

APPENDIX Q

FORMAT FOR SPECIAL ASSIGNMENT AIRLIFT MISSIONS (SAAM) REQUEST

A. PURPOSE

In order for requests to flow directly into the airlift deployment analysis system computer, strict format requirements must be followed. Requests with irregularities will automatically be segregated and will require individual attention to correct the error(s). Requests for all SAAM airlifts will be sent to the Service or theater validator(s). (See Figure Q-1).

B. FORMAT FOR REQUESTING AIRLIFT

(See Paragraph 3 for optional and required datasets).

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MSGID/TITLE/ORIGINATOR//

AL1249REQ/TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF ASSIGNED)/JCS
PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO-ADDR//

ONOFF/CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/OFFLOAD LOCATION/AVAIL LOAD
DATE/EARLIEST ARRIVAL OR PICKUP DATE/LATEST ARRIVAL DATE/NUMBER OF
PAX/BAGGAGE SHORT TONS/CARGO SHORT TONS/CUBE OF CARGO AND BAGGAGE/COMMENTS//

MSNREQ/CLASSIFICATION/REF NUMBER/NUMBER ACFT/TYPE ACFT/CONFIGURATION/MSN
SUPPORT COMMENTS (I.E., FORKLIFTS)//

LOAD/CLASSIFICATION/REF NUMBER/CARGO REF/LOAD DESCRIPTION/QTY PLTS,
VEHICLES, PCS NONPALLETIZED CARGO/CARGO WGT IN
POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF CARGO//

HAZCOMM/CLASSIFICATION/REF NUMBER/CARGO REF/SHIPPING NAME OF HAZ CARGO/UN
NUMBER/CLASS DIVISION/PACKAGING PARA/NET EXP WGT (ENTER /-/ IF NOT
APPLICABLE)//

CONTACTS/CLASSIFICATION/TYPE OF CONTACT; I.E., ONLOAD, ENROUTE,
ETC/LOCATION/NAME/DUTYPHONE/HOMEPHONE//

BILLING/TAC, CIC, OR OTHER BILLING INFO (ENTER /-/ IF NOT KNOWN OR NOT
USED)//

REMARKS/COMMENTS (ENTER /-/ IF NONE)//
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C. AIRLIFT REQUEST MESSAGES INSTRUCTIONS

1. Fields must be entered in the format and order as listed above or as identified in the optional and required data fields. Each field must be separated by a single slash (/). Each data set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end-of-field marker. To indicate a blank field enter /-. A data set line may not exceed 69 characters. The entire data set may, however, require two or more lines of text. In this case, end each line with a complete field and begin the continuation line with a single slash (/) followed by the next field. A data set field may not be split between two lines.

2. Message Identification (MSGID) data set (required data set).
 - a. (Mandatory) Enter the data set title; i.e., MSGID (five characters maximum).
 - b. (Mandatory) Enter the title of the message; i.e., AL1249 (six characters maximum).
 - c. (Mandatory) Enter the title of the message; i.e., AL1249 (six characters maximum).
 - d. (Mandatory) Enter the organization or location initiating the request (20 characters maximum).
3. AL1249REQ data set (required data set).
 - a. (Mandatory) Enter the data set title; i.e., AL1249REQ (nine characters maximum).
 - b. (Mandatory) Enter the type of request; i.e., SAAM or JCS (four characters maximum).
 - c. (Conditional) Enter the SAAM number. **NOTE:** Initial requests for airlift will not contain a SAAM number until assigned by the validator. Therefore, requesters will enter “/-” if the number is not known (four characters maximum).
 - d. (Conditional) Enter the airlift priority; i.e., 1B1 (three characters maximum). Requesters should enter /- if the priority is not known.
 - e. (Mandatory) Enter unit identifier; i.e., NGB Andrews AFB (20 characters maximum).
 - f. (Optional) Enter the project name; i.e., drug interdiction. Enter /- if no project name (40 characters maximum).
 - g. (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering “Y”. Enter “N” to exclude information addressees on subsequent messages (one character maximum).
4. ONOFF data set (required data set).
 - a. (Mandatory) Enter the data set title; i.e., ONOFF (five characters maximum).
 - b. (Mandatory) Enter the security classification of this line; i.e., “U”–Unclassified, “C”–Confidential, “S”–Secret, or “T”–Top Secret (one character maximum).
 - c. (Mandatory) Enter a reference number for each on/offload for each portion of the SAAM or JCS exercise. For multiple stops, enter a new reference number for each on/offload combination; i.e., ONOFF/U/1/KBLV/MYIG ONOFF/U/2/KHRT/MYIG ONOFF/U/3/KDYS/MYIG This number will tie each onload/offload location and its requirement to the commodity description in the load and hazardous communications (HAZCOM) data sets (four characters maximum).
 - d. (Mandatory) Enter the name of the port of embarkation by name or International Civil Aviation Organization (ICAO) code (preferred entry) (16 characters maximum).
 - e. (Mandatory) Enter the name of the port of debarkation by name or ICAO code (preferred entry) (16 characters maximum).

- f. (Mandatory) Enter the Greenwich Mean Time (GMT), expressed as “Zulu (Z) time” for the available-to-load date; i.e., 140100ZJUL04. If the time should be coordinated, enter “COORD” (12 characters maximum).
 - g. (Mandatory) For SAAMs, enter the pickup date and time. For JCS exercises, enter the earliest arrival date. Use GMT expressed as “Z time”; i.e., 140200ZJUL04. If time should be coordinated, enter “COORD” (12 characters maximum).
 - h. (Mandatory) Enter the GMT, expressed as “Z time” for the latest arrival date; i.e., 141400ZJUL03. If time should be coordinated, enter “COORD” (12 characters maximum).
 - i. (Conditional) Enter the number of passengers to be on/offloaded at each location. In the remarks data set, identify all foreign nationals. If the mission is a cargo SAAM, indicate passengers who may be couriers or technical escorts (five characters maximum).
 - j. (Conditional) Enter the total weight of the baggage, expressed in short tons, to the nearest tenth of a ton (five characters maximum).
 - k. (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (five characters maximum).
 - l. (Conditional) Enter the total cubic feet of the cargo and baggage (six characters maximum).
 - m. (Optional) Enter any comments about the onload/offload or timing; i.e., TBD (seven characters maximum).
5. Mission Request (MSNREQ) data set (Optional data set) if used, data set must follow this format. If optional fields are not used, enter “/-/”.
- a. (Mandatory) Enter the data set title; i.e., MSNREQ (six characters maximum).
 - b. (Mandatory) Enter the security classification of this line. “U”, “C”, “S”, “T” (one character maximum).
 - c. (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an on/offload requirement number in the ONOFF data set (four characters maximum).
 - d. (Optional) Enter the number of aircraft requested (three characters maximum).
 - e. (Optional) Enter the type of aircraft requested (four characters maximum).
 - f. (Optional) Enter the aircraft configuration requested (five characters maximum).
 - g. (Optional) Enter mission support requirements; i.e., forklifts, K-loaders, pallets, etc. (37 characters maximum).

6. Load data set (optional data set). If used, must follow this format. Enter “/-/” if optional fields are not used.
 - a. (Mandatory) Enter the data set title; i.e., load (four characters maximum).
 - b. (Mandatory) Enter the security classification of this line; i.e., “U”, “C”, “S”, “T” (one character maximum).
 - c. (Mandatory) Enter a reference number for each load description. This number will tie the load description in this data set to its requirement in the ONOFF data set (four characters maximum).
 - d. (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this data set to the hazardous commodity description in the HAZCOM data set (one character maximum).
 - e. (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation shipping name and class. **NOTE:** Do not use slashes within this data set. Use a separate line for each commodity description. Begin each additional line of the data set with “LOAD/” (16 characters maximum).
 - f. (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (four characters maximum).
 - g. (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (six characters maximum).
 - h. (Optional) Enter the unit cubic feet of all nonpalletized cargo or vehicles or the total cubic feet of pallets (five characters maximum).
 - i. (Optional) Enter the length, in inches, of all nonpalletized cargo or vehicles (three characters maximum).
 - j. (Optional) Enter the width, in inches, of all nonpalletized cargo or vehicles (three characters maximum).
 - k. (Optional) Enter the height, in inches, of all nonpalletized cargo or vehicles (three characters maximum).
 - l. (Mandatory) Enter the security classification of the cargo: “U”, “C”, “S”, “T” (one character maximum).
7. HAZCOM data set (Optional data set). Data set must follow this format. Enter “/-/” if optional fields are not used.
 - a. (Mandatory) Enter the data set title; i.e., HAZCOM (seven characters maximum).
 - b. (Mandatory) Enter the security classification of this line; i.e., “U”, “C”, “S”, “T” (one character maximum).

- c. (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this data set to an on/offload requirement in the ONOFF data set (four characters maximum).
 - d. (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this data set to the load description in the load data set (one character maximum).
 - e. (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks data set. Hazardous materials 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 the On/Offload order. Nuclear weapons data are found in Technical Order (TO) 11N-45-61 and TO 11N-45-51A(A) (43 characters maximum).
 - f. (Mandatory) Enter the packaging paragraph for hazardous items in accordance with Air Force Manual (AFMAN) 24-204(I), Defense Logistics Agency Instruction (DLAI) 4145.3, Marine Corps Order (MCO) P4030.19H, Naval Supply (NAVSUP) Publication 505, Technical Manual (TM) 38-250, Preparing Hazardous Material for Military Air Shipments. (10 characters maximum)
 - g. (Optional) Enter the total net explosive weight (NEW) (three characters maximum). Indicate in the remarks data set the NEW, by class, for each item containing Department of Defense class/division 1.1, 1.2, or 1.3 explosives.
8. Contacts data set (Required data set).
- a. (Mandatory) Enter the data set title; i.e., contacts (eight characters maximum).
 - b. (Mandatory) Enter the security classification of the line; i.e., “U”, “C”, “S”, “T” (one character maximum).
 - c. (Mandatory) Enter the type of contact; i.e., Onload, En Route, Best, Overall, Validator. (10 characters maximum).
 - d. (Mandatory) Enter the location of the contact (20 characters maximum).
 - e. (Optional) Enter the full name of the contact (25 characters maximum).
 - f. (Mandatory) Enter the office phone number. Include Defense Switched Network and commercial (18 characters maximum).
 - g. (Optional) Enter the home phone number. Include the area code (18 characters maximum).
9. Billing data set (Conditional data set). If message originates from a SAAM validator, billing information is mandatory. If this data set is used, follow this format. Enter “-/” if optional fields are not used.
- a. (Mandatory) Enter the data set title; i.e., billing (seven characters maximum).

- b. (Conditional) Enter the Customer Identification Code, Transportation Account Code, or appropriation chargeable. If none of these are available, include the name and address of the specific organization reimbursing on direct billing basis. Enter no more than 69 characters per line (255 characters maximum).
10. Remarks data set (Optional data set). No special characters may be used in this field, and the only punctuation that can be used is commas and periods until the end of the field where double slash (//) is entered. Any other special character or punctuation mark can cause the Air Mobility Command Deployment Analysis System to stop reading the remainder of the Remarks section. If used, data set must follow this format. Enter “// /” if optional fields are not used.
- a. (Mandatory) Enter the data set title; i.e., remarks (seven characters maximum).
 - b. (Optional) Provide the following: (2500 characters maximum).
 - (1) Purpose of the SAAM. A brief, concise, unclassified statement; i.e., Purpose/Mission is airlifting support equipment for F-4E unit training exercise.
 - (2) Geographic location of information addressees. If an “N” is not entered in the Information Addresses (INFOADDR) field of the AL1249REQ data set, all INFOADDR included on the 1249 message will be copied on subsequent communications about the SAAM or JCS request.
 - (3) Justification for short-notice foreign clearance of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance. Name and phone number of individuals who can provide additional justification for the rapid reaction or emergency SAAM, if required by Headquarters United States Air Force X0XX.
 - (4) SAAM requirements submitted within 96 hours of the desired movement date 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 a rapid reaction or emergency requirement and the justification for airlift within 96 hours must be included in the remarks data set. The individual declaring a rapid reaction or emergency requirement will be at least a general officer, civilian equivalent, or designated representative. Also, that individual’s name and rank must be included in the remarks data set of the request.
 - (5) SAAM requirements for channel extension or flag stop will include the following additional information. Do not enter more than 69 characters per line (255 characters maximum). (See <http://public.scott.af.mil/hqamc/fm/rates.htm>, which establishes criteria for channel extensions and flag stops).
 - (a) Transportation Control Number(s).
 - (b) Air Mobility Command Channel Mission Identifier to be used; e.g., AJM804000140.
 - (c) Contacts for initial channel onload station and point of channel extension for flag stop.

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

- (6) (Mandatory) Enter “Chapter 3 Applies” when operational requirements under the provisions of AFMAN 24-204(I), DLAI 4145.3, MCO P4030.19H, NAVSUP Publication 505, TM 38-250, Chapter 3 is necessary. This entry will only be used 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) Hand carrying of individual basic issue explosives, ammunition and other hazardous materials.

SAAM OR JCS EXERCISE – AIRLIFT REQUEST									
<i>AUTHORITY: 10 U.S.C.. 8012</i>									
<i>PRINCIPAL PURPOSE(S): Your home phone number is required in order that contact can be made during off-duty hours.</i>									
<i>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.</i>									
<i>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.</i>									
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									

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