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Transportation

**AMC AERIAL PORT PHASE II AIRCRAFT
LOADING PROGRAM**



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This instruction establishes policy and procedures for the implementation of the AMC Aerial Port Phase II Program. It is applicable to Phase II certified air terminals. It is not applicable to Air National Guard or US Air Force Reserve units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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Section A—General Procedures

1. Phase II Definition. Aerial Port Phase II is an aircraft loading program directly managed and supervised by air transportation personnel. It provides units the flexibility to determine the best time to load or offload aircraft when aircrew support is not available. The intent of the program is to allow management the ability to distribute workload evenly. It will not serve as an aircrew enhancement or alleviate the loadmaster's responsibility to on/offload aircraft. Information contained in this publication will not take the place of applicable technical order (TO) instructions.

2. HQ AMC Responsibilities:

2.1. HQ AMC/A43 has administrative authority over each unit's Phase II programs.

2.1.1. HQ AMC/A43R (Air Transportation Programs Branch) functions as the overall office of primary responsibility (OPR) and manages the program as directed by HQ AMC/A43. Responsibilities for HQ AMC/A43R are:

2.1.1.1. Formulates policy and guidance, analyzes deficiencies, and solves problems.

2.1.1.2. In coordination with HQ AMC/A3V, provides training expertise and develops standardized Phase II lesson plans and examinations.

2.1.1.3. Controls web test data.

2.1.1.4. Conducts biennial inspections of each unit's Phase II program. Inspections will include, but are not limited to, evaluation of each Phase II instructor's classroom performance and administration of the unit's Phase II program.

2.1.2. HQ AMC/A3V (Aircrew Standardization and Evaluation) provides guidance and supports wing DOV evaluations of Phase II unit evaluators.

2.1.3. Coordinates and organizes an annual Phase II workshop.

2.1.4. Conducts annual test question validation workshop at HQ AMC.

2.2. HQ AMC is the waiver authority for the organizational personnel forms and procedural requirements of this publication. Send requests for waivers, accompanied by appropriate justification, through channels to HQ AMC/A43R. HQ AMC/A43R evaluates and monitors requests and will assign control numbers for approved waivers.

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

2.3.1. To provide flexibility to field units when local conditions prohibit full compliance with an established standard or continued compliance could impact on mission or service to users.

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

3. Scope and Applicability:

3.1. The following units are authorized to Phase II load and unload the type of aircraft indicated below as of the date of this instruction.

| 21 st Air Force: | <u>C141</u> | <u>C5</u> | <u>C17</u> |
|--|-------------|-----------|------------|
| 437 APS – Charleston AFB, South Carolina | | | X |
| 723 AMS – Ramstein AB, Germany | X | X | X |
| 727 AMS – RAF Mildenhall, United Kingdom | | X | X |
| 15 th Air Force: | | | |
| 62 APS – McChord AFB, Washington | | | X |
| 730 AMS – Yokota AB, Japan | | X | X |
| 732 AMS – Elmendorf AFB, Alaska | | X | X |
| 733 AMS – Kadena AB, Japan | | X | X |
| 735 AMS – Hickam AFB, Hawaii | X | X | X |

3.2. The APS/AMS commander is the final approval authority to establish Phase II programs at selected air terminals. Units establishing Phase II programs must notify HQ AMC/A43/A3V by message. HQ AMC/A43R will provide administrative guidance and program oversight for units maintaining Phase II programs. In all cases, units must preclude expansion of the program beyond what is reasonable to simultaneously support strategic airlift and aircrew training. As a minimum, units should consider the following factors when considering establishment of a Phase II program:

- 3.2.1. Frequency and schedule of missions (C-5, C-141 or C-17).
- 3.2.2. Unit manpower capability to support a Phase II program.
- 3.2.3. Ability of the unit to maintain personnel Phase II currency.
- 3.2.4. Number of originating missions.
- 3.2.5. Number of intransit missions that remain overnight (RON).
- 3.2.6. Availability of maintenance to support Phase II operations.

4. Phase II Operations:

4.1. Units will develop local procedures to ensure the Phase II program for home station aircraft results in optimum loadmaster training and evaluation and aerial port resource utilization.

4.2. Loadmasters on intransit aircraft with ground times of more than 4 hours and 15 minutes, for a C-5 and 3 hours and 15 minutes for all other weapon systems who are required to load their own aircraft due to training or evaluation should notify the Air Terminal Operations Center (ATOC) upon arrival. ATOC will make every effort to accommodate the request by ensuring the ATOC ramp coordinator has communicated with the aircrew regarding up/download requirements; however, the final decision to Phase II the aircraft will rest with the Chief of ATOC, or designated representative based on station workload. Phase II personnel requiring a Phase II load for currency or evaluation require-

ments may accomplish up/download on short ground times with the prior coordination from the aircrew.

4.3. Unit Phase II programs will be administered according to **Section B**, **Section C**, and **Section D** of this volume. Individual currency will be maintained on AMC Form 34, **Phase II Evaluation and Currency Record**. Each section conducting Phase II operations will maintain a record of Phase II activities using AMC Form 346, **Aerial Port Aircraft Phase II Log**, or automated form.

4.4. The following onload and offload operations are not authorized under the Phase II program.

4.4.1. Loads requiring use of the aircraft winch.

4.4.2. Loads through the nose of the C-5.

4.4.3. Loads requiring C-5 kneel.

4.4.4. Rolling stock that exceeds 25,000 pounds.

4.4.5. Aerial delivery missions.

4.4.6. Specific loads contained in (TO) 1C-141B-9, Sec VI; or (TO) 1C-5A-9-2; or (TO) 1C-17A-9, Sec VI unless items are identified by asterisk (*).

4.5. C-17 Restrictions.

4.5.1. C-17 Phase II Stabilizer Struts; Stabilizer Struts must be used in accordance with TO 1C-17A -9, Table 4B-1 but in the interest of safety, the Phase II loading supervisor has the final authority in deploying C-17 Stabilizer Struts for weights below Table 4B-1 requirements.

4.5.2. When the cargo ramp is in the coplaner position (i.e. pallet loading, vehicle loading, vehicle loading from a K-Loader, etc.), the short Aerial Delivery System (ADS) links must always be installed. The use of long ADS links are not authorized for Phase II operations.

4.6. Tactical, contingency, mobility, Joint Airborne Air Transportability Training (JAATT), and Special Assignment Airlift Missions (SAAM) may be Phase II loaded provided:

4.6.1. Deploying unit load plans are validated and countersigned by a qualified Phase II load planner (Phase II load planning units) prior to Phase II loading.

4.6.2. Phase II loading supervisors may utilize the deploying unit's load team.

4.6.3. Provisions in **4.4.** above are complied with.

4.7. Except for the following, Phase II operations are limited to the individual's base of assignment:

4.7.1. Personnel in the Phase II program on temporary duty (TDY) assignment to another Phase II unit may be authorized to perform Phase II operations with prior coordination. This coordination will include his/her unit of assignment, the TDY unit and HQ AMC/A43R. This will not be authorized for any base that does not currently have an active Phase II program.

5. Publication and Technical Order (TO) Requirements:

5.1. Phase II loading personnel will be thoroughly familiar with the applicable amplified procedures in TO's 1C-141B-1, 1C-5A-1, and 1C-17A-1, *Flight Manual*; as well as 1C-141B-9, 1C-5A-9, and 1C-17A-9, *Loading Instructions*.

5.2. During daily operations Phase II personnel will use, as a minimum, the abbreviated checklists in AMCI 24-101, V7, CL-1, CL-2, or CL-3 (for C-141, C-17, C-5, respectively) to ensure required Phase II loading actions are accomplished. Technical references for checklists 1 through 3 have been extracted from TO's 1C-141B-9CL-1, 1C-5A-9CL-1, *Loadmaster's Checklist On or Offloading Procedures* and TO 1C-17A-1CL-2, *Loadmaster's Flight Crew Checklist*.

5.2.1. When conflict occurs between checklists 1 through 3 and the aircraft TO's, the TO's always take precedence.

6. Dual Certification:

6.1. At Phase II stations, individuals may hold certification in C-141, C-5, and C-17 loading. Multi-certified personnel must meet currency requirements for each aircraft.

6.2. One individual will not fill both positions as Phase II evaluator and Phase II instructor for the same type aircraft. Separation of these functions is essential and promotes the integrity of the overall program.

Section B—Duties and Responsibilities.

NOTE: Each echelon of command is fundamentally responsible for effective program administration. Joint higher headquarters and unit oversight is essential to program integrity.

7. Unit Commander:

7.1. After establishing a Phase II program, the APS/AMS commander submits request for HQ AMC/A43R administrative assistance.

7.2. Appoints a primary Phase II instructor and evaluator in writing for each weapon system. An alternate instructor and evaluator should be appointed to ensure program continuity and integrity.

7.3. Certifies each unit Phase II instructor and evaluator by signing their AMC Form 34 after they successfully complete their initial or recurring evaluation.

7.4. Appoints in writing a unit Phase II Program Manager to perform local administration and management of the unit's Phase II program.

7.5. Unit commanders are responsible for ensuring adherence to all safety requirements according to the Dash 9 aircraft loading manuals and AMCI 24-101, volume 11, *Cargo/Mail*. Joint higher headquarters and unit oversight is essential to the program's safety integrity.

7.6. Determine units requirement for load planners participation in the Phase II program.

8. Unit Phase II Program Manager:

8.1. Coordinates with section supervisors to identify personnel for Phase II duties. .

8.2. Maintains acceptable standards of performance and program integrity.

8.3. Validates quarterly currency by completing block 10 of the AMC Form 34 for the primary unit evaluator.

8.4. Certifies all Phase II loading personnel (except instructors and evaluators) by completing block 11 of the AMC Form 34 after they successfully complete an initial or recurring evaluation.

9. ATOC:

9.1. Will coordinate Phase II operations with appropriate work centers.

NOTE: This coordination is paramount in maintaining smooth operations. As a minimum coordination will be done with Ramp Services, and Maintenance, as well as the local C2 agency, and aircrew, as appropriate.

9.2. Requests maintenance support to operate aircraft systems, apply power, operate cargo doors, ramp toes, and act as fireguard during loading and offloading operations.

NOTE: Phase II personnel may load or offload aircraft (except C-17) without external power during daylight operations when sufficient light is available and the cargo ramp and doors are positioned for loading. Phase II operations will not be performed between the hours of dusk and dawn without external aircraft power.

10. Phase II Evaluator:

10.1. Administered an initial evaluation by HQ AMC or wing flight examiner for each type aircraft based on all AMC Form 34 items coded "E." The evaluation will include the evaluator's ability to administer an evaluation. Wing flight examiner loadmasters may administer recurring or recertification evaluations to unit evaluators assigned to the same wing or as directed by AMC.

10.2. Receives certification, in block 11 of the AMC Form 34, by the unit commander only after completion of items listed in paragraph **10.1.**

10.2.1. A copy of the AMC Form 34 will be maintained in the unit's Phase II file plan IAW AFI 37-138, *Records Disposition- Procedures and Responsibilities*. Additionally, a copy of the AMC Form 34 will be forwarded to HQ AMC/A43R, 402 Scott Drive Unit 2A2, Scott AFB IL 62225-5308 or fax DSN 576-6468, comm. 618-256-6468.

10.3. For planning purposes, units will notify HQ AMC/A3V and A43R of the requirement for recurring evaluations not later than the 9th month after the previous evaluation. Every attempt will be made by the Unit Phase II Program Manager to schedule the primary and alternate evaluators' evaluations at the same time.

10.4. Individuals selected for Phase II evaluator duties must be highly qualified military or civilian aerial port personnel. Other criteria include:

10.4.1. Must possess Air Force Specialty Code (AFSC) 2T271, or civilian equivalent.

10.4.2. Must have at least 1 year of Phase II experience as a loading supervisor, and load planning qualified on weight, balance and limitations for each airframe.

10.4.3. Must be hazardous materials inspector or preparer qualified IAW AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipment*.

10.5. Maintains acceptable standards of performance.

10.6. Maintains the unit program and accomplishes the following:

10.6.1. Maintains currency in Phase II operations.

10.6.2. Receives an annual recurring evaluation from HQ AMC or Wing flight examiner loadmaster.

10.7. Performs a minimum of one onload each calendar quarter to maintain currency. Loads must consist of multi-pallet positions for all weapon systems. The unit Phase II Program Manager will validate the evaluator's currency record on AMC Form 34.

10.8. Conducts unit evaluations of Phase II personnel in loading and instructing duties as applicable.

10.8.1. Phase II Evaluators should not evaluate personnel they have primarily trained, recommended for evaluation, or who render their effectiveness and performance reports.

10.8.2. Conduct a thorough pre-evaluation brief and post-evaluation debrief to the examinee on all aspects of the evaluation.

10.8.3. Immediately correct breaches of safety during an evaluation.

10.8.4. An evaluation will not be changed to avoid documenting substandard performance, nor will training be changed to an evaluation; the evaluator may accomplish additional training immediately after the evaluation is complete.

10.9. Validates quarterly currency of all unit Phase II personnel by completing block 10 of AMC Form 34.

10.10. Establishes a folder for AMC Forms 34 and maintains currency records for all Phase II loading personnel. The initial AMC Form 34 is the record copy.

10.10.1. Section supervisors will provide completed AMC Forms 346 or automated form , to the primary Phase II evaluator on a quarterly basis.

10.10.2. The primary Phase II evaluator will ensure AMC Form 34 and Phase II folder are given to permanent change of station (PCS), separating, or retiring personnel prior to their departure.

10.11. Acts as the alternate to the unit instructor to assist and evaluate newly selected Phase II instructors as they teach their first Phase II class. Base evaluations on the new instructor's grasp and familiarity of Phase II material. When the unit evaluator performs this function, he/she will initiate the AMC Form 34 by completing blocks 1 through 10 and those items marked "I" in block 8.

10.12. Acts as the alternate test administrator.

10.13. Ensures currency of Aerial Port Phase II loading and offloading checklists and instructional material. This responsibility may be shared with the unit instructor.

11. Phase II Instructor:

11.1. Individuals selected for unit instructor duties must be highly qualified military or civilian aerial port personnel. Other criteria include:

11.1.1. Must possess Air Force Specialty Code (AFSC) 2T251, or civilian equivalent.

11.1.2. Must have at least 1 year of Phase II experience as a loading supervisor, and load planning qualified on weight, balance and limitations for each airframe.

11.1.3. Successfully complete a formal Air Force instructor course.

NOTE: Individuals who have completed an approved Air Force instructor course need not attend additional instructor training before conducting their first Phase II class.

11.1.4. Must be hazardous materials inspector or preparer qualified IAW AFMAN 24-204(I).

11.1.5. Conduct a Phase II initial course under direction and assistance of the current unit instructor or unit evaluator.

11.1.5.1. A copy of AMC Form 34 will be maintained in the unit's Phase II file plan IAW AFI 37-138. Additionally, a copy of AMC Form 34 will be forwarded via mail to HQ AMC/A43R, 402 Scott Drive Unit 2A2, Scott AFB IL 62225-5308 or fax DSN 576-6468, comm. 618-256-6468.

11.1.6. Receives an initial instructor's qualification evaluation administered by the current instructor or unit evaluator (if the instructor is not available) on successful completion of an approved instructor course. Classroom evaluation is based on instructional skill and knowledge of items coded "I," Blocks 25-29, in section 8 of AMC Form 34. Subsequently receives a practical evaluation from the unit evaluator on items coded "I," Blocks 1-24, in section 8 of AMC Form 34. Instructors will receive separate evaluations on each type of aircraft if dual or triple qualified.

11.2. Receives certification by the unit commander after completion of the items in paragraphs **11.1.2.** through **11.1.5.** A copy of the AMC Form 34 will be maintained in the unit's Phase II file plan IAW AFI 37-138. Additionally, a copy of AMC Form 34 will be forwarded via mail to HQ AMC/A43R, 402 Scott Drive Unit 2A2, Scott AFB IL 62225-5308 or fax DSN 576-6468, comm. 618-256-6468.

11.3. Maintains currency in Phase II operations.

11.4. Receives an evaluation annually from the unit evaluator for each type aircraft based on AMC Form 34 items coded "I". Recurring evaluations must occur no later than (NLT) the 14th month from the previous evaluation.

11.5. Phase II instructors must perform a minimum of one onload each calendar quarter to maintain currency. Loads must consist of multi-pallet positions for all weapon systems. The unit Phase II evaluator validates the instructor's currency on the AMC Form 34.

11.6. An instructor or evaluator must be present during testing.

12. Ramp Service Loading Supervisor:

12.1. Prior to performing Phase II duties, personnel selected for duties as Ramp Services Loading Supervisors must:

12.1.1. Possess AFSC 2T251 skill level, or civilian equivalent.

12.1.2. Have at least 6 months of experience in ramp service aircraft loading.

12.1.3. Must be hazardous materials handlers qualified IAW AFMAN 24-204(I).

12.1.4. Must be certified in the following tasks/knowledge requirements and must complete the corresponding Air Transportation Computer Based Training (ATCBT) Lessons:

12.1.4.1. Aircraft Pre-load, Onload, Offload and Post Load Activities (AS03).

12.1.4.2. Know shoring requirements using appropriate aircraft –9 (AS08).

12.1.4.3. Procedures for on/offloading aircraft using appropriate aircraft –9.

12.1.4.4. Initiate/annotate Air Force Form 4069, **Tiedown Equipment Checklist** (includes inventory of equipment).

12.1.4.5. Types of Cargo and Cargo Handling Equipment (AS02).

12.1.4.6. Load/offload cargo/mail/baggage (such as palletized, wheeled, skidded, tracked, special cargo).

12.1.4.7. Secure cargo/mail/baggage with appropriate tiedown equipment (chains, devices, straps, and dual rail system).

12.1.4.8. Calculate tiedown restraint.

12.1.4.9. Install/remove tiedown fittings.

12.1.4.10. Perform concurrent on/offloading operations (AS07).

12.1.4.11. Proper pallet build up procedures to include roller limitations (AC03).

12.1.4.12. Know aircraft configurations (AT12 or AT15).

12.1.4.13. Know emergency procedures.

12.1.4.14. Perform inspection of the load for airworthiness.

12.1.4.15. Know how to read and evaluate AF Form 4080 (AS01).

12.1.4.16. Know how to read the AFTO Form 781A, **Maintenance Discrepancy and Work Document**.

12.1.5. After successful completion of initial Phase II course, must receive an initial evaluation from the unit Phase II evaluator for each type of aircraft based on AMC Form 34 items coded "R." The Unit Phase II Program Manager certifies the individual as Phase II qualified by signing the certification block on the AMC Form 34 after successful completion of the evaluation.

NOTE: If the individual fails the evaluation, they will receive remedial training in the area identified during the evaluation. Upon completion of remedial training, the individual will receive a second evaluation. A second failure will result in de-certification from Phase II. The individual must attend the initial Phase II course not earlier than 3 months from the failure date, prior to receiving an evaluation.

12.2. Maintains currency in Phase II operations.

NOTE: Checklists must remain in possession of the Phase II loading supervisor during all Phase II operations.

12.2.1. Phase II Ramp Service loading supervisors must perform a minimum of one Phase II onload each calendar quarter to maintain currency. Loads must consist of multi-pallet positions for all weapon systems. The Phase II evaluator will validate in block 10 of the AMC Form 34.

12.2.2. Successfully complete the Phase II refresher course annually. Recurring evaluations must occur NLT the 14th month from the previous evaluation.

12.3. Performs inspection of the aircraft cargo compartment and preflights rail system according to the applicable aircraft checklist. Reports any discrepancies to the maintenance crew chief for entry on AFTO Form 781A.

12.4. Reviews and checks the AF Form 4080, **Load/Sequence Breakdown Worksheet**, received from load planning. Ensures the AF Form 4080 or load plan is certified by a qualified load planner prior to loading the aircraft. Loads the aircraft according to the AF Form 4080 or load plan. When loading deploying units, annotates the deploying unit's load plan as follows: "Phase II loaded by (loading supervisor's printed name and signature)."

- 12.5. Notifies ATOC of problems that prohibit aircraft loading as planned, such as damaged pallets, weight restrictions, aircraft configuration, etc. Performs on-the-spot corrections to facilitate movement of selected cargo. Advises ATOC if a problem cannot be resolved and requests instructions.
- 12.6. Coordinates load adjustments with ATOC/Load Planning and annotates corrections on AF Form 4080 or the load plan.
- 12.7. Annotates AMC Form 346 or automated form with appropriate information.
- 12.8. Hand-carries AMC Form 34 to directed temporary duty (TDY) station and the Phase II folder to the gaining unit upon PCS.

13. Phase II Load Planner (Phase II load planning units):

- 13.1. Possess AFSC 2T251 skill level, or civilian equivalent.
- 13.2. Individuals must complete the corresponding ATCBT lessons, as described in paragraphs [12.1.4.1](#) through [12.1.4.15](#), before completing the initial Phase II course for each weapons system.
- 13.3. Must be hazardous materials inspector or preparer qualified IAW AFMAN 24-204(I).
- 13.4. Selects loads according to DODR 4500.9-R, Part II, *Defense Transportation Regulation*, and AMCI 24-101, volumes 9 and 11. Ensures ease of onload/offload and jettison criteria is met on load plans.
- 13.5. Physically inspects and walks all loads.
- 13.6. Individuals selected to be Phase II load planners must be fully qualified IAW the Load Planning requirements of AMCI 24-101, Volumes 9 and 22.
- 13.7. Prior to performing Phase II load-planning duties, personnel must successfully complete the initial Phase II course for each weapon system.
- 13.8. Load planners will successfully complete a Phase II refresher course annually.
- 13.9. Qualification training will be annotated in the individual's AF Form 623, **On-the-Job Training Record** according to AFI 36-2201, *Air Force Training Program*. Supervisors of civilian employees will annotate the individual's AF Form 971, **Supervisor's Employee Brief**.

Section C—Training

14. Training Selection Criteria. Training is absolutely essential to a viable Phase II program. It requires thorough planning, careful scheduling, timely implementation, capable direction, and skillful application. Commanders and supervisors at all levels must support the program to assure its effectiveness. To ensure continuity, units must exercise foresight in requesting training slots available for instructor training course. Alternate evaluators and instructors will obtain and maintain the same training requirements as the primary evaluators and instructors.

- 14.1. Each Phase II course is tailored to the specific model, design, and series (MDS) aircraft. The initial course is normally conducted over a 10 day period, to include the evaluation, however, the pace of the course is flexible and determined by the instructor based on the number and experience of the students.

14.1.1. The refresher course for each aircraft is normally given over a 5-day period, to include the evaluation. Likewise, the pace is determined by the instructor based on the skill and experience of the students.

14.1.2. A written, open-book, 75-question examination is administered at the conclusion of the course, prior to the evaluation. Students are required to score 86%, correctable to 100% to receive a passing grade.

14.1.2.1. Students who fail to achieve a passing score will receive remedial training in those areas resulting in the failing grade. Only one retake will be allowed. Second failures will result in removal from the Phase II program for a minimum of 6 months.

15. Documentation. Ramp Service may include the Phase II task requirement as an option in their master task list (if used). Supervisors of military personnel should annotate the individual's AF Form 1098, **Special Task Certification and Recurring Training** or automated tracking system, with the recurring training requirement. Maintain AF Form 1098 in the individual's AF Form 623, according to AFI 36-2201. Supervisors of civilian employees will annotate the individual's AF Form 971.

Section D—Evaluations and Currency Requirements

16. Initial Evaluation. A sound and aggressive evaluation program provides the unit commander the means for operational assessment of the Phase II program. It also provides the means to measure training effectiveness and standardization, and assists in accident prevention.

NOTE: Due to the broad significance of safety, it is impractical to identify all possible contingencies without developing lengthy grading criteria. Therefore, any violation of procedures or negligence in compliance with pertinent directives that would have a bearing upon the safety aspects of the mission, or would jeopardize the safety of the crew, will result in an overall unqualified evaluation.

16.1. Evaluation Forms. Use AMC Form 34, Phase II Evaluation and Currency Record, to document all evaluations. The form identifies (outlines) the required sub areas to be evaluated for the type of evaluation. As a minimum, include the following in-Block 9, Remarks:

16.1.1. Evaluation Description. Briefly describe where the evaluation took place (i.e. static/mis-mission aircraft, freight yard, etc.) and specific information pertinent to the evaluation.

16.1.2. Additional Training. The evaluator must recommend additional training for any discrepancies not resolved in the evaluation debrief. NOTE: Do not use the evaluations debrief to clear the discrepancy when additional training is clearly necessary to resolve the discrepancy.

16.1.3. Load information. Enter a detailed description of the cargo load used for all evaluations.

16.1.4. Reason for recertification. Enter the reason a recertification evaluation was required.

16.1.5. Disqualifying grades. Enter specific observations that led to a failed evaluation.

16.2. Instructors or evaluators administer additional training. Annotate the date and type of training provided. Include the instructor's name, rank, organization, and signature.

16.2.1. Complete additional training within 2 months after the evaluation. If an individual exceeds the allotted time for completion of additional training, the unit Phase II Program Manager

will review the situation and direct appropriate action. The circumstances will be documented on the examinee's AMC Form 34.

16.3. Failure to Complete or Pass an Evaluation:

16.3.1. Individuals failing to complete a required evaluation by the expiration date will be disqualified from Phase II status until a passing evaluation is completed.

16.3.2. If an individual fails an evaluation, a successful recheck must be completed within 2 months after the date of the first failure. For individuals who maintain multiple qualification, this applies only to the aircraft for which the evaluation was administered.

16.3.3. Instructor Evaluation. Instructors receiving an unsatisfactory grade in any instructor area(s) will not perform instructor duties until a successful evaluation is completed.

16.3.4. Re-evaluation may be administered on the aircraft, verbally, etc., at the evaluator's discretion.

16.4. Administration of all initial evaluations should not exceed 30 days after course completion.

17. Recertification:

17.1. Personnel certified according to this regulation are eligible for recertification as follows:

17.1.1. Unit Phase II program manager will verify PCS individual's currency before allowing those personnel to perform Phase II duties. Personnel who are not current on their Phase II qualifications will require recertification.

17.1.2. TDY personnel whose duties require Phase II qualification must hand carry their AMC Form 34 and successfully complete a local orientation before performing Phase II duties at the TDY location. TDY requests and orders should identify the requirement for Phase II qualification.

17.1.3. Non-current individuals (those who did not meet their quarterly requirement) will not perform Phase II duties until re-certified. A re-certification evaluation is required within 30 days after becoming noncurrent. If the evaluation is accomplished after 30 days the individual must complete the Phase II refresher course prior to re-certification evaluation.

17.1.4. Personnel decertified because of a failed evaluation, or disqualified due to unsafe loading/unloading practices, safety of flight, or mishaps, will receive a recertification evaluation.

17.1.5. On successful completion of a recertification evaluation, the unit Phase II evaluator will complete the appropriate blocks of a new AMC Form 34 and the Unit Phase II Program Manager will recertify the individual by completing and signing block 11.

Section E—Terms Explained

18. Phase II Terms.

Certification. Authentication by the program manager or commander, as applicable, authorizing personnel to perform Phase II duties.

Critical Leg. The segment of a mission, normally the longest leg, that requires the greatest quantity of fuel.

Critical Leg Allowable Cabin Load (ACL): The amount of payload (cargo, mail, passengers, and baggage) which may be carried over the segment of a mission requiring the greatest quantity of fuel.

Individual Decertification. Evaluation or performance which results in disqualification; i.e., safety of flight, inconsistent loading practices, etc.

Noncurrent. Failure to maintain minimum currency requirements.

Phase II Load Planning Unit. Air terminals required to have Phase II qualified load planners.

Non-Phase II Terminals. Air terminals with personnel qualified to load plan and sequence loads for cargo configured aircraft handled by AMC.

Phase II Terminals. Air terminals with personnel certified to load plan, sequence, load and download aircraft without aircraft loadmaster supervision according to this regulation.

Recertification Evaluation. A practical evaluation administered when an individual becomes noncurrent or decertified.

Unit Decertification: Failure of a unit to meet minimum required standards of performance authorized by this regulation as determined by appropriate authority.

19. Information Management Tools (IMT) Forms Prescribed. AMC IMT 34, **PHASE II Evaluation and Currency Record**, AMC IMT 346, **Aerial Port Aircraft Phase II Log**.

20. Adopted IMT's (Forms). AF Form 623, **On-the-Job Training Record**, AF Form 971, **Supervisor's Employee Brief**, AF Form 1098, **Special Task Certification and Recurring Training**, AF Form 4069, **Tiedown Equipment Checklists**, AF Form 4080, **Load/Sequence Breakdown Worksheet**.

JEFFERY W. ACKERSON, COL, USAF
Deputy Director of Logistics

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

Indexes (as appropriate)

DODR 4500.9-R, Part II, *Defense Transportation Regulation (DTR)*

AFMAN 24-204(I), *Preparing Hazardous Materials for Military Air Shipments*

AFI 36-2201, *Air Force Training Program*

AFI 37-138, *Records Disposition—Procedures and Responsibilities*

AMCI 24-101, Volume 7, *AMC Aerial Port Phase II Aircraft Loading Program.*

AMCI 24-101, Volume 7, CL-1 (C-141)

AMCI 24-101, Volume 7, CL-2 (C-17)

AMCI 24-101, Volume 7, CL-3 (C-5)

AMCI 24-101, Volume 9, *Air Terminal Operations Center*

AMCI 24-101, Volume 11, *Cargo/Mail.*

AMCI 24-101 Volume 22, *Training Requirements for Aerial Port Operations.*

TO 1C-141B-9, *Loading Instructions Manual*

TO 1C-141B-9CL-1, *Loadmaster's Checklist On or Offloading Procedures*

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

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

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

TO 1C-141B-1, *Flight Manual*

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

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

TO 1C-141B-9CL-1, *Loadmaster's Checklist On or Off Procedures*

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

TO 1C-141B-1CL-4, *Loadmaster's Flight Crew Checklist*

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

TO 1C-17A-1CL-4, *Loadmaster's Flight Crew Checklist*

Abbreviations and Acronyms

ADS—Aerial Delivery System

AMS—Air Mobility Squadron

APS—Aerial Port Squadron

ATCBT—Air Transportation computer Based Training

ATWBT—Air Transportation Web Based Training

ATOC—Air Terminal Operations Center

JA/ATT—Joint Airborne Air Transportability Training

MDS—Model Design Series

NAF—Numbered Air Force

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

SAAM—Special Assignment Airlift

TDY—Temporary Duty

TO—Technical Order

Attachment 2

PHASE II PROGRAM MATRIX

| | 2T2 Skill Level | Experience | Prerequisites | Evaluations | Currency Requirements | Training Requirements |
|---|--------------------------------|---|---|-------------|--------------------------------------|---|
| Evaluators (paragraph 10.) | 7 level or civilian equivalent | 1 Year Phase II Experience & Qualified as a Phase II Load Planner | Hazardous Materials Inspector or Preparer Qualified | Annually | Quarterly (paragraph 10.7.) | Phase II Course (Initial), and Annual Refresher |
| Instructors (paragraph 11.) | 5 level or civilian equivalent | 1 Year Ramp Experience & Qualified as a Phase II Load Planner | Principles of Instruction and Hazardous Materials Inspector or Preparer Qualified | Annually | Quarterly (paragraph 11.5.) | Phase II Course (Initial) |
| Loading Supervisor (paragraph 12.) | 5 level or civilian equivalent | Qualified IAW AMCI 24-101 Vol 9 & 22 | Hazardous Materials Handler Qualified & CBT/Task Completion | Annually | Quarterly (paragraph 12.2.1.) | Phase II Course (Initial) and Annual Refresher |
| Load Planners (paragraph 13.) | 5 level or civilian equivalent | Qualified IAW AMCI 24-101, Vols 9 & 22 | Hazardous Materials Inspector or Preparer Qualified & CBT/Task Completion | | | Phase II Course (Initial) and Annual Refresher |

Attachment 3**AMC IMT (FORM) 34*****Guidelines for Completion and Disposition of AMC IMT (Form) 34*****Completion of AMC IMT (Form) 34:**

Block 1. Self-explanatory.

Block 2. Self-explanatory.

Block 3. Enter the aircraft model design, and series for which Phase II qualification is undertaken.

NOTE: A separate AMC Form 34 is required for each aircraft type.

Block 4. Enter the date the examination administered.

Block 5. Self-explanatory.

Block 6. Place an X in the appropriate box.

Block 7. Place an X in the appropriate box to indicate type and purpose of evaluation and enter test score if required.

NOTE: A written score is required for initial and recurring evaluations. In the event of a failed written examination, enter the first score followed by the retake score (i.e., 78/95). Insert "N/A" when a written score is not required.

Block 8. The evaluator will check (X) the appropriate blocks applicable to the type of evaluation administered (E=Evaluator, I=Instructor, R=Ramp Service Supervisor). Enter any local training requirements in Block 8, numbers 13, 14 or 15.

Block 9. Remarks should include, but are not limited to, the following:

Briefly describe where the evaluation took place and specific information pertinent to the evaluation. Enter any additional training required for discrepancies not resolved in the evaluation debrief. Enter a detailed description of the cargo load used for the evaluation.

Enter the reason a recertification evaluation was required. Enter specific observations that led to a failed evaluation.

Block 10. Certify Phase II currency requirements. Use the first block to signify the first quarter following the evaluation—Example: The first currency entry required for an evaluation administered in FEB would be for the quarter of APR/MAY/JUN as the evaluation will satisfy the currency requirement for the quarter of JAN/FEB/MAR.

Block 11. Self-explanatory

Disposition of AMC IMT (Form) 34. Initial certification will remain a permanent part of the record for individuals remaining Phase II certified. All recertification and annual forms also remain a permanent part of the record. All decertification forms will remain a part of the record for a period of 12 months.

| PHASE II EVALUATION AND CURRENCY RECORD | | | | | | | | | | | | |
|---|--|--|---------|--------------------------|--|--------------------------|---------------------------------|-----------------|---|--------------------------|--------------------------|--------------------------|
| 1. NAME (Last, First, MI) | | | 2. RANK | | 3. AIRCRAFT TYPE | | 4. DATE (YYYYMMDD) | | 5. <input type="checkbox"/> QUALIFIED <input type="checkbox"/> UNQUALIFIED | | | |
| 6. QUALIFICATION | | | | | 7. TYPE AND PURPOSE OF EVALUATION | | | | | | | |
| <input type="checkbox"/> EVALUATOR | | | | | <input type="checkbox"/> INITIAL | | | | | | | |
| <input type="checkbox"/> INSTRUCTOR | | | | | <input type="checkbox"/> ANNUAL | | | | | | | |
| <input type="checkbox"/> RAMP SERVICES LOADING SUPERVISOR | | | | | <input type="checkbox"/> RECERTIFICATION | | | | | | | |
| | | | | | <input type="checkbox"/> WRITTEN Test Score: % | | | | | | | |
| 8. AREAS OF EVALUATION | | | | | | | | | | | | |
| GENERAL KNOWLEDGE | | | | E | I | R | SPECIFIC KNOWLEDGE | | | E | I | R |
| 1. PROFESSIONAL EQUIPMENT | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. AIRCRAFT LIMITATIONS | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. LOAD PLANNING PROCEDURES | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. SHORING COMPUTATIONS | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. LOAD INSPECTION | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. TIEDOWN RESTRAINT CRITERIA | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. LOAD DOCUMENTATION | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. WEIGHT AND BALANCE | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. PROPER AIRCRAFT CONFIGURATION | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. CARGO PALLET SYSTEM | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. LOADING CREW COORDINATION | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. PUBLICATIONS AND PROCEDURES | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. AIRCRAFT PREFLIGHT | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | EMERGENCY PROCEDURES | | | | | |
| 8. EQUIPMENT STOWED | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. APU/FUSELAGE FIRE | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. PROPER LOADING PROCEDURES | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. HAZARDOUS MATERIAL MISHAPS | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. PROPER RESTRAINT CONFIGURATION | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. NOTIFICATION | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. USE OF CHECKLISTS | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | INSTRUCTOR/EVALUATOR | | | | | |
| 12. SAFETY CONSCIOUSNESS | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. LESSON PREPARATION | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LOCAL REQUIREMENTS | | | | | | | 26. LESSON PRESENTATION | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. O&A TECHNIQUES | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. MANAGEMENT | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. EVALUATION TECHNIQUE | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. REMARKS | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| 10. QUARTERLY CURRENCY REQUIREMENTS | | | | | | | | | | | | |
| SIGNATURE/DATE | | | | | | SIGNATURE/DATE | | | | | | |
| | | | | | | | | | | | | |
| SIGNATURE/DATE | | | | | | SIGNATURE/DATE | | | | | | |
| | | | | | | | | | | | | |
| 11. CERTIFICATION | | | | | | | | | | | | |
| EXAMINEE'S NAME, GRADE, ORGANIZATION | | | | SIGNATURE | | | | DATE (YYYYMMDD) | | | | |
| | | | | | | | | | | | | |
| EVALUATOR'S NAME, GRADE, ORGANIZATION | | | | SIGNATURE | | | | DATE (YYYYMMDD) | | | | |
| | | | | | | | | | | | | |
| CERTIFYING OFFICIAL'S NAME, GRADE, ORGANIZATION | | | | SIGNATURE | | | | DATE (YYYYMMDD) | | | | |
| | | | | | | | | | | | | |

Attachment 4**AMC IMT (FORM) 346*****Guidelines for Completion and Disposition of AMC IMT (Form) 346***

MONTH: Self-explanatory.

YEAR: Self-explanatory.

DATE: Month/Day (i.e., 2/21)

MISSION NUMBER: Enter the complete (12 digit) mission number.

AIRCRAFT TYPE AND TAIL NUMBER: Enter model, design and series of the aircraft and tail number.

Phase II INDIVIDUAL: Name of individual performing Phase II duties; rank is optional.

LOAD DESCRIPTION: Enter onload or offload as appropriate. Describe the Phase II load, i.e., R/S—rolling stock, singles or S/P—single pallets, T-2 or T-3 married pallet trains; include any information deemed necessary for maintaining currency or historical data.

