

DEPARTMENT OF THE ARMY
1109th Aviation Classification Repair Activity Depot
139 Tower Avenue, Groton – New London Airport
Groton, Connecticut 06340-5300

CTNG-AVC-SUPVR (95)

4 September 2001

MEMORANDUM FOR State Army Aviation Officers, CT AVCRAD Support Area

SUBJECT: Procedures for Requesting C-23B Sherpa Air Logistics Support

1. The purpose of this memorandum is to clarify and define the procedures for requesting C-23BB Sherpa air logistics support.
2. The CT AVCRAD provides C-23B Sherpa air logistics support to the support area in conjunction with Detachment 2, Company I, 185th Aviation Regiment which is attached to the CT AVCRAD. There are two ways in which you can receive C-23B Sherpa air logistics support. One is via our scheduled Logistics Flights (Log Runs). The second way is via a separate Operational Support Airlift mission request.

a. Log Runs.

(1) The CT AVCRAD has published an annual log run schedule. This schedule encompasses the entire training year (October – September). The purpose of scheduled log runs is to provide movement of parts and components to and from the Army Aviation Support Facilities (AASF) to the CT AVCRAD to enhance readiness. The schedule may change due to mission priorities, weather, or maintenance. A copy of this schedule for TY-02 is enclosed. It can also be found on the CT AVCRAD's web page (see web page procedures below).

(2) If an AASF requires an item to be picked up on a scheduled Log Run, they need to complete a Request for Item Pick-Up Form (AVLOG Form W001). This form must be forwarded to the AVCRAD Material Management Division at least three days prior to the scheduled log run. The request should be faxed to DSN 636-0941 or commercial (860) 441-2941. It can also be e-mailed to the Material Management Division via nancy.rogers@ct.ngb.army.mil. A copy of the AVLOG Form W001 is enclosed. It can also be found on the CT AVCRAD's web page (see web page procedures below).

(3) The C-23BB Sherpa will only make log run stops at the AASFs that have scheduled items to be delivered or at AASFs that have submitted a Request for Item Pick-Up prior to the log run.

(4) The C-23BB Sherpa flight detachment will contact the facilities on the day of the log run. The facilities will receive an estimated time of arrival (ETA) and cargo loading requirements (personnel, forklift, and etc.)

b. Non-Log Run Missions. The C-23BB Sherpa flight detachment can perform non-log run missions in support of the logistics program. If an AASF requires an item to be picked up and

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delivered to the CT AVCRAD or another location, other than during a scheduled log run, a DA Form 2768, Military Air Passenger/Cargo Request, must be submitted through the state OSA Airlift Coordinator. The C-23B Sherpa Flight Detachment can provide assistance in completing the form. A copy of the DA Form 2768 is enclosed and it can also be downloaded from the CT AVCRAD's Web Page.

3. CT AVCRAD Web Page. Type <http://members.ct.ngb.army.mil/Units/AVCRAD/index.htm> in your browser. You will be able to find links and all the information needed regarding C-23B Sherpa air logistics support.

4. POCs at the CT AVCRAD for C-23B Sherpa air logistics support is MSG Levanti or SGT Dumas at DSN 636-0913/14 or commercial (860) 441-2913/14. POCs in the CT AVCRAD Material Management Division are CW2 Walters or SFC Rogers at DSN 636-0940/0972 or commercial (860) 441-2940/72.

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/s/
WILLIAM P. SHEA
LTC, AV, CTARNG
AVCRAD Supervisor

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