



A2I  
Airlift Integrated Interface  
Airlift Documentation Submission Guide

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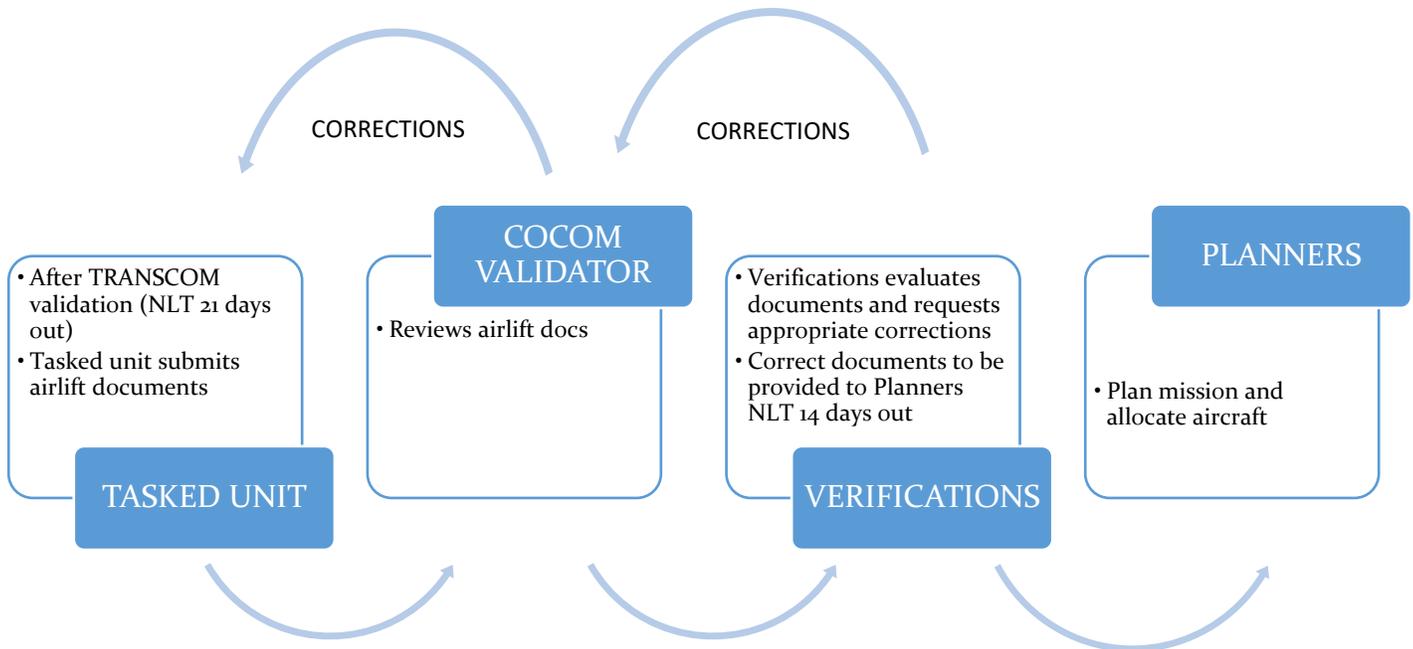
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## PROCESS FLOW



## BEFORE YOU GET STARTED

This guidance applies to contingency airlift (mode source “AK”).

If you need extra help with creating load plans, hazdips, hazdecs, managing the JOPES records, prepping cargo for JI, etc. The Eagle Teams from the 621st MSAS at McGuire has just-in-time training with 12 teams that are world-wide deployable and will travel to them. They are TWCF funded. They can be requested through [amc.a3.a3mi@us.af.mil](mailto:amc.a3.a3mi@us.af.mil)

For SAAM Requests call DSN 312-779-4449 (COMM: 618-229-4449) or send via NIPR to [tacc-xoop@us.af.mil](mailto:tacc-xoop@us.af.mil)

For Exercises call DSN 312-779-4996 (COMM: 618-229-4996) or send via NIPR email to [tacc.xope@us.af.mil](mailto:tacc.xope@us.af.mil).

## TERMINOLOGY

**MOVEMENT/PACKAGE:** All ULNs grouped together for airlift

This is based on the onload date (ALD), offload date (LAD), onload ICAO (APOE), and offload ICAO (APOD). These are packaged by TRANSCOM/Verifications

**OPTION:** All Movement ULNs on a specific type of airframe(s)

See section: ICODES Load Plan, HazDip, & Load List Submission Requirements

**INCREMENT:** As listed on the load plan as a position of cargo. E.g. 1/M, 2/M...

## ICODES LOAD PLAN, HAZDIP, & LOAD LIST SUBMISSION REQUIREMENTS

In order to assign airlift, planners need user submissions for movement options based on the requirements below. Within your initial submission, include a C-17, C-5, and Commercial (Comm) option unless otherwise directed herein.

Submissions must be made using this guidance to the TACC website A2I (Airlift Integrated Interface) app using ICODES to create the options' load plans. In order for the A2I app to accurately compare the movement data with the JOPES data, caution the directions contained in this document.

Weapons as cargo and weapon systems cannot go into OKBK and the APOD must be changed.

For additional load planning guidance (commercial or organic), please see DTR Part III, Appendix V.

**OPTIONS:**

- C-17 Option: (all ULNs on as few C-17s as possible)
- C-5 Option: (all ULNs on as few C-5s as possible)
- Comm Option: Maximize commercially compatible cargo on side-loaded 747s. Put remainder of cargo on C-17s.. Annotate in the discussion tab whether cargo could be contoured to MD-11 specifications

**NOTE:**

Additional options may be required based on aircraft availability. Thank you for continued flexibility.

If your entire movement is  $\leq 18$  pallet positions,  $\leq 96$ " height,  $\leq 88$ " width,  $\leq 216$ " length or is a TRICON (considered commercially compatible), only a C-17 option is required.

If the APOE or APOD is not compatible with the options listed above, you are not required to submit that option.

**COMMERCIAL CONSIDERATIONS:**

Commercially compatible cargo is:

ISU 60/70/90, pallet, TRICON, QUADCON up to 99" tall

Rolling stock (vehicles) up to 216" long x 88" wide x 96" tall

Note: Components must ensure subfloor requirements are being evaluated for commercial airlift. For specific details, please reference Defense Transportation Regulation, Part VI Ch. 608.

Belly pallets will NOT exceed 60" in height.

Hazardous cargo is NOT authorized in the forward or aft belly due to inaccessibility during flight.

Only 2 passengers can be assigned to each commercial aircraft.

Chapter 3 Waivers are NOT authorized on contracted commercial aircraft (see AFMAN 24-204), Chapter 3, para 3.3.8).

For MD-11 main deck pallet contour requirements, please see Attachment 1.

**HAZDIPS:**

Within each option, every chalk containing hazardous cargo needs its own HazDip document containing only the hazards from that chalk.

The hazards listed on the load plan must match the hazards listed on the accompanying HazDip.

Only the primary hazard should be reflected on both the load plan and the HazDip. For example, primary hazard class 9 containing secondary/subsidiary hazards like batteries (class 8) and diesel fuel (class 3) should only be listed as class 9.

Air Force Manual (AFMAN) 24-204 is the source document for all hazardous cargo data.

**LOAD LISTS:**

Load lists are only required for cargo going into Iraq and Saudi Arabia.

Email or call Verifications prior to creating load list documents to ensure you have the latest submission template.

Within each option, every chalk needs its own load list Microsoft Word document regarding only that chalk.

### ULN REQUIREMENTS WITHIN ICODES

All ULNs in each package must be represented on the load plans.

Each ULN's cargo weight must match the validated JOPES weight. The allowable variance is (+/-) 2 stons.

A ULN must be assigned to each increment in ICODES. All cargo must have a TCN, but does NOT need to be a legitimate TCN to work.

<u>Item by TCN/Pallet ID</u>	<u>ULN</u>	<u>Weight</u>	<u>Short Tons</u>
NVRDB0300\$\$1310XX	VRDB03	6700	3.35
NVRDB0300\$\$1320XX	VRDB03	6500	3.25
NVRDB0300\$\$1330XX	VRDB03	5500	2.75

If the baggage pallet weight is included in the ULN weight, a ULN and TCN should be added to that increment.

If the baggage pallet weight is not included in the ULN weight, do not stow (put on aircraft) that increment.

Each ULN with passengers must match the validated JOPES passengers. The allowable tolerance is (+/-) 5 passengers. ULNs need assigned to all passengers.

<u>ULN</u>	<u>PAX</u>
U7JS509	5
U7JS511	2
U7JU7	1
U7JU9	1

If the weight or passengers are outside the tolerance, contact your JOPESTER/COCOM to unlock the JOPES record and update the weight/quantity.

### SETTING UP ICODES

Completed load plans will be uploaded into the A2I app through the TACC website. A2I uses the .glp export from ICODES compare the movement data with the JOPES data.

#### BUILDING THE LOAD PLAN RULES:

When selecting the airframe, if applicable, you must choose C-17 or C-5 std/al or it will show as COMM in A2I.

Do not have any empty airframes in the completed load plans file.

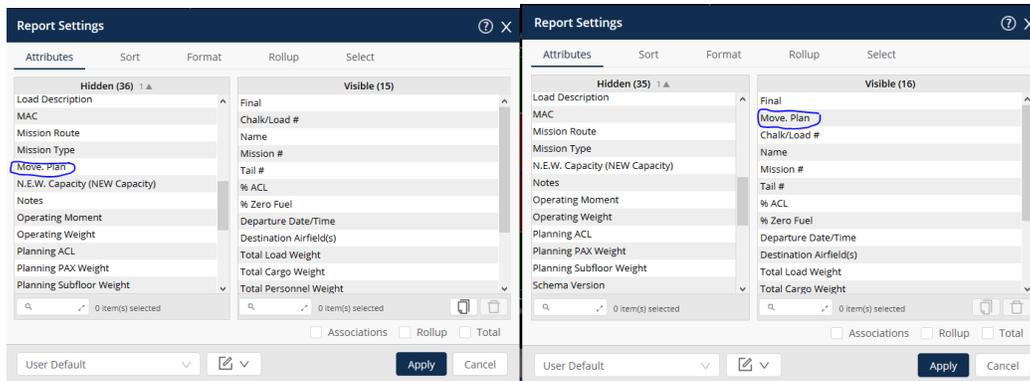
All Options for the movement must be in the same ICODES plan.

#### SET UP FOR A2I TO READ PROPERLY/TO ALLOW .GLP UPLOAD:

- 1) Update the Report Settings
  - a. Within the load plan in ICODES, select Airload
  - b. Select Report Settings

Final	Move. Plan	Chalk/Load #	Name	Mission #	Tail #	% ACL (%)	% Zero Fuel (%)	Depa
No	1.1	1 Launcher	C-17			53.72	29.63	2019-^
No	1.2	2 Launcher	C-17			53.72	31.7	2019-
No	1.3	3 Launcher	C-17			53.72	32.27	2019-
No	1.4	4 Launcher	C-17			53.72	26.2	2019-
No	1.5	5 Launcher	C-17			53.72	31.03	2019-
No	1.6	6 Launcher	C-17			53.72	30.02	2019-
No		Return Tec...	C-17			4.75	35.72	2019-^

- c. Drag “Move. Plan” from the Hidden column to the Visible column



- d. Click Ok.
- 2) Assign options and chalks in “Move. Plan” column  
 These are formatted as: Option.Chalk.  
 The submitter will assign options numbers to each option.

For example, 2 C-17s and 1 C-5 can be assigned as

- 1.1 for C-17 (Option 1) Chalk 1
- 1.2 for C-17 (Option 1) Chalk 2
- 2.1 for C-5 (Option 2) Chalk 1

Airload			
Cargo		Airload	
Final	1	Move. Plan	2
No	1.1		1
No	1.2		2
No	2.1		3

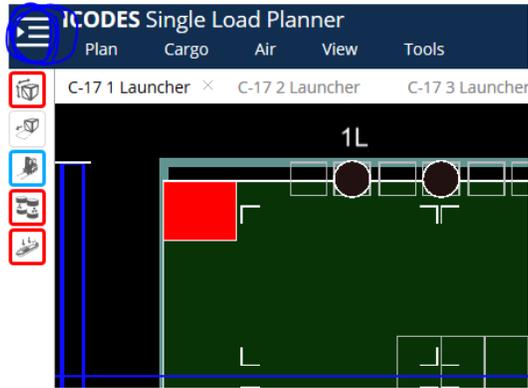
**NOTE:**

If you have TC-AIMS (Army system) this field will already be populated/linked to TC-AIMS. Export this .glp to your desktop and re-import it so it is no longer linked when making the Move. Plan

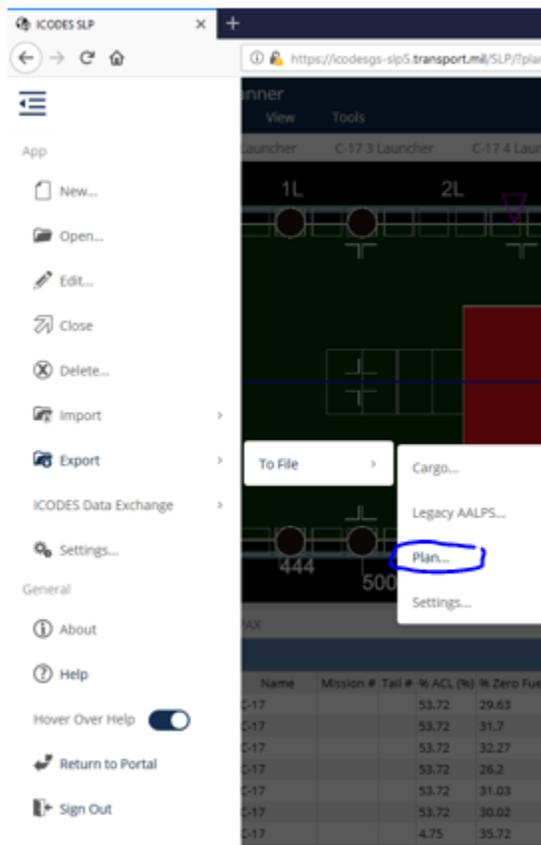
**EXPORTING FROM ICODES:**

Export both the .glp file and the .pdf file.

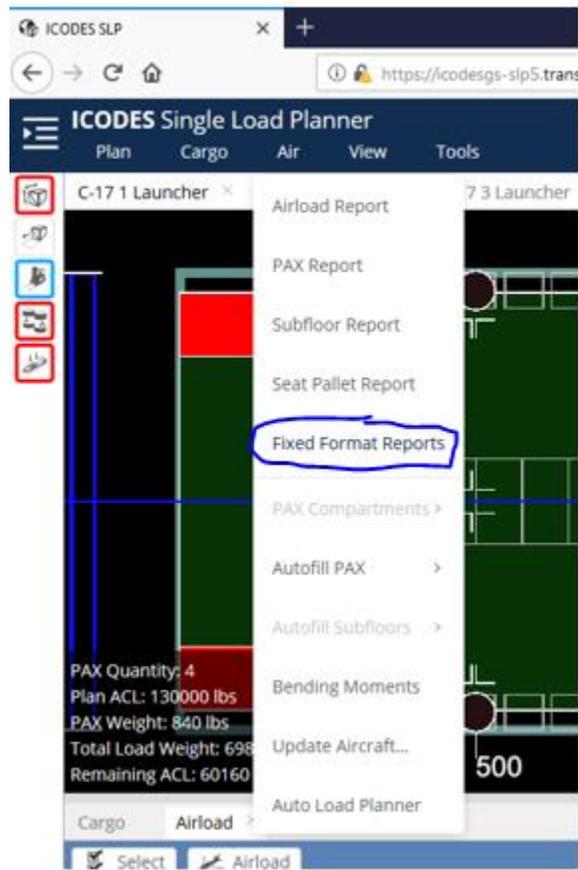
EXPORTING .glp:



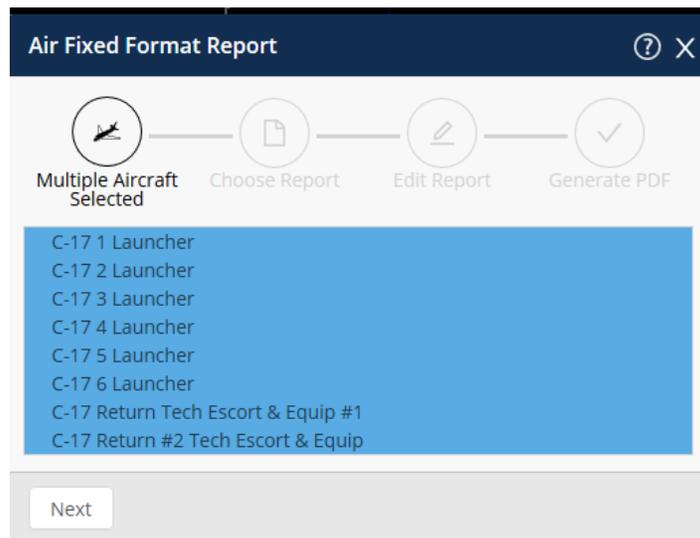
Click the menu button in the top left corner.



EXPORTING .pdf:



Select the chawks you would like to export by clicking + ctrl key. They turn blue when selected. Then click next



Select Airlod Report.

### Air Fixed Format Report

Multiple Aircraft Selected — Airload Report — Edit Report — Generate PDF

Report Type: Airload Report

**Violation Flags**

- Display hazmat flags on load plan
- Display height violation flags on load plan
- Display overlap violation flags on load plan
- Display Rail Segment violation flags on load plan
- Display other violation flags on load plan

Note: These options affect only the drawing of appropriate flags on the schematic but not textual descriptions of any of these violations.

**Details**

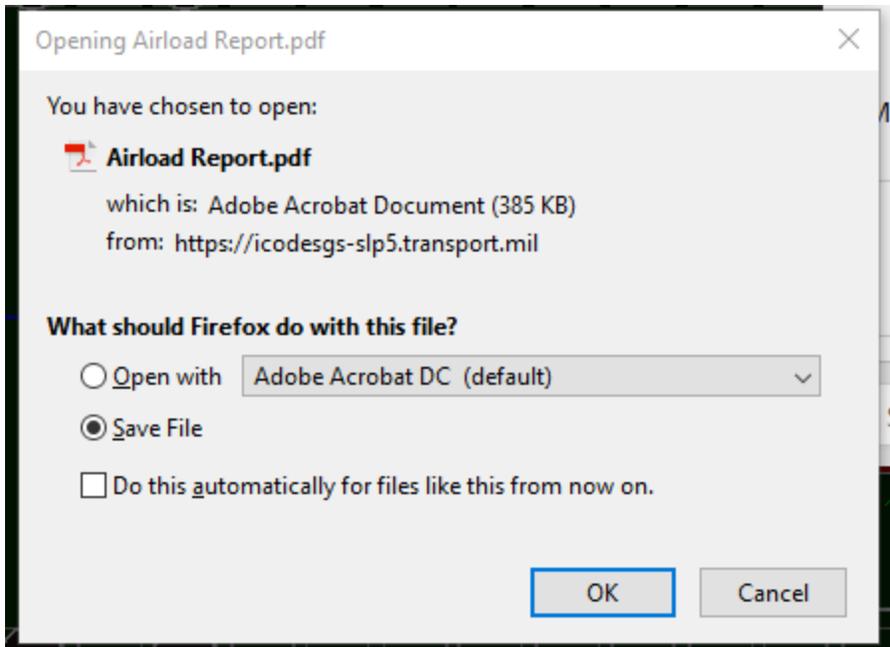
- Display Load description on load plan
- Display Rail System:  ADS  LOG
- Display UIC/ULN/DE for PAX
- Display ULN for equipment
- Display Parent Items only

**Graphics**

- Display Lower Deck, if Applicable
- Display Cargo Labels
- Display Stow Notes, Drawings, and Zones

Back      Generate Final PDF      **Generate Draft PDF**

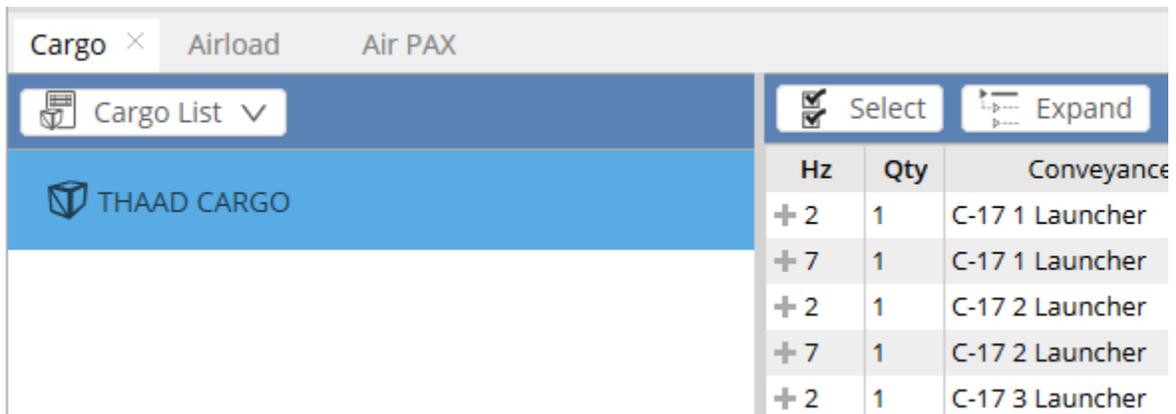
Click Generate Draft PDF.



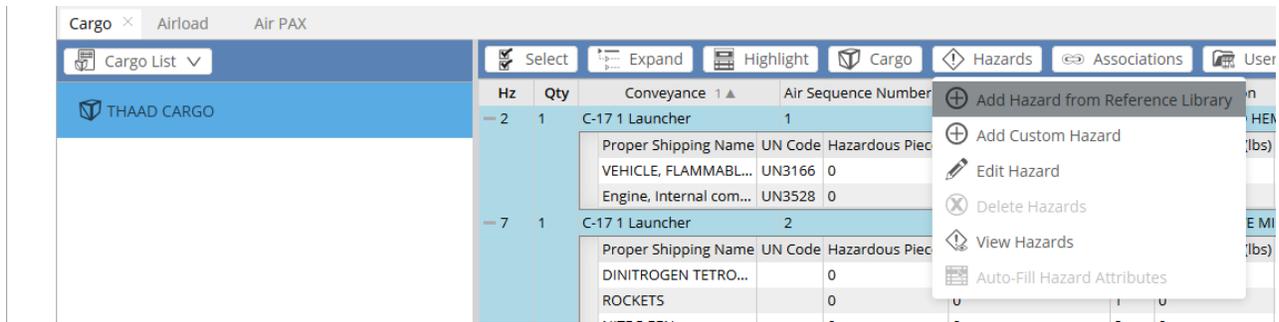
Save to your desktop.

Open the .pdf. Using organize pages, break out the load plan documents for each chalk in its own .pdf.

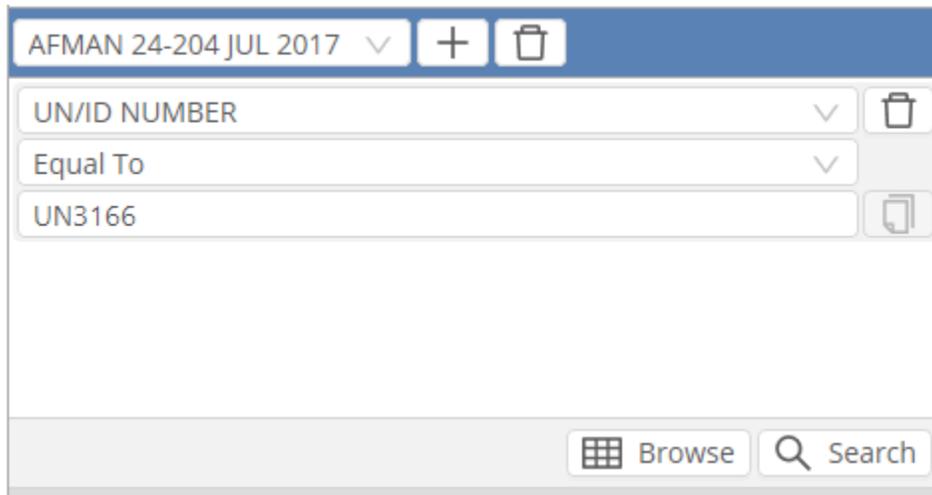
**ASSOCIATING HAZARDS IN ICODES:**



Click cargo. Select a cargo list. Select Expand. Select Expand Hazards.



To add a hazard, Select the piece of cargo with the hazard. Click Hazards. Click Add Hazard from Reference Library. Select the library AFMAN 24-204 JUL 2017. Click + to define your search. Change Similar to to Equal to. Input appropriate reference (i.e. if UN/ID Number selected, enter a UN number.) If searching by UN number, ensure “UN” is entered prior to the number in the search field.



Click the check box next to Class and Proper Shipping Name. Select the appropriate hazard (cross check that the one you are selecting are correct). Then click on the increment in the cargo list you would like to add the hazard to.

The screenshot displays a software interface for managing hazards. At the top, there are buttons for '+ Add Hazard', 'Apply Columns', and 'Columns'. Below this is a table with columns: SUBSIDIARY RISK, SYMBOL, PACKAGING PAR..., HAZARD CLASS /..., SPECIAL ..., DIVISION, Sequence Num..., CLASS, PG, PROPER S..., and COMPATI... The table contains four rows of data. A blue arrow points to the 'Add Hazard' button, and another points to the 'VEHICLE, FLAMMAI' entry in the 'PROPER S...' column.

Below the table is a search bar and a navigation bar with tabs for 'C-17 4 Launcher', 'C-17 5 Launcher', 'C-17 6 Launcher', 'C-17 Return Tech Escort & Equip #1', and 'C-17 Return #2 Tech Escort & Equip'. The main area shows a 3D diagram of a launcher layout with labels 2L, 3L, 4L, 5L, 6L, 7L, 8L, and 9L. A red triangle points to the 8L launcher. Below the diagram is a table with columns: Qty, Conveyance, Air Sequence Number, TCN, Description, Length (in), Width (in), Height (in), Weight (lbs), Gross Weight (lbs), ULN, POE, and POD. The table contains one row of data for 'C-17 1 Launcher'.

## CREATING AN A2I ACCOUNT ON TACC WEBSITE

Create an account at

<https://tacc.us.af.mil/>

The Requestor is the person who is submitting airlift documentation.

The Requestor submits account request through the TACC website. This generates an email to the requestor-selected supervisor. That supervisor must verify the requestor's Information Assurance CBT, then an account is automatically created.

Do not copy and paste your email in your request (type them both).

## DOCUMENTATION SUBMISSION IN A2I

The screenshot shows the TACC website interface. At the top, there is a navigation bar with the text "UNCLASSIFIED//FOR OFFICIAL USE ONLY" and the date "Thursday, August 15, 2019 (9:22:7)". Below this is a header with the 618th Air Operations Center (TACC) logo and name. A main navigation menu includes "Planning Toolkit", "OPSUM", "Ask AOC", "Safety", "OPSEC", "Service Requests", and "Mission Search". On the left, a sidebar menu lists "618 AOC Information", "618 AOC Directorates", "External Tools", "Internal Tools", and "Release History". In the center, there is a large image of a U.S. Air Force Thunderbird being refueled by a KC-135. To the right, a dropdown menu is open, with "Request Tracker" circled in red. A blue arrow points from the "Request Tracker" link to the URL <https://tacc.us.af.mil/>.

### Request Tracker

13  
Requests

3  
Action Required

External Customers

  
Contingency  
Airlift

CLICK HERE TO START NEW REQUEST

Internal Customers



## Contingency Airlift

Title: \*

---

ULN: (largest wgt) \*  Priority: \*

Onload: \*  Station: \*  Offload: \*  Station: \*

**24/7 On-Ground POC**

Name: \*  Email: \*

DSN: \*  Commercial: \*

TITLE: ULN with most stons // ONLOAD ICAO - OFFLOAD ICAO // ONLOAD DATE  
 FOR EXAMPLE: LARQ070 // KBLV - LERT // 9 JUL

Fill out all blocks with asterisk (\*)

The 24/7 On-Ground POC should be the individual who is going to be available to take the phone call at 3 am if the mission slips and make the appropriate reactionary coordination.

### ADDING JOPES ULNS

## Contingency Airlift

Title: \*

---

ULN: (largest wgt) \*  Priority: \*

Onload: \*  Station: \*  Offload: \*  Station: \*

**24/7 On-Ground POC**

Name: \*  Email: \*

DSN: \*  Commercial: \*

TPFDD ULNs: +

Movement Options: +

POC(s): +

Files: +

Requests Action Required Requests Home

CLICK HERE TO FIND JOPES ULNS

Activate Windows  
Go to Settings to activate Windows.

Find and Add ULN(s)

ULN:  ONLOAD:  OFFLOAD:  OFFLOAD DATE:

Search any combination of fields (i.e. onload ICAO and offload date).

Find and Add TPFDD ULN(s)

ULN:  On:  Off:  Date:

<input type="checkbox"/> ULN	SSF	PAX	STONS	On	Off	On Date	Off Date
<input type="checkbox"/> 8F55B01	-		0	7.3	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F55B02	-		4	0.0		KMMH	07 Sep 2019
<input type="checkbox"/> 8F55C	-		1	0.0		KMMH	07 Sep 2019
<input type="checkbox"/> 8F55D01	-		0	9.3	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F55D02	-		1	0.0		KMMH	07 Sep 2019
<input type="checkbox"/> 8F55E	-		1	0.0		KMMH	07 Sep 2019
<input type="checkbox"/> 8F55G	-		15	0.0		KMMH	07 Sep 2019
<input type="checkbox"/> 8F55H	-		1	0.0		KMMH	07 Sep 2019
<input type="checkbox"/> 8F55K	-		0	0.1	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F55L	-		0	0.1	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F55M	-		0	4.4	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F56B	-		0	2.0	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F56C	-		0	0.1	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F56D	-		0	0.1	KWRI	KMMH	07 Sep 2019
<input type="checkbox"/> 8F56E	-		0	0.4	KWRI	KMMH	07 Sep 2019

A 25 0.0 OMAM KTIK 19 Aug 2019 22 Aug 2019

Click the radio button next to each of the ULNs that should be added to the movement package.

**COMPARING THE JOPES PACKAGE VS. THE ULNS THE REQUESTOR ADDED:**

TPFDD ULNs: The JOPES processor package contains 5 ULNs, this request contains 10.

ULN	SSF	PAX	STONS	ON	OFF	ON DATE	OFF DATE
T102114	T	0	10.0	KCTP	OMAM	27 Sep 2019	02 Oct 2019

JOPES ULNS are packaged by Verifications based on ALD, LAD, onload and offload location.

If the ULNs you select do not match the package Verifications selected, check your ULNs. Did you add ULNs that have a different onload or offload date? Did you forget ULNs? If so, correct them.

If not, leave a note in Discussion (will appear after you click save) for the Verifier as to why you think the ULNs do not match the package or for the Verifier to look into it.

**ADDING THE .GLP FILE:**

Parent ULN:  Priority:

Onload:  Station:  Offload:  Station:

24/7 Onground POC Name:  24/7 Onground POC Email:

24/7 Onground POC DSN:  24/7 Onground POC Comm:

**JOPEs ULNs:**

ULN	SSF	PAX	STONS	ON	OFF	ONLOAD DATE:	OFFLOAD DATE:
F7UX905	A	2	0.0	KNGU	OTBH	30 Sep 2015	01 Oct 2015
F7UXL	A	1	0.0	KNGU	OTBH	30 Sep 2015	01 Oct 2015
F7X8Q	A	1	0.0	KNGU	OKBK	30 Sep 2015	01 Oct 2015
HFKS1	A	0	22.7	OKAS	LTCC	01 Oct 2015	01 Oct 2015
<b>Totals:</b>		<b>4</b>	<b>22.7</b>			<b>30 Sep 2015</b>	<b>01 Oct 2015</b>

Movement Options:

POC(s):

Files:

Created: Last Updated:



**618 AOC (TACC)**

**CLICK HERE TO ADD LOAD PLAN .GLP FILE**

If the .glp file will not upload, refer to section: SET UP FOR A2I TO READ PROPERLY/TO ALLOW .GLP UPLOAD to fix.

**COMPARING JOPEs DATA WITH LOAD PLAN DATA (STOPLIGHT):**

ULN	SSF	PAX	STONS	ON	OFF	ONLOAD DATE	OFFLOAD DATE
T104801	T	5	110.2	LERT	OAIX	16 Sep 2019	13 Oct 2019
T105A01	T	0	63.0	LERT	OAIX	16 Sep 2019	13 Oct 2019
T105B01	T	0	47.2	LERT	OAIX	16 Sep 2019	13 Oct 2019

IMR Workcenter:

Movement Options:  CS X30, COMM X11

ROTA DEPLOY C17\_COMM.glp

Chalk	MS	On	Off	ULNs	Pax	Mgt (lbs)	Har Digs	Files	Links
1	C005	LERT	OAIX	1	0	71,040	0	0	+
2	C005	LERT	OAIX	2	0	52,022	0	0	+
3	C005	LERT	OAIX	2	0	46,444	0	0	+
4	C005	LERT	OAIX	2	0	52,022	0	0	+
5	C005	LERT	OAIX-OAKN	8	0	121,118	0	0	+
6	C005	LERT	OAIX-OAKN	13	0	129,460	0	0	+
7	C005	LERT	OAIX	2	0	45,549	0	0	+
8	C005	LERT	OAIX-OAKN	6	0	127,864	0	0	+

POC(s):  EANDI, MARY CW3  Ballas, Timothy MAJ

Files:

Ensure the stoplight is green for all movement options.

If it is red, click it, and it will show you the discrepancies between the JOPES data and the load plans

If the ULN is under 1 ston it will always be red. Verifications understands this and will manually check these instances.

ULN CHALKS: 5, 27	TPFDD					movement				
	Weight	Bulk Weight	Ovrsz Weight	Outsz Weight	Pax	Weight	Bulk Weight	Ovrsz Weight	Outsz Weight	Pax
T101A01	62,000	0	62,000	0	0	77,730	0	77,730	0	0
T101B01	69,200	0	69,200	0	0	83,148	0	83,148	0	0
T101C01	Not In TPFDD					55,240	0	55,240	0	0
T101C11	4,400	0	4,400	0	0	Not In Movement				
T101D01	417,800	21,200	362,400	34,200	0	535,032	6,000	529,032	0	0
T101D11	3,200	0	3,200	0	0	Not In Movement				
T101E01	289,000	0	165,200	123,800	0	311,275	6,180	215,445	89,650	0
T101E11	4,000	0	4,000	0	0	Not In Movement				
T101T01	70,000	0	70,000	0	0	107,580	0	107,580	0	0
T101T11	7,200	0	7,200	0	0	Not In Movement				
T102	Not In TPFDD					13,622	0	0	13,622	0
T102A01	95,600	2,400	54,800	38,400	0	124,660	0	86,260	38,400	0
T102B01	93,200	0	54,800	38,400	0	107,990	0	69,590	38,400	0
T102C01	100,800	0	43,200	57,600	0	117,740	5,900	54,240	57,600	0
T102C11	9,600	2,400	7,200	0	0	Not In Movement				
T102D01	189,600	18,600	136,800	34,200	0	295,560	22,270	273,290	0	0
T102D11	23,000	0	0	23,000	0	Not In Movement				
T102E01	117,200	0	93,400	23,800	0	131,640	0	109,810	21,830	0

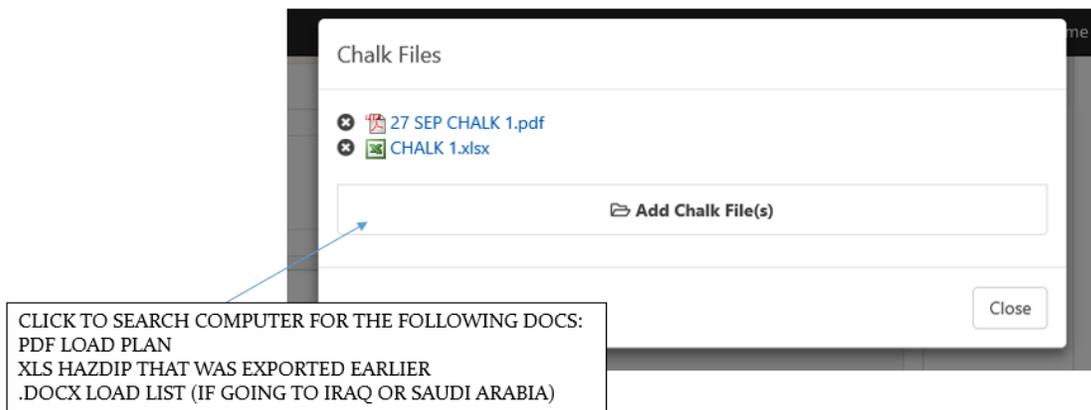
If you hover over the ULN, it tells you what chalk the ULN is on the load plans.

Make corrections as necessary (either contacting your JOPESTER to update pax and weights) or correct the discrepancies in ICODES and reupload the .glp file.

### UPLOADING LOAD PLAN .PDF, HAZDIPS, AND LOAD LISTS:

Chalk	MDS	On	Off	ULNs	Pax	Wgt (lbs)	Haz Dips	Files	Links
1	C017	KGRK	OKBK	1	8	34,000	0	2	
2	C017	KGRK	OKBK	1	8	32,400	0	2	
<b>Totals:</b>				2	16	66,400	0	4	

Click the number under files. Upload the applicable documents for each chalk (and only that chalk).



### ADDING POC'S AND FILES:



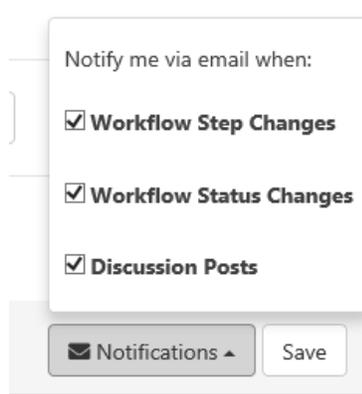
Add POCs that have a vested interest in the movement.

When searching, only type the last name, then click search.

Add files that are pertinent to the movement, but not included elsewhere (e.g. an ATTLA letter for a broken helicopter).

ALWAYS add the most up to date .glp file here as well.

## MANAGING NOTIFICATIONS:



Select when you would like notifications via NIPR email when there are changes.

Recommend having all, mandatory to have discussion posts

Once done, click save.

## SAVE:



The exclamation point indicates unsaved changes. Click Save.

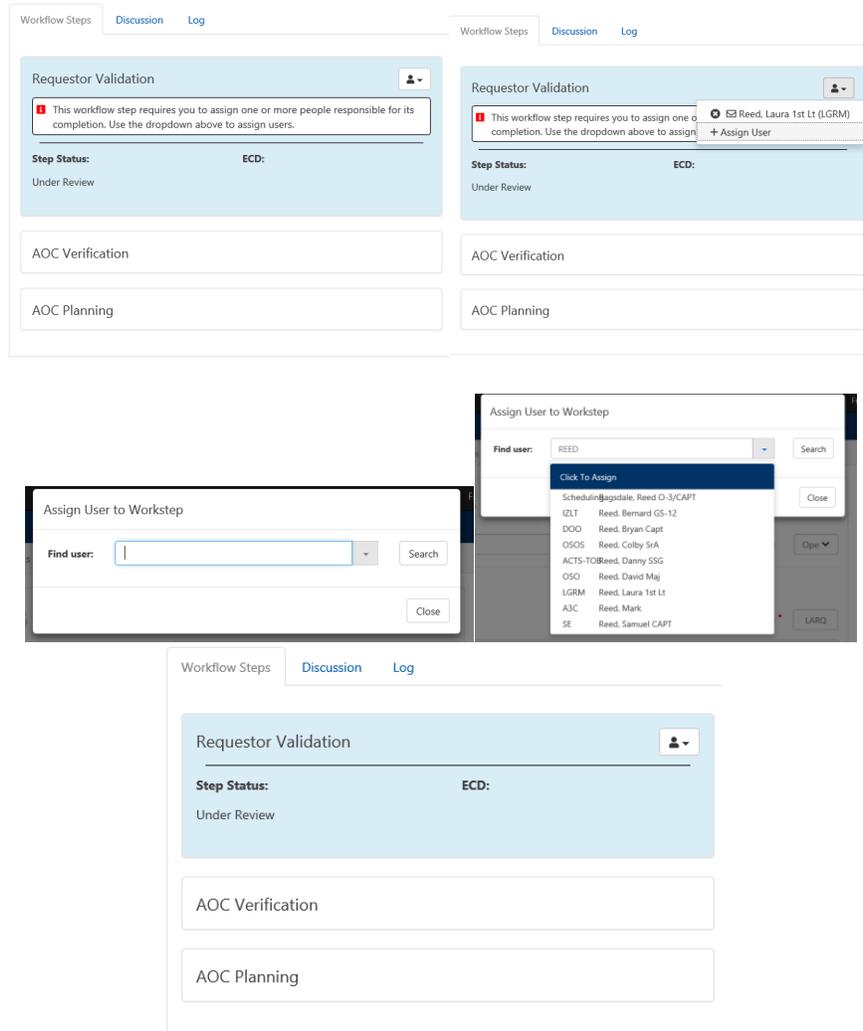
## ADDING VALIDATORS:

Add yourself as a validator before adding other validators.

The Requestor must add ALL Validator(s) before clicking save. After clicking save, only Validators can add other validators.

All other Validators will only see the request when it is in their queue for action. If they wish to retain visibility of the request as it goes through the entire process, they must be added as a POC (Validators can add themselves).

When searching, only type the last name, then click search. This only populates individuals who have created a TACC account.



**CLICK SAVE ONCE COMPLETE:**

Text input in the comment section will appear in the Discussion tab.

Leave any pertinent notes for the Validator, Verifier, or Planner.

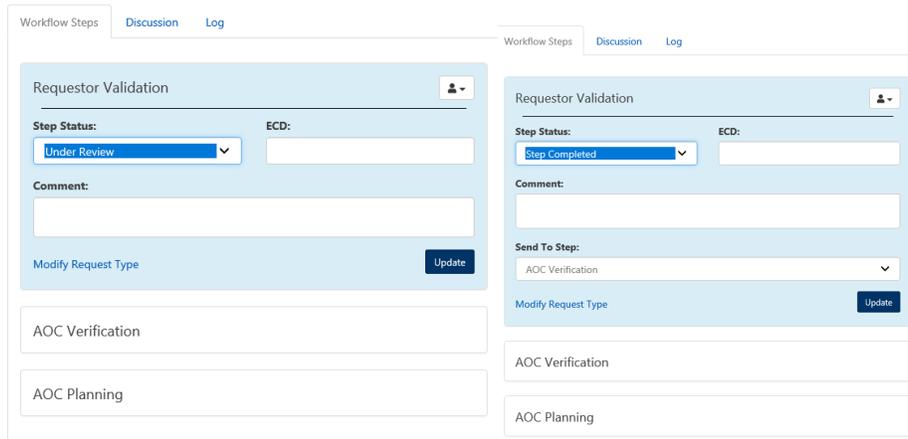
If you have a COCOM validator, ensure they have been added so they can validate the records before AOC Verifications.

Contact your COCOM if you are unsure if you have one/who they are.

**VALIDATORS SUBMITTING TO VERIFICATIONS:**

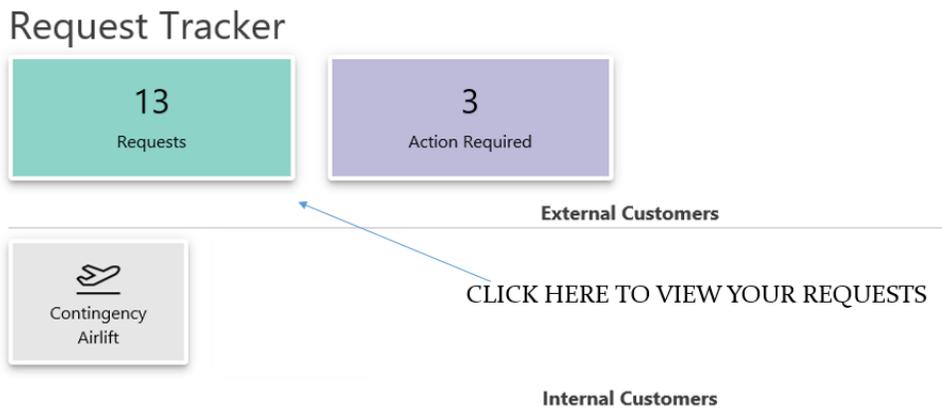
If validators want to see the package after it leaves this step, they need to add themselves as POC.

Be cognizant of any requests for changes throughout this process.



**MONITORING FOR CHANGES:**

Monitor the Discussion and Log tabs for any changes or requests throughout the planning process.



**IF YOU HAVE ANY QUESTIONS**

- Call (618) 220 – 7712
- Or send an un-encrypted email to [TACC.XOPC.Verifications@us.af.mil](mailto:TACC.XOPC.Verifications@us.af.mil)