

**BY ORDER OF THE COMMANDER,  
FIFTH AIR FORCE**



**PACAF INSTRUCTION 13-206**

**FIFTH AIR FORCE COMMAND**

**Supplement 1**

**5 APRIL 2001**

**Operations**

**PACAF OPERATIONAL SUPPORT AIRCRAFT  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement applies to those Pacific Air Forces (PACAF) units operating operational support aircraft (OSA), tasked through the Chief of Operations, 605th Air Operations Squadron (605 AOS/CC), 605th Air Support Squadron (605 ASUS/CC), 459th Airlift Squadron (459 AS/DO), and all users requesting OSA support.

**SUMMARY OF REVISIONS**

Numerous revisions. Renumbers to align with supplemented publication. A bar ( | ) indicates revision from the previous edition.

**PACAFI 13-206, 26 July 2000, is supplemented as follows:**

3.7.3. 605 ASUS Transportation (605 ASUS/LGT) is delegated approval authority for all routine and non-controversial flights.

3.9. 605 ASUS/LGT is designated as the OSA management office.

A.2.5.1. Telephonic requests will not be supported. Eligibility for movement of passengers and cargo will be limited to the authorizations contained in Department of Defense (DoD) 4515.13-R, *Air Transportation Eligibility*. All other passengers traveling at the invitation of a DoD Component, as authorized by the Joint Federal Travel Regulation (JFTR), Volume 1, and the Joint Travel Regulation (JTR), Volume 2 (references b and c), shall have in their possession Invitational Travel Orders (ITO) published by an approving authority. See the table below for OSA Quick Reference List for travel from/to Japan:

**Table A2.2. (Added) . Quick Reference List.**

<b>Type of Travelers</b>	<b>Aircraft</b>	<b>Airlift Validator</b>	<b>Approving Authority</b>
United States Forces, Japan (USFJ) Senior Official*	Helo	605 ASUS/LGT	USFJ/CC
PACAF Non-USFJ Senior Official*	Helo	605 ASUS/LGT	USFJ/CC
Non-PACAF/Pacific Command Senior Official*	Helo	United States Commander in Chief, Pacific Command (USCINCPAC)/J43	USCINCPAC
Foreign National Senior Official* including Spouses	Helo	USCINCPAC/J43	USCINCPAC
USFJ Personnel (Non-Senior Official)	Helo	605 ASUS/LGT	Not Applicable
PACAF Personnel (Non-Senior Official)	Helo	605 ASUS/LGT	Not Applicable
Foreign National including Spouses (Non-Senior Official)	Helo	605 ASUS/LGT	Not Applicable
HQ PACAF personnel and personnel stationed outside PACAF	Helo	HQ PACAF Air Mobility Operations Control Center (AMOCC)	HQ PACAF AMOCC
Non-PACAF Personnel (All Services)	Helo	USCINCPAC/J43	USCINCPAC
USFJ Senior Official* (USAF Only)	C21	HQ PACAF AMOCC	HQ PACAF AMOCC
USFJ Senior Official* (Non-USAF)	C21	USCINCPAC/J43	USCINCPAC
PACAF Senior Official*	C21	HQ PACAF AMOCC	HQ PACAF AMOCC
Non-PACAF Senior Official*	C21	USCINCPAC/J43	USCINCPAC
Foreign National Senior Official* including Spouses	C21	USCINCPAC/J43	USCINCPAC
USFJ Personnel (Non-Senior Official)	C21	605 ASUS/LGT	Not Applicable
HQ PACAF personnel and personnel stationed outside PACAF	C21	HQ PACAF AMOCC	HQ PACAF AMOCC

Type of Travelers	Aircraft	Airlift Validator	Approving Authority
PACAF Personnel (Non-Senior Official)	C21	PACAF AMOCC	PACAF AMOCC
Non-PACAF Personnel (All Services)	C21	USCINCPAC/J43	USCINCPAC
Foreign National including Spouses (Non-Senior Official)	C21	605 ASUS/LGT	USFJ/CC

\* Senior Officials are O7 and above/civilian equivalents.

**NOTE:** Dual-hatted USAF Senior Official traveling on joint business should forward request to CINC-PAC for validation and approval.

A.2.5.2.7. Baggage weight allowance is restricted to 30 pounds per passenger. Any request for deviation from this limit will be coordinated with 605 ASUS/LGT.

A3.1.6. Baggage and personal property are the responsibility of the owner. C21/UH-1 aircraft are space limited and cannot normally accommodate oversized baggage or cargo. The movements of these articles, baggage or cargo are subject to the approval of the aircraft commander, and must meet customs, import, and duty requirements of US and host nation.

A3.2.4.1. (Added) . Passengers should confirm their departure times with the 459 AS schedulers (225-4210/8222) one duty day prior to scheduled departure. During duty hours, call the 459 AS schedulers. During non-duty hours, please contact the 374 AW Command Post Operations (374 AW/CPO) (225-3740/2536/2537) and ask for the 459 AS scheduler.

## Attachment 5 (Added)

### UH-1 AIRLIFT OPERATIONS PROCEDURES

#### A5.1. Airlift Request and Validation Procedures:

A5.1.1. UH-1 airlift requests will be submitted to 605 ASUS/LGT on a PACAF Form 292, **Operational Support Airlift (OSA) Request**. The 605 ASUS/LGT is the validator.

#### A5.1.2. Passenger Processing/Manifesting Procedures:

A5.1.2.1. Concept of Operations. Dedicated passengers will be processed at building 703, Yokota Air Base, Japan. Space Available passengers will be processed through the air terminal or Air Mobility Command (AMC) passenger terminal. AMC or local procedures apply. Aircraft commanders can make alternate arrangements for passenger check-in/processing locations.

A5.1.2.2. Passenger List/Manifest. The requesting unit is responsible for preparation of dedicated passenger list/manifest. Fax, email or handcarry the passenger list/manifest to 459 AS no later than 1200 on the duty day prior to day of flight. The AMC passenger terminal will prepare/provide the Space Available passenger manifest to the aircraft commander upon arrival at the aircraft or at the designated passenger check-in area.

A5.1.2.3. Release of excess seats to AMC. Pursuant to DoD 4515.13-R, all unused seats will be provided to the senior air terminal representative or AMC. The aircraft commander is the approving authority for any seats released for Space A movement. **EXCEPTION: Aircraft commander will not release seats when carrying HQ PACAF Vice Commander/Director of Operations (HQ PACAF/CV/DO), Numbered Air Force Commander (NAF/CC), Distinguished Visitor (DV) -3 or higher unless approved by the DV.** 605 ASUS/LGT or 459 AS will clear seat release with the DV and pass information to AMC or the senior air terminal representative. Space Available passengers will be processed and manifested through passenger terminals. **NOTE:** Due to short flying times, back-to-back missions without time for ground processing, and the lack of passenger-processing facilities or personnel at UH-IN landing sites, the 459 AS does not normally release seats for Space Available transportation in the Kanto Plain region.

#### A5.1.2.4. Anti-Hijack Screening:

A5.1.2.4.1. All dedicated passengers scheduled for airlift are certified for anti-hijack screening in accordance with AFI 10-207, *Command Posts*, and AMCI 24-101, Volume 14, *Military Airlift – Passenger Service*. The aircraft commander will certify compliance with the anti-hijack program by signing the manifest below the anti-hijacking statement.

A5.1.2.4.2. For other passengers filling seats offered to air terminal representative or AMC, normal AMC or local procedures apply.

A5.1.2.4.3. The aircraft commander will ensure changes on the passenger manifest are corrected and left to the appropriate agency for station file copy prior to departure.

#### A5.1.2.5. Passenger Check-in/Processing:

A5.1.2.5.1. Dedicated DV passengers will be processed planeside 10 minutes prior to aircraft scheduled departure time.

A5.1.2.5.2. Dedicated non-DV passengers will report at the indicated time/date to the designated locations as noted in [A5.1.2.1](#), or at a prearranged location by 459 AS or aircraft commander. Standard check-in time is 30 minutes prior to departure time.

A5.1.2.5.3. All other passengers will be processed at AMC passenger terminals or through the local air terminals. AMC or air terminals are responsible for transporting these passengers to the prearranged location designated by 459 AS or aircraft commander.

A5.1.2.6. Baggage Handling:

A5.1.2.6.1. Passengers are responsible for carrying their baggage to the aircraft. In an event the aircraft cabin load is exceeded; aircrews may request all passengers to weigh their baggage in AMC or local air terminal. Passengers not complying with the request will not be airlifted until baggage is weighed. Where loads exceed limits, regardless if the passenger conformed to the published baggage weight restriction, passengers will reduce their baggage loads. In no situation will a second aircraft be made available to transport excess baggage. Oversized items or items that may cause hazards to passengers or crew may be refused. The Aircraft Commander may direct inspection of any baggage by the crew and is the final authority for allowing baggage onto the aircraft.

A5.1.2.7. Travel Authorization:

A5.1.2.7.1. DoD 4515.13-R is the governing directive for travel eligibility of personnel for movement on DoD aircraft. The travel authorization for dedicated passengers is the validated PACAF Form 292.

A5.1.2.7.2. For all other passengers, the local air terminal or AMC is responsible for the preparation of the passenger manifest/list. The passenger manifest/list is the travel authorization for the aforementioned passengers.

PAUL V. HESTER, Lieutenant General, USAF  
Commander