



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR MOBILITY COMMAND**

MEMORANDUM OF AGREEMENT BETWEEN

HEADQUARTERS AIR MOBILITY COMMAND (AMC) AND

FORT RILEY TROOP SCHOOL

CONCERNING

JOINT AIR LOAD PLANNING COURSE (JALPC)

29 SEPTEMBER 2023

1. AUTHORITY: Defense Transportation Regulation (DTR), Part III, Appendix B establishes the Headquarters Air Mobility Command (HQ AMC) Joint Air Load Planning Course (JALPC) as the means to certify air load planners and establishes HQ AMC/A34 as the OPR for program management. HQ AMC/A34 is the executive agent and proponent for program implementation and Intra-Service Support Agreements (ISA).

2. SCOPE: This Memorandum of Agreement (MOA) establishes basic procedures for military school alignment to the proponent's JALPC. It addresses instructor, training, and course requirements; administrative requirements; and, unit/school responsibilities.

3. AGREEMENT: HQ AMC/A34 recognizes FORT RILEY TROOP SCHOOL, the "school", as having authority to conduct JALPC per requirements and conditions set forth in this memorandum. This is a new agreement. The below requirements and conditions must be met and maintained at all times. For the purposes of this agreement, any statement preceded by "will", "shall" or "must" is mandatory. Any statement preceded by "should" is not mandatory, but highly encouraged. Any statement preceded by "may" is optional.

3.1. JALPC Instructor Requirements:

3.1.1. Military Instructors will be in the grade of E-5 or higher.

3.1.2. DoD Civilian/Contractor Instructors should have prior Contingency Response, Loadmaster, Boom Operator, Aerial Port, JALPC or ACLP Instructor experience.

3.1.3. All instructors must possess a valid HQ AMC Form 9 and be current and certified Air Load Planners. Initial cadre will attend the USAFEC JALPC prior to school certification.

3.1.4. Instructors must complete a formal instructor course, including but not limited to, Air Force Academic Instructor Course (AIC) or HQ AMC/A34-approved equivalent, Common Faculty Development Instructor Course (CFDIC), US Navy Journeymen Instructor Training (JIT), Army Basic Instructor Course (ABIC) and US Marine Corps Instructor Development Course (IDC)/Facilitating Learning Experiences (FLEX). Contractors may complete a vendor-provided instructor course with prior AMC/A34 approval.

3.1.5. When provided, complete all Air Force Command Job Qualification Standard (CJQS) JALPC training requirements, or service equivalent.

3.1.5.1. Items can only be marked complete by JALPC trainers.

3.1.5.2. Units must have at least two qualified JALPC trainers. Initial cadre will be certified as trainers for their military school. Trainers may train instructors as well as additional trainers.

3.2. Periodic JALPC Instructor Evaluations. JALPC Instructors will be re-evaluated biennially by HQ AMC/A34. These evaluations will be done in-person during recurring site visits. In rare circumstances, special consideration may be given to conducting these evaluations virtually. The individuals listed below are authorized to evaluate the school's JALPC cadre:

3.2.1.1. HQ AMC/A34 JALPC PM, or designated representative.

3.2.1.2. HQ AMC/A34-designated evaluator, to include an appropriately qualified Air Mobility Liaison Officer (AMLO) or Expeditionary Air/Ground Liaison Element (EAGLE).

3.2.1.3. AFRC JALPC evaluators when approved by both AMC/A34 and the AFRC FAM.

3.3. JALPC Training – Equipment Preparation.

3.3.1. Students will complete the Equipment Preparation Introductory Course (EPIC) CBT located on the Air Force MyLearning training portal: <https://lms-jets.cce.af.mil/moodle/>. Notify the JALPC PM of any site issues. Schools may require EPIC as a prerequisite to the start of JALPC.

3.3.2. Students should complete practical exercises that solidify equipment preparation concepts, weighing and marking procedures, and center of balance calculations. Additionally, students must receive hands-on vehicle and pallet preparation training. The instructors may add additional exercises or instruction as necessary.

3.3.3. Training resources must include a minimum of one 463L air pallet, one set of 463L pallets nets (1 top net and 2 side nets), and seven CGU-1/B cargo tiedown straps. When training resources are not readily available, instructors will coordinate with the nearest AMLO for assistance in sourcing required training resources before start of the next course. Contact the JALPC PM, or use the Air Operations Center (AOC) site to find an AMLO: <https://tacc.us.af.mil/home>.

3.4. JALPC Training – Aircraft Load Planning.

3.4.1. Instructors will provide instruction reflecting 423rd Expeditionary Operations Squadron (EOS) curriculum. The curriculum includes: EPIC, ATTLA, Shoring, Deploying Unit Responsibilities, Aircraft Pallet System and Vehicle Characteristics, Weighing and Marking, Weight and Balance, Fundamentals of Aircraft Load Planning, Integrated Computerized Deployment System (ICODES) Familiarization, and Aircraft Characteristics, to include commercial/Civil Reserve Air Fleet (CRAF) when available. Students will complete two formatives for each Mobility Air Forces (MAF) aircraft and a summative exam. A summative exam retest option is available for eligible students.

3.4.2. The following MAF aircraft will be covered in-depth: C-5, C-17, C-130, and C-130(J).

3.4.2.1. Students will complete two formative exams per aircraft lesson. Failure of both formatives for an aircraft lesson will result in removal from the course.

3.4.2.2. Students must possess at least an 80% average score on the formatives to be eligible for the summative exam retest option.

3.4.3. Commercial carrier and CRAF aircraft will be covered for familiarization purposes only (not testable) when appropriate courseware is provided by AMC/A349.

3.4.4. Students successfully completing JALPC will be certified as HQ AMC Air Load Planners via the AMC Form 9. Schools must provide the Form 9 by properly completing the AMC-provided student roster, which assigns each graduate a unique planner certification number. The school may also provide a “Certificate of Training” along with the AMC Form 9. If available, include a local control number, such as the course identification code, on the AMC Form 9.

3.4.5. JALP student-to-instructor ratio will not exceed fifteen students to one instructor (15:1) without HQ AMC/A349 approval.

3.4.6. The HQ AMC standard for the course is to provide a supportive learning environment that does not overburden the students or instructors. Should network latency cause the course to extend passed 7 hours of classroom time (8 hour day/1 hour lunch) for 2 or more days of instruction in 2 consecutive courses, the school will decrease the student-to-instructor ratio to 10:1 or lower to prevent extensions passed 7 hours of classroom time. Once network latency issues are corrected, the school may resume a 15:1 ratio.

3.4.7. Schools are authorized to provide JALPC virtually or in-person, but not both simultaneously for the same course. The student to instructor ratios in paragraphs 3.4.5 and/or 3.4.6 will not be exceeded.

3.5. JALPC Courseware Requirements:

3.5.1. Schools will only utilize courseware approved and provided by AMC/A349 via MS TEAMS or email and must update applicable lessons prior to each course. Schools must have access to the Air Force “JALP Schools” Team prior to certification. Contact the AMC/A349 JALPC PM ASAP for any issues accessing the site.

3.5.2. Instructors may add to the JALPC to address unit-specific requirements not already addressed. Added courseware will not contradict official JALPC curriculum.

3.5.3. Modification of slide content is not authorized unless approved and documented in writing by HQ AMC/A349.

3.5.4. Instructors may enforce stricter testing requirements when approved by their commander or school supervision.

3.6. JALPC Recertification. Schools may offer a shorter recertification option to eligible students meeting requirements of this paragraph. Recertification must include, at a minimum, EPIC, all aircraft characteristics lessons, as well as the summative exam. Standard grading criteria applies. Summative exam retesting will be at the lead instructor's discretion.

3.6.1. Students must complete recertification before AMC Form 9 expiration.

3.6.2. EPIC must be recompleted within the 60 days prior to recertification. Ensure students verify Air Force MyLearning access.

3.7. JALPC Lead Instructor Responsibilities:

3.7.1. Verify the currency of all JALPC material prior to instruction.

3.7.2. Maintain electronic records of all evaluations as well as documentation for all certified instructors.

3.7.3. Maintain electronic records of each class performance for a period of 24 months.

3.7.4. Upload class rosters and course critiques to the JALPC MS TEAMS site, under the school's private channel, no later than 15 days after course completion.

3.7.5. Submit fiscal year training schedule to HQ AMC/A349 upon request.

3.7.6. Attend the annual JALPC Summit. TDY costs must be unit-funded.

3.7.7. Support units on the installation that require equipment preparation and/or aircraft load planning assistance during the deployment and re-deployment phases.

3.7.8. Ensure unused seats are released to other units, services and/or governmental agencies. Contact the JALPC PM for assistance, if needed.

3.8. The school is authorized to conduct JALPC Mobile Training Teams (MTTs) only when the following conditions are met:

3.8.1. HQ AMC/A349 has been notified of the planned MTT at least 10 days prior to execution.

3.8.2. The MTT does not conflict with another planned MTT to support the same unit/location.

3.8.3. The MTT does not support a unit outside the school's assigned Division (Command for Navy), unless approved by AMC/A349. In this situation, AMC/A349 will verify that the primary school for the Division or Command is unable to provide the training.

3.8.4. Supported units must have a workstation or laptop with internet access for each student. Additionally, the supported unit must provide a classroom with an overhead projection system that instructors will utilize to teach the course. When the supported unit lacks a workstation or laptop for each student, the school must provide one standalone laptop per student, to a maximum of 30 students. Each standalone laptop will be equipped with the latest desktop version of ICODES.

3.8.5. The MTT adheres to all other requirements of this MOA.

4. POINTS OF CONTACT: Designated points of contact regarding JALPC management.

4.1. HQ AMC/A349 JALPC PM; DSN: 779-2164; email: AMC.A3.A3MI@us.af.mil

4.2. 423 TRS Course Manager; DSN: 650-7373; email: 423TRS.JALP.Org@us.af.mil

4.3. FORT RILEY TROOP SCHOOL COURSE MANAGER Daniel Hammond
Daniel.d.hammond3.civ@army.mil 785-239-5500

4.4. FORT RILEY TROOP SCHOOL LEAD INSTRUCTOR Eric Bundy
bundy@bartonccc.edu 620-796-4849

5. ACKNOWLEDGEMENTS OF PARTIES: The FORT RILEY TROOP SCHOOL, and HQ AMC/A34, the "parties", are responsible for their own personnel costs associated with actual execution of JALPC. The parties acknowledge that this agreement does not document, provide for, or commit to the exchange of funds or personnel between the parties for the actual execution of the course. Finally, the parties acknowledge that correspondence will be sent via email rather than the postal system.

6. EFFECTIVE DATES, MODIFICATION, AND TERMINATION: This agreement is effective upon signature of the FORT RILEY TROOP SCHOOL approval authority and must be reviewed and validated by both parties *no less often than biennially*. It remains in effect until revised or terminated by either party, with the rescinding party providing at least 180 day written notice of intent to terminate. Either party may initiate revision when conditions or circumstances warrant. The agreement may be terminated at any time with the concurrence of both parties.

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