

## APPENDIX M

### AERIAL PORT AND AIR TERMINAL PROCEDURES

#### A. AIR TERMINAL PROCEDURES

1. Establishment of United States Air Force (USAF) Air Terminals.
  - a. The USAF will establish and operate air terminals in support of other Department of Defense (DOD) Components (including joint airborne training and operations) to satisfy authorized airlift requirements. Air terminals may be established on airfields of a military Service (with concurrence) other than the USAF to meet the requirements of this regulation.
  - b. The Service moving traffic through USAF air terminals may establish facilities and station personnel on them as tenants to perform functions pertaining to their own traffic as provided by this regulation.
  - c. Wartime air passenger and cargo requirements in support of an operations order will be consolidated at those predesignated Continental United States (CONUS) aerial ports to maximize the productivity of the airlift system. Major units will normally be deployed from their supporting airfield or the nearest designated aerial port.
  - d. Military air passenger terminals are established at CONUS Air Mobility Command (AMC) bases to meet the military Services' wartime needs.
  - e. Air Terminals Operated by Military Services. The establishment and operation of air terminals for handling traffic movement by organic aircraft of a single military Service is the responsibility of that military Service.
  - f. Interservice and Host or Tenant Support Agreements. Established DOD and Services' policies governing interservice host or tenant support agreements will be followed when negotiating air terminal support agreements at aerial ports.
  - g. The following provisions will be considered in such negotiations:
    - (1) Control and routing of vehicles and vehicular equipment in and around air terminal facilities.
    - (2) Time frame for pickup and delivery of cargo.
    - (3) Specific arrangements for the onward movement of all terminating airlift traffic.
    - (4) Specific points of cargo acceptance by the terminal operator and consignee.
    - (5) Specific arrangements for cargo handling, to include special requirements, needed to affect transfer between the terminal operator and the shipper.
    - (6) Specific arrangements for clearance and handling of hazardous cargo.

#### B. DESIGNATION OF AERIAL PORTS

1. Purpose. The purpose of designating certain airfields as aerial ports is to establish the most effective distribution for DOD authorized air traffic.
2. Authority. The United States Transportation Command (USTRANSCOM) designates peacetime aerial ports. The Geographic Combatant Commander (GCC) designates wartime and contingency aerial ports in coordination with USTRANSCOM and appropriate Host Nation authorities (Joint Publication 4-01.5, Joint Tactics, Techniques, and Procedures for Transportation Terminal

Operations). Changes or additions to Services' requirements for aerial ports will be submitted to USTRANSCOM Operations (TCJ3).

3. Designated Aerial Ports.

a. CONUS (Cargo) (Air Mobility Command (AMC)-Operated).

Joint Base Andrews Air Force Base (AFB), Maryland (MD) (See Note 1)  
Joint Base Charleston AFB, South Carolina (See Note 6)  
Dover AFB, Delaware (See Note 6)  
March ARB California (CA) (See Note 7)  
Joint Base Lewis-McChord, Washington (See Note 6)  
Pope Army Air Field, North Carolina (See Note 7)  
Joint Base McGuire Dix-Lakehurst, New Jersey (See Note 6)  
Travis AFB, CA (See Note 6)

b. Overseas (AMC-Operated) (See Note 4).

Andersen AFB, Joint Region, Marianas  
Aviano Air Base (AB), Italy  
Joint Base Elmendorf-Richardson AFB, Alaska  
Joint Base Pearl Harbor-Hickam, Hawaii  
Incirlik AB, Turkey  
Kadena AB, Japan  
Lajes Field, Azores  
Royal Air Force Mildenhall, United Kingdom  
Osan AB, Korea  
Ramstein AB, Germany  
Spangdahlem AB, Germany  
Yokota AB, Japan

c. CONUS (Cargo) (Non-AMC-Operated).

Hill AFB, Utah (See Note 2)  
Naval Station (NS) Norfolk, Virginia (See Note 6)  
Patrick AFB, Florida (FL) (See Note 3)  
Robins AFB, Georgia (See Note 2)  
Tinker AFB, Oklahoma (See Note 2)  
Wright-Patterson AFB, Ohio (See Note 2)

d. Overseas (User-Operated) (See Note 5).

Administrative Support Unit, Bahrain Det UAE (Fujairah Air Terminal)  
Marine Corps Air Station Iwakuni, Japan  
Naval Support Facility, Diego Garcia  
NAVSUPPACT, Bahrain IAP  
NAS (NAVSUPPACT), Naples, Italy  
NAS Sigonella, Sicily  
NAVSUPPACT, Souda Bay, Crete  
Naval Station (NAVSTA), Guantanamo Bay, Cuba  
NAVSTA, Rota, Spain  
Naval Regional Contracting Center, Singapore

**NOTE:** Overseas-Wartime Operations. Additional overseas wartime and contingency aerial ports are designated in unified command plans. These aerial ports accommodate intratheater and intertheater airlift and provide interface points with other transportation modes.

**NOTES:**

1. Joint Base Andrews AFB, MD is the aerial port for special missions originating in the Washington, District of Columbia area.
2. Standby CONUS aerial ports activated for cargo operations during emergencies. USTRANSCOM, supported CDRs, and AMC during the review of time-phased force deployment data will determine which standby CONUS aerial ports are to be activated. They will be activated on implementation of the operations plan.
3. Patrick AFB, FL is operated by Air Force Space Command to satisfy all Service requirements of the Eastern Test Range Station.
4. Overseas aerial ports are relatively permanent air terminal facilities operated by AMC to support peacetime airlift requirements and ensure the maintenance of realistic wartime interface patterns. Other operating locations and detachments are established to support peacetime channels and can be found in the AMC sequence listing available at: <https://tacc.scott.af.mil/?action=xog&XOGpage=xogd>. To establish an account, Click on Request An Account, Complete all data fields especially mandatory fields (red asterisk), In the Requesting Access To: select: XOGD Access, Click on Request New Account. Contact phone is DSN: 779-2865, FAX: 779-0157, or Commercial: (618) 229-2865.
5. Overseas aerial ports with relatively permanent air terminal facilities operated by a user Service through an interservice agreement with AMC support peacetime airlift requirements and ensure the maintenance of realistic wartime interface patterns. Other operating locations and detachments are established to support peacetime channels and can be found in the AMC sequence listing for channel traffic.
6. Designated Air Passenger Terminals.
7. Contingency base with limited peacetime capability.

**C. RESPONSIBILITIES FOR AIR TERMINALS AND AERIAL PORTS**

1. HQ AMC is responsible for:
  - a. Operating, or arranging for the operation of, all air terminals at CONUS aerial ports.
  - b. Operating, or arranging for the operation of fixed air terminals in overseas theaters for all DOD Components.
  - c. Opening and closing air terminals at new locations during wartime, contingencies, and exercise operations and in peacetime within the theater.
2. The Air Component CDRs are responsible for:
  - a. Identifying air terminal requirements to the CDRs.
  - b. Operating air terminals at designated airfields by agreement with AMC.
3. Air terminal operators will:
  - a. Inspect shipments to ensure proper packing, crating, and documentation before acceptance.
  - b. Establish timely liaison with the moving unit to provide unit and cargo movement planning, airlift capability information, aircraft types, allowable cargo and troop loads, and special loading instructions.
  - c. Provide storage and loading facilities for other Services traffic arriving by all transportation modes for onward air movement.
  - d. Load and unload cargo into consignee vehicle.

- e. Brief passengers before air movement.
  - f. Repair or arrange for repair of cargo packaging damaged while in transit.
  - g. Provide and operate in transit storage and transient facilities for authorized traffic, including special storage and handling.
  - h. Generate electronic arrival and departure reporting (i.e., manifests) to facilitate in-transit visibility reporting in accordance with Table 302-2, Timeliness Evaluation Criteria.
4. The Supported Service will:
- a. Prepare cargo for air shipment according to established packaging and crating instructions.
  - b. Deliver cargo to the reception point at the departure airfield.
  - c. Provide documents for in transit control of traffic and visibility.
  - d. Establish priority movement within traffic allocation.
  - e. Accept delivery upon notification of traffic arrival at the destination air terminal.
  - f. Determine the air terminal container capability of the airfield of intended use.
  - g. On any deployment or redeployment, all cargo, containers, baggage, vehicles, personal clothing, carry-on baggage (including rucksacks), footwear (boots/shoes), and other equipment must be clean (free of soil and pest infestation), regardless of whether preclearance is performed outside the Customs and Border Protection Territory of the United States or not.
5. Exceptions of Responsibility. Exceptions to the basic assignment of responsibility may be necessary to accommodate military needs. Such exceptions will mainly be cases where circumstances make it advisable that a specific command or agency be assigned the responsibility for air terminal operations support. Determination of responsibility in these cases will be made by USTRANSCOM Operations (TCJ3).

#### **D. FUNCTIONS OF AN AIR TERMINAL**

1. Functions of an air terminal at an aerial port include, but are not limited to:
  - a. Receiving, loading, unloading, consolidating, storing, and arranging for airlift and disposition of all cargo.
  - b. Ensuring compliance with directives for movement of traffic, to include Defense ITV Integration Plan and the DOD Logistics Plan for Automatic Identification Technology.
  - c. Receiving, controlling, and processing passengers as outlined in Service and DOD directives.
  - d. Receiving, processing, loading, and unloading shipments of deceased personnel.
  - e. Ensuring compliance with the Foreign Clearance Guide and DOD or Service instructions covering the entry and departure of aircraft, passengers, crew, baggage, patients, cargo, and mail. This includes ensuring the documentation of aircraft and contents and making arrangements with Government Agencies for these services.
  - f. Conducting crew and passenger briefings on local customs, protocol, security, medical requirements, currency exchange, curfews, uniform requirements, and hazardous cargo.
2. Services which operate air terminals will maintain a list of their respective terminals reflecting their category posture and plans to upgrade their capability for wartime.

## **E. AIR MOVEMENT OPERATION**

1. An air movement operation involves the air transport of units, personnel, supplies, and equipment to include air-land operations, airborne operations, air assault, low altitude parachute extraction system operations, container delivery system, and heavy equipment drop operations. The Service operating aircraft will:
  - a. Install restraint, extraction, and ejection systems in the aircraft for the safe exit of parachutists and cargo.
  - b. Assist the supported Services in developing and coordinating plans for specific aircraft loads and movement sequence.
  - c. Provide personnel and equipment for marking drop and extraction zones.
  - d. Provide the unit moving cargo with planning information, airlift capability information, aircraft types, allowable cargo and troop loads, and special loading instructions.
  - e. Provide technical supervision to personnel loading, securing, and unloading accompanying supplies and equipment.
  - f. Provide technical assistance and safety inspections for all supplies and equipment loaded and secured in aircraft.
  - g. Provide emergency parachutes and survival equipment.
  - h. Provide and operate specialized materials handling equipment for loading and unloading aircraft when the equipment is not available from the unit being transported or airfield operator.
2. The Supported Service will:
  - a. Prepare cargo for airland, air assault, or airdrop according to joint Service or Service regulations.
  - b. Mark each item of equipment to show weight. Mark each item to show cube, center of gravity, and content.
  - c. Document and manifest traffic.
  - d. Develop and coordinate plans for specific aircraft loads and movement sequence with air terminal operations.
  - e. Load, tie-down, and unload accompanying supplies driven into or loaded directly into an aircraft.
  - f. Assist with installation of cargo restraint, release, and extraction systems.
  - g. Prepare and load containers to be pushed from jump exits by parachutists.
  - h. Provide parachutes, individual survival equipment, and supervision to parachutists who jump from aircraft.
  - i. Provide ground security during airland operations except when the operations occur on active military installations.
  - j. Develop and publish aircraft parking plans, airfield layouts, access routes, and joint inspection points, in coordination with the air terminal operator.
  - k. Establish procedures and standards for rigging supplies and equipment to be delivered by air.
  - l. Establish collocated airlift coordination facilities at departure airfields.

- m. Deliver rigged loads to a mutually agreed upon inspection point.
- n. Inspect each rigged load before and after loading.
- o. Provide qualified drivers for unit rolling stock.
- p. Provide ground transportation to move troops from marshalling area to aircraft.
- q. Provide qualified representatives to determine safe and acceptable procedures for airdrop, ejection, or extraction.
- r. Provide shoring for vehicles and equipment for loading and protection of aircraft floors.
- s. Provide airdrop platforms for airdrop loads.
- t. Provide the drop extraction zone identification when the use of a combat control team is not feasible.
- u. Return aircraft items of equipment by the most expeditious means.