

TRAINER GUIDANCE

Line Item 1.1 *Career Field Progression*

Prerequisites:	<p>A. Trainee has no prerequisites.</p> <p>B. Trainer will establish a timeline for completing the required training with the trainee.</p>
Training References:	<p>A. AFI 24-605, Vol 2, Air Transportation Operations</p> <p>B. AFI 24-605, Vol 3, Air Transportation Function and Unilateral Aircrew Training</p> <p>C. AFMAN 36-2100, Military Utilization and Classification</p> <p>D. AFI 36-2670, Total Force Development</p> <p>E. AFH 36-2618, The Enlisted Force Structure</p> <p>F. DODI 4515.13, Passenger Eligibility</p> <p>G. CFETP 2T2X1, Air Transportation Specialty</p>
Additional Supporting References:	N/A
Training Support Material:	N/A
Specific Techniques:	N/A
Criterion Objective:	<p>A. Upon completion of training, the trainee will:</p> <ul style="list-style-type: none"> A. Know the primary work centers of the 2T2X1 career field. B. Know the training requirements for each skill level. C. Know the qualification requirements for each skill level. D. Know the transportation career field progression <p>B. Trainee will:</p> <ul style="list-style-type: none"> 1. Review the training objectives. 2. Review the training references. <p>C. Trainer will:</p> <ul style="list-style-type: none"> 1. Review the training objectives. 2. Review the training references. 3. Conduct the training using the attached lesson plan. 4. Perform remedial training if necessary. 5. Comply with the duties outlined in AFI 24-605. 6. Complete the AMC TTG (EOS CRS Feedback). https://www.usafecsurvey.com/se/251137455E5A907801
NOTES to Trainer:	N/A

TASK STEPS

Line Item 1.1 *Career Field Progression*

Learning Objective 1 *Primary Work Centers for the 2T2XX Career Field:*

- A. Air Terminal Operation Center (ATOC).
 - 1. Serves as the Aerial Port Squadron (APS) and Air Mobility Command (AMC) informational focal point for air transportation operations and dispatches data to appropriate work centers.
 - 2. ATOC prioritizes workload and provides tactical mission oversight to work centers.
 - 3. ATOCs are only located in APS and AMS
 - 4. Logistics Readiness Squadrons Air Transportation Function (ATF) and/or Unilateral Aircrew Training (UAT) do not earn nor need to maintain an ATOC; the local command post serves as the base informational focal point and will relay pertinent information.
 - 5. ATOC will serve as the primary base POC for air transportation issues with 618 Air Operations Center (AOC)/Aerial Port Control Center (APCC). The APCC is available 24/7 to provide guidance and support to ATOC at DSN: 312-779-0350/0355 or commercial: 618-229-0350/0355
- B. ATOC Flight Chief.
 - 1. Supervises all ATOC resources and ensure qualified personnel are selected to perform ATOC duties.
 - 2. Oversees duty officer (DO), senior controllers, information controllers, ramp coordinators, load planning and data records sections in conjunction with operations officers and Air Terminal Managers (ATM).
 - 3. In the event an ATOC function is collocated with a base or wing command posts, ATOC flight chief will develop local operating instruction (OI) to outline duties and responsibilities not covered in AFI 24-605, Vol 2.
- C. Duty Officer/Senior Controller.
 - 1. DOs supervise day-to-day aerial port squadron and air mobility squadron tactical operations by monitoring flight line activities.
 - 2. The Senior Controller will assume DO roles and responsibilities when DOs are not assigned/available.
 - 3. The DO and/or Senior Controller will:
 - a). Monitor and provide all required coordination for airlift mission to include unique work requirements.
 - b). Supervise information control and ramp coordinator functions.
 - c). Monitor current operating conditions to include other air transportation work centers, SOEs, weather forecast, aircraft maintenance status, ramp saturation, aircraft parking plans, etc.
 - d). Research/provide transportation delays to command and control (C2) agency.
- D. Information Control.

1. Information control collects, processes, and disseminates all information pertaining to air transportation operations.
2. They ensure that each terminal work center is given the necessary information to effectively accomplish the assigned mission by working closely with the C2 agency, base operations, maintenance control, other base agencies, and previous/downline station's ATOC.

E. Ramp Control.

1. The ramp coordinator (RAMPCO) is the eyes and ears of information control and will monitor all aerial port ground handling operations to include maintaining constant communication with information control, load teams, and work centers.
2. RAMPCO will brief all aircrew on pertinent payload information to include seat release, hazardous materials, special cargo shipments, special category passengers, couriers, number of pallets, load characteristics, total tonnage, etc.
3. Ramp control will meet all inbound aircraft to collect cargo and/or passenger mission documentation ensure sufficient copies of manifest remain for transfer accountability.
4. RAMPCO will make recommendations to ATOC to divert equipment and personnel in order to prevent delays.

F. Capability Forecasting.

1. Cape coordinates mission requirements with users, air work centers, and designated MAJCOM Command and Control (C2) agencies to ensure mission execution. Cape monitors the cargo backlog and communicates with respective MAJCOM/AOCs to balance cargo requirements.
2. Cape forecasting is responsible for daily mission forecast schedules and will extract data from appropriate automated C2 systems or published schedules/amendments to prepare the forecasted mission schedule. Forecast will consist of missions at least 72 hours out and will contain cargo/passenger requirements/special coordination (e.g., space blocks, explosives, diplomatic clearances, military working dog, and couriers).
3. Overflight/port-to-port explosive clearances will be coordinated by cape forecasting for all inbound, outbound, and in-transit shipments and will monitor the location capabilities. Coordinate port-to-port explosive clearance with procedures located on the AMC/A4T SharePoint.
4. For diplomatic clearance procedures, refer to AFI24-605v2, attachment 10. Additional guidance may be applicable based on the MAJCOM AOC with operation control of the aircraft; consult 618 AOC or applicability.

G. Load Planning.

1. Load planning is responsible for planning, selecting, sequencing, and manifesting cargo and/or mail on airlift missions while maximizing aircraft utilization and safety of flight
2. Load plans must be completed NLT six hours prior to aircraft departure for organic aircraft and by contractual agreement times for Civil Reserve Air Fleet (CRAF) carriers.

3. A load plan is required for any mission carrying cargo and/or mail unless total net weight is under 300 pounds and loose loaded.
4. Aircrew may deviate from the load plans to facilitate ease of loading, accommodate additional passengers, and to alleviate unnecessary aircraft reconfiguration downrange. When deviations are made, ensure aircrew annotate changes and sign the load plan for station file and inclusion in Mission Load Report (MLR).
5. Unilateral aircrew training (UAT) loads do not require a load plan. However, UAT personnel must provide actual and valid weights to aircrew. All aircrew support training loads will have local identifier, accurate weights and dimensions that are clearly visible and marked on each piece.
6. Load Planners must physically inspect outbound cargo and mail loads to ensure airworthiness and compliance with aircraft limitations.

H. Fleet Service Section.

1. Fleet service includes, but is not limited to, loading and unloading fleet service equipment and supplies, Air Transportable Galley/Lavatory (ATGL), meals, servicing water tanks, and cleaning passenger areas.

I. Data Records Section.

1. Collects all mission documentation for accuracy, updates information in GATES, and performs final quality controls checks to various work center files and compiles overall workload totals.
2. Ensures transportation documentation is forwarded to AMC Accounting and Finance, enabling the proper accounting of millions of dollars annually for (Transportation Working Capital Fund) TWCF.

J. Ramp Services Section.



1. Ramp services is responsible for ensuring that all manifested cargo and mail are loaded during ramp operations.
2. The special handling section is responsible for loading actions involving loose shipments or special handling cargo requiring signature.
3. Load team composition consist of four load team members, as a minimum. Load team chief (LTC), chocker, spotter, and driver. Type of aircraft and cargo load composition may influence actual team size.
4. LTC is the last step in the quality control process and should cross check details on the load pull sheet/manifest/load plan against the cargo to prevent loading issues.
5. LTC will use AFI 24-605, Vol 2, Attachment 8. This must be present during aircraft loading. Local management may add to the checklist.
 - a). Load teams and special handling personnel will use the load plan/load pull sheet to pull the pallets and/or loose shipments from the storage areas and assemble the load.

- b). Load teams will ensure the pallet identifier, destination and weight on the DD Form 2775 (Pallet Placard) match the data on the load pull sheet.
 - c). For loose shipments, match the TCN and the label (DD Form 1387) to the shipments on the load pulling document.
 - d). Sequence the load in accordance with the load pull sheet.
 - e). Assemble and inspect all planned loads prior to aircraft arrival.
 - 6. Load teams ensure all dirt, snow, ice, and standing water is removed from pallets prior to loading on an aircraft.
 - 7. LTC ensures all necessary equipment is available for loading and meets aircraft SOEs as expeditiously as possible.
 - 8. LTC will brief load teams about unique load characteristics and loading prior to actual operation start (e.g., explosives, hazardous materials, vehicles, and outsized cargo).
 - 9. If any discrepancy is noted and corrective actions are not immediately possible, notify dispatch, ATOC and load planning so pallet/piece can be bumped and supplemented with other cargo.
 - 10. Loading operations are a coordinated effort between the LTC and the loadmaster, boom operator, contract/carrier representative and /or Aerial Port Expeditor Load Director.
 - 11. The special handling representative will ensure the accountability of all special cargo and transfer custody.
- K. Cargo Processing Section.
- 1. Air terminals receive cargo/mail from a wide variety of sources with differing documentation, e.g., commercial/government bills of lading (CBL/GBL), DD Form 1384, Transportation Control and Movement Document's (TCMD) and truck/aircraft manifests.
 - 2. After in-checking is complete, cargo is delivered to the Cargo Processing Section.
 - a). Cargo requiring special handling is delivered to the Special Handling Section.
 - b). Precedence of cargo/mail to be processed by the Cargo Processing Section is determined by the destination, transportation priority, and System Entry Time (SET).
 - (1) SET is established when a shipment enters the Defense Transportation System (DTS) airlift system (receipt time).
 - 3. The shipment is controlled by SET throughout the DTS.
 - 4. Cargo Processing will segregate cargo/mail (originating or in-transit) to be shipped by military air and place it in the appropriate terminal bay or pallet location.
 - a). All cargo/mail for shipment via AMC contract carrier or military air transportation will be processed as soon as possible not to exceed 18 hours of receipt time.
 - b). All TP-1 cargo/mail with expedite handling indicators will be processed as soon as possible not to exceed 12 hours of receipt time.
- L. Special Handling Section.
- 1. Responsible for any cargo requiring special handling acceptance, air movement, environmental control, handling, packaging, security or any combination of these factors.

This section is responsible for movement of all special cargo unless directed otherwise by local management.

2. Conducts inventories of security cages/rooms, reefers, and hazardous/explosives cargo areas, and establishes internal procedures to maintain accountability for security shipments pending load selection and manifesting.
3. Will oversee all movement of hazardous materials with the air terminal. Special Handling personnel will be, at a minimum, "Inspector" qualified to inspect hazardous cargo in accordance with AFMAN 24-604.
 - a). Inspectors will perform exterior inspection on 100 percent of originating hazardous shipments.
 - b). Inspectors will perform a random interior inspection (not less than 10 percent) of combination packages. Special Handling personnel can increase inspection frequency based on past shipment problems.

M. Passenger Services Section.

1. The Passenger Service Section is responsible for the processing of all DOD Space-Required (Space-R) and/or Space-available (Space-A) passengers transitioning AMC controlled locations.
 - a). Passenger service agents determine passenger eligibility IAW DODI 4515.13, Air Transportation Eligibility and the Foreign Clearance Guide.
 - b). Passenger service agents maintain the Space-required and Space- available passenger registers and determine the order of movement for both Space-R and Space-A passengers.
 - c). Passenger service agents are responsible for providing DOD passengers with prompt, courteous, and professional service on an equitable basis.
 - d). Passenger service agents provide a complete range of services to accommodate arriving/departing passengers and baggage.

Learning Objective 2 Training requirements for skill levels:

A. The Career Field Education and Training Plan (CFETP).

1. Provides information necessary for the Air Force Career Field Manager (AFCFM), MAJCOM Functional Managers (MFM), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program.
2. Outlines the training that individuals in this Air Force Specialty (AFS) should receive in order to develop and progress throughout their career.
3. Identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. Normally, this training is conducted by AETC or AFRC at one of the technical training centers.

4. Identifies task and subject knowledge training requirements of each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
5. List training courses available in the specialty, identifies sources of training, and training delivery method.
6. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. The specific task and knowledge training requirements are identified in Part II of the 2T2X1 CFETP.
7. The CFM is the approving official and waiver authority for any changes to, and deviations from, this CFETP. An annual review of this document is conducted by the CFM to ensure currency and accuracy.
 - a). For members of the Guard and Reserve, AFI 36-2670, Total Force Development, delegates waiver authority for mandatory training requirements to the respective ARC MFM.

B. Specialty training.

1. Several programs blend specialty training with academic pursuits to enable or enhance career progression. These include:
 - a). Advanced specialty training
 - b). Supplemental training
 - c). On-the-Job training (OJT)
 - d). Accredited education

C. Responsibilities.

1. The success and quality of trainee training greatly depends on the relationship between the supervisor, trainer, and trainee.
 - a). Supervisor Responsibilities.
 - (1) Must share their experiences and expertise to meet mission requirements and provide a quality training program to the trainee.
 - (2) Must plan, conduct, and evaluate training.
2. Trainee Responsibilities.
 - a). The trainee is the focal point of the AF training program.
 - b). Trainees must make every effort to become qualified to perform in their Air Force Specialty (AFS).
 - (1) Trainees must:
 - (a) Actively participate in all opportunities for upgrade and qualification training.
 - (b) Comprehend the applicable CFETP requirements and career path.
 - (c) Obtain and maintain knowledge, qualifications, certifications, and appropriate skill level within the assigned specialty.
 - (d) Budget on- and off-duty time to complete assigned training tasks and self-study training requirements, within established time limits.

- (e) Request assistance from the supervisor, trainer, and Unit Training Manager (UTM) when having difficulty with any part of training.
- (f) Acknowledge and document task qualification upon completion of training. Documenting task qualification serves as an official certification of proficiency, certifying the individual is accountable for task performance IAW the governing instructions.
- (g) Understand their deployment/UTC, and home station requirements.

Learning Objective 3 Qualification Requirements for Skill Level

A. 3-Level Requirements

1. To be awarded the 2T231 AFSC, completion of the Air Transportation Apprentice course is mandatory.
 - a). Prior service personnel assigned to the ARC may attend the Transportation Proficiency Center (TPC) Air Transportation Basic Course in lieu of the Air Transportation Apprentice Course.
 - (1) In addition, these personnel must complete knowledge training on all tasks taught in the initial skills course combined with additional mandatory requirements identified by the ARC MFM and approved by the 2T2 CFM.
 - (2) Only after completing mandated OJT are prior service personnel awarded a 3-skill level.
 - b). Active duty prior service not authorized by AFPC to attend the Air Transportation Apprentice Course may coordinate with TPC Superintendent to send members to TPC Air Transportation Basic Course, based on availability and approval. The course will be unit funded.

B. 5-Level Upgrade Requirements

1. 2T251 AFSC is awarded following successful completion of 12 months OJT and all 5-level core task items identified in the 2T2X1 STS.
2. Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience base.
3. 5-levels may be assigned job positions such as information control, passenger service duties, fleet service duties, cargo and load team member, aerial delivery, and various staff positions.
4. Members are strongly encouraged to continue their education toward a CCAF degree.

C. 7-Level Upgrade Requirements

1. 2T271 AFSC is awarded following successful completion of 12 months OJT, all 5- and 7-level core task items identified in the 2T2X1 STS, and attainment of the grade of SSgt.
2. A 7-level can expect to fill various supervisory and management positions such as shift supervisor, section chief, and senior controller.