

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**AFI11-2HC-130JV3 CL-2
5 Jun 2017
Flying Operations**



**LOADMASTER BRIEFING GUIDES/CHECKLISTS
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for down-loading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ ACC/A3JO

Certified by: AF/A3X (Brig Gen B. Chance Saltzman)

Pages: 22

This checklist supports guidance found in AFI 11-2HC-130JV3, *HC-130J Operations Procedures* and establishes procedures for the HC - 130J aircraft. It applies to all active, guard, and reserve units and personnel operating HC-130J aircraft. 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 publication OPR for non-tiered compliance items. Refer recommended changes to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

TABLE OF CONTENTS

Parachutist Briefing Guide	3
Additional Crewmember Briefing Guide	4
Light Masking Guide	5
Pre-Search/Pre-Deployment Checklist	6
Equipment Deployment Checklist (MA-1 Kit, Parabundle, Freefall)	9
Personnel Deployment Checklist (JMD/PJ, JMD/RAMZ/ATV)	10
Post-Search/Post-Deployment Checklist	11
Hot Refueling Checklist	12
FARP Checklist	15
Hot Refueling/FARP Emergency Procedures	20

PARACHUTIST BRIEFING GUIDE

Crews will use this checklist, when dropping personnel. (T-2).

1. Route, Time, and Weather
2. Seats and Safety Belts
3. No Smoking
4. Airsickness
5. Use of Latrine
6. Passenger Operated Electronic Devices
7. Emergency Procedures to Include:
 - a. Bailout (Signals and Exits)
 - b. Crash Landing (Signals and Exits)
 - c. Ditching (Signals, Exits, and Use of Water Survival Equipment) (As Req'd)
 - d. Rapid Depressurization (If Applicable)
 - e. Fouled Parachutist
8. Raising Troop Seats During Drops
9. Aircraft Cleanliness

ADDITIONAL CREWMEMBER (ACM) BRIEFING GUIDE

The PIC will ensure all ACMs are briefed. (T-2). When directed to brief ACMs by the PIC, use this briefing guide. The following items should be briefed commensurate with the qualification of the ACM in the aircraft.

1. Flight Time
2. Seat Assignment, Use of Seatbelts, & Oxygen Bottles (As Req'd)
3. Smoking/Hazardous Cargo Restrictions
4. Disposable Ear Plugs - Distributed
5. Flying with Head Cold/Cabin Pressurization
6. Use/Location of Toilet Facilities
7. Identification of Armed Crewmembers
8. Emergency Equipment and Procedures
 - a. Signals (Ground/In-flight)
 - b. Exits (Ground/In-flight)
 - c. Equipment (Life Rafts, Walk-around Bottles, LPUs, etc.)
 - d. Removal of Rings, Scarves, and Sharp Objects

LIGHT MASKING GUIDE

For NVG operations with non-NVG compatible lighting

NOTE: Lights are masked with olive drab tape. Remove tape as soon as practical.

1. Paratroop Door Warning Light
2. Ramp Airdrop Position Light
3. Ramp and Door Open Warning Light
4. SATCOM
5. Cargo Compartment Lights - Off/NVIS
 - a. Cargo Compartment Overhead Lights
 - b. Floor Lights
 - c. Cargo Door Uplock
 - d. Jump Platform Lights
6. Jump Lights
7. Blackout Panels (Some Airplanes)

SEARCH AND RESCUE CHECKLIST
PRE-SEARCH/PRE-DEPLOYMENT CHECKLIST

1. **“PRE-SEARCH/PRE-DEPLOYMENT CHECKLIST”** PF
a. Read this step as “Pre-search Checklist” or “Pre-deployment Checklist” as appropriate for the operation being conducted.
 2. **“ACKNOWLEDGED”** LM
 3. Helmet and Oxygen Mask (if reqd) – **“ON”** PM, PF, CSO, LM
- W**
- N**
4. Cabin Altitude Checks (if reqd) – **“COMPLETE”** PM, PF, CSO, LM
 - a. Mask – On and connected
 - b. Oxygen regulators – On
 - c. Mask hose connection – Checked
 - d. Regulator flow indicator – Checked
 - e. Parachutist/Personnel Oxygen – Checked
 5. Cabin – Prepared
 - a. Emergency Equipment – As required
 - b. Loose Equipment – Stowed/secured
 - c. LPUs – On (as required)
 - d. MA-1 Kits – Positioned/Secured
 6. Aft Anchor Cable Supports – Lowered (Paratroop Door Exit Only)
 7. Anchor Cables – Attached to Center Anchor Cable Supports (Paratroop Door Exit Only)
 8. Anchor Cable Stops – Positioned and Secured
 9. Static Line Retriever Cable – Safety Tied & Checked (as reqd)
 10. Retrieval Sling Assembly – Attached & Safety Tied (As reqd)
 11. Retrieval Assist Strap (Roller Assembly) – Positioned & Secured (As reqd)

12. ADS Latch Handles – Checked
 - a. LOCK, UNRESRICTED ramp travel light – OFF

N

13. Bundle/RAMZ Marker Lights/LPUs – Activated (As reqd)

14. Lighting – **“SET”** PM, PF, CSO, LM
 - a. Jump Platform Lights – As Reqd
 - b. Jump Light Intensity – As Reqd
 - c. Cargo Compartment Lights – As Reqd

15. NVGs (if reqd) – **“ON/READY”** PM, PF, CSO, LM

W

16. Restraint Harness/Parachute – On/Adjusted/Attached

C

17. Appropriate Seats – Raised (as reqd)
18. Red Lights - On/Checked (Personnel Deployment Only)

C

N(2)

19. Bundle Restraint Straps – Removed

N

20. Air Deflector Doors (if reqd) – **“OPEN”** PM

W(4)

N

21. Paratroop Door – **“OPEN AND LOCKED”** LM
 - **“INDICATES OPEN”** PM

C

N(3)

22. Ramp and Door (if reqd) – **“CLEARED TO OPEN”** PF
 - a. Check the cargo door & ramp are fully open, with cargo door locking in the up position & flags visible (when possible.)
 - **“OPEN AND LOCKED”** LM
 - **“INDICATES OPEN”** PM

W(2)

23. Anchor Cable Support(s) – Lowered

24. Door Control – Assumed by Jumpmaster/Safety

W

25. Pre-Search/Pre-Deployment Checklist

– **“COMPLETE”** LM, PM

a. Read this step as “Pre-search Checklist” or “Pre- deployment Checklist” as appropriate for the operation being conducted.

SEARCH AND RESCUE CHECKLIST

EQUIPMENT DEPLOYMENT CHECKLIST (MA-1 KIT, PARABUNDLE AND FREEFALL

N(3)

(MA-1 KIT)

- | | |
|---------------------------|----|
| 1. "30 SECONDS TO TARGET" | PF |
| 2. "10 SECONDS TO TARGET" | PF |
| 3. "READY" | PF |
| 4. "DROP" | PF |
| 5. "LOAD CLEAR" | LM |

(PARABUNDLE AND FREEFALL)

- | | |
|---------------------------|----|
| 1. "30 SECONDS TO TARGET" | PF |
| 2. "10 SECONDS TO TARGET" | PF |
| 3. "TARGET IN SIGHT" | LM |
| 4. Pattern Corrections | PF |
| 5. "LOAD CLEAR" | LM |

SEARCH AND RESCUE CHECKLIST
PERSONNEL DEPLOYMENT CHECKLIST
(JMD/PJ, JMD/RAMZ/ATV)

N(2)

- | | |
|--|----|
| 1. “PERSONNEL DEPLOYMENT CHECKLIST” | PF |
| 2. “ACKNOWLEDGED” | LM |

W

N

- | | |
|--------------------------------------|----|
| 3. "CREW, ONE-MINUTE WARNING" | PF |
| 4. Load Release Gate – Checked | |

W

- | | |
|--------------------------------------|--|
| 5. Aft Restraint – Removed (as reqd) | |
|--------------------------------------|--|

W(3)

- | | |
|------------------------------------|-------|
| 6. "SAFETY CHECKS COMPLETE" | LM/JM |
|------------------------------------|-------|

W

N

- | | |
|------------------------------|----|
| 7. "CLEAR TO JUMP" | PF |
| 8. Green Light - “ON” | PM |

W

C

N

- | | |
|--|----|
| 9. “GATE RELEASED” (or state condition) (As Reqd) | LM |
| 10. “LOAD CLEAR” (or state condition) | LM |

N

- | | |
|------------------------|-----|
| 11. “RED LIGHT” | CSO |
| 12. “ON” | PM |

N

- | | |
|--|--|
| 13. Jumpmaster/Safety – Notify (if required) | |
|--|--|

SEARCH AND RESCUE CHECKLIST
POST-SEARCH/POST-DEPLOYMENT CHECKLIST

N(3)

1. **“POST-SEARCH/POST-DEPLOYMENT CHECKLIST”** PF
 - a. Read this step as “Pre-search Checklist” or “Pre-deployment Checklist” as appropriate for the operation being conducted.
2. **“ACKNOWLEDGED”** LM

W
C

3. Static Lines – Retrieved/Cut
4. Jump Platform(s) – Folded in (if reqd)

C

5. Anchor Cable Supports – Raised (If reqd)

C(2)

N(2)

6. Ramp & Door/Paratroop Door (as reqd)
 - **“CLOSED AND LOCKED”** LM
 - **“INDICATES CLOSED”** PM
7. Cabin – Secured
 - a. Loose Equipment – Stowed/Secured
 - b. Emergency Equipment – Stowed/Secured
 - c. Static Line Retriever Cable – Rewind/Repositioned (as reqd)
 - d. Oxygen – Set (Regulators and consoles set as reqd)
8. NVGs (if reqd) – **“ON/OFF/READY”** PM, PF, CSO, LM
9. Lighting – **“SET”** PM, PF, CSO, LM
 - a. Jump Platform Lights – As Reqd
 - b. Jump Light Intensity – As Reqd
 - c. Cargo Compartment Lights – As Reqd
10. Post-Search/Post-Deployment Checklist
 - **“COMPLETE”** LM,PM
 - a. Read this step as “Post-search Checklist” or “Post-deployment Checklist” as appropriate for the operation being conducted.

HOT REFUELING (RECEIVER) CHECKLIST

1. **“HOT REFUELING (RECEIVER) CHECKLIST”** P
2. **“ACKNOWLEDGED”** LM
3. Crew Briefing – **“COMPLETE”** P
 - a. Brief/update applicable items from the Hot Refueling/FARP Briefing Guide. See AFI 11-2HC-130V3 CL-1.

W

4. Radios and Navigational Equipment – **“SET”** CP, P, CSO, LM
 - a. Radios – Set (As required)
 - b. Radar – STANDBY/OFF
 - c. Radar altimeters – OFF
 - d. IFF – STANDBY

W

5. DEFENSIVE SYS MASTER Switch – **“STANDBY”** CSO/PO
6. CMDS Safety Pins – **“INSTALLED”** LM
7. Flaps – **“SET, ___”** CP

W

8. Doors – **“CLEAR TO OPEN”** P
9. Offload Clearance – **“CLEAR TO OFFLOAD”** P
 - a. Parking Brake – Set
 - b. Brakes – Normal/EMER
 - c. Engines – GND IDLE/LSGI

W

N(2)

10. **“HOT BRAKE/HUNG FLARE CHECK COMPLETE, CLEAR TO TAXI”** LM
11. Offload Clearance – **“CLEAR TO OFFLOAD”** P
 - a. Parking Brake – Set
 - b. Brakes – Normal/EMER
 - c. Engines – GND IDLE/LSGI

C

N

12. Fire Extinguisher – Positioned LM

13. Refueling Equipment – Positioned LM

W(2)

N

14. **“REFUELING HOSE CONNECTED”** LM

a. Bonding Wire – Attached

b. SPR Panel Door – Open

c. Refueling Nozzle – Connected

d. Flow Valve – Opened

e. Refueling Nozzle – Locked and Checked

15. FUEL MANAGEMENT Panel – **“SET”** CSO/CP/PO

a. CROSS FEED Switches – CLOSED

b. CROSS SHIP Switch - OPEN

c. FUEL TRANSFER Switches – TO (Select tanks to transfer to)

d. SPR Valve – OPEN

N

16. Fuel Onload – Initiated LM

17. **“FUEL ONLOAD COMPLETE”** CSO/CP/PO

18. FUEL MANAGEMENT Panel – **“SET”** CSO/CP/PO

a. CROSS FEED Switches – CLOSED

b. CROSS SHIP Switch - CLOSED

c. FUEL TRANSFER Switches – CLSD/OFF

d. SPR Valve – DRAIN

19. Refueling Hose – Disconnected LM

a. Flow Valve – Closed

b. Refueling Nozzle – Disconnected/Dust Cap Installed

c. SPR Panel Door – Closed/Secured

d. Bonding Wire – Removed

20. Fire Extinguisher – Repositioned LM

21. **“CLEAR TO TAXI”** LM

- 22. Radios and Navigational Equipment – **“SET”** CP, P, CSO, LM
 - a. Radios – Set (As required)
 - b. Radar – Set (As required)
 - c. Radar altimeters – Set (As required)
 - d. IFF – Set (As required)
- 2. Defensive Systems Settings **“SET,____”** CSO/PO
 - a. CNI-MU Settings (As required)
 - b. DEFENSIVE SYSTEMS Panel – (As required)
- 3. CMDS Safety Pins – **“REMOVED/INSTALLED”** LM
- 4. Hot Refueling Checklist – **“COMPLETE”** CSO/PO, LM, CP

FARP(TANKER)CHECKLIST

1. **“FARP (TANKER) CHECKLIST”** P
2. **“ACKNOWLEDGED”** LM
3. Crew Briefing – **“COMPLETE”** P
 - a. Brief/update applicable items from the Hot Refueling/FARP Briefing Guide. See AFI HC-130J V3 CL-1.

W

4. Radios and Navigational Equipment – **“SET”** CP, P, CSO, LM
 - a. Radios – Set (as required)
 - b. Radar – STANDBY/OFF
 - c. Radar altimeters – OFF
 - d. IFF – STANDBY

W

5. DEFENSIVE SYSTEM MASTER Switch
– **“STANDBY”** CSO/PO
6. CMDS Safety Pins – **“INSTALLED”** LM
7. Flaps – **“SET,___”** CP

W

8. Doors – **“CLEAR TO OPEN”** P
9. Offload Clearance – **“CLEAR TO OFFLOAD”** P
 - a. Parking Brake – Set
 - b. Brakes – Normal/EMER
 - c. Engines – GND IDLE/LSGI

W

N (2)

10. **“HOT BRAKE/HUNG FLARE CHECK COMPLETE,
CLEAR TO TAXI”** LM
11. Offload Clearance – **“CLEAR TO OFFLOAD”** P
 - a. Parking Brake – Set
 - b. Brakes – Normal/EMER
 - c. Engines – GND IDLE/LSGI

N

12. Refueling Equipment – Positioned LM/HRS/HDP
- a. Fire Extinguisher
 - b. Water Container
 - c. External Drain Pump
 - d. Refueling Hoses

W (2)

N (2)

13. Refueling Nozzle – Connected and Checked HRS
- a. Bonding Wire – Attached
 - b. RGR Port – Open (as required)
 - c. SPR Panel Door – Open (as required)
 - d. Refueling Nozzle – Connected
 - e. Flow valve – Opened
 - f. Refueling nozzle – Locked and Checked
 - g. Valves – Open/Checked for Security (Prior to

pressurizing Hoses)

- h. 50 GPM Pump Control Valves – Positioned refuel (If SPR Used)

N

14. Aircraft Ramp – Raised HRS

N (2)

15. **“LINE CHECK COMPLETE”** HRS

16. Fuel Management Panel – **“SET, SPR VALVE OPEN”** (If required) CSO/PO

- a. CROSS FEED Switches – CLOSED
- b. CROSS SHIP Switch - OPEN
- c. Tank Select Switch – ACTIVE (If Desired) When using presets for Bingo Fuel
- d. Preset Fuel Levels – Checked (If Tank Select used)
- e. Transfer Pump Switch(es) – FROM (For tanks offloading fuel from)
- f. Verify Cross Ship Manifold Pressure – 28-40 PSI
- g. SPR Valve – OPEN (If Required)

17. CNI-MU POD CTRL page 1/3 (If required) – Set CSO/PO
 a. MSTR POWER LSK – ON, STWD LKD Status
 Highlighted
 b. Refuel Control Panel: Interconnect switch(s) – OPEN
 c. ACAWS – Checked
 d. **“POD SUPPLY VALVE – MAN/OPEN”**
18. CNI-MU POD CTRL page 2/3 – Set CSO/PO
 a. **“POD PUMP – AUTO”** (If required)
- N*
19. **“LEAK CHECK COMPLETE”** HRS
W
N
20. Receiver(s) – Ready HDP
 a. Bonding Wire – Connected
 b. Refueling Nozzle – Connected
 c. Fire Guard – In Place
21. **“FUEL OFFLOAD COMPLETE”** HRS
W
22. CNI-MU POD CTRL page 2/3 – Set CSO/PO
 a. **“POD PUMP – OFF”** (If required)
23. Refuel Control Panel – Set CSO/PO
 a. **“POD SUPPLY VALVE SWITCH(S) – MAN/CLSD”**
 b. Interconnect Switch(es) – CLSD
24. CNI-MU POD CTRL page 1/3 (If required) – Set CSO/PO
 a. Pod Status Indication – STWD LKD Status Highlighted
 b. Hydraulic Power LSK – OFF
 c. Master Power LSK - OFF
- N*
25. Fuel Management Panel – **“SET”** CSO/PO
 a. FUEL TRANSFER Switches – CLSD/OFF
 b. CROSS SHIP Switch – CLOSED
 c. SPR Valve – DRAIN
 d. Tank Select Switches – OFF (If used)

N

26. External Drain Pump Control Valves – Positioned for defuel
HRS

27. External Drain Pump – ON
HRS

28. Leak Check – Complete
HRS

N

29. Refueling Hoses – Drained
HDP/HRS/LM

a. Upon completion of a section of hose, close one of the
Unisex couplers

30. Hoses – Rolled/Stowed
HDP/HRS

31. Nozzles, Fire Extinguishers, & Water Containers – Stowed
HDP/HRS

32. External Drain Pump – OFF
HRS

33. Ten Foot Hose Section – Drained/Disconnected
HRS

34. Nozzle Flow Valve – Closed
HRS

35. Refueling Nozzle – Disconnected
HRS

a. Dust Caps Installed

36. Bonding Wire – Removed
HRS

37. SPR Panel Door – Closed
HRS

38. RGR Port – Closed (as required)
HRS

39. Aircraft Ramp - Positioned for Onload
HRS

40. Equipment and Personnel – Loaded and Secured
HRS

a. Ramp raised for Taxi

41. **“CLEAR TO TAXI”**
LM

42. Radios and Navigational Equipment – **“SET”** CP, P, CSO, LM

a. Radios – Set (As required)

b. Radar – Set (As required)

c. Radar altimeters – Set (As required)

d. IFF – Set (As required)

43. Defensive Systems – **“SET”** CSO/PO
a. CNI-MU Settings (As required)
b. DEFENSIVE SYSTEMS Panel – (As required)
44. CMDS Safety Pins – **“INSTALLED/REMOVED”** LM
45. FARP Checklist – **“COMPLETE”** CSO/PO, LM, CP

HOT REFUELING/FARP EMERGENCY PROCEDURES

FUEL LEAK/SPILL

1. Fuel Leak/Spill – **“EMERGENCY STOP”** Any Crewmember
2. Fuel Leak/Spill Checklist – **“ACKNOWLEDGED”** CSO/PO, LM
N
3. CNI-MU POD CTRL page 2/3 (If required) – Set CSO/PO
a. **“POD PUMP – OFF”**
4. Refueling Operation – Shut Down CSO/PO
a. **“POD SUPPLY VALVE SWITCH(S) – MAN/CLSD”**
b. **“SPR VALVE – CLOSED”**
c. Fuel Transfer Switches – CLSD/OFF
d. Interconnect Switches – CLSD
5. CNI-MU POD CTRL page 1/3 (If required) – Set CSO/PO
a. MSTR POWER – OFF
6. Controlling Agency/Fire Department – Notified CP
C
- N*
7. Leak Cause – Determined HDP/HRS/LM
8. Nozzle/Hose – Replaced HDP/HRS/LM
9. Fuel Spill – Cleaned HDP/HRS/LM

AIRCRAFT EGRESS

Use this checklist when a catastrophic emergency precludes moving the aircraft and ground egress is the only option.

N (2)

1. Crew Notified
– **“EGRESS, EGRESS, EGRESS”** Any Crewmember
2. CNI-MU POD CTRL page 2/3 (If required) – Set CSO/PO
a. **“POD PUMP – OFF”**

3. Refueling Operation – Shut Down CSO/PO
 - a. **“POD SUPPLY VALVE SWITCH(S) – MAN/CLSD”**
 - b. **“SPR VALVE – CLOSED”**
 - c. Fuel Transfer Switches – CLSD/OFF
 - d. Interconnect Switches – CLSD
4. CNI-MU POD CTRL page 1/3 (If required) – Set CSO/PO
 - a. MSTR POWER – OFF
5. Refueling Nozzle/Bonding Wire – Removed HRS/LM

AIRCRAFT FIRE/SPARKS/AIRCRAFT TAXI

1. Crew Notified – **“FIRE/SPARKS”** Any Crewmember
 2. CNI-MU POD CTRL page 2/3 (If required) – Set CSO/PO
 - a. **“POD PUMP – OFF”**
 3. Refueling Operation – Shut Down CSO/PO
 - a. **“POD SUPPLY VALVE SWITCH(S) – MAN/CLSD”**
 - b. **“SPR VALVE – CLOSED”**
 - c. Fuel Transfer Switches – CLSD/OFF
 - d. Interconnect Switches – CLSD
 4. CNI-MU POD CTRL page 1/3 (If required) – Set CSO/PO
 - a. MSTR POWER – OFF
 5. Refueling Nozzle/Bonding Wire – Removed HRS/LM
 6. 50 GPM Pump (If required) – Unplugged (If time permits) HRS/LM
- N*
7. Notify Pilot – **“TAXI, TAXI, TAXI”** HRS/LM
 8. Controlling Agency/Fire Department – Notified CP
- N*
9. Fire/Sparks - Extinguish fire or determine cause of sparks Any Crewmember

FUEL SPILL ON PERSONNEL

1. Crew Notified – **“FUEL SPILL”** Any Crewmember
2. CNI-MU POD CTRL page 2/3 (If required) – Set CSO/PO
a. **“POD PUMP – OFF”**
3. Refueling Operation – Shut Down CSO/PO
a. **“POD SUPPLY VALVE SWITCH(S) – MAN/CLSD”**
b. **“SPR VALVE – CLOSED”**
c. Fuel Transfer Switches – CLSD/OFF
d. Interconnect Switches – CLSD
4. CNI-MU POD CTRL page 1/3 (If required) – Set CSO/PO
a. MSTR POWER – OFF
5. Contaminated Clothing – Removed HDP/LM
- N(2)*
6. Contaminated Area – Flushed HRS/HDP/LM
7. Controlling Agency/Fire Department – Notified CP

MARK C. NOWLAND, Lt Gen, USAF
Deputy Chief of Staff, Operations