

## APPENDIX B

### UNIT AIRLIFT AFFILIATION, LOAD PLANNER CERTIFICATION

#### A. AIR MOBILITY COMMAND (AMC) AFFILIATED CONTINGENCY LOAD PLANNING PROGRAM

(Program references: Air Mobility Command Instruction 10-202 Volume 4, Expeditionary Air Mobility Support Operations, AMC Affiliated Contingency Load Planning Workbook 36-101, Volume 1, Equipment Preparation Course, and AMC Affiliated Contingency Load Planning Workbook 36-101, Volume 2, Airlift Planners Course.)

1. For the purpose of this regulation, affiliation is defined as the relationship between an Air Mobility Control Unit (AMCU) and the aligned affiliated unit. This relationship provides the avenue necessary for unit level coordination between Headquarters (HQ) AMC and the airlift user. Air National Guard (ANG) and Air Force Reserve Command (AFRC) units are primarily responsible for their own affiliates training. The objectives of the program are:
  - a. To establish a relationship between airlift managers and the using agencies to optimize airlift planning, utilization and mission capabilities.
  - b. To provide a joint training program to enhance planning and executing, ensuring rapid and efficient movement by air.
  - c. To reduce user reliance on AMC mission support.
  - d. To provide an Affiliated Contingency Load Planning (ACLP) team for AMC aligned units to assist in rapid global mobility requirements.
2. The HQ AMC/A3MM Affiliation Manager is responsible for overall management of the Affiliation Certification Program. Each AMCU is responsible for executing the affiliation program with their HQ AMC/A3MM assigned affiliates. Each DOD Service will ensure that an affiliation certification/training manager or validator is appointed at the major command or equivalent level. Affiliation program managers are responsible for:
  - (1) Identify, to HQ AMC/A3MM, units who require load planner certification.
  - (2) Identify, to HQ AMC/A3MM, Points of Contact (POC) for affiliated units.
  - (3) Attend the AMC ACLP Program conference.

**NOTE:** AMCU also includes Contingency Response Wings (CRW) and Airlift Control Flights (ALCF), unless otherwise stated. All references to AMCU apply equally to both Air National Guard (ANG) and United States Air Force Reserve (USAFR) ALCFs.
3. All DOD units desiring to become affiliated will send their initial requests for affiliate alignment to HQ AMC/A3MM. Once validated and approved, HQ AMC/A3MM will identify an AMCU to be affiliated with the requesting unit. For AFRC and ANG units, AMC's recommendation for affiliation will be sent to their respective HQ for final determination.
4. Each affiliated unit will be assigned an affiliation category. Affiliation categories consist of Types I through VII. Types I, II, III and IV align Contingency Response Wings (CRWs) with active duty units. Type V units can be active duty or ANG and USAFR Component units. Types VI and VII designate USAFR and ANG units. The affiliate type controls the amount and frequency of training the user unit may receive to maintain its deployment capability IAW HQ AMC requirements. The affiliate type does not relate to the units Joint Chiefs of Staff or mission priority. Class quotas for each type and prerequisites for each course of training ("Phase I, Equipment Preparation Course," and "Phase II Certification, Airlift Planners Course") are

discussed in Paragraph [B.2.a.](#) and [b.](#) below. If units desire static load training, they must coordinate the request with their affiliated AMCU. They must also submit a request for aircraft at a Joint Airborne/Air Transportability Training (JA/ATT) planning conference 60 days in advance of the actual date desired. Static load training should be held in conjunction with equipment preparation training or planned unit/base mobility exercises. Class frequencies for each affiliation type are conducted as follows:

- a. Type I-Training is authorized five times per Fiscal Year (FY).
- b. Type II-Training is authorized two times per FY.
- c. Type III-Training is authorized once per FY.
- d. Type IV-Training is authorized only when the affiliated unit is scheduled to participate in known operations.
- e. Type V-This category applies to units affiliated with HQ AMC and to units that have a classroom training requirement and a wartime tasking and are not entitled to an aligned unit relationship.
- f. Type VI-Training is authorized once per FY.
- g. Type VII-Training is authorized only when the affiliated unit is scheduled to participate in known operations.

**NOTE:** “Just in Time” or special training needs for all type ratings will be considered on a case by case basis and are subject to AMCU instructor availability. Requests will be coordinated through HQ AMC/A3MM for approval/disapproval.

5. AMCUs will conduct command and staff orientation visits to affiliated units when the initial affiliation occurs. They will take place as soon as possible after initial notification, but in no case will visits occur later than six months after affiliation, and always before the first scheduled training. Air Mobility Liaison Officers (AMLOs) should participate in these activities to the maximum extent possible.
  - a. Orientation briefing should be attended by user unit Commanders (CDRs); logistics personnel; mobility officers and noncommissioned officers, Arrival/Departure/Airfield Control Groups (A/DACG), embarkation personnel, or United States Air Force Deployment Control Center (DCC) personnel. The briefing should provide an overview of AMC's organization, capabilities and limitations, deployment procedures, and the importance of the Equipment Preparation and Airlift Planners' Course. It should focus on the units' mission, deployment requirements, the interface between its air mobility planners, and AMC mission support forces while discussing the roles and capabilities of each to include procedures for requesting ACLP assistance. The working relationship between the unit's deployment control unit (A/DACG, embarkation personnel, DCC) and the AMCU should be thoroughly described. AMCUs will discuss the specifics of ACLP training to include the type of training offered (EPC/APC), class request procedures, student authorization for training prerequisites, load planner currency tracking, staff assistance availability, and ACLP tasking procedures.
  - b. Exercise Quality Assessments. Each AMCU will provide assistance visits to their affiliated units during selected mobility or deployment exercises subject to instructor availability. During these visits, AMCU personnel will assist inspectors or participants at the affiliated unit CDR's discretion. Affiliation instructors determine if load plans are correct, note discrepancies, and assess equipment marshalling, preparation, and documentation procedures. On-the-spot instruction or correction may be provided at the discretion of the affiliated unit

CDR. Affiliation instructors will identify unsafe conditions or actions and intervene where necessary to prevent personal injury or damage to equipment. An “after-action” report will be written and provided to the supported unit CDR, the AMCU CDR, and to HQ AMC/A3MM within three duty days after trip completion.

## **B. AMC AFFILIATED CONTINGENCY LOAD PLANNING TRAINING AND CERTIFICATION**

1. **Affiliated Training Program.** The affiliated unit POC is the focal point between the AMCU and the unit receiving the training and certification. The POC must ensure students have a valid need for the load planner training and certification. Also, the POC retains overall responsibility for coordinating unit training regardless of who is assigned the task of procuring facilities and equipment. (HQ AMC/A3MM Telephone: Commercial (618) 229-3393, DSN 779-3393)
2. **Initial Training.** Classroom instruction provides the central focus for the AMC Affiliated Contingency Load Planning program and provides an informal working level forum for the exchange of information. Training is provided at the airlift user’s facility and must meet AMCU standards for an effective classroom environment. One course taught in two phases provides the student with necessary knowledge to safely and efficiently plan unit airlift requirements.
  - a. **Phase I (Equipment Preparation Course).** Phase I is a two day (16 hours) course covering equipment preparation, weighing and marking procedures, basic center of balance calculations, and aircraft and flight line safety. This training is designed for unit personnel that will participate in deployment equipment preparation and is a prerequisite for continuing to Phase II. The goal is to train unit personnel to prepare, load, and tie down unit equipment on air mobility aircraft. All class members will be expected to participate in the total preparation and loading exercise.
    - (1) The course is presented during one day of academic instruction and one day of hands-on equipment preparation exercise using AMC Affiliated Contingency Load Planning Workbook 36-101 Volume I, the standard AMC syllabus, and visual aids package. Phase I completion awards a training certificate that qualifies the student to prepare unit cargo for air shipment.
    - (2) Although not absolutely necessary, units are encouraged to schedule a static load aircraft with Phase I training. The practical experience gained in preparing, marshalling, and loading equipment on an actual aircraft does much to reinforce the information presented in the classroom.
    - (3) Class size is regulated to provide an effective student to instructor ratio. The minimum class size for Phase I is 10 and will not exceed 50 students.
  - b. **Phase II, (Airlift Planners Course).** Phase II is a six day (48 hours) course with instruction in aircraft characteristics, load planning, and manifest documentation requirements. This training is designed to educate unit movement officers and supervisory personnel (E-5 or above) in airlift planning and execution of joint combat airlift operations. Individuals not fitting within the rank structure may be admitted by submitting written verification from their CDR indicating they are active participants in the load-planning phase of airlift operations. Personnel attending this course must have a minimum retainability in the logistics duty position of one year. They must be totally committed to training and certification and not assigned additional duties or appointments that would cause absence from class or distract from the learning environment.
    - (1) The course is six days of academic instruction using AMC Affiliated Contingency Load Planning Workbook 36-101 Volume II, the standard AMC syllabus, and visual aids

packages. Upon successful course completion, personnel will receive certification via AMC Form 9 and AF Form 1256. Graduates of Phase II will be certified as an aircraft load planner with certification valid for 24 month. The AMC Form 9 ([Figure B-1](#)) and/or AF Form 1256 ([Figure B-2](#)) will serve as the qualification source document.

- c. Class size is regulated to provide an effective student to instructor ratio. The minimum class size for Phase II is 10 and will not exceed 25 students.
  - d. If the training objectives cannot be met, AMCU affiliation instructors may cancel training. However, they must first consult the theater airlift liaison officer or AMC Liaison Officer and/or the installation office of primary responsibility for affiliation program management. HQ AMC/A3MM is the final approval authority for cancellation.
  - e. Classes with less than 10 students, unsuitable training environment, insufficient equipment to support training needs, or delays in training that preclude efficient use of remaining training time all constitute justification for cancellation. This will preclude issuance of training completion certificates. Students attending classes, canceled prior to completion, must be rescheduled to attend another class in its entirety.
3. Individuals may recertify 18 to 24 months after the initial/latest certification. Recertification training should be conducted in conjunction with a regularly scheduled affiliation training class. Affiliation managers will ensure recertification training includes aircraft overview, open book examination and aircraft load plan. The review is normally conducted concurrently with Phase I training to afford students the opportunity to attend Phase II (if required). Upon completion, students will be issued a new AMC Form 9, which will be valid for 24 months. Students who do not successfully complete this training will be decertified and must attend an initial course.
  4. Service Schools. All policies that apply to affiliation certification also apply to Service schools. As authorized and directed by HQ AMC/A3MM, the following Service schools are authorized and accredited through HQ AMC/A3MM to certify aircraft load planners:
    - a. Expeditionary Warfare Training Group Pacific, San Diego, CA.
    - b. US Army's Transportation School's, Air Deployment Planning Course, Ft. Eustis, VA.
    - c. 82d Airborne Division, Air Movement Operations School, Ft. Bragg, NC.
    - d. 101st Airborne Division (Air Assault), Strategic Deployment School, Ft. Campbell, KY.

AMC AIRLIFT LOAD PLAN CERTIFICATION	
NAME <i>(Last, First, MI)</i>	ORGANIZATION
NAME OF CERTIFIER <i>(Last, First, MI)</i>	ORGANIZATION OF CERTIFIER
SIGNATURE	DATE
EXPIRATION DATE	LOCAL CONTROL NUMBER
REMARKS	

AMC FORM 9, MAR 93

Figure B-1. AMC Airlift Load Plan Certification

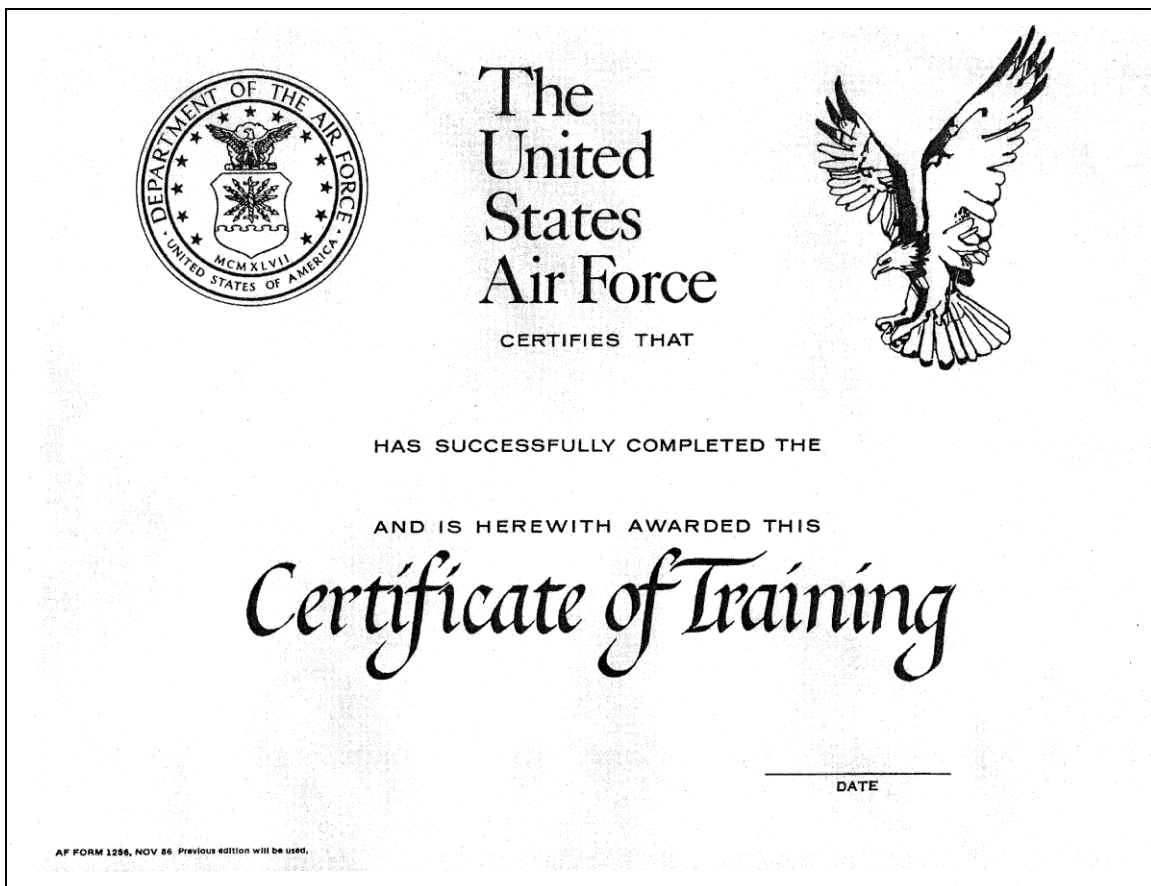


Figure B-2. Certificate of Training

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