BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND

AIR MOBILITY COMMAND INSTRUCTION
24-101 VOLUME 11

27 FEBRUARY 2013
Corrective Actions Applied on 11 April 2013

Transportation

CARGO AND MAIL POLICY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at **www.e-Publishing.af.mil** for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AMC/A4TC

Certified by: HQ AMC/A4T
(Col William Z. Zeck)

Supersedes: AMCI24-101V11, 7 April 2006

Pages: 182

This volume implements AFPD 24-2, *Preparation and Movement of Air Force Materiel*. See paragraph 1 for Policy. This instruction applies to the Air National Guard (ANG) when in Title 10 status and assigned to Air Mobility Command (AMC) and to US Air Force Reserve Command (AFRC) unless specified otherwise. The use of a name of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force. Refer recommended changes using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Use of the term "MAJCOM" throughout this instruction includes MAJCOM, field operating agencies (FOA), direct reporting units (DRU), and those combatant commands where Air Force is the executive agent. This instruction requires maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number (SSN) as a person identifier. The SSN is required for positive identification of personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

SUMMARY OF CORRECTIVE ACTIONS

Table of Content added; paragraph numbering corrected

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Many items have been relocated throughout the instruction for better grouping of integrated functions. This change incorporates guidance on Precision Loading (PL) and Nuclear Weapons-Related Materials (NWRM) procedures, cargo processing times, properly restraining palletized cargo on K-loaders using the Patriot Method, grid/bay location requirements for non-Transportation Working Capital Fund (TWCF) generating aerial ports, revision of Security Cage/Room access requirements, revision of Radioactive Material requirements, and addition of AMC Aerial Port Expediter (APEX) Program; replaced NGSL & Next Generation Small Loader with Halvorsen Loader; K-Loader refers to Tunner, Halvorsen & "Older Generation" K-Loaders (25K's). Revises Transportation Discrepancy Report (TDR) procedures, to include use of Global Freight Management (GFM) Discrepancy Identification System (DIS) to supplement notifications of discrepant cargo. Revised aerial port/air terminal cargo/mail inventory actions. Modified the requirements for quality control checks of intransit cargo. Initiates AMC Form 428, AMC Intransit Transportation Protection Services (TPS) Worksheet, as Attachment 7 and the Traffic Management Process for TPS Shipments at Para **40.9** Added ERO/Load Team Chief guidelines/checklists and TP-4 Generation Points as attachments within this volume. Removed guidance on Aerial Port Equipment and Pallet and Nets, now located in AMCI 24-101, Volume 13.

Section A—General Requirements for Cargo/Mail Movement

1. Scope. This volume contains procedures and guidance designed to control and monitor movement of cargo/mail throughout the AMC airlift system. These procedures apply to all AMC operated air terminals and Aerial Ports of Debarkation (APOD)/Embarkation (APOE), including those supporting deployed operations. Global Air Transportation Execution System (GATES) capable stations will comply with detailed instructions in the system users' manuals. GATES users' manuals provide technical reference for GATES system use and do not establish cargo movement policy or guidance.

1.1. Automated documentation methods may supersede manual methods in this volume as long as the automated method captures and maintains the same information. For example, if a GATES/automated report has the same information as a manual report, the automated report should be used in lieu of the manual report. Similarly, if an automated system generates the same information as a required form, then a printout of that information can be kept with or in lieu of the form. In all cases, before relying on automated products to replace requirements stated in this volume, consult with Headquarters Air Mobility Command, Cargo and Traffic Management Branch (HQ AMC/A4TC) for guidance.

2. Cargo/Mail Air Transportation Eligibility. Only cargo/mail authorized movement in accordance with (IAW) Department of Defense (DOD) 4515.13-R, *Air Transportation Eligibility* and this volume will be moved on AMC aircraft.

3. Department of Defense Supply Chain Material Management Regulation. DOD 4140.1-R, *DOD Supply Chain Material Management Regulation*, lists DOD system of supply and transportation priorities. (DOD 4000.25-1-M, Military Standard Requistioning and Issue Procedures, is issued under the authority of DOD Directive 4140.1 and prescribes uniform procedures, data elements and codes, formats, forms, and time standards for use in automated and manual data processing.)

3.1. Processing Goals:

3.1.1. All import and export cargo/mail will be processed as soon as possible, but will not exceed 6 hours of receipt time.

3.1.2. AMC Mission Capable/Mission Capability (MICAP)/Very, Very Important Parts (VVIP) will be processed immediately for onward movement. When releasing to consignee activities/personnel, AMC MICAP/VVIP will be available to release within 30 minutes.

4. Shippers Responsibilities. Defense Transportation Regulation (DTR), Part II, *Cargo Movement*, procedures are designed to record the movement and establish uniform handling of cargo/mail throughout the Defense Transportation System (DTS). Shippers are responsible to ensure all cargo/mail tendered to AMC, is packed, marked, labeled, and documented IAW the DTR Part II and other applicable directives. **Note:** Specialized shoring for cargo shipments is the shipper's responsibility.

5. Deferred Air Freight Shipments (TP-3/TP-4 Cargo Rates).

5.1. Transportation Priority (TP)-3 Shipments are air eligible. The shipper determines if the shipment requires TP-1, TP-2, or routine transportation TP-3. Although DTR part II, Table 203-3 "recommends" TP-3 for surface transportation modes the shipper may elect air as the mode, if warranted. Aerial ports will accept TP-3 cargo which has been cleared into the airlift system by the appropriate Airlift Clearance Authority/Customer Service Branch (ACA/CSB). If the cargo has not been cleared into the airlift system, it will be frustrated back to the appropriate ACA/CSB for clearance IAW DTR, Part II, Chapter 203. TP-3 cargo will be moved in the same manner as TP-1 and TP-2, IAW destination, priority, and System Entry Time (SET). IAW DTR, Part II, Chapter 203, Paragraph B.3., TP-4 cargo is non-air eligible cargo that would otherwise move by surface, at surface billing rates. TP-4 rates are developed for uniquely identifiable commodities that do not create an additional wartime movement dependency on airlift when moved in peacetime using excess by-product capability. Charges for carrying deferred air freight (TP-4 cargo) are assessed on a per cubic foot basis versus actual weight. All non-air eligible freight and certain retrograde reparable cargo may be moved as filler cargo within the deferred air service capability offered. Air-eligible TP-1 and TP-2 cargo will not be moved as TP-4. Hazardous materials (HAZMAT) or shipments requiring special handling will not be accepted as deferred air freight without the shipper or shipper's representative coordinating prior approval with the air terminal manager (ATM). The ATM will be responsible for completing the coordination process with applicable down-line stations to ensure special handling capacity or capabilities are not exceeded. Any issues that cannot be worked between the shipper(s) and ATM(s) will be coordinated through HQ AMC/A4TC prior to movement. The applicability of the TP-4 rates is subject to the availability and allocation of space. Specific rates can be found at the following website: **https://ww2.ustranscom.mil/doing_business.cfm** or by contacting USTRANSCOM/J8 at **USTC-Rates@ustranscom.mil.**

5.2. TP-4 Generation Points. Continental United States (CONUS), primary, secondary and hard lift areas are determined by HQ AMC/A4TC, in coordination with 618 Air Operations Center (AOC)/Global Channel Operations (XOG). CONUS and primary generation points are listed with their respective secondary OCONUS generation points in Attachment 11 of this volume and on the A4TC website (located under Cargo Policy, Tools & Resources) https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/tools/hello.html.

5.2.1. TP-4 CONUS Generation Points (CGP). These are CONUS terminals where AMC airlift originates and transits overseas terminals. CONUS air terminals are authorized to maintain acceptable TP-4 on-hand levels up to their projected capability.

5.2.2. TP-4 Primary Outside Contiguous United States (OCONUS) Generation Points (POGP). These are overseas terminals where missions originate, transit and return to CONUS. POGP terminals are authorized to maintain acceptable TP-4 on-hand levels up to their projected capability.

5.2.3. TP-4 Secondary OCONUS Generation Points (SOGP) Cat I. These overseas terminals are authorized to maintain acceptable TP-4 on-hand levels up to their allocation, but must coordinate with the POGP load planning prior to movement. This coordination ensures higher priority cargo will not preclude direct movement to CONUS

APOD. Movement of intra-theater TP-4 cargo is authorized to the next down line station. However, if transshipment is required at the next down line station, the originating station must get approval from the in-transit station(s).

5.2.4. TP-4 Secondary OCONUS Generation Points SOGP Cat II. SOGP air freight officers are encouraged to generate TP-4 shipments, but must get authorization from their respective POGP air terminal on a shipment by shipment basis.

5.2.5. TP-4 Hard lift Area. These overseas terminals have no scheduled organic or commercial air service. Designated hard lift areas will not accept TP-4 cargo for movement.

5.3. Port Responsibilities. The air freight officer/superintendent (or designated representative, when assigned) at the CGP and POGP will establish acceptable on-hand TP-4 levels based upon the excess space estimates, port processing constraints, historical airlift utilization, and known future uncommitted space. The air freight officer/superintendent will also, in coordination with the Customer Service Branch (CSB) or Airlift Clearance Authority (ACA), develop a clearance plan to control the flow of TP-4 shipments into the port. TP-4 will not be allowed to free-flow into the port. The air freight officer/superintendent must ensure movement capability exists to the final APOD.

5.3.1. Outsized and oversized TP-4 cargo is accepted on a shipment-by-shipment basis.

5.4. Use TP-4 cargo to maximize aircraft utilization. AMC will attempt to move TP-4 meeting TP-3 Uniform Material Movement and Issue Priority System (UMMIPS) time standards. TP-4 cargo will be maintained on hand for a maximum of 20 calendar days. If movement has not occurred at the end of 20 days, the cargo will be frustrated and the air freight officer/superintendent and ACA/CSB will coordinate with the shipper to divert TP-4 cargo to other transportation modes, or to upgrade to TP-2. During contingencies and peak workload periods, the air freight officer/superintendent will close the port to TP-4 cargo, as necessary, to ensure higher priority, air eligible cargo movement is not delayed. **Note:** No TP-4 will be held for more than 24 days total. This accounts for the eventuality that the 20th day falls on a weekend/holiday.

6. Associated Aerial Port Equipment.

6.1. Active RFID (aRFID) Tag/Battery Levels. Each aerial port will maintain a minimum stock level quantity of aRFID tags and batteries. This stock level is based on the port's historical rate of pallets built during the past 6 months and should sustain the port for 60 days. When tags are stored, reverse the tag battery in its compartment to "turn off" the tag. aRFID tag write procedures are covered in paragraph 29.

6.2. Pallet Plastic Covers/Dunnage/Shoring. Air Freight is responsible for maintaining an adequate stock level of pallet plastic covers and dunnage. This stock level is for Air Freight AMC pallets, and does not include unit movement/mobility pallets. Serviceable plastic covers from terminating cargo will be reused. Air Freight is responsible for maintaining shoring kits IAW paragraph **97.**

6.3. Scale Calibration. Scales will be calibrated IAW TO 00-20-14, Air Force Metrology and Calibration Program. If guidance does not apply to your scales, then scale calibrations will not exceed 180 days. When the scale calibration period has elapsed and/or the scale is

inoperative, placard it with an Air Force Technical Order (AFTO) Form 350, *Repairable Item Processing Tag*, IAW Technical Order (TO) 00-20-2. For calibration or repair, turn-in the equipment to the base Precision Measurements Equipment Laboratory (PMEL). **Note:** For more detailed information on Aerial Port Equipment, see Air Mobility Command Instruction (AMCI) 24-101, Volume 13.

6.4. Pallets, Nets, Tie-down equipment, and RFID Tag Control and Accountability: (Not applicable to ANG and AFRC)

6.4.1. General. Each AMC unit appoints a pallet/net and tie-down equipment manager IAW DOD 4500.9-R-1, Part VI.

6.4.1.1. The unit pallet/net and tie-down equipment manager is responsible for accounting for, issuing, and controlling pallets, nets, tie-down chains, straps, devices, pallet couplers, RFID tags and nuclear shoring kits.

6.4.2. Procedures. The home station Ramp Services tie-down representative prepares the AF Form 4069, Tie-down Equipment Checklist, for tie-down equipment issued to each home station aircraft.

6.4.2.1. Before aircraft departure from home station, the ramp services tie-down crew representative initiates an AF Form 4069, then inventories and issues all tie-down equipment to comply with the appropriate aircraft configuration or mission directives. The original copy, which accompanies the aircraft, is placed in a protective folder (red press-wood binder type folder, NSN 7530-00-634-1795, is recommended for use). This is to increase visibility of the AF Form 4069 and reduce the possibility of the forms being disposed of as trash. If these folders are not immediately available, any folder with prong fasteners can be used. Stencil "AF Form 4069" in bold print on both sides of the folder for increased visibility. The tie-down crew representative will ensure sufficient copies are prepared for each en route station. AF Forms 4069 are not required for training missions scheduled to depart from and return to home station without an interim stop.

6.4.2.2. The loadmaster/boom operator inventories the tie-down equipment and ensures the quantities on hand are sufficient for the mission. The unit pallet/net and tie-down equipment manager maintains a copy (dispose of IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**).

6.4.2.3. The ramp service tie-down representative will perform a one-for-one exchange of tie-down equipment for channel airlift missions. For Contingency/SAAM type missions, the deploying units must provide the tie-down equipment for restraint of their pallets. If a one-for-one exchange is not possible, annotate the AF Form 4069, Part III, with the amount of tie-down equipment issued and the reason. The tie-down representative maintains a copy of this form in station files.

6.4.2.4. At en route stations tie-down representatives will annotate AF Form 4069 upon aircraft arrival/departure. In the absence of an AF Form 4069, the en route station will generate one based on arrival tie-down inventory and annotate “Issued by XXX” (station code) at the top of the form. **Note:** If there are no air transportation

requirements at the aircraft, then there is no requirement to annotate the AF Form 4069.

6.4.2.4.1. The ramp services tie-down representative meets all AMC transport aircraft upon arrival at home station, and inventories tie-down equipment. Enter the amount of each type of tie-down equipment on the aircraft in the termination check column of the AF Form 4069. Compare the station file copy of AF Form 4069 with the aircraft copy to determine missing/lost equipment. The loadmaster/boom operator makes a written statement, if required. Air freight takes appropriate action for lost tie-down equipment IAW AFMAN 23-220, Report of Survey for Air Force Property and AFI 23-111, Management of Government Property in Possession of the Air Force.

6.4.2.4.2. Treat AMC aircraft temporarily based at an en route station like home station aircraft for the duration of their assignment. Maintain their tie-down inventory at the same level as when they first arrived. Copies of the AF Form 4069 will be completed and maintained by the Ramp Services tie-down monitor.

6.4.2.5. Issuing tie-down equipment to other-than-AMC aircraft:

6.4.2.5.1. Ramp services tie-down personnel are responsible for issuing tie-down equipment to other-than-AMC aircraft, using AF Form 1297, Temporary Issue Receipt.

6.4.2.5.2. Prepare the AF Form 1297 in duplicate. Print the name, organization and location of the individual who signs for the tie-down equipment legibly on the form. Annotate the following statement on the AF Form 1297: "Tie-down equipment will be returned to issuing station within 30 days." The original copy of the AF Form 1297 is kept by the flight crew and the duplicate copy is maintained by the unit pallet/net and tie-down equipment manager for future reference (dispose of IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**).

6.4.2.6. Issuance of pallets, nets, tie-down equipment and dunnage to other activities:

6.4.2.6.1. Record pallets, nets and tie-down equipment issued to other activities on the unit pallet, net and tie-down log at time of issue and return.

6.4.3. Inventory pallet, net, RFID tag, and tie-down equipment assets as required, and submit a weekly inventory report to HQ AMC/A4TE (pallet/net and tie-down equipment manager) using the HQ AMC-A4TE (W&AR) 8001, AMC Key Asset and Equipment Report.

6.4.3.1. Equipment authorization levels are determined by the historical workload or wartime requirements, and are reflected on the 8001 report. **Note:** Waiver to decrease these established minimum levels must be approved by HQ AMC/A4TR. However, units may increase these levels, with A4TR concurrence, if consumption experience indicates they are inadequate.

6.4.4. Subfloor and tie-down on commercial aircraft.

6.4.4.1. AMC will provide 463L pallets, chains, devices, and couplers when commercial aircraft are used to move rolling stock. Couplers will only be provided if

needed to couple pallets together as a subfloor. The deploying unit will provide pallets, tie-down, and couplers for cargo that is not intended to be loaded as rolling stock.

7. Rehandled Cargo/Mail. Rehandled cargo/mail is defined as that amount of cargo/mail that must be rehandled due to a requirement change outside the control of the air terminal. This may occur in one or a series of categories.

7.1. Instructions for completion of the AMC Form 56, *Rehandled Workload*, can be located in AMCI 24-101, Volume 6, *Transportation Documentation, Data Records, and Reports*.

7.1.1. Air Freight. When cargo is rehandled, the affected work center's control function completes the AMC Form 56, as appropriate, to reflect this additional workload. Examples include aborts, delays, cancellations, reroutes, or aircraft swaps that result in re-accomplishing of any one of the Air Freight functions listed on the AMC Form 56. Air Freight fills out the form for the following reasons:

7.1.1.1. Cargo is bumped from a flight.

7.1.1.2. A properly load planned load is re-sequenced to meet loadmaster/boom operator approval (one reprocess).

7.1.1.2.1. A load plan is re-accomplished (one re-handle per re-accomplished load plan).

7.1.1.3. Cargo is transferred from one aircraft to another (one offload and one onload).

7.1.1.4. Cargo is downloaded from a cancelled mission (one download. Account for upload on AMC Form 56 only if not accounted for on AMC Form 77, *Aircraft Ground Handling Record*, or AMC Form 68, *Aerial Port Movement Log*).

7.1.1.5. Pallets are reconfigured due to Opportune Airlift (one reprocess).

7.1.1.6. Cargo is frustrated to ACA/CSB (one reprocess).

7.1.1.7. A cargo load is switched (one offload and one onload).

7.1.1.8. Loads are returned to storage locations after mission changes (one reprocess).

7.1.1.9. Pre-built pallets (e.g., Air Lines Of Communication (ALOC), NAVCON, Code J) arrived improperly configured and are reconfigured by aerial port personnel. **Note:** Tightening pallet nets and/or straps are not considered re-handling. Nets and straps naturally loosen due to cargo shifting during transport.

7.1.1.10. Cargo requiring re-icing more than one time. First re-icing is considered normal business practice; however, if cargo remains at any port long enough to require additional re-icing, each additional re-icing counts as one reprocess.

7.2. Completing the AMC Form 56.

7.2.1. Authentication (Signed): Requires a review/validation and signature of the appropriate OIC/Superintendent of ATOC and Air Freight for re-handled aircraft workload.

7.2.2. Date: See below.

7.2.2.1. From: Enter the day, month and year.

7.2.2.2. To: Enter the day, month, and year.

7.2.3. Page _____ of _____ pages: self-explanatory.

7.2.4. Mission number/call sign: Enter the 12-position mission number (e.g., PQCT657Y0186). Enter the call sign when used in lieu of the 12-position mission number.

7.2.5. Aircraft Type/Number: C-17, B-747, DC-10, etc.

7.2.6. Cargo rehandled: This section applies only to work centers within the Air Freight function. Complete as follows using gross weights throughout:

7.2.6.1. Pounds Offloaded: Enter the gross weight of cargo offloaded.

7.2.6.2. Pounds Onloaded: Enter the gross weight of cargo onloaded.

7.2.6.3. Pounds Reprocessed: Enter the gross weight of cargo reprocessed (e.g. new load sequence, pallet reconfiguration, frustrated cargo, etc.). **Note:** You must physically work the aircraft, i.e., re-handle the cargo, mail, baggage, or re-process, re-transport passengers, to take credit for any re-handled workload. See AMCI 24-101, Vol. 6 for detailed explanation of what qualifies as re-handled workload.

Section B—: Safety, Security and Mishap Prevention

8. Safety.

8.1. **Explosives Safety.** Comply with Air Force Manual (AFMAN) 91-201, *Explosives Safety Standards*, and host base implementation requirements during operations involving aircraft on/offload, transportation and intransit storage of explosives.

8.1.1. Personnel whose duties involve contact with explosives will receive initial explosive safety training (using an AFMAN 91-202, *U.S. Air Force Mishap Prevention Program*, compliant and host base approved lesson plan) and must have recurring training every 15 months IAW AFMAN 91-202. Record this training IAW Air Force Instruction (AFI) 36-2201, *Air Force Training Program*, AFI 36-401, *Employee Training and Development*, and local procedures.

8.1.2. Ensure vehicles are inspected and equipment operators are trained to transport and handle explosives IAW AFMAN 91-201.

8.1.3. Do not use forklifts to transport explosives in over-the-road type operations or out of the immediate work area.

8.1.4. Pallets, skids or individual containers of explosives will be secured (utilizing straps or chains, as necessary) to forklifts to prevent dropping. Secure stacked pallets, skids or containers of explosives prior to movement.

8.1.5. Ensure locally written instructions are developed, coordinated with installation Weapons Safety, and utilized IAW AFMAN 91-201, paragraphs 7.2 & 7.3, for all explosive operations.

8.2. **Industrial Safety.** Terminal personnel will comply with *91-series Safety AFIs* (**http://static.e-publishing.af.mil/production/1/af_se/publication/afi91-202/afi91-202.pdf** or **http://static.e-publishing.af.mil/production/1/af_se/publication/afi91-203/afi91-203.pdf**) and host base implementation requirements. As a minimum, use the following standards when establishing a terminal safety program:

8.2.1. AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

8.2.2. Develop local checklist(s) using relevant safety guidance found in AFI 91-203 to brief personnel on hazards associated with air terminal and flight line operations. The following are specific requirements applicable to cargo operations:

8.2.2.1. During periods of low visibility or darkness, personnel who work on the flight line or in the vicinity of vehicle traffic must wear either an approved reflective vest or reflective material.

8.2.2.2. Do not wear rings or any other jewelry, which may become snagged, while performing cargo handling duties. The wearing of gloves does not negate the requirement to remove rings/jewelry.

8.2.2.3. Personnel will wear approved/appropriate noise suppression devices when performing duties in hazardous noise areas.

8.2.2.4. Personnel will ensure all appropriate Personal Protective Equipment (PPE) is available and properly used.

8.3. **Equipment/Vehicle Safety.** Equipment/vehicle operators and spotters will use the universal aircraft loading signals IAW AFMAN 24-306_IP, *Manual for the Wheeled Operator*. Additionally, appropriate hand signals for forklift, k-loaders and general spotting may be found on the Standardization, Programs and Resources (HQ AMC/A4TR) website under Quality Training Package (QTP) Module 14.4 (**https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/atsev/qtp_2012/14/hello.html**).

8.3.1. Care should be given to ensure loads are not damaged and personnel are not injured when transporting cargo in vehicles/trucks.

8.3.2. Forklift operations. Supplemental restraint (chains or straps) will be used to secure cargo to the forklift mast frame when using rollerized tines to load/offload or transport pallets.

8.3.2.1. Unstable or irregular shaped objects (lacking perfect symmetry, evenness, or balance, e.g. “flat”) will be secured to the forklift mast frame (straps or chains may be used) before being raised, lowered, or moved. Place large irregularly shaped objects on pallets for stability before transporting, when possible.

8.3.2.2. Use of approved pintle hook attachment. (Caterpillar Hitch Assembly)

8.3.2.2.1. Procure attachments directly through Caterpillar.

8.3.2.2.2. Part #: 378-7975 with nomenclature "Hitch Assembly"

8.3.2.2.3. Go to **www.cat.com** <**http://www.cat.com**> and select "Find Dealer" to find the dealer nearest you. OCONUS locations may have to use the same process their local maintenance shop does to order Caterpillar parts. Contact

information is also listed in the back of the Caterpillar forklift manuals.

8.3.2.2.4. Each pintle hook attachment will be delivered with supplemental documentation for operator manuals and/or vehicle TOs.

8.3.2.2.5. New attachment capability: 3K lb Tongue Weight and 20K lb Gross Trailer Weight.

8.3.2.2.6. Per AMC/SEG and the AFSC, the technical data provided by Caterpillar satisfies the manufacturer designation requirement for loading and unloading operations with the Caterpillar 10K A/T and the new ALFA attachment. **Note:** This attachment and technical data applies to Caterpillar models only. **Note:** Trailer mounted engines are strictly prohibited from lifting/movement using forklift tines during any on-load/off-load operations. Take precautions to ensure protruding engine parts (after-burners, engine blades, etc.) are not damaged during transport. Consult appropriate section of TO 00-85-20, *Engine Shipping Instructions*, if necessary.

8.3.3. K-loader operations.

8.3.3.1. K-loaders are designed to carry only the operator. When the vehicle is in active motion (travel/transport mode), ***never*** let anyone else ride on the vehicle. During lift/lower motions (elevator mode) load crew personnel (maximum of 2) may remain on the K-loader deck to expedite cargo transfer/loading and/or provide clearance spotting where appropriate, e.g. 747 side loading operations. Personnel must be visible on the left side catwalk (in operator's view), and stay clear of the ladder and extreme ends of the deck (past the final pallet lock/yellow caution line).

8.3.3.2. Fall Prevention. Efforts to prevent falls must be paramount at all times, but especially during aircraft loading/unloading operations. All available measures, both passive and active, must be used to ensure safe conditions for all personnel. Personnel must be briefed by the load team chief on all safety-related concerns and conditions which may exist during the operation. The briefing will include any areas identified as having increased fall potential to ensure heightened awareness. Personnel must pay close attention to and remain aware of all visual cues, e.g. yellow caution lines, chain gates, etc., in place to prevent falls.

8.3.3.3. Fall Restraint. A fall restraint harness must be worn when working past the last pallet lock/yellow caution line on either end of the K-Loader deck when the deck is extended. During active loading activities, when the K-Loader is in final loading/unloading position, this requirement does not pertain to the transfer area between the loader and aircraft. However, again, heightened awareness should be given to areas with increased fall potential.

8.3.3.4. Operators are responsible for properly restraining palletized cargo on K-loaders prior to movement to include engaging the pallet stops. When necessary for the operator to remain in the cab of the K-loader, the loading supervisor is responsible for ensuring compliance.

8.3.3.5. 25K- and 40K-loaders. Engage all pallet rail guide locks for each pallet and raise both emergency pallet stops. Apply supplemental restraint using 10,000 lb

chains and devices or HQ AMC-approved restraint to the fore and aft pallet (both sides of pallet). If pallets are loaded in a logistics configuration, secure the first and last pallet with two 10,000 lbs chains and devices or HQ AMC-approved restraint. Secure the middle pallets with 5,000 lbs straps restricting movement in all directions (bellyband).

8.3.3.6. Halvorsen/Tunner Loaders. Engage all pallet rail guide locks for each pallet and engage both pallet stops. If pallets are loaded in a logistics configuration, secure the first and last pallet with two 10,000 lbs chains and devices or HQ AMC-approved restraint. Secure the middle pallets with 5,000 lbs straps restricting movement in all directions (bellyband). Apply supplemental restraint by using 10,000 lb chains or HQ AMC-approved restraint to the fore and aft pallets when pallets are locked into only one rail guide lock. **Note:** Supplemental restraint is not required for the Halvorsen and Tunner loaders when the pallet rail guide locks are engaged on both sides of all pallets. Review the following website for more information on logistics configuration (*Patriot Method*): https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/atsev/hello.html.

8.3.3.7. Do not use the K-loader pallet stop as the primary pallet restraint. The K-loader pallet stop is a back-up in case the primary pallet restraint fails. When tie-down chains are used for supplemental restraints, the device or chains will be attached to the pallet D-rings. **Note:** Do not overload tie-down rings on K-loader decks. Limit maximum restraint per tie-down point to 5,000 lbs. ***WARNING:*** Secure all strap/chain loose ends to prevent tangling in the K-loader wheels and/or catwalk damage.

8.3.3.8. K-loaders must approach aircraft outside the circle of safety in travel mode to avoid damage to the loader. Preliminary adjustments, such as switching 60K suspension travel mode to load mode, must be made prior to entering the aircraft circle of safety. The K-loader will be maneuvered with the deck in the raised position with suspension fully lowered only for final alignment during loading/unloading operations. Always ensure special attention to aircraft wing and fuselage clearances.

8.3.3.9. Limit access of personnel on elevated loader to left side catwalk (in operator's view), to minimize hazard to any additional personnel on the K-loader, not in view of the operator.

8.3.3.10. During K-loaders bridging operations maintain a 6-8 inch gap between the loaders.

8.3.3.10.1. Engage at least one lock on the left side of all pallets during elevator operations.

8.3.3.10.2. On K-loaders with powered conveyors (Tunner and Halvorsen) all pallets may be unlocked and moved together when transferring to a second loader. This will only be permitted in lowered (under 10 ft) position. A spotter positioned on the left catwalk will monitor transfer of pallets from elevator to second loader and provide guidance to stop operation in case of any problem with a jammed pallet or safety concern.

8.3.3.10.3. Avoid bridging K-loaders during rolling stock operations. If you

must, conduct a Risk Assessment to identify potential hazards and procedures to be followed in accordance with AFI 91-202. (See AFI 91-202, Attach 15)

8.3.3.10.4. During concurrent servicing operations, ensure compliance with TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*, specifically paragraph 5-9d. Ensure all appropriate safety issues and clearances are considered.

8.3.3.11. *Reference* **Attachment 2** *for the Tunner/K-loader Parking and Traffic Flow Plan.*

8.3.3.12. Operators will ensure all pallets are locked in place **prior** to initiating transport to on/off loading operations. During active aircraft loading, only unlock the pallet that will be moved from the K-loader to the aircraft, keeping the others locked in place to prevent moving. During active aircraft offloading, ensure each pallet is locked into place prior to moving another pallet onto the deck of the K-loader.

8.3.3.13. When loading cargo onto the K-loader with a forklift ensure each pallet on the K-loader is locked in place and pallet stops are engaged in the up position prior to pulling the forklift away from the K-loader.

8.3.3.14. When offloading a K-loader with a forklift ensure each pallet on the K-loader remains locked in place until the forklift is properly positioned to offload the pallet. Additionally, all pallets remaining on the K-loader will be locked in place during offloading operations. Ensure pallet stops are engaged in the up position prior to pulling the forklift away from the K-loader.

8.3.3.15. Gravity movement of palletized cargo on K-loaders is prohibited. The on-loading/off-loading of a knelt C-5 aircraft does not constitute gravity movement as long as the cargo movement is controlled. **Note:** Pallet stops will not be altered or tampered with during on/offloading operations.

9. Security of Cargo and Mail.

9.1. AMC is charged with providing adequate security and protection for all cargo/mail in the airlift system from time of acceptance until time of release. Cargo/Mail that requires security above the aerial ports capability will be the shipper's responsibility.

9.1.1. For both safety and security purposes access to air freight terminals, related work areas, and grid yards should be limited, as much as possible, to aerial port personnel. In facilities where authorized visitors need to transit the industrial area, clearly marked visitor access lanes, entry doors, etc… should be used to safely route visiting personnel. Visitor escorts are at the discretion of Aerial Port leadership.

9.2. Cargo Security. Cargo/mail must be protected against loss, damage, pilferage, and inclement weather. Establish resource protection and general cargo security as outlined in AFI 31-101, AMC Sup 1, *Integrated Defense*, and the Integrated Defense Plan (IDP). Overseas terminals are responsible for providing a sterile area for shipments destined to US possessions IAW DTR, Part V, *Department of Defense Customs and Border Clearance Policies and Procedures.*

9.2.1. Provide temporary in-transit cargo storage at air freight terminals/cargo processing facilities. If cargo security cages or rooms used for temporary storage of classified

material have an intrusion detection alarm operating when attendants are not present. In-transit classified cargo maybe temporarily stored/intermingled with other in-transit cargo at air freight terminal/cargo processing facilities while awaiting transport or during stopovers prior to reaching its final destination. Servicing CIPs will certify these cargo areas prior to use.

9.2.2. Status of Shipment Requests. Direct inquiries concerning shipment status from non-AMC transportation personnel to the ACA, CSB, Liaison Officer (LNO) or Traffic Management Office (TMO), IAW DTR, Part II and AFI 24-203, *Preparation and Movement of Air Force Cargo*.

9.3. Mail Security. Registered mail may contain up to and including SECRET material; therefore, always protect, safeguard and handle as classified cargo. Detailed guidance for registered mail handling and accountability is outlined in paragraph 44 of this volume. **Note:** Only US military or US civilians with appropriate security clearance may sign for and take custody of classified shipments.

9.3.1. When registered mail is in the custody of Air Freight, it is to be secured IAW DODM 5200.01-V3, DoD Information Security Program: Protection of Classified Information . When this requirement cannot be met, post a US citizen employee to protect registered mail (need not be armed).

9.3.2. Registered mail and classified cargo (special handling codes 5, 6, 8, c, and s) should be moved via U.S. military aircraft whenever possible. However, registered mail and classified cargo may be transferred to an AMC contract air carrier without flight deck (pilot and copilot) aircrew members providing documentation of a security clearance if the individual signing for the cargo is a U.S. citizen (having in possession a U.S. issued passport).

9.3.3. AMC's ability to move signature service cargo on Civil Reserve Air Fleet (CRAF) missions is one of the most critical aspects of the service the command provides. Therefore, both the Government and the CRAF carrier share responsibility, prior to transfer, to identify any issues that could prevent compliance with the PWS signature service requirements. When signature service material is offered for movement, the CRAF carrier must comply with the Performance Work Statement (PWS) requirements. When unforeseen situations do occur, the carrier should advise the DOD in advance to prevent unauthorized release of signature service material or shipment delays. It is not the Government's intent that a carrier's inability to meet the PWS requirement become an operational norm, but only a way to coordinate a very rare exception that could not have been prevented through sound operational planning.

9.3.4. Classified cargo (up to top secret) may be transported on contract aircraft without regard to nationality of the aircrew, if the cargo is under the custody of properly cleared escorts/couriers or defense courier personnel.

9.3.5. For other items requiring hand-to-hand receipt (signature service), there is no requirement to verify the crewmembers are U.S. citizens.

9.3.6. Ordinary mail may be handled by foreign nationals, when designated and authorized in writing by the squadron commander or detachment chief (contract equivalent).

10. Mishap Prevention.

10.1. General. All personnel must be on constant alert for potential accidents. Functional managers and supervisors must ensure all personnel are aware of the dangers in high hazard areas. They will establish and manage unit programs as prescribed by AFI 91-202, AMC Sup 1, *The US Air Force Mishap Prevention Program*, and AFI 90-901, *Operational Risk Management*. Additionally, appropriate guidelines/checklists, e.g. Load Team Checklist at Attachment 6 of this volume, will be used to ensure safe operations and reduce the potential for mishaps.

Section C—Cargo/Mail Documentation, Packaging, Marking, and Labeling

11. General. Procedures outlined in this section pertain to the control, preparation, and documentation of cargo and mail for movement in the AMC airlift system on Transportation Working Capital Fund (TWCF) aircraft, and aircraft offering opportune airlift, e.g., ANG or AFRC. Normally, airlift eligible mail is moved on scheduled US commercial air carriers. Where scheduled US commercial air carriers do not operate or have insufficient frequency, capacity, or security, mail may be tendered to AMC for movement. The 618 AOC/XOG will coordinate with postal authorities after determining if airlift capability exists to support mail movement and control the flow of mail into the airlift system.

11.1. Preparation. All cargo/mail shipments presented for movement must be properly cleared, packed, marked, labeled, and documented prior to acceptance. Hazardous materials shipments will not be accepted for movement without proper certification. Air terminals receiving shipments suspected of not being certified for air transport or airlift eligible are to contact the appropriate ACA/CSB, and if still in doubt, contact HQ AMC/A4TC for guidance.

11.2. Status of Shipment Requests. Direct inquiries concerning shipment status from non-AMC transportation personnel to the Air Clearance Authority (ACA), Customer Service Branch (CSB), Liaison Officer (LNO) or Traffic Management Office (TMO), IAW DTR, Part II and AFI 24-203.

12. DD Form 1384, *Transportation Control and Movement Document (TCMD).*

12.1. Purpose. An electronic TCMD sent in advance of cargo movement, becomes an advanced TCMD (ATCMD) and provides the ACA and AMC with advance information on all shipments entering the AMC airlift system. Shippers submit the required ATCMD information via the Cargo Movement Operations System (CMOS) at base traffic management office, faxing or phoning the information to the ACA, or using the ACA online submission form. The shipping activity prepares the TCMD IAW DTR, Part II, Chapter 203 and Appendix M, for each cargo/mail shipment prior to entry into the airlift system.

12.2. The TCMD is used to:

12.2.1. Document each shipment in the DTS.

12.2.2. In-check cargo/mail shipments.

12.2.3. Process shipments and report cargo/mail port levels/movements.

12.2.4. Record terminal cargo/mail transactions.

13. Military Shipping Labels (MSLs)/DD Form 1387, *Military Shipment Label (MSL).* The MSLs are used to identify cargo entering the DTS. The shipper must prepare and attach an MSL to each piece of a shipment. The MSL must have 2D-bar coding with entries of a transportation control number (TCN), consignee Department of Defense Activity Address Code (DODAAC), and piece number. These are mandatory for all cargo shipments IAW DTR, Part II, Chapter 208. If a shipment arrives at the terminal without 2D-bar coded MSLs, coordinate with ACA/CSB for corrective action.

13.1. The DD Form 1387, is only used when there is no automated printing capability or during emergency operations when hand-written/manual labeling is the only alternative.

14. US Postal Service (USPS) Label 135/136. The postal service label will be used to identify mail pouches in the DTS IAW DTR, Part II, Chapter 208. The label contains information necessary to permit prompt and efficient movement from origin, through each transshipment point and to final destination. A postal service label will be prepared by the postal activity for each piece of mail entering the airlift system.

15. Packing and Marking.

15.1. Cargo. Packing and marking will be IAW DTR Part II , AFI 24-203, AFMAN 24-204 _IP, *Preparing Hazardous Materials for Military Air Shipments*, applicable TOs, and MILSTD-129P, *Military Marking for Shipment and Storage*. All previous shipping data (labels, etc.) will be removed or obliterated prior to acceptance of shipments. Reconcile irregularities with the ACA or CSB prior to accepting cargo into the airlift system.

15.2. Mail. Mail accepted for airlift must be enclosed in mail pouches or sacks and securely fastened by lock or seal, except those which, because of their size, weight, nature of their contents or condition, preclude sacking; e.g., motion picture film, fragile articles, etc. Hazardous materials are not sent through the mail system. The US Postal Service Publication 52, *Hazardous, Restricted, and Perishable Mail*, lists restricted materials.

16. Air Cargo Clearance.

16.1. General. Each Service ACA clears cargo shipments prior to entering the military airlift system. The shipping activity or sponsoring authority will furnish the ACA an ATCMD with required prime and trailer data information on each cargo shipment to obtain clearance for movement. Shippers will submit ATCMDs IAW time frames outlined in DTR, Part II, Chapter 203. Mail, AMC mission capability shipments MICAPS/VVIP, forward supply system (FSS) shipments, Code J baggage, blood shipments, courier materials, SAAM, Contingency, and Exercise cargo do not require an ATCMD. AMC MICAP and FSS shipments must reflect the proper project code in the project code field of the TCMD, and a valid/billable transportation account code (TAC) to ensure identification of these type shipments. All air eligible shipments must contain, in the required delivery date (RDD) field of the TCMD, either a unique indicator [(i.e. "555-an exception to blanket holds (DTR Part II, Chap 202, Paragraph K.3.a.1.)] or a numerical Julian date.

16.2. Automated Stations. At automated stations, the ACA receives the TCMD from the shipper via telephone, fax, electronic systems, etc., and assures it is accurate and complete. The ACA will either clear (accept) the shipment, or challenge the shipment IAW DTR Part II/AFI 24-203. When the ACA clears a shipment and the information enters the port's database, the data is retained awaiting the arrival of the shipment at the APOE.

16.3. Non-Automated Stations. At non-automated stations, the ACA will receive TCMDs with appropriate trailer information in manual format. The ACA will ensure the TCMD is accurate and complete and either clear (accept) or challenge the shipment IAW DTR Part II/AFI 24-203. After clearing the shipment, the ACA enters it into the expected receipt file. Upon receipt and in-check of the shipment, a copy of the ATCMD is provided to cargo processing for on-hand files and disposition IAW AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm** , Disposition of Air Force Records – Records Disposition Schedule.

17. AMC Customer Service Branch (CSB) Operations.

17.1. General. CSBs at aerial ports are the single point of contact providing liaison among shipper services, air clearance authorities ACA, and AMC. Cargo CSBs are located at Travis AFB, California; Dover AFB, Delaware; Joint Base McGuire-Dix-Lakehurst, New Jersey; Joint Base Charleston, South Carolina; Norfolk Naval Air Station (NAS), Virginia; and Joint Base Lewis-McChord, Washington.

17.2. Customer Service Branch Responsibilities:

17.2.1. Assists the shipper services at aerial ports and provides maximum assistance commensurate with available resources.

17.2.2. Performs necessary coordinating actions with air terminal operators, ACAs, and shipper services to ensure the orderly flow of cargo through aerial ports.

17.2.3. Responds to requests for tracing cargo and personal property shipments from any source.

17.2.3.1. Complete AMC Form 1003, *Transportation Project Action Request*, for tracer requests only, when information is not readily available or after information has been provided to the requester.

17.2.4. Ensures timely processing of unscheduled or frustrated cargo and corrects discrepancies involving inbound and outbound shipments within the capability of the aerial port. Contact the shipper for disposition instructions for frustrated shipments beyond the aerial port's capability to effectively correct.

17.2.4.1. Air Terminals with recooperage and repacking functions should provide assistance in correcting frustrated shipments.

17.2.4.2. When notified of a frustrated shipment, start resolving the problem as soon as possible, but not later than 48 hours after frustration. Once resolved and the shipment is ready for onward movement re-enter it into the GATES system.

17.2.4.3. Properly resolve frustrated hazardous material shipment problems for air shipment according to AFMAN 24-204_IP, Title 49, Code of Federal Regulations (CFR), International Air Transport Association (IATA) Dangerous Goods Regulation, or International Civil Aviation Organization (ICAO) Dangerous Goods Manual. If not economically feasible to repack for air shipment, contact Service ACA and advise of intention to divert to surface. Prepare a SF 364 and forward to appropriate agencies. Use AMC Form 1033/1033-1, *Shipper's Declaration for Dangerous Goods*, or a similar form to certify hazardous material shipments.

17.2.4.4. Clear SECRET and CONFIDENTIAL frustrated shipments or security cargo as expeditiously as possible while it remains in the aerial port security cage. Prepare SF 364 and forward to appropriate agencies.

17.2.4.5. If shipments of firearms, explosives (class/division 1.1, 1.2, and 1.3), or controlled item code (CIC) 1, 2, 3, 5, 6, and 9 are frustrated over 48 hours, advise consignor and consignee via Report of Shipment (REPSHIP).

17.2.5. Coordinates with the applicable service ACA to clear shipments arriving at the aerial port of embarkation APOE without an ATCMD when a valid TAC can be determined from the MSL, government bill of lading/commercial bill of lading (GBL/CBL), or shipment documentation. Comply with service policy concerning movement of non-cleared "No-Hit" cargo. Contact Service ACA or shipper for any additional information needed to clear "No-Hit" shipments.

17.2.6. Performs annual site visits to major shippers to discuss how to properly prepare cargo and records for air movement, and to resolve issues involving shipping and receiving of cargo.

17.2.7. Monitors Code J/ Direct Procurement Method (DPM) Baggage. In coordination with the air freight officer/superintendent, upgrade Code J/DPM baggage pallets to TP-1 after they have been held in the port for 5 days due to inadequate airlift. Physical upgrade is not required; however, the CSB will upgrade the shipment's priority within GATES.

17.2.8. Arranges for diversion of cargo according to ACA and shipper instructions.

17.2.8.1. Place cargo to be diverted (or held) in a frustrated status until disposition instructions are received. When forwarding instructions are received, coordinate with the Traffic Management Flight (TMF) and aerial port personnel to move shipments to final destination.

17.2.9. Change the precedence of movement of specific shipments (*Green Sheet Request*, or *Purple Sheet Request* from the Combatant Command) as requested by shipper Service ACAs in coordination with the aerial port squadron operations officer. Ensure proper application of Green Sheet/Purple Sheet procedures according to AMCI 24-101, Vol. 9.

17.2.9.1. Provide a properly authenticated AMC Form 101 in original and one copy to the aerial port load planning section or designated representative for each TCN for which Green Sheet action has been requested.

17.2.10. Report Shipment Discrepancies.

17.2.10.1. For over/short and damaged shipments, prepare DD Form 361, *Transportation Discrepancy Report*, IAW DTR, Part II.

17.2.10.2. Packaging discrepancies. Improperly prepared, packaged, marked, labeled, or certified hazmat shipments received by aerial ports, for movement within the DTS, must be properly reported. This reporting helps determine the cause of discrepancies, and can effect corrective actions and prevent recurrence. Reporting requirements are addressed in AFMAN 24-204(I), Preparing Hazardous Materials for Military Air Shipment, A28.1.2.7 using SF 364, Report of Discrepancy (ROD). While the SF 364 remains in use, shipper related discrepancies are reported as a

Supply Discrepancy Report (SDR) per AFJMAN 23-215, Reporting of Supply Discrepancies.

17.2.10.2.1. Aerial ports will use the web-based program, WebSDR, as the mechanism for reporting frustrated shipments due to improper, shipper-related packaging, preparation, marking/labeling and documentation of both HAZMAT and general cargo. Aerial ports can gain access to this website via: **https://dls.daas.dla.mil/portal**. Aerial ports will ensure they have an accurate Department of Defense Activity Address Code (DODACC) assigned to properly facilitate effectiveness of the SDR process.

17.2.10.2.2. Aerial ports will discontinue using the Global Air Transportation Execution System (GATES) function for completing the SF 364 to report shipper discrepancies. Our ultimate goal is to have GATES feed information to WebSDR. When this process becomes available, the GATES SF 364 functionality will be utilized.

17.2.10.2.3. In some cases, the WebSDR function allows for immediate notification of shipment discrepancies to the shipper and functional areas that can effect corrective actions. Using WebSDR will not totally eliminate the need for aerial port representatives (e.g., customer service branch) to contact shippers directly when corrective action is needed. WebSDR action code "3B" notifies functional managers at the shipper's service and agency level of minor discrepancies resolved by the port or by actions taken immediately by the shipper (e.g., minor documentation errors, missing documentation, missing marking/labeling, etc) for trend analysis. There is also a capability within WebSDR to provide notification when corrective actions go beyond the normal capability of the aerial port (e.g., complete repackaging required) or when the shipper does not provide or assist with corrective action, when required. WebSDR identifies these as action code "3A." In such cases, aerial ports can expect a reply from the shipper and/or appropriate functional manager within 5 calendar days as to corrective actions being taken.

17.2.10.2.4. The WebSDR helpdesk will provide assistance with System Access Request (SAR) registration problems or technical system issues, but they have limited functional knowledge regarding SDRs. The helpdesk will take calls and pass questions on to others for assistance, when needed.

17.2.10.2.5. The SDR is not to be used in place of the SF 361, Transportation Discrepancy Report (TDR), to report commercial carrier or aerial port discrepancies involving astray cargo, shortage, damage, etc., IAW DTR 4500.9R, Part II, Chapter 210. A SDR will not be submitted for "no hits" or non-shipper related frustrations (e.g., diplomatic clearances).

17.2.10.2.6. The requirement to use WebSDR to report supply discrepancies does not currently pertain to OCONUS AMC aerial ports, air mobility squadrons, and air terminals.

17.2.11. Reports all frustrated Foreign Military Sales (FMS) shipments to the appropriate ACA and FMS case manager for clearance coordination.

17.2.12. Works with contracting officers and vendors to ensure shipments arriving at the APOE are properly prepared for air movement.

17.2.13. Establishes wartime, contingency, and emergency surge operation procedures.

17.2.14. Compiles the following workload data monthly and includes in the Station Traffic Handling Report (RCS: AMC-A4T) (M&Q) (7107), as prescribed in AMCI 24-101, Vol 6: (1) Total cargo shipments frustrated to the CSB (include general and hazardous cargo), (2) Total Green Sheet/Purple Sheet expedite shipments completed, and (3) Total tracer actions completed.

Table 1. AMC Cargo Customer Service Branch (CSB) Locations.

Joint Base Charleston	**Norfolk NAS**
437 APS/TROC 113 S Bates Street, Suite A Charleston AFB SC 29404-5017 DSN: 673-3187/88 Commercial: (843) 963-3187/88 FAX DSN: 673-3191 Message Address: 437APS CHARLESTON AFB SC//TROC//	Naval Air Terminal, Code 054.3 8449 Air Cargo Road Norfolk NAS VA 23511-4497 DSN: 564-2017/4997 Commercial: (804) 444-2017/4997 FAX DSN: 564-2086 Message Address: NAVMTO NORFOLK VA//CODE 05//
Dover AFB	**Joint Base Lewis-McChord**
436 AW/TRXL 550Atlantic Street, Room L-120 Dover AFB DE 19902-5207 DSN: 445-4264 Commercial: (302) 677-4264/65 Message Address: 436APS DOVER AFB DE//TRXL//	62 APS/TRKC 1422 Union Avenue, Room 161 McChord Field, WA 98438-5270 DSN: 382-3114/2077 Commercial: (253) 982-3114/2077 Message Address: 62APS MCCHORD AFB WA//TRXL//
Joint Base McGuire-Dix-Lakehurst	**Travis AFB**
305 APS/TRKSC 1757 Vandenberg Avenue McGuire AFB, NJ 08641-5507 DSN: 650-3434/4904 Commercial: (609) 754-3434/4904 FAX DSN: 650-4517 Message Address: 305 APS MCGUIRE AFB NJ//TRKSC//	60 APS/TROO/CSB 90 Ragsdale Street, BLDG 977 Travis AFB, CA 94535-2941 DSN: 837-4518 Commercial: (707) 424-4518 FAX DSN: 837-2772 Message Address: 60APS TRAVIS AFB CA//TRKSL//

18. Traffic Management Flight Cargo Processing.

18.1. Truck Dock Operations. When in-checking cargo consigned to the APS TMF, utilize the checklist from DTR, Part II, Chapter 209, Figure 209-2. All discrepancies will be reported to the OS&D clerk. When there is apparent damage, the OS&D clerk will follow instructions on the above listed checklist. The clerk will then accomplish the required TDR, utilizing Global Freight Management's (GFM) Discrepancy Identification System (DIS) application.

18.2. Place cargo consigned to base supply, tenant or other base organizations in the base holding bay and contact the respective organization. Annotate on the receiving documentation the date, time and name of the person contacted for pickup. Advise the receiving organization it's their responsibility to pick up their shipments in a timely manner. Annotate the delivery date in CMOS.

18.3. Cargo consigned to APS for export. Check in cargo as specified in paragraph 20.2 and forward any shipment discrepancies to the OS&D clerk. After in-checking is complete, deliver cargo to the Cargo Processing Section. Deliver cargo requiring special handling to the Special Handling Section.

18.4. If there are any documentation discrepancies, such as missing labels, or improper paperwork or HAZMAT documentation, etc., forward the shipment with movement documentation to the CSB for resolution. Annotate the delivery date in CMOS.

18.5. Place import cargo in the receiving bay. The Documentation Section will receive the shipment data (through ATCMD, inbound manifest, etc.) and determine the onward shipment modes based upon the priority, classification, destination, weight and dimensions of the cargo. Forward landbridge cargo to the appropriate APOE using the TWCF fund cite. Opportune airlift may be used if available within 24 hours (see paragraph **32.2.8.1**). For shipments required to be forwarded to CONUS consignees via domestic surface movement, use the applicable TAC. If the TAC used for airlift cannot be used for onward movement, research the TRACKER system for the appropriate TAC. If no TAC code can be found, contact the consignor for the correct fund cite.

18.6. Traffic management offices will request tarping service when ordering trucks for Personal Property (PPTY) transport. In addition, a change to the international solicitation has been coordinated with Military Surface Deployment and Distribution Command (SDDC) to clarify the requirement for transportation service providers (TSP's) to place two serviceable plastic covers over PPTY shipments secured under the net-set. In addition, TSP's are required to elevate fiberboard (cardboard) boxes from the surface of the 463L pallet, to reduce the possibility of water seeping into the shipment.

18.7. When processing Transportation Protection Services (TPS) cargo, refer to para 40.9, Traffic Management Process for TPS Shipments and Attachment 7, AMC Form 478, AMC Intransit TPS Worksheet.

19. Receiving Cargo and Mail.

19.1. General. Air terminals receive cargo/mail from a wide variety of sources with differing documentation, e.g., CBL/GBL, TCMDs and truck/aircraft manifests. In addition to this, the degree of automation will affect specific receipt procedures. Use applicable publications at automated stations for specific guidance in producing mechanized or computer products for receiving cargo/mail. (See Section H of this volume for guidance on processing shipments with irregularities.)

19.2. Procedures. Air terminals will ensure all inbound CBLs/GBLs, waybills, TCMDs, and manifests are annotated with the Greenwich Mean Time (GMT) hour code and the last two digits of the Julian date of receipt.

19.2.1. Originating cargo/mail will arrive with an original and duplicate TCMD or listing with trailer information attached. Annotate the GMT hour code and last two digits of the Julian date of arrival in the appropriate field on both TCMDs. The time and date entered in this field starts AMC possession time and also establishes SET. The duplicate copy of the TCMD or listing will be signed and returned to the carrier as a receipt. Use the original TCMD to process the shipments into the military airlift system.

19.2.2. Receipt for registered mail using the TCMD or manifest as a hand-to-hand receipt. Personnel receiving registered mail must check the TCNs and register numbers against the TCMD or manifest, sign one copy of the document and return it to the individual releasing the registered mail. Personnel receipting for registered mail will sign their full name, grade, organization and legibly print their full name below the signature. Truck manifests used as a receipt for terminating registered mail will have the same retention period as air inbound registered mail manifests IAW AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**.

19.2.3. When receipting for Personal Property Code J/DPM Baggage or Code T/Household Goods, refer to Section G, Para 52.

19.2.4. At automated locations, the cargo TCN is input into the system to match with the ATCMD submitted earlier from the ACAs. If the ATCMD is on file, the complete TCMD is readily available for further processing of the shipment.

19.2.5. When no ATCMD is available (No-Hit), contact the ACA/CSB for clearance and system input. A No-Hit listing is provided by the system for all shipments without ATCMDs and will be used by the ACA/CSB to identify and take corrective actions with shippers responsible for No-Hits.

19.2.6. All cargo accepted at an AMC aerial port must have a valid TAC assigned at origin and applied to the shipment until the cargo reaches its final destination.

19.2.6.1. Intra-theater cargo. Cargo originating and terminating within the Central Command (CENTCOM), or origin theater, Area of Responsibility (AOR) accepted for movement on AMC channels, will have a valid TAC. Although AMC will not bill the individual TAC for airlift on contingency missions, the TAC must be valid for accounting purposes and to ensure continued movement of the cargo outside the CENTCOM theater, if/when necessary.

19.2.6.2. All intra-theater contingency operations cargo being airlifted within CENTCOM will be moved utilizing the assigned TAC. The use of any "_SAM" TAC's will only be accepted for actual Special Assignment Airlift Missions (SAAM).

19.2.6.3. AMC/FMFN will review and verify the APOE and APOD for all CENTCOM intra-theater airlift movements. If the APOE and APOD are both located within the CENTCOM AOR, the owner of the TAC will not be billed. If the APOE and APOD are located in different/separate specified theaters (e.g., CENTCOM to EUCOM or, more specifically, Al Udeid to Ramstein), Financial Services (AMC/FMFN) will bill the manifest detail(s).

19.2.6.4. For non-contingency operations, intra-theater transportation payments will remain the responsibility of the ordering military department.

20. Processing Cargo/Mail and Document Flow.

20.1. General. Precedence of cargo/mail to be processed is determined by the destination, transportation priority, and SET. SET is established when a shipment enters the AMC airlift system (receipt time). The shipment is controlled by SET throughout the AMC system. Use cargo movement priority and movement indicators (e.g., 999, N__, E__, 777, 555, 444 or RDD) to determine which shipments to process first when the SET is equal.

20.2. In-checking Cargo/Mail. Manually check cargo/mail against the accompanying documents to ensure each shipment unit is complete and properly documented. Perform a visual inspection of all cargo/mail to ensure it is packed, marked, and labeled IAW applicable directives. Ensure outside dimensions, axle weight, center of balance (CB) markings and weight of all items are correct. CB computation instructions are provided in paragraph **24** of this volume, and TO 1C-XXX-9. Refer discrepant shipments and reconcile all irregularities to ACA/CSB prior to acceptance into the AMC airlift system. See Section H of this volume for specific guidance.

20.3. Processing. Segregate cargo/mail (originating or in-transit) in the appropriate terminal bay or pallet location for movement. Process all cargo/mail for shipment via AMC contract carrier or military air transportation as soon as possible not to exceed 6 hours of receipt time. AMC MICAP/VVIP will be processed immediately for onward movement. When releasing to consignee activities, AMC MICAP/VVIP will be available to release within 30 minutes. When cargo/mail is processed manually, the following procedures will apply:

20.3.1. Screen all cargo during processing to detect hazardous materials not identified by the shipper. Personnel performing receipt/in-check of hazardous cargo must be, at a minimum, "HAZMAT Handler" CBT-qualified.

20.3.2. Annotate the appropriate two-digit air cargo/mail bay warehouse location for loose shipments, or assign a pallet identifier for items being palletized in the appropriate field on the TCMDs. Transcribe the GMT hour code and last two digits of the Julian date from the receipt document (manifest, CBL/GBL, etc.) onto each TCMD (manual or electronic) in the appropriate field. Enter eligible shipments into the movement-ready, on-hand file.

20.4. Preventing Water Damage. Personnel will comply with this instruction during cargo incheck at originating, en route and terminating stations. Perform a complete visual inspection of loose and palletized cargo and personal property. Inspect the exterior packaging/container for signs of damage to include water damage. The visual inspection will include serviceability of the container, pallet, net-set and plastic covers. For pre-built pallets, removal of the nets and plastic should not be necessary unless water damage is suspected. Property shipments must be properly protected from the elements while awaiting onward transportation.

20.4.1. If wet or damaged cargo is found within the AMC airlift system, follow established policy in this instruction, para 73. A TDR will be prepared utilizing GFM's DIS application, as required. **IMPORTANT:** Do not refuse shipments received from intermediate carriers.

20.4.2. Automated Stations. GATES will use all accepted inputs to validate and build cargo records in the database and to change the status of cargo to "In-checked,"

"Processed," or "Frustrated" via hand-held terminals (HHT), bar code readers, or keyboard entry. Consult GATES Users Manual.

20.5. Split Shipments. Do not split shipments after receiving them into the airlift system unless it is necessary to split for palletizing purposes, or because a single shipment exceeds airlift capability of a single aircraft. Maintain shipment integrity when load planning shipments that are split because entire shipment would not fit on a single pallet. Move spilt shipments that exceed single aircraft capability on the minimum number of aircraft possible.

20.5.1. Personal Property Shipments. Make every effort to maintain integrity for personal property shipments however these shipments may be split shipped to achieve optimum aircraft utilization. When split shipments of personal property occur, the remaining increments should move on the next available aircraft. Ship all increments of split-shipped personal property to the same APOD.

20.5.2. When it is necessary to split shipments, compute the number of pieces, weight, and cube of each portion of the shipment (actual weight and cube of each item) and prepare a TCMD or update the record for each portion with the appropriate split shipment indicator IAW DTR, Part II, Appendix L. Place each TCMD in the cargo on-hand file or retain in the database.

20.5.3. Make changes on the MSL to reflect the corresponding split indicated on the TCMD and verify the weight of each piece. Automated stations will reprint a new MSL to attach to each piece.

20.5.4. If the shipment is hazardous, follow procedures outlined in AFMAN 24-204_IP, Attachment 17, A17.2.5.

Section D—Pallet Build-Up

21. General. The 463L air cargo pallet, type HCU-6E, is used within the AMC airlift system. For detailed instructions concerning handling, inspection, maintenance, care, and storage of 463L pallets and associated net sets, see TOs 36M-1-141, 35D33-2-2-2 and 35D33-2-3-1. Management of 463L pallets and nets is contained in DTR Part VI, *Management & Control of Intermodal Containers & System 463L Equipment*.

22. Pallet Build-Up Procedures.

22.1. General. Prior to use, pallets must be thoroughly cleaned and inspected (top & bottom) for missing and cracked D rings, warping, exposed core and/or extreme delamination. Some damaged pallets can be repaired at base-level, thus reducing depot repair and transportation costs. Follow the pallet (TO 35D33-2-2-2) instructions to determine what damaged pallets can be repaired locally and how to repair them.

22.1.1. Before stacking cargo or mail on pallets, ensure the pallet is fully supported on rollers, pallet dolly or appropriate 3-point dunnage. (See TO 35D33-2-2-2 for dunnage requirements) **Note:** If the dunnage is destined for export, it must be Wood Packaging Material (WPM) approved.

22.2. Cargo Selection. Palletize cargo or mail by destination, movement indicator, and SET within movement priority. The pallet SET is the earliest SET of the highest priority of shipment on the pallet. To the greatest extent possible, build each cargo or mail pallet for

one destination. However, to fully utilize a pallet (especially for low volume channels), terminals may combine cargo or mail for multiple destinations to ensure timely movement, keeping in mind that the AMC goal is to avoid needless pallet breakdown and cargo rehandling at transshipment points.

22.2.1. Under Precision Loading (PL), the AMC measure of merit is to build pallets to maximum pallet utilization by weight and/or cube. Cargo processors should strive to obtain at least 90% of a pallet's max weight and/or 80% of its cube, by module, IAW specific goals listed on the AMC/A4TC Web page. Pallet weight/cube goals apply to general cargo within the channel airlift system; however, cleared and compatible hazardous material shipments can be capped with general cargo to assist in meeting weight/cube goals. Cargo processors may aggregate cargo and operate under relaxed First-In, First-Out (FIFO) authority. This increases cargo availability for building bigger and heavier pallets. FIFO is the policy, but if increased pallet utilization can be achieved, cargo processors have the authority to aggregate cargo and deviate from FIFO requirements where it makes sense. For example, the bay area does not contain enough cargo to build a fully utilized module "L" pallet. Cargo processors are authorized to ***NOT*** build this cargo and hold while more cargo aggregates. Once bay contains enough cargo to build a fully utilized pallet, cargo processors can then begin pallet build process. In other words, cargo processors should not build pallets just to clear the floor, but to meet specific build-to-requirements when sufficient cargo exists to maximize pallet utilization. The same holds true for cargo selection from within the bay. Cargo processors can deviate from FIFO selection in order to build larger squared or contoured pallets by selecting newer cargo over old.

22.2.2. The expeditious movement and delivery of TP-1 shipments with movement indicators is dependent upon available airlift and priority processing. In order to maximize aircraft utilization and reduce processing times, single priority pallets should be built to the maximum extent possible. Maximize efforts to move loose MICAP and TP-1 shipments with movement indicators to the point that will avoid a delay on mission departure. **Note:** Separate cargo or mail on multiple destination pallets to be offloaded at en route stops by destination, using plastic covers or a suitable substitute inserted between each destination to permit rapid identification.

22.2.3. To best support the war-fighter, Combatant Commands (COCOM) may require pallets delivered to their AOR to be "pure." These pure pallets are shipped palletized beyond the APOD all the way to the end user. The pure pallet program increases the effectiveness and velocity of shipments to the final end users by relieving the AOR of the burden of breaking bulk pallets. A "Pure Pallet" is defined as a pallet which contains only shipments destined to a single DOD Activity Address Code (DODAAC) or a Supply Support Activity (SSA) as specifically outlined in a published COCOM Route Plan. It has been demonstrated that pure pallet route plan is effective in theaters with high volumes of cargo and an undeveloped logistics infrastructure.

22.3. Build-Up. Pallet should be built only IAW Load Planning direction or when: Precision Loading goals can be met, cargo bays have reached maximum capacity, or cargo bay location(s) contain non-stackable cargo commodities. When directed by Load Planning to build specific pallet modules, cargo processors will strive to meet weight/cube goals for each module. When insufficient cargo exists to build a fully utilized module type pallet

requested by Load Planning, cargo processing must contact Load Planning outlining the issue. Aerial ports must not build pallets just to clear the floor. Building must only occur when a specific module type requirement exists or cargo bays are full. For low volume ports, build to the maximum extent possible.

22.3.1. Load dense cargo and crated/boxed cargo on the pallet first. Ensure cargo is stacked with no gaps and distributed evenly. Stack crushable and light density cargo on top of the load, or use as filler cargo around the high-density or crated/boxed cargo. Monitor stacking to ensure cargo overhang is limited. Stack mail and other items without definite shape to minimize shifting on the pallet. Evenly distribute heavy items from the center of the pallet outward. Build pallets for maximum pallet utilization. Pallet utilization may be limited by aircraft and weight limitations and cargo loading characteristics.

22.3.2. When barrels, drums or other unstable items are stacked more than one high, place plywood or other suitable material between each stack. Use material thick enough to prevent the cargo from shifting. Metal-to-metal contact is permissible.

22.3.3. Aircraft pallet load weights are limited by the aircraft roller limitations found in the applicable Aircraft Loading Manual Instruction TO1C-XXX-9 and the pallet structural limitation of 250 lbs per square inch (PSI), whichever occurs first. Shore cargo with plywood to increase the contact area when the PSI limit is exceeded and add additional shoring to comply with roller limitations.

22.3.3.1. Use plywood or cardboard to protect the pallet surface when loading cargo with sharp edges.

22.3.4. When the pallet is assembled in the desired configuration, cover the contents with a plastic pallet cover (NSN 3990-00-930-1480). Except for the following, plastic covers should fully cover the pallet to protect the contents from the elements.

22.3.4.1. Subsistence Items. Do not place plastic covers over subsistence items (e.g., dairy products, vegetables, fruits, etc.) received and shipped in multi-wall, wax-impregnated, corrugated fiberboard boxes. However, when such items are shipped in other containers (pasteboard boxes, etc.), place plastic covers over the nets, rolled up on all sides to top of cargo and hold in place with straps. (***EXCEPTION:*** In extremely cold climates, plastic covers must be placed over the entire pallet to protect these items from inclement weather.)

22.3.4.1.1. During hot weather, these items require ventilation to prevent spoilage. If the plastic is allowed to cover the entire pallet, trapped gases (normal respiration) of fruits and vegetables can cause rapid ripening/spoilage of the produce. Provide these pallets inside storage in a cool, well ventilated area to the maximum extent possible.

22.3.4.2. Personal property. Protect all household goods and unaccompanied baggage shipments from the elements by placing two plastic covers under the nets. When possible, personal property will be stored indoors and protected from inclement weather. When stored outdoors or transported during inclement weather, an additional dry and serviceable pallet cover (third) will be secured over the net-set.

22.3.4.2.1. Personal property shipments will always be stored inside prior to processing and palletizing. It is permissible to use serviceable "used" pallet covers on personal property shipments. When receiving palletized personal property shipments from commercial carriers for entry into the airlift system, inspect the pallet covers for tears or rips. If any are found, re-cover the pallet(s).

22.3.4.3. C-130J Propellers.

22.3.4.3.1. From the ground only, perform all operations necessary to handle and store C-130J propellers, to include palletization, surface transport and on/offloading of K-Loaders. Do not place within, move, or otherwise sequence propellers using mechanized material handling equipment or highline docks. Categorize palletized C-130J propellers as oversize/outsize loose cargo IAW this instruction. C-130J propellers will be placed on 463L pallets with its front facing towards the longitudinal (88 inch) side of the pallet.

22.3.4.3.2. Move palletized C-130J propellers via 10K forklift from the longitudinal (88 inch) side with the propeller blades facing forward. Apply careful attention to prevent contact with the forklift carriage. Use of a spotter during forklift positioning is mandatory. Load/unload propellers onto K-Loaders from the rear only. Pay strict attention to clearances in the vicinity of the K-Loader cab area. Ensure blades are in a flat (flight idle) position prior to movement. Do not change the angle of the blades.

22.3.4.3.3. If there are questions regarding the angle of the blades, contact the C-130J propulsion System(s) Program Office (SPO) at Robins AFB, DSN 468-7342 or 468-7364.

22.4. Restraint:

22.4.1. Secure contents to the pallet during pallet build-up IAW TO 35D33-2-2-2 and the applicable Aircraft Loading Manual TO 1C-XXX-9.

22.4.2. Inspect tie-down equipment used to restrain cargo to the pallets for damage. Do not use damaged tie-down equipment. Compute tie-down requirements and attach tie-down equipment in pairs; i.e., if devices/chains are used on one side of the pallet, use an equal number of devices/chains on the opposite side. Inspect nets for damage (e.g., cuts, fraying, missing components, etc.). Do not use damaged nets.

22.4.3. Do not mix chains and straps to provide restraint in the same direction. Although materials stretch in proportion to the applied load, different materials have different rates of elongation. Nylon devices stretch more readily than steel under tension. Therefore, when two or more tie-down devices are required to restrain a unit of cargo, the devices must be of the same type and the ties must be approximately the same length.

22.4.4. When pallets are restrained with aircraft tie-down equipment (chains and devices), the limiting factor is the aircraft pallet rail system and the floor tie-down point limitation found in the applicable Aircraft Loading Manual T.O. 1C-XXX-9. Do not over-tighten tie-down devices. Over-tightening will bow the pallet and cause it to warp. Tie-down devices should be snug and final tightening accomplished after the pallet is loaded aboard the aircraft.

22.4.5. When a single 463L pallet is restrained with nets (two side nets and one top net), the pallet net weight limit is 10,000 lbs. Do not attach top and side net hooks to the webbing material of the nets. Attach the hooks to the highest level of side rings on or near the top of the cargo, leaving enough space to tighten the top net. Tighten all nets and stow all loose ends to prevent interference with aircraft loading operations.

22.4.6. When low profile, bulk/high density cargo is loaded on pallets, side nets may be used for restraint without the top net, provided the side nets are pulled tight and secured with tie-down straps. Use a minimum of seven straps, four longitudinal on the 108" side and three lateral straps on the 88" side. Connect the straps to the highest level of side rings on or near the top of the cargo.

22.4.7. When low profile cargo/mail does not permit the use of side nets, the top net will provide restraint in all directions provided the pallet does not exceed a height of 45 inches or net weight of 2,500 lbs. If either the 45inches in height or 2,500 lb weight is exceeded, use the appropriate Aircraft Loading Manual, TO 1C-XXX-9 restraint limitations to determine the amount of straps (CGU-1/B) or chains (MB-1/MB-2) to provide proper forward, lateral, and aft restraint.

22.5. Palletizing and Securing Empty 463L Pallets for Airlift.

22.5.1. Pallets may be stacked to a maximum of 20 pallets, excluding the base support pallet. Separate the first pallet from the base support pallet with three longitudinal or lateral rows of lumber/dunnage (4 inches by 4 inches by 88 inches, commercial grade) placed an equal distance apart laterally or by placing four wooden warehouse skids of equal thickness to cover the entire surface of the base pallet. Secure pallet stacks with side and top nets or side nets and straps. Side nets must be cinched as tightly as possible to prevent snagging on the K-Loader/aircraft restraint rails. For stacks of six or more empty pallets, you must use nets for restraint; five or fewer pallets may be restrained with cargo straps or chains. When using sides and straps for less than 20 pallets, ensure ratchets are placed on the top of the pallet.

22.6. Deployment/Redeployment of Damaged Internal Slingable Units (ISU) Containers.

22.6.1. Channel Airlift: Damaged ISU containers will not be accepted for channel movement except when empty and being returned for repairs. Damaged ISU containers will be placed on a base support pallet separated by three longitudinal rows of dunnage or four warehouse skids (if dunnage is not available). The ISU container must be secured to meet aircraft tie-down restraint criteria and aircraft roller limitations. **Note:** When transporting damaged ISU containers separated by dunnage/warehouse skids, ramp personnel must pay close attention to clearances when approaching aircraft.

22.6.2. Deployments: Pallets/Containers that are warped, have unserviceable or loose attachments, exposed deteriorating balsa core, external delamination, or any punctures to the underside of the base support pallet that contacts the rollers, will not be accepted for movement during deployments from home stations.

22.6.3. Redeployments: Damaged ISU containers may be placed on a base support pallet IAW above paragraph 22.6.1. **Note:** It is not necessary to empty the containers of their contents.

23. Pallet Trains.

23.1. General. When it is necessary to use more than one pallet to transport items exceeding the usable dimensions of a single pallet, marry pallets to form a train with aluminum pallet spacers IAW TO 36M-1-141. Use only KC-10 pallet couplers on KC-10 Aircraft. Prior to marrying pallets, give consideration to the type of equipment at the destination station required to handle the train.

23.1.1. Assemble trains on rollerized surfaces (e.g., Hi-line docks, rollerized flatbeds, etc.) capable of supporting the gross weight of the train load. The rollerized surfaces must also be accessible to the conveyance used to transport the train to the aircraft.

23.2. Build-Up. When possible, place long items on pallets in a manner to evenly distribute the weight on all pallets. Use dunnage to help distribute the weight evenly. Add dunnage weight to the tare weight.

23.2.1. Determine if maximum pallet weight exceed the roller weight by referencing aircraft roller limitations found in the applicable aircraft TO 1C-XXX-9. Also, consider the type of MHE required to handle the pallets at originating, en route, and terminating stations (e.g., 25K loader, 60K loader).

23.2.2. Specific pallet height, contour, and safety aisle limitations depend on the type of aircraft, and can be found in the applicable aircraft TO 1C XXX-9.

23.2.3. When possible, place protective plastic covers over contents on the train.

23.2.4. Distribute the weight of items stacked on the pallet train to prevent the train from being side or top heavy. If it is impossible to distribute cargo weight evenly, then mark train with additional placards/labels (e.g., C/B, side or top heavy, etc.).

23.2.5. When unstable items are stacked more than 45 inches high, use plywood or other suitable material to prevent cargo from shifting. Use plywood or cardboard to protect pallet surfaces when loading cargo with sharp edges. **Note:** Do not mix KC-10 and Standard Pallet couplers on the same pallet train.

23.3. Restraint. There are many techniques of tying down large pieces of cargo. Use the following key points and consult applicable Aircraft Loading Manual TO 1C-XXX-9, as necessary.

23.3.1. Use a restraint barrier for forward and aft restraint (3/4-inch plywood) for loose heavy items such as lumber, pipe, long metal/wood/cardboard boxes, etc. Additional layers may be needed to adequately restrain these items. Include these items in tare weight.

23.3.1.1. Use chains and devices for large items, such as canned engines or wheeled equipment.

23.3.1.2. Use a chain bridle with restraint barriers for heavy items exceeding the weight limitation specified in the Aircraft Loading Manual TO 1C-XXX-9, such as large boxes or reels.

23.3.1.3. Top and side nets are permissible for use on two and three pallet trains within weight limitations listed in the aircraft technical order. This method allows filler cargo to be moved on pallet trains for enhanced utilization.

23.3.1.4. Reference paragraph **94.3** for cargo loaded within 30 inches of passengers.

24. Center of Balance (C/B) Computation.

24.1. General. Marking the center of balance C/B is not necessary on single 463L pallets. If pallets are built correctly the C/B will be at, or near the center. Clearly mark the C/B on both sides for all items of cargo that meet the following criteria:

24.1.1. All pallet trains.

24.1.2. All vehicles/rolling stock.

24.1.3. Any item with a C/B at a point other than its center.

24.1.4. Any item 10 ft or longer.

24.2. Pallet Trains. The C/B for trains will be computed and clearly marked on both sides of the train. Hi-line docks and 40-foot rollerized semi-trailers can be stenciled in inches as an aid in computing pallet train C/Bs.

24.2.1. Calculate the total inch-lbs (moment) of the load by multiplying the pallet station where the center of balance of each piece of cargo is positioned by the weight of the cargo. Total these figures to obtain the total load in-lbs. Divide the total load moment by the total load weight to obtain the center of balance location in inches from the leading edge of the forward pallet. The C/B location of the total load is equal to the total moment of the load, divided by the total weight of the load. Compute accurate pallet train C/Bs using the example in Attachment 13. Determine the center of balance of a total load consisting of three pallets in a train configuration. **Note:** In **Attachment 13**, all C/Bs are indicated in inches aft of the leading edge of the forward pallet.

24.3. Vehicles. The C/B for vehicles will be computed and clearly marked on both sides of vehicles. Vehicle C/B formulas can be found in the applicable T.O. 1C-XXX-9 or DTR, Part III, Mobility, Appendix P.

24.3.1. Indicate the item's gross weight to the nearest lb and the C/B to the nearest inch. Mark these values on both sides of the item. The vertical stroke of the "T" will show C/B, inches, FFE. The horizontal stroke of the "T" will show the gross weight. See Attachment 14.

25. Pallet Weighing, Measuring and Storing.

25.1. Weighing. Weigh each originating loaded pallet to determine the total weight of the pallet, i.e., contents, nets and pallet. Annotate this weight on the DD Form 2775 and enter it into GATES or other appropriate automated Intransit Visibility (ITV) system as the gross weight. If the terminal is not equipped to weigh pallets, total the weights of the contents of the pallet (net or documented weight) and the weight of the pallet and nets. **Note:** Straps, chains, and devices are included as normal aircraft equipment, and therefore are treated as zero weight.

25.1.1. The standard weights for 463L pallets and nets are.

25.1.1.1. One pallet = 290 lbs.

25.1.1.2. One set of side nets = 44 lbs.

25.1.1.3. One top net = 21 lbs.

25.1.2. Shoring/Dunnage and fore and aft restraint barriers will be weighed and included in the tare weight.

25.1.3. Total the weights of each TCMD for each shipment on the pallet to get the documented weight.

25.1.4. Subtract the tare weight from the gross weight to determine the net weight. Compare the net weight with the documented weight, these two figures should be the same. Originating stations will investigate differences of plus or minus 150 lbs by breaking down the pallet and weighing each piece of cargo on the pallet. This procedure will also help to identify over/short shipments.

25.1.5. Originating terminals incapable of weighing 463L pallets will individually weigh all items.

25.2. Measuring. All heights are measured from the upper surface of the pallets. The maximum weight/stacking height of netted cargo or mail on a single pallet at 10,000 lbs is 96 inches (at 8,000 lbs, 100 inches). The maximum height limitation depends on the type of aircraft and can be found in the applicable Aircraft Loading Manual TO 1C-XXX-9.

25.3. Storage. Completed pallets will be placed in appropriate grid locations as outlined in this volume, paragraph 31.

25.3.1. Use inside storage facilities approved by the host base safety office for explosives. Under certain conditions, outdoor storage may be authorized IAW AFMAN 91-201. When outdoor storage is approved, provide protection from the elements IAW AFMAN 91-201. Provide pallets of other hazardous materials requiring cool/ventilated storage protection equal to that required for explosives. Coordinate with installation resource protection to ensure minimum security requirements are complied with for outdoor storage.

25.4. Cargo processors must accurately CAP pallets in GATES to the most restrictive module type which matches the pallet's contour. All stations will post visual aids near pallet build areas with current pallet module types and utilization goals. Visual aids and pallet utilization goals are posted on the AMC/A4TC Web page.

26. Assignment of Pallet Identifiers.

26.1. GATES will assign each originating pallet, pallet train, and each piece of rolling stock a pallet identifier. Pallet IDs in GATES are six characters: 1st three characters are the APC that built the pallet. The 4th and 5th characters are alpha/numerical (I, O, and 0 are not used); the last character (6th position) is always an alpha character (I and O are never used). **Note:** Alphas "I" and "O" and numeric "0" will not be used. Manual terminals will maintain a tracking system to ensure pallet identifiers are not duplicated.

27. DD Form 2775, *Pallet Identifier*.

27.1. General. Prepare two copies of DD Form 2775 to identify all completed 463L pallets/trains loaded with cargo/mail. Air freight personnel will complete all entries and attach the copies to the upper left hand corner at eye level (when pallet height permits), one on the 88-inch side and one on the 108-inch side. Place the form inside interlocking closure

plastic bags (NSN 8105-00-837-7757, or suitable substitute). Entries on the form are self-explanatory and will comply with the following:

27.1.1. Enter POE and POD codes in letters as large as possible to make the entries visible from a distance when pulling pallets for a load.

27.1.2. Annotate the highest priority cargo on the pallet (e.g., "9" [999], "G" [General], "S" [Special Handling] or "GS" [Green Sheet] "PS" [Purple Sheet]) in the miscellaneous information block. Also include pallet height in this block. **Note:** This form must never reflect the words "classified," "small arms/weapons," "munitions," or other highly sensitive items by name.

27.1.3. Annotate the number of straps, chains, devices, and net sets used on a particular pallet or pallet train in the appropriate blocks.

27.1.4. Complete the scale weight certification block by legibly printing the name and grade of the individual weighing the pallet.

28. Pallet Invoice/Listing.

28.1. General. Prepare pallet invoices for each pallet of cargo/mail. Pallet invoices will consist of pallet listings at automated stations and the AMC Form 39, *Pallet Invoice*, at non-automated stations.

28.1.1. Prepare pallet invoices in duplicate. Place the duplicate copy in the plastic envelope with the DD Form 2775.

28.1.2. The original copy of the pallet invoice is used by the load planner for selecting and planning mission loads.

28.1.3. Pallet invoices will be filed in Load Planning and kept for 30 days after the pallet has departed, and then disposed of IAW AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**.

29. Active Radio Frequency Identification (aRFID) Tags.

29.1. General. An aRFID tag will be generated for originating retrograde and originating sustainment cargo. The aerial port will not place aRFID tags on palletized household goods, unaccompanied baggage, Defense Courier materiel, rations, 463L assets, Denton Amendment cargo, classified mail, and jingles shipments. This includes intransit or unit move cargo that does not already have an aRFID tag attached. (unit movement cargo will be tagged by the owning unit)

29.1.1. aRFID-tagged pallets that are uncapped, and have cargo added or removed, must have the aRFID tag written by the port making the change to reflect the updated pallet contents created by the change.

29.2. Procedures.

29.2.1. Prior to entering the Pallet Processing function in GATES, ensure the aRFID tag is operational by removing the battery and reinserting it. The aRFID tag should go through a series of beeps. If no beeps are heard, the battery must be replaced with a new battery.

29.2.2. Once the aRFID tag is written in GATES, attach the tag to the pallet netting using two nylon tie wraps (self-locking strips, NSN:5975-00-899-4606), preferably in a vertical orientation. Attach the tag near the top left corner of the pallet, on a side containing a pallet placard.

29.2.3. Attach the aRFID tag near the placard on an exterior location of equipment where the tag is in a location that reasonably assures it can be interrogated as the cargo flows through the cargo movement process. The tag must be on the outside of the piece of equipment.

30. Aircraft Pallet Limitations and Considerations.

30.1. **C-5 Aircraft:**

30.1.1. The weight limit on the forward or aft ramp is limited to 7,500 lbs per pallet position or a maximum ramp load of 15,000 lbs. The maximum height for pallet positions 35 and 36 (aft ramp) will not exceed 70 inches (measured on the aft side of the pallet).

30.1.2. The 463L pallets loaded in pallet positions 1, 2, 35, and 36 (forward and aft ramps) will have a 14-inch safety aisle that will extend from the outboard edge of the pallet to the vertical stacking line of the cargo. This allows aircrew members ample clearance for installing/removing ramp manual locking pins and for visually checking the mechanical lock indicators.

30.1.3. The maximum height of cargo/mail on single netted pallets for positions 1 through 34 is 100 inches.

30.1.4. The height limitations for oversized single items of palletized cargo (e.g., aircraft fuselage assemblies, containers, and special equipment, etc.) is 108 inches above the upper surface of the pallet for cargo to be loaded through the aft end of the aircraft and 156 inches for cargo to be loaded through the forward end of the aircraft.

30.1.5. When 20 or more passengers/troops are planned for the C-5, leave a pallet position open to accommodate palletized baggage.

30.1.6. Ensure the maximum width of 104-inches of usable area of the pallet is not exceeded and no lateral projections or lateral overhangs exist.

30.1.7. When loading stacks of empty pallets into the logistics restraint rail system of the aircraft refer to TOs 1C-5A-9-2 and 1C-5M-9-2 for loading instructions.

30.1.8. Do not place cargo in a position that restricts the use of the flight deck or troop ladders.

30.1.9. All classes of hazardous materials listed as acceptable for air shipment may be transported by C-5 aircraft. Load palletized and loose shipments of hazardous materials in the aft-most positions of the aircraft (including ramp), when load configuration and aircraft limitations permit.

30.1.10. For more specific guidance on C-5 aircraft limitations consult TOs 1C-5A-9-3, 1C-5M-9 and other related loading manuals, as applicable.

30.2. **C-17 Aircraft:**

30.2.1. The C-17 has the capability to carry eighteen 463L pallets in the logistics restraint rail system or eleven 463L pallets in the aerial delivery rail system (ADS).

30.2.2. The logistics system can carry fourteen 463L pallets on the main cargo floor and 4 on the ramp. The 88" sides of these pallets are loaded laterally in the aircraft. The ADS can accommodate nine 463L pallets on the main cargo floor and two 463L pallets on the ramp.

30.2.3. Netted cargo, to include household goods containers, will not overhang the usable portion (104x84) of the 463L pallet. This allows the locks to clear the cargo and engage.

30.2.4. Due to oxygen lines above pallet position 1 of the ADS, use extreme caution when loading 463L pallets that exceed 78" in height.

30.2.5. All netted 463L pallets less than 8,000 lbs, are limited to 100 inches in height, netted 463L pallets from 8001 lbs -10,000lbs are limited to 96 inches.

30.2.6. When 20 or more passengers/troops are planned for the C-17, leave a pallet position open to accommodate palletized baggage.

30.2.7. For more specific guidance consult TO 1C-17A-9.

30.3. **KC-10 Aircraft:**

30.3.1. The KC-10 has the capability to carry twenty-two 463L pallets side by side (pallet positions 2-12, left and right) in the aircraft rail system. These pallets will be oriented 88 inches wide and 108 inches long. There is only a one-inch separation between pallets at the aircraft centerline; therefore, no lateral overhang is permitted. Ensure the maximum length of 104 inches useable area of the pallet is not exceeded, and no lateral projections or lateral overhang exist. The cargo must be contoured on the outboard side, along the side wall. The following pallet profiles simplify pallet build up:

30.3.1.1. For pallet positions 2-10 use Pallet Contour Module “Q” (see Attachment 12 of this volume).

30.3.1.2. For pallet positions 11 and 12 use Pallet Contour Module “N” (see Attachment 12 of this volume).

30.3.1.3. Although these simplified profiles may be exceeded, the use of these profiles expedites the loading process and reduces the number of pallets rejected. [See TO 1C-10(K) A-9 Figures 4.1, 4.2, 4.3, and 4.4 for pallet contours information]

30.3.2. No provisions allow for floor loading cargo or baggage without special authorization. When 10 or more passengers are planned for the KC-10, leave a pallet position open to accommodate passenger baggage.

30.3.3. When planning the KC-10 cargo load, you must consider that there is no in-flight jettison capability on this aircraft. When hazardous materials are loaded, they must be accessible during flight and must be placed on the contoured side, along the sidewall.

30.3.4. When loading stacks of empty pallets, place them on one side of the aircraft only to prevent binding on each other when positioned in the rail system.

30.3.5. When cargo on skids or supports is loaded, consideration will be given to placing the supports at least 10 inches from the forward and aft edges of the pallets to accommodate concentrated load limits pallet positions 6-8.

30.3.6. Pallet trains can be accommodated in the longitudinal orientation (88 inches wide by 217 inches long). The separation of the pallets in the rail system is only one inch and requires a special coupler (marked for KC-10's).

30.4. **Commercial Aircraft:**

30.4.1. See AMCPAM 24-2 V1, *Civil Reserve Air Fleet Load Planning Guide*, for general planning guidance.

30.4.2. Specific guidance on capabilities and limitations associated with a specific type of commercial aircraft may be obtained by contacting the appropriate carrier representative.

30.4.3. The final responsibility for load planning commercial aircraft rests with the specific carrier.

30.5. **C-130 Aircraft:**

30.5.1. The maximum height for cargo/mail loaded in positions 1 through 5 is 100 inches. (EXCEPTION: There is a pallet height restriction for pallet position 1 if overhead rack is installed).

30.5.2. Ramp pallets (position 6) are limited to a gross weight of 4,664 lbs and 76 inch height.

30.5.3. Safety Aisles (See **Figure 1**.).

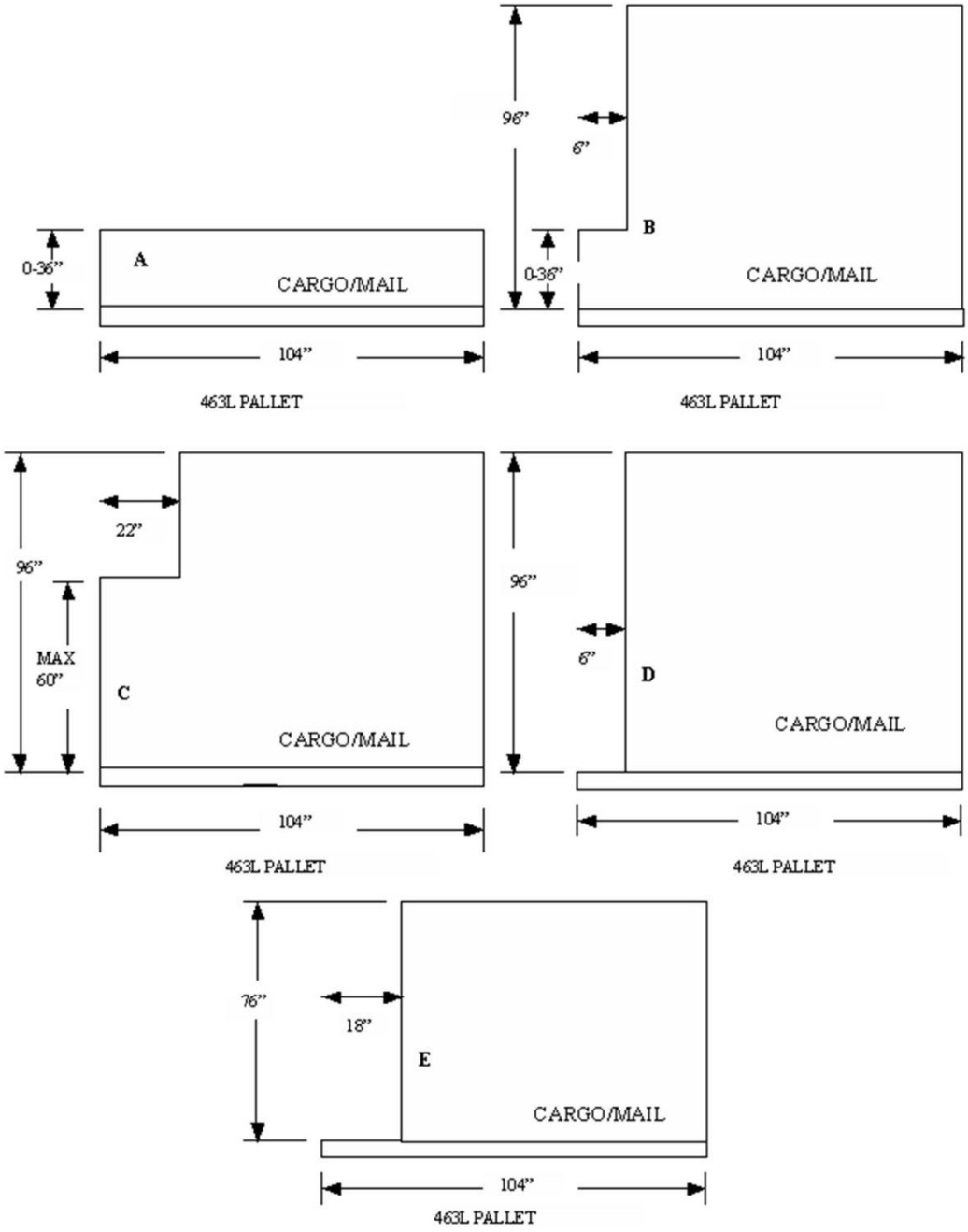
30.5.3.1. When airlifting passengers, maintain an unobstructed aisleway in the wheel well (positions 3 and 4) and ramp area to provide access to emergency exits. This aisleway will be a minimum of 14 inches wide between the outer edge of the cargo and the aircraft and will begin at the outer edge of the cargo ramp floor. The dual rail outboard frame provides 8 inches of this requirement on the main cargo floor. The other 6 inches is provided by the pallet/cargo aisleway (reference Figure 1). This aisleway should normally be on the left side of the aircraft. Determine the left or right side of an aircraft by standing at the rear of the aircraft, facing forward. Cargo loaded on the aircraft ramp must provide an 8-inch aisleway beginning at the outboard edge of the dual rail outboard frame. Additionally, access to the aft latrine facilities requires an 18-inch clear area on the forward left or right side of the ramp (reference Figure 1). On C-130E and H (prior to 83-0486) the clear area must be on the left side of the pallet. On C-130H (83-0486 and up) the clear area must be on the right side of the pallet.

30.5.3.2. If the ramp aisleway requirement stated above cannot be achieved on missions carrying crew only or authorized mission-essential personnel, complete one of the following: maintain an aisleway in the wheel well area that provides a minimum of 14 inches between the outer edge of the cargo and aircraft. The cargo height should not exceed 36 inches above the floor/pallet/platform. Or, establish a minimum of 30 inches between the outer edge of cargo and the aircraft with cargo not exceeding 60 inches in height from the floor/pallet/platform. The dual rail outboard

frame provides 8 inches of this requirement on the main cargo floor. **Note:** On all missions, cargo will be loaded in such a way that the crew will have access to the rear of the aircraft. Loads in Section VI of TO 1C-130A-9 are specific and do not require a waiver.

30.5.4. When 20 or more passengers/troops are planned for the C-130, leave a pallet position open to accommodate palletized baggage. For more specific guidance, consult TO 1C-130A-9.

Figure 1. Safety Aisles for C-130 Aircraft.



30.6. **KC-135 Aircraft:**

30.6.1. Loose cargo and mail may be loaded in cargo baggage bins secured in the aircraft or floor loaded.

30.6.2. Warehouse skid mounted cargo may be loaded using warehouse pallet jacks and secured with tie-downs. Plywood shoring must be used to protect the cargo floor when using pallet jacks.

30.6.3. Build pallets no higher than 65 inches with appropriate contour (see **Figure 2**).

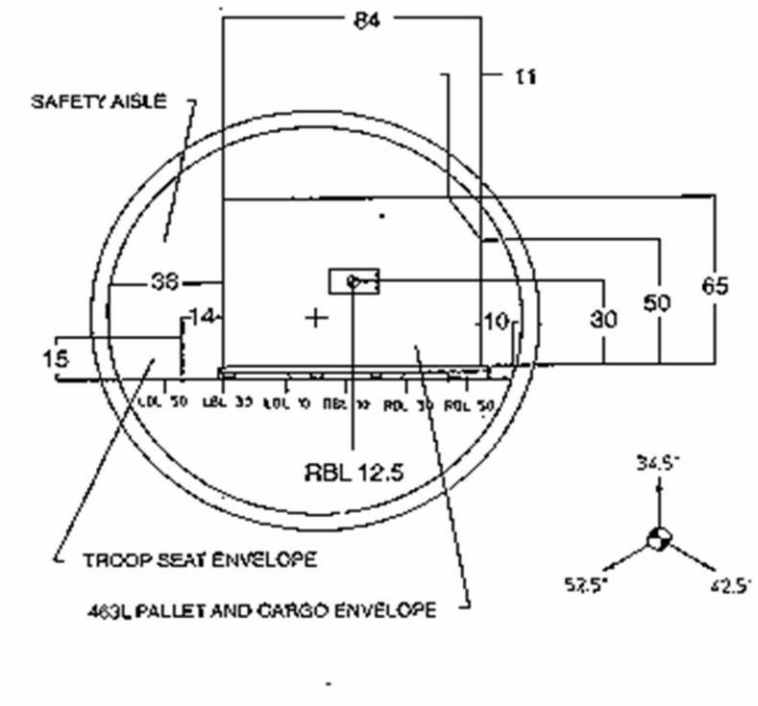
30.6.4. No overhang is allowed on any side of the pallet.

30.6.5. When possible, a 6-inch aisle will be constructed on the 108-inch side, opposite the pallet contour. This aisle way will provide additional space for passenger movement.

30.6.6. Due to limited jettison capability, certain cargo containers for hazardous materials are limited in size to 20 X 48 inches, and 75 lbs per item. Exceptions to these size and weight limitations will be on a case-by-case basis; boom operators must ensure these containers will fit through the aft emergency escape hatch. Hazardous items that do not have the capability to leak, smoke, or damage the aircraft are not limited to these size and weight limitations.

30.6.7. For more specific guidance consult TO 1C-135-9.

Figure 2. KC-135 Pallet Contour Profiles.



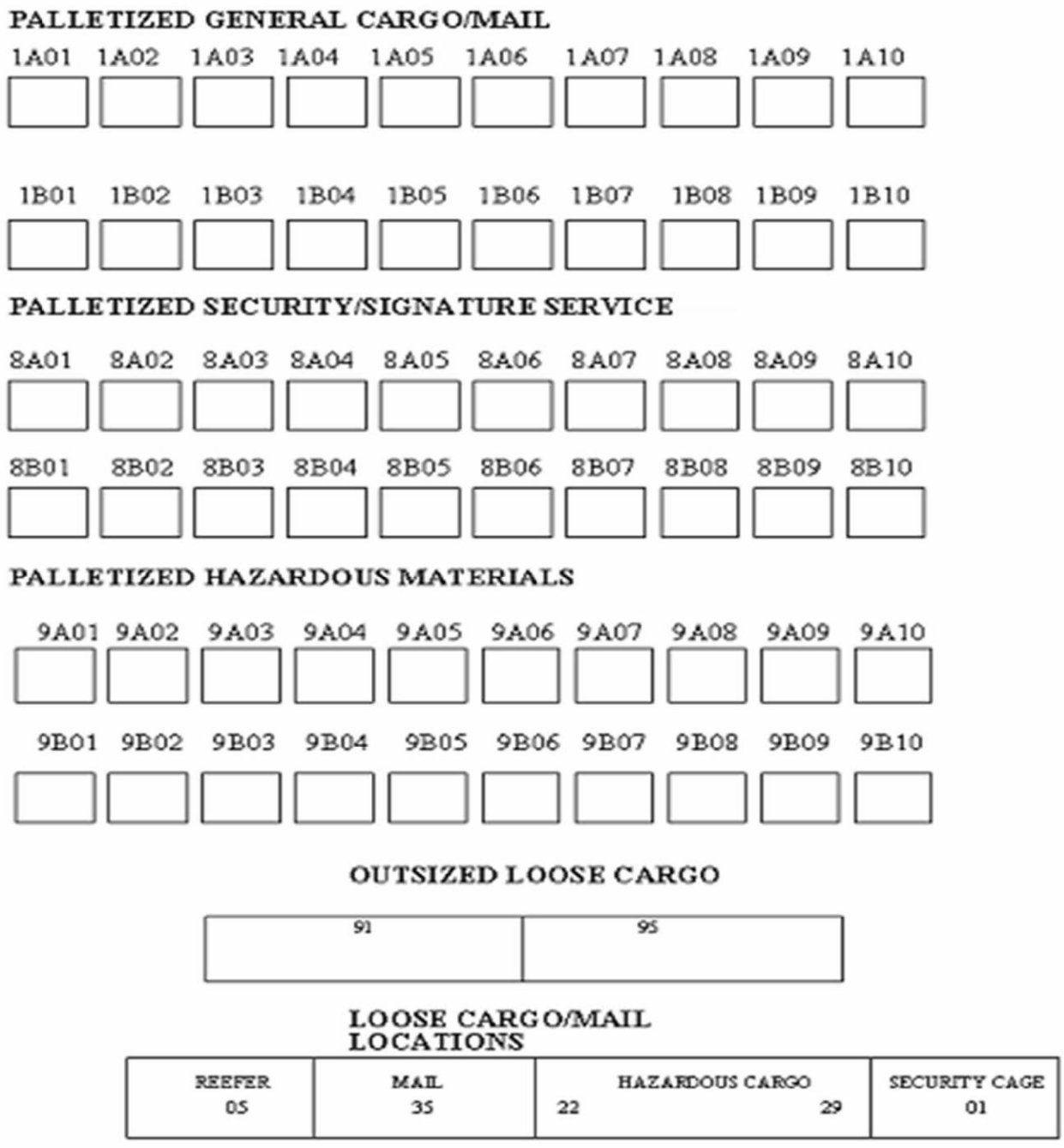
31. Storage Grid and Bay Locations. Establish a storage grid location system within each air terminal, according to figures C-6 and C-7 grid/bay locations. Use these figures and this paragraph as a guide based on facilities, volume of cargo, and storage space. ***EXCEPTION:***

Non-channel aerial ports not generating TWCF cargo are no longer required to segregate cargo into grid/bay locations. These ports will ensure all cargo is accounted for and maintain database integrity. Local port management will establish procedures for controlling cargo to ensure timely movement to final destination.

Table 2. Standard Pallet/Bay Location System.

PALLET AREAS	
General Cargo/Mail	Areas 1 through 7
Special Handling Materials	Areas 8 and 9
Security/Signature Service Materials	Area 8
Hazardous Materials	Area 9
BAY LOCATIONS	
Security/Signature Service	Bays 01- 04
Shipments requiring refrigeration	Bays 05 - 08
FSS/MICAP/VVIP shipments not requiring special handling (Signature Service, refrigeration or hazardous properties)	Bays 09 - 10
Hazardous Materials by Category:	
Explosives (Class 1.1, 1.2, 1.3, 1.4, 1.5, 1.6)	Bays 11 - 17
Courier Cargo	Bays 18-19
RESERVED FOR FUTURE USE	Bays 20-21
Compressed gases (Class 2)	Bay 22
Flammable liquids (Class 3)	Bay 23
Flammable solids (Class 4)	Bay 24
Oxidizing Substances (Class 5)	Bay 25
Poisonous Liquids and Infectious Substances (Class 6)	Bay 26
Radioactive materials (Class 7)	Bay 27
Corrosives (Class 8)	Bay 28
Miscellaneous Dangerous Goods (Class 9)	Bay 29
Oversize/Outsize loose hazardous cargo	Bay 30
Other Shipment Categories	
Loose Cargo/Ordinary Mail Shipments	Bay 31 - 90
Oversize/Outsize Loose Cargo	Bay 91 - 95
Frustrated Shipments	
General Cargo Bay	Bay 96
Oversize Cargo	Bay 97
Reefer	Bay 98
Security cage	Bay 99

Figure 3. Pallet Areas/Locations.



Section E—Intransit/Terminating Cargo and Mail

32. Intransit Cargo/Mail.

32.1. General. Handle loose cargo/mail the same as originating.

32.1.1. For manual procedures, change the receipt and in-check times on prime TCMD or manifest records to match aircraft arrival and actual incheck times.

32.1.2. Segregate and position cargo by destination, consignee, priority, etc. Enter into GATES the two-digit warehouse bay location (for manual stations annotate the appropriate TCMD field with the two-digit bay location).

32.1.2.1. Do not change the APOE on the prime TCMD record unless the cargo/mail was received on a non-TWCF mission. In this case, change the APOE to indicate the station processing the shipment and change the APOD to indicate the final AMC destination. This change is necessary to ensure billing will occur for each segment of movement.

32.1.2.1.1. A shipment originates at Dover (DOV) and the final destination is Sinop (SIO) Turkey. The APOE indicated on the documentation is DOV and the APOD is Adana (ADA). When the shipment reaches ADA, change the APOE to indicate ADA and change the APOD to indicate SIO.

32.1.2.1.2. A shipment arrives via surface transportation at Charleston (CHS) and the documentation indicates DOV as the APOE. In this case, the APOE requires a change to indicate CHS if there is an AMC channel from CHS to the APOD.

32.1.2.1.3. An example when the APOE should not be changed is when a shipment originates at Travis (SUU), the final destination is Ramstein (RMS) and the shipment is moved on a TWCF mission from SUU to DOV. Dover would not change the APOE to indicate DOV since billing has already occurred from SUU to RMS.

32.2. Procedures. Immediately upon landing at in-transit stations, AMC MICAP/VVIP will be processed immediately for onward movement, and when immediately releasing to the consignee, processing will not exceed 30 minutes.

32.2.1. All other cargo/mail will be processed for onward movement as quickly as possible, but not to exceed 6 hours after aircraft arrival (block time).

32.2.2. Quality Control (QC)/inspect all cargo/mail pallets to verify documentation and the information on the original DD Form 2775, is correct. Re-placard if necessary. Assign a pallet location and process “Cap” the pallet. Do not change the APOE field unless cargo/mail was received on a non-TWCF mission.

32.2.3. Manually check cargo/mail against the accompanying documents to ensure each shipment unit is complete and properly documented. Perform a visual inspection of all cargo/mail to ensure it is packed, marked, and labeled IAW applicable directives.

32.2.3.1. For cargo that originates from non-AMC locations, perform the following quality checks on at least 10% of all cargo received:

32.2.3.1.1. Re-measure outside dimensions for over/outsized cargo.

32.2.3.1.2. Re-measure/weight and re-calculate center of balance (CB) for items requiring a CB.

32.2.3.1.3. Re-weigh items over 1,000 lbs or when weight discrepancies are suspected.

32.2.3.1.4. Correct all markings and re-accomplished placards as required.

32.2.3.2. For cargo/mail originating from AMC-owned/controlled locations, verification is not necessary, unless an obvious discrepancy is detected. (Example: documentation does not match marked/placarded weight)

32.2.4. Refer discrepant shipments and reconcile all irregularities (e.g., packing, marking or labeling) with the ACA/CSB prior to acceptance into the AMC airlift system. See Section H of this volume for specific guidance.

32.2.4.1. The CSB is responsible for the preparation of SF 364, *Report of Discrepancy*, IAW DTR Part II, Chap. 210, on shipment frustrations that result in a delay or additional packaging costs at CONUS air terminals.

32.2.4.2. AMC aerial port air freight offices outside of CONUS are responsible for the preparation and distribution of all SF 364s prepared on shipments transiting the aerial ports.

32.2.5. Ports must ensure proper customs documentation is received for and accompanies each personal property shipment to final destination. Some overseas countries require unique customs documentation. Contact your local ACA/CSB or Traffic Management Office TMO for specific requirements.

32.2.5.1. Overseas ports must ensure a DD Form 1252/1252-1, *US Customs Declaration for Personal Property Shipments*, is received for each personal property shipment terminating in the Customs Territory of the United States (CTUS) IAW DTR Part V.

32.2.6. Ensure the name of the carrier and CBL/GBL number are clearly identified on Code J pallets pre-built by carriers.

32.2.7. At manual stations, enter the GMT hour code and last two digits of the Julian date in the appropriate field of the TCMD when the cargo/mail is completely processed for onward movement.

32.2.8. Landbridge Cargo Procedures. Landbridge is to be utilized for cargo moving by commercial air or surface transportation from one port to another where GATES capability exists on both ends.

32.2.8.1. Cargo destined for other APODs may be moved on positioning, de-positioning, or opportune airlift when there is onward air movement forecasted to depart within 24 hours. This is for cargo destined for final delivery at the same installation where the aircraft and aerial port are located. Landbridging is also for cargo transshipped through an APOE having an established channel route to the APOD IAW the current AMC Air Channel Sequence Listing. The latest version can be downloaded from the World Wide Web at: **https://AOC.scott.af.mil/directorates/xog/analysis.asp**. All other cargo will be turned over to the local traffic management office TMO for onward movement to its ultimate destination.

32.2.8.1.1. Assuming the air channel in the channel sequence listing is from Travis AFB to Yokota AB.

32.2.8.1.1.1. The shipment arrives at Dover AFB with the ultimate destination of Yokota AB. The shipment could move via opportune air (24-hour rule) or landbridge to Travis AFB only.

32.2.8.1.1.2. The shipment arrives at Joint Base Lewis-McChord with a destination of MacDill AFB. This shipment does not qualify as a landbridge shipment and must be turned over to the TMO for onward commercial movement to MacDill AFB, because the cargo is not returning to the airlift system.

32.2.9. Opportune airlift within the CONUS. The cargo departing an AMC port with a destination in the CONUS may be shipped opportune airlift if the APOD is the final destination. The opportune airlift may be used if cargo is not held for more than 24 hours. The shipments made under this subparagraph must not require any onward movement from this APOD. Additionally, opportune airlift may be used on a case-by-case basis for any shipment that the opportune airlift will carry from origin to final destination, thus meets the intent of DTR, Part II, *Cargo Movement*, Chapter 202.

32.2.9.1. Cargo requiring expeditious/rapid parts movement such as agile logistics, 999, and MICAP should not be held for opportune airlift. Opportune airlift will only be used if readily available at the time of air inbound receipt. The movement should be by the most expeditious mode available to meet time definite standards.

33. Terminating Cargo/Mail.

33.1. General. Segregate and position cargo by destination, consignee, priority, etc. For manual procedures, annotate the appropriate TCMD field with the two-digit bay warehouse location. AMC possession time terminates when the cargo/mail is released to the carrier or consignee.

33.2. Procedures.

33.2.1. At terminating stations, AMC MICAP/VVIP will be processed immediately for onward movement, and when immediately releasing to the consignee, processing will not exceed 30 minutes.

33.2.2. All other cargo/mail will be processed within 6 hours of aircraft arrival (block time).

33.2.3. Manual stations will enter the GMT hour code and last two digits of the Julian date in the appropriate field of the TCMD when the cargo/mail is completely processed for turnover to the receiving agency. At manual stations, enter this time in the date shipped field of the TCMD.

33.3. Remove aRFID tags attached to the pallets when the nets are removed. Flip the battery, rendering the tag inoperable, until it is ready to be reused. Reuse these tags to the greatest extent possible. **Note:** Do not remove aRFID tags from pallets that retain their capped status for movement beyond the APOD. If a pallet containing a tag is "uncapped," and the cargo configuration is changed, rewrite the tag with the newest pallet information when the pallet is recapped.

33.4. Traffic Management Process. See AFI 24-203 for receipt processing requirements.

34. Cargo/Mail Inventory.

34.1. General. In order to reconcile transportation records (including the GATES database) with cargo and mail actually on hand, the aerial port/air terminal will conduct a daily

physical inventory of all air outbound and terminating cargo and mail. In addition to an account of cargo on hand, quality control actions to include verification of location of cargo, physical appearance (e.g. leaks, damage, and condition of packages, etc.) will be accomplished. Port leadership will designate functions responsible for inventory and quality control actions. Use GATES Hand Held Terminals (HHT) when available. **Note:** Small terminal operations, locations, Dets, that are not manned for 24/7 operations do not have to perform inventory on days of non-operation.

34.1.1. Inventory the security cage and transfer accountability at each shift change. The security cage inventory will be jointly accomplished by the outgoing and oncoming shifts. Single shift operations will inventory the security cage twice daily, at the beginning and end of the duty day. Two shift operations will inventory the security cage at the beginning of the first shift, jointly at shift change, and at the end of the second shift.

34.1.2. Inventory the explosive storage area at the beginning and end of each shift or when there are signs of tampering.

34.1.3. Geographically separated explosive storage locations are not required to be inventoried daily, unless entered. However, at minimal, an inventory will be conducted once a week.

34.1.4. AMC Tenant units with explosives stored in host munitions facilities will inventory daily in coordination with the host facility operating hours. (Ex., Monday – Friday, 0730 - 1630)

34.1.5. An inventory of the security cage or the explosive storage area is not required on days when operations are closed.

34.2. Procedures. The physical inventory of cargo and mail will encompass the entire terminal. The special handling section is responsible for conducting the inventory of all special handling cargo and registered mail (cargo and mail that has been receipted for by TMO, postal authorities or consignee, but still located in the terminal is exempt from inventory). Reconcile cargo or mail on hand, which is either not listed on inventory documents or which is listed but not on hand using "can't locate" files, over/short shipment procedures, etc., IAW DTR, Part II, AMCI 24-101, Vol. 6 and this volume.

34.2.1. A copy of the terminating cargo and mail inventory will be maintained by Air Freight for a period of 30 days to provide historical port data. Dispose of all documents IAW AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**.

34.3. Database Management. Port management will review GATES-Deleted Records Report daily to provide reasonable assurance that shipment deletions from the database are authorized and documented. This information is available every 24 hours after GATES is updated, via GATES reports. The Reason (RSN) code and deletion information list the ALPHA deletion code plus the clear text name of the individual who performed the transaction. (***EXCEPTION:*** Deletions which are transacted because of a change from shipment control to piece control splits, and vice versa, will list an explanation instead of a name). Reference AMCI 24-101, Vol. 6 for more details.

35. Release of Cargo/Mail to Consignee Representative.

35.1. General. Use the TCMDs, quick release document, truck manifest, or other automated listing for a receipt on all cargo released to TMO or other consignees. Legibly printed names and signatures are required for accountability of all cargo released from the port activity. Air Freight will obtain an official written communication from all consignee activities that include the name, rank, and organization of individuals authorized to pickup general cargo. Include the security clearance of personnel authorized to pickup classified, signature service cargo and registered mail. A DD Form 577, *Signature Card*, local forms, or letter will suffice. At overseas locations, indicate each individual's DEROS on the authorization. **Note:** Only US military and US civilians with the appropriate security clearance may sign for classified shipments and take custody of them.

35.1.1. Authorizations are effective for 2 years from issue date. Air Freight will establish procedures to ensure outdated authorizations are deleted each month. Local management will determine when to return outdated authorizations to issuing organization with instructions that a new consignee authorization is required. Organization commanders authenticate consignee authorization letters or forms. **Note:** Unit mobility cargo may be turned over to the owning unit or applicable representative without an authorization letter.

35.1.2. Hand-carried letters requesting release of cargo/mail to individuals not identified in the official communication will be verified by a return telephone call to the authenticating agency of the unit requesting the exception on a case-by-case basis. Air freight personnel will obtain signatures from authorized personnel picking up cargo/mail.

35.1.3. The Air Mail Terminal (AMT) will identify personnel who are authorized to receipt for registered mail on a local access list and/or DD Form 577. United States Postal Service (USPS) is not required to furnish a list of employees who are authorized to receipt for mail of any category. All USPS employees are required to carry identification cards and, if not recognized, will be asked to present this identification.

35.1.4. Local AMC commanders or contract equivalent will ensure responsibilities and procedures for transfer of air cargo custody are adequately covered under provisions of inter-service and/or host tenant support agreements IAW AFI 25-201 *Support Agreements Procedures*, and DODI 4000.19, *Interservice and Intragovernmental Support*.

35.2. Procedures. Use the TCMDs, quick release document, truck manifest, or other automated listing for a receipt on all cargo released to TMO or other consignees. A signature is not required when the air terminal and TMO are both under the operational control of AMC and located in the same facility. The TMO is responsible for accounting for shipments moved and/or released to local consignees.

35.2.1. Air terminal personnel will obtain a receipt from postal authorities or AMT for mail shipments on the DD Form 1384, DD Form 1385, *Cargo Manifest*, or other automated listing.

35.2.2. When TMOs, consignees, or postal authorities arrive at the air terminal, a terminal representative will load cargo/mail on vehicles for onward movement to final

destination. At locations where aerial port personnel accomplish blocking and bracing, establish an OI to cover these procedures.

36. Terminating Cargo/Mail Manifest Control.

36.1. General. Priority of mission load processing will be determined by aircraft arrival time, cargo priority, movement indicators, and SET. The terminating function is responsible for in-checking and processing all cargo except registered mail, signature service cargo, and AMC MICAP/VVIP, which are accomplished by special handling.

36.1.1. AMC Form 156, *Terminating Cargo/Mail Manifest Control Log*, or automated product, will be used to log manifests. Maintain locally for 30 days and discard.

36.2. Procedures.

36.2.1. As manifests are received, screen them to ensure cargo/mail requiring special consideration is processed as soon as possible, e.g., MICAP/VVIP, TP-1 with expedite handling indicators, registered mail, biological, signature service, purple sheet/green sheet, etc.

36.2.2. At automated stations, use the inbound manifest or electronic transfer for input to the database if no downline manifest is received. **Note:** Check the manifest destination to ensure through-load manifests are not input. Processing can start prior to the computer output by using the inbound manifests. The DD Form 1385 will be used for manual in-checking IAW DTR, Part II.

36.2.2.1. Release of terminating cargo during GATES down time or software problems that prevent automated release: GATES database problems or loss of connectivity should not prevent the timely release of terminating cargo. Use the TCMD (or a locally-developed alternative), as an alternate method for manual release of cargo. Develop sound procedures to manually record and subsequently reconcile database records once GATES connectivity is reestablished, or trouble tickets on individual shipments are cleared.

36.2.3. Automated stations will produce offload processing lists/incheck lists for in-processing all cargo/mail. Use the inbound manifest at all other stations for in-processing. All stations will use the inbound manifest for in-processing registered mail and in-transit pallets.

36.2.4. All Nuclear War Related Material (NWRM), registered mail, signature service, and AMC MICAP/VVIP cargo will be receipted by special handling personnel. An air inbound registered mail manifest, truck manifest, or DD Form 1384 will be used for a receipt when registered mail is turned over to the postal authorities. The original signed copy will become the station file copy. Annotate the terminating manifest control log at the time the manifest is delivered to special handling. Air freight officers/TMO, or equivalent, may publish a joint OI to cover retrograde processing.

36.2.5. All cargo and mail must be accounted for during processing. Air Freight personnel must make every effort to locate missing cargo/mail by checking the aircraft and each cargo/mail handling section, vehicles used to offload the aircraft, etc. Document cargo/mail not located IAW paragraph **66** as a short shipment. Document

cargo received on the mission, but which was not manifested, IAW paragraph **67** as an over shipment.

36.2.6. Ensure all shipments on a mission are accounted for or documented as an over/short shipment by adjusting manifest totals, if necessary. The terminating cargo processor will sign the manifest and enter the processing GMT hour and date code on the manifest. The manifest, offload processing lists or in-check lists will be given to records section personnel within 18 hours of aircraft arrival. After the manifest has been delivered to the records section, annotate the appropriate column of the AMC Form 156. This process is automated at GATES stations.

Section F—. Special Cargo

37. General Information.

37.1. Definition. Special Cargo is any cargo requiring special handling during acceptance, air movement, environmental control, handling, packaging, security, or any combination of these factors.

37.2. Application. Based upon local needs, units will develop procedures and ensure necessary support agreements are negotiated for required functional support. Special cargo moving on AMC contract missions must be moved IAW the current contract.

38. Special Cargo Inventory.

38.1. General. The special handling function is responsible for conducting an inventory of security cages/rooms, reefers, and hazardous/explosives cargo areas, and will establish internal procedures to maintain accountability for security shipments pending load selection and manifesting. Under no circumstances will documents reflecting the classification of the cargo be attached to the shipment.

38.2. Security Cage/Room Access. Access to security cages/rooms is restricted to personnel who have written authorization from the unit commander, or designated representative. The unit commander or designated representative will compile and post an access list, identifying authorized personnel and those who require escort, inside the controlled area, near the facility entrance.

38.3. Procedures. Special handling will inventory storage facilities using GATES Hand Held Terminals (HHT) when available and generate an AMC Form 214, *Security Cage Log and Inventory*. Stations may use an automated local product in lieu of the AMC Form 214. Initiate the AMC Form 214 or other automated product at the closest shift change to 0001 hours local each day. Annotate the log as shipments are placed in or removed from the storage facility Inventory all cargo in security areas and transfer accountability at the beginning and end of each shift. Outgoing and incoming shifts will accomplish inventories jointly. Single shift operations will inventory security areas at the beginning and end of the shift. Two shift operations will inventory the security cage at the beginning of the first shift, jointly at shift change, and at the end of the second shift. Inventory of containerized registered mail will be conducted by the seal/listing. Retain AMC Forms 214 or other automated product in the Special Handling Section and dispose of IAW the AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**. An inventory is not required during periods when operations are closed.

39. DD Form 1387-2, *Special Handling Data/Certification*.

39.1. General. This form is used to identify and provide special handling instructions for biological, classified, in-bond, perishable, remains of deceased personnel, and signature service shipments when shipped by military air. The shipper will prepare the DD Form 1387-2 and affix it to each container requiring special handling. The shipper furnishes the originating air terminal with two additional copies of the form. The shipper prepares the DD Form 1387-2 IAW DTR, Part II, Chapter 205. **Note:** The DD Form 1387-2 is not to be confused with the use of the Shipper's Declaration for Dangerous Goods.

39.1.1. When shipments are manifested for airlift, staple one copy of DD Form 1387-2 for each shipment to the manifest placed aboard the aircraft.

39.1.2. When shipments covered by DD Forms 1387-2 are offloaded at in-transit stations, remove DD Forms 1387-2 from accompanying manifests. When shipments are re-manifested, attach DD Forms 1387-2 to the outgoing manifests.

39.1.3. The air terminal representative loading the special handling shipment at a non-AMC station is responsible for ensuring the aircraft commander or designated representative is thoroughly briefed on the nature and location of the shipment aboard the aircraft, including handling or treatment required.

39.1.4. Attach the DD Forms 1387-2 for each shipment to the station file copy of the manifest and send to the ATOC for inclusion in AMC Form 77, *Mission Folder*. In-transit terminals may reproduce completed DD Forms 1387-2 as necessary.

39.1.5. When a shipment requires onward movement by a commercial mode of transportation, give TMO the DD Form 1387-2 along with the inbound manifest.

40. Classified, Security and TPS Cargo Shipments.

40.1. Identification. It is the shipper's responsibility to notify the air terminal when a shipment is classified, the degree of classification, if it requires security protection, and whether it is hazardous.

40.2. Application. Provide signature service for the following types of shipments:

40.2.1. Material classified SECRET or CONFIDENTIAL.

40.2.2. Sensitive shipments.

40.2.3. Others requiring special handling in exceptional cases:

40.2.3.1. Biologicals and blood of such urgency that human life depends upon immediate receipt.

40.2.3.2. Human remains.

40.2.3.3. Money or gold bullion.

40.2.3.4. NWRM(carries a commodity code "5" and special handling code "Y" when processed).

40.3. Custodial Responsibility. The above shipments will be airlifted under the care of a crew member on military missions and tendered to the contractor for transportation protective service (TPS) handling on contract commercial missions. APS/AMC commanders

must appoint in writing Aerial Port/air terminal representatives authorized to receipt for classified shipments (including AA&E, NWRM, and Registered Mail). All air terminal representatives who receipt for classified shipments must possess a security clearance equal to or higher than the highest classification of the affected shipment and will be identified on a local authorization letter. Aircrew member security clearance will appear in the flight orders. Alternatively, when appropriate, the shipments may be moved under the care of an authorized escort/courier on military and/or contract missions. Couriers will be selected by ATOC in conjunction with passenger service IAW AMCI 24-101, Vol. 9.

40.4. Handling. When unescorted classified shipments are under the care of the aircraft commander or a designated representative arrive at destination, immediately notify the consignee of the arrival of the shipment and obtain a receipt when the shipment is turned over to the consignee. TOP SECRET shipments will be accepted for movement by AMC IAW DODM 5200.01-/AFI 31-401, *Information Security Program*.

40.5. Custodial Transfer.

40.5.1. The GATES/CMOS manifest or DD Form 1907, *Signature Tally Record*, will be used to transfer custody of shipments requiring special security precautions (e.g., NWRM) IAW AFI 24-203 into the AMC airlift system. Terminate the transfer document offered by the shipper and file with other transportation documents arriving with the shipment.

40.5.2. Only US military and US civilians with the appropriate security clearance may sign for classified shipments and take custody of them.

40.5.3. Terminal personnel will deliver material to the selected escort or aircrew members. The signature and printed name and rank of the recipient on the air manifest indicate confirmation of delivery. The person relinquishing custody of the shipment will always retain a signed copy of the manifest. Send the signed copy to ATOC for inclusion in AMC Form 77. The escort or aircrew member retains the remaining manifest copies for subsequent transfer at en route or final destination stations.

40.5.4. Signature service cargo placed on pallets that contain general cargo will be handled on an individual shipment basis and will not be consolidated. Shipments moved in this manner will be visibly identifiable for accountability and proper transfer between Air Freight/crew members and/or couriers.

40.5.5. The terminal representative at enroute stations, transship points or final destination, will relieve the escort or aircrew member of the material upon arrival. The escort or aircrew member will retain a signed manifest copy for personal records and transfer the remaining manifest copies to the terminal representative. Terminal representatives are not required to relieve escorts or aircrew members during standard ground times and where there is not a change of aircrews.

40.5.5.1. En Route Transfer. When an aircraft maintenance or operational emergency dictates an extended ground time at an enroute location, an appropriate air terminal representative will accept responsibility for the cargo upon aircraft arrival. Terminal personnel will determine whether the intransit Signature Service cargo should remain on the aircraft (if the aircraft is to be secured/sealed) or be transported/stored in the terminal's secure area. In either event, the air terminal will

relieve the aircrew of custody. Prior to aircraft departure, an aircrew member will again take responsibility for the cargo by signing the cargo manifest.

40.5.5.2. Direct Transfer. If extended ground time is not projected, direct transfer between escorts or aircrew members may be accomplished at an enroute station where the outbound escort or appropriate aircrew member is available to relieve the inbound escort or aircrew member within 30 minutes. If outbound escort or aircrew personnel are not available, an appropriate air terminal representative will accept responsibility and sign for the cargo.

40.5.5.3. The transfer cycle continues until the cargo is delivered to the consignee or a consignee representative. If the cargo is manifested to the consignee or representative, a GATES/CMOS manifest or DD Form 1907 must be accomplished by the APOD. These documents will serve as verification of final delivery.

40.6. Security. All classified/security cargo will be safeguarded while in the custody of the air terminal. Notify the appropriate base security agency of requirements for armed guard surveillance of cargo within the terminal complex, or on AMC aircraft (DoDM 5200.01/AFI 31-101). Present the local access authorization to the aircrew member prior to transfer of custody and receipt of a classified shipment.

40.7. Split Shipments. Classified and security cargo shipments will not be split after being received into the airlift system unless it is necessary for palletization purposes or because a single shipment exceeds the airlift capability of a single aircraft. Maintain shipment integrity when splitting shipments for palletization purposes. Shipments that are split because the entire shipment exceeds a single aircraft capability will be shipped on the minimum number of aircraft possible.

40.8. Discrepant Shipments. Classified and security cargo shipments that are damaged, or that have improper documentation, packaging, markings or labeling, will be refused at originating stations unless arriving by commercial conveyance or frustrated if intransit. All documents used to account for the transfer of signature/security service cargo must reflect the correct commodity/special handling code and risk category code for special handling.

40.8.1. Originating Station. When discrepancies exist on signature service shipments, do not accept shipments arriving by modes other than commercial conveyance into the AMC airlift system until the discrepancy is corrected. Immediately frustrate the shipment to ACA/CSB for corrective action. Accept shipments arriving via commercial conveyance and receipt for on DD Form 1907.

40.8.2. Terminating or Enroute Stations. When discrepancies exist with signature/ security service shipments, add a written statement to the manifest describing the discrepancy. The responsible aircrew member and air terminal representative will sign the statement. Receipt for shipment using normal procedures.

40.8.3. In all cases of discrepancies, frustrate the shipment. Place it in the security cage and initiate an AMC Form 33, *Report of Frustrated Cargo*. After the ACA/CSB, or equivalent, has completed corrective action, the shipment will continue movement in the airlift system. **Note:** AMC Form 1015 will be used to frustrate hazmat shipments in lieu of AMC Form 33.

40.8.4. Check the TCMD, DD Form 1387, and the packing list to obtain the correct information for the shipment. Contact the originating station by phone or message to ascertain the classification or sensitivity of the shipment. If necessary, follow-up with the originating station for the discrepancy report, as appropriate.

40.9. Traffic Management Process for TPS Shipments.

40.9.1. AMC Form 438, AMC INTRANSIT TPS MATERIAL WORKSHEET: The AMC Form 438, AMC INTRANSIT TPS MATERIAL WORKSHEET, provides a worksheet for processing intransit TPS shipments. TOs must use this worksheet to process intransit TPS material for movement. Utilize the appropriate section when processing shipments moving from OCONUS to CONUS or CONUS to OCONUS, each block must be completed and initialed. When complete the preparer will sign and date the bottom of the form.

40.9.2. Certifications will be accomplished by a 7-level, 2T0/2T2 technical sergeant or above, or civilian equivalent (based on the unit manning document). Once reviewed for accuracy the certifier will sign and date the AMC Form 438.

40.9.3. Temporary waiver authority for a certified, 5-level Staff Sergeant or civilian equivalent will be at the LRS/APS commander level. The individual performing the task and the certifiers cannot be the same person. **Note:** A sample AMC Form 438 is located at Attachment 7 of this volume.

41. Remains of Deceased Personnel.

41.1. General. Transportation of deceased military personnel, and other remains, when authorized by AMC, is authorized between overseas and CONUS IAW AFI 34-242, *Mortuary Affairs Program*. Whenever possible, restrict movement of remains to cargo/dual configured airlift missions. Baggage compartment space on passenger type aircraft may be used when satisfactory service cannot be accomplished on cargo missions.

41.2. Handling.

41.2.1. Ensure on/offloading is accomplished discreetly and in a dignified manner (at no time should load team or any personnel stand, sit, or lean on HR transfer case). Do not on/offload human remains concurrently with passengers/patients.

41.2.2. Shipments will move on a separate manifest, using the manifest as a hand-to-hand receipt.

41.2.3. Transfer cases containing remains will be stowed on the aircraft/pallet in a level position. The feet will never be higher than the head while in the stowed position. The head will always be stowed toward the nose of the aircraft. This procedure assures aircraft acceleration forces are borne by the feet, thereby avoiding trauma to the head. When loaded, transfer cases should be loaded in the forward most available cargo position in the event jettisoning is necessary. **Note:** On wide body aircraft (e.g., C-5, C-17) transfer cases can be moved from one side of the aircraft to the other in the event jettisoning is required. Therefore, transfer cases may be loaded towards the rear of the aircraft if required.

41.2.4. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking

is permitted, but should be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four.

41.2.5. When remains are received at an AMC terminal they will be stored in a secure area and separate from other cargo. If remains are not embalmed, refrigerated storage is required and when refrigeration is not available, contact Installation Mortuary Affairs Officer.

41.2.6. Move remains on a space-required basis, using applicable DOD documentation procedures. (See DODD 1300.22, Mortuary Affairs Program and AFI 34-242)

41.2.7. The shipping activity should provide the origin APOE with the following information as applicable, as far in advance as possible:

41.2.7.1. Military personnel: name, grade, and SSN.

41.2.7.2. Civilian employees: name, grade, SSN, and employment data.

41.2.7.3. Contract Engineering and Technical Services (CETS) personnel: name, and employment data.

41.2.7.4. Dependents of military personnel and civilian employees: name of decedent; name, grade, SSN, and organization (or employment data) of the sponsor; relationship to sponsor

41.2.7.5. Other United States citizens: name of decedent, name and address of sponsoring individual, agency or firm.

41.2.8. The shipper marks the case with name and address of receiving funeral director.

41.2.9. The shipper ensures a DD Form 2064, *Certificate of Death (Overseas),* preferably in English, is affixed to the transfer case of deceased personnel. If the certificate is not in English, the shipper provides a statement in English, stating the cause of death.

41.2.10. See AMCI 24-101, Vol. 9, Attachment 6, for additional guidance.

42. AMC Mission Capability (MICAP)/Very Very Important Parts (VVIP) and Forward Supply System (FSS) Shipments.

42.1. General. Document, process, handle, and deliver AMC MICAP/VVIP and FSS shipments IAW AFPD 23-1, *Materiel Management*, and AMCI 23-102, *Expeditious Movement of AMC MICAP VVIP*. Supply activities are exempt from submitting ATCMDs to the ACA IAW DTR, Part II. These shipments are also exempt from movement by SET.

42.1.1. The special handling section is responsible for aerial port handling of the shipments described above.

42.1.2. Special Handling will ensure the AMC Form 281, AMC MICAP/VVIP Special Handling Label is attached to the item.

42.2. Handling. Segregate all MICAP/VVIP and FSS shipments from other cargo in the air terminal by using separate holding areas to allow ready identification and expeditious movement of the material.

42.2.1. Transfer AMC MICAP and VVIP shipments on a hand receipt basis using the cargo manifest.

42.2.2. ATOC will coordinate with 618 AOC/APCC to move AMC MICAP and VVIP on the mission providing the earliest arrival at destination.

42.2.3. Limit AMC MICAP/VVIP and FSS items transported aboard commercial passenger flights to small items that can be loaded in the cargo/baggage compartment. Use of passenger aircraft is at the discretion of aerial port management with the following conditions:

42.2.3.1. AMC MICAP cargo does not take precedence over space required passengers; however, such items may displace space available passengers if weight is the limiting factor rather than number of seats.

42.2.4. The Special Handling Section will have the cargo available to Supply or TMO for pickup as soon after aircraft arrival as possible, but not later than 30 minutes after receipt.

42.2.5. File AMC Form 35, *Terminating AMC MICAP/VVIP Control Log*, and AMC Form 36, *Originating AMC MICAP/VVIP Control Log*, in the special handling section and dispose of IAW AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**.

42.2.6. The same procedures/controls outlined for AMC MICAP will be used for contract aircraft revenue route support parts.

43. Frozen, Chilled and Perishable Shipments.

43.1. General. Expedite movement of shipments requiring freezing, refrigeration and re-icing. Provide all such shipments preferential handling within the guidelines of SET, movement indicators, and assigned movement priority, and use missions providing minimum total transit time.

43.1.1. Maintain refrigeration units between 35 and 46 degrees Fahrenheit (2 to 8 degrees Celsius). Inspect refrigeration units for appropriate temperature range each shift change. A local form may be developed to record these inspections. Variations above or below maximum and minimum temperatures specified on intransit shipments in storage require immediate action.

43.1.2. Use AMC Form 106, *Biologicals/Re-icing/Refrigeration Log*, to document re-icing/ refrigeration actions and control of all items requiring freezing or refrigeration. Special handling personnel will monitor and record shipments requiring re-icing/refrigeration during storage on the AMC Form 106, Shift supervisors will review this log at the beginning of each shift to ensure re-icing is accomplished as necessary. All entries on the AMC Form 106 will be legible and entered in Greenwich Mean Time (GMT).

43.2. Receipt and processing.

43.2.1. Upon receipt of material, review accompanying DD Form 1502, *Frozen Medical Material Shipment*, DD Form 1502-1, *Chilled Medical Material Shipment*, DD Form 1502-2, *Limited Unrefrigerated Medical Material Shipment*, DD Form 1387-2or other

documents/forms/package markings for re-icing or refrigeration/storage requirements, as applicable, to the shipment.

43.2.2. If re-icing will become due prior to arrival of a shipment at the next transfer point or destination, the shipment will be re-iced before forwarding. Non-hazardous shipments may be opened, re-iced and resealed by the special handling personnel. When a question arises concerning preservation or condition of frozen food or chilled perishables, contact the military public health service for assistance.

43.2.2.1. Complete DD Form 1502, DD Form 1502-1, or DD Form 1502-2 as applicable. For non-medical shipments, ports should create a DD Form 1502, DD Form 1502-1, or DD Form 1502-2, as applicable (delete the word "Medical" from the form and disregard requirements on the forms specific to medical shipments). To assure accuracy in data, when completing the form, use Julian date and Zulu (Greenwich Mean Time) to compensate for shipments between time zones. **Note:** Only perishable non-medical material transiting through another aerial port will require the DD Form 1502.

43.2.2.2. Ensure the proper amount of dry or wet ice, as applicable, is used when a shipment is forwarded. If the dry ice quantity is different from the original shipment, change the Shipper's Declaration for Dangerous Goods to reflect the change.

43.3. Specific re-icing restrictions.

43.3.1. Infectious substance shipments (UN2814 or UN2900), as defined by AFMAN 24-204_IP, must only be opened, checked, re-iced, and resealed by technical escorts, medical laboratory or medical supply personnel.

43.3.2. Do not open diagnostic specimens (UN3373), as defined in AFMAN 24-204_IP, unless closing instructions are provided with the shipment. If closing instructions are not provided, contact medical laboratory or medical supply personnel for assistance. Direct questions regarding animal specimens being shipped for rabies testing to the US Army Veterinary Service personnel. Direct questions regarding other diagnostic specimens to medical laboratory personnel.

43.3.3. For shipments of whole blood requiring wet ice, use new plastic bags, NSN 8105-01-358-9325, or equivalent. Do not refreeze original polyethylene bags. All re-icing must be accomplished in double bags and each bag individually sealed. Whole blood must not be allowed to freeze. Do not use dry ice, salted wet ice or Gel-freeze.

43.3.4. Specially prepared blood may be delivered to AMC frozen. Comply with shipper’s instructions for these shipments. This blood should remain frozen throughout the transportation cycle.

43.3.5. Vaccines shipped using "Cold Chain Management" packaging will not be opened by terminal personnel. Vaccines will be refrigerated while in aerial port possession. If a shipment cannot reach its destination within 15 days since the material was packed (date listed on label of shipment), then contact a cold chain representative for repacking. The cold chain contact information is listed on the cold chain management orange handling label attached to the shipment IAW AFJI 41-208, /DLAR 4145.21, *Preparation of Medical Materiel Requiring Freeze or Chill Environment for Shipment*.

44. Registered Mail.

44.1. Mail Security and Handling. Official registered mail may contain up to and including SECRET material, therefore, always protect and handle as classified cargo. Personal registered mail does not include classified documents; however, it is afforded the same degree of security afforded official registered mail. All registered mail must be safeguarded and provided a complete audit trail within the DTS (reference paragraph **34** for inventory procedures). U.S. citizens, military or civilian, must have a valid national agency check, local agency checks and credit check (NACLC) for military and Access National Agency Check With Written Inquiries (ANACI) for Civilians, on file to handle (without opening) individual pieces of registered mail. **Note:** Only U.S. military or U.S. civilians with appropriate qualifications may sign for and take custody of classified shipments.

44.1.1. When registered mail is in the custody of Air Freight, it is to be secured IAW the AMC supplement to DoDM 5200.01/AFI 31-401, *Information Security Program Management*. When this requirement cannot be met, post a U.S. citizen employee to protect registered mail (need not be armed).

44.1.2. Registered mail and classified cargo (special handling codes 5, 6, 8, c, and s) should be moved via U.S. military aircraft whenever possible. However, registered mail and classified cargo may be transferred to an AMC contract air carrier without flight deck (pilot and copilot) aircrew members providing documentation of a security clearance if the individual signing for the cargo is a U.S. citizen (having in possession a U.S. issued passport).

44.1.3. In the rare instances where no member of the flight deck crew is a U.S. citizen or when there will be a known crew change at an enroute station, do not move registered mail and/or classified cargo on that mission.

44.1.4. Classified cargo (up to top secret) may be transported on contract aircraft without regard to nationality of the aircrew, if the cargo is under the custody of properly cleared escorts/couriers or defense courier personnel.

44.1.5. For other items requiring hand-to-hand receipt (signature service), there is no requirement to verify the crewmembers are U.S. citizens.

44.1.6. Ordinary mail may be handled by foreign nationals, when designated and authorized in writing by the squadron commander or detachment chief (contract equivalent).

44.2. Containerization Procedures. Air terminals originating large volumes of registered mail to specific locations may containerize registered mail for ease of transfer to aircrew members at planeside. Stations and aircrew members must comply with the following procedures when originating and receiving containerized mail shipments:

44.2.1. Containers should be tri-wall type boxes and should not exceed 45 inches in height.

44.2.2. The two-person concept will be used to containerize mail.

44.2.3. Assign pallet identifiers to the container and cap the pallet as a skid using 0.5 in the equivalent positions column.

44.2.4. Create a content listing in triplicate for each container. The listings will include the printed names, ranks, organization, and signatures of the individuals containerizing the mail and the seal number of the seal used on the container. Special Handling will ensure the correct seal number for each container is annotated on the aircraft final manifest.

44.2.4.1. One copy of the listing will be placed inside the container for inventory use at the destination station.

44.2.4.2. The second copy will be affixed to the outside of the container for in-transit use and inventory purposes.

44.2.4.3. The final copy of the listing will be filed in Special Handling.

44.2.5. Seal containers with packing tape, metal or plastic bands, and boxcar seals as a minimum. Containers will be taped shut and the boxcar seal number, as well as both individuals' signature, will be prominently annotated across the tape. Containers will be banded with four bands, two along the width and two along the length. A boxcar seal will then be placed at the band crimp where it cannot be removed should the bands be cut.

44.2.6. Shipments will not be delayed for containerization.

44.3. Transfer Procedures. At planeside, the terminal representative will sign all registered mail manifests indicating the container closures and seals are intact and the seal numbers on the containers and manifests match. Discrepancies will be brought to the attention of aerial port personnel and corrected before aircraft departure. Pen-and-ink changes to registration numbers will not be made, nor will registered mail shipments be hand-scribed onto the final manifest. Discrepancies that cannot be corrected before departure will be bumped and a new manifest will be generated. One copy of the manifest is signed by the aircrew member accepting responsibility for the mail. Aircrew members remain responsible for integrity of containers and security of shipments while under their control.

44.3.1. Receiving aerial port personnel will verify the integrity of container closures and seals at planeside. Discrepancies will be brought to the attention of the responsible aircrew member and annotated on the manifests. The aircrew member and air terminal representative will jointly inspect the container to verify content prior to transfer of custody. The two-person concept will be used to incheck and receive shipments into the port. Content listings and manifests will be used to inventory and terminate shipments. In-checking personnel will also sign the content listings, which will be filed in Special Handling. Mail will be transferred to postal personnel IAW existing procedures.

44.3.2. Loose Registered Mail. Transfer of loose registered mail will occur in the same manner as containerized mail except seal numbers of individual pieces will be confirmed.

44.4. Discrepant Shipments. A discrepant shipment is a registered mail shipment that arrives at an originating, terminating or en route station with an irregularity (torn pouch, TCN missing, incorrectly manifested, etc.). Containers with discrepancies that void the integrity of the container and could result in lost or pilfered material will not be accepted for shipment until the contents have been inventoried. Take the following action.

44.4.1. Originating Station. It is the U.S. Postal Service responsibility to ensure registered mail arrives at the port with bar-coded labels.

44.4.2. Terminating or Enroute Stations. When a shipment arrives and the manifested TCN does not match the TCN on the shipment, accomplish the following:

44.4.2.1. Annotate the manifested line item with the incorrect TCN as a short shipment.

44.4.2.2. Add the shipment to the bottom of the automated manifest or prepare a DD Form 1384/1385 and document as an over shipment.

44.4.2.3. Annotate all copies of the manifest with a statement describing the discrepancy. The responsible crew member and air terminal representative will sign the statement. Notify the local U.S. Postal Service, which will take action IAW DOD 4525.8M, *DOD Official Mail Manual*.

44.4.2.4. The air terminal representative receipts for the registered mail after the specified annotations have been accomplished. The aircrew member will sign to confirm discrepancies as annotated.

44.4.2.5. The Air Freight Officer/Superintendent, or equivalent, initiates over/short shipment procedures to solve the discrepancy.

45. Hazardous Materials Handling and Storage.

45.1. References. AFMAN 24-204_IP contains information and rules for the air transport of items which, by virtue of their properties, have been identified as regulated materials when entered into the DTS for airlift. Additional references required for air terminal management of hazardous materials include:

45.1.1. Title 49, Code of Federal Regulations (CFR), Parts 100-199 (optional for overseas locations).

45.1.2. AFMAN 91-201, *Explosive Safety Standards*.

45.1.3. International Air Transport Association (IATA) Dangerous Goods Regulation (DGR).

45.1.4. International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air.

45.1.5. European Agreement Concerning the International Carriage of Dangerous Goods (ADR), EUCOM Dangerous Goods Regulations.

45.2. Hazardous Materials Information File (HMIF). Each AMC air terminal will establish procedures to ensure “Inspectors” and “Preparers” have access to messages and changes/updates concerning hazardous materials. This may be accomplished by a manual file or use of DOD websites.

45.3. Shipper’s Responsibilities. It is the shipper’s responsibility to ensure complete compliance with the appropriate directives. Hazardous materials must be packaged, marked, labeled, and certified for military air shipment IAW AFMAN 24-204_IP, Title 49 CFR, the ICAO Technical Instruction, or IATA DGR. AMC transportation functions will use AMC

Form 1033/1033-1, *Shipper's Declaration for Dangerous Goods*, or a similar form to certify hazardous material shipments. Other shipping documentation will be completed IAW DTR.

45.4. Hazardous Material Qualifications:

45.4.1. Hazardous material qualification requirements can be found in AMCI 24-101, Vol. 22 and AFMAN 24-204_IP.

45.4.2. Certification for hazardous materials of deployable assets.

45.4.2.1. AMC aerial ports and units with a mobility mission will develop and maintain a cadre of "Technical Specialist" personnel to certify aerial port equipment shipped in support of tasked deployed operations. Local management will determine cadre size. "Technical Specialist" training requirements of AFMAN 24-204_IP, Attachment 25 apply.

45.4.2.2. Aerial port teams are not inherently responsible for certifying hazardous materials belonging to other Contingency Response Wing (CRW) elements or the supported forces. The aerial port element may certify CRW cargo, within the scope of their training as a "Technical Specialist", when other CRW elements lack this capability.

45.5. Inspection and Quality Control. Air Terminal and deployed "Inspectors" will utilize the AMC Form 1015, as a minimum, and perform a 100 percent exterior inspection of originating hazardous material shipments and associated documentation for compliance with AFMAN 24-204_IP and other applicable directives.

45.5.1. Intransit terminals are not required to document/accomplish a new inspection, using an AMC Form 1015, if already performed at originating terminal and Key 6 of the Shipper's Declaration for Dangerous Goods is completed IAW para. 45.5.5. or "Received and Inspected By (followed by legible printed name and signature of inspector, location, and date.)"_____," to include the signature of the individual performing the inspection, date, and location (three letter code is acceptable) is entered IAW AFMAN 24-204_IP.

45.5.2. Perform a random interior inspection (not less than 10 percent) of combination packages. Use AFMAN 24-204_IP, Attachment 28, to determine extent of the inspection.

45.5.2.1. Do not open shipping containers other than those authorized in Attachment 28 that will require recertification unless arrangements have been made with host base transportation function for repackaging and recertification.

45.5.2.2. It is not necessary to open all like packages of a multiple piece shipment.

45.5.2.3. Target unknown shippers [to include Direct Vendor Delivery (DVD) and GPC] for interior inspections. Terminals may increase inspection frequency of a specific shipper based on past shipment problems. Frequency of inspection for known shippers (e.g., host base transportation function) and those recurring shipments where packaging has previously been found to be acceptable may be reduced.. Whenever possible, interior inspections of shipments from host base transportation function will be accomplished before package closure.

45.5.3. "Inspectors" will have access to all cargo, to include containerized loads (CONEXs, MILVANs, Tactical Shelters, ISUs, etc. ***All containerized loads will be inspected to ensure internal contents are secured, no undeclared HAZMAT is present, no potential leaks are detected and all compatibility/segregation requirements have been met.***

45.5.3.1. If the cargo is determined by the shipper to be **"Sight-Sensitive"** and should be exempt from ***full*** inspection, prior approval must be obtained from the AMC Director of Operations (AMC/A3) or Director of Logistics (AMC/A4). A copy of the approval letter must be provided to the inspector. ***The shipper will obtain an exemption in writing from HQ AMC/A4 or HQ AMC/A3 for protected or sight sensitive shipments IAW DTR, Part II, Chapter 205 and this volume. Requests for A3/A4 approval must be received from the requesting agency's Wing/CC level.*** When a sight sensitive approval is issued, inspector access to the cargo will be limited to a visual inspection to ensure "safety-of-flight" and to check for undocumented hazardous materials. Inspectors will not open individual boxes, safes, or COMSEC equipment within containers if transported force unit commander identifies (in writing) the inspection will compromise security, unless a discrepancy is identified. (Refer to Attachment 10 of this volume for request format.)

45.5.4. Inspections will be documented using AMC Form 1015.

45.5.4.1. Use for loose single, multiple or palletized hazardous materials shipped under a single TCN. When different HAZMAT Proper Shipping Names are shipped under a single TCN (e.g., operations IAW DTR, Part III) only one form needs to be accomplished.

45.5.4.2. The form is not required when a DD Form 2133 is used for non-hazardous vehicles and equipment. An AMC Form 1015 is required for secondary loads.

45.5.4.3. Document in remarks if a package/container is or is not opened for interior inspection.

45.5.4.4. When hazardous material is acceptable for air movement, forward the Shipper's Declaration for Dangerous Goods along with documentation of interior inspection to Load Planning.

45.5.4.5. Unacceptable shipments will be processed IAW Section H, paragraph 65.

45.5.5. When the hazardous materials is determined acceptable for air movement, stamp, mark, or label the Shipper's Declaration for Dangerous Goods (Key 6) with the statement, "Inspected By (followed by legible printed name and signature of inspector, location, and date.)" (three letter code is acceptable). Apply the statement to the copy that goes with AMC Form 1015 to Load Planning, to the aircraft commander's copy and to the copy that remains with the shipment. Applying a stamp, marking or label to the cargo is optional.

45.5.6. Periodically, e.g. at shift change, inspect all shipments of hazardous materials stored in air terminal facilities. This inspection should be a visual check to ensure no leaks or other discrepancies go undetected. If any discrepancies are noted, frustrate the cargo utilizing the AMC Form 1015.

45.6. Special Assignment Airlift Missions (SAAM), Contingency and Exercises. When mobility missions are authorized to transport cargo, vehicles, equipment and personnel IAW AFMAN 24-204_IP, Chapter 3, Tactical, Contingency, or Emergency Airlift, the statement "AFMAN 24-204_IP, Chapter 3 applies" must be included on the Mission Operating Directive (MOD) or Mission Detail. When this statement is not included, the hazardous material requirements for channel missions pertaining to fuel levels, compatibility, packaging, etc., will be followed.

45.7. Hazardous Material Handling. Ensure safe practices are followed when handling, stacking, loading, positioning, and restraining hazardous cargo on a pallet or in an aircraft. In addition, pieces of hazardous material shipments will be placed on pallets to permit visibility of the special handling labels through the plastic covers. As a minimum, ensure at least one piece of each hazard class on the pallet is visible.

45.7.1. **Intransit Explosives Storage.**

45.7.1.1. Use only facilities approved by Host Base Safety Office to store explosives. Use AFMAN 24-204_IP to determine explosive compatibility during temporary storage unless otherwise directed by Host Base Safety Office.

45.7.1.2. Write local OIs on accepting, storing, transporting, and handling explosives IAW AFMAN 91-201. As a minimum, OIs will address approved explosive operation locations, explosive limits, personnel limits, authorized equipment, general/specific safety requirements, individual responsibilities, procedural steps, security and emergency procedures (dropped explosives, fire, lightning, etc). Coordinate OIs with host safety office, fire department, security force, and other appropriate agencies.

45.8. **Intransit HAZMAT Storage.**

45.8.1. Prior to load planning, segregate hazardous materials into appropriate hazardous storage bays (see Figure 1.) that maximize safety, provide isolation for non-compatible items, and protection from the elements. As a minimum, the hazardous cargo area will be identified by placards with the words "HAZARDOUS - NO SMOKING." Bay areas for loose HAZMAT and pallet build up grids (to include MMHS) will be approved by host base fire department. Aerial ports/terminals will develop local written procedures, approved by host base fire department and Safety office, addressing intransit storage, handling, transportation of HAZMAT, spill notification and control requirements. Use appropriate Department of Transportation (DOT) hazard placard to identify intransit storage bay or grid location unless the fire department directs use of other methods of emergency identification notification (e.g., NFPA placards). Placards will be removed when corresponding HAZMAT is not present. **EXCEPTION:** DOD placards will be used for Explosives Storage.

45.8.2. When protective clothing/spill control kits is required, units may build kits using AFMAN 24-204_IP as guidance or purchase commercial kits that meet or exceed AFMAN 24-204_IP requirements. Units will contact base environmental flight (BEF) or fire protection personnel to determine adequacy of commercial kits being considered. Coordinate the type and level of training required to use protective clothing and spill control kits with the BEF and fire department.

45.8.3. Write procedures (e.g., OI) covering responsibilities and actions in the event of a hazardous material spill and coordinate them with the appropriate base emergency response offices (Fire Department, Security Forces, Bio-environmental, etc).

45.9. Hazardous Waste. Terminals must notify HQ AMC/A4TC prior to accepting an item meeting the definition of a hazardous waste as defined in AFMAN 24-204_IP for shipment from, to, or through a domestic location.

45.9.1. Procedures for accepting, processing, and documenting international military airlift of hazardous waste are the same as shipping hazardous materials. Comply with all host nation requirements concerning hazardous waste.

45.9.2. Hazardous materials used during the course of routine aircraft maintenance at remote overseas locations should be classified as aircraft assets. Resource Conservation Recovery Act (RCRA) requirements apply when the aircraft turns the material in as waste after it returns to the United States or one of its territories. Upon landing, the crew should remove the hazardous material from the aircraft and determine its disposition. If the aircraft, while returning to CONUS or a territory of the United States, stops at another overseas location with proper disposal capability, the aircrew should offload the material at that location, if allowed. When used in direct support of the aircraft, consider the material an aircraft part or component, and therefore not regulated by AFMAN 24-204_IP. Hazardous material must be packaged and controlled in such a manner as to prevent spillage or leakage during flight.

45.10. Foreign-Owned or Controlled Aircraft. Hazardous material scheduled for movement aboard foreign owned or controlled aircraft must be packaged, marked, labeled, and certified according to applicable AFMAN 24-204_IP, Title 49 CFR, IATA, and/or ICAO regulations. Commercial air carriers must obtain the required exemptions to Title 49 CFR from the DOT.

45.10.1. Incompatible hazardous material cannot be shipped on foreign flag commercial carriers not operating under DOT-E 9232 without approval from the DOT. A copy of the DOT approval (e.g., CAA) must be available prior to loading.

45.10.2. Incompatible hazardous material may be shipped on foreign military aircraft if approved according to AFMAN 16-101, *International Affairs and Security Assistance Management*, by the foreign government. A copy of the approval document must be available prior to loading (contact HQ AMC/A4TC if copy is not provided).

45.11. Non-AMC controlled US flag aircraft transporting hazardous materials.

45.11.1. Do not load hazardous materials on commercial aircraft not operating under an AMC contract without approval from HQ AMC/A4TC.

45.11.2. Hazardous materials loaded on non-AMC military aircraft must be in compliance with AFMAN 24-204_IP, Attachment 18. Incompatible items may only be loaded with approval of appropriate Service/MAJCOM authority IAW AFMAN 24-204_IP, Chapter 2.

45.12. Split Shipments. It is not necessary to create multiple “True Copies” IAW AFMAN 24-204_IP, Attachment 17, when a TCN is “split” by the terminal and the shipment is loaded on the same aircraft/mission and there will be no trans-load at an enroute terminal. Annotate TCN “splits” on the back of the Shipper’s Declaration for Dangerous Goods.

45.13. Chemically Treated Lumber. Creosote oil treated lumber and Pentachlorophenol (PCP) treated wood are not regulated as hazardous materials; however, care must be taken during handling. Creosote oil treated lumber must be individually or bulk wrapped in kraft wax paper. PCP treated wood must be handled with gloves.

45.14. Leaking Cargo. Hazardous materials shipments will be "impounded" when there is a leak or release of contents during flight or during on-loading/off-loading. Do not forward shipment for onward movement until released/approved by Bioenvironmental Engineering and/or Fire Department.

46. Radioactive Materials.

46.1. Visually examine all radioactive labeled shipments, for any evidence of leakage or damage upon receipt. As necessary, notify responsible agencies IAW established procedures (see paragraph 45).

46.2. Establish local base, inter-Service, or host base support agreements with Bioenvironmental Engineering Flight or other responsible agency for assistance in monitoring the Transport Index (TI) and Surface Reading (SR) prior to re-certifying a Radioactive Material White Label, Yellow II or Yellow III frustrated shipment.

46.3. While a Shipper's Declaration completed IAW AFMAN 24-204_IP is not required for items labeled "Radioactive Material, Excepted Packages", treat as radioactive material in all other regards pertaining to inspection, handling and intransit storage.

46.4. Aerial ports/terminals will continue to inspect radioactive shipments for evidence of damage and shipper compliance with marking/labeling, packaging , and certification requirements found in AFMAN 24-204_IP and complete the AMC Form 1015 according to AMCI 24-101, Vol 11. The host base radiation safety officer (RSO) within the Bioenvironmental Engineering Flight (BEF) or the responsible radiation safety agency/office at non- AF locations should be contacted concerning any local requirements to monitor/scan radioactive shipments while in in-transit storage awaiting shipment. Recommend procedures for handling damaged or leaking radioactive shipments be addressed IAW AMCI 24-101, Vol 11, para 45.8.3 to ensure compliance with AFI 40-201, *Managing Radioactive Materials in the USAF*, Attachment 11, Reporting Criteria and Attachment 12, Radioactive Material Incident and Accident Checklist. Non-AF locations should comply with host Service incident/accident reporting requirements.

46.4.1. Should it become necessary for the radioactive material to be re-certified by an aerial port/terminal preparer qualified individual (i.e., CSB), the shipment must be scanned/monitored to ensure readings are correct prior to shipment. This may be accomplished by the host base RSO/BEF or other responsible radiation safety agency/office.

47. Emergency, Valuable, and Arms, Ammunition & Explosives (AA&E) Shipments.

47.1. Emergency Shipments. These shipments contain biologicals or other medical supplies of such urgency that human life is dependent upon immediate receipt. The shipper will establish life or death urgency requirements.

47.1.1. These shipments will be exempt from SET and will be moved on the first available mission that will provide the most expeditious movement to the shipment

destination. Transfer between aircraft at en route stations if such transfer will expedite movement.

47.1.2. Manifest these shipments separately and annotate the manifest with the words "LIFE OR DEATH URGENCY". Handle all emergency shipments on a hand-to-hand receipt basis. The aircraft commander will be briefed on the urgency of the shipment and made the custodian during flight.

47.1.3. Patient Care Shipments. Patient care shipments are medical supplies of an urgency slightly less crucial than life or death urgency. Such shipments normally have an early RDD because they are needed for scheduled surgery, have a short shelf life, etc. Patient care shipments are exempt from SET and moved on the first available mission to effect the most expeditious movement to destination. Shipments are identified on the air manifest as patient care by trailer record data. Patient care shipments are processed and turned over to the consignee or consignee representative as soon as possible after receipt at shipment destination.

47.2. Valuable Shipments. Render special care to shipments of an extremely valuable nature to prevent loss.

47.2.1. When shipments of money or bullion are transported via AMC, they will be moved on a hand receipt basis. Give these shipments the same treatment given to classified cargo.

47.2.2. If not addressed in the Integrated Defense Plan (IDP), develop written procedures for the handling, storing and transporting (on-base) shipments of protected, sensitive, money, bullion, and other items of extraordinary value to meet protection requirements of AFI 31-101, AMC Sup 1. Coordinate procedures with the host base Security Forces.

47.3. Arms, Ammunition and Explosive (AA&E) Shipments.

47.3.1. Provide shipments of AA&E secure storage as required by AFI 31-101, AMC Sup 1; AFI 24-203; and DOD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*. Develop written procedures (e.g., OI), if not in the Integrated Defense Plan, addressing terminal requirements and responsibilities during handling, storage and transportation. Coordinate procedures with the host base Security Forces. See **Table 3**. below for security requirements.

47.3.2. Always handle shipments with air commodity/special handling codes 21 through 28, 2C, 2S, 31 through 38, 3C, 3S, 41 through 48, 4C and 4S on a signature service basis using the cargo manifest.

Table 3. Security Requirements (Information extracted from DOD 5100.76-M, and DTR 4500.9-R).

Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
21 Unclassified	I	Highest Sensitivity	Constant armed guard surveillance to and from aircraft, at en route stops, and during loading/ offloading	Within the terminal, constant surveillance by one terminal representative. Two persons between the storage area and the terminal or aircraft.
22 Unclassified	II	High Sensitivity	None	Same as for C/SH 21.
23 Unclassified	III	Moderate Sensitivity	None	Within the terminal, constant surveillance by terminal personnel. One person between storage area and the terminal or aircraft
24 Unclassified	IV	Low Sensitivity	None	Same as for C/SH 23.
25 Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
26 Confidential	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
28 Confidential	II	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
2C Confidential	II	High Sensitivity	None	Same as for C/SH 21.
2M Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
2N Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
2S Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
2Z Unclassified	None	None	None	None
31 Unclassified	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
32 Unclassified	II	High Sensitivity	None	Same as for C/SH 21.
33 Unclassified	III	Moderate Sensitivity	None	Same as for C/SH 23.
34 Unclassified	IV	Low Sensitivity	None	Same as for C/SH 23.
35 Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
36 Confidential	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.

38 Confidential)	II	High Sensitivity	None	Same as for C/SH 21.
3C Confidential	II	High Sensitivity	None	Same as for C/SH 21.
3M Pilferable	None	Non-sensitive	None.	Same as for C/SH 23.
3N Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
3S Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
3Z Unclassified	None	None	None	None
41 Unclassified	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
42 Unclassified	II	High Sensitivity	None	Same as for C/SH 21.
Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
43 Unclassified	III	Moderate Sensitivity	None	Same as for C/SH 23.
44 Unclassified	IV	Low Sensitivity	None	Same as for C/SH 23.
45 Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as C/SH 21.
48 Confidential	II	High Sensitivity	None	Same as for C/SH 21.
4C Confidential	II	High Sensitivity	None	Same as for C/SH 21.
4M Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
4N Pilferable	None	None	None	Same as for C/SH 23.
4S Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
4Z Unclassified	None	None	None	None

48. Aeromedical Evacuation (AE) Missions.

48.1. General. Hazardous materials will not be transported on aeromedical evacuation (AE) missions except for those materials that are approved by the local AE representative. (See AFI 11-2AEV3, *Aeromedical Evacuation (AE) Operations Procedures*, Paragraph 6.29. for more specific information.)

49. In-Bond Shipments.

49.1. General. There may be instances where cargo cannot enter the US in the name of AMC or DOD, because customs entry hasn't been arranged by the shipper. In these cases, cargo may be sent from the port of entry "in-bond" under the Customs and Border Protection, (CBP) Form 7512, *Transportation Entry and Manifest of Goods Subject to CBP Inspection and Permit*. The Bureau of Customs and Border Protection holds the carrier responsible for non-delivery or short delivery of in-bond shipments.

49.2. Originating Station. CBP Form 7512 will accompany in-bond shipments that require forwarding from the port of entry. Affix red US Customs warning labels to two sides of the package. If the labels cannot be glued to the package, securely wire two of the tags to the package. Since AMC does not provide scheduled operations within the US, send in-bond shipments from the AMC APOD to destination via bonded common carriage. Transfer of in-bond shipments to a bonded common carrier must be made under supervision of the U.S.

Customs inspector, if available. If not, the air freight OIC, or his/her representative must complete the reverse side of CBP Form 7512 (the reason for transshipment and conditions of the shipment).

49.3. Destination Station. If the AMC station is the final destination of the in-bond shipment, deliver the manifest copy of CF 7512 and the in-bond cargo to the Collector of US Customs, or representative. Air Freight prepares and forwards a copy of CF 7529, Carriers Certificate and Release Order, IAW AMCI 24-101, Vol. 9, *Military Airlift-Air Terminal Operations Center*, to the consignee. Include information that the shipment has been delivered to the Collector of U.S. Customs. The consignee must present a copy of this form to U.S. Customs before release of the shipment to the consignee.

50. Diplomatic Clearance Cargo. Receive, process, and document diplomatic clearance cargo IAW procedures outlined in AMCI 24-101, Vol. 9, and DOD 4500.54G, *DOD Foreign Clearance Guide*. Port hold time is computed from the date/time the approved clearance becomes effective.

Section G—. - Cargo Requiring Additional Considerations.

51. General. The following procedures provide guidance for handling cargo/mail shipment requiring additional consideration due to unique requirements or other special circumstances.

52. Personal Property.

52.1. Personal Property (Code J/DPM Baggage).

52.1.1. General. Code J/ DPM baggage is unaccompanied baggage moved as TP-2 cargo. Code J baggage may be offered to the port as loose cargo requiring palletization for onward movement or may be palletized by contract port agents and offered as originating cargo. DPM baggage will be offered to the port as loose requiring palletization for onward movement. Pure Code J pallets contain shipments handled by a single port agent at the APOD; no additional cargo should be added to these pallets. Mixed Code J pallets contain shipments handled by multiple port agents at the APOD. Maintain personal property shipment integrity when possible.

52.1.2. Aerial ports that do not generate enough Code J shipments may mix Code J and general cargo on port-built pallets.

52.1.3. General cargo and Code J will be separated by using plastic covers or a suitable substitute inserted between shipments. The DD Form 2775, Pallet Identifier, miscellaneous information section, will be annotated with remarks stating the pallet is mixed with Code J and general cargo. In no instance will Code J and hazardous cargo be mixed. **Note:** Aerial port personnel will strive to build Pure Code J pallets, whenever possible.

52.1.4. Shipment Interruptions. HQ AMC/A4T/A4TC, in coordination with 618 AOC/XOG, will advise the Surface Deployment and Distribution Command (SDDC) of possible interruptions in Code J baggage movements and post the applicable SDDC Customer Advisories. Interruptions include, but are not limited to, contingency/relief efforts, higher priority requirements, and excessive cargo generation. The advisory will include the expected length of delay and recommended options for alternate movement.

Upon resolution of the interruption, HQ AMC/A4T/A4TC will retract the advisory notice.

52.1.5. Shipment Upgrade. If Code J baggage is held in the port for 5 days due to inadequate airlift, the ACA/CSB/air freight officer/superintendent or equivalent, will upgrade the priority of the baggage from TP-2 to TP-1 IAW Section C, paragraph 17, of this volume. Although physical upgrade is not required, the responsible authority will upgrade the shipment's priority within the port's automated system to allow proper load selection by load planning personnel.

52.2. Code T/Household Goods. Code T shipments (airlift of household goods) are advanced from the Defense Personal Property System (DPS) to the Financial Air Clearance Transportation System (FACTS) as TP-2 cargo. Every effort should be made to maintain shipment integrity.

52.2.1. When the Personal Property Shipping Offices (PPSO) have pre-coordinated approval with the AMC APOE, they may offer a specific allocation of Code T/Household Goods as TP-4 cargo for opportune movement, and should advise their Service ACA to ensure applicable transportation priority is applied. (Review paragraph 5.4 and accompanying Note for TP-4 restrictions/policy.)

52.2.2. Household goods shipped to hard-lift areas will always be moved as TP-2 cargo. Hard-lift areas for household goods are identified in the AF Supplement to the JFTR, Attachment 6.

52.2.3. When Household Goods shipments are for civilian employees and the 20-day window for TP-4 shipments has elapsed, contact the servicing JPPSO for status of shipments and onward movement determination IAW JTR provisions.

52.3. Ports must ensure proper customs documentation is received for and accompanies each personal property shipment to final destination. Some overseas countries require unique customs documentation. Contact your local ACA/CSB or TMO for specific requirements.

52.4. Cargo processing will ensure fiberboard boxes/crates (including code J/T) built on 463L pallets are elevated (i.e., wooden skids) off the pallet surface to ensure items remain dry. PPTY shipments will have two serviceable plastic pallet covers secured under the net-set. When possible, personal property will be stored indoors and protected from inclement weather. When stored outdoors or transported during inclement weather, an additional dry and serviceable pallet cover (third) will be secured over the net-set.

52.5. Traffic management offices will request tarping service when ordering trucks for PPTY transport. In addition, a change to the international solicitation has been coordinated with SDDC to clarify the requirement for TSP's to place two serviceable plastic covers over PPTY shipments secured under the net-set. In addition, TSP's are required to elevate fiberboard boxes from the surface of the 463L pallet, to reduce the possibility of water seeping into the shipment.

52.6. Overseas ports must ensure a DD Form 1252/1252-1, U.S. Customs Declaration for Personal Property Shipments, is received for each personal property shipment terminating in the Customs Territory of the United States (CTUS) IAW DTR, Part V.

52.7. For international CBL/GBL shipments (Code T/Code J) ensure the name of the carrier and CBL/GBL number are marked on household goods (HHG) containers and loose Code J shipments. For pure Code J pallets, pre-built by carriers, ensure the name of the carrier and CBL/GBL number are clearly identified on the pallet.

53. Foreign Military Sales (FMS) Material.

53.1. FMS material moves through the airlift system in three modes: AMC TWCF channel traffic, AMC SAAM and pilot pickup by country-owned or controlled aircraft. FMS material shipped as channel traffic is given the same considerations and handled the same as all other channel traffic. Therefore, no specific instructions for FMS channel traffic are included in this volume. This volume provides guidance and procedures to be used by air terminal and CRW personnel in handling FMS shipments moved by AMC SAAM and country-owned or -controlled aircraft.

53.1.1. Publications. The following publications apply to the movement of FMS material. DTR 4500.9-R, Part II, DOD 5105.38M, *Security Assistance Management Manual*, and AFMAN 16-101, *International Affairs and Security Assistance Management*

53.2. Marking and Labeling. FMS material shipments are marked and labeled IAW MILSTD 129P, or as specified in the sales order (FMS case). Besides the requirements of MILSTD-129P, FMS marking also includes:

53.2.1. The freight forwarder's address and the customer's in-country address. When DD Form 1387 is used, the "TO" block shows the freight forwarder address. The "ULTIMATE CONSIGNEE" block shows the overseas address.

53.2.2. The FMS case number is normally found in the last line of the overseas address. If it is not in this position, it will be in the last line of the freight forwarder address.

53.3. Packaging. FMS material is given the same protective handling that is given to DOD material. All appropriate packaging and handling publications apply. Packaging and handling of hazardous material must conform IAW AFMAN 24-204_IP, CFR 49, ICAO, IATA regulations or be packaged IAW approval from the foreign government’s Competent Authority.

53.4. Compatibility. Hazardous material compatibility on foreign-owned or-controlled aircraft will be IAW AFMAN 16-101.

53.4.1. Hazardous material scheduled for movement aboard foreign-owned or -controlled aircraft must be packaged, marked, labeled, and certified according to Title 49 CFR, IATA, and ICAO regulations. Commercial air carriers must obtain the required exemptions by Title 49 CFR.

53.4.2. Non-compatible hazardous material cannot be shipped by commercial carrier without approval from the Department of Transportation.

53.4.3. Non-compatible hazardous material may be shipped by foreign military aircraft provided approval to ship non-compatibles is obtained from the foreign government when approved IAW AFMAN 16-101.

53.5. Shipments Requiring Diplomatic Clearance. See AMCI 24-101, Vol. 9, for processing instructions for FMS cargo requiring diplomatic clearance prior to shipment.

53.6. Manifest Procedures:

53.6.1. SAAM. Prepare and distribute manifests IAW this volume.

53.6.2. Pilot Pickup by Country-Owned or-Controlled Aircraft. Prepare a non-TWCF manifest with as much data as possible, e.g., aircraft type and number, TCN, pieces, weight, cube, destination, etc.

53.7. In-transit Data Reporting. FMS shipments moving outside the Defense Transportation System (DTS) are excluded from in-transit data reporting.

53.8. Requests for Information. Refer questions received from customer representatives, other than routine questions relating to in-being operations, as follows:

53.8.1. SAAM Pricing - refer to the AOC/XOOOS.

53.8.2. Cargo Terminal Charges (Loading and Unloading) - refer to HQ AMC/FM.

53.8.3. 463L Pallet/Net Leasing Charges - refer to AMCI 24-201.

53.9. Responsibilities of the Customer Representative. When a country has negotiated an FMS program with the US Government, it is liable for transporting the FMS material from the CONUS to destination. Sometimes this responsibility is handled by the country's staff, but if the staff is not able to do all the required work, they will hire an international freight forwarder to handle the material. The customer representative/freight forwarder is responsible for re-packaging, re-crating, or reinforcing inadequate containers. The U.S. Government has no jurisdiction or responsibility for doing this work. The only exception is containers damaged by AMC will be repaired by AMC.

53.10. Direct Commercial Sales (DCS). DCS must be distinguished from the Foreign Military Sales (FMS) program, which manages government-to-government sales. DCS, a transaction between a foreign government and a U.S. commercial vender, is not authorized to use aerial port services unless there is a compelling need and authorization has been granted by a MAJCOM-level DOD sponsor. In some cases, foreign governments who have an existing Acquisition and Cross-Servicing Agreement (ACSA) with the U.S., can apply for support under the ACSA and if approved the HQ AMC A4T/A4R will pre coordinate the terms and conditions of handling prior to movement. When DCS requests are received, confirm that the movement is not part of the FMS program and refer questions back to AMC/A4TC.

54. USTRANSCOM Defense Couriers.

54.1. General. The United States Transportation Command establishes, maintains and operates a worldwide network of stations and couriers for the secure, timely and efficient distribution of classified and sensitive material for the US Government and its allies. Operational control and synchronization of global courier activities is exercised through USTRANSCOM's Defense Courier Division (TCJ3-C). Any compromise of material entrusted to a defense courier may cause exceptionally grave damage to national security. Therefore, the primary objective of all courier activities is to prevent unauthorized access to materials in courier custody. Defense couriers do not generate or own the materials they control but for the purposes of this instruction, articles in defense courier custody will be referred to as courier material.

54.2. Courier material processing. TCJ3-C couriers have GATES accounts with Defense Courier permissions giving them the ability to receive, process, store and manifest courier materials. Bays 18 and 19 have been designated to provide aerial port load planners and cape forecasters visibility over outbound courier material when it is travelling via AMC airlift channel. Couriers will move outbound cargo into the designated bays according to locally coordinated procedures and the aerial port sequence of events. Load planners will then be able to select courier materials for manifesting.

54.2.1. Courier material air manifested to an aerial port where no permanent defense courier activity exists will be trucked out by the special handling functional area according to locally coordinated procedures between TCJ3-C couriers and the aerial port function. At no time will the aerial port function physically take possession of or deliver courier material to a consignee.

54.2.2. All TCJ3-C courier material moved via the DTS will use TAC code 0003 in accordance with DTR, Part II. Other courier elements not assigned to USTRANSCOM but moving material via the DTS will use different TAC codes. Only TCJ3-C assigned couriers are authorized to use the 0003 TAC.

54.3. Movement of courier material by AMC airlift channel. DCS will coordinate all outbound movements on AMC owned or controlled airlift channels with TACC/XOG (bookies). Space blocks on both AMC organic and contract airlift must be requested NLT 48 hours prior to the required movement date. TACC/XOG will in turn task the capability forecasting and/or load planning function at the applicable aerial port. The capability forecasting/load planning function will coordinate applicable space blocks with the aerial port functional areas.

54.3.1. Courier station personnel should coordinate with the local Capability Forecasting/Load Planning section NLT 24 hours prior to aircraft departure.

54.3.2. TCJ3-C couriers escorting material moving within the DTS are authorized to travel on aircraft transporting hazardous cargo identified as P3/P4 in Attachment A4-1 of AFMAN 24-204_IP and on contracted aircraft IAW CFR, Title 14, *Aeronautics and Space, Subpart T—Flight Operations*, Part 121.583 (7).

54.3.3. Courier material may be consolidated in several forms including wooden crates or skids, large/small cardboard boxes and canvas pouches. Shipments may be loose loaded or palletized. Generally, couriers will prepare their own pallets for movement within the DTS. Courier stations may request pallet build up instruction from the local aerial port.

54.4. Courier Material Handling Guidance. Loading and unloading of cargo pallets, including pallets containing courier material, on DTS aircraft is the air terminal's responsibility. Only TCJ3-C assigned couriers are authorized to handle individual shipments of courier material.

54.4.1. TCJ3-C couriers escort materials from origin to destination and must not be separated from the cargo. Since couriers maintain direct control/surveillance over courier materials, a DD Form 1387-2 is not required.

54.4.2. Courier material will be moved as expeditiously as possible IAW airlift priorities and space allocations. Couriers are authorized to use expedited shipment handling procedures IAW AMCI 24-101, Vol. 6.

54.4.3. Courier material must not be loaded or stored on a pallet with hazardous materials.

55. Cooperative Airlift Agreement (CAA) Cargo.

55.1. General. The Governments of Australia, Canada, the United Kingdom and New Zealand have entered into agreements with the United States that provide for the reciprocal transportation of cargo. These agreements provide for the transportation of cargo of the military forces of these countries on aircraft operated by the military forces of the United States and for transportation of US military forces cargo on aircraft operated by their military forces.

55.2. All exchange traffic transported under these agreements is on a reimbursable basis. The rate of reimbursement is at the rate charged to the military forces of the United States for airlift in the DTS. Imbalances in the exchange of airlift are computed and paid for by the appropriate finance centers.

55.3. The responsibility of the nation supplying airlift is limited to providing airlift from the onload air terminal to the offload air terminal. The requesting nation is responsible for delivery of cargo to the onload air terminal and for transportation of cargo from the offload air terminal to the ultimate destination. The operation and maintenance of the loading and unloading equipment is the responsibility of the owning nation.

55.4. 618 AOC/XOG is responsible for coordinating the movement of CAA cargo with the foreign activity. Refer requests received from other activities to 618 AOC/XOG for action. The AOC can only honor requests from official CAA validators of the country concerned. Therefore, instruct requesters to route requests to their CAA validator for submission to the AOC. Except for TCN construction, which 618 AOC/XOG is responsible for, all documentation will be IAW DTR procedures. Construct CAA TCNs IAW **Table 4**

Table 4. CAA TCN Construction.

Country	TCN Position					
	1-3	4-6	7-10	11	12-14	15-17
Australia	RAA	Three-	Four-Digit Julian	X	Serial	XXX
Canada	RCF	Letter	Date	X	No.	XXX
United Kingdom (England)	RAF	APOE		X		XXX
New Zealand	RNF	Code		X		XXX

55.5. CAA cargo will not be entered into the airlift system until authority for movement and a valid TCN constructed as above are received from the AOC. Listing CAA cargo on the same TWCF manifest as other TWCF cargo shipments is authorized.

56. RESERVED FOR FUTURE USE.

57. Route Support. Manifesting and reporting IAW AMCI 24-101, Vol. 6, *Transportation Documentation, Data, Records, and Reports*, are required when positioning or redistributing route support equipment (stanchions, litters, seats, Air Transportable Galley/Lavatories, K-loaders, power carts, etc.). All assets will be manifested and moved as FSS cargo, IAW AMCI 23-102. Enter "196" in the Project Code (record positions 57-59) of the TCMD and in the "Project Code" block of the DD Form 1387, MSL, to indicate the shipments are FSS. These shipments may be entered into the AMC channel airlift system without the submission of an ATCMD to the ACA for airlift clearance. Aircraft assets which are installed components or in direct support of the aircraft which is being operated are not required to be manifested nor governed by AFMAN 24-204_IP or DTR, since items are not entered into the DTS as cargo.

58. Air Transportability Testing and Loading Agency (ATTLA) Certification.

58.1. This section provides clarification to cargo processors, joint inspectors and load planners when determining if cargo requires an ATTLA Certification. The next paragraph provides flags for determining if an ATTLA Certification letter may be required. The last section will provide more specific guidance to joint inspectors/load planners when making the actual determination on the need for an ATTLA Certification.

58.2. For cargo requiring ATTLA Certification, it is the shipper's responsibility to obtain and provide the most current ATTLA Certification letters during cargo receipt, and the aerial port representative's responsibility to confirm the certification is provided and current to include modifications. When determining if a certification may be required, cargo processing and/or special handling agents will use the following criteria as a flag on when to notify load planning. Load planning will utilize paragraph 58.3 of this section to determine if an ATTLA Certification letter is required.

58.2.1. Length: Greater than 20 ft. (commonly palletized outsized cargo such as pipes, wood, helo blades, light oversized cargo, etc. does not require ATTLA Certification)

58.2.2. Height or Width: Greater than 8 ft.

58.2.3. Weight: Greater than 10,000 lbs.

58.2.4. Floor contact pressure: Greater than 50 psi

58.2.5. Axle loads: Greater than 5,000 lbs.

58.2.6. Wheel Loads: Greater than 2,500 lbs.

58.2.7. Any item which requires special equipment or procedures for loading and/or securing for flight.

58.2.8. Unfamiliar items designed to be loaded directly into the aircraft rail system.

58.2.9. Cargo that exceeds weight limits stated in the cert letter.

58.3. If the cargo exceeds the criteria listed in paragraph 58.2 of this section and load planners/joint inspectors have confirmed an ATTLA Certification letter is not listed on the

ATTLA website, then the load planner/joint inspector will utilize the following criteria to make the determination if an ATTLA Certification letter is required.

58.3.1. Items that exceed the allowable loading limits of the aircraft as described in the applicable aircraft TO 1C-XXX-9 (Dash –9).

58.3.2. Items that require special equipment or loading procedures not listed in the applicable aircraft's Dash -9.

58.3.3. Items designed to interface with the aircraft rail systems (i.e., LSA Adapters) not contained in the applicable aircraft's Dash -9.

58.3.4. Any type of watercraft/fixed-wing and rotary-wing aircraft not identified in the applicable aircraft's Dash -9.

58.3.5. Enclosed items (airtight containers, on-board tanks, etc.) not designed with pressure relief devices or items that cannot be configured in a way to allow for aircraft cabin pressure changes.

58.3.6. Non-palletized items with questionable structural integrity or items with significant damage to the frame or structural components (i.e., Battle damaged equipment).

58.3.7. Items that cannot be restrained using standard restraint procedures listed in the aircraft's Dash -9 or items requiring specific restraint procedures.

58.3.8. Items that operate in flight.

58.4. When load planners/joint inspectors make determinations on ATTLA Certification, they must also account for any planned transload at downline stations, (i.e., C-17 to C-130, etc.). If an ATTLA Certification letter is required at the trans-load station, load planners/joint inspectors will ensure that the ATTLA Certification letter accompanies the shipment.

58.5. Load planners and joint inspectors must maintain an active account for viewing/verifying ATTLA Certification letters. The Air Transport CoP is located at the following site: **https://AFKM.WPAFB.AF.MIL/Community/Views/Home.aspx?Filter=OO-EN-KA-02**

58.6. If load planners/joint inspectors cannot determine that an item required an ATTLA Certification letter, contact ATTLA.

58.6.1. ATTLA's contact information: Email: **ATTLA@WPAFB.AF.MIL** or DSN: 785-2330, Comm: (937) 255-2330

58.7. The aircraft loadmaster has final determination on accepting the cargo for air movement.

58.8. Please direct questions to A4TC (Air Cargo Policy), **AMC.A4TCP@SCOTT.AF.MIL**, DSN: 779-4434.

59. DENTON Program

59.1. Denton Amendment Cargo. Denton Amendment cargo refers to humanitarian cargo donated by private citizens and/or other non-governmental organizations that may move on a

Space-A basis on DOD assets. It cannot be taken at a cost to the U.S. Government other than the cost of transportation for the cargo itself. Users submit requests through their respective validator using the same procedures used for SAAMs. A listing of current mission validators may be obtained from USTC TCJ3-SS. POC for Denton Operations is: 437 APS/DPX, Commercial: (843) 963-6423/6424/6425-Fax: (843) 963-6426. DSN: 673-6424/6425 Fax: 673-6426.

Section H—. - Irregularities in Shipment Processing

60. General. The following procedures provide guidance for handling cargo/mail shipment irregularities within the AMC transportation system. Follow these procedures to trace missing shipments, document lost shipments and expedite the movement of cargo/mail within the AMC system. Initiate and answer correspondence concerning irregularities within time frames, if specified, as outlined in the following paragraphs.

61. Originating Shipments with Irregularities.

61.1. General. Reconcile any discrepancies noted at time of in-checking cargo/mail with the ACA/CSB or appropriate authority shipping activity prior to acceptance into the AMC airlift system. Prepare and distribute appropriate discrepancy reports IAW DTR, Part II, Chapter 210.

61.1.1. Ensure the ACA/CSB prepares discrepancy reports on shipments arriving by an intermediate carrier, e.g., commercial truck. Shipments corrected by the shipper do not require these reports. **Note:** Shipments from intermediate carriers will not be refused.

61.1.2. Prepare SF 364, *Report of Discrepancy,* for shipments entered into the airlift system that are improperly packed, marked, labeled, or certified, IAW the DTR, Part II, Chapter 210.

61.1.3. If the shipper cannot make the required corrections, the aerial port recoupment/repacking section may assist with the corrective actions within the aerial port's capability.

61.1.4. The CSB is responsible for the preparation of SF 364 on shipment frustrations that result in a delay or additional packaging costs at CONUS air terminals.

61.1.5. AMC aerial port air freight offices outside of CONUS are responsible for the preparation and distribution of all SFs 364 prepared on shipments transiting the aerial ports.

61.2. Mis-directed shipments. These are shipments received at aerial ports for movement over routes that are neither originating nor connecting to channels (IAW the AMC Channel Sequence Listing) out of the port where the shipments were delivered.

61.2.1. When mis-directed cargo arrives at an aerial port, it will be frustrated to the ACA/CSB IAW paragraph **65**, this volume, for correction.

61.2.2. The ACA/CSB will monitor mis-directed shipments and redirect accordingly. Aerial port personnel will identify errors and mis-directed shipments that may slip through the system to the ACA/CSB for corrective action.

61.2.3. When opportune airlift exists, use it to forward mis-directed shipments to the correct APOE for onward movement. When manifesting these shipments on opportune airlift, add a TXI trailer record identifying the shipment as being mis-directed.

62. Documentation Irregularities for Transportation Working Capital Fund (TWCF) Billing.

62.1. General. All shipments must be properly documented for the TWCF billing process to occur. When shipments are incorrectly assigned, mis-routed, diverted or require additional transportation to reach destination, they must be properly documented. When the shipper causes an irregularity, the shipment must be terminated and turned over to the ACA/CSB/AMT for new documentation. The new documentation must show the new APOE for correct TWCF billing to occur.

62.2. Procedures.

62.2.1. When an originating shipment enters the airlift system at a station other than that reflected on the TCMD, the documentation must be changed to indicate the correct APOE. This change in documentation is necessary to ensure shippers are billed correctly. At the point the shipment enters the AMC airlift system, the APOE and manifesting stations must match in order for AMC to bill the customer. Shipments arriving at an APOD that require further airlift by AMC to reach the ultimate consignee must be re-documented for billing to occur. For example:

62.2.1.1. A shipment moving from Dover AFB (DOV) to Incirlik AB (ADA) arrives at ADA. The ACA determines the shipment is for Ankara (ESB). This shipment would be terminated at ADA and re-consigned with the documentation showing ADA as the new APOE and ESB as the APOD.

62.2.2. In-transit stations will not change the APOE for shipments that have reached the APOD. When an in-transit station changes the APOE, a double billing will occur. For example:

62.2.2.1. A shipment moving from Travis AFB (SUU) to Ramstein AB (RMS) is shipped to Dover AFB (DOV) for transshipment. A billing occurs from SUU to RMS when SUU manifests the shipment to DOV. If DOV changes the APOE to indicate "DOV" and manifests the shipment, another billing will occur from DOV to RMS.

62.2.3. When the irregularity is caused by an error on the part of an air terminal, the documentation is changed to reflect the correct information (if necessary) and sent to destination as an in-transit shipment.

63. Aircraft Loads Arriving Without Manifests.

63.1. Procedures. When an aircraft load arrives without cargo/mail manifests, take the following steps:

63.1.1. Stations with GATES capabilities will retrieve a copy of the manifest from mission monitoring or check manifest drop down box.

63.2. Stations without GATES capabilities will conduct a thorough search of the aircraft to verify non-receipt of the manifest.

63.2.1. Stations may use an electronic transfer from previous stations to prepare a manifest or offloading processing list/in-check list for processing of shipments.

63.2.2. ATOC will contact the manifesting station by telephone or electronic transfers to obtain necessary manifest header information and request appropriate manifests be sent, and annotate contact in remarks section of AMC Form 77.

63.2.3. Air terminal representatives will visually inspect all cargo shipments for anything that requires immediate action and prepare a substitute manifest (DD Form 1385) for these items to facilitate processing. When documents are missing, prepare a substitute TCMD/manifest to allow delivery pending receipt of the missing documents. Hold the remainder of the load intact, awaiting the arrival of the manifest. If, after 12 hours, the manifest has not been received, break each pallet down and take appropriate information from the shipping labels. If comparison discloses a shortage, initiate tracer action. Process the shipments as over shipments. When missing documents are received, retain one copy and deliver the remainder to the consigned activity for comparison with the substitute manifest.

64. Bumped Pallet and Shipment Processing.

64.1. General. This is any pallet or shipment of cargo/mail which is planned and manifested (pre or final) for movement, but is removed from the manifest and returned to the port inventory.

64.2. Procedures. Handle bumped cargo IAW AMC 24-101, Vol. 9, paragraph 7.18.

65. Frustrated Shipments.

65.1. General. Frustrated shipments of cargo/mail are those that, due to some irregularity or request of the shipper, cannot be accepted into, or continue movement in, the airlift system. **Attachment 9** lists frustration reason codes.

65.2. Procedures.

65.2.1. General cargo (includes non-hazardous materials requiring special handling).

65.2.1.1. Store frustrated cargo in secure holding area(s) based on the Risk Category Code (**Attachment 9**).

65.2.1.2. Complete AMC Form 33 and distribute as follows:

65.2.1.2.1. Original: Attach to the number one container of the shipment.

65.2.1.2.2. Duplicate: The section preparing the AMC Form 33 will ensure status of shipment is properly documented, and file duplicate copy in originator's file.

65.2.1.2.3. Triplicate: Furnish to ACA/CSB/appropriate authority for necessary action. **Note:** An AMC Form 33 is not required if correction(s) is made at the time of cargo in-check and no action is needed by ACA/CSB.

65.2.2. Cargo frustrated in GATES and placed in a designated frustrated cargo bay location will not require a printed AMC Form 33. Any frustrated cargo that is placed in the same location as processed cargo (e.g., signature service or outsized cargo too large to place in designated location) will still require an AMC Form 33 attached to the piece for identification purposes.

65.2.2.1. Cargo processors must ensure detailed information for frustrated cargo is captured in the remarks section of GATES. It is imperative that as much information as possible be entered in the remarks section in order for the ACA or CSB to expedite corrective actions. The cargo processor must also ensure the proper frustration code is assigned and utilized in GATES.

65.2.2.2. Aerial port leadership will ensure that all cargo placed in a designated frustrated bay location is managed utilizing the GATES frustrated cargo report.

65.2.2.3. If cargo arrives at the aerial port with discrepancies and cannot be input into GATES due to lack of information (e.g., no TCN), a manual AMC Form 33 will be utilized.

65.2.2.4. The AMC Form 33 will still be utilized for cargo placed in designated frustrated bay location at non-GATES locations and in instances when there is no GATES connectivity (manual procedures).

65.2.2.5. Procedures for the AMC Form 1015 will not be affected. It must still be utilized for cargo requiring hazardous material certification.

65.2.3. ACA/CSB or appropriate authority will ensure all deficiencies indicated on the AMC Form 33 are corrected. ACA/CSB or appropriate authority will sign the original copy of the AMC Form 33 to certify corrective actions were taken and will notify the appropriate terminal representative that the cargo is ready to enter/continue in the airlift system. The ACA/CSB or appropriate authority is responsible for updating the computer status. The terminal representative will verify the corrective actions and process the cargo.

65.2.4. After all discrepancies are corrected, file the original copy of the AMC Form 33 in the work center that originated the report and make disposition IAW AF Records Disposition Schedule available on-line at https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm.

65.2.5. GATES Procedures for Frustrated Cargo.

65.2.5.1. Strict compliance with the following policy is required to ensure uniform and reliable frustrated cargo data from all ports is accessible through GATES. This guidance encompasses two scenarios: Shipments arriving with a valid TCN and shipments without a TCN.

65.2.5.2. Shipments arriving with a valid TCN: If a shipment arrives at the port with a valid TCN and there is a discrepancy, immediately frustrate the shipment at time of in-check into GATES using the appropriate frustration reason (FR) code (see Attachment 9). Annotate the specific reason for the frustration in the remarks area of GATES. **Note:** Service HQ/ DLA will use the reason/remarks to request that shippers correct future shipments. Therefore, it is imperative for the remarks to be very specific.

65.2.5.3. Immediate GATES frustration data input is critical to capture accurate total frustration time.

65.2.5.4. Shipments arriving without a TCN: Annotate these shipments in the Problem Shipment Log that can be accessed through the Shipment Unit Maintenance

Area of GATES. Fill in as many data entry fields as possible and annotate the remarks area with detailed information pertaining to the shipment. **Note:** Service HQ/DLA will use the reason/remarks to request that shippers correct future shipments. Therefore, it is imperative for the remarks to be very specific.

65.2.5.5. At a minimum the following specific fields are required to correctly identify the shipper and discrepancies associated with the shipment: consignor, consignee, shipper, description/specific problem related to the shipment.

65.2.5.6. Before closing the shipment problem log ensure all annotations are shipment specific.

65.2.5.7. For frustrated cargo shipments with documentation errors in which consignors/consignees cannot be located, e.g., DVD cargo, contact the responsible party for disposition in Table 5. First, ensure the discrepancies cannot be corrected within 60 days and the ports have exhausted all "good faith" efforts to locate the owners. These 60 days allows time for customers who have not received the cargo to try and locate their cargo. If no inquiries are received within 60 days of the time the "good faith" search has closed, then turn the cargo over IAW with Table 5., Disposition of Frustrated Cargo After 60 days.

Table 5. Disposition of Frustrated Cargo After 60 Days.

Item Type	Common FSCs	Responsible Party
Munitions & Weapons (stocklisted and non-stocklisted)	10xx, 11xx, 13xx, 14xx, 5856, 5865, 6920, 8140	MXG Munitions
Medical Supplies & Equipment (stocklisted and non-stocklisted)	65xx	Medical Logistics
Subsistence Products (stocklisted and non-stocklisted)	89xx	Services
Non-stocklisted General Supplies & Equipment	N/A	Logistics Readiness Squadron (for research and transfer to DRMS)
Other Stocklisted General Supplies & Equipment	All others	Logistics Readiness Squadron (for Turn-in to SBSS)

65.2.6. HAZMAT Procedures.

65.2.6.1. Use the AMC Form 1015 to identify incorrectly packaged, prepared, or documented hazardous material shipments. Provide the form identifying the discrepancy to the office/agency responsible for corrective actions, i.e., ACA or CSB.

65.2.6.2. The individual performing the corrective action will check the appropriate block on the form and sign and date it (comply with paragraph 45 when repackaging is required). Return the form to the inspection activity.

65.2.6.3. The inspection activity will check the discrepancies to ensure corrective action. The individual performing the re-inspection will check the "Reinspected By" block and sign and date the form. Forward the completed form with the Shipper's Declaration for Dangerous Goods to the Load Planning section. The "Inspector" may sign the "Inspected By……", "Corrected By…..", and "Reinspected By….." when a correction is made to only Key 19 of the Shipper's Declaration for Dangerous Goods. Completion of a discrepancy report IAW paragraph 65 is required.

65.2.6.4. A "True Copy" of the Shipper's Declaration for Dangerous Goods may be prepared by the terminal or ACA/CSBIAW AFMAN 24-204_IP, Attachment 17, from a original copy provided by the shipper.

65.2.6.5. When an improperly prepared or documented shipment is returned directly to the shipper, the aerial port/terminal will maintain the original form until the shipper takes corrective action. Check the "Corrected By" block and enter "Shipper Corrected" when items are re-inspected and are acceptable for air shipment. The individual performing the re-inspection will check the "Reinspected By" block and sign and date the form. Forward the completed form with the Shipper's Declaration for Dangerous Goods to the Load Planning section.

65.2.7. The shipper is ultimately responsible for correcting the discrepancies.

66. Short Shipments.

66.1. General. Manifested air shipments of cargo or mail not located upon air cargo in-checking will be considered short shipped cargo. Detailed guidance for short shipment reporting and reconciliation is outlined in AMCI 24-101, Vol. 6.

66.2. Procedures. Check all cargo/mail shipments arriving at the terminal against the accompanying documents for accountability. Take the following actions if a shipment is not located in whole or in part during cargo/mail in-check.

66.2.1. Circle the missing shipment line item on the manifest, offload-processing list, and in-check list. Hand scribe "S/S" on the right hand margin of the manifest/offload processing list/in-check list immediately following the circled line item and update computer records by entering "S/S" in the status field.

66.2.1.1. When reconciling terminating cargo and mail at GATES locations, circling the short shipments and hand scribing "S/S" on the terminating manifest does not apply. To account for short shipments, a GATES generated manifest amendment sheet will be printed out and attached to the front of the terminating manifest.

66.2.2. Change the totals on the manifest to reflect totals actually received. This includes the manifest and pallet headers, if applicable.

66.2.3. Forward manifest/offload processing list in-check lists to the appropriate section for initiation of short shipment reporting.

67. Over-shipments.

67.1. General. Un-manifested air shipments of cargo/mail arriving at an AMC air terminal are considered over-shipped. Detailed guidance for over shipment reporting and reconciliation is outlined in AMCI 24-101, Vol. 6.

67.2. Procedures. Check all cargo and mail shipments arriving at the terminal against the accompanying documents for accountability. Take the following actions on shipments received, but not listed on the air manifest:

67.2.1. Add the shipment to the appropriate manifest offload processing/in-check list on the last page below the cargo totals, i.e., total pieces, weight and cube. Use additional paper if necessary and attach to original manifest offload processing/in-check lists. Hand scribe "O/S" in the right hand margin of the document used for checking immediately following the handwritten entry. Take care to assure the information transcribed from the DD Form 1387 to the manifest offload processing/in-check list is the same. Ensure data from offload processing/in-check list is legibly transcribed to the manifest.

67.2.1.1. When reconciling terminating cargo and mail at GATES locations, hand scribing overshipped TCN data and the words O/S on the terminating manifest does not apply. To account for over shipments, a GATES generated manifest amendment sheet will be printed out and attached to the front of the terminating manifest.

67.2.2. If no manifest accompanies the shipment, prepare an inbound substitute manifest (DD Form 1385) indicating the station originating the shipment as the manifesting station. In the event the shipment has obviously been transferred at an enroute station, indicate that station as the manifesting station. Annotate this manifest with all information contained on the DD Form 1387, and annotate GMT hour and date code of aircraft arrival in the upper right-hand corner. Annotate the manifest with the words "over shipment."

67.2.3. Update computer records when in-checking over-shipments by entering all information about the shipment, i.e., TCN, pieces, weight, cube and consignee/consignor.

67.2.4. Adjust or calculate totals listed on the manifest offload processing/in-check list to reflect totals actually received. This includes the manifest and pallet headers, if applicable.

67.2.5. Forward manifest/offload processing list in-check lists to the appropriate section for initiation of over shipment reporting.

67.2.5.1. When utilizing GATES, reconciled totals will be placed on the manifest amendment sheet. Any over/short shipment information that is not reflected on the amendment sheet must be added to the amendment sheet. Reconciling totals will be accomplished by calculating the totals on the terminating manifest with the over/short shipment TCN’s listed on the manifest amendment sheet.

68. Pilfered Shipments.

68.1. General. When a shipment arrives at a station and its condition indicates possible pilferage (e.g., cases broken open, mail sacks torn or cut, etc.), the ATOC Duty Officer/Senior Controller will initiate an immediate investigation to determine if pilferage has indeed occurred.

68.2. Procedures. If pilferage is suspected or confirmed:

68.2.1. Make an immediate report, by telephone, to Security Force (civilian equivalent), followed by a written report in the format indicated in Figure 4 within 24 hours.

68.2.2. Upon release of the shipment by the security force, the air freight officer/superintendent will coordinate with the ACA/CSB regarding disposition of pilfered shipments. If the Chief of Security Forces confiscates the shipment, follow the procedures in paragraph **69**.

Figure 4. Report of Pilferage.

MEMORANDUM FOR

SUBJECT: Report of Pilferage

TO:

1. We submit the following information relative to an incident of suspected pilferage for investigative action:

a. Date, time, and place of discovery.

b. Name, rank, and duty of person discovering.

c. Description of missing items, including all available identifying marks.

d. Station of origin.

e. Intermediate flight stops.

f. Consignor and address.

g. Consignee and address.

h. Name, rank, SSN, and organization of all crew members and passengers on aircraft.

i. Data and time of verbal report to the Security Forces, and name and rank of person accepting.

2. Remarks.

Signature Block

69. Confiscated Shipments.

69.1. General. A cargo/mail shipment within the DTS that is removed due to pilferage, suspicion of containing illegal items, etc., is considered to be a confiscated shipment.

69.2. Procedures. When a cargo/mail shipment is confiscated, the air terminal obtains a receipt from the confiscating agency on a TCMD or appropriate transportation release document as if the shipment were terminating. Annotate the document with the reason the shipment was removed from the DTS.

69.2.1. Advise the consignor, consignee, and HQ AMC/A4TC that the shipment has been confiscated. Make notification by e-mail, fax, or priority message.

69.2.2. If the shipment is released by the confiscating agency within 15 days, then:

69.2.2.1. Originating Stations. Process as an originating shipment and notify the consignor, consignee, and HQ AMC/A4TC that the shipment has been released for onward movement to destination.

69.2.2.2. Enroute Stations. Document and process the shipment as an in-transit shipment and notify the consignor, consignee, and HQ AMC/A4TC that the shipment has been released for airlift to destination.

69.2.3. If the shipment is not released from the confiscating agency within 15 days, the air terminal representative where the confiscating action took place initiates an DD Form 361 to advise the consignor and consignee of the confiscated status so action may be taken. In addition, notify HQ AMC/A4TC of action taken.

70. Lost Shipments.

70.1. General. If tracer action, which includes a message to the consignee requesting acknowledgment of receipt or non-receipt of cargo, fails to locate a shipment in the AMC airlift system within 15 workdays, it is considered to be a lost shipment.

70.2. Procedures. The station originating the tracer initiates a DD Form 361 regardless of dollar value and it is distributed IAW DTR, Part II, Chapter 210. In addition to the statement: "Shipment could not be located in the AMC airlift system and has been declared lost." include a statement in the remarks block that the consignee confirms that shipment was not received.

71. Shipments that are in-checked, but not located in the terminal.

71.1. Procedures for "can't locate" shipments.

71.1.1. After Cargo Processing/Aircraft Services section perform a thorough physical inventory of the terminal complex, and "Track and Trace" in GATES, they will inform Data Records of the suspected loss. Data Records will complete the following actions:

71.1.1.1. Initiate RFI Transportation Discrepancy Report (TDR) using DD Form 361 filled out IAW DTR, Part II, Chapter 210 and send to the consignee, up line, and down line stations with the following statement in block 30: "Non-response within 10 days from the consignee will be considered receipt of shipment." If completed tracer action fails to locate the shipment within 10 days, consider the shipment lost. **Note:** The RFI and final TDR (Initial Notification) are both completed on the same

form in GFMs DIS; differentiate between the two by checking the appropriate box in Part I. **Note:** The DD Form 361 is used for both RFI and final TDR (Initial Notification); differentiate by checking the appropriate box in Part I.

71.2. Delete shipments that cannot be located within the time frames cited in preceding paragraphs from the port management level with deletion reason code F. Deletion transactions must be approved in writing by the air freight officer/superintendent or their designated representative. Management must ensure deletion authorization is controlled at the supervisory level.

72. Found Shipments. Document shipments found in the AMC terminal as over shipments and send on to the ultimate consignee.

73. Damaged Shipments.

73.1. General. Inspect all cargo shipments for damage. Terminals will not accept originating shipments that appear to be damaged, except those received via intermediate carriers, e.g., commercial trucks. For all damaged shipments which are accepted, circle the line item on the manifest/shipping document, annotate degree of damage on reverse side of manifest/shipping document, and frustrate to ACA/CSB, or equivalent authority, pending corrective action or receipt of disposition instructions.

73.2. Procedures. In the event a shipment has been damaged within the AMC airlift system, take the following appropriate action:

73.2.1. When only the container is damaged, the operations officer arranges with the appropriate activity to have the shipment repacked, marked and labeled, as required.

73.2.2. If inspection reveals the contents are slightly damaged and the shipment is a non-technical item, the air freight officer/superintendent (contract station manager) determines if the shipment should be sent to its destination. If it contains a technical item, frustrate it to the ACA/CSB or equivalent authority. The ACA/CSB or equivalent authority will have the contents inspected by a qualified individual to determine if the shipment should be sent in its present condition. In either case, initiate a DD Form 361within 15 days explaining the cause of damage in the remarks section.

73.2.3. If inspection reveals the contents are damaged beyond economical repair, frustrate the shipment to the ACA/CSB, or equivalent authority, and notify HQ AMC/A4TC. Annotate the reverse side of the station copy of the TCMD/manifest with details of the damage and the date/time HQ AMC/A4TC was notified. Initiate a DD Form 361 within 15 days advising the degree of damage and requesting disposition instructions from the shipper. Send an information copy of the DD Form 361 to ACA/CSB or equivalent authority.

73.2.4. All DD Forms 361 pertaining to personal property shipments will include the member's name, grade and the shipment TCN.

73.2.5. Prepare a SF Form 364, *Report of Discrepancy*, as applicable, when instances of unsatisfactory preservation, packaging, marking of shipments are encountered. **Note:** If an incident involves cargo damaged by AMC, prepare the TDR IAW applicable procedures, and shipper will route the claim through their local finance office.

73.3. Mail Shipments. Inspect all mail shipments for damage or unlabeled pouches at in-checking. If a shipment/pouch incurs damage or has illegible, loose or torn labels within the AMC airlift system, the individual in-checking the mail takes the following actions:

73.3.1. Terminate military mail pouches identified as containing APO or FPO mail to the nearest AMT, US military or US Postal Service office designated to handle military mail.

73.3.2. Civil International Mail.

73.3.2.1. Terminate and deliver pouches identified as containing civil international mail originating outside the US, to a general post office (not Army or Air Force post office). This includes an international exchange office or other general post offices, as identified in regulations for the Universal Postal Union (UPU).

73.3.2.2. Terminate and deliver pouches identified as containing civil international mail originating in the US to the nearest AMT or US military post office for re-pouching or re-labeling. If the local post office is not equipped to take the necessary action, deliver such mail to the nearest international postal exchange office.

73.3.3. In all cases where pouches are terminated due to damage or labeling deficiencies, annotate the reverse side of the TCMD/manifest with details of the deficiency and final disposition. Transfer the pouches to the appropriate agency and obtain a recipient's signature and printed name on the TCMD/manifest. Attach a signed copy to the inbound manifest for filing.

74. Diversion of Cargo/Mail.

74.1. General. Do not divert channel cargo accepted into the airlift system and included in the terminal operating level to other modes of transportation without contacting 618 AOC/XOG.

74.2. Procedures:

74.2.1. Release diverted channel cargo that no longer requires air transportation or redirect it to final destination as determined by ACA/CSB or equivalent authority.

74.2.2. Transfer cargo cleared for diversion to the TMF or shipping activity. The TMF/shipping activity signs the TCMD/manifest or release listing for the diverted cargo.

74.2.3. Mark and re-document shipments requiring diversion as appropriate. When notified that a shipment is to be diverted, release the shipment to the TMF or appropriate shipment activity. ACA/CSB or equivalent authority will send a TCMD indicating the diversion to the shipper and both the original or new consignee, as applicable. (**For example:** A shipment arrives at Rota, Spain, for the USS Enterprise, due to arrive there the following week. While the USS Enterprise is en route, it is diverted to Naples, Italy. The shipment now must be moved to Naples.)

74.2.3.1. The APOD will receipt for the shipment when notified by the ACA activity prior to the shipment's arrival or while the shipment is still in the air terminal. The ACA activity prepares a new TCMD and all appropriate documentation required for movement to the new APOD. Once the shipment is receipted, the air terminal updates the APOE to reflect their station and the new APOD destination (this is crucial to ensure correct billing occurs).

74.2.3.2. If the shipment returns NLT 72 hrs after being receipted for by the consignee, the ACA activity originates a new TCMD and other appropriate documentation required for onward movement to the new APOD. The air terminal aborts the original truck manifest and removes the shipment from the manifest. The manifest is departed again using the original departure time and date. Update the APOE of the removed shipment to its location and the APOD to the new location.

74.2.3.3. If the shipment is returned to the air terminal after 72 hrs, the ACA activity or equivalent authority re-originates (i.e., new TCMD, new TCN or other appropriate documentation) the shipment for onward movement to the new APOD. The shipment is then processed, as originating, in the AMC system with the terminated APOD listed as the APOE on the new document.

74.2.4. Cargo diversion policy above does not apply to the opportune movement of AMC channel cargo on non-TWCF aircraft. Manifest and report these shipments, including non-AMC channel offload points, as if moved on TWCF aircraft. When cargo is moved to non-AMC channel offload points, the following restrictions and procedures apply:

74.2.4.1. Ensure the offload point is equipped to handle the offload.

74.2.4.2. Transport the cargo to the offload point, or its close proximity.

74.2.4.3. Ensure the movement does not violate border clearance requirements.

74.2.4.4. The manifest header will reflect the non-AMC channel offload clear text destination, and all other entries, including the APOD fields, will reflect movement to the original AMC channel station.

74.2.4.5. Determine an AMC mission identifier for manifesting and reporting purposes.

74.2.5. If it is necessary to divert mail received at an APOE to another mode of transportation, coordinate the diversion with the AMT or US Postal Service activity. Accomplish the following documentation:

74.2.5.1. Manifest and handle the shipment similar to mail moving on AMC aircraft.

74.2.5.2. Annotate station documents with the words: "DIVERTED TO "(name of carrier, aircraft number, destination to which diverted, and date) and "DIVERSION COORDINATED WITH".

Section I—Load Planning

75. Air Terminal Load Planning. Load planning is responsible for planning, selecting, sequencing, manifesting and monitoring each aircraft cargo/mail load. The load planning process begins with the receipt of the setup schedule information. The load planning process is typically performed 12 hours before aircraft departure; however, it must be completed NLT 6 hours prior to aircraft departure for AMC organic aircraft and by contractual agreement times for contract carriers. A load plan will be generated for any AMC mission carrying cargo that is handled by the Ramp Services section; however, **a load plan** is not required for loading of loose cargo/mail up to 300 pounds total and requiring less than a pallet position of space. A revised

load plan is not required when an aircraft is downloaded and no other changes to the load are made. Aircrew loadmasters/boom operators will accept loads when properly prepared by authorized load planners. Personal preference is not an acceptable reason for refusing loads. Loads will be refused only when they exceed aircraft limitation or affect flying safety. The load planning section is responsible for the preparation and accuracy of cargo/mail manifests. **NOTE:** Aerial ports associated with Aerial Delivery (AD) will accomplish load plans for AD loads, as required. **EXCEPTION:** The aircraft loadmaster/boom operator may deviate from load plans to facilitate ease of on-load or offload of cargo, accommodate additional passengers, and to alleviate unnecessary aircraft reconfiguration. The aircraft loadmaster must take into consideration the next station's cargo configuration requirements and will ensure the aircraft is in proper weight and balance limits. When deviations are made, the aircraft loadmaster/boom operator will acknowledge by annotating changes and applying signature to the AF IMT 4080 or automated load plan.

76. Load Planning Qualifications. Qualified personnel assigned to the load planning section must possess extensive job knowledge, be familiar with equipment/procedures utilized within the airlift system, have a 5-skill level, and meet the training requirements of AMCI 24-101, Vol. 22, *Training Requirements for Aerial Port Operations.* Load planning trainees must have their load plans countersigned by an authorized load planner. For military, document all training in accordance with AFI 36-2201, *Air Force Training Program*, in the individual's training record, AF Form 1098, *Special Task Certification and Recurring Training*, and the Training Business Area (for appropriate users), as well as the supervisor's record of employee (for civilians), as appropriate.

77. Load Plans

77.1. Integrated Computerized Deployment System (ICODES) implementation. For AMC units, ICODES will be the primary method for completing load plans, and the AF Form 4080 will be the method for completing manual load plans and maintaining qualifications. Initial ICODES training will be conducted by the Surface Deployment and Distribution Command (SDDC). This course will qualify unit individuals as trainers. Once initial training is complete, AMC units have six months to complete local training. Individuals assigned as trainers will instruct classes or perform OJT at home station. Training will be annotated IAW applicable guidance.

77.1.1. ICODES System Change Requests (SCR): For system's issues with ICODES, load planners will submit SCR's. This will assist the developers in the continued development of ICODES. For SCR instructions and the SCR Form go to the following website: https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/gates/hello.html.

77.1.2. AF Form 4080. For Instructions on filling out the AF Form 4080, refer to Attachment 8. For sections A and B (Part IV), utilization of the GATES brief sheet is acceptable (annotate "See GATES Brief Sheet") in Proper Shipping Name Column. For section C, utilization of the load pull sheet or manifest is acceptable (annotate "See Load Pull Sheet") in TCN Column. If GATES is unavailable, the backside of the AF Form 4080 will be filled out. Use of a locally produced automated product is authorized (i.e., excel spreadsheet) for AF Form 4080, but it must conform to the AF IMT 4080 version located at **http://www.e-publishing.af.mil**/.

78. Cargo Selection Procedures. Select cargo based upon destination, movement priority, and SET. **Note:** Load Planning may operate under relaxed "first in first out" (FIFO) authority. Always consider FIFO when planning loads, but if increased aircraft utilization can be achieved, load planners have the authority to deviate from FIFO requirements where it makes sense. **EXCEPTION:** AMC MICAP, registered mail, Life or Death, Human Remains, 999, and perishable rations will be selected ahead of other cargo or mail regardless of SET. Green/Purple Sheet cargo are moved on the first available mission, but will not displace cargo already manifested on departing aircraft, unless directed by 618 AOC/APCC. Green Sheet cargo requested by a particular service will be moved ahead of that service's cargo only, without regard to SET. For additional information on the movement criteria for Green Sheet/Purple Sheet cargo, refer to AMCI 24-101, Volume 9, Attachment 6. If Code J baggage is held in the port for 5 days due to inadequate airlift, the ACA/CSB/air freight officer, or equivalent, will upgrade the priority of the baggage from TP-2 to TP-1 IAW this volume. Load planning personnel will report upgraded TP-1, Code J shipments in the daily backlog. Movement for TP-4 will be IAW this volume. Cargo/mail transportation priorities and detailed Green/Purple Sheet procedures are outlined in DTR, Part II, Chap 203. Load planners will make every effort to maximize payload up to the constraint of the actual ACL (not standard planning weights) for each segment of the flight. **Note:** Aerial ports are authorized to maximize SAAM/contingency mission utilization by filling empty aircraft space with channel cargo destined to same APOD. AMC/FMFN will bill cargo appropriately based on TAC and mission type.

79. Hazardous Materials.

79.1. Hazardous materials must have an AMC Form 1015 completed IAW this volume at originating stations.

79.2. Hazardous materials will be consolidated to the greatest extent possible, consistent with compatibility requirements of AFMAN 24-204_IP. See AFMAN 24-204_IP, Chapter 2, for compatibility waivers.

79.3. Hazardous materials compatibility for foreign-owned or controlled aircraft will be IAW AFMAN 16-101, *International Affairs and Security Assistance Management.* **Note:** Load planners should sequence loads to provide maximum utilization of the aircraft and ease of offload to expedite cargo at en-route and/or destination stations. However, ease of offload will not take precedence over safety of flight. In these cases enroute/destination stations may have to re-handle cargo based on the load commodity, size, or special handling characteristics.

79.4. Passenger Deviations. Load planners may be assigned authority to approve passenger deviations as determined by local management. For specific information, refer to AMCI 24-101, Volume 9, Attachment 4.

80. Mail Selection Procedures. Select mail in accordance with the procedures identified above. The chief of the Air Mail Terminal (AMT), or designated representative, initiates Green Sheet actions for all registered mail, non-registered airmail letters and parcels to maintain a reasonable level of mail service to locations which are served exclusively by military aircraft. Exercise judgment when selecting mail for flights to multiple destinations when available ACL will not accommodate all mail categories to all destinations. In such instances, priority should first be given to letter mail for less frequently served locations, etc.

81. Load Inspection. Load planners must physically inspect loads to ensure airworthiness and fit within the aircraft configuration it is planned for (i.e., tie-down, overhang, center of balance, markings, weight, height, cleanliness, shoring requirements, contact points, etc.). When load planning cargo already aboard an aircraft, i.e., thru load cargo, a physical inspection is not necessary. However, load planners must ensure thru load hazardous materials are compatible with manifested originating hazardous material. **Note:** For locations with enclosed Mechanized Material Handling Systems (MMHS) which restricts access to pallets, load planners will physically inspect the cargo load (i.e., pulling pallets out, or coordinating a physical walk of pallets within the enclosure.

81.1. For cargo that has special loading issues, load planning and information control will coordinate with down line stations to ensure the necessary vehicles, MHE, equipment, highline space, storage, and drivers are available to accept the cargo.

82. Final Manifesting. Load planning will ensure that final manifests are prepared for all cargo and mail loaded aboard an aircraft for each offload station along the route of the aircraft in accordance with the appropriate publications and the DTR.

82.1. Load planning will prepare a separate GATES manifest for each of the following categories of cargo or mail for each manifest destination.

82.1.1. General cargo

82.1.2. Ordinary mail

82.1.3. AMC MICAP

82.1.4. Registered mail

82.1.5. Life or death

82.1.6. Defense Courier material

82.1.7. Signature Service shipments (e.g., NWRM)

82.1.8. Human remains.

82.2. In the event of automated data processing (ADP) or computer equipment failure during the manifesting process, initiate manual backup procedures to produce a manifest to accompany the aircraft load. Load planners will utilize either an offline manifest or a DD Form 1385 for manual manifesting. The offline manifest must contain all required MILSTAMP data and 463L pallet information for weight and balance purposes. When using a DD Form 1385 as a manual manifest, the manifest header must be completed IAW AMCI 24-101, Volume 6, Paragraph 5. Only pallet header and loose cargo/mail data is required in the body of the manifest. However, a pallet content listing (i.e., AMC Form 39, *Pallet Invoice*) for each pallet will be attached to the DD Form 1385.

82.3. Hazardous Cargo Briefing. Information control, ramp coordinator or designated representative will brief the aircraft commander or designated representative (e.g., loadmaster/boom operator) concerning hazardous cargo according to AFMAN 24-204_IP, *Preparing Hazardous Materials for Military Air Shipments*. The aircraft commander or designated representative will print their name and rank directly below their signature on the brief sheet. When the GATES Mission Brief Sheet or ICODES load plan is utilized, load

planners will print their name and rank directly below their signature on the air terminal representative signature block.

82.3.1. For manual procedures, personnel will ensure the following air terminal inspection certification statement is annotated on the DD Form 1385, Cargo Manifest, with printed name and signature of air terminal representative: "ALL HAZARDOUS MATERIALS COVERED BY THIS MANIFEST HAVE BEEN INSPECTED AND FOUND TO BE PACKAGED IN THE PROPER OUTSIDE CONTAINER, FREE OF VISIBLE DAMAGE AND LEAKS, AND IS PROPERLY CERTIFIED." (Air terminal representative signature). Load planners will print their name and rank directly below their signature on the air terminal representative signature block. Additionally, ensure the following aircrew briefing statement is annotated on the folder with printed name and signature of aircraft commander or designated representative: "I HAVE BEEN BRIEFED ACCORDING TO AFMAN 24-204 IP, PARAGRAPH 1.2.9., ON HAZARDOUS CARGO COVERED BY THIS MANIFEST." Apply these statements by pen and ink, programmed wording, rubber stamps, or typewriter.

82.4. Ballast loads are not required to be manifested unless local management desires non-TWCF documentation for local accountability.

82.5. Aircraft assets which are installed components or in direct support of the aircraft which is being operated (e.g., mission support kits) are not governed by DTR, Part II, will not be entered into the DTS as billable TWCF cargo and will not be manifested. Dedicated non-billable items being moved for exclusive use by the transporting aircraft are identified in the GDSS remarks sections (Form 59) by 618 AOC mission planners. This applies to both non-hazardous and hazardous aircraft assets. While a Shipper's Declaration for Dangerous Goods is not required, it is the responsibility of the owning organization to ensure assets are properly prepared for air transport (fuel levels, center of balance, etc.) to protect the safety of the aircraft, aircrew, and passengers.

82.5.1. Aerial ports will assist with loading of aircraft assets, if necessary. Use the remarks section of AMC Form 77 or AMC Form 68 to document loading. Aerial ports will also identify assets on the MLR and annotate on AMC Form 4080 or automated load plan when aircraft contains manifested cargo.

82.5.2. Items/equipment moved to support other than the transporting aircraft or when removed from the transporting aircraft and shipped separately are not considered aircraft assets. Such items/equipment must have a billable TAC and must be prepared, processed, and manifested as cargo IAW the DTR and AFMAN 24-204_IP (if hazardous).

83. Manifest Distribution. Originating stations will produce the minimum amount of copies of each final cargo or mail manifest that will meet stations need for all cargo/mail manifests. En route and destination station can produce their copies from GATES. One originating manifest will be placed in the outbound document packet. Make a copy of each AMC MICAP manifest for the terminating station so it can be handed over to the customer at the aircraft, if needed.

83.1. Electronic format is no longer required for non-deployment missions; however, some non-GATES locations still have the requirement. Load planning should verify with these stations if a disk is necessary or if an electronic file in E-mail format will suffice.

84. Load Plan Accuracy/Distribution: The load planning section will prepare a load plan showing the placement of all cargo aboard a channel/opportune mission. They will ensure that all information on the load plan, regardless of method (i.e., AALPS/ ICODES/AF Form 4080) is accurate, complete, and that there are enough copies to satisfy all air terminal work center needs. Load planning will attach all associated shipment documents to the manifest and send to information control. (e.g., DD form 1252, *US Customs Declaration for Personal Property Shipments*, DD Form 1387-2, AMC IMT 1033, ATTLA Certification letters, hazardous cargo brief sheet, etc.) When the hazmat brief sheet is required, the aircraft mission folder (AMC Form 302) will include enough copies for the loadmaster and all intransit stations.

84.1. When load planning AMC aircraft, all load planning functions will attempt to place the load C/G at or as close to optimal flying C/G percent of Mean Aerodynamic Cord (MAC) as possible, without decreasing or directly affecting current velocity/efficiency initiatives. When passenger load information is unknown, plan the load C/G to the Zero Fuel percent of MAC listed below.

84.1.1. For C-5: Optimal Zero Fuel is 38% of MAC (36% MAC when passengers and baggage are unaccounted for) IAW AFI 11-2C-5v3 add-a, para 4.2.1.

84.1.2. For C-17: Optimal Zero Fuel C/G is based on aircraft operating weight IAW TO 1C-17A-1.

84.1.2.1. Aircraft zero fuel weight less than 400K = 40.0 % of MAC.

84.1.2.2. Aircraft zero fuel weight 400K – 425K = 39% of MAC.

84.1.2.3. Aircraft zero fuel weight 425K – 447K = 38% of MAC.

84.1.3. For C-130: Optimal Zero Fuel is 20-22% of MAC IAW AFI 11-2C-130V3 add-a, para 5.2.

84.1.4. For KC-10: Optimal Zero Fuel is 24% of MAC IAW AFI 11-2KC-10v3 add-a.

84.1.5. For KC-135: Optimal Zero Fuel is 25% of MAC (IAW TO IC-135(K)R-1-1) and will be adjusted during flight by the aircrew as fuel burns and the C/G shifts forward.

84.2. Due to the inability to accomplish some required structural inspections prior to depot level maintenance, several C-5 aircraft are restricted to a maximum zero fuel weight of 590,000 lbs. and a zero fuel C/G to be planned in the range of 28% to 36%. To ensure maximum velocity of C-5 cargo missions, load planners are reminded to validate Level 1 flight/load restrictions for C-5 aircraft IAW TO 1C-5A-1, Figure 5-17. Additionally, review appropriate C2 functions and Form 59 data to identify C-5 aircraft that have been identified as having Level 1 flight/load restrictions.

84.3. 618 AOC flight managers will give HIK, TCM, SUU, CHS, DOV, and RMS their maximum ACL only for aircraft flying on active legs. Flight managers will not provide MAX ACLs for positioning/de-positioning missions.

84.4. Load Planning shall strive to maximize utilization first on commercial, then organic missions, and channel before opportune airlift, to the greatest extent possible to achieve 90% ACL and/or 80% cube (volume weight) utilization IAW Precision Loading goals posted on AMC/A4TC Web page, at url: https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tc/cargo/precision/hello.html.

84.5. Load plan distribution.

84.5.1. Send original copy of load plan and all associated shipment documents to information control for preparation of the MLR and AMC Form 77.

84.5.2. Give the second copy of the load plan to ramp services for load pulling and aircraft upload. The ramp supervisor will annotate this copy to reflect any discrepancies/changes and return it to ATOC after aircraft upload.

84.5.3. Give the third copy of the load plan to information control to brief the loadmaster/boom operator, and provide the loadmaster/boom operator with a working copy. ATOC must approve adjustments to the completed load plan.

85. Air Transportability Test Loading Agency (ATTLA). Refer to paragraph 58 of this instruction.

85.1. Load planners and joint inspectors must maintain an active account for viewing/verifying ATTLA certification letters. **Personnel can apply for an ATTLA account at https://afkm.wpafb.af.mil/community/views/home.aspx?filter=oo-en-ka-02 to obtain certification letters when needed. The OPR for ATTLA is ASC/ENFC DSN 785-2330/ Commercial number 937-255-2330, email address: attla@wpafb.af.mil.**

86. AMC Commercial Contract Airlift Load Planning Responsibilities. The responsibility for load sequencing to include weight and balance of commercial aircraft rests entirely with the specific carrier. Consult the AMCPAM 24-2 series, *Civil Reserve Air Fleet Load Planning Guides,* for general planning guidance. Specific guidance related to the capabilities and limitations associated with a specific type of commercial aircraft may be obtained by contacting the carrier representative handling the mission. Contact TCAQ-CO at 618-402-2369 if you cannot locate a carrier representative. Load planning will prepare a load plan IAW with this paragraph once the load sequence is received from a carrier representative.

87. Overboard Venting of Cryogenic Liquid Storage and Transfer Tanks. All cryogenic liquid storage and transfer tanks (unless "excepted" in AFMAN 24-204_IP) must be vented overboard the transport aircraft. The shipper is responsible for providing specific venting instructions in the Shipper's Declaration of Dangerous Goods and for providing the equipment needed to vent the container overboard. Preparation and hookup of the vent system will be accomplished by qualified shipper or aircraft maintenance personnel IAW the procedures outlined in TO 37C2-8-1-127, *Liquid Oxygen and Nitrogen Overboard Vent System,* C-130, C-17 and C-5 series aircraft. ATOC prearranges for a qualified person to make the hookup at the desired time. Air terminal personnel and aircraft loadmaster/boom operators are not qualified for these tasks.

88. Dry Ice on Commercial Contract Aircraft. The acceptable industry standard for dry ice on commercial cargo aircraft is 200kg (440 lbs.). Some carriers allow shipment of dry ice exceeding this quantity. If a waiver is required, contact the carrier representative before contacting 618 AOC.

89. Terminal Inventory. In order to reconcile transportation records with cargo and mail actually on hand, load planning or designated representative will conduct a daily inventory of outbound cargo and mail within the air terminal.

89.1. Air terminal inventories will encompass the entire terminal, to include the frustrated cargo area. However, Special Handling is exempt from this policy and will conduct inventory according to this volume, *Section F - Special Cargo.* The inventory is not restricted to a count of cargo on hand; rather, it must also include quality control actions to include correction of TCMD data, location of cargo, physical appearance (leaks, damage, and condition of package), correct placard, etc. The inventory will also include updating the computer data base to correct minor discrepancies. Data discrepancies noted and correctable during the inventory will be corrected as soon as possible. Load planning will monitor discrepancies sent to functional areas (not corrected during the inventory) to ensure timely corrective action. Discrepancies involving missing cargo that has been previously listed will be reconciled with the records, reports, and analysis section using "can't locate" files, over or short shipment procedures, etc.

89.2. GATES outbound cargo on-hand report or equivalent will be used for terminal inventories. Ensure all information on reports is correct and all cargo is located in the correct location. Load planning or designated representative will maintain copies of the current outbound cargo and mail inventory to provide historical aerial port data for use by load planning and port management functions. Local management will determine retention time for this information.

89.3. Non-channel aerial ports not generating TWCF cargo are not required to segregate cargo into grid/bay locations. These ports will ensure all cargo is accounted for and maintain database integrity. Local port management will establish procedures for controlling cargo and monitor for timely movement to final destination.

90. Movement of Dry-Iced Biological and Other Hazardous Materials on Aeromedical Evacuation (AE) Missions. Dry-iced biological and other hazardous cargo may be shipped on AE missions, provided pre-coordination with the Medical Crew Director (MCD) or appropriate AE Cell.

90.1. Movement of cargo and passengers with patients on AE missions. Please refer to AFI 11-2AE, Vol. 3, *Aeromedical Evacuation (AE) Operations Procedures*.

90.2. Biological specimens cannot be an infectious disease specimen.

90.3. The cargo must be manifested and the aircraft commander or designated representative must be briefed IAW AFMAN 24-204_IP.

90.4. AE missions are not to be delayed awaiting cargo. Additionally, the flight/medical crew should not be delayed in terminating their post mission duties to wait for personnel to accept cargo.

Section J—Aircraft Loading/Offloading

91. General Requirements.

91.1. Aircraft onloading/offloading requires skillful preparation and close coordination between air terminal work centers. Safety is the paramount consideration. Registered mail, classified cargo and AA&E shipments should never be planned for missions scheduled to RON at offshore non-US bases without coordination. The only exception is when the material is accompanied by escorts or couriers to ensure security during scheduled ground

times. The special handling section, load planners, and load pull crew must watch for possible violations of this restriction and initiate corrective action when necessary.

91.2. Load team crew chiefs are the aerial port's last step in the quality control process and should cross check details on the load pull sheet against the cargo markings and types of cargo to prevent shipping cargo to unauthorized destinations and exceeding aircraft limitations.

92. Responsibilities.

92.1. Ramp Services is responsible for ensuring that all manifested cargo and mail is onloaded and offloaded as required. The special handling section is only responsible for onloading or offloading loose shipments of "life or death urgency" material, AMC MICAP/VVIP, signature service cargo and registered mail. Load crews will assemble and inspect all planned loads for pilferage and movement readiness. Ramp Services personnel will load aircraft using an AF Form 4080, automated equivalent or authorized automated load plan. If changes occur during assembly or loading, the Load Team Chief will annotate changes on a copy of the AF Form 4080/load plan and pass changes to ATOC. The Load Team Chief will brief load crews about unique load characteristics and loading prior to actual onload or/offload (e.g., explosives, hazardous materials, vehicles, and outsize cargo).

92.2. Load team chiefs will review the Aircraft Load Team Chiefs Operations Guideline/Checklist (Attachment 6 this volume). This guideline/checklist must be present during the on/offload of aircraft. Local management may add to but not subtract from this guideline/checklist.

93. Safety Considerations During Aircraft Loading Operations.

93.1. General. Because of the inherent potential for accidents during aircraft loading/offloading operations, constant safety vigilance is extremely vital. Total compliance with approved procedures will help eliminate accidents; however, indifferent personal attitudes and haste to get the job done cause mishaps. All personnel must be on constant alert for potential accidents. Functional managers and supervisors ensure all personnel are aware of dangers in high hazard areas. Risk assessments will be conducted as necessary to help manage risks. **Note:** At the discretion of Unit Commanders, HQ AMC/A4T authorizes the use of unit funded headsets with microphones, in conjunction with compatible Land Mobile Radios (LMRs) to enhance communication during flight line operations, e.g., during on/offloading operations. Headsets will meet AFOSH, AF Bioenvironmental standards and Weapons Safety Electro-Magnetic Radiation (EMR) requirements. **IMPORTANT:** The use of headsets **DOES NOT** displace a spotter. Spotters are still required IAW applicable regulations and "spotters" will continue to be properly positioned at all times to enhance/ensure safe loading operations.

93.1.1. Metal-wheeled pry bars (J-Bars) are not authorized for use on aircraft cargo floors. Only NSN 3920-01-091-3414 or 3920-00-171-4009 pry bars equipped with three hard rubber wheels are authorized.

93.1.2. Comply with safety requirements of paragraph **8**, as applicable.

93.1.3. Cargo transported on K-loaders will be properly secured to the loader deck prior to placing the loader in motion.

93.1.3.1. Restrain each piece of rolling stock forward and aft with the appropriate tie-down devices (e.g., CGU-1/B, MB1 or MB2) and engage the integral braking system if rolling stock is so equipped. Rolling stock will not be moved from a K-loader until it has come to complete stop. When offloading single axle rolling stock, at least one forward and one aft tie-down device will be used to restrain the rolling stock until secured to a prime mover or positioned/controlled by a load team.

93.1.3.2. Restrain palletized cargo by engaging pallet locks, emergency pallet stops, and by using supplemental restraint (see paragraph **8.3)** for specific guidance concerning K-loader supplemental restraint).

93.1.3.3. Team Chief/Supervisors are responsible for ensuring safety compliance.

93.1.4. Pallet trains lengths that exceed K-loader capacity, or pallet trains with overhang that prevents engaging both fore and aft emergency pallet stops, will not be transported on any type K-loader. If no alternate means are available and it is determined pallet handling limitations of a K-loader must be exceeded, an ORM assessment MUST be conducted and coordinated/approved by either ATM, Air Freight Officer/Superintendent, or ATOC Senior Controller/Duty Officer. The ORM assessment will provide specific guidance concerning placement of the pallet train on the loader and ensure down line stations are notified of special loading requirements. Use supplemental restraint (reference paragraph **8.3)** for specific guidance), spotters, etc. If a loading situation occurs wherein cargo overhang is a factor, use a second K-loader (if available) mated to the aircraft as a bridge to prevent possible damage to the aircraft ramp.

93.2. Forklift. Secure pallets to the forklift prior to movement when loading/ offloading/transporting pallets on forklift with rollerized tines, when pallets are top/side heavy, and when snow or ice may have accumulated between the forklift tines and the pallet.

93.2.1. Secure all objects of irregular shape, including aircraft engines, to the forklift mast frame before being raised, lowered, or moved. Place large irregularly shaped objects on pallets for stability before transporting. **Note:** Ensure protruding engine parts (afterburners, engine blades, etc.) are not damaged during transport.

93.2.2. Secure non-unitized warehouse type skids or individual containers of explosives to material handling equipment (including forklifts) to prevent movement (AFMAN 91-201, Paragraph 8.28.8., http://static.e-publishing.af.mil/production/1/af_se/publication/afman91-201/afman91-201.pdf). Positively secure together/unitize stacked explosives prior to movement. When forklifts or K-Loaders are used to transport explosives over-the-road or outside of the immediate work area, ensure the requirements of AFMAN 91-201, Section 8G (two fire extinguishers, DOT placards and wheel chocks) are followed.

93.3. Wide Body Aircraft. Use loaders designed to service wide body aircraft when available. Hi-lift trucks may be used as alternatives. Due to the fuselage contour of these aircraft, use extreme care when positioning equipment for on/offload operations.

93.3.1. When K-loaders without deck extensions are used to service lower lobe compartments, they are normally backed to the aircraft. Before attempting to back a K-loader, the vehicle operator must ensure the primary spotter is clearly in view and signals are understood. Accurate preliminary height adjustment of the loader deck is critical in lower lobe operations. The vehicle operator will stop the K-loader approximately 10 feet

from the aircraft for preliminary height adjustment. Load crew personnel must exercise extreme caution when approaching and stepping over the gap between the loader deck and aircraft floor as this gap is much greater than in other loading operations.

93.3.2. Bare tine loading operations may be conducted as needed for training or when rollerized tines are not available. Rollerized tines will be used when they are available. **Note:** At no time will any individual (including the spotter) position themselves in the direct path of any MHE while it is being positioned for loading operations.

94. Loading Restrictions/Limitations.

94.1. General. Load cargo in a manner to allow flight crews access to the rear of the aircraft. Permanent walkways along each side of the cargo compartment provide required access. No part of the cargo/mail load above floor level will protrude beyond the vertical stacking line of the pallet. Tie-down devices (straps, chains, cables, etc.) stretched across the aisle will not be considered an obstruction unless such devices are higher than 18 inches above the floor, or are spaced less than 18 inches apart.

94.2. Emergency Exits. Consider all exits, including passenger and cargo loading doors suitable for personnel evacuation from the main cabin, as emergency exits. Litters erected across an emergency exit do not constitute an obstruction.

94.3. Personnel Seating in Cargo Aircraft. When the load consists of palletized netted cargo or floor loaded cargo secured with straps, maintain a 30 inch space between the cargo and the nearest forward occupied seat. When the cargo consists of vehicles, canned engines or other large items secured with chains and devices, the 30 inch spacing is not required. On KC-135 aircraft equipped with rollers, maintain a 14-inch space between the seats and the vertical stacking line of cargo on pallets. Make seating arrangements to allow passengers to evacuate from exits permitting best access to emergency equipment. **Note:** For exceptions to the 30-inch-between-passenger-and-cargo rule, reference applicable Aircraft Loading Manual TO 1C-XXX-9.

94.4. Commercial aircraft (narrow-body) lower compartment (belly) loading. Load soft materials such as baggage, mail and cardboard boxes in the lower compartment to avoid damage to the aircraft. Ensure clearance is maintained around internally mounted auxiliary power units and other installed equipment.

94.4.1. Use extreme caution during loading to prevent damage to the pressure seal of the lower compartments, and exercise care in positioning cargo/mail in the compartment so the floor or sides of the compartment are not punctured.

94.5. Palletized Loads. Follow all requirements and limitations outlined in the applicable TO 1C XXX-9.

95. Outbound Load Pulling.

95.1. Procedures. Ramp services and special handling will receive a load plan/load pull sheet from load planning.

95.1.1. Ramp services and special handling sections will use the load plan/load pull sheet to pull the pallets and/or loose shipments from the storage areas and assemble the load. Crews will ensure the pallet identifier, destination and weight on the DD Form 2775 (Pallet Placard) match the data on the load pull sheet. For loose shipments, match the

TCN on the label (DD Form 1387) to the shipments on the load pulling document. Sequence the load IAW the load pull sheet.

95.1.2. Inspect all pallets and loose shipments for discrepancies (e.g., damage, pilferage, improper tie-down, improper documentation, etc.).

95.1.2.1. Ensure all dirt, snow, ice, and standing water is removed from pallets prior to loading on an aircraft.

95.1.3. If any discrepancy is noted during inspection and corrective actions are not immediately possible, notify load planning so the pallet/piece can be removed and supplemented with other backlog cargo.

96. Aircraft Loading.

96.1. General. For detailed loading information and instructions concerning a specific type of aircraft, consult the appropriate TO 1C-XXX-9. Where the TO 1C-XXX-9 is more restrictive than this instruction, the TO 1C-XXX-9 will prevail.

96.1.1. The loadmaster/boom operator receives the load briefing from ATOC. The ATOC will coordinate with the loadmaster/boom operator to establish a loading time and pass the time to ramp services. **Note:** The loadmaster/boom operator will receive a load brief from Ramp Services at stations without an ATOC section.

96.1.2. The Ramp Services dispatcher coordinates a loading time with the ATOC and dispatches a loading team to load the aircraft.

96.2. Procedures. The load team chief will conduct a detailed briefing concerning all aspects of the load with all members of the load team. The load team chief will ensure all necessary equipment is available and delivered to the aircraft (ramp support, bridge plates, chock, shoring, etc.) and assigns qualified drivers to operate the MHE to transport the load to the aircraft and load the aircraft.

96.2.1. Loading operations will be a coordinated effort between the load team chief and the loadmaster/boom operator/contractor representative, etc. The load team, under the direction of the load team chief, assists the loadmaster/boom operator in preparing the aircraft for loading. Load teams will not spot MHE to/from aircraft prior to coordination with the loadmaster during aircraft on/offload operations. Load teams will not load/offload cargo to/from the aircraft without loadmaster coordination. During aircraft loading operations, load teams will have positive control of cargo until cargo is secured to aircraft rail system/floor.

96.2.2. Prior to aircraft loading, the load team chief performs a pre-inspection of cargo loads, the aircraft cargo compartment, and aircraft loading aids.

96.2.3. A chock will be placed in position far enough to ensure MHE does not come in contact with the aircraft. K-Loaders must stop at least 10 feet from aircraft for preliminary alignment. K-loaders will maintain approximately four to eight inches clearance between the rubber bumpers and the aircraft for minor adjustments during onloading. Forklifts will also maintain four to eight inches from the front of the fork tines and the aircraft. The vehicle operator will not attempt to judge clearances. **EXCEPTION:** During bare tine operations on C-17's with ramp toes installed, tines may extend over the aircraft rollers and into the troughs. Additionally, for the C-130

aircraft, in-theater/austere locations (where proper MHE is limited), forklift tines may be positioned in beyond the four to eight inch from ramp requirement, with prior approval of the loadmaster. **Note:** During Forklift Operations the chocker/spotter can be the same person if the load team chief/supervisor, forklift operator and spotter/chocker all agree that critical clearances can be seen from the position of the chocker/spotter.

96.2.3.1. Close coordination between the primary spotter and vehicle operator must be maintained. Clear and concise signals must be used. In all instances where the vehicle operator does not understand, or is not sure of a signal given by the spotter, the vehicle operator will stop movement of the vehicle until clarification is received. Operators will halt movement of the vehicle any time visual or audible communication indicates to do so, or any time he or she cannot see or hear the spotter.

96.2.4. Pallet loading precautions:

96.2.4.1. Do not use dual rail detents (locks) as pallet stops.

96.2.4.2. Position pallet side rings in the up position to prevent binding in the rail system.

96.2.4.3. Avoid walking on aircraft restraint rails. Personnel may walk on the C-130 restraint rails when the guard is in place.

96.2.4.4. Push pallets onboard the aircraft one at a time.

96.2.4.5. Avoid pulling pallets onto the aircraft.

96.2.4.6. Do not position yourself between pallets that are locked in place and those being loaded.

96.2.4.7. Ensure there is adequate clearance when moving loaded pallets onto the aircraft.

96.2.4.8. When pushing pallets onboard aircraft, avoid excessive speeds by maintaining control of pallet at all times.

96.2.4.9. Gravity movement of pallets is prohibited. **Note:** On/Offload of a knelt C-5 does not constitute gravity movement as long as pallets are controlled. MHE drivers must use caution when making minor adjustments while pallets transition on/off the aircraft ramp.

96.2.5. Due to the risk of personal injury, lack of training, and government liability of damage, aerial port personnel will not operate any electrically powered mechanized systems or controls on commercial contracted aircraft. Aerial port personnel may handle manual equipment, such as pallet locks, under the supervision and approval of the carrier representative.

96.2.6. Vehicles and rolling stock.

96.2.6.1. Select licensed/qualified personnel to drive vehicles/equipment on/off the aircraft. When a licensed/qualified operator is not available, consider other methods of loading. If no other method of loading is feasible or practical, the ramp supervisor will notify ATOC. When all efforts to obtain a licensed/qualified operator are

exhausted, ramp supervisor will determine the most qualified individual to safely operate/ load the vehicle/equipment. The loadmaster/boom operator or APEX director directly supervises the loading operation.

96.2.6.2. If a vehicle/equipment is to be loaded using the aircraft auxiliary ground loading ramps, ensure they are properly installed and spaced to align with all wheels of the vehicle/equipment to be loaded.

96.2.6.3. If a vehicle or equipment is to be loaded from the platform of a K-loader, ensure bridge plates and truck loading ramps are properly installed and spaced to align with all wheels of the vehicle/equipment to be loaded. Also, ensure the aircraft ramp support is properly installed.

96.2.6.4. Install shoring as required. **Note:** The shipper is required to supply specialized shoring for large specialized shipments such as helicopters, mini submarines, tracked vehicles, etc.

96.2.6.5. Ensure fire extinguishers are available.

96.2.6.6. Ensure there is adequate ventilation in the cargo compartment of the aircraft.

96.2.6.7. Ensure vehicles and equipment are placed in lowest gear, low range, four-wheel drive (if applicable).

96.2.6.8. Check brakes for proper operation.

96.2.6.9. The loadmaster/boom operator or designated spotter will direct the vehicle/equipment into the aircraft and into the preplanned loading position in a very slow and safe manner.

96.2.6.10. Personnel will not walk between the spotter and the vehicle being spotted in during aircraft loading operations.

96.2.6.11. Park vehicles/equipment in the stowed position on the aircraft with standard transmission in its lowest gear and set the parking brake. Stow vehicles/equipment with automatic transmission in park and set parking brake. (***EXCEPTION:*** Park diesel and multi-fueled vehicles/equipment in neutral.)

96.2.6.12. The vehicle/equipment operator remains at the controls until the initial fore and aft restraints are applied.

96.2.7. Securing Cargo and Pallets. The loading team will assist to ensure all pallets are locked into position and all required tie-down is applied upon completion of upload and will properly restrain all loose cargo.

96.2.8. Loose Equipment. Stow all unused tie-down equipment (straps, chains, devices, tie-down fittings) in proper storage areas.

97. Special Cargo Loading/Offloading.

97.1. Signature Service Cargo. The special handling representative will ensure the accountability of all signature service cargo loaded aboard an aircraft and transfer of custody IAW paragraph 40 of this volume.

97.2. Human Remains (HR). Stow transfer cases aboard aircraft with the head toward the nose of the aircraft and ensure the head is higher than the feet. This will normally be accomplished by stowing the case on the aircraft or pallet in a level position. No other cargo or miscellaneous items, besides other HR shipments, may be placed on top of HRs. Due to their time-sensitive nature, HR will not be bumped unless their continued movement precludes mission accomplishment or impacts flight safety. Coordinate bumping of HRs with 618 AOC/APCC through the ATOC. Transfer of custody will be accomplished IAW paragraph 41 of this volume. Load HRs aboard aircraft so they are among the last items to be jettisoned, if necessary.

97.3. Registered Mail Loading. Registered mail should be the last item loaded aboard an aircraft and, if possible, loaded in a position readily accessible to the responsible crew member. Transfer of custody will be accomplished IAW paragraph 44 of this volume.

97.4. Hazardous Materials. Observe utmost precautions when handling or transporting hazardous materials. Only trained/qualified personnel may handle/load/offload hazardous materials on aircraft. Load all hazardous materials aboard aircraft in a manner to afford easy accessibility and ready inspection in-flight. Hazardous cargo that is considered jettisonable shall be positioned aft of non-jettisonable cargo (e.g., rolling stock, pallet trains, etc.) except when its size, weight, and location will permit jettisoning by hand. Adhere to the following safety precautions when loading hazardous cargo:

97.4.1. Proper ventilation.

97.4.2. Aircraft placarding.

97.4.3. No smoking.

97.4.4. Fire extinguisher availability.

97.4.5. Aircraft electrical grounding (when required IAW TO 00-25-172).

97.4.6. Thorough inspection of cargo.

97.4.7. Stowage away from heater outlets and other heat or electrical sources.

97.4.8. Medical personnel notified, if radioactive material is damaged.

97.4.9. Use of protective clothing and equipment as required when handling hazardous materials.

97.5. Aircraft overboard venting of cryogenic liquid storage and transfer tanks. All cryogenic liquid storage and transfer tanks (unless accepted in AFMAN 24-204_IP) must be vented overboard the transport aircraft. The shipper is responsible for providing specific venting instructions in the Shipper's Declaration of Dangerous Goods and for providing the equipment needed to vent the container overboard. Preparation and hookup of the vent system will be accomplished by qualified shipper or aircraft maintenance personnel IAW the procedures outlined in TO 37C2-8-1-127, Liquid Oxygen and Nitrogen Overboard Vent System, C-130, C-17 and C-5 series aircraft. ATOC prearranges for a qualified person to make the hookup at the desired time. Air terminal personnel and aircraft loadmaster/boom operators are not qualified to make the hookup or disconnection.

98. Aircraft Offloading.

98.1. General. Ramp services is responsible for offloading all terminating cargo and mail from the aircraft and delivering it to the terminating cargo receiving area. For detailed offloading information and instructions concerning a specific type of aircraft, consult the appropriate TO 1C-XXX-9.

98.2. Procedures. Ramp services and special handling receive information on inbound aircraft from ATOC including a complete load break down as soon as it is available. Ramp services will use the load breakdown to determine the equipment needed to offload the aircraft.

98.2.1. The ramp services dispatcher receives an arrival time for the aircraft from ATOC and assigns a team to offload the aircraft. The offloading team ensures all necessary equipment is available and meets the aircraft as expeditiously as possible.

98.2.2. All offloading operations will be a coordinated effort between the load team chief and the loadmaster/boom operator or APEX director.

98.2.3. The offload team, under the direction of the load team chief, assists the loadmaster/boom operator in preparing the aircraft for offload.

98.2.4. The special handling representative will ensure the accountability of all special cargo offloaded from aircraft and transfer custody IAW paragraph 97 of this volume.

98.2.5. Position MHE at the aircraft for offloading in the same manner as for loading (reference paragraph 96).

98.2.6. Similar precautions that apply to the loading of pallets and rolling stock also apply to the offloading of this cargo (reference paragraph 96).

98.2.7. Ramp services delivers the load to the terminating cargo processing section. When possible, keep mission loads together and process loads in order of aircraft arrival and priority. Special handling shipments should be delivered directly to the special handling section.

99. Shoring Kits.

99.1. General. Aircraft services will maintain sufficient quantities of shoring kits according to items in Time Phased Force Deployment Data (TPFDD) library to meet each UTC LOGDET requirement.

100. Nuclear Cargo Loading.

100.1. General. Nuclear airlift missions are one of the most important types of missions in the airlift system. Contingency/emergency airlift procedures are in AFI 11-2C-XXX, Vol. 3, and AMCI 11-208, *Tanker/Airlift Operations*.

100.2. Shoring and Equipment Requirements (Stockpile):

100.2.1. Aerial port/Logistics Readiness Squadrons maintain nuclear shoring kits as outlined below to support Primary Nuclear Airlift Force (PNAF) during peacetime and contingency/emergency requirements levied by the operating wing in support of AMC/OPLANS. The unit PNAF Program Manager will ensure nuclear shoring kits are maintained.

100.2.2. Issue and Return. Administer the issue and return of shoring from the respective storage kits as follows:

100.2.2.1. The responsible aircrew loadmaster/boom operator notifies the ATOC, or appropriate office, of the type and amount of shoring required for the planned mission using the AMC Form 292, *C-17A Special Loading Equipment Receipt*.

100.2.2.2. The unit storing and maintaining the shoring stockpile fills the requirement and delivers the shoring to the aircraft, along with AMC Form 292 prepared in duplicate, for transfer of accountability. This applies to the loading of training kit components as well as kit components loaded on flyaway missions.

100.2.2.3. The responsible aircrew member inventories and receipts for items received. The storing unit keeps the original copy of AMC Form 292, and the duplicate copy is given to the aircrew member.

100.2.2.4. Upon return of the shoring equipment to the storing unit, it must be inventoried jointly by the aircrew member and the storing unit representative. To justify stock replenishment, annotate in the remarks section of AMC Form 292 the number of missing items and the condition of returned items. Once the shoring kit has been returned to the storing activity, retain AMC Form 292 in the station files and dispose of it IAW AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**.

100.2.3. Nuclear Shoring Kit Inventory, RCS: AMC-A4TC (A) 8002. Accomplish an annual inventory during the first quarter of each fiscal year by the unit storing the kit to ensure the required stockpile is maintained and the equipment is serviceable. AMC Form 292 may be used to accomplish this inventory. The unit performing the inventory maintains a copy of the inventory in station files and disposes of it IAW AF Records Disposition Schedule available on-line at **https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm**. Send AMC Forms with a cover letter identifying the inventory as RCS: AMC-A4TC (A) 8002, *Nuclear Shoring Kit Inventory*. Responsibility for preparation and submission of this report rests with the operations officer.

100.2.4. The number of required PNAF shoring kits for OPLAN tasked units is shown in **Table 6** A detailed listing of minimum shoring kit/equipment is contained in **Table 7**

Table 6. Prime Nuclear Airlift Force (PNAF) Shoring Kit Requirements.

	Number of Kits
(Table 100.2)	5

Table 7. C-17A Special Loading Kit.

Item (Color-Coded)	Quantity
A Shoring – Green (3/4 X 24 X 12)	2
B Shoring – Green/Black (3/4 X 24 X 16)	2
C Shoring – Green/Red (3/4 X 24 X 20)	2
D Shoring – Green/Blue (3/4 X 24 X 24)	2
F Wedge, Aluminum	2
G Wedge	2
H Shoring – White (3/4 X 24 X 96)	36
I Shoring – Red/Yellow (3/4 X 24 X 48)	10
J Shoring - Silver (3/4 X 48 X 96)	18
L Shoring – Blue/Yellow (3/4 X 48 X 76)	2
Chocks (2 Ea Per Set)	3 sets
MA- 1 Wheeled Pry bar (Notes l and 3)	2
Aluminum Bridge Plates (2 Ea Per Set)	1
Ramp Pedestal Shoring – (3/4 X 18 X 30) (8 pcs = 1 set)	* 4 sets
463L Pallets(1 EA)	5
* Any wood shoring which forms a solid base (11 X 20 or greater) footprint is authorized for use to support the ramp. **Notes:** 1. The wheeled pry bar type MA-1 authorized by TO 1C-17A-9 may be used for loading/offloading. The limitations specified in the technical order apply. 2. Steel or aluminum bridge plates authorized by TO 1C-17A-9. 3. Pry bars will be maintained IAW TO 35 B10-2-4-2. 4. Shoring kits are developed IAW TO 1C-17A-16-1.	

100.3. 463L Pallets and Tie-down Equipment. Inspect and ensure pallets and tie-down equipment are maintained and serviceable IAW TO 35D33-2-2-2, 463L Air Cargo Pallets, and 13C2-1-1, Cargo Tie-down Equipment Cleaning Repair and Test Instructions.

101. Missile Loading/Offloading. Load missiles IAW instructions contained in the aircraft TO 1C-XXX-9-2.

102. Aircraft Loadmaster/Boom Operator Responsibilities. As a primary crew member of cargo aircraft, loadmasters/boom operators are direct representatives of the aircraft commander. They plan loads, handle troops/passengers, prepare equipment for airdrop, supervise loading, tie-down, and offload cargo, mail, and baggage. They participate in the aerial delivery of equipment, supplies, and personnel from aircraft in-flight. They are trained in aircraft emergency procedures and aircraft weight and balance computations. The loadmaster/boom operator reports for duty in advance of flight departure to receive the load description from

ATOC to verify the traffic load plan (plans loads at non-AMC stations). The loadmaster/boom operator also performs assigned aircraft preflight actions, coordinates with appropriate air terminal activities, supervises onload and offload of the aircraft and completes the DD Form 365-4, *Weight and Balance Clearance Form F-Transport/Tactical*. For additional detailed loadmaster/boom operator responsibilities, see applicable AFI 11-Mission Design Series (MDS) Vol. 3.

103. Special Assignment Airlift Missions (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), and Other Support Type Missions.

103.1. General. At locations having a positioned Contingency Response Wing (CRW), when tasked, will provide aerial support such as compiling the transported force's documentation, identifying special handling requirements, sequencing loads in order of movement precedence, providing for consolidated load delivery to the aircraft, and accomplishing required load briefings. When there are no AMC CRW or transportation support personnel, the unit being moved or host mobility force accomplishes these functions.

103.1.1. At stations, airports, contractor and/or manufacture sites, or other locations where AMC air terminal or transportation personnel are not available, the shipper accomplishes ground servicing functions by providing sufficient qualified personnel and handling equipment required for the loading and offloading operation.

103.2. AFMAN 24-204_IP, Chapter 3 moves will be identified in the aircraft Mission Detail.

104. AMC Aerial Port Expediter (APEX) Program. The purpose of the APEX program is to provide Aerial Port management flexibility in scheduling its manpower and resources for aircraft loading/unloading independent of aircrew availability. The APEX program is not to be used as an aircrew enhancement program. **Note:** ATOC will coordinate with the aircrew to avoid interference between APEX loading and aircrew training/evaluations. AMCI 24-101, Vol. 7, *AMC Aerial Port Expediter Program*, provides additional guidance and program administration procedures.

105. Engine Running Onload/Offload (ERO) Procedures for C-130, C-17 and C-5 Aircraft.

105.1. General. The ERO procedures listed below expedite the flow of aircraft through airfields during airland operations where the reduced ground time warrants a departure from normal operating procedures. The ATOC is designated as the coordinating and approving authority for aerial port ERO support (reference AMCI 24-101, Vol. 9, for specific guidance). ATOC is the aerial port coordination and approving authority for ERO request. ERO operations may be accomplished if:

105.1.1. When to use EROs. EROs are used to expedite the flow of aircraft through airfields during operations where the reduction of ground time warrants a departure from normal operating procedures. This is primarily useful in combat or contingency airlift operations. ERO operations in other than contingency or combat situations should be used primarily as training opportunities, but can be used to achieve increased velocity when the mission requires it.

105.1.1.1. Appropriate provisions of AFI 11-202, Vol. 3, *General Flight Rules*, are met. Follow the following guidelines when performing ERO’s.

105.1.2. Applicable aircraft. EROs operations may be performed only on C-130, C-17, and C-5 aircraft IAW applicable guidance available in DTR, Part III, Appendix Y. Safe EROs on C-21 aircraft can be performed and will require only coordination with the aircrew and following applicable regulations (AFI 11-2C-XX-V3) and the operational risk management principals described in paragraph 10.

105.1.3. Approval process and types of EROs. Effective immediately, ATOCs are designated as the coordinating and approving authority for aerial port ERO support. In addition, as aerial port or maintenance mission requirements dictate, ATOCs can request an ERO through the command post who will in turn coordinate with the crew. ERO requests must be based solely on mission requirements. Furthermore, the determination to perform an ERO should enhance velocity, training and mission effectiveness. EROs are not approved for convenience. For the purpose of this message, ERO requests are identified in three main categories:

105.1.3.1. Short notice request: Short notice requests from aircrews will not normally be approved. When necessary, requests must be a coordinated effort between the aircrew, ATOC, aircraft maintenance, local command and control and when necessary, 18th AF AOC/TACC. For arriving aircraft, aircrews or port/maintenance activities should request ERO support NLT 30 minutes prior to arrival, but earlier requests are preferable. In cases when an ERO may be necessary for departing aircraft, request and coordination should be made at crew show time. This will allow operational risk management (ORM) assessments (see paragraph 10), work center coordination, essential workload adjustments, passenger preparations and ERO safety briefings.

105.1.3.2. Non-running to running ERO request: This is a request to start engines during on-loading activities. Under normal (strategic airlift) conditions, this type request should only be considered for C-17 aircraft. The primary goal of this category is to reduce aircraft preflight preparation time or to accommodate any last minute loading or maintenance situations. Aircraft commanders will contact the AMC command post or similar C2 function to request this category of ERO. Command post will in turn notify ATOC. Non-running loading operations will be maintained during the ATOC coordination/approval process (no engine start without approval). After ATOC approval, a safety briefing of all members by the mission/leg loadmaster or aircrew representative must occur prior to transitioning to EROs. ATOC will notify the passenger processing function for the purpose of passenger preparation. The presence of an ERO-trained loading crew is required once it has been determined that an ERO will be performed. However, the overall supervision of loading activities, and control and safety of loading personnel, will be the responsibility of the primary mission/leg loadmaster.

105.1.3.3. Pre-planned EROs based on mission directive, OPORD, or JA/ATT: This is the preferred method for aerial port support of this capability. The ATOC capability forecasting office will assist in planning aerial port actions following the applicable guidance outlined in paragraph 103.1 above.

105.1.3.4. Explosive operations. Aircraft laden with hazardous class division 1.1 thru 1.3, 1.5 and 1.6, will only be provided ERO support if authorized by an

Operations Order (OPORD). Aircraft laden with hazardous class division 1.4. may be provided ERO support without an OPORD. Aerial ports will verify through local command and control or 18 AFAOC/APCC that cargo in these classes is moving under an OPORD. EROs laden with any explosive (Class/ Division 1.1 thru 1.4) require especially thorough operational risk management consideration.

105.1.3.5. Passenger operations. Passenger service agents must brief passengers about the ERO prior to boarding. Space available passengers (space-A) are authorized during ERO operations, and are best briefed during the space-A roll call. IAW AMCI 24-101 Volume 14, space-A passengers may elect to remove themselves from ERO missions without losing their position in the space available backlog. At no time will passengers be loaded or unloaded while explosives are being loaded or unloaded.

105.1.3.6. Procedural Guidelines/Checklists. Use of the applicable ERO checklist is mandatory for all EROs performed on C-5, C-17, and C-130 aircraft. These guidelines/checklists can be found in Attachments 3 through 5 of this volume.

105.2. Ground Support Team. A ground support team consists of aerial port, maintenance, and user personnel (as applicable) formed as one overall and cohesive unit. The number of such teams depends on the number of aircraft anticipated to be on the ground at the same time.

105.2.1. Team structure.

105.2.1.1. A maintenance team consists of one aircraft maintenance parking director and two assistants. **Note:** Airfield or CRG commander may direct use of ERO parking director assistants. Decision to require assistants will be based on airfield conditions (e.g., limited clearance or personnel/equipment, traffic congestion). Non-maintenance personnel can perform as assistants if wing tip clearance is not critical.

105.2.1.2. A load team consists of one 2T2X1 as team chief and at least two additional personnel. Type aircraft and load determine team size. User personnel will augment as requested by the loading team chief.

105.2.2. Team equipment.

105.2.2.1. Onload and offload personnel will be equipped with gloves, steel-toed boots, hearing protection, and goggles. During hours of darkness or reduced visibility, reflective vests/belts will be worn.

105.2.2.2. Other equipment will include the following as required:

105.2.2.2.1. Extra sets of C-130 auxiliary ground loading ramps.

105.2.2.2.2. Vehicle with front mounted pintle hook (prime mover).

105.2.2.2.3. C-130 ramp support (milk stool).

105.2.2.2.4. MHE as required.

105.2.2.2.5. Illuminated wands.

105.2.3. Team duties - onload:

105.2.3.1. Maintenance:

105.2.3.1.1. As aircraft taxies into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks.

105.2.3.1.2. The maintenance parking director directs the aircraft to the parking spot. After the aircraft comes to a complete stop, clear the area forward of the aircraft and position one person immediately aft and 20 ft outboard of each wing tip to ensure the area remains clear.

105.2.3.2. Load Team.

105.2.3.2.1. The load team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations (reference this volume's ERO Checklists for more details, listed in Attachments 3 through 5). Briefing topics include hand signals, route to aircraft, load team position, type of cargo, specific on/offloading instructions, and use of MHE. PPE/safety items checked will include reflective vests/belts, gloves, ear protection devices, steel-toe boots and goggles. (***EXCEPTION*:** Goggles are optional for C-17 and forward loading C-5 aircraft). Vehicle and troop directors use distinctive clothing/equipment such as reflective vest and wands for night operations. Vehicle operators will remain in their vehicles when within 50 ft of aircraft (C-5: 200 ft, C-17: 25 ft) and until vehicle is secured aboard aircraft with one chain forward and one aft.

105.2.3.2.2. Loading team chiefs maintain complete control of their teams, positioning them in a preplanned area clear of engine exhaust, and at least 50 ft aft (C-5: 200 ft, C-17: 25 ft) of the aircraft when it has stopped. The pre-planned area should be on the outside of the aircraft's turning radius and clear of engine exhaust.

105.2.3.2.3. The loading team will not approach the aircraft until all engines are in low speed ground idle or reverse thrust. (C-5 loading team does not approach the aircraft until the crew entrance door is deployed and the scanner has deplaned). At night, wing leading edge lights may be on to enable the ground crew to monitor engine danger areas.

105.2.3.2.4. When the aircraft has stopped and engines are in low speed ground idle or reverse thrust (on C-5 scanner has deplaned), the load team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 50 ft aft (C-5: 200 ft, C-17: 25 ft) of aircraft, until reaching aircraft center line where they will turn and approach the aircraft. ***WARNING*:** Load teams will remain clear of aircraft cargo ramp until positioned for onload.

105.2.3.2.5. The loading team positions support MHE as required. Trained team personnel install the extra set of aircraft auxiliary ground loading ramps as required. Team members may assist the aircraft loadmaster/boom operator in positioning stabilizer struts.

105.2.3.2.6. Under the direction of the team chief, vehicle operators position the load at least 50 ft (C-17: 25 ft) aft and slightly to the right or left of the aircraft fuselage, leaving a clear path behind the aircraft. (C-5: load will be positioned a minimum of 200 ft fwd and aft and slightly to the right or left of the aircraft fuselage.)

105.2.3.2.7. The aircrew loadmaster retains overall responsibility for loading the aircraft. The load team chief will coordinate with the aircrew loadmaster to present the manifest and discuss the load sequence, ground vehicle direction and tie-down pattern, and obtain the completed, outbound DD Form 365-4, *Weight and Balance Clearance Form F - Transport*.

105.2.3.2.8. A minimum of two personnel will go aboard and assist in preparing the aircraft for a specific load. Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp.

105.2.3.2.9. The ground vehicle director takes a position clearly visible to the vehicle driver. **Note:** If trailers are pushed aboard, the vehicle director takes a position on the driver side of the prime mover.

105.2.3.2.10. Positioning the load inside the aircraft requires load team members' assistance in observing load clearance.

105.2.3.2.11. When onload is complete, except for ramp load, troops are directed aboard by the troop director. All personnel are to remain a minimum distance of 50 ft (C-5: 200 ft, C-17: 25 ft) from the aircraft until reaching the aircraft centerline from where they will be directed by the team chief to the aircraft. Complete ramp loading after all troops are on board.

105.2.3.2.12. Trained team members may assist in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in the ERO team vehicle as required. When the aircraft is secured, the team chief stops 50 ft (C-5: 200 ft, C-17: 25 ft) aft on the aircraft centerline and signals with thumb up (hand signal) to inform the aircrew loadmaster/boom operator the load team and equipment are all clear of aircraft.

105.2.4. Team Duties - Offload:

105.2.4.1. Maintenance. Same as onload. ***WARNING:*** Load team personnel will remain clear of the aircraft cargo ramp until it is positioned for offload.

105.2.4.2. Load Team. Same as onload. (Additional duties outlined below)

105.2.4.2.1. If troops are aboard, they are deplaned at the direction of the aircraft loadmaster/boom operator as soon as the auxiliary loading ramps are installed (C-5: as soon as the fwd and/or aft ramps are deployed). Instruct troops to proceed a minimum of 50 ft aft (C-5: 200 ft fwd/aft, C-17: 25 ft aft) of the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 300 ft (C-17: 200 ft) before stopping.

105.2.4.2.2. The Team chief will coordinate offload procedures and conditions with the aircrew loadmaster and receive the manifest and outbound DD Form 365-4. ***EXCEPTION*:** C-130 loadmasters are not required to present a

completed DD Form 365-4 when the aircraft is departing empty (reference AFI 11-2C-130, Vol. 3, *C-130 Operations Procedures*, for specific details).

105.2.4.2.3. Additional team members position themselves on the right side of the aircraft ramp until all troops have deplaned. The team chief directs the team aboard to remove any remaining tie-down restraints, beginning with the first vehicle to be offloaded and working forward or aft as appropriate for the specific aircraft.

105.2.4.2.4. The ground vehicle director takes a position 25 ft to the rear (C-5: 50 ft fwd or aft) of the aircraft and directs vehicles 50 ft aft (C-5: 200 ft fwd/aft, C-17: 25 ft aft) before they turn to the left or right to the receiving area.

105.2.4.2.5. The offloading crew departs the aircraft after ensuring all tie-down equipment is positioned on the aircraft centerline and auxiliary loading ramps are placed on the aircraft ramp. (C-5: Stow tie-down equipment in containers during kneeling and un-kneeling if time permits.)

105.2.4.2.6. Trained team members assist in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in the ERO team vehicle. When aircraft is secured, the team chief stops 50 ft aft (C-5: 200 ft fwd/aft, C-17: 25 ft aft) on the aircraft centerline and signals with thumb up (hand signal) to inform the aircrew loadmaster the load team and equipment are all clear of aircraft.

105.3. Palletized on/offload.

105.3.1. Trained team members may assist the aircraft loadmaster/boom operator in positioning stabilizer struts. C-130 aircraft ramp support is positioned by the loading team.

105.3.2. The team chief will coordinate with the aircrew loadmaster on the planned load sequence, present manifests, and obtain the outbound DD Form 365-4, *Weight and Balance Clearance Form F – Transport/Tactical*.

105.3.3. Loading equipment is positioned a minimum of 50 ft aft (C-5: 200 ft fwd or aft, C-17: 25 ft) and on the aircraft centerline until directed by the team chief to approach the aircraft. **Note:** Only one piece of loading equipment is to be directed to approach the aircraft at any given time.

105.3.4. Team members are to be positioned at appropriate points to chock loading equipment and observe clearances as required. ***WARNING:*** When onloading, and offloading or transporting pallets on forklifts with rollerized tines, secure pallets to the forklift during movement.

105.3.5. When loading is complete, the C-130 aircraft ramp support is removed by the loading crew. The team chief notifies the aircrew loadmaster the load is secured and moves the team and equipment to a safe area.

105.4. Passengers.

105.4.1. Passenger loading using the crew entrance door will be in accordance with the appropriate AFI 11-2 MDS Vol 3 publications.

105.4.1.1. Space-A passengers may be loaded/off-loaded during ERO operations. **Note:** Deplaning personnel must be briefed to remain forward of the extended interphone cord.

105.4.2. Exiting through the aft cargo ramp is preferred when more than 10 passengers are involved. Offload passengers before offloading cargo and load passengers after on-loading cargo, unless cargo size and location dictate otherwise.

105.5. For more information on EROs, see DTR Part III, Appendix Y.

JOHN C. TOBIN, Col, USAF
Deputy Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-2C-5 Vol. 3, *C-5 Operations Procedures,* 24 Feb 12

AFI 20-110, Nuclear Weapons-Related Materials (NWRM) Management, 18 Feb 11

AFI 24-203, Preparation and Movement of Air Force Cargo, 2 Nov 10

AFI 25-201, *Support Agreement Procedures,* 1 May 05

AFI 31-101 AMC Sup I, *Integrated Defense (FOUO),* 28 Oct 09

AFI 31-401, *Information Security Program Management,* 1 Nov 05

AFI 32-2001, *Fire Emergency Services,* 9 Sep 08

AFI 34-242, *Mortuary Affairs Program,* 2 Apr 08

AFI 36-2201, *Air Force Training Program,* 15 Sep 10

AFI 90-901, *Operational Risk Management,* 1 Apr 00

AFI 91-101, *Air Force Nuclear Weapons Surety Program,* 13 Oct 10

AFMAN 91-201, *Explosives Safety Standards,* 12 Jan 11(IC 1, 22 June 12)

AFI 91-202, *The US Air Force Mishap Prevention Program,* 5 Aug 11 (IC 1, 20 March 12)

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction,* 15 Jun 12

AFI 91-204, *Safety Investigations and Reports,* 24 Sep 08

AFI 91-207, *The US Air Force Traffic Safety Program,* 27 Oct 11

AFMAN 24-204_IP, *Preparing Hazardous Materials for Military Air Shipments,* 1 Sep 09

AFI 24-301, *Vehicle Operations* (IC 2, 11 May 12)

AFMAN 24-306_IP, *Manual for the Wheeled Operator,* 1 Jul 09

AFMAN 33-363, Management of Records, 1 Mar 08

AFOSHSTD 48-20, *Occupational Noise and Hearing Conservation Program,* 30 Jun 06

AMCI 11-208, *AMC Tanker/Airlift Operations,* 1 Jun 00

AMCI 23-102, *Expeditious Movement of AMC MICAP/ VVIP Assets,* 29 Jun 09

DOD 4000.25-6-M, *DOD Activity Address Directory (DODAAD)* (Varies)

DTR 4500.9-R, *Passenger Movement, Part I,* Nov 10

DTR 4500.9-R, *Cargo Movement, Part II,* Jun 08

DTR 4500.9-R, *Mobility, Part III,* Jul 11

DTR 4500.9-R, *Personal Property, Part IV,* Apr 03

DTR 4500.9-R, *Customs, Part V,* Jan 11

DTR 4500.9-R, *Human Remains, Part VII,* Aug 07

DOD 4515.13-R, *Air Transportation Eligibility,* 1 Nov 94 (Chg 3, 9 Apr 98)

DODM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives (AA&E),* 17 Apr 12

DODI 6050.5, *DOD Hazard Communication (HAZCOM) Program,* 15 Aug 06, incorporating Change 1, 25 Aug 08, Certified Current as of 15 May 11

MIL-STD 129P, *Military Marking for Shipment and Storage,* 19 Sep 07

TA-006, *Organizational and Administrative Equipment*

TA-016, *Special Purpose Clothing and Personal Equipment*

TA-758, *Aerial Port/Combat Control/Special Tactics Group/Airlift Control Element*

TO 00-20B-5, *USAF Motor Vehicle and Vehicular Equipment Inspection,* 7 Apr 88

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding,* 15 Jul 02

TO 1C-135(K) A-*9, Technical Manual Cargo Loading Instructions,* 4 Apr 08

TO 1C-5A-5-1, *Basic Weight Checklist and Loading Data,* 25 Sep 08

TO 1C-5A-9, *Loading Instructions Manual,* 1 Nov 01

TO 1C-10(K)A-5, *Basic Weight Checklist and Loading Data,* 15 Dec 08

TO 1C-10(K) A-9, *Cargo Loading Manual,* 15 Dec 08

TO 1C-5A-9-2, *Supplemental Loading Instructions Manual Specific Procedures,* 24 May 89

TO 13C2-1-1, *Cargo Tie-down Equipment - Cleaning Repair and Test Instructions,* 28 Jul 05

TO 00-85-20, *Engine Shipping Instructions (15 Oct 2003, incorporating Change 6,* 15 Apr 08

TO 34-1-3, *Inspection and Maintenance of Machinery and Shop Equipment,* 11 Sep 06

TO 35D33-2-2-2, *463L Air Cargo Pallets,* 15 Jul 05

TO 35D33-2-3-1, *Maintenance and Repair Instructions Air Cargo Pallet Net,* 1 Apr 72

TO 36M-1-141, *463L Materials Handling Equipment (MHE) System,* 9 Jun 00

TO 1C-17A-9, *Technical Manual Cargo Loading Instruction,* 1 Feb 04

TO 0085 series

TOs for all assigned vehicles

Department of Transportation (DOT) Exemptions, as appropriate.

International Air Transport Association (IATA) Dangerous Goods Regulation (required).

International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air (recommended).

Prescribed Forms

AMC Form 33, *Report of Frustrated Cargo*

AMC Form 39, *Pallet Invoice*

AMC Form 106, *Biologicals/Reicing/Refrigeration Log*

AMC Form 156, *Terminating Cargo/Mail Manifest Control Log*

AMC Form 214, *Security Cage Log and Inventory*

AMC Form 281, *AMC MICAP/VVIP Special Handling Label*

AMC Form 292, *C-17A Special Loading Equipment Receipt*

AMC Form 438, *AMC Intransit TPS Material Worksheet*

AMC Form 1003, *Transportation Project Action Request*

AMC Form 1015, *HAZMAT Inspection and Acceptance Checklist*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACA—Airlift Clearance Authority

ADS—Aerial Delivery Rail System

AE—Aeromedical Evacuation

ALOC—Air Lines of Communication

AMT—Air Mail Terminal

AOR—Area of Responsibility

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

aRFID—Active Radio Frequency Identification

ATCMD—Advanced Transportation Control and Movement Document

ATOC—Air Terminal Operations Center

CAA—Cooperative Airlift Agreement

CB—Center of Balance

CBL—Commercial Bill of Lading

CBP—Customs and Border Protection

CETS—Contract Engineering and Technical Services

CGP—CONUS Generation Point

CMOS—Cargo Movement Operation System

CONUS—Continental United States

CRG—Contingency Response Group

CSB—Customer Service Branch

DCS—Defense Courier Station

DGR—Dangerous Goods Regulation

DPC—Data Processing Center

DPM—Direct Procurement Method

DTS—Defense Transportation System

DVD—Direct Vendor Delivery

EMO—Equipment Management Office

FSS—Forward Supply System

FMS—Foreign Military Sales

FSC—Federal Supply Classification

GATES—Global Air Transportation Execution System

GBL—Government Bills of Lading

GMT—Greenwich Mean Time

GPC—Government Purchase Card

HR—Human Remains

IATA—International Air Transport Association

ICAO—International Civil Aviation Organization

ICODES—Integrated Computerized Deployment System

JHCS—Joint Hazard Classification System

MHE—Materials Handling Equipment

MICAP—Mission Capability

NVG—Night Vision Goggles

NWRM—Nuclear Weapons-Related Materials

OI—Operating Instruction

PCP—Pentachlorophenol

PL—Precision Loading (Formerly Next Generation Cargo Capability (NGCC)

PNAF—Prime Nuclear Airlift Force

POD—Port of Debarkation

POE—Port of Embarkation

POGP—Primary OCONUS Generation Points

pRFID—Passive Radio Frequency Identification

PSI—Pounds per Square Inch

PWS—Performance Work Statement

RDD—Required Delivery Date

SAAM—Special Assignment Airlift Missions

SET—System Entry Time

SOGP—Secondary OCONUS Generation Points

SR—Surface Reading

SSN—Social Security Number

TAC—Transportation Account Code

TCMD—Transportation Control and Movement Document

TCN—Transportation Control Number

TI—Transport Index

TMO—Transportation Management Office

TWCF—Transportation Working Capital Fund

UMMIPS—Uniform Military Movement Issue and Priority System

USPS—United States Postal Service

UTC—Unit Type Code

VVIP—Very Very Important Parts

Terms

Aerial Port— An airfield that has been designated for the sustained air movement of personnel and materiel as well as an authorized port of entrance into or departure from the country where located.

Aerial Port of Debarkation (APOD)— A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located. (also, Sea Port of Debarkation)

Aerial Port of Embarkation (APOE)— A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located. (also, Sea Port of Embarkation)

Airfield— An area prepared for the accommodation (including any buildings, installations, and equipment), landing, and takeoff of aircraft.

Airlift Clearance Authority (ACA)— A Service activity which controls the movement of cargo (including personal property) into the airlift system under provisions of Department of Defense 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement.

Air Mobility Command (AMC)— The Air Force component command of the United States Transportation Command.

Allocation— In a general sense, distribution of limited resources among competing requirements for employment.

Area of Responsibility (AOR)— The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

Baggage— Includes, but is not limited to, personal clothing; professional equipment; essential dishes, pots, pans, linens, and other light housekeeping items; and other items necessary for the health, welfare, and morale of the member/employee.

a. Accompanied Baggage— Baggage that accompanies the member/employee while traveling.

b. Unaccompanied Baggage— That portion of the member's/employee's authorized weight allowance of personal property that does not accompany the member/employee and is normally shipped separately from the bulk of his/her personal property by expedited transportation. Also, hold baggage.

Bill of Lading— The Bill of Lading is the primary document used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

Breakbulk Cargo— Any commodity that, because of its weight, dimensions, or incompatibility with other cargo, must be shipped by mode other than military van or SEAVAN.

Breakbulk Point— A transshipping activity to which unitized shipments for various consignees are consigned and from which the shipments are distributed as separate shipment units to the ultimate consignees.

Bulk (freight)— That which is generally shipped in volume where the transportation conveyance is the only external container; such as liquids, ore, or grain.

Cargo— Supplies, materials, stores, baggage, or equipment transported by land, water, or air.

Carrier— An individual, company, or corporation commercially engaged in transporting cargo or passengers between two points.

FMS Case Number— A unique code used with a country identification code to identify a particular foreign military sale. It is a three-character designator.

Channel Airlift— Common-user airlift service provided on a scheduled basis between two points. There are two types of channel airlift. A requirements channel serves two or more points on a scheduled basis depending upon the volume of traffic; a frequency channel is time-based and serves two or more points at regular intervals.

Channel Sequence Listing— A listing of approved active Air Mobility Command AMC channels prepared annually by Headquarters AMC.

Channel Traffic— Passengers and cargo moving over established worldwide routes served by either scheduled Department of Defense aircraft under the control of Air Mobility Command AMC or commercial aircraft under contract to and scheduled by AMC.

Circle of Safety— A circular area extending 10 feet beyond the wingtips, nose, and tail of an aircraft.

Claim— A written legal demand for payment of goods lost or damaged in shipment.

Classified Material/Matter— Official information or matter, in any form or of any nature, which requires protection in the interests of national security. Material is classified CONFIDENTIAL or SECRET under DoDM 5200.01, DOD Information Security Program.

Clearance Authority— The activity that controls and monitors the flow of cargo into the airlift or water transportation system.

Cargo Movement Operations System [USAF] (CMOS)— CMOS is the Installation Transportation Office/Traffic Management Office (ITO/TMO) system. CMOS integrates computer hardware, software, and communications to effectively plan, document and manage outbound and inbound cargo and passengers; and to plan, schedule, and monitor the execution of transportation activities in support of deployment and reception of forces. CMOS provides warfighters with an end-to-end distribution capability and real time in-transit visibility during all passenger and cargo movements.

Commercial Bill of Lading (CBL)— A Commercial Bill of Lading (CBL) designates the receipt of goods shipped on board a transportation conveyance, e.g., truck, rail, ship, airplane, and signed by the carrier (or the carrier's agent) who contracts to carry the cargo. A CBL states the terms on which the goods are carried. Carrier documentation used for transportation of shipments, such as that used by small package express carriers. It includes the commercial procedures related to the use of such documentation.

Commodity Code— Code that describes the product or commodity to be shipped by rail and is used to determine the tariff.

Common Carrier— A carrier offering transportation services to the general public for movement of cargo.

Consignee— The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery or activity that is receiving the product.

Consignor— The person or activity that is the supplier or shipper of a product.

Container— An article of transport equipment that meets American National Standards Institute/International Organization for Standardization standards that is designed to be transported by various modes of transportation. These containers are also designed to facilitate and optimize the carriage of goods by one or more modes of transportation without intermediate handling of the contents and equipped with features permitting ready handling and transfer from one mode to another. Containers may be fully enclosed with one or more doors, open top, refrigerated, tank, open rack, gondola, flatrack, and other designs.

a. Cargo Container— A standardized, demountable, reusable conveyance for transporting cargo on a chassis, rail car, or vessel.

b. CONEX— Container Express (CONEX). A metal shipping container 8'6" long, 6'3" wide, and 6'10½" high or 4'3" long, 6'3" wide and 6' 10½" high, used for shipping cargo.

c. Dromedary— A container that can be mounted behind the power unit of a truck or carried on a flatbed trailer or in a van and that can be used to transport less-than-truckload shipments of Arms, Ammunition, and Explosives; SECRET, CONFIDENTIAL, and Controlled Cryptographic Items; or sensitive material.

d. International Organization for Standardization (ISO) Container— A standardized, demountable container for transporting cargo on a chassis, rail car, or vessel. ISO containers may be 20', 40', or 45' long by 8' wide and 9' 6" high.

e. Military Van (MILVAN)— Military-owned, demountable container, conforming to United States and international standards, operated in a centrally controlled fleet for movement of military cargo. (Dimensions: 20' long, 8' wide and 8' high or may be a flatrack).

f. QUADCON— The QUADCON measures 57(l) x 96(w) x 96(h) inches. It is a lockable, weatherproof, reusable, prefabricated container with a cargo capacity of 8,000 lbs. It has International Organization for Standardization (ISO) corner fittings for lifting and restraint and for coupling up to four QUADCONs together to have the same dimensions as a standard 20-foot ISO container.

g. Refrigerated (Reefer) Container— A weatherproof container for the movement of temperature controlled cargo insulated against external temperatures and equipped with mechanical refrigeration.

h. SEAVAN— Commercial or Government-owned (or leased) shipping containers that are moved via ocean transportation without bogie wheels attached, i.e., lifted on and off the ship.

i. Tank Container— Specialized container that meets International Organization for Standardization and International Maritime Organization requirements for transportation of hazardous and non-hazardous bulk liquids.

j. TRICON— The TRICON measures 77.5(1) x 96(w) x 96(h) inches. It is a lockable, weatherproof, reusable, prefabricated container with a cargo capacity of 12,300 lbs. It has International Organization for Standardization (ISO) corner fittings for lifting and restraint and for coupling up to three TRICONs together to have the same dimensions as a standard 20-foot ISO container.

Containerization— The use of containers to unitize cargo for transportation, supply, and storage. Containerization incorporates supply, transportation, packaging, storage, and security together with visibility of a container and its contents into a distribution system from source to user.

Contract— An agreement between two or more competent parties in which an offer is made and accepted and each party benefits. The agreement can be formal, informal, written, oral, or just plain understood. Some contracts are required to be in writing in order to be enforced. An agreement between two or more parties that creates obligation to do or not do the specific things that are the subject of that agreement.

Contract Carrier— A person or company that is under contract to transport people or goods for individual contract customers only.

Controlled Cargo— Items that require additional control and security as prescribed in various regulations and statutes. See Protected Cargo.

Cubic Foot— One cubic foot is a volume one foot high, one foot wide, and one foot deep; one cubic foot (cu ft) = 1/27 cubic yard = 1,728 cubic inches.

Customer— Any authorized user of the Defense Transportation System.

Defense Courier Station: USTRANSCOM TCJ3—C owned or controlled facility for the processing, storage and transfer of classified materials.

Defense Transportation System (DTS)— That portion of the Nation's transportation infrastructure that supports Department of Defense common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the Department of Defense.

Density— The weight of freight per cubic foot or other unit.

Department of Defense Activity Address Code (DODAAC)— A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations as found in Department of Defense Activity Address Directory. These activities are authorized to ship or receive material and to prepare documentation or billings.

Destination— The place to which a shipment is consigned or where the carrier delivers cargo to the consignee or agent.

Destination Station— A base or airport where the mission ends as shown in the schedule.

Direct Procurement Method (DPM)— A method of shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contract arrangements or by the use of government facilities and personnel.

Diversion— A change made in the route of a shipment while in transit. See Reconsignment.

Dunnage— Lumber or other material used to brace and secure cargo to prevent damage.

Escort(s) or Courier(s), Transportation— United States government military members or civilian employees, or Department of Defense (DOD) contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.

Explosives— Explosives are any chemical compound, mixture, or device, the primary purpose of which is to function by explosion. This term includes, but is not limited to, individual land mines, demolition charges, blocks of explosives and other explosives consisting of 10 lbs or more. Additionally specific description of explosives is detailed in 49 Code of Federal Regulations, Part 173.59, Description of Terms for Explosives.

Financial and Air Clearance Transportation System (FACTS)— The Financial and Air Clearance Transportation System (FACTS) clears air cargo for all Services. The four Air Clearance Authorities (ACAs) control their Services' flow of sustainment/resupply cargo into the airlift system during both peace and war. FACTS provides the ability to view the entire flow of Department of Defense sustainment cargo in near real-time and enables decision-makers to control the flow of sustainment material into Aerial Ports of Embarkation. FACTS has an integrated database that uses quick reference files to ensure compliance with this regulation formats and Service unique air-eligible cargo movement criteria. It also provides challenge messages from respective Service ACA to consignees and consignors on non-compliant Advance Transportation Control and Movement Documents.

Forward Supply Support (FSS)— A category of cargo that moves in the Air Mobility Command AMC airlift system that supports AMC aircraft.

Freight Forwarder— A firm other than a railroad, motor, water, or air carrier that represents itself as a common carrier and undertakes to assemble and consolidate shipments or provide for assembling and consolidating and performing or providing for the performance of breakbulk and distributing. It assumes responsibility for the transportation of such property from point of receipt to point of destination; and uses the services of carriers subject to the governing bodies.

GATES— Global Air Transportation Execution System [AMC]. The current real-time system that supports fixed, deployed, and mobile sites. It processes and tracks cargo and passengers; supports resource management and provide command and control support information. It generates cargo, passenger, and resource reports at headquarters and unit level, and provides message routing and delivery for all AMC transportation airlift operators regardless of size, workload volume, configuration, or location.

General Cargo— Cargo that is susceptible for loading in general, non-specialized stowage areas or standard shipping containers; e.g., boxes, barrels, bales, crates, packages, bundles, and pallets.

Government Bill of Lading (GBL)— A government document used to procure transportation and related services from commercial carriers.

Green Sheet Procedures— A procedure invoked by Department of Defense Components to identify specific cargo requiring precedence over all other cargo from that Department of Defense Component. Cargo of the other Department of Defense Components is not affected.

Gross Weight— The combined weight of a container and its contents including packing material.

Hazardous Material or Substance— A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and that has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous under the provisions of 49 Code of Federal Regulations (CFR), Parts 172.101 and 172.102, and materials that meet the defining criteria for hazard class and divisions in 49 CFR, Part 173.

High Value Item— A cargo shipment that exceeds the carrier's normal liability for loss and damage during transportation and which requires the Transportation Office to request the carrier to purchase additional insurance to ensure liability for full shipment value in the event of loss or damage.

Holding— The process of holding a shipment, including a consolidation delay, a wait for export traffic release, an embargo, or another shipper request.

Integrated Computerized Deployment System (ICODES) [DOD]— ICODES is a load planning software tool that assists embarkation specialists in the rapid development of cargo load plans. Serving as the Single Load Planning Capability (SLPC) for the Department of Defense, ICODES links load planners throughout the enterprise with each other and authoritative data sources for near real-time collaboration in support of Joint Forces deployment and distribution operations. ICODES provides end-to-end supply chain visibility through increased in-transit cargo visibility, distribution forecasting and planning, and information visualization.

Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC)— USTRANSCOM's Global Transportation Network and DLA's Enterprise Business System are "converged" to provide DOD with an integrated set of networked, end-to-end visibility, deployment, and distribution capabilities.

Intermodal— Type of international freight system (containers, trailers, etc.) that permits transshipping among sea, highway, rail, and air modes of transportation through use of American National Standards Institute and International Organization for Standardization containers, linehaul assets, and handling equipment.

International Air Transport Association (IATA)— Association of member airlines and developer of the IATA Dangerous Goods Regulations, which is used as a reference and unofficial guidance for air shipment of hazardous material. The IATA Dangerous Goods Regulations includes special restrictions imposed by its member airlines.

International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air— A specialized agency of the United Nations, **ICAO** was created in 1944 to promote the safe and orderly development of international civil aviation throughout the world. It sets standards and regulations necessary for aviation safety, security, efficiency and regularity, as well as for aviation environmental protection. The Organization serves as the forum for cooperation in all fields of civil aviation among its 191 Member States.

Intra-theater— Between theaters or between the continental United States and theaters.

Intra—theater Traffic - Traffic between theaters exclusive of that between the continental United States and theaters.

In Transit Visibility— The ability to track the identity, status, and location of DOD unit and non-unit cargo and passengers, patients, and personal property from origin to consignee or destination during peace, contingencies, and war.

Irregular(ly) shaped objects— Lacking perfect symmetry, evenness, or balance, e.g., "flat"

Manifest— A document specifying in detail the passengers or items carried for a specific destination.

Marking— Numbers, nomenclature, or symbols imprinted on items or containers for identification during handling, shipment, and storage.

Materials Handling Equipment (MHE)— Mechanical devices for handling of supplies with greater ease and economy.

Military Surface Deployment and Distribution Command (SDDC)— A major command of the United States (US) Army, and the US Transportation Command's component command responsible for designated continental US land transportation as well as common-user water terminal and traffic management service to deploy, employ, sustain, and redeploy US forces on a global basis.

Mode of Transport— The various modes used for a movement. For each mode, there are several means of transport. They are:

a. Inland surface transportation (rail, highway and inland waterway).

b. Sea transportation (coastal and ocean).

c. Air transportation.

d. Pipeline.

Munition(s)— A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, chemical material, and all similar or related items or components, explosive in nature, for use in military operations, including demolitions. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes. Also called ammunition. In common usage, "munitions" (plural) can be military weapons, ammunition, and equipment.

National/NATO Stock Number— The 13-digit stock number replacing the 11-digit Federal Stock Number. It consists of the 4-digit Federal Supply Classification code and the 9-digit National Item Identification Number. The National Item Identification Number consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) non-significant number. The number will be arranged as follows: 9999-00-999-9999.

Net Weight— The weight of an item being shipped excluding the weight of packaging material or container (does not apply to household goods) or weight of a ground vehicle without fuel, engine oil, coolant, on-vehicle materiel, cargo, or operating personnel.

Nuclear Weapons Related Materiel (NWRM) (OSD Definition)— Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable materiel) identified by the Military Departments that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.

Delivery vehicle is defined as the portion of a weapon system that delivers a nuclear weapon to its target. This includes cruise and ballistic missile airframes as well as delivery aircraft.

Nuclear Weapons Related Materiel (NWRM) (AF Added)— Select nuclear combat delivery system components that are design sensitive and needed to authorize, prearm, arm, launch, release, or target a nuclear weapon.

OCONUS— Outside the continental limits of the United States.

Opportune Airlift— Any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission, and the portion of airlift capability available for use after planned mission requirements have been met.

Organic Airlift— Airlift provided by aircraft owned/operated by each Service.

Outsize Cargo (Air)— Cargo that exceeds the dimensions of oversized cargo and requires the use of a C-5 or C-17 aircraft or surface transportation. A single item that exceeds 1,000 inches long by 117 inches wide by 105 inches high in any one dimension. See also oversized cargo.

Outsize(d) Dimensions— Any dimension of a shipment greater than six feet, a shipment with such a dimension.

Oversize Cargo (Air).—a. Large items of specific equipment such as a barge, side loadable warping tug, causeway section, powered, or causeway section, non-powered. Requires transport by sea.

b. Air cargo exceeding the usable dimension of a 463L pallet loaded to the design height of 96 inches, but equal to or less than 1,000 inches in length, 117 inches in width, and 105 inches in height. This cargo is air transportable on the C—5, C-17, C- 130, KC-10 and most civilian contract cargo carriers. See also outsized cargo.

Overseas— All locations, including Alaska and Hawaii, outside the continental United States.

Packaging— The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

Pallet— A flat base for combining stores or carrying a single item to form a unit load for handling, transportation, and storage by materials handling equipment.

a. 463L pallet— An 88" x 108" aluminum flat base used to facilitate the upload and download of aircraft.

b. 463L System— Aircraft pallets, nets, tie-down and coupling devices, facilities, handling equipment, procedures, and other components designed to interface with military and civilian aircraft cargo restraint systems which accepts pallets 88" x 108".

c. Warehouse— A two-deck platform, usually wooden, used for handling several packages as a unit.

Palletized— A quantity of items, packed or unpacked, which is arranged on a pallet in a specific manner and is secured, strapped, or fastened on the pallet so that the whole palletized load may be handled as a single unit.

Partial Shipment Unit— A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

Pilferable Cargo— Items that are vulnerable to theft because of their ready resale potential, i.e., cigarettes, alcoholic beverages, cameras, electronic equipment, computer software. See Protected Cargo.

Pilferage— The act of stealing in small quantities. Used in reference to missing cargo that is easily converted to money, has intrinsic value, or a commercial use.

Precision Loading— Cargo Policy based on increased Pallet utilization by profile and Aircraft utilization by airframe. It is the follow-on to the "Next Generation Cargo Capability (NGCC) initiative.

Priority— Precedence for movement of traffic.

Protected Cargo— Items designated as having characteristics requiring them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safety or integrity. It is divided into ***sensitive***, ***pilferable***, and ***controlled*** cargo. See Controlled Cargo, Pilferable Cargo, and Sensitive Cargo.

Purple Sheet Procedures— US Central Command requires the ability to prioritize sustainment cargo during lines of communication (LOC) stress or during shifts of contingency /combat operations. The intent is to outline a process for the Supported Combat Command to prioritize

sustainment cargo already on hand at an APOE for subsequent flow into the CENTCOM area of responsibility per the Defense Transportation Regulation, Part III, Chapter 304.2a(3). The Purple Sheet process authorizes specifically identified cargo in the AMC system in-transit to the CENTCOM AOR, including 999 and Green Sheet shipments, regardless of service lane or arrival date at the APOE. The COCOM utilizes Purple Sheeting to expedite movement of specific shipment(s) of National interest and operation necessity. Purple Sheet applies from initial identification to the shipments final destination APOD.

Radio Frequency Identification— A family of technologies that enables hands-off processing of material transactions for cargo deploying through the Defense Transportation System. Radio Frequency Identification (RFID) provides operators a means to remotely identify, categorize, and locate material automatically within relatively short distances. Data is digitally stored on RFID transponder devices, such as tags or labels. Remote interrogators (located a few inches to 300 feet from the transponder device) electronically retrieve the data via electromagnetic energy (radio or microwave frequency) and send the data to the Automated Information Services (AIS). The technology is divided into two categories of data storage and retrieval systems – passive and active. Active RFID systems are omni-directional and require moderately expensive high-capacity transponder devices. Active devices are effective portable databases and facilitate the rapid transfer of data to AIS with standoff capability. Passive systems generally require line-of-site interrogation of powerless, inexpensive, low capacity transponder devices. Passive devices are adaptable for use at the item, case, and pallet level.

a. Active RFID (aRFID) Tag. Active RFID tags receive low—level radio frequency (RF) signals from an interrogator and then generate high-level signals back to the reader/interrogator, which can be either a hand-held device or permanently mounted device. Data is normally written to an a RFID tag via a docking station or Universal Serial Bus (USB) cable, but may also be written via radio signals.

b. Passive RFID (pRFID) Tag.—Passive RFID is an emerging technology that is exhibiting great potential in the commercial industry. Passive RFID tags reflect energy from the reader/interrogator or receive and temporarily store a small amount of energy from the reader/interrogator signal in order to generate the tag response. Passive RFID requires strong RF signals from the reader/interrogator, while the RF signal strength returned from the tag is constrained to low levels by the limited energy. Therefore, their interrogation range is much shorter than that of the aRFID tags. These tags are more suited for individual shipments of cargo.

Refrigerated Cargo— Straight or mixed loads of cargo requiring enclosed temperature controlled transportation and storage.

Report of Shipment— An advance notification of shipment provided by a shipper to the consignee not later than 24 hours prior to the shipment arrival. For ammunition shipments, notification must be made not later than two hours after shipment departure.

Required Delivery Date (RDD)— The calendar date when material is required by the requisitioner. Required Delivery Date field may contain 999, E_ _, N_ _, 444, 555, or 777 to indicate expedited handling required.

Retrograde Cargo— Cargo evacuated from a Theater.

Secure Holding— Assistance provided by an installation to a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or provided at the discretion of an installation commander to a vehicle in transit when no emergency exists.

Sensitive Cargo/Material— Arms, ammunition, and explosives that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions. See Protected Cargo.

Shipper— A Service or agency activity (including the contract administration or purchasing office for vendors) or vendor that originates shipments. The functions performed include planning, assembling, consolidating, documenting, and arranging material movement.

Shipping Instructions— Commercial document specifying, in detail, the items carried on a transportation conveyance for a specific destination. Shipping instructions contain primarily the same data that is found on a Transportation Control and Movement Document.

Shipping/Item Discrepancies— Any variation in quantity or condition of goods received from that shown on the covering authorized shipping documents, purchase orders, or other authorized shipping document. This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation error.

Shipping Papers— The term "shipping paper," as used by the transportation industry, means the piece of paper or document used for billing, accountability and day-to-day activities of transporting cargo. As used in the Hazardous Materials Regulations, "shipping paper" means the documentation or paper containing the hazardous materials information required by the regulations.

Signature Tally Record— A written record designed to provide continuous accountability and custody of a shipment from point of pickup to delivery to consignee.

Small Arms— Man portable, individual, and crew-served weapon systems used mainly against personnel and lightly armored or unarmored equipment including handguns; shoulder-fired weapons; and light automatic weapons. Included in small arms are comparable foreign arms, United States prototype arms, and illegally manufactured weapons retained in inventory for training, familiarization, and evaluation.

Small Arms Ammunition— A cartridge or family of cartridges intended for use in various types of hand-held or mounted weapons through 50 mm. Within a caliber designation, these weapons may include one or more of the following: rifles (except recoilless), carbines, pistols, revolvers, machineguns, and shotguns. The explosives effects are largely confined to the package. No projection of fragments of appreciable size or range is to be expected and does not significantly hinder emergency response efforts or the effects of explosion are completely confined within the article itself.

Special Assignment Airlift Mission (SAAM)— A mission performing airlift requirements for special pickup or delivery by Air Mobility Command (AMC) at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other unique factors.

Split Shipment Unit— A whole or partial shipment unit separated at a transshipment point into two or more increments with each increment identified and documented separately.

Storage— A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

a. Temporary Storage— Storage in connection with a line-haul movement of personal property that is acquired either by Personal Property Government Bill of Lading or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

b. Non—temporary Storage - Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a Basic Ordering Agreement entered into by the storage firm and the Government.

Tare Weight— The weight of a container deducted from gross weight to obtain net weight or the weight of an empty container.

Terminal - A facility designed to transfer cargo from one means of conveyance to another.

a. Air— A facility for loading and unloading aircraft and the in transit handling of traffic (passengers, cargo, and mail) moved by air.

b. Water— A facility for loading and unloading vessels and the in transit handling of traffic (passengers, cargo, and mail) moved by water.

Theater— The geographic area outside the continental United States for which a commander of a combatant command has assigned responsibility.

Time—Definite Delivery - The delivery of requested logistics support at a time and destination specified by the receiving activity.

Ton— A measurement of weight.

a. Long Ton (L/T) (LTON)— 2,240 lbs.

b. Measurement Ton (MTON)— 40 cubic feet.

c. Metric Ton (M.T.)— 1,000 kilograms (2,204.6 lbs).

d. Short Ton (S/T) (STON)— 2,000 lbs.

Tracing— Action to determine the location of a shipment.

Traffic Management— The direction, control, and supervision of all functions incident to the procurement and use of freight and passenger transportation.

Transportation Account Code— A four-digit alphanumeric code by which the Service, Agency, or contractor identifies the account to be charged for transportation.

Transportation Control and Movement Document (TCMD)— A form used to control the movement of cargo while in the Defense Transportation System and performs functions similar to bill of lading in the commercial transportation system.

Transportation Control Number (TCN)— A 17-position alphanumeric character set assigned to control a shipment throughout the transportation cycle of the Defense Transportation System.

Transportation Discrepancies— Any deviations of shipment received, i.e., quantity, condition, documentation, or deficiencies.

Transportation Discrepancy Report (TDR)— A form used to report loss and damage to material.

Transportation (Cargo Movement) Priority— A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the Defense Transportation System.

Transportation Working Capital Fund (TWCF)— Transportation Working Capital Fund is the United States Transportation Command portion of the Working Capital Funds transportation business area. See Working Capital Fund.

Transshipment Point— A location where material is transferred between vehicles.

Transshipper— Any transportation activity, other than the shipper or receiver that handles or documents the transfer of a shipment between conveyances. A transshipper is usually a Consolidation and Containerization Point, air or sea Port of Embarkation, air or sea Port of Debarkation, or breakbulk point. A transshipper may perform more than one type transshipment.

USTRANSCOM J3-C— USTRANSCOM division responsible for secure, timely, and efficient end-to-end global distribution of classified and sensitive material for the United States and its allies.

Volume Weight— Cube of the pallet or item x 10.

Attachment 2

TUNNER/HALVORSEN/OLDER GENERATION K-LOADER PARKING AND TRAFFIC FLOW PLAN

A2.1. Traffic flow plan. Each aerial port/air terminal operation shall develop a local traffic flow plan using operational risk management (ORM) tools. The traffic flow plan will delineate traffic flow/direction within the air freight compound, the flight-line, vehicle servicing area, fuel pumps, and other areas where the k-loaders may travel. The plans should include primary and secondary routes to ensure safe routes are available in case of road construction, adverse weather conditions, etc. When changes occur to the primary or secondary routes, the traffic flow plan must be updated.

A2.1.1. These procedures will be coordinated with local safety offices and will address minimum clearance from obstacles and spotter use. Use AFI 91-203 and AFMAN 24-306 as guidance when developing these procedures.

A2.1.2. When operating in locations/conditions not explicitly addressed by local traffic flow plans, a spotter is mandatory when operating within 15 ft of any obstacle. Also, a spotter is mandatory in congested areas and inside the aircraft circle of safety.

A2.2. Parking. K-loaders unattended or not positioned for immediate use are considered parked. Operators and all supervisors must apply sound judgment toward parking and storage.

A2.3. K-Loader parking plan.

A2.3.1. Be aware of the Tunner loader's unique turning radius, minimum of 50 ft. A Tunner pulling forward into a hard turn will swing approximately 6 ft. The back-end of the loader where maximum swing occurs will be approximately 25 ft forward of the location where the turn was initiated. Other K-loaders that do not have articulated steering will swing, but to a lesser degree than a Tunner.

A2.3.2. Each Tunner parking spot shall have 7.5 ft of clearance on each side and 5 ft of clearance in front and rear. As a result, a Tunner, being approximately 15 ft wide, will sit in a 30 by 60 foot parking area. In cases where two or more parking spots are adjacent (side-by-side), the 7.5 ft of clearance may overlap between the parking spots, so a minimum 7.5 ft of clearance remains between the parked Tunners, side-to-side. For all other K-loaders, the parking spot will have 5 ft of side clearance on all sides, so that the resulting parking spot is 10 ft wider and 10 ft longer than the maximum dimensions of the loader. As with the Tunner, adjacent side-to-side clearance may overlap, so a minimum of 5 ft is maintained between the sides of non-Tunner K-loaders (must be 7.5 ft minimum if one of the two adjacent loaders is a Tunner). In cases where two or more parking spots are end-to-end, the 5 ft of clearance may overlap between the parking spots, so a minimum 5 ft clearance remains between the parked Tunners, end-to-end. No obstacles will reside within the boundaries of the parking spot. Drive through parking spots are desired but not mandatory.

A2.3.3. Before pulling into a parking spot, ensure the loader is directly in line with the parking spot. This will ensure the vehicle does not enter the parking spot at an angle. A painted line or suitable marking 15 ft before the entrance of the parking spot shall mark the minimum distance at which the loader must be straight before entering the parking spot.

A2.3.4. When exiting parking spots, the loader shall be kept straight before turning until the aft end is clear of the parking spot. A painted line or suitable marking not less than the length of the loader (50 ft for Tunners) in front of the parking spot is what the front of the loader must cross before maneuvering to ensure the rear of the loader has cleared other parked loaders.

A2.3.5. "Taxi lines" shall be placed where the center of the cab will travel so the loader is centered in the parking spot. These taxi lines shall extend to the entry/exit line markings mentioned in the two preceding paragraphs. Aligning the loader's cab directly over the taxi line will center the loader in the parking spot during parking operations.

A2.4. Covered Storage Parking.

A2.4.1. Each unit will include in their local traffic flow plan detailed covered storage parking procedures using each existing bay, if feasible and safe. Drive through parking is desired but not mandatory. One spotter, positioned to optimize the safety of the operation, is required for all maneuvering through covered storage, provided the following four paragraphs are complied with.

A2.4.2. Each covered storage parking location will allow 2.5 ft of clearance on each side of the loader during the most constrained portion of the parking process. For a Tunner, this means the most constrained portion of the entrance, parking spot, and exit will not be less than 20 ft wide. In cases where two or more parking spots are adjacent (side-by-side), the 2.5 ft of clearance may overlap between the parking spots, so a minimum 2.5 ft clearance remains between the parked Tunners, side-to-side. No obstacles will reside within the boundaries of a parking spot. At locations with existing entrance doors that are less than 20 ft wide but at least 18 ft wide, comply with the requirements in paragraph 2.5 below. Maintain 5 ft of clearance from the front and rear of the loader; end-to-end parking with a 5 ft buffer separation is permissible. Doors and overhead obstacles should be at least 15 ft (desired, not mandatory) above the parking surface.

A2.4.3. Before pulling into the covered storage, ensure loader is directly in line with the parking spot. This will ensure the vehicle does not enter the parking spot at an angle. A painted line or suitable marking, 15 ft before the entrance of the most exterior obstacle, shall mark the minimum distance at which the loader must be straight before entering the covered storage.

A2.4.4. When exiting parking spots, the loader shall be kept straight before turning until the aft end is clear of the most exterior obstacle of the covered storage. A painted line or suitable marking, not less than the length of the loader (50 ft for Tunner) in front of the most exterior obstacle, is what the front of the loader must cross before maneuvering to ensure sufficient clearance.

A2.4.5. Taxi lines shall be placed where the center of the cab will travel so the loader is centered during parking operations.

A2.5. Deviation requirements. Units with parking spots that fail to comply with the requirements specified in paragraphs 3 and 4 will do one of the following two options.

A2.5.1. Use two spotters when maneuvering in parking areas; in this case no deviation request is required.

A2.5.2. Incorporate ORM to establish the best option for their location. Forward deviation request to AMC/A4TR with local safety office coordination attached. AMC/A7/A4/SEG will approve/disapprove deviations. Deviations for covered storage facilities approved using above criteria are confirmed as permanent deviations and do not need to be resubmitted. All outdoor parking deviations will be valid for 2 years after approval.

Attachment 3

C-130 ERO PROCEDURAL GUIDELINES

This guideline/checklist complements AMCI 24-101V11, *Transportation, Cargo and Mail* and is formatted so that it may be trimmed down to fit aircrew style checklist binders.

TABLE OF CONTENTS

A3.1. GENERAL INFORMATION

A3.1.1. The ERO procedures listed below expedite the flow of aircraft through airfields during all air-land operations where the reduction of ground time warrants a departure from normal operating procedures. EROs will only be used for validated operational requirements after prior coordination through appropriate channels (i.e., AMCC, 618 TACC, AMD, etc.). ERO operations may be accomplished under the following conditions:

A3.1.1.1. The six-step ORM process must be considered prior to commencing with ERO operations:

A3.1.1.1.1. Identify the hazards.

A3.1.1.1.2. Assess the risks.

A3.1.1.1.3. Analyze risk control measures.

A3.1.1.1.4. Make control decisions.

A3.1.1.1.5. Implement risk controls.

A3.1.1.1.6. Supervise and review.

A3.1.1.2. The on/offload airfield may be transited on an operational stop basis and no safety of flight conditions exist. Coordinate between the aircraft commander, any existing local command and control function (i.e., Command Post, AMCC, CRG, CRE, or CRT, if applicable), and the effected functional areas approving ERO operations. Evaluate such risks as day/night operations, weather, experience levels, type of cargo, passengers, and location of operations.

A3.1.1.3. Braking action on the ramp is such that there is no danger of the aircraft sliding with brakes set. Chocks will not be used.

A3.1.1.4. Normally, the ramp and cargo doors are used for on/offloading. Exception: Circumstances may dictate use of the crew entrance door for on/offloading. This will be

coordinated through the aircraft commander, Command and Control Function, and affected functional areas.

A3.1.1.5. During adverse weather, ensure vehicle operator's vision is not obscured by the elements. Self-propelled vehicles may require winch assistance if positive traction of vehicle wheels cannot be maintained throughout the on/offload operation. Arctic/nonskid shoring may be used in lieu of a winch.

A3.1.1.6. Do not use ERO procedures when explosive cargo is involved (with the exception of small arms ammunition— class/division 1.4) unless authorized by the JA/ATT Exercise Operations Order, or Contingency Air Tasking Orders.

A3.1.1.7. At night, wing leading edge lights may be on to enable ground crews to monitor engine danger areas.

A3.1.1.8. Ensure passengers are briefed on all safety requirements. Passengers should have or will be offered hearing protection prior to loading/offloading operations.

A3.2. Warnings, Cautions, and Notes. The following definitions apply WARNINGS, CAUTIONS, and NOTES found in the checklist.

A3.2.1. **WARNING:** Operating procedures, techniques, etc., which could result in personal injury or loss of life if not carefully followed.

A3.2.2. **CAUTION:** Operating procedures, techniques, etc., which could result in damage to equipment if not carefully followed.

A3.2.3. **NOTE:** An operating procedure, technique, etc., which is considered essential to emphasize.

A3.3. Ground Support Team.

A3.3.1. A ground support team consists of aerial port, maintenance, and user personnel (as applicable) formed as one overall and cohesive unit. The number of such teams depends on the number of aircraft anticipated to be on the ground at the same time.

A3.3.2. **Team structure and equipment:**

A3.3.2.1. A maintenance team consists of one aircraft maintenance parking director and two assistants. **NOTE:** The Airfield, CRG or CRE commander may direct use of ERO parking director assistants. Decision to require assistantswill be based on airfield conditions (i.e., limited clearance or personnel/equipment traffic congestion). Non-maintenance personnel can perform as assistants if wing tip clearance is not critical.

A3.3.2.2. A load team consists of one 2T2 as team chief and additional personnel as determined by the type of aircraft and load. Deploying unit personnel will augment as requested by the loading team chief.

A3.3.2.3. Onload and offload personnel will be equipped with gloves, steel-toed boots, hearing protection, and goggles. During hours of darkness or reduced visibility, reflective vests/belts will be worn.

A3.3.2.4. Extra sets of C-l30 auxiliary ground loading ramps (as required).

A3.3.2.5. Vehicles with front mounted pintle hook (prime mover).

A3.3.2.6. C-l30 ramp support (milk stool).

A3.3.2.7. MHE (as required).

A3.3.3. **Briefing requirements:**

A3.3.3.1. All personnel involved in the ERO at the aircraft will receive a briefing on procedures and safety prior to beginning ERO operations. The load team chief conducts the briefing and will brief the loadmaster at the aircraft.

A3.3.4. **Team duties--onload:**

A3.3.4.1. Maintenance:

A3.3.4.1.1. As aircraft taxi into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks.

A3.3.4.1.2. The maintenance parking director directs the aircraft to the parking spot. After the aircraft comes to a complete stop, clear the area forward of the aircraft and position one person immediately aft and 20 ft outboard of each wing tip to ensure the area remains clear.

A3.3.4.2. Load team:

A3.3.4.2.1. The load team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations. Briefing topics include hand signals, route to and from aircraft, load team positioning, type of cargo, specific on/offloading instructions, use of MHE and emergency evacuation/rally point. The load team chief will check to ensure all members of the ERO team have the required PPEs (i.e., goggles, reflective belts/vests, gloves, hearing protection, and steel-toe boots.) Vehicle and troop directors will utilize distinctive clothing/ equipment such as reflective vest and wands for night operations. Vehicle operators will remain in their vehicles when within 50 ft of aircraft and until vehicle is secured aboard aircraft with one chain forward and one aft.

A3.3.4.2.2. Load team chiefs will maintain complete control of their teams, positioning them in a preplanned area clear of engine exhaust and a minimum of 50 ft aft of the aircraft when it has stopped. The preplanned area should be on the outside of the aircraft's turning radius and clear of engine exhaust.

A3.3.4.2.3. The loading team will not approach the air-craft until all engines are in low-speed ground idle. In all cases the load team will not proceed to the aircraft until signaled by an aircrew member. When the aircraft has stopped and engines are in low-speed ground idle, the load team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 50 ft aft of aircraft, until reaching aircraft centerline where they will turn and approach the aircraft. **WARNING:** Load team personnel will remain clear of aircraft cargo ramp until positioned for onload.

A3.3.4.2.4. The loading team positions support MHE as required. Trained team personnel install the extra set of aircraft auxiliary ground loading ramps (as required). Team members may assist aircraft loadmaster in positioning milk stool.

WARNING: When onloading and offloading, or transporting pallets on forklifts with rollerized tines, secure pallets to the forklift during movement.

A3.3.4.2.5. Under the direction of the team chief, vehicle operators position load a minimum of 50 ft aft and slightly to the right or left of aircraft fuselage, leaving a clear path behind the aircraft. Only one piece of loading equipment is to be directed to approach the aircraft at any given time.

A3.3.4.2.6. The aircrew loadmaster retains overall responsibility for loading aircraft. Load team chief will coordinate with aircrew loadmaster to present manifest, discuss load sequence, ground vehicle direction, tie-down pattern, and obtain completed, outbound DD Form 365-4, **Weight and Balance Clearance Form F - Transport/Tactical.**

A3.3.4.2.7. Load team personnel will go aboard and assist in preparing the aircraft for a specific load. Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp.

A3.3.4.2.8. The ground vehicle director takes a position clearly visible to the vehicle driver. **Note:** If trailers are pushed aboard, the vehicle director takes a position next to the driver's side cab of the prime mover.

A3.3.4.2.9. Positioning the load inside the aircraft requires load team members' assistance in observing load clearance.

A3.3.4.2.10. When cargo onload is complete, except for ramp load, troops are directed aboard by the troop director. All personnel are to remain a minimum distance of 50 ft from aircraft until reaching aircraft centerline from where they will be directed by the team chief to the aircraft. Ramp loading will be completed after all troops are on board.

A3.3.4.2.11. Loading crew assists in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in ERO team vehicle (as required). When aircraft is secured, the team chief stops 50 ft aft on aircraft centerline and signals with thumb up to inform the aircrew loadmaster the load team and equipment are all clear of aircraft.

A3.3.5. **Team duties--offload:**

A3.3.5.1. Maintenance. Same as onload. **WARNING:** Load team personnel will remain clear of aircraft cargo ramp until positioned for offload.

A3.3.5.2. Load team. Same as onload with the additional requirements outlined below.

A3.3.5.3. Team chief will coordinate offload procedure with the aircrew loadmaster and receive manifest and outbound DD Form 365-4, **Weight and Balance Clearance Form F - Transport/Tactical. Note:** C-130 loadmasters are not required to present a completed DD Form 365-4 when aircraft is departing empty.

A3.3.5.4. Additional team members position themselves to the side of the aircraft ramp until all troops have deplaned. Team chief directs team aboard to remove any remaining tie-down restraints, beginning with the first vehicle to be offloaded and working forward.

A3.3.5.5. The ground vehicle director takes a position 25 ft to the rear of the aircraft and directs vehicles 50 ft aft before turning to left or right to receiving area.

A3.3.5.6. Offloading team departs aircraft after ensuring all tie-down equipment is positioned on aircraft centerline and auxiliary loading ramps are placed on the aircraft ramp (as required).

A3.3.5.7. Loading crew assists in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in ERO team vehicle (as required).

A3.3.5.8. When aircraft is secured, the team chief stops 50 ft aft of aircraft centerline and gives thumb up to inform aircrew loadmaster the team and equipment is all clear of aircraft.

A3.4. Personnel Loading/Offloading:

A3.4.1. Exiting through the aft cargo door and ramp is the preferred method when passengers are involved on the C-130. Deplane passengers before offloading cargo and load passengers after onloading cargo, unless cargo size and location dictate otherwise.

A3.4.2. If troops are aboard, they are deplaned at the direction of the aircraft loadmaster. Instruct troops to proceed a minimum of 50 ft aft of the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 300 ft before stopping.

A3.4.3. Crew entrance door loading:

A3.4.3.1. Onload and offload using the crew entrance door will be in accordance with appropriate AMCI and AFI 11- series publications.

A3.4.3.2. Personnel being onloaded and offloaded will be briefed on the hazards involved with ERO procedures. Items that should be briefed but are not limited to are: securing loose articles, hearing protection, and any local requirements, etc. **Note:** Deplaning personnel must be briefed to remain forward of the extended interphone cord. **WARNING:** When loading or unloading personnel, baggage, or equipment through the crew entry door, with engines operating, stay clear of engine props. Secure all loose personal items before passing in front of operating engines. Personnel will not proceed aft of the crew entrance door while engines are operating.

A3.4.4. Passenger buses will park in front of the aircraft on the left side with the nose of the bus pointing away from the aircraft, and no closer than 50 ft forward of the left wing.

Attachment 4

C-17 ERO PROCEDURAL GUIDELINES

This guideline/checklist complements AMCI 24-101V11, *Transportation, Cargo and Mail* and is formatted so that it may be trimmed down to fit aircrew style checklist binders.

TABLE OF CONTENTS

A4.1. GENERAL INFORMATION

A4.1.1. The ERO procedures listed below expedite the flow of aircraft through airfields during all air-land operations where the reduction of ground time warrants a departure from normal operating procedures. EROs will only be used for validated operational requirements after prior coordination through appropriate channels (i.e., AMCC, 618 TACC, AMD, etc.). ERO operations may be accomplished under the following conditions considered prior to commencing with ERO operations:

A4.1.1.1. The six-step ORM process must be considered prior to commencing with ERO operations:

A4.1.1.1.1. Identify the hazards.

A4.1.1.1.2. Assess the risks.

A4.1.1.1.3. Analyze risk control measures.

A4.1.1.1.4. Make control decisions.

A4.1.1.1.5. Implement risk controls.

A4.1.1.1.6. Supervise and review.

A4.1.1.2. The on/offload airfield may be transited on an operational stop basis and no safety of flight conditions exist. Coordinate between the aircraft commander, any existing local command and control function (i.e. Command Post, AMCC, CRG, CRE, or CRT, if applicable), and the effected functional areas. approving ERO operations. Evaluate such risks as day/night operations, weather, experience levels, type of cargo, passengers, and location of operations.

A4.1.1.3. Braking action on the ramp is such that there is no danger of the aircraft sliding with brakes set. Chocks will not be used.

A4.1.1.4. Normally, the ramp and cargo doors are used for on/offloading. **Exception:** Circumstances may dictate use of the crew entrance door for on/offloading. This will be

coordinated through the aircraft commander, Command and Control Function, and effected functional areas.

A4.1.1.5. During adverse weather, ensure vehicle operator's vision is not obscured by the elements. Self-propelled vehicles may require winch assistance if positive traction of vehicle wheels cannot be maintained throughout the on/offload operation. Arctic/nonskid shoring may be used in lieu of a winch.

A4.1.1.6. Do not use ERO procedures when explosive cargo is involved (with the exception of small arms ammunition—class/division 1.4) unless authorized by the JA/ATT Exercise Operations Order, or Contingency Air Tasking Orders.

A4.1.1.7. At night, wing leading edge lights may be on to enable ground crews to monitor engine danger areas.

A4.1.1.8. Ensure passengers are briefed on all safety requirements. Passengers should have or will be offered hearing protection prior to loading/offloading operations.

A4.2. Warnings, Cautions, and Notes. The following definitions apply WARNINGS, CAUTIONS, and NOTES found in the guideline/checklist.

A4.2.1. **WARNING:** Operating procedures, techniques, etc., which could result in personal injury or loss of life if not carefully followed.

A4.2.2. **CAUTION:** Operating procedures, techniques, etc., which Could result in damage to equipment if not carefully followed.

A4.2.3. **NOTE:** An operating procedure, technique, etc., which is considered essential to emphasize.

A4.3. Ground Support Team.

A4.3.1. A ground support team consists of aerial port, maintenance, and user personnel (as applicable) formed as one overall and cohesive unit. The number of such teams depends on the number of aircraft anticipated to be on the ground at the same time.

A4.3.2. Team structure and equipment:

A4.3.2.1. A maintenance team consists of one aircraft maintenance parking director and two assistants. **Note:** Airfield, CRG or CRE commander may direct use of ERO parking director assistants. Decision to require assistants will be based on airfield conditions (i.e., limited clearance or personnel/equipment traffic congestion). Non-maintenance personnel can perform as assistants if wing tip clearance is not critical.

A4.3.2.2. A load team consists of one 2T2 as team chief and additional personnel as determined by the type of aircraft and load. Deploying unit personnel will augment as requested by the loading team chief.

A4.3.2.3. Onload and offload personnel will be equipped with gloves, steel-toed boots, hearing protection, and goggles (goggles are optional for C-17 operations). During hours of darkness or reduced visibility, reflective vests/belts will be worn.

A4.3.2.4. Vehicles with front mounted pintle hook (prime mover).

A4.3.2.5. MHE (as required).

A4.3.2.6. Reflective vests/belts and wands (as required).

A4.3.3. **Briefing requirements:**

A4.3.3.1. All personnel involved in the ERO at the aircraft will receive a briefing on procedures and safety prior to beginning ERO operations. The loading team chief conducts the briefing. The load team chief will brief the loadmaster at the aircraft.

A4.3.3.2. The loading team chief highlights key topics such as hand signals route to and from the aircraft, load team position, cargo type, special on/offloading instructions, and use of any MHE. The load team chief will check to ensure all personnel and passengers have the required safety items as required (i.e., Hearing protection devices, steel- toed boots, etc).

A4.3.4. **Team duties--onload:**

A4.3.4.1. Maintenance:

A4.3.4.1.1. As aircraft taxi into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks.

A4.3.4.1.2. The maintenance parking director directs the aircraft to the parking spot. After the aircraft comes to a complete stop, clear the area forward of the aircraft and position one person immediately aft and 20 ft outboard of each wing tip to ensure the area remains clear.

A4.3.4.2. Load team:

A4.3.4.2.1. The load team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations. Briefing topics include hand signals, route to aircraft, position of load team, type of cargo, specific on/offloading instructions, and use of MHE. Personal safety items checked will include goggles, reflective vests/belts, gloves, hearing protection, and steel-toed boots. Vehicle and troop directors utilize distinctive clothing/equipment such as reflective vest and wands for night operations. Vehicle operators will remain in their vehicles when within 25 ft of aircraft and until vehicle is secured aboard aircraft with one chain forward and one aft.

A4.3.4.2.2. Load team chief will maintain complete control of their teams, positioning them in a preplanned area clear of engine exhaust and a minimum of 25 ft aft of the aircraft when it has stopped. The preplanned area should be on the outside of the aircraft's turning radius and clear of engine exhaust.

A4.3.4.2.3. The loading team will not approach the aircraft until all engines are in low-speed ground idle or reverse thrust. In all cases the load team will not proceed to the aircraft until signaled by an aircrew member. When the aircraft has stopped and engines are in low-speed ground idle or reverse thrust, the load team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 25 ft aft of aircraft, until reaching aircraft centerline where they will turn and approach the aircraft. **WARNING:** Load team personnel will remain clear of aircraft cargo ramp until positioned for onload.

A4.3.4.2.4. The loading team positions support MHE as required. **WARNING:** When onloading and offloading, or transporting pallets on forklifts with rollerized tines, secure pallets to the forklift during movement.

A4.3.4.2.5. Under the direction of the team chief, vehicle operators position load a minimum of 25 ft aft and slightly to the right or left of aircraft fuselage, leaving a clear path behind the aircraft. Only one piece of loading equipment is to be directed to approach the aircraft at any given time.

A4.3.4.2.6. The aircrew loadmaster retains overall responsibility for loading aircraft. Load team chief will coordinate with aircrew loadmaster to present manifest, discuss load sequence, ground vehicle direction, tie-down pattern, and obtain completed, outbound DD Form 365-4F, Weight and Balance Clearance Form F--Transport.

A4.3.4.2.7. Load team personnel will go aboard and assist in preparing the aircraft for a specific load. Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp.

A4.3.4.2.8. The ground vehicle director takes a position clearly visible to the vehicle driver. **NOTE:** If trailers are pushed aboard, the vehicle director takes a position next to the driver's side cab of the prime mover.

A4.3.4.2.9. Positioning the load inside the aircraft requires load team members' assistance in observing load clearance.

A4.3.4.2.10. When cargo onload is complete, except for ramp load, troops are directed aboard by the troop director. All personnel are to remain a minimum distance of 25 ft from aircraft until reaching aircraft centerline from where they will be directed by the team chief to the aircraft. Ramp loading will be completed after all troops are on board.

A4.3.4.2.11. When aircraft is secured, the team chief stops 25 ft aft on aircraft centerline and signals with thumb up to inform the aircrew loadmaster the load team and equipment are all clear of aircraft.

A4.3.5. **Team duties--offload:**

A4.3.5.1. Maintenance. Same as onload. **WARNING:** Load team personnel will remain clear of aircraft cargo ramp until positioned for offload.

A4.3.5.2. Load team. Same as onload with the additional requirements outlined below.

A4.3.5.3. If troops are aboard, they are deplaned at the direction of the aircraft loadmaster. Instruct troops to proceed a minimum of 25 ft aft of the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 200 ft before stopping.

A4.3.5.4. Team chief will coordinate offload procedure and condition with the aircrew loadmaster and receive manifest and outbound DD Form 365-4F. **Note:** C-17 loadmasters are not required to present a completed DD Form 365-4F when aircraft is departing empty.

A4.3.5.5. Additional team members position themselves to the side of the aircraft ramp until all troops have deplaned. Team chief directs team aboard to remove any remaining tiedown restraints, beginning with the first vehicle to be offloaded and working forward.

A4.3.5.6. The ground vehicle director takes a position 25 ft to the rear of the aircraft and directs vehicles 25 ft aft before turning to left or right to receiving area.

A4.3.5.7. Offloading team departs aircraft after ensuring all tiedown equipment is positioned on aircraft centerline.

A4.3.5.8. When aircraft is secured, the team chief stops 50 ft aft of aircraft centerline and gives thumb up to inform aircrew loadmaster the team and equipment is all clear of aircraft.

A4.4. Personnel Loading/Offloading:

A4.4.1. Exiting through the aft cargo door and ramp is the preferred method when passengers are involved on the C-17. Deplane passengers before offloading cargo and load passengers after onloading cargo, unless cargo size and location dictate otherwise.

A4.4.2. Crew entrance door loading:

A4.4.2.1. Onload and offload using the crew entrance door will be IAW appropriate AMCI and AFI 11-series publications.

A4.4.2.2. Personnel being onloaded and offloaded will be briefed on the hazards involved with ERO procedures. Items that should be briefed but are not limited to are: securing loose articles, hearing protection, and any local requirements, etc. **Note:** Deplaning personnel must be briefed to remain forward of the extended interphone cord. **WARNING:** When loading or unloading personnel, baggage, or equipment through the crew entry door, with engines operating, stay clear of engine inlets. Secure all loose personal items before passing in front of operating engines. Personnel will not proceed aft of the crew entrance door while engines are operating.

A4.4.3. Passenger buses will park in front of the aircraft on the left side with the nose of the bus pointing away from the aircraft, and no closer than 50 ft forward of the left wing.

Attachment 5

C-5 ERO PROCEDURAL GUIDELINES

This guideline/checklist complements AMCI 24-101V11, *Transportation, Cargo and Mail* and is formatted so that it may be trimmed down to fit aircrew style checklist binders.

TABLE OF CONTENTS

A5.1. GENERAL INFORMATION

A5.1.1. The ERO procedures listed below expedite the flow of aircraft through airfields during all air-land operations where the reduction of ground time warrants a departure from normal operating procedures. EROs will only be used for validated operational requirements after prior coordination through appropriate channels (i.e., AMCC, 618 TACC, AMD, etc.). ERO operations may be accomplished under the following conditions:

A5.1.1.1. The six-step ORM process must be considered prior to commencing with ERO operations:

A5.1.1.1.1. Identify the hazards.

A5.1.1.1.2. Assess the risks.

A5.1.1.1.3. Analyze risk control measures.

A5.1.1.1.4. Make control decisions.

A5.1.1.1.5. Implement risk controls.

A5.1.1.1.6. Supervise and review.

A5.1.1.2. The on/offload airfield may be transited on an operational stop basis and no safety of flight conditions exist. Coordinate between the aircraft commander, any existing local command and control function (i.e. Command Post, AMCC, CRG, CRE, or CRT, if applicable), and the effected functional areas approving ERO operations. Evaluate such risks as day/night operations, weather, experience levels, type of cargo, passengers, and location of operations.

A5.1.1.3. Braking action on the ramp is such that there is no danger of the aircraft sliding with brakes set. Chocks will not be used.

A5.1.1.4. Normally, the ramp and cargo doors are used for on/offloading. Exception: Circumstances may dictate use of the crew entrance door for on/offloading. This will be coordinated through the aircraft commander, Command and Control Function, and effected functional areas.

A5.1.1.5. During adverse weather, ensure vehicle operator's vision is not obscured by the elements. Self-propelled vehicles may require winch assistance if positive traction of vehicle wheels cannot be maintained throughout the on/offload operation. Arctic/nonskid shoring may be used in lieu of a winch.

A5.1.1.6. Do not use ERO procedures when explosive cargo is involved (with the exception of small arms ammunition—class/division 1.4) unless authorized by the JA/ATT Exercise Operations Order, or Contingency Air Tasking Orders.

A5.1.1.7. At night, wing leading edge lights may be on to enable ground crews to monitor engine danger areas.

A5.1.1.8. Ensure passengers are briefed on all safety requirements. Passengers should have or will be offered hearing protection prior to loading/offloading operations.

A5.2. Warnings, Cautions, and Notes. The following definitions apply WARNINGS, CAUTIONS, and Notes found in the guideline/checklist.

A5.2.1. **WARNING:** Operating procedures, techniques, etc., which could result in personal injury or loss of life if not carefully followed.

A5.2.2. **CAUTION:** Operating procedures, techniques, etc., which could result in damage to equipment if not carefully followed.

A5.2.3. **Note:** An operating procedure, technique, etc., which is considered essential to emphasize.

A5.3. Ground Support Team.

A5.3.1. A ground support team consists of aerial port, maintenance, and user personnel (as applicable) formed as one overall and cohesive unit. The number of such teams depends on the number of aircraft anticipated to be on the ground at the same time.

A5.3.2. **Team structure and equipment:**

A5.3.2.1. A maintenance team consists of one aircraft maintenance parking director and two assistants. **Note:** Airfield or CRG commander may direct use of ERO parking director assistants. Decision to require assistants will be based on airfield conditions (i.e., limited clearance or personnel/equipment traffic congestion). Non-maintenance personnel can perform as assistants if wing tip clearance is not critical.

A5.3.2.2. A load team consists of one 2T2 as team chief and additional personnel as determined by the type of aircraft and load. Deploying unit personnel will augment as requested by the loading team chief.

A5.3.2.3. Onload and offload personnel will be equipped with gloves, steel-toed boots, hearing protection, and goggles. During hours of darkness or reduced visibility, reflective vests/belts will be worn.

A5.3.2.4. Vehicles with front mounted pintle hook (prime mover).

A5.3.2.5. MHE (as required).

A5.3.2.6. Reflective vests/belts and wands (as required).

A5.3.3. **Briefing requirements:**

A5.3.3.1. All personnel involved in the ERO at the aircraft will receive a briefing on procedures and safety prior to beginning ERO operations. The loading team chief conducts the briefing. The load team chief will brief the loadmaster at the aircraft.

A5.3.3.2. The loading team chief highlights key topics such as hand signals route to and from the aircraft, load team position, cargo type, special on/offloading instructions, and use of any MHE. The load team chief will check to ensure all personnel and passengers have the required safety items as required (i.e., hearing protection devices, steel-toed boots, etc).

A5.3.4. **Team duties--onload:**

A5.3.4.1. Maintenance:

A5.3.4.1.1. As aircraft taxi into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks.

A5.3.4.1.2. The maintenance parking director directs the aircraft to the parking spot. After the aircraft comes to a complete stop, clear the area forward of the aircraft and position one person immediately aft and 20 ft outboard of each wing tip to ensure the area remains clear.

A5.3.4.2. Load team:

A5.3.4.2.1. The load team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations. Briefing topics include hand signals, route to aircraft, position of load team, type of cargo, specific on/offloading instructions, and use of MHE. Personal safety items checked will include goggles, reflective vests/belts, gloves, hearing protection, and steel-toed boots. Vehicle and troop directors utilize distinctive clothing/equipment such as reflective vest and wands for night operations. Vehicle operators will remain in their vehicles when within 200 ft of aircraft and until vehicle is secured aboard aircraft with one chain forward and one aft.

A5.3.4.2.2. Loading team chiefs will maintain complete control of their teams, positioning them in a preplanned area a minimum of 200 ft fwd or aft of the aircraft when it has stopped depending on method of loading/unloading. The preplanned area should be on the outside of the aircraft's turning radius and clear of engine exhaust, if aft of the aircraft.

A5.3.4.2.3. When the aircraft has stopped and engines are in low-speed ground idle or reverse thrust, the load team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 200 ft fwd or aft of aircraft depending on method of loading/unloading, until reaching aircraft center line where they will turn and approach the aircraft.

A5.3.4.2.4. The loading team will not approach the aircraft until the crew entrance door is deployed and the scanner has deplaned. In all cases the load team will not proceed to the aircraft until signaled by an aircrew member.

A5.3.4.3. Forward Cargo Door- Onloading/Offloading

A5.3.4.3.1. The preferred method for offloading/onloading is the C-5 in the fwd kneel, drive in position. Under the direction of the team chief, vehicle operators will arrive or depart the aircraft a minimum of 200 ft fwd and slightly to the right or left of aircraft fuselage, leaving a clear path to the aircraft. Only one piece of loading equipment is to be directed to approach the aircraft at any given time.

A5.3.4.3.2. The aircrew loadmaster retains overall responsibility for loading aircraft. Load team chief will coordinate with aircrew loadmaster to present manifest, discuss load sequence, ground vehicle direction, tie-down pattern, and obtain completed, outbound DD Form 365-4F, Weight and Balance Clearance Form F--Transport.

A5.3.4.3.3. Load team personnel will go aboard and assist in preparing the aircraft for a specific load. Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp.

A5.3.4.3.4. The ground vehicle director takes a position clearly visible to the vehicle driver. **Note:** If trailers are pushed aboard, the vehicle director takes a position next to the driver's side cab of the prime mover.

A5.3.4.3.5. Positioning the load inside the aircraft requires load team members' assistance in observing load clearance.

A5.3.4.3.6. When cargo onload is complete, except for ramp load, troops are directed aboard by the troop director. All personnel are to remain a minimum distance of 200 ft from aircraft until reaching aircraft centerline from where they will be directed by the team chief to the aircraft. Ramp loading will be completed after all troops are on board.

A5.3.4.3.7. When aircraft is secured, the team chief stops 200 ft (fwd or aft as required) on aircraft centerline and signals with thumb up to inform the aircrew loadmaster the load team and equipment are all clear of aircraft. **Note:** C-5 load team members will always approach the aircraft from the front. When offloading/onloading pallets using the alternate method through the aft doors of the C-5, the person chocking the K-loader will approach the aircraft from the nose and escorted to the rear of the aircraft by the scanner. **WARNING:** Load team personnel will remain clear of aircraft cargo ramp until positioned for onload.

A5.3.4.3.8. The loading team positions support MHE as required. **WARNING:** When onloading and offloading, or transporting pallets on forklifts with rollerized tines, secure pallets to the forklift during movement.

A5.3.5. **Team duties--offload:**

A5.3.5.1. Maintenance. Same as onload. **WARNING:** Load team personnel will remain clear of aircraft cargo ramp until positioned for offload.

A5.3.5.2. Load team. Same as onload with the additional requirements outlined below.

A5.3.5.3. If troops are aboard, they are deplaned at the direction of the aircraft loadmaster. Instruct troops to proceed a minimum of 200 ft (fwd or aft as required) of the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 300 ft before stopping.

A5.3.5.4. Team chief will coordinate offload procedure and condition with the aircrew loadmaster and receive manifest and outbound DD Form 365-4F.

A5.3.5.5. Additional team members position themselves to the side of the aircraft ramp until all troops have deplaned. Team chief directs team aboard to remove any remaining tiedown restraints, beginning with the first vehicle to be offloaded and working forward or aft as required.

A5.3.5.6. The ground vehicle director takes a position 25 ft to the rear of the aircraft and directs vehicles 200 ft forward or aft before turning to left or right to receiving area.

A5.3.5.7. Offloading team departs aircraft after ensuring all tiedown equipment is positioned on aircraft centerline. Stow tiedown in containers during kneeling and unkneeling if time permits.

A5.3.5.8. When aircraft is secured, the team chief stops 200 ft forward or aft of aircraft centerline and gives thumb up to inform aircrew loadmaster the team and equipment is all clear of aircraft.

A5.4. Personnel Loading/Offloading:

A5.4.1. Exiting/entering over the forward cargo ramp is the preferred method when passengers are involved on the C-5. Deplane passengers before offloading cargo and load passengers after onloading cargo, unless cargo size and location dictate otherwise.

A5.4.2. Crew entrance door loading:

A5.4.2.1. Onload and offload using the crew entrance door will be in accordance with appropriate AMCI and AFI 11- series publications.

A5.4.2.2. Personnel being onloaded and offloaded will be briefed on the hazards involved with ERO procedures. Items that should be briefed but are not limited to are: securing loose articles, hearing protection, and any local requirements, etc. **Note:** Deplaning personnel must be briefed to remain fwd of the extended interphone cord. **WARNING:** When loading or unloading personnel, baggage, or equipment through the crew entry door, with engines operating, stay clear of engine inlets. Secure all loose personal items before passing in front of operating engines. Personnel will not proceed aft of the crew entrance door while engines are operating.

A5.4.3. Passenger buses will park in front of the aircraft on the left side with the nose of the bus pointing away from the aircraft, and no closer than 200 ft fwd of the left wing.

Attachment 6

LOAD TEAM CHIEF PROCEDURAL GUIDE

AIRCRAFT LOADING/OFFLOADING OPERATIONAL GUIDE

A6.1. Pre-Loading Guide

Attention: All Team Chiefs will strictly adhere to the guidance of Loadmasters/APEX Load Directors. Cargo will not be handled loaded/offloaded without coordination. ***Note:*** Load Team Chief will walk the entire load before cargo heads to the aircraft. This will ensure proper load setup. Inspect all pallets for air worthiness, tight/serviceable tie-down, pallet damage, and cleanliness. Verify with load planning that roller limitations have not been exceeded.

A6.1.1. Assign crew duties (spotter, chocker, driver)

A6.1.2. The Load Team Chief is ultimately responsible for load team and cargo safety during operations. The Load Team Chief must complete a safety briefing prior to commencing operations. The briefing must cover at a minimum – established evacuation route(s) and rally point for emergencies, any environmental limitations (i.e., ice/snow, temperature, poor visibility, etc.) and PPE/gear requirements and verify requirements for fall harness. (***WARNING*:** Special attention should be given when performing loading operations with a 60K Tunner loader through the nose of the B-747 airframe. A safety hazard exists along the loader's front right-hand side; there is a gap of 2 to 4 ft between the loader rails and the airframe. During loading operations, ensure heightened awareness and brief personnel to stay clear of this area.)

A6.1.2.1. When performing pallet loading and spinning operations with K-loaders from the rear of C-5/C-17 aircraft, pay special attention to the adjacent open ramp area. Ensure heightened awareness of fall potential and brief personnel to stay clear of this area. This also applies to C-5 front ramp loading.

A6.1.2.2. During loading operations from the side of the aircraft (KC-10, KC-135, DC-8, etc.) brief all personnel of the gap that exist between the K-loader right rail and the airframe. This also applies to belly loads on commercial aircraft. Stay clear of area and ensure awareness is heightened during loading operations.

A6.1.2.3. When loading C-130 aircraft beware of a safety hazard that exist on the right side; there is a gap between the loader rail and the airframe. During loading operations, ensure heightened awareness and brief personnel to stay clear of this area.

A6.1.2.4. Load teams will not spot MHE to/from aircraft prior to coordination with the loadmaster during aircraft on/off load operations.

A6.1.2.5. Load teams will not load/offload cargo to/from the aircraft without loadmaster coordination.

A6.1.2.6. During aircraft on-load operations; load teams will have positive control of palletized cargo until cargo is secured to aircraft rail system/floor.

A6.1.2.7. Personnel will not walk between the spotter and the vehicle being spotted in during aircraft loading operations.

A6.1.3. Preposition a chock to ensure A/C will not be struck by vehicle if brakes fail to engage.

A6.1.4. Ensure aircraft cargo floor is configured for type of cargo to be uploaded, (palletized/rolling stock and loose)

A6.1.5. Position/load MHE and/or vehicle. Spot vehicle up to aircraft (chock pre-positioned).

A6.1.5.1. For vehicles, brief operators on hand signals

A6.1.6. Observe critical clearances (i.e., ramp crest, cargo doorway, etc.)

A6.1.6.1. When raising/lowering the 60K loader at the side door of the B-747 aircraft, ensure use of a spotter either on the 60K deck or strategically placed to ensure clearance between MHE and wing fuselage.

A6.2. Palletized Cargo Upload Guide

A6.2.1. Inspect all pallets

A6.2.2. Check the pallet's identifier and weight against load plan/pull sheet

A6.2.3. Release pallet restraint

A6.2.3.1. Supplemental (stowed)

A6.2.3.2. Rail locks (keeping one lock deployed on each pallet not being handled)

A6.2.4. Lower pallet stop

A6.2.5. Safely load pallets (maintain positive control)

A6.2.6. Engage/lock rail locks

A6.2.7. Apply adequate restraint

A6.2.8. Accomplish a tie-down inventory using AF Form 4069

A6.3. Rolling Stock Upload Guide

A6.3.1. Inspect all rolling stock for serviceability. Ensure pallet identifier against Load Plan/Pull Sheet.

A6.3.2. Position/load MHE and/or vehicle. Spot vehicle up to aircraft (chock in place). Position bridge plates/loading ramps/shoring, as required

A6.3.3. Release restraint and brakes

A6.3.4. Safely load rolling stock. **Note:** If applicable, use appropriate Technical Order instructions rolling stock to ensure proper on/off-loading procedures are followed.

A6.3.5. Set emergency parking brake

A6.3.6. Apply adequate restraint

A6.3.7. Accomplish a tie-down inventory using AF Form 4069

A6.4. Prior To Offloading Guide

A6.4.1. Complete a safety briefing

A6.4.2. Assign crew duties

A6.4.3. Preposition a chock to ensure A/C will not be struck by K-loader if brakes fail to engage

A6.4.4. Ensure aircraft cargo floor is configured for type of cargo to be off-loaded (palletized/rolling stock)

A6.4.5. Position/load MHE and/or vehicle. Spot vehicle up to aircraft (chock in place)

A6.4.6. Observe critical clearances (i.e., ramp crest, cargo doorway, etc.)

A6.5. Palletized Cargo Offload Guide

A6.5.1. Inspect and compare all pallets with manifest/load plan/completed walk sheet

A6.5.2. Ensure the K-loader pallet stop is locked in the up position

A6.5.3. Release pallet restraint rail locks

A6.5.4. Maintain control of pallets during offload

A6.5.5. Engage/lock K-loader rail locks

A6.5.6. Install adequate supplemental restraint, as required.

A6.5.7. Accomplish a tie-down inventory and annotate AF Form 4069

A6.6. Rolling Stock Offload Guide

A6.6.1. Inspect all rolling stock with manifest/load plan/completed walk sheet

A6.6.2. Position bridge-plates/loading ramps/shoring, as required

A6.6.3. Release restraint and brakes

A6.6.4. Safely offload rolling stock using clearance ***Note:*** If applicable, use appropriate Technical Order instructions rolling stock to ensure proper on/off-loading procedures are followed.

A6.6.5. If rolling stock is downloaded onto a K-loader, ensure item is properly restraint prior to movement.

A6.6.6. Accomplish a tie-down inventory and annotate AF Form 4069. **Note:** Ensure all K-loader pallet stops are in the UP position before removing pallets from the aircraft or transferring pallets from one K-loader to another.

A6.7. EMERGENCY PROCEDURES

A6.7.1. **Accident/Incident/Mishap Guide**

A6.7.1.1. STOP all operations

A6.7.1.2. DO NOT move vehicles/equipment until directed to do so or to prevent further accidents

A6.7.1.3. Evacuate area and account for personnel (if needed)

A6.7.1.3.1. **Withdrawal Distances for AE Not Involved in Fire.** The initial decision to evacuate non-essential personnel will be based on the type of AE involved

and its susceptibility to become more unstable, armed, or hazardous. Good judgment, with regards to protecting personnel from the hazards of the AE or surrounding area, must be exercised. When evacuation is considered necessary, or is required by other technical guidance, clear the area to a distance of 300 feet (125 feet for simulators and smoke producing devices). Withdrawal distances may be adjusted by the incident commander. **Note**: See table below from AFMAN 91-201, Chapter 10, for evacuation distances.

Table 10.3. Fire Withdrawal Distances for Non-essential Personnel. 1

HD	UNKNOWN QUANTITY (ft)	KNOWN QUANTITY (ft)
Unknown, located in facility, truck, and or tractor trailer	4,000	4,000
Unknown, located in railcar	5,000	5,000
1.1[2] and 1.5	Same as unknown facility, truck, trailer, or railcar as appropriate	**For Transportation:** NEWQD ≤ 500 lb D = 2,500 ft
		NEWQD > 500 lb D = 5,000 ft for railcars D = 4,000 ft for other modes
		For bombs and projectiles with caliber 5-in or greater D = 4,000 ft
		For Facilities: NEWQD ≤ 15,000 lb D = 2,500 ft
		15,000 lbs < NEWQD ≤ 55,285 lbs D = 4,000 ft
		NEWQD > 55,285 lbs $D = 105W^{1/3}$
1.2[2] and 1.6	2,500	2,500
1.3	600	Twice IBD with a 600 ft minimum (T12.12)
1.4	300	300

A6.7.1.4. Render first aid/buddy-care (as needed)

A6.7.1.5. Notify ATOC to notify emergency services personnel.

A6.7.1.6. Direct witnesses to remain in the area. ***Note:*** Post individual to flag down emergency response vehicles.

A6.7.2. **MHE/Cargo Fire Guide**

A6.7.2.1. STOP MHE Immediately (if at aircraft, back MHE away if practical)

A6.7.2.2. Shut down MHE

A6.7.2.3. Evacuate MHE operator and account for all personnel

A6.7.2.4. Extinguish fire (if practical)

A6.7.2.5. Notify ATOC to notify Fire Department/Crash Fire Rescue (CFR) unless load crew has direct communications. **Note:** Notify emergency response personnel of hazardous materials and class/division of cargo on the MHE

A6.7.2.6. Remove hazardous material (if accessible and practical)

A6.7.2.7. Direct emergency response vehicles to fire

A6.7.3. **Aircraft Fire Guide**

A6.7.3.1. Direct all personnel to evacuate the aircraft to designated area

A6.7.3.2. Have maintenance personnel shut down all electrical equipment (if practical)

A6.7.3.3. Inform ATOC Information Control of situation

A6.7.3.4. Back all MHE away from the aircraft (if practical)

A6.7.3.5. Extinguish fire (if practical)

A6.7.3.6. Account for all personnel

A6.7.3.7. Render self-aid buddy care and first-aid (as needed). **Note:** Inform CFR of cargo hazards aboard and personnel accountability

Attachment 7

AMC INTRANSIT TPS MATERIEL WORKSHEET

Figure A7.1. AMC Form 438, AMC Intransit TPS Materiel Worksheet (front).

DRAFT **AMC INTRANSIT TPS MATERIEL WORKSHEET** DRAFT

FOR CONUS STRAT AERIAL PORT USE ONLY

Shipping/Receiving Arms Ammunition and Explosives (AA&E), Classified (Secret and Confidential), Classified/Unclassified Nuclear Weapons-Related Materiel (NWRM), Sensitive and Controlled Items Worksheet.

Inspect TPS shipment(s) and prepare documentation IAW DTR 4500.9R PT II, MIL-STD 129, AFI 24-203, AFI 20-110, AFMAN 24-204 and/or applicable Technical Order. By completing this worksheet, certifiers are verifying that all applicable guidance has been followed.

US Postal Service will not be used to ship any NWRM.

INDIVIDUAL PROCESSING SHIPMENT MUST HAVE PROPER CLEARANCE.

Authorized commercial carriers, to include the DOD Domestic Small Package Service (DESPS) BPA, may be used in CONUS.

I. SHIPMENT DOCUMENTATION IDENTIFICATION

1. TCN: _____ (Check applicable) ☐ CBL # _____ ☐ TCMD _____ ☐ CARGO MANIFEST # _____

2. Type Shipment (Check All That Apply):

☐ AA&E ☐ SECRET ☐ CONFIDENTIAL ☐ HAZARDOUS ☐ SENSITIVE ☐ CONTROLLED CRYPTO ITEM ☐ NWRM

a. What is the CIIC _____ b. What is the SRC _____

3. Has consignee DODAAC/address and military shipping label been verified?

CONUS Bound Movement (initial when completing)

4.a. Are the appropriate markings and labels on the outside of the container? _____

b. For NWRM, has advance notification been made and acknowledgement received verifying receiving capability? _____

c. Has the proper TPS been verified for the type of cargo being shipped? _____

d. Has a DD 1907 and DD 626 been prepared if applicable? _____

e. Do seal number(s) on shipping document match seal number(s) on vehicle/container? _____
Annotate seal #'s: _____

f. Has the movement document been released in CMOS to provide shipment notification, ITV, and if applicable, activate/verify the shipment is in DTTS? _____

g. Has REPSHIP been sent? _____
DATE: _____ TIME: _____

h. Has receiving agency acknowledged receipt of REPSHIP? _____
Acknowledged by: _____
DATE: _____ TIME: _____

i. Has REPSHIP been suspensed? _____
RDD: _____ SUSPENSE DATE: _____

j. Has a TDR been accomplished for any discrepancies? _____

k. Has all documentation for this shipment been filed IAW AFRIMS? _____

OCONUS Bound Movement (initial when completing)

5. a. If applicable, do seal number(s) on shipping document match seal number(s) on vehicle/container? _____
Annotate seal #'s: _____

b. Are the appropriate markings and labels on the outside of the container? _____

c. Are all item identification markings removed from exterior of containers IAW MIL-STD 129/AFI 24-203/AFI 20-110? _____

d. For NWRM, has advance notification been made and acknowledgement received verifying receiving capability? _____

e. Has the commodity/special handling code been verified? _____

f. Has the CIIC been entered in GATES? _____

g. Has DD 1387-2 been properly prepared/distributed? _____

h. Was REPSHIP sent by origin? _____
DATE: _____ TIME: _____

i. Has in-transit agency acknowledged receipt of REPSHIP? _____
Acknowledged by: _____
DATE: _____ TIME: _____

j. Has REPSHIP been suspensed? _____
RDD: _____ SUSPENSE DATE: _____

k. Has a TDR been accomplished for any discrepancies? _____

l. Has all documentation for this shipment been filed IAW AFRIMS? _____

6. ACTUAL SHIPMENT DELIVERY DATE: _____

DOCUMENTATION PREPARED BY: (PRINTED NAME/SIGNATURE)

DATE: _____ TIME: _____

CERTIFIED BY: (PRINTED NAME/SIGNATURE)

DATE: _____ TIME: _____

AMC Form 438, 20120103 **PAGE 1 of 2**

Figure A7.2. AMC Form 438, AMC Intransit TPS Materiel Worksheet (back).

AMC INTRANSIT TPS MATERIEL WORKSHEET

I. SHIPMENT DOCUMENTATION IDENTIFICATION: Technical experts inspecting package(s) for shipment will complete entire Section I.

1. Enter transportation control number (TCN). Then check applicable document and annotate appropriate document number.

2. Check all that apply for type of shipment. Annotate CIIC and/or SRC from shipping document.

3. Self Explanatory

4. a.-f. Self Explanatory

h. All Air Force activities must acknowledge all REPSHIPs and shipment receipts when requested. For other than the Air Force activities, annotate if no acknowledgement is received.

i. Suspense REPSHIP(s) up to RDD or until shipment receipt.

j.-k. Self Explanatory

5. a.-g. Self Explanatory

h. Has origin sent REPSHIP notification? Annotate date and time REPSHIP was received.

i. All Air Force activities must acknowledge all REPSHIPs and shipment receipts when requested. For other than the Air Force activities, annotate if no acknowledgement is received.

j. Suspense REPSHIP(s) up to RDD or until shipment receipt.

k.-l. Self Explanatory

6. Annotate actual shipment delivery date.

Documentation Preparer: Self Explanatory

Certified By: Will not be the same as the DOCUMENTATION PREPARER signatory. Must be a 7-level TSgt or above or civilian equivalent.

****For items that are not applicable, enter N/A****

AMC Form 438, 20120103

PAGE 2 of 2

Attachment 8

AF FORM 4080, LOAD SEQUENCE/BREAKDOWN WORKSHEET INSTRUCTIONS FOR COMPLETION

A8.1. AIRCRAFT/MISSION INFORMATION

A8.1.1. **KEY 1. TYPE AIRCRAFT AND NUMBER**: Enter the specific aircraft model and the aircraft tail number (if known).

A8.1.2. **KEY 2. MISSION NUMBER**: Enter the complete mission number.

A8.1.3. **KEY 3A. DEPARTURE DATE**: Enter the departure date in acceptable format (16 Dec 2010).

A8.1.3.1. **KEY 3B. DEPARTURE TIME**: All times will be GMT time.

A8.1.4. **KEY 4. MISSION ROUTING**: Enter the Aerial Port Code for all down line stations of the mission.

A8.1.5. **KEY 5. ACL OFFERED**: Enter the maximum Allowable Cabin Load (ACL) for the Aircraft.

A8.1.6. **KEY 6. PLT POS AVAILABLE/USED**: Enter the maximum number of pallet positions available on the aircraft, as well as the amount of positions used after loading of cargo is complete.

A8.1.7. **KEY 7. LOOSE CARGO/MAIL**: Enter the total net weight of all loose cargo/mail loaded on the aircraft. List loose cargo/mail separately (Ex: 300/88). Build up tare weights are not included in this key.

A8.1.8. **KEY 8. CONFIGURATION**: Enter the aircraft's configuration for the current mission.

A8.2. PLANNED LOAD DISTRIBUTION

NOTE: For commercial belly compartment utilizes same keys.

A8.2.1. **KEY 9. STATION**: Enter the aircraft fuselage station. If the cargo piece C/B does not align with aircraft fuselage, utilize the actual C/B the piece falls on.

A8.2.2. **KEY 10. PALLET POSITION**: Enter all pallet positions (Ex: 01L, 01C, or 01R, etc…)

A8.2.3. **KEY 11. IDENTIFICATION**: Enter the full Pallet ID code for the pallet. If you have loose cargo, ID it as LSS. If you have a build up pallet, enter BUP and pallet number (Ex: BUP001).

A8.2.4. **KEY 12. DESTINATION**: Enter the APC for the final destination of originating and thru load cargo. Use the exact APC that is on the placard attached to the pallet. If location is not used, put OPEN in this Key to identify an open pallet position.

A8.2.5. **KEY 13. LOCATION**: Enter the current grid location of the pallet.

A8.2.6. **KEY 14. GROSS WEIGHT**: Enter the gross weight of the pallet. This weight has to match the Load Pull Sheet. Exception: when loose cargo is added to pallet.

A8.2.7. **KEY 15. MOMENTS**: Enter cargo Moments

A8.2.8. **KEY 16. SPECIAL HANDLING**: Place and X in this key if the pallet cargo has any special handling instructions.

A8.2.9. **KEY 17. TOTALS**: Add up total weight per column and total moment per column.

A8.3. WEIGHT/MOMENT DATA

A8.3.1. **KEY 18. OPERATING WEIGHT**: Enter the Operating Weight from the Aircraft walk sheet or G2. If not available, then use the Standard Operating Weight. (Note – use C2 Agency)

A8.3.2. **KEY 19. OPERATING MOMENT**: Enter the Operating Moment from the Aircraft walk sheet or G2. If not available, then use the Standard Operating Moment. (Note – use C2 Agency)

A8.3.3. **KEY 20. CARGO WEIGHT/MOMENT**: Enter total weight/moment.

A8.3.4. **KEY 21. ZERO FUEL**: Operating Weight/Moment and Cargo/Mail Weight/Moment added together.

A8.4. ZERO FUEL DATA

A8.4.1. **KEY 22. PERCENT OF M.A.C.** Enter the calculated Percent of M.A.C.

A8.4.2. **KEY 23. CENTER OF BALANCE STATION**: Enter the Center of Balance Station.

A8.5. LOAD PLANNED BY:

A8.5.1. **KEY 24. NAME AND DATE**: The individuals name and date the load plan was completed. If individual is not qualified to sign, a countersign by a qualified planner is required (upgrade). Put commercial reps name and the person who completes/QCs the 4080 in this block, for commercial missions. Use the same format for the date as Key 3a.

A8.5.2. **KEY 25. PHASE II/APEX QUALIFIED**: Check off applicable answer.

A8.5.3. **KEY 26. Time Load Plan Complete**: Enter GMT time load plan was complete.

A8.5.4. **KEY 27. TIME RECEIVED BY INFO CONTROL**: Enter GMT time load plan package was received by information control. (Use the same format for the date as Key 3a.)

A8.6. LOADED BY:

A8.6.1. **KEY 28. NAME AND DATE**: Enter name and date of load team chief that loaded aircraft. (Use the same format for the date as Key 3a.)

A8.6.2. **KEY 29. START AIRCRAFT UPLOAD**: Enter aircraft upload start time in GMT.

A8.6.3. **KEY 30. COMPLETE AIRCRAFT UPLOAD**: Enter the aircraft upload complete time in GMT. (Note – last pallet locked into position or last piece of loose cargo secured on aircraft)

A8.7. HAZARDOUS AND SPECIAL HANDLING CARGO INFORMATION

A8.7.1. **PALLETIZED HAZARDOUS CARGO**: Enter all hazardous cargo information if capped out. This would include rolling stock.

A8.7.1.1. **KEY 31. DESTINATION**: Enter the manifested destination for the piece of cargo.

A8.7.1.2. **KEY 32. LOCATION ON A/C**: Enter the location on the aircraft where the cargo is planned to be loaded (Enroute load planner will update location for thru load cargo).

A8.7.1.3. **KEY 33. PIECES**: Enter the total number of pieces for the line. **Note:** Cargo with the same shipping name, UN number and destination may be grouped together. If explosives are being grouped together make sure the N.E.W is the same for each round. This can be different when lot numbers are different.

A8.7.1.4. **KEY 34 WEIGHT**: Enter the total weight for the pieces listed in Key 33.

A8.7.1.5. **KEY 35. PROPER SHIPPING NAME**: Enter the proper shipping name of the cargo exactly as it appears on the Shipper's Declaration for Dangerous Goods form. Include the UN number and Packing Group (PG) I, II, or III, if applicable, in this block. (Ex: Vehicle Flammable Liquid Powered // UN3166 or Rocket Motors // UN0186 //PG II)

A8.7.1.6. **KEY 36. HAZARD CLASS**: Enter the hazard class of the piece of cargo.

A8.7.1.7. **KEY 37. N.E.W.**: Enter the N.E.W. in kilograms for the piece of cargo, if it has an explosive hazard.

A8.7.1.8. **KEY 38. P CODE**: Enter applicable P-Code from AFMAN 24-204_IP, i.e., P-5 Cargo applies.

A8.7.1.9. **KEY 39. REMARKS**: Enter any special remarks dealing with the cargo.

A8.8. LOOSE HAZARDOUS CARGO: This section is filled out the same as above except the cargo here will be loose loaded or on a build up pallet, not capped.

A8.8.1. **LOOSE MAIL AND CARGO (Non-Hazardous).** This includes cargo on a buildup pallet and loose loaded.

A8.8.2. **KEY 40. DESTINATION**: Enter the manifested destination for the piece of cargo.

A8.8.3. **KEY 41. LOCATION ON A/C**: Enter the location on the aircraft where the cargo is planned to be loaded (Update location for thru load cargo).

A8.8.4. **KEY 42. TRANSPORTATION CONTROL NUMBER**: Enter the TCN in this block. If two or more pieces are listed together then refer to the final manifest (SEE FINAL MANIFEST). Note-Only cargo from the same bay going to the same location can be grouped together (if there is a skid on a build up pallet, enter the pallet ID of the skid).

A8.8.5. **KEY 43. PIECES**: Enter the total number of pieces being listed on the line.

A8.8.6. **KEY 44. WEIGHT**: Enter the total weight for the pieces in KEY 43.

A8.8.7. **KEY 45. BAY LOCATION**: Enter the current Bay location of the cargo.

A8.8.8. **KEY 46. FSS/VIP**: Enter X in this key if the loose cargo is in bay location 9 or is AMC MICAP.

A8.8.9. **KEY 47. MAIL**: Enter X in this key if the loose cargo is ordinary mail.

A8.8.10. **KEY 48. REG MAIL**: Enter X in this key if the loose cargo is registered mail.

A8.8.11. **KEY 49. REEFER**: Enter X in this key if the loose cargo needs to be refrigerated.

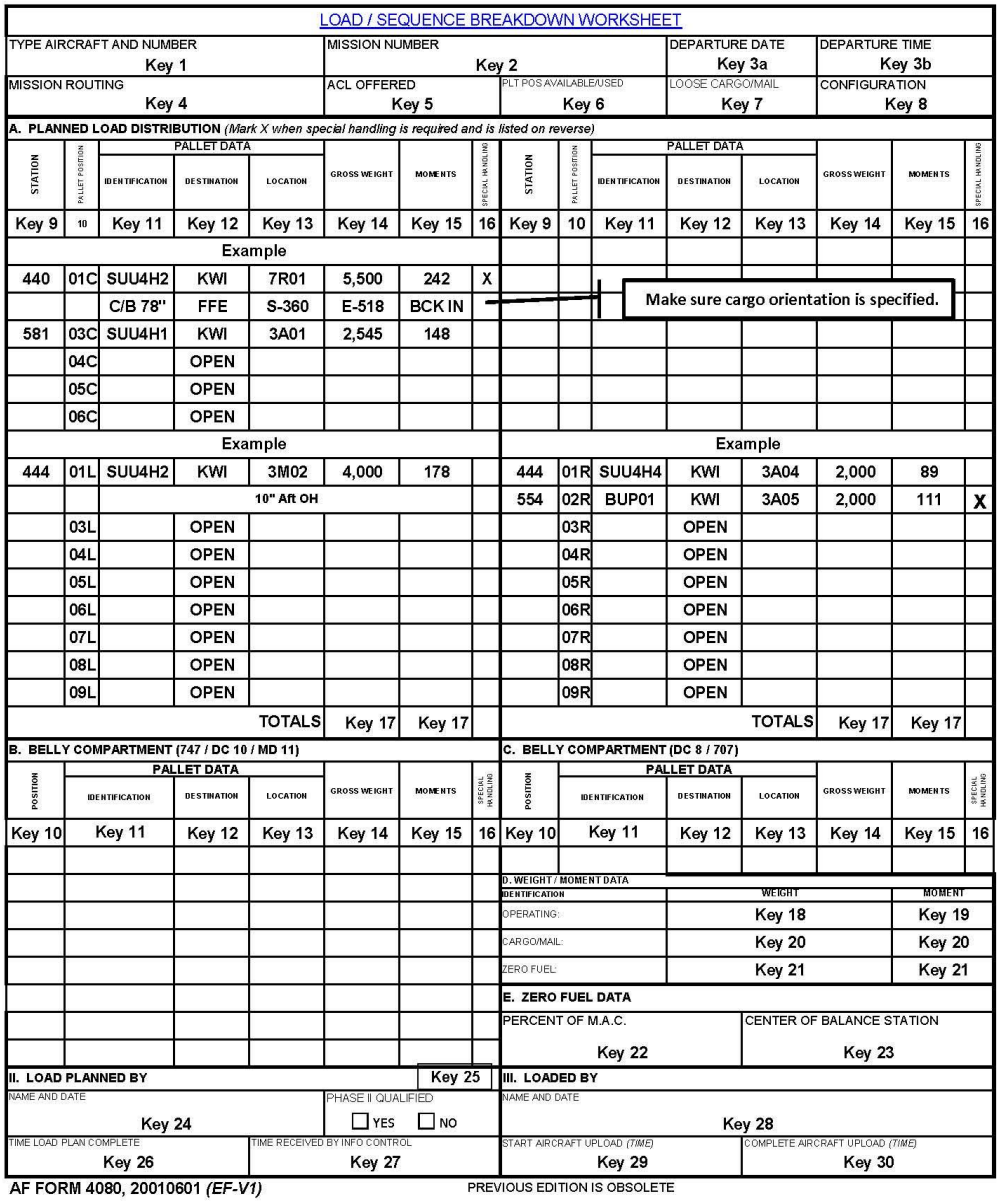
A8.8.12. **KEY 50. 999**: Enter X in this key if any of the loose cargo has a priority of 999.

A8.8.13. **KEY 51. REMARKS**: Enter any additional remarks applying to the loose cargo (EX-LSS on plt XXX, S/H LSS load, etc...)

A8.9. REMARKS

A8.9.1. **KEY 52. REMARKS**: Enter any special information applying to the load plan. Example-build up pallet info to include tare weight, rolling stock start and stop stations, human remains, AMC MICAP, etc. For Pax Deviation Waivers enter deviation number in this section. **NOTE:** Ensure all Pax Deviation Waiver Numbers are clearly identified and annotated.

Figure A8.1. Front Side of AF Form 4080



LOAD / SEQUENCE BREAKDOWN WORKSHEET

TYPE AIRCRAFT AND NUMBER	MISSION NUMBER	DEPARTURE DATE	DEPARTURE TIME
Key 1	Key 2	Key 3a	Key 3b

MISSION ROUTING	ACL OFFERED	PLT POS AVAILABLE/USED	LOOSE CARGO/MAIL	CONFIGURATION
Key 4	Key 5	Key 6	Key 7	Key 8

A. PLANNED LOAD DISTRIBUTION *(Mark X when special handling is required and is listed on reverse)*

STATION	PALLET POSITION	PALLET DATA IDENTIFICATION	PALLET DATA DESTINATION	PALLET DATA LOCATION	GROSS WEIGHT	MOMENTS	SPECIAL HANDLING
Key 9	10	Key 11	Key 12	Key 13	Key 14	Key 15	16
Example							
440	01C	SUU4H2	KWI	7R01	5,500	242	X
		C/B 78"	FFE	S-360	E-518	BCK IN	
581	03C	SUU4H1	KWI	3A01	2,545	148	
	04C		OPEN				
	05C		OPEN				
	06C		OPEN				
Example							
444	01L	SUU4H2	KWI	3M02	4,000	178	
		10" Aft OH					
	03L		OPEN				
	04L		OPEN				
	05L		OPEN				
	06L		OPEN				
	07L		OPEN				
	08L		OPEN				
	09L		OPEN				
				TOTALS	Key 17	Key 17	

Make sure cargo orientation is specified.

STATION	PALLET POSITION	PALLET DATA IDENTIFICATION	PALLET DATA DESTINATION	PALLET DATA LOCATION	GROSS WEIGHT	MOMENTS	SPECIAL HANDLING
Key 9	10	Key 11	Key 12	Key 13	Key 14	Key 15	16
Example							
444	01R	SUU4H4	KWI	3A04	2,000	89	
554	02R	BUP01	KWI	3A05	2,000	111	X
	03R		OPEN				
	04R		OPEN				
	05R		OPEN				
	06R		OPEN				
	07R		OPEN				
	08R		OPEN				
	09R		OPEN				
				TOTALS	Key 17	Key 17	

B. BELLY COMPARTMENT (747 / DC 10 / MD 11)

POSITION	PALLET DATA IDENTIFICATION	PALLET DATA DESTINATION	PALLET DATA LOCATION	GROSS WEIGHT	MOMENTS	SPECIAL HANDLING
Key 10	Key 11	Key 12	Key 13	Key 14	Key 15	16

C. BELLY COMPARTMENT (DC 8 / 707)

POSITION	PALLET DATA IDENTIFICATION	PALLET DATA DESTINATION	PALLET DATA LOCATION	GROSS WEIGHT	MOMENTS	SPECIAL HANDLING
Key 10	Key 11	Key 12	Key 13	Key 14	Key 15	16

D. WEIGHT / MOMENT DATA

IDENTIFICATION	WEIGHT	MOMENT
OPERATING:	Key 18	Key 19
CARGO/MAIL:	Key 20	Key 20
ZERO FUEL:	Key 21	Key 21

E. ZERO FUEL DATA

PERCENT OF M.A.C.	CENTER OF BALANCE STATION
Key 22	Key 23

II. LOAD PLANNED BY Key 25

NAME AND DATE	PHASE II QUALIFIED
Key 24	☐ YES ☐ NO

TIME LOAD PLAN COMPLETE	TIME RECEIVED BY INFO CONTROL
Key 26	Key 27

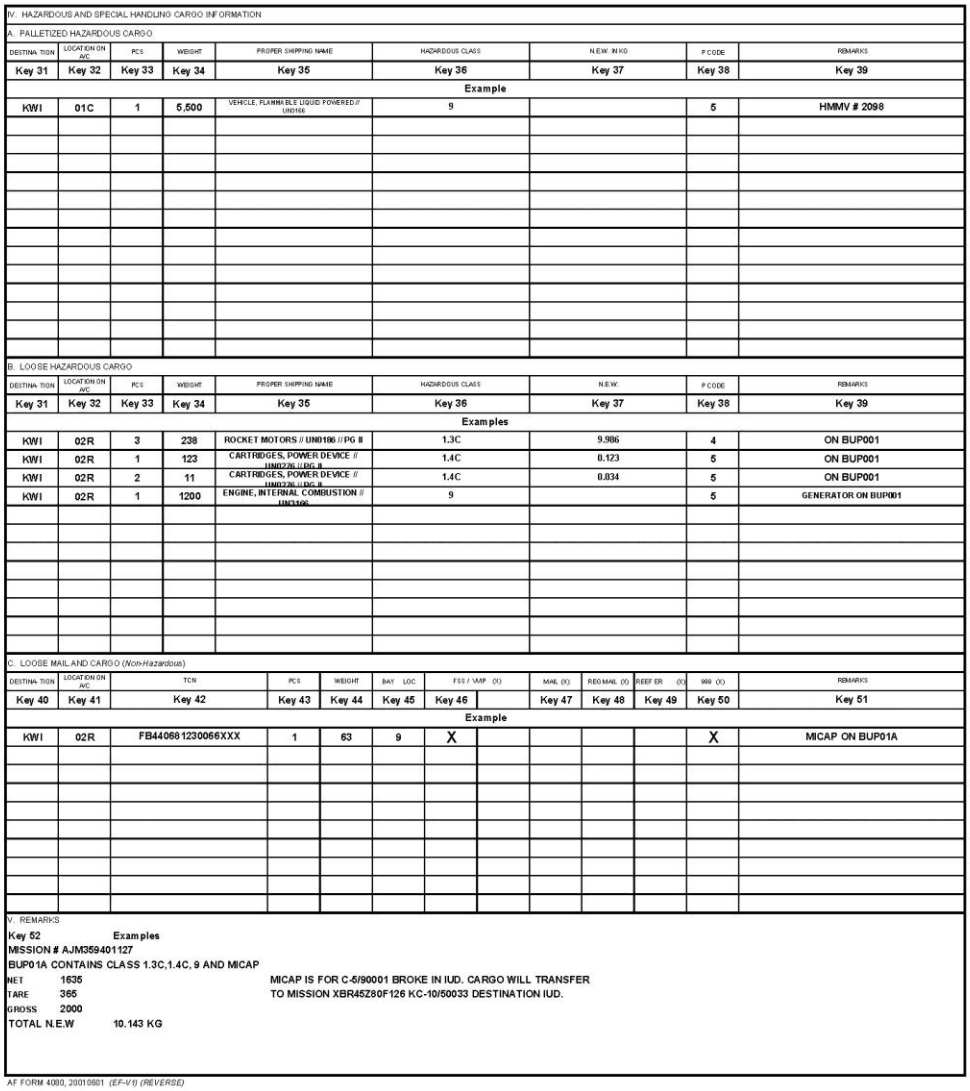
III. LOADED BY

NAME AND DATE
Key 28

START AIRCRAFT UPLOAD *(TIME)*	COMPLETE AIRCRAFT UPLOAD *(TIME)*
Key 29	Key 30

AF FORM 4080, 20010601 *(EF-V1)* PREVIOUS EDITION IS OBSOLETE

Figure A8.2. Backside of AF Form 4080



IV. HAZARDOUS AND SPECIAL HANDLING CARGO INFORMATION

A. PALLETIZED HAZARDOUS CARGO

DESTINATION	LOCATION ON A/C	PCS	WEIGHT	PROPER SHIPPING NAME	HAZARDOUS CLASS	N.E.W. IN KG	P CODE	REMARKS
Key 31	Key 32	Key 33	Key 34	Key 35	Key 36	Key 37	Key 38	Key 39
					Example			
KWI	01C	1	5,500	VEHICLE, FLAMMABLE LIQUID POWERED // UN3166	9		5	HMMV # 2098

B. LOOSE HAZARDOUS CARGO

DESTINATION	LOCATION ON A/C	PCS	WEIGHT	PROPER SHIPPING NAME	HAZARDOUS CLASS	N.E.W.	P CODE	REMARKS
Key 31	Key 32	Key 33	Key 34	Key 35	Key 36	Key 37	Key 38	Key 39
					Examples			
KWI	02R	3	238	ROCKET MOTORS // UN0186 // PG II	1.3C	9.986	4	ON BUP001
KWI	02R	1	123	CARTRIDGES, POWER DEVICE // UN0276 // PG II	1.4C	0.123	5	ON BUP001
KWI	02R	2	11	CARTRIDGES, POWER DEVICE // UN0276 // PG II	1.4C	0.034	5	ON BUP001
KWI	02R	1	1200	ENGINE, INTERNAL COMBUSTION // UN3166	9		5	GENERATOR ON BUP001

C. LOOSE MAIL AND CARGO (*Non-Hazardous*)

DESTINATION	LOCATION ON A/C	TCN	PCS	WEIGHT	BAY LOC	FSS / VMF (X)		MAIL (X)	REG MAIL (X)	REEFER (X)	999 (X)	REMARKS
Key 40	Key 41	Key 42	Key 43	Key 44	Key 45	Key 46		Key 47	Key 48	Key 49	Key 50	Key 51
						Example						
KWI	02R	FB44068 1230066XXX	1	63	9	X					X	MICAP ON BUP01A

V. REMARKS

Key 52 **Examples**

MISSION # AJM359401127

BUP01A CONTAINS CLASS 1.3C,1.4C, 9 AND MICAP

NET 1635

TARE 365

GROSS 2000

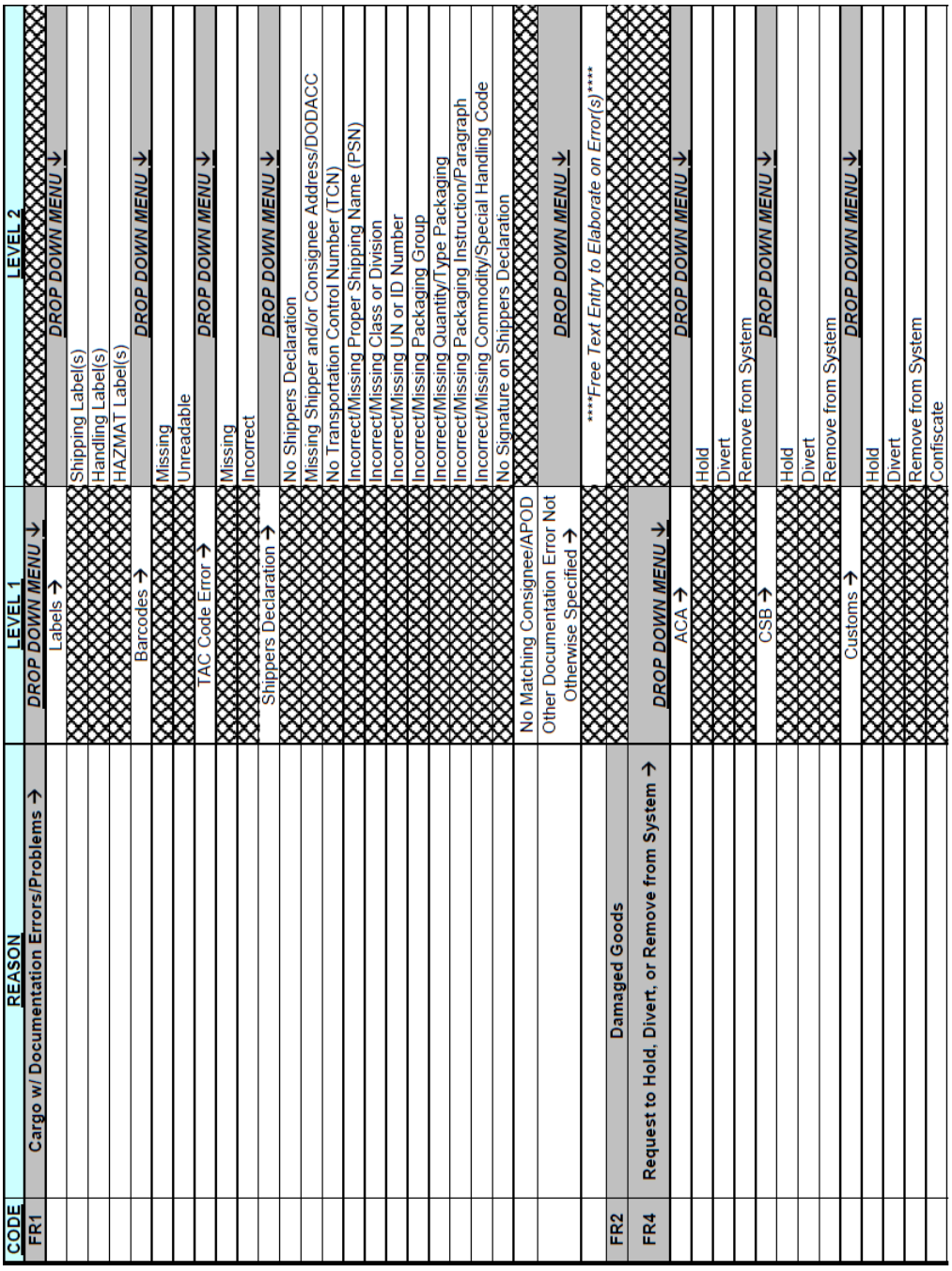
TOTAL N.E.W 10.143 KG

MICAP IS FOR C-5/90001 BROKE IN IUD. CARGO WILL TRANSFER TO MISSION XBR45Z80F126 KC-10/50033 DESTINATION IUD.

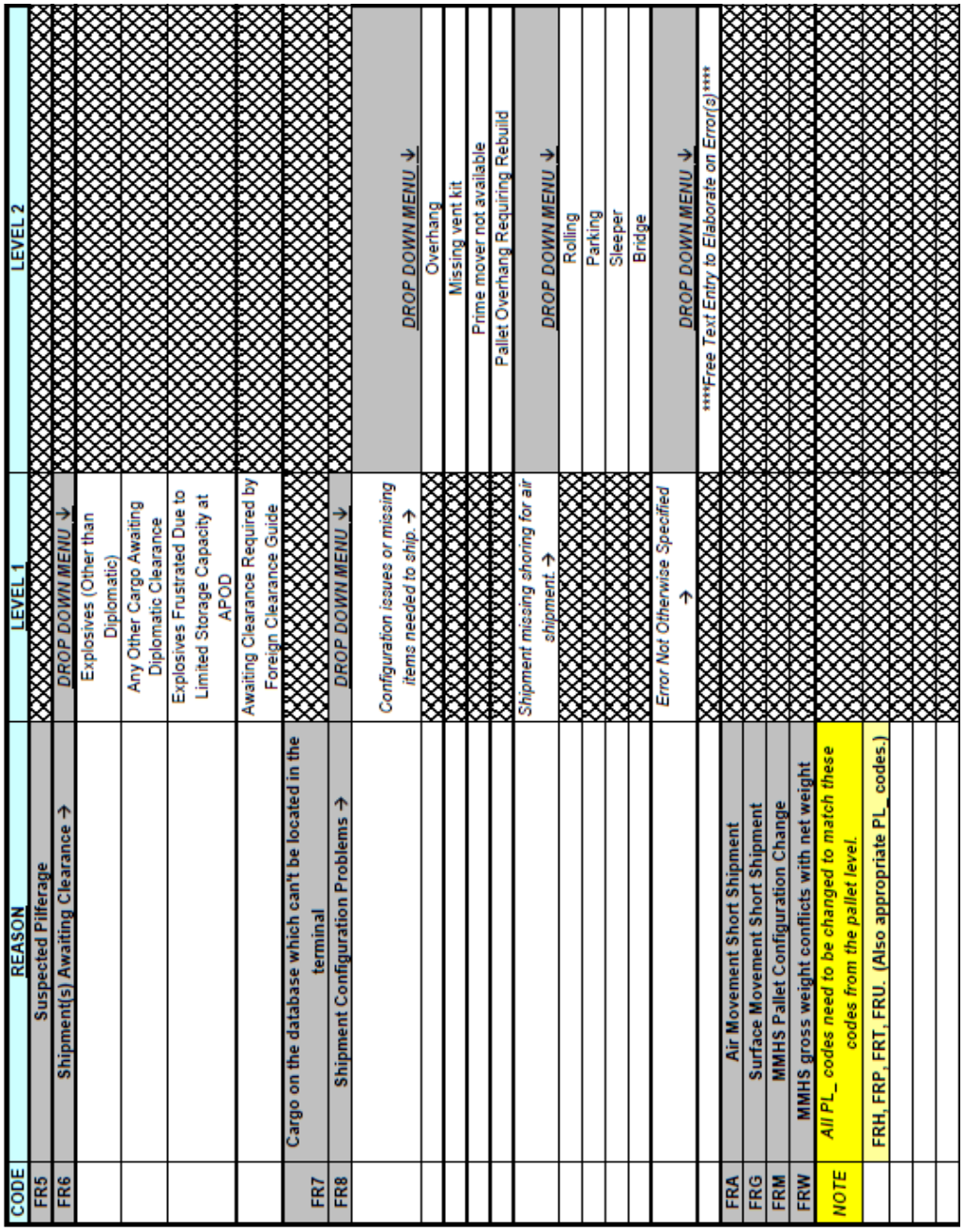
AF FORM 4080, 20010801 *(EF-V1) (REVERSE)*

Attachment 9

FRUSTRATION CODE TABLES



CODE	REASON	LEVEL 1	LEVEL 2
FR1	Cargo w/ Documentation Errors/Problems →	*DROP DOWN MENU* ↓	*DROP DOWN MENU* ↓
		Labels →	Shipping Label(s)
			Handling Label(s)
			HAZMAT Label(s)
		Barcodes →	*DROP DOWN MENU* ↓
			Missing
			Unreadable
		TAC Code Error →	*DROP DOWN MENU* ↓
			Missing
			Incorrect
		Shippers Declaration →	*DROP DOWN MENU* ↓
			No Shippers Declaration
			Missing Shipper and/or Consignee Address/DODACC
			No Transportation Control Number (TCN)
			Incorrect/Missing Proper Shipping Name (PSN)
			Incorrect/Missing Class or Division
			Incorrect/Missing UN or ID Number
			Incorrect/Missing Packaging Group
			Incorrect/Missing Quantity/Type Packaging
			Incorrect/Missing Packaging Instruction/Paragraph
			Incorrect/Missing Commodity/Special Handling Code
			No Signature on Shippers Declaration
		No Matching Consignee/APOD	
		Other Documentation Error Not Otherwise Specified →	*DROP DOWN MENU* ↓
			*****Free Text Entry to Elaborate on Error(s)*****
FR2	Damaged Goods		
FR4	Request to Hold, Divert, or Remove from System →	*DROP DOWN MENU* ↓	*DROP DOWN MENU* ↓
		ACA →	Hold
			Divert
			Remove from System
		CSB →	*DROP DOWN MENU* ↓
			Hold
			Divert
			Remove from System
		Customs →	*DROP DOWN MENU* ↓
			Hold
			Divert
			Remove from System
			Confiscate



CODE	REASON	LEVEL 1	LEVEL 2
FR5	Suspected Pilferage		
FR6	Shipment(s) Awaiting Clearance →	*DROP DOWN MENU* →	
		Explosives (Other than Diplomatic)	
		Any Other Cargo Awaiting Diplomatic Clearance	
		Explosives Frustrated Due to Limited Storage Capacity at APOD	
		Awaiting Clearance Required by Foreign Clearance Guide	
FR7	Cargo on the database which can't be located in the terminal		
FR8	Shipment Configuration Problems →	*DROP DOWN MENU* →	
		Configuration issues or missing items needed to ship. →	*DROP DOWN MENU* →
			Overhang
			Missing vent kit
			Prime mover not available
			Pallet Overhang Requiring Rebuild
		Shipment missing shoring for air shipment. →	*DROP DOWN MENU* →
			Rolling
			Parking
			Sleeper
			Bridge
		Error Not Otherwise Specified →	*DROP DOWN MENU* →
			*****Free Text Entry to Elaborate on Error(s)*****
FRA	Air Movement Short Shipment		
FRG	Surface Movement Short Shipment		
FRM	MMHS Pallet Configuration Change		
FRW	MMHS gross weight conflicts with net weight		
NOTE	*All PL_ codes need to be changed to match these codes from the pallet level.*		
	FRH, FRP, FRT, FRU. (Also appropriate PL_ codes.)		

Attachment 10

SIGHT SENSITIVE WAIVERS

Figure A10.1. Sight Sensitive Waiver Request Format

United States Department of State

Washington, D.C. 20520

10 April 2012

UNCLASSIFIED

ACTION MEMO FOR AMC/A4

FROM: Bill Miller
Regional Director
U.S. Department of State
Bureau of Diplomatic Security - DS/IP/CO

SUBJECT: Waiver for Inspection of Sight Sensitive Cargo

This a formal request for the four (4) containers containing equipment destined for the Department of State's Intelligence Fusion Center (DoS IFC) to be exempt from inspection. The materials for the IFC are classified and sight sensitive. These materials are required in support of DoS, ISAF and the life safety of U.S. personnel located at the U.S. Embassy in Kabul and throughout Afghanistan. The cargo will be a departing during a window from 11-15 Apr 12, and will require a no return mission. Specific mission number and date are not available at this time. The IFC shipment will be properly packed IAW AFMAN 24-204 by trained personnel. The containers for the IFC shipment will be certified and kept secure, without tampering, IAW 12 FAM 350 and will be accompanied by a TS Cleared DoD Civilian. Once locked and sealed by DoS, opening the containers renders all contents unusable. This will result in a monetary loss upwards of $2 million and a catastrophic delay in support infrastructure for USG intelligence personnel and U.S. forces in Afghanistan.

The IFC shipment will be marked with the following information:

194222 – Department of State – Air Wing
Camp Alvarado Aviation Complex, Ramp 10
Kabul Airport
KABUL AF 09356

OFFICIAL BUISINESS

Fig A10.1. Sight Sensitive Waiver Request Format (Cont.)

MATERIAL EXEMPT FROM EXAMINATION

For more information regarding this request, contact either Nicholas Riddle, SPAWAR DS-TOC Lead Engineer, ph: DSN 588-4164, email nicholas.riddle@navy.mil, or Vincent Graham, DS TOC Project Lead, ph:571-345-3420, e-mail: grahamvd@state.gov.

Figure A10.2. Sight Sensitive Waiver Approval (Sample)

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND

MEMORANDUM FOR MR. BILL MILLER
REGIONAL DIRECTOR, US STATE DEPT
BUREAU OF DIPLOMATIC SECURITY

FROM: HQ AMC/A4
402 Scott Dr Unit 2A2
Scott AFB IL 62225

SUBJECT: Waiver for Inspection of Sight Sensitive Cargo Request

1. Your request for a waiver of inspection for the Department of State's Intelligence Fusion Center (DoS IFC) has been conditionally **APPROVED**. A copy of the initial request of waiver and this approval must accompany the DoS IFC while transiting the Defense Transportation System (DTS).

2. Although approved for exemption from inspection, the DoS IFC must be subjected to minimal inspection criteria to ensure "safety of flight". The DoS IFC must be visually inspected for damage/leakage. Individual containers will not be opened unless evidence of damage/leakage is observed. Coordinate with the origin aerial port/transportation office if special security provisions are required during the limited inspection process.

3. All hazardous materials (HAZMAT) associated with or contained in the item must be identified and properly documented on appropriate Shipper Declarations for Dangerous Goods. Aerial Port HAZMAT inspector/preparer qualified personnel must review documentation for accuracy and to ensure airlift compatibility/segregation requirements are adhered to. All HAZMAT items must be disclosed and none may be added after final inspection.

4. Markings, as identified in the request letter, are sufficient to identify the exempted container. Procedures identified are in accordance with Defense Transportation Regulation, Part 2, Chapter 205, and AMCI 24-101 Volume 11 Paragraph 44.5.3.

5. **This approval is for a one way shipment during an estimated window from 16-30 Apr 2012.** Any movement outside of the parameters of this request must be coordinated with AMC/A4TC. For additional information regarding this request, contact MSgt Randolph Watkins, Command Cargo Policy, at DSN 779-4434, Comm. 618-229-4434, or e-mail at randolph.watkins@us.af.mil or amc.a4tcp@us.af.mil.

LEE K. LEVY II
Brigadier General, USAF
Director of Logistics

UNRIVALED GLOBAL REACH FOR AMERICA...ALWAYS!

Attachment 11

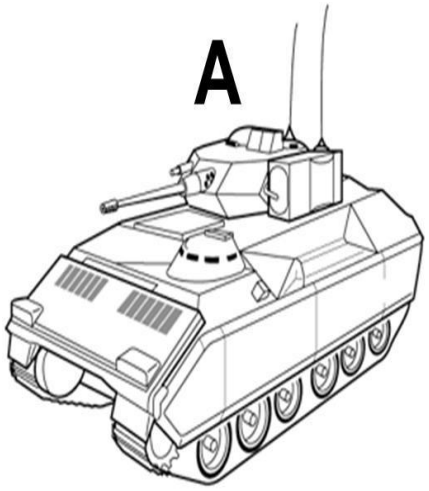
TP-4 GENERATION POINTS

CGP	POGP	SOGP Cat I	SOGP Cat II
Charleston		None	Asuncion, Bogota, Buenos Aires,
			Caracas, Guatemala, La Paz,
			Lima, Maiquetia, Managua,
			Montevideo, Quito, Rio de Janeiro,
			San Jose, San Salvador, Santiago
			Soto Cano, Tegucigalpa
Dover	Amman	None	None
	Aviano	None	None
	Incirlik	None	None
	Kuwait	None	None
	Mildenhall	None	None
	Ramstein	None	Thumrait
		Cairo	Tel Aviv
McGuire	Amman	None	None
	Aviano	None	None
	Incirlik	None	None
	Mildenhall	None	None
	Ramstein	None	Thumriat
		Cairo	Tel Aviv
	Lajes	None	None
	Thule	None	None
Norfolk	Bahrain	Fujairah	None
		Djibouti	None
		Diego Garcia	None
	Djibouti	None	None
	Guantanamo	None	None
	Naples	None	None
	Sigonella	None	Souda Bay
	Rota	Naples	None

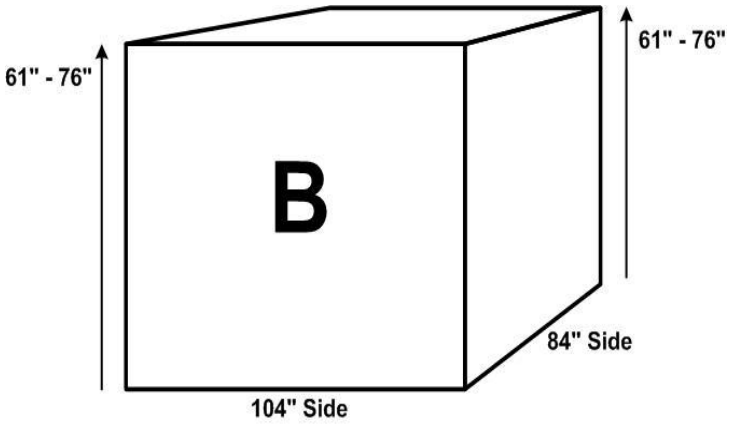
CGP	POGP	SOGP Cat I	SOGP Cat II
Travis	Yokota	Misawa	
		Iwakuni	
		Osan	Gimhae, Gunsan, Cheju do
		Andersen	
		Diego Garcia	None
		Singapore	
	Kadena	None	Bangkok, Iwakuni
		Osan	Gimhae, Gunsan, Cheju do
		Diego Garcia	None
		Singapore	
	Hickam	Andersen	Johnston
		None	Kwajalein
		Wake Island	None
		Christchurch	Pago Pago
		Osan	
		Richmond	Alice Springs
McChord	Elmendorf	Eareckson	Cape Newenham
		Eielson	
		Galena	
		None	Cape Lisburne, Sparrevohn, King Salmon,
			Cape Romanzof , Tin City,
			Tatalina, Indian Mountain
Hardlift Areas for TP-4			
Marianas Islands (except Guam)			
Mauritius Island			
Micronesia			

Attachment 12

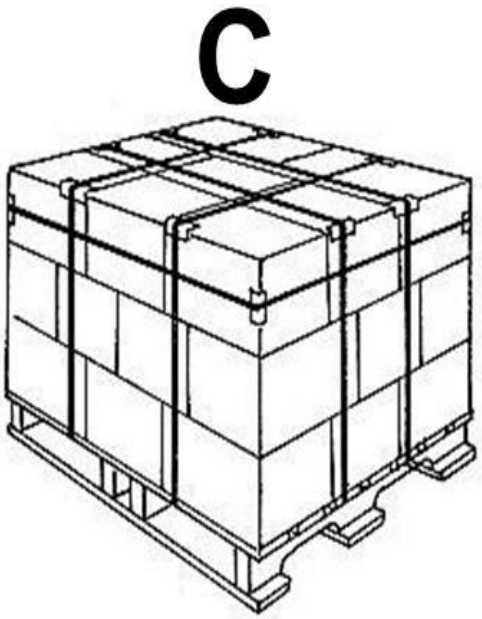
PALLET CONTOUR PROFILES (USABLE SPACE DIMENSIONS)



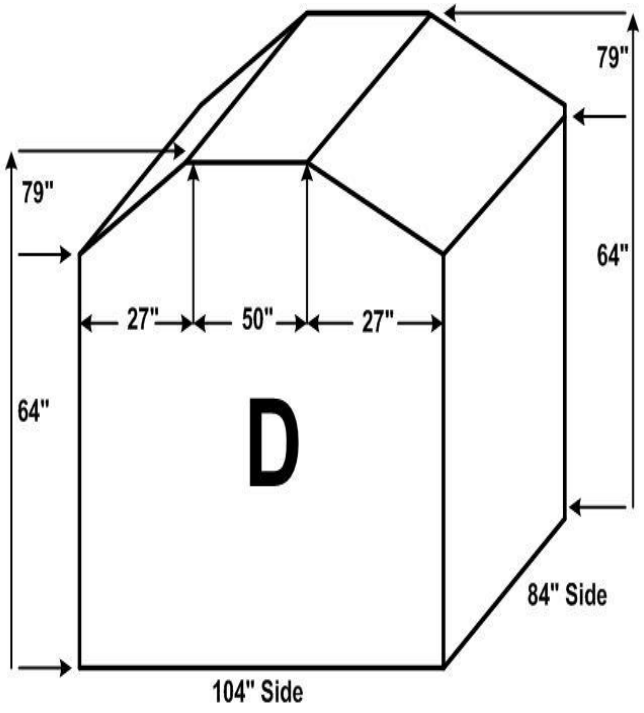
Module A: Non-Unitized Rolling Stock



Module B: Pallet Up to 76"



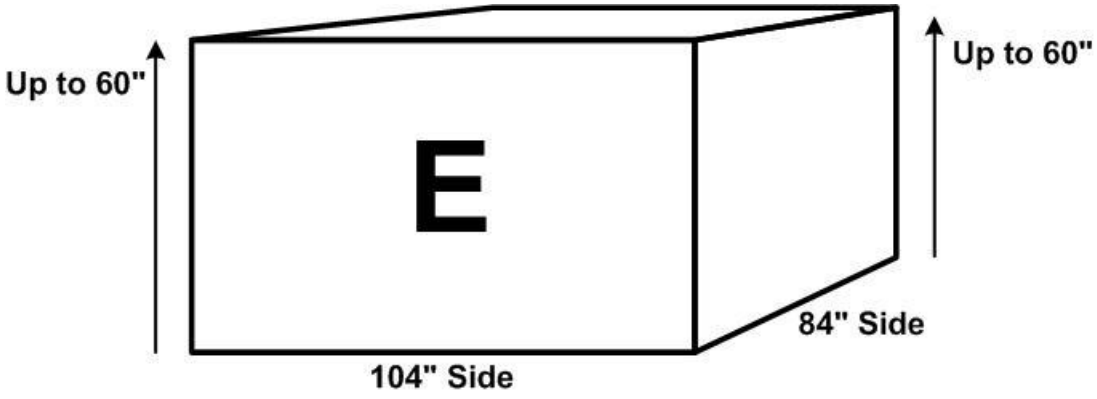
Module C: Containerized/Skidded Cargo



Module D: Pallet for 727/707/DC-8 Stretch/DC-9/L-100

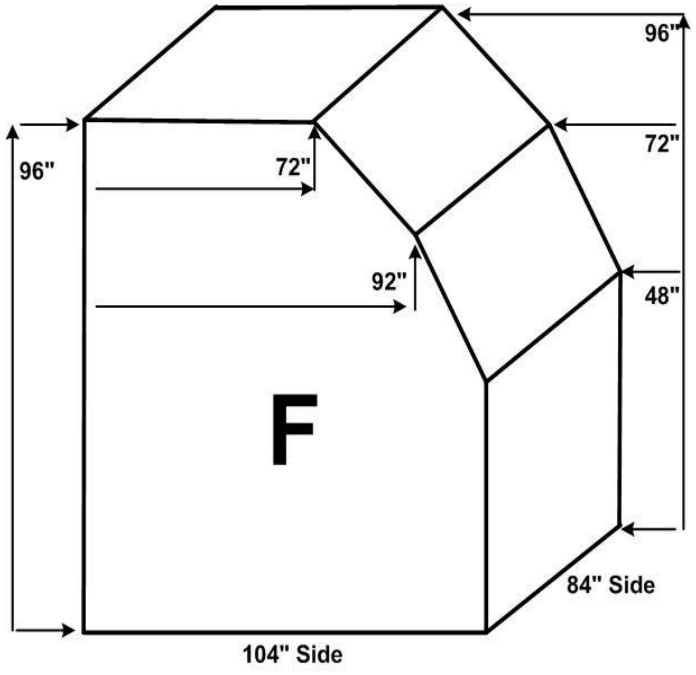
Note 1: This Contour is Based on DC-8 Pallet Positions 1-16

Note 2: DC-8 Pallet Position 17 has Same Contour, However Overall Height Must Be Reduced 4"

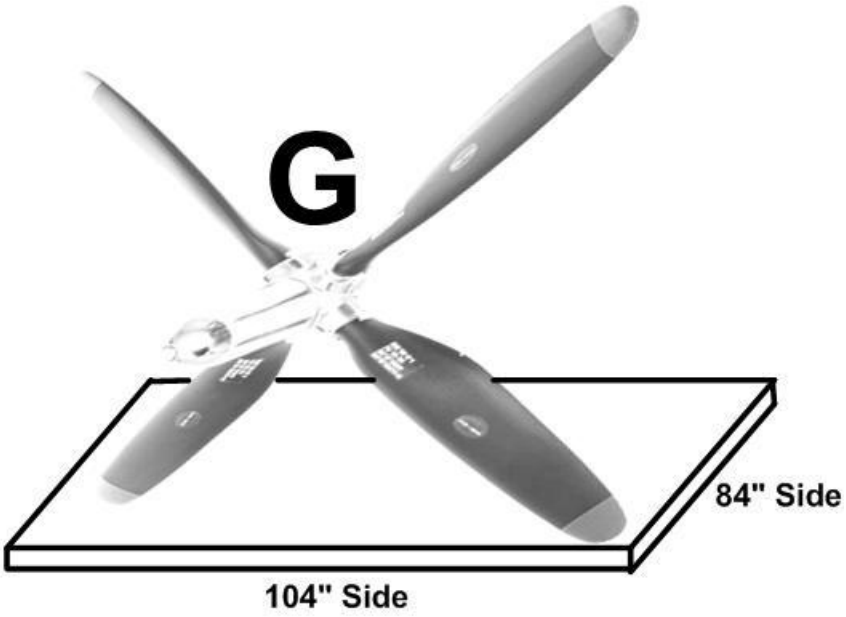


Module E: Pallet Up to 60"

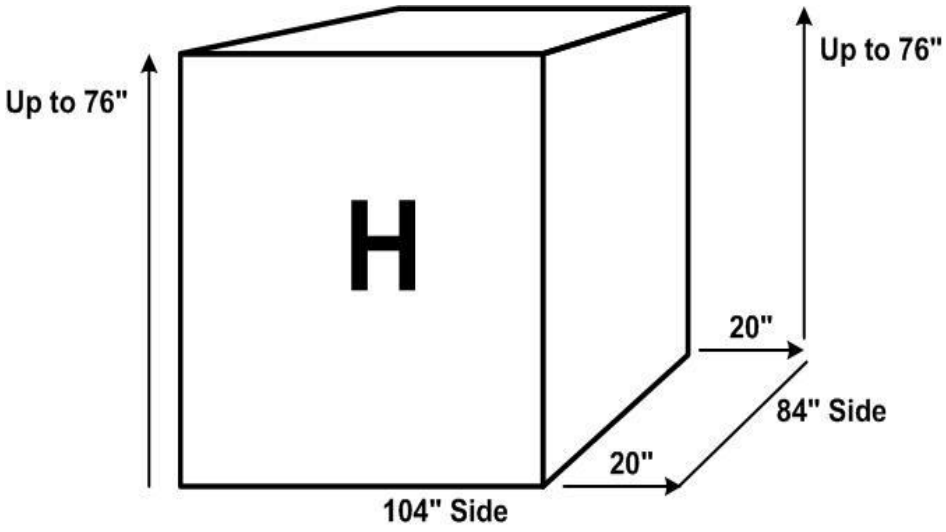
Note: Used to Identify Belly Pallets for B-747, MD-11, Etc.



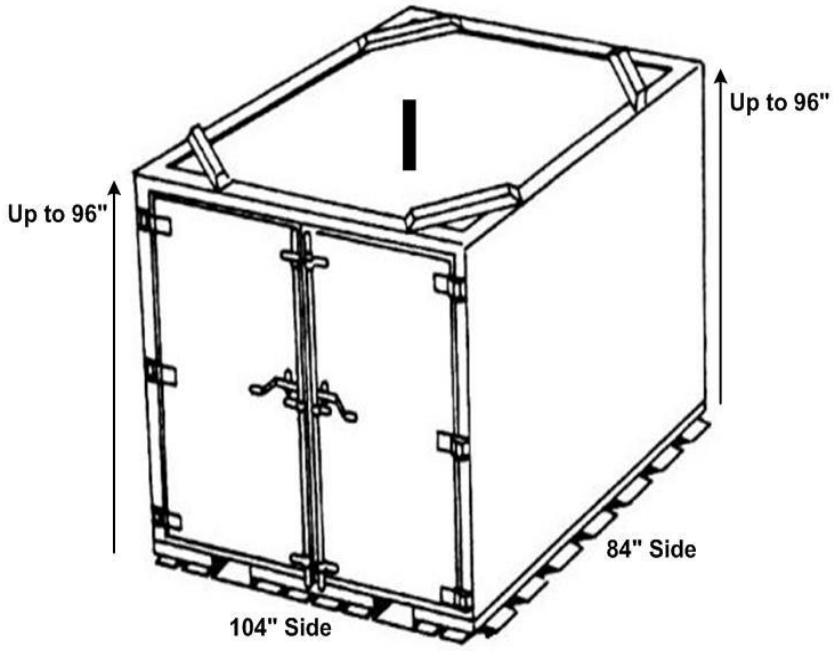
Module F: Pallet for DC-10 (2-12 L&R / MD-11 (2-14 L&R)



Module G: Pallet with a Propeller

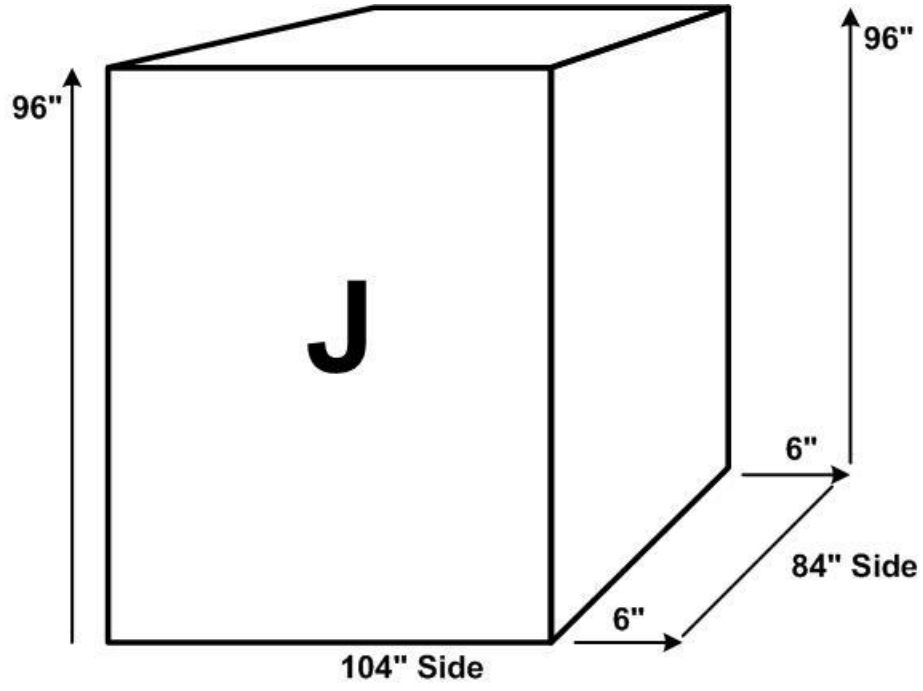


Module H: C-130 Ramp Pallet



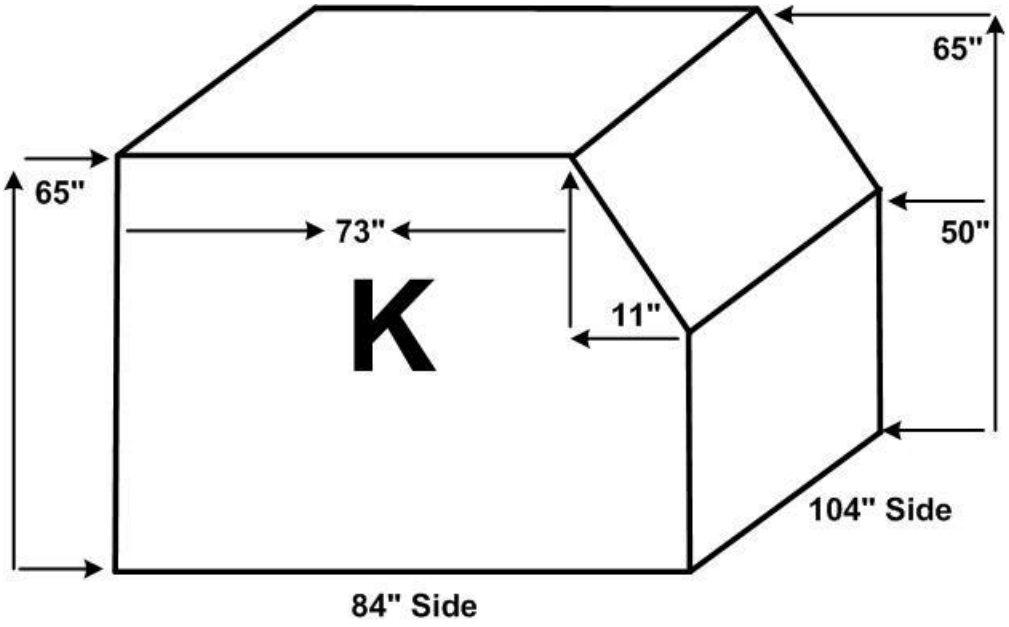
Module I: ISU Pallet

Note: Used to Identify ISU Pallets/Containers (Multiple Configurations Up to 96")

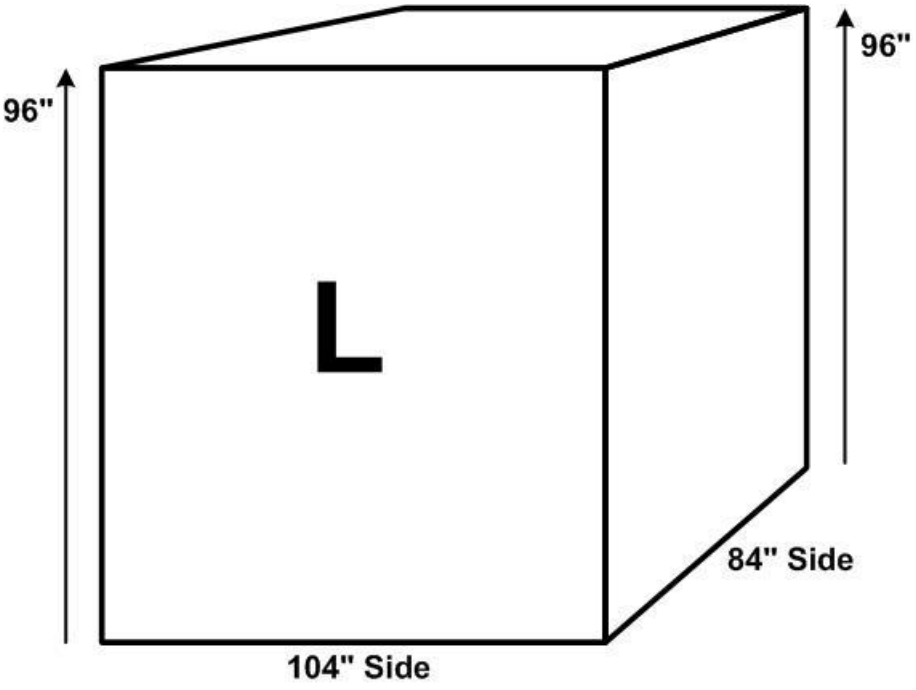


Module J: Pallet for C-130 w/6" Aisleway Positions 3&4

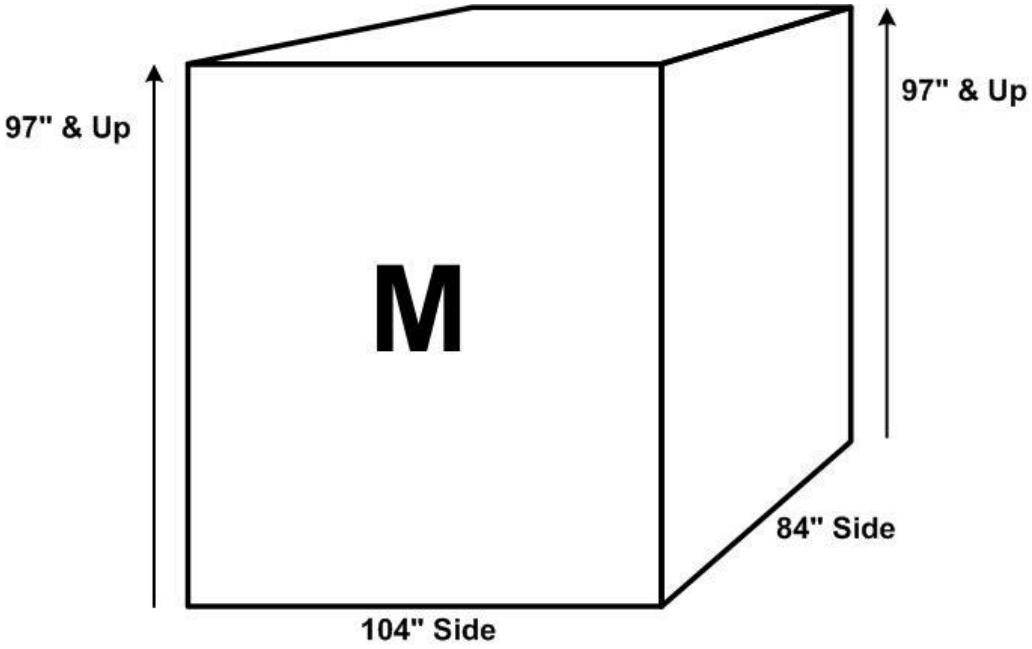
Note: Refer to Applicable Aircraft T.O. for Heights Above 96"



Module K: Pallet for KC-135

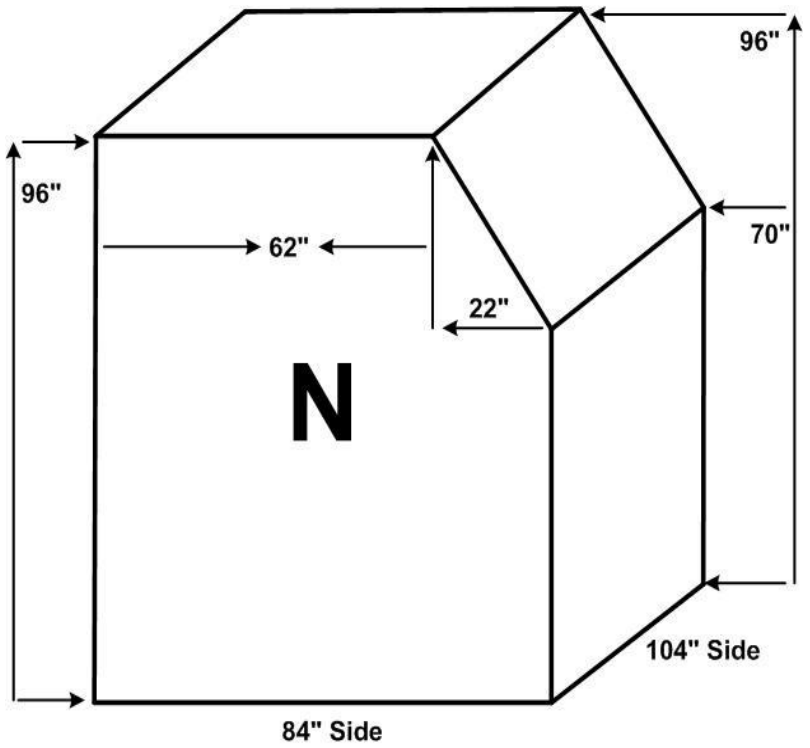


Module L: Pallet to 96"

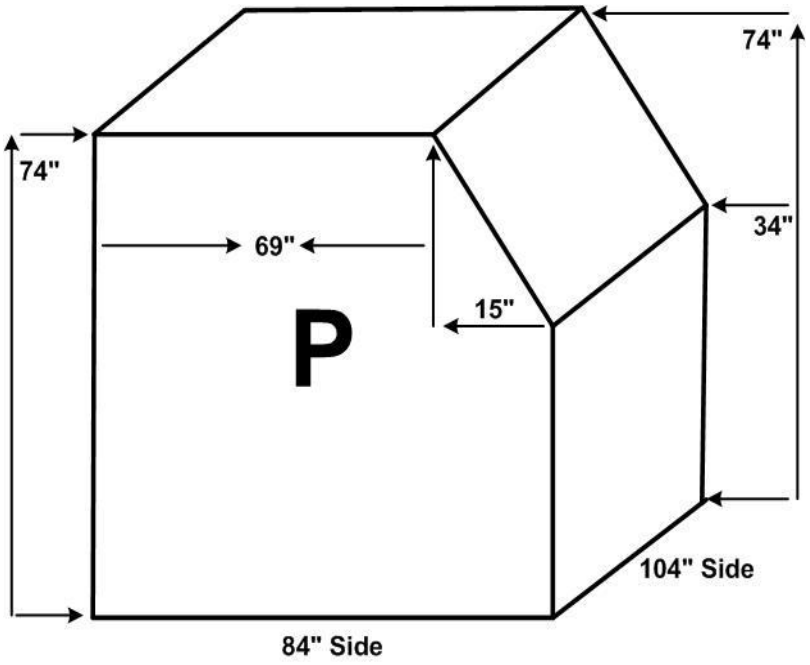


Module M: Pallet 97" & Up C-5 or C-17 Only

Note: Refer to Applicable Aircraft T.O. for Heights Above 96"

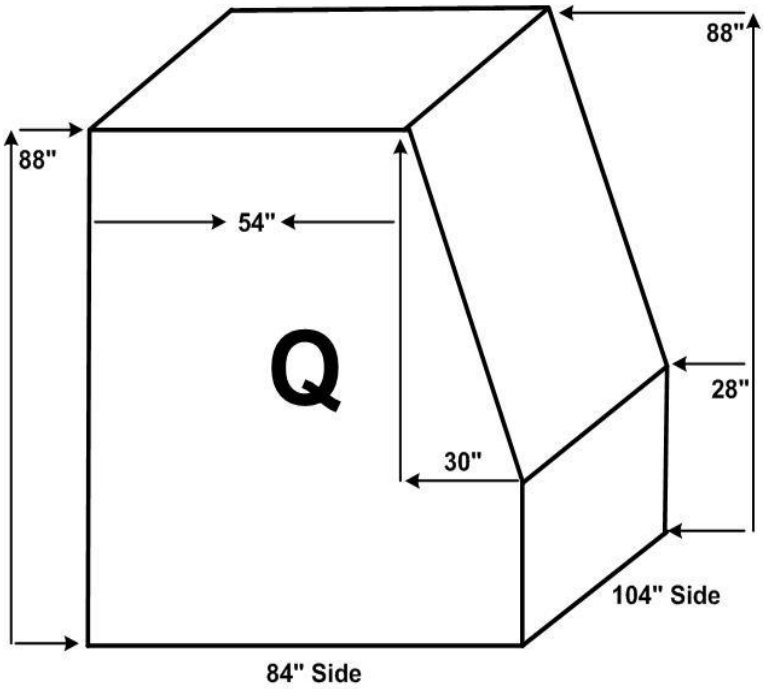


Module N: Pallet for KC-10 Positions 2-10 L&R



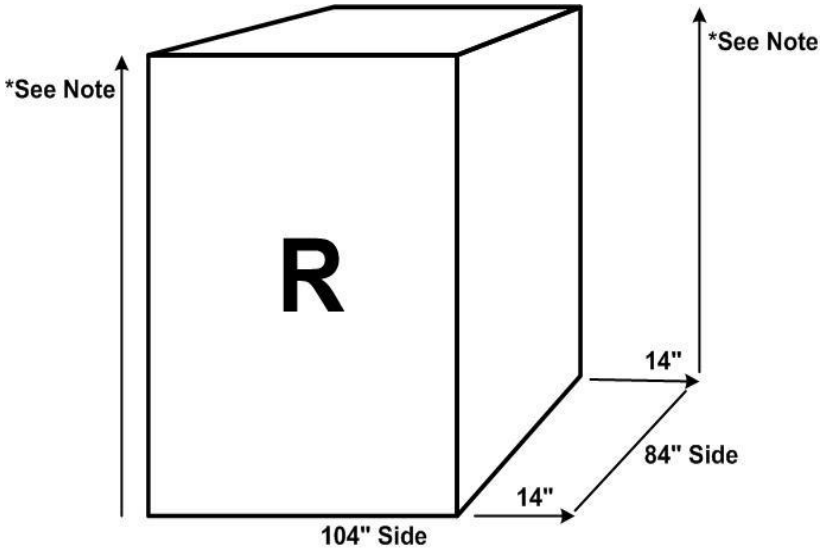
Module P: Pallet for KC-10 Positions 1 L&R

Note: Pallet Positions 1 L&R Typically Not Utilized on KC-10



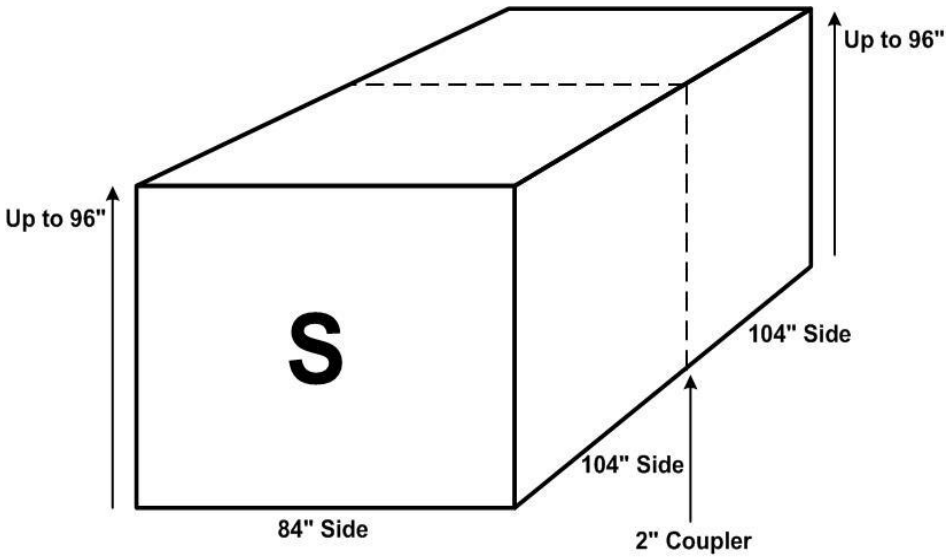
Module Q: Pallet for KC-10 & MD-11/DC-10 (Rear 6 Positions)

Note: For KC-10 11-12 L&R, MD-11 15-17 L&R, DC-10 13-15 L&R



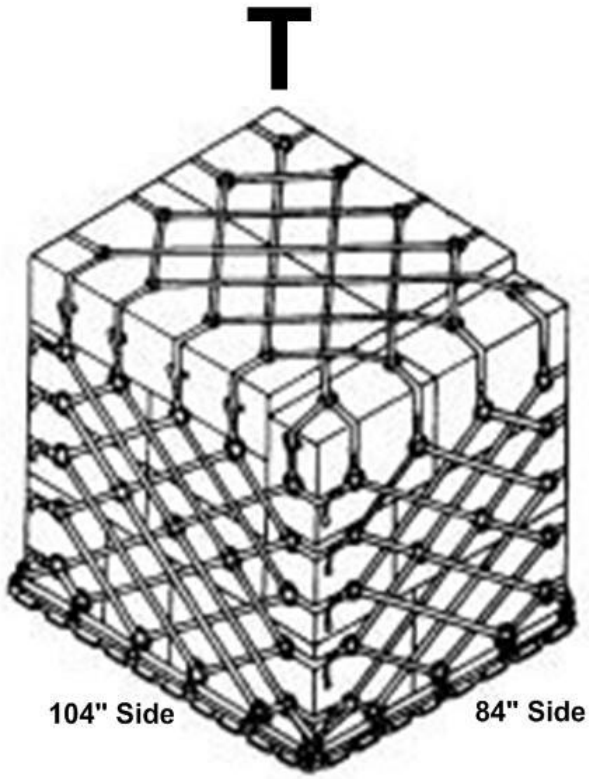
Module R: C-5 Ramp Pallet with 14" Aisleway

Note: Pallet Positions 1 & 2 Max Height 96"
Pallet Positions 35 & 36 Max Height 70"

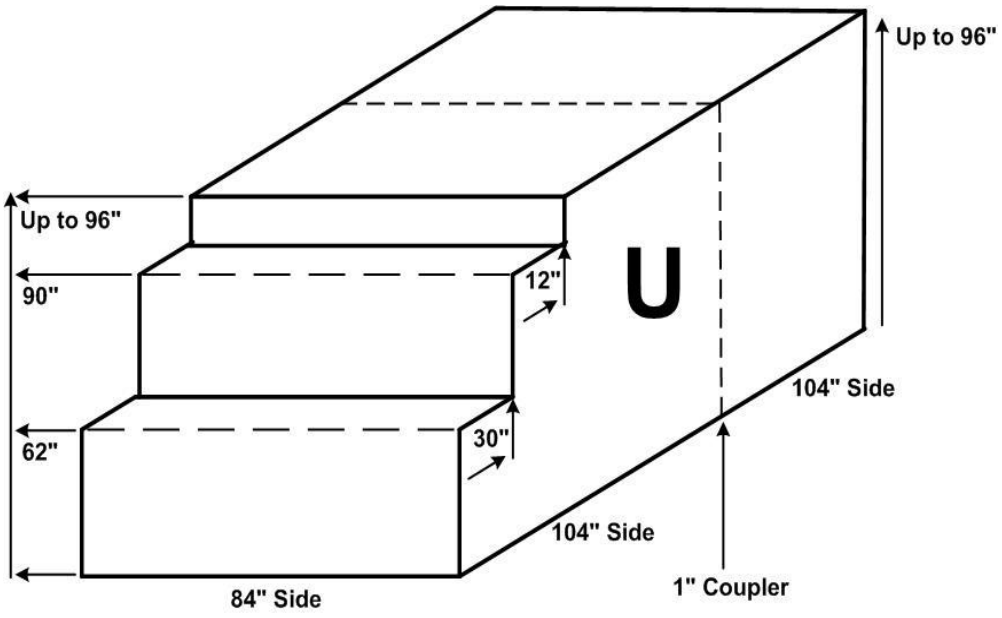


Module S: Logistics Pallet Train for C-17

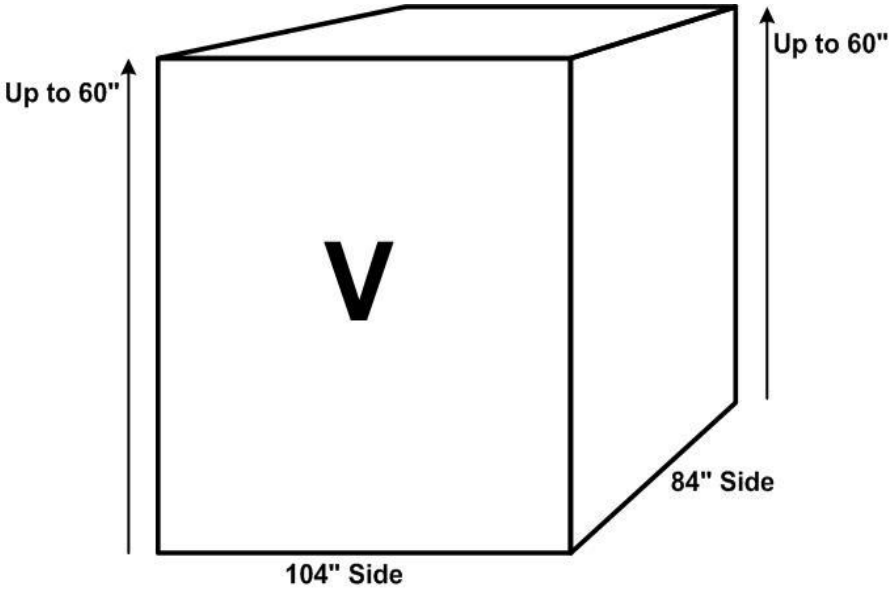
Note: Refer to Applicable Aircraft T.O. for Heights Above 96"



Module T: Throughput Pallet



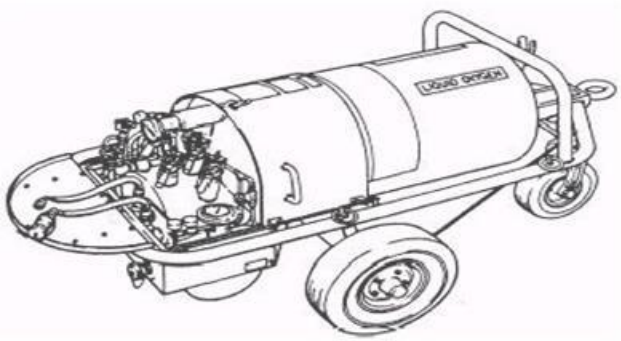
Module U: A-300 Pallet Train



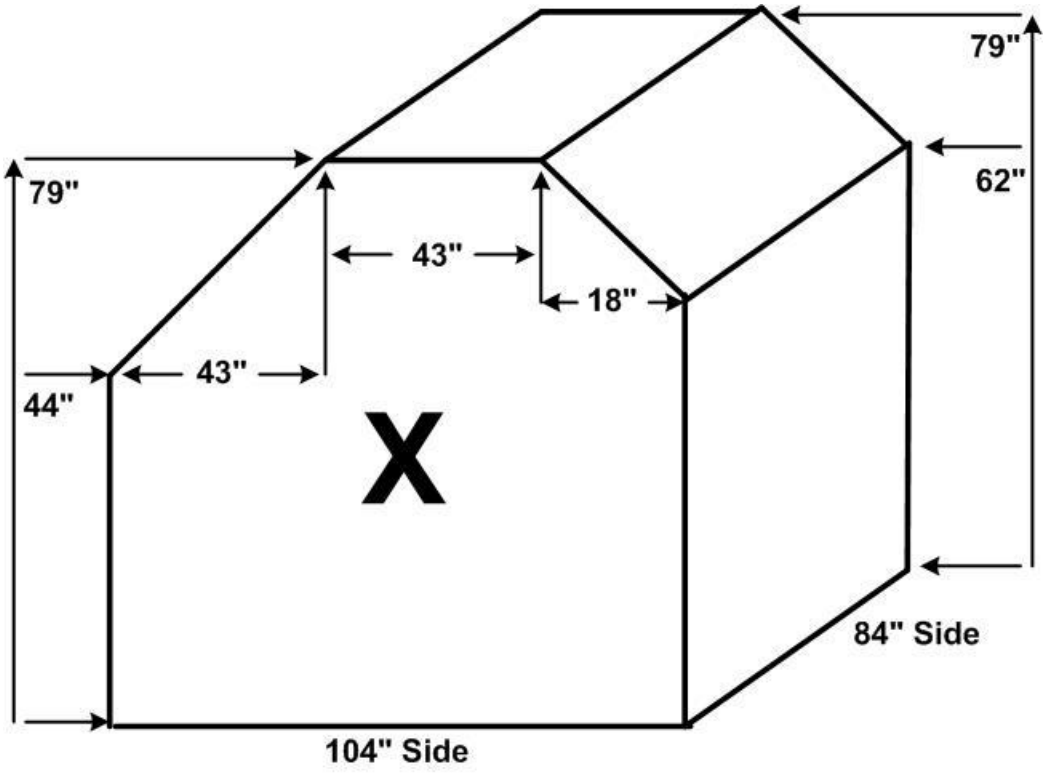
Module V: Stack of Empty Pallets

Note: A Maximum of 20 Empties Can Be Palletized

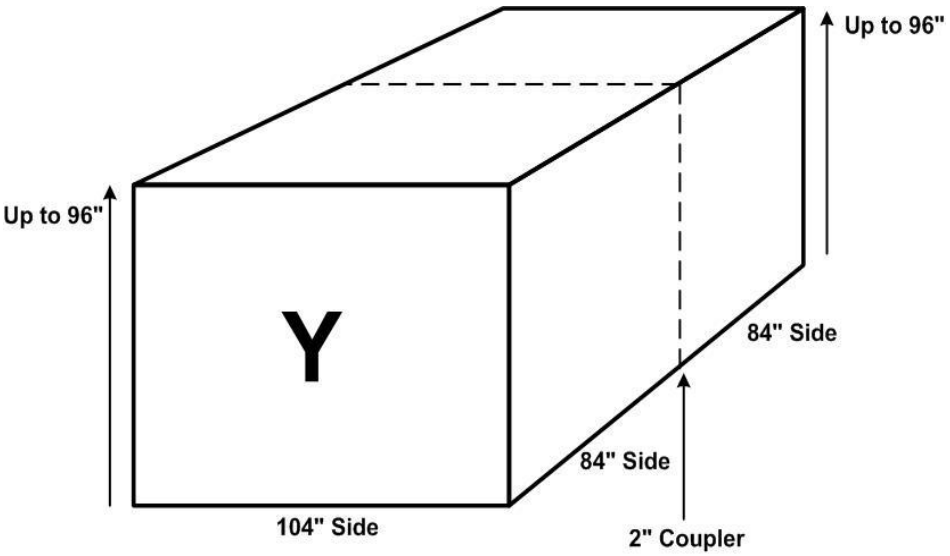
W



Module W: Pallet w/LOX Cart

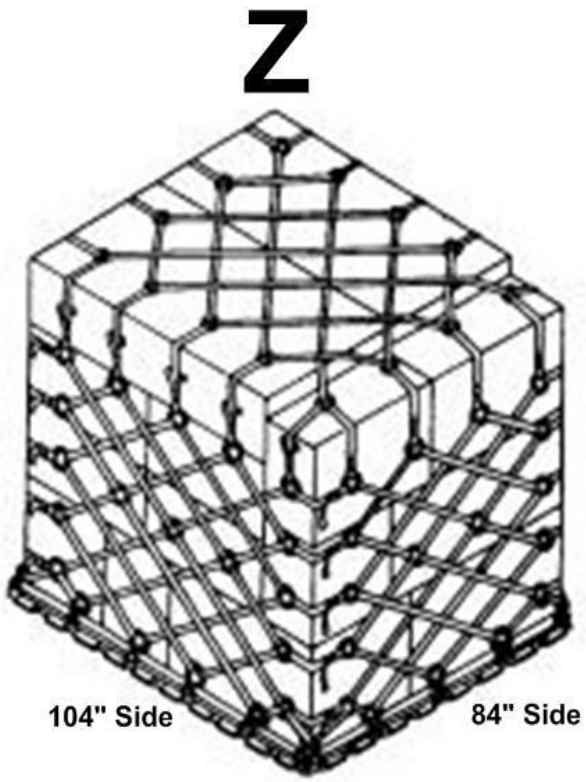


Module X: DC-8 Combi Pallet Positions 1-10



Module Y: ADS Pallet Train w/2" Couplers

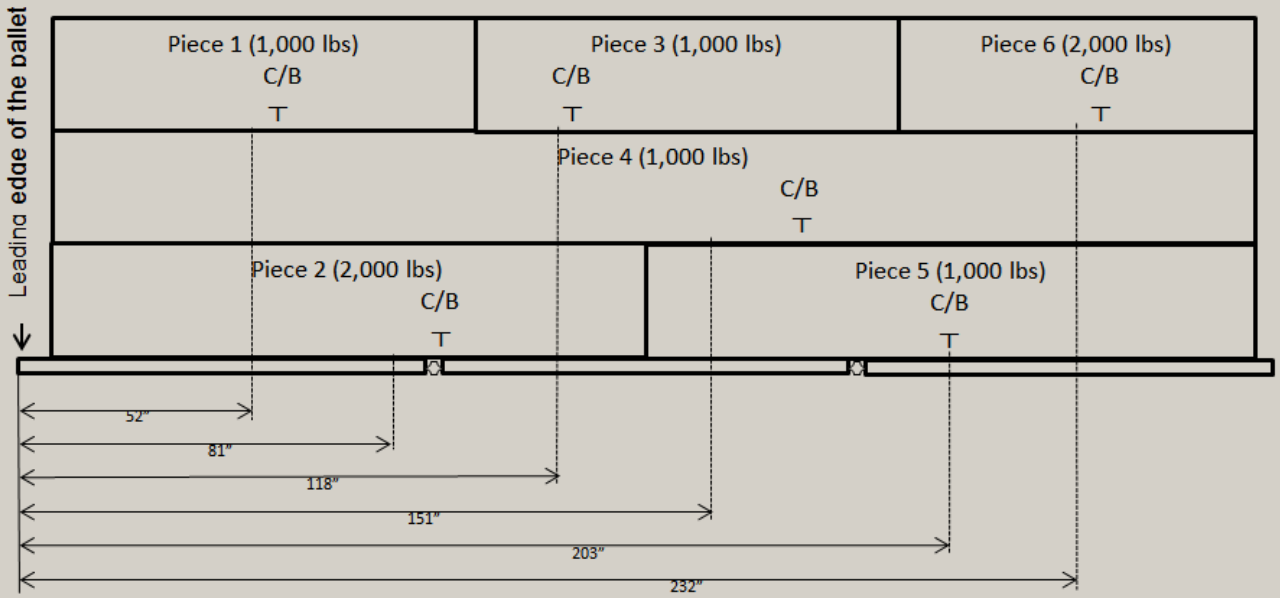
Note: Refer to Applicable Aircraft T.O. for Heights Above 96"



Module Z: Breakbulk Pallet

Attachment 13

PALLET TRAIN CENTER OF BALANCE COMPUTATION SAMPLE



	Dist. to C/B from leading edge of pallet	Weight per Piece	Dist X Wg	Inch-Pounds
Piece 1	CB is at 52"	Gross Weight 1,000 pounds	52 X 1,000	52,000
Piece 2	CB is at 81"	Gross Weight 2,000 pounds	81 X 2,000	162,000
Piece 3	CB is at 118"	Gross Weight 1,000 pounds	118 X 1,000	118,000
Piece 4	CB is at 151"	Gross Weight 1,500 pounds	151 X 1,500	226,500
Piece 5	CB is at 203"	Gross Weight 1,000 pounds	203 X 1,000	203,000
Piece 6	CB is at 232"	Gross Weight 2,000 pounds	232 X 2,000	464,000

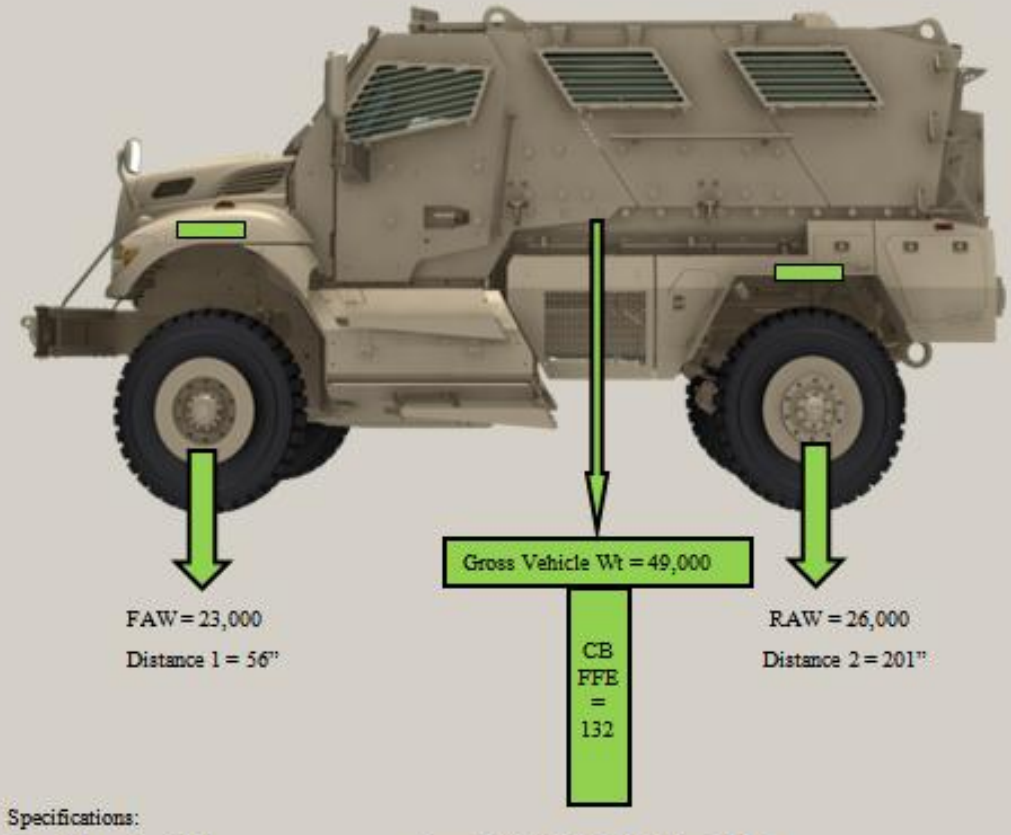
			Total Inch-Pounds	1,225,500

Divide Total Inch-Pounds by Total Weight: ÷ 8,500 lbs

Equals Inches to the C/B of the Total load = 144.2 inches from the leading edge of the pallet

Attachment 14

CENTER OF BALANCE MARKINGS (VEHICLE/ROLLING STOCK) SAMPLE



Specifications:

Overall Length = 246"

Wheelbase = 145"

Front Overhang (D1) = 56"

Gross Vehicle Weight (GVW) = 49,000

Front Axle Weight (FAW) = 23,000

Rear Axle Weight (RAW) = 26,000

CB Formula: Weight x Distance (Arm) = Moment. Total Moment / Gross Vehicle Weight = CB

	WEIGHT	ARM	MOMENT
1.	23,000	56	1,288,000
2	26,000	201	5,226,000
TOTALS	49,000		6,514,000

Total Moment (6,514,000) / Gross Vehicle Weight (49,000) = 132" From Front End (FFE)