Fort Bragg, North Carolina
Directorate of Logistics
Arial Departure Arrival Command Group (A/DACG)
Standard Operating Procedures

24 April 2006

1. REFERENCES:

XVIII ABN CORPS RSOP
DOD 4500.9R DTR PART III
TM 38-250
82D ABN DIV RSOP
TO 1C-C5-9
TO 1C-17A-9
TO 1C-130A9
TB 55-46-1
FM 4-01.011
TO 35D 33-2-2-2: 463L AIR HCU-6/E HCU-12/E
TO 13C2-1-1
TO 35D33-2-3-1: HCU -7/E, I, SIDE HCU – 15/C, II,
TOP HCU-11/C, III, SIDE HCU-16/C, IV, TOP

2.   PURPOSE

The purpose of this SOP is to define the procedures and the responsibilities of the A/DACG ITT Personnel and Units arriving and departing the Strom Thurmond Strategic Deployment Facility during Contingency Missions, daily operations and Emergency Deployment Readiness Exercises (EDREs).

3.   SCOPE

Process paratroopers/passengers, vehicles, cargo pallets and airdrop rigged heavy equipment for all XVIII Airborne Corps units (Division and Non-Divisional), Special Operations Command and other service components departing or arriving Fort Bragg by air. In addition, if no Air Terminal Movement Control Team (ATMCT) is assigned to Green Ramp, report all XVIII Airborne Corps directed off-post deployments to the Installation Mobility Control Center (MCC).

4   RESPONSIBILITIES.

A/DACG operates with the following processes:

1.   Coordinate with the GLO for load times and aircraft parking plans. In addition, provide deploying units with a "Show Time" for passengers (PAX) and equipment at A/DACG.

2. Notify the GLO and supporting APS when the units arrive and when A/DACG operations time has been interrupted.

3. Ensure the availability of scales operations; provide Material Handling Equipment (MHE)/Forklift and Truck Support as needed while processing equipment at the Deployment Facility.

4. Complete a pre-JI (Joint Inspection) of a complete chalk in the Alert Holding Area, weigh all equipment, mark required center of balance, stage in Call Forward Area, and coordinate with supporting APS for JI.

5. Verify actual weight and center of balance for all equipment and cargo for final load planning.

6. Review and provide assistance with unit prepared load plan's, SDDGs and personnel manifests for accuracy and signature of preparer (Units must provide 5 copies of the load plan, three copies of the passenger manifest, and 4 copies of the SDDG.)

7. Provide technical assistance in the preparation of Passenger Manifests, Load Plans, and SDDG'S. (All requests for assistance should be coordinated by the unit prior to deployment).

8. Provide assistance during Joint Inspection with personnel from the supporting Aerial Port Squadron (APS), and Deploying unit.

9. Stage and provide assistance to all passengers in the passenger shed(s).

10. Function as point of contact between the deploying/arriving unit and supporting APS.

11. ALWAYS PROVIDE COURTEOUS CUSTOMER SERVICE.

DEPLOYING/REDEPLOYING UNITS WILL:

1. Appoint an Air Movement Operations (AMO) Officer/NCO. AMO must be familiar with this SOP and XVIII Airborne Corps and Fort Bragg Reg. 59-1. AMO must be a graduate of the Fort Bragg Air Movement Operations (AMO) Course and be certified/re-certified on the new Shipper's Declaration of Dangerous Goods (SDDG).

2. Designate a unit air Officer/NCO prior to the commencement of any air movement operation.

   a. The Unit Air Officer will attend the GLO brief the week prior to deployment/ redeployment. This meeting is scheduled on Wednesday, 1300 hours in the Air Crew Briefing Room (next to Command Post) building 900. The unit Air Officer will provide copies of mission pre-load plan to the A/DACG, GLO and Air Force representatives. This includes Containerized Delivery Systems (CDSs), wedges, door bundles and all other cargo to be airlifted. If transporting Ammunition, the unit must also provide the Net Explosive Weight (NEW) by Hazard Class and Division and a copy of the Diplomatic Clearance (DIP Request). The purpose of the briefing is to review procedures, delineate responsibility, and set up times for processing loads through the

A/DACG facility. Cargo/equipment processing (Scale Time) is 12 hours prior to load time for all Airland missions and 7 hours prior to load time for all Airdrop missions.

b. The unit air will coordinate with ADACG and supporting Aerial Port Squadron APS and provide all special equipment or training required for a mission.

c. During Emergency Deployment Readiness Exercises (EDRE) and Real World Missions, AMO Representatives must have pre-load plan copies available NLT N+2. The unit air must be available at the A/DACG to verify chalks and loads by bumper number at N+2 to ensure that the brief for N+5 is 100% complete. This is essential to ensure an accurate N + 5 brief and a successful deployment. At the N+5 briefing, it is essential all proper personnel be in attendance. The following personnel are required to attend the N+5 briefing: A/DACG Shift Leader, 3d APS, Air Force Maintenance, Air Mission commander, Ground Liaison Officer, Corps G3 air, deploying unit, and AMO reps. ****** **Reduced or enlarged copies of load plans will not be accepted for air movement operations.**

d. The AMO and unit air must arrive at the A/DACG **one hour** prior to the arrival of the first chalk and must remain at the A/DACG for the entire duration of the air movement operation. The unit air will ensure the timely arrival of all personnel and equipment to the Alert Holding Area. **All equipment must be in chalk order!!**

e. The AMO is responsible for ensuring their unit has prepared all hazardous cargo for air movement. This includes preparing and certifying SDDG'S, IAW TM 38-250.

f. The AMO will ensure a list of personnel is signed by the unit commander specifying who is authorized to certify the SDDGs.

3. Ensure all equipment and vehicles are configured for air movement prior to arrival at the A/DACG. Guidance for unit equipment preparation is given in ANNEX B, FM 55-9 and FM 55-12.

4. Ensure all equipment and vehicles have a Military Shipping Label (MSL). MSLs are required for airland equipment and airdrops, and any cargo processing the Deployment Facility.

5. Units will coordinate with Unit Movements at 396-5510/0068 for 463L Pallet and cargo net issue requirements for air movement operations. During contingency operations, 463L Pallets/Nets are requested IAW Ft. Bragg Reg. 700-1. Requisitions for 463L Pallets, and Nets will be submitted in Memorandum form through the Chief, Movements Branch at Passenger Shed One, Building W-1335, Hurst Drive, Pope AFB upstairs from the Advanced Airborne School. Pallet/Net pick up is daily 0800-1500 at the ADACG 396-7904.

6. Provide Push-Pull teams, as required, to assist in loading/off loading pallets, heavy drop platforms, and CDS bundles. The unit air will coordinate with A/DACG at the GLO meeting for personnel show times. Individual units must equip their push-pull team personnel with reflective vest, gloves, earplugs, and be briefed by the unit air on their place of duty/rest area. The number of personnel and report times will be determined at the GLO brief or N+5 brief.

7. Ensure that the PAX shed, latrines, outside surrounding area, and staging areas remain clean and policed prior to departures and after arrivals. Deploying units will park all POV's in a designated area, and not around the A/DACG building, push-pull shed or next to the AMO School, located next to PAX shed # 1.

8. Ensure that only vehicle drivers, unit air, and required push-pull teams remain in the staging area during weighing and inspections.

9. Provide personnel and mechanics to correct deficiencies found during inspections or provide similar vehicle or equipment on a standby basis.

10. Maintain security of all Class 1 Explosives staged and processed at the A/DACG facility all the way through the process until the ammunition has moved across the red line and the unit is released of the responsibility from 3 APS.   Also maintain security for general cargo until final JI is complete, and chalk has been validated by supporting APS.

11. Be responsible for arranging all required support (push-pull team) in the event of mission that has been slipped or cancelled.

12. Provide all shoring and dunnage (3 pieces/pallet) and ensure all secondary loads are secured, no metal to metal contact between 463L pallet and equipment.

13. Submit one copy of the PAX manifest following final manifest call to the PAX Shed Coordinator. An additional six copies will be made by PAX Shed personnel.

14. Redeployments: Redeploying units will designate a rear detachment AMO as outlined in paragraph 5(B) (1) of this A/DACG SOP.

    a. The AMO will coordinate with the A/DACG for scheduled arrival time.

    b. The AMO will coordinate with A/DACG as to where units can pick up downloaded baggage.

    c. Palletized personal gear will be brought by MHE to the A/DACG facility and broken down.

    d. Floor loaded personal gear will normally be collected by the owner(s) prior to departing the aircraft.

    e. Rear detachment CDR is responsible for ensuring transportation has been coordinated to transport all arriving personnel, and baggage.

    f. An A/DACG cadre member and rear detachment CDR will meet the redeploying unit to ensure all requirements are being supported in a timely manner.

3rd Aerial Port Squadron will:

1. Provide technical assistance to deploying unit for preparing vehicles and equipment for loading.

2. Provide aircraft departure times to the A/DACG.

3. Coordinate movement of unit's aircraft loads through various control points of the outloading process.

4. Coordinate all changes that may be required to the aircraft configuration with the A/DACG.

5. With the A/DACG, conduct the joint inspection, check and ensure SDDG's and load plans are correct, and make sure all marks and labels are prepared correctly.

6. Provide inbound information to passenger representatives to brief troops for on-load; including engine running on-load/off-load (ERO).

7. Brief drivers and passengers on flight line safety, driving procedures, smoking rules, and special precautions.

8. Provide team chief for each loading team.

9. Provide passenger escort to the aircraft for Personnel Airdrop

10. Accept loads at ready line and load aircraft.

11. Perform as liaison with aircraft aircrew and A/DACG.

12. Coordinate with primary aircraft loadmaster for aircraft loading operations.

13. If required, provide and operate MHE and special loading equipment according to AR 59-105/AFR 76-7/OPNAVINST 4630.13D/MCO 4660.2 and agreements established during the joint planning conference.

14. Maintain communications with all elements involved in the air movement.

15. Provide the aircraft primary loadmaster with the required copies of the passenger and cargo manifest and retains a copy for the 3rd APS files.

16. Accomplish all required aircrew briefings.

5 PROCEDURES

A. EQUIPMENT PROCESSING

1 Day of departure, the AMO and/or unit air will be on hand at A/DACG one hour prior to arrival of first chalk. A/DACG personnel will meet arriving equipment and place in chalk order in the Alert Holding Area. If time allows, a pre-Joint Inspection using an ADACG Airlift Inspection Checklist will be conducted in the Alert Holding Area. (Note: Unit equipment arriving A/DACG should already be prepared for air movement utilizing

ANNEX A.) Once completed, a copy of the load plan will be taken to the A/DACG Transportation Specialist.

2   Once the pre-inspection is completed, the equipment will be weighed. Vehicles with axles are marked with a front axle weight, intermediate axle weight (if applicable) and a rear axle weight. Utilizing a weight and distance formula a center of balance is determined and marked on each vehicle. In addition, all dimensional data (Height, Width, and Length) will be verified. An equipment weight log will be kept and a copy passed to the AMO/unit air for preparation of the actual load plans. A pallet card will be filled out and affixed to any pallets.

3   Rolling Stock will be moved to the Call Forward Area after marking. When all equipment is staged in the Call Forward Area, and the Load Plan and SDDG's are complete, the Joint Inspection will be done with qualified inspectors from the supporting APS, A/DACG and AMO/unit air. Minor deficiencies will be corrected immediately.

4   Any cargo not air movement ready, due to major deficiencies will be placed in the Frustrated Cargo Area, located in the forward portion Multi Purpose (Pallet Yard), for correction of deficiencies.

5.   After joint inspection, equipment is considered to be on the Ready Line. It will remain there until called forward by the Air Force for aircraft loading. Equipment cannot be tampered with once placed on the ready line after JI and Validation by the Air Terminal Operations Center (ATOC). Drivers must remain with their vehicles or designated area until the vehicles are loaded on the aircraft.

6.   Coordination with the Air Force:
A unit is encouraged to seek A/DACG technical assistance well in advance of a unit movement. The A/DACG will coordinate with the Air Force and pass on any unit concerns they may have.

7.   Updated information: The A/DACG will maintain constant coordination with the GLO to ensure that the most current information concerning aircraft availability, parking spots, and passenger load times is available to the Airborne/Troop Commander.

B.   HEAVY DROP PLATFORMS, AND CONTAINER DELIVERY SYSTEM (CDS) MISSIONS:

1. As prime movers and trailers arrive from the Heavy Drop Rigging site, A/DACG personnel will position them in the Alert Holding Area, in chalk order.

2. Air Force personnel will position the K-loader behind the prime mover. An Army Rigger must be present before heavy drop platforms are pushed onto K-loader. The push-pull detail is utilized to push the loaded platform onto the K-loader.

3. The JAI of Heavy Drop Platforms is completed by the Air Force Loadmasters and Army riggers.

4. At load time, the push-pull detail will push the load onto the aircraft.

5. Unit AMO/Air will ensure that the prime movers, push/pull detail, and riggers remain on hand until drop confirmation in case of mission abort.

   a. In the event the mission or any part of it is aborted, offloading procedures are the reverse of the loading procedures less the weighing process.

   b. Deploying unit's that utilize the PAX shed must sign for the responsibility to use and keep all areas of the shed clean. Unit's who fail to keep the PAX shed clean will lose their privileges, and will not be allowed to use the PAX shed for future movements.

C PERSONNEL PROCESSING:

1. Troops will proceed under direction of their Airborne/Troop commander to the PAX shed, normally three hours before aircraft load time for Airborne Operations, and will enter only upon direction of the PAX shed Coordinator.

2. The Airborne/Troop Commander or their designated representative will report to the A/DACG four hours prior to load time to obtain passenger weights for Contingency/SAAM Airland missions and to load A and B bags onto K-loaders as applicable.

3. Upon arrival, the Airborne/Troop Commander will conduct an initial manifest roll call and give an anti-hacking briefing and oversee the collection of any unauthorized items. The PAX Shed Coordinator logs the arrival of each chalk and informs the airborne/troop commander, or their representative, the unit's point of contact concerning aircraft status. The PAX Shed Coordinator also informs the unit representative that unit personnel are not authorized to coordinate with Air Force, without first contacting the ADACG.

4. Ninety minutes prior to load time, the Airborne/Troop Commander will ensure final manifest call is conducted. All copies of the manifest are updated, with no more than 10% scratch outs (i.e. CI30 - 6 scratches; C17 - 12 scratches), and given to the PAX Shed Coordinator one hour prior to load time. The airborne/troop commander will be required to sign the manifest reflecting the manifest is correct and complete.

   a. Airborne/Troop Commanders will be asked to prevent troops from damaging PAX Shed furniture/equipment and to maintain a high state of police-up at all times.

   b. The PAX Shed Coordinator collects one correct copy of the manifest; two copies are given to the Supporting APS, one copy maintained at A/DACG and one copy is given to the DACO. Copies will be made by PAX shed personnel.

   c. When the aircraft is ready for baggage loading, the supporting APS will send escorts to the detail holding building or designated area to pick up aircraft loading detail. The supporting APS will escort PAX to the aircraft.

   d. Additional duties of the Airborne/Troop Commander can be found in ANNEX C.

e. The unit's Departure Airfield Control Officer (DACO), IAW the 82nd Airborne RSOP, must provide a PAX shed clean up detail. The PAX Shed Coordinator will release the DACO after a joint inspection of the PAX shed and surrounding area.

D. **CIVILIAN AIRCRAFT**

1 PAX with baggage arrive at A/DACG scales (Bldg W-1967) to be weighed five hours prior to aircraft departure time. Baggage is placed on pre-weighed K-loaders to be weighed and PAX are weighed as group on the scales.

2 Only authorized carry on baggage is one weapon (M-16 or smaller), and one small carry on bag that is no larger than 45 linear inches (L + W + H), (22 + 9 + 14); **all hand-carried items must fit under the aircraft seat or in overhead compartment, if items do not fit they will be loaded into the aircraft baggage compartment.**

a. Normal personnel processing procedures on page 7 of this SOP remain in effect.

b. Fifteen minutes prior to load time, the Troop Commander will ensure all bolts are **removed from weapons** and placed visibly in hand. Head count/bolt count will be conducted at aircraft prior to loading.

c. Units will supply baggage loading detail when required.

E. **463L PALLET AND NET REQUESTS**

1. 463L Pallets and Nets will be inspected and stored according to appropriate Technical Order before being issued to a customer and after turn-in from customer.

2. 463L Pallets and Nets will normally be issued during normal duty hours Monday – Friday 0730 to 1600. Memorandum requesting 463L Pallets/Nets , or verbal conformation from Ft Bragg Unit Moves will be required before issuing 463L Pallets/ Nets, and a DA Form 2062 will be completed. When a unit requires 463L Pallets and Nets for their immediate deployment, ADACG personnel will issue and document on a DA Form 2062.

3. ADACG personnel will prepare damaged 463L Pallets/Nets for turn-in, and coordinate with ADACG Supervisor and Government Representative for specific procedures.

F. EQUIPMENT PREPARATION

1 All equipment must be properly prepared and documented before it can be loaded on any aircraft. Listed below are some of the factors you must consider when preparing equipment for air shipment.

2 Cleaning. Before loading, all vehicles, pallets, and general cargo will be cleaned. This includes insects, dirt, oil, and grease.

3 Reduction of Vehicles and Equipment: see Annex E for specific aircraft information and limitations.

4 Secondary Loads/Filler Cargo. Cargo may be carried in the bed of vehicles within gross vehicle weight limitations according to each vehicles data plate.

5 Secure the cargo in the vehicle bed by restraining it to the vehicle body or chassis, or to the aircraft floor.

6 The restraint (tie-down) criteria for the secondary load is at least the same as for the vehicle itself, 3 G's forward, 1 ½ G's aft, etc.

7 The height of the vehicle with secondary cargo does not exceed 102 inches for the C-130, 103 inches for the C-141B, and 96 inches for the KC-10 aircraft, and 142 for the C-17. (See Annex E) for specific limitations.

8 Secondary Cargo Loading. Remove tarp and bows from vehicle, stow bows in cargo bed. Load secondary cargo and spread the vehicle tarp over the top of cargo, not just over side racks. Secure cargo with half-inch minimum diameter hemp rope (not nylon) or approved aircraft tiedown equipment. Run sections of rope fore and aft and side to side to outside vehicle tiedown points. Ensure rope secures cargo and is not held up by the side racks. The side racks do not provide adequate restraint. The weight of the vehicle plus any secondary cargo must be accurately determined. After securing secondary load in the vehicle's cargo bed, weigh the vehicle and compute the vehicle CB. Once weighed, do not add or remove cargo. If the load is changed in any way, it must be weighed again.

9 Palletized Cargo. Pallet weights must not exceed aircraft limitations. Pallet heights and shapes should conform to the type aircraft planned. (See Annex E).

10 Hazardous Materials. All hazardous materials offered for air shipment must be packaged and handled in strict compliance with AFJMAN 24-204, TM 38-250, MCO P4030.19F, NAVSUP PUB 505, DLAM 4145.3, *Preparing Hazardous Materials for Military Air Shipment*. Almost any item can be airlifted in support of operations or contingencies. However, all cargo must be identified and properly packaged, marked, and labeled. Effective with the release of AFJMAN 24-204, the Shipper's Declaration for Dangerous Goods will be used for documentation of hazardous materials and the DD Form 2133.

## G. RESPONSIBILITIES OF THE AIRBORNE/TROOP COMMANDER

1. Prior to entering the PAX shed, clear all weapons.
2. Immediately report to the PAX Shed Coordinator upon arriving. Assume control of all passengers listed for movement on the flight and make sure all personnel are informed of formations, expected departure, and reporting times. Make all coordination through the A/DACG. Do not make direct coordination with the Air Force.

3. Conduct initial manifest call following PAX arrival, and give anti-hijacking briefing.

4. Keep passenger holding area clean, neat and orderly. Conduct a police call, clean the latrines, and sweep area unit occupied prior to loading the aircraft.

5. Troop Commanders are responsible for all cargo and passengers aboard Air Force aircraft to include personnel and equipment not assigned to their unit.

6. Be readily available to the AMO/Unit Air at all times. Personnel will not be dismissed without approval of the A/DACG once processing has begun.

7. Conduct a final manifest call ninety minutes prior to the scheduled load-time: Report no shows to AMO/Unit Air so that standby passengers may be selected to complete the load. Prior to loading aircraft, check manifest to ensure everyone is present.

8. Keep all passengers together in area designated by the A/DACG PAX Shed Coordinator. Make sure each person has placed his/her baggage on the proper vehicle for transportation to the aircraft.

9. Check the loading of passengers to make sure only those listed on the manifest are loaded aboard the aircraft.

10.   Brief all passengers on maintaining security of their Personnel belongings and ensure any passenger removed from a flight has his/her baggage removed with them. Conduct an anti-hijack inspection for all manifested troops and certify in item 20 of the passenger/cargo manifest.

11. Maintain in-flight discipline of all Passengers and ensure compliance with smoking restrictions.

12. Control the issue of in-flight rations to troops.

13. Help maintain a clean and safe condition in the aircraft. Police aircraft at the arrival airfield.

14. At enroute station, determine ground time from the Loadmasters and take positive action to ensure that all passengers are present to meet flight.
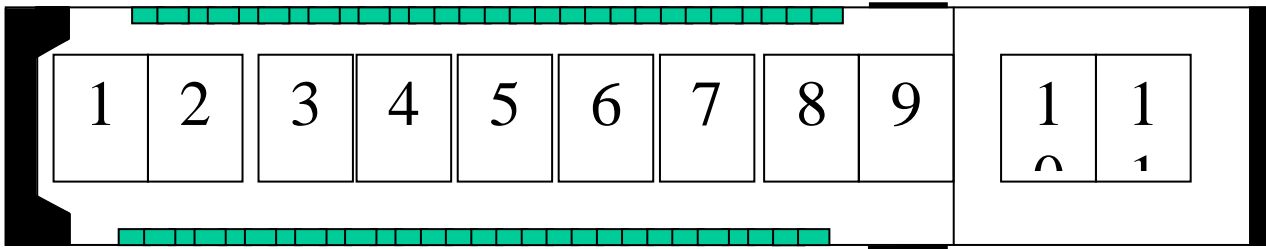
CONFIGURATION C-1
1. 54 SEATS OFFERED
2. 11 HCU-6/E PALLETS
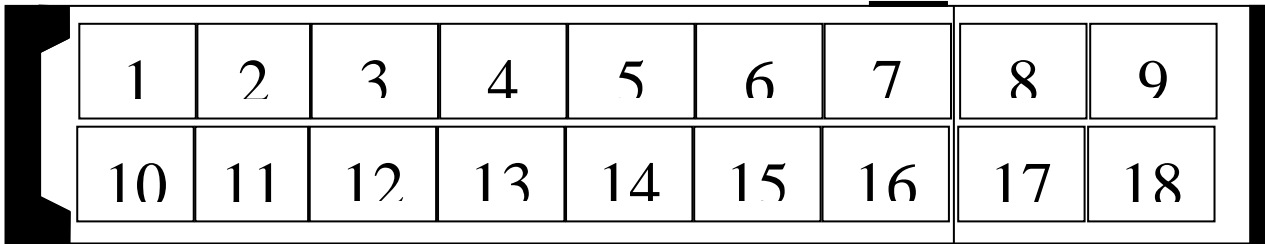
CONFIGURATION C-3
18 HCU-6/E PALLETS. PALLETS MUST BE ROTATED 90 DEGREES WHILE LOADING/UNLOADING

A/DACG Supervisor
ITT Systems Division
396-9911

Arrival /Departure airfield Control Group

James B. Roth