DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

AFI 24-605V3_AFGM2024-01

13 February 2024

MEMORANDUM FOR DISTRIBUTION
MAJCOMs/FLDCOM/FOAs/DRUs

FROM: HAF USAF/A4L
1030 Air Force Pentagon
Washington D.C. 20330-1030

SUBJECT: Air Force Guidance Memorandum (AFGM) to Air Force Instruction (AFI) 24-605, Volume 3, *Air Transportation Functions and Unilateral Aircrew Training*

By Order of the Secretary of the Air Force, this Department of Air Force Instruction (AFI) 24-605, Volume 3, *Air Transportation Functions and Unilateral Aircrew Training*, and this Guidance Memorandum immediately changes AFI 24-605, Volume 3. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force publications, the information herein prevails, in accordance with DAFI 90-160, Publications and Forms Management. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

This memorandum provides substantial revisions to AFI 24-605, Volume 3, *Air Transportation Functions and Unilateral Aircrew Training*, Chapter 4. Major changes include (1) Aerial Delivery Operations replaces Unilateral Aircrew Training as the lead verbiage when referring to Air Transportation rigging activities, (2) official hyperlinks have been updated and renewed, (3) MAJCOM Functional Managers are the focal point for Aerial Delivery operations, (4) Squadron Commanders will SEI code select 42P8 positions based on individual experience levels, (5) applicable Aerial Delivery notes have been added, replaced, or deleted throughout.

This Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon publication of an Interim Change or rewrite of AFI 24-605, Volume 3, *Air Transportation Functions and Unilateral Aircrew Training*, whichever is earlier.

JEFFREY R. KING, Maj Gen, USAF
Director of Logistics
DCS/Logistics, Engineering & Force Protection

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AERIAL DELIVERY OPERATIONS (Replaced)

4.1. (Replaced) Purpose. The primary mission for Aerial Delivery personnel is to support the aircrew training development, augment the Joint Airdrop/Air Transportability Training program, enhance initial and refresher aircrew qualification production, and maintain mission ready aircrews with supported MAJCOMs.

4.1.1. (Replaced) Air Transportation (military, civilian) and/or contractor personnel can perform these functions which consists of both Aerial Delivery and Aircrew Support Training (ballast training loads and ground support training).

4.1.2. (Replaced) Requests for support under the Aerial Delivery activity will be routed to respective MAJCOM Air Transportation Managers, Air Force Installation & Mission Support Center (AFIMSC), Air Force Reserve Command or the National Guard Bureau. **(T-1)** Units authorized to provide Aerial Delivery support must be identified on unit manning documents under Functional Account Code 42P8. **(T-1)** Units assigned to the Air Force Reserve Command (AFRC) and approved for Aerial Delivery support will be identified as a variant under Functional Account Code 42P0.

4.1.3. (Replaced) MAJCOM Functional Managers are the focal point for USAFE, PACAF, AFSOC, AMC, and AFRC Aerial Delivery operations; all other MAJCOMS will coordinate through AFIMSC. AFISMC will be the focal point for obtaining official training line numbers for Parachute Rigging Course Phase 1 and Air Drop Load Inspector Course. Aerial Delivery units must receive formal parachute training prior to preparing Aerial Delivery cargo loads. **(T-1)** Air Transportation personnel will only receive training in Parachute Rigging Course, Phase 1. **(T-1)**

4.1.4. (Replaced) Air Transportation personnel who have completed Parachute Rigging Course Phase 1 and have been rigging for 12 or more consecutive months may be awarded a rigging SEI. **Note**: The number of UMD SEI coded positions should not exceed 50% of FAC (42P8) authorizations, unless coordinated and approved by MAJCOM Air Transportation Managers. **(T-2)** Squadron Commanders will appoint in writing (DAF Form 2096) when all SEI pre-requisites are met. When 2T2X1 (Air Transportation) Aerial Delivery personnel are occupying an SEI-coded billet they are authorized to fill Aerial Delivery taskings, as required. **(T-1)**

4.1.4.1. (Deleted)

4.1.4.2. (Deleted)

4.1.5. (Replaced) Training loads and ballast loads are defined as any load that is used solely for the purpose of training and not in an operational capacity or condition.

4.1.5.1. (Replaced) Training loads and ballast loads are usually low cost and may consist of a variety of ballast materials if materials meet aircraft weight requirements.

4.1.5.3. (Replaced) Aerial Delivery units will not utilize LRS based funding lines (Program Element Code **540 and/or **542) to establish or sustain Aerial Delivery assets and ballast loads. **(T-2)** All Aerial Delivery mission support, TDY and associated funding must be established through the supporting units' MAJCOM Operations Directorate. **(T-2)**

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4.2. (Replaced) Aerial Delivery Load Types. Units performing Aerial Delivery functions will coordinate with assigned flying squadrons to establish a sustainable inventory of Aerial Delivery loads to enable aircrew training. **(T-1)**

4.2.1. (Replaced) All operational loads are standard loads. Standard loads are all loads for which TO 13C7-XXX series technical publications and or Air Transportability and Test Loading Activity (ATTLA) certifications have been established and fall within published aircraft limitations and procedures including airdrop speed and altitude as published in aircraft flight manuals and associated instruction documents.

4.2.2. (Replaced) Non-standard loads are defined as anything defined in MIL-STD 1791-1, *Department of Defense Design Criteria Standard, Criteria For Nonstandard Airdrop Equipment and Payloads* **Paragraph 4.1.2**.

4.2.3. (Replaced) Aerial Delivery personnel will utilize all applicable guidance provided by Fort Gregg-Adams Aerial Delivery and Field Services Department (ADFSD). All Aerial Delivery assembly, fabrication and procedural waivers must be coordinated through appropriate MAJCOM Air Transportation Managers and approved by the Aerial Delivery Field Service Department (ADFSD) at Fort Gregg-Adams, Virginia. **(T-2) Note**: All USAF units will utilize ETIMS as the primary method to receive publications and changes. Units must subscribe to each publication needed.

4.2.4. (Replaced) Requests for Aerial Delivery units to prepare and/or recover non-standard Aerial Delivery loads must be submitted, via email, to the applicable MAJCOM Air Transportation Manager points of contact (PACAF, USAFE, AFSOC, AFIMSC, NGB, AFRC). **(T-1)** Units will provide MAJCOMs all applicable rigging regulations for desired request. MAJCOM Air Transportation Managers will review each request to ensure all requirements in MIL-STD 1791-1 have been met and for accountability and safety concerns.

4.2.5. (Deleted)

4.2.6. (Deleted)

4.2.7. (Deleted)

4.2.8. (Deleted)

4.3.1.1.3. (Replaced) Not deviate from applicable DoD Aerial Delivery guidance, field manuals, policy, regulations, and instructions without coordination through appropriate MAJCOM Air Transportation Managers and approval by the ADFSD at Fort Gregg-Adams, Virginia. **(T-0)**

4.3.1.3. (Replaced) Other fabrication functions such as parachute repair may be performed locally by contract manpower equivalent positions, civilians as authorized within their core personnel documents, and/or 1P0X1 (AFE) personnel. **(T-3) Note**: AFE support is limited to units specifically cited to support cargo parachute repair in the AF Manpower Standard Functional Account Code 32C1. Air Transportation (2T2X1) personnel may attend Parachute Rigging Academy's Senior Rigger Course at unit Commander's discretion and will be unit funded.

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4.3.1.4. (Replaced) If an Aerial Delivery load malfunction occurs, preparers/fabricators will examine remaining debris and recovered equipment for points of failure and provide feedback to supervision and ADFSD at https://usaf.dps.mil/sites/LARADO IAW AFI 13-210_IP, *Joint Airdrop Inspection Records, Malfunction/Incident Investigations, and Activity Reporting*.

4.3.1.5.1. (Replaced) Aerial Delivery supply custodians will receive training on supply requisition procedures from their local LRS customer service and ensure the Aerial Delivery unit has a robust, sustainable airdrop bench stock program. **(T-3)**

4.3.1.5.2. (Replaced) An accurate inventory will be maintained to support the Aerial Delivery mission. Inventory will be kept at levels that local management determines necessary to be capable of meeting the assigned mission demand.

4.3.1.5.3. (Replaced) Units will utilize AFIMSC's Inventory Tool located at https://usaf.dps.mil/teams/IZTools/UATInventory/Module/Home.aspx?page=Home to track all Aerial Delivery supply items. Units will update the tool no later than the 10th of the following month and when orders for new supplies are made or received.

4.3.1.5.4. (Replaced) Aerial Delivery supervision will ensure units are not maintaining excessive levels of supply thus impacting worldwide, operational availability of Aerial Delivery components. **(T-1)**

4.3.1.5.5. (Replaced) An inventory list of common Aerial Delivery national stock numbers and suggested bench stock quantities are listed in Attachment 2.

4.3.1.5.6. (Added) Units will work with their local supply flight to remedy supply delays and should submit a Supply Assistance Request (SAR) for critical lows that may affect aircrew training. **(T-3)**

4.3.2. (Replaced) Packing and rigging consists of verifying Aerial Delivery loads are properly assembled, packed, equipped (rigged) with serviceable parachutes IAW applicable T.O./T.M.s.

4.3.2.2. (Replaced) Aerial Delivery facilities can vary in size based on the Aerial Delivery loads being built and the airdrop mission being supported. When designing or upgrading packing and rigging areas, Aerial Delivery units and their leadership should ensure:

4.3.2.4. (Replaced) Adequate storage is available for shelving equipment, pre-packed parachutes, line bags, etc. prior to final Aerial Delivery load assembly.

4.3.3. (Replaced) Drop zone operations include Aerial Delivery load recovery efforts. Drop Zone Control Officer (DZCO), Drop Zone Safety Officer (DZSO), and Malfunction Officer (MO) duties may be performed by 2T2X1 personnel; however, units will NOT receive additional manpower for supporting these duties. If 2T2X1 personnel are performing DZCO, DZSO, or MO duties, they must be properly trained and appointed IAW AFI 13-210_IP, *Joint Airdrop Inspection Records, Malfunction/Incident Investigations, and Activity Reporting* and DAFMAN 13-217, *Drop Zone, Landing Zone, and Helicopter 13Landing Zone Operations*.

4.3.3.1. (Replaced) Drop zone teams will consist of a minimum of two personnel. **(T-1)** Depending on type of Aerial Delivery loads, recovery actions required, and MHE needed, the required drop zone team may vary in size.

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4.3.3.3. (Replaced) Drop zone team reviews airdrop schedule to determine how many personnel and vehicles are needed to recover Aerial Delivery loads.

4.3.3.5. (Replaced) Only government owned vehicles and/or contractor vehicles will be used to transit between drop zones and perform drop zone recovery operations. **(T-1)**

4.3.3.6. (Replaced) To ensure equipment longevity and avoid potential vehicle abuse, units should only use government owned vehicles on established driving surfaces (i.e., paved or gravel roads). Drop zone teams should use 10K All Terrain Forklifts, Utility Vehicles, All-Terrain Vehicles, snowmobiles, and other rugged equipment for off-road operations and recovery efforts.

4.3.3.7. (Replaced) Prior to utilizing any drop zone location, Aerial Delivery supervision will develop and sign an individualized drop zone concept of operations (CONOPS) plan outlining each area's capabilities and known limiting factors. **(T-1)**

4.3.3.7.1. (Added) Drop zone CONOPS will include at a minimum:

4.3.3.7.1.1. (Added) Maps with directions to and from zones. **(T-2)**

4.3.3.7.1.2. (Added) Distance and travel time from local base. **(T-2)**

4.3.3.7.1.3. (Added) Operational drop zones and safe zones. **(T-1)**

4.3.3.7.1.4. (Added) Vehicle parking location at zones. **(T-1)**

4.3.3.7.1.5. (Added) Potential zone hazards. **(T-1)**

4.3.3.7.1.6. (Added) Equipment, vehicles, and facilities on-site (if available). **(T-1)**

4.3.3.7.1.7. (Added) Types of airdrop and/or airland which can be accomplished at the drop zone. **(T-1)**

4.3.3.7.1.8. (Added) Nearest emergency facilities. **(T-1)**

4.3.3.7.1.9. (Added) Adverse weather plan (what team does during weather watches, warnings, and advisory notifications). **(T-1)**

4.3.3.7.1.10. (Added) Conditions and procedures for declaring drop zones unrecoverable and/or unworkable. **(T-1)**

4.3.3.7.1.11. (Added) Malfunction and/or Incident reporting procedures (to include reporting malfunction occurrence). **(T-1)**

4.3.3.7.1.12. (Added) Off-the-zone airdrop reporting procedures. **(T-1)**

4.3.3.7.2. (Added) Conditions for unrecoverable zones need to be transparent and not subjective since this action will also affect actual flying and time-over-target schedules.

4.3.3.7.3. (Added) Aerial Delivery units will provide signed copies of CONOPS to supported flying units for planning purposes. **(T-3)**

4.3.3.8. (Replaced) The transportation of Aerial Delivery loads recovered from drop zones and landing zones will only be accomplished by military, civilian or contracted personnel that meet the licensing requirements as outlined in AFI 24-301, *Ground Transportation*, **Paragraph 5.4**. **(T-3)**

4.3.3.9. (Deleted)

4.3.3.10. (Deleted)

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4.3.3.12. (Deleted)

4.3.3.12.1. (Deleted)

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4.3.3.12.2. (Deleted)

4.3.3.12.3. (Deleted)

4.3.3.13. (Deleted)

4.3.4. (Replaced) Reconstitution efforts consist of drying, cleaning, inspecting, and minor repairs Aerial Delivery loads.

4.3.4.1. (Replaced) Aerial Delivery facilities can vary in size based on the Aerial Delivery loads being built and the airdrop mission being supported. The following are suggestions for Aerial Delivery units and their leadership when designing or upgrading reconstitution areas:

4.3.4.5. (Replaced) Aerial Delivery personnel will carefully examine all parachutes and return to inventory if serviceable. **(T-1)**

4.3.4.5.1. (Replaced) If parachute is not serviceable and minor repairs are possible then contact 1P0X1 (aircrew flight equipment (AFE)) personnel, qualified civilians, converted contract manpower equivalent positions, or qualified 2T2X1 personnel. All repairs must adhere to applicable TO repair procedures. **(T-0) Note**: AFE support is limited to units specifically cited to support cargo parachute repair in the Air Force Manpower Standard Functional Account Code 32C1.

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4.4. (Replaced) Malfunction Review Board. Aerial Delivery units will budget for key personnel to attend tri-annual boards hosted by ADFSD at Ft Gregg-Adams, Virginia. **(T-1**) These boards discuss changes, improvements, trends, and bring resolution to Aerial Delivery training, incidents, and/or causes of malfunctions. It is imperative units with malfunction events have attendance at these boards for education and communication throughout the community. **(T-1)** Additionally, Aerial Delivery units will submit the Joint Airdrop Summary Report to ADFSD at https://usaf.dps.mil/sites/LARADO **(T-0)**

4.5. (Replaced) Aircrew Support Training. Aircrew support training varies by location and aircrew needs but most commonly consists of: 1) loading pre-established training loads, 2) bulk weights and/or ballast pallets (i.e., pet rocks, railroad ties, steel cages), 3) forklift bare-tine loading operations, 4) aircraft combat offload method-A operations, 5) aircraft combat offload method-B operations, 6) aircraft combat offload method-C operations 7) simulated austere and/or bare landing zone operations, 8) engine running offload and/or onload (ERO) operations, and 9) night vision goggle (NVG) familiarization and/or loading training.

4.5.1. (Replaced) Actual aircraft load plans and manifests are not possible, nor required for aircrew support training loads (since these training loads are not actual DoD based cargo but instead aircrew training aids); however, Aerial Delivery personnel must provide actual and valid weights to aircrew. **(T-0)** Aircrew is responsible for preparing and documenting the appropriate aircraft weight and balance calculations and DD Form 365-4, Weight and Balance Clearance Form F—Transport/Tactical. All aircrew support training loads will have local identifier, accurate weights and dimensions that are clearly visible and marked on each piece. **(T-1)** Units should consider permanently marking all aircrew support training loads with their local unit identifier, weight, and dimensions to eliminate any potential confusion during loading operations. Aerial Delivery personnel may develop pre-prepared manual cargo labels, documentation and manifests for aircrew support training loads as required by local LRS management. Pre-established training loads or ballast weight will not be input into GATES or CMOS. **(T-1)**

4.5.2. (Replaced) Pre-established training loads are mock aircrew training aids that simulate real world cargo on local training missions. Training loads are established based on the need of and jointly developed with supported flying units to meet their training needs. Aerial Delivery units should work with local flying units' aircrew Standardization Evaluation office to develop pre-established training loads. If Aerial Delivery personnel utilize pre-established training loads as part of initial Air Education and Training Command-based aircrew training, loads must be developed in conjunction with corresponding schoolhouse aircrew instructors. **(T-1)**

4.5.3.6. (Replaced) Vehicles must comply with AFMAN 24-604 and Air Transportation Test Loading Activity (ATTLA) office requirements (if applicable). **(T-0)**

4.5.4.3. (Replaced) Forklift bare-tine loading operations may be conducted when required by supported flying units only to support their aircrew training qualifications and only with prior coordination. Load teams should consist of at least a load team chief and the remaining load team members can be various career fields.

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4.5.7. (Replaced) Aircraft combat offload method-C operations occur when ballast loads on 463L pallets are offloaded utilizing auxiliary ground loading ramps. Local flying units will provide wood for ground loading ramp protectors (GLRP).

4.5.7.1. (Deleted)

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4.5.7.2. (Deleted)

4.5.7.3. (Deleted)

4.5.7.4. (Deleted)

4.5.8. (Replaced) Landing Zone Operations. Landing zone team will consist of minimum of three personnel with a least one qualified load team chief and all remaining personnel trained in ERO loading operations. **(T-1)**

4.5.8.1. (Added) Prior to utilizing any landing zone, Aerial Delivery supervision will develop and sign an individualized landing zone CONOPS plan outlining each area's capabilities and known limiting factors. **(T-1)** CONOPS will include:

4.5.8.1.1. (Added) Maps with directions to and from zones. **(T-2)**

4.5.8.1.2. (Added) Distance and travel time from local base. **(T-3)**

4.5.8.1.3. (Added) Operational landing zones and safe zones. **(T-2)**

4.5.8.1.4. (Added) Vehicle parking locations. **(T-2)**

4.5.8.1.5. (Added) Potential hazards. **(T-1)**

4.5.8.1.6. (Added) Equipment, vehicles, and facilities on-site (if available). **(T-3)**

4.5.8.1.7. (Added) Types of training which can be accomplished at this particular zone. **(T-1)**

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4.5.8.1.8. (Added) Nearest emergency facilities. **(T-1)**

4.5.8.1.9. (Added) Adverse weather plan (weather watches, warnings, and advisory notifications). **(T-1)**

4.5.8.1.10. (Added) Conditions that make zones unrecoverable and/or unworkable. **(T-1)**

4.5.8.1.11. (Added) Incident reporting procedures. **(T-1)**

4.5.8.2. (Added) Conditions for unrecoverable zones need to be transparent and not subjective since this action will also affect actual flying schedules.

4.5.8.3. (Added) Aerial Delivery units will provide signed copies of CONOPS to supported flying units for planning purposes. **(T-3)**

4.5.8.4. (Added) Prior to beginning operations, the load team chief will conduct a safety briefing with all personnel at the landing zone covering potential hazards, designated bug-out locations, and incident reporting procedures. **(T-1)** The load team chief will ensure all personnel have proper personal protective equipment, appropriate warm or cold weather gear, food, and water, as well as reflective belts (if loading operations will occur during hours of darkness). **(T-1)**

4.5.9. (Replaced) For ERO operations, reference DTR 4500.9-R, Part III, Appendix Y and AFI 24-605 Volume 2. **Note**: In all instances, Aerial Delivery personnel will ensure risk management practices and techniques are applied during all ERO operations. **(T-1)**

4.5.10. (Added) For NVG familiarization and loading training, Aerial Delivery personnel will reference applicable NVG 2T2X1 Task Training Guides and AFI 24-605, Volume 5. **(T-1)** NVG operations play an important role in deployed situations and aircrew familiarization and loading training can be benefit for both aircrew and ground airfield support teams. The ability to conduct effective, tactical NVG operations during hours of darkness with limited visibility often based on the following situations: operators understanding the NVG equipment and MHE capabilities and/or limitations, amount of ambient (available) light, operating location, and terrain familiarity. **Note**: Operating MHE and performing loading operations while utilizing NVG is not an easy task. In all instances, Aerial Delivery personnel will ensure proper risk management practices and techniques are applied during all NVG operations. **(T-1)**

4.6. (Replaced) Workload Data Tool (WDT). For relevant tracking of resources, manpower, and operations, all Aerial Delivery locations will input Aerial Delivery-based workload data into the AFIMSC WDT at https://usaf.dps.mil/teams/13569/2t2/Module/Home.aspx?tab=Home **(T-1)**

4.6.1. (Replaced) Units will identify primary and alternate WDT contributors to AFIMSC. Contributors will input the previous month's workload data into the WDT no later than 10th of each month. Example: January's workload data must be input by 10 February. **(T-1)**

4.6.1.1. (Added) For ARC units, WDT contributors and validators will be managed by their respective AFRC NAF Functional Managers or ANG/A4RDA. **(T-2)**

4.6.2. (Replaced) AFIMSC/AFRC/ANG will provide detailed guidance to their respective units annually concerning workload data validation requirements. **(T-1)** After the end of a fiscal year, the commander, or their appointed designee, will validate the previous fiscal year data. **(T-1)** Once validated, AFIMSC will lock unit data and no further changes will be made to station workload. **(T-3)**

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) AFI 13-210_IP, *Joint Airdrop Inspection Records, Malfunction/Incident Investigations, and Activity Reporting*
(Added) MIL-STD 1791-1, *Department of Defense Design Criteria Standard, Criteria For Nonstandard Airdrop Equipment and Payloads*

Abbreviations and Acronyms

(Added) **AFRC**–Air Force Reserve Command
(Added) **AFSOC**–Air Force Special Operations Command
(Added) **ATTLA**–Air Transportability Test Loading Activity
(Added) **GLRP**–Ground Loading Ramp Protectors
(Added) **NGB**–National Guard Bureau
(Added) **PACAF**–Pacific Air Forces
(Added) **SAR–**Supply Assistance Request
(Added) **SEI**–Special Experience Identifier
(Added) **TDY**–Temporary Duty
(Added) **TM–**Technical Manual
(Added) **USAFE**–United States Air Forces in Europe

BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 24-605 VOLUME 3

2 JULY 2020

Transportation

AIR TRANSPORTATION FUNCTIONS AND UNILATERAL AIRCREW TRAINING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Brig Gen Linda S. Hurry)

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This instruction implements Air Force Policy Directive (AFPD) 24-6, *Distribution and Traffic Management* and establishes uniformity, standardization, and guidance for orderly and efficient Air Transportation operations. This volume applies to all civilian employees and uniformed members of the Regular Air Force (RegAF), Air Force Reserve (AFR), and Air National Guard (ANG). This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (USC), Section 9013, *Secretary of the Air Force*. The applicable System or Records Notice (SORN) FO24 AF USTRANSCOM D DoD, Defense Transportation System Records, is available at: **https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570709/fo24-af-ustranscom-d-dod/**. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes to this instruction to the office of primary responsibility (OPR) using the Air Force (AF) AF Form 847, *Recommendation for Change of Publication*. Route AF Forms 847 from the field through the appropriate functional chain of command. Supplements to this publication are not authorized. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers

through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include (1) the integration of major command (MAJCOM) level guidance into five separate volumes in an effort to bridge policy gaps across the Air Force, (2) official hyperlinks have been updated and renewed, (3) oversight and distribution of numerous MAJCOM levels of authority are now assigned to Air Force Installation and Mission Support Center (AFIMSC), (4) ANG-applicable notes have been added or deleted throughout, (5) AFIMSC Air Transportation Functional Manager is primary office for all formal training course line numbers to include Parachute Rigger Course Phase I, (6) numerous redundant requirements repeated from other directives or instructions have been deleted and replaced with references to those publications, (7) the term small air terminal is now obsolete and all non-aerial port air transportation operations are now referred to as air transportation functions (ATFs), (9) removal of form images as attachments due to form availability via Air Force e-Publishing.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Deputy Chief of Staff for Logistics, Engineering and Force Protection (AF/A4):

1.1.1. Develops and publishes passenger procedures for Air Force passenger movement in accordance with Secretary of the Air Force delegated responsibilities.

1.1.2. Coordinates with other Headquarters Air Force offices and military services on Air Force and Joint air transportation matters.

1.2. Air Mobility Command Air Transportation Division (AMC/A4T):

1.2.1. Operates and provides organizational advice, planning, and oversight for aerial ports.

1.2.2. Provides organizational advice to AMC terminals operated by other services supporting Department of Defense (DoD) components as established in accordance with Defense Transportation Regulation (DTR) 4500.9-R, **Part III**, *Mobility*.

1.3. Major Command Commanders: Operate air terminals to support MAJCOM or service-specific authorized airlift requirements as established in in accordance with DTR 4500.9-R, Part III.

1.4. Air Force Installation and Mission Support Center:

1.4.1. Provides AF wide intermediate-level organizational advice, planning, and oversight for air terminals.

1.4.2. Directly consults, coordinates, and advises subordinate and MAJCOM subordinate activities providing air transportation airlift support or unilateral aircrew training (UAT) support functions.

Chapter 2

AIR TRANSPORTATION FUNCTIONS DURING NON-MOBILITY OPERATIONS

2.1. Purpose. The Air Transportation Functions are located within the logistics readiness squadron (LRS) and their core capability and primary function is to prepare and support movement of associated installation, wing, and other populations and/or agencies (as outlined by approved supported agreements) ability to self-deploy. ATFs will assist the installation deployment officer (IDO) in training efforts, developing and strengthening installation/wing augmentee programs, and providing subject matter expert advice and guidance to unit deployment managers. (T-2). Units authorized to provide ATF support must be identified on unit manning documents under Air Force Manpower Standard Functional Account Code 42P9. (T-1).

2.1.1. Additionally, all ATFs will also have a dual role to provide limited passenger, cargo and mission support for infrequent airlift traffic when not collocated with an AMC aerial port squadron (APS) or air mobility squadron (AMS). (T-1).

2.1.2. Due to limited nature and scope of ATF operations, these personnel will not be structured into duty section constructs such as those in an APS or AMS (e.g., air terminal operations center, air freight, passenger service). (T-2). ATF personnel need to be multifaceted to perform basic air transportation mission sets as required for infrequent passenger and cargo manifesting, anti-hijacking, material handling equipment (MHE) operation, aircraft loading support, and 463L asset resource management.

2.1.3. The Global Air Transportation Execution System (GATES) will serve as system of record for cargo and passenger documentation moved by ATF personnel in non-mobility movements. (T-0). Refer to Defense Transportation Regulation (DTR) 4500.9-R, **Part I**, *Passenger Movement*, DTR 4500.9-R Part II, *Cargo Movement*, Department of Defense Instruction (DoDI) 4515.13-R, *Air Transportation Eligibility*, and AFI 24-605 Volume 2, *Air Transportation Operations*, for further guidance and procedures.

2.2. Workload Data Tool (WDT). All ATF locations will input non-mobility based workload data in AFIMSC WDT at **https://eis.afimsc.us.af.mil/isd/izs/IZSL/Air/SitePages/Home.aspx** for relevant tracking of resources, manpower, and operations. (T-1).

2.2.1. Units will identify to AFIMSC primary and alternate contributors to populate workload data into the WDT by no later than 10th of each month. (T-1).

2.2.2. AFIMSC will provide detailed guidance annually concerning workload data validation requirements. (T-1). After the end of a fiscal year, the commander or their appointed designee, will validate the previous fiscal year data. (T-3). Once validated, AFIMSC will lock unit data and no further changes will be made to station workload. (T-1).

Chapter 3

AIR TRANSPORTATION FUNCTIONS DURING MOBILITY OPERATIONS

3.1. Purpose. In support of mobility based operations, the ATF serves as the IDO's primary focal point for installation/wing mobility cargo and passenger deployment support operations. ATFs will prepare supported units for deployment operations by providing the unit training in cargo preparation and other applicable readiness programs. (T-1). ATFs will ensure fully qualified installation/wing personnel are ready to serve as the deploying force augmentees as outlined by DTR 4500.9-R, Part III. (T-0).

3.1.1. Additionally, ATF personnel will be available to serve as mobility forces at non-collocated AMC APS or AMS locations. (T-1). At these locations, ATF personnel typically serve as cargo deployment function (CDF) leads, joint inspectors, load plan validators and/or load team chiefs. NOTE: At locations with an APS or AMS, those units will serve as the mobility force. (T-1). ATF personnel should develop professional working partnerships with APS or AMS leadership to ensure both units clearly understand their roles and have solid transition plan during deployment operations.

3.1.2. During contingencies and exercises, ATF personnel will support the IDO by supervising and/or providing subject matter expert guidance to the installation/wing augmentees in both the CDF and personnel deployment function (PDF) areas. (T-1). ATF assigned personnel should refer to DTR 4500.9-R, Part III, AFI 10-403, *Deployment Planning and Execution*, and locally established installation deployment plan (IDP) for additional guidance.

3.2. Safety. Unit commanders ensure personnel are fully trained to operate, inspect, and care for assigned assets. (T-1).

3.3. Installation Deployment and Readiness Training Requirements. The IDO is ultimately responsible for the installation/wing deployment and training program. ATFs will adhere to AFI 10-403 to assist with readying the base mobility mission which includes providing quarterly deployment training status updates to the IDO for use in briefing installation/wing commander. (T-1). Note: The CDF and PDF sub-section (Air Passenger Terminal) are APS or AMS responsibilities at AMC bases.

3.3.1. Assigned ATF personnel will provide training to individuals tasked to fulfill the wing's transportation related deployment tasks. (T-1). The specific responsibilities of this workcenter include, but are not limited to:

3.3.1.1. Develop, conduct, and document transportation-related training as identified in the IDP and AFI 10-403. (T-1).

3.3.1.2. Train personnel for responsibilities identified in AFI 10-403 and Air Force Manual (AFMAN) 24-204, *Preparing Hazardous Materials for Military Air Shipments*. (T-0). For training which does not have a prescribed formal or standard training course, the local Deployment and Distribution Flight will develop and maintain lesson plans and conduct training as identified in this regulation, AFI 10-403, AFI 36-2651, *Air Force Training Program*, and AFMAN 24-204. (T-0). CDF personnel will ensure all lesson plans include basic IDP overview, workcenter purpose, and provide enough detail to convey the trainee's role in wing deployment operations. (T-1). Note: Recommend ATF units use established air transportation training aids (i.e., career development courses, qualification training plans, task training guides) as a starting point when building installation augmentee training lesson plans.

3.3.1.3. Maintain deployment lesson plans for all installation/wing mobility ATF-provided training. (T-1).

3.3.1.4. Use readiness exercises to provide hands-on training to maximum extent possible. ATF personnel may create and utilize a wing-based augmentee program as needed in accordance with Air Force Pamphlet (AFPAM) 10-243, *Augmentation Duty*, to add existing manpower during surge operations.

3.3.2. Hazardous Materials Preparer's Certification Course. Air transportation personnel are authorized to attend the Hazardous Material Preparer's Certification course when directed by the unit commander to augment 2T0X1s in teaching the base level hazardous material Technical Specialist course or when primary duties are related to certifying hazardous materials. (T-2). Units may request through AFIMSC Functional Manager organization email: **AFIMSC.XZTE.AirTransportation@us.af.mil**.

3.3.3. Integrated Computerized Deployment System (ICODES) formal training may be obtained through the Air Force Reserve Command Transportation Proficiency Center and/or Surface Deployment and Distribution Command functional management office. Assigned ICODES trainers will instruct classes or perform on-the-job training at home station and document training in accordance with AFI 24-605, Volume 5, *Air Transportation Standardization and Resources*, and AFI 36-2651. (T-1).

3.3.3.1. Unit commanders will ensure sufficient certified load planners are available to support 24-hour contingency, exercise and deployment operations. (T-1).

3.3.3.2. Unit commanders (or equivalent) will appoint, in writing, designated load planners. (T-1).

3.3.3.3. Units will maintain an authorization letter listing all individuals qualified to perform load planning duties and provide copies to the IDO as changes occur. (T-1).

3.3.3.4. Units will annotate training in the individual's training record. (T-1). Note: ICODES is the primary method for completing all load plans (e.g., preliminary and final).

3.3.3.5. Deploying forces will complete load plans in accordance with DTR 4500.9-R, Part III, Chapter 303, Figure 303-3; the completion of mobility documentation is the responsibility of the deploying unit. (T-0). The IDP must specify if preliminary load plans are completed by the deploying unit or the host LRS during Air Force contingency, special airlift assignment mission or exercise deployment operations. (T-1).

3.3.3.6. Other-than-2T2X1 load planners (internal and external to the Air Force) are required to have training specified up to the extent defined in the DTR 4500.9-R, Part III. (T-0). These individuals are only capable of signing the "LOAD PLANNED BY" portion of any load plan form or ICODES product. Certified 2T2X1 personnel who complete training in accordance with AFI 24-605, Volume 5, are qualified to sign "LOAD APPROVED BY" blocks on official load plan forms or ICODES final load plan.

3.3.4. Deployment Workcenter Training. ATFs will provide the following training to installation augmentation forces (as required depending on specific location) to meet installation/wing deployment operations:

3.3.4.1. Pre-deployment Cargo Preparation/Pallet Build-Up Course. (T-1).

3.3.4.2. Hazardous Material Handler Course. (T-1).

3.3.4.3. Hazardous Material Technical Specialist (when applicable to augment traffic management personnel). (T-3).

3.3.4.4. ICODES Deploying Unit User Course. (T-1).

3.3.4.5. Aircraft Load Team Augmentee Course. (T-1).

3.3.4.6. Ramp Coordinator Augmentee Course. (T-3).

3.3.4.7. CDF In-Check/Marshaling Augmentee Course. (T-1).

3.3.4.8. Passenger Baggage Handlers Augmentee Course. (T-3).

3.3.4.9. Passenger In-Check/Manifesting Augmentee Course. (T-1).

3.4. Unit Move Documentation. The deploying unit is responsible for completion of mobility documentation in accordance with DTR 4500.9-R, Part III, Chapter 303, Figure 303-3. Documentation supporting the movement of unit equipment must be captured and documented in accordance with the DTR 4500.9-R, Part III and AFI 10-403. (T-0). A deploying unit may not be synonymous with the host or supporting installation LRS (or ATF). However, in many cases, deploying units lack expertise and experience to meet all requirements to successfully deploy or redeploy without assistance. Therefore, it is the responsibility of the host or supporting installation to assist, provide guidance, and ensure deploying units mobilize as seamlessly as possible. (T-1). ATF personnel, as the functional air transportation experts, when assigned, will provide assistance when appropriate. (T-1).

3.5. In-Transit Visibility and Cargo/Passenger Manifesting. ATF personnel will use either Cargo Movement Operations System (CMOS) or GATES as systems of record for cargo and passenger documentation in accordance with the DTR 4500.9-R, Part III. (T-0). Regardless of in-transit visibility system used, units will ensure documentation requirements are met. (T-0). ATFs will ensure manifests are released in CMOS (or GATES) within 30 minutes of aircraft departure. (T-1).

3.5.1. Cargo Manifesting. CDF personnel will utilize CMOS (or GATES) to prepare cargo manifests for all DoD aircraft transporting cargo. (T-1). CDF personnel will utilize the DD Form 1385, *Cargo Manifest*, in lieu of automated systems during suspended or interrupted connectivity. (T-0). Refer to DTR 4500.9-R, Part III for cargo manifesting procedures depending on specific movement type.

3.5.2. Passenger Manifesting. PDF personnel will utilize CMOS (or GATES) to prepare passenger manifests for all DoD aircraft transporting passengers. (T-1). PDF personnel will utilize the DD Form 2131, *Passenger Manifest*, in lieu of automated systems during suspended or interrupted connectivity. (T-0). Refer to DTR 4500.9-R, Part III for passenger manifesting procedures depending on specific movement type.

3.5.2.1. When deploying passengers are authorized to carry firearms in their orders and are processed through the passenger terminal (either originating and/or transiting), they shall be allowed to retain their unloaded firearm. ATFs will brief the deploying individuals to maintain positive control over the firearm at all times. (T-0). All hand-carried and/or checked baggage are subject to inspection. Passengers shall not be allowed to retain control of any unauthorized items. Deploying passengers are not required to remain segregated from other passengers and may have access to the terminal facilities (e.g., snack bar, vending machines, and pay phones). When deploying passengers with ammunition, follow procedures in accordance with DTR 4500.9-R, Part I, Appendix I.

3.5.2.2. Duty passengers on contingency, special airlift assignment mission, or other dedicated mobility missions shall follow the guidelines provided in the DTR 4500.9-R, Part III. (T-0). Troop leaders are responsible for verifying the screening of contingency passengers in accordance with DTR 4500.9-R, Part III, Appendix T and Appendix BB. (T-0).

3.5.3. Station File Packages. Maintain station file packages for all applicable inbound and outbound missions in accordance with AFI 10-403. Flight packages assist with recording historical flight and workload data in order to better determine appropriate levels for personnel and equipment at respective locations. Documentation to be included in the flight package includes but is not limited to: aircraft load plans, inbound and outbound cargo and passenger manifests, hazardous materials inspection forms and shipper's declarations, relative CMOS and/or GATES-produced documentation, etc. Maintain flight packages in accordance with Air Force Records Information Management System Records Disposition Schedule.

3.6. Workload Data Tool (WDT). For relevant tracking of resources, manpower, and operations, all ATF locations will input mobility based workload data in AFIMSC WDT at **https://cs2.eis.af.mil/sites/13298/Module/servicepage.aspx?Service=Air** Transportation. (T-1).

3.6.1. Units will identify to AFIMSC primary and alternate contributors to populate their workload data into the WDT by no later than 10th of each month. (T-1).

3.6.2. AFIMSC will provide detailed guidance annually concerning workload data validation requirements. (T-1). After the end of a fiscal year, the commander or their appointed designee, will validate the previous fiscal year data. (T-3). Once validated, AFIMSC will lock unit data and no further changes will be made to station workload. (T-1).

3.7. Wing/Installation Pallet and Net Assets Management. ATF personnel will serve as the installation/wing points of contact for 463L pallet and net assets in accordance with guidance outlined in AFI 24-605, Volume 5. (T-1).

Chapter 4

UNILATERAL AIRCREW TRAINING (UAT) SUPPORT OPERATIONS

4.1. Purpose. The primary mission for unilateral aircrew training personnel is to support the aircrew training development, augment the Joint Airdrop/Air Transportability Training program, enhance initial and refresher aircrew qualification production and maintain mission ready aircrews with supported MAJCOMs.

4.1.1. Air Transportation (military, civilian) and/or contractor personnel can perform these functions which consists of both aerial delivery (airdrop training loads) and Aircrew Support Training (ballast training loads and ground support training).

4.1.2. Requests for support under the UAT umbrella will be routed to respective Air Transportation MAJCOM Functional Managers at either Air Force Installation & Mission Support Center, Air Force Reserve Command or the National Guard Bureau. (T-1). Units authorized to provide UAT support must be identified on unit manning documents under Functional Account Code 42P8. (T-1).

4.1.3. AFIMSC is the focal point for UAT operations and obtaining official training line numbers for Parachute Rigging Course. UAT units must receive formal parachute training prior to preparing aerial delivery cargo training loads. (T-1). Air Transportation personnel can only receive training in Parachute Rigging Course, Phase 1.

4.1.4. Operational personnel and equipment airdrops can only be prepared by Army qualified quartermasters and/or 1P0X1 (aircrew flight equipment (AFE)) personnel, then certified by joint airdrop inspection aircrew members. Note: 2T2X1 (air transportation) UAT personnel will not perform actual operational airdrops or deploy in operational aerial delivery rigging positions. (T-1).

4.1.4.1. Operational personnel and equipment airdrops are defined as cargo, personnel and/or hazardous materials airdropped to insert, supply, delivery and/or restock units in an austere locations under actual operational conditions.

4.1.4.2. UAT personnel may only prepare aerial delivery training loads and ballast loads. (T-1).

4.1.5. UAT aerial delivery training loads and ballast loads are defined as any load owned by the same service that operates the aircraft and is used solely for the purpose of training and not in an operational capacity or condition.

4.1.5.1. UAT aerial delivery training loads and ballast loads are usually low cost and may consist a variety of ballast materials as long as materials meet aircraft weight requirements.

4.1.5.2. UAT aerial delivery training loads and ballast loads sole purpose is to simulate operational functionality to fulfill initial aircrew training and recurring qualification requirements.

4.1.5.3. UAT units will not utilize LRS based funding lines (Program Element Code **540 and/or **542) to establish or sustain UAT aerial delivery assets and ballast loads. (T-2). All UAT mission support, TDY and associated funding must to be established through the supporting units' MAJCOM Operations Directorate. (T-2).

4.2. Aerial Delivery Training Load Types. Units performing aerial delivery functions will coordinate with assigned flying squadrons to establish a sustainable inventory of aerial delivery training loads to enable aircrew training. (T-1). UAT personnel are authorized to rig the following types of aerial delivery training loads: container delivery systems (CDS), heavy equipment airdrop platform, low-cost/low-altitude, simulated airdrop training bundles, Joint Precision Airdrop Systems (JPADS), high speed and free-drop/free-fall loads. UAT personnel will utilize and not deviate from the following applicable aerial delivery guidance: AFI 13-210_IP, *Joint Airdrop Inspection Records, Malfunction/Investigation, and Activity Reporting*; Technical Order (TO) 00-25-241, *Parachute Logs and Records*; TO 13A6-59-13, *Variable Width Troop Seat, Type 2*; TO 13C1-1-41, *General Maintenance of Parachutes and other Airdrop Equipment*; TO 13C5-2-41, *Extraction Line Panel*; TO 13C5-26-2, *15 Ft Diameter Cargo Extraction Parachute*; TO 13C5-29-2, *26 Ft Diameter HV Cargo Parachute*; TO 13C5-32-2 64, *Ft Diameter Model G-12D&E Cargo Parachute*; TO 13C7-1-5, *Rigging Airdrop Platforms*; TO 13C7-1-8, *Rigging Typical Supply Loads and Rigging Military Utility Vehicles*; TO 13C7-1-10, *Derigging and Recovery Procedures*; TO 13C7-1-11, *Rigging Containers*; TO 13C7-1-13, *Reference Data for Airdrop Platform Loads*; TO 13C7-52-22, *Type V Airdrop Platform*; TO 13C7-49-41, *Joint Precision Airdrop System 2K (JPADS 2K)*; TO 1C-130J-1, *Flight Manual USAF Series, C-130J Aircraft*; TO 1C-17A-1-4, *Airdrop Mission Crew Manual USAF Series C-17 Aircraft*; TO 13C7-1-51, *Airdrop of Supplies and Equipment: Dual Row Airdrop Systems*; T.O. 13C5-27-2 22, *Ft Diameter Cargo Extraction Parachute*; and TO 14D1-2-467-2, *35Ft Diameter Model T-10*; Technical Manual (TM) 10-1670-296-20&P, *Unit Maintenance Manual for Ancillary Equipment for Low Velocity Air Drop system (LVADS) Including Repair Parts and Special Tools List For Container Delivery System*; TM 10-1670-331-13&P, *Low Cost Parachute Assemblies;* and any MAJCOM/A3 aerial delivery or Aerial Delivery Field Service Department (ADFSD) messages. (T-0). All aerial delivery assembly, fabrication and procedural waivers must be coordinated through appropriate MFMs and approved by the Aerial Delivery Field Service Department (ADFSD) at Fort Lee, Virginia. (T-0).

4.2.1. Container delivery systems (CDS) rigged with an A-22 sling with ballast material (usually 55 gallon metal and/or plastic barrels, steel cages, etc.) are rigged for high velocity with 26 foot ring slot parachute. Additionally, CDS can be rigged on a case-by-case request for low velocity airdrops utilizing a G-12 type parachute.

4.2.2. Heavy equipment airdrop platforms are limited to 8 foot combined Type-V platform bases and ballast loads (usually consist of Rumber™, plywood, and railroad ties, etc.). Note: All heavy equipment platforms used for UAT support are rigged with approved waivers utilizing two G-12 parachutes.

4.2.3. Low-cost/low-altitude loads are rigged with T-10 parachutes and/or 1-time use, expendable cross parachutes and ballast loads (usually wood, 30 gallon water containers, and/or other materials).

4.2.4. Simulated airdrop training bundles are rigged with a 68 inch pilot parachute and ballast weight (usually a partial filled sandbag).

4.2.5. Joint precision airdrop systems (JPADS) are modules attached to aerial delivery loads that utilize the global positioning system and contain steerable parachutes via an onboard computer to steer loads to a designated impact on a drop zone. These loads will be provided to aircrews for training but will not be airdropped. (T-1). Standard CDS loads noted as Improved Container Delivery Systems will be dropped in lieu of actual JPADS. (T-1).

4.2.6. High speed loads are rigged with 22 foot parachutes weighing in around 440 lbs. (usually constructed with wood, Rumber™, or steel for training and simulated weight). These training loads are for low profile and quick in-and-out scenarios.

4.2.7. Freedrop bundles such as hay bales or another expendable/recyclable materials to simulate the intent for freefall/freedrop aerial delivery loads.

4.2.8. Requests for UAT units to prepare and/or recover non-typical aerial delivery training loads not listed above in **paragraph 4.2.2** to **paragraph 4.2.8** must be submitted to Air Force Installation & Mission Support Center, Air Force Reserve Command or the National Guard Bureau MAJCOM Functional Manager points of contact. (T-1). MAJCOM representatives will route to AF/A4LR for review and waiver authority to ensure support falls under the UAT umbrella of aerial delivery training versus operational airdrops. (T-1).

4.3. Aerial Delivery Functions. Operations vary based on location, frequency and scope of support required by particular MAJCOMs and/or airframes, but all aerial delivery operations have the following basic stages to include: 1) preparation and fabrication, 2) packing and rigging functions 3) drop zone operations and recovery/reconstitution efforts.

4.3.1. Preparation and fabrication consists of building various aerial delivery load platforms and components from blueprints, samples, and/or specific TO instructions and measurements.

4.3.1.1. Preparation and fabrication personnel will:

4.3.1.1.1. Ensure aerial delivery platforms are constructed and installed with all required components. (T-0).

4.3.1.1.2. Remove, replace or repair defective components as necessary and troubleshoot problems. (T-0).

4.3.1.1.3. Not deviate from applicable DoD aerial delivery guidance, field manuals, policy, regulations and instructions listed in **paragraph 4.2** without coordination through appropriate MFMs and approval by the ADFSD at Fort Lee, Virginia. (T-0).

4.3.1.2. Work centers will contain a variety of hand and power tools to repair and assemble aerial delivery training loads. (T-3). All tools used in preparation or fabrication of aerial delivery training loads will have established lesson plans, and follow applicable AFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards,* guidance and all training will be documented within preparer and/or fabricator training records. (T-1).

4.3.1.3. Other fabrication functions such as parachute repair may be performed locally by contract manpower equivalent positions, civilians as authorized within their core personnel documents, and/or 1P0X1 (AFE) personnel. Note: AFE support is limited to units specifically cited to support cargo parachute repair in the AF Manpower Standard Functional Account Code 32C1.

4.3.1.4. If an aerial delivery training load malfunction occurs, preparers/fabricators will examine remaining debris and recovered equipment for points of strain and provide feedback to supervision and ADFSD at **https://quartermaster.army.mil/adfsd/adfsd_mrb_one_stop.html**. (T-0).

4.3.1.5. Aerial delivery supervision will appoint a primary and alternate supply custodian to manage airdrop supplies and equipment. (T-3).

4.3.1.5.1. Aerial delivery supply custodians will receive training on supply requisition procedures from their local LRS customer service and ensure UAT unit has a robust, sustainable airdrop bench stock program. (T-3).

4.3.1.5.2. An accurate inventory will be maintained to support the UAT mission. (T-3). Inventory will be kept at levels that local management determines necessary to be capable of meeting the assigned mission demand. (T-1).

4.3.1.5.3. Aerial delivery supervision will ensure units are not maintaining excessive levels of supply thus impacting worldwide, operational availability of aerial delivery components. (T-1).

4.3.1.5.4. An inventory list of common aerial delivery national stock numbers and suggested bench stock quantities are listed in **Attachment 2**.

4.3.1.5.5. Units will work with the AFIMSC air transportation policy section, in partnership with Defense Logistics Agency, to prioritize requests and manage UAT enterprise stock levels. (T-1).

4.3.2. Packing and rigging consists of verifying aerial delivery training loads are properly assembled, packed, equipped (rigged) with serviceable parachutes, and joint airdrop inspections are accomplished in accordance with AFI 13-210_IP. (T-0).

4.3.2.1. Packing and rigging personnel will:

4.3.2.1.1. Validate automatic release mechanisms are properly attached, activated, and adjusted. (T-0).

4.3.2.1.2. Determine the number and type of parachutes to be used, attachment of static lines, and deployment devices. (T-0).

4.3.2.1.3. Inspect aerial delivery training loads slotted to be airdropped are correctly outfitted and rigged. (T-0).

4.3.2.1.4. Carefully lay out parachutes on packing table, checks for presence and condition of all components and accessories, proper alignment of suspension lines, gores, etc. (T-0).

4.3.2.1.5. Packs parachutes and associated devices following detailed and exacting procedures and techniques prescribed in technical manuals which vary according to the specific type and model of parachute, the purpose for which used, type of aircraft involved, altitude of deployment, etc. (T-0).

4.3.2.1.6. Annotate and certify rigging documents as required. (T-0).

4.3.2.2. Aerial delivery facilities can vary in size based on the particular aerial delivery training loads being built and the airdrop training mission being supported. When designing or upgrading packing and rigging areas, UAT units and their leadership should ensure:

4.3.2.2.1. Security control measures are established for the control of casual and/or systematic pilferage from storage or other areas.

4.3.2.2.2. Large cargo parachutes are normally packed on the floor; therefore, sufficient floor space is required for these packing operations.

4.3.2.2.3. Protective covered space is available for select equipment and operating supplies.

4.3.2.2.4. Packing sections provide a minimum floor space of approximately 24,000 square feet when operating in a single location.

4.3.2.2.5. Floor space provides adequate room for packing tables to stretch and inspect parachutes.

4.3.2.3. Designated rigging areas can be utilized as dual usage areas such as fabrication area, empty ready lines or additional pack floors.

4.3.2.4. Adequate storage is available for shelving equipment, pre-packed parachutes, line bags, etc. prior to final aerial delivery training load assembly.

4.3.3. Drop zone operations include duties of drop zone control officer (DZCO) and/or drop zone safety officer (DZSO), malfunction officer (MO) and UAT load recovery efforts.

4.3.3.1. Drop zone teams will consist of a minimum of two personnel with at least one being a qualified DZCO/DZSO and MO. (T-1). Depending on type of aerial delivery training loads, recovery actions required, and MHE needed, the required drop zone team size may vary in size. NOTE: At some locations, air transportation personnel may perform MO, DZCO and/or DZSO duties (if properly trained) while at other locations, non-2T2X1 qualified civilian or contractors (usually operations group personnel) perform these functions.

4.3.3.2. Drop zone team support is based on the approved time-over-target airdrop schedules; units need to coordinate with supported flying units to receive schedules.

4.3.3.3. Drop zone team reviews airdrop schedule to determine how many personnel and vehicles are needed to recover aerial delivery training loads.

4.3.3.4. Drop zone team lead will conduct a safety briefing for all personnel at the drop zone. (T-1).

4.3.3.4.1. Drop zone safety briefing, at a minimum, will cover potential hazards, designated bug-out locations and incident reporting procedures. (T-1).

4.3.3.4.2. Drop zone team lead will ensure all personnel have proper personal protective equipment, appropriate warm or cold weather gear, food and water to cover operation timeframe, and reflective belts if recovery operations will occur during hours of darkness. (T-1).

4.3.3.5. If performed by 2T2X1s, DZCO, DZSO and MOs will be trained and appointed in accordance with AFI 13-210_IP. (T-0). When performing in these roles, personnel must be present for all airdrops. (T-1).

4.3.3.6. MOs will document the times and numbers of aerial delivery training loads dropped during the shift utilizing local recovery log to document the number of drops scheduled and number of actual drops performed. (T-1).

4.3.3.7. MO must be present at the drop zone safe zone prior to all time-over-target windows. (T-1).

4.3.3.8. MOs must perform a visual inspection of the drop zone to ensure safe operations are possible, and if not, then MO will declare the drop zone unrecoverable. (T-1).

4.3.3.9. MO will perform and submit all required reports for aerial delivery training loads malfunctions and/or incidents. (T-1).

4.3.3.10. Only government owned vehicles and/or contractor vehicles will be used to transit between drop zones and perform drop zone recovery operations. (T-1).

4.3.3.11. To ensure equipment longevity and avoid potential vehicle abuse, units should only use government owned vehicles on established driving surfaces (i.e., paved or gravel roads). Drop zone teams should use 10K All Terrain Forklifts, Utility Vehicles, All-Terrain Vehicles, snowmobiles, and other rugged equipment for off-road operations and recovery efforts.

4.3.3.12. Prior to utilizing any drop zone location, unit commanders will develop and sign an individualized drop zone concept of operations (CONOPS) plan outlining each area's capabilities and known limiting factors. (T-1).

4.3.3.12.1. Drop zone CONOPS will include at a minimum:

4.3.3.12.1.1. Maps with directions to and from zones. (T-2).

4.3.3.12.1.2. Distance and travel time from local base. (T-2).

4.3.3.12.1.3. Operational drop zones and safe zones. (T-1).

4.3.3.12.1.4. Vehicle parking location at zones. (T-1).

4.3.3.12.1.5. Potential zone hazards. (T-1).

4.3.3.12.1.6. Equipment, vehicle and facilities on-site (if available). (T-1).

4.3.3.12.1.7. Types of airdrop and/or airland training which can be accomplished at this particular zone. (T-1).

4.3.3.12.1.8. Nearest emergency facilities. (T-1).

4.3.3.12.1.9. Adverse weather plan (what team does during weather watches, warnings and advisory notifications). (T-1).

4.3.3.12.1.10. Conditions and procedures for declaring drop zones unrecoverable and/or unworkable. (T-1).

4.3.3.12.1.11. Malfunction and/or incident reporting procedures. (T-1).

4.3.3.12.1.12. Off-the-zone airdrop reporting procedures. (T-1).

4.3.3.12.2. Conditions for unrecoverable zones need to be transparent and not subjective since this action will also effect actual flying and time-over-target schedules.

4.3.3.12.3. UAT units will provide signed copies of CONOPS to supported flying units for planning purposes. (T-3).

4.3.3.13. The transportation of UAT loads recovered from drop zones and landing zones will only be accomplished by military, civilian or contracted personnel that meet the licensing requirements as outlined in AFI 24-301, *Ground Transportation*, Paragraph 5.4. (T-3).

4.3.4. Reconstitution efforts consist of drying, cleaning, inspecting, and minor repairs aerial delivery training loads.

4.3.4.1. Aerial delivery facilities can vary in size based on the particular aerial delivery training loads being built and the airdrop training mission being supported. The following are suggestions for UAT units and their leadership when designing or upgrading reconstitution areas:

4.3.4.1.1. Require space for both an enclosed parachute shakeout area and drying tower.

4.3.4.1.2. Shakeout area is required to clean debris from recovered parachutes.

4.3.4.1.3. Drying tower requires a height of 60 to 100 feet (18.3 to 30.5 meters) with additional environmental controls to aid in drying parachutes.

4.3.4.2. Hardhats will be worn anytime individuals utilize drying tower hoists, overhead hook systems, overhead cranes when placing parachutes in drying position to prevent potential head injury. (T-1).

4.3.4.3. Reconstitution areas must remain clear of congestion to allow sufficient room to perform functions. (T-1). Reconstitution areas will not be used for long term storage. (T-1).

4.3.4.4. All aerial delivery platforms will be cleaned, vacuumed and inspected for reuse.

4.3.4.5. UAT personnel will carefully examine all parachutes and return to inventory if serviceable. (T-1).

4.3.4.5.1. If parachute is not serviceable and minor repairs are possible then contact 1P0X1 (aircrew flight equipment (AFE)) personnel, qualified civilians and/or converted contract manpower equivalent positions. All repairs must adhere to applicable TO repair procedures. . (T-0). NOTE: AFE support is limited to units specifically cited to support cargo parachute repair in the Air Force Manpower Standard Functional Account Code 32C1.

4.3.4.5.2. If parachute is not repairable, then units may dispose of damaged asset in accordance with local policy.

4.4. Malfunction Review Board. Aerial delivery units will budget for key personnel to attend tri-annual boards hosted by ADFSD at Ft Lee, Virginia. (T-1). These boards discuss changes, improvements, trends, and bring resolution to aerial delivery training, incidents, and/or causes of malfunctions. It is imperative units with malfunction events have attendance at these boards for education and communication throughout the community. (T-1). Additionally, aerial delivery units will submit the Joint Airdrop Summary Report to ADFSD at **https://quartermaster.army.mil/adfsd/adfsd_mrb_one_stop.html**. (T-0).

4.5. Aircrew Support Training. Aircrew support training varies by location and aircrew needs but most commonly consists of: 1) loading pre-established training loads, 2) bulk weights and/or ballast pallets (i.e., pet rocks, railroad ties, steel cages), 3) forklift bare-tine loading operations, 4) aircraft combat offload method-A operations, 5) aircraft combat offload method-B operations, 6) simulated austere and/or bare landing zone operations, 7) engine running offload and/or onload (ERO) operations, and 8) night vision goggle (NVG) familiarization and/or loading training.

4.5.1. Actual aircraft load plans and manifests are not possible, nor required for aircrew support training loads (since these training loads are not actual DoD based cargo but instead aircrew training aids); however, UAT personnel must provide actual and valid weights to aircrew. (T-0). Aircrew is responsible for preparing and documenting the appropriate aircraft weight and balance calculations and DD Form 365-4, *Weight and Balance Clearance Form F—Transport/Tactical*. All aircrew support training loads will have local identifier, accurate weights and dimensions that are clearly visible and marked on each piece. (T-1). Units should consider permanently marking all aircrew support training loads with their local unit identifier, weight and dimensions to eliminate any potential confusion during loading operations. UAT personnel may develop pre-prepared manual cargo labels, documentation and manifests for aircrew support training loads as required by local LRS management. Pre-established training loads or ballast weight will not be input into GATES or CMOS. (T-1).

4.5.2. Pre-established training loads are mock aircrew training aids that simulate real world cargo on local training missions. Training loads are established based on the need of and jointly developed with supported flying units to meet their training needs. UAT should work with local flying units' aircrew Standardization Evaluation office to develop pre-established training loads. If UAT personnel utilize pre-established training loads as part of initial Air Education and Training Command-based aircrew training, loads must be developed in conjunction with corresponding schoolhouse aircrew instructors. (T-1).

4.5.3. Units may use vehicles and other rolling stock as pre-established training loads or ballast weight under the following conditions:

4.5.3.1. All vehicles and other rolling stock used as pre-established training loads will be marked "For Training Only." (T-1).

4.5.3.2. Units will account for vehicles and other rolling stock by maintaining local files containing source documents showing vehicles sourced from the Defense Reutilization and Marketing Service (DRMS). (T-1).

4.5.3.3. Units will maintain accountability until the vehicle is turned back in to DRMS. (T-1).

4.5.3.4. Vehicles will be used only as aircrew support training loads and will not be repaired or used for any other purpose. (T-1).

4.5.3.5. To obtain these vehicles, units will comply with requirements of AFMAN 23-101, *Air Force Materiel Management*. (T-1).

4.5.3.6. Vehicles must comply with AFMAN 24-204 and Air Transportation Test Loading Activity office requirements (if applicable). (T-0).

4.5.4. Ballast loads are training loads used when aircrew only need certain weight for training missions. Accurate weights and dimensions will be clearly marked and visible on each piece of ballast load. (T-1).

4.5.4.1. Pet rocks are the corporate name for the most common form of ballast weight. Pet rocks consist of concrete blocks built and secured on Type V platforms or 463L pallets.

4.5.4.2. Ballast loads can also consist of Rumber™, plywood, and railroad ties.

4.5.4.3. Forklift bare-tine loading operations may be conducted when required by supported flying units only to support their aircrew training qualifications and only with prior coordination. NOTE: Standard Air Transportation loading method utilizes rollerized tines to prevent potential aircraft ramp damage; bare-tine loading should only be used to support aircrew training not operational missions.

4.5.5. Aircraft combat offload method-A operations occurs when ballast loads on Type V platform are quickly released from the aircraft ramp while taxiing down the runway, commonly called “speed-offs”. When performing aircraft combat offload method-A operations, Type V platforms will be used in lieu of 463L pallets to minimize asset damage. (T-1).

4.5.6. Aircraft combat offload method-B operations occur when ballast pallet trains are offloaded utilizing steel barrels, in lieu of K-loader or forklifts, to simulate a rapid offload at an austere location with no MHE.

4.5.7. Landing Zone Operations. Landing zone team will consist of minimum of three personnel with a least one qualified load team chief and all remaining personnel trained in ERO loading operations. (T-1).

4.5.7.1. Prior to utilizing any landing zone, unit commanders will develop and sign an individualized landing zone CONOPS plan outlining each area’s capabilities and known limiting factors. (T-1). CONOPS will include:

4.5.7.1.1. Maps with directions to and from zones. (T-2).

4.5.7.1.2. Distance and travel time from local base. (T-3).

4.5.7.1.3. Operational landing zones and safe zones. (T-2).

4.5.7.1.4. Vehicle parking locations. (T-2).

4.5.7.1.5. Potential hazards. (T-1).

4.5.7.1.6. Equipment, vehicle and facilities on-site (if available). (T-3).

4.5.7.1.7. Types of training which can be accomplished at this particular zone. (T-1).

4.5.7.1.8. Nearest emergency facilities. (T-1).

4.5.7.1.9. Adverse weather plan (weather watches, warnings and advisory notifications). (T-1).

4.5.7.1.10. Conditions that make zones unrecoverable and/or unworkable. (T-1).

4.5.7.1.11. Incident reporting procedures. (T-1).

4.5.7.2. Conditions for unrecoverable zones need to be transparent and not subjective since this action will also effect actual flying schedules.

4.5.7.3. UAT units will provide signed copies of CONOPS to supported flying units for planning purposes. (T-3).

4.5.7.4. Prior to beginning operations, the load team chief will conduct a safety briefing with all personnel at the landing zone covering potential hazards, designated bug-out locations and incident reporting procedures. (T-1). The load team chief will ensure all personnel have proper personal protective equipment, appropriate warm or cold weather gear, food and water, as well as reflective belts (if loading operations will occur during hours of darkness). (T-1).

4.5.8. For ERO operations, reference DTR 4500.9-R, Part III, Appendix Y and AFI 24-605 Volume 2. Note: In all instances, UAT personnel will ensure risk management practices and techniques are applied during all ERO operations. (T-1).

4.5.9. For NVG familiarization and loading training, UAT personnel will reference applicable NVG 2T2X1 Task Training Guides and AFI 24-605, Volume 5. (T-1). NVG operations play an important role in deployed situations and aircrew familiarization and loading training can be benefit for both aircrew and ground airfield support teams. The ability to conduct effective, tactical NVG operations during hours of darkness with limited visibility often based on the following situations: operators understanding the NVG equipment and MHE capabilities and/or limitations, amount of ambient (available) light, operating location and terrain familiarity. Note: Operating MHE and performing loading operations while utilizing NVG is not an easy task. In all instances, UAT personnel will ensure proper risk management practices and techniques are applied during all NVG operations. (T-1).

4.6. Workload Data Tool (WDT). For relevant tracking of resources, manpower, and operations, all UAT locations will input UAT-based workload data into the AFIMSC WDT at: **https://cs2.eis.af.mil/sites/13298/Module/servicepage.aspx?Service=Air** Transportation. (T-1).

4.6.1. Units will identify to AFIMSC primary and alternate contributors to populate their workload data into the WDT by no later than 10th of each month. (T-1).

4.6.2. AFIMSC will provide detailed guidance annually concerning workload data validation requirements. (T-1). After the end of a fiscal year, the commander or their appointed designee, will validate the previous fiscal year data. (T-1). Once validated, AFIMSC will lock unit data and no further changes will be made to station workload. (T-3).

WARREN D. BERRY
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DCS/Logistics, Engineering, & Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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TO 13C7-49-41, *Joint Precision Airdrop System 2K (JPADS 2K)*, September 2009

TO 13C7-52-22, *Type V Airdrop Platform*, September 2002

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TO 1C-17A-1-4, *Airdrop Crew Manual USAF Series, C-17 Aircraft*, October 2008

TO 13C5-2-41, *Extraction Line Panel*, March 2001

TO 13C5-27-2 22, *Ft Diameter Cargo Extraction Parachute*, August 1989

TO 13C7-1-51, *Dual Row Airdrop Systems Volumes 1 & 2*, May 2013

TO 14D1-2-467-2, *35Ft Diameter Model T-10*, June 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 365-4, *Weight and Balance Clearance Form F—Transport/Tactical*

DD Form 1385, *Cargo Manifest*

DD Form 2131, *Passenger Manifest*

Abbreviations and Acronyms

ADFSD—Aerial Delivery Field Service Department

AF—Air Force

AFE—Aircrew Flight Equipment

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFPD—Air Force Policy Directive

AFPAM—Air Force Pamphlet

AFR—Air Force Reserve

AMC—Air Mobility Command

AFMAN—Air Force Manual

AMC—Air Mobility Command

AMS—Air Mobility Squadron

ANG—Air National Guard

APS—Aerial Port Squadron

ATF—Air Transportation Function

CDF—Cargo Deployment Function

CDS—Cargo Delivery System

CMOS—Cargo Movement Operations System

CONOPS—Concept of Operations

DoD—Department of Defense

DoDI—Department of Defense Instruction

DRMS—Defense Reutilization and Marketing System

DTR—Defense Transportation Regulation

DZCO—Drop Zone Control Officer

DZSO—Drop Zone Safety Officer

ERO—Engine Running Onload/Offload

Ft—Feet or Foot

GATES—Global Air Transportation Execution System

ICODES—Integrated Computerized Deployment System

IDO—Installation Deployment Officer

IDP—Installation Deployment Plan

JPADS—Joint Precision Airdrop Systems

LRS—Logistics Readiness Squadron

LV—Low Velocity

LVADS—Low Velocity Air Drop System

MO—Malfunction Officer

NVG—Night Vision Goggle

MAJCOM—Major Command

MHE—Materiel Handling Equipment

OPR—Office of Primary Responsibility

PDF—Personnel Deployment Function

RegAF—Regular Air Force

SORN—System of Records Notice

TO—Technical Order

UAT—Unilateral Aircrew Training

USC—United States Code

WDT—Workload Data Tool

Attachment 2

AERIAL DELIVERY BENCH STOCK

Table A2.1. Common Aerial Delivery National Stock Numbers and Suggested Bench Stock Quantities.

Item	National Stock Numbers	Critical Low	Max Stock
Heavy Equipment			
Latch assembly, coupling	1670-01-470-3696	18	30
Actuator	1670-01-182-1979	10	20
Bracket assembly	1670-01-353-8424	5	10
G-12E	1670-01-065-3755	30	50
M-1	1670-01-097-8816	10	20
Timing block	1670-01-099-2380	15	40
Timing mechanism	6645-01-108-3457	15	40
Cables	1670-00-434-5797	15	30
Main panel (4/pkg) (# indicates # per pkg)	1670-01-304-3006	6	8
Rear panel (2/pkg) (# indicates # per pkg)	1670-01-304-1057	3	5
Platform rail 8ft (2/pkg) (# indicates # per pkg)	1670-01-162-2371	7	10
Roller pad 8ft (4/pkg) (# indicates # per pkg)	1670-01-162-2386	7	10
Tandem link	1670-01-162-2381	20	60
Latch connector assembly(3 point)	1670-01-307-0155	10	20
Large D-rings	1670-00-937-0147	30	60
Adapter link (black plates)	1670-01-493-4618	10	20
Arming wire	4010-00-431-8490	25	100
Release knife	1670-00-836-2231 1670-00-998-0116	15	30
Slide, toggle lock w/pin	5325-01-087-1605	10	25
Retainer clamp	1670-01-087-1604	10	15
9ft multi-loop	1670-01-062-6304	20	40
11ft multi-loop	1670-01-063-7760	30	40
12ft multi-loop	1670-01-062-6303	30	40
20ft multi-loop	1670-01-062-6302	30	40
Center line	1670-01-064-4928	30	50

Lashings	5340-00-937-0273	30	50
Load binders	3990-00-937-0272	30	50
Actuator safety pins	5315-00-166-5441	25	50
Actuator mounting pins	5315-01-347-4163	20	35
Actuator safety pin wires	4010-01-216-6763	15	30
CDS			
26ft chute	1670-00-872-6109	40	60
Honeycomb	1670-00-753-3928	24	48
6-inch connector strap (JPADS)	1670-01-487-5466	20	40
A-22 sling	1670-00-360-0491 1670-00-587-3421 (w/bag)	30	50
Skid boards	Procurement determined by local management	75	200
Low-Cost/Low-Altitude			
T-10 chutes	1670-01-551-5433 (one-time use) 1670-01-247-7151 (multi-use)	30	80
T-10 chute bags	1670-01-578-6771	30	80
A7a slings	1670-00-251-1153	20	40
G-14 clevis	4030-00-678-8560	70	100
Static lines	1670-01-136-9820	30	60
Low-cost/low-altitude skid boards	local lumber yard	20	60
Simulated Airdrop Training Bundle			
Pilot chute	1670-00-216-7297	25	50
Burlap bag (hd)	8105-00-285-4744	25	50
Red bag	various vendors	25	50
Extraction			
15ft ext. chute	1670-01-063-3715	10	20
15ft bag		20	40
Cotter pins (hd)	5313-00-012-0123	50	200
Swaging sleeves	4030-00-431-5536	100	300
Bridal ext. line	1670-01-035-6054	10	20
60ft multi-loop	1670-01-064-4452	12	25

Leaf, line bag	1670-01-183-2678	20	40
Extr. link assembly (2 point)	1670-01-493-6418	4	12
Link extraction (H block C-130J)	1670-01-072-1378	5	20
Link extraction (H block C-17A)	1670-01-483-8259	5	20
Textiles/Materials			
Type VIII webbing 1 sl = 100 yds (narricot)	8305-00-260-2564 8305-00-263-3591	25	50
Type XXVI webbing sl = 100 yds. (narriocot)	8305-00-177-5069	5	10
Type IV braided nylon (1000 lb) 1 sl = 400 yds (c.s.r. ind)	4020-00-262-2020 4020-00-283-4785	30	50
1/4" cotton webbing (green) 1 sl = 500 yds	8305-00-264-2088 8305-00-268-2411	40	80
1" tubular nylon 125 yds	8305-00-268-2455	5	10
1/2 " tubular nylon 1 sl = 400 yds (narricot)	8305-00-082-5752	8	15
9/16 tubular nylon 320 yds	8305-00-082-5750	2	6
Type 1 nylon (small clevis tie)	4020-00-240-2154	2	5
Ticket 5 8/7 rolls (eddington thread)	8310-00-917-3945	20	50
Ticket 3 8/4 rolls (eddington thread)	8310-00-279-6073	20	50
Felt		0.5	1
550 cord (top-green, bottom-natural)	4020-00-246-0688 4020-00-240-2146	30	50
Sticky parachute mending cloth	1670-00-176-1802	1	2
36" kraft paper rolls	8135-00-160-7759	1	3
Retainer bands box	1670-00-568-0323	100	200
Filament tape	7510-00-582-4772 local purchase	4	10

LAPES tape	7510-00-266-5016 local purchase	12	24
Masking tape	7510-00-680-2471 local purchase	12	24
NOTES: Unit of Measure - (ro) roll (bx) box (SL) spool (yd) yard (ea) each (tu) tube (pg) package (hd) hundred			