

**BY ORDER OF THE COMMANDER,
AVIANO (USAFE)**

**401 AIR EXPEDITIONARY WING
INSTRUCTION 24-102**

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Transportation

**CARGO MOVEMENT PROCEDURES AND
PERSONNEL SITE TRAVEL REQUIREMENT**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures and guidelines for 401 AEW airlift request/support and site travel procedures for the 401 AEW Staff and Geographically Separated Units (GSUs). It supplements AFI 24-101, *Passenger Movement*, AFI 24-201, *Cargo Movement*, and DoD Regulation 4500.54-G, *DoD Foreign Clearance Guide (FCG)*, which prescribes all personnel and aircraft official travel clearance requirements. This instruction applies to personnel assigned to all 401 AEW units and its visitors, and will be reviewed annually to ensure its currency. Proposed changes and corrections to this publication should be sent to 401 AEW/CCEA for wing staff coordination. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

1. Cargo Movement Procedures.

- 1.1. The information listed below describes airlift operations requests/tracking procedures, and surface movement requests/procedures for 401 AEW GSUs.
- 1.2. There are two sources for air transport assets, military and civil aircraft. Each has various transport restrictions based on dimensions, weight, and shapes of the cargo to be moved.
- 1.3. Shippers, users and port operators must provide accurate transportation data to enhance effectiveness and efficiency of the Defense Transportation System (DTS), to provide in-transit visibility (ITV) and ensure proper billing.
- 1.4. Airlift Clearance Authorities (ACAs), Container Consolidation Points (CCPs), Ocean Clearance Authorities (OCAs), or Customer Service Branches (CSBs) are designated as the focal points for tracking, expediting (green sheeting) and diverting of cargo currently in the DTS. The ACA for USAFE is Ramstein AB at DSN 480-5313.

1.5. The shipper (other than the deploying unit) will prepare cargo and equipment for airlift. Preparation includes weighing, marking, labeling, palletizing (when required), securing, and manifesting cargo, as well as computing center of gravity, when appropriate.

1.6. To request a SAAM or movement via channel, unit transportation representatives will notify 401 AEW/LGR with the requirement, to include the amount and type of cargo/pax to be moved, time-frame, destination, and POC. 401 AEW/LGR will, in turn, forward the requirement to the USAFE CAT and/or USAFE AMOCC, requesting a ULN/SAAM validation. Upon validation of the ULN/SAAM, 401 AEW/LGR will notify the GSU POC and ensure all coordination between the USAFE CAT/AMOCC and GSU is complete.

1.7. 401 AEW/LGR will track cargo with the assistance of the ACA or CSB, or in an appropriate manner, which meets mission requirements (such as personal GTN accounts, etc.). Aerial ports use GATES or CAPS; remote or small ports will use RGATES. All the above systems use the TCN to track cargo movements. The ULN will not work in these systems. ULNs can be tracked in JOPEs; however, JOPEs feeds into GTN, CAPS, and GATES, and shows only a piece of the puzzle. Therefore GSUs will pass the TCN to 401 AEW/LGR and use the TCN for tracking purposes. The TCN is assigned to a piece of cargo as soon as it enters the DTS. GSUs may call the sending unit, on-station TMO, or aerial port to obtain the TCN for inbound cargo. If the GSU POC experiences trouble trying to retrieve the TCN, 401 AEW/LGR will provide assistance.

1.8. Surface movements can be coordinated by the on-site TMO for outbound cargo. For major, high profile shipments, TMO POCs will ensure proper coordination with 401 AEW/LGR by relaying movement information as it happens. TMO will decide the fastest, most economical mode of transportation to include contracting surface shipment.

1.9. Special, one-time inbound cargo shipments will be coordinated by 401 AEW/LGR. The GSU POC will pass requirements to 401 AEW/LGR to include the items needed, justification, APO address, commercial address (if applicable), DODAAC, POC, and phone numbers (DSN and commercial).

1.10. 401 AEW/LGR will coordinate with 16 AF and the USAFE CAT to source and ship the cargo. If cargo can be sourced from Aviano AB, 401 AEW/LGR will coordinate with 31 LRS/LGRT to move the cargo to the GSU. If surface movement is deemed quickest and most economical route based on priority, 401 AEW/LGR will coordinate a one-time-only commercial contracted shipment if no regular surface channel exists. This must be done through 31 LRS/LGRT and the Military Traffic Management Command (MTMC) at Stuttgart, GE and can take up to 3 weeks to complete.

2. Passenger Clearance Types and Approving Authorities:

2.1. Theater Clearance is clearance allowing the requester theater entry for official travel. Theater clearance is required for non-United States European Command (EUCOM) based personnel traveling to countries within the EUCOM area of responsibility. CINCEUR usually grants this clearance through COMUSAFE OR COMUSAREUR. According to the FCG para. 2.3.1., theater clearance is not required by personnel assigned to EUCOM who are traveling to other units with EUCOM (e.g., members already deployed to the 401 AEW).

2.2. Country Clearance authorizes a requester travel within a specific country. The host nation grants country clearances through the American Embassy located in that nation's capital. This clearance

must not be assumed. Country clearance requirements vary, depending on the country to be visited, visitor rank, and even transiting countries.

3. Site Travel Request Procedures for all Personnel:

3.1. All visitors to 401 AEW or 401 AEW subordinate units must consult the FCG and conform to FCG procedures.

3.1.1. Visitors include both CONUS and USAFE (HQ USAFE, HQ 16th AF, 401 AEW) based travelers.

3.1.2. 401 AEW staff and subordinate unit travelers shall consult the FCG for applicability to planned travel, complying with requirements as necessary. The senior-ranking individual among the travelers is responsible for coordinating the country clearance request with 401 AEW/LGR after the appropriate level approves the travel request covered below in paragraph 3.3.

3.1.3. 401 AEW subordinate unit members should internally coordinate travel with other subordinate units. This includes all visit support requirements.

3.2. All personnel traveling to the Balkans (e.g., Croatia, Bosnia, Macedonia, Kosovo) must have received annual SFOR/KFOR training prior to travel. The FCG specifies where this training can be accomplished. Persons without current SFOR/KFOR training will be denied travel.

3.3. All visit requests must be submitted. 401 AEW staff then coordinates the request with the subordinate unit commander to assess the visit's supportability and merit, to include the visit's official purpose and itinerary. To determine most efficient mode of transportation to be used and obtain proper country clearance, the completed request must be submitted in final form to 401 AEW/LGR 30 days prior to the first day of travel if possible. However, it is best to check with LGR as soon as possible since each location has different foreign clearance guide requirement timelines. 401 AEW/LGR will compile the required information for the country clearance message and forward to 401 AEW/CCEA. CCEA will then forward the country clearance message through the Defense Messaging System (DMS) to the appropriate agency according to the FCG.

3.3.1. 401 AEW/CC approves/disapproves visits for personnel O-6 (including civilian equivalents) and below.

3.3.2. 16 AF/CC approves/disapproves general officer (including civilian equivalent) visit requests. 401 AEW/CC recommends and coordinates approval/disapproval to 16 AF/CC through executive officer channels.

3.3.3. 401 AEW staff forwards visit approval/disapproval decision by e-mail message to the requester.

4. Site Travel Request Procedures for 401 AEW Staff Only:

4.1. For 401 AEW staff, an example of the request is located on the shared drive..

4.2. When 401 AEW staff members travel TDY to various 401 AEW sites, they should review the TDY assistance checklists located on the 401 AEW shared drive under "Staff Trip Reports" titled "Travel Tips" and "Travel to Downrange Sites." These checklists will help prepare for the unique requirements of each site.

4.3. Individuals are required to notify all staff members of their travel intentions and complete one consolidated request. If members will be traveling by air, LGR will make consolidated travel arrangements through TMO. Members are required to pick-up their own tickets. If members travel by road, LGRV will schedule a vehicle to be used for that TDY, provide maps for travel, and issue toll passes.

4.3.1. If TMO determines military air is available but the member requires commercial air travel as the best mode of transportation due to mission requirements, then the staff member traveling is responsible for writing a justification letter to TMO to be signed by the 401 AEW/CC (or CV). The letter must provide justification for use of commercial travel versus military air (see sample justification letter at [Attachment 3](#)).

4.4. When traveling to and from commercial airports, train stations, etc. on official business, all 401 AEW staff members are required to arrange their own travel. Individuals will have another 401 AEW staff member drive them to and from the airport, train station, etc. whenever possible. In the event other staff members cannot provide transportation assistance, LGRV will arrange travel to required destination.

5. Redeployment Procedures for 401 AEW Staff Members Only:

5.1. 401 AEW staff members will be responsible for their own final redeployment reservations with the assistance of 401 AEW/LGR. Staff members will write a justification letter when requesting departure travel (see sample departure request letter at [Attachment 2](#)). All travel requests must be submitted in final form to 401 AEW/LGR NLT 5 duty days prior to first day of travel.

5.2. When traveling to commercial airports or passenger terminals for redeployment, all 401 AEW staff members are required to arrange their own travel. Individuals will have someone drive them to and from the airport/passenger terminal whenever possible. In the event other staff members cannot provide transportation assistance, LGRV will arrange travel to required destination.

6. Mandatory Use of Channel Airlift for DET 1 and DET 2 Only:

6.1. On occasion, individuals have redeployed back to Germany via NATO and DV support aircraft instead of regular C-130 channel missions. These out of the ordinary flights flew to locations other than Ramstein AB or Rhein Main AB/Frankfurt IAP, creating logistical difficulties and resulting in inefficiencies at the destination.

6.1.1. All Det 1/Det 2 redeploying personnel must use regular channel airlift between Det 1/Det 2 and Ramstein AB, Rhein-Main AB, or use commercial airlift to Frankfurt IAP. Some redeploying personnel may have to wait an extra day or two to transit to the CPC at Rhein-Main AB. Careful management review and action on Date Required In-place information is required to ensure non-channel airlift is not used. This policy will be briefed to all incoming personnel.

JOSEPH A. ABBOTT, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

ITV—In Transit Visibility

JOPES—Joint Operation Planning and Execution System

MO—Mobility Officer

OPLIFT—Opportune Airlift

SAAM—Special Assignment Airlift Mission

TCN—Transportation Control Number

TO—Transportation Officer

TPFDD—Time-Phased Force and Deployment Data

ULN—Unit Line Number

Terms

In Transit Visibility—provides movement visibility of unit personnel, cargo and equipment. ITV reporting gathers, maintains and distributes information on location, status of movement, and availability of unit personnel, cargo and equipment. ITV is a key factor in managing defense transportation efficiency during peacetime and wartime contingencies.

Joint Operation Planning and Execution System—the DoD system used to conduct joint planning and operations. Senior-level decision makers use JOPES to plan, execute and monitor deployment, employment, sustainment and redeployment activities. It supports national, theater and supporting organizational levels in both peacetime and in crisis.

Mobility Officer—the person(s) designated or appointed for planning, coordinating and /or executing mobility operations for assigned or supported units.

Opportune Airlift—capability is space via air or surface modes, which may be available for use after planned requirements are met.

Special Assignment Airlift Mission—a mission performing special assignment airlift. SAAM is defined as airlift requirements for special pick up or delivery by AMC at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.

Transportation Control Number—a 17-position number assigned to control a shipment throughout the transportation cycle of the DTS.

Transportation Officer—person(s) designated or appointed to perform traffic management functions.

Time-Phased Force and Deployment Data—provides timing, priority and mode selection for movement of personnel, cargo and equipment. The supported CINC determines movement priorities in the TPFDD based on transportation scheduling data in the JOPES “scheduling movement” sub-program.

Unit Line Number—the seven-character, alphanumeric field which uniquely describes a unit entry in JOPES.

Attachment 2

SAMPLE DEPARTURE REQUEST LETTER

(Use 401 AEW Letterhead)

Date

MEMORANDUM FOR 401 AEW/CC (or CV)

FROM: 401 AEW/(Office Symbol)

SUBJECT: Departure Request Letter

1. Request 401 AEW/CC (or CV) approval to depart Aviano AB, Italy and return to my home station at (name of base). This Departure Request is not related to mission-essential travel or a family hardship.
2. My replacement is (name and social security number of replacement and base). The following information is provided regarding our overlap transition period.
 - a. Arrival Date:
 - b. Overlap Training:
 - c. Requested Departure Date:
 - d. Mode of Transportation:
3. I understand that if a seat is available on a rotator that's scheduled within 48 hours of my requested departure date, TMO is obligated to book me on that seat, and I will adjust my departure arrangements accordingly.

Signature block

Director, Airfield Operations

Approved/Disapproved

Commander Signature Block

The Privacy Act of 1974 applies.

Attachment 3**SAMPLE COMMERCIAL AUTHORIZATION LETTER****(Use 401 AEW Letterhead)**

MEMORANDUM FOR 31 LRS/LGRTP

Date

FROM: 401 AEW/CC (or CV)

SUBJECT: Commercial Travel

1. _____ (name) _____, assigned to the 401st Air Expeditionary Wing (401 AEW), is required to travel to _____ (place) _____ on _____ (date) _____ for official business. Military aircraft is not available until _____ (date) and _____ (name) _____ needs to meet with his/her counterparts at _____ (date and time). He/She will be attending a pre-organized meeting that cannot be changed. I authorize him/her to travel by commercial air to meet mission requirements.

2. If you have any questions regarding this matter please contact 401 AEW/LGR at DSN 632-4687.

Signature of Commander