CHAPTER 103

AIR MOVEMENT

A. GENERAL

1. The DoD must utilize members of the Civil Reserve Air Fleet (CRAF) to the maximum extent practicable unless there is a documented, negative, critical mission impact justifying non-usage. Air carriers of the U.S. airline industry who are members of the CRAF provide aircraft and crews to support the DoD in emergencies when requirements exceed available military aircraft. TOs may obtain a current listing of DoD-approved and CRAF carriers at the Internet address https://www.milsuite.mil/book/groups/dod-commercial-airlift-division-amca or by contacting the DoD Commercial Airlift Division at HQ AMC/A3B, 402 Scott Drive, Scott AFB, IL 62225-5302, 618-229-2109/2073, or DSN 779-2109/2073.

2. IAW DoD policy (DoDI 4500.57, Transportation and Traffic Management), the following priorities, in order of precedence, will be used for passenger airlift:

   a. USTRANSCOM-contracted airlift (e.g., Patriot Express channel airlift) must be used for OCONUS travel unless there is a documented negative critical mission impact.

      (1) Even if the service can be provided at less cost by a commercial air carrier.

      (2) Even if commercial air service is preferred by or is more convenient for the traveler.

      (3) OCONUS travel requests generated by the Defense Travel System must be routed through the TO prior to commercial carrier consideration to ensure USTRANSCOM seats are fully utilized.

   b. Scheduled commercial air service contracted through the GSA Airline CPP Contract.

   c. Other U.S. CRAF carriers.

   d. DoD-approved, non-CRAF U.S. flag carriers.

   e. Scheduled service on U.S. air carriers that are neither DoD-approved nor -disapproved (for individual travel only).

   f. DoD-approved foreign flag carriers.

   g. Scheduled service on foreign air carriers that are neither DoD-approved nor -disapproved (for individual travel only).

3. Unless otherwise restricted by the DoD, air carriers from Federal Aviation Administration (FAA) non-rated or Category 1 countries are approved for use by DoD personnel for official business travel on scheduled service routes only. Carriers from Category 2 countries may not be used by DoD personnel for official business travel, except on those legs of a carrier's route that starts or ends in the United States. In extenuating circumstances, where no acceptable alternative exists to using a foreign air carrier placed in non-use solely because it is from a Category 2 country, and the travel is mission-essential, the CDR of the COCOM for the geographic area of travel may authorize the use of the foreign carrier by waiving, in writing, the prohibition in Enclosure 3, Paragraph 7 of DoDI 4500.53, DoD Commercial Air Transportation Quality and Safety Review Program. Go to http://www.dtic.mil/whs/directives/corres/ins1.html and select DoDI 4500.53. The use of foreign carriers from Category 1 countries is on an individually ticketed, scheduled service basis only and will not apply to DoD charter operations or group travel. For a complete list of Category 2 prohibited civil aviation authorities countries/airlines, refer to https://www.milsuite.mil/book/groups/dod-commercial-airlift-division-amca and select "Foreign

Air Carriers". Travel offices/travelers should check with their respective geographic Combatant Command for the most recent information regarding foreign carrier use waivers in their AOR.

4. Reduction of Social Security Number (SSN) Use Within the DoD. An alternative for using the SSN on passenger manifests is the DoD Identification Number (DoD ID) as prescribed in DoDI 1000.30, Enclosure 2, DoD Guidance on the Use of the SSN. The DoD ID will replace the SSN as the Geneva Conventions Serial Number for the United States as all DoD identification cards are updated through their natural life-cycle replacements. Use of the DoD ID on passenger manifests is mandatory when included on DoD identification cards.

5. DoD Group Passenger Movements. TOs have the authority, with the concurrence of their respective DoD component, to route any size group, except for those groups requiring the purchase of a full plane charter. An international full planeload charter must first go to the TO's Service SAAM validator (see Paragraph B.3). Full plane charters will be arranged through the USTRANSCOM DDOC (see Chapter 102, Paragraph D, for DDOC contact information). TOs may use the services of the USTRANSCOM DDOC to solicit bids for group travel encouraging the use of the GOPAX or their CTO.

   a. Once the provisions of Paragraph A.2 are met, the following applies:

      (1) A movement of less than 10 members traveling as a group, falls under the GSA Airline CPP contract and is a mandatory user of the GSA Airline CPP (see Paragraph B.2).

      (2) A group movement of 10 or more members falls under the Military Air Transportation Agreement (MATA) (see Paragraph E.1) and is a non-mandatory user of the GSA Airline CPP.

   b. Group Cancellation Policies and Fees: Reference the GSA Airline City Pair contract group Frequently Asked Questions (FAQ) sheet (http://www.gsa.gov/portal/content/143511, "How does this rule affect group travel") requirements for GSA Airline City Pair and/or the MATA for groups routed outside of the GSA city pair contract on scheduled service airlines. (See Paragraph B.2.)

6. Procedures for Arranging Group Moves.

   a. Submission of Requests. Requests for scheduled service must be received by the TO at least 72 hours prior to the proposed departure. In order to leverage the best prices and obtain greater carrier availability, all requests for charters must be received 10 days prior to the proposed departure. If a short notice requirement develops within the 10-day window, requests will be accepted with adequate justification.

   b. Need for Unclassified Travel Information. When any type of commercial transportation is requested, the origin, destination, and movement date must be unclassified so that negotiations can be conducted with commercial carriers.

   c. Requests must contain the following information:

      (1) Identification of the group (e.g., unit designation, students, Reserve Officer Training Corps).

      (2) Type of travel (PCS, TDY, or TAD travel).

      (3) Number of persons. Show officers, enlisted, or other separately; for movement of patients, show number of litter patients or ambulatory patients and attendants separately; for prisoner movements, show prisoners and guards separately; indicate separately when female personnel are included.

      (4) Origin and destination of travel.

(5) One-way or round-trip travel.

(6) Date and time of availability for movement; include return movement information if round-trip; when specific time and date of departure are requested. Regardless of the comparative cost, furnish reason.

(7) Deadline for arrival at destination.

(8) Estimated weight of personal baggage per person.

(9) Estimated weight and cube dimensions of largest articles and brief description of military impedimenta to accompany troops in passenger service; ammunition will be indicated separately and identified whether small arms or high explosive.

NOTE: When arranging for group passenger charter movements, refer to Figure 103-8, for planning weight instructions.

(10) Method of subsistence during travel: meal tickets/check, cash, or dining car.

(11) Class, type, and capacity of motor carrier equipment required, if commercial highway transportation is desired.

(12) Number and type of transportation units required for baggage and impedimenta to accompany troops in passenger service, or required to be used when a training and loading exercise is contemplated; when equipment is to be used for training and loading exercises, the request for routing will so specify. DoD Components are responsible to ensure baggage is made available to loading crews regardless of mode of transportation used.

(13) Positioning requirement for loading of carrier equipment (e.g., street, building, or railhead).

(14) Special passenger equipment or special accommodations for patients and attendants or prisoners and guards; serial number of government-owned equipment must be included.

(15) Statement indicating the requester has terminated attempts to arrange government mode(s) of transportation and fully intends to use the commercial air being requested.

(16) Name/rank or grade, address, and duty, fax, and home telephone numbers for the POC.

(17) Passenger name list information must include the following information:

DoD ID or Social Security Number (SSN)	Mandatory
Rank	Mandatory
Service Code Army (A), Air Force (AF), Navy (N), Marine Corps (MC), Coast Guard (CG), Civilian (CIV)	Mandatory
Last Name	Mandatory
First Name	Mandatory
Middle Initial	Mandatory
Gender Male (M) or Female (F)	Mandatory
The name and telephone number of an emergency contact not traveling with the passenger	Mandatory
Passenger Weight (actual needed for manifest) (except for a full plane charter)	Optional

Unit Identification Code (UIC)	Optional
Unit Name Identification (In Clear Name)	Optional
Blood Type, e.g., A+, B-, B+, O-, O+.	Optional
Military Occupational Specialty, Air Force Specialty Code, or Rating (Navy)	Optional
Special Duty Indicator	Optional
Travel Points of Origin and Destination	Optional
Fund Citation (CITE) (for Charter Air)	Optional

(18) User fund CITE/Transportation Account Code (TAC) must be provided at the time of request. In the event an airlift charter meets transportation needs and is approved by the TO, a TWCF funded contract will be awarded and DFAS will bill users for reimbursement.

NOTE: GTRs must not be issued for payment of airlift charter movements.

7. It is DoD policy that unused passenger space on DoD-owned and controlled passenger-carrying aircraft, on all types of missions (e.g., channel, SAAM, Operational Support Airlift [OSA], Aeromedical Evacuation) be utilized to the maximum extent possible, to include Space A passengers, as authorized by DoDI 4515.13. Available seats will be released for Space A travel unless overriding safety or legal concerns (including hazardous cargo, CBP, agriculture, or immigration considerations), or a defined need for security prohibit Space A travelers from flying on a specific mission.

8. IAW Air Mobility Command Instruction (AMCI) 24-101, Volume 14, Military Airlift Passenger Service, available at http://www.e-publishing.af.mil/?txtSearchWord=amci&rdoFormPub=rdoPub, Paragraphs 6 and 12.1, no in-lap passengers are authorized on AMC flights. All passengers, to include infants and small children, will occupy a separate seat.

9. Passenger Identity Screening and Security. Guidance for passenger identity screening against the Government watch list is found in Paragraph O. Guidance for passenger/baggage screening at military-controlled airfields may be found in Service regulations and/or Air Mobility Command Instruction 24-101, Volume 14, Military Airlift Passenger Service. Anti-hijacking inspection guidance for passengers traveling on dedicated lift and/or direct-to-aircraft missions may be found in this regulation, Part III, Appendix T.

B. TYPES OF AIRLIFT

1. Channel Airlift (Patriot Express). Channel airlift is the transportation of passengers in full planeload lots on aircraft chartered from the commercial air industry. These international charter flights are scheduled by the 618th Air and Space Operations Center (AOC) (Tanker Airlift Control Center [TACC]) on a regular basis to and from designated commercial airports and/or AMC gateways and/or military aerial ports. Users reimburse AMC at the common-user rate established in U.S. Government DoD Airlift Rates. For eligibility requirements, refer to DoDI 4515.13. Passengers present an identification card and orders with a Customer Identification Code (CIC) or bill-to address and POC (annotated with an AMC Unique Control Number [UCN]), to the AMC Passenger Service Agent (PSA) in exchange for a boarding pass. Payment is made to the carrier via a contract with AMC. AMC seat reservations on Patriot Express passenger charters are normally available 90 days prior to departure. Official travel providers will make seat

reservations directly in the AMC passenger seat reservation system, the Global Air Transportation Execution System (GATES) (see Paragraph J).

a. DoD policy mandates utilization of the DTS to the maximum extent and mandates that all DoD customers share the cost of maintaining DoD war readiness. DoD passengers must use AMC when it meets mission requirements and must use USTRANSCOM-chartered Patriot Express flights where they are available for international movement.

b. DoD passengers on PCS orders will be routed on Patriot Express IAW the DoD routing guide located at Appendix O. Once Patriot Express service is confirmed, the TO will arrange commercial scheduled air service to connect with the AMC flight.

c. The TO must request Patriot Express service and a non-availability notice must be issued before commercial air may be used on international routes that AMC services. The reason for nonuse of AMC must be documented in the passenger record in the airline commercial seat reservation system at the time commercial travel is booked. See Appendix G for AMC response codes. If an AMC non-availability notice is not provided, the reason for non-use of AMC airlift must be documented in the passenger record in the airline commercial seat reservation system. Non-use of available AMC airlift because of a negative, critical mission impact identified by the traveler must also be documented in the passenger record in the airline commercial seat reservation system. This data will be reviewed jointly by the Service, USTRANSCOM, and AMC transportation policy entities for compliance biannually in April and October.

d. Members may wear civilian attire aboard AMC-owned and contracted aircraft; however, they must adhere to individual DoD Component requirements and the DoD Foreign Clearance Guide.

2. GSA Airline CPP. Each year, under the Airline CPP, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "City Pair Program (CPP)" on the GSA website: www.gsa.gov/portal/content/104512.

a. Some GSA routes may offer "dual fares"; one fare is a capacity-controlled unrestricted fare (fare basis code "_CA") and the other is an unrestricted fare (fare basis code "YCA"). The capacity-controlled unrestricted fare differs from the unrestricted YCA fare only in that the airline can limit the number of seats offered under the capacity-controlled, or "_CA" fare basis. The unrestricted fare, or YCA, has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The capacity-controlled unrestricted fare is, in many cases, significantly less expensive than the unrestricted YCA fare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a capacity-controlled unrestricted GSA Airline City Pair fare on the routes that offer the dual fare structure. Local CTOs can provide information on what routes offer dual fares.

b. DoD contractors are not authorized use of GSA Airline City Pair fares.

c. GSA Airline City Pair fares cannot be used to and/or from an unofficial point (such as a leave point) unless the Government is paying for the leave travel to (and/or from) the leave point. The use of contract city pair airfares is limited to official travel only. If personal travel is taken in conjunction with official Government travel, the contract city pair airfares cannot be

used for that portion of the trip since that travel is personal. (See JTR Appendix P, City-Pair Program, Part 2, Paragraph E.2.)

d. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

(1) Space or a scheduled flight (including a confirmed pet space [see Note]) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pair fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.

(2) The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.

(3) A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses.

NOTE: This exception does not apply if the contract carrier(s) offers the same or lower fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to the Government and military travelers on official business and may only be purchased with a GTR or government charge card (e.g., YDG, MDG, QDG, VDG, and similar fares).

(4) Rail service is available and such service is cost effective and consistent with mission requirements.

(5) Smoking is permitted on the contract flight.

e. To provide feedback on a GSA Airline City Pair flight, contact DTMO at (dodhra.mc-alex.dtmo.mbx.travel-programs@mail.mil).

3. AMC SAAMs. SAAMs are missions performing special assignment airlift and provide an exclusive service. For SAAM validator information, contact the USTRANSCOM DDOC (see Chapter 102, Paragraph D for DDOC contact information) or USTRANSCOM J3-SS at 618-220-5751 or DSN 770-5751. See Appendix B for procedures to request SAAM movement.

4. Commercial International Air Charters. When AMC international contract is not the procurement medium, the most cost effective charter service that will satisfy mission requirements will be procured. The SAAM surcharge will not apply.

5. Commercial Scheduled Service. Applies to seats purchased on regularly scheduled commercial airlines. DoD Components may establish separate procedures to accomplish payments as long as the payment is through a contractor-issued travel card or a central billed account established under a GSA contract for commercial travel card services.

6. Commercial Domestic Air Charter Movements. Applies to group/unit movements on domestic commercial charters purchased by USTRANSCOM via the Master Solicitation (MS) and is requested through USTRANSCOM DDOC (see Chapter 102, Paragraph D for DDOC contact information).

7. Charter Air Taxi.

   a. Charter air taxi service may be used when it is cost favorable or when a less costly means of transportation does not satisfactorily meet the official travel requirement.

   b. AMC/DoD Analysis and Automation Branch (A3BA) approve air taxi carriers for DoD passenger service. Chartered air taxi service must be obtained from DoD-approved air taxi operators. If not held locally, a list of DoD-approved and disapproved taxi operators may be obtained from A3BA. In addition, the list of approved air taxi carriers is available at https://www.milsuite.mil/book/groups/dod-commercial-airlift-division-amca. If the use of a non-DoD-approved air taxi operator is needed, the TO will contact A3BA with their user requirements. However, in cases of AMC contract awards, air taxi operators are not required to have approved tenders on file to receive awards.

   c. Once the use of air taxi service has been authorized, TOs may arrange the air taxi service with a DoD-approved operator. Normally, a government-issued travel charge card must be used to procure this service. TOs must ensure a DD Form 1341, Report of Commercial Carrier Passenger Service, Figure 103-7, is properly completed and forwarded to AMC/A3K. TOs may download DD Form 1341 at http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm and must have them accessible for all travelers who travel by air movement. Completed copies must be returned to the TO, who in turn, must forward them to AMC/A3K for quality control purposes.

8. Space A Traffic (SAT). Any aircraft not on a scheduled channel mission, to include training missions, which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission, and the portion of airlift capability available for use after planned mission requirements have been met. AMC will process and bill for SAT on established channel routes as normal revenue generating passenger, cargo, and mail at the tariff rate where airlift transportation service was provided. The Service SAAM validator normally generates the request for SAT to USTRANSCOM DDOC.

C. COMMERCIAL CHARTER AIRCRAFT, EXCLUDING PATRIOT EXPRESS

1. Full planeload charters must be arranged by USTRANSCOM DDOC (see Chapter 102, Paragraph D, for DDOC contact information). When charter air service is required (other than charter air taxi service), only the services of DoD-approved carriers in the CRAF program, certified route carriers, and certified supplemental air carriers will be considered.

2. Standards of service for DoD charter airlift must be provided in the AMC-negotiated contract.

3. Upon presentation of proper identification, DOT inspectors or other representatives on official duty are authorized to ride any DoD-sponsored commercial flight to conduct inspections. If maximum load limitations are exceeded, passengers will be removed in the following order:

   a. Authorized carrier employees other than crew members.

   b. Members, who must then be furnished other commercial transportation.

4. All international and domestic SAAM charter air movements contracted by USTRANSCOM and procured with TWCF funds will have a surcharge applied.

5. Under current agreements, all air carriers are required to provide the following notifications in case of a delay or irregularities.

   a. When it is known that the schedule established for a commercial air movement will be delayed at origin or other irregularities have occurred, such information must be reported immediately to AMC/618th AOC (TACC), and the origin TO. Except as stated in Paragraph

5.c below, no changes will be undertaken by the TO until the changes have been cleared with AMC authorized contracting personnel. AMC/618th AOC (TACC) must immediately notify AMC authorized contracting personnel who will notify USTRANSCOM DDOC of the delay. AMC/618th AOC (TACC) must also notify USTRANSCOM DDOC if the mission is priority 1B1 or higher.

b. After a commercial air movement has departed and becomes delayed en route, the carrier is responsible for notifying AMC/618th AOC (TACC), who in turn must notify USTRANSCOM DDOC of the delay. If the mission priority is 1B1 or higher, AMC/618th AOC (TACC) must notify USTRANSCOM DDOC, the origin and destination TOs, and the bus carrier with who arrangements have been made for supplementary service at the destination. In each instance, the notification must contain the following information:

(1) Location where the interruption in service occurred

(2) Period of delay

(3) New destination terminal

(4) Mode of alternative transportation

(5) Time of departure from point of delay

(6) New estimated time of arrival.

c. If there is not enough time to notify and receive clearance from AMC/618th AOC (TACC), as required in Paragraphs 5.a and 5.b above, emergency notification must be furnished to the TO and the bus carrier at the destination. The carrier must notify AMC/618th AOC (TACC) immediately. AMC/618th AOC (TACC) must immediately notify AMC authorized contracting personnel, who will notify the USTRANSCOM DDOC of the delay. AMC/618th AOC (TACC) must notify the USTRANSCOM DDOC if the mission priority is 1B1 or higher.

d. DD Form 1341, Figure 103-7, is a form designed to be completed by the group leader or individual traveler to reflect transportation service provided. Passengers will return the completed Form to the origin TO. The TO will mail the Form to AMC/A3K, 402 Scott Drive, Unit 3A1, Scott AFB, IL 62225-5302.

D. COMMERCIAL AIR CARRIER SERVICE (SCHEDULED SERVICE)

1. Commercial air carrier scheduled service is defined as seats purchased from the commercial airlines.

2. Contractor personnel are not authorized to use government discount fares (including GSA Airline City Pair fares) when purchasing commercial airline tickets.

3. Use of a U.S. Air Carrier Engaged in a Code-Share Arrangement with a Foreign Flag Carrier:

a. Under a code-share arrangement, air service on a particular route is provided by a U.S.-certified air carrier either using foreign flag aircrews or using space on an aircraft owned and operated by a foreign flag air carrier from a FAA-non-rated and/or FAA rated Category 1 country. For further guidance on DoD use of foreign air carriers, see https://www.milsuite.mil/book/docs/DOC-112476.

b. The Comptroller General, 70 Comp.Gen. 713 (1991), determined that travel under a ticket issued by a U.S.-certified air carrier which uses space on the aircraft of a foreign flag air carrier under a code-share arrangement is considered to be transportation provided by U.S. air carriers holding certificates, as required under 49 U.S.C. § 40118, Government-Financed Air

Transportation. TOs may use this service since it is not in violation of the Fly America Act. Under such conditions, the U.S. flag carrier issues the entire ticket, the flight is indicated in the computer reservation system by a U.S. flag carrier code, and payment is made to the U.S. flag carrier. Additional information on the Fly America Act is available at http://www.tvlon.com/resources/FlyAct.html.

4. Use of a Foreign Air Carrier from FAA-Non-Rated or FAA Rated Category 1 Countries Engaged in a Code-Share Arrangement with Another Foreign Flag Carrier. In instances where a foreign air carrier engages in code-share arrangements with another foreign air carrier, both air carriers must be from either a FAA-non-rated and/or FAA rated Category 1 country to be eligible for DoD official travelers to travel on scheduled service routes.

5. A passenger may be authorized a stopover at any point en route when the carrier tariff permits a free stopover.

6. The TO must inform travelers of their responsibilities outlined in JTR Paragraph 1300, Retaining Promotional Items, regarding denied boarding, voluntary seat release compensations, and frequent flyer mileage credits. The traveler is responsible for managing and complying with these requirements. Receipt and accounting of compensation will be IAW instructions or procedures formulated by the DoD Components. The requirement can be satisfied through the use of mass media (base or post newspaper) articles if these are published on a recurring basis.

7. DoD personnel traveling on official business may not purchase commercial airline tickets at military furlough fares (e.g., BM, MM, QM, and HM). These fares are to be used only by military travelers and their family members when traveling at their own expense on leisure travel.

E. CONTRACTS AND AGREEMENTS

1. MATA. The MATA provides the terms and conditions under which a commercial air carrier may provide transportation of DoD passengers in situations not already provided for under FAR contracts. It specifically applies to the transportation of groups of 10 or more passengers (military or civilian) routed on commercial scheduled services of major, national, regional, or commuter air carriers by AMC or DoD travel offices. It also provides for the charter of FAA Part 135 (air taxi and helicopter) aircraft in situations that occur sporadically, are unpredictable in nature, and do not warrant the creation of a binding contractual agreement. It does not bind the Government to award movements to the carrier and does not bind the carrier to offer to provide service. The MATA may apply to movements between points within the CONUS, Alaska, and Hawaii, or as otherwise requested by AMC. It is effective when approved and signed by AMC, and will remain in effect until terminated in writing by the carrier or canceled in whole or in part by AMC so long as the air carrier meets and complies with the DoD Commercial Air Carrier Quality and Safety Requirements. The MATA does not apply to individual passengers ticketed under the provisions of the GSA Airline City Pair Contract nor does it apply to aircraft chartered under the provisions of the AMC MS, the AMC International Long Range Contract, or any other binding contractual agreement. Separate agreements for commercial scheduled service air carriers participating in the MATA are on file at AMC Contract Airlift Division (A3K). Contact AMC/A3K at 618-229-4426 or DSN 779-4426, for MATA detailed information. DoD Components may establish separate procedures to accomplish payment.

2. MS and International Airlift Contracts. Charter airlift services must be procured utilizing the MS for domestic movements or one of the International Airlift contracts for international movements. These procurement documents, which contain terms and conditions and minimum performance standards, are on file at USTRANSCOM, Acquisition Directorate, Specialized Transportation and Support Division (TCAQ-R), Scott AFB, IL 62225-5357. Based on competitive procurement procedures, USTRANSCOM awards commercial carriers contracts for domestic charters.

Commercial carriers receive payment for airlift services performed by submitting an invoice to DFAS in Omaha NE (DFAS-OM/A) referencing their TWCF funded domestic contract (do not use a GTR). AMC/FMFAB bills units using the unit fund citation included in the group movement transportation request. Direct questions concerning carrier performance, IAW standards of service, to TCAQ-R at 618-220-7089 or DSN 770-7089. The MS and the International Contract are posted in FedBiz Opps at https://www.FBO.gov.

F. ACCOMPANIED PERSONAL BAGGAGE, GOVERNMENT-OWNED ANIMALS, PRIVATELY OWNED WEAPONS, AND GOVERNMENT-OWNED WEAPONS

1. Personal Baggage:

   a. Transportation of baggage by air must be limited to the amount carried free by the carrier. Free baggage entitlements vary according to the carrier being utilized. Most carriers use the piece concept; others apply weight limitations. The free baggage allowance on AMC flights is two checked pieces not to exceed 70 pounds each or 62 linear inches (the sum of the length plus the width plus the height). Each passenger is permitted to hand carry one article (e.g., small luggage, garment bag, or backpack) and one personal item (e.g., cosmetic case, purse, briefcase, small box, or package) for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization. Hand-carried items will be no larger than 45 linear inches and must fit under the passenger's seat, or in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in. Baggage allowance rules for international travel on foreign carriers vary by country and may use kilos rather than pounds to measure baggage weight.

   b. Excess baggage must be authorized or approved to be reimbursed. Excess baggage is defined as "baggage in excess of the free allowances outlined in Paragraph F.1.a." For scheduled commercial air service, the traveler must pay the excess baggage charges directly to the servicing airline at the time of flight check-in and claim reimbursement on the travel voucher. If this procedure imposes an unwarranted hardship on the traveler, the TO may issue a GTR for excess baggage. Excess baggage for travelers may be authorized/approved IAW Service regulations. Excess baggage transportation costs may be paid only when authorized/approved under JTR Paragraph 3100, Accompanied Baggage, and Paragraph 3105, Excess Accompanied Baggage.

   c. Travelers, hand carrying cremated human remains, must contact CBP for the required documentation if traveling to the CONUS or the embassy or local consulate general if traveling overseas (see this regulation, Part VII, Human Remains Movement).

2. Government-Owned Animals. Military working dogs will always be shipped and manifested as cargo regardless if moving on AMC Category M or Patriot Express channels. However, movement via Patriot Express must be used as a last resort so as not to displace limited pet spaces. Military working dog movement not on organic or military contracted lift will be coordinated through the local CTO.

3. Procedures for Transporting Weapons, Ammunition and Hazardous Materials (HAZMAT) Aboard Commercial Aircraft in Scheduled Service and Department of Defense (DoD)-Owned or Controlled Aircraft are contained in Appendix I of this regulation.

   a. Deployed members returning as individuals on emergency leave with an individual government-owned weapon must comply with Appendix I requirements. Members will be in receipt of a copy of the original deploying orders reflecting authorization to hand-carry a weapon.

   b. See Appendix I of this regulation for detailed information.

G. TRAVEL IN CONNECTION WITH DEATH OF MEMBERS, DOD EMPLOYEES, AND/OR THEIR DEPENDENTS (BLUE BARK)

Members or U.S. citizen employees of the DoD or their dependents traveling in connection with the death of the member, civilian employee, or dependents of the above will be rendered all possible courtesies when traveling following the death or missing status of the member, employee, or dependents.

The CDR concerned will authorize travel according to JTR Chapter 4, Temporary Duty Travel; Chapter 5, Permanent Duty Travel; and Chapter 7, Special Circumstances Travel and Transportation.

1. TOs will coordinate with the traveler and/or designated agent to ensure prompt and courteous service is provided.
2. The mortuary and/or casualty affairs office must coordinate all en route and destination requirements with the agencies to ensure every courtesy and comfort is provided throughout the journey.
3. If traveling via aircraft under the control of AMC, they must not be bumped from the aircraft en route.
4. When traveling via AMC aircraft, each responsible AMC activity must identify the passengers as traveling in connection with the death of the sponsor or dependent.
5. If traveling via commercial carrier, the TO must ensure the PNR identifies the circumstance in an Other Supplemental Information in the Commercial Reservation System (CRS) to ensure the commercial carrier is aware of the circumstances and renders en route courtesies (e.g., travel in conjunction with death of spouse or child).
6. Based upon the desires of the sponsor or dependent concerned, the CDR or mortuary or casualty affairs office will coordinate the following with the military installation nearest the point of arrival:
   a. Billeting
   b. Onward transportation
   c. CBP and Immigration—expedite CBP and immigration clearance
   d. Baggage—deliver the traveler's baggage to them immediately
   e. Any other assistance desired by the traveler (e.g., nursery arrangements, chaplain).

H. OPERATIONAL SUPPORT AIRLIFT (OSA), SPECIAL AIR MISSION (SAM), COMMON-USER AND ORGANIC AIRLIFT

1. Mandatory procedures on the use of government aircraft and air travel recognizes that travel on Military Airlift (MILAIR) is a premium mode of travel involving high costs and limited resources. It is essential that managers and CDRs at all levels prevent misuse of transportation resources, as well as the perception of their misuse. Therefore, scheduling of MILAIR will be based on considerations such as purpose of the trip, the method of transportation required, and the priority of travel. Reporting requirements for OSA, SAM, and other organic aircraft are promulgated by the Service Secretaries.
2. OSA.
   a. It is mandatory that OSA aircraft must not be used for travel (other than those officials designated as "required use" travelers) if commercial airline or aircraft (including charter) service is reasonably available. Commercial airline service is considered to be available if it

meets the traveler's departure and/or arrival requirements within a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of MILAIR is more cost-effective than commercial air, the traveler can be added to a previously planned flight, or other compelling operational considerations make commercial transportation unacceptable.

b. Requests for CONUS MILAIR transportation that may be satisfied by OSA aircraft must be submitted through Service validators to USTRANSCOM.

(1) All requests must have signatures and must be submitted by the senior traveler, validated by an authority, and include commercial cost estimate and a full justification for the use of MILAIR. The requesting officials or office must maintain all requests for a minimum of 2 years.

(2) Except when operational demands dictate otherwise, requesters must provide scheduling authorities with sufficient advance notice of flight requests (at least 3 days) and sufficient flexibility in departure or arrival times (at least 2 hours) to permit efficient employment of aircraft. Travel documentation is required for all travelers and will be provided to the single manifesting agency at that location.

c. For further guidance, refer to DoDI 4500.43, Operational Support Airlift (OSA) and DoDD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel.

I. PASSENGER TRACKING AND REPORTING

1. Tracking. Users must use Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) for passenger tracking on DoD missions. IGC account requests/information phone numbers are 618-256-6836 or DSN 576-6836. IGC provides command and control (C2) and in-transit visibility (ITV) information that integrates automated support to DoD. Passenger data that is reported to GATES/GOPAX is available in IGC. However, commercial passenger movement data arranged by commercial ticket offices is collected by the DTMO CTIM management information system.

2. Air Travel Data Reporting. The DTMO is responsible for providing passenger statistics pertaining to official travel to OSD, USTRANSCOM, DoD Components, and Government Agencies from the CTIM management information system data. Data on air travel performed on individual GTRs must be submitted by DoD Component finance accounting centers monthly to the DTMO. Data on individual and group air travel arranged and ticketed by CTOs providing travel services under contract with the DTMO must be submitted on a monthly basis. Reporting data elements to meet DoD procedures compliance must be incorporated in CTO contracts. See Appendix H for CTIM reporting instructions.

3. Airlift Procedures Compliance Analysis. The DTMO will provide the USTRANSCOM Logistics Directorate's (TCJ4's) Transportation Policy Branch with annual and quarterly reports on airlift procedures compliance IAW DoD travel procedures. Reports must include an analysis of causes for deviation and recommendations for improvement.

4. No-Show Passenger Reporting. No-show passengers negatively impact ridership of channel traffic. To assist the Services in determining why no-show passengers occur, AMC will provide the GATES "Summary for Category Service B Report" quarterly to Services and the USTRANSCOM/TCJ4-Transportation Policy Branch. Additional detailed GATES no-show reports (Monthly Status, Summary of Category M Service, Passenger Record by Service and Routing ID, No-Show Passenger Record, and No-Show Summary Recap) are available and will be provided when requested by the Services.

J. AIR PASSENGER RESERVATIONS AND TRAVEL DOCUMENTS

1. AMC Passenger Reservations: It is DoD policy that official travel providers/TOs will make passenger reservations on AMC flights by accessing GATES directly. Official travel providers/TOs must insert the CIC and or unit line number (ULN) when completing passenger reservations. GATES access information is available at https://gatesea.gates.scott.af.mil/ or by contacting AMC/A4TI, Scott AFB, IL, DSN 779-8174. New users require a National Agency Check or equivalent security clearance before a GATES password will be granted. Routing indicators are obtained from AMC/618th AOC (TACC)/XOGC, Scott AFB, IL, 618-229-7862 or DSN 779-7862.

   a. The following information is required to make an AMC reservation:

      (1) Channel. Identify the origin aerial port of embarkation (APOE), the destination aerial port of debarkation (APOD), and the final destination, which may differ from the APOD. When AMC services a destination from two or more departure points, the TO will request AMC service from the alternate port(s) if a seat on the preferred routing is not available. (See Appendix O.)

      (2) Travel Performance Period (TPP). This is the time frame the passenger is available to travel. The DoD Component will set up the necessary controls to ensure GATES is provided a flexible TPP using the following criteria:

         (a) PCS. In arranging international transportation, a TPP of at least 10 days is required unless mission requirement (e.g., mandatory report date) indicates otherwise. See Paragraph J.1.a.(9) below for information on passengers with pets.

         (b) TDY/TAD. The TPP must conform to mission requirements as stated in the travel orders.

      (3) Name, Rank, and Number of Seats.

         (a) Name. Provide last and first name.

         (b) Rank. Provide grade and title codes as outlined in AMCI 24-101, Volume 14, available at http://www.e-publishing.af.mil/?txtSearchWord=amci&rdoFormPub=rdoPub.

      (4) Priority and Type Travel. Provide the priority and type travel codes contained in AMCI 24-101, Volume 14.

      (5) Sponsoring Service. Provide the sponsoring Service code located in AMCI 24-101, Volume 14.

      (6) Base or Installation Routing Indicator.

      (7) Personal Identification (PID). The PID (member's/sponsor's DoD ID or SSN) is used for reservation control. The PID is assigned by the requesting TO and must be used on all subsequent transactions (e.g., confirmation, tracer action, and cancellation).

         (a) Dependents Traveling Unaccompanied. Dependents traveling unaccompanied without the sponsor's PID will use their passport number.

         (b) Dependents Traveling with Member or Spouse or Joint Spouse Travel. Arrangements can be made for concurrent travel of a military husband and military wife. Request reservations in each individual's name or in one name; identify both as members.

(c) Team Travel. The requesting TO makes team travel reservations using the group leader's Routing Identifier Code (RIC). If the group members are not known at the time a reservation is made, GATES will automatically assign a UCN which can be queried to update personnel data when the information is received. Personnel data (i.e., names) must be applied not later than 10 days prior to flight departure). Group requests without individual names, 10 days prior to flight, are subject to cancellation. The 618th AOC (TACC) will not cancel the request without notification to the requester.

(d) Air Reserve Component Team Travel. Develop RICs for Air Reserve Components (ARC) using the unit designation. For example, the 105 Aerial Port Squadron (APS) would read ARC105APS. Using the unit designation standardizes ARC moves and expedites port processing.

(8) CIC. The CIC is used by AMC to bill its customers for travel. TOs will provide the CIC at the time of booking the AMC seat reservation. If not available at the time of booking, once travel authorization is received, GATES must be updated with the CIC. See Paragraph J.3.d for additional CIC guidelines. Examples on building CICs are available at the AMC/FM home page and TWCF Web page at https://www.amcfm.scott.af.mil/FM_FMFA.cfm. Additionally, contact AMC/FMFAB at amc-twcfissues@scott.af.mil or by phone at 618-229-2291 or DSN 779-2291.

(9) Pets: DoD TOs must ensure up-to-date pet shipment information (e.g., proper kennel, required documentation) is provided to travelers. In addition, ensure travelers understand a pet shipment is at their own expense (see exception in Paragraph J.1.a.(10) below), to include any pets moved under the Space A Pet Program (see Notes below). AMC pet shipment criteria:

(a) PCS passengers only (except for member's pets during evacuations).

(b) Dog or cat only.

(c) Each pet weight limit is 150 pounds (including kennel). Weight limit cannot be waived.

(d) Pets must be accompanied by their owner

(e) Limited to two pets per family (see Notes below).

(f) Pet shipment is at traveler's expense (except for member's pets during evacuations).

(g) Pet spaces are booked on a first come, first serve basis. Pet spaces are limited to available capacity because of the safety of the flight for pets.

(h) It is recommended that a 20-day TPP be provided when submitting a reservation request to accommodate the passengers and pet on the same aircraft.

NOTES:

1. Space A Pet Program: 15 days prior to AMC flight departure, pet spaces open in GATES are available to travelers that already have two pet spaces booked. Contact the Scott AFB Passenger Operations to arrange the additional space(s). E-mail the request to PetAllocations@scott.af.mil or fax to 618-229-7876 or DSN 779-7876. After the additional space(s) is booked, the TO will print out a confirmation for the traveler from the GATES pet/reservation screen. The traveler must retain this confirmation and present it upon request, as the authority to move more than two pets per family.

2. Transportation offices may book in-cabin pets in GATES without requesting a waiver or obtaining approval from 618th AOC (TACC)/XOGC, provided the passenger ensures the pet kennel size does not exceed 20" L x 16" W x 8 1/2" H, the kennel will fit under the seat and all carrier pet size limitations are met. The number of pets allowed in the passenger cabin is dependent on aircraft type and carrier policy. The maximum number of in-cabin and cargo hold pet spaces per aircraft will be made available in GATES for booking. The tariff for transporting pets in the passenger cabin is the same as transporting them in the cargo compartment.

3. The commercial airline industry currently imposes a 100 lbs pet weight restriction and curtails pet shipments during seasonal hot/cold conditions. These industry restrictions must be considered when making pet travel plans.

(10) Evacuation. IAW 37 U.S.C. §476 (b)(1)(H)(i), Travel and Transportation Allowances: Dependents; Baggage and Household Effects, a member is authorized transportation and quarantine for up to two household pets incident to an evacuation from a foreign Permanent Duty Station. Refer to JTR Paragraph 6070, Pet Transportation and Quarantine, for specific details and exceptions.

(11) Special Requirements. Identify any special requirements on the next blank line after the requester (e.g., excess baggage, disabled passenger services, special meals and unaccompanied minor passengers) if not previously addressed above.

b. Space Required Reimbursable Travel. The categories of Space A passengers authorized space required reimbursable travel are identified in DoDI 4515.13. A DD Form 1131, Cash Collection Voucher, Figure 103-1, must be accomplished and a copy of the form attached to the orders used for passenger check-in. Prepare the DD Form 1131 IAW DoDFMR 7000.14, Volume 5, Disbursing Policy. All monies collected by terminal/gateway personnel will be accounted for on DD Form 1131. Deposit all funds collected with the nearest military finance or disbursing officer or to a bank account designated by the military finance or disbursing officer. The TO may affect a DD Form 139, Pay Adjustment Authorization, Figure 103-2, for members remaining in pay status.

2. AMC Reservation Response.

a. If seats are available on a USTRANSCOM-contracted Patriot Express mission, the AMC reservation will be confirmed immediately and GATES will respond by displaying a confirmation and the flight information. GATES will send an additional e-mail response to TOs with direct GATES access. TOs will be notified of any changes to the original flight information by e-mail and will notify the passenger. It is recommended the passenger contact their TO to reconfirm flight information a few days prior to departure.

b. If no seats are available in GATES on the requested AMC channel, the TO will place the request into a hold status in GATES (either directly into GATES or by contacting Passenger Operations). The TO will place the request into a hold status until AMC responds, or for a maximum of 72 hours. AMC will respond with a confirmation or an AMC non-availability response (Appendix G). If an AMC response is not available, the passenger record in the airline commercial reservation system will be annotated with the reason AMC was not used.

c. For routes listed in Appendix O, Parts I and II, TOs must obtain a Patriot Express non-availability notice prior to booking commercial air. According to HQ AMC, non-availability notices are only provided when a travel request is placed on hold in GATES. TOs checking GATES and seeing no seats available (without placing the request on hold) are not provided non-availability notices.

3. AMC Travel Documents.

a. Required Documentation. For travel via AMC airlift, four legible copies of the passenger's travel orders are required, containing an AMC UCN and a CIC or bill to address and POC. A Travel Sheet will be issued for each passenger (see Paragraph J.3.e and Figure 103-3).

b. AMC UCN. The UCN is created automatically in GATES when an AMC reservation is confirmed. In the event that a UCN must be constructed manually, the following format must be used:

(1) Positions 1–2: The first/last name initials of traveler

(2) Positions 3–6: The last four digits of the PID

(3) Positions 7–8: The last two digits of the fiscal year the travel is performed

(4) Positions 9–11: The local Aerial Port Code of the booking site

(5) Positions 12–14: Numbers randomly assigned by the AMC GATES passenger reservation system for each passenger trip, starting with 000. Use 000 if manually constructing the UCN.

Example: Name: Ashton Tregoning, PID: 123-45-6789, Baltimore.

UCN is AT678905BWI000.

c. Distribution of Orders. The TO annotates the AMC UCN on four copies of the travel order, in the upper left-hand corner.

(1) The TO retains one station file copy.

(2) One copy is attached to the Travel Sheet that must be turned in at the AMC counter by the passenger prior to commencing travel.

(3) The member/employee retains one copy to file with travel voucher.

(4) The TO forwards one copy to the fiscal accounting station as indicated in Paragraph J.3.i.(2) below for TAD/TDY only.

d. CIC: TOs must ensure travel orders citing an appropriation contain a CIC. The CIC may vary depending on the Service or Agency that is charged for the passenger travel. For PCS travel, the CIC is assigned and placed in the PCS orders by the order-issuing authority. For TAD/TDY travel, the CIC is constructed by the order-preparing authority. All CICs contain 15 digits. Refer to the Service regulation for CIC instructions. The funds certifying official will ensure all travel authorizations cite the appropriation chargeable, approved CIC, and/or full billing address with POC for reimbursable space required passenger transportation. Examples on building CICs are available at the AMC/FM home page and TWCF Web page at https://www.amcfm.scott.af.mil/FM_FMFA.cfm and https://www.twcf.scott.af.mil/. Additionally, contact AMC/FMFAB at https://www.amcfm.scott.af.mil/CIC_Generator.htm or by phone at 618-229-2291 or DSN 779-2291.

(1) Air Force: AFI 65-114, Travel-Policy And Procedures For Financial Services Offices And Finance Offices-Reserve Component.

(2) Army: DFAS-Indianapolis Manual 37-100-15, Financial Management, The Army Structure Fiscal Year 2015, Chapter 1, General Information, Section 16, TAC Air Mobility TAC and Customer Identification Code.

(3) Marine Corps: MCO 4631.9G, Construction and Use of Customer Identification Codes Applicable to Marine Corps-Funded Passenger Travel via Air Mobility Command Service.

(4) Navy: Office of the Assistant Secretary of the Navy Financial Management and Comptroller Instruction 4600.2B, Customer Identification Codes for Temporary Additional Duty Travel.

e. Travel Sheet. A Travel Sheet is issued to each passenger traveling via AMC airlift. The Travel Sheet contains specific instructions pertaining to the flight (i.e., point of origin, destination, flight number, date, and specific reporting instructions). Figure 103-3 provides a sample Travel Sheet. TOs are authorized local reproduction of the sample.

f. Nonappropriated Fund (NAF) Travelers: NAF or other non-DoD authorized travel via AMC airlift (e.g., contractors):

(1) If NAF travel orders do not contain a CIC, the travel orders must be annotated with the proper billing address to allow AMC to bill the cost of travel correctly.

(2) Contractor Letters of Authorization (LOAs) must not contain CICs. Therefore, the correct billing address, T-series account and POC must be annotated in the LOA so that AMC can properly bill the contractor for transportation provided. Contractors may obtain a billing T-series account for use in both passenger travel and cargo movement via AMC/FMFAB at amc-twcfissues@scott.af.mil or by phone at 618-229-2291 or DSN 779-2291. See DoDI 4515.13 and JTR Appendix E for additional information on LOAs.

(3) Foreign Individuals. Foreign individuals from countries or international organizations with which the United States has a Cooperative Military Airlift Agreement (CMAA) or an Acquisition and Cross-Servicing Agreement (ACSA), are eligible for airlift transportation, on a reimbursable basis, pursuant to an approved request for such transportation under the CMAA or ACSA. Travel documentation presented by foreign individuals must indicate that travel has been approved under the relevant agreement, include the name and telephone number of a POC that can verify such approval, and reflect the W series CIC/TAC account assigned by AMC/FMFAB, to which the cost of the transportation will be charged. For further information regarding W series CIC/TAC accounts, contact AMC/FMFAB at amc-twcfissues@scott.af.mil or by phone at 618-229-2291 or DSN 779-2291.

g. Cost Charge Procedures: Cost-charge AMC airlift will only be provided to members/employees when cost charge GTRs cannot be used because of lack of scheduled commercial service or border clearance requirements. When cost-charge AMC airlift is provided, DD Form 139, Figure 103-2, must be prepared for the cost of the transportation provided. Service guidance must determine if the individual will be charged at the government/non-government tariff rate provided in U.S. Government/Non-Government Department of Defense (DoD) Airlift Rates (https://www.amcfm.scott.af.mil/FM_FMFA.cfm). The DD Form 139 must be distributed as per instructions of the Service concerned.

h. Group Travel:

(1) For group travel other than family groups, each individual traveler must have travel orders annotated with both an AMC UCN and a CIC or billable address and POC. When orders reflect more than one passenger, a separate UCN must be issued for each CIC listed.

(2) For family groups, all members of the family travel on the sponsors orders, AMC UCN, and CIC or billable address and POC. Each dependent must be listed by name on the orders, port call (Navy only), or DD Form 884, Application for Transportation of Dependents, Figure 103-6.

i. Distribution of Orders (TAD/TDY Travel Only):

(1) Copies of travel orders are used by AMC to bill the user. It is imperative that a copy of the travel orders, properly annotated with both an AMC UCN and CIC or billable address and POC, be forwarded to the Service Agency that is responsible for making payment to AMC for the transportation provided.

(2) TOs must forward one legible copy of travel orders used for TAD/TDY travel via AMC airlift as follows:

(a) Air Force --

Accounting & Disbursing Station Symbol Number	Field Site	Mailing Address
387700	DEAMS	DFAS Limestone ATTN: Travel Accounting Branch 27 Arkansas Road, Suite 100 Limestone, ME 04751-6216
503000	Columbus	DFAS Columbus ATTN: Travel Accounting Branch 3990 East Broad Street, Bldg 21 Columbus OH 43213
667100	Limestone	DFAS Limestone ATTN: Travel Accounting Branch 27 Arkansas Road, Suite 100 Limestone, ME 04751-6216
668000	Japan	DFAS Japan ATTN: Travel Accounting Branch Bldg. 206 Unit 5220, APO AP 96328-5220 (Fed-X: Bldg 206, Yokota Air Base, Fussa City, Tokyo, Japan 197-0001)

Accounting & Disbursing Station Symbol Number	Field Site	Mailing Address
678900	Europe	DFAS Limestone ATTN: Travel Accounting Branch 27 Arkansas Road, Suite 100 Limestone, ME 04751-6216

(b) Marine Corps --
Commanding General
Marine Corps Logistics Base/470
814 Radford Blvd
Albany, GA 31704-1128

(c) Navy --
Defense Finance Accounting Service
DFAS-OFPT
ATTN: CTO Billing
901 SAC Boulevard
Offutt AFB, NE 68113-5680

K. AMC AIRLIFT SERVICES

1. AMC-managed passenger terminals will provide a complete range of services to accommodate arriving and departing passengers and travelers awaiting AMC air travel. All DoD passengers (space-required and Space A) will be provided prompt, courteous, and professional service on an equitable basis. Address problems directly to passenger services personnel for resolution.

2. Commercial Airports. If a mission is operating to/from a commercial airport that does not have on-site military service personnel available, ensure passengers are briefed that there may be little or no passenger support prior to scheduled show time or after flight departure time.

3. Delayed, Overflown, or Diverted Flights. AMC is required to provide maximum information and assistance to effect onward movement for all delayed passengers. AMC is responsible for providing meals and lodging for only those duty passengers who are in a group travel status (no per diem authorized) that are en route to destination IAW AMCI 65-602. Passengers entitled to per diem on their travel orders do not receive meals and lodging at AMC expense. See AMCI 65-602, TWCF Budget Guidance and Procedures, Chapter 6, Paragraph 6.8, for additional guidance.

4. Baggage Services. AMC is responsible for processing unclaimed, damaged, pilfered, rush, and mishandled baggage. Travelers must contact the Lost and Found Representative for assistance as soon as they identify that a problem exists for AMC-controlled missions.

L. FORECASTING PASSENGER AIRLIFT REQUIREMENTS

DoD common-user channels (Patriot Express or Category M) require movements to be forecasted accurately to allow aircraft scheduling, budget programming, contracting, and other actions. USTRANSCOM provides an “historical based” passenger workload of space-required airlift requirement forecasts to Service HQs and DoD Components annually. Included are movement

requirements for members, DoD civilian employees, and dependents that are expected to travel space-required TAD or TDY, PCS, and emergency or special combat leave. Space A travel is not included. For additional guidance, see Appendix J.

M. ESTABLISHING, SUSPENDING, CHANGING, AND CANCELING CHANNELS

AMC channels are established, suspended, changed, or canceled based on the requirements and upon the request of the military departments and/or theater unified COCOMs. Although the potential requirement to add, delete, change, or suspend channels may originate from various sources, a Service HQ or theater-unified COCOMs must validate and USTRANSCOM approve the requirement. See Appendix K for additional requirements.

N. PASSENGER MANIFESTING PROCEDURES

1. Passenger manifesting systems and procedures must facilitate compliance with 49 U.S.C., § 41113, Plans to Address Needs of Families of Passengers Involved in Aircraft Accidents (also known as the Aviation Disaster Family Assistance Act of 1996) by requiring the collection of identifying and emergency contact information called for in 14 Code of Federal Regulations (CFR), Part 243, Passenger Manifest Information.

   a. These requirements apply to all systems and procedures used to manifest military and civilian passengers traveling:

      (1) On all civil aircraft chartered by or on behalf of the DoD to provide passenger transportation, when the DoD is responsible for manifesting passengers.

      (2) On DoD aircraft operated in common user airlift service (e.g., the airlift provided on a common service basis for all DoD agencies and as authorized, for other agencies of the U.S. Government). Aircraft under this definition include AMC organic aircraft, OSA aircraft, theater assigned organic airlift, and other Service-owned aircraft when operated in a common user role.

      (3) On any DoD aircraft when one or more passengers are civilians (including DoD and non-DoD civilian employees, couriers, travelers on public affairs events, dependents, contractors, and retirees) who are not part of the crew or on board the aircraft for operational support purposes. This includes Noncombatant Evacuation Operations.

      NOTE: The requirements of this section do not apply to flights involving DoD aircraft on training or operational missions unless covered in the three subparagraphs immediately above.

   b. Passenger manifesting agencies utilizing an automated system must ensure that emergency contact information is available. For locations where there is no automated manifesting capability or in those places where the automated systems do not yet comply, DD Form 2131, Passenger Manifest, Figure 103-4, must be used. DD Form 2131 is available at http://www.dtic.mil/whs/directives/ .

      (1) Preferably prior to departure, but not later than 60 minutes after aircraft departure, the completed DD Form 2131 will be transmitted to AMC via e-mail to passenger.manifest@scott.af.mil, or if e-mail is unavailable, faxed to 618-256-3651 or DSN 576-3651. If using e-mail, include the mission number, departure date/time, aircraft type, and aircraft tail number in the subject line.

      (2) The mandatory procedures established requiring the collection of emergency POC information is not met by providing the unit orderly room information or by having a current DD Form 93, Record of Emergency Data, Figure 103-5, on file.

(3) Emergency contact information collected from the passengers must be used solely for the purpose of making notifications in the event of an emergency. This information must be destroyed when it is no longer needed for its intended purpose. Agencies must ensure records destruction is handled IAW authorized procedures for the disposal of records.

2. Manifesting responsibilities. Normally, the passenger terminal or base operations at the POE and en route stops are responsible for passenger manifesting and anti-hijacking. However, the aircraft CDR is ultimately responsible for compliance with these procedures. If there is no passenger terminal, base operations, or other agency responsible for filing the manifest or if passengers do not process through such an agency, the aircraft CDR will file a copy of the passenger manifest with the most responsible on-scene agency. For unit moves, the respective Service deployment automated information system will be the primary means to generate and transmit an electronic manifest to the IGC and associated down-line stations.

a. Passenger manifest information will be updated at each intermediate stop at which passengers embark or debark. A copy of the passenger manifest will be left at each departure point that lacks immediate electronic access to update passenger manifest information.

b. Service passenger manifesting systems and procedures must collect, at a minimum, the following information from each passenger:

(1) Passenger name.

(2) Rank.

(3) A DoD ID, SSN, or passport number (if a military/employee dependent lacks an SSN or passport number, the sponsor's number will be used).

(4) Status (active, reserve, retired, dependent, or civilian employee).

(5) The sponsoring Service, agency, or employer.

(6) The name and telephone number of a person designated an emergency contact not traveling with the passenger. Emergency contact information will be solicited/collected by the passenger manifesting agency or the flight crew when the passengers go direct to the aircraft, unless the passenger is incapable of providing the information, or an emergency precludes its collection.

(7) For a unit move, the minimum data elements to be collected include items (1) through (6) above and the ULN, port of embarkation (POE), and port of debarkation (POD).

c. For DoD commercial charter aircraft, use actual weights under all conditions. The use of standard weights is not authorized on commercial aircraft. Use of standardized weights in lieu of actual weights creates a potential problem in load planning the aircraft, which is a safety issue. All hand-carried items must be weighed, and that weight will be added to the passenger's body weight figure on the manifest or may be annotated separately when preparing a DD Form 2131.

3. The terminal or manifesting agency will ensure compliance with the above procedures, including reporting the arrival and departure of personnel at all nodes from origin to destination within 1 hour of the event to IGC IAW DoD timeliness criteria.

a. IGC provides C2 and ITV information that integrates automated information support to the DoD. IGC is the designated DoD system for ITV. IGC access may be obtained through the IGC Web page at http://www.dla.mil/informationoperations/pages/IGC.aspx. The evaluation criteria at Table 103-1 are provided to evaluate current systems capabilities and identify improvements after analysis of impact, cost, and value added.

O. PASSENGER IDENTITY SCREENING

1. Purpose:

   a. DoD policy requires passengers undergo mandatory passenger identity screening prior to boarding aircraft. DoD PSAs will screen passengers against U.S. Government watch lists, including the No-Fly list, by using the DHS, Transportation Security Administration (TSA) Secure Flight Program (49 CFR, Part 1560). Detailed background information on the TSA Secure Flight Program is at http://www.gpo.gov/fdsys/pkg/FR-2008-10-28/html/E8-25432.htm. For purposes of this chapter, "PSA" refers to DoD personnel performing passenger manifesting operations.

   b. Passengers requiring identity screening:

      (1) All space-available passengers on DoD-owned and DoD-controlled aircraft.

      (2) Space-required (non-active duty) passengers manifested in GATES. GATES space-required screening includes non-active duty passengers traveling on domestic flights and international flights departing or arriving in the United States from any place outside the United States. "United States" means the continental United States, Alaska, Hawaii, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands (beginning 28 November 2009), and the Virgin Islands of the United States.

   c. Passenger identity screening is in addition to the physical and baggage security screening.

   d. Passengers who are not cleared to travel through the passenger identity-screening process will be denied boarding privileges.

   e. The passenger identity screening process with TSA includes an automatic notification to appropriate federal investigative agencies when a watch list match occurs. No action is required by the PSA regarding investigative agency notification.

   f. PSAs must keep passenger screening results within strict need-to-know channels and limit the use of the passenger's name and personally identifiable information.

2. Applicability. These procedures apply to all DoD Components that manifest passengers identified in Paragraph 1.b traveling on DoD-owned and DoD-controlled aircraft. The following are TSA-approved airline designations:

   a. USTRANSCOM/Air Mobility Command (AMC): MC

   b. Department of the Army: 5OT

   c. Department of the Navy: J2T

   d. Department of the Air Force (excludes AMC flights): J1C

   e. U.S. Marine Corps: Z7B

3. Passenger Identity Screening Security Director/Manager(s):

   a. USTRANSCOM/AMC and each Service will designate a Passenger Identity Screening Security Director available 24 hours a day, 7 days a week, for receiving telephone calls from the TSA Secure Flight Operations Center (SOC). The Passenger Identity Screening Security Director may be an organization (versus an individual) such as a DoD Component operations center, but they must be familiar with the passenger identity screening process. The TSA SOC may contact the Passenger Identity Screening Security Director when:

      (1) The PSA has not contacted TSA SOC to resolve an inhibited passenger status within 60 minutes of the scheduled aircraft departure;

(2) A previously cleared passenger is matched to a watch list after aircraft departure; and

(3) A no fly match has occurred during resolution with the PSA.

b. USTRANSCOM/AMC and each Service will also designate a Passenger Identity Screening Security Manager(s), by name, to coordinate and manage Secure Flight issues with TSA. This manager(s) is responsible for working with TSA to establish a TSA Secure Flight implementation plan, coordinating with passenger manifesting locations to manage the list of authorized users, coordinating testing and training, and addressing TSA Secure Flight issues.

4. TSA Secure Flight Procedures – These procedures are used for Space A and space-required (non-active duty) passengers manifested in GATES:

a. PSAs using GATES will conduct passenger identity screening for Space A and space-required (non-active duty) by connecting to the DHS Router.

NOTE: The GATES/DHS Router connection also includes admissibility screening prescribed in this regulation, Part V, Chapters 502 and 508.

b. Mandatory data elements include full last name, middle name (if available), first name, gender, and date of birth. Additional information may be required based on individual traveler's circumstances (i.e., redress number).

c. Automated screening of pre-booked passengers will occur at 72 hours and again at 24 hours prior to departure.

d. Space A signup. Visa and Redress Number fields are optional at the time of Space A signup.

e. Mark Present. All TSA Secure Flight data is required before a passenger can be "Mark Present." Passengers with incomplete Secure Flight entries are not eligible for the Space A call (Passenger Selection).

f. Passenger Selection. Upon selection, GATES will transmit data to Secure Flight to initiate passenger identity screening. Secure Flight will match passengers to all relevant watch lists and send a status back to GATES for each passenger.

g. TSA Secure Flight results are displayed on the GATES "Check In" screen. Passengers in either an "INHIBITED" or "Pending" status may not be checked in. Follow the Encounter Management procedures described in Paragraph 4.h, below. Passenger groups that include a passenger in one of these statuses will not be able to be checked in. However, cleared group members may be checked in individually.

h. Encounter Management Procedures for Passenger "INHIBITED or Not Cleared" to Fly. When passengers are identified as INHIBITED by TSA, GATES will display "Call TSA" pop-up window. For encounter management procedures for resolution, annotate as follows:

(1) "TSA Phone Cleared". When TSA SOC provides verbal resolution clearing a passenger to travel, PSA will use the "TSA Phone Cleared" button on the pop-up in GATES and normal passenger check in processes may continue.

(2) "Deny Travel". When directed by the TSA SOC to deny passenger travel, the PSA will use the "Deny Travel" button on the active pop-up window to proceed with denial of air transportation. PSAs will print resolution process sheet from "Redress Documentation" button and provide the passenger the "DHS Traveler Redress Inquiry Program (TRIP)" handout. Under no circumstance will the passenger be provided with the contact information for the TSA SOC. If the traveler asks "why" they were denied travel or requests additional information, individual PSAs will employ the following language when communicating with a traveler:

"Sir/Ma'am, AMC cannot authorize your travel at this time and this issue must be resolved before you are granted travel aboard. In order to resolve the issue, you will have to provide additional information to the Department of Homeland Security. Here is a document, which includes basic information about how to submit an inquiry. You can also log into DHS's interactive website at www.dhs.gov/dhs-trip."

(3) In the event passenger identity screening cannot be accomplished by any means, check in and/or boarding of all unscreened Space A passengers will be denied. Notify AMC Secure Flight Manager (HQ AMC Passenger Policy Branch, e-mail ORG.AMCA4-71@us.af.mil, 618-229-4593 or DSN 779-4593 and provide all relevant details describing why the screening was not accomplished and all mitigating actions taken.

(4) TSA Secure Flight Unsolicited INHIBITED Responses. The following procedures apply when TSA Secure Flight returns an INHIBITED response on a passenger(s) after "Check In" and/or when aircraft has departed:

(a) Upon receipt of an unsolicited INHIBITED response prior to aircraft departure, the passenger should be removed from the sterile area. PSA will take appropriate actions as directed by TSA SOC.

(b) When an originating aerial port receives an unsolicited INHIBITED response after aircraft departure, the Air Terminal Operations Center will immediately notify the next down-line station of all relevant passenger data and TSA Operation Center instructions to ensure appropriate actions are taken upon arrival.

(5) In any event that an individual is not cleared to board a flight at overseas locations that is returning to the United States, the PSA will also refer traveler to closest the U.S. Embassy for travel support.

(6) TSA SOC may opt to call AMC Passenger Identity Screening Security Director (618th AOC (TACC)/XOZ) for situational awareness and information regarding INHIBITED passengers on AMC missions.

(7) The AMC Passenger Identity Screening Security Director carries authority to order removal of any passenger(s) identified as "INHIBITED" and is authorized operational control over delayed boarding of passengers and aircraft departure as required.

5. TSA eSecure Flight Procedures – used for Space A passengers manifested outside of the GATES:

a. PSAs at non-GATES manifesting locations will conduct passenger identity screening for Space A passengers by connecting to TSA's eSecure Flight Web browser.

NOTE: The TSA eSecure Flight Web browser connection does not include admissibility screening. PSAs must continue to use CBP's Advance Passenger Information System or electronic Advance Passenger Information System as prescribed in this regulation, Part V, Chapters 502 and 508.

b. PSAs will request an eSecure Flight account from their respective Passenger Identity Screening Security Manager. The Passenger Identity Screening Security Manager will coordinate with the TSA who, in turn, will establish an eSecure Flight training account for the PSA.

c. Once mandatory training is completed the TSA establishes the eSecure Flight production account and the PSA may begin using the eSecure Flight Web browser to screen Space A passengers.

d. PSAs will create Passenger (Pax) Lists using the TSA spreadsheet template available from the eSecure Flight Web browser. Complete the following steps to obtain and save TSA's reusable Passenger Data Template:

(1) On the main page, note the four options with icons.

(2) Click the "Upload Data" icon once logged in.

(3) Navigate to the "Passenger Data and Gate Pass Upload" screen.

(4) At the top-right corner of screen, click and save "Download Passenger Data Template."

e. Required Pax List Information. The eSecure Flight passenger identity-screening process requires the following:

(1) Flight segment information, which will include (all mandatory unless indicated otherwise):

(a) Flight number (up to eight digits in length)

(b) Departure airport (International Air Transportation Association [IATA] three-letter code)

(c) Departure date (yyyy-mm-dd)

(d) Departure time (24-hour clock) (date and time entered in the local airport's time; for airports without a code, date and time should be submitted in Greenwich Mean Time [GMT])

(e) Arrival airport (IATA three-letter code)

(f) Arrival date (yyyy-mm-dd)

(g) Arrival time (24-hour clock (date and time entered in the local airport's time; for airports without a code, date and time will be submitted in GMT)

(h) Overflight (flights that overfly the continental United States): Leave blank, not applicable to DoD.

(2) Passenger data, which will include*:

(a) Last name (mandatory)

(b) First name (mandatory)

(c) Middle (mandatory if available)

(d) Gender (mandatory (only M (male) or F (female) are accepted

(e) Date of Birth (DOB) (mandatory) (yyyy-mm-dd)

(f) ID document type

(g) ID Document Expiry (yyyy-mm-dd)

(h) Redress number (if available and provided by the passenger)

(i) Verified Indicator (verify passenger ID and indicate "yes").

*Passport data is mandatory if provided by the passenger.

f. PSAs will complete the Pax List at the time Space A passenger selection is done. It is important during the Space A passenger selection process to verify passenger identity information, including Name, DOB, and Gender. After the Pax List is created, the PSA may

upload the Pax List spreadsheet directly to the eSecure Flight Web browser. In lieu of uploading the Pax List spreadsheet, the PSA may manually enter Pax List information directly to the Web browser.

g. PSAs will submit the Pax List through the eSecure Flight Web browser prior to boarding passengers on the aircraft.

h. Once the Pax List is submitted through the eSecure Flight Web browser, the TSA passenger identity screening occurs. The identity screening rapidly produces results indicating whether each passenger is "cleared" or "not cleared" to board the aircraft. A passenger is "cleared" if eSecure Flight returns a response of "CLEARED," KNOWN," or "SELECTEE." A passenger is "not cleared" if eSecure Flight returns a response of "INHIBITED."

i. If the results indicate the passenger is cleared, then he/she can board the aircraft. If the results indicate the passenger is "INHIBITED," then the passenger may not board the aircraft.

NOTE: Submitting subsequent changes to the verified passenger's full name, DOB, or gender should not occur. Resubmitting verified data resets the passenger to a "Not Cleared to Fly" status, which forces Secure Flight to restart the Resolution process and can lead to passenger delay.

j. Encounter Management Procedures for a Passenger "INHIBITED or Not Cleared" to Fly. When result indicates the passenger is "INHIBITED," the passenger may not board the aircraft, and the PSA will immediately telephone the TSA SOC. The TSA SOC contact information will be provided during eSecure Flight training.

(1) The TSA SOC will guide the PSA through the process to resolve or confirm a passenger's "not cleared" to fly travel status. In most cases, this call may result in resolution of the "INHIBITED" status and the passenger may board the aircraft.

(2) If during this resolution process the TSA SOC does not clear the passenger for travel, the PSA will convey to the individual that he or she is "not authorized to travel" and provide the TSA contact information for the DHS Traveler Redress Inquiry Program (http://www.dhs.gov/dhs-trip). Under no circumstance will the passenger be provided the contact information for the TSA SOC. If the traveler asks why he or she was denied travel or requests additional information, it is recommended that individual PSAs employ the following language when communicating with a traveler:

"Sir/Ma'am, we cannot authorize your travel at this time and this issue must be resolved before you are granted travel aboard any aircraft. In order to resolve the issue, you will have to provide additional information to the Department of Homeland Security. Information on how to submit an inquiry to DHS can be found at DHS's interactive website at www.dhs.gov/dhs-trip."

(3) The TSA SOC may also call the Passenger Identity Screening Security Director for situational awareness and information regarding "INHIBITED" results.

(4) In the event a U.S. citizen in a foreign location is not cleared to board a flight bound for the United States, the PSA should refer the traveler to the closest U.S. Embassy or Consulate for assistance.

6. TSA, AMC, and Military Service Training Guidance. TSA will provide detailed Secure Flight Program procedures during implementation training. Additionally, AMC and each Service may prescribe additional passenger identity screening training procedures.

7. Passenger Identity Screening Reporting Procedures. The TSA will report passenger identity screening metrics to the Executive Agent, DoD Customs and Border Clearance Program (USTRANSCOM) for dissemination to Service HQ, AMC, and Deputy Assistant Secretary of Defense-Transportation Policy. Passenger Identity Screening Reporting includes:

   a. Number of flights

   b. Number of passengers screened

   c. Number of passengers denied boarding.

CASH COLLECTION VOUCHER	1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER 2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER

3. RECEIVING OFFICE

a. ACTIVITY *(Name and Location) (Include ZIP Code)*

b. RECEIVED AND FORWARDED BY *(Printed Name, Title and Signature)*

d. DATE *(YYYYMMDD)*

c. TELEPHONE NUMBER *(Include Area Code)*:
COMMERCIAL: DSN:

4. DISBURSING OFFICE

a. ACTIVITY *(Name and Location) (Include ZIP Code)*

b. DISBURSING OFFICER *(Printed Name, Title and Signature)*

d. DISBURSING STATION SYMBOL NUMBER

c. TELEPHONE NUMBER *(Include Area Code)*:
COMMERCIAL: DSN:

e. DATE *(YYYYMMDD)*

5. PERIOD: a. FROM: b. TO:

6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
		11. TOTAL	0.00	

DD FORM 1131, DEC 2003 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Professional 8.0

Figure 103-1. DD Form 1131, Cash Collection Voucher

PAY ADJUSTMENT AUTHORIZATION

NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.

MEMBER *(Last name)* *(First)* *(Middle)*	SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE

PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA

FROM	NAME OF ACCOUNTABLE D.O.	
	SYMBOL NO.	G.A.O. EXCEPTION CODE

TO

YOU ARE HEREBY AUTHORIZED TO

☐ CHARGE ☐ CREDIT

THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE

EXPLANATION AND/OR REASON FOR ADJUSTMENT

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.

FROM	CERTIFYING OFFICER *(Name, rank/grade, and signature)*

CERTIFICATE

I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)

TO

TYPED NAME AND GRADE OF D.O.	
D.O. SYMBOL NO.	DATE
SIGNATURE	

DD FORM 139, MAY 53 EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen., U.S. April 23, 1953

Reset

Adobe Designer 7.0

Figure 103-2. DD Form 139, Pay Adjustment Authorization

Travel Sheet	**Do not lose or destroy**	
Mission Number:	Name of Traveler:	Number of seats:
Origin: **Baltimore-Wash IAP**	Destination	Showtime: ETD: ETA:
BALTIMORE-WASH IAP: AMC counter is located in the international pier (Pier E), upper level. Personnel are available for assistance during all flight operating hours. Customer Svc phone: (410) 918-6900 or DSN 243-6900, FAX; (410) 918-6932 or DSN 243-6932. HOURS: 0800-1600 Mon-Fri when flights are departing/arriving. The AMC ticket counter is marked by a large sign: 'AMC TICKET COUNTER'.		

COMM/FLT ITINERARY:	DATE	FROM	TO	DEPART	ARRIVE

ABOUT YOUR RESERVATION

1. Recommended Check-In Time. Early check-in eliminates last minute rushing to process for your flight. Most passenger terminals begin processing flights a minimum of 6 hours and as early as 24 hours prior to the scheduled departure. Check with your departure terminal for further information. You must check in no later than (NLT) 2 hours and 20 minutes prior to the scheduled departure. Passengers arriving after the NLT show time risk forfeiting their reservation.
2. Departure Times: Passengers are advised to contact the departure terminal 24 hours or the night prior to departure to confirm flight times.
3. Uniform Requirements. When required to travel in uniform, you must wear the appropriate uniform as prescribed by the Service's uniform regulations and the Foreign Clearance Guide. When allowed to travel in civilian attire, clothing must not be torn, dirty, tattered, etc. For safety purposes, when traveling on AMC organic aircraft, open toe shoes are not allowed.
4. No Shows. If you are unable to make your scheduled flight, contact your installation transportation office or the passenger terminal at your departure point.

ABOUT YOUR BAGGAGE

1. Baggage Interlining. Present an onward commercial ticket or the travel sheet upon check-in and request your baggage be checked through to your final destination. NOTE: For AEF missions, there is no baggage interlining. You must claim your bags and recheck at the AMC Counter.
2. Free Baggage Allowance. Two checked pieces with each piece not over 62 linear inches (length + width + height) and not weighing over 70 pounds each. Each passenger is permitted to hand carry one article, e.g., small luggage, garment bags, back-pack, and one personal item, e.g., cosmetic case, purse, briefcase, small boxes, packages, for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization. Hand-carried items will be no larger than 45 linear inches and must fit under the passenger's seat, or in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in. Approximate dimensions are 9" x 14" x 22" for a total of 45 inches.
3. Excess Baggage. You must pay a fee for each piece of baggage not authorized in your orders. However, commercial airlines will normally require payment even if excess baggage is authorized in your orders. If authorized in your orders, keep your receipts and file for reimbursement.

Figure 103-3. Sample Travel Sheet

PASSENGER MANIFEST

1. MISSION NO./CALL SIGN	2. AIRCRAFT TYPE *(Tail Number)*/VEHICLE/VESSEL	3. POE	4. POD	5. DEPARTURE DATE *(YYYYMMDD)*	6. TIME *(ZULU)*

PASSENGER INFORMATION							BAGGAGE				EMERGENCY CONTACT INFORMATION	
7.a. NAME *(Last, First, Middle)*	b. RANK	c. SSN	d. STATUS	e. ULN	f. LINE NO.	g. SVC	h. CHECKED PIECES	h. CHECKED WEIGHT	i. CARRY-ON WEIGHT	j. PAX WEIGHT	k. NAME *(Last, First, Middle)*	l. TELEPHONE *(Include area code)*

8. MANIFEST TOTAL	a. ACTIVE	b. DEPENDENT	c. RETIREE	d. CIVILIAN	e. GUARD/RES	f. BAG/PCS	g. CHECKED BAG WT	h. CARRY-ON BAG WT	i. PAX WT	9. TOTAL WEIGHT PAX AND ALL BAGGAGE
						0	0	0	0	0

10. I certify that no unauthorized weapons/ammunition/explosive devices, or other prohibited items are in the possession of those personnel from whom I am the designated manifesting representative or troop commander, and that their authorized weapons have been cleared.

a. DATE *(YYYYMMDD)*	b. PRINTED NAME *(Last, First, Middle Initial)*	c. GRADE	d. SIGNATURE

DD FORM 2131, SEP 2005 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Professional 7.0

Figure 103-4. DD Form 2131, Passenger Manifest

RECORD OF EMERGENCY DATA

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).
PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. **For military personnel**, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. **For civilian personnel**, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable.
ROUTINE USES: None.
DISCLOSURE: Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.

INSTRUCTIONS TO SERVICE MEMBER

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiance), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.

INSTRUCTIONS TO CIVILIANS

This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. **This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death.** It does not have a legal impact on other forms you may have completed with the DoD or your employer.

IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.

SECTION 1 - EMERGENCY CONTACT INFORMATION

1. NAME *(Last, First, Middle Initial)*	2. SSN

3a. SERVICE/CIVILIAN CATEGORY	b. REPORTING UNIT CODE/DUTY STATION
☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ DoD ☐ CIVILIAN ☐ CONTRACTOR	

4a. SPOUSE NAME *(If applicable) (Last, First, Middle Initial)*	b. ADDRESS *(Include ZIP Code)* AND TELEPHONE NUMBER
☐ SINGLE ☐ DIVORCED ☐ WIDOWED	

5. CHILDREN a. NAME *(Last, First, Middle Initial)*	b. RELATIONSHIP	c. DATE OF BIRTH *(YYYYMMDD)*	d. ADDRESS *(Include ZIP Code)* AND TELEPHONE NUMBER

6a. FATHER NAME *(Last, First, Middle Initial)*	b. ADDRESS *(Include ZIP Code)* AND TELEPHONE NUMBER
7a. MOTHER NAME *(Last, First, Middle Initial)*	b. ADDRESS *(Include ZIP Code)* AND TELEPHONE NUMBER
8a. DO NOT NOTIFY DUE TO ILL HEALTH	b. NOTIFY INSTEAD
9a. DESIGNATED PERSON(S) *(Military only)*	b. ADDRESS *(Include ZIP Code)* AND TELEPHONE NUMBER

10. CONTRACTING AGENCY AND TELEPHONE NUMBER *(Contractors only)*

DD FORM 93, JAN 2008 PREVIOUS EDITION IS OBSOLETE. Reset Adobe 7.0 Professional

Figure 103-5. DD Form 93, Record of Emergency Data

SECTION 2 - BENEFITS RELATED INFORMATION			
11a. BENEFICIARY(IES) FOR DEATH GRATUITY *(Military only)*	**b. RELATIONSHIP**	**c. ADDRESS** *(Include ZIP Code)* **AND TELEPHONE NUMBER**	**d. PERCENTAGE**
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES *(Military only)* **NAME AND RELATIONSHIP**		**b. ADDRESS** *(Include ZIP Code)* **AND TELEPHONE NUMBER**	**c. PERCENTAGE**
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) *(Military only)* **NAME AND RELATIONSHIP**		**b. ADDRESS** *(Include ZIP Code)* **AND TELEPHONE NUMBER**	
14. CONTINUATION/REMARKS			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN *(Include rank, rate, or grade if applicable)*		**16. SIGNATURE OF WITNESS** *(Include rank, rate, or grade as appropriate)*	**17. DATE SIGNED** *(YYYYMMDD)*

DD FORM 93 (BACK), JAN 2008

Reset

Figure 103-5. DD Form 93, Record of Emergency Data (Cont'd)

APPLICATION FOR TRANSPORTATION FOR DEPENDENTS	1. DOD COMPONENT

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 136; 37 U.S.C. 406 (Military); DTR 4500.9-R, Chapter 102.

PRINCIPAL PURPOSE(S): The completed form is used for transportation-in-kind of dependents within CONUS used as an authority to issue transportation requests in the absence of dependent travel orders.

ROUTINE USE(S): The DoD "Blanket Routine Uses" found at http://privacy.defense.gov/blanket_uses.shtml apply to this collection.

DISCLOSURE: Voluntary; however, if requested information is not furnished, transportation may not be provided.

2.a. NAME OF APPLICANT *(Last, First, Middle Initial)*	b. RANK	c. GRADE

3. SHIP OR STATION

4. DEPENDENTS FOR WHOM TRANSPORTATION IS REQUESTED *(Continue on blank page if necessary)*

a. NAME *(Last, First, Middle Initial)*	b. RELATIONSHIP* *(Adopted son, stepdaughter, etc.)*	c. DATE OF BIRTH *(Children) (YYYYMMDD)*	d. LOCATION AT TIME OF RECEIPT OF ORDERS** *(City, State)*

*If other than a lawful spouse or unmarried legitimate child under 21 years of age of a member, complete applicable certificates below.
**If travel is from other than vicinity of old station or to other than vicinity of new station, state reasons; if orders were received during temporary absence of dependents from old duty station, explain necessity for their return thereto prior to proceeding to new station.

5. PRESENT ADDRESS OF DEPENDENTS *(Street Address, City, State and ZIP Code)*

6. OLD PERMANENT STATION	7. NEW PERMANENT STATION	8. DATE OF ORDERS *(YYYYMMDD)*

9. TRANSPORTATION REQUESTED a. FROM *(City, State)*	b. TO *(City, State)*	c. VIA *(Route) (City, State)*
10. DATE OF DEPARTURE *(YYYYMMDD)*	11. BY *(Air, Rail, etc.)*	

12. CERTIFICATION OF INTENT
I certify that transportation for persons listed above, who were my dependents on the effective date of applicable orders, is being requested with the intent of establishing a bona fide residence. I further certify that I have not made application or submitted claim for transportation of my dependents on this change of station except as follows:

13. CERTIFICATE OF PROOF OF DEPENDENCY *(Required for dependent parents, adopted children, stepchildren and for mentally or physically incapacitated children over 21 years of age.)*
I certify that my dependent(s) *(Relationship)* _____ , named above, is/are in fact dependent upon me and that a certificate of dependency was approved by the appropriate agency. I further certify that there has been no change in the conditions of dependency since the certificate was approved.
(NOTE: In the case of a dependent parent, the certificate of dependency must be approved annually.)

14. CERTIFICATE OF RESIDENCE OF PARENT *(Required for a dependent parent in addition to block 13.)*
I certify that my dependent(s) *(Relationship)* _____
is/are residing as a member of my household and will reside as a member of my household established incident to this change of station.

15. CERTIFICATE FOR STEPCHILD *(Required for a stepchild in addition to block 13.)*
I certify that *(Name of child's other parent)* _____ ,
the mother/father of the stepchild(ren) named above, was my legal spouse on the effective date of applicable orders.

16.a. SIGNATURE OF APPLICANT	b. DATE *(YYYYMMDD)*

DD FORM 884, NOV 2010 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Professional 8.0

Figure 103-6. DD Form 884, Application for Transportation for Dependents

REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE
(Prescribed by DTR 4500.9-R)

1. SCHEDULED PAX	2. ACTUAL PAX	3. DATE *(YYYYMMDD)*	4. CAM/MAIN/MRO NUMBER	5. PSRO NUMBER

6. NAME OF ORIGIN ACTIVITY	7. NAME OF DESTINATION ACTIVITY

8. GROUP LEADER		9. DESTINATION TRANSPORTATION OFFICER TELEPHONE NUMBER	10. DUTY OFFICER TELEPHONE NUMBER
a. NAME *(Last, First, Middle Initial)*	b. RANK/GRADE		
c. UNIT/COMMAND NAME	d. TELEPHONE NUMBER	11. NAME OF AIR CARRIER/BUS COMPANY	
e. UNIT/COMMAND ADDRESS *(Include ZIP Code)*		12. ORIGIN	13. DESTINATION

14. AIR CARRIER PASSENGER SERVICE *(X as applicable)*

AREAS TO BE RATED	UNSATIS-FACTORY	MARGINAL	SATIS-FACTORY	VERY SATIS-FACTORY	EXCELLENT
a. Check-in convenience					
b. Courtesy of passenger agents					
c. Flight information display					
d. Promptness in boarding aircraft					
e. Baggage handling					
f. Meal service					
g. Aircrew courtesy					
h. Aircraft cleanliness					
i. Aircraft cabin temperature					
j. Announcements *(Timing, Clarity, Content)*					
k. Arrival timeliness					
l. Flight safety					
m. Overall flight rating					

15. COMMERCIAL BUS SERVICE *(X as applicable)*

AREAS TO BE RATED	YES	NO
a. Interior and exterior of bus cleaned.		
b. Lavatory clean and functional with sufficient tissue, towels, soap, and water, if applicable.		
c. Equipped with first aid kit.		
d. Clean headrest covers supplied for each seat.		
e. Overhead rack space provided for coats, hats, and parcels.		
f. Temperature controlled so as to ensure passenger comfort regardless of outside temperature.		
g. Lighting adequate to service needs of individual passengers.		
h. Carrier personnel neat, courteous, and helpful.		
i. Carrier arranged for clean and sanitary meal stops. Meals consisted of good quantity, quality, and variety.		
j. Meal stops made during specified meal hours.		
k. During movement, bus operator briefed person in charge concerning irregular events and reasons for delay.		

16. REMARKS *(Continue on back if necessary)*

DD FORM 1341, FEB 2010 PREVIOUS EDITION MAY BE USED. Adobe Professional 8.0

Figure 103-7. DD Form 1341, Report of Commercial Carrier Passenger Service

VEHICLE INSPECTION CRITERIA

COMMERCIAL BUS MOVEMENT STANDARDS OF SERVICE AND SURVEILLANCE CHECKLIST

Section I - Identification Data

Section II - Driver Documents
1. Driver's license
2. Medical certificate
3. Driver's record of duty status (log)
4. Vehicle Inspection Report

Section III - Vehicle Inspection (Walk Around)
1. Parking brake
2. Front of bus
   a. Proper lighting
   b. Windshield wipers
   c. Cracked windshield
3. Left side of bus
   a. Wheels and rims
   b. Front tires (4/32" tread depth required)
4. Rear of bus
   a. Exhaust system
   b. Oil leaks
   c. Tail lights, turn signals, stop lights, and emergency flashers
5. Right side of bus
   a. Wheels and rims
   b. Rear tires (2/32" tread depth required)
6. Air loss rate (air leaks)
7. Low air warning device
8. Fuel system
9. Exterior appearance

Section IV - Interior Inspection
1. Fire extinguisher (properly secured)
2. Emergency warning devices
3. Standee line and sign
4. Seats properly secured to flooring
5. Lavatories clean, door lock operational, towelettes supplied if no fresh water system
6. Temperature control
7. Emergency push-out windows operational and properly marked

Section V - Carrier Responsibilities
1. Meal stops and driver exchange points

Section VI - Miscellaneous
1. Buses spotted on time, sufficient seating, and baggage space

DUTIES OF GROUP LEADER

1. Serve as the intermediary between all group members and carrier representatives.
2. Responsible for handling of GTRs and any other accountable documents.
3. Prohibit the completion or alteration of carrier tickets by personnel other than bona fide employees of the carrier.
4. Properly dispose of any unused GTRs or other accountable documents.
5. Ensure baggage is positioned for carrier loading. Carrier representative will load baggage.
6. Notify originating and destination TO in the event of unusual delays.
7. Observe condition of carrier equipment prior to departure utilizing vehicle inspection criteria listed. Contact the TO on any disputed items.
8. Annotate meal ticket with actual number of meals provided.
9. Notify TO when any personnel are hospitalized, deceased, or missing.
10. Complete the DD Form 1341 and turn in to the TO.

16. REMARKS *(Continued)*

DD FORM 1341 (BACK), FEB 2010

Reset

Figure 103-7. DD Form 1341, Report of Commercial Carrier Passenger Service (Cont'd)

STANDARD PLANNING WEIGHTS

1. General. Actual weights will always be used when manifesting passengers on commercial aircraft. Actual weights should be used for DoD organic aircraft. Use of standard planning weights is authorized on DoD organic aircraft for contingencies or wartime situations only where time does not allow for obtaining actual weights.
2. Standard Planning Weights. The following will be used as planning weights for combat equipped troops being deployed on DoD organic aircraft:
   a. Passengers with web gear and weapon or with carry-on baggage:
      (1) Combat: 210 lbs
      (2) Training: 210 lbs
   b. Passengers with web gear, weapon, and rucksack or combat equipment/tools:
      (1) Combat: 300 lbs
      (2) Rucksacks: Training 40 lbs; combat 80 lbs
   c. Passengers with duffel bag, web gear, weapon, and rucksack or with duffel bag and combat equipment or tools:
      (1) Training: 350 lbs.
      (2) Combat: 400 lbs
   d. Parachutist with web gear, weapon, and rucksack:
      (1) Training: 300 lbs
      (2) Combat: 350 lbs
   e. Parachutists with no weapon or equipment: 220 lbs.

   Only under contingency or wartime situations when time does not permit obtaining actual weights will standard planning weights be used in lieu of actual weights for manifesting passengers or cargo on military aircraft.

   If scales are not available, interrogated weights of individuals can be used.
3. The following weights will be used for planning the deployment of non-combat equipped troops on DoD organic aircraft:
   a. Passenger with no bag: 175 lbs.
   b. Passenger with hand-carried bag: 195 lbs.
   c. Additional planning weights:
      (1) Hand-carried weapon: 10 lbs.
      (2) Mobility bags: 25 lbs.
      (3) Mobility pack (mask, web gear, and helmet): 20 lbs.
      (4) Tool Box: 55 lbs.
      (5) Checked baggage: 70 lbs.
4. The following planning weights and procedures apply to individuals transported on AMC-chartered commercial aircraft:
   a. Non-combatant equipped troops: 175 lbs.
   b. Combat-equipped troops with carry-on bag only: 210 lbs.
   c. Combat-equipped troops with web gear and weapon: 210 lbs.
   d. Combat-equipped troops with web gear, weapon, and carry-on baggage: 230 lbs.
      (1) These weights are for planning purposes only. NO standard body weights will be used for troops transported on commercial aircraft. Use actual scaled weights of individuals with uniform, boots, helmet, weapon, web gear, and hand-carried bag.
      (2) If scales are not available, interrogated weights of individuals can be used. After asking each individual their weight, use the following additive item weights as necessary to determine total weight of the traveler:
         (a) Boots: 5 lbs.
         (b) Helmet: 5 lbs.
         (c) Uniform: 5 lbs.
         (d) Web gear: 12 lbs.
         (e) Weapon: 10 lbs.
         (f) Hand-carried bag: 20 lbs.

All items transported in the cargo compartment of a commercial aircraft must be weighed.

Figure 103-8. Standard Planning Weights

Table 103-1. Timeliness Evaluation Criteria

MOVEMENT EVENT	MANIFEST TRANSMISSION TO IGC
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 24 hours of event (Goal of 4 hours)
b. Exercise and wartime unit and sustainment moves on gray bottom USNS Vessels (LMSR, FSS, RRF)	Within 24 hours of event (Goal of 4 hours)
2. All intra-theater cargo and passenger movements (all modes)	Within 2 hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within 1 hour of event