

## APPENDIX B

### UNIT AIRLIFT AFFILIATION, LOAD PLANNER CERTIFICATION

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

(Program reference: Air Force Instruction [AFI] 10-202 CONTINGENCY RESPONSE FORCES.)

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 HQ AMC and the airlift user. 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 (ACLPL) team for AMC-aligned units to assist in rapid global mobility requirements.
2. The HQ AMC/A3CM Affiliation Manager is responsible for the overall management of the Affiliation Certification Program. Each AMCU is responsible for executing the affiliation program with its HQ AMC/A3CM assigned affiliates. Each Department of Defense (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 (POC) for affiliated units
  - c. Attending the AMC Affiliation conference.

**NOTE:** AMCUs include Contingency Response Wings (CRW) and Airlift Control Flights (ALCFs), unless otherwise stated. All references to AMCU apply equally to both Air National Guard (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 Air Force Reserve Command (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 fiscal year schedule by HQ AMC/A3CM.
4. 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 (AMLO) should participate in these activities to the maximum extent possible.
  - a. Orientation briefing should be attended by user unit Commanders (CDR), logistics personnel, mobility officers and noncommissioned officers, Arrival/Departure/Airfield Control Groups (A/DACG), 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 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. AMCU will discuss the specifics of Affiliation 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/A3CM within 3 duty days after trip completion.

## **B. AMC AFFILIATION 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/A3CM telephone: 618-229-4373 or DSN 779-4373.)
2. Initial Training. Classroom instruction provides the central focus for the AMC Affiliation 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, designed to prepare students for the hands-on portion of the Equipment Preparation Course (EPC) and to familiarize them with their role during AMC 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 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 the preparation of unit cargo for air shipment. If possible, a static loading aircraft should be scheduled in conjunction with the EPC, a planned unit move, or a 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.
    - (1) Class Size. Class size is regulated to provide an effective student-to-instructor ratio. The minimum class size for an EPC 10 students. The student-to-instructor ratio for an EPC will not exceed twenty-five students to one instructor (25:1). Waiver authority is HQ AMC/A3CM.
  - b. Phase II (Airlift Planners Course [APC]). Phase II is a 7-day (56-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 in airlift planning and execution of joint combat 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 7 days of academic instruction using the standard AMC syllabus, and visual aids. Upon successful course completion, personnel will receive certification via AMC Form 9. 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](#)) will serve as the qualification source document.
  - (2) Class size is regulated to provide an effective student-to-instructor ratio. The minimum class size for an APC is 10 students. The student-to-instructor ratio for an APC will not exceed fifteen students to one instructor (15:1). The waiver authority is HQ AMC.
- c. 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.
  - d. 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. Recertification training should be conducted in conjunction with a regularly scheduled affiliation training class. Affiliation managers will ensure recertification training includes an aircraft overview 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 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.

<b>AMC AIRLIFT LOAD PLAN CERTIFICATION</b>	
NAME <i>(Last, First, MI)</i>	ORGANIZATION
NAME OF CERTIFIER <i>(Last, First, MI)</i>	ORGANIZATION OF CERTIFIER
SIGNATURE	DATE
EXPIRATION DATE	LOCAL CONTROL NUMBER
REMARKS	

AMC FORM 9, MAR 93

**Figure B-1. AMC Airlift Load Plan Certification**