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**Flying Operations**

**C-5 DUTY LOADMASTER/ENHANCED  
LOADMASTERS INSTRUCTION**



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This instruction implements *AFPD 11-2, Aircraft Rules and Procedures*. This instruction establishes a system to send qualified aircrew loadmasters to the Air Terminal to aid in ensuring on-time on/off-load completion and practical line loading training for student loadmasters. Additionally, it serves to eliminate early alerting of departing aircrew loadmasters and, in many cases, relieves arriving aircrew loadmasters of off-load duties. This instruction pertains to 60th Air Mobility Wing and the 349th Air Mobility Wing (AFRC) personnel.

**SUMMARY OF REVISIONS**

Updates procedures for loading incidents and provides scheduling procedures for 349 AMW during times of activation. Refers SCM loading procedures to AFI 11-2C-5, Volume 3, Chapter 10. Clarifies winch pre-flight procedures. Prior to on-/off-loading operations, inspect cargo floor and sidewalls for damage. **A bar ( | ) indicates a revision from the previous edition. The bar next to the publication title denotes a change in the duty title.**

**1. C-5 Duty Loadmasters.**

1.1. **Duty Loadmaster Qualification:** Duty loadmasters are qualified C-5 loadmasters who will be on duty at Air Freight Terminal Ramp Services to supervise on-/off-load operations of C-5 aircraft.

1.1.1. With concurrence of the Airlift Squadron Operations Officer or Chief Loadmaster, Duty Not to Include Flight (DNIF) loadmasters may be scheduled for duties prescribed in this instruction if the individual is medically fit for duty. Coordination with the flight surgeon may be necessary in determining individual fitness for duty loadmaster duties.

1.1.2. Loadmaster training or evaluations may be accomplished in conjunction with launch duties at the discretion of the Operations Officer or Chief Loadmaster. The training or evaluation administered will not interfere or detract from the on-/off-load operation of mission aircraft. All non-cur-

rent and unqualified loadmasters will be under the direct supervision of a qualified C-5 instructor or flight examiner loadmaster. Non-current or unqualified loadmasters will not be used to satisfy duty loadmaster manning requirements.

## 2. Duties and Responsibilities.

2.1. **Maintenance Responsibilities:** Maintenance is responsible for systems operations, providing power to the aircraft, kneeling/unkneeling and positioning C-5 aircraft ramp/doors for on-/off-load operations.

2.1.1. **Airlift Squadrons Responsibilities.** Airlift squadrons are responsible for providing loadmasters for duty. During designated duty periods, duty loadmasters will supervise on/off-load operations for all C-5 aircraft, regardless of which squadron is tasked with the airlift mission. Duty loadmasters will normally be relieved at the end of their assigned work period. However, should on/off-load activities be in progress at this time, the duty loadmaster will remain on duty until properly relieved by the oncoming duty loadmaster or the outbound primary loadmaster. Duty loadmasters will be dedicated to assigned shifts, unless coordinated through respective squadron Chief Loadmaster.

2.2. **Aerial Port Squadron Ramp Services Responsibilities.** Aerial Port Squadron (APS) Ramp Services are responsible for the assignment of duty loadmasters and positioning of Material Handling Equipment (MHE) to the aircraft. However, the duty loadmasters will supervise all cargo on/off-loads and are responsible for the safe movement of cargo into and out of the aircraft.

2.3. **Duty Loadmasters Responsibilities.** Duty Loadmasters are responsible for the supervision of C-5 aircraft on/off-load operations as directed by the Ramp Services supervisor. Duty loadmasters shall check the load plan for weight and balance requirements and ensure that hazardous and special handling cargo have been properly identified. The duty loadmaster will assist aerial port with load plans when requested and should inspect all cargo scheduled for on-load at the Air Freight Terminal whenever possible. These procedures are not intended to replace the normal internal Air Freight quality control efforts regarding the preparation of cargo for shipment.

2.4. **Operations Group or Squadron Standardization Loadmaster Responsibilities.** Operations Group or Squadron Standardization Loadmasters are responsible for resolving any questions or problems needing clarification by duty loadmasters or aerial port personnel.

### 2.5. Tour of Duty (60 OG).

2.5.1. Two duty loadmasters will be designated and scheduled by the loadmaster scheduler during the periods indicated below:

**NOTE:** Shifts: AM: 0800 - 2000; PM: 2000 - 0800

2.5.2. 22d Airlift Squadron (22 AS) - January PM, February AM, March PM, April AM, May PM, June AM, July PM, August AM, September PM, October AM, November PM, December AM.

2.5.3. 21st Airlift Squadron (21 AS) - January AM, February PM, March AM, April PM, May AM, June PM, July AM, August PM, September AM, October PM, November AM, December PM.

2.5.3.1. During times of activation, the 301<sup>st</sup> and 312<sup>th</sup> Airlift Squadrons will be scheduled

into the duty load shifts with coordination between the respective Operations Officers and Chief Loadmasters.

2.5.4. Reporting for Duty - Duty loadmasters shall call the Ramp Services Supervisor 60 minutes prior to the start of their respective shift to determine the workload for that shift. Loadmasters that are not needed right away shall be on **TELEPHONE STANDBY (does not include pagers)** for the entire 12 hour shift. Ramp Services shall make an attempt to give a one (1) hour notice to the duty loadmaster for show time. Once notified of show time, duty loadmasters must be able to report within a 30-minute period. Prior to reporting to the aircraft, loadmasters shall sign the duty loadmaster logbook and Flight Crew Information File (FCIF) card at their respective squadron. Duty loadmasters shall report for duty attired in the standard AMC aircrew flight uniform as depicted in AFI 36-2903, AMC Supplement 1, *Dress and Personal Appearance of Air Force Personnel*.

#### 2.5.5. Tour of Duty (349 OG).

2.5.5.1. Prior to the start of each fiscal year, 349 OG/OGV will coordinate a fiscal year schedule for reserve duty loadmasters with the reserve C-5 airlift squadrons and provide a copy of this schedule to 60 OG/OGV. Changes to this schedule will be kept to a minimum and will be coordinated with 60 OG/OGV as early as possible. Active duty squadrons are not required to provide duty loadmasters for the periods assigned to reserve squadrons. Reserve squadron schedulers will designate and notify two duty loadmasters for each assigned shift prior to the Unit Training Assembly (UTA). Shifts will be scheduled as follows: 0800 - 1600, 1600 - 2400, and 0001 - 0800.

2.5.5.2. Reporting for Duty- Duty loadmasters shall report to Ramp Services at the start of their shift unless the Ramp Services Supervisor has established a later report time. Duty loadmasters shall be on **TELEPHONE STANDBY** during periods when they are not needed. Prior to reporting to Ramp Services, loadmasters shall review the FCIF and sign their FCIF card.

#### 2.6. Duty Loadmaster Required Equipment.

2.6.1. Duty loadmasters shall have in their possession: Earplugs, headset, T.O. 1C-5A-9CL-1, *Loadmasters On/Off Loading Procedures*, T.O. 1C-5A-1CL-4, *Loadmasters Abbreviated Flight Crew Checklist*, T.O. 1C-5A-9, *Loading Instructions*, T.O. 1C-5A-9-2, *Loading Instructions Manual Specific Procedures*, tape measure, operable flashlight, work gloves, reflective belt, calculator or optional loadmaster computer.

2.7. **Ramp Services.** The Ramp Services supervisor or designated representative will brief the duty loadmaster on scheduled on-/off-load activities.

### 3. Flightline Activities.

3.1. **Maintenance.** Maintenance shall configure outbound aircraft IAW mission directives and AFI 11-2C-5, Volume 3, Addenda A, and kneel or unkneel and position C-5 aircraft ramp/doors as required. Maintenance will be informed of kneeling and ramp/door configuration requirements by the command post based on guidance provided by ramp service.

#### 3.2. Preflight/Postflight Inspections.

3.2.1. Prior to on-/off-loading operations, the duty loadmaster shall check the aircraft kneeling system and fwd/aft doors for proper configuration, to include the position of door arming, proper placement of kneeling collars, and kneeling controls. Prior to any on-/off-operations, the duty loadmaster will accomplish a cursory inspection of the cargo floor and sidewall, with extra emphasis on the aft ramp wall area, for any damage. Damage will include but not be limited to holes, cuts, dents or any visible break in the aircraft skin. If damage is noted, notify maintenance immediately and annotate the damage in the AFTO Form 781, **Arms Aircrew/Mission Flight Data Document**. The duty loadmaster will review the AFTO Form 781 and applicable portions of T.O. 1C-5A-ICL-4 checklist for airplane preparation before loading and after loading. Discrepancies noted during these inspections will be corrected or annotated in the AFTO Form 781 as applicable. The duty loadmaster will notify maintenance and the command post of any discrepancies that could affect or limit the mission capability of the aircraft. If cargo is positioned over an aircraft winch well, the duty loadmaster will accomplish the winch preflight (if installed), and enter an "info" AFTO 781A, **Maintenance Discrepancy and Work Document** write-up stating, "Fwd/Aft hydraulic/electric (whichever applies) winch preflight completed by duty loadmaster. If no winch is installed in the fwd/aft winch well, transcribe this info entry. "Fwd/Aft (whichever applies) winch not installed." Complete "date" block and "discovered by" block legibly.

### 3.3. On/Offload Of Inbound Aircraft.

3.3.1. Aircraft off-load operations will normally be accomplished by the duty loadmaster. The command post and aerial port should not task inbound loadmasters for off-load duties due to Customs and lengthy crew duty days. These procedures do not apply to missions that quick turn (4 hour ground time or less). In this situation, the mission loadmasters will on/off-load their own aircraft.

#### 3.3.2. C-5C Space Cargo Modified (SCM) Aircraft.

3.3.2.1. C-5C (SCM) aircraft used for line missions and locals will utilize the FORWARD DOOR loading system to the maximum extent possible. Use of the AFT DOOR system will be limited to outsized cargo and requires a C-5C door qualified loadmaster. See AFI 11-2C-5 Volume 3, Chapter 10 for local mission procedures.

### 3.4. Duty Loadmaster Manning:

3.4.1. Two qualified loadmasters are required for winching cargo, other than small AGE equipment. Two loadmasters are also required for special handling or specific loading procedures IAW T.O. 1C-5A-9-2.

3.5. **Mission Loadmaster Responsibility.** Upon arrival at the aircraft, the primary mission loadmaster will take charge and coordinate a release time for the duty loadmaster. This should normally happen when the cargo on-load is completed, to allow the mission loadmasters time to complete aircraft preflight and other predeparture duties. The primary loadmaster is expected to take over the remainder of the upload operation after releasing the duty loadmaster, if required.

3.6. **Loading Incidents.** Should a loading incident occur during on-/off-loading operations, the duty loadmaster will notify their respective squadron standardization loadmaster and a safety representative as soon as possible. The cargo involved in the loading incident will not be moved (unless safety factors are involved), until the standardization loadmaster or safety representative shows at the aircraft.

3.7. **Documentation of problems encountered while accomplishing Duty Loadmaster.** Duty loadmasters will provide documentation in the form of load plans or shippers declarations for hazardous cargo when loading problems occur. In the event of a loading mishap, i.e., aircraft damage or injury to personnel, immediately stop the on/off load, gain control of the situation, and contact the appropriate agencies (safety, emergency services). Notify the Stan/Eval office for the appropriate squadron or OG/DOV. An AMC Form 97, **Unusual Occurrence/Bird Strike Worksheet** is required for any damage/injury which occurs during cargo operations.

#### 4. Enhanced Loadmasters.

4.1. **Enhanced Loadmasters.** During ORIs, CREs, Contingencies, and other special missions or exercises, additional highly skilled or experienced duty loadmasters are often required. These enhanced loadmasters, which are normally flight examiners, instructors, and highly qualified and experienced loadmasters are crucial to the success of this Wing's operations.

4.2. When necessary, the 60 OG Commander will task each active duty squadron through the Aircrew Standardization/Evaluation Division (60 OG/OGV) to provide enhanced duty loadmasters. Upon request from the 60 OG Commander, the 349 OG Commander, based on availability of personnel, may task reserve squadrons through the Aircrew Standardization/Evaluation Division (349 OG/OGV) to provide enhanced duty loadmasters. Enhanced loadmasters will supplement the normal requirements for duty loadmasters and will be utilized only on the above missions. They are not for support of normal channel or routine real-world type missions.

#### 4.3. The duties of the enhanced loadmasters consist of the following:

- 4.3.1. Supervising aircraft on-/off-loading operations.
- 4.3.2. Reviewing all load plans prior to loading.
- 4.3.3. Coordinating and working closely with the load team chief.
- 4.3.4. Performing cursory inspection of all cargo to be loaded.
- 4.3.5. Assisting in the application of tiedown when necessary.

**NOTE: 60 APS/TRO will inform the enhanced loadmaster whenever there is a change or deletion to the load plan.**

4.4. Enhanced loadmasters are responsible to the 60 OG/OGV standardization loadmaster, who will coordinate with Ramp Services concerning all on-/off-loads. When mission delays occur for reasons such as, chocks not released, aircraft maintenance problems, etc., the loadmasters will be allowed to return to their squadrons. However, a release from duty can only be given with the concurrence of both the 60 OG/OGV standardization loadmaster and Ramp Services supervisor.

4.5. All questions pertaining to enhanced loadmaster duties and responsibilities should be addressed to the 60 OG/OGV standardization loadmaster.

**5. Forms Adopted.** AFTO Form 781, **ARMS Aircrew/Mission Flight Data Document**, AFTO 781A, **Maintenance Discrepancy and Work Document**, AMC Form 97, **Unusual Occurrence/Bird Strike Worksheet**.

ALLARD R. CARNEY, Colonel, USAF  
Director, Wing Staff

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

AFPD 11-2, *Aircrew Procedures*

AFI 11-2C-5 Volume 3, *C-5, Aircraft Configuration/Mission Planning*

AFI 36-2903/AMC Sup 1, *Dress and Appearance of Air Force Personnel*

Technical Order 1C-5A-9, *Loading Instructions Manual*

Technical Order 1C-5A-9-2, *Loading Instructions Manual Specific Procedures*

Technical Order 1C-5A-1CL-1, *Loadmasters On/Offloading Procedures Checklist*

Technical Order 1C-5A-1CL-4, *Loadmasters Abbreviated Flight Crew Checklist*

***Abbreviations and Acronyms***

**AFRC**—Air Force Reserve Command

**AGE**—Aerospace Ground Equipment

**APS**—Aerial Port Squadron

**CRE**—Commanders Readiness Exercise

**DNIF**—Duty Not Including Flight

**FCIF**—Flight Crew Information File

**HP 200**—Hewlett Packard LX 200 Loadmaster Computer

**MHE**—Materials Handling Equipment

**ORI**—Operational Readiness Inspection

**SCM**—Space Cargo Modified

**Stan/Eval**—Standardization and Evaluation

**UTA**—Unit Training Assembly