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Flying Operations

C-5 DUTY LOADMASTER



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This instruction implements Air Force Policy Directive 11-2, Aircraft Rules and Procedures. It establishes policies, principles, practices, and procedures for an effective duty loadmaster program. It applies to all Operation Support subordinate units that are required to support the duty loadmaster program to include operational flying and Aerial Port Squadron personnel.

SUMMARY OF REVISIONS

All references to AMCR 55-2 have been changed to MCI 11-205. All references to AMCR 76-1 have been changed to AMCI 24-101. Adds the requirement for two loadmasters during the upload of ballast pallets. Establishes new procedures for transient aircraft operations and for the use of yard kings and surge duty loadmasters during contingency operations.

1. GENERAL OBJECTIVE:

1.1. To provide a system where aircraft may be loaded early by other than the outbound mission loadmasters. This regulation is used in conjunction with the 436th Airlift Wing home station sequence of events outlined in MCI 11-205, C-5 Strategic Airlift Operations. This program is designed to enhance departure reliability, provide a mechanism to onload or offload aircraft at the most opportune loading times and provides relief for duty time. This program makes sure cargo is prepared IAW AMCI 24-101, Transportation, and is loaded IAW T.O. IC-5A-9, Loading Instruction Manual and T.O. IC-5A-9-2, Partial Loading Manual Specific Procedures.

2. TERMS EXPLAINED:

2.1. Primary duty loadmaster: The ranking or highest qualified loadmaster for a particular shift of duty. The squadron having the responsibility during that shift will direct duty assignment.

- 2.2. Assistant duty loadmaster: A current and qualified loadmaster who assists the primary duty loadmaster.
- 2.3. Yard King: A loadmaster assigned to the marshaling yard during OREs or ORIs. Assures cargo is marshaled from the pre-assembly area to the ready line during cargo processing.
- 2.4. Aerial Port Air Terminal Operations Center: The office responsible for managing aircraft on-loading or off-loading. All coordination through this office will be with the duty officer
- 2.5. Aerial Port Ramp Services: The office responsible for managing the Aerial Port personnel who directly support aircraft onloading or off-loading and cargo set-up. All coordination with this office will go through the shift foreman.
- 2.6. Wing Deployment Control Center (436 AW/DCC): The office which coordinates with the yard kings during ORIs or OREs

3. RESPONSIBILITIES:

- 3.1. Airlift Squadrons will:
 - 3.1.1. Provide two qualified duty loadmasters per shift. Designate one as primary
 - 3.1.2. Make sure each Squadron Operations Center (SOC) has the names and phone numbers of the duty loadmasters.
 - 3.1.3. Squadron Stan/Eval will help resolve any technical problems identified by the duty loadmasters (roller limits, damaged pallets, etc.).
 - 3.1.4. The 9th Airlift Squadron Loadmaster Section (9 AS/DOL) will provide 436 APS/TROO with a duty loadmaster schedule during ORIs or ORES.
- 3.2. The 436th OGV will:
 - 3.2.1. Oversee the duty loadmaster program.
 - 3.2.2. Coordinate with the Squadron Loadmaster Superintendent when additional (more than 2 per 8 hour shifts) duty loadmaster requirements are necessary. Give careful consideration to unit's ability to generate aircrews versus additional duty loadmaster requirements. (Consider delayed loading times and outbound crews loading their own aircraft alternatives).
- 3.3. Aerial Port Squadron will:
 - 3.3.1. Provide duty loadmaster with a radio if required.
 - 3.3.2. Make sure that cargo is properly inspected, prepared and ready for air shipment IAW AMCI 24-101 prior to notifying the duty loadmaster.
 - 3.3.3. The 436 APS/TROO duty officer will coordinate with the Wing Consolidated Command Post for appropriate aircraft configuration IAW DAFBR 55-4, Support for AMC Mission Aircraft.
 - 3.3.4. Establish a designated loading time.
 - 3.3.5. Prepare a load briefing for the duty loadmaster and coordinate any special loading requirements.
 - 3.3.6. Provide adequate personnel and equipment to onload or offload aircraft safely and expeditiously.

- 3.3.7. Coordinate with the primary duty loadmaster to determine if additional duty loadmasters are required. If additional requirements exist, coordinate tasking with the 436 OGV.
- 3.4. Aircraft Generation Squadron will:
- 3.4.1. Configure outbound aircraft in accordance with mission directives and MCI 11-203, C-5 Operations—Configuration and Mission Planning.
- 3.4.2. Kneel or unkneel and position C-5 aircraft ramp or doors as required.
- 3.5. Primary and Assistant Duty Loadmasters will:
- 3.5.1. Provide professional equipment prior to reporting. Headset, checklist, T.O. IC-5A-9, 1C-5A-9-2, flashlight, earplugs, reflective belt, restricted area badge, and work gloves.
- 3.5.2. Make sure that two loadmasters are at the aircraft for all loading operations. The following are exceptions:
- 3.5.2.1. Only one loadmaster is required for loading pallets of tie-down equipment.
- 3.5.2.2. Duty loadmasters may be separated during circumstances where simultaneous on-loading and off-loading is required. Single pallets only. NOTE: 436 OG/OGV approves any other requirements to split the duty loadmasters.
- 3.5.3. Receive load briefings and give specific guidance on build-up and configuration of outsize, unique rolling stock and pallet trains. (Primary)
- 3.5.4. Make sure they are within a one hour response time when tasked by Aerial Port.
- 3.5.5. Brief ramp services personnel of any on-loading or off-loading requirements.
- 3.5.6. With the approval of the 436 APS/TROO duty officer, make sure they have an opportunity to eat. (Primary)
- 3.5.7. Ensure aircraft is properly configured for onload or offload.
- 3.5.8. Check the Aerospace Vehicle Flight Data document (AFTO Form 781) and perform exterior preflight and airplane preparation for loading checklist to include pre-flighting the restraint rails, locks, roller conveyers, and aircraft cargo winches when cargo is stowed on top of the winch compartment hatch or anytime the winch is used for on/off-loading. Annotate the AFTO Form 781 and report any discrepancies to the 436 APS/TROO duty officer or shift supervisor that would interfere with cargo loading or off-loading operations. Perform the after-loading checklist.
- 3.5.9. Assume responsibility for on-loading or off-loading IAW T.O. IC-5A-9, IC-5A-9-2, and associated flying and technical directives. (Primary) (Note: This responsibility transfers to the assistant duty loadmaster when only one loadmaster is performing the upload).
- 3.5.10. Thoroughly brief the shift change duty loadmasters prior to departing in the middle of an onload or offload (additional restraint or shoring requirements, etc.). (Primary)
- 3.5.11. Notify Dover Command Post and 436 APS/TROO when a situation arises that precludes safe on-loading or off-loading of aircraft.

4. NORMAL OPERATIONS:

- 4.1. The duty loadmasters will call in each day one hour prior to the start of their shift. (The Duty Officer will write down in the log book the duty loadmasters beeper/telephone numbers)
- 4.2. The 436 APS/TROO duty officer will provide the primary duty loadmaster with a daily schedule of on-loading or off-loading and brief him/her of any unusual cargo requirements. The 436 APS/TROO duty officer will notify the primary loadmaster of any changes to on-loading or off-loading schedule via telephone or beeper.
- 4.3. The duty loadmaster will pick up a radio, if required, and either perform on/offload duties or go on telephone/beeper standby.
- 4.4. The Aerial Port Squadron will provide the duty loadmaster inspected planned loads IAW AMCI 24-101.
- 4.5. Inbound missions will be onloaded or offloaded by the duty loadmasters provided requirements of the inbound crew listed in MCI 11-205 have been complied with.

5. TRANSIENT AIRCRAFT OPERATIONS:

5.1. Onload or offload operations of transient aircraft should normally be accomplished by the duty loadmasters if the mission remains overnight. Missions that quick turn (4 hour ground time or less); will be on/off-loaded by their own aircraft loadmaster

5.1.1. Inbound crew will:

- 5.1.1.1. Open the applicable cargo doors and kneel the aircraft(as required). Ensure aircraft is properly configured.
- 5.1.1.2. Offload the passengers, baggage, courier pallets and human remains, as required.
- 5.1.1.3. Brief ATOC representatives on special handling procedures/precautions.
- 5.1.1.4. When duty loadmasters are not available, offload all cargo terminating at Dover.
- 5.1.1.5. Ensure aerial port personnel sign for signature service cargo and registered mail.

5.1.2. Duty loadmasters will:

- 5.1.2.1. Relieve the inbound crew and offload/onload the aircraft. (RON missions)
- 5.1.2.2. Brief the outbound crew/ATOC on special handling procedures/precautions.

5.1.3. Outbound crew will:

- 5.1.3.1. Upon arrival at aircraft, release the duty loadmasters back to ATOC and assume the onload duties. (RON missions)
- 5.1.3.2. Perform all other loadmaster-related duties required for departure.

6. MOBILITY EXERCISES

- 6.1. Upon 436 AW/XP receiving 72 hour notification message or order to mobilize wing, they will notify the 9 AS Scheduler via fax followed by confirmation call.
- 6.2. 9 AS/DOL will coordinate with 3 AS/DOL to supply two sets of duty loadmasters per shift (4 per squadron) plus one set of surge of duty loadmasters, which will be rainbowed between the two squadrons. Normal operations duty loadmasters will be placed on 12-hour shifts for duration of the exercise

or ORI. At arranged time between 9 AS/DOL and APS/TROO the 9 AS will assume management responsibilities and fulfill APS taskings to meet mission objectives. (Note: Return Exercise Duty Loadmasters to respective squadrons at end of surge period.)

6.3. 9 AS/DOL will coordinate with 3 AS/DOL to supply one yard king from each squadron. The ranking yard king will be designated the primary and will coordinate between the other yard king and 436 AW/DCC a schedule to provide 24-hour coverage of the marshaling yard. (Note: Return yard kings to their squadron at end of exercise surge period.)

6.4. The yard king will inform the marshaling yard supervisor of all movement of cargo throughout the yard. The yard king will also keep the 436 AW/DCC, 436 OG/CC, and 436 OG/OGV informed of any problems.

7. CONTINGENCY OPERATIONS:

7.1. The use of yard kings and surge duty loadmasters during contingency operations will depend upon unit manning/tasking.

7.2. Scheduling and reporting procedures will be as outlined in paragraph 6..

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Commander