CHAPTER 103

AIR MOVEMENT

A. GENERAL

1. The DOD must utilize members of the CRAF to the maximum extent practicable unless there is a documented, negative, critical mission impact justifying non-usage. Air carriers of the US 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 following internet address: https://private.amc.af.mil/a3/default.aspx?tab=9 or by contacting the DOD Commercial Airlift Division, HQ AMC/A3B, 402 Scott Drive, Scott AFB, IL 62225-5302, DSN 779-2109/2073, Commercial (618) 229-2109/2073.

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. AMC-procured channel airlift (Patriot Express) must be used for OCONUS travel unless there is a documented negative critical mission impact.

      (1) Even if 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) Defense Travel System generated OCONUS travel requests must be routed through the TO prior to commercial carrier consideration to ensure AMC seats are fully utilized.

   b. Scheduled commercial air service contracted through the GSA Airfares City Pair Program Contract.

   c. Other US CRAF carriers.

   d. DOD-approved, non-CRAF US flag carriers.

   e. Scheduled service on US 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 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 US. In extenuating circumstances where no acceptable alternative exists to using a foreign air carrier from a Category 2 country and the travel is mission essential, the CDR of a theater combatant command for the geographic area of travel may approve an exception to this policy. (See DODD 4500.53, Department of Defense Commercial Air Transportation Quality and Safety Review

Program for details on exceptions.) The use of foreign carriers from either Category 1 or Category 2 countries is on an individually ticketed, scheduled service basis only. Group travel and charters are not included. For a complete list of Category 2 prohibited country civil aviation authorities/airlines, refer to https://private.amc.af.mil/a3/default.aspx?tab=9and select DOD Policy on Foreign Air Carriers.

4. 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 Para. B.3 below). Full plane charters will be arranged through the USTRANSCOM DDOC (See Chapter 102, Para. D for DDOC contact information). To leverage the best prices for group travel, TOs will use the services of the USTRANSCOM DDOC to solicit bids for group travel or encourage their commercial travel provider to use a central solicitation service.

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

      (1) A movement of less than 10 members traveling as a group, falls under the GSA Airfares City Pair Program contract and is a mandatory user of the GSA Airline City Pairs Program (See Para. B.2).

      (2) A group movement of 10 or more members falls under the Military Air Transportation Agreement (MATA) (See Para. E.1) and is a non-mandatory user of the GSA Airfares City Pair Program.

   b. Cancellations Fees. Reference the GSA Airfares City Pair contract (Para. B.2) and/or the MATA (Para. E.1) for cancellation fee information on groups.

5. 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 Available (Space-A) passengers, as authorized by DOD 4515.13-R. 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. Space-A travel is not authorized on aircraft bearing Red Cross markings.

B. TYPES OF AIRLIFT

1. AMC CHANNEL AIRLIFT (PATRIOT EXPRESS). AMC 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 AMC 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 US Government Department of Defense (DOD) Airlift Rates (https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=-1289035 then select FMAT). For eligibility requirements, refer to DOD 4515.13-R. 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 agent 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 Para. 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 AMC Patriot Express charter flights where AMC flights 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 AMC Patriot Express service is confirmed, the TO will arrange commercial scheduled air service to connect with the AMC flight.

c. The TO must request AMC 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 AIRFARES CITY PAIR PROGRAM. Each year, under the Airfares City Pair program, 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 "Airfares City Pair" on the GSA website: www.gsa.gov/citypairs.

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 Airfares 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 and grantees (whether civilian or foreign military personnel) are not authorized use of GSA Airfares City Pair fares.

c. 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 on scheduled flights (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 Airfares City Pair fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.

(2) The contractor'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 a comparable 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.

d. To provide feedback on a GSA City Pair flight, contact GSA at onthego@gsa.gov or via phone, 703-605-5616.

3. AMC SAAMs. SAAMs are missions performing special airlift assignments and provide an exclusive service. For SAAM validator information, contact the USTRANSCOM DDOC (See Chapter 102, Para. D for DDOC contact information). 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 AMC via the Master Solicitation (MS) and is requested through USTRANSCOM DDOC (See Chapter 102, Para. 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 SDDC. In addition, the list of approved air taxi carriers is available at https://private.amc.af.mil/a3/default.aspx?tab=9. If the use of a non-DOD-approved air taxi operator is needed, the TO will contact SDDC 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 GTR must be used to procure this service. A government-issued travel credit card may also be used. TOs must ensure that a DD Form 1341, (See Figure 102-3), 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 AVAILABLE TRAFFIC (SAT). Any aircraft not on a scheduled channel mission 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 as normal revenue generating passenger, cargo, and mail at the tariff rate to the points 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, Para. 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 SAAM charter air movements contracted by AMC and procured with TWCF funds will have a surcharge applied. Domestic charter air movements contracted by AMC do not 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 Tanker Airlift Control Center (618th TACC), and the origin TO. Except as stated in Para. 5. c. below, no changes will be undertaken by the TO until the changes have been cleared with AMC authorized contracting personnel. AMC/618th TACC must immediately notify AMC authorized contracting personnel who will notify USTRANSCOM DDOC of the delay. AMC/618th 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 TACC, who in turn must notify USTRANSCOM DDOC of the delay. If the mission priority is 1B1 or higher, AMC/618th TACC must notify USTRANSCOM DDOC, the origin and destination TO, 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 TACC, as required in Paras. 5. a. and b. above, emergency notification must be furnished to the TO and the bus carrier at destination. The carrier must notify AMC/618th TACC immediately. AMC/618th TACC must immediately notify AMC authorized contracting personnel who will notify USTRANSCOM DDOC of the delay. AMC/618th TACC must notify USTRANSCOM DDOC if the mission priority is 1B1 or higher.

   d. DD Form 1341, (See Figure 102-3), 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 Airfares City Pair fares) when purchasing commercial airline tickets.

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

   a. Under a code-sharing agreement, air service on a particular route is provided by an US-certified air carrier either using foreign flag aircrews or using space on an aircraft owned and operated by a foreign flag air carrier.

   b. The Comptroller General, 70 Comp.Gen. 713 (1991), determined that travel under a ticket issued by a US-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 US air carriers holding certificates, as required under 49 USC § 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 US flag carrier issues the entire ticket, the flight is indicated in the computer reservation system by a US flag carrier code, and payment is made to the US flag carrier. Additional information on the Fly America Act is available at http://www.tvlon.com/resources/FlyAct.html.

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

5. The TO must inform travelers of their responsibilities outlined in JFTR Para. U1200, Retaining Promotional Items and JTR, Para. C1200, 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.

6. DOD personnel traveling on official business may not purchase commercial airline tickets at military furlough fares (e.g., BM, MM, QM, 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 Airfares 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 DSN 779-4426, Commercial 618 229-4426 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 AMC Airlift Procurement Branch (A3KA), Scott AFB, IL 62225-5001. Based on competitive procurement procedures, AMC 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/FMAO bills units using the unit fund citation included in the group movement transportation request. Direct questions, concerning carrier performance IAW standards of service, to AMC/A3KA at DSN 779-4791, Commercial (618) 229-4791.

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. 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 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. Baggage allowance rules for international travel on foreign carriers vary by country and may use kilos rather than pounds to measure baggage weight.

   b. Authorization for excess baggage must be in the traveler's orders. The orders must specify the weight and number of pieces authorized. Excess baggage is defined as "baggage in excess of free allowances outlined in Para. F.1.a., above." 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. Shipment of excess baggage for travelers may be authorized/approved IAW Service regulations. Excess baggage transportation costs for TDY may be paid only when authorized/approved under the JFTR, Para. U3015, Accompanied Baggage Transportation and JTR, Para. C2302, Excess Baggage. Excess baggage transportation costs for PCS may be paid only when approved under the JFTR, Para. U3015 and the JTR, Para. C2302.

   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 AMC 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 movement of Privately-Owned Weapons and Ammunition by Scheduled Commercial Air Carriers or DOD-Owned and Controlled Aircraft and Government-Owned Weapons and Ammunition by Scheduled Commercial Air Carriers, Charter or DOD-Owned and-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, 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.

1. The CDR concerned will authorize travel according to the JFTR, Chapters 4, Temporary Duty Travel (TDY), 5, Permanent Duty Travel, and 7 and the JTR, Chapter 6, Travel Under Special Circumstances.

2. TOs will coordinate with the traveler and/or designated agent to ensure prompt and courteous service is provided.

3. 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.

4. If traveling via aircraft under the control of AMC, they must not be bumped from the aircraft en route.

5. 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.

6. If traveling via commercial carrier, the TO must ensure that 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).

7. 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 in 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, traveler can be added to 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 two years.

      (2) Except when operational demands dictate otherwise, requesters must provide scheduling authorities with sufficient advance notice of flight requests (at least three days) and sufficient flexibility in departure or arrival times (at least two hours) to permit efficient employment of aircraft. The carrying of space-available passengers and/or cargo authorized by DOD 4515.13-R is strongly encouraged and will be accommodated to the maximum extent possible. 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 DODD 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 GTN for passenger tracking on DOD missions. GTN account requests/information phone numbers are: Commercial (618) 229-1015, DSN 779-1015. GTN provides C2 and ITV information that integrates automated support to DOD. Passenger data that is reported to GATES/Groups Operational Passenger System (GOPAX) is available in GTN. However, commercial passenger movement data arranged by commercial ticket offices is collected by the SDDC STATCO management information system.

2. AIR TRAVEL DATA REPORTING. SDDC/SDPP-IC-PD is responsible for providing passenger statistics pertaining to official travel to OSD, USTRANSCOM, DOD Components, and government agencies from the STATCO management information system data. Data on air travel performed on individual GTRs must be submitted by DOD Component finance accounting centers monthly to SDDC/SDPP-IC-PD as required by MOUs Reports Control Symbol (RCS) SDDC-17 (R1) and RCS SDDC-134. Data on individual and group air travel arranged and ticketed by CTOs providing travel services under contract with DOD Components must be submitted to SDDC/SDPP-IC-PD on a monthly basis IAW MOUs between SDDC and the DOD Components. Reporting data elements to meet DOD procedures compliance must be incorporated in individual Service CTO contracts. See Appendix H for STATCO reporting instructions.

3. AIRLIFT PROCEDURES COMPLIANCE ANALYSIS. SDDC/SDPP-IC-PD will provide USTRANSCOM/TCJ5/4-Transportation Policy Branch (PT) 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.

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 Customer Identification Code (CIC) and or Unit Line Number (ULN) when completing passenger reservations. GATES access information is available at https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/gates/accessprocess/gatesrequesttemplate.pdf 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 TACC/XOGC, Scott AFB, IL, DSN 779-7862 or Commercial (618) 229-7862.

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

      (1) CHANNEL. Identify the origin APOE and the destination 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). The timeframe the passenger is available to travel. The DOD Component will set up necessary controls to ensure that 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 Para. (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 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.

(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 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 RIC. If the group members are not known at the time a reservation is made, GATES will automatically assign a Unique Control Number (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. 618th 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. TO's 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 Para. 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 and https://www.twcf.scott.af.mil/. Additionally, contact AMC/FMFAB at amc-twcfissues@scott.af.mil or by phone at DSN 779-2668 or commercial (618)-229-2668.

(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, to include any pets moved under the Grandfathered Pet guidance and Space Available Pet Program (see Notes). AMC pet shipment criteria:

(a) PCS passengers only

(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

(g) Reservations booked on a first come, first served basis

(h) Recommend a 20-day TPP be provided when submitting reservation request to accommodate passengers and pet on same aircraft

(i) Contact the Scott AFB Passenger Operations (618th TACC/XOGC) for additional pet information, DSN 779-7862, commercial (618)-229-7862, or toll free 800 851-3144.

NOTES:

1. Grandfathered Pet Guidance: AMC will ship more than two pets to the CONUS (only), as long as the sponsor has documented proof that AMC moved these pets overseas prior to 1 Sep 2001 (the date the two-pet-limit-per-family guidance was implemented). Contact the Scott AFB Passenger Operations to arrange the additional space (see Note 3).
2. Space Available Pet Program: 15 days prior to AMC flight departure, pet spaces open in GATES are available to travelers that already have 2 pet spaces booked. Contact the Scott AFB Passenger Operations to arrange the additional space(s) (see Note 3). 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.

NOTE: Pets moved under this program are not eligible to move under the Grandfathered Pet Guidance, and will only be moved back to the CONUS under the Space Available Pet Program.

3. A waiver is required to move more than two pets. Request an additional pet space(s) under the pet space available program, and to request a pet space(s) under the Grandfathered Pet Guidance. E-mail the request to PetAllocations@scott.af.mil or FAX to DSN 779-7876, Commercial (618)-229-7876.

4. Transportation offices and Passenger Operations can book in-cabin pets in GATES without requesting a waiver or obtaining approval from 618th TACC/XOGC provided passengers can comply with the pet kennel size not to exceed 20" L x 16" W x 8" H ensuring it will fit under the seat. The maximum number of pets allowed in the passenger cabin is three, which must be separated by zones. The tariff for transporting pets in the passenger cabin is the same as transporting them in the cargo compartment.

5. 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) SPECIAL REQUIREMENTS. Identify any special requirements on the next blank line after the requester (e.g., excess baggage, disabled passenger services, special meals) if not previously addressed above.

b. Space Required Reimbursable Travel. The categories of space available passengers authorized space required reimbursable travel are identified in DOD 4515.13-R. 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 and Procedures. 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 an AMC 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.

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 Para. 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, first/last name initials of traveler

(2) Positions 3-6, last four digits of the SSN

(3) Positions 7-8, last two digits of the fiscal year travel is performed

(4) Positions 9-11, Local Aerial Port Code of booking site

(5) Positions 12-14 are 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, SSN: 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) 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) Member/employee retains one copy to file with travel voucher.

(4) TO forwards one copy to the fiscal accounting station as indicated in Para. 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 amc-twcfissues@scott.af.mil or by phone at DSN 779-2668 or commercial (618)-229-2668.

(1) AIR FORCE: DFAS-Denver 7010.3-R, Travel Transactions at Base Level, Section 5, Appropriation Section C, Interim Guidance on Procedures for Travel Accounting Operations.

(2) ARMY: DFAS-Indianapolis Manual 37-100-04, Financial Management, The Army Structure Fiscal Year 2004, Chapter 1, General Information, Section 16, TAC Air Mobility Transportation Account Code 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 (i.e., 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 Identification (LOIs) must not contain CICs unless they have a T-series CIC. Therefore, the correct billing address and POC must be annotated in the LOI 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 DSN 779-2668 or commercial (618)-229-2668.

(3) Foreign Individuals. Foreign individuals from countries or international organizations with which the US 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/Transportation Account Code (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 DSN 779-2668 or commercial 618 229-2668.

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 US 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 (See Figure 102-4).

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 --

ADSN	Field Site	Mailing Address
503000	Dayton	DFAS Dayton Attn: Travel Accounting Branch 1050 Forrer Blvd, Dayton, OH 45420-1472
667100	Limestone	DFAS Limestone Attn: Travel Accounting Branch 27 Arkansas Road, Suite 100 Limestone, ME 04751-6216

ADSN	Field Site	Mailing Address
525700	Omaha	DFAS Omaha Attn: Travel Accounting Branch P.O. Box 7010, Bellevue, NE 68005-1910
668300	DFAS Pacific	DFAS Pacific Attn: Travel Accounting Branch 477 Essex Street Pearl Harbor, HI 96860-5806
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)

(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-available) 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 that 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 MOU, Support of Service Members on Delayed Airlift Service Industrial Fund (ASIF) Aircraft Between the Armed Services and Single Manager Operating Agency for Airlift Service. Passengers entitled to per diem on their travel orders do not receive meals and lodging at AMC expense. See AMCI 65-602, TWCF Budget Operations, Concepts, and Accounts, Chapter 6, Para. 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/J5 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 available 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 is required on all DOD owned and controlled aircraft. Passenger manifesting systems and procedures must facilitate compliance with 49 U.S.C., § 41113, Aviation Disaster Family Assistance Act by requiring the collection of identifying and emergency contact information called for in 14 CFR, Part 243, Passenger Manifest Information. To this end:

   a. 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/infomgt/forms/forminfo/forminfopage1071.html.

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

      (1) Passenger Name.

      (2) Rank.

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

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

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

      (6) The name and telephone number of 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) Minimum data elements to be collected for a unit move include items 1 through 6 above, and Unit Line Number, POE, and POD.

c. 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.

d. 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 DSN 576-3651, Commercial 618 256-3651. If using e-mail, include the mission number, departure date/time, aircraft type, and aircraft tail number in the subject line.

e. The mandatory procedures established requiring the collection of emergency POC information is not met by having a current DD Form 93, Record of Emergency Data, Figure 103-5, on file.

f. 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 that records destruction is handled IAW authorized procedures for disposal of records.

g. 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 US 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, retirees) who are not part of the crew or on board the aircraft for operational support purposes. This includes NEO operations.

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 GTN and associated down-line stations. The terminal or manifesting agency will ensure compliance with the above procedures including reporting the arrival and departure of unit personnel at all nodes from origin to destination within one hour of the event to GTN IAW DOD timeliness criteria.

3. The decision table, Table 103-1, applies in the case of unit moves supporting contingency, exercise, and deployment operations. For additional information regarding unit moves, see this Regulation, Part III, Mobility.

4. Routine movement tracking and tracing may be accomplished using GTN. GTN provides C2 and ITV information that integrates automated information support to the DOD. GTN is the designated DOD system for ITV. GTN access may be obtained through the GTN Web page at https://customer.transcom.mil/customerportal/docs/main.cfm and selecting GTN from the sidebar menu items. The evaluation criteria, Table 103-2, are provided to evaluate current systems capabilities and identify improvements after analysis of impact, cost, and value-added.

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.

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*

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. FormFlow/Adobe Professional 6.0

Figure 103-4. DD Form 2131, Passenger Manifest

RECORD OF EMERGENCY DATA

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397, November 1943 (SSN).

PRINCIPAL PURPOSES: This form is used to designate beneficiaries for certain benefits in the event of the servicemember's death. It is a guide for the disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the servicemember desires to be notified in case of emergency or death. The purpose of soliciting the SSN is to provide positive identification.

ROUTINE USES: None.

DISCLOSURE: Voluntary; however, failure to provide personal identifier information may delay notification of the servicemember's status or may handicap processing of benefits to designated beneficiaries.

INSTRUCTIONS TO SERVICEMEMBER

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, 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 dependents listed; for example, as a result of marriage, civil court action, death, or address change. Regarding your designation in Item 11, "Allotment if Missing" (if used by your Service), please read the following statement carefully, and sign on the line provided:

I fully understand that, if I am captured, missing, or interned, my designation of allotments to dependents from my pay and allowances serves only as a guide to the Secretary of my Service. The Secretary may alter my designated allotment in the best interests of myself, my dependents, or the United States Government.

(Signature of Servicemember)

1. NAME *(Last, First, Middle)*	**2a. SSN**	**b. INITIAL** *(To indicate valid SSN)*	**3a. SERVICE**	b. REPORTING UNIT CODE DUTY STATION
4a. SPOUSE NAME	**b. ADDRESS** *(Include ZIP Code)*			
5. CHILDREN a. NAME	**b. RELATIONSHIP**	**c. DATE OF BIRTH** *(YYYYMMDD)*	**d. ADDRESS** *(Include ZIP Code)*	
6a. FATHER NAME	**b. ADDRESS** *(Include ZIP Code)*			
7a. MOTHER NAME	**b. ADDRESS** *(Include ZIP Code)*			
8a. DO NOT NOTIFY DUE TO ILL HEALTH	**b. NOTIFY INSTEAD**			
9a. BENEFICIARY(IES) FOR DEATH GRATUITY *(If no surviving spouse or child)*	**b. ADDRESS** *(Include ZIP Code)*			**c. PERCENTAGE**
10a. BENEFICIARY(IES) FOR UNPAID PAY/ ALLOWANCES	**b. ADDRESS** *(Include ZIP Code)*			**c. PERCENTAGE**
11. ALLOTMENT DESIGNEE/PERCENTAGE IF MISSING *(Subject to Secretarial determination)*				
12. INSURANCE *(SGLI and other Insurance Companies/Policy Numbers)*	a. SGLI *(Optional Service Use)* ☐ MAXIMUM ☐ NO ☐ OTHER *(Amount)* _____	**b. INSURANCE COMPANIES/POLICY NUMBERS**		
13. CONTINUATION/REMARKS				
14. SIGNATURE OF SERVICEMEMBER *(Include rank, rate, or grade)*	**15. SIGNATURE OF WITNESS** *(Include rank, rate, or grade)*			**16. DATE SIGNED** *(YYYYMMDD)*

DD FORM 93, AUG 1998 PREVIOUS EDITION MAY BE USED.

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

Table 103-1. Unit Move Passenger Manifesting Process

IF	AND	THEN
1. CRE on scene (See Note 1.)	Unit is using Service deployment system to process passengers	Deploying unit manifests using deployment system for their service.
2. CRE on scene (See Note 1.)	Unit has no Service deployment system support	CRE manifests using GATES.
3. AMC terminal or Operating Location (OL) on scene	Unit is using deployment system to process passengers	Deploying unit manifests using Service deployment system.
4. AMC terminal or OL on scene	Unit has no Service deployment system support	AMC manifests using GATES.
5. No CRE, AMC terminal or OL on scene	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
6. No CRE, AMC terminal or OL on scene	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as Cargo Movement Operational System (CMOS), Transportation Coordinator's Automated Command and Control Information System (TC-ACCIS), GOPAX, or local software. (See Note 2.)
7. Service operated terminal (Non-AMC)	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
8. Service operated terminal (Non-AMC)	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, TC-ACCIS, GOPAX, or local software (See Note 2.).
9. Self deploying unit (See Note 3)	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
10. Self deploying unit (See Note 3)	Unit has no Service deployment system support	Deploying unit manifests using peacetime passenger manifesting systems such as CMOS, TC-ACCIS, GOPAX, or local software (See Note 2.)
11. Supercargo Passengers	Unit is using deployment system to process passengers	Deploying unit manifests using deployment system for their Service.
12. Supercargo Passengers	Unit has no Service deployment system support	Manifested within the SDDC Worldwide Port System.
13. Non-Combatant Evacuation Operation	Unit has no Service deployment system support	Non-Combatant Evacuation tracking system will be used and passed to GTN.

NOTES:

1. Deploying units requiring CRE manifesting support will request support in advance by including requirements in airlift support request.
2. Deploying units will use their Service deployment system of record to transmit manifests into the GTN. When Service deployment systems cannot send automated manifests to the GTN, an electronic file will be sent (i.e., e-mail, ftp) to locations that have an automated interface with the GTN.
3. Self Deploying Unit: Includes any unit that has assets that can carry its own personnel and equipment to the deployment location (i.e., an air refueling tanker unit).

Table 103-2. Evaluation Criteria

MOVEMENT EVENT	MANIFEST TRANSMISSION TO GTN
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 12 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

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