

## APPENDIX CC

### AIR TERMINAL IDENTIFIER CODES (AERIAL PORT CODES)

#### A. PURPOSE

This Appendix provides the general information and normal and after-duty hours procedures for processing Aerial Port Code (APC) requests and/or adjustments.

#### B. GENERAL

Procedures and codes within this Appendix are maintained by the United States (US) Transportation Command (USTRANSCOM) J5/4. The USTRANSCOM Reference Data Management [TRDM] serves as the repository for code data. The most current version of Aerial Port codes is available at the USTRANSCOM TRDM website at: <https://trdm.c2.amc.af.mil/trdm/index.jsp>, then click on DTR Data and Aerial Ports. Select Display Data from Action Legends box. They are accessible by all users, to include Department of Defense contractors and vendors through the Defense Transportation Electronic Business website at <http://www.transcom.mil/dteb/>, click on Reference Data.

#### C. PROCEDURES

1. Add APC (1300 - 2300 Greenwich Mean Time [GMT]).
  - a. AMC/A4TC retains the functional responsibility for APC codes. A4TC will coordinate initial codes and changes/deletion to APC codes with the applicable aerial ports, Defense Logistics Agency, Combatant Commanders, USTRANSCOM J3-OI JOPES Functional Managers and TRDM. Users may request the addition of an APC by submitting a request to:
    - (1) AMC/A4TC, or
    - (2) USTRANSCOM J5/4 PT, or
    - (3) High Priority Global Air Transportation Execution System (GATES) help desk request (after normal duty hours Commercial (618) 256-4949).
  - b. The request will specify the following data set:
    - (1) Geographic location
    - (2) Airport name
    - (3) Installation Type Code (e.g., civil, military, joint-use, international, airfield) (if known)
    - (4) Country Name or US State Name
    - (5) International Civil Aviation Organization Code (ICAO) (if known)
    - (6) Associated geographic location (if known).
  - c. The following process will be used:
    - (1) AMC/A4TC will analyze the request based on channel, sustainment, and/or contingency channel traffic requirements.
    - (2) AMC/A4TC will request a code be issued through TRDM after analysis of Water Port and Aerial Port codes to preclude duplications.
    - (3) AMC/A4TC will coordinate the code addition with applicable agencies.
    - (4) TRDM will update the APC table, distribute updates to subscriber users, notify AMC/A4TC of completion, and TRDM will electronically mail the new Code and

related information to USTRANSCOM J3-OI JOPES Functional Managers at: [USTC-JOPES-FDBM@ustranscom.mil](mailto:USTC-JOPES-FDBM@ustranscom.mil).

- d. After normal duty hour procedures:
  - (1) The requestor will submit a High Priority GATES help desk request. The on-call TRDM person will work the request, provide the code and complete the normal duty hour procedures indicated above during the subsequent duty day.
2. Change/Delete Codes (1300 – 2300 GMT).
  - a. Use the following procedures to change or delete APC Codes.
    - (1) When AMC/A4TC recognizes an APC or information associated with the APC must be changed or deleted, AMC/A4TC will collect the following information:
      - (a) APC
      - (b) APC information to be changed or deleted.
    - (2) The following process will be used:
      - (a) AMC/A4TC will request TRDM analyze the proposed change or deletion (also see APC and Water Port Codes [WPC] tables) and provide a solution after analysis of current APC and WPC code tables.
      - (b) AMC/A4TC will coordinate with all applicable agencies.
      - (c) AMC/A4TC will provide proof of coordination to USTRANSCOM J3-OI JOPES Functional Managers at: [USTC-JOPES-FDBM@ustranscom.mil](mailto:USTC-JOPES-FDBM@ustranscom.mil) and request approval/coordination for the code deletion or change.
      - (d) AMC/A4T will release a message to reflect the deletion or changes after approval/coordination with USTRANSCOM J3-OI JOPES Functional Managers, and TRDM managers have completed the code change.
      - (e) TRDM will update the APC table, distribute updates to subscriber users, and notify AMC/A4TC once completed.
3. Code Structure.
  - a. The aerial terminal identifier codes are based on the geographic location of the aerial port related to the ICAO code.