

APPENDIX T

DUTIES OF TROOP COMMANDER (CDR) (PLANELOAD CDR OR CHALK LEADER)

A. TROOP CDR

The troop CDR will obtain confirmation and follow the checklist in performing these duties.

B. CHECKLIST

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

1. Be present at the passenger briefing for the flight.
2. Check all passengers for unauthorized materials that could present a flight hazard, e.g., ammunition, lithium batteries, fuel. **Note:** Recommend establishing an amnesty box in the marshalling or alert holding area.
3. Assume control of all passengers listed for movement on the flight and ensure all are informed of formations, expected departure, and reporting time.
4. Be readily available to the Departure Airfield Control Group (DACG) at all times. Personnel will not be dismissed without the approval of the DACG.
5. Perform a personnel roll call prior to loading to ensure everyone is present for the flight. Report no-show passengers to the DACG so the manifest can be corrected. **Note:** Coordinate time of roll call with DACG.
6. Ensure personnel have placed their baggage on the proper vehicle or 463L pallet for movement to the aircraft.
7. Brief all passengers on maintaining security of their personal belongings. If a passenger is removed from the flight, ensure the passenger's baggage is also removed. Conduct anti-hijack inspection of all assigned troops IAW Defense Transportation Regulation, Part I (100% inspection), and certify completion of inspection in block 6 of DD Form 2131, Passenger Manifest (Figure V-23), or automated manifest. Keep one copy of manifest for deploying unit's records and give two copies to the DACG.
8. Collect all weapons, magazines (if not empty), and unsecured/non-palletized ammunition before the anti-hijack briefing. (See Figure T-2.) On arrival at the aircraft, the troop CDR must brief the loadmaster on ammunition and assist the loadmaster, as directed, in the tie-down before departing. Munitions will be redistributed on arrival at destination. A Shipper's Declaration for Dangerous Goods is not required.
9. Load passengers under the supervision and guidance of the loadmaster. Ensure each individual appearing on the manifest boards the aircraft. Maintain planeload or troop CDR's or chalk leader itinerary as shown in Figure T-1. The itinerary may be in narrative form or any form the planeload or troop CDR or chalk leader selects. Provide complete itinerary to the Arrival Airfield Control Group upon arrival at destination or return to DACG via chain of command.

10. Maintain in-flight discipline of all passengers.
11. If in-flight rations are issued, control the issue to troops.
12. Help maintain cleanliness and safety in the aircraft.
13. At en route stations, determine ground time from the loadmaster and ensure all passengers are present to meet flight departure times. Know which passengers will be offloaded should it become necessary to take such action at an en route station. Before departure from the en route station, conduct another anti-hijack inspection.
14. Brief passengers regarding local restrictions and conduct at en route stops.
15. Coordinate for billeting and food at en route stations for personnel. Service Memorandum of Understanding requires installations to provide these services on a reimbursable basis.
16. During en route servicing stops, designate a guard for personal effects or other equipment that must remain with the aircraft. Coordinate feeding of security personnel. Arrange for security coverage through base facilities when unusually long delays are encountered.
17. Ensure awareness of composition of, and location of, hazardous material on aircraft, if any.
18. Upon arrival at destination, maintain control of the passengers and assist with offloading baggage and/or cargo.
19. If the troop CDR has authorized troops to hand-carry weapons (including knives and knife-like items) aboard the aircraft (See Appendix J, Paragraph B.2), ensure a final walk-through of the aircraft is completed after all passengers have deplaned to retrieve any weapons that may have been left behind.

PLANELOAD/TROOP COMMANDER'S/CHALK LEADER ITINERARY

1. Passenger Briefing.

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

2. Aircraft Itinerary.

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

Note: All times should be "ZULU" times.

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

PROHIBITED ITEM BRIEFING

1. You may not take any of the following items under any circumstances:
 - a. Shotguns with barrels under 18 inches long.
 - b. Rifles with barrels under 16 inches long.
 - c. Automatic weapons.
 - d. Switchblade knives.
 - e. Brass knuckles.
 - f. Incendiary devices, e.g., flares.
 - g. Tear gas or mace.
 - h. Gunpowder, cartridges, or primers.
 - i. Other hazardous materials e.g. butane fuel canisters.
2. If directed by the Operations Plan or Operations Order, (unless otherwise restricted by foreign government regulations), you may ship unloaded government weapons in checked baggage. You may not carry any unauthorized weapons, explosive devices, or hazardous materials on board the aircraft. Knives, knife-like items, and devices that include a knife will be placed in checked baggage. If you have any such items, declare them now. Tell us now if you have an authorized weapon in your checked baggage so we can take custody and make sure it's guarded until loaded on the aircraft. Weapons count against your authorized weight allowance.
3. All government issued hazardous materials to include explosives and ammunition, must be declared. Hazardous materials may not be taken into the passenger compartment of a commercial aircraft. The troop commander and/or his aircraft loadmaster will direct loading of hazardous materials on military aircraft.
4. Flashbulbs are prohibited in checked baggage, but may be hand carried. You may hand carry a camera, but flash attachments of any type, i.e., bulbs, cubes, strobe, etc., cannot be used on the airplane. Aircraft loadmaster and/or flight attendants will provide specific instructions on use of electronic, battery-operated equipment onboard aircraft.
5. Ration heaters may never be opened or used to heat MREs during flight.
6. You cannot ship alcoholic beverages in checked baggage, but may hand carry up to one (1) US gallon of these beverages, unless the Department of Defense Foreign Clearance Guide states otherwise. It does not matter if the container has been opened, but you cannot drink these beverages on the airplane. Individuals who are obviously intoxicated will not be allowed on board. If you intend to carry alcoholic beverages, you must comply with all foreign, federal, state, and local laws, regulations, and status-of-forces agreements.
7. You may not ship or carry illegal drugs, hallucinogens, or other items prohibited by US Customs regulations.

Figure T-2. Prohibited Item Briefing

Note: The troop CDR will determine applicability of above requirements on military organic aircraft when personnel are to engage enemy forces immediately or when assuming a tactical mission upon arrival. For additional guidance pertaining to transport of basic combat load, individual issue of explosives, and other hazardous materials refer to AFMAN 24-204(I), TM 38-250/MCO P4030.19H, NAVSUP Pub 505,DLAI 4145.3 Preparation of Hazardous Materials for Military Air Shipments.