

Fort Sill, Oklahoma  
LOGISTICS OPERATIONS CENTER  
Arrival /Departure Airfield Control Group (A/DACG)  
Standard Operating Procedures

1 April 2010

I. REFERENCES:

FORSCOM Reg 55-1  
DOD 4500.9R DTR Part III  
TM 38-250  
TO 1C-C5-9  
TO 1C-17A-9  
TO 1C-130A9  
TB 55-46-1  
FM 4-01.011

II. PURPOSE

The purpose of this SOP is to define the procedures and the responsibilities of the A/DACG Personnel and Units arriving and departing Fort Sill during Contingency Missions, daily operations and Emergency Deployment Readiness Exercises (EDREs).

III. SCOPE

Process passengers, vehicles, cargo pallets and airdrop rigged heavy equipment for all units (Active, Reserve and National Guard) and other service components departing or arriving Fort Sill by air.

IV. RESPONSIBILITIES.

A/DACG operates with the following processes:

1. Coordinate with the Traffic Manager/Unit Movement Office for load times and aircraft parking plans. In addition, provide deploying units with a "Show Time" for passengers (PAX) and equipment at A/DACG.
2. Ensure the availability of scales operations; provide Material Handling Equipment (MHE)/Forklift and Truck Support as needed while processing equipment at the UMO Facility.
3. Ensure completion of EVT inspection prior to arrival in the Alert Holding Area, weigh all equipment, mark required center of balance, stage in Call Forward Area, and coordinate for JI.
4. Provide assistance during Joint Inspection with personnel from EVT, UMO and Deploying unit.
5. Verify actual weight and center of balance for all equipment and cargo for final load planning.
6. Review and provide assistance with unit prepared load plan's, SDDGs and personnel manifests for accuracy and signature of preparer (Unit must provide 5 copies of the load plan, three copies of the passenger manifest, and 4 copies of the SDDG.)
7. Provide technical assistance in the preparation of Passenger Manifests, Load Plans, and SDDG'S. (All requests for assistance should be coordinated by the unit prior to deployment).
8. Validate messenger manifest with the MOC (Movement Operation Center).
9. Stage and provide assistance to all passengers in the Personnel Holding Area (PHA).
10. Function as point of contact between the deploying/arriving unit and supporting Air Wing.

## DEPLOYING/REDEPLOYING UNITS WILL:

1. Appoint a Unit Movement Office/NCO. The UMO must be familiar with this SOP and must be a graduate of the Unit Movement Officers Deployment Planners Course; they should also be a graduate of the Air Load Planners Course.
2. Designate a Unit Air Officer/ NCO prior to commencement of any air movement operations. The Unit Air Officer must be familiar with this SOP and should be a graduate of the Air Load Planners Course and must be certified/re-certified to prepare and sign the Shipper's Declaration of Dangerous Goods (SDDG).
  - a. The UMO will attend the IPR scheduled by the LOC prior to load out. The IPR will be held at Bldg 2258 Rm 13. The purpose of the IPR is to review procedures, delineate responsibility, and set times for processing loads through the A/DACG. Cargo/equipment processing (Scale Time) is 72 hours prior to load time.
  - b. The unit air officer will coordinate with ADACG for any special equipment or training required for a mission.
  - c. The UMO is responsible for ensuring their unit has prepared all hazardous cargo for air movement. This includes preparing and certifying SDDG'S IAW TM 38-250, AFJMAN 24-204, and 49 CFR.
3. Ensure all equipment and vehicles are configured for air movement prior to arrival at the A/DACG. Guidance for unit equipment preparation is given in FM 55-9 and FM 55-12.
4. Ensure all equipment and vehicles have a Military Shipping Label (MSL). MSLs are required for all equipment and any cargo.
5. Units will coordinate with Unit Movements at 442-3661/2775 for 463L Pallet and cargo net issue requirements for air movement operations.
6. Provide Push-Pull teams, as required, to assist in loading/off loading pallets, cargo, and equipment. The Unit UMO will coordinate with A/DACG at the IPR meeting for personnel show times. Individual units must equip their push-pull team personnel with reflective vest, gloves, and earplugs.
7. Ensure that only vehicle drivers, unit air, and required push-pull teams remain in the staging area during weighing and inspections.
8. Provide personnel and mechanics to correct deficiencies found during inspections or provide similar vehicle or equipment on a standby basis.
9. Maintain security of all Class 1 Explosives until staged and processes at the A/DACG facility.
10. Be responsible for arranging all required support (push-pull team) in the event of mission that has been slipped or cancelled.
11. Provide a Point of Contact to the A/DACG, LOC and Unit Movement Office for updates and or schedule changes.
12. Coordinate for shoring and dunnage (2 pieces per pallet) and ensure all secondary loads are secured, no metal to metal contact between 463L pallet and equipment.
13. Redeploying units will designate a rear detachment UMO or Unit Air Officer.
  - a. The Rear Detachment will coordinate with the A/DACG for scheduled arrival time.
  - b. The Rear Detachment will coordinate with A/DACG or UMO as to where units can pick up downloaded baggage.
  - c. Palletized personal gear will be brought by MHE to the UMO facility and broken down.
  - d. Floor loaded personal gear will normally be collected by the owner(s) prior to departing the aircraft.
  - e. Rear detachment CDR is responsible for ensuring transportation has been coordinated to transport all arriving personnel, and baggage.
  - f. An A/DACG representative and rear detachment CDR will meet the redeploying unit to ensure all requirements are being supported in a timely manner.

A/DACG will:

1. Provide technical assistance to deploying unit for preparing vehicles and equipment for loading.
2. Provide aircraft departure times to the unit.
3. Coordinate movement of unit's aircraft loads through various control points of the out loading process.
4. Coordinate all changes that may be required to the aircraft configuration.
5. Conduct the joint inspection, check and ensure SDDG's and load plans are correct, and make sure all marks and labels are prepared correctly.
6. Brief drivers and passengers on flight line safety, driving procedures, smoking rules, and special precautions.
7. Provide passenger escort to the aircraft.
8. Accept loads at ready line and load aircraft.
9. Perform as liaison with aircraft aircrew.
10. Coordinate with primary aircraft loadmaster for aircraft loading operations.
11. If required, provide and operate MHE and special loading equipment.
12. Maintain communications with all elements involved in the air movement.
13. Provide the aircraft primary loadmaster with the required copies of the passenger and cargo manifest and retains a copy for the Unit Movement Office files.
14. Accomplish all required aircrew briefings.

## V. PROCEDURES

### A. EQUIPMENT PROCESSING

1. Day of departure, The UMO will be on hand at A/DACG one hour prior to the arrival of the first chalk. A/DACG personnel will meet arriving equipment and place in chalk order in the Call Forward Area. (Note: Unit Equipment arriving A/DACG should already be prepared for air movement.
2. Once the pre-inspection is completed, the equipment will be weighed. Vehicles with axles are marked with a front axle weight, intermediate axle weight (if applicable) and a rear axle weight. Utilizing a weight and distance formula a center of balance is determined and marked on each vehicle. In addition, all dimensional data (Height, Width, and Length) will be verified. An equipment weight log will be kept and a copy passed to the UMO representative for preparation of the actual load plans. A pallet card, MSLs, SDDG's (if required) and RFITV tags will be filled out and affixed to all vehicles and pallets.
3. Rolling Stock will be moved to the Call Forward Area after marking. When all equipment is staged in the Call Forward Area, and the Load Plan and SDDG's are complete, the Joint Inspection will be done with qualified inspectors from the supporting Aircrew, A/DACG and unit air. Minor deficiencies will be corrected immediately.
4. Any cargo not air movement ready, due to major deficiencies will be placed in the Frustrated Cargo Area for correction of deficiencies.
5. After joint inspection, equipment is considered to be on the Ready Line. It will remain there until called forward by the Air Force for aircraft loading. Equipment cannot be tampered with once placed on the ready line. Drivers must remain with their vehicles or in the designated area until the vehicles are loaded on the aircraft.

## B. PERSONNEL PROCESSING:

1. Troops will proceed under direction of their Chalk commander to the PHA, normally three hours before aircraft load time and will enter only upon direction of the PHA Supervisor.
2. Prior to departure to the PHA the Chalk Commander will conduct an initial manifest roll call. Prior to processing at the PHA he/she will give an anti-hacking briefing and oversee the collection of any unauthorized items. The PHA coordinator logs the arrival of each chalk and informs the LOC.
3. The PHA coordinator collects one correct copy of the manifest and a copy of the signed anti-hijacking statement for turn-in to the LOC; four copies are given to the UMO representative escorting the Pax, and one copy will be given to the chalk commander.
4. When the aircraft is ready for baggage loading, UMO personnel will escort the baggage detail to the aircraft. Unit Movement Office personnel will escort PAX to the aircraft.

## C. CIVILIAN AIRCRAFT:

1. PAX with baggage arrive at the PHA to be weighed three hours prior to aircraft departure time. Baggage will be picked up prior to the unit moving to the PHA. Bulk baggage will be loaded onto baggage trucks by unit personnel. The trucks will then be weighed before departure to the airfield.
2. Only authorized carryon baggage is individual weapon (M-16 or smaller), and one small carryon bag that is no larger than 45 linear inches (L + W + H), (22 + 9 + 14); all hand-carried items must fit under the aircraft seat or in overhead compartment, if items do not fit they will be loaded into the aircraft baggage compartment.
  - a. Normal personnel processing procedures on page 4 of this SOP remain in effect.
  - b. All personnel will be issued BOLT FLAGS prior to departing the PHA.
  - c. Units will supply baggage loading detail when required. Baggage detail will load on the first bus.

## D. 463L PALLET AND NET REQUEST:

1. 463L Pallets and Nets will be inspected and stored according to appropriate Technical Order before being issued to a customer and after turn-in from the customer.
2. 463L Pallets and Nets will normally be issued during normal duty hours, Monday-Friday 0730 to 1600 hrs. When a Unit requires pallets or nets for their immediate deployment A/DACG or Unit Movement Office personnel will issue needed items.
3. A/DACG personnel will prepare damaged pallets/nets for turn-in, and coordinate with A/DACG Supervisor and/or Government representative for specific procedures.

## E. EQUIPMENT PREPARATION:

1. All equipment must be properly prepared and documented before it can be loaded on any aircraft. Listed below are some of the factors you must consider when preparing equipment for air shipment.
2. Cleaning: Before loading, all vehicles, pallets, and general cargo will be cleaned. This includes insects, dirt, oil, and grease.
3. Reduction of Vehicles and Equipment: All vehicles will be reduced to the lowest configuration when required for loading.

4. Secondary Loads/Filler Cargo. Cargo may be carried in the bed of vehicles within gross vehicle weight limitations according to each vehicles data plate. Ensure there is no metal to metal contact with secondary loads and vehicle bed.
5. Secure the cargo in the vehicle bed by restraining it to the vehicle body or chassis, or to the aircraft floor.
6. The restraint (tie-down) criteria for the secondary load is at least the same as for the vehicle itself, 3 G's forward, 1 ½ G's aft, etc.
7. The height of the vehicle with secondary cargo does not exceed 102 inches for the C-130, and 96 inches for the KC-10 aircraft, and 142 for the C-17. (See appropriate manual for specific limitations.
8. Secondary Cargo Loading. Remove tarp and bows from vehicle, stow bows in cargo bed. Load secondary cargo and spread the vehicle tarp over the top of cargo, not just over side racks. Secure cargo with half-inch minimum diameter hemp rope (not nylon) or approved aircraft tie down equipment. Run sections of rope fore and aft and side to side to outside vehicle tie down points. Ensure rope secures cargo and is not held up by the side racks. The side racks do not provide adequate restraint. The weight of the vehicle plus any secondary cargo must be accurately determined. After securing secondary load in the vehicle's cargo bed, weigh the vehicle and compute the vehicle CB. Once weighed, do not add or remove cargo. If the load is changed in any way, it must be weighed again.
9. Palletized Cargo. Pallet weights must not exceed aircraft limitations. Pallet heights and shapes should conform to the type aircraft planned.
10. Hazardous Materials. All hazardous materials offered for air shipment must be packaged and handled in strict compliance with AFJMAN 24-204, TM 38-25, and 49 CFR. Almost any item can be airlifted in support of operations or contingencies. However, all cargo must be identified and properly packaged, marked, and labeled. Effective with the release of AFJMAN 24-204, the Shipper's Declaration for Dangerous Goods will be used for documentation of hazardous materials.

#### F. RESPONSIBILITIES OF THE Chalk/Troop COMMANDER:

1. Immediately report to the PHA Coordinator upon arriving. Assume control of all passengers listed for movement on the flight and make sure all personnel are informed of formations, expected departure, and reporting times. Make all coordination through the A/DACG or UMO. Do not make direct coordination with the Air Force.
2. Report total Pax count to the PHA Coordinator and give the anti-hijacking briefing.
3. Will keep passenger holding area clean, neat and orderly.
4. Troop Commanders are responsible for all cargo and passengers aboard Air Force aircraft to include personnel and equipment not assigned to their unit.
5. Maintain accountability of all personnel at all times. Personnel will not be dismissed without approval of the A/DACG once processing has begun.
6. Keep all passengers together in area designated by the PHA Personnel. Make sure each person has placed his/her baggage on the proper vehicle for transportation to the aircraft.
7. Check the loading of passengers to make sure only those listed on the manifest are loaded aboard the aircraft.
8. Brief all passengers on maintaining security of their Personnel belongings.
9. Maintain in-flight discipline of all Passengers and ensure compliance with smoking restrictions.
10. At enroute station, determine ground time from the Loadmaster and take positive action to ensure that all passengers are present and accounted for at all times.