

452 AMWI 24-101
BY ORDER OF THE COMMANDER 452 AIR MOBILITY WING (AFRC)
452 AIR MOBILITY WING INSTRUCTION 24-1
30 November 1995
Transportation
ORGANIC AIRLIFT SUPPORT
OPR: 452 OG/DOO (Maj Ricky Adams)
Certified by: 452 OG/CC (Col David B. Walker)
Pages: 2/Distribution: F

This instruction covers procedures for all Wing personnel, teams or deployments to meet the requirements, which will ensure that the most economical form of transportation to TDY locations is used.

1. RESPONSIBILITIES:

1.1. The Squadron/Unit Commander will:

1.1.1. Ensure his/her personnel are transported to TDY locations in an expedient, efficient and economical manner. The most beneficial mode of transportation will be used to deploy personnel by military, contract or commercial means.

1.1.2. Provide a quarterly list of unit deployments to the Operations Group Commander by the first day of the month prior to that quarter.

1.2. The Current Operations Branch will:

1.2.1. Act as the focal point for military airlift opportunities within the wing.

1.2.2. Ensure that the airlift coordination is for deployments and movements that are not already supported by the AFRES Deployment Review Board (DRB) or HQ AMC/TACC.

2. PROCEDURES:

2.1. Call the Current Operations branch at 5614 if transportation requirements are for less than ten (10) people to determine if travel requirements coincide with previously scheduled aircraft movements and if there are any seats available.

2.1.1. Send Request in writing (See Attachment 1) to 452 Operations Group Commander for validation through Current Operations not less than thirty (30) days prior to travel after the travel requirements are known.

2.1.2. The Current Operations branch will work mission scheduling and aircraft availability once requests have been approved.

2.1.3. Current Operations will return requests within two (2) weeks if military airlift cannot be provided so that that you may make other arrangements.

CLAYTON T. GADD, Brig Gen, USAFR
Commander

**ATTACHMENT 1
(SAMPLE LETTER)**

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

(DATE)

MEMORANDUM FOR: 452 OG/CC

FROM:

SUBJECT: Request for Organic Airlift

1. Request for Organic Airlift is made for the following:

- a. Organization
- b. Dates of Travel
- c. Destination
- d. Enroute stops
- e. Number of Personnel Traveling
- f. Deployment Commander
- g. Unit POC and Phone
- h. AFRES DRB/AMC TACC Validation

2. Please return request to POC above.

(Commander signature block)

1st Ind, 452 OG/CC

(Date)

TO: 452 OG/DOO

Request is approved/Disapproved

DAVID B. WALKER, Col, USAFR
Commander

2nd ind, 452 OG/DOO

(Date)

Military Air is/is not available.

RICKY G. ADAMS, Maj, USAFR
Chief, Current Operations