APPENDIX B

FORMAT FOR SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) REQUEST

A. PURPOSE

In order to request a SAAM, a SAAM Request System (SRS) account is required. SAAM SRS accounts can be obtained by contacting a Service or theater validator, who will then contact the United States Transportation Command (USTRANSCOM) via electronic mail (e-mail) requesting approval. Validators may fax the manual DD Form 1249, <u>SAAM or JCS Exercise – Airlift Request</u> (Figure B-1), when the SRS and its backup are unable to be used. Allocation of Airlift (Organic and Commercial) will take into consideration the most effective and efficient use of limited airframes and not necessarily user preference.

B. INSTRUCTIONS FOR COMPLETING AIRLIFT REQUEST THROUGH SRS

Data must be entered in SRS new request blocks as follows:

1. (Mandatory) SAAM NUMBERS.

   NOTE: All SAAM numbers are assigned by USTRANSCOM or a Service validator.

2. (Mandatory) MONTH. Enter month of movement.

3. (Mandatory) YEAR. Enter year of movement.

4. (Mandatory) JCS PRIORITY. Enter the airlift priority (e.g., 1B1) (three characters maximum).

5. (Mandatory) UNIT NAME. Enter unit identifier.

6. (Mandatory) PROJECT NAME. Enter project name (e.g., Drug Interdiction).

7. (Always None) COMPARTMENTALIZED MISSION HANDLING.

8. (Conditional) Overall Security Classification. Enter highest classification of cargo, not mission.

9. (Conditional) SUPPORTED CMD/ORG. Enter supported command/organization (e.g., SOUTHCOM).

10. (Mandatory) REGIONAL OFFLOAD CCMD. Enter Combatant Command CCMD validator command (e.g., SOUTHCOM, PACOM) or NOT DESIGNATED.

11. (Mandatory) REMARKS. Enter data as follows.

   NOTE 1. ENSURE TIMINGS IN REMARKS TAB MATCH TIMINGS WITHIN THE REQUIREMENTS TAB.

   NOTE 2. IF ANY COORDINATION HAS BEEN CONDUCTED WITH A U.S. DEFENSE ATTACHÉ OFFICE REGARDING DIPLOMATIC CLEARANCES, PLEASE INCLUDE THIS POINT OF CONTACT (POC) NAME AND PHONE NUMBER

   Standard remarks, IAW DoDI 4515.13, ALL UNUSED SPACE REMAINING AFTER USER REQUIREMENTS HAVE BEEN MET WILL BE MADE AVAILABLE TO THE AMC REPRESENTATIVE (OR AIRCRAFT COMMANDER IN THE ABSENCE OF OTHER AMC PRESENCE) FOR MOVEMENT OF ELIGIBLE DoD TRAFFIC IAW ESTABLISHED AIRLIFT GUIDELINES.

   BAGGAGE – ENSURE QUANTITY OF DUFFLE BAGS, PACKS, AND RUCKSACKS ARE INCLUDED, ALONG WITH AN ESTIMATED WEIGHT OF EACH ITEM.

IF CORONET MISSION – INSERT COMMENTS THAT REFLECT "CORONET MISSION IN SUPPORT OF CW-XXX."

IF DUAL ROLE MISSION – INSERT "XXX WG IS TASKED WITH MISSION." POC FOR TANKER SUPPORT IS FIRST NAME/LAST NAME/PHONE NUMBER/EMAIL ADDRESS.

IF ESCORTS – INSERT FIRST NAME/LAST NAME/LAST 4 OF SSN/BRANCH OF SERVICE.

(These remarks appear in all requests; if they are not applicable, delete the remarks.)

12. (Mandatory) BILLING. Enter at the validator level using the format for the Customer Identification Code, Transportation Account Code, or appropriation chargeable. If none of these are available, include the name, address, and phone number of the specific organization reimbursing on the direct billing block.

C. REQUIREMENT

1. (Mandatory) ONLOAD & OFFLOAD. Enter the name of the port of embarkation by International Civil Aviation Organization code (e.g., St. Louis, MO, KSTL).

2. (Mandatory) AVAILABLE LOAD DATE (ALD). Enter the date, month, year, and Greenwich Mean Time (GMT) expressed as "Zulu" time. If the time will be coordinated, click on the will coordinate button.

3. (Mandatory) PICK UP (PU). Enter the date, month, year, and GMT expressed as "Zulu" time. If the time will be coordinated, click on the will coordinate button.

4. (Mandatory) LATEST ARRIVAL DATE (LAD). Enter the date, month, year, and GMT expressed as "Zulu" time. If the time will be coordinated, click on the will coordinate button.

5. (Mandatory) NUMBER PAX. Enter the number of passengers on/offloaded at each location. In the remarks data set, identify all foreign nationals in external remarks. If the mission is a cargo SAAM, indicate the number of passengers who may be couriers or technical escorts.

6. (Mandatory) BAGGAGE WEIGHT TONS. Enter the total weight of the baggage expressed in short tons, to the nearest tenth of a ton.

7. (Mandatory) CARGO WEIGHT TONS. Enter the total weight of the cargo expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight.

8. (Mandatory) CARGO/BAGGAGE CUBIC FEET. Enter the total cubic feet of the cargo and baggage.

9. (Mandatory) NUMBER OF AIRCRAFT. Enter the number of aircraft requested.

10. (Mandatory) AIRCRAFT TYPE. Enter the type of aircraft requested.

11. (Mandatory) AIRCRAFT CONFIGURATION. Enter the aircraft configuration requested.

12. (Mandatory) MISSION SUPPORT. Enter mission support requirements (e.g., forklifts, K-loaders, pallets, Silver Bullet, JI team).

D. LOAD PLAN AND HAZARDOUS MATERIAL (HAZMAT) DOCUMENTATION

In order to enable mission planning, the requesting user is to submit load plans and hazardous material documentation to the 618th Air Operations Center (AOC) for each SAAM validated by USTRANSCOM. Documentation is to be uploaded into SRS via the Attachments tab. The "Current attachments" folder within the Attachments tab in SRS must display load plans (applicable to the

requested Mission Design Series [MDS]) and approved HAZMAT worksheets, located at the Tanker Airlift Control Center (TACC) Worksheets hyperlink: https://tacc.us.af.mil/?action=showmenu&menu_id=10. Requirement changes may require submission of new load plans/HAZMAT documentation. For short-notice validations (movements inside 96 hours from ALD), the timely submissions of load plans along with HAZMAT documentation to the 618 AOC is required to enable mission planning. Failure to provide load plans/HAZMAT documentation to 618 AOC may result in delays to the commencement of SAAM mission planning.

NOTE: The USTRANSCOM POC is the Deployment and Distribution Operations Center (DDOC) (transcom.scott.tcj3.mbx.ddoc-chief@mail.mil or ustc-ddocchief@ustranscom.smil.mil; 618-220-7700 or DSN 770-7700).

E. LOAD – ORGANIC & COMMERCIAL

1. (Mandatory) DESCRIPTION. Enter a load description (e.g., 463L pallets).

2. (Mandatory) PALLETS. Enter the quantity of pallets, vehicles, or pieces equivalent to pallets; for example, "truck equivalent to two pallets".

3. (Mandatory) NUMBER OF ITEMS. Enter total number of items on each pallet load.

4. (Mandatory) WEIGHT IN POUNDS. Enter the individual weight of all non-palletized cargo, equipment, and vehicles or the total gross weight of each pallet, in pounds.

5. (Mandatory) CARGO CUBIC FEET. Enter the unit cubic feet of all non-palletized cargo or vehicles or the total cubic feet of each pallet.

6. (Mandatory) LENGTH INCHES. Enter the length in inches.

7. (Mandatory) WIDTH INCHES. Enter the width in inches.

8. (Mandatory) HEIGHT INCHES. Enter the height in inches.

F. HAZARDOUS CARGO – ORGANIC ONLY

1. (Mandatory) PROPER SHIPPING NAME. Enter the proper shipping name description. HAZMAT will not be airlifted unless all provisions of subject regulation have been complied with. (For special weapons, provide the number and type units, type container, unit weight and total weight-in to on/offload order). Nuclear weapons data are found in Technical Order (TO) 11N-45-61 and TO 11N-45-51A (A).

2. Enter the correct packaging paragraph (for example, "A5.15") in accordance with AFMAN 24-604, Preparing Hazardous Materials for Military Air Shipments.

   a. (Mandatory) UN NUMBER. Enter the correct United Nations (UN) number; for example, "UN0180".

   b. (Mandatory) PIECES OR PACKAGES. Enter the total pieces.

   c. (Mandatory) NET EXPLOSIVE WEIGHT (KG). Enter the total net explosive weight (NEW) by kilograms (KG).

   d. (Mandatory) WEIGHTS (LBS). Enter the hazard total weight.

   e. (Mandatory) WEIGHT (KG). Enter the total weight (KG).

   f. (Mandatory) CLASS. Enter the HAZARD CLASS; for example, "Class 3".

g. (Mandatory) DIVISION. Enter the HAZARD DIV; for example, "1".

G. HAZARDOUS CARGO – COMMERCIAL ONLY

Ensure the minimum fields are entered: Proper shipping name, UN number, pieces, NEW (kg), piece weight (lbs), class/division/compatibility group, International Civil Aviation Organization (ICAO) onload, and ICAO offload.

1. (Mandatory) TYPE. 24 HR POC, OFFLOAD, ONLOAD, OTHER, OVERALL, BILLING, AND VALIDATOR. All contact types cannot be the same member.

2. (Mandatory) TYPES. Enter the type of contact; for example, "VALIDATOR".

3. (Mandatory) LOCATIONS. Enter the location of the contact.

4. (Mandatory) FULL NAME. Enter the contact's full name; for example, "John Doe".

5. (Mandatory) DUTY PHONE. Enter the contact's commercial number as a primary; cell phone or DSN as an alternative, including Country Code (if Outside the Continental United States [OCONUS]).

6. (Mandatory) ALTERNATE PHONE. Enter the contact's commercial or cell phone number. If OCONUS, ensure Country Code is listed. Ensure commercial and DSN numbers are also distinguished (e.g., COMM 910 546 445 DSN 625 546 445).

7. (Mandatory) E-MAILS. Enter the contact's e-mail address. Please note, not all contact names are in the Global Address Book.

8. (Optional) NOTES. Enter notes, if necessary (e.g., Group mailbox or Alternative Cell Phone number).

H. CONTACTS

1. (Mandatory) TYPE. 24 HR POC, OFFLOAD, ONLOAD, OTHER, OVERALL, BILLING, AND VALIDATOR. All contact types cannot be the same member.

   NOTE: In the OTHER field, enter the Unit POC requesting the SAAM (i.e., Name, Rank, Phone Number and Email address).

2. (Mandatory) TYPES. Enter the type of contact; for example, "VALIDATOR".

3. (Mandatory) LOCATIONS. Enter the location of the contact.

4. (Mandatory) FULL NAME. Enter the contact's full name; for example, "John Doe".

5. (Mandatory) DUTY PHONE. Enter the contact's commercial number as a primary; cell phone or DSN as an alternative.

6. (Mandatory) ALTERNATE PHONE. Enter the contact's commercial or cell phone number. If OCONUS, ensure Country Code is listed. Ensure commercial and DSN numbers are also distinguished (e.g., Commercial 910-546-4459; DSN 625 546 445).

7. (Mandatory) E-MAILS. Enter the contact's e-mail address. Please note, not all contact names are in the Global Address Book.

1. (Optional) NOTES. Enter notes, if necessary.

I. CCMD CERTIFICATION

1. USTRANSCOM began using a Regional Certification Official (RCO) function block in the SAAM SRS. Combatant Commanders (CCDR) have the opportunity to certify all SAAMs terminating in their theater. This provides the CCDR visibility over total theater lift allocations and SAAM movement in their theater for onward movement planning and prioritization.

2. The RCO function allows CCDRs the ability to certify contingency and lower-priority SAAMs destined for their area of responsibility. SAAM requesters will enter requests in SRS and forward to their Service validators. Service validators will validate the request and select the geographic CCMD where the mission terminates through the use of a drop-down menu. The SAAM request is then forwarded to the geographic CCMD for review and certification. The CCDR RCO can either approve or reject the SAAM request. As part of the Validation process, Service Validators/CCDR RCOs must ensure load plans and a Hazardous Diplomatic (HAZ DIP) Clearance Worksheet (if applicable) are uploaded into the SRS Attachments tab. If these mandatory documents are not uploaded, the Service Validator/CCDR RCO will reject the SAAM request. Approved SAAM requests will be forwarded to USTRANSCOM for validation. Rejected SAAM requests will be sent back to Service validators identifying required changes for CCDR RCO approval. For example, if a SAAM request is destined to South America, upon receipt of the request from the SAAM requester, the Service validator will validate the request and select SOUTHCOM in the drop-down RCO function block. The SAAM request will be forwarded to SOUTHCOM for certification. The SOUTHCOM RCO will either approve the requirement and forward it to USTRANSCOM for validation or return it to the Service validator for modification.

3. All SAAM priority 1B1 and below must be sent through the CCMD RCO for certification. For SAAM priorities higher than 1B1, and in cases where the CCMD chooses not to participate in this initiative, the Service validator will select "not designated" in the RCO block. A selection of "not designated" will forward the SAAM request directly to USTRANSCOM for validation.

4. CCDRs that participate in CCMD certification are EUCOM, CENTCOM, and AFRICOM. All SAAMs that originate or terminate in the CENTCOM, EUCOM, or AFRICOM area of responsibility should select the respective CCMD in the Regional Offload CCMD box in SRS. All other CCMDs, select "Not designated" in the Regional Offload CCMD box.

5. Questions or concerns can be addressed to USTRANSCOM, TCJ3-FD, at 618-220-5751 or DSN 770-5751.

J. APPROVAL REQUESTS WITHIN 96 HOURS

1. (Conditional) SAAM requirements submitted within 96 hours of the ALD are considered rapid reaction or emergency. A statement as to the rapid reaction or emergency requirement and the justification for airlift within 96 hours must be included in the remarks data set. The individual declaring the rapid reaction or emergency requirement and the justification for airlift within 96 hours must be included in the remarks data set. Include an impact statement if it is not supported. The individual declaring the rapid reaction or emergency requirement will be at least a general officer, civilian equivalent, or designated representative. Also, the approving official's name, rank, and duty phone must be included in the remarks data set of the request.

2. (Optional) SAAM requirements for a channel extension or flag stop will include the following additional information:

   a. Transportation Control Number(s)

   b. 18th Air Force Channel Mission Identifier to be used (e.g., AJM804000140)

c. Contacts for initial channel on-load station and point of channel extension for flag stop.

NOTE: A required delivery date cannot be assigned to a flag stop or channel extension.

K. CHAPTER 3 APPROVAL REQUESTS

1. When tactical, contingency, or emergency conditions require deviation from normal provisions of AFMAN 24-604, a Chapter 3 procedural exception is necessary. Requests for approval will only be submitted when one or more of the following apply:

   a. Expanded vehicle/equipment fuel-in-tank is justified

   b. Incompatible items must be transported together

   c. Individual basic explosives, ammunition, and other HAZMAT are being hand-carried

   d. Unpackaged explosives are being transported.

2. Operational Risk Management (ORM) guidelines require careful consideration of the increased risk to aircraft, aircrew, and customers inherent in HAZMAT movement. Preparing HAZMAT for military air shipments is covered in AFMAN 24-604. These regulations provide procedures to coordinate approval and allow combat loading of HAZMAT. These are commonly referred to as Chapter 3 procedures.

   a. Real-world situations may dictate the use of Chapter 3 on USTRANSCOM-controlled missions, but mission validators must evaluate the strategic and compelling reason to increase the risk associated with each movement. Chapter 3 movement normally will be tailored to the specific requirement and not applied as a blanket exemption. Request all CCMDs establish positive controls for Chapter 3 approval requests and comply with the requirements as outlined below and in AFMAN 24-604.

   b. USTRANSCOM J3 is the approval authority for all Chapter 3 movements using USTRANSCOM/AMC assets. This authority is not delegated.

   c. The CCMD requesting Chapter 3 approvals must justify the applicability of the request by indicating the nature of the movement and specific risk associated in the airlift request. Chapter 3 requests must be submitted by e-mail to USTRANSCOM J3-East (transcom.scott.tcj3.mbx.e-division@mail.mil) or J3-West (transcom.scott.tcj3.mbx.w-division@mail.mil). All requests must include Flag/General Officer endorsement. If approved and validated, Chapter 3 movement authorization specifics will be included in the Global Decision Support System remarks. See Figure B-2 for a Sample E-mail Request Format. The CCMD must also submit the following documents to his or her respective USTRANSCOM J3 branch, J3 East or J3 West at the appropriate email listed above:

      (1) An Electronic Staff Summary Sheet (E-SSS) must be completed identifying the purpose, background information (to include the specific Chapter 3 request and risk mitigation steps taken by the cargo preparation team), the impact if not supported, and a recommendation to the USTRANSCOM J3 (see Figure B-3 for an example and format).

      (2) A hazardous cargo list identifying the UN number, number of pieces/packages, weight in pounds, weight in kilograms, net explosive weight in kilograms, class, division, onload ICAO, and offload ICAO (see Figure B-4 for an example and format).

      (3) The actual load plan for cargo on the military aircraft allocated (see Figure B-5 for an example and format).

The USTRANSCOM J3 branch will check the request for accuracy and forward it to AMC/A3V, Standardization and Evaluation, at e-mail chapter3.requests@us.af.mil (618-229-3658 or DSN 779-3658) for coordination (AMC/A3V will not accept requests directly from users). The USTRANSCOM J3 branch will also notify the submitter that the request is being evaluated by AMC/A3V and notify the USTRANSCOM DDOC of the Chapter 3 request.

d. AMC/A3V will review and adjudicate requests, returning package with remarks and or changes required to USTRANSCOM DDOC. If approved, USTRANSCOM J3-O will review and provide the J3 Director with an approval or disapproval recommendation with justifying remarks.

SAAM OR JCS EXERCISE – AIRLIFT REQUEST

AUTHORITY: 10 U.S.C. 8012

PRINCIPAL PURPOSE(S): Your home phone number is required in order that contact can be made during off-duty hours.

ROUTINE USES: Your home phone number will be used to obtain information regarding the mission or to advise you of unexpected changes to previous arrangements.

DISCLOSURE IS VOLUNTARY: The requirement for your home phone number is voluntary. IMPACT IF NOT FURNISHED: The airlift mission could be delayed and additional cost incurred.

OVERALL SECURITY CLASSIFICATION		DATE *(YYYYMMDD)*		NAME OF VALIDATOR *(Last, First, M.I.)*		OFFICE SYMBOL
SAAM NUMBER	PRIORITY	UNIT PROJECT NAME OR NICKNAME				
EXERCISE NAME		PRIORITY		UNIT		

ONLOAD TO OFFLOAD

R	LINE	NUMBER	POE	POD	PAX	BAG	CGO-ST	CUBE

TIMING

R	LINE	NUMBER	AVAILABILTIY	PICKUP	EAD	LAD

AIRCRAFT MISSION REQUIREMENTS

R	LINE	NUMBER	NO. TYPE ACFT	CONFIGURATION	MISSION SUPPORT REQUIREMENTS

COMMODITY DESCRIPTION - ONE

R	LINE	NUMBER	DESCRIPTION	QTY	WEIGHT	CUBE	DIMENSIONS	NEW	RS

COMMODITY HAZARDOUS - TWO

R	LINE	NUMBER	HAZARDOUS PARA	HAZARDOUS SHIPPING NAME

R	TYPE	LOCATION	NAME	DUTY PHONE	HOME PHONE

BILLING INSTRUCTIONS

REMARKS

DD Form 1249, JUL 81 (EG)   PREVIOUS EDITION IS OBSOLETE   Designed using Perform Pro, WHS/DIOR, Dec 94

Figure B-1. DD Form 1249, SAAM or JCS Exercise – Airlift Request

ALCON,

Attached is the HAZMAT dip sheet and the SAAM XXXX Mission request for DD MMM YY. Below is the E-SSS requesting approval for the use of Chapter 3 procedures. If you have any questions please don't hesitate to call. Thank you for your assistance and support.

Office	Action	Last Name/Rank/Date
(Office Symbol)	Coord	(must be a General/Flag Officer)
USTC/J3-F	Coord	
AMC/A3V:	Coord	
USTC/J3-O:	Coord	
USTC/J3:	Approve	

//

SUBJECT:

Suspense: DD MMM YY

ACTION OFFICER/POC:

1. PURPOSE. To obtain approval to use AFMAN 24-604, Chapter 3 procedures for (mission #, unit)

2. JUSTIFICATION. (list nature of the movement and specific risk involved)
    a. The conflicting hazards are....
    b. (any other pertinent information)

3. IMPACT IF NOT SUPPORTED. (what would occur if not approved)

4. RECOMMENDATION. USTC/J3 approve AFMAN 24-604, Chapter 3 procedures.

Attached Documents: (Load plans, Hazardous cargo information, etc)

(Insert Signature Block)

Figure B-2. Sample E-Mail Request Format

Example E-SSS

Office	Action	Last Name/Rank/Date
AMC/A3V:	Coord	
USTC/TCJ3O:	Coord	
USTC/J3:	Approve	

///

SUBJECT: E-SSS- Approval for AFMAN 24-604, Chapter 3 Procedures for 82nd ABN DIV Large Package Week/Joint Forcible Entry Exercise February 2011 11-01

Action Officer/POC: MAJ Nathan A. Palisca, 82D G-3 AIR DSN: 239-0786 nathan.palisca@us.army.mil

Suspense: 07 FEBUARY 2011

1. PURPOSE. To obtain approval to use AFMAN 24-604, Chapter 3 procedures for the   February 2011 LPW/JFEX.

2. BACKGROUND. The 82nd Airborne Division has asked to conduct the LPW/JFEX using AFMAN 24-604, Chapter 3 procedures to better simulate actual combat conditions. The 82nd Airborne Division will conduct a Large Package Week jump between 09-12 February, which will consist of multiple drops on multiple drop zones in order to prepare the Brigades to conduct a large scale Airfield Seizure exercise. The JFEX (JOAX) will be conducted on the 13th and the 14th of February. This drop will better simulate a typical Airfield Seizure, with the number of jumpers and Heavy Drop equipment rigged with live ordinance in order to conduct the proper follow on mission. Summary of what Chapter 3 procedures allow include, but are not limited to, the following:

     a) Personnel not immediately engaging the enemy force when deplaning, but will assume a tactical position may deploy with their basic load or individual issue of hazardous material, but Troop Commander or designated individual must collect these items before boarding the aircraft and maintain possession until troops have deplaned. All weapons must remain clear until the aircraft has landed.

     b) MRE's are allowed to be loaded on the same 463L pallet with hazardous materials with restrictions.

     c) Fueled vehicles, self-propelled units, wheeled engine-powered support equipment and all other types of support equipment are transported containing fuel in tank not to exceed three-fourths tank.

3. IMPACT IF NOT SUPPORTED. Without the ability of the Heavy Drop equipment, rigged with the proper ordinance, the participating units will have to drive all equipment to the drop zone and pre position it. This will take away from the effects of actual jumping and de-rigging the Heavy Equipment. This will also give the commanders of the unit a better assessment of their units. The Artillery unit jumping will also load, and fire live ammunition from the Drop Zone into the impact area. Unsupported will not give the commander of this unit, along with leadership, the proper effects needed to assess their units capability to support a Battalion size Airfield Seizure.

4. RECOMMENDATION. USTC/J3 approves AFMAN 24-604, Chapter 3 waiver during Large Package Week/ Joint Forcible Entry Exercise for Feb 2011.

//ORIGINAL SIGNED//

Nathan A. Palisca

MAJ, AR   Tab 1

G3 AIR OIC   February LPW/JFEX Hazardous Material Breakout

GO/FO Endorsement _____

                                                  Name, Rank, Office Symbol

LPW/JFEX 11-01 Hazmat list

This list outlines the additional equipment that will be air landed/air dropped in on a C-17/C-130 aircraft during the 82 Airborne Division February 2011 LPW/JFEX.

    a. 60 x C445, CTG 105mm, HE w/o fuse. 1x.2.1E. (20 per platform)

    b. 40 x N340, Fuses, PD M739/A1, 1.1D. (20 per platform)

    c. 2 x M105 Howitzer and HMMWV prime mover.

    d. 1 x M77 Howitzer

    e. 16 x M107 Projectiles/ 1.1D UNO168 PGII/ NEW: 7.1214KG

Figure B-3. Sample E-SSS Request Format

618th Tanker Airlift Control Center
International Clearance Branch
618 TACC/XOCZD
COMM: (618) 229-3008 (DSN: 779)
Scott Air Force Base, Illinois 62225

Purpose: Coordinate **ORGANIC** aircraft clearance requests for missions with hazardous cargo.

Instruction:

1. This worksheet **MUST** be filled out **COMPLETELY** in order for the International Clearance Branch to coordinate diplomatic clearances.
2. Refer to the Foreign Clearance Guide for lead time requirements (Take into account countries that must be overflown to get to destination).
3. Mission identification **MUST** be the **ORIGINATING** mission number, not the mission identification number at the point of onload.
4. Submit this worksheet **NLT** two days **PRIOR** to the longest country lead time; take into account weekends and US/foreign holidays.
5. Flying organizations submitting TACC Service Requests with hazardous cargo must attach a copy of this worksheet directly to the Servuce Request in DCAP.

NOTE 1 FOR AMMUNITION, FLARES, ETC., Pieces = number of boxes, not units (e.g. 5 boxes, not 2500 rounds);

NOTE 2 Use four letter ICAO for onload and offlaoad (e.g. Incirlik AB = LTAG)

NOTE 3 Bahrain & UAE require hazardous cargo items be detailed by the piece and identify the weight in kilograms. Each item must be listed separately. (e.g. If you have a package of 10 batteries, the weight of the box in kilograms must be identified on this form)

NOTE 4 For Iraq, UK, and Ireland, fill out "General Description" of hazardous cargo. (example: F16 Engine, Generator, Humvee, etc.)

NOTE 5 Munions of war must be reported to the United Kingdom, Ireland, Sweden, and Iraq. Identify those items in the "General Description" column. (examples: guns, gun barrels, tank, helicopter, etc.);

NOTE 6 Required for Class 1 cargo destined for any airfield in the UAE or overflight of UAE

For Official Use Only

Originating Mission Number:
Aircraft Call Sign:
Unit:
POC NAME:
POC DSN PHONE:
POC EMAIL:
Comments:

HAZARDOUS CARGO AIRCRAFT AND MUNITIONS OF WAR CLEARANCE REQUEST

Proper Shipping Name	See NOTE 4 & 5 General Description	UN #	See NOTE 1 Pieces or Packages	Weight in Pounds	See NOTE 3 Weight in Kilograms	See NOTE 3 N.E.W. in Kilograms	Class and Div	See NOTE 6 Manufacture Date/ Lot #	See NOTE 6 Expiration Date	See NOTE 2 Onload ICAO	See NOTE 2 Offload ICAO

Figure B-4. Sample Hazardous Cargo List

Aircraft type/Config:	C-17/STD-AL	**Mission type:**	Mobility
Delivery method:	AL	**Mission #:**	
Unit Being Airlifted:		**Aircraft Tail #:**	
Type movement plan:		**System chalk #:**	12
Departure date & time:	20140113 19:36 UTC	**AFMAN 24-204 Chapter 3 Move**	
Departure airfield :	HRYR		
Destination airfield:	FEFF		

MAIN DECK

903 (35.3 %)
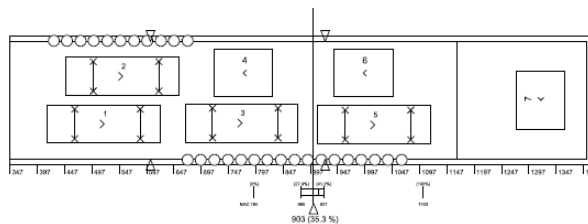
SQ/D	TCN/Pallet ID	Bumper	Model/Nomenclature	LEN	WDT	HT	WT	FSN	TSN	CB	HZ	FL	V	D	SH	CCC
1/M	-		-/TOYOTA HILUX PICK UP 12	207	70	73	3090	415	622	519	Y		N	A		
2/M	-		-/TOYOTA HILUX PICK UP 12	207	70	73	3090	449	656	553	Y		N	A		
3/M	-		-/TOYOTA HILUX PICK UP 12	207	70	73	3090	667	874	771	Y		N	A		
4/M	-		463L PLT/FOOD PLT 12	108	88	55	7500	720	828	774	N		N	A		J3D
5/M	-		-/TOYOTA HILUX PICK UP 12	207	70	73	3090	911	1118	1015	Y		N	A		
6/M	-		463L PLT/FOOD PLT 12	108	88	55	7500	940	1048	994	N		N	A		J3D
7/M	-		463L PLT/TENT/BAGGAGE PLT 12	108	88	62	4500	1275	1363	1319	N		N	A		J3D

Total # of Pax:	28	Weight/Pax:	210	Total PAX Weight:	5880
Total # of Subfloors:	0	Weight/Subfloor:	0	Total Subfloor Weight:	0
Total Cargo Wt:	31860	%ACL:	42	ACL:	90000

Figure B-5. Example Load Plan

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