TRAINER GUIDANCE

Line Item 1.4 *Locate and reference transportation forms, publications, and technical orders*

Prerequisites:	1. Trainee has no prerequisites. 2. Trainer will establish a timeline for completing the required training with the trainee.
Training References:	1. ePublications (https://www.e-publishing.af.mil/) 2. ETIMS – Enhanced Technical Information Management System (https://etims.cce.af.mil/ETIMS/index) 3. Defense Travel Regulation (https://www.ustranscom.mil/dtr/)
Additional Supporting References:	Not applicable.
Training Support Material:	Not applicable.
Specific Techniques:	Not applicable.
Criterion Objective:	1. Upon completion of training, the trainee will: a. Know the different publications and forms associated with the air transportation career field. b. Locate information within publications. c. Locate forms used. 2. Trainee will: a. Review the training objectives. b. Review the training references. c. Perform the training with assistance from the trainer. d. Perform an unassisted evaluation under the observation of the trainer. 3. Trainer will: a. Review the training objectives. b. Review the training references. c. Conduct the training using the attached lesson plan and the Task Evaluation Checklist (TEC). d. Perform remedial training if necessary. e. Comply with the duties outlined in AFI 24-605, Vol. 5, Chapter 2, Air Transportation Operations.
NOTES to Trainer:	This lesson plan is designed for hands-on training (demonstration-performance). Aerial port missions are inherently different from station to station; training sessions may or may not easily lend themselves to hands-on training. Therefore, it is imperative that trainers demonstrate, document, and verify training using a variety of hands-on and scenario-based techniques to achieve the desired proficiency prior to signing the Task Evaluation Checklist (TEC). For the purpose of this TTG, the term "publication" refers to any written document such as and AFI, pamphlet, manual, or technical order. This TTG supports CFETP task 1.4.

TASK STEPS

Line Item 1.4 ***Locate and reference transportation forms, publications, and technical orders***

Learning Objective 1: Upon completion of training, the trainee will know how to identify the most common publications and forms in the 2T2X1 career field.

1.. AF 24 series

a. Serves as the Transportation guidance. Supersedes AMCI 24-101 and AMCI 24-114

2.. DOD 4500 Series

a. Defense Transportation Regulation 3.

Technical orders for equipment or aircraft

a. ETIMS – Enhanced Technical Information Management System

Learning Objective 2: Upon completion of training, the trainee will know how to find publications and forms utilized in the 2T2X1 career field.

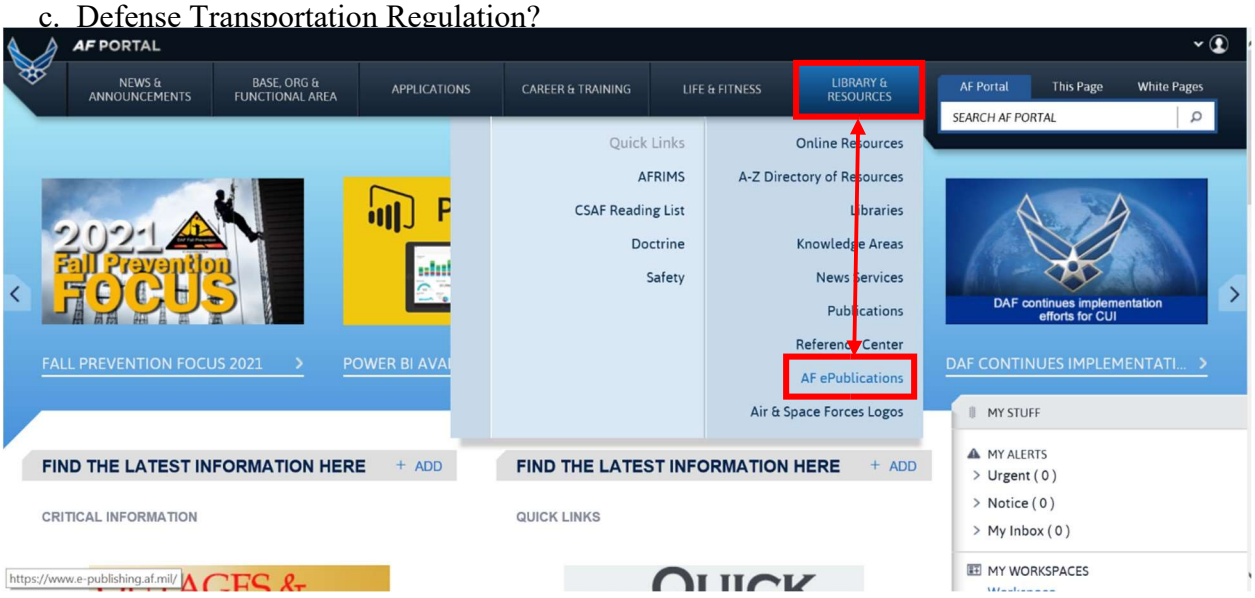
1. Copies that are printed out in your office

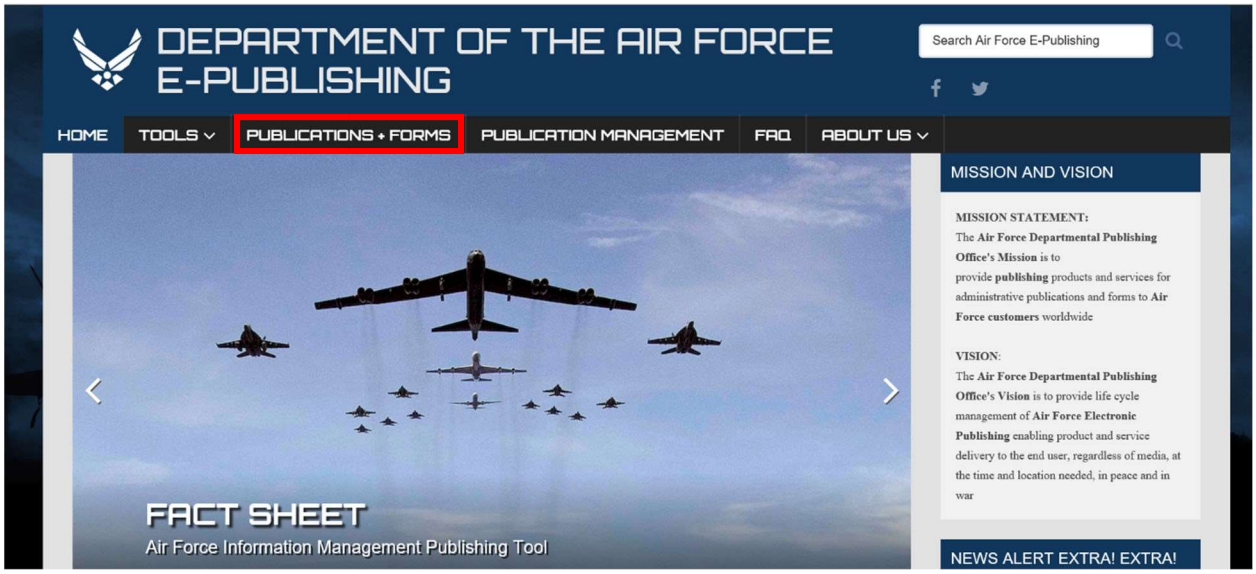
a. For regulations and forms: https://www.e-publishing.af.mil/

b. For Technical Orders: https://etims.cce.af.mil/ETIMS/index

NOTE: To access TOs in the ETIMS site, you will need to gain access from your unit's Technical Order Distribution Office (TODO).

c. Defense Transportation Regulation?

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MISSION AND VISION
MISSION STATEMENT:
The Air Force Departmental Publishing Office's Mission is to provide publishing products and services for administrative publications and forms to Air Force customers worldwide
VISION:
The Air Force Departmental Publishing Office's Vision is to provide life cycle management of Air Force Electronic Publishing enabling product and service delivery to the end user, regardless of media, at the time and location needed, in peace and in war
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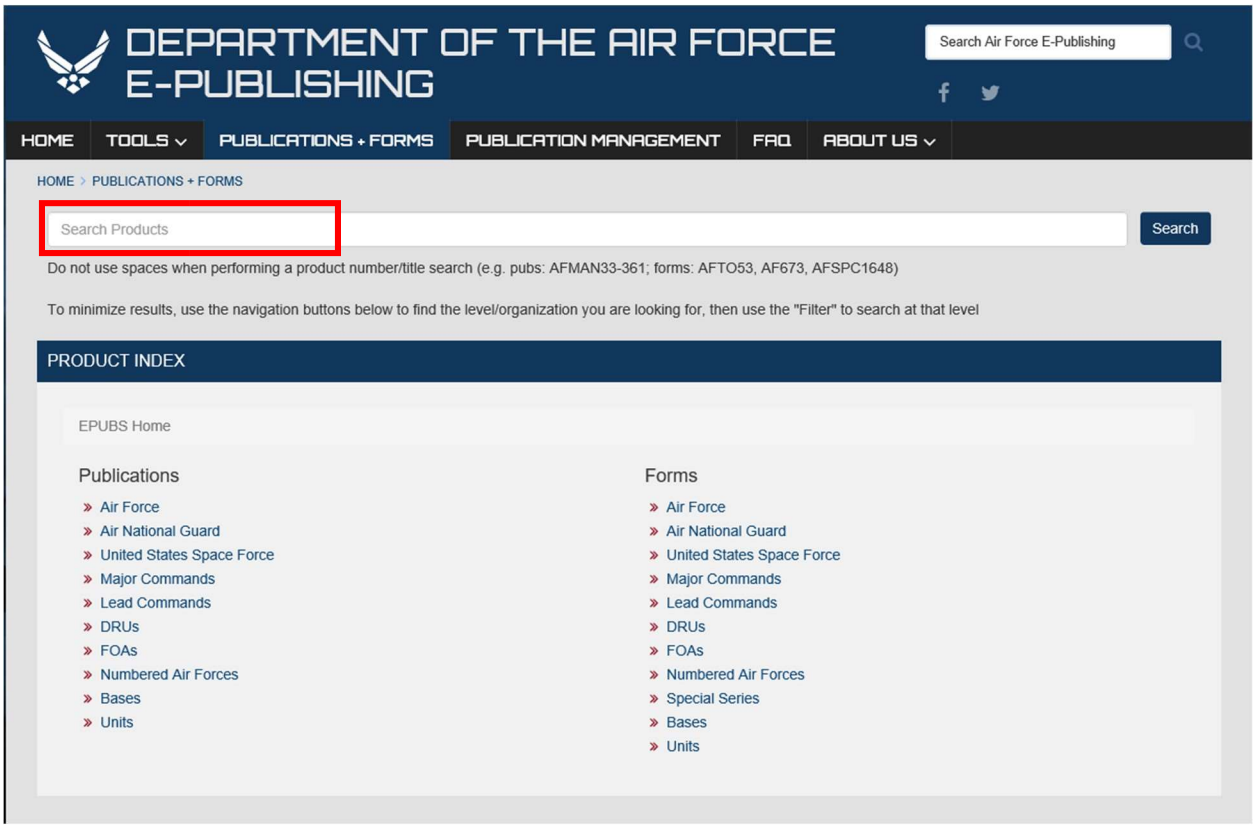
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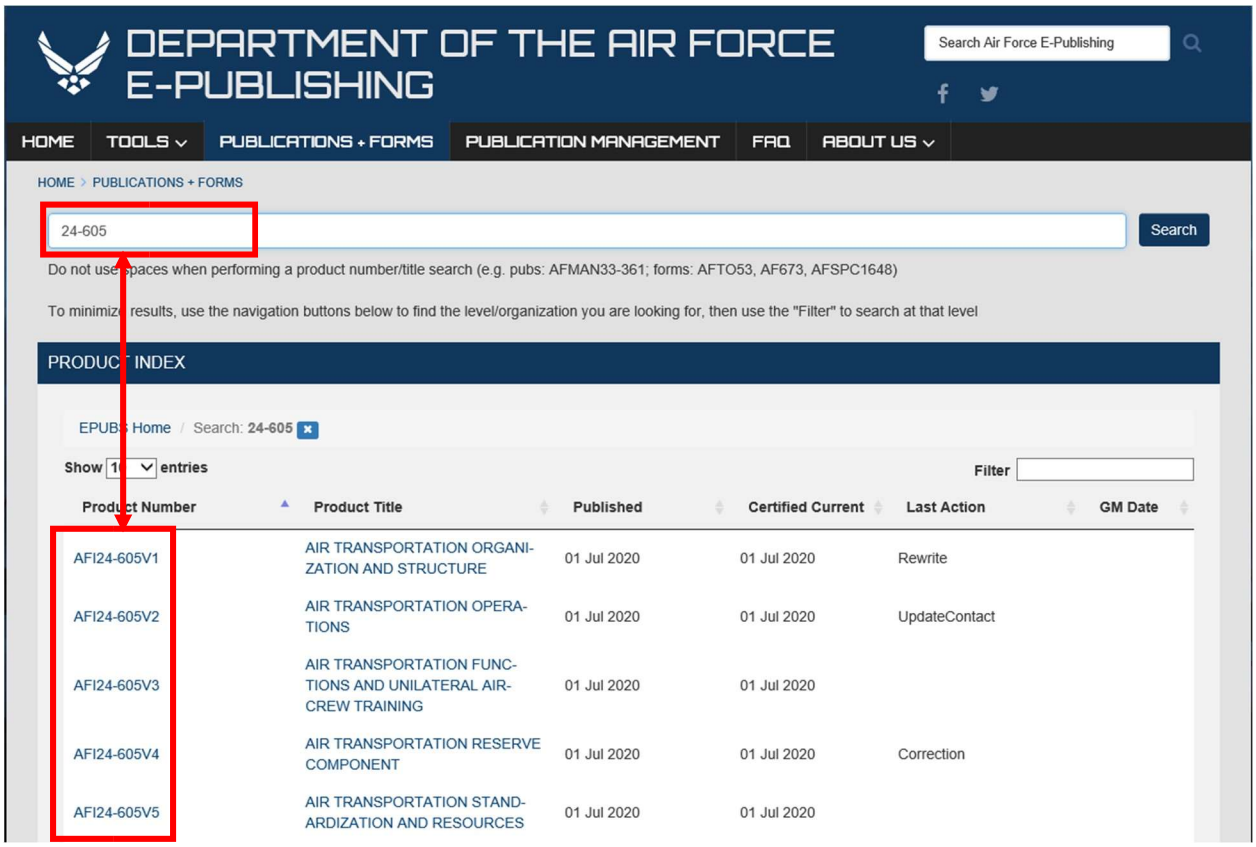
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Last Action
GM Date
AFI24-605V1
AIR TRANSPORTATION ORGANIZATION AND STRUCTURE
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01 Jul 2020
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AFI24-605V2
AIR TRANSPORTATION OPERATIONS
01 Jul 2020
01 Jul 2020
UpdateContact
AFI24-605V3
AIR TRANSPORTATION FUNCTIONS AND UNILATERAL AIRCREW TRAINING
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AFI24-605V4
AIR TRANSPORTATION RESERVE COMPONENT
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Correction
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AIR TRANSPORTATION STANDARDIZATION AND RESOURCES
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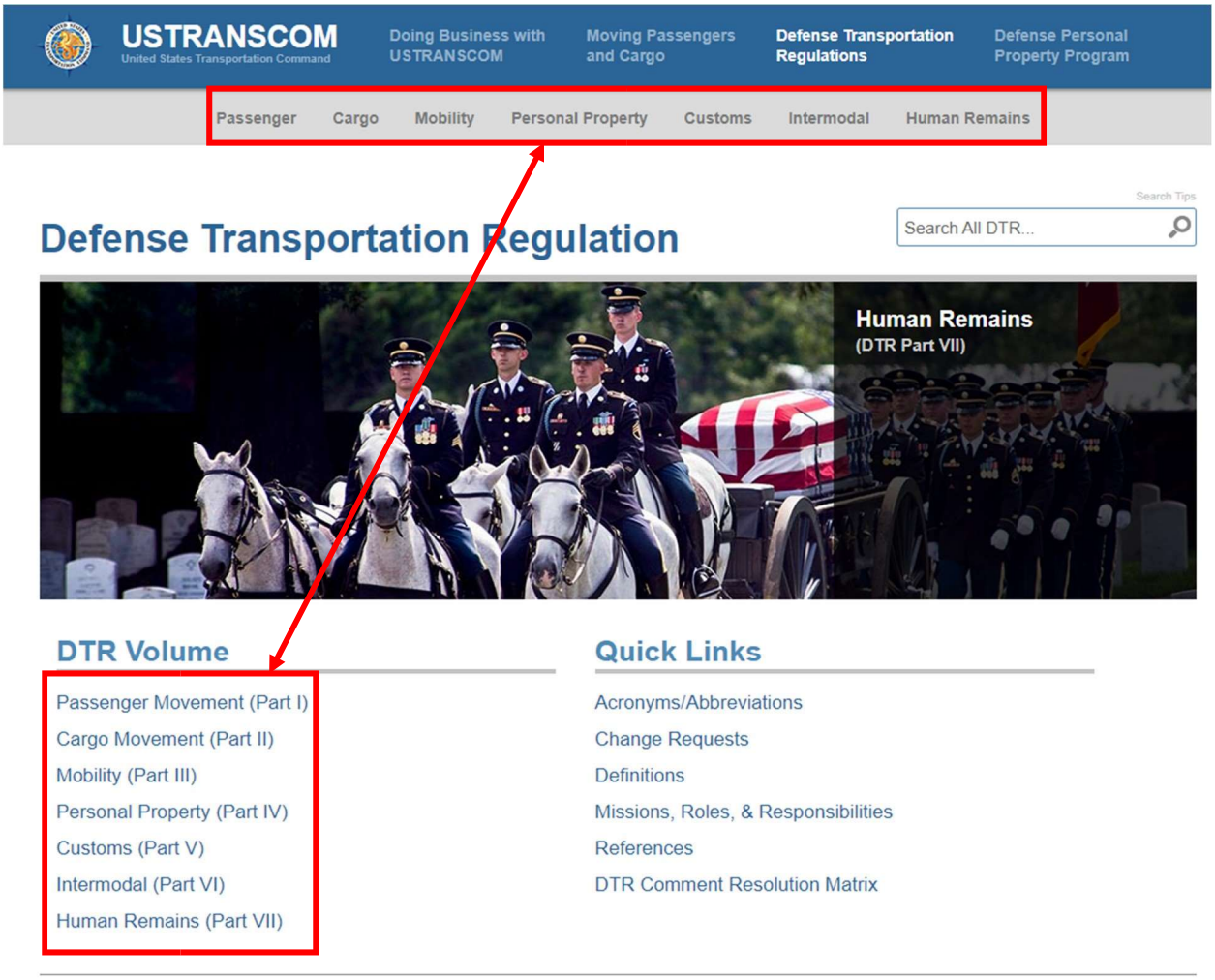
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United States Transportation Command
Doing Business with USTRANSCOM
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Defense Transportation Regulations
Defense Personal Property Program
Passenger
Cargo
Mobility
Personal Property
Customs
Intermodal
Human Remains
Defense Transportation Regulation
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Search All DTR...
Human Remains
(DTR Part VII)
DTR Volume
Passenger Movement (Part I)
Cargo Movement (Part II)
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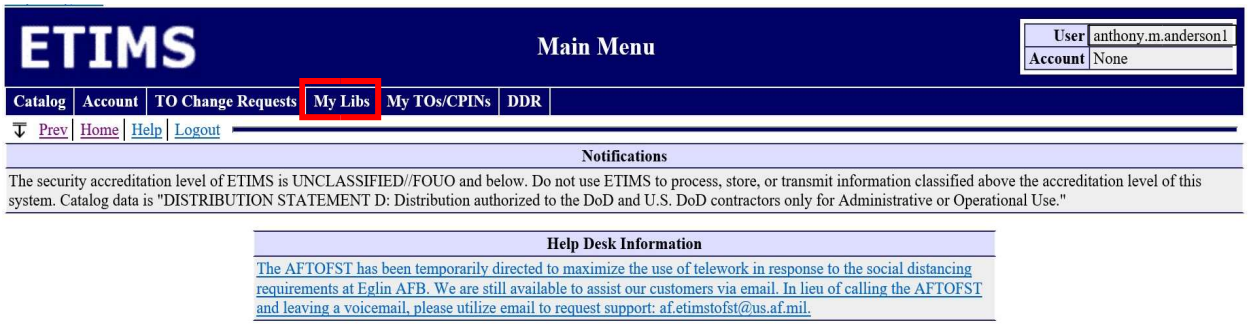
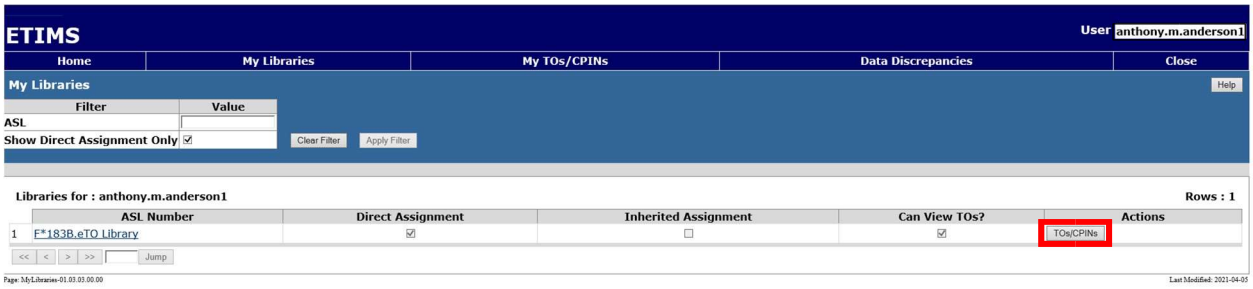
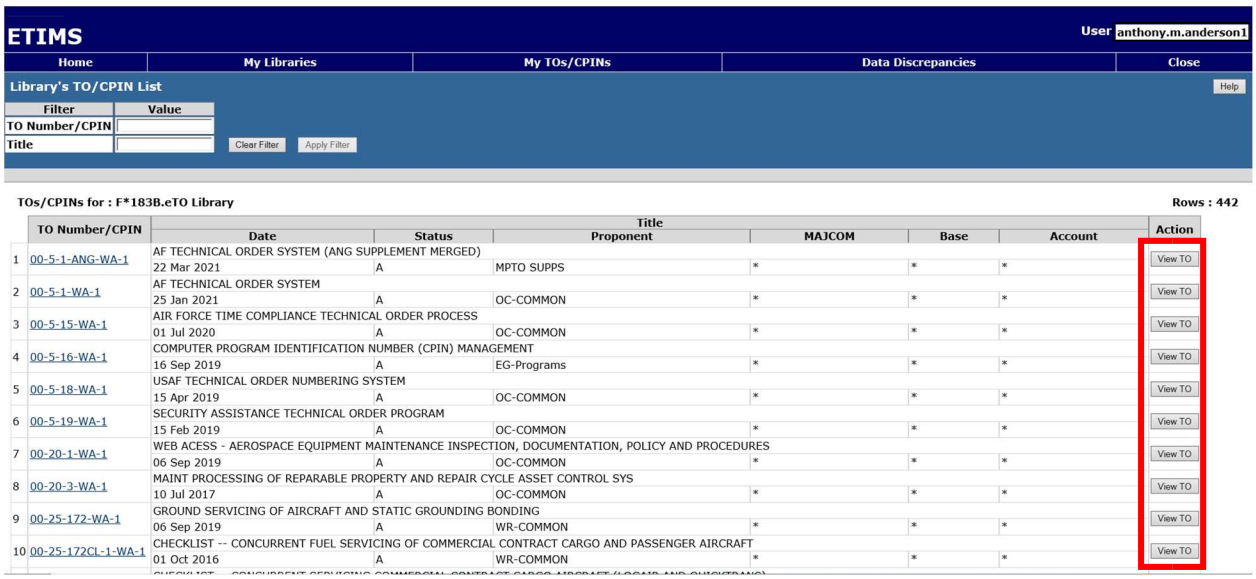
DTR Comment Resolution Matrix







Learning Objective 3: Locate information within publications: There are many ways to locate information within a publication. Here are just a few ways for you to try.

1. Locate information in publications by utilizing the table of contents.
2. Locate information in publications by scanning the text.

3. Locate information in publications by utilizing the search function, “ctrl+f”.

Learning Objective 4: Complete the following exercises. The trainer will demonstrate how to find the information, and the trainee with then do the same.

1. Find “Denying Passenger Boarding” within the 24 series.
   a. AFI24-605, Air Transportation Operations
   b. Paragraph 2.10
2. Find this paragraph: “Airlift. The two sources for air transport assets are military and civil aircraft. Each has various transport restrictions based on the dimensions, weight, and shapes of the cargo to be moved. To mitigate lift constraints, USTRANSCOM will analyze all transportation resources to efficiently transport the shipper’s requirement.” a. DTR Part III
   b. Chapter 302, Pre-Deployment
   c. Paragraph E, (a)

B. Find the Technical Order for “Manual Cargo Loading” for a C-130 aircraft.
   a. 1C-130A-9-WA-1