

## APPENDIX T

### DUTIES AND RESPONSIBILITIES OF TROOP COMMANDER (CDR) (PLANELOAD CDR OR CHALK LEADER)

#### A. TROOP CDR

The troop CDR will be advised of his or her responsibilities at the aerial port of embarkation (APOE). Upon confirmation, the troop commander will perform duties outlined in [Paragraph C](#). Troop commander duties are applicable for all dedicated lift movements (e.g., Special Assignment Airlift Mission [SAAM], Contingency, exercise, training missions, and direct to aircraft) on Department of Defense-owned or -controlled aircraft.

#### B. RESPONSIBILITIES

1. The troop CDR is usually the senior military member of the deploying chalk and will be assigned by the Service deployment authority at the point of origin or at the APOE to perform those duties. Though the troop CDR holds no legal authority as a CDR, he or she is responsible to act as the primary responsible authority for the chalk.
2. The troop CDR may not delegate the authority of troop CDR to any other member of the assigned chalk.
3. The troop CDR may delegate responsibilities outlined in this appendix but will still be responsible for the completion and proper execution of those duties.
4. The troop CDR, in concert, with other military members of the chalk, will maintain the good order and discipline of the members of the chalk.
5. The troop CDR will ask for clarification and assistance from the deployment authority if uncertain about or unable to perform the duties of troop CDR.

#### C. CHECKLIST

The troop CDR (planeload CDR or chalk leader) will:

1. Be present at the passenger briefing for the flight.
2. Ensure all passengers are checked for unauthorized materials that could present a flight hazard (e.g., ammunition, lithium batteries, and fuel).  
**NOTE:** Recommend establishing an amnesty box in the marshalling or alert holding area. Coordination must be made with the appropriate authority to ensure proper disposal of any items placed in the amnesty box.
3. Assume control of all passengers listed for movement on the flight and ensure all are informed of formations, expected departure, and reporting time.
4. Be readily available to the Arrival/Departure Airfield Control Group (A/DACG) at all times. Personnel will not be dismissed without the approval of the A/DACG.
5. Perform a personnel roll call prior to loading to ensure everyone is present for the flight. Report no-show passengers to the A/DACG so the manifest can be corrected.  
**NOTE:** Coordinate time of roll call with A/DACG.
6. Ensure personnel have placed their baggage on the proper vehicle or 463L pallet for movement to the aircraft.

7. On any deployment or redeployment, ensure all cargo, containers, baggage, vehicles, personal clothing, carry-on baggage (including rucksacks), footwear (boots/shoes), and other equipment are clean (free of soil and pest infestation), regardless of whether preclearance is performed outside the Customs Territory of the United States or not.
8. Brief all passengers on maintaining security of their personal belongings. If a passenger is removed from the flight, ensure the passenger's baggage is also removed. Conduct anti-hijack inspection of all assigned troops in accordance with Appendix BB of this regulation (100 percent inspection), and certify completion of inspection in Block 10 of DD Form 2131, Passenger Manifest, [Figure T-3](#), or automated manifest. Keep one copy of the manifest for the deploying unit's records and give two copies to the A/DACG.
9. When troop movement includes the movement of government-owned individual carry-on weapons, ammunition, and hazardous materials aboard aircraft, ensure the provisions of Appendix BB are followed.
10. Collect all weapons, magazines (if not empty), and unsecured/non-palletized ammunition before the anti-hijack/prohibited items briefing. (See [Figure T-2](#).) On arrival at the aircraft, the troop CDR must brief the loadmaster on ammunition and assist the loadmaster, as directed, in the tie-down before departing. Munitions will be redistributed on arrival at destination.
11. Load passengers under the supervision and guidance of the loadmaster. Ensure each individual appearing on the manifest boards the aircraft. Maintain planeload or troop CDR's or chalk leader itinerary as shown in [Figure T-1](#). The itinerary may be in narrative form or any form the planeload or troop CDR or chalk leader selects. Provide a complete itinerary to the A/DACG upon arrival at the destination or return to A/DACG via the chain of command.
12. Maintain in-flight discipline of all passengers.
13. If in-flight rations are issued, control the issue to troops.
14. Help maintain cleanliness and safety in the aircraft.
15. At en route stations, determine ground time from the loadmaster and ensure all passengers are present to meet flight departure times. Know which passengers will be offloaded should it become necessary to take such action at an en route station. Before departure from the en route station, conduct another anti-hijack inspection.
16. Brief passengers regarding local restrictions and conduct at en route stops. During en route stops at commercial airports and military airfields, ensure passengers are aware that, once they leave the sterile gate/terminal area of the airport, they will be required to reenter through a security screening checkpoint and must comply with the local rules/requirements (Transportation Security Administration in the Continental United States [CONUS] or similar agencies when Outside CONUS) regarding restricted/prohibited items allowed in the cabin of the aircraft.
17. Coordinate for billeting and food at en route stations for personnel. Service Memorandum of Understanding requires installations to provide these services on a reimbursable basis. See DTR 4500.9-R-Part I (Chapter 103, Paragraph K.3) for additional Air Mobility Command (AMC) responsibilities for delayed, overflown, or diverted AMC flights.
18. During en route servicing stops, designate a guard for personal effects or other equipment that must remain with the aircraft. Coordinate the feeding of security personnel. Arrange for security coverage through base facilities when unusually long delays are encountered.

19. Ensure all weapons remain in the cabin during en route stops by designating military weapons monitors to remain onboard the aircraft. As a minimum, the troop CDR will:
  - a. Instruct all passengers to leave weapons on board the aircraft.
  - b. Designate, as a minimum, two troops as weapons monitor for each exit being used in the cabin of the aircraft. Post the weapons monitors at each exit of the aircraft and instruct them to ensure the weapons remain on board.
  - c. Instruct the weapons monitors to maintain visual surveillance of all ground support personnel performing catering, cleaning, and maintenance services.
  - d. Instruct the weapons monitors to deny unauthorized access to weapons in the cabin.
  - e. Not release the weapons monitors until all the passengers have re-boarded and the cabin crew has secured all the exits of the aircraft.
20. Ensure awareness of the composition of and the location on the aircraft of hazardous material, if any.
21. Upon arrival at destination, maintain control of the passengers and assist with offloading baggage and/or cargo.
22. If the troop CDR has authorized troops to hand-carry weapons aboard the aircraft (see Appendix J, Paragraph B.5.b), ensure a final walk-through of the aircraft is completed after all passengers have deplaned to retrieve any weapons that may have been left behind.

**PLANELOAD/TROOP COMMANDER'S/CHALK LEADER ITINERARY**

**1. Passenger Briefing.**

- a. Person performing briefing.
- b. Location of briefing.
- c. Date and time.
- d. Passenger loading.
- e. Aircraft model and number.
- f. Manifest number.
- g. Number of passengers loaded.

**2. Aircraft Itinerary.**

- a. Aircraft departure date and time.
- b. Airport departed from.
- c. First stop en route.
- d. Date and time of first stop.
- e. Date and time aircraft departed from first stop.
- f. When and where the aircraft arrived and departed at any other stops.
- g. When and where passengers were off-loaded and reloaded en route.
- h. Delays en route.
- i. Reason for delays en route.
- j. Signature of the planeload or troop commander including rank, social security number, and unit.

**NOTE:** All times will be "ZULU" times.

**Figure T-1. Planeload/Troop Commander's/Chalk Leader Itinerary**

### PROHIBITED ITEMS BRIEFING

1. You may not take any of the following items under any circumstances:
  - a. Shotguns with barrels under 18 inches long.
  - b. Rifles with barrels under 16 inches long.
  - c. Automatic weapons (unless government issued and authorized in orders).
  - d. Switchblade knives and pointed scissors.
  - e. Brass knuckles.
  - f. Incendiary devices (e.g., flares).
  - g. Tear gas or mace.
  - h. Gunpowder, cartridges, or primers.
  - i. All torch lighters.
  - j. Other hazardous materials.
2. If directed by the Operations Plan or Operations Order, (unless otherwise restricted by foreign government regulations), you may ship unloaded government weapons in checked baggage. You may not carry any unauthorized weapons, explosive devices, or hazardous materials on board the aircraft. Knives, K-Bars, knife-like items, and devices that include a knife will be placed in checked baggage. If you have any such items, declare them now. Tell us now if you have an authorized weapon in your checked baggage so we can take custody and make sure it's guarded until loaded on the aircraft. Weapons count against your authorized weight allowance.
3. All government issued hazardous materials to include explosives and ammunition, must be declared. Hazardous materials may not be taken into the passenger compartment of a commercial aircraft (e.g., all torch lighters). The troop commander and/or the aircraft loadmaster will direct loading of hazardous materials on military aircraft.
4. Flashbulbs are prohibited in checked baggage, but may be hand carried. You may hand carry a camera, but flash attachments of any type (i.e., bulbs, cubes, and strobe) cannot be used on the airplane. Aircraft loadmaster and/or flight attendants will provide specific instructions on use of electronic, battery-operated equipment onboard aircraft.
5. Ration heaters may never be opened or used to heat MREs during flight.
6. Alcoholic beverages. Unless the Department of Defense Foreign Clearance Guide states otherwise, you may hand carry up to one U.S. gallon of these beverages, provided you have purchased it from a duty free store located within a sterile area of the airport. You cannot hand carry any liquid more than the Transportation Security Administration allowed limit through any security checkpoint. You cannot drink these beverages on the airplane. Individuals who are obviously intoxicated will not be allowed on board. If you intend to carry alcoholic beverages, you must comply with all foreign, federal, state, and local laws, regulations, and status-of-forces agreements.
7. You may not ship or carry illegal drugs, hallucinogens, or other items prohibited by U.S. Customs regulations.
8. Lithium batteries with more than 100 watt hours may be allowed in carry-on bags with airline approval. One spare battery, not exceeding 300 watt hours, or two spare batteries, not exceeding 160 watt hours each, are permitted in carry-on bags.
9. Failure to follow these directions may be considered a violation of the Uniform Code of Military Justice or Federal/State law for any civilians aboard, and will be dealt with accordingly.

### Figure T-2. Prohibited Items Briefing

**NOTE:** The troop CDR will determine applicability of above requirements on military organic aircraft when personnel are to engage enemy forces immediately or when assuming a tactical mission upon arrival. For additional guidance pertaining to transport of basic combat load, individual issue of explosives, and other hazardous materials refer to AFMAN24-204\_IP, Preparing Hazardous Materials for Military Air Shipments, at <http://www.e-publishing.af.mil> (select Departmental, 24-Transportation, and AFMAN24-

204\_IP). For a more detailed list of prohibited items, see the Transportation Security Administration website at <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>.

**NOTE:** Torch Lighters – Torch lighters create a thin, needle-like flame that is hotter (reaching 2,500 degrees Fahrenheit) and more intense than those from common lighters. Torch lighters are often used for pipes and cigars, and they maintain a consistent stream of air-propelled fire regardless of the angle at which they are held. Torch lighters continue to be banned.

**NOTE:** Common Lighters – Lighters with fuel are permitted in carry-on baggage. Lighters without fuel are permitted in checked baggage. Lighters with fuel are prohibited in checked baggage, unless they adhere to the Department of Transportation (DOT) exemption, which allows up to two fueled lighters if properly enclosed in a DOT-approved case. If you are uncertain as to whether your lighter is prohibited, please leave it at home.

<b>PASSENGER MANIFEST</b>														
1. MISSION NO./CALL SIGN		2. AIRCRAFT TYPE (Tail Number)/VEHICLE/VESSEL					3. POE		4. POD		5. DEPARTURE DATE (YYYYMMDD)		6. TIME (ZULU)	
<b>PASSENGER INFORMATION</b>							<b>BAGGAGE</b>				<b>EMERGENCY CONTACT INFORMATION</b>			
7.a. NAME <small>(Last, First, Middle)</small>	b. RANK	c. DoD ID	d. STATUS	e. ULN	f. LINE NO.	g. SVC	h. CHECKED		i. CARRY-ON WEIGHT	j. PAX WEIGHT	k. NAME <small>(Last, First, Middle)</small>	l. TELEPHONE <small>(Include area code)</small>		
							PIECES	WEIGHT						
8. MANIFEST TOTAL		a. ACTIVE	b. DEPENDENT	c. RETIREE	d. CIVILIAN	e. GUARD/RES	f. BAG/PCS <b>0</b>	g. CHECKED BAG WT <b>0</b>	h. CARRY-ON BAG WT <b>0</b>	i. PAX WT <b>0</b>	9. TOTAL WEIGHT PAX AND ALL BAGGAGE <b>0</b>			
10. I certify that no unauthorized weapons/ammunition/explosive devices, or other prohibited items are in the possession of those personnel from whom I am the designated manifesting representative or troop commander, and that their authorized weapons have been cleared.														
a. DATE (YYYYMMDD)		b. PRINTED NAME (Last, First, Middle Initial)					c. GRADE			d. SIGNATURE				

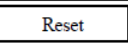


Figure T-3. DD Form 2131, Passenger Manifest

<b>PASSENGER MANIFEST</b> <i>(Continued)</i>	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 476, Travel and Transportation Allowances, Dependents, Baggage and Household Effects; Joint Federal Travel Regulation (JTR), Volumes I and II; DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command; DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation; DoD Regulation 4515.13-R, Air Transportation Eligibility.</p> <p><b>PURPOSE:</b> To schedule the movement of individuals, and the movement and storage of personal property being transported in the DTS; to manifest and screen individuals and personal property being transported; to verify eligibility for transportation for customs, immigration and transportation security purposes, as well as to manage and optimize DoD transportation resources; to identify and trace lost shipments; to submit claims for damaged or lost shipments; to facilitate payment of commercial transportation service providers; and to monitor effectiveness of traffic management functions.</p> <p><b>ROUTINE USE(S):</b> To create manifests on individuals and personal property being transported in the DTS and to disclose information to other federal agencies in order to screen them for customs, immigration, and transportation security purposes, as well as to manage and optimize DoD transportation resources. Additional routine uses are listed in the applicable system of records notice located at (<a href="https://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569704/transcom-01-dod">https://dpcl.dod.mil/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569704/transcom-01-dod</a>)</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the information may result in the inability to manifest passengers on a flight/secure air transportation hindering mission objectives.</p>	

**Figure T-3. DD Form 2131, Passenger Manifest (Cont'd)**