airport manager/base commander of onload/offload base to coordinate the following:

(a) Routes for surface transportation to and from the flight line.

(b) Troop and/or cargo marshalling areas.

(c) Latrine facilities to be used by passengers during large scale airlift missions.

(d) Parking areas for surface transportation.

(e) Messing facilities for passengers.

(f) Aircrew quarters and overnight ramp parking for aircraft, as required.

b. **Prepermission Planning for Passenger Airlift.** Upon receipt of the airlift mission setup from

the airlift unit, the following will be accomplished:

(1) **Aircraft Loads.** Passengers will be preplanned and manifested for each aircraft listed in the airlift mission setup using AF Form 96. The mission setup will reflect the number of passengers scheduled for each aircraft.

(2) **Passenger Weights.** For planning purposes each passenger will be limited to a total weight of 300 pounds. This includes the weight of the man, his baggage, and any hand-carried items. This figure may be reduced by the air transport unit when necessary. When the 300-pound limitation must be exceeded due to mission requirements, the excess weight will be planned as cargo.

(3) **Immunization.** When airlift is to an overseas destination, passengers will be immunized in accordance with appropriate regulations.

(4) **Passports.** Passports will be carried by passengers when required.

(5) **Passenger Briefing.** The unit being airlifted will ensure that passengers are briefed in advance of the airlift date. Briefing will include, but not be limited to, the following:

(a) Flammable and explosives will not be carried in any baggage. Cigarette lighters, cotton filled, may be carried by passengers on their person. Other type lighters, such as gas filled or lighters having plastic visible fluid containers will be emptied before the passenger boards the aircraft.

(b) Flash bulbs may be carried in hand baggage only. They will not be carried in stowed baggage.

(c) Cameras may be carried aboard the aircraft; however,

they may only be used without a flash attachment with the approval of the aircraft commander.

(d) Portable radios may be carried aboard the aircraft but will not be turned on in flight.

(e) Smoking will not be permitted within 50 feet of the aircraft. When on the aircraft, smoking will be prohibited during ground operation, takeoffs, landings, flight through turbulent air, and when directed by the aircraft commander.

(f) Safety belts will be securely fastened during all takeoffs, landings, flight through turbulent air and when directed by the aircraft commander.

(g) Passengers will not, under any circumstances, walk in the area between the propeller blade or under the engines of parked aircraft.

(h) Passengers will not board the aircraft until instructed to do so by the aircraft commander or his representative.

(i) Personal clothing will be packed as baggage in duffel bags, barracks or B-4 bags, but not in footlockers or trunks.

(6) **Surface Transportation.** Passenger surface transportation to and from onload and offload bases will be arranged by the unit being airlifted.

(7) **In-flight Meals and Beverages.** In-flight meals and beverages will be provided by the unit being moved. Coordination should be made with the airlift unit regarding beverage containers available on the aircraft.

### c. **Passenger Airlift Operations.**

(1) **Load Selection.** Passenger loads will be selected and

manifested by the unit being airlifted in accordance with the airlift mission setup. A separate manifest will be prepared for each plane load of passengers and for each onload/offload station.

(2) **Manifest Distribution.** AF Form 96, Passenger Manifest, will be completed with a minimum of four copies. One copy will be given to the troop commander; the original and all other copies will be turned in to the aircraft commander or his representative. If enroute stops are scheduled, one additional copy will be required for each stop. If a border clearance is required, one additional copy will be prepared.

(3) **Baggage.** All passengers will have their baggage weighed at least 2 hours prior to scheduled block time. This weight will be entered on the passenger manifest. Estimated weights will not be accepted. When baggage has been properly weighed and manifested it will be handled as follows:

(a) Baggage should be kept together according to the mission identifier of the flight for which it is scheduled.

(b) When available, a fourwheel trailer with side rails or other appropriate vehicles should be used to expedite baggage handling. The mission identifier should be conspicuously displayed on each baggage vehicle. Provisions should be made to protect the baggage in the event of inclement weather.

(c) The troop commander of each load of passengers will select at least three passengers to load baggage aboard the aircraft under the supervision of the aircraft loadmaster or flight

traffic specialist. The same provisions will be made at the offload base.

(d) Baggage should be loaded aboard the aircraft and secured at least 1 hour prior to scheduled block time.

(4) **Troop Commander.** A troop commander will be designated for each aircraft carrying ANG passengers. The troop commander will have the following responsibilities:

(a) The Troop Commander will also be responsible for complying with the anti-hijacking provisions of AFR 60-14, paragraph 3a through 3c. In addition, the Troop Commander (OIC or NCOIC for ANG personnel) will attach the following declaration to the passenger manifest. It will be signed and presented to the aircraft commander or loadmaster prior to boarding: *"This is to certify that the above manifested personnel (to include accessible baggage) have been screened for weapons or articles that could be employed in hijacking operations. I further certify that weapons carried on the aircraft are unloaded, and that appropriate caliber ammunition will not be accessible."* (Signed) Troop Commander, OIC or NCOIC of group being airlifted.

(b) Assume control of all passengers listed for movement on aircraft to which assigned.

(c) Ensure that all passengers are informed of their scheduled loading time, mission identifier and marshaling area.

(d) Coordinate with the Air National Guard ALCE and receive briefing. When there is no ALCE, coordinate with the project officer of unit being airlifted and receive briefings.

(e) Ensure that the passenger manifest has been com-

pleted. Check roll prior to reporting for aircraft boarding to check the accuracy of the manifest.

(f) See that all baggage is in position and ready for loading aboard the aircraft at the scheduled time. Designate three or more of the passengers to load and unload baggage.

(g) Ensure that all passengers have been briefed in accordance with anti-hijacking policy.

(h) Maintain in-flight discipline of all passengers.

(i) Assist in maintaining a clean and safe condition in the aircraft.

(j) At enroute stations, determine ground time from the loadmaster or flight traffic specialist and ensure that all passengers are present for scheduled loading times.

(k) During enroute stops appoint two passengers to remain with the aircraft to provide security for baggage and personal items.

(1) Ensure that passengers board and deplane in a safe and orderly manner.

(5) **Surface Transportation for Passengers.** The unit being airlifted will be responsible for providing surface transportation for passengers. When possible, surface transportation vehicles should remain at the onload base until the aircraft are airborne.

(6) **Passenger Loading.** Passenger loading should normally begin 45 minutes prior to scheduled block time.

(7) **In-flight Meals and Beverages.** The unit being airlifted will be responsible for providing inflight lunches and beverages for passengers. When meals and beverages are being obtained from the facility of

on-load base, they should be delivered to the aircraft 1 hour prior to scheduled block time. When passengers carry individual canteens as part of their equipment it is recommended that these be filled prior to boarding the aircraft.

**d. Preparation of Unit Equipment for Airlift.** The following should be accomplished before air shipment of unit equipment aboard Air National Guard aircraft:

(1) Determine weight and cube of each item. These are the primary factors in cargo airlift planning. Consideration should be given to the dimensions of each piece of equipment planned for air shipment to determine whether the door opening limitations of the aircraft will permit loading.

(2) Keep weight and size of packing material and shipping containers to a minimum for air shipment. Fragile and delicate equipment should be packed and marked to prevent damage during tiedown aboard the aircraft.

(3) Preplan cargo loads for each cargo aircraft as listed in the flow plan, which will reflect planned cargo weight for each aircraft. Study of the load-planning charts in attachments will assist in planning for maximum utilization of the space available in each of the cargo aircraft.

(4) Any material which by virtue of its properties is flammable, corrosive, combustible, an oxidizing agent, explosive, toxic radioactive, or unduly magnetic will be packaged, labeled, loaded, and shipped in accordance with AFM 71-4/TM 38-250.

(5) Physically measure and weigh each item for shipment.

(6) Unitize small boxed cargo, ammunition, tool boxes, etc., and palletize on aircraft 463L pallets, whenever possible.

(7) Prepare cargo so that the weight will be evenly distributed on the floor of the aircraft. Heavy pieces of cargo should not be placed on small casters or pallets with small skids that would exceed maximum weights for loads of a panel crushing nature.

(8) Label the actual weight and dimensions of each piece of cargo. When required, unit identification markings should also be made on each item. All large pieces of cargo and all vehicles will have their center of balance plainly marked. Make certain that all previous markings have been obliterated.

(9) Aircraft engines being prepared for air shipment will be purged of all fluids; all lines and openings will be plugged or capped. Drip pans will be required for each engine.

(10) Motor vehicles and other motorized equipment will meet the following criteria:

(a) Fuel tanks may be no more than 75 percent full except when positioned on ramps in-flight, in which case no more than 50 percent full.

(b) Wheel brakes should be capable of holding the vehicles on a 30 degree incline (normal or emergency brakes independently).

(c) Fuel caps, battery caps, and oil filter caps will be firmly secured.

(d) All loose accessories and equipment in the vehicles should be securely lashed.

(e) Weigh the piece of equipment in its shipping configuration (including accessories). The center of balance should be plainly marked on each vehicle.

**e. Cargo Airlift Operations.**

(1) The unit being airlifted will have cargo on or near the loading ramp, arranged in load plan coordination with the mission identifier of the flight for which it is scheduled conspicuously displayed.

(2) Forklifts of sufficient size to handle the cargo should be in place on the ramp for loading and unloading cargo. When more than one aircraft is planned to be loaded or unloaded at the same time, a sufficient number of forklifts should be available.

(3) The user will provide at least six men to load and unload each cargo aircraft. The loading and tie-down of cargo will be under the supervision of the aircraft loadmaster who will be responsible for proper load distribution, tie-down, and aircraft weight and balance.

(4) During loading and unloading operations, all safety precautions will be observed, including the following.

(a) Exercise care in the operation of vehicles, tugs, and forklifts in the vicinity of aircraft.

(b) Personnel not participating in the loading and unloading of the aircraft should remain clear of the working area.

(c) Loading team members should wear gloves during loading operations.

(5) The unit being airlifted should arrange to have vehicles available at offload bases to move cargo from the aircraft parking area.

(6) The unit being airlifted will designate two cargo custodians to accompany each cargo aircraft. Their responsibilities will be as follows:

(a) Assist in loading and unloading the aircraft.

(b) Obtain copies of the cargo manifest.

(c) Coordinate with Air National Guard ALCE. When there is no ALCE check with the project officer of the unit being moved.

(d) Provide security for cargo at onload/enroute/offload bases.

(7) The cargo manifest shall contain a summary of any hazardous material on the aircraft to be signed by the A/C commander or his representative. It will be completed with a minimum of four copies. The original will be turned in to the aircraft commander; two copies will be given to the cargo custodians; one copy will be given to the project officer of the moving unit. If a border clearance is required, two additional copies will be prepared.

**2-4. Airlift Support Requirements Checklist:**

**a. Introduction.** Each National Guard airlift mission will have different support requirements, depending on the size and nature of the operation. Paragraph c below, provides guidance in the various types of support that could possibly be required for the successful conduct of airlift of National Guard personnel and equipment. By careful reference to this paragraph, the following objectives may be accomplished.

(1) Determination of the specific support elements required.

(2) Designation of responsibility for each required support element.

**b. Responsibility.** The user will coordinate with the airlift unit for provisions necessary for support requirements. The unit being airlifted will provide all support that is within its capability.

**c. User Airlift Support Checklist.** The following is a comprehensive listing of possible airlift support requirements. This checklist is for guidance only and may be altered as necessary upon agreement by both the airlifter and user:

**(1) Aircraft Servicing.**

- (a) Minor maintenance.
- (b) Maintenance stands.
- (c) Fuel, engine oil, prop oil, hydraulic fluid.
- (d) Oxygen.
- (e) Latrine servicing.
- (f) Provisions for emptying aircraft trash containers.
- (g) Insert wheel chocks.

**(2) Passengers.**

- (a) Loading ramps.
- (b) In-flight meals.
- (c) In-flight beverages.
- (d) Beverage cups, spoons, cream, and sugar.
- (e) Baggage vehicles.
- (f) Marshalling area.
- (g) Parking area for passenger vehicles.
- (h) Passengers manifest forms.

**(3) Cargo.**

- (a) Forklifts.
- (b) Johnson bars.
- (c) Night lighting.
- (d) Surface transportation for cargo.
- (e) Loading personnel.
- (f) Drip pans.
- (g) Pallets (463L).

- (h) 463L "K" Loader.
- (i) Marshalling area.
- (j) Qualified forklift, "K" loader operators.
- (k) Cargo nets.

**(4) Aircrews.**

- (a) Billeting.
- (b) Meals (in-flight and on-ground).
- (c) Surface transportation.
- (d) Flight planning facility.
- (e) Weather briefing.
- (f) Base operations.
- (g) ARTC clearance delivery.
- (h) Overseas airfield suitability.

**(5) Miscellaneous.**

- (a) Aircraft parking plan.
- (b) Emergency equipment (fire truck, ambulance).
- (c) Fire guard/fire extinguishers.
- (d) Auxiliary power units-28 volt DC, 400-ampere.
- (e) Wing walkers.
- (f) Survival kits.
- (g) Follow-me vehicles.
- (h) Medical services (first aid station).
- (i) Coordination for necessary PPR's should be accomplished.

**d. ALCE Checklist.** In addition to the support facilities, support listed above, the following facilities, support and services may be required for effective accomplishment of Air National Guard ALCE functions:

- (1) Office space--typewriter and adding machine.
- (2) Telephone.
- (3) Communication capability with control tower,

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ground controller,  
transient maintenance,  
etc.

- (4) Transportation.
- (5) Billeting.

**e. Coordination at Onload and Offload Bases:** The project officer of the unit being airlifted will be responsible for:

(1) Working closely with Air National Guard ALCE members. When there is no ALCE, maintain contact with the control officer of the air transport unit responsible for the airlift.

(2) Remaining at the on-load base until the last aircraft is ready to depart.

(3) When there is no ALCE, brief each troop commander and each cargo custodian on his specific duties.

(4) Making certain that all passengers and all cargo loads are ready for expeditious loading aboard aircraft.

(5) Monitoring delivery of in-flight meals and beverages to aircraft.

(6) Representing the commander of the unit being airlifted, when authorized, in making decisions concerning the airlift.

**f. Joint Airborne/Air Transportability Training (JA/ATT) Procedures, Army.**

(1) All requests for JA/ATT missions will be submitted on FORSCOM Form 612R in accordance with appendix II, annex F, FORSCOM supplement I to AR 350-1. Forms 612R are submitted through channels to USFORSCOM for approval. Requests thus submitted are addressed monthly at the monthly Joint Forces Allocation and Coordination Workshop.

(2) ANG tactical airlift units or Army units will not enter into unilateral agreements

for joint airborne training without benefit of the above procedures. NGB/XOOC does not coordinate JA/ATT mission requests.

(3) The JA/ATT system will not be used to provide air transportation or circumvent the MAC SAAM or ANG airlift systems.

(a) NGB/XOOC will only fund add on JA/ATT missions with RPA workdays for those missions reviewed, validated, and offered at the monthly workshop. Short notice missions will be evaluated on a case by case basis.

(b) JA/ATT participation will be limited to 5 percent of the unit's total allocated flying hour program. Manday and per diem reimbursement is provided by HQ MAC (MPA), NGB (ST), or unit funding. NGB will fully fund validate CONUS missions and 50 percent of OCONUS JAATT.

### Chapter 3

#### Responsibilities of Airlift Units

##### 3-1. General Mission Planning Procedures

**a. Airport Determinations.** Airlift units will determine that airports used for all airlift operations meet necessary requirements for optimum safety, including IFR operations.

**b. Airlift mission setup.** The airlift mission setup is the schedule of operations for airlift aircraft. The wing or group responsible will prepare the airlift mission setup. The setup will require detailed coordination with the unit to be airlifted, onload/enroute/offload bases, times, POCs, and XOOC mission numbers. The following criteria will apply:

(1) **Mission Identifiers.** Each airlift will be assigned a series of mission identifiers by

NGB/XOOC. XOOC will assign a unique mission identifier to each aircraft.

(2) **Backup Aircraft.** The airlift unit is responsible for enroute support and mission accomplishment. When backup aircraft are used, the mission identifier of the replaced aircraft will be assumed by the backup aircraft with the next highest chalk number assigned to the ninth character position.

(3) **Number of Participating Aircraft.** The number of aircraft required to accomplish airlift missions will be determined by NGB/XOOC. Each aircraft will be listed in the mission setup according to its mission identifier.

(4) **Ground Times.** Ground times will be as published in the mission setup and governed by mission requirements. Changes will be relayed to NGB/XOOC as soon as possible.

(5) **Air National Guard Airlift Control Element (ALCE).** A responsible wing will provide an ALCE, when tasked by NGB/XOOC, to coordinate airlift operations. An ALCE chief will be designated for each control element.

(6) **ANG Mission Operations Supervisor.** For airlift missions not requiring an ALCE, the responsible wing or group will designate an operations supervisor who will coordinate mission planning and airlift operations. The supervisor will contact the user project officer to coordinate mission details. The operations supervisor may participate in the airlift or be available for telephone coordination.

(7) **Large Amounts of Cargo Requirements.** When planning air-

lift missions involving large amounts of cargo, it is recommended that a qualified loadmaster brief personnel of the unit being moved regarding the preparation of equipment for air shipment.

(8) **Ramp Parking Plan.** The operations supervisor should meet with the airport manager/base commander of the onload/enroute offload base prior to large-scale airlift missions to discuss a ramp plan, when possible. The plan, if drawn, should be made available to all parties concerned.

### 3-2. Operational Procedures.

a. **Airlift mission setup:** The unit responsible for the airlift mission, will publish a mission setup (premission report).

b. **Crew Duty Time Waiver.** Waivers will be coordinated through NGB/XOOC. NGB/XOOC will coordinate the waiver request with the appropriate waiver representatives.

### 3-3. ANG Airlift Control Element (ALCE).

a. **General.** The responsible airlift wing and/or group may at its discretion provide ALCE when the magnitude and nature of the movement warrants.

#### b. Composition of Elements.

(1) The wing commander will select the most qualified available personnel as ALCE members.

(2) An ALCE Chief, who will be the direct representative of the wing commander, will be designated for each ALCE.

(3) The ALCE will be assigned the responsibility of expediting the flow of Air National Guard airlift aircraft and coordinating procedures in support of

airlift operations at the onload/enroute or offload bases.

(4) The number of personnel to comprise each control team will be determined by the responsible airlift wing or group. A plan outlining the number of ALCE members and their specific duties will be submitted to NGB/XOOC for concurrence and funding. This plan will be attached to the draft of the airlift mission setup of each mission for which an ALCE is planned.

**c. Positioning.**

(1) ALCE member should be in position at the onload/offload base sufficiently in advance of the first scheduled departure/arrival to ensure complete coordination of all phases of the operation.

(2) When an ALCE is used during relatively small airlift operations, team members may be deployed aboard the first aircraft and depart aboard the last scheduled aircraft.

(3) For large-scale airlift missions, which require ALCE members to be in position at the onload base well in advance of the first scheduled departure, backup aircraft may be used to deploy team members.

**d. ALCE Duties.** Duties of the ALCE during airlift operations will include, but not be limited to the following:

(1) Determine requirements for use of backup aircraft and inform aircrews, project officer, and other interested parties.

(2) Meet with the project officer at the onload base on the date of the airlift to coordinate necessary items.

(3) Contact each troop commander and/or cargo custodian. Brief each on their mission identifier, scheduled loading time and the planned parking spot on

the ramp of their aircraft.

(4) Ensure that passenger and/or cargo manifests have been properly prepared.

(5) Inform the project officer of each aircraft arrival so he may coordinate with passengers or cargo loading teams to ensure prompt loading.

(6) Brief each aircraft commander on pertinent information concerning his mission and facilities available on the base. When aircrews plan to remain overnight at the onload/offload base, provide necessary information regarding transportation, messing and billeting.

(7) Monitor the station weather and make necessary arrangements for anticipated delays or early departures due to inclement weather.

(8) Monitor inbound flights through appropriate Federal Aviation Agency Flight Service Station and/or the control tower and inform the project officer of the unit being airlifted of any changes or delays.

(9) Ensure that every precaution is taken to comply with safe operating procedures.

(10) Monitor the airlift mission setup and keep a record of actual times, number of passengers and/or cargo for each aircraft.

**e. Debriefing.** When conditions permit, the ALCE Chief should hold a debriefing with a representative of the airlifted unit. Problem areas and suggested methods of improving National Guard airlift operations should be discussed and noted. The Chief will keep a written record of the debriefing and include this as a part of his final report.

**f. Written Summary.** Upon completion of a National Guard

airlift operation, the ALCE Chief will evaluate the operation and prepare a written summary that will be submitted to the commander of the responsible airlift wing and to NGB/XOOC.

### 3-4. Command, Control and Flight Following

#### a. Responsibilities.

(1) State Adjutant Generals may approve unit directed flights within the Continental United States (CONUS) in compliance with Command Agreements as authorized by the National Guard Bureau (NGB). They will ensure that flying units comply with all directives under which flying operations are authorized. Operational authority for unit directed flights is vested in the Adjutant General.

(2) NGB/XO is the approving and operational authority for all CONUS operated missions (with the exception of unit generated missions) and for operating outside of the United States (OCONUS). This responsibility is delegated to NGB/XOOC.

(3) Unit commanders will ensure that personnel comply with this regulation. Units may submit further supplementation to meet the specific requirements of missions, type aircraft, and local conditions for NGB/XOOC approval.

#### b. Aircraft Movements.

##### (1) NGB Mission Numbers.

An NGB/XOOC mission number is required for all ANG aircraft operating outside of their designated local training area. Appendix F identifies the coding structure of a NGB/XOOC mission number. Prepermission reports are required on all missions operating with NGB mission numbers (including

operational support aircraft). Unit's will generate and assign their own mission numbers for unit generated missions. The second character on unit generated mission numbers will be a "U", "T", or "P", as applicable. Rules for prepermission and after action reporting is the same on unit generated mission numbers as addressed in this publication for XOOC generated mission numbers. OCONUS travel for unit generated mission numbers is not authorized. To generate a unit mission number, use the following guidelines:

-- The first character will always be "D".

-- The second character will be a "U", "T", or "P", as applicable. Use "U" for standard unit generated missions. Use "T" for tanker generated mission numbers which will include refueling. Use "P" for unit generated mission numbers for PDM inputs and returns.

-- The third and fourth character will be: "15" for unit generated missions in support of ANG. "11" for unit generated missions in support of the state TAG.

-- The fifth character will be: "Y" for primary MDS aircraft. "Z" for operationally support aircraft.

-- The sixth, seventh, and eighth characters will be the unit's numeric designator (example: 159 for the 159TFG, 136 for the 136TAW).

-- The ninth character will designate the unit's sortie number for the day. (example: if this is the first unit generated sortie for the flying date, you will use "1", if this

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is the second unit generated sortie for the flying date, you will use "2" and so forth).

-- The tenth, eleventh, and twelfth characters will be the julian date for the flying day.

**(2) CONUS Movements.** Commanders will maintain positive control of aircraft away from home station by requiring adherence to the approved mission plan and itinerary. Procedures will be developed to upchannel departure times to NGB/XOOC for input into GDSS. Times are required for each leg of the mission until mission termination. NGB/XOOC can be reached DSN: 858-6001, 1-800-237-9744, or collect 301-981-6001. (Aircrews are encouraged to pass times via radio telephone patch to Minuteman Ops (NGB/XOOC) when airborne and ground communication is not practical between stops.) For airlift missions, relay the total pax and/or cargo onboard along with each departure time to NGB/XOOC.

**(3) OCONUS Movements.** Commanders will ensure that aircraft movements are in compliance with applicable directives. Missions operating outside CONUS will contact the appropriate MAC agencies and advise of times, itinerary changes, and mission deviations for input into GDSS.

**(4) Off-Station Training Flights.**

**(a)** In accordance with **a** and **b** above aircrew members are authorized to participate in periodic offstation training flights.

**(b)** Personnel onboard ANG aircraft supporting off-station training must follow NGB and their respective applicable gaining major command directives, DOD 4515.13R, AFR 60-1, ANGR

60-1, and AFM 75-1.

**(c)** Commanders will ensure the movement of leave and TDY personnel on such flights is a strict by-product and not the primary purpose of the off-station flight before granting approval (see ANGR 215-1).

**(d)** Off-station training must comply with reporting requirements of their specific mission type aircraft.

**c. Control and Reporting Procedures.** (Use in conjunction with NGR 55-10.)

**(1) Premission reporting.** Premission reports will be submitted to NGB/XOOC NLT 72 hours before mission operating date for all aircraft. A separate premission report is required for each aircraft operating inclusive of all mission numbers supported for the aircraft's mission. Premission update reports will be sent ASAP identifying changes to a permission before mission activation. Update reports will be identified by transmitting a SYS.RRM report referencing the original itinerary. Only changed data is required to be reported. Utilize Appendix G for submitting a premission report and Appendix H for premission report instructions.

**(2) Deviation reporting.** Once a mission is active, premission update reporting is discontinued. Any change to an itinerary after the mission is active must be approved by the unit commander except when directed by higher headquarters. Unit commanders will develop local procedures to upchannel any deviation to an itinerary to NGB/XOOC as soon as information is known. Deviation reporting is inclusive of changes in mission timing, destination(s), diverts, delays, overflys, air-

craft, aircraft commander, etc. NGB/XOOC personnel will modify the GDSS database accordingly. Deviation reporting will be voice relayed as soon as deviation information is known. No record copy is required unless requested by NGB/XOOC.

**(3) After Action Reporting.**

An after action report will be submitted to NGB/XOOC NLT 5 working days after mission completion. After action reports for all airlift, tanker, operational support aircraft, and rescue units will utilize the format in Appendix I and instructions contained in Appendix J. After actions reports will be submitted to NGB/XOOC utilizing the AIRS2 software. The mission number reported in the airlift after action report will be that as specified on the tasker message executing the mission. The chock number must be exact. Aircraft commanders of airlift aircraft will maintain a record of passengers and cargo (lbs) carried and the number of miles flown. This will be accomplished IAW locally established procedures. When a control element is provided, the ALCE Chief will prepare a written summary.

**d. Reimbursement Policy.**

(1) NGB/XOOC utilizes the after action reports to validate

and initiate aircrew reimbursement (mandays, travel and per diem expenses) Unless an after action report is filed, reimbursement is not accomplished. The following matrix identifies NGB/XOOC standard reimbursement policy:

	OFFICER	ENLISTED
C-130	3	3*
C-141	3	3
C-5	3	6
KC-135	3	5**

\* 1 additional crew chief is authorized for OCONUS and Dedicated missions.

\*\* Over 15 pax, otherwise authorization is 4.

**NOTE:** Additional funding may be preapproved on a case-by-case basis. Coordination must be accomplished in advance. Augmented crew authorization for airlift missions require prior coordination with XOOC.

(2) Non-reimbursable Missions: Reimbursement will not be accomplished for any unit generated missions (DT, DU, DP) and for overwater navigational training missions (DN).

**APPENDIX A****References****Section I****Required Publications****AFR 60-14**

(Hijacking) Cited in paras  
1-2b(12) and 23c(4a).

**AFR 71-4**

(Preparing Hazardous Materials  
for MILAIR Shipment) Cited in  
para 2-3D(4).

**ANGR 215-1**

(Air National Guard (ANG) Morale,  
Welfare, and Recreation (MWR)  
Programs, and Activities) Cited  
in para 3-4B(2d)

**NGR 55-10-**

(ANG Command and Control) Cited  
in para 3-4C.

**NGP 350-1**

(Training - Army National Guard)  
Cited in paras 23c(1) and  
2-4f(1).

**Section II****Related Publications\*****AFR 76-1**

(USAF Logistic Airlift (LOGAIR))

**AFR 60-1**

(Flight Management)

**ANGR 60-1**

(Flight Management)

**DOD 4515.13R**

(Eligibility for Travel on DOD  
Aircraft)

**MACR 55-25**

(ALCE)

**MACR 55-130, 141, 5**

(Weapons System Aircrew Training)

**MACR 76-1**

(Transportation)

\*A related publication is merely  
a source of information. The  
user does not have to read it to  
understand this publication.

**APPENDIX B****Aircraft Data: C-130**

**Type:** The C-130 is a four engine, high wing, all metal transport designed for the transportation, including airdrop, of personnel and/or cargo. The exterior dimensions and appearance of the A, B, E, and H models are similar, however, their capacities vary considerably. These differences are noted in the following information.

**General Description:****Exterior:**

- **A Model:** Four-blade propeller. Two 450-gallon nylon tanks, one located outboard of each outboard engine (a few aircraft have no nylons).

- **B Model:** Four blade propeller. No nylon tanks.

- **E/H Model:** Four blade propeller. Two 1,360 gallon pylon tanks, one located between each set of engines.

- Engines T-56-A.
- Overall length 97 ft 9 ins
- Wingspan 132 ft 7 ins.
- Height 38 ft 3 ins (to top of tail).
- Fuel type JP-4.
- Fuel capacity:
  - A Model 6,150 gallons.
  - B Model 7,000 gallons.
  - E/H Model 9,800 gallons.
- Engine oil type MIL-L-23699 (alternate 7808).
- Oil capacity (each engine):
  - A Model 8 gallons usable.
  - B/E/H Model 12 gallons usable.

**Operating Characteristics:**

- Average true air speed range: 280 to 310 knots.
- Average fuel consumption: 3,800 to 4,400 pounds per hour.
- Maximum landing weight:
  - A Model 124,200 pounds.
  - B Model 135,000 pounds.
  - E/H Model 155,000 pounds.
- Normal landing weight:
  - A Model 96,000 pounds
  - B Model 118,000 pounds
  - E/H Model 130,000 pounds

**Cabin: Pressurized.****Passenger Configuration:**

- Maximum troop capacity: 92
- Normal troop limit: 78
- Normal paratroop limit: 64
- Maximum litter capacity: 74

**Cargo Configuration:**

- Length of cargo compartment: 41 ft.
- Width of cargo compartment: 10 ft 3 in
- Height of cargo compartment: 9 ft.
- Height of cargo floor above ground: 3 ft, 3 in to 3 ft, 5 in
- Dimensions of ramp: 10 ft x 10 ft.
- Floor weight limitations: See T.O. 1C-130A-9.
- Cargo, other than rolling stock, should be palletized whenever possible. Each pallet is restricted to 10,000 pounds.

**Cargo compartment limits:**

- A Model: 25,000 pounds.
- B/E/H Model: 35,000 pounds.

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- Cargo capacity: 4,500 cubic feet.

***External Power Requirement:***

- AC: 200/115 volt, 3 phase, 400 cycle.
- DC: 28 volt, 400 amperes

***Latrine Facilities:***

Toilet facilities normally consist of a chemical toilet and urinal, installed in the cargo compartment aft of the left paratroop door.

**APPENDIX C****Aircraft Data: C-141**

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

**General Description:**

- Engines: PW TF33-P-7 Turbofans
- Overall length: 168 feet 4 inches
- Wingspan: 160 feet
- Height: 40 feet 7 inches
- Fuel: JP-4
- Engine oil type: MIL-L-23699/-ALT 7808

**Operating Characteristics:**

- Average true airspeed: 450 knots
- Average fuel consumption: lbs

per hour

- Maximum landing weight: 325,000 pounds
- Pressurized cabin

**Passenger Configuration:**

- Normal troop capacity: 190 pax

**Cargo Configuration:**

- Floor weight limitations: see 1-C141B-9 E

**External power requirements:**

- AC: 200/115 volt, 3 phase, 400 cycle
- DC: 28 volt

**Latrine facilities:** 2 toilets installed in the troop area.

Due to height of cargo floor a rollerized-tine fork-lift should be provided as a minimum. If none available, then the maximum weight of the pallets for bare-tine fork-lift will be 5000 lb.

**APPENDIX D****Aircraft Data: C-5**

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

**General Description:**

- Engines: General Electric TF-39 Turbofans
- Overall length: 247 feet 10 inches
- Wingspan: 222 feet 9 inches
- Height: 65 feet 1 inch
- Fuel: JP-4
- Fuel capacity: 51,154 gallons
- Engine oil type: MIL-L-7808
- Oil capacity (each engine): 12.9 gallons

**Operating Characteristics:**

- Average true airspeed: 450 knots
- Average fuel consumption: 20,000-25,000 lbs per hour
- Maximum landing weight: 769,000 pounds
- Normal landing weight: 635,850 pounds
- Pressurized cabin

**Passenger Configuration:**

- Normal troop capacity: 73 pax

**Cargo Configuration:**

- Length of cargo compartment: 144 feet, 7 inches
- Width of cargo compartment: 19 feet
- Height of cargo compartment: 13 feet, 6 inches
- Height of cargo floor above ground: variable 70-94 inches
- Floor weight limitations: see 1-C5A-9
- Total cargo volume: 34,734 cubic feet

**External power requirements:**

- AC: 200/115 volt, 3 phase, 400 cycle
- DC: 28 volt

**Latrine facilities:** 2 toilets installed in the troop area.

Due to height of cargo floor a rollerized-tine fork-lift should be provided as a minimum. If none available, then the maximum weight of the pallets for bare-tine fork-lift will be 5000 lbs.

**APPENDIX E****Aircraft Data: KC-135**

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

**General Description:**

- Engines: E Model TF33-PW-102  
R Model CFM-56
- Overall length: 136 feet 3 inches.
- Wingspan: 130 feet 10 inches.
- Height: 41 feet 8 inches (to top of fin).
- Fuel type: JP-5/JP-8.
- Fuel capacity: E/R Model 31,200 gallons.
- Engine oil type: MIL-L-007808F (alternate 7808).
- Oil capacity (each engine): 5.5 gallons
- Latrine facility. 1 flush toilet, 2 urinal cans.

**Operating Characteristics:**

- Average true air speed range: 420 to 470 knots.
- Average fuel consumption: 10,000 pounds per hour.
- Maximum landing weight: 200,000 pounds.
- Normal landing weight: 160,000 to 170,000 pounds.
- Cabin Pressurized

**Passenger Configuration:**

- Maximum troop capacity: 80.
- Normal troop limit: 55.
- External passenger loading ramp Required Recommended Air Stairs.

**Cargo Configuration:**

- Length of cargo compartment: 860 inches.
- Width of cargo compartment: 129 inches.
- Height of cargo compartment: 81 inches.
- Distance of cargo floor from ground level: 10 feet.
- Forward cargo door dimensions: 78 in high, 117 in wide.
- Floor weight limitation: 200 pounds per square foot.

**Power Requirements:**

- External Power Unit requirement AC: 200/115 volt, 3 phase, 400 cycle.
- External Power Unit requirement DC: 28 volt.
- MA-2 MPSU for starting and internal power.
- MA-1-Starting Only.
- MA-1A-Starting Only.
- MD-3-Internal Power. Allowable Cabin Loads (ACLs) For Planning Purposes:
- Passengers: 55.
- Cargo: 20,000 pounds.

## APPENDIX F

## NGB/XOOC MISSION NUMBERS MATRIX

**Example:** DC1518731282

**1ST Digit** = Guard Mission Identifier (will be a D, J, V, or 3).

**2ND Digit** = Type Mission (See mission type identifiers).

**3 & 4 Digits** = User Code (See user code identifiers).

**5 - 8 Digits** = Sequence number (assigned by computer).

**9TH Digit** = Number of airframes assigned to mission (chalk number).

**10 - 12 Digits** = Requested Julian Operating Date (JOT).

**Mission Types (2nd Digit)**

**A** - ANG (Transportation account funding available from validator)

**B** - ARNG (Transportation account funding available from validator)

**C** - ANG (Transportation account funding not available from validator)

**D** - ARNG (Transportation account funding not available from validator)

**E** - Emergency/Disaster Relief

**F** - Fighter/Recce/Tac Air Support

**G** - (Not Used)

**H** - (Not Used)

**I** - ASIF Channel Mission (Strategic Airlift)

**J** - JA/ATT

**K** - OLAA (ADW) Support Aircraft  
**L** - OLBB (BKF) Support Aircraft  
**M** - MAFFS (Modular Airborne Fire Fighting System)  
**N** - Navigation Trainer  
**O** - Opportune Airlift  
**P** - PDM Inputs  
**Q** - OCONUS Training Mission  
**R** - Rescue/Search Operations  
**S** - SAAM (MAC) and System Training  
**T** - Tanker Unit Generated Mission/Air Refueling  
**U** - Unit Generated  
**V** - Puerto Rican Rotator  
**W** - 193 SOG Operations  
**X** - Exercises/Contingencies  
**Y** - ASIF SAAM/Exercise Mission (Strategic Airlift)  
**Z** - Humanitarian/Miscellaneous

**User & Special Usage Codes****(3rd & 4th Digit)**

01 = NGB	05 = SAC	09 = USCG
13 = USAR	17 = AFLC	21 = USAFA
02 = MAC	06 = Army	10 = USAF
14 = ARNG	18 = AFSC	22 = USMA
03 = TAC	07 = Navy	11 = STATE
15 = ANG	19 = ARS	23 = ROTC
04 = IAF	08 = USMC	12 = DOD
16 = AFRES	20 = USFS	24 = CAP
25 = PMEL	26 = NASA	
27-98 = XOOC Special Usage		
99 = FEMA		



N. SEND TO EXTERNAL SYSTEMS: x

O. ADDITIONAL AIMS ICAOS:

/xxxx/xxxx/xxxx/xxxx/xxxx/xxxx/xxxx/xxxx/

P. ADDITIONAL AIMS ADDRESSEES:

xx//

**APPENDIX H****PREMISSION REPORT INSTRUCTIONS**

**ORIGINATOR:** The flying/reporting unit is text from 1 to 11 characters. AC MDS: Indicates the Aircraft Model Design Series. Aircraft types like C130, C141, or C005 belong in this field. This field is from 1 to 6 characters.

**NAF:** Contains the Numbered Air Force. This field is 2 characters.

**OPERATOR:** Contains either ANG or NGB. This field is from 1 to 6 characters. Use ANG for missions that will be jointly tracked by MAC; e.g., OCONUS flights, MAC SAAMS, or missions through a MAC port. Use NGB for all others.

**EX/PROJ NAME:** Exercise, project, or operation. Use this field if your mission has a predetermined name. This field is from 1 to 12 characters.

**CREW:** (A)ugmented, (B)asic, or (C)ommercial. This is a 1 character field.

**MSN TYPE:** Support, Training, JA/ATT, SAAM, etc. This field is from 1 to 8 characters.

**LOAD:** (P)ax, (C)argo, or (M)ixed. This is a 1 character field.

**CONFIG:** Aircraft cargo compartment configuration. This field is from 1 to 3 characters.

**CLASSIFICATION:** In nearly all cases this field will contain 'U' for 'UNCLASSIFIED'. This is a 1 character field.

**SEND MAIRS:** (Y)es or (N)o. This is a 1 character field.

**AIMS REMARKS:** AIMS remarks consist of two lines. The first line is from 1 to 52 characters and the second line is from 1 to 20 characters.

**MISSION ID:** The X00C or unit generated assigned mission number is text and should always be 12 characters.

**ARRIVE:** Aircraft arrival time in JJJ/ZZZZ format where JJJ is a 3-character julian date and ZZZZ is a 4-digit time expressed in GMT hours and minutes.

**CD:** Indicates the station code associated with the aircraft arrival. Refer to MAC 55- series regs. This is a 1 character field.

**ICAO:** Indicates the 4-character ICAO associated with the station that the aircraft is approaching or leaving. This field must always be 4 characters.

**DEPART:** Aircraft departure time in JJJ/ZZZZ format where JJJ is a 3-character julian date and ZZZZ is a 4-digit time expressed in GMT hours and minutes.

**CD:** Indicates the station code associated with the aircraft departure. This is a 1 character field.

**MISSION REMARKS:** Remarks are any free-format text that describes special mission information that NGB/X00C should know about. Each remarks line may be from 1 to 69 characters.

**SEND TO EXTERNAL SYSTEMS:** Indicates whether information about a mission should be sent to AIMS addressees. A 'Y' indicates that AIMS messages should be sent. An 'N' indicates that AIMS messages should not be sent. This is a 1-character field.

**ADDITIONAL AIMS ICAOS:** If AIMS messages should be sent to sta-

tions other than those indicated in the mission itinerary, provide those ICAOs here.

**ADDITIONAL AIMS ADDRESSEES:** If AIMS messages should be sent to PLAs not specified elsewhere in the itinerary, provide those PLAs here. Each addressee line may be from 1 to 55 characters.

## APPENDIX I

## AFTER ACTION MESSAGE (EXAMPLE AUTODIN)

UNCLAS

MSGID/SYS.RRM/145 TAG//

RMKS/AFTER ACTION REPORT FOR TRIP /14590001/

A. SPECIAL TRAINING OFFICER: /3/

B. SPECIAL TRAINING ENLISTED: /3/

C. ANNUAL TRAINING OFFICER: /2/

D. ANNUAL TRAINING ENLISTED: /2/

E. TECH/AGR/IDT OFFICER: /1/

F. TECH/AGR/IDT ENLISTED: /1/

G. PAY CODE AUTH: /001/

H. AIRCRAFT TYPE: /C130B/

I. PER DIEM REQUESTED: /Y/

J. OFFICER WORK DAYS REQUESTED: /Y/

K. ENLISTED WORK DAYS REQUESTED: /Y/

ITEM 1. AFTER ACTION REPORT FOR MISSION /DA0100281072/

A. EXERCISE OPERATION: /VOLANT RODEO/

B. DEPARTURE DATE: /01-JAN-1990/

C. RETURN DATE: /01-JAN-1990/

D. FLYING HOURS: /7.0/

E. MSN SORTIES: /3/

F. PREPO/DEPO SORTIES: /1/

G. TOTAL SORTIES: /4/

H. O &amp; M PAX: /6/

I. MAC PAX: /6/

J. MAC OPP PAX: /6/

K. AIRDROP PAX: /6/

L. TOTAL PAX: /24/

M. O &amp; M PAX MILES: /5350/

N. MAC PAX MILES: /5350/

O. MAC OPP PAX MILES: /5350/

P. TOTAL PAX MILES: /16050/

Q. O &amp; M CARGO: /6.0/

R. MAC CARGO: /6.0/

S. MAC OPP CARGO: /6.0/

T. AIRDROP CARGO: /6.0/

U. TOTAL CARGO: /24.0/

V. O &amp; M TON MILES: /5350/

W. MAC TON MILES : /5350/

X. MAC OPP TON MILES: /5350/

Y. TOTAL TON MILES: /16050/

AA. REMARKS:

ITEM 2. AFTER ACTION REPORT FOR MISSION /DC1542841073/

A. EXERCISE OPERATION: /VOLANT RODEO/

B. DEPARTURE DATE: /01-JAN-1995/

C. RETURN DATE: /05-JAN-1995/

D. FLYING HOURS: /11.0/

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E. MSN SORTIES: /3/  
F. PREPO/DEPO SORTIES: /2/  
G. TOTAL SORTIES: /5/  
H. O & M PAX: /9/  
I. MAC PAX: /9/  
J. MAC OPP PAX: /9/  
K. AIRDROP PAX: /9/  
L. TOTAL PAX: /36/  
M. O & M PAX MILES: /12800/  
N. MAC PAX MILES: /12800/  
O. MAC OPP PAX MILES: /12800/  
P. TOTAL PAX MILES: /38400/  
Q. O & M CARGO: /9.0/  
R. MAC CARGO: /9.0/  
S. MAC OPP CARGO: /9.0/  
T. AIRDROP CARGO: /9.0/  
U. TOTAL CARGO: /36.0/  
V. O & M TON MILES: /12800/  
W. MAC TON MILES: /12800/  
X. MAC OPP TON MILES: /12800/  
Y. TOTAL TON MILES: /38400/

## AA. REMARKS:

ITEM 3. AFTER ACTION REPORT FOR MISSION/ (TIED MISSION NUMBER A/R)

A-AA: AS PREVIOUSLY SHOWN

**NOTE:** AIRLIFT INFORMATION SYSTEM (AIRS) SOFTWARE SHOULD AUTOMATICALLY  
FORMAT REPORTS (UTILIZE MOST RECENT VERSION)

**APPENDIX J****AFTER ACTION MESSAGE INSTRUCTIONS**

**TRIP-RELATED FIELDS:** Trip-related fields occur only once per after action report.

**ORIGINATOR:** The flying/reporting unit is text from 1 to 11 characters.

**TRIP ID:** A unique identifier associated with a trip. A trip consists of a collection of one or more missions flown during the time when an aircraft leaves its home station and returns. This is an 8-character value.

**SPECIAL TRAINING OFFICER:** Number of special training officer days used for the mission. When units expend special training officer days, they are reimbursed by X00C for both workdays and per diem. Per diem is disbursed from the Military Personnel per diem fund. This is a 1 to 5 digit number. Report the total number of days expended for the entire trip.

**SPECIAL TRAINING ENLISTED:** Number of special training enlisted days used for the mission. When units expend special training enlisted days, they are reimbursed by X00C for both workdays and per diem. Per diem is disbursed from the Military Personnel per diem fund. This is a 1 to 5 digit number. Report the total number of days expended for the entire trip.

**ANNUAL TRAINING OFFICER:** Number of annual training officer days used for the mission. Annual training days data are collected for informational purposes only. Workdays and per diem are not

disbursed for annual days. This is a 1 to 5 digit number. Report the total number of days expended for the entire trip.

**ANNUAL TRAINING ENLISTED:** Number of annual training enlisted days used for the mission. Annual training days data are collected for informational purposes only. Workdays and per diem are not disbursed for annual days. This is a 1 to 5 digit number. Report the total number of days expended for the entire trip.

**TECH/AGR/IDT OFFICER:** Number of officer days expended that qualify as Technician, AGR, or IDT status. Workdays are not reimbursed for these days. However, per diem is. Per diem dollars come from the Operations and Maintenance fund. This is a 1 to 5 digit number. Report the total number of days expended for the entire trip.

**TECH/AGR/IDT ENLISTED:** Number of enlisted days expended that qualify as Technician, AGR, or IDT status. Workdays are not reimbursed for these days. However, per diem is. Per diem dollars come from the Operations and Maintenance fund. This is a 1 to 5 digit number. Report the total number of days expended for the entire trip.

**PAY CODE AUTH:** Payment authorization code acquired by phoning an NGB/X00C person who has the authority and responsibility for approving additional crew members above the standard crew size. This is a 3-character value. Pay code applies to the entire trip.

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**PER DIEM REQUESTED:** Indicates whether this after action report is a request for per diem disbursement or the after action report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that per diem disbursement is requested. N indicates that per diem disbursement is not desired. This flag applies to the entire trip.

**OFFICER WORK DAYS REQUESTED:** Indicates whether this after action report is a request for officer workdays disbursement or the report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that officer workdays disbursement is requested. N indicates that officer workdays disbursement is not desired. This flag applies to the entire trip.

**ENLISTED WORK DAYS REQUESTED:** Indicates whether this after action report is a request for enlisted workdays disbursement or the report is for information only. This field may contain either the string 'Y' or 'N'. Y indicates that enlisted workdays disbursement is requested. N indicates that enlisted workdays disbursement is not desired. This flag applies to the entire trip.

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

**MISSION NUMBER:** The X00C or unit generated assigned mission number is text and should always be 12

characters. **DO NOT USE MAC MISSION NUMBERS HERE. MAC MISSION NUMBERS ARE REPORTED IN THE REMARKS.**

**FLYING UNIT:** The flying unit will be identical to the originator. It is text from 1 to 11 characters.

**DEPARTURE DATE:** Date that the flying unit started flying the mission. This is a date in the MM/DD/YY format.

**RETURN DATE:** Date that the flying unit completed the mission. This is a date in the MM/DD/YY format.

**AIRCRAFT TYPE:** Indicate the type of aircraft flown. This will be text from 1 to 10 characters.

**FLYING HOURS:** Number of hours required to fly the mission. This is a number in the 99999.9

**MSN SORTIES:** A sortie is a pair of station locations that comprise an arrival and departure of an aircraft. Sorties flown that accomplish mission goals such as hauling cargo or transporting passengers are considered mission sorties. This is a number from 1 to 5 digits.

**PREPO/DEPO SORTIES:** Sorties flown to either preposition or deposition an aircraft. This is a number from 1 to 5 digits.

**TOTAL SORTIES:** Total number of sorties flown. This is a number from 1 to 5 digits.

**O & N PAX:** Total National Guard passengers carried on NGB missions. This is a number from 1 to 5 digits.

**MAC PAX:** Total passengers on HQ MAC SAAM or Channel missions (ASIF pax). This is a number from 1 to 5 digits.

**MAC OPP PAX:** Total MAC opportune passengers. This is a number from 1 to 5 digits.

**AIRDROP PAX:** Total passengers airdropped. This is a number from 1 to 5 digits.

**TOTAL PAX:** Total number of passengers transported. This is a number from 1 to 5 digits.

**O & M PAX MILES:** O&M PAX x air miles. This is a number from 1 to 7 digits.

**MAC PAX MILES:** MAC PAX x air miles. This is a number from 1 to 7 digits.

**MAC OPP PAX MILES:** MAC OPP PAX x air miles. This is a number from 1 to 7 digits.

**TOTAL PAX MILES:** TOTAL PAX x air miles. This is a number from 1 to 7 digits.

**O & M CARGO:** Amount of National Guard cargo transported on NGB missions, stated in tons. This is a number in the 99999.9 format.

**MAC CARGO:** Amount of MAC ASIF cargo transported stated in tons. This is a number in the 99999.9

format.

**MAC OPP CARGO:** Amount of MAC Opportune cargo transported stated in tons. This is a number in the 99999.9 format.

**AIRDROP CARGO:** Amount of cargo airdropped, stated in tons. This is a number in the 99999.9 format.

**TOTAL CARGO:** Total amount of cargo transported stated in tons. This is a number in the 99999.9 format.

**O & M TON MILES:** O&M CARGO x air miles. This is a number from 1 to 7 digits.

**MAC TON MILES:** MAC ASIF CARGO x air miles. This is a number from 1 to 7 digits.

**MAC OPP TON MILES:** MAC Opportune cargo x air miles. This is a number from 1 to 7 digits.

**TOTAL TON MILES:** Total Cargo x air miles. This is a number from 1 to 7 digits.

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

## GLOSSARY

*Section I**Abbreviations*

**ACL** - Allowable Cabin Load

**ANG** - Air National Guard

**ANGR** - Air National Guard Regulation

**AR** - Army Regulation

**ARNG** - Army National Guard

**MAC** - Military Airlift Command

**NEO** - Noncombatant Evacuation Operation.

**NGB** - National Guard Bureau

**NGB Pam** - National Guard Pamphlet

**NGR** - National Guard Regulation

**ORI** - Operational Readiness Inspection

**PAE** - Port of aerial embarkation.

**POC** - Point of Contact

**SAAM** - Special Assignment Airlift Mission

**TAC** - Tactical Air Command

**TAG** - The Adjutant General

**UTA** - Unit Training Assembly

*Section II**Terms*

**Abort** - To turn back from the airlift mission before its completion. This may occur after an aircraft is airborne or on the ground before takeoff.

**Airlift Control Element (ALCE)** - A functional airlift organization (provisional) established to provide control and support to air elements at an air facility. Normally, it includes an operations function such as movement control and communications, a support function that relates to the air facility itself, and a liaison with appropriate airborne or other air units.

**Airlift mission setup** - A published schedule for aircraft movement for any particular airlift operation.

**ALCE Chief** - The direct representative of the wing commander responsible for planning, coordinating, and supervising airlift operations is in charge of ALCE.

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

**Alternate airfield** - An airfield with minimum essential facilities for use as an emergency landing ground, or when main or redeployment airfields are out of action, or as required for tactical flexibility.

**Block Time** - Arrival or departure time of an aircraft on the ramp or terminal area. Derived

from the practice of placing blocks or chocks in front of and behind the wheels of an aircraft when it parks after a mission, or removing them just before the aircraft begins to taxi preparatory to a mission. Passenger and aircrew reporting, boarding and debarkation times are determined in relation to block time.

**Border Clearance** - Clearances and inspections required to comply with Federal, State, and local agricultural, customs, immigration and immunization requirements.

**Diversion** - A change made in a prescribed route for operational or tactical reasons. A diversion order will not constitute a change of destination.

**Enroute Flight Time Field** - Departure to "blocking" arrival.

**Enroute Base** - A station between the point of origin and destination of a mission that has the capability of supporting aircraft operating over the route.

**GDSS Global Decision Support System** - The Command, Control, and Communications computer system deployed by HQ Military Airlift Command to collect, process, and present essential flight information among the HQ MAC, HQ ANG, MAC NAF, and MAC ALD command centers.

**Ground Time** - That period of time the aircraft is on the ground from arrival at the block to removal of blocks for departure.

**JA/ATT (Joint Airborne/Air Transportability Training)** - Training

operations or exercises involving airborne and airlift units. This training includes air delivery of personnel and equipment, assault operations by airborne troops and/or air transportable units, loading exercises and local orientation flights of short duration, and maneuvers/exercises as agreed upon by the Services concerned and/or as authorized by the Joint Chiefs of Staff.

**Loadmaster** - A technician trained in the loading and placing of cargo aboard an aircraft.

**Marshalling** - The process by which units participating in an amphibious or airborne operational group together or assemble when feasible or move to temporary camps in the vicinity of embarkation points, complete preparations of combat and prepare for loading.

**Mission Identifier** - The code name and numbering system used to designate National Guard airlift missions.

**NGB-ARO-Y** - National Guard Bureau, Army Operations Division, Transportation Section.

**NGB/XOOC** - National Guard Bureau, Operations Center located at Andrews AFB, Md. This is the office of primary responsibility (OPR) for coordination, scheduling, support, command and control (C2), and reporting of ANG activities. NGB/XOOC is the OPR for this document, also. NGB/XOOC is the Air Operations Branch of the Plans and Operations Division of the Operations

and Plans Directorate. The Branch is composed of three major subsections:

-- Airlift Scheduling and Team Travel Section (NGB/XOOC)

-- ANG Air Operations Center (C2) (NGB/XOOC)

-- NGB Contingency Support Center (NGB/CSS)

**Offload Base** - The termination airfield as specified in the airlift mission setup for an airlift mission.

**Onload Base** - The origination airfield as specified in the airlift mission setup for an airlift mission.

**Operating Weight** - Basic aircraft weight plus the weight of the crew and their baggage, oil, trapped fuel, stewards equipment, and emergency and extra equipment.

**Outsize Cargo** - A single item that exceeds the dimensions of 810 inches X 117 inches X 105 inches but in less than 1453 inches X 216 inches X 114 inches. See also large outsize cargo.

**Overwater Flight** - Any flight in an aircraft with more than two engines that is conducted at a distance in excess of 50 nautical miles from the nearest shore line.

**Payload** - The load (expressed in tons of cargo equipment, gallons of liquid, or number of passengers) which the vehicle is designed to transport under specified conditions of operation, in addition to its unladen weight.

**Planning Conference** - Annual Air-

lift Planning Conference will be held in February. Key representatives of each airlift unit and NGB/XOOC representatives attend the conference. Airlift requirements for the upcoming Summer season are addressed and allocation of missions to the units is made. Business sessions include but are not limited to briefings by representatives of major commands, discussion of problem areas, and briefings by National Guard Bureau personnel.

**Positioning/Depositioning** - Positioning missions are performed to locate aircraft at a base to conduct an airlift mission. Depositioning missions are those made to return aircraft from bases at which airlift missions have terminated.

**Preplanned Loads** - Loads set up by weight and cube, manifested, assembled, and ready to load upon arrival of aircraft.

**Project Officer** - For National Guard airlift operations the project officer refers to the officer appointed by the commander of the unit being airlifted. He will be the direct representative of the unit commander and will be responsible for coordinating airlift activities with the airlift activities with the airlift unit(s) and other agencies.

**PSI** - Pounds per square inch.  
Formula:  $\text{Weight over Area}$ .

**PSF** - Pounds per square foot.  
Formula:  $\text{PSI X 144}$

**Reroute** - The rerouting of cargo or passengers to a new transshipment point or destination or

on a different mode of transportation prior to arrival at ultimate destination.

**Scheduled Departure Time** - The published time an aircraft is scheduled to depart from the blocks.

**Spare Aircraft** - A backup aircraft in commission to replace a scheduled departure if needed.

**Survival Equipment** - Life support equipment placed aboard an aircraft of overwater, arctic or desert-tropic flights.

**Weight and Balance Sheet** - A sheet that records the distribution of weight in an aircraft and shows the center of gravity of an aircraft at takeoff and landing.

BY ORDER OF THE SECRETARIES OF THE ARMY AND AIR FORCE

JOHN B. CONAWAY  
Lieutenant General, USAF  
Chief, National Guard Bureau

Official:

FRANK C. VAN FLEET  
Colonel, GS  
Executive, Chief National Guard Bureau

DISTRIBUTION: ARNG: A  
                  ANG: F

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**UNIT TRAINING AIRLIFT REQUEST**  
 (PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)  
 SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR
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**SECTION 2**

REQUESTOR'S NAME AND TELEPHONE NR a.	APPROVED BY: * b.	AIRLIFT SUPPORT FOR: * c.	CODE d.
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**SECTION 3**

AVAILABLE DATE a.	DESIRED DATE * b.	LATEST ACCEPTABLE DATE (LAD) c.	LINE d.
----------------------	----------------------	------------------------------------	------------

**SECTION 4\***

CARGO DATA:  _____ PAX _____ TONS _____ CU FT  LARGEST SINGLE ITEM L _____" W _____" H _____"	NR/TYPE AIRCRAFT	CARGO DESCRIPTION:

**SECTION 5\***

a. ONLOAD: _____ (ICAO)	CONTACT:	AUTOVON (COMM):
b. ENROUTE STOPS: _____ (ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: _____ (ICAO)	CONTACT:	AUTOVON (COMM):

**SECTION 6**

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

**SECTION 7**

REMARKS	<b>FORM CONTROL</b>	
	FUNCTION	INITIALS
MANDATORY ITEMS*	LOGGED	_____
	DBMS	_____
	TWX	_____
	POSTED	_____
	TUB FILE	_____

SECTION 8

JUSTIFICATION

Large empty rectangular box for justification text.

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION OF AIRLIFT REQUEST

- SECTION 1 - Leave blank
- SECTION 2 - Complete mandatory (\*) items  
Example - "Approved By": NGB/DC, 20 May 80, MSG,"  
(For ARNG Airlift, leave blank)  
"Airlift Support for: 123 Comm Ft."
- SECTION 3 - Complete mandatory (\*) items; Additional items if applicable
- SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
- SECTION 5 - Complete all items
- SECTION 6 - Leave blank
- SECTION 7 - Leave blank
- SECTION 8 - Justification, complete as required
- SECTION 9 - Leave blank (DOC use only)