APPENDIX B

UNIT AIRLIFT AFFILIATION, LOAD PLANNER CERTIFICATION

A. AIR MOBILITY COMMAND (AMC) AFFILIATED CONTINGENCY LOAD PLANNING PROGRAM


1. For the purpose of this regulation, affiliation is defined as the relationship between a Headquarters (HQ) AMC/A3CM assigned Air Mobility Control Unit (AMCU) and the aligned affiliated unit. This relationship provides the avenue necessary for unit level coordination between Headquarters (HQ) AMC and the airlift user. Air National Guard (ANG) and Air Force Reserve Command (AFRC) units are primarily responsible for their own affiliates training. The objectives of the program are to:

   a. Establish a relationship between airlift managers and the using agencies to optimize airlift planning, utilization and mission capabilities
   b. Provide a joint training program to enhance planning and execution, ensuring rapid and efficient movement by air
   c. Reduce user reliance on AMC mission support
   d. Provide an Affiliated Contingency Load Planning (ACLP) team for AMC-aligned units to assist in rapid global mobility requirements.

2. The HQ AMC/A3CM Affiliation Manager is responsible for overall management of the Affiliation Certification Program. Each AMCU is responsible for executing the affiliation program with its HQ AMC/A3CM assigned affiliates. Each DoD Service will ensure an affiliation certification/training manager or validator is appointed at the major command or equivalent level. Affiliation program managers are responsible for:

   a. Identifying, to HQ AMC/A3CM, units that require load planner certification
   b. Identifying, to HQ AMC/A3CM, the points of contact (POCs) for affiliated units
   c. Attending the AMC Affiliation ACLP Program conference.

   NOTE: AMCUs also include Contingency Response Wings (CRW) and Airlift Control Flights (ALCF), unless otherwise stated. All references to AMCU apply equally to both ANG and United States Air Force Reserve (USAFR) ALCFs.

3. All DoD units desiring to become affiliated will send their initial requests for affiliate alignment to HQ AMC/A3CM. If the requesting unit is approved after validation, HQ AMC/A3CM will identify an AMCU to be affiliated with the requesting unit. For AFRC and ANG units, AMC’s recommendation for affiliation will be sent to their respective HQ for final determination. Approved affiliated units will be added to the upcoming FY schedule by HQ AMC/A3CM.

4. Each affiliated unit will be assigned an affiliation category. Affiliation categories consist of Types I through VII. Types I, II, III, and IV align CRWs with active duty units. Type V units can be active duty or ANG and USAFR Component units. Types VI and VII designate USAFR and ANG units. The affiliate type controls the amount and frequency of training the user unit may receive to maintain its deployment capability IAW HQ AMC requirements. The affiliate
type does not relate to the units Joint Chiefs of Staff or mission priority. Class quotas for each
type and prerequisites for each course of training (Phase I, Equipment Preparation Course, and
Phase II Certification, Airlift Planners Course) are discussed in Paragraphs B.2.a, and B.2.b
below. If a unit desires static load training, it must coordinate the request with its affiliated
AMCU. The unit must also submit a request for aircraft at a Joint Airborne/Air Transportability
Training (JA/ATT) planning conference 60 days in advance of the actual date desired. Static load
training should be held in conjunction with equipment preparation training or planned unit-base
mobility exercises. Class frequencies for each affiliation type are conducted as follows:

a. Type I – Training is authorized five times a Fiscal Year (FY).

b. Type II – Training is authorized two times a FY.

c. Type III – Training is authorized once a FY.

d. Type IV – Training is authorized only when the affiliated unit is scheduled to participate in
   known operations.

e. Type V – As needed. This category applies to units affiliated with HQ AMC and to units
   that do not have a classroom training requirement, but have a wartime tasking and are entitled
   to an aligned unit relationship. Annual training could be accomplished if the unit provides
   funding and instructors are available.

f. Type VI (Air Reserve Component [ARC]) – Training is authorized once a FY.

g. Type VII (ARC) – Training is authorized only when the affiliated unit is scheduled to
   participate in known operations.

NOTE: "Just in Time" or special training needs for all type ratings will be considered on a case-
by-case basis and are subject to AMCU instructor availability. Requests will be coordinated
through HQ AMC/A3CMM for approval/disapproval.

5. AMCUs will conduct command and staff orientation visits to affiliated units when the initial
   affiliation occurs. They will take place as soon as possible after initial notification, but in no case
   will visits occur later than 6 months after affiliation, and always before the first scheduled
   training. Air Mobility Liaison Officers (AMLOs) should participate in these activities to the
   maximum extent possible.

   a. Orientation briefing should be attended by user unit Commanders (CDRs), logistics
   personnel, mobility officers and noncommissioned officers, Arrival/Departure/Airfield
   Control Groups (A/DACGs), embarkation personnel, and United States Air Force
   Deployment Control Center (DCC) personnel. The briefing should provide an overview of
   AMC’s organization, capabilities and limitations, and deployment procedures and the
   importance of the Affiliation Equipment Preparation and Airlift Planners Course. It should
   focus on the unit’s mission, deployment requirements, the interface between its air mobility
   planners, and AMC mission support forces while discussing the roles and capabilities of each
to include procedures for requesting ACLP assistance. The working relationship between
the unit’s deployment control unit (A/DACG, embarkation personnel, or DCC) and the AMCU
should be thoroughly described. AMCUs will discuss the specifics of Affiliation ACLP
training to include the type of training offered, class request procedures, student authorization
for training prerequisites, load planner currency tracking, staff assistance availability, and
ACLP tasking procedures.

   b. Exercise Quality Assessments. Each AMCU will provide assistance visits to its affiliated
units during selected mobility or deployment exercises subject to instructor availability.
During these visits, AMCU personnel will assist inspectors or participants at the affiliated
unit CDR’s discretion. Affiliation instructors determine if load plans are correct, note
discrepancies, and assess equipment marshalling, preparation, and documentation procedures. On-the-spot instruction or correction may be provided at the discretion of the affiliated unit CDR. Affiliation instructors will identify unsafe conditions or actions and intervene where necessary to prevent personal injury or damage to equipment. An “after-action” report will be written and provided to the supported unit CDR, the AMCU CDR, and to HQ AMC/A3 within 3 duty days after trip completion.

B. AMC-AFFILIATIONED CONTINGENCY LOAD PLANNING TRAINING AND CERTIFICATION

1. Affiliated Training Program. The affiliated unit POC is the focal point between the AMCU and the unit receiving the training and certification. The POC must ensure students have a valid need for the load planner training and certification. Also, the POC retains overall responsibility for coordinating unit training regardless of who is assigned the task of procuring facilities and equipment. (HQ AMC/A3 telephone: 618-229-2164 or DSN 779-2164).

2. Initial Training. Classroom instruction provides the central focus for the AMC Affiliation ed Contingency Load Planning Program and provides an informal working level forum for the exchange of information. Training is provided at the airlift user’s facility and must meet AMCU standards for an effective classroom environment. One course taught in two phases provides the student with necessary knowledge to safely and efficiently plan unit airlift requirements.

   a. Phase I includes a web-based training, Equipment Preparation Introductory Course (EPC), designed to prepare students for the hands-on portion of EPC and to familiarize them with their role during AMMC mobility operations. This training must be completed prior to the first day of class. The 1-day hands-on EPC includes overview and inspection of cargo using the DD Form 2133, Joint Airlift Inspection Record. If possible, use the actual equipment that the unit will prepare for deployment. EPC completion familiarizes the student with preparation of unit cargo for air shipment. If possible, a static loading aircraft should be scheduled in conjunction with EPC, a planned unit, or base mobility exercise. The practical experience gained in preparing, marshaling, and loading equipment on an actual aircraft does much to reinforce the information presented in the classroom. (Equipment Preparation Course). Phase I is a 2-day (16-hour) course covering equipment preparation, weighing and marking procedures, basic center of balance calculations, and aircraft and flight line safety. This training is designed for unit personnel that will participate in deployment equipment preparation and is a prerequisite for continuing to Phase II. The goal is to train unit personnel to prepare, load, and tie down unit equipment on air mobility aircraft. All class members will be expected to participate in the total preparation and loading exercise.

   (1) The course is presented during 1 day of academic instruction and 1 day of hands-on equipment preparation exercise using AMC Affiliated Contingency Load Planning Workbook 36-101 Volume I, the standard AMMC syllabus, and visual aids package. Phase I completion awards a training certificate that qualifies the student to prepare unit cargo for air shipment.

   (2) Although not absolutely necessary, units are encouraged to schedule a static load aircraft with Phase I training. The practical experience gained in preparing, marshaling, and loading equipment on an actual aircraft does much to reinforce the information presented in the classroom.

   (3) Class Size. Class size is regulated to provide an effective student to instructor ratio. The minimum class size for EPC and Airlift Planners Course (APC) is 10 students. Student to instructor ratio will not exceed twenty-five students to one instructor (25:1) for EPC and fifteen students to one instructor (15:1) for APC. Waiver authority is HQ.
AMC/A3CM. Class size is regulated to provide an effective student to instructor ratio. The minimum class size for Phase I is 10 and will not exceed 50 students.

b. Phase II, (Airlift Planners Course). Phase II is a 76-day (5648-hour) course with instruction in aircraft characteristics, load planning, and manifest documentation requirements. This training is designed to educate unit movement officers and supervisory personnel (E-5 or above) in airlift planning and execution of joint combat airlift operations. Individuals not fitting within the rank structure may be admitted by submitting written verification from their CDR indicating they are active participants in the load-planning phase of airlift operations. Personnel attending this course must have a minimum retainability in the logistics duty position of 1 year. They must be totally committed to training and certification and not assigned additional duties or appointments that would cause absence from class or distract from the learning environment.

(1) The course is 8 7 days of academic instruction using AMC Affiliated Contingency Load Planning Workbook 36-101 Volume II, the standard AMC syllabus, and visual aids packages. Upon successful course completion, personnel will receive certification via AMC Form 9 and AF Form 1256. Graduates of Phase II will be certified as an aircraft load planner with certification valid for 24 months. The AMC Form 9 (Figure B-1) and/ or AF Form 1256 (Figure B-2) will serve as the qualification source document.

c. Class size is regulated to provide an effective student to instructor ratio. The minimum class size for EPC and APC is 10 students. Student to instructor ratio will not exceed twenty-five students to one instructor (25:1) for EPC and fifteen students to one instructor (15:1) for APC. Waiver authority is HQ AMC/A3CM.

d. If the training objectives cannot be met, AMCU affiliation instructors may cancel training. However, they must first consult the theater airlift liaison officer or AMC Liaison Officer and/or the installation office of primary responsibility for affiliation program management. HQ AMC/A3CM is the final approval authority for cancellation.

e. Classes with less than 10 students, unsuitable training environment, insufficient equipment to support training needs, or delays in training that preclude efficient use of remaining training time all constitute justification for cancellation. This will preclude issuance of training completion certificates. Students attending classes canceled prior to completion must be rescheduled to attend another class in its entirety.

3. Individuals may recertify anytime within their certified 24 months 18 to 24 months after the initial/latest certification. Recertification training should be conducted in conjunction with a regularly scheduled affiliation training class. Affiliation managers will ensure recertification training includes aircraft overview, open book examination, and aircraft load plan. The review is normally conducted concurrently with Phase I training to afford students the opportunity to attend Phase II (if required). Upon completion, students will be issued a new AMC Form 9, which will be valid for 24 months. Students who do not successfully complete this training will be decertified and must attend an initial course.

4. Service Schools. All policies that apply to affiliation certification also apply to Service schools. As authorized and directed by HQ AMC/A3CM, the following Service schools are authorized and accredited through HQ AMC/A3CM to certify aircraft load planners:

a. Expeditionary Warfare Training Group Pacific, San Diego, CA

b. U.S. Army’s Transportation School’s, Air Deployment Planning Course, Fort Lee, VA
c. 82d Airborne Division, Air Movement Operations School, Fort Bragg, NC
d. 101st Airborne Division (Air Assault), Strategic Deployment School, Fort Campbell, KY.
e. 160th Special Operations Aviation Regiment (Airborne), Fort Campbell, KY
f. Combat Arms Training Center, Rose Barracks, Germany
g. Naval Construction Group 1, Port Hueneme, CA
h. Naval Construction Group 2, Port Hueneme, CA
i. III Corps Command Group, Fort Hood, Texas
j. Naval Expeditionary Logistics Support Group, Cheatham Annex, VA

NOTE: “Just in Time” or special training needs will be considered on a case-by-case basis and are subject to AMCU instructor availability. Requests will be coordinated through HQ AMC/A3CM for approval/disapproval.
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AMC FORM 9, MAR 93

Figure B-1. AMC Airlift Load Plan Certification

The United States Air Force
CERTIFIES THAT
HAS SUCCESSFULLY COMPLETED THE
AND IS HEREWITH AWARDED THIS
Certificate of Training

Figure B-2. Certificate of Training