

APPENDIX S

CALL-FORWARD AREA

A. GENERAL

The Arrival/Departure Airfield Control Group (A/DACG) and the mobility force control the call-forward area. In this area, the Joint Inspection (JI) is conducted, a final briefing is provided to the deploying troops, and manifests are reviewed for accuracy. Specific responsibilities in the call-forward area are as follows.

B. DEPLOYING UNIT

The deploying unit will:

1. Correct all discrepancies found by the A/DACG or mobility force.
2. Adhere to the established movement timetables.
3. Ensure the complete chalk is available.
4. Participate in the JI.
5. Provide the final manifest to A/DACG/mobility group and electronically transmit to the IGC and downline stations IAW this Regulation, Chapter 302, Table 302-2, Timeliness Evaluation Criteria.

C. A/DACG

The A/DACG will:

1. Perform the JI of aircraft mission loads and manifests with the deploying unit and mobility force.
2. Ensure passenger and cargo manifests are correct.
3. Escort prepared aircraft loads forward to the ready line segregated by load.
4. In the event of an airlift abort or discrepancies in the allowable cabin load, reassemble aircraft loads with the assistance of the mobility force and make required manifest changes.
5. Ensure the deploying unit corrects JI discrepancies.
6. Maintain statistical data to account for the current status of all vehicles, equipment, supplies, and personnel in aircraft loads.
7. Ensure the deploying unit adheres to the established movement timetables.
8. Provide loading team personnel and support equipment.
9. Ensure all personnel are briefed on flight line safety, to include driving procedures, smoking rules, hand signals, and any local special precautions.
10. Retain a copy of corrected passenger and cargo manifests and inspection records.
11. Provide a liaison individual to the mobility force (normally the Air Terminal Operations Center).
12. Provide fueling, defueling, and emergency maintenance capabilities for deploying unit equipment.
13. Establish and operate a passenger-holding area.
14. Escort passengers to the aircraft.

D. MOBILITY FORCE

The mobility force will:

1. Coordinate all airflow information and aircraft configuration changes with the A/DACG.
2. Perform a visual check of cargo and, if necessary, make minor adjustments prior to placing cargo on materials handling equipment.
3. Brief drivers and passengers on flight line safety, driving procedures, smoking rules, and special precautions (e.g., engine running onload/offload procedures).
4. Provide a team chief for each loading team.
5. Notify the A/DACG to dispatch loads to the ready line.
6. Accept loads at the ready line and load the aircraft.
7. Ensure deploying units comply with foreign and United States customs, agricultural, and immigration procedures.
8. Ensure electronic manifests are prepared and forwarded to IGC and downline stations IAW this Regulation, Chapter 302, Table 302-2, Timeliness Evaluation Criteria.