

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, VA 22060-5928

Fort Belvoir Regulation 55-2

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Transportation and Travel
UNIT MOVEMENT PLANNING


FOR THE COMMANDER:

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History. This is a new regulation.

Summary. This regulation establishes policies and procedures for conducting Arrival/Departure Airfield Control Group (A/DACG) missions during peacetime and mobilization.

Applicability. This regulation applies to active Army, U.S. Army Reserve, and the Army National Guard elements arriving/departing via Fort Belvoir and/or Andrews Air Force Base.

Suggested Improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security (DPTMS), U.S Army Garrison Fort Belvoir. Users should send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Directorate of Plans, Training, Mobilization, and Security, ATTN: ANFB-OPP-P, 9820 Flagler Road, Suite G2, Fort Belvoir, Va 22060-5929.

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1. REFERENCES.

- a. FORSCOM Regulation 55-1, Unit Movement Planning, 1 Oct 95.
- b. FM 55-9, Unit Air Movement Planning, 5 Apr 93.
- c. FM 55-12, Movement of Units in Air Force Aircraft, 10 Nov 89.
- d. FM 55-65, Strategic Deployment, 3 Oct 95.

2. PURPOSE. The purpose of this supplement is to detail responsibilities and actions necessary to conduct safe and successful Arrival/Departure Airfield Control Group (A/DACG) operations at Fort Belvoir and Andrews Air Force Base. The A/DACG provides a link between the Air Force (Tanker Airlift Control element (TALCE) and Aerial Port Units) and the deploying unit to ensure a smooth transition.

3. OPERATIONS.

a. A/DACG missions take place during peacetime and mobilization. Fort Belvoir supports these missions on an as needed basis. Augmentation or replacement by other organization(s) is required to perform extended or continuous operations.

b. A/DACG is a service responsibility. As such, Fort Belvoir will provide the support, as requested, when Army units are arriving/departing Andrews Air Force Base.

4. RESPONSIBILITIES:

- a. Director of Plans, Training, Mobilization, and Security.
 - (1) Be overall responsible for a/DACG operations.
 - (2) Retrieve airflow schedules on Global Command and Control System (GCCS); upon notification from FORSCOM notify DOL and HQ BN.
 - (3) Coordinate changes among all affected agencies as a result of diversions, delays, early arrivals, or any other event affecting mission timing.
 - (4) Upon notification from DOL, task subordinate unit(s) for A/DACG detail.

(5) Sustain operations for up to 15 days.

b. Directorate of Logistics.

(1) Act as the executive agent for A/DACG missions.

(2) Upon notification coordinate with deploying/redeploying unit points of contact to determine support requirements; ensure unit's supporting installation has arranged for transportation (organic or commercial) to or from home station.

(3) Manage local transportation for supported units as well as for A/DACG members. This can include the movement of soldiers from commercial transportation hubs to Fort Belvoir and/or Andrews Air Force Base.

(4) Provide personnel as required for technical assistance in Hazardous Material (HAZMAT) certification issues, and overall cargo operations.

(5) Arrange A/DACG training for OICs and NCOICs.

(6) Provide passenger vehicle(s) for support detail for transportation to and from Andrews Air Force Base.

(7) Provide truck(s) for hand baggage of deploying/returning personnel.

(8) Provide passenger bus(es) for transport of deploying/returning personnel.

(9) Maintain and supply sufficient 463L pallets and nets for deployment.

(10) If necessary, arrange for or provide, weapons boxing material for redeploying units' onward movement by special carrier transportation.

(11) Be prepared to provide a maintenance contact team.

(12) Notify FORSCOM, of "wheels up/wheels down" within one hour of unit departure/arrival. GCCS teleconference address is "all". After duty hours, DSN/commercial telephones will be used.

c. Headquarters Battalion: Will provide noncommissioned officers and soldiers to support A/DACG per Appendix A. (If necessary)

d. Deploying Unit Commander:

(1) Complete actions required by AR 220-1, AR 220-10, and FORSCOM Reg 55-1.

(2) Prepare personnel and equipment manifests in accordance with ANNEX L, FM 55-9.

(3) Appoint Plane Load Commander(s). The senior individual in each aircraft load will be designated as the Plane Load Commander. Principal responsibilities of the Plane Load Commander are identified in FM 55-12.

e. The Chief, A/DACG will:

(1) Validate the number of personnel and type/quantity of cargo and equipment to be moved.

(2) Ascertain the time frame during which outloading and offloading will be accomplished.

(3) Confirm location of departure airfield(s) and marshaling area(s) in conjunction with the installation or base commander and the deploying units.

(4) Develop the organizational structure and staffing, including special personnel skills, administrative requirements, load team personnel, and communications prior to the local joint planning conference.

(5) Determine departure airfield's logistical and administrative facilities available to the DACG and outloading unit.

(6) Establish liaison with deploying unit, TALCE, and other supporting activities.

(7) Coordinate with the TALCE prior to the arrival of inbound aircraft to determine support requirements.

(8) Determine location of arrival airfield(s), release and holding areas.

f. The A/DACG OIC/NCOIC will:

(1) Staff the A/DACG for a particular mission commensurate with the deploying/redeploying force's size, number of aircraft, and time allotted to complete the mission.

(2) Determine the A/DACG uniform.

(3) Task for personnel support based on size and scope of the mission.

(4) Serve as liaison with the TALCE.

(5) Verify/create aircraft manifest on site using DPTMS notebook computer and printer. This action may require consolidation of multiple unit manifests.

(6) Call soldiers and equipment forward from Marshaling Area to Alert Holding Area to meet inspection and loading schedules during deployment.

5. PROCEDURES.

a. GENERAL.

(1) Departure airfield operations are outlined in four separate areas of activity and delineate the responsibilities of the deploying unit, A/DACG and TALCE within each area. The four areas are the Marshaling Area, Alert Holding Area, Call Forward Area and the Loading Ramp Area. The TALCE coordinates the overall airlift operations at the departure airfield.

(2) Arrival airfield operations consist of activities in three similar areas: Offloading Ramp Area (same type functions as the loading ramp area), Holding Area, and Unit Area (same type functions as the Call Forward Area and Alert Holding Area).

b. MARSHALING AREA ACTIVITIES. The Marshaling Area for units which mobilize at Fort Belvoir will be in the Fort Belvoir Military Reservation, the exact location being provided/approved by the DPTMS. For units which mobilize at home station or which are direct deploying, the Marshaling Area activities may take place within the deploying unit's permanent area or in another area to ease movement and control. In either case Marshaling Area activities should take place as close as possible to the departure airfield. Marshaling Area activities are the responsibility of the deploying unit commander.

(1) Deploying Unit will ensure that:

(a) Liaison is established with the A/DACG.

(b) Final preparation of vehicles and equipment is performed IAW Appendixes F, G and H, FM 55-12.

(c) Adequate blocking, bracing, packing, crating, and tie down (BBPCT) is on hand.

(d) Personnel and cargo manifest is prepared IAW Appendix B, FM 55-12.

(e) Personnel, supplies and equipment are assembled into aircraft loads consistent with the unit load plan and aircraft characteristics, FM 55-9.

(f) Planeload or troop commanders are appointed and properly briefed on their responsibilities as outline in FM 55-12 Appendix C.

(g) Control of the unit aircraft loads is passed to A/DACG at the Alert Holding Area.

(2) Departure Airfield Control Group will:

(a) Maintain liaison with the deploying unit.

(b) Arrange with the TALCE for Air Force Technical assistance as required by the deploying unit.

(c) Establish and maintain communication with Fort Belvoir.

(d) Maintain liaison with the aerial port section of the TALCE.

(e) Call aircraft loads forward from Marshaling Area and assume control in the alert holding area.

(3) TALCE when requested will:

(a) Provide technical assistance to the deploying unit in preparation of vehicles and equipment for loading.

(b) Initiate movement of unit aircraft loads/chalks through the control points of the outloading process by providing call forward times to the A/DACG.

c. ALERT HOLDING AREA ACTIVITIES. The Alert Holding Area is the equipment/vehicle and passenger control area. It is located in the vicinity of the departure airfield. It is used to assemble, inspect, hold and service aircraft loads. Control of the loads is transferred from the individual unit to the A/DACG at this point.

(1) Deploying unit will:

(a) Ensure that the aircraft loads arrive at the alert holding area at the time specified by the A/DACG.

(b) Provide the A/DACG with passenger/cargo manifest and required documentation.

(c) Provide personnel to correct load/maintenance discrepancies.

(2) Arrival/Departure Airfield Control Group will:

(a) Receive, inventory and control aircraft loads as they arrive at the Alert Holding Area.

(b) Inspect aircraft loads to ensure that they are complete, correctly prepared and that the required shoring, floor protection materials and 463L dunnage are available.

(c) Establish a discrepancy correction area.

(d) Inspect documentation for accuracy and completeness.

(e) Ensure passengers are accounted for and available.

(f) Provide emergency maintenance, POL and related services as required to accomplish the outloading mission.

(3) TALCE will assist the A/DACG where required.

d. CALL FORWARD AREA ACTIVITIES: The Call Forward Area is that portion of the departure airfield where the joint inspection is conducted. A final briefing is provided to the deploying troops and manifests are reviewed for accuracy.

(1) Deploying unit will correct all discrepancies found by the joint A/DACG and TALCE inspection.

(2) Departure Airfield Control Group will:

- (a) Maintain communications.
- (b) Assist in joint inspection of loads and manifests. (Ensure manifests are correct.)
- (c) After loads have passed inspection, move equipment forward to ready line and segregate by loads.
- (d) In the event of aircraft aborts or discrepancies in the planned allowable cabin load (ACL), reassemble aircraft loads with the assistance of the TALCE and prepare required manifest changes.
- (e) Ensure that discrepancies found during the joint inspection are corrected. Relay discrepancy information to the alert holding area to prevent recurrence of the same discrepancies during inspection of subsequent loads.
- (f) Maintain historical and statistical data to account for the current status of all unit personnel and equipment scheduled for air movement.
- (g) Retain a final copy of each passenger/cargo manifest and inspection record.
- (h) Provide passenger holding area.
- (i) Provide fueling and defueling capability as well as emergency maintenance capability.
- (j) Provide load team personnel and support equipment.

(3) TALCE will:

- (a) Coordinate with the A/DACG all changes that may be required because of changes in the aircraft load configuration.
- (b) Conduct joint inspection of unit loads.
- (c) Brief drivers and passengers on flight line safety, driving procedures and any other special precautions.
- (d) Provide team chief for each loading team.

(e) Provide passenger escort to the aircraft.

(f) Notify the A/DACG when loads are to be dispatched to the loading ramp area ready line.

e. LOADING RAMP ACTIVITIES: The Loading Ramp Area, including the ready line area is controlled by the TALCE.

(1) Deploying unit will:

(a) Ensure that required shoring, floor protection and 463L dunnage are in hand and ready for use.

(b) Follow directions of load team chief or passenger escort, including requests for assistance in loading and securing the aircraft load.

(c) Monitor control of aircraft load or passengers.

(d) Retain one copy of the final passenger/cargo manifest.

(2) Departure Airfield Control Group will:

(a) At the ready line, transfer control of the aircraft load to the TALCE and monitor the loading.

(b) Maintain coordination with deploying unit and TALCE.

(c) Obtain individual aircraft load completion time from the TALCE.

(3) TALCE will:

(a) Accept the plane loads from the A/DACG at the ready line.

(b) Ensure that personnel have had flight line safety briefing.

(c) Ensure that each aircraft load is positioned at the proper aircraft at the specified time.

(d) In coordination with aircraft primary loadmaster, ensure loads are placed aboard the aircraft.

APPENDIX A

PERSONNEL

This Appendix identifies those A/DACG positions for which Headquarters Battalion will provide detail personnel. The scope of the mission will dictate the actual staffing requirements. If possible the deploying unit will staff the load teams and vehicle operators/guides. Vehicle operators must have the TMP truck and bus licenses.

<u>Rank</u>	<u>Position</u>	<u>Alpha Team</u>	<u>Bravo Team</u>
	<u>Command and Operation Element</u>		
Civilian**	Chief	DOL	DOL
SSG/SGT	NCOIC	HQ BN	HQ BN
SPC/PFC	Clerk-Typist	HQ BN	HQ BN
SPC/PFC	Vehicle Operator	HQ BN	HQ BN

Alert Holding Area Element

SSG/SGT**	NCOIC/Load Inspector	HQ BN	HQ BN
SSG/SGT	Load Inspector	HQ BN	HQ BN
SPC/PFC*	Guides (2 ea)	HQ BN	HQ BN

Call Forward Area Element

SSG/SGT**	NCOIC/Load Inspector	HQ BN	HQ BN
SSG/PFC*	Load Operator	HQ BN	HQ BN
SPC/PFC*	Scales Operator	HQ BN	HQ BN

Load Ramp Area Element

SSG/SGT	NCOIC	HQ BN	HQ BN
SSG/SGT	Asst. NCOIC	HQ BN	HQ BN
SPC/PFC*	Load Team Member (2ea)	HQ BN	HQ BN
SPC/PFC	Vehicle Operator	HQ BN	HQ BN

** Hazardous Cargo Certified

* Deploying Unit Responsibility (If possible)

APPENDIX B

EQUIPMENT

<u>Equipment</u>	<u>QTY.</u>
15 Passenger Van	1 ea.
Non-Tactical Hand Held Radio	8 ea.
Reflective Vest	20 ea.
Flashlights	20 ea.
Batteries (D Cell)	1 case
 <u>Office Supplies</u>	
Notebook Computer	2 ea.
Printers	2 ea.
Extension Cords	2 ea.
Field Tables	3 ea.