



DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

AFZX-GTP

MAY 04 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G3-07 – Processing of Air Mission Requests (AMR)

1. Purpose. This policy memorandum codifies the processes and procedures for requesting aviation support from Fort Polk-based aviation units.
2. References.
  - a. Department of Defense (DoD) Directive 4515.13R, Air Transportation Eligibility, 31 March 2016.
  - b. Army Directive 2007-01, Policy for Travel by Department of the Army Officials, 25 January 2007.
  - c. DoD Directive 4500.43, Operational Support Airlift (OSA), 26 June 2013.
  - d. Army Regulation 95-1, Flight Regulations, 11 March 2014.
  - e. DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, 24 June 2014.
  - f. The Joint Readiness Training Center (JRTC) and Fort Polk Range and Airspace Restrictions.
  - g. The JRTC and Fort Polk Aviation Procedure Guide (APG).
3. Applicability. This policy applies to all units and personnel requesting the support of JRTC and Fort Polk aviation elements, and requests for other types of aviation assistance.
4. General. The JRTC and Fort Polk G3 Air Office is responsible for receiving and processing all AMRs for aviation support from the 5th Aviation Battalion (Provisional) and other aviation units as required to support each mission. The AMRs pertain to the various air missions i.e., training, distinguished visitors/VIP support, origination flights, static displays, over flights, and all other types of helicopter support.

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a. Units requesting support will submit an AMR to the G3 Air Office NLT seven calendar days in advance of the mission date to allow for processing and planning. The AMRs submitted less than 96 hours from mission date require the approval of the ACofS, G3.

b. Units requesting support will route AMRs through their respective major subordinate command (MSC) S-3 or command channels. The G3 Air Office will not process any AMRs received outside of S-3 or command channels until the AMR is approved by the MSC S-3.

c. Units seeking support for airframes that are not organic to Fort Polk (CH47, AH64, and UH60s) must submit their AMRs to the G3 Air no later than 30 calendar days prior to the mission execution date in order to facilitate planning with an outside unit. The AMRs of this type submitted inside of 30 days require approval by the ACofS, G3.

d. Pre-coordination with 5th Aviation Battalion (Provisional) in reference to the type of mission request is permitted and encouraged in order to assist units in their planning and understanding of the battalion's limitations.

5. During JRTC rotations, the priority for OH-58 (Observer/Coach/Trainer aircraft) support will be to Operations Group for rotational coverage.

6. The JRTC and Fort Polk Protocol Office is the only agency granted direct line of authority (DIRLAUTH) with 5th Aviation Battalion (Provisional) in order to expedite distinguished visitors/VIP support missions.

7. This policy will remain in effect until superseded or rescinded.

8. The proponent for this policy is the ACofS, G3, G3 Air Office at (337) 531-6368/2803 or DSN 863-6368/2803.

2 Encls

1. Military Air Approval Authority
2. Air Mission Request Approval Flow Chart



GARY M. BRITO  
Brigadier General, USA  
Commanding

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