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AIR MOBILITY COMMAND**

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**TRANSPORTATION**

**AMC AERIAL PORT EXPEDITOR  
(APEX) AIRCRAFT LOADING  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 24-6, *Distribution and Traffic Management*. It establishes policy and procedures for the Aerial Port Expeditor (APEX) Program. This instruction is applicable to HQ AMC/A3V, APEX certified air terminals, deployed APEX locations and maintenance personnel. It does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-364, *Records Disposition—Procedures and Responsibilities* and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-2) number following the compliance statement. See AFI33-360, Table 1.1, for a description of the authorities associated with the Tier number. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority through HQ AMC/A4TC.

<b>Chapter 1—PROGRAM DEFINITION</b>	<b>4</b>
1.1. Aerial Port Expeditor (APEX) Program. ....	4
1.2. Formal Courses. ....	4
1.3. Responsibilities. ....	4
<b>Chapter 2—PROGRAM ADMINISTRATION</b>	<b>5</b>
2.1. Administrative Authority. ....	5
2.2. Technical Support. ....	5
2.3. Program Location Selection. ....	5
2.4. APEX locations (Subject to change): ....	5
<b>Chapter 3—TRAINING</b>	<b>6</b>
3.1. Policy and Management. ....	6
3.2. Formal Classroom Training. ....	6
3.3. Hands-on Training. ....	6
<b>Chapter 4—PROGRAM ASSESSMENT</b>	<b>7</b>
4.1. Staff Assistance Visits. ....	7
4.2. Self-Assessment. ....	7
<b>Chapter 5—APEX WORKSHOPS</b>	<b>8</b>
5.1. Workshop organizing. ....	8
5.2. Workshop participation. ....	8
<b>Chapter 6—PROGRAM WAIVERS</b>	<b>9</b>
6.1. Waiver Authority. ....	9
<b>Chapter 7—UNIT RESPONSIBILITIES</b>	<b>10</b>
7.1. Commander. ....	10
7.2. Unit APEX Program Manager. ....	10
<b>Chapter 8—UNIT APEX STANDARDIZATION AND EVALUATION (STAN/EVAL)</b>	<b>12</b>
8.1. Unit STAN/EVAL. ....	12
8.2. Unit STAN/EVAL Requirements. ....	12
8.3. Unit STAN/EVAL Duties. ....	13

<b>Chapter 9—UNIT APEX LOAD DIRECTOR INSTRUCTORS</b>	<b>14</b>
9.1.    Unit APEX Load Director Instructor Requirements.....	14
9.2.    Unit APEX Load Director Instructors Duties:.....	14
<b>Chapter 10—UNIT APEX LOAD DIRECTORS</b>	<b>15</b>
10.1.   Unit APEX Load Directors Requirements.....	15
10.2.   Unit APEX Load Director Duties.....	16
10.3.   Checklists.....	17
<b>Chapter 11—AIR TERMINAL OPERATIONS CENTER (ATOC)</b>	<b>18</b>
11.1.   ATOC Responsibilities.....	18
<b>Chapter 12—AIRCRAFT MAINTENANCE</b>	<b>19</b>
12.1.   Aircraft Maintenance Responsibilities.....	19
<b>Chapter 13—LOADMASTERS</b>	<b>20</b>
13.1.   Loadmaster Responsibilities.....	20
<b>Chapter 14—DEPLOYED APEX PROGRAM MANAGEMENT</b>	<b>21</b>
14.1.   Deployment Requirements.....	21
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>22</b>
<b>Attachment 2—PERSONNEL PROGRESSION</b>	<b>24</b>

## Chapter 1

### PROGRAM DEFINITION

**1.1. Aerial Port Expeditor (APEX) Program.** APEX is an Aerial Port aircraft cargo loading program. APEX Load Directors are authorized to supervise the on/offload of cargo on C-17/C-5 aircraft without the presence of a Loadmaster. APEX provides Aerial Port leadership with the flexibility to determine the best time to on/offload an aircraft, based on duty schedule and air flow, while facilitating the decrease of aircraft ground time and providing more efficient use of crew duty day.

**1.2. Formal Courses.** Load Directors attend a two-week formal course taught by instructors from the USAF Expeditionary Center (USAF EC) at Joint Base Charleston, SC and Joint Base Lewis-McChord, WA (C-17) or Travis AFB, CA for (C-5). One week hands-on training class will be conducted after completion of formal (classroom) training on the respective aircraft.

**1.3. Responsibilities.** Load Director responsibilities on the C-17 aircraft consist of operating cargo door and ramp, aircraft stabilizer struts, aircraft winch and oversight of on/offloading operations. Load Director Responsibilities on the C-5 aircraft consist of operating the aircraft winch and oversight of the front and aft door on/offloading operations. Load Directors are responsible for all loading operations in accordance with (IAW) technical orders, Air Mobility Command Instructions (AMCI) and related guidance. Maintenance will provide support for all C-5 door and ramp operations. APEX personnel are not qualified to load cargo rigged for airdrop and Prime Nuclear Airlift Force (PNAF) designated missions.

## Chapter 2

### PROGRAM ADMINISTRATION

**2.1. Administrative Authority.** HQ AMC/A4T, Air Transportation Division, has administrative authority over each unit's APEX program.

2.1.1. HQ AMC/A4TC, Cargo and Traffic Management Policy Branch, functions as the overall OPR, provides program oversight and manages the program as directed by HQ AMC/A4T. HQ AMC/A4TC will:

2.1.2. Formulate policy and guidance, analyze deficiencies and solve problems.

2.1.3. Maintain HQ AMC/A4TC Cargo Policy Branch APEX web page.

**2.2. Technical Support.**

2.2.1. HQ AMC/A3V, Aircrew Standardization Evaluation Division, is the designated aircraft loading process owner.

2.2.1.1. HQ AMC/A3V Loadmasters will provide cargo loading guidance, policy and unit STAN/EVAL support.

2.2.2. HQ AMC/A4M, Directorate of Logistics, Engineering and Force Protection, Maintenance Division, will provide oversight and policy for maintenance support.

**2.3. Program Location Selection.** HQ AMC/A4T will designate APEX Aerial Ports based on the below factors. In all cases, units must restrict expansion of the program beyond what is operationally maintainable and feasible. Factors that must be considered include:

2.3.1. Frequency and schedule of missions (C-5, C-17).

2.3.2. Unit manpower capability to support an APEX program.

2.3.3. Ability of the unit to maintain personnel APEX currency.

2.3.4. Number of originating missions.

2.3.5. Number of in-transit missions that remain overnight.

2.3.6. Availability of maintenance to support APEX operations.

2.3.7. Home station aircraft assigned.

**2.4. APEX locations (Subject to change):** Travis AFB, CA (C-17/C-5); Joint Base Pearl Harbor-Hickam, HI (C-17/C-5); Ramstein AB, Germany (C-17/C-5); Dover AFB, DE (C-17/C-5); Kadena AB, Japan (C-17); Joint Base Charleston, SC (C-17); Joint Base Elmendorf-Richardson, AK (C-17); Joint Base Lewis-McChord, WA (C-17); Yokota AB, Japan (C-17/C-5); Joint Base McGuire-Dix-Lakehurst, NJ (C-17); Deployed locations, Al Udeid AB, Qatar (C-17) and Ali Al Salem AB, Kuwait (C-17).

## Chapter 3

### TRAINING

**3.1. Policy and Management.** HQ AMC/A4TS, Standardization and Resources Branch, is OPR for APEX training development and management. HQ AMC/A4TS will:

- 3.1.1. Evaluate APEX training as required.
- 3.1.2. Coordinate with USAF EC on all course development and scheduling of formalized training.
- 3.1.3. Coordinate with APEX Program Managers and HQ AMC/A3V on training requirements.
- 3.1.4. Coordinate all APEX training materials with HQ AMC/A3V.

**3.2. Formal Classroom Training.** USAF EC will:

- 3.2.1. Conduct/provide formal classroom training to enable successful APEX student understanding of C-5 and C-17 aircraft loading principles (separate courses). Principal instruction will be provided; not task certification.
- 3.2.2. Develop and maintain APEX loading program lesson plans and test questions as required in coordination with HQ AMC/A4TS.
- 3.2.3. Provide Mobile Training Team (MTT) capability.
- 3.2.4. Create initial and refresher instruction Web-Based Training (WBT) modules and tests, as required.
- 3.2.5. Control web test data.
- 3.2.6. Coordinate test questions with HQ AMC/A3V.

**3.3. Hands-on Training.** Immediately after completion of the formal training, APEX students will complete one week of hands-on training in aircraft preflight principles/techniques, cargo winch procedures and cargo systems operations (C-17 door, ramp and stabilizer struts). A minimum of thirty hours of instruction spread over five days will be provided before students return to their home station for evaluation/certification. 437 APS, Joint Base Charleston, SC, 62 APS, Joint Base Lewis McChord, WA (C-17) and 60 APS, Travis AFB, CA (C-5) will serve as the hands-on training sites for the APEX program. The 437 APS, 62 APS and 60 APS will:

- 3.3.1. Provide qualified instructors to conduct all hands-on training.
- 3.3.2. Develop and maintain a hands-on training syllabus approved by HQ AMC/A4T.
- 3.3.3. Coordinate with host base maintenance for use of any maintenance trainers and/or static aircraft.
- 3.3.4. Notify host Program Managers of any student who may need additional training prior to evaluation.
- 3.3.5. Provide USAF EC feedback on training needs and student weaknesses observed.

## Chapter 4

### PROGRAM ASSESSMENT

**4.1. Staff Assistance Visits.** HQ AMC/A4TC will conduct staff assistance visits, when requested by the wing (or wing equivalent) commander, of each unit's APEX program for the expressed interests of improving readiness or compliance performance. Visits will include, but are not limited to:

4.1.1. Inspect Evaluator, Instructor and Load Director folders. Review appointment letters and verify Annual Self Assessments are accomplished.

4.1.1.1. Program files/folders will include but are not limited to, AMC Form 346, *APEX Quarterly Currency Log*, AMC Form 34, *APEX Evaluation and Currency Record*.

**4.2. Self-Assessment.** Self-Assessment programs should include a wide variety of internal assessments or evaluations. At a minimum, commanders must utilize applicable Self- Assessment Communicators (SACs) in Management Internal Control Toolset (MICT). MICT is the Air Force program of record to communicate a unit's current status. SACs are used to:

4.2.1. Ask commanders, supervisors and airmen at all levels of operations to self-report compliance and non-compliance.

4.2.2. Improve compliance with published guidance and communicate risk and program health up and down the chain of command in near real-time.

## Chapter 5

### APEX WORKSHOPS

**5.1. Workshop organizing.** HQ AMC/A4TC will organize and coordinate APEX workshops as required.

**5.2. Workshop participation.** The following organizations are highly encouraged to participate in APEX workshops: HQ AMC/A4T, HQ AMC/A4M, HQ AMC/A3V, USAF EC, Unit Program Managers, Evaluators and hands-on training instructors from Joint Base Charleston, SC, Joint Base Lewis-McChord, WA and Travis AFB, CA.

5.2.1. If funds are not available to travel, workshops will be conducted via Defense Collaboration Services (DCS), videoconference or teleconference.



## Chapter 6

### PROGRAM WAIVERS

**6.1. Waiver Authority.** HQ AMC/A4T is the singular waiver authority for the APEX program. Send requests for waivers, accompanied by appropriate justification, through appropriate channels to HQ AMC/A4TC. HQ AMC/A4TC evaluates and monitors requests and will assign control numbers for approved waivers (**T-2**).

6.1.1. The intent of requesting, controlling and monitoring of waivers at HQ AMC level is twofold.

6.1.1.1. To provide flexibility to units when conditions prohibit full compliance with this instruction.

6.1.1.2. To monitor trends in waiver requests so standards can be adjusted or revised to provide maximum service to AMC units with minimum impact on AMC resources.

## Chapter 7

### UNIT RESPONSIBILITIES

#### 7.1. Commander. Commanders will:

7.1.1. Appoint a Program Manager to monitor overall APEX program and ensure proper resources are applied. Program Managers will be appointed in writing by the unit commander with a courtesy copy of the designation provided to HQ AMC/A4TC, 402 Scott Drive, Unit 2A2, Scott AFB, IL 62225 or E-mail to [AMC.A4TCP@us.af.mil](mailto:AMC.A4TCP@us.af.mil).

7.1.2. Ensure personnel progression (reference chart, [Attachment 2](#)). APEX should not impede enlisted career field progression. Personnel assigned to perform APEX functions should continue rotations through other Aerial Port functions to increase overall career field knowledge and abilities without stagnation.

#### 7.2. Unit APEX Program Manager. Program Managers are responsible for the overall management of the unit program, including personnel selection, certification and currency validation. They are not required to complete APEX Load Director training or certification. Program Managers will:

7.2.1. Be filled by a CGO, SNCO or civilian position assigned against an appropriate Standard Core Personnel Document (SCPD). **Note:** Local Nationals are assigned against an appropriate Position Description (PD).

7.2.2. Monitor all APEX certified personnel on quarterly currency requirements. Collect and evaluate personnel currency records using an AMC approved Excel spreadsheet or the AMC Form 346. This is required No Later Than (NLT) five duty days after the end of each calendar quarter or upon request from HQ AMC/A4TC.

7.2.2.1. Monitor personnel to ensure refresher training, evaluation and certification requirements are met.

7.2.3. Certify quarterly currency by completing applicable section of the AMC Form 34.

7.2.3.1. After successful completion of an initial or recurring evaluation, the Program Manager will sign the certification block on the AMC Form 34, certifying the individual as Load Director qualified. **Note:** Per paragraph [8.2.6](#), commanders will certify APEX Standardization and Evaluation (STAN/EVAL) personnel.

7.2.4. Coordinate with their respective Ops Group Flight Examiner (OGV) for recurring evaluation of the Primary Unit APEX STAN/EVAL. Coordination will be completed NLT the ninth month from the previous evaluation. The Primary Unit APEX STAN/EVAL will conduct evaluations on alternate evaluators for the same airframe (pyramid) (T-2).

7.2.4.1. Units without OGV support, notify HQ AMC/A4TC for recurring HQ AMC required unit STAN/EVAL evaluations NLT the ninth month from the previous evaluation (T-2).

7.2.5. Collect and evaluate, on a quarterly basis, the number of certified personnel and qualification status. Monitor current and forecasted unit workload to ensure adequate APEX Resources are available. Advise unit commander or designated representative on overall health of APEX program.

7.2.6. Collect and analyze trend data to support commander and/or HQ AMC directed metrics and maintain program files.

7.2.7. Conduct an annual APEX unit self-assessment IAW the APEX Self-Assessment Checklist identified in AMCI 24-6051V11, Figure 88.3, Figure 88.4 and Figure 88.5 or appropriate SACs. If MICT is not available, provide a written report to the unit commander and ensure corrective actions are taken when needed.

7.2.8. Maintain file copies of AMC Forms 34 and 346. Maintain all forms in an active status for one year and in an inactive status for 36 months.

7.2.9. Maintain folders on all assigned APEX Load Directors, folders will include:

7.2.9.1. AMC Form 34, current *WBT Certificate* and initial class certificate.

7.2.9.2. Program Manager inserts additional files at their discretion.

7.2.10. Ensure APEX folder is given to PCS, deploying, separating or retiring personnel.

7.2.11. Actively monitor evaluations, training and demand strict compliance with this instruction and future command directives.

7.2.12. Manage formal training allocations in conjunction with HQ AMC/A4TS policy.

7.2.13. Develop local procedures to ensure APEX Load Directors read and acknowledge new FCIF's/FCB's. A link to the FCIF/FCB website is provided in paragraph [8.3.3](#).

## Chapter 8

### UNIT APEX STANDARDIZATION AND EVALUATION (STAN/EVAL)

**8.1. Unit STAN/EVAL.** Personnel designated as the Unit APEX STAN/EVAL are in critical positions at each APEX location and are key to the success of the program. Designated personnel will complete the same formal, practical and refresher training as APEX Load Directors.

#### **8.2. Unit STAN/EVAL Requirements.**

8.2.1. Possess Air Force Specialty Code (AFSC) 2T271, appropriate SCPD for civilians or appropriate PD for Local Nationals.

8.2.2. Have 24 collective months of APEX experience as a Load Director or Instructor.

8.2.2.1. Units may request a waiver to the 24-month requirement based on an individual's previous qualification. All requests will be coordinated with HQ AMC/A4TC APEX Program Manager (T-2).

8.2.3. Possess sound knowledge of aircraft limitations and weight and balance computation procedures.

8.2.4. Possess hazardous materials handler qualification or higher, IAW AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*.

8.2.5. Successfully complete an initial evaluation conducted by HQ AMC/A3V or designated OGV examiner for each aircraft. The evaluation will include the evaluator's ability to administer an evaluation to an APEX Load Director. All evaluations will be documented on the AMC Form 34, all items coded "E". Maintain all initial AMC Form 34s for all Primary and Alternate STAN/EVAL personnel.

8.2.5.1. The Primary Unit APEX STAN/EVAL must receive recurring evaluations from HQ AMC/A3V or designated OGV examiner for each aircraft.

8.2.5.2. Either HQ AMC/A3V, designated OGV examiner for each aircraft or the Primary Unit APEX STAN/EVAL can perform recurring evaluations on all Alternate APEX Unit STAN/EVAL personnel.

8.2.5.3. Evaluation will be coordinated with designated OGV examiner for each aircraft or HQ AMC/A4TC will request/schedule the evaluation with HQ AMC/A3V for each aircraft. Recurring evaluations will be scheduled between the 10th and 14th month after the previous evaluation. **Note:** In the event a unit STAN/EVAL candidate fails an initial or recurring evaluation, the Program Manager will advise their commander and HQ AMC/A4TC/R within 10 duty days and advise a course of action. Two consecutive failures will result in the individual's removal from consideration as a unit STAN/EVAL (T-2).

8.2.6. Be certified on the AMC Form 34 by the unit commander. Certification will occur after successful completion of initial/refresher training and successful completion of a practical loading evaluation conducted by a HQ AMC/A3V or designated OGV examiner. A signed copy of the AMC Form 34 will be forwarded to HQ AMC/A4TC, 402 Scott Drive, Unit 2A2, Scott AFB, IL 62225-5308 or E-mailed to [AMC.A4TCP@us.af.mil](mailto:AMC.A4TCP@us.af.mil).

8.2.7. Successfully complete an APEX web-based course exam annually and maintain the same currency as Load Director personnel.

### 8.3. Unit STAN/EVAL Duties.

8.3.1. Monitor APEX loading operations, personnel proficiency and performance.

8.3.2. Solve aircraft loading issues and, as necessary, collaborate with HQ AMC/A3V or the locally assigned STAN/EVAL Loadmasters to gain timely and successful resolution.

8.3.3. Maintain and continually update all publications/checklists required for Load Director personnel and instructors, including Flight Crew Information Files (FCIF) and Flight Crew Bulletins (FCB). These can be found at: <https://cs.eis.af.mil/sites/10370/SitePages/Home.aspx>. STAN/EVAL personnel will ensure sufficient publications are available in a central location for all APEX operations.

8.3.3.1. Ensure Load Directors read and acknowledge new FCIF's and FCB's prior to any loading activities.

8.3.4. Administer initial/annual recertification and targeted no-notice evaluations to instructors and Load Directors as directed by the Program Manager and/or HQ AMC/A4TC. Primary Unit APEX STAN/EVAL will conduct evaluations on alternate evaluators for the same airframe (pyramid). Unit evaluators may take 1 credit towards their quarterly currency for performing an on-load evaluation.

8.3.5. Conduct a comprehensive pre-evaluation brief and post-evaluation debrief to the examinee on all aspects of the evaluation. Document all practical loading evaluations using the AMC Form 34 (blocks marked "I" and "LD"). Maintain and document quarterly currency for Load Director Instructor and Load Director personnel. Immediately correct breaches of safety during an evaluation. An evaluation will not be changed to avoid documenting substandard performance, nor will training be changed to alter a key evaluation technique. The evaluator may accomplish additional training immediately after the evaluation is complete.

8.3.6. Collect, review and consolidate AMC Forms 346 and forward to the Program Manager NLT three duty days after the end of the active quarter.

8.3.7. Assist and advise unit instructors with local training plan development.

8.3.8. **Note:** No-notice evaluations may be conducted upon request of HQ AMC/A4TC after coordination with HQ AMC/A3V. They will be conducted by HQ AMC/A3V or designated OGV Loadmaster evaluators. HQ AMC/A4TC will coordinate with the Program Manager NLT 24 hours prior to the evaluation.

8.3.9. **Note:** Dual qualified STAN/EVAL (C-17, C-5) personnel should only be appointed to address short-term personnel shortfalls and in such cases, they may be the Primary STAN/EVAL for only one airframe.

8.3.10. **Note:** Individuals can fill both Unit APEX STAN/EVAL and Instructor roles for the same aircraft type as long as the STAN/EVAL who is performing an initial evaluation is not the same person who instructed the trainee.

## **Chapter 9**

### **UNIT APEX LOAD DIRECTOR INSTRUCTORS**

#### **9.1. Unit APEX Load Director Instructor Requirements.**

9.1.1. Possess AFSC 2T271, appropriate SCPD for civilians, or appropriate PD for Local Nationals. Individuals selected for unit instructor duties must be highly qualified military or civilian Aerial Port personnel. Load Director Instructor may be a primary duty at some APEX locations.

9.1.2. Possess 12 months of cumulative APEX Load Director experience.

9.1.3. Complete the AETC-sponsored course, Principles of Instruction (POI), which is recommended, but not mandatory for selection.

9.1.4. Possess hazardous materials handler qualification or higher, IAW AFMAN 24-204.

9.1.5. Complete initial and refresher training requirements and maintain currency the same as Load Director personnel.

9.1.6. Successfully pass an annual evaluation conducted by unit STAN/EVAL for each type aircraft. No-notice proficiency evaluations may be performed upon request of unit commander, Program Manager, or HQ AMC/A4TC.

#### **9.2. Unit APEX Load Director Instructors Duties:**

9.2.1. Conduct practical aircraft and classroom instruction as well as any remedial training with unqualified APEX Load Directors.

9.2.2. Draft and maintain unit training plans for hands-on-training.

9.2.3. Complete the same formal, practical and refresher training as Load Director personnel.

## Chapter 10

### UNIT APEX LOAD DIRECTORS

#### 10.1. Unit APEX Load Directors Requirements.

10.1.1. Maintain accountability for all on/offload operations IAW technical orders, AMC instructions and other applicable guidance.

10.1.2. Possess AFSC 2T251 skill level or civilian equivalent.

10.1.3. Possess 6 months of qualification time as an aircraft load team chief.

10.1.4. Possess hazardous materials handler qualification or higher, IAW AFMAN 24-204.

10.1.5. Complete all WBT courses as prescribed in AMCI 24-6051V5.

10.1.6. Complete USAF EC formal two-week classroom training on respective aircraft.

10.1.7. Complete respective aircraft formal third week “Hands-on” training.

10.1.8. Successfully complete initial and recurring practical loading evaluation conducted by unit STAN/EVAL personnel, for each aircraft. Evaluations will be conducted based on AMC Form 34, items coded “LD”.

10.1.8.1. Accomplish practical loading evaluations NLT 60 calendar days following completion of all formal training requirements. Trainees not evaluated within 60 calendar days of formal training require an extension granted from HQ AMC/A4TC. Extensions will require full justification and commander validation outlining reasons the initial evaluation was not completed within the prescribed time frame. Those personnel who receive extension approval but do not accomplish the evaluation within 90 calendar days of formal training may be considered for withdrawal from the APEX program (T-2).

10.1.8.2. Individuals that fail the initial evaluation will receive remedial training in the deficient area. Remedial training and supervision will be conducted by unit instructors immediately following evaluation failure. Individuals may perform APEX loading under supervision of the instructor or unit STAN/EVAL during remedial period. Upon completion of remedial training, the individual will receive a second evaluation focused on the deficient areas.

10.1.8.3. In the event of a second failure, the Program Manager will determine the appropriate course of action.

10.1.9. Load Directors must successfully complete a web-based course exam and practical evaluation annually. Evaluations must occur between the 10th and 14th month following the last successful evaluation. **Note:** Load Directors are subject to no-notice evaluations, or task specific evaluations by the Primary or Alternate Unit STAN/EVAL. The no-notice evaluation will not replace the requirement for an annual evaluation. Avoid administering no-notice evaluations within the 10th and 14th month for the intended evaluation unless Unit Program Manager directed (T-2).

10.1.10. Successfully complete three aircraft loads per quarter, to maintain currency. Loads validated for currency will consist of two or more pallets and/or rolling stock and require a full pre-flight check of the aircraft. Offloads will count for currency when two or more pallets and

or rolling stock are offloaded and the offload requires a full pre-inspection of the cargo compartment. Currency must be maintained to retain certification. **Note:** No more than one offload per quarter will be counted towards currency requirements.

10.1.10.1. Successfully complete a unit STAN/EVAL supervised on-load immediately following the quarter in which currency requirements are not met. Annotate results on the AMC Form 34.

10.1.10.2. Annotate on AMC Form 346 upon completion of the on/offload. **Note:** Once a Load Director becomes non-current for any period not to exceed 24 months, Program Manager and unit STAN/EVAL will determine the appropriate course of action to bring member back to APEX Load Director qualified status. Once a Load Director is 24 months to 36 months non-current, the Squadron Commander in coordination with the Program Manager will determine appropriate action to bring member back to APEX Load Director qualified status. Once a member has been non-current for longer than 36 months, the member must be completely retrained.

## 10.2. Unit APEX Load Director Duties.

10.2.1. Read and acknowledge new FCIF's and FCB's prior to any loading activities, the link is located in paragraph [8.3.3](#).

10.2.2. Coordinate with Air Terminal Operations Center (ATOC) and Maintenance to ensure aircraft has power and correct Aircraft configuration. Inspect aircraft cargo compartment and preflight rail system IAW the applicable aircraft checklist. Report any discrepancies to the maintenance crew chief for entry on AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data Calendar Inspection and Delayed Discrepancy Document*.

10.2.3. Check calculated aircraft limitations and aircraft weight and balance computations. Inform/coordinate load adjustments with ATOC/Load Planning, annotate corrections on manual/Integrated Computerized Deployment System (ICODES) load plan and sign as "Loaded By (*signature*)". Do not load aircraft until the Allowable Cabin Load (ACL) is verified.

10.2.4. Notify ATOC when load complications prohibit aircraft loading as planned.

10.2.5. Temporary duty (TDY) assignment and deployments may be authorized to perform APEX operations with prior coordination. This coordination will include member's unit of assignment, the TDY/deployed unit and HQ AMC/A4TC. Hand-carry a copy of the APEX folder to the TDY station. Refer to [Chapter 14](#).

10.2.6. Use an APEX Loadmaster briefing worksheet as needed and submit to ATOC for aircrew briefing package.

10.2.7. Maintain positive control of all loading personnel in the aircraft vicinity while supervising the on/offload operations.

10.2.8. Provide loading capabilities for C-5 or C-17 aircraft in any configuration and type of cargo. The following will not be APEX loaded: Missions which will be rigged for air drop and PNAF designated missions.



10.2.9. Maintain effective communication with maintenance and load team during on/offload operations. This may also require an effective land mobile radio network and/or aircraft interphone capability.

10.2.10. Coordinate with ATOC to ensure a qualified individual is available to connect cargo that may require venting to the aircraft overboard venting system.

10.2.11. Delay loading of classified material and/or registered mail until the mission Loadmaster is available to accept custody, “unless DOD constant surveillance can be provided until crew show time.”

10.2.12. Ensure that perishable cargo is not loaded if a risk of destruction due to re-icing or refrigeration limitations exists. Relevant re-icing criteria will be factored into all loading decisions by APEX Load Directors and ATOC.

10.2.13. Perform stabilizer strut operating procedures along with operating the door and ramp as required for the purpose of on/offloading C-17 aircraft.

10.2.14. Ensure aircraft is loaded utilizing the actual operating weight and moment when available. **Note:** Actual or standardized operating weights and moments may be utilized to calculate Zero Fuel Weight Center of Balance.

10.2.15. **Note:** Load Directors have overall control until relieved by the outbound Loadmaster(s). A coordination briefing is required prior to the Loadmaster assuming overall control.

10.2.16. **Note:** Load Directors will not perform simultaneous duties to include load team chief or load team member responsibilities during APEX operations.

**10.3. Checklists.** Checklists are a pivotal instrument for safety and training which will require continual review by unit STAN/EVAL personnel. Two loading checklists exist, appended and expanded; both are applicable to all ground loading operations. During daily operations APEX personnel will use, as a minimum, the abbreviated checklists AMCI 24-6051V11CL-1, or CL- 2, (for C-17, C-5, respectively) to ensure required APEX loading actions are accomplished. These checklists are derived from applicable -1 and -9 Technical Orders. When conflicts occur between checklists and the aircraft technical orders, the technical orders always take precedence. See AMCI 24-6051, V11, CL-1, *C-17 APEX Load Directors Checklist* and AMCI 24-6051, V11, CL-2, *C-5 APEX Load Directors Checklist*.

## Chapter 11

### AIR TERMINAL OPERATIONS CENTER (ATOC)

#### 11.1. ATOC Responsibilities. ATOC will:

11.1.1. Coordinate with local command and control, ramp services and maintenance controllers to establish aircraft on/offload times.

11.1.2. Ensure all APEX on/offloading is completed NLT the original Schedule of Events (SOE) load times.

11.1.3. ATOC duty officers/controllers will ensure that loading is not directed until aircraft are cleared or released by maintenance. Coordinate with maintenance personnel prior to loading any aircraft that is not fully mission capable and provide aircraft configuration requirements for upload.

11.1.4. If utilized, provide the APEX Loadmaster briefing worksheet to the primary mission Loadmaster and obtain the required signatures. Any concerns will be addressed on the spot between an on-duty APEX Load Director, the aircrew, APEX Program Manager or Aerial Port management.

11.1.5. ATOC will coordinate with the primary mission Loadmaster via inbound call to request APEX loading operations on quick turn missions for station APEX Load Director currency requirements.

11.1.6. APEX loading is based on mission requirements and Aerial Port workload factors, not aircrew preference.

## Chapter 12

### AIRCRAFT MAINTENANCE

#### **12.1. Aircraft Maintenance Responsibilities.** Maintenance will:

12.1.1. Support at designated bases and locations where APEX operations will be performed is critical to the success of the program.

12.1.2. Release aircraft for loading to ATOC. An aircraft released for on/offloading indicates that no maintenance work to the aircraft is planned or presently underway that will hamper loading operations.

12.1.3. Ensure aircraft configuration meets ATOC requirements prior to release for loading.

12.1.4. Apply and maintain power to the aircraft by Ground Power Unit (GPU) or Aircraft Power Unit (APU).

12.1.5. Operate aircraft systems as required and monitor safety.

12.1.6. Maintain communication capability with Load Director during loading operations.

12.1.7. Supervise all evacuation operations in the event of an aircraft systems or petroleum, oil, and lubricants (POL)-related ground emergency. The aircraft maintainer and/or Load Director will stop all loading operations when an unsafe condition exists.

## Chapter 13

### LOADMASTERS

#### **13.1. Loadmaster Responsibilities.** Loadmasters will:

13.1.1. Accept a load based on applicable -9 Technical Orders, not personal preference.

13.1.2. Compute the DD Form 365-4, *Weight and Balance Clearance Form F—Transport/Tactical*, also referred to as the —Form F.

13.1.3. When utilized, the APEX Loadmaster briefing worksheet will be provided to the Loadmaster at crew show. The optional form will be completed and signed by the primary Load Director when used.

13.1.4. On quick turn missions, Loadmasters are responsible for on/offloading their own aircraft, unless pre-coordinated with ATOC on inbound call.

13.1.5. When aircrew training or evaluations are required, ATOC will be informed on inbound call that APEX is not necessary.

## Chapter 14

### DEPLOYED APEX PROGRAM MANAGEMENT

#### 14.1. Deployment Requirements.

14.1.1. HQ AMC/A4TC will coordinate with the deployed site leadership on the number of APEX certified personnel required to successfully accomplish a deployed APEX program.

14.1.2. HQ AMC/A4OL will ensure the correct information is included in the line remarks to support deployed APEX locations.

14.1.3. Aerial Port personnel selected to perform deployed APEX Load Director duties must meet all currency requirements prior to their departure and ensure currency for the duration of deployment.

14.1.4. Deployed APEX Load Directors will hand carry AMC Form 346, a copy of AMC Form 34, APEX checklists and all appropriate safety gear to carry out their APEX responsibilities.

14.1.4.1. All paperwork given to APEX Program Managers at deployed locations should be kept on file for the duration of the individual's deployment.

14.1.5. Deployed Load Directors will possess the capability to load aircraft at their new location after sufficient flight line orientation actions are completed.

14.1.6. This is an AMC specific program; the determination of future deployment policies and locations related to APEX personnel will be determined by HQ AMC/A4T. **Note:** Deployed APEX Program Managers will notify deployed Load Directors of any APEX messages or FCIFs/FCBs updates. In the event an evaluation is required and no STAN/EVAL personnel are available, coordinate with HQ AMC/A4TC APEX Program Manager for waiver authority or if required an evaluation from HQ AMC/A3V (T-2).

RICHARD W. GIBBS, Brigadier General, USAF  
Director of Logistics, Engineering and Force  
Protection

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-364, *Records Disposition—Procedures and Responsibilities*, 22 December 2006

AFI 36-2651, *Air Force Training Program*, 02 January 2019

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, 13 July 2017

AMCI 24-6051, Volume 5, *Air Transportation Standardization and Resources*, 25 January 2019

AMCI 24-6051, Volume 9, *Air Terminal Operations Center & Load Planning*, 31 January 2019

AMCI 24-6051, Volume 11, *Cargo and Mail Policy*, 04 February 2019

AMCI 24-6051, Volume 11, CL-1, *C-17 APEX Load Directors Checklist*, 05 April 2019

AMCI 24-6051, Volume 11, CL-2, *C-5 APEX Load Directors Checklist*, 05 April 2019

TO 1C-5A-9, *Loading Instructions Manual*

TO 1C-5A-9-2, *Supplemental Loading Instructions Manual*

TO 1C-5A-9CL-1, *Loadmaster's Checklist On or Offloading Procedures*

TO 1C-17A-9, *Loading Instructions Manual*

TO 1C-5A-1, *Flight Manual*

TO 1C-17A-1, *Flight Manual*

TO 1C-17A-1CL-2, *Loadmaster's Checklist On or Off Procedures*

TO 1C-5A-1CL-4, *Loadmaster's Flight Crew Checklist*

***Prescribed Forms***

AMC Form 34, *APEX Load Director Evaluation*

AMC Form 346, *APEX Quarterly Currency Log*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 4080, *Load/Sequence Breakdown Worksheet*

DD Form 365-4, *Weight and Balance Clearance Form F –Transport/Tactical*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO Form 781A, *Maintenance Discrepancy and Work Document*

AFTO Form 781K, *Aerospace Vehicle Inspection, Engine Data Calendar Inspection and Delayed Discrepancy Document*

*Abbreviations and Acronyms*

**ACL**—Allowable Cabin Load

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**AMCI**—Air Mobility Command Instruction

**ANG**—Air National Guard

**APEX**—Aerial Port Expeditor

**APU**—Aircraft Power Unit

**ATOC**—Air Terminal Operations Center

**CGO**—Company Grade Officer

**DCO**—Defense Connect Online

**FCB**—Flight Crew Bulletins

**FCIF**—Fight Crew Information Files

**GPU**—Ground Power Unit

**HQ AMC/A3V**—Headquarters Air Mobility Command Aircrew Standardization Evaluation Division

**HQ AMC/A4T**—Headquarters Air Mobility Command Air Transportation Division

**HQ AMC/A4TC**—Headquarters Air Mobility Command Cargo and Traffic Management Policy Branch

**HQ AMC/A4TS**—Headquarters Air Mobility Command Standardization and Resources Branch

**HQ AMC/A4M**—Headquarters Air Mobility Command Directorate of Logistics Maintenance Division

**IAW**—In Accordance With

**ICODES**—Integrated Computerized Deployment System

**MICT**—Management Internal Control Toolset

**MTT**—Mobile Training Team

**NLT**—Not Later Than

**OGV**—Ops Group Flight Examiner

**OPR**—Office of Primary Responsibility

**PD**—Position Description

## Attachment 2

## PERSONNEL PROGRESSION

Figure A2.1. Personnel Progression Chart.

