

Air Force Logistics Management Agency

# Back to Basics

A Handbook for Logistics Readiness  
and Aerial Port Squadron Commanders



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## Acronyms

A complete list of the acronyms used in each chapter can be found in the notes pages that follow each chapter. An acronym glossary can be found in Appendix 1.

## Abbreviations for Regulations, Manuals, Instructions, and Forms

A number of regulations, manuals, instructions, reports, and forms are referenced throughout this handbook. The abbreviation for each is listed below. They will not be spelled out again in the body of each chapter.

AF – Air Force (Form)  
AFCSM – Air Force Computer Systems Manual  
AFI – Air Force Instruction  
AFMAN – Air Force Manual  
AFOSH – Air Force Occupational Safety and Health  
AFOSH STD – Air Force Occupational Safety and Health Standard  
AFPD – Air Force Policy Directive  
AFTO – Air Force Technical Order  
AMC – Air Mobility Command (Form)  
AMCI – Air Mobility Command Instruction  
DD – Department of Defense (Form)  
DESC – Defense Energy Support Center  
DoD – Department of Defense (Regulation or Manual)  
DoDD – Department of Defense Directive  
DoDI – Department of Defense Instruction  
DTR – Defense Transportation Regulations  
JFTR – Joint Federal Travel Regulations  
JTR – Joint Travel Regulations  
TO – Technical Order  
UFC – United Facilities Criteria



## Introduction

This handbook provides a pocket-sized guide that is designed to serve as a quick reference functional guide during your assignment. It is not designed to be all encompassing, or to replace governing instructions, regulations, or directives.

## An Introduction for Logistics Readiness and Aerial Port Squadron Commanders

Congratulations on your selection to command! I think you'll find this to be one of the most challenging and rewarding assignments of your career. *Back to Basics: A Handbook for LRS and APS*



**Ms Sue A. Lumpkins, Deputy Director of Logistics, Office of the Deputy Chief of Staff for Logistics, Installations and Mission Support, Headquarters US Air Force**

*Commanders* is designed to serve as a quick reference functional guide during the rest of your assignment. It is not intended to be all encompassing or to replace governing instructions, regulations, or directives.

The handbook is broken down by process, similar to the current logistics readiness squadron (LRS) and proposed aerial port squadron structures. The areas covered include deployment and distribution, fuels management, materiel management, vehicle management, traffic management, and aerial port. Depending upon your location and major command (MAJCOM), you may or may not be responsible for all of these functions. The handbook also contains quick facts on high-profile logistics areas such as nuclear weapons-related materiel and the Air Force Global Logistics Support Center.

Many base operation support services, to include the traffic management flight, fuels, materiel management, vehicle operations, and maintenance are contracted at host reserve bases, or performed on behalf

of the Air Force Reserve by the active duty host unit. This can adversely affect the availability of training for reservists, particularly within the areas of supply systems and aircraft refueling. All LRS squadron commanders, regardless of origin (active duty or Air Reserve Component), have an inherent responsibility to ensure training is made available for all LRS Air Force specialty codes assigned to the installation.

I hope you find this handbook helpful in your command. As always, your MAJCOM/A4 staffs are ready to assist you in any way they can. Congratulations again, and enjoy your command.

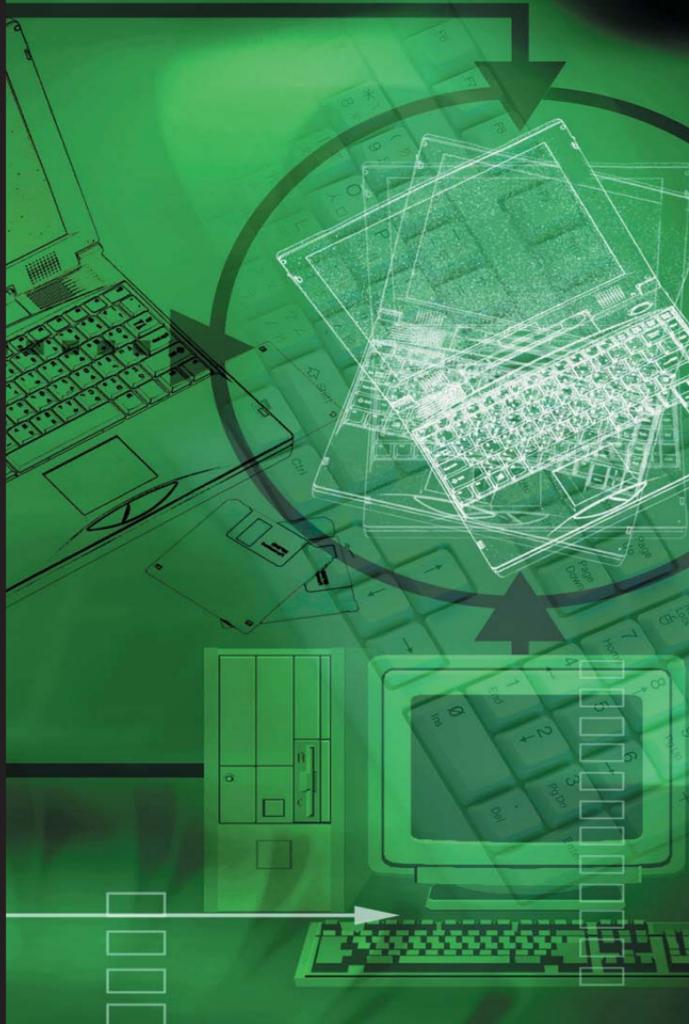
Sue A. Lumpkins, SES  
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# Chapter 1 Operations Compliance



## Operations Compliance

### Overview

**Operations Compliance** is the logistics readiness squadron (LRS) commander's single point of contact for *health of the squadron* issues.

### Commander's Responsibilities

The commander ensures the section provides oversight for all squadron processes.

### Key Personnel

- **Unit Resource Advisor (RA).** The RA is responsible for all funds management functions.
- **Unit Training Manager (UTM).** The UTM is responsible for overall unit training management (additional duty for United States Air Force Reserves).

### Functions

- **Compliance and Analysis.** This area performs the following functions.
  - Measures LRS processes through inventory analysis, internal surveillance visits, task and process evaluations, trends, and standards.
  - Focal point for unit compliance inspections, Logistics Compliance Assessment program (LCAP), and major command (MAJCOM) and installation staff assistance visits (SAV) (LCAP information is available via the LCAP Community of Practice—<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=AF-LG-00-34>).
  - Develops and writes local policy and procedures.
  - Works with the materiel management flight to prepare the M10 Consolidated Inventory Adjustment Document Register report for LRS commander signature.

- Maintains Air Force instructions, supplements, and operational instructions.
- Focal point for base document control or Standard Asset Tracking System (SATS) and inventory.
- Conducts monthly how-goes-it briefings (also known as performance reviews).
- Coordinates appointment of reports of survey officials as well as security incident investigating officers.
- Coordinates degraded operations exercises and monitors results.
- Often tasked with special projects, such as Base Realignment and Closure data gathering, site surveys, coordinate MAJCOM or numbered Air Force SAVs, special interest items, nuclear weapons-related materiel inventory, and others.
- The quality assurance section is responsible for inspection matters and cross-functional, squadron-level programs including exercise evaluation team, safety, security, and environmental.
- **M10 Report.** The accountable officer and chief of operations compliance should review the following key areas, at a minimum, from both the M10 report and the operations compliance-conducted M10 analysis to ensure proper documentation or accountability is reported to the LRS commander's satisfaction.
  - Why did high dollar value and large quantity adjustments happen? How were they resolved?
  - Have losses of pilferable items, weapons, and weapon system spares readily convertible to commercial and personal use been carefully analyzed?
  - Are losses of controlled items and weapon system spares reported to security police, the office of special investigations, and the resource protection loss prevention working group?

- Are a significant number of adjustments occurring in a given warehouse, stockroom, or location? In other words, are sloppy practices or potential fraud driving the adjustments?
- Are procedures for receipt, shipping, and receiving cargo followed in accordance with governing policy, guidance, and regulations?
- Are inventory accuracy rates for each warehouse within acceptable goals and standards?
- How or when are questionable adjustments reported to senior supervisors and managers?
- Are personnel properly trained to conduct inventories and effectively perform research?
- Are probable causes clearly identified and explained?
- **Resource Management.** The RA may be civilian or any Air Force specialty code (AFSC) in LRS. RA duties are listed below.
  - Program manager for Government Purchase Card and Government Travel Card programs.
  - Approving official for Defense Travel System and AF Form 9, *Request for Purchase* purchases.
  - Coordinates contracts and AF Form 9, *Request for Purchase* purchases with base contracting.
  - Coordinates quality of life initiatives and prioritizes end of year requests.
- **Training.** The UTM should be a 3S2XX unit training and education manager. UTM responsibilities are listed below.
  - Administering on-the-job-training program.
  - Managing qualification training.
  - Overseeing proficiency (upgrade) training, and managing training records.
  - Maintaining Weighted Airman Promotion System testing library.

- Managing career development course materials for all assigned AFSCs.
- **Systems Management.** This area is responsible for centralized management and decentralized execution of squadron small computer and legacy systems. Systems management duties are shown below.
  - Liaison for LRS, Air Force Global Logistics Support Center (AFGLSC), and Headquarters 754<sup>th</sup> Electronic Systems Group.
  - Executes computer rotation and replacement plan.
  - Troubleshoots and resolves system related issues.
  - Acts as administrator for Enterprise Solution-Supply (ES-S) or SATS (if base operates under SATS).
  - Submits ES-S and Standard Base Supply System (SBSS) difficulty reports.
  - Acts as ES-S/SBSS/Discoverer administrator.
  - Performs quarterly ES-S and SBSS security validations.

### **Forms and Reports**

M10-Consolidated Inventory Adjustment Document Register

Reports of Survey (DD Form 200, *Financial Liability Investigation of Property Loss*)

Vehicle Abuse and Misuse (the commander may elect to delegate to functional areas)

### **Safety and Security Concerns**

When working in industrial areas or around material handling equipment, ensure personnel wear the appropriate personal protective equipment (PPE) for the area. Consult the AF Form 55, *Employee Health and Safety Record* for each employee to determine proper PPE.

### **References**

AFMAN 23-110, *USAF Supply Manual*

## Manual Accounting (Degraded Operations)

### Overview

Manual accounting refers to the condition where automated systems are temporarily inoperative or when other circumstances impose significant limitations on normal processing capabilities.

### Commander's Responsibilities

The LRS commander will perform the following.

- Ensure all personnel are trained in manual accounting procedures
- Forecast quarterly manual accounting exercises
- Determine length and type of manual accounting operation
- Assign a control team chief
- Maintain open communication with wing and AFGLSC leadership

### Forms and Reports

M14—*Stock Number Directory*

M21—*Part Number Directory*

M24—*Organization Effectiveness Report*

Q04—*Repair Cycle Data List*

R02—*Interchangeable and Substitute Listing*

R08—*Shipping Destination Listing*

R28—*Due-In Receipt List*

R64—*Other Asset List*

S04—*Organization Bench Stock Listing*

**Note:** Air Force Central Database Discoverer programs may be used as a substitute for the listings; however, the database must be correct and reside on workstations.

### References

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 32, "Contingency Processing: Manual Post-Post, Automated Post-Post, Wartime Processing, and Contingency Processing"

## **Chapter Acronyms**

AFMAN – Air Force Manual

AFGLSC – Air Force Global Logistics Support Center

DD – Department of Defense (Form)

ES-S – Enterprise Solution-Supply

LCAP – Logistics Compliance Assessment Program

LRS – Logistics Readiness Squadron

MAJCOM – Major Command

PPE – Personal Protective Equipment

RA – Resource Advisor

SATS – Supply Asset Tracking System

SBSS – Standard Base Supply System

SAV – Staff Assistance Visit

USAF – United States Air Force

UTM – Unit Training Manager



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## Chapter 2 Squadron Readiness



## Squadron Readiness

### Overview

**Squadron Readiness** is responsible for management of the items shown below.

- Air and space expeditionary force (AEF) unit type code (UTC) reporting tool (ART)
- Status of resources and training (SORTS)
- UTC taskings
- Limiting factors (LIMFAC)
- Shortfalls

## AEF UTC Reporting Tool

### Description

ART is a secure Internet protocol network (SIPRNet) Web-based tool to support collection, collation, and report generation of unit and aggregate UTC readiness data.

### Commander's Responsibilities

- Designate an ART office of primary responsibility in writing
- Review discrepancies noted in previous reports and actions being taken to correct them
- Release report for entry into the ART system

### Key Personnel

**ART Monitor.** The ART monitor reports all UTCs allocated to an AEF, enabler or bundle, and ensures data and remarks adequately and accurately reflect the UTC's capability. If discrepancies are noted between other deployment tasking databases and the AEF time-phased force deployment data loaded in ART, it is incumbent on the unit to research the disconnect and work to resolve the issue with major command (MAJCOM) functional area managers.

## Functions

- ART is not a report card, but a method of identifying a UTC's ability to perform its mission capability (MISCAP) and shortages of resources.
- Units reporting SORTS with UTCs allocated to an AEF or identified as an enabler shall continue to report SORTS in accordance with their designed operational capability (DOC) statement and AFI 10-201, *Status of Resources and Training System*, in addition to reporting in ART.
- Commanders rate each UTC against the unit's current ability to deploy and employ the UTC.
- Assess the overall health of a UTC.
  - **Green = Go.** The UTC is available for deployment within 72 hours of notification.
  - **Yellow = Caution.** The UTC has a missing or deficient capability, but that missing or deficient capability does not prevent the UTC from being tasked and accomplishing its mission in a contingency or AEF rotation.
  - **Red = No Go.** The UTC has a missing or deficient capability that prevents the UTC from being tasked and accomplishing its mission in a contingency or AEF rotation.

## Safety and Security Concerns

ART assessment data (such as color codes, missing resources detailed in remarks, and limiting factors) for a single UTC is classified at a minimum confidential. Aggregate ART assessments (two or more UTC assessments) are classified secret. ART data converted to a new type of information must be evaluated for its impact on national security if released. Raw resource data used to derive UTC assessments is classified in accordance with (IAW) its original source. When data is directly associated with an ART rating or used in an ART worksheet, the data becomes classified IAW this guidance. Preformatted worksheets should be clearly marked

with instructions on classification. Reporting must be accomplished on the SIPRNet.

## References

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*

# Status of Resources and Training System

## Description

SORTS is an internal management tool used by the Chairman of the Joint Chiefs of Staff, Services, unified commands, and combat support agencies. SORTS provides broad bands of information on selected unit status indicators. This information includes the commander's assessment of the unit's ability to execute the mission set for which it is organized or designed.

## Commander's Responsibilities

- Designate, in writing, alternates who are capable of completing all SORTS reporting actions in absence of the commander (AFI 10-201, *Status of Resources and Training System*)
- Appoint and ensure that two or more SORTS monitors are adequately trained to prepare SORTS reports—emphasize the need for accuracy and attention to detail
- Sign and submit SORTS report monthly
- Sign the unit DOC statement upon assumption of command or after annual review has been completed

## Key Personnel

**SORTS Monitor.** The SORTS monitor prepares the unit SORTS report every 30 days and advises the commander regarding SORTS DOC statements.

## Functions

- SORTS indicates a unit's ability to undertake its full mission (primary DOC statement) or particular mission (secondary or tertiary DOC statements).
- Units must report not later than every 30 days (in order for messages to process by the mandated 31-day maximum) or when changes affect the unit's overall C-level.
- C-levels reflect the degree to which unit resources meet prescribed levels of personnel, equipment, and training.
  - **C-1.** The unit possesses the required resources and is trained to undertake the *full wartime missions for which it is organized or designed*.
  - **C-2.** The unit possesses the required resources and is trained to undertake *most of the wartime missions for which it is organized or designed*.
  - **C-3.** The unit possesses the required resources and is trained to undertake *many, but not all, portions of the wartime missions for which it is organized or designed*.
  - **C-4.** The unit *requires additional resources or training to undertake its wartime missions*, but it may be directed to undertake portions of its wartime missions with resources on hand.
  - **C-5.** The unit is *undergoing a service-directed resource action and is not prepared, at this time, to undertake the mission set for which it is organized or designed*.
  - **C-6.** The unit is *not required to measure assets in a specified area*. C-6 (not a rating) may not be used as an overall C-level.

## Forms and Reports

SORTS Report

Designed Operational Capability Statement

**Safety and Security Concerns**

Measured area category levels, overall category levels, numbers used to compute percentages and the percentages (when associated with SORTS), reason codes associated with their remarks, and limiting factors for a single unit, are, at a minimum, classified confidential. Products that contain data from two or more measured units are classified secret no foreign release (NOFORN). Additionally, individuals classifying SORTS reports must consider other classification guidance including operations plans (OPLAN). The association of the unit with its OPLAN tasking is classified at the level of classification of the OPLAN, usually secret. Information that is not SORTS based and does not show a deficiency may still require classification through channels other than SORTS.

**References**

AFI 10-201, *Status of Resources and Training System*

**UTC Taskings****Description**

Upon deployment notification, commanders owning UTCs tasked to deploy, in whole or in part, are required to assess the UTCs' ability to meet theater specific requirements to include line remarks. Each unit commander's UTC tasking assessment is the Air Force's certification of forces.

**Commander's Responsibilities**

Commanders owning UTCs tasked to deploy will submit, via ART, an assessment of the unit's ability to support the tasking, including theater specific requirements, within five days of receipt of a deployment notification. Units owning a UTC tasked to deploy will reset the deployment status from *yes* to *no* not later than five calendar days after the tasked resources return to home station.

## **Forms and Reports**

ART report

## **Safety and Security Concerns**

One must ensure the appropriate classification is maintained when discussing elements of tasked UTC data. When timing, location, and function are tied together, the discussion becomes classified.

## **References**

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*

# **Limiting Factors**

## **Description**

A limiting factor (LIMFAC) is a problem, deficiency, or condition that inhibits or prevents a unit from accomplishing its wartime mission, and that usually requires assistance from higher headquarters to resolve. Within the scope of SORTS reporting, remarks must be created to address any LIMFAC (unit problem) that affects the unit's ability to accomplish its wartime mission.

## **Commander's Responsibilities**

The commander will identify LIMFACs in SORTS reports and to the installation deployment officer (IDO).

## **Key Personnel**

- **IDO.** The IDO identifies LIMFACs and shortfalls in the deployment process. The IDO briefs the wing commander and senior staff at least annually on installation LIMFACs and shortfalls.
- **Unit Deployment Manager (UDM).** The UDM attends the deployment concept briefing to advise the installation deployment readiness cell (IDRC) and deployment control center (DCC) of any anticipated personnel and equipment changes or shortages and other LIMFACs.

**Functions**

- LIMFACs will be reported in SORTS. Examples of SORTS LIMFAC include critical Air Force specialty code (AFSC) and equipment shortages, problems with aircrew training, personnel experience levels, mobility readiness spares package, and in-place readiness spares package pacing item shortages.
- SORTS LIMFACs may be reflected in the four measured resource area C-levels, but may be reported throughout a unit's SORTS report.
- A unit experiencing a LIMFAC that it feels is not reportable in SORTS, but which requires higher headquarters direction, will report IAW MAJCOM directives.

**Forms and Reports**

SORTS Report

**Safety and Security Concerns**

If no other directive governs the classification, the SORTS classification guidance applies.

**References**

AFI 10-201, *Status of Resources and Training System*

AFI 10-403, *Deployment Planning and Execution*

## Shortfalls

**Description**

A shortfall exists when a unit does not have the capability available to fill a tasking that has been sourced to it.

**Commander's Responsibilities**

- Identify any unit shortfalls to the IDO
- Ensure that every option regarding AFSC, equipment substitution (IAW UTC MISCAP and functional guidance), and risk mitigation have been considered for the unit prior to submitting a shortfall

- Identify UTC shortfalls and take corrective action in ART within 24 hours of the initial discovery

### **Key Personnel**

UDMs will perform the following.

- Submit personnel and equipment shortfalls with the online Air Force Reclama Processing Tool through the commander to the IDO IAW AFI 10-401, *Air Force Operations Planning and Execution*, Chapter 10, “Deviations, Waivers, and Reclama Procedures”
- Prepare four copies of the shortfall letter (reproduced copies authorized) and distribute one copy each to the following prior to close of the deployment concept briefing, if held, or within 24 hours of when shortages occur
  - UDM for file copy
  - IDRC and DCC personnel representative (for deployment position number [DPN] shortages) or logistics readiness squadron representative (for spares, equipment, and vehicle shortages)
  - DCC logistics or unit representative for file copy
  - Personnel deployment function (DPN shortage only)

### **Functions**

- Timely unit assessment and identification or reporting of any shortfall is imperative to provide maximum notification time to the individual tasked to deploy, as well as to prevent late reporting in the area of responsibility. There are five conditions the Air Force considers as resulting in a shortfall.
  - **Condition 1.** Insufficient authorized (1A), insufficient assigned (1B), not eligible (1C), not qualified (1D), or not trained (1E) personnel within a tasked unit or supporting units when identified on the DOC statement.

- **Condition 2.** Insufficient authorized (2A), insufficient assigned (2B), or not serviceable (2C) equipment within the tasked unit or supporting units when identified on the DOC statement.
- **Condition 3.** No capability available in the on-call AEF vulnerability period or in the available enabler libraries within the tasked unit or supporting unit.
- **Condition 4.** Desired capability not inherent within the tasked unit or supporting unit.
- **Condition 5.** Wing or tasked unit has the capability, but fulfilling the tasking would cause a severe adverse impact on the wing or unit mission. This condition requires the commander to perform a risk assessment and is generally used when the unit is tasked to deploy DWX or DXX coded UTCs.
- Tasked commanders must request a waiver from the deployed group commander if the shortfall condition is based on a deployment requirements manning document requirement such as line remarks, special experience identifier, grade, or skill level (see AFI 10-401, *Air Force Operations Planning and Execution*, Chapter 10, “Deviations, Waivers, and Reclama Procedures”).

### **Forms and Reports**

ART Report

Shortfall Letter

Designed Operational Capability Statement

### **Safety and Security Concerns**

If no other directive governs the classification, the SORTS classification guidance applies.

### **References**

AFI 10-201, *Status of Resources and Training System*

AFI 10-401, *Air Force Operations Planning and Execution*

AFI 10-403, *Deployment Planning and Execution*

## **Chapter Acronyms**

AEF – Air and Space Expeditionary Force  
AFI – Air Force Instruction  
AFSC – Air Force Specialty Code  
ART – Air and Space Expeditionary Force (AEF) Unit Type Code  
(UTC) Reporting Tool  
DCC – Deployment Control Center  
DOC – Designed Operational Capability  
DPN – Deployment Position Number  
IAW – In Accordance With  
IDO – Installation Deployment Officer  
IDRC – Installation Deployment Readiness Cell  
LIMFAC – Limiting Factor  
MAJCOM – Major Command  
MISCAP – Mission Capability  
NOFORN – No Foreign Release (security classification)  
OPLAN – Operations Plans  
SIPRNet – Secure Internet Protocol Network  
SORTS – Status of Resources and Training  
UDM – Unit Deployment Manager  
UTC – Unit Type Code



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## Chapter 3 Deployment and Distribution



## Deployment and Distribution

### Overview

**Deployment and distribution** is responsible for centralized command and control, planning, and execution of all wing deployment operations and the distribution of cargo, passengers, and personal property. Additionally, this flight is the single installation transportation authority for planning, managing, and executing the movement of personnel as well as the shipment and receipt for Department of Defense (DoD) cargo, during day-to-day and contingency operations.

At bases with strategic and host aerial port squadrons, however, the personal property, passenger and cargo processing, and aircraft servicing functions may reside in the aerial port squadron (see the “Traffic Management,” “Passenger Operations,” and “Cargo Operations” chapters of this handbook for a more complete explanation of those functions).

## Wing Deployment Machine

### Commander’s Responsibilities

- Ensure the wing or installation commander appoints, in writing, the installation deployment officer (IDO)
- Additional responsibilities as governed by AFI 10-403, *Deployment Planning and Execution*

### Key Personnel

- **IDO.** The following paragraphs outline key information, requirements, and responsibilities.
  - Can be a military or federal civilian who is identified as a fully qualified logistics readiness officer and is designated in writing

by the wing or installation commander for a minimum period of 18 months (12 months in short tour locations).

- Acts on behalf of the wing commander in directing, controlling, coordinating, and executing deployments and installation exercises.
- Develops an installation deployment plan (IDP) that defines local processes, procedures, infrastructure, and resources used to deploy forces and ensures the IDP is reviewed, validated, or revised at least annually.
- Establishes local deployment training and education program for all unit deployment managers (UDM) and deployment workcenter personnel.
- Oversees the redeployment support process.
- **UDM.** The following paragraphs outline key information, requirements, and responsibilities.
  - Responsible for day-to-day management of unit deployment functions.
  - Primary liaison between the unit commander, unit superintendent, unit first sergeant, unit training manager, and the IDO.
  - Supports redeployed personnel in the redeployment support process.
  - May be any logistics readiness squadron (LRS) Air Force specialty code with the exception of 2GXXX, in accordance with Program Action Directive 08-01, *Global Wing Structure*.

### **Functions**

Four primary functions fall under the IDO during wing deployments and exercises.

- **Installation Deployment Readiness Cell (IDRC).** The IDRC is the focal point for all deployment and execution operations. It is responsible for gathering and presenting decision-quality information to installation or wing leadership. It handles daily tasking requirements. The IDRC falls under control of the deployment control center (DCC) when activated.
- **DCC.** The DCC is activated for deployment operations that are beyond normal IDRC capabilities. It acts as the focal point for deployment operations by identifying, verifying, and distributing tasking information before and during execution. The two key products produced by the DCC are the concept of operations briefing and the deployment schedule of events.
- **Personnel Deployment Function (PDF).** The PDF ensures deploying personnel are properly accounted for and prepared for deployment through eligibility screening, predeployment briefings, orders preparation and production, passenger manifesting, passenger baggage handling, and passenger loading. Shortfalls are routed through this function.
- **Cargo Deployment Function (CDF).** The CDF is responsible for all actions necessary to receive, in-check, inspect, marshal, load plan, manifest, and supervise loading cargo aboard deploying aircraft or vehicles.

**Note:** Aerial port squadrons on Air Mobility Command strategic port bases are responsible for providing CDF training.

### **Safety and Security Concerns**

The commander must ensure all personnel, including augmentees, have appropriate personal protective equipment for working in the DCC, IDRC, CDF, and PDF during exercises and contingencies. Personnel may be

working different or longer shifts than they are accustomed to and in a different work environment, increasing the potential for mishaps.

## References

AFI 10-403, *Deployment Planning and Execution*

PAD 08-01, *Global Wing Structure*

## Vehicle Operations and Distribution

### Overview

**Vehicle Operations** is the single source for safe and efficient organic ground transportation of personnel and cargo within and between installations in support of daily and contingency operations. These operations include transportation of home station and transient aircrews and cargo.

### Key Personnel

Vehicle operations control center supervisor

### Functions

- **Cargo Movement Team (CMT).** The CMT is responsible for internal and external pickup and delivery of materiel. The LRS distribution function must ensure a pool of special handling equipment (forklifts and tractor-trailers) is available as needed—consult the CMT for local schedules.
- **Official Use/Vehicle Misuse Program.** This program restricts the use of all DoD motor vehicles, including those rented or leased, to official purposes only—uses that would further the mission of the Air Force. Providing a government vehicle solely or principally to enhance the comfort or convenience of members is not permitted. When guidance does not exist, use the criteria in AFI 24-301, *Vehicle Operations*, Chapter 3, “Official Use of Vehicles,” Attachment 8, General Official

Use Rules to assist in making official use determinations. Any suspected misuse of a vehicle should be reported to vehicle operations. When a report is made, vehicle operations conducts an investigation of the alleged incident while affording the operator due process throughout in determining if regulatory official use guidance has been violated.

- **Terminal Transportation.** One should use the table in AFI 24-301, *Vehicle Operations*, Chapter 3, “Official Use of Vehicles,” Attachment 9, General Official Use Rules for Transportation Terminals, to determine if transportation to or from military or commercial air terminals is authorized.
- **Mass Transportation.** The Air Force provides bus service for official purposes and as US law allows. Do not provide this service to nonessential activities when private or commercial transportation is available. One should integrate commercial services when practical and economical. The availability of vehicles and operators may limit military support. Vehicle operations is the approval authority for implementing base appropriated funds shuttle bus service when determined practical and economical in meeting the official mass travel needs of the installation.
- **Domicile to Duty/Command and Control Vehicles (CACV).**
  - The Secretary of the Air Force (SECAF) must approve all domicile-to-duty authorizations. Title 31, United States Code, *Money and Finance*, Section 1344, “Passenger Carrier Use” is the sole authority for use of government transportation between a residence and place of employment. Section 1344(b) designates specific positions authorized home-to-work transportation. For the Air Force, they are the SECAF and the Chief of Staff.
  - The authority for CACV is premised on a commander’s mission requirement for around-the-clock mobility and a vehicle-based

communications requirement. The commander must be assigned dedicated installation housing. Overall command and control responsibility cannot be delegated. For this reason, there will normally be only one CACV authorization per base unless otherwise approved by the Headquarters Air Force Logistics Readiness Division (HQ USAF/A4R).

- **Permissible Operating Distance (POD).** POD is the distance from the installation that government motor vehicles travel before competing with commercial carriers. As a guide, a 100-mile radius is sufficient to support operations at most bases. One should identify frequently traveled points that exceed the standard radius.

### **Forms and Reports**

Vehicle Misuse Summary (Annual)

Command and Control Vehicle Validation (Biennial)

Basic Combat Convoy Course Reporting Message

### **Safety and Security Concerns**

Operating vehicles, and especially material handling and heavy vehicles, is inherently dangerous. Operating these same assets while deployed in convoy operations is one of the most dangerous operations in the Air Force.

### **References**

AFI 24-301, *Vehicle Operations*

AFPD 24-3, *Operation and Use of Transportation Vehicles*

Title 31, United States Code, *Money and Finance*

Title 37, United States Code, *Pay and Allowances of the Uniformed Military Services*

DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*

AFCSM 24-1, *Online Vehicle Interactive Management System Manual*

## **Base Support and Expeditionary Site Planning**

### **Overview**

Effective base-level deliberate planning is the key to ensuring a base can successfully execute its mission. The objectives of in-garrison expeditionary site plans (IGESP) and expeditionary site plans (ESP) are to determine capabilities and then apply those capabilities to contingency operations.

### **Key Personnel**

The installation expeditionary site planning office of primary responsibility (host wing logistics plans function) develops and maintains the installation Expeditionary Site Planning program.

### **Functions**

Expeditionary site planning is the foundation for Air Force expeditionary operations. The expeditionary site survey process provides a standard operational method for data collection and data storage for potential operating locations.

- The host wing or installation commander is ultimately responsible for developing and maintaining the IGESP as directed by the major command (MAJCOM).
- IGESPs are primarily developed for locations with a permanent Air Force presence and are fully developed by functional experts on a deliberate planning timeline.
- ESPs are chiefly associated with locations having no permanent Air Force presence. They may contain only the minimum data necessary to make initial beddown decisions and they may be developed in short timeframes to meet contingency needs.
- IGESP/ESP Part I identifies resources and capabilities of a location by functional area and is the focus of the expeditionary site survey. Part

I must be updated at least annually, but not later than one year from when it was last published. Units are required to update or rewrite IGESP/ESPs in conjunction with TPFDD updates, when there has been significant change in the unit's support posture, or as directed by the MAJCOM logistics plans function.

- IGESP/ESP Part II allocates resources identified in Part I, assesses the ability to support the operation, and identifies limiting factors. Part II should be completed no later than 90 days after release of an updated planning document or as tasked by the MAJCOM.

### **Forms and Reports**

In-Garrison Expeditionary Site Plans

Expeditionary Site Plans

Time-Phased Force Deployment Data

### **Safety and Security Concerns**

One must ensure the IGESP Part II is handled as a classified document.

### **References**

AFI 10-404, *Base Support and Expeditionary Site Planning*

## **War Reserve Materiel Management**

### **Overview**

War reserve materiel (WRM) comprises Service-owned resources positioned as either starter or swing stock, or a combination of both, to maximize worldwide warfighting capability. The Air Force WRM program links the positioning of resources with theater air campaigns via the component *USAF War and Mobilization Plan, Volume 4 (WMP-4), Wartime Aircraft Activity*.

**Commander's Responsibilities**

The commander will appoint, in writing, the WRM officer (WRMO)/WRM noncommissioned officer (WRMNCO).

**Key Personnel**

The WRMO and WRMNCO's key duties include, but are not limited to, evaluating authorized WRM, validating, and distributing all WRM cross-functional documents for the wing or installation.

**Functions**

WRM assets are authorized for wartime use, but with proper approval, authorization, and funding they may be used for small-scale contingency, noncombatant evacuation operations (NEO), steady state aerospace expeditionary force, Joint Chief of Staff exercises, and emergencies. As a minimum, critical factors such as airlift cost, operational timeliness, other sources of support, and the ability and timeliness of reconstituting WRM assets must be considered before requesting peacetime use of WRM assets.

The wing or installation is charged with the oversight for program management, budgeting, maintenance, accountability, storage, war consumables distribution objective asset requisitioning, processing the R18-Standard Base Supply System (SBSS)/Logistics Feasibility Analysis Capability (LOGFAC) Interface Report, and WRM review board activities.

**Forms and Reports**

- Inventory Management Plan
- R18-SBSS/Logistics Feasibility Analysis Capability (LOGFAC) Interface Report
- Subsistence Authorization Letter
- Vehicle Authorization Listing
- War Consumables Distribution Objective
- War Plans Additive Requirements Report
- Wartime Aircraft Activity Report

### **Safety and Security Concerns**

One must ensure requisite WRM source documents are handled as classified documents.

### **References**

AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*

AFPD 25-1, *War Reserve Materiel*

USAF War and Mobilization Plan, Volume 4 (WMP-4), *Wartime Aircraft Activity*.

## **Support Agreement Management**

### **Overview**

Air Force and DoD policy directs that support agreements (SA) be developed between suppliers and receivers within the affected organizations. SAs document recurring day-to-day peacetime support in order to provide unit commanders with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. SA management is a wing or installation program executed by the SA manager (SAM) in the LRS. Commanders should avoid delegating this responsibility to the lowest ranking or newest deployment and distribution flight member.

### **Key Personnel**

- **Installation Supplier SAM.** This individual is the installation point of contact responsible for the preparation, development, and coordination of SAs, as well as the development of operating procedures for the oversight of the SA program at the installation level.
- **Functional Area Agreement Coordinators (FAAC).** FAACs provide specific provisions, funding, and manpower information for their functional areas.

**Functions**

An SA, memorandum of agreement (MOA), or memorandum of understanding (MOU) should be prepared when the requesting activity determines in-house capabilities do not exist or support can be obtained more efficiently or effectively from another organization, and the supplying activity determines capabilities exist to provide the support without jeopardizing assigned missions.

- SA
  - Documents recurring support to another DoD or non-DoD federal activity
  - Defines the scope of support to be provided by one supplier to one or more receivers
  - Specifies the basis for calculating reimbursement charges (if any) for each service
  - Establishes the billing and reimbursement process
  - Specifies other terms and conditions of the agreement
- MOA
  - Defines general areas of conditional agreement between two or more parties
  - Establishes responsibilities for providing nonrecurring reimbursable support (it may include recurring reimbursable support)
  - Defines the support, basis for reimbursement for each category of support, billing and payment process, and other terms and conditions of the agreement (it may include onetime costs)
- MOU
  - Defines general areas of understanding between two or more parties

- Does not require reimbursement or other support from the receiver
- Explains what each party plans to do, and is not conditional

### **Forms and Reports**

DD Form 1144, *Support Agreement*

Memorandum of Agreement

Memorandum of Understanding

### **References**

AFI 25-201, *Support Agreements Procedures*

AFPD 25-2, *Support Agreements*

DoDI 4000.19, *Interservice and Intragovernmental Support*

## **Chapter Acronyms**

AFCSM – Air Force Computer Systems Manual  
AFI – Air Force Instruction  
AFPD – Air Force Policy Directive  
CACV – Command and Control Vehicles  
CDF – Cargo Deployment Function  
CMT – Cargo Movement Team  
DCC – Deployment Control Center  
DD – Department of Defense (Form)  
DoD – Department of Defense  
DoDI – Department of Defense Instruction  
ESP – Expeditionary Site Plans  
FAAC – Functional Area Agreement Coordinator  
IDO – Installation Deployment Officer  
IDP – Installation Deployment Plan  
IDRC – Installation Deployment Readiness Cell  
IGESP – In-Garrison Expeditionary Site Plans  
LOGFAC – Logistics Feasibility Analysis Compatibility  
LRS – Logistics Readiness Squadron  
MAJCOM – Major Command  
MOA – Memorandum of Agreement  
MOU – Memorandum of Understanding  
PDF – Personnel Deployment Function  
POD – Permissible Operating Distance  
SA – Support Agreement  
SAM – Support Agreement Manager  
SBSS – Standard Base Supply System  
SECAF – Secretary of the Air Force  
UDM – Unit Deployment Manager  
WRM – War Reserve Materiel  
WRMNCO – WRM Noncommissioned Officer  
WRMO – WRM Officer

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**Chapter 3 Notes**  
Deployment and Distribution



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## Chapter 4 Matériel Management



## Materiel Management

### Overview

**Materiel Management** is responsible for stocking, storing, issuing, managing, inventorying, and inspecting supplies and equipment and is the primary liaison between customers and the Air Force Global Logistics Support Center.

### Commander's Responsibilities

- The commander must sign the M10–Consolidated Inventory Adjustment Document Register within 30 days of the preparation date. By signing the M10, the commander or delegated signature authority is accepting the actions performed by the inventory function.
- The commander must delegate signature authority for documents (M10, reports of survey) requiring the signature of the accountable officer as needed in commander's absence. Delegation of authority must be in writing and approved by the mission support group commander or equivalent.

### Key Personnel

- Equipment managers
- Individual protective equipment managers
- Warehouse managers

### Forms and Reports

M10-Consolidated Inventory Adjustment Document Register

### References

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 2, "Organization and Responsibilities"

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 10, "Physical Asset Management"

## **Key Standard Base Supply System Listings**

- **Daily.** Key daily reports are listed below.
  - **D23–Due in from Maintenance Listing.** A management tool utilized to monitor status and maintain visibility of issued assets controlled by maintenance activities within the repair cycle.
  - **D20–Base Supply Surveillance Report.** A management tool used to monitor transaction processing outside normal procedures.
- **Monthly.** There are two key monthly reports.
  - **M32–Monthly Base Supply Management Report.** A management tool that reflects overall trends in accountability and performance of the Standard Base Supply System (SBSS) account.
  - **R14–Custodian Authorization/Custody Receipt Listings (CA/CRL).** A listing of equipment items assigned to a particular unit or account that is used for inventory and accountability purposes. The CA/CRL is reviewed monthly or as required.
- **Semiannual.** There is one key semiannual report.
  - **R46–Serialized Controlled Communication Security (COMSEC) Reconciliation Listing.** A listing used to validate serial numbers on COMSEC items.
- **Annual.** Key annual reports are listed below.
  - **S05–RSP Reconciliation Listing.** A listing that reconciles the readiness spares package (RSP) base authorizations provided by the major commands.
  - **R46–Weapon Reconciliation Listing.** A listing used to validate serial numbers on weapons. Reconciliation is conducted annually or as directed by major command.

### **References**

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 5 and 6, “Batch Mode Processing: Daily, Monthly, Quarterly, Semiannual, and Annual Reports and Listings”

## Key Supply Asset Tracking System Reports

- **Items Not Received by Customer.** A transaction for which the property has potentially not been delivered to customer.
- **Items Not Put Away.** A transaction for property that has been received in logistics readiness squadron (LRS) but potentially has not been placed in the proper warehouse location.
- **Items Not Pulled.** A transaction for which the property has potentially not been pulled off the shelf.

## Inventory Process

Inventory duties are decentralized and performed by the various warehouse storage functions requiring inventory action. The responsibilities for supervisors in all warehouse storage functions are outlined below.

- Conduct thorough research, as outlined in AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 2 “Organization and Responsibilities” and Chapter 10, “Physical Asset Management” for all inventory adjustments
- Provide appropriate supporting documentation to the M10
- Assist operations compliance in analysis of data on inventory discrepancies, adjustments, and trends to determine causes and recommend corrective action
- Maintain trend charts of inventory adjustments to identify areas of current and potential high loss

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 10, “Physical Asset Management,” Attachment 10C-21, Frequency of Inventories directs creation of an inventory schedule by fiscal year to ensure all items assigned

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## Chapter 4

### Matériel Management

a warehouse location are on a detail record (supply point, readiness spares package, equipment account). The attachment provides details on the required frequency by property category (classified, pilferable, nuclear weapons-related matériel, or sensitive).

#### Forms and Reports

M10–Consolidated Inventory Adjustment Document Register

DD Form 200, *Financial Liability Investigation of Property Loss* (Report of Survey)

#### References

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 10, “Physical Asset Management”

AFMAN 23-220, *Reports of Survey for Air Force Property*

## Equipment Management

### Overview

Equipment managers at every level have a responsibility to ensure that equipment assets are properly accounted for and maintained.

### Commander’s Responsibilities

- The commander will provide the responsible officer and the responsible officer’s group and wing commanders a written status report of the equipment inventory to include strengths, findings, and observations. He or she will suspense responsible officers to correct discrepancies within 30 calendar days of the report date.
- The commander will conduct one-on-one responsibility briefings with incoming squadron commanders within 90 days of the incoming commanders’ arrival. The briefings will notify the incoming commanders of their duties to safeguard and control government property issued to or purchased by their organizations, to include controlled matériel.

- The commander will assign a single point of contact for referral of inquiries regarding weapons and COMSEC reports and data. The commander will also make sure this accountability is taking place as scheduled.
- The commander will ensure the R14-CA/CRLs are being completed in a timely manner. The LRS commander is the approving official for all extension letters. Each unit commander is responsible for signing the R14-CA/CRL.
- The commander should be aware of excess equipment items in his or her base supply warehouse.

### **Key Personnel**

- **Equipment Accountability Office (EAO).** Key EAO duties are listed in the following.
  - The EAO ensures accountability of in-use equipment is properly maintained, equipment custodians are properly conducting their duties, and squadron commanders are provided feedback on the maintenance of accountability of the equipment issued to their squadrons.
  - The EAO verifies 100 percent accountability of COMSEC, capital assets (assets valued over \$100K), nuclear weapons-related materiel, and 10 percent of remaining equipment by comparing on-hand quantities cited on accountable documents against what the custodian physically counts. If discrepancies are found, a 100 percent inventory of the account is performed.
  - The EAO schedules the annual weapons reconciliation by 10 May, semiannual COMSEC reconciliation by 15 March and 15 September, and all monthly reconciliations.
  - The EAO verifies on-base requirements.
  - The EAO ensures the unit has a process to account for pilferable items purchased with the government purchase card (such as

digital cameras and projection equipment) either through the use of the R15-Organizational Visibility List or a locally developed product.

- **Equipment Custodian.** Major equipment custodian duties are listed below.
  - Review the R14-CA/CRL for accuracy annually
  - Complete inventories within 15 workdays of the report date for on-base organizations and 30 workdays for off-base organizations
  - Sign the R14-CA/CRL

### **Functions**

- EAO organizational visits and inventories are directed to ensure custodians are performing their assigned responsibilities. This includes all accountable equipment to include capital assets (assets valued over \$100K), nuclear weapons-related materiel equipment assets, pilferable assets, and COMSEC equipment items.
- The R46 listing validates the COMSEC and weapons records against the item and detail records on a monthly basis, producing an error list for discrepancies. All errors must be corrected each time the program is processed. It also produces the weapons annual reconciliation and the COMSEC semiannual reconciliation.
- Both the R46 and R14 serve as a custody receipt and identify quantities authorized and on-hand within specific organizations and shops. A document register used in identifying excesses for redistribution, turn-in action, realignment to fill shortages, or authorization adjustments when applicable.
- The number of delinquent accounts at each base is provided to the major command (MAJCOM) equipment manager and Headquarters United States Air Force, Directorate of Logistics, Materiel Support Division (HQ USAF/A4LE) on a monthly basis.

- The EAO verifies that equipment turned in to stock is not needed, either on-base or by other bases for redistribution.
- The 585<sup>th</sup> Combat Sustainment Squadron Equipment Investigation Office (585<sup>th</sup> CBSS/GBN) sends out a monthly listing of potential base warehouse disposal transactions to MAJCOM equipment managers.

### **Forms and Reports**

- The **R46-Reconciliation Listing** may be briefed to the unit commander during monthly how-goes-it briefings.
- The **R14-CA/CRL Listing** must be completed and status updated as requested or when equipment or custodian information changes. R14 status may be briefed to the unit commander during monthly how-goes-it briefings.
- The **R15-Organizational Visibility List** is an as-required product created specifically to track returnable clothing items and pilferable unit assets.
- The **Stock Control Excess Report** is sent by the 585 CBSS/GBN monthly.

### **References**

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 22, “Equipment Management”

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 13, *Standard Base Supply Customer’s Procedures*, Chapter 8, “Equipment Management”

## **Individual Protective Equipment**

### **Commander’s Responsibilities**

- The commander ensures the Mobility Inventory Control and Accountability System (MICAS) is used to manage individual protective equipment (IPE) assets for deployments.

- The commander ensures subordinate units have serviceable mobility equipment to accomplish wing deployments prior to deployments.
- The commander ensures training assets are maintained separate from operational assets and visibly marked according to applicable technical orders. Training assets will not be reported with operational assets.

### **Functions**

- IPE personnel will receive, inspect, store, issue, and manage mobility bags, base mobility small arms and light weapons, weapon support kits, chemical warfare defense equipment (CWDE), protective masks, individual body armor, protective plates, and helmets.
- Personnel will perform at least annually, a 100 percent inventory of type C-1 bags and stocked components, to include Joint Service Lightweight Integrated Suit Technology items.
- If the LRS stores and maintains IPE for the installation, the mobility element will perform all management functions for these items. However, when the LRS agrees to provide courtesy storage to an activity, all IPE management functions remain with the using activity and are documented in the host/tenant support agreement, in accordance with (IAW) AFI 25-201, *Support Agreements Procedures*, memorandum of agreement, or memorandum of understanding.
- The LRS is not responsible for storing wing training equipment, but will assist units with procuring their own training equipment.

### **IPE Reporting and Funding Procedures**

- The Type A bag (general purpose) and Type B bag (cold weather) assets are operations and maintenance (O&M) funded and will be purchased by the responsible organization.
- Type C bag CWDE components will continue to be centrally funded and dispersed from the MAJCOM civil engineer (A7C) readiness functionals for allocation to individual bases for active duty units only.

- The installation's quarterly readiness working group is the forum to identify equipment shortages that will hinder the installation's full spectrum threat response and deployment capability. Guard and Reserve units will submit requirements to their respective headquarters who will provide funding.
- Reconstitution of Type A and B bags will be accomplished using O&M funds for items consumed during deployments.
- Individuals must maintain equipment issued to them (check, clean, and inspect). When there is evidence of negligence or if negligence is suspected in the case of property book items, a report of survey should be initiated IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.
- Units must budget for repair and replacement of equipment and consumables based on shelf-life expiration, service life expiration, and unserviceability by condition.
- MICAS will be used to account for inventory and to manage the shelf life of individual protective equipment.
- Congress requires visibility of all CWDE assets. MAJCOMs will report the CWDE asset posture monthly to the Headquarters United States Air Force, Directorate of Logistics, Logistics Readiness Division (HQ USAF/A4R). Additional reporting will be accomplished as requested by MAJCOMS. Bases will use MICAS to account for CWDE assets.

## References

AFI 25-201, *Support Agreements Procedures*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 26, "War Reserve Materiel"

## **Weapons**

### **Overview**

The LRS is responsible for the installation weapons account, to include providing secure storage for installation mobility weapons.

### **Commander's Responsibilities**

- Designate weapons equipment custodians in writing
- Designate individuals who have access to the weapons vault in writing
- Designate those personnel authorized to bear firearms and when they may use them in writing
- Select personnel for armed duty with great care, continually monitor the individual's suitability for armed duty, and withdraw the authority to bear arms from personnel when the individual's behavior or circumstances parallel those identified in AFI 31-207, *Arming and Use of Force by Air Force Personnel*
- Ensure all weapons vault personnel receive Use of Force training before issuance of a firearm

### **Key Personnel**

Weapons custodian

### **Functions**

- Mobility weapons will be stored and managed by the LRS, except when the using organization agrees to store its assigned weapons.
- A semiannual weapons inventory must be performed in the months of March and September.
- Deployment and transfer of weapons may be accomplished via bulk shipment or individual carry, as appropriate for the number of personnel deploying, destination, and line remarks for the deploying unit line number.

- The weapons serviceability inspection should be recorded on AFTO Form 105, *Inspection Maintenance Firing Data for Ground Weapons*, and stored with the applicable weapon when inspections are completed. **Note:** AFI 36-2226, *Combat Arms Program* places responsibilities for inspection and base-level repair of repairable weapons with the local combat arms organization.
- Weapons are serially controlled in the SBSS and Air Force Equipment Management System and reflected on the CA/CRL.

### **Forms and Reports**

AFTO Form 105, *Inspection Maintenance Firing Data for Ground Weapons*  
AF Form 522, *USAF Ground Weapons Training Data*

### **Safety and Security Concerns**

As a minimum, one individual will be armed prior to entering the weapons vault and will remain armed at all times while the weapons vault is accessed.

All security measures outlined in AFI 31-401, *Information Security Program Management*, to include security checks, control of keys, and combinations apply.

### **References**

AFI 31-101, *Integrated Defense*

AFI 31-401, *Information Security Program Management*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 36-2226, *Combat Arms Program*

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 10, “Physical Asset Management”

AFMAN 36-2227, Volume 1, *Combat Arms Training Programs Individual Use Weapons*

Air Force Catalog 21-209, Volume 1, *Grounds Munitions*

DoD 4500.9-R Part I, *Passenger Movement*

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

## **Readiness Spares Packages**

### **Overview**

The objective of the Readiness Spares Package (RSP) program is to authorize, acquire on time, preposition, prestock, and maintain in a serviceable condition ready for use, all RSP needed to support the wartime activities specified in the war and mobilization plan and to support peacetime training exercises.

### **Commander's Responsibilities**

- Perform the necessary supply planning to support the wartime mission using the guidelines in AFMAN 10-404, *Base Support and Expeditionary Site Planning*
- Maintain accurate RSP authorizations and process all reports in a timely manner
- Ensure the S05-RSP Reconciliation is completed semiannually
- Maintain an accurate inventory of RSP assets through inspection and inventory as required

### **Key Personnel**

- **RSP Manager.** The RSP manager will ensure the following.
  - Proper storage, accountability, and serviceability of RSP assets needed to meet scheduled and short-notice deployment taskings, to include appropriate mobility containers, 463-L pallets, nets, and dunnage for transport on any airframe
  - Accurate monthly Aircraft Sustainability Model (ASM) status of resources and training system (SORTS) reporting IAW AFI 10-201, *Status of Resources and Training System* to include transferred or deployed RSPs

**Functions**

- Authorizations may only be directed by MAJCOM.
- The RSP manager maintains accountability and control of RSPs.
  - If in deployed location more than 30 days, the gaining LRS commander or equivalent will assume accountability for the RSP. If less than 30 days, the home station commander retains accountability.
  - When a kit or package is received on a transfer or loan, it is the option of the receiving LRS accountable officer to accomplish a complete inventory.
- The RSP manager ensures accurate monthly ASM SORTS reporting is provided by assigned RSP managers. RSPs are assessed by the home station unit of assignment regardless if home, deployed, or transferred to another stock record account (RSP fill rates can only be used in lieu of ASM during RSP reconciliation unless waived by MAJCOM).
- The RSP manager assigns a monitor to ensure compliance with the Functional Check, Shelf Life, and Electrostatic Sensitive Devices programs.
- The RSP manager ensures hazardous items are stored and handled IAW directives (if applicable).
- The RSP manager certifies the reconciliation of RSPs by signing S05-RSP Reconciliation report.

**Forms and Reports**

S05–RSP Reconciliation

ASM Assessment Report

R43–Airborne MRSP Listing

**References**

AFMAN 23-110, *USAF Supply Manual*, Volume 1, Part 1, *Basic Air Force Supply Procedures*, Chapter 14, “Readiness Spares Packages (RSP) and High Priority Mission Support Kits (HPMSK)”

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 26, “War Reserve Materiel”

AFI 10-404, *Base Support and Expeditionary Site Planning*

AFI-10-201, *Status of Resources and Training System*

## **Maintenance Supply Liaison**

The LRS relationship with maintenance group customers is base- and mission-specific. Success depends on rapport and open lines of communication. The maintenance supply liaison (MSL) provides direct customer support to maintenance units. MSL responsibilities include the following.

- Monitoring overall maintenance and supply interfaces and advising decentralized supply support personnel and maintenance leadership of supply support challenges
- Ensuring maintenance activities are aware of and follow supply discipline principles (bench stock validations, priority abuses, due-in from maintenance)
- Conducting annual surveillance visits
- Periodically visiting all maintenance work centers identifying and recommending corrective action for procedural or compliance problems associated with supply support and providing assistance in their resolution

## **Intermediate Repair Enhancement Program**

The quarterly Intermediate Repair Enhancement Program briefing provides wing leadership a forum to evaluate current aircraft weapons systems, resources, and support status; highlight specific problem areas; focus on local repair initiatives to include the Air Force Repair

Enhancement Program process; and discuss ways to improve the overall repair cycle process.

- The maintenance group commander (MXG/CC) is the OPR.
- The briefing is held quarterly and chaired by the wing commander (WG/CC), deputy commander (WG/CV) or MXG/CC. The LRS's flight service center is a key participant.
- The primary objective of the briefing is to increase overall base self-sufficiency for repair and reduce the overall cost of operations.

### **References**

AFI 21-101, *Aircraft and Equipment Maintenance Management*

AFI 21-123, *Air Force Repair Enhancement Program (AFREP)*

## **Reports of Survey**

The reports of survey (ROS) is an official report of the facts and circumstances supporting the assessment of financial liability for the loss, damage, or destruction of Air Force property and serves as the basis for the government's claim for restitution.

Normally the organization that maintains accountability records for the lost or damaged property is responsible to initiate an ROS by appointing an investigating officer (IVO).

- The accountable officer (LRS commander or medical supply officer) will appoint the IVO for supply system stocks.
- The IVO must be a disinterested, impartial individual who has no interest or involvement in the custodianship, care, accountability, or safekeeping of the property in question and must be an officer, a senior noncommissioned officer—E-7 or above, a civilian—wage grade-7, wage leader-5, wage supervisor-1, or general schedule-7 or above and should be senior to individuals facing potential liability.
- In cases where the investigation determines any type of deficiency in the control of or accounting for property, a statement must be made in

the report outlining the action taken to prevent recurrence of the discrepancy.

- The local ROS program manager is the source for internal operating procedures, checklists, and related documents.
- Reports of survey are required for unresolved discrepancies with supply system stocks involving the following.
  - Sensitive or classified items, regardless of dollar value.
  - Pilferable items, when the discrepancy is \$100 or more.
  - An indication or suspicion of fraud, negligence, theft, or abuse.
  - Personal arms.
  - An amount greater than \$50K.
- Reports of survey are not used to account for the following.
  - Damage occurring during combat operations.
  - Most loss or damage to major weapons systems used in authorized operations or occurring during aircraft accidents.
  - Damage to rental vehicles (unless an Air Force contracting officer enters into a written agreement with a commercial rental vehicle company).
  - Property owned by another Department of Defense component or nonappropriated fund instrumentality (NAFI).
- The accountable officer will ensure reports of survey are processed in a timely manner IAW established guidance.

## **Forms and Reports**

DD Form 200, *Financial Liability Investigation of Property Loss*

## **References**

AFMAN 23-110, *USAF Supply Manual*, Volume 1, Part 1, *Basic Air Force Supply Procedures*, Chapter 6, “Physical Inventory and Inventory Adjustments”

AFMAN 23-220, *Reports of Survey for Air Force Property*

**Additional References**

AFI 10-403, *Deployment Planning and Execution*

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*

AFI 20-110, *Nuclear Weapons-Related Materiel Management*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFI 31-101, *Integrated Defense*

AFI 31-401, *Information Security Program Management*

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 3, “Data Elements and Definitions”

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 6, “As-Required Reports”

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 19, “Stockage Policy”

AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 21, “Special Logistics Support Procedures”

AFFD 23-2, *Management of U.S. Air Force Bulk Petroleum and Related Products*

DoD 7000.11-R, *DoD Financial Management Regulation*, Volume 12, *Special Accounts*, Chapter 7, “Financial Liability for Government Property Lost, Damaged, or Destroyed”

DoD 5200.1-R, *Information Security Program*

DoDD 5210.2, *DoD Access to and Dissemination of Restricted Data*

DoD 5220.22-M, *National Industrial Security Program Operating Manual (NISPOM)*

## **Chapter Acronyms**

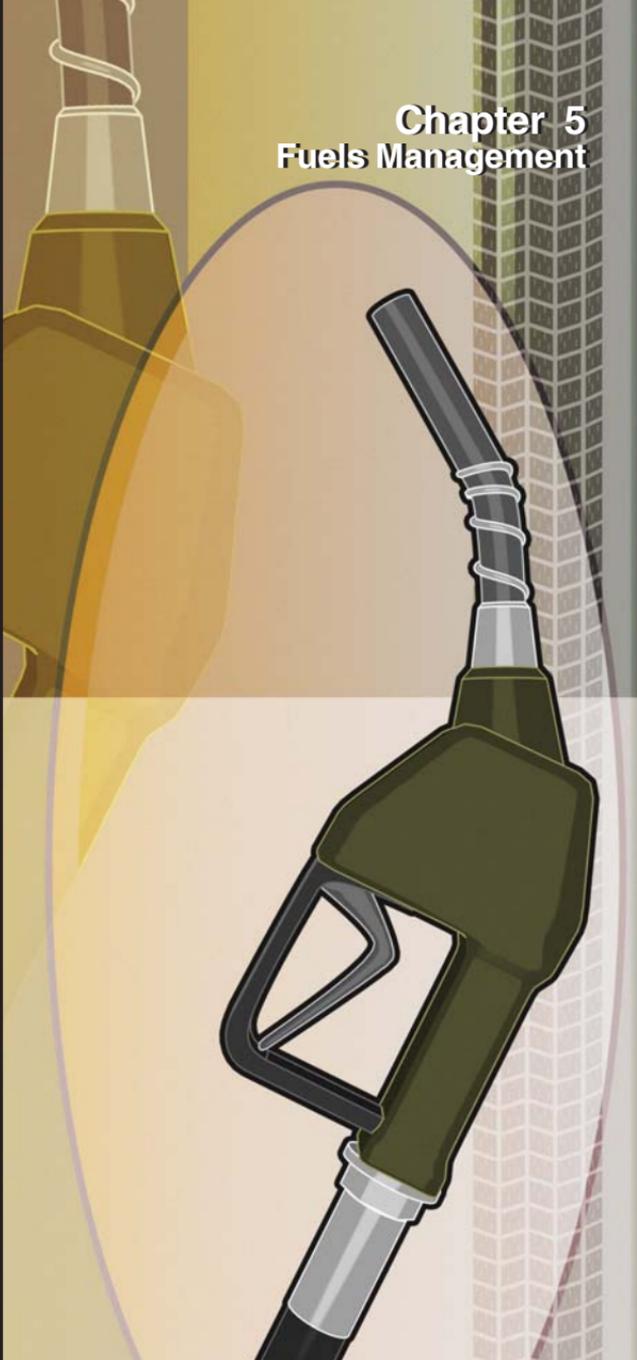
AFI – Air Force Instruction  
AFMAN – Air Force Manual  
AFTO – Air Force Technical Order  
ASM – Aircraft Sustainability Model  
CA/CRL – Custody Authorization/Custody Receipt Listing  
CC – Commander  
COMSEC – Communications Security  
CV – Deputy Commander  
CWDE – Chemical Warfare Defense Equipment  
DoD – Department of Defense  
DoDD – Department of Defense Directive  
EAO – Equipment Accountability Office  
HPMSK – High Priority Mission Support Kit  
IAW – In Accordance With  
IPE – Individual Protective Equipment  
IVO – Investigating Officer  
LRS – Logistics Readiness Squadron  
MAJCOM – Major Command  
MICAS – Mobility Inventory Control and Accountability System  
MRSP – Mobility Readiness Spares Package  
MSL – Maintenance Supply Liaison  
MXG – Maintenance Group  
O&M – Operations and Maintenance  
ROS – Reports of Survey  
RSP – Readiness Spares Package  
SBSS – Standard Base Supply System  
SORTS – Status of Resources Training System  
WG – Wing



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## Chapter 5 Fuels Management



## Fuels Management

### Overview

**Fuels management** ensures quality petroleum products and cryogenics are acquired, produced, and issued safely and efficiently to using organizations.

### Commander's Responsibilities

- Appoint a responsible officer (RO)
- At contractor-operated locations, appoint, in writing, an E-6 or above or civilian equivalent to serve as the property administrator (PA) to exercise those responsibilities identified in Defense Energy Support Center (DESC) Policy Letter, DESC P-7, *Accountability and Custodial Responsibilities for Defense Capital Fund (DWCF) Inventory and Government Property*
- Review semiannual inspection results
- Budget for all designated operational capability statement and aerospace expeditionary force-tasks unit type code mission readiness training requirements to ensure enough trained personnel possess the required special experience identifier
- Ensure Aerial Bulk Fuel Delivery System (ABFDS) and forward area refueling point (FARP) specialists receive personal equipment as outlined in AFI 23-201, *Fuels Management*, Attachment 8, "Personal Equipment for FARP and ABFDS Specialists"
- Understand that deployable fuels personnel are critical and must not be used to augment other base agencies during times of declared war, continental United States contingency operations, or outside the continental United States contingency operations

### Key Personnel

- **RO.** The RO must complete the Petroleum Logistics Management Course (PLMC) prior to appointment.

- **PA.** The PA must complete PLMC prior to appointment.
- **Major Command (MAJCOM) Fuels Manager.** The MAJCOM fuels manager is the first line of external support for fuels-related issues.
- **Air Force Petroleum Agency.** The Air Force Petroleum Agency provides technical assistance and assists with product quality issues.

## **Functions**

**Fuels Operations.** The fuels operations function includes distribution, hydrants, cryogenics, facilities functions, and refueling maintenance.

- Aircraft servicing priorities are dictated within the wing's aircraft servicing priority letter. Aircraft response times are an indicator of the health of the operation.
- Fuels operations operates the base fuels infrastructure using Defense Logistics Agency funding at those locations where bulk storage and operation and maintenance has not been contracted by Defense Energy Support Center (DESC). The base civil engineer maintains the base fuels infrastructure using the same funding for noncontract locations.
- Fuels operations manages the refueling vehicle fleet, including performing maintenance diagnosis. Maintenance for refueling vehicles is split between vehicle maintenance for the chassis and fuels operations for the pumping system. Refueling unit and hydrant in-commission rates should be closely monitored.
- Cryogenic tanks have a 15-year use life and have a long requisition timeline. Funding for cryotainers is centrally managed by Air Force Materiel Command (AFMC). The MAJCOMs prioritize and submit cryogenic requirements to AFMC, who in turn develops an Air Force-wide priority list.

**Fuel Information Service Center (FISC).** FISC provides support that includes the Fuels Service Center, Fuels Automated System administration, and the fuels lab.

- Inventory management includes, but is not limited to, posting of all fuels transactions, accountability, and custodial responsibilities of DESC-owned fuel. Financial liability for these areas falls to the RO.

**Compliance and Environmental.** Compliance and environmental issues are outlined below.

- The section chief manages the fuels inspection program and ensures Air Force, Department of Defense, and Environmental Protection Agency regulations are strictly adhered to.
- The section chief is responsible for the base spill prevention and containment program. The categories of spills are outlined below.
  - Class I—area less than 2 feet in any plane dimension (direction)
  - Class II—area not over 10 feet in any plane dimension or 50 square feet, and not of a continuing nature
  - Class III—area over 10 feet in any plane dimension or over 50 square feet in total area or of a continuing nature

## Forms and Reports

***Bulk Petroleum Contingency Report (REPOL).*** The REPOL provides DESC, the Joint Staff, combatant commanders, Chief of Staff of the Air Force, Air Staff, and the MAJCOMs with summary information concerning damage and deficiencies affecting bulk petroleum supplies, storage, and distribution systems.

## Safety and Security Concerns

Fuels operations are inherently dangerous, making adherence to technical data mandatory. Fuels specialists are trained to operate safely in this environment. It is imperative that only properly trained fuels specialists (Air Force specialty code 2FXXX) perform fuels duties. In addition to the industrial environments of the flight line, bulk storage, and cryogenic storage areas, the products are inherently dangerous. An aggressive safety

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## Chapter 5

### Fuels Management

program is critical to effective operations. Personal safety equipment must be properly used and worn and emergency showers, eyewash stations, and spill clean-up material must be available. The two-person policy applies to operations involving aircraft servicing; issuing fuel to organizational tanks; entering confined spaces; gauging and sampling above-ground storage tanks; offloading tank cars and tank trucks; filling trucks or returning fuel to bulk storage; transferring and receiving fuel and high-pressure gases; collecting samples from fixed fuel systems; and receiving, generating, or transferring cryogenic fluids.

#### References

AFI 23-201, *Fuels Management*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 23-302, *Vehicle Management*

AFOSH STD 91-25, *Confined Spaces*

AFOSH STD 91-38, *Hydrocarbon Fuels-General*

AFOSH STD 91-67, *Liquid Nitrogen and Oxygen Safety*

AFOSH STD 91-501, *Air Force Consolidated Occupational Safety Standard*, Chapter 21, “Hazardous Energy Control (Lockout and Tagout) and Mishap Prevention Signs and Tags”

DESC P-7, *Accountability and Custodial Responsibilities for Defense Capital Fund (DWCF) Inventory and Government Property*

DoD 4140.25M, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*

TO 37-1-1, *General Operation and Inspection of Installed Fuels Storage and Dispensing Systems*

TO 37A-1-101, *USAF Fuel, Water, and Lubricant Dispensing Equipment*

TO 00-25-172 and checklists, *Ground Servicing of Aircraft and Static Grounding/Bonding*

UFC 3-460-01, *Petroleum Fuel Facilities*

UFC 3-460-03, *Operations and Maintenance: Maintenance of Petroleum Systems*

## **Chapter Acronyms**

ABFDS – Aerial Bulk Fuel Delivery System

AFI – Air Force Instruction

AFMC – Air Force Materiel Command

AFOOSH STD – Air Force Occupational Safety and Health  
Standard

DESC – Defense Energy Support Center

DoD – Department of Defense

FARP – Forward Area Refueling Point

FISC – Fuel Information Service Center

MAJCOM – Major Command

PA – Property Administrator

PLMC – Petroleum Logistics Management Course

REPOL – Bulk Petroleum Contingency Report

RO – Responsible Officer

TO – Technical Order

UFC – United Facilities Criteria



# Chapter 6

## Vehicle Management

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## Vehicle Management

### Overview

**Vehicle management** provides the Air Force with safe and serviceable motor vehicles, watercraft, and railroad equipment to meet the warfighter's requirements. Vehicle management is responsible for the management, repair, and accountability of the Air Force vehicle fleet.

### Commander's Responsibilities

- The commander will approve and disapprove all requests that exceed a vehicle's onetime repair limit and requests for disposition. This authority may be delegated in writing no lower than the vehicle fleet manager (VFM) or vehicle management superintendent (VMS). Any recommendation to process a vehicle identified as Air Force critical in the Vehicle Management Index File or on command critical vehicles, or vehicles not in replacement code A through J, for disposal (salvage) is forwarded to the major command (MAJCOM) vehicle management staff for final disposition.
- The commander will coordinate wing priority recall plan with all potentially affected commanders to ensure understanding and support when implemented.
- The commander will coordinate on all vehicle lease requirements prior to submission to contracting.
- The commander will establish vehicle accident and abuse procedures.
- The commander will serve as a liaison between vehicle management and other assigned units to ensure vehicle program compliance.

### Key Personnel

**VFM.** The VFM uses economical, reliable, and up-to-date procedures to authorize, acquire, account for, and maintain vehicles in a safe and serviceable manner throughout the vehicle life cycle.

## Functions

Vehicle management ensures vehicles and equipment are managed and maintained in a safe and serviceable condition with the least expenditure of manpower, funds, and material. It will also ensure the following.

- Vehicle management proactively manages the fleet to maintain the command goal vehicle mission capable rate, minimum essential level, and critical vehicle list—these measures indicate the health of the vehicle fleet.
- The vehicle management flight's budget is based on a cost per equivalent (CPE) formula. CPE is not fenced and accounts for the total vehicle management budget (such as parts, tools, training, and contracts). An equivalent is a measure of complexity of a vehicle. For example, a sedan may equal 1 equivalent and a crash-fire truck may equal 15 equivalents. The MAJCOM advocates for 100 percent CPE so the wings can maintain vehicle fleets in safe and serviceable condition. Expenditure tracking is the best method to defend the annual budget.
- Vehicle data reconciliations are accomplished at least monthly to maintain accurate vehicle accountability.
- Target dates are established for beginning and completing repairs on off-season vehicles and equipment to ensure their readiness when seasonal needs require their use.
- Vehicle management ensures the annual priority buy is coordinated and initiated in a timely manner.
- Vehicle management establishes an effective maintenance training program.
- Vehicle management complies with the Air Force's Environmental Quality program as it concerns hazardous materials management.
- Vehicle management is responsible for coordination between headquarters and base organizations to establish, change, or delete vehicle authorizations for all base vehicle users.

**Forms and Reports**

Vehicle Accident and Abuse Report (Monthly)

Semiannual Wing Assessment Vehicle Inspection Report

Critical Vehicle List

**Safety and Security Concerns**

Vehicle maintenance occurs in an industrial work area and is an inherently hazardous occupation. Injuries can be immediate or may occur over time from substance ingestion, inhalation, noise exposure, or repeated motion and stress. Injuries sustained range from lacerations to hearing loss, burns, crushes, and even loss of life. To counter the threat of injury, vehicle maintenance shops have a robust safety program. Additionally, vehicle maintainers deploy and participate in convoy operations.

The Air Force Logistics Management Agency released *Vehicle Maintenance Safety, a Guide for the Air Force Vehicle Maintainer* in 2002 to address safety in the vehicle maintenance environment. While the guide is out of print, electronic copies are available online.

**References**

AFI 23-302, *Vehicle Management*

DoD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*

AFCSM 24-1, *Online Vehicle Interactive Management System (OLVIMS) Manual*

AFOOSH STD 91-20, *Vehicle Maintenance Shops*

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*

## **Chapter Acronyms**

AFCSM – Air Force Computer Systems Manual

AFI – Air Force Instruction

AFOOSH STD – Air Force Occupational Safety and Health  
Standard

CPE – Cost Per Equivalent

DoD – Department of Defense

MAJCOM – Major Command

TO – Technical Order

VMF – Vehicle Fleet Manager

VMS – Vehicle Management Superintendent



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## Chapter 7 Traffic Management



## Traffic Management

### Overview

**Traffic management** oversees functions related to movement of Department of Defense (DoD) passengers, DoD cargo, and personal property for DoD personnel. It arranges travel for permanent change of station (PCS) and temporary duty (TDY) trips, provides small air terminal management for the safe and efficient processing of passengers and their baggage, and counsels military members and DoD employees on their entitlements and responsibilities for movement and storage of their personal property to include coverage for loss and damage and basic claims processing information.

### Commander's Responsibilities

The commander ensures the wing commander appoints the traffic management officer (TMO), in writing, in accordance with (IAW) Defense Transportation Regulations (DTR) 4500.9-R, Part II, *Cargo Movement*, Chapter 201, "General Cargo Movement Provisions," and AFD 24-2, *Preparation and Movement of Air Force Materiel*.

### Key Personnel

- **TMO.** The TMO is the installation's single manager for cargo, passenger, and personal property movement. The TMO cannot be a contractor.
- **Transportation Agent (TA).** The TA assists the TMO and is delegated signature authority for the TMO. The TA is appointed, in writing, by the TMO and may be a military member, civilian employee, or contractor.

### Functions

**Cargo Processing.** This function includes receiving and packaging items for shipment and storage; considering cost and special handling requirements when shipping general, classified, and hazardous material

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## Chapter 7

### Traffic Management

items; certifying hazardous cargo for surface or air movement; preparing budget estimates for packaging materials, equipment, and transportation for local operations and maintenance-funded shipments; and maintaining a 24 hour, 7 day per week capability to receive and process mission impaired capability awaiting parts (MICAP) shipments.

- Special procedures are necessary to prevent the loss of and damage to classified and protected cargo, arms ammunition and explosives (AA&E), and nuclear weapons-related materiel shipments. As a minimum, this includes complying with procedures described in Defense Transportation Regulations (DTR) 4500.9-R, Part II, Chapter 205, “Movement of Conventional Arms, Ammunition, and Explosives, Classified (Secret and Confidential), Sensitive and Controlled Cryptographic Items and Materiel Under a Transportation Protective Service” and AFI 24-203, *Preparation and Movement of Air Force Cargo*, Chapter 5, “Classified and Protected Cargo and Arms, Ammunition, and Explosives.”
- The DoD is a mandatory user of Worldwide Express (WWX) and General Services Administration Domestic Express Small Package Service (DESPS) contracted carriers for shipments that require time-definite, door-to-door express delivery of letters and small packages. The WWX provides international express small package (1 to 300 pounds) pick-up and delivery service for DoD and civilian agencies. The DESPS provides small package (1 to 150 pounds) services within the continental United States, Alaska, Hawaii, and Puerto Rico.
- **Freight Payment Systems (PowerTrack).** PowerTrack transactions are to be processed within 3 government business days after notification of freight delivery. An account will be suspended if payments are not made within 105 days. Upon suspension, US Bank will refuse to make payments to carriers until the delinquency is resolved. While in delinquent status, interest charges are accrued against the account.

- **Wing and Base Reusable Container Program.** The reusable container program includes the reimbursement and transfer of funds from host/tenant units for packaging services for lost, destroyed, or discarded fast packs, special packaging instruction shipping containers, and other packaging materials. One should maximize the use of the reusable container program through meetings and reports to ensure the recovery and reuse of packaging material, shipping boxes, and crates.
- **Wood Packaging Material (WPM) Program.** The WPM program was established to comply with United Nations imposed phytosanitary restrictions to protect forests worldwide against pest infestations. The DoD and its components engaged in packaging of materiel for transnational shipments shall comply with DoD 4140.65-M, *Compliance For Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)*. WPM is defined as wood pallets, skids, load boards, pallet collars, wooden boxes, reels, dunnage, crates, frames, and cleats. Packaging materials exempt from the program's requirements are materials that have undergone a manufacturing process such as corrugated fiberboard, plywood, particleboard, veneer, and oriented strand board. One should maintain receipt, usage, certification markings, and reporting documentation for compliance purposes for two years subsequent to the date of WPM certification. WPM audits and monthly reports should be provided to the DoD WPM centralized Web site IAW AFI 24-203, *Preparation and Movement of Air Force Cargo*, Chapter 8, "Packaging and Handling."
- **MICAP Shipments.** Parts and equipment sourced to repair not mission capable aircraft require expedited, 24 hour, 7 day per week handling, processing, and shipping. MICAP items assigned a 999 required delivery date will be afforded expedited service using the fastest, most reliable, and traceable commercial or military mode of transportation. To assist in the mode selection process, Air Force Materiel Command provides a weekly *Fastest Most Reliable Carrier* listing. This listing

identifies commercial carriers that provide the best delivery service to selected outside the continental United States locations. The listing can be accessed at <https://www.hqafmc.wpaafb.af.mil/LSO/st/index.asp>.

**Personal Property Processing.** Organizations, offices and elements involved in this function coordinate the movement of household goods, unaccompanied baggage, short and long term storage, and privately-owned vehicles for military and DoD civilians.

- Personal Property shipments and procedures are covered in DTR 4500.9-R, Part II, *Cargo* and Part IV, *Personal Property*; the *Joint Federal Travel Regulations (JFTR)*, Volume 1, *Uniformed Service Members, Joint Travel Regulations (JTR)* Volume II, *Department of Defense Civilian Personnel*; and the Air Force supplement to the JFTR and JTR. These regulations provide guidance and outline the entitlements available to military members and DoD civilians. The base-level personal property processing offices (PPPO) provide services in conjunction with the Air Force Joint personal property shipping offices (JPPSO). The PPPOs provide outbound counseling and quality control inspections, while the JPPSOs arrange for the pickup and delivery of all personal property shipments for the respective bases within their region of responsibility.
- Under the Defense Personal Property System (DPS) Web-based program, PCSing individuals are able to conduct online self-counseling by entering their move information and establishing their shipments in DPS. This information is submitted to the PPPO which validates the orders and completes the initial shipment processing. The shipment information is then submitted electronically to the applicable JPPSO which coordinates the personal property pickup.

**Passenger Processing.** This area ensures travel arrangements and ticketing are provided to meet mission requirements for PCS and TDY travel. It serves as the functional point of contact for the commercial travel

office (CTO) contract and the transportation industry. It ensures the CTO provides services required under the official travel contract (provides quality assurance evaluators for the contract).

- **Individually Billed Accounts (IBA) and Centrally Billed Accounts (CBA).** The government travel card (GTC) is an IBA. Air Force members and civilian employees are directed to procure official travel services through the CTO using the GTC. The *Travel and Transportation Reform Act* of 1998 (Public Law 105-264) requires use of the GTC as the method of payment for official travel expenses. The CBA is used as the method of payment for travel when the member or employee is not a GTC holder, when personnel are traveling as a group, or when directed by the major command (MAJCOM) or base commander.
- **Premium Class Travel (PCT).** DoD policy requires the use of the least expensive coach class transportation accommodations for all official travel. However, PCT can be authorized or approved on an exception basis, IAW the JFTR and AFI 24-101, *Passenger Movement*. Self approval is prohibited. There are two types of PCT—first class and business class.
- **City Pair Fare Usage and Mandates.** The airline City Pair Program (CPP) provides airline transportation services that allow government travelers maximum flexibility in planning official travel. Administered by the General Services Administration, the CPP capitalizes on the federal travelers' share of the competitive market as a method of establishing favorable fares. Uniformed Service members and DoD employees on official travel are required to use the CPP. For international travel, the priority order of precedence for mode of travel spelled out in DTR 4500.9-R, Part I, *Passenger Movement*, Chapter 103, “Air Movement” must be used. The CTO must route passengers using Air Mobility Command (AMC) Patriot Express contracted flights and the CPP. The benefits of the CPP program include the following.

- Fares priced on one-way routes permitting agencies to plan multiple destinations
- No advance purchase required
- No minimum or maximum length stay required
- Tickets fully refundable
- Last seat availability
- No blackout periods
- Stable prices enabling travel budgeting
- **Spousal and Family Travel.** As a general rule, a family member may not travel at government expense with a sponsor who is traveling (TDY) on official business. However, travel is permitted under certain circumstances. Because this is a highly visible and sensitive issue, spousal travel requests require a thorough review at each level of command.
  - Requests require a high level of scrutiny and should be coordinated through the appropriate legal office. Requests for spouse travel at government expense must show: (1) There is an unquestionably official function in which the spouse or family member will participate in an official capacity or (2) It is in the national interest because of diplomatic or public relations benefit to the country (see DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*).
  - Both commercial and military air (MILAIR) authorization and approval must be supported with invitational travel orders authorizing reimbursement of transportation costs only. No travel arrangements may be made for spouse travel until approved by the proper authority.
  - Travel by MILAIR is allowed on a mission noninterference basis. The authorizing or order-issuing official may authorize and approve transportation. However, a vice commander cannot approve his or her own spouse or family member travel. Neither may the vice commanders approve MAJCOM commander

spouse or family member travel. Four-star general officers may self-approve as outlined in DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*.

- **Air and Space Expeditionary Force Deployment Booking Procedures.** The installation deployment officer (IDO) will review the time-phased force deployment data (TPFDD) for the mode or source of transportation for deploying personnel.
  - Mode/Source Code AC directs travel via AMC contract airlift from AMC gateways, such as Baltimore and Norfolk, on scheduled channel missions. The installation deployment readiness cell will forward the assigned names with the unit line numbers and requested travel dates to the passenger movement section.
  - Mode/Source Code AK directs travel either out of home station on a dedicated contracted mission or at an aggregate aerial port of embarkation. The passenger movement section will not arrange port calls for AK-coded travelers. They will be manifested during the passenger processing activities at home station. A mission is contracted to accommodate the movement of a specific group of passengers based on their destination and date required in-place. Therefore, those passengers must move on the mission contracted for them, regardless of the availability of regularly scheduled channel (AC) missions.
  - All movement is projected in the TPFDD. If a deploying member is not able to deploy on the projected airlift according to the TPFDD, it is imperative that the IDO notify the respective MAJCOM functional area manager (FAM) as soon as possible. This will allow the FAM to coordinate changes to the TPFDD and for other transportation arrangements to be made.

**Small Air Terminal Operations (Logistics Readiness Squadron Only).** Air Force small terminals are defined as terminals not designated as strategic aerial ports. Small terminal responsibilities include passenger

and cargo manifesting, determining cargo and passenger eligibility, performing passenger antihijacking screening, operating materiel handling equipment, loading and unloading aircraft, maintaining traffic related documents, and ensuring intransit visibility. AFI 24-114, *Small Air Terminal Operations* provides the guidance and procedures.

### **Forms and Reports**

- Semiannual WPM report to certify installation usage and on-hand lumber meet DoD pest free certification
- Quarterly Department of Transportation *Special Permits, Competent Authority Approval Usage Report*, and *Certificate of Equivalency*
- Quarterly *Unused Ticket Report* to reflect the amount of unused airline ticket refunds
- Monthly centrally billed account for passenger travel
- Monthly PowerTrack billing for outbound freight shipments
- Semiannual Reusable Container program

### **Safety and Security Concerns**

One must ensure subordinates are trained to safely load, unload, handle, store, package, and transport general, classified, sensitive, AA&E, and hazardous material.

### **References**

JFTR, Volume 1, *Uniformed Service Members*

JTR, Volume 2, *Department of Defense Civilian Employees*

DTR 4515.13-R, *Air Transportation Eligibility*

DTR 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*

DTR 4500.9-R, *Defense Transportation Regulation, Part II, Cargo Movement*

DTR 4500.9-R, *Defense Transportation Regulation, Part III, Mobility*

DTR 4500.9-R, *Defense Transportation Regulation, Part IV, Personal Property*

DTR 4500.9-R, *Defense Transportation Regulation, Part V, DoD Customs and Border Clearance Policies and Procedures*

DTR 4500.9-R, *Defense Transportation Regulation, Part VI, Management and Control of Intermodal Containers and System 463-L Equipment*

DoD 4140.65-M, *Compliance For Defense Packaging: Phytosanitary Requirements for Wood Packaging Material (WPM)*

DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*

AFI 24-101, *Passenger Movement*

AFI 24-114, *Small Air Terminal Operations*

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFI 24-210 (I), *Package of Hazardous Material*

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

AFPD 24-2, *Preparation and Movement of Air Force Materiel*

## **Chapter Acronyms**

AA&E – Arms, Ammunition, and Explosives  
AFI – Air Force Instruction  
AFPD – Air Force Policy Directive  
AFMAN – Air Force Manual  
AMC – Air Mobility Command  
CBA – Centrally Billed Accounts  
CPP – City Pair Program  
CTO – Commercial Travel Office  
DESPS – Domestic Express Small Package Service  
DoD – Department of Defense  
DoDD – Department of Defense Directive  
DPS – Defense Personal Property System  
DTR – Defense Travel Regulations  
FAM – Functional Area Manager  
GTC – Government Travel Card  
IAW – In Accordance With  
IBA – Individually Billed Accounts  
IDO – Installation Deployment Officer  
JFTR – Joint Federal Travel Regulations  
JPPSO – Joint Personal Property Shipping Offices  
JTR – Joint Travel Regulations  
MAJCOM – Major Command  
MICAP – Mission Impaired Capability Awaiting Parts  
MILAIR – Military Air  
PCS – Permanent Change of Station  
PCT – Premium Class Travel  
PPPO – Personal Property Processing Office  
TA – Transportation Agent  
TDY – Temporary Duty

TMO – Traffic Management Officer

TPFDD – Time-Phased Force Deployment Data

WPM – Wood Packaging Material

WWX – Worldwide Express

## Chapter 8 Air Terminal Operations Center

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## Air Terminal Operations Center

### Overview

The air terminal operations center provides aerial port activities with information to manage available resources to receive, document, and move passengers, cargo, and mail. This section is the nerve center through which all information relating to airlift traffic flow is received, processed, and dispatched to functional areas.

### Key Personnel

- **Duty Officer (DO).** The DO is the commander's eyes and ears for all aerial port operations. This individual resolves issues and conflicts as they arise to ensure mission execution.
- **Capability (*Cape*) Forecaster.** The capability forecaster provides each terminal work center daily or monthly airlift capability forecasts.

### Functions

- Manages daily aerial port operations and workload on behalf of the director of operations
- Maintains aerial port DO program
- Provides information control between various port functions and outside agencies
- Coordinates aerial port activities on the flight line in support of aircraft missions
- Provides capability forecasting to manage movement of air cargo and passengers
- Manages contracting officer representative responsibilities for airlift contracts
- Maintains unit workload records, reports, and analysis
- Oversees customer service branch at assigned continental United States aerial port squadrons

### **Information Systems**

The Global Air Transportation Execution System (GATES) and Cargo Movement Operating System are the aerial ports' and small terminal operations' management information systems designed to support automated cargo and passenger processing, the reporting of intransit visibility data to the Global Transportation Network, and billing to Air Mobility Command's (AMC) financial management directorate.

### **Forms and Reports**

Small terminals may not utilize some or all of the forms listed below.

- AMC Form 35, *Terminating AMC MICAP/Very, Very Important Part (VVIP) Control Log*
- AMC Form 36, *Originating AMC MICAP/VVIP Control Log*
- AMC Form 56, *Rehandled Workload*
- AMC Form 68, *Aerial Port Movement Log*
- AMC Form 77, *Aircraft Ground Handling Record*
- Airlift Human Remains Message
- Delayed Human Remains Message
- GATES Mission Load Report
- GATES Daily Log

### **Safety and Security Concerns**

- Arms, ammunition, and explosives shipments
- Aircraft mishaps (handling release of information)

### **References**

AMCI 24-101, Volume 9, *Air Terminal Operations Center*

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

AFI 91-204, *Safety Investigations and Reports*

## **Chapter Acronyms**

AFI – Air Force Instruction

AMC – Air Mobility Command

AMCI – Air Mobility Command Instruction

DO – Duty Officer

DoD – Department of Defense

GATES – Global Air Transportation Execution System

MICAP – Mission Impaired Capability Awaiting Parts

VVIP – Very, Very Important Part

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## Chapter 9 Passenger Operations

## Passenger Operations

### Overview

Air Mobility Command (AMC) passenger terminal activities provide a complete range of services to accommodate arriving and departing passengers and those awaiting AMC air travel.

### Commander's Responsibilities

The commander is responsible to ensure the safety and customer service for each passenger transiting his or her terminal. He or she must ensure passenger service agents are knowledgeable on all policies governing travel within the Defense Transportation System and consistently monitor efficiency for their terminal operations.

### Key Personnel

- **Liaison Officers for Sister Services**, as applicable—coordinate movement for sister Service personnel
- **Customs Officials**, as applicable

### Functions

- Manages space available upgrade priority process in accordance with AMCI 24-101, Volume 14, *Military Passenger Service*—wing commander is approval authority for exceptions to policy.
- Coordinates with wing protocol for distinguished visitor support.
- Manages selection process for space available passengers.
- Manages passenger operations, baggage, and equipment for the air terminal.
- Ensures proper processing of personnel desiring travel on Department of Defense (DoD) owned or controlled aircraft.
- Responsible for terminal security.

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## Chapter 9

### Passenger Operations

- Conducts manifesting, gate services, and aircraft loading of baggage and passengers.
- Receives passenger meal orders and deliveries to aircraft.
- Responsible for interior aircraft cleaning and final mission setup.
- Provides passenger equipment, fleet supply, and vehicle management.
- Manages, issues, and controls aircraft passenger support equipment and supplies.
- Performs customer service and funds management.
- Manages commercial and military passenger reservations and ticketing for the DoD.
- Passenger reservations and travel (continental United States aerial port squadrons only) manages and provides official travel services for the movement of DoD passengers. This element consists of passenger service personnel and the commercial travel office (CTO). Its functions include determining official travel entitlements, collecting and submitting high-level reports for unused tickets and premium class travel, providing official travel reservations and ticketing services, and performing quality assurance evaluation over the CTO. The CTO provides reservations for all modes of travel. This service includes hotel and rental car reservations for all DoD travelers for official government travel.

Small terminals will have variations in the functions listed above.

### Forms and Reports

DD Form 1131, *Cash Collection Voucher*

AMC Form 229, *Passenger Service Flight Folder*

AMC Form 305, *Receipt for Transfer of Cash and Vouchers*

**Safety and Security Concerns**

- Ensure magnetometers are calibrated and tested
- Ensure personnel know emergency and duress procedures

**References**

DoD 4500.54-G, *DoD Foreign Clearance Guide*

DoD 4515.13-R, *Air Transportation Eligibility*

JFTR, Volume 1, *Uniformed Service Members*

JTR, Volume 2, *Department of Defense Civilian Employees*

AMCI 24-101, Volume 14, *Military Airlift Passenger Service*

## **Chapter Acronyms**

AMC – Air Mobility Command

AMCI – Air Mobility Command Instruction

DoD – Department of Defense

CTO – Commercial Travel Office

JFTR – Joint Federal Travel Regulations

JTR – Joint Travel Regulations



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## Chapter 10 Cargo Operations



## Cargo Operations

### Overview

**Cargo operations** serves as the single installation authority for planning, managing, and executing air shipment and receipt of Department of Defense (DoD) cargo.

### Commander's Responsibilities

- Ensure installation commander appoints traffic management officer (TMO) in writing
- Sign authorization lists for joint inspection (JI), explosive handling, load planning, and other related functions
- Sign squadron entry authorization letters (EAL) for security cage and explosive handling area, depending on location
- Certify explosive facility licenses
- Approve and sign local operating instructions (LOI) for ammunition and explosive movement procedures

### Key Personnel

**TMO** (see Chapter 7, “Traffic Management”)

### Functions

- Provides management for air cargo security, equipment, and movement
- Ensures cargo and mail discrepancy reporting is accomplished
- Manages 463-L assets and program for the installation
- Ensures proper handling and shipment of hazardous materials, mail, and other sensitive DoD cargo
- Performs aircraft load planning and ensures safety of flight
- Manages inventory of air terminal cargo

- Manages surface cargo movements, truck dock operations, shipment planning, and other day-to-day distribution functions
- Manages the cargo deployment and personnel deployment functions during contingency and exercise operations
- Manages personal property movements for DoD personnel
- Air cargo operations
  - Performs processing and pallet buildup and breakdown for import and export of cargo
  - Ensures airworthiness of cargo offered for shipment
  - Validates shipment documentation and ensures accuracy of data in aerial port automated systems
  - Manages all assigned equipment, facilities, vehicles, and 463-L assets supporting daily cargo handling mission and operations
- Special handling and load planning
  - Ensures proper handling and packaging for air shipments of hazardous materials, mail, and other sensitive DoD cargo
  - Provides secure handling for intransit cargo and ensures compatibility of hazardous materials being transported
  - Performs aircraft load planning, ensures safety of flight, and manages inventory of air terminal cargo
- **Mobility Functions.** In addition to normal aerospace expeditionary force requirements and posturing, the aerial port squadron (APS) and air mobility squadron (AMS) play a vital role in the wing's ability to deploy. Aerial port responsibilities vary from base to base but all are outlined in the wing's installation deployment plan. However, the APS and AMS have the responsibility to conduct a joint inspection for all materials prior to deployment. Therefore, it is critical to ensure select personnel maintain qualification in hazardous materials inspection and joint inspection procedures. Additionally, the wing will rely on aerial

port expertise while conducting passenger and cargo aircraft loading and unloading operations in support of its mobility process.

- Personal property (CONUS APS only, see Chapter 7, “Traffic Management”)

### **Forms and Reports**

AF Form 2047, *Explosives Facility License*

AMC Form 33, *Report of Frustrated Cargo*

AMC Form 35, *Terminating AMC MICAP/VVIP Control Log*

AMC Form 36, *Originating AMC MICAP/VVIP Control Log*

AMC Form 214, *Security Cage Log and Inventory*

Global Air Transportation Execution System queries (port hold time, aircraft utilization, and frustrated cargo)

### **Safety and Security Concerns**

- Currency for all EAL documents
- Training and currency for personnel listed on task authorization letters (load planning, explosive handling, and JI)
- LOI for explosive movement operations

### **References**

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFMAN 91-201, *Explosives Safety Standards*

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AMCI 24-101, Volume 11, *Cargo and Mail Policy*

## **Chapter Acronyms**

AF – Air Force

AFMAN – Air Force Manual

AMC – Air Mobility Command

AMCI – Air Mobility Command Instruction

AMS – Air Mobility Squadron

APS – Aerial Port Squadron

DoD – Department of Defense

EAL – Entry Authorization Letters

JI – Joint Inspection

LOI – Local Operating Instructions

MICAP – Mission impaired Capability Awaiting Parts

TMO – Transportation Management Officer

VVIP – Very, Very Important Part



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## Chapter 11 Ramp Operations



## Ramp Operations

### Overview

**Ramp operations** is responsible for ensuring that all manifested cargo and mail is loaded and offloaded and performs ground servicing as needed within specified schedules of events.

### Commander's Responsibilities

Designate an aerial port expeditor (APEX) program manager in writing and monitor personnel training

### Key Personnel

**APEX Program Manager.** APEX provides the capability for aerial ports to onload and offload cargo without the presence of a loadmaster. APEX augments ground handling operations by decreasing aircraft ground time and providing better use of the crew duty day.

### Functions

- Responsible for aircraft cargo loading and unloading
- Responsible for aircraft lavatory, trash, and water servicing
- Transports loads to and from aircraft
- Secures all cargo, mail, hazardous material, and special handling cargo on aircraft
- Manages operation of the APEX program
- Provides special vehicle training and qualification
- Manages and inventories cargo tie-down equipment on aircraft

### Forms and Reports

AF Form 4080, *Load Sequence Breakdown Worksheet*

AF Form 4069, *Tiedown Equipment Checklist*

### **Safety and Security Concerns**

- Personal safety equipment must be properly used and worn
- Mission-specific safety briefings (team chiefs)
- Concurrent servicing
- Engines running onload and offload

### **References**

AMCI 24-101, Volume 7, *AMC Aerial Port Expeditor (APEX) Aircraft Loading Program*

AMCI 24-101, Volume 7, CL-1, *C-17 APEX Load Director Interim Checklist*

AMCI 24-101, Volume 7, CL-2, *C-5 APEX Load Director Checklist*

AMCI 24-101, Volume 11, *Cargo and Mail Policy*

AMCI 24-101, Volume 22, *Training Requirements for Aerial Port Operations*

AFOSH 91-46, *Materials Handling and Storage Equipment*

AFOSH 91-100, *Aircraft Flight Line-Ground Operations and Activities*

## **Chapter Acronyms 11**

AF – Air Force

AFOOSH – Air Force Occupational Safety and Health

AMCI – Air Mobility Command Instruction

APEX – Aerial Port Expeditor

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## Aerial Delivery

### Overview

**Aerial delivery** sections prepare, rig, and inspect Air Force supplies and equipment for Air Mobility Command assigned airdrop missions and unilateral airdrop training.

### Commander's Responsibilities

The commander will ensure the minimum number of qualified personnel to accomplish unilateral airdrop training requirements for his or her squadron or unit. Personnel must complete the formal Air Force Rigger School, Fort Lee, Virginia.

### Key Personnel

- **Air Cargo Specialists.** Air cargo specialists will assist in rigging supplies for airdrop and assist during Joint airdrop inspections.
- **Fabrication and Parachute Specialists.** Fabrication and parachute specialists will maintain, inspect, and repair unit's cargo parachutes and other fabrication equipment.

### Functions

- Prepares, loads, and maintains airdrop cargo.
- Supports host base and wing unilateral aircrew training.
- Transports loads to and from aircraft.
- Transports loads to and from designated drop zone.
- Secures cargo, mail, hazardous, and special handling cargo on aircraft.
- Manages equipment, facilities, and vehicles in support of airdrop operations.
- Fort Lee, Virginia is the only location that trains and qualifies personnel for rigger duty.

### **Safety and Security Concerns**

- Drop zone safety
- Engines running onload and offload safety
- Airdrop safety review boards

### **References**

AMCI 24-101, Volume 18, *Military Airlift—AMC Mobilized Aerial Port Forces and Aerial Delivery Flights*

## **Chapter Acronyms**

AMCI – Air Mobility Command Instruction

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## Chapter 13 Combat Readiness and Resources



## Combat Readiness and Resources

### Overview

**Combat readiness and resources** is responsible to the commander for unit planning, resources, unit mobility, force protection, and administrative functions. In addition, the activity identifies and preplans wartime and contingency aerial port support requirements.

### Commander's Responsibilities

- Designate an air transportation standardization and evaluation (ATSEV) program manager and qualified evaluators in writing
- Appoint unit deployment manager (UDM) in writing

### Key Personnel

- **UDM.** The UDM is responsible to the unit commander for mobility and readiness matters. He or she coordinates with the wing and base plans function to ensure smooth deployment of personnel and equipment during contingency operations.
- **Air Reserve Component (ARC) Liaison.** The ARC liaison provides operational link and liaison between ARC units, the Reserve numbered Air Force, Headquarters Air Mobility Command, and active duty aerial ports.
- **ATSEV Program Manager.** The ATSEV program manager is the primary technical advisor within the organization. He or she assists supervisors in resolving quality problems. Functionally, the ATSEV program is used to identify underlying causes of poor quality in air transportation processes.
- **Air and Space Expeditionary Force Unit Type Code Reporting Tool (ART) and Status of Resources and Training System (SORTS) Monitor.** This individual prepares the monthly ART and SORTS reports for the unit commander. The UDM may perform this function.

- **Security manager.**
- **Training manager.**

### **Functions**

- Manages unit budget, safety, security, deployment, and vehicle programs
- Manages and advises commander on unit training
- Manages unit support agreements, unit plans, and facilities
- Manages automated aerial port management systems and hardware
- Manages and schedules unit-provided installation deployment training
- Maintains oversight of unit-involved contracts, except for commercial airlift contracts
- Provides oversight of mechanized material handling systems
- Manages and reports unit capabilities, shortfalls, or limiting factors

### **Forms and Reports**

ARC End of Tour Reports

ART Report (monthly)

SORTS Report (monthly)

Staff Assistance Visits

### **Safety and Security Concerns**

ART assessment data (color codes, missing resources detailed in remarks, and limiting factors) for a single unit type code (UTC) is classified (at a minimum) confidential. Aggregate ART assessments (two or more UTC assessments) are classified secret. ART data converted to a new type of information must be evaluated for its impact on national security if it is to be released. Raw resource data used to derive unit type code assessments

is classified in accordance with (IAW) its original source. When data is directly associated with an ART rating or used in an ART worksheet, the data becomes classified IAW this guidance. Preformatted worksheets should be clearly marked with instructions on classification. Reporting must be accomplished on the Secure Internet Protocol Network.

Measured area category levels, overall category levels, numbers used to compute percentages and the percentages (when associated with SORTS), reason codes associated with their remarks, and limiting factors for a single unit, are, at a minimum, classified confidential. Products that contain data from two or more measured units is classified secret no foreign release (NOFORN). Additionally, individuals classifying SORTS reports must consider other classification guidance including operations plans (OPLAN). The association of the unit with its OPLAN tasking is classified at the level of classification of the OPLAN, usually secret. Information that is not SORTS based and does not show a deficiency may still require classification through channels other than SORTS.

**References**

AFI 10-201, *Status of Resources and Training System*

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*

AFI 10-401, *Air Force Operations Planning and Execution*

AFI 10-403, *Deployment Planning and Execution*

AMCI 24-101, Volume 5, *Air Transportation Readiness and Resources*

AMCI 24-101, Volume 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance*

AMCI 24-101, Volume 22, *Training Requirements for Aerial Port Operations*

## **Chapter Acronyms**

AFI – Air Force Instruction

AMCI – Air Mobility Command Instruction

ARC – Air Reserve Component

ART – Air and Space Expeditionary Force Unit Type Code  
Reporting Tool

ATSEV – Air Transportation Standardization and Evaluation

NOFORN – No Foreign Release

OPLAN – Operations Plans

SORTS – Status of Resources and Training System

UDM – Unit Deployment Manager

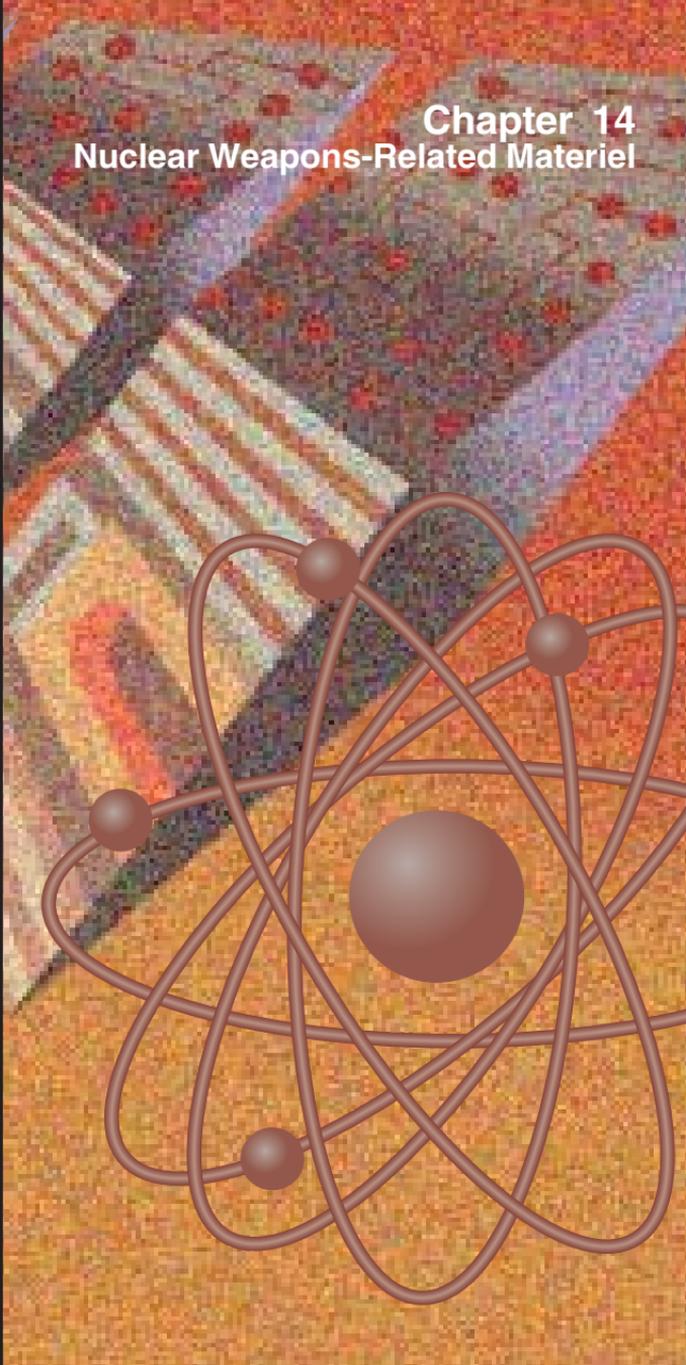
UTC – Unit Type Code



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## Chapter 14 Nuclear Weapons-Related Materiel



## Nuclear Weapons-Related Materiel

### Overview

Proper stewardship of the nuclear enterprise is a top priority for the Air Force. All activities managing, issuing, receiving, storing, maintaining, inventorying, shipping, or tracking nuclear weapons-related materiel (NWRM) must implement positive control measures to ensure accuracy of the inventory held under their control.

### Commander Responsibilities for Units Possessing Nuclear Weapons-Related Materiel

- The commander must monitor compliance with requirements outlined in AFI 20-110, *Nuclear Weapons-Related Materiel Management*.
- The commander must appoint trained and qualified personnel in writing (as functionally required) to order, issue, package, turn in, inspect, store, inventory, ship, transship, and receipt for NWRM. The appointment letter will be updated annually or as changes occur. Appointment letters will be provided to the NWRM accountable officer (NWRMAO) and munitions accountable supply officer.
- The commander must maintain a special certification roster or an equivalent certification listing for personnel authorized to verify packing, marking, and associated documentation for NWRM. The minimum certification requirements are prescribed in AFI 20-110.
- The commander will designate in writing a responsible officer (RO) to provide oversight of NWRM procedures and processes.

### Key Personnel

- **NWRMAO.** The logistics readiness squadron commander must be appointed by the wing commander (or equivalent) to serve as the NWRMAO. The appointment letter will be provided to the major command (MAJCOM) logistics (A4) and Air Force Materiel Command (AFMC) NWRM office of primary responsibility (OPR).

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## Chapter 14

### Nuclear Weapons-Related Materiel

**Note:** An NWRMAO appointment is not required if the wing or base is not authorized NWRM assets.

- In addition to unit commander responsibilities:
  - The NWRMAO will complete the NWRMAO training course.
  - The NWRMAO will act as the accountable officer for NWRM assets on supply accounts.
  - The NWRMAO will execute semiannual inventories of NWRM on supply accountable records. This responsibility cannot be delegated.
  - The NWRMAO will appoint an inventory officer (IO) by letter to exercise custody over NWRM assets. This individual may also serve as the RO, who reports directly to the accountable officer and exercises custody, care, safekeeping, and security of NWRM under his or her supervision and functional control. The RO must place emphasis on the following items.
    - Proper recording of transactions and documentation that affect NWRM within his or her control.
    - Problems or discrepancies that may require corrective action, adjustment, or initiation of a report of survey.
    - The RO may also serve as the IO.

**Note:** The NWRMAO is responsible for those actions taken by individuals he or she appoints to oversee or monitor NWRM.

- The NWRMAO will delegate in writing United States military or civilian individuals who may act on his or her behalf.
- The NWRMAO will ensure access to NWRM is restricted to authorized individuals.
- The NWRMAO will obtain approval authority from the item manager prior to any inventory adjustment for NWRM assets.

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## Chapter 14

### Nuclear Weapons-Related Materiel

- The NWRMAO will report missing serial numbers or unique item identifiers to the AFMC NWRM OPR.
- The NWRMAO will establish an NWRMAO organizational e-mail account on the Nonsecure Internet Protocol Router Network for NWRM correspondence. He or she will provide this e-mail address to the AFMC NWRM OPR.

#### General Information

- The semiannual NWRM account audit is accomplished in conjunction with the semiannual inventory. The verifying individual or disinterested officer appointed by the wing commander will serve as the audit officer.
- If an asset is determined to be lost, damaged, or destroyed during the course of an inventory, the NWRMAO will notify the item manager and initiate a report of survey within 24 hours.
- The NWRMAO will brief the group or wing commander on semiannual NWRM inventory results within 15 calendar days of inventory close out.
- The NWRMAO will ensure results of semiannual inventories and audits are forwarded to the MAJCOM NWRM POC within 15 calendar days of inventory close out.
- The NWRMAO will ensure NWRM identification, marking, and packaging is in accordance with (IAW) AFI 24-203, *Preparation and Movement of Air Force Cargo*.

#### Forms and Reports

DD Form 200, *Financial Liability Investigation of Property Loss*

#### Safety and Security Concerns

Security and access control to NWRM facilities helps guarantee physical inventory control, protection, and accountability of NWRM. One must

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## Chapter 14

### Nuclear Weapons-Related Materiel

assess NWRM storage facilities, cages, containers, and rooms to determine the appropriate level of security. When required, a key and lock program should be developed to ensure access control. Operating instructions for administration of a key and lock program should be developed IAW DoD 5200.1-R, *Information Security Program*, AFI 31-101, *Integrated Defense*, and AFI 31-401, *Information Security Program Management*. Personnel who require physical access to classified NWRM must meet the requirements outlined in DoDD 5210.2, *DoD Access to and Dissemination of Restricted Data*, and DoDD 5220.22-M, *National Industrial Security Program Operating Manual*.

#### References

AFI 20-110, *Nuclear Weapons-Related Materiel Management*

AFI 24-203, *Preparation and Movement of Air Force Cargo*

AFI 31-101, *Integrated Defense*

AFI 31-401, *Information Security Program Management*

AFMAN 23-110, *USAF Supply Manual*

DoD 5200.1-R, *Information Security Program*

DoDD 5210.2, *Access to and Dissemination of Restricted Data*

DoD 5220.22-M, *National Industrial Security Program Operating Manual*

**Chapter Acronyms**

AFI – Air Force Instruction

AFMC – Air Force Materiel Command

DoD – Department of Defense

DoDD – Department of Defense Directive

IAW – In Accordance With

IO – Inventory Officer

MAJCOM – Major Command

NWRM – Nuclear Weapons-Related Materiel

NWRMAO – Nuclear Weapons-Related Materiel Accountable  
Officer

OPR – Office of Primary Responsibility

RO – Responsible Officer

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**Chapter 14 Notes**  
Nuclear Weapons-Related Materiel



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## Chapter 15 Global Logistics Support Center



## Air Force Global Logistics Support Center

### Overview

The Air Force Global Logistics Support Center (AFGLSC) is the enterprise-wide planning and execution arm of the Air Force supply chain. Operating as the hub for supply chain management, it provides global logistics support to the Air Force by developing the Air Force demand and supply plan, and executing the Air Force supply plan to meet customer requirements for serviceable supply material.

- **635<sup>th</sup> Supply Chain Management Wing (SCMW).** Within the AFGLSC, the 635 SCMW is tasked with providing the day-to-day supply chain operational support and time-critical operational spares execution and supply chain command and control to warfighters around the globe. The wing is comprised of the 635 and 735 supply chain management groups (SCMG) and the 635 SCMW SCCC.
- **635 SCMW Supply Chain Control Center (SCCC).** The SCCC serves as the operational nerve center of the global supply chain. The SCCC provides mission management and decision support information to ensure the smooth operation of the Air Force supply chain while providing AFGLSC leadership with real time situational awareness of the health of the supply chain.
- **635 SCMG and 735 SCMG.** The groups under the 635 SCMW exercise global command and control, providing weapon system spares management and acting as the single points of contact for supply chain customers in resolving warfighter spares support issues at the point of execution. In addition, the groups direct materiel and distribution support to meet critical needs by redirecting the source, direction, or speed of resupply and working with planners to change the priority of maintenance actions to meet changing warfighter requirements.

## **Commander's Responsibilities**

- The 635 and 735 SCMG commanders have the full scope of responsibility for directing the activities of the groups. The 635 and 735 SCMG commanders are responsible for providing vision, direction, and policy for materiel management functions including spares, supplies, equipment, funds, transportation, operational planning, and centralized repair facilities (CRF) repair induction and distribution.
- The 635 and 735 SCMG commanders work with senior counterparts in other agencies on recommendations for policy development and procedures regarding group operations. The commanders also oversee development of supply chain management goals and strategies for achieving short- and long-range materiel management and transformational goals and objectives.

## **Key Personnel**

- 635 SCMW Commander and Deputy Director
- 635 and 735 SCMG Commanders and Deputy Directors

## **Functions**

- **Supply Chain Operations (SCO) (635 SCMW).** This is the AFGLSC area that logistics readiness squadron (LRS) operations will deal with the most. As the command and control hub in the AFGLSC, the supply chain operations wing is the single point of contact for the warfighter to resolve supply issues at the point of execution and the single operational face to the supplier to ensure adequate spares support. The SCO has end-to-end visibility and directional control in the reallocation, stocking, distribution, and maintenance over the entire Air Force supply chain support network. Within the network, the SCO redirects materiel and provides distribution support—on an exception

basis only—to resolve immediate supply chain issues at the point of execution. The SCO activity will also interface with lead major command weapon system support teams, weapon system supply chain managers, and system program managers to prioritize distribution and repair for constrained resources, by exceptions to the plan, to best meet total force mission needs.

What SCO does for the LRS.

- Behind the scenes support
  - Initial nuclear weapons-related positive inventory control
  - Equipment management
  - Stock control
  - Records maintenance
  - Computer operations
  - Funds management (Supply Management Activity Group)
  - Local purchase
  - Contingency management
  - CRF spares support
- Direct warfighter support to LRS and maintenance
  - Single face for spares support 24/7
  - Warfighter's first contact point
  - Direct spares distribution to support daily operations
  - Prevent mission impaired capability awaiting parts (MICAP) by prefilling shelves and kits
  - Solve MICAPs as required
  - Resolve distribution issues
  - Correct shipment delays and misrouting
  - Air cargo clearance and movement

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## Chapter 15

### Air Force Global Logistics Support Center

- Support emerging operations
- Preplanning and crisis action

#### **Forms and Reports**

635 and 735 SCMGs generate all Standard Base Supply System reports required in AFMAN 23-110, *USAF Supply Manual*, Volume 2, Part 2, *USAF Standard Base Supply System*, Chapter 2, “Organization and Responsibilities”

#### **References**

AFMAN 23-110, *US Air Force Supply Manual*

**Chapter Acronyms**

AFGLSC – Air Force Global Logistics Support Center

AFMAN – Air Force Manual

SCMW – Supply Chain Management Wing

SCCC – Supply Chain Control Center

SCMG – Supply Chain Management Group

CRF – Centralized Repair Facilities

SCO – Supply Chain Operations

LRS – Logistics Readiness Squadron

MICAP – Mission Impaired Capability Awaiting Parts

Appendix 1  
Acronyms



AA&E – Arms Ammunition and Explosives  
ABFDS – Aerial Bulk Fuel Delivery System  
AD – Active Duty  
AEF – Air and Space Expeditionary Force  
AF – Air Force (Form)  
AFCSM – Air Force Computer Systems Manual  
AFEMS – Air Force Equipment Management System  
AFGLSC – Air Force Global Logistics Support Center  
AFI – Air Force Instruction  
AFMAN – Air Force Manual  
AFMC – Air Force Materiel Command  
AFOSH – Air Force Occupational Safety and Health  
AFOSH STD – Air Force Occupational Safety and Health  
Standard  
AFPD – Air Force Policy Directive  
AFREP – Air Force Repair Enhancement Program  
AFSC – Air Force Specialty Code  
AFTO – Air Force Technical Order  
AMC – Air Mobility Command  
AMCI – Air Mobility Command Instruction  
AMS – Air Mobility Squadron  
APEX – Aerial Port Expeditior  
APF – Appropriated Fund  
APOE – Aerial Port of Embarkation  
APS – Aerial Port Squadron  
ARC – Air Reserve Component  
ART – Air and Space Expeditionary Force (AEF) Unit Type Code  
(UTC) Reporting Tool  
ASM – Aircraft Sustainability Model  
ATOC – Air Terminal Operations Center  
ATSEV – Air Transportation Standardization/Evaluation Program  
Manager

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## Appendix 1

### Acronym Glossary

BCE – Base Civil Engineer  
BCIII – Basic Combat Convoy Course  
BOS – Base Operation Support  
BRAC – Base Realignment and Closure  
CA – Combat Arms  
CA/CRL – Custodian Authorization/Custody Receipt Listing  
CACV – Command and Control Vehicle  
CBA – Centrally Billed Accounts  
CC – Commander  
CDC – Career Development Course  
CDF – Cargo Deployment Function  
CJCS – Chairman of the Joint Chiefs of Staff  
CMOS – Cargo Movement Operating System  
CMT – Cargo Movement Team  
COE – Certificate of Equivalency  
COMSEC – Serialized Controlled Communication Security  
CONUS – Continental United States  
COR – Contracting Officer Representative  
CPE – Cost Per Equivalent  
CPP – City Pair Program  
CRF – Centralized Repair Facilities  
CSB – Customer Service Branch  
CTO – Commercial Travel Office  
CV – Deputy Commander  
CWDE – Chemical Warfare Defense Equipment  
DCC – Deployment Control Center  
DD – Department of Defense (Form)  
DESC – Defense Energy Support Center  
DESPS – Domestic Express Small Package Service  
DIFM – Due-in From Maintenance  
DIREP – Difficulty Report  
DLA – Defense Logistics Agency

DO – Duty Officer  
DOC – Designed Operational Capability  
DoD – Department of Defense  
DoDD – Department of Defense Directive  
DoDI – Department of Defense Instruction  
DOT-SP – Department of Transportation Special Permits  
DPN – Deployment Position Number  
DPS – Defense Personal Property System  
DRMD – Deployments Requirements Manning Document  
DRMO – Defense Reutilization and Marketing Office  
DSOE – Deployment Schedule of Events  
DTR – Defense Transportation Regulations  
DTS – Defense Travel System  
DV – Distinguished Visitor  
DWCF – Defense Working Capital Fund  
DZ – Drop Zone  
EAL – Entry Authorization Letters  
EAO – Equipment Accountability Office  
ECSS – Expeditionary Combat Support System  
EET – Exercise Evaluation Team  
EPA – Environmental Protection Agency  
ERO – Engines Running On/Offload  
ESD – Electrostatic Sensitive Devices  
ESP – Expeditionary Site Plan  
ES-S – Enterprise Solution-Supply  
ESSP – Expeditionary Site Survey Process  
FAAC – Functional Area Agreement Coordinator  
FAM – Functional Area Manager  
FARP – Forward Area Refueling Point  
FAS – Fuels Automated System  
FISC – Fuel Information Service Center  
FSC – Fuels Service Center

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## Appendix 1

### Acronym Glossary

GATES – Global Air Transportation Execution System  
GBD – Government Business Day  
GMV – Government Motor Vehicle  
GPC – Government Purchase Card  
GS – General Schedule  
GSA – General Services Administration  
GTC – Government Travel Card  
HPMSK – High Priority Mission Support Kit  
HQ – Headquarters  
IAW – In Accordance With  
IBA – Individually Billed Accounts  
IDO – Installation Deployment Officer  
IDP – Installation Deployment Plan  
IDRC – Installation Deployment Readiness Cell  
IGESP – In-Garrison Expeditionary Site Plan  
IO – Inventory Officer  
IPE – Individual Protective Equipment  
IREP – Intermediate Repair Enhancement Program  
IRSP – In-place Readiness Spares Packages  
ISV – Internal Surveillance Visit  
ITO – Invitational Travel Orders  
ITV – Intransit Visibility  
IVO – Investigating Officer  
JFTR – Joint Federal Travel Regulations  
JI – Joint Inspection  
JPPSO – Joint Personal Property Shipping Office  
JSLIST – Joint Service Lightweight Integrated Suit Technology  
JTR – Joint Travel Regulations  
LCAP – Logistics Compliance Assessment Program  
LIMFAC – Limiting Factor  
LNO – Liaison Officers  
LOGFAC – Logistics Feasibility Analysis Capability

LOI – Local Operating Instructions  
LRS – Logistics Readiness Squadron  
MAJCOM – Major Command  
MASO – Munitions Accountable Supply Officer  
MC – Mission Capable  
MEL – Minimum Essential Level  
MHE – Material Handling Equipment  
MICAP – Mission Impaired Capability Awaiting Parts  
MICAS – Mobility Inventory Control and Accountability System  
MILAIR – Military Air  
MISCAP – Mission Capability  
MLR – Mission Load Report  
MMHS – Mechanized Material Handling System  
MOA – Memorandum of Agreement  
MOU – Memorandum of Understanding  
MRSP – Mobility Readiness Spares Packages  
MSL – Maintenance Supply Liaison  
MXG – Maintenance Group  
NAF – Numbered Air Force  
NAFI – Nonappropriated Fund Instrumentality  
NEO – Noncombatant Evacuation Operations  
NIPRNET – Non-Secure Internet Protocol Router Network  
NMC – Not Mission Capable  
NOFORN - No Foreign Release  
NWRM – Nuclear Weapon Related Materiel  
NWRMAO – NWRM Accountable Officer  
O&M – Operations and Maintenance  
OCONUS – Outside the Continental United States  
OI – Operational Instruction  
OJT – On-the-Job-Training  
OLVIMS – On-Line Vehicle Interactive Management System  
OPLAN – Operations Plans

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## Appendix 1

### Acronym Glossary

OPR – Office of Primary Responsibility  
OSI – Office of Special Investigations  
PA – Property Administrator  
PAD – Program Action Directive  
PCS – Permanent Change of Station  
PCT – Premium Class Travel  
PDF – Personnel Deployment Function  
PLMC – Petroleum Logistics Management Course  
POD – Permissible Operating Distance  
POV – Privately Owned Vehicle  
PPE – Personal Protective Equipment  
PPPO – Personal Property Processing Offices  
QAE – Quality Assurance Evaluations  
RA – Resource Advisor  
RDD – Required Delivery Date  
REPOL – Bulk Petroleum Contingency Report  
RO – Responsible Officer  
ROS – Reports of Survey  
RSP – Readiness Spares Package  
SA – Support Agreement  
SA/LW – Small Arms and Light Weapons  
SAM – Support Agreement Manager  
SATS – Standard Asset Tracking System  
SAV – Staff Assistance Visit  
SBSS – Standard Base Supply System  
SCCC – Supply Chain Control Center  
SCMG – Supply Chain Management Group  
SCMW – Supply Chain Management Wing  
SCO – Supply Chain Operations  
SECAF – Secretary of the Air Force  
SEI – Special Experience Identifier  
SIPRNet – Secure Internet Protocol Network

SMAG – Supply Management Activity Group  
SNCO – Senior Noncommissioned Officer  
SOE – Schedule of Events  
SORTS – Status of Resources and Training System  
SPI – Special Packaging Instruction  
SPM – System Program Managers  
SSC – Small Scale Contingency  
TA – Transportation Agent  
TDY – Temporary Duty  
TMO – Traffic Management Officer  
TO – Technical Order  
TPFDD – Time-Phased Force Deployment Data  
UCI – Unit Compliance Inspections  
UDM – Unit Deployment Manager  
UFC – United Facilities Criteria  
ULN – Unit Line Number  
UN – United Nations  
US – United States  
USAF – United States Air Force  
USAFR – United States Air Force Reserves  
UTC – Unit Type Code  
UTM – Unit Training Manager  
VFM – Vehicle Fleet Manager  
VMIF – Vehicle Management Index File  
VMS – Vehicle Management Superintendent  
VOCC – Vehicle Operations Control Center  
VVIP – Very, Very Important Part  
WAAR – Wartime Aircraft Activity Report  
WCDO – War Consumables Distribution Objective  
WG – Wage Grade  
WG – Wing  
WL – Wage Leader

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## **Appendix 1**

### Acronym Glossary

WMP – War and Mobilization Plan  
WPM – Wood Packaging Material  
WRM – War Reserve Materiel  
WRMNCO – WRM Noncommissioned Officer  
WRMO – WRM Officer  
WS – Wage Supervisor  
WSSCM – Weapon System Supply Chain Manager  
WWX – Worldwide Express







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