

APPENDIX L

ARRIVAL/DEPARTURE AIRFIELD CONTROL GROUP (A/DACG) CHECKLIST

A. A/DACG COMMANDER OR OFFICER IN CHARGE

1. Brief all personnel engaged in A/DACG operations.
2. Establish required communications.
3. Obtain parking and flow plan from the mobility force.
4. Coordinate Materials Handling Equipment (MHE) with the mobility force.
5. Ensure sufficient loading team personnel and pusher vehicles are available to accomplish the mission.

B. A/DACG OFFICER

1. Coordinate with the mobility force to ensure personnel, cargo, and equipment are escorted to the correct aircraft or holding area/release point.
2. Inform liaison officers of changes to the movement schedule.
3. Brief deploying/arriving units on the vehicle flow plan.
4. Maintain status of arrival, departure, and loading of chawks.
5. Obtain airfield diagrams for guides to direct arriving and deploying personnel and equipment.
6. Ensure communications are operational between all elements of the A/DACG.
7. Ensure support equipment, wreckers, petroleum, oil, and lubricants, food service, lighting, first aid materials, weighing devices, and maintenance teams are available.
8. Determine and coordinate crash, fire, and rescue protection requirements.
9. Coordinate movement of the deploying unit's aircraft mission loads (chawks) through the areas of activities.

C. ALERT HOLDING AREA OFFICER

1. Coordinate MHE use with the A/DACG and mobility force.
2. Coordinate with unit liaison officers.
3. Coordinate with the call forward area officer.
4. Keep A/DACG informed of problems that may affect the movement schedule.

5. Collect shoring and floor protection materials from arriving units (only if deploying units were instructed to dispose of shoring materials at arrival airfield).
6. Return all non-deployed unit or A/DACG controlled Air Force equipment (463L pallets, nets, and tie-down devices) to the mobility force. Collected shoring may be retained for redeployment.

D. CALL FORWARD AREA OFFICER

1. Receive instructions from the A/DACG.
2. Inspect all loads upon receipt from alert holding area and ensure they are Joint Inspection (JI)-ready.
3. Inspect passenger and cargo manifests and make corrections.
4. Participate in the JI.
5. Inform the A/DACG of problems affecting movement schedule.
6. Coordinate MHE with the A/DACG.
7. Check and collect manifests and deliver to the A/DACG.
8. Escort personnel and equipment from aborted aircraft to alternate aircraft or temporary holding area.
9. Keep the A/DACG informed of problems that would affect the movement schedule.

E. UNIT OR A/DACG ADMINISTRATION OFFICER

1. Assist in preparation of or changes to passenger and cargo manifests.
2. Act as safety representative for units involved in movement operations--ensure all units are briefed.
3. Ensure all incidents and accidents are investigated and reports prepared.

F. LOGISTICS OFFICER

1. Ensure logistics requirements for the A/DACG are consolidated and submitted IAW unit procedures.
2. Assist deploying units with any logistics requirements they may have.

G. STATISTICS OFFICER

1. Compile pertinent data required by the A/DACG.
2. Coordinate with the mobility force on reports required by higher headquarters.